



**POLICE  
SCOTLAND**

Keeping people safe

**NOTEBOOKS and PDAs**

**Standard Operating Procedure**

<b>Owning Department:</b>	Divisional Policing
<b>Author / Reviewer:</b>	[REDACTED]
<b>Version number:</b>	2.00
<b>Date Published:</b>	11/05/2014
<b>Due for review on:</b>	01/06/2015
<b>EIA Completed:</b>	Yes
<b>Data Protection compliant:</b>	Yes
<b>FOI compliant:</b>	Yes
<b>Health &amp; Safety compliant:</b>	Yes
<b>GPMS compliant:</b>	Yes
<b>Records Management compliant:</b>	Yes

## CONTENTS

1. PURPOSE
2. ISSUE OF NOTEBOOKS AND PERSONAL DATA ASSISTANTS (PDAS)
3. USE OF NOTEBOOKS AND PDAS
4. ADDITIONAL INSTRUCTIONS FOR PDAS
5. STORAGE, MANAGEMENT AND TRANSFER OF NOTEBOOKS
6. AUDIT OF NOTEBOOKS
7. ROLES AND RESPONSIBILITIES

## APPENDICES

	In Use
Appendix 'A' – 'C' Division	Y
Appendix 'B' – 'V' Division	Y
Appendix 'C' – 'P' Division	Y
Appendix 'D' – 'A' and 'B' Division	Y
Appendix 'E' – 'E' and 'J' Division	Y
Appendix 'F' – 'N' Division	Y
Appendix 'G' – 'G', 'U', 'Q', 'L' and 'K' Division	Y
Appendix 'H' – 'D' Division	Y
Appendix 'I' – Former SCDEA	Y
Appendix 'J' – List of Associated Legislation	Y
Appendix 'K' – List of Associated Documentation	Y

## 1. PURPOSE

- 1.1. This Standard Operating Procedure (SOP) is to provide instruction on the issue, use and storage of official police notebooks and personal digital assistants (PDA's) to Police Officers, Police Custody Support Officers, Traffic Wardens, Community Wardens, Special Constables and any other members of Police Staff who use police notebooks in relation to their duties.
- 1.2. The principles underpinning this SOP require officers and staff to record adequate, clear and accurate information in notebooks and PDA's to meet both legal and operational requirements. Additional, specific guidance on Surveillance logbooks is provided in the [Surveillance Operations and Log Keeping SOP](#).

## 2. ISSUE OF NOTEBOOKS & PERSONAL DIGITAL ASSISTANTS (PDA'S)

### 2.1 NOTEBOOKS

- 2.1.1 Police notebooks are purchased centrally and distributed to local storage facilities across the Police Service of Scotland (PSoS).
- 2.1.2 Police notebooks have a unique serial number which is printed on every page. A [Notebook Register Form](#) is kept with the store of new notebooks and must be used to record all notebooks issued.
- 2.1.3 Access to the store of new notebooks must be restricted to designated persons who have the responsibility for issuing new notebooks and ensuring that a sufficient stock of notebooks is maintained within the store.
- 2.1.4 The member of staff issuing a new notebook will complete the notebook register form and complete the front page of the notebook with the holder's rank/position, name and number.

### 2.2 PDA's

- 2.2.1 The use of PDAs is for authorised individuals who have a legitimate business requirement and have completed the appropriate training. A device will be issued on completion of the training with each PDA configured to the user prior to issue.
- 2.2.2 All users are individually responsible for the security of the PDA issued to them or to which they have access. They are also responsible for maintaining the security of any information they have accessed via the PDA.
- 2.2.3 Users must ensure they comply with the requirements of the [Data Protection Act 1998](#) and [Computer Misuse Act 1990](#).

- 2.2.4 Officers from 'E' and 'J' and 'G' Division areas may seek further guidance on the issue and use of a PDA from the regional appendices 'E' & 'G' respectively.

