

**Roanoke Police Department Forms Table of Contents
ALL DEPARTMENTAL FORMS
Revised 02/05/2025**

Name of Form	Form Number
Academy Daily Inspection Form	TA-43
Academy Director.Designee Instructor Observation and Evaluation Form	TA-51
Accident Exchange of Information Form	PD-3
Accident Review Determination	PSU-7
Advisement of Constitutional Rights (English and Spanish Versions)	PD-21
Advisement of State Statues	PD-59
After Action Report Form - T.R.T.	PD-38
After Action Review/Debrief Form	PD-42
After Consent Search Report	PD-27A
Agreement for Juvenile to Submit to Lie Detector Exam	CIU-15A
Agreement Form- (Generic)	TA-14
Animal Protection and Services Unit Community Policing Specialist Checklist	AP-4
Animal Protection and Services Unit Complaint Notice Form	AP-3
Animal Protection and Services Unit Daily Activities Report Form	AP-11
Animal Protection and Services Unit Intake Card Form	AP-1
Animal Protection and Services Unit Liability Release Form	AP-9
Animal Protection and Services Unit Multiple Animal Release Form	AP-10A
Animal Protection and Services Unit Quarantine Notice Form	AP-12
Animal Protection and Services Unit Release Form	AP-10
Animal Protection and Services Unit Trap Loan Form	AP-2
Application for Permit for Dealer in Precious Metals & Gems	PD-18
Application for Public Vehicle Driver's License	CIU-18
Application- Personal History Questionnaire	TA-31
Aquatic Safety Training Safety Check List	TA-44
AR Rifle Inspection Form	PD-32
Authorization for Release of Credit Information	TA-20
Authorization for Release of Information- Police Officer	TA-8

Roanoke Police Department Forms Table of Contents

Revised 02/05/2025

Name of Form	Form Number
Bike Training Safety Checklist	TA-45
Brake Adjustment	PD-104
Canine Training Safety Checklist	TA-46
Career Enhancement Program Verification of CEP Points and Salery Augmentations	PD-119
Career Enhancement Review Checklist	PD-71
Cash Count Sheet Police Services Cash Register	PD-106
Chaplain Application Form	PD-120
Character/Neighborhood/Police Reference Request.	TA-18
Citizen Commendation Form	PD-91
Citizen Complaint Guidelines and Fact Sheet	PSU-1
Citizen Police Academy Assumption Risk	TA-7
Citizen Volunteer Daily Activity Report	TA-36
Citizen Volunteer Equipment Sign Out Sheet	TA-37
CJIS Background Permission Form	PD-19
Classification Card	PD-67
Consent to Search Form	PD-27
Community Complaint Form	PD-73
Community Policing Specialist Checklist	PD-43
Conditional Offer of Employment	TA-11
Confidential Informant Contract	CIU-2

Roanoke Police Department Forms Table of Contents

Revised 02/05/2025

Name of Form	Form Number
Confidential Information (Employment)	TA-21
Confidential Information - Police Officer (Personal Reference)	TA-26
Controlled Substance Training Log	PR-4
Court Conflict Roster	PD-49
Court Continuance Memo	PD-12
Crash Box Enforcement Table	PD-121
Crime Scene Log Sheet	CIU-24
Daily Bulletin	PD-54
Daily Vehicle Equipment Checklist	PD-9
Danger Assessment Form	PD-103
Data Form - Narcotics	CIU-13
Department Awards Nomination Form	PD-74
Door Hanger	CIU-22
Driving Safety Checklist	TA-47
Drug Room Disposition Receipt	PD-63(D)
DT/PT Safety Checklist	TA-48
DUI Test Video Request Form	PD-56
Employee Information Change/Update Form	PD-31
Equipment Turn In Sheet	PD-57
Evaluation of Classroom Instructor (Students) Essay Style	TA-34
Evaluation of Classroom Instructor (Students) Questionnaire Style	TA-34A

