

This publicly available copy of the Village Public Safety Officer (VPSO) Standard Operating Procedure (SOP) Manual contains minor redactions. The redactions have been limited to those which are applicable to Alaska Statute 40.25.120(a)(6)(E,F, or G).

Sec. 40.25.120. Public records; exceptions; certified copies.

(a) Every person has a right to inspect a public record in the state, including public records in recorders' offices, except

(6) records or information compiled for law enforcement purposes, but only to the extent that the production of the law enforcement records or information

(E) would disclose confidential techniques and procedures for law enforcement investigations and prosecutions;

(F) would disclose guidelines for law enforcement investigations or prosecutions if the disclosure could reasonably be expected to risk circumvention of the law; or

(G) could reasonably be expected to endanger the life or physical safety of an individual;



DEPARTMENT OF PUBLIC SAFETY

VILLAGE PUBLIC SAFETY OFFICER

STANDARD OPERATING PROCEDURES MANUAL

Version 6

Updated June 30, 2024

INTRODUCTION

This is the fifth edition of the Department of Public Safety (DPS) Village Public Safety Officers (VPSO) Standard Operating Procedures (SOP) Manual. This SOP Manual guides the public safety specific duties of the VPSOs and each VPSO is responsible for understanding and following the intent and spirit of the SOP Manual. This SOP Manual is intended primarily as a supplemental reference document and shall not supersede or override laws, regulations or policies set forth in the DPS operating procedures manual (OPM). It is the policy of the VPSO program that all VPSOs exercise only the authority granted to them by Alaska Statutes.

Violations of the OPM and/or SOP Manual may form the basis for administrative action by the VPSO employer and may result in disciplinary action, up to and including dismissal. The VPSO is also responsible for understanding and complying with all employer policies and procedures not specifically addressed in either the OPM or SOP Manual.

On July 1, 2024, this edition of the SOP Manual adopted by the following participating regional program entities:

Aleutian Pribilof Islands Association
Association of Village Council Presidents
Bristol Bay Native Association
Central Council of Tlingit Haida Indian Tribes of Alaska
Chugachmiut
Copper River Native Association
Kawerak Inc.
Kodiak Area Native Association
Northwest Arctic Borough
Tanana Chiefs Conference

The official version be retained on the DPS website, www.vpso.alaska.gov.

HISTORY OF THE PROGRAM

The Village Public Safety Officer (VPSO) program began in 1979 as a partnership between the Department of Public Safety, Alaskan Native organizations, and tribes to provide rural Alaskan communities with needed public safety support services. The State developed the program in response to the unique nature of public safety concerns in remote communities. The presence of a VPSO in a community can have a significant positive impact on the quality of life in the participating villages.

VPSOs work with other public safety professionals such as Village Police Officers and Alaska State Troopers. A VPSO can provide emergency medical response, search and rescue operations, fire prevention and suppression, disaster preparedness and response, public safety education, and community policing.

As a result, the Village Public Safety Officers are the first to respond to many calls for help from community members; hence their motto, "First Responders-Last Frontier."

The Mission of the Village Public Safety Officer Program

VPSOs partnering with rural Alaskans to improve safety and quality of life.

Vision Statement

Public Safety through Public Service

Core Values

Professionalism – Our conduct and demeanor display the highest standard of professional and organizational excellence. We are guided by the law enforcement code of conduct.

Loyalty – Strive and commit to serve the public faithfully through our mission.

Integrity – We are committed to being honest, fair, and ethical.

Self-Discipline – We are committed to being prepared, on time, and participating so we can properly support our employees, communities, and the program.

Officer Safety – We support officer safety through training, equipment, and adhering to safe practices through accountability.

Attention to Detail – We dedicate ourselves to clearly communicate and know our mission while being conscientious in our everyday duties by putting equal effort into all tasks.

Sense of Urgency – The sense of urgency will guide prioritization of duties to ensure that tasks are completed before deadlines.

Courage – Courage will empower us to share our thoughts and ideas to pursue positive change while taking appropriate risks to enhance public safety services.

Commitment to Public Safety – We are dedicated to improving the safety and quality of life in the communities we serve by providing qualified and highly trained VPSOs.

