

Forms Control

807.1 FORMS CONTROL PROGRAM

The Forms Control Program establishes control over the creation of new forms, revisions of existing forms, and the elimination of non-essential forms.

807.2 FORMS CONTROL COORDINATOR

The Program is administered by a Forms Control Coordinator for Law Enforcement and Corrections, who has the following responsibilities:

- (a) Establish and maintain a master forms file (M:\Sheriff's Office Forms) which contains all active forms, listed by form # and form title;
- (b) Recommend form design and usage;
- (c) Issue form numbers and effective dates;
- (d) In concert with users, create, revise, combine or eliminate forms when practical and;
- (e) Ensure adequate supply of forms by coordinating with the Patrol Administrative Coordinator.

807.3 FORM DEVELOPMENT OR REVISION

If an employee determines the development or revision of a form is necessary to accomplish a specific task or duties, a Form Request (SMCSO Form #377) will be submitted to the Forms Control Coordinator through the employee's chain of command and the Accreditation Manager. A sample form will be attached to the Form Request and an electronic copy of the form emailed to the Forms Control Coordinator.

807.4 FORM NUMBERING

Forms created internally are designated as such by a St. Mary's County Sheriff's Office (SMCSO) form number and recorded in the file name in the master forms file (M:\Sheriff's Office Forms).

The form number and effective date appear in the lower left corner of each form.

NEW FORM EXAMPLE: SMCSO Form #10 (01/05)

REVISED FORM EXAMPLE: SMCSO Form #10 (R6/05)

807.5 FORM ELIMINATION

When a form ceases to serve its designated purpose, the form will be eliminated by forwarding a Form Request (SMCSO Form # 377) to the Forms Control Coordinator, through the employee's chain of command and the Accreditation Manager.

807.6 FORMS USE

The Forms Control Coordinator and PowerDMS Administrator will ensure the current version of SMCSO forms are assigned to all personnel on PowerDMS before effective date. Only the current

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version of forms will be available on the M: drive, under Sheriff's Office Forms. All employees will be responsible for utilizing these resources to ensure use of only the current version of SMCSO forms.