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1. PURPOSE

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

2. POLICY

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

3. RESPONSIBILITIES

3.1 Division and section commanders are responsible for the implementation of this directive within their commands. They shall submit proposed new or revised departmental forms to the Planning, Research, and Accreditation Unit (PRAU) for review, approval, and numbering.

3.2 Division and section commanders will also be responsible for submitting proposed new or revised departmental forms to the PRAU for review and approval and for identifying the forms that are necessary to perform normal and routine functions.

3.3 The PRAU is responsible for the agency's form management program, to include 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reviewing all requests for approval of new or revised forms; determining whether any form should be revised or rescinded; identifying the need for new forms; conducting a procedural analysis; conducting a design analysis; ensuring that the format is consistent with the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; and maintaining departmental forms on PowerDMS. (CALEA 6th ed. Standard 11.4.2)
3.4 The Property Control Unit shall manage the supply of any duplicating forms; such as impound sheets, arrest citations, traffic citations, extra job requests, etc.

4. ACTION

4.1 Form Development and Analysis

4.1.1 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.

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

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

4.1.4 Forms shall be generated by computer and made available through PowerDMS. In most instances, forms should be designed on a standard 8 1/2 x 11 sheet of paper.

4.2 Numbering System

The PRAU will assign form numbers in the following format: "APD Form XXX."

4.3 Forms Modification

4.3.1 Departmental forms shall be developed by the proponent unit, section, or division, based upon identified requirements to record and transmit information. Prior to use, the proponent shall ensure that:

1. The proposed form is reviewed by employees of the PRAU to ensure that the format used is compatible with the department's formatting guidelines; and

2. The form receives an agency control number through the PRAU.

4.3.2 When it becomes necessary to modify an agency form, the proponent shall adhere to the same steps as outlined within this directive for form development and analysis and shall include forms in the review of directives.

4.4 Margins and Borders

On most forms, the margins will be 1/3 inch at top and bottom, and 1/2 inch on the sides. If the forms are to be placed in ring binders, allow a binding margin of 7/10 inch on the left side. When using post binders; allow a margin of one inch on the binding side.

4.5 Form Instructions

4.5.1 The use of adequate, clear instructions enables employees to understand the form and complete it correctly. When instructions are included, use the guidelines below:

1. Place general instructions, if any, at the top of a form or below or near the title in order to immediately tell the reader the following;
   
a. How many copies are required;
b. Who should submit the form;

c. Where, when, and to whom copies should be sent; and

d. Place any instructions needed to amplify captions or column headings in parentheses after the caption or heading.

2. Routing information or instructions regarding copy distribution shall be placed in the lower margin.

4.5.2 Lengthy instructions shall not be placed within entry spaces, those instructions should be shown:

1. On the front of a form if there is enough room for both the instructions and the data that is to be filled in;

2. On the back of a form if there is not enough room on the front;

3. On the cover of a pad of forms; and/or

4. In a written directive.

4.6 Facilitating the Use of Office Equipment

4.6.1 The PRAU will prepare and distribute electronic versions of forms in Word, pdf., spreadsheet, or other format to facilitate the completion of forms.

4.6.2 The use of blackened fields with white or reverse font and broad dark lines shall be avoided.

4.7 Form Design

4.7.1 Box design is the allocation of space for the convenient insertion of the desired information. This is done by carefully computing space requirements and by placing the block number, name, definition, or item description in the upper left corner of a space that is bounded by four lines. The size of the box is determined by the size of the potential entry, and the entry is inserted beneath the wording. Figure 1 demonstrates how boxing saves space and simplifies filling out a form. If a form is printed on the front and back sides, try to place all entry spaces on the front, so the form can be processed without turning it over.

