



IR20

NOTE TAKING & NOTES MANAGEMENT

IR20

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(E-Notes Trial – C Platoon, Pending Board Approval)

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POLICY

1. Every member of the Delta Police Department (Department) will maintain a notebook within which accurate, detailed, and comprehensive notes of daily activities, events, evidence, and information will be recorded, and these details may also be partially or exclusively recorded utilizing the Department’s Records Management System ‘PRIME.’

REASON FOR POLICY

2. To ensure that members create a record of their daily activities, events, evidence, and information obtained, specific to their duties, for the purposes of accountability, aiding the investigative process, report writing, and accurate testimony.
3. To ensure members prepare notes contemporaneously (i.e., the note must be made within a timeframe where the member’s recollection of the information can be reasonably believed to be accurate) to their duties or as soon as practicable.
4. To ensure records of events are recorded in the multi-jurisdictional records management system available to other police agencies for investigative

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purposes.

RELATED POLICIES

DP20 – Property & Equipment Management
IP22 – Crown Disclosure

PROCEDURES

Note:

Members must articulate details of incidents and actions clearly and contemporaneously in their notes in order to ensure they are able to recollect events in as much detail as possible in court; everything the Crown needs to know, that members want the Crown to know, or that may be relevant to a review of an incident (e.g. by Professional Standards) must be included in a member's notes (including for non-charge files).

General

5. During the course of each shift, a member shall take accurate, detailed, and comprehensive notes, as relevant, including but not limited to the date, day of week, shift, duty assignment, vehicle used, and activities and events such as investigations attended, locations, corresponding file numbers, grounds for arrest or search, interviews, use of force and the extent and reason thereof, search and seizure, and information on individuals involved in the incident (e.g., witnesses, suspects, victims, members, emergency responder personnel).
6. Members shall make investigative notes at the time of the event, normally while still at the scene, and if they cannot be made then, they must be made as soon as practicable after the event and include an explanation for the delay, and in all cases, investigative notes shall be made prior to the conclusion of the member's shift or as approved by a supervisor.
7. Members must consider that the time when they document their recollection must be reasonable in relation to the level of detail of the information (e.g., a license plate can reasonably be remembered only for a few minutes, while the colour of a vehicle may be recalled hours later), and the specific time of certain actions (e.g., giving charter rights) should be recorded immediately.
8. If a correction of notes is necessary:
 - a) in a notebook, members shall cross out the error with a single line



and then write the proper entry immediately after; and

- b) in electronic notes, members shall create a new notes text page with the correction.

Note: Typed notes may be altered while in the act of typing them, but not after the page has been locked.

9. All notes are subject to prosecution disclosure (refer to Policy IP22 – *Crown Disclosure*).
10. Supervisors shall, as part of performance reviews, routinely check members' notes to ensure compliance with this Policy.

Notes in Notebooks

11. Notebooks are the property of the Department, and filled notebooks shall be retained and stored by members in their locker, until matters documented therein are no longer subject to active investigation or prosecution.
12. Members shall not leave more than two blank spaces between paragraphs or sentences in a notebook, as leaving larger spaces may cause suggestions that the space was left to add something to the original entry.
13. Once no longer required, members shall submit their filled notebooks to the Exhibits & Property Unit for secure storage, and upon retirement or termination of employment, any notebooks in a member's possession shall be submitted to the Inspector, Human Resources.
14. Notebooks will be retained by the Exhibits & Property Unit in accordance with the Department's records retention schedule.
15. Members will only use notebooks issued by the Department.
16. Members in specialized sections or seconded to a specific major operation or investigation may utilize a separate notebook for notes in regard to the operation or investigation with the prior authorization of their supervisor.

Lost or Stolen Notebooks

17. A member who discovers their notebook to be lost or stolen must:
 - a) report this to their supervisor, who is to direct the investigative steps to be taken;



- b) create a PRIME report documenting the loss or theft; and
- c) advise the Court Liaison Unit supervisor and Crown counsel, if the notebook contains notes related to an active or pending prosecution.

Damaged or Destroyed Notebooks

18. A member who discovers their notebook to have been damaged beyond further usability or destroyed must:
- a) report this to their supervisor;
 - b) place whatever remains of the notebook in an exhibits bag;
 - c) list the notebook on their log sheet in the Exhibits & Property Unit, and have its bagged remains added to their notebooks box;
 - d) if nothing remains, still list the notebook on their log sheet along with a notation of how the notebook was destroyed; and
 - e) advise the Court Liaison Unit supervisor and Crown counsel, if the notebook contains notes related to an active or pending prosecution.

Notes in PRIME

19. Members may record notes in PRIME by creating an 'MN' (Miscellaneous Notes) text page, with the title specifying when the notetaking process started, adhering to the following format:

NOTES-INVEST_SURNAME, GIVEN1_DATE OF NOTES_START TIME OF NOTES

20. Upon completing notes in a 'MN' text page in MRE or RMS, the member must promptly 'lock' the text page.

Note: It is assumed that, to be considered contemporaneous, notes will normally be made at the scene in MRE, but exceptions to this will exist.

21. Members are not to use a 'MN' notes page titled "NOTES-INVEST ..." as an on-going log of items still to be completed in their investigation, but only as a contemporaneous record, in the same way as notebook notes.
22. After a notes text page in PRIME has been 'locked', it shall not be unlocked, nor removed, altered, or modified by any member, a supervisor, or by police staff.



23. A member or police staff who discovers that a 'MN' notes page has been unlocked must report this to their supervisor and to the Manager, Department Support Services, who shall determine the cause and report any concerns to the relevant Bureau's Superintendent.
24. Notes made subsequent to the first notes text page are to be made in a new and further 'MN' page, again specifying the date and time of when the notetaking process started, adhering to the title format in Section 19.
25. Notes must be typed by the member who created the text page, i.e., whose notes they are.
26. 'MN' pages with the title "NOTES-INVEST..." will be deemed contemporaneous notes and the member does not need to articulate in the text page itself that they were made contemporaneously.
27. For non-RTCC files, the synopsis page or narrative may be considered 'notes' if written contemporaneously, and if the member writes:

"ENOTES, NHWN, NFAR"

Note:

ENOTES (contemporaneous electronic notes)

NHWN (no handwritten notes, if no handwritten notes exist)

NFAR (no further action required).

28. Notes created in PRIME are retained in accordance with the retention period of the GO report established by the PRIME records retention schedule.

E-Notes Disclosure to Crown & Vetting

29. In order to provide an 'MN' notes page for disclosure (note: original 'MN' notes pages are not submitted to Crown), members must convert it to PDF, vet it as necessary (using Crown approved vetting codes), and save it to their disclosure package as an attachment, naming it:

NOTES-INVEST_SURNAME, GIVEN1_YMMMDD_HHMM.pdf

30. If more than one 'MN' notes page was created on a single date, the saved PDF must be named to include the start time of the notes after the date (i.e., 240701_1000 for Notes started on July 01, 2024 at 10:00 AM):

Single note on a given day:



NOTES-INVEST_SURNAME, GIVEN1_YYMMDD_HHMM

Multiple notes on a given day:

NOTES-INVEST_SURNAME, GIVEN1_YYMMDD_HHMM
NOTES-INVEST_SURNAME, GIVEN1_YYMMDD_HHMM

*Revised Dates:
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