

*Senior and other Sergeants in Charge of Out-stations.*

40. On the zeal, activity, and intelligence of the Senior or other Sergeant in charge of an out-station much will depend. He must always bear in mind that on him rests not only the credit of the Police service, but also responsibility for the legality of all Police action within his control. He must treat all persons having business at the station with becoming respect and civility. He must be impartial and discreet, of strictly correct, orderly, and moral habits, and must never spare himself or his men when the public service requires their exertions.

41. He must exact a ready obedience to his orders in the first instance; and in the event of any man complaining of harsh treatment he must not fail to report the same, with his own explanation, to his Superintendent, Inspector, or Sub-Inspector, as the case may be. He will best consult his own interests by rigidly observing all the regulations for the Police Force, and steadily pursuing such a line of conduct as will place him above the fear of accusation or recrimination in the event of his being obliged to report his men for any misconduct. While treating his men with kindness and consideration, he is to avoid forfeiting their respect by undue familiarity.

42. He ought, by his own example, to uphold the authority of his superiors, and he must prohibit his men from speaking disrespectfully of officers of the Police Force or other officers of the Public Service. He shall take care that his men abstain from entering upon any religious or political discussion, whether among themselves or with others.

43. He must not reprove his men in the presence of prisoners or the public, but reserve such observations for a fitting occasion. He must be perfectly impartial in the division of all the duties of his station, performing his own portion of them in accordance with the regulations of the Police Force. The station books and all other public records and documents must be kept in his custody and ready for production as required. He will be held strictly responsible for the appearance of his men and barracks, the state of their arms, ammunition, appointments, and every article of public property committed to his charge. He must show an example of neatness in his own dress and appointments, and of perfect cleanliness of his person and quarters; and he must not fail to report any serious breach of the regulations to his superior officer.

44. At stations where there is only one Sergeant to attend to all duties, he is not required to inspect men going on or coming off duty between 10 p.m. and 8 a.m., unless he has special reasons for doing so.

*Sectional Sergeants in charge of Constables on Beat Duty.*

45. A Sergeant in charge of a beat-duty section shall be responsible for the general conduct of the Constables on his relief, and the manner in which they attend to their duties while under his supervision. He must have the Constables belonging to his relief on parade at the appointed time, and observe and report to the Senior or other Sergeant in charge whether every man is present, and correct in dress, equipment, and appearance. He will read to the Constables any orders or instructions intended for their information, and march them to and from their beats. He shall report in writing as early as possible every act of misconduct on the part of any Constable. He must constantly patrol his section, and see that each Constable is active and attentive, and working his beat in accordance with defined direc-

tions, and knows the position of fire-escapes on buildings, fire-alarm posts, and public or other telephones available for his use. When he places a Constable on a beat for the first time he will accompany him around the beat, and give such verbal instructions as may be necessary to enable the Constable to work his beat correctly. If he finds a Constable absent from his beat without apparent cause, he is to inquire into the cause thereof and furnish a report on the subject when coming off duty. If the Constable has been absent for some time the Constable on the adjoining beat should be instructed to work in the vacant beat with his own. If a serious crime, fire, or disturbance occurs on the section, the Sergeant should send or telephone for assistance, taking such steps in the meantime as the circumstances warrant. He must pay particular attention to the manner in which houses licensed for the sale of liquor are conducted, and should visit them with a Constable at uncertain hours. He is to keep all reputed sly-grog shops, brothels, houses of ill-fame, opium-dens, reputed gaming-houses, low-class boarding-houses, pawnshops, and second-hand shops under strict supervision, and report anything suspicious in connection therewith that may attract his attention. When in charge of a night-duty section he shall visit each Constable on such section at least three times during his eight hours' duty and enter a record of each such visit in his memorandum-book, stating therein the exact time and place of each visit; and the particulars of each such record are to be again entered by him in his sectional report. Each visit made by him must be in the nature of a surprise visit, and he shall arrange the visits so as to cover the whole of the period of night-duty. When visiting the station, watchhouse, and prisoners in the cells he must not remain longer on the station premises than is necessary, and he must, if his visit exceeds five minutes' duration at any one time, enter in a book to be kept for that purpose in the watchhouse the exact time he enters and leaves the station on each such visit. He must visit the prisoners confined in the cells at least once in every two hours. When on day duty he shall visit the Constables on his section twice during each four hours of duty. If circumstances arise which prevent him paying the prescribed number of visits to the Constables on his section he must explain on the back of his sectional report the cause of his failure to pay the prescribed number of visits. He must produce his memorandum-book for inspection whenever he is required to do so by any officer or non-commissioned officer in charge of him. Neglect to carry out the foregoing instructions shall be deemed to be an act of misconduct on his part.

46. The Sergeant in charge of each relief must see that no civilians are present or within hearing while Constables are being instructed before being marched out on their beats, or while making their reports before being dismissed when coming off duty.

*Constables.*

47. A Constable shall always be placed under the control of a superior, but in the execution of his duty as a peace officer he is generally called upon to act on his own responsibility. He should therefore be a man of intelligence, discretion, active habits, and good temper. His first duty is perfect obedience to his superiors. He shall receive the orders of those above him with deference and respect, and execute them with alacrity. He must always be on the alert for the prevention of crime and the