

Note: Paper/Digital check indicator is a work in progress and not complete (11/21/25)

Departmental Forms

Last Revision: November 21, 2025

PD #	Form Name	Used By/Proponent Unit	Paper Form	Digital Form	Revised
<u>1</u>	Inter-Office	All Personnel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03-05-19
3	Credit Card Usage Form	Fiscal Management Section	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07-26-23
4	Fuel Credit Card Usage Form	Fiscal Management Section	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07-13-23
<u>5</u>	Petty Cash Transaction Form	Fiscal Management Section	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	05-22-25
6	Background Fax Cover Sheet	Central Records	<input type="checkbox"/>	<input type="checkbox"/>	08-04-22
7	Law Enforcement Agency Request for Criminal History Record Check	Central Records	<input type="checkbox"/>	<input type="checkbox"/>	08-04-22
7.1	Non LEO Background Request	Central Records	<input type="checkbox"/>	<input type="checkbox"/>	08-04-22
7A	Criminal History Record Information Non-Release	Central Records	<input type="checkbox"/>	<input type="checkbox"/>	05-06-21
8	Witness Statement	All Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	**
<u>12</u>	Bus Seating Chart	Traffic Safety	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-02-25
<u>13</u>	Addition to/Deletion from Inventory	All Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04-01-04
15	Recruit/Selection Unit Pre-Entrance Agility Test	Personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09-01-22
<u>16</u>	Oral Interview Score Sheet	Personnel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12-13-24
<u>16.A</u>	Oral Board Interview Log Sheet	Personnel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12-13-24
<u>16.B</u>	Oral Interview Instructions	Personnel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12-13-24
17	Authorization For Release of Personal Information	Personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05-09-24
18	Request For Records Check	Personnel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03-07-23
19	Compliance with Drug Testing Requirements	Personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	03-08-23
20	Panel Member Interview Security/Confidentiality Statement	Personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09-22-23
21	Specialized Assignment Selection Process Interview Assessment Rating Form	Staff Inspections	<input type="checkbox"/>	<input type="checkbox"/>	10-04-23
<u>36</u>	Facility and Temporary Detention Area Weekly Inspection	District Supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02-02-23
60	Employee Data Entry Form	Personnel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12-05-24
81	Calibration Record	Traffic Safety	<input type="checkbox"/>	<input type="checkbox"/>	10-11-23
<u>88</u>	Complaint Reception Form	All Units	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04-16

92	Civilian Ride Along Program - Waiver of Claim and Liability Form	All Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06-25-24
95	Daily Transmittals of UC/CC to Dist Ct MD	Central Records	<input type="checkbox"/>	<input type="checkbox"/>	12-22-22
96	Directions to Training	Personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12-12-19
105	Monthly Revenue Report	Central Records	<input type="checkbox"/>	<input type="checkbox"/>	12-22-22
106	Daily Balance Sheet	Central Records	<input type="checkbox"/>	<input type="checkbox"/>	12-22-22
108	Report Request Deficiency Form Letter	Central Records	<input type="checkbox"/>	<input type="checkbox"/>	12-22-22
<u>109</u>	Department Letterhead Shell- IC 206 Apx. B	Staff Inspections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04-28-21
<u>111</u>	Consent to Search	All Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12-01-14
<u>111A</u>	Consent to Search Person Form	All Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12-01-14
120	Expungement Worksheet	Central Records	<input type="checkbox"/>	<input type="checkbox"/>	12-31-23
121	Prisoner Initial Entry Card (Mass Arrest Kit)	Patrol	<input checked="" type="checkbox"/>	<input type="checkbox"/>	**
123	CJIS Expungement Notice Form Letter	Central Records	<input type="checkbox"/>	<input type="checkbox"/>	12-31-23
124	Record Request Flag	Central Records	<input type="checkbox"/>	<input type="checkbox"/>	12-22-22
125	Issued Uniform List - New Communications Operator	Quartermaster	<input type="checkbox"/>	<input type="checkbox"/>	12-01-16
127	Notice of Petition to Expunge Record	Central Records	<input type="checkbox"/>	<input type="checkbox"/>	12-31-23
<u>131</u>	Excessive Force Packet	Internal Affairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	03-17-21
148	Stolen Gun	Communications	<input type="checkbox"/>	<input type="checkbox"/>	04-09
149	Issued Uniform List - New Crossing Guard	Quartermaster	<input type="checkbox"/>	<input type="checkbox"/>	12-01-16
176	Crime Scene Entry/Exit Log	All Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09-00
194	CAD No Record Letter	Central Records	<input type="checkbox"/>	<input type="checkbox"/>	08-04-22
202	Polygraph Information	CID	<input type="checkbox"/>	<input type="checkbox"/>	**
204	Blackened Out Information Form Letter	Central Records	<input type="checkbox"/>	<input type="checkbox"/>	06-13-23
206	Training Bulletin Template	Staff Inspections Unit	<input type="checkbox"/>	<input type="checkbox"/>	02-15-23
209	MILES Enter Stolen Vehicle Format	Communications	<input type="checkbox"/>	<input type="checkbox"/>	04-09
211	Daily Financial Transaction Sheet	Central Records	<input type="checkbox"/>	<input type="checkbox"/>	12-22-22
211A	Daily Cashier Report	Central Records	<input type="checkbox"/>	<input type="checkbox"/>	12-22-22
230	Court Request Letter	Central Records	<input type="checkbox"/>	<input type="checkbox"/>	12-22-22
248	Non-Releaseable Information Form Letter (Juvenile)	Central Records	<input type="checkbox"/>	<input type="checkbox"/>	12-22-22
256	Issued Uniform List - New Police Officer	Quartermaster	<input type="checkbox"/>	<input type="checkbox"/>	12-01-16
278	Evidence Inventory - Narcotics	SES	<input type="checkbox"/>	<input type="checkbox"/>	**
283	Narcotics Assignment Log	SES	<input type="checkbox"/>	<input type="checkbox"/>	**
284	Issued Uniform List - New Reserve Officer	Quartermaster	<input type="checkbox"/>	<input type="checkbox"/>	12-01-16
<u>291</u>	Cell Block Inspection & Prisoner Count Forms	Patrol	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10-17-17
<u>301</u>	Commendation Award	All Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07-11-07

