

**NORTHWEST ARCTIC BOROUGH ASSEMBLY
RESOLUTION 24-13**

A RESOLUTION OF THE NORTHWEST ARCTIC BOROUGH ASSEMBLY APPROVING ADOPTION OF AN AMENDED SUPPLEMENTAL VPSO EMPLOYEE HANDBOOK, AND FOR RELATED PURPOSES.

WHEREAS: Title 3 of the Borough Code outlines the personnel policies for Borough employees; and

WHEREAS: since FY2011, the Borough has participated in the Village Public Safety Officer (VPSO) Program under annual grants with the Alaska Department of Public Safety; and

WHEREAS: to supplement the Personnel Code, the Borough has an Employee Handbook to further explain and detail the day-to-day application of Title 3's provisions; and

WHEREAS: to better meet the VPSO Program's unique personnel and Program requirements, the Borough has prepared an updated VPSO Supplemental Employee Handbook to guide the VPSO Program and its officers; and

WHEREAS: the Borough wishes to adopt an updated VPSO Supplemental Employee Handbook for consistency with the Personnel Code and to update compliance with State and federal employment laws.


NOW THEREFORE BE IT RESOLVED: the Northwest Arctic Borough Assembly approves adoption of the amended VPSO Supplemental Employee Handbook.

PASSED AND ADOPTED THIS 29th DAY OF MAY 2024.



Nathan Hadley, Jr., Assembly President

PASSED AND APPROVED THIS 29th DAY OF MAY 2024.



Dickie Moto, Sr., Mayor

SIGNED AND ATTESTED TO THIS 29th DAY OF MAY 2024.



Stella Atoruk, Borough Clerk

ATTEST:





Village Public Safety Officer
Regional Public Safety Officer
Supplemental Employee Handbook

May 2024

Mission:

The Northwest Arctic Borough will work to improve the quality of life for all residents.

This Supplemental Employee Handbook describes expectations of Village Public Safety Officers (VPSOs)/Regional Public Safety Officers (RPSOs) employed by the Borough and outlines policies and procedures to assist VPSOs/RPSOs in the performance of their duties. It is intended to be a supplement to both the Borough Code and Employee Handbook, though some information is repeated for the sake of clarity. In addition to the Borough Code and Employee Handbook, the provisions of this Handbook are based on State of Alaska regulations and the Borough's VPSO Grant Agreement with the Alaska Department of Public Safety (DPS or the Department). Please take the time to read this Handbook and keep it handy as a reference. This Handbook cannot anticipate every situation nor answer every question about employment, so please feel free to discuss any questions you may have with your VPSO Coordinator or the Personnel Officer.

1) **HIRING**

a) JOB DESCRIPTION:

- **(Grant/MOA)** VPSOs serve as the first responders in the villages where they are stationed including, but not limited to, providing law enforcement, emergency medical services, fire protection and prevention, water safety, search and rescue, community policing, public safety education, disaster coordination, and probation and parole monitoring, in accordance with the VPSO Program Grant requirements.
- **(MOA)** VPSOs are under the immediate supervision of the Borough's VPSO Coordinator and RPSO. Direct supervision of an RPSO on special assignment can be overseen by agreement to the agency sergeant, or Trooper or Director. VPSOs may not supervise or direct activities of Tribal Police Officers, Village Police Officers, or any other non-VPSO public safety officers.

2) **REGIONAL PUBLIC SAFETY OFFICER: (RPSO Special Commission)**

The Commissioner of the Department of Public Safety (DPS) will issue a special commission to qualified applicants pursuant to AS 18.65.010 and AS 18.65.680 for the position of Regional Public Safety Officer (RPSO) when it is necessary to fulfill regional and supervisory roles for the VPSO program. The RPSO special commission position is intended to provide an expanded public safety and law enforcement presence in rural areas of the

state and provide oversight and training for a VPSO program. An RPSO will support improvements to the VPSO programs, including providing support, supervision, and training. The RPSO will fill regional VPSO roles and other supervisory roles within the VPSO Program as DPS deems necessary.

