

	POLICY & PROCEDURE	SERIES # 626	PAGE 1 Of 2
	SUBJECT		EFFECTIVE DATE
	FORMS DEVELOPMENT AND REVIEW		10/15/03
OVERSIGHT Support Services			
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 626 dated 10/28/94		

I. PURPOSE:

The purpose of this policy is to establish procedures for the development and revision of Police Division forms.

II. POLICY:

The Hampton Police Division will maintain a system of control consistent with City procedures which allows for the development, modification, and approval of all Division forms. The responsibility for the forms development and control process shall be vested in the Support Services Branch. Division forms will be maintained on the Police Division intra-net site by the Systems Analyst.

III. PROCEDURES:

- A. A form is any document template that is used by more than one unit within the Police Division and/or is required to be reproduced at the city print shop.
- B. Form development or modification will originate with the unit that requires the use of the form.
- C. Guidelines for developing a new form:
 - 1. The unit developing the form will produce the form.
 - 2. A Special Report/Memorandum will be submitted with an explanation of the need/use of the form.
 - 3. The originator will attach the sample document(s) to the report/memo and forward to the Support Services Branch.
 - 4. The Support Services Branch will review all forms and recommend approval. The Chief of Police will have final approval of all new forms, and may initiate any new forms he deems necessary.
 - 5. Once approved a Print Shop Work Order form will be completed by the originating unit and attached to the form. This orders the actual printing to be done. Print Shop work orders must be authorized by the Division's Purchasing Specialist.

APPROVED:
CHIEF OF POLICE



6. The completed paperwork will be routed to the City Print Shop for printing.
 7. A copy of the new form will be e-mailed to the System Analyst to be put in the Division Forms section of the web-site.
- E. All Division forms will be reviewed periodically by the Support Services Branch to determine:
1. If the forms are still needed.
 2. Are any modifications required.
 3. If a form is obsolete and should be deleted from inventory.
- F. The Division Forms Review will be accomplished in the following manner:

A memo/e-mail inventory will be sent to individual Unit Commanders stating: The following is a list of forms that either originated from your Unit, or your Unit is their primary user. Each form is to be reviewed and the following information provided to the Support Services Branch:

1. Determine the following:
 - a. Keep the form without change
 - b. Delete the form because it is obsolete or has been superseded by a newer version
 - c. Modification is required to bring the form up-to-date
2. Note Keep, Delete or Modify beside each listed form.
3. If Modify or Delete because there is a newer version is the response for the Review, then the Unit Commander is to provide samples of the revised version.
4. Return the inventory to Support Services within ten (10) working days.
5. If a revision effects the entire Division, a Forms Review Committee will be formed, representing all units, and the revisions will be examined for their possible impact on other units. Each Branch Commander will designate a representative to sit on this review committee.
6. Division Forms on the Intra-net can be printed by members on an as needed basis.

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