### **3. USE OF NOTEBOOKS AND PDA'S**

- 3.1 Police notebooks and PDAs remain the property of PSoS once issued to an individual.
- 3.2 Police notebooks, PDAs and the information they contain must be protected from unauthorised disclosure and access.
- 3.3 Police notebooks and PDAs are used to take notes regarding matters of police duty and should contain a record of matters which arise during a tour of duty and should not be used for any other purpose. This may include notes which appear insignificant at the time but may prove valuable later or may assist in rebutting false allegations made against police. All staff issued with a notebook should use their notebook to document action they have taken as well as decisions why action was not taken.
- 3.4 Entries in notebooks and PDAs should be made at the time or as soon as possible thereafter. The date and time of every entry must be recorded in the margin of a notebook. On no account should you make notes elsewhere and later copy them into your notebook.
- 3.5 Only one notebook may be used at a time. A new notebook will not be issued to any individual until their current one is completed or likely to be completed during a tour of duty. There may be occasions when a 'current' notebook is requested by the Crown Office Prosecution Service for Scotland (COPFS), or as evidence in an ongoing Major Investigation (MI), in which case the holder will be issued with a new notebook which will become their 'current' notebook forthwith. For further guidance on having a notebook seized as part of an MI please see guidance at 5.8.
- 3.6 Entries in notebooks will be completed in ink.
- 3.7 All lines, including the top line of the page must be used. No blank lines should be left or spaces between entries.
- 3.8 Pages will not be torn out of notebooks. If a notebook is damaged then it must be reported to a supervisor.
- 3.9 Erasures or over-writing is not allowed. Where a word or phrase has to be altered, it should be lightly stroked through, the correct word or phrase written beside it and the alteration initialled by the holder of the notebook and where relevant, the person providing the statement.
- 3.10 It is accepted that entries in notebooks will not always be as neat as when completed at a desk. All entries must be legible for others to read and for this reason use of shorthand is discouraged.

- 3.11 Statements must be noted for each witness in police notebooks using their own words. The statement is to be read back to the witnesses and signed by them to show that it is a true account.
- 3.12 Where a witness statement has been completed the officers must include a notebook entry to record the fact that they have noted the witness statement on a [Witness Statement Form](#).
- 3.13 Voluntary statements to be noted under caution should, where possible, be recorded on a [Voluntary Statement Form](#) and a notebook entry made to that effect. Further details on recording witness statements can be found in the [Case Reporting SOP](#).
- 3.14 Details of staff disciplinary action taken by senior officers will be recorded in their official notebooks.
- 3.15 All Enquiry and Corroborating officers will note relevant information in their respective notebooks when dealing with an individual or incident.
- 3.16 When a search is carried out, staff involved should record details of where they have searched and the location of any items found as soon as practicable
- 3.17 When an accused is cautioned and charged, at least two of the officers present should record the following in their notebooks:
- Time and date;
  - Full particulars of the accused;
  - Time and details of the caution administered;
  - Wording of the charge(s). Where there are a number of accused charged with the same offence(s), it will be sufficient for one entry to be made;
  - Exact reply or replies made; and
  - The officer dealing and the corroborating officer.
- 3.18 Where relevant, the incident number, crime record number, Conditional Offer number, Fixed Penalty Ticket number should be recorded in the margin opposite the entry.
- 3.19 When a verbal request is made for a PNC, CHS or other database check, details of the request and result should be recorded in the requestor's notebook. These details may be used for audit purposes.
- 3.20 In the case of interviews recorded on tape, officers should note the following information in their notebook:
- that they have undertaken an interview
  - who was present and
  - the start/finish time

- 3.21 Lost or stolen notebooks and PDAs must be reported immediately to a supervisor who will instigate enquiries to recover the notebook/PDA.

#### **4. ADDITIONAL INSTRUCTIONS FOR PDA'S**

- 4.1 Officers allocated a PDA ('E' and 'J' and 'G' Divisions) must also refer to the appendices 'E' and 'G' within this SOP.
- 4.2 For the disposal of machines see the [Mobile Data and Remote Working SOP](#) and for the disposal of data see the [Secure Destruction of Data SOP](#) for further information.

