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Meets Accreditation Standard:	

Section 1100.90 Notebook

Policy

It is the policy of the Shively Police Department that all sworn personnel, other than those assigned to administrative duties, should maintain a notebook containing information that is pertinent to their police duties.

Notebook

Officers' notebooks are subject to periodic inspections by commanding officer to determine if notebooks are being used in accordance with policies and are being properly maintained.

Writing instruments

All members will have a pen or pencil in their possession to record such reports or information as necessary for performance of their duty.

All official reports are to be completed in **black ink**, if not computer generated.