



**CHEVY CHASE  
VILLAGE  
POLICE  
DEPARTMENT**

**GENERAL ORDER: 6-4 DEPARTMENT FORMS**

DATE: 2/6/2020      Pages: 1    ♦    New    ♦    Revised 6-4

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Police Chief: John Fitzgerald

**I. POLICY**

The Department will maintain a system of accountability for all forms used by its members. The Lieutenant is responsible for all Department Forms.

**II. ACCOUNTABILITY FOR DEPARTMENT FORMS**

**A. Development Procedures**

1. Department forms may be developed based upon:
  - a. the need to capture information;
  - b. recommendations from Department employees;
  - c. a statute, policy, or court decision requiring the use of a particular form;
  - d. the need to ensure proper record keeping;
  - e. direction from the Chief of Police.
2. Department forms shall be numbered, and whenever practical, the assigned number will relate to the associated General Order number.
3. The Chief shall make the final decision on the development of any new form.

**B. Modifications to Forms**

1. The Chief of Police may modify Department forms.
2. If a Department member identifies a need for changes or improvements to a form, they are encouraged to make their recommendations known to their supervisor.
3. The Lieutenant will first review recommendations submitted by employees before forwarding them, along with his comments, to the Chief of Police for approval.
4. The Chief shall make a final decision on changes to any form.

**III. OTHER FORMS USED BY THE DEPARTMENT**

**A. Citation Books**

1. Traffic Citation books are kept under strict control.
2. Traffic citation books are kept in the Property/Evidence Room.
3. The Lieutenant is responsible for issuing traffic citation books to individual officers, and he shall maintain a record of each book assigned.
4. Traffic citation books are individually numbered in lots of twenty-five. The books shall be signed for at the Motor Vehicle Warehouse in Glen Burnie by the Department member who picks them up.
5. Traffic citation books issued to one officer shall not be given to another officer.
6. Unused citations or those replaced by a revised edition shall be:
  - a. destroyed by the Lieutenant when so ordered by MVA, or
  - b. returned to the MVA and/or District Court.

**B. Forms Control**

1. Incident Reports, Collision Reports, and other forms and documents used by the Department are for official use only and shall only be used for their intended purpose.
2. Village stationery and Department Letterhead are considered Department "forms" and their use must be authorized by the Chief of Police.
3. The Lieutenant is responsible for ensuring that an adequate stock of Department forms is on-hand at all times.
4. The Lieutenant shall maintain a master list and a master copy of all Department Forms.

This directive voids the previous version dated 2/25/2013.