

**POLICY NO. LE-022
OFFICER NOTE TAKING**

Table of Contents

<u>Section No.</u>	<u>Page No.</u>
1.0 Preamble.....	1
2.0 Definitions	1
3.0 Policy	2

Related BPS Procedures

- [Procedure #86](#) – Officer Note Taking and Notebooks

1.0 Preamble

1.1 WHEREAS subsection 31(1) of the ***Police Services Act*** provides that a Board is responsible for the provision of Police Services and for Law Enforcement and Crime Prevention in the Municipality and shall:

- 1.1.1 Generally determine after consultation with the Chief of Police, objectives and priorities with respect to the Police Service in the Municipality;
- 1.1.2 Establish priorities for the effective management of the Police Service, and
- 1.1.3 Direct the Chief of Police and monitor their performance.

1.2 AND whereas ***O. Reg. 3/99*** prescribes standards for adequacy and effectiveness of Police Services.

2.0 Definitions

2.1 **Board** – shall mean the Barrie Police Services Board.

2.2 **BPS** – the acronym for the Barrie Police Service.

2.3 **Chief** – shall mean the Chief of Police.

3.0 Policy

- 3.1 It is the policy of the Board that the Chief will establish procedures relating to Officer Note Taking, including the secure storage and retention of Officer notes.

Dated this _____ day of _____, 20____.

Board Chair

Board Administrator