1.01.010 THE MANUAL

This manual will be referred to as the “Operating Procedure Manual” or “OPM” for the University of Alaska Anchorage Police Department. This manual applies to all members of the UAA Police Department. Each employee of the department will be furnished a copy, and any updates or changes as they take effect. Each page and section will be numbered and dated so that employees can confirm they have a complete and current copy of the OPM.

The original and current OPM will be maintained by the administrative assistant. This original will not leave the administrative assistant’s area without the permission of the Chief or Deputy Chief.

1.01.020 UPDATES and REVISIONS

This OPM is in effect indefinitely unless canceled or superseded. Each employee will be furnished with any updates and / or revisions and be responsible for maintaining a current OPM. All updates and revisions shall be approved by the Chief and dated.

1.01.030 EFFECT of THIS and OTHER MANUALS

The OPM is to be used in conjunction with the other material, such as; Federal Law, State Law, and Municipal Law, Regents Policies, University Regulations, Report Writing Manual, Dispatch Manual, and other department manuals approved by the Chief. The Regents Policies and the University Regulations will take precedence over the OPM when in conflict.
This manual sets out guidelines for employee performance. These
guidelines are intended for internal use only and do not create a standard
of care or of liability that would give rise to liability in excess of that
imposed by law. The University does not intend by this manual to
waive sovereign or other immunity available under law. To the extent
the manual purports to establish rules governing relationships between
the Department and the employees, or among employees, it is non-
unilateral and may be varied or dispensed with at the discretion of the
Department.

1.01.035   OTHER APPROVED MANUALS

The following additional manuals have been approved by the Chief:

   a. Dispatch Manual   (in development)
   

1.01.040   CONFLICTS with FEDERAL, STATE, or
MUNICIPAL LAWS

If any material in this manual conflicts with any Municipal, State or
Federal Laws then that Municipal, State or Federal Law shall prevail.
This does not prevent this manual from being more restrictive than the
previous mentioned laws. An employee who notices a conflict or error
in this manual should promptly notify their supervisor, in writing, so
corrections can be made.

1.01.050   CONFLICTS with OTHER DEPARTMENT
MATERIAL

In the event that other material within the Department conflicts with the
OPM; then the OPM will prevail. Any conflicts should be brought to the
immediate attention of your supervisor and the Chief.
1.01.060  EMPLOYEE RESPONSIBILITY

Employees are to read and become familiar with the OPM and to adhere to it. Any violation to this OPM is subject to disciplinary action by the Department and University. Employees terminating their employment with the Department shall turn in their copy of the OPM along with any other department equipment.

1.01.070  VIOLATIONS of OPM, POLICIES, REGULATIONS, or LAWS

Any violation of the OPM, Regents Policy, University Regulation, State, Federal or Local Laws, or any lawful order, may be subject to disciplinary action.

Any willful violation shall be subject to disciplinary action.

1.01.075  STANDARD of PROOF

The level for standard of proof will be that of “Just Cause” in determining if a violation of the OPM, Regents Policy, University Regulation, State, Federal or Local Laws, or any lawful order has occurred.

1.01.080  ACTIONS TAKEN by OTHERS

Any action taken by other persons or agencies does not diminish the authority or action that may be imposed by this Department.
1.01.090 EFFECTIVE DATE of OPM

This OPM will become effective on January 1, 2003. Any pages that are dated prior to this date are draft only copies and are not official documents of this OPM. As updates are printed, the printing date will be printed on each page.

1.01.100 ORGANIZATION of MANUAL

This manual will be organized into: Table of Contents, four Parts, and an Index. The format will be as follows:

- Table of Contents
- Part 1 - Organization and Administration
- Part 2 - Rules and Regulations
- Part 3 - Calls for Service Procedures
- Part 4 - Directives
- Index

Parts will be further divided into Chapters, and Chapters into Sections. This location (Organization of Manual) of the OPM is; Part 1, Chapter 1, Section 100.
1.02.010 DEFINITIONS

The following definitions will be used with this manual:

**AAC:** Alaska Administrative Code. These are State administrative laws in several volumes, referred to as Administrative Titles. An example of the numbering system might be, 13 AAC 02.140(c). This translates to read as: Title 13 of the Alaska Administrative Code, Chapter 2, Section 140, Sub-section c.

**APD:** Anchorage Police Department.

**APSC** Alaska Police Standards Council composed of members appointed by the governor who oversee the training, commissioning, and certification of police officers.

**APSIN** Alaska Public Safety Information Network.

**AS:** Alaska Statute. These are State laws in several volumes, referred to as Titles. An example of the numbering sequence might be, AS 04.11.240. This translates to read as: Alaska Statute, Title 4, Chapter 11, Section 240.
AST: Alaska State Troopers.

BOR Board of Regents, appointed by the governor to oversee the University of Alaska System.

CERTIFIED OFFICER: An Officer that is currently certified by the Alaska Police Standards Council (APSC). (13AAC85..... and 13ACC87.....)

CHAIN of COMMAND: The order of authority, within the department, from highest to lowest level of authority:

<table>
<thead>
<tr>
<th>Sworn Section</th>
<th>Dispatch Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief</td>
<td>Chief</td>
</tr>
<tr>
<td>Deputy Chief</td>
<td>Deputy Chief</td>
</tr>
<tr>
<td>Sergeant</td>
<td>Dispatch Supervisor</td>
</tr>
<tr>
<td>Detective / Officer</td>
<td>Dispatcher</td>
</tr>
</tbody>
</table>

Under the Dispatch Section above, in the event of a major emergency situation (natural disaster, riot, hostage situation, shooting, etc.) where the Chief or Deputy Chief can not be contacted, the Sergeant will have authority over the Dispatch Supervisor. If a Sergeant can not be contacted then an Officer will assume the authority. This is in a major emergency situation only and does not apply to the normal day to day operation.

CHANCELLOR Refers to the Chancellor of the University of Alaska Anchorage.
UNIVERSITY of ALASKA ANCHORAGE
UNIVERSITY POLICE DEPARTMENT

CHIEF: Chief of Police of the University of Alaska Anchorage Police Department.

COMMAND OFFICER: Sworn personnel with the rank of Chief or Deputy Chief.

COMMISSIONED OFFICER: Police officer for the University of Alaska Anchorage Police Department, that has been commissioned by the President of the University of Alaska, per AS 14.40.043.

CTO: Call Team Officer. A student hired by Parking Services to provide services to the campus community and to also assist UPD officers.

DEPARTMENT: University of Alaska Anchorage Police Department.

DEPUTY CHIEF. Refers to the second administrator in command for the UAA Police Department and this position will also be a commissioned officer.

DIRECTOR: The director of UAA Police Department, Chief of Police for UAA Police Department.
DISPATCH SUPERVISOR  A dispatcher with the responsibility of supervising other dispatchers and to ensure compliance with Federal and State rules regulating the use of the NCIC and APSIN computer systems.

EMPLOYEE:  Any person employed within the Department, either sworn or non - sworn.

GENERAL COUNSEL:  Vice President and General Counsel for the University of Alaska or his designee.

HE, HIM, HIS:  Non - Gender specific; also means She, Her, Hers.

JUST CAUSE:  Probable Cause. Reasonable grounds to believe that an assertion is true. Proof less than, “proof beyond a reasonable doubt” or the “preponderance of evidence” but greater than, “mere suspicion”.

MANUAL:  Refers to the current “Operation Procedure Manual” for the University of Alaska Anchorage Police Department.

MAY:  Permissive, optional.

MEMBER:  Employee of the department.
MUST:  Mandatory, Shall, Will.

OFFICER:  Member of the Department who has been commissioned by the President of the University of Alaska and certified by the Alaska Police Standards Counsel.

OFFICER IN CHARGE:  ( OIC ) Officer who by verbal or written delegation of authority, directs work of other employees.

ON DUTY:  The period of time an employee is scheduled to assume their assigned duties until relieved of those duties.

ON OFFICIAL DUTY:  The period of time an employee is on duty, conducting official department business.

OPM:  Operation Procedure Manual of UAA Police Department.

PERSONNEL:  Employees of UAA Police Department.

REGENTS:  ( BOR ) Board of Regents.

REGENT POLICY:  Statements of policy which are broad and flexible, put forth by the Board of regents.
RP: Regent Policy of the University of Alaska.

SERGEANT  Refers to a police officer with the responsibility of supervising other members of the department.

SHALL: Mandatory, will, required.

SHOULD: Advisory (recommended).

STATE: State Of Alaska.

SUPERIOR OFFICER: An officer of higher rank. Rank positions in descending order are:

- Chief of Police
- Deputy Chief of Police
- Sergeant
- Patrol Officer

SUPERVISOR: A person by rank or delegation, that has the authority to direct the work of another.

UAA: University of Alaska Anchorage.

UAAPD: University of Alaska Anchorage Police Department.
**UNIVERSITY of ALASKA ANCHORAGE**

**UNIVERSITY POLICE DEPARTMENT**

**UAF:** University of Alaska Fairbanks.

**U of A:** University of Alaska System.

**UPD:** University Police Department; refers to Anchorage campus unless otherwise stated.

**UNIVERSITY REGULATIONS:** Detailed regulations of the University of Alaska, put forth by the Board of Regents.

**UP:** UAA Procedures

**UR:** University Regulation.

**VICE CHANCELLOR:** Vice Chancellor of Administrative Services, who oversees the Department.

**WILL:** Mandatory, shall, required.

**WILLFUL:** An action done knowingly (or should have known) and with intent.
1.03.010 AUTHORITY

A. Contained herein are applicable State Statutes, Regents’ Policies, and University Regulations, which establish jurisdiction and areas of responsibility of the University Police Department.

1. UNIVERSITY OF ALASKA: Established by State Constitution, Article VII, Section 2.

2. BOARD OF REGENTS: Established by State Constitution, Article VII, Section 3.

3. UNIVERSITY OF ALASKA POLICE DEPARTMENT: Established by Regents’ Policy and University Regulation 02.09.01.

4. COMMISSIONS: The President of the University of Alaska has authority to issue commissions to qualified individuals under A.S. 14.40.043, A.S. 18.65.290, and Regents’ Policy 02.09.01. The commission vests the officer with general police powers to enforce state and local laws in connection with offenses committed on property of the University.

5. MAINTENANCE OF GOOD ORDER: Under Regents’ Policy 01.04, all officers and employees of the University of Alaska are required to comply with University of Alaska rules and regulations, to avoid disruptions of the University’s operations, and to protect and preserve life and property.

6. SYSTEM-WIDE COORDINATION OF THE UNIVERSITY OF ALASKA POLICE DEPARTMENT: Coordination of the University of Alaska Police Department is vested in the Vice President and General Counsel for the University of Alaska, per University Policy and Regulation 02.09.01.
B. The University of Alaska Anchorage Police Department, created by Policy and Regulation 02.09.01, is one unit of the University of Alaska Police Department, the other unit being located at the University of Alaska Fairbanks. Responsibility and authority for the system wide coordination of the University of Alaska Police Department is vested in the Vice President and General Counsel of the University.

1.03.020 ORGANIZATION

A. The University of Alaska Anchorage Police Department reports to the Vice Chancellor of Administrative Services for UAA. (The Vice Chancellor reports directly to the Chancellor).

B. A Director with the title of Chief of Police administers the Department.

C. The Deputy Chief and the Administrative Assistant report to the Chief.

D. The Department utilizes patrol shift supervisors (Sergeants) and a dispatch supervisor who report to the Deputy Chief.

E. Each police officer hired by the University of Alaska Anchorage will be officially sworn in and receive the oath of office from the Chief or Deputy Chief upon being hired. Either the Chief or the Deputy Chief will sign the oath of office, with the original maintained in the officer’s official personnel file and a copy provided to the officer and to the General Counsel’s office.

F. Each officer will also receive an official document from the President of the University authorizing his or her commission as a sworn officer, a copy to be placed in the officer’s personnel file and one sent to the General Counsel’s office.
G. All officers of the University Police Department will be required
to achieve certification from the State of Alaska, office of the
Alaska Police Standards Council within the appropriate time
dictated by that office.

H. Officers of the University Police Department will uphold the
Constitution of the United States and of the State of Alaska.
University police officers additionally have the authority to
enforce all university regulations that address parking and the
maintenance of good order.

I. A Public Safety Coordinator is the associate general counsel
who provides both legal and coordinating assistance to the
University Police Departments

1.03.025 DEPARTMENT ORGANIZATIONAL FLOW CHART

( on next page )
1.03.025 DEPARTMENT ORGANIZATIONAL FLOW CHART

UAA Chancellor

Vice Chancellor
Administrative Services

Chief of Police

Administrative Assistant

Deputy Chief

Sergeant

Detective / Officer

Dispatch Supervisor

Dispatcher

* Note
Check 1.02.010 under Chain of Command for additional information.
1.03.030  CHAIN of COMMAND

A. CHIEF

The position of Chief of Police of the University Police Department was established under the University of Alaska Regents’ Policy and University Regulation 02.09.01.

The Chief of Police is the chief executive officer for the University Police Department.

The Chief reports to the Vice Chancellor for Administrative Services.

B. DEPUTY CHIEF

The Deputy Chief will assume command authority during the absence of the Chief.

If neither the Chief nor the Deputy Chief is available, the senior ranking sergeant will be next in command unless a specific supervisor has been assigned to this position during a planned absence.

During non-planned absences of both the Chief and the Deputy Chief, the senior ranking sergeant will be next in command and, in the event of a serious incident, will make continuous attempts to contact one of them by all means available, i.e.; pager, phones, e-mail, etc. The senior ranking sergeant will also, when appropriate, maintain open lines of communication with the UAA Administration through the Vice Chancellor of Administrative Services.

C. SUPERVISORS

The various supervisory job descriptions and those of their subordinates are available to each supervisor and are maintained on file at the department by the Administrative Assistant. They describe the areas of responsibility and accountability for each person.
The Chief and the Deputy Chief may, at their discretion, issue directives to staff that specify additional responsibilities and limits of authority.

Staff are encouraged to exercise the authority and responsibility of their position. They are expected to accept these responsibilities and supervisors are held accountable for the actions of their subordinates.

1.03.040 DEPARTMENT MISSION, DUTIES, and RESPONSIBILITIES

It is the mission of the University of Alaska Anchorage Police Department to provide effective, professional police services to the UAA community and to carry out the mandates of Alaska Statute 14.40.043 and Regents’ Policy 02.09.00. The department also provides security services in an effort to protect University assets.

The University Police Department provides police, security, and crime prevention services to the main campus located within the Municipality of Anchorage. The department also acts as a consultant in the areas of law enforcement, security, and crime prevention issues to other university campuses and sites located in Anchorage, and also at Kenai Peninsula College, Kodiak College, Matanuska-Susitna College, and Prince William Sound Community College.

The department, on duty 24 hours a day, utilizes commissioned, certified police officers and non-commissioned dispatchers in providing services to the university community.
1.03.050  POWERS AND DUTIES OF COMMISSIONED OFFICERS

A. The President of the University as provided under A.S. 14.40.043 appoints commissioned officers. As such, officers are authorized and empowered to enforce the laws of the State in connection with offenses committed on property of the University. Commissioned officers are charged with maintaining peace on the UAA campus and are authorized to investigate crimes, make arrests, preserve evidence, serve warrants, issue traffic citations, and to perform all other duties of a peace officer.

B. Commissioned officers, under Regents’ Policy 01.04, are to assist University employees to protect life and property on the UAA campus. Commissioned officers are also authorized to carry concealed or unconcealed firearms in the performance of their duties.

1.03.060  AUTHORITY AND RESPONSIBILITY OF DISPATCHERS

A. Dispatchers are authorized to utilize the National Crime Information Center, (NCIC), and the Alaska Public Safety Information Network, (APSIN). Dispatchers are permitted access to these programs for official purposes only, upon passing a security check through the State of Alaska, Department of Public Safety. Dispatchers will utilize these systems per the rules established by Federal and State authorities.

B. Dispatchers are responsible for a variety of duties but primarily for receiving calls for service from the campus community and determining the best level of response. These employees are also responsible for maintaining open communications with officers to assure their safety as well as to coordinate services to the public, and maintaining the integrity of the department’s report filing system. (Refer to current Dispatcher Job Evaluation Form located in Dispatch Supervisor’s Office or at HRS).
1.03.070 RESPONSIBILITIES OF THE ADMINISTRATIVE ASSISTANT

A. The Administrative Assistant ensures the overall flow of the administrative needs of the department. This position is responsible for ordering all materials as needed by the department and ensures compliance with university processes.

B. The Administrative Assistant oversees the duties associated with costs and budgets for the department and assists the Chief in other duties and assignments as necessary.

1.03.080 RESPONSIBILITY OF PATROL SUPERVISORS

A. The Patrol Supervisor, a commissioned officer with the rank of sergeant, besides working a shift and responding to calls for assistance, oversees the performance of the department’s officers assigned to his/her shift. This position will review reports, evaluate the performance of officers, and provide for training of staff whenever deemed appropriate or necessary.

B. The Patrol Supervisor ensures appropriate timely responses to calls for assistance, that proper patrol and investigative procedures are followed, and that all State laws and University rules and regulations are enforced consistently and equitably, and that the Chief and Deputy Chief are kept appraised of shift activities in a timely manner.
1.03.090 RESPONSIBILITY OF THE DISPATCH SUPERVISOR

A. The Dispatch Supervisor ensures that dispatchers maintain proper coverage for 24 hours a day operation.

B. The supervisor is the chief terminal security officer overseeing the proper use of both the National Crime Information Center, (NCIC), and of the Alaska Public Safety Information Network, (APSIN). This position ensures that dispatchers are properly trained on the networks and that they comply with their proper usage.

C. The supervisor ensures the proper flow and storage of reports and that crime statistics are compiled in a timely manner.

1.03.100 RESPONSIBILITY OF THE DEPUTY CHIEF

A. The Deputy Chief, as a commissioned officer, may be called upon to respond to calls for service. This position will be involved in the investigation of all major crimes.

B. The Deputy Chief is responsible for the day to day function of the dispatch and patrol units. The Deputy Chief directly oversees and evaluates the dispatch and shift supervisors, ensuring that each shift is staffed and functioning properly.

C. The Deputy Chief plans for and monitors training provided to staff and ensures statutes, rules, and regulations maintained within the department are current and that staff are familiar with the correct processes used in enforcement.

D. The Deputy Chief assumes the duties and responsibilities of the Chief during his/her absence.
1.03.110 RESPONSIBILITY OF THE CHIEF OF POLICE

A. The Chief, also a commissioned officer, may be called upon to respond to calls for service and is involved in all major crime investigations.

B. The Chief is responsible for ensuring that 24-hour police and dispatch coverage is provided to the campus and that responses to calls are met in a timely manner.

C. The Chief is responsible for seeing that all employees of the department adhere to the principles, directives, and policies in this manual.

D. The Chief is responsible for coordinating the activity of the department with other units and agencies, both on and off campus, in order to provide for a safe campus community.

1.03.120 JURISDICTION of the UNIVERSITY of ALASKA ANCHORAGE POLICE DEPARTMENT

The Police Officers of the UAA Police Department are empowered to enforce the laws of the State of Alaska in connection with offenses committed within the following boundaries:

A. UNIVERSITY of ALASKA ANCHORAGE GOOSE LAKE CAMPUS

1. The University of Alaska Anchorage Goose Lake campus is bordered by, but not inclusive of Lake Otis Parkway on the western boundary, Northern Lights on the north boundary, Bragaw Street on the east boundary, and Providence Drive which touches the south part of the campus on the western side of the campus and the north part of the campus on the eastern side.
2. The UAA Campus has accommodations for approximately 950 residents. The residential units are located on the east end of the campus consisting of the Main Apartment Complex, (MAC), Templewood, East Hall, West Hall, and North Hall. The two (2) roadways into the residential complex are Sharon Gagnon Lane and Residential Drive, both roads exiting onto Bragaw Street.

B. Off Campus Locations

Off-campus UAA property that officers may be required to patrol and/or respond to calls for assistance includes:

- The Adult Learning Center, 3401 Minnesota Drive.
- Aviation Technology Center, 2811 Merrill Field Drive
- The Diplomacy Building located at 4500 Diplomacy Drive.
- Educational Opportunity Center, 500 L Street, #501.
- Environment and Natural Resources Institute, 707 A Street.
- The University Center, 3901 Old Seward Hwy.

C. A Mutual Aid Agreement was approved between the Anchorage Police Department and the UAA Police Department on October 14, 1997. In essence both departments agree to support each other’s request for assistance. This means that UPD officers, at times, may be requested to support APD officers or to deal directly with situations at other locations within the Municipality of Anchorage.
1.03.130 PERSONNEL RESPONSIBILITIES

A. A written job description has been completed for each department position.

B. The job descriptions will provide guidance as to the duties and responsibilities of the individual position. They will also reflect the acceptable level of proficiency necessary in job-related skills, knowledge, abilities and behavior.

1.03.135 COMMAND PROTOCOL

A. Whenever the department engages in an operation involving more than one unit and/or more than one shift, the overall command of the operation will be assigned to the supervisor of the unit/shift initiating the event, unless otherwise directed by the Chief or the Deputy Chief.

B. Major operations or emergencies will normally be under the direction of the Chief or his/her designee.

C. The officer in charge will be the senior ranking officer on duty during shifts when a supervisor is not on duty. Should the officer in charge need to request a supervisor to respond to an incident, the supervisor or designee will assume command of the specific incident or crime scene, unless otherwise designated by the Chief or Deputy Chief.

1.03.140 ACCOUNTABILITY OF AUTHORITY

A. It is the expectation of this department that any member-delegated authority will recognize and accept the need for individual accountability for actions resulting from delegated authority. This accountability is extended to any employee delegated the authority who fails to use the responsibility when expected.
B. All employees are expected to be aware of department standards, orders, and related matters as specified in the OPM as well as University Rules and Regulations.

1.03.150 WRITTEN DIRECTIVES

The written directive system encompasses a range of publications that represent guiding principles and methods of performing particular activities, to specific limits on behavior and informational memoranda. The publications, used by the police department, will be restricted to the following:

A. Rules and Regulations: These directives are very narrowly written and allow for the least interpretation on the part of personnel. Rules and regulations represent precise commands which University Police personnel are expected to obey to the letter, unless exceptional conditions arise.

B. General Orders/Policy: Policy statements that guide the actions of University Police personnel in situations that require the exercise of discretionary judgment. They establish the outer limits of acceptable behavior.

C. Operations Orders/Procedures: Procedures that inform University police personnel what is expected of them in commonly occurring situations. They will give a method of performing a particular activity or the procedure of dealing with a particular circumstance. While policies define the outer limits of accepted behavior, these procedures will direct behavior within those limits.

D. Special Orders: These orders will be issued to announce policies or specific procedures concerning a circumstance or event of a temporary nature.

E. Personnel Orders: Notification of personnel status changes will be accomplished through personnel orders.
F. Department Memoranda: Memoranda will be issued to disseminate information, instructional material, or data of general interest to department personnel.

G. Bulletins: Bulletins will be issued to convey information of specific interest pertinent to the performance of law enforcement tasks and other department responsibilities.
1.04.010 ADDRESS and TELEPHONE NUMBER CURRENT

All employees shall maintain a working telephone at their residence with the current phone number listed with the department dispatch center. Any change in address or telephone number will be reported to University Personnel Office and the Department as soon as possible and no later than 3 business days after the change takes effect. Employees also need to get a UAA email address for work related communications.

