



MARYLAND STATE POLICE OPERATIONS DIRECTIVE



Forms Roster

Distribution: All Employees

Index: ADM 18.02

DLI Reference: N/A

Rescinds: Chapter 9, Sec. II

Issued: 07/01/2013

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.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

.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)
008	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)
012A	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)

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

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

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083B	METERS / NCIC Computer Check-Off Stolen License Plate (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 Felony 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 Lost Gun Entry (01-17)
083E	METERS / NCIC Computer Check-Off Missing Person (01-17)
083F1	METERS / NCIC Computer Check-Off Stolen Boat Entry (01-17)
083F2	METERS / NCIC Computer Check-Off Stolen Boat Part Entry (01-17)
083G1	METERS / NCIC Computer Check-Off Unidentified Person - Living (01-17)
083G2	METERS / NCIC Computer Check-Off Unidentified Person – Deceased (01-17)
083G3	METERS / NCIC Computer Check-Off Unidentified Person – Catastrophe Victim (1-17)
083H	METERS / NCIC Computer Check-Off Supervised Release (01-17)
083I	METERS / NCIC Computer Check-Off Violent Person (01-17)
083J	METERS / NCIC Computer Check-Off Protection Order Entry (01-17)
083K	METERS / NCIC Computer Check-Off Identity Theft (01-17)
083L1	METERS / NCIC Computer Check-Off Stolen Securities Entry (01-17)
083L2	METERS / NCIC Computer Check-Off Stolen Securities Consecutively Serialized (1-17)
083M1	METERS / NCIC Computer Check-Off Stolen Article (01-17)
083M2	METERS / NCIC Computer Check-Off Stolen Article Consecutively Serialized (01-17)
083N	METERS / NCIC Computer Check-Off Dental Entry (01-17)
083Z	METERS / NCIC Computer Check-Off Work Up Guide (01-17)
084	Investigation Caseload Ledger (04-06)
085	Confidential Informant History (04-92)
086	Confidential Informant Contact Report (<u>09-22</u>)
087	Computer Aided Dispatch Incident (Electronic)
088	Incident Report (Electronic)
089	VACANT
089A	Uniform Identity Fraud/Theft Reporting Form (10-11)
089B	Death Investigation Report (02-17)
090	Motor Vehicle Inventory Log (Electronic)
091	Vehicle Tow/Impound Report (Electronic)
091A	Application to Dispose of an Abandoned Vehicle (<u>02-18</u>)
091B	Notice of Intention to Dispose of an Abandoned Vehicle (06-14)
091C	Posting of Intention to Dispose of Abandoned and Stored Vehicles (06-14)
091D	Vehicle Inventory Checklist/Worksheet (06-14)

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092	<u>Supplement Report (Electronic)</u>
093	<u>Firearms / Ammunition Receipt for Extreme Risk Protective Orders (03-21)</u>
094	<u>UAS Mission Log (Electronic)</u>
095	VACANT
096	VACANT
097	Stop and Frisk Report (12-04)
098	Search Warrant Inventory Report and Return <u>(09-21)</u>
098A	Evidence Inventory Form <u>(10-20)</u>
099	Property Log (11-92)
100	Annual Inspection Report <u>(07-21)</u>
100A	FOB Decentralized Line Inspection Report <u>(07-21)</u>
101	Request/Approval to Carry Weapon (11-16)
102	Preliminary Breath Test Advisement of Rights (06-10)
103	Decentralized Line Inspection Worksheet (10-92)
104	Preliminary Breath Test Log <u>(07-18)</u>
105	Waiver of Overtime Compensation (05-02)
106	Working Fund Expenditures (08-08)
106A	Working Fund Log (02-17)
106B	Working Fund Reconciliation (07-17)
107	VACANT
108	VACANT
109	Retirement Checklist <u>(01-23)</u>
110	<u>Retirement Notification Form (01-22)</u>
111	<u>Issued Equipment & Clothing (02-23)</u>
<u>111V</u>	<u>Protective Vest Form (01-21)</u>
112	Field Arrest Report (Electronic)
113	Requisition Log (04-99)
114	Vehicle Pursuit Incident Report (Electronic)
115	Petty Cash Receipt
116	Request for Firearms Maintenance (03-97)
117	VACANT
118	Vehicle Maintenance & Repair Request (08-01)
119	Capital Equipment Control Form <u>(04-18)</u>
120	Requisition <u>(01-23)</u>
121	Speedometer Record (12-79)
122	<u>Drug Influence Evaluation (06-19)</u>
<u>122A</u>	<u>Finger to Nose Observation Sheet (06-19)</u>
123	DWI Guide and Checklist (04-96)
124	Issuance/Transfer of New/Used Car, Checklist (07-01)
125	Motor Vehicle Mileage Summary (Electronic)
126	VACANT
127	<u>VACANT</u>
128	Commander's Schedule of Reports (02-12)

