

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-