

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

General Order: 19.08	Effective: 05/13/2020	Supersedes: 03/05/2018	Number of Pages: 1
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RECORDS CONTROL: DEPARTMENTAL FORMS

- A. The Administrative Services Commander will be responsible for managing the Department's form system. This shall include:
1. Maintaining a current listing of all forms in use by the Department.
 2. Ensuring an adequate supply of forms is maintained for distribution within the Department.
 3. Providing for an annual review of all departmental forms. The Commander will delete any obsolete or unneeded forms from the system.
- B. Form development.
1. Any member may request changes to departmental forms. This will include any recommendations concerning the development of new forms. The request will be in writing.
 2. All such requests will be transmitted through the chain of command, with appropriate endorsements.
 3. These requests will include information such as the function of the form, the components affected, and a justification statement supporting the request.
- C. Form approval.
1. The Administrative Services Commander will evaluate the need for any changes to a departmental form.
 2. The Commander will provide a memorandum supporting recommendation(s) to the Chief of Police.
 2. The Chief of Police will exercise final control over changes to departmental forms.
 3. Any changes approved for forms will be implemented in a timely manner by the Administrative Services Commander. The Commander will coordinate as needed with any affected components to ensure implementation of the changes.