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[1968

POLICE ACT, 1892-1967.

Police Department,
Perth, 8th July, 1968.

Police 62/1035.

ACTING pursuant to the powers conferred by section 9 of the Police Act, 1892-1967, I—

(a) revoke all former regulations or orders entitled Regulations and Instruction for the Government and Guidance of the Police Force of Western Australia; and

(b) make the regulations set out in the schedule hereunder

so that both the revocation and the regulations have effect on and after the 1st August, 1968.

R. T. NAPIER,
Commissioner of Police.

ACTING pursuant to the powers conferred by section 9 of the Police Act, 1892-1967, I have approved of the revocation of all former regulations or orders entitled Regulations and Instructions for the Government and Guidance of the Police Force of Western Australia and I have approved of the regulations set out in the schedule hereunder.

J. F. CRAIG,
Minister for Police.

8th July, 1968.

Schedule.

REGULATIONS.**PART I.—PRELIMINARY.**

101. These regulations may be cited as the Police Regulations, 1968.
102. These regulations are divided into parts as follows:—
 Part I.—Preliminary.
 Part II.—Prisoners.
 Part III.—Property in possession of Police.
103. In these regulations, unless a contrary intention appears—
 “entry sheet” means a sheet in the Prisoners Property Book on which property taken from a prisoner is entered;
 “gaoler” means a gaoler under the Prisons Act, 1903, as amended from time to time;
 “keeper” means a member directed to supervise a lock-up;
 “lock-up” means any place where a prisoner is held by the police;
 “member” means a person who subscribes to the Form of Engagement as provided by the Act;
 “officer-in-charge” means a member for the time being in charge of a police station, lock-up or branch of the Police Force;
 “prisoner” means any person taken into police custody for committing or being suspected of committing any offence punishable by law or any person committed to prison for punishment, or on remand, or for trial, safe custody or otherwise and held in police custody prior to his movement to the prison to which he has been committed;
 “property” includes money;
 “regulation” means one of these regulations.

PART II.—PRISONERS.

201. The officer-in-charge shall control a lock-up subject to the direction of the Commissioner of Police.
202. The officer-in-charge shall cause a Charge Book to be kept for the entry of complaints where necessary.
203. Where a person is brought to a lock-up on complaint of an offence, the officer-in-charge shall by inquiry of the person preferring the complaint, satisfy himself whether or not there are reasonable grounds for preferring a complaint, and—
 (a) where he is so satisfied, cause the name of the person against whom the complaint is being preferred to be entered in the Charge Book with particulars of the alleged offence, such entry to be made in the presence of that person and read out to him, and any variation notified to him;
 (b) where he is not so satisfied, cause the person brought to the lock-up to be immediately released, and as soon as possible submit a report of the circumstances to the inspector in charge of the district or branch.
204. A member shall treat courteously a person who volunteers evidence in respect to a complaint of an offence.
205. The officer-in-charge shall keep a book entitled the Prisoners Property Book ruled into columns for entry of separate types of property taken from a prisoner.
206. Immediately after acceptance and entry of a complaint against a male prisoner and before he is placed in a cell or confinement, the officer-in-charge shall cause him to be searched by the arresting officer and—
 (a) the arresting officer shall—
 (i) inform the prisoner of the result of the search;
 (ii) hand any property found to the officer-in-charge;

(b) the officer-in-charge shall—

- (i) where property is found, check and enter it correctly described in the appropriate column of the entry sheet under the name of the prisoner and the date it was taken from him;
- (ii) where no property is found write the word "nil" in the appropriate column in the entry sheet under the name of the prisoner and the date of entry; and
- (iii) request the prisoner to sign the entry sheet and if he is unable to so sign make an entry to that effect; and

(c) the arresting officer shall check the entry sheet and if he finds it correct, sign it.

207. Regulation 206 applies to a female prisoner except that the officer-in-charge shall arrange for such a prisoner to be searched by a female with the officer-in-charge or arresting officer assisting if required.

208. A member suspecting a prisoner of having upon his person a deadly weapon or an article stolen or unlawfully obtained or relating to the commission of an offence may search him at any time or place and take him to a lock-up where the member shall follow the procedure of regulations 206 and 207 in so far as they apply.

209. The officer-in-charge is responsible for the maintenance of accurate records and the safe custody of property taken from prisoners.

210. Where a member has taken from a prisoner property which is not connected with a complaint against the prisoner or suspected of being unlawfully obtained, the prisoner may in writing assign it to any person for any purpose.

211. Where a member has taken from a prisoner property which has not been assigned by the prisoner at the date of hearing of the complaint against him, the officer-in-charge shall send it with the prisoner to the place of hearing and shall—

- (a) where the prisoner is discharged, return the property to him after he has checked and marked with his receipt a copy of the entry sheet;
- (b) where the prisoner is committed to prison, deliver the property with one copy of the entry sheet to the gaoler and obtain a receipt from the gaoler.

212. (1) Regulation 211 does not apply to property required in evidence in future proceedings or shown to belong to a person other than the prisoner.

(2) Where property taken from a prisoner is required as evidence in some future proceedings the officer-in-charge shall retain it and shall promptly inform the prisoner.

(3) Where property taken from a prisoner is shown to belong to a person other than the prisoner, the officer-in-charge shall deliver it to that other person upon receipt from him of an indemnity to members against all actions, claims and proceedings in respect to the property and the officer-in-charge shall promptly inform the prisoner.

213. Where at a Court hearing a person is committed to prison, the member who has been directed to hold the person in custody, or where there is no such member, the member in charge at the hearing, is responsible for the safe delivery of that person to the gaoler and for supplying to the gaoler accurate particulars of the committal.

214. (1)* A prisoner at a lock-up is entitled to communicate with a solicitor or his clerk.

(2) A member shall not influence a prisoner in his choice of a solicitor.

(3) Where a prisoner wishes to communicate with a solicitor or his clerk, the officer-in-charge shall arrange it.

(4) Where a prisoner requests the attendance upon him of a solicitor or his clerk the officer-in-charge shall promptly advise the solicitor or his clerk.

(5) Where a prisoner communicates with a solicitor or his clerk, the officer-in-charge shall make necessary arrangements so that the communication is not heard by a third person but so that a member keeps the prisoner in sight and takes care to prevent his escape.

215. A member shall not allow a prisoner to drink intoxicating liquor.

216. Where a legally qualified medical practitioner has prescribed intoxicating liquor for a prisoner, regulation 215 does not apply.

217. A member may purchase non-alcoholic refreshment, toilet requisites, smoking materials or clothing for a prisoner at his request out of money taken from him and mark the expense as a debit signed by the prisoner in the entry sheet.

218. A relative or friend of a prisoner in a lock-up may visit him in the presence of a member at hours considered reasonable by the officer-in-charge and the member shall observe all that passes between the prisoner and his visitor.

219. A member who incurs necessary expense in conveying a prisoner to a lock-up and reports the amount to the officer-in-charge, is entitled to reimbursement from the Police Department and shall include it in costs claimed against the prisoner.

220. Where a member has a prisoner in custody during movement from one place to another and has reasonable grounds to believe that there may be attempted escape, rescue or violence or that there is serious risk of injury to the prisoner, the member may handcuff the prisoner except where the prisoner is female, old or infirm.

221. Where a prisoner at a lock-up requires medical attention the officer-in-charge shall—

- (a) promptly arrange the personal attendance upon the prisoner of a Government Medical Officer or another legally qualified medical practitioner or where he is unable to arrange such personal attendance promptly obtain telephone advice from the nearest available legally qualified medical practitioner and act upon that advice; and
- (b) report to his next senior officer on the medical attention arranged and the fees incurred.

222. The officer-in-charge shall arrange for a member to frequently visit a prisoner in a cell or other place of confinement at a lock-up and immediately arrange assistance required by the prisoner.

223. The officer-in-charge shall promptly arrange movement of a prisoner in a lock-up under committal to the place to which he has been committed.

224. A prisoner in a lock-up shall not communicate with a member of the Government or head of a Government Department except through the keeper.

225. (1) The officer-in-charge shall arrange for all blankets in use at a lock-up to be washed at least one a month.

(2) Where the blankets at a lock-up have been used by an unwashed looking person or one suspected of having vermin on him or are wet or soiled after use, the officer-in-charge shall arrange for them to be washed promptly after use.

226. Where a prisoner is arrested under a warrant of a Justice of the Peace and admitted to a lock-up the arresting officer shall certify on the back of the warrant the date and time of arrest and the keeper when taking charge of the prisoner shall confirm that the member has so certified.

227. (1) The keeper shall hold the keys of a lock-up and shall securely lock the doors of all cells or other places of confinement and all doors leading to yards or passages from the cells or such other places by personally turning the key.

(2) Where it is necessary to remove a prisoner from a cell or other place of confinement, the keeper shall open the door of the cell or other place by personally turning the key.

PART III.—PROPERTY IN POSSESSION OF POLICE.

301. The officer-in-charge shall keep a book entitled the Property Book ruled into columns for entry of separate types of property handed in by a person to a police station or branch.

302. Where property is found and handed into a police station or branch, the officer-in-charge shall enter the property correctly described in the appropriate column of the Property Book under the name of the finder and the date he handed it in.

303. Where property in possession of the police is claimed by any person and the officer-in-charge is satisfied that the claimant is the owner, the officer-in-charge may hand it to the claimant after obtaining his receipt for it in the appropriate place in the Property Book.

304. Where property is found and handed into a police station or branch and three months have expired thereafter, the officer-in-charge may return it to the finder if—

- (a) the owner has not been traced;
- (b) it is not shown in police records as reported stolen;
- (c) it does not appear to be property which has been stolen and then abandoned or hidden;
- (d) it is not property found by a member—
 - (i) as a result of some specific duty in connection with it; or
 - (ii) pursuant to information received as a member; and
- (e) the finder signs in the appropriate place in the Property Book, an indemnity in the form contained in the schedule to these regulations.

305. Where perishable property subject to immediate deterioration is found and handed into a police station or branch, the officer-in-charge who has obtained the approval of an Inspector of Police may, subject to conditions (a), (b), (c), (d) and (e) of regulation 304, return it immediately to the finder or where the finder does not wish to claim it, or those conditions are not complied with, may arrange sale or other disposal as soon as possible.

Schedule.

Form No. 1

LOST PROPERTY—FORM OF INDEMNITY.

(Police Regulation 304.)

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.....

POLICE ACT, 1892-1967.

Police Department,
Perth, 8th July, 1968.

Police 68/1851.

ACTING pursuant to the powers conferred by section 9 of the Police Act, 1892-1967, I make the orders set out in the Schedule hereunder to have effect on and after the 1st August, 1968.

R. T. NAPIER,
Commissioner of Police.

ACTING pursuant to the powers conferred by section 9 of the Police Act, 1892-1967, I have approved the orders set out in the Schedule hereunder.

J. F. CRAIG,
Minister for Police.

Dated 8th day of July, 1968.

Schedule.

POLICE STANDING ORDERS

PART I.—PRELIMINARY.

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| Citation. | 101. These orders may be cited as Police Standing Orders, 1968. |
| Arrangement. | 102. These orders are divided into Parts as follows—
Part I.—Preliminary.
Part II.—Constitution.
Part III.—Organisation.
Part IV.—Duties of Police.
Part V.—Appointment to Force.
Part VI.—Discipline.
Part VII.—Leave.
Part VIII.—Transfers.
Part IX.—Record of Service.
Part X.—Promotions and Examinations.
Part XI.—Equipment.
Part XII.—Illness.
Part XIII.—Criminal Investigation Branch.
Part XIV.—Retirements, Resignations, Removals and Deaths.
Part XV.—Quarters.
Part XVI.—Police Band.
Part XVII.—Miscellaneous.
Part XVIII.—Prisoners. |
| Interpretations. | 103. In these orders, unless a contrary intention appears—
“Commissioner” means the Commissioner of Police;
“commissioned officer” means a member of the Force above the rank of sergeant;
“Department” means the Police Department;
“Deputy Commissioner” means the Deputy Commissioner of Police;
“District Inspector” means an Inspector appointed in charge of a Police District, or temporarily assigned in charge thereto;
“lock-up” means any place where a prisoner is held by the police;
“member” means a person who subscribes to the Form of Engagement as provided by the Act;
“Minister” means the responsible Minister in charge of the Department; |

- “non-commissioned officer” means a sergeant of any class or rank;
- “officer” means a member above the rank of sergeant;
- “officer-in-charge” means a member for the time being in charge of a station or branch;
- “order” means one of these orders;
- “prisoner” means any person taken into police custody for committing, or being suspected of committing, any offence punishable by law or any person committed to prison for punishment, or on remand, or for trial, or otherwise and held in police custody prior to his movement to the prison to which he has been committed;
- “property” includes money;
- “regulation” means one of the Police Regulations, 1968;
- “Schedule” means a schedule to these orders;
- “senior member” includes any member of the Force senior to any other member and any member specially or generally authorised by the Commissioner to act as if he were senior to such other member;
- “service” means service in the Police Force of Western Australia;
- “station” means police station;
- “the Act” means the Police Act, 1892 as amended from time to time;
- “the Force” means the Police Force of Western Australia.

PART II.—CONSTITUTION.

201. The Force comprises the following ranks, namely—

- (a) Officers, being—
- (i) the Commissioner;
 - (ii) The Deputy Commissioner;
 - (iii) the Chief Inspector;
 - (iv) Inspectors, 1st Class;
 - (v) Inspectors, 2nd Class; and
 - (vi) Inspectors, 3rd Class;
- (b) Non-commissioned Officers, being—
- (i) Sergeants, 1st Class;
 - (ii) Sergeants, 2nd Class; and
 - (iii) Sergeants, 3rd Class;
(including Detective Sergeants, Plain Clothes Sergeants and Women Police Sergeants);
- and
- (c) Other Ranks, being—
- (i) Constables (including Detective Constables, Plain Clothes Constables and Women Police Constables);
- and
- (ii) Probationary Constables.

202. (1) Members are vested with authority and hold responsibility in the order of ranks shown in order 201 and according to seniority of promotion or appointment to their respective ranks.