DEFINITIONS

“Alaska State Trooper” or **“AST”** means a commissioned member of the Division of Alaska State Troopers.

“Commissioner” means the Commissioner of the Department of Public Safety.

“Department of Corrections” or **“DOC”** means the Department of Corrections formed under Alaska law which provides secure confinement, reformatory programs, and a process of supervised community reintegration to enhance the safety of our communities.

“Department of Public Safety” or **“DPS”** means the principal state agency authorized under Alaska law to ensure public safety and enforce fish and wildlife laws.

“DPS VPSO Division” means the division designated by the Commissioner per AS 18.65.670 to work with VPSO Program Grantees on eligibility standards, certification, training, funding, and other activities that support VPSOs.

“DPS VPSO Division Coordinator” or **“Division Coordinator”** means the DPS employee responsible for implementation of the division’s responsibilities and is accountable to the DPS VPSO Division Director.

“DPS VPSO Division Director” or **“Director”** means the DPS employee appointed by and accountable to the Commissioner, charged to the responsibilities and duties of the division.

“DPS VPSO Training Manager” means the DPS employee accountable to the Director through the Division Coordinator to administer VPSO training and support the division.

“Field Training Officer” or **“FTO”** a trained and experienced officer who provides training and evaluation of a VPSO.

“Methods of Instruction” or **“MOI”** means a training course required to give certified instruction on assorted topics.

“Operating Procedures Manual” or **“OPM”** or **“DPS OPM”** means the manual that establishes the policies and procedures of DPS. https://dps.alaska.gov/AST/PIO/CompleteOPM_Redacted.pdf

“President, Chief Executive Officer (CEO), Mayor or Chief/Chairman” means the most senior corporate officer, executive, or administrator in charge with of managing a Grantee non-profit or for-profit corporation or borough.

“Regional Public Safety Officer” or **“RPSO”** means a special commissioned officer appointed by the commissioner and employed by a VPSO program to provide an expanded public safety and law enforcement presence in rural areas of the state and provide oversight and training for VPSOs.

“Roving or traveling Village Public Safety Officer” means a VPSO whose regular duty is to travel to provide VPSO services in multiple communities that a grantee covers.

“Training, Assistance and Counseling” or **“TAC”** means an officer temporarily assigned to a training or an academy to provide support guidance, and counseling. TAC duties can be performed at the DPS academy, VPO academy, fire training or other equivalent training venue as determined by the VPSO Coordinator.

“Tribal Police Officer” or **“TPO”** means a law enforcement officer employed by a Tribal government.

“Trooper Oversight” means a trooper assigned by AST to support a VPSO.

“Village Police Officer” or **“VPO”** means a law enforcement officer employed by a city government.

“Village Public Safety Officer” or **“VPSO”** means a person employed as a Village Public Safety Officer under AS 18.65.670 to provide law enforcement, fire suppression and prevention, search and rescue and emergency medical care in communities.

“VPSO Coordinator” means a person employed by the Grantee who manages a VPSO program.

“VPSO Program Grantee” or **“Grantee”** means an organization funded under AS 18.65.670 to administer a VPSO program.

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Chapter 1- STANDARD OPERATING PROCEDURES (SOP) MANUAL

CHAPTER 1- STANDARD OPERATING PROCEDURE (SOP) MANUAL



Approved: 6/30/2023

Authorized: Commissioner James Cockrell

Special Instructions:

I. PURPOSE

The policies and procedures established in this manual are for administrative purposes only and should not be interpreted as evidence to hold a Village Public Safety Officer (VPSO) to any higher standard of safety or care than is otherwise provided by law. This Standard Operating Procedures (SOP) Manual is supplemental to the Department of Public Safety (DPS) Operating Procedures Manual (OPM) providing specific additional guidelines to VPSOs.

II. PROCEDURE

- A. All VPSO will be required to be familiar with the SOP Manual.
- B. The SOP Manual may be superseded by Alaska Statutes, Alaska Administrative Codes (AAC), OPM or Grantee policies.
- C. Violations of the Alaska Statutes, AAC, OPM, Grantee policies or this SOP Manual could result in disciplinary action up to and including termination.
- D. Revisions to the SOP Manual
 - 1. Periodic revisions to the SOP Manual will be made as needed. The official document will be maintained on the DPS website: www.vpsa.alaska.gov
 - 2. Any recommended changes or corrections will be submitted by a VPSO to their supervisor or the VPSO Coordinator.

