



## ***INTEROFFICE CORRESPONDENCE***

**TO:** All Police Personnel

**FROM:** Chief David D. Been, CHF

**DATE:** August 17, 2005

**SUBJECT:** Departmental Order 2005-03, *New or Revised Reports and Forms*

Departmental Order 2003-10 is hereby rescinded.

All reports and forms used by Tulsa Police employees must either contain an official TUL number or have prior written approval from the Business Processes Advisory Group (BPAG). Any form that does not fit these criteria shall not be accepted. Official reports and forms can either be found in the reports files at any division or from the Department's Intranet site at <http://tpd.cityweb.gov/>.

Makeshift or modified reports and forms shall not be accepted. Employees who find any report or form to be inadequate or outdated may submit in writing a revision or suggestion for revision to the chairperson or designee of the BPAG. Any employee who determines that a *new* form or report may be needed may submit in writing the suggestion, or create a sample, and forward it to the chair or designee of the BPAG for further development.

The chair or designee of the BPAG will evaluate and/or design the new or revised report or form. It shall then be presented to the BPAG for review and approval. Once accepted by BPAG, the new or revised report or form shall be sent to the Chief of Police for final approval. If approved, the report or form will be made available in hard copy and on the Intranet along with other approved reports and forms.

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