



Stl'atl'imx Tribal Police Service

Administrative Policy: AZ010 Forms Administration

Effective Date: 2009-12-11 Revision Date:

1.0 Policy

- 1.1. STPS Forms will be developed to aid in the implementation of STPS policy.
- 1.2. The STPS Chief Officer will have the authority to develop, alter and implement STPS Forms

2.0 Reason For Policy

- 2.1. STPS Forms will be used to assist in implementing policy as well as aid in day to day operations
- 2.2. The STPS Chief Officer to have authority on the creation and implementation of forms to allow a very timely implementation of the form.



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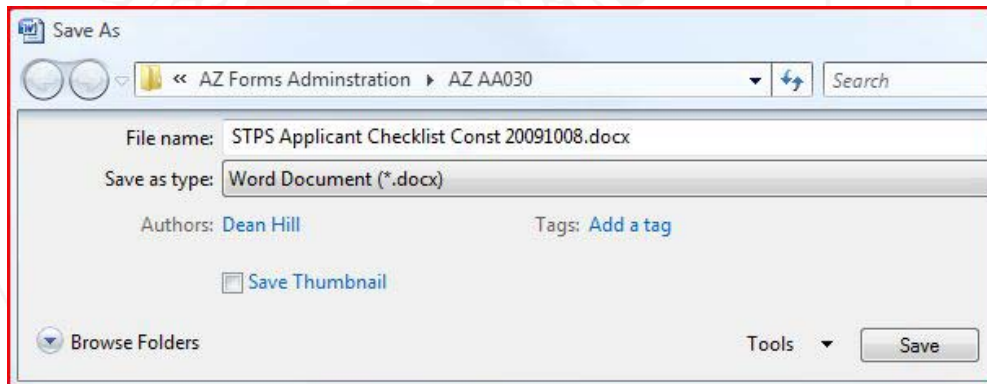
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3.0 Procedures

Naming Convention

3.1. File name

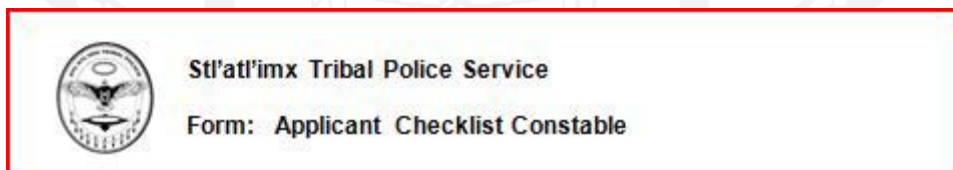
- The filename format is
 - {OWNER} {Brief Logical Description} {YYYYMMDD of creation or last revision}
 - Example: STPS Applicant Checklist Const 20091008
 - Example: STPS Applicant Checklist Civ 20091008
 - Example: STPS Read Initial 20091008
 - Example: STPS Interview 1 Quest Const 20081008
 - Example: STPS Interview 2 Quest Const 20081008



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- The above image shows the file naming convention

3.2. Form Naming in Header

- Form name to be put in header, only use complete words.



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3.3. Create Form How To

- 3.3.1. To create a form use the "STPS Form.dotx" template
- 3.3.2. Save form with proper File Name, see AZ010 3.1
- 3.3.3. Put in Form Title in header, see AZ010 3.2, save file
- 3.3.4. Fill in information in document properties

A screenshot of the Microsoft Word document properties dialog box for the file "STPS Applicant Checklist Const 20091008.docx". The dialog box has tabs for "General", "Summary", "Statistics", "Contents", and "Custom". The "General" tab is selected. The fields are filled with the following information:

- Title: STPS Applicant Checklist Constable
- Subject: Applicant Checklist
- Author: Dean Hill
- Manager: Chief Officer Marshall Seniuk
- Company: STPS
- Category: (empty)
- Keywords: STPS Applicant Checklist Constable
- Comments: Stl'at'imx Tribal Police Service (STPS) Forms: STPS Applicant Checklist Constable
- Hyperlink base: (empty)
- Template: STPS Form.dotx

At the bottom, there is a checkbox labeled "Save Thumbnails for All Word Documents" which is currently unchecked. "OK" and "Cancel" buttons are at the bottom right.

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- Pay particular attention to Keywords, that field carries over into PDF file properties.



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3.3.5. Have the STPS Chief Officer review and approve draft

3.3.6. Once the form is approved convert it to a PDF file

- Only PDF files will be distributed, this is to ensure that the form cannot be changed without a great deal of effort.

3.4. Storage

- All forms to be stored in AZ Forms Administration
 - If a form is to be used in conjunction with STPS policy, regardless of Administrative or Operational, reference will be made to the location of the appropriate PDF form.

3.5. Revising and Updating of Forms

- Gain approval from STPS Chief Officer
- Follow AZ010 3.1 Through 3.3

3.6. Disposal of Forms

- When a form is deemed unnecessary
 - Add "Outdated" to the file name
 - Do not delete, keep for future reference
 - This includes both word and PDF files