

To: Public Safety Commission
From: Chief Cliff Cason
Date: November 27, 2018
Subject: Written Directive review

<u>Number</u>	<u>Pages</u>	<u>Title/Changes</u>
4.3	1	<u>Communications Standard Operating Procedures</u> The Revision and Re-evaluation dates were changed
4.4	1	<u>Conducting Interviews and Interrogations</u> The Revision and Re-evaluation dates were changed
4.5	1	<u>Vehicle Stops</u> The Revision and Re-evaluation dates were changed
4.7	1	<u>Impounding, Towing and Inventory of Vehicles</u> The Revision and Re-evaluation dates were changed
4.26	1	<u>Occupant Protection</u> The Revision and Re-evaluation dates were changed

DALTON POLICE DEPARTMENT

<i>Effective Date</i>	October 1, 1998	<i>Number</i>	GO89-4.3
Subject Communications Standard Operating Procedures			
<i>Reference</i>		<i>Revised</i>	November 22, 2016 November 27, 2018
<i>Distribution</i>	All Personnel	<i>Re-evaluation Date</i>	No. Pages
		November 22, 2018 November 2020	9

I. Policy

Dispatch services are provided by Whitfield County E-911 pursuant to a written service agreement between Whitfield County and the City of Dalton. While Whitfield County E-911 establishes general operating procedures, each public safety agency may provide specific policy and guidelines critical to providing their respective service to the citizens they serve. It is the policy of the Dalton Police Department to establish the framework by which information can be received from the public and relayed to field Officers with necessary speed and accuracy to provide an efficient and effective communications that satisfies the immediate information needs of the Department in its normal daily activities and during emergencies.

II. Responsibilities of Dispatchers

- A. Communications Officers are responsible for the data entry of all dispatched and Officer initiated calls into the CAD (Computer Aided Dispatch) System. Dispatchers shall obtain all information necessary to assist Patrol Officers in preparing themselves to answer calls. Information that shall be obtained and recorded when applicable includes, but is not limited to, the following:
 1. Ensuring a control number is assigned in the CAD system
 2. Type of incident reported
 3. Location of incident reported
 4. If in progress
 5. Name of caller
 6. Address of caller (if not incident location)
 7. Phone number of caller
 8. Date and time of request

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police.

DALTON POLICE DEPARTMENT

<i>Effective Date</i>	<i>Number</i>	
August 1, 1998	GO98-4.4	
Subject		
Conducting Interviews and Interrogations		
<i>Reference</i>	<i>Revised</i>	
	November 22, 2016 November 27, 2018	
<i>Distribution</i>	<i>Re-evaluation Date</i>	<i>No. Pages</i>
All Personnel	November 22, 2018 November 2020	7

I. Policy

It is the policy of the Dalton Police Department to maintain the highest ethical standards and adhere to all constitutional guidelines when conducting investigative interviews and interrogations.

II. Definitions

- A. *Interviews* - Question sessions with persons who are ready and willing to relate facts or information, which are relevant to police investigations.
- B. *Interrogations* - Question sessions with persons who are unwilling or reluctant to relate what they know of interest to police in an investigation.
- C. *Custody* - Custody exists when an officer tells a person that he / she is under arrest or when a "reasonable person" under the same circumstances would believe that his / her freedom of action has been restricted to the same degree as would a formal arrest.
- D. *Field Interview* - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion, for the purposes of determining the individual's identity and resolving the Officer's suspicions concerning criminal activity.

III. Confessions / Admissions

No attempt will be made to obtain a confession or admission by force, threats, or promises. Whether an accused person or a suspect will cooperate is left entirely up to that individual. If the accused person or suspect indicates at any time that they want an attorney present, all interrogation must cease. Any confession or admission induced by the officer "by the slightest hope of benefit or remotest fear of injury" will not be admissible in court (O.C.G.A. 24-3-50).

IV. Procedure

- A. **Interviews:** When conducting an interview, it is the Police Officer's or investigator's job to help the interviewee to recall and relate the relevant

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police.

DALTON POLICE DEPARTMENT

Subject	Effective Date February 24, 2004	Number GO88-4.5
Vehicle Stops		
Reference		Revised November 22, 2016 November 27, 2018
Distribution All Personnel	Re-evaluation Date November 22, 2018 November 2020	No. Pages 4

I. Policy

It is the policy of the Dalton Police Department that vehicle stops be made in a manner that provides maximum safety to the Officer and others, and conducted in a professional and positive manner. Officers should remember that while enforcing traffic laws that we should set the example for good driving habits by obeying all traffic laws, driving defensively, and being courteous.

