

444. At places where the Public Works Department have contracts, the contract price must always be quoted, and the supplies purchased from the contractor.

445. The approved requisition must always accompany the voucher, and if the requisition includes articles purchased from different persons it must be attached to one of the vouchers, and a note made on it showing the number of each voucher covered by its authority.

446. A requisition-book shall be kept at each station, and requisitions issued by the member in charge, with the approval of the officer in charge of the district, for all such services as shoeing horses, boat fares, coach fares, buggy and horse hire, and forage.

These requisitions must be given to the person performing the service or making the supply, who shall fill in the back with the price, and return it with a voucher for the amount.

447. Members of the Force issuing requisitions will be held responsible for their prompt return attached to a Treasury voucher, which must be at once forwarded to the officer in charge.

It will not be held as an excuse that the tradesman or other person failed to make a claim; it is the duty of the officer incurring the expense to see that the claim is promptly sent in, and he must do so.

The counterfoil of the requisition must in every case be filled in, and when the voucher has been furnished a note must be made across the counterfoil that the voucher was forwarded for payment on a certain date.

448. Officers inspecting stations shall carefully inspect the butts of the requisition-book to see that the last preceding regulation is observed.

449. In any case where a requisition is lost or mislaid, and it becomes necessary to issue a duplicate, care must be taken that the word "duplicate" is clearly written across the face of the requisition, together with the reason for issuing it.

#### Saluting.

450. Respect to superiors being essential to good discipline, Senior and other Sergeants and Constables are to salute all those entitled to this mark of respect in the form prescribed in the drill-book.

451. All members of the Force shall salute His Excellency the Governor, members of the Executive Council, Judges of the Supreme Court, and the General Officer Commanding the New Zealand Military Forces.

452. Senior and other Sergeants and Constables shall salute all officers of the Royal Navy and the New Zealand Military Forces whom they meet in uniform, all Stipendiary Magistrates, and all officers of the Police Force whom they know to be such whether dressed in uniform or not.

453. Under no circumstances whatever shall any head-dress be removed by a member of the Force when saluting in uniform, and this order extends to any mark of respect which a man may desire to pay to his friends or to a passing funeral, &c.

454. Officers shall always salute their seniors on parade or duty when reporting themselves, or making a report to them, or on being dismissed on parade.

455. Officers in uniform, when saluting, must not take off their head-dress, but shall salute with the right hand. They must always return the salute of subordinates.

456. A salute made to two or more officers should only be returned by the senior.

457. A non-commissioned officer or Constable if standing still when an officer passes shall turn towards him, come to attention, and salute. When a non-commissioned officer or Constable addresses an officer he shall salute and halt two paces from him. When walking, non-commissioned officers or Constables shall salute an officer as they pass him. When a non-commissioned officer or Constable appears before an officer in a room, he shall salute without removing his head-dress. A non-commissioned officer or Constable without his head-dress, or who is carrying anything that prevents him from saluting properly, shall, if standing still, come to "attention" as the officer passes; if walking, he shall turn his head slightly towards the officer in passing him. When an individual non-commissioned officer or Constable meets a detachment of Police or military on the march he shall salute the officer in command.

458. Senior and other Sergeants and Constables shall always stand at attention when addressed by an officer of the Force; and should their barracks be visited by an officer, the men shall be called to attention by the first member of the Force who may happen to see him, whereupon they shall all cease their occupation and continue standing at attention until he leaves the apartment, or permits them to sit down.

459. Constables shall show their respect for Senior and other Sergeants by standing at attention when they address them on duty.

460. No officer shall fail to acknowledge the marks of respect paid to his rank by his subordinates, and he must be equally careful to call to account any member of the Force who is guilty of marked inattention to him, whether on duty or not.

461. Detectives shall not salute officers of the Force or other individuals entitled to this mark of respect.

#### Sickness.

462. When any member of the Force is unfit for duty he must at once notify the officer in charge of the station to which he belongs, and no excuse shall be accepted for non-compliance with this rule. If he is not able to personally notify the officer he must send a report or message in such time that it will reach the officer before the time when the sick member would be required for duty, so that arrangements can be made for a substitute.

The report must be followed as soon as possible by a medical certificate, but must not be delayed therefor.

463. Where a Police Surgeon is appointed all members of the Force shall be attended and get their medicine free of charge, but shall, in the case of ordinary sickness, be liable to a deduction from their pay of 1s. per day while sick.

Where there is no Police Surgeon members of the Force must provide themselves with medical attendance and medicines.

464. If any member of the Force is removed to hospital, the officer in charge of the district shall see that he pays the hospital charges.

465. If the illness or incapacity is caused by injuries or otherwise in the execution of duty, full inquiries must be made and the result reported to the Commissioner, who may order that no deduction be made from the pay of a member, or that his medical expenses be paid, as the case may be.

466. If any member of the Force is on the sick-list for more than one month at a time, or more than four times during any year, a report must be made to the Commissioner.