

**LITTLE ROCK POLICE DEPARTMENT  
GENERAL ORDER**

**G. O. 202 TRANSFER AND ASSIGNMENT REQUESTS**

<b>DATE:</b> 04/02/2026	<b>DISTRIBUTION:</b> DEPARTMENTAL	<b>REPLACES:</b> 11/21/2024	<b>NUMBER:</b> G. O. 202
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**I. Purpose**

- A. This Order establishes procedures for the transfer of personnel from one Division to another with the exception of internal movement between Field Services Bureau.
- B. This Order establishes procedures for the transfer of personnel physically incapable of reporting to work for an indefinite period of time.
- C. This Order establishes guidelines for assigning personnel to “restricted duty”.
- D. This Order establishes procedures for the assignment or movement of personnel within the Field Services Bureau and sets guidelines for requesting assignment to a particular shift, squad and/or days off.

**II. Transfer - General**

- A. The transfer of police personnel is ultimately a management right vested in the Chief of Police. The Chief of Police or their designee reserves the right to deviate from the provisions of this policy if it is in their determination in the best interest of the Department.
- B. For the purpose of this order, transfer is defined as the movement of personnel from one Division within the Department to another with the exception of internal movement between Field Services Divisions. For the purpose of transfer, the three (3) geographical Field Services Divisions will be inclusive in the term “Field Services Bureau”.
- C. Transfers will be determined based on effective utilization of staffing, special needs of the Department, and the interest of the employee.
- D. Specialized assignments are those assignments often characterized by an increased level of responsibility and specialized training, but within a given position classification.

- E. Officers will not be required to notify the Department if they become pregnant, nor should any supervisor ask an officer if they are pregnant. Pregnant personnel shall be permitted to continue working on their regular duty assignment until such time as a physician recommends modifications. It is the officer's responsibility to notify the Department when modifications to their normal duty assignments are required by their physician. When duty modifications are required, they will be treated as other transfers in this policy. The officer will remain on Extended Leave until such time they are cleared by their physician to return to full duty status.
- F. When a Division Commander anticipates filling a lieutenant vacancy, the Division Commander will announce the vacancy. Interested lieutenants will submit a resume to the announcing Division Commander. The announcing Division Commander will review all submitted resumes and forward a recommendation to fill the vacancy to the Chief's Office for approval. Division Commanders may conduct interviews related to filling a vacancy.

### **III. Criteria for Transfer**

- A. Officers who have received a disciplinary suspension or demotion are prohibited from submitting transfer requests or being considered for transfer for a period of six (6) months from the date of the order of suspension or demotion.
- B. Officers who have received a written reprimand may be prohibited from submitting transfer requests or being considered for transfer for a period of six (6) months from the date of such reprimand. In these instances, the Division Commander shall:
  - 1. Review the officer's request;
  - 2. Review the recommendation of their Chain of Command; and,
  - 3. If the request is denied, notify the officer in writing of their decision.
- C. Officers' past performance, disciplinary history (with special emphasis on sustained untruthfulness allegations), seniority, prior work experience, education and training will be factors in transfer considerations.
  - 1. Any employee who has an untruthfulness violation sustained against them, may not be considered for a transfer to a specialized unit where their testimony in court is vital to a felony investigation. When filling a vacancy, the Division Commander with the opening will ensure that all the employee's disciplinary history has been reviewed for untruthfulness before making their recommendation to the Office of Chief of Police. The Office of Chief of Police will review and approve recommendations on a case-by-case basis.
- D. Unless an overriding Departmental need exists, all officers shall be required to serve in the Field Services Bureau for three (3) years from the date of graduation from the Training Academy.

