

**LITTLE ROCK POLICE DEPARTMENT
GENERAL ORDER**

G. O. 104 DEPARTMENTAL ORDERS

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I. General

- A. Departmental written directives are operational and administrative in the form of General Orders, Rules and Regulations, Divisional Operating Procedures, Informational Directives, Standard Orders, and Memorandums used to clarify the purpose, policies, and objectives of the Department. These are based on facts of law, requirements of city, state and federal governments, court decisions and experiences of other police organizations, as well as the Little Rock Police Department.
- B. The Chief of Police has the authority to issue, modify, approve and/or rescind the Department's written directives and may authorize memorandums that supersede directives until revisions are made.
- C. It is the responsibility of all personnel to familiarize themselves with departmental directives and conduct themselves accordingly.

II. Types of Written Directives

- A. Little Rock Police Department Personnel are governed by two types of procedural guidelines:
 1. Municipal - Guidelines mandated by order of the City Manager, City Ordinance or Arkansas State Statute, which affect some or all city employees include:
 - a) Civil Service Commission Rules and Regulations;
 - b) City of Little Rock Administrative Personnel Policy and Procedure Manual;
 - c) City of Little Rock Statement of Working Agreement; and,
 - d) City of Little Rock and Fraternal Order of Police Statement of Agreement.
 2. Departmental - The Little Rock Police Department guidelines for written directives are established as follows:
 - a) General Orders - Written orders, issued by the Chief of Police relating to a specific topic and detailing the policy and procedures to be followed relevant to that topic by the Department, as a whole. Issued General Orders are intended as long-term guiding documents and are binding until formally rescinded or amended.

- b) Departmental Rules and Regulations - Long-term personal, professional, and operational rules, promulgated by the Chief of Police, and approved by the Board of Directors of the City of Little Rock, which are binding until formally rescinded or amended. Rules and Regulations are included as a separate section in the General Orders and are numbered and indexed separately from General Orders.
- c) Informational Directive - Written orders, issued in memorandum form by the Chief of Police or their staff, to affected employees explaining and/or clarifying any General Order or Divisional Operating Procedure, or relating to some specific circumstance, situation or subject, that may or may not affect the entire department, and does not meet the criteria for a General Order or a Divisional Operating Procedure.
 - (1) Unless directed otherwise, they will be read to affected personnel, posted on the division's bulletin board and may be discarded 10 days from the date of issue, as applicable.
 - (2) Original Informational Directives shall be maintained in the Office of the Chief of Police, in accordance with these General Orders.
- d) Divisional Operating Procedures - Written orders, issued by the Division Commander, which govern the operations of their division. Divisional Operating Procedures are issued to all members of the specific division. Divisional Operating Procedures are long-term guiding documents and are binding on divisional members, until formally rescinded or amended.
- e) Standard Orders - Written and/or verbal orders or instructions issued by a supervisor to a subordinate.
- f) Special Order - A written order issued by the Chief of Police to all personnel announcing any appointments, promotions, retirements, leaves of absence, transfers or other similar personnel actions concerning departmental employees. Recipients may discard Special Orders after dissemination of all pertinent information. The Office of the Chief of Police will maintain original Special Orders for five years, after which they may be discarded.
- g) Training Bulletin - An instructional or informational bulletin or video addressing training matters.
- h) Memorandums - Memorandums provide information, guidance or orders concerning a particular subject or event.

III. Guidelines

- A. Employees are directed to adhere to the Rules and Regulations, the General Orders, appropriate Divisional Operating Procedures and other directives affecting their performance and to strive to use proper judgment and discretion in situations not specifically covered in the orders.
 - 1. Employees should base their actions on the needs of the citizens and the best interests of the Department.

2. Employees shall not expose a person to physical jeopardy in any degree greater than necessary to accomplish the police mission.

B. Deviation from Departmental Orders

1. If circumstances require a deviation from established orders or procedures, it shall be done in the best interests of the Department, with due consideration being given to the following:
 - a) The necessity to deviate from established orders and procedures should rarely occur; and,
 - b) Logical, reasonable, and immediate justification must be provided by the employee.
2. When time permits, employees should obtain supervisory approval for any deviation from orders and procedures.
3. Employees will report deviations from orders and procedures to their supervisors as soon as possible.

C. Contradictions with Departmental Written Directives

1. If contradictions occur between the General Orders and Divisional Operating Procedures, the General Orders will take precedence.
2. Contradictions between Law and Departmental Orders and Procedures.
 - a) If contradictions occur between the orders and procedures of this Department and any provision of state or Federal law or rulings of the various courts of jurisdiction over the City of Little Rock, such laws or judicial rulings will take precedence over the provisions of Departmental Orders or Procedures. Officers should be cognizant of the Department's authority to further restrict the provisions of such court rulings and laws within the parameters of the Constitution of the United States and the State of Arkansas.

IV. General Orders and Divisional Operating Procedures

- A. Employees must acknowledge, through electronic signature, receipt and review of all issued General Orders, Divisional Operating Procedures, and Rules and Regulations.
- B. The Accreditation Unit is responsible for coordinating and overseeing the review, modification, formulation, and distribution of all General Orders and Divisional Operating Procedures as directed by the Chief of Police.
 1. Suggestions for new policies or revisions to existing General Orders and Divisional Operating Procedures may be initiated/drafted by any employee or organizational component.
 - a) Any such suggestion/draft will be sent through the chain of command to the Division Commander for approval.

