

The Electronic Pocket Notebook EPNB



The Pocket Note Book

<http://www.youtube.com/watch?v=gduv5A2Yisc>



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trainer to click onto link - this is a link to the Movie Hot Fuzz where the officers stop a driver for excess speed. The clip involves the officer writing everything down, word for word, which the driver is saying which is much to annoyance of him.

This can invoke a lot of group talk in particular to the right and wrong things. The officer is doing the right thing in writing everything down but has failed to caution him prior to this!

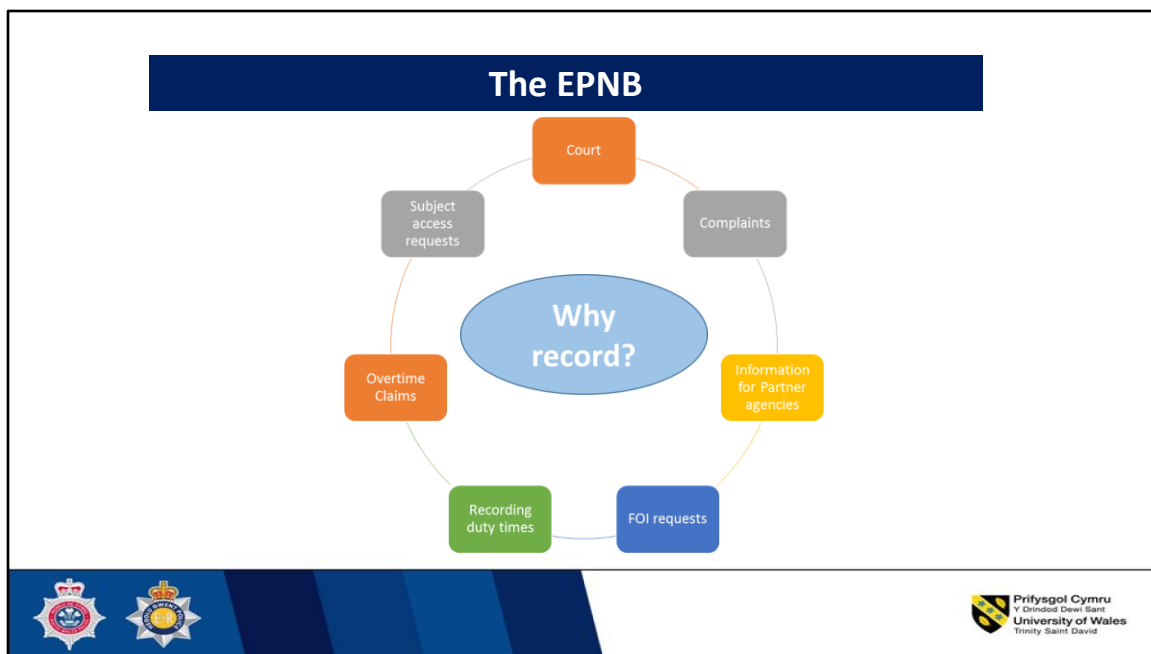
State:

Historically, Police Officers have recorded details of their day to day duties in written form within Pocket Notebooks.

With the development of technology, officers within South Wales Police now have the facility to record this information electronically on a Mobile Data device (Samsung Note 4)

You will receive training in relation to the use of this device, and its many applications, later in your initial training.

Whilst the use of the device makes the recording of information quicker and easier, like any piece of technology there is always the potential for a technical problem to arise.



QTS – so why do we record information in our EPNB?

Why record

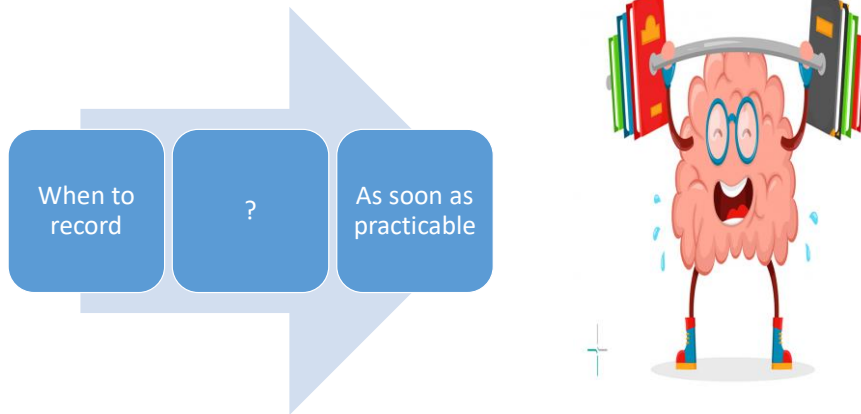
State:

During the course of your police career you will attend a great many incidents, a proportion of which will result in you having to attend court to give evidence. At the court you will be expected to provide a clear, honest and accurate account of the incident, even though it may be months after the incident has occurred. Will you be able to recall the incident in detail? In order to assist you the court will allow you to refresh your memory from original notes you made at the time of the incident.

