

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.

Notebooks can be either paper notebook or electronic (Digital Notebook).

The minimum retention period for Police notebooks under the [Police Retention and Disposal Schedule \(DA648\)](#) is 2 years after the notebook is completed. In many cases, notebooks will be required to be retained for a longer period where it is possible, they may be required for Court or operational purposes.

Employees exiting Police must deliver all notebooks in their possession to their supervisor prior to termination of employment. Prior to departing Police, employees should create a '1Z' file in NIA using their own name as a reference and attach their notebooks prior to filing. This will ensure the relevant notebooks are stored appropriately and can be located again if needed.

Job sheets should be completed during an investigation, when action is completed, or an observation is made, but generally 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, statements, capture signatures, 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.
- use as an aide memoir and a basis to update more detailed investigative records in Police databases.

The digital notebook applications, on both iPhone and desktop, provide Police with:

- a quick, easy, digital, and secure way for frontline officers to capture and share information in notebooks
- wider business access to the data captured within notebooks for intel and investigations
- options for ensuring the security, accuracy, and integrity of notebook data
- an audit trail of access, search and viewing of notebook entries.

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
- will carry a notebook at all times when on duty
- will produce their notebook for inspection when required
- will retain possession of paper notebooks for at least 2 years after the date of the last entry and keep notebooks for as long as necessary whilst in the employment of Police if they contain information that will be required in the future for Court or operational purposes
- will create a '1Z' NIA file before concluding employment with Police, and attach paper notebooks prior to filing
- ensure retained paper notebooks are stored and secured on Police premises only
- unless a paper notebook is to be retained for any reason, deliver the 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 Officer. 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, statements, capture signatures, decisions made and initial interview notes.

It is used as:

- an essential investigative tool
- 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, prepare a statement or complete detailed records in Police databases
- 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
- 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 paper notebooks are stored and secured on Police premises only.
- Supervisors may require their staff to present their notebooks for inspection at any time, including sensitive notes in the digital notebook application.

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 and consistent - paper notebook entries are legible and 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 in a paper notebook by obliteration, erasure or overwriting - Do not tear pages out of a paper notebook, unless an endorsement is made with the reason, e.g. to issue a receipt - Use the pages in your paper notebook consecutively, i.e. never leave a page blank - Where you need to change an entry in a paper notebook, 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. - Deletions or changes to digital notebook entries will be logged and identified as amendments to the original entry

Making sensitive notebook entries

The digital notebook application allows a user to designate a notebook entry as sensitive.

(Note - in the initial version of Digital Notebook, sensitive notebook entries are termed 'Private' notebook entries)

Use of the sensitive note function must be for legitimate business reasons.

For further information, refer to the [Sensitive Notes](#) section of these instructions.

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. In many cases, notebooks will be required to be retained for a longer period when they may be required for Court or operational purposes.

Police are operating in a hybrid (physical/digital) record environment and records disposal. Digital notebook data, information, and evidence held in the digital notebook mobile application and digital notebook desktop application will be retained in the digital notebook database until 2026, when Police's Retention and Disposal Policy will be reviewed, and then for as long as specified by the updated Retention and Disposal of Police Records and Disposal Schedule. Increased attention will be given to the lifecycle management of digital records as Police moves away from shared drives and adopts a more cohesive information and records management system. For more information refer to links [Retention and Disposal of Police Records](#) and [Disposal of Physical Files](#).

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 paper 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, 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 a 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.

Digital Notebook

- Refer to [Guidelines when using the Police iPhone](#)

Responsibilities of exiting employee

An exiting Police employee must deliver all paper notebooks (whether partially or fully completed) in their possession to their supervisor on or before their last day of duty. Prior to departing Police, employees should create a '1Z' file in NIA using their own name as a reference, and attach their notebooks prior to filing. This will ensure the relevant notebooks are stored appropriately and can be located again if needed.

Within their Digital Notebook they are to mark their final entry with "**Last Day of Duty xx/xx/xxxx**"

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:

Paper notebooks

- delivers all paper notebooks in that employee's possession to them prior to the employee's termination of employment; and
- labels the front cover of paper notebooks (see 'Retention and disposal of notebooks' for content of label)
- package, label and secure paper notebooks that need to be held:
 - with the homicide or serious crime file, if they contain evidential material of a homicide or serious crime; or
 - with a '1Z' file created for the purpose and filed, if not already done by the employee; or
 - with the File Management Centre for destruction, if they are older than 2 years from the date of the last entry and do not need to be held for a longer period.

