
	GAITHERSBURG POLICE DEPARTMENT		
	Department Forms		
	GENERAL ORDER	104.2	
Effective Date	11/13/2013	11.4.2, 82.3.4	
Authorized by: Mark P. Sroka CHIEF OF POLICE		SIGNATURE	DATE

I. PURPOSE

Internal Department forms are developed based on the need to capture required information.

II. POLICY

The Department has a system of accountability for forms used by the Department. The Accreditation Manager and the Administrative Support Supervisor are responsible for keeping these forms updated as changes occur. Department personnel are responsible for utilizing the appropriate forms to record necessary information.

III. DEFINITIONS

This directive does not contain any terms deemed to require special definition.

IV. PROCEDURE

A. General

1. Forms and documents used by the Department are for official use and shall be utilized only for their intended purpose.
2. Whenever practical, Department forms contain a number consistent with either the number of the general order to which the form pertains, or the applicable CALEA standard number.
3. Personnel are encouraged to provide input and are made aware of modifications to forms in a timely manner.
4. New forms and revisions are reviewed by select personnel and supervisors who will be utilizing the forms and are approved by the Chief of Police.

B. Controlled Forms

1. Citation books and controlled forms are stored in a secure area accessible only to authorized Department members.

2. Books containing citations or other forms that are controlled are accounted for by maintaining a record of issuance and through periodic audits. Issuance is documented via sign-out sheets, requiring the following information:
 - a) The officer issuing the citation book;
 - b) The officer to whom the book is issued;
 - c) The citation numbers in the book; and
 - d) The date the citation book is issued to the officer.
3. As an additional means of accountability, citations are entered into the Department's Master Name Index and E-Tix by administrative personnel, indicating the issuing officer and to whom the citation was issued.
4. Citations and controlled forms from a book issued to one officer may not be given to another officer for issuance.
5. Unused citations, or those replaced by a revised edition, shall be destroyed by the Accreditation Manager or returned to the appropriate agency. Such disposal will be recorded to satisfy audit requirements.

C. Other Forms and Documents

1. City stationery and Department letterhead are considered Department forms. City stationery may be used with the approval of a bureau commander, whereas, Department letterhead is for the sole use of the Chief of Police.
2. In most instances, report forms are computer generated and do not require inventory or updates by the Department. Supporting forms may be required for evidence/property, witness information or other necessary information, and are available either internally or through the Montgomery County Police Department.
3. It is the responsibility of the Administrative Support Supervisor to ensure that an adequate stock of required Department forms is available for use at all times.
4. The Accreditation Manager maintains a master of all Department forms.

5. Department personnel will be notified of the revision or discontinuation of any Department forms.