

OFFICE OF CHIEF OF POLICE
OAKLAND POLICE DEPARTMENT

MEMORANDUM

TO: All Personnel

DATE: 15 Jul 11

SUBJECT: Revision of Departmental General Order N-3,
CONTROL OF DEPARTMENTAL FORMS
(Rev. 14 Dec 07)

General Order N-3 has been revised to update policy and procedures for the standardization, development, revision, reordering, and inventory of Departmental forms.

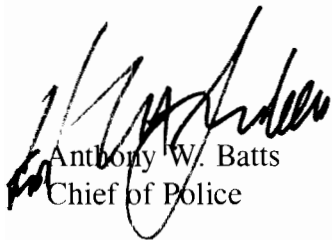
The Evaluation Coordinator for this order shall be the Research and Planning Division Commander, who, without further notice, shall forward the required report to the Chief of Police on or by 16 Jan 12.

The Evaluation Coordinator shall receive, review and document the acceptance or rejection of all comments and/or recommendations received prior to submitting his/her six-month evaluation report.

The Evaluation Coordinator shall forward a copy of the six-month evaluation report, along with the comments/recommendations received, to the Research and Planning Division, Policy and Publication Development Unit to be maintained in the appropriate Departmental General Order archive folder.

Personnel shall acknowledge receipt, review, and understanding of this directive in accordance with the provisions of DGO A-1, DEPARTMENTAL PUBLICATIONS.

By order of


Anthony W. Batts
Chief of Police

Date Signed:  7/13/11



DEPARTMENTAL
GENERAL
ORDER

N-3

Index as:

Control of Departmental Forms

Effective Date:
15 Jul 11

Evaluation Coordinator:
Research and Planning Commander

Evaluation Due Date:
16 Jan 12

Automatic Revision Cycle:
3 Years

CONTROL OF DEPARTMENTAL FORMS

The purpose of this order is to set forth Departmental policy and procedures for the standardization, development, revision, and inventory of permanent and temporary Departmental forms.

The procedures for reprographic services of permanent and temporary forms, and other Departmental material is enumerated in DGO N-7, REPROGRAPHIC SERVICES.

I. CENTRALIZATION OF FORMS CONTROL

- A. The Policy and Publication Development Unit (PPDU) shall control the development and revision of all Departmental forms¹.
- B. Individual organizational units may develop forms for use within their respective units.
- C. Individual organizational units shall not develop or utilize ad-hoc forms for use outside their respective units.
- D. Individual organizational units shall be responsible for their own inventory of permanent forms².
- E. The PPDU shall:
 - 1. Assist other Departmental units with forms development, design, and/or revision.

¹ As of 1 Jul 11, the City Central Stores will be closed. Inventory of permanent and temporary forms shall be the responsibility of individual units.

² Frequently used permanent and temporary forms are available on the OPD Publication Resource Library website.

2. Prepare final drafts of all new and revised forms and submit them to the Chief of Police for approval, when necessary.
3. Consult with the Training Section, when necessary, to determine whether a new or revised form is to be reproduced in the OPD or City Reprographics Shop³ based on the following criteria:
 - a. Whether the OPD Reprographics Shop has the available resources; and
 - b. Whether the OPD Reprographics Shop can reproduce the form more economically than through another source;
4. Assign form numbers to new forms.
5. Serve as Departmental liaison between the City Reprographics Shop concerning the reproduction of forms.
6. Maintain the Department archives of approved temporary and permanent forms.

II. CREATING OR REVISING FORMS

- A. Whenever an existing permanent or temporary form requires revision or a new form created, the requesting unit commander/manager shall submit a Forms Assistance Memorandum (TF-3182) for approval through channels, up to the unit's Bureau Deputy Chief, to the PPDU.
- B. Upon receiving an approved request for forms assistance, the PPDU shall consult with the requesting unit to ensure the development or revision of the form is consistent with Department standards.
- C. PPDU Responsibilities
 1. **New and revised permanent forms**

The PPDU shall liaison with the City Reprographics Shop to ensure the most up-to-date forms are in their inventory and new/revised forms are forwarded for their files.

³ The 10,000 annual unit printing requirement is no longer a criteria when determining whether to utilize the Department or City Reprographics Shop.

2. **New and revised temporary forms**

The PPDU shall forward an electronic copy of a new or revised form to the Department Reprographics Shop.

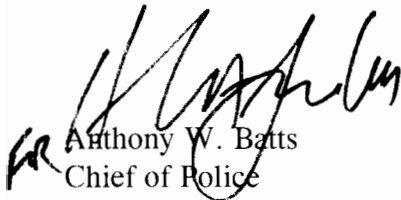
3. The PPDU shall maintain an archive of all permanent and temporary Department forms.

III. OBSOLETE FORMS

A. Unit commanders shall notify the PPDU by email or memorandum whenever a permanent or temporary form is no longer needed.

B. The PPDU shall notify the City Reprographics Shop and/or Department Reprographics Shop whenever a permanent and/or temporary form becomes obsolete.

By order of


Anthony W. Batts
Chief of Police

Date Signed: 7/13/11