3) **(RPSO Special Commission) SCOPE OF REGIONAL PUBLIC SAFETY**

OFFICER SPECIAL COMMISSION: All RPSO special commissions shall be limited to the temporal, geographical, and other limitations described in the Special Commissions and outlined below:

- a) The appointment as a RPSO Special Commission shall be limited to 24 months at which time a renewal application must be submitted.
- b) The RPSO Special Commission will authorize the James Miner II to exercise the authority to investigate crimes, gather evidence, pursue criminals, make arrests under the laws of the State of Alaska, and do all things necessary and customarily performed by a peace officer.
- c) Lead assigned VPSOs including but not limited to direct supervision, and review of investigations and reports for content, timeliness, completeness, and clarity.
- d) RPSO Special Commission jurisdiction will be limited to the geographic region of the state in which the VPSO Program Grantee administers a VPSO program.

A. **BACKGROUND CHECKS: (Code 12.24.020)**

It will be the policy of the Borough that any law enforcement officer employed by the Borough undergo an independently conducted law enforcement background check, in which previous employers, references, and the applicant are interviewed. All background checks must include a review of an applicant's court record, driving record, criminal history, credit report, and any other relevant information the department deems necessary.

Background checks will evaluate the applicant's character and suitability for law enforcement. Background checks will also review an applicant's employment history to determine whether the applicant has been discharged or resigned under threat of discharge from employment as a law enforcement officer of any type.

Background checks will evaluate conduct that would cause a reasonable person to have substantial doubt about an individual's honesty, fairness, and respect for the rights of others and the even-handed application and enforcement of laws and regulations. Background checks must also evaluate conduct detrimental to the integrity of the VPSO department.

All applicants must complete and submit an Alaska Police Standards Council personal history statement for review. Applicants will also be screened by a licensed psychiatrist or psychologist to certify that the applicant does not have a mental or emotional condition that would adversely affect the performance as a law enforcement officer. The Borough should receive a report and a completed Alaska Police Standards Council Psychological Evaluation form.

Applicants must undergo a medical examination and submit a medical record form supplied by the Department of Public Safety, including a certification from a licensed physician, advanced practice registered nurse, or physician assistant that the applicant does not have a physical or hearing condition that would adversely affect performance as a law enforcement officer. Applicants must provide confirmation of normal ocular color discrimination, normal binocular coordination, normal peripheral vision, and corrected visual acuity of 20/30 or better in each eye.

Applicants must submit to a drug test for illegal narcotics as prescribed by Borough policy.

To facilitate background checks, applicants must provide two sets of fingerprints for submission to the Department of Public Safety for a background clearance check for access to Criminal Justice Information Services.

If the Borough has a copy of a background, medical, or psychological evaluation that was completed within the previous 12 months, a new exam may not be required at the discretion of the Director of Public Safety.

B. BASIC STANDARDS: (13 AAC 96.080) The Borough may not employ a VPSO unless the individual:

(a) A grant recipient may employ a person as a village public safety officer if the individual

- is at least 21 years of age;
- is a citizen of the United States or a resident alien;
- is of good moral character;
- has obtained a high school diploma or a general education development diploma or its equivalent;
- satisfies the physical requirements established in regulation by the department;
- has not been previously convicted

(A) of a felony;

(B) of a sex offense as defined in AS 12.63.100;

(C) of a misdemeanor crime involving domestic violence unless at least 10 years have passed since the date of the conviction, the conviction was not for an offense against an intimate partner, spouse, child, or parent, and the department grants a waiver allowing the individual to access the criminal justice information system;

(D) of a misdemeanor if less than five years have elapsed since the individual's date of conviction for the offense;

(E) two or more times of

(i) misdemeanor operating a vehicle, aircraft, or watercraft while under the influence of an alcoholic beverage, inhalant, or controlled substance under AS 28.35.030;

(ii) misdemeanor refusal to submit to a chemical test under AS 28.35.032; or

(iii) a combination of the offenses in (i) and (ii) of this subparagraph;

(F) of manufacturing, transporting, or delivering an alcoholic beverage in violation of a local option under AS 04.11 or a municipal ordinance or a controlled substance, unless at least 10 years have elapsed; or

(G) of possession of a controlled substance as defined in AS 11.71.900, other than marijuana, unless the individual was under 21 years of age at the time of the possession and the possession occurred more than 10 years before the date of hire;

(7) has not been denied a village public safety officer certification or had a certification revoked; and

(8) has not been denied police officer certification, had a certificate revoked, or surrendered a certificate in this state or another jurisdiction.

