

All annual reports are to be submitted in the following form, and are to contain the undermentioned information:—

*Strength of Force.*

(1.) Strength of the Force in the district on the 31st March then last past, giving number of increases and decreases since last return, with names of stations where changes in strength have taken place; recommendations as to the necessity for any increase or decrease of the Force at any particular station, together with the reason therefor.

*Stations.*

(2.) Names of stations opened or closed during the year. Where any new stations have been acquired they should be mentioned, but no recommendations should be made for new buildings, alterations, or repairs, as this will be done as necessity arises, a special report being made in each case.

*Casualties.*

(3.) All casualties for the year ended 31st March then last past, which should include deaths, retirements under the Public Service Superannuation Acts, voluntary resignations, dismissals, and compulsory resignations.

*Offences Return.*

(4.) An analysis of the offences return for the year ended 31st December then last past, showing the number of offences, serious or otherwise, the increase or decrease thereon as compared with the previous year, and, as far as can be judged, the reason thereof.

*Conduct of Police.*

(5.) Remarks upon the conduct of the Force generally during the year.

*Population.*

(6.) Increase or decrease of the population, and remarks on the prosperity or otherwise of the district.

*Serious Crime.*

(7.) Brief remarks on serious crimes, showing increase or decrease, and probable cause therefor.

*Legal.*

(8.) Recommendations as to any necessary alterations in the criminal law, and remarks as to the effect and working of recent legislation.

*Inspection.*

(9.) List of stations in districts, showing dates of each inspection by the Superintendent or Inspector during the year, and, if not inspected during the year date of last inspection, and reason for non-inspection since that date.

*Appointments to the Force.*

57. (1.) The Commissioner, Superintendents, Inspectors, and Sub-Inspectors shall be appointed under the hand of the Governor, and other members of the Force by the Commissioner with the approval of the Minister of Justice.

(2.) No member of the Force shall accept any appointment outside the Police Force without the sanction of the Commissioner.

*Barracks and Barrack Regulations.*

58. Officers in charge of districts will be held responsible for the good repair of all buildings and

premises occupied by the Department under their charge; and no alteration or addition shall be made to any Government building, nor shall any building be erected, without the authority of the Commissioner.

59. All damage to such premises must be reported promptly to the officer in charge of the district, and, if due to the carelessness or negligence of any member of the Police Force, that member shall be held responsible therefor, and required to make such damage good.

60. Sergeants, Detectives, and Constables who are unmarried shall provide themselves with bedding, consisting of two pairs of blankets, two pairs of sheets, one white quilt, one mattress, and one pillow.

61. (1.) No member of the Force shall leave the barracks without acquainting the Sergeant or Constable on duty where he is to be found, or go from the town where he is stationed without permission.

(2.) This regulation may be relaxed at city stations if the officer in charge approves.

62. No poultry, cows, horses, or other animals shall be kept on Police premises without the approval of the Superintendent or Inspector in charge of the district.

63. Fowls, if allowed to be kept, must be confined to a particular area and not allowed to run about the stable, lock-up, office, or residence. Fowls must not be kept where the Department provides forage for a Police or private horse.

64. The Police shall keep every part of their barracks, including the approaches, passages, and yards, clean and in order. Manure-pits must be placed at a sufficient distance from the barracks to prevent any nuisance therefrom. Manure, if not used at the station, should be regularly removed.

65. The windows of Police buildings must be kept clean, opened whenever the weather will permit, and, when damaged, shall be instantly repaired. If such damage has been caused through the fault of a member of the Force, such repairs shall be done at the cost of the member of the Force responsible for the damage.

66. If any officer on inspection finds that any article of bedding requires to be washed he shall order it to be replaced by a clean one.

67. At town stations where regular night and day beat duty is done an inspection shall be made daily at 3 p.m., when all rooms must be clean and tidy, beds made up, and the whole of the barracks, including passages, swept and dusted.

68. At stations where no beat duty is done at night all rooms must be clean and beds made ready for inspection at 9 a.m. each day.

69. At 11 p.m. such men as have not been given leave or are not on duty must go to bed, and all lights and fires, except such as are authorized to be kept up during the night, must be extinguished by 11.30 p.m.

70. Relatives of members of the Force, discharged Constables, and other persons not connected with the service shall not be allowed to sleep in barracks; and no person, except on public business, shall be allowed to frequent Police premises or have access to the records. Any person dismissed from the Force shall not be allowed to frequent Police quarters on any excuse whatsoever; nor shall any member of the Force associate with any such person if the offence for which he was dismissed was of a disgraceful nature.

71. Officers in charge of districts shall pay particular attention to the establishment of messes, and