



City of Nome Police Department


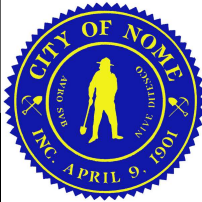
William Crockett
Chief of Police

Operating Procedures Manual Public Copy

The copy of this manual for public viewing has been redacted consistent with AS 40.25.120(a)(6)(E,F,G). Questions about specific policy should be directed to the Chief of Police at the address listed at the bottom of this page.

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City of Nome Police Department
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| NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL | | |
|---|---------------------|---|
| CHAPTER 1 | GENERAL DESCRIPTION | |
|  | Effective: | Chief Approval: |
| | Revision: | City Manager: |
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CHAPTER 1 GENERAL DESCRIPTION

1.010 NOTICE

The Department policies established in this manual are not intended, and should not be construed, to be used as evidence of the existence of any higher duty of safety or care than is otherwise provided by law. Rather, violation of procedures within this manual are to be used solely to form the basis for departmental administrative action.

1.020 GENERAL

A. Title of manual. This manual will be referred to as the OPERATING PROCEDURES MANUAL that may be abbreviated as OPM.

B. OPM may be superseded. The OPM is subordinate to statute, current collective bargaining agreement, administrative regulation or City Ordinance.

C. Revisions may be issued. Periodic reissues of the OPM will be made incorporating changes to the current edition. Interim revisions to the OPM will be made in the form of Written Directives. Employees are responsible for updating any copies of the OPM issued to them or in their custody, and for retaining any directives until superseded or rescinded. Copies and revisions may be found on PowerDMS.

Written Directives (WD's) may be used by the Chief of Police to make policy changes and procedures, it will be implemented into the OPM during revisions.

1. WD's will be in the MEMO format with Department letter head.
2. WD's will be disseminated to all employees via Power DMS and a hard copy in a briefing binder to follow.
3. WD's will have the chance to be reviewed by subordinate personnel at the Chief's discretion.
4. WD's may be created and disseminated by the rank of Patrol Sergeant, Investigator, and Accreditation Manager; prior approval from either the Deputy Chief of Police and/or Chief of Police is required before dissemination of a WD.

D. Action by employee noting errors. Any employee observing omissions or contradictions in the OPM shall notify their supervisor, in writing, in order that corrections can be made in the next revision.

E. OPM applies to all employees. The OPM is applicable to all employees of the Department. The Nome Police Department 911 Center may find other procedures defined in their Standard Operating Procedure Manual.

F. Employees required to be familiar with OPM. Employees of all sections within the Department are required to refer to and abide by the rules and policies set out in applicable sections of the OPM.

G. Organization of the OPM.

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|-----------------------|--|
| 1. SECTIONS 1-5 | Organization and Administration |
| 2. SECTIONS 101-119 | Department Rules and Regulations |
| 3. SECTIONS 201-202 | Vehicle Operations and Traffic Enforcement |
| 4. SECTIONS 301-302 | Use of Force and Use of Force Investigations |
| 5. SECTIONS 401 - 408 | Major Events Protocol |
| 6. SECTIONS 501-510 | Investigative Procedures |
| 7. SECTIONS 604-606 | Investigative Protocols |
| 8. SECTIONS 701-703 | Report Procedures and Information Release |
| 9. SECTIONS 801-811 | Miscellaneous Policies |

1.030 OTHER PROCEDURAL MANUALS

A. Additional procedural manuals may be developed. The establishment of the OPM does not preclude the development of procedural manuals for special needs or uses. The Police Chief may authorize the establishment of procedural manuals required for efficient operation. Current copies of all manuals developed under this section will be provided to the City Manager and City Attorneys for review and approval.

B. Department procedural manuals that may be established for NPD:

1. APSIN/NCIC Security and Procedures
2. Department Report Writing Manual
3. Department Personnel Investigations Manual
4. Emergency Disaster Plans
5. Supervisor's Guide to Progressive and Constructive Discipline
6. Other manuals as designated by need.

1.040 DEFINITIONS

Bargaining Unit -- Any union or employee association recognized by the City as representing Department employees. Current Bargaining unit is with APEA Local #6141

Commanding Officer -- A ranking officer with supervisory authority.

Commissioned Personnel -- Officers meeting the statutory definition of "Police Officer."

Department -- Nome Police Department.

Department Authorized Training – Training approved and authorized by the Department.

Employee(s) -- All persons employed by the Department.

He, Him or His, They, or Them -- She, Her, or Hers, They, or Them, when appropriate.

Man or Men -- Woman or Women, They, or Them when appropriate.

Member(s) -- Synonymous with employee(s).

Notebook(s) -- Department provided notebooks in either 6" x 8" or 4" x 6" sizes or personally purchased notebooks used by officers to keep notes.

Officer(s) -- Employee(s) of the Department responsible for enforcement of some or all City Ordinances and/or State laws including officers, sergeants and the Chief of Police except where specifically noted to the contrary.

Officer-In-Charge (OIC) -- An officer who, by written delegation of authority, directs work of another commissioned officer.

Personnel -- Synonymous with employee(s).

Ranking Officer -- An officer of the rank of Sergeant or above.

City – City of Nome.

SOP -- Standard Operating Procedures.

Superior Officer -- Commanding officer of the rank of Lieutenant or above.

Supervisor -- A person who by rank, seniority, or delegation has the authority to direct the work of another.

1.050 RESTRICTIONS

No additions, changes or deletions to the OPM shall be made without prior approval of the Chief of Police.

1.1.1 OATH OF OFFICE

All sworn personnel **prior to assuming sworn status** must take an oath of office to uphold state and federal constitutions and local ordinances, to obey the rules and regulations of the employing agency, and to abide by a code or canons of ethics.

1.1.2 CODE OF ETHICS

Sworn personnel must attest and subscribe to the law enforcement Code of Ethics as stated under the APSC handbook and 13AAC 85.040, more often than not this is conducted at the Alaska Department of Public Safety Training Academies held in either Sitka, AK or Fairbanks, AK. It reads as follows:

“As a law enforcement officer, my fundamental duty is to serve all people; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all people to liberty, equality, and justice. I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty. I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no

compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence, and never accepting gratuities. I will recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself (before God)* to my chosen profession . . . law enforcement.

*The phrase in parentheses may be omitted.”



1.1.3 PUBLIC SAFETY CERTIFICATIONS

All sworn personnel will meet certification requirements as stated by Alaska Police Standards Council’s current handbook, which can be found here: <https://dps.alaska.gov/apsc/home>

All communication staff (dispatch) will meet certification recommended standards as set by APCO <https://www.apcointl.org/> and/or International Academies of Emergency Dispatch <https://www.emergencydispatch.org/home> Communication staff that become Emergency Medical Dispatch (EMD) certified will follow standards set in 7 AAC 26.810 – 7 AAC 26.840.

1.1.4 POLICY MANUAL

All employees will have the current electronic edition of this policy manual available to them in Power DMS.

| <p style="text-align: center;">NOME POLICE DEPARTMENT</p> <p style="text-align: center;">OPERATING PROCEDURES MANUAL</p> | | |
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| CHAPTER 2 | Authority and Organization of the Department | |
|  | Effective: 4-2022 | Chief Approval: |
| | Revision: | City Manager: |
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CHAPTER 2 AUTHORITY AND ORGANIZATION OF THE DEPARTMENT

This section sets out statutes that establish the jurisdiction and areas of responsibility of the Nome Police Department.

2.010 AUTHORITY

Under Alaska Statutes, the City of Nome has the authority and power to establish and enact a police department for the purpose of the protection of life and property. [AS 29.35.010] As such, the City has established the Nome

Police Department, herein referred to as ‘Department’ to provide public safety services within all incorporated areas of the City.

2.020 ADMINISTRATION OF DEPARTMENT

A. Delegation of functions. The Chief of Police is the principal executive officer of the Nome Police Department and may assign the functions vested in the department to subordinate officers and employees.

B. Establishment of regulations. The City of Nome may adopt regulations consistent with law or rules established by the City of Nome municipal government. Such regulations may be enforced by the Chief of Police or his designee for the good order and function of the Department. Regulations may address:

1. the administration of the department;
2. the conduct of employees;
3. the distribution and performance of business; and
4. the custody, use and preservation of the records, documents, and property pertaining to department business.


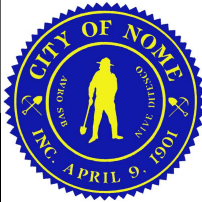
C. Executive may establish staff positions. The Chief of Police may establish necessary subordinate positions, and consistent with City regulations, make appointments to these positions, and remove persons appointed, within the limitations of appropriations and subject to state personnel laws. Each person appointed to a subordinate position established by the principal executive officer is under the supervision, direction, and control of that executive officer.

D. City Government assigns functions not assigned by law. Administrative functions established by law that are not assigned by law shall be assigned by the city government to the entity that can most appropriately and effectively perform the activity.

E. Executive may reorganize Department. Subject to state and city personnel laws, regulations and collective bargaining agreements, the Chief of Police may, in the interest of improved management, abolish unnecessary offices and positions, transfer officers and employees between positions, and change the duties, titles, and compensation of existing offices and positions upon approval of the City Manager and City of Nome Common Council.

F. Executive and members may only appear before City Government when called. The principal executive officer of the department and each employee of the department may not appear before the City of Nome Common Council to present requests or information pertaining to appropriations or other matters unless called upon to do so by the City Council or Executive management of the City. The provisions of this paragraph do not apply to recognized union officials when acting in the scope of their union duties. Union duties, as used in this policy, includes, but is not limited to, union grievances, union negotiations with the City of Nome, or conducting similar types of business.

Department policy: such requests of NPD members will be cleared or approved by the Chief of Police or Deputy Chief of Police prior to any appearance.

| NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL | | |
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| CHAPTER 3 | Police Protection | |
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CHAPTER 3 POLICE PROTECTION

3.010 POWERS AND DUTIES OF THE NOME POLICE DEPARTMENT


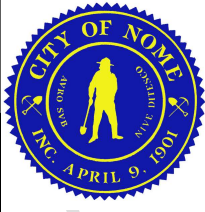
A. Powers and duties of department and commissioned personnel. The Department and all commissioned personnel are charged with the enforcement of all criminal laws of the city and state, and have the power usually and customarily exercised by a peace officer of the city or state. Each commissioned officer may prevent crime, pursue and apprehend offenders, obtain legal evidence, institute criminal proceedings, execute any lawful warrant or order of arrest, make an arrest without warrant for a violation of law committed in his presence, and may cooperate with other law enforcement agencies in detecting crime, apprehending criminals, and preserving law and order in the State. [Ref. AS 18.65.080-085] Non Commissioned members are authorized to perform those duties as assigned by their position and in support of the public safety needs of the community.

Officers will observe and comply with every person's rights under the United States and Alaska State Constitution.

B. Officers may command assistance. Commissioned members may command the assistance of any able-bodied person to accomplish the purposes listed in OPM Section 3.010 (A). During the time that assistance is required, the person is considered to be a member of the Department with the powers of a commissioned officer under OPM Section 3.010 (A). [Ref. AS 11.56.720]

C. Only lawful interference with rights or property permitted. Members may not interfere with the rights or property of any person, except in a lawful manner necessary for the prevention of crime or the capture and arrest of an offender.

NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL

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| CHAPTER 4 | Organization | |   |
| | Effective: 4-2022 | Chief Approval: | |
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CHAPTER 4 ORGANIZATION

4.000 DEPARTMENT MISSION AND VISION STATEMENT

A. Mission Statement. The mission of the Nome Police Department is to preserve the peace, enforce the law, prevent and detect crime, and protect life and property.

B. Vision Statement. The Nome Police Department is committed to being a professional police department and a leader among Alaska's law enforcement by hiring and promoting a professional staff, employing the highest standards of performance, best practices, accountability, and reflecting the values of the community. The Nome Police Department must be committed to human values: honesty, integrity, service, compassion, fairness, diversity, human rights, and justice. The Nome Police Department strives to adhere to the highest of standards and reflect the diversity of our community. The citizens of Nome and members of the police department must be united in our commitment to addressing crime, domestic violence, supporting our youth, our elders and quality of life issues by engaging one another as partners in the community as problem solvers. Nome Police policies and tactics must be driven by current, accurate and reliable information through existing and emerging technologies that strengthen Nome's community. The police department will strive to maintain the trust of the community through transparency by actively engaging with the public it serves. When there are complaints involving the police department, both the community and the police are best served by a system of accountability that is fair to all involved. To make our vision reality, the police department must reward the hard work, ingenuity and resourcefulness of our employees by retaining and developing them into the next generation of leaders.

4.010 CHIEF OF POLICE

The Chief of Police is the appointed principal executive head of the Nome Police Department and is vested with full power and authority over the organization, administration, and discipline of the Department. The Chief of Police has the authority to appoint, promote, demote, suspend or dismiss members in accordance with provisions of City and Personnel rules; applicable regulations; and in accordance with current collective bargaining agreements. The position has the authority to assign personnel and to determine policies of the Department in keeping with responsibilities defined by the City. The Chief may establish the uniform and equipment employed; the nature and character of recruitment and special training; and the general policy with respect to the use and employment of all members of the Department.

4.020 DEPUTY CHIEF OF POLICE

The Deputy Chief is deputy executive head of the Department, and shall, in the absence of the Chief of Police or at the Chief's discretion, administer functions relative to the protection of life and property in the City of Nome. The Deputy Chief shall receive supervision from and be directly responsible to the Chief of Police, and in the Chief's legal absence, the Deputy Chief shall assume the responsibilities of the Chief. As deputy executive head of the Department, the Deputy Chief shall provide supervision as required through appropriate

lines of authority, to ensure a high degree of efficiency and morale in subordinate personnel, utilizing modern methods of planning, organizing, staffing, directing, reporting, budgeting, recruiting, training, and leadership.

The Deputy Chief has, upon approval of the Chief, the authority to appoint, promote, demote, suspend and/or dismiss members in accordance with provisions of City Personnel rules; applicable regulations; and in accordance with current collective bargaining agreements. The position has the authority to assign personnel to various duties in accordance the authority granted through this policy.

4.030 ACCREDITATION MANAGER

The accreditation manager is an executive function of the Nome Police Department and the Nome 911 Emergency Center. The accreditation manager is responsible for ensuring compliance is held through the Northwest Alliance Accreditation (NWAA). In respect to these requirements, the AM holds responsibility and supervisory through and up to the rank of Sergeant; the accreditations manager's title internally will be held as "Administration Sergeant". In addition this supervisory extends to the Nome 911 Emergency Center in regards to ensuring compliance is met under NWAA; regular supervisory duties will still fall upon the Communications Supervisor. In the Chief's and Deputy Chief's absence the accreditation manager may assume the responsibilities of the Chief and Deputy Chief so directed.

The accreditation manager will also heavily support administration functions of the Police Department and assist the Deputy Chief of Police when available.

4.040 SERGEANT

The Sergeant is the first line supervisor responsible for the day-to-day supervision and direction of the patrol component of the department. Responsibilities of the Sergeant include the scheduling of personnel to fill required work shifts; supervision of personnel to insure compliance with policy, procedure, legal and ethical standards; commending personnel for exemplary service; discipline of personnel for negative performance; investigation of complaints against members of the department; and general supervisory and administrative functions that support efficient and effective delivery of police services. The Sergeant is subordinate to the Deputy Chief in the command structure. In the absence of the Deputy Chief, the Sergeant may act in the capacity of the Deputy Chief with the endorsement of the Chief of Police.

4.050 INVESTIGATOR

The Police Investigator is a position defined by function and holds similar rank of a Police Officer III or Officer in Charge, in absence of a Patrol Sergeant, the Investigator may function as the commanding officer on scene, however also has supervisory authority over the distribution of tasks during major investigations. The Investigator is responsible for management of complex cases to include: homicide; sexual crimes; felony assault cases; domestic violence follow-up; missing persons cases; major property crimes such as theft and burglary; and other duties as assigned by the Chief of Police and/or Deputy Chief of Police. The Investigator's function is to intensely focus police efforts on a high degree of quality control to promote solvability and proper documentation. The Investigator reports directly to the Deputy Chief of Police.

4.060 PATROL OFFICER

The Patrol Officer is the line mechanism of the department who delivers services directly to citizens. The patrol officer is responsible for responding to citizen complaints and reports of criminal behavior; assessing the fact pattern involved in the incident; determining the appropriate action based on policy, law and ethical enforcement standards; implementing action; documenting the action taken; and introducing the action to the legal system through interaction with the District Attorney and the Alaska Court System. On many occasions, a patrol officer may provide proactive and preventative services to discourage criminal acts and behavior as well as mediate disputes and circumstances that do not fall within the criminal enforcement model. The Patrol Officer is subordinate to the Sergeant and receives guidance, direction and supervision from the Sergeant.

4.070 COMMUNITY SERVICE OFFICER (CSO)

The CSO program is a crucial community mechanism of the department who focus on community policing within its citizens. The CSO is responsible for assisting police officers in daily operations, being a role model for the community, assisting intoxicated/incapacitated persons, curfew violations, underage tobacco and marijuana violations, assisting in minor misdemeanor offenses, enforcing Nome Municipal Code (NCO), providing emergency care in situations when needed. Other duties may be assigned by a Patrol Sergeant, Deputy Chief of Police, or Chief of Police.

CSO's are distinguished from Police Officers in that the CSO are not armed with a firearm; and are exempt from portions of the criteria for Police Officer and are not certified by Alaska Police Standards Council.

4.080 NON-SWORN PERSONNEL

Non sworn personnel are a vital component to public safety delivery and can work within the administrative section or within the communications/dispatch operations of the department. Non sworn positions include the Administrative Assistant, Evidence Technician, Communications Supervisor, Communications Officers and DV/SA Victim Advocate, may include Accreditation Manager as well. The role of Non sworn personnel is to support the delivery of public safety services to the community by: receiving information from the public that an event has or is about to occur; determining the nature of the event; determining jurisdiction for the event; determining the appropriate public safety resource(s) needed to manage the event; notifying the appropriate resource; monitoring response; and conducting liaison with other service providers in the community to coordinate effective response and follow-up. Non sworn personnel are critical to response capability.

In addition to response, Non sworn personnel facilitate the flow of information from the department to other sectors within the criminal justice system; maintain the case filing system; manage physical facility needs; provide administrative support; and perform other duties as assigned by supervision or through the chain of command.

Communications personnel are subordinate to the Communications Supervisor who is subordinate to the Chief of Police or Deputy Chief of Police and/or his/her designee. Administrative personnel are subordinate to the Chief of Police or his/her designee.

All Nome Police Department personnel with access to State of Alaska Criminal Justice Information Services (CJIS) Systems Agency (CSA) and/or Federal Bureau of Investigation (FBI) CJIS Division criminal justice information (CJI) systems and the CJI from these systems have a duty to protect the integrity, confidentiality, and security of the systems and the information.¹ All equipment used to process, store, and/or transmit State and/or FBI CJI is a privilege allowed by Nome Police Department, the CSA, and the FBI. Use of and access to the CJI and CJI systems requires adherence to relevant federal and state laws.²

Misuse of computing, networking, or other information resources may result in temporary or permanent restriction of access privileges for Nome Police Department and/or the employee. Misuse of criminal justice information specifically could also result in criminal and civil penalties for Nome Police Department and the employee.³ Examples of misuse include, but are not limited to:

1. Using someone else's login credentials (username, passwords, etc.).
2. Leaving a computer logged in with your login credentials unlocked in a manner that would allow another person to access a CJI system and/or CJI under your name.
3. Allowing an unauthorized person to access CJI.
4. Allowing remote access of Nome Police Department issued computer equipment to access CJIS systems and/or CJI without prior authorization of Nome Police Department.

¹ The State of Alaska Department of Public Safety is the CSA for Alaska

² See: Alaska Statute 12.62; 13 Alaska Administrative Code 68; FBI CJIS Security Policy; CJIS Systems Agency Security Policy; 28 CFR 20

³ Employee includes paid and volunteer staff, contractors, and vendors assigned to work with CJI at the agency



5. Obtaining access to CJI systems and/or CJI that you are not authorized to use.
6. Using Nome Police Department's network to gain unauthorized access to CJI.
7. Knowingly performing an act which will interfere with the normal operation of CJI systems on Nome Police Department network.
8. Knowingly propagating a computer virus, malware, Trojan horse, or other malicious code on Nome Police Department network.
9. Masking the identity of an account or machine.
10. Unauthorized possession of, loss of, or damage to Nome Police Department's technology equipment with access to CJI through unreasonable carelessness or maliciousness.
11. Maintaining CJI or duplicate copies of official Nome Police Department files in either manual or electronic formats outside of Nome Police Department's physically secure location without express permission of Nome Police Department.
12. Using Nome Police Department's access to State and/or FBI CJIS systems and/or information for personal or financial gain.
13. Deliberately failing to report promptly any known CJI misuse by another employee.
14. Using personally owned devices on Nome Police Department's network without express permission.

In the event, an employee or contractor associated with Nome Police Department is found to be in violation of this policy, Nome Police Department will take the following course of action: to start the progressive discipline steps. Notification to the CSA is required when misuse is in violation of the User Agreement between Nome Police Department and the CSA, the CSA and/or FBI CJIS security policies, or state/federal laws. Specifically, notification should be made to the CSA's Information Security Officer at dpsapsinsecurity@alaska.gov.

4.090 DEPARTMENTAL PROGRAMS

The Chief's Office supervises the programs and functions listed in this section. The Chief may assign or locate these functions anywhere in the Department and may delegate the supervision as needed for efficient functioning.

1. Field Training and Evaluation Program (FTEP) of recruit police officers;
2. In-service and continuing training covering refresher, updates, and advanced topics;
3. Coordination of grant applications, associated programs, and training/equipment projects for the Department;
4. Development of the long-range plans and objectives of the Department;
5. Determine trends in NPD resource needs and in making resource allocation decisions;
6. Collection and analysis of information to assist in formulating long and short-range plans within the Department;
7. Publication of the OPM; and
8. Development of departmental standards and procedures.

| <p style="text-align: center;">NOME POLICE DEPARTMENT</p> <p style="text-align: center;">OPERATING PROCEDURES MANUAL</p> | | |
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| CHAPTER 5 | Command Division of Nome Police Department | |
|  | Effective: 4-2022 | Chief Approval: |
| | Revision: | City Manager: |
| | |  |

CHAPTER 5 COMMAND DIVISION OF NOME POLICE DEPARTMENT

5.010 RESPONSIBILITY

The Nome Police Department (NPD) is charged with general law enforcement, prevention of crime, pursuit and apprehension of offenders, lawful service of civil and criminal process, prisoner transportation, central communications and search and rescue when applicable. NPD serves as the central point for all public safety related dispatch for the City of Nome and frequently for events outside of the City limits.

5.020 ORGANIZATIONAL CHANGES

The Chief may create additional bureaus, services, sections, or units as deemed necessary to perform the functions of Department, upon approval by the City Government.

5.030 ENFORCEMENT RANKS

A. Enforcement ranks. The levels of authority of the enforcement ranks of the Department are listed below. Supervisor / subordinate roles for other job classes and for civilian employees are defined on Department organizational charts.

Chief

Deputy Chief of Police

Accreditation Manager “Administration Sergeant”

Sergeant

Investigator II

Investigator I

Police Officer III

Police Officer II

Police Officer I

Police Officer Trainee

Community Service Officer

B. Determination of command hierarchy. For the purposes of command hierarchy, authority shall be determined first by rank, second by length of service in rank.

5.040 LINE OF COMMAND

A. Commanding Officer. A commanding officer is any member of the Department designated by the Chief who, by virtue of his rank and/or authority, is senior in administrative responsibility within the Department.

B. Chain of Command. The Chief of Police shall designate the chain of command by establishing a chart of the Department's hierarchical organization.

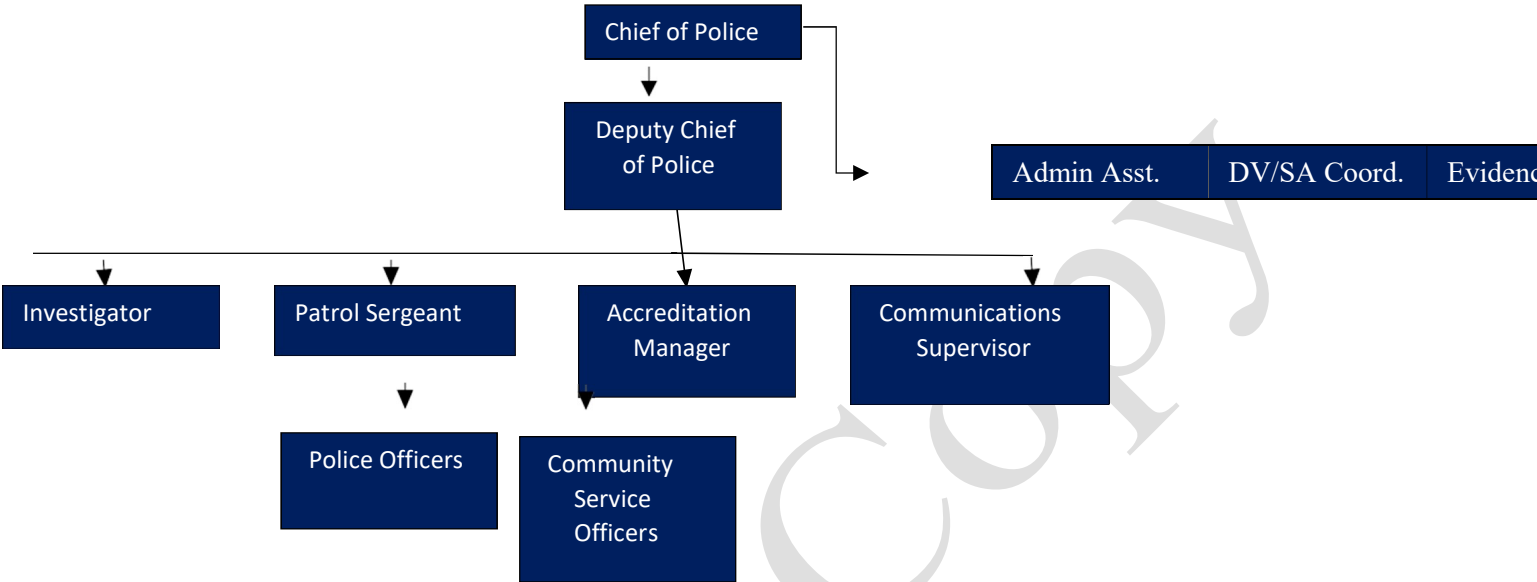
C. Member's Responsibility. Each member of the Department is responsible to the next higher level of command.



5.050 GENERAL RESPONSIBILITIES OF COMMAND

Commanders and supervisors shall be responsible for:

1. The efficient performance of their duties, and for the punctual attendance, appearance, good order, efficiency, and discipline of all members and employees under their command;
2. Determining whether subordinates are performing their duties in accordance with law, regulation, and department policy, and for taking action to correct any deficiencies detected;
3. Properly preparing, transmitting, filing, using, and preserving official reports, records, and correspondence originating within or received by their commands;
4. Observance of the rules and regulations, and the policies and procedures of the Divisions within the Department by all members and employees under their command;
5. The good order, care, and condition of City property and equipment that may be issued to them and to members of their command; and
6. The proper administration of the collective bargaining contracts affecting members of their command.
7. Conducting a minimum of annual performances evaluations of subordinates. Command staff evaluations will be completed by the Deputy Chief of Police, and the Deputy Chief's will be completed by the Chief of Police.

5.060 ORGANIZATIONAL CHART



| <p style="text-align: center;">NOME POLICE DEPARTMENT</p> <p style="text-align: center;">OPERATING PROCEDURES MANUAL</p> | | |
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| CHAPTER 101 | Conduct | |
|  | Effective: 4-2022 | Chief Approval: |
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CHAPTER 101 CONDUCT

101.010 CONDUCT

A. Conduct standards apply to all Department employees. All of the ethical standards and rules expressed herein are inclusive, and together constitute the standards of conduct by which all employees of the Nome Police Department are to be governed. It shall be the duty of each employee to study and become familiar with the rules and regulations governing the organization and operation of the department, as well as the conduct standards.

B. Professional standards of behavior apply. The standards of conduct set out in this chapter do not prohibit every possible act that constitutes unacceptable behavior. Conduct that shocks the conscience or that violates generally recognized standards of professional behavior is forbidden.

C. Reputation and effectiveness of the Department is affected by the conduct of its employees. The reputation of the Nome Police Department is influenced to a large degree by public belief in the integrity of its employees. Such traits as loyalty, determination, alertness, intelligence, unselfishness, honesty, and high moral standards, are instantly appealing and respected. Each and every member is expected to make a dedicated effort to conduct their official life so that they will inspire the confidence and trust of the public. The good conduct and reputation of members of the Department help assure the cooperation and support of the public, the cooperation of other agencies, and the mutual cooperation of all employees which increases the effectiveness of the Department.

101.020 CODE OF ETHICS

Chapter 1 defines the Code of Ethics we attest to as sworn employees, under 1.1.2.

101.030 GENERAL RULES OF CONDUCT

A. Employees to be courteous. Employees, when dealing with the public and each other, shall be patient, courteous, and respectful. Employees shall be tactful in the performance of their duties, shall control their tempers, exercise the utmost patience and discretion, and not engage in argumentative discussions even in the face of provocation, and shall be attentive to citizens seeking assistance or information, or who desire to register complaints or give evidence.

B. Statements by employees shall not belittle others. Employees of the Department shall not intentionally make statements belittling the beliefs or teachings of another without legal basis for their utterances, nor shall they make statements that by their very utterance would bring discredit upon the Department through demonstration of a lack of compassion, tolerance, understanding, or thoughtfulness on the part of the employee. Employees shall not express any prejudice concerning race, religion, politics, national origin, lifestyle, or similar personal characteristics.

C. Coarse language and gestures. In the performance of their duties employees will not use coarse, violent, profane, insolent language or gestures.

D. Prejudicial statements prohibited. Employees shall not express any prejudice concerning race, sex, religion, politics, national origin, lifestyle, or similar personal characteristics.

E. Employees to be punctual. Employees shall regard punctuality in all their engagements and the diligent performance of their duties as a prime responsibility to the public.

F. Employees to be impartial. Employees shall be cognizant of their primary obligation to render impartial, efficient, and effective services to the public in the discharge of their duties, and to always regard their office as a public trust.

G. Authority not to be used to secure personal advantage. Employees shall administer their duties in a courteous, fair, just, impartial, and reasonable manner, according no one more reasonable treatment than others. They shall recognize the limitations of their authority, and at no time use the power or influence of their office or position for their own personal advantage.

H. Employees responsible for city property. Employees are responsible for loss or damage to city property due to their carelessness or negligence, and shall safeguard city property against loss or damage.

I. Discriminatory behavior prohibited.

1. The Department will not condone, permit, or tolerate, on the part of its employees, any kind of harassment of persons, whether employees, applicants, or members of the public, on the basis of sex, color, race, religion, national origin, age, handicap, marital status, change in marital status, pregnancy, or parenthood. Employees who knowingly permit, engage in, or instigate such harassment will be subject to disciplinary action up to and including dismissal.

2. The Nome Police Department subscribes to a policy of equality in the provision of services and the application of enforcement actions to all citizens. Decisions to arrest, file charges, or to deliver any service to a member of the public shall not be influenced by that person's race, sex, creed, employment, or political standing or beliefs.

