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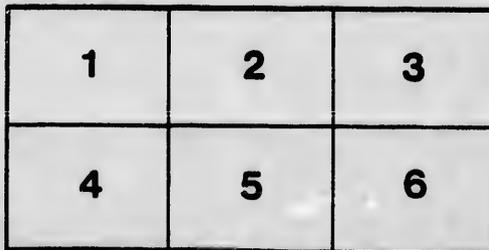
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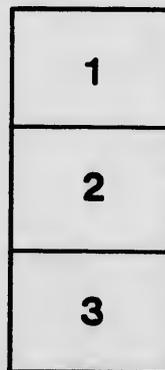
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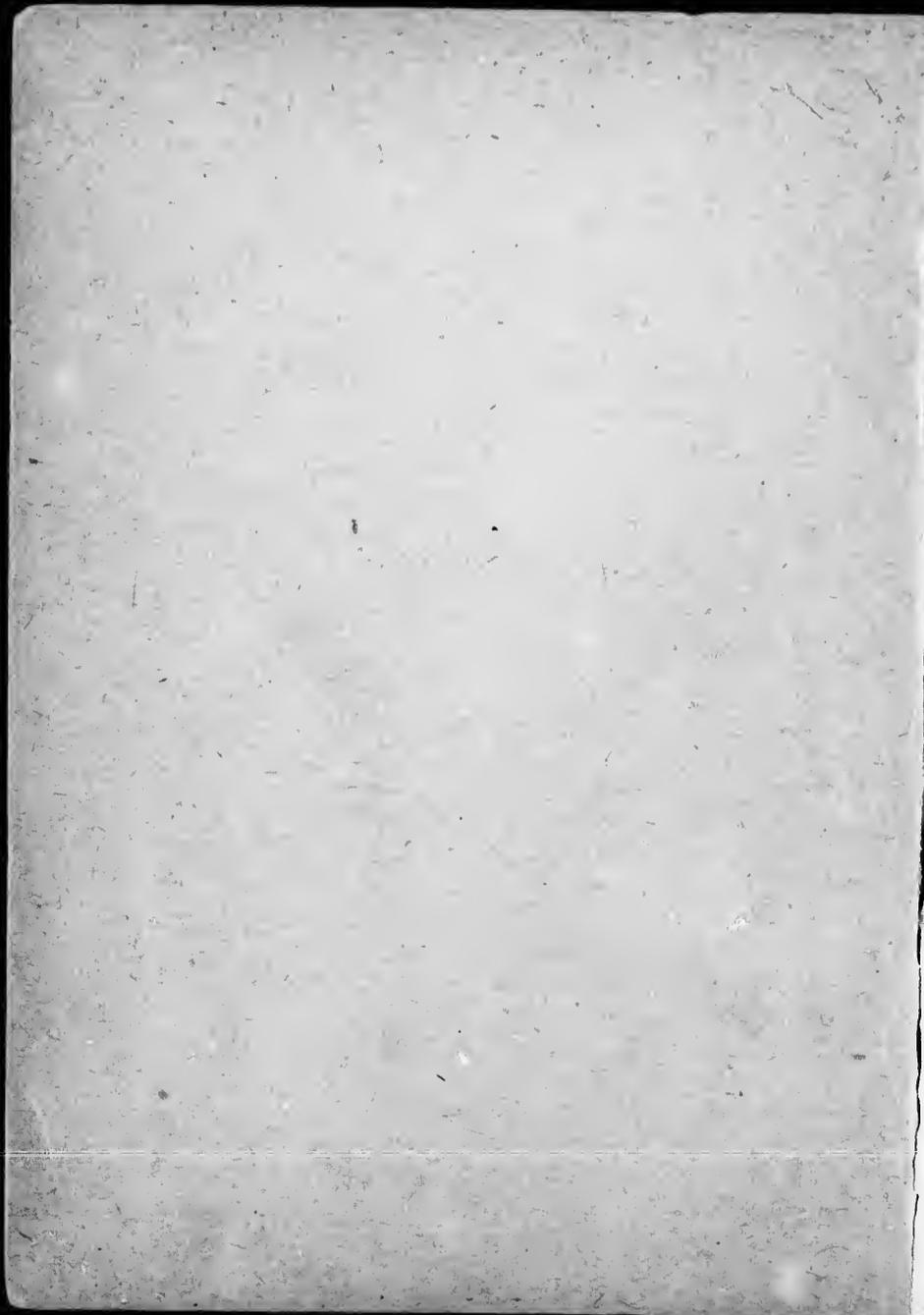
Hamilton Ont

RULES and REGULATIONS

FOR THE

Hamilton Police Force





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RULES AND REGULATIONS.

...FOR THE...

HAMILTON POLICE FORCE



AS REVISED AND AMENDED BY
ALEXANDER SMITH, Chief Constable.



Approved by Board of Police Commissioners, 22nd. day
November, 1898.



HAMILTON, ONT.
PRINTED BY JAS. A. COX, 8½ JOHN ST. N.

1898.





CONTENTS.



	PAGE.
Constitution of the Police force 1898.....	3
Preface.....	4
Preamble.....	5

PART 1.

Commissioners of Police.....	7
Chief Constable.....	9
Sergeant-Major.....	12
Sergeants.....	13
Patrol Sergeants.....	16
Constables.....	17
Probationers.....	20
Police Department Clerk.....	21
Medical Officer.....	21
Matron.....	22
Candidates.....	22
Testimonials.....	22
Batons.....	24
Beats.....	26
Clothing, Uniform.....	27
Conduct.....	29
Correspondence.....	33
Defaulters' Book.....	35
Dismissal.....	36
Equipment.....	37
Good Conduct Badges.....	37
Leave.....	38
Morning Reports.....	39

CONTENTS.—Continued.

	PAGE.
Pay.....	40
Promotions.....	41
Reliefs.....	42
Resignations.....	43
Rewards.....	43
Saluting.....	44
Service.....	45
Sick.....	45
Special Duties.....	46
Subscriptions.....	47
Stations.....	48
Station Cells.....	51
Station Duties.....	51
Suspensions.....	53
Telephones.....	53
Temper.....	54
General Instructions.....	55

PART. II.

Detective Department.....	59
The Inspector.....	59
Detectives.....	61
Ambulance Service.....	66
Patrol Signal System.....	67
Wagon Service.....	70

PART III.