301A	Action of Commendation Board	All Units	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07-11-07
303.4	Supervisor's Record of Employee Guidance	Internal Affairs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-28-25
308	Sick Leave/Light Duty Status Report	Personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02-13-17
337	Juvenile Temporary Detention Area Log	Bureau of Patrol	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10-26-22
353	Witness Statement	All Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	**
363	Retired/Resigning Communications Operator Checklist	Quartermaster	<input type="checkbox"/>	<input type="checkbox"/>	12-01-16
382	Accident Information Exchange Form	All Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-13-21
399	Consent Search Form	All Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	**
402	Weapon Transfer Order	Training Academy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08-17-09
407	AED Daily Safety Inspection Record	All Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-06-15
422	Minor Traffic & Parking Citation Court Postponement/Excused Request	All Units	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	07-28-25
439	Personnel & Vehicle Inspection Form	All Units	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-22-24
501	Sworn Employment Separation Checkout Sheet	Personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09-15-22
502	Civilian Employment Separation Checkout Sheet	Personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09-15-22
503	PCO Employment Separation Check Out Sheet	Personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09-15-22
504	Employment Separation Checkout Sheet - Animal Control Officer	Personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09-15-22
507	Retired/Resigning Police Officer Checklist	Quartermaster	<input type="checkbox"/>	<input type="checkbox"/>	01/2021
537	Retired/Resigning Crossing Guard Checklist	Quartermaster	<input type="checkbox"/>	<input type="checkbox"/>	12-01-16
549	Adult Temporary Detention Area Prisoner Log	Bureau of Patrol	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10-26-22
603F	Personnel Inspection/CDU Equipment	SIU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07-30-21
605.B-A	Gang Member Debriefing Form	Bureau of Patrol	<input type="checkbox"/>	<input type="checkbox"/>	05-13-15
605.B-B	Gang Card	Bureau of Patrol	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08-02-21
622	Notice to Defendant	All Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11-20-11
639	Probationary Employee Evaluation Form	Personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08-16-17
645	Acceptance of Summary Punishment	Internal Affairs	<input type="checkbox"/>	<input type="checkbox"/>	**
646	Minor Disciplinary Action Disposition Report	Internal Affairs	<input type="checkbox"/>	<input type="checkbox"/>	**
647	Notification of Charges	Internal Affairs	<input type="checkbox"/>	<input type="checkbox"/>	**
647A	Disciplinary Action Recommendation	Internal Affairs	<input type="checkbox"/>	<input type="checkbox"/>	**
651	Retired/Resigning	Quartermaster	<input type="checkbox"/>	<input type="checkbox"/>	12-01-16

