

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 5

Updated June 15, 2023

Public VPSO SOP Manual V5 2023

## 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, 2023, this edition of the SOP Manual was 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

This SOP Manual is periodically updated, and the official version shall be retained on the DPS website, [www.vpso.alaska.gov](http://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 VPSO program was developed in response to the unique nature of public safety concerns in remote communities can receive immediate response to emergencies without delays caused by weather or distance. The presence of a VPSO in a community can have a significant positive impact on improving the quality of life in the participating villages.

VPSO 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 generally the first to respond to many calls for help from community members; hence their motto, “First Responders-Last Frontier”.

Funding for the VPSO Program is provided by the Alaska legislature and managed by the Department of Public Safety (DPS) as per Alaska Statute 18.65.670, and Alaska Administrative Code 13 AAC Chapter 96. These statutes and regulations provide guidelines on how the program is structured.

The statewide VPSO program is divided into ten (10) individual programs. Each program is administered by the participating organization which employs and supervises the VPSO. The participating organization, or grantee, manages daily operations and collaborates with the local communities which receive VPSO services.

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.

**“Chain of Command”** means the term used to describe the order of supervisory hierarchy which is defined as the lines of communication, responsibility, and authority going upward and downward within the program.

**“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, reformative 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 Certification and Standards Office”** means the office located within the Department of Public Safety that administers the statewide VPSO program for the State of Alaska, Department of Public Safety.

**“DPS VPSO Program Coordinator”** means the DPS employee responsible for overseeing the administration of the VPSO program functions in DPS.

**“DPS VPSO Training Manager”** means the person assigned by the Department to coordinate officer training and support for the VPSO Program.

**“Field Training Officer”** or (FTO) a trained and experienced VPSO who provides training and evaluation of a junior or probationary level VPSO.

**“Grantee”** means a regional corporation, Alaska Native organization, organized borough, or municipal government granted funds for a Village Public Safety Officer program under AS 18.65.670 for the benefit of the people of a specific geographic or cultural region of the state.

**“Methods of Instruction”** or **“MOI”** means a training course required to give certified instruction to students on various topics pertaining to the Village Public Safety Officer program.

**“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.

**“Roving or traveling Village Public Safety Officer”** means a VPSO assigned to a regional area or several communities for a grantee.

**“Training, Assistance, and Counseling”** or **“TAC”** means an officer temporarily assigned to an academy to provide support for the academy staff, and for the guidance and counseling to recruits.

**“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. Further information on responsibilities, see OPM Chapter 3, police protection.

**“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.

**“VPSO Coordinator”** means a person employed by the Grantee who supervises the VPSOs employed and manages the Grant.

**“VPSO Corporal”** means a Village Public Safety Officer who has met all requirements for advancement to corporal.

**“VPSO First Sergeant”** means a Village Public Safety Officer who has met all requirements for advancement to first sergeant.

**“VPSO Program”** means the Village Public Safety Officer Program established under AS 18.65.670.

**“VPSO Program Director”** means the person appointed by the commissioner of the Department of Public Safety to oversee the administrative and operational aspects of the Village Public Safety program within the Department of Public Safety.

**“VPSO Sergeant”** means a Village Public Safety Officer who has met all requirements for advancement to sergeant.



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**Chapter 1- STANDARD OPERATING PROCEDURES (SOP) MANUAL**

**CHAPTER 1- STANDARD OPERATING PROCEDURE (SOP) MANUAL**



<b>Approved:</b> 6/30/2023	<b>Authorized:</b> Commissioner James Cockrell
<b>Special Instructions:</b>	

**I. PURPOSE**

The policies and procedures established in this manual are for administrative purposes only and should not be construed 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. The SOP Manual may be superseded by Alaska Statutes, Alaska Administrative Codes (AAC) and/or the Department of Public Safety Operating Procedures Manual (OPM).
- B. Revisions to the SOP Manual
  - 1. Periodic revision to the SOP Manual will be made as needed. The official document will be maintained on the Department of Public Safety website.
  - 2. Any recommended changes or corrections will be submitted by a VPSO to their supervisor or the VPSO Coordinator.
- C. In addition to the OPM, SOP Manual, Grantee policies and procedures also apply to VPSOs.
- D. Violations of the Alaska Statutes, AAC, OPM, this SOP Manual and/or Grantee policies could result in disciplinary action up to an including termination.
- E. All VPSO are required to be familiar with the SOP Manual.

**Chapter 2- VPSO PROGRAM GOVERNING LAWS AND REGULATIONS**

**CHAPTER 2- VPSO PROGRAM GOVERNING LAWS AND REGULATIONS**



<b>Approved:</b> 6/30/2023 <b>Authorized:</b> Commissioner James Cockrell	
<b>Special Instructions:</b>	

**I. PURPOSE**

The following are the Alaska Statutes (AS) and Alaska Administrative Code (AAC) governing the VPSO program. It is the responsibility of the VPSO and the VPSO Coordinator to understand and follow these laws which govern the program. **\*\*Note:** The regulations, 13 AAC 96.010-060 are currently under review. Where they 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- CHAIN OF COMMAND**

**CHAPTER 3- CHAIN OF COMMAND**



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

**Special Instructions:**

**I. PURPOSE**

To provide guidelines to all Village Public Safety Officers (VPSO) for interaction with all levels of authority within the VPSO Program, and to clearly outline the chain of command. It is the policy of the Village Public Safety Officer Program (VPSO) to provide direction to all VPSO's through an established chain of command to promote consistency, reduce confusion and enhance public safety operations.