(2) Suborder (1) of this order does not apply to members of the Criminal Investigation Branch who become eligible for promotion within that branch, such promotion being effective only while the member remains a member of that branch, and not recognised on the general seniority list until the rank and service of such member on the register of promotions entitles him to recognition on such general seniority list.

(3) Suborders (1) and (2) of this order do not apply to special promotions under order 1017.

203. The provisions of the orders relating to promotion and appointment do not apply to the appointment of the Commissioner, the Deputy Commissioner, the Chief Inspector and First and Second Class Inspectors.

204. Where two commissioned officers or non-commissioned officers are appointed to the same rank on the same date, the order of their seniority is determined by the date on which they were appointed to the substantive rank previously held by them.

205. The seniority of constables is determined by the date on which they receive their register numbers and where two or more constables receive register numbers on the same date, seniority is determined by age, the oldest receiving the senior number.

Function of command.

206. Where two or more commissioned officers, non-commissioned officers or constables are performing duty with any unit, the senior member present exercises command, except in cases where an officer, non-commissioned officer or constable has been specially detailed for the duty, when he exercises command.

PART III.—ORGANISATION.

Police Districts.

301. (1) The State of Western Australia is divided into the following Police Districts, each having its headquarters station and district office at the place named as the district—

Kalgoorlie, Northam, Fremantle, Albany, Perth, Midland, Broome, Narrogin, Bunbury, Geraldton.

(2) Additional Police Districts may be assigned from time to time.

C.I.B. Traffic and L.I.B. deemed Police Districts.

(3) For the purposes of these orders, the Criminal Investigation Branch, the Traffic Branch and the Liquor Inspection Branch are deemed to be Police Districts.

Officer in Charge.

302. Each Police District is under the control of a District Inspector.

Divisions.

303. (1) A Police District may be subdivided into Divisions.

(2) The Commissioner may appoint an Inspector to be in charge of a Division.

Sub-districts.

304. Each Police District may be divided into sub-districts with a non-commissioned officer or constable in charge, according to—

(a) the responsibilities involved in administering the sub-district; and

(b) the strength of the Force within the sub-district.

Police stations.

305. The offices and precincts of sub-districts are known as stations.

Sub-districts may be altered.

306. The Commissioner may alter or re-arrange boundaries or areas of sub-districts.

Publication of Districts and Sub-districts.

307. A list of Police Districts and sub-districts is published in the first issue of the *Police Gazette* in January of each year.

PART IV.—DUTIES OF POLICE.

Commissioner.

401. (1) Section 5 of the Act charges and vests the Commissioner with the general control and management of the Force.

(2) Section 9 of the Act empowers the Commissioner from time to time to frame rules, order and regulations necessary for the general government of members.

Deputy Commissioner.

402. The Deputy Commissioner is the officer next in authority to the Commissioner and shall assist the Commissioner in the superintendence and control of the Force by exercising and performing all such powers, authorities, functions and duties as the Commissioner may direct.

403. The Chief Inspector shall exercise such general superintendence, make such inspections, conduct such investigations and give such other assistance to the Commissioner as the Commissioner may direct.

Chief Inspector.

404. (1) A District Inspector is appointed and, subject to the direction of the Commissioner, is charged with the government, direction and superintendence of members and with responsibility for peace and good order and the prevention and detection of crime in his district and he shall—

District Inspector to administer District.

- (a) inspect all inspectors, sergeants and constables in his district at least once in each year and on such additional occasions as may be possible and see that all members are correct in appearance, behaviour and dress, and generally satisfy himself that discipline is maintained and that the requirements of regulations and orders are complied with; Inspection of men.
- (b) inspect stations, quarters, stables, vehicles, horses, arms, clothing, appointments and equipment of the Force in his district at least once in each year and on such additional occasions as may be possible; Inspection of stations.
- (c) report promptly to the Commissioner the occurrence in the district of any event of public importance, especially such events as affect the public peace, or any serious crime or civil emergency; Important events to be reported to the Commissioner.
- (d) inquire into all complaints made by or against members in his district, deal promptly with them in the proper manner, maintaining personal control as far as possible and ensuring that members are not charged with an offence of a trifling nature which can be dealt with by censure by a superior; Complaints against members.
- (e) make himself acquainted by personal contact, with the character, temper, conduct and fitness of every member in his district, and make recommendations or other comments as he considers warranted, on all applications for promotion, appointment or transfer; Ascertain character of members.
- (f) see that all books are regularly and properly kept, correspondence, files and accounts properly attended to, and returns forwarded punctually; and Keeping of books.
- (g) be responsible for carefully scrutinising all estimates and accounts and certifying expense and other vouchers connected with the Force in his district. Expenditure.

(2) During the absence of the District Inspector from his district, the senior officer in that district shall assume the functions and duties of the District Inspector until his return or the appointment of some other inspector in his place or the Commissioner directs that some other member assume such duties and functions.

Absence of District Inspector.

(3) During the absence of the District Inspector or a member standing in his place from the headquarters station, the senior officer there will be the officer in charge of that station.

405. An inspector who is not a District Inspector is subject to the direction of the Commissioner under the government, direction and superintendence of his District Inspector and he shall—

Duties of Inspector.

- (a) be directly responsible to his District Inspector for the supervision and control of all members placed immediately under his charge and all matters in relation thereto, provided that an inspector assigned to a particular branch or charged with particular duties may be directed to perform such duties under the government, direction and superintendence of some senior officer other than the District Inspector; and Responsibility.
- (b) cause all under his supervision and control to discharge their duties satisfactorily, efficiently and in a proper manner. Control.

- Occurrence Book. 406. (1) The officer in charge of a station shall keep a book entitled "Occurrence Book" for the recording of—
- (a) all events in respect of police matters which occur in the neighbourhood supervised by the station;
 - (b) particulars of articles lost or found, inquests, accidents, affrays, and complaints by any person; and
 - (c) information of the manner in which licensed premises are conducted,
- and each week shall send a duplicate copy of the Occurrence Book for that week to the District Office.
- (2) Where an appropriate matter comes to the notice of a constable not in charge of a station he shall report it to the officer in charge for inclusion in the Occurrence Book.
- (3) Where an occurrence is of sufficient importance to require a special report the occurrence shall be briefly recorded with the words "See special report" added.
- Duties of Sergeants. Obedience. 407. A sergeant shall—
- (a) obey promptly all lawful orders received from a senior officer;
 - Control. (b) cause all members placed under his supervision or control to discharge their duties satisfactorily, efficiently and in a proper manner and to report promptly to his next senior officer who is available any irregularity, breach of duty or misconduct alleged to have been committed by any such member;
 - Neatness and cleanliness. (c) show an example of neatness in his dress and appointments and of cleanliness in his person and quarters;
 - Exercise authority. (d) act, where necessary, upon his own initiative giving orders and instructions to his subordinates promptly and without hesitation;
 - Help and advise subordinates. (e) support the dignity of his rank and avoid undue familiarity with members placed under his supervision and control but keep on good terms with them and promote a feeling of mutual trust and reliance so as to lead constables to appeal to him for assistance and advice whenever they are in need of it;
 - Knowledge of capacity of subordinates. (f) know the capabilities and characteristics of all constables placed under his supervision and control so that he can determine whether they can be depended on to do their duty efficiently or whether they require constant supervision;
 - Duties of sergeant in charge of station. (g) be responsible for the state of the station and quarters, of the arms, ammunition, appointments and every article of government property issued to or on hand at any station where he is in charge;
 - Distribution of duties. (h) be impartial in the allocation of duties to all members placed under his supervision and control and to keep a record of all duties performed by himself and such members;
 - Procedure when constable reports sick. (i) record in the Occurrence Book the circumstances of absence from parade or duty of any member placed under his supervision and control and immediately report such absence to the District Inspector;
 - Absence from station. (j) not absent himself from his country sub-district except on duty or leave or by permission or direction of his District Inspector, or where applicable not absent himself from his metropolitan sub-district during his shift of duty without permission from the officer in charge of the division or district;
 - Arrangements during absence. (k) make definite and adequate arrangements for the work and supervision of his station and sub-district during his absence therefrom;

- (l) visit constables on beat or patrol duty as frequently as possible, noting carefully the manner in which the beat or patrol is worked and where he has spoken to any such constable record the visit; Visiting constables on beat.
- (m) search the beat or patrol of a constable not found on that part of the beat or patrol where he should be until the constable is found or it is established that he is not on the beat or patrol; Beats to be worked against missing constable.
- (n) immediately inform a constable of any allegation that he has been found committing a breach of duty or act of misconduct and that it is the intention of the sergeant to report the matter and immediately state to the constable details of the alleged breach or act and immediately record in his notebook the date and time of the alleged breach or act and any explanation, admission or denial made by the constable and any other particulars necessary for a clear and intelligent report; Allegations as to breach of duty, etc.
- (o) inspect all members or groups of members going on duty and if they are under arms on special duty, to note in the Occurrence Book the hour of their despatch and of their return, the state in which they return, the quantity of any ammunition used, and all circumstances connected with the particular duty on which they had been employed; To inspect police before duty.
- (p) attend Court where necessary and see that constables required to give evidence are in attendance, are properly dressed, do not lounge about or keep their caps on when sitting or otherwise behave in an unbecoming manner; Supervision at Courts.
- (q) act, when officer in charge, on reports of serious offences by making immediate inquiries, to ascertain the facts, taking such action as may appear necessary and reporting all the circumstances to his District Officer as soon as possible; To investigate serious offences.
- (r) pay particular attention to the public houses and other licensed places of amusement and entertainment within the area of his duties, especially those of which complaints are made to him and take steps to terminate any irregularity observed; and Attention for licensed premises.
- (s) be responsible while officer in charge for accepting or refusing charges brought in by members or other persons and for the safe-keeping of any person detained at the station or any lock-up there and for the protection of his property. Responsibilities as officer in charge.
408. A constable shall— Duties of sergeants to apply to certain constables.
- (a) carry out orders relating to sergeants as are applicable to constables who have control or supervision of a station, branch or other members;
- (b) properly discharge the duty to which he is directed; To discharge duty.
- (c) act on his own initiative where necessary endeavouring to do so with intelligence, discretion, courtesy and good temper; To act on own responsibility.
- (d) be alert to prevent crime and protect the public and report promptly any circumstance which appears to affect the public peace or safety, or anything likely to produce danger or public inconvenience; Prevention of crime.
- (e) avoid all appearance of lounging, loitering or gossiping while on duty in uniform and stand at attention while addressing, making an inquiry of, or reporting to, a senior member and maintain an agreeable attitude when replying to inquiries by private persons and immediately give his name, number or station on request by any person on any reasonable occasion; Lounging, gossiping, etc.

- Not to be officious, etc. (f) act with decision and boldness in the discharge of his duty but not interfere unnecessarily, be unduly officious or use unnecessary violence bearing in mind that he is legally responsible for his acts which if not within the limit of his duty may lead to criminal or civil action against him;
- Manner of discharge of duty. (g) be energetic, active, temperate and honest and discharge his duty on all occasions independently, uprightly, conscientiously and without fear or favour;
- Orders to be executed. (h) cultivate a disciplined demeanour, receive the orders of those above him with deference and respect and execute them to the best of his ability;
- Cleanliness, etc. (i) be neat and clean in his person and clothing and be responsible for the safe-keeping of his arms, appointments and accoutrements;
- Orders by superiors to be promptly obeyed. (j) obey promptly all lawful orders of a senior member including orders that may appear to the constable as unnecessary or improper, provided that a constable is not required to obey any such unnecessary or improper order which may lead to criminal or civil action against him.
- Women Police—responsibilities. 409. Women members are subject to the Act, regulations and orders and any instructions given for members generally, as far as are applicable, apply equally to them and in particular they shall—
- Work in plain clothes. (a) perform their duties in plain clothes, at times best suited for the carrying out of such duties;
- Welfare of females and children. (b) safeguard the moral welfare of women and children, particularly girls between the ages of fourteen and twenty-one years, and do all in their power to protect and assist children of tender years.
- All members to serve where detailed. 410. A member shall—
- To reside near station. (a) serve in any branch of the Force or in any part of the State when directed by the Commissioner, or duly authorised commissioned officer;
- Address of members. (b) reside at or near as practicable, to any station to which he is attached and be prepared to turn out for duty at once in cases of emergency;
- Leave station or district without authority. (c) supply particulars of his residential address to his officer in charge, and report without delay any change of such address;
- Responsibility re Government property. (d) remain on his beat or patrol or at the station, district or locality in which he is performing duty, unless he has been authorised by a senior member to leave or it is necessary for the performance of his duties;
- Marital status. (e) preserve and protect, and prevent the waste or misuse of any Government property used, issued, supplied or procured for use in connection with his service;
- (f) report promptly any change occurring in his marital status.

PART V.—APPOINTMENT TO THE FORCE.

- Conditions of appointment. 501. A member is appointed to probationary or substantive rank in accordance with the Act and upon appointment is subject to Force discipline and control.
- Eligibility for appointment. 502. To be eligible for appointment as a member—
- (a) a person must be—
- (i) a British subject;
- (ii) of good character;
- (iii) physically fit and free from any constitutional, organic or other disability likely to render the person unfit for duty as a member; and

(b) a male person must be—

- (i) in age not less than twenty years and six months and under thirty years;
- (ii) in height not less than five feet nine inches without footwear;
- (iii) have a weight and chest measurement approximately in accordance with the following scale—

Height	Minimum Weight (Stripped)	Minimum Expiration	Minimum Inspiration
5 ft. 9 ins.	10 st. 8 lb.	35.5 ins.	38.0 ins.
5 ft. 10 ins.	10 st. 12 lb.	35.9 ins.	38.4 ins.
5 ft. 11 ins.	11 st. 3 lb.	36.2 ins.	38.7 ins.
6 ft. 0 ins.	11 st. 9 lb.	36.5 ins.	39.0 ins.
6 ft. 1 in.	12 st. 2 lb.	37.0 ins.	39.5 ins.;

and

(c) a female person must be—

- (i) in age not less than twenty-one years and under thirty years;
- (ii) in height not less than five feet four inches without footwear;
- (iii) at the date of appointment, unmarried or a widow without dependent young children, but if she marries subsequent to that date she shall not continue as a member.

