


<p style="text-align: center;">STRATFORD POLICE DEPARTMENT</p> 	Type of Directive: Policy and Procedure	Updated: 4/14/2025
	Title: Records Management	No. 5.6
	Issuing Authority: Chief Joseph McNeil	Issued: 06/28/2024
	Reference: AS – 2.8.2, 2.8.4, 2.8.5, 2.8.6, 3.7.1, 3.7.2, 3.7.3, 3.7.4 3.3.11, 3.4.1, 3.4.2	

PURPOSE:

The purpose of this policy is to establish a written directive that describes the Stratford Police Department’s guidelines and procedures related to records management

RESPONSIBILITY:

It will be the responsibility of Records Unit personnel to maintain the records of this Department in accordance with this directive and applicable state and federal statutes.

It will be the responsibility of all Department personnel to accurately complete Department forms by obtaining the required information.

It will be the responsibility of supervisory personnel of this Department to review reports to ensure accuracy, completeness, and neatness.

It will be the responsibility of the Administrative Captain to devise and amend Department forms to ensure that informational needs and record keeping requirements of this Department are satisfied.

DISCUSSION:

This written directive order deals with the record keeping function of this Department. The central records function is important to the effective delivery of law enforcement services. It serves as a historical base for activities of the Department and serves as a basis for the calculation of future needs of the Department. To ensure an effective and efficient record keeping system, responsibility is placed at various levels within the Department. There is the responsibility for Officers and Communications Unit personnel to obtain all the necessary and required information and to accurately record such information on the appropriate Department forms. Supervisors are charged with the responsibility to review reports to ensure accuracy and completeness. Records Unit personnel are charged with the maintenance of reports and records to facilitate accurate entry into the system, retrieval of information in a timely fashion, and dissemination of record information in a manner consistent with the law. A failure anywhere in this chain can have serious ramifications on this Department.

DEFINITIONS:

Arrest Record Identification Number: A number assigned by the Records Management Software or by Records Division personnel to persons who have been arrested and/or charged with violations of state law or municipal ordinance. This number is assigned to only one person and is used to identify that person indefinitely.

CAD/RMS: Paperless computer aided dispatch and records management system.

Call For Service Number (CFS): A number assigned by the computer identifying a particular call for service or reported criminal or motor vehicle incident, on a chronological basis, at the time the information or call for service is received.

RECORDS: Records include the Master Case Files, Criminal History Files, and the paperless computerized records management system.

LEGAL PROCESS: Any item of civil or criminal process, whether original, intermediate, or final, that is valid on its face and is to be served or executed by the law enforcement agency.

POLICY:

It will be the policy of the Stratford Police Department to maintain an accurate, complete, and efficient central records keeping system designed to record, file, retrieve, and disseminate information in an efficient and timely manner.

It will be the policy of the Stratford Police Department to release or disseminate information from Department records in accordance with state and federal laws enacted to safeguard the rights of individuals named within these records.

PROCEDURES:

RECORDS RESPONSIBILITY AND FUNCTION:

The Record Division Supervisor is the official keeper of the records and as such is accountable for the collection, dissemination, and retention of all records.

It will be the responsibility of the Record Division Supervisor to cause an annual audit and evaluation of the record keeping requirements of Stratford Police Department.

It will be the responsibility of the Records Division personnel to maintain the records of this Department in accordance with this directive and applicable state and federal statutes.

As part of their record maintenance function, records personnel will:

- Maintain reports and records;
- Distribute copies to authorized persons or agencies;
- Enter appropriate information into the department's computer system;
- Maintain arrest records and related documents;
- Maintain an alphabetical master name index (**3.7.4d**).

Sworn personnel entering reports in to the Records Management Software will code reports as necessary to comply with Uniform Crime Reporting purposes. Sergeants will ensure that all reports are coded correctly before they approve them.

SUPERVISORY REVIEW OF REPORTS: The Patrol Division Supervisors and the Detective Division Supervisors will review all incident reports in RMS, and open cases on a daily basis. The supervisor will review the report for accuracy, completeness, neatness, and legibility. Reports not approved will be returned to the officer for the necessary corrections and/or follow up. This will ensure that cases are being investigated and that supplemental reports are submitted in a timely fashion, suspended, or closed out if circumstances dictate (3.7.3). Upon approval, indicated by the supervisor's signature, the report will be submitted for further processing by Division Commander and Records personnel.