Accidents.....	73
Acrobats.....	73
Advertisements.....	74
Animals.....	74
Areas.....	75
Arrests.....	75

CONTENTS. — Continued.

PAGE.		PAGE.
... 40	Assaults	76
... 41	Awnings	78
... 42	Bathing	78
... 43	Bicycles	78
... 44	Brothels	79
... 45	Buildings	79
... 45	Burglary	79
... 46	Cabs	81
... 47	Carriages and Carts	83
... 48	Cattle	83
... 51	Charges	83
... 51	Corners Warrants	85
... 53	Complaints	86
... 53	Dead Bodies	87
... 54	Despositions	88
... 55	Distrain of Goods	88
	Dogs	89
	Driving and Riding	89
	Drunken Persons	90
... 59	Elections	91
... 59	Electric Lights	91
... 61	Evidence	91
... 66	Expenses	93
... 67	Fires	93
... 70	Fire Arms	95
	Food	95
	Gas Lamps	95
	Gambling and Gaming Houses	95
	Hoops	95
	Horses	96
	Ill fame, houses of	96
	Indecent Offences	96
	Indictable Offences	97
	Insane Persons	97
	Inquests	98

CONTENTS.—Continued.

	PAGE.
Keys of Premises	98
Kites	99
Legal Aid	99
Lost Children	99
Malicious Injury	100
Meetings Political	100
Missiles	100
Newspapers	101
Nuisances	101
Open Air Preaching	102
Parks	100
Pickpockets	102
Peddlers	102
Police Court	103
Postal Boxes	104
Prisoners	104
Property	110
Prostitution, Houses of	111
Public houses	112
Riot Act	113
Sessions	113
Sidewalks	116
Streets	117
Suicide	117
Summonses	118
Suspected Persons	118
Swearing, etc	119
Theatres	119
Thieves	120
Vagrants	121
Vehicles	121
Warrants	122
Index	133

ued.

.....	PAGE.
.....	98
.....	99
.....	99
.....	99
.....	100
.....	100
.....	100
.....	101
.....	101
.....	102
.....	102
.....	102
.....	103
.....	104
.....	104
.....	110
.....	111
.....	112
.....	113
.....	113
.....	116
.....	117
.....	117
.....	118
.....	118
.....	119
.....	119
.....	120
.....	121
.....	121
.....	122
.....	133

Hamilton Police Force

AS CONSTITUTED 1898.

BOARD OF POLICE COMMISSIONERS.

- His Worship, E. A. Colquhoun, Mayor of Hamilton, Chairman.
- His Honor, Colin G. Snider, Judge of the County Court, County of Wentworth.
- His Worship, George Frederick Jelfs, Police Magistrate.

ALEXANDER SMITH, Chief Constable.

JOSEPH PRENTICE, Sergeant - Major.

- 1.—Inspector of Detectives
 - 3.—Sergeants.
 - 2.—Patrol Sergeants.
 - 4.—Detectives.
 - 38.—Constables.
- Total Strength 50, All ranks.

ATTACHED.

- Clerk, Police Headquarters.
- Clerk, Board of Police Commissioners
- Dr. Isaac Ryall, Surgeon in Medical Charge.
- Mrs. McLean, Matron.



PREFACE.



1.—The primary object of an efficient Police Force is the prevention of crime and preservation of the peace ; the next that of the detection and punishment of offenders, if crime is committed. To these ends all the efforts of the police must be directed,—the protection of life and property, the preservation of public tranquility, and the absence of crime, will alone prove whether these efforts have been successful, and whether the objects for which the police were appointed have been attained.



PREAMBLE.



1.—The Board of Commissioners of Police, in pursuance of the powers in them vested, established the Police Force, which with the increase of the population of the city has been from time to time augmented to the present strength.

2.—Police rules and regulations are not issued to meet every case which may arise, or every offence committed, nor to carry out the various sections of the acts of parliament or the city by-laws; but the superior officers of the force are expected to study and make themselves conversant with the provisions they are bound to enforce, and also to instruct the subordinates under their command. Something must necessarily be left to the intelligence and discretion of individuals and according to the degree in which they show themselves possessed of those qualities and to their zeal, activity and judgment on all occasions, will their claim be recognized to future promotions and reward.

3.—Such rules and regulations as are of a permanent nature embodied from orders that have heretofore been issued from time to time, are issued for the government and guidance of the force in the discharge of its duty to the city and the public. Each member will be provided with a copy which

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he is to carefully preserve, and with which he is to make himself familiar, as ignorance of orders cannot be accepted as an excuse for the non fulfilment of a constable's duty.

4.—It will be observed that the subjoined rules and regulations are divided into three parts, the first relates to the organization and administration of the force, the duties devolving on each rank, and the instructions pertaining to internal discipline. The second comprises the rules and regulations of a departmental character. And the third applies to the conduct, action and mode of procedure that should govern the police in discharging their duties toward the public.

5.—The Commissioners reserve the right to amend, cancel, or make additions to these regulations, when it may appear desirable for them to do so.



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PART 1.

RULES AND REGULATIONS

**GOVERNING THE ORGANIZATION
AND ADMINISTRATION OF THE....**

Hamilton Police Force



COMMISSIONERS OF POLICE.

Extracts from the Municipal Act, Chapter 223.

Composition
of Board.

Meetings.

Quorum.

Attendance
and examination
of witness.

“The Board of Police Commissioners shall consist of the Mayor, the Judge of the County Court and Police Magistrate, and shall from time to time make such regulations as they may deem expedient for the government of the force, and for preventing neglect or abuse and for rendering the force efficient in the discharge of its duties. All meetings shall be open to the press and the public unless otherwise decided by the board. A majority shall constitute a quorum, and the acts of the majority shall be considered acts of the board. The Commissioners shall have power to summon and examine witnesses upon oath on all matters connected with the administration of their duties and they shall have the same power to enforce the atten-

Regulations
Livery Stables,
Junk Shops, etc

dance of such witnesses and to compel them to give evidence, as is vested in any Court of Law in civil cases. A notice to attend before the board shall be sufficient if signed by the chairman of the board or any one of the Commissioners; The Board of Commissioners of Police shall license and regulate second hand stores and junk stores, and shall also regulate and license the owners of livery stables, and of horses, cabs, carriages, carts, trucks, sleighs, omnibuses and other vehicles used for hire, and shall establish the rates of fares to be taken by the owners or drivers of such vehicles for the conveyance of goods or passengers within the limits of the city, and may provide for the payment of such rates, and for such purposes shall pass by-laws and enforce the same in a manner, and to the extent in which any by-law to be passed under the authority of this act, may be enforced."

