

Change Notice No. 323

General Order 303.4
FORMS CONTROL
Effective January 26, 2018

The following changes were made to General Order 303.4 FORMS CONTROL.

Article III, Paragraph F, sub-paragraph 10, was added.

Appendixes A-C has been updated and reissued.

Insert this notice directly behind the front cover of your General Orders Manual. Insert the directive in the appropriate chapter and discard the outdated directive.

Element commanders shall familiarize their personnel with the amended materials.


TIVOLI S. FAAUMU
Chief of Police

GENERAL ORDERS
CHAPTER 303
RECORDS

Effective date: 01/26/18

Revision date: 01/10/18

Rescinds: G.O. 303.4 (12/23/13)

New materials bold & underscored

Accreditation Standards: 13.1.2

FORMS CONTROL
G.O. 303.4

I. PURPOSE

To establish a system of control for development, modification, approval, and review of all Department forms.

II. POLICY

Properly structured forms are important to the efficiency of the Department in order that information is properly recorded and disseminated. It is the policy of this agency that forms be developed and utilized which best assist officer and employees with documentation responsibilities.

III. PROCEDURES

A. Control Function

The Commander of the Plans, Training, Research and Development Section is responsible for the design, modification, consolidation and reproduction of all forms used by the Department. The Commander shall:

1. Establish and maintain a Central Forms Index and File. Each form originating within the Department shall be numbered and labeled for easy reference. All forms used by the Department shall be included in this file.
2. Coordinate the design of new forms and the modification of existing forms, conferring individually or in committee with forms users to ensure the usefulness and practicality or any suggested changes or additions to forms used by the majority of the Department.
3. Review and evaluate departmental forms for the purpose of simplification and consolidation of forms as well as the elimination of unnecessary forms and the duplication of information.

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4. Secure the approval of the Chief of Police prior to the implementation, modification or discontinuance of any form.

B. Request for New or Revised Department Forms

1. Element commanders are responsible for drafting forms generated in their component.
2. The Element Commander shall submit, through his chain of command, to his respective Bureau Commander, a rough draft or copy of the proposed form with attached justification.
3. The request shall then be forwarded to the Support Services Bureau Commander.
4. The Support Services Bureau Commander shall review and submit the proposed form to the Commander of the Plans, Training, Research and Development Section.
5. Upon receiving a request for a departmental form, the Commander of the Plans, Training, Research and Development Section shall review the document. The commander shall:
 - a. Ascertain if the proposed form is a duplicate of another form.
 - b. Ascertain if the proposed form contradicts another form, a law or ordinance, or a written directive.
 - c. Adjust the form for appearance.
 - d. Ascertain if the proposed form is consistent with the current records management techniques.
 - e. Confer with requestor pertaining to the form's contents and design.
 - f. Forward the form to the Support Services Bureau Commander, who will review the form and forward the form to the office of the Chief of Police for final approval.
6. Upon approval of the Chief of Police, the form shall be implemented and a form number issued. The implementation will be facilitated through the use of an Administrative Order.

C. Rescinding of Forms

1. The commander of the Plans, Training, Research and Development Section will review and evaluate departmental forms to determine their continued usefulness.
 2. Element commanders shall notify the commander of the Plans, Training, Research and Development Section any time they have knowledge of forms that should be rescinded.
 3. A recommendation for rescinding a form shall be made when a form is no longer useful, contradicts another form, is contrary to law or ordinance, or is not consistent with current records management techniques.
 - a. The Plans, Training, Research and Development Commander shall submit a written communication to the Chief of Police in the form of a To/From. This communication will contain:
 - (1) The form title
 - (2) The form number
 - (3) The purpose of the form
 - (4) The reason(s) why the form should be rescinded
 - (5) Any other supporting documentation. ie: To/From from a Commander recommending the deletion of the form.
 - b. This communication shall be forwarded to the Support Services Bureau Commander, who will review the information and forward the communication to the Chief of Police.
 4. Upon approval of the Chief of Police, the form shall be rescinded. Notification of a rescinded form will be facilitated through the use of an Administrative Order.
- D. Element and District Commanders shall ensure that old-revised or deleted forms are not utilized.
- E. Reproduction of forms
1. The Commander of the Plans, Training, Research and Development Section shall determine if the form will be printed internally or by an outside vendor.
 - a. If the form will be printed by an outside vendor, the original shall be forwarded to the Administrative Services Section.
 - b. If the form will be printed internally, it will be the responsibility of the Plans, Training, Research and Development Section to reproduce and distribute the form.

F. Form Numbering

In April 1995, the existing forms of the Department were reviewed. As a result of this review, the numbering system of the forms was revised. The numbering system places forms in certain categories. These categories are as follows:

1. 100 Series. This numbering system includes any form number which begins with the digit "1" such as 101, or 1099. These form numbers includes all forms which are generic to different elements of the department and uniformed Services Bureau.
2. 200 Series. This numbering system includes any form number which begins with the digit "2" such as 201, or 2099. These form numbers include all forms for the Chief's Office, Internal Affairs, Administrative Services, Criminal Intelligence Unit and Community Relations.
3. 300 Series. This numbering system includes any form number which begins with the digit "3" such as 301, or 3099. These form numbers includes all forms which are specific to the Traffic Section and/or traffic enforcement.
4. 400 Series. This numbering system includes any form number which begins with the digit "4" such as 401, or 4099. These form numbers include all forms which are specific to the Criminal Investigation Division.
5. 500 Series. This numbering system includes any form number which begins with the digit "5" such as 501, or 5099. These form numbers include all forms which are specific for the Vice Division.
6. 600 Series. This numbering system includes any form number which begins with the digit "6" such as 601, or 6099. These form numbers includes all forms which are specific to the Communications Section and the Wailuku Receiving Desk.
7. 700 Series. This numbering system includes any form number which begins with the digit "7" such as 701, or 7099. These form numbers include all forms which are specific to the Plans, Training, Research and Development Section.
8. 800 Series. This numbering system includes any form number which begins with the digit "8" such as 801, or 8099. These form numbers include all forms which are specific to the Juvenile Section.
9. 900 Series. This numbering system includes any form number which begins with the digit "9" such as 901, or 9099. These form numbers include all forms which are specific to the Records Section.

10. **10000 Series. This numbering system includes any form number which begins with the digits "10", such as 10001 or 10099. These form numbers include all forms which are specific to the Crime Lab.**

G. Appendixes

The following Appendixes identifies forms and form numbers.

1. Appendix "A" is a complete listing of all departmental forms in its revised order.
 - a. Numbers in parenthesis following the description of a form indicate that the form number has been changed after April 1995. An example would be Form Number 151 – Auto Check List (2006). This means that prior to April 1995, the form number 2006 was utilized for the Auto Check List. The changed form number is 151.
 - b. The word "New" in parenthesis following the description of a form indicate that the form has activated after April 1995. An example would be Form number 191 – Molokai Evidence Log (New).
 - (1) There are several forms that have been in service with no form number, such as the Follow-Up Log. These forms are also designated with the word "New" indicating that prior to April 1995 the form did not have a form number.
2. Appendix "B" is a brief descriptor of each form which is authorized and utilized by the Department.
3. Appendix "C" lists obsolete forms that are no longer utilized by the Department and will be deleted.
4. On a quarterly basis, updated portions of existing Appendixes shall be issued by the Plans, Training, Research and Development Section.


TIVOLI S. FAAUMU
Chief of Police