



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **DEPARTMENT FORMS**

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

The Department will maintain a system of accountability for all forms used by its members. This policy is necessary to protect the Department and its members from accusations of impropriety. The Chief will be responsible for all Department forms.

II. ACCOUNTABILITY FOR DEPARTMENT FORMS

A. Development Procedures

1. Department forms will be developed based on:
 - a. The need to capture information;
 - b. A statute, policy, or Court decision requiring the use of a particular form;
 - c. The need to ensure proper record keeping;
 - d. A mandate by the Chief of Police.
2. Whenever practical, all Department forms will contain a number consistent with the Section in which the General Order is found or the applicable CALEA standard number.

B. Modifications of Forms

G.O. 6-4

Page | 1

1. When a form is modified, Department members will be made aware of the modification through the Department Memorandum clipboard and/or Inter Office Memorandum.
 2. Whenever practical, Department members will be requested to provide input.
- C. Approval of Forms

All new forms will be reviewed by the lieutenant and submitted to the Chief of Police for approval.

III. OTHER FORMS USED BY THE DEPARTMENT

A. Citation Books

1. Books containing traffic citations will be kept under strict control.
2. Traffic citation books shall be kept in a locked storage cabinet. The Administrative Assistant will have keys.
3. Any citation book issued to an officer will be logged in a record book with the following information:
 - a. The officer issuing the citation book;
 - b. The officer to whom the book is issued;
 - c. The citation numbers contained in the issued book; and,
 - d. The date the citation book is issued to the officer.
4. Traffic citations from a book issued to one officer may not be given to another officer.
5. For accountability purposes, the name of the person issued a citation will be entered in the Master Name Index by the Supervisor or his designee.
6. Unused citations or those replaced by a revised edition, will be:

- a. Destroyed by the Lieutenant if appropriate.
- b. Returned to the Maryland Motor Vehicle Administration and/or District Court if they are traffic or petty offense citations.

B. Other Forms and Documents

1. Other forms and documents used by the Department (incident reports, accident reports, etc.) are for official use only and shall be used only their intended purpose.
2. Cottage City stationery and Department Letterhead will be considered Department "forms," and their use must be authorized by the Chief of Police.
3. The Sergeant is responsible for ensuring that an adequate stock of Department forms is on-hand at all times.
4. The Sergeant will keep a master of Department Forms.
5. Department personnel will be notified of discontinued forms.