

## GENERAL MANAGEMENT

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### POLICE DEPARTMENT BULLETIN BOARDS

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**Purpose:** The purpose of this directive is to establish procedures regarding the North Little Rock Police Department's bulletin boards.

**Policy Statement:** Bulletin boards located in each section or division of the Police Department will be used only for the purpose of posting of notices, memos, or other written communications that pertain to the operation, **management, or personnel of that respective section, division, or the Police Department in general.** The intent of bulletin boards at the Police Department is to assist in disseminating police related information in a professional manner.

#### Summary of Changes:

##### 1 Procedure:

- 1.1 Communications posted on bulletin boards will bear the signature of the Chief of Police or Division/Unit Commander or their designated representative. Division/Unit Commanders will be held responsible for the written communications posted on their respective bulletin boards.
- 1.2 Written communications which do not bear the signature of the proper individual must be submitted to the Division/Unit Commanders or their designated representative for consideration, approval, and posting.
- 1.3 If the written communication is approved for posting on the section or division bulletin board, the proper authority will make a written notation on the bottom of the written communication. The notation will include:
  - 1.3.1 The approving authority's signature;
  - 1.3.2 Date of approval;
  - 1.3.3 And that the information is to be posted;
- 1.4 All memos, notices, and written communications will remain on the bulletin boards for at least 30 days before removal, unless such information becomes outdated prior to the expiration of 30 days.
- 1.5 A Fraternal Order of Police bulletin board will be allowed in each police facility to be used according to procedures drawn up by the F.O.P. Information posted on the F.O.P bulletin board will not be derogatory, inflammatory, prejudicial, racist, or generally unprofessional. The current president of the F.O.P. will be responsible for all material posted on the F.O.P. bulletin board.

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Patrick Thessing  
Chief of Police