

# HALTON REGIONAL POLICE SERVICES BOARD

## ADEQUACY STANDARDS POLICY DOCUMENT

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**Policy No. & Subject:** B-LE-022 – Officer Note Taking  
**Date Approved:** November 23, 2000  
**Effective Date:** January 1, 2001  
**Reporting Requirement:** N/A  
**Revision Dates:**  
**Service Directive Linkage:** OPS-004 Notebooks  
REC-012 Records Retention Schedule

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1. **Officer Note Taking (pursuant to O. Reg. 3/99 and PSM Guideline No. LE-022)**
  - 1.1 It is the policy of the Board to ensure that effective procedures relating to Officer note taking, including secure storage and retention of Officer notes are developed and maintained.
  - 1.2 To support this policy, the Chief of Police shall develop and maintain procedures and processes regarding the training of Officers, secure storage and retention of Members notes.