

**LITTLE ROCK POLICE DEPARTMENT
GENERAL ORDER**

G. O. 108 ADMINISTRATIVE PROCEDURES
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I. Access Cards for the Police Building

- A. The Operations Support Section Lieutenant shall be responsible for the issuance of security access cards and the documentation pertaining to access cards.
 - 1. Sonitrol cards issued to departmental personnel shall be returned to the Operations Support Section Lieutenant upon separation from the Department.
 - 2. As there are varying levels of access, the Operations Support Section Lieutenant shall be notified of all departmental and divisional transfers or assignments to ensure access is granted to the various buildings of the police facility.
 - 3. Employees will be held accountable for the proper use of security equipment and the safekeeping of their access card.
- B. The Operations Support Section Lieutenant shall ensure that the Sonitrol Security System is operational each day.
 - 1. Public access doors to all police department buildings will be electronically locked and unlocked at predetermined times.
- C. Access to secure areas within police buildings
 - 1. Access has been restricted to various portions of departmental buildings. Personnel working in these areas and departmental supervisors will have access to these areas. All others who are admitted to these areas must log in and out on the provided log sheets. There will be no unauthorized access to these areas. This includes the front desk, vehicle control office, property room, and police equipment and weapons storage areas.
 - 2. Only personnel with the rank of Sergeant and above will have access to the Police Equipment Storage Areas by means of their Sonitrol Access card. Sworn personnel below the rank of Sergeant are not authorized in these areas. The employee assigned as the vehicle/equipment coordinator will be the only exception to this order. This employee will have access to the equipment storage area of their division by means of their Sonitrol Access Card.
 - 3. All electronically controlled employee entrance doors will remain closed and locked at all times. Access to these areas will be permitted by Sonitrol Access cards. All electronically controlled doors are equipped with emergency pulls. These emergency pulls will not be used to override the control device unless an actual emergency exists. Electronically controlled doors shall not be propped open and left unattended, unless an actual emergency exists. The exception to this will be those entry doors programmed to open to the public during normal business hours.
 - 4. Only authorized personnel will be granted access to physically secure, non-public locations within the Little Rock Police Department. The LRPD ACIC Terminal Agency Coordinator (TAC) will maintain a current list of all authorized personnel for ACIC' and

FBI audit purposes. The department shall implement access controls and monitoring of physically secure areas for protecting all transmission and display mediums of criminal justice information (CJI). Authorized personnel will take necessary steps to protect the agency from physical, logical, and electronic breaches.

5. All Little Rock Police Department personnel, including part-time employees, interns, and volunteers, as well as employees of contractors and vendors working for LRPD with unescorted access to physical and logical criminal justice information (CJI) must meet the minimum personnel screening requirements as set forth by the FBI CJIS Security Policy.
 - a) These personnel must pass a state and national fingerprint-based background check prior to being granted unescorted access to any secure location within LRPD facilities and prior to being given access to computer systems and networks with direct access to CJI. The results of these background checks will be sent directly from the Arkansas State Police to the LRPD Terminal Agency Coordinator who will then determine eligibility for access to CJI based on ACIC and FBI CJIS Security policies.
 - b) Effective October 1, 2024, these personnel must also submit to required identity proofing procedures as set forth by the FBI CJIS Security Policy wherein the employee's identity is authenticated by the LRPD Terminal Agency Coordinator or their designee prior to being granted access to any computer systems containing CJI.
 - c) Additionally, employees of private contractors and vendors who require unescorted access to restricted areas of the department will be required to sign a Security Addendum form as required by the FBI CJIS Security Policy.
 - d) Noncriminal Justice Agency (NCJA) employees, such as City of Little Rock Information Technology (IT) employees who require frequent unescorted access to restricted areas and/or computer systems within LRPD and other City departments that house CJI will be required to establish a Management Control Agreement between each City agency and the NCJA. Every employee of the NCJA will be required to pass a state and national fingerprint-based background check prior to being granted unescorted access to any secure locations within City departments that contain CJI as well as submit to required identity proofing.
 - e) The LRPD Terminal Agency Coordinator (TAC) shall serve as the point of contact for matters relating to CJIS information access and will oversee the agency's compliance with FBI and state CJIS security policies. The TAC shall maintain all records related to fingerprint-based background checks, identity proofing, Security Addendum forms, and Management Control Agreements with NCJAs for ACIC and FBI CJIS audit purposes. The TAC shall appoint at least one employee of the City's IT Department to serve as the Local Agency Security Officer (LASO). The LASO shall be responsible for identity proofing all newly hired IT Department employees as well as all vendor employees working in the City's computer network system or any City computer system that contains CJI. The Terminal Agency Coordinator shall ensure assigned LASOs maintain their required CJIS Online and ACIC certifications.
 - f) All LRPD employees, IT Department employees, volunteers, interns, and contractor/vendor employees with unescorted access to secure locations and/or computer systems containing CJI must complete CJIS Online security awareness training within 30 days of being granted access to restricted areas of the Little

Rock Police Department, the Information Technology Department, or any other City department that houses CJI.

- g) Employees, volunteers, interns, and contractor/vendor employees are responsible for being aware of who is in their secure areas before accessing confidential data and shall take appropriate action to protect all confidential information and CJI. They shall protect computer terminal monitors with viewable CJI so these monitors cannot be viewed by the public or visitors to the department. They shall also properly protect and not share any individually issued keys, proximity cards, computer passwords, authentication tokens, etc., and report the loss of any of these items to authorized departmental personnel immediately.
6. Visitors to Little Rock Police Department secure facilities shall be required to check in before entering a physically secure location and shall provide a valid form of photo identification. A visitor is defined as a person who visits a Little Rock Police Department facility on a temporary basis who is not employed by the department and who has not been granted unescorted access to physically secure locations within department facilities.
- a) Employees assigned to control access to police department facilities shall complete a visitor access log which shall include the visitor's name and agency (if applicable), purpose for the visit, date of visit, arrival and departure times, name of person visited, and form of photo identification used to authenticate the visitor. These logs shall be maintained and provided to the LRPD Terminal Agency Coordinator as required for ACIC and FBI audits.
 - b) All visitors, including delivery and service personnel, must be accompanied by a Little Rock Police Department escort at all times. The escort must be an employee of the department with authorized unescorted access to CJI to ensure the protection and integrity of the physically secure location and any CJI therein. The use of cameras or other electronic means used to monitor a physically secure location does not constitute an escort.
 - c) Visitors should not be allowed to view any computer screens or monitors containing CJI and they shall not be allowed to serve as an escort for another visitor.
 - d) Visitors should not be allowed to enter secure areas of departmental facilities with electronic devices, including cameras and mobile devices, unless approved by the assigned Little Rock Police Department ACIC Local Agency Security Officer (LASO) or Terminal Agency Coordinator (TAC).
 - e) Strangers located in a physically secure area of any departmental facility without an authorized escort should be challenged as to their identity and asked to provide proof of approved unescorted access to that area. If they cannot provide this proof, they shall be immediately escorted to a public area of the facility. If resistance or behavior of a threatening or suspicious nature is encountered, sworn personnel shall be notified immediately.
7. Malfunctions involving electronically controlled doors shall be reported immediately to the Operations Support Section Lieutenant as soon as the malfunction is detected.

8. All supervisors are responsible for monitoring these doors for compliance with this policy. Upon request, the Operations Support Section Lieutenant will provide supervisors with a copy of the activity log of specific doors for investigative purposes.

II. Civil Suits Against Employees

- A. The City of Little Rock may defend an employee in a court action, brought against them for an act or alleged act, which was performed as a result of their responsibilities and consistent with their regularly assigned duties, as an employee of the City of Little Rock. This policy is subject to the following considerations:
 1. In certain cases, the city may or may not defend an employee and/or pay damages. All cases will be investigated and evaluated on an individual basis by the City Attorney and Police Department Staff. These types of lawsuits generally fall into the below described categories:
 - a) Situations arising from conduct that occurs while the employee is off-duty and working for a private employer (e.g. security guard, etc.);
 - b) Lawsuits between co-employees;
 - c) Civil rights violations;
 - d) Situations that occur off-duty and are not job related (e.g. motor vehicle accidents in privately owned vehicles); or,
 - e) Cases where an investigation reveals that the employee committed an intentional or wantonly malicious act.
- B. Employees involved in a civil suit, as a plaintiff or defendant, resulting from their employment with the city will adhere to the following guidelines:
 1. The employee will complete LRPD Form 5000-28 Litigation Service of Process Form. This form will be submitted by the employee along with a copy of the complaint and any other associated documentation through his Chain of Command within forty-eight (48) hours of being served with civil process.
 2. The Division Commander will review the information for completeness and forward all forms to the Office of the Chief of Police.
 3. The Office of the Chief of Police shall forward the information to the City Attorney's Office.

