

Drill.

262. At all city stations the Sergeants and Constables shall be drilled at least one hour each month by a Sergeant Instructor to be selected by the officer in charge.

The drill shall be confined to elementary movements on foot, so as to enable bodies of Police to move in concert when required in a smart military manner.

263. Members of the Force employed on special duty may be exempted from attending drill by the officer in charge.

Electric Telegraph.

264. The telegraph is to be used only when necessary, and messages must be curtailed as much as is consistent with clearness.

265. Copies of all telegrams sent should be kept and attached to the files to which they relate; the date and time of despatch should be indorsed on every copy so filed.

266. Telegrams shall be paid for by official stamps, to be affixed by the sender.

267. Where collect telegrams relating to official matters are received they must be paid for in official stamps and not in cash.

268. Where the telegraph is used by the Police at the request of any person on subjects that do not come within the duty of the Police, such as inquiries for missing friends, &c., the person at whose request the message is sent must pay for same and for reply.

Fuel and Light.

269. At district headquarters the allowance of fuel will be as follows:—

A ton and a half of coal per annum for each fire required in offices, watchhouses, &c.

Where messes are established an allowance of 1 ton of coal per annum for each man in the mess.

270. Gas, electric light, or kerosene will be provided for all offices or watchhouses at places where more than one man is stationed, but on no account shall they be allowed for quarters occupied by any married member of the Force.

271. Where Government contracts exist coal must be purchased from the contractor, otherwise it may be purchased at current rates.

272. At places where more than one man is stationed, and there is sufficient clerical work to warrant the expenditure, an office allowance of coal may be drawn if approval is first obtained from the Commissioner.

273. In localities where wood is more conveniently obtained than coal it may be used, and two cords of wood will be considered equivalent to a ton of coal.

Government Property.

274. In each district a Government Property Book shall be kept, in which shall be entered all property belonging to the Government of a movable nature in that district; but supplies such as coal, oil, disinfectants, soap, &c., which are taken for immediate use, need not be entered therein.

The property shall be entered alphabetically, and the balance on hand on the 1st day of July in each year shown in the proper place.

275. All articles purchased during the year shall be entered as received, and a total struck on the 30th day of June in each year.

276. When any articles become unserviceable application must be made on the proper form to the Commissioner for authority to write them off charge.

Such application shall show whether the articles are saleable or unsaleable, and if approval is given they should be either sold or destroyed as authorized.

No property must be written off charge without authority being first obtained.

277. When the property has been destroyed or sold, the authority must be indorsed to that effect, and sent with the Property-book to the Police Store-keeper to be checked as soon after the 1st day of July in each year as possible.

278. A record of all arms and accoutrements on issue to districts shall be kept in a similar manner, and the same rules shall apply thereto.

The foregoing rules shall apply to stations as well as districts.

279. Every member of the Force in charge of a station shall keep a book showing the property and arms on his station, and shall furnish returns at the end of each year to the officer in charge of the district on the proper forms.

280. A summary of all property and arms must be prepared in each district yearly, and filed in the district office, so that it may be seen whether the property on charge at the various stations agrees with the district return.

Horses and Forage.

281. Horses shall be purchased for the Force by the Commissioner, or by some officer authorized by him, and the horses so procured shall, whenever practicable, be examined by a veterinary surgeon, and their soundness, age, and general fitness for service certified before payment is made.

282. Each officer in charge of a district shall keep a register of the horses under his charge, in which their numbers and description shall be carefully entered. The numbers will be allotted by the Commissioner.

283. When a horse is purchased a descriptive return shall be at once forwarded to the Commissioner's office.

284. In all reports upon horses belonging to the Department the registered number of the horse shall be quoted.

285. Every member of the mounted Police supplied with a Government horse will be held responsible for its treatment and general condition. Any member of the Force either ill-treating, or permitting to be ill-treated, or neglecting any horse under his charge, shall, in addition to such punishment as may be inflicted upon him, be dismissed and ordered to return to foot-police duty, or, in extreme cases, dismissed.

286. All members of the mounted Force must be particular to see that their saddles are carefully fitted to the horses' backs; and the officers in charge of districts shall hold the men accountable for horses in their charge having sore backs or girth-galls (which in most cases are caused by hard riding or inattention in not seeing that the saddles are properly fitted) as well as for any other injuries which could have been prevented by attention.

287. No troop-horse shall be used in harness unless authorized by the Commissioner.

288. No member of the Force shall be allowed to forage and use a private horse in the discharge of his duty without first obtaining authority to do so.

289. Police horses must not be ridden, unless under special authority, by any other person than a member of the Force.

290. When forage is delivered at any station the net weight must be ascertained, and the receipt