

Departmental Forms

208.1 PURPOSE AND SCOPE

The purpose of this policy is to delineate proper procedures to follow when creating a new form or revising a currently used form.

208.2 POLICY

All departmental forms, including revisions, shall be approved by the Chief of Police.

208.3 NEW FORMS

- (a) Requests for new forms or revisions to current forms shall be submitted to the Support Services Division Captain along with a short statement explaining the need for the form or form revision.
- (b) The Support Services Division Captain shall review the request and forward it to the Chief of Police with recommendations.
- (c) If approved, the Support Services Division Captain shall arrange for the implementation or revision of the form, or if not approved, return the request to the originator.
- (d) The Support Services Division Captain shall maintain a file of all approved forms.

208.4 SPECIAL FORMS

This policy shall not apply to special forms designed for a project of temporary duration, provided the form is not to be used outside of the Department and that its use ceases with completion of the project.