#### **5. STORAGE, MANAGEMENT, TRANSFER AND DISPOSAL OF NOTEBOOKS**

- 5.1 Police notebooks fall within the 'RESTRICTED' category of the Government Protective Marking Scheme (GPMS) and must be stored in a locked container when not in use.
- 5.2 Completed notebooks must not be retained by the holder other than where they are essential to conclude an ongoing enquiry. They must be checked, signed and dated by a Supervisor and then stored in the designated notebook storage facility in accordance with the [Record Retention SOP](#) and the [Notebook Record Form](#) for the officer updated.
- 5.4 Each local policing area/department must provide lockable stores to hold completed notebooks and must nominate specific staff to manage the store(s).
- 5.5 Only staff responsible for managing notebooks will be permitted access to notebook stores to retrieve completed notebooks when required for court or reference purposes. Where a notebook is temporarily removed from the store, the notebook record form will be completed by the person issuing the notebook.
- 5.6 Where an officer's permanent place of work changes between local policing areas or departments, their completed notebooks, along with their Notebook Record Form will be transferred to their new place of work. Officers from 'P' Division should seek advice in the regional geographical appendix 'C' in relation to the transferring of notebooks.
- 5.7 Notebooks must not be transferred to the new place of work in the custody of the officer, rather packaged in line with 'RESTRICTED' marking and sent using internal mail which must be signed for, to the officer's new supervisor or individual nominated as being responsible for notebooks who will ensure that the notebooks are stored as per 5.3 above.

- 5.8 Officers attending the scene or involved with the investigation of a Major Inquiry may have their notebooks seized and retained for evidential purposes at the direction of the Senior Investigating Officer (SIO), where the SIO considers that the submission of certified copy of the relevant pages is not appropriate. In such circumstances, any remaining pages in the notebook must be 'short-ruled' and signed by the officer and the notebook register updated.
- 5.9 In the event of an MI remaining unresolved, seized notebooks may be retained together with other case material, directed by the SIO, but must be logged as such within the records of the case. Seized notebooks that are required for court may be obtained from the SIO and returned immediately after use.
- 5.10 When a member of staff retires or leaves the Police Service of Scotland, they must submit their 'current' notebook for storage in the same manner as if it were complete. It will be retained in a designated storage facility in accordance with the [Record Retention SOP](#) and then destroyed by the person with responsibility for the storage facility in which they are retained.
- 5.11 In the event of a case requiring the presence of a former officer at court, they may request temporary access to their former notebooks. These remain the property of PSoS and must be returned immediately after the court appearance.

## **6. AUDIT OF NOTEBOOKS AND PDA'S**

- 6.1 The use of notebooks will be checked on a regular basis by supervisors. The frequency and method to be used is contained in geographical appendices ('A'-'I').
- 6.2 An individual, identified locally, who has been tasked with the storage of completed notebooks will conduct a quarterly audit of notebooks in their charge and take active measures, via supervisory officers, to enable the timely return of completed notebooks. This will be recorded on the [Notebook Register Form](#).

## **7. ROLES AND RESPONSIBILITIES**

- 7.1 Central Purchasing/Stores are responsible for the purchase and distribution of police notebooks to persons designated to issue them. For PDA's officers from 'E' and 'J' and 'G' Division areas should seek guidance from geographical appendices ('E' & 'G').
- 7.2 Local Policing Commanders/Heads of Departments will ensure that they have suitable administrative procedures in place for the storage, issue and supervisory examination of notebooks and PDAs and will inspect the records on a regular basis to ensure the processes are being adhered to.

- 7.3 First Line Managers and Supervisors are responsible for overseeing the issue, use and storage of notebooks and PDAs as outlined in section 3 of this SOP. They will also be responsible for carrying out regular checks to ensure that notebooks are being used correctly.
- 7.4 Staff who make use of Police notebooks and PDAs in the course of their duty are responsible for completing them to an acceptable standard, for protecting their content from inappropriate disclosure, ensuring that they are stored securely at all times and in the case of notebooks, returned to the store immediately if borrowed for court, etc. purposes.
- 7.5 Staff with responsibility for the notebook store are responsible for the regular audit of the store and destruction of notebooks in line with the [Record Retention SOP](#).

