Forest Heights Police Department
Policy and Procedures Manual

Subject:	Forms System			
General Order No.	2016-1	Effective Date:	January 1, 2016	
Chapter: 18	Section: 1	Number of Pages:	2	Replaces: All New
Original issue: 01/01/16	Revised:			

A. Purpose

To establish a policy for the Forest Heights Police Department (FHPD) forms program.

B. General

1. Forms are used for the collection, transmittal and preservation of information
2. Forms serve as a compact, concise record and, when standardized, promote an efficient operation.
3. Many of the FHPD policies, procedures and functions are documented through the use of forms.
4. A forms control program is required and will be administered in a manner that will insure that only essential records are created.
5. The objectives of the forms control program are to control the creation of new forms, to revise or consolidate existing forms, and to eliminate the non-essential or duplicate forms.

C. Authority

1. The forms control program is established and administered by the FHPD Forms Control Officer (FCO) appointed by the Chief.
2. The FCO is designated by the Chief to perform functions necessary to administer the program.

D. Forms Control Officer

The FCO will:

1. Establish and maintain a Forms Control Register that contains form titles, a form number for each form, effective date a form is issued or revised, and revision dates of all forms in use;
2. Present newly created and revised forms to the Chief for final approval;
3. Issue form numbers and effective dates;
4. Authorize printing and distribution of forms;
5. Maintain a master forms file;
6. Maintain a historical file of forms revised, combined or eliminated; and
7. Consult with users and create, revise, combine or eliminate forms when practical

E. Forms

1. Forms originating within the FHPD will be assigned a form number and effective date.
2. The letters FHPD, will precede the form number. The form number and implementation or revision date will appear in the lower left corner of each form. Example: FHPD 1 (3-20152.

The date will consist of month and year separated by a dash and in parentheses.

F. Printing of Forms

1. An Electronic file of FHPD forms will be maintained on a FHPD computer.
2. The FCO will determine what forms are printed as needed or print a selection of forms in advance and have them available as required by FHPD personnel.

G. Creating, Revising, Combining or Eliminating Forms

1. Forms that cease to serve their designed purpose, become a liability and should be revised, combined with an existing form, or eliminated.
2. FHPD employees who think a form should be created, revised, combined with another or eliminated, should document their request on a form FHPD 2, state the purpose of the request, and submit it to the FCO.
3. The FCO will present all from revisions and suggestions for new or revised forms to the Chief prior to a new or revised form being implemented.

H. Spanish Language Advice of Miranda Rights (Form ___)

1. Only those FHPD officers who are on record with the Chief and Town Administrator as fluent in reading and speaking Spanish may use Form ____.
2. Officers who want to be on record as fluent in Spanish will contact the Town Administrator.