



DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 010	VILLAGE PUBLIC SAFETY OPERATIONS DIVISION	
	Effective: 6/05/2025	Commissioner Approval: 
	Authorities: AS 18.65.670-688 ; 13 AAC 96	
	Applicability: All Department Employees	
	Special Instructions: Click here to enter text.	

244.100 INTRODUCTION

With approval of the Commissioner, the Village Public Safety Operations Division oversees programs awarded to qualifying nonprofit or Alaska Native organizations to provide rural Alaskan communities with needed public safety support services.

244.300 DIVISION DIRECTOR

The Division Director is appointed by and accountable to the Commissioner, who is charged with carrying out the responsibilities and duties of the Division. The Commissioner designates the location of the Director's Office.

244.310 DIRECTOR'S STAFF

The Director may assign staff positions as necessary to accomplish Division functions. Staff personnel may be assigned supervisory responsibility or supervision of major Division activities or may act as assistants to the Director.

A. *DPS VPSO Program Coordinator.* The DPS VPSO Program Coordinator is responsible for overseeing the administration of the VPSO Division functions. Duties include:

1. Grant Management: Oversee the administration of grants related to the VPSO program, ensuring compliance with Division goals, maintaining and facilitating cooperative working relationships.
2. Division Operational Development: Support the VPSO Division's operational and administrative functions, facilitating regular communication with VPSO Grantees and stakeholders to remove barriers and ensure alignment with Division objectives.
3. Administrative Oversight: Supervise Division staff and oversee administrative tasks related to procurement, payroll, travel, and access to criminal justice information systems, ensuring all activities are in line with department policies.
4. Budget Administration: Work closely with department staff to oversee the VPSO Division budget, ensuring maximum utilization of resources and compliance with fiscal policies, while providing detailed projections and spending plans.
5. Liaison and Communication: Serve as a primary contact communicating with stakeholders, legislative entities, and other agencies regarding Division administration, legislative impacts, and operational updates.

B. VPSO Training Manager. The VPSO Training Manager is the person assigned by the Division Director to coordinate officer training and professional development of VPSOs.

1. Oversight of VPSO Training Program: Provide management and oversight of all aspects of the VPSO training program, including developing training plans, collaborating with academy staff, conducting needs assessments, and ensuring fiscal responsibility for the training budget.
2. VPSO Certification and Professional Development: Manage and coordinate the certification and ongoing training for VPSOs in law enforcement, fire, emergency medical response, and search and rescue; ensuring that VPSOs are prepared for their roles.
3. Supply and Property Management: Oversee the management of the Division's VPSO supply and property program, ensuring proper inventory levels of consumable supplies like uniforms and equipment, and maintaining accountability for state-issued property.
4. Personnel and Records Management: Oversee the management of VPSO and RPSO personnel, training, and certification records, and conduct criminal history and administrative investigations on current and potential VPSO and RPSOs.
5. Strategic Leadership and Policy Development: Serve as a subject matter expert, providing strategic direction for VPSO training, supply, and certification policies, working with stakeholders to develop policies that enhance the VPSO Division.

C. VPSO Tribal Liaison. This position is responsible for promoting engagement, consultation and collaboration with Alaska tribes, tribal organizations, and the Alaska Native communities.

1. Alaska Native Tribal Relations: Provide direction to leadership to ensure the rights of Federally recognized tribes are respected and conducts government-to-government consultations with tribal councils for VPSO, AWT, and FLS Divisions.
2. VPSO Tribal Liaison Program Development: Plans, designs, and implements the tribal liaison program to build government-to-government relationships with Alaska Native organizations and corporations, advising the VPSO Division Director on policies and program operations.
3. VPSO Policy and Professional Development: Guides staff and VPSO Grantees on interactions with tribes, ensuring cultural competency and respect for government-to-government relationships, and advises on policies and procedures.
4. Support for VPSO Training and Development: Assists the VPSO Training Manager by coordinating training schedules, managing equipment and supplies, and supporting logistical arrangements for effective VPSO training sessions.
5. Tribal Consultation Reporting: Participates in the development of the annual reports required. [Ref AS 18.65.670(k)]

D. DPS VPSO Administrative Assistant. This position is responsible for providing all administrative support to the Division.

