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REGULATIONS AND INSTRUCTIONS FOR THE GOVERNMENT AND GUIDANCE OF THE POLICE FORCE OF WESTERN AUSTRALIA.

The Regulations and Instructions contained herein have been framed for the information and guidance of Members of the Police Force of Western Australia in accordance with the provisions of Section 9 of the Police Act, 1892, and shall come into force on Thursday, March 16, 1944.

All former rules and regulations of the Force are hereby repealed.

Any amendments or additions to these Regulations or Instructions which may from time to time become necessary will be published in the *Police Gazette*.

Disobedience of any of the rules herein laid down for the guidance of the Police will at all times make the offender liable to punishment; and the plea of ignorance will not be accepted.

Where the words "See Code" are mentioned they are to be taken as referring to the Police Code.

D. HUNTER,
Commissioner of Police.

1. ABORIGINES.

The police generally are required to render all the aid in their power to ameliorate the condition of the aborigines, and to enforce the law against persons committing breaches of the Native Administration Act, 1936, and its amendments.

(a) No member of the Force must witness any agreement under the provisions of the Act until he has satisfied himself that the aborigine is acting in a perfectly free and voluntary manner in the matter, and is not under any sort of fear, coercion, or restraint, and that he thoroughly understands the agreement he is entering into.

(b) In cases where the constable himself is unable to understand the aborigine, he is not to indorse any such agreement without obtaining the assistance of an independent and trustworthy interpreter.

(c) Should a Justice of the Peace be readily available, no member of the Force shall undertake to indorse any such agreement without previous reference to him.

(d) The Police are not to arrest aborigines for cattle stealing, except where direct evidence is available; and when aborigines are found with beef in their possession and are arrested for being in the unlawful possession thereof, only the ringleaders or, if necessary, those who are found with the alleged stolen property in their possession shall be arrested, and they shall be taken before the nearest Justice of the Peace.

(e) The police should caution persons travelling in the Kimberley district not to place too much confidence in the natives with whom they may come into contact.

(f) It shall be the duty of members of the Police Force, whenever it shall come to their knowledge that aboriginal natives are employed, to ascertain whether such natives are employed under a contract, in writing, duly witnessed by a Justice of the Peace, a protector of aborigines, or a person duly appointed to witness contracts in accordance with the provisions of the Native Administration Act.

(g) If, on demand by a member of the Police Force, production of the permit or permit and agreement is refused, it shall be his duty immediately to advise the District Inspector, who will communicate with the Commissioner of Native Affairs in the matter.

(h) Whenever it shall come to the knowledge of any member of the Police Force that an aboriginal is in any service or employment, except under permit or permit and agreement in accordance with the provisions of the Native Administration Act and Regulations, he shall warn the employer that he must immediately comply with the provisions of the Act and Regulations, and, failing the employer doing so within a reasonable time, must forward full particulars to the Commissioner of Native Affairs through the proper channel.

(i) Members of the Police Force are prohibited from rendering assistance in compelling the return of aboriginal natives to any employers.

(j) It shall be the duty of the Police, so far as lies in their power, to prevent the landing of Asiatics from pearling boats, except in prescribed areas or creeks, and the frequenting by aborigines of such areas or creeks.

(k) It shall be the duty of the police, so far as lies in their power, to prevent aboriginal women and girls from going on board any ship or boat used in the pearling industry.

(l) Any adult male aboriginal native may lawfully keep one unregistered male dog, providing such dog is kept free from mange or other contagious disease. Should representation be made by any person to a Justice of the Peace that such dog is dangerous or liable to spread disease, the Justice may order the destruction of the dog. If the number of unregistered dogs found in the possession of one or more natives shall be in excess of the number of adult natives in such party; such dog or dogs in excess may be destroyed by the police. There is nothing to prevent aboriginals from keeping other dogs providing that they are registered under the Dog Act, 1903, and there is nothing to prevent the local authorities from registering the dogs of aboriginals. In destroying natives' dogs the police should be satisfied that they do not bear a registration disc. The attention of members of the Force is drawn to page 80 of the W.A. Police Code in this connection. It is desired by the Advisory Board appointed under the Vermin Act that the Dog Act and Police Regulations be more strictly enforced, and it is suggested by the Board that natives be allowed to keep only the requisite number of good dogs, and that these be males.

(m) The police shall use the utmost vigilance in the detection and prosecution of offences against morality committed on aboriginal children.

(n) When engaged in pursuing offending aborigines, members of the Force must not, under any circumstances, send out the native assistants alone to capture or disperse them while the police remain in camp.

(o) In escorting native prisoners, the practice of chaining them by the neck must not be resorted to except in cases where the prisoners are of a desperate character, or have been arrested at a considerable distance in the bush; or, when travelling by sea, they are near the land to which they belong, and it is necessary to adopt special measures to secure them. Even then the practice must not be adopted if it can be avoided. When the escort has to camp out for the night, or to halt in the bush for any length of time, the prisoners should be chained by the leg.

(p) Native prisoners are not to be conveyed by sea without having a constable in charge of them.

(q) Whenever a native prisoner shows signs of fatigue, arising from excessive heat or want of water, or exhibits symptoms of sunstroke, an immediate halt is to be made, and every available means of relief must be afforded to the sufferer.

(r) Whenever practicable, arrangements should be made for the safe conduct back to their own country of discharged native prisoners and of native witnesses. The engagement of such natives for service beyond the limits of their own country should not be encouraged.

(s) The prisoners are to be allowed, when practicable, to rest during the heat of the day.

(t) The police are to carry as much water as the means at their disposal will allow, for the use of the native prisoners. The prisoners are to be halted *en route* as frequently as circumstances will allow. They are to be given water as often as they want it and it can be obtained.

(u) In the general treatment of aborigines members of the Force must exercise the utmost patience and humanity, combined with firmness and decision. Any violent or improper treatment of an aborigine on the part of any constable will be visited with dismissal from the service, or heavy punishment.

(v) No more witnesses than are necessary to prove the charge shall be brought in, and in no case shall female witnesses be brought in when the offence can be proved by male witnesses.

2. ABSCONDING DEBTORS.

Justices having declined to admit copy affidavits as evidence in support of claims made under the Absconding Debtors Act, 1877 (41 Victoria, No. 17), unless bearing the signature of the Justice before whom the original affidavit was made, members of the Force when receiving warrant issued under this Act will request to be furnished with a sufficient number of certified copies of the affidavit, indorsed by the Justice who received the original, to admit of one certified copy being supplied to the police at each port and one to the C.I.B. (See "Code.")

It is no part of the duty of the police to make trade or private inquiries for the whereabouts of debtors, or to induce payment of moneys owing; such inquiries are exceedingly improper and dangerous.

3. ABSENCE OF DISTRICT OFFICERS.

Should it be necessary for the officer in charge to leave his district, the member of the Force who is senior in rank will take charge until his return or the appointment of some other officer to it, unless the Commissioner approves of some other member of the Force being left in charge. When the officer is absent from headquarters, inspecting the stations or performing other duty in the district, the senior member of the Force at headquarters will assume charge of the headquarters station.

(a) He is not to leave the district without permission from the Commissioner except in cases of urgency, which cases must be at once reported to the Commissioner, and he will as far as possible confine the working of the Police Force under his command to the limits of his own district.

(b) When the officer in charge leaves the headquarters station on any duty which may detain him for a day or longer, he is to direct that all official letters or documents which may reach his office during his absence shall be handed to the member of the Force whom he leaves in charge of headquarters, who is hereby empowered and directed to open and act upon them to the best of his judgment, if it appears to him that the public service could not without detriment admit of the delay consequent upon their being forwarded to the officer in charge or standing over until that officer's return to headquarters.

4. ABSENCE WITHOUT LEAVE.

A member of the Force in charge of a station is never to absent himself from his station except on duty or by permission of the officer in charge of the district or division: and he must at all times be ready to meet any demand made upon his services.

(a) When a member of the Force is absent from duty without leave, the plea of sickness will be unavailing if he has supplied no medical certificate until called upon for an explanation of his absence.

(b) The N.C.O. or constable in charge is to make an immediate report of any man who absents himself from any parade or duty (unless illness is the cause of such absence), or, in the case of a single man, from his quarters at night, without leave.

5. ACCIDENTS.

In cases of serious accidents or illness overtaking a person in the street, it is the bounden duty of the police to render the sick or injured person or persons all the assistance in their power.

(a) When the police have occasion to convey any sick or injured person to the hospital or elsewhere, they must see that the cost of conveyance is defrayed by such person or his relatives. Only when the individual so conveyed is destitute and without friends will the cost be paid by the Government.

6. ACCOUNTS.

It is absolutely necessary that public creditors who do not personally receive their moneys shall fill in and sign the authority upon the account form for payment to their agents, representatives, or bankers, as the case may be. The name of the creditor and his address must be legibly and correctly written on the space at the head of the account, and must correspond with his signature. The receipt at the foot of the account is not to be signed before payment. The full Christian name or names of creditors requiring payment of accounts to their credit at any bank must be shown.

(a) The public bank account of the district officer must be confined to public moneys. In no pretence whatever must accounts of private funds be mixed with public bank accounts, or accounts of public moneys be mixed with private bank accounts.

(b) The marks of public creditors unable to sign their names must always be witnessed.

(c) Officers in charge of districts should see that accounts for supplies and personal claims of the Force are forwarded as promptly as possible after the service has been performed.

(d) District officers must hold their subordinates responsible for reporting all expenditure incurred by the latter.

(e) Special promptitude should be shown in forwarding accounts incurred in the month of June each year, as the financial year closes on the last day of that month; and it is important that all items of expenditure should reach Perth in sufficient time to be charged against the departmental vote for the financial year to which the expenditure properly belongs.

(f) The O.C. of the district will be held responsible for a careful scrutiny of all accounts and vouchers connected with the Force under him, which are to be supported and authenticated by his certificate; and he will take care that all accounts, returns, reports, and other official documents are prepared with the utmost accuracy, precision, and neatness, and in accordance with the regulations or circular orders, and remitted punctually to the Commissioner's office.

(g) Members of the Force should be careful to see that any person having a claim against the department is instructed in the proper mode of preparing his account. When a lack of education on the part of such person makes the task difficult for him, they should themselves prepare the account for his signature.

(h) When a public creditor wishes to have the authority on the account signed by an agent or representative, it will be necessary for him to attach an authority to that effect, otherwise the signature of his agent or representative cannot be recognised.

(i) Mounted constables when travelling on any duty likely to necessitate the purchase of forage, etc., for their police horses should take with them a few account forms, as well as travelling forage vouchers. When they incur expense of that description they can at once prepare an account for the service, obtain the signature of the claimant, and post the voucher with the receipt to their officer without delay.

(j) All accounts must, so far as practicable, be rendered through the officer in charge of the district in which the expenditure was incurred.

(k) In the case of accounts for services or supplies not under contract, the officer in charge of the district must accept the responsibility for the account being in order before being sent to Head Office for payment.

(l) When checked, the accounts must be certified by the officer in charge and transmitted to the Head Office. Every account must be supported by a requisition properly receipted to show that the service claimed for has been duly rendered.

(m) Cheques are not to be received from the public, on account of revenue or other receipts, unless the usual bank exchange is added to the amount due to the Government, in those cases in which a cheque is drawn on a branch other than that

in the place in which public moneys are collected. For instance, revenue received at Kalgoorlie cannot be paid by a cheque drawn on a bank in Perth unless the exchange is added, so also with regard to revenue collectable in Perth: a cheque drawn on a country branch tendered in payment thereof must have exchange added.

(n) Members of the Force are directed to exercise the strictest economy in all matters relating to Government expenditure. Any detected laxity on this point will meet with severe censure.

(o) Officers may, on their own responsibility, incur petty contingent expenses when necessary, provided the required outlay is but trifling. In all other cases, except when expenditure is necessary for the conveyance of police, or for the provision of forage or shoeing for police horses, the supply of water, etc., or for other services of too urgent a nature to admit of delay, no liability must be incurred without authority being first obtained from the Commissioner.

7. ACTIVE SERVICE WITH A.I.F.

Any member of the Force who resigned for the purpose of going on Active Service, and having left the Commonwealth as a member of the Australian Imperial Forces, who returns physically fit and is of good character, shall be forthwith reinstated with the pay, allowances, and seniority he would be entitled to had he continued to remain a member of the Constabulary. He must apply for reinstatement within three months of his discharge from the Military Forces or disbandment of such Forces. This regulation shall apply to any member of the Force who, being an Imperial Reservist, was called up for service on the outbreak of hostilities.

8. ACTS OF PARLIAMENT.

Members of the Force to whom copies of the Acts and these Regulations are supplied, or who are responsible for their care, are to note from time to time upon such copies any repeal or amendment of the Acts or Regulations.

(a) Each member of the Force will be supplied with such copies of Acts of Parliament as are considered necessary and a copy of these Regulations, and will be held responsible for their retention, cleanness, and freedom from damage or defacement. These volumes will be entered in the Kit Certificate, and when a member of the Force resigns or is discharged they must be returned to the District Officer in good condition, otherwise a deduction will be made from the pay of the person concerned to meet the damage or loss.

(b) Officers in charge of districts must forward to the Departmental Storekeeper Acts, etc., received from the Non-commissioned Officers and Constables who cease to belong to the Force. (See "Kit.")

9. ADDRESS.

A record of the private address of each member of the Force must be kept at the station to which each member is attached. Any change of residence must be reported without delay by the member of the Force concerned.

(a) Every member of the Force going on leave must supply his officer with particulars of his intended address during the term of his absence.

(b) Members of the Force visiting Perth on leave of absence must report themselves at the Central Station, where they will leave their address in order that they may readily be found if required.

10. ADVICE.

Members of the Force in command, whether officers or otherwise, are expected to be at all times ready and able to afford advice and information to those who are under them, on any matter relating to their duties. They must give their orders in language of moderation and of regard to the feelings of those to whom they are addressed. Any subordinate has a right respectfully to complain of an officer or sub-officer from whom he may have received any orders he may consider improper, or conveyed in unbecoming language.

11. AGE OF RETIREMENT.

The retiring age limit of members of the Forces shall be 60 years provided that the Minister, on the report of the Commissioner that any member over that age is capable of satisfactorily performing his duties, may allow him to retain his position until otherwise decided. Provided further that under no circumstances whatsoever shall any person remain a member of the force beyond the age of 65 years.

12. AID TO INJURED.

Recruits will not be permanently appointed until they have passed the prescribed examination in First Aid to the Injured.

13. ALIENS.

Every member of the Police Force of any State may with any necessary assistance prevent any prohibited immigrant, or person reasonably supposed to be a prohibited immigrant, from entering the Commonwealth, and may take all legal proceeding necessary for the enforcement of the Act (Immigration Restriction Act, 1901, section 14).

(a) Every member of the Police Force of any State may without warrant arrest any person reasonably supposed to be a prohibited immigrant offending against the provisions of the Act (Immigration Restriction Act, 1905, section 14a).

(b) A detailed statement of all expenses in connection with the arrest, deportation or disposal of any prohibited immigrant should be promptly forwarded to the Commissioner for collection from the Collector of Customs.

(c) In all cases of the arrest of coloured aliens who have deserted from ships or who are taken into custody for other reasons, the police must furnish information on the matter to the nearest Customs Officer, in order that it may be determined whether it would be advisable to apply the education test under section 5, subsection (2), of the Immigration Restriction Act, 1901.

(d) Any subsequent action the Federal authorities may take need not necessarily interfere with the ordinary course of justice. It should rather be regarded as supplementary thereto, as it might, by notice of the provisions of section 7, lead to steps being taken which would result in the deportation of the offenders from the Commonwealth.

(e) The following information, when it is procurable, shall be supplied, in addition to the ordinary particulars of the crime for which the sentence is being served:—

(a) Length of residence in the Commonwealth.

(b) Whether the offence was the first or not.

(c) Whether the man is coloured.

(d) Whether he is married, and if so, whether his wife and family are in Australia, and if his wife is an Australian.

(e) Police report on the man's character generally.

(See "Code—Immigration.")

14. ALLOWANCES.

An allowance in lieu of uniform shall be granted to Inspectors and a clothing allowance to members of the Criminal Investigation Branch and to Constables who are engaged on plain clothes duty.

(a) In cases where the family of a member of the Force who has been granted sick leave remains in the district, district allowance will continue to be paid until otherwise determined by the Commissioner.

(b) Members of the Force on sick leave will continue to draw their allowances, except anyone in receipt of district allowance who, with his family during the period of leave, moves to the coast or other district or division where such allowance does not apply; in which case the district allowance will cease after a period of six weeks' absence from the district to which he is permanently attached.

(c) Lodging allowance and district allowance will be granted to members of the Force during annual leave and accumulated leave, except as hereinafter provided.

(d) Members of the Force enjoying Long Service Leave will be permitted to draw lodging allowance on the distinct understanding that if in occupation of Government quarters such must be unoccupied and at the disposal of the Department during the period of leave.

(e) Members of the Force on Long Service Leave will, if they or their families remain in a district where district allowance is payable, be entitled to draw such district allowance during the period of such leave.

(f) Members of the Force on transfer from the Northern Districts who have been granted accumulated leave are entitled to draw lodging allowance only, not district allowance.

(g) In all cases except those mentioned in preceding regulations where special allowances are drawn, payment will cease during long service leave or otherwise if the member of the Force is absent from duty for a period of three months owing to sickness or any other cause; this, however, will not apply to members of the Force in receipt of plain clothes allowance and the usual allowance granted in lieu of uniform,

15. AMUSEMENTS—PLACES OF.

Members of the Force are strictly forbidden to contract the habit of drinking at public places of amusement or in public houses, and they must not frequent such places except on necessary duty.

The District Officer will make himself acquainted with the character of all the public houses or other licensed places of amusement and entertainment within his district, so that he may be in a position to afford the necessary information to the court on the days appointed for granting, transferring or renewing licenses, or to take such other action as may be required. He will also direct the attention of the sub-officers and constables in his district to such establishments, and will from time to time question them as to the manner in which the licensed houses and other places are conducted.

16. ANIMALS.

Members of the Force are not to undertake journeys or incur expense in connection with locating stray stock or other animals. Inquiries can be made when they are on patrol, but unless there are reasonable grounds for believing that the animal has been stolen, further action than this is not necessary.

ANTECEDENTS OF PRISONERS.

(See "Code—Criminals.")

17. APPOINTMENT—CONDITIONS OF.

Applications for enrolment in the Force must be in the candidate's handwriting, and the applicants must be under 27 years of age at the time of enrolment, of good education, mentally, physically and constitutionally fit for service.

(a) Candidates must not be less than 5 feet 10 inches in height, and if under 5 feet must be at least 36.2 inches, and if 6 feet or over they must be at least 37 inches in chest measurement.

(b) A Certificate of Birth shall be produced on demand.

(c) Members of the Force must promptly report to their officers any information of unfavourable character regarding applicants for employment in, or accepted candidates for the Police Force.

(d) If after a reasonable time any constable is found deficient in any respect he will be discharged as unsuitable for service.

(e) Each candidate will be required to submit himself to an examination in dictation and arithmetic and undergo a medical examination. He must subscribe, in the presence of a Justice of the Peace, or Officer of the Force, the following engagement in the terms provided by the Police Act, 1892:—

Engagement.

"I (A.B.) engage and promise that I will well and truly serve Our Sovereign Lord the King in the office of (Commissioner of Police, Inspector, Sub-Inspector, or other Officer or Constable, as the case may be), without favour or affection, malice or ill-will, until I am legally discharged; that I will see and cause His Majesty's peace to be kept and preserved, and that I will prevent, to the best of my power, all offences against the same; and that while I shall continue to hold the said office I will, to the best of my skill and knowledge, discharge all the duties thereof faithfully according to law.

"I further agree to accept and abide by such rules and regulations as may be approved by the Minister under section 9 of the Police Act, and such Circular Orders as may be issued from time to time, and that such rules, regulations, and Circular Orders shall be incorporated in and form part of the terms of my engagement, and that I shall at all times be liable to and bound by them."

(f) "Probationary constable" shall mean a man not permanently appointed, but undergoing instruction and proving his suitability for permanent appointment as a member of the Western Australian Police Force. When his efficiency is proved and his conduct is satisfactory he shall be classified as a constable as a vacancy occurs.

(g) On being appointed, and having subscribed the engagement, candidates become subject to all the duties and regulations of the Force and acquire all the powers and responsibilities of members of the Force. They are to understand that they engage for service in the Police Force not only for the discharge of Police duties, but for fatigue or any other work they may be ordered by their superior officers to perform. If selected for mounted duty they are liable to be dismounted at any time should such a course be considered expedient.

(h) They are to conform themselves to all the Regulations which already exist, or from time to time may be made, and are promptly to obey all lawful orders which they may receive from the persons placed in authority over them.

(i) Members of any branch of the Force may be transferred to any other branch whenever such transfer is deemed desirable by the Commissioner.

(j) Members of the Force are required to devote their whole time to the police service and are not to engage in other business or occupation.

(k) Candidates who have served in any other Force or Government Department must produce their discharge therefrom.

18. ARMLET.

The armlet when worn denotes the Constable is on duty. It must not be removed for any purpose during duty hours.

19. ARMS, AMMUNITION, ETC.

Each member of the Force will be furnished by the department with appointments, etc., and with certain arms and ammunition, as the occasion warrants. With regard to the ammunition, they will be held responsible for the proper expenditure of same. When applying for more it will be necessary to state how and when that previously issued has been used.

(a) The arms, accoutrements, etc., constituting the kit of each member of the Force will be marked with a distinctive letter and number. On being supplied with these or such other articles as it may be deemed proper to issue to him, he will be required to sign a certificate containing a list of them, including the date of issue, a statement of condition when issued, together with any other remarks it may be necessary to insert. The certificate will be countersigned by the officer issuing the articles, and must be retained by the member of the Force supplied, and be produced at any time for inspection when demanded by a superior officer.

(b) Should any member of the Force on leaving the service take with him any of the articles mentioned in the certificate, he will be liable to be prosecuted.

(c) Any member of the Force losing or defacing the certificate will be charged for a new one; and it will be presumed that he has been provided with every article usually mentioned in such certificate.

(d) Whenever any firearms supplied to the police are found to be out of order or in any way defective, a report must at once be sent to the Officer-in-charge of the District with a view of having the weapon forwarded to the Storekeeper for necessary attention.

(e) Members of the Force going on leave must not take with them any part of their arms or appointments or any Government horse.

(f) The arms, accoutrements and any other Government property in the possession of any member of the Force are to be returned to store or handed over to his successor in a clean and proper state; and the officer in charge should state on the back of the kit certificate in what condition the arms, etc., or other property issued to him were when returned or handed over, and should then forward the certificate to the storekeeper, who will supply a new one for his successor, without which the kit must not be re-issued.

(g) On the receipt of an order for the removal or discharge of any member of the Force, the O.C. of the District will satisfy himself that the arms, accoutrements, etc., entrusted to the man in question are complete and in proper order and condition, so that if any article is missing or damaged the cost may be deducted from his pay.

(h) The District Officer will be held strictly responsible for the cleanliness and care of such arms and appointments and for the proper expenditure of the ammunition.

(i) The District Officer, by frequent inspection, will satisfy himself that members of the Force are acquainted with the use and management of their arms and accoutrements, and that the duties to be discharged are properly distributed amongst them.

(j) The attention of all members of the Force is directed to section 233 of the Criminal Code Act, 1913, the provisions of which must be strictly adhered to.

(k) The section enacts the law relating to the use of arms by the police, and it is only in cases where the person sought to be arrested is reasonably suspected of having committed an offence punishable with death or imprisonment for life under the Code, and has first been called upon to surrender, that a constable would be justified in using a firearm, or any other force intended or likely to cause death or grievous bodily harm.

(l) Where an offender himself turns a deadly weapon against a constable with the intention of taking life, the latter would be justified in using a firearm.

(m) Under section 74 of the Prisons Act, 1903, a police officer charged with the custody of any person under sentence of death or penal servitude or imprisonment for any term may fire upon any such prisoner while attempting to escape from any prison or other place, or while attempting to assault any guard, gaoler, warder, police officer, or other person as aforesaid, or any other prisoner: provided that such firing shall appear to be necessary to prevent the escape of such prisoner, or the assault committed or attempted by such prisoner was of a character apparently dangerous to the life or likely to cause bodily harm to the person assaulted or threatened.

(n) A safe rule for all occasions is to maintain a cool demeanour, to avoid threatening, and, when extreme necessity arises, to act with promptness and determination.

20. ARRESTS.

Notwithstanding the power to arrest without warrant, enjoyed by a constable under the Common Law and Statute Law, it is advisable, if the situation does not require immediate attention, and where there is no danger of the offender absconding, to obtain a magistrate's warrant before making an arrest. In all doubtful or trifling cases, and in minor offences, it is proper when practicable to proceed by summons.

(a) An arrest on a criminal charge can be made (1), on a warrant; (2) by a constable without a warrant; (3) by a private person without a warrant.

(b) A private person acts at his own peril in arresting anyone for a crime not committed in his presence; whereas a constable may arrest without a warrant upon reasonable grounds for suspicion.

(c) In arresting without a warrant a constable, if not already known, should declare who he is and his authority for acting. He should also state the cause of arrest in a clear and distinct manner. To complete the arrest it is necessary for the constable to actually touch or restrain the offender.

(d) Every exertion must be made to effect an arrest, but it should be managed quietly, so that it may attract as little attention as possible, and no unnecessary violence is to be used. Members of the Force must act gently as long as possible, *preserving their temper to the utmost.*

(e) When a constable finds his exertions insufficient to effect an arrest he should warn one or more of the bystanders to assist him. It is an indictable misdemeanour for anyone so warned to refuse.

(f) If a person accused of felony takes refuge in a house, or if persons are fighting furiously in a house and a felony seems likely to be committed, a constable may, if necessary, break open the doors to get in: provided he has first demanded admission, stating who he is and his business. The breaking open of outer doors is, however, so dangerous a business that it should never be resorted to except in extreme cases or when an immediate arrest is necessary.

(g) When a person who has been lawfully arrested escapes from custody and shelters himself in a house, the doors may be broken open to retake him.

(h) An arrest with or without warrant may be made on any day of the week, at any hour of day or night.

(i) Notification of arrests should be forwarded as soon as practicable after arrest, and should include the date and place of apprehension, and the name of the person by whom it was effected. In all cases where an arrest has been made, and it is desirable to notify the same in the *Gazette*, full particulars as to the further disposal of the prisoner should be forwarded, showing the date on which the case is remanded, or the prisoner convicted or otherwise disposed of.

(j) Whenever a suspect is arrested by one member of the Force on information furnished by another member, the fact that such information was so furnished is to be published in the *Gazette*, and in forwarding matter to the Criminal Investi-

gation Branch for insertion in the *Gazette*, members of the Force in charge of Stations will be careful not to omit information of this description, and commissioned officers are to see that this instruction is duly carried out.

(k) It is not necessary to furnish reports of arrests without warrants for trivial offences for which no punishment is inflicted.

(l) In forwarding supplementary reports on cases already gazetted, the number of the page in the *Gazette* in which the previous report or notice appears should be quoted. When a previous report has been forwarded, but not inserted in the *Gazette*, the supplementary report should contain such information as will clearly identify the case.

(m) Where a person is charged with an offence by the police and a remand is desired, the English practice should be followed and some evidence, even if only of a formal nature, should be given.

(n) In most cases it would be sufficient to call the arresting constable and to prove that the accused is lawfully in custody in order to obtain a first remand.

(o) A constable will not arrest any person for a minor offence unless he has seen it committed, even though the complainant may be willing to sign the charge book. The constable asked to arrest for a trifling offence should obtain the name and address of the person accused, and hand the same to the complainant so that he may proceed by summons.

(p) The District Officer will use his own discretion, unless otherwise directed by the Commissioner, in regard to accompanying the police under him in pursuit of offenders.

(q) Any person arrested must be taken straightway without delay to the nearest lockup, or if there be no lockup to the nearest police station. Unless the arresting constable suspects the prisoner to have arms in his possession, he will not search him until he arrives at the lockup or police station, as the case may be.

(r) The police are not to apprehend or unnecessarily interfere with any person unless some specific act has been committed, by which the law has been broken. To deprive a person of liberty is a very serious matter and great discretion is necessary in trifling cases where one person charges another with having committed an offence.

