

28 August 2024

M  
fyi-request-27968-beacddcb@requests.fyi.org.nz

Tēnā koe M

***Request for information***

Thank you for your Official Information Act 1982 (OIA) request of 7 August 2024. You requested:

*Can you please provide the Police Manual and any formal training notes that are provided to recruits at the RNZPC regarding the use of a notebook.*

*In particular, I am wanting to know what information is recommended to be recorded when vehicle stops are conducted and how this is laid out in the notebook*

During the initial training of recruits, delivered by the Royal New Zealand Police College, recruits are taught the module *IN03 – Intro to Notebooks*. Appendices one, two and three have been provided to you as each of these resources provides the manual and formal training notes as requested. The learning objectives outlined in this module are that recruits can describe the details that should be included in a notebook entry and list the ‘basic details’ of a person and outline how they should be recorded in a notebook entry.

It is important to note that during February to March 2024, the digital notebook was introduced. Training material was updated to reflect the new tool; however, the curriculum teaches the basics of notebooks before covering the digital notebook so that recruits are confident on the information, they are required to capture in the written form first.

The examples that are taught for notebook entry during recruit training does not cover specific examples on a vehicle stop. Appendix four describes a scenario that is provided to recruits to test their notebook skill. A practical activity is also provided to recruits, which is outlined in appendix five, and covers a scenario for recruits to work together to practice their notebook entries in a role-played situation.

Manuals are updated regularly to reflect current legislation, policy, and the environment that the Police operate within. The documents provided as part of this response, are the current documents used for training recruits on notebooks.

You will find below a table that outlines each appendix provided in this response.

Please note that as part of its commitment to openness and transparency, Police proactively releases some information and documents that may be of interest to the public. An anonymised version of this response may be publicly released on the New Zealand Police website.

Nāku noa, nā



**Superintendent Warwick Morehu**  
Director - Training  
New Zealand Police

Appendices provided:

<b>Appendix</b>	<b>Name of document</b>	<b>Description of document</b>
One	IN03 Intro to Notebooks	Lesson Plan
Two	Notebook resource book	This provides the learning objectives of the chapter
Three	IN03 Intro to Notebooks PowerPoint presentation	Aid to support the Lesson Plan.
Four	Notebook example	This is a view of what a notebook entry would look like.
Five	Notebook Practical Activity	This provides recruits with a scenario to practice doing their notebook entries on.



## IN03 Intro to Notebooks

### Description

This session will be their first introduction to police notebooks. It aims to give them the knowledge as to what goes into a notebook, rules and a practice.

A Power Point named “IN03 Intro to Notebooks” has been created to use in tandem with this session.

### Lesson Objectives

By the end of this session, learners will be able to:

- *Explain the why, when and what of police notebooks.*
- *Describe the details that should be included in a notebook entry.*
- *List the ‘basic details’ of a person and outline how they should be recorded in a notebook entry.*
- *Describe the rules for making written notebook entries (LEGO).*

### Assessment(s) within the Lesson

During this session, learners will undertake the following forms of assessment:

- Progress checks by Q&A
- Practical activity

### Duration

Classroom/wharenuui: 45 mins

### Prior learning

Nil.

### Room set-up

Facilitator choice

### Preparation

Before this session you need to:

- Familiarise yourself with PowerPoint, lesson plan and practical activity.
- Print off the activity scenario sheets (10 of each scenario).

### Resources

You need these resources: activity sheets, whiteboard marker, power point, clicker

<b>Lesson Plan</b>	<b>IN03 Intro to Notebooks</b>	<b>Duration</b>	45 mins
<b>Learning Outcome</b>	Recruits will have the knowledge of what a Police notebook is used for and what content goes in it.		
Learners already know	Nil		
Learners need to bring	Initial Investigations resource book		