(b) A grant recipient may not use grant money to employ a VPSO for a period of more than 24 months unless the officer obtains a VPSO certificate from the DPS under AS 18.65.682. Upon written application from a grant recipient, the department may, in its discretion, extend this period up to six months to permit the officer to complete the training required under AS 18.65.676, if the officer is unable to do so in the first 24 months of employment because of an illness, injury, or emergency.

(c) In this section,

- “good moral character” means the absence of acts or conduct that would cause a reasonable person to have substantial doubts about an individual’s honesty, fairness, and respect for the rights of others and for the laws of this state and the United States; for purposes of this section, a determination of lack of good moral character may be based on a consideration of all aspects of a person’s character;
- “previously convicted” means having been convicted of a crime described in (a) of this section or a law or ordinance of another jurisdiction with elements similar to the crimes listed in (a) of this section; a conviction for which the person received a suspended entry of judgment, suspended imposition of

sentence, expungement, or pardon is a conviction for purposes of this section, unless the conviction was for a misdemeanor crime committed by the individual when the individual was under 21 years of age.

C. PHYSICAL FITNESS STANDARDS: (VPSO Policies) All VPSO applicants must successfully pass a physical fitness test prior to hiring as described in Section (2)(d) below.

D. RPSO MINIMUM QUALIFICATIONS: (RPSO Special Commission)

- a) Is at least 21 years of age;
- b) Is a citizen of the United States or a resident alien;
- c) Is of good moral character, as defined in 18.65.672(c);
- d) Has obtained a high school diploma or general education development diploma or its equivalent;
- e) Satisfies the physical requirements established in 13 AAC 96.080;
- f) Be physically and mentally capable of performing the essential functions of a peace officer as the meaning given in AS 11.81.900 and encompassing duties described in AS 18.65.680 and AS 18.65.900;
- g) Have limited criminal history, as required by 13 AAC 85.010;
- h) Have completed within 12 months of appointment formal training consistent with the Village Public Safety Officer basic training 18.65.676 (a)(2)
- i) If armed, complete requirements and training consistent with AS 18.65.678;
- j) Have not been denied or revoked a VPSO or other law enforcement certification.

4) **CONDITIONS OF BOROUGH EMPLOYMENT**

a) REGULAR WORKDAY AND WORKWEEK: (policy)

- The VPSO's regular workday consists of 7.5 hours per day, totaling 37.5 hours per week, with two consecutive days off. The VPSO Coordinator works with the Village to determine the VPSO's work schedule. VPSOs must have prior authorization from the VPSO Coordinator to work a different schedule. VPSOs working a two

week on/two weeks off schedule must have working hours in each pay period. To accomplish this, VPSOs work one week in each pay period. Normally the last week in one pay period and the first week of the next pay period. Working 10 hours each day for 14 consecutive days. 8 at the normal pay rate and 2 hours of overtime.

- (MOA) VPSOs may be placed into temporary duty assignments within the Borough, as directed by the VPSO Coordinator.
- (VPSO Policies) VPSOs shall be in uniform and prepared to respond to calls at the beginning of their assigned shift.

b) OVERTIME:

- (VPSO Policies) VPSOs will be required to respond to emergencies during their off-duty hours, which may result in overtime. VPSOs must use their best judgment based on call out policy in deciding whether to respond to after-hour calls. VPSOs must respond to after-hour calls that have or may result in immediate physical harm to another. (MOA) Overtime will only be paid for time worked in response to emergencies or as directed by the VPSO Coordinator.
- (VPSO Policies) To receive overtime compensation, VPSOs must have either an Automated Records Management System (ARMS) incident number to justify the time worked or written approval from the VPSO Coordinator.
- (NAB Code 3.12.070) VPSOs will earn 1.5 times the regular rate of pay for work performed in excess of 8 hours per day or 40 hours per week.

c) EXTENDED SUBSISTENCE LEAVE: (Grant)

