

under any existing regulations of the Force, the section of the regulations or the date and number of the general order authorizing such applications must invariably be quoted.

194. In every case where officers seek information or where instructions from headquarters are manifestly required, and a communication is not received within a reasonable time, the Commissioner's attention should be called thereto.

195. If it is necessary to draw the attention of the Commissioner to any newspaper statement the paragraph should be cut out, pasted on a separate sheet of paper, and forwarded. The name of the newspaper and the date of issue should invariably be placed at the top of the sheet of paper.

196. A Superintendent or Inspector shall, before forwarding any document, report, or return to headquarters, carefully examine its contents and see that it is not inaccurate, informal, or imperfect.

197. An officer in forwarding reports from those under his charge should not detail facts which are already stated in the papers. He should, however, add any further facts bearing upon the case of which he may be aware, or correct any erroneous impressions which might be created by the previous statement of them. He should invariably give his own opinion of the facts of the case.

198. Officers submitting reports or recommendations respecting members of the Force must see that the register number and full name of each member referred to is given.

199. Two different subjects, though intimately associated, should not be treated in the same memorandum unless it is necessary to consider them in conjunction. For example,—

(1.) The recommendation to transfer Constable "A" should not be accompanied on the same paper by a recommendation of Constable "B" for the vacancy.

(2.) The recommendation of rewards for different convictions unconnected with one another should not be made on the same memorandum.

(3.) A recommendation for horse allowance should not be joined with a recommendation for a new stable at the same station.

200. No member of the Force shall divulge the purport of any official correspondence, or impart any information connected with the Department to private individuals, without authority from the Commissioner or the officer in charge of the district.

The Police are strictly prohibited from replying to any unauthorized inquiries made by individuals or societies seeking information as to the character, respectability, or financial position of persons residing in their districts. If information of a general nature, or statistics, is applied for, instructions must be obtained from headquarters.

201. On the transfer, retirement, or removal from the service of any officer, all official papers and books in that officer's possession shall be handed over to his successor after careful examination.

202. All reports of crime or other matters made by private individuals to members of the Police Force should be carefully taken down in writing, and after perusal signed by the person who made the report or complaint. Statements of persons interviewed by the police should be taken down in writing in a similar manner when practicable, and dates of the statements should be inserted.

Courts.

203. Members of the Force having to attend Courts must observe strict punctuality. The officer in charge

should inspect all men on such duty before they quit their stations, to see that they are smart and clean in appearance and in proper uniform; also to see that they are prepared with any property required to be produced in Court in any case in which they may be concerned.

204. Police when giving evidence must stand in an upright position, be respectful in demeanour, and speak explicitly and in a clear voice so as to be heard distinctly by the Court and jury. They are to confine themselves strictly to the evidence in the case before the Court (and to refresh their memories they may refer to any notes they may have made at the time), and in giving evidence they should avoid using slang phrases.

In cross-examination answers must be given with the same readiness and respect as in the examination-in-chief, that the whole truth may be elicited, whether against or in favour of the accused.

No man can be considered an efficient member of the Force who is not a good witness; and any instance of prevarication before the Court, or of giving partial or vindictive evidence, will ensure the immediate punishment of the witness.

205. In summary cases, the Police shall not appear as prosecutors in charges in which they are not the informants, except where statutory authority is given.

In all cases before Justices where a member of the Force is the informant, any other member of the Force may conduct the prosecution. (See section 81 of the Justices of the Peace Act, 1908.)

Any member of the Force although not the informant or complainant may act as prosecutor in any proceedings under the Police Offences Act, 1908. (See section 76.)

206. The Police are not to institute prosecutions for perjury, whether in civil or criminal cases, except by direction of the Court in which perjury takes place, or, in default of such direction, with the permission of the Attorney-General. When perjury is alleged to have been committed in criminal cases instituted by the Police it is the duty of the Police in proper cases to make representations to the Commissioner with a view to obtaining the consent of the Attorney-General to a prosecution, the Police in such cases making such initial inquiries as may be necessary for the Attorney-General's information.

207. The Police shall see that order is preserved at all Supreme and Police Courts.

208. Whenever practicable, an officer in uniform must be present during all sittings of the Supreme Court for the hearing of criminal cases.

209. At centres of population where the business of the Court warrants, Constables will be detailed to act as Court orderlies; at other places the Police need not attend Court during the hearing of civil cases unless any trouble is anticipated.

Crime and Crime Reports.

210. Where a serious crime comes under the notice of any member of the Force it is his duty to immediately report such particulars as are available to his superior officer, who shall decide what steps are to be taken to prosecute the inquiry; in the meantime the member reporting should make what inquiries he can.

Members of the Force who neglect to make such report, with the view of conducting the inquiries themselves, will be liable to severe punishment should any miscarriage of justice result through their inability to deal with the case.