503. All persons applying for appointment as a member must— Application for appointment.

- (a) lodge an application in their own handwriting with the Officer in Charge of Police Training Centre, Police Headquarters, Perth on the form obtainable from that centre or any station outside the metropolitan area;
- (b) undergo a medical examination by a Government Medical Officer;
- (c) furnish satisfactory testimonials of character from persons to whom the applicant was previously known and from previous employers;
- (d) produce a certificate of good conduct from any previous service in any Police or Public Service;
- (e) produce a certificate of birth or extract of entry of birth.

504. To be selected for appointment the applicant must— Selection for appointment.

- (a) in the opinion of the Commissioner be suitable for appointment;
- (b) pass an entrance examination which shall consist of the following—
 - (i) a group intelligence test of a standard approved by the Commissioner;
 - (ii) a written examination in practical English including composition, spelling, punctuation and handwriting;
 - (iii) elementary arithmetic;
- (c) present himself for personal interview by the Board of Selectors;
- (d) be selected by the Board of Selectors.

505. The Board of Selectors referred to in order 504 shall consist of— Composition of Board of Selectors.

- (a) the Commissioner;
- (b) the Deputy Commissioner;
- (c) the Chief Inspector; and
- (d) the Officer in Charge of the Police Staff Office,

and in the absence of the Commissioner or the Deputy Commissioner or the Chief Inspector, the Commissioner may appoint the Inspector in Charge of the Metropolitan District a member of the Board.

- Function of Board of Selectors. 506. Selection for appointment as a member is determined by the Board of Selectors who shall consider the personal history, personality, demeanour, initiative and general suitability of each applicant who has satisfied the requirements of orders 502 and 503 and paragraphs (a), (b) and (c) of order 504.
- Assistance of Officers in Charge. 507. The necessary forms of application for appointment are available at the Police Training Centre, Police Headquarters, Perth and at all stations outside the Metropolitan Area, and the officer in charge shall—
- (a) inform a prospective applicant for appointment of the requirements for eligibility, application and selection and of general conditions in the Force; and
 - (b) supply an application form to any such applicant who has the required height, weight and chest measurements and otherwise appears suitable for appointment.
- Assistance of members. 508. All members shall assist the selection of suitable applicants as new members by recommending applicants of the required high standard of character and reporting promptly to senior members any unfavourable information known of an applicant.
- Probationary Constable. 509. The Board of Selectors may recommend to the Commissioner that he appoint a probationary constable for a period not exceeding six months to receive instruction and be considered for permanent appointment as a member so that where he shows efficiency and satisfactory conduct and passes such examinations as prescribed by the Commissioner, he may receive permanent appointment as a member with the rank of constable.
- Discharge of Probationary Constable. 510. The Board of Selectors may recommend to the Commissioner that he discharge a probationary constable found deficient in any respect after a reasonable time.

PART VI.—DISCIPLINE.

- Offences. 601. For the purpose of this Part, "offence" means any of the following offences for which a member is liable to the penalty prescribed by the Act:—
- Absence from beat without lawful excuse.
 - Absence from duty without lawful excuse.
 - Absence without leave or lawful excuse.
 - Active participation in the lodging of a petition.
 - Act of oppression or tyranny.
 - Assault.
 - Being late for duty or parade without reasonable excuse.
 - Being in a hotel while on duty without lawful excuse.
 - Being under the influence of alcohol to such an extent as to be unfit for duty.
 - Borrowing money or property, either directly or indirectly from any other member of a junior rank or class, or inducing him to become security for a loan or debt.
 - Breach of discipline.
 - Breach of regulations or orders.
 - Breach of statutory duty.
 - Causing or attempting to cause disaffection amongst members of the Force.
 - Communicating without authority, either directly or indirectly, to the public press or news services on any matter or thing respecting the Force.
 - Conduct prejudicial to good order, morality or discipline.
 - Converting to his own use any property of other members without their consent.
 - Conviction 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.
- Deriving any pecuniary or other benefit or advantage from any public contract, or from any purchase made by himself or others on behalf of the Government;
- Directly or indirectly receiving any reward, gift or gratuity without the Commissioner's sanction.
- Disobedience of the lawful commands of a senior member.
- Disrespect to a senior member.
- Disgraceful conduct.
- Divulging any matter or thing which it is his duty to keep secret.
- Divulging either directly or indirectly any matter that may come to his knowledge in the discharge of duty.
- Drinking intoxicating liquor when in uniform, except in the Police Canteen.
- Embezzling or misappropriating money, arms, ammunition, clothing, appointments or other public property.
- Engaging in any other business or occupation while a member.
- Failing to report the loss of any article of uniform or equipment issued to him.
- Failing to report promptly misconduct on the part of another member.
- Failing to keep uniform or equipment clean.
- Failing to post station books from day to day.
- Failing to report, at the earliest opportunity information in connection with any case or offence.
- Failing to pay lawful debts to such an extent as to bring discredit on the Force.
- 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.
- Ill-use of a police horse.
- Improperly working beat.
- Incivility or use of improper language.
- Inducing or attempting to induce any member of the Force to withhold his services or commit a breach of discipline.
- Insubordinate conduct.
- Knowingly making any false or misleading representation in any particular for the purpose of obtaining appointment to the Force.
- Knowingly making any false return or statement.
- Knowing where an offender is residing or concealed and not immediately informing his senior member of the same or not taking due and prompt measures for the arrest of the offender.
- Leaving his district or sub-district without authority.
- Lending money to a senior member for his own use or for the use of another, or joining him in security transactions in any way.
- Losing, wasting or damaging any item of Government property through fault or neglect.
- Making an unfounded or frivolous complaint against another member.
- Making any alteration or erasure, for the purpose of fraud or deceit, in any public document.

Making an anonymous complaint to the Government or Commissioner.

Making a false entry in an official book or diary.

Malingering.

Misapplying any goods or money levied under a warrant or taken from a prisoner.

Neglect of duty.

Neglect of orders.

Offence against statute or common law.

Overholding a complaint.

Owning or having an interest in a race horse or any horse intended to be used for racing. A member will be deemed to be implicated if his wife is so interested.

Publicly commenting on the administration of any department of the Police Service.

Prevarication before any court or at any inquiry.

Profane or immoral conduct.

Receiving a bribe.

Sleeping on duty.

Slovenliness in dress and appearance.

Smoking while in uniform in public street.

Striking a senior member.

Threatening language.

Untruthfulness in relation to duty.

Uttering words subversive of discipline.

Wilfully omitting to make in station books any entry required by the Act, regulations or orders.

Wilfully or negligently allowing any prisoner to escape.

Investigation of offences.

602. Where a member is accused of committing an offence, the Chief Inspector or the officer in charge of the district shall cause the accusation to be investigated by an officer and if, as a result of such investigation, the Chief Inspector or officer in charge has reasonable cause to believe that the member has committed an offence, the Chief Inspector or officer in charge may prefer a charge against him in writing which fully, clearly and explicitly states the details of the charge.

For certain offences suspension.

603. Where a member is accused of committing a serious offence which an inspector considers could, if proved, make the member unfit to remain on duty the inspector may suspend him from pay and duty until the accusation is withdrawn or a charge is heard against him.

Charges against Police may be heard by Justices.

604. Where a member is charged with neglect or violation of duty the Commissioner may direct that the charge be heard before Justices pursuant to section 19 of the Act.

Copy of dispositions to be sent to the Commissioner.

605. Where a charge against a member is heard by Justices and depositions taken in writing, the officer in charge shall cause a copy to be taken and transmitted with his report of the case to the Commissioner.

Proceedings under Ss. 23 and 24 of the Act.

606. Where proceedings are taken pursuant to sections 23 and 24 of the Act—

- (a) except where otherwise provided by the Act or the orders the procedure provided by the Justices Act, 1902 for summary proceedings before justices applies;
- (b) a charge is in the form of a Defaulters Sheet set out in Schedule;
- (c) the officer in charge of the district shall cause a copy of the Defaulters Sheet to be served on the accused member before he pleads to the charge;

- (d) an accused member pleading guilty will write the plea and sign it in the original Defaulters Sheet;
- (e) an accused member pleading not guilty is presumed innocent until he is proved guilty by evidence taken down in writing at a hearing and shall attend the hearing in person and is entitled to be represented by counsel at the hearing;
- (f) the officer in charge of the district shall take reasonable steps to secure the attendance at the hearing of all persons whose names and addresses have been supplied by the accused member as witnesses on his behalf;
- (g) and where the officer hearing the charge considers an amendment to the charge is necessary, he may allow it and direct that a copy of the amended charge be served on the accused and he may grant an adjournment if necessary for the accused to prepare his defence to the amended charge;
- (h) and where matters adduced as evidence of facts to support a charge of a general nature take the accused member by surprise, the officer hearing the charge may grant an adjournment to enable the member to collect evidence in respect to the matters;
- (i) the officer hearing the charge shall enter his decision in the column for that purpose in the Defaulters Sheet, record on the sheet the names of the witnesses, make any necessary remarks in the column for that purpose and send the sheet with the depositions of the hearing to the Commissioner.

607. Where a complaint is made that a member is under the influence of alcohol to such an extent as to be unfit for duty—

Charges pertaining to liquor.

- (a) the officer in charge shall arrange his immediate examination by the District Medical Officer, or in his absence, by a legally qualified medical practitioner who shall then and there report on the condition of the member to the officer in charge;
- (b) and where the District Medical Officer or a legally qualified medical practitioner is unavailable the officer in charge shall obtain the opinion of one or more other members present on the sobriety of the member against whom the complaint is made and where the only other member present is one who may be required to prefer a charge, the officer in charge shall seek the opinion of one or more reputable persons.

608. Where a member is charged with an offence involving alcohol, the officer hearing the charge shall not commence proceedings until he is satisfied the member is not then under the influence of alcohol.

Charging of member with offence involving alcohol.

609. A member making a complaint against another member shall make it in writing to the officer in charge who shall promptly forward it to the District Inspector.

Complaints by and against members.

610. Where a person makes a complaint concerning the conduct of a member—

Other complaints against members.

- (a) a member receiving the complaint shall treat the person courteously and refer him to the officer in charge;
- (b) the officer in charge shall take a signed statement from the person with his name and address, particulars of the complaint and the names of witnesses to the alleged conduct and inquire into the complaint and report on it to the District Inspector as soon as possible;
- (c) and where the officer in charge is unavailable, the member receiving the complaint shall take the required statement and hand it to the officer in charge as soon as possible.

- Results of prosecutions of members to be reported. 611. Where court proceedings are taken against a member he shall report it in writing as soon as possible after the commencement of the proceedings to his District Inspector who shall immediately forward the report to the Commissioner.
- Officers to attend Court in private prosecutions of members. 612. Where a member is prosecuted in court by a person not a member, the officer in charge of the district or branch shall direct an officer to attend the hearing, take a copy of the evidence and submit it to the Commissioner and where it is not practicable for an officer to attend, the officer in charge shall direct another member to do so.
- Approval required to take civil action. 613. A member shall not take civil proceedings arising from the performance of his duties unless the Commissioner approves.
- Saluting of superiors, etc. 614. A member shall salute—
- (a) the following persons where known to him—
 - (i) His Excellency the Governor;
 - (ii) Executive Council members;
 - (iii) Supreme Court Judges; and
 - (b) the Royal Colours when they are borne past him.
615. A commissioned officer shall salute a senior officer when reporting for or being dismissed from parade or when making a report to him.
616. A sergeant or constable shall salute—
- (a) Magistrates and Justices of the Peace met at their Courts;
 - (b) commissioned officers known to be such, whether in uniform or not;
 - (c) the member in command of a police detachment on the march.
617. Orders 614, 615 and 616 do not apply to a member present in a Court or at the hearing of a complaint presided over by one of the persons mentioned in these orders or to a member on urgent duty which demands the whole of his attention.
618. (1) To salute a person entitled, a member shall—
- (a) where stationary when the person is passing, turn towards him and stand to attention; or
 - (b) where walking past him, turn the head slightly towards him; or
 - (c) where addressing him or appearing before him, halt two paces from him and stand to attention,
- and where wearing head-dress and able to use the right hand, raise the right hand smartly to the head-dress.
- (2) To salute the Royal Colours a member shall turn towards the colours, stand to attention, and where he is wearing head-dress and able to use the right hand, raise the right hand smartly to the head-dress.
619. (1) Order 618 does not apply to members marching in a group.
- (2) Members marching in a group salute by turning head and eyes to the right or left on the command "eyes right" or "eyes left" by the member in charge of the group.
620. (1) Where a commissioned officer is saluted by a subordinate the officer shall return the salute.
- (2) Where a group of commissioned officers are saluted by a subordinate the senior officer only shall return the salute.

621. (1) A sergeant or constable shall stand to attention when addressed by a commissioned officer.

(2) Where a commissioned officer visits a room or office occupied by subordinate members, the first member to see the officer shall call the members to attention and they shall cease work and remain at attention until the officer leaves or releases them.

622. On ceremonial days, including Anzac Day, members who are returned servicemen shall wear their war service medals.

623. A member in uniform shall not remove his head-dress to extend respect to a friend or passing funeral.

PART VII.—LEAVE.

701. (1) Annual leave is granted to members under the Police Award. Annual leave.

(2) For annual leave a year of service means from the 1st day of January to the 31st day of December of each year.

702. The Deputy Commissioner and Inspectors shall submit to the Commissioner the proposed period of their leave and the proposed arrangement of their duties during their absence. Leave roster for Deputy Commissioner and Inspectors.

703. On or before the 1st day of September in each year a District Inspector shall post at each station in his district a roster approved by him of annual leave to be granted in the year commencing the 1st day of January following to sergeants and constables in his district. District Inspector to post leave roster for sergeants and constables.

704. (1) A sergeant or constable shall apply to his District Inspector for annual leave for the period rostered for the sergeant or constable. Leave application by sergeants or constables.

(2) The District Inspector may approve annual leave for the period rostered for a sergeant or constable or where circumstances prevent it being granted, then the District Inspector may defer it to later in the leave year or to the next following leave year.

