

214.00 DEPARTMENTAL FORMS CONTROL

214.01 Procedures for Development, Modification and Approval of All Agency Forms:

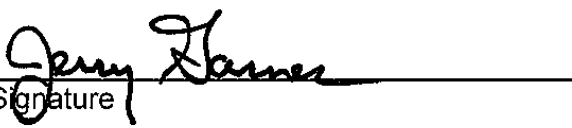
- A form is defined, for the purpose of this system, as a printed document with blank spaces for the insertion of requests, required, or desired information.
- If the form is a division form, designed for usage within a singular division of the Department, the concerned Division Commander may approve the form.
- If the form is to be utilized by more than one division, the form will require staff review and the approval of the Chief of Police.
- After the originating division has received final approval at the designated level of the organization, a final draft of the form and memoranda requesting the institution of the form with the appropriate Division Commander's approval will be forwarded to the Fiscal Management Unit.
- The Support Services Division will review the form to ensure it does not conflict with any existing form. The Support Services Division:
 - Issue a departmental forms control number and the effective date of the new form,
 - Make a photocopy of the master for the forms control log,
 - File the master in the master file and/or maintain a computer file of the form,
 - Coordinate the printing of the form,
 - Receive and distribute the initial supply of forms,
 - Coordinate the stocking of a supply of the form, and
 - Collect and dispose of forms that are being replaced.

214.02 Procedures for Deletion:

- The Support Services Division will conduct a periodic review of all forms to determine whether or not they are still in use or are necessary. Those forms which have been discontinued will be removed from stock and the form copy

in the forms control log will be marked “discontinued”, noting the effective date.

- When the form has become obsolete, the division which primarily used the form will notify the Support Services Division in writing that the use of the form has been discontinued.
 - The Support Services Division, upon receipt of written notification of the discontinuation of a form, will examine the impact the deletion of the form will have on other elements of the department.
 - When it has been determined that a form has been discontinued for use by the Department, the Support Services Division will note the form is discontinued in the forms control log, and forward a memorandum to all divisions notifying them the form has been discontinued and the effective date.
- Discontinued form masters will be retained in the form master file by the Support Services Division.

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Authorized by Jerry Garner, Police Chief Effective Date: December <u>5</u> , 2014	
 Signature	Date: <u>12/5/2014</u>