



Sarnia Police Services Board Policy

Issue Number:

SPS-BP-LE-022

Subject: Officer Note Taking	Effective Date: January 23, 2025
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: January 23, 2025	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, ("CSPA") provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by **Section 10** of the **CSPA**.

38 (2) of the **CSPA** provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing.

Section 82 of the **CSPA** prescribes the duties of constables which includes laying charges, participating in prosecutions and complying with the prescribed code of conduct.

Section 20 of O. Reg. 407/23: Code of Conduct for Police Officers provides that a police officer shall take notes in accordance with the duties of a Constable and the procedures established by their Chief of Police.

Subsection 14.3 of O. Reg. 395/23: Investigations requires that an investigating officer's notes be entered into the Police Service's record management system.

B Policy Statement

1. The Sarnia Police Service Board recognizes that proper note taking by officers is essential

to the prosecution of criminal offences, and it is therefore the policy of this Board that such note taking be done in a consistent, professional and thorough manner, and in accordance with procedures established by the Chief

C Board Policy

1. It is the policy of the Sarnia Police Board that the Chief of Police shall:
 - (a) Establish written procedures relating to officer note taking; and
 - (b) Establish procedures relating to secure storage and retention of officer notes.

2. 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.