III. Damage to Civilian or Other Government Property

- A. In the course of duty, it is sometimes necessary for officers to take action that results in damage to property of citizens. When this occurs, the officer will immediately notify a supervisor, who will respond and investigate the circumstances.
- B. To ensure that all incidents of damage are investigated and documented, the following guidelines shall be followed:
 1. An Incident Report shall be completed with a detailed account as to the type, nature and extent of the damage;

2. The officer(s) involved will submit an Officer's Report Form, detailing the circumstances surrounding the damage, for review and approval by the investigating supervisor;
 3. The investigating supervisor will evaluate the damages, officer's actions, estimate the cost of damage, document his recommendations, and forward this information through the Chain of Command; and,
 4. The Division Commander will review the file and make his recommendation to the Office of the Chief of Police for a final decision on liability.
- C. Officers will not advise citizens that the city will assume responsibility for any injury, damages or medical expenses.
- D. Evaluation Period
1. Supervisor evaluations into damage to civilian property shall be thoroughly reviewed and should be completed within seven (7) working days.
 - a) Any need to extend the evaluation beyond the established time frame will be documented and permitted only after approval by the Division Commander, not to exceed 14 days.
 - b) Upon the determination that the evaluation cannot be completed within the established time frame, the officer(s) involved shall be notified of the delay by his or her immediate supervisor.

IV. Sick Leave

- A. Sick Leave is approved, paid, time-off from work that may be used for personal illness or injury, and medical, dental, or optical examinations, as well as pregnancy or any related disabilities. Sick Leave may also be used for any documented serious illness or disability requiring hospitalization or emergency treatment of the employee's immediate family, up to prescribed limits. Immediate family is defined as mother, father, spouse (as defined by Arkansas law), and children or children who live with the employee.
1. It shall be the responsibility of officers who cannot report for duty due to illness (sick personal or sick in family) to notify an on-duty supervisor, within their division, at least one (1) hour prior to their scheduled reporting time. It will be the supervisor's responsibility who receives the sick leave call to relay the information to the first relieving supervisor on whose shift the officer is assigned.
 2. In cases of a non-job-related injury or illness for which the employee is absent more than three (3) consecutive workdays, the employee shall be required to provide the Department with a physician's statement indicating length of disability and dates of treatment.
 3. Any employee absent from duty due to a non-job-related injury or illness who has been assigned to the Extended Leave Unit or meets the requirements for transfer to the Extended Leave Unit should be provided an application for leave in accordance with the Family Medical Leave Act. Employees are responsible for complying with all requests for information in accordance with the Family and Medical Leave Act. Failure to comply may result in disciplinary action up to and including termination.
 4. Employees on extended sick leave shall be required to report on their status to their appropriate supervisor every thirty (30) days, including documentation from a physician

of their prognosis, the medical necessity for the continued use of sick leave, and an estimated return to work date.

5. When it is determined an employee can return to work, it shall be the responsibility of the employee to provide a release from a physician, releasing the employee to return to work with or without restrictions (full duty status).
 6. When an employee is released to return to work, full duty status, their supervisor will monitor and evaluate the employee to ensure they are capable of performing their normal duties.
 7. The Chief of Police reserves the right to order the examination of any employee absent from, or returning to, duty due to illness or injury to determine the status of the employee's physical condition. The Chief of Police also reserves the right to specify the physician to complete the examination which will be at the City's expense.
- B. Evidence of Sick Leave abuse, such as discernible patterns of absences or actions inconsistent with illness or injury will justify reasonable investigation, which may result in the employee being required to provide a physician's statement indicating length of disability and dates of treatment for each subsequent sick leave usage for up to ninety (90) days. It may further result in disciplinary action, if warranted or denial of paid leave.

V. Worker's Compensation

- A. All police employees are covered for job related injuries by the City of Little Rock's Worker's Compensation Insurance (A.C.A. § 11-9-101 et seq.). In the event a police officer is injured when performing a law enforcement function, they shall report the injury to a supervisor within five (5) days. In compliance with Departmental policy, while employed in a departmentally approved off-duty employment, a standard worker's compensation file will be prepared by a supervisor and forwarded through the officer's chain of command.
- B. In accordance with the Fraternal Order of Police Statement of Agreement, Article XI, an employee who suffers an illness/injury while on or off duty, in the performance of his job within the scope of law enforcement, will receive his full salary for a period of six (6) months from the time of the first absence caused by the illness/injury. Prior to the expiration of this period, a City designated physician or one acceptable to the City shall make a determination of the degree of disability. If the employee has a permanent inability to perform the essential functions of a police officer, he may apply for disability retirement and will be separated from the City's employment. An illness/injury suffered while performing duties for any other employer, which was not a law enforcement function, must be filed with that employer's Workers' Compensation plan and so noted on a claim filed with the City's plan. If the off-duty employer refuses to honor the claim, the officer must file through his applicable insurance plan.
- C. If the diagnosis results in the determination that the employee will be able to return to work within the second six (6) months, he shall continue to receive his full salary.
- D. If the diagnosis results in the determination that the employee will be able to return to work within the next twelve (12) months he shall be kept on payroll and receive only Workers' Compensation payments. The employee may supplement these payments with any available leave time. During the twenty-third (23rd) month of disability, a City designated physician or one acceptable to the City shall make a determination of the degree of disability. If the employee has a permanent disability preventing his return to work, he shall apply for disability retirement and be separated from the City's employment upon approval of disability by the appropriate LOPFI/Pension Board, but not later than the end of twenty-four (24) months from the last day worked.

- E. A law enforcement function is defined as: an action taken in the maintenance of law and order and the detection and prevention of crime by a sworn member of the Little Rock Police Department. As soon as safely and practical, after the injury, the injured officer, or their designee, shall notify a supervisor and advise either overtime or compensatory time status for the remaining hours of the off-duty assignment. The injured officer will remain in an Injured-on-Duty (IOD) status until they have received initial medical treatment for the injury and have been treated and released by a physician or workers comp. benefits through the City of Little Rock begin. The supervisor that has been notified will ensure the affected officer's chain of command is immediately notified of the incident. Police personnel of the rank of Lieutenant and above are exempt from Overtime/Compensatory Time compensation, except for limited, specific situations. These situations and guidelines are outlined in the City of Little Rock Compensation Manual.

If an officer is injured while performing a non-law enforcement function while employed by an off-duty employer, the claim must be filed with that employer's workers comp. plan. If the off-duty employer refuses to honor the claim, the officer must file through their applicable insurance plan.

1. Employees who, during the performance of their official duties, sustain a non-life/limb threatening injury on duty, shall notify a supervisor immediately. For reporting purposes, any officer reporting an injury in a departmentally approved off duty employment will be considered on duty at the time of injury.
 - a) Upon the initial notification of the injury the supervisor will immediately contact "Paradigm" at 1-833-360-8808, a toll-free number.
 - b) The supervisor and the involved employee will describe the incident and the nature of the injury to the Paradigm staff who are specially trained in handling Worker's Compensation injuries.
 - c) The Paradigm staff will provide a case reference number, triage the injury in accordance with the City's medical protocol, provide immediate treatment information and if necessary, recommend emergency follow-up.
 - d) The Paradigm staff receiving City of Little Rock calls are aware of the clinics approved for initial treatment and will direct employees to those facilities as needed.
 - e) Paradigm, upon notification, will complete a Worker's Compensation-First Report of Injury or Illness (Form #1).
 - f) If the employee has to go to the emergency room for treatment, they will contact the Safety/Loss Specialist, the following business day, in order to arrange for follow-up treatment at the designated clinic.
 - 1) Concentra Medical Center, 10101 Mabelvale Plaza Drive Suite 3, Little Rock, AR (501-568-7868).
 - g) The reporting supervisor will ensure that sufficient information is provided for the completion of this form.
 - h) The supervisor will then initiate and complete a Worker's Compensation/Injury on Duty File and forward such file through the Chain of Command for review.
 - i) The employee shall be responsible for obtaining proper documentation from an attending physician authorizing their return to work.