3. Complaints of any discriminatory behavior or workplace harassment should be reported to the immediate supervisor and follow chain of command. If a supervisor is accused, it should be reported to their supervisor and so forth.

(a) The Human Resources Department and City Manager's office shall be notified of complaints.

(b) Disposition of complaints will be provided to the employee and information that legally allowed to be shared will be; this will be done by the Human Resources Dept.

(c) All documentation of complaints will be handled in the Chief's office and copies to be held in Human Resource files.

101.040 NEGLECT OF DUTY

A. Neglect of duty. Employees shall not engage in any activities or personal business that causes them to neglect or be inattentive to their assigned tasks, while in duty status.

B. Reporting for duty. Employees shall report for duty at the time and place required by assignment or orders, and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties.

Judicial subpoenas shall constitute an order to report for duty under this section.

C. Fictitious illness or injury reports. Employees shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive the Department as to the condition of their health.

If requested by the employer, an absence reported as "sick leave," shall be supported and verified through written documentation provided by a licensed physician.

D. Sleeping on duty. Employees shall remain awake while on duty. If unable to do so, and in danger of falling asleep, they shall report to a supervisor, who shall immediately release the employee from duty, placing the employee in appropriate leave status, pending further supervisory review and appropriate action.

E. Absent without leave. Employees, while on duty, shall not leave any post, assignment, duty, or their area without authorization from their supervisor.

101.050 FAILURE TO FOLLOW ORDERS

A. Insubordination. Employees shall promptly obey any lawful order of a superior officer, a commanding officer, an Officer-in-Charge (OIC), or a civilian supervisor. This includes orders relayed to an employee by another employee of the same or lesser classification, by any other member of the department, or by any reliable means.

B. Failure to comply with directions. Employees shall comply with department policies and with verbal or written directions, instructions, directives, manuals or memoranda or other communications from a supervisor, officer-in-charge, or superior officer.

C. Truthfulness. Employees responding to superiors or to questions posed during official investigations shall truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the Department that may be asked of them.

101.055 CONFLICTING OR ILLEGAL ORDERS

A. Action of employee receiving conflicting orders. Employees who are given an otherwise proper order which is in conflict with a previous order, rule, procedure, regulation, or directive, shall respectfully inform the supervisor issuing the order of the conflict. If the supervisor issuing the order does not alter or retract the conflicting order, the order shall stand. Under these circumstances, the responsibility for the conflict shall be upon the supervisor.

Employees shall obey the conflicting order and shall not be held responsible for disobedience of the order, rule, regulation, or directive previously issued.

B. Action of employee receiving unlawful order. The recipient employee shall not obey any order which he knows, or should know, would require him to commit an unlawful act. If in doubt as to the legality of an order, the recipient employee shall request a conference with a higher authority, stating the reasons why he believes the order to be unlawful, or shall request the issuing supervisor to clarify and present a copy of the order in writing. A copy of the order is to be retained by the recipient employee.

101.060 FAILURE TO PERFORM DUTIES PROPERLY

A. Violation of rules. Employees shall not commit or omit acts that they know, or should know, would constitute a violation of any written rules, regulations, procedures, directives, or orders of the Department.

B. Departmental reports. Required reports, submitted by employees, will be truthful, complete, and submitted on time following established Department report writing procedures. No employee shall knowingly enter, or cause to be entered, any inaccurate, false, or improper information.

C. Processing property and evidence. Property or evidence which has been discovered, gathered, or received in connection with Departmental responsibilities will be processed in accordance with established Departmental procedures. Employees shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence.

D. Abuse of process. Employees shall not make formal false accusation of any charges including criminal or traffic offenses. Employees shall not knowingly make formal false accusations of employee misconduct.

E. Arrest, search, and seizure. Officers shall not make any arrest, search, or seizure which they know, or should know, is not in accordance with law and Departmental procedures.

F. Use of government equipment. Employees shall utilize Department or government equipment for its intended purpose, in accordance with established Department procedures, and shall not abuse, use negligently, negligently damage, or lose this equipment through acts of omission or commission. This equipment shall be maintained in proper order and any defect or hazardous condition will be reported to the employee's supervisor. Employees shall not use, nor shall they allow family members or other persons to use, government equipment for personal benefit or other non-city business purposes except where specifically allowed in law, regulation, or policy.

101.070 IMPROPER CONDUCT

A. Unbecoming conduct. Employees shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Department. Conduct unbecoming an employee shall include that which brings the Department into disrepute, or reflects discredit upon the employee as a member of the Department, or that which impairs the operations or efficiency of the Department or employee.

B. Personal conduct. Employees shall conduct their personal and business affairs in a manner that does not discredit or otherwise bring the department into disrepute or compromise the employee's ability to perform his or her duties.

C. Conformance to laws. Employees shall obey all the laws of the United States and of the state and local jurisdiction in which the employees are present.

1. A conviction for the violation of any law shall be *prima facie* evidence of a violation of this section. Lack of a criminal complaint, or an acquittal of a violation of law, shall not preclude internal administrative investigation and disciplinary action.

2. Employees are required to report arrests, indictments and/or convictions for misdemeanor or felony crimes to their supervisor immediately. Arrests, indictments and/or convictions shall be reported regardless of the jurisdiction in which the charges were made.

D. Cowardice. No officer shall shirk from danger or show cowardice.

E. Possession and use of drugs. Employees shall not possess or use any controlled substance in violation of municipal, state, or federal law. When products containing a controlled substance are prescribed in the treatment of an employee by a licensed medical practitioner, their supervisor shall be notified immediately.

F. Use of alcohol.

1. Employees shall not consume intoxicating beverages while on duty, in or out of uniform, except in the performance of duty, and while acting under proper and specific orders from a superior officer. Employees shall not appear for duty or be on duty while under the influence of intoxicants.

Employees shall be exempt from this provision when attending Department approved functions, e.g., awards banquet.

2. Employees, while off duty, shall refrain from consuming intoxicating beverages to the extent that it results in behavior which discredits the Department or renders the employee unfit to report for the next regular tour of duty.

G. Use of tobacco.

1. Employees of the Department shall be aware of and obey the law regarding smoking as outlined in AS 18.35.

2. Employees of the Department, while on official duty, shall not carry, either in hand or mouth, lit or unlit, a cigarette, cigar, pipe or chewing tobacco, when approaching a violator, in lending assistance to any person, while making contact with any member of the public, or when the possibility exists for them to make contact with the public.

H. Gifts, gratuities, bribes or rewards.

1. Employees shall not solicit or accept any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service or entertainment) from any person, business, or organization, for the benefit of the employee or the Department, if it may reasonably be inferred that the gift:

(a) Seeks to influence the performance or nonperformance of an official nature or duty. (Any incident of this type shall be immediately reported to the employee's supervisor).

(b) Has an interest that may be substantially affected, directly or indirectly, by the performance or nonperformance of an official duty.

2. Employees of this Department shall not accept any rewards or gifts which are the result of services rendered while on official duty, or as a result of official action, without the consent of their Chief.

I. Abuse of position.

1. Employees shall not use their official position, official identification cards or badges:

(a) For personal or financial gain.

(b) For obtaining privileges not otherwise available to them, except in the performance of duty.

(c) For avoiding consequences of illegal acts, such as: relief from traffic ordinances, statutes, or regulations while operating privately owned vehicles.

2. Employees shall not lend to another person their identification cards or badges, or permit them to be photographed or reproduced, without the approval of the Chief.

J. Influence affecting persons or effecting results.

1. Any attempt by a member to bring influence to bear upon the Chief or members of the City for the purpose of securing promotion, transfer, or for personal interest, or to avoid the penalties for reprehensible action or conduct, shall be considered equivalent to insubordination and treated accordingly.

2. No member, while on official duty, will solicit or seek outside influence in the form of requests, letters, or petitions to be sent with the intent of influencing their superiors, the City Council, or the executive branch of government.

K. Advertisements, endorsements, and referrals.

1. Employees shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional or commercial service (such as an attorney, ambulance service, towing service, bondsman, mortician, etc.). In the case of ambulance or towing service, when such service is necessary, and the person needing the service is unable or unwilling to procure it or request assistance, employees shall proceed in accordance with established Departmental procedures.

2. Employees shall not endorse, sanction, or knowingly permit the use of their names, titles, ranks, or photographs, or generic title of "Nome Police Officer" to be used in connection with any advertisement or testimonial, without the written permission from the Chief's office.

L. Questionable associations. Employees shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are under criminal investigation or indictment, or who have a reputation in the community or the Department for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties, or where unavoidable because of other personal relationships of the employees.

M. Visiting prohibited establishments. Employees shall not knowingly visit, enter, or frequent a house of prostitution, gambling house, or establishment wherein the laws of the United States, the state, or the local jurisdiction are violated, except in the performance of duty. Employees are exempted from this policy when acting under proper and specific orders from a supervisor.

N. Gambling. Officers shall not engage or participate in any form of illegal gambling at any time, except in the performance of duty, and while acting under proper and specific orders from a supervisor.

O. Public statements and appearances.

1. Employees shall not criticize or ridicule the Department, its policies, or other employees, by speech, writing, or other expressions, where such speech, writing, or other expression is defamatory, obscene, unlawful, impairs the operation or efficiency of the Department, or is made with reckless disregard for truth or falsity.

2. Employees shall not address public gatherings, appear on radio or television, prepare any articles for

publication, act as correspondents to a newspaper or periodical, release or divulge investigative information, or any other matters of the Department while representing the Department in such matters, unless specifically authorized by Department policy.

3. Any official statements for public release concerning the affairs of the Department, e.g., organization changes, departmental policy, etc., which have not been released to the public, must be authorized by the Chief or their designee.

4. See also the City of Nome social media policy.

P. Confidential departmental information.

1. Employees shall not release reports or information relative to any investigation except in accordance with the written instructions of the Nome Police Department relative to the confidentiality of certain records.

2. Employees shall not divulge information deemed confidential to any unauthorized person, whether obtained through the execution of Departmental duties or other means.

3. Employees shall not release any information pertaining to employees (personnel records) except in accordance with the written instructions of the Nome Police Department relative to the confidentiality of certain records

4. Employees shall not divulge the identity of persons giving confidential information except as authorized by proper authority.

Q. Damaging information. Upon discovery, any information potentially damaging to the Department or its members shall be reported, via the appropriate channels, to a superior officer and the Chief of Police.

R. Statements in civil cases. In civil cases, statements concerning official Department business will not be given by employees to litigants or their attorneys without a court order and prior notification to a supervisor.

S. Protection of department documents. Employees shall not copy, alter, destroy, remove, or fail to safeguard any official record or document, except in accordance with established Department procedures.

T. Improper use of department records. Employees shall not make improper use of information contained in Department records. Employees violating this section may be subject to criminal prosecution and/or discipline, up to and including dismissal. Improper use of departmental information includes:

1. viewing departmental records without a legitimate business purpose for doing so (including for the purpose of satisfying curiosity);

2. obtaining information in violation of law, regulation, policy, procedure, or other rule;

3. release of records to any third party not legally entitled to the records;

4. release of records to any third party not authorized by policy or procedure to receive the records;

5. release or use of records for personal gain, or to benefit or cause injury to a third party (including influencing political, electoral, or governmental decisions); and

6. release or use of records for financial gain.

U. Treatment of prisoners. Prisoners will be treated with respect and shall not be verbally, mentally, or physically abused. Force will only be used against persons in custody to the extent necessary to prevent escape or to assure compliance with lawful orders.

V. Sexual contact by employees. Employees shall not engage in sexual contact while on duty or while in City buildings or vehicles. It is inappropriate to use official title or wear the uniform during a sexual encounter or sexual activity on or off duty.

W. Surreptitious recording of one employee by another. No employee of the Department shall record another employee by any means without his or her knowledge

This provision does not apply to recordings: made by Department installed telephone line recorders; made by security cameras installed in Department facilities; made pursuant to court orders (e.g. Glass Warrants); or made during Department authorized criminal or administrative investigations.

X. Political Activity

1. Off-Duty Employees MAY:

- (a) express opinions as individuals privately and publicly on political issues and candidates.
- (b) Attend political conventions, rallies, fundraisers, and similar functions.
- (c) Assume active roles as candidates, officers, management, organization, or financial activities of partisan or nonpartisan political parties, except as may be prohibited by law.
- (d) Initiate, circulate, and sign political petitions as individuals.
- (e) Solicit votes in support of or in opposition to any partisan candidate.
- (f) Make financial contributions to political organizations.
- (g) Serve as a delegate to political party convention.
- (h) Endorse or oppose a candidate for public office.

2. Off-Duty Employees MAY NOT

- (a) Engage in any permitted political activity while on duty.
- (b) Use their official capacity to influence or interfere with or affect the results of an election, or to coerce or persuade any person to follow any course of political action.
- (c) Serve as an elected official of the City of Nome.
- (d) Otherwise engage in prohibited political activity on the federal, state, or municipal level.

101.080 INCOMPETENCE

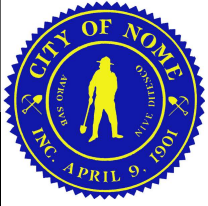

Employees shall execute their duty to the best of their training and ability. An employee failing to carry out their duty in a competent manner after receiving training and having a reasonable opportunity to seek assistance or guidance shall be deemed incompetent and shall be subject to appropriate disciplinary action.

101.090 INTERACTION WITH OUTSIDE AGENCIES

Nothing in this policy restricts contacting another agency in the normal course of business. However, all interaction with outside agencies will be professional and conducted in such a manner as to foster a sound working relationship between the Nome Police Department and all other agencies with which we work. Hostile, rude or otherwise negative actions on the part of any NPD employee may subject the employee to discipline up to and including termination.

A. District Attorney's Office. Requests for written opinions from the Department of Law will be initiated through the Chief's office. There are no exceptions to this policy.

NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL

| | | | |
|---|-------------------|-----------------|---|
| CHAPTER 102 | Uniform | |  |
|  | Effective: 6-2022 | Chief Approval: | |
| | Revision: | City Manager: | |

CHAPTER 102 UNIFORM

102.010 INTRODUCTION

A. Department to supply uniforms and equipment. The City shall provide commissioned members of with standard uniforms and equipment necessary to carry out the objectives and purposes of OPM Section 5.010. All issued property shall remain the property of the City.

B. Chief to prescribe necessary uniforms. The Chief will prescribe the uniform for members of NPD in accordance with current direction, regulation and collective bargaining agreements. The Chief may delegate responsibility for uniform selection to appropriate personnel.

C. Service without uniforms. The Chief may direct a commissioned member to serve without wearing a uniform.

102.020 GENERAL APPEARANCE STANDARDS

A. 13 AAC 65.010 adopted. All officers on duty shall wear uniforms or other clothing in accordance with established department procedures. Brass, belts, shoes, uniform shirts and pants, and equipment must be clean and cared for properly. Except when acting under proper and specific orders from a superior officer, officers on duty shall maintain a neat, well-groomed appearance and shall maintain their hair according to the following standards:

Natural hair must be clean, neat, and combed. Hair must not extend below the top of the shirt collar at the back of the neck when standing with the head in a normal posture. The bulk or length of the hair must not interfere with the normal wearing of all standard headgear. Wigs or hairpieces may be worn if they conform to the above standards for natural hair. Sideburns must be neatly trimmed and may not extend below a line drawn from the bottom of the ear to the bottom of the nose. Sideburns may not exceed 1 & 1/2" in width. A mustache may be worn if it does not extend below the upper lip nor more than 1/2" beyond the corners of the mouth." Facial hair to include beards and goatees are allowed as long as they are kept in a manner that is presentable to the public.

The Chief of Police may approve on a case-by-case basis any other type of facial hair or acceptable requirements.

B. Non-uniformed attire. Officers, while on-duty or while attending training or other official functions when not required to be in uniform, will wear appropriate conservative business attire or business casual. This means sports coat, tie, and slacks (jeans are not authorized), or polo and khaki pants for males; and dress, blouse and skirt or slacks, or suit for females or polo and khakis. Supervisors may make exceptions for undercover assignments or for activities such as physical training or other assignments where neither uniform nor business attire is appropriate. Civilian employees, while on-duty or attending training or other official functions, will

wear clothing appropriate to the activity. Employees having contact with the public or acting as a department representative to other agencies or governments shall wear attire that presents a professional image.

102.030 UNIFORM ADMINISTRATION

A. Issuance of uniforms. Uniforms issued to officers will be receipted on the appropriate property transfer forms. Supervisors may authorize replacement of uniform or equipment items following the annual inventory or whenever an item becomes unserviceable due to damage or normal wear.

B. Surrender of uniforms upon termination. Upon separation of service, all issued equipment not expended or otherwise accounted for shall be returned to the Department in a serviceable and clean condition. A receipt shall be issued by the receiving station if requested.

C. Annual uniform inventory required. Sergeants are required to complete a uniform/equipment inventory, of their supervised staff and due to the Administrative Assistant for record keeping.

102.040 WEARING OF THE UNIFORMS - GENERAL

A. Compliance with policies required. Each officer shall comply with policies pertaining to uniform attire.

B. Changes to uniforms prohibited. No alteration of design is permitted and nothing may be displayed or worn on the uniform except as prescribed in this chapter.

C. Off-duty wear of uniforms by commissioned officer prohibited. No uniform or part of the uniform may be worn while off duty or on leave. The Chief of Police may authorize exceptions for funerals, military functions or similar activities.

D. Off-duty sworn personnel may use certain equipment. Sworn Personnel may carry their issue or other approved handgun, credentials, handcuffs, OC spray, asp baton, or similar personally assigned equipment while off duty. Any officer armed while off duty must carry credentials. While in public, weapons or equipment will be carried concealed and OC spray canisters without built in discharge safety mechanisms will be carried only in holsters so equipped.

E. Similar uniforms required. Two or more officers appearing in uniform, in public, shall wear the same style uniform that meets the requirements of this chapter.

F. Officers to wear uniform of the day. The Chief of Police is authorized to designate the uniform of the day. Personnel in uniform shall dress according to the uniform of the day. Officers engaged in special duties or functions may be authorized a special uniform.

G. Replacement of soiled uniforms. Uniforms, equipment, or civilian attire which becomes badly soiled, torn, or otherwise ruined during official Department activities may be cleaned, repaired, or replaced at the expense of the Department upon prior written approval of the Chief or his superior.

H. Stitching standards for cloth patches and insignia. Stitching used to attach patches and cloth insignia to uniforms shall be neat, shall firmly attach the entire perimeter of the patch, and shall match the color of the portion of the patch stitched.

I. Uniform brass, leather gear, and footwear to be clean and polished. Brass or other metals worn with the uniform shall be clean and shined. Uniform leather gear will be kept clean, the leather polished, and any metal buckles or snaps will be shined.

J. Wearing of sunglasses. Sunglasses of conservative size, color, and design may be worn with the uniform. Sunglasses shall be removed while indoors or during conversations with the public or a supervisor. Officers in uniform shall not hang sunglasses around their neck by retention straps.

K. Taps on shoes prohibited. Other than traction studs on winter footgear, no taps or cleats may be placed on the heels or toes of boots or shoes worn with the uniform.

L. Mixing types of uniforms prohibited. The mixing of different style uniform parts is prohibited.

M. Hands not to be put in pockets. Uniformed personnel will refrain from putting their hands in their pockets when contacting the public except as necessitated by inclement weather conditions.

N. Wearing of gloves. Officers are not to wear ventilated or finger-less gloves when contacting the public. Officers may wear plain black leather gloves during cold weather or appropriate arctic gloves, mittens, or gauntlets in severe weather conditions. When engaged in frisking subjects or conducting searches officers are permitted to wear blood borne pathogen or sharps resistant gloves (e.g. kevlar gloves). Such gloves are not to be worn during routine contacts with the public.

O. Hats. Officers may wear a hat that has been approved by command staff. It must be color matching of the uniform and either be blank or have Nome Police Department's patch, name, logo, or "Police" on the hat. No other hats are authorized, except for beanie or winter type of gear. Beanie and winter type of gear must also abide by the following rules as hats. Seal-skin hats, beaver hats, are also permissible for winter conditions.

P. Equipment to be provided by officer. Officers shall equip themselves with the following:

1. a watch of reasonable accuracy; and
2. Socks, appropriate to the apparel worn or meeting the uniform standards set out in this Chapter.

102.050 DUTY UNIFORM - NORMAL

Unless a different uniform of the day has been specified by the Chief or his designee, the normal duty uniform for officers is:

1. Uniform shirt with collar brass, patches, breast badge, name tag, and rank insignia if applicable.
2. Uniform pants and black belt [Ref. OPM 102.130];
3. Uniform shoes with socks or winter footwear [Ref. OPM 102.160];
4. Raincoat, or utility jacket with patches, or parka with patches [Ref. OPM 102.080];
5. Duty belt with required equipment [Ref. OPM 102.120]; and
6. Ballistic vest. [Ref. OPM 102.100]

102.060 JACKETS AND COATS AND MISC

A. Cruiser jacket. NPD – Navy Blue

1. Cruiser jackets shall have shoulder patches located on the centerline of the left and right sleeve 1/2" below the shoulder seam. Looped badges will be located on the left chest of the jacket in the same position as the badge appears on the uniform shirt. An American flag patch will be placed on the right chest of the jacket.
2. Cruiser jackets will be worn one-half to fully zipped so as to present a neat appearance.

B. Raincoat. NPD – Navy Blue The raincoat is worn without patches or brass. It may be worn open or closed.

C. Long Sleeves. NPD – Long sleeves non-uniform style shirt may be worn and may have identifiers such as “POLICE” on the arms or on the back, or front of the shirt if it’s worn at any Nome Police Department function, such as range training, internal training, meetings, etc.

D. Short Sleeves. NPD - Short sleeves non-uniform style shirt may be worn and may have identifiers such as “POLICE” on the arms or on the back, or front of the shirt if it’s worn at any Nome Police Department function, such as range training, internal training, meetings, etc.

102.070 BALLISTIC VESTS

A. Uniformed officers to wear ballistic vest. Ballistic vests will be worn by all uniformed officers. Ballistic vests will be worn under the uniform shirt or in an approved outer shell.

B. Ballistic vests to be worn when making arrests. Non-uniform personnel are to wear ballistic protection when making arrests or engaging in hazardous contacts, or high-risk, pre-planned incidents. This ballistic protection may be in the form of the issue vest worn under the shirt or in an approved carrier, or other ballistic protection approved by the officer's supervisor.

C. Wearing of ballistic vest shells. Officers may wear the ballistic vest in external vest shells or carriers. Carriers or shells will be midnight blue for all NPD staff.

1. Loomed badges (of the 4"x3" size) will be located on the left chest of the vest in the same position as the badge appears on the uniform shirt.
2. The officer's name shall be displayed on the vest at the location it would be found on the uniform shirt using either the issue brass name tag, or 3/8" upper case block letters embroidered with gold colored thread.
3. The outer shell must present a neat appearance and may not be worn if soiled, worn, ill-fitting, or unkempt.
4. The outer shell vest may be removed while officers are working in the office.
5. The outer shell may have “Police” on the back in large Gold Lettering with the midnight blue background.

D. Replacement of ballistic vests. Ballistic vests should be replaced after five years of regular wear. Officers who wear the vest on infrequent occasions should retain their vests until an equivalent amount of wear has accumulated or the vest is replaced for other reasons. It is the responsibility of the Officer to request from a Sergeant for a new Vest if expired or ready for replacement.

102.080 UNIFORM SHIRTS

A. Uniform shirt. Uniform Shirt colors are determined by the Chief and consistent with uniform requirements. NPD uniform shirts are currently designated as solid midnight blue.

1. Uniform shirts will be worn with all accrements- Uniform shirts will always be worn fully buttoned except for the last button at the collar.
2. NPD Shoulder patches will be centered on the crease of the left and right sleeve 1/2" below the shoulder seam.
3. Sergeants, will wear gold loomed stripes on both sleeves. They will be aligned on the centerline of the sleeve such that the point of the chevron is midway between the shoulder and the elbow.
4. NPD officers below the rank of Deputy Chief will wear NPD collar brass. Collar brass shall be worn so that the letters are horizontal (parallel to the ground).

5. NPD Deputy Chief and higher officers may wear the small metal rank insignia on the collar. Collar rank bars, oak leaves, and eagles are to be placed inside the seams. Rank bars should be worn parallel to front stitching and ½" in from the edge of the collar. Eagles should be worn so that the wings are horizontal. The stem on oak leaf clusters should point towards the ground.

6. Pocket flaps will be secured.

7. Brass or metal nametags will be centered above the right pocket with a 1/2" space between the top of the pocket and the bottom of the nametag.

8. NPD - Years of service stars or bars may be worn on the left sleeve of the shirt. Service bars shall be located 1/2" above cuff seam, just forward of the crease. Stars shall be located 1/2" above the cuff seam and shall progress from single, to side-by-side, to triangle, to square etc. Allow 1/8" of background around stars or bars. Stars equal five years of service and bars equal one year. Bars may only be worn for the first four years of service. Any time as a commissioned sworn Officer-will be counted for service insignia.

9. NPD Firearms Expert Insignia will be worn only by those persons who have qualified expert as outlined in OPM 301.100 (H). This patch will be worn on the right sleeve 1/2" above cuff seam, just forward of the crease.

10. Non-uniformed sworn personnel such as the investigators and administrative sergeant will wear business casual. This means sports coat, tie, and slacks (jeans are not authorized), or polo and khaki pants for males; and dress, blouse and skirt or slacks, or suit for females or polo and khakis. They shall carry their firearm in an approved holster on their strong side of the belt. Their badge will be placed on their belt in front of their holster. A handcuff/ mag pouch may be worn on the opposite side of their firearm.

102.090 BELTS

A. Duty belt. All officers in uniform will carry at least the issue handgun, two full magazines of handgun ammunition, OC spray, and handcuffs. The ASP baton is optional.

1. The handgun and keepers shall be carried on the belt in specific positions. The handgun will be worn aligned with the pants seam on the strong hand side of the body; and a pair of belt keepers will be placed immediately adjacent to the handgun (one in front, one behind).

2. The following required equipment may be positioned on the belt or external vest carrier at the officer's discretion provided that the requirements of paragraph A.1. are met:

- handcuff case
- OC spray case
- ASP baton
- belt keeper(s)

3. The following optional items may be carried on the belt or external vest carrier and may be arranged at the officer's discretion provided that the requirements of paragraph A.1. are met:

- portable radio
- phone
- key case
- knife case
- small flashlight
- flashlight ring
- second handcuff case
- other authorized special equipment

4. An officer may substitute a double layer case designed to hold two sets of handcuffs in place of the issue single case or optional second handcuff case.
5. Officers may carry the OC spray in an outside pocket of the jacket, parka, or vest as an alternative to carrying it on the uniform belt.
6. Trousers belt will have a secured latching mechanism i.e. brass buckle or plastic snap.
7. Any optional leather gear worn on the uniform belt shall be basket weave style consistent with Department issue.
8. An outer shell vest carrier may carry any equipment at the Officer discretion, except A.1 requirement.

B. Special exemption to wear of Duty belt. Wearing of the Sam Browne belt is not required when working aboard vessels, skiffs, aircraft, or when operating snow machines if wear creates a hazardous situation or interferes with the operation of the equipment. This exemption is allowed only in exceptional circumstances of genuine need and is not a blanket exception applicable during all operations involving listed equipment. Under these conditions, the issue handgun or approved duty weapon may be worn in an issued holster. Handcuffs will be carried on the person of the officer.

C. Care of leather goods. If leather is wet, allow it to dry naturally. Do not apply heat. When leather is soiled, clean with saddle soap according to directions on container. Then apply warm neats foot oil sparingly. Allow the oil to soak in on both sides. Follow with a light coat of neutral shoe polish or Bianchi Leather Dressing and buff with a soft cloth.

102.100 UNIFORM PANTS

Pants colors are determined by the Chief and consistent with uniform requirements. NPD pants are currently designated as solid midnight blue. Uniform pants are to have pockets buttoned and worn with the belt buckle centered on the fly seam.

102.110 COVERALLS

A. NPD coveralls. The issue NPD coveralls may be worn when performing tasks where clothing may be damaged or destroyed (e.g. mechanical maintenance). The coverall may not be worn as a substitute for the uniform. Coveralls are worn without patches or insignia.

102.120 BDU (BATTLE DRESS UNIFORM) -- NPD

A. The battle dress uniform (BDU). The BDU consists of dark blue trousers and long sleeve shirt worn with the black baseball hat with the words "Nome Police" embroidered in gold on the front of the cap, or other Nome Police Department insignia.

The BDU shirt shall be worn tucked inside the trousers allowing the use of keepers on the trousers belt to secure the Duty belt or substitute nylon web gear. The BDU shirt shall be worn with either a dark blue undershirt (T-shirt) or dark blue turtleneck. The collar of the turtleneck may have "NPD" embroidered in gold thread (block letters, 3/4 inch high) on the left side.

The BDU shall be worn with boots meeting the standards set out in 102.130.

NPD winter coat (parka), cruiser jacket, rain gear or sweater may be used in conjunction with the BDU. All pocket flaps will be secured. Any items carried in the shirt or trouser pockets are to be completely concealed.

B. Wear of patches and insignia on the BDU. The BDU shirt will have the Nome Police Department shoulder patch centered on the left and right sleeve, 1/2 inch below the shoulder seam.

Embroidered patches with 3/4 inch uppercase gold or silver letters will be centered 1/2 inch over the left and right hand pockets. The patch over the right pocket will be embroidered with the Officer's name. The one over the left pocket will have the letters "N.P.D." An embroidered NPD breast 'loom' badge patch will be located above the embroidered patch over the left pocket positioned in the normal position for the breast badge.

Officers shall not wear N.P.D. collar brass. Sergeants and higher rank troopers shall wear the small metal rank insignia on the collar. Insignia placement shall be as described in OPM 102.080. Subdued color insignias may be used with the BDU uniform. Other than the embroidered patches and the collar rank insignia for Sergeants and above, no other insignia, pins, badges, patches, collar brass or the like will be worn with the BDU.

C. When the BDU may be worn. The BDU may be worn when performing tasks where other clothing or regular duty uniforms may be damaged or destroyed. Activities appropriate for BDU wear include weapon qualifications, weapon cleaning or maintenance, vehicle cleaning or maintenance, and, during inclement weather or in dirty locations particularly likely to ruin other clothing, patrol or investigative tasks. Supervisors may allow BDU uniforms to be worn by personnel on a case-by-case basis under special circumstances. The BDU uniform is not a substitute for the normal uniform issue.

102.130 UNIFORM FOOTWEAR

A. Uniform footwear specifications. Black footwear will be provided by all officers for uniform wear. If the footwear is a shoe it must be of smooth leather without stitching across or along toes. The uppers of boots can be of artificial materials (e.g., ballistic nylon) so long as the appearance is appropriate for the uniform. Whether boots or shoes, the toe area must be rounded and the heel must be less than 1 1/4" in height. Narrow-toed shoes or boots are not permitted.

B. Extreme weather footwear. During extreme cold weather, vapor barrier boots, snow mobile boots, or other appropriate footwear may be worn while on remote assignment or as authorized by a supervisor.

C. Special footwear. Officers on remote assignments, working aboard boats, or in other assignments where the uniform footwear is inadequate may substitute appropriate footwear. As much as possible such footwear should present an appearance consistent with the uniform worn. Special footwear will not be worn around the office or post. Footwear meeting uniform standards is required in those circumstances.

