



SUPPLEMENT

TO THE

NEW ZEALAND GAZETTE

OF

THURSDAY, FEBRUARY 6, 1913.

Published by Authority.

WELLINGTON, MONDAY, FEBRUARY 10, 1913.

Regulations under the Military Pensions Act, 1912.

LIVERPOOL, Governor.
ORDER IN COUNCIL.

At the Government House, at Wellington, this 5th day of February, 1913.

Present :

HIS EXCELLENCY THE GOVERNOR IN COUNCIL.

PURSUANT to and in exercise of the powers in this behalf conferred upon him by the Military Pensions Act, 1912 (hereinafter referred to as "the said Act"), His Excellency the Governor of the Dominion of New Zealand, acting by and with the advice and consent of the Executive Council of the said Dominion, doth hereby, for the purposes of the said Act, make the following regulations, that is to say.

REGULATIONS.

INTERPRETATION.

1. In these regulations "income-year" means the year ending one month prior to the commencement of any pension-year.

PENSION-CLAIMS.

2. Pension-claims shall be issued only to or on behalf of *bona fide* applicants for a pension, and shall be delivered to the Examining Officer of the district in which the applicant resides. Pension-claims shall be in the form numbered 1 in the Schedule hereto, or, in the case of an applicant who at the date of his application is in receipt of a pension under the Military Pensions Act, 1911, or of an old-age pension, shall be in the form numbered 2 in the said Schedule.

3. Where a pension-claim is signed by a Maori applicant, or by any applicant who is the owner of Native land, there shall be annexed a statement setting forth particulars of any customary rights or interests held in any block of land, whether under defined legal title or Native custom, and such statement shall be deemed to be part of the pension-claim to which it is expressed to refer; and there shall be indorsed thereon a certificate by a Government officer, to be given without fee, that the contents thereof were fully explained to and appeared to be fully understood by the applicant.

4. The Examining Officer shall, upon receipt of an application, forthwith proceed to verify the statements of the applicant, and shall transmit the claim, accompanied by his

report as to the eligibility of the applicant, to the Commissioner for investigation and determination.

5. The Commissioner shall keep a Claims Register, in which all claims forwarded to him shall be recorded.

6. In connection with the investigation of pension-claims the following provisions shall apply:—

(a.) If in the course of investigation evidence is required on any specific matter, the Commissioner, or any person authorized by him, may inquire into the same, and for the purpose of such inquiry free access shall be given to—

(1.) The registers and records of any State Department or office :

(2.) All real and personal property of the applicant, and all books, vouchers, and documents relating to such property, or to the income of the applicant.

(b.) The powers of inquiry and search hereby given shall be limited to specified applicants for pension, and shall not be construed as authorizing any general search or inquiry.

(c.) It shall be the duty of all officers of the aforesaid Departments and offices, and of any bank, insurance company, or other corporation carrying on business in New Zealand, and of all officers of the Post Office Savings-bank, and of any other Government Department which receives investments of money from the public, and of any private individual, to make true answers to all questions, and to afford, without fee, all such information as may be reasonably required for the purpose of prosecuting such inquiry as aforesaid.

(d.) The Commissioner may, in his discretion, accept as testimony for or against the claim—

(1.) A statutory declaration made by any reputable person who therein declares to what he knows of his own knowledge to be true; or

(2.) Any other documentary evidence, whether strictly legal evidence or not; or

(3.) The spoken evidence of any reputable person who deposes to what he knows to be true; or

(4.) The knowledge or observation of the Commissioner himself.

(e.) The valuations for the time being appearing in the general valuation roll under the Valuation of Land Act, 1908, shall, so far as the same are applicable, be used for the purpose of assessing the value of the property of applicants for a pension.

7. No pension-claim shall be admitted unless the statements of the applicant are corroborated on all material points.

8. The pension-claim, with a minute of the Commissioner's decision noted thereon, shall be filed by the Commissioner. If the claim is rejected, a notification to that effect shall be sent to the applicant in writing specifying the grounds for rejection, which shall be noted in the Claims Register. If the Commissioner decides that the claim is established, he shall enter particulars thereof in the Pension Register hereinafter referred to, and issue a pension-certificate to the applicant.

PENSION REGISTER.

9. The Pension Register shall contain particulars of every pension established, and there shall also be recorded therein particulars of any circumstance affecting the payment of a pension.

PENSION-CERTIFICATES.

10. The pension-certificate shall set out on the face thereof the office of payment, and also the date on which the first instalment falls due.

11. If a pension-certificate is lost, destroyed, or mutilated, the pensioner or his duly authorized agent appointed under these regulations may make application, supported by statutory declaration, to any Examining Officer or Postmaster, who shall forward the application to the Commissioner with his recommendation.

12. If the pensioner or other person duly authorized to receive payment of the instalments of a pension desires that the office of payment shall be changed, he shall make application in that behalf to any Examining Officer or Postmaster, and in support thereof shall produce the pension-certificate. The officer receiving the application shall thereupon note the change of office of payment on the pension-certificate, and shall then return the same to the applicant. He shall also forward the application forthwith to the Commissioner, who shall arrange for the payment of the pension at the office referred to in the application.

PAYMENT OF PENSIONS.

13. The Commissioner shall, in respect of every pension granted, provided payment has not been stopped for any reason, transmit to the paying office in every month a form of advice of payment of the instalment falling due on the first day of the following month, and such advice shall constitute the form of receipt for the said instalment.

14. When receiving payment of any instalment of a pension, the payee shall give a receipt for the same, and when making payment the paying officer shall note on the back of the produced pension-certificate the date of such payment by affixing thereto his office stamp; provided that the paying officer, if not satisfied as to the identity of the payee, shall withhold payment and report to the Commissioner.

15. If the payee is other than the pensioner, the payee shall in such receipt certify that to his certain knowledge the pensioner is alive and residing in New Zealand, giving address, and that the instalment applied for is properly payable.

16. The paying officer shall, in every case where the last instalment covered by a pension-certificate has been paid, retain the said certificate, and forward it with his accounts.

17. Whenever any instalment is payable under a warrant issued under these regulations, the pension-certificate shall be produced by the payee at the time of payment, together with the warrant; and where the aforesaid warrant relates to a single instalment, or the last of a series of instalments, it shall be delivered up to and retained by the paying officer on payment of such instalment, and forwarded with his accounts.

18. In the event of any instalment being paid on production of a lost pension-certificate after the issue of a duplicate of such certificate, or on a pension-certificate during the currency of a warrant directing payment to other than the pensioner, the holder of such duplicate or warrant shall have no claim against His Majesty in respect of the instalment so paid.

19. In the event of any instalment not being collected within one month of the date on which it falls due, the advice of payment shall be withdrawn from issue, but the pensioner or other person authorized to collect the pension may thereafter make application to receive such instalment, in writing, to any Examining Officer or Postmaster, to whom the pension-certificate shall be produced, and such application shall be forwarded for consideration by the Commissioner, who shall notify his decision direct to the applicant.

AGENTS' WARRANTS.

20. With respect to a warrant issued in terms of section 14 of the said Act, authorizing payment of instalments to any

person for the benefit of the pensioner, the following provisions shall apply:—

- (a.) The application for such warrant shall be made in writing to any Examining Officer or Postmaster, and shall be forwarded to the Commissioner, accompanied by the pension-certificate if the pensioner consents to the application. If the pensioner does not consent to the application, and refuses to give up the pension-certificate, the application shall state these facts.
- (b.) The proposed payee must have reached the age of twenty-one years.
- (c.) The warrant, which shall be signed by the Commissioner, shall be in the form numbered 3 in the Schedule hereto, and shall continue in force only during the currency of the pension-certificate to which it is expressed to relate; provided that it may be renewed upon the renewal of the pension, or cancelled at any time for good cause shown.
- (d.) No such warrant shall be issued in respect of a pension where the pensioner is absent or about to be absent from the district in which the agent is residing, unless under special circumstances, which shall be set forth in the application.
- (e.) The Commissioner shall issue the warrant, together with the pension-certificate if it has been forwarded with the application, direct to the person entitled thereto.
- (f.) If the pensioner does not consent to the application, and refuses to give up the pension-certificate, then, if the Commissioner thinks fit to issue a warrant, the paying officer shall retain the pension-certificate when next it comes into his hands, and forward it to the Commissioner to be forwarded to the person entitled to the warrant.

RENEWALS OF PENSION.

21. For the purpose of ascertaining whether a pensioner is entitled to a renewal of his pension the Commissioner may, if not otherwise satisfied as to his eligibility, issue to the pensioner immediately after the close of any income-year a form of application for such renewal, on receipt of which duly completed he shall forthwith proceed to verify the statements of the pensioner by the forms provided for the purpose, and in due course shall investigate the application in the same manner, with the same powers, and subject to the same provisions as in the case of a pension-claim.

Having ascertained whether the requirements of the said Act have or have not been conformed to, the Commissioner shall minute his decision on the application, and each decision shall be entered in the Pension Register. If the application is refused, the pensioner shall be notified in writing; but if the Commissioner decides that the pension is to be renewed, he shall issue a fresh pension-certificate in exchange for the expired certificate.

22. Where, at the investigation of any application for the renewal of a pension, it is found that by reason of excess of property or income the pensioner has received any pension in excess of the amount allowed by law, the Commissioner may call upon the pensioner to refund the amount so received.

PROCEEDINGS UNDER SECTIONS 17 AND 18.

23. Where, as a result of any inquiry under section 17 of the said Act, or by any other means, it is ascertained that the pensioner has been paid in excess of the amount to which he was by law entitled, or that the pensioner or any person is guilty of fraud and liable to the penalty provided by section 18 of the said Act, and where it is decided by the Commissioner to institute proceedings in the Magistrate's Court, the said proceedings, in the case of an action for recovery of pension overpaid, shall be commenced by plaint, as provided by the Magistrates' Courts Act, 1908, and in the case of a prosecution for fraud shall be by information laid in terms of the Justices of the Peace Act, 1908.

24. All proceedings under the said Act or these regulations shall be taken before a Magistrate alone, and may be so taken at any time within twelve months from the time when the facts first came to the knowledge of the Commissioner. In all such proceedings the Examining Officer, or other person appointed by the Commissioner, may appear on behalf of the Commissioner, and the fact that any person so appears shall be sufficient evidence of his authority so to do.

25. No Court fees shall be payable in connection with any proceedings before a Magistrate under these regulations.

26. All moneys received by way of refund, either with or without Court proceedings, shall be paid into the Public Account at the nearest branch of the Bank of New Zealand, or, in the absence of any such bank, into the Post Office Account at the nearest post-office, and the bank or post-office receipt shall be forwarded to the Commissioner without delay, with particulars of such refund.

DUTIES OF GOVERNMENT OFFICERS.

27. It shall be the duty of all Government officers to assist applicants in the preparation of their pension-claims.

28. It shall be the duty of every Registrar of the Supreme Court and Clerk of a Magistrate's Court, on the conviction in his Court of any person whom he has reason to believe to be an old soldier, to ascertain whether the said person is a pensioner under the said Act, and, if so, to notify the Commissioner in writing accordingly.

29. It shall be the duty of every Registrar of Deaths to notify the Commissioner in writing of the death of every person whom he believes to have been a pensioner under the said Act.

30. It shall be the duty of officers of the Police Force to render such service as may be required by the Commissioner in connection with the investigation of any claim or any inquiry under the said Act. Authority to incur expenditure by any such officer on any occasion must be obtained beforehand from the Commissioner through the Examining Officer.

PENSION DISTRICTS.

31. New Zealand is hereby divided into military pension districts with the same names and boundaries as the areas laid down in the "New Zealand Army List" for the purposes of military training under the Defence Act, 1909.

32. In every such district the Examining Officer shall be the person for the time being holding the office of Area Sergeant-major, as defined by the regulations under the Defence Act, 1909, or any sergeant-instructor in such district.

33. The powers vested in any Examining Officer appointed under these regulations shall also be held by any officer in charge of an area-group as defined by the "New Zealand Army List."

SCHEDULE.

MILITARY PENSION-CLAIM.

[Form 1.

No.

To the Commissioner of Military Pensions, Wellington.

I, THE undersigned, hereby make claim for a pension under the Military Pensions Act, 1912.

My full name is
 My full address is
 My occupation is [or was]
 My present age is
 If pension granted, I desire payment made at the post-office at

I have served under the Crown in the Maori Wars as follows:—

Corps in which served:
 Rank: Regimental No. (if any):
 Period of service [State actual years]:

Names or localities of actions at which under fire:
 I was awarded the New Zealand War Medal in the year [Produce New Zealand War Medal; and if not in possession of same, state why.]

Give name and address of person of repute (for preference a comrade in arms or other veteran) who is able to identify you as the person to whom a New Zealand War Medal was awarded:

During the last ten years I have lived in the following towns or districts in New Zealand, and the person named against each place can verify my residence there:—

Town or District.	Actual Years of Residence.	Name and Address of Person who can verify my Residence there.
	19 to 19 to to	

During the past ten years I have been absent from New Zealand on the following occasions:—

Date of Departure.	Port of Departure.	Name of Ship.	Date of Return.	Port Returned to.	Name of Ship.	Period Absent.
						Yrs. mos.

Have you ever applied for an old-age pension?
 Are you in receipt of an Imperial or other military pension?
 Are you married, single, or a widower?
 If married, give your wife's full name and (if alive) her address:
 Is your wife an old-age pensioner?
 Are you living together?
 If not, are you living apart pursuant to decree, order, or deed of separation?

The income of myself and of my wife during the twelve months preceding this date is as follows:—

Item.	Particulars.	Received by myself.	Received by my Wife.
1	Salary, wages, or other personal earnings ..	£	£
2	Military, civil, superannuation, or other pension [State annual amount]		
3	Annuity from life assurance company or other source [State annual amount]		
4	Money left by will or legacy		
5	Money from life assurance company, such as loan, bonus, surrender value, or sum assured		
6	Money received as compensation for accident, loss of office, or other cause		
7	Interest on money lent on mortgage, in bank, or other institution		
8	Money derived as rent from property or by way of mortgage on property		
9	Money derived from sale of gold, gum, milk, grain, or produce of any kind		
10	Allowances or valuable consideration received from relatives or other persons		
11	Estimated value of free board and lodging (not to exceed £26)		
	Totals	£	

The names and addresses of the persons from whom above income or free board and lodging was received are as follows:—

Item :
 Item :
 Item :

The following interests in land and house property are owned by me and by my wife:—

Description.	Section and Block Numbers.	Locality.	Area.	Government Valuation.
In my name—			A. R. P.	£
Freehold				
Leasehold				
Life or other interest ..				
In name of my wife—				
Freehold				
Leasehold				
Life or other interest ..				

NOTE.—Particulars of Native land to be supplied on separate form No. 1A.

My property as above is mortgaged to [Give full name, address, and occupation of mortgagee]:

The amount owing by me on this mortgage at the present time is £

The property of my wife is mortgaged to [Give full name, address, and occupation of mortgagee]:

The amount owing by my wife on this mortgage at the present time is £

State what part of property above mentioned is used as a home:

The value of my furniture and personal effects is [If insured, give insured value] £

The value of my wife's furniture and personal effects is [If insured, give insured value] £

Money owned by me and by my wife is as follows:—

	In my Name.		
	Amount.	If Account closed, give Date.	Where Account kept and No. of Pass-book.
In Post Office Savings-bank ..			
" Bank of New Zealand ..			
" Bank of New South Wales ..			
" Bank of Australasia ..			
" Union Bank of Australia ..			
" National Bank of New Zealand			
" Any other institution			
" Any building society ..			
Totals	£		

	In Name of my Wife.		
	Amount.	If Account closed, give Date.	Where Account kept, and No. of Pass-book.
In Post-office Savings-bank ..			
• Bank of New Zealand ..			
• Bank of New South Wales ..			
• Bank of Australasia ..			
• Union Bank of Australia ..			
• National Bank of New Zealand			
• Any other institution ..			
• Any building society ..			
Totals ..			

Other property owned by me and by my wife is as follows :—

Description.	Owned by	
	me.	my Wife.
	£	£
Cash in hand ..		
Money lent to or in hands of [Give name and address] :		
Live-stock (sheep, cattle, horses, &c.)		
Shares, debentures, or bonds in any company, institution, building or other society [Particulars] :		
Interest in business, stock in trade, or venture of any kind [Particulars] :		
Any other property not already specified [Particulars] :		
Totals ..	£	

Give particulars of bill of sale or mortgage on any of this property :
 If any of this property is insured, state which, and give amount of insurance :

The following property has been transferred or sold by me, or by my wife, since the 1st January, 1912 :—

Description.	Name and Address of Person to whom transferred.	Date of Transfer.	Amount received for Transfer.
Transferred by me—			£
Freehold or leasehold :			
Cash or money on mortgage			
Furniture, stock, shares ..			
Interest in business ..			
Life or other interest :			
Transferred by my wife—			
Freehold or leasehold :			
Cash or money on mortgage			
Furniture, stock, shares ..			
Interest in business ..			
Life or other interest :			

The money received by me for transfer of property above has been disposed of as follows :
 The money received by my wife for transfer of property above has been disposed of as follows :
 In addition to property now owned or transferred, as shown in the foregoing statement, property as under has been received and disposed of since the 1st of January, 1912, as follows :—

By myself [Particulars] :
 By my wife [Particulars] :

I do hereby solemnly and sincerely declare that the contents of this my claim are true and correct in every particular, and that to the best of my knowledge and belief I have fulfilled all the requirements and am exempt from all the disqualifications under the aforesaid Act up to the date of this my claim, and am entitled to a pension. And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of an Act of the General Assembly of New Zealand intituled the Justices of the Peace Act, 1908.

[Signature of Applicant.]

Declared by the said , at , this day of , 191 , before me, the declarant fully understanding the contents of this claim.

[Justice of the Peace, Solicitor, Postmaster, Constable, or Examining Officer].

This is to certify that the contents of this claim have been read over and fully explained to the applicant, who appeared to fully understand the meaning thereof, and has produced his New Zealand War Medal in support thereof.

A Commissioned Officer of the New Zealand Defence Forces [or An Examining Officer under Military Pensions Act, 1912].

Date : , 191 .

[Form 2.

[To be issued only to the holders of pension-certificates issued under the Old-age Pensions Act, or the Military Pensions Act, 1911.]

MILITARY PENSION-CLAIM.

No. .

I, THE undersigned, hereby make claim for a pension under the Military Pensions Act, 1912, and do hereby surrender the certificate issued to me in terms of the Old-age Pensions Act, 1908 [or the Military Pensions Act, 1911].

My full name is :
 My full address is :

I desire payment made at the post-office at
 I have served under the Crown in the Maori Wars as follows :—

Corps in which served :
 Rank : . Regimental No. (if any) :
 Period of service [State actual years] :

Names or localities of actions at which under fire :
 I was awarded the New Zealand War Medal in the year . [Produce New Zealand War Medal ; if not in possession of same, state why.]

Give name and address of person of repute (for preference a comrade in arms or other veteran) who is able to identify you as the person to whom a New Zealand War Medal was awarded :

State alteration (if any) in your circumstances since the old-age or military pension held by you was granted :

I do hereby solemnly and sincerely declare that the contents of this my claim are true and correct in every particular, and that to the best of my knowledge and belief I have fulfilled all the requirements and am exempt from all the disqualifications under the aforesaid Act up to the date of this my claim, and am entitled to a pension. And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of an Act of the General Assembly of New Zealand intituled the Justices of the Peace Act, 1908.

[Signature of Applicant.]

Declared by the said , at , this day of , 191 , before me, the declarant fully understanding the contents of this claim.

[Justice of the Peace, Solicitor, Examining Officer, Postmaster, or Constable].

