

MARYLAND STATE POLICE OPERATIONS DIRECTIVE



Forms	s Roster
Distribution: All Employees	Index: ADM 18.02
DLI Reference: N/A	Rescinds: Chapter 9, Sec. II
Issued: 07/01/2013	Revised: 04/03/2023

.01 Purpose

To provide a roster of all approved MSP forms.

.02 Policy

The MSP will maintain a roster of all approved Departmental forms. Revisions to all forms will be approved and distributed by the Planning and Research Division.

.03 CALEA Standards

LE: 11.4.2 TA: N/A	CM: 1.2.4
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.04 Procedures

Number	Title
001	Automated Crash Report (Electronic)
002	Motor Vehicle Collision Information Exchange Form (Electronic)
003	Daily Barrack Log (10-20)
003A	Visitor Pass Log (10-20)
004	Daily Radio Log (Electronic)
005	Personal Information (01-21)
006	Transfer/Reassignment Request (10-20)
007	Duty Schedule (Electronic)
800	Report of Training (02-23)
009	Training and Travel Request (01-23)
009A	GADX-5 (01-23)
010	Payment Approval (10-20)
011	Medical Monitoring Consent/Decline Record (10-20)
012	Personnel Acquisition Request Form (10-20)
<u>012A</u>	Personnel Acquisition Renewal Form (10-22)
013	Request for Leave of Absence Without Pay (10-20)
014	Trooper Activity Report (Electronic)
015	Physical Activity Readiness Questionnaire (02-18)
016	School Bus Violation Warning Notice (11-20)

017	Buck Slip (11-22)
018	Order of Emergency Suspension of Police Powers (07-22)
019	Radar/Lidar Operator's Certification (10-20)
020	Equipment Sign-Out Log (10-20)
021	Unique Forms Inventory Log (03-22)
022	Mental Health Services (Electronic)
023	METERS Message Log (10-20)
023A	State of Maryland Vehicle Notice (Electronic)
023B	Disabled and Unattended Vehicle Log (Electronic)
0235	File Sign Out Sheet (10-20)
025	Traffic Violation Warning (07-95)
025	Maintenance Services Request (10-20)
020	Application and Affidavit for Search and Seizure Warrant (01-23)
027A	Application and Affidavit for Search and Seizure Warrant Suspected Impairment (01-23)
027A 027B	No-Knock Search Warrant Template (01-23)
0278	Maryland Gun Center Request for Service (12-22)
028	
	Bi-Weekly Timekeeping Audit (03-18)
030	Notice Not To Trespass (08-21)
031	Employee Timesheet (Electronic)
032	Mentoring Log (08-21) Netification to Defendent of Result of Test for Alaskal Consentration (10.00)
033	Notification to Defendant of Result of Test for Alcohol Concentration (10-22)
033A	Notification to Defendant of Result of Blood Test for Alcohol Concentration (10-22)
033B	Notification to Defendant of Result of Blood Test for Presence of Drugs (10-22)
034	Blood Analysis - Medical Personnel Payment Authorization (10-22)
034A	Alcohol Influence and PBT Use - Monthly Summary (10-20)
035	Annual Capital Inventory (10-20)
036	Threat Assessment for Search Warrant Service (10-21)
036A	Breath Test Operator Log (10-20)
036B	Alcohol Testing Program Log (10-20)
037	Letter of Reprimand (07-22)
038	MSP Telework Work Plan (07-21)
039	Search and Seizure Warrant Investigator and Reviewer Checklist (03-23)
040	Post Search Warrant Survey (10-21)
041	Crime Scene Log (10-21)
042	VACANT
043	Locality Pay Agreement (07-22)
044	Patrol/Premise Check (10-20)
045	Ride-a-long Assumption of Risk and Release from Liability (10-20)
046	Advice of Rights to Prompt Presentment (10-20)
047	Quarterly Property Record Inventory (10-20)
048	Civilian Vehicle Mileage Log (02-23)
049	Off-Duty Use Log (Electronic)

050	Stored Vehicle Release Authorization Certificate (01-75)
051	Discrimination - Harassment Incident Report (11-22)
052	Witness Fee and Allowance Form (11-20)
053	Juvenile Release Form (07-95)
054	Long Term Evidence Storage Facility Submission Form (10-20)
055	Property Held Tag (04-19)
056	Commander's Order of Limited Duty Status & Limitation on Use of Police Powers (10-20)
056A	Superintendent's Order of Placement on Paid Administrative Leave (10-20)
056B	Return to Duty Order (03-23)
057	Court Notification Log (10-20)
058	PEP Mid-Cycle Review Form (03-23)
059	VACANT
060	Employment Application (Electronic)
061	Essential Job Functions Questionnaire (10-20)
062	Detailed Photographic Record (09-81)
063	Property Record (03-08)
063A	Property Record Issuance Log (10-20)
064	Property Record Continuation Sheet (03-08)
065	Warrant/Summons/Investigation Assignment Record (10-20)
066	SAFE Kit Master Inventory Log (01-22)
067	Request for Laboratory Examination - Chain of Custody Log (03-14)
068	Disaster Identification
069	Personal Appearance and Property Sheet
070	Handwriting Sample Form (10-20)
071	Firearms Discharge Report (Electronic)
072	Show of Force Report (Electronic)
073	VACANT
074	Latent Print Lift Card
075	VACANT
076	Written Statement (02-17)
077R	Application and Affidavit to Purchase a Regulated Firearm (Electronic)
078	Consent to Search and Seize (10-22)
079	State of Maryland Missing Person Report (09-21)
079A	Cleared Missing Person Report (03-23)
079B	Adult and Juvenile Missing Person Certification (10-20)
079C	First Arriving Trooper Checklist for Missing Person Search (10-20)
079D	Search Urgency Form (09-14)
080	VACANT
081	Authorization for Release of Information (08-18)
082	Supervisor's Monthly Video Review Report (02-23)
083	Video Review Report (05-22)
083A	METERS / NCIC Computer Check-Off Warrant Entry (05-19)

083B METERS / NCIC Computer Check-Off Felony Vehicle (01-17) 083C1 METERS / NCIC Computer Check-Off Felony Vehicle (01-17) 083C2 METERS / NCIC Computer Check-Off Stolen Vehicle (01-17) 083C3 METERS / NCIC Computer Check-Off Stolen Vehicle Part (01-17) 083D1 METERS / NCIC Computer Check-Off Stolen Gun Entry (01-17) 083D2 METERS / NCIC Computer Check-Off Stolen Gun Entry (01-17) 083D3 METERS / NCIC Computer Check-Off Recovered Gun Entry (01-17) 083D4 METERS / NCIC Computer Check-Off Missing Person (01-17) 083D4 METERS / NCIC Computer Check-Off Stolen Boat Entry (01-17) 083F1 METERS / NCIC Computer Check-Off Stolen Boat Part Entry (01-17) 083F2 METERS / NCIC Computer Check-Off Unidentified Person - Living (01-17) 083G1 METERS / NCIC Computer Check-Off Unidentified Person - Deceased (01-17) 083G2 METERS / NCIC Computer Check-Off Unidentified Person - Catastrophe Victim (1-17) 083G3 METERS / NCIC Computer Check-Off Unidentified Person - Catastrophe Victim (1-17) 083G1 METERS / NCIC Computer Check-Off Violent Person (01-17) 083G2 METERS / NCIC Computer Check-Off Violent Person (01-17) 083G3 METERS / NCIC Computer Check-Off Violent Person (01-17)<		
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Approved:
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Colonel Roland L. Butler, Jr.
Acting Superintendent 4/03/23