



Chapter: Incident Reports and Forms
Subject: 13-20 – Official Forms
Effective: October 31, 2023
Supersedes: Official Order 13-20, dated April 19, 2022
Distribution: Department Members

PURPOSE: This Order establishes department policy related to Official Forms.

13-20-1 FORM DEFINITION

"Form" means an application, questionnaire, permit, order, schedule, record, report, or document in regular and continuing use which is used to obtain information, response, compliance, or application that is required from the public or private sector by this state ([MCL 18.1205](#)).

A form used/created by a division that meets the standards of a form under MCL 18.1205 shall be classified as an official department form. The Planning, Research, and Accreditation Section is the final authority regarding the definition of a form and the interpretation of state and federal laws pertaining to forms.

13-20-2 OFFICIAL FORMS

- A. PowerDMS is the official repository for all department official forms.
- B. Members shall obtain all electronic forms from PowerDMS, rather than saving copies of forms locally, to ensure the most current version is used.
- C. The Planning, Research, and Accreditation Section is responsible for maintaining and updating official forms and for posting notification of new, revised, or obsolete forms to PowerDMS, as well as to the Official Forms Webpage, as appropriate.
- D. There are two department classifications for Official Forms:
 - (1) "Internal" means the form is used only within the department.
 - a. When a work unit provides a hyperlink to an internal form on a website, memo, or similar document, the link shall point to the form document as linked from PowerDMS and maintained by the MSP Forms Manager. Work units shall not create links to separate copies of official forms.
 - (2) "Public" means the form is used by persons outside the department and may also be used by members.
 - a. In addition to being placed on PowerDMS, public forms may be created as Internet assets using the State of Michigan's web authoring software. The forms

shall be listed on the Official Forms Webpage for access by the public, with links provided as appropriate to PowerDMS or the MSP web file library. Specific exceptions may occur where the use of a form is restricted to law enforcement, in which case the form shall instead be posted behind a restricted Web portal.

- b. When an MSP work unit provides a hyperlink to an external form on a website, memo, or similar document, the link shall point to the form document as linked from the Official Forms Webpage and maintained by the MSP Forms Manager. Work units shall not create links to separate copies of official forms.

13-20-3 FORM DEVELOPMENT AND CONTROL

- A. All forms must be reviewed and approved by the Planning, Research, and Accreditation Section before being placed into use. Members requesting form changes must submit those changes first to their respective Official Forms Coordinator. See the Forms Workflow Matrix for a complete outline of the submission process.

The Forms Workflow Matrix explains the forms approval process, including final review and approval of new and edited forms by the Planning, Research, and Accreditation Section Manager.

- B. All Official Forms must use one of the following prefixes, as designated by the Planning, Research, and Accreditation Section.

Prefix	Responsible Bureaus and Divisions
ADM	Budget and Financial Services Division (BFSD); Grants and Community Services Division (GCSD), Field Support Bureau (FSB)
BID	Biometrics and Identification Division (BID)
CJIS	Criminal Justice Information Center (CJIC)
CID	Special Operations Division (SOD)
DD	Field Operations Bureau (FOB)
DIR	Planning, Research, and Accreditation (PRA)
DV	Field Operations Bureau (FOB)
EMD	Emergency Management and Homeland Security Division (EMHSD)
EX	Planning, Research, and Accreditation (PRA)
FSD	Forensic Science Division (FSD)
IT	Information Technology Division (ITD)
MC	Commercial Vehicle Enforcement Division (CVED)
OD	Special Operations Division (SOD)
OHS	Office of Highway Safety Planning (OHSP)
PD	Human Resources Division (HRD)
RI	Criminal Justice Information Center (CJIC)
TD	Training Division
UD	Field Operations Bureau (FOB)

- (1) Prefixes shall not generally be revised when a work unit changes its name. However, the form owner and/or form coordinator responsible for a specific form may change if the associated functions are transferred to a different work unit.
- (2) Additional prefixes shall be added by the Planning, Research, and Accreditation Section as required.
- C. In the case of forms which do not meet the standards of a form under MCL 18.1205, and which therefore do not need to be official forms, divisions may create their own division form prefixes and numbers. Divisional forms shall not use the official prefixes listed above.