**II. PROCEDURE**

- A.** The President, CEO or Chief/Chairman is the highest corporate authority within the organization employing a VPSO.
  - 1. If the organization is a Borough, the highest authority may be the Mayor or a City Manager.
- B.** All VPSOs are subordinate to the VPSO Coordinator of the Grantee they are employed by.
  - 1. If a VPSO receives a conflicting direction by someone other than their supervisor, it is the VPSOs responsibility to inform the VPSO Coordinator or next higher level of supervision.

**Chapter 4- CODE OF CONDUCT**

**CHAPTER 4- CODE OF CONDUCT**



<b>Approved:</b> 6/30/2023 <b>Authorized:</b> Commissioner James Cockrell	
<b>Special Instructions:</b>	

**I. PURPOSE**

To provide additional Code of Conduct policies which apply to Village Public Safety Officer (VPSO) supplemental to the OPM Chapter 101. These provisions apply equally to all VPSO's.

**II. PROCEDURE**

**A. Use of Alcohol**

1. No VPSO shall possess or consume alcohol or drugs contrary to laws and local ordinances.
2. No VPSO shall report to work or be on duty as a VPSO when their judgement or physical condition has been impaired by alcohol, medication, or other substances.
  - (a) In the event of an emergency call outside of normal working hours, a VPSO must determine their fitness for duty if they are impaired by alcohol. In this circumstance:
    - (1) An Oversight Trooper may be consulted to determine the VPSO's level of impairment.
    - (2) If a VPSO reports themselves as incapacitated and unable to respond to the emergency, no adverse action will be taken against them.
3. No alcoholic beverages shall be served or consumed in a building or office used by the VPSO in their official capacity, to include VPSO responder vehicles of any type.
4. No VPSO shall transport an alcoholic beverage in a VPSO response vehicle except in the performance of their official duties.

**B. Use of Drugs**

1. Although recreational use of marijuana is legal in Alaska, VPSO's are prohibited from consuming, using or processing marijuana or derivative substances.

**C. Social Media**

1. VPSOs shall comply with all Grantee policies and procedures on social media.
2. VPSOs must maintain the confidentiality that is normally required to perform public safety and law enforcement duties. Confidential information associated with

## Chapter 4- CODE OF CONDUCT

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public safety and law enforcement duties means, but is not limited to, information learned during investigations that if shared would:

- (a) Compromise an investigation.
  - (b) Place others, including public safety and law enforcement officials and community members, at risk of physical harm.
  - (c) Place property at risk of damage or destruction.
3. VPSOs are responsible to be aware of privacy settings and social media sites and should never assume that personal information posted on such sites are protected.
  4. The VPSO may not endorse, recommend, or facilitate the sale of commercial products or services in any official capacity.
  5. As a peace officer, funded with public funding, the VPSO may not endorse, recommend, participate, or be involved in political activities while in an official capacity.
- D. Memberships**
1. No VPSO shall be a member of any organizations which advocates the overthrow of the government of the United States, or any unit of local government, or participate in any organization which has a purpose, aim, objective or any practices which are contrary to the obligations of a VPSO.

**Chapter 5- VILLAGE PUBLIC SAFETY OFFICER JOB DESCRIPTION**

**CHAPTER 5- VILLAGE PUBLIC SAFETY OFFICER JOB DESCRIPTION**



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

**Special Instructions:**

**I. PURPOSE**

To establish a job description for the Village Public Safety Officer (VPSO). The following job description does not cover all possible public safety related responsibilities of a VPSO but shall be considered as a guide for services to be performed.

**II. VILLAGE PUBLIC SAFETY OFFICER GENERAL JOB DESCRIPTION**

**A. Law Enforcement**

1. Patrols community.
2. Responds to calls for service.
3. Investigate crimes.
4. Enforces State laws.
5. May assist state, local federal law enforcement agencies with official matters.
6. Complete incident reports in a timely manner and submit them to AST for review and approval.
7. Transport and/or guard prisoners as required.
8. Deliver crime prevention and educational materials.
9. Serves process as assigned by the AST or Department of Corrections (DOC).
10. Enforce State laws regarding aggressive animals.
11. Investigates animal cruelty and neglect complaints.
12. If qualified, may administer rabies and other vaccines to animals.
13. May assist the Department of Corrections (DOC) Probation and Parole with the management and supervision of probationers and paroles residing in the community.
14. May assist the Division of Juvenile Justice with formal and informal supervision of juvenile clients residing in the community.
15. May investigate and enforce local ordinances that have been adopted by the Alaska Court System and posted on the Uniform Minor Offense Table (UMOT).

