

Notebooks and Job Sheets

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Policy statement and principles

What

Constabulary and some other Police employees in roles where a daily record of activities is maintained, use notebooks. Employees are responsible for the safe and secure retention, storage and destruction of their notebooks.

Notebooks are the property of Police.

The minimum retention period for Police notebooks under the [Police Retention and Disposal Schedule \(DA648\)](#) is 2 years after the notebook is completed.

Employees exiting Police must deliver all notebooks in their possession to their supervisor prior to termination of employment.

Job sheets should be completed daily, when action is completed, or an observation is made, but **not**:

- relied on as a contemporaneous document to refresh memory while giving evidence in chief at Court
- used to record interviews.

Why

The Police notebook is an essential investigative tool, a diary of times, dates, places, people and events. It records duties, who was spoken to, observations, sketch plans, action taken, decisions made and initial interview notes and to review and compare notes to:

- aid an investigation
- refresh the employee's memory when giving evidence in Court.

Job sheets are useful to compile supporting investigation information for the Police file, but not for recording evidence.

How

Police employees will:

- record significant events and correspondence accurately in their notebook
- carry a notebook at all times when on duty
- produce their notebook for inspection when required
- retain possession for at least 2 years after the date of the last entry and keep notebooks indefinitely while in the employment of Police, if they contain information about important cases or ongoing enquiries
- unless a notebook is to be kept indefinitely, it should be destroyed 2 years after the last record in the notebook (note, a notebook will be kept indefinitely, if it is required for a homicide or serious crime investigation, ongoing inquiries or evidence at Court)
- ensure retained notebooks are stored and secured on Police premises only
- deliver notebooks to the File Management Centre for destruction when disposal criteria are met.

Notebooks

Purpose of notebooks

The Police notebook is an essential tool of trade for a Police constable. It is, in effect, a diary of times, dates, places, people and events. It records duties, who was spoken to, observations, sketch plans, action taken, decisions made and initial interview notes.

It is used as:

- an investigative tool, where notes can be reviewed and compared, thus aiding an investigation
- the basis for giving evidence in Court, and can be referred to when giving evidence to refresh the officer's memory
- a record of correspondence, as notes will be used to compile a Police file
- a record of significant events
- a reference point for interviews and statements.

Ownership, possession and production of notebooks

Be aware that:

- notebooks are, and at all times remain, the property of Police.
- Police employees, particularly constables and authorised officers, in roles where a daily record of activities needs to be maintained, must use and carry their notebook while on duty
- employees using notebooks must produce their notebook/s for review, when required
- once a notebook is completed employees must:
 - retain possession of it for at least 2 years from the date of completion (see '[Retention and disposal of notebooks](#)')
 - ensure it is stored and secured on Police premises only.

Guidelines for making notebook entries

Police employees making notebook entries must ensure:

Accuracy	Record information accurately, e.g. times, things said, observations, actions taken.
Relevance	Provide details necessary to support investigation or other Police action.
Timeliness	Make your notes at the time, or as soon as practicable afterwards, so that the Court can be satisfied the matter was still fresh in your mind when you made the notes.
Clarity	Ensure: <ul style="list-style-type: none"> • entries are clear, legible and consistent • the margin is used only for date and time entries.
Integrity	All entries should be transparent (i.e. it is clear when any alteration, deletion or addition is made): <ul style="list-style-type: none"> • Never remove an entry by obliteration, erasure or overwriting • Do not tear pages out, unless an endorsement is made with the reason, e.g. to issue a receipt • Use the pages in your notebook consecutively, never leave a page blank • Write only on the line, not in between lines on the lined page • Where you need to change an entry, delete the entry by putting a single line through it so that the original entry can still be read, then make the change on the next available line. Include any necessary explanation of the change in brackets.

Retention and disposal of notebooks

The retention period for Police notebooks under the [Police Retention and Disposal Schedule \(DA648\)](#) is 2 years after the

notebook is completed. However, notebooks can be retained longer where there is a business need to do so.

