

| PALM BEACH GARDENS POLICE DEPARTMENT | | |
|---|--|-----------------------------------|
| FORMS DEVELOPMENT PROCEDURE | | |
| POLICY AND PROCEDURE 4.3.1.1 | | |
| Effective Date : 09/15/94 | Accreditation Standards: CALEA 11.04.02 CFA | Review Date: 07/01/2012 |

CONTENT

1. Forms Accountability, Development and Function

INTENT: To specify the procedures for development, modification, and approval of all forms used by the department.

SCOPE: This policy and procedure applies to all members.

REVIEW RESPONSIBILITY: Planning, Research & Accreditation Unit

POLICY: This department shall ensure that forms used by divisions and specialized units are consistent in capturing relevant information, are not duplicating information and contain the necessary data required by the department, state law, or local ordinance. The responsibility for forms control should be decentralized for appropriate inventory and maintenance.

1. FORMS ACCOUNTABILITY, DEVELOPMENT & FUNCTION:

- a. The Quartermaster maintains the accountability and inventory control of all forms routinely used by field operations (i.e., offense, arrest, property, PBSO forms, miscellaneous, field reports, etc.). Report forms mandated for use by the State Attorney's Office and other criminal justice agencies are also maintained by Quartermaster.
- b. The Traffic Sergeant maintains the accountability and inventory control of hard-copy traffic citation books and appropriate forms mandated by the State of Florida Department of Highway Safety and Motor Vehicles and other criminal justice agencies.
- c. Forms utilized by other divisions, units or sections (i.e., property-evidence, planning & research, crime analysis, detective division, training unit, etc.) shall be maintained and controlled by these respective divisions, units or sections.
- d. All department forms, except those controlled by a respective division or section, are kept by the Quartermaster and checked regularly for an adequate supply.
- e. Department forms are ordered as needed by the Quartermaster.
- f. Any proposed form(s) must be submitted to the Chief of Police or designee through the suggestion process, supervisor or to the planning & research unit.
- g. Whenever a form(s) is reviewed or evaluated for change or modification, the respective officer or staff function involved in the review, request and its use, will design such form and present it for review and discussion to planning & research for usefulness, to eliminate any duplication of forms, or to check for any data processing requirements or impact.
- h. The Chief of Police or designee will receive all proposals and recommendations of forms for review and approval prior to final development or modification and implementation of use.
- i. Approval from division and bureau supervisors must be granted before discontinuance of any such form.

- j. The Chief of Police shall delegate his/her designee to periodically evaluate the use of all or some forms used by respective divisions.

INDEX AS:

- FORMS DEVELOPMENT PROCEDURE

RESPONSIBILITY INDEX

- CHIEF OF POLICE
- ASSISTANT CHIEFS
- BUREAU MAJORS
- SERGEANTS
- SUPERVISORS
- QUARTERMASTER

DRAFTED: 09-15-1994 FILED: 4.3.1.1.pdf

APPROVED:



Stephen J. Stepp
Chief of Police

03/10/2003

Date