

Notebooks		Inspection and Enforcement New Brunswick	1.1.8
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1. Purpose of Policy

A notebook is one of the most important tools an officer has. It represents the first step in the documentation of activities, investigations, and events. Notes contained in an officer's notebook can be a guide used in the questioning of suspects and when interviewing witnesses and victims. Notes aid memory and may be utilized as a reference in court. This policy will identify the proper use and storage for notebooks.

2. Procedures

- A. Notebooks will be issued to officers as part of the equipment required to perform their duty.
- B. Officers will maintain a notebook as required by the nature of their investigative duties.
- C. Only notebooks that are bound tight with printed, pre-numbered pages will be used. Loose-leaf pages are not acceptable.
- D. All notes made in an officer's notebook during the course of an investigation relative to a court case are subject to the rules of disclosure.

3. Property of Employer

- A. Notebooks form part of the official record or the documentation of various incidents and/or investigations and therefore remain the property of the Department of Justice and Public Safety.
- B. All officers shall make their notebooks available for inspection immediately upon the request of the Sergeant, the Inspector, the Deputy Chief, the Chief and the Executive Director or designates.
- C. Notebooks are to be checked periodically by the officer's Sergeant/ Inspector and documented (refer to section 7).

4. Use of Notebooks

Officers are required to maintain a notebook in an organized manner and use it for work related purposes only

- A. Notebooks shall identify the officer's name, employee/badge number, work location, and date the Notebook was started and ended, and volume number.
- B. At commencement of shift, officers should routinely make appropriate notations recording date, hours of shift, vehicle identification/number (if applicable), equipment signed out, partner name if applicable and other information of value such as weather.
- C. Information should be added to the notebook in chronological order.
- D. Officers should maintain a notebook in an organized manner and use it for work purposes only.
- E. Entries into the notebook shall be made in ink.
- F. Notes should be made/ recorded as soon as possible to ensure that accurate and pertinent information associated with the investigation is recorded.
- G. Try to avoid changes, however if changes and/or deletions are required, strike out with a single line while maintaining legibility and initial changes:
 - i. Never erase an entry made in a notebook
 - ii. Do not remove pages from a notebook
- H. Generally speaking, an officer's notebook should contain the following additional information:
 - i. Date / time of scene arrival and departure;
 - ii. Reported date/time of the occurrence;
 - iii. Full particulars of victims, witnesses, suspects;
 - iv. Names of other officers present;
 - v. Description of physical appearance / clothing of suspect(s);
 - vi. Spontaneous oral statements, utterances;
 - vii. Times of police warnings , demands , Charter of Rights;
 - viii. Responses to any police warnings , demands , Charter of Rights;
 - ix. Position and condition of evidence;
 - x. Sketches/measurements if required; and

- xi. Weather and traffic conditions at time (weather conditions may be different than what was noted at the beginning of shift).

- I. The names of informants must not be recorded in a notebook.

5. Retention and Storage

Completed notebooks with no active files (pending appeals, prosecutions, or investigations) shall be secured and retained by the officer for a period of ten years. In the event the officer leaves, retires, or dies, their notebooks shall be surrendered immediately to the Chief, Deputy Chief or designate. After ten years has elapsed, the notebooks shall be given to the Chief, Deputy Chief or designate for secure retention for an additional ten years and then forwarded on to Records Management.

6. Use of Notebooks in Court

- A. Notebooks may be used by an officer in Court provided the Judge grants permission for the officer to use notes to refresh their memory. Most Judges require an officer to answer a few standard questions:
 - i. Did the officer make the notes?
 - ii. Are the notes in the officer's handwriting?
 - iii. Were the notes made at the time of the occurrence or as soon as practical thereafter?
- B. Notes contained in a notebook that were used to refresh an officer's memory in Court are subject to examination by the defense.
- C. When notebooks are taken to the witness stand, the specific case shall be isolated in the notebook by the use of elastic bands (or other suitable method) so that the defense does not view other notes in the book that do not make up part of the case in question.
- D. Notes made by one of several investigating officers may be used to refresh the memories of all investigators, if:
 - i. The notes were made at the time of the occurrence or as soon as practical thereafter.

7. Sergeant / Inspector Duties

- A. Ensure officers that report to them are maintaining their notebooks in accordance with this policy.
- B. Routinely request officers to produce their notebooks for examination.
- C. When examining the notebook of a subordinate, the Sergeant/ Inspector shall, after the last entry made by the officer in the notebook being examined, enter the date, time and the Sergeant/ Inspector's name and initials.
- D. Retrieve and secure all notebooks issued to officers no longer employed by the Department of Justice and Public Safety and/or the Inspection and Enforcement Branch.