

- (45.) Gossiping or loitering without lawful excuse when on duty on any beat.
- (46.) Failing or neglecting without lawful excuse when on duty on any beat to work the same in accordance with defined directions.
- (47.) Going to sleep or lying or sitting down on any beat or at any point when on duty.
- (48.) Neglecting to give proper attention to the regulation of vehicle traffic when on duty at any point.

362. Drunkenness in a policeman must be understood to be such a departure from sobriety as renders him unfit to be sent on duty to exercise with due discretion the powers intrusted to him.

363. Officers are to avoid reproving Senior or other Sergeants for any irregularity, neglect of duty, &c., in the presence or hearing of the Constables (unless it shall be necessary for the benefit of the example that the reproof be public), lest their authority should be weakened; officers, Senior and other Sergeants, when reproving subordinates should do so in a proper manner and in becoming language. No abusive language or epithets should be used.

364. All members of the Force must understand that, in preferring charges against their superiors, they will expose themselves to severe penalties if their complaints should prove upon investigation to be groundless, or vexatious, or to have sprung from a spirit of recrimination or from vindictive, personal, or any other motives than a simple desire for the good of the service.

365. Great latitude is to be given by the officers to any man who, thinking himself aggrieved, wishes to appeal to higher Police authority or to the Minister of Justice, and though it is their duty to point out to the complainant the danger of preferring a groundless or frivolous complaint, yet, if the latter persists, his complaint, whatever it may be, shall be forwarded to headquarters, provided it is couched in temperate and becoming terms.

366. When it becomes necessary to report a man for an offence, he should at once be informed that he is to be reported, and of the nature of the report to be made against him.

367. If any man delays making a complaint of any act of indiscipline on the part of another, or any charge against his superior, beyond the time of his signing his salary abstract for his monthly pay he will be guilty of an offence, but he may be allowed to establish, if he can, the guilt of the accused party, but will, at the same time, incur punishment for disobedience of these orders.

368. In no case shall a member of the Force be brought to trial upon charges of indiscipline of longer standing than twelve months, unless it can be shown by the accuser that the charges in question could not possibly have been brought forward at an earlier period; nor will the personal complaints of any individual who signs the usual certificate on discharge be considered after his retirement from the service. These rules, however, will not protect any member of the Force from the consequences of a long course of neglect or irregularity.

369. No man is permitted to complain on behalf of another, every man being held to be the best judge of his own grievances; nor shall any member of the Force write for or dictate to another any complaint to which he is not himself a party.

Pay.

370. Rates of pay of the different ranks of Police shall be laid down by circular from time to time.

All members of the Force shall be paid monthly.

371. Abstracts for officers' pay and fixed allowances must be forwarded to the Commissioner's office so as to reach there not later than the 7th day of each month. They shall be provisionally certified before being sent in.

Other members of the Force shall be paid out of imprest by officers in charge of districts.

At headquarter stations a general parade of all men who are not engaged on beat or other duty shall be held at the end of each month, and the officer in charge shall see that each man receives his pay and duly signs for the same.

372. Any member of the Force who is discharged shall not be paid until he has returned all Government property on issue to him.

373. In the monthly pay-sheets the names must be entered according to seniority, surname first, and care taken that the signatures agree with the names and initials given.

Police Gazette.

374. A *Police Gazette* for New Zealand is published at Wellington every Wednesday, and the following instructions must be carefully observed.

(1.) *Communications.*—All communications concerning this *Gazette* shall be addressed to the Commissioner of Police, Wellington, and the envelope marked "For *Gazette*." Members of the Force in charge of out-stations shall forward communications *direct* to the Commissioner. They must be of police interest, or no notice will be taken of them.

(2.) *Crime Reports.*—A copy of each crime report shall be immediately forwarded to the Commissioner's office for *Gazette* purposes. The officers in charge of districts will be held responsible for the proper circulation of reports relating to crimes committed in their respective districts. Where there is reason to believe that the offender is proceeding towards any particular part of New Zealand, the Police of the district in which the crime was committed should report the fact to the Police of that place with the least possible delay. They should also communicate without delay with the Police of any part of New Zealand from which it is thought probable that important information regarding any offender can be obtained. The Editor shall not insert in the *Gazette* any crime report which he considers is of a local or trivial nature.

(3.) *Names.*—In all crime reports the names of persons and places should be spelt correctly and written legibly, the Christian name being given with the surname whenever possible, and written in full to prevent mistakes.

(4.) *Descriptions.*—Offenders should be accurately described; and their age, height, occupation, build, country, dress, and every particular likely to lead to their arrest and identification minutely given.

(5.) *Warrants.*—All reports of crime must state whether a warrant has been issued for the arrest of the offender, and by whom and where. If a warrant has not been issued in the first instance, but one is subsequently obtained, a supplementary report announcing the issue must be immediately forwarded to all places where the original report has been sent. The supplementary report should give the date of the original crime report, or quote the year and page of the *Police Gazette* in which the previous notice has appeared. Persons reporting crimes shall be requested to obtain warrants whenever practicable. Crime reports relative to commitment warrants should give the full amount due, including cost of warrant, the term of imprisonment in default, and the gaol to which the committal is made.