

**LITTLE ROCK POLICE DEPARTMENT
GENERAL ORDER**

G. O. 105 FUNCTION AND RESPONSIBILITIES OF DEPARTMENTAL UNITS

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I. Office of the Chief of Police

- A. The Chief of Police has the ultimate responsibility within the Police Department for the protection of life and property, preservation of law and order, investigation and suppression of all crimes and the enforcement of State Laws and City Ordinances.
- B. In the absence of the Chief of Police, the designated Assistant Chief of Police will assume the duties of the Police Chief.
- C. The specific responsibilities and duties of the Departmental units described herein may be expanded or modified at any time by the Chief of Police.
- D. Whenever used within Departmental Orders, the phrase “Office of the Chief of Police” shall mean only the Chief of Police and any or all Assistant Chiefs of Police.
- E. Whenever used within Departmental Orders, the title “Assistant Chief of Police” is synonymous with Bureau Chief or Bureau Commander.
- F. Whenever used within Departmental Orders, the title “Major” is synonymous with Division Commander.

II. The Chief of Police

- A. The following Bureaus or Sections report to the Chief of Police:
 - 1. Assistant Chief of Police – Executive Bureau
 - a) The Assistant Chief of Police – Executive Bureau shall report to the Chief of Police.
 - b) The Assistant Chief of Police – Executive Bureau shall supervise the Training Division, the Headquarters Division, and the Professional Standards Division which collectively shall comprise the Executive Bureau.
 - 2. Assistant Chief of Police – Field Services Bureau
 - a) The Assistant Chief of Police – Field Services Bureau shall report to the Chief of Police.
 - b) The Assistant Chief of Police – Field Services Bureau shall supervise the 12th Street Station, the Southwest Division, the Northwest Division, and the Special

Operations Division which collectively shall comprise the Field Services Bureau.

3. Assistant Chief of Police – Investigative Bureau
 - a) The Assistant Chief of Police – Investigative Bureau shall report to the Chief of Police.
 - b) The Assistant Chief of Police – Investigative Bureau shall supervise the Special Investigations Division, the Major Crimes Division, and the 21ST Century Policing Division, which collectively shall comprise the Investigative Bureau.
4. Crime Analysis Section
 - a) The Crime Analysis Section is under the command of a civilian supervisor who shall report to the Chief of Police.
 - b) The Crime Analysis Section is responsible for:
 1. Assisting command staff in the coordination of Crime Analysis activities and reporting;
 2. The Crime Analyst Supervisor shall be responsible for the Crime Analysts assigned to each of the Field Services Divisions; and,
 3. Conducting project research analysis and compiling monthly, quarterly and yearly reports as directed by the Chief of Police.
5. Administrative Services Section
 - a) The Administrative Services Section is under the direction of a civilian supervisor who shall report to the Chief of Police.
 - b) Administrative Services shall be responsible for the following:
 1. Administration of the overall budgetary activities and fiscal affairs of the Department;
 2. Maintaining the position classification system, processing payroll records and personnel action forms; and,
 3. Supervising the Financial Services Assistant, Purchasing Clerk, and Payroll Specialist.
6. Communications/Community Relations Section
 - a) The Communications/Community Relations Section is under the supervision of a civilian supervisor who shall report to the Chief of Police.
 - b) The Communications/Community Relations Section shall be responsible for the following:
 - (1) Community Youth Advocate;
 - (2) Overseeing the Neighborhood Watch Program; and,

- (3) Attending community meetings, quarterly patrol division meetings, neighborhood watch meetings, and other similar events as directed by the Chief of Police.

III. Assistant Chief of Police – Executive Bureau

A. Headquarters Division

1. The Headquarters Division is under the command of a Division Commander who reports to the Assistant Chief of Police – Executive Bureau.
2. The Headquarters Division is comprised of the Operations Support Section, Records Section, Vehicle Coordinator, the Technology and Equipment Section, the Telephone Reporting Unit, Front Desk, Warrants, and Property Room.
 - a) Operations Support Section shall be under the supervision of a Lieutenant and shall be responsible for the Front Desk, Warrants Unit, and the Property Room.
 - (1) The Warrants Unit is under the direction of a Sergeant and shall be responsible for:
 - (a) The overall processing of arrest warrants, court orders, and subpoenas for the Department;
 - (b) The entry of accurate arrest information into the municipal court docket;
 - (c) Serving as a liaison for both the court and the jail; and,
 - (d) The management of property in the custody of the Department is under the direction of a Sergeant.
 - b) The Records Section is under the supervision of a civilian supervisor and shall be responsible for the following:
 - (1) Maintenance, dissemination, and proper coding of all records in accordance with local, state, and federal laws; and,
 - (2) Ensuring the timely submission and control of all records in a secure, orderly, and systematic manner.
 - c) The Technology and Equipment Section is under the direction of a Lieutenant and shall be responsible for the following:
 - (1) Supervising the civilian Automotive/Equipment Coordinators whose activities include the maintenance and service of all Departmental vehicles;
 - (2) ACIC/NCIC validations and audits section, responsible for compliance with all ACIC/NCIC regulations;
 - (3) Ensuring Departmental compliance with appropriate criminal statistics reporting protocol;

