

***Alaska Law Enforcement Agency  
Accreditation Commission***

***of the  
Alaska Association  
of  
Chiefs of Police***



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**ALEAAC VISION STATEMENT:** To assist every law enforcement agency in Alaska attain, and maintain, an accreditation status with ALEAAC.

**ALEAAC GOALS:**

- Establish and maintain standards that represent current professional law enforcement practices;
- Increase effectiveness and efficiency in the delivery of law enforcement services;
- Establish standards that address and reduce liability for the agency and its members;
- Establish standards that make an agency and its personnel accountable to the constituency they serve; and
- Implement an Alaskan accreditation program that establishes standards which do not conflict with national standards.



## *Alaska Association of Chiefs of Police*

The objectives of the Alaska Association of Chiefs of Police are to, in general, advance and improve the criminal justice system, particularly law enforcement, by fostering cooperation and the exchange of information and experience among law enforcement administrators throughout Alaska. It is also the policy of the Association to cooperate with and involve itself in the actions of the legislative, judicial, and executive branches of government wherever and whenever it seems appropriate to carry out the Association's objectives and/or to advance and improve the criminal justice system, in order to better serve the public for which it exists.

Elected officers hold office for two years. The Association meets at least twice a year for a general meeting and more often if necessary.

Current membership is approximately 70, and membership dues are \$50.00 a year for active members. Lifetime members are not charged dues. Lifetime members are those members who have spent 20 or more years in law enforcement service in Alaska. Eligibility for membership is confined to persons who at the time of application, (so long as they remain active members), are full time salaried employees of any legally constituted and recognized law enforcement agency of State, Federal, Borough, Municipal, or Village government in the State of Alaska who are (1) the executive head and deputy executive heads of a recognized law enforcement agency, or (2) the commanding officer of a division, district, or other subdivision of a recognized law enforcement agency.



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ALASKA LAW ENFORCEMENT AGENCY  
ACCREDITATION COMMISSION  
(ALEAAC)

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## **Chapter 1**

### **LAW ENFORCEMENT ROLE AND AUTHORITY**

#### **1.1 DEPARTMENT AUTHORITY AND JURISDICTION**

A written directive requires all personnel, prior to assuming sworn status, to take an oath of office to enforce the law, uphold the Constitution of the United States and the Constitution of State of Alaska, and to abide by a code or canon of ethics adopted by the agency.

- *Copy of Oath of Office. Preferably one which has been executed or proof of same.*
- *Policy that states that the Oath of Office is required and list the elements mentioned in the standard.*
- *Copy of Canon of Ethics adopted by the department*
- *Copy of document stating the requirement for the class of agency applying for Accreditation.*

#### **1.2 AGENCY JURISDICTION**

A written directive delineates the jurisdiction and any concurrent jurisdiction of the agency and specifies its responsibilities and authorities therein.

- *Copy of document, department policy, and/or mutual aid agreements.*
- *Copy of any local cooperation agreement.*
- *Copy of any memorandum of understanding (Violent Crimes Task Force)*

#### **1.3 USE OF FIREARMS / DEADLY FORCE**

A written directive governs the use of force by agency personnel and specifies that:

- A) Only the force necessary to effect lawful objectives will be used;
- B) An officer may use deadly force only when the officer reasonably believes that the action is in defense of human life, including the officer's own life, or in defense of any person in immediate danger of serious physical injury;
- C) The use of deadly force against a fleeing felon is used only when the officer believes the person to be arrested is likely to endanger human life unless apprehended without delay;
- D) The discharge of warning shots is prohibited; and

- E) All sworn personnel receive and demonstrate understanding of such directives before being authorized to carry any firearm.
- *Copy of departmental policy with above areas highlighted.*
  - *Copy of distribution sheet of above personnel policies (Policy Manual receipt).*
  - *Copy of firearms training record.*
  - *Copy of firearms qualifications record.*

#### **1.4 NON-LETHAL WEAPONS**

A written directive governs the use, training, and possession of non-lethal weapons by agency personnel, both on and off duty.

- *Copy of departmental policy with above area highlighted.*
- *Copy of latest training record(-s) concerning non-lethal weapons (ASP, OC, stun gun, PR-24).*

#### **1.5 FIREARMS AND AMMUNITION**

The use and possessions of firearms and ammunition, both on and off duty, are limited to those authorized by written directive.

- *Copy of departmental policy with above area highlighted.*
- *Copy of memo – Ammunition for Duty Weapons (description of ammo).*

#### **1.6 FIREARMS PROFICIENCY**

A written directive requires that officers, prior to any use or possession of firearms, demonstrate specified proficiency in the use of that firearm, and such requirement be met at least annually as a condition of continuing use and possession of such firearm.

- *Copy of departmental policy with above area highlighted.*
- *Latest firearms qualification and proficiency training reports.*
- *Copy of firearms training schedule with curriculum.*

#### **1.7 FIREARMS DISCHARGE AND THE USE OF NON-LETHAL WEAPONS**

A written directive establishes an internal process for the documentation, review, and disposition of any incident wherein an officer:

- A) Discharges a firearm other than in training, approved animal control measures, or for lawful recreation purposes;
- B) Takes an action that results in, or allegedly results in, the injury or death of another person;
- C) Applies force, or threatens to apply force, to the person of another through the use of a lethal or non-lethal weapon.
  - *Copy of departmental policy with the above highlighted.*
  - *Copy of Use of Force and/or Firearms Discharge report.*
  - *These reports must have area for review and disposition by supervisors or CEO.*

## **1.8 POST-SHOOTING**

A written directive requires the removal of any officer from a line duty assignment, pending administrative review, when such officer has used force resulting in death or serious physical injury, including a Post Traumatic Stress Debriefing component, that includes a mandatory, delayed release of the involved officers' identity for at least 24 hours (or longer at the agency's discretion).

- *Copy of departmental policy with the above area highlighted.*

## **Chapter 2**

### **LEGAL ADVICE AND LIABILITY**

#### **2.1    LEGAL ADVICE**

The agency has the availability of legal counsel through employment of a police legal advisor or the assumption/assignment of such responsibility by the office of its city attorney, borough attorney, and/or state attorney.