QTS – Is court the only reason you might need to refer?

What about FOI requests, Subject Access requests, Complaints, Information requests from partner agencies etc, Recording duty and Overtime Claims. Trainer could give an endless list of examples.

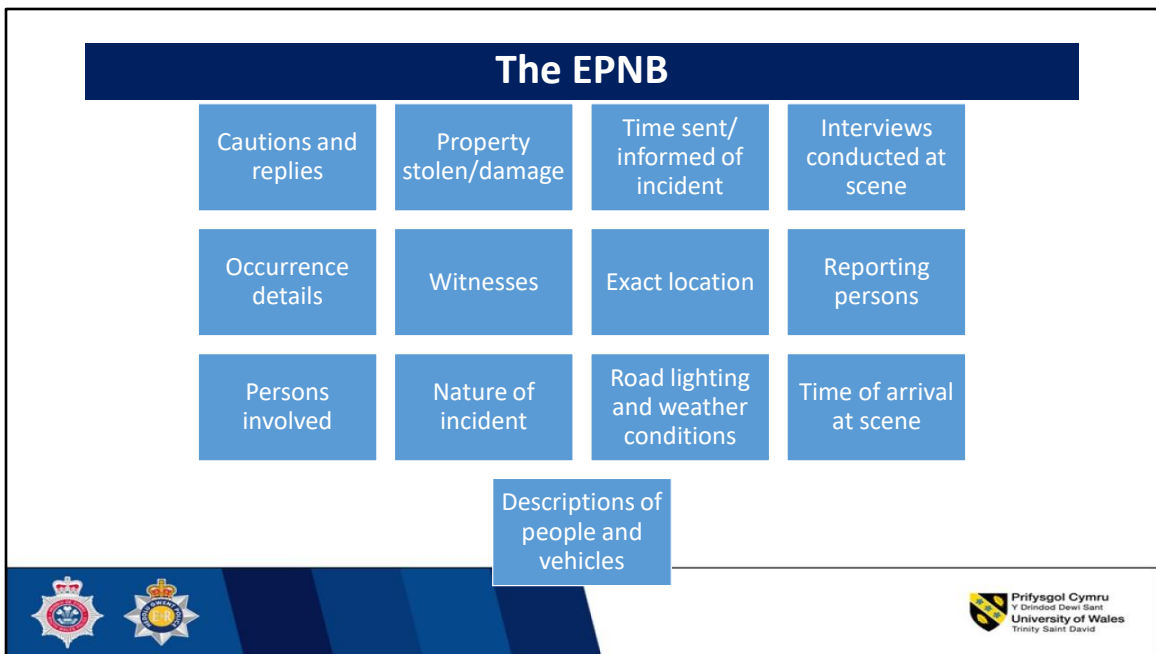
The EPNB



QTS – so when do we record information in our EPNB?

When to record

The rules covering writing notes says at the time or as soon as reasonably practical. Again, it is in court that you will have to justify any delay in recording notes and with mobile devices it is automatically recorded when you do anything



QTS – so what do we record in our EPNB?

State:

The type of information you record in your EPNB will vary according to the particular type of incident you are dealing with, but there are certain pieces of information you should record at all incidents.

Remember your EPNB is your record of the incident and you can write as many notes as you feel you need, provided they are notes made at the time.

The EPNB

1

- Accessed via mobile device

2

- Ensure that PNB is the only function accessed

3

- IPATROL application



Examples of EPNB Entry	
Text Entry with signature	User inputs a text entry with a supporting signature from a member of the public.
Sketch	User inputs a sketch entry with a supporting description.
Supervisor	User inputs a Supervisor text entry to another user's EPNB
Person Search	User searches for a person and search details are entered into EPNB
Stop Search	User submits a Stop Search Report and the details are entered into EPNB
NIR Submission	User submits a National Intelligence Report (NIR) and the details are entered into EPNB.
Niche entries	User completes an entry on NICHE OEL and this is duplicated on the OEL



QTS – what types of police functions do you think we will be able to complete using our EPNB?

Here are some of the functions available in EPNB



The date and time are added automatically and all entries are location tagged where they were entered.

The desktop EPNB allows users to see the location entries were made.