2. In case of a life or limb threatening injury, which requires an immediate emergency response, the supervisor shall immediately arrange for the appropriate care and notify Paradigm at 1-833-360-8808 to report an on-duty injury before the end of their tour of duty.
 - a) Life or limb threatening injuries should be treated at the Baptist Medical Center Emergency Room; however, in the case of life or limb threatening injuries, employees may be treated at the most appropriate trauma center.
 - b) Paradigm, upon notification, will complete a Worker's Compensation-First Report of Injury or Illness (Form #1).
 - c) The reporting supervisor will ensure that sufficient information is provided for the completion of this form.
 - d) The supervisor will then initiate and complete a Worker's Compensation/Injury on Duty File and forward such file through the Chain of Command for review.
 3. If after initial contact with Paradigm the involved employee's medical condition changes, the employee will immediately contact the Safety/Loss Control Specialist at 501-371-4756, advise name, case reference number and medical changes. The employee will then notify their supervisor.
 4. Paradigm should only be contacted one time to report the initial incident. Follow-up calls, questions, or concerns should be made to the Safety/Loss Control Specialist. If the Safety/Loss Control Specialist is unable to be reached, Risk Management Resources should be contacted at 501-614-1141.
 - a) If a supervisor is calling for the injured employee, valid demographic information must be obtained on the employee prior to calling. Claims cannot be setup with invalid or missing information.
 - b) If the supervisor who is making the call is not the employee's actual supervisor, they shall indicate during the call the correct supervisor. This information will save time in determining the employee's return to work and any additional information needed during the claim.
- F. The following procedures will be followed anytime an employee is treated for any on duty injury that results in the employee receiving medical duty restrictions or it is necessary for the employee to miss work for their recovery.
1. If the employee is given duty restrictions or must miss work (classified "IOD") for their recovery, they must be offered modified duty. The employee has the right to accept or decline modified duty after an injury. If the employee declines modified duty, they must use their available leave time to cover days lost.
 2. Anytime an employee's restrictions change throughout a claim, the employer must offer modified duty and complete a new City of Little Rock Worker's Compensation Work Status Form to comply with the new restrictions.
 3. A City of Little Rock Worker's Compensation Work Status Form shall be completed by the employee's supervisor each time the restrictions of the injured employee changes.
 4. The completed form shall be forwarded through the chain of command to the Chief of Police. The evaluating supervisor will make two copies of the form, one for addition to

the original file and one to forward by email to the Safety/Loss Control Specialist and the designated claims representative with the third-party administrator to give notice of the employee's return to work date.

5. The copy of the City of Little Rock Worker's Compensation Work Status Form must be submitted to the Safety/Loss Control Specialist within twenty-four (24) hours after the employee has received any type of restrictions.
 6. In accordance with A.C.A. § 11-9-702, employees worker's compensation claims are not eligible for workers compensation compensatory benefits if the employee declines the available modified duty.
 7. The supervisor will email the City of Little Rock Worker's Compensation Work Status Form to Workerscompnotifications@littlerock.gov.
 8. It is the employee's responsibility to contact the Safety/Loss Control Specialist for a follow-up appointment at a designated clinic. Employees who fail to do this and decide to seek medical treatment from their own physician will not be classified as "IOD" and will be charged "sick leave". Additionally, if the injured employee chooses to utilize their own physician, the City will not be responsible for any costs incurred as a result of this treatment.
 9. The employee shall be responsible for obtaining proper documentation from the authorized attending physician, authorizing their return to work with or without restrictions. The employee shall notify a supervisor of their current division prior to reporting for their next regularly scheduled workday.
 10. The employee's supervisor shall ensure the employee submits proper documentation authorizing their return to work and shall notify the shift commander.
- G. All medical treatment and/or injuries will be documented and forwarded through chain of command for review in accordance with policy.
1. The reporting supervisor shall ensure the following forms are completed:
 - a) L.R.P.D. Incident Report;
 - b) L.R.P.D. Employee's on the Job Accident Report form, 5000-1; and,
 - c) Arkansas Worker's Compensation Commission Employee's Notice of Injury Report (Form N).
 - (1) This form must be completed by the injured employee.
 - (2) The employee must sign, date, and initial the front and back lower right corner of the document.
 - d) IOD Form N Acknowledgement;
 - e) City of Little Rock Worker's Compensation Work Status Form (if needed); and,
 2. Employees will be provided with a copy of the front and back of the N Form and the IOD Form N Acknowledgement.

3. The supervisor completing the IOD documentation must submit a scanned copy of the worker's compensation documentation within twenty-four (24) hours to the Office of the Chief of Police. The Office of the Chief of Police will maintain a digital copy of the IOD documentation.

H. Procedures:

1. Copies of the Incident Report, and all Workers Compensation forms, will be uploaded into a Blue Team file and forwarded, through the chain of command.
 - a) All documentation shall be uploaded into Blue Team.
 - b) A URL will be attached for any MVR/BWC footage
 - c) The initial evaluating supervisor shall be responsible for ensuring that the necessary documentation is obtained and properly uploaded into Blue Team, before routing it through the chain of command.
 - d) The order of included documentation shall be:
 - (1) Lieutenant's evaluation of injury/accident;
 - (2) Sergeant's evaluation of injury/accident;
 - (3) Incident and/or Accident Report(s) (copies);
 - (4) Involved Officer's Report;
 - (5) Blue Team Injured on Duty Report; and,
 - (6) Copies of applicable Workers Compensation Forms, as outlined in this Order. (All original Worker's Compensation Forms will be attached to the inside front cover of the file with a paper clip.)
2. All files documenting personnel injured on duty will be entered into the Blue Team program as a Divisional - Injured on Duty report for documentation and tracking.
 - a) Prior to the end of the supervisor's tour of duty, they will enter the basic components of the Injured-on Duty Report into the Blue Team program, which will include the involved officer(s), involved citizen(s), location of the incident, and the incident number.
3. The file will be reviewed by the officer's supervisor(s), who will complete an evaluation. The officer's lieutenant or sergeant, if serving as Acting Shift Commander, may forward the completed Blue Team report to IAPro if there is no negligence found on behalf of the officer(s) involved. If a potential policy violation occurred or the officer(s) received a life or limb threatening injury, the Blue Team will be forwarded through the Chain of Command to be reviewed at each level and submitted to the Office of the Chief of Police.
4. If necessary, after review by the involved officer(s) supervisors. The Injured-on Duty file will be forwarded to the Division Commander who will review the Blue Team file and make a recommendation.

5. The Bureau Commander will review the file and complete an evaluation or a recommendation and either forward the file to IAPro (if the Injured-on Duty is exonerated), or to the appropriate Bureau Chief.
6. If necessary, after review by the appropriate Bureau Chief, the Injured-on Duty file will be forwarded to the Chief of Police for their findings and disposition.
7. The following Blue Team Injured on Duty files will be forwarded to the Chief of Police for their findings and disposition:
 - a) Any file wherein a potential violation of Departmental policy has been identified where more than three (3) days of suspension, demotion or termination has been recommended by the Bureau Chief.
 - b) Any file where there is some large element of disagreement in the Chain of Command evaluations
 - c) Any file where the officer(s) involved received a limb or life-threatening injury
8. The Division Commander will ensure all provisions of this Order are observed, reports are submitted in a timely manner, and each Injury on Duty file is maintained in their division.
9. Any questions, concerning the processing of Worker's Compensation claims, should be directed to either the City Safety/Loss Control Specialist at 371-4756 or the Office of Chief of Police.
10. Follow-up doctor's visits related to on-the-job injuries should be scheduled whenever possible during the employee's normal working hours if that employee has returned to work. If the employee has returned to work and a doctor's visit is scheduled on a normal working day but outside their normal shift hours, compensatory time will be allowed.
 - a) Compensatory time for follow-up doctor's visits will not be authorized if the employee has not returned to work or on the employee's normal days off.

VI. Removal from Duty Assignment

- A. Any employee whose actions or use of force results in serious physical injury or death shall be removed from their line of duty assignment and placed on Administrative Leave until after the employee(s) has attended mandatory EAP sessions, a thorough administrative review has been completed or a decision by the Chief of Police, or designee, has been made to return to work. During this time the employee(s) will make themselves available to assist with the Professional Standards investigation.
- B. Any employee who has been involved in a Critical Incident (as defined by G.O. 215 – Peer Support Group) may be removed from their duty assignment and placed on Administrative Leave if it's determined to be in the best interest of the employee. The employee may be assigned to attend mandatory EAP sessions or utilize the services provided by the Wellness Unit. The determination to return to work will be made by the employee and the Chief of Police, or their designee.

