

015.00 POLICE NOTEBOOKS

015.01 Approved: February 19, 2007

015.02 The police agency is to have a written policy and operational procedure respecting the use, maintenance and storage of police notebooks by all members.

015.03 Operational or administrative policy and procedure approved by the police agency is to include and demonstrate:

- (a) officer member responsibilities
- (b) supervisor responsibility
- (c) police notebooks are to be issued by the police service
- (d) issued police notebooks are business records and are the property of the police agency
- (e) used or full police notebooks are to be stored and maintained by the police agency

015.04 The police agency is to assure all agency police officers have received training in police notebook procedures as required.