- *City Ordinance and/or Certification letter providing proof of standard.*
- *Copy of contract with City/Borough/State attorney.*

#### **2.2    LIABILITY INSURANCE**

The agency provides liability insurance or indemnification for its personnel.

- *Copy of cover of Liability Policy. Declaration must be dated and in force.*

## **Chapter 3 ORGANIZATION**

### **3.1 ORGANIZATIONAL STRUCTURE**

The organizational structure of the agency is described by written statement and/or organizational chart, which is updated and made available to all personnel.

- *Organization structure chart must be dated and posted within agency.*
- *Copy of Command Flow Chart.*

### **3.2 PERSONNEL RESPONSIBILITIES**

The duties and responsibilities of each position or assignment within the agency, and minimum entry-level requirements therefore, are set forth in a written job or position description, which is updated and made available to all personnel.

- *Copy of departmental policy with above area highlighted.*
- *Job descriptions must have current review or revision dates.*
- *Proof of distribution to all personnel (Policy/Procedures Manual receipt, Update receipt).*

### **3.3 OPERATIONAL RESPONSIBILITIES**

The responsibilities of each operational component as identified and/or established by the department's organizational chart and are set forth by written statement, which is updated and made available to all personnel.

- *Copy of operational responsibilities with the above area highlighted.*
- *Responsibilities listed must have current review or revision dates.*
- *Proof of distribution to all personnel (Policy/Procedures Manual receipt, Update receipt).*

### **3.4 COMMAND PROTOCOL**

A written directive establishes an incident command protocol, which meets or exceeds NIMS (National Incident Management System), in situations involving personnel of different organizational components of the agency engaged in a single operation.

- *Copy of Command Authority policy with area highlighted.*

## **Chapter 4 COMMAND**

### **4.1 CHIEF EXECUTIVE OFFICER AUTHORITY**

The chief executive officer of the agency is designated as having full authority and responsibility for the management, direction, and control of the operations and administration of the agency, by written statement issued by the local government, by law or ordinance, or by a combination of two.

- *Copy of departmental policy with above highlighted*
- *Copy of City Charter and/or City Code authorizing Chief to be CEO of the department*

### **4.2 CHAIN OF COMMAND**

A written directive designates the transfer of command authority in the absence of the chief executive officer of the agency.

- *Copy of departmental policy with above highlighted.*
- *Copy of appropriate memos transferring command authority to designated personnel*

### **4.3 SUPERVISOR ACCOUNTABILITY**

A written directive establishes the accountability of supervisory personnel of the agency for the performance of employees under their immediate control.

- *Copy of departmental policy with above highlighted.*
- *Copy of recent employee evaluations*

### **4.4 DUTY TO OBEY LAWFUL ORDERS**

A written directive requires employees to obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank, and specific procedures to be followed by an employee who receives inconsistent or conflicting orders.

- *Copy of departmental policy with above highlighted.*

#### **4.5 WRITTEN DIRECTIVES**

The agency adheres to an established system for the development and promulgation of written directives, including agency policies, procedures, rules, and regulations, and which:

- A) Provides procedures for the formatting, indexing, purging, updating, and dissemination of written directives;
- B) Vests in the chief executive officer of the agency the authority to issue, modify, or approve written directives;
- C) Identifies by name or position any individual, other than the chief executive officer, authorized to issue written directives;
- D) Requires acknowledgement of receipt of the directive by personnel and subsequent placement of the directive into a manual for any subsequent reference or perusal.
  - *Copy of Policy Manual receipt.*
  - *Copy of Policy / Procedures Revision / Update receipt.*

## **Chapter 5**

### **GENERAL MANAGEMENT**

#### **5.1 ADMINISTRATIVE REPORTING PROGRAM**

The agency has an administrative reporting system which allows the collection of daily, monthly, and annual information for reports of the agency activities, and the ability to provide statistical and data summaries based upon such reports.

- *A Copy of a Daily, Monthly, or Annual Report or the ability to generate such a report, upon request.*

## **Chapter 6 PLANNING AND RESEARCH**

### **6.1 PLANNING & RESEARCH FUNCTION**

The planning and research function of the agency is established and described by a written directive which requires annual analysis of operational activities by

- A) Type of activity
- B) Location
- C) Time
- D) Date

And the dissemination of analytical reports to affected personnel and/or organizational components.

- *Copy of Annual Analysis Report Field Operations (Department Annual Report).*

### **6.2 MULTI-YEAR STRATEGIC PLAN**

The agency has a multi-year plan, which includes:

- A) Goals and operational objectives;
- B) Anticipated workloads and population trends;
- C) Anticipated personnel levels; and
- D) Anticipated capital improvement and equipment needs.

- *Copy of Multi-Year Plan (three-year program preferred).*

### **6.3 MISSION AND VALUE STATEMENTS**

The agency has written mission and value statements.

- *Copy of same and statements posted within the agency.*

**Chapter 7**  
**ALLOCATION AND DISTRIBUTION OF PERSONNEL AND**  
**PERSONNEL ALTERNATIVES**

**7.1 RESERVE OFFICERS**

**Notes: 7.1 (Reserve Officers) WAS TABLED BY COMMITTEE, PENDING LATER REVIEW. It is referred to APSC that they address this issue and define the program/officer and eligibility standards.**

The reserve officers of the agency:

- A) Are commissioned with general peace officer authority, consistent with applicable law;
  - B) Meet similar selection criteria as those for regular officers of the agency;
  - C) Are commissioned only after successful completion of a basic training program approved by the Alaska Police Standards Council;
  - D) Are assigned duties to routine delivery of law enforcement services and in emergencies;
  - E) Wear the same uniform as regular officers;
  - F) Are equipped the same as regular officers performing like functions;
  - G) Are tested and evaluated for firearms proficiency with the same frequency and in the same manner as regular officers performing like functions; and
  - H) Are provided liability protection in the same manner as regular officers performing like functions.
- *Copy of Auxiliary/Reserve Information.*

**7.2 SUPPORT/ANCILLARY PERSONNEL**

The support/ancillary personnel of the agency:

- A) Are not commissioned as law enforcement officers;
- B) Are not assigned to duties requiring commissioned law enforcement officer status;

- C) Perform duties described and governed by appropriate written directives;
- D) Receive documented training in the proper performance of such duties; and
- E) Wear a uniform clearly distinguishable from that of a commissioned officer.

