



WATERLOO REGIONAL
POLICE SERVICE
BOARD

WATERLOO REGIONAL POLICE SERVICE BOARD POLICY

Policy Number: 004

NOTEBOOKS AND NOTES

Date Approved:	January 12, 2000
Dates Amended:	January 21, 2026
Date to be Reviewed:	January, 2029

Policy of the Board

1. It is the policy of the Board with respect to duty notebooks and notes that the Chief of Police shall develop procedures that:
 - a. set out appropriate methods for completing duty notes;
 - b. outline the type of duty notebook that is to be used by members;
 - c. address the secure storage of notebooks;
 - d. ensure duty notebooks and notes will be retained in accordance with the Service's retention schedules.