Digital notebooks

- must check that the employee has marked their last day of duty date with **Last Day of Duty xx/xx/xxxx**

Related information

For further information, see:

- '[Retention and disposal of Police records](#)' chapter
- '[NZ Police Retention and Disposal Schedule](#)'
- '[Police Information and Records Management Policy](#)'
- '[Guidelines for Employees Departing Police](#)'.

Completing the notebook

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

15.03.12	<p>Early shift 0645-1700. PCG, O/C Sgt MOLLOY</p> <p>Partner Constable GREEN</p> <p>Fall in.</p> <p>0645 Directed patrol</p> <p>Peak traffic SHW1 0700-0815</p> <p>Theft ex cars/Railway Stn parks 0900-1500</p> <p>Missing person - didn't come home last night</p> <p>SMITH/Melissa/Anne</p> <p>21 Example St</p> <p>PORIRUA</p> <p>Ph 237 XXXX</p> <p>Cell phone: nil</p> <p>DOB: 20/06/96 15 yrs</p> <p>Student Aotea</p> <p>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 Victor BLACK and Rochelle BROWN - No fears for safety <p>3W SHW1 Tawa interchange. Peak flow.</p> <p>Comms directs 4Q for Levin Police at 10 Example Cres, Tawa. Speak to registered owner of black Audi AGP786.</p> <p>0730 WHITE/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>0750 10/2</p> <p>10/7</p> <p>4Q 10 Example Cres. Speak to occupant</p> <p>WHITE/Walter/Myron</p> <p>0800 10 Example Cres</p> <p>TAWA</p> <p>Ph 237 XXXX</p> <p>Cell ph 021 XXXXX</p> <p>Occ: Architect</p> <p>Self emp from home</p> <p>DOB: 14.09.55</p> <p>Descr. Male Cau 180cm , med build, grey short hair, black glasses. ID confirmed with driver's licence</p> <p>States: My son John Mike WHITE 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 WHITE. Obtain full written statement.</p> <p>Sitrep to Comms.</p> <p>0825</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 paper notebook.

Completing a Digital Notebook

iPhone application

The mobile application gives officers a way to capture information and evidence, including recording duties, interviews, observations, actions, and decisions. It captures a timeline of times, dates, places, people, signatures, and events.

On a mobile device, all digital notebook entries including sensitive notes, data and information is automatically captured into the secure digital notebook database managed by ICT. Officers can view up to 60 days of their own notebook entries, can write new notebook entries, and can mark these as sensitive where there is a need to secure information.

Desktop application

The digital notebook desktop application (available on desktop and laptop devices) supports the mobile application. It provides approved members with the ability to search, view, and export digital notebook entries and information.

The desktop application will be provided to and used by approved frontline staff and those who support their work. This includes staff working in the areas of Intelligence, Prosecutions, Criminal Justice Support Unit, Integrity and Conduct, Investigations, Vetting, File Management & Transcription Services, Information Requests and Station Support Officers.

On a desktop, officers can view their own notebook entries and can select one or more of these to be included in an extract for Court purposes. There is also a search function for other non-sensitive notebook entries in the wider Digital Notebook database, but these cannot be included in these extracts.

When a digital notebook should be used

A digital notebook should be used:

- wherever practical
- as a member's preferred notebook, unless there is a valid reason not to use it.

When a digital notebook should not or cannot be used

A digital notebook should not be used:

- in a situation where a paper notebook would enable better evidence to be collected, eg. homicide scenes requiring detailed sketches or diagrams
- in a situation where cultural considerations indicate use of a digital notebook would be inappropriate.

A digital notebook cannot be used where it is not physically possible to access the application, including in situations such as:

- in a location with no mobile phone access
- in a location where mobile phones are not permitted to be used or carried
- where an officer does not have access to their charged Police iPhone
- where the Police iPhone or digital notebook application is otherwise not accessible, available or operating correctly
- in a situation where the officer is required to wear protective gloves or other equipment that would impede the use of a Police iPhone.

If a member is required to change notebooks (from paper notebook to digital notebook or from digital notebook to paper notebook) for any reason, a notebook entry should be made to record the change and the reason for it.

Sensitive notes

The digital notebook applications allow a user to designate a notebook entry as sensitive.

