

GENERAL MANAGEMENT

POLICE DEPARTMENT AS A PERSONAL MAILING ADDRESS

Purpose: The purpose of this directive is to establish a policy regarding the use of the North Little Rock Police Department as a personal mailing address.

Policy Statement: It is the policy of the North Little Rock Police Department to establish guidelines regarding the use of the Police Department's address as a personal mailing address.

Summary of Changes: Replaces General Order with Policy Directive. Adds Policy Statement.

Procedure:

1 Policy

1.1 All Police Department employees will refrain from using the mailing address of the North Little Rock Police Department on personal mail, personal bank accounts, checks, credit cards, drivers license, or any other items that would tend to have people contact an employee at the Police Department in reference to personal business or matters which are not related to official duties of an employee of the Police Department.

Mike Davis
Chief of Police