

WINTER HAVEN POLICE DEPARTMENT

GENERAL ORDER 13.2

FORMS CONTROL

ACCREDITATION STANDARDS:

EFFECTIVE DATE: June 8, 1995

RESCINDS: G.O. 13.2, January 5, 2018 and all applicable Amended/Temporary Orders prior to October 10, 2018

LAST REVISED DATE: October 10, 2018

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This general order contains the following numbered sections:

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POLICY

It shall be the policy of the Department to maintain a forms control and review process.

PURPOSE

The purpose of this order is to establish and maintain a system to ensure accountability for Department forms.

SCOPE

This order shall apply to all Department members.

PROCEDURE

I. Form Request

- A. Department members requesting the publication of a new form or the modification of an existing form shall submit a draft of the form, with a completed Form Request (WHPD- 352), to the Accreditation Administrator via the

requestors chain of command. The request should include the following information:

1. A brief narrative outlining the specific need for the new form or the modification of the existing form
 2. If requests for additional copies are anticipated in the future
 3. If the form supersedes any current form; and
 4. The required distribution list
- B.** Upon receipt, the Accreditation Administrator shall review the request and have the form prepared for final approval by the Chief of Police or designee.
- C.** A numerical listing, by Department form number, shall be maintained for all current forms kept on file, and kept in the office of the Chief of Police.
- D.** If the request is for the creation of a new form:
1. The Accreditation Administrator shall verify that the proposed form is not a duplication or similar to another form already on file.
 2. If a similar form is found to be on file, the requester shall be contacted for clarification.

II. Review

- A.** Copies of Department forms which are used on a continuous basis are maintained on file in the Accreditation office. The forms shall be reviewed and evaluated periodically by the Accreditation Administrator to determine:
1. If the form is still being used;
 2. That the form does not duplicate information captured on other Department forms; and
 3. That the format is consistent with records maintenance requirements of the Department.
- B.** Forms which do not meet the above criteria and which are being considered for discontinuance shall be forwarded by the Accreditation Administrator to the originating Bureau Commander for evaluation and final recommendation. The Accreditation Administrator shall forward the final recommendation for discontinuance to the Chief of Police for final approval.

III. Form Recognition

- A. All approved forms, other than forms supplied by other agencies or one time use forms, shall be issued a department form number and an implementation date.
- B. All approved forms will be accessible to all members via PowerDMS.

IV. Ordering and Stocking Forms

- A. The ordering of printed forms is the responsibility of the Support Services Bureau Commander.
- B. The stocking of Department forms is the responsibility of the appropriate Bureau Commander or designee.

V. Definitions

- A. *Form* – Printed or typed document with blank spaces for insertion of required or requested information.

APPROVED



**Charles E. Bird
CHIEF OF POLICE**