

Notebooks

Notebooks are issued by the Royal Mail Prosecution Support Office in Leeds and consist of 100 numbered, double-sided, lined pages in a bound pad.

Notebook entries should include the following;

- Details of observations
- Details of interviews quoting Master Tape serial numbers
- Details of suspect offender approaches
- Details of searches
- Details of conversations with informants
- Details of other conversations or verbal statements
- Factual matters such as the preparation of a test item, the movement of evidence etc

One person can make an entry which is countersigned by another person present at the same event – they must have seen exactly the same thing. If that is the case it is permissible for the two Investigation Managers to discuss the matter prior to the entry being made but an entry needs to be made in the notebook that they had done so.

It is important to be aware that in these circumstances the two colleagues are “consulting” with each other not “colluding”

- Date
- Time
- Description of item
- Where found
- Witness details
- Any other persons present
- Was the recovered item placed in an exhibit bag?
- Was a signature obtained for the completed notebook entry?
- Ask whether a friend was offered to the witness – make the point that taking a notebook entry in this way is no different to the other circumstances when a friend would be offered.