**IV. Transfer Requests****A. Applicability**

1. This Section will apply only to the transfer of sworn personnel of the rank of Sergeant and below.

**B. Procedures**

1. Whenever vacancies occur in any specific specialized assignment, the Division Commander may at their discretion fill that specific assignment from within their division. Vacancies occurring within the Field Services Bureau will be filled in accordance with Section VII of this Order.
2. If the position is filled from within the Division, the final resulting vacancy will be advertised. The Division shall post an announcement via departmental mail to all sworn personnel, including the rank of lieutenant and above, bulletin boards, and in roll calls for a period of 10 working days (Monday through Friday) prior to the selection process to enable all interested personnel to submit a request for transfer. The announcement shall describe the selection criteria for the position to be filled.
3. Sworn personnel who are interested in applying for a listed vacancy will submit a Skills Knowledge Abilities (SKA) form through their Chain of Command. Placing a request does not guarantee a transfer but will ensure consideration.
4. The supervisors in the chain will evaluate the applicant's performance, disciplinary record, and make a recommendation for transfer or denial based on their evaluation.
5. Oral interviews will be conducted in order to select a qualified candidate for the position. These interviews shall be conducted in such a manner that only essential material is included in the interviews. To ensure the selection process remains equitable, the interviews will be conducted for each rank by the below listed personnel:
  - a) For the officer level rank, the respective Division Commander, the respective Lieutenant, the respective Sergeant, and a Lieutenant and a Sergeant from two (2) separate divisions will conduct the interviews.
  - b) For the rank of Sergeant, the respective Division Commander, the respective Lieutenant, and a Lieutenant from a separate division will conduct the interviews.
6. The Division Commander will forward evaluations of all interviews and their decision through the Chain of Command to the Chief of Police.
7. The final decision on all transfers will be made by the Chief of Police.
8. The Division Commander will schedule a meeting and provide feedback to those individuals not selected for an open position. The purpose of this process is to provide career development and guidance. The Division Commander will provide written

documentation, including date and time, and who was present when the applicant was informed (LRPD Form 5000-22).

C. Restrictions on Transfers and Assignments

1. In the best interest of the department, any deviations from these restrictions will be approved by the Chief of Police.
2. Nepotism - Transfers and Assignments involving relatives
  - a) It is the goal of the Department to avoid creating circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions.
  - b) The intent of the policy is to avoid conflicts of interest, morale problems, the possibility or perception of favoritism, and the potential for emotional interference with job performance.
  - c) This section sets forth the policy regarding the employment of relatives (nepotism) for all permanent and temporary employees of the City of Little Rock. It also addresses situations where such employees become involved in "romantic" or economic relationships, which includes, but is not limited to, sharing the same residence or "dating."
  - d) A conflict of interest is inherent if a familial or "romantic" relationship exists between an employee and any person for whom the employee has direct supervisory responsibility. Supervisory responsibility includes, but is not limited to, appraising the performance of subordinate employees, recommending salary increases and promotions, and taking or recommending disciplinary action. Any such conflict of interest affects the City's obligation to provide equal treatment for all persons in the terms and conditions of employment.
  - e) No employee shall be hired, transferred, promoted, demoted or otherwise placed into a position under the immediate supervision of a relative.
    - (1) For the purpose of this, "relative" shall include the following relationships: relationships established by blood, marriage, or legal action which includes spouse, mother, father, son, daughter, sister, brother, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson, granddaughter; persons in a "romantic" or "dating" relationship; or persons who have a child in common. This restriction will apply to those positions filled after the publication date of this General Order.
3. No employee shall be the immediate supervisor of an employee with whom there is a spousal relationship or a dating/romantic relationship (including co-habitation).
4. In the event a person becomes a relative of, or becomes involved in a romantic relationship as described above, an employee who has supervisory responsibility over such person, the following steps shall occur:

- a) The persons in such a relationship must report it to their Division Commander, who shall report it to the Office of the Chief of Police. The Chief of Police shall report it to the Chief People Officer who, in conjunction with the Chief of Police, shall consult and determine the best approach to resolving any potential conflicts. The resolution may involve any action which will further the intent of this policy. Failure to report a relationship as required may result in disciplinary action.
  5. All cases in which relatives of present employees are considered for placement shall be reviewed by the Chief People Officer prior to such placement.
  6. The Chief People Officer shall prepare and retain a report that specifies the appropriate action taken pursuant to this policy, which shall note any specific action taken to eliminate any potential conflict of interest.
  7. All reports generated pursuant to this policy shall remain confidential, to the extent permitted by Arkansas and federal law, but may be disclosed as evidence in the process of investigating sexual harassment, sexual discrimination or hostile work environment complaints.
  8. All employees should note that relationships must not affect their work; a professional image and behavior must be maintained at all times.
  9. The Chief of Police is prohibited from hiring relatives to work for the Little Rock Police Department. Exceptions must be approved by the City Manager.
- D. Relatives shall not be assigned to work together in Special Investigations Division, Major Crimes Division, Training Division, Administrative Services Section, 21<sup>st</sup> Century Community Policing Division, and Headquarters Division.
1. The exceptions are if an employee is assigned to the Training Division during the time a relative is a recruit or is attending in-service or other specialized training.
  2. Employees assigned to Patrol, and Special Operations who are related, may work in the same division but not the same shift or the same unit.
- E. Transfers and Assignments after promotion
- a) All newly promoted supervisors will be assigned to patrol and must remain in a patrol assignment during their probationary period before being eligible for transfer to a specialized unit.
  - b) All sergeants and lieutenants transferring from a specialized unit, per General Order description, will not be allowed to immediately transfer to another specialized unit. The supervisor must return to a patrol assignment for a minimum of one (1) year between specialized assignments.
- F. When an officer is assigned from a specialized assignment to a patrol assignment, the officer will be required to serve for a period of one (1) year before being eligible to transfer to another specialized assignment.

