

respectful and becoming language, and should be preceded by a brief reference or indication to the subject of the report, as in the following form :—

Police Station,
.....
.....19.....

REPORT OF CONSTABLE [OR SERGEANT, &c., as the case may be] No., RELATIVE TO [&c.].

Then should follow the report in the first person, and it must be signed at the end by the person making it, and his register number given.

182. All correspondence and reports must be expressed in clear and concise terms, and written on foolscap paper, with one-third margin, on one side only.

183. Proper attention should be paid to orthography; and names of persons or places should be correctly spelt, and always alike in all official reports and returns.

184. Every member of the Force should keep in mind the importance of distinct and legible writing. Officers and other members who send to headquarters reports or returns written in a cramped or slovenly manner will expose themselves to censure. No report should be so written as unnecessarily to increase its bulk; but the opposite extreme—that of attempting to compress the writing into a small space—is still more objectionable, and is to be carefully avoided. This admonition is especially applicable to the names of persons and places, which must be written with perfect distinctness. Special care should be taken that all signatures to documents are perfectly legible, both as regards initials and surnames. Erasures should not be made, but corrections of errors in words and figures should be made by drawing a line through the error and writing or typing the substituted words or figures above or elsewhere. Numerals especially should be corrected in this manner, owing to the difficulty of determining which number is the one. All such erasures and alterations should be initialled by the person who makes them.

185. Every officer of Police will be held responsible for a careful scrutiny of all reports passing through his hands, and shall see that they are respectfully worded and in proper form. He should see that so far as possible documents are not soiled, worn, or otherwise damaged by being unnecessarily carried about or by negligence in any form.

186. All reports must be promptly furnished. All inquiries should be expeditiously made and the result reported without unnecessary delay. If a stage is reached at which the investigation, if incomplete, cannot be continued, an interim report showing the progress of the inquiries to date should be furnished.

187. When correspondence is referred to any member of the Force for a report he shall make his report upon a separate sheet of paper, which must be attached in front of the file.

Minutes must not be written on the back of reports or correspondence; if there is not sufficient space on the front of the sheet, a fresh sheet of paper must be used. Margins should be used only for very short minutes, such as "Noted," "Referred to —," "Report herewith," or some equally brief remarks suitable to the occasion, but even this must not be carried to excess.

Full half-sheets of foolscap must be used for all reports, and no scraps of paper must be attached by any one.

188. Each distinct set of papers should be properly attached at the upper left-hand corner, having the

later reports in front, following consecutively in order of date. If metal fasteners are used in attaching papers, the points thereof should be uppermost. The pages of the file are not to be numbered. A blank sheet should be placed at the back of each file to protect it.

Photographs, extracts from newspapers, or exhibits of any kind of cloth or paper, should not be fastened or gummed to the upper left-hand corner of documents. This corner is used for the pin or other fastener of the file of papers, and the practice referred to not only results in mutilation of the photographs or press extracts, but in necessity to remove them in order to see or peruse them. Telegrams received and placed on a file should be mounted so that the fastener will not obscure or mutilate the place of origin, date, time, or number thereon.

Photographs not put up in envelopes should be affixed to separate sheets of paper in such a position if possible that the folding of the paper will not damage them. Press paragraphs should also be affixed to separate sheets of paper, or if more convenient and suitable in particular cases, either in the clear margin of the document (avoiding the left upper corner), or at the end if there is a clear space.

Long newspaper reports of trials, or other press matter required for Police files, should be cut column from column the correct lengths, and mounted neatly in proper sequence on foolscap or sheets of paper of similar size.

189. When telegrams or letters are sent to any person a press or carbon copy should be attached to the file so as to make it complete.

190. Ordinary official letters to officers of the Force should be addressed to "The Commissioner," "Superintendent," "Inspector," or "Sub-Inspector of Police," as the case may be, and not by name. The same rule applies to subordinate members of the Force.

Secret or confidential communications should be enclosed in a second cover, the inner one only being marked "Secret," or "Confidential," as the case may be.

When an official communication addressed to a member of the Force is enclosed in a cover marked "Private," "Confidential," "Secret," "Personal," or "Immediate," the cover of the reply, if any reply be required, should be marked in a similar manner.

When correspondence of a "secret" or "confidential" nature is received by an officer and it is impracticable for him to personally make the necessary inquiries, he should personally select and instruct a member of the Force to make them and to report direct to him. A record of such inquiries, and if necessary a copy or precis of the reports, should be kept by the officer personally in a private book.

Officers should make such arrangements as they think fit for the opening of and attention to secret or confidential communications received during their absence from office, residence, or the place where they reside. In such case the officer so authorized should make a copy or precis and hand it to the officer on his return.

191. All communications intended for headquarters are to be addressed to "The Commissioner of Police, Wellington."

192. In referring to previous correspondence with the Commissioner's office the record number of such correspondence must be quoted, and when any papers are forwarded with a minute they must be promptly attended to and returned.

193. Whenever an application upon any subject is made to headquarters, or any order referred to