- *Copy of Support/Ancillary Job Description*

## **Chapter 8**

### **FISCAL MANAGEMENT**

#### **8.1 CHIEF EXECUTIVE OFFICER**

The chief executive officer of the agency is designated as having the authority and responsibility for the fiscal management of the agency through a written statement issued by the local government, by law or ordinance, or by a combination of the two.

- *Copy of departmental policy with above highlighted.*

#### **8.2 OTHER AUTHORIZED PERSONNEL**

If the chief executive officer of the agency does not personally perform the fiscal management function, a written directive designates the position or component having the responsibility for fiscal management functions.

- *Copy of departmental policy with above highlighted.*

#### **8.3 BUDGET PREPARATION**

The heads of major organizational components within the agency participate in budget preparation, including the preparation of written recommendations based on operational and activity analysis.

- *Copy of departmental and/or city policy with above highlighted.*
- *Copy of agency's departmental budget.*

#### **8.4 ACCOUNTING SYSTEM**

The agency/city has an accounting system, which includes the preparation and provision for at least quarterly status reports showing:

- A) Initial appropriation for each account or program;
  - B) Balances at the commencement of each period;
  - C) Expenditures and encumbrances made during the period;
  - D) Unencumbered balances.
- *Copy of agency's quarterly budget report.*

## **8.5 AUDITS**

A written directive establishes procedures for both the internal monitoring and auditing of the agency's internal budgets.

- *Copy of department's budget audit or proof of same.*

## **8.6 CASH**

A written directive establishes procedures for collecting, safeguarding, and dispersing cash, to include, at least:

- A) Maintenance of an allotment system, or alternatively, records of appropriations among organizational components;
  - B) Preparation of financial statements;
  - C) Conduct of internal audits; and
  - D) Identification of persons by name or position authorized to accept or disperse funds.
- *Copy of departmental policy with above highlighted.*
  - *Copy of daily cash report*
  - *Copy of city/department audit of cash flow*

## **8.7 INVENTORY CONTROL**

A written directive established procedures for inventory control of agency property, equipment, and other assets.

- *Copy of departmental inventory of agency equipment/property.*

**Chapter 9**  
**CLASSIFICATION AND ASSIGNMENT**

**9.1 ASSIGNMENT OPENINGS**

A written directive/policy that specifies how assignments, unit openings, and promotional opportunities are dealt with within the agency.

- *Copy of all applicable policies/directives governing assignments or unit openings.*
- *Copy of promotional announcement.*
- *Copy of labor contract.*
- *Copy of governing law that covers such openings and assignments.*

**Chapter 10**  
**COMPENSATION, BENEFITS, AND CONDITIONS OF WORK**

**10.1 COMPENSATION**

Complete and updated information is available to all personnel regarding:

- A) Entry-level salaries;
  - B) Salary differential within ranks;
  - C) Salary levels for personnel with special skills;
  - D) Compensatory time policy;
  - E) Overtime policy; and
  - F) Fringe benefits.
- *Copy of contract or collective bargaining agreements.*
  - *Copy of appropriate city ordinances.*
  - *Copy of other appropriate documentation.*

**10.2 LEAVE**

Complete and updated information is provided to all personnel regarding:

- A) Administrative Leave
  - B) Holiday Leave
  - C) Sick Leave
  - D) Vacation Leave
- *Copy of contract or collective bargaining agreements.*
  - *Copy of appropriate city ordinances.*
  - *Copy of other appropriate documentation.*

**10.3 INSURANCE / RETIREMENT**

Complete and updated information is provided to all personnel regarding:

- A) Applicable retirement program(-s);

- B) Applicable health insurance program(-s);
- C) Applicable disability and death benefits; and
- D) Professional liability protection provided by the employer.
  - *Copy of contract or collective bargaining agreements.*
  - *Copy of appropriate city ordinances and/or other appropriate documentation.*
  - *Copy of Liability Insurance Coverage Declaration.*

#### **10.4 UNIFORMS / EQUIPMENT**

Written directives governing the provision of issued or authorized clothing and equipment used by employees.

- *Copy of policy pertaining to issued or authorized clothing and equipment.*

#### **10.5 REQUIRED EXAMINATIONS**

Physical, medical, psychological, and other examinations as required by the employer are provided at the employer's expense.

- *Copy of contract or collective bargaining agreements.*
- *Copy of appropriate city ordinances.*
- *Copy of other appropriate documentation.*

## **Chapter 11 GRIEVANCE PROCEDURES**

### **11.1 GRIEVANCE PROCEDURES**

A written directive establishes a grievance procedure, including:

- A) Identifying matters that are grievable, i.e., scope;
  - B) Establishes time limitations for filing or presenting the grievance;
  - C) Establishing procedural steps and time limitations at each step in the grievance procedure;
  - D) Establishing criteria for employee representation consistent with governing rules and procedures; and
  - E) Identifies the position or component within the agency responsible for coordination of grievance procedures.
- *Copy of Policy and Procedure with above information highlighted.*
  - *Copy of contract or collective bargaining agreements.*
  - *Copy of appropriate city ordinances.*

### **11.2 CONTENTS OF GRIEVANCE**

A written directive requires that any grievance include:

- A) A written statement of the grievance and the information upon which it is based;
  - B) A written specification of the alleged wrongful act and resultant harm; and
  - C) A written description of the remedy, adjustment, and other corrective action sought.
- *Copy of Policy and Procedure with above information highlighted.*
  - *Copy of contract or collective bargaining agreements.*
  - *Copy of appropriate city ordinances.*

## **Chapter 12**

### **DISCIPLINARY PROCEDURES**

#### **12.1 CODE OF CONDUCT**

A written directive specifies the code of conduct and appearance for agency personnel and is provided to such personnel.

