

DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 5	DIVISION OF ALASKA STATE TROOPERS (AST)	
	Effective: 9/07/2023	Commissioner Approval: 
	Authorities: <a href="#">AS 18.65.010-110</a> ; <a href="#">18.65.600-660</a>	
	Applicability: ALL DEPARTMENTAL EMPLOYEES	
	Special Instructions: Click here to enter text.	

### 5.100 RESPONSIBILITY

The State shall provide commissioned personnel or other officers of FLS, AST and AWT with standard uniforms and equipment necessary to carry out the objectives and purposes of AS 18.65.010-110. All issued property shall remain the property of the State. [Ref AS 18.65.020]

### 5.300 DIVISION DIRECTOR

The Division Director is an AST Colonel, 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.

The Commissioner will appoint a commanding officer to act as Director under exigent circumstances.

### 5.310 DIRECTOR'S STAFF

The Director may assign officers to staff positions as necessary to accomplish division functions. Staff personnel may be assigned command responsibility or supervision of major division activities.

There are two Deputy Directors with the rank of AST Major, appointed by and accountable to the Director. Either may be delegated to act with the Director's authority in the absence of the Colonel.

The Director's Staff Commander is an AST Captain, appointed by and accountable to the Director through a Deputy Director.

### 5.310 DIRECTOR'S STAFF

**A. Domestic Violence and Sexual Assault Program Coordinator.** The Domestic Violence and Sexual Assault Program Coordinator is responsible for the administration of federal grant funds allocated under the Violence Against Women Act (VAWA). Duties include:

1. conducting need assessments;
2. developing and implementing training programs for law enforcement and other criminal justice professionals;
3. maintenance of assigned program budgets; and

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4. providing policy recommendations to the Director's Office.

**B. *DPS Chaplaincy Program.*** The program is designed to provide emotional and spiritual support to employees of the Department and the public who have suffered a traumatic event. The positions are non-funded, volunteer, and conform to the rules established by the Alaska Police Chaplain Association (APCA). All chaplains must meet the minimum criteria set by APCA.

**C. *Vehicle Fleet Management.*** This unit is responsible for:

1. procurement, equipping, and assignment of vehicles within the Department;
2. conducting post-accident follow-up with insurance companies for the purpose of recovering funds to repair damaged vehicles; and
3. interacting with the divisions to determine types of vehicles to order, including equipment specifications and assignment of vehicles.

**D. *Alaska Criminal Intelligence Center (AKCIC).*** This unit reports to the Director and:

1. collects, processes, analyzes and disseminates information on the activities of individuals and groups known or suspected of being involved in criminal acts (see OPM 219 and 28CFR Part 23);
2. acts as the liaison between the State and other federal agencies and INTERPOL;
3. assists the US Marshal's Alaska Fugitive Task Force in locating and arresting persons wanted by the United States, the State of Alaska, and other states locally, statewide, and outside Alaska; and
4. provides support and information to AST statewide.

### 5.330 ALASKA STATE TROOPER DIVISION

**A. *Division organization.*** The Division is divided into four detachments, a headquarters, and two bureaus. The headquarters and posts for the detachments and bureaus are:

Detachment	Headquarters	Posts
A	Soldotna	North: Anchor Point, , Seward, Soldotna South: Haines, Juneau, Prince of Wales, Ketchikan
B	Palmer	Glennallen, Palmer, Mat-Su West
C	Anchorage	Anchorage, Aniak, Bethel, Dillingham, Emmonak, King Salmon, Kodiak, Kotzebue, Nome, Saint Mary's, Unalakleet, Hooper Bay, Selawik, Togiak
D	Fairbanks	Cantwell, Delta Junction, Fairbanks, Galena, Healy, Nenana, Tok
HQ	Anchorage	AST Headquarters; ABJS, AKCIC
SDEU/HIT	Anchorage	Statewide Responsibility

**B. Detachment and Bureau organization.**

1. Detachments and bureaus may be established, deleted, or modified only with approval of the Commissioner under authority of AS 18.65.030.
2. Commanding officers, appointed by and accountable to the Director, command detachments and bureaus.
3. Each Detachment is charged with Division responsibilities within a specific geographic area. Each Bureau is responsible for the statewide discharge of their specific duties and overall responsibilities.
4. Detachments consist of a headquarters and one or more posts.
5. Bureaus consist of a headquarters and one or more units.

**C. Post/Unit organization.**

1. A post/unit shall only be established, abolished, or have its status changed with the approval of the Commissioner.
2. A post is responsible for a specific geographical area and consists of one or more commissioned Troopers. A unit is responsible for a particular function and may be assigned to a particular area and consist of one or more Troopers.
3. The post Trooper, unit Supervisor, or Officer-in-Charge is accountable to the Detachment/Bureau Commander or designee.

