

P.O. 1001 Form Management

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Effective From:	7-15-2012	Effective To:	Current

A. *P.O. 1001 - Form Management*

1. ADMINISTRATIVE FORMS PROGRAM

- i) The Commander of Operational Development or his designee will serve as the Department's Forms Coordinator.
- ii) The Forms Coordinator shall be responsible for:
 - a) Compiling and maintaining a listing of all administrative forms
 - b) Assigning DPSSP numbers to new forms.

2. DEPARTMENT FORMS-DEVELOPMENT, REVISION AND MODIFICATION

- i) The development of new, or revisions and modifications to existing forms, shall be forwarded to the Commander of Operational Development for review.
- ii) Once approved by the Commander of Operational Development, the form shall be forwarded through established guidelines to the Superintendent or his designee for final approval.
- iii) The Commander of Operational Development shall be informed of any additions or revisions to all administrative forms.

3. PRINTING AND PURCHASING

- i) The printing and purchasing of all forms shall be coordinated through Support Services.