



GREENVILLE COUNTY
SHERIFF'S OFFICE

GO - 142

GENERAL ORDERS

FORMS CONTROL

PURPOSE:

Forms control prevents:

1. Duplication of form types.
2. Creation/revision of unnecessary forms.

DEFINITIONS:

GCSO FORMS – Developed, modified, reviewed and approved by the Command Staff for use by all agency personnel; for example, Incident Report, Supplemental Report, Victim/Witness Statement, Time-off Request, and Secondary Employment Request.

DIVISION FORMS - Developed, modified, reviewed and approved by Division Commanders for use within division components.

PROCEDURE:

Division secretaries are responsible for ensuring the availability of forms within respective divisions. The Supply Clerk in Administrative Services is responsible for ordering forms that are designated as “NCR” or “no carbon required.” Uniform Traffic Collision Report, State Traffic Ticket, and Public Contact/Warning books are furnished by the SC Department of Public Safety.

PERIODIC GCSO FORM ACCOUNTABILITY REVIEW – At least once every four years, the Accreditation Manager will coordinate a review of agency forms. In order to accomplish this review, each Division Commander will assign a person to assist. Reviews will occur prior to re-accreditation on-site assessments.

GCSO FORMS FOLDER – Before forms are installed to the county computer network they will be reviewed and approved by the Command Staff. Greenville County Information Services will assist the Sheriff’s Office with installing forms to the computer network. Evaluation of form folder contents will be included in the aforementioned periodic accountability review.

This procedure, in no manner, is to prohibit Division Commanders from developing, modifying, reviewing, and approving forms restricted for use within their divisions.

Hobart Lewis, Sheriff