- (4) Supervising the maintenance and upgrading of computerized police records management systems, ensuring system security and compliance with applicable laws, rules and regulations; and,
- (5) Serving as a liaison with the Office of Information Technology and the Communications Center.

d) Telephone Reporting Unit

- (1) The Telephone Reporting Unit is under the direction of a TRU Sergeant and shall report to the Technology and Equipment Lieutenant.
- (2) The Telephone Reporting Unit is responsible for:
 - (a) Assisting Field Services and Communications by taking nonemergency calls for service, completing incident reports, and assisting citizens by providing general information.

B. Training Division

- 1. The Training Division is under the direction of a Division Commander, who shall report to the Assistant Chief of Police – Executive Bureau.
- 2. The Training Division is responsible for:
 - a) Developing and maintaining a comprehensive program of professional, technical, and physical training for sworn and civilian members of the Department by conducting classes and promoting training opportunities outside the Department;
 - b) Maintaining documentation of all training received by sworn and civilian members of the department;
 - c) The recruiting of new police officer applicants;
 - d) Assisting the City of Little Rock Human Resources Department with the police applicant testing process;
 - e) Performing background investigations of police employee applicants;
 - f) Conducting polygraphs examinations for police employee applicants;
 - g) Conducting a comprehensive basic training program for police recruits;
 - h) Ensuring Departmental compliance with the Rules and Regulations of the Commission on Law Enforcement Standards and Training; and,
 - i) Maintaining a firearms training and qualifications program, weapons inspection, issuance of ammunition and maintenance of all Departmental shooting range equipment.

C. Professional Standards Division

1. The Professional Standards Division is under the direction of a Division Commander, who shall report to the Assistant Chief of Police – Executive Bureau. The Professional Standards Division Commander also has the authority to report directly to the Chief of Police.
 - a) The Professional Standards Division is comprised of the Internal Affairs Unit, Accreditation Unit, and Freedom of Information Act Unit.
2. The Internal Affairs Unit shall:
 - a) Investigate police involved shootings as directed by the General Orders or the Chief of Police;
 - b) Record, register and control the investigation of complaints against employees;
 - c) Maintain the confidentiality of Internal Affairs investigations and records;
 - d) Initiate and/or compile Early Intervention files which have been activated either by the IA Pro system or a supervisor; and,
 - e) Administer Random Drug and Alcohol Testing.
3. The Accreditation Unit is under the direction of a Lieutenant who shall report to the Professional Standards Division Commander.
 - a) The Accreditation Unit is responsible for:
 1. The management and distribution of Departmental directives;
 2. Coordinate and assists in announced and unannounced inspections of all Departmental components to ensure compliance with all standards mandated by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA);
 3. Ensure that all CALEA compliance files are up-to-date;
 4. Serve as a liaison to the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) for all accreditation matters;
 5. Provide assistance to all Departmental units to ensure clarification and continued compliance with CALEA standards;
 6. Maintaining and assisting Staff in the research, development and preparation of new and/or revised Departmental Orders and forms; and,
 7. Assist in the identification and development of new programs, policy and procedures or acquisition of equipment to improve performance of the Department in compliance with applicable standards.
4. FOIA (Freedom of Information Act) Unit

- a) The FOIA Unit is responsible for cataloging all FOIA requests and assisting in directing these requests to the proper division for completion and tracking their return within the time parameters of the FOIA law.

IV. Assistant Chief of Police – Field Services Bureau

A. Field Services Divisions

1. The 12th Street Station, Northwest Division, Southwest Division, and the Special Operations Division collectively comprise the Field Services Divisions each under the direction of a Division Commander, each of whom shall report to the Assistant Chief of Police – Field Services Bureau.
2. The Field Services Divisions are responsible for:
 - a) The deployment of forces consistent with the needs of the City in order to maintain public order, provide preventive patrol, respond to calls for service and conduct investigations of crimes and incidents to include the arrest of offenders; and,
 - b) The coordination of police activities between the various geographic areas of the City and the other Divisions of the Department.
3. Each Field Services Division is staffed with:
 - a) A Detective Unit responsible for investigating property crimes in the Division's geographical area; and,
 - b) A Community Policing Unit primarily responsible for addressing the concerns of citizens in the Division's geographical area.
4. Each Field Services Division is assigned a Crime Analyst. The Crime Analyst:
 - a) Performs and provides assistance in the analysis of reported crimes;
 - b) Provides statistical crime patterns and maps to various Departmental units and public organizations; and,
 - c) Provides statistical information to Department staff for review and evaluation of operations.