**D. Alaska Bureau of Investigation (ABI)**

1. The ABI Commander is appointed by and accountable to the Director or designee.
2. The ABI is responsible for coordinating and/or conducting major criminal investigations within State Trooper jurisdiction, and for responding to investigative requests by other agencies. ABI provides or coordinates the response of investigators specifically trained to handle cases involving fraud, forgery, computer and internet crime, homicide, suicide, sexual assault, surveillance, polygraph examinations, and missing persons.
3. Major Crime Unit (MCU) is located within ABI and:
  - a. coordinates assistance and/or investigation of homicide, attempted homicide, solicitation to commit murder, assault in the first degree, suicide, unattended death, kidnapping, robbery, arson, hostage situations, sexual assault, sexual abuse of minors, sex exploitation, child

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- abuse, officer involved shootings, and other incidents designated by the ABI Commander (see OPM 208 and 225);
- b. when requested, collects sexual assault and exploitation information from AST Detachments and prepare reports pursuant to AS 18.65.086; and
  - c. has components located in Anchorage, Palmer, Fairbanks, and Soldotna.
4. Technical Crime Unit (TCU) is responsible for:
- a. computer and cell phone examinations, child exploitation investigations and the current electronic researching and investigating new trends in electronic crime involving sophisticated computer forensics;
  - b. securing or assisting with search warrants for social networking websites and e-mail accounts ), tracing IP addresses, as well as assisting with or authoring, obtaining and serving search warrants to obtain data from cell phone companies, websites and on-line services;
  - c. conducting proactive Peer-to-Peer investigations into suspects living in Alaska that are file sharing child sexual abuse images over the internet; and,
  - d. participating in the Alaska Internet Crimes Against Children Task Force (ICAC) and will conduct/assist with multi-jurisdictional Child Exploitation Investigations.
5. Financial Crimes Unit (FCU) coordinates and/or investigates selected acts of forgery, fraud, embezzlement, unsworn falsification, perjury, credit card crimes, and other investigations designated by the ABI Commander. FCU will participate with the Alaska Financial Crimes Task Force and will conduct/assist with multi-jurisdictional Financial Crimes Investigations. FCU will receive all IC3 complaints and will be the point of contact for the National White Collar Crime Center (NW3C).
6. Cold Case Unit (CCU) is responsible for reviewing and investigating unsolved homicides in an effort to identify and follow up on leads which may not have been available or apparent during the initial investigation. The CCU is dedicated to solving homicide cases and appropriately charging the suspect(s).
7. Missing and Murdered Indigenous Persons Unit (MMIP) is responsible for reviewing and investigating unsolved homicides and suspicious missing persons cases involving Alaska Natives or American Indians in an effort to identify and follow up on leads which may not have been available or apparent during the initial investigation. The MMIP Unit works closely with patrol elements and major crimes investigators in solving these cases and referring them for prosecution when appropriate.
8. Missing Persons Information Clearinghouse The clearinghouse, established under AS 18.65.600--660, shall:

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- a. maintain a system for communication of information regarding missing persons;
  - b. collect, maintain, and disseminate accurate and complete information on missing persons for the purpose of identifying, locating, and returning them as required by Alaska Statutes [see OPM 211];
  - c. provide for exchange of information on missing persons within the state;
  - d. cooperate with private citizens, local law enforcement agencies, and other state and federal agencies in investigations concerning missing persons; and
  - e. provide training and assistance to law enforcement agencies to promote the effective use of the clearinghouse.
9. Child Abuse Investigative Unit (CAIU) is responsible for:
- a. coordinating/investigating allegations of child sexual abuse, sexual assault and serious physical abuse or neglect;
  - b. collaborating with members of the Child Advocacy Centers and Multi-Disciplinary Centers throughout the course of these investigations;
  - c. and has components in Anchorage, Palmer, Fairbanks, and Soldotna.
10. Anchorage Evidence Facility is maintained by ABI.

### **E. *Statewide Drug Enforcement Unit Drug Enforcement (SDEU)***

1. The SDEU Commander is appointed by and accountable to the Director or designee.  
  
The SDEU:
  - a. administers and provides support for statewide drug and alcohol enforcement;
  - b. administers and accounts for all expenditures pertaining to Federal and State grants which focus on the investigation of illegal drug and alcohol offenses;
  - c. prepares the annual drug and alcohol report for DPS;
  - d. coordinates investigative and technical assistance to Federal, municipal and other state agencies conducting investigations into illegal drug and alcohol offenses;
  - e. administers and provides oversight of forfeiture actions resulting from SDEU activities;
  - f. administers the funds provided to Alaska by the Federal Drug Enforcement Administration and the Office of National Drug Control

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Policy for disruption and dismantling of drug trafficking organizations within the state; and,

- g. provides statewide training pertaining to the identification, interdiction, and investigation of illegal drug and alcohol offenses.
- 2. SDEU is composed of several regional and functional units that conduct investigations into illegal drug and alcohol offenses and provide investigative assistance and support to the respective regional detachments, and other regional municipal, state, or federal law enforcement agencies. These units will also identify, investigate, and seize assets related to illegal drug and alcohol investigations, which may be subject to forfeiture action, and facilitate and actively participate in the criminal, administrative, or civil forfeiture process.