21. AUTHORITY FOR EXPENDITURE.

The District Officer will see that proper authority is obtained, by telegraph if necessary, before any expenditure is incurred; but, in any exceptional case where the exigencies of the public service has necessitated some expenditure before authority could be received, it will be his duty to report the matter without delay with a view to obtaining the necessary approval. (See "Accounts.")

22. BATON.

In effecting the arrest of any person who resists apprehension, a constable may use his baton when the necessity arises, that being the purpose for which the weapon is supplied. He must on no account use his handcuffs to strike the offender with, nor must he employ any other unauthorised weapon; neither must he strike an offender on the head with the baton. If he does so he takes a serious legal responsibility and if any harm accrues to the individual may be required to answer a grave criminal charge. A blow on the arms or legs with the baton will be sufficient to disable a person. He is required to report to the member of the Force in charge every occasion the baton is used.

23. BEATS.

In places where the system of police duty pursued in Perth is adopted, a beat is committed to the care of a constable who will be informed by his sub-officer of the names of the streets, etc., forming the same. The constable is responsible during the time he is on duty for the security of life and property, and for the preservation of the peace and general good order within his beat, with all parts of which, including streets, thoroughfares, courts, and houses, it is essential that he should make himself properly acquainted.

(a) He should see every part of his beat in the time allotted, and this he will be expected to do regularly, so that any person requiring assistance may meet a constable by remaining in the same spot for a certain space of time.

(b) This regularity of moving through his beat must not, however, prevent a constable from remaining at any particular place, if his presence there is necessary for the due performance of his duty, to observe the conduct of any suspected person, or for any other good reason; but he will be required to satisfy his superior

officer that there was such a cause for such apparent irregularity. He will also attend at the appointed times and place to make a report to his N.C. officer of anything requiring notice.

(c) At all times, but more particularly when on beat duty, he should cause the removal of obstructions to public traffic so far as it is in his power to do so, and in every way diminish as far as possible the risk of accident to the public, as, for instance, by preventing trap doors in the pathway from being unnecessarily kept open, by removing from the pavement pieces of orange peel, banana skin. etc.

(d) If he observes anything in the street likely to produce danger or public inconvenience, or anything which seems to him irregular and offensive, or a nuisance, and he cannot himself take action thereon he must report the matter to the N.C. officer.

(e) If at any time he requires immediate assistance, he will make use of such means as he has at his disposal of calling for it; but this must be done as seldom as possible, for such alarm frequently creates the inconveniences it is intended to prevent by assembling a crowd.

(f) A constable is not to leave his beat during his term of duty, unless circumstances arise which render it necessary. If he sees an offence committed off his beat, he must at once proceed to arrest the offender, if it be a serious one, or to ascertain his name and address for the purpose of obtaining a summons if that be sufficient; unless the constable in charge of the beat where the offence occurs is at hand to attend to the matter.

(g) It is important that the officer in charge should himself tell off men for the different beats, and select men for any particular or exceptional duties. He is expected when on duty to attend the Police Court and to visit the lockups in his division as frequently as possible. He and the officers under him should also exercise a personal supervision over the men on their beats, and the N.C. officers who are detailed to visit them.

(h) The N.C. officers in charge of sections are expected to visit and speak to every man at least twice during each eight hours' terms of duty, to see that the beats are properly worked, and that the men are otherwise attentive to their duty. If the sub-officer does not speak to the constable on beat, he is not to record the meeting as a visit.

(i) The N.C. officers will be held responsible that the constables under their charge are properly instructed how to work their beats, and to perform every duty in connection therewith. Newly appointed constables should be conducted around their beats when first placed on them, and supplied with all the information concerning the inhabitants and their premises likely to prove serviceable.

(j) Constables on night duty will be held responsible that they frequently examine and satisfy themselves as to the security of the doors, windows, and gates of stores and other buildings on their beats.

(k) In cases where stores or other private buildings are found open by the police in the absence of the occupants, the constable should carefully examine the premises with the view of ascertaining whether a robbery has been committed or attempted, and the owner should, if possible, be advised by telephone. The police are not to remain in charge of the premises after his arrival, unless an undertaking is given that the wages of any constable left in charge will be paid by him.

(l) Should any suspicious character arrive at, or leave any part of the city or town within a constable's beat, it is his duty to inform his sergeant, who will report the matter to the officer in charge of the division; by him it should be communicated to the Inspector in charge of the Criminal Investigation Department.

(m) As the detection of offences depends very largely upon the support and assistance which the detectives receive from the constables on beat duty, every endeavour must be made by the constables to assist the detectives by promptly affording them all the information in their power respecting offences committed within the limits of their beats.

(n) It will be the duty of every officer attached to a division which comprises any city or large town to visit the sub-officers and men doing beat duty, to satisfy himself by personal observation that the work is properly performed, and that the constables are regularly visited by their sub-officers. The officer's supervision must be extended to the members of the Force on night duty as well as on day duty.

(o) The N.C. officers and constables will report all nuisances they may have observed, such as closets overflowing, dead animals lying about, etc., and will, if possible, ascertain who is responsible for the same. They will also endeavour to

detect persons writing obscene words or drawing obscene figures, etc., in public places, and if any such words or figures come under their notice, take steps to obliterate them.

(p) In all cases where the police discover a leakage from water pipes in thoroughfares or other public places, a report of the circumstances must be at once made to the Water Supply office for telephone.

9. A constable must not while on beat duty enter into conversation with any person whatever, except on matters relating to his duty. When asked his name and number by any person, on any reasonable occasion, he must immediately give them.

24. BORROWING MONEY.

Officers and N.C. officers must strictly avoid placing themselves under pecuniary or personal obligations of any kind whatever to their subordinates, and must at all times and in all ways maintain a character for unimpeachable integrity.

(a) If any member of the Force shall, directly or indirectly, whether for his own use or for the use of another accept or borrow money or property from any other member of a junior grade, whether the latter is under his charge or not or obtain his signature upon a bill, or otherwise make him the channel of borrowing or procuring money from any bank, corporate body, or individual, or induce him to become security for a loan or debt, the superior in rank will be liable to removal from the Force.

(b) Members of the Force are strictly prohibited from lending money to a superior for his own use or for the use of another or joining him in bill transactions or becoming security for him in any way.

25. BUSH FIRES.

The police must be careful to take all the precautions in their power to guard against bush fires in the country districts, and any case where a breach of the Bush Fires Act has been committed report same to the Local Authority, and a covering report forwarded to the District Officer.

26. CERTIFICATES OF DISCHARGE.

Certificates of character will be issued from the office of the Commissioner, and will be prepared in accordance with the record sheets. Constables who are removed from the Force, or who are discharged on resignation or otherwise before they have completed one year's service, will not be entitled to a certificate, but will be issued a discharge. No other certificates of character of service are to be given to persons leaving the Force. The Commissioner may append thereto any recommendation which he feels justified in giving, such as—His conduct was exemplary; his conduct was very good; his conduct was good.

In the case of a member of the force who retires after completing five years service without any punishment having been recorded against him, the certificate shall be indorsed "His conduct was exemplary."

27. CHARGES AGAINST POLICE.

The Police Act, 1892, confers on the Commissioner and officers of police certain powers of inflicting penalties upon sub-officers and constables as punishments for insubordination or misconduct against the discipline of the force. Section 23 provides that the Commissioner or some other commissioned officer of the force appointed by the Governor in Council may examine on oath into any such charge of insubordination or misconduct against the discipline of the force against any non-commissioned officer: and the evidence taken by such officer shall be referred for the decision of the Commissioner. If he considers the charge satisfactorily proved he may inflict a fine not exceeding five pounds, and may recommend to the Minister the reduction, dismissal, or discharge of the accused.

(a) Section 24 of the Police Act provides that the Commissioner or any other officer of the force appointed by the Minister for the purpose may examine on oath into any similar charge preferred against any constable, and on proof thereof may sentence such constable to pay a fine not exceeding three pounds; and every such sentence, if by an officer other than the Commissioner, shall be subject to the approval of the Minister. The Commissioner or other officer hearing a charge under section 23 or 24 of the Act shall have the same power to summon and examine witnesses and administer oaths as a justice, and the fine shall be enforceable in like manner as a fine imposed by a Justice under the Act.

(b) In all charges of misconduct against members of the force which are heard by the magistrates, if depositions have been taken in writing, the officer in charge will cause a copy to be made, and will transmit the same to the Commissioner with his report of the case.

(c) Should an action or prosecution be brought against a member of the force for anything alleged to be done by him while on or off duty, such member must report the fact in writing as soon as possible after the proceedings have been commenced to his District Officer, who will submit such report to the Commissioner without delay.

(d) Where members of the force are brought before Courts on charges preferred by persons outside of the service an officer, if practicable, should attend such Courts during the hearing. A copy of the evidence adduced must in all cases be submitted to the Commissioner.

(e) Members of the force charged with neglect, or violation of duty, may be brought before the Police Court and dealt with by Justices pursuant to section 19 of the Police Act, 1892. This course, should not, however, be taken without authority from the Commissioner.

(f) The proceedings in private inquiries before officers of police should be made to approximate as nearly as possible to the proceedings in ordinary Courts of justice, so far as the rules observed in the latter are applicable.

(g) When the misconduct complained of is of so grave a character that it would be obviously improper to allow the accused to remain in the execution of police duty so long as the charge remains open against him, he is to be at once suspended from pay and duty.

(h) In every case the charge must be in writing and entered in the form called "defaulter's sheet." If the accused wish it, a copy of the charge must be furnished to him before he is called upon to plead to it. Care must be taken to state the charge with sufficient fullness and clearness. Should the officer who is hearing the case consider such a course necessary, the charge may be amended during the hearing, but a copy of the amended charge must be supplied to the accused, if applied for by him, and sufficient time must be allowed him to prepare his defence to it. For this purpose the hearing must be adjourned, if necessary. The constable or N.C. officer accused should be required to plead in writing and append his signature to the plea.

(i) When the plea is "not guilty," the accused must be presumed to be innocent until it is proved by evidence that he is guilty. In all such cases it is necessary that the evidence shall be taken down in writing.

(j) Members of the force against whom charges are brought may be permitted to be represented by counsel on the hearing, but such members of the force must themselves be present to answer and plead, and must remain during the whole of the investigation.

(k) If the member of the force alleged to have misconducted himself be of a higher rank than constable, the officer in charge will, if necessary, suspend him from duty, and forward to the Commissioner a report of the matter with the evidence given, or a copy thereof, stating his view of the case.

(l) Charges against members of the force must not, under any circumstances, be heard by an officer in the absence of such members.

(m) Charges against members of the force will occasionally be of a somewhat general character, and facts in support of them may be adduced in evidence which the accused is not in a position to meet or deny in consequence of his being to some extent taken by surprise. In such cases reasonable time must be allowed to enable the defendant to collect evidence; and, if necessary, the inquiry must be adjourned for the purpose.

(n) If the officer who hears the case gives the decision it must be entered by him in the column for that purpose in the defaulter's sheet, and he must also record in the same sheet the names of the witnesses. If he wishes to make any remarks upon the merits of the case he can do so in the column headed "Remarks." On referring or submitting a case for the decision or approval of the Commissioner, he will forward the depositions taken at the hearing, together with the defaulter's sheet, containing the charge, the plea, and the names of the witnesses. The necessary entries will then be made by the Commissioner in the columns for "Decision" and "Remarks."

(o) The record of the case that is to appear in the record sheet of the accused should as a general rule be copied verbatim from the defaulter's sheet, but when the particulars are very full and extensive the officer may abridge

them in the record sheet, but, in doing so, must be careful not to omit anything of importance, or which may assist any other officer in forming a correct estimate of the case.

(p) In cases in which the accused is entitled to have the charge heard by a board under section 26 of the Police Act, 1892, he must submit his application for the board before the case is gone into. If he allows the hearing of the charge against him to commence before submitting any such application, he will be understood to have waived his right to apply for a board, and it will be too late for him afterwards to apply.

(q) When any member of the Force is charged with being drunk or with any offence of which drink or its influence forms a part, the investigation is not to be commenced until he is perfectly sober and recovered from the effects of the liquor.

(r) Drunkenness in a policeman must be understood to be such a departure from sobriety as renders him unfit to be sent on duty to exercise with due discretion the powers entrusted to him.

(s) When a member of the Force is found drunk or suffering from the effects of liquor, the alleged defaulter must be at once examined by the D.M.O. or, in his absence, a duly qualified medical practitioner, and a report on his condition obtained on the spot. In the absence of the D.M.O. or a duly qualified medical practitioner, the attention of one or more members of the force should be drawn to the man's condition, and their opinion obtained on the spot; and where the only member of the Force present is the member who may be required to prefer a charge, the opinion of one or more reputable persons should be obtained. If the alleged defaulter is a returned soldier, immediate inquiry should be made to ascertain whether he at any time suffered from shell shock.

(t) All charges which have been proved against members of the force are to be noted in their record sheets unless otherwise directed, and care must be taken that all offences dealt with by officers in charge of districts or divisions are duly recorded.

(u) The particulars of charges should be explicitly and clearly, though briefly, stated in the record sheets, the entry showing not only the nature of the offence, but the circumstances under which it was committed.

(v) When a charge against a member of the force, whether preferred by another member or a private person, is dismissed as groundless, or frivolous, or vexatious, and the character of the man accused remains unaffected by the charge, no entry of the case is to be made in his record sheet, whether the inquiry has been in a Police Court, before a board, or an officer of police.

(w) A person desirous of complaining of the conduct of any member of the force should be treated courteously and referred to the officer in charge of the station. If this cannot be done a statement in writing and signed by the complainant, his address, and the names of anyone witnessing the matter complained of should be obtained. The complaint should be inquired into at the earliest opportunity and duly submitted to the inspector.

(x) Complaints by members of the force against one another should be made in writing, and referred to the officer in charge of the station. All such complaints must be forwarded to the Commissioner as early as possible.

(y) Members of the Force are not permitted to take civil proceedings in cases arising from the performance of their duties, unless the permission of the Commissioner of Police is first obtained.

28. CHIEF INSPECTOR.

It is the duty of the Chief Inspector to proceed from time to time, in accordance with such instructions as he may receive from the Commissioner, to the several districts for the purpose of—(1) minutely inspecting the force and reporting on the state of efficiency in which he finds it; (2) investigating and reporting on any charge of misconduct against the police; or (3) performing any other duty which the Commissioner may require him to undertake.

29. CIRCULAR ORDERS.

The district officer will ascertain if the men make themselves acquainted with the circular orders or other instructions published for their guidance or information.

30. CIVILITY.

All persons are to be treated with the utmost civility, forbearance, and good temper by the police. Whenever a question is put to them by any person they are not to answer in a short or abrupt manner, but with the greatest possible attention; at the same time they are to avoid as much as possible entering into unnecessary conversation with anyone. A perfect command of temper is indispensable in the proper discharge of police duty. A constable must not allow himself to be moved or excited by any language or threats, however insolent; the cooler he keeps himself the more power he will have over his assailant. Idle or silly remarks are unworthy of notice, and if the persons making them see that they have no effect upon the constable, they will soon leave off. Forbearance and moderation will always be understood and appreciated by the public, the magistrates, and the Commissioner.

31. COMMISSIONER.

The Commissioner is appointed by the Governor, and is charged and vested with the general control and management of the Police Force of the State and also of any special constables who may be appointed. He may appoint so many non-commissioned officers and constables as he shall deem necessary for the preservation of peace and order throughout the State, subject to the approval of the Governor. He will from time to time, with the approval of the Minister, frame rules, orders, and regulations for the general government of the members of the Police Force, as well with respect to their places of residence, their classification, grade, distribution, particular duties, and inspection, as to the description of the arms, accoutrements, and other necessities to be furnished to them, and all such other rules, orders and regulations, relative to the said Force, and the control, management, and discipline thereof, as may be necessary for rendering the same efficient for the discharge of the several duties thereof, and for the purpose of preventing neglect or abuse.

(a) The Commissioner will furnish the Government from time to time with reports of the general state of the Police Force, regarding the number of men, their distribution and general efficiency, the increase or diminution of crime, the number of new stations that may have been formed, and such other information as it may be necessary to afford.

32. COMPLAINTS.

The members of the Force can at any time make any representation they may wish to the Commissioner. The representations shall be in writing, couched in proper language, and forwarded through their immediate superiors.

(a) Any subordinate officer or N.C. officer, on receiving a complaint, will forward it to the officer in charge of the district, who in turn will submit it to the Commissioner, if it is intended for him, with such statements of his own having reference to the subject as they may consider necessary.

(b) Any member of the Force feeling himself injured or aggrieved must bring the circumstances of the case under the notice of his superior officer at once.

(c) The officer in charge of a district, or, in his absence, the officer acting in his place, will attend at his office every morning to hear complaints by or against any of the men in his district, and he will take the necessary steps to have all such complaints investigated, and will report the result to the Commissioner.

33. CONSTABLES.

The constable, though often acting on specific orders applicable to the occasion, is likewise very frequently called upon, in the execution of his duties as a peace officer, to act upon his own responsibility. He therefore requires intelligence, discretion, decision, and perfect command of temper. He should receive the orders of those above him with deference and respect, and execute them to the very best of his power. He is to be ever on the alert for the prevention of crime, and the protection of persons and property, and is to report to his superiors every circumstance of an unusual character that may occur in connection therewith.

(a) A constable must be cautious not to interfere unnecessarily, or to be unduly meddlesome or officious in the discharge of his duty. When required to act he must do so with decision and boldness, but with no more violence than is necessary. He must bear in mind that he is legally responsible for his acts, and if he exceeds the legal limit of his duty he is accountable to the law either criminally or civilly.

(b) He must be guarded as to his general demeanour, and be of sober, orderly, and regular habits. He must execute all lawful orders with zeal and dispatch.

(c) He must avoid all appearance of lounging, loitering, or gossiping while on duty or in uniform. If he has any inquiry or report to make, he should stand at attention when making it, and he should maintain the same attitude when replying to inquiries by private persons.

(d) He must be neat and clean in his person and clothing, and be careful of his arms, appointments, and accoutrements, for any loss or injury to which he will be held responsible.

(e) He must work in unison with the other members of the Force, and in the event of complaints being made to the contrary the offender will be charged with a breach of discipline.

(f) Being a successful police officer does not mean being arrogant or a persecutor of the public—it means one who is efficient without being over-zealous, courteous and considerate at all times to everyone; attentive to duty on all occasions, treating one and all with civility and behaving at all times with decorum.

(g) He must have:—(a) An exceptionally good physique, with a high standard of physical fitness; (b) a good standard of general education; (c) certain qualities of character and personality which are acquired by decent living; and (d) a degree of general intelligence that is increasingly demanded of those who belong to the public services.

34. CONSTITUTION.

The Police Force of Western Australia consists of the following grades:—

Commissioner.
Chief Inspector.
Inspector (1st Class).
Inspector (2nd Class).
Inspector (3rd Class).

General Uniform Police:

Sergeant (1st Class).
Sergeant (2nd Class).
Sergeant (3rd Class).
Constable.
Probation Constable.

Criminal Investigation Department:

Sergeant (1st Class).
Sergeant (2nd Class).
Sergeant (3rd Class).
Detective Constable.
Probationary Detective.

Water Police:

Constable.

35. CONTRACTS.

No member of the Force will be permitted to derive any benefit from any contract entered into on behalf of the Department, or to accept any discount or other benefit in connection with any expenditure of public money.

36. CO-OPERATION.

Hearty co-operation between every member of the Force will materially contribute to the efficient discharge of their important duties in the detection of crimes and convictions of criminals.

37. CORONER'S JURY.

The police will see that none of the jury is kin to a deceased person nor interested in any person suspected of having caused his death, nor likely to be required as witness.

38. CORRESPONDENCE, REPORTS, ETC.

All communications which members of the Force may wish to make to the Government or to the head of any public department must, except when otherwise directed, be forwarded through the Commissioner.

(a) All letters and reports from any district for transmission to the Commissioner should be forwarded through the officer in charge of the district, except in cases of exceptionally grave outrage, serious breach of the public peace, or any

matter of an urgent nature, when officers in charge of divisions or N.C. officers or constables in charge of stations are to report direct to the Commissioner; but in every such case a copy of the communication which it has been necessary to send direct to the Commissioner should be sent to the officer in charge of the district.

(b) All correspondence must be expressed in clear, concise, and respectful terms, and any member of the Force using in such correspondence terms which are contemptuous in tone, or insubordinate in character, will be deemed guilty of an act of misconduct against the discipline of the Force.

(c) In all official reports, correspondence, and returns, the names of all N.C. officers and constables mentioned must be accompanied by the register numbers and rank of the individuals in question. When the register number is unknown to the writer of a report, etc., he must leave a space after the name in order that the number may afterwards be inserted therein.

(d) Reports from subordinate members of the Force should be drawn up in the first person and should be preceded by a brief reference to, or indication of the subject of the report in the following form:—

Police Station,

.....
.....19

then follows the report in the first person, and it must of course be signed by the person making it.

(e) Reports relating to outrage upon person or property, or to the peace of the country, although conveyed in concise terms, should embrace a full statement of facts, and of such other particulars as may enable the Commissioner to form a correct opinion upon the case. In every report of crime it should be stated whether any, and if so, what clue has been obtained to the discovery of the perpetrators, and what steps have been taken to trace the offenders, also whether the police of the adjacent districts or stations have been informed of the particulars of the offence.

(f) In referring to communications previously received from the Head Office or district headquarters, members of the Force should quote not only the date of such communication, but the file numbers which they have borne, if any. When any communication is forwarded with a minute, the party receiving it will, after noting and attending to the matter, return it without delay to the person by whom it was sent.

(g) The officer in charge will be responsible for keeping, or causing to be kept, all such books and returns as the necessities of the service require to be kept, and for forwarding such returns periodically or otherwise as may be required or called for by the Commissioner, and such returns must bear his certificate that they are correct.

(h) In forwarding the usual periodical returns, or any special returns which may be called for by the Commissioner, it is not required that officers shall send any communication with them, unless it is necessary to give some explanation or information respecting them.

(i) A Correspondence Book is to be kept at each Police Station, and in it must be recorded particulars of all memoranda, letters, telegrams, reports and returns, received at or despatched from the station. The book must be kept in such a manner as to make it easy to see at a glance how any matter upon which a communication has been sent to the station is dealt with.

(j) Police reports or memoranda must deal with one subject only. The day of the month upon which an occurrence takes place must always be quoted, not the day of the week.

(k) Errors occurring in books, etc., which cannot be re-written are to be corrected by drawing a pen across the entry and substituting the correction in red ink above it. Erasures in police accounts or official police books are not allowable.

39. COURTS.

The District Officer and members of the Force in charge of Stations will cause the men to be instructed when they have cases to bring before the Bench how to obtain evidence and conduct the proceedings, so as to present the particulars to the magistrates as clearly and intelligibly as possible. They will not only give directions to this effect to the constables, but will attend the court themselves as frequently as possible to see that the instructions are carried into effect. In important cases they will make a point of conducting the prosecutions, unless they

have been authorised to employ a professional gentleman for the purpose. Cases of less importance can be conducted by subordinate members of the Force, but whenever there is an officer available, the duty should be undertaken by him.

(a) Members of the police force having to attend courts must observe strict punctuality. The officer in charge should inspect all men on such duty before they quit the station to see that they are smart and clean in appearance, and in proper uniform, also that they are prepared with any property required for production in court in any case in which they may be concerned.

(b) During the sittings of the Supreme Court and Courts of Quarter sessions in their criminal jurisdiction, the police engaged in cases should frequently inquire during each day's sitting when their cases are likely to be called on in order to be prepared with their witnesses; and the witnesses should be frequently looked up to ensure that they are in attendance.

(c) Exhibits and other property in the hands of the police in connection with their cases should be in readiness to be produced at any moment required.

(d) Immediately after the trial the officer in charge of the case should see that his witnesses are paid and be prepared to give the paying clerk all information regarding their claims.

(e) Any application for restoration of any property to the prosecutor should be made to the Crown Prosecutor at once after the case is closed, so that the Judge's order may be obtained.

(f) If any property is given up by the Judge's directions, detailed receipts should be obtained.

(g) Members of the Force attending civil cases in their own time can retain the witness fees, but in no case are they to put the Department to any expense for time off or for travelling or transport expenses. Changing of shifts with this object in view is not to be allowed.

(h) Should it be found necessary to apply for leave to attend civil proceedings in connection with cases where a member of the Force is required to give evidence of events that have come under his notice in his capacity as a member of the Force then he should apply for leave of absence, but should advise the party issuing the subpoena that it will be necessary for him to be provided with conduct money sufficient to cover his wages, plus transport and travelling expenses, if any. The employee should refund the Department the amount of wages collected, but retain the transport and sustenance expenses paid to him.

40. CRIME.

The position in which members of the Force are placed is different from that which they occupied as private citizens. They have become peace officers, and in the performance of their duty as such their efforts should be principally directed to the prevention of crime. The security of persons and property, the preservation of public tranquility, and all the other objects of a police force will thus be better effected than by the detection and punishment of offenders after they have succeeded in committing crime.

(a) It must be clearly understood that the police are strictly responsible for the suppression of crime of every description in their respective sub-districts. If in any case they consider it would be advantageous to have the assistance of the detective police, and they make application accordingly in the usual manner, they will generally be allowed the services of experienced members of that branch. Members of the Force in charge of stations will be subject to severe censure if they prove unsuccessful in the suppression of any crime through failing to apply for such assistance when necessary, or if they evince a want of energy, or neglect to avail themselves of any legitimate resource that may be open to them.

(b) With respect to the possible identification of suspects by complainants it has been arranged for photo groups of prisoners issued with the *Police Gazette* to be supplied in duplicate.

(c) The copy for retention with the *Gazette* has printed thereon particulars of the offence, finger-print classification, etc., whilst the copy to be used for identification purposes by members of the public has no such information and is punched at the side with two holes for filing purposes in special covers that are being supplied to each Station. At the back of the latter copy will also be found a reference to the number of the *Gazette* and the year, e.g., 32 represents the number of the *Gazette* and 29 the year.

(d) District Inspectors are requested to see when on visits of inspection that these duplicate photos are correctly filed.

(e) When members of the public are requested to inspect the group intended for their use the Police must be careful to exhibit the whole group, and under no circumstances should special attention be drawn to the photo of any particular individual.

41. CRIME RETURNS, ETC.

A return showing the names, occupations, descriptions, and addresses of all criminals and suspected persons in the locality under his supervision must be made for the period ending on 31st December in each year, by every member of the Force in charge of a station. They must be promptly forwarded to the officer in charge of the district, who will gather together the returns from each station and transmit them without delay to the C.I.B., Perth.

(a) Criminal Charge Return, Form A, must be forwarded regularly each month in the wrapper provided for the purpose direct to the Government Statistician, Perth, who will transmit them to the C.I.B.

(b) Incomplete cards must be forwarded regularly with the succeeding month's cards. The cards should be fastened securely and properly enclosed in the wrapper before being posted.

(c) A Monthly Return of Thieves and Suspects is to be forwarded to the Officer-in-Charge of the Criminal Investigation Branch, Perth, and books of forms in duplicate are supplied to each Police Station for that purpose, but should any circumstances arise where it is necessary to immediately communicate the movements of criminals, the regulation regarding criminals (concluding paragraph) should be complied with.

(d) Crime returns will be forwarded from each station yearly, care being taken by the officers in charge of districts that these returns are compiled with the greatest accuracy, and forwarded with as little delay as possible. A return of the total number of persons charged during the year must accompany the Crime return for the year ending December 31.

(e) Charge Sheet will be forwarded as usual each month.

(f) The Regulation regarding special reports must be carefully complied with. (See "Correspondence.")

42. CRIMINAL INFORMATION FORMS.

All criminal informations, of whatsoever nature, must be forwarded to the C.I.B., Perth, at the first available opportunity, and the minutest particulars must be entered in them.

(a) In reports of inquests, or of deaths, every known particular concerning the person killed or found dead should be entered. In the case of a prisoner the register number should be stated.

(b) The names of all persons and places must be spelled correctly and written legibly. Christian names, as well as surnames, must be given in full.

(c) When necessary, information concerning offences, arrests, cancellation of warrants, etc., must be sent to the C.I.B. by telegram as well as by post.

(d) All reports of crime should be furnished on the criminal information form provided for that purpose. In cases of larceny it should be stated under the heading of "General Remarks, etc.," whether any, and if so, what portion of the property has been recovered. A full report of any crime or offence committed should be made whether an arrest has been effected or not.