Chapter 2- GOVERNING LAWS AND REGULATIONS

CHAPTER 2- GOVERNING LAWS AND REGULATIONS



Approved: 6/30/2023 **Authorized:** Commissioner James Cockrell

Special Instructions:

I. PURPOSE

The following are the Alaska Statutes (AS) and Alaska Administrative Codes (AAC) governing the VPSO program. It is the responsibility of the VPSO and the VPSO Coordinator to understand and follow these laws. ****Note:** The regulations, 13 AAC 96.010-090 was updated effective 2/6/2024. Where the links below may be found to be redundant to or conflict with Title 18, the statute is the controlling authority.

II. VPSO PROGRAM STATUTES

1. AS [18.65.670](#) Village Public Safety Officer program.
2. AS [18.65.672](#) Village Public Safety Officer qualifications.
3. AS [18.65.674](#) Background investigations.
4. AS [18.65.676](#) Training.
5. AS [18.65.678](#) Firearms training.
6. AS [18.65.680](#) Regional Public Safety Officers.
7. AS [18.65.682](#) Village Public Safety Officer certification.
8. AS [18.65.684](#) Denial, revocation, or lapse of certificate.
9. AS [18.65.686](#) Powers and duties of Village Public Safety Officers.
10. AS [18.65.688](#) Definitions

III. VPSO PROGRAM ALASKA ADMINISTRATIVE CODE

1. [13 AAC 96.010](#) Powers and duties of the department.
2. [13 AAC 96.020](#) Grant applications.
3. [13 AAC 96.030](#) Department agreements with corporations.
4. [13 AAC 96.040](#) Administration by corporations and villages.
5. [13 AAC 96.050](#) Corporation agreements with villages.
6. [13 AAC 96.060](#) Termination of grants.
7. [13 AAC 96.090](#) Personnel and training records.

Chapter 3- VPSO AND RPSO JOB DUTIES

CHAPTER 3- VPSO AND RPSO JOB DUTIES



Approved: 6/30/2023 **Authorized:** Commissioner James Cockrell

Special Instructions:

I. PURPOSE

To provide a list of job duties for the Village Public Safety Officer (VPSO) and Regional Public Safety Officer (RPSO). The following list does not cover all responsibilities but shall be considered as a guide for services which may be performed.

II. VPSO and RPSO GENERAL JOB DUTIES

A. Law Enforcement

1. Patrols community.
2. Responds to calls for service.
3. Investigates crimes.
4. Enforces state laws.
5. Assists state, local, and federal law enforcement agencies with official matters.
6. Completes ARMS incident reports in a timely manner.
7. Transports and guards' prisoners as required.
8. Delivers crime prevention and educational materials.
9. Serves legal documentation as assigned by the state or tribal courts, AST, or Department of Corrections (DOC).
10. Enforces state laws regarding aggressive animals.
11. Investigates animal cruelty and neglect.
12. If qualified, administers rabies and other vaccines to animals.
13. Assists the DOC Probation and Parole with the management and supervision of probationers and parolees residing in the community.
14. Assists the Division of Juvenile Justice with formal and informal supervision of juvenile clients residing in the community.
15. Investigates and enforces local ordinances that have been adopted by the Alaska Court System and posted on the Uniform Minor Offense Table (UMOT).

Chapter 3- VPSO AND RPSO JOB DUTIES

16. Enforces tribal ordinances or codes so long as they do not conflict with state or federal law.
17. Participates in civil diversion of criminal charges to tribal courts in accordance with Department of Law agreements.

B. Fire Protection

1. Provides or arranges preventative maintenance or care of community fire equipment.
2. Conducts or participates in fire drills at schools and other public buildings.
3. Attends fire department meetings.
4. Provides training to volunteer fire fighters.
5. Delivers fire prevention and educational materials.

C. Search and rescue (SAR)

1. Organizes and directs SAR teams.
2. Acts as a liaison for the AST during search and rescue operations.
3. Collects and submits receipts to AST for reimbursement related to SAR operations.
4. Conducts inventory and/or maintains a list of search and rescue equipment available in the community.
5. Supports or assists other entities or agencies engaged in search and rescue operations.