	Reserve Officer Checklist				
661	Quartermaster Assistance Form	Quartermaster	<input type="checkbox"/>	<input type="checkbox"/>	02-01-17
<u>666</u>	Advisement of Rights	All Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08-01-17
<u>666 (Spanish)</u>	Advisement of Rights (Spanish)	All Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02-27-23
<u>667</u>	Waiver of Prompt Presentment	All Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08-01-17
669	Quartermaster Form - Res Ofcr/Cross Guard/Animal Ctrl	Quartermaster	<input type="checkbox"/>	<input type="checkbox"/>	02-01-17
673	Fingerprint/Palm Print Record Request	ECU/ID	<input type="checkbox"/>	<input type="checkbox"/>	09-12
673A	Mug Shot Request	ECU/ID	<input type="checkbox"/>	<input type="checkbox"/>	09-12
<u>701.D</u>	Medical Restriction Form	Personnel Section	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	07-14-25
<u>701.G Pt. A</u>	Military Deployment and Reintegration Form Part A	Personnel Section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07-12-22
<u>701.G Pt. B</u>	Military Deployment and Reintegration Form Part B	Personnel Section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07-12-22
<u>701.G Pt. C</u>	Military Deployment and Reintegration Form Part C	Personnel Section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07-12-22
705A	Activation of the Personnel Early Warning System Cover Sheet	Professional Standards	<input type="checkbox"/>	<input type="checkbox"/>	05-18-23
705B	Personnel Early Intervention System Return/Review	Professional Standards	<input type="checkbox"/>	<input type="checkbox"/>	05-18-23
707	Employee Observation Log	Personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09-01-18
711	Grant Overtime Payroll Certification Sheet	Fiscal Management	<input type="checkbox"/>	<input type="checkbox"/>	04-2021
<u>712</u>	Request for Secondary Employment	All Units	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08-08-22
713	Commander's Employee Rating Form	Staff Inspections Unit	<input type="checkbox"/>	<input type="checkbox"/>	08-11-23
<u>748</u>	Investigative Fund Expense Statement	SES/TPU/CID	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11-01-18
804	Specialized Training	Personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12-06-06
1002	Sexual Offender Registration Referral	CID	<input type="checkbox"/>	<input type="checkbox"/>	03-09-11
1002-A	Sexual Offender Information Change - Notice to all Registrants - Form PD 1002-A	CID	<input type="checkbox"/>	<input type="checkbox"/>	03-09-11
<u>1101</u>	Criminal History Records Request	Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12-01-10
1201.2A	Firearms/Ammunition Receipt	All Units	<input type="checkbox"/>	<input type="checkbox"/>	10-11-18
1201.2B	Firearms Transfer Receipt	All Units	<input type="checkbox"/>	<input type="checkbox"/>	10-11-18
1201.2C	Firearms Transfer/Surrender Notification Log	All Units	<input type="checkbox"/>	<input type="checkbox"/>	10-11-18
1207	Notification of Seized Property Subject to Forfeiture	CID Narcotics and Special Investigations Section	<input type="checkbox"/>	<input type="checkbox"/>	10-01-16
<u>1503</u>	Departmental Employee	Professional Standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04-05-21

	Collision Form				
<u>1603</u>	Domestic Violence Report Form & Domestic Violence Lethality Screen For First Responders	All Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	03-01-23
1622	Confidential Informant Contact Report	CID - Narcotics	<input type="checkbox"/>	<input type="checkbox"/>	02-01-18
<u>1653</u>	Critical Incident Form	Office of the Chief of Police	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04-28-25
<u>1702</u>	Juvenile Custodial Interrogation - Required Notification Efforts	Youth/Victim Engagement Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10-01-22
1822	Photo Array Instruction Form	All Units	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01-29-15
<u>1831</u>	Video Evidence Recovery Request	All Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12-06-23
<u>1831.1</u>	Custodian of Records Certification	All Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07-21-16
<u>1902A</u>	Directed Patrol Form	Traffic Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06-10-25
<u>1902B</u>	Directed Patrol Log	Traffic Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06-27-07
<u>1904.4</u>	Body Worn Camera (BWC) Recording Deletion Request	SIU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07/06/21
<u>1905</u>	Intoximeter Entry Form	Traffic Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	03-01-23
<u>1906</u>	Driver Witness Statement Form	Traffic Safety	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09-2025
<u>1906 (S)</u>	Driver Witness Statement Form (Spanish Version)	Traffic Safety	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09-2025
1909	AA County Police Tow/Vehicle Inventory Report	Traffic Safety	<input type="checkbox"/>	<input type="checkbox"/>	11-2023
2001	Notification of Person Released Without Charges	All Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09-12-22
2004	Temporary Detention Area Intake and Personal Property Inventory Form	Patrol	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06-2020
<u>2200</u>	Departmental Witness/Victim Statement Form	Central Records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11-05-20
2420	PIA Request	Central Records	<input type="checkbox"/>	<input type="checkbox"/>	12-22-22