(e) In forwarding information of property stolen, lost, or found, to the C.I.B., the police are required to see that every article is minutely described for the purpose of identification.

(f) Description of watches and jewellery should be made on the lines laid down in the *Police Gazette* of 6th October, 1920, page 309. Other goods, etc., should be described as follows:—

(g) Boats—The build, material, length, colour, marks, and fittings; oars (if any), length and material.

(h) Boots—Size, shape, material; plain, goloshed, or half-goloshed fronts, with or without toe-caps; broad, medium, or pointed toes; machine or hand sewn, pegged or riveted; plain or nailed soles; heel or toe-plates; lace-up, elastic-side, or blucher; and the nature of any repairs.

(i) Clothing, etc.—Material; machine or hand sewn; slop or tailor-made; if coats, sac, frock, dress, or tunic, and marks or repairs.

(j) Horses and cattle—Sex, colour, condition, breed, brands and exact position of same; if horse—age, height, points; collar, saddle, or other marks; and whether any white about face, body, or legs.

(k) Sheep—The breed and brands.

(l) Money—The class and denomination, *i.e.*, whether gold, silver, or notes; if notes, their value and numbers, if obtainable.

(m) If the full description cannot be obtained the criminal information or report, as the case may be, must be endorsed to that effect. Any further particulars obtained subsequently must be at once reported.

43. CRIMINAL INVESTIGATION BRANCH

Appointment to the Criminal Investigation Branch shall be made from applicants who appear to be best qualified for the performance of detective duties.

(a) The Detective Police are subject to the same discipline as other members of the Force, but their attention is principally directed to the detection of crime and to a special surveillance of the criminal classes.

(b) The detectives will be selected from the ordinary police, or from candidates offering themselves for this service who are considered suitable. They will first be employed on probation; but when favourably reported upon by the officer in charge of detectives they will be permanently appointed. They will subsequently receive promotion as vacancies occur, and as they prove by their zeal and efficiency their fitness for advancement. Promotion to the rank of officer is obtained on the same conditions as in the preventive Force.

(c) Members of the Preventive Force, when drafted to the Criminal Investigation Branch, will rank as Probationary Detectives.

(d) "Detective constable" means a constable attached to the Criminal Investigation Branch of the Police Department, who has been favourably reported on by the Officer-in-charge of that Branch, but who shall not be deemed permanently appointed to the Criminal Investigation Branch until he passes the examination for the rank of non-commissioned officer.

(e) "Probationary detective" means a member of the Force attached to the Criminal Investigation Department on probation for a period of 12 months. If he is not reported on favourably at the end of that period he may have such period of probation extended for a further 12 months. If reported on favourably by the Inspector in Charge of the Criminal Investigation Branch at the end of the 12 months, he shall be designated "detective constable."

(f) It is to be clearly understood that members of the Criminal Investigation Branch must look for advancement in their own branch, and that, *save* under very exceptional circumstances, transfers to the Preventive Force, with the equivalent rank and pay of that branch, will not be permitted.

(g) The duties of the members of the C.I.B. are principally detective, but occasionally they may be called on to perform preventive duties. They should exercise due reticence and tact in the performance of their duties and avoid anything that may excite distrust or suspicion.

(h) Except when otherwise directed all detectives shall communicate direct with the officer-in-charge of detectives in Perth.

(i) Detectives at stations other than Perth, where there is a Commissioned Officer in charge, will report themselves to him daily at an appointed hour, when they will submit to him all official letters and communications which they have received and their replies thereto. They will also furnish him with details of all matters of duty which come under their notice or require their attention, and acquaint him with the steps they have taken or intend to take in the particular cases they have in hand, and will obey any instructions he may issue to them.

(j) When a detective receives from another officer any order which clashes with the instructions he has received from the officer in charge of detectives in Perth, he must acquaint the former with the same, and if the officer persist in his order, the detective must of course obey him, but must immediately report the circumstances to the officer in charge of detectives in Perth, who if necessary will submit the matter to the Commissioner for decision.

(k) When a detective is doing duty at a station where there is no officer, the nature and extent of his communications to the police at the station must to a great extent be left to his own judgment and discretion, but he will be held strictly responsible that the public interest does not suffer through undue reticence on his part. He must conduct his business in such a manner as not to

clash with the action of the general police. He will keep the member of the force in charge advised of his absence from and return to the station, and, as far as may be expedient, of the duties upon which he is engaged. There will, however, occur cases in which entire secrecy is desirable.

(l) With a view to the detection of crime in their respective districts the detectives must acquire a thorough knowledge of the criminal class therein, must watch their movements, and promptly communicate particulars of the same and other necessary information to police stations. They are required to furnish periodically to the officer in charge of detectives surveillance returns of all suspected or criminal persons in their respective districts or divisions.

(m) Detectives will be afforded opportunities of seeing prisoners with the view of recognising them, studying their features, and otherwise familiarising themselves with the personal appearance, habits, and character of members of the criminal class.

(n) In reporting the particulars of inquiries conducted and arrests made, and generally of the actions they have performed, detectives must not omit to mention the names of other members of the Force who have been engaged with them in the same duties. They must endeavour at all times to secure the hearty co-operation of members of the preventive branch.

(o) Detectives must not withhold from their officer any information relating to their duty which they may acquire.

(p) As it is obviously necessary that they should perform their duty in private clothes, each detective is furnished with a badge of office entitled "Certificate of Authority" to carry on his person and to produce when necessary.

(q) The certificates are on no account to be transferred from one detective to another, nor will a second one be issued to any member of the branch except when the certificate has become worn out, when it must be given up on the issue of a fresh one. They are numbered consecutively as issued, and on any detective leaving that branch of the Force his certificate is cancelled. Each one will be strictly responsible for the care of the certificate issued to him, and upon no account must he let it go out of his possession until, on his transfer or retirement from the branch, he returns it to the officer in charge.

(r) Any detective who loses his certificate must immediately report the loss to the officer; and, unless he can give a satisfactory explanation of the cause of the loss, he may at once be suspended from duty, until the charge of neglect against him has been disposed of. Should the loss prove to be due to carelessness or neglect he will be severely punished.

(s) The certificates are the property of the Government and must be returned with other appointments by members leaving the Force. In the event of the death of any detective care must be taken to secure his certificate and transmit it to the Commissioner without delay.

(t) The certificate is the only badge used by detectives. In cases where in addition to the certificate further proof is required that the bearer is the person named therein, the detective can produce his memo. book, some official letters, cards, or like documents.

(u) It is requested that any detected instance in which an improper use has been made of the documents thus issued to members of the detective force may be at once reported to the Commissioner.

44. CRIMINALS.

The police are forbidden to furnish any information whatever to anyone outside the Department regarding the criminal history or antecedents of convicted persons.

(a) If approached by employers or others at any time on the subject they should refer them to the District Officer, who will, if necessary, communicate with the Commissioner of Police in regard to the information desired.

(b) Members of the Force must not discuss with the persons summoned to serve on juries the particulars of any case or matter in which they may be called upon to decide the issue, and under no circumstance must such persons be supplied with any information whatever regarding the criminal history or antecedents of a prisoner.

(c) Whenever a member of the Force learns that any person reasonably suspected of being engaged in crime has removed from one locality to another, he must report the change at once to his officer, who will see that intimation of it is promptly forwarded to the officer in charge of the locality to which he has removed, and to the C.I.B., Perth.

45. DEATH—MEMBER OF FORCE.

On the death of any member of the Police Force the Minister may, on the recommendation of the Commissioner, grant to the relatives dependent upon such member the monetary equivalent of such leave of absence as shall have accrued and shall not have been taken by him at the time of his death, together with *pro rata* long service leave up to the date of death, or in any case where long service leave shall not have accrued at the date of death, the monetary equivalent of *pro rata* long service leave to the date of death.

(a) Free transport in accordance with the regulations will be granted to the widow, and children under sixteen years of age, of any officer, non-commissioned officer, or constable, from the place where he died to any part of the Metropolitan area. The Department will also bear the expense of transporting the furniture and effects of such late member of the force to the Metropolitan area.

46. DEBTS.

Members of the Force must not permit private accounts to accumulate with tradesmen to such an extent as to bring discredit on the Force.

47. DESERTERS.

The police will give every assistance in tracing and arresting naval deserters from Imperial and Commonwealth Navies. Those surrendering themselves are to be sent to their destination without escort.

48. DESIGNATION OF RANKS.

Members of the Force above the rank of Sergeant are the holders of His Majesty's Commission and are designated Officers, whilst Sergeants are called Non-Commissioned Officers.

The general uniform police are subdivided into Mounted and Foot Police.

49. DISAFFECTION.

If any member causes, or attempts to cause, or does any act calculated to cause disaffection amongst the members of the Force, or induces, or attempts to induce, or does any act calculated to induce any member of the Force to withhold his services, or to commit a breach or breaches of discipline, he shall be deemed guilty of an act of misconduct against the discipline of the Force.

50. DISCIPLINE.

Discipline must be maintained throughout the Force. In the absence of a Commissioned Officer or N.C.O., the responsibility of maintaining same rests with the senior member of the Force present.

(a) Officers and N.C. officers must respect and uphold the authority of their superiors, and set an example of strict and prompt obedience. They must be civil and obliging to those under them without compromising by improper familiarity the respect due to themselves.

51. DISMEMBERMENT OF EMPIRE.

Any member of the Force who by word of mouth or in writing or by any act or deed advocates the dismemberment of the British Empire, or who says or does anything calculated to incite, encourage, or assist disloyalty, shall be deemed guilty of an act of misconduct and be removed from the Force.

52. DISTRICT OFFICE CLERKS.

Each officer in charge of a district is allowed a constable to act as clerk in his office; but he will explain to such member of the Force that the occupation is of a very confidential nature, and that he will be held strictly responsible for his conduct in such office as well as for a due observance of and obedience to the general rules and regulations of the Force. No other officer will be allowed the services of a member of the Force as clerk without express permission from the Commissioner.

(a) If any member of the Force employed at clerical duty divulges, either directly or indirectly, any matter that may come to his knowledge in the discharge of such clerical duties, he shall be liable to removal from the Force.

53. DIVISION OF STATE INTO POLICE DISTRICTS.

For public purposes the State is divided into districts, the districts into sub-districts or divisions, and these again are divided into stations, patrols or beats.

The number and boundaries of districts are altered from time to time as circumstances require.

54. DIVORCE.

No inquiry is to be undertaken which will ultimately lead to divorce proceedings being taken.

(a) Whilst it is incumbent on members of the Force acting as Bailiff to serve citations or summonses in connection with proposed divorce proceedings, nothing further than the affidavit of service is to be indorsed on the return to the summons.

(b) This is necessary, as recently an instance occurred where a solicitor had a prepared affidavit forwarded for the constable serving the summons containing certain questions to which answers were requested. This action was quite irregular, and the questions should not have been answered.

55. DOMESTIC QUARRELS.

The police should not interfere in domestic quarrels unless there is reason to fear that violence is likely to result.

56. DRILL.

Every member of the Force will be instructed in such drill as may be considered necessary, either for mounted or foot duty.

(a) As the Police Force is not a military but civil force, all unnecessary military parade and show, as well as the frequent and unnecessary display of firearms and other weapons, is to be avoided.

(b) In any building sub-officers and constables will stand at attention, and if sitting down will rise when an officer or other person entitled to a salute is passing.

(c) Officers are never to permit without reprimand the smallest marked inattention or want of respect from those who are subordinate to them. On the other hand, it is expected that the officer will not fail through negligence, indifference, or other cause to return a salute with proper recognition. The particular mode of saluting will form part of the drill.

(d) All members of the Police Force (officers and men) are to salute His Excellency the Governor, members of the Executive Council, and Judges of the Supreme Court if they are known to them.

(e) Sergeants and constables shall salute all Magistrates, Justices of the Peace when meeting them at their courts or interviewing them on official business, and all officers of the Police Force whom they know to be such whether dressed in uniform or not.

(f) 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 friends or to a passing funeral, etc.

(g) 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.

(h) 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 a subordinate.

(i) A salute to two or more officers should only be returned by the senior.

(j) 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 in a room, he shall salute without 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.

(k) 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.

(l) Constables shall show their respect for sergeants by standing at attention when they address them on duty.

(m) No officer shall fail to acknowledge the marks of respect paid to his rank by their subordinates, and he must be equally careful to call to account any member of the Force who is guilty of marked inattention to him, whether on duty or not.

(n) Detectives shall not salute officers of the Force or other individuals entitled to this mark of respect.

(o) Police marching in a body do not salute, but the words "eyes right" or "left" are given by the member in charge.

(p) Members of the Force are to salute the King's Colours when they are borne past. It is most desirable that this mark of respect should be shown, and members of the Force when the Colours are paraded should salute them.

(q) In this regard it is to be understood that members of the Force employed on urgent duties, such as traffic point work, etc., and which demands their whole attention, are not expected to so salute.

(r) At ceremonial parade days, such as take place on Anzac Day, all returned soldiers who are members of the Force should wear their medals, and not ribbons only.

57. ECONOMY.

The District Officer is to pay strict and constant attention to economy, and whenever he sees any means of reducing the expense, or promoting the utility of the Force in the locality within his charge, he must not fail to communicate his views to the Commissioner.

58. EDUCATION.

A constable desirous of advancing in the service should devote such hours as he can spare from duty to acquiring a thorough knowledge of his duties and endeavouring to acquire a general knowledge of, and take an interest in, affairs outside his calling as a police officer.

59. ELECTORAL CLAIMS.

The police are hereby instructed to assist State Electoral Registrars in the enrolment of electors.

60. ESCORT OF PRISONERS.

When escorting prisoners from one place to another, the first duty of a constable is to see that he has a proper warrant for the prisoner's custody. He must on no account take over a prisoner without the warrant, unless its absence is satisfactorily explained, or under the orders of a superior officer. The responsibility of selecting the escort or number of the escort must rest with the officer in charge of the station.

(a) He must see that he has the prisoner's property sheet and his property; if the latter is detained for any purpose he must see that an entry of such detention is made upon the property sheet.

(b) When recording on Prisoners' Property Sheets the property found on prisoners, great care must be taken to describe each item in such a manner as to leave no doubt regarding its identity. Documents of all kinds should be minutely described and the same should apply as far as possible to all articles found on the person or in the possession of any person taken into custody.

(c) He must then search the prisoner and satisfy himself that he has no weapon or other property on him.

(d) He must ascertain the character of the prisoner, so as to form an opinion whether it is necessary to restrain him in any way in order to secure his safe custody.

(e) Acquaintances or other persons shall not be allowed to accompany or mix with prisoners on escort or communicate with them without permission.

(f) Escorting constables must on no account hand prisoners their property to carry. They shall retain the property in their own possession until at destination, where it shall be handed over to the proper officer with the prisoner, and a receipt obtained for both.

(g) When prisoners are being escorted from one district to another by train or boat, the police at the latter place shall, where possible, be notified so that the escort can be met and assisted.

(h) Where possible prisoners and escorts should not mix with the public when travelling, especially in the case of mental defectives. Where practicable, arrangements should be made for a special compartment.

(i) Police escorting prisoners must always travel in the same compartment with them if on a train, in the same cabin if on a steamer, and if by coach shall sit by them whether inside or outside of the coach. Police must take action to prevent escape from a train by a lavatory window, and when prisoners require to use the lavatory, the escorting constable must accompany them and prevent them from bolting the inside of the lavatory door.

(j) Married members of the Force when travelling with their families are not to be called upon to escort prisoners.

(k) Whilst securing the safe custody of prisoners, a constable should in every way possible lessen the humiliation of their position and should show them every kindness consistent with his duty. No harshness or unnecessary restraint should be imposed upon them. Great forbearance should be shown to drunken prisoners and they should not be subjected to rough usage of any description.

(l) The escort being responsible for his safe custody may handcuff a prisoner if charged with the commission of any serious crime, or if he is a person of bad character, or if there are other reasonable grounds to apprehend an escape, or attempted rescue, or violence. In the absence of such reasonable grounds, prisoners charged with minor offences are not to be handcuffed unless in the opinion of the constable it is absolutely necessary for it to be done for the protection of the person being arrested. Females, old, or infirm prisoners should never be handcuffed.

(m) Prisoners shall be treated by the police with the most humane consideration which their situation and safety will admit of, and no harshness or unnecessary restraint shall be used towards them, but as, on the other hand, the escape of any prisoner may result in the dismissal of the person in charge of him, the police must be most vigilant in the performance of this important duty.

(n) Any member of the Force who, through the neglect of any precautions, allows the escape of a prisoner from his lawful custody, will be deemed guilty of neglect of duty and runs the risk of removal from the Force.

(o) A constable must never walk in front of his prisoner when entering or leaving a railway carriage, cab, steamer, or building, or when passing through a gateway; he should always be close by his side or immediately behind him.

61. ESCORTS—PRIVATE.

Escorts of bullion and other treasure are undertaken on payment of the prescribed fees. The arrangement of the times for starting, stopping *en route*, and arrival at destination should be made between the escort and party requiring same, consideration being given to the distance to be traversed and the condition of the road.

(a) The police are on no account to be employed in the conveyance of private letters and parcels for any member of the Government service.

(b) A sufficient number of police will be in attendance at all places of public resort where their services are likely to be required to preserve the public peace or prevent the commission of offences. When, however, the conductors of race meetings or other sports gatherings, or the managers of theatres, concerts, or other public gatherings require the services of members of the Force to keep the grounds clear, maintain order during performances, or fulfil

similar functions not properly belonging to the police, a charge will be made for the services of members of the Force supplied for such purposes in accordance with the prescribed scale.

62. ESTATES.

If a N.C. officer or constable should die intestate the district officer, or the sub-officer in charge of the station, will take into his possession the personal effects of the deceased, and make an accurate inventory of such effects in the presence of a subscribing witness. The inventory must then be promptly transmitted with all necessary information regarding the estate to the Commissioner, with a view to the proper disposal of the property in accordance with the provisions of the Police Act, 1892.

(a) In cases where the estates of persons dying intestate come into the hands of the police, the prescribed form of particulars and affidavit of death and intestacy are to be promptly furnished to the Public Trustee's agent, together with any cash or other effects collected, for which a proper official receipt should be obtained.

(b) The existence of any other property known to the police should be likewise reported.

(c) A concise report should be also forwarded for the information of the Commissioner of Police, embodying the following particulars:—“Name of deceased in full; date and cause of death; particulars of cash and effects handed to the Public Trustee's agent, and date; names and addresses of next-of-kin, if available.” A duplicate form of particulars and affidavit is not required.

(d) In Perth and Fremantle the original form and affidavit for the Public Trustee will be transmitted through Head Office as customary.

(e) When the police are in doubt whether it is necessary for them to place an estate in the hands of an agent for the Public Trustee, it is advisable that they should apply to the officer in charge of the district, who will at once put himself in communication with the Public Trustee, in order that the police may be furnished with the necessary instructions for their guidance.

(f) These instructions it must be understood do not apply to any member of the Force who may die intestate. In such a case the Commissioner has power to administer his estate under the Police Act, 1892, section 27. The same particulars as are furnished to the Public Trustee in other cases must therefore be obtained and reported to the Commissioner.

(g) The Public Trustee is also empowered to take charge of the estates of persons reported to be missing, until such time as the Court grants an order to administer these estates. Any jewellery, money, or effects belonging to people reported as missing should be sent to the Public Trustee.

63. EVIDENCE.

Members of the Force when giving evidence are to stand in an upright position, show a respectful demeanour, and speak explicitly in a clear voice so as to be heard distinctly by the Court. They are to give evidence with the strictest accuracy, for the administration of justice must in a great measure depend upon the trustworthiness of their testimony.

(a) They should habitually make accurate observations of all matters relating to their duty, so that they may be able to state the exact circumstances of cases in which they are concerned.

(b) Notes of the particulars of a case should be made at the time to refresh the memory, if necessary, when the member of the Force is called upon to give evidence, and the original notes should always be kept.

(c) The police must not suppress or overstate the slightest circumstance with the object of favouring the prosecution or prejudicing a prisoner. They must endeavour, as far as possible, to feel indifferent to the results of cases. They perform their duty best by stating accurately and without malice or favour all the particulars they know.

(d) When the police are sufferers from injuries received, and are giving evidence against those whom they believe guilty of inflicting them, it is especially necessary that they should not allow any feelings or wishes regarding the decision of the case to influence them. Greater weight will always be given to the evidence of the police if they state fully, freely, and without passion, all they know, and make it evident they are speaking the whole truth.

64. FAVOURABLE RECORDS.

Favourable records are awarded to members of the Force who distinguish themselves by exceptional courage and skill in the performance of their duties.

(a) When a non-commissioned officer or constable furnishes information concerning a serious crime, which leads to the conviction of the offender or offenders, a report showing the manner in which the information was obtained, and to whom it was given, without giving the name of the informant, is to be sent through the proper channel to the Commissioner, in order that same may be recorded.

(b) District officers observing meritorious conduct on the part of their subordinates shall bring the same under the notice of the Commissioner.

65. FINES.

When any member of the Force is the complainant in a case where the offender is brought before the Court, either by summons, or with or without warrant, and a fine is inflicted, it shall be the duty of the member of the Force in charge of the Station to take the necessary action to collect such fine by applying to the Court for process, and thereafter all necessary steps must be taken by the Police to ensure the order of the Court being satisfied.

(a) District officers when inspecting Stations will satisfy themselves that this order is carried out, and make an entry to that effect in their Inspection Report.

(b) If it is discovered that any member of the Force has retained in his possession longer than was absolutely necessary the amount of any fines or public moneys entrusted to him, he will be liable to removal from the Force.

(c) It is the duty of the district officer to see that all departmental fines, stoppages, or other authorised deductions from police pay are duly withheld.

FINGER PRINTS.

(See "Photographs.")

66. FIRES.

On any alarm of fire the police on duty are to render every aid in their power which circumstances may demand.

(a) Where there are fire brigades established the duty of the police will be simply to preserve order, protect lives and property, and procure a free scope for the exertions of the firemen and the parties more immediately interested. With this view they will clear the street or ground in the immediate vicinity of the fire of all persons not usefully employed, taking care that all the adjoining streets as far as may be practicable are kept free from obstructions by crowds, carriages, wagons, carts or other vehicles, etc., so that the firemen may not be hampered or delayed.

(b) Every assistance possible in the removal of property from the burning building must be given conformably with the wishes of the proprietors, and, if desired, such property may be conveyed to the nearest police station.

(c) The member of the Force in charge should make it his business to collect upon the spot all the information he can obtain relative to the cause of the fire, which together with the circumstances attending it, the conduct of the police under his orders, and at the time they were employed, he will report fully as soon as possible to the officer in charge of the district.

FOOTPRINTS.

(See "Code.")

67. FORAGE.

When forage is delivered at a station the net weight must be ascertained by actually weighing it, and the receipt on the requisition form must be signed for that quantity. The member of the force having charge, and who signs the receipt, will be held responsible for duly recording the same.

(a) If a station is under the charge of a subordinate member of the Force he should permit no one but himself to issue forage. At large stations one constable only must be authorised to issue it.

(b) When a fresh supply of forage is received at a station it must not be issued until the old stock in hand is consumed.

(c) The police at every station must exert themselves to insure the supplies being stored in such a manner as to prevent injury through the effects of the weather or other causes. Should any damage or loss occur the strictest investigation will be made; and the person who, from negligence or culpability, allowed the same to take place will be held personally liable for it.

(d) Whenever forage is issued at police stations to any horse, etc., for other than police service, and entered under that head on the monthly forage returns, requisitions must be obtained from the person at whose request the forage is supplied, and forwarded to the Commissioner. The member of the Force having charge of a prisoner's horse, or a horse the subject of a criminal prosecution, must draw the requisitions on the person deputed to issue forage, even if that person be himself.

(e) No horse not the property of the Department, or that has not been temporarily hired for some special duty, is to be taken into use by any member of the Force, or foraged or stabled in police stables, unless the permission of the Commissioner has first been obtained.

(f) When the police pay for forage they will invariably take a receipt, otherwise no claim for reimbursement of their expenditure can be recognised.

(g) The regulation scale of a daily ration of forage is for a horse:—14 lbs. chaff, 3 lbs. bran, and 3 lbs. oats, where oats are required, otherwise the ration should be made up of 14 lbs. chaff, 6 lbs. bran. The member of the Force having charge of a horse will be held responsible for seeing that the animal receives the authorised supply of forage. In cases where it is considered necessary to increase the ration mentioned above, the District Officer should arrange accordingly.

(h) The ration of corn should be divided into thirds, one third being given in the morning, another at noon, and the last in the evening. The chaff or hay should be given one half in the morning, and the other in the evening.

(i) The midday feed will frequently have to be given at other stations than that to which the horse belongs, and must be entered accordingly in the returns for such stations.

(j) When forage is issued to any horses or other animals not actually belonging to the Department, nor engaged on police duty, and which are not connected with any criminal prosecution, the sum of five shillings per daily ration must be charged for the same. Where persons are charged with offences under the Police Act, 1892, section 123, horses found in their possession at the time of arrest should as a rule, where practicable, be sent to a livery stable or to an accommodation paddock, as may be deemed most desirable, at the risk of the owners.

(k) Live stock the subject of criminal prosecutions will, where practicable, be turned into a paddock or handed over to one of the claimants, on his giving a guarantee to the satisfaction of the bench for the animal's production when required. In the event of its being necessary to retain an animal in the possession of the police when there would probably be danger of its being abstracted by the friends of the accused, sufficient fodder must be issued for its sustenance.

(l) A forage book will be kept at each station where there are police horses. This book must be entered up day by day, and must show all receipts and issues. A weekly return of the horses foraged must be included in the occurrences.

(m) At every station where there is paddock accommodation available in the neighbourhood officers in charge will, when it is expedient, turn out the duty horses to graze, issuing to them only half rations, or such other allowances as may be deemed necessary, having due regard to the necessity of keeping them in serviceable condition.

(n) Police horses are not to be foraged or stabled at hotels oftener than is absolutely necessary. In cases where it is unavoidably necessary a travelling forage voucher must be given by the constable riding it, and each horse must be groomed and fed by its rider in the same manner as if at a police station, and not by servants at the inn.

(o) On the charge of a station being given over by one member of the Force to another, the forage in the store must be weighed, and receipts given for the actual weight. Any deficiency or surplus must be noted.

(p) When a constable goes on patrol and a horse has been fed before leaving a station, no further ration can be drawn if the constable is absent from his station for the balance of the day.

(q) At each station where there are police horses a copy of the conditions of contract upon which forage is supplied will be kept for reference; and the member of the Force in charge will be responsible that the conditions are faithfully observed there.

(r) On the 1st January and 1st July in each year, or as soon after as practicable—and oftener if considered necessary—the stock of forage on hand must be ascertained by members of the Force in charge of stations by actual tally and inspection, and must be compared with the balance as shown in the forage book. Any surplus there may be must be taken into stock; and if there is a deficiency it must after due inquiry be made good, unless authority is obtained to write it off if the circumstances of the case justify that course.

68. FUEL AND LIGHT.

Fuel and light are not provided by the Department for the domestic use of members of the Force, but a supply of each is granted to meet the requirements of police stations and lockups.

(a) The allowance of firewood will be in accordance with the following scale:—

At stations where the average daily number of prisoners does not exceed four— $\frac{1}{2}$ cord per month.

At stations where the average daily number of prisoners exceeds four, but does not exceed eight—One cord per month.

At stations where the average daily number of prisoners exceeds eight—One and a-half cords per month.

Provided that where members of the Force are called upon to ration prisoners, for which a meal allowance is paid to them, firewood will not be supplied by the Department for lock-up purposes.

Where an office fire is required during the winter months, one-half cord of firewood per month will be allowed during that season. In every instance the approval of the Commissioner is necessary before wood is purchased for an office fire at any but headquarter stations.

(b) At stations where electric light is installed separate meters should be provided for the supply to office and quarters. At other stations kerosene will be provided for departmental requirements.

69. GAOLS.

The keepers of police gaols, who are members of the Force, have the same duties, powers, and responsibilities as keepers of common gaols.

(a) The “general rules for gaols” issued by authority of the Government are to be observed, so far as they are applicable in the management of police gaols.

(b) The constable who gives over charge of a prisoner arrested under the warrant of a justice of the peace is to certify on the back of the warrant, or cause some other member of the force to certify, at what time the prisoner was arrested. Keepers of police gaols when taking charge of prisoners are to require that the necessary indorsement be made at the back of the warrant.