Authentication
of By-laws.

"All by-laws of the Board of Commissioners of Police shall be sufficiently authenticated by being signed by the Chairman of the Board which passes the same, and a copy of such by-law written or printed and certified to be a true copy by any member of the board shall be deemed authentic and be received in evidence in any Court of Justice without proof of such signature, unless it is especially pleaded or alleged that the signature to such original by-law has been forged."

"In all cases where the board of Commiss-

Enforcement
of City By-laws
by Penalties.

ioners of Police are authorized to make by laws, either under this or any other act or law, they shall have power in and by such by-laws to attach penalties for the infraction thereof, to be recovered and enforced by summary proceedings before the Police Magistrate of the City for which the same are passed or in his absence before any Justice of the Peace having jurisdiction therein, in the manner and to the extent that by-laws of City Councils may be enforced under the authority of this act, and the convictions in such proceedings may be in the form hereinbefore set forth."

Commissioners
to be saluted.

All members of the force are to recognize the Police Commissioners, and salute them in a proper manner.

Discipline to
be observed.

Members of the force attending before the Board for any purpose are to observe strict orders, discipline and decorum.

CHIEF CONSTABLE.

1.—The Chief Constable will, as chief executive officer of the department, have the general control of the whole force, subject to the government of the whole force, subject to the orders of the Board of Police Commissioners.

2.—He will be held responsible to the Commissioners for the general conduct and discipline of the whole force and for the regularity and efficiency of the police throughout the city.

Subordinate to the Board.

3.—He shall be subordinate to the Board and shall obey and enforce a strict observance of the rules and regulations of the Commissioners both as regards the force and the public so far as they are respectively applicable.

Obey and enforce rules and regulations.

Acquaint himself with characteristics of the force.

4.—He shall make himself well acquainted with the character and ability of the officers and men under his command and in enforcing discipline shall at all times be most strict, firm and just and at the same time kind and conciliatory.

Require obedience to orders.

5.—He must be particular that the standing orders and regulations and all others emanating from himself or the Commissioners and given out from time to time are promptly and strictly obeyed. Much must be done by himself and as he will be held responsible for the general performance of the duties in the City, he must give clear and precise instructions to the officers under him, and promptly take the required action against any officer or constable guilty of any disobedience or neglect.

Enforce laws.

6.—The Chief is to see that all laws in force in the Province and in the City are duly enforced within his jurisdiction.

Report on Stations.

7.—He shall inspect from time to time the condition of each station and make a full report to the Board regarding the same as occasion requires.

Issue orders.

8.—He is empowered to promulgate and issue such orders as he may deem expedient for the good government and discipline of the force,

and it is the duty of the police force to render him and his orders implicit obedience.

Investigate Charges against Constables.

9.—When charges are preferred against constables, he shall investigate the same and when of sufficient importance, submit the charge in writing with informations etc., to the Commissioners at their next meeting.

Serious charges to be submitted to the Board.

10.—It shall be the duty of the Chief to submit for the disposal of the Board all charges he may have occasion to prefer against members of the police force for serious derelictions of duty, such as drunkenness when on or off duty, insubordination, incivility, disobedience of orders and the like, but minor offences he will dispose of himself, and for that purpose he will be authorized to inflict a penalty of deprivation of pay of a sum not exceeding \$5.00, and in cases where the penalty is inflicted, a full report is to be made to the Board.

Attend Fires and Riots.

11.—It shall be the duty of the Chief to attend in person all serious fires, riots and tumultuous assemblages and take command of the police present.

Keep record of offences.

12.—He shall keep a record of all offences registered against the officers and men under him, with the punishment awarded; such record to be termed the Police Defaulter's Book.

Roll Book.

13.—Also a nominal and descriptive roll of the officers and men of the force with the dates of their enrollment.

Prepare estimates.

14.—He shall prepare the estimates at the commencement of every year for the expenditure

of the Police Department for the examination and approval of the Board.

Be Cognizant
of Expenses.

15.—It is his duty to be thoroughly cognizant of all expenses incurred and moneys laid out in connection with the department.

Examine
Applicants.

16.—He will personally examine all applicants for appointment to the Police Department, and submit for the approval of the Board the names of those who are not disqualified under these Rules.

Drill the Force.

17.—He will see that the force is properly drilled and that their discipline and efficiency as a body (in case they should be required to act as such) could be depended upon in time of riot and peril.

Powers
Suspension.

18.—The Chief shall exercise the power of immediate suspension in such cases as in his judgment demand such immediate action.

SERGEANT - MAJOR.

Subordinate to
the Chief.

1.—The Sergeant-Major shall be subordinate to the Chief and shall obey his orders and cause the same to be observed by the members of the force. He shall, in the absence of the chief, be responsible to the Board for the good government of the force.

Responsible in
his absence.

Report neglect
of duty.

2.—He shall report to the Chief all violations of duty and every act of disobedience to his orders.

Attend Police Court and present calendar of accused persons.

3.—He shall attend daily sittings of the police court and present to the court a calendar of prisoners or accused parties for examination containing the nature of the charges, the names of the accusers and of the arresting constables with the names of the witnesses summoned.

See that accused persons are duly disposed of

4.—He shall see that the accused parties are duly brought up in their turn and disposed of according to the decision of the Court.

Produce Warrants etc.

5.—He shall be prepared to produce all warrants, summonses, etc., with the names of the constables who have executed the same in order that proof of the due summoning may be given, should the defendants or witnesses not appear.

Duties in the absence of Chief

6.—Generally he shall discharge the duties in the police court (in the absence of the Chief) which usually appertain to those of sheriff in the higher courts.

Powers in Chief's absence.

7.—He shall, in the absence of the Chief, have the full power over and direction of the force, and shall exercise the same authority in all respects, which is vested in the Chief.

SERGEANTS.

Under order of Superior officer.

1.—The Sergeants shall promptly obey all orders received from their superior officers, set an example of propriety, sobriety, discretion, skill, industry, and promptness to the constables under their command.

Responsible for the Constable.

2.—When on duty the sergeants shall be held responsible for the general conduct and good order of the constables under their charge.