102.140 COMMUNITY SERVICE OFFICER UNIFORM

Community Service Officers uniforms may change at any time at the Chief or Deputy Chief's discretion. Community Service Officers should look different from a patrol uniformed Officer so the community knows the difference in positions.

A. Long and Short Sleeve Uniform Shirt. CSO's are to wear a Green Polo or Gray uniform shirt with the same insignia as uniform patrol shirts, except for the breast loom badge. Collar brass should be worn if provided.

B. Pants. Pants are Gray in color. See OPM 102.100

C. Footwear. See OPM 102.130

D. Equipment. CSO's are equipped with a Uniform belt, a radio, and a pair of handcuffs. If training is provided for OC Spray, Taser 7, and ASP baton they may carry those tools, only after certified. Equipment may be all on the Duty belt, or may be in combination with a belt and outer shell vest carrier.

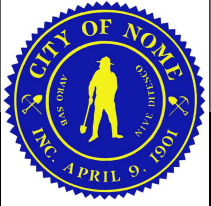

E. Ballistic Vest. CSO's are required to wear a ballistic vest, and may also wear an outer shell. The outer shell color is determined at the time by the Chief or Deputy Chief of Police. The outer shell may have no loom badge, but is required to have their name.

102.150 COMMUNICATIONS SERVICE OFFICER UNIFORM



See Communications Standard Operating Procedures.

Public Copy

**OME POLICE DEPARTMENT
OPERATING PROCEDURES MANUAL**

| | | | |
|---|-------------------|-----------------|---|
| CHAPTER 106 | Personnel Files | |  |
|  | Effective: 4-2022 | Chief Approval: | |
| | Revision: | City Manager: | |

CHAPTER 106 PERSONNEL FILES (REDACTED)

| <p align="center">NOME POLICE DEPARTMENT</p> <p align="center">OPERATING PROCEDURES MANUAL</p> | | |
|--|--|---|
| CHAPTER 107 | Work Hours, Leave, and Personnel Rules | |
|  | Effective: 6-2022 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
| | |  |

CHAPTER 107 WORK HOURS, LEAVE, AND PERSONNEL RULES

107.010 APPLICATION OF CONTRACTS AND STATUTES

All members of the Department will apply current collective bargaining agreements, Federal and State Statutes, and regulations when dealing with personnel matters. When in conflict, collective bargaining agreements supersede this policy. Collective bargaining agreements may change during each negotiation.

107.020 DUTY DAYS AND WORK HOURS

A. The City will establish duty days and shift hours. The City, through the Chief of Police, will establish duty days and shift hours to meet the needs of the Department.

B. Employees may be required to work overtime. A supervisor may require an employee to work in excess of their normal work schedule.

107.030 HOLIDAYS

Employees may be required to work legal holidays. Employees required to work on their holiday will be compensated as required by contract.

107.040 SHIFT SCHEDULES

A. All units will have a shift schedule. All units of the Department will publish a written shift schedule listing all commissioned personnel and non-commissioned personnel.

B. Shift schedule to contain certain minimum information. The schedule must contain at least the following information for all commissioned personnel (including those on leave) assigned to a unit:

1. the name of the Unit or Section the schedule applies to;
2. the effective dates of the schedule;
3. the member's name (Not nicknames); and

4. the member's work hours, RDO's, and shift hours.

107.050 OVERTIME

A. Supervisors will schedule work to minimize overtime. Supervisors, with due consideration for the integrity of the Department's mission, will plan and schedule work, in accordance with collective bargaining agreements, to minimize the payment of overtime or compensatory time. However, in regard for public safety, and officer safety, overtime may not be avoidable.

B. Employees not to be intimidated over compensation. Employees shall not be intimidated in any manner in an attempt to convince the employee not to apply for compensation.

107.060 APPROVAL AND SCHEDULING OF LEAVE

A. All routine leave requests will be submitted in writing. All routine leave requests will be submitted in writing on a leave slip prior to the requested leave.

B. All routine leave requests will be approved prior to the beginning of the leave. All routine leave requests must be approved in writing by the member's supervisor and the Deputy Chief of Police or Chief of Police prior to the beginning of the leave.

C. Supervisors are responsible for scheduling leave. Supervisors are responsible for leave scheduling which maintains satisfactory coverage and service throughout the year. Supervisors may approve/disapprove leave for specified periods and/or limit the number of members on leave at any one time. Satisfactory coverage is defined by the Chief of Police.

D. Denial of scheduled leave. Scheduled leave may be denied if the employee has excessive assigned cases or other work in a delinquent status. Prior to beginning approved leave, all assigned cases or other work must be cleared by a supervisor.

E. Conflicts between leave and court. When a member receives a subpoena to appear in court and that appearance will affect approved annual leave, training, or other absences from his post area, the employee shall immediately notify his supervisor. The employee will determine if the date of the appearance can be changed. If the conflict cannot be eliminated, the subpoena shall be honored.

107.070 PAYROLL ENTRY

Payroll entry, including supervisory approval, will be completed by the payroll cutoff. Failure to do so may result in a delay in payment.

107.080 TIMELY COMPLETION OF ASSIGNMENTS

A. Employees required to complete assignments in timely manner. All employees are required to complete their assignments in a timely manner, as specified by manuals, or supervisor assignment.

B. Supervisors are responsible for subordinate's timely completion of assignments. It is the supervisor's responsibility to assure that subordinates assignments are reasonable, possible, practical, and are completed on time and as required by Department manuals.

107.090 NOTIFICATION OF LOCATION

A. Officers required to provide itinerary while on annual leave. Commissioned officers who are on annual leave shall report the address(es) and phone number(s) where they may be contacted in case of an emergency.

B. Officers who are on duty shall notify dispatch of location. Commissioned officers who are on-duty will at

all times accurately report their location, and whenever leaving their assigned vehicles, notify dispatch of their location and purpose for being at that location.

107.100 TELEPHONES

Officers shall have telephones available, shall reasonably monitor those phones, and shall report any change of telephone number or address to their supervisor, superior officers, and other appropriate persons.

Department cell phones will be provided as funding allows.

107.110 IDENTIFICATION CARDS

A. Officers to carry identification or badges at all times. All Departmental employees shall carry identification cards on their person at all times while engaged in official duties, except when impractical or dangerous to their safety or to an investigation. They shall furnish their name, rank, supervisor's name and badge number (if applicable) to any person requesting that information when they are on duty, or representing themselves as having an official capacity, except when the withholding of such information is necessary for the performance of their duties or is authorized by proper authority.

B. Photographs on identification cards. Commissioned and non-commissioned personnel are to appear in full uniform/authorized dress in the photograph displayed on their Department identification card. The only exception is for those individuals who are assigned to plain clothes assignment. Identification photographs for personnel assigned to plain clothes assignment may be taken in appropriate business attire. Once these personnel are reassigned out of plain clothes assignment a new identification card with a photograph in uniform will be obtained immediately.

C. Identification cards to be replaced as needed. Personnel are to obtain a new identification card at least as needed, unless damage or loss require a shorter interval.

D. Supervisors to inspect identification cards. Supervisors shall inspect identification cards when required.

107.120 REQUESTS FOR ASSISTANCE

A. Employees will receive and act upon citizen requests for assistance. When any person requests assistance or advice, makes complaints or reports, whether by telephone, radio, in person, or in writing; employees of this Department, whether commissioned or civilian, will obtain all pertinent information in an official and courteous manner, and will properly and judiciously act upon the report in a manner consistent with established Departmental procedures.

B. Employees to make requested notification of incidents. Common courtesy and Department policy requires that employees will comply, where reasonably possible, with a citizen request to notify a spouse, friend, parent, or other desired contact, of an incident occurring.

107.130 LIMITED DUTY ASSIGNMENTS

The purpose of this policy is to establish the authority for temporary limited duty assignments and procedures for granting temporary limited duty to Nome Police Department personnel. This policy does not affect employee rights under the provisions of the Family and Medical Leave Act, Fair Labor Standards Act, American with Disabilities Act or other federal or state law.

A. Definitions. As used in this section:

Limited duty assignment -- means a temporary assignment for an employee who is experiencing a short-term disability where the employee is assigned work in which he/she/they will not be required to perform all of the duties normally required by the Department for the employee's particular rank and job classification. Limited duty assignments are not assignments specifically reserved for temporarily disabled employees, rather they are part of the ongoing work of the department. Limited duty assignments will

normally be performed in civilian attire.

Short-term Disability -- means a work related or non-work related disability incurred by an employee which a qualified physician has determined will temporarily prevent the employee from performing all of the duties to which he is normally assigned. Such disability, however, may not be so extensive as to prevent the employee from performing the duties required in an appropriate limited duty assignment. Examples of a short-term disability may include a broken bone, twisted ankle, or bruised shoulder.

Temporary Assignment -- means the assignment of an employee with a short-term disability to a limited duty assignment for a period of 30 days, which may be extended with the Chief's approval.

B. Examples of limited duty assignments. The Department will not create unneeded assignments to accommodate individuals with a temporary disability, nor will any employee be placed in an assignment unless the work is both meaningful and necessary. The following list of possible limited duty assignments is not exhaustive, but is representative of the type and characteristics of such assignments:

1. Dispatching -- An officer could be assigned to fill in for a dispatcher if this would relieve an overtime problem caused by the absence of a dispatcher on sick leave, annual leave, training, etc. Temporary assignment to this duty also enhances the knowledge of the officer working there; the officer will have better understanding of what dispatchers do and their importance to the officers in the field.
2. Evidence Lockers -- An officer could be assigned to log and record evidence.
3. Desk Duty -- An officer on a limited duty assignment could take complaints, review accident reports brought to the counter by participants, take third-party misdemeanor reports, and perform other functions that require more knowledge of how the justice system works than ordinarily required of clerical staff.
4. Civilian Employees -- a clerical employee on a limited duty assignment could be assigned a sub-set of their usual duties, or other necessary and meaningful duties which their temporary disability allows them to perform.

C. Application for limited duty assignment. An employee who is experiencing a short-term disability, work related or non-work related, and who would like to be considered for a limited duty assignment is required to submit, through the employee's supervisor to the Chief of Police, a written request for a limited duty assignment. All pertinent data necessary to justify such an assignment must be provided. This includes a written document from a qualified physician indicating that the employee is suffering from a short-term disability that prevents the employee from performing their regular assignment, that the disability is short-term and temporary, the expected duration of the disability, and indicating the types of duties which the employee can perform.

Pregnant officers may also apply for limited duty assignment.

D. Approval of limited duty assignment.

1. The Chief of Police or immediate supervisor, subject to review by the City Manager, shall determine in writing if an application for limited duty assignment can be approved. This written review, including a copy of the original application for limited duty assignment shall be sent to the City of Nome Human Resources.
2. Limited duty assignments may not be made for disciplinary purposes.
3. Restrictions may be placed on limited duty assignments, at the department's sole discretion. Restrictions may be to avoid conflict with collective bargaining agreement requirements, or consistent with departmental needs or public safety requirements, such as restriction on carrying a weapon if the injury or

temporary position does not allow for or necessitate the use of a weapon.

E. Monitoring of limited duty assignment.

1. An employee in a limited duty assignment shall provide written status reports on his disability on a weekly basis to the Chief of Police or his immediate supervisor. In cases of known duration, such as pregnancy, or the removal of a cast, for example, this requirement can be relaxed.
2. The Chief of Police or immediate supervisor will monitor the condition of an employee assigned to a limited duty assignment. The Chief of Police or immediate supervisor, may require the employee to submit a physician's report on his condition and his progress towards recovery whenever the Chief of Police or immediate supervisor feels that such a report is necessary.
3. The employee is expected to perform all the duties of the limited duty assignment throughout the period of assignment. If an employee becomes unable to perform the duties of a limited duty assignment, or if it appears that the disability of an employee assigned to a limited duty assignment will persist beyond the date of recovery predicted by the employee's attending physician, the Chief of Police or immediate supervisor will determine whether to permit the employee to continue working in a limited duty assignment or to pursue other alternatives. The Chief of Police or immediate supervisor's recommendation must be approved by the City Manager.

F. Extensions to limited duty assignment. Extensions to limited duty assignments may be granted by the Chief of Police or immediate supervisor in 30-day increments, up to a total of 90 days. Extension of a limited duty assignment beyond 90 days must be approved by the Chief and the City Manager. Such approval may be granted for up to 90 days, for a maximum of 180 days total limited duty assignment. Further extension may be granted with the approval of the Chief and the City Manager

107.140 EMPLOYMENT OUTSIDE OF DEPARTMENT

A. Outside employment restricted. An officer or employee may not render services to benefit a personal or financial interest or engage in or accept employment outside the department, if the outside employment or service is incompatible or in conflict with the proper discharge of official duties. An officer or employee of the department rendering services for compensation, or engaging in employment outside the employee's agency, shall report by July 1 of each year the outside services or employment to the employee's designated supervisor. During the year, any change in an employee's outside service or employment activity must be reported to the designated supervisor as it occurs.

B. Department procedures for approval of outside employment. Employees wishing to engage in off duty employment must submit a written request to the Chief of Police who will forward a recommendation to the City Manager after considering the length of absenteeism, the type of employment, and the impact upon the Department of the proposed employment.

The City Manager will then review the request, make recommendations, and return a timely notice of decision to the Employee via the Chief of Police.

Rotational staff, such as 2 week on/off employees, are required to still obtain approval as they may be recalled to work at any time.

C. Prohibited types of off-duty employment. Permission to engage in any of the following types of employment will not be granted to any employee of the Department:

1. investigations, guarding (including acting as a bouncer), process serving, collections, wrecker service, attorney, bail bond, or any service which may be construed as a conflict of interest;
2. any employment that may physically or mentally affect the employee's job performance or impair the operation and efficiency of the Department;
3. any employment that may require special consideration in scheduling the employee's regular duty hours; or
4. any employment that may bring discredit upon the employee or the Department, or impair the operation and efficiency of the Department.

Additionally, commissioned and partially commissioned officers will not be granted permission to engage in the following types of outside employment:

1. manufacture, sale or distribution of alcoholic beverages;
2. employment that may render the employee unavailable during an emergency; or
3. guiding or assistant guiding.

107.150 SUBSCRIPTIONS, SOLICITATIONS, COLLECTIONS, PETITIONS

Unless prior written approval is obtained through appropriate channels, employees of this Department, while on official duty, shall not solicit **any** contributions or donations, sell tickets, petitions, or subscriptions in **any** manner.

Approval may be granted for activities or benefits that are closely associated or supported by City government or law enforcement, such as: APOA, TORCH RUN, charitable campaigns, and local associations.

107.160 USE OF NOTEBOOKS

A. Officers required to keep notebooks. Officers may keep notebooks containing a chronological record of the officer's time and activities for activity report purposes, and as a reference in preparing reports. Chronological time entries and officer activities are found to be extremely beneficial and necessary for the protection of the officer during the investigation of citizen complaints. Notebooks remain the responsibility of the officer and shall be retained for at least five (5) years. Officers may keep notebooks longer than five years if desired.

B. Notebooks are the property of the City. Notebooks kept by officers are the property of the City and are subject to inspection and seizure by supervisors. Upon retirement or termination officers are required to turn in their notebooks for the preceding five years to their Supervisor. Notebooks turned in will be placed in evidence for at least five years from the date of termination. Notebooks should be turned into the Administrative Assistant to be processed for record keeping.

107.170 EQUIPMENT LOSS OR DAMAGE

Employees will take the following steps when Department equipment is lost, stolen, or damaged:

A. Action by employee. The employee responsible for the property shall provide immediate notification to his supervisor and, unless another report is specified elsewhere in the OPM, shall complete and submit to his or her supervisor a Report of Lost -- Stolen -- Damaged Property within three working days.

B. Action by supervisor. The supervisor will complete the required section of the form and forward the report to his superior.

C. Action by commander or section supervisor. The Chief of Police will review the report and immediately forward it to the City Manager for review.

107.180 NPD PERSONNEL BACKGROUND INVESTIGATIONS

A. Completed background required for employment. A background investigation must be completed on every employee of the Department prior to employment.

B. Background investigations on sworn enforcement personnel. Background investigations on sworn enforcement personnel will be conducted in accordance with established best practices including contract services with AMLJIA.

C. Background investigations on civilian NPD employees. This paragraph sets out the minimum background steps for civilian employees. In those cases where an employee will be working with drugs or evidence, or where they will have access to highly confidential information, additional investigation may be warranted. The NPD personnel section should be consulted prior to beginning a substantially expanded background on a civilian applicant. The following background investigation steps are the minimum required for every civilian employee: Human Resources should also be apprised of relevant information and may assist in the completion of said background checks.

1. a complete City of Nome employment application;
2. interview with the two most recent employers or supervisors;
3. if the applicant is a current or former City of Nome employee, a review of performance evaluations;
4. interviews with any personal references provided by the applicant;
5. if the employee is applying for a professional position requiring a college degree or special certification, confirmation from the educational institution or certifying agency;
6. a computerized criminal history check (APSIN/NCIC); and
7. a fingerprint based criminal history check (AAFIS and FBI)

D. Derogatory information discovered during civilian background investigations. Derogatory information discovered during a background that is insufficient to eliminate the applicant from consideration should normally trigger an expanded investigation. The relevance of any criminal history record to the hiring decision depends on details of the offense, and on the location, duties, and classification of the position being filled. If, for example, APSIN/NCIC access is required of the position, then an applicant would be eliminated if their criminal history would bar access to those systems. The NPD personnel section should be consulted on all

borderline situations.

107.190 SIGNING BATF FORMS

Employees of the Nome Police Department shall not sign or otherwise approve or endorse Bureau of Alcohol, Tobacco and Firearms (BATF) forms concerning obtaining or possession of any weapon or device that would not be otherwise legal to own. This is a Federal form based on a Federal regulation, thus it is the responsibility of Federal law enforcement agencies to determine if they will approve the forms. Persons requesting approval of BATF forms should be referred to the BATF, the FBI, or other appropriate Federal law enforcement agency.

107.200 REQUESTS FOR FINGERPRINTING

Persons seeking certain types of employment in Alaska are required to submit fingerprints for a criminal background check. The Department will take fingerprints for members of the public in compliance with established fee schedules. (Note that persons seeking criminal background checks should be referred directly to the Alaska State Troopers.)

107.210 DEPARTMENT NAME OR LETTERHEAD FOR PERSONAL PURCHASES

Employees are prohibited from making any purchases of items for personal use using the name or the official letterhead of the Nome Police Department without authorization of the Chief. This includes the purchase of weapons or any equipment that can only be sold to police or where a police discount is offered.

107.220 INVESTIGATION OF POLICE MISCONDUCT IN OTHER AGENCIES

A. Assistance to outside agencies. Officers should honor requests for investigative support or assistance from outside agencies. Such assistance should be provided promptly. Requests for such assistance should come from the supervisory level of the outside agency and be made to the Chief of Police or supervisory level of NPD. The Chief will inform the City Manager of the request.

107.230 RECRUITMENT

A. Police Department recruitment efforts. It is the responsibility of every commissioned and non-commissioned member within the Department to assist in the recruitment of the most qualified individuals as public safety employees. NPD is an equal opportunity employer.

B. Requirements. The Alaska Police Standards Council, per Alaska Regulation will maintain the standards and requirements to become a sworn officer in the State of Alaska. Outside requirements will be set by the City of Nome in each positions job description. Any state regulation will however supersede any City of Nome requirement.

107.240 REWARD POLICY

Victims of crimes, or in some cases organizations or interested parties, may offer a reward for information leading to the arrest and conviction of the perpetrators of crimes. Reward programs may be totally independent of the police, a joint effort between the persons putting up the reward money and the police, or the money is put up and the police handle the entire matter. Department participation in reward programs will be at the discretion of the Chief of Police with the following stipulations:

1. the Officer involvement will be clearly outlined in a memorandum to the Chief and should include who is offering the reward, specifically what the reward is for, and specifically on what conditions or circumstances it will be paid; and
2. in the event conditions of the reward are met but the person or organization offering the reward refuses to pay, immediately notify the potential reward recipient that the NPD cannot assist them in collection.

107.250 PRESENTATION OF BADGES AND IDENTIFICATION TO RETIRED OFFICERS

A. Officers with twenty or more years of service. Officers retiring with twenty or more years of law enforcement service within the City of Nome will be presented with the full badge set and the 'retired' identification card.

B. Officers with between seventeen and twenty years of service. Officers retiring with between seventeen and twenty years of law enforcement service within the City of Nome will be presented with the flat badge and 'retired' identification card.

C. Officers with between ten and seventeen years of service. Officers retiring with between ten and seventeen years of law enforcement service within the City of Nome will be presented with the flat badge and 'retired' identification card.

D. Definition of "law enforcement service with the City of Nome." For the purposes of this section and section only, the term "law enforcement service with the City of Nome" means the actual years of employment as asworn peace officer with the City of Nome.



107.260 FINAL EVALUATION WITH EXTENDED ABSENCE

If an employee terminates or transfers after a long absence from the workplace that encompasses all or most of the current evaluation period the supervisor should complete an evaluation as follows:


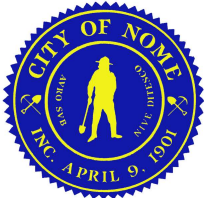
1. It is not necessary to mark any of the rating boxes;
2. The performance narrative section should include a notation that the employee was not available for duty during all or the majority of the rating period and may include overall recommendation based on the employees past evaluations; and,
3. Once the notation in (2) is included it is unnecessary to craft Work Habits, Interpersonal Relationships, Supervisory, or Goals sections.

107.270 FIREARM AND EQUIPMENT TURN-IN UPON TERMINATION

Upon termination of an Officer for any reason, any assigned equipment and firearms shall be returned and transferred to the supply or the armory.

| <p align="center">NOME POLICE DEPARTMENT</p> <p align="center">OPERATING PROCEDURES MANUAL</p> | | |
|--|--------------------------------------|-----------------|
| CHAPTER 108 | Criminal Justice Information Systems | |
|  | Effective: 4-2022 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
|  | | |

CHAPTER 108 ELECTRONIC INFORMATION, COMPUTERS, AND COMMUNICATIONS
(REDACTED)

| NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL | | |
|---|--------------------------|---|
| CHAPTER 110 | Commendations and Awards | |
|  | Effective: 5-2022 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
| | |  |

CHAPTER 110 COMMENDATIONS AND AWARDS

110.010 COMMENDATIONS AND FORMAL RECOGNITION

The Nome Police Department establishes the following formal commendations and awards. The recipient of each award, except for the Letter of Commendation, will receive a plaque commensurate with the award and a ribbon for uniform wear as appropriate. Ribbons may be defined as patches, pins, or ribbons themselves and worn where the Chief designates on the uniform.

A. Commendation for valor. Diligent performance of duty by a member of the Department in a perilous situation in which a life is saved, a serious crime prevented, a serious violent violator is arrested, or other similar event occurred as a result of the member actions. The deed performed must have been one of personal bravery or self- sacrifice beyond the call of duty, so conspicuous as to clearly distinguish the individual above his fellow officers and which involved the voluntary risk of the member's own life. This commendation is the only ribbon awarded where members may wear multiple awards on the formal uniform.

B. Commendation for bravery. Diligent performance of duty by a member of the Department in a hazardous situation in which the member was exposed to perils beyond the call of duty. The deed, while of lesser degree than that required for the Commendation for Valor, would also demonstrate conspicuous bravery involving personal hazard or danger.

C. Purple heart. During the performance of his duty, a member is seriously injured or killed as a result of the actions of another person.

D. Commendation for meritorious service. Performance of duty by a member of the Department in a hazardous situation where as a result of the member's action a crime is prevented, life or property is protected, or criminals apprehended.

E. Commendation for honorable service. Performance of duty or service by a member of the Department which does not fall into the above classifications but which distinguishes the member by exceptionally meritorious service in duties of great responsibility. This applies to a narrower range of positions and requires significant achievement and exceptional dedication to performance of normal duties. It is awarded to those who "go the extra mile."

F. Letter of commendation. Services rendered by a member of the Department, other agency, or citizen which does not fall within the above classifications, but which are worthy of mention for recognition of services.

G. Officer of the year. The Chief may select a member below the rank of Deputy Chief who best typifies exemplary service to the citizens of the City of Nome based on consistent performance throughout the year.

H. Civilian Employee of the Year. The Chief of Police may select a civilian employee who best typifies exemplary service to the citizens of the City of Nome. Factors considered will be: consistent productivity in

terms of quantity and quality; willingness to accept and complete assignments; and expertise and professionalism displayed during performance of duty.

I. Longevity This ribbon is earned after completion of 10 years or more service as an Officer. In addition to the 10 years of service the member must have provided special expertise during this service by performing at least two of the following extra or special duties: Field Training Officer (FTO), Datamaster DMT Supervisor, Defensive Tactics Instructor, Radar Supervisor, TraCS Coordinator, Vehicle specialist, Investigator, or Police Instructor of trainings for the department.

110.020 COMMENDATION FORM

The Commendation Form is used by any member of the Department to recognize any other member of the Department for exceptional service. The form is to be routed through the chain of command to the Chief of Police. The Chief may approve or disapprove the commendation as presented, may amend the commendation, or may recommend the employee for a higher commendation or award.

110.030 RECOMMENDATION PROCESS


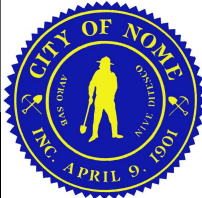
A. Recommendations may be made by anyone. Recommendations for commendation of any Departmental personnel may be made by anyone having accurate information of an action worthy of special recognition.

B. Recommendations will be made in writing. Recommendations for commendations or awards will be made in writing and must include all pertinent details and names of witnesses.

C. Recommendations will be routed to the Chief of Police. All recommendations will be routed to the NPD Chief of Police and to the City Manager.

D. Presentation of awards and commendations. Awards and commendations will be presented at an appropriate time and place as designated by the Chief of Police.

110.040 ATTACHMENT: COMMENDATION FORM

| NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL | | |
|---|-------------------|---|
| CHAPTER 111 | Training | |
|  | Effective: 4-2022 | Chief Approval: |
| | Revision: 04-2025 | City Manager: |
| | |  |

CHAPTER 111 TRAINING

111.010 DEFINITIONS

After duty hours training - an assignment outside the trainee's regular work hours.

Formal training - Alaska Police Standards Council (APSC) certified training.

Informal training - training of less than eight hours taught by an APSC certified instructor or by a person recognized as an expert in the subject matter.

Long term training - an assignment to a school, academy, or other training facility which extends beyond a period of 30 calendar days (but not to exceed one year).

Part-time training - an assignment which encompasses a part of trainee's regular hours, for any length of time.

Short term training - an assignment of 30 days or less.

111.020 GENERAL PROCEDURES

A. Training to benefit Department. Training is given to meet the department's need for scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative or other skills. The training must be of necessary and direct value to the City and directly relevant to the trainee's occupation or training directly related to occupational advancement within the employee's occupational area.

B. Training approved by the Chief of Police. All training will be coordinated through the subordinate's supervisor and approved by the Chief of Police.

C. Training needs identified by Supervisors and Command Staff. A supervisor, who identifies a training need, will document the need and forward the documentation to the Chief. The Supervisor and the Chief will determine the most practicable solution to the need, which could be an in-house training/review session, in-service training, or a specialized training course. When the appropriate solution has been selected, the Supervisor, in consultation with the Chief, will develop or adopt a training program, obtain APSC certification, and implement the program.

D. Obtaining APSC credit for informal training. APSC training credit for informal training within the Department can be achieved by naming the subject(s), date(s) and time(s) of training, and the name(s) of the instructor(s); course outline and content, and by ensuring instructors are certified in the specific subjects they instruct.

E. Instructors to forward APSC paperwork. Principle instructors, or the Department official responsible for the coordination of a particular course of instruction, will ensure that each participant completes a course critique and will forward those critiques along with the course completion report (APSC F-6 form) to APSC.

G. Compensation during training. The type of compensation paid to employees depends upon the nature and classification of the training as follows:

1. Long term training - the trainee will receive his regular salary during the period of training. The Department may also pay all or part of the expenses associated with travel, tuition, fees, and necessary supplies. However, any employee assigned to full time training for which payment of expenses is authorized, shall sign a Training Agreement. When completed, this form is to be included in the employee personnel file. Salary and transportation costs are not subject to the provisions of the agreement. Such example is Academy training. Academy training for lateral academy will be paid at straight time rate. The full recruit academy will be paid at 40 hours a week.
2. Short term and part-time training - the trainee will receive up to his regular salary during the period of training. The Department may pay all or part of the expenses associated with travel, tuition, fees, and necessary supplies.
3. After duty hours training - the Department may pay all or part of the expenses associated with travel, tuition, fees, and necessary supplies.

111.030 REQUIRED TRAINING

The accreditation manager will track and schedule the required annual training. Sergeants are responsible for assisting the accreditation manager in ensuring compliance required of each officer. The Firearms Instructor will be responsible for assigning Use of Force annual training and Use of Force OPM review each year.

REQUIRED ANNUAL TRAINING

1. Use of Force Policy
2. Defensive tactics
3. Pursuits
4. Search and Seizure
5. Biased Based Policing
6. Significant changes in policy or procedures
7. Firearms
8. Taser
9. City required training
10. State required training
11. Legislative and regulatory law changes
12. Changes in case law
13. Disaster Plan

14. Bloodborne Pathogens

15. De-escalation tactics

16. Duty to Intercede

REQUIRED TRAINING

In general, sworn employees will be required to attend some trainings outside the annual requirements throughout their career with the Nome Police Department, this may also apply to the Community Service Officer. The timeline to attend said trainings are at the Sergeant and above level to schedule. Those trainings are:

1. Sexual Assault Response Team (SART) Training
2. Strangulation and Prosecution Training
3. Cultural Awareness Training

111.040 RECORDING TRAINING

A. Training to be documented on official forms. Training received by members of the Department will be recorded on the appropriate form and entered into the Training Records System. The official training records forms are:

1. Course Record -- used to record a course or certification completed by more than one person;
2. Training/Certification Record -- used to record a course, certification, language, or special skill for a single individual;
3. Firearms Qualification Record -- used to record firearms qualifications scores for a single individual with one or more weapons; and 4. Supervised Firearms Qualification Record -- used to record firearms qualifications scores for multiple individuals using a single type of weapon during supervised qualification.
4. Fitness Testing Record -- used to record results of annual fitness testing of officers.

B. Responsibility for submission of training documentation. The responsibility for submission of training documentation depends upon whether the course is being sponsored or instructed by the Department.

1. Course sponsored or instructed by NPD personnel. If a course is organized or sponsored by NPD then it is the responsibility of the sponsor/instructor to complete a single "Course Record" listing all of the students.
2. Course provided outside the Department. If a course is not sponsored by the Department then it is the responsibility of the individual student(s) to complete and submit training documentation. Records can be submitted by individual students on the "Training/Certification Record." If more than one student attended the same training, they can submit a single "Course Record" listing multiple attendees.

Copies of any certificates of completion, certification documents, or diplomas should be attached to training record submissions for courses not sponsored by the Department. They should also follow to the Accreditation Manager for upload to Power DMS.

C. Retention of original training record submissions. Copies of training record forms submitted by individuals should be retained in the employee's field file.

