

Metropolitan Police Department □ Washington, D.C.



GENERAL ORDER



Subject:

Forms Management and Printing Control Programs

Series	Number	Distribution	Change Number
205	2	A	1
Effective Date			
December 9, 1991			
Revision Date			

The purpose of this order is to establish policies and procedures for the administration of the department's forms management and printing control programs. This order consists of the following parts:

PART I Responsibilities and Procedures for Members of the Department

- A. General.
- B. Requests for New Forms.
- C. Requests for Revision or Rescission of Existing Forms.
- D. Requisitions for Existing Forms.
- E. Requisitions for Printing of Documents and Publications.

PART II Responsibilities and Procedures for Special Assignment Personnel

- A. Forms Control Officer, Planning and Research Division.
- B. Printing Control Officer, Identification and Records Division.

PART III Responsibilities and Procedures for Supervisory and Command Personnel

- A. Commanders and Directors.
- B. Director, Planning and Research Division.
- C. Director, Identification and Records Division.
- D. Director, Field Inspections Division.

Publication	Effective Date	Change Number	Page Number
General Order No. 205.2	December 9, 1991	1	2 of 7

PART I

A. General.

1. Authority.

The Federal Property Management Regulations require that all Federal and District of Columbia agencies establish guidelines and procedures for the effective control over the creation and use of forms.

2. Objectives.

The department's forms management program shall ensure the elimination of useless forms, consolidation of similar forms, and simplification of complex forms to achieve savings through:

- a. Better procedures and work methods;
- b. Standardization of design and reproduction; and
- c. Better service to the department and the public.

3. Types of Authorized Forms.

Members shall utilize forms authorized and approved for use (i.e., PD forms, form letters, data processing forms, SF Forms, DC Forms, UN Forms, etc.). Use of uncontrolled forms is prohibited.

B. Requests for New Forms.

1. Members preparing requests for new forms or form letters for use department-wide or within their organizational element shall review the MPD Index of Blank Forms or consult a forms analyst in the Planning and Research Division to determine if an existing form can be used to capture the required data.

- a. Creation of a new form for a purpose for which a standard form (i.e., PD Form, SF Form, DC Form, etc.) already exists is prohibited.
- b. Members requesting forms shall consider cost benefits in terms of equipment, space, personnel and time required to implement the request to ensure that costs do not outweigh the benefits.

2. If no form exists to capture the required data, and it is determined that the cost of the form and procedure does not outweigh the benefits, the member shall complete PD Form 20 (Request for Printing Services), including all details concerning the need and use of the form. If the new form will require the services of an outside printer (usually for carbonized and NCR Forms), an original and one copy of PD Form 160 signed by the commanding officer shall accompany the PD Form 20.

C. Requests for Revision or Rescission of Existing Forms.

1. When it is determined that an element form or form letter is no longer useful or is in need of revision, a PD Form 20 shall be completed, attached to a copy of the obsolete or revised form or form letter, and forwarded to the Director, Planning and Research Division.

2. When it is determined that a form used department-wide is no longer useful or is in need of revision, a PD Form 20 shall be completed, attached to a copy of the obsolete or revised form, and forwarded through channels to the Director, Planning and Research Division.

D. Requisitions for Existing Forms.

1. From Property Division.

When requesting forms listed in the Expendable Supply and Blank Forms Catalog, a PD Form 160 shall be prepared and forwarded to Property Division.

2. From Reproduction Section, Identification and Records Division.

a. In-house Reproduction.

When requisitioning reprints of forms, the member shall prepare a PD Form 20 (Request for Printing Services) and forward the request to the Director, Planning and Research Division.

b. D.C. Printer Requisitions.

(1) If a reprint requires the services of an outside printer, the PD Form 20 shall be accompanied by an original and one copy of a PD Form 160 signed by the element's commanding officer.

(2) The request shall be forwarded to the Director, Planning and Research Division.

Publication	Effective Date	Change Number	Page Number
General Order No. 205.2	December 9, 1991	1	4 of 7

- (3) Eight to twelve weeks lead time shall be allowed for completion of D.C. Printer jobs.

3. From Other Agencies.

When a request is made for forms printed by other agencies and the forms are not listed in the department's Expendable Supply and Blank Forms Catalog, a PD Form 160 shall be prepared and submitted to the agency that stocks the forms. If the agency cannot or will not supply copies of the form, the Planning and Research Division shall be contacted for assistance.

