

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject FORM DEVELOPMENT AND CONTROL	Policy Number GD-5
		Effective Date 10-04-02
Related Information		Supersedes GD-5 (01-02-98)

➤ **PURPOSE**

The purpose of this Policy is to establish procedures for the development, modification, approval, control, and printing of all forms used exclusively by the Office.

➤ **POLICY**

It is the Policy of the Office to develop a system for form development and control, which will ensure the accountability of all Office-used forms.

DEFINITIONS

None.

PROCEDURES

- 1. **Financial Management Bureau Responsibilities:** The Financial Management Bureau will have the following responsibilities:
- A. Developing new Office forms and revising existing forms when necessary.
 - B. Administering all Office form printing requests.
 - C. Establishing and maintaining a Central Forms Index and File. Each form that is originated within the Office shall be assigned a form number, and labeled for easy reference and accountability. All forms used by the Office shall be included in this file, with a description of their function. A copy of all forms created for use within the Office will be forwarded to the Financial Management Bureau for inclusion in the Forms File as they are developed or revised.
 - D. Forms used Office-wide shall be approved by the Financial Management Bureau. Forms used exclusively by a single component must be approved by that component's commander prior to use.
- 2. **New Forms:** When a new form is deemed necessary, the affected component's designee will forward a memorandum through their chain of command to the Financial Management Bureau. A draft of the proposed form shall accompany the memorandum.
3. **Form Review:** It shall be the responsibility of individual component commanders to continually review forms used by their components, and inform the Financial Management Bureau in writing through their chain of command when a revision is necessary.

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4. **Obsolete Forms:** Forms will be deleted from the Office inventory when no longer used. Employees may forward a memorandum suggesting form deletions through their chain of command to the Financial Management Bureau.
5. **Distribution of Forms:** Sheriff's Supply Warehouse maintains and distributes an inventory of a majority of Office forms. The Sheriff's Supply Warehouse shall initiate reorders of forms in a timely manner. When Sheriff's Supply determines that a particular form is being ordered in numbers disproportionate to its actual use, the order will be modified accordingly. Sheriff's Supply will monitor form usage rates and request the Financial Management Bureau to reevaluate the need for any forms which are used at an exceptionally low rate.
6. **Other Agency Forms:** Sheriff's Supply shall maintain and distribute forms, which are provided to the Office by other agencies and shall ensure that an adequate supply is kept on hand.
7. **Print Requisitions:** Printing requisitions for forms will be processed through the Financial Management Bureau before being forwarded to an appropriate graphics supplier.