



Sarnia Police Services Board Policy

Issue Number:

SPS-BP-LE-022

Subject: Officer Note Taking	Effective Date: September 14, 2023
Replaces: SPS-BP-LE-002	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

Section 31(1)(c) of the **Police Services Act (PSA)** requires a police services board, in providing adequate and effective police services, to establish policies for the effective management of the police service.

In addition, section 41(1)(a) requires the Chief of Police to administer the police service and oversee its operations in accordance with the objectives, priorities and policies established by the board.

Furthermore, consistent with these provisions of the **PSA**, and demonstrated through jurisprudence and public inquiries/inquests, a police services board should establish a policy on, and the Chief of Police should establish procedures for, the effective note taking by members of the police service.

B Board Policy

1. It is the policy of the Sarnia Police Services Board that the Chief of Police will establish procedures relating to officer note taking, including the secure storage and retention of police officer notes.