705. Members stationed in the North West and at places and areas mentioned in orders 714 and 715 are permitted to accumulate annual leave for two consecutive years but shall not accumulate it further without the approval of the Commissioner. North-west members can accumulate leave.

706. Where leave is approved for a member he receives a Certificate of Leave which he shall return to his District Office at the termination of the leave. Leave Certificates.

707. Where the Commissioner considers that there are serious and urgent reasons for a member to have leave in addition to annual leave the Commissioner may grant that further leave without pay. Leave without pay.

708. In his application for leave a member shall state an address for communication to him during his absence and where he changes that address during his leave he shall immediately notify his officer in charge. Address on leave.

709. A sergeant or constable visiting Perth shall not obtain leave or an extension of it unless it is required urgently and is recommended by his District Inspector. District Officer to approve leave of sergeants and constables.

710. Where the Commissioner has reasonable cause to believe that the absence of a member would cause inconvenience to the Force, the Commissioner may refuse to grant leave to the member. Leave can be refused.

711. A detective in a country district who requires leave for a period exceeding forty-eight hours shall obtain the approval of his District Inspector and the officer in charge of the Criminal Investigation Branch. Leave for country detectives.

Country members visiting Perth.

712. (1) A member visiting Perth on leave from a country district shall report at Headquarters Station, Perth to give an address where he may readily be found.

(2) A detective visiting Perth on leave or otherwise shall report his arrival and departure to the Criminal Investigation Branch.

Liability while on leave.

713. (1) While on leave a member is available to act as a Peace Officer and is subject to regulations and orders including the consequences of any breach of discipline or good conduct.

(2) Where misconduct by a member on leave is reported to or witnessed by another member, that other member shall report it to his officer in charge.

Travelling time entitlement for North West and Wiluna members.

714. (1) Subject to the Police Award, the Department shall pay travelling time in addition to annual leave and exclusive of rest days to certain members proceeding by car on annual leave as follows:—

(a) a North West member stationed north of the 20° parallel and proceeding south of the 26° parallel in Western Australia, five days;

(b) a North West member stationed south of the 20° parallel and proceeding south of the 26° parallel in Western Australia or a member stationed at Wiluna and proceeding to the coast, three days.

(2) A member mentioned in suborder (1) of this order shall travel back to his station in his own time to resume duty at the expiration of his leave.

Free travel to coast for leave from certain districts.

715. (1) The Department shall provide for a member stationed east of longitude 119° E on the Eastern Railway, Yalgoo and east of Yalgoo, Ravensthorpe and east of Ravensthorpe, or Shark Bay and north of Shark Bay, free first class return travel of a type approved by the Commissioner in the particular case or payment at the approved mileage rate for him, his wife and children under sixteen years of age to travel to Fremantle or other port approved by the Commissioner once in a period of two annual leave years and where the Commissioner considers special circumstances warrant it, the Department shall also provide for a child of the member over the age of sixteen years.

(2) To obtain the free travel or payment of the mileage rate a member shall—

(a) obtain the approval of the Commissioner by application through his District Office;

(b) travel to the port with his wife and children at a time within the period of two annual leave years authorised by his District Inspector.

(3) Paragraph (a) of suborder (2) of this order does not apply where—

(a) the Commissioner considers there is good reason for the member deferring his leave and the Commissioner has approved in writing the grant of a separate pass to the member to be used when taking his deferred leave;

(b) the Commissioner has consented in writing to the member obtaining the free travel or payment of the mileage rate outside the period of two annual leave years.

(4) Where the Commissioner approves the application the District Inspector shall issue an order for the amount of the fares or the mileage rate specified in the application.

716. A member shall not travel on leave outside the State without the written permission of the Commissioner.

717. Where a member leaves the Force he is entitled to a proportionate part of annual leave for each completed month of the current year and to any accrued leave or the monetary value of each.

718. Long Service leave is granted to members in accordance with the Police Award.

719. A member shall not accumulate more than six months long service leave without the written permission of the Commissioner.

720. A member claiming to be incapacitated for duty by injury or illness shall submit to the Commissioner through his District Inspector a certificate by a Government Medical Officer or legally qualified medical practitioner where available setting out the nature and date of commencement of the injury or illness and the extent of the incapacity.

Member claiming incapacity for duty through injury or illness.

721. Where a member is incapacitated for duty by injury or illness the Commissioner may grant sick leave to him—

Sick leave.

(a) for a period or periods not exceeding one hundred and sixty-eight days in a year; and

(b) where the Minister approves, for a period or periods exceeding one hundred and sixty-eight days in a year on terms decided by the Minister.

722. Where illness or injury of a member is caused by his misconduct or through his fault, order 721 does not apply.

Illness or injury by misconduct or fault.

723. A member who has recovered from incapacity for duty caused by injury or illness shall submit to the Commissioner a certificate of fitness for duty from a Government Medical Officer or legally qualified medical practitioner endorsed by the District Inspector with the full period of absence from duty.

Recovery from injury or illness.

724. Where a country member on sick leave comes to live temporarily in the Metropolitan or Fremantle District to receive medical attention—

Country members visiting Metropolitan or Fremantle District for medical attention.

(a) the member shall report his arrival to the District Inspector there;

(b) that District Inspector shall notify the Commissioner; and

(c) the member is attached to that District and under the control of that District Inspector.

PART VIII.—TRANSFERS.

801. In accordance with the Police Award, the Commissioner advertises to members vacancies for certain positions in the Force.

Vacant positions advertised.

802. A member applying for an advertised position shall submit his application in writing to the Commissioner through his District Inspector and set out fully therein the grounds on which he claims to be suitable and qualified for the position.

Applications for vacant positions.

803. The Commissioner shall publish in the *Police Gazette* the name of a member selected for an advertised position.

Publication of selected applicant.

804. Where a member is transferred from one station to another—

Free transport of transferred member, his family and goods.

(a) the Department shall provide free transport of a type approved by the Commissioner for the particular case for—

(i) the member and his wife and children under the age of eighteen years and afflicted dependent children who live with him; and

(ii) their necessary household furniture, furnishings, domestic appliances and personal effects up to two tons in weight for an unmarried member and four tons for a married member; and

- Excess weight. (b) where the Commissioner considers exceptional circumstances exist, the Department shall pay for excess weight of the goods mentioned in paragraph (a) of this order; and
- Other mode of travel. (c) where the Commissioner authorises removal by transport other than rail or sea the Department shall pay the cost of that transport; and
(d) where the member requires insurance of his goods in transit the Department shall pay the premium and stamp duty on the first \$1,000 of insurance cover and shall arrange insurance for him in excess of that amount at a cost to him of \$1.80 per \$200 in excess of \$1,000 plus stamp duty on the amount in excess of \$1,000.
- Where order 804 does not apply. 805. Where a member is transferred at his own request or because of inefficiency or misconduct paragraphs (a), (b) and (c) of order 804 do not apply.
- Matters not considered in transfers. 806. When deciding on transfers the Commissioner and his duly authorised officers shall not consider—
(a) influence seeking to secure or cancel a transfer;
(b) home ownership or purchase by a member in the district where he is stationed; or
(c) possible loss to a member on transfer.
- Attempted influence a breach of discipline. 807. A member seeking by influence to secure or cancel a transfer is guilty of a breach of discipline.
- On transfer, departure and arrival to be reported. 808. Where a member is transferred he shall—
(a) advise the Commissioner through the District Inspector of his previous district of the—
(i) time and date of ceasing duty prior to transfer;
(ii) time and date quarters vacated, signifying whether they are Government or private quarters; and
(iii) time and date of departure for the new district; and
(b) on arrival at a new district advise the Commissioner through the District Inspector there of the—
(i) time and date of arrival;
(ii) time and date quarters occupied, signifying whether they are Government or private quarters; and
(iii) time and date of commencement of duty there.
- Removal of private vehicles to and from North West. 809. Where an employee as defined in the Police Award is transferred to or from the North West, as defined in the Award, and owns a motor vehicle, the Department shall pay—
(a) half the cost of sea transport of the vehicle to the new station; or
(b) where the member drives the vehicle to the new station by the shortest practicable route and conveys his family in it, the cost of the petrol and oil used on the journey.
- Where regulation does not apply. 810. Order 809 does not apply to an employee mentioned in sub-clause (3) of clause 13 of the Police Award or an employee transferred at his own request except where the Commissioner approves a transfer requested by a member on the grounds of the ill health of the member or his wife and the member has served in the North West for a continuous period of twelve months or more.

PART IX.—RECORD OF SERVICE.

- Personal file. 901. For recording conduct and service the Commissioner creates a personal file in respect to each member appointed.
- Original entry on personal file. 902. On appointment of a member the Commissioner arranges for entry of the name and personal particulars of the member on a record sheet in duplicate and places the copy in the custody and

care of his authorised staff officers who treat the contents as confidential and sends the original of the sheet to the District Inspector of the district to which the member is posted.

903. (1) A District Inspector or, at his direction the appointed District Office Clerk, shall keep secure the record sheets of sergeants and constables in his district by locking in a place to which he alone holds the key and shall treat the contents of the sheets as confidential.

Safeguarding record sheets.

(2) A District Inspector may remove a record sheet from the secured place for perusal by himself or the member to whom it relates.

(3) A District Office Clerk may remove a record sheet from the secured place for use in connection with the duties of his office.

904. A member other than the District Inspector, the appointed District Office Clerk or the member to whom a record sheet relates shall not peruse the record sheet.

No other member to peruse.

905. A District Inspector shall make or cause to be made necessary entries in record sheets of sergeants and constables and shall include—

Entries in record sheets.

- (a) alteration in marital status;
- (b) unfavourable report submitted to the Commissioner by the District Inspector and which the Commissioner has decided should be entered in the sheet;
- (c) verbatim copy from a Defaulters Sheet of proven charges;
- (d) conduct which the Commissioner considers worthy of a commendatory entry;
- (e) award of military distinction, the Queen's Police Medal or other distinction or award of valour; and
- (f) transfers from one station to another.

906. Where the Commissioner has decided that an unfavourable report submitted by a District Inspector should be entered in the record sheet of a sergeant or constable, the District Inspector shall allow the sergeant or constable to peruse the report and note the contents.

Entitlement to peruse unfavourable report.

907. Where a conviction against Force discipline has been entered in the record sheet of a sergeant or constable and for five years since the conviction he has shown good character without further conviction the Commissioner shall expunge the conviction from the sheet.

Expunging of Entries.

908. Where a District Inspector considers a sergeant or constable has shown exceptional conduct in moral or physical courage, or in tact and skill in dealing with a difficult case, zeal, energy and perseverance in following up the case, and judgment and discretion in completing it—

Report on commendatory conduct.

- (a) the District Inspector shall report full particulars of the conduct to the Commissioner and attach to his report any files relating to the case; and
- (b) the Commissioner shall inquire into the merits of the matter, decide whether or not the conduct is worthy of commendatory entry, and notify his decision to the District Inspector.

909. Where a sergeant or constable is transferred from one district to another, the District Inspector of the first district shall—

Record sheets to be entered and sent with members transferred to another district.

- (a) enter on the record sheet of the sergeant or constable the date and particulars of transfer and the opinion of the District Inspector on the conduct and efficiency of the sergeant or constable;
- (b) allow the sergeant or constable to peruse his record sheet; and
- (c) send the record sheet of the member by confidential letter to the District Inspector of the district to which the sergeant or constable has been transferred.

- Entry where Inspector finally leaving the District. 910. Where a District Inspector is transferred from or finally leaves a district he shall endorse the record sheets of sergeants and constables in the district with his opinion of their conduct and efficiency.
- District Inspector taking over. 911. A District Inspector, before taking charge of a district, shall see that all required entries have been made in the record sheets by the District Inspector being relieved.
- Monthly return. 912. In addition to any special reports submitted during a month for the decision of the Commissioner, a District Inspector shall forward to the Commissioner on the last day of each month a return on a form prescribed by the Commissioner, setting out verbatim copies of all entries made during that month in the record sheets of sergeants and constables in his district.
- Entry where member leaves Force or dies. 913. On the resignation, discharge, dismissal or death of a sergeant or constable, his District Inspector shall endorse his record sheet with—
- (a) a brief statement on the manner in which the member left the Force or the manner of his death;
 - (b) remarks as to his conduct or efficiency;
 - (c) particulars of equipment collected from the member,
- and forward the record sheet to the Commissioner.
- Certificate of service. 914. (1) Where a member leaves the Force after serving for more than one year the Commissioner shall issue to him a Certificate of Service with details from his record sheet including his rank, personal description, period of service and reasons for leaving.
- (2) Where a member dies after serving for more than one year the Commissioner shall issue the Certificate to his next of kin on request.
- (3) Where a member leaves the Force without completing one year of service the Commissioner shall issue a discharge to him.
- (4) The Commissioner or other member shall not issue any other certificate to a member leaving the Force.

PART X.—PROMOTIONS AND EXAMINATIONS.

- Application and discretionary powers. 1001. The provisions of this order apply to General Uniform Police and to the Criminal Investigation Branch but do not prejudice or otherwise affect the exercise of the discretionary power to appoint commissioned officers, or to withhold approval of the appointment of non-commissioned officers, conferred upon the Governor by sections 6 and 7 of the Act, or the exercise of the discretionary power to appoint so many non-commissioned officers and constables of different grades as the Commissioner deems necessary for the preservation of peace and order, conferred upon the Commissioner by section 6 of that Act.
- Board of Examiners. 1002. The Commissioner shall appoint three persons as a Board of Examiners.
- Commissioner to conduct examinations. 1003. The Commissioner shall appoint times for and arrange the conduct of examinations pursuant to these orders.
- Qualifying examinations. 1004. (1) Qualifying examinations are held in the subjects of Arithmetic, English and Geography of Western Australia.
- (2) A member is eligible to sit for a qualifying examination after completion of twelve (12) months' service.
- Promotional examination. 1005. (1) Promotional examinations for members seeking appointment to the ranks of 3rd Class Sergeant and 1st Class Sergeant are held in the subjects of Statutes, Police Regulations, Standing Orders, Routine Orders and Procedure and Reporting.

(2) Where a member has completed five years or more of service as a constable and has passed the qualifying examination he is eligible to sit for a promotional examination for appointment to Sergeant 3rd Class.