Introduction	Training Technique(s)	Resource(s)	Time
<b>Lesson Outline</b>	<ul style="list-style-type: none"> <li>Welcome recruits to the class.</li> <li>Tell recruits that this session will involve knowledge building/understanding and some activities to check their knowledge.</li> </ul> <p>Advise them to ask questions as we go.</p>	Nil	
<b>Learning Objectives</b>	<ul style="list-style-type: none"> <li><i>Explain the why, when and what of police notebooks.</i></li> <li><i>Describe the details that should be included in a notebook entry.</i></li> <li><i>List the 'basic details' of a person and outline how they should be recorded in a notebook entry.</i></li> <li><i>Describe the rules for making written notebook entries (LEGO).</i></li> </ul>	PP slide 2	1 min

Body	Training Technique(s)	Resource(s)	Time
<p><b>Stage 1 Objective(s):</b></p> <p><i>Explain the why, when and what of police notebooks.</i></p>	<p><b>Advise recruits:</b></p> <ul style="list-style-type: none"> <li>This is an introduction session to Police notebooks.</li> <li>They were given a paper notebook and cover. This session will be focussed more on the written notebook however later in the week, you will learn about Digital Notebooks.</li> <li>What you learn in this session will be very important when using a digital notebook because content should be the same.</li> </ul>		30 mins
<p><b>Must Know:</b></p>	<p><u>Police Notebook – Know the Why's</u> Go through the points on the slide and discuss.</p> <p><b>Note for recruits:</b> Record of an interview: with victims, witnesses or offenders. Can take brief notes (bullet points and quotes) only. Generally, victim and witness statements will be taken on another form formally.</p> <p><u>Police Notebook – When should notes be taken?</u> Go through slide points and discuss.</p> <p><b>Notes for recruits:</b></p> <ul style="list-style-type: none"> <li>To be of evidential value, must be written contemporaneously – or as soon after the event as circumstances allow.</li> </ul>	<p>PP slide 3</p> <p>PP slide 4</p>	

	<ul style="list-style-type: none"> <li>• If notes are written after the event, then record the time of writing the notes and a detailed explanation for the delay. Recruits will learn more about this in other notebook sessions.</li> <li>• Notes written some 5 hours after the event were not allowed to be referred to in one instance in the High Court</li> <li>• Explain delays very well.</li> <li>• Notes of any interviews should also follow the contemp. rule – unless you can explain why.</li> </ul> <p><b>Note to instructor:</b> Writing ‘contemporaneous notes’ will be covered in another notebook session however you can briefly explain what they are. They are written as soon as practicable after, just have a start and end time.</p>		
<p><b>Stage 2 Objective(s):</b> <i>Describe the details that should be included in a notebook entry.</i></p> <p><i>List the ‘basic details’ of a person and outline how they should be recorded in a notebook entry.</i></p>	<p><u>K-codes and 10-codes</u> Introduce recruits to these codes and advise to learn them. These are brevity codes and codes are used in police notebooks and with radio transmissions (session in week 3). They need to learn them.</p> <p><u>What to record</u> Go through slide points and discuss.</p> <p><b>Note to instructor:</b> the next few slides will illustrate how heading up the shift and recording personal details looks. Use the whiteboard to illustrate further when required.</p>	<p>PP slide 5</p> <p>PP slide 6</p>	
<p><b>Must Know:</b> K-codes and 10-codes, notebook content.</p> <p>What content should go in the notebook.</p> <p>How to write person details.</p>	<p><b>Advise recruits:</b></p> <ul style="list-style-type: none"> <li>* You can never have too much detail – so long as it is accurate.</li> <li>* You also never know when the information may be of use – it can be months later, and it turns out you have stopped a vehicle relevant to a homicide.</li> </ul> <p><u>Heading up the shift</u> Go through how to write up shift information and what to include:</p> <ul style="list-style-type: none"> <li>• Date</li> <li>• Day &amp; Shift being worked (e.g., early, late night)</li> <li>• Hours of work</li> <li>• Supervisor</li> <li>• Callsign</li> <li>• Partner</li> <li>• Vehicle reg (if relevant)</li> </ul> <p><u>Recording person basic details</u> Go through slide points and what is included for person basic details. Explain how names are written in a notebook.</p>	<p>PP slide 7</p> <p>PP slide 8</p>	