(Note - in the initial version of Digital Notebook, sensitive notebook entries are termed 'Private' notebook entries)

Marking a notebook entry as sensitive will prevent other users from accessing the information via the desktop application search function.

Use of the sensitive note function must be for legitimate business reasons. Appropriate business reasons to make a notesensitive

include:

- information relates to national security
- information relates to sensitive duties, such as Protection Services or Witness Protection duties
- information relates to covert operations
- any information that may identify a covert human intelligence source (CHIS)
- information relates to Police conduct or disciplinary matters
- information relates to sexual assaults or other sensitive cases or operations
- information relates to active serious crime operations or duties.

In some cases, where appropriate, much of a member's notebook may be required to be marked as sensitive due to the nature of their duties. Conversely, it is important that information is not marked as sensitive where there is no valid reason to prevent other authorised Police members from viewing it.

Officers should check with their supervisor if they are unsure as to whether a note should be made sensitive or not. Supervisors should maintain oversight of their team members' use of digital notebooks, with particular attention on the marking of notes as sensitive. Where a member is designating a significant proportion of digital notebook entries as sensitive, the supervisor should review the use of the notebook and assess:

- i. whether the use of the sensitive notes function is appropriate
- ii. whether it is more appropriate for the member to use a paper notebook.

Important: Sensitive notebook entries **must** be considered for disclosure pursuant to the provisions of the Criminal Disclosure Act 2008 in the same way as other notebook entries.

A member must provide full access to any sensitive notebook entry to their supervisor, if requested.

Digital signatures

The digital notebook iPhone application allows a third party to sign a digital notebook entry.

Before handing a Police iPhone to a third party, the Police member must enable the guided view function that prevents the person accessing any information on the device other than the signature screen.

Connection with other Police systems

Some digital notebook data will be collected automatically from source applications (eg., CARD Unit Updates and OnDuty paperwork), which will populate the digital notebook with this information. Other notes can be entered manually by an officer.

Information from CARD and OnDuty will be uploaded to Digital Notebook to support the automatic capture of date, time, and timeline data.

Using digitally captured and centralised notes in a single database will ensure greater accuracy of data and information, sharing of information, and intelligence gathering for investigative purposes.

Cultural considerations

In some situations, tikanga Māori or other cultural considerations may mean that using a Police iPhone digital notebook would be inappropriate.

Officers will need to make a judgement about the perception of a mobile phone being used in a particular situation, and whether it would be appropriate to use their digital notebook, or a paper notebook.

It is likely that offering an explanation will lessen the perception that an officers' phone is being used inappropriately, for things such as capturing a digital image of someone or something inappropriately or without proper cause, reason, or consent.

Officers should liaise with their supervisor, or with their District Māori Responsiveness Manager and/or District Diversity Liaison officer for guidance and support if in doubt as to whether it might not be culturally appropriate to use their digital notebook.

Disclosure

All notebook entries must be considered for disclosure pursuant to the provisions of the Criminal Disclosure Act 2008.

In respect of digital notebook entries, this must be managed by extracting all notebook entries relevant to a case to a PDF file, and uploading the document to the IMT or NIA investigation file.

For further information, refer to the Police Instructions chapter on [Criminal Disclosure](#).

Referring to Police notebooks in Court

A Police member may refer to contemporaneous notes recorded in their notebook, when giving evidence in Court.

Prior to referring to their notebook in Court, a member must:

- ensure the relevant notebook entries have been disclosed pursuant to the provisions of the Criminal Disclosure Act 2008
- in respect of Digital Notebook entries, extract the relevant entries to a PDF document and refer to this version in Court
- seek permission from the presiding Judicial officer to refer to the notebook.

If the Court requires a member to access the digital version of their digital notebook via a Police iPhone or laptop, advice should be sought from the Prosecutor in the first instance.

Job sheets

Introduction

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

- action taken
- information gathered / inquiries negated
- 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. It's important to note that in many investigations, negative enquiries and discounting or eliminating theories, and addressing possible defences are very important. Jobsheets are a mechanism for documenting these decisions.

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, particularly in complaints of a sexual nature.
- 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

Police 29

	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 BROWN / Jane / Elizabeth 24 Example Street, Porirua Ph. 284 XXXX Date of Birth 24.12.98 Cell phone: nil Email: nil Service Station Attendant at Mana Service Centre, Main Road, Paremata Ph. B. 275 XXXX Social Media: Nil Stated she had been hit by her boyfriend Thomas BLACK after an argument over BLACK 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: - 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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