RECORDS ADMINISTRATION:

Access to records will be restricted to records personnel and department administration positions as required.

The door to the Records Unit and all the files shall be secured at all times when the Record Unit is closed for business.

Only the Records Clerks will file reports. Interns may file records under the supervision of a Records Clerk.

When the Records Division is open, officers will have a Records Clerk obtain original or copies of forms or reports (3.7.2).

Police personnel needing documents from records should request documentation from records in person or via email. Records personnel should furnish the copies of the reports to the requesting officer as soon as practical (3.7.2).

Only sworn personnel or Records Division personnel may review original reports. The news media, under the supervision of authorized personnel, may also review original reports.

Full case reports may be viewed through the NexGen Computer system by personnel on a twenty-four (24) hour basis (3.7.2). Copies of case reports and Personnel narratives may be generated from the Records Management System.

Copies of reports may be viewed, duplicated or otherwise obtained for investigative purposes, preparation for court or other hearings, and for follow up investigations. Original documents from case reports should not be removed from the records division without a court order. Copies can be made in the records division for follow up/investigation purposes.

RELEASE OF INFORMATION:

Dissemination of information contained in written reports, arrest records, criminal histories, and the computerized files to outside agencies and persons will be made through Records Division personnel and in a manner consistent with applicable State and Federal statutes, safeguarding these records from unauthorized disclosure (2.8.2).

Requests for criminal history information will be supplied pursuant to the State of Connecticut Freedom of Information Act (C.G.S. § 1-212).

Release of records to the media and the public will meet Connecticut Freedom of Information guidelines and related state statutes. These records will be released by the Chief of Police or designate.

The release of arrest information will generally be via the Stratford Police Departments social media platform. If news media requires further information, they should be notified to contact the Public Information Officer for further information.

Mail requests for copies of cases may be honored if prepayment is made, a self-addressed stamped envelope is included, and it meets the criteria for release to the public.

Copies of open cases without a court ordered disposition will not be released to the public by records personnel.

Copies of reports may be released by records staff only. In an emergency, Command Personnel may release reports.

REPORT DISTRIBUTION:

Reports are reviewed and approved by a supervisor and then submitted to the Records Division. Records Division personnel will retain and/or distribute the reports as follows:

Incident Reports: All reports will be retained in the computer system. Arrest reports will be printed out and transmitted to court. The Records Division will be responsible for the distribution of all other reports to the appropriate persons and agencies.

Accident Reports: The Records Division personnel will print out these reports and distribute, upon request, to:

- Persons who were involved in the collision;
- Persons who properly request copies;
- Insurance companies;
- Connecticut Department of Transportation, Accident Department;
- The utility companies when it involves damaged equipment (i.e., poles).

RECORDS RETENTION:

Records of the Department will be maintained in accordance with State Statutes governing the retention of records. Refer to the State of Connecticut, Public Records Administration publication for the retention of Police Departments Records; Schedule M7, Police Department Records, Part 1 and Part 2.

No records or documents of any kind will be destroyed without the written permission of the Public Records Administrator of the State of Connecticut, with the exception of motor vehicle case dispositions.

It will be the responsibility of the Records Division Supervisor or designee to ensure that records remain neat and papers, reports, books, and logs are maintained, kept current and properly filed.

Records Division Supervisor or designate shall ensure that a request is sent, on an annual basis, to the Public Records Administrator requesting destruction of records pursuant to C.G.S. § 7-109, and Schedule M7 of the Public Records Administration.

Any records to be destroyed that are considered confidential will be shredded or destroyed in some way to ensure continued confidentiality.

ERASURE OF RECORDS:

Upon receipt of a court order outlining the exact offense record that is to be erased or upon receipt of a list of juveniles whose records are to be erased, all copies of identification and arrest reports will be stamped "NOT RELEASABLE" and sealed in a secure envelope. No information or record will be acknowledged or released if it is stamped "NOT RELEASABLE".

MASTER NAME INDEX FILE: A computerized master list of names and addresses are maintained by the Department. These names and addresses are taken from reports and dispatch entries.

CRIMINAL HISTORY FILES: The criminal history files of this Department are records maintained in the master name index stored in the Records Management System as well as printouts from COLLECT/NCIC:

- Access to and dissemination of state and federal criminal history records shall be in accordance with applicable state and federal statutes;
- Access is based on computer security levels.