	<p>Discuss with recruits:</p> <ul style="list-style-type: none"> <li>• How they can verify details – drivers licence, ON DUTY, Over 18 card, passport etc (has a photo)</li> <li>• They may also record additional information like circumstances of ID, tattoos, clothing/person description, mental/physical behaviour, intoxication level.</li> <li>• The importance of verifying details. This may become important later in court proceedings. i.e., to prove reliability, mindset, if appearance has changed before court.</li> </ul> <p><u>Notebook Do's</u> Go through points on slide.</p> <p><b>Advise recruits:</b></p> <ul style="list-style-type: none"> <li>• Don't record things you didn't see or do. Be honest at all times.</li> <li>• If your notes do conflict with others, then this should be explained &amp; noted.</li> <li>• The suspect must be given the opportunity to read and sign your record of what was said. If they refuse, then note the offer &amp; refusal. <b>(Recruits will have a suspect session later in the course)</b></li> <li>• Professional &amp; consistent – this consistency will also prompt you if you have missed something.</li> </ul>	PP slide 9	
<p><b>Stage 3 Objective(s):</b> <i>Describe the rules for making written notebook entries (LEGO).</i></p>	<p><u>Rules for written notebooks.</u> <b>Explain to recruits-</b> Most of these will be relevant if writing in a notebook. some of these rules will not be an issue when using a digital notebook, some will carry over as you will print your notebook entries.</p>	PP slide 10	
<p><b>Must Know:</b></p>	<ul style="list-style-type: none"> <li>• Don't leave empty pages.</li> <li>• If a page has to come out (contaminated/sticky) then document it and endorse on the following page.</li> <li>• If something needs to be crossed out, then use a single clear line &amp; endorse it as a mistake/correction.</li> <li>• If you normally leave gaps between your lines – be consistent- don't start suddenly writing a different way.</li> </ul> <p><u>Other Notebook Don'ts</u> Go through slide points.</p> <p><b>Advise recruits:</b></p> <ul style="list-style-type: none"> <li>• You may be asked to look for something in you notebook many years later.</li> <li>• Keep them for at least 7 years as per any business record – they actually belong to the NZ Police (written notebooks).</li> </ul>	PP slide 11	

	<ul style="list-style-type: none"> <li>Everything can potentially be subject to disclosure.</li> <li>Be careful what you write as you may open yourself up to scrutiny from a defence counsel.</li> </ul> <p><u>How a written notebook should look.</u> Be consistent if you use gaps for each timed entry.</p> <p>Advise recruits that when they print off a digital notebook, it will look different.</p>	PP slide 12	
<b>Stage 4 Objective(s):</b> <i>Notebook activity</i>	<p><b>Written notebook practical activity.</b>  <b>Instructor:</b> Follow the instructions on the first page of the practical sheet.  Recruits will work in pairs.  They will each speak with a complainant about an incident and make a notebook entry.</p> <p><u>Digital Notebooks</u>  Advise recruits they will be learning about Digital Notebooks on Wednesday.</p> <p><u>Practice using their notebook.</u>  Advise recruits to start practicing using their notebook. This will be done in written form until after their digital notebook session.</p> <p>Advise recruits:</p> <ul style="list-style-type: none"> <li>They will use their notebook while at college. This includes for their REP's.</li> <li>They need to become familiar through practice.</li> </ul>	PP slide 13 Practical activity handout  PP slide 14  PP slide 15	15 mins

Conclusion	Training Technique(s)	Resource(s)	Time
Lesson Summary	Go back to learning objectives and review.	PP slide 16	1 min
Formative/review assessment (if applicable)			
Lesson Outline Extra Help Available Where-to-next	Explain the recruits that they will have a notebook practical session later in the week. They will need to practice using notebooks whilst here at the college. They will also use them in practicals.		



## Police Notebooks – IN03

### LEARNING OBJECTIVES

At completion of this chapter, recruits will be able to:

1. Explain the why, when and what of police notebooks.
2. Describe the details that should be included in a notebook entry.
3. List the ‘basic details’ of a person and outline how they should be recorded in a notebook entry.
4. Describe the rules for making written notebook entries (LEGO).