111.050 ADVANCED MANAGEMENT TRAINING COURSES

This section covers attendance at the Federal Bureau of Investigation National Academy, the Southern Police Institute Administrative Officers Course, and similar training offered by other organizations. The Department recognizes that advanced training of this type is of great value to its commissioned managers and provides them with tools, knowledge, and skill essential to the modern police manager.

A. Declaring interest in advanced management training. Officers with the rank of Sergeant or higher may submit a written request for consideration to the Chief of Police. If the officer has a preference concerning training institution it should be expressed at this time.

B. Selection of officers for advanced management training. The selection of officers to attend advanced management training should be conducted according to this section. It is recognized, however, that special circumstances may dictate a deviation from these guidelines.

1. List Established -- a list of eligible officers in preference order will be established by the Chief. Candidates will be placed on the list in order based upon the preference criteria listed in (3). Openings for training will be offered to the officer at the top of the list first;
2. Eligibility -- officer must have the rank of Sergeant or greater, should plan on remaining with the Department for at least three years after graduation, must meet the entrance requirements of the institutions, and should have been rated as mid-acceptable or greater at each of the preceding two performance evaluations; and
3. List Position Preference -- officers will be placed up on the candidate list first by rank (higher first), and then by date their request to attend training is approved. Officers may be placed on the list by their superiors without making a written request.

C. Promotional preference of graduates. Successful completion of advanced management training (e.g., Southern Police Institute, FBI National Academy, or a university degree program) will be considered strongly when selecting officers for promotion to the rank of Deputy Chief or higher. An officer who has voluntarily turned down the opportunity to attend advanced management training will be more heavily penalized than one who has never had the opportunity to attend such training.

111.060 COMPLIANCE WITH RULES

While at any training venue as a student, instructor, or visitor, employees must comply with applicable regulations and rules of conduct. Violation of these rules may subject an employee to disciplinary action including termination of employment.

111.070 FIELD TRAINING EVALUATION PROGRAM (FTEP)

A. Field Training Evaluation Program. The Nome Police Department shall provide field training to any new hire through a department approved training program. Currently the FTEP program follows the San Jose model.

1. For new hire officers there will be a 4-phase training. Phases one (1) through three (3) will consist of three phases each being 120 hours observed and trained by a Field Training Officer ("FTO") or chief designee.
2. Phase four (4) will be an evaluation phase consisting of a 40-hour observation week. If a trainee does not pass the evaluation phase, they will restart phase three until the FTO determines the trainee is ready for evaluation.
3. Certified lateral officers will engage in the FTEP program for 40 hours, the state-required minimum. FTEP may be extended depending on officer performance.


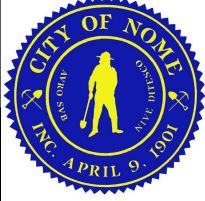
B. Field Training Officer. The Nome Police Department will strive to have their officers become Certified Field Training Officers. Due to staffing restrictions having a Certified FTO for each phase may be difficult. The Chief of Police can designate a Sergeant or Officer in Charge as an FTO.

C. Daily observation report (DOR). At the end of each shift in which training has occurred the FTO will need to complete a DOR.

D. Completion of FTEP. If an officer has completed FTEP his or her primary FTO will prepare a memorandum summarizing the FTEP process and satisfactory completion.

111.080 ONGOING TRAINING



The Nome Police Department will strive to have their officers continue their law enforcement education. During the officer's yearly performance evaluation, they will discuss with their supervisor what they hope to achieve in the coming year. Training must comply with section 11.020(A). Additionally, officers may be asked to under take an "acting role" when staffing requires.

| NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL | | |
|---|---------------------|-----------------|
| CHAPTER 112 | Health and Wellness | |
|  | Effective: 6-2022 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
|  | | |

CHAPTER 112 HEALTH AND WELLNESS

112.010 PHYSICAL CONDITIONING

- A.* Fitness requirements will be set by the job description for each position.
- B.* Employees shall maintain sufficient physical condition to satisfy the requirements of their assignment.
- C.* NPD employees are provided free membership to the Nome Recreation Center for off-duty use.

| <p style="text-align: center;">NOME POLICE DEPARTMENT</p> <p style="text-align: center;">OPERATING PROCEDURES MANUAL</p> | | |
|--|-------------------|---|
| CHAPTER 113 | VEHICLE OPERATION | |
|  | Effective: 5-2022 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
| | |  |

CHAPTER 113 VEHICLE OPERATION

113.010 INTENT OF THIS CHAPTER

The Department policies established in this chapter are not intended, and should not be construed, to be used as evidence of the existence of any higher duty of safety or care than is otherwise provided by law. Rather, violations of this chapter are to be used solely to form the basis for departmental administrative action.

113.020 GENERAL PROVISIONS

A. Definitions As used in this Chapter

1. "Vehicle" means a motor vehicle that can be licensed to operate on the highways of the City. This includes cars, trucks, buses, vans, motor homes, motorcycles, etc. but excludes snow machines, three and four wheelers, and other vehicles not designed for operation on highways. Street legalized all purpose vehicles are considered vehicles provided they are capable of being licensed.
2. "Marked vehicle" means a vehicle with permanently installed visible markings identifying the vehicle as operated by a Nome Police Officer.

B. Vehicles to be used only for official business. A City officer or employee may not use or permit the use of a City-owned, leased, or rented vehicle except in the conduct of official business, or approval of Police Chief and City Manager. Exceptions may occur such as granted as a provision of a signed contract with the City of Nome. A Department employee who violates the above provision will be subject to disciplinary procedures that may result in dismissal from employment.

Officers of the rank of Sergeant or above and members who are assigned to respond immediately upon notification, regardless of time of day or location, are consequently authorized the use of a City-owned as 'take-home' vehicles as resources allow.

Vehicles used for patrol operations are required to be equipped with emergency lights (either external or internal), a police siren, and police radio at minimum. Police must use flashing blue and red lights in combination (13AAC04.100). Decals may or may not be used.

C. Security of City vehicles and contents. Employees shall take reasonable precautions (such as removing keys, securing contents, and locking doors) to prevent theft or vandalism of vehicles and contents.

1. Items of value left in unattended City vehicles that for extended periods of time make those vehicles prime targets for theft or vandalism. Easily stolen items such as portable radios, cell phones, notebook computers, video cameras and the like are particularly subject to theft. Vehicles may also contain other items that may be damaged by extended exposure to the cold and/or moist conditions in a vehicle that is parked outdoors for an extended period.

2. All items of value that are not an integral, attached part of the vehicle, and any that may be damaged by environmental conditions shall be removed and stored in a secure location prior to leaving any City vehicle parked for an extended period.

3. Weapons of any kind should never be left in vehicles parked for extended periods and must be removed to secure storage.

D. Use of tobacco products prohibited in City vehicles. NPD employees are prohibited from using any form of tobacco product in City owned, leased, or rented vehicles.

113.030 VEHICLE OPERATIONS

A. Operation to be prudent and lawful. Employees shall operate motorized equipment in a careful and prudent manner, and shall obey all laws and Departmental orders pertaining to such operations, unless specifically exempted. They shall operate their vehicles in a manner that demonstrates consideration for their own safety and the safety of others that may be using the roadway.

B. Seat belt use required. All occupants must wear seat belts if available while in any Department owned, leased, or operated vehicle. It is the responsibility of the vehicle operator to assure compliance with this provision. This includes child safety restraints and seats.

C. Headlights to be used at all times. Employees shall use headlights when required by regulation. Officers engaged in surveillance or other activities where the use of headlights would jeopardize an enforcement activity are exempted from this provision.

D. Carrying civilians limited. Except during the normal course of duty, no civilian, other than a Department employee or person participating in a department related activity, may be transported in a Department operated vehicle unless specifically authorized by the Deputy Chief or Police Chief.

E. Actions before operation. Every operator of a Department owned, leased, or operated vehicle is responsible to check for proper operation of lights, brakes, horn, windshield wipers, and tires before operation. (See section I.) Officers, prior to operation, also shall thoroughly inspect vehicles for contraband items and assure that equipment provided, such as a police radio, weaponry, first aid kit, or spare ammunition, is present and operational.

F. Restrictions on civilian operators of marked vehicles. Non-commissioned personnel may not operate a marked vehicle unless:

1. a state of dire emergency exists;

2. it is required during maintenance; or

3. a civilian member is specifically directed to do so through authority of their office.

G. Pushing or pulling vehicles. Department vehicles may be used to move another vehicle when the location of the vehicle to be moved constitutes a significant hazard to life or property. This provision does not preclude Department vehicles not equipped specifically for pushing or pulling another vehicle from doing so where emergency circumstances constituting an immediate hazard to life exist.

1. No vehicle may be moved by a Department vehicle unless there is a suitable person available to steer or otherwise control the vehicle that is being moved.

2. It is the responsibility of the operator of the Department vehicle to ensure that movement of a vehicle can be accomplished without endangering others and that unnecessary property damage does not occur.

3. The distance that the vehicle may be moved shall be no greater than necessary to eliminate the hazard.

4. Department members after training has been provided may assist in pushing and pulling a co-workers patrol vehicle if inoperable or stuck.

H. Use of warning lights while stopped. When stopped on or along a roadway emergency strobe lights, rotating beacons, or warning flashers should be activated as appropriate to warn other traffic that may be present.

I. Vehicle Inspection. A vehicle inspection must be completed before starting a 'tour of duty' or 'rotational shift' more inspections may be required by Patrol Sergeants. The form may be found in the shared server. This is to ensure all vehicle systems are functioning properly, including all lightening and no property or contraband is left over or present before starting shift.

Each Vehicle should minimally have the following:

- Fire Extinguisher
- Fire Aid Kit, w/ CPR Mask
- Bodybag and Liner
- 1 Box of Disposable Gloves
- Blood Borne Pathogen Kit
- HAZMAT Guidebook
- 1 Extra set of hand-cuffs
- 1 Hobble
- 1 Basic fingerprint kit
- 1 Shovel
- 1 or 2 Safety Cones
- 1 Blanket
- Large and Small paper and plastic bags
- Police Tape
- Gunshot Trauma Kit
- MVA Measuring Tape
- Jumper Cables
- Extra Magazines for issues duty weapons
- 1 Fuel Card

- 1 Hospital Card
- 2 Road Flares (if in stock)
- 1 Safety Reflective Vest or strap
- Spit Hoods/Masks
- Ice Scraper/Brush

J. In car audio/video. Nome Police Department currently does not have any in-car audio or video equipment. However if an employee brings their own device that is stand-alone (meaning does not connect to car electronics) such as a battery powered device and wants to use such device, they may. The requirements is the same for bodycam and it must be activated on all contacts, including traffic stops, DUI's, and wherever applicable. Footage must be uploaded to the shared drive or evidence.com and the device may be subject to subpoena.

113.040 OFF ROAD VEHICLE OPERATIONS

A. Definition. Off road vehicles include snow machines, four wheelers, and other such unenclosed vehicles designed for off road use. Nome Police Department may at times have in its fleet department owned ATV's or APV's (All Terrain or Purpose Vehicles).

B. Operation to comply with instructions and rules. Employees shall operate motorized equipment in compliance with manufacturer's instructions, and shall obey all laws and all Department policies pertaining to such operations. (See OPM 101.060 F *Use of Government Equipment*, for limitations on personal use of equipment.)

C. Operation to be safe and lawful. Off-road vehicles will be operated in a safe, prudent, and lawful manner.



D. Employees to wear helmets while operating off-road vehicles. Except as provided in 801.160 E, any Department employee (commissioned or non-commissioned) operating an off road vehicle in the performance of their duties will wear an appropriate helmet designed to protect the wearer from head injuries associated with vehicle accidents, if required.

E. Exemptions to helmet use. Employees are exempted from the requirement to wear helmets when operating off road vehicles under the following circumstances:

1. Existing weather conditions are such that the issued helmets do not allow for adequate protection from cold weather injuries. In these cases, appropriate cold weather head protection may be worn in place of or in addition to the helmet.
2. Personnel engaged in undercover operations are exempt from wearing the issued helmets if doing so is likely to compromise the investigation or mission.

F. Training and familiarization. Before employees use any department ATV/APV training must be completed internally and be familiar with the vehicle and conduct a vehicle inspection as they would with a patrol vehicle.

G. Equipment. Equipment may be limited and not as extensive as required in patrol vehicles. The equipment list is provided in the ATV inspection form.

| <p style="text-align: center;">NOME POLICE DEPARTMENT</p> <p style="text-align: center;">OPERATING PROCEDURES MANUAL</p> | | |
|--|---|---|
| CHAPTER 116 | Psychological Services and Critical Incident Debriefing | |
|  | Effective: 4-2024 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
| | |  |

CHAPTER 116 PSYCHOLOGICAL SERVICES AND CRITICAL INCIDENT DEBRIEFING

116.010 PSYCHOLOGICAL SERVICES

A. Psychological services available to employees. The City offers an Employee Assistance Program that employees may utilize for mental health services. An Officer's contractual medical coverage may include additional psychological services. Additionally, Officers can seek consultations with mental health practitioners if needed and available. Contact with a health care professional will be treated as a confidential doctor/patient relationship pursuant to state law.

1. If contact is made for consultation, employees and supervisors should complete a Report of Occupational Injury or Illness (02-921).
2. While this chapter establishes the guidelines the Department will strive to meet, nothing in this policy prevents management from restricting duties, suspending or altering work, or requiring a physical or mental examination before resuming duties when management, in its sole judgment, believes such a restriction is warranted.

B. Types of psychological services available. In cases of job-related stress, such as a critical incident as described below, assistance is available to:

1. Assess the impact of the incident on the individual's career;
2. Assist the involved individual; and
3. Assure management of the individual's psychological health.

116.020 CRITICAL INCIDENT DEBRIEFING - GENERAL DESCRIPTION

A. Stress debriefing needed by participants in critical incidents. Research indicates that most officers involved in stressful situations (critical incidents) may experience immediate or delayed effects. These incident-specific effects (known as post-traumatic stress disorder) may be immediate or delayed, psychological or physical or a combination of the two. A person who has been involved in a critical incident should undergo a stress debriefing.

Intervention with Qualified Mental Health Physician (QMHP) within 72 hours of a critical incident provides the officer a chance to verbalize personal concerns about the incident.

B. Examples of critical stress incidents:

1. serious injury or death of a coworker in connection with Department operations;
2. suicide of a coworker;
3. mass casualties including those with major trauma and extensive extrication rescue time;
4. death of a child or violence to a child;
5. death following extraordinary rescue efforts;
6. incidents attracting highly unusual or critical news media coverage; or
7. any incident charged with profound emotion, unusual circumstances, distressing sights and sounds.

C. Critical incident debriefing is separate from other inquiries. All debriefings are separate and apart from administrative and criminal investigations. Officers will be expected to cooperate with administrative investigations as per personnel rules and union contracts.

D. Types of critical incident debriefing. There are five primary types of stress debriefings; descriptions follow.

1. On-scene/Near-scene debriefing provides the on-site officer(s) with support, encouragement, counseling, and evaluation;
2. Initial debriefing occurs shortly after the incident and provides a status report on the incident and related injuries;
3. Formal debriefing occurs within 72 hours of the incident and is a confidential non-judgmental meeting where the officer's feelings, involvement, thoughts and stress-related symptoms are discussed;
4. Follow-up debriefing deals with delayed or prolonged stress symptoms weeks or months after the incident; and
5. Individual consults are one-to-one counseling sessions. (Requires a referral to a mental health professional.)

116.030 INITIATING A CRITICAL INCIDENT DEBRIEFING

A. Officers involved in shooting to be placed on administrative leave. Any officer involved in a shooting resulting in personal injury shall be removed from the scene by another officer/supervisor as soon as practical, and shall return to the scene only if necessary and approved by Command authority. All other personnel at the scene shall be screened by the next level supervisor to determine whether they should be left on duty or given the rest of the shift off.

1. The officer shall be debriefed in a non-threatening environment after a recovery time of approximately 72 hours. (The incident shall not be debriefed before the preliminary investigation.)
2. The officer shall be given administrative leave for a minimum period of (3) days. The period of administrative leave may be extended at the Chief's discretion. Investigators may contact the officer during this period for purposes of the investigation.
3. The officer's supervisor shall be responsible for completion of the SOA Report of Occupational Injury or Illness (02-921).

116.040 MANAGING PERSONNEL AFTER CRITICAL INCIDENT

A. The Chief shall notify a Qualified Medical Health Professional (QMHP) to schedule a one-on-one or group debriefing for all involved personnel.

B. The on-scene supervisor shall brief the QMHP on all important and relevant aspects of the critical incident.

C. All involved personnel are strongly encouraged to attend the group debriefing which will be scheduled as soon as reasonably possible.

1. The QMHP shall provide information pertaining to the negative physical, cognitive, emotional, and behavioral reactions that may occur following a critical incident.

2. Following the debriefing, and with the involved personnel's understanding and release, the QMHP shall advise the Chief:

(a) Whether it would be in the best interest of certain individuals to have time off work;

(b) The best continued course of counseling and intervention.

3. Follow-up counseling services will be made available to every individual who was involved in the critical incident.

(a) The initial follow-up should be face-to-face.

4. All one-on-one debriefings and other individual counseling sessions shall be confidential.

5. NPD encourages the families of the involved personnel to take advantage of the City Employee Assistance Program if such programming is available.

6. Administrative and criminal investigations will be conducted as soon as reasonably possible.

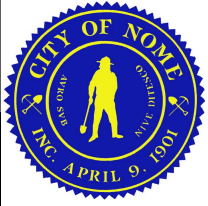

116.050 DAILY STRESS RECOGNITION

A. Behavioral reactions or problems may arise at any time following a critical incident, and involved personnel may attempt to hide negative responses.

B. Supervisors should monitor the behaviors of personnel for adverse reactions or symptoms.

C. A supervisor may mandate that involved personnel see assistance or counseling from a QMHP upon recognizing behavioral indicators that suggest stress may be disrupting the individuals job performance.

NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL

| | | | |
|---|-------------------------|-----------------|---|
| CHAPTER 117 | Performance Evaluations | |  |
|  | Effective: 6-2022 | Chief Approval: | |
| | Revision: 12-2024 | City Manager: | |

CHAPTER 117 PERFORMANCE EVALUATIONS

The City of Nome, Collective Bargaining Agreement with CNEA, permits employees to (1) annual performance evaluation if requested by the employee.

However, Nome Police Department will strive to conduct (2) two performance evaluations. One in the Winter Months, and one in the Summer Months. *However, no less than (1) one a year.*

Performance evaluations will be held in their Personnel File as designated in Chapter 106.

117.010 EMPLOYEE EVALUATION GUIDELINES

A. Police Officers will be evaluated by a Patrol Sergeant, assigned by the Deputy Chief of Police. If absence of either position, the higher position will conduct the evaluation.

B. Sergeants will be evaluated by the Deputy Chief of Police, in absence of Deputy Chief, the Chief of Police will conduct the evaluation.

C. Accreditation Manager will be evaluated by the Deputy Chief of Police or Chief of Police.

D. Investigators will be evaluated by the Deputy Chief of Police or the Chief of Police.

E. Support staff will be evaluated by the Chief of Police. This includes:

1. Evidence Custodian
2. Admin Assistant
3. DV/SA Coordinator

117.020 NOME 911 CENTER COMMUNICATION OFFICERS

Evaluations will be conducted by the Communications Supervisor and approved by the Deputy Chief of Police refer to Communications SOP for further information. The Communications Supervisor evaluation will be conducted by the Deputy Chief of Police.


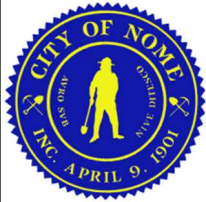
117.030 EVALUATION FORM

The Evaluation form will be a standardized grading form that has also been used by the Department of Public Safety. This is subject to change at the Chief's discretion.

117.040 MERIT INCREASES

The City of Nome Collective Bargaining Agreement allows for Department heads such as the Chief of Police to put employees for step raises for merit increases. Evaluations are a good tool to support such increases and should be attached to Personnel Action Forms that support the recommendation to the City Manager.

Public Copy

| <p align="center">NOME POLICE DEPARTMENT</p> <p align="center">OPERATING PROCEDURES</p> <p align="center">MANUAL</p> | | |
|---|---|---|
| CHAPTER 118 | Promotions, Transfers, and Special Assignment | |
|  | Effective: 6-2022 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
| | |  |

CHAPTER 118 PROMOTIONS, TRANSFERS, AND SPECIAL ASSIGNMENT

Purpose: The purpose of this policy is to provide a competitive process for promotion, with identified minimum position qualifications, criteria for work transfers, and selection criteria or competitive processes for special assignments.

To ensure that fair, consistent, and professional processes are followed for promotions, special assignments, or transfer of personnel, and that all employees are notified of promotional or special assignment opportunities.

The City of Nome and local City of Nome Employees Association (CNEA) Union Local #6141 collective bargaining agreement governs in the event of a conflict with this policy.

118.010 COMMUNICATIONS/NOME 911 CENTER

Communications Personnel promotional opportunities are defined in their SOP. Minimum qualifications will be stated in the job descriptions.

Transferring to sworn staff at Nome Police Department from the Nome 911 Center will be available as opportunity allows, funding allows, and based on each applicants' criteria and eligibility and requirements set by the Alaska Police Standards Council and the City of Nome.

Special Assignments, if available for Communications personnel, will be defined in their SOP.

118.020 POLICE OFFICERS

The Police Officer position starts as either Police Officer Trainee (Pre-Academy) or Police Officer I (Lateral transfer). A Police Officer Trainee will promote to a Police Officer I, upon completion of a certified police academy and field training; and recommended upon 1 year of work and ultimately when the employee acquires a basic police certificate as set by APSC standards.

Police Officer II and Police Officer III (Also known as Corporal) are promotional opportunities within the Police Officer job.

The process of promotion to Police Officer II and III will be based on the City of Nome requirements and is an equal opportunity employer to encompass as many applicants as possible for a vacancy to be filled.

Merit-based pay increases allowable through Union CBA are allowed. Job requirements are set in the job description.

There is no work transfer available in this position. However, a Police Officer may at times may be charged with assuming an “Acting” role such as Corporal or Sergeant when needed.

Police Officers may be subject to special assignment set by a supervisor and a fair process will be implemented on selection of those assignments. Some examples include traffic enforcement, community policing, Title 04 enforcement, parade duty, etc.

118.030 INVESTIGATORS

The Investigator position is a specialty position that requires specific requirements as set in the job description. The Investigator position does not encompass any promotional opportunities within itself and is currently the same grade as a Police Officer III (Corporal). Merit-based pay increases allowable through Union CBA are allowed.

The process of promotion to this position will be based on the City of Nome requirements and is an equal opportunity employer to encompass as many applicants as possible for a vacancy to be filled.

There is no work transfer available in this position. However, an Investigator may at times may be charged with assuming an “Acting” role such as Corporal or Sergeant when needed

118.040 SERGEANTS/ACCREDITATION MANAGER

The Sergeant position consists of the ‘Administrative Sergeant’ also known as the Accreditation Manager, and two patrol Sergeants. There is no advance level of promotion within this job unless an exempt position opens and is available for application.

The Sergeant position is defined by the job description.

Work transfers may apply if there is a vacant slot between patrol and administration. Merit-based pay increases allowable through Union CBA are allowed. However, a Sergeant may at times be charged with assuming an “Acting” role such as Deputy Chief or Chief of Police.

The process of promotion to this position will be based on the City of Nome requirements. Nome and is an equal opportunity employer and will seek as many applicants as possible for a vacancy to be filled.

Sergeants may be subject to special assignment as extra duties assigned by the Deputy Chief or Chief of Police. Fair process will be implemented on selection of those assignments. Some examples may include grant writing, policy implementation, inventory control, training for staff, or leadership assignments.

118.050 DEPUTY CHIEF

The Deputy Chief of Police is an exempt, contractual position, with the City of Nome. Job requirements are set by the City of Nome and its job description. There is no promotional opportunity in this position, except for the potential to apply for the Chief of Police position if vacant.

118.060 CHIEF OF POLICE

The Chief of Police is an exempt, contractual position, with the City of Nome. Job requirements are set by the City of Nome and its job description. There is no promotional opportunity in this position.

118.070 COMMUNITY SERVICE OFFICER (CSO)

A Community Service Officer does not have promotional opportunities within the position itself as in II or III levels, but merit-based pay increases allowable through Union CBA are allowed. Job requirements are set in the job description.


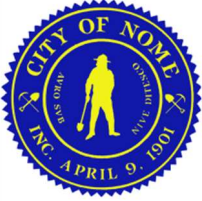
A CSO may have special assignment opportunities set by a supervisor in the community specifically focusing on community policing and encompassing those ideals.

There are no work transfers for this position.

118.080 SUPPORT STAFF

Support staff includes an Evidence Custodian, an Administrative Assistant, and Domestic Violence/Sexual Assault Coordinator. These positions do not have any promotional opportunity such as II or III levels, however are eligible for merit pay increases. These positions are filled as equal employer opportunity jobs and job descriptions set the requirements.

Work transfers may apply interchangeably for these positions internally if vacancy allows and the employees meet job requirements.

| <p align="center">NOME POLICE DEPARTMENT</p> <p align="center">OPERATING PROCEDURES MANUAL</p> | | |
|--|-------------------|---|
| CHAPTER 119 | Hiring Procedures | |
|  | Effective: 4-2024 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
| | |  |

CHAPTER 119 HIRING PROCEDURES

119.010 PURPOSE

A written directive, process, or program that identifies specific elements and activities of the selection process for sworn personnel.

119.020 POLICY

The Nome Police Department will hire employees based on but not limited to Alaska Administrative Code 13 AAC 85. 010. The hiring process will include, but is not limited to verifying qualifying credentials, criminal history review, verification of professional and personal references, education references, employment history verification, and a review of state decertification records.

119.030 CHECK LIST

The police department will maintain a check off list documenting the agency hiring steps. This checklist will follow in their personnel file when completed. See Appendix A.

119.040 PRE- EMPLOYMENT

To be considered for an employment position at the Nome Police Department, a candidate must complete six items. The items are as follows: City of Nome Application, City of Nome Police Officer Application Information Form, City of Nome Background Waiver, Alaska Police Standards Council (APSC) form (also known as F-3). Provide a copy of driver's license and high school diploma or GED, and any additional documentation the candidate wishes considered during the application process. These documents could include but are not limited to, training certifications, resume, and/or cover letter.

Once the required documentation is gathered, the Chief of Police or his/her designee shall verify all submitted credentials, criminal history review, verification of personal and professional references, education, employment history, and, if available, any relevant national or state decertification records. A preliminary interview can also be conducted.

119.050 CONDITIONAL OFFER


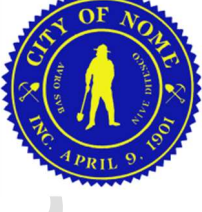
Once a candidate has completed all the requirements of section 119.020 then the Department will evaluate the application and may make a conditional offer of employment. Upon making a conditional offer, and prior to a final offer, the department will conduct additional steps, including but not limited to a Psychological

Examination, Medical Examination, and Command Review and Chief's Selection.

119.060 FINAL OFFER

Following the Chief's selection, the City Manager and the HR Director will confirm and approve employment.

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| <p align="center">NOME POLICE DEPARTMENT</p> <p align="center">OPERATING PROCEDURES MANUAL</p> | | |
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| CHAPTER 201 | Traffic Enforcement | |
|  | Effective: 4-2022 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
| | |  |

CHAPTER 201 TRAFFIC ENFORCEMENT

201.010 INTRODUCTION

The safe and orderly movement of vehicles on the streets and highways of the City of Nome and State of Alaska is a prime concern of the Nome Police Department. Each year over one hundred persons die and thousands are injured on Alaska's highways. Enforcement of the traffic laws is a valuable tool in providing for the safety of the motoring public.

201.020 ADMINISTRATION OF TRAFFIC ENFORCEMENT

A. NPD to manage traffic enforcement. NPD Command will analyze accident trends and traffic enforcement efforts in the City, and based upon this analysis they will develop enforcement plans designed to increase traffic safety on the road and highways in the area.

B. Department Radar Supervisors. The Chief will appoint a member, commissioned or non-commissioned, to be the Radar Supervisor. The Radar Supervisor is responsible for coordinating the certification and repair of the radar units assigned to the Department with the certification and repair agency. The Department Radar Supervisor will maintain the certification and repair files of the radar units assigned to the Department. Department Radar Supervisors will also ensure that patrol staff using radar or lidar are certified to do so.

201.030 WARNINGS

A. Verbal warnings. Verbal warnings play an important role in the Department's overall traffic management plan. When it is deemed appropriate, a verbal warning may be given in lieu of a formal citation. Verbal warnings will be tracked to document enforcement activity.

201.040 ALASKA UNIFORM CITATION

The Alaska Uniform Citation (12-213 AUC), will be used to cite a violator for traffic violations. The violator will be requested to sign the form if the form requires a signature, however the violator is not required to sign the citation. If a violator refuses to sign the AUC, the violator's copies should be served upon them, and their refusal to sign noted on the court and DA/Court copies.

The Department does not hold "quotas" or such terms for traffic citations. Sergeants can require personnel to focus on enforcement of specific regulations for the safety of the city, identified and developed in accordance with 201.020 A. Some examples include Summer Radar enforcement, speed during icy conditions, headlight and tail light requirements during atmosphere conditions, and so forth. Citations may be required to be issued if

participating in grant or state funded enforcement, as long as extenuating circumstances don't exist. Focused enforcement may also be based on grants from the Alaska Safety Highway Office.

201.050 MISDEMEANOR SUMMONS AND COMPLAINT

The Alaska Uniform Citation (12-213 UAC), may be used to cite for all misdemeanors either traffic or criminal. Some class C felonies may also be cited, though citation for felonies is strongly discouraged. If the suspect refuses to accept service you must either arrest the suspect or obtain a summons or an arrest warrant from the court. The suspect refusing to accept service does not give you any additional arrest authority other than what is already in the statutes. (See OPM Chapter 604)(Ref. AS 12.25.190)

201.060 TRAFFIC ARRESTS

During a traffic stop, the investigating Officer may determine that probable cause exists for an arrest. Some examples include, Active Arrest Warrant, Crimes committed in presence, or Driving Under the Influence, (See 201.090 on more for DUI). The officer may safely execute a physical arrest and ensure the said vehicle is not violating any State or City Ordinances upon parking placement. The keys are to be left with the owner of the vehicle. If the owner is not immediately available, the keys shall be kept at Nome Police Department for safe-keeping and logged in the evidence room for pick up by owner.

201.070 TRAFFIC STOPS

A. Traffic stops will be made safely. All traffic stops will be made in a manner that minimizes traffic disruption and avoids creating dangers for other traffic. Emergency vehicle operation will be conducted within compliance of OPM Chapter 202.

B. Officers to make appropriate driver and vehicle checks. As appropriate to the circumstances of the traffic contact, officers are responsible for checking drivers for warrants and license status; vehicles for proper registration, VIN, and stolen status. When practical, these checks should include APSIN, NCIC and CrimeStar.

C. Officers will not advise violators how to plea to the citation. Violators should be advised that they must respond to the citation and what their options are. Violators will not be coerced, threatened, intimidated, encouraged or discouraged to take a particular option. This includes suggesting that if the violator contests the citation, the citation will be amended to another violation.