**V. Restricted Duty Assignment**

- A. Employees who are temporarily unable to perform their full duties, but who expect to be able to return to full duty status in a reasonable period of time, may be eligible for placement in a restricted duty assignment within their division.
1. For the purpose of this section, the term “reasonable period of time” applies when an employee is able to return to full duty status within 10 consecutive workdays.
  2. If an employee is not able to return to full duty status within the designated timeframe, the Division Commander shall forward all documentation pertaining to the employee’s limitations to the Office of the Chief of Police for review. The Office of the Chief of Police will determine if the employee meets the criteria for transfer to the Headquarters Division.
  3. All personnel who have been transferred to the Extended Leave Unit as a result of extended leave and who are temporarily assigned to a restricted duty assignment will report their presence daily to the Extended Leave Unit Lieutenant in a manner prescribed by that Lieutenant. Personnel who have been transferred to the Extended Leave Unit and who are working a restricted duty assignment in another Division will be shown on the Extended Leave Unit worksheets only.
- B. Employees satisfying criteria set forth in this Section may be placed in restricted duty assignments by their Division Commander, as needed.
1. The Division Commander will clearly define the work to be performed and will ensure that the assignment does not compromise the officer’s anticipated physical recovery.
    - a) The Division Commander may request specific medical opinions, as to an officer’s ability to perform in a restricted duty assignment.
    - b) A Division Commander may, at their discretion, initiate or terminate a restricted duty assignment.
    - c) The Division Commander will ensure that the circumstances surrounding the initiation or termination of a restricted duty assignment is properly documented.
    - d) Personnel working a restricted duty assignment will dress in business casual. While the appropriate Bureau Commander may authorize certain modifications to this order regarding clothing to accommodate casts, braces or other devices deemed necessary, at no time will blue jeans or t-shirts be worn. Restricted duty personnel will not wear a uniform or any part of a uniform at any time.
    - e) No employee in a restricted duty assignment will operate a departmental vehicle, work off-duty or perform any enforcement related activities.
    - f) Any employee in a restricted duty assignment will not be permitted to perform any volunteer work/activity in which they receive any form of compensation unless approved by the Office of the Chief of Police.

**VI. Extended Leave Transfer**

- A. Any employee who reports that they are physically incapable of reporting to work in a normal duty assignment for an indefinite period of time will be transferred to the Extended Leave Unit.
1. This will include all personnel on:
    - a) Extended sick leave for any reason;
    - b) Catastrophic leave;
    - c) Family medical leave;
    - d) Leave without pay resulting from injury or illness; and,
    - e) Leave due to injuries received while on duty.
  2. For the purpose of this Order, the term “indefinite period of time” applies when an employee is absent from their regular duties for more than 10 consecutive workdays and a return to full status is unknown and/or questionable.
- B. Personnel assigned to the Extended Leave Unit will be offered the option of accepting a restricted or modified duty assignment. 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.
1. Personnel on the Extended Leave Unit will be utilized to assist with staffing shortages by performing suitable tasks in areas that have identified needs.
  2. In an effort to meet the needs of the Department, increase efficiency, and improve performance; the assignments, duty hours, and days off will vary.
- C. Whenever a supervisor is notified by an employee that they are physically or mentally incapable of reporting to work in a normal duty assignment and meets the requirements for assignment to the Extended Leave Unit, the supervisor shall submit a written recommendation that shall detail the reason why the employee is no longer capable of performing their job assignment.
1. Should the employee display or indicate any type of emotional or mental distress or illness, the supervisor shall immediately take possession of the employee’s city owned weapon(s) and store the weapon(s) pursuant to policy. The Training Division shall be notified and retrieve the weapon(s) for storage in the Departmental Armory. The supervisor shall document taking possession of the weapon(s) in his initial evaluation.
  2. Should the employee be deployed on a military assignment or leave of absence in excess of 30 days, wherein the employee will be out of the City and no longer in control of the city issued weapon(s), the employee’s immediate supervisor will take charge of the employee’s city owned weapon(s) and store the weapon(s) pursuant to policy. The Training Division shall be notified and retrieve the weapon(s) for storage in the

Departmental Armory. The supervisor shall document taking possession of the weapons in his initial evaluation.