At the option of the Borough, and with the concurrence of the governing body of the Village, a VPSO may be granted “extended subsistence leave” for traditional subsistence or economic activities, for a period not to exceed 90 days during the period covered by the VPSO Program Grant. Such leave is without pay, and all benefits cease being covered by the VPSO Program Grant. Health or other insurance coverage is not reimbursed beyond the end of the month

during which the subsistence leave begins. During such leave, another person may be hired to fill the VPSO position on a temporary basis.

d) PHYSICAL FITNESS STANDARDS: (VPSO Policies)

- All new hire VPSOs must undergo a physical fitness test scheduled pre hire. The test consists of a minimum of 10 push-ups, 17 sit-ups in one minute, and a 1.5-mile run in 18 minutes and 00 seconds.
- Applicants who are unable to pass the test at the date of hire can be hired at the discretion of the VPSO Coordinator and will be placed on a performance improvement plan. The test is administered every two weeks during the improvement plan period. VPSOs who fail to show regular improvement on the test during the period will be terminated. This timeline may be extended due to injury or illness at the Borough's discretion.

Any deviation from this policy requires approval by the VPSO Coordinator or the Public Safety Director.

- e) PERSONAL APPEARANCE: (VPSO Policies/OPM) While on duty, VPSOs are expected to represent the Borough professionally and in accordance with the requirements of their positions. All VPSOs must dress in the appropriate uniform with neatly pressed clothing and clean and shined boots and brass. VPSOs should consult the statewide Operating Procedure Manual for the appropriate attire.

5) **TRAINING:** (VPSO Policies) Continuous training is integral to the job of VPSO. Training occurs both on site and off site. The Borough's field training officer cadre and the VPSO Coordinator, in conjunction with the Alaska State Troopers, will develop a training plan to meet each VPSO's individual needs.

a) BASIC TRAINING PROGRAM: (AS.65.676)

- A VPSO basic training program must provide
 - (1) a physical training program that includes instruction in physical methods of arrest, use of batons, use of chemical defensive weapons, and electronic control weapons;

(2) instruction in

- (A) the state's criminal and procedural law;
- (B) the state's criminal justice system;
- (C) police procedures;
- (D) disabilities training described under AS 18.65.220 (3);
- (E) domestic violence and sexual assault prevention and response procedures;
- (F) emergency trauma technician training;
- (G) search and rescue training;
- (H) rural fire protection specialist training.

- b) An individual seeking a VPSO certificate under AS 18.65.682 must attend all sessions of the basic training required under (a) of this section unless the director of the training program approves an absence. An individual who is absent for more than 10 percent of the total hours of instruction has not successfully completed basic training.
- c) An individual who fails to comply with the attendance and performance requirements of the training program may be dismissed from the training. The department may not consider a dismissed individual to have successfully completed basic training.
- d) If a VPSO receives training that the department did not provide and the entity conducting the training provides a description of the training to the department, the department may take that training into account in determining the completion of basic training and accept other police officer or firefighter training and experience that covers the subject matter required under (a) of this section.
- e) DEPARTMENT-PROVIDED TRAINING: (Grant)
 - i) The Department will provide primary and continuing training to VPSOs, both on site in the villages and in regional or state population

centers. Training by or through the Department will be coordinated with the Borough.

- ii) The Department will pay for the cost of travel, lodging, and training. VPSOs attending training outside of their villages will receive travel expense and per diem from the Borough or the Department at current rates for State of Alaska employees, taking into account if room and board is provided.
- iii) During training, VPSOs must adhere to the rules of the training facility and the Department. Violation of a training rule may be grounds for expulsion from training. If a VPSO directed to participate in training fails to show up for that training, refuses to participate, is discharged from the training or terminates the training without cause, disciplinary action may be recommended to the Borough, and the Department may seek reimbursement of travel costs from the VPSO or Borough. The Department will meet with the Borough to discuss any training concerns regarding a VPSO. The Department and the Borough will jointly determine a resolution. VPSOs remain on probation status until their statutory training is completed. Any VPSO that is attending training that is not completed may be sent back to the next training if it meets the timeline set in statute or be terminated at the discretion and request of the VPSO coordinator or Public Safety Director.

