


MONROE COUNTY SHERIFF'S OFFICE

General Order

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| CHAPTER: 90 - A | | TITLE: Agency Form Control |
| EFFECTIVE DATE: August 19, 2009 | NO. PAGES: 1 | AMENDED: |
| REFERENCE: | | RESCINDS: Special Order: Agency Form Control 04.30.2007 |
|  _____ Sheriff of Monroe County | | |

PURPOSE: The purpose of this order is to establish policy and procedures for the creation of new forms used within the Sheriff's Office

POLICY: It is the Sheriff's policy that all forms created for use within the Sheriff's Office be consistent agency wide and that they are deemed necessary.

PROCEDURE:

Form Development

Any employee may draft a new form or modifications to an existing agency form to update it to meet the current needs of the agency or unit.

No form shall be created distributed or used prior to submission to Professional Standards for approval.

The submission shall contain the proposed form or modification and a written justification indicating the need for the form or modification.

Professional Standards will review the new form for accreditation concerns and potential conflict with agency policy and procedures.

If the form has no agency wide application, but is limited to the unit/component submitting it, and there are no accreditation or policy conflicts it will be approved as such without further review.

Forms with agency wide application will be staffed for comments by command staff.

After the proposed form has been cleared of any conflict with accreditation standards or existing policy and changes have made as may be applicable, the form will then be submitted to the Policy Review Committee for approval.

The approved form will then be numbered and issued for use.

The forms will be issued for use in paper or electronic format. Only approved forms may be used.