



## Greenbelt Police Department – General Order

	Title: <b>Forms Control</b>		Order #: <b>310</b>	
	Effective Date: May 21, 2015	Review Date: May 17, 2007		
	Original Issue: October 27, 2004	May 25, 2007		
<input type="radio"/> New <input checked="" type="radio"/> <b>Amends</b> <input type="radio"/> Rescinds				
Approved by: <b>Chief James Craze</b>			CALEA 5 <sup>th</sup> Edition	
CALEA Standard: 11.4.2			Pages: 2	



**01 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. This Order does not apply to forms previously created for internal use and personal convenience by only one or two employees.

**02 POLICY:** The Department will make every effort to control the proliferation of forms in use. Normally, a new form will not be created unless the Forms Coordinator is able to delete one or more other forms. Officers having questions regarding forms are encouraged to reference the Forms Book maintained by the Accreditation Manager and the Chief of Police’s Administrative Assistant.

**03 PROCEDURES:** The Accreditation Manager 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 Accreditation Manager for review.
- 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 Accreditation Manager for review.
- C. Deletion: Forms that are no longer useful shall be deleted from Department use.
- D. Once an employee has suggested the addition, modification or deletion of a form to the Accreditation Manager, the Accreditation Manager 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, modified or deleted.
- E. Numbering: The Accreditation Manager shall ensure that all forms are numbered correctly. Department forms shall be numbered on the bottom left hand corner in the following format: GPD Form 602-Consent to Search and Seizure (example). The form number shall coincide with the Department’s General Order numbering system. Using the sited example above, General Order 602 deals with Search and Seizure. Form 602 deals with an officer

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seeking consent to search and seize without a search and seizure warrant. If a form is revised or amended the date of approval will appear next to the form number (GPD Form 602-Consent to Search and Seizure/Revised 8/2004).

**04 ALLIED AGENCY AND OTHER NON-DEPARTMENTAL FORMS:** In some instances employees will need to use the form of an allied agency or other non-departmental forms. An example of which is when an officer performs a stop and frisk for a handgun a Maryland State Police form is filled out, MSP 97. These forms are exempt from the Department’s number system and should be referred to by their proper number.