

GENERAL MANAGEMENT

ADDRESS AND TELEPHONE NUMBER CHANGES

Purpose: The purpose of this directive is to establish policy requiring notification of member changes in address and telephone numbers.

Policy Statement: It is the policy of the North Little Rock Police Department that all members provide and maintain current contact information with the agency.

Summary of Changes: New policy format.

1 Procedures

- 1.1 Any member who has a change of address or telephone number will, within twenty-four (24) hours, report such changes by filling out a "Change of Address" form which can be obtained from the member's immediate supervisor or the payroll clerk.
- 1.2 The supervisor will forward the completed form to the Division /Unit Commander.
- 1.3 Each Division/Unit Commander will be responsible for making these forms available when needed and will return completed forms to the Support Services Division.
- 1.4 It is permitted to release member personal address and telephone number to other NLRPD members for official business purposes.
 - 1.4.1 Releasing this information to anyone other than an NLRPD member is prohibited.

Mike Davis
Chief of Police