

such inventory, together with a list of debts (if any), to the officer in charge of the district, who shall transmit the same, with all necessary information regarding pay and allowances due, to the Public Trustee or his agent, with a view to the proper disposal of such property in accordance with the law.

Defaulter and Merit Sheets.

240. Each member of the Force below the rank of Sub-Inspector shall have a defaulter sheet and a record of merit. All offences for misconduct, acts of indiscipline, &c., of which the man has been convicted shall be entered on the defaulter sheet. This sheet shall be kept at the district office of the district in which the man is for the time being stationed, and on his transfer to another district it shall be forwarded to the officer in charge of the district to which he is transferred.

241. A man's defaulter sheet shall be a correct transcript of the offences of which he has been convicted, and the punishment awarded for each offence. No monthly return of defaulters shall be sent to the Commissioner's office until the Superintendent or Inspector has satisfied himself that every conviction recorded against a man during the month has been correctly entered on his defaulter sheet.

242. The record on the defaulter sheet of the decision arrived at by the Commissioner, Board of inquiry, Superintendent, or Inspector, after hearing the evidence on each charge, shall be given to the person charged to read, who must signify in writing below the record that he has seen and read it; and he must clearly understand that by doing so he in no way prejudices his right to appeal against the decision should he feel he has good grounds for doing so.

243. The original file dealing with each offence of which a member of the Force is convicted shall be forwarded to the Commissioner's office.

244. The record number and date of the file relating to each entry on a man's defaulter sheet is to be entered in the column of "Remarks" opposite such entry.

245. Cautions and reprimands must not be entered on defaulter sheets, except in cases where reprimands have been administered by the Commissioner, when they shall be entered.

246. In the record-of-merit sheet shall be entered all records of merit granted by the Commissioner to any non-commissioned officer or Constable for special services rendered—such as acts of bravery in saving life at great personal risk to one's own life; the display of great tact and skill in working up a very difficult case and bringing it to a successful issue; or having shown in the discharge of his Police duties exceptional zeal and ability, exceeding that which is expected from zealous and efficient members of the Force of his own rank with similar opportunities.

Rewards granted for the detection of sly-grog selling, gaming, and similar offences shall not be recorded on the merit sheet.

247. An entry shall also be made in the merit sheet recording the granting of the long-service and good-conduct or other medal; the passing of the Solicitors' Examination, or any University, Civil Service, ambulance, or Police examination, or any examination showing that the man is proficient in any foreign or the Maori language, or that he is proficient in shorthand up to one hundred words per minute. Satisfactory proof of having passed any such examination must, however, be produced to the Commissioner before the desired entry can be made on the merit sheet.

248. On the discharge or death of a member of the Force, or on his promotion to the rank of officer, his defaulter and merit sheets shall be forwarded to the Commissioner's office to be recorded and filed there.

249. A certificate of service and conduct as disclosed by the defaulter and merit sheets may be granted to any member of the Force applying for same on his discharge from the Force, provided that he has completed at least twelve months' service and that he has not been dismissed or compelled to resign on account of misconduct or inefficiency. Such certificates shall be granted only by the Commissioner; other officers shall not give members of the Force certificates of service or testimonials, but shall refer applications for same to the Commissioner.

250. A record of the transfers of each member of the Force from station to station shall be kept with his defaulter sheet, and in which shall be entered the circumstances that have rendered each transfer necessary, so that it can be seen from the record whether any particular transfer was caused by misconduct or inefficiency, by causes altogether unconnected with the man transferred, or at his own request, or for any other reason. Some transfers are in the nature of punishments, while others are in the nature of rewards, as is the case where a man is frequently removed from station to station because of his superior capabilities. On the other hand, a comparatively inefficient Constable may be sent to an unimportant station where he will be subjected to but few transfers. It is therefore very necessary that the transfer record should be most carefully and correctly filled up, so that an officer, by a perusal of the particulars set forth therein, may be enabled to form a correct judgment concerning the character and efficiency of the Sergeant or Constable who has been transferred to his district. A copy of each entry made in a man's transfer record is to be forwarded to the Commissioner, so that the duplicate of the record which is kept in the Commissioner's office can be posted up accurately.

Depot.

251. A training-depot is established for the training of recruits.

All candidates who have not had considerable previous Police experience shall undergo a course of instruction therein before being sworn in, and should they prove in any way unsuitable will not be permanently appointed to the Force.

252. The following rules shall be observed at the training-depot:—

(1.) The probationers shall be provided with free lodgings at the depot, but shall provide their own sheets, towels, boot-brushes, &c.

(2.) They shall be provided with food by the depot caterer, and shall pay the amount fixed by the Commissioner therefor.

(3.) During summer (from the 1st October to the 31st March) all probationers shall rise not later than 6 a.m., and in winter 7 a.m. daily (except Sunday, when they shall rise not later than 7.30 a.m.), and shall do fatigue duty until breakfast-time.

(4.) The beds must be made, and bedrooms prepared for inspection by 10 a.m.

(5.) The hours for meals shall be arranged by the Superintendent of the district so that as many men as possible belonging to the mess may sit down together. All men must be neatly and properly attired at meals. They must not sit down to meals in shirt-sleeves or singlets.