



City of Conway, Arkansas  
Resolution No. R-12-12

**A RESOLUTION ADOPTING THE CONWAY POLICE DEPARTMENT RULES AND REGULATIONS.**

**WHEREAS**, Arkansas Code Annotated 14-51-302 provides that employees in any police department in a city of the first class having a civil service commission shall be governed by rules and regulations set out by the chief of the department after rules and regulations have been adopted by the city council and;

**WHEREAS**, the Conway Police Department continues to make revisions to the policies and regulations outlined in the Written Directive system in efforts to address additional needs and remain in compliance through the CALEA Accreditation Program and;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS:**

**SECTION 1:** That the City Council of the City of Conway hereby accepts and adopts the Conway Police Department's policy manual, to include the attached changes outlined in Section 3.0 of the CALEA Agency Status Report for the year 2011.

**PASSED** this 27<sup>th</sup> day of March, 2012.

Approved:

Mayor Tab Townsell

Attest:

Michael O. Garrett  
City Clerk/Treasurer

MEMORANDUM

TO: Chief A.J. Gary

FROM: Lt. Laura Taylor

DATE: 03-21-12

SUBJECT: Policy Changes from 01/2011 - 02/2012

*Goes with R-12-12*

The following policies were added or amended from January 2011 through February 2012. Included is the policy number and the relationship to any CALEA Standard.

100-2 Organizational Structure- CALEA Standard 11.1.1 and 11.1.2- revised to show current organizational structure.

200-12 Accreditation- No CALEA standard impacted- language change under Nature and Scope.

200-16 Officer of the Year Award- CALEA Standard 26.1.2- revised to implement a new nomination process for Officer of the Year.

300-1 Administrative Inquiries/Citizen Complaints- no CALEA standard impacted- revised to add Administrative Inquiry Review Board and route complaints to OPR.

300-3 Training and Career Development- CALEA Standard 33.8.2- added a New Sergeant's Orientation packet for newly promoted sergeant training.

300-4 Disciplinary System- no CALEA standard impacted- revised to add Administrative Inquiry Review Board.

300-8 Limited Duty- No CALEA standard impacted- revised to allow limited duty only for on duty injury or traumatic event.

300-11 Selection Process-CALEA Standard 32.1.6- disposition of records for all candidates not selected was changed to allow them to be disposed of after eligibility for hire has expired. Also the process for selection was revised to coincide with actual practice.

300-12 Performance Evaluation System- CALEA Standard 35.1.1(a)- definitions were added to revised Form 222. All the forms involved in the evaluation system were revised and a Reverse Evaluation was added- this did not impact a CALEA standard. The policy was revised to add the Reverse Evaluation. In addition, the policy was revised to change the language to read that written notification would be given to non-probationary employees in "timely manner" rather than 90 days prior to end of final reporting period when performance was unsatisfactory. This impacted CALEA Standard 35.1.6.

300-18 Recruitment- CALEA Standard 31.1.2- revised to add Annual Analysis of Recruitment Plan under 31.1.2(a) and revisions as needed under 31.2.2(b).

300-19 Worker's Compensation- No CALEA Standard impacted- revised to give step by step instructions.

400-1 Uniform Apparel for Departmental Personnel- No CALEA standard impacted- Uniformed or Officer was changed to include all sworn and non-sworn who wear departmental issued uniform. Also policy was revised to allow officers to wear sunglasses during contact with civilians if there is an officer safety issue.

500-1 Property and Evidence Control- CALEA Standard 84.1.1(d) and (e)- policy revised to show that blood did not have to be refrigerated if collected in proper vial and all evidence to go to Crime Lab must be placed in cardboard box not paper sack.

700-2 Use of Force- No CALEA standard impacted- revised to have Lieutenant responsible for less lethal shotgun when sergeant not working.

700-3- Weapons and Ammunition- CALEA Standard 1.3.9- policy revised to include Patrol Rifle guidelines to include on duty storage (1.3.9f) and also storage of CPD owned shotguns. The Patrol Rifle Patrol Order from 2005 and the Patrol Shotgun Patrol Order from 2010 were incorporated into the policy. Definition of "duty weapon" was revised.

800-4 Honor Guard Funeral Detail- No CALEA Standard impacted- new policy.

800-34 Traffic Operations- CALEA Standards- 82.3.4 61.1.2,61.1.5,61.1.6, 61.1.11,61.2.1,61.2.4, 42.1.2- this policy had not been revised since 2006 so many items were revised. Throughout the policy accident was changed to collision. Major changes were done to included Hit and Run Investigations which would now be assigned to the Special Operations Team Traffic Unit. Attachment B was added that involved the Solvability Factor Rating for assigning the hit and run investigation.

800-48- Missing Children- 41.2.6(b)- policy revised to add notification of the Chief of Police, all CPD Majors and on-call CID.

800-49- Missing Persons- 41.2.5(a) and (e)- policy revised to add notification of the Chief of Police, all CPD Majors, and on-call CID.