- b) Upon approval, the Division Commander shall forward the suggestion/draft to the Professional Standards Section for implementation of Staff Review and solicitation of input from affected personnel, other knowledgeable organizations, or the City Attorney, as appropriate.
 2. The Accreditation Unit will format the draft and initiate the Staff Review process through the use of the electronic policy program, to the appropriate command staff and appropriate personnel possessing expertise in the subject matter as necessary for review and comments.
 3. Once the Staff Review process has been completed, the draft and comments will be forwarded to the Chief of Police or appropriate Bureau Commander for final revision and approval.
 - a) The Chief of Police has final authority for any changes in the General Orders.
 - b) The affected Bureau Commander has final authority for any changes to their Divisional Operating Procedure.
 4. Upon final approval, the General Order or Divisional Operating Procedure will be posted in the electronic policy program.
- C. All General Orders and Divisional Operating Procedures will be identified by a unique control number and will contain:
 1. A subject title;
 2. An annotation indicating whether it is an original or replaces a previous directive;
 3. An effective date; and,
 4. Annotations within the text referencing applicable City Ordinances and Arkansas State Statutes.
- D. General Orders and Divisional Operating Procedures will be distributed to:
 1. All affected employees;
 2. City of Little Rock Personnel Department;
 3. City Attorney's Office;
 4. City Manager's Office;
 5. F.O.P. Lodge 17; and,
 6. Other agencies as directed by the Office of the Chief of Police.
- E. The Accreditation Unit will:

1. Prepare General Orders for issuance to new employees as directed; and,
 2. Maintain a file of all cancelled and previous versions of revised General Orders and Divisional Operating Procedures. All such documents will be retained indefinitely in the Accreditation Unit.
- F. Before publishing, new, revised and rescinded General Orders, Rules and Regulations and Divisional Operating Procedures shall be reviewed by the Professional Standards Section to ensure compliance with all standards mandated by the Commission on Accreditation for Law Enforcement Agencies (CALEA).
- G. Divisional Operating Procedures
1. All Divisions will maintain current Divisional Operating Procedures.
 - a) Division Commanders shall ensure that all members of their division are issued a copy of their Divisional Operating Procedures within 5 days of assignment to their division. The primary means of distribution will be through the use of the electronic policy software program.
 - b) Immediate Supervisors shall review all Divisional Operating Procedures upon issue to their personnel and shall ensure each member electronically signs an Acknowledgement of Receipt.
 2. All Divisional Operating Procedures will be reviewed periodically by each unit supervisor for deletions, revisions and/or additions.
 - a) Any proposed changes shall be forwarded through the Chain of Command to the Division Commander for approval.
 - b) Upon approval by the Division Commander, all new or revised Divisional Operating Procedures will be forwarded to the Accreditation Unit for review to prevent conflict with other existing orders.

V. Accessibility

- A. A printed copy of all General Orders, Rules and Regulations, and Divisional Operating Procedures shall be maintained in an area readily accessible to all employees. An electronic copy of all General Orders is stored and available to all agency personnel on the Department's homepage. The Division Commander will assign an individual to be responsible for maintaining and updating these manuals. These areas include but are not limited to:
1. Office of the Chief of Police;
 - ~~2. Communications Division.~~
 2. Major Crimes Division - Duty Room;
 3. 12th Street Division - Shift Commander's Office;
 - a) River Market Kiosk;

4. Northwest Division – Shift Commanders Office;
5. Southwest Division – Shift Commander’s Office;
6. Special Investigations Division;
7. Professional Standards ~~Section~~ Division;
8. Training Division;
9. Headquarters Division; and,
10. 21st Century Policing Division.

VI. Distribution and Maintenance of Directives

A. Distribution of Written Directives

1. All written directives shall clearly list the distribution for the item.
 - a) All employees will be notified by email of changes to departmental directives. All employees are required to read the directives within the stated time frame.
 - b) It will be the responsibility of each supervisor to ensure that all employees under their direction have read and understood each new or revised directive, and electronically sign for all changes by utilizing the electronic policy software program. All new or revised directives will be signed for within 14 days unless there are extenuating circumstances.
2. Employees will be given training (e.g., recruit training, roll call training, In-service training) on all General Orders and Divisional Operating Procedures.
 - a) Training will be administered by:
 - (1) The Training Division upon publication of the General Orders.
 - (2) Supervisors shall conduct roll call training on all newly issued or revised directives, ensuring that all personnel under their command are aware of the policy change.
 - (3) A unit supervisor upon issuance of other directives.
3. The Training Division will ensure that all recruits are issued an updated ~~printed~~ copy of the General Orders/Rules and Regulations and any other required written directives while attending the Training Academy.
4. All new employees will be trained so they are familiar with all General Orders/Rules and Regulations.

B. Maintenance of written directives

1. All employees shall regularly check their Policy Program Inbox for additions or changes to departmental directives.

C. Orders Custodian - Master Copies - Discrepancies

1. If any discrepancy is found between Orders, the Master Copy will be considered the correct version and final authority.
2. The Accreditation Unit will be the custodian of the General Orders, Rules and Regulations, Divisional Operating Procedures, and will be responsible for maintaining the Master Copies.
3. The Training Division Commander will be the custodian of all Training Bulletins and will be responsible for maintaining the Master Copies.
4. The Office of the Chief of Police will be the custodian of all Special Orders and Informational Directives and will be responsible for maintaining the Master Copies.

Additions and revisions are *italicized and underlined*.

Deletions are denoted with a strikethrough.