

POLICY & PROCEDURES

CHAPTER:	1	Administration and Management	1.2.15
SECTION:	2	General Administration	EFFECTIVE DATE: 03 / 09 / 2020
SUBJECT:	15	FORMS MANAGEMENT	
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_____ Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 3 / 19 / 2020
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I. POLICY

It is the policy of the Division of Corrections to develop standardized forms in support of policy and procedures, operational memorandums, and ACA Standards which will aid in gathering, processing and sharing information within the Division of Corrections and with other appropriate agencies.

II. RESPONSIBILITIES

All Divisional employees are responsible for adhering to the following procedures.

III. DEFINITIONS

Forms Coordinator: A staff member assigned to the Policy and Procedures Committee who handles issues related to forms used by the Division of Corrections.

Electronic (Computer-generated) Form: A standard fill-in form, approved for staff to enter information directly into a microcomputer system and print, scan and/or e-mail as required.

Form: A document with blanks for entering, either by hand or machine, data, details, and/or information. It is developed in an approved, predetermined design intended to collect repetitive information in accordance with a policy or administrative directive.

Format: The arrangement or layout of the specified information contained on the form. The primary purpose of which is to separate varying types of information by significance, consequence, merit, chronology etc. Examples include memorandums, routing slips,

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management tracking tools, lists, letters, and certain types of logs.

IV. PROCEDURES

A. General Information

1. The maximum size for official forms will not exceed legal paper size (8.5" x 14").
2. Any form and/or attachment required by a policy will be attached to the policy and will be referenced as a form in the text of the policy and procedure. Forms and attachments are subject to the same review and approval process as policies and procedures.
3. Each form will contain, at a minimum, a title, form number, and revision date. The forms will be numbered by using the letters DOC followed by the number of the policy and procedure which creates the form, followed by a two (2) digit number, in sequence, of that form in the policy and procedure.
4. The creation or use of forms other than those developed and/or approved through the procedures outlined herein is prohibited. The Policy and Procedure Committee Chair or designee will ensure that all forms/formats are developed or revised in accordance with the following guidelines:
 - a. Forms in use Division-wide will not be modified to make them unique to a specific facility or agency, without authorization from the Detention Center Superintendent.
 - b. Forms that are unique to a specific function or organizational unit will be requested, developed, approved and modified in the same manner as forms used Division-wide.
 - c. Forms will be reviewed in conjunction with the review of the authorizing Policy. Forms may be revised more frequently only if required by a change in written instruction, statute or to update the form design.
5. Electronic Forms
 - a. The Document Coordinator will maintain diskettes containing all electronic forms and a master list of all forms.
 - b. The Document Coordinator will place all approved forms on the shared drive and/or stand-alone computers.
 - c. Completed forms may be copied or scanned for distribution as necessary.
6. The Document Coordinator, working with the Policy and Procedure Committee, will:
 - a. Review and analyze new and existing forms associated with a policy to determine

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- which forms should be reordered, obsolete, rescinded, revised, updated, or combined. Prepare appropriate disposition instructions for obsolete inventory, to include recycling or instructions to create an electronic form.
- b. Determine which forms are to be printed by Multigraph or electronically reproduced.
 - c. Ensure that developed and/or revised forms are consistent with the Division's forms management requirements.
 - d. Consult with forms users, Unit Supervisors/Managers to address forms development and management issues.
 - e. Ensure that forms are user-friendly.
 - f. Develop new forms/formats, as appropriate, when new programs/processes require.
 - g. Consolidate and standardize forms and form processes, when reasonable to do so, to avoid the creation of redundant forms and information.
 - h. Provide information and instructions regarding disposition of existing stocks of superseded forms. Forms that have been revised and created will be identified and instructions for completion will be provided.
 - i. Prepare and complete a purchase requisition form for the form(s) needing reproduction by Multigraph. Forward purchase requisition and one sample copy to the Business Office Manager.
 - j. Ensure that approved electronic forms are available to staff.
 - k. Provide information, education and training to staff on the forms management system.
7. Supervisors and managers will ensure that only currently authorized forms that meet high professional standards are in use.

B. Form Development and Revision

- 1. All Division forms will be developed and/or coordinated by a section supervisor or manager. The forms must be approved by the Policy and Procedure Committee and Detention Center Superintendent.
- 2. The Policy and Procedure Committee will determine if the development of a form/format is appropriate.
- 3. Forms and formats created by other government or private agencies will not be re-created as a Division Form. If required, these documents will be included as an attachment to the appropriate policy and procedure.

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4. A standard design layout (See Attachment A) will be used to develop new forms or to revise existing forms. Existing forms will be converted to the standard design whenever an update is needed.

C. Requests for New or Revised Forms

1. Staff who determines that a new or revised form may be required will contact their section supervisor. The section supervisor will contact a member of the Policy and Procedure Committee for assistance and research in developing the form(s). Development of new or revised forms may be the result of a statutory change, new or revised Division Orders, or by request from staff.
2. Requests for development of new or revised forms will be made using the form “Request to Revise/Create Form” (See Attachment B). The request will be forwarded through the chain-of-command to the Policy and Procedure Chairman who will distribute copies to the Policy and Procedure Committee members. A sample of the proposed or revised form must accompany the request.
3. Each request for a new or revised form will include justification that indicates why an existing form no longer meets the needs or requirements of the user.
4. The Policy and Procedure Committee members will:
 - a. Accept and/or modify the request for final development.
 - b. Notify the requestor if the request violates the provisions of this policy, in writing, through the committee member who received the request that the form can not be approved as submitted. The notification will detail the reason that the form can not be approved and may suggest alternative solutions.
5. If the request is approved, the Policy and Procedure Chair will assign a committee member to assist the requestor.
6. The assigned committee member will contact the requestor to determine how the requestor's needs may be met. The assigned committee member may also:
 - a. Develop a draft of an approved new or revised form for the requestor to review.
 - b. Work in cooperation with the requestor until the form has been satisfactorily developed or revised.
 - c. Forward the final draft to other users of the form for review, concurrence and/or comment.
7. Upon receipt of the user's final approval of a new/revised form, the Chairman of the Policy and Procedure Committee will forward a sample of the form to Detention Center Superintendent for final approval.

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8. Upon approval of a new/revised form, the Policy and Procedures Committee Chair or designee will arrange to have the form placed on the shared drive and/or printed by the City of St. Louis Multigraph section in accordance with Section C.

D. Ordering Forms.

1. Managers or supervisors must complete a Division of Corrections Purchase Requisition and submit it to the Business Office Manager. The requisition will include the name and form number of the item being Requisitioned, quantity desired, and a sample of the item requisitioned. The Requisition must be signed by the proper authority as identified in Policy 1.2.6 – Storeroom Management.
2. If necessary, Business Office Manger will consult with requester on requisition quantity, need and frequency of reorders. This will ensure that the sample is correctly reproduced.
3. The Business Office Manager or designee will create a Multigraph Requisition based on information supplied. Business Office Manager signs requisition and will ensure the requisition is submitted to the Multigraph Section of the City of St. Louis Supply Division.
4. The Business Office Manager or designee will arrange for the job to be picked up and delivered when it is completed.
5. If Multigraph cannot complete the requisition, Business Office Manager will notify requester for further instructions.

E. Forms Inventory and Record-Keeping

1. The Division will establish and maintain a consolidated forms inventory sufficient to meet the demonstrated needs of the entire Division
2. Based on usage experience, minimum quantities of forms, as determined by the Business Office Manager, will be in stock to ensure timely reordering and that a sufficient supply of forms is on hand at all times.