



DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 124	EMPLOYEE RESPONSIBILITIES AND OBLIGATIONS	
	Effective: 7/24/2023	Commissioner Approval: 
	Authorities:	
	Applicability: ALL DEPARTMENTAL EMPLOYEES	
	Special Instructions: DPS Vehicle Collision Guide	

124.100 INTRODUCTION

This chapter outlines various responsibilities and obligations of all employees within the department not otherwise covered in the OPM.

124.300 SUBSCRIPTIONS, SOLICITATIONS, COLLECTIONS, PETITIONS

Unless prior written approval is obtained through appropriate channels, employees of this department, while on official duty, shall not solicit any contributions, donations, signatures for petitions, or sell tickets or subscriptions in any manner. Approval may be granted for activities or benefits that are closely associated or supported by State government or law enforcement, such as APOA, FOAST, Torch Run, and the SHARE Campaign.

124.310 IDENTIFICATION CARDS

- A. **Officers to carry identification and badges at all times.** Commissioned personnel shall carry identification cards and badges on their person at all times, except when impractical or dangerous to their safety or to an investigation.
- B. **Carrying badges by Court Service Officers.** Court Service officers shall carry their identification and badges while on duty, or when otherwise required by the department. They shall furnish their name or badge number to any person requesting that information when they are on duty. They may carry their identification and badges off-duty and may present them in an emergency.
- C. **Officer photos on identification cards.** Commissioned personnel are to appear in full uniform in the photograph displayed on their department identification card.
- D. **Identification cards to be replaced with change of rank, name change, or significant change in appearance.** Commissioned personnel shall obtain a new identification card with change of rank and an updated photograph.
- E. **Officers are to provide information when requested.** Officers shall furnish their name or badge number, or their supervisor's name, to any person requesting that information when they are on duty, or representing themselves as having an official capacity, except when the withholding of such information is necessary for the performance of their duties or is authorized by proper authority.

124.320 REQUESTS FOR ASSISTANCE

A. *Employees will receive and act upon citizen requests for assistance.* When any person requests assistance or advice, makes complaints or reports, whether by telephone, radio, in person, or in writing; employees of this department, whether commissioned or civilian, will obtain all pertinent information in an official and courteous manner, and will properly and judiciously act upon the report in a manner consistent with established departmental procedures.

B. *Employees to make requested notification of incidents.* Common courtesy and department policy requires that employees will comply, where reasonably possible, with any citizen request to notify a spouse, friend, parent, or other desired contact, of an incident occurring.

124.330 TELEPHONE AND RESIDENCE CONTACT – COMMISSIONED PERSONNEL

Commissioned personnel shall have land line telephones or cellular telephones available and shall reasonably monitor those phones, and shall report any change of telephone number or address to their supervisor, superior officers, Division Headquarters, and other appropriate persons.

124.340 USE OF EQUIPMENT AND INVESTIGATIVE RESOURCES

Use of the polygraph, medical examinations, photographs, firearms, lineups, pen registers, or electronic monitoring equipment will be in accordance with departmental policy, existing contracts, and laws.

124.350 EQUIPMENT LOSSES OR DAMAGE

Employees are expected to engage in due diligence when caring for equipment provided to them by the State of Alaska. Employees will take the following steps when department equipment is lost, stolen, or damaged:

1. The employee responsible for the state property (this does not include DOT fleet vehicles and equipment) shall provide immediate notification to their supervisor and, unless another report is specified elsewhere in the OPM, shall complete and submit to their supervisor a Report of Lost -- Stolen -- Damaged Property form, which is found in section 3-1 (page 16) in the State Property Control [Manual](#), within three working days. Departments are responsible for notifying the Department of Administration, Division of Risk Management regarding State property deemed lost/stolen/damaged, as defined in the [Claims Reporting Procedures Manual](#);
2. The supervisor will complete the required section of the form and forward the report to their Commander or Section Supervisor immediately; and
3. The Commander or Section Supervisor will review the report and immediately forward it to the Division Director.

