

# Procedure Guidelines

## June 29, 2017

[0010](#) Procedure Guideline Format

### **General – City Employees**

<a href="#">1010</a>	Tuition Aid Program
<a href="#">1012</a>	Residency Incentive Program for New Full-Time Employees
<a href="#">1020</a>	Employee Recognition Program
<a href="#">1021</a>	Employee Relief Fund
<a href="#">1025</a>	Community Service Award
<a href="#">1035</a>	Employee Volunteer Activities
<a href="#">1036</a>	Volunteer for City Activities
<a href="#">1038</a>	Police Officer Referral Program for City Employees
<a href="#">1040</a>	Purchase of Personal Items
<a href="#">1045</a>	Flag Etiquette
<a href="#">1055</a>	Concealed Weapons/Firearms on City Property
<a href="#">1065</a>	Employee Bike to Work Program
<a href="#">1070</a>	Employee Parking
<a href="#">1075</a>	Correcting Errors in Leave Balances
<a href="#">1080</a>	Smoking Ban in City-Occupied Facilities and Operated Vehicles
<a href="#">1085</a>	Gifts and Gratuities
<a href="#">1090</a>	Healthy Vending
<a href="#">1095</a>	Health Insurance Extension for Dependents of City Employees Killed in the Line of Duty

### **Office of the City Manager**

<a href="#">2010</a>	Board of Directors Agenda Preparation
<a href="#">2020</a>	Management Authority
<a href="#">2025</a>	Citizen Complaints and Board of Directors Action Requests
<a href="#">2040</a>	Records Center Management
<a href="#">2050</a>	Freedom of Information Act Requests
<a href="#">2060</a>	Municipal Cable Television System
<a href="#">2061</a>	Retention of Videotape Recordings of Little Rock City Board of Directors Meetings
<a href="#">2080</a>	Board of Directors/Staff Relations
<a href="#">2085</a>	Board of Directors Events
<a href="#">2090</a>	Grants Procurement, Development, Compliance and Accountability
<a href="#">2095</a>	Post-Issuance Compliance Procedures for Tax-Exempt Qualified Obligations

## **Finance**

<a href="#">3010</a>	Budget Transfers
<a href="#">3015</a>	Annual Contracts (APOs)
<a href="#">3020</a>	Travel Expenses
<a href="#">3021</a>	Purchase of Personal Items and Personal Expenses Reimbursement Request
<a href="#">3022</a>	Personal Long Distance Telephone Calls
<a href="#">3030</a>	Car Allowance
<a href="#">3035</a>	Internet Allowance
<a href="#">3040</a>	Inventory of Equipment
<a href="#">3050</a>	Sale of City Property
<a href="#">3060</a>	Petty Cash and Petty Charge
<a href="#">3065</a>	Red Flag Rules
<a href="#">3070</a>	Billing Individuals Causing Damage to City Facilities
<a href="#">3075</a>	Recovery of Cost for Hazardous Material Response
<a href="#">3080</a>	Accepting Financial Institution Drafts (Checks)
<a href="#">3090</a>	Activity (Special Project) Closing
<a href="#">3110</a>	Fine Refunds
<a href="#">3120</a>	Voucher Check Scheduling
<a href="#">3130</a>	Solicitation Permits – Non-Profit Organizations
<a href="#">3140</a>	Licensing of Profit Making Solicitations
<a href="#">3150</a>	Classification of Employees versus Independent Contractors
<a href="#">3155</a>	Equipment Leases
<a href="#">3160</a>	Print Shop Services

## **Little Rock Police Department**

<a href="#">4010</a>	Telecommunications System
<a href="#">4011</a>	Central Control Systems
<a href="#">4015</a>	800 MHZ Radio System Installation and Programming Work Orders

## **Fleet Services**

<a href="#">4020</a>	Fleet Unit Administration
<a href="#">4030</a>	Accident Review Committee
<a href="#">4050</a>	Fleet Unit Accidents
<a href="#">4055</a>	Utilization of City-Owned Fleet Units
<a href="#">4060</a>	Additional Fleet Unit Purchases
<a href="#">4065</a>	Fleet Unit Disposal
<a href="#">4070</a>	Replacement Fleet Unit Purchases
<a href="#">4080</a>	Preventative Maintenance
<a href="#">4085</a>	Fleet Unit Anti-Idling
<a href="#">4090</a>	Fleet Unit Repairs and Maintenance

[4100](#) Fleet Unit Pool  
[4200](#) Fleet Unit Abuse

### **Public Works**

[5010](#) Regulatory (Stop, Yield, Etc.) Signage Requests  
[5020](#) Fire Lane Signage  
[5030](#) Traffic Signal Installation  
[5040](#) Parking Removal  
[5050](#) Permit Refund  
[5060](#) Code of Compliance for City Projects  
[5070](#) Landfill Credit Policies

### **Parks and Recreation**

[6020](#) Special Events in the Parks  
[6030](#) Bands, Oration-Speeches in the Parks

### **Planning and Zoning**

[7010](#) Quality Growth  
[7020](#) Special Improvement District Assessment  
[7030](#) Zoning Enforcement (Includes Extraterritorial Areas)  
[7040](#) Mapping and Graphics  
[7060](#) Notification Procedures: Voluntary Annexation  
[7070](#) Subdivision Enforcement (Includes Extraterritorial Areas)  
[7075](#) Disposition of City-Owned Properties within the "Original City"  
[7080](#) Investigation and Confirmation of Non-Conforming Uses

### **Housing and Neighborhoods**

[7085](#) Boarding and Securing Structures  
[7090](#) Graffiti Removal

### **Information Technology**

[8010](#) Digital Equipment and Software Systems  
[8020](#) City-Wide Networks  
[8025](#) Disaster Recovery Plan  
[8030](#) Records Retention for Facebook  
[8035](#) Mobile Device Security