(3) Where a member has completed ten years or more of service, has passed the qualifying examination and passed the promotional examination for appointment to Sergeant 3rd Class, he is eligible to sit for a promotional examination for appointment to Sergeant 1st Class.

1006. (1) To pass a qualifying or promotional examination a member shall pass all subjects in the examination within three consecutive years. To pass an examination.

(2) To pass a subject in the examination a member shall obtain sixty per cent. of the marks allotted to it.

1007. The Commissioner shall keep a record of members passing each examination. Record of passes.

1008. (1) Where a member has passed a promotional examination for appointment to Sergeant 3rd Class he is eligible for promotion to that grade. Eligibility for promotion.

(2) Where a member has passed a promotional examination for appointment to Sergeant 1st Class he is eligible for promotion to that grade or higher grade.

1009. (1) Where an appointment is to be made to the grades of Inspector 3rd Class, Sergeant 1st Class, Sergeant 2nd Class and Sergeant 3rd Class—

- (a) the Commissioner shall publish in the *Police Gazette* notice of his intention to make the appointment and invite application from members desirous of being considered suitable for appointment; Publication of proposed appointment.
- (b) A Promotions Selection Board shall inquire into the qualifications of applicants; Inquiry into qualifications.
- (c) the Promotions Selection Board shall comprise the Chief Inspector and two other inspectors appointed by the Commissioner; Composition of Board.
- (d) where required by the Board, an applicant shall attend before it for examination and questioning as to suitability; Applicant to attend Board if required.
- (e) the Commissioner may require an applicant to be medically examined by a Government Medical Officer and certified as physically fit to carry out his duties in any part of the State;
- (f) the Board shall— Procedure of Board.
 - (i) collect all information possible on applicants from such sources as are available to the Board;
 - (ii) not recommend for promotion a member who is not of strictly sober habits, energetic, trustworthy and suitable in every other respect or any sergeant or constable who is not prepared to accept transfer to the place where his services would be required in case of his promotion;
 - (iii) while paying due regard to seniority and good conduct, recommend to the Commissioner the applicant the Board considers most suitable for the appointment, giving preference to an applicant who has displayed superior intelligence, zeal and integrity in the discharge of his duty as a member, the intention being that the Board shall give preference to meritorious service and greater efficiency rather than seniority with less efficiency;
 - (iv) recommend the senior of two applicants who, in the opinion of the Board, have equal efficiency;

- (v) state in writing to the senior applicants who appeal against the recommendations, the reasons for not recommending a senior applicant;
- (vi) not recommend a member who has been medically examined as required by the Commissioner and not certified as physically fit to carry out his duties in any part of the State.

(2) For the purposes of suborder (1) of this order—

“efficiency” means special qualifications, including aptitude for the discharge of the duties of the office to be filled as evidenced by merit and good and diligent conduct during previous service.

Publication of names of recommended applicants. Appeal by member. Appeal by Commissioner. Form and time of appeal. Where no appeal.

1010. (1) The Commissioner shall publish in the Police Gazette names of applicants recommended for promotion by the Promotions Selection Board.

(2) An applicant who considers he should have been recommended may appeal to the Promotions Appeal Board.

(3) Where the Commissioner considers a recommendation should not have been made he or his nominee may appeal to the Promotions Appeal Board.

(4) An appellant shall state the grounds of appeal in writing lodged at the office of the Commissioner within fourteen days of the date of publication of the recommendation.

(5) Where there is no appeal the Commissioner shall submit the recommendation of the Promotions Selection Board—

(a) in the case of a commissioned officer, through the Minister to the Governor; or

(b) in the case of other members, to the Minister,

with a recommendation by the Commissioner on the recommendation of the Board.

Compositions of Promotions Appeal Board.

1011. (1) The Commissioner and commissioned officers for the time being available, except members of the Promotions Selection Board and the officer in charge of the Northern District shall sit on the Promotions Appeal Board and have a vote in the decision of the Board.

(2) Inspectors of brevet rank may sit on the Board and assist it with opinion and advice but shall not have a vote in the decision of the Board.

(3) The Commissioner shall sit as chairman of the Board.

Procedure at sittings.

1012. Subject to these orders the Promotions Selection Board and the Promotions Appeal Board regulate their own procedure and may inform themselves on any matter they consider relevant in such manner as they think just and may act according to equity and good conscience and the substantial merits of the case without regard to technicalities or legal forms and shall not be bound by any laws or rules of evidence.

Union representation.

1013. The Promotions Appeal Board shall permit—

(a) the General Secretary of the Western Australian Police Union, or in his absence, another member of the Union Executive nominated by the General Secretary and approved by the Commissioner, to attend proceedings of that Board both while the appellant is presenting his case and when the Board is delivering its decision, but in the capacity of an observer only;

Applicant may attend.

(b) an applicant who has appealed to appear in person before the Promotions Appeal Board, to conduct his own appeal, to question any member or members of the Promotions Selection Board as to the reason why he was not recommended and to question an inspector who has, in accordance with the provisions of these orders, made a report concerning the applicant, as to its content;

- (c) the Commissioner of Police in person, or his nominee, to appear before the Promotions Appeal Board, to conduct an appeal lodged by the Commissioner or his nominee, to oppose an appeal brought by an applicant or to invite the attention of the Board to anything arising out of or in relation to any appeal to the Board which in his opinion is relevant or material to any matter to be decided by the Board. Commissioner or nominee to conduct appeal.
1014. The Commissioner shall submit the decision of the Board through the Minister to the Governor together with the recommendation of the Commissioner regarding the decision of the Board. Decision to be submitted to Governor.
1015. (1) The Inspector in charge of a district or branch shall, by frequent personal intercourse, acquaint himself with the character, conduct and efficiency of every member of the Force serving under him and shall, at the end of every half yearly period, submit to the Commissioner a separate report on every member of the Force who is serving under him in the district or branch and who appears to him to be likely to be eligible for promotion during the next period of five years. Quarterly reports to be submitted.
- (2) The inspector shall report impartially on the ability of the member, the degree of efficiency with which he discharges his duties, his character as exemplified by his conduct, both when on duty and when not on duty, and his degree of tact, intelligence, zeal and integrity. Reports to be impartial.
- (3) The inspector may also forward at any time a special report to the Commissioner relating to a member he considers worthy of promotion because of exceptional merit and ability. Special reports.
- (4) Where the inspector has cause for modification of the report he shall immediately submit a further report. Reports can be modified.
- (5) Where the report contains anything derogatory to a member, the Commissioner shall bring it to the notice of the member so that he shall have an opportunity of refuting what is derogatory. Derogatory reports.
- (6) The Commissioner shall produce the report at the hearing by the Promotions Appeal Board of appeals relating to a member in respect of whom the report is made, and allow the member to peruse the report and question the inspector in charge submitting the report, regarding its contents. Reports to be produced at hearing.
1016. A person outside the Force shall not influence the promotion of any member of the Force. No outside person to influence promotion.
1017. (1) Subject to order 1001, the Commissioner may specially promote— Special promotions.
- (a) a commissioned officer to Inspector 1st or 2nd Class;
- (b) a member of exceptional ability and merit who has not passed the prescribed examination.
- (2) To specially promote a commissioned officer or other member the Commissioner shall make a recommendation to the Governor through the Minister.
1018. Where a member attends qualifying or promotional examinations or hearings before the Promotions Selection Board or the Promotions Appeal Board— Time off and fares for examinations.
- (a) his officer in charge shall allow him the necessary time off duty; and
- (b) the Department shall pay him—
- (i) his usual rate of pay for necessary time taken; and
- (ii) the appropriate return fare or approved mileage rate for travelling.

- Technical education.** 1019. Where a member joins classes or takes a correspondence course at a technical school conducted in the State by the Education Department in the subjects of Arithmetic, Bookkeeping, English, Geography of Western Australia, Public Speaking, Photography, Shorthand and Typewriting, Sketching and Draughtsmanship applicable to police work—
- (a) the member shall arrange his attendance and study in his own time; and
 - (b) the Department shall reimburse, on production of a receipt, necessary fees incurred by a member who has passed the examination in a subject set by the Education Department or required in these orders.
- University and Institute of Technology education.** 1020. Where a member enrolls in a course conducted by the University of Western Australia or the Western Australian Institute of Technology and the Commissioner approves the enrolment—
- (a) the member shall arrange his attendance and study in his own time; and
 - (b) the Department shall reimburse, on production of a receipt, faculty and enrolment fees and fees for examinations passed by the member.
- District Inspector to be advised of enrolment and progress.** 1021. To obtain reimbursement of fees pursuant to orders 1019 and 1020 a member shall advise his District Inspector immediately after enrolment in the class or course and regularly report progress to him.

PART XI.—EQUIPMENT.

- Uniform and accessories.** 1101. (1) The Department shall pay commissioned officers the allowance prescribed by the Police Award to provide themselves with all articles of uniform as described in Schedule 2.
- (2) Commissioned officers are expected to equip themselves in such a manner as will preserve the dignity and prestige of the Force.
1102. (1) Subject to these orders, the Department shall supply sergeants and constables with those items of uniform and insignia of rank described in Schedule 3 which are appropriate to their branch of the service.
- (2) Sergeants and constables shall wear uniform on duty unless otherwise directed.
- Register number to be endorsed.** 1103. (1) Before issue to a member an article of uniform is stamped with his register number and the date of issue.
- (2) A cap or helmet is stamped on the inside of the leather.
 - (3) A coat or tunic is stamped on the sleeve lining.
 - (4) Trousers or breeches are stamped on the pocket lining.
- Badges of rank.** 1104. (1) A commissioned officer shall wear badges of rank as follows, on epaulette of greatcoat and tunic, or shirt if worn without tunic—
- Commissioner—1 crown and 3 stars, silvered metal.
 Deputy Commissioner—1 crown and 2 stars, silvered metal.
 Chief Inspector—1 crown and 1 star, silvered metal.
 Inspector 1st Class—1 crown, silvered metal.
 Inspector 2nd Class—3 stars, silvered metal.
 Inspector 3rd Class—2 stars, silvered metal.
- Commissioned officers.**
- Sergeants.** (2) Sergeants shall wear insignia of rank as follows—
- (a) Sergeants 1st Class—crown and 3 broad chevrons on right arm;
 - Sergeants 2nd Class—3 broad chevrons on right arm;
 - Sergeants 3rd Class—3 chevrons (2 broad and 1 narrow in centre) on right arm;

- (b) chevrons on the right coat sleeve or the right shirt sleeve of summer uniform above the elbow, pointing towards the hand and with the centre of the top chevron seven inches from seam of sleeve head;
- (c) the crown, for 1st Class Sergeants, five-eighths of an inch above the centre of the top chevron.

(3) A sergeant or constable in uniform shall wear service plates and registered numbers as follows:— Sergeants and constables.

- (a) when tunic is worn—W.A. Police plate on right side and registered number on left side, on each side of collar of tunic in a horizontal position; top of plate and number to be level with the lower point of the collar step, and in a central position between the inside and outside edges of the lapel;
- (b) without tunic—on each epaulette, W.A. Police plate on the right and registered number on the left;
- (c) cap badge to be centrally positioned with the base of the badge approximately $\frac{1}{4}$ inch above the top of the cap peak.

1105. (1) For the Force, summer is from the 1st November in each year to the 30th April in the following year. Summer uniform.

(2) During summer a sergeant or constable may remove his tunic and perform his duties in summer uniform, namely, trousers or breeches, cap or helmet, boots or shoes, shirt with sleeves worn full length, epaulettes and tie, belt with handcuff pouch.

1106. (1) On appointment of a member the Department shall make an initial issue to him of— Equipment and uniform initial issue.

- Epaulettes, navy blue, pairs, two;
- *Greatcoat, serge, blue, one;
- *Mackintosh, blue, one;
- Shirts, cotton, blue, three;
- Tie, woollen, black, one;
- Trousers, serge, blue, pairs, two;
- Tunic, serge, blue, one;
- *Badge, cap, one;
- *Badge, registered numbers, two;
- *Badge, W.A. Police, two;
- *Baton, one;
- *Belt, leather, blue, one;
- *Buttons, sets, two;
- *Cap, cloth, one;
- *Handcuffs, pairs, one;
- *Pouch, handcuff, one;
- *Notebook cover, leather or plastic, black, one;
- *Whistle, one.

(2) The Department shall replace articles marked with an asterisk only when unfit for further use and when condemned on inspection by a commissioned officer and returned by the member to the store for disposal.

(3) The initial issue is deemed to cover all necessary requirements for a minimum period of twelve months and also such additional period which may occur between the expiration of the twelve months and the time of supply of the next half-yearly uniform issue.

1107. After the initial issue the Department shall supply uniform garments as follows:— Replacement Issue.

- (a) as at 1st May in each year:—
- Tunic, blue serge, one;
 - Trousers, blue serge, one;
 - Shirts, cotton with collar attached, blue, one;
 - Tie, black, one;
 - Badges of rank, as required;

- (b) as at 1st November in each year—
Trousers, blue serge, one;
Shirts, cotton with collar attached, blue, two;
Epaulettes, navy blue, pairs, one if required.
- Traffic duties.**
1108. Subject to order 1115, where a sergeant or constable is permanently appointed to the Road Patrol or Accident Inquiry Section of the Traffic Branch and engaged full time on motor cycle duties—
- (a) The Department shall issue to him—
- (i) blue serge riding breeches in lieu of trousers;
 - (ii) black leather greatcoat in lieu of foot pattern greatcoat and mackintosh issued to foot police;
 - (iii) black leather gauntlet type gloves;
 - (iv) safety helmet;
 - (v) black leather leggings;
- (b) the Department shall not replace items (ii), (iii), (iv) or (v) of paragraph (a) of this order until they are unfit for further use and condemned on inspection by a commissioned officer and returned by the member to the store for disposal;
- (c) the sergeant or constable shall return the foot pattern greatcoat and mackintosh to the store; and
- (d) the sergeant or constable shall wear as uniform items in paragraph (a) of this order with tunic, shirt, tie, epaulettes, belt and handcuffs.
- Mounted duty.**
1109. Where a sergeant or constable is permanently appointed to mounted duty—
- (a) the Department shall issue to him—
- (i) bedford cord riding breeches in lieu of trousers;
 - (ii) black concertina leather leggings;
 - (iii) spurs;
- (b) the Department shall not replace items (ii) and (iii) of paragraph (a) of this order until they are unfit for further use and condemned on inspection by a commissioned officer and returned by the member to the store for disposal; and
- (c) the sergeant or constable shall wear as uniform items in paragraph (a) of this order with cap, tunic, shirt, tie, belt and greatcoat and mackintosh.
- Water police.**
1110. Water police shall wear a double breasted reefer type tunic.
- Members north of 26th parallel of south latitude.**
1111. Where a member is stationed north of the 26th parallel of south latitude and at Shark Bay the Department shall issue him with the following khaki garments in lieu of blue serge—
- (a) as at the 1st May each year—
- (i) two pairs of khaki drill trousers;
 - (ii) two khaki shirts;
 - (iii) one khaki fur felt hat;
 - (iv) one pair of navy blue epaulettes if required;
 - (v) one brown leather waist belt;
 - (vi) one handcuff pouch;
- (b) as at the 1st November each year—
- (i) two pairs of khaki drill trousers;
 - (ii) two khaki shirts; and
- (c) the Department shall not replace the belt and handcuff pouch until it is unfit for further use, condemned by a commissioned officer and returned by the member to the store for disposal.

