

	CPO and Bylaw Enforcement Officer Notebook Policy		Policy #5.3.04
Department Owner:	Development Services		
Policy Applies To:	CPOs and Bylaw Enforcement Officers		
Date Created:	Nov. 10, 2022	Date Approved By Council:	
Version #:	1.2	Resolution #:	
Last Review Date:		Policy(ies) Replaced/Rescinded:	V1.1

Intent:

To provide requirements for Community Peace Officer (CPO) and Bylaw Enforcement Officer notebooks.

Policy:

1. All Officers are expected to maintain a notebook for evidentiary purposes.
2. Notebooks are to have numbered pages and any daily activity is to be recorded within the notebook.
3. Notebooks are the sole property of the Town of Claresholm, and issued to officers by their direct Supervisor.
4. Notebooks are to be filled out without blank pages, no pages removed, any mistakes require a single cross out mark and initial by the officer.
5. Notebooks are subject to inspection or review by the CAO and/or the direct supervisor of the Officer.
6. Completed (old) notebooks must remain on site and are subject to the Records Management and Retention Bylaw for retention and destruction by the Town.