

POCKET NOTEBOOKS AND RECORD KEEPING

COURSE INFORMATION

Those involved in criminal investigations are required to make contemporaneous notes throughout investigations. It is imperative that individuals use their pocket notebooks correctly. All notes should be detailed, accurate and made contemporaneously.

Used and written correctly, the notes made in an officer's pocket notebook will provide security and protection when it comes to writing an officer's witness statement or giving evidence in court.

AUDIENCE

This course has been designed for all individuals 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.

COURSE LENGTH AND DELIVERY METHODS

The course is a half-day session and provides 3 CPD credits.

It can be delivered virtually or in-person.

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- Understand what a pocket notebook is and how to make records.
- Employ record keeping to enhance accuracy and accountability.
- Use structured note taking methods to record material gathered or examined.
- Transition material recorded in the pocket notebook into reports, statements and case files.
- Know the role of the supervisor in respect of the handling and management of pocket notebooks.

training@consiliumtrainingandsupport.co.uk
www.consiliumtrainingandsupport.co.uk

Registered Office: Upper Floors, 2 New Rents, Ashford, Kent, TN23 1JH
Company Number: 14696816 - Registered in England and Wales



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