D. Emergency Medical Services

1. Responds to calls to provide immediate care to the ill and injured.
2. Transports the patient to a medical facility for the next level of care.
3. Assists a local health care provider with providing immediate care to an ill or injured patient.

III. Roving or traveling assignment

- A.** A roving or traveling assignment is to provide any of the above duties between or temporarily remain in one or more communities to provide services where an officer is not permanently assigned or where an officer needs assistance.

Chapter 4- REQUIREMENTS FOR PROMOTION

CHAPTER 4- REQUIREMENTS FOR PROMOTION



Approved: 6/30/2024 **Authorized:** Commissioner James Cockrell

Special Instructions:

I. PURPOSE

To establish fair and objective criteria for promotion of a Village Public Safety Officer (VPSO). Each promotion is based on the needs of the VPSO program as determined by the VPSO Coordinator or their designee.

II. PROCEDURE

A. Applications for promotion:

1. The VPSO must inform their supervisor they are interested in a promotion.
2. The VPSO must submit to the supervisor all required documentation as outlined in this chapter.

B. Application process:

1. The VPSO Coordinator is responsible for verifying and document qualifications and submit any required documentation to the VPSO Division office.
2. If the VPSO Coordinator attests that all qualifications are met, the VPSO Division office will provide a letter of congratulations to the VPSO with cc to the VPSO Coordinator.
3. Rank insignia may be requested through the supply process by the VPSO Coordinator to the VPSO Division office.
4. VPSO Coordinator will submit a Personal Action Request Form with the effective date of the promotion to the VPSO Division office.
5. The VPSO Coordinator will follow the VPSO Salary Schedule and their agency policies on pay increases.
6. Once promoted, the VPSO is authorized to wear the appropriate rank and collar brass.

C. VPSO CORPORAL

1. Minimum qualifications:
 - (a) Have completed all phases of VPSO certification training; and

Chapter 4- REQUIREMENTS FOR PROMOTION

(b) Have served as a VPSO for at least one year excluding leave without pay, extended probation, or suspensions; and

(c) Received a satisfactory or better performance evaluation.

2. Demotion may result from failing to maintain at least an acceptable evaluation.

D. VPSO SERGEANT

1. Minimum qualifications

(a) To be promoted to Sergeant, a VPSO must serve thirty-six months in a VPSO program excluding leave without pay, extended probation, or suspensions.

(b) Must have completed a 40-hour Methods of Instruction (MOI) course.

(c) Instructed a minimum of two public safety education courses in the last 12 months.

(d) Must have three consecutive years of acceptable or better evaluations immediately before the application date.

(e) A VPSO Coordinator may waive the requirement for time served as a VPSO using a minimum of thirty-six months of prior work experience in law enforcement, fire, or emergency medical service to meet the thirty-six months qualification. If prior service is used to meet the thirty-six months of time served, the VPSO Coordinator is responsible for verifying prior service evaluations.

2. The following must be submitted to the VPSO Division office:

(a) MOI certificate; and

(b) Letter of recommendation; and.

(c) Copies of two training outlines and student/instructor evaluations.

3. To maintain the rank of Sergeant, the officer must:

(a) Maintain an acceptable or better performance of their duties; and

(b) Instruct at least two public safety education courses annually; and

(c) Serve as a Training, Assistance, and Counseling (TAC) Officer at least once every 24 months.

4. Demotion may result from one or more of the following:

(a) Receiving an unacceptable evaluation; or

Chapter 4- REQUIREMENTS FOR PROMOTION

- (b) Failure to instruct at least two public safety education courses annually; or
- (c) Failure to serve as a TAC Officer at least once every 24 months.
- (d) Demotion from Sergeant will result in loss of rank and pay.

E. VPSO FIRST SERGEANT

1. Minimum qualifications:

- (a) Have served as a VPSO Sergeant for at least 24 months excluding leave without pay, extended probation, or suspensions; and
- (b) Have Completed the Field Training Officer (FTO) instructor course; and
- (c) Have two consecutive years of acceptable or better evaluations immediately before the application date; and
- (d) Be willing to accept supervisory responsibilities; and
- (e) Be willing to travel to train VPSOs; and
- (f) Satisfactorily instructed a minimum of two public safety courses in the last 12 months.