Roanoke Police Department Forms Table of Contents

Revised 02/05/2025

Name of Form	Form Number
Extra Duty Work Request	PD-33
Extra Radio/Battery Sign Out Form	PD-122
Extraterritorial Arrest Form	PD-50
Faxsimile Transmittal Cover Sheet	PD-26
Field Interrogation Card	PD-22
Firearms Release Checklist	PR-1
Firearms Safety Checklist	TA-49
FOIA Card	PD-77
Folder Format for Police Officer (Background)	TA-13
Forensic Services Certificate of Analysis	PD-2
Freedom of Information Act Form	PD-81
Gang Member/Associate Fact Sheet	PD-92
Gang Member Criteria Checklist	PD-112
Gang Member Criteria Checklist Coversheet	PD-112A
Garrity Advisory	PSU-3
GPS Tracking System	PD-47
Health Authorization for Release of Information	TA-10
Incident Report - Confidential Supplement	PD-1C
Incident Report - Hate Crime	PD-1D
Incident Report - Offender/Arrestee	PD-1A

Roanoke Police Department Forms Table of Contents

Revised 02/05/2025

Name of Form	Form Number
Incident Report - Property	PD-1B
Incident Report - Supplemental Officer Assault Report	PD-1E
Incident Report - Victim	PD-1
Informant Contact Log	CIU-26
Informant Payment Log	CIU-28
Informant Purchase	CIU-27
Information for Fatal Accident Teletype	PD-53
Instructor Observation and Evaluation Form	TA-52
Instructor Verification Form	TA-30
Investigation Cost Factor Sheet	TA-25
Investigation/Driving Under the Influence Booklet	PD-48
Investigative Checklist	PSU-6
Juvenile and Domestic Court Contact Information Sheet	PD-72
Juvenile Citation	PD-17
Juvenile Crimes Checklist	PD-28
Juvenile Information Form	PD-16
Juvenile Intake Petition Request Form	PD-62
Juvenile Temporary Detention Room Log Sheet	PD-117
Laser Enforcement Log	PD-116
Latent Print Layout Card	PD-64
Lesson Plan Review Form	TA-32
Major Case Investigative Checklist	CIU-6

Roanoke Police Department Forms Table of Contents

Revised 02/05/2025

Name of Form	Form Number
Master Card File	PD-66
Memorandum for Record- Withdraw Complaint	PSU-5
Military Deployment Processing Checklist	PD-30
Motor Carrier Safety Sticker	PD-108
Motor Vehicle Release	PD-89
Motorcycle Checklist	TA-55
Nickname Card	PD-65
Notice of Vehicle Impoundment/Immobilization	PD-79
Notification of Investigation	PSU-2
Nuisance Residence Problem Solving Project Form	PD-83

Roanoke Police Department Forms Table of Contents

Revised 02/05/2025

Name of Form	Form Number
Officers Ride-A-Long Report	TA-5
Operational Plan Debriefing Page	PD-38A
Operational Plan Search Warrant/ Surveillance/ Undercover Activity	CIU-29
Oral Board Packet	TA-12
Out of Service Vehicle	PD-96
Paid Overtime Compensation Log	PD-23
Performance Based Testing Sheet	TA-24
Perk Pin Form	PD-94
Personnel Action Form	PSU-4
Personnel Transfer Request	PD-58
Photograph Exposure Card	PD-69
Physical Agility Test Score Sheet and Waiver of Liability	TA-29
Physical Evidence Report	PD-60
Release of all Claims and Assumption of Risk Roanoke Police Department Voluntary Physical Agility Testing	TA-29 (A)
Police Training Calendar	TA-19
Post Crash Inspection Report	PD-105
Precious Metals and Gems Certificate	PD-4
Presentation Attendance/Community Problem Solving Meeting	PD-15
Problem Solving Project Tracking/Reporting Form	PD-11
Property Check	PD-14
Property Check Sheet	PD-118
Property Crimes Video Forwarding Card	PD-82
Property Room Evidence Disposition Receipt	PD-63(P)
Property Room Firearms Release Form Under Code of Virginia 18.2-308	PD-52