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1. Grant Management: Assist in evaluating grant applications, analyzing expenses, and ensuring compliance with grant agreements. This includes compiling, distributing, collecting, and reviewing monthly and quarterly reports from VPSO Grantees for completeness and compliance with Division goals.
2. Accounting and Budget Support: Manage financial operations by processing requests for payments, ensuring compliance with procurement procedures, and maintaining accurate accounting records. This includes reconciling expenses, preparing reports, and reviewing payroll.
3. Personnel Support and Administration: Manage personnel-related functions, including serving as a timekeeper, coordinating updates for state employees within the Division. This also involves maintaining Division records and updating personnel information.
4. Procurement and Travel Management: Handle procurement activities, ensuring compliance with DPS policies, and making travel arrangements for Division staff. This includes coordinating purchases, reconciling P-Card transactions, and processing Travel Authorizations (TA).
5. Special Projects and Reporting: Assist with special projects such as drafting correspondence, assembling information into reports, and providing administrative support for VPSO meetings and communications.

244.320 VPSO DIVISION ORGANIZATION

A. Village Public Safety Officer. A VPSO is an individual employed by a VPSO Grantee to protect life and property in participating villages of the state. A VPSO has the powers usually and customarily exercised by a peace officer within their assigned area of coverage. [Ref AS 18.65.686] Duties include but are not limited to:

1. Provide law enforcement response, fire prevention and suppression, and emergency medical response.
2. Participate in and coordination of search and rescue operations for missing or injured persons.
3. Provide pretrial, probation, and parole supervision at the direction of probation and parole officers.
4. Perform other duties relating to public safety as directed by the VPSO Grantee.

B. Regional Public Safety Officer (RPSO). An RPSO is an individual appointed by the Commissioner [Ref AS 18.65.680] and employed by a VPSO Grantee to provide expanded public safety and law enforcement presence in the geographically limited area provided by the Commissioner.. Duties of an RPSO include but are not limited to:

1. Provide oversight and training to the VPSOs and may be assigned supervision duties by the VPSO Grantee.
2. Administer functions relating to protecting life and property in their assigned areas of the state, conducting investigations, search and rescue missions, and training in

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drug and alcohol awareness and prevention, water safety, and gun safety.

3. Perform other duties relating to public safety as directed by the Commissioner, Division Director, or VPSO Grantee.

C. VPSO Coordinator.

1. VPSO Coordinator is the individual employed by a VPSO Grantee to manage a regional VPSO program.
2. The VPSO Coordinator is the primary liaison with the Division.

D. VPSO Grantee.

1. A VPSO Grantee is a qualifying regional corporation, Alaska Native organization, organized borough, or municipal government which enters into an agreement for a VPSO program. [Ref AS 18.65.670]
2. The VPSO Grantee shall enter into agreements with participating villages to provide public safety services including VPSO(s), supporting positions, services, equipment, and facilities that advance rural public safety. [Ref. 13 AAC 96.050]
3. The VPSO Grantee is the employer responsible to hire, supervise, and retain persons to serve as VPSOs, RPSOs and VPSO Coordinator(s). [Ref. AS 18.65.670(d)(3)]

E. VPSO Programs. The Division oversees 10 VPSO programs across Alaska. The headquarters and communities supported by the VPSO Grantees are:

VPSO Grantee	Headquarters	Communities
Aleutian Pribilof Islands Association	Anchorage	Adak, Akutan, Atka, False Pass, Nelson Lagoon, Saint George Island, Saint Paul Island, Seldovia, Tyonek
Association of Village Council Presidents	Bethel	Akiachak, Alakanuk, Aniak, Chevak, Chuathbaluk, Eek, Emmonak, Goodnews Bay, Hooper Bay, Kagisluik, Kipnuk, Kotlik, Kwethluk, Kwigillingok, Kwinhagak, Lower Kalskag, Marshall, Mekoryuk, Mountain Village, Napakiak, Napaskiak, Nunam Iqua, Nunapitchak, Pilot Station, Pitkas Point, Quinhagak, Russian Mission, Scammon Bay, Sleetmute, St. Mary's, Stony River, Toksook Bay, Tuntutuliak, Tununak, Upper Kalskag
Bristol Bay Native Association	Dillingham	Aleknagik, Chignik Bay, Clarks Point, Ekwok, Igiugig, Iliamna, Koliganek, Levelock, Manokotak, New Halen, New Stuyahok, Nondalton, Pilot Point, Port Heiden, Togiak
Central Council of Tlingit and Haida Indian Tribes of Alaska	Juneau	Angoon, Hydaburg, Kake, Kasaan, Ketchikan, Pelican, Thorne Bay
Chugachmiut	Anchorage	Chenega, Nanwalek, Port Graham, Tatitlek
Copper River Native	Glennallen	Chistochina, Chitina, Copper Center, Gakona, Gulkana,