(c) When prisoners are confined for debt in police gaols arrangements must be made to supply them with suitable bedsteads and bedding, together with a table and seat. They are allowed the privilege of supplying themselves with food and the necessary appliances for eating it, subject to such restrictions as may be imposed by the general rules for gaols.

(d) In cases where, from limited accommodation, it is unavoidable that debtors should be confined in the same cell with other prisoners, the member of the Force in charge must exercise his discretion as to the allowance of a bedstead, table, or bench. It will sometimes be prudent to refuse such allowances altogether, lest advantage be taken of them by the other prisoners to escape. When it can be avoided, however, debtors must never be confined with other prisoners.

(e) Members of the Force who are in charge of police gaols must not permit the removal of prisoners who are in confinement under warrant of commitment awaiting trial, or under sentence, beyond the boundaries of the gaol, unless it be in accordance with the provisions of the warrant of commitment, or at the termination of their respective periods of punishment, or under some sufficient authority for the removal.

(f) 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 into any passage.

70. HEALTH.

Anything of a nature inimical to public health should be at once reported so that the health authorities may be informed.

71. HIRE OF CARS, ETC.

Whenever any member of the Force has occasion to hire a conveyance he must ascertain the cost of the same, and see that the legal fare only is charged or paid. When an excess fare is charged for detention or other cause, it must be explained. If not satisfactorily accounted for, the excess will have to be paid by the member of the Force incurring the charge.

(a) Members of the Force incurring any expense for the conveyance of a prisoner to the lockup are required to report the amount to the officer prosecuting in court before the case is heard, so that the charge may be included in the costs against the prisoner. In the event of his neglecting to do this, the member of the Force concerned will be called upon to pay the amount.

(b) Any member of the Force neglecting to report at the time the hire of any conveyance he has used in the performance of his duty will have to pay such hire himself.

(c) With reference to the use of motor vehicles, either belonging to members of the Force or private individuals, it is to be distinctly understood that they are to be used on the Police Department's business only when work of a specially urgent nature has to be given attention, and authority to do so should be obtained from the District Inspector on all occasions when time permits of such being done.

72. HORSES.

Horses will be purchased for the Force by the Commissioner, or by some officer authorised by him.

(a) No pecuniary or other advantage whatever from such purchase is to accrue to any member of the Force.

(b) A record of all the horses in the Force will be kept in the chief office. The particulars of the purchase, transfers from one district to another, sales, deaths, losses from straying, etc., shall be recorded, so that it may be seen where any particular horse should be: or, if it has been disposed of, in what manner and on what date.

(c) Any officer authorised to purchase horses must, immediately after obtaining any, report full particulars of each animal bought to the Commissioner. All horses purchased must be branded with the broad arrow and the letters P.F. on the near shoulder.

(d) Officers in charge of districts will keep a register of the horses under their charge, in which the descriptions and numbers will be carefully entered, and in columns for the purpose should be shown the duties performed by each animal, the particulars of the transfers of horses to or from the district, or from one station to another, and of all deaths, losses, or casualties that may occur to them. It will be more convenient for a separate page to be appropriated to each animal. These books should be paged throughout, and two or three pages at the commencement or end of each book should be set apart for an index, so that by the aid of the number of any horse its record may be turned up without difficulty. The cause why any horse is turned out should be explained at full length under the head of "remarks." When it is turned out because of lameness, the seat of its lameness and the supposed cause are to be stated, and similar details are to be given in the case of injuries.

(e) Each member of the mounted force will be furnished with a horse properly branded, and will be held strictly accountable for the manner in which it is treated, and the general condition in which it is kept.

Officers in charge of districts will hold mounted men responsible if the horses in their charge have girth galls or sore backs, which are usually caused by hard riding or inattention in not seeing that the saddles are properly fitted: or any other diseases which could have been prevented by attention. No excuse will be accepted for a horse being thus rendered unserviceable, unless it can be satisfactorily proved that it is due to some accidental or unavoidable circumstance. Officers must carefully and constantly inspect the horses, to satisfy themselves that they are properly attended to, and always kept fit for instant use.

(f) Officers in charge of districts and divisions will see that the horses in their charge, as well as their riders, each do their fair share of work.

(g) No horse is to travel at a pace exceeding six miles per hour, except in cases of emergency, such as the pursuit of offenders, etc., where it is apparent that speed is absolutely necessary. The pace of an ordinary escort will not in general exceed four miles per hour.

(h) Horses starting on a journey should be ridden away at a walking pace for at least two miles; after which, if any long distance has to be travelled, it should be trotted a mile and walked a mile alternately. Cantering should be seldom resorted to, and a jog-trot always avoided. During the last three or four miles the pace should not exceed a walk, by which means the horse will enter the stable in a comparatively cool state, and thus cause less trouble to the constable in grooming.

(i) Should the horse when returned to stable be sweating or overheated, the girths of the saddle must be loosened, but the saddle itself must not be taken off until the horse is cool and comparatively dry. On no account is the animal to be left standing exposed to the sun; it should be led about in the shade, but not ridden. If the horse is put into the stable before it is cool it will break out again as badly as ever, and if the saddle is removed the back will become sore. If, on the other hand, the horse is allowed to stand still before it is cool it is likely to catch cold or get inflammation of the lungs. If the animal's legs are wet they should be at once dried with a cloth, and then hand-rubbed, and the animal itself should be properly groomed.

(j) If a horse returns from duty covered with dirt, it must not be allowed to remain until the mud is dry with a view to its being then brushed off.

(k) Before a horse is finally bedded down, its fore and hind feet should be carefully examined and washed. If this is neglected, or if the sand or gravel is allowed to accumulate between the sole and the shoe, the foot may be bruised and the horse lamed.

(l) It will occasionally but rarely occur that in the execution of police duty the powers of a horse will be severely taxed, and it will return from duty in a very exhausted state. In extreme cases of this nature the greatest care is necessary to guard against the animal being seriously or permanently injured. If the ears be cold and drooping, they should be warmed by friction. This has a remarkably restorative effect, and is generally enjoyed by the horse. Warm bandages may be placed on the legs, and some gruel be given as soon as possible, also a warm bran mash.

(m) Horses are on no account to be transferred from one station to another without authority from the Commissioner.

(n) When police horses become apparently unfit for service, and are likely to continue so for a long time or permanently, the full particulars of the nature and cause of their unfitness are to be reported to the Commissioner, in order that instructions may be issued regarding the manner in which they should be dealt with.

(o) In the event of any police horse being sold it must be disposed of by public auction in such manner as the Commissioner may direct; but prior to the sale it must be marked with the condemned brand, viz., a small broad arrow branded on the near neck.

(p) In all correspondence respecting police horses the register number of each animal mentioned is to be quoted, and such other particulars given as may be necessary to allow of its identification in the records of the department.

(q) District officers are to require the men under their command to report to them, with as little delay as possible, every casualty that may happen to a police horse; and the reports are to be forwarded to the Commissioner with any remarks thereon the officer in charge may think proper to make.

(r) When a report is made by a member of the Force of the bad state or condition of his horse, the officer in charge of the district will ascertain the amount of duty lately performed by it, and how it has been treated by its rider.

(s) Should it appear that a run at grass is all that is required, the officer will make arrangements accordingly; but if it is apparent that the horse is unfit for further service, after due inquiry whether such unfitness proceeds from any improper usage, he will direct that it shall be turned out into the nearest police paddock until an order is received from the Commissioner for its disposal.

(t) Except in very urgent cases officers are not, without special authority from the Commissioner, to use any police horses other than those which have been told off for their use; and the circumstances rendering necessary any de-

departure from this rule must be fully detailed in a special report. Police horses must not be ridden by any person other than a member of the Force, except under special authority from the Commissioner.

(n) No police horse must under any circumstances be used in harness, unless by authority of the Commissioner, nor must any member of the Force use his horse except in the performance of his duty.

73. HOURS OF DUTY.

The hours of duty are such as may be directed from time to time, and as prescribed by the Arbitration Board.

(a) One sergeant is told off for guard room reserve at the Central Station. His duty is to attend to all inquiries and receive all reports of offences, enter them and circulate copies thereof. He has also to record in the Reserve Occurrence Book the exact time that constables who have time allowed them return off duty, go on duty, etc. He has also to report any constable if he comes to the station intoxicated.

(b) Every member of the Force is required to perform at least eight hours' duty each day, and to attend the Police Court when necessary. He is also liable to be called out for duty at any time in case of emergency. The hours of duty are liable to be varied from time to time.

(c) Members of the Force are to parade at their Stations at such times as will permit of their inspection, and allow them to take up beat duty at the time the Constable whom they are to relieve is due to finish his term of duty.

74. IMPARTIALITY.

Officers must be strictly impartial in the carrying out of their duties and favouritism must not on any account be shown.

75. INFLAMMATORY UTTERANCES.

In times of unusual occurrences the district officer will arrange for some trustworthy member of the Force, an officer if available, to attend meetings in his district for the purpose of reporting any seditious, inflammatory, or inciting language used by the speakers, or any circumstance tending in any way to endanger the peace of the district.

(a) In connection with any lockout or strike, the duty of a member of the Force is to preserve order, prevent obstruction, breaches of the peace, intimidation, or damage to property.

76. INFORMATION CONCERNING CRIMES.

It occasionally becomes necessary for a detective or other member of the Force when investigating a crime to expend money for the purpose of obtaining information relating to the offence. To meet such cases a departmental item is provided.

(a) No money expended in obtaining information will be refunded unless it is clear from the statement furnished that the expenditure was necessary or expedient.

(b) Accounts for the reimbursement of money expended in obtaining information must be indorsed with the following declaration signed by the claimant:

I certify that the sum of has been actually expended by me on public service.

77. INQUESTS AND MAGISTERIAL INQUIRIES.

Inquests and magisterial inquiries should be attended by an officer, when there is one available. This is more particularly necessary in cases of incendiarism, or of death caused, or supposed to have been caused, by violence.

(a) When a violent or unnatural death or a sudden death, of which the cause is unknown, is reported to the Police, they should immediately proceed to the spot and collect all the information they can obtain respecting the cause of death. The following particulars as far as they can be ascertained should be given, and in the report to the officer in charge of the district it should be stated whether the coroner has been informed:—The name of the deceased, date and supposed cause of death, locality in which the body is lying, or nearest morgue, police station, licensed public-house, or other place in which the inquest could be held, the name of the nearest legally qualified medical practitioner, and the name of the medical gentleman, if any, by whom deceased had been attended.

(b) When a sudden death takes place of a person in regard to which there are no suspicious circumstances, and also of a person who has been known to have been ailing, there is no necessity for a visit to be paid to the locality and inquiries conducted on the spot. It will be sufficient if a relative or friend of the deceased forwards a letter or statement to the member of the Force concerned setting out the particulars, which can be sent to the Coroner for his information.

(c) It is not necessary for a telegram to be sent to District Office in the event of sudden deaths where there are no suspicious circumstances, as a written report will meet the case, and this could be followed by a detailed report when the officer has collected the available evidence and submitted same to the nearest Resident Magistrate or Justice of the Peace.

(d) In addition to the above, the police are to report to the officer in charge of the district whether the deceased has left sufficient means, or friends able and willing to defray the expenses of burial. If a body is to be buried at the Government expense, the cost of the service should also be stated, and the duty of registering the death of the deceased will devolve on the police. The registration form should be attached to the inquest form.

(e) If the body was found in a public place, it should be carefully searched, and the effects found thereon kept in the custody of the police, and produced at the inquest. Any injudicious interference on the part of the bystanders, such as by altering the position of the body, or removing weapons or other articles lying about, should be prevented. The body should be removed to the nearest morgue, police station, public-house, or other place suitable for the purpose.

(f) Should the coroner be absent, or unable to attend, a communication to that effect should be forthwith made to the nearest magistrate, that he may hold an inquiry.

(g) The police should, as far as possible, confer with the Clerk of Courts before applying to a coroner, deputy coroner, or a justice for an inquest. In most cases, doubtless the Clerk of Courts and the Police would be able to agree as to the necessity for an inquest, but should they have any doubt in the matter a communication by wire should be dispatched to the R.M., briefly stating the facts, and if he considered the inquest necessary the justice could be asked to preside. The circumstances in any case, however, must be reported in the usual way.

(h) Whenever there are suspicious circumstances connected with a death, and the body has not been removed to a morgue or other secure place, it will be necessary for some member of the Force, or person employed by the police for the purpose, to remain in charge of the body till the inquest or inquiry has been held.

(i) In the event of persons being found dead as a result of accident or otherwise, and if the remains cannot be identified, steps should be taken to have the face of the deceased properly cleansed and, where possible, photographed for the purpose of identification.

(j) A report should be made to the coroner in every case such as the following:—Persons found drowned, persons found dead, persons killed by accident or otherwise, persons dying suddenly, prisoners dying in any of His Majesty's gaols or other places of confinement, suicides, and all other cases where death is suspected to have occurred from foul play, and the result of the coroner's inquest or magisterial inquiry should be reported to the Commissioner on the form for the purpose. If there be more than one deceased person, a separate return is to be made for each.

(k) In cases of suicide, murder, etc., the instrument by which death had been induced, such as a knife, razor, pistol, etc., or bottle, or paper which contained poison, should be carefully preserved by the police and produced at the inquest.

(l) Immediately on any death occurring from any of the above causes, the police should, if possible, arrest any person who may be reasonably suspected of having caused the death of the deceased. They should then endeavour to procure evidence of identity of the deceased, and secure the attendance at the coroner's inquest of the persons who have found such body, or witnessed the circumstances causing the death of the deceased, or who shall be able to give any necessary information on the subject.

(m) When the place is remote, and no coroner or stipendiary or other magistrate is within a reasonable distance, they should have the body examined by some medical practitioner if possible, but if not, the police must then make the best examination they can themselves; the object being in such cases to ascertain if death has been caused by violence.

(n) Should there be no marks of violence on the body, it is of importance to ascertain by what instrument, if any, the injuries have been inflicted.

(o) If the wound consists of a cut, the length, breadth, and depth should be ascertained as far as possible, together with the exact position and appearances. If firearms appear to have been used to cause death, it is desirable to find the bullet or any other matter which may have entered the body; but in all cases, before the body or any weapon or other article which could in any way be connected with the case is moved, or its position altered, care should be taken that every particular is noted in writing.

(p) Every exertion should also be made to find the particular weapon supposed to have been used, and if found, its state when first seen by the police should be carefully noted with all the other particulars.

(q) The constable should then wait upon the nearest magistrate and give his deposition, forwarding a copy immediately to headquarters, with a full statement of all particulars which may enable the Commissioner to judge if the matter has been properly inquired into by the police.

(r) Where a suspicion of felony attaches, the most careful inquiry should be made of the names, both Christian and surname, of all persons who may be supposed to know any circumstances connected with the death. It will generally be necessary that all persons present at the time of death should be examined before the coroner or magistrate.

(s) The police should not take upon themselves to bury any person on whom an inquest has been held, unless on the receipt of an order from the coroner or justice of the peace.

(t) In inquiries into violent death, the member of the Force in charge of the station at the time must consider himself as the person whose special duty it is to get up the case for the coroner or magistrate.

(u) An inquest concerning the death of any person may be commenced or held on a Sunday, if in the opinion of the coroner such course is necessary or desirable. (Coroners Act, 1920.)

(v) Any justice of the peace may act as a coroner with the authority of the Attorney General. (Coroners Act, 1920.)

(w) Section 40 of the Coroners Act reads as follows:—

(1) The Coroner may, either in such summons as aforesaid *or by an order in writing* at any time before the termination of the inquest, direct any medical practitioner to make a *post mortem* examination of the body of the deceased, with or without an analysis of the contents of the stomach or intestine.

Provided that if it appears to the coroner that the death of the deceased was probably caused partly or entirely by the improper or negligent treatment of a medical practitioner or other person, such practitioner or other person shall not be allowed to perform or assist at any such *post mortem* examination or analysis, although he shall in every such case be allowed to be present thereat.

(2) If a Coroner thinks it advisable to have *post mortem* examination made of—

- (a) a body of any person who has died a sudden death of which the cause is unknown; or
- (b) a body respecting which a doubt exists whether it is that of a still-born child,

to assist him in deciding whether or not an inquest ought to be held, he may at any time, and without holding an inquest, *by order in writing*, direct any medical practitioner to make a *post mortem* examination of such body and to report thereon to the Coroner.

(x) In all cases of accidental death where the particulars have been reported to the local justice and inquest proceedings dispensed with on the sole authority of the justice, the facts should at once be communicated to the Resident Magistrate of the district for his decision as to the necessity or otherwise for an inquest.

(y) In many cases inquests are adjourned where it is quite reasonably possible to complete them on one day. Every such adjournment means extra pay not only to the jurors but also in many cases to witnesses. The police should, therefore, endeavour to see that where it is possible to do so inquests are completed without any unnecessary adjournments.

(z) In connection with the forwarding of exhibits to the Government Analyst for analysis, that officer advises that printed forms are available to assist doctors in giving the maximum amount of information to the Toxicologist so that time and material may be saved. A small supply of these forms has been distributed amongst stations so that they will be available when required.

(aa) Every coroner shall have jurisdiction to inquire into the cause and origin of any fire, whereby the life of a man or beast has been lost or endangered, or whereby any building, ship, motor vehicle, merchandise, stack of corn or hay, growing crop, trees, saplings, bushes, shrubs, plants, grass, stubble, or scrub has been destroyed or damaged—(a) if he is of opinion that the inquiry should be held; or (b) if the Attorney General directs him to hold an inquiry. (Coroners Act, 1920.)

(ab) Officers in charge of districts are to forward to the Commissioner the full particulars of every case of fire occurring within their districts in which they think an inquest should be held. The grounds which the police have for thinking an inquest necessary should be fully explained by the officer in charge.

(ac) Where suspicion as to the cause of the fire clearly points to some person or persons, it may be expedient not to wait for an inquest, but to proceed against those persons by means of a prosecution in the police court; but the officers in charge must judge in each case which course it is better to adopt.

(ad) The case may be reported with a view to an inquest being held to inquire into the cause of a fire, when there is no such suspicion against any particular individual; but a police court inquiry must necessarily take the form of a charge against some person or persons.

(ae) The name of the presiding coroner or magistrate is to be inserted in the reports of all inquests or magisterial inquiries held on fires.

78. INSANE PATIENTS.

Police arriving from country stations in charge of lunatic patients for conveyance to Heathcote Mental Home or the Claremont Hospital for the Insane are directed to see that the car or other vehicle hired for the purpose is not unnecessarily detained. The driver's services should be dispensed with by the escorting officer as soon as the patient's removal from the car can be effected.

(a) An order should be obtained from the Committing Justices under section 9 of the Lunacy Act regarding costs in all cases, as the section provides that the Government is liable only when such costs are ordered by the Justices to be paid.

(b) Police escorting patients or making inquiry in connection therewith should wear plain clothes.

(c) Before the escort leaves every care must be exercised to see that all papers are properly filled in and completed. Full particulars as required by the Inspector General of the Insane should accompany every patient.

(d) Female patients under escort should in every case be accompanied by a female attendant or nurse in addition to the constable.

(e) The services of a nurse from the Lunacy Department will be made available to the police if required for the purpose of escorting female patients committed to the Hospital for Insane at any point of the Great Southern and South-Western lines, the Eastern Goldfields lines as far as Menzies, and the Midland line as far as Geraldton; the nurse's expenses will be borne by the Lunacy Department.

(f) From the North-West and other places beyond the area stated above, a respectable female should be engaged by the Police whose expenses will be defrayed by the Lunacy Department.

(g) Due notice should be given to the officer in charge of the Hospital for Insane when the services of a nurse are required.

(h) In other cases where it may not be possible to engage the services of a female attendant, immediate notice of the fact should be despatched to the Hospital for Insane.

(i) Officers should see that the expenses referred to are made payable by the Lunacy Department.

(j) The removal of patients must be effected in a manner suitable to their condition, every precaution being taken to secure their safety. Publicity should be avoided as much as possible.

(k) When persons reported to be insane are taken charge of by the Police they should be searched in order that any dangerous weapon or articles may be taken from them.

(l) All money and effects found in possession of an insane person on arrest must be forwarded intact with such person to the authorities at the Claremont Hospital for the Insane and a receipt obtained. Other property should, as far as possible be protected by the police pending instructions as to its disposal.

(m) A copy of the statement of all charges involved in the detention and conveyance of an insane person must be forwarded to the Commissioner's office which will render the claim to the Lunacy Department.

(n) Railway ticket order or requisitions for fares of patients *committed* to the Hospital for Insane *and the escort* will be marked "Lunacy" in the space for Department. Officers in charge of stations will be careful to see that the ticket orders and requisitions are clearly marked as directed, otherwise considerable trouble and confusion will be caused the departments concerned.

(o) Travelling expenses of police escorting patients committed should be claimed on the usual travelling sheet.

(p) The police will, when forwarding a patient to the Hospital for Insane, attach a property sheet in every case, and when a patient has no cash or other property, the word "Nil" is to be written across it and the sheet signed.

(q) When considered necessary, two members of the Force should accompany a lunatic patient, but each case is to be dealt with on its merits, and it is not to be taken as a general rule that two constables should escort each patient. At a one-man station, when it is deemed necessary to obtain the services of a second constable, the District Officer should be asked to make such arrangement.

79. INSPECTIONS.

An officer before proceeding on a tour of inspection through his district should send notification to the Commissioner giving the date he proposes leaving and the time he expects to be absent from his head station. Such notification should be given in ample time to permit of the Commissioner issuing any instructions he may consider necessary.

(a) When inspecting a district or station it will be the Inspector's duty to see that the officers and men are properly dressed, and that their general appearance and demeanour are such as they should be; that their arms and accoutrements are kept in good serviceable order; that they are supplied with sufficient suitable ammunition; that the strength of the force is equal to the requirements of the locality; that the duties of the district or station are properly distributed and discharged; and that the arrangements of stations, quarters, stables, and lock-ups are satisfactory. He will carefully check the whole of the stores and stationery at the station and certify same in his check inspection report. He will see that all stores in the charge of the police, whether belonging to the Government or not, are properly cared for and disposed of; that the stock of forage on hand is correct according to the returns; and that a proper record is kept of the receipt and disposal of prisoners' property that may come into the hands of the police. He will examine the police horses for the purpose of seeing that they are in proper condition, properly shod and trained to stand fire. He will see that no animals belonging to members of the Force or private persons are kept in any police paddock or premises without the permission of the Commissioner; and that any persons who may have permission to keep animals in police paddocks, or goats, fowls, etc., about police quarters do not abuse the privilege. He will see that all books, returns and records are properly kept; that all claims against the department are punctually and regularly paid; and he will carefully scrutinise all books and records connected with the payment of the accounts of the district. In questioning the men for the purpose of discovering if they are properly instructed in their duties, he will assure himself that they pay proper attention to the *Police Gazette*, the Acts of Parliament, the Police Regulations, and other instructions issued to them, and that they make a proper use of their memorandum books. Generally he will ascertain by personal inspection that all the regulations are properly observed, and that officers and men alike are as efficient as they should be in the discharge of police duties. He will make a thorough investigation and detailed report on every subject relating to the internal economy and discipline of the Force which may come under his notice.

INTESTATE ESTATES.

(See "Estates.")

80. INTOXICATING LIQUOR.

Members of the Force are forbidden to accept liquor from any person whilst on duty.

(a) Members of the Force are required to exert themselves to the utmost to suppress illegal Sunday trading or trading during prohibited hours by licensed publicans or others; and officers in charge of districts and divisions are required to see that this duty is strictly and impartially performed by the police in their respective charges.

(b) The police must diligently suppress all illegal trading in liquor by unlicensed persons.

81. JOURNAL.

Officers in the North-Western District, when visiting their sub-stations, are to keep a journal showing their movements, and to forward a copy of same to the Commissioner on completion of the visit.

82. JUDGES.

The police must invariably treat Judges with the utmost deference and respect, and any remark on the action of the police made by their Honours should be reported in writing by the senior officer on duty in Court to his district officer and submitted to the Commissioner.

83. KIT.

Any member of the Force losing or damaging any article of his kit will be charged for the same in accordance with the scale of charges determined by the Commissioner; and the amount must be forwarded promptly to the Head Office or District Office and a receipt obtained for the same.

84. LEAVE OF ABSENCE.

Officers of the Force will be allowed the same amount of leave of absence as that granted to members of the Civil Service, and on like terms, and the special annual recreation leave provided under Regulation 53 of the Public Service Regulations, 1934, applies to Officers of the Force.

(a) Except in the case of men stationed in very remote districts or localities, who will be allowed one calendar month's leave of absence on full pay, all Non-commissioned Officers and Constables will be granted leave of absence for a period not exceeding twenty-one days on full pay during the course of each calendar year, provided the exigencies of the service permit of their absenting themselves from duty without inconvenience to the Department.

(b) Officers in charge of districts may grant leave of absence to their subordinates, but in every case a Certificate of Leave on one of the printed forms supplied for the purpose must be given to the person obtaining the leave. On the termination of annual, accumulated or long service leave, certificates should be forwarded to Head Office.

(c) Officers in charge of districts, before granting leave of absence referred to in the preceding regulation, must satisfy themselves that proper arrangements have been made for carrying on the duties of members of the Force concerned during their absence.

(d) Leave of absence without pay may be granted by the Commissioner over and above the amount of annual leave, but this will only be done in cases of sickness or death of a near relative of the member applying, or for other grave and urgent reasons.

(e) No Non-commissioned Officer or Constable who may visit Perth will be able to obtain leave of absence, or to have his leave extended by the Commissioner, unless his application is supported by a recommendation from the officer in charge of his district.

(f) Leave of absence will not be granted to any member of the Force, Officer, Non-commissioned Officer, or Constable, if there is reason to apprehend that his absence would cause inconvenience to the service.

(g) If any member of the Force voluntarily foregoes the leave he might have taken during any calendar year, he will not on that account be entitled to extra leave in any subsequent year.

(h) Detectives in country districts who may require leave of absence for any period exceeding twenty-four hours must apply to the Officer in Charge of the Criminal Investigation Branch, having previously obtained the sanction of the Officer in Charge of the District; and any Detective arriving in Perth, whether on leave or not, must report to the Criminal Investigation Branch his arrival and departure.

(i) In all applications for leave it must be stated at what periods and for what length of time the applicant has been absent on leave during the year then current, and whether he is desirous of leaving either his district or the State.

(j) A roster must be drawn up in January of each year by each District Officer setting out the dates allotted for members of the Force under his control to take their annual leave during that year, and members must lodge an application for their leave accordingly. If circumstances arise which prevent the leave being taken on the dates allotted, then such leave must either stand over until later in the year, or be allowed to accumulate until the following year. In the event of no application being lodged, then it will be understood that the member of the Force intends to voluntarily forego the leave as mentioned.

(k) Annual leave will be allowed to accumulate for two consecutive years only, and the application for same must be made to the Commissioner during the year in which it is intended to take such leave, when, if in the opinion of the Commissioner the applicant can be spared, the leave will be granted.

(l) District Officers must impress on all Non-commissioned Officers and Constables under their command the necessity for taking annual leave when it becomes due.

(m) This will not affect the practice of granting accumulated leave to Non-commissioned Officers and Constables who have served for a period of two years or more in the Northern or Gascoyne Districts, and who have not taken annual leave during that period; and special consideration will be given to Non-commissioned Officers and Constables stationed in the Murchison or Eastern Goldfields Districts, who, in consequence of the expense entailed in journeying to the coast, are not always in a position to take their annual leave when it falls due.

(n) Leave due to members of the Force stationed at Shark Bay and North thereof will, on their applying for same and it being granted, commence after their arrival at Fremantle.

(o) Leave of absence is not to be renewed or extended except in case of urgent necessity, which must be clearly shown by the member of the Force applying for such extension.

(p) Members of the Force when on leave are still liable to be called upon to act as Peace Officers, and must consider themselves subject to every order, rule, and regulation of the Force, and to the consequences of any breach of discipline or good conduct as if they were serving at their proper stations. All members of the Force, whether officers or otherwise, are required to report all cases of misconduct on the part of men on leave of absence, whether witnessed by them or reported to them by others.

(q) A member of the Force severing his connection therewith before the 31st day of December will be entitled to the proportionate part of annual leave for that year for each complete month of service, and also any accrued annual leave, or the monetary value thereof.

