SUMMARY OF CHANGES:

<table>
<thead>
<tr>
<th>Section</th>
<th>Change</th>
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</thead>
<tbody>
<tr>
<td>Changes</td>
<td>Minor changes throughout the policy.</td>
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</tbody>
</table>

APPROVED:

Signature on File

Thomas Faust, Director  Date Signed

5/12/2022
1. **PURPOSE AND SCOPE.** To provide procedures for all D.C. Department of Corrections (DOC) forms which become permanent record, including all paper and electronic forms. This directive applies to all components of DOC.

2. **POLICY.** In order to assure a continuing and effective control over the Official DOC Departmental Forms, the Office of Policy and Procedure (OPP) shall be responsible for coordinating Forms Management.

3. **PROGRAM OBJECTIVES.** The expected results of this program are:
   a. Forms will be developed that facilitate DOC programs.
   b. Forms and information will be readily accessible to staff.
   c. Forms management will be in accordance with the District of Columbia and records management requirements.

4. **DIRECTIVES AFFECTED**
   a. **Directive Rescinded**
      1) PP 1112.1C Procedures for Official Forms Management (//23/17)
   b. **Directives Referenced**
      1) SOP 1110.2G-16 Directives Management System

5. **AUTHORITY**
   a. D.C. Code §§ 1-1401 et seq., Office of the Chief Technology Officer

6. **STANDARDS REFERENCED.** None

7. **DEFINITIONS.**
b. *Office of Primary Interest (OPI)* – The OPI refers to the organization division/office of DOC that has the primary responsibility for implementing, revising, and cancelling a specific directive/policy and procedure under their purview.

c. *Annual Review Process* – The process whereby the OPI review/revise agency policy and complete an “Annual Review Form” that indicates the current status of the directive/policy and procedure and forwards it to OPP.

8. **RESPONSIBILITIES**

a. OPP shall meet at least annually with Management and Department Heads in accordance with the Annual Review Process to review all Official Departmental Forms for style, function and timeliness. OPP shall also:

1) Maintain standards for the design and creation of all DOC forms;

2) Provide assistance to all management staff in matters involving the creation of forms; and

3) Maintain and operate the Lotus Notes Program Statement database.

b. Management / supervisors are responsible for ensuring that all forms initiated within their divisions meet the aforementioned criteria for official departmental forms. Managers/Supervisors are responsible for the revision or cancellation of departmental forms (if applicable). All attachments to policies must be submitted for review to OPP and approved by the DOC Office of General Counsel and the Director for implementation.

c. Deputy Director(s) shall approve directives under their authority.

d. The Office of the General Counsel. The General Counsel shall review all attachments and official forms for legal review.

e. The Office of the Director. The Director shall be the final approving authority of all Official Directives and Departmental Forms.

9. **USE OF DEPARTMENTAL FORMS**

a. Official forms will be referenced in directives as an “Attachment.”

b. All forms shall be reviewed and approved through the review process and
placed in electronic format on Lotus Notes.

c. Official forms may not be modified, nor local forms produced as substitutes.

10. ELECTRONIC FORMS. All applicable forms have been converted to simple Microsoft Word or Adobe templates that will serve as a source of forms for staff and made available on Lotus Notes under their respective directive. The forms can be opened, viewed, and printed.

11. CLEARANCE AND APPROVAL OF OFFICIAL FORMS. The OPI will follow the below steps to implement or revise an attachment:

a. The OPI initiates the clearances process by completing the Annual Review form.

b. The OPI will design and submit the sample form to their respective Deputy Director for approval.

c. The OPI will submit the sample form to OPP for review.

d. OPP will review and submit the final draft to the General Counsel for legal review.

e. The Director will be the final approving authority.

f. Forms may not be referenced in directives unless they have gone through the review, clearance and approval process. When a form is referenced in a directive, only the number and title is required. For example, PP 1112.1 Attachment A.

12. MODIFICATION OF OFFICIAL FORMS. A form that is already referenced in a directive may be modified through the review process. The OPI shall submit an Annual Review/Change Notice form to modify/change the requested form. Once the review is received from the OPI, OPP will issue a Change Notice form to the Director for final approval.

13. CANCELLATION OF OFFICIAL FORMS. The OPI may request to cancel a form for which it is responsible. To cancel a form, the OPI shall submit an Annual Review form to OPP. OPP will issue a Cancellation Notice to the Director for final approval. OPP is responsible for deleting references to that form in policies.
14. **OTHER AGENCY’S ELECTRONIC FORMS.** DOC may deem it necessary to use other agency’s electronic forms as attachments to policy. Management may request the use of other agency electronic forms to use as an **attachment only** by submitting a request to OPP through the review process. OPP shall review the request and the attachment to ensure the form coincides with the departmental policy and District Government laws and regulations. OPP will submit the form to DOC Office of the General Counsel (OGC) and the Director for final approval and implementation.