2. Documentation for promotion to First Sergeant

- (a) FTO instructor certificate; and
- (b) Letter of recommendation; and
- (c) Copies of performance evaluations; and
- (d) Copies of two training outlines and student/instructor evaluations.

3. To maintain the rank of First Sergeant, the officer must:

- (a) Maintain an acceptable or better performance of their duties; and
- (b) Instruct at least two public safety education courses annually; and
- (c) Serve as a TAC Officer at least once every 24 months.

4. Demotion may result from one or more of the following:

- (a) Receiving an unacceptable evaluation; or
- (b) Failure to teach at least two public safety education courses within the year; or
- (c) Failure to serve as a TAC Officer at least once every 24 months.
- (d) Demotion from First Sergeant will result in loss of rank and pay.

Chapter 5- TRAVEL

CHAPTER 5- TRAVEL



Approved: 6/30/2023 **Authorized:** Commissioner James Cockrell

Special Instructions:

I. PURPOSE

To provide guidelines for Village Public Safety Officer (VPSO) travel.

II. PROCEDURE

- A. VPSOs traveling on official duty outside of the region must have travel arrangements approved by their VPSO Coordinator.
- B. Authorized travel must support VPSO duties.
- C. The VPSO will follow the OPM chapter 216, SOP Manual, the Grantees policies, and applicable state policies.
- D. The VPSO will notify the local AST post and the VPSO Coordinator of travel and follow any Grantees specific processes on travel.
- E. A VPSO will provide flight reservation information for all prisoner transports to their VPSO Coordinator and local AST post.
- F. Upon completion of travel the VPSO will complete all required after travel reports and submit required documentation to AST and/or their VPSO Coordinator.
- G. The VPSO will comply with all federal and state laws regarding the carriage of weapons and law enforcement equipment on commercial carriers:
 - 1. When flying commercial airlines, Oleoresin Capsicum (OC) canisters must be contained in an approved OC aircraft carrier.

Chapter 6- AFTER HOURS CALL OUT PROCEDURES

[REDACTED]

[REDACTED]

[REDACTED] [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] [REDACTED]

[REDACTED]

Chapter 7- OVERTIME

CHAPTER 7- OVERTIME



Approved: 6/30/2023 **Authorized:** Commissioner James Cockrell

Special Instructions:

I. PURPOSE

To establish a structure for managing and controlling the use of the Village Public Safety Officer (VPSO) overtime. It is the policy of the VPSO program that overtime be used in a responsible and judicious manner. VPSOs should manage workload requirements, utilize regular duty hours and work shifts when possible.

II. PROCEDURE

A. General Provisions

1. The VPSO program conforms to overtime provisions of the Fair Labor Standards Act (FLSA) and applicable state law.
2. All overtime worked shall be approved by their VPSO Coordinator or supervisor as determined by the Grantee policies.
3. Prior approval should be requested for overtime for non-emergency or other events.
4. A VPSO shall include the incident number associated to the overtime on Grantee timekeeping records.

Chapter 8- TRAINING WAIVERS, RE-HIRE AND LATERAL EMPLOYMENT

CHAPTER 8- TRAINING WAIVERS, RE-HIRE AND LATERAL EMPLOYMENT



Approved: 6/30/2023 **Authorized:** Commissioner James Cockrell

Special Instructions:

I. PURPOSE

It is the policy of the VPSO Division to provide a standard for waivers of training per AS 18.65.674 (d), employment of VPSOs who have separated in good standing from the program, or individuals who are seeking lateral hire or rehire.

II. DEFINITIONS

- A. Good standing- A VPSO is in good standing if when they departed a Grantee, they were not terminated, fired, abandoned their post, resigned in lieu of termination or disciplinary action.
- B. Lateral- A VPSO who separates from a VPSO program who is rehired with less than a 30-daybreak in service.
 - 1. A currently employed VPSO hired before July 1, 2022, who does not meet the qualifications in AS 18.65.672, may not have a break in service between Grantees.
- C. Rehire- A VPSO who has separated from a Grantee for greater than 30 days but less than 12 months.
- D. Lapsed Certificate- A certificate lapses when a person is not employed full time as a VPSO for a period of 12 consecutive months, AS 18.65.684 (e).
- E. Reinstated Certificate- A lapse certificate which has been re-authorized.
- F. Training Waiver- A request by the Grantee to take into consideration training not provided by DPS in determining the completion of basic training, AS 18.65.676 (a).

