

## BERKELEY POLICE DEPARTMENT

DATE ISSUED: January 13, 1994

GENERAL ORDER R-18

SUBJECT: FORMS, FORM LETTERS AND WANTED CIRCULARS

### PURPOSE

- 1 - The purpose of this Order is to delineate proper procedures to follow when creating a new form, posting wanted fliers, sending out form letters, or revising a currently used form.

### POLICY

- 2 - All Departmental forms and form letters, including revisions, except those mentioned in Paragraph 7 below, shall be approved by the Chief of Police.

### PROCEDURES

- 3 - New forms shall be submitted to the Captain of the **Support Services** Division along with a short statement explaining the intended use and need for the form.
  - (a) The **Support Services** Division Captain shall review the form and forward it to the Chief of Police with recommendations.
- 4 - The Chief of Police shall indicate approval or disapproval of the form and return it to the Captain of the **Support Services** Division.
  - (a) The **Support Services** Division Captain shall arrange for reproduction of the form if approved, or return the form to the originator if disapproved.
- 5 - Revisions of existing forms shall be forwarded by the Captain of the **Support Services** Division to the Chief of Police, together with a short statement as to the necessity for revision.
  - (a) Upon approval, they shall be returned to the Captain of the **Support Services** Division.
- 6 - The Captain of the **Support Services** Division shall maintain a file of approved forms.
- 7 - This Order shall not apply to special forms designed for a project of temporary duration, provided the form is not to be used outside of this Department and that its use ceases with completion of the project.
- 8 - This Order shall apply to all wanted circulars for distribution outside of the Department, except fingerprint circulars and wanted bulletins, which shall be approved as to form, content and extent of distribution by the Captain of the **Support Services** Division.

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**Reference: CALEA Standards**