124.360 LIMITATIONS ON HUNTING AND FISHING BY EMPLOYEES

- A. *Employees transported to the field prohibited from hunting or fishing.*** Department employees transported to the field by State owned, operated, or chartered aircraft, motor vehicles, all-terrain vehicles, snow machines, vessels, watercraft, or other means of conveyance are prohibited from taking or attempting to take any big or small game, fish, or waterfowl except that an employee, while in the field overnight, may, during non-work hours, take small game or fish for immediate personal consumption.
- B. *State equipment not to be used for personal fishing or hunting.*** No state owned, leased, or chartered equipment may be used to take, transport, care for, or store any big or small game, fish, or waterfowl except as part of an official investigation. Fish or game taken for personal consumption under OPM 124.370 A (above) may not be transported from the field in State equipment.
- C. *State facilities not to be used in connection with personal hunting or fishing.*** No State owned or leased buildings or compounds may be used to take, transport, care for, or store any big or small game, fish, or waterfowl except as part of an official investigation. State assigned housing may be used to care for, or store personal use game, fish, or waterfowl as long as the storage or processing does not create a visual or olfactory nuisance.
- D. *Transportation of personal hunting or fishing equipment.*** Personal hunting or fishing equipment carried to the field by an employee shall not interfere with the effective performance of the employee's duties. Transportation of such equipment must be at no cost to the State.
- E. *Employees not in the field may hunt or fish off-duty.*** An employee on a TDY assignment other than in the field may hunt or fish on personal time; however, the employee must make arrangements with private carriers to transport the fish or game to its final destination at no cost to the State.
- F. *Violators subject to discipline.*** Any employee who violates the provisions of this section, or assists another in the violation of this section, is subject to disciplinary action, up to and including dismissal.

124.370 NOTIFICATIONS TO COMMISSIONER

A. *Commissioner to be notified of significant occurrences.* Immediate notification will be made to the Commissioner of major incidents or significant occurrences. Incidents requiring notification include, but are not limited to:

1. Fatalities (other than expected home deaths or suspected natural deaths).
2. Major catastrophes such as earthquakes, fires, floods, or industrial accidents.
3. Civil disobedience or riots, terrorists' threats or bomb threats.
4. Any motor vehicle, commercial vehicle, ATV, aircraft or boating collision involving fatalities.

CHAPTER 124 EMPLOYEE RESPONSIBILITIES AND OBLIGATIONS

5. Any on duty injury (likely to require medical treatment and/or time off from work) of a department or State employee.
6. The death of any department employee (on duty or off) and the death of any State of Alaska employee being investigated by DPS.
7. Injury (which will require hospitalization, expensive medical examinations, tests or treatments) or death of any citizen resulting from a department employee's involvement.
8. Any Search and Rescue (SAR) mission, except those which are resolved within the duty period they were initiated in unless there are fatalities or serious injuries.
9. Any other incident, which because of the nature of the incident, or the identity of persons involved, is of unusual significance.

B. Primary transmission to be by email. All Commissioner's notification messages shall be sent via email to the current notification email address as soon as practical. This means when the overall extent of the event is known. Immediately informing DPS supervisors about the event and knowing some of the details is more desirable than waiting several hours or days to gather "all" the details before sending out a Commissioner's Notification. Limit the length of the email notification to 4-8 sentences and avoid speculative information. Confidential investigative techniques and procedures are not to be included.

All emails will include the following warning message:

"This email, including attachments, is intended for the use of the person or entity to which it is addressed and may contain CONFIDENTIAL or PRIVILEGED information that is protected under [AS 40.25.120\(a\)\(6\)\(E-G\)](#) and punishable by law if improperly disclosed. Due to CJIS, Victim's Rights Act (VRA) and other statutory requirements, notifications that contain the name of a minor victim, or the adult name of victim of a sex crime ([AS 11.41.410](#) – [11.41.460](#), [AS 11.41.300](#)), should only have their initials used and not the victim's full name ([AS 12.61.100-900](#))."

All messages will have a subject of "Commissioner's Notification." See the below example.

If updates to the original Commissioner's Notification are made (such as the progress of search efforts during a SAR), then the subject line of the email message is to denote "Update – Commissioner's Notification."

The updated information is to be placed at the top of the original Commissioner's Notification so readers will not have to reread the entire original Commissioner's Notification in order to find the updated information.

