

# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO88-2.16</b>
<i>Subject</i> <b>Form Development, Modification, and Approval</b>		
<i>Reference</i> <b>CALEA Standard – 11.4.2</b>		<i>Revised</i> <del>March 22, 2022</del> <b>February 27, 2024</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>March 2024</del> <b>February 2026</b>	<i>No. Pages</i> <b>2</b>

I. **Policy**

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

II. **Development and Control**

A. The Administration Division Commander shall be responsible for coordinating the creation, modification, and review of all forms used by the Department.

B. **Creation**

1. Any new form that is to be implemented by any Division shall conform to the standards set forth in this directive.
2. The requestor of a new form 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. The requested form shall be accompanied by a statement of the form's purpose, form's origin, number of copies required, and completion instructions.
4. The form shall be submitted in electronic format.
5. Data elements contained in the form shall include all needed information for that particular form and be spaced to allow sufficient room for entering information.
6. The data sequence shall be consistent with other forms used within the Department.
7. The format should be as simple as possible, easy to read, and easy to understand. Terms used shall be consistent with those used on other Department forms.

8. Storage and retrieval procedures 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. The copies intended for distribution shall have a clear purpose for each component or section receiving the copy.

C. Modification

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

D. Review of New or Modified Forms

1. The form shall be first approved by the Supervisor and Division Commander of the employee who designed or modified the form.
2. The form shall be submitted to the Administration Division Commander to determine if the form conforms to 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 shall be returned to the originator.

E. Approval

Upon final design of the form, it shall be submitted to the Chief of Police by the Administration Division Commander for final approval.

III. **Numbering System**

- A. An approved form shall be assigned a number by the Administration Division Commander with each section of the Department having a separate numbering index. The form shall not be printed or put into use until the number has been assigned.
- B. A modified form shall have its form number updated with the current revision date.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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