I. Introduction
A. The policies and procedures set forth in this Directive apply to both paper and electronic forms.

B. Columbus City Code mandates that all new forms have a retention schedule established within one year of creation or receipt.

II. Policy Statements
A. All Division forms developed or revised by Division personnel shall be reviewed, processed through concurrence, and assigned a form number by the Research and Development (R&D) Unit before being printed or used. Forms supplied by any other City of Columbus Division, an outside government entity, mandated by law, or authorized by a collective bargaining agreement are exempt from these procedures.

B. All Division forms that affect more than one bureau shall be approved by the Chief of Police before duplication, distribution, or use.

C. All Division forms used only within one bureau, section, or unit shall be approved by the bureau commander/manager before duplication, distribution, or use.

D. Division forms shall be printed as approved. Changes shall only be made by complying with the procedures established in this Directive.

E. Division personnel shall not alter or recreate an approved Division form by any means except as established in this Directive.

III. Procedures
A. Division Forms Development
   1. Originator
      a. Prepare a letter of information to include:
         (1) Copy of the current form sought to be revised or declared obsolete.
         (2) A detailed explanation of the reason(s) for the request.
         (3) A rough draft of the newly proposed form or proposed revisions to the current form.
      b. Forward the proposal through the chain of command to:
         (1) The bureau commander/manager for any form that will be used in only one bureau, section, or unit; or the Chief of Police for any form that will be used by more than one bureau.
         (2) The R&D Unit for processing after chain of command review.
2. **R&D Unit Personnel**
   
a. Evaluate the proposal.
   
b. Conduct initial research on the proposal, soliciting input from all units affected by the proposed change(s) in accordance with the **R&D SOP**.
   
c. Coordinate with the originator to create a draft of the form.
   
d. Ensure that information included on the draft form is not unnecessarily duplicated on other forms.
   
e. Solicit input and approval of the draft form by forwarding a copy to **the following**:
      
      (1) Affected personnel
      
      (2) Accreditation Unit personnel
      
      (3) Records Section **Supervisor**
      
      (4) The Police Legal Advisor
   
f. Forward the draft form to be used by one bureau, section, or unit to **the following**:
      
      (1) Each member of the initiator’s chain of command, and
      
      (2) **The bureau commander/manager** for final approval/disapproval.
   
g. Forward the draft form to be used by more than one bureau to **the following**:
      
      (1) General Staff
      
      (2) Executive Staff
      
      (3) The Chief of Police for final approval/disapproval
   
h. Upon approval, ensure that a form number is assigned.
   
i. Email an electronic file of the approved form that includes the assigned form number to the originator, Records Section **Supervisor**, Print Shop Supervisor, and Property Control Unit stockroom clerk.
   
j. If applicable:
      
      (1) Place the form on the intranet.
      
      (2) Coordinate with PoliceNET personnel to ensure the form is updated in the electronic reporting system.
   
k. Generate a Division-wide email and **announcement** in the Daily Bulletin advising of the availability of the form, the effective date, and instructions to dispose of any outdated versions.
   
l. Maintain an electronic file of all current Division forms in a folder on the network that is available to Print Shop **Unit** personnel.
3. Chief of Police or *Bureau Commander/Manager*
   a. Review and forward the originator’s proposal through the chain of command to the *R&D* Unit for processing through concurrence.
   b. Approve or disapprove the final draft form through the concurrence process.

4. Stockroom Personnel
   Cause a sufficient supply of the form to be printed.

5. Print Shop *Unit* Personnel
   a. Notify the Stockroom when the form is ready for distribution.
   b. Ensure all forms printed have a form number.

6. Records Section *Supervisor*
   If necessary, prepare a records retention proposal and submit to the City Records Commission for approval.

B. Review/Evaluation of Division-Approved Forms

1. *R&D* Unit
   a. Maintain a detailed record of all Division-approved forms.
   b. Review and evaluate forms as needed.