



2.50: MEMBER NOTE TAKING

2.50.1: DAILY JOURNAL, NOTEBOOK & DIARY

Introduction Any Form Cat 1-22—Daily Journal, Ontario Provincial Police (OPP) notebook or diary is the property of the **OPP** and shall be surrendered immediately by a **uniform member** upon the request of a superior or as directed in OPP policy, e.g. Special Investigations Unit (SIU) investigation.



Retention

Uniform Member

Except as otherwise provided in this policy, a **uniform member** shall retain each Form Cat 1-22—Daily Journal or OPP notebook until separation from the **OPP**, at which time **all** Form Cat 1-22—Daily Journals or OPP notebooks shall be accounted for sequentially and forwarded to the Manager, Weapons Services Section, Fleet Supply & Weapons Services Bureau, Corporate Services. The applicable commander shall ensure that this provision is carried out.

Duration

Retention of a Form Cat 1-22—Daily Journal or **OPP** notebook shall be as follows:

- OPP General Headquarters (GHQ) for nine years plus current year; and
- Records Services Centre, Management Board of Cabinet: 19 years plus current year.

LTIP

A **uniform member** on long term income protection (LTIP) shall retain their Form Cat 1-22—Daily Journal, **OPP** notebook or diary.

Criminal Investigation Branch

Where a **uniform member** ceases their involvement in any case under the direction of Criminal Investigation Branch (CIB), Investigation Bureau, their commander shall, in addition to any applicable procedures on hard-copy file management set out in the [Ontario Major Case Management Manual](#), comply with the following procedures:

- in the case of a uniform member who was assigned to a major investigation on a full-time basis, forward the uniform member's notebooks directly to the applicable **CIB** member for inclusion with the investigative case file;
- in all other instances, forward a photocopy of the applicable portions of the uniform member's regular notebook directly to the applicable CIB member for inclusion with the investigative case file;
- maintain with the pertinent occurrence report until destroyed, a photocopy of all notes made by the investigating officer and those assisting in the investigation; and
- where a uniform member's original Form Cat 1-22—Daily Journal, **OPP** notebook or diary has been forwarded in accordance with this policy, and the uniform member has transferred or separated from the OPP, notify the Director, CIB, by memorandum and indicate on the pertinent occurrence report:
 - the date of transfer and new location; or
 - if applicable, the uniform member's date of termination.

Note: See Police Orders, Chapter 2, Legal Procedures—[Statements & Interviews](#) for additional information about a uniform member's responsibilities when interviewing an accused person at a police facility involving offences of significant personal violence.



Copies Photocopies of a uniform member's Form Cat 1-22—Daily Journal, OPP notebook or diary may, at the discretion of the uniform member, be retained or destroyed.

Diaries

Commissioned Officer A commissioned officer shall retain each diary for five years following completion at which time the diary may be destroyed.

Non-commissioned Officer Except as provided in policy relating to cases under the direction of CIB, a non-commissioned officer shall retain each diary until separation from the OPP, at which time the non-commissioned member may retain or destroy all their diaries.



Destruction Where a diary is to be destroyed in accordance with this policy, destruction shall be by means of shredding or burning.

2.50.2: POTENTIAL HISTORIC INTEREST

In instances where the retention period has expired, and a Form Cat 1-22—Daily Journal, OPP notebook or diary contains information of potential historic interest to the OPP, a uniform member should bring this to the attention of the Curator, OPP (Harold Graham) Museum. In instances where the information is considered of historic value, the Curator will advise the uniform member regarding the shipment of Form Cat 1-22—Daily Journal, OPP notebook or diary to the museum.

2.50.3: DAILY JOURNAL

Content Except as otherwise provided in this policy, a uniform member shall maintain a Form Cat 1-22—Daily Journal in accordance with procedures taught to police officers attending the Provincial Police Academy (PPA) and Ontario Police College (OPC). Before putting Form Cat 1-22—Daily Journal into use, a uniform member shall:

- complete to the extent possible the pre-printed requirements of the first page;
- ensure the date of last entry in a completed Form Cat 1-22—Daily Journal shall be recorded in the pre-printed area of the first page;
- ensure a Form Cat 1-22—Daily Journal entry is printed/written in ballpoint pen; and
- set out chronologically, using as a guide the following details:
 - date/weather;
 - time on/off duty (24-hour);
 - meal period;
 - location/nature of assignment;
 - vehicle number;
 - starting and finishing odometer reading;
 - name of each accompanying employee;
 - concise, comprehensive particulars of each occurrence, assignment, charge, warning, CPIC check; and
 - expenses incurred.



Note Taking

A uniform member shall make all original investigative notes in a Form Cat 1-22—Daily Journal during an investigation or as soon thereafter as practicable, but at all times, prior to the conclusion of the uniform member's daily tour of duty or as approved by a supervisor. Without exception, these original investigative notes shall be completed prior to the entry of such information on to other occurrence or information tracking systems, e.g. Niche RMS, CPIC and prior to their reviewing of any in-car audio or audio/video recordings.

In-Car Audio/Video Review



When, as a result of a subsequent review of an in-car audio or audio/video recording, a uniform member finds a discrepancy between this and the uniform member's original notes, he/she shall:

- record such discrepancy in their Form Cat 1-22—Daily Journal; and
- cross-reference this information to the original notes made.