B. Special Operations Division

1. The Special Operations Division is under the direction of a Division Commander who shall report to the Assistant Chief of Police – Field Services Bureau.
2. The Special Operations Division is comprised of the Special Events/Traffic Services Section, the Emergency Management Lieutenant, the SWAT/Airport Units, the Accident Reconstruction Team, the River Market Section, the Community Response Team (CRT), and the Police Social Work Program.
 - a) The Special Events/Traffic Services Section Lieutenant, shall report to the Special Operations Division Commander, and shall be responsible for the following units:

- (1) The Canine Unit is responsible for assisting in the apprehension of violent offenders; protect officers or others from death or serious physical injury; track suspects; locate lost or missing persons; detect the presence of concealed narcotics or hidden instruments of crime.
 - (2) The Motorcycle Unit is responsible for responding to traffic complaints, providing traffic enforcement, escorts, and traffic control during special events.
 - (3) Special Events Unit will coordinate all City-wide or other major operational events, will be responsible for all Hit and Run investigations, and will be the contact point for all off-duty employment.
 - (4) The Accident Reconstruction Team is responsible for accidents inside the jurisdiction of the City of Little Rock that involves or is likely to involve a fatality.
- b) The SWAT/Airport Units Lieutenant shall report to the Special Operations Division Commander, and shall be responsible for the following units:
- 1) Special Weapons and Tactics (SWAT) Unit
 - (a) SWAT Unit and all SWAT related operations.
 - 2) Airport Unit
 - (a) All law enforcement activities at the Bill and Hillary Clinton National Airport to include the Airport Canine Unit.
- c) The Emergency Management Lieutenant shall report to the Special Operations Division Commander and shall be responsible for the following:
- (1) The appropriation of resources during critical incidents.
- d) The Community Response Team Lieutenant shall report to the Special Operations Division Commander and shall be responsible for the following:
- (1) Community Response Team
 - a) The Community Response Team (CRT) shall be responsible for the following:
 - (1) Completing the Crisis Intervention Team training course;
 - (2) Verify the scene is safe prior to the CRT Social Worker approaching to conduct an assessment of the individual. Their primary responsibility is the safety of the CRT and the public;

- (3) Take law enforcement action, as necessary;
 - (4) Provide comprehensive services in an attempt to assist clients in improving their quality of life, reducing exposure to the criminal justice system, lessening the frequency of negative contacts with law enforcement, and referring them to appropriate community services;
 - (5) Gather information that will include the client's history of violence, threat to themselves, the community or law enforcement, number of prior contacts or escalating behaviors as identified by the CRT; and,
 - (6) Act as a liaison with facilities and resources in the Central Arkansas Metropolitan area that provide applicable services for clients.
- (2) Police Social Work Program
 - a) One full-time Police Social Worker will be the supervisor of the part-time social workers.
 - b) Police Social Workers are professionally trained social workers who work in conjunction with sworn officers in providing assistance for individuals in the City of Little Rock.
- e) The River Market Section, which is under the direction of a Lieutenant, shall report to the Special Operations Division Commander. The River Market Section is responsible for:
 - (1) Patrolling in and around the River Market area.

V. The Assistant Chief of Police – Investigative Bureau

A. Major Crimes Division

- 1. The Major Crimes Division is under the direction of a Division Commander who shall report to the Assistant Chief of Police – Investigative Bureau.
- 2. The Major Crimes Division is responsible for:
 - a) The follow-up investigation of crimes against persons;
 - b) Conducting the follow-up investigation of other serious offenses as directed;
 - c) Communicating with other law enforcement agencies to exchange information pertinent to criminal activity;
 - d) Providing crime scene search and photographic services to all Divisions; and,
 - e) Perform polygraph examinations as directed by the Chain of Command.