This is to certify that the contents of this claim have been read over and fully explained to the applicant, who appeared to fully understand the meaning thereof, and has produced his New Zealand War Medal in support thereof.

A Commissioned Officer of the New Zealand Defence Forces [or An Examining Officer under Military Pensions Act, 1912].

Date : , 191 .

[Form 3.

[To be surrendered on payment of the instalment due 1st , 191 .]

Military pension-certificate No. .
 Name :

WARRANT UNDER SECTION 14.

I HEREBY direct that the instalments of pension payable pursuant to the attached pension-certificate shall be payable for the benefit of the pensioner to [Full name, occupation, and address].

Countersigned :
 Date :

Commissioner of Military Pensions.

CAUTION.—It is not lawful for an agent appointed under this warrant to collect an instalment after the death of the pensioner, or while the pensioner is in prison, or an inmate of a mental hospital, or not residing in New Zealand.

J. F. ANDREWS,
 Clerk of the Executive Council.

Police Regulations.

LIVERPOOL, Governor.

WHEREAS by section eleven of the Police Force Act, 1908 (hereinafter termed "the said Act") it is enacted that the Governor may from time to time make such regulations respecting the training, arms and accoutrements, clothing, and equipment of such Force, and respecting all other matters connected therewith, as may be required for promoting the discipline and efficiency thereof:

And whereas it is expedient to revoke all regulations made or deemed to have been made under the said Act, and to make other regulations in lieu thereof:

Now, therefore, His Excellency the Governor of the Dominion of New Zealand, in pursuance and exercise of the powers and authorities conferred upon him by the said Act, and of all other powers and authorities enabling him in this behalf, doth hereby revoke the above-referred-to regulations, and in lieu thereof doth hereby make the regulations set forth in the Schedule hereto, and doth hereby declare that such revocation and the regulations hereby made shall take effect on the first day of March, one thousand nine hundred and thirteen.

SCHEDULE.

Constitution of the Force.

1. THE present establishment of the New Zealand Police Force consists of the following ranks, viz. :—

Commissioner,
Superintendents,
Inspectors,
Sub-Inspectors,
Senior Sergeants (including Chief Detectives),
Sergeants (including Detective Sergeants),
Constables (including Detectives and Acting-Detectives).

2. Members of the Force above the rank of Senior Sergeant are designated "commissioned officers," whilst Senior and other Sergeants are designated "non-commissioned officers."

3. The term "officer" when used alone in these regulations means a commissioned officer.

General Duties of the Different Ranks.*Commissioner.*

4. The Police Force is included in the Department of the Minister of Justice, and the Commissioner shall be directly responsible to that Minister of the Crown.

5. The Commissioner has, subject to the directions of the Minister, the superintendence and control of the Force.

6. He shall take every step in his power to cause all under his control to discharge their duties both to the Government and to the public satisfactorily and efficiently.

7. He must approve all expenditure, the ordering of supplies, the renting of premises for Police purposes, the acceptance of outside appointments or gratuities, the formation or abolition of stations, the increase or reduction of strength in districts and sub-districts, and all general instructions issued to members of the Force; and such approval must be obtained prior to any such action being taken, or, in cases of emergency, as soon after as circumstances permit.

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8. He is empowered to issue or approve such directions for the government of the Force as circumstances may demand, provided such directions are in consonance with the existing Acts of Parliament regulating the superintendence and control of the Force.

Superintendents.

9. The Inspectors in charge of each of the four principal Police districts—viz., Auckland, Wellington, Christchurch, and Dunedin—are designated "Superintendents," and it shall be their duty to superintend and control the members of the Force in their districts in accordance with Acts, regulations, and departmental directions, subject to the approval of the Commissioner in all instances.

10. A Superintendent shall be responsible for the prevention of crime, the detection of criminals, and the general preservation of peace in his district.

11. He must make himself acquainted with the various stations in his district and their requirements generally, and shall from time to time grant immediate Police protection to any locality that may require it, if it is apparent that the peace of such locality would be endangered by the delay consequent upon his referring the matter to the Commissioner.

12. He shall report on applications for the forming of new police-stations, and furnish the fullest possible information on the subject.

13. He shall make a proper division of such cities, boroughs, or towns, &c., as may be in his district into beats, and issue the necessary instructions for the proper working of such beats.

14. He shall inspect all officers, non-commissioned officers, and Constables under his charge, and maintain proper discipline over and amongst them.

15. He shall inspect barracks, stations, quarters, stables, paddocks, horses, arms, clothing, appointments, and equipments of the Force committed to his charge.

16. He shall see that all members of the Force are well acquainted with the regulations, that they regularly peruse and make themselves acquainted with the contents of the *Police Gazette*, and that they copy extracts therefrom into their memorandum-books of such portions as they are more particularly interested in, and that they note in the same manner the particulars of crime reports forwarded to their stations for circulation.

17. He shall cause the men to be instructed, when they have cases to bring before the Court, how to obtain evidence and conduct the cases so as to present the particulars to the Court as clearly and as intelligently as possible.

18. He shall promptly report to the Commissioner the occurrence in the district of any event of public importance, especially such events as affect the public peace.

19. In times of unusual political agitation he shall arrange for the attendance at political meetings of a sufficient number of trustworthy members of the Force to preserve the peace thereat.

20. He shall pay strict and constant attention to economy; and wherever he sees any means of reducing expense and promoting the utility of the Force under his charge he must not fail to communicate his views to the Commissioner.

21. When visiting stations he shall ascertain if the men have any complaints to make, and, if they have, take the necessary steps to have such complaints investigated.

22. He shall inquire into all complaints made by or against members of the Force in his district, and deal promptly with same in the prescribed manner.

23. He must by frequent personal intercourse make himself acquainted with the character, temper, and conduct of every member of the Force under his charge.

24. He must in clear and explicit terms direct members of the Force under him in the performance of their duties, and immediately inform them of any fresh instructions that are issued.

25. He shall see that all books are regularly kept, correspondence and accounts promptly attended to, and returns punctually forwarded.

26. He shall frequently inspect men and stations, see that members of the Force are correct in appearance, behaviour, and dress, that the station property and kits are in good order and complete, that troop-horses are properly cared for, lock-ups clean and secure, stables attended to, and generally satisfy himself that the requirements of the regulations are complied with.

27. He will be held responsible for a careful scrutiny of all estimates, accounts, and vouchers connected with the Force under him, which are to be supported and authenticated by his certificates of approval; and he shall take care that all accounts, returns, reports, and other official documents are drawn up and completed with the greatest accuracy, precision, and neatness, and transmitted punctually at the proper periods.

28. It will be his duty to disburse, in the payment of salaries, contingent expenses, and other claims against the Department, such amounts as may from time to time be remitted to him for that purpose.

29. He will be held strictly responsible for the punctual payment of all accounts incurred on behalf of the Government, under proper authority; but in cases where the exigencies of the public service have necessitated any expenditure before authority could be obtained, it will be his duty to report the matter as soon as possible and obtain the necessary authority.

30. He shall also examine all accounts and documents which come to his hands, to see that they are prepared in accordance with the regulations, that the charges therein are such as are authorized, that they are correct in calculation and amount, and fully vouched for before he inserts them into his accounts against the public, as he will be required to reply promptly to any inquiry from the Treasury or Audit Office, and to discharge without delay any sum there disallowed. He must strictly conform to the general regulations respecting public accounts.

31. On the receipt of the necessary remittances he shall lose no time in paying the men at each station in his district, and will be held responsible for deducting the amount of fines inflicted for misconduct, or of arrears due by men for stores supplied and to be paid for, and generally all amounts which he may be required by the regulations, or which he may be specially ordered, to deduct. He will be required to make good any such amount which he may neglect to deduct.

Inspectors.

32. An Inspector placed in charge of a separate district shall have the same powers and duties as a Superintendent has in his district, and he must be governed by the foregoing instructions to that officer, as he will be held immediately responsible

for the efficiency, general conduct, discipline, and appearance of his men, the state of his barracks, horses, arms, accoutrements, and ammunition, and for the clothing and other articles of Government property delivered to the Force of his district, as well as the discharge of all his other duties. On taking charge of his district he shall act as the Superintendent is directed to act when taking charge of a district.

33. Inspectors not in charge of districts shall receive and carry out the instructions of the Superintendent in charge of the district, and shall forward their official communications to him instead of to the Commissioner. This regulation applies to any Sub-Inspector placed in charge of a sub-district.

34. A Sub-Inspector shall be directly responsible to his Superintendent or Inspector, as the case may be, for the supervision and control of the members of the Force placed immediately in his charge, and shall act in all matters of duty and discipline in aid of his Superintendent or Inspector, and he shall be the channel for all communications to and from the Senior and other Sergeants and Constables under his charge.

Senior Sergeants at Headquarters' Stations.

35. The Senior Sergeant shall pay implicit and respectful obedience to the orders of the officer under whom he is serving, and shall show the Sergeants and Constables serving under him a uniform example of orderly and moral conduct, and of zeal, promptitude, and fidelity in the execution of every duty. It shall be his peculiar province to watch over the conduct of the Sergeants and men, and to report, without delay, to his immediate superior every irregularity of which they may be guilty. He shall be responsible for the discipline and work of his station, and shall not delegate the control to a Sergeant. He shall superintend the work of beat duty, and pay a fair amount of attention to the men on beat duty by day and night. He must not be employed on duties which do not require the presence of a man of his rank, such as escort of prisoners, the service of summons, &c.

36. He shall conduct all cases in Court, brought at the instance of members of the uniform branch of the service, whenever it is not convenient for the Inspector or Sub-Inspector to do so.

37. He shall never absent himself from his station except on duty or by the permission or direction of the officer in charge of him, and he shall at all times be ready to meet the reasonable demands that may be made on his services.

Senior and other Sergeants in Charge of other than Headquarters' Stations.

38. On the zeal, activity, and intelligence of the Senior or other Sergeant in charge of an out-station much will depend. He must always bear in mind that on him rests not only the credit of the Police service, but also responsibility for the legality of all Police action within his control. He must treat all persons having business at the station with becoming respect and civility. He must be impartial and discreet, of strictly correct, orderly, and moral habits, and must never spare himself or his men when the public service requires their exertions.

39. He must exact a ready obedience to his orders in the first instance; and in the event of any man complaining of harsh treatment he must not fail to report the same, with his own explanation, to his Superintendent or Inspector. He will best consult

his own interests by rigidly observing all the regulations for the Police Force, and steadily pursuing such a line of conduct as will place him above the fear of accusation or recrimination in the event of his being obliged to report his men for any misconduct. While treating his men with kindness and consideration, he is to avoid forfeiting their respect by undue familiarity.

40. He ought, by his own example, to uphold the authority of his superiors, and he must prohibit his men from speaking disrespectfully of officers of the Police Force or other officers of the Public Service. He shall take care that his men abstain from entering upon any religious or political discussion, whether among themselves or with others.

41. He must not reprove his men in the presence of prisoners or the public, but reserve such observations for a fitting occasion. He must be perfectly impartial in the division of all the duties of his station, performing his own portion of them in accordance with the regulations of the Police Force. The station books, and all other public records and documents, must be kept in his custody and ready for production as required. He will be held strictly responsible for the appearance of his men and barracks, the state of their arms, ammunition, appointments, and every article of public property committed to his charge. He must show an example of neatness in his own dress and appointments, and of perfect cleanliness of his person and quarters; and he must not fail to report any serious breach of the regulations to his superior officer.

42. At stations where there is only one Sergeant to attend to all duties, he is not required to inspect men going on or coming off duty between 10 p.m. and 8 a.m., unless he has special reasons for doing so.

Constables.

43. A Constable shall always be placed under the control of a superior, but in the execution of his duty as a peace officer he is generally called upon to act on his own responsibility. He should therefore be a person of intelligence, discretion, active habits, and good temper. His first duty is perfect obedience to his superiors. He shall receive the orders of those above him with deference and respect, and execute them with alacrity. He must always be on the alert for the prevention of crime and the protection of the public; and he must never omit to report to his Sergeant, or other superior under whom he is serving, any circumstance that may appear to affect the public peace or the character of the Force.

General.

44. The Superintendent shall be strictly responsible for the state of his division and for the conduct and efficiency of all under his command. In like manner the Inspector shall be responsible for his district; and the Sub-Inspector, Senior Sergeant, or Sergeant, for his sub-district; and the Chief or other Detective, for the men under his charge. If, therefore, irregularities are discovered the Superintendent, Inspector, Sub-Inspector, Senior Sergeant, Sergeant, Chief or other Detective who neglected to report them will have to answer for his neglect.

45. As Superintendents and Inspectors must be held responsible for any irregularities or defects, it is directed that when a Superintendent or Inspector assumes charge of a division or district he shall with as little delay as possible make a general inspection of it, and report to the Commissioner anything defective or contrary to the regulations of the

Force which then comes under his observation, so as to relieve himself of all responsibility connected therewith.

46. In all cases where members of the Force are found by the Commissioner, when on general inspection duty, to be either unfit for their rank or very defective in the knowledge of their duties, the Superintendent or Inspector, as the case may be, will be held immediately responsible where such cases have not been reported by him.

47. It shall be observed as an invariable rule that in the absence of a superior his authority and responsibility devolve upon the next in rank, unless otherwise specially directed. A due regard for discipline therefore renders it indispensable that every Police party, however small, proceeding upon duty should have a responsible head; and it shall be understood that when there is no officer or non-commissioned officer available to take charge of the party, the officer or Sergeant sending the party on duty should name a Constable for the purpose, who shall be accountable for the proper performance of the duty and be obeyed, for the time being, as if he were a Sergeant. In default of any such special appointment the senior Constable shall take upon himself the command, and be held responsible for the discharge of the required duty.

48. Every member of the Force shall receive the lawful commands of his superior with deference and respect, and execute them with alacrity; and every superior in his turn shall give his orders in temperate language, showing due regard for the feelings of those under his command. And inasmuch as it would be manifestly subversive of discipline were any member of the Force to be allowed to comment either favourably or otherwise upon the orders or official conduct of his superior, such a practice is prohibited.

Accounts.

49. The strictest economy shall be exercised in all matters relating to official expenditure by members of the Police Force.

50. Officers in charge of districts will be held responsible for any mistakes in accounts certified to by them.

51. The regulations respecting public accounts issued by the Treasury must be implicitly obeyed.

52. The pay of the Police (except salaried officers) shall be paid monthly out of imprest by the officer in charge of the district, who shall requisition on the 1st day of each month for an imprest advance sufficient to meet the amount of pay and incidental expenses for that month.

53. Abstracts for the salaries and allowances of officers must be forwarded so as to reach the Commissioner's office by the 7th of each month.

54. A Register of Accounts shall be kept in each district, in which full particulars of all vouchers paid or forwarded for direct payment must be entered. The vouchers must be arranged alphabetically and numbered consecutively, and those paid out of imprest must be entered separately and totalled, so that the total will agree with the Cash Balance Book.

55. Detailed instructions relating to accounts will be issued by circular as occasion arises.

Annual Report.

56. As soon after the 31st day of March in each year as possible each Superintendent or Inspector shall submit to the Commissioner a report upon his district for the year ending on that date.

All annual reports are to be submitted in the following form, and are to contain the undermentioned information :—

Strength of Force.

(1.) Strength of the Force in the district on the 31st March then last past, giving number of increases and decreases since last return, with names of stations where changes in strength have taken place; recommendations as to the necessity for any increase or decrease of the Force at any particular station, together with the reason therefor.

Stations.

(2.) Names of stations opened or closed during the year. Where any new stations have been acquired they should be mentioned, but no recommendations should be made for new buildings, alterations, or repairs, as this will be done as necessity arises, a special report being made in each case.

Casualties.

(3.) All casualties for the year ended 31st March then last past, which should include deaths, retirements under the Public Service Superannuation Acts, voluntary resignations, dismissals, and compulsory resignations.

Offences Return.

(4.) An analysis of the offences return for the year ended 31st December then last past, showing the number of offences, serious or otherwise, the increase or decrease thereon as compared with the previous year, and, as far as can be judged, the reason thereof.

Conduct of Police.

(5.) Remarks upon the conduct of the Force generally during the year.

Population.

(6.) Increase or decrease of the population, and remarks on the prosperity or otherwise of the district.

Serious Crime.

(7.) Brief remarks on serious crimes, showing increase or decrease, and probable cause therefor.

Legal.

(8.) Recommendations as to any necessary alterations in the criminal law, and remarks as to the effect and working of recent legislation.

Inspection.

(9.) List of stations in districts, showing dates of each inspection by the Superintendent or Inspector during the year, and, if not inspected during the year, date of last inspection, and reason for non-inspection since that date.

Appointments to the Force.

57. (1.) The Commissioner, Superintendents, Inspectors, and Sub-Inspectors shall be appointed under the hand of the Governor, and other members of the Force by the Commissioner with the approval of the Minister of Justice.

(2.) No member of the Force shall accept any appointment outside the Police Force without the sanction of the Commissioner.

Barracks and Barrack Regulations.

58. Officers in charge of districts will be held responsible for the good repair of all buildings and

premises occupied by the Department under their charge; and no alteration or addition shall be made to any Government building, nor shall any building be erected, without the authority of the Commissioner.

59. All damage to such premises must be reported promptly to the officer in charge of the district, and, if due to the carelessness or negligence of any member of the Police Force, that member shall be held responsible therefor, and required to make such damage good.

60. Sergeants, Detectives, and Constables who are unmarried shall provide themselves with bedding, consisting of two pairs of blankets, two pairs of sheets, one white quilt, one mattress, and one pillow.

61. (1.) No member of the Force shall leave the barracks without acquainting the Sergeant or Constable on duty where he is to be found, or go from the town where he is stationed without permission.

(2.) This regulation may be relaxed at city stations if the officer in charge approves.

62. No poultry, cows, horses, or other animals shall be kept on Police premises without the approval of the Superintendent or Inspector in charge of the district.

63. Fowls, if allowed to be kept, must be confined to a particular area and not allowed to run about the stable, lock-up, office, or residence. Fowls must not be kept where the Department provides forage for a Police or private horse.

64. The Police shall keep every part of their barracks, including the approaches, passages, and yards, clean and in order. Manure-pits must be placed at a sufficient distance from the barracks to prevent any nuisance therefrom. Manure, if not used at the station, should be regularly removed.

65. The windows of Police buildings must be kept clean, opened whenever the weather will permit, and, when damaged, shall be instantly repaired. If such damage has been caused through the fault of a member of the Force, such repairs shall be done at the cost of the member of the Force responsible for the damage.

66. If any officer on inspection finds that any article of bedding requires to be washed he shall order it to be replaced by a clean one.

67. At town stations where regular night and day beat duty is done an inspection shall be made daily at 3 p.m., when all rooms must be clean and tidy, beds made up, and the whole of the barracks, including passages, swept and dusted.

68. At stations where no beat duty is done at night all rooms must be clean and beds made ready for inspection at 9 a.m. each day.

69. At 11 p.m. such men as have not been given leave or are not on duty must go to bed, and all lights and fires, except such as are authorized to be kept up during the night, must be extinguished by 11.30 p.m.

70. Relatives of members of the Force, discharged Constables, and other persons not connected with the service shall not be allowed to sleep in barracks; and no person, except on public business, shall be allowed to frequent Police premises or have access to the records. Any person dismissed from the Force shall not be allowed to frequent Police quarters on any excuse whatsoever; nor shall any member of the Force associate with any such person if the offence for which he was dismissed was of a disgraceful nature.

71. Officers in charge of districts shall pay particular attention to the establishment of messes, and

take all necessary steps for forming and adapting them to the requirements of the Police under their charge, and for so managing them that Constables from other stations who may be passing through on duty may obtain their meals at moderate cost. In all matters relating to the expense and management of the mess the minority must give way to the majority, the officer in charge being appealed to if desired. No mess debts to tradesmen shall be incurred by members.

