



# City of Manassas Police Department General Duty Manual



Effective Date: 06-10-2002	<b>GENERAL ORDER</b>	Number: 01-14
Subject: Forms Management		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input checked="" type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 09-07-2017 General Order 1-14 Dated: 4-27-1999		Reevaluation: <input type="checkbox"/> 1 year <input type="checkbox"/> 18 months <input type="checkbox"/> N/A
Accreditation Standards: 11.4.2 / 82.3.4	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 2

## PURPOSE:

To ensure accountability for official Department forms.

## POLICY:

It is the policy of the Department that all officers are responsible for knowing the appropriate purpose for each form, for using official Department forms only in the conduct of official business, and for filling out all forms neatly and completely. Forms Management is a function of the Administrative Services Division.

## DISCUSSION:

The Department uses a variety of forms from a variety of sources in reporting its activities and providing documentation of activities and reported incidents. The Technical Services Supervisor maintains the master list of Department forms. Virginia Uniform Summons forms and City Parking Summons forms are critical to day-to-day enforcement activities of the Department. For this reason, issuance of these forms is strictly controlled. The Special Operations Lieutenant is responsible for the issuance and control of the Virginia Uniform Summons and City Parking Summons forms and coordinates the ordering of the other Department forms as needed.

## PROCEDURE:

### I. Summons Control

- A. Virginia Uniform Summons (VUS) forms and City Parking Summons forms are issued to sworn officers by supervisors. City Parking Summons books are issued to Parking Enforcement Officers by the parking Enforcement Supervisor or a Patrol Supervisor.
- B. Supervisors obtain blocks of summons books from the Technical Services Supervisor or any personnel authorized access to the secure Property Room. Officers and Parking Enforcement Personnel obtain summons books from supervisors.
  - a. All Virginia Uniform Summons forms and City Parking Summons forms are individually numbered to ensure accountability.
  - b. Prior to distribution to supervisory personnel, the VUS and Parking Summons forms are maintained in the Property Room accessible only by authorized personnel in the Property Chain. After distribution, the individual supervisor is responsible for maintaining the summonses in a secure location.
  - c. Both the person obtaining and the person delivering the summonses sign the log indicating the numbers of the summonses obtained.
- C. The Records Supervisor conducts an audit of the Virginia Uniform Summonses twice each year (normally in January and July).
  1. A report of the audit findings is then submitted to the Commander of Administrative Services for a review.
- D. The supervisor of Parking Enforcement is responsible for the tracking and accounting of all parking enforcement summonses issued and enforcement measures taken.

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## II. Other Forms

- A. The Department uses a wide variety of other forms. The bulk storage location of most of the Department's supply of other forms is the Patrol Services Division Roll Call Room and Report Writing Room.
  - 1. Lesser quantities of departmental forms are stored in the Departmental Processing area, the Investigative Services Division, and the Regional Adult Detention Center processing room.
- B. The Commander of Patrol Services appoints a patrol supervisor to assist the Technical services supervisor to ensure a continuous supply of various forms is maintained, readily available and properly stored.
  - 1. The patrol supervisor is responsible for monitoring the inventory supply of Departmental forms at the major storage locations noted in Section A, above.
  - 2. The patrol supervisor advises the Technical Services Supervisor of any pending shortage of departmental forms which must be commercially produced.
  - 3. The patrol supervisor is responsible for the in-house production of all other departmental forms in sufficient quantities.

## III. Forms Development

- A. Members wishing to implement a new form or change an existing form design a prototype and attach a memorandum of suggestion through their chain of command. The memorandum should include:
  - 1. An explanation of proper form usage.
  - 2. Who will use the form.
  - 3. How of where the form will be used.
  - 4. The intended routing path of the form.
  - 5. The estimated frequency of use of the form (i.e., the number of forms needed per year).
- B. The appropriate Division Commander approves or disapproves each suggestion, forwarding approved forms to the Technical Services Supervisor for processing.
- C. Officers submitting suggestions on forms generally receive an answer within 30 days.
- D. Approved new or revised forms are assigned an official Department title by the Technical Services Supervisor, who then ensures the following:
  - 1. A master form is prepared and filed.
  - 2. The form is added to the Master Forms List.
  - 3. A memorandum, new General Order (when applicable), or other written directive is prepared, outlining how the new form is used.
  - 4. The Technical Services Supervisor requisitions or causes the duplicates sufficient forms. Forms are duplicated from current masters, from the paper work manual whenever possible.
- E. Recommendations for changes to any official form must be approved by the Division Commander.
- F. Only forms developed under this directive are authorized for official use. The Technical Services Supervisor is normally the only person authorized to requisition or duplicate official forms. The Technical Services Supervisor is responsible for maintaining adequate supplies of forms readily available.
- G. Forms designed for use by the Office of Professional Standards are exempt from the above review and approval procedure. Instead, the General Order review process will be used to ensure that pertinent members of the Department have the opportunity to review and revise the proposed form.
- H. Officers may design forms or work sheets for their own personal use. These forms are not recognized as official Department forms unless approved according to the provisions of this General Order.

## IV. Interdepartmental Forms

- A. Officers are instructed to familiarize themselves with these forms.
- B. Forms must be completed accurately, in detail, in full, and submitted at the end of each tour of duty or as otherwise specified, in a timely manner.
- C. Supervisors are accountable for accurate review of forms and for relaying to various sections and units as appropriate.

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