6) VPSO CERTIFICATION (VPSO Policies; 13 AAC 96.110)

- a) VPSOs must obtain a VPSO certificate from the Department within the first 24 months of employment. The Department at their discretion may extend this period up to six months if a VPSO is unable to complete the necessary training due to an illness, injury, or emergency. Prior to obtaining a certificate, a VPSO is considered a recruit officer and remain is probationary status.
- b) The Department will issue a certificate to an individual who:
 - has satisfactorily completed 12 months as a full-time paid VPSO, with neither a break in service longer than 90 consecutive days nor a combination of breaks in service totaling 120 days or more;
 - meets the basic standards described in Section (1)(c) above;

- has successfully completed a basic training program described in Section (3)(a) above; and
 - attests and subscribes to the law enforcement Code of Ethics set out in 13 AAC 85.040(b)(5).
- c) If at any time the Department revokes a VPSO's certificate pursuant to 13 AAC 96.120, the VPSO will be terminated.
- d) If at any time the Department determines that grant funds can not be used to pay a VPSOs salary the VPSO may be terminated.

7) **FIREARMS TRAINING: (MOA; AS 18.65.678)**

(a) A village public safety officer may not, except in an emergency, carry a firearm in the performance of the officer's duties until the officer has successfully completed.

(1) a basic firearms training program that is certified by the Alaska Police Standards Council or substantially similar training as determined by the department;

(2) a psychological examination conducted by a mental health professional; and

(3) all annual firearm qualification requirements.

(b) In determining the successful completion of basic firearms training, the Department may consider previous training and experience that is substantially similar to the training required under (a) of this section.

8) **EQUIPMENT USE: (Grant)**

- a) The Department will issue standard supplies and equipment to VPSOs. This may include laptops, taser, radio, body cameras, and breathalyzer. Each VPSO will maintain an inventory of all supplies and equipment furnished by the Department. Each VPSO/RPSO is responsible for keeping supplies and equipment issued to the VPSO/RPSO secure, in good condition, and accounted for. The Department may require the VPSO/RPSO to agree to reimburse the Department for supplies or equipment lost or damaged due to

negligence. The Department may verify the inventory of supplies and equipment during on-site visits to the villages. In the event of a discrepancy or any other problems, the Department will promptly notify the Borough and recommend corrective action. The Borough will consider the Department's recommendation and take such corrective action as it deems appropriate and necessary under the circumstances, including discipline or termination of the VPSO.

- b) (VPSO policies) The VPSO shall be the only person authorized to operate any Borough-provided vehicle for the VPSO. To enable prompt emergency responses, VPSOs may use an assigned vehicle during non-work hours and must keep the assigned vehicle at their place of residence. The Borough will be responsible for maintaining, repairing, and keeping all vehicles in good working order, and providing fuel, oil, and other required products for the Borough-provided vehicle(s); provided that the VPSO will be responsible for such maintenance, repairs, and products for any off-duty use of a vehicle. With meeting the Borough standard of being a licensed driver with an acceptable driving record for insurance and with preauthorization and on a case-by-case basis the VPSO Coordinator may authorize the adult family member or spouse of a VPSO to operate a borough owned vehicle. For such occasions as taking a child to school, the medical clinic or going to the store for food. When a VPSO is out of town or dropping the VPSO off at the airport for travel and returning the vehicle to the VPSO residence or office.

9) **RESIDENTIAL LIVING QUARTERS: (MOA/VPSO policies)**

- a) The Borough will provide VPSOs with safe, sanitary, and secure residential living quarters. The Borough will provide all necessary utility services for the VPSOs' residential living quarters, including but not limited to heat, water, and electricity. Any VPSO or RPSO using Borough-provided housing will ensure that they leave it in clean and serviceable condition after every stay. VPSOs must take reasonable measures to ensure that utility costs are minimized. The house remains under the control of NAB and is subject to entry for inspection repairs.

10) **OFFICE SPACE: (13 AAC 96.040)**

11) In each community or village that maintains a VPSO, the Borough will ensure that the VPSO has (1) office space; (2) a telephone, facsimile, or cellular service that includes long distance service; and (3) a facility to temporarily hold individuals who are under arrest in a safe and secure manner. (b) Expenses incurred under this section shall not be the responsibility of the officer.