(r) Leave of absence for the purpose of visiting any place outside the State can only be obtained on application to the Commissioner. Any Non-commissioned Officer or Constable requiring more extended leave than he is entitled to under the regulations will be required to take the excess without pay.

(s) Members of the Force stationed east of longitude 119° E. on the Eastern Railway, and at Yalgoo and east thereof, respectively, shall once in every two years, if desirous of proceeding to Fremantle or other port approved by the Commissioner of Police, be entitled to a free first class return fare to such port for himself, wife, and family, if any. The fare of no child over 16 years of age shall be allowed except under special circumstances and subject to the approval of the Commissioner. Application must be made to the nearest District Office for an order for the return journey. In the case of a married man he must accompany his wife and children, if any, to the coast, but in the event of it being found necessary for departmental or other good and sufficient reasons to defer his leave, then a separate pass may be granted the member of the Force concerned at a later date if he so desires. This concession shall also apply to members of the Force stationed at Ravenshorpe, east thereof, and Shark Bay and north thereof. In the event of his not availing himself of the privilege when the leave that has been deferred is taken, then the concession will lapse for that period. On receipt of the Commissioner's approval, a railway ticket order for the fares specified on the form of application is to be issued to the member of the Force concerned. District Officers are authorised to decide the time when members of the Force in their respective districts shall be granted the concession. Any member of the Force, unless with the consent of the Commissioner in writing, neglecting to avail himself of the concession will forfeit his right thereto for a further period of two years.

(t) The Commissioner of Railways has approved of the issue of tickets at ordinary excursion rates to members of the Police Force stationed at Southern Cross and East thereof on the Eastern Goldfields Railway and Yalgoo and all stations East thereof. This concession also applies to the wife and family of a member of the Force when accompanying him on annual leave, provided the children are solely dependent on the officer for support. Members of the Force entitled to this concession must present at the Booking Office a certificate from their District Officer to the effect that they are entitled to the concession. Such certificate is to include the wife and children when applicable. The Railway Concession now allowed members of the Force travelling by railway on leave includes the members' wives and children using such concession, although not accompanied by their husbands, and the General Manager of the Midland Railway Company has agreed to the concession of two-thirds of the ordinary return fare being applied to all members of the Force when travelling on holiday leave.

(u) Approval has been given for the free extension of railway tickets to members of the Police Force when on leave of absence in cases where such leave extends beyond the term for which the tickets held are available, viz., three months. Members of the Force should present their tickets at the Office of the Chief Traffic Manager, Perth, when extension is desired.

(v) Officers of the Force may be granted similar long service leave to members of the Civil Service under the Public Service Act, 1904.

The ruling of the Solicitor General in this regard, dated 28th May, 1912, and confirmed on 20th March, 1919 (C.O. 1159/19), is as follows:—

Long service leave may be granted in respect of continuous service for not exceeding 14 years, and six months on full pay may be granted.

And if six years were served prior to 11th December, 1902, then in respect of those years, three months on full pay and three months on half pay may be granted.

An Officer who has continued in the Service for 14 years and upwards to whom paragraph 2 applies may, therefore, receive six months on full pay and three months on half pay, or seven and a half months' leave on full pay.

(w) As from and commencing on the first day of January, 1932, and subject as hereinafter provided, the Commissioner may grant to Non-Commissioned Officers and Constables long service leave as follows:—

- (a) For 10 years' continuous service—3 months.
- (b) For 20 years' continuous service—6 months.
- (c) For each succeeding 10 years' service—3 months.

Provided:—

- (1) The Commissioner may pay to any person entitled to long service leave under this regulation the equivalent thereof in money.
- (2) Long service leave or its equivalent in money previously taken in paragraph (a) shall be taken into account when leave is being granted under paragraph (b); and any leave taken under paragraph (b) shall be taken into account when leave is being granted under paragraph (c).
- (3) That in no circumstances will a member of the Force be permitted to accumulate more than six months' long service leave unless the concurrence of the Commissioner is obtained thereto in writing.

(x) Any member of the Force who resigns or is retired, except as is provided hereunder, shall be paid for long service leave due at the time of resignation or retirement.

(y) Any member of the Force who retires or is retired upon reaching the retiring age or through ill-health shall be paid for long service leave *pro rata* to date of retirement.

(z) Any member of the Force who is dismissed shall not be entitled to payment for long service leave.

(aa) A woman constable resigning from the Force for the purpose of getting married, and who has been continuously employed for three years and over, shall be granted payment *pro rata* of her long service leave at the date of retirement.

(ab) Sick leave may be granted by the Commissioner of Police (provided the illness is not caused by any misconduct or fault on the part of the officer), for a period not exceeding six months (168 days) in any one calendar year. Any further extension of such leave can only be granted with the approval of the Minister and on such terms as may be decided. A certificate from a Government Medical Officer, if available, showing the nature of the illness, must accompany all applications for extended sick leave.

(ac) When a member becomes unfit for duty owing to illness, a Certificate from the Government Medical Officer, if available, showing the nature and date of commencement of his illness, must be furnished through his District Officer to the Commissioner. Likewise on his recovery a separate certificate should be rendered, together with an indorsement by the Officer in Charge of the District setting out the full period of absence.

(ad) In the event of a member of the Force being granted sick leave and coming to the Metropolitan Area for medical attention, he will be attached to either the Metropolitan or Fremantle District, as the case may be, during the period he is in either of those districts, and will be under the control of the District Officer. Officers in Charge of Districts must advise the Commissioner of any cases of this nature.

85. LOCKUPS.

Police lockups are under the immediate control of the Commissioner of Police.

(a) A member of the Force will be on duty at the lockup at all the principal stations, and he will on no account quit it during his term of duty. At less important stations it will be unnecessary to have any person in charge of the lockup except when there are prisoners in custody.

(b) Prisoners in a police station or lockup must be frequently visited, and immediate attention must be given to any case requiring assistance or medical attendance.

(c) Prisoners under remand or under sentence are to be forwarded with the least possible delay to the gaols to which they are committed.

(d) Prisoners in the custody of the police are not to be allowed to telegraph or write to any member of the Government, nor to the head of any department except through the gaoler or officer in charge of the gaol. All letters or telegrams from prisoners must be sent to the Chief Office, whence they will be transmitted to the Comptroller General of Prisons to be dealt with.

(e) A relieving constable when taking over the charge of prisoners in a lockup, either for the period of his day's duty or for any extended period, such as when the lockup-keeper is going on leave, or any other cause whatever, must personally visit the cells and take over the prisoners in the presence of the member whom he relieves.

(f) The keys of all locks belonging to the lockup premises must be kept by the lockup-keeper, who must open and close all cell and yard doors personally. He must see that they are securely locked by turning the key on every occasion.

(g) All blankets in use in the lockup where prisoners are regularly confined must be washed at least once a month, but should any blanket be used by a dirty looking person, or one suspected of having vermin on him, they must be washed and disinfected without delay; so also must blankets that are found wet or soiled after being in use in a cell over night.

(h) Where rations are provided under contract, the same scale for unsentenced prisoners is to apply as for sentenced prisoners from the time of their entry into the lock-up.

(i) To save clerical labour in the keeping of returns respecting the supply of provisions for sentenced and unsentenced prisoners an account can be rendered on one invoice for each creditor, and the amount to be borne by the Police and Gaols Department can be allocated either on the face thereof or the back.

(j) The Comptroller General of Prisons has approved of Short Term Sentenced Prisoners serving their sentences at Police Gaols in order that travelling and transport costs should be saved.

(k) Where these sentences are served in Police Lockups it will be necessary for the member of the Force in charge of the Station to keep a Ration Book showing the meals supplied to the prisoner after being sentenced and a return on Form P. 80 should be forwarded to his District Office with an account for such rations at the end of each month. This Ration Book should be kept on the same lines as the form mentioned.

(l) Forms are supplied to each Station in regard to Persons in Custody, and the member of the Force in charge of a Station is required to see that one of these forms is handed to each person, who should be requested to sign same after perusal.

(m) After the form has been signed it is to be specially filed and locked away at the Station at which it has been used.

LODGING ALLOWANCE.

(See "Quarters.")

86. LOST PROPERTY—INDEMNITY RE.

The following indemnity should be obtained from persons who have handed property found by them to the police on the return of such property to the finder:—

I,....., of....., do hereby acknowledge to have received from.....the following articles, viz, found by me and delivered to the care of the police; and in consideration of the re-delivery to me, I undertake to return it (or them), or the value, in the event of the loser or lawful owner hereafter claiming and proving his right to the property, subject to any deductions for advertisements or other reasonable payments actually made in endeavouring to find the real owner.

Dated the.....day of....., 19 .

(Signed).....

Witness.....

(a) Proper records of lost and found property must be kept. District officers are instructed to see that such records are correctly kept and receipts obtained for any property that may be handed over to the rightful owner or the person entitled to claim the same.

(b) The member of the Force dealing with the property will witness such transaction on receiving the property from the finder or handing it over to the owner or the person entitled to claim the same.

(c) All unclaimed money or property of any kind must be sent to the district officer once every twelve months to be reported on and dealt with under section 76 of the Police Act, 1892.

(d) In cases where the property is such that it cannot be conveniently sent by post or escort, a special report must be submitted and instructions asked for.

87. MATRONS.

In some of the principal stations qualified women are employed as matrons under the direction of the officer in charge, who will instruct them as to the performance of their duties, and assist them whenever necessary. At stations where the reception of female prisoners is less frequent, the services of a respectable female may be utilised whenever a female prisoner is apprehended and detained.

(a) Matrons will take charge of female prisoners immediately they are brought to the station and search them and hand property found to lockup-keeper and sign prisoner's property book, which must be countersigned by the lockup-keeper and treated in all respects similarly to that relating to the property of male prisoners.

(b) They will conduct, or assist to conduct female prisoners to their cells, and not allow them to be conversed with, except by direction of the officer-in-charge. They will give special attention to cases of injured or helpless females and notify the officer at once if illness is such as to require medical attention.

(c) Where a matron is stationed she shall have charge of the keys of that part of the lockup set apart for the accommodation of female prisoners.

MEALS.

(See "Beats.")

88. MEDICAL ATTENDANCE ON POLICE, ETC.

Members of the Force who fall sick through no fault or misconduct on their own part will be entitled to gratuitous medical attendances from the Government Medical Officer when stationed at a place where such an Officer is resident. If they enter a public hospital for treatment they will be required to pay for their maintenance and nursing, according to the scale adopted by such institution for patients who are in a position to pay.

(a) In the event of a member of the Force meeting with injuries in the execution of his duty and being required to enter a public hospital in connection therewith, the Department will be responsible for his maintenance, etc., whilst an inmate of the hospital.

(b) When a member of the Force becomes incapable of performing his duty through illness or accident, he must at once obtain a certificate to that effect from the Government Medical Officer, if at a place where one is resident, or from a properly qualified practitioner, if not. This certificate must be sent immediately to the Commissioner through the District Officer. In the event of it being considered necessary, the officer in charge of the station should visit the sick constable. Medical certificates must state not only that the individual concerned is unfit to perform police duty, but the nature of his illness and, where practicable, the cause of it.

When a member of the Force is stationed in a locality where there is no public hospital or Government Medical Officer, any necessary medical attendance will be paid for by the Department, provided the illness is due to no fault or misconduct on the part of the member of the Force, on condition that the charges made are at a reasonable rate.

(c) When a member of the Force is rendered unfit for duty through illness due to his own fault or misconduct, his pay will be stopped for the time he remains absent from duty, and he will be required to pay his own medical expenses. This will not relieve him from any punishment to which his misconduct may have rendered him liable.

(d) When the services of a specialist are considered necessary in the case of members of the Force suffering from injury or illness, application must be first made to the Commissioner of Police, and the cost stated before such expert or specialist is engaged. Claims for services of this nature will not be considered, unless approval for the expenditure is first obtained.

(e) Any member of the Force shall, when so required by the Commissioner, submit himself for examination by a Medical Board consisting of three medical practitioners to be nominated by the Principal Medical Officer, with a view to ascertaining whether he is fit for further active service, and any such member who neglects or refuses to so submit himself when required will be deemed guilty of an act of misconduct against the discipline of the Force. Any member of the Force reported to be physically unfit by a Medical Board shall be called upon to resign from the Force.

(f) If any man should report himself as unable, from illness, to attend any parade, or to perform any duty, and be too far from the Government hospital, or too unwell to attend there, the sub-officer in charge of the station is to note the circumstances in the Occurrence Book, and to require him to produce a certificate from a legally qualified medical practitioner that he is unfit for duty, which certificate is to be at once forwarded to headquarters. Where a medical practitioner holding an appointment from or under a contract with the Government is available, the member of the Force absent through illness must submit a certificate from him.

(g) When any N.C. officer or constable fails to attend the station at the proper time for duty, sending a medical certificate in explanation, the N.C. officer in charge of the station should, if it is considered necessary, proceed to visit him without delay, unless he has gone to hospital, and submit a report of his condition.

(h) All accounts submitted for medical attendance upon members of the Force must show the number of visits paid by the doctor and the rate per visit charged.

(i) The following fees for such operations as are performed by the D.M.O. are payable by the Department and these fees will also be allowed towards the expenses of members of the Force who elect to be operated on by a surgeon other than the D.M.O.:—

Operation.	Schedule fee (including anaesthetist).		
	£	s.	d.
Herniotomy	9	9	0
Appendectomy	10	10	0
Haemorrhoidectomy	5	5	0
Nephrectomy	15	15	0
Gastro-enterostomy	21	0	0
Cholecystectomy	15	15	0
Cholecystostomy—10 to 12 guineas.			

(j) The practice of members of the Force outside the Metropolitan Area consulting specialists on the advice of medical practitioners in other suburban and country districts without first interviewing the District Medical Officer at Perth is not permitted.

(k) Members of the Force who arrange for surgical or specialist attention in the Metropolitan Area without first consulting the District Medical Officer at Perth will be personally liable for the payment of the whole fees charged by the private medical practitioner.

The following schedule has been approved of between the Commissioner of Police and the B.M.A. for the treatment of members of the Police Force.

The schedule agreed upon is the Workers' Compensation Schedule, No. 2, with additions, as follows:—

It is suggested that a first consultation shall be £1 ls., subsequent consultations, 10s. 6d.

For Eye Cases—Refractions in non-traumatic cases without the use of mydriatic, £1 1s.

	£	s.	d.	
Senile cataract	15	15	0	} including anaesthetic generally local.
Needling	3	3	0	
Excision of Lacrimal sac	10	10	0	
Glaucoma (primary)	12	12	0	
Pterygium	8	8	0	

For E.N.T. Cases—

- Diagnostic Endoscopy, £1 1s.
- Paracentesis of ear, £2 2s., including anaesthetic.
- Endoscopic manipulations, from £2 2s. upwards.
- Tonsillectomy, £5 5s., anaesthetic £1 1s., total £6 6s.
- Submucous Resection nose, £7 7s., local; £8 8s. general anaesthetic.
- Single Radical Antrum, £6 6s., and anaesthetic, £1 1s.; total, £7 7s.
- Double Radical Antrum, £12 12s., and anaesthetic £2 2s., total £14 14s.
- Cortical Mastoidectomy, £10 10s., and anaesthetic £2 2s., total £12 12s.
- Radical Mastoidectomy, £16 16s., and anaesthetic £2 2s., total £18 18s.
- Radical Frontal Sinus, £14 14s., and anaesthetic £2 2s., total £16 16s.
- Combinations of above 20%—25% lower fees.
- Intra cranial complications and malignancy cases special arrangements to be made.
- Reasonable after treatment is included in above scale of fees.

89. MEDICAL ATTENDANCE FOR PRISONERS.

When medical attendance is required for prisoners or others in the charge of the police, and there is no Government Medical Officer available, none but legally qualified medical practitioners are to be called in where such are available.

(a) Due discretion should be exercised in summoning medical attendance for a prisoner, but it is advisable to arrange for a person to be medically examined rather than incur unnecessary risk.

(b) A report must be furnished without delay of all cases where it is necessary to call in a medical officer, and his account for fees must be forwarded promptly.

(c) In back country districts where no member of the medical profession is available, discretion must be used as to the assistance summoned. If possible, a medical practitioner should be consulted per telephone.

90. MEETINGS.

The subjoined opinion furnished by the Solicitor General is published for general information of the Force:—

In the case of public meetings the conveners stand in the position of licensors to the persons attending, and may revoke the license and expel any person who creates a disturbance or is found otherwise objectionable; but this does not entitle the chairman of the meeting to give the offender into custody unless a breach of the peace is committed, and if excessive force is used in expulsion, proceedings for assault would lie.

A police officer is not necessarily required to obey the instructions of the chairman when there is no breach of the peace.

The chairman, or any person acting for him, may require any person creating a disturbance or obstructing the meeting to leave the premises and may cause him to be expelled, no unnecessary force being used, the offender not being taken into custody, but simply required to go away, and, if necessary, removed by order of the chairman.

(a) Section 11 of the Commonwealth Electoral Act of 1934 reads as follows:—

11. Section one hundred and seventy-seven of the Principal Act is amended by adding at the end thereof the following sub-sections:—

“(3) The chairman of any meeting to which this section applies may direct any member of the Police Force of a State or Territory, or of the Commonwealth, to remove from the room or building in which the meeting is being held any person who, in the opinion of the chairman, is preventing the transaction of the business for which the meeting is held, and thereupon the member may take such steps as are necessary for the removal of the person from the meeting.”

“(4) Any person—

- (a) who has been removed from a room or building in accordance with a direction given under the last preceding subsection; or
- (b) whose removal from a room or building has been directed under the last preceding subsection and who has left that room or building,

and who, without the authority of the chairman (proof whereof shall lie upon that person) returns to that room or building while the meeting is in progress, shall be guilty of an offence.

Penalty: Ten pounds or imprisonment for one month.

“(5) A member of the Police Force of a State or Territory, or of the Commonwealth, may arrest without warrant any person who commits an offence against the last preceding subsection.”

(b) Section 177 mentioned above refers to political meetings held in relation to any election of members for the Commonwealth Parliament.

91. MISSING FRIENDS.

Every reasonable effort must be made by the police to discover the whereabouts of persons inquired for in the *Gazette* under the heading of “Missing Friends,” and to obtain information which may be asked for as a “Special Inquiry.” When a person who is sought is said to have been heard of at a particular place the local member of the Force in charge must cause diligent efforts to be made to trace him. If after a reasonable time has elapsed, no trace of the missing person can be found, a suitable report showing the inquiries made must be forwarded through the District Officer to the C.I.B.

(a) Inquiries from persons outside the service addressed to members of the Force concerning the whereabouts of missing friends, or other persons, should not be undertaken by the Police without reference in the first instance to the District Officer, and then only when good reasons are furnished in justification of the inquiry.

(b) When an inquiry as above is conducted at the request of a person or persons outside the State, the file dealing with the matter should, on completion, be forwarded to the Commissioner’s Office for the necessary reply to the inquirer and record.

(c) Should there be any doubt as to whether an inquiry comes within the scope of ordinary Police business, the matter should be immediately referred to the Commissioner’s Office for instructions.

(d) Inquiries are not to be undertaken in connection with locating the whereabouts of any missing friend with the ultimate object of obtaining such an address with a view to divorce proceedings being taken.

(e) Inquiries are not to be made on behalf of private individuals with a view to ascertaining the whereabouts of a debtor.

MOUNTED POLICE.

(See “Appointments—Condition of.”)

NEGLECT OF DUTY.

(See “Charges against Police.”)

NEWSPAPERS.

(See “Press.”)

92. NON-COMMISSIONED OFFICERS.

First-class sergeants shall be attached to each station at the town where a district inspector has his headquarters, and at such other station or stations as the Commissioner may decide.

(a) In the event of a first-class sergeant, referred to in the immediate preceding paragraph, requiring a transfer owing to ill-health of himself or family or other personal reasons, and it is not practicable to transfer him to a station or position occupied by another first-class sergeant, then he must revert to the next grade, and he must state in writing that he is prepared to do so. His position will then be filled by the promotion of a sergeant from a lower grade.

(b) The N.C. officer is held responsible for the conduct and appearance of the constables placed under his command. It is his duty to watch over them, and to report without delay every irregularity, neglect of duty, or breach of discipline they commit. He must show an example of neatness in his dress and appointments, and of perfect cleanliness in his person and quarters; and if he suffers any disobedience of orders, neglect of duty, or other misconduct on the part of a subordinate, without immediately reporting it, he will be considered unfit to retain the position he holds.

(c) If in charge of a station, he will further be responsible for the state of the quarters and lockup, of the arms, ammunition, and appointments, and of every article of Government property committed to his charge.

(d) In the distribution of the duties of the station, in which he will himself take his regular turn, he must be perfectly impartial, and must keep a record of the duties performed by himself and the men under him. It is important that he shall not confine himself to office and court duty, but shall each day devote some portion of his time to street duty.

(e) He will see that those members of the Force who have to give evidence in Court are in attendance and are properly dressed, and that they do not lounge about, keep their caps on when sitting, or otherwise demean themselves in an unbecoming manner.

(f) He will see that the horses are properly groomed and attended to.

(g) He is to inspect minutely all parties or individuals going on duty, and, if under arms on special duty, he is to see that they are properly supplied with ammunition before they go out, and he is to note in the Occurrence Book the hour of their despatch, and of their return, the state in which they return, the quantity of ammunition consumed, if any; the state of the horses, if any of the party be mounted, and all circumstances connected with the particular duty on which they had been employed, of which a record may appear in any degree necessary.

(h) He will frequently, and at uncertain hours, inspect the quarters of the single members of the Force under him, and will see that the men are sober and conduct themselves with decency and propriety.

(i) Upon receiving a report of any outrage or serious offence, the N.C. officer in charge of the station will immediately proceed to make inquiries; and, as soon as possible after obtaining possession of the facts, report all the circumstances to his officer, taking such action as may appear necessary in the meantime.

(j) He will pay particular attention to the public houses and other licensed places of amusement and entertainment within the limits of his charge, especially those of which complaints may be made to him, and will take steps to put a stop to any irregularity he may observe.

(k) He is to reside in, or as near as possible, to the station, and the situation of his residence must be known to and approved by the officer in charge of the district.

(l) On N.C. officers, who are not in charge of a station, will devolve the important work of supervising the men engaged on beat duty. They will be expected to carefully and diligently execute the orders they receive from their superior officers or N.C. officers.

93. NOTE-BOOKS.

Note-book covers of leather stamped "Police Force, Western Australia," will be issued for general use. Paper insets will be provided as required.

The police will—

- (a) Write their name, rank, registered number, and date of receipt on the outside leaf of the inset, and on completion insert the date.
- (b) Whilst on duty always carry the note-book for ready reference and immediate entry of notes required.
- (c) Only use same for official purposes, and not for private memoranda.
- (d) Make all entries neatly and concisely.
- (e) Enter such extracts from *Police Gazette*, criminal information, etc., as may be directed, or which are considered likely to be of service.

- (f) Not tear out any portion of inset, or make any erasure or alteration. If any alteration is necessary rule through the original and insert alteration in such a manner as to leave the original legible. If such alteration is likely to be of importance bring it under the notice and obtain the signature of an officer, non-commissioned officer, constable, or reputable citizen to establish such entry beyond doubt.
- (g) When inset is completed return same to station and obtain a fresh one.
- (h) Leave their note-books at the station when going away for any length of time on leave or otherwise for reference if required during absence.
- (a) Officers and non-commissioned officers will carefully inspect all books periodically and as soon after completion as practicable, and, if correct, initial and file same for reference.

94. NUMBERS.

The two sets of numbers supplied to each member of the Force below the rank of Inspector must be worn on the collar of the tunic, one on the right side and one on the left, one inch and a half from the collar end.

(a) Each member of the Force when supplied with two sets of numbers will be debited in the Store Book with the figures of which they are formed and the pins used to secure them. If the numbers and pins or any portion of them are lost, he will be required to account for their loss, and if it is due to carelessness will be called upon to pay the cost of replacement.

(b) When a member of the Force resigns or is discharged or dismissed, the numbers issued to him must be returned to store; if he fails from any cause to return them complete a deduction from his pay will be made.

(c) Officers in charge of districts will see that each member of the Force serving under him wears his number whenever he appears in uniform and keeps it clean and bright.

(d) In all memoranda and reports it is required that the number of any non-commissioned officer or constable shall be quoted, and when signing reports the members of the Force of all branches are required to append their number as well as their rank to their signature.

95. OATH OF ALLEGIANCE.

I, A.B., do swear that I will be faithful and bear true allegiance to the King and will loyally, as in duty bound, uphold the Constitution of the Commonwealth of Australia established under the Crown of the United Kingdom—SO HELP ME GOD.

96. OCCURRENCES.

At each police station an Occurrence Book will be kept. In it must be entered an account of all events which occur in the neighbourhood supervised by the station. It should contain, besides actual police matters, particulars of articles lost or found, inquests, accidents, affrays, complaints by settlers and others, and information of the manner in which public houses are conducted. Duplicate copies of the Occurrence Book are to be sent weekly to the District Office.

(a) It is the duty of all constables not in charge of a station to report everything that may come under their notice, so that the reports of occurrences may be compiled in a complete manner.

(b) Any occurrence of sufficient importance to require a special report should be shortly recorded in the Occurrence Book, and sheets with the words "See special report" added.

97. OFFENCES.

The following are offences for which a member of the Force is liable to removal from the service, to be called upon to resign, or other punishment:—

- Absent from beat without lawful excuse.
- Absent from parade without lawful excuse.
- Absent without leave or lawful excuse.
- Accepting reward without permission of Commissioner.
- Any act, conduct, disorder or neglect to the prejudice of good order, morality, or discipline, though not specified in these regulations.
- Any act of oppression or tyranny.

Any breach of discipline.
Any breach of regulations.
Any offence against statute or common law.
Assault.
Asleep on beat.
Communicating without authority, either directly or indirectly, to the public
Press on any matter or thing respecting the Force.
Converting to his own use any necessaries belonging to other members of the
Force without their consent.
Convicted of any offence by a court of justice.
Demanding, or endeavouring to persuade any other person to give him, or
to purchase or to obtain for him, any intoxicating liquor while he is on
duty.
Directly or indirectly receiving any gift or gratuity without the Commis-
sioner's sanction.
Disobedience of the lawful commands of a superior.
Disrespect to superior officer.
Divulging any matter or thing which it is his duty to keep secret.
Drinking intoxicating liquor when on duty.
Embezzling or mis-appropriating money, arms, ammunition, clothing, appoint-
ments or other public property.
Expectorating on floors or stairways of barracks.
Forging the name of any person on any warrant, summons, or other public
document.
Giving notice, or otherwise causing notice to be given to any person against
whom there is a warrant or order, with a view to the evasion of such
warrant or order.
Gossiping when on duty.
Guilty of any other breach of the Police Regulations or Circular Orders.
Guilty of any prevarication before any court or at any inquiry.
Guilty of disgraceful conduct.
Guilty of insubordinate conduct.
Guilty of profane or immoral conduct.
Ill-using troop horse.
Improperly working beat.
In an hotel while on duty without lawful excuse.
Incivility or using improper language.
Insubordination.
Knowingly making any false return or statement.
Knowing where any offender is residing or concealed and not immediately
informing his superior of the same; or not taking due and prompt
measures for the arrest of any such person.
Leaving district or subdistrict without authority.
Leaving his post or the beat on which he has been placed.
Losing articles of kit and neglecting to report such loss.
Making an unfounded or frivolous complaint against another member of the
Force.
Making any alteration or erasure, for the purpose of fraud or deceit, in any
public document.
Making any anonymous complaint to the Government or Commissioner.
Making any false entry in an official book or diary.
Malingering.
Manifesting political partisanship.
Misapplying any goods or money levied under a warrant or taken from a
prisoner.
Neglect of duty.
Neglect of orders.
Neglecting or delaying to report any misconduct on the part of another member
of the Force.
Neglecting to groom troop horse.
Neglecting to keep arms or other portion of kit clean.
Neglecting to obtain necessary particulars in criminal case or case of accident.
Neglecting to post station books from day to day or to keep same in accord-
ance with regulations or orders.
Neglecting to report any information in connection with any case or offence.
Neglect to pay lawful debt.
Overholding a complaint.
Owning or having any interest in a racehorse or any horse intended to be
used for racing. A member will be deemed to be implicated if his wife
is so interested.
Quarrelling with other members of the Force.