## Using your notebook

### Introduction

Few police members can recall from memory the details of investigations or other police incidents when it becomes necessary to describe those, hours, days, months or years later.

You should record enough detail about an event to be able to refresh your memory about those facts months later. In addition, making notes at the time of the incident will tend to impress the details on your mind.

At first, you should record too much detail rather than too little. You will soon learn the type and amount of key information you should record to give you full recollection.

Your notebook is an essential tool of your trade, and you should treat it accordingly. Be methodical, neat and accurate in it. Use it consistently.

### What to record in your notebook

While on duty, you should always have your notebook with you.

Writing information in your notebook is referred to as “making a notebook entry”.

You should record the times you start and finish duty. You should also enter details of whom you spoke to including their basic details and what they told you.

In effect, your notebook is a diary of times, dates, places, people and events.

### Shift details

Head up your notebook at the start of each working day with:

- the date and time you started your shift
- your partner’s name
- your supervisor’s name
- the type of duty you are working, for example, late shift 1800-0200 hours
- your unit call sign
- fall-in time (start of shift briefing)
- your vehicle registration

### Record of duties

- Record details of your movements while on duty including jobs attended, people spoken to and prevention patrols. A full record of your activities including a record of events and hours of duty may save you from problems if allegations are made against you.

## A person's 'basic details'

The following table lists the basic details you should obtain from anybody you speak to during your inquiries.

Detail	Explanation
<b>Full name</b>	SURNAME/First name <i>For example, SMITH/James/Michael/Daniel.</i> The surname should be in capitals. So, it can be clearly identified.
<b>Date of birth</b> and age	This is desirable for all, and essential for offenders/suspects.
<b>Full residential address &amp; phone number.</b> Cell phone number. Email address.	If it is a rural address, describe the location/house; don't give the box number.  Example: 2nd house on left Ridge Rd, red brick, 2 storeys.  Give the flat number for apartment blocks.
<b>Occupation</b>	Be specific. For example, if it is 'labourer', define what sort, such as builder's labourer.  If the person is unemployed, state their previous occupation in addition to the unemployed status.
<b>Name, address and phone number of employment</b>	Ensure that you can locate people during work hours if relevant to why you are speaking to them.

### Verifying details

Verify the particulars given by the offender/suspect or when you have reason to doubt their accuracy, preferably by some form of identification that includes a photo, such as a driver licence. You can also query the person in OnDuty and view any photographs held by Police (prisoner photos) or NZTA (driver licence photos).

## Additional details

### Other useful details to include

In addition to the above information, the sex, ethnicity, and place of birth of people you have spoken to may be useful information, as well as a description, which may include:

- their clothing
- a description of any facial hair
- their hair length and colour
- any other prominent features such as scars, marks and tattoos
- circumstances of identification, i.e., lighting, distance, weather, etc.
- their mental/physical condition, and, if relevant, note whether the person appears angry or intoxicated, and whether they are shaking or disorientated for example.

## Why this information is important

These additional details may be of assistance to:

- prove the reliability of the identification.
- assist if the suspect's appearance has changed between the time of the incident and their appearance in Court.
- identify a suspect who initially appeared to be a witness
- demonstrate the mindset or behaviour of the subject at that time

## Rules for notebook use

### Evidential value

Entries made in your notebook could be required a long time after the incident, for you to use to give evidence in Court.

Notes should therefore be made either at the time of the incident or shortly afterwards, so that the court can be satisfied that the matter was still fresh in your memory when you recorded the events and statements. (This practice is known as making 'contemporaneous notes'.)

### Notebook rules

You should:

- carry your notebook at all times when on duty
- be methodical, neat and use it consistently
- produce it for inspection when required by a supervisor
- keep completed books for at least two years after the date of the last entry. However, you should consider retaining them indefinitely as it is not unusual for notebook entries to be requested more than 2 years after the fact.