- *Copy of Policy and Procedure with above information highlighted.*

#### **12.2 DISCIPLINARY SYSTEM**

A written directive establishes a disciplinary system which is consistent with applicable Alaska statutes, Administrative Codes, and the Police Officer's Bill of Rights, or unless otherwise provided for by an employee contract or collective bargaining agreement. The system should include:

- A) Procedures and criteria for using counseling as a function of discipline;
  - B) Procedures and criteria for punitive actions in the interest of discipline, including oral reprimand, written reprimand, loss of leave, suspension, demotion, and dismissal; and
  - C) Recognition of employment rights and procedural safeguards provided by applicable statutory and case law.
- *Copy of Policy and Procedure with above information highlighted.*
  - *Copy of employee contract or collective bargaining agreement.*

#### **12.3 SUPERVISORY AND COMMAND STAFF**

A written directive specifies the role of supervisory and command staff in the disciplinary process and the authority of each level thereof relative to disciplinary actions.

- *Copy of departmental policy outlining process, accepted forms and/or reports.*

#### **12.4 MAINTENANCE OF RECORDS**

A written directive specifies the procedure for maintenance of records of disciplinary actions.

- *Copy of Policy and Procedure with above information highlighted.*

## **12.5 APPEAL PROCEDURES**

A written directive specifies appeal procedures in disciplinary actions.

- *Copy of Policy and Procedure with above information highlighted.*

## **Chapter 13 RECRUITMENT**

### **13.1 SELECTION PROCESS FOR APPLICANTS**

The agency utilizes a formal process for the selection of qualified officer applicants which meets or exceeds the minimum hiring standards set forth by APSC.

- *Copy of applicable City Ordinances.*
- *Copy of Recruit Application Package.*

### **13.2 EQUAL EMPLOYMENT OPPORTUNITY**

The agency participates in and supports equal employment opportunity in its recruiting and hiring practices.

- *Copy of applicable City Ordinances.*
- *Copy of Employment Application.*
- *Copy of Affirmative Action Plan.*

## **Chapter 14 TRAINING**

### **14.1 BASIC ACADEMY TRAINING**

Each officer having responsibility for the enforcement of the criminal laws in general shall graduate from a basic training academy certified (or approved) by the Alaska Police Standards Council.

- *Copy of recruit's graduation papers.*

### **14.2 FIELD TRAINING PROGRAM**

Each officer having responsibility for the enforcement of the criminal laws in general will complete an approved FTO Program certified by the Alaska Police Standards Council, prior to the exercise of such authority independent of an FTO.

- *Copy of Field Training Manual.*

### **14.3 FIRST-LEVEL SUPERVISORS**

Every employee appointed or promoted to a first-level supervisory position successfully completes at least 40 hours of supervisory training which has been approved by the Alaska Police Standards Council prior to, or within one year, of such appointment or promotion. Equivalent training will be accepted, however, the agency must demonstrate that the training is equal to or exceeds APSC standards.

- *Copy of Supervisory Training Record*

### **14.4 MID-MANAGEMENT POSITIONS**

**Notes: 14.4 (Mid-Management Positions) WAS TABLED BY COMMITTEE, PENDING LATER REVIEW.**

Every employee appointed or promoted to a mid-level management position (more than 50% of job function is administration as opposed to operations) must successfully complete at least 40 hours of management training which has been approved by the Alaska Police Standards Council prior to, or within one year, of such appointment or promotion. Equivalent training will be accepted, however, the agency must demonstrate that the training is equal to or exceeds APSC standards.

- *Copy of Management Training Record*

## **14.5 ANNUAL TRAINING**

Every officer having responsibility for the enforcement of the criminal laws in general annually completes a minimum of 40 hours of in-service training. The agency must demonstrate that the in-service training is appropriate to the duties and responsibilities of the officer.

- *Copy of department's training records.*

## **Chapter 15 PROMOTION**

### **15.1 PROBATIONARY PERIOD**

The agency imposes a probationary period of at least 6 consecutive months upon all newly promoted personnel.

- *Copy of Policy and Procedure with above information highlighted.*

### **15.2 PROMOTION PRACTICES**

The procedures used by the agency for promotions are job-related and non-discriminatory. The agency shall make available to each employee a written promotion announcement which includes:

- A) Identification and description of the position or job classification which is intended to be filled through promotion;
- B) A schedule of dates, time, and locations for all elements of the promotional process;
- C) Specification of the requirements for participation in the promotional process; and
- D) Description of the process to be used for the testing, evaluation, and selection of personnel within the promotional process.
  - *Copy of applicable City Ordinance.*
  - *Copy of written promotion announcement.*
  - *Copy of Policy and Procedure with above information highlighted.*

### **15.3 PROMOTION ADMINISTRATION**

The responsibility and authority for administering the promotional process for the agency is vested in an identified position within the agency or government.

- *Copy of Policy and Procedure with above information highlighted.*

## **Chapter 16**

### **PERFORMANCE EVALUATIONS**

#### **16.1 ANNUAL PERFORMANCE EVALUATIONS**

A written directive establishes and describes an annual personnel performance evaluation system for the agency, including measurement definitions.

- *Copy of Policy and Procedure with above information highlighted.*
- *Copy of Employee Performance Evaluation.*

#### **16.2 INSTRUCTION FOR PERFORMANCE EVALUATING**

The agency requires that every rater involved in the personnel performance evaluation system receive formal instruction in rating procedures and rate responsibilities as a precondition of such involvement.

- *Copy of Policy and Procedure with above information highlighted.*
- *Copy of Employee Performance Evaluation instructions.*

#### **16.3 PERFORMANCE EVALUATION COUNSELING**

Each employee is counseled at the beginning of the rating period by the individual responsible for rating such employee, concerning:

- A) Tasks of the employee's position,
- B) Performance expectations of the organization, and
- C) The evaluation rating criteria to be applied.

- *Copy of Policy and Procedure with above information highlighted.*

#### **16.4 PROBATIONARY EMPLOYEES**

The agency requires and effects a written performance evaluation on all probationary employees on, at least, a QUARTERLY basis.

