

20. In times of unusual political agitation he shall arrange for the attendance at political meetings of a sufficient number of trustworthy members of the Force to preserve the peace thereat.

21. He shall pay strict and constant attention to economy; and wherever he sees any means of reducing expense and promoting the utility of the Force under his charge he must not fail to communicate his views to the Commissioner.

22. When visiting stations he shall ascertain if the men have any complaints to make, and, if they have, take the necessary steps to have such complaints investigated.

23. He shall inquire into and deal promptly with all complaints made by or against members of the Force in his district.

24. He must by frequent personal intercourse make himself acquainted with the character, temper, and conduct of every member of the Force under his charge.

25. He must in clear and explicit terms direct members of the Force under him in the performance of their duties, and immediately inform them of any fresh instructions that are issued.

26. He shall see that all books are regularly kept, correspondence and accounts promptly attended to, and returns punctually forwarded.

27. He shall frequently inspect men and stations, see that members of the Force are correct in appearance, behaviour, and dress, that the station property and kits are in good order and complete, that troop-horses are properly cared for, lock-ups clean and secure, stables attended to, and generally satisfy himself that the requirements of the regulations are complied with in every respect.

28. He will be held responsible for a careful scrutiny of all estimates, accounts, and vouchers connected with the Force under him, which are to be supported and authenticated by his certificates of approval; and he shall take care that all accounts, returns, reports, and other official documents are drawn up and completed with the greatest accuracy, precision, and neatness, and transmitted punctually at the proper periods.

29. It will be his duty to disburse, in the payment of salaries, contingent expenses, and other claims against the Department, such amounts as may from time to time be remitted to him for that purpose.

30. He will be held strictly responsible for the punctual payment of all accounts incurred on behalf of the Government, under proper authority; but in cases where the exigencies of the public service have necessitated any expenditure before authority could be obtained, it will be his duty to report the matter as soon as possible and obtain the necessary authority.

31. He shall also examine all accounts and documents which come to his hands, to see that they are prepared in accordance with the regulations, that the charges therein are such as are authorized, that they are correct in calculation and amount, and that they are fully vouched for before he inserts them in his accounts, as he will be required to reply promptly to any inquiry from the Treasury or Audit Office, and to discharge without delay any sum there disallowed. He must strictly conform to the general regulations respecting public accounts.

32. On the receipt of the necessary remittances he shall lose no time in paying the men at each station in his district, and will be held responsible for deducting the amount of fines inflicted for misconduct, or of arrears due by men for stores supplied and to be paid for, and generally all amounts which

he may be required by the regulations, or which he may be specially ordered, to deduct. He will be required to make good any such amount which he may neglect to deduct.

33. Before leaving his headquarters on any tour of inspection that may exceed a period of forty-eight hours he must notify the Commissioner of the probable duration of his absence and the direction in which he is proceeding. He will also notify the Commissioner immediately he returns from any such tour of inspection.

#### *Inspectors and Sub-Inspectors.*

34. An Inspector placed in charge of a separate district shall have the same powers and duties as a Superintendent has in his district, and he must be governed by the foregoing instructions to that officer, as he will be held immediately responsible for the efficiency, general conduct, discipline, and appearance of his men, the state of his barracks, horses, arms, accoutrements, and ammunition, and for the clothing and other articles of Government property delivered to the Force of his district, as well as the discharge of all his other duties. On taking charge of his district he shall act as the Superintendent is directed to act when taking charge of a district.

35. Inspectors not in charge of districts shall receive and carry out the instructions of the Superintendent in charge of the district, and shall forward their official communications to him instead of to the Commissioner. This regulation applies to any Sub-Inspector placed in charge of a sub-district.

36. A Sub-Inspector shall be directly responsible to his Superintendent or Inspector, as the case may be, for the supervision and control of the members of the Force placed immediately in his charge, and shall act in all matters of duty and discipline in aid of his Superintendent or Inspector, and he shall be the channel for all ordinary communications to and from the Senior and other Sergeants and Constables under his charge.

#### *Senior Sergeants at Headquarters Stations.*

37. The Senior Sergeant shall pay implicit and respectful obedience to the orders of the officer under whom he is serving, and shall be expected to show to the Sergeants and Constables serving under him a uniform example of orderly and moral conduct, and of zeal, promptitude, and fidelity in the execution of every duty. It shall be his especial duty to watch over the conduct of the Sergeants and Constables, and to report, without delay, to his immediate superior every irregularity of which they may be guilty. He shall be responsible for the discipline and work of his station, and shall not delegate the control to a Sergeant. He shall superintend the work of beat duty, and pay a fair amount of attention to the men on beat duty by day and night. He must not be employed on duties which do not require the presence of a man of his rank, such as escort of prisoners, the service of summons, &c.

38. He shall conduct all Police cases in Court whenever it is not convenient for the Inspector or Sub-Inspector to do so: Provided that the Senior Detective may conduct cases brought by members of his staff.

39. He shall never absent himself from his station except on duty or by the permission or direction of the officer in charge of him, and he shall at all times be ready to meet all reasonable demands that may be made on his services.