

TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: FORMS CONTROL		NUMBER: 310
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New X Amends Rescinds	Dated March 18, 2002	
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01 Purpose: To ensure accountability and provide instructions for the orderly creation, numbering, modification and deletion of Department forms which are in general use by employees. This Order does not apply to forms previously created for internal use and personal convenience by only one or two employees.

02 Policy: The Department will make every effort to control the proliferation of forms in use. Normally, a new form will not be created unless the Forms Coordinator is able to delete one or more other forms. Officers having questions regarding forms are encouraged to reference the Forms Book maintained by the Policy and Research Manager.

03 Procedures: The Police Planning Manager will act as the Forms Coordinator, and will be contacted on any matter concerning forms. The Forms Coordinator will maintain the electronic postings of currently used forms in the Forms Folder on the "H" drive as well as a hard copy master list in the Forms Book in his/her office. The Forms Coordinator will also be involved in the following:

A. Development: All employees are encouraged to think out-of-the box in developing any new form that may assist in doing their job more efficiently. Once an employee develops a new form, it will be forwarded to the Forms Coordinator for review.

B. Modification: All employees are encouraged to review existing forms to determine ways they might be improved or merged with other forms. Suggestions for form modification will be forwarded to the Forms Coordinator for review.

C. Deletion: All employees are encouraged to identify forms that are no longer useful and suggest to the Forms Coordinator they be deleted.

D. Approval: Upon receipt of a request for addition of a new form, modification to an existing form, or deletion of an existing form, it will be (1) reviewed and edited (if necessary) by the Forms Coordinator for content and conformance to accreditation standards; and (2) presented to the Command Staff for approval.

E. Numbering: The Forms Coordinator will ensure that all forms are numbered correctly and recorded with month/year of publication or latest revision in the lower left-hand corner in the following format: TPPD Form #xxx-xxx (5/20xx) or TPPD Form #xxx-xxx (revised 6/20xx).

04 Allied Agency and/or Non-departmental Forms: In some instances, employees will need to use the form of an allied agency or other non-departmental forms, e.g., MSP Form 97 Stop & Frisk Report and the State of Maryland Missing Person Report Form. These forms are exempt from the department's numbering system and should be referred to by their proper name and/or number.