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Section 300.30 Forms

Forms

The procedures and responsibilities concerning the creation, revision, recession, and control of all Shively Police Department forms shall be regulated by the following system.

A Major shall be appointed by Chief of Police to assure that only those forms necessary for the efficient operation of the department are approved for production and distribution. Final action on recommendations for authorization of new forms or the abolishment of existing forms is the responsibility of the Chief of Police.

Definitions

1. Forms are administrative tools used to record, transmit, or report essential data. They are designed to expedite preparation, submission, and review. They are designated and numbered to maintain effective control, and prescribed to achieve maximum efficiency in their use.
2. Forms Management-Forms management is the application of management principles and control methods that will provide for the creation of only essential forms; simplify systems and procedures; and effectively economize in production, storage, and distribution of forms.
3. Formats show the order and consistent structure of how information is to be laid out on a page.