3. The employee's Division Commander will ensure that all documentation is forwarded to the Office of the Chief of Police for review and implementation.
4. Upon transfer to the Extended Leave Unit, the employee will report to the Extended Leave Unit Lieutenant who will be the single point of contact for the employee.
5. The Extended Leave Unit Lieutenant will:
  - a) Maintain a file relating to the employee's absence;
  - b) Regularly evaluate each employee's progress towards returning to work; and,
  - c) Work as needed with Human Resources to assist with the employee's recovery or ensure that the employee has access to all available alternatives.
6. When it is determined that the employee can return to a "restricted duty" assignment, the Extended Leave Unit Lieutenant will make the assignment and will monitor each employee's performance until release to full duty status.
  - a) A restricted duty assignment is defined as work of a nature that will accommodate an officer's temporary physical disability.
  - b) Such assignment must be identified by an immediate need and benefit to the Department, must complement the normal functions of the Department and must be within the reasonable capabilities of the temporarily disabled officer. This assignment may be in any Division of the Department.
7. Once the employee is determined able to return to work without limitations, the Extended Leave Unit Lieutenant will coordinate with the Office of the Chief of Police to determine the employee's work assignment and arrange for a transfer to the appropriate Division.
  - a) Should an employee, on a restricted duty assignment or extended leave, be unable to participate in the annual firearms qualifications, minimum fitness assessment and/or control tactics training during their scheduled In-Service training, the employee must successfully complete the mandatory training prior to their release to their next assignment.
  - b) Employees returning to full duty status following a restricted duty assignment or extended leave will be placed in an assignment based upon the needs of the Department at that time.
8. The Chief of Police may, at his discretion, extend a restricted duty assignment to an officer who has applied to LOPFI for a non-duty disability retirement.
  - a) The restricted duty assignment will be terminated upon the officer's notification of a disability benefit award or denial by LOPFI.

- b) The officer upon notification will be placed on accumulated available personal leave and will be immediately separated from Departmental employment once the leave is exhausted under such circumstances.
  
- D. Sworn personnel placed on restricted duty or transferred to the Extended Leave Unit because of extended leave are not permitted to exercise police power, except in extreme emergencies, self-defense or in the defense of other parties. In addition,
  - 1. Officers placed in restricted duty assignments will not wear a uniform and will report for duty in appropriate business attire.
  - 2. The Office of the Chief of Police reserves the right to suspend or revoke accouterments associated with the officer's original duties, i.e., clothing allowance, city vehicle, etc., while an officer is in an extended leave or restricted duty status.
  - 3. Any employee assigned to Extended Leave will not be permitted to perform any volunteer work/activity in which they receive any form of compensation unless approved by the Office of the Chief of Police.
  
- E. Any officer who has been placed on Extended Leave and will not be cleared by a medical physician to return to full duty status as a sworn police officer due to a permanent inability to perform the essential functions, will have all pertinent information submitted to Human Resources. Human Resources will attempt to find other employment within the City of Little Rock that the employee can perform. If all attempts to find suitable employment within the City have failed, separation of employment paperwork will be completed.
  
- F. Active Duty
  - 1. When an employee in the armed forces is activated to service either for annual training or any other official military assignment requiring absence from Departmental duties, the employee will provide their Chain of Command a copy of the military orders for each assignment. The military orders will be reviewed at each level of the employee's chain of command and forwarded to the Office of the Chief of Police.
  - 2. Prior to being transferred to the extended leave, the employee's immediate supervisor will be responsible for completing the Employee Military Activation Form (5610-155) and storing all necessary equipment (issued weapons, radio, taser, etc). The Activation form will be forwarded to the Extended Leave Lieutenant.
  - 3. All employees assigned to active military duty in excess of 30 consecutive days, or who are granted a leave of absence in excess of 30 days for any reason, will be transferred to the Extended Leave Unit for accountability and tracking. The Extended Leave Unit Lieutenant will conduct an exit interview with the employee to ensure all appropriate paperwork has been completed.
    - a) The Extended Leave Unit Lieutenant, acting as the point of contact for the agency will ensure the employee is notified of agency news, significant events and promotions or promotional opportunities.

