

<b>VILLAGE PUBLIC SAFETY OFFICER STANDARD OPERATING PROCEDURE (SOP)</b>	
<b>CHAPTER 1-8</b>	<b>VILLAGE PUBLIC SAFETY OFFICER JOB DUTIES AND JOB DESCRIPTION</b>
	<b>Approved:</b>
	<b>Authorized: Captain Merrill</b>
	<b>Authorities:</b>
	<b>Applicability: VILLAGE PUBLIC SAFETY OFFICER</b>
	<b>Special Instructions:</b>

The policies and procedures established in this manual are for administrative purposes only and should not be construed as evidence to hold a Village Public Safety Officer (VPSO) to any higher standard of safety or care than is otherwise provided by law. Rather, violations of the VPSO Standard Operating Procedures (SOP) are to be used solely to form the basis for administrative action by the hiring Grantee.

**I. PURPOSE**

The purpose of this Standard Operating Procedure (SOP) is to establish a job description and job duties for the Village Public Safety Officer (VPSO).

**II. POLICY**

The Village Public Safety Officer (VPSO) Program in collaboration with the Grantee will develop general and specific job descriptions and job duties and responsibilities for VPSOs. It should be noted that the job descriptions, job duties and responsibilities do not cover all public safety related duties and that this chapter shall be considered as a guide for minimum services to be performed.

**III. VILLAGE PUBLIC SAFETY OFFICER GENERAL JOB DUTIES**

**A. Law Enforcement**

1. Patrols community.
2. Responds to calls for service.
3. Enforces state laws.
4. May investigate and enforce local ordinances that have been adopted by the Alaska Court System and posted on the Uniform Minor Offense table.
5. Shall participate in civil diversion of criminal charges to tribal courts in accordance with Department of Law agreements.
6. Investigates misdemeanor crimes.

7. May investigate a felony crime if working under the direction and supervision of an Alaska State Trooper.
  8. May assist state, local and federal law enforcement agencies with official matters.
  9. Completes incident reports in a timely manner and submits to AST for review and approval.
  10. Transport and/or guard prisoners as required.
  11. Delivers crime prevention and education materials information.
  12. Serves process as assigned by the state troopers.
  13. Enforces State law with regard to aggressive animals.
  14. Investigates animal cruelty and neglect complaints.
  15. If qualified may administer rabies and other vaccines to animals.
  16. Assist the Department of Corrections (DOC) Probation and Parole with the management and supervision of probationers and paroles residing in the community.
  17. May assist the Division of Juvenile Justice (DJJ) with formal and informal supervision of juvenile clients residing in the community.
- B. Fire Protection
1. Maintain community fire equipment.
  2. Conducts fire drills at schools and other public buildings.
  3. Attends fire department meetings.
  4. Provides training to volunteer fire fighters.
  5. Delivers fire prevention and education materials and information.
- C. Search & Rescue (SAR)
1. Organizes and directs SAR teams.
  2. Acts as a liaison for the Alaska State Troopers during search and rescue operations.
  3. Inventories and maintains a list of search and rescue equipment available in the community.
  4. May support or assist other entities or agencies engaged in search and rescue operations.
- D. Emergency Medical Services

1. Responds to emergency calls to provide immediate care to the critically ill and injured.
2. May transport the patient to a medical facility for next level of care.
3. May assist a local health care provider with providing immediate care to a critically ill or injured patient.

E. Roving VPSO, Temporary Duty (TDY)

1. Provides all normal duties required of a VPSO.
2. May be stationed in a “hub” community.
3. Routinely travels to communities within the region.
4. Provides VPSO services in communities where a VPSO is either not present or in need of assistance.
5. Assist and travels with Alaska State Troopers to communities when requested.
6. Transports prisoner from outlying communities to a regional holding facility.
7. At the direction of the VPSO Coordinator may Remain Overnight (RON) in communities on a regular basis for up to 30 days.
8. Performs other duties as assigned by the VPSO Coordinator.

F. Additional Duty Stipulations

1. Traffic Enforcement is not a part of a VPSO’s regular duties, however, a VPSO may respond to a traffic incident that creates a public safety hazard in their community.
  - a) A public safety hazard is an event that poses an immediate threat to life or property.
2. A VPSO will not engage in a pursuit. A pursuit is any action where the VPSO would be required to operate their motor vehicle at speeds greater than the posted speed limit.
3. A VPSO may volunteer to serve as a Training Assistance and Counseling (TAC) Officer, or as a training officer for other VPSOs.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_