

note made of the circumstances under which it was found and a report furnished. Prompt steps should be taken to ascertain if possible the owner of such property or money.

Requisitions.

429. Officers in charge of districts shall forward to the Commissioner quarterly requisitions for supplies of stationery, forms, and books required from the Government Printer.

430. Country stations shall be supplied from the district headquarters as becomes necessary.

431. Requisitions for saddlery, blankets, appointments, &c., to be supplied from the Police Store, shall also be forwarded quarterly if required.

432. Requisitions for authority to purchase stores, &c., may be forwarded to the Commissioner when the supplies are required.

433. Articles such as brooms, brushes, cleaning-kits, &c., should be purchased at district headquarters by the dozen, and supplied to out-stations as necessity arises. This will not only save a considerable number of vouchers for small amounts, but better value will be obtained.

434. At places where there are Government contracts, the contract price must always be quoted, and the supplies purchased from the contractor.

435. The approved requisition must always accompany the voucher, and if the requisition includes articles purchased from different persons it must be attached to one of the vouchers, and a note made on it showing the number of each voucher covered by its authority.

436. A requisition-book shall be kept at each station, and requisitions issued by the member in charge, with the approval of the officer in charge of the district, for all such services as railway and boat fares and freights, coach fares, buggy and horse hire, forage, and horse-shoeing.

These requisitions must be given to the person performing the service or making the supply, who shall fill in the back with the price, and return it with a voucher for the amount.

437. Members of the Force issuing requisitions will be held responsible for their prompt return attached to a Treasury voucher, which must be at once forwarded to the officer in charge.

It will not be held as an excuse that the tradesman or other person failed to make a claim; it is the duty of the member incurring the expense to see that the claim is promptly sent in, and he must do so.

The counterfoil of the requisition must in every case be filled in, and when the voucher has been furnished a note must be made across the counterfoil that the voucher was forwarded for payment on a certain date.

438. Officers inspecting stations shall carefully inspect the butts of the requisition-book to see that the last preceding regulation is observed.

439. In any case where a requisition is lost or mislaid, and it becomes necessary to issue a duplicate, care must be taken that the word "duplicate" is clearly written across the face of the requisition, together with the reason for issuing it.

Retired Officers.

440. Officers of the Force on retirement, whether before or after the commencement of these regulations, may be permitted to retain their rank and wear the prescribed uniform of such rank on official or public occasions: the letter "R" to be placed on the shoulder-cords or on the shoulder-straps below the badges of rank.

441. Inspectors and Sub-Inspectors on retiring from the Force after completing fifteen years' service as officers may receive a step of honorary rank as a reward for good and efficient service.

Saluting.

442. Respect to superiors being essential to good discipline, Senior and other Sergeants and Constables are to salute all those entitled to this mark of respect.

Officers will salute all officers of the Force superior to them in rank.

443. All members of the Force shall salute His Excellency the Governor-General, members of the Executive Council, and Judges of the Supreme Court, and any Admiral of the Royal Navy.

444. Non-commissioned officers and Constables shall also salute all commissioned officers of the Police Force whether in uniform or not, and all Stipendiary Magistrates, whom they know to be such; and all commissioned officers of the Royal Navy, the Imperial Army and the New Zealand Military Forces in uniform, when addressed by or addressing such officers.

445. Under no circumstances whatever shall any head-dress be removed by a member of the Force when saluting in uniform, and this order extends to any mark of respect which a man may desire to pay to his friends or to a passing funeral, &c.

446. Officers shall always salute their seniors on parade or duty when reporting themselves, or making a report to them, or on being dismissed on parade.

447. Officers in uniform, when saluting, must not take off their head-dress, but shall salute with the right hand. They must always return the salute of subordinates.

448. A salute made to two or more officers should be returned only by the senior.

449. A non-commissioned officer or Constable if standing still when an officer passes shall turn towards him, come to attention, and salute. When a non-commissioned officer or Constable addresses an officer he shall salute and halt two paces from him. When walking, non-commissioned officers or Constables shall salute an officer as they pass him. When a non-commissioned officer or Constable appears before an officer or other persons entitled to a salute in a room he shall salute before removing his head-dress. A non-commissioned officer or Constable without his head-dress, or who is carrying anything that prevents him from saluting properly, shall, if standing still, come to "attention" as the officer passes; if walking, he shall turn his head slightly towards the officer in passing him. When an individual non-commissioned officer or Constable meets a detachment of Police on the march he shall salute the officer in command.

When Police marching on duty meet an officer the member of the Force in charge of them will give the command "Eyes right," or "Eyes left," as the case may be, and "Eyes front" as soon as the officer has passed. Only the member in charge will salute.

450. Senior and other Sergeants and Constables shall always stand at attention when addressed by an officer of the Force; and should their barracks be visited by an officer, the men shall be called to attention by the first member of the Force who may happen to see him, whereupon they shall all cease their occupation and continue standing at attention until he leaves the apartment or permits them to sit down.