



HOWARD COUNTY SHERIFF'S OFFICE  
**GENERAL ORDER ADM-36**  
**FORMS CONTROL<sup>1</sup>**  
EFFECTIVE OCTOBER 28, 2010

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This General Order contains the following numbered sections:

- I. POLICY
- II. FORMS COORDINATOR
- III. FORMS CONTROL

**I. POLICY**

The Howard County Sheriff's Office (HCSO) shall ensure the orderly development, modification, deletion, approval, and review of all forms used by HCSO members. Forms created for use by HCSO members shall be uniform in appearance and easily accessible through the network's shared drive.

This policy does not apply to forms informally created for internal use by one or two members or forms supplied or controlled by the Courts, the Howard County Government, or other agencies.

**II. FORMS COORDINATOR**

- A. The Research & Planning Section Coordinator shall also act as the Forms Coordinator and shall be the contact on any matter relating to the creation, modification, or deletion of any form that is in use or shall be used by all HCSO members.
- B. The Forms Coordinator shall maintain a Forms Control Book, which contains a copy of each available form and a listing of the following:
  - 1. Form number
  - 2. Form title (if different from name)
  - 3. Effective date & revised date
- C. The Forms Control Book shall be kept permanently in, and is not to be removed from, the Research & Planning Section. In addition to viewing the Forms Control Book in the Research & Planning Section, an electronic version of the Forms Listing shall be available on the network's shared drive.

**III. FORMS CONTROL**

- A. Forms for Online Completion
  - 1. When possible, HCSO forms should be created in an online format. This format allows members to complete the form while working on the computer or MDT and print it out for submission.
  - 2. Members requesting a modification to or development of a form should indicate on the *Form Request (HCSO 1000, see Appendix A)* whether or not the form can be filled out online.
  - 3. Only forms that **MUST** be handwritten should be printed in bulk, so as to reduce the amount of paper needed.

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<sup>1</sup> CALEA 11.4.2

- B. The following procedures shall be utilized for developing new forms for both public and Office use:
1. Any member may develop a new form as long as he/she maintains adherence to basic font usage (standard font is Arial) and design, consistent with other HCSO forms. Form design shall promote ease of readability and completion.
  2. All HCSO forms shall include the HCSO Star, preferably in the top center.
  3. Any HCSO form that will be utilized by citizens must include a full mailing address and phone number for the Office, as well as the HCSO website information. This information is mandatory to allow citizens to contact the agency to obtain assistance regarding the form or to obtain further information.
- C. The following procedures shall be utilized for modification of HCSO forms:
1. Any member wishing to modify an existing HCSO form shall contact the Research & Planning Section to determine if the form is available in an electronic format and/or already under revision.
  2. Modification should be considered whenever the appearance and functional efficiency of a form could be notably improved.
  3. All modifications must maintain adherence to basic font usage and design, consistent with other HCSO forms.
- D. Form Approval
1. Any member who develops or modifies an HCSO form must submit the form, via the Chain of Command, to the Chief Deputy for approval.
  2. Both internal (those used by the HCSO) and external (those used by the public) forms require Research & Planning (R&P) review. The Public Information Officer may be asked to comment on external forms during R&P's review.
  3. Once the Chief Deputy has approved a form, it shall be forwarded to the Research & Planning Section, in both electronic and hardcopy format, with a complete explanation and illustration of its proper use.
  4. R&P shall ensure that the form is consistent with all applicable policies, procedures, laws, and Accreditation standards. As appropriate, R&P shall also staff the form for review by personnel most likely to utilize the form.
  5. When a form has been approved by R&P, it will be assigned a form number. The form number and revision date (if a modification) or effective date (if a new form) must appear in the bottom right-hand corner of all HCSO forms.
  6. R&P shall maintain electronic copies of all approved forms in the network's shared directory, *T:\FORMS\_UPDATED\*.
  7. The Forms Coordinator shall be responsible for maintaining a clean hardcopy of all approved forms for submission to the Administrative Services Section for printing.
- E. Form Printing & Stocking
1. The printing of approved forms shall be the responsibility of the applicable organizational component.
  2. Normal requisition procedures should be followed when placing orders with the Administrative Services Section.

3. The Chief Deputy should confirm the appropriate quantity and paper designations (multi-part NCR paper, etc.). If necessary, he shall assign appropriate staff to monitor stock and place re-orders as needed.
- F. Form Review

HCSO forms shall be periodically evaluated to ensure that they currently meet HCSO needs and standards. If a policy is reviewed and is found to contain forms, those forms shall be reviewed and assessed for current applicability.

Authority:

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James F. Fitzgerald  
Sheriff

APPENDIX A



**HOWARD COUNTY SHERIFF'S OFFICE  
FORM REQUEST**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
Research & Planning Coordinator

FROM: \_\_\_\_\_  
\_\_\_\_\_  
Division / Section / Unit

RE: Form Request

Per *General Order ADM-36, Form Control*, I am requesting the following:

- New Form**  **Modification of Existing Form**

- A draft of the form is attached.
- A draft of the form has been saved on the HCSO T: Drive in the FORMS\_UPDATED directory with the following name:

\_\_\_\_\_

- A draft of the form has been saved to the enclosed CD.
- This form is specific to my Division / Section / Unit only.
- This form will be used Office-wide.

**Deletion of a Form for the following reason:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The attached form has been approved for use by Howard County Sheriff's Office members. All previous versions of this form are to be destroyed by shredding.

\_\_\_\_\_  
Sheriff or Chief Deputy

A form was  CREATED  MODIFIED on \_\_\_\_\_. A copy is attached and the original is maintained in the Forms Control Book located in the Research & Planning Section and is also available in the forms directory on the T: Drive.

The above form was DELETED on \_\_\_\_\_. It has been removed from the Forms Control Book and forms directory.

\_\_\_\_\_  
Research & Planning Coordinator