

taken to Court, so that, if he has any complaint to make, it can be promptly investigated.

525. When prisoners are searched, the searching must be done so effectually that all instruments or articles of property which they ought not to retain may be taken from them.

In taking possession of property for safe custody regard shall be had not merely to the value of the articles but to their capability of occasioning mischief or injury to the prisoners themselves or to others. For example, serious results have followed from drunken persons being left in possession of knives and matches.

526. Prisoners should be searched in the presence of the watchhouse-keeper when there is one, or in the presence of a third person, who should be invited to witness the search and sign the property sheet.

It is only where absolutely unavoidable that a prisoner should be searched without a witness.

527. Female prisoners must be searched by the Matron or female searcher, if any, and if none is available, then by a female to be employed for that purpose. On no account must they be searched by members of the Force.

528. The prisoner's property sheet shall be made out in duplicate, whether the prisoner has property or not.

529. If a prisoner is unable to write, the property sheet must be read over to him, and he must be requested to make his mark, which shall be witnessed by a third person.

530. If property belonging to a prisoner is received by the Police after he is locked up, it must be entered on his property sheet with a note of the date and from whom it was received.

If received after the prisoner has been sent to gaol, a fresh property sheet must be made out and sent with it to the gaol.

531. Property retained by the Police for the purpose of investigation or in connection with the charge must be entered on the sheet, and the signature of the officer who retains it obtained on the sheet.

532. When a prisoner is remanded from one station to another the property sheets must be in triplicate, so that one sheet can be receipted and filed at the station where he was arrested, one at the station where dealt with, and one at the gaol.

533. If a prisoner is discharged or released on bail his property must be handed to him unless wanted for further proceedings, and his receipt taken on the property sheet.

534. When a prisoner is sent to gaol his property must be sent there at the same time with duplicate property sheets, one of which must be signed by the Gaoler, who shall retain the other.

535. When prisoners without property are sent to gaol "Nil" property sheets must be sent with them.

536. Receipted property sheets must be carefully filed, and the watchhouse-keeper will be held responsible for the due filing of them.

537. Property taken from a prisoner must remain in the possession of the watchhouse-keeper until the prisoner has been disposed of, unless the property is alleged to be stolen, when it shall be retained by the arresting member, who must sign the sheet as having retained it.

538. Orders given by prisoners for the payment of money or delivery of property shall not be acted upon without the sanction of the officer in charge of the station.

539. Where there is any suspicion that the money or property forms part of the subject of a charge it must not be handed over without reference to the officer in charge of the district.

540. Any order given by a prisoner for the payment of money must be stamped in accordance with the Stamp Duties Act.

541. If any property is handed over, the receipt of the person to whom it is handed should be attached with the order to the property sheet, and a note made on the duplicate for the gaol that it has been so handed over.

542. Where prisoners have money and wish to use it for their defence they must be allowed to do so, unless such money is directly or indirectly connected with a charge pending against them, and there is a probability that a judicial order may subsequently be made as to its return to the prosecutor or other person, in which case it must not be handed over.

543. No person should be allowed to communicate with a prisoner in a watchhouse unless with the sanction of the officer in charge of the station. If the officer in charge sanctions such an interview, it must be in the presence of a member of the Force.

The only exception to this rule is in the case of solicitors or their clerks whom the prisoner may wish to consult; they shall at all times be allowed access to the prisoner, and a member of the Force must keep within view but beyond hearing.

544. Persons not connected with the Police Force must not be allowed to frequent watchhouses, but exceptions may be made in favour of members of the Press and persons representing societies for the assistance of discharged prisoners.

545. Prisoners should be classified as much as possible, persons charged with drunkenness, minor offences, and crimes being separated.

546. Male prisoners must be kept strictly apart from female prisoners.

547. Where young persons have to be locked up they must be kept separate from adults.

548. Mental defectives should always be kept separate, and placed in a padded cell where there is one, and should be disposed of as soon as possible.

They should be visited every half-hour or oftener, and particular care taken that there is nothing in the cell or on their person with which they could injure themselves.

549. Ordinary prisoners must be visited every two hours.

550. All prisoners when placed in a cell should have collars and ties, belts, braces, and handkerchiefs removed, and, if drunk, their shirt-collar should be loosened; and if the weather is cold, care must be taken that they are properly covered with sufficient blankets.

551. If a prisoner's clothes are wet they must be removed and dried.

552. A cell-door must be kept securely locked so long as a prisoner is confined in such cell. So also must the door be locked leading into the cell yard or passage.

553. The keys of all locks belonging to the lock-up premises must be kept by the watchhouse-keeper, who must open and close all cell and yard doors personally, and shall on no account allow any other person to do so.

554. Where a Matron is stationed she shall, however, have charge of the keys of that part of the lock-up set apart for the accommodation of female prisoners.