When you use your notebook, make sure that you follow the rules outlined in the acronym L.E.G.O:

Have no...	Explanation
<b>L</b> eaves torn out	Do not tear pages out (unless you write in the reason, such as for a receipt)
<b>E</b> rasures	If you make a mistake, cross it out by putting a single line through it
<b>G</b> aps (inconsistent)	Gaps are permitted in your notebook between entries. However, they must be applied consistently, and no large gaps are to be left. Do not leave blank pages.
<b>O</b> verwriting	Do not write over words to change an entry in your notebook. Cross out a mistake, then rewrite the entry. In the next available line (explain the reason for the change).

**Note:** The margin is only to be used for date and time entries. You must not write any other information in the margin. Scene diagrams and labels are not permitted to extend into the margin.

## Example of notebook entries

12.03.09	<p>Early shift 0645-1700. O/C: Sgt MALLOY Unit: PCG Partner: Constable GREEN.</p>
0645	<p>Fall in. Directed Patrol Peak traffic SHW1 – 0700-0815 Theft ex cars/Railway Stn parks 0900 - 1500.1</p>
	<p>2M - didn't come home last night. REID/Melissa/Anne 21 Conclusion Street PORIRUA Phone 237 4125 Cell phone: nil. Email: nil. DOB 20/06/86 15 yrs Student Aotea. Slim, cau, red shoulder length hair, last seen wearing Aotea uniform. Has National Bank Cashflow card. 5'6"/165 cm tall.</p> <ul style="list-style-type: none"> <li>• Frequents Time Zone, City Centre</li> <li>• Associates with Victor HAPEETA and Rochelle SMYTHE</li> <li>• No fears for safety</li> </ul>
0715	<p>Job details: COMMS Go to State Insurance Yard, Kenepuru Drive for 1A. 10/2</p>
0719	<p>10/7 State Insurance Yard, Kenepuru Drive. Relieving employee activated alarm on arrival at work. KREATON/Derek/Michael 10 Naver Place Papakowhai PORIRUA Phone 237 6842 Cell phone: same as work. Email: derek.kreaton@state.com Occ/Claims assessor State Insurance 20 Kenepuru Drive PORIRUA Phone work: 025 876 402 DOB 25.9.64 Social Media: Nil</p> <p>Confirmed ID with driver's licence. Subject was driving a company vehicle.</p>
0730	<p>3W SHW1 Tawa Interchange. Peak flow.</p>

Appendix two

0750	Comms directs 4Q for Levin Police at 10 Victory Crescent TAWA. Speak to RO of black Audi Reg UP 5563. AMBURN/Walter/Myron. Levin Police have stopped a pursuit due to dangerous speed of this car. Nil desc. of driver. Pursuit stopped 0730. SHW1 Manakau. 10/2
0800	10/7 4Q 10 Victory Crescent. Speak to male occupant AMBURN/Walter/Myron 10 Victory Crescent TAWA. Phone: 237 6949 Cell phone: 021 255 9433 Email: nil. Occ: Architect Self-employed. Works from home address. DOB 14.09.47 Descr. Cau, 180cm, med build, grey short hair, blk glasses, grey moustache. Co-operative. ID confirmed with driver's licence.  States: My son Eugene Myron AMBURN borrowed my car yesterday. He was going to Palmerston North to visit his girlfriend. I expect him back later this morning as he has lectures this afternoon at Victoria. Why/ What's wrong?  I explain circumstances to Mr AMBURN. Obtain full written statement.

# *IN03*

# *Intro to Notebooks*



NEW ZEALAND  
**POLICE**  
Ngā Pirihimana o Aotearoa

# *Learning Objectives*

- ✦ Explain the why, when and what of police notebooks
- ✦ Describe the details that should be included in a notebook entry
- ✦ List the 'basic details' of a person and outline how they should be recorded in a notebook entry
- ✦ Describe the rules for making written notebook entries (LEGO)



# ***Police notebook***

## ***Know the why's***

- To record events accurately – its your one chance at the time.
- As a reference point for later interviews and statements.
- To refresh your memory in court.
- Is included in a police file.
- To document chain of evidence.
- To provide a permanent record of what occurred.





