



Section 3/200 ♦ Administrative Procedures		
3 / 202	Department Forms	6/1/96 Rev. 3/20/08
Accreditation Standards	11.4.2	

**3 / 202.05 PURPOSE**

To develop continuity of reporting and ensure that all necessary information obtainable is gathered by personnel whose responsibility it is to accurately and efficiently complete departmental reports which serve not only this agency but other agencies as well.

- Division/Unit Forms

The Bureau Commander will approve all reports that are utilized by individual units or divisions and are not subject to distribution outside of the divisional component.

**3 / 202.10 DEVELOPMENT OF DEPARTMENT FORMS**

All existing departmental report forms have been designed to accomplish various objectives of information documentation and gathering within the agency. All departmental reports have been and will be reviewed by the Bureau of Administration, the Command Staff and any affected unit or division supervisor and / or commanders, and will be approved by the Commander of the Bureau of Support Services whose responsibility is the records function of the agency.

**3 / 202.20 USAGE OF REPORT FORMS**

Departmental reports are documented forms of information and official notes of their writers and may become involved in court proceedings as official notes by officers. Report forms are not sufficient in lieu of officer's testimony.

Most departmental report forms are listed within the Administrative Manual of the agency and are accompanied by detailed instructions for their usage.

Any member of the agency may make written suggestions for modification of any report to enhance the usefulness or increase the gathering of needed information. Suggestions should be directed to the Bureau of Administration Commander who will undertake a review as outlined previously before altering or adopting any new or modified report form.

**END OF ORDER**

**3 / 202.15 POLICY**

- Administrative Forms

All Administrative forms will be approved by the Office of the Chief of Police and in accordance with acceptable standards as directed by the Office of the Chief of Police.

- Departmental Forms

It will be the policy of this agency that the Commander of the Bureau of Administration approves all report forms that are utilized by the agency as a whole and are subject to distribution within and outside of this agency.

Reports which are further documented in the department computer system (CAD), will also be reviewed with a member of the Bureau of Administration to ensure all necessary criteria is also documented and included in the forms.