## Chapter 5- VILLAGE PUBLIC SAFETY OFFICER JOB DESCRIPTION

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16. May enforce tribal ordinances or code so long as they do not conflict with State or Federal law.
  17. May participate in civil diversion of criminal charges to tribal courts in accordance with Department of Law agreements.
- B. Fire Protection**
1. Provide or arrange preventative maintenance or care of community fire equipment.
  2. Conduct or participate in fire drills at schools and other public buildings.
  3. Attend fire department meetings.
  4. Provide training to volunteer fire fighters.
  5. Deliver fire prevention and educational materials.
- C. Search and rescue (SAR)**
1. Organize and direct SAR teams.
  2. Act as a liaison for the Alaska State Troopers during search and rescue operations.
  3. Collect and submit receipts to AST for reimbursement related to the SAR operation.
  4. Conduct inventory and/or maintain a list of search and rescue equipment available in the community.
  5. Support or assist other entities or agencies engaged in search and rescue operations.
- D. Emergency Medical Services**
1. Respond to calls to provide immediate care to the ill and injured.
  2. Transport the patient to a medical facility for the next level of care.
  3. Assist a local health care provider with providing immediate care to an ill or injured patient.
- E. Roving or traveling VPSO duties:**
1. Routinely travel between communities within the region.
  2. Provide VPSO services in communities where a VPSO is either not present or in need of assistance.
  3. Assist and travel with Alaska State Troopers to communities when requested.
  4. Transport prisoners from outlying communities to a regional holding facility.
  5. Temporarily remain in a community on a regular basis at the direction of the VPSO Coordinator.



**Chapter 6- REQUIREMENTS FOR LONGEVITY ACHIEVEMENT**

**CHAPTER 6- REQUIREMENTS FOR LONGEVITY ACHIEVEMENT**



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

**Special Instructions:**

**I. PURPOSE**

To establish fair and objective criteria of a Village Public Safety Officer (VPSO) for recognition of longevity in the program.

**II. PROCEDURE**

**A. Application process for advancement**

1. The VPSO must inform their supervisor they are interested in advancement.
2. The VPSO must submit to the VPSO Coordinator all required documentation for each advancement as outlined in this chapter.

**B. Longevity recognition process**

1. The VPSO Coordinator is responsible for verifying qualifications and submit documentation to the DPS VPSO Training Manager.
2. If all qualifications are met, the DPS VPSO Training Manager will provide a letter of advancement and rank insignia to the VPSO Coordinator.
3. VPSO Coordinator will submit a Personal Action Request Form to the DPS VPSO Certification and Standards Office.
4. The VPSO Coordinator will follow the VPSO Salary Schedule and their agency policies on pay increases.
5. Once advanced, the VPSO is authorized to wear the appropriate stripes and collar brass.

**C. VPSO CORPORAL**

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

## Chapter 6- REQUIREMENTS FOR LONGEVITY ACHIEVEMENT

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### D. VPSO SERGEANT

#### 1. Minimum qualifications

- (a) Must have served as a VPSO for at least three years excluding leave without pay, extended probation, or suspensions; and
- (b) Must have three consecutive years of acceptable or better evaluations immediately prior to the application date; and
- (c) Must have successfully completed a 40-hour Methods of Instruction (MOI) course; and
- (d) Satisfactorily instructed a minimum of two public safety courses in the last 12 months.

#### 2. Submission process for advancement to Sergeant:

- (a) The VPSO Coordinator must submit the following to the DPS VPSO Training Manager:
  - (1) MOI course certificate; and
  - (2) Letter of support from the VPSO Coordinator, the organization leadership, the community or AST recommending the advancement.
  - (3) Copies of a training outline and student/instructor evaluations.

#### 3. Demotion

- (a) May result from one or more of the following:
  - (1) Receiving an unacceptable evaluation; or
  - (2) Failure to teach at least two public safety education courses within the year; or
  - (3) Failure to volunteer to serve as a Training, Assistance and Counseling (TAC) Officer.
- (b) Demotion from Sergeant will result in loss of rank and pay.

### E. VPSO FIRST SERGEANT

#### 1. Minimum qualifications

- (a) Must have served as a VPSO Sergeant for at least two years excluding leave without pay, extended probation, or suspensions; and
- (b) Must have successfully completed the Field Training Officer (FTO) course; and
- (c) Must have two consecutive years of acceptable or better evaluations immediately prior to the application date; and

## Chapter 6- REQUIREMENTS FOR LONGEVITY ACHIEVEMENT

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- (d) Must be willing to accept supervisory responsibilities; and
- (e) Must be willing to travel to train VPSOs; and
- (f) The VPSO must submit to the VPSO Coordinator copies of a training outline and student/instructor evaluations from two public safety courses taught.

### 2. Submission process for advancement to First Sergeant

- (a) The VPSO Coordinator must submit the following to the DPS VPSO Training Manager:
  - (1) FTO instructor certificate; and
  - (2) Letter of support from the VPSO Coordinator, the organization leadership, the community or AST recommending the advancement.
  - (3) Copies of a training outline and student/instructor evaluations.

### 3. Demotion

- (a) May result from one or more of the following:
  - (1) Receiving an unacceptable evaluation; or
  - (2) Failure to teach at least two public safety education courses within the year; or
  - (3) Failure to volunteer to serve as a TAC Officer.
- (b) Demotion from First Sergeant will result in loss of rank and/or pay.

Chapter 7- TRAVEL

**CHAPTER 7- TRAVEL**



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

**Special Instructions:**

**I. PURPOSE**

To provide guidelines for Village Public Safety Officer (VPSO) travel. It shall be the policy of the VPSO program that all travel expenses incurred by VPSOs traveling on official duty be paid or reimbursed by the Grantee or the State.

**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 law enforcement or VPSO duties.
- C. The VPSO will follow the OPM chapter 216, this SOP Manual, the Grantees policies and applicable State policies if traveling for the state of Alaska, such as prisoner transports.
- 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 8- AFTER HOURS CALL OUT PROCEDURES

CHAPTER 8- AFTER HOURS CALL OUT PROCEDURES



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

**Special Instructions:**

**I. PURPOSE**

To establish a structure for after-hours response to emergency and non-emergency situations. The Village Public Safety Officer (VPSO) Program recognizes that after-hour calls are not uncommon. The following procedures, while not all encompassing, are here to provide VPSOs with guidelines on when an after-hours call out is necessary.

