

JUNEAU POLICE DEPARTMENT PROCEDURES



Title:	Chief's Office Information	Chapter: 1.103
Date Issued:	April 21, 2009	
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Reviewed:	November 2, 2022	

I. PURPOSE

The purpose of this policy is to establish procedural controls on the information generated and maintained in the office of the Chief of Police.

II. POLICY

Control and accountability for information generated by and maintained in the office of the Chief of Police is crucial to the operation of the Department. Information files will be secure. Employees, their supervisors, and Command level supervisors may review their own personnel files by signing a file log and perusing the information in the Chief's office. The Administrative Assistant assigned to the Chief's office is responsible for maintaining the security of the various filing systems.

III. DEFINITIONS

Appointment Form – A form signed by the Chief of Police that identifies an applicant of choice for an open position.

Caterer Permit – A permit that must be approved by the Office of the Chief of Police, or their designee, that is required when a liquor license holder intends to provide alcohol outside of its normal premises.

City and Borough of Juneau (CBJ) Accident-Injury-Damage Report – A report that is completed by an employee or supervisor when an employee is injured on-duty, CBJ property is lost or damaged, or an on-duty employee damages non-CBJ property. The form is then forwarded to the Chief's Office to be submitted to CBJ Risk Officer via eFR program.

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Emergency Operations Center (EOC) – A room in the JPD facility that is equipped with several communications systems and is utilized by government officials during declared states of emergency.

Firearms License – A federal license required to conduct business as a firearms dealer, or to be a collector of certain federally designated weapons, that must be renewed annually and requires the approval of, or notification to, the Chief of Police.

Internal Affairs Investigation – An administrative investigation conducted into citizens' complaints and reported incidents of employee misconduct.

Keycard – An employee ID card that contains an electronic device that unlocks doors in the police facility, City Hall, the airport, the State Court Building, or other designated facilities.

Parade Permit – A permit that is required for anyone to stage an event that will disrupt the normal flow of traffic on a Borough street.

Performance Evaluation – A document completed annually by supervisors for each of their employees on the employee's anniversary date that discusses the employee's performance over the past year.

Personnel Action Form – A Lawson transaction required to request Human Resources to make changes in an employee's status.

Personnel File – A file kept on each employee that contains documents related to the employee's work history with the City. The *Master Personnel File* is kept by Human Resources.

Relocation Reimbursement – CBJ Personnel rule 18PR060 authorizes the Department to reimburse a portion of relocation expenses to qualifying new employees that move to the City and Borough of Juneau.

Job Requisition – A transaction entered into Lawson requesting Human Resources to post a job announcement.

Supplemental Form – A form signed by the Chief of Police requesting authorization from the City Manager's Office to fill a vacant position.

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Ride-Along Request File – A file maintained by the Chief's Administrative Assistant containing completed Ride-Along Request applications.

IV. PROCEDURES

A. Office of the Chief of Police Administrative Assistant II Duties

1. Personnel files shall be maintained for all JPD employees and shall contain the following items:
 - a. performance evaluations
 - b. commendations
 - c. disciplinary actions
 - d. employment application
 - e. APSC Certification
 - f. relocation reimbursement documents
 - g. oath of office
 - h. file register
2. Security requirements for personnel files
 - a. Employees may review their own file in the office.
 - 1) Date and time of review must be documented on file register.
 - b. Supervisors may review their employees' files in the office.
 - 1) Date and time of review must be documented on file register.
 - c. The Chief and Deputy Chief may remove files to their offices but should return them at the end of the day.
 - d. Supervisors conducting internal affairs investigations or pursuit reviews may review the files of involved employees.
 - 1) Date and time of review must be documented on file register.
 - e. Supervisors conducting selection processes to fill ancillary duty roles or selecting transfers to other work units may review the files of employees who have applied for such assignments.
 - 1) Date and time of review must be documented on file register.
 - f. Files are maintained in locked file room when office is closed.
3. Performance evaluation management
 - a. Lawson will automatically notify supervisors before evaluations are due.