Roanoke Police Department Forms Table of Contents

Revised 02/05/2025

Name of Form	Form Number
Protective Order Firearms Surrender Form	PD-93
Public Dance Hall Certificate	PD-97
Public Dance Hall Registration Form	PD-127
Public Vehicle Driver's Information	CIU-20
Public Vehicle Driver's License	CIU-19
Purchase Order Form	PD-55
Radar Enforcement Log	PD-75
Receipt of Initial Accreditation Training	TA-40
Record Check Form	TA-27
Records Request Checklist	PD-99
Recruit Makeup for Basic Training	TA-33
Release of Information Form	PD-6
Request for Identification Bureau Services	PD-70
Request for Police Verification of a Report	PD-41
Request for Polygraph Examination	CIU-15
RESET Program Volunteer Application	PD-95
RESET Volunteer Safety Briefing Form	PD-100
Retired Officer Concealed Weapon Permit Form	TA-38
Returned for Corrections - Accident Report	PD-25
Returned for Corrections - Traffic Summons	PD-24
Ride Along Program - Application/Application Procedure and Waiver of Liability packet	TA-3

Roanoke Police Department Forms Table of Contents

Revised 02/05/2025

Name of Form	Form Number
Roanoke City Police Applicant Selection/Non-Selection Form	TA-2
Roanoke City Police Department Glock Pistol and Equipment Turned In Equipment Issued	TA-42
Roanoke City Technology Unit Enhancement Request Form	PD-115
Roanoke Police Academy Applicant Interest Letter	TA-17
Roanoke Police Adademy Documentation of Instructional Hours	TA-22
Roanoke Police Academy Recruit Contract	TA-15
Roanoke Police Department Sobriety Checkpoint Briefing Notes	PD-78
Roanoke Police Department Time Sheet	PD-10
Roanoke Police Equipment Inspections Form	PD-5
Roanoke Police Riot Gear Inventory	PD-40
Sample Polygraph Questions	TA-6
Sick Slip	PD-61
Sketch Card	PD-68
Special Duty Pay Stipend Form	PD-107
Special Report	PD-13
Speed Device Utilization Form	PD-37
Standards of Practice for Polygraph Examination	CIU-16
Statement for Police Department Personnel Working for Outside Agencies	PD-34
Subpoena Log Sheet	PD-90
Subsequent Offence D.U.I Notification	PD-87
Tactical Weapons Log Sheet	PD-39
Take Home Vehicle Monthly Report	PD-88
Take Home Vehicle Program Agreement	PD-36
Temporary/Part Time Employee Appraisal Form	PD-29
Testifying Informant Contract	CIU-34
Traffic Complaint Form	PD-76
Training Checklist for Drug Room Clerk	PR-2
Training Checklist for Property Room Clerk	PR-3
Training Request Form	TA-16
Training Weapons Log	PD-102
Trespass Enforcement Authorization Letter	PD-45
Trespass Bar Letter	PD-44
TRT Safety Checklist	TA-50
Unattended Vehicle Check	PD-86

Roanoke Police Department Forms Table of Contents

Revised 02/05/2025

Name of Form	Form Number
Undercover Purchase	CIU-35
Uniform and Equipment Records	PD-8
Uniform Cleaning	PD-98
Use of Force Form	PD-7
Used Equipment Waiver Form	PD-101
Vacation Request Form	PD-80
Vehicle Deficiencies and Damages	PD-84
Vehicle Shop Record	PD-51
Vehicle Towing Notice	PD-20
Victim and Witness Rights	PD-46
Views and Opinions Form	TA-9
Warrant Service Jacket Form	PD-35
Weekly Training Schedule	TA-28