



The Aberdeen Police Department Policies & Procedures Manual Chapter Contents



Chapter 08 Forms Control

(Click on Section)

Section 01 Policy and Procedures

Section 02 Miscellaneous Forms



The Aberdeen Police Department Policies & Procedures Manual



Chapter 08 Forms Control
Section 01 Policy and Procedure

GO 14-052, 07/14/2014
Supersedes GO 13-013

A. Policy

1. Forms are used for the collection, transmittal and preservation of information. They serve as a compact, concise record and, when standardized, promote efficient operation within the Department.
2. Since the use of forms is frequently necessary in order to accomplish specific tasks or duties, it is vital that a forms control program be administered in a manner which will insure that only essential records are created.
3. The objectives of the program are to establish control over the creation of new forms, to revise or consolidate existing forms, and to eliminate the non-essential or duplicate forms.
4. When a form ceases to serve its designed purpose, it becomes a liability to the user and the Department. The form should be revised, combined with an existing form, or eliminated.
5. Employees have a duty to submit current forms to the Sr. Administrative Specialist if the forms do not have a number assigned to them.

B. Authority (11.4.2)

1. The program is established by the Chief of Police and administered by the Sr. Administrative Specialist.

C. Department Forms Control Officer (11.4.2)

The Sr. Administrative Specialist will administer the program and

1. Maintain a Forms Control Register
2. Ensure that Division approvals are obtained, appropriately, and obtain final approval from the Chief of Police for form design and use.
3. Approve the form design and format.
4. Issue form numbers and effective dates.
5. Authorize posting on computer SharePoint Site or other computer drive.
6. Maintain a master forms file and the SharePoint Forms folder.

D. Creating, Revising, Combining or Eliminating Forms (11.4.2)

1. If an employee of the Department feels a form should be created, revised, combined with another, or eliminated, the employee shall submit suggestions to the Sr. Administrative Specialist or designee who will assist with designing or revising, and word processing the new and/or revised form.
2. When the form is completed, the employee will submit the form to the supervisor or Division Lieutenant, appropriately.

E. Approvals (11.4.2)

1. The Division Lieutenants will
 - a. Approve the new and/or revised form and
 - b. Submit the form to the Sr. Administrative Specialist.
2. The Sr. Administrative Specialist will



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Chapter 08 Forms Control
Section 01 Policy and Procedure

GO 14-052, 07/14/2014
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- a. Receive the form, approved by the Division Commander;
- b. Approve the format;
- c. Assign a form number appropriately; and
- d. Place the form on the computer for all employees to access and use.



The Aberdeen Police Department
Policies & Procedures Manual



Chapter 08 Forms Control
Section 02 Miscellaneous Forms

Original

A. Criminal Justice Information System

Form Number Title of Form

- CJIS 005.....Fingerprint Card (Rev 8/92)
- CJIS 006.....Palm print Card (8/92)
- CJIS 007.....Application for Criminal Records Check

B. District Court of Maryland

Form Number Title of Form

- DC 9.....Warrants Recommended for Invalidation and Destruction (Rev 8/89)
- DC 16.....Uniform Criminal/Civil Citation (Rev 1/90)
- DC 28.....Uniform Municipal Infraction/Civil Citation (Rev 10/94)
- DC/CR 1Application for Statement of Charges (Rev 8/94)
- DC/CR 1A.....Application for Statement of Charges – Continuation (Rev 8/94)
- DC/CR 2Statement of Charges (Rev 10/94)
- DC/CR 2A.....Statement of Charges- Continued (Rev 7/94)
- DC/CR 4Statement of Probable Cause (Rev 3/95)
- DC/CR 4A.....Statement of Probable Cause - Continued (Rev 8/94)
- DC/CR 45Uniform Criminal Citation (Rev 7/94)
- DC/CR 92Request for Witness Summons to the District Court (Rev 1/87)
- DC/CR 95Daily Transmittals of Citations to the District Court of Maryland (Rev 10/82)
- DC/CR 95A.....Daily Transmittals of Uniform Criminal/Civil Citations to the District Court of Maryland (Rev 5/27/86)

C. Maryland State Police

Form Number Title of Form

- MSP 1.....Motor Vehicle Accident Report (Rev 1/93)
- MSP 20-7Applicant Polygraph Screening Booklet (Rev 1/95)
- MSP 26.....Police Notice of Motor Vehicle Registration
- MSP 33.....State of Maryland Chemical Test Report
- MSP 34.....Blood Analysis-Medical Personnel Payment Authorization
- MSP 34A.....Alcohol Influence & PBT Use Summary
- MSP 59.....Fingerprint Card - Child I.D. (Rev 6/83)
- MSP 67.....Request for Laboratory Examination/Chain of Custody Log (Rev 9/91)
- MSP 67A.....Request for Laboratory CDS Examination Chain of Custody Log/Laboratory Report (Rev 3/92)
- MSP 79.....Missing Person Report (Rev 10/92)
- MSP 97A.....Stop and Frisk Report
- MSP 102.....Advice of Rights for PBT
- MSP 157.....Maryland Safety Equipment Repair Order (Rev 1/95)

D. Motor Vehicle Administration

Form Number Title of Form

- CS 78.....Certificate of Authority to Dispose of Abandoned Motor Vehicle (Rev 7/96)
- CS 88.....Notice of Intention to Dispose of Abandoned Vehicle (Rev 6/87)



The Aberdeen Police Department Policies & Procedures Manual



Chapter 08 Forms Control
Section 02 Miscellaneous Forms

Original

- DR-15.....Advice of Rights (Rev 7/01)
- DR-15A.....Officer's Certification and Order of Suspension (Rev 9/01)
- DR 49.....Maryland Uniform Complaint and Citation (Rev 9/01)
- DR 102.....Certification of Police Officer Alcohol Test Result of 0.04 to 0.09 Commercial Motor Vehicle (Rev 12/92)
- DR 103.....Certification of Police Officer Violation of Alcohol Restriction (Rev 5/99)
- FR-30Civilian Accident Form

E. City of Aberdeen

Title of Form

- Application for Employment (Initial application completed by all City employees)
- Bicycle Registration
- Employee Bi-Weekly Time Record
- Parade Registration Form
- Parking Citation
- Workers Compensation Employers First Report of Injury or Illness

F. Other Sources

Form Number Title of Form

- FD 249FBI Fingerprint Card - ORI #MD 0080400 (Rev 12/29/82)
- FD 258Applicant Fingerprint Card - ORI #MD 0130100 (Rev 12/29/82)
- MNADVMaryland Domestic Violence Supplemental (1994)
- MPTSC 28Notice of Probationary Appointment or Reappointment
- MPTSC 29Firearms Instructor Certification Application
- AJ39Request for Re-examination of Driver (6/80)