# *Police notebook*

## *When should notes be taken?*

- ✦ **Contemporaneously** - “existing or occurring at the same time or period”
- ✦ As soon as practicable after the event – you can make them later but you must explain why

# K codes and 10 codes

<b>K Code</b>	<b>Meaning</b>
K-1	No further action required. Close the CAD event.
K-3	Although reported as an offence, no offence disclosed. No further action required. Close the CAD event.
K-6	A written report will be submitted for this incident. Close the CAD event.
K-9	A person has been arrested. Close the CAD event.

<b>Ten Code</b>	<b>Meaning</b>
10 - 1	A message for all units on this channel follows.
10 - 2	En-route to a CAD event previously dispatched.
10 - 3	Available for dispatch to CAD events.
10 - 7	Arrived at the scene of a CAD event.
10 - 9	An urgent message follows.
10-10	Officer in danger and requires immediate assistance.

# What to record

Your notebook is a diary of times, dates, places, people and events made at the time or as soon as possible afterwards

**Writing information in your notebook is called 'making a notebook entry'.**

This includes such things as:

- ▶ Shift information
- ▶ Job details
- ▶ Who/what/when/where/how/why?
- ▶ Relevant 10-codes or K-codes
- ▶ Details of who you speak to and what they told you
- ▶ May include witness, victim or suspect statements
- ▶ Arrest times, Bill of Rights and other obligation requirements
- ▶ Any relevant information Eg Exhibits seized, photographs taken, scene diagrams, sketches
- ▶ If relevant: What you told someone
- ▶ Your observations

- ✦ Every shift you work you must head up the shift with day, date, O/C (Supervisor name), start and finish time, call sign and partner's name.

05/06/22	Tuesday Early-shift
	0700 - 1600 hrs
	O/C: Sgt NOBLE
	callsign: PO12
	Partner: RICHARDS

Heading up  
the shift

# Recording person basic details

- ✦ SURNAME first in capitals then /, followed by first and middle names
- ✦ Date of birth (DOB)
- ✦ Full residential address
- ✦ Phone number(s): cell, work, home
- ✦ Occupation
- ✦ Email address

**Always try to VERIFY identity details**

0742	Informant details
	SMITH/Paul
	23/08/98
	16 Tweed Road
	<u>Papakowhai</u>
	Porirua
	Ph: 0212232554
	<u>Occ:</u> Security Guard
	Email: paul.smith@gmail.com

# ***Guideline for written notebooks***

***Some of these rules will carry over to digital notebooks***



<b>Have no ...</b>	<b>Explanation</b>
<b>Leaves torn out</b>	Do not tear pages out (unless you write in the reason, such as for a receipt)
<b>Erasures</b>	If you make a mistake, cross it out by putting a line through it
<b>Gaps (inconsistent)</b>	Gaps are permitted in your notebook between entries. However they must be applied consistently and no large gaps are to be left. Do not leave blank pages.
<b>Overwriting</b>	Do not write over words to change an entry in your notebook. Cross out a mistake, then rewrite the entry. In the next available line (explain the reason for the change).



## ***Notebook Do's***

- ❖ Ensure your entries are accurate and legible
- ❖ Be professional in your language choices and illustrations
- ❖ Ensure the appearance of your notebook is consistent in presentation
- ❖ You can confer with your partner, if there are differences ensure you can explain why



## ***Notebook Don'ts***

- ❖ Try to avoid using your notebook to record formal statements
- ❖ Destroy or throw away your notebooks

**Remember: Be professional, our notebooks are subject to disclosure and the Official Information Act**





# How a written notebook should look

OR

05/06/22	Tuesday Early-shift
	0700 - 1600 hrs
	O/C: Sgt NOBLE
	Callsign: PO12
	Partner: RICHARDS
0700	Fall in
0730	Job details
	New World, Porirua
	Shoplifter
	Stole meat and put in his bag
	Description
	30's, solid build, 6ft
	wearing green hoodie, blue
	jeans, white converse
	sneakers
0732	10-2
0740	10-7 New World
0742	Informant details
	SMITH/Paul
	23/08/98
	16 Tweed Road
	<u>Papakowhai</u>
	Porirua
	Ph: 0212232554
	<u>Occ</u> : Security Guard
	Email: paul.smith@gmail.com

