



DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 132	NOTEBOOKS	
	Effective: 7/13/2018	Commissioner Approval: 
	Authorities:	
	Applicability: OFFICERS	
	Special Instructions:	

### 132.100 INTRODUCTION

The department requires officers to utilize and maintain notebooks.

### 132.300 USE OF NOTEBOOKS

**A.** Officers are required to keep notebooks containing a chronological record of the officer's time and activities for activity report purposes, and as a reference in preparing reports. The notebook entries shall attain enough detailed information to refresh their own memory or to be meaningful to another reader on their behalf.

Chronological time entries and officer activities are found to be extremely beneficial and necessary for the protection of the officer during the investigation of citizen complaints.

**B.** Officers may keep a digital notebook on their department phone and computer as long as it adheres to the following parameters:

1. Digital or electronic notebooks may only be kept using the Microsoft OneNote application.
2. The digital notebook must be backed up and synced using the officer's official state Microsoft account.
3. The officer's supervisor will be granted 'edit' access so when edits are made they can be viewed by the supervisor.
4. To ensure the integrity of the notebook, supervisors will need to review notebooks and digitally note in the notebook it has been reviewed.

### 132.310 SUPPLY AND RETENTION

**A. *Supply.*** Notebooks are provided by the department and are available to officers at each post. Lost or misplaced notebooks will be reported to the supervisor and the new notebook will include a "lost prior notebook" entry.

**B. *Retention.*** Notebooks remain the responsibility of the officer and shall be retained for at least five (5) years. Officers may keep notebooks longer than five years if desired.

**C. *Notebooks are the property of the State.*** Notebooks kept by officers are the property of the State and are subject to inspection and seizure by supervisors. Upon retirement or separation, officers are required to turn in their notebooks or copies of digital notebooks on

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CD/DVD for the preceding five years to their Commander. Notebooks turned in will be placed in evidence for at least five years from the date of termination.