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THE POCKET NOTEBOOK



- Only have one pocket notebook in use at any time.
- Make entries every working day in indelible ink.
- Make entries in chronological order at the time of the occurrence or as soon as possible thereafter.

- The reason for any delay in making an entry should be recorded.
- Do not erase mistakes; They should be crossed through with a single line and initialled.
- Entries should be made on the next available line
- There should be no blank lines between the entries.

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- When attending court as a witness ensure that you are in possession of your PNBs which cover the relevant evidential time period(s).



Pocket Notebook Usage.

- The amount of information recorded in a PNB will vary according to the circumstances.
- As a minimum the record should contain sufficient information to recall the circumstances of the event at a later date, in particular when giving evidence in court.

You should include:

- All relevant times e.g. of the incident, arrival and departure.
- The exact location.
- Type of occurrence or offence
- Name, date of birth, occupation, address, telephone numbers/contact details of all persons involved or suspected.

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- Details of other investigating officers/other agencies present at the scene.
- Direct speech used, unsolicited comments, admissions, denials etc.
- Vehicle details (if relevant)
- Property recovered.
- This list is not exhaustive.

The PNB should be the primary record in the following circumstances:-

- Details of tape-recorded interviews;
- Significant statements which must be put to the suspect at the start of the interview
- Unsolicited comments made by a suspect outside the context of a formal interview which may be relevant to an offence.

Recording of Evidence or Significant Occurrence.

- The primary purpose of the PNB is to record evidence and also as an aid to memory.
- The PNB should always be the first record of evidence.
- Investigating Officers should not use their own statement of evidence as the first record of evidence unless their PNB was not available at the time and the record was made on the day of and as soon as practicable after the incident.

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- Investigating officers must record the full details of any incident and any other details they feel may assist them to recall the circumstances of the event at a later date, in particular when they are giving evidence in court.



- Investigating Officers should ensure that verbal evidence recorded from suspects in their PNB is shown to the suspect and the suspect given the opportunity to read and sign the PNB.
- A refusal to read or sign should be noted by the officer in his/her PNB.
- If this process is not undertaken the evidence may be deemed inadmissible in court.

- The longer the delay in completing the entry the greater is the chance of the investigating officer's memory becoming unreliable and evidence being compromised and/or challenged in court.
- If operational considerations mean that an entry cannot be made at the time of the event it should where possible be made before moving to another case.

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Subsequent Contact

- The CPIA 1997 places a statutory responsibility on all Investigators involved in the conduct of a criminal investigation to record and retain relevant material.
- Any contact, either in person or by other media e.g. text, voicemail, e-mail etc must be regarded as potentially relevant and therefore should be recorded and retained in a durable and readable form.

ELBOWS!

- No Erasures in PNB
- No Leaves torn out from PNB
- No Blank spaces in PNB
- No Overwriting in PNB
- No Writing between the lines in PNBs
- & Statements in PNBs to be in direct speech.


