

DALTON POLICE DEPARTMENT

	<i>Effective Date</i> May 1, 1998	<i>Number</i> GO88-2.16
<i>Subject</i> Forms Development, Modification, and Approval		
<i>Reference</i> CALEA Standards – 11.4.2		<i>Revised</i> March 27, 2018 May 26, 2020
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> March 2020 May 2022	<i>No. Pages</i> 2

I. **Policy**

It is the policy of the Dalton Police Department to provide a systematic method of ~~form~~ development, modification, review, and approval ~~of~~ ~~for~~ all forms utilized by the Department.

II. **Development and Control**

A. The Support Services Division Operations Supervisor or his / her designee shall be ~~the person vested with the responsibility of the coordination of~~ ~~responsible for coordinating~~ the creation, modification, and review of all forms used by the ~~Dalton Police~~ Department.

~~B.A.~~ Creation

1. Any new form that is to be implemented by any Division shall conform to the standards set forth in this directive.
- ~~2.1.~~ The requestor ~~should~~ ~~shall~~ first determine whether a new form is actually needed or if it may be consolidated with another form in order to prevent duplication.
- ~~3.2.~~ The requested form ~~should~~ ~~shall~~ be accompanied by a statement of the form's purpose, ~~form's~~ origin, number of copies required, and completion instructions.
- ~~4.3.~~ The form ~~should~~ ~~shall~~ be submitted in electronic format.
- ~~5.4.~~ Data elements contained in the form ~~should~~ ~~shall~~ include all needed information for that particular form and ~~should~~ be spaced to allow sufficient room for entering information.
- ~~6.5.~~ The data sequence ~~should~~ ~~shall~~ be consistent with other forms used within the ~~agency~~ Department.

- 7.6. The format should be as simple as possible, ~~and~~ easy to read, and ~~easy~~ to understand. Terms used ~~should~~ ~~shall~~ be consistent with those used on other ~~agency~~ Department forms.
- 8.7. Storage and retrieval procedures ~~should~~ ~~shall~~ be given consideration when determining the proper size of the form. Consideration should be given to the storage location and the retention time of the form.
- 9.8. The copies intended for distribution ~~should~~ ~~shall~~ have a clear purpose for each component or section receiving the copy.

~~C.B.~~ Modification

If a current form needs to be modified, the modifications to be made ~~should~~ ~~shall~~ be notated on the form. The modifications ~~should~~ ~~shall~~ conform to the procedures outlined above.

~~D.G.~~ Review of New or Modified Forms

1. The form shall be first approved by the Supervisor and Division Commander of the ~~person~~ employee who designed the form.
2. The form shall be submitted to the Support Services Division Operations Supervisor or his / her designee to determine if the form conforms to ~~agency~~ Department guidelines, is consistent with the proper form design, and is not a duplicate of a form already in use.
3. If the form does not conform to acceptable standards, it ~~will~~ ~~shall~~ be returned to the originator.

~~E.D.~~ Approval

Upon final design of the form, it ~~will~~ ~~shall~~ be submitted to the Chief of Police by the Support Services Division Operations Supervisor or his / her designee for final approval.

III. **Numbering System**

An approved form ~~will~~ ~~shall~~ be assigned a number by the Support Services Division Operations Supervisor or his / her designee with each section of the ~~agency~~ Department having a separate numbering index. The form ~~will~~ ~~shall~~ not be printed until the number has been assigned.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police.