REPORT FORM DEVELOPMENT AND CONTROL

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INDEX AS:

Development of Report Forms
Forms Management Program
Report Form, Development of
Report Form, Division of
Report Form, Annual Review
Revision of Report Forms

I.   PURPOSE

To establish the policies and procedures for revising current report forms, developing new report forms and controlling the use of report forms.

II.   POLICY

It shall be the policy of the Iowa City Police Department to have formal procedures for the development, use and maintenance of official police report forms, interdepartmental forms, intradepartmental forms, and other official department documents and/or forms.

III. PROCEDURES – REPORT FORM DEVELOPMENT / REVISION

A. GUIDING PRINCIPLES

The basis for developing a new form or revising an existing form shall be:

1. purpose and use of form based upon justifiable need

2. eliminate duplication and redundancy

3. eliminate or update unnecessary, outdated or obsolete forms

4. improve the appearance and functional efficiency of forms

5. coordinate with information processing procedures

6. mandated information reporting change

B. RESPONSIBILITY FOR FORM DEVELOPMENT / REVISION

1. The Sergeant of Planning and Research or designee shall be responsible for coordinating the process or developing or revising report forms.

2. In addition to the involvement of and review by the supervisory and command staff, new and/or revised report forms shall be developed with the assistance of the personnel most likely to use the forms.

C. APPROVAL FOR NEW / REVISED FORMS

1. All new and / or revised report forms must be reviewed and approved by the Chief of Police.

IV. PROCEDURES – FORMS MANAGEMENT PROGRAM

A. RESPONSIBILITY – FORMS MANAGEMENT PROGRAM

1. The Records Supervisor shall be responsible for maintaining the Forms Management Program.

B. PROCEDURES – The Forms Management Program will include the following procedures:

1. Assignment of a forms control number to all pertinent report forms

2. Replenish supplies of forms for general distribution and inventory

     3.   Identify potential problems with report forms and make recommendations for improvements.

     4.   In addition to hard copy forms, commonly used forms shall be housed electronically on the Department's in-house computer. Such electronic forms shall be amended in conjunction with their hard copy version.

V.   REVIEW OF REPORT FORMS

A. At the direction of the Chief of Police, the supervisory and command staff will conduct a review of all Department report forms for the purpose of recommending revisions, eliminations, or creation of report forms.

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Jody Matherly, Chief of Police