

Procedure Guidelines

June 29, 2017

0010 Procedure Guideline Format

General – City Employees

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

Office of the City Manager

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

Finance

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

Little Rock Police Department

- 4010 Telecommunications System
- 4011 Central Control Systems
- 4015 800 MHZ Radio System Installation and Programming Work Orders

Fleet Services

- 4020 Fleet Unit Administration
- 4030 Accident Review Committee
- 4050 Fleet Unit Accidents
- 4055 Utilization of City-Owned Fleet Units
- 4060 Additional Fleet Unit Purchases
- 4065 Fleet Unit Disposal
- 4070 Replacement Fleet Unit Purchases
- 4080 Preventative Maintenance
- 4085 Fleet Unit Anti-Idling
- 4090 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