

# Bowie Police Department - General Orders



TITLE: DEPARTMENT FORMS	NUMBER: 217
EFFECTIVE DATE: July 6, 2015	REVIEW DATE:
<input type="checkbox"/> NEW <input checked="" type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS	DATE: 12/21/12

AUTHORITY	ACCREDITATIONS STANDARDS CALEA STANDARDS:	TOTAL PAGES
<b>Chief John K. Nesky</b>	<b>11.4.2</b>	3

## I. POLICY

The Bowie Police Department will maintain a system of accountability for all forms used by its Officers. The Department will make every effort to control the creation of forms in use. Normally, a new form will not be created unless the Operations Services Section is able to delete one or more other forms. Officers having questions regarding forms are encouraged to reference the Forms Book maintained by the Chief of Police's Administrative Assistant.

## II. PURPOSE

To ensure accountability and provide instructions for the orderly creation, number, addition and deletion of Department forms which are in general use by employees.

## III. FORMS CONTROL

The Commander of Operations Services will act as the Forms Coordinator, and will be contacted on any matters concerning forms. The Forms Coordinator will be involved in the following:

- A. Development: All employees are encouraged to think out of the box and may develop a new form that may assist in doing their job better, faster and/or more efficiently. Once an employee develops a new form the form will be forwarded to the Operation Services Section for review.
  1. Department forms will be developed based on:
    - a. The need to capture information;
    - b. A statute, policy, or Court decision requiring the use of a particular form;
    - c. The need to ensure proper record keeping;
    - d. A mandate by the Chief of Police.
  2. Whenever practical, all Department forms will contain a number consistent with the Section in which the General Order is found.

**B. Modification:** All employees are encouraged to review existing forms and see if there is a way the form could be improved or merged with another form(s). Employees desiring to have a form modified shall forward their suggestions to the Operations Services Section for review.

1. When a form is modified, Officers will be made aware of the modification through the Department Memorandum, Electronic Mail (E-Mail) or PowerDMS Software where forms will be stored.
2. Whenever practical, Officers will be requested to provide input concerning form modifications.

**C. Deletion:** Forms that are no longer useful shall be deleted from Department use by the Operations Section.

**D.** Once an employee has suggested the addition, modification or deletion of a form to the Commander of Operations Support, the Support Section shall develop the form and take it to Command Staff for approval and review. Only after the approval of Command Staff will a form be used.

#### **IV. OTHER FORMS USED BY THE DEPARTMENT**

In some instances employees will need to use the form of another agency or other non-departmental forms. These forms are exempt from the Department's number system and should be referred to by their proper number.

##### **A. Citation Books**

1. Books containing traffic citations will be kept under strict control.
2. Traffic citation books shall be kept in a locked storage cabinet. Only the Commander, Operations Services or designees will have keys.
3. Any citation book issued to an Officer will be logged in a record book with the following information:
  - a. The Officer who issued the citation book;
  - b. The Officer to whom the book is issued;
  - c. The citation numbers contained in the issued book; and,
  - d. The date the citation book is issued to the Officer.

Traffic citations from a book issued to one Officer shall not be re-issued or given to be used by another Officer.

For accountability purposes, the name of the person issued a citation book will be entered in the Master Name Index by the Commander, Operations Services or designee.

Unused citations or those replaced by a revised edition, will be:

- a. Destroyed by the Commander, Operations Services or designee, if appropriate.
- b. Returned to the Maryland Motor Vehicle Administration and/or District Court if they are traffic or petty offense citation books.

**B. Other Forms and Documents**

1. Other forms and documents used by the Department (incident reports, accident reports, etc.) are for official use only and shall be used only for their intended purpose.
2. City of Bowie stationary, along with Bowie Police Department letterhead are considered Department “forms,” and their use must be authorized by the Chief of Police or his designee.
3. The Commander, Operations Support or his designee is responsible for ensuring that an adequate stock of Department forms is on-hand at all times.

The Commander, Operations Support or his designee will keep a “master copy” of all Department Forms.

Department personnel will be notified of discontinued forms.