- Inspect patrols. 3.—They shall inspect at the station the men detailed for patrol, before marching them off for duty. They shall see that each man is properly and cleanly dressed, is perfectly sober, and is provided with his baton and other necessaries of office, and that he fully understands his duties and any special orders he may have to carry out, and that he is able in bodily health and otherwise capacitated for service. Any absentees are to be reported and the causes ascertained.
- Tell off beat
Read orders. 4.—They are to tell off the constables for their several beats and to read the orders and occurrences aloud to the constables.
- Visit men on
beats. 5.—They are to march the men to their beats and see that each patrols his beat properly.
- Patrol beats 6.—They are frequently to patrol the beats and enforce the performance of duty by the constables.
- Report absent
constables. 7.—If at any time they find a constable absent from his duty on the beat they are immediately to ascertain the cause and report such absence if necessary.
- Attend fires. 8.—In case of fire, burglary, riot or any other emergency the sergeant on duty nearest the scene of the fire, burglary, etc., will immediately send information to the officer in command of the police station, and in the meantime take such action as the case may require.
- Give attention
to public houses 9.—They are to pay particular attention to all public houses etc., and be prepared to state

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 a perfectly sober,
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when required whether they are kept according to law. They are to notice and report any kept open during hours contrary to law, or in which any disorder is committed.

Electric Lamps

10.—They are to notice and receive reports from the men as to the state of the electric lights and whether they are dirty or extinguished, and report the same.

Illness.

11.—In case a sergeant is absent from illness or other cause, his place is to be supplied by an acting sergeant who is to be named by the Chief for that purpose.

Render assistance and carry out rules.

12.—They are to give all assistance in their power to persons applying to them and are expected to have a thorough general knowledge of the police regulations and orders, and to aid in carrying them out effectively.

Send for help if wanted.

13.—If an indictable offence or disturbance occur, they are to send for such assistance as may be necessary.

Not to enter public house.

14.—They are not to enter any public house or place of entertainment except in the actual execution of their duty.

Take notice of Cabs.

15.—They are to notice cabs and other public vehicles at night which appear under circumstances calculated to excite suspicion.

Report misconduct.

16.—They are to report every case of misconduct on the part of the constables to the Chief at the earliest opportunity.

Avoid
Familiarity.

17.—They are not to make themselves too familiar with the constables but when instructing them in the duties they have to perform to so conduct themselves as to secure the respect of those over whom they are placed in command.

Money dealings
prohibited.

18.—The sergeants are not to traffic or have money transactions of any kind with constables.

Qualify in Drill.

19.—Sergeants are to qualify themselves for drill so as to be able to give instructions in squad and company drill and undertake the position of marker, guide or commander.

Dismiss duties.

20.—The Sergeants on duty shall first parade inspect and call the names of all constables who are being relieved before dismissing them.

PATROL SERGEANTS.

Act under orders
from Superiors

1.—The Patrol Sergeants shall act generally under the immediate order of the sergeants on duty and shall take charge and supervision of the constables in their respective reliefs.

Parade relief
march them off
and visit them.

2.—They will report at their station before the hour of relief and parade the men under them for the inspection of the officer on duty. They will then march off the relief to their several beats and visit them irregularly during their tour of duty.

Report miscon-
duct.

3.—They will report all cases of misconduct, absence or irregularity on the part of the men on beat.

Traverse un-
patrolled streets

4.—They will traverse those streets as far as practicable that are not patrolled by a constable.

Watch Public
Houses and
Cabs.

5.—They will pay close attention to public houses and see that they conform to the law, and note any cabs or vehicles acting in a suspicious manner.

Attend Fires.

6.—They will attend the fires that may occur in the city during their tour of duty, also any disturbance that may require their presence.

Report from
Patrol Boxes.

7.—They will report occasionally from the patrol boxes and in the event of anything important occurring they will notify the officer on duty through the same means.

Relation to the
men and main-
tenance of dis-
cipline, peace
and good order

8.—They will be guided in their relations to the men while on duty by the instructions laid down for the Sergeants, and will endeavor by all means in their power to support their superior officers in maintaining discipline in the force, as well as the peace and good order, that should prevail throughout the city.

CONSTABLES.

Classification.

Constables are divided into three classes, and the following periods of service are required from each before promotion from one to the other, but in every instance good conduct is necessary to advancement. Third class less than one year service; second class over one and under six years' service; first class over six

- Promotion. years' service. But promotion from second class to first class shall be a matter of merit and not a matter of right, and shall be granted by order of the Police Commissioners at the expiration of the time hereinbefore mentioned, on proof of good conduct and loyal attention to duty by the applicant. And in case the applicant has two or more misconduct marks in book "B" he shall thereby be debarred from such promotion under this rule, and in such case the Commissioners shall reconsider his application at the expiration of six years from the occurrence of the last of such misconduct marks or at the expiration of three years from such first application, whichever time is shortest, and on such second application the same condition of promotion shall apply. But the Commissioners may for cause reduce a constable from one class to another at any time. For special meritorious conduct a constable may obtain promotion irrespective of his service, by order of the Board of Police Commissioners only. In like manner he may be reduced from one class to another for gross misconduct.
- Mis-conduct Marks.
- Reduction
- Obedience. 1.—A constable must readily and strictly obey the orders of his superiors in rank in the police.
- Civility. 2.—He must be very civil and respectful in his demeanor and conduct to the public giving the best answers he can to the numerous questions which may be put to him, and showing at all times a readiness to do all in his power to oblige consistently with the rules of the service.

on from second matter of merit shall be granted commissioners at the before mentioned, loyal attention and in case the misconduct marks be debarred from e, and in such reconsider his f six years from such misconduct hree years is short- er time is short- ation the same pply. But the duce a constable ny time. For constable may f his service, by Commissioners be reduced from onduct.

y and strictly in rank in the

d respectful in e public giving umerous quest- nd showing at a his power to f the service.

Truthfulness. 3.—He is to speak the truth at all times and under all circumstances, and when called upon to give evidence to state all he knows respecting a case, without fear or reservation and without any desire to influence the result either for or against the offender.

Untruthfulness. 4.—Untruthfulness is the gravest disqualification for the police service.

Make Notes. 5.—To enable him to speak quite confidently and prevent the possibility of his evidence being shaken, he is to jot down at the time in his memorandum book, dates and other particulars respecting arrests, accidents or occurrences to which he can always refer.