The following represents examples of emergency situations where it may be necessary for the VPSO to respond after-hours. The VPSO shall solicit as much information as possible to evaluate if an after-hours response is warranted. In each case the known or perceived threat to health or safety shall guide the VPSO.

**II. PROCEDURE**

NS 0.25.120 (3/16)

[Redacted text block containing multiple paragraphs of blacked-out content]

**Chapter 8- AFTER HOURS CALL OUT PROCEDURES**

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AS 40.25.120 (a)(6) [REDACTED]  
[REDACTED]  
[REDACTED]  
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[REDACTED]
- [REDACTED]
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**Chapter 9- OVERTIME**

**CHAPTER 9- 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. All VPSOs must be mindful of and exercise fiscal responsibility in the use of funds and resources. Overtime pay requires particular attention because of constitutes a sizable expenditure program funding that is provided at a premium rate. Without adequate controls, unplanned expenditures can create budget overruns which can result in the diversion of resources from key areas.

**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.
3. Only overtime required to meet vital service demand shall be authorized.
4. All tasks and functions that require overtime shall be routinely evaluated in terms of their cost effectiveness. Alternatives to the use of overtime to accomplish these tasks or program objectives shall be evaluated and implemented where appropriate.
5. All overtime must receive advanced authorization unless unreasonable due to emergency circumstances.
6. VPSO shall submit an incident number associated with all overtime and list approved by their VPSO coordinator.
7. Manage workload requirements to best utilize standard duty hours and work shifts.

**Chapter 10- RE-EMPLOYMENT OF FORMER VPSO**

**CHAPTER 10- RE-EMPLOYMENT OF FORMER VILLAGE PUBLIC SAFETY OFFICER**



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

**Special Instructions:**

**I. PURPOSE**

To establish guidelines for the reemployment of a Village Public Safety Officer (VPSO) who separates in good standing from the program. It is the policy of the VPSO Program to provide a structured, objective process for the reemployment of VPSO's who separate in good standing from the program or are seeking lateral hire to a different Grantee.

**II. DEFINITIONS**

- A. Good standing- A VPSO is in good standing if when they departed the VPSO program, they were in compliance with training requirements, had no negative evaluations, and did not leave or resign in lieu of termination or disciplinary action.
- B. Lateral VPSO- A VPSO who has not yet separated from one Grantee to begin employment with another Grantee. There can be no break in service between Grantees.
- C. Rehire VPSO- A certified VPSO who has separated from the VPSO program.
- D. Lapsed Certifications- A VPSO certification lapses when unemployed in the program full-time for more than 12 months.
- E. Reinstated Certifications- At the discretion of the Department, a lapsed certificate may be reinstated with additional training if it has not lapsed for more than 10 years

**III. PROCEDURES**

- A. Authority of the Department of Public Safety (DPS) VPSO Program Director
  - 1. The DPS VPSO Program Director will consult with the VPSO Coordinator prior to decisions on denial of requests for Reinstatement, Lateral Hire and Rehire of a VPSO.
  - 2. The DPS VPSO Program Director in consultation with the DPS VPSO Training Manager and VPSO Coordinator may require supplemental training as a condition of reinstatement of a VPSO certificate.
- B. Authority of the VPSO Coordinator
  - 1. The VPSO Coordinator will determine a returning VPSO rank and salary.
  - 2. The VPSO Coordinator will verify all completed training.
- C. The VPSO Coordinator will conduct a preemployment background check which includes contacting prior Grantee employers.



## Chapter 10- RE-EMPLOYMENT OF FORMER VPSO

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- D. Eligibility for Reinstatement of Certificate**
1. A VPSO who is under consideration of reinstatement of a VPSO certificate must meet all requirements of AS 18.65.684.
  2. An individual may request reinstatement of a 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.
  3. A certificate may not be reinstated if the certificate has lapsed for more than 10 years.
- E. Eligibility for Lateral Hire**
1. A lateral hire VPSO must successfully complete all pre-employment requirements.
  2. A lateral hire VPSO may be placed on probation for a period specified in the Grantee's personnel policies and procedures.
- F. Eligibility for Rehire**
1. A rehired VPSO must successfully complete all pre-employment requirements.
  2. A rehired VPSO shall be placed on probation for a period specified in the Grantee's personnel policies and procedures.

**Chapter 11- SECONDARY EMPLOYMENT**

**CHAPTER 11- 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 Village Public Safety Officer (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 coordinator.

**II. PROCEDURE**

**A. Responsibilities**

1. The Grantee in accordance with the Grantee’s policies shall have the final authority to approve or deny secondary employment.
2. A VPSO who is approved for secondary employment shall notify the VPSO Coordinator when there is a change 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. Regular employment with compensation.
2. Operating a business, with or without compensation.
3. Working as a consultant, even if the consultant work is for an entity in another state or foreign country.
4. Working as an independent grantee.
5. 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 constitute a conflict of interest and are not allowed:**

1. Activity involving the manufacture, sale, or the distribution of marijuana.
2. Works as a village or tribal police officer (VPO/TPO).
3. The Grantee may exclude other secondary employment not listed in the OPM chapter 126 or the SOP Manual.

