

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 1.12	<b>PAGES:</b> 1 of 1
	<b>RELATED ORDERS:</b> None	
	<b>ISSUED DATE:</b> December 5, 1996	
	<b>REVIEW DATE:</b> October 28, 2015	
	<b>REVISION DATE:</b> December 14, 2007	
<b>CHAPTER:</b> Administration, Organization and Management	<b>SUBJECT:</b> Unit Specific Forms	

- I. **PURPOSE:** To establish accountability for all Unit Specific Forms.
- II. **POLICY:** The Division Commander shall approve Unit Specific Forms prior to implementation. The Administrative/Personnel Lieutenant shall maintain a current listing of all forms. They shall be reviewed on an annual basis to ensure they are accurate and appropriate for their intended function.
- III. **DEFINITION:** A Unit Specific Form is any form utilized at the unit level and not intended for general agency use
- IV. **PROCEDURE:**
- A. The Detentions and Corrections (D&C) Division shall maintain a current list of all Unit Specific Forms in use. The listing shall be organized in the format specified by the Planning and Research Unit
  - B. The Administrative/Personnel Lieutenant at each facility shall be responsible for the ongoing maintenance of the Unit Specific Form list
  - C. Unit Specific Forms must be reviewed and approved by the Division Commander prior to implementation and use. New forms submitted for such review shall include the following:
    1. An explanation of the need for the form
    2. A description of how to complete and route the form
    3. A description of who is responsible for completion and review of the form and how often or when it is required to be completed
    4. A description of filing location and retention requirements
  - D. The Administrative /Personnel Lieutenant for the facility shall review the list on an annual basis to ensure that the forms are accurate and appropriate for their intended function and that duplicate forms are not in use