



**POLICE DEPARTMENT**  
**FORMS CONTROL**

**ADMINISTRATIVE  
PROCEDURE #203**

Responsible Executive:  
Chief of Police  
Responsible Office:  
Vice President for Public Safety  
Approved by:  
Dr. Branville G. Bard Jr.  
Issued: 07/25/2024  
Revised: N/A

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**Policy Statement**

The Johns Hopkins Police Department (JHPD) shall ensure that all publications, presentations, and forms are consistent with Johns Hopkins policies and convey an accurate message and professional image to JHPD members and the public.

**Who Is Governed by This Policy**

This Directive governs all bureaus, sections, and their members, including sworn, nonsworn, and contractual or voluntary persons in service with the JHPD.

**Purpose**

This Directive provides direction in the drafting, modifying, and authorization process for implementing or purchasing a form. (Commission on Accreditation for Law Enforcement Agencies (CALEA) 11.4.2)

## Definitions

<b>Form:</b>	A printed document containing blank spaces to be completed with relevant information that needs to be recorded.
<b>Member:</b>	All members of the JHPD, including employees, officers, and volunteers, unless the term is otherwise qualified (e.g., member of the public, member of the Baltimore Police Department, etc.).
<b>Officer:</b>	All sworn police officers, at any rank, as defined by MD Code, Public Safety, § 3-201, in service with the JHPD.
<b>Publication:</b>	Any printed document designed to market or provide information through distribution to the public and/or media.

## Policy

Efficiently communicating critical information, in addition to documenting compliance with legislative and professional standards, is important for improving organizational accountability, performance, and trust. As such, the JHPD will update and administer controls that ensure the professional development, modification, and approval of JHPD forms and publications.

## Procedures

### I. Forms & Forms Control

- A. Many of the processes described in JHPD written directives are documented using agency forms designed to standardize the collection, transmittal, and preservation of valuable information.
  - Well-designed forms serve as a compact, concise record that, when standardized, promotes the communication of essential information and operational efficiency.
- B. The forms control program is administered in a manner that ensures both that there is consistency in the information collected and that essential records are created and shared in accordance with statutory and procedural requirements.
  - Additional objectives include the creation of new forms in a manner that seeks to revise or consolidate existing forms, thereby eliminating nonessential or duplicate forms.

### II. Authority

The JHPD forms control program is established and administered by the Senior Director for Training and Compliance. The JHPD forms control program consists of the following:

- A. Forms Control

- Establish and maintain a Forms Control Register that contains numbers, effective dates, form titles, descriptions, and revision dates for all forms in use,
- Approve form design and use,
- Issue form numbers and effective dates,
- Authorize printing,
- Maintain a master forms file,
- Maintain a historical file of forms that have been revised, combined, or eliminated, and
- Consult with users and create, revise, combine, or eliminate forms when practical.

**B. Forms Identification**

- For forms originating within the JHPD, assign a form number and effective date.
- Ensure that when a JHPD division, section, or unit needs to create a form to record information unique to its operation, a draft of the proposed form and a completed Request for New or Revised Form will be submitted for approval to their attention.
- Ensure that an approved form will be assigned a form number, consisting of the letters “JHPD,” followed by the “#” sign and the form number.
  - The letters “JHPD” will precede the form number in 10-point font.
  - The form number and implementation or revision date will appear in the lower left corner of each form—e.g., “JHPD #010 Rev. 01/17.”
  - The date consists of the month and year separated by a slash.
- Ensure that form numbers coincide with the policy manual section to which the form’s purpose or function is related (e.g., forms related to administrative procedures will begin at #200, personnel procedures at #300, operational and traffic procedures at #400).

**C. Printing & Stocking of Forms**

- Generally, scheduling the printing and stocking of approved forms shall be the responsibility of each organizational component.
- Components seeking to place an order for forms such as carbon forms and other forms requiring printing services shall complete

JHPD Uniform & Equipment Replacement Form and submit it to the Logistics Manager for processing.

- The Logistics Manager or their designee will verify the current version of the form requested for printing and coordinate with the Senior Director for Training and Compliance and the printer. This procedure ensures that the most current form is reprinted.
- Electronically fillable forms not requiring advanced or specialized printing services may be printed and/or duplicated using an agency printer or photocopier by individual members as needed.
  - A writeable or fillable PDF version of the form may be in the JHPD Shared Forms Folder on the JHPD Network's shared server or directory.
  - Electronic forms will be listed by number and title.
  - Forms that are frequently used by officers may also be located in the forms bin in the Squad Room or Emergency Communications Center.

#### **D. Creating, Revising, Combining & Eliminating Forms**

- Forms that cease to serve their designed purpose become a liability and should be revised, combined with an existing form, or eliminated.
- Members seeking to create a new form or to revise, combine, or eliminate an existing form will complete a Request for New or Revised Form and submit it to the Deputy Chief of Support Services, who will forward approved requests to the Senior Director for Training and Compliance for appropriate action.
- The purpose section of the Request for New or Revised Form will be completed by describing the reasons for the requested action and a sample of the proposed form will be attached, if applicable.
- Appropriate endorsements from supervisors and managerial staff will be made directly on the draft and included with the Request for New or Revised Form. This includes reporting on the proposed changes at each level of review. The review process encourages input from impacted staff to facilitate the creation of a product reflecting the experience and knowledge of the end user.

### **III. Publications Control**

The responsibility and authority to design and approve designs of professional marketing materials and publications to promote the JHPD rests with the Director of Strategic Communications for Public Safety.

- A.** Marketing materials and publications include but are not limited to:

- Brochures,
  - Displays booths,
  - Fact sheets,
  - Flyers,
  - Newsletters,
  - Press releases, and
  - Information shared through digital and social media.
- B.** The Director of Strategic Communications for Public Safety shall coordinate with the Chief of Police, other senior Johns Hopkins Public Safety leaders, and members of the Johns Hopkins University and Medicine Communications Teams regarding brand and editorial compliance.
- C.** In addition to developing and producing proactive promotional and marketing materials about the JHPD, the Director of Strategic Communications for Public Safety will assist with:
- Editorial guidance, including the proofreading of all publications,
  - Selection of photographs, illustrations, and artwork, and
  - Ensuring the continuity of publication/presentation layout and design.
- D.** Any JHPD member, unit, or component desiring to create or revise a publication for public release must do so through their chain of command and the Director of Strategic Communications for Public Safety.
- E.** The Director of Strategic Communications for Public Safety shall maintain a master file that includes the original of each final new or revised publication utilized by the JHPD.
- F. Audio & Video Presentations**
- All members shall ensure that presentations created for public presentations meet the same exacting standards for appearance, professionalism, and editorial/brand consistency as those established for JHPD publications.
  - All members must ensure that presentations, including slide decks for the public, are reviewed in advance for content and format and approved by the presenter's Commander 48 hours prior to the event.

## Policy Enforcement

<b>Enforcement</b>	JHPD managers and supervisors are responsible for enforcing this Directive.
<b>Reporting Violations</b>	Suspected violations of this Directive should be reported to the Senior Director for Policy, Training, and Accreditation.

## Related Resources

<b>University Policies and Documents</b>
<b>External Documentation</b>
<b>Police Department Forms and Systems</b>
<a href="https://powerdms.com/ui/login">https://powerdms.com/ui/login</a>

## Contacts

<b>Subject Matter</b>	<b>Office Name</b>	<b>Telephone Number</b>	<b>Email/Web Address</b>
Policy Clarification and Interpretation	Policy Management	(667)306-8618	<a href="mailto:jhpdpolicyinquiry@jh.edu">jhpdpolicyinquiry@jh.edu</a>