1112. (1) A member at other approved outstations is authorised to wear, during the summer, khaki trousers and shirts in lieu of the blue serge garments provided for foot police. Other approved outstations.

(2) The Department shall issue to him—

- (i) two khaki shirts; and
- (ii) two pairs of khaki drill trousers.

1113. Where a constable is permanently appointed to perform mounted duty or duty in the Vehicle Examining Section of the Traffic Branch or duty in the Police Driver Training School— Protective clothing.

(a) the Department shall issue—

- (i) to a constable on mounted duty, one pair of blue cloth overalls;
- (ii) to traffic examiners, two cotton dustcoats; and
- (iii) to a constable at the Police Driver Training School, two dustcoats and two overalls; and

(b) the Department shall not replace items in paragraph (a) of this order until they are unfit for further use, condemned by a commissioned officer and returned by the constable to the store for disposal.

1114. Where a member has approval to ride a departmental motor cycle on duty and does so for only part of his time— Part time motor cycle duty.

(a) the Department shall issue to the station to which he is attached, to be retained there—

- (i) motor cycle gauntlet gloves;
- (ii) a black leather greatcoat; and
- (iii) a crash helmet;

(b) the Department shall not replace the items in paragraph (a) of this order until they are unfit for further use, condemned by a commissioned officer and returned to the store for disposal; and

(c) the member shall not wear the leather greatcoat unless severe climatic conditions exist.

1115. (1) Where a sergeant or constable is transferred from foot duty to the traffic road patrol or accident inquiry section of the Traffic Branch or to mounted duty, or vice versa the Department shall not issue to him uniform garments of the different pattern before the minimum period of use of the previous issue to him has expired. General.

(2) Where approval has been given for the payment of a full allowance in lieu of uniform to a sergeant or constable he shall, unless otherwise instructed by the Commissioner, return uniform, greatcoat, mackintosh, W.A. Police and registered number badges and buttons to the Police Store.

(3) A sergeant or constable making a request for uniform clothing shall—

- (a) furnish accurate measurements for the police clothing contractor; or
- (b) pay for alterations caused by inaccurate measurements.

(4) Where the Department issues an article of dress or appointment to a sergeant or constable—

- (a) it is and remains the property of the Department;
- (b) if he leaves the service he shall—
 - (i) deliver every current issue article held by him to the officer in charge of his district or sub-district; and
 - (ii) pay by reduction in salary due to him from the Department for an article which the officer in charge considers has been lost or reduced in value through neglect, improper use or wilful damage by the sergeant or constable.

(5) A member may obtain at his own expense and wear as part of his uniform a "clip on" or "loop" type black tie.

(6) A member may purchase from the Police Store at his own expense, during any one calendar year—

- (a) where navy blue uniform is the regulation dress—
 - (i) one pair of blue trousers; and
 - (ii) one blue cotton shirt; and
- (b) where khaki uniform is the regulation dress—
 - (i) one pair of khaki drill trousers; and
 - (ii) one khaki shirt.

1116. An officer in charge shall—

- (a) by careful inspection, endeavour to reduce the demand for uniform to its lowest limits consistent with decent appearance;
- (b) see that these orders are enforced, particularly in regard to the proper care of uniform, and report any apparent neglect;
- (c) see that applications and requisitions submitted are in accordance with the issues prescribed;
- (d) forward requisitions and measurement forms in accordance with the directions issued; and
- (e) see that police are correctly clothed and appear in public in neat and tidy uniform.

1117. A member shall—

- (a) keep his uniform in good repair and condition;
- (b) pay for any item of his issue uniform or equipment lost or reduced in value through neglect, improper use or wilful damage by him;
- (c) unless otherwise authorised, wear uniform on duty or at Court as a witness with all articles of clothing fully buttoned and a correctly fastened tie with the shirt;
- (d) in uniform, wear black leather boots or wear black leather shoes with socks;
- (e) not alter his current issue uniform clothing for use as private garments, or wear any current issue article of uniform as a civilian garment;
- (f) not remain in uniform when off duty for a longer period than is necessary to travel to and from duty;
- (g) not wear a scarf other than a navy blue one when wearing a greatcoat;
- (h) not wear braces on the summer uniform; and
- (i) immediately upon receipt of notification of transfer to, or from, stations north of the 26th parallel of south latitude and Shark Bay, submit a requisition for uniform requirements at his new station to ensure that such articles are available for wear prior to the time he commences duty.

Issue of
Statutes,
Police
Regulations
and Stand-
ing Orders.

1118. (1) The Department shall issue to a member—

- (a) copies of Statutes considered necessary by the Commissioner;
- (b) Police Regulations and Standing Orders; and
- (c) amendments to the Statutes, Regulations and Orders.

(2) A member shall hold and keep clean and free from damage or defacement any copy of Statutes, Police Regulations or Orders issued to him by the Department.

(3) Where a member leaves the Force he shall—

- (a) return to the Police Store, through his district office, all copies of Statutes, Police Regulations and Standing Orders issued to him by the Department; and

- (b) pay, by reduction in salary due to him from the Department, for a copy of a Statute, Police Regulations or Orders which the Commissioner considers has been reduced in value through neglect, improper use or wilful damage by the member.

1119. (1) The Department shall issue firearms considered necessary by the Commissioner to each station and to headquarters of each branch of the Force. Firearms.

(2) An officer in charge may issue a firearm to a member under his control and about to commence a tour of duty.

(3) On completion of his tour of duty a member shall return to the officer in charge a firearm issued to the member.

(4) The officer in charge shall—

- (a) examine a firearm before issue;
- (b) record the issue with a note of the condition of the firearm;
- (c) examine the firearm on return; and
- (d) record the return with a note of the condition of the firearm and particulars of any ammunition expended.

PART XII.—ILLNESS AND INJURY.

1201. Where a member is suffering from illness or injury not due to his fault or misconduct he is entitled to— Illness and injury entitlements.

(a) free medical attendances and services—

- (i) by a Government Medical Officer, if the member is stationed within a 15 mile radius of either Police Headquarters, Perth or the Police Station, Fremantle;
- (ii) by any registered general medical practitioner, if the member is stationed elsewhere in the State; or
- (iii) subject to the approval of the Commissioner, any legally qualified medical practitioner outside the State, if the member is on duty outside the State;

(b) payment by the Department of reasonable fees for—

- (i) specialist medical services including X-ray and physiotherapy obtained with the prior approval of the Commissioner;
- (ii) necessary medicines, drugs and dressings prescribed by a legally qualified medical practitioner attended by the member in accordance with these orders; and
- (iii) hospitalisation due to injury incurred in and caused by the execution of his duty.

1202. To obtain the approval of the Commissioner for specialist medical services— Approval for specialist services.

- (a) a member stationed within a radius of 15 miles of Police Headquarters, Perth or the Police Station, Fremantle, shall first consult the District Medical Officer at Perth or Fremantle; and
- (b) a member stationed elsewhere in the State, shall first obtain the consent of the District Medical Officer at Perth.

1203. Where the officer in charge considers it necessary he shall visit a member who claims to be incapacitated for duty by illness or injury. Officer in charge to visit.

1204. Where a member is incapacitated for duty by illness or injury due to his fault or misconduct, he is liable to— Incapacity for duty due to misconduct.

- (a) cessation of his pay during his absence from duty;
- (b) punishment for misconduct.

Reports of illness. 1205. Where a member reports that he is unable from illness or injury to attend a parade or perform duty, the officer in charge shall—

- (a) note the circumstances in the Occurrence Book;
- (b) require production by the member of a certificate from a legally qualified medical practitioner that the member is unfit for duty; and
- (c) forward any certificate received to the District Inspector.

Particulars required on accounts. 1206. Where a member wishes to claim on the Department for payment of fees for medical attendances and services, he shall submit an account from the medical practitioner with particulars on it of the number of attendances, the type of service rendered and the amount charged for each attendance and service.

PART XIII.—CRIMINAL INVESTIGATION BRANCH.

Definition. 1301. In this Part unless a contrary intention appears—
 “branch” means Criminal Investigation Branch; and
 “certificate” means certificate of authority of a detective.

Duties. 1302. A member of the branch performs detective duties.

Appointment. 1303. Appointment to the branch is made by transfer from members offering themselves for the branch and considered best qualified for the performance of detective duties.

Probationary rank and seniority. 1304. On transfer to the branch, a member is on probation for a period of twelve months from the date of issue of the transfer with the rank of probationary detective and with seniority in the branch from the date of issue of the transfer, irrespective of his position on the general seniority list.

1305. Where more than one member is transferred to the branch by transfer issued on the same date, their seniority in the branch as between them is determined in accordance with their seniority in the Force.

1306. A probationary detective is paid for that rank from the date of commencement of duty in the branch.

1307. Where at the end of the probationary period the inspector in charge of the branch does not report favourably on a probationary detective, the Commissioner may extend the period for a further twelve months.

1308. Where at the end of the probationary period the inspector in charge of the branch reports favourably on a probationary detective, the Commissioner may appoint him detective constable.

Seniority of detective constable. 1309. On appointment to detective constable a member is senior in the branch to members appointed later to that rank.

1310. A member of the branch is eligible for promotion within the branch as provided by suborder (2) of order 202.

1311. Except when otherwise directed, all detectives shall communicate direct with the officer in charge of detectives in Perth.

1312. Detectives at places other than Perth where there is a commissioned officer in charge, shall report themselves to him at an appointed hour and 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 obey any instructions he may issue to them.

1313. (1) When a detective receives from another commissioned officer an order which conflicts with instructions he has received from the officer in charge of detectives in Perth, he shall advise the

former of the conflict, and if the officer persists in his order, the detective shall obey it and immediately report the circumstances to the officer in charge of detectives in Perth.

(2) Where the officer in charge of detectives in Perth considers it necessary, he shall report the conflict to the Commissioner for decision.

1314. When a detective is on duty at a station where there is no commissioned officer, he shall—

Detective on duty where no commissioned officer.

- (a) use his own judgment and discretion as to the nature and extent of communications to members at the station;
- (b) not allow the public interest to suffer through undue reticence by him;
- (c) conduct his duties so as not to clash with duties of other members;
- (d) advise his absence and return and, where expedient, his duties, to the officer in charge; and
- (e) observe secrecy where necessary.

1315. A detective shall endeavour to secure the enthusiastic co-operation of other members.

1316. In reporting particulars of enquiries conducted and arrests made, a detective shall mention the names of other members engaged with him on the same duties.

1317. (1) The Department shall—

Certificates of Authority.

- (a) issue to a detective a certificate signed by the Commissioner;
- (b) number consecutively certificates issued;
- (c) cancel the certificate of a member leaving the branch; and
- (d) issue a further certificate when the previous one is worn out.

(2) A certificate is and remains the property of the Department.

(3) A detective shall—

- (a) perform his duty in private clothes;
- (b) on duty, carry his certificate on his person and produce it where necessary;
- (c) not transfer his certificate to another person;
- (d) keep his certificate in good care and in his possession;
- (e) when his certificate is worn out, return it to his officer in charge in exchange for a fresh one;
- (f) where he loses his certificate, immediately report the loss to his officer in charge with an explanation of the circumstances; and
- (g) where he leaves the branch, return his certificate to his officer in charge.

1318. (1) A detective losing his certificate by his carelessness or neglect is liable to severe punishment.

(2) Where an officer in charge is not satisfied with the explanation of a detective losing his certificate, the officer in charge may suspend him from duty and prefer a charge of neglect against him.

1319. When a detective dies, his officer in charge shall—

- (a) promptly obtain the certificate of the deceased and forward it to the Commissioner; or
- (b) promptly report to the Commissioner the reason it has not been obtained and forwarded.

1320. A member knowing of improper use of a certificate shall immediately report it to the Commissioner.

PART XIV.—RETIREMENTS, RESIGNATIONS, REMOVALS AND DEATHS.

- Retiring age 1401. (1) Where a member other than the Commissioner attains the age of sixty years he shall retire and cease to be a member.
- Medical examination. (2) Where the Commissioner requires a member to present for examination by a Medical Board consisting of three medical practitioners nominated by the Principal Medical Officer to ascertain whether the member is fit for further active service the member shall present for the examination or be guilty of misconduct for neglecting or refusing to present.
- Medically unfit. (3) Where the Medical Board reports to the Commissioner that a member is physically unfit for further active service the member shall retire and cease to be a member.
- (4) Where a member retires on the grounds of physical unfitness the Department shall pay for transport from where he is stationed to any part of the metropolitan area or other area approved by the Commissioner for himself, wife, children and furniture to the extent prescribed in order 804.
- Resignations. 1402. Conditions applying to resignations are set out in section 12 of the Act.
- Removals. 1403. Powers to remove a member are set out in section 8 of the Act.
- On death of member transport for widow and children. 1404. When a member dies the Department shall pay for the transport of his widow and his children under the age of eighteen years with their furniture and effects within the limits of order 804 to the metropolitan area or to any other area approved by the Commissioner.
- On death of member discretionary payments to dependent relatives. 1405. On the death of a member the Minister may, on the recommendation of the Commissioner, grant to the relatives of the member who were dependent on him at the date of his death the monetary equivalent, computed to the date of death, of—
- (a) annual leave accrued and owing to the member;
 - (b) long service leave accrued and owing to the member;
 - (c) *pro rata* leave for each completed month of service of the member in the current year; and
 - (d) *pro rata* long service leave for any period of service of the member for which long service leave had not accrued.