Receiving a bribe.
 Removing armlet while on duty.
 Signing any false certificate, or being privy thereto.
 Slovenly in dress and appearance.
 Smoking while in uniform in public street.
 Striking a superior.
 Talking and gossiping whilst on duty.
 Threatening language.
 Under the influence of liquor to such an extent as to be unfit for duty.
 Unpunctual at parade.
 Untruthfulness.
 Using any mutinous words.
 Uttering words subversive of discipline.
 Wearing any party emblem.
 Wearing dirty uniform or uniform unfit for use.
 Wilfully omitting to make an entry in station books as to the performance of any duty, etc., which ought to be so entered.
 Wilfully, or through negligence, allowing any prisoner to escape.

98. OFFICERS IN CHARGE OF DISTRICTS.

The duties of an Officer in Charge of a district consist of the direction, the constant and active supervision and inspection of the men and stations under his control. He is responsible for the prevention of crime, the detection of criminals, and the general preservation of peace in his district; and is therefore bound to see that all the police within his district discharge their respective duties towards the Government and the public with zeal, fidelity and efficiency.

He will visit the stations, lockups, stables, etc., in his district as often as possible at uncertain times; he will see that they are kept clean and in proper order; he will examine police horses, bedding, furniture and stores, to see that all are correct; he will likewise inspect the books and records of the station to assure himself that they are kept in an accurate, neat and regular manner, inserting his opinion of the whole in the Station Occurrence Book, and furnish the Commissioner with detailed particulars on the report form provided for that purpose, and he will hold the member of the Force responsible for causing a copy of the occurrences to be forwarded to the District Office.

99. OLD AGE PENSIONS.

Inquiries in regard to Old Age Pensioners are not to be undertaken unless approved of by the Commissioner.

100. ORDERS.

If an officer is required in any contingency to undertake duties which are generally performed by a constable, the instructions for the guidance of a constable apply equally to him so far as those duties are concerned. In the same way the instructions for the guidance of officers are binding upon N.C. officers and constables, when the latter are required to perform duties usually discharged by the former.

(a) Where a duty is not spoken of as specially pertaining to any particular grade or division of the service, it is to be understood as applicable to all members of the Force without exception.

(b) The officers and men of the Force are held strictly responsible for the execution and observance of all the regulations and circular orders which may from time to time be made for the good of the service, and are promptly to obey all lawful orders which they may receive from the persons placed over them.

(c) As officers and other members of the Force are required to exact a ready obedience to all orders which they may issue, they must be careful to couch their orders in clear and explicit terms, and to see that the orders are properly understood by those to whom they are addressed.

(d) Members of the Force to whom orders are addressed must receive them with deference and respect, and execute them to the best of their ability without question or comment. Every officer or sub-officer is held strictly responsible that he immediately reports any member of the Force who refuses to obey him in any matter of duty.

(e) It is an invariable rule in discipline, where no order to the contrary exists, that in the absence of a superior the whole of the duty or charge which was entrusted to him devolves upon the member next of rank, so that the chain of responsibility may remain unbroken.

(f) Although a constable is legally responsible for his acts, and may therefore decline to obey such exceptional orders as are manifestly illegal, still the orders of a superior officer should be immediately obeyed. If a subordinate has any ground for complaint it can be lodged or attended to after complying with the instructions.

(g) Every member of the Force is expected to obey the orders of any single magistrate or bench of magistrates in their magisterial capacity. The magistrates are not permitted to interfere with the internal or executive arrangements of the Police Force; but should they at any time suspect any felonious attempt upon life or property of a nature so serious as to render it necessary for the public safety that they should act personally, they are allowed to call for the attendance of such of the police as they may deem necessary; and all constables so called upon shall act under the magistrate's orders so long as he is present, and during the time necessary for the suppression of such attempt.

101. PATROLS.

The district officer will see that at the various stations a proper system of patrols is established so that as far as possible the whole district may receive a due share of protection, and the police may acquire a thorough knowledge of the country.

(a) If the duties of the district cannot be performed effectively without the establishment of a system of patrolling, such system should be carried out under the instructions of the district officer, so that the patrols from different stations may be regulated with a view to co-operation. In such cases, the particulars of every patrol made from a station are to be entered in the Occurrence Book.

(b) Patrols should go out at irregular periods, and should visit suspected places and observe suspected houses and persons.

(c) Police on patrol will not confine their attention to the main lines of road only, but will occasionally proceed through the bush and call at the houses of settlers to learn what is going on, to ascertain if their assistance is required, and to obtain any information that may be of service.

(d) When on patrol duty constables are not to separate or enter public-houses except in the performance of their duty.

(e) Every member of the Force should make himself as thoroughly acquainted as possible with all the characteristics and peculiarities of that part of the country over which his duties range—that is, the country lying between his own station and the nearest police stations around it in every direction. He should make a point of knowing the centres of population therein, the general character and occupations of the people, the public houses, places of amusement, and other public buildings of every kind in the various cities, towns, and settlements. He should also acquire a knowledge of the natural features of the country, whether inhabited thickly or otherwise, the direction of not only the best, but of all the roads and bush tracks, the nature of the soil, whether cultivated, covered with bush or timber, etc., with various other points which may suggest themselves to him.

(f) N.C. officers and others in charge of stations when dispatching constables on patrol or other duty will often be able to do much towards carrying into effect the instructions in the preceding paragraph by indicating to the men the roads and tracks they are to take, bearing in mind that it will often be advantageous for the men to return from a place by a different road from that by which they went, provided no police duty renders such a course inexpedient.

(g) Officers in charge of adjacent districts should make a point of arranging between themselves that their patrols should meet occasionally and thus supervise between them as far as may be necessary the borders of their respective districts.

(h) The printed instructions regarding patrols in the Kimberley and Northern Districts should be filed at all stations in these districts. In the event of such instructions being lost or mislaid immediate application for a duplicate copy should be made by telegraph to the District Officer.

102. PAY SHEETS.

To expedite the preparation of the monthly pay and allowance sheets, officers in charge of districts are required to report immediately to the Head Office, by telegraph, if necessary, the date of arrival in or departure from their districts of members of the Force on transfer or leave; likewise the date of appointments, discharges or removals, or any other changes within their districts which affect the pay or allowances of a member of the Force. In cases of arrivals, the report should state whether the member of the Force concerned is provided with quarters or entitled to lodging allowance. When transfers are made to or from a district in

which district allowances are granted, the allowance will commence on the date of arrival at and cease on the date of departure from the station at which the member of the Force is or has been placed.

(a) On receipt of the necessary remittances the District Officer will lose no time in paying the men at each station in his district, and he will be held responsible for deducting the amount of any fines inflicted for misconduct, sums due by the men on account of stores or extra clothing supplied, and generally all amounts which may be required by the regulations or which he may be specially ordered to deduct. He will be required to make good any amount which he may neglect to deduct.

(b) The receipted pay-sheets must be returned as soon as possible in each month to the Commissioner's office, with a cheque for deductions, if any.

103. PETITIONS.

Members of the Force must not in any way take an active part in the preparation or lodging of a petition.

104. PHARMACY AND POISONS ACT.

The Police throughout the State are requested to render whatever assistance they are able to the Pharmaceutical Council in connection with the prosecutions under the Pharmacy and Poisons Act. Any proceedings under the Act initiated by the police or on which they are called upon to assist should form the subject of a special report to the Commissioner.

105. PHOTOGRAPHS AND FINGER PRINTS.

Every prisoner shall submit himself or herself to be photographed, and to have the prints of his or her fingers, measurements, and other particulars taken and recorded on reception and discharge; and also at any other time when ordered by the Comptroller General of Prisons. Any photograph or finger prints taken of any person under remand or committed for trial, who shall not be ultimately convicted, shall, with the plates, be destroyed and not recorded.

(a) The term "prisoner" in the Prisons Act is defined as "any person committed to prison for punishment or on remand, or for trial, safe custody, or otherwise."

(b) It will not be necessary to take the photograph or finger prints of every convicted prisoner, but care must be taken that all persons convicted of any indictable offence, or of any serious simple offence, such as assault, disorderly conduct, vagrancy, etc., are photographed and finger-printed.

(c) The taking of photographs will apply only in cases where a police photographer is available, except in special cases where the taking of same may be considered necessary. In all such cases authority to incur expense must be first obtained.

(d) When a prisoner is on remand, charged with any offence, his finger prints must be taken, when, from the character of the offence with which he is charged or for other reasons, there are grounds for suspecting that he has been previously engaged in crime, or when there is reason to believe that the taking of his finger-prints will afford evidence as to the commission of an offence.

(e) The finger prints of an unconvicted prisoner should be forwarded to the Officer in Charge, Criminal Investigation Branch, Perth, by first post, when they will be classified, and a reply sent stating whether the accused can be identified or not.

(f) At stations on the railway system a remand for eight days should be obtained, in order that ample time may be given to obtain the required information.

(g) At stations outside the railway system the prints of an accused person must be taken and forwarded for classification; but as it would be impossible to obtain a reply within a reasonable time, the charge should be proceeded with in the usual way.

(h) The terms "reception" and "discharge" in the regulation mean a reasonable time after the prisoner is received into the gaol or lockup, and a reasonable time before the prisoner's discharge.

(i) The attention of officers in charge of districts and of sub-officers and constables in charge of stations is also directed to the use of finger prints in relation to the detection of crime.

(j) This system, intelligently applied, is capable of rendering the greatest possible assistance to the police in the detection of all classes of crime and the identification of the offender, and it is very advisable that every member of the Force should take every opportunity of making himself acquainted with it.

(k) Very little experience will show that it is almost impossible to handle any article without leaving a more or less greasy mark on it. This mark, sometimes almost invisible to the naked eye, can be developed in such a way as to render it distinctly visible and capable of giving a good photographic picture.

(l) Glass, china, silver and electro-plated ware, polished metal of all kinds, varnished wood, papier mache, cash boxes, and in fact all articles having a smooth surface, partly dried varnish or paint, putty, wax candles, etc., will yield good impressions; paper, particularly the glazed kinds, also gives satisfactory results.

(m) It must, however, be understood that, to render the system of value, it is absolutely necessary that the article which bears, or is supposed to bear, finger marks of an offender, should not be handled with the unprotected fingers until it has been examined by an expert. Not only are the marks likely to be obliterated or defaced, but the addition of fresh marks renders the task of development and examination more difficult.

(n) In cases of burglary or housebreaking, where entrance is gained by forcing a window or glass door, examination of the broken pieces of glass will frequently disclose finger marks. In similar cases it is very difficult for an offender to push back the catch of a window from the outside without leaving marks on the lower pane.

(o) In cases of murder, in addition to the usual places to be searched, blood-stained marks may be found on the clothing or on the skin of the deceased.

(p) In cases of ordinary crime, small articles which bear finger marks may be packed carefully in tissue paper or cotton wool, placed in a small box and forwarded to the Officer in Charge of the Criminal Investigation Branch, Perth, by registered post, each article being previously marked for identification by the member of the Force who found it.

(q) In very serious offences, such as murder, or burglary, etc., accompanied with violence, where finger marks of offenders are discovered, it would be advisable to wire at once to the Officer in Charge of the Criminal Investigation Branch, Perth, with a view of an expert being sent to investigate, but care must be taken that whilst waiting for a reply the articles bearing the marks are not disturbed or handled.

(r) To prevent unnecessary expense and waste of time it should be borne in mind that finger marks are useless unless there is some detail; that is to say, unless the pattern formed by the ridges or raised lines of the fingers is visible.

(s) Impressions are taken in two ways—as “plain” and as “rolled” impressions.

(t) To take a “rolled” impression, the form should be folded in three, and the black line marked “fold” should be placed flush with the end of the table. The bulb of the finger is then placed upon the tin slab over which a thin film of printer’s ink has been spread, the right edge of the nail resting on the slab, and the finger is then turned over until the bulb surface which originally faced to the left now faces to the right, the left edge of the nail now resting on the slab. By this means the ridge surface of the finger between the nail boundaries is inked, and by pressing it lightly upon paper in the same way that it was pressed upon the ink slab a clear rolled impression of the finger surface is obtained. Care must be taken not to press the finger too heavily on the inked slab or subsequently too heavily on the paper, otherwise a blurred or imperfect impression results.

(u) To obtain good impressions the following details must receive attention:—The ink, roller, and slab must be kept scrupulously clean, and free from dust, grit, and hairs. The ink bottle should be kept hermetically closed. The roller, when not in use, may be kept wrapped up in a piece of clean oiled paper. The slab should be freshly cleaned each day after use with turpentine, or kerosene, all particles of old ink being rubbed off. A very small quantity (one drop) of ink should be applied, and this should be worked up into the thinnest possible film. Unless the film is thin the impression obtained will not be clear and sharply defined. From a finger so inked a good impression is secured, as even additional pressure will not do much harm.

(v) A plain impression is obtained by placing the bulb of the finger on the inked slab, and then impressing it on paper without any turning movement.

(w) The separate impressions to be taken on the forms issued are "rolled" impressions. The impressions of the four fingers taken simultaneously are "plain" impressions.

(x) As from the 1st of April, 1941, an Australian Central Fingerprint Bureau will be established in Sydney and each State in the Commonwealth must contribute a duplicate set of fingerprints of each offender.

1. For this purpose a new type of fingerprint form will be printed and issued to all Police Stations.

2. Red printed forms will be used for female offenders and black printed forms for male offenders.

3. As soon as the new type of fingerprint forms are received at your Station, the fingerprints of all offenders must be taken in duplicate, each time an offender is arrested.

Male Offenders (black printed forms).

4. When taking the fingerprints of male offenders, one set may be taken on the fingerprint forms at present in use, until the supply at your Station is exhausted.

5. The duplicate set of fingerprints must be taken on the new type of black printed forms.

6. When you have exhausted your present supply of the old type of fingerprint forms, two sets of each offender must be taken on the new type of black printed forms.

Female Offenders (red printed forms).

7. Fingerprints of all female offenders must be taken in duplicate on the new type of red printed forms. (No more old type forms to be used for female offenders.)

IMPORTANT.

All Details to be Recorded on Fingerprint Forms.

8. It is essential that all fingerprint forms be filled in correctly and all information required be supplied in detail when offender is a nomad or has no fixed place of abode, record N.F.P.A. in space set apart for address.

9. Colour of hair must be stated, such as blonde, sandy, golden, light brown, medium brown, dark brown, black, grey, or black turning grey, etc., also whether curly, wavy, straight, or bald in front. Do not merely record dark or fair.

10. Attention is also drawn to the instruction on page 263 of *Police Gazette*, 1938, re type of goods stolen and value thereof.

11. Reference to this instruction is on the back of each fingerprint form, but the instruction is rarely complied with.

Care in Taking Fingerprints.

12. Considerably more care must be taken when taking sets of fingerprints and the hands must always be wiped quite free of perspiration or moisture, which prevents the ink from adhering to the finger and causes light patches in the print.

13. The fingers must also be rolled sufficiently to record all deltas in the rolled impressions.

14. Juvenile offenders are not to be fingerprinted.

106. POLICE UNION.

All combinations except the Police Union as approved by the Minister are prohibited.

107. POLICE PROTECTION.

The District Officer will make himself acquainted with the various stations in his district and their requirements, and will from time to time, according to his discretion, grant immediate police protection to any locality that may require it, if it is apparent that the peace of the locality would be endangered by the delay consequent upon his referring the matter to the Commissioner for instructions.

(a) When a number of residents of any particular locality apply for police protection the District Officer will forward the application to the Commissioner, with such remarks of his own as may seem proper respecting the necessity of the case, the facilities that may exist for forming a police station, the population and whether scattered or otherwise, the amount and nature of crime in the neighbourhood, and his opinion whether frequent or occasional daily or nightly patrols would be sufficient, etc.

108. "POLICE GAZETTE."

A *Police Gazette* for the State is published weekly at Perth, and a copy is posted to each police station on Wednesdays.

(a) Any information obtained by members of the Force calculated to be of service in the detection or identification of offenders or the recovery of stolen property, or that may be of general interest to the police, should be forwarded direct to the C.I.B., Perth, so as to arrive by noon on Tuesday for insertion in the *Gazette*.

(b) The non-receipt or late arrival of the *Gazette* at any station should be promptly reported, and immediate inquiry will be made to trace the paper or ascertain the cause of delay.

(c) Officers in charge of districts in their periodical visits to police station will see that the *Gazette* is regularly filed, and will satisfy themselves that all members of the Force in their respective districts make themselves thoroughly acquainted with its contents.

The *Police Gazette* is published for the information of the police only, and the communication of its contents to any person outside the Police Department except by order is strictly forbidden.

(e) The District Officer will also satisfy himself that all under his command make themselves aware of the contents of the *Police Gazette* each week, and that they copy therefrom into their memorandum books extracts of such portions as they are more particularly interested in; likewise that they note in the same manner the particulars of criminal informations forwarded to their station for circulation.

109. POLICE SERVICES—CHARGES FOR.

Charges will be made for the escort by the police of bullion or specie for banks, mines, or any company or person, in accordance with the prescribed scale.

(a) Before arrangements are made for any escort provided for as above the form applying for the services of a member of the Force must be filled in and signed by the applicant.

(b) The same rate of charge will be made when any members of the Force are despatched upon special duty at the instance of any person or firm if such duty is beyond the limits of ordinary police work.

(c) Officers in charge of districts must be careful in every instance to collect these charges at the earliest opportunity and to have the money paid in without delay. When a person applying for the services of the police is of doubtful financial stability, they should only be supplied if paid for in advance.

110. POLITICS.

No member of the Force shall in any manner influence any elector in giving his vote for the choice of any person to be a member to serve in the Legislative Council or Legislative Assembly. (Police Act, 1892, sec. 32.)

111. PRESS (NEWSPAPERS).

Members of the Force are accountable to the Government for their conduct whilst engaged in the performance of their duty, and are not permitted to communicate with the Press against reflections cast on them from outside sources. Members of the Force must not publicly comment upon the administration of any Department.

(a) There is no objection to information of the doings of the police being given to the Press, if it is first ascertained that there is no danger that the ends of justice will thereby be frustrated. It will generally be expedient for constables when questioned on police matters by journalists to refer them to the N.C. officer for any details which may be required. Members of the C.I.B. should refer representatives of newspapers to the Officer in Charge for information.

112. PRISONERS.

A solicitor or a clerk authorised to act for him may be allowed to communicate with a prisoner in the custody of the police if the prisoner wishes it. Arrange-

ments are to be made as far as practicable that the communication may not be heard by any one; but care must be taken that the prisoner shall not escape, and a member of the Force must keep the prisoner in sight during the communication.

(a) When a prisoner requests a member of the Force to ask a particular solicitor to call and see him, the request must be complied with.

(b) No member of the Force shall suggest or persuade any prisoner to send for a particular solicitor or dissuade him from sending for one of his own selection.

(c) Prisoners should on no account be allowed to drink intoxicating liquor while in police custody unless ordered by a medical man.

(d) No money must be allowed to sentenced prisoners for purchase of any description, but in case of unsentenced prisoners, absolutely necessary refreshment for them may be purchased at their request out of any money taken from them. Any money thus expended must be entered on the prisoner's property sheet and the entry initialed by him.

(e) The relatives or friends of a prisoner may visit him at all reasonable hours during the week days at the discretion of the officer in charge of the station. All such visits shall be carried out in the presence of the lockup-keeper who shall observe all that passes.

PRISONER'S PROPERTY.

(See "Escort of Prisoners.")

113. PROMOTIONS.

An examination qualifying for promotion is held at intervals by a Board of Examiners consisting of three persons, viz., a legal practitioner, an officer of Police, and the Secretary, Police Department. Suitable notice will be given of the intention to hold any such examination.

(a) No member of the Force, under the rank of Sergeant, will be permitted to submit himself for examination for the rank of Commissioned Officer, and no Constable of less than five years service can submit himself for examination for the rank of Non-Commissioned Officer.

(b) Return fares of candidates to centres where examinations will be held will be granted from all stations within the railway system. Usual travelling expenses will also be paid.

(c) Intending candidates stationed beyond the railway system will be afforded special facilities for submitting themselves to examination.

(d) Subject to the proviso hereinafter contained, no member of the Force shall be promoted to any rank until he has passed the examination qualifying for such promotion.

(e) Subject to the general provisions of these regulations, the method of recommending a member for promotion shall be as follows:—

- (1) The Commissioner of Police shall keep a register in which he shall enter the names of all candidates who have qualified for promotion.
- (2) There shall be a Board, to be called the Promotional Board, which shall consist of the Commissioner of Police, who shall be Chairman, and all available Commissioned Officers stationed between Perth, Geraldton, Kalgoorlie, Narrogin and Fremantle.
- (3) The Board shall hold meetings at Perth as often as may be deemed necessary.
- (4) The Commissioner shall from time to time extract from the register the names of members of the Force whom he considers eligible for promotion, and shall publish those names in the *Police Gazette* at least one calendar month before the next sitting of the Board to deal with the matter.
- (5) During the period of one calendar month from the date of the publication of the names any member of the Force, who considers his name should have been included in the list of names so published, may complain to the Board stating his reasons in writing for the complaint.
- (6) At the expiration of such period of one calendar month, or as soon thereafter as may be practicable, the Board shall consider the names of members of the Force submitted by the Commissioner and any complaints lodged by other members of the Force, and shall then settle the promotional list.

(f) The Promotional Board when sitting shall inquire into the qualifications of the particular candidates and recommend for promotion the member or members of the Force, who, on the ground of efficiency, is or are considered most suitable. In the event of an equality of efficiency of two or more members of the Force, the senior man shall be so recommended. The Board shall also, when inquiring into the qualifications of candidates, collect all information possible from such available sources as are open to the Board, and when a senior candidate is passed over shall, in writing, state their reason for so doing.

(g) While due regard shall be paid to seniority and good conduct, preference must always be given to those who have displayed superior intelligence, zeal, and integrity in the discharge of Police duties. Members of the Force must, therefore, distinctly understand that there will be no hesitation in selecting the meritorious and efficient officer for promotion in preference to the senior, but less efficient one.

(h) Efficiency means special qualifications and aptitude for the discharge of the duties of the office to be filled, together with merit and good and diligent conduct.

(i) The Minister, on the recommendation of the Commissioner or from any cause, may veto the recommendation of the Board.

(j) The Promotional Board shall not recommend a member of the Force for promotion who is not of strictly sober habits, and who is not energetic, trustworthy, and suitable in every respect.

(k) No member of the Force, who has been fined for any serious misconduct against discipline or neglect of duty within the last two years of his service, shall be promoted.

(l) Any Non-Commissioned Officer or Constable who is not prepared to accept promotion when it is offered to him, and to be transferred to the place where his services are required, shall be passed over.

(m) The Commissioner may require any member of the Force who has been selected for promotion to be medically examined by a Government Medical Officer, and certified as physically fit to carry out the duties of his office in any part of the State.

(n) Whenever the Officer-in-Charge of a district considers it necessary he will forward a report to the Commissioner on any particular officer, who by his merit and service he considers is worthy of promotion.

(o) The District Officer must by frequent personal intercourse make himself acquainted with the character, temper, and conduct of every member of the Force serving in the district. He must be strictly impartial in his recommendations.

(p) Every recommendation for promotion must contain a full statement of the reasons for making it.

(q) When an officer finds that a member of the Force, whom he has recommended for promotion, has since misconducted himself, or in any other way shown himself to be unfit for advancement in the Service, he will at once cancel the recommendation and report the matter to the Commissioner.

(r) In no case will representations from persons not connected with the Department have any influence in procuring promotion for any member of the Force.

(s) Notwithstanding anything contained in the foregoing regulations, the Governor may specially promote without examination any member of the Police Force recommended by the Commissioner for very exceptional ability and merit.

114. PROOFS OF EVIDENCE.

The District Officer will see that a proof of each case, clearly stating all the evidence the witnesses can give, is furnished to the member of the Force prosecuting as early as possible before the case comes on for hearing.

115. PUBLIC OCCURENCES.

Important public occurrences of an unusual character, especially those affecting the public peace, should be immediately reported to the Commissioner.

116. QUARTERS.

Each member of the Police Force is to receive either (a) quarters, subject to the conditions specified, or (b) such lodging allowance as may from time to time be approved.

- (a) Quarters shall be granted and received subject to the following conditions:
- (1) Water rates shall be borne by the Department where members of the Force are compelled to occupy quarters. Members of the Force shall pay sanitary rates when the sanitary conveniences are solely for the private use of themselves and their families.
 - (2) That if the Crown shall pay or bear any sanitary rate or charge in respect of the quarters occupied, then the amount thereof shall be repayable by the occupant and may be deducted from his pay. If such rate or charge has been paid in respect of any period covering several occupancies, then the amount shall be apportioned amongst the successive occupants in proportion to their respective periods of occupancy; and when such rate or charge or any part thereof has been paid in advance, a proportionate part thereof shall become payable by the occupant for the time being every fortnight and may be deducted from his pay accordingly.
 - (3) Quarters occupied by married members of the Force shall be supplied with blinds.
- (b) Members of the Force in charge of stations will be held strictly responsible for the state of the quarters, which must always be scrupulously clean; the arms, accoutrements, clothing, and furniture must be regularly arranged and kept in good and serviceable order. All repairs required to the buildings must be reported to the District Officer, and no expenditure is to be incurred without authority.
- (c) Members of the Force who unnecessarily incur expenditure on stations or quarters on their own authority will be responsible for the same. They will have no claim on the Government for reimbursement.
- (d) No member of the Force is to erect a private residence or other structure on a police reserve, or to make any additions or alterations to any existing building thereon without the consent in writing of the Commissioner; and even for buildings erected or alterations effected with such consent, the Government incurs no responsibility. The member of the Force who incurs the expenditure has no claim on the Government on account of the alterations or addition, which on his removal from the station becomes the property of the Government.
- (e) When any member of the Force takes possession of Government quarters, the officer in charge of the district will call upon him to report upon the state of the quarters.
- (f) Any member of the Force handing over Government quarters in a discreditable, dilapidated, or unsatisfactory state for want of proper care, will be liable to be charged the amount required to put the quarters into a suitable state for the next occupant.
- (g) Any member of the Force who fails to take care of the Government quarters he is allowed to occupy, is liable to be called upon at once to vacate same, and to find quarters for himself.
- (h) No cattle, horses, pigs, or goats are to be kept at police stations without permission from the officer in charge of the district. When such permission is given, officers in charge of districts will not allow animals to be kept on any station in close proximity to the forage store, or in such a manner as to make the station or its approaches untidy or dirty, or be a nuisance in any respect.
- (i) No member of the Force can, without permission of the Commissioner, have residing with him *permanently* in Government quarters any other individuals than his wife, children, or other dependent.
- (j) District officers are to see that members of the Force under their control do not use licensed houses for board and lodgings where it is possible for them to obtain such accommodation at restaurants or boarding-houses.
- (k) Members of the Force are not to lodge or board at any boarding-house the proprietor of which has been convicted for illicit dealing in liquor.

117. RACEHORSES.

No member of the Force is permitted to have any direct or indirect interest in any horse used for racing purposes, neither is his wife permitted so to do.

118. RECEIPTS (MONEY AND VALUABLES).

Receipt books consecutively numbered are issued from the Treasury for use by the Police.

- (a) A receipt must be given in every instance for money received officially, and no receipts whatever are to be issued or given other than those in the consecutively numbered books.

(b) Every receipt form and butt must be carefully accounted for. The particulars for which a receipt is given and the disposal of the money must be accurately entered in the butt of the receipt.

(c) If a receipt is accidentally defaced or mutilated it must be preserved, and the particulars of its disposal entered on the butt, and if one is destroyed the fact should be recorded and explained on the butt.

(d) If a receipt is not received within a reasonable time for money or warrants, etc., dispatched a communication should be sent to ascertain the cause.

119. RECORDS.

On the transfer, retirement, or removal from the Service of any member of the Force under him, the officer in charge will cause all public record books, including files of the *Police Gazette*, or other documents or property belonging to the Government in that officer's possession to be handed by him to the member of the Force relieving him; and on the officer in charge himself giving up the charge of a district from any of the above causes, he will in like manner hand all public record books and documents to the officer relieving him.

(a) When an officer relinquishes charge of a police district or division he must prepare and hand to his successor a written statement of such special facts and circumstances relating to the district or division as are likely to prove of utility to such successor in acquiring a knowledge of his new duties and in efficiently performing them. This statement must include an expression of the views of the writer in regard to the course which will lead to the greatest public advantage if adopted by his successor. A copy of the statement must at the same time be transmitted to the Commissioner. All cases of merit must be reported to the Commissioner.