72. Sergeants must not be elected mess caterers; the Constables should elect one of their number to this position.

73. Regularity of hours, cleanliness, proper costume, and correct behaviour at meals must be strictly observed.

74. The officer in charge of a station shall take charge of the private effects of any Constable who dies thereat, and shall make a careful inventory of the same in the presence of a subscribing witness, and shall transmit a true copy of such inventory, together with a list of debts (if any), to the officer in charge of the district, who shall transmit the same, with all necessary information regarding pay and allowances due, to the Public Trustee or his agent, with a view to the proper disposal of such property in accordance with the law.

75. The death of any member of the Force shall be promptly notified to the Commissioner by the officer in charge of the district.

76. No one shall wilfully or negligently cause any noise near the sleeping-quarters of the men, whereby their rest may be disturbed.

77. Where the bathroom is near the men's sleeping-quarters it must not be used between the hours of 11 p.m. and 7 a.m.

78. No one shall bring intoxicating liquor into any barracks, or keep any intoxicating liquor therein.

79. No one shall gamble in barracks, whether by playing at billiards, cards, dice, or any other game.

80. No one shall use indecent, obscene, profane, abusive, or threatening language in any barracks or Police gymnasium.

81. Nails must not be driven into the woodwork or walls of the men's sleeping-quarters. Suitable hooks for hanging plain clothes thereon will be provided by the Department.

82. If men wish to hang pictures in their sleeping-quarters, suitable hooks to hang them on will also be provided. No pictures of an objectionable nature will be allowed to be hung in barracks.

83. All men residing in barracks must polish the linoleum in their sleeping-quarters weekly.

84. Men having windows in their sleeping-quarters must clean them weekly.

85. Each man residing in barracks shall keep his card in the card-case placed on the door of his sleeping-quarters for that purpose.

86. No one shall smoke in any part of a barracks, except in such room or rooms as may be set apart for that purpose by an order in writing issued by the officer in charge.

87. Maps or other papers shall not be gummed or pasted on the woodwork or walls of any of the offices, rooms, or passages of any barracks.

88. Persons taking exercise of any kind in a Police gymnasium must use rubber-soled shoes. No one will be allowed to exercise therein in ordinary boots or shoes.

89. Civilians will not be allowed to frequent or take exercise in any Police gymnasium without the permission of the officer in charge.

90. Men shall not keep any part of their uniform in their sleeping-quarters in barracks where a uniform-room is provided.

91. No member of the Force shall use articles of clothing or appointments belonging to any other member without the owner's permission, or remove them from the place where they are usually kept, or wilfully or negligently damage any such articles.

92. A regulation box will be supplied by the Department to each man residing in barracks, to be kept in his sleeping-quarters, for the safe keeping of his underclothing and other personal effects. No private box, bag, or portmanteau shall be allowed in such quarters; they must be kept in a room specially set apart for that purpose. Shaving-requisites, soiled towels, underclothing, &c., shall not be left lying about exposed to view, and such articles must not be stowed away under mattresses.

93. No boots shall be kept by any man in his sleeping-quarters except the pair he has been wearing during the day. All other boots must be kept in the boot-room, in a clean condition.

94. No one shall wash articles of clothing in any bath or lavatory-basin in barracks.

95. Constables residing in barracks and performing ordinary duty shall be told off in their turn for duty as barrack orderly.

96. On the orderly taking up his duties in the morning he shall place his card in the card-case provided for that purpose. Such card-case shall be fixed in some prominent place in the passage where it can easily be seen.

97. He shall then carefully sweep out and dust the library, uniform-room, passages, and billiard-room, brush and dust the billiard-table, shake mats and return them to their proper places, shine brasses, and have this portion of his duties completed by 9.30 a.m.

98. He must wash out or hose down the floors of closets and urinal, and flush the closet-pans every forenoon, using a disinfectant in these conveniences if required.

99. Cubicles and other sleeping-quarters must be swept out and dusted, and the beds therein made by their respective occupants not later than 2.30 p.m., after which time the orderly shall brush and dust all passages, stairs, bannisters, &c., and have the whole barrack premises ready for inspection at 3 p.m.

100. The orderly shall turn on lights when they become necessary, and turn them off at 11 p.m., unless orders to the contrary have been issued by the officer in charge.

101. He must not play billiards before 3 o'clock in the afternoon; but he will be held strictly responsible for the collection of fees from those who have played billiards during his hours of duty, and also for any damage that may have been done to the table or its appointments, unless he can show by whom such damage was done.

102. He must not quit the barracks during his hours of duty without the permission of the Senior or other Sergeant in charge.

103. Two Constables must be told off daily for orderly duty where the number of men on the station is sufficient to allow of this being done. One shall go on at 7 a.m. and remain on till 3 p.m., when the other shall take up the duty from that hour till 11 p.m. They shall relieve each other for meals.

104. On the day following his turn of duty as orderly each Constable shall pay to the treasurer of the billiard-table fund all fees for games of billiards played during his hours of duty, and get the treasurer

to initial the billiard-table book as having received such fees and mark it as correct.

105. If any one refuses or neglects to pay what he owes for games played the orderly responsible for the collection of same shall report accordingly without delay.

106. When a billiard-table is kept at the headquarters station one of the clerks in the district office shall act as treasurer of the billiard-table fund, and pay all moneys received by him on account of such fund into a trust account kept for that purpose at a savings-bank, and the Superintendent or Inspector for the time being in charge of the district shall act as trustee of such fund.

107. The use of the billiard-table for play, and the amount of the fees for playing thereon, shall be in accordance with rules to be approved from time to time by the Commissioner.

108. All fees for games shall be applied as follows:—

- (1.) Keeping the table and its appointments insured against fire:
- (2.) Providing newspapers and magazines for the reading-room and books for the library, when funds for the latter purpose can be spared:
- (3.) Providing a new cloth and other appointments as required:
- (4.) Providing boxing-gloves, handball, and skipping-ropes for the gymnasium:
- (5.) Providing annual subscriptions for unbound numbers of "The Times Law Reports" and "New Zealand Law Reports" for use in the reading-room. The Department will bear the cost of binding the volumes in half-calf as they become complete.

109. The members of the Force residing in the barracks where a billiard-table is provided shall meet in the billiard-room at some convenient hour on the first Tuesday of June in each year, and select a committee of seven members from among their number to look after the billiard-table and its appointments and the fees derived therefrom, and the gymnasium and its appointments.

110. Such committee shall elect one of its members as chairman.

111. It shall meet at least once a month, but oftener if necessary. Three members shall form a quorum.

112. The Superintendent, Inspector, and Sub-Inspector shall be *ex officio* members of this committee.

113. Dumb-bells, clubs, punching-ball and stand, and wrestling-mats will be provided by the Department.

114. Gates and doors leading into the yard of barrack premises must be kept closed except while being actually used.

115. Large trees, the leaves from which choke the guttering and spouting on buildings, thereby causing damage to them, must not be allowed to grow anywhere near Police buildings.

116. Creeping-plants, roses, &c., must not be trained or allowed to grow up against any such buildings.

117. Where a Police paddock is provided the member of the Force in charge of the station will be held responsible that noxious weeds, such as gorse, black-berry, sweetbriar, broom, and ragwort, are not allowed to make headway in such paddock, and that half the roadway in front of the paddock is kept clear of all such noxious weeds. Live fences must be kept properly trimmed.

118. Sergeants in charge of sub-districts will be held strictly responsible for the conditions in which

the various Police premises under their supervision are kept.

119. When out-station men arrive at the headquarters station they shall report themselves to the Superintendent or Inspector with as little delay as possible, and again before taking their departure. They must also report their arrival and departure at the watchhouse, where the watchhouse-keeper shall enter their names in a book kept for that purpose, together with the hour of their arrival and departure, and the address at which they can be found while in town.

120. When a person comes to a station to report any matter care must be taken that no civilian is present or within hearing while the statement is being made: Provided that a friend who accompanies the complainant for the purpose of assisting him with his statement will be allowed to be present, but no others.

121. The Sergeant in charge of each relief must see that no civilians are present or within hearing while Constables are being instructed before being marched out on their beats, or while making their reports before being dismissed when coming off duty.

122. Sectional Sergeants and Constables shall, when on night duty, take notes in their memorandum-books of the dates, hours, and places at which they may have seen thieves, prostitutes, or other undesirables consorting together, and will at the end of their fortnight's night duty furnish reports giving full particulars of the result of their observations in this direction. These reports will be filed and will be available for reference in the event of the persons named therein being prosecuted for vagrancy.

123. Mounted Constables when going on or returning off mounted duty shall parade mounted in front of the Senior Sergeant's office, so that the Senior or other Sergeant in charge for the time being may inspect them.

Beats.

124. In each of the centres of population where beat duty is carried out sub-districts shall be subdivided into sections and the sections into beats.

125. Each beat is timed, for working purposes. The working of each beat may be changed when deemed necessary or desirable by the officer in charge, but such change in the manner of working shall not affect the time allowed for such working unless the size of the beat is altered.

126. The boundaries of each beat shall be set out in writing, together with instructions as to the manner of working and time allowed. These instructions shall be posted up in a prominent place in each station, and members of the Force must read and copy same so far as is necessary to enable them to work the beats to which they may be told off. Sergeants in charge of sections must see that each Constable working a beat under his supervision thoroughly understands these instructions, and, in the case of a Constable working a beat for the first time, shall accompany him round and give him any verbal instructions necessary to enable him to work his beat correctly.

127. Constables are to patrol their beats at a regular pace, and, in the absence of instructions to the contrary, should work them by the right. The pace should not be less than two miles an hour. At every intersection of streets they should stop and give a good look all round before proceeding.

128. The regularity with which a Constable is expected to work his beat must not prevent him from remaining at any particular place if necessary for the performance of his duty, but in such cases he must

at the first opportunity furnish to the Sergeant in charge of the section a verbal report of the circumstances that detained him.

129. On day duty a Constable is to walk on the portion of the footway nearest the kerbstone; at night, nearest the buildings: and shall examine all doors, windows, and gates, to see if they are properly secured.

130. If a Constable finds a place open at night he shall remain outside until assistance reaches him. He must then search the place, and if no persons reside therein he must remain until the Sergeant in charge of the section arrives, who shall make all arrangements necessary for the care of the premises and communicate with the owner.

131. If a Constable has reason to believe that a person is on the premises who should not be there, the Constable must do the best he can under the circumstances to secure him without waiting for assistance; but in cases of shops, &c., left unlocked it is not desirable that a Constable should examine the premises without a witness.

132. If everything in any such premises is found in order the Constable should obtain a memorandum to that effect from the owner, and such memorandum shall be attached to the Constable's report of the occurrence.

133. Constables must be active and watchful on the beat, and make themselves acquainted with all lanes, alleys, rights-of-way, and buildings; also, as far as possible, with the names and personal appearance of all persons residing or carrying on business therein. They should also ascertain the private addresses of business people, so that when wanted at night they can be found.

134. Constables must endeavour so far as possible to prevent obstructions to traffic and to diminish the risk of accident to the public; they should also see that all gratings, &c., are secure, and, if not, take immediate steps to secure them.

135. Nuisances should be reported, with the names of persons responsible for them, so that the proper authority can be communicated with.

136. If any suspicious character is found loitering about he should be carefully watched, and the fact reported to the Sergeant and to the Constables on adjoining beats.

137. Constables should call the attention of owners or occupiers of premises to unprotected windows or insecure fastenings which will permit of access to those premises, so that the same may be remedied.

138. Constables on beat duty shall be visited at uncertain times and places by the Sergeant in charge of the relief, and any occurrences, however trivial in appearance, that have happened up to that time should be reported verbally to the Sergeant, so that he may take any further steps that his experience suggests as necessary.

139. Loitering by the public at street-corners in busy thoroughfares should receive special attention from Constables, and loiterers should be firmly but civilly moved on. They should not be shoved or pushed about.

140. If at any time a Constable requires immediate assistance, and cannot in any other way obtain it, he must sound his whistle; but this is to be done as seldom as possible, and shall always be reported afterwards.

Bicycles.

141. At stations where bicycles can be used to advantage an allowance, to be determined by the Commissioner, will be made to those members of

the Force who provide their own bicycles for use on duty, provided that the approval of the Commissioner is first obtained.

142. Approval shall only be given in cases where the Superintendent or Inspector in charge of the district satisfies the Commissioner that the use of a bicycle is necessary and will promote the better performance of Police duty.

Candidates.

143. Candidates for the Police Force must be not less than twenty-one and not more than thirty years of age.

144. They must have passed the Fifth Standard Examination prescribed under the Education Act, 1908, or some other examination of at least equal grade.

145. They must be smart, active, intelligent, good-tempered, and free from any bodily complaint or infirmity.

146. They must be at least 5 ft. 9 in. in height, and be able to expand their chests to 38 in.

147. They must be of unexceptionable moral character, and be able to give a clear statement of their employment from the time of leaving school until the date of their application.

148. If an applicant is married he must submit a certificate of his marriage before he can be supplied with a form of application.

149. Every application must be made personally to the Superintendent or Inspector in charge of a district, who shall satisfy himself that the applicant's height and chest-measurement are up to the required standard, and that he is a suitable candidate for the Force. The Superintendent or Inspector shall then cause the candidate to attend for a preliminary medical examination, and if the result is satisfactory the candidate shall be given a form of application to fill up and return to the Superintendent or Inspector with whatever testimonials he may have. If he fails to pass the preliminary medical examination he shall not be given a form of application.

150. The Superintendent or Inspector shall then cause all possible inquiries to be made in his district respecting the applicant's character, temperament, habits, and associates, and shall forward the result, with the candidate's form of application and testimonials, to the Commissioner so that inquiries may be continued in other places where the candidate has been.

151. If an applicant is a single man inquiries should be made at the various places he boarded at, and if a married man they should be made in the immediate neighbourhood where he resided.

152. On applying for enrolment a candidate must submit a full statement of his previous employment, and furnish testimonials from employers and other persons who have had an opportunity of knowing him intimately.

153. Should the Superintendent or Inspector consider that from the applicant's appearance, apparent lack of intelligence, or any other cause he is not suitable for the Force, he shall at once forward his application to the Commissioner with a report to that effect.

154. After due inquiry, if found suitable, applicants' names will be placed on the Candidates' Register, and selections will then be made as vacancies occur.

155. Candidates shall when selected be notified to attend for medical examination, and, if they pass the doctor, shall be sent to the depot for training.

156. If it is found that they lack the necessary qualifications they shall be discharged from the depot.

157. After passing through the depot they shall, if found suitable, be sworn in and posted to a district.

158. Men who have previously served in the New Zealand or any other Police Force may, at the discretion of the Commissioner, be enrolled in the Force and exempted from depot training if not more than forty years of age.

159. The selection of candidates will invariably be made by the Commissioner, with the approval of the Minister in charge of the Department. Members of the Force may advise suitable men whom they know to be respectable to apply for a form of application to join the Police Force.

160. All communications between the Commissioner and a candidate must pass through the hands of the Superintendent or Inspector in charge of the district in which the candidate is then residing. On the receipt of a notification from the Commissioner to call up any candidate for final medical examination the Superintendent or Inspector shall immediately cause inquiries to be made into the candidate's conduct in his district since last reported upon, and report the result to the Commissioner without delay.

Churches.

161. The locality of churches and other places of worship should be visited during service, so as to prevent the congregations being disturbed by youths or disorderly persons.

Civil Cases.

162. Where members of the Force are called as witnesses in civil cases they must look to the party who subpoenas them for their expenses.

163. Where members of the Force are sued in Court for debt, damages, or any other cause, they shall at once report the fact, with full particulars, for transmission to the Commissioner.

Clerical Staff.

164. Superintendents and Inspectors, and in some instances Sub-Inspectors, are allowed to employ members of the Force to assist them in the clerical work of their respective offices. The names of all such members must, however, be submitted to the Commissioner for his approval.

165. All men employed at clerical duty in any of the above-named offices must wear proper Police uniform during their hours of duty, and they must fall in, in uniform, on all monthly and special parades. They must also be available for uniform duty on all occasions when the services of extra Police are required.

166. Before a Constable is selected for clerical duty it must be shown that his educational qualifications are above that of the average Constable, that he is a man of exemplary conduct (including strict sobriety), that he has served at least four years in the active duties of the Force, and that he has discharged such duties with zeal, energy, and efficiency.

167. No man shall be allowed to remain at clerical duty for a longer period than four years without the special approval of the Commissioner.

168. No member of the Force shall receive any clerical allowance who is detailed for clerical duty at any time subsequent to the date upon which these regulations come into force.

169. No Sergeant who has been employed at clerical duty shall be given charge of a station till after he has served at least a year on active Police duty as Sectional Sergeant after quitting clerical duty.

170. If any Constable is promoted to the rank of Sergeant while employed at clerical duty he shall forthwith be sent on active Police duty as a Sectional Sergeant.

171. If any member of the Force employed at clerical duty divulges, either directly or indirectly, any matter that may come to his knowledge in the discharge of such clerical duties he shall be liable to dismissal.

Complaints.

172. Any member of the Force believing he has grounds for complaint must report the circumstances of the case to his superior officer promptly; if he does not do so, but delays making his statements, his motives will be judged of by such delay.

173. Members of the Force may at any time make any representations they wish to the Commissioner, provided that the complaints are in writing, couched in respectful language, and submitted through their immediate superiors.

Officers submitting such complaints shall report thereon their own views, but shall on no account fail to forward the complaint to the Commissioner.

174. Every reasonable consideration shall be given to complaints or representations from members of the Force, but combinations shall be severely dealt with as being subversive of discipline.

175. Complaints respecting superiors, if disrespectful in tone or of a frivolous nature, will render the complainant liable to severe punishment.

176. Insinuations will not be tolerated in official reports.

177. If a private individual makes any complaint against a member of the Force he must be treated courteously, and his complaint taken down in writing, after which he should be requested to sign it.

He should on no account be referred to another station, but his complaint must be received by the member of the Force to whom it is first made, who shall submit it to the Inspector in the usual way.

Care should always be taken to get as much detail as possible, with the view of detecting any unfounded accusations.

178. Any complaints or adverse comments made by Judges, Magistrates, or Justices regarding the conduct of the Police must be reported to the Commissioner, together with a full explanation thereon.

Correspondence and Reports.

179. All communications from officers in charge of districts intended to be brought under the notice of the Government or the head of any Department shall be made through the Commissioner, and all correspondence and reports from Sergeants and Constables must be forwarded through their immediate superiors.

180. All correspondence and reports must be expressed in clear and concise terms, and written in a neat and legible hand on foolscap paper, with one-third margin, on one side only.

181. Reports from subordinate members of the Force must be drawn up in the first person, and should be preceded by a brief reference or indication to the subject of the report, as in the following form:—

Police Station,
.....
....., 19.....

REPORT OF CONSTABLE [or SERGEANT, &c., as the case may be] No., RELATIVE TO [&c.].

Then should follow the report in the first person, and it must be signed at the end by the person making it, and his register number given.

182. Reports from any district for transmission to the Commissioner's office must be forwarded through the officer in charge of the district, except in matters of an urgent nature, which the Commissioner should be promptly acquainted with, in which case the officer in charge of the station must send a telegram to the Commissioner at the same time as he sends one to the officer in charge of the district, and inform the latter that he has done so.

183. In referring to previous correspondence with the Commissioner's office the record number of such correspondence must be quoted, and when any papers are forwarded with a minute they must be promptly returned when attended to.

184. No member of the Force shall divulge the purport of such correspondence, or impart any information connected with the Department to private individuals, without authority from the Commissioner or the officer in charge of the district.

185. On the transfer, retirement, or removal from the service of any officer, all official papers and books in that officer's possession shall be handed over to his successor after careful examination.

