
Forms Accountability Procedure

109.1 PURPOSE AND SCOPE

This procedure provides guidelines for UCPD's accountability for the development, revision or elimination of internal agency forms.

109.2 ACCOUNTABILITY OF AGENCY FORMS

When a supervisor or employee develops a new form for use by the Department, he/she will submit the form and a memorandum acknowledging the need for the form to his/her Division Commander, via the chain of command. If the Division Commander decides the form is unnecessary or inappropriate for use, he/she will return the form to his/her subordinate with an explanation. If the Division Commander agrees that the form has potential merit, it will be then submitted to Command Staff for review and approval.

Command Staff will review the requested form for:

- Duplication
- Completeness
- Conflict with existing forms or procedures
- Compatibility with records components

If Command Staff rejects the form, the Division Commander will return the form to the originator with an explanation and request for the correction of deficiencies, as appropriate. When corrections are made, it will be resubmitted following the above-listed format.

When Command Staff approves a new or modified form, a manager will be assigned to facilitate the printing through a city contracted vendor. Each Department form will be labeled with an identifier number (UCPD 001, UCPD 002, etc). The Confidential Operations Assistant assigned to the Support Service Division Commander will be responsible for assigning form numbers. A Forms Control Log will be maintained that contains the form number and a description of the form, revision dates, and the location where the form is contained ().

Any employee may propose a revision or consolidation of current forms that would increase the efficiency or effectiveness of the Department. Employees will forward the proposed modifications to their Division Commander. The Division Commander will follow the same process as outlined above. If modified, a revision date will be included on the Forms Control Log and the form.

109.3 REVISIONS

Adopted: June 18, 2018