

It is fundamental that these notes should be made at the time of the incident which is being recorded or, where circumstances prevent this, as soon as practicable after the event.

The pocket notebook must always be carried by officers and staff engaged on operational patrol, response and beat duties. Staff engaged in all other types of duty will carry their pocket notebook when performing duties where they are likely to encounter a scenario where a pocket notebook record is required.

The PNB is an official document, which is subject to disclosure in connection with any criminal investigation. The PNB is maintained by an individual, but ultimately belongs to the Metropolitan Constabulary.

Pocket Notebook records will be made in the following circumstances: -

- a. Where the Police and Criminal Evidence Act 1984 require a record and none exists.
- b. Details of audio recording interviews as highlighted in paragraph 5.1 of Code E.
- c. Unsolicited comments made by a suspect outside the context of a formal interview, which may be relevant to an offence.
- d. Evidential matters, civil and criminal where not recorded in another original document.
- e. PNC and other police information database checks.
- f. Critical, domestic and hate crime incidents.
- g. Property found or handed to officers.
- h. Under Section 170 of the Road Traffic Act 1988, where any party insists that the accident is recorded.
- I. Arrests and incidents which may give rise to evidence in a criminal offence.
- j. Incidents where the officer thinks a complaint will be made (bring to a supervisor notice as soon as possible.)
- k. Observations / surveillance where no official log exists.
- l. Any information that an officer regards as relevant to any aspect of police work should be recorded. If in doubt, record everything.

The information, which should be recorded at any scene, will vary. The following is a guide to the minimum information required: -

- a. Time.
- b. Exact location.
- c. Occurrence or offence.
- d. Name, age (DOB), occupation, address, self defined ethnicity and telephone number of person involved.
- e. Name, age (DOB), occupation, address, self defined ethnicity and telephone number of witness/informant.
- f. Details of action by police officers and others. 'Direct speech' should be recorded in the pocket book.

Where a suspect makes any comment, which might be relevant to an offence, (including a reply after caution) the comments must be recorded in the PNB, and where practicable the person shall be given the opportunity to read the record and to certify and sign it as accurate, or indicate the respects in which that person considers it inaccurate. Any refusal to sign should be recorded.

Even when there is collaboration, unless the circumstances are for some reason exceptional, each officer should make a note in their own book and not rely on a note in another officer's book. If one officer has no recollection of a point observed or of a remark remembered by a colleague, they should not incorporate such a matter into their book. An entry, whether made in consultation with a colleague or otherwise, must reflect only genuine personal observation and recollection.

It is the responsibility of all officers to keep their PNBs updated. Supervisors are to ensure compliance by inspecting officers' PNBs on a regular basis, and endorsing the PNB accordingly.

Officers will retain their current and last two completed PNBs (if less than two years old). All other PNBs should be submitted to District Administration, where they will be stored until two years old. PNBs that are over two years old will be stored in alphabetical order at the Central Archive Facility. Once the PNBs are over seven years old, they will be destroyed as confidential waste.

Overview of the role of CCC: -