



3-50 FORMS CONTROL

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

2-65 Language Access Procedure

B. Form(s)

None

C. Other Resource(s)

Albuquerque Police Department Document Management System

D. Rescinded Special Order(s)

None

3-50-1 Purpose

The purpose of this policy is to establish requirements for the publication and maintenance of Albuquerque Police Department (Department) forms in the Department's document management system.

3-50-24 Policy

It is the Department policy of the Department to assign the responsibility for forms control to the SOP Liaison and to obtain approval of Department forms from the Policy and Procedures Review Board (PPRB) and the responsibility to publish and maintain forms. It is also the policy for Department personnel to utilize standardized approved forms, whenever possible.

3-50-32 Rules

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A. Design and Approval, Maintenance, Publication, and Maintenance of New and Revised Department Forms

A.

1. Department personnel shall:

- a. Not produce or reproduce any form that has not been approved by the PPRB;
- b. Obtain the PPRB's approval of a new or revised form;
- c. Provide the SOP Liaison justification for the new or revised form, including a general statement about the purpose of the form;
- d. Submit their new or revised form to the SOP Liaison to seek the PPRB's review and approval of the form; and



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- e. Submit obsolete forms to the SOP Liaison to seek the PPRB's review and approval to ~~of removal of~~ the form.
- 2. The SOP Liaison shall email the new or revised form to the PPRB for their review and approval.
- 3. The PPRB shall review and approve the new, revised, or obsolete form emailed to them by the SOP Liaison. The PPRB shall vote on the form using the voting buttons applied to the email. ~~And~~ The PPRB may solicit additional information from the form owner.
 - a. For an email vote to be valid, at least five (5) voting members must participate in the voting process; and
 - b. In lieu of the email vote, the PPRB Chair may request a review and vote for approval or denial of the new or revised form, or deletion of an obsolete form during a PPRB meeting.
- 4. After the PPRB approves the new or revised form, or the deletion of an obsolete form, the SOP Liaison shall:
 - a. For a new form, assign a PD number to the form;
 - b. Publish the new or revised form in the Department's document management system;
 - c. Archive the obsolete form in the Department's document management system; and
 - ~~Keep the master, approved original form and updated forms on file, which will include the original file for each form.~~
 - 1. ~~The Records Section is responsible for the reproduction of all paper department forms.~~
 - 2. ~~The SOP Liaison shall keep the master file, which will include the original of each form utilized.~~
 - 3.d. ~~The original forms used by any activity shall be submitted to the SOP Liaison for the issuance of a control number before the submission of duplicating requisitions.~~

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B. Translation and Publication of Vital Documents

- 1. Consistent with SOP Language Access Procedure, a vital document is defined as a Department form that provides important information about individual rights or Department services (e.g., waiver of rights or Civilian Police Complaint form). The Language Access Coordinator (LAC) shall:
 - a. Translate the vital documents, consistent with SOP Language Access Procedure;



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~~D. Ordering of Paper Forms~~

~~Each activity shall be responsible for requisitioning paper forms from the Records Section by form number.~~

~~E. Electronic Forms~~

~~All Department forms shall be published electronically on PowerDMS for reference. The SOP Liaison is responsible for the initial publication and maintenance of these electronic documents.~~

~~F. Requests for New or Revised Forms~~

~~1. All requests for a new or revised form will be through an inter-office correspondence through the chain of command to the SOP Liaison and will include:~~

- ~~a. The purpose of the form and information to be recorded on the form.~~
- ~~b. A number of copies needed for the first three months.~~
- ~~c. The justification for the form, including a statement explaining why existing forms are unsuitable for use or a new form is needed.~~
- ~~d. If the new or revised form affects an SOP change, personnel are directed to follow SOP 3-10 on proposing a revision to the SOP manual.~~

~~2. After the SOP Liaison has reviewed the request for a new or revised form (and any proposed SOP changes), the packet will be forwarded to the PPRB for final approval and the SOP Liaison will issue a "PD" form control number.~~

REVIEW