

GREELEY POLICE DEPARTMENT

General Order 214.00

Reviewed: 03/23

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 document with blank spaces for the insertion of requested, required, or desired information.
- If the form is a division form, designed for usage within a singular division of the Department, the concerned Division Deputy Chief 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 Deputy Chief'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 will:
 - Ensure the form is posted on the Greeley Police Department intranet.
 - Ensure forms are deleted from the intranet 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 the intranet.
- 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 have the form

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deleted from the intranet and forward an email to all divisions notifying them the form has been discontinued and the effective date.

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Authorized by Adam Turk, Police Chief

Effective Date: March 14, 2023

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Adam Turk

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Date: March 14, 2023

Signature