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CITY OF PALMER, ALASKA

ORDINANCE NO. 11

AN ORDINANCE TO PROVIDE FOR THE ORGANIZATION, ADMINISTRATION, AND FUNCTIONING OF THE MUNICIPAL POLICE DEPARTMENT: AND FIXING THE DATE WHEN POLICE RESPONSIBILITIES WILL BE ASSUMED BY THE MUNICIPALITY.

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF PALMER, ALASKA:

SECTION 1 There shall be a Police Department the head of which shall be the Chief who shall be appointed by the Mayor.

SECTION 2 Policemen, Regular and Special. The number of regular and special policemen shall be determined by, and each such policeman shall be appointed by the Mayor, except as he may delegate the appointive power to the Chief of Police. Special policemen shall have the powers invested in the regular city policemen; said special policemen shall, however, serve only when and as specifically required by the Police Chief, and shall function only under the direction of the Police Chief; they shall assist the Police Chief whenever called upon and whenever so called shall be compensated for services rendered, as the Mayor may determine. No special policemen shall be on duty as a special policeman at any time or place without being ordered to do so by the Police Chief, and no special policemen shall be paid for police services directly by any person other than the appropriate city official.

SECTION 3 Duties of Police Chief. The Police Chief shall be the commanding officer of the police force. He shall:

- (a) Be responsible for the enforcement of law and order.
- (b) Direct the police training and police work of the City.
- (c) Arrange for the attendance for one or more police officers at every fire, to preserve order and to prevent theft and destruction.
- (d) Cause the streets and alleys of the city to be inspected regularly, and cause to be removed all nuisances, obstructions or impediments therein, causing offenders to be prosecuted when necessary to abate such nuisance.
- (e) Cause to be observed, and reported immediately to the City Engineer, all defects and want of repair in streets and sidewalks, and all defective street lights.
- (f) Receive and deliver all notices and papers to members of the City Council and to the Mayor and officers appointed by either, when requested by the City Clerk, and make due return thereof.
- (g) Have prepared and made ready the rooms which may be selected for the elections and the Court rooms and have the same cleaned and put in order after their use.
- (h) Be responsible for the maintenance and care of all property used by the Police Department.

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(i) Investigate, or cause to be investigated, the cause and circumstances of any accident occurring for which the City may be liable; instruct all police officers to report to him such accidents; and notify the City Attorney promptly of all such accidents. Whenever the attention of any police officer shall in any manner have been called to any accident for which the City may be liable, it shall be the duty of such police officer forthwith to communicate such facts and information as he may have, to the Police Chief.

(j) Investigate promptly all applicants for any license or permit when such application requires certification by the Police Chief, and either deliver promptly to the City Clerk a certificate approving such license or permit or promptly advise the City Clerk of his refusal to so certify.

(k) Maintain and staff the city jail and be responsible for the prisoners.

(l) Daily except Sundays and holidays, turn over to the City Clerk-Treasurer all bail deposits, fines, impounding and towage and storage fees, other fees and all monies received by the department, subject to such rules as may be prescribed by the Mayor.

(m) Perform such other duties as shall be required of him by the Mayor.

SECTION 4 Departmental Divisions. The police department shall be divided into such divisions as the Police Chief, with the approval of the Mayor, may from time to time establish.

SECTION 5 Rules and Regulations. The Police Chief shall prepare rules and regulations for the conduct of members of the police force which rules shall contain among other things, a list of maximum punishments for minor disciplinary infractions such as tardiness, discourtesy, failure to wear proper uniform and the like. For minor infractions the Police Chief may suspend any employee of the department without pay for any period or periods not in excess of thirty (30) days in any one year, whenever in his judgement such action is for the benefit of the service. No rules and regulations shall be effective unless approved by the Mayor.

SECTION 6 No other Employment for Policemen. No employee of the police force shall accept employment in any form from any person while a member of the department.

SECTION 7 Pay, Uniform, Personnel Regulation for Police. See applicable resolution dealing with pay for working conditions of municipal employees.

SECTION 8 Examination for New Police. All new employees of the Police Department, before qualifying for employment shall have passed written examination conducted under the Mayor's supervision and graded by the Council with answers filed for public inspection by the Clerk, on the U.S. Constitution, Territorial laws as to arrests, search warrants, and the provisions of this Ordinance and other ordinances of the City of Palmer.

SECTION 9 If any section, sub-section, clause, sentence, or phrase of this Ordinance is held to be invalid, the decision shall not affect the validity or the meaning of the remaining portions of this Ordinance. The Common Council of the City declares that it would have passed this Ordinance and each section, sub-section, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, sub-sections, sentences, clauses or phrases be declared invalid.

This Ordinance shall be in full force and effect from and after the 29th day of August, 1951.

*William H. Head*  
Attest: WILLIAM HEAD, City Clerk

CARL H. MEIER, Mayor