



DEPARTMENT FORMS CONTROL

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I. POLICY

It is the policy of this department that all forms will be accounted for and new forms introduced only in response to an identified need. All forms will have a proponent unit, be subject to annual review as to their continued use, and be directive related, to the extent possible. The department will endeavor to reduce the number of authorized forms to only those necessary for efficient operations. The provisions of this directive apply only to forms created by the Police Department or its internal units. Forms supplied by other agencies are exempt.

II. FORMS CONTROL

The *Accreditation Unit* maintains a database of all Departmental forms. All forms that are duplicated in-house must have a police department "PD" number assigned to them (e.g., PD 516).

III. APPROVAL PROCEDURES

Before any form is placed into operation, it must be reviewed by the Commander of the *Accreditation Unit* to ensure that all mandated reporting requirements are included. The proposed form will then be forwarded to the proponent unit's bureau/division commander for final approval. Upon notification of approval by the appropriate bureau/division commander, the *Accreditation Unit* will assign a PD number that must be printed on the lower left hand corner of the form. The proponent unit will then forward a copy of the finalized form to the *Accreditation Unit*, and to the Quartermaster, who maintains a master file of all Departmental forms for reproduction purposes.

IV. REVISION OF FORMS

If an existing Departmental form needs to be revised, the procedures listed above in Section III also apply. After final approval is obtained, a revision date must be placed beside the "PD" number on the bottom of form. A copy of the revised form will then be forwarded to the Commander of the *Accreditation Unit* and the Quartermaster.

V. ANNUAL REVIEW

On an annual basis, the *Accreditation Unit* will request that proponent unit commanders review the list of Departmental forms. The purpose of this review is to determine if there are any forms that are no longer being used. Proponent unit commanders will inform the *Accreditation Unit*, in writing, of any forms whose use is no longer needed.

VI. PROPONENT UNIT: Accreditation Unit

VII. CANCELLATION: This directive cancels Index Code 207, dated 09-01-98.