D. Forms Manager

The MSP Forms Manager is assigned to the Planning, Research, and Accreditation Section and is responsible for managing forms development for the department. Specific responsibilities are as follows:

- (1) Maintain an up-to-date record of all official MSP forms. This will include information sufficient to track the current status of all departmental forms as well as information on obsolete forms and records retention requirements. This record will be made available to the Planning, Research, and Accreditation Section Manager.
- (2) Maintain electronic files for all official MSP forms. This will include current copies of all official forms, as well as a complete record of ADM-041 change requests and edits to forms. Historical form files, including hardcopy files for forms updated prior to November 2018, will be retained for obsolete official forms according to the department's retention and disposal schedule.
- (3) Process all ADM-041 Form Change Requests submitted by the Forms Coordinators. A response will be sent to the submitting coordinator within three business days following receipt of an ADM-041 in order to confirm receipt. Updates will be provided to the Forms Coordinator by the Forms Manager at a minimum every 10 business days until the form alteration or creation is resolved.
- (4) Verify that each official form complies with [MCL 18.1205-1207](#) as well as the design standards contained in the procedure manual related to creation and maintenance of official forms.
- (5) Repair malfunctioning or inaccurate official forms as needed. The Forms Manager may initiate a form change in these cases by completing an ADM-041 Form Change Request.
- (6) Collaborate with form owners and Forms Coordinators to develop changes to official forms. New, revised, and corrected forms should receive approval by both the Forms Coordinator and the Form Manager before becoming official.
- (7) Forward new and revised forms, as necessary, to the Legal Resources and Education Unit for legal review. In most cases, legal review is only required for new public forms or for substantial updates to existing public forms. Certain internal forms may also require legal review if they involve substantive legal issues, and it is the Forms Manager's responsibility to determine the applicability of this requirement for all internal forms. The Forms Manager will work with the Legal Resources and Education Unit to assure that legal review of forms, any resulting edits, and required approvals are completed in a timely manner.
- (8) Post all approved form changes to PowerDMS.
- (9) Maintain the Official Forms Webpage, including creating or updating web library items for new and modified forms not available through PowerDMS.
- (10) Assist with maintaining this Order and other departmental documents relating to forms management.

E. Forms Coordinators

Each division commander shall appoint one person within their division to act as the division's Forms Coordinator. To support work units assigned directly to bureaus and offices and therefore not reporting to a division commander, each bureau and office commander shall appoint a Forms Coordinator for the bureau or office, as needed. Alternatively, the bureau or office commander may delegate responsibility for such work units to a Forms Coordinator or Coordinators from the bureau's or office's divisions.

- (1) The Forms Coordinator shall review all forms the division proposes to initiate, print, revise, or discontinue. The Forms Coordinator shall ensure forms comply with MCL 18.1205-1207 and the design standards contained in the procedure manual related to creation and maintenance of official forms.
- (2) The Forms Coordinator shall ensure that all changes and corrections required on division forms are clearly communicated to the MSP Forms Manager. This will be accomplished through submission of ADM-041 Form Change Request forms, accompanied by draft versions of form documents, as appropriate.
- (3) The Forms Coordinator shall verify their approval of new and revised forms by email and forward the documents to the Forms Manager in the Planning, Research, and Accreditation Section.
- (4) The Forms Coordinator shall monitor inventory levels of forms stocked by the Distribution Center and order forms as necessary.

13-20-4 PRINTED FORMS

- A. The Distribution Center may stock and distribute printed forms as needed. Members can request printed forms from the Distribution Center using the ADM-001.
- B. Stocked forms shall be printed and stored in accordance with the procedure manual related to the creation and maintenance of official forms.
- C. The preprinting of names or signatures on an official form requires approval by the Planning, Research, and Accreditation Section.

DIRECTOR

Annual Review Responsibility: Transparency and Accountability Division

Accreditation Standards: CALEA 11.4.2