3-06/180.10 - Unit Commander's Responsibilities

Unit commanders shall ensure that their personnel do not reproduce forms, bulletins, or training material on any Department photocopier or printing device when the total amount of material to be copied exceeds 100 units per month. In such cases, complete a Printing Request (SH-AD-1) to have the document printed and stocked. All rush orders are subject to additional cost and must have unit commander approval prior to being processed. All additional costs may be charged against a unit's budget allocation.