

**GENERAL ORDER  
REVISION 330****SUBJECT: Police Notebooks**

Effective immediately the “Police Notebooks” chapter in the Policy and Procedure Manual is revised.

Some of the revisions in this policy (Section 7.0) are in concurrence with the recommendations identified in the report titled “Sixteen” which was a report issued by the Advocate for Children and Youth.

This policy establishes a standard for the completion, maintenance, and storage of notebooks used by police officers and some civilian personnel of the RNC during the course of their duties and to maintain a standard of excellence of note keeping throughout the organization.

This entire chapter has been extensively reformatted and updated with new additions and revisions.

Some of the more notable changes in this policy are included in the following sections:

- Section 2.0 - RNC Notebooks
- Section 4.0 - Guidelines for Preparation and Care of Notebooks
- Section 5.0 - Issue and Storage of Notebooks
- Section 7.0 - Recording of No Report Occurrences in Notebook
- Section 8.0 - Signing Out Notebooks from the PCC
- Section 11.0- Notebook Retention

Section 2.2 of this policy identifies that RNC notebooks will be available in three different sizes; however at this time all of the book sizes are not available so personnel shall continue to use their current notebooks. A future Directive will be issued when these new sizes of notebooks are available.

All personnel are required to visit the on-line manual on Frontline and familiarize themselves with this policy.

Divisional Commanders will ensure that all officers under their command are thoroughly briefed on this policy revision.

Personnel are again reminded the contents of the manual are "confidential".

**Original signed by:**

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Deputy Chief of Police  
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