



# Community Safety Pocket Notebook Guidance Notes

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## Overview

Your pocket notebook is an official document and will need to be carried with you at all times whilst on duty.

Pocket Notebooks (PNB's) can be collected from the Community Safety Hub and must be issued by an authorised officer. Officers are required to sign and complete the PACE notebook Issue Record sheet for each pocket notebook (PNB) issued.

The PNB is principally for your own use however it is an official record of your events. You are required to record details about your day and details of any incidents attended and/or dealt with, as they occur, in time order.

It is an important document that will be required, should you need to attend court as part of your role. Therefore, it is essential to ensure a detailed entry at all times in relation to any incidents/events &/or issues e.g. enforcement activities, Fixed Penalty Notices issued, fly-tipping cases investigated, or anything you feel may be required as evidential value further down the line.

**The general rule is that it should be used to record all information or intelligence relating to offences and other events or incidents that come to notice, where it is likely that a report or statement will have to be completed.**

For example, a record must be made of the description of any suspect as first given to you by a witness.

This requirement is made by the Codes of Practice to the Police and Criminal Evidence Act 1984 (PACE).

## Standard Procedure

- Date and Tour of Duty at start of shift must be completed in red as below;

**Monday 14/02/21**

**Tour of Duty – 09.00hrs – 17.00hrs.**

- Directly below write the following in black ink;

**Booked on Duty Kirkby Hub (or your starting place of work)**

- All entries must be made in black ink at all times.

- In the left-hand column of the PNB you must record the time of any incident you deal with or visit you make.
- Any time you make a mistake you must put a solid line through it and your initials at the side of the mistake.
- At the end of a sentence if there is any space left you must draw a line so nothing further can be added on at a later date.
- You must enter what time you took your lunch break as well as detailing the location as below;

### **Break – Kirkby Hub**

- **Please note Break times of 30 or 45 minutes are to start and finish covering the entire period that the Officer becomes non-productive e.g. enters Aldi/Take Away and not when the Officer sits down to eat. Officers should take their breaks at the nearest available base, if not in the hub.**
- Anything of evidential value must be written in detail and entered into your PNB as soon as possible after the event.
- Also include details of the areas patrolled.
- **Please Note: If Officers need to return home/attend to personal business during your shift (not including your official break) you must also record an entry in your PNB.**
- At the end of your shift you must mark in your PNB.

### **-----End Of Tour-----**

- You must also account for any rest days, holidays etc in Red. You need to have a contemporaneous account of your time, for possible court purposes.
- At no time must your PNB be more than 24hrs out of date.

- It must be a clear and legible record of your shift and any actions taken.
- Failure to keep your PNB up to date could result in disciplinary action being taken.
- PNB's are to be stored securely when not on duty. They should not be left out in an office and should not be available to be viewed by anyone other than you. The contents of your PNB will hold sensitive data and you will need to ensure that you fully comply with the requirements of the Data Protection Act. If you require further information about this, please raise this with management.
- It is your responsibility to ensure you do not run out of pages in your PNB before collecting a new one. If for any reason you do due to an unplanned incident taking up a number of pages, then you must ensure you continue your notes on the reverse blank page and come and collect a new book either before the end of your shift, or the beginning of your next shift. Once collected you must enter the information from the reverse directly into your new PNB straight away.

## **Storage & Retention of PNB's**

Once PNB's are completed Officers will then retain and be responsible for their own PNB's.

Officers should keep their PNB's for 18 months or upon leaving the job role, your PNB should then be handed to your team leader so that it can be stored securely. If you need to refer back to the book for evidential purposes then contact your team leader who will retrieve the book for you.

PNB's are required to be retained for a period of 6 years in accordance with the requirements of the Government Security Classification Scheme.

## **Line Manager responsibilities**

Team leaders are to ensure compliance by inspecting officers' PNB's on a regular basis and endorsing the PNB accordingly.

Your team leader will carry out regular checks of your PNB as part of your monthly 1-2-1's and to ensure that staff comply with this policy.

Upon inspection of PNB's team leaders will look for:

1. Chronological order of events and up to date entries.

2. Entries are satisfactory.
3. Text is concise.
4. Readability and clarity.

Team leaders endorsements will include date and time of examination, comments and the name and signature of the manager.

## **Reporting lost PNB's**

PNB's are Council property and contain sensitive information which if lost and in unauthorised hands can constitute a serious Data Protection breach.

Officers should always ensure PNB safekeeping and must report any loss straight away. A failure to do so may result in disciplinary action being taken.

If a PNB cannot be located the officer will need to formally report the matter to their team leader or head of service and obtain a new PNB.

Reporting should be sent via email to [DPO@ashfield.gov.uk](mailto:DPO@ashfield.gov.uk) and to their respective manager/s.

Once the team leader, head of service and legal is satisfied all reasonable steps have been taken to locate the missing book they will ensure that the officer updates all parties accordingly.

## **For best practice refer to the ELBOWS process:**

**NO ERASURES**

**NO LEAVES TORN OUT**

**NO BLANK SPACES**

**NO OVERWRITING**

**NO WRITING BETWEEN THE LINES**

**STATEMENTS IN DIRECT SPEECH**