PART XV.—QUARTERS.

- Quarters or lodging allowance. 1501. The Police Award covers the provision of quarters or lodging allowance to a member.
1502. The Police Award covers the supply of furnishings and the payment of sanitary and water rates for quarters provided for a member.
- Responsibility for condition of quarters. 1503. Where quarters are provided at a station the officer in charge shall—
- (a) keep them scrupulously clean and in good and serviceable order;
 - (b) report on required repairs of buildings to the District Inspector; and
 - (c) not incur expenditure on them without authority of the District Inspector.
- No reimbursement for expenditure without authority. 1504. The Department shall not re-imburse a member for expenditure incurred on stations or quarters without the authority of the District Inspector.

1505. (1) A member shall not without the written consent of the Commissioner, erect any structure or add to or alter an existing structure on a Police reserve. Additions or alterations to quarters.

(2) Where a member with the consent of the Commissioner erects a structure or adds to or alters an existing structure on a Police reserve—

- (a) the member shall pay for any expense incurred;
- (b) the Department shall not reimburse the member for any expense incurred; and
- (c) the structure, additions and alterations are the property of the Department.

1506. Where a member leaves quarters of the Department in a discreditable, dilapidated, unclean or unsatisfactory state due to his failure to take proper care of them, he shall pay to the Department the amount required to put the quarters into a suitable state for the next occupant. Liability for quarters left in an unsatisfactory state.

1507. Where a member fails to take proper care of quarters of the Department occupied by him, the Commissioner may order him to vacate the quarters and find quarters for himself. Liability to vacate quarters.

1508. Where a member occupies quarters of the Department he shall not without permission of the Commissioner allow to reside there permanently a person other than his wife, children or other dependant. Member and family only to reside permanently at quarters.

1509. A District Inspector shall supervise board and lodging obtained by a member in his district and shall not allow the member to board or lodge at licensed premises where it is possible to obtain satisfactory accommodation at a restaurant or boarding house. Where possible licensed premises not to be used for board and lodging.

PART XVI.—POLICE BAND.

1601. (1) The Police may form a band known as the Western Australian Police Pipe Band, referred to in the orders as the Police Band. Name.

(2) A committee comprising the officer in charge of the Police Band as President and elected members shall manage the Band. Management.

(3) Members of the Police Band shall at each Annual Meeting of the Band elect to the Committee—

- (a) at least two Honorary Vice-Presidents;
- (b) an Honorary Treasurer, and if necessary, an Assistant Honorary Treasurer;
- (c) an Honorary Secretary, and if necessary, an Assistant Honorary Secretary; and
- (d) further members of the Committee, consisting of a minimum of eight playing members of the Band.

(4) The Committee shall—

- (a) draw up a constitution to regulate the operations of the Police Band; and
- (b) convene meetings considered necessary to transact business of the Police Band.

1602. (1) Where resident in the Metropolitan Area a member, a retired member, a Police cadet, or a player registered with the Western Australian Pipe Bands Association and required to augment the Police Band on special occasions may apply in writing to the Honorary Secretary for membership of the Police Band. Membership.

(2) The Honorary Secretary shall submit each application to the Committee for consideration at their next meeting.

(3) Where the Committee considers an applicant suitable they may make him a probationary member of the Police Band.

- (4) Where the Committee considers a probationary member of the Police Band has shown satisfactory progress they may appoint him as a permanent member.
- (5) The Honorary Secretary shall maintain a record of persons approved by the Committee as probationary or permanent members of the Police Band.
- (6) Only persons approved by the Committee are members of the Police Band.
- Objects. 1603. The objects of the Police Band are to provide musical training and entertainment for members of the Force, to play at police functions and funerals, and to provide music for charitable and public functions, as approved by the Deputy Commissioner.
- Permission to play required. 1604. (1) Before playing at any place or gathering the Police Band shall obtain permission from the Deputy Commissioner.
- Fee or reward for services. (2) Before accepting a fee or reward for their services the Police Band shall obtain the approval of the Deputy Commissioner.
- (3) Where a fee or reward is accepted for services of the Police Band the Honorary Treasurer shall pay it into the Police Band Account for operational expenses.
- Band play to be official duty. 1605. Parades of the Band for practices, ceremonial or general performances are official duties.
- Band practice. 1606. The Committee shall direct the date, time and place of practice for the Police Band.
1607. Where a member of the Police Band is absent from a Band parade—
- (a) the member is absent from duty; and
 - (b) the officer in charge of the Band shall report the absence to the officer in charge of the district or branch to which the member is attached.

PART XVII.—MISCELLANEOUS.

- Act, Regulations, Orders and General Instructions to be studied. 1701. A member shall study and obtain a thorough knowledge of the Act, regulations, orders and general instructions and shall not, without reasonable cause, plead ignorance or forgetfulness to excuse an infringement of or deviation from them.
- Care to be taken in issue of orders. 1702. (1) Before issuing an order an officer in charge shall confirm that it is not contrary to regulations, orders or general instructions.
- (2) Where an officer in charge considers that an amendment or addition to regulations, orders or general instructions is necessary or desirable he shall submit his views to the Commissioner for consideration.
1703. (1) A member may make a complaint or representation in writing and in proper language through his immediate superior to the Commissioner.
- (2) Where the immediate superior of a member receives a complaint or representation to the Commissioner he shall forward it to the District Inspector.
- (3) Where a District Inspector receives a complaint or representation to the Commissioner he shall forward it to the Commissioner with any statement on the matter considered necessary by him.
- Member to be advised promptly of reduction. 1704. Where an order is made to reduce a member in rank—
- (a) the District Inspector shall—
 - (i) advise him promptly;
 - (ii) note the date of advice on the papers relating to the order; and
 - (iii) return the papers to the Commissioner;
 - (b) the member is reduced from the date of the advice.

1705. (1) A member who assists in the apprehension of an offender for which a public reward has been offered is entitled to a share in the reward in proportion to the value of his services as determined by the Commissioner. Entitlement to share in public reward.
- (2) A member shall not take a gift or gratuity as a reward without permission from the Commissioner. Permission of Commissioner required.
1706. The Police Award specifies the special allowances to be paid to a member in addition to his salary. Special allowances provided by Police Award.
1707. Where the family of a member on sick leave remains in the district, the Department shall continue payment of the district allowance to the member until otherwise determined by the Commissioner. Allowances whilst on sick leave.
1708. The Department shall continue to pay the special allowances to a member on sick leave except a district allowance to a member who has been absent with his family for a period of six weeks from the district to which he is permanently attached and is resident in a district or division where the allowance does not apply.
1709. The Department shall continue to pay lodging and district allowance to a member on annual leave and accumulated annual leave except a district allowance to a member on transfer from a station where district allowance is payable and taking accumulated annual leave. Allowances while on annual leave.
1710. The Department shall continue to pay a district allowance to a member on long service leave remaining in the district to which his district allowance applies. Allowances on long service leave.
1711. The Department shall cease to pay special allowances to a member absent from duty for a period exceeding thirteen weeks except in a case referred to in orders 1707, 1708, 1709 and 1710 and a plain clothes allowance granted in lieu of uniform. Where absent over thirteen weeks.
1712. The charges for services of police, obtained by Government departments, municipalities, corporations, banks, mines or any company or person for escorting or guarding money or other property are as follows— Scale of charges for police guards and escort services.
- (a) Foot and Mounted Police: One dollar per half-hour or part thereof including time spent in going from and returning to their station;
 - (b) Motor Cycle Police: Two dollars per hour or part thereof including time spent in going from and returning to their station or branch, plus five cents per mile for the use of the motor cycle;
 - (c) Women Police: Three dollars per day, plus travelling allowance as paid to Women Police.
1713. The charges for services of police in furnishing information in respect of an accident to the parties involved or to their properly accredited representatives, are as follows— Charges for accident information.
- (a) The name and address of a party involved ... 50 cents.
 - (b) A copy of the attending constable's report together with a copy of the applicant's or client's statement and permission for tracing of plan \$1.00
 - (c) Providing measurements of scene if plan not prepared 50 cents.
 - (d) Copies of witnesses' statements (on production of an authority from such witnesses) 50 cents per copy.
1714. During Commonwealth elections members shall give necessary protection to polling booths but charge according to the scale in order 1712 for escort of ballot boxes. Commonwealth Elections.

- Railway escorts.** 1715. Where a member has been engaged in a railway escort or guard duty the officer in charge shall not make a direct charge but shall record the time involved and submit to Headquarters a monthly return.
- Collection of charges.** 1716. (1) The officer in charge shall promptly collect and pay into Headquarters charges for police escort or guard services.
(2) Where a person applying for police escort or guard services is of doubtful financial stability the officer in charge shall demand and receive the appropriate charges before providing the services.
- Responsibility for car hire.** 1717. Where it is necessary for a member to hire a conveyance in the performance of his duty the member shall—
(a) confirm and arrange payment of the legal fare including any proper surcharge; and
(b) satisfactorily account to the Department for the amount paid; or
(c) pay the amount himself.
- Responsibility for failure to report.** 1718. A member neglecting to report promptly the hire of a conveyance he has used in the performance of his duty shall pay the hire himself.
- Use of private vehicles.** 1719. (1) A member shall not use the motor vehicle of a member or private individual for normal police duty.
(2) A member may use the motor vehicle of a member or private individual for necessarily urgent duty.
(3) When time permits a member shall obtain the authority of the District Inspector before using the motor vehicle of a member or private individual for necessarily urgent duty.
- Criminal history not to be disclosed.** 1720. Subject to proper production of criminal histories to a court a member shall not disclose the criminal history of a convicted person to a person outside the Force and shall refer a person enquiring of that history to the District Inspector.
1721. Where a District Inspector receives an enquiry on the criminal history of a convicted person he shall, where necessary, advise the Commissioner of the enquiry.
- Police not to discuss cases with jurors.** 1722. A member shall not discuss with persons summoned to serve on juries the particulars of any case or matter in which they may be called upon to decide the issue.
- Testimonials not to be given.** 1723. (1) A member shall not give an official letter of recommendation to a private individual.
(2) Where a member receives an application for an official letter of recommendation he shall refer it to the District Inspector.
- Certain correspondence through the Commissioner.** 1724. (1) Where a member wishes to communicate with a Member of Parliament or head of a Government department on a matter concerning the Police Department he shall do so through the Commissioner, except where otherwise directed.
(2) A member shall send any letter or report to the Commissioner through his District Inspector except in cases of exceptionally serious outrage or breach of the peace or in an urgent matter.
(3) A member shall send any letter or report to the Commissioner on cases of exceptionally serious outrage or breach of the peace or on an urgent matter direct to him and send a copy of the letter or report to his District Inspector.
- Procedure for forwarding correspondence. Exceptional cases.** (4) A member shall use clear, concise and respectful terms in official correspondence and reports.
(5) A member using contemptuous or insubordinate terms in official correspondence or report is guilty of misconduct.
(6) A member mentioning the name of a sergeant or constable in official correspondence, reports or returns shall write his register number and rank next to his name, or where the number is unknown, leave a space for later insertion.
- Respectful language to be used. Offence.**
- Register number and rank to be mentioned.**

PART XVIII.—PRISONERS.

1801. The orders in this Part are in amplification of Part II of the Police Regulations, 1968 and are to be read and applied in conjunction with those regulations.

1802. When recording in the Prisoners Property Book items of property found on a prisoner a member shall clearly and fully describe each item of property including each document so that each item may be readily identified.

1803. Where it is necessary to correct an entry made in the Prisoners Property Book the member correcting it shall not erase it but shall rule through it and write the correction neatly in such a manner as to leave the original entry legible and shall write in the margin opposite the corrected entry a brief explanatory note, his initials, and his registered number.

1804. Where a prisoner who appears intoxicated is brought to a lock-up, all members present shall use great patience in any dealing with the prisoner and not treat him roughly in any way and, when searching him, the arresting member shall take the items of property on him and call them out to the officer in charge who shall enter them in the Prisoners Property Book.

1805. Except where it is unavoidable a member shall not search a prisoner unless another member is present.

1806. When searching a prisoner a member shall take from him all those items of property including clothing, instruments or other dangerous articles and drugs and other substances which the prisoner should not retain.

1807. Where it is necessary to search a female prisoner in the Perth or Fremantle districts the officer in charge shall arrange for the Police Matron or other female member to perform the search but in other places the officer in charge may engage any suitable female person to do it.

1808. In the Perth or Fremantle districts any female prisoner taken to a suburban station shall be removed in a police vehicle to the headquarters station as soon as practicable.

1809. Where a female prisoner is brought to a lock-up and a matron appointed to that lock-up is present the matron shall immediately take charge of the prisoner, search her and conduct her or assist to conduct her to her cell and, except by direction of the officer in charge, shall not allow any person to converse with the prisoner and if the prisoner is ill, injured or helpless, the matron shall give special attention to her and if it appears that the illness requires medical attention, notify the officer in charge.

1810. In respect of the property of prisoners the officer in charge shall ensure that a complete and correct record is made in the Prisoners Property Book and that all money, jewellery and other valuable property is locked in the safe, strong box or strong room and, when the officer in charge is relieved he shall commit all the property to the custody and care of the relieving member and receive an acknowledgement from him.

1811. In administering section 48 of the Police Act which provides for the liberation of a person on bail, a member shall use a reasonable amount of discrimination and shall not accept a personal recognisance unless there is reasonable grounds to believe that the prisoner has sufficient property available for levy if the conditions of the recognisance are not fulfilled.

