



Yuut Elitnaurviat

P E O P L E ' S L E A R N I N G C E N T E R

Association of Village Council Presidents • Association of Village Council Presidents, Regional Housing Authority
Bethel Community Services Foundation • Calista Corporation • City of Bethel • Lower Kuskokwim School District
Orutsararmiut Native Council • UAF - Kuskokwim Campus • Yukon-Kuskokwim Health Corporation

Greetings,

Attached is the 2018 VPO Academy application, and accompanying documents. This year there is a transition of management of the Academy, and the DPS VPSO Support Office will not be involved in accepting or reviewing applications and won't be involved in screening applicants.

Applications for Village Police Officers (VPO's) will be submitted directly to the Alaska Police Standards Council (APSC).

VPO's need to complete the application, F-3, and F-2A, and the waiver for VPO's only, along with a fingerprint card.

Applications for any other applicants including Tribal Police Officers (TPO's) will be submitted directly to Yuut Elitnaurviat (YE) in Bethel.

These applicants need to complete the application, and submit that to YE. They have to submit the request for a background check, along with the fee, directly to DPS in Anchorage. The results of the background check will be sent to YE. (They don't complete the other forms)

All the information is in the application. Please review it so you can answer some questions, and please distribute these documents in your region to people interested in attending the VPO academy.

Sgt. Michael Henry
Alaska State Troopers
DPS VPSO Support Office
VPSO Training Manager
Phone: (907) 334-2241
Anchorage Headquarters

Village Police Officer (VPO) Academy
May 25th to June 8nd, 2018
Bethel, Alaska

INSTRUCTIONS TO APPLICANTS AND EMPLOYERS:

Yuut Elitnaurviat, in cooperation with the Alaska State Troopers, is sponsoring the Village Police Officer (VPO) Training Academy for 2018 in Bethel, AK. This training is approved by the Alaska Police Standards Council (APSC).

All officers employed, or appointed, by a village government are eligible to attend if you meet the eligibility requirements outlined below. Training at the academy will include law enforcement topics, search & rescue, basic first aid and CPR, limited basic skills in the use of fire extinguishers, and fire prevention training.

The VPO Academy **IS NOT** a rural fire fighter, or basic fire fighter training course. If you or your community would like to have a person (VPO or citizen) trained as a Basic Fire Fighter, please contact The Office of Rural Fire Protection to inquire about attending the 4-day Basic Fire Fighter course held in Palmer, AK. You may also inquire about hosting a course in a community near you. This would be a great opportunity to provide fire protection to your community that the basic VPO Academy does not provide.

Office of Rural Fire Protection: (907) 269-5490

There will be no compensation paid to attending officers by the Alaska State Troopers or by Yuut Elitnaurviat. All selected officers must be employed by their respective villages and must be covered by their village's Workman's Compensation Insurance and Health Insurance Policies.

The cost of the training is \$6,160/person which includes all equipment, training, meals, and lodging. Airfare is not included. **Funding may be available from your regional Native non-profit corporation (e.g. AVCP).**

Officers will be expected to arrive on **Friday, May 25, 2018, in plenty of time to begin orientation at 1800 hours.**

Anyone arriving late will be dismissed from the Academy. Class begins promptly at 0800 hours daily. No classes are scheduled for June 8; that is departure day.

It is mandatory that all selected officers live at the Academy facilities **and adhere to the zero tolerance, no alcohol rules.** Sleeping quarters, bedding, all meals, classrooms and recreational facilities are provided. Our strict academic schedule requires a concentrated effort by the selected officers and our staff. Successful completion of the Academy will result in a certificate of completion for graduates.

The Alaska Police Standards Council will certify those officers who have met the required standards in the Alaska Administrative Code for VILLAGE POLICE OFFICERS. (13 AAC 89.030).

Attending officers must provide black shoe polish and shoe polishing supplies, gym shoes, suitable clothing for outside fire training class, and personal hygiene gear, including towels.

Applications to this academy can be found at <http://www.yuut.org>, obtained from Yuut Elitnaurviat, or from the Bethel AST Post or Anchorage AST VPSO Support Office.

Completed application packets must be received before May 4, 2018.

SUBMIT YOUR APPLICATIONS TO THE LOCATION BELOW, DEPENDING ON YOUR EMPLOYER:

Village Police Officers (VPOs): _____

Alaska Police Standards Council
PO Box 111200
Juneau, Alaska 99811-1200
Phone: 907-465-4378
Fax: 907-465-3263

Tribal Police Officers (TPO) / Others: _____

Yuut Elitnaurviat - The People's Learning
Center, Inc.
Attn: Jeremy Osborne
PO Box 869
Bethel, AK 99559
Fax: 907-543-0998

Name: _____
(Last) (First) (M.I.)

