

CPU Pocket Book Usage

October 2014

Pocket Book

- Used to record information that may be used as evidence in Court.
- Official document that must be carried at all times whilst on duty.
- Property of Rotherham MBC

When to Use Your Pocket Book

- Record all intelligence and information.
- The detail you put in is personal.
- It should be used as the basis for APP/Flare data, statements and other reports.
- All other enquiries.
- It is not just for use if you think that you are likely to end up in Court with a case.

Rules of Use

- Entries should be made in ink.
- Entries should be made at the time of the event.
(Where circumstance prevent this, as soon as possible after the event. Where there is a delay the specific reasons should be included) .
- All surnames should be in block capitals.
- Entries should be made only on the lines of the pages of the book and all lines and pages should be used.
- Each entry should include time and location.
- Record names and addresses of victims, offenders, and witnesses.

Rules of Use

- Where the incident involves vehicles, property or documents, full descriptive details should be recorded including unique identifiers, e.g. registration marks and serial numbers etc.
- It is often necessary to record information or a person's account of an incident immediately into the notebook and, as a result, the entry may not necessarily make sense to a reader. Such an entry should be made in direct speech wherever possible. It should then be followed by a section of narrative which accurately explains the event
- Where whole or part pages are accidentally left blank a diagonal line should be drawn across the blank area and 'omitted in error' written across the page.

Rules of Use

- If a mistake is made, cross it out with a single line so that the word or words remain legible. Initial the deletion and follow it with the replacement word or words.
- When dealing with a significant incident a full and detailed pocket book entry should be made.
- A record should be made of relevant advice and decision-making rationale.
- Evidential matters where no other primary record exists.
- Property coming into your possession, which is not immediately recorded elsewhere.
- Any other matters at your discretion.
- Officers writing original notes in statement form should make a brief pocket book entry noting when and where the statement was made.
- Never tear pages out of the pocket book.

Rules of Use

- Where you believe that an individual has committed an offence you must caution them, and record the fact that they have been cautioned.
- Comments made by suspects should be recorded.
- Pocket Book should be signed by anyone who makes a comment that is recorded.
- If the individual refuses to sign then this must be noted.

Do Not Use

E

L

B

O

W

S

Erasures

Leaves torn out

Blank spaces

Overwriting

Writing between the lines

Statements to be in direct speech

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- If the individual refuses to sign then this must be noted.