

Accreditation Standards: 11.4.2 Revision: 08/97; 05/07; 10/07; 02/15 References:	<p style="text-align: center;">University of Florida Police Department</p>  <p style="text-align: center;">Department Standards Directive</p>	Responsibility: Administration Pages: 02 Related Documents: None
TITLE: FORMS CONTROL		

1052 Forms Control

1052.1 Purpose. The purpose of this directive is to establish and maintain a system to ensure accountability for Department forms.

1052.2 Discussion. The objective of a forms control process is to avoid duplication of effort and unnecessary paperwork and minimize the cost of printing or reproducing forms. A procedure should be developed and maintained for the formulation, modification, approval, deletion and periodic review of forms used by the Department.

1052.3 Policy. It shall be the policy of the Department to maintain a forms approval and review process.

1052.4 Procedure.

A. Responsibilities.

1. The responsibility of the forms control process shall be with the Office of Professional Standards.
2. The Office of Professional Standards shall maintain, develop, modify and periodically review all forms used by the Department. This does not apply to forms supplied by other agencies, e.g., Uniform Traffic Citations, Traffic Crash Report Forms.
3. All new and modified forms shall be approved by the Chief or designee prior to publication and use.

B. Form Requests. When a new or modified form is desired, a request shall be submitted to the Office of Professional Standards. This request should contain:

1. A draft of the proposed form;
2. A brief description of how the form is to be used and why;
3. The name of the division or unit requesting the form;

4. The names of the division, units and persons who have an interest in the form;
5. The expected usage (daily, weekly, monthly, yearly);
6. Whether the form is for temporary or permanent use;
7. The desired date of implementation.

C. Inventory Control.

1. Each respective division shall be responsible for inventory control and placing purchase requests as necessary.
2. Forms may be ordered through the Department's purchasing request process.

D. Review Process.

1. The Office of Professional Standards shall review and evaluate each Department form with the respective division commanders as needed.
2. The review and evaluation shall ensure that each form fulfills its intended purpose and the information collected is sufficiently useful to warrant continuance.

1052.5 Glossary. None

JJS 8/95 Filed: Forms Control 1052

Approved: _____
Bart Knowles, Chief

Effective Date: July 10, 2024