



Altogether Better Policing

DURHAM CONSTABULARY POLICY

Durham Constabulary Freedom of Information Act Publication Scheme	
Name of Policy	Pocket Note Book Policy
Registry Reference No.	DCP 161
Policy Owner	Head of Crime & Justice Command
Date approved at FMG	14 May 2013
Life Span	3 years
Version	1.0
Protective Marking	Not protectively marked
Publication Scheme Y/N	Yes
All Durham Constabulary policies are drafted in accordance with Human Rights and Equality Legislation	

Version Control

Version	Date	Reason for Change	Produced / Amended by
1.0	April 2013	Initial document	Produced by A/Insp Bennett. Consulted in-force and agreed by Ch/Supt Spraggon

1.0 Name of Policy

Pocket Note Book Policy

2.0 Purpose and Scope

The purpose of this policy is to provide guidance to police personnel for the issue, use, storage and disposal of Pocket Note Books (PNB).

3.0 Motivation or Driving Forces

The pocket note book is a key document in operational policing, the proper use, maintenance, integrity and supervision of which impacts on the overall effectiveness of Police officers, Special Constables and members of Police Staff.

It is vitally important that staff maintain the integrity of their PNB and record timely and accurate details in their PNB to enable them to recall details of incidents specifically during the course of criminal, civil or disciplinary proceedings.

With the implementation of Streamlining Process, Modernising Charging and the introduction of Sleuth within the force with particular regard to crime recording and intelligence, there is more emphasis on the use and integrity of PNBs.

4.0 The Legal Basis and Legitimate Aims

The legal basis for this policy comes from the Police Act 1996 and the Police and Criminal Evidence Act 1984.

5.0 Policy Statement

The PNB is an important document which when used properly provides the greatest support to officers in court and constitutes protection against false or mistaken attacks upon the character of an officer.

This policy seeks to re enforce the general principles covering the timely and accurate use of PNBs by staff during their tour of duty. This includes their issue, collection, security, use, supervision and retention.

The PNB is maintained by an individual but ultimately belongs to Durham Constabulary. It is an official document subject to the rules of disclosure.

The following members of Durham Constabulary must, when on duty, carry with them a PNB at all times and ensure that it is maintained in accordance with this set policy, unless they are undertaking covert duties or their supervisory officer has agreed that it is inappropriate to do so.

NOT PROTECTIVELY MARKED

- All operational officers who have direct contact with members of the public or who during the course of their duty may require to record full details necessary for both criminal and/or civil evidential purposes irrespective of rank.
- Police Community Support Officers.
- Special Constables.
- Relevant members of Police Staff, e.g. Crime Scene Investigators, Firearms Enquiry Officers, Prisoner handling teams.

However, certain Police personnel are exempt from the requirement to keep daily entry records, although they should possess a PNB which should be utilised for recording full details of incidents which may lead to criminal or civil proceedings and be mindful of the principles of the Human Rights Act 1998 and the need to record anything that may be the subject of a challenge.

These include;

- Chief Superintendents and Superintendents
- Ch/Inspectors (excluding Professional Standards)
- All Communications Centre Police officers
- All Police officers within Tasking and Co-ordination Command
- Police Officers within Personnel and Training
- Police Officers within Criminal Justice and within Partnerships
- Designated custody Sgts
- Police Officers working in administrative roles

Rest Days, all other leave periods, duties incurring overtime, mileage and entries in connection with expenses claims and incidentals must be recorded in an officers PNB. Block entries are permitted for courses, sickness and annual leave. Officers will only have one PNB in use at any one time.

The PNB must be maintained on a daily basis, minimum entry being day and date, rostered duty, allocation of duty, vehicle and with whom crewed if applicable. It is the responsibility of all officers and relevant police staff to keep their own PNB updated. Supervisors are to ensure compliance by inspecting PNB's on a regular basis and endorsing it accordingly.

PNBs must be carried at all times when on duty and will contain original notes made at the time or as soon as practicable after an event in black ink. (If there is a delay the specific reasons should be included in the entry).

The integrity of a PNB is paramount and all entries must be true to the best of the officer's belief. Officers shall be liable to prosecution if they wilfully state in their PNBs anything which they know to be false or do not believe to be true or wilfully omit anything which could undermine the prosecution case, assist the defence or mislead the court.

6.0 Brief Description of the Attached Appendices

All procedures, tactics and guidance relating to this policy are included on the Procedures, Tactics and Guidance document which accompanies this policy and is protectively marked as RESTRICTED.

7.0 Monitoring and Review

This policy is owned by the Head of Crime and Justice Command and should be reviewed and updated every 3 years.

8.0 How to Complain

Any complaints regarding this document or its implementation should be made in writing to:

The Chief Constable
Police Headquarters
Aykley Heads
Durham
DH1 5TT
Tel: 101
Fax: 0191 375 2011
Email: CFR@durham.pnn.police.uk