June 8, 2004

DEPARTMENT MEMORANDUM NO. 04-10

SUBJECT: Department Forms

RESCINDS: Department Memorandum No. 95-10

Currently there are several types of department forms being used by department members that are distributed to the public. These department forms are classified into three categories:

*A. **Permanent Forms** – Forms which are used continuously and are considered necessary to the overall function of the department. These forms are developed by the Planning and Research Unit. The Planning and Research Unit will periodically conduct reviews of the forms for updates as requested by affected unit/elements. These forms are also identified by a P.D. Form number and are usually printed and stored at the Supply Warehouse or are found on the department's computer system on Word templates (Forms can be accessed by entering /FOR FORMS on any Alert II terminal, only the (PF3) inquiry is available to all users). **The Executive Committee must approve their use.**

*B. **Administrative Forms** – Forms developed for a specific purpose within a certain element of the department. They are intended to be used as an administrative aid and are not for department wide-use. These forms are not stocked at the supply Warehouse and are available upon request only. **The element's Bureau Commander must approve their use.**

*C. **Temporary Forms** – Forms which are needed for a short time only and will be printed on a one-time or one event basis. **The affected Bureau Commander must approve their use.**

Note: Extended use of administrative or temporary forms may require changing them to a permanent form.

Many forms have been created within a specific unit/element to improve levels of efficiency or accountability. These forms have been approved within the specific unit/element chain of command and have not gone through the Executive Committee approval process. Therefore these forms are not on file within the Planning and Research Unit.

To ensure all forms being utilized by department members are professionally written, formatted and maintained, the following guidelines will be strictly adhered to effective immediately:

*A. Each department Bureau will conduct an audit of Bureau specific forms. These forms should be updated as necessary to ensure they are properly formatted and written. Assistance may be obtained from the Planning and Research Unit if needed.

*B. Bureau Commanders or designee will ensure a copy of all unit/element specific forms, that do not have a P.D. Form number, are on file within the Planning and Research Unit.

*C. All unit/element specific forms will be reviewed and updated with a copy of the form forwarded to the Planning and Research Unit, by January 1, 2005. Thereafter, forms distributed to the public will be reviewed and updated with a copy of the form forward to the Planning and Research Unit, by January 1st of each year. All other unit/element specific forms will be reviewed every two years by the affected Bureau Commander or their designee with a copy of the form forwarded to the Planning and Research Unit, by January 1st of each odd numbered year.

*D. If a form does not have a P.D. Form number and has been revised, a copy of the revised form will be forwarded to the Information Specialist. If revisions are needed to a form with a P.D. Form number, or there is need to establish a new form, an Interdepartment Communication, Form 191 must be submitted through the chain of command to the Planning and Research Unit.

The 191 should contain:

1. Why the form is needed

2. Distribution required

3. Pertinent information on the development of the form

4. If the form is to be used in conjunction with a grant

E. All approved forms along with a signed and completed Requisition for Printed Matter and or Paper Stock, Form 13 P.D. will be forwarded to the Planning and Research Unit for review prior to publication. The Supply Warehouse will be responsible for the printing and distribution of the form.

F. The Planning and Research Unit will be responsible for maintaining computer generated reports and all forms distributed to the public and if deemed necessary, will initiate the process for updating the respective form. The Planning and Research Unit, Visual Information Specialist will also maintain a cross index file and the Automated Printed Forms System of all department forms by name and form number.

Richard D. Easley
Chief of Police

DISTRIBUTION: All Department Personnel
All Department Elements
Post on bulletin board for two weeks.