



# ***WEBER COUNTY SHERIFF'S OFFICE*** POLICY AND PROCEDURES

## **Accountability for Agency Forms**

<p>EFFECTIVE DATE: 10/07/03  AMENDS/SUPERCEDES: 6.16, 6.17  STANDARD NUMBER: 11.4.2</p>	<p>REVIEW DATE: 08/26/05  REVISION DATE: 09/01/05    APPROVED: _____  Sheriff Signature</p>
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### **6.16.1 Purpose**

- A. To insure accountability for each and all forms used by the Weber County Sheriff's Office to include:
  - 1. development;
  - 2. modification,
  - 3. approval, and
  - 4. review.

### **6.16.2 Rationale**

The establishment of positions responsible for the various forms, and procedures for forms uses, helps to eliminate redundancy, ensure careful and meticulous information gathering, aid in records maintenance and data-processing and insure the information is provided to all who have a need to know.

### **6.16.3 Policy**

- A. Forms accountability is the responsibility of the Central Services Section records unit. It shall be incumbent upon the users of any Sheriff's Office form to:
  - 1. Assure its availability.
  - 2. Maintain control over waste.
  - 3. Initiate needed changes or recommend cancellations.
- B. A master forms file and list will be maintained by the records unit for the purpose of forms alterations, cancellations, creations and numbering of new forms.

### **6.16.4 Procedure -- Control of File and Numbering**

- A. Upon the approval of the design and implementation of a new form, the form shall be forwarded to the Central Services Section Supervisor. The assigned office specialist will review the form to ensure that it does not conflict with any other Office form, and will then:
1. Coordinate with the requesting person(s) to assure the form meets the users' needs.
  2. After approval, issue an Office control number and a date that the new form takes effect.
  3. Make a photocopy or electronic copy of the master for the forms control log.
  4. File the master in the master file.
  5. Coordinate the printing of the form.
  6. Distribute the initial supply of newly printed forms.
  7. Collect and dispose of any forms that are being replaced.
- B. Discontinued Forms
1. The assigned office specialist will conduct an annual review of all bureau forms to determine whether they are still in use and appropriate to the original need.
  2. All forms found to be discontinued shall be removed from stock and the copy of the form (in the Forms Control Log) shall be marked with the word Discontinued, as well as the date that it was discontinued.
  3. The discontinued form's master version will be retained in a file maintained by the assigned office specialist.