II. Background

Many citizens' impressions and attitudes toward the police are formed as a result of traffic stops. Although enforcing traffic laws and making other vehicle stops is one of the more routine functions law enforcement Officers perform, too frequently Officers are injured or killed in the process. Otherwise routine stops could escalate quickly into dangerous confrontations. Officers must always be alert and never take traffic stops as routine or let his / her guard down. Officers must be alert for unpredictable behavior, but try to balance this cautiousness with making the contact as positive as possible.

III. Definitions

- A. *Bias Based Profiling* -- Any law enforcement activity initiated solely on a common trait of a group. This includes but is not limited to race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.
- B. *Reasonable suspicion* - Also known as articulate *articulable suspicion*. More than a mere hunch, and based on a set of articulable facts or circumstances that cause a reasonable person to believe that an infraction of the law has been committed, is about to be committed, or is in the process of being committed, by the person(s) being observed. Reasonable suspicion in traffic enforcement is often based on observations by the Officer in combination with training and experience, and / or reasonably reliable information from a credible source.

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police.

DALTON POLICE DEPARTMENT

<i>Effective Date</i>	May 1, 1998	<i>Number</i>	GO91-4.7
<i>Subject</i>			
Impounding, Towing and Inventory of Vehicles			
<i>Reference</i>	GA Code Ann. 40-11-1, 40-11-2, 40-11-3, 3.1, 3.2, 40-11-9, 40-6-202, 40-6-203, 32-6-2	<i>Revised</i>	November 22, 2016 November 27, 2018
<i>Distribution</i>	All Personnel	<i>Re-evaluation Date</i>	No. Pages
		November 22, 2018 November 2020	6

I. Policy

It is the policy of the Dalton Police Department that vehicles will only be impounded in accordance with state law governing the removal of vehicles by police officers, and then only after all other reasonable options to keep from impounding a vehicle have been exhausted. (OCGA 40-6-202, 40-11-03, 40-6-206).

II. Definitions

- A. *Highway* - The entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.
- B. *Impound* - Any vehicle which is towed to the Police Services Center that is to be held or processed for evidence.
- C. *Private Property* - Any property that is not owned or leased by any government that the public may or may not have access to. (i.e., private driveways, shopping center lots, church lots).
- D. *Roadway* - That portion of the highway improved, designed, or ordinarily used for vehicular travel, exclusive of the berm or shoulder.
- E. *Street* - The entire width between boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.

III. Procedure

Approved "list" tow truck service will be utilized by the Dalton Police Department and shall be on-call 24 hours a day. The "list" tow truck service shall be dispatched by Whitfield County 911. The service will rotate on a weekly basis, and the "list" tow truck service will be used unless the owner or operator requests a different tow truck service or the Officer deems it necessary due to the "list" being unavailable.

- A. If the Officer determines that a tow truck is needed:
 1. The Officer should ask the owner or operator of the vehicle that is to be

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police.

DALTON POLICE DEPARTMENT

Effective Date	Number
February 24, 2004	GO04-4.26
Subject	
Occupant Protection	
Reference	Revised
	November 22, 2016 November 27, 2018
Distribution	No. Pages
All Personnel	3
Re-evaluation Date	
November 22, 2018 November 2020	

I. Policy

To make our streets safer for our citizens and to reduce the number of injury crashes, the Dalton Police Department will actively enforce existing occupant protection and child safety seat laws.

II. Definition

Passenger vehicle: Every motor vehicle, including, but not limited to, pickup trucks, vans, and sport utility vehicles, designed to carry ten passengers or fewer and used for the transportation of persons. This shall not include motorcycles, motor driven cycles, off-road vehicles, or pickup trucks being used by an owner, driver, or occupant eighteen (18) years of age or older in connection with agricultural pursuits that are usual and normal to the user's farming operations.

III. Enforcement

Enforcement of occupant protection laws is an essential strategy in the reduction of injuries relating to motor vehicle crashes.

All steps should be taken to ensure all persons on the roadways of Dalton are restrained correctly in accordance with laws governing the State of Georgia.

A. All persons over the age of eighteen (18) are required to wear a proper safety belt in the front seat of any passenger vehicle, O.C.G.A. 40-8-76.1. The safety belt must comply with the guidelines set forth by Federal Motor Vehicle Safety Standards (FMVSS) 208. The following exemptions apply:

1. A driver or passenger frequently stopping and leaving the vehicle or delivering property from the vehicle or delivering property from the vehicle, if the speed of the vehicle between stops does not exceed fifteen (15) miles per hour;
2. A driver operating a passenger vehicle in reverse;

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police.