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Niagara Regional Police Service

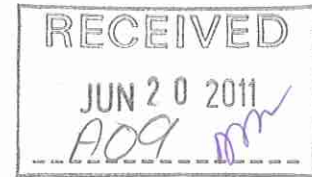
Chief of Police Wendy E. Southall

125.

REPORT OF THE POLICE SERVICE

TO

THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICES BOARD



Public Agenda

Board Report Number: 112 / 2011

Date of Report: 11.06.06

Date of Board Meeting: 11.07.28

Chairperson Mal Woodhouse
and Members of the
Regional Municipality of Niagara Police Services Board

Reference: Reporting Requirements of Police Services
Board By-Law 214-2000, Officer Note Taking.

Recommendation: Receive for Information.

Background:

This report is submitted to the Board pursuant to By-Law 214-2000, *Officer Note Taking*.

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 by-law details the following specific reporting requirement:

Fort Erie • Grimsby • Lincoln • Niagara Falls • Niagara-on-the-Lake • Pelham
Port Colborne • St. Catharines • Thorold • Wainfleet • Welland • West Lincoln



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

The following is responsive to that requirement.

General Order 168.05, Officer Note Taking details the responsibilities of members to maintain, use and retain duty books in a prescribed manner. The General Order (January 2010) is attached as reference for the convenience of the Board. Specific provisions of this order are being updated to reflect best operational practices.

The Order 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 Order identifies the method in which members are to record their daily activities. It prescribes 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 is also addressed.

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

Training of newly appointed members of this Service regarding the use of duty books is also addressed by the Order.

Storage and Retention of Officers' Notes are addressed by Provincial Adequacy Guidelines LE – 022, which is attached as reference for the convenience of the Board. 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 relates to an unsolved Major Case.

Beginning in 2005, notebooks were recalled for storage by the Service to reflect the changes in the General Order.

Notebooks are checked weekly by District Supervisors and as well by Duty Officer Inspection's to ensure compliance with policy relating to the content and use of duty books.

Conclusion:

This report is submitted to the Board for review and consideration of information relating to note taking by members of the Niagara Regional Police Service.

Relevant Policy Considerations: **General Order 168.05**
Duty Books
By-Law No. 214-2000
Officer Note Taking

Cost of Recommendations: **No cost is associated to this report.**

Alternative Options: **To not accept this report.**

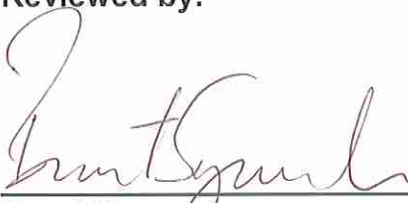
Reasons for Recommendation: **To comply with the provisions of Police Service Board by-laws and to maintain compliance with the *Provincial Adequacy Standards Regulations.***

Prepared by:

Reviewed by:




Shannon McCurdy
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Central Region Administration



Brent Symonds
Superintendent
Central Region

Approved by:

Respectfully submitted by:



Joe Matthews
Deputy Chief of Police



Wendy Southall
Chief of Police