Peterborough Police Service Board

Policy
Officer Note-Taking
2026-LE-046

Contents

1.0 Authority
2.0 Definitions
3.0 Board Policy
4.0 Direction to the Chief
5.0 Report to the Board
6.0 Implementation

1.0 Authority

1.1 Subsection 37(1) of the *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;

1.2 Subsection 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;

1.3 The duties of a constable are detailed in section 82 of the CSPA and include laying charges, participating in prosecutions and complying with the prescribed code of conduct;

1.4 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;

1.5 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;

1.6 The Board wishes to establish a policy on the effective note-taking by members of the police service.

NOW THEREFORE THE PETERBOROUGH POLICE SERVICE BOARD APPROVES AND ADOPTS THE FOLLOWING:

2.0 Definitions

In this Policy:

2.1 **"Act" or "CSPA"** means the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, as amended;

2.2 **"Board"** means the Peterborough Police Service Board;

2.3 **"Chief"** means the Chief of the Peterborough Police Service;

2.4 **"Officer"** means a uniform member of the Peterborough Police Service;

2.5 **"Service"** means the Peterborough Police Service.

3.0 Board Policy

3.1 The Board recognizes that proper note-taking by officers is crucial to the prosecution of criminal and provincial 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 as directed in this Policy.

4.0 Direction to the Chief

4.1 **Procedures**

4.1.1 The Chief shall establish procedures relating to Officer note-taking.

4.2 **Storage**

4.2.1 The Chief shall establish procedures relating to secure storage and retention of Officer notes in accordance with subsection 14.3 of O. Reg. 395/23: Investigations.

5.0 Report to the Board

5.1 The Chief shall report to the Board on the Service's implementation of this Policy as follows:

5.1.1 In response to questions from the Board regarding Service procedures developed pursuant to the policy, either verbally at a meeting when the question is asked, or in writing at the next regularly scheduled Board meeting, as directed by the Board; and

5.1.2 Within thirty days of the Chief becoming aware of a breach of Service procedures developed pursuant to this policy that the Chief in his sole discretion determines to be a significant breach that is likely to result in liability for or reputational damage to the Board or the Service, the Chief shall:

a) report to the Board verbally regarding the matter at its next regularly scheduled meeting;

b) provide periodic verbal updates as directed by the Board at subsequent meetings pending completion of internal and external proceedings regarding the matter; and

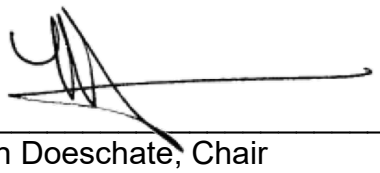
c) after the conclusion of all internal and external proceedings regarding the matter, provide a written report to the Board explaining:

i) the breach;
ii) the circumstances surrounding the breach;
iii) the Chief's liability or reputational concerns; and
iv) the corrective measures taken, including amendments to the procedure to guard against future breaches.

6.0 Implementation

6.1 That the Board approves and adopts this Policy #2026-LE-046 Officer Note-Taking which shall come into force on October 21, 2026.

6.2 That Policy #LE-022 Officer Note Taking, enacted on October 20, 2014, is hereby repealed effective October 21, 2026.



Mary ten Doeschate, Chair
Peterborough Police Service Board

October 20, 2026
Date



Lisa Wilson, Executive Assistant
Peterborough Police Service Board

October 20, 2026
Date