The Stratford Police Department assigns a specific identification number to individuals who are entered into the Department's Record Management System. The number is computer-generated. All information on the individual will be referenced to this number (**3.7.4e**).

There will be no duplications. Duplicated names will be checked and corrected by records personnel in the master-name index.

The criminal history files include the following:

- Fingerprint card;
- Criminal history transcripts ("rap sheets");
- Booking Sheet;
- Photograph;
- Name and aliases, if known;
- Date of birth;
- Last known address;
- Physical description;
- Outstanding physical characteristics (marks, scars, tattoos, etc.);
- Henry fingerprint classification (if printed);
- Social security number;
- Place of birth;
- Known associates;

- Listing of dates of arrest, case numbers, charges, arresting officer and disposition.

All agency personnel will follow the procedures in this Section to assure that any records related to a person's arrest history are properly disclosed and are secured from accidental release.

MASTER CASE FILE:

Original paper copies of all incident reports and motor vehicle accident reports will be maintained by the Records Division personnel. Older cases are kept in the records vault.

Most reports generated by Department personnel are maintained in the master case file located in the Records Division office.

Some records, usually of either a confidential nature or containing such information that renders them more securely stored in a specific unit or bureau, are maintained outside of the Records Division office. These records may include **(3.7.1)**:

- Personnel Records: Deputy Chief and/or Human Resources
- Training Records: Training Division
- Intelligence and Special Investigations: Detective Bureau **(3.7.1)**
- Internal Affairs Investigations: Chief of Police
- Informant and Confidential Intelligence Files: Detective Bureau **(3.7.1)**
- Juvenile Records – Records Division

INDEX FILES: The Stratford Police Department's Records Management System will maintain index files to include:

- Incident by type: The computer system records incidents and/or calls for service by type. The type of incident or call for service is established through the codification process of the informational system, which is based on the NIBRS breakdown of offenses. For example; the computer system has the ability to list all burglaries for the months of March and April, if requested **(3.7.4a)**;
- Incidents by location: The computer system records incidents and/or calls for service by data tracking. For example, the computer system has the ability to list all crimes reported in the data tract surrounding a certain elementary school, if requested **(3.7.4b)**;
- Stolen, found, recovered, and evidentiary property file: A computerized index of property reported stolen by type, model, and serial number, if available, is maintained by the Records Division. The designated Property Custodian will record and maintain an index of all property submitted to the Department, including found and recovered property and property held as evidence **(3.7.4c)**.

TRAFFIC RECORDS: The record management system contains the locations of all traffic accidents and citations to provide a ready reference for accident/enforcement.

The Stratford Police Department will maintain traffic records containing:

- Traffic accident date - reports, investigations, and locations;
- Traffic enforcement date - citations, arrests, dispositions, and locations;
- Roadway hazard reports;

- Traffic accident and enforcement analysis reports.

TRAFFIC CITATION RECORDS:

Infractions Bureau Citations, Misdemeanor Summonses and Parking Ticket Books are stored under lock and key in the Patrol Division (2.8.7c).

Whenever an infractions citation is issued for a motor vehicle violation, the Police Department copy is forwarded to records for retention (2.8.7b).

Whenever a misdemeanor summons is issued, the Department copy of that document is entered into the master case file jacket with the original copy of the corresponding incident report.

The department copy of misdemeanor summonses issued for speeding are stored in a secure file cabinet in the records division.

Cross Referencing: When infractions citations and/ or misdemeanor summonses are issued, the issuing officer will enter the call for service number on the citation for cross referencing.

Whenever a parking ticket is issued. A copy is turned in to the Desk Segeant for retention.

Issuing Forms to Officers:

- Summonses and Infractions - All officers shall sign the receipt for each book. The receipt shall be submitted to the Records Division who shall retain the receipt in a file. The Shift Supervisor will ensure that the Officer completes the receipt portion of the summons book, and that the receipt is forwarded to the Records Division (2.8.7a).
- Parking Tickets - Parking tickets books are issued by the Desk Sergeant.

RESTRAINING/PROTECTIVE ORDERS: The original order along with a copy of NCIC / Collect entry supplement (s) will be filed alphabetically in the Desk Sergeant's Office.

NATIONAL INCIDENT BASED REPORTING SYSTEM (NIBRS): The Department collects, records and submits NIBRS information on appropriate electronic media to the Connecticut State Police Crimes Analysis Unit, on a monthly basis (2.8.6).

