

## COMPENSATION AND BENEFITS

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### PICKING UP PAYCHECKS OR EARNINGS STATEMENTS

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**Purpose:** The purpose of this Policy Directive is to set guidelines for picking up member pay checks (or earnings statements for Direct Deposit enrollees) by an individual other than the member.

**Policy Statement:** It is the policy of the North Little Rock Police Department to allow pay checks or earnings statements to be picked up by the member or any person the member designates in writing.

**Summary of Changes:** Adds Policy Statement. Adds exigent circumstances clause (sec. 2). Changes format from General Order to Policy Directive.

**Procedure:**

**1 Authorization**

- 1.1 Members are paid bi-weekly and have the choice to receive a check or have compensation directly deposited into his/her bank account.
- 1.2 The member must authorize other individuals (spouses, co-workers, etc.) to pick up his/her pay check or earnings statement by completing a pay check release authorization card. These cards are kept at the Front Desk.
- 1.2.1 While it is optional to authorize another individual to pick up the pay check or earnings statement, it is the sole responsibility of the member to keep a current authorization on file. Checks or earnings statements will be released only to persons listed on the member's pay check authorization card.
- 1.3 The individual picking up the pay check or earnings statement will be required to sign and date the back of the pay check authorization card each time he/she picks up a check.
- 1.3.1 It is the responsibility of the Customer Service Assistant (CSA) or member assigned to the desk to verify the identity of the person picking up the check and that he/she is authorized to pick up the check.

**2 Exigent Circumstances**

- 2.1 If an exigent circumstance exists, the member's Division Commander may deliver the pay check or earnings statement to the member.
- 2.1.1 The Division Commander receiving the pay check or earnings statement will sign and date the back of the member's pay check authorization card, if one exists, or complete and sign a new pay check authorization card to be kept on file at the front desk for that member.

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Mike Davis  
Chief of Police