

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 bed-rooms 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