186. Every officer of Police will be held responsible for a careful scrutiny of all reports passing through his hands, and shall see that they are respectfully worded and in proper form.

187. When correspondence is referred to any member of the Force for a report he shall make his report upon a separate sheet of paper, which must be attached in front of the file, and on no account shall he write upon the file sent him, unless it is to say "Noted," "Report herewith," or some equally brief remark suitable to the occasion.

188. Full half-sheets of foolscap must be used for all reports, and no scraps of paper must be attached by any one.

189. Officers submitting reports or recommending members of the Force for rewards must see that the register number and full name of each member recommended is given.

190. When telegrams or letters are sent to any person a press or carbon copy should be attached to the file, so as to make it complete.

191. A Superintendent or Inspector shall, before forwarding any document, report, or return to headquarters, carefully examine its contents, and see that it is not inaccurate, informal, or imperfect.

192. An officer in forwarding reports from those under his charge should not detail facts which are already stated in the papers. He should, however, add any further facts bearing upon the case of which he may be aware, or correct any erroneous impressions which might be created by the previous statement of them. He should invariably give his own opinion of the facts of the case.

193. Every member of the Force should keep in mind the importance of distinct and legible writing. Officers and other members who send to headquarters reports or returns written in a cramped or slovenly manner will expose themselves to censure. No report should be so written as unnecessarily to increase its bulk; but the opposite extreme—that of attempting to compress the writing into a small space—is still more objectionable, and is to be carefully avoided. This admonition is especially applicable to the names of persons and places, which must be written with perfect distinctness.

194. Special care should be taken that all signatures to documents are perfectly legible, both as regards initials and surnames. Signatures impressed by a stamp are forbidden to be attached to official docu-

ments. All members of the Force whose duty it is to sign documents must do so in their own handwriting.

195. Proper attention should be paid to orthography; and names of persons or places should be correctly spelled, and always alike in all official reports and returns.

196. In every case where officers seek information or where instructions from headquarters are manifestly required, and a communication is not received within a reasonable time, the Commissioner's attention should be called thereto.

197. Each distinct set of papers should be properly attached at the upper left-hand corner, having the later reports in front, following consecutively in order of date. If metal fasteners are used in attaching paper, the points thereof should be uppermost. The pages of the file are not to be numbered. A blank half-sheet should be placed at the back of each file to protect it.

198. Whenever an application upon any subject is made to headquarters, or any order referred to under any existing regulations of the Force, the section of the regulations or the date and number of the general order authorizing such applications must invariably be quoted.

199. Ordinary official letters to the officers of the Force should be addressed to "The Commissioner," "Superintendent," "Inspector," or "Sub-Inspector of Police," as the case may be, and not by name. The same rule applies to subordinate members of the Force.

200. All letters intended for headquarters are to be addressed as under:—

"The Commissioner of Police,
Wellington."

201. The Police are strictly prohibited from replying to any unauthorized inquiries made by individuals or societies seeking information as to the character, respectability, or financial position of persons residing in their districts. If information of a general nature, or statistics, is applied for, instructions must be obtained from headquarters. If it is necessary to draw the attention of the Commissioner to any newspaper statement the paragraph should be cut out, pasted on a separate half-sheet of paper, and forwarded. The name of the newspaper and the date of issue should invariably be placed at the top of the half-sheet of paper.

Courts.

202. Members of the Force having to attend Courts must observe strict punctuality. The officer in charge should inspect all men on such duty before they quit their stations, to see that they are smart and clean in appearance, and in proper uniform; also to see that they are prepared with any property required to be produced in Court in any case in which they may be concerned.

203. Police when giving evidence must stand in an upright position, respectful in demeanour, speaking explicitly and in a clear voice so as to be heard distinctly by the Court and jury. They are to confine themselves strictly to the evidence in the case before the Court (and to refresh their memories they may refer to any notes they may have made at the time), and in giving evidence they should as much as possible avoid using slang phrases.

204. In cross-examination answers must be given with the same readiness and respect as in the examination-in-chief, that the whole truth may be elicited, whether against or in favour of the accused.

205. No man can be considered an efficient member of the Force who is not a good witness; and any instance of prevarication before the Court will ensure the immediate punishment of the witness who prevaricates or gives partial or vindictive evidence.

206. In all cases before Justices where a member of the Force is the informant any other member of the Force may conduct the prosecution (see section 81 of the Justices of the Peace Act, 1908).

207. The Police shall see that order is preserved at all Courts.

208. Whenever practicable an officer in uniform must be present during any sittings of the Supreme Court for the hearing of criminal cases.

209. At centres of population where the business of the Court warrants, Constables will be detailed to act as Court orderlies; at other places the Police need not attend Court during the hearing of civil cases unless any trouble is anticipated.

Crime and Crime Reports.

210. Where serious crimes come under the notice of any member of the Force it is his duty to immediately report such particulars as are available to his superior officer, who shall decide what steps should be taken to prosecute the inquiry; in the meantime the officer reporting should make what inquiries he can.

Members of the Force who neglect to make such report, with the view of conducting the inquiries themselves, will be liable to severe punishment should any miscarriage of justice result through their inability to deal with the case.

211. In all cases of crime, where the offender is not arrested at once, or is unknown, crime reports must be made out and circulated to those stations where information may be obtained. A copy of all such crime reports shall be forwarded to the officer in charge of the district and to the *Police Gazette*.

Where necessary, information shall be sent by telegram, and the crime report follow.

212. In cases where the officer in charge of an out-station considers that information should be telegraphed to other districts he may suggest that course to the officer in charge of the district, giving his reasons therefor; but as a rule he shall only telegraph to the officer in charge of the district and to neighbouring stations in the same district. He shall in all cases inform his superior officer where he has sent the information to, so that the latter may exercise his discretion as to where else it should be sent.

213. The description of offenders wanted should be carefully given in all crime reports, and the following particulars should be borne in mind when taking a description, although it is not expedient to give such full description as outlined except in important cases:—

- Name, with aliases, to be written in full.
- Country: If born in Great Britain the name of county to be given if known.
- Trade or occupation: If a tradesman, whether he lives by same or otherwise.
- Age: Actual, or to appearance.
- Height.
- Build: Stout, medium, slender, &c.
- Weight (approximate) to be given in stones.
- Complexion: Ruddy, fresh, sallow, sickly, fair, dark, &c.
- Eyes: Colour, full or sunken, large, small or medium, expression.
- Hair: Colour, worn long, medium or short, bushy, thin, curled, or straight.

Whiskers: Ditto.

Beard, moustache, or imperial: Ditto.

Head: Large, medium, or small, round, long-shaped, or otherwise.

Features: Round, medium, or small, prominent, flat, or ordinary, cheek-bones high, &c.

Forehead: High or low.

Eyebrows: Bushy or thin.

Nose: Straight, pug, hooked, roman, large, or small.

Mouth: Large, medium, small, or otherwise.

Teeth: Regular or not, colour, any missing, &c., false or natural.

Chin: Round or pointed.

Arms: Long, short, or in proportion.

Legs: Ditto, bowed, straight, or knock-kneed.

Hands: Large, medium, small, delicate, coarse, long fingers or short, rings worn, any joints missing, &c.

Feet: Large, small, or proportionate.

Gait: Slovenly, smart, active, erect, stooping, &c.

Dress when last seen, and if known to have other dress with him, state same.

Personal peculiarities or deformities: Accidental or natural marks, peculiarities of manner, speech, habits, &c.

General appearance: Doctor, clergyman, clerk, labourer, miner, sailor, hawker, pugilist, spieler, &c.

All persons wanted: Give particulars to whom known, and in what places, likely haunts, and associates; previous history, and if distinguished by any particular circumstance connected with his career.

In all cases where an offender has a previous *Gazette* reference the same should be given in crime report.

214. Two crime-books shall be kept at each station, in one of which shall be entered all crime reports respecting offences committed within the area attached to the station; in the other shall be entered all crime reports received from other stations.

The result of inquiries shall be entered up on each entry, and if an arrest is made the date thereof with name of person apprehended must be given.

Cipher Code.

215. A code is supplied to all officers in charge of districts, for use when telegraphing matters of a very confidential nature. It is only to be used in such cases, and every care shall be taken that the code does not become known to other than officers in charge, Sub-Inspectors, and District Clerks.

Defaulter and Merit Sheets.

216. Each member of the Force below the rank of Sub-Inspector shall have a defaulter sheet and a record of merit. All offences for misconduct, acts of indiscipline, &c., of which the man has been convicted shall be entered on the defaulter sheet. This sheet will always be kept at the district office of the district in which the man is for the time being stationed, and on his transfer to another district it shall be forwarded to the officer in charge of the district he is transferred to.

217. On a member of the Force being dismissed, or resigning, or being promoted to the rank of officer, his defaulter sheet shall be forwarded to the Commissioner's office to be recorded and filed there.

218. A man's defaulter sheet shall be a correct transcript of the offences of which he has been con-

victed, and the punishment awarded for each offence. No monthly return of defaulters shall be sent to the Commissioner's office until the Superintendent or Inspector has satisfied himself that every conviction recorded against a man during the month has been correctly entered on his defaulter sheet.

A certificate of service and conduct as disclosed by the defaulter and merit sheets shall be granted to any member of the Force applying for same on his discharge from the Force, provided that he has completed at least twelve months' service and that he has not been dismissed. Such certificates shall be granted only by the Commissioner; other officers shall not give members of the Force certificates of service or testimonials, but shall refer applications for same to the Commissioner.

219. The original record of the decision arrived at by the Commissioner, Court of inquiry, Superintendent, or Inspector after hearing the evidence on each charge shall be given to the person charged to read, who must signify in writing below the record that he has seen and read it; and he must clearly understand that by doing so he in no way prejudices his right to appeal against the decision should he feel he has good grounds for doing so.

220. The record number and date of the file relating to each entry on a man's defaulter sheet is to be entered in the column of "Remarks" opposite such entry.

221. The original file, or a typed copy thereof, shall be attached to the man's sheet and remain with it throughout the man's career in the Force. If the file refers to two or more men a copy shall be attached to each man's sheet. If the original file is not sent to the Commissioner's office a copy of it must be sent there, to be attached to the man's duplicate defaulter sheet kept there.

222. Cautions and reprimands must not be entered on defaulter sheets, except in cases where reprimands have been administered by the Commissioner, when they shall be entered.

223. In the record-of-merit sheet shall be entered all records of merit granted by the Commissioner to any non-commissioned officer or Constable for special services rendered—such as acts of bravery in saving life at great personal risk to one's own life; the display of great tact and skill in working up a very difficult case and bringing it to a successful issue; or having shown in the discharge of his Police duties exceptional zeal and ability, exceeding that which is expected from zealous and efficient members of the Force of his own rank with similar opportunities.

224. An entry shall also be made in the merit sheet recording the granting of the long-service and good-conduct or other medal; the passing of the Solicitors' Examination, or any University, Civil Service, ambulance, or Police examination, or any examination showing that the man is proficient in any foreign or the Maori language, or that he is proficient in shorthand up to one hundred words per minute. Satisfactory proof of having passed any such examination must, however, be produced to the Commissioner before the desired entry can be made on the merit sheet.

225. A transfer record of the transfers of each member of the Force from station to station shall be kept with his defaulter's sheet, and in which shall be entered the circumstances that have rendered each transfer necessary, so that it can be seen from the record whether any particular transfer was caused by misconduct or inefficiency, by causes altogether unconnected with the man transferred, or at his

own request, or for any other reason. Some transfers are in the nature of punishments, while others are in the nature of rewards, as is the case where a man is frequently removed from station to station because of his superior capabilities. On the other hand, a comparatively inefficient Constable may be sent to an unimportant station where he will be subjected to but few transfers. It is therefore very necessary that the transfer record should be most carefully and correctly filled up, so that an officer, by a perusal of the particulars set forth therein, may be enabled to form a correct judgment concerning the character and efficiency of the Sergeant or Constable who has been transferred to his district. A copy of each entry made in a man's transfer record is to be forwarded to the Commissioner, so that the duplicate of the record which is kept in the Commissioner's office can be posted up accurately.

Depot.

226. A training-depot is established at Wellington for the training of recruits.

All candidates who have not had considerable previous Police experience shall undergo a course of instruction therein before being sworn in, and should they prove in any way unsuitable will not be permanently appointed to the Force.

227. The following rules shall be observed:—

(1.) The probationers shall be provided with free lodgings at the depot, but must provide their own sheets, towels, boot-brushes, &c.

(2.) They shall be provided with food from the station by the caterer, and shall pay the amount fixed by the Commissioner therefor.

(3.) All probationers must be in station by 10 p.m., except under special circumstances, when, on application to the Sergeant in charge of the station, leave may, at the Sergeant's discretion, be granted till 11.30 p.m. The roll shall be called by the Sergeant at 10 p.m., and all men absent without leave shall be reported to the Inspector of the district. At 10.30 p.m. all men not on duty or on leave must retire for the night, and lights be extinguished.

(4.) No man shall absent himself from the depot without leave from the Inspector until after 6 p.m., when the work of the day is finished, and then only on receiving the permission of the Sergeant in charge.

(5.) The Sergeant in charge shall be responsible that the strictest order and regularity are maintained at the depot, and that the utmost cleanliness prevails.

(6.) During summer (from the 1st October to the 31st March) all probationers not performing night duty shall rise not later than 6 a.m., and in winter 7 a.m. daily (except Sunday, when they shall rise not later than 7.30 a.m.), and shall do fatigue duty until breakfast-time.

(7.) The bedding must be neatly folded, and bedrooms prepared for inspection by 10 a.m.

(8.) The hours for meals shall be arranged by the Inspector of the district, so that as many men as possible belonging to the mess may sit down together. All men, when sitting down to meals, must be neatly and properly attired.

(9.) During the first month's probation the curriculum will be: Instruction in simple foot drill and dumb-bells not less than two hours daily, and the study under the Sergeant Instructor of the Police Regulations and the numerous Acts of Parliament, by-laws, &c., which bear on Police work. Each probationer will be supplied with a copy of the regulations, statutes, &c., for his own private study, and, in addition, the Sergeant Instructor shall

explain the regulations and statutes, and give lectures on practical Police work, preparation of reports, &c. After the first month, in addition to the above, the probationers shall attend the Court during the hearing of the Police cases, and shall each patrol with a Constable on beat at least four hours out of each twenty-four hours for ten days prior to being permanently appointed.

(10.) The Inspector of the district shall arrange the hours for the classes, lectures, drill parades, &c., but care must be taken that the men are kept fully employed throughout the whole day.

(11.) In addition to the foregoing, the Police Regulations relating to barracks, so far as applicable to the training-depot, are to be observed.

(12.) Any probationer acting in disobedience of the foregoing regulations, or in any other way misconducting himself, will be liable to instant dismissal.

(13.) On one day in each week the probationers shall be instructed in first aid from 8 to 9.30 p.m. by a lecturer appointed by the St. John's Ambulance Association.

(14.) On Saturdays their duties shall cease at 2.30 p.m., when, if not required for any special duty, they may be granted leave of absence by the Sergeant in charge.

(15.) On Sundays their duties will be: Fatigue, 7 to 8 a.m., when they may be relieved for the rest of the day, at the discretion of the Sergeant in charge.

Detectives.

228. Members of the Force employed as Detectives should possess superior intelligence and be men of good judgment, tact, aptitude for gaining an influence over others, untiring patience and courage, and especially *strict integrity*. A Detective should have the power of self-control and close observation, and should be practised in the art of eliciting information. He will frequently be in possession of secret information, and unless he possesses the power of keeping his own counsel, even in the presence of his most trusted friends, his efforts may result in failure.

229. Detectives shall be subject to the same discipline as other members of the Force, and, although their principal duty is the detection of crime and the arrest of offenders, it shall be their duty to report any breach of the law that is brought under their notice, so that the general Police may take any action that is necessary.

230. It should be the object of a Detective to avoid everything that tends to excite distrust and suspicion or expose himself to misrepresentation. If he conducts himself so as to lead to a suspicion that he is untruthful there will be little confidence in his integrity and good faith, and his usefulness will, in consequence, be materially impaired.

231. Detectives shall be under the control of the officer in charge of the stations at which they are doing duty, and as, being dressed in plain clothes, they may be required to produce the authority under which they are acting, each shall be furnished with a warrant-card for the purpose, signed by the Commissioner.

232. A warrant-card must on no account be transferred from one Detective to another, nor will warrant-cards be issued a second time. They shall be numbered consecutively as issued, and on any member of the Detective branch leaving that branch of the Force his warrant-card shall be cancelled. Each member of the Force will be held strictly responsible for the proper care of the warrant-card issued to him, and upon no account is he to let it go out of his possession.

233. Any Detective who through neglect or carelessness loses his warrant-card shall be severely punished. He must immediately report the loss to his officer, and unless he gives a satisfactory explanation as to the cause of the loss he shall be at once suspended from duty until the charge against him of neglect has been disposed of.

234. Warrant-cards are the property of the Government, and must be returned with other appointments by members leaving the Force. In the event of the death of any Detective care must be taken to secure his warrant-card and transmit it to the Commissioner without delay.

235. Warrant-cards shall be issued only to members of the Detective Force who are on the permanent staff. To those on probation, or persons employed on occasional duty, a memorandum shall be given by the officer in charge. This must be given up on the holder returning to ordinary duty or when he is appointed to the permanent staff.

236. Any instance in which any improper use has been made of the documents thus issued to members of the Detective Force shall be at once reported to the Commissioner.

237. When a Detective is doing temporary duty at a station where there is no officer or Sergeant, the nature and extent of his communications to the Police at the station must to a great extent be left to his own judgment and discretion, but he will be held strictly responsible that the public interest does not suffer through undue reticence on his part. He must conduct his business in such a manner as not to clash with the action of the general Police. He must keep the member of the Force in charge advised of his absence from and return to the station, and, as far as may be expedient, of the duties on which he is engaged. There will, however, occasionally occur cases in which entire secrecy is desirable.

238. If the Detectives act so as not simply to obtain but to deserve the aid and co-operation of the general Police, there will generally be no difficulty in detecting crime and tracing out offenders who, to escape detection, have fled from town to country or from one part of the Dominion to the other; and it is expected that the general Police will consider it imperative upon them to afford every information in their power to the detective Police, and to facilitate in every possible way the proper discharge of their particular duties.

239. With a view to the detection of crime in their respective district, Detectives must endeavour to acquire a knowledge of the members of the criminal class, must watch their movements, and promptly communicate particulars of the same and other necessary information to their officers.

240. In reporting the particulars of inquiries conducted and arrests made, and generally of the steps they have taken, Detectives must not omit to include the names of other members of the Force who have been engaged with them in the same duties, or on whose information they have effected the arrest.

241. Detectives are not to withhold from their superior officer any information they may be possessed of relating to their duty.

242. The Chief Detective or Detective in charge shall keep a diary of the duties performed by each man under his charge. The duties may be posted up by each officer, but the Chief or other Detective in charge shall see that they are properly posted and details of duty fully stated.

At stations where there is a commissioned officer the Detective diary shall be placed before him for inspection every week.

243. Men employed in plain clothes on detective or special duty are not to salute officers of the Force or other individuals entitled to this mark of respect.

244. As great importance will be attached to the manner in which Detectives discharge their difficult duties, it cannot be too deeply impressed upon them that however anxious the Government may be for the conviction of criminals, even the greatest delinquents are not to be brought to justice by unjustifiable means.

245. Chief Detectives shall be located at the four chief centres, and their duties shall be to arrange and supervise the duties of their staff, conduct all detective cases in Court unless the Inspector (or in his absence the Sub-Inspector) desires to do so, transmit all reports to the Inspector, and daily report to that officer offences or other matters that have come under their notice.

