

134. If any suspicious character is found loitering about he should be carefully watched, and the fact reported to the Sergeant and to the Constables on adjoining beats.

135. Any occurrences, however trivial in appearance, that have happened up to the time of the visit of the Sergeant in charge of a relief shall be reported verbally to him so that he may take any further steps that his experience suggests as necessary.

136. Loitering by the public at street-corners in busy thoroughfares should receive special attention from Constables, and loiterers should be firmly but civilly moved on. They should not be shoved or pushed about.

137. If at any time a Constable requires immediate assistance, and cannot in any other way obtain it, he must sound his whistle; but this is to be done as seldom as possible, and shall always be reported afterwards.

138. Sectional Sergeants and Constables shall, when on night duty, take notes in their memorandum-books of the dates, hours, and places at which they may have seen thieves, prostitutes, or other undesirables consorting together, and will at the end of their fortnight's night duty furnish reports giving full particulars of the result of their observations in this direction. These reports will be filed, and will be available for reference in the event of the persons named therein being prosecuted for vagrancy.

139. Constables on beat duty shall enter in their memorandum-books the exact time and place at which the Sergeant in charge of the section pays each visit to them. Any Constable who fails to make such entry shall be deemed to be guilty of an act of misconduct. The entries in Constables' memorandum-books shall be available for inspection by a superior as required.

#### Bicycles.

140. At stations where bicycles can be used to advantage an allowance, to be determined by the Commissioner, will be made to those members of the Force who provide their own bicycles for use on duty, provided that the approval of the Commissioner is first obtained.

141. Approval shall be given only in cases where the Superintendent or Inspector in charge of the district satisfies the Commissioner that the use of a bicycle is necessary or will promote the better performance of Police duty.

#### Candidates.

142. Candidates for the Police Force must be not less than twenty-one and not more than thirty years of age; they must be at least 5 ft. 9 in. in height, and have a normal chest-measurement of not less than 38 in. Provided that the Commissioner may accept candidates who are slightly under or over the prescribed age-limits, or who are not less than 5 ft. 8½ in. in height, if they are otherwise well qualified for enrolment. Candidates who have had previous Police experience may be accepted up to forty years of age.

143. They must have passed the Fifth Standard Examination prescribed under the Education Act, 1908, or some other examination of at least equal grade.

144. They must be smart, active, intelligent, good-tempered, and free from any bodily complaint or infirmity.

145. They must be of unexceptionable moral character, and be able to give a clear statement of their employment from the time of leaving school until the date of their application.

146. If an applicant is married he must submit a certificate of his marriage.

147. Every application must be made on the proper form, to be obtained from the Superintendent or Inspector in charge of the district. The candidate must fill in correctly the particulars required by the form, and submit a full statement of his previous employment since leaving school, and furnish testimonials from employers and other reputable persons who have had an opportunity of knowing him intimately. He must also obtain a certificate of birth, certificate of education, and, if married, a certificate of marriage, and forward same with his application to the Superintendent or Inspector.

148. The Superintendent or Inspector shall arrange to see the candidate personally at some suitable opportunity, and satisfy himself that the applicant's height and chest-measurement are up to the required standard, and that he is apparently a suitable candidate for the Force. He shall also cause the candidate to attend for a preliminary medical examination.

149. The Superintendent or Inspector shall cause all possible inquiries to be made in his district respecting the applicant's character, temperament, habits, and associates. He shall cause the various periods of employment in his district to be verified by reference to the employers, and shall forward the result, with the candidate's form of application and certificates, to the Commissioner.

150. If the applicant is a single man inquiries should be made at the various places he boarded at, and if a married man they should be made in the immediate neighbourhood where he resided.

151. When forwarding the application-papers to the Commissioner the Superintendent or Inspector shall express his opinion as to the candidate's apparent suitability for the Force, as formed from his personal interview with the candidate.

152. If the candidate should fail to pass the preliminary medical examination, or if it is considered from his appearance, apparent lack of intelligence, or any other cause that he is not suitable for the Force, the Superintendent or Inspector shall at once forward the application to the Commissioner with a report to that effect.

153. If after due inquiry a candidate is found suitable, his name shall be placed on the Candidates' Register, from which recruits will be selected as vacancies occur.

154. Candidates shall, when selected, be notified to attend for medical examination by the Police Surgeon, and, if passed, they shall be sent to the depot for training.

155. If it is found that they lack the necessary qualifications they shall be discharged from the depot.

156. After passing through the depot they shall, if found suitable, be sworn in and posted to a district.

157. Men who have previously served in the New Zealand or any other Police Force may, at the discretion of the Commissioner, be enrolled in the Force and exempted from depot training.

158. The selection of candidates will invariably be made by the Commissioner, with the approval of the Minister in charge of the Department. Members of the Force may advise suitable men whom they know to be respectable to apply for a form of application to join the Police Force.

159. All communications between the Commissioner and a candidate must pass through the hands of the Superintendent or Inspector in charge of the district in which the candidate is then residing.