Review

A supervisor shall review a uniform member's Form Cat 1-22—Daily Journal on a regular basis to ensure it is complete, accurate and in compliance with OPP policy.

Original Notes

In extraordinary instances where a uniform member makes original investigative notes in other than Form Cat 1-22—Daily Journal, e.g. loose-leaf paper, envelope, dash pad, the uniform member shall, in addition to all other requirements set out in this policy:

- transcribe such notes verbatim into Form Cat 1-22—Daily Journal;
- record the date and time (24-hour) that the verbatim notes were transcribed; and
- initial and retain the original investigative notes.

Reference Notes

In many instances these notes are extensive, or are recorded in another approved format and cannot reasonably be transcribed into Form Cat 1-22—Daily Journal. When this occurs, a uniform member fulfilling the duties of an investigative specialist, with the approval of a supervisor, need only reference such notes in Form Cat 1-22—Daily Journal and retain the original notes in accordance with this policy.

Administrative Notes

A uniform member may maintain an area at the back of Form Cat 1-22—Daily Journal for recording administrative notes, e.g. overtime earned or taken, statutory holidays, expenses, diary dates.

Complete Chronology

A uniform member shall account for each calendar day in Form Cat 1-22—Daily Journal, and consecutive days off may be shown as one entry, e.g. 03 & 04 JAN 2005—weekly rest days.

Daily Entry Separation

The first entry of each day in Form Cat 1-22—Daily Journal shall be separated by one blank line from the last entry of the previous day.

Current Use

Except as otherwise provided in this policy, only one Form Cat 1-22—Daily Journal shall be in current use.

Blank Pages

A uniform member shall draw a diagonal line through and initial any blank pages in their Form Cat 1-22—Daily Journal that have been skipped during the course of his/her daily tour of duty.

Traffic Collision Details

A uniform member shall enter the following motor vehicle, motorized snow vehicle (MSV) or all-terrain vehicle (ATV) collision details in Form Cat 1-22—Daily Journal:



- date/time (24-hour)/location of collision; and
- name/address of each driver or pedestrian involved.

Statements The statement of each driver/passenger/independent witness shall be entered on:

- the reverse side of unit 1 of Form LE042—Motor Vehicle Collision Report; or
- Form LE145—Interview Report, where applicable, which may be used and attached to unit 1 of the pertinent Form LE042—Motor Vehicle Collision Report.



2nd Daily Journal

A [uniform member](#) assigned, on a full-time basis, to a major investigation conducted under the direction of a [CIB](#) member, shall keep a separate Form Cat 1-22—Daily Journal for recording notes relating to that investigation. In all other instances, a uniform member shall record these notes in their regular Form Cat 1-22—Daily Journal.

Retention

A [uniform member](#) shall leave the current Form Cat 1-22—Daily Journal and the most recently completed one in the space provided at the [work location](#) on completion of each workday. However, a uniform member may retain Form Cat 1-22—Daily Journal while assigned to duties away from the normal work location or under circumstances where it would be inconvenient to return to the work location only to deposit Form Cat 1-22—Daily Journal.

Forms LE199 & LE200

A [uniform member](#) shall retain the current issue of [Form LE200—Caution Card](#) and [Form LE199—Statement of a Young Person](#) in their badge case and Form Cat 1-22—Daily Journal.

All versions of Form LE200 and the Form Cat 1-22—Daily Journal insert that the uniform member has used shall be retained until no longer required for any proceedings.

2.50.4: NOTEBOOK

Authorized Use

A commander may authorize a [uniform member](#) performing full-time criminal investigation duties to use a notebook which shall be maintained to record sufficient law enforcement information to complete correspondence and provide evidence in court proceedings.

A uniform member shall maintain a notebook in accordance with policy respecting [Daily Journal](#).

Alternative Method

A [uniform member](#) assigned to full-time investigative duties in Provincial Operations Intelligence Bureau (POIB) or Highway Safety Division (HSD) may adopt an alternative method to Form Cat 1-22—Daily Journal/notebook of recording investigative notes and activities as approved from time to time by their respective commander.

2.50.5: DIARY

A [uniform member](#) authorized to use a notebook shall maintain a diary. The diary is intended to provide an administrative account of a uniform member's working day and shall not be used to record investigative notes.

Content

A [uniform member](#) required to maintain a diary shall:

- enter on the fly-leaf;



- name/rank/service number;
- location of posting;
- year of use; and
- serial number of handcuffs, issue firearm, oleoresin capicum (OC) spray and baton; and
- record on a daily basis:
 - time (24-hour) and location of each duty and name of each accompanying employee;
 - chronological synopsis of activities;
 - identification number of vehicle used and distance travelled;
 - expenses incurred;
 - overtime hours worked;
 - significant diary dates; and
 - explanation of an absence from duty.

Electronic Format

A diary may be maintained in either hard copy or electronic format, e.g. Microsoft Outlook-Calendar, as approved by the uniform member's commander.

Maintenance Procedures

Each diary entry shall be in point form and completed as soon as practicable after the completion of each workday.