1.04.015 PERSONAL MAIL

Employees should not use the departments address for their personal mail nor for vehicle registration or drivers license.

1.04.020 ON-DUTY / ON-CALL

Employees on-duty or officially on-call shall have a means of communicating with dispatch and / or being contacted.

1.04.030 REPORTING for DUTY

Employees shall be present and ready for duty at their assigned time and place. They must be prepared both physically and mentally to carry out their assigned tasks.
1.04.040 RESPONSIBILITIES at START of SHIFT

Each oncoming employee is responsible for obtaining the needed information to carry out their duties. This includes, but is not limited to:

- Reading the various information clipboards within the Department.
- Reading the pass-on book in Dispatch.
- Verbal communications with other employees (especially the employee(s) they are relieving).
- Checking their mailbox and file folder.

Employees are also responsible for verifying that their equipment functions properly.

1.04.045 RESPONSIBILITIES at END of SHIFT

At the end of the shift, some of the items that each employee is responsible for, are:

- The next shift or relief person is on duty.
- Any important information has been passed on.
- Their work area is not in a state of disarray.
- Their equipment and trash has been cleaned out of the car they were using.
- Complete time sheet for the day.
- Advise dispatch when they go off duty.
1.04.050 VEHICLE

The oncoming officers will check their vehicle for contraband, unnecessary or hazardous items within the prisoner transport area and general overall condition of the unit. Any new damage or deficiencies will be called into the dispatcher. Officers, at the beginning of their shift, are also responsible for checking and refilling all necessary fluid levels, as well as insuring that all equipment is operational and functioning properly. ( 2.05.110 )

1.04.060 ORDERED to DUTY

Employees may be ordered to duty and shall respond immediately to their assigned place. Employees may not be ordered to duty if they are impaired due to a serious illness or injury, or if they have used alcohol or drugs or other items mentioned in this OPM, which would limit or impair their ability to perform their duties.

1.04.070 SICK or INJURED

Employees that are unable to work, due to illness, injury, or medication shall notify the Department as soon as possible, but at least 2 hours prior to their scheduled time to start their shift, if possible, in order to give sufficient time for the arrangement of a replacement or shift change. ( OPM 2.02.165 )

An employee utilizing three ( 3 ) or more consecutive days of “sick leave” may be required to submit written documentation from a licensed physician, indicating the employee’s fitness for duty. ( OPM 2.02.160 )
1.04.080   SLEEPING ON DUTY

Employees shall remain awake and alert while on duty. If an employee is unable to do so, they shall report this fact to a supervisor and the supervisor will make every effort to find an immediate replacement. The employee will not leave their post until properly relieved and the employee will be placed in an appropriate leave status pending supervisory review and appropriate action.

1.04.090   LAWFUL ORDERS

Employees shall obey all lawful orders received from a superior officer.

1.04.100   CONFLICTING ORDERS

An order that conflicts with any laws, University regulation or policy, or previously given order, should be brought to the attention of the superior officer giving such order, immediately. The order may then be amended.
1.04.110 HANDLING CONFLICTING ORDERS

Employees receiving orders in conflict, and after advising of the conflict, shall be guided by the following:

a. If it does not require immediate action, then the order can be appealed prior to carrying it out. The appeal will be in writing to the chief through the chain of command.

b. If it requires immediate action, and the superior officer giving the conflicting order does not change it, then the order will be carried out, as long as it does not violate the law or cause significant harm. The superior officer will accept full responsibility for the order.

c. If the order is disregarded the full responsibility will rest with the employee refusing to obey the order.

1.04.120 UNLAWFUL ORDER

No employee shall knowingly give or carry out any unlawful order (keep 1.04.110 in mind).

1.04.130 KNOWLEDGE of DUTIES

Each employee shall understand the responsibilities of their assignment and if in doubt, will seek clarification through the chain of command. Employees will update themselves at the beginning of each shift on the pertinent information needed to carry out their assigned tasks.
1.04.140 EQUAL TREATMENT

Employees will treat all persons that they have contact with equally. Employees will not abuse or mistreat the public, psychologically or physically.

1.04.150 CONSTITUTIONAL RIGHTS

No employee will intentionally or illegally deprive another person of his or her Constitutional rights.

1.04.160 WORKING with OTHER AGENCIES

Employees shall provide their cooperation with other law enforcement agencies whenever possible. OPM, Regents Policy, University Regulation, and State and Federal laws will outline the extent of assistance provided.

1.04.170 INTERVIEW REQUEST by ANOTHER AGENCY

Employees shall notify their supervisor of any request for interviews, in the official line of duty, with another department or agency

1.04.180 WORKING with THE PUBLIC

Employees shall provide citizens with assistance whenever possible. This shall be done in a polite and expedient manner. If unable to provide assistance or the information that was requested, then the citizen should be directed to the proper location to receive such assistance or information.
1.04.190  CITIZEN COMPLAINTS and REPORTS

Employees shall be alert to citizens wanting to file complaints, reports, or inquiries.

If this is a police problem, then an officer should be assigned to handle the situation.

If the complaint is against an employee of the Department, then the citizen should be advised of how to register their complaint with the appropriate supervisor. An employee may contact the appropriate supervisor at the request of the citizen if the complaint is deemed serious in nature.

1.04.200  MATTERS of IMPORTANCE

Employees shall notify a supervisor, as soon as possible, of any matter which may seriously effect the welfare of any department or person within the university.

1.04.210  FORWARDING of COMMUNICATIONS

Any employee that receives communications intended for another employee shall forward such communications expeditiously, to the intended employee.
1.04.220 COMMUNICATION with OTHER AGENCIES

Official formal communication to other departments within the University or outside agencies, will be on Department stationery and routed through the Chief.

Email has become a very common way of informal communication. The Chief shall be cc’d on all email dealing with Department issues.

Documents concerning Department policy or procedure may not be released outside of the department unless it is with the approval of the Chief.

1.04.230 COMMUNICATION WITHIN THE DEPARTMENT

Memoranda or email may be used for daily informal communication within the Department and other elements of UAA. The chief and Deputy Chief also need to be cc’d on these matters. All memos must be signed and dated.

Directives are communications dealing with policy or procedure and may only be issued by the Chief or Deputy Chief.

1.04.240 DEPARTMENT INFORMATION CLIPBOARDS

Clipboards that are maintained in the dispatch center contain, directives, trespass warnings, building schedules, Bolo’s, previous shift activities, and general information. The information on these boards is posted and purged by dispatch personnel under the direction of the Dispatch Supervisor. Clipboard information will be read and initialed by all dispatchers and officers at the beginning of their shifts.
1.04.250 DEPARTMENT PASS - ON BOOK

A spiral notebook referred to as the “Pass-on Book” will be located in the dispatch center and accessible to all department employees. This book will contain informal entries of events and information that may be of interest to department employees. All employees will review this book at the beginning of their shift and initial messages they have read.

The Dispatch Supervisor shall file completed books and maintain them for two (2) years.

1.04.260 WORK and LEAVE CALENDAR SCHEDULE

Each employee should check the work / leave schedule on the appropriate calendar(s). This will help to avoid scheduling problems in the event that either leaves are not entered, or canceled leaves are not removed. This calendar(s) should be checked regularly and any errors should be brought to the attention of the person in charge of such calendar(s).

1.04.265 DEPARTMENT STATIONERY

Department forms or stationery may only be used for conducting official business.

1.04.270 ACCURACY of DOCUMENTS and STATEMENTS

All written documents and statements shall be complete and accurate, with no pertinent facts intentionally omitted.
1.04.275 DUTY to REPORT INFORMATION

Employees having or receiving information of a criminal offense, shall complete the required report according to this OPM.

1.04.280 CHIEF’s SIGNATURE and APPROVAL

All outgoing correspondence will require the approval and signature of the Chief or his designee.

1.04.290 OFFICERS NOTEBOOK

All officers will be supplied with a notebook to keep field information in. Officers should keep accurate, neat and complete notes in this notebook, keeping in mind that it could be subpoenaed by the court.

1.04.300 COURT SUBPOENA

Employees subpoenaed for court will appear at the indicated time and place. Subpoenas may be served by written document, telephonically or verbally. Employees will adhere to the instructions on of the subpoena.

1.04.310 COURT ATTIRE

Employees appearing in court shall wear duty uniform, conservative business suit, or sport coat and slacks with shirt and tie. Female employees may also wear conservative pantsuit or dress.
1.04.320  NON-DUTY COURT

Employees appearing for non-duty related court will not wear any of their uniform or any other items connecting them to the Department or UAA.

1.04.330  FITNESS for DUTY

All employees shall maintain good mental and physical condition so as to be able to perform the required tasks of their job assignment.

1.04.340  IDENTIFYING SELF

All Department employees, while conducting official business, shall identify themselves when requested by giving name, rank and Department serial number. Uniformed personnel shall have their badges visible on their outer garment. Non-uniformed employees shall have their ID with them, unless working undercover, whereas having police ID may jeopardize their safety.

1.04.350  SHARING of INFORMATION

Information that is useful in performing assigned duties shall not be withheld from another employee. All employees will assist other employees within the Department in performing their duties.
1.04.360 HARMFUL INFORMATION

Employees shall not release information that is harmful to the Department or University nor the effective performance of police duties.

1.04.370 INCURRING DEPARTMENT EXPENSE

No employee shall intentionally incur any Department expense or liability unless authorized by the Chief.

Expenses that employees incur that may be eligible for reimbursement will require a receipt and must be submitted when the employee returns to work. Types of expenses the may be reimbursable are; parking fees for court or a training class, items that the Chief has requested an employee to purchase for the department, or other expenses that are authorized by the Chief.

1.04.380 RECEIVING MONIES

No employee shall receive any monies as bail, fines, or fees, unless provided by Department or University procedures.
TRAINING
PART 1 - CHAPTER 5

1.05.010 TRAINING

Training is one of the most important responsibilities of Law Enforcement. Training serves many purposes but the three that are considered most important are:

- Well-trained officers are better prepared to act decisively and correctly in most situations.
- Training results in greater productivity and effectiveness.
- Training fosters cooperation and unity of purpose.

Moreover, agencies are now being held legally accountable for actions of their personnel and for failing to provide initial or remedial training.

Training programs should insure that the needs of this department are met and that there is accountability for all training provided. Input for required training should come from a wide spectrum of University sources including Department members, Training Officer, Director, and University Officials.

1.05.020 CAREER DEVELOPMENT

Career development is encouraged by having members take advantage of the University's Tuition Waiver Program. This promotes education in a wide variety of areas and provides for individual growth and development. This should aid in the upward mobility of all personnel.
There is a certain amount of training that is to be considered mandatory in nature. Training that is mandatory falls into categories that are inherently dangerous or of a life saving nature. Mandatory training includes but is not limited to:

1. Service weapon training
2. Shotgun training
3. OC Spray
4. ASP Baton
5. First Aid
6. CPR
7. Domestic Violence

Other training will be offered when it is in the best interest of the Department. This training is training that senior staff members feel will benefit both the Department and the individual officer.

1.05.030 TRAINING SCHEDULES

The normal work week consists of a forty hour week. There are times when training would/could result in a work week greater than forty hours. When this situation occurs, hours in excess of forty hours will be compensated at the normal overtime rate.

When training is assigned in lieu of the normal work hours, the training is compensated at the normal rate of pay, minus the shift differential.

There are times when training will be offered on a voluntary basis. When this situation occurs, there will be no compensation for the training.

When appropriate, a lesson plan should be written by the officer who has completed the training and it should be submitted to the Training Officer. This lesson plan would be used to present training to the rest of the Department.
1.06.010 PURPOSE:

The purpose is to establish the department’s crime prevention programs and guidelines governing crime prevention efforts.

1.06.020 POLICY:

A. In an effort to reduce crime, the University of Alaska Anchorage Police Department will use a two prong strategy consisting of a reactive traditional law enforcement approach and a proactive crime prevention approach.

B. The University Police Department is committed to the development and perpetuation of campus crime prevention programs. The department adheres to the concept that crimes may be reduced through crime prevention programs. The programs the department implements will be directed towards the reduction of criminal activity as experienced on our campus.

C. Crime prevention activity is the anticipation, recognition, and appraisal of crime risks and the initiation of some positive action to remove or reduce those risks. Crime prevention requires a coordinated department-wide response. Although the Sergeant assigned to the Crime Prevention program has the primary responsibility for the administration of formal programs of crime prevention, ALL members of the department will be aware of the department’s crime prevention programs and assist in the efforts to reduce crime through crime prevention measures.
1.06.030 ORGANIZATIONAL INTERACTION:

A. The crime prevention effort of the department will be coordinated by the Sergeant assigned to the Crime Prevention program, who will be responsible for the planning and coordination of crime prevention activities for the department.

B. The Sergeant assigned to the Crime Prevention program will work in cooperation with other members of the University Police Department, the University community, and other concerned citizens in designing, implementing, evaluating, and maintaining effective crime prevention programs. The purpose of these activities is to provide education and to cultivate positive communication, cooperation, and citizen motivation towards a common goal of decreasing preventable crimes.

C. For crime prevention programs to have their full impact, the application of these programs must be an integral part of the department’s approach to crime problem resolution.

1. When patrol units identify a pattern of criminal activity, they will notify the Sergeant assigned to the Crime Prevention program, who will evaluate the crime problem from a crime prevention perspective. (S)He will provide advice and actual program support to the affected area and to the patrol units.

2. The Sergeant assigned to the Crime Prevention program will develop, with the assistance of the area affected by the crime problem and the patrol units, a coordinated plan of action directed at the resolution of the problem. (S)He will implement and complete this portion of the plan.
3. Crime pattern intervention and disruption is an important aspect of crime reduction. Crime prevention activities directed at the denial of future victims within the identified crime pattern is a critical aspect of successful intervention.

4. The Sergeant assigned to the Crime Prevention program will maintain a close liaison between the University community and the patrol units. (S)He will keep the University community advised as to progress in the areas of concern.

D. Crime prevention referrals may be made by any officer who in the course of his duties identifies crime prevention needs. These referrals shall be forwarded to the Sergeant assigned to the Crime Prevention program.

1.06.040 CRIME PREVENTION PRIORITY PROGRAMS:

A. Crime prevention programs will be formulated based on the various types of crime occurring on campus. Crime problems exhibiting the greatest severity will receive a priority for preliminary evaluation. The preliminary evaluation will consider the following: the severity of the problem; what crime prevention techniques would be most productive at alleviating the problem; and what is the University community’s perception of the program. Once the preliminary evaluation is completed, the Sergeant assigned to the Crime Prevention program will meet with the patrol units and develop a coordinated departmental response to the problem.
B. Crime prevention programs will be targeted to address the University community’s perceptions or misconceptions of crime. One of the major concerns of any police department is the creation of a climate of safety and well-being. Faculty, staff, and student attitudes concerning public safety are based on their individual perceptions of crime. The area that the University community are concerned with will be formulated to target these concerns. When misconceptions of crime are identified, public education programs directed at informing the University community and removing the misconceptions will be implemented.

C. The effectiveness of all crime prevention programs will be evaluated on a continuous basis. The evaluation will consist of participant involvement and response and whether the programs meet the original criteria developed for that program. A vital aspect of the program’s value is the University community’s opinion of the worthiness of the program. Feedback will constitute an important portion of the evaluation. The evaluation will be critiqued by the Sergeant assigned to the Crime Prevention program with input from other department members. The evaluation with recommendations will be forwarded to the Chief of Police of the University Police Department for a determination of whether to continue or discontinue a program, or where to make the necessary changes.

D. The University Police Department will assist in organizing various programs that the University community requests. This will form an important part of the University’s crime prevention and education programs.
E. It is the aim of this department to present a broad assortment of crime prevention programs from which to draw. Singular crime prevention programs do not provide a universal solution to the multitude of crime problems encountered on the University. A broader approach of program application may be more successful. Therefore, security surveys, property marking, and crime pattern dissemination are activities which should generally be emphasized. This general program lends support and substance to the specific crime prevention programs tailored for and implemented to address a particular crime problem.
1.07.010
1.08.010 REPORTS and STATISTICS

A. Administrative reporting allows the University Police Department to function properly. Administrative reporting also isolates and identifies current problems and trends. The information gained helps to develop a proactive approach to solving police related community problems.

B. To develop a basis for administrative reporting, the University Police Department utilizes a number of data sources that include, but are not limited to:

1. UCR Reports
3. Logs
4. Case and Arrest Reports.
5. Citations.
6. Accident Reports.

C. The University Police Department Dispatch Center will maintain a shift log.

D. Patrol Officers may be required to maintain a Daily Activity Log.

E. Reports in this section are made available to all department employees.

F. The above reports will be released to the public only upon receiving approval from a department supervisor.
1.08.020 PLANNING and RESEARCH

A. The office of the Chief of Police and the administrative staff are responsible for the planning and research function of the University Police Department. The Chief can assign additional department members to a planning and research function.

B. Analysis of operational activity will occur at least annually and will encompass the following factors:

1. Type of activity.
2. Location.
3. Time of occurrences.
4. Date.

C. Any information yielded by this analysis indicating a trend that significantly affects public safety, operations, or organizational components will be compiled and disseminated as necessary with the approval of the Chief.

1.08.30 CRIME ANALYSIS

The purpose of this policy is to maintain a procedure for crime analysis through use of standard department reports and accepted information collection practices. Data formulated through this process will be disseminated to appropriate members of the department and other law enforcement agencies.

A. REGULAR AND SPECIAL BRIEFINGS

The Chief of Police or his/her designee will receive an annual briefing regarding crime trends or patterns.

Special briefings will be held for the Chief of Police or his/her designee on an “as needed” basis.
B. RESPONSIBLE INDIVIDUAL OR POSITION

The Chief of Police may designate a department employee who will be responsible for the crime analysis function and will report directly to the Chief.

C. POLICY DISSEMINATION

All commissioned officers will receive information regarding the function of crime analysis through dissemination of the department policy manual.

D. INFORMATION COLLECTION

Department incident reports and other standard reporting sources will be used to gather data for crime analysis.

E. COLLATION AND ANALYSIS OF INFORMATION

1. Information received by the Chief will be divided into three categories:
   a. Geographical boundaries
   b. Types of crime.
   c. Identified person(s) or locations of interest.

2. Each specific area will be categorized to show types and numbers of crimes that occurred during the reporting period.

3. Specific types of crimes that occur without regard to area boundary and appear to be related by time, proximity, or modus operandi will be tracked and reported as one.

4. Identified persons or locations of interest will be reported based upon officer contact or other information developed through standard sources.
F. CRIME ANALYSIS REPORTS

The Chief will publish a crime analysis report each calendar year. This report will contain a summary of crime within the University during the reporting period. The report may also provide a synopsis of individual incidents that are of interest.

The Deputy Chief will publish a crime information bulletin to UPD staff on an “as needed” basis to identify specific items of interest.

G. DISSEMINATION OF INFORMATION

Published reports, bulletins and information will be disseminated to UPD staff.

Additional copies of reports and bulletins may be distributed to the Vice Chancellor of Administrative Services and to other law enforcement agencies.

H. FEEDBACK EVALUATION OF CRIME DATA

UPD staff may comment and make suggestions reference to compilation and dissemination of information at any time.

I. DEVELOPING TACTICS AND STRATEGIES BASED ON CRIME ANALYSIS

Supervisors may utilize information contained in the crime analysis reports or crime information bulletins to more effectively deploy available forces to meet the needs of the department as well as to better serve our constituents.
J. DEPARTMENT PLANNING

Department planners may use compiled information to more effectively determine agency fiscal and personnel needs to meet projected service demands.

1.08.040 APSIN and NCIC SYSTEMS

A. The University Police Department will participate in the Alaska Public Safety Information Network and the Federal National Crime Information Center and will abide by all policies and procedures set forth by both APSIN and NCIC.

In the State of Alaska, the Department of Public Safety administers both systems.

B. The University Police Department may, at times, enter into a cooperative multi-agency task force. Prior to entering into such involvement, the Chief will ensure that a written agreement is in place and approved by the Vice Chancellor of Administrative Services.

The written agreement will be on file and updated as deemed appropriate by continuation of the task force.
RULES OF CONDUCT
PART 2 - CHAPTER 1

2.01.010 EXCEPTIONS

Keep in mind that the following Rules of Conduct (2.01.xxx) may also be addressed in either the Regents Policies or the University Regulations.

2.01.020 RESPECT TOWARD FELLOW EMPLOYEES

Employees are to respect fellow employees and treat them with the courtesy due them as co-workers. When in public, employees will address each other with the proper title due them. Employees will not make any derogatory comment, in public, about other employees.

2.01.030 RESPECT TOWARD the PUBLIC

Employee contacts with the public will be respectful at all times, bearing in mind that we will be held to a higher standard. This will apply whether it is a victim, suspect, arrestee, or social contact.

2.01.040 LANGUAGE and WORD USAGE

Employees will not use profane language, nor express any prejudice reference gender, age, race, religion, politics, national origin, handicap, or other personal references that may offend another person.
2.01.050 HARASSMENT

People should be able to live and work in a pleasant environment and free from unwarranted harassment. Employees will not harass another employee, nor make any unwanted sexual advances or comments.

2.01.100 MISUSE of AUTHORITY

Employees will not use their position to gain, or attempt to gain, any item or service of value for their personal gain.

2.01.110 MISUSE of INFORMATION

Employees will not use their position to attempt to gain any information that is not allowed by law or University Regulations. This does not pertain to information in the line of work, but is referring to personal use; such as vehicle registration or police report information for anyone’s personal use.

2.01.120 RELEASE of DEPARTMENTAL INFORMATION

No departmental police report shall be released outside of the Department unless it has a Command Officers approval. Employees shall not use department information, reports or equipment for non duty related purposes.
2.01.130    TRUTH and ACCURACY

All employees shall be truthful and accurate in both written and verbal communications within the department. (Does not apply if deception is in the line of duty as in an undercover assignment).

2.01.200    SPECIAL PRIVILEGES

Employees shall not seek or accept any special privileges or treatment due to his / her position. Discounts or benefits will not be permitted on the basis of a Police Department employee, but will be allowed if all UAA employees get the same discount or benefit.

This does not preclude the Department from seeking the use of facilities to maintain job related proficiency and skills.

2.01.210    GIFTS, FAVORS, and GRATUITIES

Due to the possible perception of influencing your decisions in legal matters; gifts, favors and gratuities should not be accepted. If one is unavoidably received, a letter will be written to the Chief to determine a disposition.

2.01.215    SEXUAL FAVORS

No department employee, under color of authority, will engage in, offer, accept, or encourage any sexual favors.
2.01.220 DONATIONS

Donations to the Department or an employee must be approved by the Chief.

2.01.230 CONDUCT UNBECOMING

All Department employees shall conduct themselves at all times, on and off duty, in such a manner as to reflect favorably on both the University and the Department. At no time will an employee conduct himself or herself in a manner that would destroy the public respect, morale, or efficiency of the University or the Department.

This does not apply to sworn testimony of facts, even if the facts do not reflect favorably upon the Department.