12) **SALARY SCHEDULE: (Grant)**

- a) The Borough will pay salary, benefits, and per diem pursuant to the Borough's annual grant. The Salary Schedules for VPSO/RPSO are set and contained within the grant.
- b) An incremental one step increase will be given for the following reasons:
 - 1. Annually on the VPSO's anniversary date as set by grantee policies or completion of probation.
 - 2. Upon promotion to Sergeant, the anniversary date will change to the date of promotion to Sergeant.
 - 3. Upon completion of VPSO certificate training, a VPSO will receive a step increase. Upon completion of the training, the anniversary date will change to the date of the completion of the training.
- c) Grantee may reduce the salary of a VPSO by one or more salary steps for unsatisfactory job performance or disciplinary reasons. The Grantee may use the SOP manual to determine promotion or demotion of a VPSO.
- d) Annual leave or sick leave will not affect an anniversary date but leave without pay may change the anniversary date as determined by the Grantee.
- e) VPSO applicants with qualifying training or experience approved by the Director may be placed by the Borough at an advanced step at the time of hire.
 - 1. The Borough shall coordinate with the Department at the time of hire of the advanced step placement and the Borough shall provide documentation to support a determination by the Department.
 - 2. A new hire VPSO may receive 1 or more step(s) increase for each of the following qualifications up to a maximum of 7 steps, Step G on the VPSO Salary Schedule.

Steps	Qualification	Standard
1-5	5 or more years as a police officer, peace officer or military police officer	Documented on job application or confirmed by the Borough
1-5	5 or more years as a fire fighter	Documented on job application or confirmed by the Borough
1-5	5 or more years in medical service	Documented on job application or confirmed by the Borough
1	Current APSC certificate	Certified correctional officer or police officer
1	Current APSC Instructor Certificate	Current APSC Instructor Certificate
1	Current Fire Training Certificate	Fire Fighter II or higher
1	Emergency Trauma Technician or higher	Certificate must be current at the time of hire
1-3	Higher Education	College diploma or transcripts documenting degree attained
1-3	4 or more years military service (other than military police)	DD-214 documenting service

f) All VPSOs attending training sessions for 12 days or longer will be placed on the Training Pay Salary Schedule. Training Pay will begin the first day of scheduled training and end at the completion of the final day of training. There will be no overtime for any additional, non-mandatory study or exercise time or for time spent performing duties that are not work related. Any time beyond the hours listed must be approved by the VPSO's supervisor prior to being worked and will be paid at the rate of 1.5x the hourly training rate. The Training Pay basic training rate will be calculated by the following formula: $0.466 \times$ normal hourly rate. VPSOs will be paid as follows:

- Regular Duty Day: The VPSO will be paid 8 hours at straight time and 4 hours of overtime at time and one-half of the Basic Training Rate of pay.
- Scheduled Day off: The VPSO will be paid 8 hours of overtime pay at one and one-half of the training hourly rate for scheduled days off.

13) **Moving cost/Reimbursement: (Grant)**

A VPSO/RPSO relocating for the purposes of assignment or employment with NAB can at the Borough's discretion be reimbursed or have their moving cost paid directly by the Borough, as it is an approved and allowable grant expense. This expense may not exceed \$40,000.

14) **SOPOMP: (Grant)**

VPSO/RPSO are also required to familiarize themselves with the following documents, the NAB Employee Handbook, the NAB VPSO/RPSO Supplemental Employee Handbook, VPSO Standard operation procedures, the DPS operation procedure manual, and if armed, the NAB Firearms Procedures Manual.

15) **Firearms Procedure Manual: (VPSO/RPSO policies)**

VPSO's/RPSO's who are armed must follow policies laid out in the NAB Firearms Procedures Manual.

16) **DEFINITIONS**

- a) "Department" means the Department of Public Safety;
- b) "Village" means a community with a population of less than 2,500 based on the most recent federal census.
- c) "Village Governing body" means the elected city council, tribal council, or elders council that the state recognizes as having governmental functions and that the Borough accepts as appropriate to supervise the daily activities of a Village Public Safety Officer;
- d) "VPSO" means a person employed by the Borough as a Village Public Safety Officer under 13 AAC 96.080-110;
- e) "VPSO Program" means the Village Public Safety Officer Program established under AS 18.65.670.
- f) "RPSO" is a Regional Public Safety Officer who is appointed by the Commissioner of the Department of Public Safety
- g) NAB/Borough is Northwest Arctic Borough