III. PROCEDURES

- A. Role of the DPS VPSO Division Director:
 - 1. Will consult with the VPSO Coordinator prior to decisions on denial of requests for Reinstatement, Lateral Hire and Rehire of a VPSO.
 - 2. Will consult with the DPS VPSO Training Manager and VPSO Coordinator prior to requiring training as a condition of a VPSO certificate.
- B. Role of the VPSO Coordinator:

Chapter 8- TRAINING WAIVERS, RE-HIRE AND LATERAL EMPLOYMENT

1. Will conduct a preemployment background check which includes contacting prior Grantee employers.
 2. When requesting a training waiver will:
 - (a) Verify and submit all training certificates to the DPS VPSO Training Manager.
 - (b) Submit a training plan for completion of VPSO certification training.
- C. Eligibility for Reinstatement of Certificate:
1. Must meet all requirements of AS 18.65.672, and 13 AAC 96.080.
 2. Per AS 18.65.684 (f):
 - (a) A VPSO Coordinator may request reinstatement of a VPSO applicant's lapsed certificate after undergoing additional training as determined by the department and serving an additional probationary period of up to 12 months, at the discretion of the commissioner in consultation with the Grantee.
 - (b) A certificate may not be reinstated if the certificate has lapsed for more than 10 years.
- D. Eligibility for Lateral or Rehire:
1. Must successfully meet requirements in AS 18.65.674 and 13 AAC 96.080.
 2. May be placed on probation for a period specified in the Grantee's personnel policies and procedures.

Chapter 9- SECONDARY EMPLOYMENT

CHAPTER 9- SECONDARY EMPLOYMENT



Approved: 6/30/2023 **Authorized:** Commissioner James Cockrell

Special Instructions:

I. PURPOSE

To establish guidelines for secondary employment and to avoid potential claims of real or perceived conflicts of interest. It will be the policy of the VPSO program that no VPSO will engage in secondary employment that conflicts with chapter 126 in the Operating Procedure Manual (OPM) and has not been approved by the VPSO Grantee.

II. PROCEDURE

A. Responsibilities

1. The Grantee shall have the final authority to approve or deny secondary employment and may exclude other employment not listed in the OPM chapter 126.
2. A VPSO who is approved for secondary employment shall notify the VPSO Coordinator when there are any changes in secondary work activities, work schedule or the employment is terminated.
3. All approvals and changes in secondary employment shall be sent by the VPSO Coordinator to the DPS VPSO Program Coordinator.

B. Examples of activities that must be reported are:

1. Employment with compensation.
2. Operating a business, with or without compensation.
3. Working as a consultant.
4. Unpaid services that may conflict with VPSO duties.

C. In addition to prohibited off duty activities listed in OPM chapter 126.330; the following are examples of secondary employment that are not allowed:

1. Activity involving the manufacture, sale, or the distribution of marijuana.
2. Work as a village or tribal police officer.

Chapter 10- GENERAL APPEARANCE STANDARDS

CHAPTER 10- GENERAL APPEARANCE STANDARDS



Approved: 6/30/2023 **Authorized:** Commissioner James Cockrell

Special Instructions:

I. PURPOSE

It shall be the policy of the VPSO Division that hair, grooming and personal appearance while in uniform shall present a neat, professional appearance and not interfere with officer safety or the ability to perform duties. It is impossible to provide examples of every appropriate or unacceptable hairstyle or "conservative" or "eccentric" grooming and personal appearance, the good judgement of the leaders at all levels are key to enforcement of this policy.

II. PROCEDURE

A. General Appearance Standards

1. VPSOs shall follow Operating Procedures Manual (OPM) Chapter 102.300 general appearance standards on uniform and clothing procedures.