JUVENILE RECORDS:

The following are procedures for the collection, retention and dissemination of Department records pertaining to juveniles.

Separation of Adult and Juvenile Arrest and Identification Records:

- Fingerprint cards, photographs, and all other forms of identification and arrest reports pertaining to juveniles shall be kept separate from adult identification records and secured in the Records Division.

Access to Juvenile Records:

- C.G.S. § 46b-124 dictates that all records of cases on juvenile matters shall be kept confidential;
- During the period of time that the juvenile arrestee's photograph, fingerprints, and the records of the arrest are retained at this Department, they shall be used only for identification purposes in official criminal investigations;
- Department personnel and other law enforcement personnel outside this Department are permitted access to juvenile identification and arrest records on a need-to-know basis only; including prosecutors, adult probation, Department of Children and Families, and court officials;
- When any other report that contains juvenile names is sent to an outside agency; with the exception of law enforcement agencies, prosecutors, adult probation, school and court officials, the Records Division personnel must blacken-out the names of the juveniles before release;
- Pursuant to Connecticut General Statute §46b-124a, upon request of a victim of a delinquent act of a child, the victim, without a court order shall have access to:
 - The name and address of the child;
 - The name and address of the child's parents or guardians;
 - Any charges pending against the child related to the delinquent act;
 - Information regarding the disposition of the case related to the delinquent act; and
 - Any order entered by the court pertaining to the victim related to the delinquent act.
- All juvenile records will be retained and destroyed in accordance with the Connecticut State Library, Office of the Public Records Administrator, Municipal Records Retention/Disposition Schedule, M7: Public Safety and Emergency Services Records.

COMPUTER SECURITY AND CONFIDENTIALITY:

- The Records Division will work with in-house or Town of Stratford Information Technology personnel to assure the security and maintenance of the Stratford Police Department computer systems;
- No computer hardware, data disks, or system software shall be moved, modified, added or introduced to the system without the permission of the System Administrator. Under no circumstances shall any software not licensed to the Stratford Police Department or the Town of Stratford be installed in any computer without the approval of the System Administrator;
- All information obtained through any Police Department, CJIS or NCIC system shall be used for law enforcement purposes only. Under no circumstance shall Police Department systems be used for personal reasons or curiosity.
- Disclosure of information transmitted or stored in agency computers is subject to the guidelines of the Connecticut Freedom of Information Act and state and federal regulations. Illegal or inappropriate use of computer systems may expose the Town of Stratford to significant liability and negative publicity;
- The System Administrator will assure that a system is in place to provide daily backups and storage of system data and provide a process for off-site storage of data to provide for a disaster recovery plan. On-site storage of daily backup tapes will be maintained in a secure closet at the IT office. Off-site storage of backup tapes will be maintained in a secure closet at the IT office or at an off-site secure location determined by the IT Director and System Administrator;

- The System Administrator will maintain a system for the issuance and modification of user names and passwords and conduct an annual audit of the computer system for verification of all system passwords, access codes or access violations and make a report to the Chief of Police;
- Department staff are responsible for logging off the computer when they leave their workplace to assure system security and staff will use their own user name and password to log onto a computer.

LEGAL PROCESS RECORD: This Department shall maintain a record keeping system to document the receipt of legal process, which includes civil process in regards to Department personnel and all criminal process. The record system will include the following:

- Date and time received (**2.8.4a**);
- Type of legal process;
- Nature of document (**2.8.4b**);
- Source of document (**2.8.4c**);
- Name of plaintiff/complainant or defendant/ respondent;
- Officer assigned for service (**2.8.4d**);
- Date of assignment (**2.8.4e**);
- Court docket number (**2.8.4f**);
- For subpoenas, date service due (**2.8.4g**).

RECORDING SERVICE/EXECUTION: The execution or service of legal process by officers of this Department shall be recorded as outlined (**2.8.5**):

Arrest Warrants: The execution of an arrest warrant (original or re-arrest) shall, in addition to the return, be evidenced by the completion of the appropriate Department incident report (initial/supplemental) to include the following:

- Date and time executed/attempted (**2.8.5a**);
- Name of officer(s) executing/attempting service (**2.8.5b**);
- Identification of subject served/executed (**2.8.5c**);
- Method of service/reason for non-service (**2.8.5d**);
- Location/address of service/attempt (**2.8.5e**);
- Information regarding detention or release of arrestee;
- Arrestee's initial court appearance date.