Employee responsibilities during employment

Police employees, particularly constables and authorised officers, in roles where a daily record of activities needs to be maintained, are to:

- label the front cover of every notebook with:
 - their name, QID and rank/designation
 - The date range between the first and last entries in notebook
 - if to be held for longer than 2 years, then record the expiry date and brief reason
- after 2 years from the date of the last entry, decide whether the notebook needs to be held for a longer period. For example, if any of its content is, or is likely to be, required for a homicide or serious crime investigation, for ongoing enquiries, or for evidence at Court:
 - If it does need to be held longer, add the expiry date of the extended retention period, along with a brief reason, to the label on the front cover. Then retain the notebook safely and securely, while still employed, for the extended retention period. (For exiting employees, see [‘Responsibility of exiting employee’](#))
 - If it does not need to be held longer, obtain the supervisor’s authorisation to destroy the notebook and arrange destruction with the File Management Centre (FMC).

Note: Arrange bring-ups for the expiry dates of notebooks being retained for extended periods.

Responsibilities of exiting employee

An exiting Police employee must deliver all notebooks (whether partially or fully completed) in their possession to their supervisor on or before their last day of duty.

Note: Police employees exiting NZ Police will receive an emailed payroll exit package generated through MyPolice. The package includes an instruction to deliver all notebooks in their possession to their supervisor prior to termination of employment.

Responsibilities of exiting employee’s supervisor

A supervisor of an exiting Police employee is to:

- ensure the employee:
 - delivers all notebooks in that employee’s possession to them prior to the employee’s termination of employment
 - labels the front cover of notebooks (see [‘Retention and disposal of notebooks’](#) for content of label)
- package, label and secure those notebooks that need to be held:
 - with homicide or serious crime file, if they contain evidential material of a homicide or serious crime
 - with the exhibit store in relation to an identified prosecution file, if they are required for giving evidence at Court
 - with the File Management Centre:
 - for storage, if they are less than 2 years old from the date of the last entry and will not need to be held for an extended retention period.
 - for destruction, if they are older than 2 years from the date of the last entry and do not need to be held for an extended retention period.

Related information

For further information, see:

- [‘Retention and disposal of Police records’](#) chapter
- [‘NZ Police Retention and Disposal Schedule’](#).

Completing the notebook

This section contains the following topics:

- Shift details
- Record of activities
- Example of notebook entries
- Form of notebook
- Alternative forms of making notes or recording information

Shift details

Head up the notebook at the start of each working day with:

- date
- supervisor's name
- partner's name
- type of duty, e.g. late shift 1800-0200
- fall in time
- unit call sign.

Record of activities

Record details of times/dates/places/events and:

- persons present
- descriptions of people
- observations
- actions taken
- notes of interview
- sketches of scene
- scene descriptions
- instructions/information received at briefings.

Leave a blank space between each incident. At the end of each shift, rule off after the last entry.

Example of notebook entries

<p>15.03.12</p> <p>0645</p> <p>0730</p> <p>0750</p> <p>0800</p> <p>0825</p>	<p>Early shift 0645-1700. PCG, O/C Sgt MOLLOY Partner Constable GREEN</p> <p>Fall in. Directed patrol Peak traffic SHW1 0700-0815 Theft ex cars/Railway Stn parks 0900-1500 Missing person - didn't come home last night REID/Melissa/Anne 21 Conclusion St PORIRUA Ph 237 4125 Cell phone: nil DOB: 20/06/96 15 yrs Student Aotea Slim, Cau, red shoulder length hair, last seen wearing Aotea uniform. Has National Bank cashflow card. 165cm tall</p> <ul style="list-style-type: none"> • frequents Time Zone, City Centre • Associates with Víctor HAPEETA and Rochelle SMYTHE • No fears for safety <p>3W SHW1 Tawa interchange. Peak flow.</p> <p>Comms directs 4Q for Levin Police at 10 Victory Cres, Tawa. Speak to registered owner of black Audi AGP786. AMBURN/Walter/Myron. Levin Police have stopped a pursuit due to dangerous speed of the car. Nil desc of driver. Pursuit stopped 0730 SHW1 Manakau.</p> <p>10/2</p> <p>10/7 4Q 10 Victory Cres. Speak to occupant AMBURN/Walter/Myron</p> <p>10 Victory Cres TAWA Ph 237 6959 Cell ph 021 3424534 Occ: Architect Self emp from home DOB: 14.09.55 Descr. Male Cau 180cm , med build, grey short hair, black glasses. ID confirmed with driver's licence States: My son Eugene Myron AMBURN borrowed my car yesterday. He was going to Palmerston North to visit his girlfriend. I expect him home later this morning as he has lectures at Victoria University this afternoon.</p> <p>I explain circumstances to AMBURN. Obtain full written statement.</p> <p>Sitrep to Comms.</p>
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Form of notebook

- Police notebook (Pol 245) with black cover (Pol 244). Plastic sleeves inside cover are to carry memory aid cards and useful reference information.

