


POLICY 106.2	FORMS CONTROL	
	REVISED: 1/93; 6/00, 5/03, 12/13, 06/16	RELATED POLICIES:
	CFA STANDARDS:	REVIEWED: 07/03, 07/11, 12/13, 06/16

A. POLICY

It is the policy of the Fort Lauderdale Police Department that the responsibility for the control of Department documents and forms will reside with the Administration Support Division. The Division will ensure these documents and forms conform to the criteria set forth in this policy.

B. PURPOSE

The purpose of this procedural directive is to establish guidelines and provide direction to sworn and non-sworn personnel regarding the proper management of Department documents and forms.

C. DEFINITIONS

1. Official Department Forms

These are official Department forms, such as Z Forms used for reporting incidents and offenses, e.g.: Tow sheets.

2. Department Document Templates

These are documents and forms electronically stored in the usershare file of Policent2, which have been approved for use by ALL personnel in the Department. They specifically include memorandums to the Chief's Office and City Hall and any of the various forms, which would be submitted through the chain-of-command.

3. Intra-Bureau Documents

These are specific documents and forms used within certain Bureaus, Divisions or Units.

D. PROCEDURES FOR ADDING OR AMENDING DEPARTMENT DOCUMENTS AND FORMS

Department documents and forms are issued under the authority of and at the order of the Chief of Police. Changes or additions may be proposed by any member of the Department. Such proposals will be reviewed, adopted and/or rejected subject to the approval of the Chief of Police. Each Bureau, Division or Unit, will designate an employee who will be responsible for documents and forms control within their

respective assignment. The following process will be utilized for documents and forms review:

1. Proposals for the creation of or changes to official Department documents, forms **AND** Department Document Templates, will be created or changed by the unit, division, or bureau, requesting the change to the form. The 'new or changed' form will then be submitted through the chain of command to the appropriate Bureau Assistant Chief for approval.
2. If the proposed change involves any document or form which will have an offense report number assigned and become part of the Records Unit, it is imperative that the Records Supervisor review the proposal in order to insure that it is compatible with the Records Management System and that it meets UCR guidelines.
 - a. Once any new or changed Department document or form is approved at this level, it will be circulated for comments or amendments; as the Records Supervisor deems appropriate.
 - b. Each circulation will be accompanied by a cover sheet entitled "Department Document Concurrence Form." This form will be addressed to the specific individual requested to review the proposal.
3. Once the completed document or form is finalized, it will be forwarded electronically (if appropriate) and by hard copy to the Administrative Support Division, which will insure the document or form is compliant with policy standards and is subsequently made available to all affected Department members.
4. Intra-Bureau documents will only be submitted through the chain of command to the appropriate Bureau Assistant Chief for approval. Once approved, the document will be maintained by their respective designee within their own bureau, division or unit.
5. The Police Supply supervisor will monitor and reorder approved official Department documents and forms as required, in order to provide a constant supply.
6. Upon approval and distribution of new or amended forms, the Support Services Bureau Major, or his/her designee, shall ensure all previous versions of the form are discarded. This shall include forms available through the computer network.

E. FORMAT

1. Hard copy forms ('Z' forms [non-electronic forms]) shall have a unique number assigned. The number will be visible in the left footer of the document.
2. All forms shall have a revision date visible in the left footer of the form