The units are referred to as:

Fairbanks Areawide Narcotics Team  
Mat-Su Narcotics Team  
Southeast Alaska Narcotics Team  
Western Alaska Alcohol and Narcotics Team  
Anchorage Airport Interdiction Team  
Kodiak Area Narcotics Team  
Kenai Peninsula Drug Team

- 3. The SDEU Commander, on approval of the Director, may assign bureau investigators to multi-jurisdictional task forces.

### **F. *Highway Interdiction Team (HIT)***

- 1. The HIT Commander is appointed by and accountable to the Director or designee.
- 2. The HIT is responsible for coordinating and/or conducting traffic law enforcement, fatal and major injury collision investigations within State Trooper jurisdiction, and for responding to enforcement and investigative requests by other agencies.
- 3. The HIT primary functions are:
  - a. traffic safety;
  - b. impaired driver enforcement;
  - c. aggressive driving and speeding enforcement;
  - d. youth driver education and enforcement;
  - e. occupant protection enforcement;
  - f. remote highway patrol for vehicles in distress;

- g. public education;
- h. enforcement of state traffic laws and regulations;
- i. enforcement of all state laws and regulations during traffic enforcement patrols; and
- j. review and update of Title 13 regulations
- k. interdiction of narcotics transported on state roadways.

#### **5.340 ORGANIZATIONAL CHANGES**

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

#### **5.600 PROCEDURES**

##### **A. *Promotional Incentives.***

- 1. It is in the best interest of the division and the public to prepare any interested employee for promotion. Administrators and commanders are mandated to provide leadership, knowledge, ethics, and integrity training and opportunities when possible. Employees will be encouraged to accept leadership, supervisory, and command positions to gain experience and to provide evaluation opportunities for future promotions.
- 2. Promotions will be based upon an equitable process, taking into account merit and qualifications. Qualifications include work history, experience, training and education, and an assessment or board-interview scored evaluation. Qualified applicants may be selected from the statewide workforce.

##### **B. *Selection to Bureaus and Specialty Positions.***

- 1. Certain positions may require employees with specialized skills and a dedicated interest. The division may need to provide specialized training to the employee; therefore, it is in the best interest of the division and the public to select those employees best suited for the position. All employees will be encouraged to seek and apply for specialty positions.
- 2. Selections will be based upon the selection process, taking into account merit and qualifications. Qualifications include work history, experience, training and education, and a board-interview scored evaluation. Qualified applicants may be selected from the statewide workforce.

##### **C. *Work Force Cycling and Term Limitations on Specialty Assignments.***

- 1. The Director may institute minimum service time and maximum service time limitations on certain specialty assignments in order to maximize the return on training investments and to provide increased and diverse training opportunities

to a greater number of employees. Employees leaving specialty assignments may apply for other specialty positions, seek promotion, or seek other positions. Employees leaving specialty positions in which they have received training and experience will be encouraged to become department trainers, especially Field Training officers (FTOs), if not seeking promotion or other specialty assignment. The intent of this policy is to raise the collective professional level of the division and to provide more opportunities for more employees.

2. Employees in specialty assignments will be able to request other assignments after they have served the minimum service time requirements, except promotional opportunities, which may be applied for at any time. Employees in specialty assignments may seek permission to extend the service time for six months to conclude a project or case investigation. The bureau commander may also require an employee to extend for up to six months in order to conclude a project or case investigation.
3. Affected Bureaus: ABI, SDEU, HIT
4. Affected specialty assignments: ABI, SDEU investigators; HIT troopers; polygraph operators; CIU investigators; K-9 handlers.
5. Minimum times:

Position	Minimum Time
ABI, SDEU, CIU- Investigators	2 years
HIT Troopers	2 year
Polygraph Operator	5 years
K-9 Handler	3 years

**D. *Alternate Work Schedules.*** The Director may develop and institute alternative work schedules based upon hiring needs, local and logistical issues, and workload with the approval of the Commissioner's Office, and in compliance with DOA rules and regulations, and the governing collective bargaining agreement.