

# FLORENCE POLICE DEPARTMENT GENERAL ORDER

<b>Subject:</b> <p style="text-align: center;"><b>AGENCY FORMS</b></p>	<b>Procedure:</b> General Order 4.4.2 CALEA 11.4.2	<b>Total Pages:</b> 2
<b>Authorizing Signature:</b>  Original with Authorizing Signature on File	<b>Effective:</b> 06/01/2014	
	<input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Amended</b> <input type="checkbox"/> <b>Rescinds</b>	

**I. POLICY**

It is the policy of this Department to maintain a forms control system to ensure that agency forms are current and useful, without unnecessary duplication.

**II. PURPOSE**

This written order establishes guidelines to ensure accountability for all forms developed for use by the Florence Police Department.

**III. SCOPE**

This written order is applicable to all personnel.

**IV. RESPONSIBILITY**

All Department personnel will comply with this directive.

**V. DEFINITION**

A. **AGENCY FORMS** – All forms used for reporting information or events within the Florence Police Department. This definition only applies to internal forms, and does not apply to State forms, or other forms generated by another agency.

**VI. PROCEDURES**

All agency forms will be created, modified, deleted, and approved according to these procedures:

A. **FORMS CONTROL:** The Accreditation Manager will coordinate the creation, modification, retention, and approval of agency forms. Each agency form must be approved for use. The Accreditation Manager will have the authority to approve agency forms as a designee for the Chief of Police.

B. **NEW FORMS:** Personnel who develop a new agency form, or modify or update a form, will submit a rough draft to the Accreditation Manager, along with a brief statement of the form's purpose.

C. The Accreditation Manager should ensure that:

1. All new or modified forms are consistent with applicable policies, procedures, and accreditation standards;

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2. The form is not a duplication of another form;
  3. There is proper justification for the new or modified form;
  4. Ensure that old forms replaced by new or revised forms are deleted;  
and
  5. Ensure that new or modified forms have an identifiable control and/or revision number assigned. This control or revision number should include a month and year the form was generated.
  6. All forms are maintained in Power DMS and are available to all personnel.
- D. Personnel involved in any type of function requiring an agency form, may submit a new or revised form when necessary, through their chain of command.