CHAPTER 11

NRP FORMS & RMS REPORTS

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CHAPTER 11

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A. NRP Forms

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CHAPTER 11 SECTION I
FORMS POLICY

A. General

1. Forms are used for the collection, transmittal, and preservation of information.

2. Forms serve as a compact, concise record of information, that when standardized, promote an efficient operation.

3. Many NRP policies, procedures, and functions are documented through Agency forms.

B. Authority

1. The forms control program is administered by the NRP Planning, Records, & Warrants Section.

2. The Planning, Records, & Warrants Section is designated by the Superintendent to administer the program.

C. Forms Control Program

1. A forms control program will ensure the need for and standardization of NRP forms.

2. The objective of the forms control program is to control the creation of new forms, to revise or consolidate existing forms, and to eliminate non-essential or duplicate forms.

3. The Planning Section will do the following:
   a. Establish and maintain a forms control register that contains control numbers, effective dates, form titles and revision dates of all forms.
   b. Approve form design and use.
   c. Issue form numbers.
   d. Establish effective and revision dates.
   e. Authorize printing.
   f. Maintain a master forms file.
   g. Maintain a historical file on revised forms.
   h. Maintain a current inventory of active forms on NRP's server for access by officers at area offices.
   i. Consult with users create, revise, combine or eliminate forms when necessary.

2. Forms Committee
   a. The Commander of the Communications & Strategic Planning Division shall serve as the chairperson.
   b. The Superintendent shall appoint other members that will include the Adjutant to the Superintendent, Communication Center/Planning/Records Unit Commander, and Supervisor of the Planning, Records, and Warrants Section, a supervisor from each Field Operations Bureau and Special Services Bureau and other personnel as needed. The committee shall convene twice a year to create, revise, combine, or eliminate forms.

D. Forms

1. Forms originating from the NRP will be assigned a form number and effective date.

2. The designation "NRP-" will precede the form number. The form number and implementation or

revision date will appear in the lower left corner of each form. For example form 123 would appear as "NRP-123 (Rev. 10/04)" in the lower left corner of the form.

3. When a unit creates a form to record information unique to its operation, a draft of the proposed form will be submitted through the chain of command to the Planning, Records, & Warrants Section.

4. The Planning, Records, & Warrants Section will assign a number to the approved form.

5. Only the most current forms may be utilized.

6. Forms may not be altered in any manner.

E. Creating, Revising, Combining or Eliminating Forms

1. Forms that cease to serve their designated purpose should be revised, combined with an existing form, or eliminated.

2. NRP employees who think a form should be created, revised, combined, or eliminated, will make the request via memorandum through the chain of command to the Planning, Records, & Warrants Section.

3. The memorandum will state the reasons for the requested action. A sample of the proposed form should be attached, if applicable.

4. Appropriate endorsements will be made to the report concerning the proposed change at each level of command. This review process encourages input from each staff member resulting in a product reflecting the experience and knowledge of everyone responding.

F. Form Numbering System

1. Forms shall be numbered as follows:

# Series	Description
100	Submitted Weekly
200	Submitted Bi-Weekly
300	Submitted Monthly
400	Submitted As Needed
500	Submitted As Needed
600	Emergency Operations Forms
700	Training Forms
800	Internal & Disciplinary Forms
900	Personnel Appraisal Forms
RMS	Records Management System Forms

G. Utilization of NRP Forms with Microsoft Word Protected Form Fields

1. A number of NRP Forms have been designed with form fields (grayed boxes) which allow the user to move within the form and easily complete the form in a standardized format.

a. As the cursor is moved into each form field, the user will notice in the lower left-hand corner that

a message is displayed describing the data that is needed in the field. This is designed to assist the user in completing the form properly.

b. On some forms, as the cursor is moved from one field to another, a pop-up box will be displayed describing instructions for Spell Checking and Protecting-Unprotecting the document.

c. To "Protect-Unprotect" a document follow the procedures below.

(1) Click on the "Protect-Unprotect Form" button on the toolbar which is located at the top of the Microsoft Word document menu. This will Unprotect the document.

(2) Enter or modify the information as necessary.

