

**NORTH BAY POLICE SERVICES BOARD
OFFICER NOTE TAKING POLICY**

INDEX NUMBER: LE-022
DATE:

PREAMBLE:

It is the policy of the North Bay Police Services Board with respect to officer note taking that the Chief of Police will:

- a. will establish procedures relating to officer note taking, including the secure storage and retention of police officer notes.

Signed: Colin P. Vezina
 Chairman

 Susan Vester
 Secretary

This policy is subject to the provision of an adequate annual operating budget to enable the Chief of Police to plan for the deployment of personnel and resources, and the absence of any other intervening factors that may frustrate the ability of the Police Service to implement this Policy.