

211. If finger-prints of supposed offenders are found they should be carefully protected until photographed or the article with print on removed.

212. In all cases of crime where the offender is not arrested at once, or is unknown, crime reports must be made out and circulated to those stations where information may be obtained. Copies of all such crime reports shall be forwarded to the officer in charge of the district and to the *Police Gazette*.

When necessary, information should be sent by telegram, and the crime report follow.

213. In cases where the member of the Force in charge of an out-station considers that information should be telegraphed to other districts he may suggest that course to the officer in charge of the district, giving his reasons therefor; but as a rule he shall only telegraph to the officer in charge of the district and to neighbouring stations in the same district. He shall in all cases inform his superior officer where he has sent the information to, so that the latter may exercise his discretion as to where else it should be sent.

214. Officers in charge of districts will be held responsible for the proper circulation of reports relating to crimes committed in their respective districts. Where there is reason to believe that the offender is proceeding towards any particular part of New Zealand, the Police of the district in which the crime was committed should report the fact to the Police of that place with the least possible delay. They should also communicate without delay with the Police of any part of New Zealand from which it is thought probable that important information regarding any offender can be obtained.

215. The description of offenders wanted should be carefully given in all crime reports, and the following particulars should be borne in mind when taking a description, although it is not expedient to give such full description as outlined except in important cases:—

Name, with aliases, to be written in full.  
 Country: If born in Great Britain the name of county to be given if known.  
 Trade or occupation: If a tradesman, whether he lives by same or otherwise.  
 Age: Actual, or to appearance.  
 Height.  
 Build: Stout, medium, slender, &c.  
 Weight (approximate) to be given in stones.  
 Complexion: Ruddy, fresh, sallow, sickly, fair, dark, &c.  
 Eyes: Colour, full or sunken, large, small, or medium expression.  
 Hair: Colour, worn long, medium, or short, bushy, thin, curled, or straight.  
 Beard, moustache, or imperial: Ditto.  
 Head: Large, medium, or small, round, long-shaped, or otherwise.  
 Features: Round, medium, or small, prominent, flat, or ordinary, cheek-bones high, &c.  
 Forehead: High or low.  
 Eyebrows: Bushy or thin.  
 Nose: Straight, pug, hooked, roman, large, or small.  
 Mouth: Large, medium, small, or otherwise.  
 Teeth: Regular or not, colour, any missing, &c., false or natural.  
 Chin: Round or pointed.  
 Arms: Long, short, or in proportion.  
 Legs: Ditto, bowed, straight, or knock-kneed.  
 Hands: Large, medium, small, delicate, coarse, long fingers or short, rings worn, any joints missing, &c.

Feet: Large, small, or proportionate.

Gait: Slovenly, smart, active, erect, stooping, &c.

Dress when last seen, and if known to have other dress with him, state same.

Personal peculiarities or deformities: Accidental or natural marks, peculiarities of manner, speech, habits, &c.

General appearance: Doctor, clergyman, clerk, labourer, miner, sailor, hawkker, pugilist, spieler, &c.

All persons wanted: Give particulars to whom known, and in what places, likely haunts, and associates; previous history, and if distinguished by any particular circumstance connected with his career.

In all cases where an offender has a previous *Gazette* reference the same should be given in crime report.

216. Two crime-books shall be kept at each station, in one of which shall be entered all crime reports respecting offences committed within the area attached to the station; in the other shall be entered all crime reports received from other stations.

The result of inquiries shall be entered up on each report in the crime-book, and if an arrest is made, the date thereof with name of person apprehended must be given.

#### Detective Branch.

217. Members of the Force employed in the Detective Branch should possess intelligence, tact, and aptitude for detective work. They should have the power of self-control and close observation, and should be practised in the art of eliciting information. They will frequently be in possession of secret information, and unless they possess the power of keeping their own counsel, even in the presence of their most trusted friends, their efforts may result in failure.

218. It should be their object to avoid everything that tends to excite distrust and suspicion, or expose themselves to misrepresentation. If they conduct themselves so as to lead to a suspicion that they are untruthful, there will be little confidence in their integrity and good faith, and their usefulness will, in consequence, be materially impaired.

219. As great importance is attached to the manner in which members of the Detective Branch discharge their duties, it cannot be too deeply impressed upon them that however anxious the Government may be for the conviction of criminals, even the greatest delinquents are not to be brought to justice by unjustifiable means.

220. Members of the Detective Branch shall be subject to the same discipline as other members of the Force, and shall be dealt with for disciplinary and other offences in the same manner as members of the Uniform Branch holding corresponding ranks. The principal duty of members of the Detective Branch is the detection of crime and the arrest of offenders, but it is also their duty to report any breach of the law that is brought under their notice, so that such action may be taken as may be deemed necessary.

221. They are not to withhold from their superior officer any information they may be possessed of relating to their duty.

222. When a member of the Detective Branch is sent on duty to any place away from his station where there is no officer, the nature and extent of his communications to the local Police must to a