1812. In dealing with a prisoner a member shall—

- (a) try to minimise any humiliation the prisoner may feel; and
- (b) subject to the situation and safety of the member treat the prisoner with kindness and humane consideration and not be harsh to him or use unnecessary restraint on him but,

as a member responsible for the escape of a prisoner may be deemed guilty of neglect of duty, he shall exercise the utmost vigilance in the supervision and control of the prisoner.

1813. At a lock-up where rations are provided, the officer in charge shall—

- (a) keep a ration book in the form of a Prisons Department Form 59 showing the meals supplied to prisoners after being committed to prison; and
- (b) at the end of each month forward to his District Inspector a return in the form of a Prisons Department Form 59 showing the meals supplied for that month and with an account for the rations for that month.

1814. Where meals are provided to prisoners, the amount claimed for each meal shall be in accordance with the Police Award and shall apply to prisoners committed to prison and other prisoners.

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Schedule 1.

Form No. 1.

Police Department.

DEFAULTER'S SHEET.

(Police Standing Order No. 606.)

Member of the Force charged No.
 (Name and Rank)
 Station.

Date and particulars of charge. (To be reported as fully and clearly as practicable.) Officer preferring charge.....
Place
Plea (To be signed by accused)
Witnesses (Full names). Name of reporting witness first.
Decision.
By whom.
Remarks.

Schedule 2.

Description of Uniforms.

COMMISSIONED OFFICERS.

1. Tunic (All grades):

Black serge material made with three piece panel back, two side vents, fully lined, step collar, two outer breast pockets with expanding centre pleats $1\frac{3}{4}$ inches wide and flap to button, two side pockets with flap but without expanding centre pleats or buttons. Pocket flaps to have three points with the two outer points slightly rounded, top flaps points $2\frac{1}{2}$ inches long rising to 2 inches, bottom flaps 3 inches rising to $2\frac{1}{2}$ inches. Epaulet straps sewn into shoulder seam, $5\frac{1}{2}$ inches long, $2\frac{1}{4}$ inches wide at shoulder, tapering to rounded point $1\frac{1}{2}$ inches at button hole. Sleeves to have gauntlet cuffs $2\frac{3}{4}$ inches wide under arm rising from top side to a point $6\frac{1}{2}$ inches.

Four 1 inch buttons front. One $\frac{3}{4}$ inch button on each breast pocket in balance between top and second front buttons, also one $\frac{3}{4}$ inch button on each shoulder for attachment of epaulet. All buttons to be regulation pattern and chromed.

2. Trousers:

Black serge material identical with tunic. Side pockets, one hip and fob pocket if desired. Cuffless bottoms not more than 20 inches in width. Plain black braid $1\frac{1}{2}$ inches wide from waist to cuffless bottom to be sewn over outside seam.

3. Caps:

Black material made to Grose Bros. pattern A101. Black oak leaf pattern band $1\frac{1}{2}$ inches wide, officers badge and for Inspector plain black peak. Chief Inspector's and Deputy Commissioner's cap peak to have single row $\frac{3}{4}$ inch silver embroidery.

Commissioner's cap to have silver embroidered peak two rows of oak leaf pattern.

4. Shirts:

White collar attached.

5. Tie:

Black long.

6. Socks:

Black.

7. Boots or Shoes:

Black.

8. Gloves:

Tan leather.

9. Ceremonial Dress:

Commissioner—Added to described uniform will be pouch belt of black leather $2\frac{3}{8}$ inches wide with silver breast ornament whistle and chain, silver ornamented buckle and slide worn over left shoulder.

Deputy Commissioner and Chief Inspector—Added to described uniform will be black leather $2\frac{1}{8}$ inch belt with $1\frac{1}{2}$ inch wide cross belt worn over right shoulder.

Evening Dress.

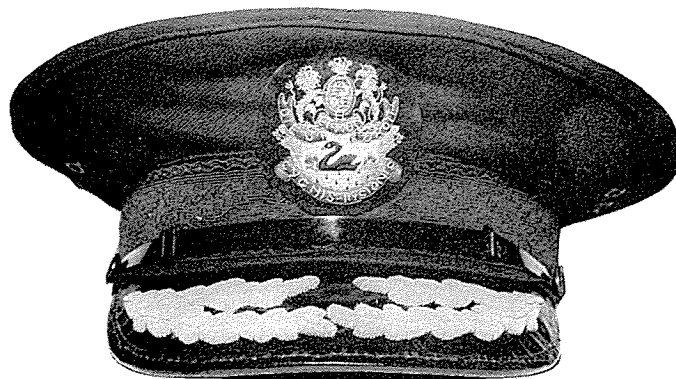
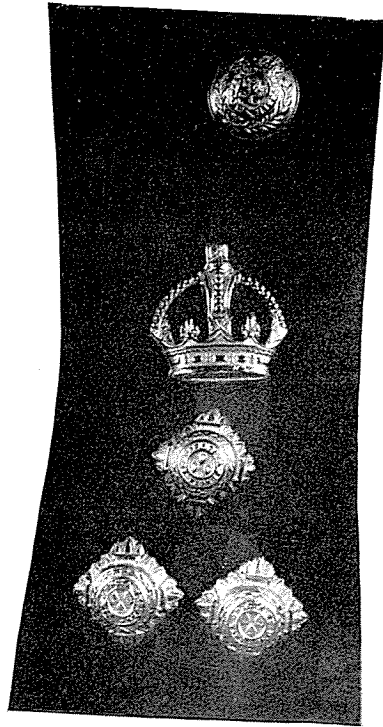
10. Officers Mess Jacket:
Black barathea material with blue collar, lapels and epaulets made from material No. LW 4793.
Jacket to be of patrol type with three piece back, having rolled collar $1\frac{3}{4}$ inches at back shaping to lapels $2\frac{1}{4}$ inches wide and tapered. Jacket to button with link style small "officer type" buttons $\frac{13}{16}$ inch diameter.
Epaulets to be stiffened, 2 inches wide at shoulder reducing to $1\frac{1}{2}$ inches to button onto small "officer type" $\frac{13}{16}$ inch button.
Sleeves to have 3 inches vent with two $\frac{11}{16}$ inch buttons, with button holes on each sleeve.
Approved officers badge to be worn, placed centrally on each lapel with highest point of badge 7 inches below the junction of collar and forward edge of epaulet.
 11. Trousers:
Black dress or dinner suit trousers, braided outside seam, cuffless.
 12. Shirt:
White dress shirt with collar attached.
 13. Tie:
Black bow (full dress—white bow).
 14. Cumberbund:
Black.
 15. Socks:
Black.
 16. Shoes:
Black.
-

COMMISSIONER OF POLICE

Uniform, cap and badges of rank



CAP AND BADGES OF RANK OF COMMISSIONER



DEPUTY COMMISSIONER OF POLICE

Uniform, cap and badges of rank



CAP AND BADGES OF RANK OF DEPUTY COMMISSIONER



CHIEF INSPECTOR

Uniform, cap and badges of rank



CAP AND BADGES OF RANK OF CHIEF INSPECTOR



INSPECTOR



COMMISSIONED OFFICER

Evening Dress

Badges of rank on epaulets



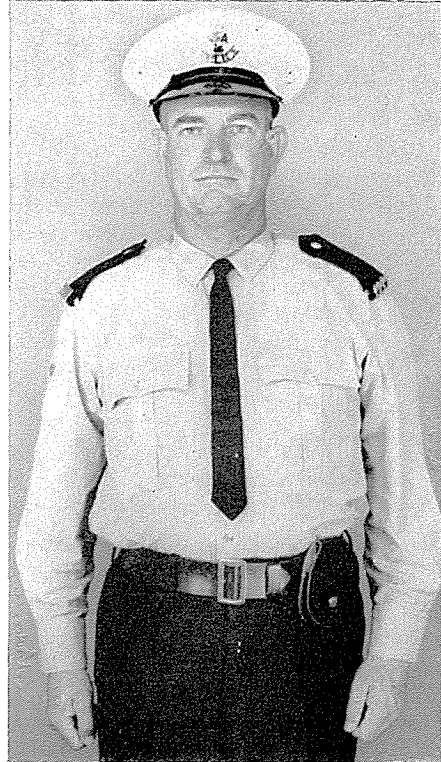
Schedule 3.

Description of Uniform.

SERGEANTS AND CONSTABLES.

1. Cap:
Peak type, Grummet top, lined with at least .004 plastic stiffened buckram inner band leather sweat band.
2. Hat:
North West. Ashburton type with cowhide band.
3. Tunic—Blue:
Three piece panel back with raised seams with two side vents, fully lined set in sleeves, epaulets on shoulder, four button front, step collar, two box pleated patch breast pockets with shaped flap, button holed and eye letted.
4. Trousers—Blue:
3 inch band, two button front with seven belt loops, $2\frac{1}{2}$ inches inside measurement, sewn $\frac{1}{4}$ inch from top of band, button fly front, two side pockets, baton pocket and left hand hip pocket, 22 inches bottoms.
5. Trousers Summer—Khaki:
As "Blue" above.
6. Breeches Motor Cycle:
 $2\frac{1}{2}$ inches band, two button front, seven belt loops $2\frac{1}{2}$ inches inside measurement, sewn $\frac{1}{4}$ inch from top of band, two cross pockets, button fly front. Calf opening 10 inches zip fastening with tongue. Knee strapping of same material, zip fly optional.
7. Breeches Mounted Duty:
2 inches cut on band, two button front, seven belt loops, $2\frac{1}{2}$ inches inside measurement, sewn $\frac{1}{4}$ inch from top of band, two cross pockets, button fly front, calf opening. $6\frac{1}{2}$ inches tongue and tied.
8. Great Coat:
Plain back with vent, set in sleeves, four button double breasted front, with double breasted step collar.
9. Leather Jacket Motor Cycle:
Button front single breasted step collar, $\frac{3}{4}$ inch length, epaulets on sleeves.
10. Mackintosh:
Nylon, four button front with cape held down with one button. Arm slings inside cape.
11. Shirts Blue:
Long sleeve, two button cuff, fused collar attached, two box pleated pockets with shaped flaps, loops and eyelets on shoulders to hold epaulets.
12. Shirts Khaki, North West:
As "Blue" above, but with short sleeve.
13. Epaulets:
Blue uniform material, button holed and eyeletted.

SERGEANT (general duty)
Winter and summer uniform



TRAFFIC MOTOR CYCLE PATROLMAN

Sergeant and Constable
Winter and summer uniform



MOUNTED POLICE
Sergeant and Constable
Winter and summer uniform

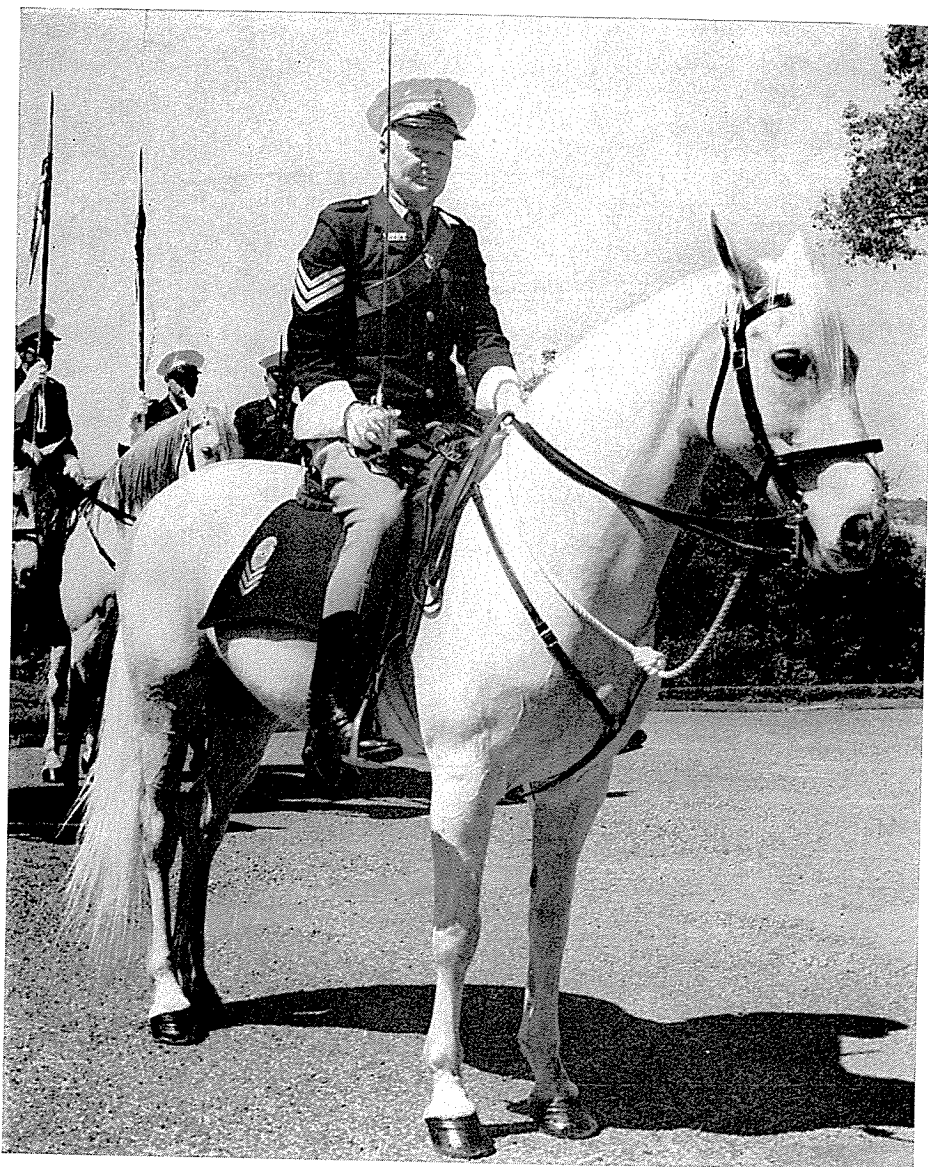


CONSTABLE (general duty)
Winter and summer uniform



MOUNTED POLICE

Ceremonial dress, harness and equipment



WATER POLICE
Sergeant and Constable



BADGE OF RANK

Sergeant 1st class



BADGE OF RANK

Sergeant 2nd class



BADGE OF RANK

Sergeant 3rd class