Birthdate: _____ **Email:** _____

Mailing Address: _____, _____, _____
(city) (zip)

Home/Cell Phone: _____

Village: _____, **Position:** _____

Work Phone: _____, **Fax:** _____

VPO ONLY: As part of this application packet, you must submit the attached F-3 and F-2A APSC forms, and submit the waiver for background investigation and fingerprint cards.

A portion of this application is directed towards the supervisor of the VPO applicant, and includes very important information for the supervisor to review and verify their understanding.

Supervisor Name: _____

Supervisor phone: _____, **Supervisor title:** _____

Certification of Eligibility:

13 AAC 89.010. Basic standards for village police officers

(1) Are you 19 years of age or older? Yes No

(2) Are you a citizen of the United States or a resident alien who has demonstrated an intent to become a citizen of the United States? Yes No

(3) Are you of good moral character? Yes No
(Misdemeanor convictions, other than minor traffic offenses, during the 10 years before application will, in APSC's discretion, be considered by APSC in determining moral character.)

(4) Have you been convicted of a felony or been incarcerated, placed on probation, or placed on parole after conviction of a felony, by a court of the United States or of any state or territory during the 10 years before application? Yes No
(A felony conviction in another jurisdiction for an offense which is not a felony in Alaska does not necessarily bar certification unless the felony conviction was for a crime of dishonesty or a crime which resulted in serious physical injury or a threat of serious physical injury. Contact APSC if you have questions about eligibility.)

(5) Do you have any physical or mental condition that would adversely affect your performance as a police officer? Yes No

(c) Have you ever had your certificate revoked by the Alaska Police Standards Council (APSC)? Yes No

13 AAC 85.900. Definitions

(5) "felony" means a crime classified as a felony in Alaska at the time the crime was committed; a conviction in another jurisdiction by a civilian or military court is a felony conviction if the crime has elements similar to those of a felony under Alaska law at the time the offense was committed; a completed suspended imposition of sentence, expungement of record, or a pardon **does not remove** a felony conviction from a person's record;

(7) "good moral character" means the absence of acts or conduct that would cause a reasonable person to have substantial doubts about an individual's honesty, fairness, and respect for the rights of others and for the laws of this state and the United States; for purposes of this standard, a determination of lack of "good moral character" may be based upon a consideration of all aspects of a person's character;

Information for employer of VPO/TPO

13 AAC 89.020. Employment for village police officers

- (a) Before appointing an applicant to a permanent position as a village police officer, a village shall
- (1) obtain proof of the applicant's age and citizenship;
 - (2) review and evaluate the applicant's personal history and medical history statements; and
 - (3) review and evaluate responses to fingerprint record checks by the Department of Public Safety and the Federal Bureau of Investigation.
- (b) A village may not employ a village police officer for a period of more than 12 consecutive months unless the officer has been certified under 13 AAC 89.030.
- (c) Termination as a village police officer for less than 90 consecutive days will be considered unbroken service for purposes of (b) of this section and 13 AAC 89.030(a)(1).

Instructions: As part of the application process, **VPO applicants** must read and sign the attached waiver authorizing a fingerprint based background check of the applicant. The fingerprint cards will be submitted along with the application to APSC who will verify the applicant's eligibility, to comply with the regulation above. In order for the applicant to complete a fingerprint card, please contact Yuut Elitnaurviat or your local Alaska State Trooper Post. Please read the pledge below and sign to show your support.

Employer pledge: As the employing agency of the VPO/TPO, I understand that it is our responsibility to ensure we possess a worker's compensation policy to protect the VPO/TPO employee. ***(Please attach proof to this application.)*** It is our responsibility to develop standard operating procedures for police duties and policies regarding use of force. There are agencies, and insurance companies that can provide support for establishing these policies and support in providing police liability insurance. I understand that the VPO/TPO needs to have sufficient physical fitness to perform basic law enforcement functions such as handcuffing, making physical arrests, or performing CPR. I understand if the applicant cannot perform these functions they will be dismissed from the academy.

As a graduate of the VPO Academy, I understand that our VPO/TPO employee will be provided the list of equipment detailed in this application packet. However, I understand this does not include all the equipment the VPO/TPO will need throughout their career. I understand that in addition to basic pay of the VPO/TPO, as their employer we will need to provide basic equipment to support their ongoing mission. We will need to provide transportation, digital camera and digital audio recorder, replace equipment as needed, basic office supplies (blank CDs/DVDs, envelopes, batteries, etc.), and access to a computer for the VPO/TPO to document their police activity reports.