2.01.240 CONFORMANCE to ALL LAWS

Each employee shall obey all Federal, State, and Local Laws and the rules governing the University of Alaska.

2.01.300 CIVIL ACTIONS

Employees involved in civil action as a result of their employment with the Department shall notify the Chief.
2.01.310 EMPLOYEE as a VICTIM

Employees that are victims or are involved in an incident, while off duty, should not handle their own case under color of authority, and shall not apply for criminal warrants. These cases should be handled by the agency having jurisdiction. If the incident occurred on campus then an on-duty officer should be called to handle the case.

2.01.400 OFF DUTY POLICE ACTION ON CAMPUS

Off duty employees, while on University property, should try to refrain from taking any police action if possible and should notify an on duty employee if action needs to be taken. If requested, the off duty employee may assist the on duty employee.

2.01.410 OFF DUTY POLICE ACTION OFF CAMPUS

Off duty employees, while off campus will act as private citizens and call for local law enforcement personnel. Again; you may assist the local law enforcement personnel if requested. This does not prevent you from taking action in a life threatening situation.
2.01.440 OUTSIDE EMPLOYMENT

Any employee seeking outside employment to work for another or for themselves, must obtain written approval from the Chief. An Ethics Disclosure Form (# 03-202) must be filled out and submitted to the Chief. The outside employment must not create a conflict of interest nor reflect negatively on the University or Department. Employment with the Department is primary and will take precedence.

Additional guidelines can be found under:

- Alaska State Ethics Act 39.52
- University Regulations 04.10.07, 04.10.05, 04.10.06
- Regents Policy 04.10.07, 04.10.05, 04.10.06

2.01.460 PUBLIC SPEAKING

Employees making any public speaking engagement, as a representative of the Department, will notify the Chief prior to such engagement for approval.

2.01.500 DRUG - FREE WORKPLACE

The Department and University are committed to maintaining a safe and healthy workplace. As such they will vigorously comply with the “Drug-Free Workplace Act of 1988” and 54 Federal Regulation 6363.
2.01.510 MEDICAL ANALYSES

It is recognized that any medical examination is a significant intrusion into the personal life of an individual. However, there are occasions when the interest and safety of the public overshadow the personal privileges of privacy, and medical examination / analyses are necessary. If just cause exists, an employee may be required to submit to such an examination, which can include analysis of blood, breath, and / or urine. This decision shall be made by the Chief or his designee and carries the full force of a lawful order when invoked.

2.01.530 USE of ALCOHOL

Employees shall not consume an alcoholic beverage within 8 hours of the beginning of their assigned shift. Employees shall not consume any alcoholic beverage while on duty except in the performance of duty. No employees shall be intoxicated or smell of an alcoholic beverage while on duty, nor consume any alcoholic beverage while in uniform, while on or off duty. Employees shall not consume alcohol, off duty, in such quantity as to become intoxicated to the extent that they discredit the Department or the University.

2.01.540 TRANSPORTING ALCOHOL

Employees shall not transport alcoholic beverages in a department vehicle unless in the performance of official duties. When being transported, the alcohol should not be visible to the public.
2.01.550 MEDICATIONS

Employees, while on duty, shall not take any prescription medication unless it has been prescribed by a licensed physician. Employees shall notify their supervisor if the medication may impair their performance. Non prescription medication will not be used to the extent that it impairs the employees performance.

2.01.580 USE of TOBACCO PRODUCTS

Employees must be aware of UP 06.02.03 and RP 06.02.03 that prohibits smoking inside any University building and / or vehicle. Special smoking areas may be designated as per AS 18.35.320. Employees, while on official duty, shall not carry, either in hand or mouth, lit or unlit cigarette, cigar, pipe, chewing tobacco or snuff, when approaching or making contact with any member of the public. This only applies when conducting official business and is not intended to restrict employees, in a designated smoking area, in a social environment.

2.01.600 DEPARTMENT EQUIPMENT

Employees are responsible for the proper care of Department equipment. Lost or damaged equipment through abuse and / or neglect, may result in disciplinary action and reimbursement by the employee.

2.01.610 KEY and ACCESS CARD DUPLICATION

Employees shall not make any copies of any University key or access card without the prior approval of the chief.
2.01.620 IMPROPER USE of ID

Employees shall not use the ID, badge, business card of another, or misrepresent themselves, without the prior approval of the Chief.

2.01.630 PETITIONS, DONATIONS and SOLICITATIONS

Employees, on duty, shall not circulate petitions nor solicit donations or any other type of solicitation on the University grounds without the permission of the Chief. No employees, on or off duty, may circulate petitions nor solicit donations or any other type of solicitation, while in uniform.

2.01.640 PRODUCT RECOMMENDATIONS

Employees shall not recommend a particular product or service when acting in their official capacity. This rule is to prevent employees from recommending a particular instructor, store, attorney, product, etc. It does not prevent an employee from his/her duty to inform people in need of available services of the University, Municipality, State, or Federal agencies.

2.01.645 PROMOTING PRODUCTS

Employees shall not allow their names, testimonials, or pictures to be used in any advertising scheme, political campaign, or enterprise related to or based upon their employment with the Department, without the permission of the Chief.
2.01.650 BUSINESS CARDS

Business cards that refer to the Department shall be used in connection with official business.

Business cards reflecting other goods or services shall not be used under the color of authority.

Employees shall not use another persons business card without prior permission of the other person.

2.01.660 SHOPPING in UNIFORM

Employees in uniform, on or off duty, may not shop excessively or for large quantities of items, (more than can be carried by hand), unless required to do so in the official line of duty.

2.01.670 GAMBLING

No employee shall engage in any form of illegal gambling, whether on or off duty, except in the performance of their duties.

2.01.680 PROHIBITED ESTABLISHMENTS

Employees shall not visit, enter or remain at any location which they know conducts any type of illegal activity, except in the performance of their duties.
2.02.100 WAGES

Wages, steps and shift differential are established by the University Regulations (UR 4.05.010 – 4.05.080).

2.02.110 HOURS

Full time employees will be assigned a 40-hour work week, normally consisting of four - 10 hour shifts or five - 8 hour shifts. There will be 3 basic shifts, referred to as; Day Shift, Swing Shift & Mid Shift. Patrol hours will normally run as follows:

Days 0700-1700   Swings 1630-0230   Mids 2200-0800
A Delta (1900-0500) shift is also usually maintain when manpower permits. (Housing Officer and Detective hours may fluctuate). Dispatch hours vary due to the combination of full and part time employees.

Shift and days off will be assigned at the beginning of each semester, based on seniority, as outlined in OPM 2.02.115.

2.02.112 SIGN-UP SHEET for SHIFT and DAYS OFF

The sign-up sheet for shift and days off will be posted at least 4 weeks prior to the opening of registration for the next semester. Employees will fill in their requests promptly. Assignments should be posted at least 1 week prior to opening of registration for the next semester. This should give those employees wanting to take classes time to register.
2.02.115 SENIORITY

Department seniority or longevity will begin on the date of hire with the Department.

Time in grade or position seniority will be based on the length of time at a specific rank or position within the Department. For example an officer may have 5 years on the Department but if he/she becomes a sergeant he/she starts at the bottom of the seniority ladder in the sergeant pool. Detective and Officer have the same rank. Therefore time spent as a Detective will be viewed the same as that as an Officer.

Seniority begins on the first day of work for new employees and the date of the new appointment for employees moving to a new position. If more than one person starts work or is appointed to a new position at the same time, then their seniority will be determined by their total testing scores for the position.

If an employee is on unpaid leave for more than 90 days, or is on suspended without pay for any length of time, their seniority will stop accruing on their last paid day with the Department and pick up, were it left off, on their return to paid status. This does not apply if the leave is due to a work related injury.

2.02.120 OVERTIME PAY

Overtime pay will be determined by University Rules, State and Federal Laws.
2.02.125 SCHEDULED SHIFT COVERAGE OVERTIME

Scheduled overtime is that overtime or time slot that needs to be filled and is projected at least 24 hours in advance (vacation, leave, etc.).

Scheduled overtime to fill an Officer’s position will be determined as follows:

a. The officer, on his days off, working the same shift as the absent employee, will be offered the overtime for a full shift.

b. If that Officer declines, then all officers on their days off will be offered, by seniority, the overtime for a full shift.

c. If no officer accepts the offer, then the Sergeant for that shift will be asked, followed by the other sergeants by seniority.

d. Officers on their assigned holidays will then be offered.

e. If no one accepts the offer, then the procedure for Unscheduled Overtime (2.02.130) will be followed.

If a scheduled Sergeant’s position needs to be filled then the above Officer’s position procedure will normally be followed. This may vary at the discretion of the Chief or Deputy Chief.
If a scheduled Dispatch position needs to be filled then the order will be:

a.  To avoid the expense of overtime, it will first be offered to the part time dispatchers, or the dispatch supervisor may adjust her / his schedule, without the use of overtime, to fill the position.

b.  Next, the Dispatchers on their days off, will be offered, by seniority, the overtime for the full shift.

c.  Then the preceding and the succeeding dispatchers will be offered the opportunity to fill the vacancy with a combination of holding over and coming in early.

d.  If no dispatcher volunteers, then the procedure for Unscheduled Overtime (2.02.130) will be followed.

No employee may work over 15 continuous hours, unless an emergency situation exists.

Keep in mind that minimum manning (OPM 2.02.135) is only one Officer or Sergeant plus one Dispatcher per shift.
2.02.130 UNSCHEDULED SHIFT COVERAGE OVERTIME

Unscheduled overtime is that overtime or time slot that needs to be filled and has less than 24 hours advance notice.

Unscheduled, or Call-in, overtime may be required to fill a position that is vacant due to a sudden, illness, injury, family emergency, or other causes that result in a short (less than 24 hours) notice of the inability to report or continue to work.

This unscheduled overtime, to fill an officers position, will be filled in the following order:

a. First offered to the on-duty Officer to hold over and the next shift officer to come in early.

b. Next to the Officer, on their days off, working the same shift as the absent employee, will be offered the overtime for a full shift (or remainder of the shift).

c. If that Officer declines, then all officers on their days off will be offered, by seniority, the overtime for a full shift (or remainder of the shift).

d. If no officer accepts the offer, then the Sergeant for that shift will be asked, followed, by seniority, to the other sergeants.

e. Offered next to officers on their assigned holidays.

f. If there are no volunteers, then the on-duty Officer and the next shift Officer may be ordered to fill the vacancy.
If a scheduled Sergeant’s position needs to be filled then the above Officer’s position procedure will normally be followed. This may vary at the discretion of the Chief or Deputy Chief.

If an unscheduled Dispatcher position needs to be filled the order will be:

a. To avoid the expense of overtime, it will first be offered, by seniority, to the part time dispatchers, or the dispatch supervisor may adjust her / his schedule, without the use of overtime, to fill the position.

b. Next, the dispatchers on their days off will be offered, by seniority, the overtime for the remainder of, or the full, shift.

c. Then the preceding dispatcher (if still on duty) and the succeeding dispatcher will be offered the opportunity to fill the vacancy by a combination of holding over & coming in early, if it will not cause a continuous shift of more than 15 hours.

d. If no dispatcher accepts the offer, then the Dispatch Supervisor will be asked.

e. If there are no volunteers and the preceding dispatcher is still on-duty, then the on-duty Dispatcher and the next shift Dispatcher may be ordered to fill the vacancy.

f. If the dispatcher is unable to finish his / her shift and there is less than 4 hours remaining until the next shift starts, then the next shift dispatcher will be ordered to come in early. If there are more than 4 hours remaining, then the position will be fill by ordering in by reverse seniority.
g. As a last resort, in an emergency situation, if no dispatch personnel can be contacted to fill the position, then the Deputy Chief shall be contacted. The Deputy Chief shall determine who shall fill the position. This may be sworn personnel until a dispatch person can respond.

2.02.131 OVERTIME DETAILS

Overtime details are those assignments that are not part of a regular established shift. These may include, but are not limited to, dances, sports events, shows, plays, crowd control, and other events that may require Police Officer(s), that are not part of a regular shift.

Signup to fill the position will be as follows:

a. First offered to those officers on their days off by seniority.

b. Officers that may be working that day but not during the time period of the event, by seniority.

c. Sergeants on their days off, by seniority.

d. Sergeants that may be working that day but not during the time period of the event, by seniority.

e. If nobody volunteers, an officer or sergeant may be ordered to work the detail by reverse seniority above.

The 15 hours maximum workday limit rule should be adhered to but may be waived by the Chief or Deputy Chief.
2.02.132 SPECIAL ASSIGNMENTS

Officers may be selected to work special assignments without regard to seniority at the discretion of the Chief or Deputy Chief as determined by coverage needs of the assignment.

2.02.133 CALL-IN PROCEDURE

Dispatch will call the employee’s phone number listed in the dispatch center and talk personally with the employee. If the employee desires to work, they must be able to be on scene and ready for work within one hour or the start of the shift they are filling.

2.02.134 COURT and PHONE CALLS

Off duty court appearance will be paid at one (1) hour for the first 60 minutes and then in half hour increments after that.

Employees receiving phone calls will not be compensated unless the call is work related and are lengthy. Phone calls that are compensated will be in fifteen (15) minute increments.

• Examples of the type of calls that are NOT compensated may include; to see if a person wants to work a detail, to ask where a report is, a short call to get (or give) some information. These calls would normally take 2 or 3 minutes.

• Call that may be compensated for are normally over 5 minutes in length and may include; detailed discussion of a case, telephonic testimony, investigative discussion with a supervisor.
2.02.135 MINIMUM MANNING

Each shift will have a minimum staffing of one Dispatcher plus one Officer or Sergeant. All officers including the Chief and Deputy Chief, as well as the Administrative Assistant, may be used as a dispatcher for a temporary period of time. If minimum staffing requirements are met, then overtime is not required to fill a vacancy in a shift.

2.02.140 HOLIDAYS

Holidays are determined by University Regulations (UR 04.06.110). As of this date they include:

- New Years Day, plus one day either before or after
- Martin Luther King Jr. Day
- Spring Recess (one day)
- Memorial Day
- Independence Day, plus one day either before or after
- Labor Day
- Thanksgiving Day, plus one day after
- Christmas Day, plus one day either before or after
- Personal Holiday

Employees may be required to work the actual holiday and be given another day, within the same pay period, as their holiday day, if manpower permits, or will be paid the appropriate overtime. All holidays are 8 hour holidays.
2.02.150 ANNUAL LEAVE

Annual leave is covered in detail by UR 04.06.120.

Employees must submit a Leave Request Form to their supervisor for approval. The supervisor will determine the leave status and forward it onto the Deputy Chief for approval.

The employee must not be delinquent in assigned cases and not have any court conflicts that have not been resolved.

Once the leave has been approved, it should be posted on the leave calendar. If at a later date the employee cancels the leave, the employee will notify the department as soon as possible and verify that the leave calendar reflects the correct work status.

2.02.155 LEAVE SENIORITY

If more people put in for leave than can be granted, then leave will be granted using the following criteria.

- Leave requests that are submitted 90 days or more prior to the first day of the leave requested, will be granted by Department seniority (OPM 2.02.115)

- Leave requests that are submitted less than 90 days prior to the first day of leave requested, will be granted on the basis of the first request submitted will be first leave granted.

This should give employees time to make travel reservations and avoid being bumped by seniority once plans are locked in. This does not mean that leave can’t be canceled due to other manning needs, only that it can not be canceled within 90 days due to being bumped by a more senior employee wanting leave at the same time.
2.02.160 SICK LEAVE

Sick leave is covered in detail under UR 04.06.130

Sick leave is granted under the presumption that the condition warrants the absence, and such leave takes priority over all other forms of leave. However, because such absences may cause severe and unpredictable staffing shortages, or can preempt other optional leaves, and since it is subject to abuse, the Department has the authority to ensure that all standards pertaining to medical absences are met. These may include, but are not limited to:

a. After 3 consecutive shifts of sick leave due to illness or injury, a Physicians report may be required to be submitted to the Department. Thereafter as required by the Chief. (OPM 1.04.070)

b. At the discretion of the Chief, a supervisor or other employee may check on the well being of the employee on leave.

c. While on sick leave employees will keep the Department advised of any change in a contact number or location.

Sick leave may be denied only under extreme situations. Denial of sick leave requests shall be avoided if at all possible, but there may be occasions were it is unavoidable.

An example of this may be:

An employee has a cold or flu and requests sick leave, but due to an emergency or severe situation on campus or the lack of an adequate number of able-bodied personnel, the sick leave request may be denied and the employee required to work.

Of course, if an employee is unable to function due to an incapacitating illness or injury such as measles, broken arm, broken leg, etc., then they can’t be denied the leave.
2.02.165 SICK LEAVE NOTIFICATION

Employees unable to work their assigned shift shall contact the Department Dispatch Center as soon as possible and no later than 2 hours prior to the beginning of their shift. (This is to allow time for a replacement to be located and for them to respond to work). The person receiving the information will contact the on-duty supervisor or the employee’s supervisor as soon as possible. If there is not a manpower problem, then the time of day should be considered prior to calling an off-duty supervisor. (OPM 1.04.070)

If a shift will not meet the minimum manning, as in OPM 2.02.135, and the dispatcher is unable to contact a supervisor, then the dispatcher will coordinate the overtime as set forth in OPM 2.02.130.

Employees not able to notify the Department Dispatch Center at least 2 hours prior to their scheduled start of shift may have to justify the short notice or face disciplinary action.

2.02.170 OTHER LEAVES

Other leaves or absences are authorized and defined under University Regulations, Part IV, Chapter VI, (04.06.140 through 04.06.200)

These include: Temporary Disability Leave Without Pay
Long Term Disability Leave
Parental Leave
Sabbatical Leave
Military Leave
Jury Duty
Personal Holiday Leave
Leave without pay
2.02.180 LEAVE LIMITATIONS

Classified (hourly) employees are reminded that they must take one 8-hour personal holiday leave day each fiscal year. If not taken during the fiscal year, it will be lost. (UR 04.07.01)

Employees cannot carryover more than 240 hours of annual leave at the end of the calendar year. (UR 04.07.02)

2.02.200 LIGHT DUTY

Light duty is a temporary work status, which may be assigned to a regular employee who is temporarily unable to perform the full range of duties that his or her job assignment may require.

Light duty hours generally will be 0800 to 1700 hours Monday through Friday, or as scheduled by the Chief, and may be adjusted on a weekly basis.

2.02.210 LIGHT DUTY APPROVAL

Light duty assignment is not automatic. There must be a useful function that the employee can perform to justify the assignment to light duty status. Both the employee’s physician and the Chief or his designee, following the criteria set forth under OPM 2.02.230, must approve of all light duty assignments. No more than a total of fifteen days (120 hours) of light duty will be granted per disability.
2.02.220 REQUEST for LIGHT DUTY

A written request for light duty assignment must be submitted to the Chief through the employees’ supervisor. The request must also have attached to it, a written statement from a licensed physician stating the following:

a. Type and extent of the injury or illness.
b. Is this a temporary, long term, or permanent situation?
c. What functions the employee cannot perform.
d. What functions the employee can perform.
e. Estimated date that the employee can return to full duty status.
f. Any special needs and medications that the employee will require.
2.02.230 LIGHT DUTY CRITERIA

The supervisor, upon receiving the request for light duty assignment, shall review the request and physician’s statement. The supervisor will have to consider some of the following:

1. Which is more appropriate:
   a. Light Duty
   b. Sick Leave
   c. Workman’s Compensation
   d. Leave without pay
   e. Long term disability
   f. Retirement
   g. or other action

2. If light duty is appropriate, then the following should be considered:
   a. Availability of work within the Department
   b. Ability of employee to perform the work
   c. Other employees who may be on light duty

Within one week of light duty request, the supervisor shall then forward the request with recommendation, through the chain of command, to the Chief.
2.02.240 RETURNING to FULL DUTY

The Chief, or his designee, must give prior approval for the employee to return to full duty status.

The employee requesting to return to full duty status must submit written verification from a licensed physician prior to returning to full duty status. The physician statement shall indicate that the employee has recovered from the injury or illness and is capable of carrying out all of the tasks that the job position may require.

The Department may require a second opinion. If the Department requires a second opinion then the Department will bare the cost of the second opinion.

2.02.250 APPEALING LIGHT DUTY or RETURN STATUS

The employee may appeal the decisions made by the Chief regarding either light duty status or the return to full duty status. The appeal will be made to the Vice Chancellor of Administrative Services.
2.03.010 SCOPE of THIS CHAPTER

This section deals with UPD administrative investigations and not UAA administrative investigations, unless otherwise stated.

2.03.020 THE COMPLAINT

Anyone may file a complaint on an employee, and/or the Department, for any alleged violation of University or Department rules, regulations, policies, directives, or laws.

2.03.030 TYPES of COMPLAINT

Complaints are divided into the three categories, as listed:

1. Informal complaint of such a minor, or invalid, nature that it can be dealt with by discussing it with the complainant and employee. An informal complainant usually requires no further action and no report.

2. Formal complaint regarding a non-criminal allegation. Complaint against Department personnel, rules, regulation policies, or the manner in which service was provided. Report is required on all formal complaints.

3. Formal complaint alleging a criminal violation against a Department employee. Report is required on all formal complaints.
2.03.040 RECEIVING A COMPLAINT

Any employee receiving a complaint or making a complaint shall notify an on duty supervisor as soon as possible. The duty supervisor shall assess the urgency of the subject matter and may take immediate action if it is deemed to be urgent. Once the urgency of the situation has been resolved, the complaint process will continue to be handled in a normal (non-urgent) manner.

2.03.050 ACTION REQUIRED ON URGENT COMPLAINT

If the complaint has been determined to be of an urgent nature, and neither the Chief nor Deputy Chief are available, the on duty supervisor may take the appropriate immediate action. Examples of an urgent nature may be:

- an officer displaying signs of intoxication and/or has an odor of alcohol about him
- a violation of a criminal law
- an employee is either physically or mentally unable to perform job task.

The supervisor will immediately contact the employee to determine the validity of the complaint. If urgent action is required, the employee may be sent home and the Deputy Chief or Chief shall be notified as soon as possible.

After the urgency of the matter has been resolved, the complaint will be handle in the normal manner, (2.03.060).
2.03.060 ACTION TAKEN ON NON-URGENT COMPLAINT

If the complaint is of a non-urgent nature, the following actions should take place.

A. A supervisor will normally receive the initial complaint and gather as much information as he/she can. The employee should then be contacted and advised of the complaint and given the opportunity to rebut the charges.

B. The supervisor will then determine the seriousness and validity of the complaint.

C. If the complaint is not a valid complaint or of a minor nature, the supervisor may elect to handle the complaint in an informal manner, [2.03.030(1)]

D. If the complaint warrants a formal investigation, the Chief or Deputy Chief shall be notified.

E. The case may be assigned to a supervisor, or other person, designated by the Chief or Deputy Chief.

F. Taped interviews may be conducted with the complainant, the officer and any witnesses. The investigator must be cautious of the difference between a violation of UAA and/or Department rule and regulation and a criminal violation. Should an investigation turn into a criminal investigation, all legal rules must be followed.

