



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 404 – Forms Control

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Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	1
Forms Referenced in Procedure:	SAPD Form #6211	Related Procedures:	None

.01 INTRODUCTION

This procedure establishes guidelines for the creation, revision, and maintenance of forms, charts, maps, and graphics used by the Department.

.02 POLICY

It is the policy of the San Antonio Police Department that all departmental forms used by members of the Department are created or revised by the Research and Planning Detail, have a SAPD form number, and are available through a computer forms library or are printed and distributed by the Department Print Shop.

.03 CREATION OR REVISION OF DEPARTMENTAL FORMS

- A. Requests for the creation or revision of any form used by the Department are made in writing through the chain of command to a Division Commander.
- B. The Division Commander makes a recommendation regarding the request and forwards all approved requests to the Research and Planning Detail.
- C. The Research and Planning Detail creates or revises all departmental forms used by the Department. All requests for new or revised forms are evaluated to determine if a review by the Legal Advisor is necessary prior to the requested forms being approved.
- D. The Research and Planning Detail, when possible, has the newly created or revised forms entered into a computer forms library.

.04 CREATION OF MAPS, CHARTS, AND GRAPHICS

- A. Requests for the creation of maps, charts, or graphics used by the Department are made in writing through the chain of command to a division commander.
- B. The Division Commander makes a recommendation regarding the request and forwards all approved requests to Research and Planning Detail.
- C. The Research and Planning Detail creates the requested maps, charts, and graphics. If the requested work is beyond the capability of the Research and Planning Detail, the member requesting the work contacts the Accounting and Personnel Office for information or assistance in obtaining bids from outside vendors.
- D. The cost incurred for work sent outside of the Department is charged to the budget of the unit requesting the work.

.05 PRINTING AND STORAGE OF DEPARTMENTAL FORMS

- A. All requests for printing of departmental forms are made on SAPD Form #6211, *Form /Printing Request*. The printing requests must be approved by a supervisor in the Research and Planning Detail.
- B. The Department Print Shop prints departmental forms upon receiving approved SAPD Form #6211.
- C. The Department Print Shop maintains an adequate supply of all forms used by the Department.
- D. Unless exigent circumstances exist or change is mandated by law, present stocks of departmental forms are expended before new forms are placed in use.