



AE15

FORMS MANAGEMENT

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Effective Date: 10 October 2012
Revised Date: **NEW**
Last Reviewed Date: 19 February 2018

POLICY

1. All Delta Police Department (“Department”) forms and correspondence shall meet the required standard and formatting to ensure uniformity and professionalism in our operations.

REASON FOR POLICY

2. To provide direction for the preparation, control and amendment to Department forms.

PROCEDURES

3. The Information and Security Branch (“ISB”) NCO is responsible for control, registration and amendment of all Departmental forms.
4. Before adoption of a new form, externally or internally designed, it is to be submitted through the Branch Inspector or Manager to the ISB NCO for standardization, registration, and compliance with *Freedom of Information and Protection of Privacy Act*.
5. A unique Department number will be added to the form for identification and record purposes. The design of the form will be locked and the form made available through the Intranet in order to control versions and prevent the use of outdated forms.
6. Any amendment to existing forms is to be processed through the ISB NCO.