05/06/22	Tuesday Early-shift
	0700 - 1600 hrs
	O/C: Sgt NOBLE
	Callsign: PO12
	Partner: RICHARDS
0700	Fall in
0730	Job details
	New World, Porirua
	Shoplifter
	Stole meat and put in his bag
	Description
	30's, solid build, 6ft
	wearing green hoodie, blue
	jeans, white converse
	sneakers
0732	10-2
0740	10-7 New World
0742	Informant details
	SMITH/Paul
	23/08/98
	16 Tweed Road
	<u>Papakowhai</u>
	Porirua
	Ph: 0212232554
	<u>Occ</u> : Security Guard
	Email: paul.smith@gmail.com

# *Notebook Activity*



NEW ZEALAND  
**POLICE**  
Ngā Pirihimana o Aotearoa

# ***Digital Notebooks***

- Police officers are currently using a mixture of paper and digital notebooks (DN)
- DN is an app on your phone
- DN interacts with ONDUTY, CARD and is being regularly updated with new features



# Practice using your notebook from NOW

- From now onwards you are to use your notebook
- For guidance review adjacent example
- Head it up daily
- List classes attended and timings
- End each shift with 10-0

08/07/22	Friday Early-shift
	0800 - 1700 hrs
	O/C Sgt NOBLE
	Callsign: PCQ1
	Partner: RICHARDS
0750	10-2 Activation and Intranet
	Te Ata <u>Hadara</u>
0755	10-7
0950	Break
1000	10-2 Initial Action, Room 4.6
1005	10-7
1110	Intro to Notebooks in 4.6
1200	Lunch
1250	10-2 One on Ones in Room 4.6
1300	10-7
	My time is 1330 hrs, rest is self directed learning
1500	10-2 CRT Introduction in Crime House
1505	10-7
1700	10-0
X	X X X X

# Recap Learning Objectives

- ✦ Explain the why, when and what of police notebooks
- ✦ Describe the details that should be included in a notebook entry
- ✦ List the 'basic details' of a person and outline how they should be recorded in a notebook entry
- ✦ Describe the rules for making written notebook entries (LEGO)

# Questions?



NEW ZEALAND  
**POLICE**  
Ngā Pirihimana o Aotearoa

## Notebook example - Informant/victim/complaint

06/05/24	Monday Early shift
	0700 - 1600
	O/C RICHARDS
	PC121
	Partner: DAVIDSON
	Vehicle: MCQ123
0700	Fall in
0800	3W marine Parade
0832	3T CFT453
	Marine Parade
	SMITH/Graham
	12/06/76
	34 Main Road, Tawa
	Ph: 0278992566
	Accountant
	Smithies9@yahoo.co.nz
	Speed - 64 km
	DLIC produced - 1F
	2 passengers
	Explanation: Sorry, I am late to drop off my kid to school.
	Ion - speed issued
0930	REP 1
	<u>Job details</u>
	Go to New World, Porirua and speak to the store manager
	Brick used to Smash front shop window
	Male seen running south on Walton Leigh Ave
	Description: M, M, 30's, solid build, blue jeans, black hoodie, white sneakers
	TD 5 mins
	No weapons seen
0932	10-2 New World, Porirua
	TENR
0938	10-7 New Word, Porirua
0940	Located informant - store manager
	RYAN/Marcus
	04/09/86

Appendix four

	67 Champion Street, Porirua
	Manager New World
	Ph: 021889232
	marcusryan86@xtra.co.nz
	Information given:
	-was working at the front of the store when heard a loud smash.
	-it was about 9.25am
	-it was a large front window so glass went everywhere.
	-it looks like a brick was used.
	-the brick hasn't been moved and is still where it landed when thrown.
	-saw a male running away towards BP
	-male, Māori, solid build, 30's
	wearing blue jeans, black hoodie,
	white Nike sneakers & a black beanie
	-nothing has been cleaned up yet.
	-CCTV footage available
	-store is insured but not sure who
0952	Took photograph of broken window
0955	Uplifted CCTV footage from RYAN on
	Police USB
1001	10-3, K6 wilful damage



## **Notebook Practical Activity**

### **Instructor instructions**

Recruits to pair up and complete two scenarios, one as an officer where they will write a notebook entry and the other as a complainant/victim giving the information. Recruits assign themselves scenario A or B which has the complainant/victim information on it.

