

160. On the receipt of a notification from the Commissioner to call up any candidate for final medical examination the Superintendent or Inspector shall immediately notify the candidate accordingly, and inform him of the date on which he will be required to enter the Training Depot. He shall then cause inquiries to be made into the candidate's conduct in his district since last reported upon, and report the result to the Commissioner without delay.

#### Churches.

161. The locality of churches and other places of worship should be visited during service, so as to prevent the congregations being disturbed by youths or disorderly persons.

#### Civil Cases.

162. Where members of the Force are called as witnesses in civil cases they must look to the party who subpoenas them for their expenses.

163. Where members of the Force are sued in Court for debt, damages, or any other cause, they shall at once report the fact, with full particulars, for transmission to the Commissioner.

#### Clerical Staff.

164. Superintendents and Inspectors, and in some instances Sub-Inspectors, are allowed to employ members of the Force to assist them in the clerical work of their respective offices. The names of all such members must, however, be submitted to the Commissioner for his approval.

165. All men employed on clerical duty in any of the above-named offices must wear proper Police uniform during their hours of duty, and they must fall in, in uniform, on all monthly and special parades. They must also be available for uniform duty on all occasions when the services of extra Police are required.

166. Before a Constable is finally selected for clerical duty it must be shown that his educational qualifications are above that of the average Constable, that he is a man of exemplary conduct (including strict sobriety), and that he has discharged his duties with zeal, energy, and efficiency.

167. No Sergeant who has been employed on clerical duty shall be given charge of a station until after he has served at least a year on active Police duty as Sectional Sergeant after quitting clerical duty.

168. No Senior Sergeant employed on clerical duty shall be promoted to commissioned rank until he has served at least two years as Senior Sergeant outside the District Office.

169. If any member of the Force employed on clerical duty divulges, either directly or indirectly, any matter that may come to his knowledge in the discharge of such clerical duties he shall be liable to dismissal.

#### Complaints.

170. Any member of the Force believing he has grounds for complaint must report the circumstances of the case to his superior officer promptly; if he does not do so, but delays making his statement, his motives will be judged by such delay.

171. Members of the Force may at any time make any representations they wish to the Commissioner, provided that such representations are in writing, couched in respectful language, and submitted through their immediate superiors.

Officers shall submit such representations to the Commissioner without fail, and shall report their own views thereon.

172. Every reasonable consideration shall be given to complaints or representations from members of the Force, but combinations shall be severely dealt with as being subversive of discipline: Provided, however, that nothing in this regulation shall be held to prohibit members of the Force from becoming members of the Public Service Association of New Zealand. Any meeting held with the authority of the Commissioner or the officer in charge, as the case may be, shall not be deemed to be in contravention of this regulation.

173. Complaints respecting superiors, if disrespectful in tone or of a frivolous nature, will render the complainant liable to severe punishment. Insinuations will not be tolerated in official reports.

174. All members of the Force must understand that in preferring charges against their superiors they will expose themselves to severe penalties if their complaints should prove upon investigation to be groundless, or vexatious, or to have sprung from a spirit of recrimination or from vindictive, personal, or any other motives than a simple desire for the good of the service.

175. Great latitude is to be given by officers to any man who, thinking himself aggrieved, wishes to appeal to higher Police authority or to the Minister, and though it is their duty to point out to the complainant the danger of preferring a groundless or frivolous complaint, yet, if the latter persists, his complaint, whatever it may be, must be forwarded to headquarters, provided it is couched in temperate and becoming terms.

176. No man is permitted to complain on behalf of another, every man being held to be the best judge of his own grievances; nor shall any member of the Force write for or dictate to another any complaint to which he is not himself a party.

177. If a private individual makes any complaint against a member of the Force he must be treated courteously, and his complaint taken down in writing, after which he should be requested to sign it.

He should on no account be referred to another station, but his complaint must be received by the member of the Force to whom it is first made, who shall submit it to his officer in the usual way.

Care should always be taken to get as much detail as possible, with the view of detecting any unfounded accusations.

178. Any complaints or adverse comments made by Judges, Magistrates, or Justices regarding the conduct of the Police must be reported to the Commissioner, together with a full explanation thereon.

#### Correspondence and Reports.

179. All communications from officers in charge of districts intended to be brought under the notice of the Government or the head of any Department shall be made through the Commissioner, and all correspondence and reports from Sergeants and Constables must be forwarded through their immediate superiors.

180. Reports from any district for transmission to the Commissioner's office must be forwarded through the officer in charge of the district, except in matters of an urgent nature which the Commissioner should be promptly acquainted with, in which case the officer in charge of the station must send a telegram to the Commissioner at the same time as he sends one to the officer in charge of the district, and inform the latter that he has done so.

181. Reports from subordinate members of the Force must be drawn up in the first person in