

Pocket Notebooks and Record Keeping

COURSE OVERVIEW

Those involved in criminal investigations are required to make contemporaneous notes throughout investigations. Used and written correctly, the records made will provide security and protection for the officer.

LEARNING OUTCOMES

- Employ record keeping to enhance accuracy and accountability.
- Use structured note taking methods to record material gathered and examined.
- Transition material into reports, statements and case files.
- Know the role of the supervisor in respect of pocket notebook management.

COURSE FORMAT

Duration: Three hours

Method: In person or online

Materials: Course handouts provided

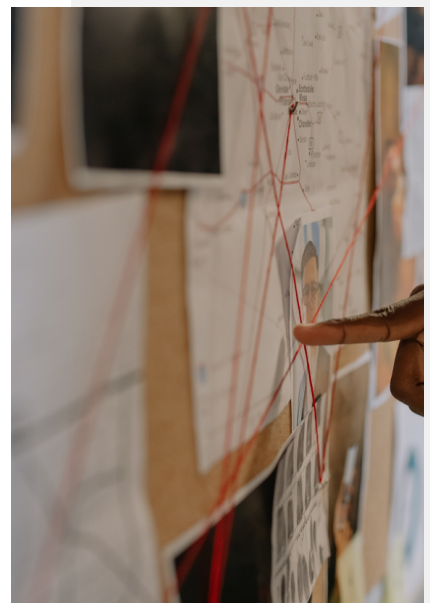
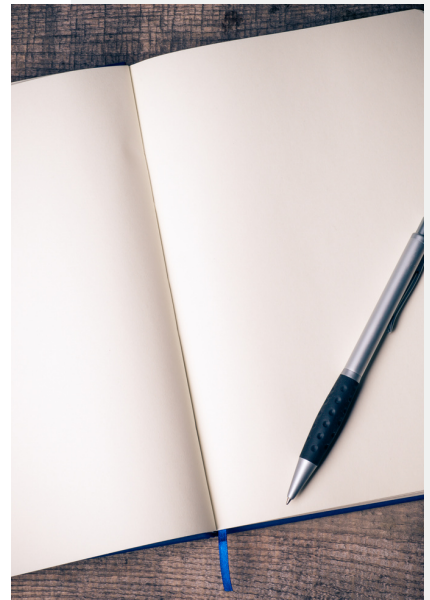
Certification: Completion certificate with 3 CPD credits

AUDIENCE

Designed for all individuals responsible for conducting investigations or undertaking enforcement work. Also suitable for team leaders and managers who want to ensure they are complying with their responsibilities when it comes to managing record keeping effectively.

KEY BENEFITS

- Enhance investigative outcomes with stronger record keeping.
- Build confidence in making high quality records.
- Contribute to higher professional standards in investigatory and enforcement work.



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