(3) Once necessary information has been entered the user must re-protect the document by clicking on the "Protect-Unprotect Form" button on the toolbar which is located at the top of the Microsoft Word document menu. This will Protect the document.

(4) Whenever a "Protect Document" box is displayed, the user must always select "Protect document for" - "Forms."

d. There is a limitation in utilizing Microsoft Form Fields; and that is, certain formatting functions, such as bolding and underlining, will not work within a form field. Should personnel wish to utilize bolding or underlining in their narrative text, then they must perform the following:
(1) Unprotect the document.
(2) Delete the form field where they wish to type their narrative, including the bolded or underlined text.
(3) Upon completion of typing the narrative text, Protect the document. (Remember to Protect the document for "Forms."

2. Before a user can utilize NRP Forms that were designed with form fields, a change must be made to Microsoft Word.

a. Changes to Microsoft Word 2000 Settings:
(1) Go to the Word toolbar and click on "Tools."
(2) Wait until the "Tools" drop-down menu expands and click on "Macro."
(3) On the "Macro" drop-down menu click on "Security."
(4) When the "Security" menu opens, click on "Security Level" and set the macro security level to "Low."
(5) Close Microsoft Word and then restart it to set the new macro security level.

b. Changes to Microsoft Word 2010 or Word 2016 Settings:
(1) Click the File tab.
(2) Click Options.
(3) Click Trust Center, and then click Trust Center Settings.
(4) In the Trust Center, click Macro Settings.
(5) Click on Enable all macros.
(6) Click OK.

H. Utilization of NRP Forms with Microsoft Word Protected Headers or Footers

1. A number of NRP Forms have been designed with protected headers and/or footer. These protected headers and/or footers allow the same information to be printed on all subsequent pages.

2. To access a protected header and/or footer and complete the necessary information, click on the "Protect-Unprotect Form" button on the toolbar which is located at the top of the Microsoft Word document menu. This will Unprotect the document.

3. Once he document has been unprotected, complete the necessary information in the header and/or footer and then click on the "Protect-Unprotect Form" button again to protect the document.

4. Whenever a "Protect Document" box is displayed, the user must always select "Protect document for" - "Forms."

I. Utilization of NRP Forms with Excel Spreadsheets

1. A number of NRP Forms have been designed as an Excel spreadsheet or as a Word document with a spreadsheet incorporated into the document. Some of these spreadsheets contain items such as check-boxes, which require a change to Microsoft Excel for the form to function properly.

a. Changes to Microsoft Excel 2000 Settings:
   (1) Go to the Excel toolbar and click on "Tools."
   (2) Wait until the "Tools" drop-down menu expands and click on "Macro."
   (3) On the "Macro" drop-down menu click on "Security."
   (4) When the "Security" menu opens, click on "Security Level" and set the macro security level to "Low."
   (5) Close Microsoft Excel and then restart it to set the new macro security level.

b. Changes to Microsoft Excel 2010 or Excel 2016 Settings:
   (1) Click the File tab.
   (2) Click Options.
   (3) Click Trust Center, and then click Trust Center Settings.
   (4) In the Trust Center, click Macro Settings.
   (5) Click on Enable all macros.
   (6) Click OK.

J. The Use of Google Forms

1. Google forms may be created as needed to gather information or statistics.

K. Status Definitions

For those NRP forms that require notification of incident status, the following definitions shall apply.

1. ***Closed*** – Indicates that the investigation is complete and no further active investigation is required. Incidents can be closed under the following conditions: (discussion on when to close report)
   a. Apprehension of the perpetrator.
   b. Incidents of stolen property can be closed when:
      (a) All property is recovered and accounted for; and,
      (b) When all investigatory have been exhausted.

c. Incidents of abandoned, lost, or seized property can be closed when:
   (1) When property has been confiscated or forfeited by court action; or
   (2) When property has been held for 6 months and the owner of the property cannot be determined. (See §1-2A-01 of the Natural Resources Article)

d. All other incidents can be closed when the investigation reveals that no further action can be taken, and the incident receives proper approval.

