

	<b>Abbotsford Police Department</b> <b>Policy and Procedure</b>	
	<b>Operations</b>	<b>Investigation</b>
	<b>II.D.040</b>	<b>Investigative Notes</b>

## PREAMBLE

Accurate, timely police notes are expected by the courts and are a common requirement under universally accepted policing standards. Notes are official documents and must be carefully prepared, preserved, and properly used.

Police notes serve to refresh memory, justify decisions made and record police actions and evidence. Well-documented notes lend credibility and reliability to police testimony and help substantiate statements and allegations made. Notes assist in documenting an incident, investigation, call for service or assignment, and in giving evidence in court.

Notes are considered “records” under the *Freedom of Information and Protection of Privacy Act* and are subject to disclosure requests, both criminally and civilly.

## POLICY

- (1) Officers have a common-law duty<sup>1</sup> to prepare accurate and detailed Notes as soon as practicable during or shortly after an incident.

<sup>1</sup> [Wood v. Schaeffer, 2013 SCC 71 \(CanLII\), \[2013\] 3 SCR 1053](#)