246. While it is essential that the most suitable officer should be detailed for special cases, Chief Detectives must be particularly careful to so apportion the work as not to give rise to any suspicion of favouritism.

247. They shall at all times strongly discountenance any friction amongst their staff or between their staff and the general Police, as, unless the two branches work harmoniously together, the public interests must suffer.

248. Promotions to the rank of Chief Detective shall be made from among the Detective Sergeants who have passed the examination qualifying uniform Sergeants for promotion to the rank of Senior Sergeant, and who have been highly recommended by the officer in charge of the district as being well conducted, of strictly sober habits, and as having discharged their detective duties with zeal, energy, and marked ability. No Detective shall be promoted to the rank of Detective Sergeant until he has passed the examination qualifying uniform Constables for promotion to the rank of Sergeant.

249. A Chief Detective shall rank as Senior Sergeant, a Detective Sergeant as Sergeant.

250. As vacancies occur in the Detective branch, Constables who have over four years' service, and whose conduct has been exemplary, and who possess superior intelligence and have displayed tact, judgment, and energy in carrying out their various duties, will be detailed for plain-clothes duty in the Detective branch on probation for six months, after which they will be permanently detailed for plain-clothes duty if favourably reported upon by the Chief or other Detective in charge and the officer in charge of the district.

If, after serving three years as plain-clothes Constables, provided they have eight years' service in the Force, and that they have been well conducted, and have been favourably reported upon by the Chief or other Detective in charge and the officer in charge of the district as having discharged their duties in a highly satisfactory manner, they shall be appointed Detectives, and receive the pay attaching to that position.

Diary.

251. A diary of duties and occurrences shall be kept at each station, in which must be entered an accurate and faithful account of all duties performed by each member of the Force on the station—except Detectives, who keep a diary of duty of their own—on each day of twenty-four hours, commencing at 4.45 o'clock a.m. It must also show the hours of arrival at or departure from the station of men detailed for special duty, men going on or returning off leave, and men reporting themselves from other stations. A note

must also be made in the "Occurrence" column of all reports of serious crime, accidents, fatalities, &c., received during the twenty-four hours. All entries in the diary shall be made by the Senior or other Sergeant in charge, or under his immediate supervision, who will be responsible for the accuracy of all entries therein, that they are legibly written and free from erasures, and that the whole book is kept clean and in good order. A Constable in charge of a station shall be responsible for the entering up of the diary at his station. The duties performed during the twenty-four hours ending at 4.45 a.m. must be entered up not later than 10 a.m. each day, except where a Constable in charge of a station by himself is absent from his station, when he must enter up his duties as soon as possible after returning home. Any member of the Force damaging or defacing a diary shall be punished severely.

Dismissal.

252. When any member of the Force is dismissed, or otherwise ceases to hold his office, all powers and authorities vested in him as a member of the Force shall immediately cease and determine.

Districts.

253. For Police and public purposes New Zealand is divided into Police districts, the districts into sub-districts, and these again into stations and beats.

254. The number and boundaries of districts and sub-districts may be altered from time to time as circumstances require.

Distress Warrants.

255. Where distress warrants in civil cases are issued for execution at places where there is no bailiff, they shall be executed by the Police, who may employ a man to retain possession if found necessary.

256. In criminal cases the Police shall always execute the warrant.

District Constables.

257. District Constables are appointed at places where there is not sufficient Police work to warrant a regular member of the Force being stationed.

258. Their duties and responsibilities shall be in every respect similar to those of a regular Constable, with the exception that they may engage in business or accept employment from persons outside the Department.

They must, however, take care that their business or employment does not clash with their duties as Constables, for if it does their services shall be dispensed with.

259. They should remember that their position is an official one, and that the public expect the same good behaviour from them as from any other member of the Force; it therefore behoves them to carefully avoid anything that would shake the public's confidence in them, or in any way bring discredit upon the Department.

260. They shall take the same oath as other members of the Force, and never forget that they have sworn to serve without favour or affection.

Divorce Cases.

261. The Police shall not undertake inquiries in connection with divorce proceedings at the instance of any person.

Drill.

262. At all city stations the Sergeants and Constables shall be drilled at least one hour each month by a Sergeant Instructor to be selected by the officer in charge.

The drill shall be confined to elementary movements on foot, so as to enable bodies of Police to move in concert when required in a smart military manner.

263. Members of the Force employed on special duty may be exempted from attending drill by the officer in charge.

Electric Telegraph.

264. The telegraph is to be used only when necessary, and messages must be curtailed as much as is consistent with clearness.

265. Copies of all telegrams sent should be kept and attached to the files to which they relate; the date and time of despatch should be indorsed on every copy so filed.

266. Telegrams shall be paid for by official stamps, to be affixed by the sender.

267. Where collect telegrams relating to official matters are received they must be paid for in official stamps and not in cash.

268. Where the telegraph is used by the Police at the request of any person on subjects that do not come within the duty of the Police, such as inquiries for missing friends, &c., the person at whose request the message is sent must pay for same and for reply.

Fuel and Light.

269. At district headquarters the allowance of fuel will be as follows:—

A ton and a half of coal per annum for each fire required in offices, watchhouses, &c.

Where messes are established an allowance of 1 ton of coal per annum for each man in the mess.

270. Gas, electric light, or kerosene will be provided for all offices or watchhouses at places where more than one man is stationed, but on no account shall they be allowed for quarters occupied by any married member of the Force.

271. Where Government contracts exist coal must be purchased from the contractor, otherwise it may be purchased at current rates.

272. At places where more than one man is stationed, and there is sufficient clerical work to warrant the expenditure, an office allowance of coal may be drawn if approval is first obtained from the Commissioner.

273. In localities where wood is more conveniently obtained than coal it may be used, and two cords of wood will be considered equivalent to a ton of coal.

Government Property.

274. In each district a Government Property Book shall be kept, in which shall be entered all property belonging to the Government of a movable nature in that district; but supplies such as coal, oil, disinfectants, soap, &c., which are taken for immediate use, need not be entered therein.

The property shall be entered alphabetically, and the balance on hand on the 1st day of July in each year shown in the proper place.

275. All articles purchased during the year shall be entered as received, and a total struck on the 30th day of June in each year.

276. When any articles become unserviceable application must be made on the proper form to the Commissioner for authority to write them off charge.

Such application shall show whether the articles are saleable or unsaleable, and if approval is given they should be either sold or destroyed as authorized.

No property must be written off charge without authority being first obtained.

277. When the property has been destroyed or sold, the authority must be indorsed to that effect, and sent with the Property-book to the Police Store-keeper to be checked as soon after the 1st day of July in each year as possible.

278. A record of all arms and accoutrements on issue to districts shall be kept in a similar manner, and the same rules shall apply thereto.

The foregoing rules shall apply to stations as well as districts.

279. Every member of the Force in charge of a station shall keep a book showing the property and arms on his station, and shall furnish returns at the end of each year to the officer in charge of the district on the proper forms.

280. A summary of all property and arms must be prepared in each district yearly, and filed in the district office, so that it may be seen whether the property on charge at the various stations agrees with the district return.

Horses and Forage.

281. Horses shall be purchased for the Force by the Commissioner, or by some officer authorized by him, and the horses so procured shall, whenever practicable, be examined by a veterinary surgeon, and their soundness, age, and general fitness for service certified before payment is made.

282. Each officer in charge of a district shall keep a register of the horses under his charge, in which their numbers and description shall be carefully entered. The numbers will be allotted by the Commissioner.

283. When a horse is purchased a descriptive return shall be at once forwarded to the Commissioner's office.

284. In all reports upon horses belonging to the Department the registered number of the horse shall be quoted.

285. Every member of the mounted Police supplied with a Government horse will be held responsible for its treatment and general condition. Any member of the Force either ill-treating, or permitting to be ill-treated, or neglecting any horse under his charge, shall, in addition to such punishment as may be inflicted upon him, be dismounted and ordered to return to foot-police duty, or, in extreme cases, dismissed.

286. All members of the mounted Force must be particular to see that their saddles are carefully fitted to the horses' backs; and the officers in charge of districts shall hold the men accountable for horses in their charge having sore backs or girth-galls (which in most cases are caused by hard riding or inattention in not seeing that the saddles are properly fitted) as well as for any other injuries which could have been prevented by attention.

287. No troop-horse shall be used in harness unless authorized by the Commissioner.

288. No member of the Force shall be allowed to forage and use a private horse in the discharge of his duty without first obtaining authority to do so.

289. Police horses must not be ridden, unless under special authority, by any other person than a member of the Force.

290. When forage is delivered at any station the net weight must be ascertained, and the receipt

signed for that quantity for which the officer in charge who signs the receipt will, in his issues, be held responsible.

291. If a station is under the charge of a subordinate member of the Force he shall permit no one but himself to issue forage when at the station; at large stations one Constable only shall be authorized to have charge, issue, and keep the account.

292. When a fresh supply of forage is received at a station it must not be issued until the old stock is consumed.

293. The Police at every station shall exert themselves to ensure the supplies being stored in such a manner as to prevent any injury through the effects of weather or other causes; and should any damage or loss occur the strictest investigation must be made, and the party who, from negligence or other fault, allowed the same to take place will be held personally responsible.

294. When forage is issued for any horses other than those belonging to the station, particulars of the quantity of forage drawn, the officer's name, and on what duty engaged, shall be inserted in the Forage Return Book.

295. Forage-books must be entered up daily. A copy of the entries shall be forwarded monthly to headquarters for transmission to the office of the Commissioner. These returns must be checked in the district offices, and care taken that all forage purchased is accounted for therein.

296. On the charge of any station being transferred from one member of the Force to another, the forage in store must be weighed, receipts given for the actual weight, and any deficiency or surplus noted in the monthly forage returns.

297. Police horses requiring a rest should be turned out when authorized by the officer in charge of the district. Horses worn out or unfit for service shall be examined and reported upon to the Commissioner, who shall decide how they are to be disposed of.

298. The regulation scale of a ration will be 10 lb. of oats, 1 lb. of bran, 14 lb. of hay or chaff, and 8 lb. of straw for bedding.

This scale is only intended for horses at stations where there is no paddock, and for horses in constant work.

At stations where grass is available it must be utilized as much as possible, and the scale of ration reduced accordingly.

299. In the summer months, from the 1st November to the 31st May, when feed is plentiful, half-rations should be sufficient, but officers in charge of districts shall use their discretion in the matter as regards the period when reduced rations only will be allowed.

300. Members of the Force who, with the consent of the Commissioner, provide their own horses, either for a fixed sum per annum or are allowed forage and shoeing, will be expected to supply a horse that meets the approval of the officer in charge.

301. At stations where there is not sufficient mounted work to justify a troop-horse being kept, horses shall be hired, when required, from local stables, and special arrangements made with the livery-stable keeper as to the charge.

It will be found as a rule that if horses are hired from one stable only the charge will be less than if hired from different stables as required, but to avoid any jealousy it will be advisable to obtain prices from the different stables at per day or half-day, and submit same for approval.

302. Forage shall be purchased at those stations for which it is allowed at the lowest price consistent with quality.

303. No forage shall be purchased on behalf of the Department without the authority of the officer in charge of the district, to whom application must be made.

Prices shall be obtained from two or more local dealers, and, when submitting them, the member of the Force doing so shall report upon the quality of the forage kept by each, so that the best quality consistent with economy may be purchased.

304. As a rule, Police horses should be shod once a month, but not oftener, unless in cases of lameness.

The best farrier should always be employed, even if his charge is higher than others.

Hospitals.

305. When any member of the Force is in hospital no deduction shall be made from his pay for medical attention.

If his illness has been occasioned by injuries on duty the Department shall pay hospital charges, but if otherwise the officer in charge of the district shall see that the hospital charges are paid by the member of the Force concerned.

Hours of Duty.

306. The hours of duty in towns where regular beat duty is performed shall be as follows:—

The day duty shall commence at 5 a.m., and continue till 9 p.m., for which purpose half the available duty-men shall be told off, and divided into two reliefs, with one Sergeant to each, and take street duty by four hours at a time.

The first relief shall go on duty at 5 a.m., and remain till 9 a.m.

The second shall go on at 9 a.m., and remain till 1 p.m.

The first relief shall go on again at 1 p.m., and remain till 5 p.m.

The second shall go on again at 5 p.m., and remain till 9 p.m.

During the intervening four hours between their duties the men may return to their homes, but must be ready at least a quarter of an hour before their tour of duty commences.

The night-duty men shall go on at 9 p.m., and remain on beat duty from that hour until 5 o'clock the next morning.

The night and day duties shall be changed every fourteen days.

307. In country stations where only one or two men are stationed the hours of duty must be arranged by the member of the Force in charge, subject to approval by the officer in charge of the district.

House Allowance.

308. House allowance shall be granted to members of the Force unprovided with quarters according to the scale laid down by circular.

If any married man is living in barracks his allowance shall be stopped unless otherwise ordered by the Commissioner, who may in exceptional cases allow it if he is first satisfied that the member of the Force in question is supporting his wife and family, and for some good reason is unable to remove them to the place where he is stationed.

Influence, Use of.

309. Members of the Force are strictly prohibited from communicating, either directly or indirectly, with

members of Parliament or of the Legislative Council, public bodies, or private individuals, with the view of causing them to approach Ministers or the Commissioner for the purpose of influencing decisions regarding cases of discipline, promotion, or transfer. Such action is highly objectionable, and is at variance with a high standard of discipline. Any member of the Force who offends against this regulation is liable to immediate dismissal.

310. It sometimes occurs that wives, fathers, or other relatives or friends of members of the Force send letters to influential persons asking that Ministers or the Commissioner might be privately approached in cases of the kind mentioned above, and stating that this is done without the knowledge of the person on whose behalf the letters are sent. It must be clearly understood that if any such influence is used the case will be dealt with as if known to the member of the Force concerned.

Instruction Classes.

311. Weekly instruction classes of not less than one hour's duration shall be held at Auckland, Wellington, Christchurch, and Dunedin, at which any member of the Force may, and all members of less than one year's service must, attend.

The classes shall be conducted by the Sub-Inspector or Senior Sergeant, and the subjects of instruction shall be the Police Regulations and all statutes bearing upon Police duties and practical Police work.

Leave.

312. All members of the Force will be allowed leave of absence according to the following scale: For every full month's service, one and a quarter days' leave on pay.

Leave may be allowed to accumulate for three years, so that forty-five days can be taken at one time.

313. Superintendents and Inspectors in charge of districts may grant leave according to the above scale to subordinate members of the Force.

314. Commissioned officers requiring leave must forward their applications to the Commissioner, and submit the name of the member of the Force who will act for them during their absence.

315. All members of the Force, when on leave visiting places where an Inspector is stationed, shall report to him and leave their address, so that they can be found if required, unless they have left their address with the officer in charge of the district they belong to.

This provision does not apply when simply passing through by boat or train.

316. Members of the Force when on leave shall be subject to every order, rule, and regulation of the Force, and will be liable to be called on to act, and to the consequences of any breach of discipline or good order, as if they were on duty; and all members of the Force shall report all cases of misconduct on the part of men on leave of absence coming under their notice.

317. No member of the Force shall leave his sub-district, except on duty, without permission from his superior officer.

318. No commissioned officer shall leave his district, except on duty, without the permission of the Commissioner.

319. No member of the Force shall leave New Zealand without the permission of the Commissioner.

320. Leave of absence without pay may be granted by the Commissioner in special cases.

321. Leave shall only be granted if the member applying for it can be spared, so that it is advisable for all members to avail themselves of their leave in slack times, and not wait for general holidays, when their services are invariably required.

322. Members of the Force going on leave must make proper arrangements for the safe custody of Government property in their charge during their absence, and, if they are relieved, shall hand all property over to the officer relieving them.

323. Leave must be applied for on the printed form supplied.

324. Members of the Force going on leave who hold appointments under other Departments shall notify such Departments when they are leaving, and give the name of the officer who is to perform their duties during their absence.

325. Members of the Force retiring on pension or superannuation allowance after having reached the age-limit may, if their conduct has been satisfactory, be granted three months' leave on full pay prior to retirement.

326. A record of all leave granted to every member of the Force below the rank of Sub-Inspector must be entered on a sheet, which must be attached to his defaulter sheet and forwarded with his papers to the district he is transferred to, so that it can always be seen what leave he is entitled to.

327. Sunday leave may be granted to members of the Force who are on day duty by the officer in charge whenever they can be spared, and care must be taken that the leave is equally apportioned. This leave shall not count against annual leave.

328. It must be clearly understood that leave of absence is a privilege, and that no man can claim such leave as a right.

Marriage.

329. No member of the Force below the rank of Sub-Inspector will be allowed to marry without the permission of the Commissioner, which shall not be granted unless the intended wife is of good character.

Applications to marry must be submitted to the Commissioner, and the date of marriage afterwards reported to him.

An entry of the date of marriage must also be made on the member's record-sheet, and the authority for same quoted thereon.

330. If the wife of any member of the Force who does not hold a separation order engages in business her husband shall be called upon to resign from the Force.

331. If the wife of any member of the Force below the rank of Sub-Inspector dies he must report the matter, so that the records can be altered accordingly, and if he has no family he will be expected to live in barracks.

Matrons.

332. Matrons are appointed at each of the large cities.

They shall take charge of all female prisoners immediately they are brought to the station.

They shall keep the keys of the female cells, and not allow any of the prisoners therein to be conversed with except by order of the officer in charge of the station.

They shall carefully search all female prisoners, and hand any property found to the watchhouse-keeper, signing the Prisoner's Property-sheet as searcher.

They shall escort female prisoners and female mental defectives as required, and shall always escort the former to the Court and remain with them while there.

They shall take charge of any stray children brought to the station until claimed or otherwise dealt with.

Medals.

333. A medal for long service and good conduct shall be awarded to every member of the Force who completes fourteen years continuous service, provided that for the last three years no entry has been made on his defaulter sheet.

334. The Long-service and Good-conduct Medal, the King's Police Medal, and military medals shall be worn immediately below the top loop of the cord on the left breast of officers' tunics, and by Sergeants and Constables between the first and second buttons from the bottom of the collar on left breast of tunic.

335. Medals shall not be worn on patrol jackets or frocks, but a riband half an inch in depth should be stitched on the left breast of the jacket or frock in the same position as that indicated for wearing medals on the tunic; a riband must not be stitched on the latter garment.

336. Miniature medals are worn with mess dress.

Money.

337. The greatest punctuality should be observed in acknowledging the receipt of money transmitted by post or otherwise.

338. If it is discovered that any officer has retained in his possession longer than was absolutely necessary any pay or other allowances due to the men under his charge, or any barrack rent, or the amount of any fines or other public moneys intrusted to him, he will be liable to dismissal.

339. If any member of the Force shall, directly or indirectly, whether for his own use or for the use of another, accept or borrow money or property from any other member of junior grade, whether the latter is under his charge or not, or obtain his signature upon a bill, or otherwise make him the channel of borrowing or procuring money from any bank, corporate body, or individual, or induce him to become security for a loan or debt, the superior in rank will be liable to dismissal.

340. Members of the Force are strictly prohibited from lending money to a superior for his own use or for the use of another, or joining him in bill transactions, or becoming security for him in any way.

Any member of the Force is liable to dismissal who borrows money from, or places himself under a pecuniary or other obligation to, any person interested in the liquor trade.

341. The practice of obtaining receipts for expenses incurred from cab-owners before the money is actually paid is an improper proceeding, and is hereby strictly forbidden.

342. It is also forbidden to accept the signature of any person to a receipt form in which at least the name of the person who pays the money, the amount in words, and the date of payment have not previously been inserted.

Mounted Constables.

343. Mounted Constables shall be selected from the foot Police as vacancies occur.

344. No Constable shall be permanently mounted or dismounted without the approval of the Commissioner, but officers in charge of stations may mount any Constable in cases of emergency.

