



## **Cover Memorandum**

### **Forms Control, JHPD Directive #203**

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#### **Purpose of the Directive**

The purpose of this Directive is to provide direction in the drafting, modifying, and authorization process for implementing or purchasing a form.

#### **Summary of Directive Requirements**

Efficiently communicating critical information, in addition to documenting compliance with legislative and professional standards, is important for improving organizational accountability, performance, and trust. As such, the Johns Hopkins Police Department (JHPD) will update and administer controls that ensure the professional development, modification, and approval of JHPD forms and publications.

This Directive states that the Senior Director for Training & Compliance will be responsible for establishing and administering the JHPD forms control program. These duties include, but are not limited to: establishing and maintaining a Forms Control Register; approving form design and use; issuing form numbers and effective dates; authorizing printing, and maintaining an historical file of forms. The Directive also describes the process for identifying and numbering JHPD forms, as well as procedures for printing and stocking forms. It also establishes guidelines for eliminating or combining existing forms that cease to serve their designed purpose. Finally, the Directive states that the responsibility and authority to design and approve designs of JHPD professional marketing materials and publications (e.g., brochures, newsletters, press releases, information shared on social media) rests with the Director of Strategic Communications for Public Safety.

#### **Blueprint for the Policy Development Process**

The draft JHPD policies (hereinafter referred to as “directives”) shared for community feedback are based on examples of 21st century best practices in public safety policy, identified through extensive benchmarking of university and municipal law enforcement agencies across the nation. Taken together, they represent a comprehensively progressive approach to policing that prioritizes equity, transparency, accountability, and community-based public safety strategies.

The JHPD’s draft directives embody approaches that community advocates and leading experts have championed locally and in law enforcement reform efforts across the nation. The draft directives have also been developed based on input received through robust community engagement in prior phases of JHPD development, including suggestions received in the legislative process as well as last fall’s Memorandum of Understanding (MOU) public comment period and feedback opportunities.

In addition, the directives were drafted to exceed the minimum requirements of the Constitution and laws of the United States and the State of Maryland, to align with the Community Safety and Strengthening Act (CSSA) and to fulfill the requirements of the MOU between the Johns Hopkins University and the Baltimore Police Department. The Hopkins community and our neighbors throughout

Baltimore can help improve and strengthen these directives further through their feedback and input.

Material that was considered in the drafting of the Directive and Procedure Manual, include:

- a. **Publicly available policies from municipal police departments that have undergone substantial reform efforts**, including: the New Orleans Police Department; Seattle Police Department; Portland Police Department; Detroit Police Department; Ferguson Police Department; and Baltimore Police Department;
- b. **National guidance on best practices and model policies from criminal justice reform efforts, social science research centers, and civil rights organizations**, including: the Leadership Conference on Civil and Human Rights; American Civil Liberties Union (ACLU), including the ACLU of Massachusetts’s “Racially Just Policing: Model Policies for Colleges and Universities”; the International Association of Chiefs of Police (IACP); the Police Executive Research Forum (PERF); U.S. Department of Justice Office of Community Oriented Policing Services (COPS Office); The Justice Collaboratory (The JC) at Yale University Law School; and The Center for Innovation in Community Safety (CICS) at Georgetown Law School.
- c. **National and local higher education institutions that are based in comparable environments and make policies publicly available**, including: Carnegie Mellon University; Morgan State University; Towson University; University of Chicago; University of Cincinnati; University of Maryland, Baltimore County; University of Pennsylvania; and Yale University.

To ensure that the proposed directives captured national best practices in community-focused public safety services, the development team collaborated with independent experts from two organizations: National Policing Institute (the Institute), a non-profit dedicated to advancing excellence in policing through research and innovation, and 21CP Solutions, an expert consulting team of former law enforcement personnel, academics, civil rights lawyers, and community leaders dedicated to advancing safe, fair, equitable, and inclusive public safety solutions. Each directive was reviewed by experts selected by both organizations, who provided feedback, suggestions, and edits that were fully incorporated into the current draft.