D. Officers will not accept fines for violations. Under no circumstances will Officers accept payment of bail by violators cited for traffic infractions. This includes offers to mail or otherwise convey the bail to the court

201.080 TRAFFIC RADAR OPERATION

A. Officers must be certified prior to issuing citations based on radar. Prior to using traffic radar for enforcement, a member shall complete the prescribed training course, complete a practical examination, and pass a written test to obtain a radar certification. Without current certification, an officer may not issue a radar supported AUC.

B. Radar units and tuning forks to be certified. Radar units must be certified as recommended from the manufacturer of the radar units, and tuning forks as recommended from the manufacturer of the radar units. The Department Radar Supervisor is responsible for seeing that certifications are accomplished.

C. Officers must review the instruction manual. Prior to use, Officers must review the instruction manual for the model radar unit assigned to them or that they are using.

D. Positioning of radar antenna. Radar antennas shall be mounted and positioned as directed by the manufacturer, and as directed in NPD radar training.

E. Operation of traffic radar. Traffic citations supported by radar will not be issued except when the auto-lock function is disengaged; any alarm is disabled (or speed set to 99 mph); visual speed estimation and identification of the violator was made prior to verification of speed by the radar unit; the operator was able to recognize a valid Doppler tone from the radar; and, if the radar is being operated in moving mode, that the patrol speed indicated by the radar was verified against the vehicle speedometer.

F. Malfunctioning radar will be taken out of service. Any radar found to be responding improperly shall be immediately taken out of service and written notification made to the Department Radar Supervisor detailing the specifics of the malfunction.

G. Malfunctioning speedometer will be repaired. When operating radar in moving mode, Officers shall compare the speed shown by the radar unit with the speedometer. If a deviation 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 radar in moving mode when in a vehicle with a faulty speedometer.

201.090 DRIVING WHILE UNDER THE INFLUENCE ENFORCEMENT

A. Standardized Field sobriety tests should always be offered to DUI suspects. Whenever practical, officers shall offer field sobriety tests to DUI suspects. However, officers will consider the location; the suspect's condition; and the safety of the officer, the suspect, and passing traffic when deciding when and where to conduct field sobriety tests.

B. Officers will be certified prior to conducting breath testing. Only officers currently certified in the operation of the breath testing instrument (Datamaster DMT) being used will conduct the breath testing of a DUI suspect.

C. Attorney contact with the suspect. If during the observation period prior to administering the breath test, the suspect requests to contact an attorney, reasonable efforts will be made to contact the attorney. All recording devices will be turned off during their conversation. If the suspect cannot be observed and be given privacy, e.g. a room with a large window, the attorney will be advised of that fact prior to giving the phone to the suspect. Any conversation between the attorney and the suspect which is overheard cannot be used against the suspect.

D. Administration of a chemical test of blood or breath without consent. AS 28.35.035 authorizes an officer to administer a chemical test of blood or breath to determine alcohol content, without the person's consent, under specific circumstances. Arrangements should be made with a local medical facility establishing procedures and documentation requirements for taking a sample of blood, prior to the need for such a procedure. Procedures should also be established regarding where the sample will be tested. A second tube of the blood sample, drawn at the same time, should be maintained as evidence to allow the defendant to have the sample independently tested at a later date.

201.100 PORTABLE BREATH TESTS (PBT)

A. PBT to be offered only after field sobriety tests are completed. Officers will not use a PBT (Portable Breath Test) to establish probable cause.

B. Prerequisites for requiring a driver to take a PBT. Only drivers contacted for moving violations, as the result of a motor vehicle accident, or for operating a motor vehicle with an open alcoholic container will be required to give a sample of their breath. (In those cases where the driver refuses to give a breath sample, a citation will be issued for "Failure to take a preliminary breath test"). [Ref. AS 28.35.031(b)]

C. Required advisement. Prior to offering the PBT, the driver must be advised that refusal to take the test may be used against him/her in a civil or criminal action arising out of the incident and that a refusal is an infraction.

D. Refusal is not an offense for which an arrest can be made. If the driver refuses to give a PBT breath sample, issue a UAC for "failure to take a preliminary breath test." You cannot arrest a driver for refusing this test. [Ref. AS 28.35.031(b)]

E. Non-arrested drivers who test higher than "0.05" will be discouraged from driving. If an officer, after administering field sobriety tests and a PBT which indicates a blood alcohol level between .05 and .08, determines that a driver will not be arrested he shall strongly discourage the driver from operating a motor vehicle. The officer may allow the driver to make other transportation arrangements and may facilitate these as appropriate.

F. PBT results will be placed on the back of the citation. If driver submitted to a PBT but was not arrested, the

result will be noted on the back of the officer's copy of any AUC that is issued as a result of the contact. Alternatively, the result may be noted on the PC Statement line if room is available.

G. The results of any PBT will be reflected in the case report. Any time a PBT is used in the investigation of an incident for which a case report is completed, the results and the time of the test will be included in the report.

201.110 SEAT BELTS AND CHILD RESTRAINTS

A. Seat belt and child restraint citations. It is the policy of the Department that unless extenuating circumstances exist, citations for failure to use seat belts or child restraints will be issued whenever Officers observe violations or determine through investigation that violations occurred.

B. Belt and child restraint citations at motor vehicle crashes. Motor vehicle crashes qualify as a primary reason for contact and therefore citations for failure to wear seat belts or child restraints may be issued at crashes in compliance with 201.100 (A).

201.120 MOTOR VEHICLE CRASH INVESTIGATION

A. Response to reported accidents. Whenever possible, a NPD member will respond to every motor vehicle crash reported for the purpose of determining whether the crash qualifies for investigation. None

Police Department Officers will also assist the Nome 911 Center in dispatching the Nome Volunteer Fire & Ambulance Department as necessary. Below are immediate actions to take; they do not have to be in set order.

1. Police responsibility is to protect the scene so that secondary crashes do not occur, secure the scene for evidence collection when applicable and investigate the cause of the crash. Injuries should be treated by the Officers expertise level until EMS can arrive.
2. When a lane is blocked, park your vehicle in a diagonal position to protect the scene and to move oncoming traffic away from the crash.
3. Request a backup officer or assistance if the scene becomes uncontrollable by (1) one officer.
4. Set traffic cones or flares in a manner to close the lane or lanes involved at least 50 yards to the rear of your vehicle.
5. In cases of major crashes where the roadway must be closed, set traffic controls at the intersection immediately prior to the crash scene that will allow traffic to move around the crash on another roadway.

B. When crash reports are mandatory. Officers will complete a motor vehicle crash report on every crash occurring on public streets or highways where there is an injury or fatality, major damage making any vehicle inoperable, significant damage to buildings or traffic control equipment, or a person is charged with a criminal traffic violation as a result of the crash. A crash report will also be completed if any government vehicles are involved.

Nothing in this subsection prohibits the preparation of crash reports in cases not meeting these mandatory reporting requirements.

A Crash Report will be completed using a 12-200 form, for any accident over \$2000 in costs. A 12-200 form will be completed for any injury or fatality accident, no matter the level of cost of damages. (Ref AS 28.35.080)

An "Accident Report" in Crimestar RMS shall be completed for the above definition of mandatory reports. This is different from an "Incident Report." If a 12-200 is completed due to the statutory requirements, an Accident Report on Crimestar RMS does not need to be completed, but nothing prohibits doing both reports.

C. When crash reports will not be prepared. Motor vehicle crashes occurring on private property may be investigated at the officer's discretion, mainly for assisting in a Case # for insurance purposes and shall be investigated if they involve a fatality, an injury requiring medical attention, or a criminal traffic offense.

D. Participant's crash report. Drivers of vehicles involved in crashes reported to the Department in compliance with AS 28.35.080, but not investigated, will be instructed to complete a participant's crash report, Form 12-209 within (10 days) of the accident. Insurance certificates are due within (15 days).

E. Fatal crash reports to be sent to FARS within ten days. Copies of fatal crash reports will be sent to the Fatal Accident Reporting System (FARS) representative at Department of Transportation, Highway Safety Planning Office within ten days of the crash. If the report is incomplete a partial or draft report may be submitted.

F. Reflective Vests. OSHA approved reflective vests will be provided to each sworn or community service officer (CSO) when exposed to traffic hazards. They will be mandated when directing traffic, or at the scene of a traffic accident. Officers are killed in the line of duty during motor vehicle accidents at an alarming rate, with one of the key causes being “not seen” by motorists.

G. Death or Injury Crashes. The investigating officer will be responsible for investigating any fatality or injury crashes. They may request assistance from the Nome Police Department Investigator or other officers as it will normally require multiple officers on scene. Notification of such cases must be made to a supervisor, even if off-duty. Fatalities will also utilize death investigation procedures.

1. Consider the incident as a potential homicide or felony assault crime scene and preserve and collect evidence accordingly.
2. Diagram the scene using conventional tape measures and references. If advanced technology is available, please use or request that assistance.
3. If the crash is likely to prove fatal, all vehicles involved need to be impounded for inspections pending search warrants.
4. No citations or arrests shall be made until a prosecutor (DA) has been contacted. If no DA is available, the case may proceed. Notification and recommendation from the Deputy Chief or Chief of Police is then required.

H. Property Damage. For private property, see section C. above. Public property will be considered a crash report. An Officer should respond to investigate the crash properly and follow above standards for reports.

I. Hit and Run. These are considered criminal cases and shall have a priority response in cases of significant damage to property, or injury, or death of a person.

J. Impairment. It is important to look for any signs of impairment of the drivers of vehicles involved in crashes. See OPM 201.080 for further guidance.

K. Department owned vehicles and City of Nome publicly owned vehicles. In the event a crash occurs with a department vehicle, another Officer, if available, should conduct the crash investigation. A Supervisor should be notified. The Officer involved in the crash shall heed the Supervisor’s directives. A City of Nome incident report shall be also filed. 12-200’s still apply to department and City of Nome vehicles if they meet the criteria. If required, Workman’s Compensation Forms should also be completed by a Supervisor in the event the employee is too injured to complete the forms. Otherwise, the employee should complete said forms.

201.130 HAZARDOUS MATERIALS SPILL NOTIFICATION

The following guidelines will be followed while investigating motor vehicle accidents and other incidents in which oil, gasoline, or other hazardous materials are spilled.

A. Automotive product spills of 10 gallons or less. Spills of oil, gasoline, anti-freeze, gear lube, diesel, or other fluids normally associated with motor vehicles, in a quantity estimated to be 10 gallons or less that have not drained away from the road right-of-way and do not threaten to enter any water or drainage system, should be removed by the responding tow truck operator. If no tow truck is utilized, a person designated by the spiller must remove the material, If the person responsible for the spill is unable or unwilling to remove the material, the Department of Environmental Conservation (DEC) must be contacted for removal. DEC will bill the responsible party.

B. Notification to DOT if roadway damaged or blocked. In cases where the roadway needs immediate attention before reopening and other sources are not readily available, the Department of Transportation or the Nome Department of Public Works may be notified based upon who has jurisdiction. The investigating Officer must furnish the name and address of the spiller to the Superintendent of the Department of Transportation (DOT) District Maintenance and Operations office responsible for that area and/or to the Director of Nome Public Works.

C. Notification to DEC of large spills or spills into waters. The Alaska Department of Environmental Conservation (DEC) should be requested to respond to the scene of all major hazardous material spills such as tank truck accidents, leaking rail tank cars, etc. When spills of hazardous materials in any amount are estimated to be in excess of 10 gallons occur or in which any water system or drainage is threatened, the investigating Officer should immediately furnish NPD Dispatch with the following information to be passed onto the Department of Environmental Conservation:

1. Location, estimated size, and type of material involved in the spill;
2. Information as to type of water system or drain system threatened by spilled material; and,
3. Name, address, and telephone number of individual or company responsible for the spill.

201.140 REIMBURSEMENT FOR DUI INVOLVED CRASH RESPONSE

The Department will seek reimbursement (authorized under AS 28.35.030 (m)) for costs incurred in responding to motor vehicle crashes caused by persons subsequently charged with DUI. Other EMS services may also be authorized to obtain reimbursement; however, NPD will not include EMS costs in any requests. The Nome Volunteer Ambulance Service may request reimbursement as authorized by law.

A. Crashes to be reported for reimbursement. For the purposes of this section all crashes reportable under OPM

201.110 and similar crashes occurring on private property are to be reported for reimbursement.

B. Officers will report time responding to DUI involved accidents in case reports. Officers will report the elapsed time from when they are dispatched to a DUI involved crash to the time they clear the scene of the crash. This may be done using Crimestar RMS.

C. Officers will include cost statement in reports. If a person is charged with DUI, and his/her actions contributed to a motor vehicle crash, the investigating officer will note in the last paragraph of the synopsis of the investigative report a statement in the following form:

"Based on my investigation, the defendant's actions contributed to a motor vehicle accident. Per AS 28.35.030(m), upon conviction the court shall order the defendant to pay the Nome Police Department the average cost for their emergency response to the scene of the motor vehicle accident. This represents the average cost per incident for response by NPD during the previous year."

D. NPD to compute cost annually. The NPD shall compute the average cost of response to DUI involved motor vehicle crashes at the Chief's discretion.

201.150 TINTED WINDOWS

A. Medical certificates accepted. Medical necessity is an exception to normal prohibitions on tinted windows. To qualify, the following three conditions must be met: **(1)** A driver or a passenger who frequently travels in the vehicle is required for medical reasons to be shielded from the direct rays of the sun; **(2)** the medical reasons are certified annually by a physician licensed to practice in this state; and **(3)** the certification is carried in the vehicle. 13 AAC 04.223(c).

B. Warnings may be issued. Drivers of vehicles that are operated in violation of window tinting regulations may be issued a warning, however this does not preclude enforcement action, including issuance of an AUC if the violation is not corrected.

C. Tint readers. Window tint meters shall fall under the responsibility of the Radar Supervisor to ensure these devices are kept up with manufacturer's recommendations on calibration for testing tint.

201.160 COMMERCIAL VEHICLE ENFORCEMENT

A. Alaska Commercial Vehicle Enforcement (ACVE) unit. The unit operates under the direction of the Department of Transportation. The unit is responsible for conducting or coordinating inspections and secondary size and weight enforcement activity statewide. The unit is also responsible for collecting data of all reportable accidents involving commercial vehicle.

B. Notification of Accidents involving commercial vehicles. The Commercial Vehicle Enforcement Unit will be notified as soon as possible by TWIX, FAX, email, or telephone of all crashes involving commercial vehicles that result in serious injuries or fatalities.

C. Assistance in investigating commercial vehicle crashes. An officer may request assistance from the unit in investigating an crash involving a commercial vehicle. An ACVE inspector may be sent to the scene or other location to assist in the technical examination of the commercial vehicle involved in the crash.

D. The Commercial Motor Vehicle Accident Supplement. The commercial vehicle motor vehicle accident supplement which is formatted on a 12-200 will be completed by the investigating Officer or Inspector and attached to the report a copy of which will be sent to the ACVE unit in Anchorage.

E. Inspection of commercial vehicles. Officers who conduct inspections of commercial vehicles will complete an Alaska Commercial Driver/Vehicle Inspection Report. The completed forms will be routed to the ACVE unit in Anchorage without delay.

F. Weighing of commercial vehicles. Officers who weigh commercial vehicles will complete an ACVE weigh record, The completed forms will be routed to the ACVE unit in Anchorage without delay.

G. Placing a commercial vehicle out of service. Officers who place a commercial vehicle out of service will complete an Out of Service Sticker, and attach the sticker to the out of service vehicle.

H. Citing the driver of a commercial vehicle transporting hazardous materials. Officers who cite the driver of a commercial vehicle, that is transporting hazardous materials, for a moving violation will indicate on the citation form that the violator was operating a commercial vehicle transporting hazardous materials. The citation will also indicate a mandatory court appearance.

201.170 TRAFFIC ENFORCEMENT BY NON-PATROL OFFICERS

Aggressive enforcement of traffic regulations is the primary tool of the Department in improving safety in the City and on the state's highways. All fully commissioned Officers of the Department are expected to engage in traffic enforcement. Plain clothes and staff officers are expected to take traffic enforcement actions while traveling in appropriately equipped vehicles during the course of their duties, and shall participate in or special patrol efforts when scheduled to do so. This includes Investigators, Administration, and Accreditation Manager.

201.180 USE OF IN-CAR VIDEO SYSTEMS

A. In-car video to be wired to emergency lights. Video cameras mounted in patrol vehicles will be hot-wired to the emergency lights as provided for in the unit assembly. A quick disconnect plug may be used to facilitate removing the mount from the vehicle, as needed.



B. In-car video to be used for all traffic stops. When a camera is installed and operational, it will be utilized for all traffic stops. The power switch will be in the "auto" position so as to activate the camera when the emergency lights are activated. This does not preclude the Officer from activating the camera prior to the emergency lights should he/she desire to start recording earlier.

C. Storage of recordings. Recordings shall be stored for a minimum of 31 days. After 31 days, if the material on the recording is not needed, the recording will be deleted. Recordings of evidentiary value (DWI, reckless driving, etc.) will be processed and stored appropriately as evidence.

D. Camera to be secured when car parked. The video camera will be removed from the mount and secured out of sight any time the vehicle is parked for an extended period of time.



201.190 ATTACHMENT (FORMS)

Field Sobriety Testing/Alcohol Influence Report/Advisement of legal requirement to provide breath samples/Data Master Check list


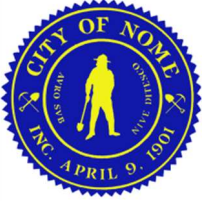
| <p align="center">NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL</p> | | |
|--|---|---|
| <p>CHAPTER 202</p>  | Emergency and Non-Emergency Vehicle Operation | |
| | Effective: 6-2022 | Chief Approval: |
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| | |  |

CHAPTER 202 EMERGENCY AND NON-EMERGENCY VEHICLE OPERATION (REDACTED)

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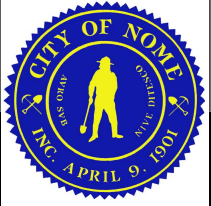

| <div>NOME POLICE DEPARTMENT</div> <div>OPERATING PROCEDURES MANUAL</div> | | |
|---|---------------------------|---|
| CHAPTER 301 | Use of Force and Firearms | |
|  | Effective: 4-2022 | Chief Approval: |
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| | |  |

CHAPTER 301 USE OF FORCE (REDACTED)


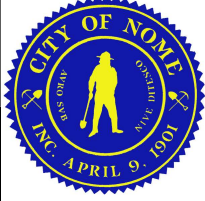
| <p align="center">NOME POLICE DEPARTMENT</p> <p align="center">OPERATING PROCEDURES MANUAL</p> | | |
|--|--|-----------------|
| CHAPTER 302 | Use of Deadly Force Investigation and Review | |
|  | Effective: 4-2022 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
|  | | |

CHAPTER 302 USE OF DEADLY FORCE INVESTIGATION AND REVIEW (REDACTED)

NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL

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| CHAPTER 401 | Major Incident Investigation | |  |
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CHAPTER 401 MAJOR INCIDENT INVESTIGATION (REDACTED)

| NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL | | |
|---|----------------------|-----------------|
| CHAPTER 402 | Response to Disaster | |
|  | Effective: 5-2022 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
|  | | |

CHAPTER 402 RESPONSE TO DISASTER

402.010 DISASTER -- DEFINITION

For the purposes of this chapter, a disaster is a natural or man-made calamity, or a civil unrest incident requiring response by the Department that threatens the safety of large numbers of people or large amounts of property.

402.020 RESPONSE TO DISASTERS

A. Initial response to disaster.


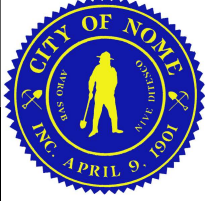
1. Upon learning of a disaster the lead supervisor will assign personnel to appraise the situation so that notification may be made to department and other authorities.
2. The first officer to arrive at the scene shall evaluate the situation and report their findings and any requests for necessary equipment or assistance.
3. Dispatch should be notified immediately of the emergency. The initial report will usually indicate the immediate equipment needs and the course of action to follow. Follow-up reports should be made regularly and as significant developments occur.
4. If a disaster plan covering the incident is available, the department response should comply with guidelines and procedures set out in the plan. The disaster plan can be located with the EOP (Emergency Operations Plan) and also found in the shared server. Training annually will be conducted on Power DMS.

B. Action by off-duty members. Upon learning of a major disaster, members are responsible for immediately contacting the Department. If unable to achieve contact via telephone, they shall do so in person, if possible.


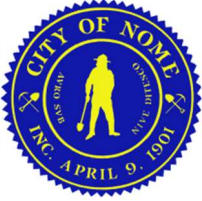
C. Member allowed to assure safety of family. If the disaster threatens the security of a member's family, the member shall be allowed reasonable time to provide for their safety. Members in this situation will notify the Department of this need and proceed in an expeditious manner.

402.030 USE OF INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) will be used for the management of all major incidents. In the early stages of a response, some functions may be omitted and several of these functions may be combined under one position. If the mission becomes more complex, the need to designate specific functions for personnel becomes necessary. The more complex the mission, the greater the need for highly trained individuals in these positions.

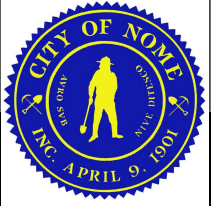

| <div style="text-align: center;"> NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL </div> | | |
|--|---|--|
| <div style="text-align: center;"> CHAPTER 405 </div> | Major Aircraft Incident Plan | |
| | <div style="display: flex; justify-content: space-between;"> <div> <div style="text-align: center;">  </div> </div> <div> <div>Effective: 5-2022</div> <div>Revision: 12-2024</div> </div> <div> <div>Chief Approval:</div> <div>City Manager:</div> </div> </div> | <div style="text-align: center;">  </div> |

CHAPTER 405 MAJOR AIRCRAFT INCIDENT PLAN (REDACTED)


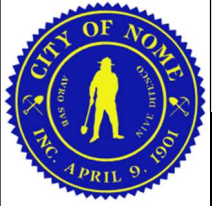
| <p align="center">NOME POLICE DEPARTMENT</p> <p align="center">OPERATING PROCEDURES MANUAL</p> | | |
|--|----------------------------------|-----------------|
| CHAPTER 407 | Bioterrorism Response Procedures | |
|  | Effective: 6-2022 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
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CHAPTER 407 BIOTERRORISM RESPONSE PROCEDURES (REDACTED)



NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL

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|---|---------------------------------------|-----------------|---|
| CHAPTER 408 | Bombs and Explosive Material Response | |  |
|  | Effective: 5-2022 | Chief Approval: | |
| | Revision: 12-2024 | City Manager: | |

CHAPTER 408 BOMBS AND EXPLOSIVE MATERIAL RESPONSE (REDACTED)

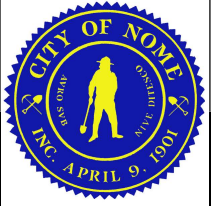

| <p align="center">NOME POLICE DEPARTMENT</p> <p align="center">OPERATING PROCEDURES</p> <p align="center">MANUAL</p> | | |
|---|-------------------|---|
| CHAPTER 501 | Domestic Violence | |
|  | Effective: 7-2022 | Chief Approval: |
| | Revision: | City Manager: |
| | |  |

CHAPTER 501 DOMESTIC VIOLENCE (REDACTED)



| <div>NOME POLICE DEPARTMENT</div> <div>OPERATING PROCEDURES MANUAL</div> | | | |
|---|-------------------|-----------------|---|
| CHAPTER 502 | Sexual Assault | |  |
|  | Effective: 6-2022 | Chief Approval: | |
| | Revision: 12-2024 | City Manager: | |

CHAPTER 502. SEXUAL ASSAULT (REDACTED)

NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL

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|---|-------------------|-----------------|---|
| CHAPTER 503 | Child Abuse | |  |
|  | Effective: 7-2022 | Chief Approval: | |
| | Revision: 12-2024 | City Manager: | |

CHAPTER 503 CHILD ABUSE (REDACTED)

| <p style="text-align: center;">NOME POLICE DEPARTMENT</p> <p style="text-align: center;">OPERATING PROCEDURES MANUAL</p> | | |
|--|------------------------------------|---|
| CHAPTER 506 | Missing Persons and Runaway Minors | |
|  | Effective: 6-2022 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
| | |  |

CHAPTER 506 MISSING PERSONS AND RUNAWAY MINORS

506.010 DEFINITIONS

Definitions as used in this chapter:

Adult Missing Person - a person 18 years of age or older who is reported missing under mysterious circumstances, a failure to reach a destination in a reasonable amount of time, or an inexplicable separation from a traveling companion.

Juvenile Missing Person - a person under the age of 18 who is missing and is not classed as a runaway due to their past history and/or stability.

Juvenile Runaway - a person under the age of 18 reported missing by a family member or legal guardian and who is known to have a history of running away or has shown indications of avoiding their legal guardian.

Missing Person/Search and Rescue - A person unaccounted for at the conclusion of a search and rescue operation. (Until the person is found, either alive or deceased, their record will be retained in the missing persons database.)

506.020 MISSING PERSONS REPORT AND INVESTIGATION PROCEDURES

A. Missing persons report required. Every case of a missing person/runaway juvenile requires the immediate completion of a missing person report.

B. APSIN/NCIC entry required within 24 hours. An APSIN/NCIC missing person entry must be made as soon as practical, but in no case later than 24 hours after report. [Ref. AS 47.10.141]

C. Clearinghouse notice required within 48 hours. Department personnel are required to notify the Missing Persons Information Clearinghouse of all runaway or missing persons at the earliest opportunity and in all cases within 48 hours of initial report of disappearance. For a person under 21 years of age, a local or state law enforcement agency shall transmit a missing person report for entry into the Alaska Public Safety Information Network and the National Crime Information Center computer system as soon as practicable, but not later than two hours after receiving the report [Ref. AS 18.65.620]

Information will be submitted to the clearinghouse by mail, telephone, fax, email, or TWIX as follows:

1. as soon as practical, copies of the CFS and missing person data shall be faxed to the Clearinghouse (FAX [(907)269-7032]), however, if this is not possible, or if no report is available, notification may be made by phone to (907)269-5497; and

2. mail a copy of the missing person report or search and rescue report, photographs, Photograph Release Form, and Medical or Dental records to:

Missing Persons Information Clearinghouse
5700 E. Tudor Road
Anchorage, Alaska 99507.

D. Actions upon locating missing person. Department personnel who become aware of a found missing person will immediately notify the Clearinghouse and arrange to remove all APSIN/NCIC missing persons locates.

E. Investigation of missing persons cases. Appropriate investigative steps will be taken in all cases of reported missing persons and will follow the **MISSING PERSON CHECKLIST**. These efforts will include the gathering of information and records that can be used as aids in immediately locating the missing person or identifying the missing person at a later date. Investigating officers will:

1. attempt to locate a photograph of the missing person and immediately circulate missing person information via media and social media sources such as radio, Nome Announce and Facebook. Prior to use of traditional or social media, officers must receive authorization from a supervisor prior to release to ensure that investigative objectives are not unintentionally compromised.

2. attempt to locate copies of medical and dental records of the missing person. This is accomplished by delivering a Medical/Dental Records Release form to the medical facility having records who will then release records relevant to the identity of the missing person. These records should be sent to the

Clearinghouse if the case is not resolved within 48 hours. Officers can obtain Medical/Dental Records Release forms in two ways; either:

(a) have the family complete Medical/Dental Records Release; or

(b) if the family, next of kin, or legal guardian cannot be located or does not exist, complete Medical/Dental Records Release and contact the local providers in the event a search warrant is needed.

F. Copies of reports to be sent to Clearinghouse. A copy of completed police reports on missing persons, runaway minors, or search and rescues where persons remain missing will be sent to the Clearinghouse regardless of previous notifications.

G. On-going investigation. The investigation of a missing person is considered closed or “cold” only if the individual in question has been found either deceased or alive and the Chief of Police approves the case to be set as that status. Otherwise the case is considered OPEN and all leads will be investigated and a case point person will be the contact, normally the Investigator. The Chief of Police in efforts with local Search and Rescue (SAR) members are the only individuals allowed to stop a search or cease search efforts.

506.030 MISSING PERSONS INFORMATION CLEARINGHOUSE

A. Purpose of Missing Persons Information Clearinghouse. AST/ABI is mandated under AS 18.65.600 to operate a clearinghouse for information concerning missing persons, and to establish appropriate procedures for the reporting of missing persons by all law enforcement agencies. The Clearinghouse, established within the Alaska Bureau of Investigation, maintains a database of missing persons and provides forms to collect, maintain, and disseminate accurate and complete information on missing persons.

B. Missing Persons Information Clearinghouse responsibilities. The responsibilities of the Clearinghouse are established as in: AS 18.65.610.

C. Information in the Clearinghouse database. The clearinghouse computer may be queried for information using any of the following data elements: name, AKA (nickname), age range, physical description, clothing description (when provided), or location of disappearance.

D. AMBER (America's Missing: Broadcast Emergency Response). The Alaska AMBER Alert System is a cooperative public service alert to aid in the safe recovery of abducted children. It is a voluntary partnership between law enforcement agencies, broadcasters, media, and the public to provide an urgent bulletin in the most serious child-abduction cases. The television and radio broadcast Emergency Alert System (EAS), email, social media, and the State's transportation 511 system is used to distribute a description of the abducted child and suspected abductor. The goal of the Alaska AMBER Alert system is to provide rapid, widespread information to the public on endangered, abducted children to aid in their safe return.

AMBER Alert Hotline: 866-AKAMBER - (866-252-6237)

Activation requires:

1. Nome Police Department believes a child is in imminent danger of serious bodily injury or death and reasonable belief an abduction of a child under the age of 18 has occurred. The abduction is a child 17 years or younger. Nome Police Department must believe that the immediate broadcast to the public will enhance the efforts of law enforcement to locate the child and apprehend the suspect and have as much information available to describe the event. All information must have been entered into NCIC.

E. SILVER Alert. State of Alaska Silver Alert System - Silver Alert is a voluntary partnership between law enforcement agencies, state and local government, and Alaska's media and broadcasters to alert the public when a vulnerable adult is missing and believed to be in serious danger. The system uses media and broadcast releases, email, social media, and the State's transportation 511 system to distribute a description of the missing adult. Silver Alert Hotline: 855-SILVR99 - (855-745-8799)

1. Nome Police Department Officers must have had training either through Alaska Department of Public Safety Training Academy or previous training and experience either before employment through Nome Police Department or during that provides help with interacting with individuals with cognitive impairment, not limited to dementia, intellectual and developmental disabilities and brain injuries.

506.040 HANDLING RUNAWAY MINORS

A. Disposition of runaway minors. If a runaway minor is contacted by a department member and is not subject to arrest or detention, the member will take the minor into protective custody and the member shall:

1. return the minor to the legal custodian at the legal custodian's residence if the residence is in the same community where the minor was found and if the legal custodian consents to the return, except that the member may not use this option if the member has reasonable cause to believe that the minor has experienced physical or sexual abuse in the legal custodian's household;

2. take the minor to a nearby location agreed to by the legal custodian if the legal custodian does not consent to return of the minor under (1), except that the member may not use this option if the member has reasonable cause to believe that the minor has experienced physical or sexual abuse in the legal custodian's household; or

3. if disposition of the minor is not made under (1) or (2), take the minor to an office specified by the Department of Health and Social Services (OCS), a program for runaway minors licensed by the Department of Health and Social Services under AS 47.10.310, a shelter for runaways that has a permit from the Department of Health and Social Services under AS 47.32 that agrees to shelter the minor, or a facility or contract agency of the Department of Health and Social Services.