**Chapter 12- GENERAL APPEARANCE STANDARDS**

**CHAPTER 12- GENERAL APPEARANCE STANDARDS**



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

**Special Instructions:**

**I. PURPOSE**

To ensure safety, foster discipline, promote professionalism and encourage public confidence and respect. Because 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 is key to enforcement of this grooming policy. Therefore, it shall be the policy of the Village Public Safety Officer (VPSO) Program 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.

**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 ½ 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. If mustaches are worn, they 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) They shall be kept clean.

## Chapter 12- GENERAL APPEARANCE STANDARDS

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**D. Women:**

- (a) Nails shall not exceed one-fourth inch measured from the fingertips; and
- (b) Nails 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 13- UNIFORM, EQUIPMENT AND CREDNETIAL ISSUE**

**CHAPTER 13- UNIFORM, EQUIPMENT AND CREDENTIAL ISSUE**



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

**Special Instructions:**

**I. PURPOSE**

To establish a procedure for issuance and replacement of Village Public Safety Officer (VPSO) Program uniforms, equipment, and credentials. In accordance with the procedures set forth in the OPM chapter 102, the Department will provide VPSO standard uniforms and equipment necessary to carry out the objectives and purposes of AS 18.65.010-680. It will be the policy of the DPS VPSO Certification and Standards Office and the Grantee to maintain systems of accountability for all uniforms, equipment and credentials provided to the VPSO.

**II. PROCEDURE**

- A.** Sensitive property are items that require special control and accountability.
  - 1. The following sensitive property will only be issued by the DPS VPSO Certification and Standards Office:
    - (a) Laptop computer.
    - (b) Radio, antenna, holster, battery and charger.
    - (c) PBT intoximeter-self training provided.
    - (d) Taser, cartridges, battery, and charger.
    - (e) Expandable baton and holster.
    - (f) Oleoresin Capsicum (OC) and holster.
    - (g) Badge set, identification, and wallet.
  - 2. Sensitive property must be returned to DPS VPSO Certification and Standards Office upon separation of the VPSO from the Program.
  - 3. Lost, damage, or stolen sensitive property must be reported to the VPSO Coordinator and follow procedures outlined in OPM Chapter 124, employee responsibilities and obligations.
- B.** The DPS VPSO Certification and Standards Office and/or the Grantee will issue the following equipment:
  - 1. Uniforms:
    - (a) Class-A dress shirts including any corresponding ties and tie tacks.
    - (b) Class-A trousers.

## Chapter 13- UNIFORM, EQUIPMENT AND CREDNETIAL ISSUE

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- (c) TDU shirts.
  - (d) TDU pants.
  - (e) Ballistic vest and carrier.
  - (f) Cruiser jacket.
  - (g) Name tags.
  - (h) "VPSO" collar insignia.
  - (i) Baseball cap with insignia.
  - (j) Watch cap with insignia.
  - (k) Sam Browne belt.
  - (l) Belt keepers.
  - (m) Handcuffs and case.
  - (n) Pocket Guide to Alaska Criminal Law.
  - (o) Notebooks (small or large) with leather cover.
2. Grantees may issue nonstandard supplies specific to the climate of the region (examples: rain gear, snow pants). Nonstandard supplies must be consistent for all BPSO employed by a grantee. These items must be selected appropriately to maintain a professional appearance while paired with the standard uniform.
- C. Requests for new or replacement uniforms and equipment will be made to the VPSO Coordinator on the supply request form.
  - D. Each VPSO is responsible for their issued uniforms and equipment and may be financially responsible for the repair or replacement of uniforms or equipment if the item is lost or damaged due to negligence.
  - E. All equipment and uniform items issued will be signed for by the VPSO.
  - F. Upon separation of service, all issued equipment not expended or otherwise accounted for, shall be returned to the VPSO Coordinator, DPS VPSO Certification and Standards Office or the Alaska State Troopers in a serviceable and clean condition.
  - G. The VPSO will allow the VPSO Coordinator access to their uniforms and equipment at any time to verify the condition and presence of issued items.

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- H.** VPSOs who served for the following periods upon separation in good standing will be eligible to receive from DPS VPSO Certification and Standards Office:
1. Service plaque -10 or more years of service as a VPSO.
  2. Retired ID card and flat badge- 17-19 years of service as a VPSO.
  3. ID card and full badge set- 20 four more years of service as a VPSO.

## Chapter 14- UNIFORM STANDARDS

### CHAPTER 14- UNIFORM STANDARDS



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

**Special Instructions:**

#### I. PURPOSE

To establish uniform standards for Village Public Safety Officers (VPSO). It will be the policy of the VPSO Program that all VPSOs maintain a professional appearance that instills pride, provides uniformity, facilitates identification, and presents an image favorable to the VPSO program.

#### II. PROCEDURE

##### A. Introduction

1. Upon hire, the DPS VPSO Certification and Standards Office shall provide the VPSO with standard uniforms and equipment necessary to conduct the objectives and purposes of the VPSO program.
2. Property issued by the State shall remain the property of the State.
3. Property issued by the Grantee shall remain the property of the Grantee.

