



Newport News Police Department - Administrative Manual

ADM-145 - PREPARATION OF DEPARTMENT FORMS

[11.4.2]

Amends/Supersedes: ADM-145 (12/05/2011)

Date of Issue: 05/26/2021

I. GENERAL

- A. The Planning & Research Office will coordinate the editing and issuance of departmental forms.
- B. Departmental forms are located and accessible to all employees on the Common Drive and in PowerDMS.
- C. Departmental forms may be created by the unit needing/proposing the form. Any employee in the Department may suggest revisions to an existing form or suggest a new form.

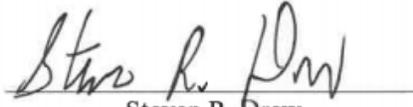
II. PROCEDURE

- A. The unit responsible for the form will submit a draft of the new form or revision(s) to the existing form, or describe the changes needed to the Planning & Research Office. If an electronic version is not available for revision, one may be requested.

NOTE: Forms linked to policies or procedures should be reviewed for accuracy and relevance each time the policy/procedure is reviewed. Depending on the individual form and the unit needs, forms that are not referenced by policy or procedure should be also be reviewed periodically.

- B. If a form update affects a policy or procedure, the requestor should identify the document and necessary change when they make their request.
- C. The Planning & Research Office will format and review the draft(s) and address any policies that may be affected by the new/revised form.
- D. Once formatted, the draft will be returned to the requestor for approval. The draft may be circulated among the command staff for comment, when appropriate.
- E. The Planning & Research Office will make final revisions and present the official copy for the Chief of Police to review and approve.
- F. Final Use Formats
 - 1. Electronic Format: When possible, the Planning & Research Office will format the final, approved form in an electronic format for use. The approved final form will be available on the Common Drive, and through the electronic document management program (PowerDMS).

2. Hard Copy Forms: The Logistics Unit is responsible for processing the print request, pick-up and delivery of those forms requiring hard copies (i.e. automatic carbon, or cardstock). The Planning & Research Office will maintain the master form file.



Steven R. Drew
Chief of Police