Finally, individuals and organizations representing the diversity of the Johns Hopkins University community provided feedback to ensure the policies and procedures reflect and respond to the values of our institution and to our community’s public safety service needs.

Now they are available for your review. Johns Hopkins is committed to adopting, incorporating, or otherwise reflecting recommended changes and feedback in the final version of policies so long as feedback is aligned with our values and commitments, permissible within legal parameters, and supported by national best practices for community policing and public safety.



**POLICE DEPARTMENT**  
**FORMS CONTROL**

**ADMINISTRATIVE  
PROCEDURE #203**

Responsible Executive:  
Chief of Police  
Responsible Office:  
Vice President for Public Safety  
Approved by:  
Dr. Branville G. Bard, Jr.  
Issued: [full date]  
Revised: [full date]

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**Policy Statement**

The Johns Hopkins Police Department (JHPD) shall ensure that all publications, presentations, and forms are consistent with Johns Hopkins (JH) policies and convey an accurate message and professional image to JHPD members and the public.

**Who is Governed by this Policy**

This Directive governs all bureaus, sections, and their members, including sworn, non-sworn, and contractual or voluntary persons in service with JHPD.

**Purpose**

This Directive provides direction in the drafting, modifying, and authorization process for implementing or purchasing a form.

## Definitions

<b>Electronic Media</b>	Any type of device that stores and allows distribution or use of information electronically, including digital video discs (DVDs), compact discs (CDs), thumb drives, USB flash drives, etc.
<b>Form</b>	A printed document containing blank spaces to be completed with relevant information that needs to be recorded.
<b>Member:</b>	All members of the JHPD, including employees, officers, and volunteers, unless the term is otherwise qualified (e.g., member of the public, member of the Baltimore Police Department, etc.).
<b>Officer:</b>	All sworn police officers, at any rank, as defined by MD Code, Public Safety, § 3-201, in service with the JHPD.
<b>Publication</b>	Any printed document designed to market or provide information through distribution to the public and/or media.

## Policy

Efficiently communicating critical information, in addition to documenting compliance with legislative and professional standards, is important for improving organizational accountability, performance, and trust. As such, JHPD will update and administer controls that ensure the professional development, modification, and approval of JHPD forms and publications.

## Procedures

### I. Forms & Forms Control

- A. Many of the processes described in JHPD written directives are documented using agency forms designed to standardize the collection, transmittal, and preservation of valuable information.
  - Well-designed forms serve as a compact, concise record that, when standardized, promotes the communication of essential information and operational efficiency.
- B. The forms control program is administered in a manner that ensures consistency in the information collected and that essential records are created and shared in accordance with statutory and procedural requirements.
  - Additional objectives include the creation of new forms in a manner that seeks to revise or consolidate existing forms, thereby eliminating nonessential or duplicate forms.

### II. Authority

The JHPD forms control program is established and administered by the Senior

(Sr.) Director for Training & Compliance. The JHPD form control program consists of the following:

**A. Forms Control**

- Establish and maintain a Forms Control Register that contains numbers, effective dates, form titles, description, and revision dates for all forms in use,
- Approve form design and use,
- Issue form numbers and effective dates,
- Authorize printing,
- Maintain a master forms file,
- Maintain an historical file of forms that have been revised, combined, or eliminated, and
- Consult with users and create, revise, combine, or eliminate forms when practical.

**B. Forms Identification**

- For forms originating within JHPD, assign a form number and effective date,
- Ensure when a JHPD division, section, or unit needs to create a form to record information unique to its operation, a draft of the proposed form and a completed Request for New or Revised Form will be submitted for approval to their attention,
- Ensure that an approved form will be assigned a form number, consisting of the letters “JHPD,” followed by the “#” sign and the form number,
  - o The letters “JHPD” will precede the form number in 10pt. Font,
  - o The form number and implementation or revision date will appear in the lower left corner of each form, e.g., “JHPD #010 Rev. 01/17”
  - o The date consists of the month and year separated by a slash, and
- Ensure that form numbers coincide with the policy manual section in which the form’s purpose or function is related (e.g., forms related to administrative procedures will begin at #200, personnel procedures at #300, operational and traffic procedures at #400).

