



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**


Police Chief: John Fitzgerald

GENERAL ORDER: 6-4 DEPARTMENT FORMS

DATE: 2/25/2013 Pages: 1 ◇ New ◇ Amended ◆ Revised 6-4
CALEA: 11.4.2, 82.3.1, 82.3.4-a-b-c

I. POLICY

The Department will maintain a system of accountability for all forms used by its members. This policy is necessary to protect the Department and its members from accusations of impropriety. The Sergeant is responsible for all Department Forms.

II. ACCOUNTABILITY FOR DEPARTMENT FORMS

A. Development Procedures (CALEA 11.4.2)

1. Department forms are developed based upon:
 - a. the need to capture information;
 - b. a statute, policy, or court decision requiring the use of a particular form;
 - c. the need to ensure proper record keeping;
 - d. a mandate by the Chief of Police.
2. Whenever practical, all Department forms will contain a number consistent with the Section in which the General Order is found or the applicable CALEA standard number.

B. Modifications to Forms

1. Department members are made aware of form modifications via the Department Memoranda binder, Inter Office Memoranda, and/or departmental email.
2. Department members are requested to provide input whenever practical.

C. Form Approval

The Sergeant will review all new forms and submit them to the Chief of Police for approval.

III. OTHER FORMS USED BY THE DEPARTMENT

A. Citation Books

1. Traffic Citation books are kept under strict control. (CALEA 82.3.4-c)

2. Traffic Citation books are kept in the Property/Evidence Room. The Sergeant and Chief of Police have the keys.
3. Traffic Citation books are individually number in lots of twenty-five. The books are signed for at the Motor Vehicle Warehouse in Glen Burnie, MD. by the Department member who picks them up. (CALEA 82.3.4-a)
4. Traffic Citation books issued to one officer shall not be given to another officer. (CALEA 82.3.4-b)
5. For accountability purposes, the name of the person issued a citation is entered into the Master Name Index by the Lead Communications Clerk or their designee. (CALEA 82.3.4-b, 82.3.1)
6. Unused citations or those replaced by a revised edition shall be:
 - a. destroyed by the Sergeant when so ordered by MVA, or
 - b. returned to the MVA and/or District Court.

B. Other Forms and Documents

1. Incident Reports, Collision Reports, and other forms and documents used by the Department are for official use only and shall only be used for their intended purpose.
2. Village stationery and Department Letterhead are considered Department "forms" and their use must be authorized by the Chief of Police.
3. The Sergeant is responsible for ensuring that an adequate stock of Department forms is on-hand at all times.
4. The Sergeant keeps a master of all Department Forms.
5. Department personnel are notified of discontinued forms.