Arrests 6.—When called upon by a person to take another person into custody, he must be guided in a great measure by the circumstances of the case and the nature of the charge or offence, but if he has any doubt as to how he ought to act, the safest course is to ask all the persons concerned to go with him to the station, where the officer on duty will hear and determine whether the charge is to be entered or not and the responsibility is then taken off the constable.

Promptitude. 7.—If a constable is called on to act he must do so with energy, promptness and determination for if he wavers or doubts, a criminal may escape or the opportunity to render assistance may be lost.

Memorandum Book. 8.—Every officer and constable shall keep a memorandum book in which he shall write on

the first page his name. He shall also enter particulars of duties, length of beat, time to pass over it, time of going on and off duty, all particulars respecting arrests, accidents or occurrences, and any occasion he may have to leave his beat, etc. All these entries are to be made at the time, and the book is to be signed by the officer on duty, after every tour of duty, *also by the relieving constable at every relief.*

PROBATIONERS.

Period and
object of Pro-
bation.

1.—A constable after being sworn in will serve on probation for six months, during which time he will be instructed in drill, discipline and police duties. He will then be examined in the rules and regulations of the force which he must show a thorough knowledge of, before being finally passed as fit for the service.

2.—Any man who does not show aptitude or evince a desire to profit by the instructions afforded, may be struck off the force as unsuitable for the police.

Instruction.

3.—During the above period the officers shall instruct the probationer carefully in the ordinary duties to be performed by a police constable, care being taken to point out when police have power to apprehend and when not, etc., how to conduct themselves before magistrates, judges, etc., and generally in all the duties of a police constable. It is desirable to impress on the minds of those recently joined

Behaviour.

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the necessity of courteous behavior to each other upon all occasions, and mutual good feeling ought to exist among all ranks, and the elder constables by their tone and manner should do everything in their power to encourage this unanimity and abstain from anything that may approach ridicule or slight towards a younger or less experienced comrade.

POLICE DEPARTMENT CLERK.

Perform Clerical
duties pertain-
ing to Magis-
trates Office
and Court and
Police Dept.

1.—It shall be the duty of the Police Department Clerk to perform all clerical duties pertaining to the Magistrates Office and Court, and Police Department at their Headquarters as directed by the Chief Constable.

Take depositions
in shorthand
and account for
fines.

2.—He shall attend the daily sittings of the Magistrates Court, take the depositions in short hand when required and receive and account for all fines.

Hours of duty

3.—His hours of service shall be from 8.45 a. m. to 1 p. m. and from 2 p. m. to 5.30 p. m. daily except Sunday, and he shall not absent himself from the office without leave.

MEDICAL OFFICER.

Examine
Candidates.

1.—The surgeon or physican appointed to have medical charge of the force, shall examine all candidates who have been selected by the Board and will report in writing whether they are in his opinion fit to be appointed constables.

The greatest care will be taken in this examination as upon it depends in a large measure the claims that may afterwards arise upon the Benefit Fund.

Visit the sick
and report.

2.—He shall visit all men incapacitated by accident or sickness and report to the Chief all instances of malingering or men who have been too frequently on the sick list.

MATRON.

Residence.

1.—The matron shall reside at a convenient distance from the station to which she is attached and shall be in readiness to respond to all police calls that may be made upon her services day or night.

Search Females

2.—She shall search female prisoners arrested for theft or other offences as occasion may require.

Look after
female prisoners

3.—She shall have charge of and care for all females confined either as prisoners or witnesses, runaways etc., and shall render such assistance to them as may appear necessary.

Services under
control of.

4.—She shall be under the officer in charge of the station to which she is attached so far as the prisoners confined at that station are concerned, but her services shall be available if required by the Detective Department.

CANDIDATES.

Application

1.—A man wishing to join the Hamilton Police Force must apply personally through

Qualification. the Chief to the Commissioners. The following qualifications are indispensable and no candidate should attend for examination who does not possess them :

Age. 1st.—To be under 28 and over 21 years of age.

- amended p. 288 Minutes 1910

Height. 2nd.—To stand 5 ft. 10 in. without shoes.

Education. 3rd.—To have a fair education.

Intelligence. 4.—To be generally intelligent according to the judgement of the Chief.

British Subject. 5.—To be a British subject and a resident of the Province.

Constitution. 6th.—To be free from any bodily complaint of a strong constitution and equal to the performance of Police duty according to the opinion of the surgeon of the force.

Certificate of Birth. The candidate must produce a certificate or other sufficient proof of his birth at the time of his appointment or within three months thereafter.

Six months on probation. It is understood that the applicant will remain in the force for six months only on probation, and will then retire unless recommended by the Chief Constable for permanent appointment.

Bodily imperfections. Persons who believe themselves to be laboring under any bodily imperfection or disease had better not present themselves as candidates for the police.

Examination by
Surgeon.

The Surgeon of the Police Force being responsible according to his judgment for the physical qualifications required for the peculiar and arduous duties of the police the certificate of any other surgeon cannot be received; and a candidate may be considered unfit for the service and be rejected without any reason being assigned; and every candidate is to understand that he attends at his own risk as to trouble and expense.

Directions Relating to Testimonials.

Testimonials.

5.—The candidate must produce a testimonial from his last employer; also from one or more other respectable persons who have had a perfect knowledge of him for a length of time.

Certificate.

6.—If the candidate has been in any public service he must produce a certificate of good conduct in that service.

Condition of
Service.

7.—The following are the conditions of service upon which every candidate admitted as a constable in the Hamilton Police Force, and to which each before admission is required to subscribe.

I hereby agree to abide by the following rules and conditions on being sworn in as a constable on the Hamilton Police Force.

Obey
Regulations.

1.—I will inform myself of and observe all rules and regulations made for the government of the force and obey the same in letter and

OF THE HAMILTON POLICE FORCE.

spirit, also all lawful orders from persons in authority over me.

Devote whole time to Police.

2.—I will devote my whole time to police service and will not be concerned in any business or trade either through my wife or otherwise.

Abstain from interference in Politics, etc.

3.—I will not in any way attempt to influence an election, municipal or otherwise and I will abstain from the expression of any political or religious opinion in a manner calculated to give offence.

Accept pay in full for services.

4.—I will accept the pay of my rank in full satisfaction of my services as a constable, subject to such deductions on account of Benefit Fund, sickness, fines for misconduct or stoppages for any other purpose as the regulations require or the Board of Commissioners or Chief Constable may direct.

