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Investigator's Notebook

Operation Title	INQUEST ROMESTA
Issue Number	25943
Date of Issue	·
Officer	
Rank & Number	



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Kiran Bhogal Partner and Solicitor Advocate

Code A



Investigator's Notebook

CRIMINAL PROCEDURE AND INVESTIGATIONS ACT 1996.

Officers have a duty to:

Record	Retain	Reveal	Review
Record all information relevant to an investigation, not otherwise recorded in any form, at the time of obtaining or as soon as practicable after that time.	Retain means keeping all material obtained in a criminal investigation which may be relevant to the investigation (includes surrounding circumstances of the case) and failure to ensure this, may result in a failed prosecution.	Reveal means ensuring the CPS are aware of all material relevant to the investigation. The CPS will disclose material to the defence if in their opinion it might undermine the case against the accused. Failure to reveal material may result in a failed prosecution.	Review, there is a continuing obligation to "4R's" any material that comes to light prior to and during trial.

These books will be issued against signature to all officers engaged on an investigation at its commencement.

At the conclusion of the investigation all books will be surrendered to the Disclosure Officer who will certify their return.

They will be filed with the case papers.

These books should record all notes made, for example:

- · conference and other rough notes
- telephone numbers etc.
- notes relating to a witness i.e. statement preparation, the witness name must be linked with those notes.

To assist the Disclosure Officer, an 'S' should be placed in the margin alongside any obvious sensitive entries i.e. Informant, OP's, Police intelligence and Police/witness address/phone numbers. **NO** other document to be maintained except Pocket books, which will still record evidence.

Index for Significant Entries

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