Produced for Operation Tarn on 14/09/2021



**'C' DIVISION**

**5. STORAGE, MANAGEMENT, TRANSFER AND DISPOSAL OF NOTEBOOKS**

Lockable notebook storage cabinets are held at stations and departments.

The Procurators Fiscal (PF) will notify the police by means of a memorandum to the Case Management Unit for the submission of all police notebooks.

The Case Management Unit will place a task on the relevant Crimefile instructing the Reporting Officer to deliver the notebook in question to the relevant Procurator Fiscal's Office.

Notebooks will be delivered to the PF's Office by hand. The Solemn Unit, Stirling, will initiate the majority of requests and this is where the notebooks should be delivered to.

Occasionally, the Procurators Fiscal will make a request for notebooks in respect of summary cases. These should be delivered to the relevant Procurator Fiscal's office as detailed on the memorandum from the Procurators Fiscal.

Officers are required to take a [receipt book](#) with them when handing over a police notebook to the Procurators Fiscal. Officers should complete the receipt book with relevant details of the police notebook being deposited and have the person receiving the notebook sign the receipt book.

On return to the police station, officers should update the Crimefile task with the details of delivery, including the name of the person accepting the notebook, and the receipt book number. The task should thereafter be returned to the Case Management Unit to complete the administration process.

It is common for officers to receive requests for full statements or other information contained notebooks that are lodged with the Procurators Fiscal. When this happens, officers should contact the Police/Procurators Fiscal Co-location Officer and provide details of the case for which the books are lodged, including the name of the accused, Procurators Fiscal's case reference number and the name of the officer to whom the book belongs, along with details of the information required from the lodged notebook.

Relevant information from the lodged notebook will be photocopied and faxed to the relevant station.

Alternatively, if convenient, officers may attend the relevant Procurators Fiscal office and extract relevant details. This should be arranged via the Police/Procurators Fiscal Co-location Officer.

Return of notebooks is carried out once the relevant case is closed or, occasionally, if a case is reduced from solemn to summary proceedings. The Procurators Fiscal will return notebooks to the police via the internal mail system, for the attention of the Duty Sergeant at the relevant police station. The Duty Sergeant will thereafter lodge notebooks in the relevant cabinet as per local procedures.

## **6. AUDIT OF NOTEBOOKS**

Where block of shifts worked has decreased from seven to either three or four, and shifts follow a five week cycle, it is sufficient and feasible to carry out one audit of an officer's notebook during that block. A similar means of checking should be employed of officers' notebooks who work a five day shift system. It is recommended at least six entries in the officer's notebook should be checked by the supervisor.

The supervisory officer will sign and date within the margin those entries which they have checked. In addition to the supervisory officer signing the notebook, it will also be necessary for him to record the date on which the officer's notebook has been audited. This will be recorded on the [Notebook Register Form](#). Where a supervisor finds discrepancies during the audit process he/she must ensure that the matter is reported to a supervisor outlining the facts of the discrepancy. Professional Standards Department (PSD) will also be informed of the facts providing them with the opportunity to investigate the matter.

**APPENDIX 'B'****'V' DIVISION****5. STORAGE, MANAGEMENT, TRANSFER AND DISPOSAL OF NOTEBOOKS**

Notebooks will be issued by the shift supervisor or in some divisional areas by a designated member of police staff, against signature. The [Notebook Register](#) will record issued notebooks and will be maintained at each station by the supervisor or designated member of police staff.

A supply of police notebooks will be secured in a locked cabinet accessible by station supervisors and/or designated police staff. The locked cabinet will normally be located within the productions store unless local circumstances permit that it should be located in the supervisor's office. When not in use, notebooks should be stored in officer's lockable storage areas.

When a notebook is completed, it should be returned to the station supervisor for endorsement. The completed notebook will be stored in the station's notebook store.