Give notice when leaving.

5.—I will not leave the force without giving the required notice, in default of which the whole or any part of my pay then due may be forfeited.

Liable to dismissal for misconduct.

6.—I will be liable to dismissal for misconduct, when the whole or any part of my pay may be forfeited and my services may be dispensed with at any time by the Commissioners without notice.

Surrender all police property on retirement.

7.—I will upon resignation or dismissal deliver up to the Department forthwith every article of police uniform and appointments in use supplied to me, and if any such articles

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have been improperly used, damaged or withheld, I will be subject to such deductions of pay as may be necessary to make good the same.

Abide by the
Benefit Fund
Regulations.

8.—I will abide by the rules and regulations governing the Benefit Fund, and if I resign from the force within twelve months from date of appointment, or am dismissed for misconduct or other reasons at any time, the sum in the Benefit Fund to my credit shall be forfeited.

Pay Debts

9.—I will pay all my lawful debts.

Witness :—

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Instructions Pertaining to Internal Discipline.

BATONS.

1.—A baton is supplied to each constable, stamped with his number, and it is to be shown to the Sergeant when parading for duty.

Batons to be shown on parade

To be paid for if lost.

2.—If batons are lost or damaged through carelessness the value is to be deducted from the pay of the man at fault.

Objects and how to be used.

3.—The batons are supplied to the police to enable them to protect themselves if violently attacked. If a constable is being overpowered

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he may draw his baton and use it, taking care to avoid striking any one on the head. The arms and legs should be aimed at to disable the prisoner as parts of the body least likely to suffer serious injury. The use of the baton is not to be resorted to except in extreme cases and after all other efforts have failed and the prisoner is likely to escape through the constable being illused and overpowered. Before

Waist Belts.

Waistbelts are issued to the men they are to be fitted and four holes only an inch apart are to be punched in the centre of the belt to take the tongue. The double thickness of the belt is to be on the right side.

BEATS.

Day Beats how
Patrolled.

1.—As a general rule Constables on day duty are to walk near the curbstone or outer edge of the sidewalk and in crowded and busy neighbourhoods the beats are to be walked so that the right hand of the constable is next the carriage way. By this arrangement the police will move with the pedestrians going in that direction, the object being at all times to facilitate the passage of persons through the streets.

Keep to the
right.

2.—When there is a crowd or obstruction at any place the police as far as may be practicable are to recommend persons walking to keep to the right hand side of the sidewalk.

Night Beats
how patrolled.

3. Constables on night duty are to walk on the inside of the pavement near to the houses,

after 10 p. m. and are not to make unnecessary noise or disturbance to cause annoyance to the inhabitants.

Rate of speed
and attention
required.

4.—Constables are to walk their beats at a uniform rate of about two and a half miles per hour and they are not to loiter or gossip or walk with their hands clasped behind or before them, but be active and attentive to their duties.

Attend Fires.
Record absence.

5.—Constables may leave their beats to act in cases of fires, accidents or other emergencies, but they are to return to them as soon as possible and immediately afterwards to make an entry in their memorandum books showing the cause and length of their absence.

Notice parcel
carrying.

6.—Constables will take notice of persons carrying parcels or bundles at unseasonable hours, or under suspicious circumstances, and if there are sufficient grounds such bundles are to be searched by the police.

Changes to be
reported.

7.—Should any change be deemed necessary in the working of beats, a report to that effect is to be made to the Chief Constable.

Officers to re-
port irregular-
ities.

8.—The officers on and off duty are ordered to take notice of and report all constables lounging or loitering upon their beats either by day or by night. Instances of this kind are on no account to be passed over. There is nothing that attracts the attention of the public so much as the bearing and conduct of the police on street duty, and anything on their

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part appearing subversive of discipline and proper instruction such as lounging, talking and loitering on beat, naturally causes reflection to be cast by the observing public, upon the conduct of the whole force. Thus from individual carelessness and inattention all suffer.

Fixed points.

9.—Fixed points where a constable shall be permanently stationed will be appointed from time to time by the Chief Constable.

Gossiping prohibited.

10.—The police on duty are strictly forbidden to gossip or idle with each other or with any persons especially servants at houses on their beats.

Constables to Separate.

11.—Constables going to their beats will separate and proceed by different routes when practicable.

GLOTHING, UNIFORM.

Uniform.

1.—The following articles of uniform clothing will be worn by the Hamilton Police Force according to the pattern prescribed for each grade of rank.

Chief Constable.

Of Chief Constable.

2.—Patrol Jacket, blue cloth, staff pattern with falling loops of mohair braid; Trousers blue cloth with stripes of maple leaf braid; Great Coat, dark Oxford grey cloth, fastened with mohair braid; Helmets blue and white with device in gilt. Forage Cap with band

of maple leaf pattern ; Winter Cap, persian lamb fur, wedge shaped and gauntlets of same material.

Seargeant - Major.

Of Sergeant-Major.

Patrol Jacket, blue cloth, plain braided ; Trousers blue cloth, with stripes of black braid plain ; Great coat, dark Oxford grey cloth with braid ; Helmets, blue and white with device in silver. ; Forage Cap with band of Maple Leaf pattern and the words "Sergeant-Major" in gilt letters. Winter Cap, persian lamb, wedge shaped.

Sergeants.

Of Sergeants.

Blue cloth tunic, fastened with hooks and eyes, six buttons on skirt with crown and "Police Force" in letters on them. Collar with "S" in silver. Trousers wth black braid down side of leg. Helmet with device in silver in front. Great coat of Irish freize with black buttons and braid.

Patrol Sergeants.

Of Patrol Sergeants.

Same as for sergeants with the exception of the letters "P. S." on collar.

Constables.

Of Constables.

Blue cloth tunics with white metal police buttons, two buttons on each cuff, with crown and "Police Force" on them. Standing collar with the number of the constable in white metal on it. Blue cloth trousers with scarlet seam

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Capes, how and
when worn.

down side of leg. Helmets white and blue
with device in bronze. Winter cap, Fur.
Great coat of Irish freize, double breasted, with
constables number two inches in length in
white buff on right sleeve above the cuff,
buttons same as on tunic. Capes, Irish freize,
with metal numbers on collar. They are not to
be worn in dry or frosty weather. Each cape
will have the date of issue painted on the in-
side of left breast.