120. RECORD OF SERVICE.

A personal file is kept of the conduct and service of every member of the Force.

(a) On the appointment of any person to the Force his name, personal description, etc., will be entered on a record sheet which will be sent to the officer in charge of the district in which he is stationed, and a copy will be retained by the Commissioner.

(b) The Record Sheet of every Non-commissioned Officer or Constable will be kept by District Officers under lock and key, and their contents treated as strictly confidential.

(c) Under no circumstances are the sheets to be perused while in the District Office by others than District Officers or by the member of the Force to whom the particular sheet refers.

(d) When a Non-commissioned Officer or Constable is transferred from one station to another, his record sheet must be sent by confidential letter to the Officer-in-Charge of the District into which the member is transferred, and should such Non-commissioned Officer or Constable so desire, he will be given an opportunity of perusing the entries made therein.

(e) The date of appointment to any particular grade of the service is to be that from which the member of the Force commences to receive the pay of that grade.

(f) If a member of the Force marries after his appointment thereto, the fact is to be recorded under the head of "Remarks," the entry, including the date of marriage, being dated and signed by the officer making it. A similar record is to be made when a constable becomes single in consequence of the death of his wife, or from any other cause.

(g) Every instance in which the member of the Force is transferred from one station to another, whether to any district, or simply to another station in the same district, must be entered in the transfer portion of the sheet.

(h) Where the transfer is to another district, the officer in charge of the district from which the transfer is made will state only the district to which the constable is going; the officer in charge of the district to which the member of the Force is transferred will complete the record by entering the name of the station at which he is placed.

(i) The portion of the record sheet entitled "Discharge, Dismissal, or Death," shall not contain more than a statement of the manner in which the N.C. officer or constable left the Force, that is by resignation, death, or otherwise, and the date to which he, or in case of death his representatives, have received pay. The officer's report upon his character, etc., should be given in another portion of the sheet.

(j) As soon as particulars of the resignation, discharge, dismissal, or death, have been entered, the record sheet must be transmitted to the Commissioner. The particulars regarding the certificate of character, if any is issued, will be entered in the office of the Commissioner.

(k) Officers before taking over charge of a district must see that the required entries have been made in the record sheets by the officer who is being relieved. When a N.C. officer or constable is transferred from one district to another, the officer in charge of the district to which he is transferred must see that his sheet contains the required entries.

(l) A return in the form prescribed for the purpose is to be forwarded on the last day of each month by the officers in charge of districts to the Commissioner, containing verbatim copies of all entries whatever made in the record sheets of members of the Force in their respective districts during the month. This return will not supersede the necessity for special reports upon the men concerned in cases submitted for the decision of the Commissioner.

(m) Where any Non-commissioned Officer or Constable has a conviction or convictions recorded against him for an act or acts of insubordination or misconduct against the discipline of the Force, and who for five years succeeding the last conviction bears a good character and has no such conviction recorded, such first-mentioned conviction or convictions shall be expunged by the Commissioner of Police from his record sheet.

(n) A new typewritten sheet, with the expunged entries omitted, will then be prepared in the District Office, and be retained by the District Officer, whilst the original must be forwarded by registered post to the Commissioner.

(o) When an officer submits an unfavourable report to the Commissioner concerning a subordinate, the latter will be given an opportunity of perusing such report, providing it is intended to place the report on his personal file or that the Commissioner decides that the report will be used or in any way recorded against him.

121. REDUCTIONS.

When the reduction of a member of the Force is ordered but no date is mentioned, no time must be lost by the District Officer in communicating the fact to the member of the Force concerned, as the reduction is to take effect from the date of his being so informed; and, in returning to the Commissioner the papers relating to the case, the date on which the reduction took place must be noted therein.

122. REGULATIONS.

Members of the Force are directed to make themselves thoroughly conversant with the Regulations of the Service, as a plea of ignorance or forgetfulness will not be accepted as an excuse for any infringement or deviation from them unless reasonable cause is shown.

(a) The District Officer will see that each one is well acquainted with the regulations of the Force, and that when necessary these are read and explained to the men from time to time.

(b) In order to maintain as nearly as practicable one uniform and complete system throughout the Force, the officer in charge is not to make any regulations or issue any order which may be calculated to produce alterations, or cause innovations in, or which may be regarded as an evasion of the standing orders of the Force. Whenever in his opinion it may be expedient to introduce any new regulation, or alter an old one, he should submit his views on the subject for the consideration of the Commissioner, who, if he deems necessary, will take steps to give it effect.

123. REMITTANCES.

Members of the Force who in the discharge of their duty are required to send remittances of money or other valuables to the Head Office or elsewhere, are not in any case to consider that they have satisfactorily discharged themselves of this responsibility until they have obtained an acknowledgment that the remittance has been duly received. If, therefore, such acknowledgment is not received in the course of one or two posts, they should at once communicate again with the person to whom the remittance was forwarded, so that no time may be lost in instituting the necessary inquiries, if the enclosure is found to have miscarried. If cash, or an article of value, such as jewellery, etc., is sent through the post the letter or packet containing it should be registered.

124. REMOVALS.

When the discharge or removal of any member of the Force is ordered, but no date is mentioned in the order, the officer in charge is to understand that the member of the Force is to receive his discharge or removal as soon as possible after the receipt of the order, that is, as soon as the information can be conveyed to him, and his kit, etc., be taken over from him.

(a) If through neglect or oversight any such order is not carried into effect as soon as it might be, the officer in charge will be held responsible for the payment of the amount due to the member of the Force to be discharged or removed for the time he has been unnecessarily detained in the Force; and the said officer can in the same manner hold responsible to him any member of the Force under his command who may be chargeable with neglect in the matter.

125. RESIDENCE.

All members of the Force are to serve and reside wherever they may be ordered, and to be ready at all times for transfer to any part of the State to which it may be found necessary or desirable to send them.

(a) All N.C. officers and constables must reside as near as possible to the station to which they are attached, and all members of the Force, whether on duty or not, must at once turn out when called upon in cases of emergency or whenever required.

126. RESIGNATION.

Non-commissioned Officers and Constables are not entitled to resign or withdraw from the Force or the duties thereof unless expressly authorised to do so, or unless they have given one month's notice of their intention so to resign.

127. RETIREMENT.

The Commissioner may grant to any member of the Force who is retired on account of ill-health, or because of his having reached the age limit, free transport in accordance with the regulations for himself, wife, and children not exceeding the age of 16 years from the place where he is then stationed, and from which his retirement took effect, to any part of the metropolitan area. In addition, free transport for his furniture within the limits prescribed by the Regulations will be allowed.

(a) If a Commissioned Officer appears to the Commissioner to be unfit or incapable of discharging the duties of his office efficiently, then the Commissioner may, subject to the approval of the Governor, deal with such member either by calling upon him to retire or remove him from the Force.

(b) If a N.C. Officer or Constable appears to the Commissioner to be unfit or incapable of discharging the duties of his office efficiently, then the Commissioner may, subject to the approval of the Minister, deal with such member either by calling upon him to retire or remove him from the Force.

128. REWARDS.

Any member of the Force will be entitled to share in any public reward offered for the apprehension of any offender, and any such reward will be divided amongst the various claimants in proportion to the relative value of their respective services, such apportionment to be determined by the Commissioner.

(a) The particulars of any private rewards which members of the Force are permitted to receive are not to be entered on their record sheets, unless the merits of their action are such, in the opinion of the Commissioner, as to call for such a mark of recognition.

(b) Members of the Force are not upon any occasion, or under any pretence whatever, to take any gift or gratuity from any person without the express permission of the Commissioner.

129. RIOT.

Before a riot becomes acute the police should take note of the names, addresses and actions of the ringleaders for subsequent proceedings.

(a) If in any riot the offenders will not desist from creating a disturbance, the ringleaders should be taken into custody; but if they desist, it is better to take their names for subsequent action.

130. SEARCH WARRANTS.

The police effecting a search must have the warrant with them at the time. When the goods or any part of them have been found they should be taken into

possession. The persons found upon the premises who may be suspected to be privy to the deposit of the goods may be arrested on the search warrant.

(a) If admittance on demand to the premises where the raid is to be made is refused, an entry may be forced by the police by breaking open a door, but before doing so they should make their identity known.

(b) The police having obtained admission may demand the keys of any box or furniture desired to be examined and, if refused, break them open.

(c) The member of the Force entrusted with the execution of the warrant should, in order to reduce the liability of mistakes, be accompanied if practicable by the owner of the goods or the person who applied for the warrant, to identify the goods.

131. SEARCHING PRISONERS.

Upon the arrival of a constable with a male prisoner at the lockup, as soon as the charge has been recorded by the lockup keeper, the arresting constable should proceed to search the man in his presence, taking from him all the property in his possession and handing it to the lockup keeper.

(a) The lockup keeper thereupon must make an inventory in duplicate of all such property, which must then be signed by the arresting constable and the lockup keeper. The prisoner should also be invited to sign it. Such property is to remain in the custody of the police until the prisoner has been either discharged, acquitted or sentenced.

(b) The property itself is to be sent to the place of trial (if prisoner is committed) previous to the day appointed for trial, so that it may be accessible either (if necessary) for the purpose of identification, or to be returned to the prisoner if discharged, or delivered to the sheriff or gaoler with a copy of the inventory if the prisoner be convicted.

(c) Care is to be taken that property necessary for the purpose of identification remains as much as possible in the hands of the same member of the Force, so as to avoid rendering the evidence of identity complicated or embarrassing.

(d) If the prisoner is discharged, the property is to be restored to him with the exception of any portions necessary to be retained as proofs in any future proceedings, or any portions proved to belong to another person, and which may be delivered to such person, on his indemnifying the member of the Force, Sheriff, or gaoler against any proceedings of the prisoner. It will be the duty of the member of the Force, Sheriff, or gaoler to inform the prisoner of the amount taken from him according to the duplicate inventory.

(e) If the prisoner be convicted of felony or misdemeanour not punishable with forfeiture, the property found in his possession and seized by the police is to be delivered to the Sheriff or gaoler.

(f) In cases of summary jurisdiction a similar course is to be pursued before and after conviction or discharge, as before and after trial.

(g) When property is handed over to the Sheriff or gaoler, one copy of the inventory should accompany it. On the other copy of the inventory the Sheriff or gaoler's receipt for the property should be taken, and it should be retained by the police.

(h) When a prisoner's property is returned to him by the police, his receipt for it should be taken on one copy of the inventory. The duplicate may, if he wish it, be handed to him with the property.

(i) When a prisoner brought to the lockup or police station in a state of intoxication is searched, the articles should always be taken from him by one person, and called out distinctly, and entered in the inventory by another. No part of such property is to be returned to the prisoner until the decision of the magistrate on the case is known, unless he is admitted to bail, when all property taken from him should be returned, except such portion as is required for evidence.

(j) A prisoner may, by written order, assign to any person for his defence or other purpose any property taken from him which is not required for evidence, nor in any way connected with the charge against him, nor suspected to be unlawfully obtained.

(k) When a prisoner is found in possession of property believed to be stolen, of which he can give no reasonable account, and it is necessary for a detective or other member of the Force to obtain the property for the purpose of identification or inquiry, he must prepare a requisition on the lockup keeper for the articles, and on receiving them must receipt the requisition. No prisoner's property must be given up by the lockup keeper under such circumstances until he has received a

requisition enumerating all the articles, and their description, and he must be careful in handing them over to obtain a receipt, which can be cancelled when the property is returned.

(l) Persons of known respectability arrested for some trifling misdemeanour need not be searched, but should be requested to produce such property as they may have on their persons, and should, if possible, be placed in a cell by themselves.

(m) 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.

(n) Any prisoner may be searched at any time or place if it is suspected that he has upon his person any deadly weapon or any article which has been stolen or unlawfully obtained, or anything relating to the commission of any offence.

(o) Persons suspected of making, uttering or having in their possession counterfeit coin should be searched immediately at the place where taken into custody, when the circumstances admit of it being done. If the search cannot then be made, precautions are to be taken to prevent the prisoner from getting rid of base coin or other evidence of guilt before being brought to the station.

132. SECRECY.

It cannot be too strongly impressed on members of the Force the necessity to maintain absolutely secret all information acquired in their official capacity.

133. SECTARIANISM.

Members of the Force are required to keep aloof from all sectarian disputes.

SERVICE AND EXECUTION OF PROCESS ACT.

(See "Summonses, etc., etc.")

134. SHOEING.

As a rule police horses should be shod regularly once in the month but not oftener unless in case of lameness, for the feet do not grow fast enough to admit of fresh nail holes being made in them oftener. Officers in charge of districts should pay strict attention to this matter, and should also be careful to employ, or to recommend for employment where the work is done by contract, those persons only who are known to be competent to do it in a proper manner.

(a) The shoes for the fore feet should be of a uniform width from toe to heel, averaging from seven-eighths to one inch, and of a uniform thickness from toe to heel of about three-eighths of an inch; but in the case of horses which travel exclusively on bush roads, the shoe may be made narrower and thicker in proportion. The heel of the shoe should on no account be thicker than any other portion of it. There should be seven nails in each shoe, four on the outside and three on the inside; and the last nail on the inside should not be farther back, or nearer to the heel than about midway between the toe and the heel of the foot.

(b) The heels of the hind shoes may be a little thicker than any other portion of them, but in other respects the remarks relating to the fore shoes apply.

(c) The shoe when fitted to the foot should present from toe to heel a perfectly plane or flat surface on that part which rests on the crust or wall of the foot, and should in every instance follow the natural shape of the foot, more especially from the quarters to the heels.

(d) The feet should be prepared by carefully removing the dead or shelly portions with the rasp and knife, but on no account should the sole of the foot be pared to admit of its being sprung by the thumb of the smith as is too frequently the case; for the sensitive foot when thus denuded of its horny cover is very likely to become bruised by the animal's treading on a stone or other hard substance.

(e) The heels should not be cut open, as it is termed, nor should the bars, which act as buttresses to prevent the heel contracting, be removed. The wall or crust should be levelled from heel to toe to receive the shoe, the heel for about half an inch from the extreme point may be about-one-sixteenth of an inch lower than the quarters, so that when the shoe is on a thin knife may be passed between it and the foot at the heel.

(f) Unless in exceptional cases which will seldom occur the frog should not be pared, but should be left to itself. Nature will remove the superfluous horn, and the rags can do no harm, and if left alone will disappear altogether.

(g) The foot should never be rasped above the clinches of the nails, as it is only weakened thereby, and less horn to nail to is left when it grows down.

(h) Pricks in shoeing, which occur through want of skill in the farrier, sometimes cause serious injury. When on the day after shoeing the horse, which was previously sound, becomes lame, and the foot is hot to the touch, it may generally be assumed, unless there is evidence that the lameness arises from other causes, that a nail or nails have been driven too near the quick. On tapping the crust with a hammer the horse will flinch at some particular spot, and there will be found the nail that is at fault. The shoe should be taken off, and if there is reason to believe that matter has formed, the opening from which the nail came out should be enlarged and the matter allowed to escape. Ordinary wet applications round the foot and a bran poultice will generally be all that is required to heal the foot.

(i) When a constable takes a horse to a farrier to be shod, he is to remain and see that the work is properly done in accordance with the foregoing instructions, and he should note in his memorandum book the date of the shoeing.

(j) In districts where it is not possible to have police horses shod by farriers, a payment of 4s. per set will be granted to constables shoeing police horses and 2s. 6d. for removes. In such cases the shoes will be supplied by the Department.

135. SMOKING.

Smoking in public by members of the Force in uniform is not permitted, and no smoking shall be permitted in Police Offices or Court Houses.

136. STABLES, ETC.

As it is important that stables be kept warm and dry, they must not be washed out on cold or wet days.

(a) The manure pit should be as far removed from the stables as convenient.

(b) At morning stable parade the bedding must be carefully removed from the stall, and the solid portions of it with the dung must be separated from the remainder and removed to the manure pit. The remainder should then be stored neatly in some other part of the stable, but on no account put under or close to the manger of a stall in which there is a horse. The litter must be completely removed every morning.

(c) The manure at police stations must never be permitted to accumulate to such an extent as to become offensive or untidy. It may be used for gardens attached to police quarters, but if the quantity exceed the requirements, the balance must be disposed of in the most advantageous manner, by sale or otherwise, as may be authorised by the Commissioner.

(d) The stall should be swept out clean, after which the horse is to be watered, its hoofs washed, the stopping removed, and the shoes examined. If they are loose the horse should be taken to the farrier, lest by losing a shoe the animal becomes lame.

(e) The grooming should then be proceeded with by removing the dirt and dandruff from the horse's coat by a good application of the dandruff brush, after which the horse brush should be energetically used, the constable always commencing at the head and working backwards. For a well-groomed horse the curry comb will seldom be required, except for the purpose of removing the dirt from the horse brush.

(f) If the horse has become stained on its quarters by lying on dung the stains should be removed with a damp sponge and a little soap. With grey or white horses it may occasionally be necessary to use a little soda, but in no case should the whole of the quarters and legs be washed with buckets of water simply to remove a stain.

(g) The nostrils, eyes, and dock of the animal should be sponged out clean, and the mane and tail brushed out.

(h) If the horse is subject to scurfy or cracked heels, the heels should be washed out with luke-warm water and soap, and immediately afterwards thoroughly dried with a cloth and then hand-rubbed.

(i) The horse should lastly be dressed over with a clean cloth, rubber, or whisp, to remove the dust and polish the coat.

(j) When the cleaning is finished the feed should be given, and at noon the animal should again be watered and fed.

(k) In the evening the horse should again be watered, cleaned, its feet stopped with cow dung when procurable, and then bedded down and fed. The bedding should be slightly raised towards each side of the stall, so that when the horse lies down its back may be protected.

137. STATIONS—DUTIES AT.

The senior member of the Force on duty at the station will receive all charges against prisoners brought in by constables or other persons, ascertain their nature, and when he is satisfied they are proper charges, enter the name of each prisoner in the Charge Book with the particulars of his offence. If a charge is obviously improper or unfounded, the accused is to be at once released.

(a) He will not take into custody any person brought in by a police constable on the vague charge of obstructing the constable in the execution of his duty, unless full particulars of the offence are supplied.

(b) He will report without delay to the officer in charge the particulars of every charge he has refused to take. Where the average number of prisoners received into a lockup is so great that such cases are of frequent occurrence, a book to be called the "Refused Charge Book" is to be kept for the purpose.

(c) Every charge against a prisoner should be made in his presence and hearing at the Police Station, any variation of the charge afterwards should be notified to the prisoner.

(d) Persons who volunteer evidence at the station either for or against the prisoner should be treated courteously.

(e) When a person is brought to the station accused of having committed an offence, the officer in charge on duty is only to ascertain that the act charged constitutes an offence, and that there is reasonable ground for preferring the complaint against the accused. Such inquiry is only to be made of the person who prefers the complaint.

(f) Charges by subordinate police officers of assault on themselves, or of obstruction in the prosecution of their duty are to be strictly investigated at the station.

(g) If a complainant after having given a person into custody on a criminal charge should refuse to sign the charge sheet, the accused is not to be detained unless a police officer is present who saw the offence committed.

(h) The charge as entered upon the sheet is always to be read over to the prisoner.

(i) The member of the Force in charge of the police station, or lockup, may, in accordance with section 48 of the Police Act, 1892, liberate any person charged with any offence punishable in a summary manner, by taking bail by recognisance with or without sureties in the form provided, such recognisances to be conditioned for the appearance of the person before a Justice. Members of the Force must exercise a reasonable amount of discrimination in the use of this power. They should not accept personal recognisances unless they have good reason to believe that the prisoner has sufficient property which will be forthcoming to levy on if the condition of the recognisance is not complied with.

(See "Code—questioning of prisoners.")

138. STORE REQUISITIONS, STORES, ETC.

Half-yearly requisitions for all stores usually supplied from Perth are to be prepared by the officer in charge of each district from information furnished to him by members in charge of sub-districts and forwarded to the Commissioner on the 1st November and the 1st May respectively in each year, for supplies for the half-years, commencing on the 1st January and 1st July following. When approved by the Commissioner the supplies will be obtained and forwarded to the several districts.

(a) All requisitions for forms should bear the number and name of form required, and entered on the stationery requisition in numerical order.

(b) Books, envelopes, foolscap, and other items of stationery required should be grouped together, and entered in order of sequence on requisition Form P. 53.

(c) The columns in the half-yearly requisition form headed "Former Supply" and "Remarks as to why necessary, and consumption of former supply" must be accurately filled up, and articles applied for a particular station must not be issued to any other station. An explanation should accompany any request for articles to replace others which have not lasted a customary or reasonable length of time.

(d) The accumulation of stores in a district or sub-district must be avoided as far as possible. Officers in charge of districts are required to report any surplus stores when on their inspection visits.

(e) Articles unserviceable or not required at out-stations should, as a rule, be returned to district head-quarters and a receipt therefor be obtained.

(f) In any case unserviceable stores or articles which are not required should not be suffered to accumulate beyond twelve months, but a list of them should be made out and submitted to the Commissioner for instructions regarding their disposal.

(g) Members of the Force in charge of stations are required to keep a ledger containing a half-yearly account of all stores received, issued or expended at their stations, as well as of stores remaining on hand from the preceding half-year.

(h) A book of store requisitions will be issued to each station, and when a requisition is used the member of the Force in charge must enter in the book full particulars of the stores applied for. The Stores Receipt Book must be filled in and copy sent to the storekeeper.

(i) All Government stores, where practicable, whether purchased locally or supplied from headquarters are to be stamped before issue, or as soon as possible afterwards, with the stamp furnished for that purpose.

(j) For all ordinary supplies, such as forage, firewood, etc., and all ordinary services, such as shoeing, coach fares, etc., which it may be necessary to procure locally, requisitions must be issued by the member of the Force in charge of the station. When any supply or service is paid for by a member of the Force, his account for reimbursement must be accompanied by a requisition in the same manner as if the supply or service had not been so paid for.

(k) For extraordinary supplies and services of any nature, requisitions may be issued by any member of the Force in charge of a station upon his own responsibility, provided that the requirement is so urgent as to preclude any prior application to the Commissioner, or to the officer in charge of the district for authority; but in every such case a full report in explanation must be submitted at the earliest possible date, and the issuer of any requisition will be held answerable for the propriety of the expenditure involved.

(l) When practicable, all requisitions for supplies must be signed by the member of the Force in charge of the station for the time being, and not by any subordinate constable.

(m) All requisitions should, as a rule, be issued before, or at the time of, the performance of the service or the receipt of the supplies for which they are given. When the issue of a requisition has been omitted, or rendered impossible by peculiar circumstances, the deficiency should be supplied by the issue of one at the earliest possible subsequent date, the forms being taken from the requisition book at the station to which the member of the Force obtaining the service is attached.

(n) The particulars of the supply or service must in every case be duly entered in the butt of the requisition book. When practicable, the date on which the account for the service is rendered should be recorded in the butt. This course will go far to lessen the probability of any account remaining outstanding an undue time. Officers in inspecting stations must examine the butts of the requisition books used in their districts, and make due inquiry regarding cases in which the accounts do not appear to have been rendered.

(o) The original requisitions should be attached in support of the account.

139. SUMMONSES, SUBPOENAS, ETC.

It is the duty of the police to serve as speedily as possible all criminal summonses which they receive for that purpose. The date and place of service and the manner in which it is effected must be endorsed and signed by the constable on the back of the original, which is then to be returned to the issuing court. The constable's endorsement is sufficient proof of service of the summons.

(a) Whenever it is practicable, summonses should be served in the hours of daylight on any day but a Sunday.

(b) In the service of summons or other process of a Local Court (not being a writ of execution) by a member of the Police Force under section 10 of 58 Victoria, No. 13, the following provisions shall be carried out:—

- (1) Where a member of the Police Force is appointed Bailiff of a Local Court with the approval of the Commissioner, he will be at liberty to receive all fees, mileage, etc., payable to bailiffs, and to retain the same, provided he finds his own mode of conveyance.

(2) Where no bailiff is available, members of the Police Force are directed to serve summonses or other process of a Local Court, but all fees, mileages, etc., shall be paid to revenue.

(c) Subpœnas for witnesses in criminal cases must be served with the utmost promptitude and the originals must be carefully endorsed and returned to the person from whom they were received.

(d) Summonses are made out in duplicate and signed by a Justice or Clerk of Petty Sessions issuing same.

(e) The police will carefully compare the duplicates with the original and if not identical should not serve, but return them to the Clerk of Petty Sessions.

(f) A summons must be served upon the person to whom it is directed; if he cannot be found then leave it with some person for him at his last known place of abode (Justices Act, 1902, s. 56). In such cases the police should endeavour to ascertain that the service of the summons came to defendant's knowledge, as otherwise the Court may refuse to proceed further. Place of abode means "present place of abode" if he has any, and the last which he had if he has ceased to have any.

(g) The date and place of service and the manner in which it is effected must be endorsed and signed by the constable on the back of the original, which is then to be returned to the issuing Court. The constable's endorsement is sufficient proof of service of summons unless the Act under which it is issued requires affidavit of service.

(h) Service of summons must be effected as soon as possible, and in all cases where practicable a reasonable time must be allowed between the date of service and the date of hearing, having particularly in view the distance from the place of service to the Court where the summons is returnable.

(i) If such summons cannot be served in sufficient time to allow a defendant to attend a Court, it should be returned for extension of date of appearance.

(j) Where the police receive a summons for service from a distant Court, whether they are able to serve it or not, it must be returned so as to reach the Court of issue not later than the morning of the date of hearing.

(k) The police should be careful that private individuals do not enlist their services to serve summonses for which no fees have been paid.

(l) It is the duty of the police to serve all summonses and execute all warrants issued to them by a Court of Petty Sessions or Justices of the Peace.

(m) The police should only receive summonses or other processes for service in Petty Sessions through a Clerk of Petty Sessions or a Magistrate.

(n) The Service and Execution of Process Act (Commonwealth), 1901-1918, deals with warrants or summonses issued in one State intended for service or execution in another State.

(o) When a summons has been issued under the Service and Execution of Process Act on information upon oath by any Court or judge, or stipendiary, police, or special magistrate having jurisdiction in any State or part of a State, or part of the Commonwealth commanding any person—

(1) Who is charged with an offence alleged to have been committed in that State or part, whether the offence is indictable or punishable upon summary conviction, or

(2) Against whom a complaint is made in that State or part, of having deserted his wife or child, or has left his wife and child without means of support,

to appear and answer the charge or complaint, or to be dealt with according to law, the summons may be served on that person in any other State or part of the Commonwealth.

(p) If any case cannot be heard because of the non-attendance of justices, or of want of due service, a second summons, or a series of summonses, if necessary, may be issued on the original complaint.

(q) Members of the Force placed at stations where there is an officer or N.C.O. are required to obtain his authority before applying for a summons against any alleged offenders. Where there is no such officer stationed the approval of the member of the Force in charge of the station must be obtained. When he judges it necessary the question can be remitted to the officer in charge of the district for decision. At one-man stations where it is at all possible the facts should be reported to the district officer and his instructions awaited. In very urgent cases, however, the member of the Force in charge must use his own discretion and take such action as he considers necessary.

(r) The proper mode of securing the attendance of a witness is by service of a summons. The mere request to a person to attend and give evidence is not sufficient, and frequently leads to misunderstanding and delay. The witness should be served personally.

(s) In a criminal case a witness who is present in court is bound to be sworn and give his evidence although he has not been summoned.

140. SURVEILLANCE.

The police should make themselves acquainted with the persons and haunts of suspicious characters, so as to be able to find them without delay in the event of their being charged with any crime or misdemeanour, or by close observation of their movements to deter them from committing depredations or other offences against persons or property.

(a) In keeping under as close surveillance as practicable all discharged prisoners and members of the criminal class or persons supposed to be such, the police are to act with caution and consideration. They must not interfere unnecessarily with such members of the community, and must particularly avoid a harassing or vexatious course of conduct towards them.

(b) Members of the Force detailed to keep observation on suspected persons should be particularly careful not to excite suspicion. Watching suspected premises may be done with advantage from a neighbouring house if permission of the occupier be obtained.

141.—TECHNICAL EDUCATION.

