



Alexandria Police Department

Directive 3.5



FORMS MANAGEMENT

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3.5.01	POLICY/PURPOSE	[11.4.2]
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The policy of this department is to provide clear and concise forms to its employees to aid in the performance of their jobs. The purpose of this directive is to establish procedures for development, modification, approval, review and cancellation of forms.

3.5.02	DEFINITIONS
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Form - a pre-printed or electronic document with blank spaces for the insertion of required or requested information. A form may be used by all employees, or only one employee.

3.5.03	FORM FORMAT
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All proposed forms must conform to the following format:

- Alexandria Police Department and the full title of the form will be prominently displayed at the top of the page; unit names are optional and are subject to

approval; unit logos will not be used on department forms without specific prior approval;

- City seal affixed at top left;
- APD badge logo affixed at the top right;
- APD form number will be affixed at bottom left, followed by the revision date; e.g., F-APD-0140 (09/2013);
- Any multi-page identifiers will be affixed at the bottom right corner; e.g., Page 1 of 2; subsequent pages of multi-page forms will carry the same form number as the first page;
- For multi-copy, NCR forms, specify copy distribution by color and page number at bottom of form;
- Forms should include instructions for completion and routing, as needed; and
- Minimum margin at top, bottom and both sides will be 1/2 inch

3.5.04 PRINTING BULK QUANTITIES OF FORMS PROCEDURES

- A.** When the need exists to produce forms in bulk, this request should be made through the Property Section. Property Section personnel will determine if the form should be printed in-house or sent to the city's Print Shop. In either case, personnel doing the printing can use the master copy on file to print large quantities of forms without loss of quality. Making more than one or two copies from a copy of an existing form leads to eventual deterioration of print quality, omission of form numbers, etc. The Property Section will not process print requests for forms that do not bear a valid APD form number and a revision date, or that do not have the City seal and APD badge logo affixed.
- B.** Requests for bulk printing will be forwarded to the Property Section on a City of Alexandria, Virginia - Department of General Services Copy/Print Request form, available on the Forms tab of the AlexNet homepage. If the request can be filled from stock or printed in-house, the Property Section will do so. If the request must be forwarded to the Print Shop, the Property Section will evaluate the request, ascertain a cost estimate from the Print Shop, place the estimate in the top left corner of the appropriate city form, and forward the request to the Planning, Accreditation and Directives Section.
- C.** The Planning, Accreditation and Directives Section will ensure that the form to be printed bears a valid APD form number, or determine if a form number has been previously assigned to the form. If not, a form number must be assigned before the form can be printed.
- D.** The Planning, Accreditation and Directives Section will forward the request to the Division Chief of Fiscal Management to determine if the cost estimate is within authorized limits before the request leaves the department.
- E.** After approval, the Division Chief of Fiscal Management will forward the request to the Property Section for further action.
- F.** Master copies of forms printed in bulk will be retained by the Property Section.

3.5.05 NEW FORM REQUEST PROCEDURES

- A.** The Bureau commander of the unit/section/division requesting a new form must approve the necessity of the new form request.
- B.** A written statement justifying the use of the form will accompany the new form request specifying if the form will be individually printed via electronic format at the user level, as needed, or if the form must be printed in bulk and stocked.
- C.** If the form must be printed in bulk, the commander requesting the form will include an estimate of the quantity required in a year. The commander will then, through channels, obtain the approval of the Bureau commander concerned.
- D.** The unit/section/division requesting the new form will prepare a draft of the form in Microsoft Word. The layout of this electronic draft should closely resemble the desired appearance and flow of the InfoPath form conversion result.
- E.** The Microsoft Word draft of the form and the Bureau commander approval is submitted to the Planning, Accreditation and Directives Section via email.
- F.** The Planning, Accreditation and Directives Section will review the form draft for compliance with City Administrative Regulations, Police Directives, CALEA standards, and format specifications.
- G.** The Planning, Accreditation and Directives Section will assign a form number to the new form draft.
- H.** The Planning, Accreditation and Directives Section will post the form draft for Staff Review through PowerDMS for a period of two weeks.
- I.** The Planning, Accreditation and Directives Section will compile Staff Review feedback after the two week period and provide it to the form requestor for review, response, edit (if necessary), and final approval.
- J.** The Planning, Accreditation and Directives Section will forward the final draft of the form in Microsoft Word format to the Technology, Data & Analysis Division for development in InfoPath format via email.
- K.** Technology, Data & Analysis will be given two weeks to convert the Microsoft Word document into the InfoPath platform. If this period of time is insufficient, Technology, Data, & Analysis will communicate in writing to the Planning, Accreditation and Directives Section of the need for an extension. A due date will be established as agreed.
- L.** After the form has been converted to InfoPath, Technology, Data & Analysis will return the InfoPath version to the Planning, Accreditation and Directives Section via email.
- M.** The Planning, Accreditation and Directives Section will conduct a final review and testing of the form in conjunction with the form requestor. Any necessary edits will be conveyed to the Technology, Data & Analysis Section for resolution via email.
- N.** If no edits are necessary, acceptance of the form will be acknowledged via email from the Planning, Accreditation and Directives Section to Technology, Data & Analysis.

