



DEEP RIVER POLICE SERVICE

BOARD POLICY

Policy Number	LE-022 DRPSB
Policy Title	Officer Note Taking
Issued	21 October 2025
Reviewed	
Revised	-
Expires	Indefinite
Rescinds	-

It is the policy of the Deep River 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. Requiring 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
- II. Establish and maintain written procedures regarding Officer's notes and *Special Investigations Unit Act, 2019 (SIU)*.

Handwritten signature in purple ink that reads "Russell".

Chair

21 October 2025

Date