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Association		Mentasta Lake, Tazlina
Kawerak, Inc.	Nome	Brevig Mission, Diomedes, Elim, Gambell, Golovin, Koyuk, Savoonga, Shaktoolik, Shishmaref, Stebbins, St. Michael, Teller, Unalakleet, Wales, White Mountain
Kodiak Area Native Association	Kodiak	Akhiok, Larsen Bay, Old Harbor, Ouzinkie, Port Lions
Northwest Arctic Borough	Kotzebue	Ambler, Buckland, Deering, Kiana, Kivalina, Kobuk, Noatak, Noorvik, Selawik, Shungnak
Tanana Chiefs Conference	Fairbanks	Alatna, Allakaket, Anvik, Arctic Village, Beaver, Bettles, Chalkyitsik, Circle, Eagle, Dot Lake, Grayling, Holy Cross, Hughes, Huslia, Kaltag, Koyukuk, Manley Hot Springs, McGrath, Minto, Nenana, Nenana, Nikolai, Northway, Nulato, Rampart, Ruby, Stevens Village, Takotna, Tanacross, Tanana, Tetlin, Venetie

244.330 ORGANIZATIONAL CHANGES

The Director may create additional services, sections, or units as deemed necessary to perform the functions of the Division, upon approval from the Commissioner. [Ref AS 18.65.030]

244.600 PROCEDURES**A. Applications for Eligibility to be a VPSO.**

1. VPSO are not state employees, and each VPSO Grantee has a separate employment process which must be followed. Information on the VPSO employers and how to apply is on the VPSO website: www.vpsa.alaska.gov.
2. VPSO qualifications are set forth by state law. [AS 18.65.672]
3. Forms and documents required by the Division for VPSO positions are available on the VPSO website at <https://dps.alaska.gov/AST/VPSO/Forms>.

B. Application for Appointment as an RPSO.

1. RPSO are not state employees, and each VPSO Grantee has a separate employment process which must be followed.
2. The Commissioner may appoint RPSO as special officers, in his or her discretion, see also OPM Chapter 3.330.
3. RPSO applications are submitted by a VPSO Grantee to the Commissioner through the Division Director.

C. Supply & Accountable Property Requests.

1. VPSOs must submit all supply requests to their VPSO Coordinator or supervisor, and not directly to the Division.

2. VPSO Coordinators must submit supply requests on forms provided by the Division.
3. The Division is responsible for providing the following accountable property to VPSOs:
 - a. Laptop
 - b. Taser (including charger and holster)
 - c. Radio (if in ALMR service area)
 - d. Ballistic Vest
 - e. Body-worn camera (including charger)
 - f. Badge Set and credentials (Identification)
4. Upon separation from VPSO service, the VPSO Coordinator is responsible for returning to the Division all accountable property belonging to the state - See 102.310.

D. *Academy attendance.*

1. An individual seeking a VPSO certificate shall attend all sessions of the VPSO basic training, unless the Division Director approves of an absence.
2. Applications to postpone VPSO academy training are available on the VPSO SharePoint or from the DPS VPSO Training Manager.
3. An individual who is absent for more than 10 percent of the total hours of instruction has not successfully completed basic training. [Ref AS 18.65.676]

E. *Training Assistance & Counseling (TAC) Duties.*

1. TAC officers serve at a training session, such as the VPSO academy in Sitka or the VPO academy in Bethel, to provide support to the academic staff and students attending a training session.
2. TAC officers serve a vital role in mentoring students, and while a TAC officer may have many duties during a training session, none is more important than their role to set an example in the formation of future officers.
3. VPSO at the rank of Sergeant or above are required to serve as a TAC at least once every 24 months.
4. Refer to the TAC officer guide provided by the DPS academy for additional information on duties and expectations.

F. *State Sponsored Email Address.*

1. All VPSO and RPSO shall be provided with a state sponsored email address as approved by the Division Director.
2. Persons designated by the VPSO Grantee, such as the VPSO Coordinator, may request a state sponsored email address.
3. All sponsored accounts shall follow OPM Chapter 119.330.

G. *Vehicle Usage.*

1. During official state business, the Alaska State Troopers are allowed to operate the VPSO Grantee's motorized vehicles and conveyances when available and in coordination with the VPSO and/or the VPSO Coordinator.
2. Any damage or liability issues arising from Department employees' use of VPSO equipment will be covered by the State of Alaska self-insurance process or applicable policies and procedures.

H. *VPSO Standard Operating Procedures (SOP) Manual.*

1. The VPSO SOP Manual is intended primarily as a supplemental reference document and shall not supersede or override laws, regulations or policies set forth in the OPM.
2. The VPSO SOP Manual is maintained by the VPSO Division office.
3. Changes or corrections should be submitted through your chain of command to the VPSO Division office.