##### B. Uniform Management

1. The Grantee or DPS VPSO Certification and Standards Office authorizes replacement of uniform or equipment items following inventory or whenever an item becomes unserviceable due to damage or normal wear.
2. Care of leather goods. If leather is wet, allow it to dry naturally. Do not apply heat. When leather is soiled, clean with saddle soap, according to directions on container. Then sparingly apply warm Neatsfoot oil. Allow the oil to soak in on both sides. Follow with a light coat of neutral shoe polish or Bianchi Leather Dressing and buff with a soft cloth.
3. Duty Uniform- Class A, General Guidelines
  - (a) The Class A dress shirt is silver tan.
  - (b) The Class A trousers are brown.
  - (c) Buckle-less trouser belts are recommended.
  - (d) Sam Browne belt with all issued and required equipment.
  - (e) Ballistic vest, with internal or external carrier.



## Chapter 14- UNIFORM STANDARDS

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- (f) Cruiser jacket with patches, or parka with patches.
- (g) Uniform boots.
- (h) Uniform Hat of the Day.

### 4. Duty Uniform – Tactical Duty Uniform (TDU), General Guidelines

- (a) The TDU shirt is tan.
- (b) The TDU pants are brown.
- (c) Sam Browne belt with required issued equipment.
- (d) Trouser belt black if worn. A buckle-less trouser belt is recommended.
- (e) Ballistic vest with or without external carrier.
- (f) Cruiser jacket with patches, or parka with patches.
- (g) Black uniform boots or winter footwear.
- (h) Baseball or watch cap (in chilly weather) with insignia.

### 5. Uniform Hat

- (a) When a VPSO is outdoors on duty in uniform, they will always remain covered unless the VPSO can articulate a specific safety related reason for not doing so.
- (b) The Hat of the Day will be determined by the VPSO Coordinator. The following may all be considered Uniform Hat of the Day:
  - (1) Stratton Campaign hat in Oklahoma brown.
  - (2) Black watch cap with Insignia, during chilly weather.
  - (3) Black baseball hat, with appropriate Insignia on the front. Approved for day-to-day wear with either Class A or TDU.
  - (4) A fur hat can be worn during chilly weather. VPSOs may wear a personal fur hat in good condition upon approval by the VPSO Coordinator.
- (c) Wearing the hat indoors will be based upon the situation.
  - (1) Personnel assigned as an honor guard will always remain covered.
  - (2) As a guest or official representative of the Department or for their regional program at an indoor event in uniform, they will uncover, i.e., on a stage, at a banquet, or as an honorary pallbearer in church.
  - (3) VPSOs escorting prisoners are not required to wear hats in the courthouse.

## Chapter 14- UNIFORM STANDARDS

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- (4) VPSOs testifying in court while in uniform will not wear their hat in the courtroom.

### 6. Jackets and Coats

#### (a) Cruiser Jacket

- (1) Cruiser jackets shall have shoulder patches located in the center line of the sleeve one-half inch below the shoulder seam. Bloomed badges will be located on the left chest of the jacket in the same position as the badge appears on the uniform shirt.
- (2) Metal or cloth rank Insignia for Corporal and above will be worn centered on the top of the shoulder one-half inch inside of the shoulder seam.
- (3) Cruiser jackets will be worn one-half to fully zip to present a neat appearance.

### 7. Parka

- (a) Parkas shall have a VPSO shoulder patch located on the left sleeve center line of the sleeve one-half inch below the shoulder seam. Loom badges will be located on the left chest of the jacket in the same position as the badge appears on the uniform shirt.
- (b) The parka may be worn open or unfastened and may be worn over the cruiser jacket.

### 8. Ballistic vest

- (a) All uniformed VPSOs will wear a ballistic vest, except when working on the water when a ballistic vest is optional.
- (b) Ballistic vests will be worn under the uniform shirt or in outer carrier over the shirt.
- (c) Outer carrier
  - (1) It is not the intent of this policy to allow a VPSO to wear an outer carrier that is “tactical” in nature or “meets all needs.” It is the intent of this policy to allow the VPSO access to devices which provide a good balance between utility, comfort, and appearance.
  - (2) The outer carrier must be properly maintained and worn in a manner that reflects a professional appearance.
  - (3) The outer carrier must be constructed in such a manner that the vest panels are worn in the proper protective positions.
  - (4) The external construction of the carrier will be made of dark brown Cordura nylon fabric, except for black Velcro where needed to fasten the vest and the attachment of a loomed VPSO badge patch.

## Chapter 14- UNIFORM STANDARDS

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- (5) Except for the items defined in this section, no other items may be carried in the outer carrier if they extend above a pocket such as collapsible batons or radio.
- (6) All uniforms shirts will be worn with the collar extending on the outside of an outer carrier.
- (7) Loomed VPSO badge patch will be located on the outer carrier in the same position as the badge appears on the uniform shirt and will be attached with Velcro.
- (8) Breast pockets will not be more than five and one-half inches wide and six and one-half inches tall, including the flap cover; and
  - These measurements will be adjusted to a smaller size as needed to ensure the proper location of the loomed badge; and
  - Breast pockets must not interfere with the proper location of the loom badge patch; and
  - If a flap cover is attached, it will be made of the same color Cordura nylon fabric.
  - The left side pocket may be eliminated if it interferes with the proper location of the loomed badge; and
  - A small pocket of a size sufficient to contain a microphone or ID card may be attached to a breast pocket, if it does not interfere with the professional appearance of the vest. No other pocket will be sewn on the front of another pocket; and
  - Center pleats are not allowed, but extra material will be allowed on both sides of the pocket to allow for expansion.
- (9) One black or dark brown zipper of an inconspicuous style will dissect the front of the vest, from the top to the bottom.
- (10) Two rectangular pockets not more than six inches deep are allowed on the bottom portion of the vest. The size of these pockets may be adjusted to a smaller size to ensure proper wearing and appearance of the vest.
  - The pockets will run from the zipper to the edges of the vest. Each of these pockets may be sub-divided; and
  - Pockets can be pleated or expandable to a one and one-fourth inch maximum; and
  - Pockets may have a flap closure made of the same color Cordura nylon fabric and presents a professional appearance; and

