

PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

FORMS CONTROL - NEW FORMS

MP106.07 03/06 - R

PURPOSE

The purpose of this procedure is to provide a standard for the development and printing of new forms.

PROCESS

In order to have a new form printed, the following steps must be taken:

1. The request originator completes a DSR (92-15D) providing a sample of the new form and any instructions concerning the form.
2. Quantity amount needed (usually a one year supply).
3. Size of form.
4. Color and type of paper (NCR, carbon, card, or index).
5. Color of ink.
6. Padded, stapled, three hole punch.
7. Need by - completion date.
8. Index number.
9. Distribution instructions.
10. DSR signed by Deputy Chief or a Division Head.

Send the signed DSR and a sample of the form to Information Services.

Information Services assigns a form number and date. The form is then sent to the City Print Shop where a master is produced. A copy of the master is returned to Information Services. The master copy and a review slip (90-70.2D) are forwarded to the originator for review. Any changes are made in red ink by the originator on the master copy, which is returned to Information Services with the review slip "OK To Print" portion checked yes or no. Information Services sends the form to the City Print Shop to have the corrections typeset. This procedure is repeated as many times as necessary until the form is approved by the originator and the yes box on the review slip is checked. The form is then printed and stocked at Information Services.

After the form is printed, the originator completes form number 90-76D, Forms Instruction Sheet, so that the form will be included in Volume 9.