



Law Enforcement Technology Shared Services

Information Technology Services • 128 E. Buffalo Street • Ithaca, NY 14850 • (607)274-5417 • Fax (607)274-5420

POLICY/PROCEDURE #:	TITLE:
REQUESTOR:	
CHANGE REQUEST DATE:	REFERENCES:
MODIFIED DATE:	

CHANGE REQUEST FORM

COMPLETE A FORM FOR EACH TYPE OF REQUEST

Type of Request (select all that apply):

- | | |
|--|---|
| <input type="checkbox"/> New policy | <input type="checkbox"/> New procedure |
| <input type="checkbox"/> Revision to existing policy | <input type="checkbox"/> Revision to existing procedure |

Description of Change Request (Sections I and II must be completed):

Section I: Briefly Explain the Recommended Change: (Identify sections and paragraphs if changing existing policy or procedure)
Section II: Explain the reason for the suggested text
General Comments: (Optional):