345. As mounted men are at times called upon to act as escorts to His Excellency the Governor, only smart well-drilled men of good appearance should be selected.

It is also necessary that they should have experience, and be able to frame an intelligent report, as they will often be called upon to investigate cases in the country without assistance.

They will be held responsible for the cleanliness of the stable and saddlery, as well as for the care of the horses intrusted to them, and any neglect of either will render them liable to be punished and dismounted.

They shall attend stables at such times as they are directed by the officer in charge of the station.

Native Constables.

346. Native Constables are appointed, as a rule, to assist the general Police in districts where Natives are numerous.

They shall act under the instructions of the Constable or officer in charge at the station to which they belong.

347. The regulations relating to district Constables apply equally to Native Constables.

Naval Deserters and Offenders.

348. Members of the Force must exert themselves to the utmost in tracing and arresting naval deserters.

349. Where upwards of a year has elapsed from the time of desertion before the deserter is located, he should not be arrested until the senior naval officer in the Dominion has been communicated with, as a deserter may not be wanted unless arrested within a given time.

350. When a deserter is arrested the officer in charge of the district shall communicate, by wire if necessary, with the nearest warship in New Zealand waters, and request instructions as to his disposal. Should there be no warship in New Zealand he must report to the Commissioner, who shall cable to the proper naval authority.

351. The cost of placing a deserter on board a man-of-war shall be borne by the Police Department, and not collected from the ship.

352. A report from the arresting Constable, giving date, time, and place of arrest, the circumstances under which the deserter was living, and any other information that would assist the naval authorities in dealing with the offender, must be forwarded with the prisoner to his ship, or wherever it is decided to send him.

353. When any seaman belonging to the navy is arrested on any charge not connected with his ship, the Police shall at once notify the commander of his ship of the time and place when and where the charge will be heard, so that the Commander can attend the Court if he considers it necessary. This need only be done when the ship is at the place where the case is to be heard.

Numbers.

354. Every member of the uniform Force below the rank of Senior Sergeant shall in each district be distinguished by a number to be worn on each side of the collar of his frock and overcoat.

355. Each district shall have its own numbers, and they shall be issued, as nearly as possible without constant changing, according to the seniority of the member receiving them.

356. Each member of the Force shall have a register number allotted on appointment, which must be used after his name and rank in all official reports.

Offence Return.

357. The annual offence return shall include all offences shown on the printed forms supplied from the Commissioner's office each year, and, should there be any offences other than those mentioned therein for which offenders could be arrested, they shall be returned under headings to be made at end of return.

358. By-law and other petty offences for which proceedings can be taken only by summons should be omitted, and also references to mental defectives.

359. Particular care must be observed in preparing this return, and the figures should be checked in every way possible.

Offences and Punishments.

360. Any member of the Force who shall be found guilty of any of the offences enumerated in the following regulation shall, according to the gravity of the offence, be liable to the following disciplinary punishments, irrespective of any punishment that he may be liable to by law :—

- (1.) Dismissal or discharge from the service under the authority of the Minister or the Commissioner.
 - (2.) Reduction in rank.
 - (3.) Such other punishment as the Commissioner shall award, including, in the case of a Senior or other Sergeant, or a Constable, a fine not exceeding £1.
 - (4.) Such punishments as the Superintendents and Inspectors are authorized by the Police Force Act, 1908, to award.
361. List of disciplinary offences with which a member of the Force is liable to be charged :—
- (1.) Disobedience of the lawful orders of a superior.
 - (2.) Striking a superior.
 - (3.) Behaving with contempt towards a superior.
 - (4.) Mutinous or insubordinate conduct or making use of mutinous words.
 - (5.) Overholding any complaint.
 - (6.) Assault on a comrade.
 - (7.) Oppressive or tyrannical conduct towards an inferior.
 - (8.) Intoxication, however slight.
 - (9.) Tippling.
 - (10.) Knowingly making false return or statement, or signing any false certificate, or being privy thereto.
 - (11.) Making an alteration or erasure in any public document, or in any official book or record, for the purpose of fraud or deceit.
 - (12.) Wilfully making any false entry in any official book or diary.
 - (13.) Wilfully omitting to make an entry in any official book or diary as to the performance of any duty, matter, or thing which ought to be so entered.
 - (14.) Soliciting a gratuity.
 - (15.) Directly or indirectly receiving any gratuity without the Commissioner's sanction.
 - (16.) Refusing or omitting to make a true and faithful return of all moneys received by him, or to which he may be entitled upon any conviction in which he shall have been a prosecutor or witness.
 - (17.) Unduly overholding any fines, or allowances, or any other public money.
 - (18.) Divulging any matter or thing which it may be his duty to keep secret.
 - (19.) Knowing where any offender shall be residing or concealed, and failing to inform a superior immediately of the same.
 - (20.) Failing to take due and prompt measures for the arrest of any offender.
 - (21.) Wilfully or through negligence allowing any prisoner to escape.
 - (22.) Treating any prisoner or other person cruelly, harshly, or with unnecessary violence.
 - (23.) Wearing any party emblem, or otherwise manifesting political partisanship.
 - (24.) Wearing any medal or any badge whatever, without authority from the Commissioner.
 - (25.) Being convicted of any offence by a Court of Justice.
 - (26.) Incurring and refusing or neglecting to pay any lawful debt, or being found to have been in debt when entering the Force, or becoming a bankrupt.
 - (27.) Borrowing money directly or indirectly from or through any other member of the Force of inferior rank.
 - (28.) Borrowing money from, or being under any pecuniary or other obligation to, any person interested in the liquor trade.
 - (29.) Betting with a bookmaker, whether directly or indirectly through the medium of agents or friends, and sharing in any way in a bet or the proceeds of a bet with a bookmaker.
 - (30.) Forming an intimacy with a bookmaker or with a racehorse-owner, trainer, or jockey to whom he is not nearly related, or corresponding with or having, without the permission of the Superintendent or other officer in charge, dealings of any kind with such persons.
 - (31.) Owning or having any interest in a racehorse or any horse intended to be used for racing. A member will be deemed to be so interested if his wife is so interested.
 - (32.) When ordered on transfer to another district or station, failing to report without delay to his Superintendent or other officer in charge whether he or his wife has any relatives among persons known to him to be acting as bookmakers or holders of publicans' licenses in the district or station to which it is proposed to transfer him.
 - (33.) Gambling.
 - (34.) Making any anonymous complaint to the Government or to the Commissioner.
 - (35.) Communicating, without the Commissioner's authority, either directly or indirectly, to the public Press any matter or thing touching the Force.
 - (36.) Leaving any post when placed there on duty.
 - (37.) Absence from district or station without leave.
 - (38.) Prevarication before any Court or any inquiry.
 - (39.) Behaving in a scandalous or infamous manner, or being guilty of profane, immoral, or disgraceful conduct.
 - (40.) Entering a publichouse while on duty, not being required there by any duty.
 - (41.) Marrying without leave.
 - (42.) Violating any standing order or regulation, or any order or regulation hereafter to be made.
 - (43.) By any concealment, or wilful omission, or otherwise attempting to evade the true spirit and meaning of the orders and regulations of the Force.
 - (44.) Any act, conduct, disorder, or neglect to the prejudice of good order, morality, or discipline, though not specified in these regulations.

- (45.) Gossiping or loitering without lawful excuse when on duty on any beat.
- (46.) Failing or neglecting without lawful excuse when on duty on any beat to work the same in accordance with defined directions.
- (47.) Going to sleep or lying or sitting down on any beat or at any point when on duty.
- (48.) Neglecting to give proper attention to the regulation of vehicle traffic when on duty at any point.

362. Drunkenness in a policeman must be understood to be such a departure from sobriety as renders him unfit to be sent on duty to exercise with due discretion the powers intrusted to him.

363. Officers are to avoid reproving Senior or other Sergeants for any irregularity, neglect of duty, &c., in the presence or hearing of the Constables (unless it shall be necessary for the benefit of the example that the reproof be public), lest their authority should be weakened; officers, Senior and other Sergeants, when reproving subordinates should do so in a proper manner and in becoming language. No abusive language or epithets should be used.

364. All members of the Force must understand that, in preferring charges against their superiors, they will expose themselves to severe penalties if their complaints should prove upon investigation to be groundless, or vexatious, or to have sprung from a spirit of recrimination or from vindictive, personal, or any other motives than a simple desire for the good of the service.

365. Great latitude is to be given by the officers to any man who, thinking himself aggrieved, wishes to appeal to higher Police authority or to the Minister of Justice, and though it is their duty to point out to the complainant the danger of preferring a groundless or frivolous complaint, yet, if the latter persists, his complaint, whatever it may be, shall be forwarded to headquarters, provided it is couched in temperate and becoming terms.

366. When it becomes necessary to report a man for an offence, he should at once be informed that he is to be reported, and of the nature of the report to be made against him.

367. If any man delays making a complaint of any act of indiscipline on the part of another, or any charge against his superior, beyond the time of his signing his salary abstract for his monthly pay he will be guilty of an offence, but he may be allowed to establish, if he can, the guilt of the accused party, but will, at the same time, incur punishment for disobedience of these orders.

368. In no case shall a member of the Force be brought to trial upon charges of indiscipline of longer standing than twelve months, unless it can be shown by the accuser that the charges in question could not possibly have been brought forward at an earlier period; nor will the personal complaints of any individual who signs the usual certificate on discharge be considered after his retirement from the service. These rules, however, will not protect any member of the Force from the consequences of a long course of neglect or irregularity.

369. No man is permitted to complain on behalf of another, every man being held to be the best judge of his own grievances; nor shall any member of the Force write for or dictate to another any complaint to which he is not himself a party.

Pay.

370. Rates of pay of the different ranks of Police shall be laid down by circular from time to time.

All members of the Force shall be paid monthly.

371. Abstracts for officers' pay and fixed allowances must be forwarded to the Commissioner's office so as to reach there not later than the 7th day of each month. They shall be provisionally certified before being sent in.

Other members of the Force shall be paid out of imprest by officers in charge of districts.

At headquarter stations a general parade of all men who are not engaged on beat or other duty shall be held at the end of each month, and the officer in charge shall see that each man receives his pay and duly signs for the same.

372. Any member of the Force who is discharged shall not be paid until he has returned all Government property on issue to him.

373. In the monthly pay-sheets the names must be entered according to seniority, surname first, and care taken that the signatures agree with the names and initials given.

Police Gazette.

374. A *Police Gazette* for New Zealand is published at Wellington every Wednesday, and the following instructions must be carefully observed.

(1.) *Communications*.—All communications concerning this *Gazette* shall be addressed to the Commissioner of Police, Wellington, and the envelope marked "For *Gazette*." Members of the Force in charge of out-stations shall forward communications *direct* to the Commissioner. They must be of police interest, or no notice will be taken of them.

(2.) *Crime Reports*.—A copy of each crime report shall be immediately forwarded to the Commissioner's office for *Gazette* purposes. The officers in charge of districts will be held responsible for the proper circulation of reports relating to crimes committed in their respective districts. Where there is reason to believe that the offender is proceeding towards any particular part of New Zealand, the Police of the district in which the crime was committed should report the fact to the Police of that place with the least possible delay. They should also communicate without delay with the Police of any part of New Zealand from which it is thought probable that important information regarding any offender can be obtained. The Editor shall not insert in the *Gazette* any crime report which he considers is of a local or trivial nature.

(3.) *Names*.—In all crime reports the names of persons and places should be spelt correctly and written legibly, the Christian name being given with the surname whenever possible, and written in full to prevent mistakes.

(4.) *Descriptions*.—Offenders should be accurately described; and their age, height, occupation, build, country, dress, and every particular likely to lead to their arrest and identification minutely given.

(5.) *Warrants*.—All reports of crime must state whether a warrant has been issued for the arrest of the offender, and by whom and where. If a warrant has not been issued in the first instance, but one is subsequently obtained, a supplementary report announcing the issue must be immediately forwarded to all places where the original report has been sent. The supplementary report should give the date of the original crime report, or quote the year and page of the *Police Gazette* in which the previous notice has appeared. Persons reporting crimes shall be requested to obtain warrants whenever practicable. Crime reports relative to commitment warrants should give the full amount due, including cost of warrant, the term of imprisonment in default, and the goal to which the committal is made.

(6.) *Arrests.*—The arrest of offenders described in the *Police Gazette*, or respecting whom crime reports have been forwarded for insertion in the *Gazette*, should be promptly notified by the member of the Force effecting the arrest, who will be held responsible for the notification.

When notifying the arrest of persons charged with theft, or suspected of theft, it should be stated whether the property stolen, or any portion of it, has been recovered, and the *Gazette* reference given.

(7.) *Stolen Property described.*—The age, height, breed, colour, particular marks, value, &c., of horses should be given, and the brands imitated as nearly as possible and their exact position stated. Cattle and sheep should be also carefully described, and ear-marks given distinctly in *writing*. In forwarding a description of the brands of horses and cattle by telegram it should be stated of what kinds of letters the brands consist, whether of Roman capitals or in *writing*. In describing watches the number and maker's name should if possible be obtained, and it should be stated whether they are ladies' or gentlemen's, open-faced, hunting, double-cased, or half-hunting, the term "double-cased" being reserved for those watches whose outer case is removed in order to wind, "half-hunting" implying a very small glass in the metal cover of the dial. In describing bicycles the numbers should if possible be obtained, and if they are ladies' or gentlemen's. All property should be described as minutely as possible.

(8.) *Property found.*—A description of property, supposed to be stolen, found in the possession of offenders, for which owners cannot be found, should be furnished for insertion in the *Gazette*.

(9.) *Finger-prints.*—If finger-prints of supposed offenders are found they should be carefully protected until photographed or the article with print on removed.

(10.) *Stray Cattle, &c.*—No advertisement of lost horses or cattle shall be published in the *Gazette* unless they are Government property; but notices of horses or cattle believed to be stolen may be inserted.

(11.) *Supplementary Reports.*—In all reports respecting gazetted cases members of the Force shall quote the year and page of the *Police Gazette* in which the previous notice appeared, and in reporting arrests to state by whom effected. Supplementary reports of cases already reported, but not gazetted, where arrests are made or stolen property recovered, should at once be forwarded to the Commissioner's office, and should contain such information as will clearly identify the case.

(12.) *Rewards.*—No notice of rewards offered by any private person or persons shall be inserted in the *Police Gazette* unless there is forwarded to the Commissioner's office the guarantee of some responsible person that the reward will be paid to the person who performs the service for which it is offered. If such notice is communicated by telegraph, the addition of the words "Guarantee received" will be sufficient; in such case, however, the guarantee must be forwarded to the Commissioner's office without delay.

(13.) The *Police Gazette* must be carefully filed at each station, and the arrest or trace of each person wanted, or the recovery of property stolen, promptly marked up in red ink by writing across the original entry (or noting in the margin) the recovery or arrest as the case may be, and quoting the subsequent reference.

The non-delivery of the *Gazette* at any station must be promptly reported, and pressing inquiry made to trace the same.

Police Store.

375. A store is established at Wellington for the issue of uniforms, clothing, arms and accoutrements, saddlery, and other necessities.

376. Requisitions on special forms must be forwarded for what is required to the Commissioner, through the officer in charge of the district.

Prisoners.—Their Treatment and Escort.

377. Prisoners shall be treated by the Police with the most humane consideration which their situation and safety will admit of, and no harshness or unnecessary restraint shall be used towards them; but as, on the other hand, the escape of any prisoner may result in the dismissal of the person in charge of him, the Police must be most vigilant in the performance of this important duty.

378. Every care must be taken to prevent persons of very advanced age and in feeble bodily health, or of weak intellect, or women whose confinement is imminent, from being sent to prison, and the Police must keep themselves informed of the condition of any such person when in their custody. They should bring all the facts within their knowledge before the adjudicating Court, in order that persons who are wholly unfit for penal discipline should not be committed to prison.

379. All possible facility must be given for prisoners to send for bail and to communicate with their friends, especially in the case of persons arrested on suspicion. The member of the Force in charge must, however, satisfy himself that no letter or message sent by a prisoner contains anything in the nature of a warning to accomplices or prejudicial to the interests of justice. Such persons should be supplied on their request with writing materials, and their letters should be sent by post or otherwise with the least possible delay; telegrams should also be sent at once at the expense of the prisoner if he so desires. If the prisoner is a foreigner he should be allowed to communicate immediately by letter or telegram with the Consular officer of his country.

380. A solicitor is to be allowed to communicate with a prisoner in custody. Arrangements are to be made, as far as practicable, that the communication may not be heard by any one; but care is to be taken that the prisoner shall not escape, and a member of the Force must keep the prisoner in sight during the communication.

381. When a prisoner requests a member of the Force to ask a particular solicitor to call and see him, the request must be complied with without delay.

382. No member of the Force shall try and persuade any prisoner to send for a particular solicitor, or dissuade him from sending for one of his own selection.

383. As the Gaolers of prisons have been instructed to ask all undefended prisoners, at a reasonable interval before the trial, whether they wish to summon any witnesses for their defence, and to forward at once any letter which the accused may wish to send with this object, every such prisoner will be informed that if he desires it he may communicate with the Police, requesting them to ask such witnesses to attend.

384. The Police should facilitate the attendance of such persons by informing them of the prisoner's request, and of the time and place of trial, and by such other means as may be reasonable. If it is found impossible to communicate with a person named as a witness, the Gaoler of the prison should be so informed as soon as possible. The Police

have no power to enforce the attendance of such witnesses or to pay expenses that may be incurred; nor ought they to be removed from their Police duties for the purpose of tracing and bringing into Court witnesses who have disappeared or who may be indifferent or unwilling to appear.

385. Any prisoner may be searched at any time or place if it is suspected that he has upon his person any deadly weapon or any article which has been stolen or unlawfully obtained.

386. Persons suspected of making, uttering, or having in their possession counterfeit coin should be searched immediately at the place where taken into custody, when the circumstances admit of it being done. If the search cannot then be made, precautions are to be taken to prevent the prisoners from getting rid of base coin or other evidence of guilt before being brought to the barracks, and when they are brought to the barracks they are to be immediately searched.

387. Prisoners insensible from illness, drunkenness, or any other cause, or who are drunk and incapable of taking care of themselves, are to be searched, for safe custody of their property and its return to them. In taking possession of property for safe custody regard shall be had not merely to the value of the articles but to their capability of occasioning mischief or injury to the prisoners themselves or to others. For example, serious results have followed from drunken persons being left in possession of knives and matches.

388. A cell-door must be kept securely locked so long as a prisoner is confined in such cell. So also must the door be locked leading into the cell yard or passage.

389. The keys of all locks belonging to the lock-up premises must be kept by the watchhouse-keeper, who must open and close all cell and yard doors personally, and shall on no account allow any other person to do so.

390. Where a Matron is stationed she shall, however, have charge of the keys of that part of the lock-up set apart for the accommodation of female prisoners.

391. All blankets in use in a lock-up where prisoners are regularly confined must be washed at least once a month, but should any blankets be used by a dirty-looking prisoner, or one suspected of having vermin on him, they must be washed without delay. So also must blankets that are found wet or soiled after being in use in a cell overnight.

392. The cells, yards, urinals, closets, and lavatories must be kept as clean as possible, and disinfectants must be frequently used in them.

393. A Constable must never walk in front of his prisoner when entering or leaving a railway-carriage, cab, steamer, or building, or when passing through a gateway; he should always be close by his side or immediately behind him.

394. When prisoners are searched, the searching must be done so effectually that all instruments or articles of property which they ought not to retain may be taken from them.

