



ASSOCIATION OF SALMON FISHERY BOARDS  
INSTITUTE OF FISHERY MANAGEMENT

# OFFICIAL WATER BAILIFFS NOTEBOOK

**ISSUING AUTHORITY** .....

**ADDRESS OF DSFB OR ISSUING AUTHORITY**

.....

.....

**POSTCODE**.....**TELEPHONE**.....

**IF THIS NOTEBOOK IS FOUND, PLEASE RETURN TO THE ABOVE ADDRESS OR CALL THE  
ABOVE TELEPHONE NUMBER**

**NAME OF WATER BAILIFF**

.....

**SERIAL NUMBER**.....**FROM**.....**TO**.....

**SERIAL NUMBER OF PREVIOUS BOOK**.....

The pocket notebook is one of the most important books used in the Bailiff Service and it is essential that all entries should be made in accordance with the approved procedure. It **MUST** always be carried when on duty.

Bailiffs must enter particulars of all crimes, minor offences, complaints, persons or property, and every other matter arising within the course of their duty. This includes any occurrence coming to their notice which appears in any respect irregular, wrong or offensive and in respect of which they may at some future time be required to give evidence. Periods of leave, sickness and attendance at court should also be recorded.

The use of the pocket notebook in specific instances is detailed in the appropriate section in these instructions. All entries made in pocket notebooks will conform with the following specific instructions which must be rigorously observed and which will be enforced by supervisory officers. The entry must be made at the time or as soon as possible after the event occurs.

1. Original entries only to be made in the book. Under no circumstances are notes to be made elsewhere, eg on slips of paper etc, and afterwards copied into the notebook. If notes have to be made in other than the notebook then the original notes should be retained with the notebook.
2. No leaf or part of a leaf is to be torn from the notebook nor any erasure made therein. Any errors of entry must be neatly crossed out, dated and initialled.
3. All entries must show the date and time when entered.
4. Statements made by prisoners and defendants must be entered in the exact words spoken.
5. No space must be left between entries in the book. Additional particulars are to be recorded by way of a supplementary entry.
6. At the commencement of the next patrol, a neat line must be drawn across the page under the last entry and the date and patrol entered.
7. All entries must be made in ink.

8. These rules may result in notebooks being less tidy than if copied from rough notes. However, Bailiffs are expected to keep their notebooks as neat as possible. It is the accuracy of the facts that really matter.
9. When giving evidence in Court, a bailiff must have with him the notebook containing the original notes of the case. With the permission of the Court, he may refer to it to refresh his memory and should do so when the evidence is lengthy, involved or detailed.

## **CAUTIONS – CODE OF PRACTICE**

1. A person whom there are grounds to suspect of an offence must be cautioned before any questions about it (or further questions if it is their answers to previous questions that provide grounds for suspicion) are put to them for the purpose of obtaining evidence which may be given to a Court in a prosecution.

The caution shall be in the following terms:

***“I am going to caution you, you do not have to say anything but anything you do say will be noted and may be used in evidence. Do you understand?”***

2. It is not necessary to give or repeat a caution when informing a person who is not under arrest that he may be prosecuted for an offence.
3. A person must be cautioned upon arrest for an offence. Unless:
  - (a) It is impracticable to do so by reason of their condition or behaviour at the time:  
  
OR
  - (b) They have already been cautioned as 1 above immediately prior to their arrest.
4. When a DETAINED PERSON is charged with or informed that they may be prosecuted for an offence they shall be cautioned in the terms of 1 above.

5. Where questions relating to an offence are necessary after a person has been charged with that offence, or informed that he may be prosecuted for it, he must be first cautioned in the terms of 1 above.
6. Written Statements under Caution. A person shall always be invited to write down themselves what they want to say. Where the person wishes to write themselves, they should be asked to write out and sign before writing what he wants to say, the following:

***“I make this statement of my own free will. I understand that I need not say anything else unless I wish to do so and that what I say may be given in evidence”***

If a person says that they would like someone to write it for them, a Bailiff shall write the statement, but before starting they must ask them to sign, or make his mark, to the following:

***“I ..... wish to make a statement. I want someone to write down what I say. I understand that I need not say anything unless I wish to do so and that what I say may be given in evidence.”***

When the writing of a statement by a Bailiff is finished the person making it must be asked to read it and to make any corrections, alterations or additions they wish. When they have finished reading it they must be asked to write and sign or make their mark on the following certificate at the end of the statement:

***“I have read the above statement, and I have been able to correct, alter or add anything I wish. This statement is true. I have made it of my own free will”.***

7. When questioning juveniles, mentally ill or mentally handicapped persons, foreign nationals and deaf or dumb persons, the above provisions apply, but there are additional procedures to be followed in order that admissions made by these persons in these categories are admissible in Court.

# USEFUL INFORMATION

Ongoing incident or emergency: 999

Non-emergency: 101

To report anonymously via Crimestoppers: 0800 555111 or

[www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)

Your local Wildlife Crime Officer (complete below)

Name.....

Tel.....

Email.....

## PHONETIC ALPHABET

<b>A</b> Alpha	<b>N</b> November
<b>B</b> Bravo	<b>O</b> Oscar
<b>C</b> Charlie	<b>P</b> Papa
<b>D</b> Delta	<b>Q</b> Quebec
<b>E</b> Echo	<b>R</b> Romeo
<b>F</b> Foxtrot	<b>S</b> Sierra
<b>G</b> Golf	<b>T</b> Tango
<b>H</b> Hotel	<b>U</b> Uniform
<b>I</b> India	<b>V</b> Victor
<b>J</b> Juliet	<b>W</b> Whisky
<b>K</b> Kilo	<b>X</b> X-ray
<b>L</b> Lima	<b>Y</b> Yankee
<b>M</b> Mike	<b>Z</b> Zulu