G. All evidence in connection with the complaint will be collected.
H. The entire case will be forwarded to the Deputy Chief who will review it for procedural compliance: insure completion of the case file including all necessary forms; and shall further insure that all requirements, as listed in the OPM, have been satisfied. The deputy Chief will then forward the case to the Chief along with any recommendations. If the Deputy Chief is unavailable to perform this function then the Chief will assume this responsibility.

I. The Chief, after review of the file, may discuss the case and recommendations with UAA Human Resource Services Office prior to instituting any actions against an employee.

J. The Chief, upon reviewing cases on commissioned officers, shall inform the Public Safety Coordinator in the Office of the University’s General Counsel of any violations and subsequent actions taken.

2.03.070 ADMINISTRATIVE INVESTIGATION

An administrative (or internal) investigation may be initiated by the Chief or Deputy Chief whenever an alleged violation of rules, regulations, policies or law may have occurred. The Chief or Deputy Chief may investigate the incident themselves or assign it to another person.

A complaint of a minor nature may be handled in an informal manner (2.03.030) between the complainant, employees supervisor, and employee. This is usually handled by the Patrol Sergeant. This type of informal resolution, if agreeable to all parties, does not normally need a report or any further action.
2.03.080 FINDINGS

Upon completion of the administrative investigation there shall be one of the 4 findings:

A. Unfounded - The complaint has no merit, there was no violation of University or Department rules, regulations, policies, nor a violation of any criminal laws.

B. Exonerated - Although the event occurred, there was no violation of University or Department rules, regulations, policies, nor a violation of any criminal laws.

C. Not Sustained - There is insufficient evidence to prove or disprove the allegation that was alleged in the complaint.

D. Sustained - The complaint has merit and the allegation did occur. The employee can be held responsible for his/her action or inaction.
2.03.090 TYPES of DISCIPLINARY ACTION

See OPM 2.04.010

2.03.100 ADMINISTRATION OF SUSTAINED COMPLAINT

If the finding (2.03.080) shows the complaint to be sustained, then the steps in OPM 2.03.060 H-J will be followed.

2.03.110 ACCIDENT REVIEW BOARD

Whenever an on duty employee becomes involved in a vehicle accident, OPM sections 2.05.200, & 2.05.205 shall be followed. All on duty vehicular accidents will be reviewed by the Accident Review Board as outlined in OPM 2.05.210. The Accident Review Board will consist of 3 sworn personnel (at least one of which is a supervisor), all designated by the Chief or Deputy Chief.

2.03.200 GRIEVANCE PROCEDURE

Procedures for filling a grievance are outlined in the University of Alaska Grievance Handbook (September 1995) under Regents Policy 04.08.08.
2.04.010 TYPES of ACTION

Disciplinary action is a punitive action taken on any employee of the Department. The different types of disciplinary actions are:

1. Oral reprimand
2. Written Reprimand
3. Suspension from duty with pay
4. Suspension from duty without pay
5. Transfer for shift or duty assignment
6. Demotion in rank
7. Termination

A corrective action may consist of:

1. Counseling
2. Education and/or Training
3. Medical and/or Psychological evaluation/screening

Disciplinary action, except for an oral reprimand, will be documented in writing and signed by the Chief and entered into the employees personnel file.
2.04.020    ORAL REPRIMAND

An oral reprimand is a verbal admonishment given to an employee by a supervisor. The employee must be advised that it is an oral reprimand. No copy of the complaint will be filed in the employee’s UAA personnel file, but a memo of the action taken shall be noted in the Department file for the purpose of documenting progressive disciplinary action.

2.04.030    WRITTEN REPRIMAND

If the results of a complaint investigation shows a written reprimand is in order, it shall be carried out as soon as possible. A written report will be filed with the employee’s UAA personnel file and the Department file. The employee will also be given a copy of the written reprimand.

The removal of a written reprimand from employees UAA personnel file is controlled by University polices and is not dealt with by this OPM.

The removal of a written reprimand from an employees UPD Department personnel file may be requested by the following:

• Employee requesting the removal shall make a written request to the supervisor that authored the original written reprimand. That supervisor shall then make the recommendation to the Chief for a final decision on the removal.

• If the supervisor that authored the original reprimand is no longer employed with the Department, then the request will be made through the Deputy Chief.
2.04.040  SUSPENSION FROM DUTY

There may be occasions that require immediate action be taken in order to maintain good order, efficiency and safety within the Department and the University, by suspending an employee from duty.

In an urgent situation (2.03.050) where the Chief or Deputy Chief are not available, any supervisor can send an employee home for the remainder of the shift. If this is done for disciplinary reasons, the Chief or Deputy Chief shall be verbally notified as soon as possible and a written account of the surrounding circumstances shall be made promptly.

Once the Chief or Deputy Chief has reviewed the situation and has determined that immediate suspension is in order, the Chief or Deputy Chief shall notify UAA Personnel office.

2.04.050  EQUIPMENT

Any employee suspended shall immediately return his/her UPD credentials (badge & ID), Department weapons, and UAA keys to the Chief, Deputy Chief or to the supervisor suspending the employee. Other Department issued equipment may also be required to be returned.
2.04.060 UNIFORM

Employees on suspension shall not wear any part of their UPD uniform and shall not represent themselves as a UPD officer.

2.04.070 TRANSFER

As a disciplinary or corrective action, the employee may be transferred from his/her assigned shift, days off, or duty assignment. Unless unavoidable, this should not cause another employee undue hardship by being bumped off their assigned work schedule.

2.04.080 DEMOTION

Any employee may be demoted in rank, if they do not have the skills, are unable or are unwilling to carry out the tasks that the position requires, or for other sufficient reasons as determined by the Chief.

If demoted, the employee shall either be placed in a position for which they are qualified for or if no position is available, they may be terminated.
TERMINATION

Termination is the most severe disciplinary action that can be taken by the Department or University and is dealt with very seriously. Upon termination the employee or ex-employee shall immediately return all UPD and UAA property and is no longer a member of this Department.

Some, but not all, of the offenses that may cause termination are:

- Conviction of a felony.
- Submission of resignation while criminal charges pending.
- Intentionally making a false statement, written or verbal, to supervisor or command officer regarding rules or regulations of UPD or UAA, or criminal laws; or intentionally withholding pertinent information.
- Knowingly commits any serious violation of Department or University rules, regulations or policies.
- Accepting or offering a bribe.
- Accepting any fee, gift or gratuity from an arrestee.
- Intentionally and improperly destroying or handling of evidence.
- Perjury in any court case.
- Intentionally revealing the identity of any member of any law enforcement agency or the activities or plans of any law enforcement agency, in such a manner as to interfere with or prevent such activity or plans to be freely carried out.
- Being under the influence or consuming any alcoholic beverage or unlawful drugs while on duty or in uniform, off duty, in public view.
- Being a member of any subversive organization.
- Cowardice.
- Unsatisfactory work while on employment probationary period.
2.04.100 TERMINATION PROCESS

The termination of an employee will follow those guidelines as set out in Regents’ Policy 04.07.060.

2.04.110 TERMINATION RECOURSE

Procedures for filling a grievance are outlined in the University of Alaska Grievance Handbook (September 1995) under Regents Policy 04.08.08.
2.05.010  POLICE VEHICLE DEFINED

Unless otherwise stated, Police Vehicle refers to any University of Alaska Anchorage owned vehicle assigned to the University Police Department.

Marked police vehicle is defined as a police vehicle that is painted and marked as a police vehicle with emergency red and blue lights on the exterior of the vehicle and a siren.

Unmarked police vehicle is defined as a police vehicle that has no obvious marking of the University Police Department and typically looks like a factory painted, privately owned vehicle.

2.05.020  USE of VEHICLE

University owned vehicle may only be used to conduct official University business. {AS 44.68.010}.

2.05.022  OPERATION of EMERGENCY VEHICLES

Operation of UPD vehicles shall be in compliance with all traffic laws unless exempted. Some, but not all, of the laws and regulations to keep in mind are:

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2.05.025  SEAT BELTS

All the occupants in a moving University vehicle will wear their proper seat belts, as per AS 28.05.095(a) and University Regulation 05.09.01M

2.05.030  LIMITATIONS on USAGE of VEHICLES

Non-commissioned (non-sworn) employees may not operate a patrol vehicle unless:

- a state of dire emergency exists, or
- it is required during maintenance, or
- a civilian member is specifically directed to do so through authority of their office

Officers will not escort other emergency vehicles unless special circumstances exist; i.e., driver of emergency vehicle is not familiar with the area.

2.05.040  TRAFFIC LAWS

Vehicles will be operated in a safe and prudent manner at all times. Police vehicle will be operated in compliance with all traffic laws, when not on emergency run with emergency equipment operating. (OPM 2.05.022)
2.05.050  PARKING of POLICE VEHICLES

Police vehicles should be parked in a legal manner when possible. There may be occasions when a police vehicle has to park in a location other than a marked parking space. Time of day, type of call, and weather conditions are some of the factors to take into consideration. Parking in a handicap space should be avoided if at all possible. Parked unattended police vehicles should be locked with engine off, keys removed, and transmission in park position.

Specific conditions may cause some variation in this policy; i.e. battery drain with emergency equipment operating, blowing snow with the need to have a vehicle ready to respond to emergency calls, etc.

2.05.060  PARKING at COURTHOUSE

Officers needing to park for court or prosecutor type appearances, on official police business, should park their vehicles in the parking garage. They should get a receipt for the parking fee and submit it to the Department for reimbursement.

2.05.065  PARKING with PRISONER

Officers transporting prisoners to the courthouse for such matters as a bail hearing with a Magistrate, should park in one of the parking spaces marked “Reserved” and which are indicated as prisoner transport spaces. These are on the Northwest corner of 4th Avenue and I street.
2.05.070 VEHICLE MAINTENANCE

University Police vehicles shall be properly maintained and receive regularly scheduled servicing. Vehicle operators will be responsible for the reporting of any vehicle defects, damage, or unsafe conditions.

2.05.080 CHECKING OUT A VEHICLE

Each officer is responsible for checking out a vehicle at the beginning of their shift, as per OPM 1.04.050. This includes, but is not limited to:

- lights, tires and general condition
- first aid and safety equipment
- emergency equipment
- fueling up the vehicle
- checking engine and transmission oils
- radiator level (do not remove the radiator cap when hot)

\textit{radiator level should be checked by viewing the overflow bottle}

2.05.085 FINDING CONTRABAND

Officers finding contraband while checking the vehicle will initiate a police report and place the contraband into evidence as normal. Also an on-duty supervisor should be notified as soon as practicable.
2.05.090 LOOSE EQUIPMENT in BACK SEAT

Officers should not carry any small loose items such as coat hangers, slim-jims, cables, batons, etc. in the rear passenger area at any time.

2.05.100 NON-SWORN EMPLOYEES USING VEHICLES

There may be occasions when non-sworn employees may be required to use a Department vehicle. This could be a UAA vehicle on loan to the Department or one of the old police vehicles converted to a non-emergency vehicle. The non-sworn employee will adhere to the same guidelines as sworn officers (except they will not make any police report that may be required).

2.05.105 USE of PRIVATELY OWNED VEHICLE

Privately owned vehicles should not be used for patrol functions. There may be occasions, if the Chief approves, that a privately owned vehicle may be used for surveillance or to transport officers when no other vehicle is available. Employees are reminded to check with their insurance provider regarding liability concerns.

2.05.110 FUELING VEHICLE

Officers shall fuel their patrol car at the beginning of the shift, with the fuel pump located at the Physical Plant / Maintenance Garage. (1.04.050)

If the UAA pump is unable to deliver fuel, the officer may use the nearest gas station to fuel the vehicle. The officer will pay for and retain a receipt for the fuel purchase and submit it to the Department for reimbursement.
2.05.120    CLEANING VEHICLE

Employees will clean the vehicle interior and exterior on an as needed basis. The pressure washer and vacuum at the maintenance garage should be used for this purpose. Vehicles should be maintained in a neat and clean fashion as much as possible. Approximately once per month the vehicles should be taken to a commercial car wash and have the exterior washed and waxed and the interior should be vacuumed and windows washed.

2.05.130    ALTERATIONS to VEHICLE

No alterations will be done to any Department vehicle or equipment without the approval of the Chief.

2.05.200    ACCIDENT INVOLVING DEPARTMENT VEHICLE

Any accident involving a Department vehicle will require a report. By State definition there needs to be either damage or injury to be classified as a traffic accident, otherwise it is a traffic incident. If there is damage or injury, a Traffic Accident Report, with photos and diagram, will be completed. If there is no damage or injury, then a traffic incident report, on a UPD Report Form, may be done. The driver’s supervisor will be notified and the investigation and report will be assigned to an officer not involved in the accident or incident. If no UPD officer is available, then APD will be summoned. On duty employees will not be issued traffic citations at the scene; the report will be forwarded to the Accident Review Board for any corrective and / or disciplinary action.

On UPD accidents involving serious injury or fatality; the expertise of APD’s Accident Investigation Team, may be called upon to assist with the investigation. This is at the discretion of the Chief.
2.05.205  ACCIDENT NOTIFICATION

Any accidents involving an on-duty employee will require that a supervisor be notified.

Any injury accident involving an on-duty employee, requires that the Chief be immediately notified also. The Chief will advise on urgency of additional notifications to the Vice Chancellor, Environmental Health & Safety, General Counsel, and any others.

2.05.210  ACCIDENT REVIEW BOARD

A three person Accident Review Board will be made up to review each accident involving a UPD vehicle. It will consist of three sworn personnel (at least one of which is a supervisor), and will be appointed at the discretion of the Chief or Deputy Chief. The employee involved in the accident may either attend the review and present their comments, or waive his/her right to be present. The Accident Review Board will determine the following:

1. Was there a violation of any traffic ordinance?

2. Was there a violation of University or Department policy?

3. Was the accident avoidable; if so, what measures should have been taken?


The findings and recommendations will then be forwarded to the Chief through the Deputy Chief. The Chief will consider the above findings and recommendations and then determine what action will be taken.
2.05.220  TYPES of RESPONSE CODES

There are 4 levels of response codes as follows:

*All calls are presumed to be Code 2 unless otherwise advised.*

**CODE 1:** A non priority call and may be handled at the officers convenience. An example might be a dispatch to Parking to pick up a supply of parking citations some time during the shift.

**CODE 2:** A non-emergency call that advises the officer to adhere to all traffic laws and go directly to the location dispatched. The use of emergency equipment is not authorized.

**CODE 3:** An emergency call where serious injury or death, of a person may exist. The emergency lights and siren shall be in operation while responding.

**CODE 4:** An emergency call where the use of your emergency equipment may hinder the effective performance of your duties. The use of the vehicles emergency equipment may be modified and / or intermittent. These may include such situations as; Burglary in progress, Robbery in progress, and other such situations were the officer does not want to announce his/her presence.

2.05.225  NON - SWORN CODE RESPONSES

At no time will any non - sworn employee operate a UPD vehicle, in a code 3 or code 4 mode.
2.05.230 ASSIGNING SPECIFIC RESPONSE CODE

The code an officer responds with may be assigned by dispatch or a supervisor. The dispatcher will give the most appropriate code based upon the best information available. If a supervisor or the officer has additional information and determines a different code is more appropriate, they shall advise dispatch, and modify the code. Any modification to the assigned code may be required to be justified at a later time. The ultimate decision rests with the responding officer, and he / she shall advise dispatch of any modifications to the response code.

2.05.300 VEHICLE PURSUITS

Vehicular pursuits can be one of the most dangerous situations to confront an officer. The pursuing officer has to be concerned with his/her safety, the suspect’s safety, and the safety of everybody in the vicinity of the pursuit. Also the officer has absolutely no control of the suspect’s actions. Vehicular pursuits should be avoided whenever possible. Due to the inherent dangers involved, a careful balance has to be reached between the dangers and risks of the pursuit, versus the dangers and risk of not apprehending the suspect.

Vehicle pursuits will only be authorized in the case of a serious felony with the possibility of a life threatening situation. Keep in mind the dangers of pursuing versus not pursuing. The pursuit may be terminated by the pursuing officer or any superior officer.
2.05.310 VEHICLE PURSUIT PROCEDURE

If the offense meets the life threatening, serious felony, criteria mentioned in OPM 2.05.300, and the officer initiates a pursuit, the officer shall:

- Activate emergency lights and siren.
- Immediately notify dispatch of the pursuit.
- Advise the nature of the offense.
- Give a description of the vehicle and suspect(s).
- Advise location, direction of travel, speed, and driving conditions, and regularly update this information.
- Be constantly aware of OPM 2.05.022 and due regard.
- Terminate the pursuit if the risks become too great.
- Terminate the pursuit if advised by a superior officer.
- Draw report case numbers and write a police report, regardless of whether or not the suspect was apprehended.

The dispatcher, upon being advised of the pursuit, will immediately notify APD and/or AST of the pursuit and keep them appraised. The dispatcher will also attempt to make a superior officer aware, as soon as possible.
2.05.320 VEHICLE PURSUIT DEFINED

For the purpose of this manual a vehicle pursuit is:

When a police officer in a police vehicle, using the proper emergency lights and siren, attempts to stop another vehicle; and that other vehicle, being aware of the police officer and police vehicle, is obviously attempting to elude the officer. This usually involves excessive speed and a disregard of safety and/or traffic control devices, by the fleeing party.

A vehicle that fails to stop for the police vehicle but is obeying all traffic speeds and control devices does not fit the definition of a pursuit, for the purposes of this manual. Nor does a vehicle traveling at a high rate of speed that is not aware of the police vehicle fit this definition.

2.05.330 OTHER AGENCY PURSUITS

UPD Officers will not join in a pursuit initiated by another agency unless specifically requested by that agency to assist. If assistance is requested by the other agency, UPD may render assistance. If assistance is provided, the Officer must still adhere to OPM 2.05.300 & OPM 2.05.310.
2.05.340 ROADBLOCK TYPES

Roadblocks fall into two (2) categories as follows:

1. Perimeter - used to set up a boundary within which you are trying to contain a subject. Usually used when a search is being conducted to contain the suspect to a confined area.

2. Roadblock - the actual obstruction of a roadway to divert or stop traffic flow. May be used for several different situation, such as; parade control, major traffic accident, restricting the roadway due to a fleeing felony suspect, etc.

2.05.350 ROADBLOCK PROCEDURE

Scheduled roadblocks will be planned and approved of by the Chief or Deputy Chief.

Unscheduled roadblocks should be approved by the on duty supervisor if available.

Roadblocks that are set up to stop a fleeing vehicle should be conducted very carefully. If possible roadblocks should not completely block all avenues of travel, but should direct or divert vehicle to a safer point for apprehension. If a roadblock is set up to completely block any escape route and which would likely cause a collision with the fleeing vehicle, then the “use of force” section of this OPM will be followed.
2.05.360 RAMMING

Ramming of vehicles may be considered, the use of deadly force, and as such, will be addressed in the “use of force” section of this OPM.
2.06.010 PURPOSE

To advise all personnel of the approved items of defensive equipment, and their proper use and maintenance, in order that employees be able to use and maintain their weapons properly and effectively.

2.06.020 DEFINITIONS

ARMORER: A sworn officer, appointed by the Chief, whose combination of education, training and experience in firearms qualifies him or her to make recommendations on, and enforce decisions about, Department firearms.

RANGE OFFICER: Any sworn officer appointed by the Chief to instruct in the use of firearms.

MAJOR BRANDS: As used in this procedure for ammunition identification, major brands are:

Federal	Winchester	Remington
Hornaday	CCI

PRIMARY WEAPON: The primary weapon of a University of Alaska Anchorage Police Officer is the approved handgun which, when worn on duty, can act as the officers’ sole firearm.
SECONDARY WEAPON: A secondary weapon of a University of Alaska Anchorage Police Officer is any approved handgun, other than the primary weapon. Secondary weapons are always concealed, and can be used only as a secondary weapon while on duty.

APPROVED WEAPON: All weapons used on duty must be approved of by the Chief. Weapons not approved by the Chief are prohibited from being carried.

UNDER COLOR of AUTHORITY: Any act performed or privilege invoked as a peace officer, regardless of location or duty status. This includes events or situations which would reasonably contemplate the invoking of police powers or duty.

STRAIGHT BATON: Normally made of a hardwood, aluminum, or polycarbonate material and measuring approximately 1 1/2 inches in diameter and 18 to 26 inches long.

EXPANDABLE (ASP) BATON: Commonly referred to as the ASP Baton, it is an extendible baton that can be extended, and locked extended, with one hand, by arm and / or wrist movement. It is normally constructed of lightweight metal and measurements varies from approximately 6 to 10 inches when collapsed to approximately 16 to 26 inches when extended.
PR24 (SIDE HANDLE) BATON: Measures 24 inches long with a perpendicular handle approximately 7 inches long, about 6 inches from one end. The baton diameter is usually 1 1/4 inches, weighing 24 ounces, and made of polycarbonate plastic construction.

EXPANDABLE SIDE HANDLE BATON: A hybrid baton that combines the perpendicular side handle of the PR24 with the expanding shaft of the ASP.

2.06.040 DISCUSSION

The “Use of Force Procedure” (2.07.xxx) recognizes that force can be applied with or without a weapon, and that nearly any object can be construed as a weapon depending on its application and attendant circumstance.

That procedure, with its associated laws, governs any use of force by employees of the Department.

This procedure, however, is more specialized. It discusses only those items authorized by the Department to be carried by its members as defensive equipment.

The two are companion procedures.

This section covers many weapons and could be misconstrued as excessive armament. However, each weapon complements different situations. Knowing when and how to use each weapon and the proper maintenance of the weapons, is the goal of the Department training programs and this procedure.
2.06.050 WEAPONS in GENERAL

Any weapon that is carried by a sworn officer, under color of authority, shall be governed by both this procedure and the Use of Force procedure.

Whenever an employee operates a police vehicle, regardless of intent or duty status, it can be reasonably contemplated that police action may arise. As such, the employee is required to have and be qualified with a firearm when operating a police vehicle.

Recreational activities that involve firearms, such as hunting, target shooting, etc., can normally be done without contemplating police action and therefore those weapons do not fall under the scope of this procedure. Use of any such weapon requires that the employee act as a private citizen, and abide by all applicable laws.

2.06.060 QUALIFICATION STANDARDS

Standards for weapon qualifications for all sworn officers will be recommended by the Armorer or appropriate certified instructor, and established by approval from the Chief of Police.

Qualification standards and course may vary. This may be due to the course style taught, method, type of range used, and/or the time of year.
2.06.070 QUALIFICATION

Employees shall qualify with any firearms they carry in the line of duty, before being authorized to carry such weapon. This includes, but is not limited to, the primary weapon, secondary weapon and shotgun. Carrying of a handgun under color of authority is an employment requirement for police officers. Therefore, police officers must qualify with their primary duty weapon or they shall be terminated.

Officers shall qualify at time of employment and re-qualify once per year. Officers failing to re-qualify will be given remedial firearms training and given four (4) weeks to meet the qualification standards. Obviously, these time frames may need to be adjusted in such cases as injuries, leaves, etc., and may be adjusted with the approval of the Chief.

Due to liability issues, an employee that is unable to meet the above requirements due to extenuating circumstances may be suspended, put on limited duty status, or other restrictive action, until they can qualify or are terminated.

2.06.080 HANDGUN QUALIFICATION

The Department Armorer shall make recommendations to the Chief for the handgun qualification course and requirements. The Chief will then review the recommendations and if approved, the course will be scheduled and all officers will be required to meet the qualifications as set forth.