4. The Office of the Chief of Police will forward all appropriate military communications, orders, transfer letters or approved leave requests for such employees to the Administrative Services Manager who will ensure that proper payroll entries are made.
  5. All employees returning from military duty or leaves of absence that are in excess of 30 days will report to the Extended Leave Unit Lieutenant for in processing, including an interview to ensure all appropriate paperwork has been completed.
    - a) The returning employee will provide the Extended Leave Unit Lieutenant with documentation showing their discharge from active military duty.
    - b) The Extended Leave Unit Lieutenant will ensure that all documentation pertaining to the employee's discharge and date of return is forwarded to the Administrative Services Manager for proper payroll entry.
  6. Employees not assigned to the Extended Leave Unit but who have been on military leave shall provide their Chain of Command with the appropriate discharge documentation. The Division Commander shall ensure that all documentation along with the employee's return date is forwarded to the Administrative Services Manager for payroll entry.
- G. Exception-Personnel of the rank of Major or Assistant Chief, who meet the guidelines for transfer to the Extended Leave Unit, will continue to report to their appropriate supervisor in a manner prescribed by that supervisor, in accordance with the Department's sick leave policy.

## **VII. Field Services Bureau Assignment**

- A. Unless an overriding Departmental need exists, all recruit officers will be assigned to the Field Services Bureau upon graduation from the Training Academy.
  1. Recruits successfully finishing the Field Training Program will be assigned to unfilled vacancies.
- B. The Field Services Bureau Commander will be responsible for personnel assignments within and between the various Field Services Divisions. Assignment of civilian employees and sworn personnel above the rank of Sergeant will be made at the discretion of the Chief of Police.
- C. For the purpose of this section, assignment is defined as the movement of personnel within a Field Services Division, particularly assignment to a specific shift, squad or days off. The term also includes the movement of personnel from one Field Services Division to another, i.e., 12<sup>th</sup> Street Station, Southwest, or Northwest.
- D. The Field Services Bureau Commander will consider the distribution of experience when assigning or re-assigning personnel to a particular shift, squad or days off.
  1. Officers desiring assignment to another Field Services Division, shift, squad or days off may submit a request on an officer's report through their Chain of Command. Placing a

- request does not guarantee re-assignment but will ensure consideration when an open position becomes available.
2. The officer's report will be forwarded to the Field Services Bureau Commander for placement on a re-assignment list.
    - a) The re-assignment list will be purged on December 31<sup>st</sup> of each year.
    - b) Officers are responsible for updating their re-assignment request upon expiration of this list.
  3. Consideration for re-assignment will be made not only on the basis of seniority but also on the availability of a vacant position and the needs of the department.
  4. Officers transferred to Patrol from a specialized assignment will be placed in a vacant position within the Division.
- E. Patrol workload factors will be monitored, and assignments may be adjusted as necessary to reflect these workload factors.
1. The distribution of personnel among the geographical Field Services Divisions and among the shifts may be adjusted. Additionally, squad size and days-off configurations may be changed to improve patrol deployment.
  2. Assignments will be reviewed on at least an annual basis and, if adjustments are deemed appropriate by the Field Services Bureau Commander, a patrol "sign-up" will be conducted. Generally, there will be an annual sign-up, which will be conducted approximately two months in advance of the beginning of the first pay period in January (when the sign-up will become effective).
  3. The Field Services Bureau Commander will determine the number of senior officers or officers with specialized training which will be assigned to each shift and squad. Seniority will then be given consideration as officers bid for positions.
- F. When the Office of the Chief of Police determines that it is necessary to make any changes to assignment of employees, shift and/or days-off during this process or at any other time, the Office of the Chief of Police may make such assignments, and such decisions will be final.

### **VIII. Disciplinary Investigations**

- A. Officers assigned to the Extended Leave Unit with disciplinary investigations originating prior to their assignment to the Extended Leave Unit will have those investigations completed through their original Chain of Command. Should an officer assigned to the Extended Leave Unit generate a new divisional investigation while assigned to the unit, the Extended Leave Unit Chain of Command will be responsible for the investigation.

Additions and revisions are *italicized* and underlined

Deletions are denoted with a strikethrough.