(a) If the member plans to take the minor to an office, program, shelter, or facility under (3), the member shall give the highest priority to taking the minor to an office, program, shelter, or facility that is semi-secure.

(b) If an office specified by the Department of Health and Social Services (OCS), a licensed program for runaway minors, a shelter for runaways that will accept the minor, or a facility or contract agency of the Department of Health and Social Services does not exist in the community, the member shall take the minor to another suitable location and promptly notify the Department of Health and Social Services.

(c) Without a court order a minor in protective custody may not be housed in a jail or other detention facility but may be housed in a semi-secure portion of an office, program, shelter, or other facility.

B. Runaway minors to receive written and verbal advisement of rights. A department member shall immediately, upon taking a minor into protective custody, advise the minor of available mediation services and of the right to social services under 47.10.142(b). The member will complete the Advisement of Rights of Runaway Minor form and provide a copy to the minor. The member shall also advise the legal custodian, if known, that the minor has been taken into protective custody and that counseling services for the custodian and the minor's household may be available.

C. Health and Social Services responsible for care of runaway minors. Contact the Department of Health and Social Services (OCS) for offices or facilities where minors can be taken.

D. Third party custody of runaway minors. The Chief of Police will establish procedures for recording the date and time that members of the department receive notification made under AS 11.51.130(a)(4)(B), Contributing to the Delinquency of a Minor. That sub-section requires a person to notify a peace officer, a law enforcement agency, or the Office of Children's Services of the name of a minor and the minor's location. The notification is required if the person is keeping a minor from the minor's guardian because the person reasonably believes that the minor is in danger of physical injury or in need of temporary shelter. The procedures required under this section will include advising the Office of Children's Services that the department has received such notification and the details of that notification.

506.050 ATTACHMENTS

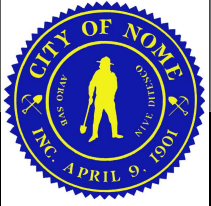

A. Missing Persons Checklist

B. Release of Photographs



C. Medical/Dental Records Release

D. Advisement of Rights of Runaway Minors

NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL

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|---|---------------------|-----------------|---|
| CHAPTER 507 | Fire Investigations | |  |
|  | Effective: 2-2022 | Chief Approval: | |
| | Revision: 12-2024 | City Manager: | |

CHAPTER 507 FIRE INVESTIGATION PROCEDURE (REDACTED)

| <p align="center">NOME POLICE DEPARTMENT</p> <p align="center">OPERATING PROCEDURES MANUAL</p> | | |
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| CHAPTER 509 | Persons in Crisis | |
|  | Effective: 7-2022 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
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CHAPTER 509 PERSONS IN CRISIS

509.010 PURPOSE

The purpose of this policy is to provide guidelines for officers when responding to or encountering persons displaying behaviors consistent with mental illness, Persons In Crisis, or individuals that cannot care for themselves.

509.020 POLICY

NPD policy is that all interactions with those people believed to be suffering from mental illness will be done with heightened consideration of officer safety, tact, and compassion.

509.030 INFORMATION

A. Definitions As used in this Chapter

1. Person in crisis --This term refers to an individual whose level of distress or mental health symptoms have exceeded the person's internal ability or coping skills to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including a cyclical increase in symptoms of mental illness despite treatment compliance, non-compliance with treatment (most notably failure to take prescribed medications appropriately), or any other circumstance or event that causes the person to engage in erratic, disruptive, or dangerous behavior, often accompanied by impaired judgment.

590.040 PROCEDURES

A. Recognizing Abnormal Behavior

1. Officers are not expected to make judgments of mental or emotional disturbance but rather to recognize behavior that is potentially destructive and/or dangerous to the officer, the subject, or the public.

2. Generally recognized signs of mental illness:

- (a) Strong and unrelenting fear of people, places, or things;
- (b) Extremely inappropriate behavior for a given context;
- (c) Rapid frustration in new or unforeseen circumstances and a demonstration of inappropriate or aggressive behavior in dealing with it;

- (d) Abnormal memory loss related to such common facts as name or home address;
- (e) Belief in thoughts or ideas that is false such as delusions of grandeur (“I am Christ.”) or paranoid delusions (“Everyone is out to get me.”);
- (f) Hallucinations of any of the five senses (e.g. hearing voices commanding the person to act, feeling one’s skin crawl, smelling strange odors, etc.);
- (g) Belief that one suffers from extraordinary physical maladies that are not possible; h. Extreme fright or depression.
- (h) The following may also be signs of mental illness or drug use: super strength, hyperthermia, excessive sweating, incoherent speech, hyperactivity, imperviousness to pain, and combativeness.

B. Determining Danger

1. Indicators that an apparently mentally ill person represents an immediate or potential danger to himself/herself or others:

- (a) availability of weapons;
- (b) statements that suggest that the individual is prepared to commit a violent or dangerous act;
- (c) personal history that reflects prior violence under similar or related circumstances;
- (d) failure to act prior to your arrival does not guarantee that there is no danger, but it does in itself tend to diminish the potential for danger;
- (e) the amount of physical control over emotions of rage, anger, fright, or agitation;
 - (i) Signs of a lack of control include extreme agitation, inability to sit still or communicate effectively, wide eyes, and rambling thoughts and speech.
- (f) clutching oneself or other objects to maintain control, begging to be left alone, or offering frantic assurances that one is all right.

2. The volatility of the environment is a particularly relevant factor that officers must evaluate.

C. Responding to Persons in Crisis

1. Request a backup officer. Always do so in cases where the individual will be taken into custody.

2. Seek to calm the situation. Where possible, eliminate emergency lights and sirens, disperse crowds, and assume a quiet non-threatening manner when approaching or conversing with the individual.

3. Where violence or destructive acts have not occurred, avoid physical contact, and take time to assess the situation.

- (a) If the person is armed:
- (b) Observe from a safe vantage point to determine whether intervention can be done safely.
 - (i) Try to establish a dialogue with the person while maintaining cover.

(ii) Do not expose yourself and create a situation where you will have to take deadly force unless you or someone else (besides the suicidal person) is in danger of serious physical injury or death.

4. If you choose to make contact, move slowly and do not excite the person in crisis.

5. Do not verbally threaten the person with arrest as this may create additional fright, stress, and potential aggression.

6. Communicate with them to attempt to determine what is bothering him or her.

(a) Provide reassurance that you are there to help and that he/her will be provided with appropriate care.

(b) Avoid topics that may agitate him or her and guide the conversation toward subjects that help guide the person towards compliance.

(c) Be truthful with the individual. If the person becomes aware of a deception, he or she may withdraw from the contact in distrust and may become hypersensitive or retaliate in anger. In the event an individual is experiencing delusions and/or hallucinations and asks the officer to validate these, statements such as "I am not seeing what you are seeing, but I believe that you are seeing (the hallucination, etc.)" is recommended.

(d) Relate your concern for his or her feelings and allow the individual to vent if it appears this would be helpful

(e) Do not be afraid to ask a suicidal person if he or she is considering self-harm.

7. Where possible, gather information on the person from acquaintances or family members and/or request professional assistance if available to assist in communicating with and calming the person.

8. Offer mental health referral information to the individual and or/family members when the circumstances indicate that the individual should not be taken into custody.

9. If the person needs to be taken into custody the best approach is, if possible, to get adequate personnel so that the person can be restrained as quick as possible. EMS should be requested as well.

10. If the Taser is used make sure that cuffing is done under power so that as few as possible Taser deployments are used.

11. If possible do not place your body weight on the person's chest or back, which can lead to positional asphyxiation.

12. Once the person is restrained make sure the person is in a position to have a clear airway. Do not leave the person on their stomach.

13. Do not "hog tie" the person. That is, do not attach their hand restraints to their feet restraints.

14. The more the person struggles in this condition the more likely they are to have serious health issues.

15. Once the person is restrained immediately allow EMS to treat them.

16. If EMS is not immediately available be sure to monitor the subject's breathing, airway, and circulation.

D. Emergency mental health detention. OPM Chapter 607 discusses procedures for Emergency Care of Incapacitated persons. That chapter specifically pertains to persons in crisis as a "Title 47" which may also apply to a person described in this chapter.

1. AS 47.30.705 states, in part, "A peace officer... who has probable cause to believe that a person is gravely disabled or is suffering from mental illness and is likely to cause serious harm to self or others of such immediate nature that considerations of safety do not allow initiation of involuntary commitment procedures under AS 47.30.700, may cause the person to be taken into custody and delivered to the nearest evaluation facility..." When a patient's condition requires police protection to ensure that no person is harmed, or an emergency detention situation exists, and other appropriate escort personnel are unavailable, may provide escort services.

2. For an emergency detention for evaluation, individuals taken into custody by officers will be transported by NPD. Transportation will be to the Norton Sound Regional Hospital.

3. Mental health detainees will not be secured in an NPD interview room unless there is constant video or in-person monitoring.

E. Any peace officer may serve Ex Parte Orders.

1. Service of ex parte orders for taking into custody and transporting mental health patients located within the City limits may be accomplished by NPD.

F. Non-emergency orders.

1. All non-emergency situations will be referred to the Division of Health and Social Services (or Norton Sound Regional Hospital) which is responsible for taking into custody and transporting persons disabled from mental illness pursuant to ex parte orders under non- emergency conditions.

G. Prisoner transport rules do not apply to persons in crisis.



1. Persons taken into custody for transport to mental health facilities are patients, not prisoners; therefore, good judgment shall be used when determining the nature and extent of restraints used. The level of restraint should be the least restrictive means that is reasonably calculated to assure the safety of the patient, the officer, and third-parties.

H. Mental Health patients must be immediately transported to hospital.

1. When an individual is taken into emergency custody, transportation to the nearest hospital must occur immediately. The officer who transports the individual must complete an Application for Examination and must contact a mental health professional with admitting privileges and be interviewed (by telephone if necessary) by that professional.

I. Statements supporting probable cause required.

1. If probable cause for emergency custody of a person is based solely on statements of others, the officer will obtain written, bodycam, or audio recorded statements from those individuals and copies of those statements will accompany the patient to the hospital.

| <p style="text-align: center;">NOME POLICE DEPARTMENT</p> <p style="text-align: center;">OPERATING PROCEDURES MANUAL</p> | | |
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| CHAPTER 510 | Elder Abuse | |
|  | Effective: 7-2022 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
| | |  |

CHAPTER 510 ELDER ABUSE

Note: Elder abuse may be referenced as well in other sections of the OPM such as Chapters 501 (Domestic Violence) and 502 (Sexual Assault.)

510.010 PURPOSE

The purpose of this policy is to provide officers with direction in the investigation of elder abuse and neglect.

510.020 POLICY

NPD recognizes that effective response to elder abuse requires cooperation and coordinated efforts between social welfare and law enforcement. Once an elder's safety is assured, the primary responsibility is to determine if a crime has been committed and if so, to identify the responsible person. All reports of elder abuse and neglect shall be thoroughly investigated in accordance with this policy.

Alaska has both civil and criminal laws in place to protect elders from abuse. This policy recognizes the requirements of Alaska Statute 47.24, Protection of Vulnerable Adults, but does not restate them. Officers are expected to familiarize themselves with the requirements and processes in Title 47, as well as to be aware of potential violation of criminal law (AS 11.51.200, AS 11.51.210, and AS 11.51.220).

510.030 PROCEDURE

A. Mandatory Reporter



1. Pursuant to AS 47.24.010, a police officer shall report to Adult Protective Services if there is reasonable cause to believe that a vulnerable adult suffers from undue influence, abandonment, exploitation, abuse, neglect, or self-neglect not later than 24 hours after first having cause for belief. *NOTE: Vulnerable adult per AS 47.24.900 (21): "vulnerable adult" means a person 18 years of age or older who, because of incapacity, mental illness, mental deficiency, physical illness or disability, advanced age, chronic use of drugs, chronic intoxication, fraud, confinement, or disappearance, is unable to meet the person's own needs or to seek help without assistance.*

2. Officers shall note in their report that Adult Protective Services was notified via a report of harm.

B. Investigation

1. Investigation into elder abuse utilizes the same standard techniques as with any abuse or assault investigation with the following being considered:

- (a) When an accused person or a victim of domestic violence is the sole caretaker of a physically dependent elder and the person can no longer provide care (as, for example, when the victim is hospitalized or when the accused is arrested), the responding officer shall determine whether the elder is physically endangered, either as a result of abuse, a preexisting medical condition, or the removal of a caretaker.
- (b) If the elder is physically endangered, the officer shall determine whether there is responsible friend or relative who can be contacted immediately to provide care. If there is no one available to care for the elder or disabled adult, the officer may transport, or arrange for someone else to transport, the elder or disabled adult to a medical facility or other appropriate location. Officers should not initiate transportation of an individual without express direction from Adult Protective Services, a supervisor, or the facility to which they are to be transported. In addition, Officers should transmit over the radio in the event a transportation occurs the starting and ending mileage as well.
- (c) Often the abuse is the result of domestic violence and protocols for dealing with domestic violence crimes should always be considered when dealing with elder abuse.

| <p style="text-align: center;">NOME POLICE DEPARTMENT</p> <p style="text-align: center;">OPERATING PROCEDURES MANUAL</p> | | |
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| CHAPTER 510 | Elder Abuse | |
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510.030 PROCEDURE

A. Mandatory Reporter


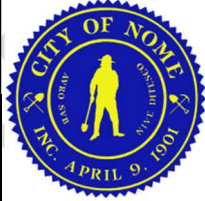
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B. Investigation

1. Investigation into elder abuse utilizes the same standard techniques as with any abuse or assault investigation with the following being considered:

- (a) When an accused person or a victim of domestic violence is the sole caretaker of a physically dependent elder and the person can no longer provide care (as, for example, when the victim is hospitalized or when the accused is arrested), the responding officer shall determine whether the elder is physically endangered, either as a result of abuse, a preexisting medical condition, or the removal of a caretaker.
- (b) If the elder is physically endangered, the officer shall determine whether there is responsible friend or relative who can be contacted immediately to provide care. If there is no one available to care for the elder or disabled adult, the officer may transport, or arrange for someone else to transport, the elder or disabled adult to a medical facility or other appropriate location. Officers should not initiate transportation of an individual without express direction from Adult Protective Services, a supervisor, or the facility to which they are to be transported. In addition, Officers should transmit over the radio in the event a transportation occurs the starting and ending mileage as well.
- (c) Often the abuse is the result of domestic violence and protocols for dealing with domestic violence crimes should always be considered when dealing with elder abuse.

| NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL | | |
|---|---------------------------------|---|
| CHAPTER 606 | Transport of Persons in Custody | |
|  | Effective: 6-2022 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
| | |  |

CHAPTER 606 TRANSPORT OF PERSONS IN CUSTODY

606.010 GENERAL PRISONER ESCORT RESPONSIBILITIES

A. Officer responsible for safety of prisoner and public. An officer having custody of a prisoner is responsible for protecting any prisoner in his care from harm, for protecting the public from harm caused by the prisoner, and for delivering the prisoner as required. The officer is responsible for assuring that the prisoner is searched for weapons, and means of escape prior to travel and as necessary during transport, and to use restraints as necessary to prevent the escape of the prisoner, harm to the prisoner, and harm to others. If available, a protective search would be conducted by an Officer of the same sex as the prisoner.

B. Identification. An officer must attempt to identify an individual prior to transport. The preferable method is use of a driver's license or other identification card. Officers may also rely on records of prior department contact with the individual or third-party statements from someone on scene. If a third party provides the identify information, the third party's information should be documented so the means of identification can be accurately stated in any affidavits or charging documents. Other means such as reviewing the name on a medication bottle with a name found on the person may be used. Dispatch may also be able to assist. If no identification can be made, the person will be identified at arraignment by a judge or magistrate and booked as "John or Jane Doe" until then.

C. Officer responsible for search of prisoners. An officer arresting a person or taking control of a person already in custody is responsible for searching the person, clothing, and items carried by the person, for any weapons or other items which could aid the person's escape. And for evidence related to the arrest.

D. Prisoners to be kept under direct supervision at all times. Prisoners must be accompanied and kept under surveillance by the escort at all times that they are not in a jail or holding facility. Discrepancies from this protocol should only occur due to extenuating circumstances.

E. Officer to restrain prisoner. Persons in custody shall be mechanically restrained in a humane manner. Restraints should be appropriate to the potential danger posed by the person and may include handcuffs, security cuffs, belly chains, leg restraints or other devices. Officers should always restrain prisoners with handcuffs behind the body, unless the exceptions mentioned in this section below. Officers who fail to restrain a prisoner who subsequently escapes, who harms himself, or who harms another will be deemed to have been in violation of this section unless they can demonstrate a business or safety necessity for the failure to restrain. Officers should be

aware of considerations or accommodations to be made (such as handcuffing in the front of the body) for sick, injured or disabled prisoners. Examples include, but are not limited to people with wrist injuries, amputees, people who are in wheel chairs, or pregnant women. Officers are prohibited from transporting prisoners who are restrained in a prone position.

F. Medical conditions or other dangers. An officer delivering a prisoner to an institution or to another officer shall provide notice of any known injuries, medical conditions, required medications, or other circumstances representing dangers to the prisoner. All medication given to a prisoner will be logged and the receiving institution notified of the time, date, and quantity given to the prisoner. Officers should determine whether medical clearance is required prior to beginning transport to Anvil Mountain Correctional Center.

Examples include acute intoxication, visible injuries, or if the individual has a valid request to be seen at the hospital prior to remand. If force is used on a subject that causes injury, the remand must be brought to Norton Sound Regional Hospital and cleared before going to Anvil Mountain Correctional Center.

G. Remand transport. Officers should utilize all safety seat belts during transport in patrol vehicles. A patrol vehicle equipped with a prisoner transport cage and partition should be used to transport prisoners. This includes any non-marked units or Community Service Officer vans without a cage and partition. All Officers must ensure the area the prisoner is being transported in is searched and checked before and after all remand transports. This is to ensure no evidence, weapons, or contraband is left behind and to ensure the department can identify without a doubt who the object or substance belongs to.

1. In addition, the following procedures must be following during transports:

- (a) Whenever possible males and females should be transported separately.
- (b) Juveniles shall not be transported in the same vehicle with adult prisoners.
- (c) Prior to transport the officer shall provide the following information:
 - (i) Location, number of prisoners, destination, and if the opposite sex starting and ending mileage
 - (d) Any wheelchairs, crutches, medication, or medical boots shall be transported with, but not in possession of the prisoner.
 - (e) Prisoners shall not be left unattended during a transport.

H. Prisoner escape. In the event a prisoner escapes during the custody of an officer or during transport the Officer must do the following:

- 1. Immediately relay all information to dispatch including last known location, identifiers, and last direction headed.
- 2. Immediately relay if any weapons or other dangerous instruments may have been taken or stolen from the escape of the Officer.
- 3. When reasonable, notify a supervisor or have dispatch assist in notifying the chain of command.

4. If it is known the suspect is heading into Alaska State Trooper's jurisdiction place a notification call of agency assist request to them.
5. As soon as reasonably possible conduct a search of the area of the subject and re-apprehend them safely with a back-up unit. If the suspect gets into a vehicle, abide by our current Pursuit Policy under Chapter 202 (Emergency Vehicle Operation.)
6. If no contact is made, return to the Nome Police Department and file for a warrant arrest and add charges as applicable.



606.020 SECURING PRISONERS DURING MEDICAL EXAMINATIONS

A prisoner should remain in restraints during medical or mental examinations. The use of leg restraints is recommended if handcuff removal is necessary for medical procedures.

If a doctor insists that restraints be removed, or that the escort leave the room, do so ONLY if: the doctor is made aware of potential personal risk; and all exits, including windows large enough to squirm through, can be guarded. The escort will remain outside the exit, alert for trouble, during the entire examination period. If two escorts are used, they will be positioned to guard all potential exits.

If the above conditions cannot be met, and the doctor insists on privacy with the prisoner, the prisoner will be handcuffed securely to an examining table, or a solid piece of furniture that cannot be easily dismantled or pulled through a possible escape exit.

Unless a medical emergency exists requiring immediate treatment, an escorting officer should consider canceling the examination if he is unable to assure the security of the prisoner and the safety of medical personnel

| <p style="text-align: center;">NOME POLICE DEPARTMENT</p> <p style="text-align: center;">OPERATING PROCEDURES MANUAL</p> | | |
|--|-------------------|---|
| CHAPTER 701 | Report Procedures | |
|  | Effective: 7-2022 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
| | |  |

CHAPTER 701 REPORT PROCEDURES

701.010 PURPOSE

This policy provides department members with guidance on report procedures and requirements.

701.020 POLICY

A formal police report must be completed when requirements or official action is taken and further documentation is necessary.

701.030 DEFINITIONS

Crimestar RMS: The current Record Management System of the Nome Police Department.

Call for Service: The initial dispatch documentation of a call that includes caller information, response units and times, and disposition.

Incident Report: The report in which an Officer completes which is detailed to include if applicable: demographics of the call, evidence logging, vehicle identification, narrative reports, and UCR/NIBRS closure codes.

701.040 GENERAL REQUIREMENTS

What warrants a case number, and what warrants an Incident report? The report writing manual found on the department shared drive provides more detailed information on which matters require a case number and when an incident report is warranted. A Case Number is generated by the Nome 911 Center and is logged as a "Call for Service." An "Incident Report" is created by the Officer and is the same number as the Call for Service number. In which case, the report will be saved on Crimestar RMS unless the system is down, then the report will be saved onto the department shared drive.

Examples of what would require an incident report:

1. Any Official Action Taken that is more than a minor offense citation.
2. Arrest.
3. Search and Rescue.
4. All fire response.
5. Missing Person.

6. Sexual Assault or Sexual Abuse of a Minor of any type.
7. Forwarding of any charges (to Adult Probation Office, Juvenile Probation Office, District Attorney's Office, FBI, etc.)
8. MVA's that require a State Mandated report (12-200's) MVA's with fatality, injury, or crime would require an Accident Report and potentially an Incident Report as well.
9. Anytime an Officer feels more documentation is needed than the mere CFS's.
10. Any reports of Officer misconduct or Officer complaints that create an internal investigation.

A. Officers required to make timely submission of reports. Officers shall complete reports necessary to close cases as expeditiously as practical. Reports are due within (5) five work shifts from the date of the incident report (exclusion section B). Rotational staff should have reports completed before end of rotation, unless it is 'open'.

B. Supervisors are responsible for case closure and investigation. It is the supervisor's responsibility to assure that commissioned employee's cases are up to date and investigated to a logical conclusion. Supervisors may set report completion deadlines for their subordinates. Some cases may need to be completed quicker on a case by case basis, such as missing persons reports, reports pertaining to serious felonies, or reports of a similar nature.

C. Case reports to be completed. It is the responsibility of the employee and his or her supervisor to assure that when an employee is reassigned, or terminates, all outstanding cases are completed and evidence is dealt with to the supervisor's satisfaction.

D. Transferring case within unit. Supervisors may transfer cases within their units as needed to facilitate case completion or to balance workloads.

E. Reassigning case in RMS. Whenever a case is reassigned, the Crimestar RMS case management entry will be updated to reflect the new responsible officer and/or unit. The supervisor reassigning the case is responsible for assuring this is completed.

701.050 CASE NUMBERS

Case numbers will be obtained from the records management system (RMS) according to the following rules:

1. A single case number will be drawn to document each call for service (CFS) received from a member of the public or a non-NPD agency;
2. Any criminal activity or emergency situation (accident, disaster, SAR, etc.) discovered by a member of the department will receive a case number; and
3. Activities will be addressed by using Crimestar RMS and labeled under "Call Types." The Nome 911 Center is responsible for labeling the call types as the correct type. Officers are responsible for then double checking the call type for accuracy afterwards.

701.060 PENDING CASE FILES

A. Officers to maintain pending case files. Each officer will keep all of his open cases in a pending case file. These files shall contain draft or completed reports, statements, notes, or other case preparation

materials. Supplements shall be placed in the pending file as they are prepared. Pending case files will be organized with cases in numeric order. Pending case files should be in the "Pending drawer" that is locked and secure in the patrol room. An Investigator may keep files in their office as long as they are securely locked. These are the only location case files should be, unless pending review and approval.

B. Pending case file shall be accessible to supervisor. All pending case files will be readily available for inspection by supervisors or officers-in-charge. This is to facilitate both review of cases and to allow other officers to contribute to or take over cases when the responsible officer is unavailable, units may establish communal pending files where officers are required to keep their pending reports.

C. Entries required in pending file. Officers shall complete and print a copy of the CFS and place it in the pending file prior to the conclusion of the shift on which the case was assigned. Supervisors may grant exceptions to this policy to avoid overtime or due to other special circumstances. Officers granted exceptions shall comply fully by the end of their next scheduled shift.

701.070 PREPARATION OF CASE REPORTS

A. Assigned Officer responsible for preparation of case report. The officer assigned a case is responsible for the completion of the case report in accordance with the standards set out in the Report Writing Manual or other applicable Department guides. The Officer is responsible for retaining copies of materials submitted for typing or for recreating materials lost. Handling of video recordings, audio recordings, and other evidentiary case materials is detailed in OPM Chapter 702.

B. All reports required to be approved by supervisor. Upon completion, every case report will be submitted to the responsible officer's supervisor for approval. The supervisor may approve the report as is, or return it to the submitting officer for additional investigation, correction of report format or coding, or grammatical or stylistic correction.

C. Case forms required to be legible. All submitted forms, whether handwritten, typewritten, or computer generated are required to be clearly readable and free from errors. Handwritten forms shall be completed in ink.

D. Reports to comply with manual. Case reports submitted by members shall comply with the NPD Report Writing Manual.

E. Reports to be submitted on approved forms. Case reports must be submitted only on forms approved by the Chief of Police.

F. Transcriptions to be reviewed. Following transcription of dictated reports or recorded interviews the submitting officer will review the materials for accuracy.

701.080 DISSEMINATING AND ROUTING OR "SPLITTING" REPORTS

After a report has been prepared per 701.040, the supervisor will return the file to the officer to be routed to the appropriate agency such as the District Attorney's Office's, Office of Children Services, Adult Probation Office, Juvenile Probation Office, etc. Files will be uploaded onto Evidence.com and may be uploaded to the shared server for storage as well.

Cases should be routed within (3) days of a case being returned to an officer or as soon as practical.

**Evidence.com will be used to house 'cases' where all evidence will be digitally stored. Cases should be 'shared' by the investigating officer with the appropriate receiving agency once all evidence has been added to the case on Evidence.com. Training can be found on the shared drive on 'how-to' use Evidence.com.*

This includes any

1. Photos
2. Video
3. CCTV
4. Reports
5. 911/5262 phone calls
6. Audio Recordings
7. Case Reports

701.090 DEPARTMENTAL CASE FILES AND ARCHIVAL STORAGE

The original copy of closed cases will be retained in active files for a period of one year. Cases placed in this file will be filed by month in numerical order. When that month's cases are a year old they shall be archived. Original cases may be held longer than one year in the active file if it is a major unsolved cases or cases pending appeal or civil action, if authorized by the Chief of Police. The Nome Police Department will follow Alaska State regulation on case archiving.

701.100 SPECIAL ROUTING OF AIRCRAFT ACCIDENT REPORTS

Send copies of all reports related to aircraft accidents to the following address:

222 West 7th Avenue
Room 216, Box 11
Anchorage, Alaska 99513

701.110 CASES INVOLVING CONTROLLED SUBSTANCES

A. Special reports for cases involving controlled substances. Cases involving drug violations require the following special procedures:

1. Property Report -- The weight of the controlled substance involved in will be reported in the "size" block. Also, indicate street value of the controlled substance under "value." Officers may submit requests to have the controlled substance weighed and analyzed at the State of Alaska Scientific Crime Detection Laboratory (SCDL) by submitting the appropriate forms and following established evidence handling protocols.
2. "Log Only" Cases -- In those instances where no report or other action is anticipated the officer is encouraged to place a short (25 words or less) synopsis in the comments section of the case record.
3. When a report involving illegal drug/alcohol offenses is completed a copy of the report will be forwarded to the local AST/ WANT office who will forward the information to the DPS Criminal Intelligence Unit.

B. Required notice to AST /WANT of illegal drug / alcohol cases. Department personnel assigned cases involving drugs or illegal alcohol shall notify the local AST Western Alaska Narcotics Taskforce office and shall cooperate with and/or coordinate their investigations with WANT. Department personnel must be aware of the potential loss of additional evidence or failure to connect co- conspirators if timely coordination does not occur with WANT.

701.120 REPORTING HATE CRIMES

The Nome Police Department documents and thoroughly investigates hate crimes. An assessment of hate crimes is necessary to accurately determine the scope of the problem and to identify needs for training and public education.

A. Definition of hate crime. A hate crime is any criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias against a person's race, religion, ethnic or national origin, or sexual orientation.

B. Use of offense code to identify hate crimes. Any incident meeting the definition of a hate crime that comes to the attention of an officer shall be recorded in the RMS under the appropriate code classification.

C. Investigative reports required on hate crimes. An investigative report will be completed on any incident that meets the definition of a hate crime. The report shall reflect the specific details of the incident including any known motivation or bias of the perpetrator(s). When practical, evidence of hate crimes should be thoroughly documented with the use of video and/or still recordings.

D. Hate crimes reporting. Hate crimes should be referred to the FBI local office in Anchorage, Alaska as well.

701.130 PHOTO LINEUP ADVISORY FORM

All witnesses asked to view a photo lineup including driver's license photos shall read and sign the advisory form. Persons viewing the lineup at the same time can sign on the same form. Persons viewing at a different time should sign a different form. Upon completion of the viewing the completed form shall be placed in a manila envelope which is affixed to the back of the photo lineup folder. This can also be found under the "INVESTIGATIONS" folder in the shared server.

701.140 ATTACHMENT

Photo Lineup Instructions

1. The investigator/officer is about to show you a photographic lineup.
2. The person involved in this matter may or may not be in the lineup.
3. You do not have to make an identification.
4. It is important both to clear an innocent person and to identify a guilty one.
5. It would be improper for the investigator to suggest to you by words or conduct which person to pick or that you should or must pick anyone at all. Do not look to the investigator for help.
6. The persons in the photographs may not appear exactly as they did on the date of the incident, because features, such as head hair and facial hair, can change.

7. This lineup is only part of the investigation. The investigation will continue even if you do not select a photograph.

8. When you finished looking at the photographs, the investigator will ask you whether you recognize anyone and, if you do, will ask you how certain you are about your selection, in your own words or on a scale of 0% to 100%.

9. Afterwards, do not tell any other witness whether you picked a person or not.

I have read these instructions or the investigator/officer read them to me and I understand them.

Signature of Investigator/Officer

Signature of Witness

Results of Viewing – Check the box(es) and fill in the blank(s).

☐ I have selected photograph number _____.

- My words to describe how certain I am are

_____.

OR

- On a scale of 0% to 100%, I am _____ certain of my identification.


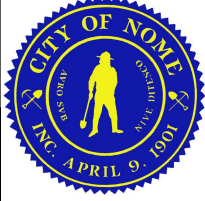
☐ I am not able to identify anyone in any of the photographs.