Members of the Force may join classes at the various Technical Schools throughout the State for the subjects mentioned hereunder, on the following understanding:—

(1) The Police student gaining the highest number of marks at the examinations, held annually by the Technical Schools, in each particular subject would be awarded a prize of £5 5s., provided a percentage of 70 per cent. is obtained before such a prize would be awarded. In the event of the marks allotted to the Police student, who would be the member of the Force receiving the highest number of marks in any particular subject, being below 70 per cent., then no prize would be awarded for that subject.

(2) In addition to the monetary prize of £5 5s. mentioned above, the Department would be prepared to reimburse the student the fees paid by him to the Technical School, up to the time of examination, on production of the receipts for the amounts so paid, provided such student passed the examination set by the Director of Technical Education, and received the necessary certificate therefor.

(a) The subjects are as follows:—

- Shorthand and Typewriting.
- Bookkeeping.
- Photography.
- Sketching and Draughtsmanship (as applied to Police work).
- Languages.
- Motor Instructional Classes.

(b) In regard to the latter classes no prizes will be awarded.

(c) Members of the Force must make their own arrangements regarding attendance at such classes, and time off will not be granted, as it is found to interfere with the efficient working of the Department.

(d) To enable District Officers to advise Head Office of the names of members of the Force who are taking advantage of this arrangement, it is necessary for members of the Force to advise their District Office.

142. TELEGRAMS AND TELEPHONES.

The member of the Force in charge of any out-station may telegraph the particulars of a criminal offence or other police matter to neighbouring stations on the direct route an offender is supposed to have taken, but he is not to telegraph the particulars to all stations in the State, nor even to a large number of them.

(a) In cases where the person in charge of an out-station may consider that information should be promptly circulated throughout the State, it will be sufficient for him to telegraph the particulars to the headquarters of his district. The officer at the latter place must decide to what extent the information should be further circulated by telegraph or other channel, and take such steps accordingly.

(b) It must be observed, however, that even where it is desirable that a report of crime should be circulated by telegraph, it is seldom necessary that the whole of the information in the hands of the police should be so forwarded. A portion of it may be circulated by telegraph, and the remainder may be forwarded through the post, by means of a supplementary report, but the supplementary report should also contain a reference to the former, so as to prevent the two from being regarded as reports of different offences, instead of supplementary reports of the same offence.

(c) But as to the circulation of matters connected with crime generally, by means of the electric telegraph, it must be obvious that no rule can be laid down that shall be of general application. Much must necessarily be left to the discretion of members of the Force. Every endeavour must be made to condense, as much as possible, all messages for transmission by telegraph. Provided the sense be clear, the smallest possible number of words must be used. Urgent telegrams are not to be sent unless justified.

(d) Every message transmitted by telegraph contrary to these directions will be treated as a private communication, and the sender will be charged with the cost of transmission.

(e) Telephones at Police Stations are only to be used when absolutely necessary, and exclusively upon official business. All important messages are to be written out plainly for transmission, and those received taken down and kept for reference.

143. TESTIMONIALS.

In no circumstances are official letters of recommendation to be given by members of the Force to private individuals, but applicants for such letters must be referred to the Officer-in-charge of the District.

(a) No officer or N.C. officer is to receive any gift, address, or other token of respect or approval on his promotion or transfer from the men who have served or are serving under him.

(b) No member of the Force whatever can be allowed to receive any present, address, or token of respect from the inhabitant of the locality in which the interests of the department require the retention of his services. Nor is any such present, address, or other token of respect to be accepted by any member of the Force on his transfer, or under other circumstances, without the approval of the Commissioner.

144. TRAFFIC.

Every member of the Police Force must make himself thoroughly acquainted with the provisions of the Traffic Act, 1919, and Amendments, and the regulations issued thereunder, and shall at all times see that the traffic regulations in the prescribed metropolitan area are duly observed, and any member of the Police Force, in the execution of his duty, may give such reasonable directions to all persons driving, walking, or being on the carriage-way of any public street, as may in his opinion be necessary for the safe and effective regulation of the traffic thereon. This duty should be carried out with tact and discretion.

(a) The routes over which street processions are to pass should be kept clear by mounted and foot police.

(b) The points or places at which it is known large crowds will gather should be occupied by the police at an early hour and held clear until the procession has passed or the function has ended. It is not easy to move a crowd from a spot on which it has taken up a position, but it is not difficult to prevent such crowd gathering on such spot.

(c) Vehicles should not be allowed to draw up on the sides of the streets through which the processions are to pass, nor should they be allowed to stand near to barriers at street crossings.

(d) Trams and other vehicular traffic should be stopped on lines of routes on all important processions at a time as appears expedient.

(e) In regulating pedestrian traffic constables should act with gentleness and tact, especially to ladies, in the vicinity of large stores and places of public amusement.

(f) The usual crowds of men that congregate at street corners, outside public houses, and sporting tobacconists, impeding traffic, should be kept on the move, and those who persist in obstructing the footpath should be summoned or in very gross cases of persistence arrested.

145. TRAMS.

Police in uniform are granted the privilege of travelling free on Government trams. When there is insufficient seating accommodation they will stand to make room for paying passengers.

(a) Police shall set an example to passengers by not riding on the front of cars or on the footboards, by not entering into conversation with the drivers, and by generally complying with the by-laws.

146. TRANSFERS.

Any member of the Force transferred from one station to another for the good of the service, and not by his own request or as a result of inefficiency or misconduct, will be allowed free transport—

1. For himself and family, including wife, sons to sixteen years of age, and unmarried daughters, all living at home;
2. For afflicted male or female children if dependent on such member;
3. For his widowed mother if dependent on him.

(a) The cost of transporting his luggage will, under such circumstance, be defrayed by the Department to the extent shown below, according to his rank—

1. An Officer will be allowed free transport of luggage not exceeding three tons in weight.
2. A N.C. Officer will be allowed free transport of luggage not exceeding two tons in weight.
3. A married Constable will be allowed free transport of luggage not exceeding 1½ tons; but where the family exceeds one child the limit shall be two tons in weight.
4. An unmarried Constable will be allowed free transport of luggage not exceeding ½ ton in weight.
5. The facts of any special case should be reported to the Commissioner, who will deal with every case on its merits.

(b) Members of the Force are not to be permitted to make their own individual arrangements in regard to fares and carriage of luggage; the officers in charge of stations are personally to attend to such matters, and see that contracts for cartage are availed of, and generally that the transfer is arranged as economically as possible. Unless under very exceptional circumstances, which will require to be explained in writing, private expenditure incurred in connection with transfers will not be refunded by the Department. Due advice is to be transmitted by wire, if necessary, to the Officer-in-Charge of Police, Fremantle, in case of transfers to or from Northern ports, so that proper local arrangements may be made in regard to the handling of the officer's luggage, furniture, etc., on arrival at the former port.

(c) All members of the Force and their wives and families, when travelling on duty or on transfer by boat or train (except when actually escorting prisoners), shall be provided with saloon accommodation on boat and first-class accommodation on train.

(d) When travelling overnight by train, first-class sleeping accommodation shall be provided, if available: Provided that when a sleeping berth is provided the bed allowance will not apply.

(e) Appeals by Police against transfers for the reason that they have purchased residences, or that removals would entail loss, will not be entertained.

(f) No transfer will be made unless in the interests of the Service, and influence brought to bear to secure or cancel transfers will not be considered.

(g) On the arrival of any man in the district on transfer, the date of such arrival must be immediately reported, by telegraph, if necessary, to the Commissioner, so that the necessary arrangements may be made for his payment at his new station. Any expense caused by the officer's neglect to comply with this rule he will be required to defray.

147. TRAVELLING ALLOWANCES.

An advance may be made to police when on special duty, such advance to cover the estimated period of absence. This advance is to apply only to police at Head Stations of each Police District where an advance account is kept. A refund of the amount so advanced is to be made to the district officer by the member of the Force concerned and must be deducted when the travelling allowances are being paid.

(a) Travelling allowances claimed against other departments should be made on the form provided. In the event of payment not being made in a reasonable time a reminder should be sent by the officer concerned.

(b) Division No. 1 shall mean all places in the State West of Longitude 119° E. on the South Coast and West of Doodlakine on the Eastern Goldfields Railway, West of Yalgoo, and as far North as the Murchison River immediately North of Northampton, and known more particularly as Division No. 1 in the Public Service Regulations. Division No. 2 shall mean all other portions of the State not included in Division No. 1.

148. TRESPASS.

When the police are called upon by the owner or occupier of premises to remove therefrom a trespasser, they should act temperately and after satisfying themselves that the person has no right to be where he has been found should persuade him to leave, or, if that cannot be done, should remove him without unnecessary force to the street, and there leave him at liberty. When a question of right arises the police should abstain from interfering and refer complainant to a Justice.

149. UNIFORM.

Members of the Force are to appear in uniform when on duty unless leave be given to the contrary; and when in uniform, whether on duty or not, are prohibited from smoking, loitering, or lounging in the streets or public places.

(a) All officers are required to provide themselves with a proper outfit of uniform, and such other necessaries as are required by the Regulations.

(b) All articles of uniform must, before issue, be stamped with the Regulation number of members of the Force and date of issue. Such number and date shall be placed on the inside of leather in cap or helmet, and inside collar of coat and waistband of trousers.

(c) N.C. Officers and Constables will be supplied with the following uniform, which must not be converted into private clothing, nor be altered in any way from the uniform pattern.

N.C. Officers and Constables.

Each year if required—

- 2 Serge Suits.
- 2 pairs cord Breeches, in lieu of trousers to mounted men.
- 1 Cap, with 1 black and 2 white covers. Caps to have ventilation holes inside.

Every 2 years if required—

- 1 Helmet.
- 1 Waterproof Coat, Foot or Mounted.

Every 4 years if required—

- 1 Great Coat.
- 1 Patrol Cloak to mounted men.

To Northern Stations only, each year, if required—

- 2 Khaki Tunics, 3 pairs Khaki Trousers.
- 2 Felt Hats.

As required—

- Leggings.

All buttons to be $\frac{3}{4}$ in. same as officers'.

(d) It must be distinctly understood that every article of dress or appointment supplied to a sub-officer or constable is to be regarded as the property of the Government. If, therefore, the sub-officer or constable shall resign or be removed, he shall, before he quits the service, deliver up to the officer in charge of his district or sub-district every article of dress or appointment supplied to him; and if in the opinion of the officer any of such articles have been improperly used or damaged, a deduction shall be made from any pay then due to the sub-officer or constable to make good the damage or to supply a new article.

(e) Officers in charge of Districts, when making requisitions for clothing, will see that accurate measurements are taken under the supervision of an N.C.O. or member of the Force in charge of the Station; otherwise the Contractor cannot be held responsible for a misfit.

(f) *They will also see that members of the Force do not obtain new clothing before it is required.*

(g) Officers should never appear out of uniform on public occasions, or when attending Courts of law. They will also as a general rule wear uniform at all times, except when off duty.

(h) Any uniform with which members of the Force provide themselves must be in strict accordance, both as regards pattern and quality, with the approved pattern.

(i) When the uniform of any member of the Force shall be observed to be in an improper state, the officer under whom he is serving shall have the power, subject to the approval of the Commissioner, to order him to provide whatever article he may require. Disobedience of such an order, or delay in fulfilling it, will be deemed an act of misconduct against the discipline of the Force.

(j) When any member of the Force has his clothing or uniform damaged or destroyed in the execution of his duty, and an amount is awarded to him by a bench of magistrates or other judicial authority as cost to reimburse him for the damage, and payment of such costs is made by the defendant or other person, such amount is to be paid to revenue and a requisition submitted at once for a new garment.

(k) Members of the Force having charge of native assistants must see that they are dressed as neatly as practicable, and are kept tidy in appearance.

(l) *Description of Dress.*

Badges of Rank—

Commissioner—1 Crown and 1 Star (Silver embroidered, full dress; Silvered metal, undress).

Chief Inspector—1 Crown (Silver embroidered, full dress; Silvered metal, undress).

Inspector—3 Stars (Silver embroidered, full dress; Silvered metal, undress).

Badges of rank will be worn on shoulder straps, and, in certain cases, on saddle cloths.

Boots and Spurs.—Mounted officers wear, when on mounted duties, knee boots with crane-necked spurs fastened with straps and buckles. Officers who are not mounted wear Wellington or ankle boots. The knee boot, which is sloped down at the back, should reach the front to about 4in. from the top of the knee, and at the back just to the top of the calf.

Braid, Buttons, etc.—Unless otherwise specified loops, frogs, and buttons on the front of tunics, etc., will be at equal distances. Buttons generally will be an inch in diameter; small buttons $\frac{3}{4}$ of an inch. When the loops of lace or cord are worn across the breast, the top loops will reach to the sleeve seams, and those at the waist will be 4in. long.

Collars.—The collars of tunics will, unless otherwise stated, be rounded at the top in front. The height of the collar of the tunic is not to exceed 2in., depth of skirt 9in.

Description of Dress—Commissioner.

Tunic.—Blue cloth, edged all round, except the collar and cuffs, with black square cord. The collar edged with $\frac{1}{2}$ in. black braid, with figured braiding below the lace, on the collar. The cuffs pointed with $1\frac{1}{2}$ in. black lace round the top of the cuff, with figured braiding above and below the lace, extending to eleven inches from the bottom of the cuff (as for the King's Royal Rifle Corps), the skirt rounded off in front, closed behind, and lined with black. On each side of the breast, 5 loops of black square cord, with netted caps and drops, fastening with black olivets. On each back seam a line of the same cord forming () eyes at the top, passing under a netted cap at the waist, below which it is doubled, and ending in an Austrian knot reaching to the bottom of the skirt; shoulder straps of black chain gimp, with small button of departmental pattern at the top.

Badge of rank in silver.

Braid.—Black Mohair.

Buttons.—Plated, special pattern.

Badges.—Silver embroidery pattern.

Trousers, etc.—Blue cloth, with 2in. black braid down the side seams.

Wellington boots and steel spurs.

Pantaloons, etc., for mounted service.—Blue cloth, with stripes as on the cloth trousers. Knee boots, with steel spurs.

Sword.—Half basket, steel hilt, with two fluted bars on the outside; black fishskin grip, bound with silver wire, slightly curved blade, 35in. long and $1\frac{1}{2}$ in. wide at the shoulder, grooved and spear pointed.

Scabbard.—Steel, with a large shoe at the bottom, and a trumpet-shaped mouth.

Sword Knot.—Silver cord, with a silver acorn.

Sword Belt.—Black patent leather, $1\frac{1}{2}$ in. wide, with slings an inch wide; silver snake clasp and mounting.

Pouch Belt.—Black patent leather, $2\frac{7}{8}$ in. wide, with silver breast ornament, whistle and chain, silver ornamented buckle and slide.

Pouch.—Black patent leather, with silver device on the leaf.

Gloves.—White leather (full dress), brown leather (undress).

Field Service Jacket.—Same as worn by officers.

Cap.—R.I.C. with band of 2in. black oak leaf pattern, silver embroidered peak (oak leaf) and badge, as per sealed pattern.

Great Coat and Cape.—Milled cloth, double-breasted, to reach the ankle when worn on foot; stand and fall collar, $4\frac{1}{2}$ in. deep, with a fly to cover the band of the cape when buttoned on; loose round cuffs, 6in. deep; 2 pockets, with flaps, at the waist, in front; 2 openings behind at the side seams, with pointed flaps, 11 inches long; a pocket inside the left breast; a slit in the left side for the sword to pass through; an opening behind with a fly, the opening to be long enough to reach to the cantle of the saddle, and a gusset introduced commencing at the top of the slit and extending downwards to about 2in., both about 19in. width at the bottom. A tab, with button hole at the bottom of the gusset to close it when coat is worn on foot, 2 rows of buttons down the front, 6 in each row, the top button 6 inches apart, the bottom ones 4in.; 3 buttons on each skirt flap, the centre one to close the pockets; 4 small buttons at the opening behind; and 5 flat buttons under the fly at the collar. A cloth back strap attached to the top button of the skirt flap, to confine the coat at the waist; 2 hooks and eyes to the collar. Shoulder straps of the same material as the coat, a small button at the top. Badge of rank in silver. Cape of same cloth as the coat and long enough to cover the knuckles, 4 small buttons in front, to fasten the neck with a leather strap runner and buckle. Four cloth tabs with buttonholes in the lining at the bottom, one on either side in front and two at the rear, so as to secure the cape to the bottom buttons of the coat in front and to the top buttons on the flaps behind. In the coat a small pocket with a flap at the back of the left sleeve. On the inside of each skirt, a cloth band with button to secure the skirts over the knees when the coat is worn on mounted duties.

Horse Furniture.

Saddle.—Hunting; plain stirrup and blue girths.

Saddle cloth.—Blue cloth, 3ft. long at the bottom and 2ft. deep, with black mohair lace, an inch wide. Badges of rank embroidered in silver in the hind corners.

Bridle.—Brown leather, Military Staff pattern, with plain plated bosses, blue front and rosettes, steel chain reins.

Officers.

The uniform and horse furniture are the same as for the Commissioner, with the following exceptions:—

Tunic.—Collar and cuffs of the same material as garment.

Chief Inspector has a row of braided eyes below the lace on the collar, and an Austrian knot of black square cord on the sleeve, with a tracing of braided eyes all round it, extending to 8in. from the bottom of the cuff.

Inspectors have a tracing of plain braid only below the lace on the collar, and an Austrian knot on the sleeve, with a tracing of plain braid round it extending to 7in. only from the bottom of the cuff.

In the summer months officers are permitted to wear undress jacket with cross belt and sword on public occasions.

Field Service Jacket.—Unlined patrol, raised seams, stitched on edge, sleeves lined only, stand and fall collar, $2\frac{1}{4}$ in. at back, 2in. in front, fastened with two large hooks and eyes; 2 out-breast pockets with expanding centre pleats $1\frac{7}{8}$ in. and flap to button; side pockets with flap but without expanding centre pleats or buttons; 3 points, 2 outside points slightly round, $3\frac{3}{4}$ in. long rising to $2\frac{1}{2}$ in. Shoulder straps $5\frac{1}{2}$ in. x $1\frac{7}{8}$ in. at shoulder to 1in. at top and round, to have 3 eyelet holes to carry 3 stars 1in. from shoulder seam, sleeves to have gauntlet cuffs $2\frac{3}{4}$ in. under arm rising from top side to a point $6\frac{1}{2}$ in.; 5 buttons in front, 1 on each pocket, and must be in centre line between the 2nd and 3rd buttons, also 1 on each shoulder strap. All buttons to be sewn on and of regulation pattern.

Trousers.—Officers stationed in the North-West, or on the Eastern or Murchison Goldfields, may wear khaki field service jacket and trousers when necessary.

All commissioned officers have $1\frac{1}{2}$ in. black braid down the side seam.

Sword knot.—Buff leather with silver acorn.

Cap:

Chief Inspector.—R.I.C. with band of $1\frac{1}{2}$ in. black oak leaf pattern, plain black peak and badge.

Inspectors.—R.I.C. with band of $1\frac{1}{2}$ in. black oak leaf pattern, plain black peak and badge.

Saddle cloths.—Without badge of rank.

N.C. Officers and Constables.

In accordance with sealed regulation pattern.

Tunic—Serge, summer, and winter.

Tunic—Khaki.

Chevrons—

Sergeant, 1st Class—Crown and 3 Chevrons (broad silver lace) right arm.

Sergeant, 2nd Class—3 Chevrons (broad silver lace), right arm.

Sergeant, 3rd Class—3 Chevrons (2 broad silver lace and 1 narrow in centre) right arm.

In accordance with sealed regulation pattern—

Trousers—Serge, summer and winter.

Trousers—Khaki.

Cap—In accordance with sealed regulation pattern.

Cap Badges—In accordance with sealed regulation pattern.

In accordance with sealed regulation pattern—

Great Coat.

Patrol Cloak.

Mackintosh Coat, Foot Mackintosh Coat, Mounted Mackintosh Coat, bicycle Capes.

Leggings.

Helmets.

Gloves—Foot, cotton; Mounted, brown kid.

Sword Belt.

Pouch Belt.

Pouch.

Numbers, Metal—.

Water Police.

In accordance with sealed pattern.

Jackets, Serge, reefer—Summer.

Jackets, Serge Reefer—Winter.

Trousers, Serge—Winter and Summer.

Vests—Summer and winter.

Caps, band, and covers (1 black, 2 white).

Mackintosh and Greatcoat (Brass buttons).

Badge.

(m) The use of the Returned Soldiers' Badge is allowed on the uniform of the members of the Police Force who have served with the A.I.F. The badge should be worn on the left arm, two inches below the point of the shoulder in line and at right angles with the shoulder strap. Battalion colours of the A.I.F., however, are not under any circumstances to be worn on police uniforms as the Defence Authorities will not permit it. Chevrons denoting length of service may, however, be worn on the left forearm.

150. VACANCIES.

When applying for a constable, either to fill a vacancy or as an increase to the strength of the district, the District Officer is to report to the Commissioner the name of the station for which the constable is required, and whether it is desirable to send a married or single constable.

151. WARRANTS.

A constable acting under the authority of a warrant is in a better position to follow and arrest an offender than he would be if acting without one. It is always advisable, therefore, when time admits to procure a warrant unless he witnesses the offence and can make an immediate arrest. The existence of a warrant also shelters the constable from legal responsibility, if the information given to him regarding an alleged offender should afterwards prove unreliable or erroneous.

(a) Whenever a warrant is issued, a copy of it with the description, occupation, and nationality of the offender, and any information concerning his probable whereabouts or destination must be forwarded to the C.I.B. and to all stations where it is likely to facilitate the arrest. A list of the stations to which copies of the warrant have been sent must at the same time be forwarded to the C.I.B.

(b) Whenever an arrest is made on a warrant, copies of which have been certified or the existence of which has been notified in the *Gazette*, intimation of the arrest should immediately be sent to the detective office and to the member of the Force in charge of the station where the warrant was issued.

(c) The arrest of an offender for whom a warrant has been issued must be notified as soon as possible to the police at all places previously acquainted of the existence of the warrant. All promptitude should be exercised and, where the case demands, the information should be telegraphed.

(d) When an offence is reported to the police, of which no member of the Force has any knowledge except that gained by hearsay, the complainant should be advised how to proceed to obtain a warrant and should be left to lay the necessary information. If he declines to do so the police should only act when they have by inquiry—which must be promptly made—obtained corroboration of the report.

(e) The date of receipt and execution of all warrants and the name of the executing constable must be promptly endorsed thereon.

(f) Any member of the Force may, by virtue of section 45 of the Police Act, 1892, arrest the persons named in the warrants published in the *Police Gazette*, although such member of the Force may not have in his possession the original warrant or a copy thereof.

(g) In proceeding to execute warrants, etc., constables should act with the utmost discretion, communicating with no one except other members of the Force concerning their movements or the nature of the service on which they are engaged.

(h) Officers in charge of districts should be careful to see that all warrants executed by the police under their command are forwarded to district headquarters as soon as the prisoner has been disposed of. The warrants should then be carefully filed in such a manner as to allow of speedy reference to them when required.

(i) A warrant book will be kept at every police station, and in it must be entered the full particulars of every warrant that passes through the hands of the police at that station, showing from whom it was received, the date and hour of its receipt, and the action taken upon it, together with its final disposal. In criminal matters so much may depend upon the production of a warrant that the greatest care must be exercised in the transmission, registration and filing of all such documents.

(j) Every warrant issued for any person suspected of being about to quit the Commonwealth, and which the police have failed to execute, should be forwarded to the C.I.B. at Perth to be filed in that office, from which it can readily be obtained if required.

(k) Every other warrant should as a rule be filed in the office of the officer in charge of the district in which it was issued, and should not be allowed to remain in any other district or at any other station in the same district unless with the prospect of its early execution or for some special reason.

(l) All warrants issued in Perth police district should, failing early execution, be deposited and filed in the C.I.B. at Perth where they will be available at any time.

(m) In the event of an arrest being made which necessitates the production of a filed warrant, application for it should be made to the officer in charge of the district in which it was issued, or to the C.I.B., as the case may be.

(n) For warrants issued under Service and Execution of Process Act—see Code.

152. WARRANTS OF COMMITMENT.

In executing a warrant of commitment in default of distress, a constable is not justified in satisfying the warrant from money found on the defendant's person against his will.

(a) When the commitment is in default of payment of money a constable should not arrest if the amount with costs be tendered to him.

(b) If after arrest and before the prisoner is lodged in gaol the amount with costs is tendered it should be accepted and the prisoner at once liberated.

(c) Police collecting a fine on a commitment warrant will at once issue a receipt to the person paying same, and if this is not practicable, obtain a receipt from their station as soon after payment as possible and deliver it to such person, and when paying such money to the Clerk of Petty Sessions will see that a receipt is issued.

(d) When any warrant is transferred from one police station to another, or handed over to a Clerk of Petty Sessions, a receipt should be obtained for same. Such receipt should be filed at the station from which the warrant was so transferred or handed over, and a reference to such receipt should be entered in the warrant book at the station.

(e) A warrant of commitment must be in the possession of the police officer effecting the arrest.

(f) The time and date of execution of warrants of commitment are to be written along the margin of such warrants.

153. WATER POLICE.

The members of the Water Police branch of the Force are amenable to the same rules for the maintenance of discipline, and have by law the same powers as other constables.

(a) It is their duty to afford police protection and maintain order among the shipping; to enforce the Ports and Harbours Regulations; to supervise the transhipment of powder; to prevent the escape of criminals; to serve summonses, execute warrants and other legal process on persons afloat; to convey prisoners to and from vessels, etc.

(b) A water police constable may be required at any time when occasion arises to perform the street duties of the land police.

(c) The police at the various outports are required to make periodical examinations of the lifebuoys on the jetties and report to the responsible officer at the port if the lifebuoys are not intact and ready for use.

154. WEIGHING MACHINES.

The member of the Force in charge of the station will be responsible for seeing that all weights, measures, weighing machines, etc., belonging to the station are properly tested from time to time, and kept in good and serviceable order.

155. WIFE OF MEMBER OF FORCE.

The wife of any member of the Force must not follow any calling without the permission of the Commissioner, and if the wife of any member of the Force who does not hold a separation order engages in business, unless such business is given up on the Commissioner's instructions, her husband shall be called upon to resign from the Force.

156. WOMEN POLICE.

"Anything which helps the very poor and so relieves them from the temptation to crime, and anything which helps to take the children of the criminal classes away from evil surroundings and companions, and, while there is yet time, implants in them instincts of honesty and virtue, is true police work; and a policeman should throw himself heart and soul into such work just as readily as he does into the ordinary work of preventing and detecting crime."—(Liverpool Police Regulations.)

(a) Women police are appointed with the object of safeguarding the moral welfare of women and children, particularly of girls between the ages of 14 and 21 years, and their chief concern is not so much the prosecution of offenders as the prevention of misconduct that often leads to disaster in the lives of young women and girls. The following is a list of duties to be performed by the Women Police:—

1. To keep young children from the streets, more especially at night.
2. To assist, where necessary, the Education Department in the prevention of truancy from school.
3. To watch the newspapers and furnish reports of persons endeavouring to decoy young girls by advertisements or by any other means.
4. To patrol railway stations, visit picture shows, theatres and other places of public entertainment, in order to guard and advise women, girls and children who are strangers and have no friends waiting for them.
5. To patrol slum neighbourhoods, and look after drunken women and obtain assistance for their neglected children.
6. To keep under observation reputed brothels, wine shops, hotels and other places frequented by women of ill fame, in order to prevent young girls being decoyed and drugged with liquor and entrapped.
7. To protect women and girls in the public parks and gardens, and when going to and leaving work.
8. To make inquiries for the Child Welfare Department in cases where it is desirable that the inquiry should be made by the police in plain clothes.
9. To watch over and safeguard unprotected and innocent girls against unscrupulous employers and other persons.

10. To keep a separate file for all young women and girls, whom they endeavour by their assistance and advice to put on the straight path, such file to record their movements and behaviour until the officer is satisfied that they have either reformed or have become incorrigible.
 11. Duties are to be performed in plain clothes, and the hours of duty will be eight hours per day or more as required, at times best suited for their carrying out; such duties to be arranged by the Inspector in Charge.
 12. The qualities for which service in the Women Police calls are many. Among them are an alert disciplined mind and body; quickness of observation; kindness; tolerance; humour; firmness; unassailable integrity; unfailing discretion and readiness to stand by in more senses than one while life in the streets and open spaces eddies round her. When action is called for the Woman Constable must not be afraid to take the lead.
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