I _____, approve of this VPO applicant attending the
Printed VPO Supervisor name

VPO Academy, and as such I pledge to comply with instructions outlined in this packet which are the responsibilities of the employing agency.

Supervisor's _____
Signature:

Date

As a VPO you will be required to take an oath to comply with the Law Enforcement Code of Ethics ([13 AAC 85.040\(b\)\(5\)](#)).

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 to my chosen profession . . . law enforcement.

Applicant initial here, to show you read and understand the expectations of this oath: _____

Checklist of items to include along with your completed application:

- *VPO ONLY, Completed F-3 and F-2A.** A copy of the birth certificate or naturalization certificate is required. High school diploma/transcripts is not required. F-2A must be reviewed and signed by a Physician, Nurse Practitioner, or Physician Assistant.

- *VPO ONLY, Two fingerprint cards and signed waiver for background check – marked VPO ONLY**

- All OTHER applicants – sign “Request for Criminal Justice Information” form (authorizes Yuut Elitnaurviat to receive background check)**

- Employer’s proof of worker’s compensation coverage**

- Uniform order sheet**

Uniforms and Equipment

Each officer will be provided with the following:

- 1@ Police jacket, navy blue (w/ loom badge)
- 2@ Uniform BDU pants, navy blue
- 2@ Uniform BDU shirts, dark gray (w/ loom badge)
- 1@ Collar brass set
- 2@ Name tapes
- 2@ "Police" baseball caps, navy blue
- 1@ Black uniform boots
- 1@ Blue military web belt and buckle
- 1@ Sam Brown duty belt/buckle / 4@ Keepers
- 1@ Handcuffs/key/carrier
- 1@ OCAT and carrier
- 1@ Expandable baton and carrier
- 1@ Manual / all classroom materials

Officers are encouraged to bring their laptop computers with Microsoft Word.

WE HAVE A LIMITED NUMBER OF OFFICERS THAT WE CAN EQUIP AND TRAIN. THE ACADEMY SIZE IS LIMITED. APPLICATIONS WILL BE ACCEPTED ON A "FIRST COME" BASIS.

Applicants will receive a letter stating whether their application to attend the VPO Academy was granted or denied, and may include additional instructions and information.

Full Name: _____

Hgt: _____ Wgt: _____ Name for name tag (i.e. R. Brown) _____

Your local air carriers: (ie: Rav'n, Grant Aviation): _____

UNIFORM MEASURING INSTRUCTIONS:

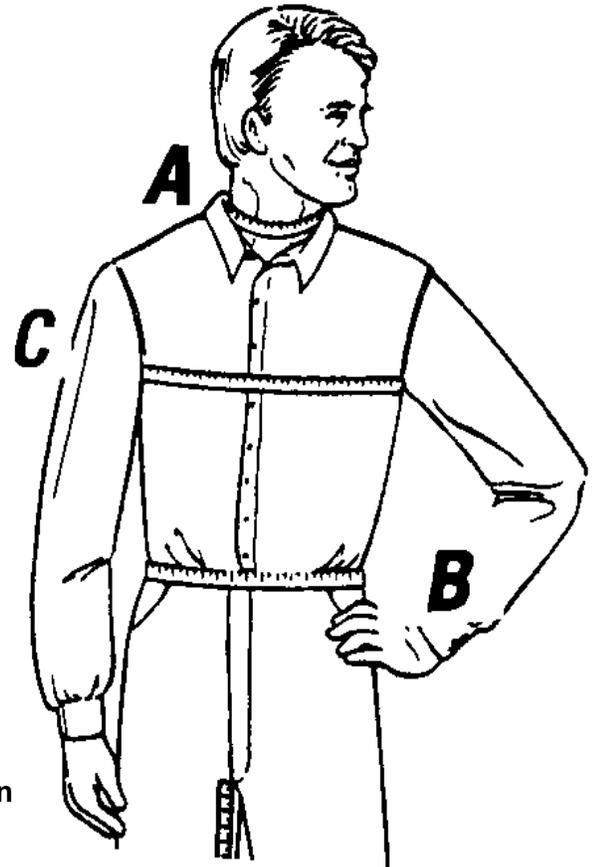
Use a cloth tape for measuring.

A. Shirt size: The normal size shirt or T-shirt you wear, ie: small, medium, large, X-large, XX- large.

C. Chest (jacket size): Standing in front, measure around the fullest part of the chest, under the arms and around the shoulder blades.

B. Waist (pant size): Standing in front, measure around the natural waist line, just above the hip bones. The number of inches is the waist size.