When the Procurators Fiscal office require an officer's notebook to be submitted in evidence during the preparation of a case. Such a request will normally be made via memorandum from the Procurators Fiscal. The notebook will be delivered to the Procurators Fiscal's office against receipt and the fact the officer's notebook has been handed over should be recorded on the corresponding log on the Incident Management and General Enquiry System (IMAGE) Notebooks returned from the Procurators Fiscal's office should also be recorded on the relevant incident IMAGE log.

**6. AUDIT OF NOTEBOOKS**

Supervisors must endorse notebooks on each occasion they are examined. A check of each officer's notebook once per shift-cycle is the standard each supervisor should achieve, however, operational demands may, from time-to-time impede the frequency that supervisory checks on notebooks can be undertaken. It is expected that notebooks of probationary officers or officers on performance related action plans be checked on a more regular basis.

The contents of the notebook should be examined from the date of the last supervisory signature and should include samples of notebook entries against corresponding crime reports and incident logs recorded on IMAGE.

Where the completion of the notebook does not meet expected standards, the supervisor must determine whether the infraction is suitable for local management action or whether the matter requires to be reported to an Inspector or Professional Standards through the appropriate channels.

NOT PROTECTIVELY MARKED

Any action should be properly considered and proportionate to the circumstances. If in doubt as to the most appropriate course of action, the supervisor checking the notebook must consult with their own line manager for guidance.

Inspectors, Chief Inspectors and Superintendents should carry out notebook checks of officers under their command on a random basis.

Produced for Operation Tarn on 14/09/2021.

## APPENDIX 'C'

### 'P' DIVISION

#### 5. STORAGE, MANAGEMENT, TRANSFER AND DISPOSAL OF NOTEBOOKS

Lockable notebook storage cabinets are held at stations and departments

The Procurators Fiscal (PF) will notify the police by means of a memorandum to the Case Management Unit for the submission of all police notebooks.

The Case Management Unit will place a task on the relevant Crimefile instructing the Reporting Officer to deliver the notebook in question to the relevant Procurators Fiscal's Office.

Notebooks will be delivered to the PF's Office by hand. The Solemn Unit, Kirkcaldy, will initiate the majority of requests and this is where the notebooks should be delivered to.

Occasionally, the Procurators Fiscal will make a request for notebooks in respect of summary cases. These should be delivered to the relevant Procurators Fiscal's office as detailed on the memorandum from the Procurators Fiscal.

Officers are required to take a Receipt Label with them when handing over a police notebook to the Procurators Fiscal. Officers should complete the receipt book with relevant details of the police notebook being deposited and have the person receiving the notebook sign the Production Receipt Label. The receipt should be endorsed by the receiver, confirming they have taken possession of the notebook and also endorsed by the Officer/Staff member delivering it to the required destination. This Production Receipt Label should then be returned to the Central Production Location for storage.

On return to station, officers should update the Crimefile task with the details of delivery, including the name of the person accepting the notebook, and the receipt book number.

The task should thereafter be returned to the Case Management Unit at Central Checking Unit STATS to complete the administration process.

It is common for officers to receive requests for full statements or other information contained within notebooks that are lodged with the Procurators Fiscal. When this happens, officers should contact the Police/Procurators Fiscal Co-location Officer and provide details of the case for which the books are lodged, including the name of the accused, Procurators Fiscal's case reference number and the name of the officer to whom the book belongs, along with details of the information required from the lodged notebook. Relevant information from the lodged notebook will be photocopied and faxed to the relevant station.

Officers may also choose to attend the relevant Procurators Fiscal office and extract relevant details. This should be arranged via the Police/Procurators Fiscal Co-location Officer.

Return of notebooks is carried out once the relevant case is closed or, occasionally, if a case is reduced from solemn to summary proceedings. The Procurator Fiscal will contact the Central Productions Team to arrange for the Police to personally collect the notebook and return it to safe and secure storage. The Production Management System will be updated accordingly that the notebook has been returned.

## **6. AUDIT OF NOTEBOOKS**

All supervisors will check notebooks of staff under their command to ensure officer compliance. Within departments or officers outwith stations the department head will identify a suitable supervisor to undertake this role.

