



NIAGARA REGIONAL POLICE SERVICE Police Service Board Report

PUBLIC AGENDA

Subject: Annual Report - Officer Note Taking
January 1 to December 31, 2024

Report To: Chair and Members, Niagara Police Service Board

Report Date: 2025-07-02

Recommendation(s)

That the Niagara Police Service Board (Board) receive this report for information.

Key Facts

- This report is submitted to the Board pursuant to By-Law 486-2024, Officer Note Taking, which states the Chief of Police shall make a written report to the Board on or before August 30 of each year.
- By-Law 486-2024, a By-Law respecting Officer Note Taking, was enacted as a result of Adequacy and Effective Policing LE-022, Officer Note Taking.
- The report shall include a summary of written procedures regarding officer note taking.

Financial Considerations

There are no financial implications relating to the recommendations contained within this report.

Analysis

The Chief shall make a written report to the Board on or before August 30 of each year. The report shall include a summary of the written procedures regarding officer note taking.

General Order 168, Officer Note Taking, obliges members to maintain accurate and complete notes, recording in chronological order, and in detail, all matters involving police activity coming to the officer's attention, by the end of their shift.

The General Order identifies the method in which members are to record their daily activities. It requires that only Service issued books with consecutive page numbers are to be used for note taking. Treatment of duty books, with respect to disclosure, use for court purposes, and information and privacy matters, are also addressed.

The General Order identifies supervisors' responsibilities for secure storage, availability, inspection, entry of details, and the logging of notebooks. It further requires that duty books remain the property of the Niagara Regional Police Service (Service) and are retained and destroyed in accordance with the Records Retention By-Law.

Training of newly appointed Service members regarding the use of duty books is also addressed by the General Order. Notebooks are continuously checked weekly by District Supervisors to ensure compliance with policy relating to the content and use of duty books.

Notebooks are retained by the districts and units for three years. Each January, the duty book cabinet in each district, or unit, is purged by the Unit Commander of notebooks beyond the three-year district retention period. These are forwarded to Records and Information Management (RIM). When an officer is transferred, notebooks are forwarded to their new district or unit for required storage.

Storage and retention of officers' notes is addressed by Adequacy and Effective Policing LE-022. They require secure storage of officers' notes and set a minimum retention period of 15 years from the last date of entry in the books, or longer if the notebooks relate to an unsolved major case. This is being managed by the Records and Information Unit.

Alternatives Reviewed

Not applicable.

Relationship to Police Service/Board Strategic Priorities

To comply with the provisions of Board By-Laws and to maintain compliance with the Adequacy and Effective Policing LE-022.

Relevant Policy Considerations

By-Law No. 486-2024 - Officer Note Taking.
General Order 168 - Officer Note Taking.

Other Pertinent Reports

8.9 – 2024-06-27 – Annual Report – Officer Note Taking – January 1 to December 31, 2023.

This report was prepared by Evan Lindsay, Constable, 3 District, and reviewed by Dave Gomez, Acting Superintendent, Community Services. Recommended by Mario Lagrotteria, Deputy Chief, Community Services.



Submitted by:

Bill Fordy, O.O.M. #9615
Chief of Police

Appendices

Not applicable.