CLOTHING. -HOW LONG TO LAST.

Duration of
Clothing.

Great coats for all ranks, three years.

Blue tunics, two years.

Summer tunics, one year.

Trousers, one pair Summer and one pair
winter, to last each six months.

Helmets to last three years.

Capes to last seven years.

To be kept
Clean.

Clothing and equipments are to be kept clean
and in good repair by the members of the
force to whom they are issued for the regulated
period.

Missing articles
to be replaced.

Any article missing or out of repair is to be
replaced or properly repaired at the cost of the
constable. Any neglect is to be reported to
the Chief Constable.

Uniform to be
inspected.

The uniform is to be inspected each time the
men parade for duty and if any article is out

of repair or dirty the man is not to be sent on duty, but the necessary steps are to be at once taken, for remedying the defect and the man is to be reported for his neglect.

Sticks,
Umbrellas or
Parcels not to
be carried.

The police when in uniform are not to carry sticks, umbrellas or parcels of any kind, except in discharge of duty, nor to wear handkerchiefs or comforters around their necks.

Numbers not to
be concealed.

Numbers on the men's collars, etc., are not to be concealed in any way. They are worn by the police for the purpose of reference and identification and any persons wishing to take or ascertain the number of any man are not to be obstructed, and if the number is asked for it is to be given immediately.

Clothes to be
returned upon
Sick or long
leave.

When any of the police leave the service or are granted extended sick leave, all articles of clothing and equipments are to be sent immediately to the store. A Sergeant shall inspect each article and if it is damaged, found missing or out of repair the cost of replacing or repairing it will be deducted from any pay due to such constable.

On dismissal or
Resignations.

A constable dismissed from the police force or who resigns his situation, shall immediately after the dismissal or resignation deliver up every article of dress and equipment which have been supplied to him. If any of such articles or equipments have, in the opinion of the Chief Constable, been improperly used or damaged a deduction from the pay then due to the Constable shall be made, sufficient to make good the damage or supply new articles.

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new articles.

Or on
Suspension.

A constable under suspension may be called upon to deliver up his clothing and equipment to a sergeant pending the ultimate decision upon his case

Not to be worn
till marked.

No article of clothing is to be taken into wear without being properly marked by the contractors with the date of issue, viz; year and month.

Or of non-regu-
lation pattern.

No article of clothing is to be taken into wear that is not in accordance with the regulations and the terms of the contract as to make and material.

Not to be
Exchanged.

No article of uniform clothing is to be exchanged, supplemented or any money, goods or any other article of clothing furnished by the contractors in lieu thereof, without the written order of the Chief Constable.

On pain of
Dismissal.

Any member of the force selling or exchanging or receiving any other article in lieu of any portion of his uniform without an order in writing from the Chief Constable will be liable to be dismissed.

Conduct.

Importance of
Good Behaviour

1.—As it is of the highest importance that the conduct of the police both on and off duty should be such as to gain the respect and esteem of the public, as well as those in authority, all members of the force are enjoined to bear in mind that they have not only an

individual reputation to sustain, but also that of the force generally, and therefore should act in such a manner as to bring neither into disrepute. Good conduct will be rewarded and mis-behaviour punished, by dismissal, deprivation of pay or any other manner the Commissioners may determine on.

Punishment for Drinking to Excess or asleep on beat.

2.—The Commissioners may discharge any officer or constable convicted of being unfit for duty from the effects of liquor, or being found asleep on beat. The charge for the former offence will be, "Unfit for duty from the effect of liquor," and will be entered as such in the report of the officer on duty. This order is not to prevent constables from being reported for being slightly under the influence of liquor, which will subject them to severe punishment, if not dismissal. The practice of drinking is so disreputable and calculated to lower the efficiency and respectability of the police force, that the Commissioners will at once rid the force of any officer or constable guilty of this offence.

Card playing or Drinking.

2.—Officers or constables found card playing or drinking in public houses are considered unfit to belong to the force.

Entering Public Houses.

4.—Any member of the force found entering public houses, except on duty, or found frequenting shops where spirits are sold, or drinking there, will be liable to dismissal. Policemen who purchase spirits from unlicensed persons may be dismissed.

Officers to set an Example.

5.—The superior officers are to do all in their power by example, admonition and precautionary measures to prevent the evils of drinking among the police.

Discharge.

6.—A discharge or certificate of good conduct may be granted to a constable leaving the force but not, (1st. if the constable is dismissed from the service.) (2nd. if the constable has been frequently guilty of misconduct although of a light nature.) (3rd. if the constable has been guilty of any misconduct of a serious nature.) (4th. if the constable has quitted the service without giving due notice of his intention to do so. (5th. if the constable has served less than twelve months.)

Condition of

Correspondence.

Conducted through Chief Constables office

1.—All correspondence with persons not in the police force on matters of police duty is to be carried on through the chief constable's office by the direction of the Chief Constable or Sergeant Major.

Which is the only channel of communication.

2.—No written or telegraphic communication with reference to police duty is to be made by any officer or constable of the force to any other person unless there should not be sufficient time to obtain the directions of the Chief Constable or Sergeant Major on the subject. In such cases a written report is to be made of the matter the following morning.

What prohibited

3.—Anonymous correspondence by police is strictly prohibited.

- Preservation of Papers. 4. —All papers and correspondence are to be carefully preserved and the papers necessary to be retained are to be neatly docketed and kept in presses or cupboards for that purpose at headquarters.
- Applications to be in writing. 5.—Applications made by the police on any subject are to be in writing and transmitted by the sergeants to the Chief Constable.
- Also Complaints Which can be laid before the Commissioners 6.—Complaints by the police against each other, are to be made in writing and signed, and are to be submitted through a sergeant to the Chief Constable.
- What can be laid before the Commissioners 7.—Grievances or causes of complaint by the police can at any time be laid before the Commissioners, through the usual channel, and constables are forbidden to make representations of their wants, complaints, etc., to the Commissioners, except through their officers.

Defaulters' Book.

- Reports to be Entered. 1.—All reports for misconduct against a member of the force dealt with by the board of Police Commissioners or the Chief Constable, will be entered in the Defaulters' Book.
- Classification of Offences. 2.—Those offences of a minor character will appear in the "A" Book, and those of a serious nature in the "B" Book.
- Good conduct pay forfeited. 3.—Entries in the "B" Book will deprive Constables of the right to promotion.