REQUEST FOR PERSONNEL DATA

<table>
<thead>
<tr>
<th>1. NAME</th>
<th>2. IDENTIFICATION NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. ADDRESS (City, State, and ZIP code)</td>
<td>4. TELEPHONE NO.</td>
</tr>
<tr>
<td>5. AGE</td>
<td>6. GENDER</td>
</tr>
<tr>
<td>MALE</td>
<td>FEMALE</td>
</tr>
<tr>
<td>7. WEIGHT</td>
<td>8. HEIGHT</td>
</tr>
</tbody>
</table>

Figure 1

4.7.2 Column design is used when several entries of the same type are to be listed beneath one heading. The design may consist of a main heading centered across the top of a column with the
primary heading subdivided into secondary headings. Whenever possible the box design should be combined on the same form. See figure 2

<table>
<thead>
<tr>
<th>DAILY SIGN-OUT SHEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

*figure 2*

4.7.3 Check boxes should be used when a limited number of definite, pre-selected options are required or when responding to a "yes" or "no" question.

4.7.4 Before arranging the sequence of items on a form, the procedures involved in using the form should be considered. Sequencing shall accommodate both fill-in and data retrieval as effectively as possible. The following items shall be used during sequencing:

1. *Group data:* Group the data to be filled in or retrieved by each office or person according to the sequence of the processing steps. Items are generally grouped as follows:
   a. Identification data includes items such as; form title, name, phone number, address, instructions, etc. This group should always include items to which first reference is made in filing, grouping, or classification.
   b. Reference and entry date: the data based on the purpose of the form.
   c. Authentication and signature: found on forms involving approval actions such as authorizations, certifications, and statements.

2. *Align data:* Arrange the fill-in on a form so the flow of entry is continuous from left to right and top to bottom.

4.7.5 When a signature is required, it should be placed at the bottom of the page or with the part or section of the form to which it applies. The title of the signer and the date signed should be grouped together. See figure 3 below. Whenever possible, place signatures in the same sequence as the processing steps or the work flow. When two or more signatures are needed, they may be arranged side-by-side or one below the other.

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*figure 3*

4.8 Forms Review

4.8.1 All requests for new or revised forms shall be submitted to the PRAU commander for review.

4.8.2 The PRAU shall review and update forms when their accompanying Standard Operating Procedures are updated.
4.8.3 All forms shall be maintained by the PRAU. Current and obsolete forms will be stored electronically, with an additional hard copy file of current forms.

4.8.4 The PRAU commander shall approve or disapprove all requests for new or revised official departmental forms for which the Atlanta Police Department is the proponent agency based on necessity and compliance with this written directive.

4.8.5 Forms shall be updated as approved on PowerDMS by archiving the older version and publishing the new version for immediate access.

4.8.6 If a vital form is changed and must be use immediately, the PRAU commander shall inform department employees via email and attach the updated version.

4.8.7 Revised forms, or new forms that replace existing forms, will contain an appropriate revision date adjacent to the form number in the footer.

4.9 Forms location

4.9.1 Departmental forms are available electronically on PowerDMS. Instructions for locating forms on PowerDMS is as follows:

1. Open PowerDMS.com using Google Chrome or Mozilla Firefox;
2. Log in to your provided account;
3. Select APD Forms link to the right of the screen;
4. Browse the list or enter a search phrase;
5. To download as Word or Excel version, click the form title at the upper left of the document and select download;
6. To download as PDF version, click the download icon to the upper right corner of the document and open with Adobe Reader.

5. DEFINITIONS

5.1 Official Departmental Form: All forms produced in order to conduct official business of the Atlanta Police Department.

5.2 Proponent: Division, or section commander who controls the flow and content of information in the form, and therefore, the design of the form. For example, the Personnel Services Unit is the proponent of the personnel order.

6. CANCELLATIONS

APD.SOP.1031, "Forms Management," effective November 1, 2013.

7. REFERENCES

APD.SOP.1030 "Written Directive System"
Commission on Accreditation for Law Enforcement Agencies, Inc. 6th ed. Standard 11.4.2.