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HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

Forms Control Program

Distribution:	All Employees	Index:	ADM 1401
Responsible Unit:	Planning and Research Division	Rescinds:	
		MD Code:	

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1. Purpose

To describe the management of Harford County Sheriff's Office (HCSO) forms.

2. Policy

The Harford County Sheriff's Office will maintain a Forms Control Program to standardize the procedure for the creation of new forms, to revise or consolidate existing forms and to eliminate the non-essential or duplicate forms.

3. Procedure

A. General

1. The Forms Control Program is established and administered by the Planning and Research Division (P&R).
2. The Commander of P&R will designate a Forms Control Manager (FCM).

B. Responsibilities of the Forms Control Manager

1. Establish and maintain a Forms Control Register that contains form numbers, form titles, effective dates, descriptions, revision dates, and distribution for all current HCSO forms.
2. Maintain a master forms file to include a historical file of forms revised, combined, or eliminated.
3. Approve form design and use after consultation with those units that will use the form to ensure only essential records are created.
4. Issue form numbers and effective dates.
5. Consult with users to create, revise, combine, or eliminate forms when practical.

C. Form Numbers

1. Forms originating within the HCSO will be assigned a form number and effective date.

2. For Agency-wide general use forms, the letters "SO" will precede the form number (i.e., SO-001).
3. An approved unique form will be assigned a form number, preceded by the letters identifying the Division (e.g., Court Services: CS-001, etc.).
4. The form number will appear in the lower right corner and the implementation or revision date will appear in the lower left corner of each form.

D. Creating, Revising, Combining, or Eliminating Forms

1. Forms will be reviewed regularly and those that cease to serve their designated purpose should be revised, combined with another form, or eliminated.
2. Employees who believe a form should be created, revised, combined with another form, or eliminated should submit their suggestion to the FCM through official channels via Memorandum ([SO-212](#)).
3. When a unit needs to create a form to record information unique to its operation, a draft of the proposed form will be submitted for approval to the FCM with a brief explanation of how the form will be used.
4. Suggestions for new or revised forms should include a sample of the form if possible.

E. Printing of Forms

1. Approved forms will be posted in PowerDMS.
2. Forms should be downloaded from PowerDMS as need to ensure that the most current version of the form is used.
3. Bulk printing of forms should be reserved for cases where an electronic form is not available, not authorized, or the use of an electronic form is impractical, such as multi-page carbonized forms.
4. Once a unique form is approved, the printing and reprinting of those forms is the responsibility of the Division that uses them.
5. The Quartermaster will notify the FCM when a bulk form is scheduled for printing to ensure the most current form is reprinted.