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- b. Once an evaluation has been completed and reviewed by the Chief of Police, the original shall be sent to Human Resources and a copy saved to employee's personnel file at JPD and a copy saved to the employee's annual evaluation file at JPD
- 4. Keycard security
 - a. Keycards are issued to new employees, as well as, deactivate when employees separate from service.
 - b. Employee's name and card information will be provided to the CBJ Building Maintenance division, Juneau School District, Juneau Airport Office, CBJ Streets Division, and the State of Alaska for building accesses specific to employee's position.
- 5. Key and Master Key Security
 - a. Keys are maintained in the locked file room.
 - b. If a master key (#1) is required, the Chief's administrative assistant or designee shall accompany the technician within the building.
 - c. Building Maintenance personnel provide employees with keys upon request made by the Chief's administrative assistant.
- 6. Parade permits
 - a. The Community Services Unit will handle coordination of the event with the requestor and with any JPD staff who will be assigned to work the event. The permit will then be drafted and forwarded to the Chief's administrative assistant.
 - b. The permit application information shall be logged in the *Secretaries Folder* on the "I:Drive".
 - c. The administrative assistant will review the permit information to ensure all information is correct.
 - d. The permit will then be signed and printed for the Chief's signature.
 - e. Once signed, a copy shall be made and both documents will be stamped as 'original' or 'copy' and returned to the Community Service Unit.
 - f. A press release drafted by the Community Service Unit will reviewed and finalized. The Chief's administrative assistant will issue the press release by e-mail, saving a copy electronically in the I:Drive *News Releases* folder.
 - g. A copy of the press release will be forwarded to the Community Service Unit.

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7. Oversee the "ride-along" request process
 - a. Upon receipt in the Chief's office, the administrative assistant will date stamp the back of the application.
 - b. The applicant's information will be entered in the ride along database located in the I:Drive *Secretaries* folder.
 - c. The applicant will be researched in RMS, CAD, and APSIN for any criminal record or warrants.
 - d. If the applicant is clear, they have passed; if not, attach a copy of the record/warrant.
 - e. The applicant shall be contacted to confirm the ride-along date & time, or will be advised if they have been denied.
 - f. Once approved, the Chief's administrative assistant will forward the request and any attachments to the Sergeant or OIC for the shift requested.
8. Oversee Caterer's Permit Requests
 - a. Each caterer's permit or special event permit received will be entered in the database located in the I: Drive *Secretaries* folder.
 - b. All information on the forms will be reviewed by the Chief's administrative assistant for completeness and accuracy. If any information is incomplete or inaccurate, the Chief's administrative assistant shall contact the requestor to have the paperwork rectified before final approval can be made.
 - c. The Deputy Chief or designee will provide final review and sign the application. The Chief's administrative assistant will notify the requestor that the permit has been approved.
 - d. These permits require a \$25 permit fee payable to CBJ.
9. Personnel Action Forms in Lawson shall be completed for all Department employees for the following reasons:
 - a. End of probation
 - b. Changes in pay
 - c. Changes in assignment
 - d. Change in personal information
10. Job requisitions shall be entered into Lawson for approval.
 - a. Before a vacancy can be posted for recruitment, the Chief's administrative assistant will prepare a Supplemental Request to Fill Vacancy form for the Chief's signature. The Supplemental must then be submitted to the City Manager's office. Once

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approved, the Chief's administrative assistant will enter the job requisition transaction into Lawson.

- b. HR will send a draft job announcement for the vacant position for review, update, and approval.
 - c. HR will then post the vacancy and distribute the job announcement to be posted in the Department's break room, other CBJ offices, and various businesses around town.
 - d. A copy of all JPD job announcements will be maintained in the respective "position file" located in the Chief's Office file room.
11. Assist with the recruitment process
- a. Act as liaison with Public Safety Testing, receiving applicant names from them.
 - b. The Chief's administrative assistant functions as the main point of contact for applicants and will initiate contact with each applicant as appropriate, advising of the next step in the recruitment process.
 - c. Testing that is required for each step will be either proctored by Chief's administrative assistant or coordinated with others to be scheduled and proctored.
 - d. For any applicant travel necessary for a testing step in the process, the Chief's administrative assistant will coordinate and purchase such items.
12. Assist with the hiring process
- a. When applicant has passed Phase I testing and is ready to begin background, the Chief's administrative assistant will complete and attach an Appointment Form to the applicant's CBJ application, which will then be forwarded to Human Resources. Once HR approves the paperwork, the Chief's office can proceed with issuing a Conditional Job Offer (CJO) to the applicant.
 - b. The Chief's administrative assist will prepare a CJO letter to the applicant and will supply all necessary forms which must be completed for the background investigation.
 - c. Once the completed background forms are received back to the Chief's office, a Background Investigation number (BI#) will be assigned to the file. The applicant's information will be entered in database in the Internal Affairs folder on the administrative assistant's G: Drive.
 - c. The packet of paperwork will be reviewed for completeness and accuracy. The Chief's administrative assistant will generate a

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new background file in OneNote for each applicant. The packet of forms will then be routed to the Civilian Investigator who is assigned to the prepping the background file to then be assigned to an investigator.