2. ***Pending Further Information*** (open with active warrant, pending further information, warrant request approved) – Indicates that an incident is being actively investigated, and it does not meet the criteria for Closed.

3. ***Follow-Up Patrol*** (open, open pending destruction of property, open pending return of property, open LEIN entry only, other enforcement action, pending laboratory analysis, review for closure, warrant request approved, warrant request submitted)

L. Original Signatures Required

1. Certain NRP forms require original inked signatures as specified on the forms. These forms include, but are not limited to, most forms in the 800 series.

2. The only exception to this rule on original signatures would be if the form's instruction sheet specifically notes that an original signature is not required or that a computerized signature is acceptable.

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CHAPTER 11 SECTION II
RMS REPORTS

A. RMS Reports Replacing NRP Forms

The following table lists those reports that are part of the CAD/RMS programs, and the NRP forms that the CAD/RMS programs replace. Except where noted, paper versions of the obsolete NRP forms are no longer acceptable. The affected forms include the following:

Obsolete NRP Forms & Replacement CAD Entries / RMS Reports		
Old NRP Form Number	**Old NRP Form Name**	**Replacement CAD Entry / RMS Report**
NRP-206	Employee Work Report	Officer's Daily Log
NRP-301	Commercial Waterman & Aquaculture Harvester Inspection Report	Since the NRP-301 is now obsolete officers will enter the information into the CAD program to capture the inspections under "Inspection of Commercial Fisheries Establishments, Vehicles, & Vessels."
NRP-303	Report on Patrol of Closed Shellfish Area	Information now captured in Officer's Daily Log.
NRP-403	Hunting Accident Report	RMS Hunting Related Accident Template
NRP-403A	Hunting Accident Report – Short Form	Hunting Related Accident Investigation – Short Form
NRP-409	Investigative Report	RMS Incident Report
NRP-410	Supplemental Investigative Report	RMS Supplement Report **Comments** The NRP-410 will be only used to complete a supplemental report for incidents that were entered into the CAD system prior to October 8, 2013.
NRP-410A	Incident Property List	Part of RMS Incident Report
NRP-412	Watercraft Accident Report	RMS Watercraft Related Accident Template **Comments** The NRP-412 will still be utilized by law enforcement agencies outside of NRP to document boating related accidents within the state.
NRP-416	Property Inventory Record	Part of RMS Incident Report
NRP-419	Abandoned Boat Report	RMS Abandoned Boat Report Template
NRP-430	Alcohol Influence Report	RMS Alcohol Influence Report Template
NRP-445	Notification of Federal / Criminal Charges	Part of RMS Incident Report **Comments** Offenses should ONLY be entered into RMS for the following violations: A. Criminal Violations 1. On view arrest 2. Application for statement of charges (warrant or criminal summons) 3. Criminal citations B. Natural Resources Violations 1. Instances where an officer prepares an application for statement of charges for DNR violations.
NRP-461	Property Transfer-Disposal Request	RMS Property Transfer-Disposal Request Template
NRP-488	Debris Removal Report	RMS Debris Removal Report Template

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CHAPTER 11, SECTION III
NRP FORMS

A. NRP Forms

1. The NRP Forms are listed on the NRP Computer Network and can be found at the following hyperlink:
   \\Tawesdata2\nrp\Common\NRP_Forms

2. Effective 05/01/2011 forms will no longer be printed in the Manual, but will be readily available on the NRP Computer Network.

3. Generally, only those forms that are investigative in nature, or enforcement related compliance checks may be scanned into the RMS program (i.e., wildlife compliance checks).

4. In general, forms that relate to non-investigative matters should not be scanned into the RMS program. Such forms include, but are not limited to, the following:
   a. Administrative related forms
   b. Personnel related forms
   c. Applicant related forms
   d. Internal Investigation forms
   e. Disciplinary related forms
   f. Inspection related forms (i.e., equipment inspections, personnel inspections.)
   g. Training related form
   h. Departmental accident forms
   i. First report of injury
   j. Other non-investigatory patrol related forms

5. Personnel are directed to check the NRP Computer Network for the most up-to-date form and/or instructions.

6. Note: Only when considered necessary for accurate form completion are form instructions given.

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