40/13 Annual Form/Procedures Review

PURPOSE OF ORDER:

This order outlines the process of annually reviewing documents and forms to determine their necessity and relevance.

SCOPE OF ORDER:

This order shall apply to the Evidence and Property Managers (EPM).

ORDER:

The Evidence and Property Manager shall conduct an annual review of all evidence and property forms to ensure any procedural changes have been implemented properly. The EPM will also act as the forms custodian by logging any changes to the forms.

The EPM will also ensure the newest version of each form is in circulation. All previous versions will be destroyed and older forms will be refused.