


PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	SUBJECT:	POLICY NUMBER 120
	RESIDENCY & TELEPHONE REQUIREMENTS	ISSUE DATE 02/19/2008
	CHAPTER: ADMINISTRATION & PERSONNEL	EFFECTIVE DATE 02/19/2008
	ISSUED By: Chief of Police John E. Howell	TOTAL PAGES 2

I. POLICY

The purpose of this policy is to provide officers with information and guidance on the Pine Bluff Police Department’s procedure on residency and telephone requirements.

II. PROCEDURE

A. For the purpose of emergency notification, all department employees shall, upon employment, maintain a working telephone in their residence and submit their address.

1. A cellular telephone is **not** considered a “working telephone” in the residence as pertaining to this policy.

B. City of Pine Bluff Code of Ordinances Sec. 21-30 pertaining to residency requirements for personnel of the police department states:

1. “Notwithstanding any other city ordinance or resolution, applicants for employment with the Police Department of the City of Pine Bluff, and the uniformed officers thereof, shall not be subjected to or required to meet a residency requirement except they shall be required to establish residency within the State of Arkansas no later than thirty (30) days after date of hire and maintain same within the state thereafter while employed as a police officer of the city”.

2. “It shall be the responsibility for each officer to establish residence at a location sufficiently proximate to his assigned duty station within the City of Pine Bluff so as to allow him to report for duty on time to work his shift, and to be able to respond promptly to summons from the police department in the event of emergency or other situation requiring prompt report to duty. An officer who fails to report to duty when scheduled or promptly when so summoned may be disciplined in accordance with department policy”.

- C.** Any change in residence location or telephone number will be submitted to the Chief of Police and the Administrative Division Commander within twenty-four (24) hours of the change.
- D.** All sworn officers are required to live within the guidelines currently set out. While Officers are not required to live within the Pine Bluff telephone exchange, they are required to accept any job related collect calls.
- E.** It shall be the duty of each Division Commander to ensure that persons under their direction adhere to the above regulations.
- F.** There are no exceptions to this policy.