

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 01/23/2020	Supersedes Policy Dated: 05/31/2014	Rescinds:	SOG Number: 303.2
Accreditation Index:			
Part Title: Support Services	Chapter Title: Records		
Chief of Police:			

Forms / Brochure Management

I Policy

The Springfield Police Department shall maintain a central location (master file) for forms and brochures used by the department. The Forms Development Coordinator is responsible for the management and development of all forms and brochures maintained in the Form Management System.

II Definitions

Brochure – A document created for transmitting information.

Control Number - A unique number assigned to each form or brochure for identification.

End User - Person or persons who complete or distribute the form or brochure on a regular basis.

Form - A document, usually with blank spaces, for collecting and transmitting information.

Forms Development Coordinator - Person responsible for the creation and maintenance of departmental forms and brochures maintained in the Form Management System ensuring consistency, uniformity and adherence to standards.

Form Management System - A collection of forms and brochures created by the Forms Development Coordinator for department use that are not available via the Records Management System.

SOG 303.2

Forms / Brochure Management

Effective Date: 01/23/2020

Form Owner - Person requesting form or brochure creation or the person designated to review the form or brochure.

RMS Forms - A collection of forms accessed via the Records Management System created and maintained by the RMS Coordinator.

III Procedure

1 NEW FORMS OR BROCHURES

- 1.1 When a new form or brochure is required, the Form Owner shall complete a Form Management Request SPD Form # 03-AD-0480, attach a rough outline of the new form or brochure and forward it to the Forms Development Coordinator through the Chain of Command.
 - 1.1.1 It is the responsibility of the Form Owner to make sure the new form or brochure is in compliance with departmental policy.
- 1.2 The Forms Development Coordinator will determine the software to be used in creating the form or brochure, complete a draft of the new document and send it to the Form Owner for approval.
 - 1.2.1 If the draft meets the Form Owners approval they will obtain final approval through the Chain of Command, as necessary.
 - 1.2.2 When the draft has been approved, the Forms Development Coordinator will issue a control number identifying the year, owner (SP- Support Services, AD-Administration, OP-Operations and IN-Investigations), and number of the form or brochure.
 - 1.2.3 The Forms Development Coordinator will notify the department that a new form or brochure has been created and is available for use.

2 REVIEWS

- 2.1 All forms and brochures maintained in the Form Management System shall be reviewed every 12 months.
- 2.2 The Forms Development Coordinator will determine by the last review or revision date which forms or brochures are due for review and send them to the appropriate Bureau Commander through a PowerDMS workflow. ¹
- 2.3 The Bureau Commander will distribute the forms or brochures to the appropriate Form Owner for review.
- 2.4 The Form Owner will indicate whether the form or brochure requires revision, deletion, or no changes in the workflow comments. The Form Owner will then complete the Review Workflow. ²

1 Section 2.2 revised, PowerDMS terminology added, Policy Change Order 19-016.

2 Section 2.4 revised to conform with PowerDMS workflow, Policy Change Order 19-016.

SOG 303.2

Forms / Brochure Management

Effective Date: 01/23/2020

3 REVISIONS

- 1.1 3.1 When a form or brochure maintained in the Form Management System needs revising, the Form Owner shall complete a Form Management Request, SPD Form # 03-AD-0480, attach a copy of the form or brochure to be revised indicating the necessary revisions and submit it to the Forms Development Coordinator through the Chain of Command via a PowerDMS approval workflow. All form revision requests should be named “[DSN] Form Revision [Form Name and Number].”³
- 3.1.1 The Forms Development Coordinator will complete a draft of the revised form or brochure and send it to the Form Owner for approval.
- 3.1.2 If the draft meets the Form Owners approval they will obtain final approval through the Chain of Command, as necessary.
- 3.1.3 The Forms Development Coordinator will notify the department that the form or brochure has been revised and is available for use.
- 3.2 Forms or brochures found to have grammatical or typographical errors may be corrected by the Forms Development Coordinator.
 - 3.2.1 The corrections cannot change the content or meaning of the form or brochure.
 - 3.2.2 The completion of a Form Management Request, SPD Form # 03-AD-0480, will not be needed to make these corrections, but the change shall be noted in the file.
 - 3.2.3 The Forms Development Coordinator will notify the department that the form or brochure has been revised and is available for use, as necessary.

4 DELETING FORMS OR BROCHURES

- 4.1 When the department no longer uses a form or a brochure maintained in the Form Management System, the Form Owner shall complete a Form Management Request, SPD Form # 03-AD-0480 and submit it to the Forms Development Coordinator through the Chain of Command through a PowerDMS workflow.⁴
- 4.2 The Forms Development Coordinator will delete the form or brochure and notify the department of the deletion.
- 4.3 All deleted forms and brochures shall be archived for possible later reference.

5 SUPPLY OF PRE-PRINTED FORMS

- 5.1 The Forms Development Coordinator is responsible for printing, ordering and distributing all forms and brochures used by the department.⁵

6 MASTER FILE

- 6.1 The Forms Development Coordinator is responsible for maintaining a master file of all SPD forms and brochures maintained in the Form Management System.

3 Section 3.1 revised to reflect the use of PowerDMS, Policy Change Order 19-016.

4 Section 4.1 revised to reflect PowerDMS workflow process, Policy Change Order 19-016.

5 Section 5.1 changed title of responsible person, Policy Change Order 19-016.

SOG 303.2

Forms / Brochure Management

Effective Date: 01/23/2020

- 6.2 The Forms Development Coordinator is responsible for maintaining a master file of all other City, State, and Federal forms and brochures used by the department. ⁶

7 RMS FORMS

- 7.1 The RMS Coordinator is responsible for the creation, maintenance, and master file of all forms maintained in the Records Management System.

- 7.1.1 Contact the RMS Coordinator for instructions on how to request new RMS Forms or revisions to current RMS Forms.

- 7.2 Forms maintained in the Form Management System can be transferred to the Records Management System by completing a Form Management Request, SPD Form # 03-AD-0480, see Section 3, Revisions.

- 7.2.1 The Forms Development Coordinator will record the information in the Form Management System, revise the control number by adding “-NICHE” after the form number, and forward a copy of the file to the RMS Coordinator, or designee.

IV Attachments

⁶ Section 6.2 changed title of responsible person, Policy Change Order 19-016.