



WRITTEN DIRECTIVE	No. PD14-1301	Page: 1 of 6
Subject: FORMS MANAGEMENT	Effective Date:	05-02-14
	Supersedes/ Amends:	PD11-1301
	Reference:	11.4.2, 82.3.4



I. Purpose

The purpose of this directive is to establish guidelines for the management and periodic review of departmental forms used by the Lynchburg Police Department.

II. Policy

It shall be the policy of the Lynchburg Police Department that designated approved forms will be numerically coded to provide for accountability and maintenance.

III. Procedure

A. FORMS CREATION AND REVISION

1. All departmental forms will be subject to the approval of the Chief of Police prior to adoption.
2. Newly proposed or revised forms may be submitted by employees in conjunction with the following criteria:
 - a) a proposed form must be drafted for review and evaluation
 - b) a draft form will be submitted through the chain of command to the appropriate Deputy Chief for approval
 - c) the Deputy Chief will submit approved draft forms to the Chief of Police for final approval.
3. Upon approval by the Chief of Police, the Deputy Chief will submit a draft of the form to the Professional Standards Division Captain for:
 - a. proper coding, design, and format
 - b. preparation of an original copy for inclusion in the master forms file
 - c. printing and maintaining a sufficient number of forms within the Equipment and Supply Section to meet departmental needs

- d. creating an electronic version of the form in the Form Docs format, as deemed suitable.
4. Prior to re-printing depleted forms, the Professional Standards Division Captain will:
 - a. coordinate a review of existing forms with the appropriate Deputy Chief(s)
 - b. forward revised forms to the Chief of Police for final approval.

B. FORM CODING PROCEDURE

1. Approved departmental forms will be coded as follows: **LPD-0000-01, LPD-0000-02, etc.**
 - a. The three letter grouping (**LPD**) will indicate that the form is specific to the Lynchburg Police Department.
 - b. The four digit grouping (**0000**) will indicate the particular function or area of the department to which the form applies (see III.B.2) and a sequential number.
 - c. The two digit grouping will be a sequential number (01, 02, 03, etc.) differentiating each form from others in the same general topic series.
 - d. Each form number will also indicate the month and year the form is implemented such as (7/07). -- If a form is revised, the date will be changed to the month and year of the revision, such as (**7/06**) being altered to (**11/07**). Example: LPD-000-02 (07/08)
2. Approved departmental forms will be coded according to the appropriate topical numbers following numerical subsections:
 - a. 0100 to 0199 Directive
 - b. 0200 to 0299 Personnel
 - c. 0300 to 0399 Training
 - d. 0400 to 0499 General Conduct
 - e. 0500 to 0599 Arrest
 - f. 0600 to 0699 Use of Force
 - g. 0700 to 0799 Patrol
 - h. 0800 to 0899 Traffic

- i. 0900 to 0999 Investigations
 - j. 1000 to 1099 Vice/Intelligence
 - k. 1100 to 1199 Crime Scene
 - l. 1200 to 1299 Property and Evidence
 - m. 1300 to 1399 Records
 - n. 1400 to 1499 Reports
 - o. 1500 to 1599 Community Relations/Crime Prevention
 - p. 1600 to 1699 Internal Affairs
 - q. 1700 to 1799 Prisoner Issues / Information Desk
 - r. 1800 to 1899 Data Processing/Crime Analysis
 - s. 1900 to 1999 Intra/Interagency Cooperation
 - t. 2000 to 2099 Other
3. Appropriate form numbers for a written directive will adhere to the directive number sequentially using the system outlined in Subsection 1 (as LPD 0100-01, LPD 0100-02, LPD 0200-01, LPD 0200-02, etc.)
4. The Professional Standards Division Captain will be responsible for maintaining the following:
- a. a master file of all departmental forms
 - b. a master log of all assigned form numbers.