Sergeants will examine the notebooks of their Constables at least once a fortnight and more often for probationary Constables. Similar examinations will be made of notebooks held by police staff. Inspectors will examine the notebooks of Sergeants and Constables under their command at least every 3 months and in the case of probationers at least once every month.

**'A' AND 'B' DIVISIONS****2. ISSUE OF NOTEBOOKS**

Within the Aberdeen City Division notebooks are issued by Public Office staff at Queen Street and Bucksburn. Completed notebooks are retained at Queen Street and Bucksburn.

Within the Aberdeenshire and Moray Division new notebooks are issued by the station Inspector or Sergeant. All completed notebooks are retained at the Officers station.

If no Sergeant or Inspector is available to issue a notebook, Officers may self-issue notebooks, completing the relevant information in the [Notebook Register](#) and informing the Duty Sergeant that this has been carried out.

**5. STORAGE, MANAGEMENT, TRANSFER AND DISPOSAL OF NOTEBOOKS**

Notebook storage boxes will be provided for each Officer. Storage boxes will be stored in a secure location under the custody of the senior Administration Officer of the operational division or business area in which the Officer is employed. The secure location must be locked at all times when unattended.

Only where it is deemed impractical to store storage boxes centrally (due to the geographical remoteness of the station), boxes may be maintained under the custody of the local Supervisor. An up to date list of any storage boxes held must be sent to the relevant administration office on a quarterly basis.

When a notebook is completed the Officer will ensure that the [Notebook Record](#) is completed.

An Officer wishing to retrieve a notebook will record the details in the [Notebook Record](#) on the notebook storage box. On return of the notebook the Notebook Record will be updated.

When an Officer is transferred, the Officer will arrange to have their notebook storage box forwarded to the appropriate location.

When an Officer leaves, the notebook storage box should remain in the custody of the administration office relevant to their last operational posting.

**6. AUDIT OF NOTEBOOKS**

First Line Managers will examine and sign (not initial) the notebooks of all staff directly supervised by them at least once every four weeks and in the case of Probationer Constables every two weeks.

NOT PROTECTIVELY MARKED

This will be a detailed examination from the previous Supervisor's signature to date. A sample of the Officers CrimeFile reports should be checked to confirm that the details recorded in the notebook, in particular replies to caution/charge etc, have been accurately transferred. These aforementioned checks will be recorded in the notebook.

Where standards have fallen and counselling has been given, an entry to that effect will be entered in the notebook and consideration of the submission of a Performance Development Review note given.

Inspectors will examine and sign the notebooks of all Sergeants, Constables and Traffic Wardens directly supervised by them at least once every three months.

Chief Inspectors and Superintendents will carry out, on a random basis, checks of all notebooks.

Area Commanders/Heads of Departments will ensure they have an administrative procedure in place for supervisory examination of notebooks, to be recorded.

Produced for Operation Tarn on 11/09/2021



**'E' AND 'J' DIVISIONS****4. ADDITIONAL INSTRUCTIONS FOR PDAS**

Officers allocated a PDA should refer to the Operational Guidance document for the [Use of Personal Data Assistants as Electronic Notebooks](#).

Following consultation with the Procurators Fiscal it has been agreed officers will use their PDA to deal with all crimes or incidents regardless of whether it will be dealt with under summary or solemn procedure. Should an officer gather information using a PDA, which is subsequently required as evidence the officer may be required to provide a hardcopy of the relevant entries along with a certificate of authentication to the Procurators Fiscal.

Police officers using a PDA will also have their paper notebook, however will only revert to using their paper notebook if their PDA fails and it is impractical to replace the PDA at that time. Under no other circumstances should an officer opt to revert to using a paper notebook instead of their PDA.

During every shift officers must synchronise their PDA.

The PDA can be used in court and the normal rules of providing access to the information will prevail. Prior to attending court to give evidence an officer will download the relevant information back onto their PDA.

Whilst carrying out an interview under caution corroborating officers must always record the interview in their own PDA.