Recruit officers who are unable to meet the handgun qualifications during their initial training will be terminated.
2.06.090  SHOTGUN QUALIFICATION

The Department Armorer shall make recommendations to the Chief for the shotgun qualification course and requirements. The Chief will then review the recommendations and, if approved, the course will be scheduled and all officers will be required to meet the qualifications as set forth.

Recruit officers who are unable to meet the shotgun qualification requirement during their initial training will be terminated.

2.06.100  PERSONALLY OWNED FIREARMS

Sworn personnel may use their own firearms if they conform to the specifications listed in sections of this procedure. The firearm must also be approved by the Armorer & the Chief and the officer must qualify with it prior to its use, under color of authority.

2.06.110  ALTERATION of DUTY FIREARM

No alterations or adjustments (other than sight adjustment) shall be made to any firearm to be used under color of authority without inspection and approval by the Department Armorer or Firearms Instructor. Anyone contemplating alterations should contact one of the above for a list of approved firearms modifications, and an initial approval for the alteration.
2.06.120 OTHER WEAPONS

Weapons not specifically covered by this procedure shall not be carried or used under color of authority.

For the purpose of this procedure, knives are regarded as tools or utility devises, and not as a weapon. It is recognized, however, that any tool, including a knife, might be used as a weapon. In such cases, the appropriate Alaska Statutes and the Departments Use of Force procedures (OPM 2.07._.__) would apply.

2.06.130 HANDLING of FIREARMS

Employees shall not carelessly handle a firearm at any time.

2.06.140 UNHOLSTERING FIREARM WITHIN POLICE BUILDING

Employees in the police building may clean, repair, display, load or unload firearms only in areas approved for such use. This restriction shall not apply to the handguns of sworn personnel when an inspection is ordered by a superior officer. Rifles, shotguns, or other weapons which have been removed from arms lockers for a temporary police purpose shall be unloaded and cleared before being returned to the arms locker.

2.06.150 STORING of FIREARMS

Employees shall store firearms within the police building only in those locations listed by the Firearms Instructor as approved for that purpose.
2.06.160  LOST or STOLEN DEPARTMENT FIREARM

Sworn personnel shall file a report with the Chief of Police, or his designee, in the case of a lost or stolen Department Firearm. This report shall immediately be submitted in writing and set forth all the facts surrounding the loss or theft.

2.06.170  AUTHORITY of RANGE OFFICER

All employees shall follow the orders and directives of any range officer, regardless of respective rank, while in the firearms training environment.

2.06.180  NUMBER and DISPLAY of HANDGUNS

All handguns carried on duty shall be approved of by the Firearms Instructor and the officer must have qualified with said weapon. Uniformed personnel may carry only one displayed handgun while on duty. That handgun shall be in an approved holster and visible to the public. Non-uniformed personnel may carry their weapon concealed. Any handgun covered by this procedure shall be secured to the officer’s person, in a holster approved by the Firearms Instructor, with the retention devise engaged.

2.06.190  MECHANICAL DEFICIENCIES

Any weapon with known or suspected mechanical deficiencies shall be immediately removed from service. It shall be reported as soon as practical to the Armorer, who will take the appropriate action.
2.06.200  CARRYING WEAPONS OFF-DUTY
Sworn officers are authorized to carry firearms off duty, within the State of Alaska.

2.06.210  CARRYING WEAPONS on AIRCRAFT
Sworn officers shall follow all Federal Aviation Administration regulations concerning carrying of firearms on a commercial aircraft, and will seek proper authorization if a weapon is necessary to ensure the successful completion of a police assignment.

2.06.220  CARRYING WEAPONS in AIRPORT
Sworn officers, in the performance of their duty, that carry a weapon in an airport, shall conform to all laws, procedures and regulations of that airport and will follow all instructions and commands of the personnel that enforce those laws, regulations and procedures.

2.06.230  CARRYING WEAPONS in INSTITUTIONS
Sworn officers shall adhere to the regulations of institutions, including hospitals and correctional facilities, concerning the carrying of firearms on their grounds.
2.06.240  CARRYING WEAPONS in COURT

Officers must comply with court procedures regarding on-duty / off-duty and in uniform or civilian attire. Normally, Federal Courts prohibit weapons and provide secure storage in the U. S. Marshall’s Office.

2.06.250  APPROVAL and AUTHORIZATION of WEAPONS

The Chief of Police has the ultimate authority in approving or rescinding approval on makes, models, and types of weapons allowed to be used by employees under color of authority. This approval can be specific to an individual, a unit, or it may be Department wide.

2.06.260  HANDGUN STORAGE

Handguns shall be secured when stored for any duration. Specifically prohibited is storage in any unlocked area of a vehicle, or any area of a vehicle, locked or unlocked, that is visible to the public. Handguns shall not be left unattended on office furniture for any duration.
2.06.270 REVOLVERS

Revolvers are not authorized for use by the Department as of this date.

If authorized in the future, as a secondary weapon, they shall be chambered for .38 Special or .357 Magnum and shall be double action. They shall have a barrel length of two (2) to four (4) inches. A list of model numbers shall be maintained by the Firearms Instructor.

The only authorized revolver ammunition shall be Department issue .38 Special or .357 Magnum

2.06.280 SEMI-AUTOMATIC PISTOLS as PRIMARY WEAPON

The only authorized primary duty weapon is a Glock semi-auto pistol using authorized factory loaded 40 caliber ammunition.

2.06.290 SEMI-AUTOMATIC PISTOLS as SECONDARY WEAPON

A semi-automatic pistol used as a secondary weapon shall meet all the same criteria as required for the primary weapon with the exception of make, model and caliber. The authorized semi-automatic ammunition is as follows:

- .40 S&W Major brand - Jacketed Hollow Point only
- .45 ACP Major brand
- 9 mm Major brand

Secondary weapons are not authorized as of this date.
2.06.300  SHOTGUN

The only authorized shotgun is a Remington Model 870 equipped with rifle sights.

Shotgun shall be zeroed to a point of aim/point of impact at 75 yards. Any sight adjustment will by done by the Armorer or range officer.

2.06.310  SHOTGUN AMMUNITION

Only the following ammunition is authorized for use with the shotgun:

a. Any ammunition issued for duty by the Department.

b. Buckshot, in a 9 pellet load, by Federal, Winchester or Remington.

c. Rifled slugs manufactured by Remington, Winchester, Federal or Brenneke in a 1 or 1 1/4 ounce projectile load.
2.06.315 USE of RIFLED SLUG

Rifled slugs may be used instead of buckshot in the following situations:

a. Selective accuracy is required.

b. Penetration is required to engage a target.

c. Dispatching a large animal.

d. Target range is beyond the effective range of buckshot.

e. In the officers judgment, for the circumstances present at the time, the use of rifled slug would add to their safety, or the safety of the public.

2.06.320 LOAD CONFIGURATION of SHOTGUN

Shotgun magazines shall be fully loaded with only buckshot ammunition and the chamber shall be empty. The hammer shall be down and the safety in the “on safe” position. Officers qualified in rifled slugs may have that ammunition available, but not in the weapon, unless one of the situations as outline in OPM 2.06.310 exists. Slugs and buckshot shall not be mixed in the shotgun magazine.

2.06.330 SHOTGUN STORAGE

At no time will a shotgun be carried, unsecured, in the passenger compartment of an unattended police vehicle. Shotguns shall be secured in the police vehicle’s electric shotgun lock mechanism, if the vehicle is so equipped, or in a padded shotgun case and placed in the vehicle trunk.
2.06.400 APPROVED BATONS

There are 4 type of Batons that are authorized by the Department. They are as follows:

1. **Straight Baton** - measures 26 inches long, 1.1/4 inches in diameter, weighing 14 to 18 ounces and made of wood or high impact plastic.

2. **Side Handle Baton** - measures 24 inches long with a perpendicular handle approximately 7 inches long, about 6 inches from one end. The batons diameter is 1.1/4 inches, weighing 24 ounces, and made of polycarbonate plastic construction.

3. **Asp Baton** - is an extendible baton that can be extended, and locked extended, with one hand, by arm and / or wrist movement. It is normally constructed of light weight metal and measurements varies from approximately 6 to 10 inches when collapsed to approximately 16 to 26 inches when extended.

4. **Extendible Side Handle Baton** - is a hybrid baton that combines the perpendicular side handle of the PR24 with the extending body of the ASP.

*Measurements given in this section (2.06.400) may vary with different manufactures.*

2.06.410 BATON AUTHORIZATION

To carry any of the 4 authorized batons mention in 2.06.400, the sworn employee must have successfully completed and passed a qualification course established by the Department and an appropriately certified instructor, and has been approved of by the Chief of Police.
2.06.420  USE of the BATON

The baton shall be regarded as an intermediary weapon between the use of bare hands and a firearm and employed as an extension of one’s arm. Use of the baton shall conform to the following:

a. In all instances, in compliance with the Use of Force policy (2.07.xxx) and laws regarding use of force. Specifically, the baton may only be used when there is a reasonable belief that:

   (1) It is necessary to protect oneself or another from injury; or

   (2) It is necessary to overcome resistance to an arrest or to prevent the escape of a person who has committed a crime.

2.06.500  OLEORESIN CAPSICUM (OC) SPRAY

OC Spray, also referred to as Pepper Spray, that has been authorized by the Department, may be carried by those offices that have had Department approved training in the use of OC spray.

2.06.510  OC SPRAY TREATMENT

The treatment of anybody that has been exposed to the OC spray is of vital importance. Treatment shall include rinsing the face and hands of the exposed person, with water, as soon as possible. This may be done at any convenient location.
2.06.600     TASER

The Taser International M26 Taser is authorized for deployment in threatening, combative, or aggressive resistance situations. It may also be used to stop the actions of a suicidal subject. Only trained and qualified police personnel will be authorized to use the M26 Taser and it shall be used in a manner consistent with the established M26 Taser training program.

2.06.610     TASER VERBAL WARNING

A. BACKGROUND – The 9th Circuit Court held in Deorle vs. Rutherford that officers shall give a verbal warning, if feasible, before using force that may cause serious physical injury. Extremely important, if officers do not have sufficient justification for not giving the warning before using less-lethal force, the court has held that this force will be considered excessive and may subject officers to criminal and civil liability.

B. POLICY – An officer shall give verbal warning, when feasible, in situations that require the use of the M26 Taser to control an individual. The warning should be similar to; “Drop the (weapon)” or “Stop (action)” the followed by “or the Taser will be used and you may be seriously injured”. If the officer has already been attacked and must respond to the suspect’s immediate actions or the suspect is actively attacking a third person, the warning is not considered feasible, and is not required. Additionally, if a tactical plan requires the element of surprise in order to stabilize the situation, a warning will not need to be given.
C. PROCEDURES – The use of force warning, or why it was not given, must be documented. The officer giving the warning and what is said shall be documented in a police report. If no warning was given, an explanation shall be documented articulating why it was not feasible to do so. Simply stating that the “element of surprise was needed” or “for officer safety” reasons will not satisfy this requirement. The explanation must describe in detail why the element of surprise, or officer safety considerations, or any other applicable reason, caused the officer(s) not to provide the warning.

2.06.620 TASER PROCEDURE

The M26 Taser may be deployed in various ways. The two primary means by which the M26 Taser is used is either by firing the probes, or using the M26 Taser in a “touch” or “drive stun” mode. Both means are authorized for use.

The following procedures shall be followed when the M26 Taser probes are fired at an individual.

- Whenever possible, officer shall give a verbal warning to the subject prior to use.
- The officer will arm and aim the M26 Taser according to the established training program.
- Officer should avoid firing the probes at the face of an individual.
- Officers may use subsequent exposures if the subject continues to physically resist and does not comply with instructions.
- The M26 Taser may be used to stop the actions of a suicidal subject.
- Officer may remove the probes from subjects except from sensitive areas of the body such as the face, eyes, throat, groin, or a female’s breast. If impact is made to a sensitive area, the subject will be transported to a hospital and qualified medical personnel will remove the probe(s).
• Any use of the M26 Taser against a person will be documented in a police report.
• The probes, wires, cartridge case, and a sample collection of AFIDS will be seized as evidence. The probes will be treated as biohazard evidence.
• The M26 Taser should not be used against anyone exposed to OC spray, flammable fluids, or against anyone who could fall from a high place.

2.06.630 TASER DEPLOYMENT and MANAGEMENT

The M26 Taser will be checked out at the beginning of the officers shift and then returned at the end of the shift to be stored indoors when not in use.

A supervisor will be assigned to manage the Tasers, Dataport statistics, and batteries. A log book of Dataport statistics and sign-out sheets will be maintained.

• The effectiveness of the M26 Taser is dependant on it’s battery condition and when batteries get cold their capacity is greatly reduced. Batteries should be charged at least every two (2) weeks.

• Officers, when checking out a Taser, should perform a function test on the M26 Taser at the beginning of their shift.

• Any malfunctions or performance concern with the Taser will be brought to the attention of the Taser supervisor.

• The M26 Taser shall be carried in the original black plastic Taser hand caring case in the patrol car during the shift. It will be deployed as appropriate for the situation and then returned to the carrying case.

• Officers will be issued a quick-connect clip for their regular duty belt. This will allow them to quickly attach the Taser holster to their duty belt.
• Officer may warn subject prior to deployment of the M26 Taser by performing a “spark demonstration”.

• A hardcopy of each M26 Taser shall be printed out monthly and maintained in a log book.
USE OF FORCE
PART 2 - CHAPTER 7

2.07.010 USE of FORCE

The minimum justifiable force may be used to the extent that is required to achieve a legal police goal. Only the minimum force required to accomplish this goal is authorized. Excessive force shall not be used.

The mere fact that a specific level of force is authorized does not mandate its use. Officers are encouraged to avoid physical confrontations if other means are available.

This does not mean that an officer is expected to retreat from a situation, but should consider other options that may be available. If practical, it may be more advantageous to disengage from a particular situation, then re-engage when the environment is more favorable, as in, backup units have arrived.

2.07.020 REFERENCES

Some, but not all, of the statutes to keep in mind as references regarding Use of Force issues are:

AS 11.81.330  AS 11.81.335
AS 11.81.340  AS 11.81.350
AS 11.81.370  AS 11.81.400
AS 11.81.900  AS 12.25.070
2.07.030 LEVELS of FORCE

The level of force used by an officer may vary depending on the particular circumstances present at the time. The force used can range from a simple verbal command, to the use of deadly force.

Some of the terminology used in this OPM are:

**Officer Presence** - The mere sight of an officer in uniform is sufficient to cause compliance.

**Verbal Command** - Verbal commands result in the compliance wanted without any physical contact.

**Soft Empty Hand or Passive Force** - Physical contact without any use of tools. This may range from a simple guiding type grasp to the use of pressure point / pain compliance.

**Hard Empty Hand** - May involve strike movement and / or restraint type holds.

**Taser** – M26 Advance Taser

**Chemical use** - OC spray.

**Intermediate Force** - Force using defensive type tools (Nightstick, Side-arm Baton, Handcuffs, etc.)

**ALL THE ABOVE ARE NON - DEADLY FORCE**

**Deadly Force** - Force that may likely cause death or serious physical injury; as described in OPM 2.07.035 and AS 11.81.900(B)(12)
2.07.035 TYPES of FORCE DEFINED

Non-Deadly Force
  “Force other than Deadly Force” {AS 11.81.900 (B)(32)}

Deadly Force
  “Force that the person uses with the intent of causing, or uses under circumstances that a person reasonably knows creates a substantial risk of causing death or serious physical injury. Deadly Force includes intentionally discharging or pointing a firearm in the direction of another person or in the direction in which another person is believed to be and intentionally placing another person in fear of imminent serious physical injury by means of a dangerous instrument”. {AS 11.81.900 (b)(12)}

2.07.036 OTHER DEFINITIONS

Dangerous Instrument - any deadly weapon or anything that, under the circumstances in which it is used, attempted to be used, or threatened to be used, is capable of causing death or serious physical injury. {AS 11.81.900 (b)(11)}

Deadly Weapon - any firearm, or anything designed for and capable of causing death or serious physical injury, including a knife, an ax, a club, metal knuckles, or an explosive. {AS 11.81.900 (b)(13)}

Felony - a crime for which a sentence of imprisonment for a term of more than one year is authorized. {AS 11.81.900 (b)(19)}
Force - any bodily impact, restraint, or confinement or threat of imminent bodily impact, restraint, or confinement. “Force” is defined as either deadly or non-deadly force. {AS 11.81.900 (b)(22)}

Physical Injury - a physical pain or an impairment of physical condition. {AS 11.81.900 (b)(40)}

Serious Physical Injury - (A) physical injury caused by an act performed under circumstances that create a substantial risk of death; - or - (B) physical injury that causes serious and protracted disfigurement, protracted impairment of health, protracted loss or impairment of the function of a body member or organ, or that unlawfully terminates a pregnancy. {AS 11.81.900 (b)(50)}

2.07.040 JUSTIFICATION for the USE of FORCE

Justification for the use of force is limited to what reasonably appears to be the facts, known or perceived, by the officer at the time. Facts unknown by the officer at the time, no matter how compelling in retrospect, can not subsequently be used for justification.
2.07.050 USE of NON-DEADLY FORCE

Non-deadly force is used to control a person in the following situations:

Non-threatening, passive or defensive resistance.
If verbal commands do not resolve the resistance, then
the officer may have to resort to “soft empty handed”
physical controls. The officer needs to be aware that with
some persons, the mere physical contact may very well
escalate the situation.

Threatening, combative, or aggressive resistance.
If an officer is confronted with this type of resistance and
there is imminent danger of injury or incapacitation, then
“hard empty hand” controls and/or the use of M26 Taser,
OC spray, baton, handcuffs, or similar items, are
authorized, when used with the authorized technique.

The frontal neck hold shall not be used unless a deadly force situation is
present, nor shall a person be struck in the head intentionally. Only that
force necessary to achieve a legal police goal shall be used. Any injuries
requiring medical attention shall be treated as soon as possible at a
medical facility, if necessary.
2.07.060 USE of DEADLY FORCE

The use of Deadly Force may be used by an officer, acting under the color of their authority, only when:

(1) The officer reasonably believes it necessary to make an arrest or terminate an escape or attempted escape from custody of a person the officer reasonably believes either:
   (a) Has committed, or attempted to commit, a felony which involves the use of force against a person and may otherwise endanger life or inflict serious physical injury unless arrested without delay;

(2) The officer reasonably believes it necessary to defend him/herself from death or serious physical injury.

(3) The officer reasonably believes it necessary to defend a third party when that third party reasonably appears to be facing death or serious physical injury.

(4) To kill an animal, for humanitarian reasons, to end the pain and suffering resulting from a severe injury.
2.07.070 USE of FIREARM

Any time a firearm is drawn by an officer, under color of authority, it shall be with the officers full understanding that all of the requirements for the use of deadly force have been meet. (State laws and OPM 2.07.060). A firearm shall only be used as a tool of deadly force.

2.07.075 WARNING SHOTS

Warning shots shall not be fired and are strictly forbidden by this Department.

2.07.080 DOCUMENTATION REQUIRED - FIREARM

Officers shall do a written report whenever any of the following occurs;

(A) An officer draws a firearm, under color of authority, and displays it to an individual.

(B) An officers service weapon is discharged, regardless of whether it was intentional or accidental. *(This does not apply during authorized weapons training or when used for off duty target and/or recreational shooting).*

(C) Service weapon is lost, stolen or damaged.
2.07.090  NECKHOLDS

Authorized neck-holds (vascular restraint) shall only be used to overcome the aggressive resistance of violent and combative persons. Only neck-holds that have been authorized, and the officer has been trained in, shall be used. Frontal neck holds (C clamp) shall not be used unless a deadly force type situation is present.

Keeping in mind that neck-holds have the potential of being lethal, they shall only be used in the authorized manner with aggressively resistant or violent subjects.

2.07.100  DOCUMENTING THE USE OF FORCE

All use of force (except the most passive, nonresistant, soft empty handed force) shall be documented in a written UPD police report, giving complete details of the event.

2.07.110  INJURIES AS A RESULT OF FORCE

Any injuries received by the officer or subject as a result of the use of force shall be documented and treated as soon as practical. Dispatch and a supervisor shall be notified at the earliest convenience, after the situation has stabilized.
2.07.120 ACTION TAKEN WHEN DEADLY FORCE USED

The use of deadly force in the line of duty is very serious and traumatic to all persons involved. There are several actions that will need to be taken following the use of deadly force in the line of duty, where there is an injury or death.

Some of these are:

- Immediate notification of Dispatch, who will notify the Chief.
- APD will be called and the investigation will be turned over to them. (2.07.150)
- As part of the investigation, the officer’s weapon (if used) will be turned over to the investigating unit.
- The officer(s) that used the deadly force will be required to take the next 3 days off. If any of these days are scheduled work days, they will be leave with pay. (2.07.130)
- The Chief will impanel a review board consisting of UAA, UPD, and, at his discretion, person(s) from other agencies. (2.07.140)
- Psychological evaluation may be required prior to returning to full duty status.
2.07.130 REQUIRED LEAVE AFTER DEADLY FORCE USED

Due to the serious nature and the traumatic shock that one goes through when involved in a situation resulting the use of deadly force, some special measures have to be taken.

In all cases where deadly force was used, and injury or death occurred, the officer that used such force will be required to take the next 3 days off, (not necessarily work days). If any of these 3 days are work days, they will be leave with pay.

After the mandatory 3 days off, the officer may return to work. At the discretion of the Chief, this may be full duty or light duty.

Further counseling and/or evaluation may be required as needed.

2.07.140 DEADLY FORCE REVIEW BOARD

In cases involving the use of deadly force, which causes injury or death of another person, the Chief will impanel a Force Review Board.

The review board will be made up of 5 people consisting of:
   2 UPD sworn employees
   2 UAA employees
   1 other person (possible APD or AST)

The force review board will only determine if the officer used good judgment and whether the officer conformed to the OPM. Any criminal reviews will be handled by the District Attorneys Office. The finding of the review board and any recommendations will be forwarded to the Chief.
2.07.150 USE OF DEADLY FORCE CASES MAY BE HANDLED BY APD

Due to UPD’s limited manpower and APD’s expertise and resources, cases involving the actual use of deadly force should may be turned over to the Anchorage Police Department for investigation.
UNIFORMS AND APPEARANCE
PART 2 - CHAPTER 8

2.08.010 UNIFORM ISSUE

UPD shall supply sworn employees with standard uniforms and equipment necessary to perform their assigned duties (2.08.050). All issued equipment remains the property of the Department and UAA and shall be returned when employment ceases.

2.08.020 UNIFORM for SERGEANTS, DETECTIVE, and PATROLMAN

All officers, working their regular duty assignment, shall wear their approved uniform. The Detective’s primary attire will be a uniform but he/she may have the need to wear a coat and tie occasionally. Uniforms shall not be worn off duty except traveling directly between home and work. Briefly stopping for gas, coffee or food to go, etc. may be allowed, but any other shopping in uniform shall not be done.

2.08.030 UNIFORM for CHIEF and DEPUTY CHIEF

The Chief and Deputy Chief may wear either the approved uniform or a suit or sports jacket and slacks type civilian attire.