C. PRE-NUMBERED FORMS

82.3.4

1. The Professional Standards Division Captain will be responsible for maintaining accountability for all unissued pre-numbered forms used by this department, including but not limited to:
- a. Virginia Uniform Summons
 - b. Parking Tickets
 - c. C. C. R. E. Arrest Forms
 - d. Game Check Cards

- e. Taxicab Registrations
- f. Bicycle Registrations
- g. City of Lynchburg Receipt Books

82.3.4 C

- 2. With the exception of parking tickets and VA Uniform Traffic Summons, all unissued pre-numbered forms will be securely stored at the Equipment and Supply Unit.

82.3.4 A

- 3. Distribution of pre-numbered forms:
 - a. Equipment and Supply Unit personnel will distribute pre-numbered forms numerically and record each transaction in a master log book indicating the following:
 - 1) the form numbers
 - 2) date distributed
 - 3) name of the receiving supervisor
 - 4) the name of the distributing employee.
 - b. A supply of parking tickets and VA Uniform Summons will be maintained in a locked file cabinet near the Field Operations offices. Supervisors will have a key to this file cabinet and will be authorized to issue these forms as needed. A log book will be maintained indicating the following:
 - 1) the form numbers
 - 2) date distributed
 - 3) name of receiving employee
 - 4) name of distributing supervisor.
 - c. When necessary, Equipment and Supply Unit personnel will issue a sufficient quantity of parking tickets and VA Uniform Summons to any Field Operations supervisor to restock the secured file cabinet located downstairs.
- 4. Filing/Voiding unusable pre-numbered forms:
 - a. With the exception of parking tickets, if a pre-numbered form is rendered unusable by handwriting error or found to be damaged, misprinted, or otherwise unusable:

- 1) The employee will write their name, date and the word "FILE" or "VOID" on the form.
 - 2) The form will be forwarded to the employee's immediate supervisor, who will ensure that all copies of the form are returned.
 - 3) The immediate supervisor will initial and forward the form to the Equipment and Supply Unit for filing.
- b. A parking ticket may be voided only in instances when the issuing officer has made a genuine mistake.
- 1) A parking ticket may be voided by the issuing officer's supervisor or Division Captain.
 - 2) The supervisor voiding a parking ticket will submit an *Incident Report* detailing the reason the ticket was voided, the parking ticket number, and the disposition of the parking ticket.
 - 3) The ticket will be voided by writing the word "VOID", the complaint control number and the supervisor's initials on the ticket.
 - 4) All copies of the voided ticket, along with the *Incident Report* will be forwarded to the Report Review Officer, who will forward a copy of the report to the appropriate Deputy Chief.
- c. An issued defendant's summons may not be voided by the officer or supervisor if a mistake is later determined to have occurred.
- 1) An issued summons is one which has been completed by the officer and signed by the defendant.
 - 2) In such instances, the officer shall complete a *Memorandum* regarding the circumstances of the error in issuing the summons, and submit the memo to their immediate supervisor.
 - 3) The officer will confer with the Commonwealth's Attorney or an assistant as soon as possible and prior to the court date to discuss the matter, including the possibility of *nolle prosequi*.
- d. All matters of interpretation or opinion will be settled by the appropriate court.. Police officers have no authority, either expressed or implied, to rule on the application of the law.
- e. All copies of pre-numbered forms marked "FILE" or "VOID" will be filed and maintained for a minimum of one year.

- 5. It will be the responsibility of the Professional Standards Division Captain to ensure all issued copies of pre-numbered forms completed by employees are filed and maintained for a minimum of one year.
- 6. Certain pre-numbered forms issued to this department will be maintained according to the requirements of the issuing agency, which may extend beyond the one year minimum.

D. FORMS REVIEW

11.4.2

- 1. The Professional Standards Division Captain will be responsible for coordinating the review of all departmental forms every three years.
- 2. The review process will include the following criteria regarding forms:
 - a. information is not duplicative
 - b. the format is consistent with records maintenance and data processing requirements
 - c. the review process for new or modified forms includes input from the components that will use the forms
 - d. the format is consistent with departmental needs.

Original Signed

Parks H. Snead
Chief of Police

May 2, 2014

Date