VII. Employee Information and Status Changes

- A. All employees shall keep their current address, (both mailing address and the physical location of the residence, if different from the mailing address) and personal telephone number (home or mobile) on file with the Office of the Chief of Police. Employees will provide the Department with the contact information for two individuals, to include their physical address and telephone number, they wish to be contacted in the case of an emergency.
 - 1. If a change occurs to an employee's address, telephone number, name (ex: marriage, divorce, name change, etc.), emergency contact information, or other personal information, the employee shall submit the new information, in writing, through the chain of command, to the Office of the Chief of Police, within seventy-two hours of any change, for entry into the computer system.
 - 2. If a change occurs to an employee's name, a copy of their driver's license must be forwarded to the Police Records Specialist at the Training Division.
- B. Employees will not use the address of any Department facility on any identification issued by any organization or agency other than the Little Rock Police Department. Employees will not use the address of any Department facility to receive personal mail or publications, not associated with their duties and responsibilities as an employee of the Little Rock Police Department.
- C. Employees will not disclose any employee's personal telephone numbers or address, unless a verified member of the Little Rock Police Department makes the request.

VIII. Telephone Procedures

- A. Telephone Directory Assistance - Requests for directory assistance shall not be made, except in emergency instances or where the number does not appear in the telephone directory.
- B. Long Distance Telephone Calls
 - 1. Long-distance telephone calls will be made for official City business only. No personal telephone calls will be charged to the city.
 - 2. All authorized long distance telephone calls shall be dialed direct.
 - 3. The Administration Services Manager will forward monthly telephone reports to each Division for management review and approval.
- C. Telephone Use by Employees
 - 1. Employees shall introduce themselves by title, name, and agency when making phone contact with citizens. This does not apply to circumstances that would jeopardize an investigation.
 - 2. Employees shall not use business telephones for personal calls, unless absolutely necessary; such calls shall not exceed one minute.
 - 3. In an emergency, supervisors shall make telephone time available for the employee to handle the problem.
- D. Cellular Telephone Use

1. Departmental cellular phones may be used to conduct official business when the use of radio communication or hard-line telephones is inappropriate, unavailable or inadequate to meet communications needs.
2. Employees may not operate a city vehicle while using a cellular phone unless emergency circumstances exist, and other means of communications are not available or suitable. When possible, employees shall pull off the highway in a safe location when using cellular phones unless hands-free operational devices are available.
3. Use of personal or city owned cellular phones either in voice or data transmission while on duty shall be restricted to essential communications and should be limited in length. Engagement in multiple or extended conversations unrelated to police business or similar use that interferes with the performance of duty is prohibited.
4. Employees will not use cellular phones during contact with members of the public unless directly related to a call for service.
5. Employees shall silence their cellular phones, personal or departmental while attending meetings, training sessions or in public places where their use would reasonably be deemed annoying or intrusive.

IX. Written Communications

- A. All written communications, addressed to the Chief of Police, will be forwarded through the chain of command to the Office of the Chief of Police. This Order applies to all correspondence, including material generated by City or Departmental employees.
- B. Supervisors will take appropriate actions and attach endorsements, comments, or explanatory materials, regarding their actions or findings, to any such forwarded communications, as deemed necessary, but in no event, will delivery to the Office of the Chief of Police be stopped. (This pertains to business correspondence and does not include routine A.C.I.C./N.C.I.C. terminal messages, facsimile machine transmissions, not designed to represent business correspondence, or form letters previously approved by the Office of the Chief of Police.)

X. Administrative Reporting

The Administrative Reporting System is established to provide a continuous and accurate flow of information between management and operational units and to provide management officials information on the activities of the Department. Each Division Commander will ensure that the appropriate reports are compiled and submitted to the Office of the Chief of Police in a timely manner. The components of the Administrative Reporting System include:

1. Daily Reports - Daily reports are a summary of noteworthy incidents, occurring during the previous 24-hour period. The Field Services, Major Crimes and Special Investigations Divisions shall compile daily summary reports. Daily Reports shall be routed through the appropriate Bureau Chief, with copies distributed to each Division Commander and the Research & Analysis Unit. Daily reports are maintained in each Division.
 - a) Sergeants shall ensure that incident summaries are completed.
 - b) Patrol officers may count on their daily log sheets the number of criminal arrest and traffic offenses that required their participation. This log will give an itemized recap of daily activities, as well as a statistical recap of each officer's daily activity.

2. Monthly Reports - Monthly reports are a means of recapping the activity of the operational components of the Department. Monthly recaps of relevant statistics will be compiled by each division, routed to the Office of the Chief of Police, and maintained in the Office of the Chief of Police.
 - a) The monthly reports include:
 - (1) Recap of activities of the month;
 - (2) Any significant changes in activity, calls for service or incidents of criminal activity;
 - (3) Major accomplishments for the month;
 - (4) New developments for the month; and,
 - (5) NIBRS Report.
 - b) Divisional Monthly reports must be received by the Office of the Chief of Police no later than the tenth day following the reporting period. Should the tenth day fall on a Saturday or Sunday, the monthly reports are due the next business day.
 - c) Copies of Divisional Monthly Reports shall also be forwarded to the Research & Analysis Unit for inclusion in the Departmental Monthly Report, no later than the tenth of the month following the reporting period. The Department Monthly Report will be routed to the Office of the Chief of Police.
 - d) Divisional level monthly reports, when applicable, will be standardized in the following manner:
 - (1) The monthly reports will reflect the actual number of people arrested and cited for criminal and traffic offenses.
 - (2) The monthly reports will reflect the documented number of charges placed on those arrested for criminal and traffic offenses.
3. Quarterly Reports - Quarterly management reports shall be compiled by each Division, routed to the Office of the Chief of Police, and maintained in the Office of the Chief of Police. Quarterly reports will be a means of assessing activity and crime trends, providing management a method of gauging activities of each division.
 - a) The quarterly reports will include:
 - (1) Recap of the past three months' reports;
 - (2) Other pertinent data deemed necessary by the Chief of Police; and,
 - (3) Progress made on the attainment of goals and objectives. A copy of this report shall be forwarded to the Staff Support Section.
4. Semi-Annual Reports - Semi-Annual management reports shall be compiled by each Division, routed to the Office of the Chief of Police, and maintained in the Office of the Chief of Police. The semi-annual reports will be a means of assessing activity/crime trends and providing management a method of gauging activities of each Division.
 - a) Semi-annual reports will include:

- (1) Recap of the first two quarterly reports;
 - (2) Progress made on attainment of the goals and objectives; and,
 - (3) Other pertinent data deemed necessary by the Chief of Police.
5. Annual Reports - The Annual Report is to be completed for each calendar year of operation of the Little Rock Police Department. The Annual Report shall be compiled by the Technology Support Section and made available to all employees and citizens of Little Rock. The annual reports will be a means of assessing activity/crime trends and providing management a method of gauging activities of each Division.
 - a) The Annual Report shall include:
 - (1) A summary of the activities of each Division;
 - (2) Information on crime statistics and crime trends for the City of Little Rock;
 - (3) A crime trend comparison for the current year and the previous year;
 - (4) Fiscal activity recaps for the Little Rock Police Department; and,
 - (5) Any other pertinent statistics or activities for the operation of the Little Rock Police Department.

XI. Requesting Legal Opinions from the City Attorney

- A. All requests for legal opinions shall be routed, through the chain of command, to the Office of the Chief of Police.
- B. The Chief, or his designee, shall review the request, determine the necessity for an opinion, and forward the request to the City Attorney's Office, if approved.

XII. Traffic and Criminal Citation Accountability

- A. The Technology and Equipment Section Vehicle/Equipment Coordinator will be responsible for:
 1. Storing and maintaining all citation books in a secure location.
 2. Ensuring the proper issuance of all citation books.
 3. Maintaining an up-to-date written record of citation books issued to all personnel inside and outside the agency.
 4. Ensuring that the proper documentation (officer's employee number and citation book number) is entered into the computer database.
- B. The employee, signing out a traffic or criminal citation book, will be responsible for the proper processing of all citations contained in the book.
 1. No more than two traffic citation books and two criminal citation books can be signed out to an officer at any one time. (The Traffic Services Section is excluded from this limitation).