395. When it is necessary to search a female prisoner this must only be done by another female.

396. A female mental defective must be accompanied by a female unless her husband or other relative accompanies her.

397. The same rule applies to all female prisoners where it can be conveniently carried out.

398. Prisoners should on no account be allowed to drink intoxicating liquor while in Police custody

unless ordered by a medical man. If the escort has reason to know that a prisoner has intoxicating liquor on his person, the man in charge must take it from him.

399. When escorting prisoners, the first duty of a Constable is to see that he has a proper warrant for the prisoner's custody. He must, on no account take over the prisoner without the warrant, unless its absence is satisfactorily explained, or under the orders of a superior officer.

400. He must then see that the prisoner has the property-sheet and his property; if the latter is detained for any purpose he must see that an entry of such detention is made upon the property-sheet.

401. He must then search the prisoner and satisfy himself that he has no weapon or other property on him.

402. He must ascertain the character of the prisoner, so as to form an opinion whether it is necessary to restrain him in any way in order to secure his safe custody.

403. The indiscriminate use of handcuffs by the Police cannot be justified, and where only one person has to be escorted and he is not a violent character, or where the charge is not serious, they should not be used.

404. While the Police must take every precaution to prevent a prisoner escaping, and will be held responsible for his custody, they must at all times refrain from imposing unnecessary hardship or discomfort upon him, especially if he has not been convicted.

405. Prisoners must be supplied with necessary meals *en route*, which, if convenient, should always be obtained at a police-station.

406. Acquaintances or other persons shall not be allowed to accompany or mix with prisoners on escort, or communicate with them without permission.

407. Escorting Constables must on no account hand prisoners their property to carry. They shall retain the property in their own possession until arrival at destination, when it shall be handed over to the proper officer with the prisoner, and a receipt obtained for both.

408. When prisoners are being escorted from one district to another by train or boat, it is advisable to notify the Police at the latter place, so that the escort can be met and assisted.

409. Where possible, prisoners and escorts should not mix with the public when travelling, especially in the case of mental defectives. In some cases it may be necessary to arrange for a special compartment.

410. Police escorting prisoners must always travel in the same compartment with them if on a train, in the same cabin if on a steamer, and if by coach shall sit by them whether inside or outside of the coach.

411. Constables travelling on escort beyond the town where they are stationed must always be supplied with a "route."

412. Unless good reason exists to the contrary, the same escort shall go through with the prisoner to his destination, as changing escorts *en route* is objectionable and leads to mistakes.

Promotions.

413. In making selections for promotion, due regard shall be paid to seniority of service and good conduct, but preference must always be given to those who possess a superior education and who have displayed

superior intelligence, zeal, and integrity in the discharge of their Police duties. Members of the Force must therefore distinctly understand that there will be no hesitation in selecting the meritorious and efficient officer for promotion in preference to the senior but less efficient one.

414. Seniority lists shall be kept at headquarters in which officers and other members of the Force rank according to their standing in their present grade.

415. An examination qualifying for promotion shall be held in the month of September in each year at each district headquarters, due notice of which shall be given in the *Police Gazette* at least six months before the date fixed for such examination.

416. No member of the Force shall be permitted to present himself for examination until he has at least seven years' service.

417. From and after the 1st October, 1913, no Constable shall be promoted to the rank of Sergeant unless he shall have passed the examination qualifying for such promotion, and no Sergeant shall be promoted to the rank of Senior Sergeant unless he shall have passed the examination qualifying for promotion to the latter rank, and no Senior or other Sergeant shall be promoted to the rank of Sub-Inspector unless he shall have passed the examination qualifying for promotion to the higher rank.

418. Every member of the Force who is a candidate for examination must give notice in writing to his superior officer of his intention to present himself for examination, and such notice must be given to such officer at least two months prior to the date fixed for the examination; and officers in charge of districts shall forward all such notices to the Commissioner as soon as possible after receiving them.

419. All examination-papers shall be supplied to the Superintendent or Inspector in sealed envelopes addressed to the candidates, to whom they are to be handed unopened at the hour fixed for the examination in the subject set forth in the examination-paper.

420. The examination shall be carried out under the immediate supervision of the Superintendent or Inspector, who must not delegate this duty to another member of the Force.

421. A list of all members who pass the examination shall be kept in the Commissioner's office, and published in the *Police Gazette* as soon as possible after the results of the examination are known.

422. Every member who passes the examination shall have an entry to that effect made in his merit sheet.

423. No man who has not passed the examination shall be recommended for promotion.

424. Officers in charge of districts shall, on or before the 20th day of December in each year, furnish to the Commissioner recommendations in favour of the promotion of Senior and other Sergeants and Constables in their districts who have passed the necessary examination and are then considered eligible for promotion to a higher rank. Such recommendations are to be submitted in the order of the men's seniority in their respective grades.

425. Their names shall then be entered upon the general promotion list of the Force kept in the Commissioner's office, according to their seniority.

426. Officers when making recommendations for promotion shall not recommend any non-commissioned officer or Constable who is not of strictly sober habits, and who is not an efficient, energetic, and trustworthy member of the Force; and the good or other qualities of each man reported upon should be dealt with exhaustively by the re-

porting officer. A man may be well educated and conducted, and yet, owing to want of energy, zeal, tact, and efficiency in the discharge of his duties, he may not be fit to be placed in the higher rank where these qualifications are essential. If an officer deems a man ineligible for promotion who has passed the qualifying examination, he must state his reasons for withholding a recommendation in the man's favour. If such a man feels aggrieved at not having been recommended for promotion he may appeal to the Commissioner to have his claim investigated, and the Commissioner may then appoint a Court of inquiry, consisting of a Superintendent and an Inspector belonging to districts other than the one the appellant is stationed in, to investigate the man's claim, and report the result of the inquiry relating thereto. If the report is favourable to the appellant, his name shall be placed in its proper position on the promotion list; but if adverse, and it is shown that the appeal was made on insufficient or frivolous grounds, he may be ordered to pay the whole or a part of the cost of the inquiry.

427. No member of the Force who has been fined for any serious misconduct against discipline, or neglect of duty, within the last two years of his service, or who has been fined for intoxication within the last five years of his service, shall be promoted. If any member is punished after his name has been placed on the promotion list, the Superintendent or Inspector in charge of him shall draw attention thereto.

428. Any non-commissioned officer or Constable who is not prepared to accept promotion when it is offered to him and to be transferred to the place where his services are required shall be passed over and his name placed at the bottom of the promotion list of his grade.

429. A non-commissioned officer or Constable whose name has been placed upon the promotion list as having passed the examination qualifying him for promotion must maintain his character for efficiency and good conduct while awaiting promotion, otherwise his name shall be removed from the list.

430. When any member of the Force deems it necessary to put forward an application for promotion, such application must be written briefly, and the applicant must confine himself to facts. The Superintendent or Inspector must append to every such application a list of the applicant's records, favourable and unfavourable, together with an opinion as to the applicant's fitness or otherwise for the promotion he seeks.

431. Any member of the Force who has passed the Civil Service Junior Examination or any educational examination of equal or higher value shall not be required to pass an examination in the literary subjects prescribed as pass subjects for any Police examination, and any member who has passed the examination for a solicitor shall not be required to pass any Police examination qualifying for promotion, except one as to his knowledge of the Police Force Act and Regulations for the time being in force.

432. Constables who are candidates for promotion to the rank of Sergeant must pass an examination in the following subjects:—

(1.) English: To read intelligently an extract from a daily newspaper or a well-known standard author. To write directly at dictation a passage from a daily newspaper or an extract from a standard author. To write in a clear and legible hand an intelligent account of some ordinary event, or a description of some well-known place or district, with due attention to correct spelling and punctuation, to the proper use

of words, phrases, and sentences, and to the order and arrangement of the subject-matter. To write a telegram or a letter on a given subject. To reproduce in the candidate's own words the substance of a narrative or description that has been read over to the candidate.

(2.) Geography: To understand maps and plans generally, and to calculate distances therefrom. To draw a simple plan of a room, building, or a given locality. A knowledge of the chief physical features of England, Australia, and New Zealand, and of their leading seaports and other important towns. To know the various sea routes between these countries, as also their chief natural products, industries, exports, and imports. To be able to point out or mark on a map of New Zealand the steamer and coach routes and railway-lines.

(3.) Arithmetic: Simple and compound rules, both in money and weights and measures, as applied to the simple problems of everyday life. Easy problems in vulgar and decimal fractions, in simple and compound proportion, in simple and compound interest, and in time and distance—*e.g.*, to find the speed in miles per hour from the time taken to cover a given distance.

(4.) Questions on general Police and Detective duties.

(5.) Police Force Act, and regulations made thereunder, and circulars and general orders issued from time to time for the guidance of members of the Force.

(6.) Questions upon the elementary principles of the law of evidence.

(7.) Police Offences Act and amendments.

(8.) Crimes Act and amendments.

(9.) Gaming Act and amendments.

(10.) Licensing Act and amendments.

433. Sergeants who are candidates for promotion to the rank of Senior Sergeant must pass a qualifying examination in the following subjects:—

(1.) Law of evidence; the Evidence Act, 1908; and simple questions from Stephen's "Digest of the Law of Evidence."

(2.) Police Force Act and Regulations for the time being in force, in detail.

(3.) Practical Police and Detective duties.

(4.) Police Offences Act and amendments, Gaming Act and amendments, Licensing Act and amendments, Industrial Schools Act and amendments, and Crimes Act and amendments.

(5.) Keeping of records, station books, and rules relating to general correspondence.

434. Senior Sergeants who are candidates for promotion to the rank of Sub-Inspector will require to pass a written examination in the following subjects:—

(1.) English: To reproduce the substance of a narrative or description that has been read to the candidate. To write an essay on some fairly well-known subject-matter. Easy *précis*-writing; the writing of an official letter containing the chief facts included in the *précis*. A knowledge of elementary commercial correspondence.

(2.) Arithmetic: Fundamental rules. Vulgar and decimal fractions applied to practical questions of everyday life; proportion and easy percentages similarly treated; simple and compound interest. Areas of common plane figures. Volumes and weights of common solids. Easy practical problems of time and distance. A cash account; statement of receipts and expenditure. Approximate value in English weights and measures of common metric weights and measures—*viz.*, 1 centimeter = 0.4 in. (nearly);

1 decimeter = 4 in. (nearly); 1 meter = 40 in. (nearly); 1 kilometer = 50 chains (nearly); 1 liter = 1 $\frac{3}{4}$ pints (nearly); 1 kilogram = 2.2 lb. (nearly).

(3.) Geography: Maps and plans, and ability to calculate areas and distances therefrom, and to draw simple locality and route plans. To mark on a blank map of New Zealand the chief mountain-ranges, rivers, lakes, steamer and coach routes, railway-lines, seaports and other important towns in New Zealand, and to know the leading products and industries of each district. Similar knowledge in somewhat less detail of the Australian States and the Pacific, and in a general way of Great Britain and Ireland and the rest of the British Empire.

(4.) Law of evidence: The questions set will be more difficult than those set for candidates for promotion from the rank of Sergeant to that of Senior Sergeant.

(5.) The Police Force Act and Police Regulations, in detail.

(6.) Treasury Regulations.

(7.) Police Offences Act, 1908, and amendments.

(8.) Gaming Act, 1908, and amendments.

(9.) Licensing Act, 1908, and amendments.

(10.) Industrial Schools Act, 1908, and amendments.

(11.) Crimes Act, 1908, and amendments.

(12.) Questions on practical Police and Detective duties.

(13.) The keeping of an Imprest Account, preparation of contingent vouchers, salary abstracts, &c., and furnishing district accounts, estimates, and requisitions.

(14.) Questions on the proper keeping of records, district and station books, and rules relating to general correspondence.

435. A candidate who fails to obtain one-third of the marks allotted to any of the subjects, or whose total marks in all the subjects are less than one-half of the maximum number of marks for such subjects, shall be disqualified at such examination.

436. No Constable, Sergeant, or Senior Sergeant who has failed three times to pass the examination qualifying for promotion to a higher rank shall be allowed to compete again.

437. No Constable shall be promoted to the rank of Sergeant till he has been medically examined by a Police Surgeon and certified as physically fit to perform the duties of a Sergeant in charge of Constables on day and night duties in one of the four large cities of New Zealand.

438. No Constable shall be promoted to the rank of Sergeant who has attained the age of fifty years.

Requisitions.

439. Officers in charge of districts shall forward to the Commissioner quarterly requisitions for supplies of stationery, forms, and books required from the Government Printer.

440. Country stations shall be supplied from the district headquarters as becomes necessary.

441. Requisitions for saddlery, blankets, appointments, &c., shall also be forwarded quarterly if required.

442. Requisitions for authority to purchase stores, &c., may be forwarded to the Commissioner when the supplies are required.

443. Articles such as brooms, brushes, cleaning-kits, &c., should be purchased at district headquarters by the dozen, and supplied to out-stations as necessity arises. This will not only save a considerable number of vouchers for small amounts, but better value will be obtained.

444. At places where the Public Works Department have contracts, the contract price must always be quoted, and the supplies purchased from the contractor.

445. The approved requisition must always accompany the voucher, and if the requisition includes articles purchased from different persons it must be attached to one of the vouchers, and a note made on it showing the number of each voucher covered by its authority.

446. A requisition-book shall be kept at each station, and requisitions issued by the member in charge, with the approval of the officer in charge of the district, for all such services as shoeing horses, boat fares, coach fares, buggy and horse hire, and forage.

These requisitions must be given to the person performing the service or making the supply, who shall fill in the back with the price, and return it with a voucher for the amount.

447. Members of the Force issuing requisitions will be held responsible for their prompt return attached to a Treasury voucher, which must be at once forwarded to the officer in charge.

It will not be held as an excuse that the tradesman or other person failed to make a claim; it is the duty of the officer incurring the expense to see that the claim is promptly sent in, and he must do so.

The counterfoil of the requisition must in every case be filled in, and when the voucher has been furnished a note must be made across the counterfoil that the voucher was forwarded for payment on a certain date.

448. Officers inspecting stations shall carefully inspect the butts of the requisition-book to see that the last preceding regulation is observed.

449. In any case where a requisition is lost or mislaid, and it becomes necessary to issue a duplicate, care must be taken that the word "duplicate" is clearly written across the face of the requisition, together with the reason for issuing it.

Saluting.

450. Respect to superiors being essential to good discipline, Senior and other Sergeants and Constables are to salute all those entitled to this mark of respect in the form prescribed in the drill-book.

451. All members of the Force shall salute His Excellency the Governor, members of the Executive Council, Judges of the Supreme Court, and the General Officer Commanding the New Zealand Military Forces.

452. Senior and other Sergeants and Constables shall salute all officers of the Royal Navy and the New Zealand Military Forces whom they meet in uniform, all Stipendiary Magistrates, and all officers of the Police Force whom they know to be such whether dressed in uniform or not.

453. Under no circumstances whatever shall any head-dress be removed by a member of the Force when saluting in uniform, and this order extends to any mark of respect which a man may desire to pay to his friends or to a passing funeral, &c.

454. Officers shall always salute their seniors on parade or duty when reporting themselves, or making a report to them, or on being dismissed on parade.

455. Officers in uniform, when saluting, must not take off their head-dress, but shall salute with the right hand. They must always return the salute of subordinates.

456. A salute made to two or more officers should only be returned by the senior.

457. A non-commissioned officer or Constable if standing still when an officer passes shall turn towards him, come to attention, and salute. When a non-commissioned officer or Constable addresses an officer he shall salute and halt two paces from him. When walking, non-commissioned officers or Constables shall salute an officer as they pass him. When a non-commissioned officer or Constable appears before an officer in a room, he shall salute without removing his head-dress. A non-commissioned officer or Constable without his head-dress, or who is carrying anything that prevents him from saluting properly, shall, if standing still, come to "attention" as the officer passes; if walking, he shall turn his head slightly towards the officer in passing him. When an individual non-commissioned officer or Constable meets a detachment of Police or military on the march he shall salute the officer in command.

458. Senior and other Sergeants and Constables shall always stand at attention when addressed by an officer of the Force; and should their barracks be visited by an officer, the men shall be called to attention by the first member of the Force who may happen to see him, whereupon they shall all cease their occupation and continue standing at attention until he leaves the apartment, or permits them to sit down.

459. Constables shall show their respect for Senior and other Sergeants by standing at attention when they address them on duty.

460. No officer shall fail to acknowledge the marks of respect paid to his rank by his subordinates, and he must be equally careful to call to account any member of the Force who is guilty of marked inattention to him, whether on duty or not.

461. Detectives shall not salute officers of the Force or other individuals entitled to this mark of respect.

Sickness.

462. When any member of the Force is unfit for duty he must at once notify the officer in charge of the station to which he belongs, and no excuse shall be accepted for non-compliance with this rule. If he is not able to personally notify the officer he must send a report or message in such time that it will reach the officer before the time when the sick member would be required for duty, so that arrangements can be made for a substitute.

The report must be followed as soon as possible by a medical certificate, but must not be delayed therefor.

463. Where a Police Surgeon is appointed all members of the Force shall be attended and get their medicine free of charge, but shall, in the case of ordinary sickness, be liable to a deduction from their pay of 1s. per day while sick.

Where there is no Police Surgeon members of the Force must provide themselves with medical attendance and medicines.

464. If any member of the Force is removed to hospital, the officer in charge of the district shall see that he pays the hospital charges.

465. If the illness or incapacity is caused by injuries or otherwise in the execution of duty, full inquiries must be made and the result reported to the Commissioner, who may order that no deduction be made from the pay of a member, or that his medical expenses be paid, as the case may be.

466. If any member of the Force is on the sick-list for more than one month at a time, or more than four times during any year, a report must be made to the Commissioner.

467. Where it is clear that sickness is caused by the misconduct of the member of the Force, his pay shall be stopped during such time as he is unfit for duty.

468. The Commissioner may at any time order a member to be examined by a Police Surgeon or other medical practitioner, with the view of ascertaining whether that member is fit to continue in the discharge of his duties.

Smoking.

469. Smoking in public by members of the Force in uniform shall not be allowed under any circumstances, and no smoking shall be permitted in Police offices and dormitories or in Courthouses.

Sunday Observance.

470. The officers and non-commissioned officers of the Force are required to do all they can to facilitate the attendance of the men under their command at their respective places of worship, and to see that particular attention is paid to the proper observance of the Sunday.

471. Members of the Force must exert themselves to the utmost to suppress Sunday trading by licensed publicans and others.

Surgeons.

472. A Police Surgeon is appointed at each of the four centres to attend all members of the Force, free of charge, in the city and suburban stations, who may require his services. He shall examine all candidates for the Force who are sent to him for examination, and report upon their fitness or otherwise for the service. He shall examine and report upon the condition of any member of the Force sent to him for that purpose by the Commissioner or Superintendent.

473. He shall visit each member who reports himself as unfit for duty, and enter in the Sick Register the nature of the illness or injury the man is suffering from, and the date or dates on which he visits him.

474. If any member of the Force on the sick-list is able to attend at the Surgeon's residence or consulting-rooms, he shall do so; otherwise the Surgeon must attend the man at his barracks or private residence.

475. When a member of the Force has been sent to hospital by the Surgeon, the latter must visit his patient there at uncertain times to ascertain his progress towards recovery and to prevent any member malingering there.

476. When any member dies while under treatment by the Surgeon, the latter shall furnish to the Superintendent a report setting forth the cause of such death.

477. If the Surgeon is satisfied that any man on the sick-list is malingering he shall report to that effect to the Superintendent, who shall inquire into the matter and report the result to the Commissioner.

478. If, after treating a man for some time, the Surgeon is satisfied such man is medically unfit for service, he shall report accordingly, so that a Medical Board can be arranged for to examine the man and report upon his fitness or otherwise for the Force.

479. When the Surgeon directs that a man who is recovering from an illness should perform "light duty," he must specify the duties the man may or may not perform, and the period of exemption from full duty.