In the event that the email system is unavailable or inoperative and the incident is sufficiently important to require immediate notice, the initial notification can be made by telephone and followed up with the usual email message as soon as possible.

CHAPTER 124 EMPLOYEE RESPONSIBILITIES AND OBLIGATIONS

Subject: Commissioner's Notification	
Commissioner's Notification	
NOT FOR PUBLIC RELEASE	
<p>* This email, including attachments, is intended for the use of the person or entity to which it is addressed and may contain CONFIDENTIAL or PRIVILEGED information that is protected under AS 40.25.120(a)(6)(E-G) and punishable by law if improperly disclosed. Due to CJIS, Victim's Rights Act (VRA) and other statutory requirements, notifications that contain the name of a minor victim, or the adult name of victim of a sex crime (AS 11.41.410 – 11.41.460, AS 11.41.300), should only have their initials used and not the victim's full name (AS 12.61.100-900).</p>	
Date:	(Actual date of incident, not date reported or updated)
Time:	(Actual time of incident, not time reported or updated)
Incident Number:	(DPS case number assigned, if applicable)
Subject:	(SAR, Death Investigation, Fatality MVC, etc.)
Post:	(Where Trooper handling the case is stationed)
Synopsis:	(Date and time reported, synopsis of the event, extent of injuries or damage, and other agencies involved, etc. – limit length 4-8 sentences)
Assigned:	(Rank and name of department employee handling the event)

C. Dispatch centers may facilitate notification. Dispatch centers may establish procedures for making simultaneous notifications of Division commanders, the Commissioner, and others in the normal chain-of-command.

D. Employees are required to report significant incidents to supervisor. Any employee who becomes aware of a significant incident reportable under (A) shall, by the most expeditious means available, notify their supervisor.

E. Employees are required to report all incidents involving any damage to a department or State owned, leased, or operated vehicle. The employee must report any vehicle damage to their immediate supervisor, by the most expeditious means available (exceptions; minor rock chip damage to windshield or vehicle). The employee must also send an e-mail notification to their chain of command (up to Captain), and to the [Vehicle Coordinator](#), before the end of their shift. This e-mail notification must have the following: police agency, case number, investigating officer, and a short synopsis of how the damage occurred, and photos of damage. The following must be sent within 48 hours to the Vehicle Coordinator and chain of command: a [Liability Accident Notice](#) (for all damage). If the vehicle was involved in a collision, the Collision Report [12-200 or [12-209](#)]. If the employee is unable to send this e-mail notification, their supervisor must make this notification. The [DPS Vehicle Collision Guide](#) should be used to ensure timely and proper documentation is completed. If the employee or other citizen is injured or is deceased, a Commissioner's Notification is required.

If the employee was "at fault" in the collision or for the damage, and corrective actions or discipline is going to be considered, a "Complaint" incident must be entered into the [BlueTeam](#).

F. Employees are required to report all incidents involving any damage to a department or State owned, leased, or operated aircraft. All accidents and incidents involving a DPS aircraft shall be reported to the pilot's supervisor and to the Aircraft Supervisor, by the most expeditious means available. The pilot, if able or the pilot's supervisor shall prepare and transmit an initial report of the incident or accident as soon as practical following the event.

The pilot and the pilot's supervisor are responsible to insure that the provisions of the DPS [Aircraft Operations Manual](#) concerning accidents and incidents are adhered to. For the purposes of this manual, the term "aircraft accident" adheres to the NTSB definition found in 49 CFR Part 830.2. If the employee or other citizen is injured, a Commissioner's Notification is required.

G. *Employees are required to report any accidents, damage, and grounding to a department or State owned, leased, or operated vessel.* The Vessel Operator shall report the following situations to their Detachment Commander by the most expeditious means available:

1. Loss of a life or serious physical injury.
2. Grounding - Defined as any time a vessel unintentionally touches or possibly touches bottom. This includes touching on the hull, keel, rudder or other under water appendages.
3. Loss of propulsion or primary steering.
4. Fire or flooding.
5. Collisions.
6. Any property damage in excess of \$500 including other structures, vessel, etc.

The Vessel operator and their immediate supervisor are responsible to insure that the provisions of the [DPS Vessel Section Safety and Operations Manual](#) concerning accidents, damage, and grounding (Section XI, pages 18-19) are adhered to. The chain of command should also notify Risk Management as defined in the Division of Risk Management [Claims Reporting Procedures Manual](#).