2.08.040 UNIFORM for NON-SWORN PERSONNEL

Non-sworn employees are not required or issued a uniform. Non-sworn employees shall wear neat and clean casual clothing.
The below listed equipment shall be supplied to all sworn personnel upon employment, or as soon as possible:

2 Shirts - long sleeve
2 Shirts - short sleeve
2 Pants
1 Coat / Jacket
10 Shoulder Patches (for above shirts & coat)
1 Hat - police style (ball cap style is optional)
2 ID cards (UPD & UAA)
1 Breast Badge (metal)
1 Breast Badge patch (cloth)
1 Tie - clip on
1 Name Tag
1 Ballistic Vest
1 Duty Equipment Belt
1 Semi Automatic Pistol - Glock .40 caliber
1 Holster for Pistol
2 Extra Magazines for Pistol
1 Holster for Magazines
1 Handcuffs, Key and Handcuff Holster
1 OC Spray and Holder
3 Belt Keepers
1 Electronic Key Card for APD Building
1 Set of Keys for UAA Buildings and Facilities
1 Set of Keys for Police Vehicles
1 Key Holder for Duty Belt
1 Portable Police Radio, Radio Holster and Charger

Other Equipment as deemed necessary by the Chief

After the first year, sworn employees may be issued an additional one each of: long sleeve shirt, short sleeve shirt, pants.
2.08.060 UNIFORM SPECIFICATIONS

Uniform specifications shall conform to the UPD issued equipment (2.08.050).

- **Pants** - Navy Blue
- **Belt** - Black plain buckle or Velcro
- **Duty Belt** - Black nylon or leather.
- **Shirts** - Navy Blue with UPD patch on each shoulder. Patches will be centered on both sleeves of shirts and jackets, with 1 inch space between the patch and shoulder seam. Short sleeves are to be worn with collar unbuttoned. Long sleeves are to be worn either with collar buttoned and a black clip-on tie; or unbuttoned with a black or navy blue turtle neck or dickie.
- **Tie** - Black clip on. Worn only with long sleeve shirt.
- **Shoes or Boots** - Black plain toe with heel no higher than 1 and 1/4 inch. No attached taps or cleats, except removable ice cleats during winter months may be worn.
- **Socks** - Black or dark blue when wearing shoes. Any color when wearing boots and socks are not visible.
- **Name Tag** - Either issued name tag or embroidered name with 3/8 inch upper case block letters with gold thread, worn on the outer garment. Centered over the right breast pocket with 1/2 inch space between name tag or embroidered letters and the top of pocket flap.
- **Belt and Leather Gear** - All leather gear shall be black, clean, polished and serviceable.
- **T-Shirt** - If visible must be navy blue, or black.
- **Ballistic Vest** - Worn under the shirt or in an approved optional (employee purchased) outer vest shell.
- **Optional Outer Vest Shell** - Black cloth material.
- **Turtle neck or Dickie** – Navy blue or black.

The Chief may authorize additional cold weather gear during severe winter conditions. Special purpose uniforms such as bicycle and utility uniforms may be authorized by the Chief.
2.08.070 APPEARANCE STANDARDS

Uniformed employees shall look neat and clean with uniforms and equipment in serviceable condition.

Sworn Employees
- Hair shall be neat and clean.
- Hair must not interfere with the use of using a gas mask or summer hat; it must not interfere with rendering of first aid, including CPR.
- Wigs and Hairpieces shall comply with the same rules as natural hair.
- Hair may be worn “up” (bun, etc.) to comply with the below requirements.

Males
- Hair shall not be lower than the eyebrows in front and no longer than the uniform shirt collar in back.
- Hair may be dyed but must be a standard hair color.
- Sideburns shall not extend below the bottom of the earlobe and be no wider than 1 and 1/2 inches.
- Mustaches shall not extend below the lower lip and no further than 1/2 inch past the corners of the mouth.
- Beards are not allowed to be worn by sworn employees.
- Earrings are not allowed to be worn by sworn male employees.

Females
- Hair shall not be lower than the eyebrows in front and no longer than the top of the shoulders in back.
- Hair may be dyed but must be a standard hair color.
- Makeup shall be worn conservatively with no brilliant colors.
- Earrings may be worn if they are of a stud type and no part of it is dangling.
2.08.080  UNIFORM MAINTENANCE

Uniforms shall be cleaned and maintained by the employee. Uniforms and other issued equipment shall be repaired or replaced by the Department, when it becomes unserviceable.

2.08.090  ADDITIONAL EQUIPMENT

Any additional equipment that is not issue equipment must be approved by the Chief.

2.08.100  ALTERATIONS TO EQUIPMENT

Any alterations to UPD equipment must have prior approval of the Chief.

2.08.110  SUNGLASSES

Mirrored or reflective type sunglasses will not be worn on duty. Frames shall be of a conservative type.
2.08.120 COURT APPEARANCE

Employees appearing in court as a representative of UPD shall wear clothing that is neat and clean. Sworn employees shall wear either their uniform or coat, slacks and tie. Women may also wear a conservative pant suit or “appropriate” dress.

(“Appropriate” would be compatible with clothing worn by a banker, conservative executive secretary, attorney, TV news caster, etc.).

If court is a personal issue, employees may not wear any marking of UPD.

2.08.130 VARIATIONS to UNIFORM REQUIREMENT

Uniform and appearance requirements may vary due to job assignment, at the discretion of the Chief

2.08.140 OFF DUTY CLOTHING

No part of the UPD uniform will be worn off duty in the public view. This does not apply when traveling directly to or from a UPD activity. (2.08.020)
PRESS and NEWS RELEASES
PART 2 - CHAPTER 9

2.09.010 PRESS RELEASES

It is very important to maintain a good working relationship with the news media, but the actual releasing of information has to be done accurately and carefully.

Only the Chief, Deputy Chief or his designee, shall make a written or verbal “news release” to the media. Any news release shall also be forwarded to the Vice Chancellors office as soon as possible.

This does not prevent an officer from talking to the media. The officer may release very minimal and minor general information, but should avoid specifics. The media personnel should be directed to the Chief or Deputy Chief for detailed informational releases of a case.

2.09.020 JUVENILE INFORMATION

Employees shall not release any names of juveniles involved in a criminal case to the media or public. This may only be released through the Chief or Deputy Chief and has several legal restrictions.

2.09.030 SEXUAL ASSAULT VICTIMS

Employees shall not release any names of victims involved in a sexual assault case to the media or public. This may only be released through the Chief or Deputy Chief and has some legal restrictions.
2.09.040  POLICE BLOTTER RELEASES

Dispatch shall maintain an ongoing log of UPD activity. A police blotter of all calls for service shall be produced on a daily and weekly basis. The weekly blotter may be made available as follows:

- Upon written request, a copy of the UPD blotter may be made available to the UAA Student Newspaper (Northern Light).

- Upon written request, a copy of the UPD blotter may be made available to the University of Alaska Anchorage, Campus Radio Station (KRUA).

- A copy shall be provided to the UAA office of University Relations.

- A copy shall be provided to the UAA office of Dean of Students.

- Any member of the public may view an edited blotter upon request.

The dispatch supervisor shall maintain the police blotters as follows:

- Weekly blotter shall be maintained in a printed file for one year.

- Daily blotters shall be maintained indefinitely and follow the same procedure as archiving of UPD case reports.
2.09.050  DEMEANOR

Employees should always present themselves in a polite, responsive, truthful and direct manner. Conjecture, personal opinions and rudeness shall be avoided.

Derogatory terms and phrases or words that project an unprofessional image for the Department and/or University shall be avoided. Employees shall not cast a doubt as to the ability of the Department to conduct an unbiased investigation.

2.09.060  SENSITIVE INFORMATION

Employees shall refrain from releasing any information that may jeopardize a case or its subsequent investigation.
3.01.010 POLICY

Deaths that occur as a result of a traffic accident (OPM 3.16 . . .), and those occurring in a hospital from natural causes, are not intended to be included in this chapter.

A. All other deaths, and cases where the victim is transported to the hospital but death is imminent, shall be investigated as a homicide unless or until evidence shows otherwise. This does not apply to “No-Code” deaths; which is covered in OPM 3.01.090.

B. Upon the officers confirmation of a death, UPD dispatch shall immediately notify the Chief and Deputy Chief.

C. UPD dispatch shall notify the Anchorage Police Department (APD) dispatch center of all deaths that occur within UPD jurisdiction. APD will normally take over all homicide investigations and may handle or assist in other (suicide, accidental, natural) death cases.

D. The investigation shall attempt to determine the cause, manner and mode of death, and if any criminal charges are appropriate.

E. Secure the scene and do not allow unauthorized or unnecessary persons to enter the scene area. This includes police personnel not directly involved in the investigation. A log of all persons entering the scene will be kept and a report, from each person, will be completed.
3.01.020 ALASKA STATUTE to REFERENCE

AS 11.41.100 Murder in the first degree
AS 11.41.110 Murder in the second degree
AS 11.41.115 Defenses to murder
AS 11.41.120 Manslaughter
AS 11.41.130 Criminal negligent homicide
AS 11.41.135 Multiple deaths
AS 11.41.140 Definition

3.01.030 DEFINITIONS

The following definitions are some of the terms that may be used in this section.

ACCIDENTAL DEATH - Death which results from an unexpected and unintentional event.

NATURAL DEATH - Death which occurs through the progression of a natural disease process.

SUICIDE - Death that results from a person intentionally taking ones own life, without the aide or assistance of another.

HOMICIDE - Death that results from the actions of another.
NO-CODE DEATH - Death of a person suffering from a terminal illness. Procedures are established by the family, through the attending physician, and with the Coroner’s Office prior to death, to allow the terminally ill person to die at home.

DECEASED PERSON - The physical remains of a person which has either been pronounced dead by a licenses physician or paramedic, or is noted to bear unmistakable evidence of death by a police officer.

UNMISTAKABLE EVIDENCE of DEATH - A body displaying signs that death is evident and obvious. These sign may include, but are not limited to; decapitation, rigor mortis, decomposition, postmortem lividity.

DYING DECLARATION - A statement made by a victim who believes that they are going to die and there is no hope of surviving. The victim must die and have been rational and competent at the time of the statement. The statement must refer to the manner and circumstances that caused the victims condition, and ultimate death.

CAUSE, MANNER, and MODE of DEATH - A legal method of describing the total circumstances of a death.

CAUSE - The pathological condition that caused the death; (asphyxiation, subdural hemorrhage, etc.).

MANNER - the instrument or physical agent that was used to produce the death; (drowning, blunt force injury to the skull, poison, etc.).

MODE - The intent or lack of intent when the method of death was employed, and by whom; (natural, accidental, suicide, homicide, or undetermined).
3.01.040 MODES of DEATHS

There are four distinct modes or types of death: natural, accidental, suicide, homicide.

A fifth mode that is not as distinct is, “undetermined”. Examples of an undetermined death may be:

Partial human skeleton found, with no indication of a mode.

3.01.050 HOMICIDE

A homicide is, a death of a person, caused by another person. Due to the possibility of resuscitation, the officer’s response code will be “code 3”.

A. UPD Responsibilities

Some of the responsibilities of the responding and/or investigating officer are:

1. Upon arrival make an assessment of, and stabilize the scene.

2. Protect and preserve life. This takes precedence over all other steps but the officer must also be aware of the investigation needs.

3. Have dispatch notify the Chief and APD dispatch.

4. Protect and preserve the scene.

5. Identify any witnesses.

B. Multi - Agency Shared Responsibilities

APD will handle most homicide investigations and UPD will assist at the direction of APD. Some of the areas that will be covered by APD and assistance may be requested are:

1. Interview witnesses, family members, medical personnel and any other persons that may have pertinent information, collect evidence, photograph and diagram scene.

2. Notify the Coroner’s Office of all pertinent information and render any assistance possible. The Coroner may have you place a Coroners Seal on the location or turn over keys to next of kin or authorized person. Coroner will advise you to contact the State Crime Lab, to remove the body.

3. Notify the State Crime Lab. When the State Crime Lab arrives and removes the body, a copy of the “Death Investigation Report Form” needs to go with the body. The “Death Investigation Report Form” (Not covered in our current UPD Report Manual) is a 3 part, preprinted, State form that asks such questions as: circumstances surrounding death, room temperature, last food eaten, etc.

4. The investigating officer shall turn in a detailed synopsis or completed report prior to going off duty for the day. Assisting officers shall turn in their supplemental reports as soon as possible.

5. Follow up of the autopsy result and complete appropriate supplemental reports.
3.01.060  SUICIDE

A death by suicide may be from such causes as gunshot, hanging, pills, cut wrists, etc. Due to the possibility of resuscitation, the officer’s response code will be “code 3”.

A.  UPD Responsibilities

Some of the responsibilities of the responding and/or investigating officer are:

1.  Upon arrival make an assessment of, and stabilize the scene. Be alert to the fact that a homicide may sometimes be disguised as a suicide.

2.  Protect and preserve life. This takes precedence over all other steps but the officer must be aware of the investigation needs also.

3.  Have dispatch notify the Chief & APD dispatch.

4.  Protect and preserve the scene.

5.  Identify any witnesses.


B.  Multi - Agency Shared Responsibilities

APD may handle the suicide investigation. If APD takes over the case, UPD will assist at the direction of APD. Some of the areas that will need be covered by either APD or UPD are:
1. Interview witnesses, family members, medical personnel and any other persons that may have pertinent information, collect evidence, photograph and diagram scene.

2. Notify the Coroner’s Office of all pertinent information and render any assistance possible. The Coroner may have you place a Coroners Seal on the location or turn over keys to next of kin or authorized person. Coroner will advise you to contact a mortuary or the State Crime Lab.

3. Notify mortuary or State Crime Lab. When the mortuary arrives and removes the body, a copy of the “Death Investigation Report Form” needs to go with the body. The “Death Investigation Report Form” is a 3 part, preprinted, State form that asks such questions as; medication, last meal, room temperature, etc. (Not covered in our current UPD Report Manual).

4. The investigating officer shall turn in a detailed synopsis or completed report prior to going off duty for the day.

5. Follow up on autopsy result and complete appropriate supplemental reports.
3.01.070  ACCIDENTAL DEATH

An accidental death may be from such causes as; a fall during recreational activity, an industrial accident, a fire, a plane crash, etc. Due to the possibility of resuscitation, the officer’s response code will be “code 3”.

A.  UPD Responsibilities

Some of the responsibilities of the responding officer and/or investigating officer are:

1. Upon arrival make an assessment of, and stabilize, the scene. Be alert to the fact that a homicide may have actually occurred.

2. Protect and preserve life. This takes precedence over all other steps but the officer must be aware of the investigation needs also.

3. Have dispatch notify the Chief & APD dispatch.

4. Protect and preserve the scene.

5. Identify any witnesses.


B.  Multi - Agency Shared Responsibilities

APD may handle the accidental death investigation; in which case UPD will assist, at the direction of APD. Some of the additional areas that will be covered by either APD or UPD are:
1. Interview witnesses, medical personnel and any other persons that may have pertinent information, collect evidence, photograph and diagram scene.

2. Notify the Coroner’s Office of all pertinent information and render any assistance possible. Coroner will advise you to contact a mortuary or the State Crime Lab.

3. Notify mortuary or State Crime Lab. When the mortuary arrives and removes the body, a copy of the “Death Investigation Report Form” needs to go with the body. The “Death Investigation Report Form” is a 3 part, preprinted, State form that asks such questions as; activity prior to accident, room temperature, etc. (Not covered in our current UPD Report Manual).

4. Additional Notifications

   a. Municipal Fire Inspector if the death is a result of a fire.

   b. OSHA (Federal) and the Department of Labor Safety and Health (State) if the death is a result of an industrial/occupational type accident resulting in a death. An industrial accident is any injury that occurs to a person on the job.

   c. FAA (Federal Aviation Administration) and NTSB (National Transportation Safety Board) if death is a result of a plane crash.
5. The investigating officer shall turn in a detailed synopsis or completed report prior to going off duty for the day.

6. Follow up on the autopsy result and complete appropriate supplemental reports.

3.01.080 NATURAL DEATH

A natural death may be from such causes as heart, lung, or brain failure, or other ailment. Due to the possibility of resuscitation, the officer response code will be "code 3".

A. UPD Responsibilities

Some of the responsibility of the responding and/or investigating officer are:

1. Upon arrival make an assessment of, and stabilize the scene. Be alert to the possibility that this may actually be a homicide.

2. Protect and preserve life. This takes precedence over all other steps but the officer must be aware of the investigation needs also.

3. Have dispatch notify the Chief & APD dispatch.

4. Protect and preserve the scene.

5. Identify any witnesses.

B. Multi - Agency Shared Responsibilities

APD may, but is not likely to, handle the natural death investigation. If APD takes over the case, UPD will assist, at the direction of APD. Some of the areas that will need be covered by either APD or UPD are:

1. Interview witnesses, family members, medical personnel and any other persons that may have pertinent information.

2. Notify the Coroner’s Office of all pertinent information and render any assistance possible. The Coroner may have you place a Coroners Seal on the location or turn over keys to an authorized person. Coroner will advise you to contact a mortuary or the State Crime Lab.

3. Notify mortuary or State Crime Lab. When the mortuary arrives and removes the body, a copy of the “Death Investigation Report Form” needs to go with the body. The “Death Investigation Report Form” is a 3 part, preprinted, State form that asks such questions as; medication, last meal, room temperature, etc. (Not covered in our current UPD Report Manual).

4. The investigating officer shall turn in a detailed synopsis or completed report prior to going off duty for the day.

5. Follow up on autopsy result and complete appropriate supplemental reports.
3.01.090   NO- CODE DEATH

The likelihood of a no-code death occurring within UPD’s jurisdictions is extremely unlikely but shall be covered briefly in this OPM. The investigating officer must stay alert to the fact that even though the death is dispatched as, and meets the requirements of, a no-code death, there may be other factors to consider. If any circumstances cause a doubt on the cause, manner or mode of death, the officer should contact a supervisor, and if warranted, the death may be investigated as one of the other modes of death (3.01.040)

A.  Purpose

The purpose of the no-code classification on terminally ill patient deaths, is to relieve all involved agencies and departments of unnecessary intrusion at a time of grief. It is much less stressful on the victims family and friends. With a no-code death the intrusion by police during a very disturbing time is kept to a minimum.

B.  Requirements

To qualify as a no-code death there are guidelines that the victim and family must follow:

1.  Victim must be terminally ill.

2.  The victims Doctor must be willing to sign the death certificate.

3.  The proper forms and paperwork must be on file with the Coroners Office.

4.  The victim must die from the terminal illness.
C. UPD Responsibilities

Some of the responsibilities of the investigating officer consists of the following:

1. Response to the scene will be “code 2”.

2. Upon arrival the officer will make observations of the deceased and the general conditions of the area.

3. Interview persons that were present at the time of death to determine circumstances leading up to the time of death.

4. Consult with any medical personnel at the scene.

5. Notify the Coroner, and get authorization for the family to remove the body

6. If no family member is present, the Coroner may request assistance in locating and notifying the next of kin.

7. Assist the family with contacting a mortuary for the removal of the deceased and also provide other appropriate assistance that may be requested. (APD has Chaplains that will respond if requested).

8. Complete the Police Report and Death Investigation Report. (No photo or diagram required at no-code deaths).

If there is family on location, the officer is not required to remain until the body is removed, unless otherwise requested.
3.01.100 REPORTS REQUIRED

All Death Investigations will require the following reports (except as noted).

A. UPD Case Report
   1. Use a UPD case number and cross referenced to APD’s case number.
   2. The UPD Report will cover the actions taken by the officer and a copy forwarded to APD

B. UPD Supplemental (Narrative) Report
   1. All officers that are at the scene, whether dispatched or not, shall do a supplemental report.

C. Death Investigation Report (not needed with “No-Code”)
   1. One copy needs to accompany the deceased to the mortuary or State Crime Lab.

D. Evidence Report (if any evidence placed UPD property)
3.02.010 POLICY

All reports of sexual assault shall be documented and investigated immediately to ensure the preservation of evidence, and in a manner that will maintain the dignity of the victim.

Due to the extremely sensitive and personal nature of sexual assaults and the wide range of emotions the victim of a sexual assault experiences, great care should be taken by the investigating officer to avoid judging the validity of the assault report based on the victim’s demeanor. Delays in making an assault report should not be construed as a lack of sincerity, and the opinion of the investigating officer should remain unbiased.

3.02.020 ALASKA STATUES to REFERENCE

AS 11.41.410(a) Sexual assault in the first degree.
AS 11.41.420(a) Sexual assault in the second degree.
AS 11.41.425(a) Sexual assault in the third degree.
AS 11.41.434(a) Sexual abuse of a minor, first degree.
AS 11.41.436(a) Sexual abuse of a minor, second degree.
AS 11.41.438(a) Sexual abuse of a minor, third degree.
AS 11.41.440(a) Sexual abuse of a minor, fourth degree.
AS 11.41.450(a) Incest
3.02.030 DEFINITIONS

The following are some of the terms that may be used in this section.

SEXUAL CONTACT - The defendant’s knowingly touching, directly or through clothing, the victim’s genitals, anus, or female breast; or knowingly causing the victim to touch, directly or through clothing, the defendant’s or victim’s genitals, anus, or female breast; AS 11.81.900(b)(54)(A)

but does not include acts that may reasonably be construed to be normal caretaker responsibilities for a child, interaction with a child, or affection for a child; or performed for the purpose of administering a recognized and lawful form of treatment that is reasonably adapted to promoting the physical or mental health of the person being treated. AS 11.81.900(b)(54)(B)

SEXUAL PENETRATION - Genital intercourse, cunnilingus, fellatio, anal intercourse, or an intrusion, however slight, of an object or any part of a person’s body into the genital or anal opening of another person’s body; AS 11.81.900(b)(55)(A)

but does not include acts performed for the purpose of administering a recognized and lawful form of treatment that is reasonably adapted to promoting the physical or mental health of the person being treated. AS 11.81.900(b)(55)(B)

SEXUAL ACT - Sexual penetration or sexual contract. AS 11.41.470(6)
SERIOUS PHYSICAL INJURY - Physical injury caused by an act performed under circumstances that create a substantial risk of death; or physical injury that causes serious and protracted disfigurement, protracted impairment of health, protracted loss or impairment of the function of a body member or organ, or that unlawfully terminates a pregnancy. AS 11.81.900(b)(52)

WITHOUT CONSENT - Means that a person with or without resisting, is coerced by the use of force against a person or property, or by the express or implied threat of death, imminent physical injury, or kidnapping to be inflicted on anyone; or is incapacitated as a result of an act of the defendant. AS 11.41.470(8)

ATTEMPT - With the intent to commit a crime, the person engages in conduct which constitutes a substantial step toward the commission of that crime. AS 11.31.100(a)

3.02.040 NOTIFICATIONS

As with any serious felony, a supervisor needs to be notified as soon as possible.

In addition medical needs should be met and the victim should be advised of counseling agencies such as S.T.A.R. (Stand Together Against Rape). Also, depending on age of the victim, contacting a parent may be in order. If the victim has other persons they would like contacted then the officer should try to meet these requests.
3.02.050 RESPONSIBILITIES

The first priority is the health and safety of the victim, while keeping in mind the needs of the investigation. If medical attention is required or requested, the officer shall ensure that it is received.