E. Requisitions for Printing of Documents and Publications.

1. Preparation of Requisitions.

- a. Printing requests for documents and publications shall be accompanied by a completed PD Form 20 and shall be signed by the commanding officer.
- b. If a document or publication will require the services of an outside printer, the request shall be accompanied by an original and one copy of a PD Form 160 complete with justification, and shall be signed by the element's commanding officer.

2. All requests for printing of official documents and publications shall be forwarded directly to the Director, Planning and Research Division, for approval.

- a. Printing of new publications (i.e., flyers, pamphlets, brochures, booklets, annual reports, and special purpose signs and posters) that will be distributed, displayed, or made available to the general public, require approval by the Chief of Staff, Office of the Mayor." (A minimum of five days lead time is required for this process.)
- b. Prior to printing official publications which will be distributed, displayed, or made available to the general public, the District of Columbia Government logo and other identifiers must be placed on documents.
- c. Printing services are limited to requests for ten (10) or more copies.

Publication	Effective Date	Change Number	Page Number
General Order No. 205.2	December 9, 1991	1	5 of 7

- d. When requests are made for routine printing services, five days lead time shall be allowed for completion of the job. Three to six weeks lead time shall be allowed for completion of the more complex jobs.

3. Members shall not utilize department copiers or the services of an outside printer to reproduce for dissemination any official publications which depict the activities of the department.

4. All requests for the use of business reply envelopes shall be submitted to the Director, Planning and Research Division, for approval. Since the department must pay postage for business reply mail, careful consideration must be given to each request.

PART II

A. Forms Control Officer, Planning and Research Division.

The Forms Control Officer shall be responsible for:

1. Developing the department's forms management policies;
2. Analyzing and approving all requests for design, revision or rescission of forms for both manual and automated systems;
3. Developing department-wide:
 - a. Forms design standards;
 - b. Forms production standards; and
 - c. Standards for stocking, distributing, and using forms.
4. Developing, maintaining and updating the department's:
 - a. Index of MPD Blank Forms;
 - b. Field Report Writing Handbook;
 - c. Administrative Report Writing Handbook; and
 - d. Correspondence Handbook.
5. Surveying the forms used by the department to ensure the elimination of useless forms, consolidation of similar forms, and simplification of complex forms.

Publication	Effective Date	Change Number	Page Number
General Order No. 205.2	December 9, 1991	1	6 of 7

6. Intermediate management review of:

- a. All requisitions (PD Form 160) for printing of forms; and
- b. All requisitions (PD Form 160) for filing and micrographics equipment.

7. Providing technical assistance, advice and guidance to members of the department as it concerns the Forms Management Program.

B. Printing Control Officer, Identification and Records Division.

1. The Printing Control Officer shall be responsible for:

- a. Developing the department's printing control policies;
- b. Determining printing priorities and schedules for in-house reproduction;
- c. Selecting the most efficient and economical method of printing and reproduction;
- d. Serving as liaison between the department and the D.C. Printer, Department of Administrative Services;
- e. Providing technical assistance, advice and guidance to members of the department as it concerns the Printing Control Program; and
- f. Processing all requisitions for printing services.

2. The Printing Control Officer shall also ensure that all requests for printing of forms and official publications have been reviewed and authorized by the Forms Control Officer.

PART III

A. Commanders and Directors.

Commanders and directors shall be responsible for:

1. Reviewing and approving requests for printing services and requisitions for new forms, revisions and rescissions of existing forms;

Publication	Effective Date	Change Number	Page Number
General Order No. 205.2	December 9, 1991	1	7 of 7

2. Ensuring that each request is essential, and that the cost of the form and related procedures does not outweigh the benefits to be derived from its implementation;
3. Requiring periodic surveys to determine the currency and cost effectiveness of forms and related procedures used by the organizational element;
4. Ensuring compliance with the preparation instructions as contained in the Field Report Writing Handbook and the Administrative Report Writing Handbook;
5. Ensuring that documents, publications and forms are not already in print and available from another source before forwarding the requisition to the Planning and Research Division; and
6. Ensuring that stamped signatures do not appear on PD Form 20 or PD Form 160.

B. Director, Planning and Research Division.

The Director, Planning and Research Division, shall be responsible for developing, maintaining and administering the Forms Management Program for the department.

C. Director, Identification and Records Division.

The Director, Identification and Records Division, shall be responsible for developing, maintaining, and administering the department's Printing Control Program.

D. Field Inspections Division.

The Field Inspections Division shall be responsible for conducting spot inspections to determine compliance with the provisions of the department's Forms Management and Printing Control Programs.


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Chief of Police

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