
GENERAL MANAGEMENT

ADDRESS AND TELEPHONE NUMBER CHANGES

Purpose: This directive aims to establish a policy requiring notification of member changes in address and telephone numbers.

Policy Statement: The North Little Rock Police Department (NLRPD) policy is that all members provide and maintain current contact information with the department.

Summary of Changes:

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 members can obtain from DHQ.
- 1.2 Once the member completes the form, it will be turned over to their supervisor, who will forward the form to the division/unit commander.
- 1.3 Each division/unit commander will be responsible for delivering the completed form to the Support Services Division Sergeant.
- 1.4 The Support Services Division Sergeant will be responsible for forwarding the completed form to Payroll, Patrol Division Commander Secretary, Finance, and Human Resources.
- 1.5 It will be the responsibility of the member to change information with insurance/pension providers.
- 1.6 It is permitted to release a member's address and telephone number to other NLRPD members for official business purposes.
 - 1.6.1 Releasing information to anyone other than an NLRPD member is prohibited.

Patrick Thessing
Chief of Police