- *Copy of Policy and Procedure with above information highlighted.*

## **16.5 EVALUATION OF SPECIFIC PERIOD**

Evaluation of the employee's performance covers a specific period and such evaluation is based only on performance during that specific period.

- *Copy of Policy and Procedure with above information highlighted.*

## **16.6 SIGNATURE ON PERFORMANCE EVALUATION**

A written directive specifies that the employee has been given the opportunity to sign the completed performance evaluation report to indicate the employee has read it, and a copy provided to the employee, if requested.

- *Copy of Employee Performance Evaluation.*

## **16.7 RATED BY IMMEDIATE SUPERVISOR**

A written directive specifies that employees are rated by a supervisor within that employee's direct chain of command, and reviewed through the chain of command.

- *Copy of Employee Performance Evaluation.*

## **16.8 RATERS TO BE EVALUATED**

A written directive states that raters are to be evaluated by their supervisors regarding the quality of ratings given to employees.

- *Copy of Policy and Procedure with above information highlighted.*
- *Copy of Rater's Performance Evaluation.*

## **16.9 UTILIZATION OF PERFORMANCE EVALUATIONS**

A written directive governs the agency's utilization of results of the performance evaluations.

- *Copy of Policy and Procedure with above information highlighted.*

## **16.10 EMPLOYEE COMMENTS ON EVALUATION REPORTS**

A written directive requires a review process for employee comments on their evaluations.

- *Copy of Policy and Procedure with above information highlighted.*

## **16.11 RETENTION PERIOD**

A written directive establishes the retention period of the performance evaluation report.

- *Copy of Policy and Procedure with above information highlighted.*

## **Chapter 17**

### **PATROL**

#### **17.1 COMMUNICATION, COORDINATION, & COOPERATION**

A written directive establishes procedures for communication, coordination, and cooperation between patrol shifts and between patrol and other components of the agency.

- *Copy of Policy and Procedure with above information highlighted.*

#### **17.2 PATROL SHIFTS**

A written directive establishes the procedures to be used in assigning officers to patrol shifts, and specifies the applicable criteria and frequency of rotation therein.

- *Copy of Policy and Procedure with above information highlighted.*
- *Copy of officer shift schedules.*

#### **17.3 PATROL SCHEDULES**

A written directive establishes the procedures for determining days off for patrol officers and first-line supervisors.

- *Copy of Policy and Procedure with above information highlighted.*
- *Copy of officer shift schedules.*

#### **17.4 ON-SCENE SUPERVISOR**

A written directive describes the circumstances requiring the on-scene presence of a patrol supervisor for the purpose of assuming command.

- *Copy of Policy and Procedure with above information highlighted.*

#### **17.5 INVESTIGATIONS**

A written directive prescribes the categories of crimes and incidents wherein patrol officers are responsible for preliminary investigations and/or follow-up investigations.

- *Copy of Policy and Procedure with above information highlighted.*

## **17.6 FIELD INTERVIEWS**

A written directive governs the use of and conducting of field interviews.

- *Copy of Policy and Procedure with above information highlighted.*
- *Copy of Field Interview Record.*

## **17.7 INFORMANTS**

A written directive establishes procedures for the use of informants by patrol officers.

- *Copy of Policy and Procedure with above information highlighted.*

## **17.8 RADIO COMMUNICATIONS**

A written directive establishes procedures for radio communications to and from patrol officers and specifies those circumstances requiring such communications by patrol officers.

- *Copy of Policy and Procedure with above information highlighted*

## **17.9 PURSUIT DRIVING**

A written directive governs pursuit of motor vehicles, to include:

- A) Evaluation of circumstances;
- B) Responsibilities of initiating officer;
- C) Responsibilities of secondary units;
- D) Communications protocols;
- E) Responsibilities of supervisory personnel;
- F) Forced stopping;
- G) Termination of pursuit;
- H) Inter and intra jurisdictional pursuits; and
- I) Roadblocks.

- *Copy of Policy and Procedure with above information highlighted.*

### **17.10 RESPONSE TO ROUTINE AND EMERGENCY SITUATIONS**

A written directive establishes procedures for responding to routine, urgent, and emergency calls.

- *Copy of Policy and Procedure with above information highlighted.*

### **17.11 SAFETY RESTRAINT DEVICES**

A written directive requires the employee's personal use of safety restraining devices in agency vehicles.

- *Copy of Policy and Procedure with above information highlighted.*

### **17.12 PROTECTIVE VESTS OR JACKETS**

The agency makes available to, and requires the use of a protective vest or jacket, meeting or exceeding NIJ standards, by every officer.

- *Copy of Policy and Procedure with above information highlighted.*

### **17.13 K-9 UNITS**

If police K-9 units are utilized, the agency controls and governs such utilization by written directive.

- *Copy of Policy and Procedure with above information highlighted.*

### **17.14 24 HOUR PER DAY COVERAGE**

Law enforcement response to emergencies is available 24 hours per day, every day of the week, within the agency's service area.

- *Copy of officer shift schedules.*

## **Chapter 18**

### **JUVENILE PROCEDURES**

#### **18.1 JUVENILE PROCEDURES**

A written directive governs the agency's operations relative to juveniles.

- *Copy of Policy and Procedure with above information highlighted.*

#### **18.2 RELEASE OF JUVENILES**

A written directive establishes procedures for the release of juveniles or adjustment of juvenile cases by the agency.

- *Copy of Policy and Procedure with above information highlighted.*

#### **18.3 REFERRAL TO INTAKE**

A written directive establishes criteria governing referral of juvenile offenders to intake.

- *Copy of Policy and Procedure with above information highlighted.*

#### **18.4 CITATIONS OR SUMMONS**

A written directive establishes criteria and procedures for issuing written citations or summons to juvenile offenders to appear in court in lieu of taking them into custody.

- *Copy of Policy and Procedure with above information highlighted.*
- *Copy of sample summons.*

#### **18.5 PROTECTIVE CUSTODY / RUNAWAY JUVENILES**

The agency has a written procedure for taking juvenile into custody when:

- A) The juvenile is alleged to have engaged in non-criminal misbehavior (a status offense);
- B) The juvenile is alleged to have been harmed or to be in danger to himself; or
- C) Has been determined to be a runaway missing person.

