



# FORMS MANAGEMENT SYSTEM



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<b>RESCINDS:</b>	26 July 2019 version		
<b>INDEX CATEGORY:</b>	Information Management		

## I. PURPOSE

This directive:

- A. outlines responsibilities and procedures for the administration of the Chicago Police Department's forms management system.
- B. continues the use of the following CPD forms:
  1. Request To Discontinue CPD Form ([CPD-15.271](#)),
  2. Request For New CPD Form ([CPD-15.272](#)),
  3. Request For Revised CPD Form ([CPD-15.273](#)),
  4. Request To Automate An Existing CPD Form ([CPD-15.274](#)),
  5. Material Requisition ([CPD-34.622](#)),
  6. Reproduction & Graphic Arts Service Requisition ([CPD-34.705](#)),
  7. Transmittal/Response Sheet—Forms Management ([CPD-15.155](#)), and
  8. the CPD Forms Retention Schedule ([CPD-11.717](#)).
- C. satisfies CALEA Law Enforcement Standard in Chapter 11.

## II. DEFINITIONS

- A. **CPD Form** — a document that is issued an official CPD form number from the Research and Development Division. A CPD form may be a document:
  1. with blank spaces or fields to be completed with information and submitted, distributed, and retained as outlined in the Forms Retention Schedule (CPD-11.717). An example of a CPD form is the Supervisor's Management Log (CPD-11.455).
  2. that is for informational purposes only and is used as a resource by Department members or to provide information to members of the public. Informational forms do not have to be retained. An example an informational CPD form is the Chicago Police Operations Calendar (CPD-11.000).
- B. **New CPD Form** — an additional Chicago Police Department form that is newly created and issued a new official CPD form number from the Research and Development Division.
- C. **Revised CPD Form** — a Chicago Police Department form that is changed in content, size, shape, or description and discontinues the previous version of said form. A revised CPD form maintains its original CPD form number and is identified with a revision date (e.g., Rev. 12/20).
- D. **Discontinued CPD Form** — a Chicago Police Department form that is no longer used, designated inactive, and excluded from the list of active CPD forms.

- E. **Automated CPD Form** — a digital file of a Chicago Police Department form that is placed on the Department's intranet at the Department Directives System under its title and CPD form number. Automated CPD forms are in *Adobe PDF or Microsoft Word* format and give the user the ability to *electronically complete and/or print the form.*
- F. **Print Shop** — the Reproduction and Graphic Arts Section's printing area located on the first floor of the Public Safety Headquarters Building.
- G. **CPD Forms Retention Schedule (CPD-11.717)** – is a listing of CPD forms, retention periods, and current CPD form revision dates and is maintained by the Research and Development Division. It is available on the Department Directives System and is updated as necessary.

### III. RESPONSIBILITIES

The Research and Development Division has the responsibility for:

- A. creating new CPD forms from a prototype and assigning the form an appropriate official CPD form number.
    - 1. It is the requester's responsibility for developing the concept of a new form and supplying a draft to the Research and Development Division.
    - 2. The Research and Development Division will assist the requester with the development of the form to refine the content, size, shape, or description prior to becoming an official CPD form.
  - B. revising existing CPD forms.
  - C. discontinuing CPD forms.
  - D. automating (read / write Adobe PDF or Microsoft Word) CPD forms.
  - E. managing the CPD forms numbering system consistent with the office/bureau/unit/section numbering series.
  - F. coordinating the printing of CPD forms.
- NOTE:** The Reproduction and Graphic Arts Section will not honor requests for duplication of CPD forms unless the Reproduction & Graphic Arts Service Requisition ([CPD-34.705](#)) has been approved by the Research and Development Division.
- G. maintaining CPD form files, of both active and discontinued forms, that include history, printing specifications, copies of print requests, annual usage, samples, and any other related information.
  - H. requesting retention periods for new CPD forms through the Local Records Commission and the Illinois State Archives.
  - I. maintaining the CPD Forms Retention Schedule ([CPD-11.717](#)) consistent with the Department directive titled "**Records Management.**"

### IV. PROCEDURES

- A. Requests for a New CPD Form
  - 1. The requesting member will complete a Request For New CPD Form ([CPD-15.272](#)), receive approval from the appropriate supervisor, attach a draft, and send it directly to the Research and Development Division.
  - 2. The Research and Development Division will:
    - a. upon receipt of the approved Request For New CPD Form ([CPD-15.272](#)), review for design and non-duplication, create the new CPD form, and submit it to the requester for approval.
    - b.