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129	Motor Vehicle Division Repair Order (10-10)
130	Vehicle Search Report (Electronic)
131	VACANT
132	Robbery Supplemental Information Sheet (08-10)
133	Electronic Reporting Waiver Application (07-11)
134	Bloodborne Pathogens Standard Training Certification Record (09-05)
135	<u>Vaccine Consent/Declination Record (03-18)</u>
136	Bloodborne Pathogens Exposure Report <u>(01-23)</u>
137	Citizen Observation Report (11-98)
138	Cost Analysis Worksheet (09-03)
139	Bloodborne Pathogen Consent/Decline Record <u>(01-23)</u>
140	Bloodborne Pathogens Standard: Post Exposure Evaluation <u>(01-23)</u>
141	Notification of Subrogation - Police Employee (01-86)
142	Notification of Subrogation - Civilian Employee (01-86)
143	Sworn Police Employee Petition of Grievance Appeal (09-03)
144	Request for Approval to Use Non-Issue Equipment (05-94)
145	Routing Slip (05-14)
146	Legislative Hearing Testimony (10-94)
147	Field Training Trooper Report (06-17)
148	Field Training Guide List (06-17)
148B	Remedial Field Training Form (09-11)
149	Field Training Trooper - Application (07-85)
150	VACANT
151	<u>Local Special Order/Standard Operating Procedure Log (04-18)</u>
152	Personnel Inspection Report <u>(09-18)</u>
153	Motor Vehicle and Issued Equipment Inspection Report <u>(08-22)</u>
154	Alarm Log (01-92)
154A	Alarm Record (01-92)
155	Summons Book Issuance Control Ledger (02-78)
156	DR-15A Book Issuance Control Ledger (01-90)
157	Safety Equipment Repair Order (04-01)
157DE	Diesel Emissions Safety Equipment Repair Order <u>(05-03)</u>
158	VACANT
159	Civilian Applicant Evaluation Form (10-17)
160	Probationary Trooper Evaluation <u>(01-23)</u>
161	Performance Appraisal <u>(07-22)</u>
161A	Performance Appraisal Handbook <u>(10-19)</u>
162	Request for Care and Nurturing Leave <u>(01-18)</u>
163	Request for Promotional Consideration (10-16)
164	Job Observation Record (06-97)
164A	Job Observation Report (03-15)
165	<u>Counseling Memorandum (07-22)</u>
165A	<u>Formal Written Counseling (09-22)</u>

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166	Prisoner Detainer Request (07-95)
167	Warrant/Summons Information Checklist (<u>11-18</u>)
167A	Warrant Recall Form (06-06)
168	Request to Engage in Secondary Employment (<u>01-18</u>)
169	Applicant Report of Investigation (08-16)
170	Report of Internal Investigation (10-18)
171	Administrative/Accident Leave Request (<u>11-21</u>)
171A	Administrative Leave Appeal (06-05)
172	VACANT
173	VACANT
174	Request for Leave (<u>01-23</u>)
175	Certificate of Illness or Disability (09-09)
175E	Medication/Exposure Report (<u>11-22</u>)
176	Complaint Against Personnel Report (<u>11-22</u>)
176A	Complaint Withdrawal (03-06)
<u>176B</u>	<u>Complaint Against Civilian Personnel/Delegation of Authority (09-18)</u>
177	Consensual Monitoring Form (<u>02-21</u>)
178	Notification of Complaint (<u>12-22</u>)
178A	Order to Submit to Interrogation (<u>07-22</u>)
179	Use of Force Incident Report (Electronic)
180	Advice of Miranda Rights (01-03)
180A	Advice of Miranda Rights for Hearing Impaired (Deaf) Persons (06-03)
180S	Advice of Miranda Rights - Spanish Version (05-06)
181	Notification of Charges (<u>07-22</u>)
182	<u>VACANT</u>
183	Notification of Trial Board (<u>07-22</u>)
183B	Confidentiality Agreement (<u>07-22</u>)
184	Notification of Evidence/Document Receipt Form (<u>07-22</u>)
185	Victim Firearm Return Notice (01-01)
186	<u>VACANT</u>
187	Waiver of <u>Trial Board</u> (<u>07-22</u>)
188	VACANT
189	Towing Request Distribution Form (Electronic)
190	Pawn Shop Seized Property Record (05-98)
191	<u>VACANT</u>
192	Tow Service Complaint Form (<u>08-22</u>)
193	<u>Eyewitness Record (02-18)</u>
194	Tow Truck Service Application (<u>04-18</u>)
195	Equipment Loss/Damage Report (09-03)
196	Electronic Services Division, Request for Services (08-01)
197	VACANT
197B	Timesheet Adjustment Request Form (09-17)
198	VACANT