480. If a man is dissatisfied with the Surgeon's treatment of him and wishes to employ a medical

practitioner of his own choosing, at his own expense, he must first obtain permission to do so from the Superintendent, and must report in writing his grounds for being dissatisfied with the Surgeon's treatment of him. On permission being given, the Surgeon must be notified to that effect, when he shall cease treating the man, but he must still continue to visit the patient at uncertain times to see how he is progressing, and shall enter the results of such visits in the Sick Register.

481. All communications between the Department and the Surgeon on official matters must pass through the hands of the Superintendent.

482. Any professional services rendered to the Department outside the above shall be paid for at the usual rates.

483. The Police need not employ a Police Surgeon in criminal cases or casualties, but where he can be got as readily as any other medical practitioner he should get the preference, unless there are special reasons to the contrary.

484. Medical practitioners employed as experts in criminal cases shall be paid at the following scale, and shall be informed of the fee when they are so employed: For examination of the person, £1 1s.; for microscopical, chemical, or bacteriological examination of clothing, £2 2s. These fees shall cover a report of the result of examination if necessary.

485. Where the nature of the work required is of a dangerous or lengthy nature, and the above scale is under the circumstances inadequate, special authority must be obtained before extra expense is incurred.

486. Medical men, when giving evidence as experts, shall be allowed £1 1s. per day in addition to the above rates for every day's attendance at Court.

Suspension.

487. Any member of the Force may be suspended by the Commissioner from duty for any misconduct.

488. Any Superintendent or Inspector may suspend any member of the Force below the rank of Sub-Inspector until the charge brought against that member is dealt with.

489. Any suspension other than by the Commissioner shall be immediately reported to him.

490. Unless it is otherwise ordered, any member of the Force suspended from pay and duty, and subsequently dismissed or discharged from the Force upon the charge which led to his suspension, shall receive no pay from the date of his suspension. If he is reduced, the reduced rate of pay shall take effect from the date of the said suspension. If he receives a minor punishment, such as the infliction of a fine, &c., the Commissioner shall have power to stop the offender's pay during suspension, should he deem the particulars of the case sufficient to justify such a course. If the offender is finally acquitted of the charge, he may receive arrears of pay, in full, from the date of his suspension.

491. Where a member of the Force has been remanded, or committed for trial on a criminal charge, he shall at once be suspended from pay and duty. Men under suspension shall not be allowed to appear in uniform.

Trade.

492. All members of the Force are expected to devote the whole of their time to the service, and shall not engage in trade of any kind, either by themselves or through their wives.

493. No member of the Force will be permitted to derive any benefit from any contract entered

into on behalf of the Department, or to accept any discount or other benefit in connection with any expenditure of public money.

Travelling-allowances.

494. Members of the Force, when travelling on the public service, shall be allowed expenses on the following scale :—

	Per Day and Night.	
	s.	d.
Commissioner	15	0
Superintendents, Inspectors, and Sub-Inspectors	12	6
Senior Sergeants, Detective Ser- geants, and Sergeants	10	0
Chief Detectives	10	0
Detectives and Acting-Detectives ..	9	0
Constables	8	0

495. In cases where the member of the Force is not absent from his station at night the above allowance must not be drawn, but actual reasonable expenses will be allowed.

496. Where Constables, Sergeants, or Detectives are sent on relieving or temporary duty for definite periods exceeding a week, where they can make arrangements to board by the week the allowance shall be 4s. per day for Constables, and 5s. for Sergeants and Detectives.

497. Receipts for horse-hire, boat or coach fares, livery, and any other expenses exceeding the allowance must be obtained where the sum claimed exceeds 5s.

498. When travelling by sea an allowance of 2s. 6d. per day only shall be made after the first day, for which the sum of 5s. may be drawn.

499. Officers, Sergeants, Chief Detectives, Detectives, and Acting-Detectives shall travel first class and Constables second class by rail or steamer.

500. All members of the Force may travel free by rail either in uniform or on production of a railway pass.

501. First-class railway passes must be signed by the Commissioner, and second-class by a Superintendent or Inspector.

502. Prisoners in custody shall also travel free, second class.

Uniforms and Equipment.

Officers.

503. Subject to the provisions of the following regulations, the uniforms and equipment of officers shall be strictly in accordance with the instructions to be issued from time to time by the Hon. the Minister of Justice, and must be kept in good order and condition.

504. Officers should, by a smart appearance in uniform and strict attention to regulations, set a good example to those under their command.

All officers below the rank of Superintendent shall wear uniform when on duty between the hours of 9 a.m. and 5 p.m. daily, Sundays excepted.

505. The different ranks of officers shall be indicated by bronze ornaments as badges of rank, on shoulder-straps, as follows: Commissioner, crown and two stars; Superintendents, crown; Inspectors, three stars; Sub-Inspectors, two stars.

Senior and other Sergeants and Constables.

506. The uniforms and equipment of Senior and other Sergeants and of Constables shall be as follows: Helmet, blue or white, according to season; forage cap, blue tweed; frock of blue tweed with

patch pockets; trousers of blue tweed with pockets cut across; white cotton gloves, on special occasions only; black leather gloves when weather is cold; leggings where necessary; blue macintosh coat with cape; blue cloth overcoat, stand-up collar, for night duty; baton; whistle and chain; waistbelt; lamp; handcuffs and key; helmet badge, bronze; numbers, white metal; revolver and ammunition where necessary.

507. The uniform and appointments shall be worn strictly according to regulation, and no alteration of any article of uniform or equipment is to be permitted without the Commissioner's authority.

508. Senior Sergeants shall wear on right sleeve of frock, between wrist and elbow, a badge of a crown in silver embroidery.

509. Sergeants shall wear chevrons of three bars on the right sleeve, between the wrist and elbow, the point upwards. The bars shall be of silver lace on a red ground. Chevrons of blue cloth on a red ground shall be worn on uniform overcoats. The white-metal numbers shall be worn by Sergeants and Constables on each side of the collars of their frocks and overcoats. The front number must be 2 in. back from the opening of the collar, and the lower part of the numbers must touch the collar-seam. Senior Sergeants shall not wear numbers. Mounted Constables shall wear the same uniform as other Constables, except that they shall wear Bedford cord breeches, Napoleon boots, hunting-spurs, and white buckskin gloves when on mounted duty in the cities, and brown leather leggings and lace-up boots with Bedford cord breeches in the country. They shall also wear brown leather shoulder-belt and pouch with regulation badge, and brown leather sword-belt and slings and cavalry sword when on Governor's escort or other special duty. Blue waterproof overcoat of regulation pattern shall be worn.

510. Mounted men, when attending Courts or escorting prisoners, shall wear full uniform.

511. Mounted men shall not wear their shoulder-belts and pouch, or sword-belt and slings, except when they wear their swords.

512. Sergeants and Constables must wear uniform whenever their duty takes them on board a warship.

513. When a number of men are detailed for any particular duty they should all be dressed alike.

General.

514. The only badge of mourning to be worn at any time in uniform, by both officers and men, shall be a band of black crape 3¼ in. wide round the left arm, above the elbow.

515. Watch-chains or other ornaments shall not be worn in uniform in such a manner as to be visible.

516. Both officers and men must appear entirely in uniform or entirely in plain clothes.

517. Tunics, frocks, and jackets must be kept buttoned or hooked when worn by officers, non-commissioned officers, and Constables.

518. Uniform overcoats must not be worn by members of the Force over plain clothes.

519. Whenever a greatcoat or waterproof coat is worn, it must be put on properly and not thrown carelessly round the shoulders.

520. Men quitting the Force shall deliver up their arms, clothing, and appointments at the station where they are serving unless they are near a headquarters station, when they must hand them in at the district office. Before settling arrears of pay or allowances it must be ascertained whether there is any

deficiency in or damage done to the arms, clothing, appointments, or ammunition, and, if so, the proper sum must be deducted from the amount due to such men. The Superintendent or Inspector shall be responsible for damages or deficiencies not reported, or not paid for by the individual.

Watchhouses and Watchhouse-keepers.

521. A watchhouse is that portion of a police-station to which prisoners are taken to be searched after arrest and before being placed in a cell.

522. At all important stations a Constable, who shall be known as the watchhouse-keeper, must always be on duty in the watchhouse, which he is not to quit on any account during his hours of duty, unless relieved by another Constable under the direction of the Sergeant or other officer in charge.

523. Constables must not loiter or gossip in or near the watchhouse-keeper's office.

524. Members of the Force who arrest offenders will be responsible for their safe custody until they are searched and handed over to the watchhouse-keeper.

525. From the time of arrest until searched careful watch must be kept to see that a prisoner does not make away with anything that might be used as evidence against him.

526. The arresting Constable shall search his prisoner, and the watchhouse-keeper shall verify the search before locking the prisoner up.

527. The arresting Constable shall accompany the watchhouse-keeper to the cells, and assist him in placing the prisoner safely therein.

528. When the prisoner is taken to Court the arresting Constable will be responsible for him until he is either bailed, discharged, or again locked up.

529. Immediately a charge is entered against a prisoner, if there is no prospect of his being bailed, he should be carefully searched, and the property found upon him entered in the Watchhouse Charge Book, also upon Form D48; the latter should be read over to the prisoner, who should be requested to sign it; it should then be signed by the arresting Constable and watchhouse-keeper.

Should a prisoner be too drunk to sign when arrested, he should be requested to sign before being taken to Court, so that, if he has any complaint to make, it can be promptly investigated.

530. Prisoners should be searched in the presence of the watchhouse-keeper where there is one, or in the presence of a third person, who should be invited to witness the search and sign the property-sheet.

It is only where absolutely unavoidable that a prisoner should be searched without a witness.

531. Female prisoners must be searched by the Matron or female searcher, if any, and, if none is available, then by a female to be employed for that purpose. On no account must they be searched by Constables.

532. The prisoner's property-sheet shall be made out in duplicate, whether the prisoner has property or not.

533. If a prisoner is unable to write, the property-sheet must be read over to him, and he must be requested to make his mark, which shall be witnessed by a third person.

534. If property belonging to a prisoner is received by the Police after he is locked up, it must be entered on his property-sheet with a note of the date and from whom it was received.

If received after the prisoner has been sent to gaol, a fresh property-sheet must be made out and sent with it to the gaol.

535. Property retained by the Police for the purpose of investigation or in connection with the charge must be entered on the sheet, and the signature of the officer who retains it obtained on the sheet.

536. When prisoners are remanded from one station [to another the] property-sheets must be in triplicate, so that one sheet can be receipted and filed at the station where he was arrested, one at the station where dealt with, and one at the gaol.

537. Any member of the Force escorting a prisoner must invariably obtain a receipt for the prisoner and his property from the officer to whom he hands over the prisoner.

538. If a prisoner is discharged or released on bail, his property must be handed to him unless wanted for further proceedings, and his receipt taken on the property-sheet.

539. When a prisoner is sent to gaol his property must be sent there at the same time with duplicate property-sheets, one of which must be signed by the Gaoler, who shall retain the other.

540. Receipted property-sheets must be carefully filed, and the watchhouse-keeper will be held responsible for the due filing of them.

541. Property taken from a prisoner must remain in the possession of the watchhouse-keeper until the prisoner has been disposed of, unless the property is alleged to be stolen, when it shall be retained by the arresting Constable, who must sign the sheet as having retained it.

542. When prisoners without property are sent to gaol "Nil" property-sheets must be sent with them.

543. Orders given by prisoners for the payment of money or delivery of property shall not be acted upon without the sanction of the officer in charge of the station.

544. Where there is any suspicion that the money or property forms part of the subject of a charge, it must not be handed over without reference to the officer in charge of the district.

545. Any order given by a prisoner for the payment of money must bear a penny stamp, duly cancelled.

546. If any property is handed over, the receipt of the person to whom it is handed should be attached with the order to the property-sheet, and a note made on the duplicate for the gaol that it has been so handed over.

547. Where prisoners have money and wish to use it for their defence they must be allowed to do so, unless such money is directly or indirectly connected with a charge pending against them, and there is a probability that a judicial order may subsequently be made as to its return to the prosecutor or other person, in which case it must not be handed over.

548. In places where two or more watchhouse-keepers are employed, each one will be held responsible for the proper carrying-out of the duties of his office during the time he is on duty.

549. On taking over charge of a watchhouse the watchhouse-keeper must see that all prisoners are safe and well, and that the cells are in good order and secure. He must also see that their property is correct.

After taking over the watchhouse he shall make an entry in the visiting-book setting forth the number of prisoners, male and female, the time taken over, and their condition.

The watchhouse-keeper handing over shall draw the attention of the officer relieving him to the necessity, if any, for special supervision over any

of the prisoners, or to any other matter that should be brought under his notice.

550. Where it is noticed that a prisoner is suffering from any injury or illness apparently necessitating the attention of a medical practitioner, steps should be immediately taken to send for one.

551. Where a prisoner says he is ill and wants a medical practitioner, or whether ill or not if he has the means to pay for one, his request must be complied with.

552. Where a prisoner has no means, and the watchhouse-keeper is satisfied that there is nothing wrong with him, he should not send for a medical practitioner without the sanction of the officer in charge of the station; but if he has any doubt it is better that a medical practitioner should be sent for.

553. Where a prisoner is remanded on a charge of helpless drunkenness the cost of maintenance should be applied for when he is dealt with.

554. Prisoners should be classified as much as possible, persons charged with drunkenness, minor offences, crimes, and being mentally defective being separated.

555. Mental defectives should always be kept separate, and kept in a padded cell where there is one, and should be disposed of as soon as possible.

They should be visited every half-hour or oftener, and particular care taken that there is nothing in the cell or on their person with which they could injure themselves.

556. Ordinary prisoners must be visited every two hours.

557. All prisoners when placed in a cell should have collars and ties, belts, braces, and handkerchiefs removed, and if drunk their shirt-collar should be loosened; and if the weather is cold care must be taken that they are properly covered with sufficient blankets.

558. If a prisoner's clothes are wet they must be removed and dried.

559. Male prisoners must be kept strictly apart from female prisoners.

560. Where young persons have to be locked up they must be kept separate from adults.

561. No person should be allowed to communicate with a prisoner in a watchhouse unless with the sanction of the officer in charge of the station. If the officer in charge sanctions such an interview, it must be in the presence of a Constable.

The only exception to this rule is in the case of solicitors or their clerks whom the prisoner may wish to consult; they shall at all times be allowed access to the prisoner, and a Constable must keep within view but beyond hearing.

562. Persons not connected with the Police Force must not be allowed to frequent watchhouses, but exceptions may be made in favour of members of the Press and persons representing societies for the assistance of discharged prisoners.

563. Watchhouse-keepers will be held responsible that all charges made by Constables are properly formulated. The watchhouse-keeper should obtain the particulars from the Constables and frame the charges for them.

564. Where a person is brought to the watchhouse, and the watchhouse-keeper is not satisfied that an offence has been committed for which the person should be detained, he must not lock him up without the authority of the officer in charge of the station.

If any person so brought to the station is liberated, a report shall be immediately made by the watchhouse-keeper and by the Constable who brought the person to the station.

565. Watchhouse-keepers will be held responsible for the entries made in the books under their charge, which must be accurate and neatly made.

They shall enter the result of each charge in the Charge-book, in the column for that purpose, not only of prisoners summarily convicted, but of those committed for trial or sentence.

Where prisoners have been previously convicted they shall attach a list of previous convictions to the charge-sheet for the information of the prosecuting officer.

566. When a prisoner is committed for trial it is the duty of whoever is in charge of the case to furnish to the officer in charge of the station full particulars of the case, giving the names of witnesses and the antecedents of the prisoner on the proper form.

567. The officer in charge of a case shall keep in touch with the witnesses until after the trial. He must see that they are in attendance both before the grand and common juries, and that they are handy to be called when required, so that no delay will be occasioned.

Should he learn that any of the witnesses are about to leave New Zealand before the trial, he shall immediately report the matter, so that steps may be taken either to stop them going away or to see them off (so that their depositions may be read), as the Crown Solicitor may direct.

568. The arresting Constable must in all cases attend the trial, whether bound over or not, unless in cases where he has no important evidence to give, when it is his duty to ask for instructions before the trial, so that the Crown Solicitor can direct whether he is required or not.

569. Officers in charge of districts shall see that proper arrangements are made for the supply of meals to prisoners confined in lock-ups.

570. Prisoners who are confined at the usual meal-hours shall be supplied with meals if in a fit state to receive them.

For breakfast they shall be supplied with hot tea or coffee, milk and sugar, and bread and butter; for dinner, hot meat and potatoes, bread and butter, and tea or coffee; for tea, cold meat, bread and butter, and tea.

571. One shilling and sixpence per day, or 6d. per meal, shall be allowed for prisoners at all stations except at places where provisions are exceptionally dear, when special arrangements must be made.

572. A return of all rations issued shall be made out monthly (or quarterly at small stations), and sent in with voucher for payment. Each meal must be shown as one-third of a ration.

573. Where a prisoner is arrested for drunkenness and denies that he is drunk, immediate steps should be taken to have the prisoner examined by competent officers, so as to corroborate or otherwise the evidence of the arresting Constable. If the prisoner demands to be examined by a medical practitioner, and has the money to pay for such examination, his request must be at once complied with, but care must be taken that there is no delay in obtaining the medical practitioner's attendance, or that, if there is any delay, the time of his visit must be noted, so that it can be given in evidence.

574. Where a prisoner is unconscious, whether the unconsciousness is caused by liquor, illness, or other causes, a medical practitioner must be at once called in.

575. A return of all prisoners tried or sentenced at the Supreme Court shall be furnished by the officer in charge at the place of trial for the *Police Gazette*

immediately after the prisoners have been dealt with.

Witnesses.

576. In all Police cases the officer in charge of the case will be responsible for the due attendance of his witnesses at Court, and shall see that they are ready to be called when wanted.

In indictable cases he shall see that the witnesses do not leave the Court until properly bound over to appear at the Supreme Court.

When the Supreme Court opens he shall see that his witnesses are all in readiness to be called before the grand jury, and afterwards, if necessary, before the common jury.

For further instructions *re* witnesses see "Prisoners" and "Civil Cases."

577. Where Crown witnesses have no means to defray their train or boat fares, they shall be supplied by the Police with tickets, which may be obtained on requisition.

The requisitions must in all cases show that the tickets are required for witnesses, whose names must be given therein, also the case in which they are to give evidence.

Any member of the Force issuing a requisition shall at once report the same to the officer in charge of his district, who must take steps to collect the amount from the Court or otherwise as circumstances direct.

578. Witnesses shall be paid by the Police in all summary cases according to scale laid down by the Department of Justice for the payment of witnesses' expenses at the Supreme Court.

579. In the case of prisoners who plead guilty, and are committed to the Supreme Court for sen-

tence, the witnesses shall be paid on the same scale, and the vouchers charged to the Department of Justice.

Wrecks.

580. The Police must promptly report, by wire if necessary, the finding of any wreckage to the nearest Collector of Customs, and must take steps to secure the same until the arrival of a Customs officer or until instructions are received for its disposal.

581. In case of wrecks where lives are lost the Police must be promptly on the spot, and take steps for the recovery of bodies, their removal to a convenient place for inquest, and for the due security of property.

582. Where a body is not identified a full description must be taken both of the body and everything found on it, and if the body is not too decomposed a photograph should be taken to aid in identification.

583. Where there are any survivors of the wreck, they must be rendered every assistance to reach the nearest town or settlement, and, if necessary, supplied with food and clothing.

584. Information of such wrecks must be promptly telegraphed to the Commissioner, and also particulars of the steps taken in each case.

As witness the hand of His Excellency the Governor, this eighth day of February, one thousand nine hundred and thirteen.

A. L. HERDMAN,
Minister of Justice.

