

Pocket Notebook Rules



No Erasures

Officers should not use ink that can be erased or any sort of corrective fluid to remove information from their pocket notebook.



No Leaves Torn Out

Under no circumstances should pages or parts of pages be removed from an officers pocket notebook. Always check that the pages in a new pocket notebook are correctly numbered before accepting it.



No Blank Spaces

There should be no blank spaces within a pocket notebook. Where there is a space then a horizontal line should be placed to ensure that no accusations of gaps being left for information to be added at a later time can be made.



No Overwriting

Entries should not be overwritten. If a mistake is made then a single line should be made through the incorrect information and this should be initialed by the officer, before continuing with the entry.



No Writing Between the Lines

Officers should not write additional information between the lines of other entries. Where further information needs to be added this should be completed at the end of the entry or as a late entry.



Statements in Direct Speech

When writing statements these should be in direct speech to ensure accurate accounts from individuals. This will also prevent information from being misunderstood or missed completely.