

Custodial Operations Policy and Procedures

21.7 Contemporaneous Notebooks

Policy summary

Contemporaneous Notebooks are provided to custodial staff to assist them to take notes at the time of an incident or event. Recording incidents in a *Contemporaneous Notebook* does not remove the obligation for staff to complete required reports but can be used to assist to recall facts at a later time.

In some cases, the facts recorded in the Notebook may be required for judicial, coronial or other investigative processes being conducted months or years, after the incident. For this reason that any information recorded in the Notebook must be must fully accurate and relevant to the incident.

Completed Notebooks are to remain in the possession of the officer to whom they were assigned.

Management of Public Correctional Centres Service Specifications

<i>Outcome</i>	Safety and Security Professionalism and Accountability
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Date of Effect:

Next Review Date:

File Reference: D17/371661

Version number: 1.0

Scope

This policy applies to all custodial staff working in correctional centres and court complexes.

Related Documents

Crimes (Administration of Sentences) Act 1999

Crimes (Administration of Sentences) Regulation 2014

Related Custodial Operations Policy and Procedures

13.1 Serious Incident Reporting

13.8 Crime scene management

14.1 Inmate Discipline

Forms and Annexures

Crime scene log

Table of reportable incidents

[Hyperlink](#)

Definitions

COPP	Custodial Operations Policy and Procedure
IRM	Incident Reporting Module
OIMS	Offender Integrated Management System

Table of Contents

1	Policy	4
1.1	Issue of Notebooks	4
1.2	Attendance at a court or hearing	4
2	Procedures	5
2.1	Notebook entries	5
2.2	Alterations	5
2.3	Re-Issue of Notebooks	5
3	Document history	7

1 Policy

A *Contemporaneous Notebook* (the Notebook) is provided to custodial staff to enable them to document incidents at the time they occur when immediate access to online reporting is limited or not practical. In all instances, documenting information in the notebook does not remove the obligation of custodial staff to develop a report in the *OIMS Incident Reporting Module* (IRM) or write *Incident/Witness Reports* and complete other documentation as required in section 13 of the Custodial Operations Policy and Procedures (COPP).

1.1 Issue of Notebooks

Contemporaneous Notebooks are:

- initially supplied during primary training
- replaced when full by the SAS Security at the officers location;
- to be carried at all times when on duty;
- for official use only

When issued with the Notebook, officers must complete the particulars on the inside cover.

1.2 Attendance at a court or hearing

It may be necessary for an officer to give evidence at a court or hearing. In either criminal or civil matters, the Notebook could be subpoenaed for court, or a Magistrate may order its production. For these reasons, officers must fully and accurately record all relevant information.

The officer may be permitted by the court to refer to their notebook:

- To refresh their memory about the evidence they are giving; and
- Refer to notes or statements were made at the time of the incident or at the first reasonable opportunity afterwards, while their memory of the event was fresh

When an officer attends court or other hearing, they must have with them the Notebook in which they recorded the details of the matter before the court or hearing. This applies to all courts and to all types of hearings.

2 Procedures

2.1 Notebook entries

Procedure		Responsibility
1.	Write neatly and do not use shorthand.	Officer
2.	Underline surnames.	Officer
3.	Rule a 12mm margin on the left-hand side of each page to record the action taken for each entry.	Officer
4.	Do not make notes elsewhere - use the notebook only and record particulars of incidents for future reference.	Officer
5.	Begin each entry with the time, date and place of the incident.	Officer
6.	Make entries in chronological order.	Officer
7.	Rule a line under the completed entry.	Officer
8.	Record the exact words used by a suspect and those of a witness identifying or describing a suspect.	Officer
9.	Complete required reports and associated on-line reporting detailed in Annexure 13 (e) Table of reportable incidents.	Officer

2.2 Alterations

Procedure		Responsibility
1.	Rule a line through the original entry, leaving it legible.	Officer
2.	Make the new entry.	Officer
3.	Do not tear out any part of the book or erase any information.	Officer
4.	Do not include frivolous or vexatious comments.	Officer
5.	If the alteration is important, it should be brought to the notice of a Senior Correctional Officer or witness, and a signature should be obtained to verify its accuracy.	Officer

2.3 Re-Issue of Notebooks

Procedure		Responsibility
1.	When the Notebook is nearly complete, arrange with the SAS	Officer

	Security to be issued with a replacement.	
2.	Issue a new Notebook (the completed notebook must be produced at the time of replacement or an officer report is provided detailing its whereabouts).	SAS Security
3.	Retain the completed Notebook.	Officer

3 Document history

Version	Date	Reason for Amendment
1.0		Initial publication (<i>Replaces section 8.19 of the superseded Operations Procedures Manual</i>)