



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 13.2

TITLE: DEPARTMENT FORMS: DEVELOPMENT AND IMPLEMENTATION

EFFECTIVE: 04/22/2018

REVISED: Replaces Policy/Procedure 234

PURPOSE

The purpose of this Chapter is to establish a process for the development of forms used by the New Orleans Police Department in its various administrative procedures. Forms supplied by other agencies (e.g., courts, District Attorney's Office, City Hall) are not covered by this Chapter.

DEFINITIONS

NOPD Form—A document, including an electronic equivalent (e.g., PDF), containing relevant information, arranged in a standardized format, used for the purpose of collecting data or relaying information.

POLICY STATEMENT

1. All forms used by the New Orleans Police Department shall be housed and made available on the City's intranet site located at NOPD.org. Each form shall bear a unique number supplied by the Policy Standards Section of the Compliance Bureau.
2. All forms, new or revised, must be approved by the Compliance Bureau Deputy Superintendent before they are put into effect.
3. Forms may be photocopied by units to ensure sufficient on-site quantities.

INSTRUCTIONS

4. The revision to or implementation of forms shall be forwarded to the Policy Standards Section of the Compliance Bureau for approval prior to use. This does not apply to forms used within individual units for unit administrative purposes (examples: long distance telephone log books, sign in/out sheets).

REVISIONS AND/OR MODIFICATIONS TO EXISTING FORMS

5. Revisions and/or modifications to existing forms shall be conducted as follows:
 - (a) An interoffice correspondence (Form 105), from the unit wishing to revise a form, shall be forwarded to the Policy Standards Section of the Compliance Bureau

outlining why the form should be changed. This correspondence shall reference:

- i. Any forms currently in use which are associated with the form to be revised.
 - ii. All Chapters where the form is referenced in the Operations Manual.
 - iii. The form to be revised, along with all associated forms, shall be attached.
 - iv. Any omissions or additions in forwarding instructions shall be included in the correspondence and indicated in red ink on the form.
- (b) If possible, an electronic copy of the relevant form(s) shall be forwarded to policyandplanning@nola.gov. If an electronic version is not available, modifications shall be made to the current form indicating the changes.

IMPLEMENTATION OF NEW FORMS

6. Implementation of new forms shall be as follows:
 - (a) An interoffice correspondence (form 105) from the unit wishing to implement a new form shall be forwarded to the Policy Standards Section of the Compliance Bureau outlining the need for the form and including:
 - i. Reference shall be made to any form currently in use where the information desired is captured either in part or in whole, if applicable.
 - ii. A location list within the Operations Manual where associated forms covered in the above paragraph will be used.
 - iii. The attachment of a handwritten or electronic copy of the proposed form.
 - iv. Forwarding instructions at the bottom of the proposed form.

POLICY STANDARDS SECTION - RESPONSIBILITIES

7. The Policy Standards Section of the Compliance Bureau shall review requests for new form implementation and present form revision to determine the suitability of requests.
8. Requests deemed inappropriate or in need of extensive correction or further modification shall be returned to the requesting unit, through the chain of command. The reasons for disapproval or an indication where the corrections are to be made shall be outlined. The Policy Standards Section of the Compliance Bureau shall, upon request, assist any unit in the revision and/or preparation of forms to be used Department wide.
9. Prior to the implementation of new or revised forms, the Policy Standards Section of the Compliance Bureau shall ensure any conflict arising out of the use of the form with existing Chapters in effect are corrected.