

Columbus Police Division Directive	EFFECTIVE	NUMBER
	Aug. 01, 1987	3.18
	REVISED	TOTAL PAGES
	Oct. 30, 2012	3
Division Forms Development and Control		



Cross Reference:

I. Introduction

- A. Columbus City Code mandates that all new forms have a retention schedule established within one year of creation or receipt.
- B. The policies and procedures set forth in this Directive apply to both paper and electronic forms.

II. Policy Statements

- A. All forms shall be forwarded to the Research and Development Unit for review before being printed or used.
 1. Forms **developed by Division personnel shall be assigned a form number by** the Research and Development Unit **before being printed or used.**
 2. **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. Forms approved by the Chief of Police shall be printed as approved. Changes shall only be made by complying with the procedures established in this Directive.
- C. Forms used only within one bureau, section, or unit, shall be approved by the Subdivision Deputy Chief.
- D. Division personnel shall not alter or replicate by any means an approved Division form except as established in this Directive.

III. Procedures

- A. Division Forms Development
 1. Originator
 - a. Prepare a proposal to include:
 - (1) Copies of any forms that would be revised or declared obsolete.
 - (2) A detailed explanation of reason(s) for the request.
 - (3) A rough draft of the form.
 - b. Forward the proposal through the chain of command to:

- (1) The Subdivision Deputy Chief for any form that will be used in only one bureau, section, or unit
- (2) The Chief of Police for any form that will be used by more than one bureau
2. Subdivision Deputy Chief
Review the proposal and forward through the chain of command to the Research and Development Unit.
3. Research and Development Unit Personnel
 - a. Evaluate the proposal.
 - b. Conduct research on the proposal, soliciting input from all units affected by the proposed change.
 - 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 form by forwarding a copy of the draft attached to a concurrence sheet to:
 - (1) Affected personnel
 - (2) Accreditation Manager
 - (3) Public Records Unit Sergeant
 - f. Forward a final draft of a form to be used by one bureau, section, or unit attached to a concurrence sheet to:
 - (1) Each member of the initiator's chain of command
 - (2) Subdivision Deputy Chief for final approval/disapproval
 - g. Forward a final draft of a form to be used by more than one bureau attached to a concurrence sheet to:
 - (1) General Staff
 - (2) Executive Staff
 - (3) Chief of Police for final approval/disapproval
 - h. Upon approval, ensure that a form number is assigned to the form.
 - i. Forward an **electronic** file of the approved form, including the assigned form number, to the Print Shop, **and Property Control Unit stockroom clerk**.
 - j. **If applicable, place the form on the intranet.**
 - k. Place a notice in the Daily Bulletin advising of the availability of the form, the effective date, and instructions to dispose of any outdated versions.
 - l. Forward a copy of the approved form and routing sheet to the Public Records Unit Sergeant.
 - m. Maintain an **electronic** file of all current Division forms in a folder on the network that is available to **Print Shop personnel**.

4. Chief of Police or Subdivision Deputy Chief
 - a. Approve or disapprove the form.
 - b. Return the proposal to the Research and Development Unit for notification and/or implementation.

5. Stockroom Personnel

Cause a sufficient supply of the form to be printed.

6. Print Shop Personnel
 - a. Notify the Stockroom when the form is ready for distribution.

b. Ensure all forms printed have a form number.

7. Public Records Unit Sergeant

Prepare a records retention proposal and submit to the City Records Commission for approval.

B. Review/Evaluation of Division Approved Forms

1. Research and Development Unit
 - a. Maintain a detailed record of all Division approved forms.
 - b. Review and evaluate forms as needed.