

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.