

Columbus Police Division Directive	EFFECTIVE	NUMBER
	Aug. 01, 1987	10.04
	REVISED	TOTAL PAGES
	Mar. 30, 2023	3
<b>Division Forms Development and Control</b>		



## 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 **Unit** 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) **Division's appointed records officer**
    - (4) 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, **Division's appointed records officer**, 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. ***Division's Appointed Records Officer***

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.