



NIAGARA REGIONAL POLICE SERVICE

Police Services Board Report

PUBLIC AGENDA

Subject: Annual Report - Officer Note Taking – January 1 to December 31, 2021

Report To: Chair and Members, Niagara Police Services Board

Report Date: 2022-04-28

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 of Police shall make a written annual report to the Board.
- By-Law 214-2000, a By-Law respecting Officer Note Taking was enacted as a result of Provincial Adequacy Standard Regulations LE-022, Officer Note Taking.
- The report provides a summary of written procedures regarding officer note taking.

Financial Considerations

Not Applicable.

Analysis

General Order 168.06 – *Officer Note Taking* directs officers 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 Order identifies the method in which officers are to record their daily activities. It recommends that only Service issued books with consecutive page numbers are to be used for note taking. Treatment of duty books with regard to disclosure, use for court purposes and information and privacy matters, are also addressed.

The Order identifies supervisors' responsibilities for secure storage, availability, inspection, entry of details, and logging of notebooks. It prescribes that duty books remain the property of the Service and are retained and destroyed in accordance with the Records Retention By-Law. Training of newly appointed members regarding the use of duty books is also addressed. Notebooks are checked weekly by District Supervisors to ensure compliance with policy relating to the content and use of duty books.

Notebooks are retained by districts three years, following which they are forwarded to Records and Information Management. When an officer is transferred, notebooks are forwarded to their new district or unit for prescribed storage.

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, longer if the notebook relates to an unsolved major case. This is being managed by the Corporate Records and Information Management 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

Regional Municipality of Niagara Services Board By-Law No. 214-2000 - Officer Note Taking

General Order 168.06 Duty Books

Other Pertinent Reports

27-2018 Annual Report Officer Note Taking

This report was prepared by Evan Lindsay, Constable, 3 District, in consultation with Patrick McCauley, Inspector, 3 District, reviewed by Marco Giannico, Superintendent, District Operations, and recommended by Brett Flynn, Deputy Chief, Operational Services.



Submitted by:

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Chief of Police

Appendices

Not applicable.