Search and Seizure Warrants: The execution of a search and seizure warrant involving officers of this Department shall, in addition to the return, be evidenced by the completion of the appropriate Department incident report (initial or supplemental) to include the following:

- Date and time executed/attempted (**2.8.5a**);
- Name of officer(s) executing/attempting service (**2.8.5b**);
- Identification of subject served/executed (**2.8.5c**);
- Method of service/reason for non-service (**2.8.5d**);
- Location/address of service/attempt (**2.8.5e**);
- Names of officers executing the warrant;

- Identification of persons present;
- Method of execution;

Subpoena: The service of a subpoena by officers of this Department shall, in addition to the return, be evidenced by the completion of a Department incident report by the officer serving this process to include the following:

- Date and time of service (2.8.5a);
- Name of officer making service (2.8.5b);
- Name of person served (2.8.5c);
- Method of service (2.8.5d);
- Location of service (2.8.5e);
- Initial case number relating to this document.

It will be the policy of the Stratford Police Department that Department officers will not service or execute civil process in the performance of their official duties.

CRIME ANALYSIS AND DISTRIBUTION A.S.-3.3.11

The Sergeant of the Detective Bureau will gather data from relevant sources to identify crime patterns, trends, and emerging issues within the community.

The data is generated from records created in our report management system (RMS) through incident and arrest reports. Additional crime related information may be obtained from outside agencies, informational sources such as CTIC and cloud-based information sharing platforms such as Slack.

These crime analysis reports will be prepared on a weekly basis to track short-term trends. Comprehensive monthly reports will be compiled to assess long-term patterns and strategic outcomes. The information obtained by analyzing the data is used to provide line units with information that can be of benefit in the development of operational and tactical plans.

This collected data will be forwarded to the Patrol Captain who will use the information to provide line units with valuable information necessary to suppress crime and apprehend criminal offenders.

To ensure accurate/efficient gathering and dissemination of gathered crime data these actions will be followed:

- Reports will be completed in a timely fashion to facilitate the collection of pertinent crime-related data.
- Crime analysis information will be disseminated to operational divisions and units to assist in the development of operating strategies and tactics.
- Crime analysis information will be utilized in the development of Department management decisions pertaining to goals, objectives, resource needs and allocation, and multi-year plans.

Source documents will be utilized from which crime analysis data elements will be extracted. These sources typically are: **3.3.11**

- CAD call log
- Department incident reports
- Arrest reports

ANALYSIS OF CRIME DATA:

The Detective Division and Patrol Division Commanders are the recipients of the most timely and informative sources of data pertaining to criminal activities. The Detective Division is charged with maintaining the Department's information system that permits access to, and retrieval of relevant information. The Detective Bureau Sergeant and Lieutenant will be the crime analyst for this Department. If a crime pattern or trend comes to the attention of any employee of this Department, the employee should bring this pattern or trend to the attention of the employee's division commander. The division commander will then submit a request through the Detective Bureau Sergeant, as the Crime Analyst, to retrieve from the records management system a computer-generated report concerning the crime pattern or trend. The request should include the time frame and geographical area.

TEMPORAL AND GEOGRAPHIC DISTRIBUTION OF CRIME:

The crime analyst may create reports of the temporal and geographical distribution of selected criminal activity as experience dictates. Burglary and robbery spot maps and logs may be maintained in the Detective Division. Spot maps for other crimes may be initiated when necessary.

DISTRIBUTION OF CRIME ANALYSIS INFORMATION:

The division commander who requested the report will study the crime data. If the report justifies a specific and special operation to combat the crime pattern or trend, the patrol captain will be notified. The shift commander (lieutenant) will determine how to best combat the crime pattern or trend and consult the patrol captain before implementation. Post consultation should produce the specific operational plan to combat the crime pattern or trend and the date and time for the subsequent evaluation staff meeting. All field personnel will be notified of any special operational plan to combat a crime pattern or trend.

INTERNAL DISTRIBUTION:

Crime analysis information will be distributed to the appropriate units or individual employees on a timely basis. Information that is relevant to the operational and tactical plans of specific line units will be sent directly to them. Information relevant to the development of Department's strategic plans will be provided to the appropriate staff members.

