


DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 1	OPERATING PROCEDURES MANUAL	
	Effective: 9/19/2022	Commissioner Approval: 
	Authorities:	
	Applicability: ALL DEPARTMENTAL EMPLOYEES	
	Special Instructions:	

### 1.100 NOTICE

This chapter establishes policies for creation, dissemination and security of policies and procedures of the Department of Public Safety (DPS).

### 1.300 GENERAL

- A. **Title of manual.** This manual will be referred to as the Operating Procedures Manual that may be abbreviated as OPM.
- B. **OPM may be superseded.** The OPM is subordinate to statute, current collective bargaining agreement, administrative regulation, or order of the Commissioner.
- C. **Revisions may be issued.** Periodic reissues of the OPM will be made incorporating changes to the current edition. These reissues will be made through the DPS Policy Review Committee. The DPS Policy Review Committee will be made up of representatives from the Alaska State Troopers, Alaska Wildlife Troopers, Human Resources, and the Office of Professional Standards (OPS). As needed, representatives from the other DPS Divisions will be present to discuss OPM changes. Subject matter experts will provide input where applicable. The committee will meet on a monthly basis to ensure the OPM is periodically reviewed for content.  
  
Interim revisions to the OPM will be made in the form of Commissioner's Directives. The OPM and Commissioner's Directives are published and available electronically to all employees on the DPS intranet. The Commissioner's Office shall notify each departmental employee via e-mail when OPM changes occur. Employees retaining a hard-copy version of the OPM are responsible for maintaining updated copies of the OPM and Commissioner's Directives.
- D. **Action by employee noting errors.** Any employee observing omissions or contradictions in the OPM shall notify their supervisor, in writing. Such written notification shall be promptly forwarded to the OPS in order that corrections can be made in the next revision.
- E. **OPM applies to all DPS employees.** Portions of OPM are applicable to all employees of the Department to include Boards, Commissions, Councils and Village Public Safety Officers employed by VPSO Program grantees. Each OPM chapter will identify applicability as Officer, Civilian, or All Departmental Employees. The Commissioner reserves the right to establish other applicable groups as deemed appropriate. An index will exist to assist employees in identifying those OPM sections directly affecting them. Applicability of any chapter is contingent on the actual and official duties assigned to a specific position or employee.

**F. *Employees required to be familiar with OPM.*** Employees of all divisions and agencies within the Department are required to refer to and abide by the rules and policies set out in applicable sections of the OPM, applicable to them. A copy of the current OPM, including all revisions and forms, is available on the DPS intranet and considered the official version.

**G. *Organization of the OPM.***

1. SECTIONS 1-100 Organization and Administration
2. SECTIONS 101-199 Department Rules and Regulations
3. SECTIONS 201-299 General Operating Procedures, with chapters devoted to special procedures

**1.310 FORMATTING**

**A. Numbering.** Each chapter will follow the same numbering sequence for easy referencing and consistency.

Numbers will fall in increments of 10, beginning with .100. Policies created without the following areas may be not applicable and, consequently, skipped; however, numbering shall remain the same.

.100 = Notice, Purpose or Intro (reason for policy)

.300 = Policy Statements

.600 = Procedures (links to division procedures)

.900 = Definitions

**B. Appendixes.** Each policy may include tables, forms or other attachments to be located at the back of the applicable chapter.

**1.320 OTHER PROCEDURAL MANUALS**

***Additional procedural manuals may be developed.*** The establishment of the OPM does not preclude the development of procedural manuals for special needs or uses by Divisions within DPS. Division Directors may authorize the establishment of procedural manuals required for efficient operation. The Division establishing a manual is responsible for updating the contents and distributing revisions to all holders of the manual either in hardcopy and/or electronically. Up-to-date copies of all manuals developed under this section will be provided to the Commissioner's office for prior approval and a link shall be created at the appropriate chapter.

**1.330 RESTRICTIONS**

The OPM shall be retained on the Department's Sharepoint site in PDF form and no additions, changes or deletions to the OPM shall be made without prior approval of the Commissioner.

The Office of Professional Standards (OPS) will be responsible for establishing formatting standards of the OPM, maintaining historical OPM activity, and for coordinating any updates or revisions to the OPM.