



BELLEVILLE POLICE SERVICE

BOARD POLICY

Issued: October 4, 2017

Reviewed:

Revised:

March 26, 2026

Expires: Indefinite

Rescinds:

LE-022 Officer Note Taking

LE-022BPSB Officer Note Taking

It is the policy of the Belleville Police Service Board that the Chief of Police will establish and maintain written procedures relating to officer note taking, including the secure storage and retention of Police Officer notes:

1. Requiring that Officers shall complete their notes before the end of their shift, except when excused by the Chief of Police, and shall not delay for the purpose of obtaining legal advice; and
2. Establish and maintain written procedures regarding Officer's notes and *Special Investigations Unit Act, 2019 (SIU)*.

Chair

August 10, 2026

Date

