

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, blackberry, 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