A. Preliminary Interview

The investigating officer should attempt to get a taped interview with the victim as soon as practical. If the victim is hysterical or is unable to participate in a taped interview, then the officer should make notes of the interview and attempt to get a taped interview when the victim is able to. During the preliminary interview the officer should attempt to establish:

1. **What** actually occurred. Have the elements of the crime of sexual assault been met?

2. **When** it occurred. Is this a sexual assault that just occurred where the suspect may be in the area or has several hours or days past?

3. **Where** it occurred. Did this occur within UPD’s jurisdiction?

4. **Who** the suspect is or may be. A description of the suspect(s) and/or vehicle should be broadcast as soon as possible. If the suspect is known, what the areas that he/she frequents.

5. **Witnesses.** Are there any witnesses and how to locate them.
3.02.060 INVESTIGATION

In a Sexual Assault case it is important to remember that you may have multiple scenes of evidence. You may have the location (room, building, car, etc.) that it occurred at AND you may also have the victim and/or suspect that could contain evidence of the crime, on their person.

A. Identify the crime scene areas where evidence may be.

B. Photograph and diagram the scene. Collect evidence at the scene, such as; bedding sheets, clothing and any other items of evidence.

C. Attempt to get taped interviews with the victim and any witnesses. If you are unable to interview witnesses in a timely manner, be sure to get their names and a contact number.

D. Transport (or have medics transport) the victim to Alaska Regional Hospital for a sexual assault examination. (The victim should take a change of clothes). Alaska Regional has Sexual Assault Evidence Collection Protocol Kits.

1. Photograph any injuries (the use of a telephoto lens may avoid uneasiness with the victim, with close-up shots). This is usually done by the SART Nurse.

2. Clothes, fluids, swabs, etc. will be put in the Sexual Assault Evidence Collection Protocol Kit and sealed by hospital personnel, then given to the officer.
E. Log in all evidence. Perishables must be placed in refrigerated evidence storage. Wet items must be properly dried in a secure drying area before placed into a sealed evidence container.

F. If possible, avoid being alone w/victim.

G. Collection of evidence from the suspect (except for drawing of blood) is the officers responsibility. A “Sexual Assault Evidence Collection Kit - SUSPECT” should be used.

H. Make necessary lab requests.

3.02.070 REPORTS REQUIRED

Some of the reports that may be required in a sexual assault case are:

1. UPD Case Report

2. UPD Supplemental (Narrative) Report
   a. All officers that assist in any way shall complete a supplemental report.

3. UPD Evidence Report

4. Lab Request Reports
3.03.010 POLICY

As with any incident involving the possibility of force or violence, the safety of the any victims and the officer must be of paramount importance. Once the situation has been deemed safe, any immediate medical attention that is required must be taken care of.

This section does not attempt to cover Domestic Violence type assaults. Domestic Violence situation are specifically covered in Part 3 Chapter 4 of this OPM.

Sexual Assault is specifically covered in Part 3 Chapter 2 of this OPM.

3.03.020 ALASKA STATUES to REFERENCE

AS 11.41.200(a) Assault in the First Degree.
AS 11.41.210(a) Assault in the Second Degree.
AS 11.41.220(a) Assault in the Third Degree.
AS 11.41.230(a) Assault in the Fourth Degree.
AS 11.41.250 Reckless Endangerment
3.03.030 DEGREE of ASSAULT

Early in the investigation the officer should try to determine if he/she has a Felon (Assault First, Second and Third Degree) or a Misdemeanor (Assault Fourth Degree and Reckless Endangerment).

This will help determine what steps of action and/or notification must be followed.

3.03.040 RESPONSIBILITIES

During the preliminary investigation the officer should attempt to establish the following:

- Is the scene safe?
- Is medical attention required?
- Who is your victim(s)?
- Who is your suspect(s)?
- Who is your witness(s)?
- Do you need assistance from other officers or agencies?
- If this is a Felony Assault, are notifications required?
3.03.050 Notification

It is **not** necessary to immediately notify the Chief in all Assault cases, but a memo or note should be left to advise him/her of the occurrence upon arrival to work. If the following day is not a work day for the Chief, then notification by phone between 0800 hours and 2200 hours may be made. The seriousness of the incident will dictate if immediate notification is needed.

3.03.060 INVESTIGATION

A. Victim

A statement should be taken from the victim as soon as possible after the safety and medical issues have been satisfied. A taped interview is preferred in all assaults and is very strongly recommended in felony assaults.

Photos of any injuries should be taken at the time of the report. Advise the victim to recall the Department if the injuries become more visible in the following hours or days. If they do, additional photos should be taken.

B. Suspect

The officer may interview all parties present to determine if any crime has occurred. As soon as the officer focuses his attention on a persons as a **suspect** of a crime, then the Miranda Warning comes into effect. If you are going to question a suspect about the assault you must **read** the suspect his/her Miranda Warning.

If the suspect chooses to talk to you about the assault then it is very important that the interview be taped if at all possible. If the suspect has any visible injuries, these should also be photographed and treated if needed.
C. Witness

It is very important to locate and identify any witnesses to the assault. This can sometimes be a difficult task due to the fact that your primary attention may be focused on the victim and/or suspect. Witnesses may also wander off when they become disinterested. If you do not have the time to interview the witnesses at the present time, you should get their names and contact information as soon as possible so they can be contacted later.

3.03.070 REPORTS REQUIRED

Some of the reports that may be required in an assault case are:

1. UPD Case Report
2. Additional Names Supplement
3. UPD Supplemental (Narrative) Report
   a. All officers that assist in any way shall complete a supplemental report.
4. UPD Evidence Report
   a. For such items as weapon used, tape of statement, photos of injury.
3.04.010 Purpose:

To establish a uniform policy for responding to complaints of domestic violence.

3.04.020 Policy

AS 18.65.530(a) says that a peace officer, with or without a warrant, shall arrest the suspect if the officer has probable cause to believe the suspect has, within the previous 12 hours, committed;

- a domestic violence felony or misdemeanor
- violated a protective order
- violated a condition of release following an arrest for domestic violence

3.04.030 Definition

The crimes of domestic violence are committed/attempted by a household member against another household member. They are:

- assault
- burglary
- arson, criminally negligent burning
- criminal mischief
• terroristic threatening
• violating a D.V. protective order
• harassment
• criminal trespass
• violations of conditions of release

3.04.040 Procedure

When investigating a crime of domestic violence, assume that the victim may become uncooperative in the prosecution and investigate accordingly.

A. In a case where two or more people are making a domestic violence complaint from the same incident, the officer will need to determine the "principal physical aggressor"... who is responsible for the D.V. crime.

To determine this, the statute says the officer shall consider:

• prior complaints of domestic violence
• relative severity of injuries inflicted on each person
• likelihood of future injury from domestic violence to each person
• whether or not one of the people acted in self defense or in defense of others
B. Household members are:

• current or former spouses

• those (adults or minors) who live together or have lived together

• those who are dating or have dated

• those who are engaged in or who have engaged in a sexual relationship

• those who are related to each other up to "second cousins", whether whole or half-blood or by adoption

• those who are related or formerly related by marriage

• persons who have a child of the relationship

• minor children of a person in a relationship

C. There are 3 exceptions to this mandatory arrest law:

• Homicide

• with permission from the District Attorney or Prosecutor

• when only the principal physical aggressor is arrested (arresting both parties is the exception, not the rule)
D. Removing Firearms.
Seize any deadly weapon in plain view during the course of the investigation. Seize any deadly weapons owned, used, or possessed or within control of the suspect if any weapon was possessed or used in the act of domestic violence. If the weapon is not evidence, it may be released within 24 hours. A person may not qualify to receive or possess a permit to Carry a Concealed Weapon if:

- convicted of a crime of D.V. within 5 years prior
- currently charged by complaint, information, or indictment for D.V.
- is a respondent in a protective order under Alaska statute
- is prohibited as a condition of release

E. The Domestic Violence Protection Act of 1996 and AS18.65.515 requires that a peace officer protect the victim, and a number of other provisions. These are listed on the UPD "Information for Victims of Domestic Violence" sheet. Once the offender has been removed from the scene, the officer shall read the entire information sheet to the victim, provide the criminal case number, and hand him/her a copy. Also advised the victim of the VINE (Victim Information & Notification Everyday) system.

F. Give the victim instructions for requesting a protective order, whether for an Ex-parte 20-day order or a long-term order. If it is deemed necessary, you may apply for an Emergency Protective Order (72-hour Order) on behalf of the victim. This can be done in person by giving an affidavit at the Boney Courthouse, or telephonically. A copy will then be given to the victim, and Dispatch will provide a copy to the Department of Public Safety for APSIN entry.
G. Serve a copy of the Order on the suspect, and complete the Certificate or Service at the bottom. Advise the respondent of the conditions, hearing times, and answer any questions. Forward the original to the court.

H. When a defendant is released from custody from other than a correctional facility, the Department shall make a reasonable effort to immediately notify the victim.

I. A criminal violation of a Protective Order will vary from order to order, but generally includes conditions of no contact with the petitioner. A civil violation is one which includes conditions of property, and does not necessitate an arrest. Document civil violations and forward the information to the D.A.
UNIVERSITY of ALASKA ANCHORAGE
UNIVERSITY POLICE DEPARTMENT

ARRESTS
PART 3 - CHAPTER 5

3.05.010
3.06.010 PURPOSE OF PROCEDURE

To assist the officer in mentally organizing his efforts in the complicated and sometimes confusing procedure of knowing when and how to obtain a search warrant from a judge or magistrate.

3.06.020 PRIMARY CONSIDERATION

The most important factor, in working a case that involves the application for, the obtaining of, the service of, and the subsequent return of service of search warrants, is to keep your supervisor fully informed with each step of your investigation.

This will insure a continued smooth flow of information even if you are personally not available when the Assistant District Attorney (A.D.A.) calls the department and needs some vital information. Your supervisor will have a working knowledge of the case and will be able to receive the A.D.A.’s questions and subsequent instructions with good judgment and confidence.

Of course this open communications works, by necessity, both directions between you and your supervisor.
3.06.030 WHEN TO OBTAIN A SEARCH WARRANT

A good guideline to follow when considering when to obtain a search warrant is:

- At any point in your investigation, or case handling, where you feel unsure of whether or not you need a warrant, then it is time to seek the advice of the District Attorney’s office and attempt to obtain a search warrant.

You will need to seek the advice of the District Attorney’s office to attempt to obtain a search warrant from the court system, prior to performing a search; unless you have one of the following conditions:

- A pat down search of the subject, for weapons, incident to arrest.

- You have the suspect’s permission to search (this may be withdrawn at any time).

- You can articulate exigent circumstances which would allow a search.

- To prevent the destruction of and to preserve physical evidence of the crime for which the suspect is being arrested.
3.06.040 APPLICATION FOR SEARCH WARRANTS

When you feel it is time to seek the courts approval in obtaining a search warrant, YOU AND YOUR SUPERVISOR:

A. Make a call to the District Attorney’s office during normal business hours. This call is to set up an appointment for a meeting to discuss your case with the A.D.A. that will be handling your case. This primary meeting should be attended by both you and your supervisor. This is to keep your supervisor fully appraised of the situation. If you are later unavailable for questions, Your supervisor can carry on with the case as your immediate functionary.

In the event that you need to make contact after normal business hours, you will have to call the duty A.D.A., for which UPD dispatch center will be able to furnish the appropriate name and telephone number.

B. Follow the A.D.A.’s instructions, from this first preliminary meeting. Do each and every instruction on the “TO-DO LIST” that will be given to you by the A.D.A. DO NOT GO BACK TO THE A.D.A.’s OFFICE WITHOUT THE “TO-DO LIST” COMPLETED THOROUGHLY !!

C. Upon completion of the “TO-DO LIST”, set up a meeting between you, your supervisor, and the A.D.A. working the case.
D. When you return to the A.D.A.’s office you will receive your search warrant application initialed by the A.D.A. You will then appear before a district judge for sworn testimony. Often times the A.D.A. will accompany you to the judge’s chambers. Your supervisor should accompany you with this step. Make sure that you have completed the checklist for your upcoming sworn testimony of the affidavit for the search warrant. The prepared testimony checklist will make your sworn testimony, about your experience and knowledge, go smoothly and painlessly. **IT IS IMPERATIVE TO BE PREPARED FOR THIS TESTIMONY.** Be verbally smooth and very articulate. Be confident in your unique knowledge of your case.

3.06.050 OBTAINING WARRANTS DURING NON - BUSINESS HOURS

If due to the nature of the incident, the officer’s may find it necessary to obtain a search warrant is during non-business hours.

A. You will first need to contact the on-call A.D.A. for assistance.

B. The officer will then telephone the Magistrate’s office. This is to advise the Magistrate that the officer will be in-route to the Magistrate’s office so as to go on record and attempt to obtain a search. The Magistrate will probably, but not necessarily, ask the officer some specific questions for clarification purposes, i.e., as to whether the officer has been in touch with the on-call A.D.A.
C. The officer’s responsibility of whether to immediately notify the shift supervisor, or to wait, on will be determined by whether or not the officer’s shift supervisor is working at the exact time the officer is seeking the search warrant.

The best rule to follow is that the officer should make every attempt to inform the shift supervisor of the officer’s actions. This should be done even if it means making a telephone call to the officer’s shift supervisor, if the shift supervisor is on a regular day off and at home. But, by all means, the officer’s shift supervisor should be made aware of the incident as soon as possible.

If the officer’s shift supervisor is off duty for an extended period of time, (i.e., the shift supervisor is on vacation), then the officer needs to inform the Deputy Chief.

3.06.060 EXECUTION OF A SEARCH WARRANT

After the judge issues you the search warrant you will then have a specified number of ten days to serve it (normally 10 calendar days). The presiding district court judge or magistrate may specifically alter this standard time frame if you can articulate a specific reason to alter the ten day rule. The warrant will also indicate what hours the warrant may be served.
3.06.070 SEARCH WARRANT ATTACHMENTS

During the execution of the search warrant, (i.e., inside the suspect’s dwelling), you may accidentally stumble upon evidence of a completely separate crime. At this time you will need to immediately stop all search warrant actions and re-telephone the A.D.A. to let him know what you have found.

He will take your information concerning the new evidence and contact the issuing judge who will then (telephonically) issue you an attachment to your original search warrant. Or the A.D.A. will have you personally telephone the issuing judge, or magistrate, and you will furnish the information directly to that person. The A.D.A., or the issuing judge, may have you personally appear before the court and personally apply for the search warrant attachment. If you are required to leave the scene of the search then another officer will have to take charge of the scene of the search so as to guarantee that the search scene is kept frozen as is. The issuing judge may actually have the officer appearing before him/her make a telephone call to the search scene, or a radio call to the officer on the scene of the search, so as to actually confirm to the issuing judge that nothing has been tampered with or that nothing has changed since the case investigating officer departed the scene.

The issuing judge or magistrate may then issue the appropriate search warrant attachment to include the newly discovered evidence. You can now lawfully collect evidence of the new, unexpected criminal activity you have come across while under the authority of the original search warrant.
3.06.080 LEAVE A COPY WITH SUSPECT

You are required, by law, to leave a copy of the search warrant with the suspect, or at the suspect’s premises (place being searched by you) if the suspect was not on the premises when the search warrant was executed. If you leave it at the unoccupied dwelling then the search warrant copy will have to be placed in a conspicuous spot in the dwelling, i.e., on top of the kitchen table.

You are also required to leave a copy of a complete inventory of all property seized on the premises. You will also need an inventory copy for the case file, as well as the original that will go to the issuing judge upon the return of service of the search warrant.

03.06.090 A.D.A.’s CASE FOLLOW-UP INSTRUCTIONS

Following the complete execution of the search warrant, and upon returning to the office, you need to make another conference call, with your supervisor, to the A.D.A.’s office.

This call will be to the same A.D.A. who helped you process your application for the search warrant to begin with. This follow-up call is to inform the A.D.A. how the serving of the search warrant went.

The A.D.A. will then inform you what you need to do to support your case so as to receive a conviction at court time.

That is the A.D.A.’s job!! Do not take offense to this additional “TO-DO” list. It is important that the A.D.A. points out the weaknesses in your case. With the elimination of the case weaknesses the case will be much stronger prior to the Grand Jury & suppression hearings & actual court trials.
03.06.100  RETURN OF SERVICE OF EXECUTED
SEARCH WARRANT

You, and your accompanying supervisor, will now be required to do a
return of service of the search warrant that you have executed. This
return of service will be to the issuing judge or magistrate.

You take the issued search warrant, including the original inventory of
seized items from the suspect’s premises, to the judge’s chambers. This
will be done at the convenience of the judge’s schedule, so be sure to
call ahead and make an appointment with the judge’s secretary.

The judge will review the entire document and sign off on it. He will
retain the document and have his assistant file it with the clerk of the
court.

You, and your accompanying supervisor, are required to do this,
preferably together as a team.

The judge will most likely ask some very specific questions, especially if
your search failed to produce the expected results. Be cordial, very -
very truthful, and completely open with the judge or magistrate. This
will pay off, in the long run, when you visit the judges chambers next.
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03.06.110  SUBSEQUENT CASE WORK FOLLOWING
SEARCH WARRANT SERVICE

MAKE COPIES of all court paperwork before you do the return of
service.

Remember that everything that you do in a case, i.e., initial police
reports, supplemental case reports, interviews, evidence handling reports,
photo line ups, taped statements, application & return of service of
search warrants, search warrant inventory lists, and officer’s field notes,
are all discoverable for the defense attorney’s scrutiny prior to trial. So
keep everything in an orderly, chronologically correct file.

Process your recovered evidence for fingerprinting, for transmittal to the
state crime lab, or for being appropriately stored in the departmental
evidence locker.
3.07.010 NON - CUSTODIAL INTERVIEWS

A. WITNESS, VICTIM and COMPLAINANT INTERVIEWS.

There are no legal limits as to what a witness, victim, or complainant may be asked relevant to a case. However, professionalism requires a sensitivity to courtesy and reasonable convenience to those parties.

B. ELECTRONIC RECORDING

The electronic recording of conversations and interviews in non-custodial situations is not restricted. A person has no expectation of privacy when talking to or with the police. This must be very clearly a non-custodial event and not a custodial interview.

Tape recording interviews and contacts during an officers tour of duty has been very useful in many situations and is encouraged.
C. SUSPECTS.

1. On Scene Questioning

General on scene questioning is questioning that takes place early in an event and is generally used to help orient the officer as to what is going on and how to further proceed. Questioning of a suspect, in this setting, can and should be done without a Miranda warning;

a. For the safety of the officer(s) and public.

b. Establishing if a crime has been committed.

c. Locating and identifying any further suspects.

d. Locating and identifying any witnesses.

e. Discovering any remaining dangers, including unseized weapons, or unidentified or future victims.

2. Investigative Stops.

When an officer genuinely suspects that “criminality is afoot,” that officer can stop and question people involved to the degree necessary to allay or confirm those suspicions. The US Supreme court in Terry vs. Ohio recognized that certain critical conditions exist that permit an officer to intrude into the privacy of individuals even before the commission of a crime has been established.
3. Formal Non-Custodial Interviews.

Often times a person will be a suspect in a case but there is insufficient evidence to make an arrest. Suspects can be questioned without invoking the Miranda warning so long as they do not perceive themselves as being in custody. Officer’s body language, demeanor and surroundings play a large part in determining whether the suspect may have felt a loss of freedom during the interview.

a. Officers should insure that the interview takes place in a surrounding that reassures the suspect of their freedom.

b. Interviews should be tape recorded in their entirety.
   1. State the date, time, case number and persons present in the room.
   2. Tell the suspect that he or she is not under arrest and is free to leave at anytime. Obtain a verbal response from the suspect that they understand this.

c. Do not arrest the suspect at this time, even if he or she confesses to the crime. (Arrest includes the issuance of a misdemeanor citation).
3.07.020  IN CUSTODY INTERVIEWS

A.  CASE LAW

Alaska Supreme Court decision Harris vs. State of Alaska states that the due process clause of the Alaska Constitution requires police to electronically record the entire interview (including the Miranda warning) with a suspect who is “in custody at a place of detention”, unless it is not feasible to do so.

1. In Custody is that state of mind that would leave a reasonable person with the belief that his liberty has been significantly restrained.

2. Place of Detention is usually considered a police station, jail, court house, or may even include a police car if custodial questioning takes place there.

B.  CUSTODIAL INTERVIEWS.

Custody, for the purpose of questioning, occurs whenever a reasonable person, in the suspect’s position, in light of the totality of the circumstances, could reasonably feel that his/her liberty is restrained in some significant way. Placing a person under arrest always imparts custody, but custody can occur prior to actual arrest. It is a state of mind on the part of the suspect.

Whenever a suspect is “in custody”, any questions must be done:

1. While being electronically recorded, in its entirety.
2. After having been advised of their Miranda rights, as follows:
   a. You have the right to remain silent.
   b. Anything you say can and will be used against you in a court of law.
   c. You have the right to talk to a lawyer and have one present with you while you are being questioned.
   d. If you cannot afford to hire a lawyer, one will be appointed to represent you before any questions, if you wish.
   e. You can decide at any time to exercise these rights and not answer any questions or make any statement.
   f. Do you understand each of these rights I have explained to you? (response required).
   g. Having these rights in mind, do you wish to talk to us now? (response required).

4. After the suspect has understood his/her Miranda rights and agreed to answer questions or make a statement.
C. ELECTRONIC SOUND RECORDINGS

When making a complete sound recording of any interview aimed at eliciting incriminating statements from a person who is in custody, the recording shall include the following:

1. A declaration of the date and time when the tape began.

2. A declaration at the beginning marking the start of the interview.

3. A concurrence by the defendant/suspect that it is the beginning of the interview.

4. The full Miranda warning, plus the waiver of rights.
   a. If the person has already signed a written Miranda waiver form, state that the form was read and signed before the interview began, and have the suspect agree on record.
   b. If Miranda warnings were read in the field but no waiver was signed, the suspect should be re-advised of those rights on tape.
   c. If the interview is a follow-up to an earlier one wherein the rights were advised (on tape or otherwise), the Miranda rights should be repeated.

5. All questions asked and all statements made in response.

6. An indication of the time when the taping ends.

7. An accounting of any time lapse not on the tape, with the suspect concurring with that accounting.
8. If the suspect does not want to be recorded, or refuses to be recorded, record the refusal before going off tape. Take detailed and exemplary notes and call a witness (if available) to listen with you. If possible have the suspect sign a statement indicting this refusal to be recorded.
3.08.010 POLICY

It is the policy and procedure of the University Police Department that all property seized by members of this Department will be processed in a manner that ensures both the integrity and retrievability of the items, while protecting the safety of those persons handling the property.

When property of any kind is taken into custody by UPD, or any police agency, it is done so with the publics’ and the courts’ expectation that:

- The seizure was both legal and justified.
- All action taken on property be timely
- The property seized will not be damaged, unless for reasonable and legal purposes (testing, destruction of contraband, sampling, etc.).
- The property will be returned in a timely manner to the rightful owner if possible.
- If the property is seized as evidence, legal standards for chain of custody will be met to ensure the viability of the property as evidence.
3.08.020 DEFINITIONS

LOST: Property that has been misplaced and there is no indication of it being taken by another. Some examples of lost property may be:

a. Books were placed on top of the car and the person drives off forgetting they are / were there.

b. While playing a sporting activity a piece of jewelry falls off unnoticed.

c. An item is lost due to a hole in ones pocket or purse.