**C. Printing & Stocking of Forms**

- Generally, scheduling the printing and stocking of approved forms shall be the responsibility of each organizational component.
- Components seeking to place an order for forms such as carbon

forms and other forms requiring printing services shall complete JHPD Uniform & Equipment Replacement Form and submit it to the Logistics Manager for processing.

- The Logistics Manager or their designee will verify the current version of the form requested for printing and coordinate with the Sr. Director for Training & Compliance and coordinate with the printer. This procedure ensures that the most current form is reprinted.
- Electronically fillable forms not requiring advanced or specialized printing services may be printed and/or duplicated using an agency printer or photocopier by individual members as needed.
  - o A writeable, or fillable PDF version of the form may be in the JHPD Shared Forms Folder, on the JHPD Network's shared server or directory.
  - o Electronic forms will be listed by number and title.
  - o Forms that are frequently used by officers may also be located in the forms bin in the Squad Room or Emergency Communications Center.

#### **D. Creating, Revising, Combining, & Eliminating Forms**

- Form(s) that cease to serve their designed purpose become a liability and should be revised, combined with an existing form, or eliminated.
- Members seeking to create a new form, or to revise, combine, or eliminate an existing form will complete a Request for New or Revised Form and submit it to the Deputy Chief Support Services, who will forward approved requests to the Sr. Director for Training & Compliance for appropriate action.
- The purpose section of the Request for New or Revised Form will be completed describing the reason(s) for the requested action and a sample of the proposed form will be attached, if applicable.
- Appropriate endorsements from supervisor and managerial staff will be made directly on the draft and included with the Request for New or Revised Form. This includes reporting on the proposed changes at each level of review. The review process encourages input from impacted staff to facilitate the creation of a product reflecting the experience and knowledge of the end user.

### **III. Publications Control**

The responsibility and authority to design and approve designs of professional marketing materials and publications to promote the JHPD rests with the Director of Strategic

## Communications for Public Safety.

- A. Marketing materials and publications include but are not limited to:
- Brochures
  - Displays booths
  - Fact sheets
  - Flyers
  - Newsletters
  - Press releases
  - Information shared through digital and social media
- B. The Director of Strategic Communications for Public Safety shall coordinate with the Chief of Police, other senior Johns Hopkins Public Safety (JHPS) leaders, and members of the Johns Hopkins University (JHU) and Medicine Communications Teams regarding brand and editorial compliance.
- C. In addition to developing and producing proactive promotional and marketing materials about the JHPD, the Director of Strategic Communications will assist with:
- Editorial guidance, including the proofreading of all publications,
  - Selection of photographs, illustrations, and artwork, and
  - Ensuring the continuity of publication/presentation layout and design.
- D. Any JHPD member, unit, or component desiring to create or revise a publication for public release must do so through their chain of command and the Director of Strategic Communications for Public Safety.
- E. The Director of Strategic Communications for Public Safety shall maintain a master file that includes the original of each final new or revised publication utilized by the JHPD.
- F. **Audio & Video Presentations**
- All members shall ensure that presentations created for public presentations represent the same exacting standards for appearance, professionalism, and editorial/brand consistency as those established for JHPD publications.
  - All members must ensure that presentations, including slide decks for the public, are reviewed in advance for content and format and approved by the presenter's Commander 48 hours prior to the event.

## Policy Enforcement

<b>Enforcement</b>	JHPD managers and supervisors are responsible for enforcing this Directive.
<b>Reporting Violations</b>	Suspected violations of this Directive should be reported to the Sr. Director for Policy, Training and Accreditation.

## Related Resources

<b>University Policies and Documents</b>
<b>External Documentation</b>
<b>Police Department Forms and Systems</b>
<a href="https://powerdms.com/ui/login">https://powerdms.com/ui/login</a>

## Contacts

<b>Subject Matter</b>	<b>Office Name</b>	<b>Telephone Number</b>	<b>Email/Web Address</b>
Policy Clarification and Interpretation			