## Chapter 14- UNIFORM STANDARDS

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- (11) No pockets will be allowed on the back of the carrier.
- (12) The VPSOs name will be displayed on the vest at the location it would be found on the uniform shirt using either the issued brass name tag, or three-eighths-inch uppercase block letters embroidered with gold colored thread. No other lettering is allowed on the vest.
- (13) The ballistic vest panel will extend downward and will be no higher than 2-3 inches above the belt buckle when the VPSO is in a normal standing position.
- (14) An outer carrier made with additional fabric extending the bottom of the carrier and will be no higher than one inch from the top of the buckle.
- (15) A fabric Taser holster is NOT an authorized method to carrying the Taser, and the Taser will not be mounted on an exterior vest carrier.
- (16) A portable radio microphone strap may be fastened to the upper shoulder area of the vest.
- (17) The Oleoresin Capsicum (OC) canister may be carried in a lower pocket. A flap of the same color Cordura nylon will cover the top of the OC canister. OC canister will have sufficient retention as to remain within the pocket if the VPSO runs, jumps, or falls.
- (18) Digital recorders may be carried in a pocket in the manner that allows the microphone area to extend into view.
- (19) Load-bearing suspenders are authorized to be worn under an external vest carrier to support the Sam Browne but must be concealed completely under the carrier.
- (20) The privilege of wearing the outer carrier may be revoked if the VPSO is unable to maintain these standards.

### C. Uniform Standards

#### 1. Uniform Shirts

- (a) Long Sleeve Class A uniform shirt.
  - (1) Brass buttons will be utilized for both pocket and epaulet.
  - (2) Shirts will be worn with ties and breast badge. Shirts will be pressed, with military creases. Sleeves to be creased, from the center of the epaulet. Shirts will always be worn fully buttoned.
  - (3) VPSO shoulder patch will be centered on the crease of the left sleeve one-half inch below the shoulder seam.
  - (4) The medical training shoulder patch will be centered on the crease of the right sleeve one-half inch below the shoulder seam.

## Chapter 14- UNIFORM STANDARDS

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- (5) Corporals, Sergeants, and First Sergeants will wear loomed stripes on both sleeves. They will be aligned on the centerline of the sleeve such that the point of the chevron is midway between the shoulder and the elbow.
  - (6) Ties be secured with either the issue VPSO patch tie bar or tie tack. The tie bar shall be horizontal and in line with the bottom of the pocket flaps. The tie tack shall be in line with the bottom of the pocket flaps.
  - (7) "VPSO" collar brass shall be worn so that the letters are horizontal (parallel to the ground).
  - (8) Pocket flaps will be secured. Nothing other than pens or pencils is to be carried in shirt pockets. Any pens or pencils carried are to be completely concealed within the pocket (no clips exposed).
  - (9) Brass name tags will be centered above the right pocket with a ¼ inch space between the top of the pocket and the bottom of the name tag.
  - (10) Years of service stars and/or bars shall be worn on the left sleeve of the shirt. Service bar shall be located one-half inch above cuff seam, just forward of the crease. Star shall be located half an inch above the cuff seam and shall progress, to side by side, to triangle, to square etc. Allow one-eighth inch of background around stars and/or bars.
    - Stars equal five years of service and bars equal 1 year.
    - Bars may only be worn for the first four years of service, after which only stars are to be worn.
    - Only time spent working as a VPSO will be counted for service insignia.
- (b) Short Sleeve Class A uniform shirt.
- (1) Short sleeve shirts are authorized May 1 to September 30.
  - (2) Short sleeve shirts will be worn with a clean white crew neck T-shirt and breast badge. No chains or jewelry will be visible around the neck. Shirts are to be pressed, with military creases. Sleeves are to be creased from the center to the epaulet.
  - (3) Shoulder patches will be centered on the crease of the left sleeve one-half inch below the shoulder seam.
  - (4) VPSO below the rank of Corporal will wear the "VPSO" collar brass. Collar brass shall be worn so that the letters are horizontal (parallel to the ground.)

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- (5) Corporal and higher-ranking officers shall wear the same metal rank insignia on the collar. Collar rank insignia are to be placed inside the seams.
  - (6) Pocket flaps will be secured. Nothing other than pens or pencils is to be carried in shirt pockets. Any pens or pencils carried are to be completely concealed within the pocket (no clips exposed).
  - (7) Brass name tags will be centered above the right pocket with a one-fourth inch space between the top of the pocket and the bottom of the name tag.
  - (8) There is no rank patch on the sleeve of short-sleeved shirt.
- (c) TDU uniform shirt.
- (1) The shirt shall be worn tucked inside the trousers.
  - (2) The VPSO shoulder patch will be centered on the crease of the left sleeve one-half inch below the shoulder seam.
  - (3) Pocket flaps will be secured. Items placed in the pockets must be kept to a minimum to maintain a professional appearance on the uniform. Any items carried in the pockets are to be completely concealed within the pocket (no clips exposed).
  - (4) Loomed name tags will be centered above the right pocket with a one-fourth inch space between the top of the pocket and the bottom of the name tag.
  - (5) Rank and years of service patches are typically not issued for TDU uniforms, but if issued will be worn as follows:
    - Corporals, Sergeants, and First Sergeants will wear loomed stripes on both sleeves. They will be aligned on the centerline of the sleeve such that the point of the chevron is midway between the shoulder and the elbow.
    - Years of service stars or bars shall be worn on the left sleeve of the shirt.
    - Service bars shall be located one-half inch above cuff seam, just forward of the crease. Stars shall be located one-half inch above the cuff seam and shall progress, to side by side, to triangle, to square etc. Allow one-eighth inch of background around stars and bars.

