

*Stations.*

(2.) Names of stations opened or closed during the year. Where any new stations have been acquired they should be mentioned, but no recommendations should be made for new buildings, alterations, or repairs, as this will be done as necessity arises, a special report being made in each case.

*Casualties.*

(3.) All casualties in the Force for the year ended 31st March then last past, which should include deaths, retirements under the Public Service Superannuation Acts, voluntary resignations, dismissals, and compulsory resignations.

*Offences Return.*

(4.) An analysis of the offences return for the year ended 31st December then last past, showing the number of offences, serious or otherwise, the increase or decrease thereof as compared with the previous year, and, as far as can be judged, the reason therefor.

*Serious Crime.*

(5.) Brief remarks on serious crimes, showing increase or decrease, and probable cause therefor.

*Conduct of Police.*

(6.) Remarks upon the conduct of the Force generally during the year.

*Population.*

(7.) Increase or decrease of the population, and remarks on the prosperity or otherwise of the district.

*Legal.*

(8.) Recommendations as to any necessary alterations in the criminal law, and remarks as to the effect and working of recent legislation.

*Inspection.*

(9.) List of stations in districts, showing dates of each inspection by the Superintendent or Inspector during the year, and, if not inspected during the year, date of last inspection, and reason for non-inspection since that date.

**Barracks and Barrack Regulations.**

61. Officers in charge of districts will be held responsible for the good repair of all buildings and premises occupied by the Department under their charge; and no alteration or addition shall be made to any Government building, nor shall any building be erected, without the authority of the Commissioner.

62. Sergeants in charge of sub-districts will be held strictly responsible for the conditions in which the various Police premises under their supervision are kept.

63. All damage to such premises must be reported promptly to the officer in charge of the district, and if due to the carelessness or negligence of any member of the Police Force, that member shall be held responsible therefor, and required to make such damage good.

64. The Police shall keep every part of their barracks, including the approaches, passages, and yards, clean and in order. Manure-pits must be placed at a sufficient distance from the barracks to prevent any nuisance therefrom. Manure, if not used at the station, should be regularly removed.

65. The windows of Police buildings must be kept clean, opened whenever the weather will permit, and, when damaged, shall be immediately repaired. If such damage has been caused through the fault of a member of the Force, such repairs shall be done at the cost of the member of the Force responsible for the damage.

66. Gates and doors leading into the yard of barrack premises must be kept closed except while being actually used.

67. Large trees, the leaves of which choke the guttering and spouting on buildings, thereby causing damage to them, must not be allowed to grow anywhere near Police buildings.

68. Creeping-plants, roses, &c., must not be trained or allowed to grow up against any such buildings.

69. Where a Police paddock is provided the member of the Force in charge of the station will be held responsible that noxious weeds, such as gorse, black-berry, sweetbrier, broom, and ragwort, are not allowed to make headway in such paddock, and that half the roadway in front of the paddock is kept clear of all such noxious weeds. Live fences must be kept properly trimmed. The officer in charge of the district shall satisfy himself by inspection at least once in every six months that this regulation is strictly complied with.

70. No poultry, cows, horses, or other animals shall be kept on Police premises without the approval of the Superintendent or Inspector in charge of the district.

71. Fowls, if allowed to be kept, must be confined to a particular area and not allowed to run about the stable, lock-up, office, or residence. Fowls must not be kept where the Department provides forage for a Police or private horse.

72. At town stations where regular night and day beat duty is done an inspection shall be made daily at 3 p.m., when all rooms must be clean and tidy, beds made up, and the whole of the barracks, including passages, swept and dusted.

73. At stations where no beat duty is done at night all rooms must be clean and beds made ready for inspection at 9 a.m. each day.

74. At 11 p.m. such men as have not been given leave or are not on duty must go to bed, and all lights and fires, except such as are authorized to be kept up during the night, must be extinguished by 11.30 p.m.

75. (1.) No member of the Force shall leave the barracks without acquainting the Sergeant or Constable on duty where he is to be found, or go from the town where he is stationed without permission.

(2.) This regulation may be relaxed at city stations if the officer in charge approves.

76. Members of the Force who are unmarried shall provide themselves with bedding, consisting of two pairs of blankets, two pairs of sheets, one white quilt, one mattress, and one pillow.

77. If an officer on inspection finds that any article of bedding requires to be washed he shall order it to be replaced by a clean one.

78. A regulation box or other receptacle will be supplied by the Department to each man residing in barracks, to be kept in his sleeping-quarters, for the safe keeping of his underclothing and other personal effects. No private box, bag, or portmanteau shall be allowed in such quarters; they must be kept in a room specially set apart for that purpose. Shaving-requisites, soiled towels, underclothing, &c., shall not be left lying about exposed to view, and such articles must not be stowed away under mattresses.