D. Inseam: Measure inside of leg from just below the groin to ankle bone.

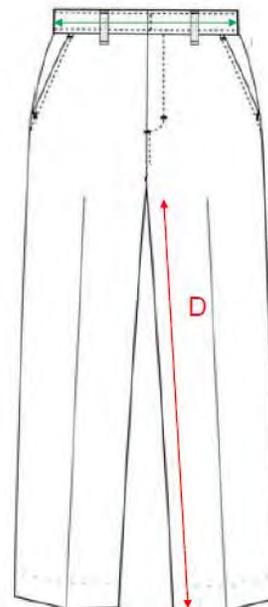


Measurement A: _____

Measurement B: _____

Measurement C: _____

Measurement D: _____



Full Name: _____

DOB: _____

UNIFORM ORDER SHEET

Do not guess your shirt, pant and jacket sizes. We will order your uniform from the information you give us. WE DO NOT ORDER EXTRA UNIFORMS, SO THE UNIFORM YOU ORDER WILL HAVE TO FIT. Please use the above measuring instructions if you are not sure your size. If you sometimes wear a larger size, order that larger size.

SHIRT SIZE

The normal size shirt or T-shirt you wear, i.e. Small, Medium, Large, X-large, XX-large

<input type="checkbox"/>						
Small	Medium	Large	XL	2XL	3XL	4XL

PANT WAIST SIZE

Standing in front, measure around the natural waist line, just above the hip bones. The number of inches is the waist size.

<input type="checkbox"/>						
Small (27"-30")	Medium (31"-34")	Large (35"-38")	XL (39"-42")	2XL (43"-47")	3XL (48"-51)	4XL (52"-55")

JACKET SIZE

<input type="checkbox"/>						
Small	Medium	Large	XL	2XL	3XL	4XL

MEN'S BOOT SIZE (no half sizes)

CIRCLE:	5	6	7	8	9	10	11	12	13
WIDTH:	Medium	D	WIDE	EE					

WOMEN'S BOOT SIZE (no half sizes)

CIRCLE:	5	6	7	8	9	10	11	12	13
WIDTH:	Medium	D	WIDE	EE					

**If you have questions about the application packet please contact
Jeremy Osborne with Yuut Elitnaurviat: (907) 543-0996**

**For questions concerning the F3 or F2A, please contact APSC:
(907) 465-4378.**

**STATE OF ALASKA
DEPARTMENT OF PUBLIC SAFETY
REQUEST FOR CRIMINAL JUSTICE INFORMATION
From the Alaska Criminal History Record Repository**

Original forms must be submitted to:
Criminal Records and Identification Bureau
5700 E. Tudor Road, Anchorage, AK 99507
Telephone: (907) 269-5767 Fax: (907) 269-5091
Include fee: \$20 single copy, \$5 each additional copy
Check or money order must be made payable to 'State of Alaska'

Type of information being requested (**from the record subject**): (Choose ONE)

1. Criminal Justice Information available **only to the SUBJECT**
- This report includes all criminal charges and dispositions, including any sealed record.
 - If the record subject has a sealed record this box **MUST** be checked
2. Criminal Justice Information available to **ANY PERSON for ANY PURPOSE**
- This report includes current/open criminal charges and charges that resulted in conviction, excluding sealed records.
3. Criminal Justice Information available to an **INTERESTED PERSON**
- This report includes all criminal charges and dispositions, excluding sealed records

*A check or money order payable to the State of Alaska in the amount of \$20 **must** accompany this request. Additional copies, if requested at the time of this request, may be obtained for an additional \$5 per copy. State agencies with a Reimbursable Services Agreement (RSA) in place may fax the appropriate forms. All other requests must be submitted via U.S. Postal Service or in person.*

Subject Name: _____

Maiden/Alias name(s): _____

Mailing Address: _____

City/State/Zip: _____

Alaska Drivers License #: _____

Date of Birth: _____ Sex: -Male Female Soc Sec No. _____

Telephone: _____ Msg: _____

MAILING ADDRESS TO SEND REPORT:

Name: Jeremy Osborne

Title: Director of Programs, Yuut Elitnaurviat - The People's Learning Center, Inc.

Mailing Address: PO Box 869 Bethel, AK 99559 ___ City/State/Zip: _____

If you would like the record faxed to you, provide a Fax Number: 907-543-0998

Unsworn Falsification Statement (Your request will not be processed if you do not sign this statement.)

I certify under penalty of unsworn falsification (AS 11.56.210) that the information I am supplying on and with this form is true and correct.

Record Subject's Signature

Date