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198A	Contract for Extraordinary Law Enforcement Services <u>(07-22)</u>
198B	Reimbursable Overtime Project Extension Request <u>(12-18)</u>
199	Report of On-Duty Injury or Illness <u>(10-22)</u>
199A	Accident Witness Statement (06-05)
199B	Workers Compensation Temporary Prescription ID Card <u>(08-19)</u>
200	Employee Medical Leave Record (06-05)
201	Sick Leave Reserve Form (06-05)
202	VACANT
203	Firearms / Handgun Disposition (06-04)
204	<u>VACANT</u>
205	<u>VACANT</u>
206	<u>VACANT</u>
207	Receipt Accountability Log (07-92)
208	Check Accountability Form (10-92)
209	VACANT
210	Hostage and Barricade Incidents Checklist (05-17)
211	Sworn Employee Performance Improvement Plan Outline (08-16)
212	Notification to County/City/Private School Superintendent (11-10)
213	<u>VACANT</u>
214	Firearms & Portable Radio Inventory <u>(06-19)</u>
215	Declaration of Involvement in Civil Cases (07-17)
216	Traffic Stop Data Collection (Electronic)
217	Salvage Vehicle Inspection Rejection (07-02)
218	Rebuilt Restored Salvaged Vehicle Inspection Appointment/Assignment Log (12-01)
<u>219</u>	<u>VACANT</u>
219A	Departmental Collision Fax & Element Notification Form (08-16)
220	<u>VACANT</u>
221	VACANT
222	<u>VACANT</u>
223	<u>VACANT</u>
224	Emergency Generator and Transfer Switch Weekly Inspection Testing (10-10)
225	Citizens Information Brochure <u>(10-22)</u>
226	Commander's Quarterly Review of Traffic Data and Search Reports (01-09)
227	Highway Safety Project Control Ledger (09-03)
228	Highway Safety Project Reporting Form (10-03)
229	Highway Safety Project Summary Report Form (10-03)
230	Extra Duty Employment Escort Log (09-05)
231	Restricted Duty Checklist <u>(05-18)</u>
232	Certification of Training Escorts of Oversize and Overweight Vehicles (04-08)
233	VACANT
234	Forensic Biology Casework Submittal Form <u>(05-18)</u>
235	Do Not Discuss - Written Order <u>(01-19)</u>
236	Expungement Check-Off List (11-10)

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236A	Caution Record Expunged (03-10)
237	Expungement Ledger (03-10)
238	VACANT
239	Forensic Trace Evidence Section Casework Submittal Form <u>(04-22)</u>
240	VACANT
241	Annual Review of Specialized Units <u>(03-21)</u>
241A	Annual Review of Specialized Units - Bureau Log <u>(03-21)</u>
242	<u>Title 20 Setup Inspection-Audit Form (11-21)</u>
243	RAPID Pawn and Precious Metal Dealer Set Up Form <u>(11-21)</u>
243A	RAPID Pawn and Precious Metal Electronic Audit Form <u>(11-21)</u>
243B	RAPID Pawn and Precious Metal Inspection Form <u>(11-21)</u>
244	RAPID Junk Dealer/Scrap Metal Processor Dealer Set Up Form <u>(01-22)</u>
244A	RAPID Junk Dealer/Scrap Metal Processor Electronic Audit Form <u>(01-22)</u>
244B	RAPID Junk Dealer/Scrap Metal Processor Visitation/Education Form <u>(01-22)</u>
245	RAPID Automotive Dismantler/Recycler Dealer Set Up Form <u>(01-22)</u>
245A	RAPID Automotive Dismantler/Recycler Electronic Audit Form <u>(01-22)</u>
245B	RAPID Automotive Dismantler/Recycler Inspection Form <u>(01-22)</u>
246	Domestic Violence Supplemental Report <u>(10-21)</u>
247	Gang Card <u>(01-20)</u>
248	Request for Acting Capacity Compensation (04-16)
249	Performance Measure Worksheet <u>(03-18)</u>
250	Vendor Performance Report <u>(Electronic)</u>
251	Underground Storage Tank Daily - Weekly Inventory Worksheet (06-14)
252	Above Ground Storage Tank - Daily Inventory Worksheet (06-14)
253	Receipt for Seized Property <u>(02-22)</u>

Approved:

Colonel Roland L. Butler, Jr.
Acting Superintendent 4/03/23