- CIB, or non-frontline staff, may use a hard cover book, as an alternative form of Police notebook.

Job sheets

Introduction

The function of a job sheet is to record, chronologically:

- action taken
- information gathered
- people spoken to.

Locating 'Job Sheet' (POL29)

The job sheet is an electronic form located in 'Police Forms' > 'Reports' > 'POL 29 - Job Sheet'.

Districts and PNHQ Groups may print the electronic form and store a small supply of hard copies of the form that can be used in emergencies/disasters or should electricity supply or Police computer systems be unavailable.

Documenting investigative activities

Investigative activity that is likely to be given in evidence in Court should be recorded by way of Formal Statement. Detailed contemporaneous notes should be recorded in a notebook. Other investigative activity may be recorded in a job sheet. A job sheet should not be a transcript of a notebook with the addition of further information. A job sheet should be completed as soon after the investigative activity as possible.

A job sheet should not be relied on as a contemporaneous document to refresh memory while giving evidence in chief at Court. However, the Court or officers of the Court may refer a Police witness to a job sheet and invite comment.

Do not record interviews on job sheets. See the ['Interviewing'](#) chapter for specific guidance with conducting and recording interviews of suspects, witnesses, at-risk children and young children.

A job sheet can be used to record a conversation with a witness when:

- they have been spoken to and it is established that they do not need to be interviewed on a more substantial basis
- a pre-interview has been conducted and the decision is made to refer the matter to a specialist interviewer
- they refuse to be formally interviewed but have provided important investigative information (refer to ['Investigative Interviewing witness guide'](#) - Account: notes and statements).

Job sheet form and content

A job sheet should be printed on yellow paper.

Begin with INTRODUCTION that outlines:

- Shift/duties
- Name of partner
- Nature of enquiry undertaken
- Date and time in margin

Use block (capitals) or underlined headings to quickly identify subject matters, e.g., VICTIM, WITNESS, VEHICLE.

What to include in a job sheet

- Be detailed and relevant.
- Dates and times.
- Full details of persons spoken to.
- Location where persons spoken to.
- Details of tasks assigned.
- Details of tasks completed.
- Sign and date job sheets.

The date of the job sheet will reflect when it is typed, not when it was dictated. Delays in typing dictated job sheets may lead to the date of the job sheet being different to the date it was dictated. The author may wish to request that the 'Winscribe' date/time stamping (of when it was dictated) is recorded on the job sheet.

Example of Job Sheet

	NZ POLICE JOB SHEET Due File
	OFFENCE ASSAULT
DATE and TIME	First plan your enquiry then set out the action taken, inquiries made, oral statements of persons seen and information gained, etc.
01.10.15	INTRODUCTION
0200 hrs	While working Porirua Central "I" with Constable WINNIPEG received a radio call from Comms to the effect that shouting had been heard at the Pauatahanui rest area next to the Taylor Stace Cottage. Information was received from the occupants of Gillies' farm on State Highway 58.
0212 hrs	Arrive at rest area and find a woman lying injured on the verge of the road. Ambulance called by Comms.
0215 hrs	INTERVIEW VICTIM WELLS / Jane / Elizabeth 24 Dimock Street, Porirua Ph. 284 2143 Date of Birth 24.12.98 Cell phone: nil Email: nil Service Station Attendant at Mana Service Centre, Main Road, Paremata Ph. B. 275 3145. Social Media: Nil Stated she had been hit by her boyfriend Thomas PARKLAND after an argument over PARKLAND taking all his mates' home before taking her. Details of offender and witness also obtained See attached statement
0220 hrs	VICTIM'S INJURIES Noticed that victim had: <ul style="list-style-type: none"> • two broken teeth in the front of her mouth • a split upper and lower lip severe swelling and bruising about the right cheekbone and eyes.

A.T. Ellwood Name: A.T. ELLWOOD Rank: Constable Reg. No. Z999 Date: 01.10.15	Checked by: Rank: Date:
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