- O. When the new form is complete, Technology, Data & Analysis will publish the form in the InfoPath library located on the network and notify the Planning, Accreditation and Directives Section.
- P. The Planning, Accreditation and Directives Section will send a Police Staff broadcast email that the form is available for use.
- Q. If applicable, bulk printing procedures will be initiated.

3.5.06 EXISTING FORM EDIT REQUEST PROCEDURES

- A. The Bureau commander of the unit/section/division requesting an edit to an existing form must approve the necessity of change request.
- B. A written statement justifying the change request will accompany the form edit request specifying if the form will be individually printed via electronic format at the user level, as needed, or if the form must be printed in bulk and stocked.
- C. If the form must be printed in bulk, the commander requesting the form will include an estimate of the quantity required in a year. The commander will then, through channels, obtain the approval of the bureau commander concerned.
- D. The unit/section/division requesting the form change will prepare a draft of the form from the existing InfoPath form version. The edit content may be legibly depicted on a hard copy of the existing form.
- E. A scanned version of the form edits and the Bureau commander approval is electronically submitted to the Planning, Accreditation and Directives Section via email.
- F. The Planning, Accreditation and Directives Section will review the form draft for compliance with City Administrative Regulations, Police Directives, CALEA standards, and format specifications.
- G. The Planning, Accreditation and Directives Section will change the form revision date.
- H. The Planning, Accreditation and Directives Section will post the form edit request draft for Staff Review through PowerDMS for a period of two weeks.
- I. The Planning, Accreditation and Directives Section will compile Staff Review feedback after the two week period and provide it to the form requestor for review, response, edit (if necessary), and final approval.
- J. The Planning, Accreditation and Directives Section will forward the final draft of the form edits in PDF format to the Technology, Data & Analysis Division for InfoPath format revision via email.
- K. Technology, Data & Analysis will be given two weeks to process the form edits into the InfoPath platform. If this period of time is insufficient, Technology, Data, & Analysis will communicate in writing via email to the Planning, Accreditation and Directives Section of the need for an extension. A due date will be established as agreed.

- L. After the form has been edited in InfoPath, Technology, Data & Analysis will return the edited InfoPath version to the Planning, Accreditation and Directives Section via email.
- M. The Planning, Accreditation and Directives Section will conduct a final review and testing of the form in conjunction with the form edit requestor. Any additional changes will be conveyed to the Technology, Data & Analysis Section via email for resolution.
- N. If no edits are necessary, acceptance of the form will be acknowledged via email from the Planning, Accreditation and Directives Section to Technology, Data & Analysis.
- O. When the new form is complete, Technology, Data & Analysis will publish the form in the InfoPath library located on the network and notify the Planning, Accreditation and Directives Section.
- P. The Planning, Accreditation and Directives Section will send a Police Staff broadcast email that the form is available for use.
- Q. Technology, Data & Analysis will remove the previous version of the form from the network and archive it in a designated location.
- R. If applicable, bulk printing procedures will be initiated.

3.5.07	CANCELED FORM PROCEDURES
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- A. As soon as those who use a form determine the form is no longer needed, the unit/section/division commander concerned will notify the Planning, Accreditation and Directives Section in writing via email.
- B. The Planning, Accreditation and Directives Section will post the request to discontinue the form for Staff Review through PowerDMS for a period of two weeks. If the staff review produces concurrence, the form will be discontinued. If concurrence is not achieved, further discussion between the contestant(s) and the requestor to cancel the form will proceed.
- C. The Planning, Accreditation and Directives Section will notify the Property Section when a form printed in bulk has been canceled.
- D. The Planning, Accreditation and Directives Section will notify Police Staff through email of form cancelations and the notice will direct the destruction or recycling of the canceled form throughout the department.
- E. The Property Section will archive master forms for canceled bulk printed forms and destroy or recycle all pre-printed stock of canceled forms.
- F. The Property Section will notify the Print Shop to destroy any stock on hand.
- G. Technology, Data & Analysis will remove the electronic form from the form folder on the network and archive it in the designated location.

3.5.08 RESPONSIBILITIES

- A.** Unit commanders will ensure that the Planning, Accreditation and Directives Section has approved departmental forms used by their employees. This does not include forms created by and used only within units of the department.
- B.** The Planning, Accreditation and Directives Section will ensure, except for temporary or test purposes, all departmental forms are numbered and duplication is avoided to the extent possible.
- C.** The Property Section will ensure an adequate stock of blank forms is kept on hand.
- D.** The Planning, Accreditation and Directives Section will maintain a hard copy file of all approved forms.
- E.** The Crime Scene Investigations Section will maintain the master of all Identification cards.
- F.** Individual units, with specific approval from the Planning, Accreditation and Directives Section, may maintain master copies in computer memory of unit-specific forms (backup files must be kept).
- G.** The City Print Shop will maintain all bulk printed master forms. Property Section personnel are the liaison with the City Print Shop for bulk printed forms.
- H.** The Commander of the Administrative Services Bureau Support Services Division is the designee of the Chief of Police for all matters pertaining to forms control.

BY AUTHORITY OF:

Earl L. Cook
Chief of Police