



NIAGARA REGIONAL POLICE SERVICE

Police Services Board Report

PUBLIC AGENDA

Subject: Annual Report - Officer Note Taking - January 1 to December 31, 2020
Report To: Chair and Members, Niagara Police Services Board
Report Date: 2021-06-22

Recommendation(s)

That the Niagara Police Services Board receive this report for information.

Key Facts

- The purpose of this report is to advise the Board that the Service is in compliance with By-Law 214-2000 – Officer Note Taking.
- The Chief is required to make a written annual report to the Board with respect to Officer Note Taking.
- This report provides a summary of requirements to ensure the Service is in compliance with the By-law.

Financial Considerations

Not Applicable.

Analysis

In accordance with By-Law 214-2000, the Chief shall make a written report to the Board each year with respect to Officer Note Taking, and must include a summary of the written procedures regarding officer note taking.

The following is a detailed response to the above noted requirements:

General Order 168.06 was developed to address the requirements for the procedures and storage as outlined under LE-002. The Order outlines how note taking processes are taught, what should be included in entries, when notebooks should be reviewed by supervisors, how and where they should be stored, and the Service's retention guidelines.

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 notebooks are forwarded to Records and Information Management. When an officer is transferred, notebooks are forwarded to their new district or unit for prescribed storage.

Duty Books remain the property of the Niagara Regional Police Service and are retained and destroyed in accordance with the Records Retention By-Law. Storage and retention of officers' notes is addressed by Provincial Adequacy Guidelines 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 process is managed by the Corporate Records Unit.

Alternatives Reviewed

Not applicable.

Relationship to Police Service/Board Strategic Priorities

To comply with the provisions of the Police Services Board By-Laws and to maintain compliance with the Provincial Adequacy Standards Regulation LE-022.

Relevant Policy Considerations

By-Law No. 214-2000 - Officer Note Taking
General Order 168.06 - Officer Note Taking

Other Pertinent Reports

109-2020 Annual Report - Officer Note Taking

This report was prepared by Evan Lindsay #9107, Constable, No. 3 District, in consultation with Patrick McCauley #9582, Inspector, 3 District Welland, reviewed by Marco Giannico, Superintendent, District Operations and recommended by Brett Flynn, Deputy Chief of Police, Operational Services.



Submitted by:

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Chief of Police

Appendices

Not applicable.