



OFFICE OF THE COUNTY SHERIFF

Montgomery County, Maryland

Darren M. Popkin, Sheriff



ADMINISTRATIVE DIRECTIVES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Forms Control	1.10	10/12/20

Purpose: To provide instructions for the orderly development, modification, deletion, approval and review of Sheriff's Office forms in general use by employees. This procedure does not cover forms informally created for internal use by only one or two employees or forms supplied or controlled by the Courts or other agencies.

Contents:

- I. Forms Coordinator
- II. Procedure for Requesting Creation, Modification or Deletion of a Form
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I. Forms Coordinator

- A. The *Administrative Division Commander* will act as Forms Coordinator and will be the contact on any matter relating to the creation, modification, or deletion of any form that will be *used*, or is in use by *any* employee.
- B. The *Forms Coordinator* will maintain, for each form:
 - (1) *An original digital source file (in fillable .PDF format if appropriate)*
 - (2) *An original printed copy of all official forms; and*
 - (3) *A digital database containing the following information:*
 - (a) The form number or name,
 - (b) The form title, *and*
 - (c) The effective date of the form.
- C. *The original copy of all official forms* will be kept permanently in, and *are* not to be removed from, the Office of Planning and Policy Management. In addition to viewing the *original form* in the Office of Planning and Policy Management, *all forms will be* available to all employees electronically in *PowerDMS*.

II. Procedure for Requesting Creation, Modification or Deletion of a Form

- A. A written request for the creation, modification, or deletion of any form that needs to be generated or is currently in use by employees of the Sheriff's Office will be directed to the Forms Coordinator. ***This request will be made utilizing the Form Request (MCSO7).***
- (1) A draft of the form will be attached to the request for creation or modification.
 - (a) If available, ***an*** electronic copy of the form will be ***transmitted via email to the Forms Coordinator.***
 - (b) If the form was supplied by another source outside of the Sheriff's Office a copy of the form will be forwarded with the request.
 - (2) Requests for deletion of a form will include a current copy of the form that is in use.
- B. The Forms Coordinator will ***review*** the request and prior to the form being deleted, modified or issued for use, will ensure that;
- (1) Affected supervisory personnel review the form for content, duplication, and functionality.
 - (2) The ***Form Request MCSO7*** is maintained with the original form.
 - (3) A review by the Sheriff's Office ***Information Technology*** Specialist is conducted when there is a need to verify consistency with any data processing requirements.
 - (4) A name or number is assigned to the form.
 - (a) The form name or number will be positioned in the lower left-hand corner of the first page of the form.
 - (b) Office-wide forms will be numbered as, S:\FORMS\MCSO#-mmddyy-form name.file extension.
 - (i) S:\ = computer drive location.
 - (ii) FORMS = directory location.
 - (iii) MCSO = a Montgomery County Sheriff's Office form.
 - (iv) # = the form number assigned.
 - (v) mmddyy = the creation or modification date.
 - (vi) Form name = the name given to the form
 - (vii) ext = file extension.
 - (i) A file extension determines which program is needed to access the form, e.g., doc, xls, mdb etc....
 - (ii) ***PowerDMS will automatically convert all files to PDF format.***

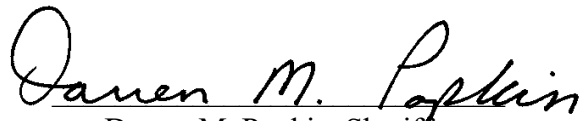
- (c) Section specific forms will be named as S:\FORMS\Section-form name-mmddyy.file extension.
- (i) S:\= computer drive location.
 - (ii) FORMS = directory location.
 - (iii) Section = identify the section where the form is in use, e.g., Criminal, Domestic Violence, etc...
 - (iv) Form name = the name given to the form.
 - (v) mmddyy = the forms creation or modification date.
 - (vi) ext = file extension.
 - (i) A file extension determines which program is needed to access the form, e.g., doc, xls, mdb etc....
 - (ii) ***PowerDMS will automatically convert all files to PDF format.***

- (5) The Sheriff, Chief Deputy, or their designee approves the form.

III. Cancellation

This directive cancels and replaces Administrative Directive 1.10, Forms Control, Effective Date 06/27/2006

AUTHORITY:


Darren M. Popkin, Sheriff
10/12/2020