H. *Employees are required to report all incidents involving any damage to a department or State owned, leased, or operated building.* All incidents involving damage to a DPS owned, leased, or operated building shall be immediately reported employee's supervisor and to the Detachment's chain of command, by the most expeditious means available. DPS Supply should also be notified, as they may be able to determine that status of the building (owned or leased) and contact the owner to make notifications and timely repairs. In the event of major building property loss, call Risk Management immediately at 907-465-2183. If the loss is minor in nature, no telephone call is necessary, but written notice must be sent via e-mail to RiskManagement@alaska.gov. Content loss in excess of \$15,000 must be reported by phone immediately to Risk Management and follow-up with a written notice to include an itemized listing of the lost or damaged property and its value. Theft and vandalism loss should be reported to Risk management after the fact. If state property [a fixed asset] was lost, damaged or stolen [computer, radio, taser, gun, etc.] from a building it must be reported through IRIS to the State Property Manager [see Property Control [Manual](#), page 16].

124.380 INTER-DIVISIONAL COOPERATION

A. *Employees to know mission of the department.* All employees of the department shall understand the mission, duties, and responsibilities of the department and their delegation

among the Divisions to the extent necessary to determine which Division has primary responsibility for handling incidents or requests for service.

B. *Divisions to be notified in their areas of responsibility.* A Division receiving notice of an incident or crime falling under the primary responsibility of another Division shall notify that responsible Division of the incident as soon as practicable. This extends to notification of the responsible Division of an incident handled by another Division. For example, if AST handles a sport fishing case including preparing the report and presenting it to the prosecutor, AST shall notify AWT of this action. Similarly, if AWT handles an assault case they shall notify AST of that action. Either AST or AWT would notify Fire Life Safety of fires as required in OPM Chapter 120.

1. In posts having communication or dispatch centers, these requirements may be met through the establishment of procedures assuring notification of the Division having primary responsibility for any incident.
2. In remote areas, or posts without central dispatch services, it is the responsibility of each employee to communicate with their counterpart(s) in other Divisions information concerning any incidents falling in the primary responsibility of another Division.

124.400 SIGNING OF BATFE FORMS

Department of Public Safety employees shall accept for review Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) forms during normal state business hours. The BATFE forms received from the public are required by BATFE to be delivered by an applicant or vendor to a designated Chief Law Enforcement Officer (CLEO).

In 2016, the National Firearms Act (NFA) Rule 41F changed the requirements regarding how DPS, as a CLEO, should handle BATFE applications. All forms (except the [ATF E-Form 7](#) Application for Federal Firearm License need only be received – they need not be signed nor retained. The sole exception is in the event the CLEO has a criminal nexus to run this information for purposes of a continuing investigation involving the applicant.

[ATF E-Form 7](#) Application for Federal Firearm License forms need to be retained by the CLEO for 90 days, as the BATFE may need to verify the existence of the application. ATF E-Form 7 will be scanned into a designated digital folder. After 90 days, or after this information is shared with BATFE, the form(s) may be destroyed.

124.410 REQUESTS FOR FINGERPRINTING

Persons seeking certain types of employment in Alaska are required to submit fingerprints for a criminal background check. The department will not take fingerprints for members of the public in areas where commercial providers of this service are available. However, in those areas where such services are not available, employees of the department will accommodate requests for fingerprinting where practical. (Note that persons seeking criminal background checks must be referred directly to the DPS, Division of Statewide Services, Division of Records and Identification in Anchorage.)

124.420 USE OF DEPARTMENT NAME OR LETTERHEAD

Employees are prohibited from making any purchases of items for personal use using the name or the official letterhead of any Division or of the Department of Public Safety without authorization of the Director or Commissioner respectively. This includes the purchase of weapons or any equipment that can only be sold to police or where a police discount is offered.

124.900 DEFINITION

Field – An area outside of established year round dwellings, businesses, or other development usually associated with cities, towns, or villages and includes marine waters within 200 miles of the State. “Field” does not include permanent hotels or roadhouses on the state road system or state or federally maintained airports.