2. When an officer is transferred to a division or assignment where there is not a regular need for a particular citation book, and/or he is not using the citation book on a regular basis, the book(s) containing the unused citations will be turned into the Vehicle/Equipment Coordinator. The unused books will be turned in within ten days of the transfer or assignment change.
 3. In the event a citation is lost or stolen, the officer responsible for the citations will immediately complete an Officer's Report (5600-2), detailing the circumstances of the loss. Division Commanders will route the report, through the chain of command, to the Office of the Chief of Police. For audit purposes, a copy of this report shall be forwarded through the chain of command to the Operations Support Section Lieutenant.
 4. In the event of a stolen citation(s), an Incident Report and an Officer's Report will be immediately completed for investigative purposes. Division Commanders will route a copy of the report, through the chain of command, to the effected Bureau Chief of Police. For audit purposes, a copy of this report shall be forwarded through the chain of command to the Operations Support Section Lieutenant.
- C. Officers will set court dates for all traffic citations no sooner than thirty days from the date of issuance, and no longer than sixty days from the date of issuance. This requirement will not apply to specific court requirements for DWI cases.
- D. The copies of all traffic citations, which require an offender's signature, will be turned into a supervisor at the end of each officer's tour of duty.
1. The supervisor will be responsible for maintaining all citations in a secure location until they are turned into the Desk Officer.
 2. Before the end of each tour of duty, a supervisor will record all traffic citations, issued during that tour of duty, on a traffic submission form (LRPD form 5600-95). This form, along with all the citations, will be turned over to the Desk Officer at the main police building.
 - a) Under extenuating circumstances, a supervisor may approve a citation being turned in at a later date and time. This period shall not exceed 24 hours after an incident has occurred.
 - b) The officer copies of all citations will be maintained by the officer issuing the citation, for a period of one year from the date of issuance to a violator.
 3. The Desk Officer will place all traffic citations and Traffic Ticket Submission Forms in the Traffic Ticket Box, where they will remain secure until retrieved by the Court Clerk.
 - a) Traffic Citations, which are to be mailed in accordance with Divisional Operating Procedures, will be recorded on the Traffic Ticket Submission Form in the appropriate location. The court and violator copies of these citations will be packaged separately and delivered to the Desk Officer to be forwarded to the Court Liaison Officer for mailing.
 4. The Court Clerk receiving the traffic citations will verify that all citations, listed on the form, are attached and sign the Traffic Ticket Submission Form. This form will then be forwarded to the Court Liaison Officer. Any discrepancies will be noted by the Court Clerk and verified by the Desk Officer.

5. The Court Liaison Officer will notify the Operations Support Section Lieutenant, through the chain of command, of any discrepancies noted on the Traffic Ticket Submission Form. The Operations Support Section Lieutenant will notify the affected officer's Division Commander. The Division Commander will immediately initiate an investigation into the circumstances involved, and report back to the Operations Support Section Lieutenant, within five days of notification.
- E. The Operations Support Section Lieutenant will conduct a monthly audit of all traffic citations. Any citations, identified as missing during this audit, will be documented, identifying the officer who signed for the citation. The officer's Bureau Commander will be notified by the Operations Support Section Lieutenant, identifying the officer and the citation number missing. The officer's Division Commander will be responsible for conducting an investigation into the circumstances involving the missing citation. All documentation involving the missing citation will be forwarded, through the chain of command, to the Operations Support Section Lieutenant for disposition.

XIII. Requests to Administratively Void Citations - Traffic or Criminal

- A. This policy establishes a uniform procedure for requesting a court void of a citation.
- B. Justification - Requests to void citations may be made if the citation was:
 1. Issued in error;
 2. Issued to the wrong person;
 3. Found to include a clerical error; or,
 4. Lost, stolen, or determined missing.
- C. Procedures for Requests
 1. The word "VOID" will not be written on any citation.
 2. Officers requesting a citation be voided must submit all copies, except the officer's copy, along with a detailed Officer's Report. The report will include the reason for the request and a photocopy of the reissued citation, if applicable.
 3. The supervisor reviewing the documents will ensure that the request is in compliance with this policy and forward it through the chain of command.
 4. The request will be reviewed and evaluated at each level and forwarded to the Office of the Chief of Police for review and submission to the appropriate court.
 5. Officers who wish to void an eCite Citation will void the citation using the eCite program unless the citation has been accepted by the courts. Once the citation has been accepted by the courts, the officer must follow the established procedures.

XIV. Employee Overtime and Compensatory Time Processing

- A. Overtime/Compensatory Time Slips - Officers working overtime, regardless of the circumstances (court, special assignment, late call, etc.), must submit an overtime slip each day overtime is worked, unless an overtime roster is utilized.

1. Officers who work past their regular shift shall submit an overtime/compensatory time slip.
 - a) Procedure – Complete the Overtime/Compensatory Time Worked Form (5600-86, revised 02/14/2015) by inserting the start date and start time when the overtime/compensatory time actually began and the end date and end time when the activity actually concluded. The Lawson Financial System will calculate the appropriate amount of overtime/compensatory time compensation.
 - b) The decision to receive overtime or compensatory time for hours worked above normal duty hours is made by the employee performing the work unless the employee agrees, prior to the scheduled work, to accept compensatory time or management determines that only overtime will be allowed.
 - (1) Sick leave usage or any form of unpaid leave during the workweek will reduce the overtime/compensatory time worked to straight time, hour for hour.
 - (a) An employee working eight (8) hours of overtime/compensatory time and using eight (8) hours of Sick Leave (or Sick in Family Leave), leave without pay, or Short-Term Disability, will have their overtime/compensatory time converted to straight time for that workweek.
 - (b) A complete explanation of the work performed is required to justify the overtime or compensatory time request.
 - (c) Scheduled Work Hours – This section at the bottom of the form refers to the hours the employee is scheduled to work that workday.
2. Officers who are required to appear and/or testify before any court, board, commission, or grand jury, when under subpoena, during their off-duty hours and in furtherance of any Departmental interest, shall submit an overtime/compensatory time slip for the time actually spent before such body.
 - a) Procedure – Insert the actual start date and start time (the appearance time on the subpoena) and the end date and end time the activity actually concluded (the time when released by the court, Prosecuting Attorney, or other judicial official).
 - (1) The overtime/compensatory time form shall be presented to the bailiff, an officer of the court, or other judicial official for approval.
 - (2) A minimum of two (2) hours will be entered by the Lawson Financial System.
 - b) Overtime compensation for any additional activity that qualifies for overtime/compensatory time during that workday shall commence at the conclusion of the minimum two (2) hours for the appearance for the required court or hearing, established by the start time on the form.
 - c) Officers may not use Vacation or other forms of leave and then work a police activity during their normal workday for overtime/compensatory time. Only in

rare occasions (pre-approved by a Division Commander or above) will this procedure be allowed.

- (1) For those occasions when an employee is on Vacation or other form of leave and is called into a legal proceeding for the Department, their overtime/compensatory time slip shall indicate the name and title of the person who required their presence.
3. The provisions of this Section shall also apply to all job-related activities performed by an officer for whom he is not otherwise compensated by an authorized off-duty employer and for which the officer believes he is entitled to overtime or compensatory time from the Department.
- B. Overtime/Compensatory Time for Canine Officers – Officers who are assigned to the Canine Unit will be compensated a minimum of seven (7) hours bi-weekly for maintenance and care of their canines.
 1. To ensure that officers are compensated for their seven hours, each 12-hour shift canine officer will receive 1 hour canine care for each shift worked and noted on the daily worksheet.
 2. To ensure that officers are compensated for their seven hours, each 8-hour shift canine officer will receive 1 hour canine care on seven of the ten shifts worked during the pay period.
 3. Unless an emergency situation or supervisor's order requires otherwise, the canine officer will leave after eleven (11) hours of duty (on days scheduled twelve (12) hours) or after seven (7) hours (on days scheduled eight (8) hours) on the dates indicated as compensation for canine care duties.
 4. Should circumstances prevent the officer from leaving after eleven (11) hours of duty (on days scheduled twelve (12) hours) or after seven (7) hours (on days scheduled eight (8) hours) on the designated days, the officer shall submit an overtime/compensatory time form to his respective shift supervisor in accordance with departmental procedures.
- C. Overtime Rosters - In the event that a large number of officers are scheduled to work overtime for the same event/day, a standard overtime roster shall be submitted for each day worked, listing the officers working overtime. Daily work sheets shall not be used for this purpose.
- D. Police personnel of the rank of Lieutenant and above are exempt from Overtime/Compensatory Time compensation, except for limited, specific situations.
 1. These situations and guidelines are outlined in the City of Little Rock Compensation Manual.
- E. Overtime/Compensatory Time slips and Overtime Rosters should be submitted to the Police Payroll Specialist on a daily basis, but not later than 1000 hours the following business day. All Overtime/Compensatory Time slips and Overtime Rosters must be submitted no later than 0900 hours on the Monday, following the close of each pay period, for payment to be made with the closed payroll.
- F. A Police Lieutenant (or equivalent civilian supervisor) or above shall approve all Overtime/Compensatory/Off-Duty Time Forms (5600-86) and Overtime Rosters (5100-07 and 5500-12).