Entries should be made at the time of the event which is being recorded or, where circumstances prevent this, as soon as possible after the event. Where there is a delay the reason should be recorded e.g. the conduct of the suspect or other person. The officer should highlight this is a late entry and the reason why.

Timing of Entries

At the time or as soon as is practicable

Time and date entered when entry complete

Add Entry

I can confirm I saw Paul Kau attack Sgt Newcombe with a crossbar to the back of the shoulders outside 10 Cyncoed Road, Cardiff.

Cancel Complete Signature



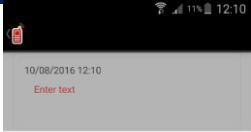
State:

Entries should be made at the time of the event which is being recorded or, where circumstances prevent this, as soon as possible after the event.

It is the responsibility of the user to add their entries at the most convenient time practicable and if this is not at the time of the event, it is for the user to justify why this is the case.

The EPNB will time and date the when the entry is completed. You can add a time and date to the entry. By free text if it is important to the incident

Templates



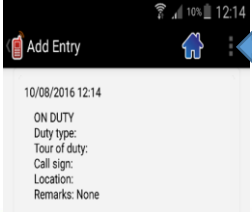
SELECT TEMPLATE:

Arrest

Book Off Duty

Book On Duty

Templates can be used quickly to add common entries such as booking on or arrest details



Under a text entry click the three dots at the corner of the screen





State:

Entries should be made at the time of the event which is being recorded or, where circumstances prevent this, as soon as possible after the event.

It is the responsibility of the user to add their entries at the most convenient time practicable and if this is not at the time of the event, it is for the user to justify why this is the case.

The EPNB will time and date the when the entry is completed. You can add a time and date to the entry. By free text if it is important to the incident

Booking on duty	
Without a Template	With a Template
• Open EPNB Text entry • Type the following:- • “ TOD 08:00 – 16:00 PEQF Training” • “08:00 On Duty L&D, Kingsway Building”	• Open EPNB Text entry • Click on 3 Dots • Fill out the template

Students to practice entering the above text both free text and the template

Free Text

- All persons, unless details obtained from other information systems
- All surnames should be in block capitals i.e Robert PETERSON
- Vehicles, property or documents, full descriptive details included



The screenshot shows a mobile application interface. At the top, there's a status bar with signal, Wi-Fi, and battery icons, and the time 09:55. Below that is a header bar with a red 'Add Entry' button and a home icon. The main area is a large text input field containing the text: 'I can confirm I saw Paul Kau attack Sgt Newcombe with a crossbar to the back of the shoulders outside 10 Cyncoed Road, Cardiff.' At the bottom, there are three buttons: 'Cancel', 'Complete', and 'Signature'.



State:

All entries in relation to persons will be free text, unless the details have been obtained from other information systems, e.g. PNC when it will be recorded automatically.

Names and addresses of victims, offenders, witnesses and informants should be recorded. Additional information about the offender may be relevant depending on the incident.

Where the incident involves vehicles, property or documents, full descriptive details should be recorded including unique identifiers, e.g. registration marks, serial numbers etc.

Searches

- Details from PNC searches will automatically populate. Any further information should be recorded as a free entry text.

The screenshot shows a mobile application interface for PNB searches. At the top, there's a header with 'PNB' and a search bar containing 'Pu51aah'. Below the search bar, it says 'WAITING: 0' with a right arrow. A 'Remark:' field is visible. The search results are listed below, showing four entries for vehicle 'PU51AAH' on 27/07/2016. The first entry is at 10:54, with reason 6. The second entry is at 10:50, with reason 5. The third entry is at 10:46, with reason 6. The fourth entry is at 10:41, with reason 5. Each entry includes a magnifying glass icon for further details.

Date/Time	Vehicle Search	Vrm	Location	Reason
27/07/2016 10:54	Niche	PU51AAH		6
27/07/2016 10:50	Niche-PNCVK	PU51AAH	Unknown Location	5
27/07/2016 10:46	Niche	PU51AAH		6
27/07/2016 10:41	Niche-PNCVK	PU51AAH	Unknown Location	5

State:

Where the incident involves vehicles, property or documents, full descriptive details should be recorded including unique identifiers, e.g. registration marks, serial numbers etc.