FOUND: Non-evidentiary property which appears to have been lost or abandoned. For the purpose of this procedure, “found property” seizures assume:

a. The property has some value; and

b. The property is reasonably considered either temporarily or permanently lost or abandoned by the owner; and

c. The property is submitted to the property section with the intent to discover the owner and return it to that person.
SAFEKEEPING: Non-evidentiary property which is placed into temporary police custody on behalf of a known owner. For the purpose of this procedure, “safekeeping” seizures assume:

a. The property is not evidentiary in nature: and

b. The property is taken from the owner, who is identified on the Property Report: and

c. There is some reasonable, articulable hazard present to warrant the seizure; and

d. The property is submitted to the property section; and

e. The property is held temporarily, ultimately to be returned to the owner.

⇒ Student housing weapons safe procedure is covered separately under OPM section 3.22.xxx

RECOVERED STOLEN: Property verified as having been taken by a person without permission and having no right to do so. Recovered stolen property can be simultaneously classified as evidence. The procedure for handling recovered stolen property is nearly identical to that of evidence.

EVIDENCE: Any physical item which may serve to establish or disprove the commission of a crime or infraction, and/or which might implicate or exonerate a person of that crime or infraction. This section of the OPM is only concerned with physical evidence and not testimonial evidence.
3.08.030 GENERAL PROCEDURE

A. General procedure for all property submitted.

1. When submitting property there are several objectives to keep in mind. In preparing, packaging, and labeling property, the officer should be observant of the following concerns:

   • The property should be protected from damage.
   • The ownership and chain of custody should be protected.
   • The tagging and labeling of the property must give adequate details needed for the type of incident.
   • The safety of all those handling the property shall be considered.

2. Property must and shall be submitted safely. The Property Officers handle numerous pieces of property including dangerous items such as; broken glass, jagged metal, hypodermic needles used by various types of people, bloodied items, weapons, combustibles and more. The officer submitting the property has the obligation to submit such potentially dangerous property in a safe and reasonable manner. To do so, the officer shall:

   • Attach a warning label alerting the property officer to the possible danger(s) of the item.
   • Properly package items to ensure safety. This includes, but is not limited to;
     a) Knife blades shall be wrapped in a protective cover.
b) Broken glass and jagged metal placed in a protective container.

c) Hypodermic needles placed in rigid plastic tubes.

d) Items containing body fluids shall be air dried then placed into paper or cardboard package (not plastic) and taped (not stapled) shut.

  • This does not include body fluids specifically taken and properly packaged (as in a vial, on glass lab slides, rape protocol kit, etc.) for lab analysis workup.

e) Guns will be unloaded and actions braced open.

f) Gasoline and other flammable liquids should be secured in the storage yard area and not within any occupied building.

g) Tapes of taped interviews shall have the case number and the suspect or victims name on the evidence tag and tape.
3.08.040 LOST PROPERTY PROCEDURE

A. Individuals reporting to UPD that they have lost an item should be advised to:

1. Contact the Campus Center lost and found desk.
2. Contact UPD Dispatch to check if the item has been turned in.
3. Backtrack their steps to attempt to locate the property.

B. If the above steps do not result in locating the item and the item is valued at less than $50.00 Dispatch shall get the:

1. Complainants information.
2. Item description.
3. Where and when item was lost.
4. Do a call for service log entry and computer entry.

C. If the item is not located and the item is valued at $50.00 or more then an officer shall do a Lost Property Report (face sheet, narrative, & property forms).

Any time a log or report is made of lost property, the complainant needs to be advised to call UPD if and when the item is located; and the property log update or supplement shall be completed.
3.08.050 FOUND PROPERTY PROCEDURE

When property is found by, or turned in to, an officer or dispatcher, a check will be made to attempt to find if there is any existing report (lost or stolen) of said property.

A. If there is an existing report:


2. Notify the owner, and if the property is not being held for evidence, the officer or dispatch may release it to the owner. If the owner can not respond during that shift, the property should be placed into the property locker and the owner advised to contact the Property Officer to arrange a time to pick up the property.

3. If, after repeated attempts, the owner can not be contacted and the property has a value of $250.00 or more, a registered letter shall be sent to the owner advising him/her that UPD has the property and how they can claim it.

4. If, after repeated attempts, the owner of the property can not be contacted and the value is less than $250.00, the property shall be handled as outlined in OPM 3.08.100.
B. If there is no existing report:

1. Attempt to find and notify the owner to return the property.

2. If unable to locate the owner, and the property has a value of less than $250.00, dispatch will draw numbers for a call for service and do a found property report as per dispatch procedure.

3. If unable to locate the owner, and the property has a value of $250.00 or more draw a case number and complete a Police Report, Property Report and Property Tag as per instructions in the University Police Report Manual.

3.08.060 SAFEKEEPING PROCEDURE

Property should only be taken into custody as safekeeping by UPD personnel if the property is not evidence or contraband and;

A. It is taken from the owner or person in lawful possession; or

B. There is a reasonable, articulable hazard present to warrant the seizure; or

C. The item is not allowed to remain with the person

It should be with the understanding that the property is only being held temporarily and will to be returned to the owner shortly.

⇒ Student housing weapons safe procedure is covered separately under OPM section 3.22.xxx

3.08.070  RECOVERED STOLEN PROPERTY

Recovered stolen property is basically handled the same as Evidence, with the exception of the “Recov.” box being checked in addition to the “Evid.” box.

3.08.080  EVIDENCE PROCEDURE

Property taken as evidence shall be handled with the utmost care. Keep in mind the safety issues mentioned in 3.08.030(A) and the fact that this property may require examination by field crime scene officers and/or crime lab technicians.

A. Detailed descriptions shall be entered onto the property report. These may include but are not limited to:
   Make, Model, Type, Serial Number, and any other descriptors that are available.

B. Marking items (the officer placing identifiers onto the surface of an item) should only be done if the item could not be distinguished from a similar item.
   A serial number or a personal engraving would distinguished an item from a similar item, and marking it would not be necessary.
C. Consider using tamperproof tape. If it is necessary to mark an item it should be done in a location that is not generally visible. Permanently marking onto an item may destroy and/or reduce its value.

D. Very few officers are qualified jewelers therefore officers should describe items generically. Descriptions such as “gold” “emerald” “diamond” should be avoided and instead should be described as “yellow colored metal” “green stone” “clear stone” etc.

E. The Chain of Custody must be maintained at all time. Handling of items should be limited to the person taking the item into custody, the property officer, lab and court person(s) if applicable. Items should be signed out whenever removed from the property room and signed back in when returned.

3.08.090 STUDENT HOUSING WEAPONS SAFE

Refer to OPM section 3.22.xxx

3.08.100 DISPOSAL OF PROPERTY

Unclaimed property shall be disposed of in accordance with University policy and AS 34.45.780.
ARSON
PART 3 - CHAPTER 9

3.09.010
3.10.010 PROTECTIVE CUSTODY - MENTALLY ILL.

A. PERSONS AUTHORIZED TO TAKE CUSTODY

Alaska State Law (Title 47.30) allows certain professionals to take mentally ill people into custody so as to admit them into a treatment facility for the purpose of an evaluation. Those designated are physicians, licensed psychiatrists and clinical psychologists, and peace officers.

B. STANDARDS TO BE MET TO TAKE CUSTODY

1. Voluntary admissions:
   a. If an adult (18 years or older), UPD provides courtesy transportation only.
   b. If a juvenile, a parent/guardian is required to co-sign the admissions form. It is advisable to notify the parent/guardian and transport him/her with the child.

2. Involuntary admissions:

   Involuntary admissions are possible if the peace officer (or designated professional) has probable cause to believe that the person is EITHER:
a. Gravely disabled:

Defined as, “...a person who, as a result of mental illness,

(A) is in danger of physical harm arising from such complete neglect of basic needs for food, clothing, shelter, or personal safety as to render serious accident, illness, or death is highly probable if care by another is not taken: or

(B) will, if not treated, suffer or will continue to suffer severe and abnormal mental, emotional, or physical distress, and this distress is associated with significant impairment of judgment, reason, or behavior, causing a substantial deterioration of the person’s previous ability to function independently.”

- OR -

b. Suffering from mental illness and is likely to cause “serious harm” to self or others of such an immediate nature that considerations of safety do not allow the time to obtain a “Judicial Commitment.”

3. Ex-parte Orders (Evaluation Orders):

When a UPD officer is furnished with an ex-parte order from a judge, either written or oral, the named subject will be taken into custody and transported, involuntarily, to the named facility.
4. Admission by a licensed Physician, Clinical Psychologist or Psychiatrist:

When a UPD officer is furnished with a Peace Officer Admission form completed and signed by a licensed Physician, Clinical Psychologist or Psychiatrist, the officer may assist by transporting the named subject, involuntarily, to the proper facility (Providence Hospital). The officer should insure that the admission form is properly completed prior to transport.

C. ADMISSIONS

1. Voluntary Admissions:

Voluntary admissions (self committals) will be provided a transport to a hospital of choice and reasonable assistance provided to the individual. Prior to the transport, the individual should be patted down for weapons, and if any are found they should be secured as Safekeeping. The use of restraints (handcuffs) are at the discretion of the officer.

2. Involuntary Admissions:

a. Officer Safety dictates that there be no distinction between transporting the mentally ill for commitment and transporting a prisoner. All involuntary admissions will be transported in restraints, either handcuffs or soft restraints (available at the Anchorage Fire Department).
b. All Involuntary Admissions will be taken to the Providence Hospital.

- Call, or have dispatch call Providence Hospital Psychiatric Evaluation Placement Referral (PEPR) at 261-2800 to let personnel know you are going to bring someone in for examination.

- If the patient is injured and cooperative you may take them to the regular ER entrance. If they are uncooperative you should go to the west side (old ambulance bay).

- Use the silver call box by the yellow pole to be “buzzed” in to the garage.

- Lock your weapon in you car or use the weapon locker inside and retain the swipe card until you leave. This swipe card also lets you into the facility.

- Once inside the double doors, turn right and access the first door on your right with the swipe card. Intake personnel will be waiting for you there.

- Fill out the intake form including the reason for the admission.

3. **Medical Considerations:**

   Officers should be alert to any injuries, medical problems and levels of intoxication. If any exist the officer will take the individual to a hospital and obtain a *medical clearance*.

4. **Communications:**

   Dispatch should be notified of your custody/transport status and any special instructions will be relayed to Providence Hospital prior to your arrival.
5. **Weapons Security:**

   Officers will comply with current Providence Hospital rules regarding the securing of weapons at their facility.

6. **Documentation:**

   Case numbers will be drawn and a report completed, including any attachments.
ROBBERY
PART 3 - CHAPTER 11

3.11.010 PROCEDURE

While responding to a robbery call where the robbery has just occurred, it is important to be aware that you may pass the suspect leaving the scene as you are responding to the scene.

3.11.020 ALASKA STATUTES to REFERENCE

AS 11.41.500(a) Robbery in the first degree.
AS 11.41.510(a) Robbery in the second degree.
AS 11.41.520 Extortion
AS 11.41.530 Coercion

3.11.030 DEGREES of ROBBERY

Robbery First & Second degree, Extortion and Coercion are all felony crimes.

3.11.040 NOTIFICATION

The Chief or Deputy Chief shall be notified immediately of all Robbery in the First Degree cases. Robbery in the Second Degree, Extortion or Coercion cases, The Chief or Deputy Chief should be notified as soon as possible.
3.11.999 REPORTS REQUIRED

Some of the reports that may be required in a robbery case are:

1. UPD Case Report

2. Additional Names Supplement

3. UPD Supplemental (Narrative) Report
   a. All officers that assist in any way shall complete a supplemental report.

4. UPD Evidence Report
BURGLARY
PART 3 - CHAPTER 12

3.12.010
THEFT
PART 3 - CHAPTER 13

3.13.010
STOLEN VEHICLE
PART 3 - CHAPTER 14

3.14.010
D W I
PART 3 - CHAPTER 15

3.15.010
TRAFFIC ACCIDENTS
PART 3 - CHAPTER 16

3.16.010
IMPOUNDS
PART 3 - CHAPTER 17

3.17.010 PURPOSE:

To describe the proper use of UPD authority to impound motor vehicles and complete an Impound Report.

3.17.020 PROCEDURE

A. An officer may impound a motor vehicle when the vehicle is deemed to be unsafe to operate, when it poses a traffic hazard, impedes snow removal, has not been properly licensed or insured, or when needed for evidence when it has been used in the commission of a crime. Other circumstances may warrant impounding as needed for the safe operation of the University campus. Consult with a supervisor if in doubt, before taking someone’s vehicle.

B. Dispatch shall contact an approved towing company for removal of the vehicle, and will generally need to know the registration number and make/model. If at all possible, an officer shall remain with the vehicle until the tow truck arrives, and offer to remain on scene until the tow vehicle leaves in the event a hostile owner may be anticipated on scene.

C. Should the vehicle owner be contacted and/or arrive on scene before the tow truck arrives, the officer shall determine whether it is appropriate to release the vehicle to the owner and have the wrecker response canceled. If it is likely that the tow truck arrival is imminent, the owner may be required to pay a response fee to the towing company prior to release. If the vehicle is to be impounded regardless of the owner's presence, a copy of the Impound Report shall be handed to him.
D. An Impound Report shall be completed, and signed by the tow truck operator. As illustrated in the UPD Report Manual, the report shall include information about the date and reason for the impound, owner information if known, and conditions under which the vehicle can be released from custody of the towing company.

E. In the event the impounded vehicle may contain contraband, evidence, or other material relevant to a criminal investigation, the officer may choose to contact an APD supervisor for access to Indoor Secure Storage. The officer shall accompany the tow truck to the storage garage and ensure that it is handled in a manner least destructive to potential evidence. Complete an APD chain of custody form and secure it to the windshield.

F. Photograph any obvious existing damage, and note it on the Impound Report.

G. If the vehicle is unlocked, document an inventory of property inside that you see in plain view. Secure the vehicle. If the vehicle cannot be locked, consider a more thorough inventory and take custody of obvious valuables for safe keeping.

H. Place the appropriate copy of the Impound Report on/in the vehicle. Post the original report on the clipboard in dispatch. Give the dispatcher a photocopy so the impound can be entered into APSIN.
3.18.010
ANIMAL PROBLEM
PART 3 - CHAPTER 19

3.19.010
HAZARDOUS MATERIAL
PART 3 - CHAPTER 20

3.20.010
3.21.010
3.22.010  AUTHORITY

A. Under UAA Procedure 02.09.01.B, students bringing firearms into the UAA residential housing complex are required to store them in a central storeroom under the supervision of a uniformed officer from the University of Alaska Anchorage Police Department (UPD).

B. The UAA Student Code of Conduct, item #5, it prohibits the use, possession, or sale of firearms, explosives, dangerous chemicals, or other dangerous weapons on the University property, except as expressly authorized by campus procedure.

3.22.020  HOUSING WEAPON REGISTRATION

A. All resident students wishing to bring their weapons onto campus must register each of their weapons with UPD utilizing the Firearms Tracking Form (Rev. 3/96). Each weapon will require a separate form.

B. Firearms will be stored in the weapons locker safe located within the maintenance storage area of Student Housing. Officers will ensure that the weapon is unloaded prior to putting it into the locker. Officers will use all possible care when handling weapons to prevent them from being damaged.
3.22.030 INITIAL WEAPON CHECK IN PROCEDURE

A. Upon the request of a housing resident to initially check in a weapon, the responding officer will institute the following procedure:

1. The officer will first respond to the UPD Dispatch Center and pick up the sign in/out Weapons Locker Log Book and the NCIC, APSIN, and Criminal History printout on the resident requesting the weapon storage.

2. The officer will meet the resident at the weapons storage facility and verify all personal and weapon data required for the Firearms Tracking Form. The officer will then write the information onto the Firearms Tracking Form and will use one (1) form per weapon.

3. The resident will then read the entire Firearm Tracking Form and sign where appropriate.

4. The officer will then sign the form as the UPD Witness.

5. The officer will fill out a red evidence tag, which will include the owners name under “Claimant” and will give a brief description of the weapon under “description of property”. This red tag will be attached to the unloaded weapon prior to storing it in the weapons safe.

6. The Weapons Locker Log Book will be immediately returned to the UPD Dispatch Center and the dispatcher will check the weapon through NCIC.
3.22.040 SUBSEQUENT WEAPON CHECK IN/OUT

A. Routine check out of a weapon requires the following procedure:

1. The officer will respond to the UPD Dispatch Center and get the Weapons Locker Log Book. The dispatcher on duty will run a NCIC/APSIN check to determine recent activity, such as, a Domestic Violence Restraining Order, etc. which may prohibit checking out the weapon.

2. At the weapons storage facility the Officer will confirm the identity of the person requesting the weapon removal and check out the weapon only to the owner registered on the Weapon Tracking Form. The red tag will be removed from the weapon and stored in an envelope on the inside of the weapons safe door.

3. The owner will be required to sign out the weapon of the Weapon Tracking Form Log and the Officer will sign as a witness. The owner will be advised to remove the weapon from the campus immediately.

4. After securing the weapons safe the Officer will immediately return the log book to the dispatch center.

5. Subsequent check in of a weapon that already has a Weapon Tracking Form of file will not normally require NCIC/APSIN checks. When said weapon is returned to the storage facility, the Officer will reattach the red tag to the unloaded weapon and secure it in the weapons safe.

6. The owner will sign the Weapon Tracking Log and the Officer will sign as a witness.
3.22.050 WEAPON INVENTORY FOLLOW-UP

A. In an attempt to monitor weapons that have been checked out by residents, the following steps will be taken:

1. Each Monday morning, no later than 1000 hours, the Department Dispatcher on duty will FAX copies of all Weapons Tracking Form Logs to the Director of Housing.

2. The Director of Housing has agreed to have her staff review the information to assure that the resident has returned the weapon in a timely manner.

B. For weapons that are checked out permanently, Officers will perform the following:

1. On the front of the Weapon Tracking Form, have the owner fill out and sign the “Permanently Removed” portion at the bottom of the page. An NCIC/APSIN check will be run by the dispatcher on duty prior to the release of the weapon. The Officer will also sign the “Permanently Removed” portion of the Weapon Tracking Form.

2. On the red evidence tag, under Record of Custody, the Officer will write “permanently removed”, and require the owner to initial, date and time the entry.

3. The red evidence tag will then be stapled to the Weapon Tracking Form upon returning to the dispatch center.

4. The Dispatcher will file the Weapon Tracking Form with the evidence tag affixed, in a special folder located in the Dispatch Center. These records will be maintained for one additional semester from the date of removal.
JUVENILES
PART 3 - CHAPTER 23

3.23.010
MINORS & ALCOHOL OFFENSES
PART 3 - CHAPTER 24

3.24.010 AUTHORITY

Statues of the State of Alaska allow for subjects under the age of 21 who have consumed or possessed alcohol to be cited for a violation of law.

3.24.020 STATUTE

AS 04.16.050 Possession, control or consumption by persons under the age of 21”.
   (a) A person under the age 21 years may not knowingly consume, possess or control alcoholic beverages except those furnished persons under AS 04.16.051(b)
   (b) A person who violates (a) of this section is guilty of a violation
3.25.010
3.26.010  DEFINITION

A hostage situation occurs when one person holds another person or persons, against their will, for the purpose of preventing some type of action from occurring.

This also includes the situation of the suspect using a person (hostage) as a protective shield.

3.26.020  ALASKA STATUES to REFERENCE

Some of, but not all of, the Alaska State Laws to make reference to are:

- AS 11.41.300  Kidnapping
- AS 11.41.200(a)  Assault in the 1st degree
- AS 11.41.210(a)  Assault in the 2nd degree
- AS 11.41.220(a)  Assault in the 3rd degree
- AS 11.41.230(a)  Assault in the 4th degree
- AS 11.41.250(a)  Reckless Endangerment
3.26.030 PROCEDURE

As soon as the UPD Officer determines that a hostage situation exists, the Officer shall advise dispatch to notify the Chief and Deputy Chief.

In most cases the APD Hostage Negotiation Team shall be requested to respond. Upon the arrival of the APD Hostage Negotiation Team, the scene will normally be turned over to APD. UPD Officers will assist.

While waiting for the APD Hostage Negotiation Team, the initial responding UPD units should maintain coverage of the scene until relieved. During this time there are several concerns that should be addressed.

A. What is the medical condition of the hostage or hostages, and the suspect. If medical attention is needed, do not send medics into the scene, they may just become additional hostages. The patient should be brought to the medics.

B. The safety of persons in the area must be evaluated. If people must be evacuated, can they be moved safely or are they better off were they are?

C. Prevent the suspect from taking the hostage from the area. A confined area is much easier to control that a mobile scene.

D. If the suspect attempts to communicate with you then appease him. Do not make any promises that you may not be able to keep. Be very careful what you say, you do not want to upset the suspect.
E. Attempt to locate any witnesses or information on what caused the situation. Information on the suspect and hostages may be very helpful to the negotiator in developing a rapport with the suspect.

F. Try to locate some one who knows the layout of the scene. If a forced entry is needed a floor plan is very helpful.

G. UPD officers will assist APD officers, in every way possible, if APD responds.

3.26.040 REPORTS REQUIRED

The lead UPD Officer on scene will draw a case number for a UPD Police report. This report case number will be cross referenced to APD’s report case number. All officers involved will complete a supplemental narrative report of the actions they took, even if they were trifling.

A completed UPD report will be forwarded to APD for attachment to their report.

UPD will request a copy of APD’s report for attachment to our UPD report.
3.32.010 PURPOSE:

The purpose is to establish the Department's guidelines regarding the use of speed measurement equipment.

3.32.020 POLICY:

A. Uniform officers must be certified prior to issuing citations based on radar. Prior to using traffic radar for enforcement, the officer shall complete the prescribed training course, complete a practical exam, and pass a written test to obtain radar certification.

B. Radar units and tuning forks must be certified annually. The Deputy Chief is responsible for seeing that certifications are accomplished.

C. Prior to first use, officers must review the instruction manual for the model radar assigned to them.

D. Hand-held radar units will never be pointed at any part of the operator's or another person's body while the unit is transmitting. Operators are cautioned against triggering the unit while it is resting in the lap.

E. Traffic citations supported by radar should not be issued unless:

1. a visual speed estimation and identification of the violator was made prior to verification of the speed by a radar unit, and;
2. the operator was able to recognize a valid Doppler tone from the radar, and;

3. if the radar is being used in moving mode, that the patrol speed indicated by the radar was verified against the vehicle speedometer.

If a deviation between the radar unit and speedometer of greater than +/- 3 mph is observed, the officer shall arrange for the speedometer to be checked against another radar unit and for its repair if the deviation is confirmed. No citations will be issued based upon moving mode when in a vehicle with a faulty speedometer.

F. Any radar found to be responding improperly shall be immediately taken out of service and written notification made to the Deputy Chief detailing the specifics of the malfunction.
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