XV. Military Leave Procedures

- A. Military Leave Procedure Guidelines are codified in the Administrative Personnel Policy and Procedure Manual.
- B. The City of Little Rock and the Little Rock Police Department are proud supporters of the National Guard and Reserves. Supervisors should make all appropriate efforts to accommodate the Guardsman or Reservist by rescheduling their workweek to allow them to be off one (1) weekend a month for drills without the employees using Vacation or other form of leave.
- C. Police personnel who have received military orders to attend annual drills or are mobilized for periods longer than their two (2) week drill shall submit a copy of those orders to the Operations Support Section Lieutenant as soon as they become available to the employee.
 - 1. While under military orders or during the scheduled weekend drill, Police personnel shall not participate in any overtime or off-duty activity.
 - 2. While an employee is under military orders, including weekend drills, the employee may not work in a Police position in lieu of using accrued Military Leave or available City leave.
 - 3. Police personnel who have received Military orders should contact the Human Resources Benefits Section to ensure all benefits are in place and the employee understands their benefit options.

XVI. City Property and Departmentally Authorized Equipment

- A. Employees are responsible for the proper use, maintenance, care and inventory accounting of all City property issued to them, provided for their use, or assigned to their area of responsibility. Employees, utilizing personally owned and departmentally approved equipment, will be responsible for the proper use, maintenance, and care of such equipment.
 - 1. Employees who have been assigned a laptop computer, or other issued equipment and/or accessories unique to their assignment shall relinquish such equipment to the Division Commander upon transferring to another division.
 - 2. Employees who have been assigned cell phones or pagers will relinquish these to their Division Commander if transferred. The Division Commander will then notify the appropriate office of these changes.
- B. Employees will immediately submit for inspection or testing or will otherwise immediately surrender any and all City property, as directed by a supervisor. Employees utilizing personally owned and departmentally approved equipment will immediately submit such equipment for inspection or testing, as directed by a supervisor.
- C. In the event that it should become necessary to recover City property from an employee, the employee will be instructed to physically return the property to Departmental custody within a timeframe set by the Office of the Chief of Police.

XVII. Civilian Selection Process

- A. The hiring of all civilian employees will be in accordance with the City of Little Rock's Administrative Policy and Procedures Manual.

- B. Based on the results of the assessment process the City of Little Rock's Human Resources Department will provide a list of applicants to the hiring authority. The hiring authority will ensure that the below steps are followed:
 - 1. Verification of qualifying credentials;
 - 2. Review of any criminal record; and,
 - 3. Verification of at least three personal references.
- C. Applicants should be periodically informed of the status of their applications. Applicant contacts should be documented, logged, and retained in the applicant's background file.
- D. Once a decision has been made, recommendations shall be sent through the chain of command for authorization to hire.
- E. All necessary documentation will be forwarded to the City of Little Rock's Human Resources Department.
- F. The hiring authority will in writing, notify all applicants not selected for employment.
- G. All background files shall be retained for a period of one year of the date position was filled.

XVIII. Employee Benefits

- A. The City of Little Rock provides certain employee "fringe benefits", as the result of management policies of the City, Arkansas State law, and/or contract agreements with recognized employee bargaining units. Such "fringe benefits" may include, depending upon the employee's classification and labor affiliation, but are not necessarily limited to:
 - 1. Vacation leave (A.C.A. § 14-52-106);
 - 2. Sick Leave (A.C.A. § 14-52-107);
 - 3. Sickness in Family Leave;
 - 4. Maternity Leave;
 - 5. Funeral Leave;
 - 6. Overtime Compensation (FLSA)
 - 7. Holiday Pay (A.C.A. § 14-52-105);
 - 8. Personal Leave (Discretionary Days);
 - 9. Grievance Procedures;
 - 10. Seniority (A.C.A. § 14-51-309);
 - 11. The Educational Incentive Pay Program; and,
 - 12. Longevity Pay.

- B. Employee “fringe benefits” and/or employee rights are further specifically described in the following current publications:
 - 1. Statement of Agreement, the City of Little Rock and the Fraternal Order of Police, Lodge #17 (Police Sergeant and Police Officer classifications);
 - 2. City of Little Rock Statement of Working Agreement, Non-uniformed Employees (A.F.S.C.M.E. eligible classifications);
 - 3. City of Little Rock Civil Service Commission Rules and Regulations;
 - 4. Police Lieutenants, and above, and certain classifications of civilian employees are governed by the City’s Employee Performance Appraisal System (E.P.A.S.);
 - 5. The City of Little Rock Administrative Personnel Policy and Procedure Manual.
- C. Salary scales (compensation classification and ranges) are detailed in each Statement of Agreement and in the City’s Compensation Classification Manual.
- D. Human Resources will maintain a current copy of all applicable publications.

XIX. Employee Assistance Program

- A. The City of Little Rock provides a counseling and referral service, at no cost, to all employees through the Employee Assistance Program (E.A.P.).
- B. Dependents and spouses of employees may also contact the E.A.P. for assistance.
- C. All contacts with the E.A.P. will be held in confidence, unless the employee signs a specific waiver of release.
- D. Any employee, in need of the service, may contact the Southwest E.A.P. directly to make an appointment (663-1797).

XX. Recording Employees

- A. The audio and/or visual recording of an employee (without their knowledge) by another employee is prohibited, except with the prior authorization from the Office of the Chief of Police.

XXI. Time Allotted For Meals

- A. Sworn personnel who work a straight eight (8) or ten (10) hour shift (i.e. 0700-1500, 0800-1800, etc.) shall be allotted a maximum of thirty (30) minutes, when time permits, for a meal per duty shift. Sworn personnel who are working a 12-hour shift shall be allotted a maximum of forty-five (45) minutes, when time permits, for a meal per duty shift. Officers may be recalled to duty at any time a supervisory officer deems it necessary.
- B. No more than two (2) police vehicles will be allowed at any one location at the same time.
- C. Officers will check out at a specific location for meals and indicate whether they are taking a thirty (30) minute or a forty-five (45) minute meal leave.

XXII. Registration of Sex and Child Offenders and Notifications

- A. The Juvenile Squad maintains the registration records of the Sex and Child Offenders. The notifications, regarding sex offenders living in the community are pursuant to Act 989 of 1997, Arkansas Annotated 12-12-901 thru 12-12-920. Coordinated efforts of all divisions will be required for ensuring accurate and efficient notification in maintaining compliance with Arkansas Annotated 12-12-901 through 12-12-920. This order provides information regarding the process that will be followed by the Department in this matter.
1. The Major Crimes Division Commander will be responsible for the community notification process and the Juvenile Squad will manage the process. All questions regarding the process or the offenders, offenders seeking to register, or in response to Departmental correspondence, should be referred to the Juvenile Squad Sergeant at 404-3018.
 2. Acting through the Arkansas Department of Corrections, the Sex Offender Assessment Committee will complete an assessment and send a risk analysis of each offender to the Juvenile Squad. The Sex Offender Assessment Committee will then inform the Juvenile Squad how to perform notifications and what risk level to apply to the sex offender. The Juvenile Squad will then initiate the appropriate community notification process.
 - a) Notification for Level 1 Low Risk offenders will include law enforcement agencies and the household where the offender resides.
 - b) Notification for Level 2 Moderate Risk offenders will include that for Level 1 offenders, plus schools (public, private and colleges); day care centers; Neighborhood Crime Watches; known community and youth groups; Parent Teachers Organizations; Boy and Girl Scout offices; sports leagues and facilities; summer camps; religious facilities; libraries; state agencies licensing or hiring individuals dealing with women, children, or shelters; malls and shopping centers, parks, convenience stores or other places known to be frequented by children or the offender within a one-mile radius of the offender's residence.
 - c) Notification for Level 3 High Risk offenders will include that for both Level 1 and Level 2 offenders, plus a door-to-door canvas of all households, within a three-block radius of the offender's residence. Prospective employers known to the Department will also be notified regardless of location.
 - d) Notification for Level 4 Sexual Violent Predator will include that for Levels 1 through 3. A public meeting will be conducted for Level 4 Offenders.
 3. Officers from all divisions and in all assignments may be utilized, as necessary, for community notifications. Officers participating in notifications will be briefed by Juvenile Squad personnel and will complete the necessary documentation and return it to the unit for maintenance.
 4. Information released to the public will be in the form of a Community Notification Flier, which will be produced by the Juvenile Squad. No other information pertaining to the crime committed by the registered sex offender will be released to the public other than what is printed on the Community Notification Flier.