- *Copy of Policy and Procedure with above information highlighted.*

## **18.6 JUVENILES IN CUSTODY**

A written directive establishes procedures for juveniles that have been taken into custody in criminal matters, including:

- A) Before questioning, immediately advising the juvenile of his/her Miranda rights and the right to have a parent/guardian present/notified;
- B) Compliance with state and federal standards for holding juveniles in custody.
  - *Copy of Policy and Procedure with above information highlighted.*

## **18.7 SOCIAL SERVICE AGENCIES**

The agency maintains a listing of social service agencies in its area providing youth services.

- *Copy of listing of Social Service Agencies.*

## **18.8 FINGERPRINTING AND PHOTOGRAPHS**

A written directive establishes procedures for collection, dissemination, and retention of fingerprints, photographs, and other forms of identification pertaining to juveniles.

- *Copy of Policy and Procedure with above information highlighted.*

## **18.9 RECORDS**

A written directive establishes procedures for the collection, dissemination, and retention of agency records pertaining to juveniles, including:

- A) Separation of adult and juvenile arrest and identification records;
- B) Provisions governing disposition of records when juvenile reaches adult age.
  - *Copy of Policy and Procedure with above information highlighted.*

## **18.10 POSITION ACCOUNTABLE FOR RECORDS**

A written directive designates an identifiable person or position as accountable for the collection, dissemination, and retention of juvenile records.

- *Copy of Policy and Procedure with above information highlighted.*

## **Chapter 19**

### **UNUSUAL OCCURRENCES**

#### **19.1 PLANNING**

A written directive specifies the position in the agency responsible for planning the agency's response to unusual occurrences.

- *Copy of Policy and Procedure with above information highlighted.*

#### **19.2 NATURAL AND MANMADE DISASTERS**

The agency has a written plan for responding to natural and manmade disasters, including provisions for:

- A) Communications;
- B) Field command posts;
- C) Casualty information;
- D) Community relations/public information;
- E) Other law enforcement agency support;
- F) Military support;
- G) Public facility security;
- H) Traffic control;
- I) Equipment requirements;
- J) De-escalation procedures;
- K) Rumor control;
- L) Availability for command;
- M) Post occurrence duties;
- N) After action reports; and
- O) Transportation.

- *Copy of Policy and Procedure with above information highlighted.*

### **19.3 CIVIL DISTURBANCES**

The agency has a written plan for responding to civil disturbances, including provisions for:

- A) Communications;
- B) Field command posts;
- C) Casualty information;
- D) Court and prosecutorial liaison;
- E) Community relations/public information;
- F) General liaison with other agencies;
- G) Legal considerations;
- H) Other law enforcement agency support;
- I) Military support;
- J) Public facility security;
- K) Traffic control;
- L) Juvenile offenders;
- M) Equipment requirements;
- N) De-escalation procedures;
- O) Rumor control;
- P) Availability for command;
- Q) Post occurrence duties;
- R) After action reports;
- S) Transportation; and
- T) Arrest/confinement procedures.

a. *Copy of Policy and Procedure with above information highlighted.*

#### **19.4 ANNUAL REVIEW**

The agency's unusual occurrence plans are reviewed annually and updated as necessary.

- b. *Copy of Unusual Occurrences Plan Annual Review.*

#### **19.5 EMERGENCY MOBILIZATION PLAN**

The agency has a written emergency mobilization plan, including provisions for:

- A) Communications;
- B) Alert stages;
- C) Primary and alternate assembly areas;
- D) Equipment distribution;
- E) Special task force activation;
- F) Key personnel assignments;
- G) Transportation assignments;
- H) Management control measures; and
- I) Rehearsals.
  - *Copy of City Emergency Operations Plan*
  - *Copy of Borough Emergency Operations Plan*
  - *Copy of any other plan that may be utilized, i.e., School Safety Plan*
  - *Note: Do not have to copy and put in documentation and/or plans. They must be available to dispatch and all officers.*

#### **19.6 EQUIPMENT INSPECTION**

Agency equipment designated for use in unusual occurrence situations is inspected at least once each month for operational readiness.

- *Copy of Equipment Inspection Sheet, including specialized equipment, i.e.. SWAT*

## **19.7 CORRECTIONAL FACILITIES**

If the agency is involved with a contingency plan concerning an emergency situation at a correctional or other institution, it has a written plan for such an occurrence.

- *Copy of jail Assistance Report.*

**Chapter 20**  
**PUBLIC INFORMATION AND COMMUNITY RELATIONS**

**20.1 PUBLIC INFORMATION FUNCTION**

A written directive specifies the position in the agency responsible for the public information function.

- *Copy of Appointment of Press Information Officer or documentation showing who is assigned duties.*

**20.2 RELEASING INFORMATION**

A written directive identifies by name and position those individuals within the agency who may release information to the news media:

- A) At the scene of an incident;
- B) From agency files;
- C) Concerning an ongoing criminal investigation; and
- D) At any time the public information officer is not available.

- *Copy of Press Release*

**20.3 MEDIA ACCESS**

A written directive governs the access of media representatives, including photographers, to:

- A) Scenes of major fires, natural disasters, or other catastrophic events; and
- B) Perimeters of crimes scenes.

- *Copy of Policy and Procedure with above information highlighted.*

**20.4 ONGOING CRIMINAL INVESTIGATIONS**

A written directive specifies the information that may be released to the news media regarding an ongoing criminal investigation.

- *Copy of Policy and Procedure with above information highlighted.*

## **Chapter 21 VEHICLES**

### **21.1 VEHICLE POLICY**

The agency has a written and complete vehicle policy to ensure guidelines, directions, control, and accountability to its personnel regarding the proper use and operation of agency vehicles in routine, emergency, and pursuit situations.

- *Copy of Policy and Procedure with above information highlighted.*

### **21.2 VEHICLE MAINTENANCE**

The agency has a written and complete vehicle policy establishing a process for the reporting of and the maintenance of vehicles used by the agency.