### 2. Utility/duty Belt

- (a) Sam Browne black basket weave leather with brass buckle.
- (b) All accessory holders will be black basketweave, leather or nylon.

## Chapter 14- UNIFORM STANDARDS

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- (c) While on duty every VPSO shall carry a Taser, OC, collapsible baton, handcuffs, and handcuff key.
- (d) Equipment on the Sam Browne belt shall be carried in the following manner:
  - (1) The collapsible baton will be worn on the support hand side of the body.
  - (2) The Taser shall be worn on the support hand side of the body.
  - (3) Belt keepers may be positioned at the VPSOs discretion.
- (e) The following required equipment may be positioned on the belt at the VPSO's discretion within the aforementioned policies:
  - (1) Handcuff case.
  - (2) OC case.
  - (3) Collapsible baton.
- (f) The following additional items may be carried on the belt and arranged at the VPSOs discretion:
  - (1) Recorder.
  - (2) Portable radio.
  - (3) Cell phone.
  - (4) Key case.
  - (5) Knife case.
  - (6) Small flashlight.
  - (7) Flashlight ring/case.
  - (8) Glove case.
  - (9) VPSOs may wear either a second single handcuff case, or a single double layer case.
- (g) VPSOs may carry the Oleoresin Capsicum (OC) in an outside pocket of the jacket, parka, or outer carrier as an alternative to being carried on the uniform belt.
- (h) Any optional leather accessories on the uniform belt shall be black basket weave consistent in style with other accessory holders issued.
- (i) Wearing the Sam Browne belt is not required when working aboard vessels, skiffs, aircraft or when operating snow machines, if wearing one creates a hazardous situation or interferes with the operation of the

## Chapter 14- UNIFORM STANDARDS

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equipment. This is not a blanket exception applicable during all operations involving listed equipment.

### 3. Uniform Pants

- (a) Pant colors are determined by the Commissioner of Public Safety or their designee and designated as brown in color.
- (b) Uniform pants are to be creased, pocket buttons fastened and worn with the belt buckle centered on the fly seam.

### 4. Uniform Footwear

- (a) VPSOs will provide their own black uniform boots.
- (b) The boot must be of smooth leather without stitching across or along toes.
- (c) The toe area must be rounded, and the boot must be a minimum of 6 inches in height. Narrow toed shoes are not permitted.
- (d) Under circumstances outlined in Chapter 12, when the VPSO is authorized for non-uniform attire, the VPSO will wear footwear appropriate to the attire.
- (e) During extreme cold weather, vapor barrier boots, snowmobile boots, or another appropriate footwear may be worn as appropriate.
- (f) VPSO's working aboard boats, or in other assignments where uniform footwear is inadequate, may substitute appropriate footwear. As much as possible, such footwear shall present an appearance consistent with the uniform worn. Special footwear will not be worn around the office or Trooper post. Footwear meeting uniform standard is required in those circumstances.

### 5. Formal Dress Uniform

- (a) The VPSO formal dress uniform consists of the following:
  - (1) The Long-Sleeve Class A uniform dress shirt and corresponding pants are in excellent condition, pressed with proper creases.
  - (2) Sam Browne belt, without accessories.
  - (3) White uniform gloves.
  - (4) Commendation ribbons shall be worn centered one-half inch above the name tag on the right breast, to the specifications outlined below.
- (b) When to Display Mourning Band
  - (1) VPSOs attending Law Enforcement Memorial services or funerals in uniform will have a black band running horizontally across the middle of the breast badge.



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- (2) A piece of black electrical tape can be substituted if a fabric band is not available.
- (c) Commendation Ribbons Arrangement
  - (1) Ribbons awarded may be worn with the Formal Dress Uniform.
  - (2) Multiple ribbons shall be displayed in the order specified in the OPM.
  - (3) Only one ribbon representing each award category may be worn, except for the award for valor.

## Chapter 15- VEHICLE OPERATIONS

### CHAPTER 15- 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:

1. A delayed report of a crime with no suspect present.
2. Motor vehicle accidents when there are no reported injuries and the vehicle involved is not in the roadway.

## Chapter 15- VEHICLE OPERATIONS

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3. An assist or removal call with no indication of potential violence.
  4. A damage to property calls with no suspect present.
  5. An alarm call with no additional indicators of authenticity, i.e., fire alarm activated, but no reports of flames or smoke.
- D.** Responding to an Emergency. A VPSO responding to an emergency may, if authorized, 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 are 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, including, but not limited to explosions, significant material spills, other hazardous materials events that impact public safety.
  3. Fire emergencies.
  4. Medical emergencies.
  5. Injury or unknown accidents.