XXIII. Inter-Departmental Information Exchange

- A. It is the policy of the Little Rock Police Department to foster cooperation and coordination among all components by facilitating communication with these procedures:
 - 1. Regular attendance of detectives at patrol roll calls and COPP meetings;
 - 2. Regular distribution of information pertaining to current investigations;
 - 3. Regular attendance of SID detectives at COPP meetings;
 - 4. Periodic staff meetings between Division Commanders and the Office of the Chief of Police; and,
 - 5. Meetings conducted by the Chief of Police with all levels of personnel, including civilians.
- B. Crime Analysis is a valuable source for Departmental information. Information regularly disseminated by Crime Analysis includes, but is not limited to:
 - 1. Hot Sheets;
 - 2. Weekly Incident Information Maps;
 - 3. Bi-monthly detailed analysis of hot spots by area;
 - 4. Monthly reports summarizing burglaries, robberies, auto thefts, and drive by shootings; and,
 - 5. Quarterly incident summaries provided to Division Captains and the Chief of Police.
- C. Officers who wish to obtain information or services from a Crime Analyst shall submit a written request, through their chain of command, to their Division Commander.
 - 1. Such requests shall specify:
 - a) What information or service is requested;
 - b) The intended purpose for which the information or service is to be used; and,
 - c) Any deadlines applicable to the request.
 - 2. The submitting officer's Division Commander shall review the request and either reject it or forward it, with their written approval, to the Technology Support Lieutenant.
 - 3. The Technology and Equipment Section Lieutenant shall examine the request and either reject it or forward it to a Crime Analyst for scheduling and assignment.
 - 4. The Technology and Equipment Section Lieutenant may reject a request if:
 - a) The request does not contain sufficient information for processing; or,
 - b) The purpose of the information or services conflicts with other Departmental goals or objectives; or,

- c) The requested deadline for the information or services cannot be met; or,
 - d) The information or service requested either cannot be produced or can be more efficiently produced by other Department or governmental units.
 - 5. The Technology and Equipment Section Lieutenant, or his designee, may contact any person in the requesting officer's chain of command, if necessary, for clarification or assistance in accomplishing the assigned task.
 - 6. This procedure does not preclude or inhibit information or services provided to supervisors for Community Oriented Policing purposes or other services, as enumerated by General Orders.
- D. Citizen Requests for Statistical Information
- 1. Officers, who receive requests from private citizens or businesses for statistical information, or other data compilation, shall direct such inquiries to the Public Affairs/Crime Prevention Section.
 - 2. The Public Affairs/Crime Prevention Section is provided routine statistical information, which may be released to accommodate such requests.
 - 3. The Department is under no legal obligation to produce, compile, or create additional reports or data simply to comply with a citizen's request for information.

XXIV. Inventory Control

- A. The Chief of Police is responsible for requisitioning equipment, as approved by the annual budget. Equipment must be maintained in serviceable condition and documents must be prepared to transfer equipment, certify authenticity of annual inventory and account for missing equipment.
- B. All Divisions will assist the Administrative Services Manager with the physical inventory and make their equipment, files and personnel available for inventory finalization.
- C. The Little Rock Police Department adopts the City of Little Rock Procedure Guideline, Index 3040, which establishes procedures for inventory of equipment. This Department will follow those procedures.
- D. Each Division Commander, or their designate, will ensure that all equipment assigned to their division be maintained in a state of operational readiness. "Operational readiness" includes care and cleaning, preventive maintenance, repair, workability and responsiveness. Supervisors will inspect equipment at regular intervals, designated by the Division Commander, to ensure operational readiness.

XXV. Forms Control System

- A. To provide for efficient record keeping and information flow, it is necessary to establish a system for creating, editing, numbering, finalizing, modifying and dissemination of all departmental forms.
- B. Departmental forms shall be created by the unit needing or proposing the form. The Accreditation Unit shall coordinate the editing, numbering, and formatting of all departmentally generated forms.

- C. For the purpose of this Order, a form shall be defined as a printed document with blank spaces for insertion of requested, required or desired information in the Little Rock Police Department format.
- D. The L.R.P.D. format will include an assigned form control number. This number shall be located in the lower right corner of the page following the letters "L.R.P.D.". Forms shall be of four digits, a hyphen and digits to the right of the hyphen; digits to the right of the hyphen will be sequentially numbered by form. The following 4-digit format to the left of the hyphen will be used:
 - 1. 5000's - Forms which are utilized Department-wide and issued by the Administration Division;
 - 2. 5100's - Forms issued by the Special Investigations Division;
 - 3. 5200's - Forms issued by the Training Division;
 - 4. 5400's - Forms issued by the Major Crimes Division;
 - 5. 5500's - Forms issued by a Field Services Division;
 - 6. 5600's - Forms issued by the Records and Support Division;
 - 7. 5610's - Forms issued by the Headquarters Division; and
 - 8. 5700's - Forms issued by the Communications Center.
- E. Divisional forms shall be defined as forms unique to a particular division. Divisional forms will require the approval of the proposing division's commander.
- F. Departmental forms shall be defined as forms utilized by more than one division. Departmental forms shall require staff review and approval of the Chief of Police.
- G. After a new or revised divisional form has final approval, the Accreditation Unit shall:
 - 1. Assign a form control number;
 - 2. Develop a master of the form, using the L.R.P.D. format; and;
 - 3. Forward to the requesting Division Commander for final review. The Division Commander shall be responsible for sending the request to the print shop and for maintaining an adequate supply of forms used exclusively by the division.
- H. A proposed new or revised departmental form shall be formatted by the Accreditation Unit, minus the form control number, and forwarded for staff review and approval by the Chief of Police.
- I. After a departmental form has final approval, the Accreditation Unit shall:
 - 1. Assign a forms control number;
 - 2. Develop a master of the form using the L.R.P.D. format;
 - 3. Forward to the Technology and Equipment Section Lieutenant. The Technology and Equipment Section shall be responsible for maintaining an adequate inventory of

designated departmental forms. These forms shall be available through the Vehicle Control Coordinator's office.

- J. A master list of all departmentally generated forms shall be maintained by Accreditation Unit.
- K. Any forms, determined no longer in use or necessary, will be removed from the master list and placed in a dead file, maintained by the Accreditation Unit.
- L. The Technology and Equipment Section Lieutenant shall be notified when a departmental form is determined to be dead. This form shall be removed from stock and forwarded for destruction or recycling.
- M. As a divisional form becomes obsolete, the Division Commander shall be responsible for notifying the Accreditation Unit. This form shall be removed from stock and forwarded for destruction or recycling.

XXVI. Contractual Agreements for Police Service

- A. The Little Rock Police Department may, at the discretion of the Chief of Police, offer police services through a contractual agreement.
- B. Any time the Little Rock Police Department enters into a contractual agreement to provide police services the written agreement will include:
 - 1. A statement of the specific services to be provided;
 - 2. Specific language dealing with financial agreements between the parties;
 - 3. Specification of the records to be maintained, concerning the performance of services by the provider agency;
 - 4. Language dealing with the duration, modification, and termination of the contract;
 - 5. Specific language dealing with legal contingencies;
 - 6. Stipulation that the provider agency maintains control over its personnel;
 - 7. Specific arrangements for the use of equipment and facilities; and,
 - 8. A procedure for review and revision of the agreement, if needed.
- C. Officers providing services through a contractual agreement shall have all employment rights, promotional opportunities, training opportunities and benefits protected.
- D. The Administrative Services Manager shall ensure that all contractual agreements for police services, entered into by the Little Rock Police Department, comply with these provisions.

XXVII. Arrest Notification

- A. Any employee of this Department, who is either charged in any jurisdiction with a criminal offense or incarcerated for any reason, will immediately notify a supervisor.
- B. The supervisor being notified will make an appropriate inquiry into the circumstances surrounding the matter and will forward a report, in writing, to the Office of the Chief of Police, prior to the end of the current shift.

XXVIII. Business Cards**A. City Printed Business Cards**

1. City printed business cards shall be available only for authorized civilian personnel and sworn employees. These cards may only be ordered from the City Print Shop with the approval of the appropriate Division Commander.
2. All orders or proofs of cards shall be forwarded to the appropriate Division Commander for approval and submission to the print shop for printing.
3. Information contained on business cards must be police related only and will not include any other information that is not police related or related to an employee's off-duty employment or business(s).
4. Upon request of the appropriate Division Commander, generic business cards may be obtained from the print shop for use by employees of their division.
5. A Division Commander, or his designate, shall place orders for printing from the City Print Shop. No officer shall place an order directly to the Print Shop, without authorization from the Division Commander.

