

member of the Force may, and all members of less than two years' service who are off duty must, attend.

The classes shall be conducted by the Sub-Inspector, Senior Sergeant, or a competent Sergeant, and the subjects of instruction shall be the Police Regulations and all statutes bearing upon Police duties and practical Police work.

Leave.

310. All members of the Force will be allowed leave of absence according to the following scale: For every full month's service, one and a quarter days' leave on pay.

Leave may be allowed to accumulate for three years, so that forty-five days can be taken at one time.

Leave must be applied for on the printed form provided for that purpose.

311. Superintendents and Inspectors in charge of districts may grant leave according to the above scale to subordinate members of the Force. The Commissioner may authorize the granting of additional annual leave, up to five days, to members of the Force stationed in remote places.

312. Commissioned officers requiring leave must forward their applications to the Commissioner, and submit the name of the member of the Force who will act for them during their absence.

313. Leave of absence without pay may be granted by the Commissioner in special cases.

314. Leave shall only be granted if the member applying for it can be spared, so that it is advisable for all members to avail themselves of their leave in slack times, and not wait for general holidays, when their services are invariably required.

It must be clearly understood that leave of absence is a privilege, and that no man can claim such leave as a right.

315. A record of all leave granted to every member of the Force below the rank of Sub-Inspector must be entered on a sheet, which shall be attached to his defaulter sheet and forwarded with his papers to each district he is transferred to, so that it can always be seen what leave he is entitled to.

316. Sunday leave may be granted to members of the Force who are on day duty by the officer in charge whenever they can be spared, and care must be taken that such leave is equally apportioned. This leave shall not count against annual leave.

317. Members of the Force going on leave must make proper arrangements for the safe custody of Government property in their charge during their absence, and, if they are relieved, shall hand all property over to the officer relieving them.

Members of the Force who hold appointments under other Departments shall notify such Departments when they are going on leave, and give the name of the officer who is to perform their duties during their absence. Members holding appointments as Clerks of Court should similarly notify the Magistrate of the district when proceeding on leave or transfer.

318. Members of the Force when on leave shall be subject to every order, rule, and regulation of the Force, and will be liable to be called on to act, and to the consequences of any breach of discipline or good order, as if they were on duty; and members of the Force shall report any cases of misconduct coming under their notice on the part of men on leave of absence.

319. All members of the Force when on leave visiting places where a Superintendent or Inspector

is stationed shall report to him and leave their address, so that they can be found if required, unless they have left their address with the officer in charge of the district they belong to.

This provision does not apply when simply passing through by boat or train.

320. No member of the Force shall leave his sub-district, except on duty, without permission from his superior officer.

321. No commissioned officer shall leave his district, except on duty, without the permission of the Commissioner.

322. No member of the Force shall leave New Zealand without the permission of the Commissioner.

323. Members of the Force retiring on pension or superannuation allowance may, if their conduct has been satisfactory, be granted three months' leave on full pay prior to retirement. The house occupied by any such member of the Force, if the property of the Department, must be vacated by him on or before the date of commencement of his leave.

Marriage.

324. No member of the Force below the rank of Sub-Inspector will be allowed to marry without the permission of the Commissioner.

When a non-commissioned officer or Constable applies for permission to marry, the Superintendent or Inspector in charge of the district shall cause confidential inquiries to be made relative to the character of the intended wife and of her associates. If it is found that the result of such inquiries regarding her character, conduct, &c., is not satisfactory, permission to marry will be refused.

Applications to marry must be submitted to the Commissioner, and, if permission is granted, the date of marriage must afterwards be reported to him.

An entry of the date of marriage must also be made on the member's record sheet, and the authority for same quoted thereon.

325. If the wife of any member of the Force below the rank of Sub-Inspector dies he must report the matter so that the records can be altered accordingly, and if he has no family he will be expected to live in barracks.

Matrons.

326. Matrons and assistant matrons are appointed at each of the large cities.

They shall take charge of all female prisoners immediately they are brought to the station.

They shall keep the keys of the female cells, and not allow any of the prisoners therein to be conversed with except by order of the officer in charge of the station.

They shall carefully search all female prisoners, and hand any property found on them to the watch-house-keeper, signing the Prisoner's Property Sheet as searcher.

They shall escort female prisoners and female mental defectives as required, and shall always escort the former to the Court and remain with them while there.

They shall take charge of any stray children brought to the station until claimed or otherwise dealt with.

They shall carry out such other duties as may be assigned to them in connection with female offenders, the protection of young women and children, and the detection of offences committed against them.

The following is an indication of the duties referred to in the preceding paragraph:—

To visit public gardens, reserves, and playgrounds in daytime for the purpose of detecting offences committed upon young girls and children.