

protection of the public; and he must never omit to report to his Sergeant, or other superior under whom he is serving, any circumstance that may appear to affect the public peace or the character of the Force.

*General.*

48. The Superintendent shall be strictly responsible for the state of his district and for the conduct and efficiency of all under his command. In like manner the Inspector shall be responsible for his district; and the Sub-Inspector, Senior Sergeant, or Sergeant, for his sub-district; and the Senior Detective or Detective-Sergeant for the men under his charge. If, therefore, irregularities are discovered, the Superintendent, Inspector, Sub-Inspector, Senior Sergeant, Sergeant, Senior Detective, or Detective-Sergeant, as the case may be, who neglected to report them will have to answer for his neglect.

49. As Superintendents and Inspectors must be held responsible for any irregularities or defects in matters relating to organization, administration, and discipline within their respective districts, it is directed that when a Superintendent or Inspector assumes charge of a district he shall with as little delay as possible make a general inspection of it, and report to the Commissioner anything defective or contrary to the regulations of the Force which then comes under his observation, so as to relieve himself of all responsibility connected therewith.

In all cases where members of the Force are found by the Commissioner, when on general inspection duty, to be either unfit for their rank, or very defective in the knowledge of their duties, or showing symptoms of habitual tippling, the Superintendent or Inspector in charge of the district will be held immediately responsible where such cases have not been reported by him.

50. It shall be observed as an invariable rule that in the absence of a superior his authority and responsibility devolve upon the next in rank, unless otherwise specially directed. A due regard for discipline therefore renders it indispensable that every Police party, however small, proceeding upon duty should have a responsible head; and it shall be understood that when there is no officer or non-commissioned officer available to take charge of the party, the officer or Sergeant sending the party on duty should name a Constable for the purpose, who shall be accountable for the proper performance of the duty, and be obeyed for the time being as if he were a Sergeant. In default of any such special appointment the senior Constable shall take upon himself the command, and be held responsible for the discharge of the required duty.

51. Any member of the Force who temporarily discharges the duties of a superior must indicate his own rank after his signature, and add "for" such superior. He must not be designated by himself or others as holding the "acting" rank of the superior.

52. Every member of the Force shall receive the lawful commands of his superior with deference and respect, and execute them with alacrity; and every superior in his turn shall give his orders in temperate language, showing due regard for the feelings of those under his command. And inasmuch as it would be manifestly subversive of discipline were any member of the Force to be allowed to comment either favourably or otherwise upon the orders or official conduct of his superior, such a practice is prohibited.

*Accidents.*

53. In all cases of street accidents, the injured person, if conscious, should be asked if he desires

to be taken home or to a hospital, and the wish expressed should be complied with if practicable and desirable. Where the person appears to be in immediate need of medical attention, the same should be procured.

Prompt inquiries should be made as to the cause of the accident, and the names and addresses of witnesses of the occurrence should be obtained with a view to their being subsequently interviewed if necessary.

Sometimes the condition of a person found insensible may be due to drunkenness and the subject a proper one for removal to a lock-up. In cases where the Police are in doubt, a medical opinion should, if practicable, be obtained and acted upon.

54. When accidents involving loss of life occur in factories, workshops, or aboard ships in port, the Police should immediately make full inquiries and, if necessary, take possession of any gear or appliances which caused the accident so that an examination of same by an expert may be made. In cases of accidents due to tram-cars, motor-cars, or other vehicles, particular note should be made of wheel-marks, distances, and other points which may be required in evidence in any subsequent proceedings. It should also be ascertained from the driver of the vehicle whether he was engaged in the business of an employer at the time of the accident, and, if so, the name and address of the employer.

55. Full reports of all cases of accident dealt with by the Police must be made by the members of the Force concerned as soon as possible after the case have been attended to.

*Accounts.*

56. The strictest economy shall be exercised in all matters relating to official expenditure by members of the Police Force.

57. Officers in charge of districts will be held responsible for any mistakes in accounts certified to by them.

The regulations respecting public accounts issued by the Treasury must be implicitly obeyed.

58. The pay of the Police (except salaried officers) shall be paid monthly out of imprest by the officer in charge of the district, who shall requisition on the first day of each month for an imprest advance sufficient to meet the amount of pay and incidental expenses for that month.

Abstracts for the salaries and allowances of officers must be forwarded so as to reach the Commissioner's office by the 7th of each month.

59. Detailed instructions relating to accounts will be issued by circular as occasion arises.

*Annual Report.*

60. As soon after the 31st day of March in each year as possible each Superintendent or Inspector in charge of a district shall submit to the Commissioner a report upon his district for the year ending on that date.

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 or 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.