B. Facial Hair

1. VPSOs may wear a beard or goatee that is neatly trimmed to a maximum length of $\frac{1}{2}$ inch with conservative shaping and with neck shaved.
2. Sideburns must be neatly trimmed and tailored in the same manner as the haircut:
 - (a) Sideburns shall not extend below a point level with the middle of the ear; shall be of even width (not flared) and shall end with a clean-shaven horizontal line; and
 - (b) "Muttonchops," "ship's captain," or similar grooming modes are not authorized.
3. Mustaches will be neatly trimmed, tapered and tidy.
 - (a) Mustaches will not present a chopped off or bushy appearance and no portion will cover the upper lip line or extend sideways beyond a vertical line drawn upwards from the corner of the mouth.

C. Fingernails

1. Men:
 - (a) Fingernails shall not extend past fingertip; and
 - (b) Fingernails shall be kept clean.

Chapter 10- GENERAL APPEARANCE STANDARDS

D. Women:

- (a)** Fingernails shall not exceed one-fourth inch measured from the fingertips; and
- (b)** Fingernails shall be kept clean.

E. Hygiene

- 1.** VPSOs shall be well groomed, clean and remain free of offensive odor, including, but not limited to body odor, offensive breath, clothing and excessive perfume/cologne.

F. Cosmetics

- 1.** Exaggerated cosmetic styles that detract from a professional appearance or safety shall not be worn.
- 2.** Long false eyelashes shall not be worn when in uniform.

G. Eyewear/Contacts

- 1.** Eyewear shall be conservative in shape, size, color and design.
- 2.** Contact lenses shall be in a clear or single natural shade and not of a flashy design and/ or color.

Chapter 11- VEHICLE OPERATIONS

CHAPTER 11- VEHICLE OPERATIONS



Approved: 6/30/2023 **Authorized:** Commissioner James Cockrell

Special Instructions:

I. PURPOSE

To provide the Village Public Safety Officer (VPSO) with guidelines for the safe operation of VPSO responder vehicles. It will be the policy of the VPSO Program to respond to all situations with due regard for the safety and protection of the responding VPSO and the public. When VPSOs are operating a vehicle, while on duty, whether under routine or emergency conditions, their actions must be in accordance with the laws of the State of Alaska, the OPM, SOP Manual and applicable sections of the Grantees policies and procedures.

II. PROCEDURE

A. General

1. Traffic enforcement is not part of a VPSO's regular responsibilities, however a VPSO may respond to a traffic incident that creates a public safety hazard in their community.
2. A VPSO will not engage in a pursuit. A pursuit is any action where the VPSO would create an additional risk to themselves, the public or the suspect.
3. A VPSO shall not operate their motor vehicle at speeds greater than the posted speed limit during routine vehicle operations.

B. Lights

1. A VPSO responder vehicle may be equipped with flashing blue courtesy lights.
2. VPSO responder vehicles designated by the commissioner as an emergency vehicle as set forth in 13 AAC 40.010(3), may be equipped with red and blue lights.
3. Vehicles designated by the commissioner under 13 AAC 40.010 as emergency vehicles shall follow all requirements included in 13 AAC 02.140, 13 AAC 02.517 and 13 AAC 04.100.

- C. Routine Vehicle Operations. VPSOs performing routine vehicle operations, including driving a VPSO responder vehicle while engaged in normal patrol activity or responding to a non-urgent call for service may not utilize flashing blue courtesy lights. Examples of non-urgent calls for service include, but are not limited to the following:

Chapter 11- VEHICLE OPERATIONS

1. A delayed report of a crime with no suspect present.
 2. A motor vehicle accident when there are no reported injuries and the vehicle involved is not in the roadway.
 3. An assist or removal call with no indication of potential violence.
 4. A damage to property call with no suspect present.
- D.** Responding to an Emergency. A VPSO responding to an emergency may activate the flashing blue courtesy light on their responder vehicle to warn other motorists and pedestrians about their presence. Examples of emergency calls for service include, but not limited to the following:
1. Crimes or suspected crimes in which the likelihood of serious injury or death to persons exist.
 2. Catastrophic events, such as explosions, significant material spills, and other hazardous materials events that impact public safety.
 3. Fire emergencies.
 4. Medical emergencies.
 5. Injury or unknown accidents.