



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-27

Effective: 01/16/16 Expires: 01/16/17 Replaces: 05/13/15

**3-27 FORMS CONTROL**

**3-27-1 Policy**

Department policy is to centralize the responsibility for forms control in the Records Section and to utilize standardized forms whenever possible.

**3-27-2 Rules**

A. Design and Maintenance of Department Forms

1. The Records Section is responsible for the reproduction of all department forms and shall keep the master file, which will include the original of each form utilized.
2. The original forms used by any activity shall be submitted to the Records Section for the issuance of a control number before the submission of duplicating requisitions.
3. Personnel shall not reproduce or requisition any form unless such form has been approved for use by the Records Section.

B. Standardized Forms

Standard forms of other agencies in common usage, such as Uniform Crime Reports, Traffic Accident Summaries, Uniform Traffic and Misdemeanor Citations, Traffic Accident Records, and Arrest and Search Warrants are excluded from the provisions of 3-22-2-A. The Records Section will have the responsibility for ordering standardized forms except:

- a. Uniform Traffic, Parking, and Misdemeanor citation books will be issued from the Area Commands and Traffic substations.
- b. The Court Services Section will order and maintain Arrest and Search Warrants.

C. Ordering of Forms

Each activity shall be responsible for requisitioning forms from the Records Section by form number.

D. Requests for New or Revised Forms

1. All requests for a new or revised form will be through an inter-office correspondence through the chain of command to the SOP Liaison and will include:
  - a. The purpose of the form and information to be recorded on the form.
  - b. A number of copies needed for the first three months.
  - c. The justification for the form, including a statement explaining why existing forms are unsuitable for use or a new form is needed.



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- d. If the new or revised form affects an SOP change, personnel are directed to follow SOP 3-29 on proposing a revision to the SOP manual.
2. After the SOP Detail has reviewed the request for a new or revised form (and any proposed SOP changes), the packet will be forwarded to the Records Section for final approval and the issuance of a "PD" form control number.