- *Copy of blank Maintenance work order.*
- *Copy of Policy and Procedure with above information highlighted.*

### **21.3 EMERGENCY EQUIPMENT**

A written directive establishes guidelines for the use of authorized emergency equipment, including emergency lights, siren, and hazard warning lights.

- *Copy of Policy and Procedure with above information highlighted.*

## **Chapter 22**

### **TRAFFIC ADMINISTRATION**

#### **22.1 TRAFFIC FUNCTION**

A written directive governs the agency's assignment of the responsibility for its traffic function.

- *Copy of Policy and Procedure with above information highlighted.*

#### **22.2 TRAFFIC RECORD SYSTEM**

The agency has a traffic record system containing traffic accident data and traffic enforcement data.

- *Copy of Traffic Accident / Enforcement data.*

#### **22.3 TRAFFIC LAW ENFORCEMENT**

A written directive establishes uniform procedures for taking enforcement action attendant to traffic law violations, including physical arrest, notices of infractions, and warnings.

- *Copy of Policy and Procedure with above information highlighted.*

#### **22.4 REPORTS**

A written directive governs preparation and processing of traffic citations, arrest reports, and other supplemental reports.

- *Copy of Policy and Procedure with above information highlighted.*

#### **22.5 CONTACT WITH VIOLATORS**

A written directive establishes procedures for officers in stopping, approaching, and contacting traffic law violators.

- *Copy of Policy and Procedure with above information highlighted.*

#### **22.6 SPEED MEASURING DEVICES**

A written directive governs the use of speed measuring devices in traffic law enforcement, including:

- A) Operational procedures;

- B) Equipment specifications, care, upkeep, maintenance, and calibration; and
- C) Operator training and certification.
  - *Copy of radar certification.*
  - *Copy of radar operator certification.*
  - *Copy of radar operator checklist.*

## **22.7 TRAFFIC CITATIONS**

A written directive establishes procedures governing accountability for traffic citations.

- *Copy of citation accountability log.*
- *Copy of voided citation log.*

**Chapter 23**  
**TRAFFIC ACCIDENT INVESTIGATION**

**23.1 REPORTING & INVESTIGATING ACCIDENTS**

A written directive establishes procedures, and assigns responsibility and accountability, for reporting and investigating traffic accidents generally, and specifically involving:

- A) Death or injury;
- B) Property damage;
- C) Hit and run;
- D) Impairment due to alcohol or drugs; and
- E) Hazardous materials.
  - *Copy of Policy and Procedure with above information highlighted.*

**23.2 OFFICER RESPONSE**

A written directive requires officer response to the scene of a traffic accident involving any of the following:

- A) Death or injury;
- B) Hit and run;
- C) Impairment of an operator due to alcohol or drugs;
- D) Damage to public vehicles or property;
- E) Disturbance between principals;
- F) Major traffic congestion as a result of the accident; or
- G) Damage to vehicles on public roadways to the extent towing is required.
  - *Copy of Policy and Procedure with above information highlighted.*

### **23.3 ENFORCEMENT ACTIONS**

A written directive establishes guidelines for taking enforcement action for violations resulting from traffic accidents.

- *Copy of Policy and Procedure with above information highlighted.*

### **23.4 PRIVATE PROPERTY**

A written directive governs the reporting or investigation of traffic accidents occurring on private property.

- *Copy of Policy and Procedure with above information highlighted.*

### **23.5 ACCIDENT SCENE PROCEDURES**

A written directive establishes accident scene procedures for handling injuries, fire hazards, and hazardous materials.

- *Copy of Policy and Procedure with above information highlighted.*

## **Chapter 24**

### **TRAFFIC DIRECTION AND CONTROL**

#### **24.1 TRAFFIC DIRECTION & CONTROL FUNCTION**

A written directive governs the agency's traffic direction and control functions.

- *Copy of Policy and Procedure with above information highlighted.*

#### **24.2 HIGH VISIBILITY CLOTHING**

The agency requires personnel to wear high visibility clothing when involved with traffic direction and control.

- *Copy of Policy and Procedure with above information highlighted.*

#### **24.3 ESCORT SERVICES**

A written directive governs the practice of police escorts of civilian and/or commercial vehicles to include funeral escorts, medical emergencies, dignitary motorcades, parades, etc.

- *Copy of Policy and Procedure with above information highlighted.*

#### **24.4 ROADBLOCKS**

A written directive describes circumstances warranting the use or non-use of sobriety and traffic safety roadblocks and specific procedures for implementation.

- *Copy of Policy and Procedure with above information highlighted.*

## **Chapter 25**

### **TRAFFIC ANCILLARY SERVICES**

#### **25.1 EMERGENCY ASSISTANCE**

A written directive governs the provision of emergency assistance and protection to needful highway users.

- *Copy of Policy and Procedure with above information highlighted.*

#### **25.2 HAZARDOUS HIGHWAY CONDITIONS**

A written directive specifies procedures for taking action to correct hazardous highway conditions.

- *Copy of Policy and Procedure with above information highlighted.*

#### **25.3 HAZARDOUS MATERIALS**

A written directive specifies procedures for hazardous material control or removal.

- *Copy of Policy and Procedure with above information highlighted.*

#### **25.4 ABANDONED VEHICLES**

A written directive specifies procedures for the handling of abandoned vehicles.

- *Copy of Policy and Procedure with above information highlighted.*

#### **25.5 TOWING**

A written directive governs the removal and towing of vehicles and requires that a record be maintained of all vehicles removed or towed at the direction of agency personnel.

- *Copy of Policy and Procedure with above information highlighted.*

## **Chapter 26**

### **POLICE INFORMATION**

#### **26.1 RECORDS INTEGRITY**

The agency has formulated and adopted a written and specific information policy which defensibly maintains the integrity of its records and minimizes exposure of such records.

- *Copy of Policy and Procedure with above information highlighted.*

#### **26.2 APSIN**

The agency maintains full participation in the Alaska Public Safety Information Network (APSIN) and the National Crime Information Center (NCIC), when applicable.

