

Columbus Police Division Directive	EFFECTIVE	NUMBER
	Aug. 01, 1987	10.04
	REVISED	TOTAL PAGES
	Dec. 30, 2019	3
Division Forms Development and Control		



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.