

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.