

# Pocket Notebooks Course

## COURSE INFORMATION:

Those involved in criminal investigations are required to make contemporaneous notes throughout investigations. These notes may relate to what has been witnessed, what action has been taken, what evidence has been gathered and the chain of continuity, and first descriptions.

It is imperative that individuals involved in criminal investigations use their pocket notebooks correctly. All notes should be detailed, accurate and made contemporaneously.

There is a well-known saying when it comes to notes and justification; "If it isn't written down, it didn't happen!"

Used and written correctly, the notes made in your pocket notebook will be your best friend when it comes to writing your witness statement or giving evidence in court.

The course is a half-day session and can be delivered both virtually and in person.



## AUDIENCE

This course has been designed for all officers responsible for conducting investigations or undertaking enforcement work. This course is also suitable for team leaders and managers who want to ensure that they are complying with their responsibilities when it comes to the handling of their teams' pocket notebooks.

## LEARNING OBJECTIVES

- Understand what a pocket notebook is.
- Understand the importance of a pocket notebook and good record keeping.
- Identify the types of information that should be recorded within pocket notebook entries.
- Understand how to record key evidence, such as first descriptions.
- Understand ADVOKATE, what it means and why it is needed.
- Understand the role of a supervisor in pocket notebook management.
- Know the pocket notebook rules.
- Know the caution, how to explain it and when to use it.