Instructor to read job details for each scenario, whilst the officer records them in their notebook.

Recruits will approach the complainant/victim and find out what happened. They are to write a notebook entry ensuring to record any relevant information. i.e., times, job details, k-codes, 10-codes, personal details, descriptions, what happened. You may need to ask some follow up questions to get information.

### **Scenario 1 – job details**

Go to Pak N Save on Parumoana Street in Porirua and speak to Kim WARREN. They state that they just saw someone break into their car and take their laptop. Time delay is now 3 mins. They are waiting next to their car, a red Toyota Corolla, registration FGG135 on the west side of the car park.

### **Scenario 2 – job details**

Go to the Elsdon Camp carpark by the Colonial Knob walk track on Raiha Street in Porirua and speak with Sam WATERSON. They state that they returned to their car to find the side window smashed and saw two people running from the car down the street. Time delay now is 2 mins. They will wait for Police in the car park.

### **After activity completed**

After recruits have completed being an officer and a complainant/victim, they are to return to the class. Discuss what else they would write in their notebook when attending an incident like this. i.e., actions taken, exhibits seized/photographs taken.

## Scenario A – Complainant/victim

**Name:** Kim Jordan WARREN

**DOB:** *use own*

**Address:** 35 Te Pene Avenue, Titahi Bay, Porirua

**Phone:** 021 1344879 (cell) (04) 236 2050 (home)

**Occupation:** Personal trainer

**Work address:** City Fitness, Walton Leigh Avenue, Porirua

**Work Phone:** (04) 237 4000

**Email:** kimswarren@gmail.com

### Free recall

*"I came out of Pak N Save and saw this guy standing next to my car. I yelled out to get away from my car and he ran off down towards Mitre 10. When I got to my car, I could see the driver's door window was smashed and my laptop was gone. Unfortunately, I had left it on the front seat as I was only going to be 5 minutes."*

**Answers to questions – If they ask you something that is not here, tell them you don't have that information.**

**Time frame:** It would have been about 15 minutes ago now. I called Police right away when it happened.

**Description of male:** European, in his 30's, quite tall, blonde hair, maybe 6ft, solid build, wearing blue jeans, black Adidas hoodie, a red cap and yellow crocs.

**Description of laptop:** An Apple Macbook, 14" with a City Fitness sticker on the front.

You did not see them smash the window.

## Scenario B – Complainant/victim

**Name:** Sam Bailey WATERSON

**DOB:** *use own*

**Address:** 24 Victory Crescent, Tawa, Wellington

**Phone:** 027 9964542 (cell) (04) 232 7645 (home)

**Occupation:** Accounts Manager

**Work address:** Adams Transport, Kenepuru Drive, Porirua

**Work Phone:** (04) 237 6060

**Email:** swatbaby@xtra.co.nz

### Free recall

*"I had just finished my walk up the Colonial Knob track and as I came out of the bush area, I could see two people near my car. They saw me and ran off down Raiha Street. I then noticed the right-side passenger window was smashed. It doesn't look like anything has been taken, which is good".*

**Answers to questions – If they ask you something that is not here, tell them you don't have that information.**

**Time frame:** It was about 10 minutes ago.

**Description of people:** One was a male Maori, about 5'8, slim build with a beard. He was wearing black shorts and white sneakers and a Lakers basketball top. The other was a female European, quite short with long brown hair tied up. She was wearing all black (tights, black hoodie and black shoes). Both of them would have been around 20 years old.