**6. AUDIT OF NOTEBOOKS AND PDA'S**

Sergeants will examine a Constable's notebook at least once a fortnight and Inspectors the notebooks of Sergeants and Constables in their charge regularly. Similar examinations will be made of notebooks held by support staff. Examination should include the following:

- Ensuring that notebooks are kept updated and comply with requirements
- Ensuring that every entry relating to persons charged, crimes or road crashes recorded, or any other entry where a report or further enquiry is required, corresponds with a report submitted or the appropriate entry in the officer's work record.

Supervisors examining notebooks will sign them and endorse the time and date on the line after the last entry. They will also, when necessary, give guidance on the completion of notebooks, fully investigate any irregularities found and check completed notebooks before forwarding them for storage.

Officers conducting investigations into complaints against the police and alleged discipline offences will examine the notebooks of officers concerned in such enquiries and should report the matter to their line manager. Where necessary, guidance should be sought from Professional Standards Department.

Sergeants will examine a Constable's PDA at least once a fortnight and Inspectors the PDAs of Sergeants and Constables in their charge regularly. Such examination should take place by checking Pronto Manager for the following:

- Ensuring that entries comply with PDA requirements.
- Regularly checking the officers' Work Pending folder to ensure that every document which requires an action has been dealt with accordingly.
- Ensuring that officers are fully utilising the capabilities of the PDAs, by examining the other document folders for quality of information.

A local audit system is in place to record every search carried out by supervisors of officers' PDAs. Supervisors will be required to enter a reason for viewing officers' PDAs. Individual officers will have the facility, within Pronto Manager to view the list of collar numbers that have accessed a particular document or shift.

Supervisors examining PDAs are not required to endorse the officers' notebook as all such searches are logged and are auditable on the computer system. However it is good practice for the supervisor to record the check in his or her own notebook. Where appropriate, supervisors will give guidance to those in their charge in respect of the completion of PDAs, and will investigate any irregularities found, and act accordingly.

## **7. ROLES AND RESPONSIBILITIES**

The Mobile Data Team is responsible for the training and distribution of PDAs within E' and 'J' Divisions area.

**APPENDIX 'F'**

**'N' DIVISION**

**5. STORAGE, MANAGEMENT, TRANSFER AND DISPOSAL OF NOTEBOOKS**

Completed notebooks, when not in the possession of the individual officer or otherwise, must be stored securely within a locked cabinet, itself within a lockable room. Access to this cabinet will be restricted. In the majority of cases it will be sufficient for the Area Commander and the Administration Officer/Business Manager only to hold keys.

**6. AUDIT OF NOTEBOOKS**

Notebooks currently in use by individual officers will be examined by their line managers regularly and where possible this should be done by sergeants on a weekly basis, and by Inspectors or Chief Inspectors monthly. In the case of remote police stations, examinations will take place during visits by supervisors who may wish to carry out additional checks should it be considered necessary. Particular attention should be given to the manner in which notebooks are maintained by probationary officers, special constables and traffic wardens.

The content of the notebook will be checked back to the previous supervisor's signature and periodically the content of a reporting officer's notebook will be compared with the corroborating officer's notebook and any discrepancies dealt with appropriately.

Regular auditing of notebook records by the Administration Officer/Business Manager will ensure that officers are reminded, where necessary, to return completed notebooks.

## APPENDIX 'G'

### 'G', 'K', 'L', 'Q' AND 'U' DIVISIONS

#### 4. ADDITIONAL INSTRUCTIONS FOR PDA'S

Officers allocated a PDA as part of the National Mobile Data Trial within Glasgow Division should refer to the Operational Guidance document for the [ACPOS National Mobile Data Trial \('G' Division\)](#).

#### 5. STORAGE, MANAGEMENT, TRANSFER AND DISPOSAL OF NOTEBOOKS

When a notebook is no longer required for duties it is to be submitted to a supervisory officer.

All movement of and access to deposited notebooks must be recorded by a supervisor on the respective [Notebook Record Form](#) including any lodged as productions or in a small number of specific cases where a Senior Investigating Officer (SIO) has identified a need to retain notebooks with case papers and the officer has subsequently been supplied with a new notebook.

Any temporarily removed notebooks must be returned to a supervisory officer for storage in a timeous manner.