- c. once the new form is approved, prepare and submit the appropriate printing request to the Reproduction and Graphic Arts Section (Print Shop), City of Chicago—Reproduction and Graphics Center, or a commercial printer. If requested, an Automated CPD form will be created and placed on the Department's intranet at the Department Directives System.
- B. Requests for a Revised CPD Form
1. The requesting member will complete a Request For Revised CPD Form ([CPD-15.273](#)), receive approval from the appropriate supervisor, attach a draft, and send it directly to the Research and Development Division.
  2. The Research and Development Division will:
    - a. upon receipt of the approved Request For Revised CPD Form ([CPD-15.273](#)), review and revise the CPD form and submit it to the requester for approval.
    - b. once the revised form is approved, prepare and submit the appropriate printing request to the Reproduction and Graphic Arts Section (Print Shop), City of Chicago—Reproduction and Graphics Center, or a commercial printer. If requested, an Automated CPD form will be created and placed on the Department's intranet at the Department Directives System.
- C. Requests to Automate an Existing CPD Form
1. The requesting member will complete a Request To Automate An Existing CPD Form ([CPD-15.274](#)), receive approval from the appropriate supervisor, and send it directly to the Research and Development Division.
  2. The Research and Development Division will:
    - a. upon receipt of the approved Request To Automate An Existing CPD Form ([CPD-15.274](#)), review and determine feasibility of automation for the CPD form.
    - b. inform the requester if automation is feasible and, if feasible, create an Automated CPD form and place the form on the Department's intranet at the Department Directives System.
  3. Not all forms are able to be automated and requests for automation will be completed as appropriate. Multiple-part and oversized forms are usually not able to be automated.
- D. Requests to Discontinue an Existing CPD Form
1. The requesting member will complete a Request To Discontinue CPD Form ([CPD-15.271](#)), receive approval from the appropriate supervisor, attach the said form, and send it directly to the Research and Development Division.
  2. The Research and Development Division will:
    - a. upon receipt of the approved Request To Discontinue CPD Form ([CPD-15.271](#)), review and discontinue the CPD form.
    - b. remove the discontinued form from the list of active forms and place into the discontinued form files.
- E. Requests for Printing of CPD Forms
1. The requesting member will:
    - a. submit a Material Requisition ([CPD-34.622](#)) directly to the Equipment and Supply Section, if the form is stored at the Equipment and Supply Section.
    - b. if the form is stored in the requesting unit and not at the Equipment and Supply Section, contact the Research and Development Division to request printing of the CPD form.

2. The Research and Development Division will:
  - a. evaluate the request for printing.
  - b. prepare a Reproduction and Graphic Arts Service Requisition ([CPD-34.705](#)) to have the form printed.
3. When printing is completed, the requester will be notified by the Reproduction and Graphic Arts Section (Print Shop) or the City of Chicago—Graphics and Reproduction Center to retrieve the CPD forms. Due to storage constraints, the requester will retrieve the printed forms in a timely manner.
4. If a form cannot be printed by the Reproduction and Graphic Arts Section (Print Shop) or City of Chicago—Graphics and Reproduction Center, the Research and Development Division will confer with the requesting member about commercial printing services.

**NOTE:** Several months are required for commercial printing services due to normal procurement procedures between the City and vendors

F. Searching for an Automated CPD Form via the Department Directives System

1. The member will:
  - a. access the Department Directives System publicly available at <http://directives.chicagopolice.org>.
  - b. at the Department Directives System site, either:
    - (1) select the “Contents” tab, select “Resources,” select “Department Forms,” and select the series of the form number. (Example, CPD-11.143 would be in the 11.000 series).
    - (2) enter the form name or number in the “Basic Search” box and select “Search.” If automated, the document containing the series of the form number will display on the results list under “Resources.” Select the series of the form number.
  - c. select the CPD form needed and click to open the form. The member may now complete and/or print the form.
2. If the CPD form does not appear in the listing, it is not available online.

**NOTE:** Not all CPD forms are automated and available online.

G. Cross-referencing a CPD Form with a Directive via the Department Directives System

The member will:

1. access the Department Directives System publicly available at <http://directives.chicagopolice.org>.
2. at the Department Directives System site, enter the CPD form number (e.g., CPD-11.143) in the “Basic Search” box and select “Search.” The directives that reference the form will be listed in the search results. Members may select the directive link to open and view the directive.

