

WOLFEBORO POLICE DEPARTMENT

SOP 1.5

Date Issued: 12/27/2019

Review: 02/24/2021

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

By Order of:
Dean J. Rondeau, Chief of Police

FORMS MANAGEMENT

Policy The Wolfeboro Police Department shall establish a uniform procedure for the control, development, modification, and approval of all official departmental forms.

Purpose To establish a uniform procedure for the control, development, modification, and approval of all official departmental forms for which the Wolfeboro Police Department is the proponent agency.

Responsibilities The Administrative/Support Corporal is responsible for the agency's form management program, including the following:

- Maintaining accountability of agency forms.
- Assigning a form control number for each form.
- Scheduling a review of agency forms to assess whether or not they meet current requirements and should be retained.
- Reviewing all requests for approval of new or revised forms.
- Determining whether any form should be revised or rescinded.
- Identifying the need for new forms.
- Conducting a procedural analysis.
- Conducting a design analysis.
- Ensuring that the format is consistent with the requirements of the department.
- Maintaining departmental forms.

He/she will be responsible for submitting proposed new or revised departmental forms for review and approval and identifying the forms necessary to perform normal and routine functions.

Action

SOP 1.5
FORM MANAGEMENT

Form Development and Analysis

The initial development and analysis of a form, and how it will be used, may be done by the person who first recognizes the need for a form. Any employee who recognizes the need for a new or revised official departmental form may initiate a request for a form.

The Administrative Corporal shall search its files to identify any existing forms that may supply the needed information.

Special attention will be given to the layout of the form to ensure design guidelines are met.

Numbering System. The Administrative Corporal will assign form numbers in the following format: "WPD Form XXX."

Departmental forms shall be reviewed twice a year. When it becomes necessary to modify an agency form, it shall be reviewed by the supervisors and Captain. The final approval is to the Chief of Police.