#### 6. AUDIT OF NOTEBOOKS

Where practical, an officer's notebook should be examined and signed by their supervisor every tour of duty. They should be used in compliance with the guidelines laid down in the [Police Information Net for Scotland \(PINS\)](#). In addition, Inspectors will carry out frequent checks of officers' notebooks to ensure supervision is being provided.

**APPENDIX 'H'**

**'D' DIVISION**

**5. STORAGE, MANAGEMENT, TRANSFER AND DISPOSAL OF NOTEBOOKS**

When a notebook is completed, a new one will be issued and the old notebook should be returned to Divisional Administration. Officers should be guided by local Divisional Administration with regards to storage of used notebooks.

**6. AUDIT OF NOTEBOOKS**

Notebooks currently in use by individual officers will be examined by their line managers regularly and where possible this should be done by sergeants on a weekly basis. In the case of remote police stations, examinations will take place during visits by supervisors who may wish to carry out additional checks should it be considered necessary. Particular attention should be given to the manner in which notebooks are maintained by probationary officers and special constables.

Supervisors examining notebooks will sign them and endorse the time and date on the line after the last entry. They will also, when necessary, give guidance on the completion of notebooks and fully investigate any irregularities found. A proportionate response will be taken to minor infractions whilst matters of a more serious nature will be reported by supervisors to their line manager for action. If in doubt as to the most appropriate course of action, the supervisor checking the notebook must consult with their own line manager for guidance.

## LEGACY SCDEA

### 5. STORAGE, MANAGEMENT, TRANSFER AND DISPOSAL OF NOTEBOOKS

All notebooks will be stored within designated areas prior to issue, notebooks will be stored in the following locations:

West Branch -	Criminal Justice Unit
East Branch -	Administration Office
North Branch-	Detective Inspector's office

The Administration Office will store securely a sufficient supply of notebooks. A [Notebook Register Form](#) records the serial numbers of notebooks stored and audit those books which are provided to supervisors on request. The provision of notebooks to the designated area will be documented on the Notebook Register which will record the date of issue and the relevant notebook serial numbers. Both the issuing Administration Officer and the receiving supervisor will sign the Notebook Register to acknowledge issue / receipt of the notebooks.

### 6. AUDIT OF NOTEBOOKS

The Administration Office will be responsible for monitoring notebook stocks and will notify the Head of Operations when stocks are low. In consultation with the Head of Operations, the Administration Office will be responsible for the order of further Official Notebooks.

Supervisors will frequently examine and sign officers' notebooks. In respect of officers under their command, they will conduct a quarterly examination of the [Notebook Register Form](#), and the [Notebook Record Form](#) and notebooks held in storage. This practice will be monitored by Detective Inspectors who will conduct an annual examination of:

- The [Notebook Register Form](#), endorsed and dated with the Detective Inspector's signature; and
- The Notebook Serial Numbers against the [Notebook Record Form](#) endorsed and dated with the Detective Inspector's signature.

**LIST OF ASSOCIATED LEGISLATION**

- Computer Misuse Act 1990;
- Data Protection Act 1998
- Criminal Procedure (Scotland) Act 1995;
- Human Rights Act 1998;
- Freedom of Information (Scotland) Act 2002;
- Police (Efficiency) (Amendment) Regulations 2003;
- Police and Fire Reform (Scotland) Act 2012;
- Police Service of Scotland (Conduct) Regulations 2013
- Police Service of Scotland Regulations 2013;
- Police Service of Scotland (Special Constables) Regulations 2013;
- Public Records (Scotland) Act 2011

Produced for Operation Tarn on 14/09/2021.

**LIST OF ASSOCIATED REFERENCE DOCUMENTS**

- [ACPOS National Mobile Data Trial – G Division](#)
- [Use of Personal Data Assistants as Electronic Notebooks](#)

Produced for Operation Tarn on 14/09/2021.



**LIST OF ASSOCIATED GENERIC PSOS FORMS**

- [Notebook Register Form \(Record of Notebooks Issued\)](#)
- [Notebook Record Form](#)

Produced for Operation Tarn on 14/09/2021.