**NOTE:** Not all CPD forms have a related directive.

V. **ADDITIONAL CPD FORM INFORMATION**

- A. When requesting services of the Research and Development Division relative to Department forms, timelines for completion will be determined by the Research and Development Division on the particular service needed.

**NOTE:** Ample time should be allowed for all services, noting that additional time may be needed for some printing requests, particularly contractual commercial printing. Frequently, several months are needed to print a new form through a commercial printing contract.

- B. All requests must have the appropriate approvals before a service is provided by the Research and Development Division relative to CPD forms. An appropriate approval is obtained from the Department member of the appropriate Bureau/Division/Unit/Section relative to the subject matter of the form, unit of origination or ownership of the form, and who is authorized to approve the form.
- C. Questions relating to the creation, revision, automation, retention, printing, storage, and history of Department forms will be referred to the Research and Development Division. However, questions concerning the usage of the form will be resolved by referring to related directives and the form instructions or consulting with the unit of ownership or the member's supervisor.
- D. Unit commanding officers will ensure that all CPD forms available within their unit are the current versions of the CPD form and are consistent with the current Department directives. Unused CPD forms that are discontinued or outdated will be discarded with consistent with established procedures.

**NOTE:** Unit commanding officers may contact the Research and Development Division with questions about the accuracy of any CPD form used within their unit or any related Department directives.

## VI. DEPARTMENT REVIEW OF CPD FORMS

- A. To improve the accuracy, reliability, and efficiency of its data collection, the Department will, on an annual basis, review and, if necessary, revise CPD forms related to use of force, arrests, interactions with individuals in crisis, and the disciplinary process.
- B. The Research and Development Division will conduct and document an annual review of all active CPD forms to identify those forms that relate to use of force, arrests, interactions with individuals in crisis, and the disciplinary process. During this annual review, the Research and Development Division will:
  - 1. identify the CPD forms requiring annual review.
  - 2. verify the specific form information, including the form title, number, retention, last revision date, and responsible unit (form owner).
  - 3. determine if the CPD form is currently being revised and if there is an associated Department directive or electronic application.
- C. Upon the identification of the CPD forms requiring annual review, the Research and Development Division will:
  - 1. complete Transmittal/ Response Sheet—Forms Management (CPD-15.155) containing the appropriate form information for each CPD form to be reviewed.
  - 2. forward to the commanding officers of the responsible units a transmittal and a copy of the current version of a form for all CPD forms to be reviewed by the unit.
  - 3. coordinate the annual forms review with the following units:
    - a. Force Review Division, for forms related to use of force.
    - b. Legal Affairs Division, for forms related to arrest processing.
    - c. Crisis Intervention Unit, for forms related to interactions with individuals in crisis.
    - d. Bureau of Internal Affairs, for forms related to the disciplinary process.
- D. Upon the receipt of a Transmittal/Response Sheet—Forms Management (CPD-15.155), unit commanding officers will ensure:

1. the transmittal and associated forms are reviewed for accuracy, reliability and efficiency of the data being collected.
2. the forms and the information collected are consistent with the current law and Department policies, electronic applications, and operational practices.
3. any actions required (e.g., revision, discontinuation, no change required) are identified and recorded on the transmittal form.
4. any unit-level directives or standard operation procedures (SOP) are updated consistent with the unit form review.
5. all Transmittal/Response Sheet—Forms Management forms are completed, approved, and returned to the Research and Development Division **by the listed return date.** If additional review time is necessary, the unit commanding officer will coordinate with the Director, Research and Development Division, on the return of the review.

E. Upon return of the Transmittal/Response Sheet—Forms Management, the Director, Research and Development Division, will ensure:

1. any request to revise or discontinue a CPD form is reviewed consistent with current Department policy and operations, and will approve the request, as appropriate.

**NOTE:** The Director, Research and Development Division, will coordinate with the requesting unit commanding officer if it is determined additional review or considerations are required.

2. if a revision or discontinuation of a CPD form impacts a:
  - a. Department electronic application, the coordination with the appropriate unit of the Public Safety Administration (PSA) for the appropriate modifications.
  - b. Department directive, the directive is reviewed and, if necessary, revised appropriately.
3. the publication and printing of revised forms is coordinated with any associated modifications to electronic applications or revisions to Department directives.

F. The Director, Research and Development Division, may, at any time, initiate a request to review CPD forms if a discrepancy is found between the form and current law, Department directive, electronic application, or operational practices.

(Items indicated by italics/double underline have been added or revised).

Authenticated by:

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