B. Special Investigations Division

1. The Special Investigations Division is under the direction of a Division Commander who shall report to the Assistant Chief of Police – Investigative Bureau.
 - a) The Narcotics Lieutenant, shall report to the Special Investigations Division Commander, and is responsible for the Narcotics and Interdiction Units.
 - (1) The Narcotics and Interdiction Units are responsible for follow-up investigations of narcotics information reported by other units within the Division, other Divisions, and the public; and,
 - (2) The detection, investigation and arrest of violators for narcotics-related offenses.
 - b) The Intelligence Lieutenant, shall report to the Special Investigations Division Commander, and is responsible for the Vice Unit, the Gun Crimes Intelligence Unit and the Intelligence Unit.
 - (1) The Vice Unit is responsible for:
 - (a) Follow-up investigations of vice information (e.g. gambling, prostitution, pornography, and alcoholic beverage law violations) reported by other Divisions and the public;
 - (b) The investigation of license applications for liquor permits; and,
 - (c) The detection, investigation, and arrest of violators for vice related crimes.
2. The Gun Crimes Unit is responsible for:
 - a) Investigating and compiling information associated with gun crimes and the National Integrated Ballistic Information Network (NIBIN)
3. The Intelligence Unit is responsible for:
 - a) Investigating organized crime and any other cases as directed by the Chief of Police or Assistant Chief of Police – Investigative Bureau;
 - b) The coordination of protection for dignitaries during their stay in Little Rock;
 - c) Federal Task Force Officers; and,
 - d) The Mayor's Protection Detail.

C. The 21ST Century Policing Division

1. The 21ST Century Policing Division is under the command of a Division Commander and shall report to the Assistant Chief of Police – Investigative Bureau.

2. The 21ST Century Policing Division shall be comprised of the School Resource Officer Unit, Crime Prevention Unit, Police Chaplaincy Program, Media Relations, Community Response Team, and the Wellness Unit.

- a) Wellness Unit

- (1) The Wellness Unit (WU) is under the direction of a Sergeant and shall be responsible for the following:

- a. Provide assistance to employees in the areas of professional development, Wellness Outreach Initiatives, and education-based training.
 - b. Provide a Wellness Outreach Initiative that will assist employees in obtaining counseling services, education about job related stress, and assistance to employees facing personal issues which may cause emotional and/or physical health concerns that decrease their job performance.

- b) School Resource Officer Unit

- (1) The School Resource Officer (SRO) Unit is under the direction of a Lieutenant and shall be responsible for the following:

- a. Assist the Little Rock School District in providing a safe learning environment and to improve relationships between law enforcement officers and today's youth;
 - b. Promote a better understanding of the law enforcement officer's role in society while educating students, parents, and school personnel which will build a better community while also providing a role model in the educational system;
 - c. Act as an instructor for specialized short-term programs when invited to do so by the Principal or member of the faculty;

- d. When requested by the Principal, the SRO shall attend parent/faculty meetings to solicit support and understanding of the School Resource Officer Program;
 - e. Make themselves available for conferences with students, parents and faculty members in order to assist them with problems of a law enforcement nature;
 - f. The SRO shall take law enforcement action as required.
- c) Crime Prevention Unit
 - (1) The Crime Prevention Unit is responsible for:
 - a. The Crime Stoppers Program and financial oversight of its operation;
 - b. Maintaining an ongoing media relations program;
 - c. Providing assistance to all Departmental units on media related issues;
 - d. Providing public information pertaining to Departmental operations to citizens, media, and neighborhood watch organizations;
 - e. Attending community meetings, quarterly patrol division meetings, neighborhood watch meetings, and other similar events as directed by the Chief of Police; and,
 - f. Assisting the 21ST Century Policing Lieutenant in dealing with media requests.
 - d) Crime Prevention Officer
 - (1) The Crime Prevention Officer is responsible for presenting a multitude of crime prevention programs designed to reduce the criminal opportunity a perpetrator desires in selecting a victim;
 - (2) Working with citizens and businesses that have special needs related to crime issues and safety concerns to help them with these issues as directed by the Chief of Police and the Public Affairs Lieutenant;
 - (3) Attending community meetings, quarterly patrol division meetings, neighborhood watch meetings, and other similar events as directed by the Chief of Police and the Public Affairs Lieutenant; and,
 - (4) Oversee the administration of the Citizens Police Academy Alumni Association (CPAAA).

e) Police Chaplaincy Program

- (1) The Police Chaplaincy Program is designed to assist police employees, their families, and members of the community.
- (2) A Chaplain is available on a 24-hour, 7-day a week basis.
- (3) A Chaplain should be called whenever an officer determines his services are necessary or would be of benefit to members of the community.
- (4) All contacts with a Chaplain will be held in complete confidence.
- (5) A list of phone numbers of the Department Chaplains will be posted by each division.

VI. Organizational Charts

- A. Attached are organizational charts (see 105a) depicting the Department's organizational structure and Chain of Command.
- B. All employees shall familiarize themselves with these charts for effective communication within the Department.

Additions and revisions are *italicized and underlined*.

Deletions are denoted with a strike through.