Timmins Police Service Board
POLICY

POLICY NUMBER: BP-LE-0022

Policy Name:	Officer Note Taking
Legislative Reference/Authority:	*Community Safety and Policing Act, Regulation(s) and Special Investigations Unit Act*
Replaces:	Policy – BP – LE - 0022 (Formerly associated to the Police Services Act)
Last Revised:	April 22, 2026
Approved By:	Board Chair

BOARD POLICY

1. As prescribed in the *Community Safety and Policing Act* and through Regulation(s) the Timmins Police Service Board shall establish policy(ies) consistent with the *Act,* Regulation(s) and any other applicable legislation.

2. It is the policy of the Timmins Police Service Board with respect to officer note-taking, including the secure storage and retention of police officer notes that the Chief of Police shall establish procedures that are consistent with the requirements of the *Community Safety and Policing Act,* Regulation(s) and incorporating any existing established investigative and operational practices as approved by the Timmins Police Service Board and or the Office of the Chief of Police.

Dated this 29th day of October, 2026.

Signed electronically by the
Board Chair
Timmins Police Service Board