- d. Once the background investigation has been completed and once the decision is made, the Chief's administrative assistant will note the IA database as to whether the applicant passed or failed the investigation.
 - e. Successful candidates will then be required to complete remaining steps in the process, as advised by the Chief's office. In particular, 2 fingerprint cards shall be taken and mailed to the Alaska Automated Fingerprint Identification System (AAFIS).
 - 1) Once the return has been received from AAFIS, date stamp and review the findings page.
 - 2) Notify the Chief of any "hits".
 - 3) File the findings reporting the background investigation folder.
 - f. Before hire, all successful applicants must also complete a fingerprint card and related forms to be submitted to the APSIN office in Anchorage.
 - g. The Chief's administrative assistant must complete certain APSC forms for new sworn employees.
 - h. The Chief's office will maintain and track eligibility lists of successful employment candidates.
13. Maintain log of Internal Affairs Investigations
- a. Upon notification by the Chief or Deputy Chief, the Chief's administrative assistant will generate an Internal Affairs number (IA#) from the database stored on the administrative assistant's G: Drive.
 - b. Information will be gathered for the administrative assistant to complete the Notice of Investigation (NOI) memo which will be delivered to the employee involved.
 - 1) The Chief will initial the NOI upon his approval.
 - c. A copy of the NOI will be emailed to the involved employee's immediate supervisor.
 - d. When the investigation is completed and the file is forwarded to the Chief's office, the Chief will determine if there is to be any discipline.

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- 1) Ensure all necessary documents are contained in the investigation folder.
 - e. The completed IA folder containing all related documents shall be stored in the Chief's Office file room.
14. Process firearms license renewals
- a. Upon receipt of any FFL paperwork, the serial number of the firearm, as well as, the name of the subject shall be researched in RMS.
 - b. If any hits, are found, the application and results will be forwarded to the Chief of designee.
15. Reporting work-related injuries, loss, or damage.
- a. Employees or their supervisor must complete an Accident-Injury-Damage Report form for any work-related injury, any lost or damaged CBJ property, or any property that was damaged by an on-duty CBJ employee. This form will then be forwarded to the Chief's office.
 - b. The Chief's administrative assistant will log the incident in the database on the administrative assistant's G: Drive *Workers Comp* folder and will enter the incident into CBJ Risk Management's electronic First Report (eFR) program.
 - c. As needed, the administrative assistant will act as the Department liaison for Workmen's Compensation issues.
16. Assist with requests from the Violent Crimes Compensation Board and the Office of Victim's Rights.
- a. Once the request is received electronically from either VCCB or OVR, it shall be entered into the database located on the I: Drive *Secretaries* folder.
 - b. The request shall be forwarded to and processed by the Records unit.
 - c. When the copy of the case is received from Records, the Chief's administrative assistant will forward the case to the Deputy Chief or designee for review. The Deputy Chief will determine which parts of the case will be sent to VCCB and OVR and will designate such with his initials.
 - 1) Any remaining documents shall be destroyed.
 - d. Records staff will provide the approved case copy to requestor when it is VCCB.
 - e. The Chief's administrative assistant will provide the case copy to requestor when it is OVR..

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17. Provide clerical support for the Office of Professional Standards (Accreditation).
 - a. Format letters
 - b. Proofread documents, such as, JPD's annual report
 - c. Proofread and provide input for policies annually
18. Serve as the contact person for the EOC
 - a. EOC personnel who have been through the CJIS clearance process shall be issued keycards for unescorted access within JPD.
 - b. As able, Chief's administrative assistant will provide support to EOC personnel
19. Take meeting notes and produce minutes from the weekly Leadership Team meetings, monthly Supervisors meetings, and other meetings as assigned by the Chief or Deputy Chief of Police.
20. Manage and maintain a petty cash account.
21. Monitor and distribute employee suggestions placed in the Employee Suggestion Box.
22. Assume the duties of the Administrative Assistant II responsible for purchasing and travel in their absence.
23. In the absence of the Administrative Officer, serves as the contact for building maintenance issues at JPD and its corresponding properties.

Ed Mercer

A handwritten signature in dark ink, appearing to read "Ed Mercer", written in a cursive style.

Chief of Police