

# DALTON FIRE DEPARTMENT

## Standard Operating Procedure

**S.O.P.: ENF-1**  
**Effective: 11-01-2000**  
**Revised: 06-27-2017**  
**Reviewed: 06-25-2019**

\_\_\_\_\_  
Fire Chief Signature

\_\_\_\_\_  
DATE

**Title:** Enforcement of Fire Lane Violations

**Scope:** All personnel

### **POLICY:**

This policy was created to establish a procedure for enforcement actions directed to violators of City Ordinance, Article VI, 114-396 through 114-407 titled "Fire Lanes" and to establish guidance in all other enforcement actions by the City of Dalton Fire Department.

It will be the policy of the City of Dalton Fire Department to ensure the safety of our citizens in areas of congestion due to traffic and other means by effectively policing those areas to provide for at least the minimum ingress and egress required for emergency vehicles at all times. This will be accomplished by citation to Municipal Court, where necessary, by designated officials of the City of Dalton Fire Department or uniformed officers of Dalton Police Department. This action is in conjunction with the authority listed in 114-407.

The officer engaged in the enforcement of the minimum standards acceptable shall evaluate the circumstance and make a determination if the property in question is listed in the ordinance 114-397 (c) for designation as a fire lane. Then a decision will be made as to what form of enforcement shall be effective to render a more safe condition. The officer anticipating enforcement actions shall notify the dispatcher by radio of his/her location and reason for possible corrective actions anticipated.

The following personnel have authority designated by the Fire Chief to enter into enforcement actions where needed:

- On-duty Battalion Chiefs
- All personnel assigned to the Fire Prevention Division for the purpose of code enforcement
- Deputy Fire Chief
- Fire Chief

## **Verbal communication with the violator**

Should contact be made with the operator of a vehicle, the officer will be professional in their approach and utilize a courteous manner. The officer shall identify themselves and the department he/she represents. The officer will then inquire if there is any justifiable reason for the violation committed. The officer will then notify the violator of the action to be taken. The officer will educate the violator as to why action will be taken and how to avoid future citations.

In the event a violator becomes confrontational, the officer shall remove himself/herself to a safe location (vehicle most likely) at the earliest possible time whereby he/she may summon assistance from uniformed police officers and/or supervisors with Dalton Fire Department. Officer safety is of utmost importance and should not be jeopardized under any circumstance.

## **Written Warnings**

The City of Dalton Fire Department generated form(s) pursuant to 14-261 shall indicate in the appropriate location whether a warning or citation is issued. Warning stickers may be utilized separate from a Citation/Warning ticket at the officer's discretion. The department or the court does not require that a Citation/Warning ticket be completed in conjunction with the orange warning sticker.

Should there be any doubt as to what action to take, the officer will educate the operator of the vehicle and a warning sticker issued without a citation/warning being completed. Upon exiting, the officer will thank them for their attention to this matter.

## **Citations**

Citations to Municipal Court as listed in 114-407 may be issued to the vehicle and it is not necessary for the driver/operator to be present. If the operator is not present, the citation may be left with the vehicle. In the event a citation to Municipal Court is issued, the vehicle shall be photographed and the photograph shall be printed and attached to the citation. The proper forms will be forwarded to an officer of the court for processing and disposition either by forfeiture or the fine amount listed during court hearing.

Issuance of citations is an adversarial situation and should be handled in a manner to promote officer safety at all times. In the event an unlicensed operator or an operator becomes hostile/belligerent, dispatch shall be notified via radio requesting Dalton Police Department who will take all necessary enforcement action upon their arrival.