EPNB – Details from PNC searches will automatically populate. Any further information should be recorded as a free text entry



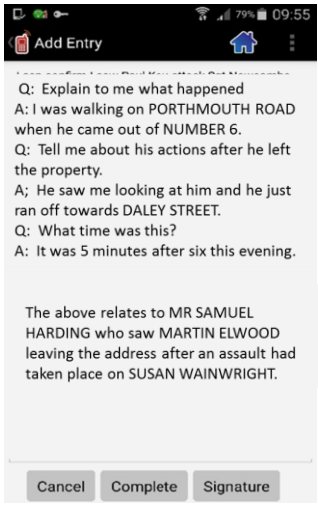
Direct Speech Example

Recording speech

➔

Recording narrative

➔



The screenshot shows a mobile app interface with a status bar at the top (09:55, 79% battery). Below the status bar is a header 'Add Entry' with a home icon. The main content area contains a Q&A transcript:

Q: Explain to me what happened
A: I was walking on PORTHMOUTH ROAD when he came out of NUMBER 6.
Q: Tell me about his actions after he left the property.
A: He saw me looking at him and he just ran off towards DALEY STREET.
Q: What time was this?
A: It was 5 minutes after six this evening.

Below the transcript is a summary: 'The above relates to MR SAMUEL HARDING who saw MARTIN ELWOOD leaving the address after an assault had taken place on SUSAN WAINWRIGHT.'

At the bottom are three buttons: 'Cancel', 'Complete', and 'Signature'.




State:

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, for example:

Q: *"Can you explain what happened?"*

A: *"Yes, I was walking along the High Street when..." etc.*

This information should be completed by the user as a free text entry

This should be followed by a section of narrative which accurately explains the event.

E.G The above entry refers to a conversation with the complainant Paul Lewis who was assaulted whilst walking up high street.



QTS – so what information is mandatory that as a Police Officer we must enter into our EPNB?

State:

These are mandatory entries that must go in to an EPNB

Time of arrest applies along with time of arrival at the police station.

Direct speech of officer arresting

Caution is required however the full wording of the caution is not required. The word “caution” or “CR” will suffice.

The full necessity test must be documented

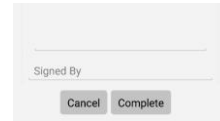
Interviews: Suspect interview. Disc reference/ custody number time and date and exhibiting tapes and full tape transcript if applicable. You will learn about these later. Any interview under caution must be entered verbatim (word for word) as this will be evidence that may be used in court.

Any use of force however minimal must be entered on PNB

Any significant statements said by the accused by must entered in PNB. The person must have the opportunity to sign confirming it was a true account of what he/she said.

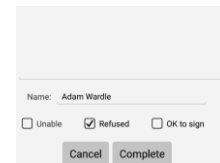
EPNB General Rules

- Comments made by a person under caution **MUST** be recorded whether as a response to a question or not.
- The person should be asked to read the account on the ENPB and a separate account stating
- *"Confirmation of entry dated 27/07/2021 at 12:15hrs and I certify that this is a true and accurate record of the conversation that took place."*
- This entry should be signed by the suspect and the Officer as the conversation may be construed as an interview.



Signed By

Cancel Complete



Name: Adam Wardle

☐ Unable ☒ Refused ☐ OK to sign

Cancel Complete



State:

The person should be allowed to read the notes and sign them as being a true and accurate record of the conversation.

If the suspect refuses to read or sign the entry, this should be noted. The senior officer present, generally yourself, should read the entry over to the suspect and ask whether they would like to sign it, then endorse the PNB as to what has happened

This can be completed by a free text entry or if you click on the signature box and enter the persons name there is a box for unable refused or ok to sign.

Conferring



If officers have been involved in the same incident, they may confer when taking notes



Where joint notes are made the officers should endorse their notebooks to this effect.



State:

In relation to conferring with colleagues prior to writing up a PNB entry, two cases are considered here, the case of *R v Skinner* in November 1993 and the slightly earlier case of *R v Arif* reported in *The Times* 17.6.93.

In *SKINNER*, the Court expressed strong disapproval of police officers conferring together immediately before going into Court to give their evidence.

Any sort of rehearsal of the evidence or coaching of witnesses is to be strongly discouraged.

If it does occur, the jury must be directed to take such conferring or coaching into account when satisfying themselves as to the truth of the evidence.

In *ARIF*, the Court stated that ANY pre-trial discussion between potential court witnesses (e.g. discussions between a police officer witness and civilian witness or 2 police officer witnesses or two civilian witnesses) must be discouraged. Every situation should be considered on its own merits, but any suggestion of collusion or fabrication of evidence would almost certainly lead to all the affected witnesses being

excluded from giving evidence. As with SKINNER, at the very least a warning would be given to the jury that such discussions had taken place.

EPNB Exercise



Trainer to handout EPNB exercise for students to complete on an individual basis.

