



**THE CORPORATION OF THE TOWN OF LASALLE
POLICE SERVICES BOARD**

POLICY NAME: LE-022LPSB Officer Note Taking	DATE APPROVED: January 1, 2001
REVISION DATES: April 17, 2001 March 17, 2025	REVIEW DATE:
RESCINDS: 222 Officer Note Taking	EXPIRES: Indefinite

It is the policy of the LaSalle Police Services 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:

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



Chair

March 17, 2025

Date