



OFFICER NOTE TAKING LE-022

Effective Date: 2000/09/15
Reviewed: 2014/02/19
Amended: 2025/03/14

Policy Statement

It is the policy of the Regional Municipality of Peel Police Service Board that the requirements set out in this document shall form part of the Board Policies and the Chief of Police is hereby directed to comply with these requirements in his/her administration and operation of the Peel Regional Police.

1. Subject

The guiding principles under which the Chief of Police is to establish procedures and processes relating to officer note taking in order to maintain an official record of their police duties, including the secure storage and retention of police officer's notes.

2. Policy Requirements

It is the policy of the Board that with respect to officer note taking the Chief of Police shall:

- (a) Ensure complete compliance with legislative and constitutional requirements, and recognized legal principles;
- (b) Ensure that members act with full respect for human dignity and according to professional standards of skill, integrity and accountability; and
- (c) Establish procedures relating to officer note taking, including the secure storage and retention of police officer notes.

3. Measurement Methods/Systems

The Chief of Police shall ensure a regular review police officer's notebooks and monitor the completeness and accuracy of officer's notes.

4. Reporting

The Chief of Police shall report on an exception basis. This applies to those circumstances where officer note-taking has resulted in an "exceptional" circumstance, or a circumstance which may be detrimental to the police service; and/or has resulted in significant issues of potential liability to the Board and/or the police service.

5. Authority/Legislative Reference

Community Safety and Policing Act, 2019, ss. 38(1)(b) and 38(2)

Board Minute #191/00

Board Minute #18/14

6. Linkage to Appropriate Police Service Procedure/Directive

I-B-134(F)- Officers' Notebooks

I-B-721(F)- Special Investigations Unit