Exhibit A

Deadly Force Protocol

- 1) **PURPOSE:** This Deadly Force Protocol establishes an administrative procedure for responding to a VPSO's/RPSO's involvement in a critical incident involving the use of deadly force (the "Protocol"). For the purposes of this Protocol, a critical incident involving the use of deadly force means the loss or near loss of life of another person.
- 2) **PRE-INCIDENT PROCEDURES:** The Borough shall:
 - a) Ensure that all VPSOs/RPSOs, the Village, and Borough staff to which this Protocol may apply are aware of and understand this Protocol.
 - b) Obtain primary and secondary emergency contact information from all VPSOs/RPSOs so that the Borough can notify such individuals if a VPSO/RPSO is injured on duty and unable to contact them personally. Contacts should be updated as necessary and reviewed no less than annually.
 - c) Ensure that all VPSOs/RPSOs and Borough staff to which this Protocol may apply are familiar with the Alaska State Troopers' ("AST") procedures as they relate to this Protocol.
 - d) Establish a critical incident response team, which shall include the Borough VPSO Coordinator, Public Safety Director, Mayor, and Attorney.
- 3) **POST-INCIDENT PROCEDURES**
 - a) VPSOs/RPSOs shall immediately notify the applicable Oversight Trooper and the VPSO Coordinator of a critical incident involving the use of deadly force.
 - b) The Borough shall immediately notify AST verbally and in writing of the incident.
 - c) The VPSO Coordinator shall notify the other members of the Borough's Incident Response Team, and shall cooperate with the AST investigation.

- d) The Borough shall ensure that the VPSO/RPSO is safe and, if possible, removed from the scene of the incident and into a supportive environment. Either the VPSO/RPSO or the Borough if the VPSO/RPSO is unable to do so shall contact the VPSO's/RPSO's designated emergency contact.
- e) As soon as practicable, the VPSO/RPSO shall provide a blood and/or urine sample for alcohol and drug analysis.
- f) The VPSO/RPSO may share sensitive details of the incident with the Borough's Legal Department but shall not share written sensitive details of the incident with other Borough staff or anyone outside of the investigation until reasonable to do so. If feasible, the VPSO/RPSO shall be provided with recovery time before making a formal statement.
- g) The VPSO/RPSO shall be placed on paid leave for 3-5 regular scheduled days, depending on the incident. The Borough shall keep the VPSO/RPSO informed of the status and progress of the administrative and criminal investigations.
- h) The Borough shall notify its insurance provider, worker's compensation carrier, and employee assistance program provider.
- i) The Borough shall not release the name of the VPSO/RPSO for up to 3-5 days following the incident.
- j) The Borough shall refrain from speaking to the media while the matter is under investigation. The Borough may, through the Mayor, issue a statement such as, "The Borough will not make any comment regarding this matter until the investigation is complete," or something similar.
- k) If necessary for safety reasons, the Borough shall remove the VPSO's/RPSO's family from the community to a safe location.
- l) The Borough shall, to the extent practicable, provide an emergency temporary duty assignment VPSO/RPSO to the community for an amount of time determined by the VPSO Coordinator.
- m) The Borough shall conduct an administrative investigation independent of the AST investigation. The Borough shall work with AST to review the incident to make a decision concerning the VPSO's/RPSO's employment and/or to respond in anticipation of litigation.

- n) The Borough's Legal Department shall place a litigation hold on all communications and documentation concerning the incident.
- o) At the conclusion of the investigation, if the incident is deemed unjustified and the VPSO/RPSO is criminally charged, the VPSO/RPSO shall be placed on unpaid suspension. If the incident is deemed justified, the Borough shall meet with the Village governing body and Village in which the VPSO/RPSO lives and works in a showing of support for the VPSO/RPSO.
- p) The VPSO/RPSO must be cleared by an appropriate licensed mental health professional and deemed fit for duty before being cleared for duty. All paperwork related to clearance will be processed through the Borough's Human Resources Department.
- q) NAB will replace any gear provided to the VPSO/RPSO that was seized as evidence when the VPSO is cleared to return to duty. The Borough will replace any personal property belonging to the VPSO that was seized, damaged, or lost during the incident.