



STRATFORD POLICE SERVICE

BOARD POLICY

Issued: December 12, 2000
Revised: January 15, 2025
Expires: Indefinite
Rescinds: LE-022-2000 Officer Note Taking

LE-022SPSB Officer Note Taking

It is the policy of the Stratford Police Service Board that the Chief of Police will establish and maintain written procedures relating to officer note taking, including the secure storage and retention of Police Officer notes:

- I. Establish and maintain written procedures regarding Officer's notes and *Special Investigations Unit Act, 2019* (SIU);
- II. Require that Officers shall complete their notes before the end of their shift, except when excused by the Chief of Police or designate and shall not delay for the purpose of obtaining legal advice; and
- III. Establish and maintain written procedures on the retention and secure storage of police officer's notes.

"Steve Cousins"
Chair

Approved January 15, 2025
Date