XXIX. Ride Along Program

- A. The Ride Along Program allows interested citizens to accompany officers during their duties so participants may gain a realistic view of the Little Rock Police Department's line operations. To provide this opportunity in a safe and responsible manner, the following procedures are established:
- B. The following persons are eligible to participate in the Ride Along Program:
 1. LRPD Applicants;
 2. College or University law enforcement-oriented students engaged in research or fulfilling project program requirements;
 3. Police officers from other jurisdictions;
 4. Visiting dignitaries; and,
 5. Citizens Police academy Students;
 6. Other authorized persons; and,
 7. All participants must be at least 18 years old.
- C. Procedure for Ride Along
 1. Authorization
 - a) All requests to participate in the Ride Along program, excluding those requests approved personally by a Shift or Section Commander shall be referred to the affected Division Commander.

- b) The Shift or Section Commander may disallow any person's participation as a Ride Along if, in his opinion, such participation may jeopardize any objective of the Department.
- c) All applications to participate in the Ride Along Program must be submitted at least one week prior to the requested ride along date. A shift supervisor will contact the applicant by phone or email to confirm the ride along specifics.
- d) No participant may ride along more than once every two months, except for police applicants and cadets.

D. Waiver and Instructions

- 1. Prior to participation, a waiver of liability form and instructions to the Ride Along participants must be completed.
- 2. The Ride Along participant will report to the assigned shift lieutenant or sergeant fifteen minutes prior to the start of the shift they have been assigned.
- 3. The Ride Along will carry identification and provide hospital preference, the nature of any medical problems, and the name of the person who should be contacted in case of an emergency.
- 4. Ride Along participants should dress in neat, clean clothing. Participants should wear collared shirts, slacks or jeans, and appropriate shoes. No shorts or t-shirts will be allowed.
- 5. Cameras and recording equipment are prohibited.
- 6. The Ride Along participant shall always wear a seat belt.
- 7. The use of tobacco products in any city vehicle or building is prohibited.
- 8. The use of tobacco products when in the view of the public is prohibited.

E. Record Check

- 1. A criminal record and active warrant check shall be conducted on all Ride Along applicants other than law enforcement officials. You cannot participate if:
 - a) You have any pending misdemeanor charges;
 - b) You have any domestic abuse convictions;
 - c) You have any violent misdemeanor or felony charges; or,
 - d) You have any felony convictions.

F. Officers assigned a Ride Along participant shall:

- 1. Advise the participant that the officer is subject to respond to all types of situations from routine to dangerous;
- 2. Advise the participant that he must obey any legal order given by the officer;

3. Assess each situation and take every possible step to minimize any risk to the Ride Along participant;
4. Prohibit Ride Alongs from accompanying an officer into the scene of any potentially dangerous situation (Robberies in progress, burglaries in progress, disturbances, felony warrant arrests, hostage or barricaded suspects, mentally ill persons, etc.); and,
 - a) No Ride Along participant shall be allowed to remain on the private property of any citizen if the citizen objects to their presence.
5. Report any misconduct on the part of a Ride Along participant to a supervisor immediately. The supervisor or assigned officer may terminate the individual's privilege to participate in the Ride Along Program at any time.

XXX. Storage of Department Issued Equipment in Vehicles

- A. Department issued equipment will be subject to the following storage guidelines.
 1. Personally Owned Vehicles - The storage of these items in the passenger compartment of personally owned vehicles while the vehicle is unattended is prohibited. The storage of these items in the trunk or other locked compartment of a vehicle overnight or during any other extended period of time is prohibited.
 2. Unmarked and Undercover Department Vehicles (Including SID Lease and Undercover Vehicles) - The storage of these items in the passenger compartment of unmarked and undercover department vehicles is prohibited, except during emergency situations when the officer is required to rapidly exit the vehicle in the performance of their duties. Even under emergency situations, the vehicle and contents should be secured as soon as practical. Equipment may be secured in the trunk for a short period of time if the remote trunk access in the passenger compartment has been disabled; storage of these items in the trunk overnight or during any other extended period of time is prohibited.
 3. Marked Department Vehicles – Personally issued Departmental equipment shall not be left in the passenger compartment of a marked vehicle while on-duty unless the officer properly locks the vehicle or can maintain an unobstructed view of the vehicle. Emergency situations could hamper the officer's ability to secure the car depending upon the incident; however, the vehicle and its contents should be secured as soon as practical. For personnel assigned a take-home marked unit, personally issued Departmental equipment (equipment not permanently mounted in the vehicle) shall not be left in the passenger compartment. Equipment may be secured in the trunk for a short period of time if the remote trunk access in the passenger compartment has been disabled. Firearms, radios, badges, and identification/access cards will not be left in the vehicle overnight or during any other extended period of time.
- B. Officers should employ common sense regarding the security and protection of their equipment. Personnel who are found negligent may be required to reimburse the Department for the cost of replacing the equipment and will be subject to the appropriate disciplinary action.

XXXI. Search of Equipment and Electronic Records

- A. Certain equipment and electronic communication devices including, but not limited to squad cars, computers and cellular telephones issued to employees by the Department for business use are the property of the City of Little Rock and subject to search at any time it is deemed necessary for maintenance of discipline, security purposes, or Internal Affairs investigations. Employees are expressly notified that no right of privacy exists for searches of such City-owned property. Additionally, there may be occasions, depending on the specific facts and circumstances, when employee lockers and desks may be subject to search in order to facilitate investigations. This also applies to cellular telephones that are owned by an employee who conducts Department business on the cellular telephone. Employees should also be aware that business related emails, texts, and telephone records stored on employee- owned cellular telephones are subject to the provisions of the Arkansas Freedom of Information Act.
- B. Department personnel will not use personal mobile phones, cameras, or any other device to capture photographs and or video of any police-controlled scene or persons in police custody.
 - 1. In the event of exigent circumstances where evidence of significant value could be lost, destroyed, or is time sensitive due to environmental conditions if photographic evidence is not obtained immediately, Department personnel may elect to use a personally owned device to capture evidence in the performance of the investigation. The use of the device will be reported to a supervisor and must be articulated in an Officer's Report. The mere convenience for the Department personnel or waiting for the response of a department owned device does not constitute exigent circumstances.
 - 2. Any photographic evidence captured on personally owned devices will be transferred to a department device as soon as possible and a supervisor will verify that the image(s) have been removed from the personally owned device before the end of the employee's duty day.

XXXII. Retirement Protocol

- A. Upon retirement and request by the officer, the Department may release an officer's badge, weapon and credentials under the following circumstances:
 - 1. When an officer retires from the Department after serving a full term of employment of 20 years for officers on the old pension plan and 28 years for officers on the LOPFI retirement plan. This would also include officers on the LOPFI retirement plan who have the combination of service years and age to qualify for an immediate full-benefit retirement. Officers shall provide a copy of the LOPFI Retirement Verification Letter to the Office of the Chief of Police; and submit LRPD retirement form (5000-17) or,
 - 2. When an officer is forced to retire prematurely as a result of an on-duty injury resulting in medical disability which physically prevents them from being able to function as a police officer. Officers shall provide a copy of the LOPFI Retirement Verification Letter to the Office of the Chief of Police; and submit LRPD retirement form (5000-17).
- B. Upon retirement and request by the officer, the Department may release an officer's credentials and badge under the following circumstances: Upon retirement, the Department may release an officer's credentials and badge under the following circumstances:
 - 1. When an officer retires upon receiving a non-duty related medical disability which physically prevents them from being able to function as a police officer.

- C. The Department will not release an officer's badge, weapon or credentials under the following circumstances:
 - 1. When there are issues regarding an officer's mental or physical capabilities to possess a firearm.
- D. Any request from an officer to purchase their weapon or badge that does not fall into one of the above categories will be denied.
- E. The Chief of Police, or his designee, will review each request and make the final determination.

XXXIII. Job Description Maintenance and Accountability

- A. To ensure all job descriptions are current and accurate, it will be the responsibility of each Division Commander to conduct a documented review of each job description under their command at least once every four (4) years.
 - 1. If there are no changes to the job description, the documented review will be forwarded to the Chief's Office for storage.
 - 2. If there are changes to the job description, the review will be forwarded to the Chief's Office for approval and forwarded to the Human Resources to update the job description.

Additions and revisions are *italicized* and underlined.

Deletions are denoted with a strikethrough.