Signature of Investigator/Officer

Signature of Witness



Printed Name of Investigator/Officer

Printed Name of Witness and Date

| NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL | | |
|---|--|---|
|  | CHAPTER 702 Property and Evidence Handling Procedures | |
| | Effective: 8-2024 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
| | |  |

CHAPTER 702 PROPERTY AND EVIDENCE HANDLING PROCEDURES (REDACTED)

Public Copy

| <p style="text-align: center;">NOME POLICE DEPARTMENT</p> <p style="text-align: center;">OPERATING PROCEDURES MANUAL</p> | | |
|--|--|-----------------|
| CHAPTER 703 | Public Information and Press Relations | |
|  | Effective: 4-2022 | Chief Approval: |
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|  | | |

CHAPTER 703 PUBLIC INFORMATION AND PRESS RELATIONS

703.010 GENERAL INFORMATION

A. Department responsibility to inform the public. The Nome Police Department has a responsibility to inform the public of their involvement in activities and matters relating to public safety and to **not release** information that could jeopardize the rights or reputations of innocent people, or hinder any criminal investigation or prosecution.

B. Information released only as authorized. Employees shall release information only as authorized by procedure or in response to court order. Employees intentionally releasing information or records in any form in violation of policy, or those inadvertently releasing protected information through negligence, shall be subject to discipline.

C. Supervisors responsible for release of information to press. Supervisors may make press releases containing appropriate details concerning matters of interest available to the public by providing such information to the media.

D. Media access to be equal. Any information released to a media outlet shall be made available to all news media facilities in the area. No preferential treatment will be given.

E. Public appearances are encouraged. All personnel are encouraged to appear before schools, military, civic, sport, and other groups as representatives of the Department to promote respect and trust between the public and the Department. Such appearances must receive prior approval from the Chief of Police or his designee.

703.020 PRESS RELEASES

A. NPD responsible for release of "hard" press releases. NPD may make weekly press releases on significant events including, but not limited to, reported offenses; injury or fatal accidents; arrests; search and rescue missions; drug seizures; Department activities; incidents affecting public safety; and other information requested by local news media. All supervisors are responsible for reviewing press releases for accuracy, detail, grammar, spelling, appropriateness, and compliance with this chapter.

Information may be released to the public for the purposes of assisting an investigation or alerting the public to a safety or crime problem. Such information releases must take into account the AS 12.61.110. Releases seeking public assistance should clearly indicate who is to be contacted and if there are reward programs that apply. Although references to evidence are not generally acceptable, the public may be asked for assistance in locating evidence or information necessary to the investigation.

B. Release of information concerning criminal incidents. Information concerning criminal incidents or investigations may be released to the news media provided that no information which would be prejudicial in any resultant prosecution is included. In general, details of the incident or investigation such as the type of crime, location, dates and times of the incident and report; the identity of the investigating agency, and newsworthy aspects of the investigation of a non-prejudicial nature such as the number or identity of officers involved and the duration of the investigation may be released.

C. Release of Victim Name(s). Victim names, including those of juveniles, may be released if such information will not embarrass or endanger the person(s) involved; if a victim is deceased and next-of-kin have been notified; and providing that such release complies with AS 12.61. (Ref. OPM 703.040)

D. Release of information concerning suspects. Suspect names may be released when identity has been established and where public assistance in apprehending the person is desired; or where there is reason to believe that the suspect presents a substantial risk to an individual or to the public interest. Descriptions, sketches, or other information intended to identify, or lead to the apprehension of a suspect, may be released.

E. Release of information concerning defendants. Information concerning persons arrested or charged with a crime may be released only if accompanied by the following disclaimer: "These charges are merely an accusation and the defendant is presumed innocent until and unless proven guilty." This disclaimer can be pre-printed on press release forms. The following information can generally be released concerning arrested persons:

1. the defendant's name, age, residence city, and occupation;
2. the nature of the charge on which the arrest was made;
3. if an arrest has been made, the fact, time, and place of arrest; and
4. the identity of arresting officers or agencies, and the length of the investigation.

F. Release of information concerning juveniles. Special rules apply as indicated below.

1. Information concerning juvenile defendants is not normally released unless the juvenile is prosecuted as an adult. Juveniles are always prosecuted as adults for violations of traffic statutes and regulations, and for Fish and Game statutes and regulations. If a matter involving a juvenile is referred to the District Court for arraignment (as is the case with DWI, Reckless Driving, DWLR, traffic citations, etc.) then information concerning that offense may be released. Releasing of Juvenile information must be approved by the Chief of Police or his/her designee.

2. There is no prohibition in law to the release of information on juveniles who are the victims of non-criminal incidents such as hunting accidents, search and rescue operations, or accidental injury (including from motor vehicle accidents). The names of juvenile victims may be released if such information will not

embarrass or endanger the person(s) involved; if a victim is deceased and next-of- kin have been notified; and providing that such release complies with the provisions of the Victim Rights Act of 1991. [Ref. OPM 703.040]

3. The names of juvenile runaways may be released only after consent is obtained from the parent or guardian allowing the release as an aid in gaining public assistance in locating the juvenile.

4. In situations where questions arise as to the legality or advisability of releasing the names of any juvenile, the information should be withheld and the question referred to the supervisory chain of command.

G. Release of information concerning witnesses (including non-victim complainants). Unless the identity of a witness (including non-victim complainants) is already public knowledge, or must be released to facilitate the recovery of a victim or evidence, the name of witnesses (or non-victim complainants) will not ordinarily be released. Release of the address, business address, or telephone number of a witness to a crime is prohibited by the AS 12.61.110. Officers will not comment to the media on whether particular witnesses have made statements nor will they reveal the substance of any statements made.

H. Information not to be released. The following types of information should not be released:

1. information that is speculative or will be harmful or prejudicial to any person, investigation, case, or the city;

2. gratuitous characterizations of any involved person as, for example, a "sex maniac", "depraved character", "street person", "druggie", or "gangster";

3. the names of deceased victims whose next of kin have not been notified;

4. the existence or nature of any physical evidence likely to be presented at a future trial except that which has been revealed in a public document, such as a complaint or information;

5. any information known, or which reasonably should be known, to be inadmissible in future court proceedings;

6. Home address, telephone numbers, and familial information of law enforcement personnel;

7. Names of undercover personnel; including informants and information provided by them;

8. Grand jury testimony and proceedings; or

9. The existence or nature of any physical evidence likely to be presented at a future trial except that which has been revealed in a public document such as a complaint.

I. Information not be released until trial or conviction. Information in the listed categories shall not be released prior to trial or conviction. Following a trial or conviction, previously restricted information in categories 1, 4, 5 and 6 (below) may be included in press releases.

1. information concerning the sentence, or possible sentence;
2. opinions as to the character, credibility, expected testimony, or reputation of a suspect, witness, or other involved person; or the existence, if any, of a prior criminal record;
3. opinions as to the guilt or innocence of a defendant;
4. information concerning examinations, or the results of examinations, which the defendant or suspect may have taken or refused;
5. the existence, contents, or absence of a confession, admission, or statement by an accused person or suspect, or that person's refusal or failure to make such statements; or
6. a defendant's reenactment of a crime or the fact that he may have shown investigators where a weapon, loot, or other evidence was located.

703.030 PRESS ACCESS TO INCIDENT SCENES

A. Press allowed access to incident scenes. Members of the press may take photographs or interview persons present at crime, accident, or disaster scenes so long as they do not interfere with rescue or investigative efforts, or enter private places not normally open to the public.

Members of the press shall not be allowed to enter, or remain in, areas where a life safety hazard may exist, until the danger to persons is removed or abated.

B. Press access during service of search warrants. Employees shall not permit members of the press to enter private premises (such as residential dwellings or private offices) which officers have entered pursuant to a search warrant.

C. Press subject to lawful orders. The press may not resist, obstruct, or oppose an officer in the lawful execution of a legal duty, but they can photograph or report events occurring on public property. Officers may require journalists to show their press credentials.

Officers may order the press to remain in public places or outside areas closed for investigation or rescue efforts. Orders issued to members of the press to leave a part of a scene should be clear and should be acknowledged by the member of the press before enforcement action is taken.

If you must deny access to a crime scene during processing or evidence collection, explain to the journalist why such access is being denied; once processing is complete, allow access if otherwise permissible. Journalists apprehended for violating the law will be dealt with in the same manner as any other violator.

D. Photographing suspects, defendants, or scenes. Members shall not pose, set up, or otherwise influence the media in regard to photographing a suspect, defendant or crime scene. The media cannot be prevented from taking photographs while they are in public places such as streets, parking lots, and public areas of buildings.

703.040 INFORMATION PROTECTED UNDER THE VICTIM RIGHTS ACT

AS 12.61.110-150 restricts public (including press) access to certain information contained in our files, press

releases, and in court documents. Although the Act does not apply to oral communications, it is the policy of the Department that protected information will not be released in any form.

A. Protected information that may not be released.

1. The residence address, business address, or telephone number(s) of any victim or witness to any crime. This applies to crimes only, not to violations or infractions that carry no jail time.

2. The name of the victim of the following crimes:

(a) AS 11.41.300(a)(1)(C) Kidnapping by restraining with intent to inflict physical injury upon or sexually assault the restrained person.

(b) AS 11.41.410 Sexual assault in the first degree.

(c) AS 11.41.420 Sexual assault in the second degree.

(d) AS 11.41.425 Sexual assault in the third degree.

(e) AS 11.41.427 Sexual assault in the fourth degree.

(f) AS 11.41.434 Sexual abuse of a minor in the first degree.

(g) AS 11.41.436 Sexual abuse of a minor in the second degree.

(h) AS 11.41.438 Sexual abuse of a minor in the third degree.

(i) AS 11.41.440 Sexual abuse of a minor in the fourth degree.

(j) AS 11.41.450 Incest.

(k) AS 11.41.452 Online enticement of a minor.

(l) AS 11.41.455 Unlawful exploitation of a minor.

(m) AS 11.41.458 Indecent exposure in the first degree.

(n) AS 11.41.460 Indecent exposure in the second degree.

3. However, victim names may be released to facilitate the recovery of a missing victim or to conduct necessary investigation of the crime.

B. Release of records containing protected information.

1. Police reports or other records may be released to the public only after they have been examined for the presence of protected information and any protected information has been deleted or made unreadable.

2. Press releases may not contain any protected information. Supervisors approving press releases will insure that they do not contain the names of sexual assault victims, and that no victim or witness address information is given.

C. Required Court Certification.

1. The Court System requires that officers filing documents (including criminal complaints, misdemeanor citations, and search warrants) sign the following certification:

CERTIFICATION

I certify that this document and its attachments do not contain (1) the name of a victim of a sexual offense listed in AS 12.61.140 or (2) a residence or business address or telephone number of a victim of or witness to any crime unless it is the address used to identify the place of the crime or it is an address or telephone number in a transcript of a court proceeding and disclosure of the information was ordered by the court.

2. Officers can sign the forms in good faith, and will be in compliance with the Victim Rights Act, if the complaint or other document does not contain:

(a) the address or telephone number of any victim or witness (other than the defendant), unless the address is necessary to identify the place of the crime; or

(b) in kidnapping or sex cases, the name of the victim, but instead uses initials to identify the person. In general, if the victim is a minor, you must also use initials to identify the minor's parent or guardian.

3. When it is necessary to specify the location of a crime in documents prepared for the Court it is recommended that phrases such as "the residence of [victim's name or initials]" be substituted for the actual address. A victim's name in a criminal charging document may include the Date of Birth associated with the initials for identification reasons for prosecutors.

4. Officers submitting documents containing protected information are responsible for notifying the court clerk of its inclusion.

703.050 RELEASE OF REPORTS AND RECORDS TO LAW ENFORCEMENT AGENCIES

Reports and records concerning investigations may be released to any law enforcement agency with an official need for the information. Law enforcement agencies include federal, state, and local police departments, prosecutors, and probation or parole officers.

703.060 RELEASE OF REPORTS OR RECORDS TO NON-LAW ENFORCEMENT REQUESTERS

A. Restrictions applying to parties involved in civil actions involving the City. Persons who are parties to civil actions involving the city may not receive records directly from the Department, but must make the appropriate request through the court or legal counsel.

B. Limitations on release of case reports to non-law enforcement requesters. Except in response to a subpoena, a court order, or as authorized in paragraphs E, F, and G of this section, NPD case reports will not be released to non-law enforcement requesters unless authorized by the Chief. Non-law enforcement requesters not qualifying for case reports under these provisions should be instructed to file a public records request.

The Chief may release reports to non-law enforcement requesters upon determining that they have a legitimate interest in the report; that the identities of juveniles, and information protected under AS 12.61.110 (Ref. OPM 703.040) has been excised; and providing that none of the following conditions exist.

1. prosecution or appeal are pending;
2. the case involves a juvenile as either a suspect or defendant;
3. the records will disclose the identity of a confidential source;
4. the records will disclose confidential techniques and procedures for law enforcement investigations and prosecutions;
5. the records will disclose guidelines for law enforcement investigations and prosecutions where disclosure could reasonably be expected to risk circumvention of the law (e.g., "drug profiles");
6. disclosure could reasonably be expected to endanger the life or physical safety of an individual; or
7. disclosure would "constitute an unwarranted invasion of the personal privacy of a suspect, defendant, victim, or witness."

C. Requests for driver's license photos. Driver's license photographs may not be released to the public or press except where the person has been kidnapped or is otherwise missing and believed to be in danger, or if the person is wanted on a warrant.

D. Requests for drivers' records. Drivers' records are confidential and private and may not be released except to the driver, a person authorized by them to receive the information, or to other law enforcement agencies. [Ref. AS 28.15.151]

E. Requests for motor vehicle crash reports. Crash reports may be released to those: who were involved in the crash, their heirs or successors; or to those whose property was involved in the crash, or their authorized agent, such as their attorney, insurance adjuster, or insurance company. Employees may orally confirm to an insurance adjuster, insurance company, or attorney that a motor vehicle crash report exists listing their client as an involved party. The existence or absence of photographs may also be released.

F. Witnesses may obtain copies of their own statements. Witnesses may receive copies of interview synopsis paragraphs and transcriptions of their own statements.

G. Victims may obtain copies of reports. Victims of crimes reported in case reports, their heirs or successors, their attorneys, their insurance adjusters, or their insurance companies may receive copies of case reports provided that the names, addresses, and telephone numbers of all persons except the victim and any defendants are blacked out of the report.

703.070 RECORD RETENTION

All public records in the Department must be maintained for a period of time pursuant to the city and state law. Public records include all forms of media including, but not limited to: police reports, video tapes, audio tapes, digital information and handwritten notes. This procedure includes a schedule for purging documents. Police records supervisors are responsible for ensuring the scheduling, purging and destruction of records.

A. Records Retention Audit

1. The records of the Nome Police Department will be audited annually, during the months of January and February, to determine which records are to be retained or to be destroyed.

(a) The audit will be the responsibility of the Administration Assistant.

2. The retention schedule listed in this policy shall control the length of retention and disposal time.

B. Destruction of Records

1. The approval of the Chief is needed before records are destroyed.

2. Records scheduled for disposal shall be burned or shredded beyond reasonable recovery.

3. All records disposed of shall be logged onto a "Certificate of Records Destruction" which shall be maintained by the Administration Assistant.

4. Certain records, as determined by the Chief of Police, may be kept in excess of the retention schedule, and/or placed in an archived status for historical purposes.

5. Juvenile arrest records will be sealed on the individual's 18th birthday and not released without a court order in accordance with AS 47.12.300.

C. Retention Schedule

1. See the City of Nome Records Retention Schedule for document retention.

2. When the State of Alaska guidelines for document retention conflict with the City's guidelines, the department adheres to state guidelines, particularly Schedule 300.1. This can be found in Records & Information Management Service (RIMS) on the State of Alaska website. The manual can be found at <https://archives.alaska.gov/rims>.

D. Records


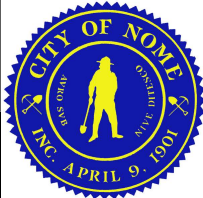
1. The Nome Police Department will strive to keep records as long as possible and work towards digitalizing old records that may have their hard files already destroyed in occurrence with 703.070(C. b.)(B)

2. These will be found on the Digital Drive at the Nome Police Department server under NPD Archives.

E. Sealed or Expunged Records

1. If request is made to inspect records that are sealed or expunged the clerk shall respond, "No records exist with respect to such person."

2. Sealed or expunged records may be inspected only pursuant to a court order permitting such inspection.

| NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL | | |
|---|-------------------------------------|-----------------|
| CHAPTER 801 | COMMUNICABLE DISEASES AND REPORTING | |
|  | Effective: 6-2022 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
|  | | |

801.010 NPd BLOOD BORNE PATHOGENS CONTROL PLAN

The City of Nome Blood Borne Pathogens Exposure Control Plan (BBPECP) details procedures, protective equipment, and post-exposure treatment available to members of the Department who experience occupational exposure to blood borne pathogens. Members of the department are required to comply with the provisions of the BBPECP, as it may be amended from time to time. A copy of the City of Nome Blood Borne Pathogens Exposure Control Plan may be found under the policy section of Power DMS.

The following excerpts from the BBPECP set out the work practice controls, use of protective gear, and housekeeping requirements of the BBPECP that will be encountered most frequently by Department employees. Employees needing greater detail on these topics should review the Exposure Control Plan.

A. Universal Precautions. Under the doctrine of Universal Precautions, employees shall treat all human blood and certain other body fluids as if known to be infectious for HIV, HBV, and other blood borne pathogens. In the circumstances where it is difficult or impossible to differentiate between body fluid types, we assume all body fluids to be potentially infectious.

B. Work Practice Controls. "The Department has adopted the following work practice controls as part of our Blood borne Pathogens Compliance Program:

1. Employees will wash their hands immediately, or as soon as feasible, after removal of potentially contaminated gloves or other personal protective equipment.
2. Following any contact of body areas with blood or any other infectious materials, employees wash their hands and any other exposed skin with soap and water as soon as possible. They may also flush exposed mucous membranes with water.
3. Employees will remove or replace gloves which are contaminated or which may be contaminated before entering the driver or front passenger compartment of department vehicles. This practice avoids contamination of vehicle controls, seats, radios, etc.
4. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in work areas where there is potential for exposure to blood borne pathogens.
5. Food and drink is not kept in refrigerators, freezers, on countertops or in other storage areas where blood or other potentially infectious materials are present.
6. All procedures involving blood or other infectious materials minimize splashing, spraying or other actions generating droplets of these materials.
7. Specimens of blood or other materials are placed in designated leak-proof containers, appropriately labeled, for handling and storage.

8. If outside contamination of a primary specimen container occurs, that container is placed within a second leak-proof container, appropriately labeled, for handling and storage. (If the specimen can puncture the primary container, the secondary container must be puncture-resistant as well.)

9. Equipment which becomes contaminated is examined prior to servicing or shipping, and decontaminated as necessary (unless it can be demonstrated that decontamination is not feasible).

10. An appropriate biohazard warning label is attached to any contaminated equipment, identifying the contaminated portions.

11. Information regarding the remaining contamination is conveyed to all affected employees, the equipment manufacturer and the equipment service representative prior to handling, servicing or shipping."

C. Protective Gear. Personal protective gear is supplied to all members of the Department with anticipated occupational exposure to blood borne pathogens. It is the policy of the Department that protective gear shall be used to avoid exposure whenever practical. Protective gear includes, but is not limited to, gloves, safety glasses and face shields, shoe covers, disposable coveralls. Hypoallergenic gloves are available for any employee allergic to the gloves normally issued.

To make sure that this equipment is used as effectively as possible, our employees adhere to the following practices when using their personal protective equipment:

1. Any garments penetrated by blood or other infectious material are removed immediately, or as soon as feasible.

2. All potentially contaminated personal protective equipment is removed prior to leaving a work area.

3. Gloves are worn in the following circumstances:

(a) Whenever employees anticipate hand contact with potentially infectious materials.

(b) When handling or touching contaminated items or surfaces.

4. Disposable gloves are replaced as soon as practical after contamination or if they are torn, punctured or otherwise lose their ability to function as an "exposure barrier."

5. Masks and eye protection (such as goggles, face shields, etc.) are used whenever splashes or sprays may generate droplets of infectious materials.

6. Protective clothing is worn whenever potential exposure to the body is anticipated.

7. A CPR shield or other device is used whenever employees must provide mouth-to-mouth respiration."

D. Cleanliness and Maintenance of Safe Workplace. "All equipment and surfaces are cleaned and decontaminated after contact with blood or other potentially infectious materials." (BBPECP - page 16)

Regulated waste and contaminated evidence items to be disposed of will be handled very carefully.

1. They are discarded or "bagged" in containers that are:

(a) Closeable.

(b) Puncture-resistant if the discarded materials have the potential to penetrate the container.

(c) Leak-proof if the potential for fluid spill or leakage exists.

- (d) Red in color or labeled with the appropriate biohazard warning label.
- 2. Containers for this regulated waste are placed in appropriate locations in our facilities within easy access of employees and as close as possible to the sources of the waste.
- 3. Waste containers are maintained upright, routinely replaced and not allowed to overfill.
- 4. Whenever employees move containers of regulated waste from one area to another the containers are immediately closed and placed inside an appropriate secondary container if leakage is possible from the first container.

801.020 NOTIFYING PERSONS OF EXPOSURE TO COMMUNICABLE DISEASES

A. Members will record names of persons giving first aid or contacting victims. At any crime scene or accident where the possibility exists that non-department members (EMS workers, volunteers, or good Samaritans) will be exposed to blood borne pathogens or other communicable diseases, the member in charge of the case will record the name, address, and phone number of any person likely exposed to blood borne pathogens in the case report.

This information may be recorded in the body of the report. Unless otherwise required by reporting procedures, these witnesses do not have to be listed on a report form.

B. The presence of communicable diseases will be reported. The member in charge of the case report will ensure that a timely follow-up is done with the hospital, lab, or pathologist to determine the presence of any infectious or communicable diseases; and if found, will notify all persons identified in 802.020 (A) of their possible exposure.

Notification of persons under this section will be noted in the case report.

801.030 POSTAL SHIPMENT OF CONTAMINATED ITEMS

Items contaminated with blood borne pathogens, such as soiled uniforms, evidence clothing, blood samples, other bodily fluids, or any other contaminated objects and be shipped through the mail only if packaged and labeled in accordance with postal regulations. Packages for mailing contaminated items should be prepared and labeled as follows:

- 1. Securely seal the BBP contaminated items inside a red plastic biohazard bag.
- 2. Securely seal the first sealed bag inside a second biohazard bag.
- 3. Place the bags inside a sturdy cardboard box that is not likely to be crushed or broken open in normal shipment and handling.
- 4. Place appropriate paperwork inside the box.
- 5. Seal the box with recording over all folds and openings to create a closed and sealed container.
- 6. Address the box including a contact telephone number. Both the delivery and return addresses must be a physical address (no post office boxes).
- 7. Place at least one biohazard sticker on the box adjacent to the address.

It is recommended that the person who packed the box take it to the post office as the postal clerk may ask questions about the contents and packaging.

801.040 CLEANING CONTAMINATED CLOTHING

The Nome Volunteer Fire Department has a hot-water decontamination system. Clothing maybe cleaned using appropriate cleaning methods. Alternately, clothing can be sent to:

Alaska Cleaners
715 West Fireweed Lane
Anchorage, Alaska 99503


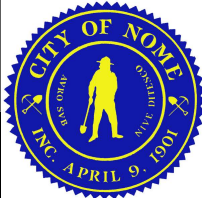
This facility can only process items that can be hot water washed. Heat and/or bleach is essential to kill viral contaminants. Do not submit items for cleaning that can't be hot water wash, e.g. wool clothing. Wool and other items that cannot be hot water washed will be rejected unless they are accompanied by a written "hold harmless" letter absolving Alaska cleaners of any responsibility for shrinkage, color fading, or other damage resulting from the cleaning process.

BBP contaminated items must be taken or mailed directly to Alaska Cleaner's West Fireweed plant. Do not take items to any Alaska Cleaners satellite offices. The satellite office personnel are not trained or certified to handle BBP contaminated items.

If the items are mailed they should be packaged in accordance with OPM 801.030, and contain a memo or letter that includes the shippers name and address, description of the items submitted, return mail instructions, and instructions to bill the NPD.

801.050 ACCIDENT AND INCIDENT PREVENTION AND REPORTING

A State of Alaska (SOA) Report of Occupational Injury/Illness otherwise known as Workers' Compensation form will need to be completed for any injury or illness report. This also may include psychological visits or other critical incidents as stated by policy in other chapters.

| NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL | | |
|---|--|-----------------|
| CHAPTER 803 | Arrest or Detention of Foreign Nationals | |
|  | Effective: 4-2022 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
|  | | |

CHAPTER 803 FOREIGN NATIONALS

803.010 INTRODUCTION

A. Treatment of foreign nationals governed by international treaties. International treaties require that certain information be supplied to consular officers concerning the arrest and/or detention of nationals of that country.

B. Legal status of "diplomatic agents." Diplomatic agents, their family members, and their administrative and technical staff cannot be arrested or detained and their property or residence cannot be entered or searched. They enjoy complete immunity and cannot be prosecuted no matter how serious the offense. (There are no diplomatic agents resident in Alaska and contact with them is unlikely.)

C. Legal status of "consular officials." Consular officials have "official and functional immunity" and can be arrested only for felony offenses and then only with a warrant. After arrest the defendant can attempt to prove that he was on official business and argue that his special immunity protects him from prosecution. The family members of consular officials have no special immunity from arrest, detention, or search.

D. 24 hour diplomatic status help line. The State Department maintains a 24-hour help desk that can confirm the diplomatic status of individuals claiming to have immunities at (202) 647-1641. This help desk will also accept reports of AUCs and other violations alleged to have been committed by persons with diplomatic status.

E. State Department law enforcement help desk. The State Department Assistant Legal Advisor for Consular Affairs provides attorneys who are available to assist local law enforcement on questions regarding diplomatic law. They are available during east coast business hours at (202) 647-1074.

803.020 DETENTION OF FOREIGN NATIONALS

A. Detainee right to consular notification. Members who arrest, imprison, or otherwise detain a foreign national must inform the detainee of their right to have their government notified of the detention. If the detainee requests notification the member will contact the appropriate consulate or embassy without delay and shall create a written record of the contact in the case report. Current phone numbers for consulates and embassies may be obtained from the State Department help line listed in Section 803 010 (D).

B. Mandatory consular notification for citizens of certain countries. When a citizen from any of the countries listed in this section are arrested, imprisoned, or otherwise detained consular notification is mandatory and will be carried out by the member regardless of the wishes of the detainee. Members will document the notification in their case report. Countries requiring mandatory notification:

Albania, Algeria, Antigua and Barbuda, Armenia, Azerbaijan, Bahamas, Barbados, Belarus, Belize, Brunei, Bulgaria, China (including Macao and Hong Kong), Costa Rica, Cyprus, Czech Republic, Dominica, Fiji, Gambia, Georgia, Ghana, Grenada, Guyana, Hungary, Jamaica, Kazakhstan, Kiribati, Kuwait, Kyrgyzstan, Malaysia, Malta, Mauritius, Moldova, Nigeria, Philippines, Poland, Romania, Russia, Saint Kitts and Nevis,

Saint Lucia, Saint Vincent and the Grenadines, Seychelles, Sierra Leone, Singapore, Slovakia, Tajikistan, Tanzania, Tonga, Trinidad and Tobago, Tunisia, Turkmenistan, Tuvalu, Ukraine, United Kingdom, Uzbekistan, Zambia, and Zimbabwe. Source:

<https://travel.state.gov/content/travel/en/consularnotification/QuarantinedForeignNationals/countries-and-jurisdictions-with-mandatory-notifications.html> (Oct, 2022)

C. Consular access to prisoners. Subject to local laws and regulations consular officers have the right to visit their nationals who are detained to converse and correspond with them and to arrange for their legal representation. A foreign consular officer should not be allowed to take actions expressly opposed by the person detained.

D. District Attorney to be notified of detention of foreign nationals. The District Attorney shall be notified when a foreign national is arrested or otherwise detained. In addition to the usual information concerning the incident and charges they should also be advised of the person's citizenship, whether consular notification has been made, immigration status (e.g., resident alien, visitor's visa, etc.), alien registration number, and the date and port of entry into the United States.

E. INS notification of arrest of foreign nationals. When a foreign national is arrested the Immigration and Naturalization Service should be contacted during business hours at (907)271-3104 or after hours through their answering service at (907) 267-9413. Upon completion a copy of the case report should be sent to INS at:

U.S. Immigrations and Naturalization Service
ATTN: Investigations Section
620 ENPD 10th Avenue, Suite 102
Anchorage, AK 99501

803.030 REQUESTS FOR ASYLUM BY FOREIGN NATIONALS

A. Notification of asylum requests. Requests for asylum are handled by the Immigration and Naturalization Service, the Federal Bureau of Investigation, or the U.S. State Department depending upon the particular circumstances. Upon receipt of a request for asylum from a foreign national, members should immediately notify the INS duty officer at (907)271-3104 (days) or (907)267-9413 (after hours). If INS is unavailable notification should be made to the FBI or the State Department.

The member making the notification should be prepared to describe any documents carried by the person; their reason for seeking asylum; what, if any, foreign authorities are aware of the request; and information on any criminal charges pending against the asylum seeker.

B. Protection from harm for asylum seekers. Unless there is reason to believe that the asylum seeker is in need of physical protection they should be directed to go to the INS office at 620 E10th Avenue, Anchorage. If the asylum seeker is in need of physical protection it will be provided. If necessary, force may be used to prevent the forcible repatriation of the asylum seeker.

C. Inquiries by foreign authorities. Any inquiries from interested foreign authorities will be met by the senior officer present with a response that the case has been referred to headquarters for instructions.

803.040 FBI HAS CONCURRENT JURISDICTION WHERE FOREIGN OFFICIAL IS VICTIMIZED

On October 24, 1972, President Nixon signed an act for the protection of foreign officials and official guests of the United States. The act gives the FBI concurrent jurisdiction in serious crimes in which a foreign official is the victim. These crimes include murder, conspiracy to murder, wounding, imprisoning, offering violence, intimidating, coercing, threatening, or harassing a foreign official or guest, and from obstructing a foreign official in the performance of his duties.

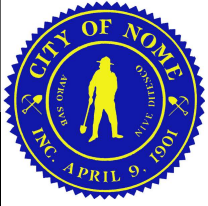

Members will immediately notify the FBI (907)276-4441, when investigating any of these crimes where the victim is a foreign official or official guest.

803.050 NOTICE REQUIRED WHEN AUC ISSUED TO FOREIGN DIPLOMAT

The U.S. State Department should be notified at (202) 647-1512 when an AUC (Alaska Uniform Citation) is issued to a foreign diplomat. If sufficient cause is shown the diplomatic driver's license of the violator can be revoked.

Public Copy

NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL

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|---|---------------------|-----------------|---|
| CHAPTER 805 | Bias-Based Policing | |  |
|  | Effective: 4-2022 | Chief Approval: | |
| | Revision: 12-2024 | City Manager: | |

CHAPTER 805 BIAS-BASED POLICING

Definition: Bias based policing is the use of race, ethnicity, gender, sexual orientation, religion, economic status, background, age, socio-economic status, or culture as the sole basis for police activity.

This policy provides guidance to Nome Police Department's members that affirms Nome Police Department's commitment to policing that is fair and objective. Nothing in this policy prohibits the use of specific characteristics in law enforcement activities designed to strengthen Nome Police Department's relationship with its rich and vast Alaskan culture amongst other groups as well. (Examples, awareness trainings, programs, community outreach and partnerships, etc.)

