



## FORMS MANAGEMENT

### Directive: 11 – 102

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#### I. PURPOSE

The purpose of this Directive is to:

- A. Define what qualifies as a form.
- B. Delineate the responsibilities for form management.
- C. List the forms currently in use.

#### II. POLICY

It is the policy of the Department of General Services Maryland Capitol Police (DGS-MCP) to adhere to the policies and procedures set forth in this Directive.

#### III. BACKGROUND

- A. Forms are used for the collection, transmittal and preservation of information. They serve as a compact, concise record and when standardized, promote efficient operation within the DGS- MCP and Security. In addition, many of the policies, procedures and functions of the DGS-MCP are documented through use of forms.
- B. Since the use of forms is frequently necessary in order to accomplish specific tasks or duties, it is vital that a forms control program be administered in a manner which will insure that only essential records are created. The objectives of the program are to establish control over the creation of new forms, to revise or consolidate existing forms and to eliminate the non-essential or duplicate forms.

#### IV. DEFINITION

- A. A "Form" is a document that has a standard format for the systematic and repetitive collection, maintenance, or transmission of information. (State Government Article, Title 10-604 (d).
- B. Since the above definition of a form is somewhat ambiguous, the DGS Records Management Division has set the following general guidelines for its interpretation by departments and independent units of the State government:

1. All documents printed or otherwise reproduced with space for filling in information or descriptive material are to be controlled by an agency through its forms management program.
2. The only exception is form letters; the control of which is optional. Letterheads, envelopes and printed items without fill-in space, such as contract provisions, instructions sheets, notices, tags and labels are not normally to be counted as forms under the State Forms Management Program. (It might be advisable, however, to include such documents within a uniform numbering system for an agency).

## V. PROCEDURES

### A. DGS-MCP Forms Control

Headquarters will administer the program and have the following responsibilities:

1. Maintain MCP Forms on the Maryland Capitol Police Forms webpage: <http://mcp.maryland.gov/Pages/DepartmentalForms.aspx>.
2. Approve form design and use.
3. Issue form numbers and effective dates.
4. Request printing.
5. Maintain a Master Forms File.

### B. Forms

Every form originating within DGS-MCP will be assigned a form number and effective date. Headquarters will maintain a Master Forms File containing numbers, effective dates, form titles, descriptions and revision dates of all forms in current use.

### C. Creating, Revising, Combining or Eliminating Forms

1. When a form ceases to serve its designed purpose, it becomes a liability to the user and DGS-MCP. When this occurs, the form should be revised, combined with an existing form, or eliminated.
2. If an employee of DGS-MCP feels a form should be created, revised, combined with another or eliminated, the employee should complete a detailed report and submit it to the Chief of Police or his designee through the chain of command.
3. The detailed report should state the reasons for the requested action and a sample of the form should be attached.

4. Appropriate endorsements will be made concerning the proposed change at each level of review. The review process encourages input from each staff member resulting in a product-reflecting the experience and knowledge of all those responding.

**D. DGS-MCP FORMS ROSTER**

<b>Form Number</b>	<b>Form Title</b>	<b>File</b>
1	New Employee Check-off Sheet	PER
3	Post Designation Report	ADM
6	Transfer Request Form	ADM
7	Duty Schedule	PER
9	Request for Training	TNG
10	Firearms Training and Qualifications	TNG
11	Emergency Contact Sheet	PER
15	Fitness Questionnaire	PER
17	Buck Slip – Memo	ADM
18	Emergency Suspension of Police Powers	PER
18B	Medical Suspension of Police Powers	PER
23	MILES Message Log	ADM
37	Written Reprimand	PER
42	Receipt or Appraisal of Orders, Memoranda and Manual Revisions	ADM
44	Vehicle Assistance Waiver	ADM
45	Waiver of Claim and Release from Liability	ADM
51	Discrimination-Harassment Report	ADM
64	Property Record/Release Continuation Sheet	OPS
65	Investigation Assignment Record	OPS
67	Property / Evidence Control Form	OPS
67B	Found Property – 72 Hour Hold	OPS
69	Explanation of Rights (Non-custodial)	OPS
78	Consent to Search and Seize	OPS
79	Missing Person Certification	OPS
81	Authorization for Release of Information	OPS
90	Race-based Data Collection	OPS
91	Daily Vehicle Inspection	OPS
99	Property Log	OPS
99A	Property Record Sign-Out	OPS
99B	Temporary Property Log	OPS
99C	Property Inventory Log	OPS
101/101A	Request-Approval to Carry Weapon	PER
111	Issued Equipment Clothing	PER
116	Request for Firearm Maintenance	ADM
120	Supply Request	ADM
123	Maintenance Schedule	FIS

138	Cost Analysis Work Sheet	FIS
145	Routing Slip	ADM
151	Special Order/Memoranda Issuance Record	ADM
152	Inspection Report Personnel	PER
153	Monthly Inspection Report-Vehicle	FIS
161	Sworn Performance Evaluation	PER
164	Job Observation Record	PER
164A	Job Observation Report	PER
165	Personnel Counseling	PER
168	Secondary Employment Request	PER
169	Applicant Background Investigation	PER
173	Alternative Duty Request	PER
174	Leave Request	PER
175E	Medical Exposure Report	PER
176	Complaint Against Personnel	PER
176A	Complaint Withdraw	PER
177	Complaint of Brutality	PER
178	Notification of Complaint/Waiver of LEOBR	PER
178A	Oder to Submit to Interrogation	PER
180	Miranda Rights	PER
181	Notification of Charges/Acceptance of Summary Punishment	PER
183	Notification of Hearing	PER
183B	Confidentiality Agreement	PER
185	Hearing Board Procedure	PER
187	Waiver of Hearing	PER
188	Witness Summons	PER
195	Equipment Loss-Damage Report	FIS
197	Overtime Report	FIS
197A	Reimbursable Overtime Request	FIS
235	Do Not Discuss	PER