EXTERNAL DISTRIBUTION:

Information developed through crime analysis may be released to outside agencies through such mediums as: Connecticut State Police (CSP) Crime Information Bulletin; COLLECT system messages; state and federal statistical reports; Information may also be released to the media to warn segments of the community of criminal activity that could adversely affect them. In all such media releases information pertaining to investigative leads, suspect, method of operation, and evidence should be withheld to protect the integrity of the investigation.

FEEDBACK ANALYSIS AND PROGRAM EVALUATION:

Depending upon the specific actions that has been incorporated, a timely report will be obtained by the commander overseeing the action who will relay it to the chief of police. A post-action debrief should determine if the special operation plan has successfully combated the crime pattern or trend. If not, the meeting should produce the next time frame for a new report and action plan.

The Chief of Police will be briefed by a weekly crime report on crime trends, hotspots, and analysis results every Monday morning. Urgent or emerging issues will be communicated to the Chief immediately through written or verbal updates.

Accountability: The Crime Analysis Unit will ensure the accuracy and timeliness of reports, and all personnel are expected to collaborate by providing necessary data and insights.

ADMINISTRATIVE REPORTING PROGRAM: A.S. 3.4.1

These types of reports are designed to provide information within this Department on a day-to-day operational basis as well as provide a mechanism to report Department activities outside the immediate structure of the Department. This Department's administrative reporting program includes:

a. Administrative Reports:

1. CAD Call Log;
2. Weekly Crime Report;
3. Monthly Statistical Report and
4. Monthly Budget Report

b. Person(s) or Position(s) Responsible for Report:

1. CAD Call Log: This report is prepared by Communications Unit Personnel;
2. Weekly Crime Report: This report is prepared the Detective Division Sergeant
3. Monthly Statistical Report: is prepared by the Records Lieutenant and
4. Monthly Budget Report: department expenditures are logged in MUNIS system and the town finance department completes this report.

c. Purpose of Report:

1. CAD Call Log: The purpose of this report is to communicate brief descriptions of occurrences that took place during the shift specified,
2. Weekly Crime Report: The purpose of this report is to show the crime activity within the town during the week;

3. Monthly Statistical Report: Shows the number of calls for service, crime types, arrests, enforcement activity, permits approved, pistol permits processed and revenue received by the records division during the month and
4. Monthly Budget Report: The purpose of this report is to show the total departmental expenditures within a month's timeframe.

d. Frequency of Report:

1. CAD Call Log: This report will be prepared on a shift-by-shift basis,
2. Weekly Crime Report: This report will be prepared on a weekly basis;
3. Monthly Statistical Report: This report is prepared on a monthly basis and
4. Monthly Budget Report: Is prepared on a monthly basis

e. Distribution of Reports:

1. CAD Call Log: Can be looked up in our RMS where all police personnel can look-up,
2. Weekly Crime Report: The Detective Division Sergeant will submit this report to the Chief of Police and the Captains of the Detective and Patrol Divisions;
3. Monthly Statistical Report: Records Lieutenant will submit this report to the chief of police and
4. Monthly Budget Report: Can be accessed in MUNIS by the Chief of Police once completed

Accountability for Agency Forms A.S. 3.4.2

Purpose:

To establish clear procedures for the development, modification, review, and approval of Stratford Police Department forms, ensuring accountability, consistency, and compliance with regulatory standards.

Scope:

This directive applies to all personnel responsible for creating, revising, approving, and maintaining agency forms.

Procedures:

1. Form Development:

- All new forms must be developed by the appropriate department and must consider proper legal and administrative consultation.
- The purpose, intended use, and required information fields must be clearly defined before drafting.
- Forms should adhere to accessibility standards and be user-friendly for personnel and the public.

2. Form Modification:

- Any modification requests must be brought to the attention to the records lieutenant and administrative captain first.
- Modifications should be reviewed for necessity, impact, and compliance with legal requirements.

3. Form Review:

- Forms must undergo periodic reviews to ensure continued relevance, legal compliance, and operational effectiveness.
- The review process should involve representatives from relevant departments and legal oversight.

4. Form Approval:

- Final approval for new or modified forms must be granted by the Chief of Police
- Approved forms must be assigned a version number and an official issuance date.
- Forms should be stored in a centralized system with controlled access and distribution protocols.

Accountability & Enforcement:

- All personnel responsible for agency forms must adhere to this directive.
- Violations or unauthorized modifications will be subject to review and disciplinary action.

