
INDEX and GENERAL PROVISIONS

WRITTEN POLICY and DIRECTIVES

Purpose: The purpose of this policy is to establish the numbering, sequence, and format for written policies and directives of the North Little Rock Police Department.

Policy Statement: It is the policy of the North Little Rock Police Department to establish policies and procedures that provide for the effective and efficient delivery of police services. Policy in critical areas of operation will be issued in written form.

Summary of Changes:

1 Procedure:

1.1 Policy Directive

1.1.1 Establishes departmental policy and procedure.

1.1.2 May be issued, modified or approved only by the Chief of Police. [CALEA 12.2.1b]

1.1.3 Shall include a statement of agency policy. [CALEA 12.2.1f]

1.1.4 Shall include procedures for carrying out agency activities. [CALEA 12.2.1h]

1.2 Divisional Directive

1.2.1 Establishes procedures or directs activities at the division or unit level.

1.2.2 May be issued by the Chief of Police or Division Commanders. [CALEA 12.2.1c]

1.3 Instructional Memorandum

1.3.1 Establishes temporary procedure or transmits information that is temporary or transitional in nature.

1.3.2 Valid for no more than 90 days.

1.3.3 May be issued by the Chief of Police, Captains, and Lieutenants.

2 Format: [CALEA 12.2.1d]

2.1 (See attached example, page 4)

3 Effective Dates:

3.1 All policies of the department are in full force and effect from effective date until revised or rescinded.

4. Index System

4.1 An index that will be published as needed, but not less than once per year.

4.2 Policy Directives will be indexed as follows: [CALEA 12.2.1e]

Indexes and General Provisions	00
Objective and Goals	01
Organization and Structure	02
General Management	03
Professional Standards	04
Administration	05
Training	06
Public Information/Community Relations	07
Use of Force	11
Uniform Regulations	15
Personnel Management	20
Compensation and Benefits	21
Patrol	25
Criminal Investigations	30
Collection/Preservation of Evidence	31

Support Services	35
Special Operations	40
Juvenile Procedures	45
Report Writing	50
Handling of Prisoners/Towed Vehicles	55
Vehicle Operations	60

- 4.3 Policy Directives will be numbered sequentially behind the appropriate index number, i.e.: Policy Directive 60-03.
- 4.4 Divisional Directives will be numbered to include the corresponding Policy Directive index number, year issued, letter indicating division affected, and number. Example: 35-2001-S1
- 4.4.1 S- Support Services
- 4.4.2 A- Professional Development
- 4.4.3 P- Patrol
- 4.4.4 I -Investigations
- 4.5 Instructional Memorandums will not be numbered, but will contain an issue/effective date and an end date. Memorandums will bear the typed name and signature of the issuing authority.

5 Maintenance of Policies and Directives

- 5.1 All Policy Directives and Divisional Directives will be reviewed on an annual basis by Division Captains. Every written directive should be reviewed annually by the issuing authority to determine if changes should be made because of changed circumstances or occurrences during the previous year. Any policy deemed obsolete will be purged at the discretion of the Chief of Police. [CALEA 12.2. 1e]
- 5.2 All new policies will be submitted to all Division Commanders for review. [CALEA 12.2.1i]
- 5.2.1 Once the division commanders have reviewed the policy, it will be forwarded to the Accreditation Manager to ensure compliance with CALEA.
- 5.2.2. Once the Accreditation Manager has approved the policy, it will be submitted to the Chief of Police for final approval and distribution in electronic format through the department's Digital Headquarters.
- 5.3 Any changes or new policies will be submitted to the issuing authority for approval.
- 5.4 All personnel are encouraged to recommend changes to the policies which affect their assignment through their chain of command.
- 5.5 The Professional Development Division will maintain a record of all policy directives in written and electronic format. [CALEA 12.2.2b]
- 5.6 The Professional Development Division will arrange the numbering and indexing of all policy directives. Division Commanders will provide the accurate management and overall maintenance of divisional directives.

6. Distribution

- 6.1 New policy directives or policy directive changes will be announced on and distributed through the Digital Headquarters program for all personnel. Divisional Directives will be distributed to Divisional personnel. Instructional memorandums will be distributed to all affected personnel. [CALEA 12.2.2a]
- 6.2 Members will be required to sign a receipt indicating they have received and reviewed said directive. [CALEA 12.2.2c] Division Captains are responsible for ensuring that all policies are properly signed for by the personnel under their command and the signed receipts are returned to the Professional Development Division.

7. Non-Compliance

- 7.1 The failure of a written policy directive to comply with the format requirements set forth herein shall not nullify the authority or effect of the policy.

8. Responsibility

- 8.1 All members of the Police Department are responsible for understanding and following the policies of the Department.
- 8.2 Members will be issued a binder containing all active policies. Each member is responsible for keeping the binder up to date.

Patrick Thessing
Chief of Police