

(5.) *Warrants*.—All crime reports must state whether a warrant has been issued for the arrest of the offender, and by whom and where. If a warrant has not been issued in the first instance, but one is subsequently obtained, a supplementary report announcing the issue must be immediately forwarded to all places where the original report has been sent. The supplementary report should give the date of the original crime report, or quote the year and page of the *Police Gazette* in which the previous notice has appeared. Persons reporting crimes should be requested to obtain warrants whenever practicable. Crime reports relative to commitment warrants should give the full amount due, including cost of warrant, the term of imprisonment in default, and the gaol to which the committal is made.

A return of all warrants issued during each quarter and handed to the Police for execution and remaining unexecuted at the end of the quarter is to be forwarded for publication in the *Police Gazette*. If for any reason a crime report giving particulars of a warrant issued during the quarter has not been furnished for publication, a note is to be made in the "Remarks" column on the return, giving reasons why a notification of the issue of the warrant and particulars of offence have not appeared in the *Police Gazette*.

(6.) *Arrests*.—The arrest of offenders described in the *Police Gazette*, or respecting whom crime reports have been forwarded for insertion in the *Gazette*, should be promptly notified by the member of the Force effecting the arrest, who will be held responsible for the notification. The date of arrest must be inserted.

When notifying the arrest of persons charged with theft, or suspected of theft, it should be stated whether the property stolen, or any portion of it, has been recovered, and the *Gazette* reference given.

(7.) *Stolen Property described*.—The age, height, breed, colour, particular marks, value, &c., of horses should be given, and the brands imitated as nearly as possible, and their exact position stated. Cattle and sheep should be also carefully described, and ear-marks given distinctly in *writing*. In forwarding a description of the brands of horses and cattle by telegram it should be stated of what kinds of letters the brands consist, whether of Roman capitals or in *writing*. In describing watches the number and maker's name should if possible be obtained, and it should be stated whether they are ladies' or gentlemen's, open-faced, hunting, double-cased, or half-hunting, the term "double-cased" being reserved for those watches whose outer case is removed in order to wind, "half-hunting" implying a very small glass in the metal cover of the dial. In describing bicycles the numbers should if possible be obtained, and if they are ladies' or gentlemen's. All property should be described as minutely as possible, the value given, and if identifiable.

(8.) *Property found*.—A description of property, supposed to be stolen, found in the possession of offenders, for which owners cannot be found, should be furnished for insertion in the *Gazette*.

(9.) *Stray Cattle, &c.*—No advertisement of lost horses or cattle shall be published in the *Gazette* unless they are Government property; but notices of horses or cattle believed to be stolen may be inserted.

(10.) *Supplementary Reports*.—In all reports respecting gazetted cases members of the Force shall quote the year and page of the *Police Gazette* in which the previous notice appeared, and in reporting arrests state by whom effected. Supplementary reports of

cases already reported, but not gazetted, where arrests are made or stolen property recovered, should at once be forwarded to the Commissioner's office, and should contain such information as will clearly identify the case.

(11.) *Rewards*.—No notice of reward offered by any private person or persons shall be forwarded for insertion in the *Police Gazette* unless a written guarantee has been received from some responsible person that the reward will be paid to the person who performs the service for which it is offered. If such notice is communicated by telegraph, the addition of the words "Guarantee received" will be sufficient.

(12.) Each crime report, supplementary crime report, notice, and return forwarded for publication in the *Police Gazette* must bear the actual signature of the officer authorized to issue it.

Crime reports, &c., written with a pencil, or carbon copies, are not to be forwarded for *Police Gazette* purposes.

(13.) The *Police Gazette* must be carefully filed at each station, and the arrest or trace of each person wanted, or the recovery of property stolen, promptly marked up in red ink by writing across the original entry (or noting in the margin) the recovery or arrest as the case may be, and quoting the subsequent reference.

The non-delivery of the *Gazette* at any station must be promptly reported, and pressing inquiry made to trace the same.

#### Police Store.

372. A store is established at Wellington for the issue of uniforms, clothing, arms and accoutrements, saddlery, and other necessities.

373. Requisitions on the proper forms must be forwarded for what is required to the Commissioner, through the officer in charge of the district.

#### Prisoners.—Their Treatment and Escort.

374. Prisoners must be treated by the Police with the most humane consideration that their situation and safety will admit of, and no harshness or unnecessary restraint shall be used towards them; but as, on the other hand, the escape of any prisoner may result in the dismissal of the person in charge of him, the Police must be most vigilant in the performance of this important duty.

375. Every care must be taken to prevent persons of very advanced age or in feeble bodily health, or of weak intellect, or women whose confinement is imminent, from being sent to prison, and the Police must keep themselves informed of the condition of any such person when in their custody. They should bring all the facts within their knowledge before the adjudicating Court, in order that persons who are wholly unfit for penal discipline should not be committed to prison.

376. All possible facility must be given for prisoners to send for bail and to communicate with their friends, especially in the case of persons arrested on suspicion. The member of the Force in charge must, however, satisfy himself that no letter or message sent by a prisoner contains anything in the nature of a warning to accomplices or prejudicial to the interests of justice. Such persons should be supplied on their request with writing materials, and their letters should be sent by post or otherwise with the least possible delay; telegrams should also be sent at once at the expense of the prisoner if he so desires. If the prisoner is a foreigner he should be allowed to communicate immediately by letter or telegram with the Consular officer of his country.