DEFINITIONS related to this policy include: Bias-based policing - An inappropriate reliance on characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement.

Equal Treatment – Irrespective of race or other distinction, people are treated in the same basic manner under the same or similar circumstances. This *does not* mean that all people in the same or similar circumstances can or must be treated *identically* in all cases.

Reasonable concessions and accommodations may be, and sometimes should be made, when dealing with individuals with physical or mental disabilities, injury, illness, infirmity, or similar conditions, or when information about them necessitates different treatment.

Police Services – Community caretaking functions that may not directly include enforcement of the law but that contribute to the overall well-being and safety of the public included but not limited to assistance at fire scenes, traffic accidents, medical emergencies, lifesaving services, crime prevention, preventive patrol, traffic control, public information, education, assistance and similar activities.

805.010 RACIAL OR BIAS-BASED PROFILING PROHIBITED

A. Fair and Equal Treatment

1. Bias-based policing is prohibited, both in enforcement of the law and in the delivery of police services.
2. Indigenous peoples shall be treated fairly and equally.
3. Officers shall not use characteristics such as race, ethnic background, gender, gender identity, sexual orientation, religion, economic status, age, or cultural group as the sole criteria for determining when or how to take enforcement action or deliver a police service.

- (a) Officers must be able to articulate specific facts and inferences drawn from those facts that establish reasonable suspicion or probable cause to take any enforcement action.
4. Officers should take equivalent enforcement actions and provide equivalent services to all people in the same or similar circumstances.
5. Officers who cannot make objective judgments uninfluenced by prejudicial views or attitudes, intolerance to or preference for certain individuals that are unrelated to the situation at hand shall, as soon as reasonably possible, request that another officer assume responsibility for the matter.
6. Unless exigent circumstances exist, officers shall not engage in a law enforcement matter when it involves a family member, friend, or relative such that the officer's objectivity may be, or may appear to be, compromised.
7. Nothing in this policy prohibits officers from using the traits and characteristics of people, such as race, ethnicity, or national origin in combination with other facts to assist in establishing reasonable suspicion or probable cause in the same manner that officers would use hair color, height, weight, or gender for such purposes.
8. Additionally, members shall not collect information from a person based on religious belief, practice, or affiliation unless permitted under state law.

850.020 PROCEDURE FOR ALLOWING COMPLAINTS

A. Complaints can be made through the Nome Police Department Dispatch Center at 907-443-5262, or faxed at 907-443-2266, or emailed to the Deputy Chief of Police. A complaint form can be requested and either physically picked up or emailed to the individual.

1. Another location would be to the Nome Public Safety Advisory Commission, via email or public meeting.

B. The Nome Police Department Communications Officer should route the caller, or if walk in, or if received via FAX/email to the Deputy Chief of Police, in their absence should be routed to the next highest in charge which would be the Chief of Police.

C. Investigation and allegations of bias-based policing would be investigated according to the Internal Investigations Manual.



D. Officers who witness or who are aware of instances of bias-based policing shall report the incident to their chain of command.

805.030 REPORTING

A. An annual report, completed by the Chief or his designee, will be completed documenting any profiling complaints and their disposition no later than January 31 each year. If no complaints are received, a memo will be drafted, by the Chief or his designee, no later than January 31 of each year. The reports will be housed in Power DMS.

805.040 TRAINING

A. All sworn members will receive annual training on bias-based policing and certifications will be held in Power DMS.

| <p style="text-align: center;">NOME POLICE DEPARTMENT</p> <p style="text-align: center;">OPERATING PROCEDURES MANUAL</p> | | |
|--|-------------------|---|
| CHAPTER 806 | Ride-Along Policy | |
|  | Effective: 4-2022 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
| | |  |

CHAPTER 806 RIDE ALONG POLICY

806.010 PURPOSE

To establish guidelines for the transportation of persons other than Nome police officers or prisoners who may be permitted to ride as passengers in patrol vehicles.

806.020 POLICY

Due to considerations of liability and potential hazards to civilians, it shall be the policy of the Nome Police Department that permission to ride in patrol vehicles, as observers or otherwise, is limited as outlined in this general order.

806.030 DEFINITIONS

A. Non-Department members. Those individuals not employed by Nome Police Department.

B. Patrol vehicle. A marked or unmarked vehicle used by commissioned personnel to conduct police business.

C. Ride Along Program. The Department may provide ride alongs during recruiting to show prospective officers the role of an officer in Nome. The term Ride Along Program may also extend to educational programs, such as Citizen's Academies or Explorer's programs, or other participants at the Chief's discretion.

806.040 PROCEDURE

A. Authorized Passengers.

1. No Waiver/ Release of Liability Form Required:

- (a) On-Duty Law Enforcement Officers from other jurisdictions, employees of the City of Nome in the course of their duties.
- (b) Public Assists, suspects, victims, and witnesses.
- (c) Family members and friends under the supervision of the officer for special events per the discretion of the Chief of Police or his/her designee.

2. Waiver/ Release of Liability Form Required:

(a) Ride Along Program participants, or any individual not described in Authorized Passengers, subsection 1.

B. Restrictions.

1. No non-departmental member may ride in a patrol vehicle other than for official business unless approved by the Chief or his/her designee.
2. Non-departmental member passengers may not carry firearms or weapons of any kind except for on-duty law enforcement officers from other agencies or jurisdictions.
3. Officers shall have passengers wear their seatbelt while the vehicle is in motion.

806.050 RIDE ALONG PROGRAM

A. Admission. Before a citizen will be authorized to participate in the ride-along program a criminal background check should be conducted. At a minimum, APSIN and NCIC (III) will be checked.

1. The Patrol Shift Sergeant or designee will ensure all citizen riders have a criminal background check completed prior to riding.
2. As a general rule, the minimum standard of acceptance will include no felony convictions, no misdemeanor convictions within the past five years, up to one misdemeanor conviction in the past ten years, and no pending criminal cases.
3. The Shift Sergeant has the final authority to approve or disapprove a rider based upon operational or other considerations.
4. There will be a limit of no more than two pre-approved riders per shift, per day, and, as a general rule, there will be a limit of two ride alongs per person per calendar year, unless permission is granted by the Chief of Police.

B. Assignment

1. Shift Sergeants will make ride along assignments based on operational and staffing considerations. These assignments will not be made in the presence of the rider.
2. Riders should be dressed in a business casual manner and appropriately for the weather.
3. Officers may familiarize the rider with certain equipment in the patrol vehicle and how it functions (e.g., the police radio).
4. Officers are expected to be cordial and answer the rider's questions, but shall not disclose confidential, tactical, or operational information. Pursuit of a personal relationship during the ride-along is prohibited.
5. When appropriate, officers should introduce their rider to the public as a civilian observer.
6. Should it be necessary to stop at any physical location where the rider will be alone with the officer, officers shall notify Dispatch via the radio upon arrival and again upon departure.


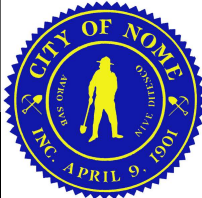
7. At all times, officers with passengers will conduct themselves in a professional manner consistent with the tenets outlined in the Nome Police Department's policies.

C. Restrictions

1. Officers shall not allow riders to enter felony crime scenes before they are processed for evidence or where the suspect is still present; shall not allow riders to observe formal, recorded interviews in sensitive cases; and shall not allow riders to participate in an arrest or booking of a subject.
2. When responding to calls, officer shall weigh situations for potential hazards. Riders shall not be exposed to situations that pose extraordinary danger or extreme hazards. In those cases, riders shall be let out of the vehicle a safe distance from the scene or shall be told to remain in the patrol vehicle if it is safely parked near the scene.
3. Riders shall comply with all officer directions and requests.
4. Riders shall not interfere with investigations in any way. They shall not converse with victims, witnesses, or suspects, and they shall not handle evidence or police equipment.

D. Termination of the Ride

1. In those cases where a rider must be discharged from the vehicle for safety purposes, the officer shall immediately notify Dispatch of the location where the rider was left. Every effort must be made to leave the citizen in as safe a location as practical; the officer shall retrieve the rider or arrange for the rider to be retrieved by another officer.
2. Should an officer with a rider initiate a pursuit or take the secondary pursuing unit role, that officer should relinquish those positions as soon as possible.
3. Should a rider request to end the ride-along, they should be returned to the department or the point of departure as soon as practical.
4. With the approval of the shift supervisor, officers may end the ride along upon the completion of a 4 hour block of time or if (1) the rider does not follow the rules of the program, or creates conflict or unsafe conditions for the officer; (2) conditions exist that make it unsafe or inappropriate for the ride-along to continue; or, (3) the officer discovers something that would have precluded the rider from participating in the program.
5. The Ride Along may be extended in length should the officer become busy with a law enforcement function, if the officer requests the rider to stay for additional time and the shift supervisor approves the additional time period.

| NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL | | |
|---|--|---|
| CHAPTER 807 | Crime and Traffic Analysis and UCR/NIBRS reporting | |
|  | Effective: 4-2022 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
| | |  |

CHAPTER 807 CRIME AND TRAFFIC ANALYSIS AND UCR/NIBRS REPORTING

807.010 PURPOSE

The purpose of this policy is to establish the authority for information requirements and reporting responsibilities of this agency's crime analysis function and to promote crime prevention through techniques and programs.

807.020 POLICY

Nome Police Department is committed to the ongoing development and use of crime prevention programs that involve all sectors of the community. All employees share the responsibility for reducing crime. The crime analysis function shall include collecting, organizing, analyzing and interpreting crime and incident data to evaluate past performance and identify criminal activity patterns and trends for operational deployment, tactical intervention, strategic planning and management analysis.

In order to use Crime analysis, we use Crimestar Record Management Systems to analyze crime.

In addition the department through the (TAC) Terminal Agency Coordinator, will be conducted as per State requirements the Uniform Crime Reports, the National Incident Based Reporting Systems, the Felony Sex Database, and any other required statistical analysis that may be used for public research by the Federal Government or State of Alaska.

807.030 PROCEDURES

A. Crime Prevention Programs

1. Preventing crime requires an integrated, coordinated Department response.
2. All supervisors, officers and civilian employees are responsible for assisting with crime prevention techniques, strategies, and programs.
3. Crime prevention activities include but are not limited to:
 - (a) Residential Security Checks
 - (b) Business Security Checks
 - (c) Crime Stoppers (Crimeline 443-8509)
 - (d) School Liaison (When applicable.)

- (e) Proactive Policing
- (f) Community Oriented Policing

B. The Crime Analysis Process

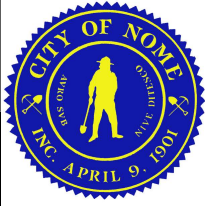

1. Data Collection – Crime data requirements include but are not necessarily limited to:

- (a) Classification of crime;
- (b) Date and time of occurrence;
- (c) Location of occurrence and demographics;
- (d) Criminal suspect name/alias;
- (e) Suspect vehicle;
- (f) Modus Operandi;
- (g) Physical evidence;
- (h) Stolen property record;
- (i) Responding officer/investigator;
- (j) Arrests/charges; and
- (k) Case closures.

C. Additional. In addition to other uses for crime analysis data, the Department shall include a summary of its crime analysis data and crime prevention efforts in its periodic report to the Public Safety Advisory Commission.

Nome Police Department shall submit data annually to the National Incident- Based Reporting System (NIBRS). The Chief of Police or his/her designee is responsible for completing this report.

NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL

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|---|-------------------|-----------------|---|
| CHAPTER 808 | Fiscal Management | |  |
|  | Effective: 5-2022 | Chief Approval: | |
| | Revision: 12-2024 | City Manager: | |

CHAPTER 808 FISCAL MANAGEMENT

808.010 INTRODUCTION

The Nome Police Department may receive or maintain briefly incoming cash or check funds. There are currently no other ways of receiving funds except cash or check. Credit cards, debit cards, or electronic fund transfer to the Nome Police Department are not permitted.

Accounts Receivable and Payable are the responsibility of the City of Nome Finance Department located in City Hall.

808.020 FEE SCHEDULE

The City of Nome posts a "Schedule of Rental & Use Fees and Fines," which is updated annually. It includes a section for the Nome Police Department and Public Safety Building.

The fee schedule normally includes the following costs:

1. Fingerprinting;
2. Copies of Reports;
3. Copies of Reports w/ CD's and photos;
4. Alarm Monitor Use Fees;
5. Civil Service Charges;
6. Towing Fee;
7. Impound Fee per day;
8. Storage Fee per day; and
9. Public Safety training room rental, per day.

808.030 PAYMENTS

The only payments the Nome Police Department routinely receives is walk up fingerprinting requests. *All other transactions will be routed to Nome City Hall Monday-Friday during normal business hours.* A person who

made their payment at City Hall must bring proof of such payment to the Public Safety Building. *The Nome Police Department may only take payment after hours and on weekends when necessary to still provide services.* When circumstances require that the Police Department directly accept payments, payments may be received by either the Administration Assistant or the Dispatcher on Duty. A Police Officer may also accept funds and route them to the Administration Assistant. Funds received by an officer must be provided to the Administration Assistant as soon as reasonably possible and no later than the end of the officer's shift. No other Departmental employee is authorized to receive a payment without the Chief of Police's approval. The employee shall generate a Call for Service for each payment received.

A receipt shall be provided to the payor with documentation of the payor's name and the associated Call for Service number. Receipts of payments to the Nome Police Department must be provided to the Administration Assistant who shall hand-deliver the funds to the Finance Department with the receipt. A hard file of the receipt shall be retained for audit purposes. Receipt files may be destroyed in accordance with the City's retention schedule and with approval of the Chief of Police.

All funds received by the Nome Police Department will be locked in a secured manner.

808.040 ACCOUNTING SYSTEM

The City of Nome Finance Department maintains the Nome Police Department's budget and financial records.

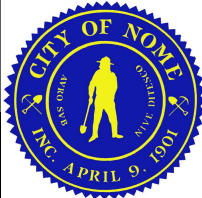

808.050 REVIEW OF ACTIVITY

The City of Nome Finance Department will audit the police department's cash activity periodically. The City of Nome Finance Department also conducts annual audits of the Police Department's fiscal activities.

808.060 ASSET MANAGEMENT

The Nome Police Department shall maintain a list with the City of Nome Finance Department of all Departmental assets valued at \$5,000 or more. This list shall be annually updated. The Chief of Police and Deputy Chief of Police, with assistance from the Administration Assistant, are responsible for ensuring the City of Nome Finance Dept. possesses an updated list.

NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL

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| CHAPTER 809 | Recording Police Activity | |  |
|  | Effective: 6-2022 | Chief Approval: | |
| | Revision: 12-2024 | City Manager: | |

CHAPTER 809 RECORDING POLICE ACTIVITY

809.010 PURPOSE

This policy provides officers with guidance for dealing with situations in which they are being recorded, to include photographing, videotaping, audiotaping, or both, by members of the public or the press.

809.020 POLICY

Members of the public, including media representatives, have an unambiguous First Amendment right to record officers in public places, as long as their actions do not interfere with the officer's duties or the safety of officers or others. Officers should assume that they are being recorded at all times when on duty in a public space.

809.030 DEFINITIONS

Recording: Capturing of images, audio, or both, by means of a camera, cell phone, audio recorder, or other device.

Media: The storage source for visual or audio recordings, whether by film, analog, or digital means.

809.040 PROCEDURES

A. Persons who are lawfully in public spaces or locations where they have a legal right to be present—such as their home, place of business, or the common areas of public and private facilities and buildings—have a First Amendment right to record things in plain sight or hearing,⁴ to include police activity. Police may not threaten, intimidate, or otherwise discourage or interfere with the recording of police activities. However, the right to record is not absolute and is subject to legitimate and reasonable legal restrictions, as follows:

1. A reasonable distance must be maintained from the officer(s) engaged in enforcement or related police duties.
2. Persons engaged in recording activities may not obstruct police actions. For example, individuals may not interfere through direct physical intervention, tampering with a witness, or by persistently engaging an officer with questions or interruptions. The fact that recording and/or overt verbal criticism, insults, or name-calling may be annoying, does not of itself justify an officer taking corrective or enforcement action

In nearly all cases, audio recording of police is legally permissible and subject to the same guidelines as video recording. This is so even in states where eavesdropping statutes require two-party consent.

or ordering that recording be stopped, as this is an infringement on an individual's constitutional right to protected speech.

3. Recording must be conducted in a manner that does not unreasonably impede the movement of emergency equipment and personnel or the flow of vehicular or pedestrian traffic.

4. The safety of officers, victims, witnesses, and third parties cannot be jeopardized by the recording party.

B. Arrest

1. Persons who violate the foregoing restrictions should be informed that they are engaged in prohibited activity and given information on acceptable alternatives, where appropriate, prior to making an arrest.

2. Arrest of a person who is recording officers in public shall be related to an objective, articulable violation of the law unrelated to the act of recording. The act of recording does not, in itself, provide grounds for detention or arrest.

3. Arrest of an individual does not provide an exception to the warrant requirement justifying search of the individual's recording equipment or media. While equipment may be seized incident to an arrest, downloading, viewing, or otherwise accessing files requires a search warrant. Files and media shall not be altered or erased under any circumstances.

C. Seizure of Recording Devices and Media

1. Absent arrest of the recording party, recording equipment may not be seized. Additionally, officers may not order an individual to show recordings that have been made of enforcement actions or other police operations.

2. If there is probable cause to believe that evidence of a serious crime has been recorded, an officer should

(a) advise and receive instructions from a supervisor;

(b) ask the person in possession of the recording if he or she will consent to voluntarily and temporarily relinquish the recording device or media so that it may be viewed and/or copied as evidence; and

(c) in exigent circumstances, in which it is reasonable to believe that the recording will be destroyed, lost, tampered with or otherwise rendered useless as evidence before a warrant can be obtained, the recording device or media may be seized under a temporary restraint. A warrant must be obtained in order to examine and copy the recording and the chain of custody must be clearly documented per department policy.



3. In exigent situations where it is objectively reasonable to believe that immediate viewing of recordings is necessary to prevent death or serious bodily harm of another before a warrant can be authorized, the recording device or media may be seized and viewed.

4. Whenever a recording device or media is seized without a warrant or obtained by voluntary consent, the seized item shall be held in police custody no longer than reasonably necessary for the police, acting with

due diligence, to obtain a warrant. The device shall be returned at the earliest possible time and its owner/operator given instruction on how it can be retrieved. In all cases this will be noted in the narrative of the incident report and in the property tab.

D. Supervisory Responsibilities. A supervisor should be summoned to any incident in which an individual recording police activity is going to be, or will most likely be, arrested or when recording equipment may be seized without a warrant or lawful consent

Public Copy

| <p style="text-align: center;">NOME POLICE DEPARTMENT</p> <p style="text-align: center;">OPERATING PROCEDURES</p> <p style="text-align: center;">MANUAL</p> | | |
|--|------------------------|---|
| CHAPTER 810 | Bodyworn Camera Policy | |
|  | Effective: 2019 | Chief Approval: |
| | Revision: 12-2024 | City Manager: |
| | |  |

CHAPTER 810 BODYWORN CAMERA POLICY

810.010 PURPOSE

This policy is intended to provide officers with instructions on when and how to use body-worn cameras (BWC) so that officers may reliably record their contact with the public in accordance with the law.

810.020 DEFINITIONS

File: Data, images, video, metadata captured, recorded or otherwise produced by the equipment.

810.030 POLICY

It is the policy of this department that officers shall activate the BWC when such use is appropriate to the proper performance of his or her official duties and where recordings is consistent with this policy and law. This policy does not govern the use of surreptitious recording devices used in undercover operations.

A. Administration. This agency has adopted the use of the BWC to accomplish several objectives. The primary objectives are as follows:

1. Audio and video recordings enhance this agency's ability to review probable cause for arrest, officer and suspect interaction, evidence for investigative and prosecutorial purposes, and to provide additional information for officer evaluation and training.
2. The BWC may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.

810.040 PROCEDURES

BWC equipment is issued primarily to sworn personnel who have taken an oath with the City of Nome as authorized by this agency. Officers who are assigned BWC equipment must use the equipment unless otherwise authorized by supervisory personnel. Personnel that may not always utilize or carry the body worn camera due to administrative functions are the Chief of Police, Deputy Chief of Police, Accreditation Manager, and the Investigator; however, when responding to a call for service each position will strive to operate their BWC, and if they do not it will be required to be documented in the call for service and/or incident report.

A. Operations

1. NPD currently uses the AXON bodycam and abides by their recommendations for storage of video through Evidence.com.
2. Officers shall inspect and test the BWC prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.
3. Officers shall activate the BWC to record all contacts with citizens in the performance of official duties. The Officer should label the camera recording ID with the correlating Call for Service number created by the Nome Dispatch Center.
4. If asked, officers should inform individuals that they are being recorded. In locations where individuals have a reasonable expectation of privacy, such as a residence, they may decline to be recorded unless the recording is being made pursuant to an arrest or search of the residence or the individuals. The BWC shall remain activated until the event is completed in order to ensure the integrity of the recording unless the contact moves into an area restricted by this policy.
5. If it becomes necessary to discuss issues in private with a supervisor or another officer regarding an encounter or call for service, the officer may turn off their BWC to prevent their private conversation from being recorded. The officer shall document this.
6. Once a body-worn camera is activated, it shall not be intentionally turned off until the incident has reached a conclusion, except in accordance with this policy. Additional police officers arriving on a scene that have been issued or assigned a body-worn camera shall also record the interaction with the public and shall also continue to record until the completion of the incident. For purposes of this policy, conclusion of an interaction with the public occurs when a police officer terminates his/her law enforcement contact with a member of the public.
7. Officers shall position BWCs on their persons as recommended by the manufacturer.
8. BWCs do not need to be utilized during custodial interviews when other Department video recording methods are being used. BWCs may be used in place of a digital recorder to document interviews, to include custodial interviews. However, the Officer must request the departmental video is extracted and uploaded onto evidence.com.
9. Officers may discontinue the use of BWCs while investigating sexual assaults, sexual assaults of a minor, and child abuse if the victim, the parent of a minor, or the guardian of a minor requests. For example, the victim requests the video recording is turned off. If the contact is not recorded on a BWC, the officer shall audio record the contact.
10. BWCs shall be used only in conjunction with official law enforcement duties and shall not be used to record:
 - (a) Communications with other police personnel, except as otherwise captured in conformity with this policy, without the permission of the Chief of Police; (this may include coordination with the City Manager, District Attorney, City Attorney or other Law Enforcement Agencies);
 - (b) Encounters with undercover officers or confidential informants;
 - (c) When on break or otherwise engaged in personal activities;

(d) In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room, unless the recording is being made pursuant to an arrest or search; or

(e) Communications with attorneys at the Municipal Attorney's Office, Municipal Prosecutor, State District Attorney's Office, State Office of Special Prosecution, and United States Attorneys;

11. Officers shall note in the incident, arrest, and related reports when recordings were made during the incident in question. However, BWC recordings are not a replacement for written reports.

12. If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated.

13. BWC equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible so that a replacement unit may be procured.

14. Only law enforcement or emergency responders shall be allowed to review the recordings at the scene, if needed for immediate playback.

15. Requests for deletion of portions of the recordings (e.g., in the event of an unintentional personal recording) must be submitted in writing and approved by the Chief of Police or their designee in accordance with City record retention requirements. All requests and final decisions shall be kept on file. {refer to Nome resolution NO. R-12-12-02, Records Retention Schedule #301.1 published in 2001 by the State of Alaska, Chapter 11, Public Safety}

16. Police personnel who are assigned BWCs must complete an agency approved and/or provided training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.

17. Private Citizens shall not be allowed to review BWC footage without making a public records request.

B. Storage & access

1. All BWC evidence and files will be uploaded onto the cloud storage of evidence.com.

2. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval of the chief or city manager.

3. Police personnel shall use only BWCs issued by this department. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the department.

4. All files shall be securely uploaded periodically and no later than the end of each shift. Each file shall contain information related to the date, BWC identifier, and assigned officer.

5. All images and sounds recorded by the BWC are the exclusive property of this department. Accessing, copying, or releasing files for non-law enforcement purposes, except pursuant to a valid public records request or court order, is strictly prohibited.

6. All access to BWC data (images, sounds, and metadata) must be specifically authorized by the chief or city manager, and all access is to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.

7. Files should be securely stored in accordance with the City of Nome records retention policy and no longer than useful for purposes of training or for use in an investigation or prosecution.

C. Supervisory responsibilities

1. Supervisors or other persons designated by the Chief of Police may only review recordings when the recordings are determined to have captured information specific to the following circumstances:

- (a) When investigating a complaint of alleged misconduct;
- (b) When reviewing a use of force;
- (c) To address specific employee performance issues;
- (d) To ensure the equipment is operating correctly;
- (e) To review reports of meritorious conduct;
- (f) At the request of an officer who was wearing a BWC;
- (g) To identify recordings that would be a beneficial training tool and as a method to identify areas for improvement and recognize good behavior, provided that these recordings shall be used for training only.

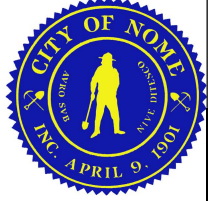

2. Supervisory personnel shall ensure that officers equipped with BWC devices utilize them in accordance with policy and procedures defined herein.

3. Supervisors may be asked to secure officers' BWCs immediately following high- profile incidents (e.g. officer- involved shootings) and ensure they are uploaded.

4. Supervisors will ensure employees that are no longer authorized to use/view recordings are removed from evidence.com

D. Policy Review. This policy will be reviewed at minimum every two (2) years, or sooner at the direction of the Chief of Police.

NOME POLICE DEPARTMENT OPERATING PROCEDURES MANUAL

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|---|----------------------------|-----------------|---|
| CHAPTER 811 | In Car Video Camera Policy | |  |
|  | Effective: 2024 | Chief Approval: | |
| | Revision: 12-2024 | City Manager: | |

CHAPTER 811 IN CAR VIDEO CAMERA POLICY

811.010 PURPOSE

This policy is intended to provide officers with instructions on when and how to use in-car video systems (ICV) so that officers may reliably record their contact with the public in accordance with the law. For the purpose of this document, the term “file” refers to all sounds, images, and associated metadata.

811.020 DEFINITIONS

File: Data, images, video, metadata captured, recorded or otherwise produced by the equipment.

Officers: Personnel sworn to an oath who have the power to arrest and detain along with other duties and constitutional powers.

Supervisory Personnel: Officers who hold the rank of Corporal, Sergeant, Deputy Chief, or Chief of Police or other designee responsible for supervising the work of officers.

811.030 POLICY

It is the policy of this department that officers shall activate the ICV when such use is appropriate to the proper performance of his or her official duties, where the recordings are consistent with this policy and law. This policy does not govern the use of surreptitious recording devices used in undercover operations.

A. Administration. This agency has adopted the use of the ICV to accomplish several objectives. The primary objectives are as follows:

1. Audio and video recordings enhance this agency’s ability to review probable cause for arrest, officer and suspect interaction, evidence for investigative and prosecutorial purposes, and to provide additional information for officer evaluation and training.
2. The ICV may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.
3. Only law enforcement or emergency responders shall be allowed to review the recordings at the scene, if needed for immediate playback.

4. Requests for deletion of portions of the recordings (e.g., in the event of an unintentional personal recording) must be submitted in writing and approved by the Chief of Police or their designee in accordance with City record retention requirements. All requests and final decisions shall be kept on file. {refer to Nomerresolution NO. R-12-12-02, Records Retention Schedule #301.1 published in 2001 by the State of Alaska, Chapter 11, Public Safety}

5. Police personnel who are assigned ICVs must complete an agency approved and/or provided training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.

6. Private Citizens shall not be allowed to review ICV footage without making a public records request.

811.040 PROCEDURES

ICV equipment is issued to Patrol Vehicles as funding allows, not every vehicle may be equipped with an ICV. Officers who are assigned ICV equipment must use the equipment unless otherwise authorized by supervisory personnel.

A. Operations

1. NPD currently uses the AXON ICV and abide by their recommendations for storage of video through Evidence.com.

2. Officers shall inspect and test the ICV prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.

3. Officers shall activate ICV systems during the following:

(a) Any and all Driving Under the Influence Investigations

(b) Any and all traffic stops or Motor Vehicle Accident investigations

(c) Any time a person is detained or arrested and placed into the vehicle

(d) Any time the Officer feels the video evidence presented by the ICV can be of use to the investigation they are assigned.

4. If asked officers should inform individuals that they are being recorded.

5. Once an ICV is activated, it shall not be intentionally turned off until the incident has reached a conclusion. Additional police officers arriving on a scene that have been issued or assigned a ICV shall also record the interaction with the public and shall also continue to record until the completion of the incident. For purposes of this policy, conclusion of an interaction with the public occurs when a police officer terminates his/her law enforcement contact with a member of the public.

6. ICVs shall be positioned as recommended by the manufacturer.

7. ICVs shall be used only in conjunction with official law enforcement duties and shall not be used to record:

- (a) Communications with other police personnel, except as otherwise captured in conformity with this policy, without the permission of the Chief of Police; (this may include coordination with the City Manager, District Attorney, City Attorney or other Law Enforcement Agency{s})
 - (b) Encounters with undercover officers or confidential informants;
 - (c) When on break or otherwise engaged in personal activities; or
8. Officers shall note in the incident, arrest, and related reports when recordings were made during the incident in question. However, ICV recordings are not a replacement for written reports.
9. If an officer fails to activate the ICV, fails to record the entire contact, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated.
10. ICV equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible so that a replacement unit may be procured.

B. Storage & access

1. All ICV evidence and files will be uploaded onto the cloud storage of evidence.com.
2. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner ICV recordings without prior written authorization and approval of the chief or city manager.
3. Police personnel shall use only ICV issued by this department. The ICV equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the department.
4. All files shall be securely uploaded periodically and no later than the end of each shift. Each file shall contain information related to the date, ICV identifier, and assigned officer.
5. All images and sounds recorded by the ICV are the exclusive property of this department. Accessing, copying, or releasing files for non-law enforcement purposes, except pursuant to a valid public records request or court order, is strictly prohibited.
6. All access to ICV data (images, sounds, and metadata) must be specifically authorized by the chief or city manager, and all access is to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.
7. Files should be securely stored in accordance with the City of Nome records retention policy and no longer than useful for purposes of training or for use in an investigation or prosecution.

C. Supervisory responsibilities. Supervisory personnel shall ensure that officers equipped with ICV devices utilize them in accordance with policy and procedures defined herein.

1. Supervisors or other persons designated by the Chief of Police may only review recordings when the recordings are determined to have captured information specific to the following circumstances:
 - (a) When investigating a complaint of alleged misconduct;

- (b) When reviewing a use of force;
 - (c) To address specific employee performance issues;
 - (d) To ensure the equipment is operating correctly;
 - (e) To review reports of meritorious conduct;
 - (f) At the request of an officer who was using an ICV;
 - (g) To identify recordings that would be a beneficial training tool and as a method to identify areas for improvement and recognize good behavior, provided that these recordings shall be used for training only.
2. Supervisors may be asked to secure officers' ICVs immediately following high-profile incidents (e.g. officer-involved shootings) and ensure they are uploaded.
3. Supervisors will ensure employees that are no longer authorized to use/view recordings are removed from evidence.com

D. Policy Review. *This policy will be reviewed at minimum every two (2) years, or sooner at the direction of the Chief of Police.*