

# Procedure Guidelines

## March 28, 2019

### 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
- [1039](#) Police Hiring Incentive Program for Police Recruits
- [1040](#) Purchase of Personal Items
- [1045](#) Flag Etiquette
- [1047](#) CLR Municipal Identification Card Program
- [1052](#) Code of Ethics and Conflict of Interest Disclosure
- [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
- [8040](#) Network Security