- *Copy of Policy and Procedure with above information highlighted.*
- *Copy of APSIN agreement with the Department of Public Safety.*
- *Identification of Terminal Security Officer (TSO).*

#### **26.3 WANTED, MISSING, & RUNAWAY PERSONS**

The agency maintains a file and/or NCIC entries of wanted persons, missing persons, and runaway juveniles within a period of time as required by statutes, following issuance or notification.

- *Copy of Policy and Procedure with above information highlighted.*

#### **26.4 UNIFORM CRIME REPORTING (UCR)**

The agency maintains full participation within the Alaska Uniform Crime Reporting (UCR) Program.

- *Copy of Policy and Procedure with above information highlighted.*

## **Chapter 27**

### **COLLECTION AND PRESERVATION OF EVIDENCE**

#### **27.1 EVIDENTIARY ITEMS**

The agency has written procedures for the collection, identification, preservation, and transmittal of evidentiary items.

- *Copy of Policy and Procedure with above information highlighted.*

#### **27.2 EVIDENCE CONTROLS**

The agency has established and maintains a property system for the secure and proper recording storage, classification, retrieval, and disposition of all evidentiary, recovered, and found property under the protective custody of the agency.

- *Copy of Policy and Procedure with above information highlighted.*

#### **27.3 INVENTORIES AND AUDITS**

Personnel not charged with the custody of property regularly perform inventories and records audits of both property owned and used by the agency and properly placed within the protective custody of the agency.

- *Copy of Policy and Procedure with above information highlighted.*
- *Copy of Property/Evidence Inventory Report.*
- *Copy of Property/Evidence Inspection/Audit Report.*

#### **27.4 SECURITY**

The property system of the agency incorporates special security and control measures to safeguard all money, firearms, controlled substances, and high value items within the protective custody of the agency.

- *Copy of Policy and Procedure with above information highlighted.*

## **Chapter 28**

### **POLICE COMMUNICATIONS**

#### **28.1 TELEPHONES**

The agency participates in a single access telephone system utilizing 911 or other area wide single police emergency number.

- *Copy of Policy and Procedure with above information highlighted.*

#### **28.2 COMMUNICATION SERVICES**

The agency maintains full time emergency operation communications, either independently or through a centralized communication system.

- *Copy of Policy and Procedure with above information highlighted.*

#### **28.3 MISDIRECTED EMERGENCY CALLS**

The agency has established procedures for the prompt and effective routing of misdirected emergency calls.

- *Copy of Policy and Procedure with above information highlighted.*

#### **28.4 MAPS**

Maps of the primary service area and surrounding jurisdictions are visually available to all personnel.

- *Copy of Policy and Procedure with above information highlighted.*

#### **28.5 PORTABLE RADIOS**

Each patrol unit (officer) is furnished with a two-way hand carried portable radio.

- *Copy of Policy and Procedure with above information highlighted.*

## **28.6 RECORDING**

The agency must possess the capability for recording and immediate playback of all incoming 911 or other emergency phone calls.

- *Copy of Policy and Procedure with above information highlighted.*

## **28.7 RELEASE OF RECORDED MESSAGES**

A written directive establishes the criteria and procedures for the review and release of information recorded within the agency's communication system.

- *Copy of Policy and Procedure with above information highlighted.*

## **28.8 SECURITY**

If the agency operates a full time telephone service and/or radio communications center, it provides such service from facilities designed to be reasonably secure from physical attack or sabotage.

- *Copy of Policy and Procedure with above information highlighted.*

**Chapter 29**  
**FEDERAL AND STATE REGULATIONS (OSHA)**

**29.1 FEDERAL AND STATE REGULATIONS (OSHA & AOSHA)**

A written directive establishing procedures for the following:

- A) Removal and/or disposal of contaminated clothing or equipment;
- B) OSHA vehicle requirements for hazardous and/or biohazard materials;
- C) Processing of hazardous and/or biohazard evidence and/or property.
  - *Agency must have an assigned evidence processing station.*
  - *Listed are the OSHA standards which apply to public safety responders.*

**SAFETY STANDARDS**  
**REQUIRED BY FEDERAL OSHA AND AOSHA**

**Bloodborne Pathogen Standards 29CFR 1910.1030**

- Requires a written program
- Training (mandatory by state statute)
- Protective equipment must be furnished
  - 1) Gloves
  - 2) Mask (face protection)
  - 3) Disinfectant solution
  - 4) Sharps container
  - 5) Bio-hazard bags
  - 6) Some change of clothing to replace blood-soaked uniform (coveralls, jumpsuit, etc., of various sizes)
  - 7) One-way airway if CPR is given
  - 8) Hepatitis B inoculation
- *Copy of Policy and Procedure with above information highlighted.*

**Portable fire extinguishers 29CFR 1910.157(g)**

- Requires annual training (maintain records)
  - *Copy of Policy and Procedure with above information highlighted.*

### **Hazardous Material First Responder Awareness Level 29CFR 1910.120**

- Requires training at the awareness level
- Access to hazardous material manual
- Ability to observe from safe distances (binoculars)
  - *Copy of Policy and Procedure with above information highlighted.*

### **Hearing Conservation Program 29CFR 1910.959 (c)**

- Requires written program
- Baseline audiogram
- Hearing protection when exposed to excessive noise levels (e.g., firing range, some sirens for long periods of time, etc.)
  - *Copy of Policy and Procedure with above information highlighted.*

### **Hazardous Materials Exposure - Lead (indoor ranges) 29CFR 1910.1025**

- Area survey for airborne lead and residual lead.
  - *Copy of Policy and Procedure with above information highlighted.*

### **Confined Space Rescue Awareness 29CFR 1910.146**

- *Copy of Policy and Procedure with above information highlighted.*

### **Personal Protective Equipment Standard 29CFR 1910.132 & 131**

- Examples – hearing protection & eye protection for firing range
- Reflective vests for traffic control
- Soft body armor (most OSHA inspections will classify this as PPE)
- Bloodborne pathogen protection
  - *Copy of Policy and Procedure with above information highlighted.*

### **Respiratory Protection Drug Resistant TB (pending recommendations)**

- *Copy of Policy and Procedure with above information highlighted.*