

# Pocket Note Books Policy Statement



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<b>This document has been assessed for:</b>	
Compliance with Legislation	<input checked="" type="checkbox"/>
Equality Impact Assessment	<input checked="" type="checkbox"/>
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Human Rights compliance	<input checked="" type="checkbox"/>
Health and Safety	<input checked="" type="checkbox"/>
Risk Management	<input checked="" type="checkbox"/>

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## 1. Policy statement

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The Pocket Book is a primary source of record keeping, information and evidence, which is an essential tool in meeting the requirements of the Criminal Procedures and Investigations Act 1996 and can be expected to come under close scrutiny in almost all criminal cases. The Pocket Book can also be invaluable in guiding an Officer when giving evidence or when recalling incidents which may have taken place months, or even years, previously.

All Police Officers, Special Constables, PCSOs (Police Community Support Officers), Police Staff Investigators, SSOs (Scientific Support Officers) and other Police Staff carrying out operational duties are issued with pocket notebooks for their own use. The Force will set minimum standards on the administration and security of pocket note books together with instructions on the minimum standards necessary in maintaining the pocket notebook and the content and information that must be recorded. It will apply to every member of Cleveland Police who carries such a pocket notebook.