Not to be produced.

4.—The Defaulters' Books are not to be produced in any court unless by special order of the Commissioners.

Dismissal.

Liabie with and without reasons

Any police constable is liable to immediate dismissal for unfitness, negligence or misconduct, independently of any other punishment, to which by law he may be subject. The Commissioners may also dismiss him from the service without assigning any reason. If he be dismissed from the force the whole of his pay then due, may be forfeited.

Pay may be forfeited.

Equipments.

Articles of Equipment.

1.—Articles of equipment consist of batons belts, capes, whistles, metal badges, keys of fire alarm and patrol boxes, instruction or regulation books, memorandum books, and handcuffs, none of which are to be the constable's property at any time, but are merely for his official use whilst a member of the force.

To be delivered up during suspension.

2.—Police suspended are required to deliver up their articles of appointment to the Sergeant.

Deductions.

3.—If articles are lost or damaged through the carelessness of the police, the amount of such loss or damage will be deducted from their pay.

Good Conduct Badges.

The granting of good conduct badges and accompanying increase of pay shall hereafter be discontinued, but this rule shall not affect the right of acquiring the badge which but for this rule constables would next be entitled to for the current ten years service, unless it is for a third badge, as no third badge can hereafter be acquired; nor shall it affect the present rights of constables as to badges already granted. A constable, however, whose right is interrupted by bad conduct, will forfeit any claim he may otherwise have to another badge.

To be discontinued hereafter.

Vested rights not affected.

Forfeiture of.

Leave.

Annual leave is allowed to each rank as follows:—

Duration of Leave

Sergeant Major, Inspector, Detectives and Sergeants of all ranks, fourteen days; Constables, ten days.

Annual leave commences on or about the first of June and ends on or about the 15th. of October in each year. Any constable who has not served six months prior to the first of June in each year, will not be entitled to more than three days annual holiday.

Pay during Absence.

Full pay is granted during the above period, but if a man applies for a longer period the Commissioners may grant it without pay according to the special circumstances of the case.

Badges.

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If for duty not
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 mended.

Before an officer recommends a constable for leave, he is to ascertain whether there is any case pending or any other duty which requires his presence in the city.

Special Leave.

Applications
 must be in
 writing.

What prohibited

Applications for special leave are to be made in writing, and signed, and are to be submitted to the Chief Constable through an officer. Applications made verbally or by telephone will not be entertained.

MORNING REPORTS.

Contents.

1.—The morning reports are to contain accurate particulars of all accidents, fires, offences and occurrences of a serious nature, which have occurred during the previous 24 hours, also a complete record of the effective and non-effective officers and their distribution for duty. They are to be sent to the Chief's office daily at 8 a. m.

Crimes to be
 specified.

2.—Crimes are not to be described as of lower degree than the circumstances warrant and whenever there is a doubt, as for instance, whether the case be a burglary or a larceny only in a dwelling house, etc., the crime is to be stated to be burglary or other offence of the highest degree.

PAY.

Pay issued Semi-Monthly.

1.—Each member of the force shall receive the pay fixed for his rank semi-monthly, subject to such deductions as the Commissioners may order to be made.

Pay to be in full for all services rendered.

2.—Each constable is to accept the pay assigned to him in full satisfaction of his services as such constable, and further agrees to forego as for himself, all claims and demands whatsoever for services in making arrests or doing other duties whilst in the force, and to surrender to the City of Hamilton said claims and demands to and for the public uses of said city.

Stoppages for sickness or misconduct.

3.—Members of the force absent from duty from sickness, shall be subject to a stoppage of one third of their daily pay for the first two days they so remain thereon, and such other stoppages of pay as the Commissioners or Chief Constable shall think proper to make for neglect of duty, breaches of the discipline or regulations of the force or for any other cause.

No pay stopped when injured on duty.

4.—Full pay will be granted to men on the sick list when seriously injured in execution of their duty. Trivial injuries may not entitle a man to full pay whether received while on duty or not.

PROMOTION.

Education
Indispensable.

1. — No constable will be promoted who cannot write a good official letter or report, no matter how exemplary his conduct may be, and therefore it is in the interest of every police constable to devote as much time as he can when not engaged on duty to reading and writing and the general improvement of his mind. Length of services unsupported by the requisite qualifications of activity and intelligence cannot entitle members of the police force to promotion.

Physical Endurance
necessary.

2. — None need expect to be promoted from one class to another who are not fully up in their duties both in intelligence and physical endurance. Men going on sick list when their services are particularly required on certain days or on demand for extra duty, on the plea of indisposition from overwork, may never expect promotion, as they are not to be depended upon and steps will be taken to dispense with their services.

Influence of
Outsiders pre-
judicial.

3. — Attempting to obtain promotion through the influence of private friends is injurious to the good order and discipline of the service. The Police are therefore to understand that this practice is disapproved of by the Commissioners, and that their prospect for promotion depends chiefly on the report which their superiors may make as to their qualification, and conduct in the performance of their duties; merit not favor being the ground of advancement.

RELIEFS.

- Hour of Assembly. 1.—The police for duty in each relief are to assemble at the appointed station, a quarter of an hour before the hour fixed for mounting duty.
- Duty of Sergeant and Men. 2.—The Sergeant on duty is to parade and inspect the men to see that they are clean and properly dressed, and in all respects fit for duty. No man must be placed on duty except in a clean state, and if he does not appear so when parading he must be reported.
- Orders etc., to be read. 3.—The orders and occurrences are then to be read aloud, clearly and distinctly, so that each man may hear and understand them.
- Marched Off under P. S. 4.—The sergeants or patrol sergeants are then to march the constables to their beats.
- Order of march and demeanor. 5.—The reliefs are to march in single file and always to take the outward side of the sidewalk. The officers will be particular when marching their men through the streets for any purpose in seeing that regularity in marching is preserved and to report any case of carelessness in this respect. Should no officer be present the senior constable will be considered in charge and held responsible. The police when walking along the streets are not to rudely shoulder past pedestrians, but give way in a proper manner. Men going to and from the stations to their beats whether in sections or otherwise are to move at the quick march.
- 6.—The hours of day and night duties of constables on beats are to be fixed by the Chief Constable.

RESIGNATIONS.

Notice required. 1.—Constables resigning are to give a month's notice in writing to the Chief Constable.

When discretionary with Commissioners. 2.—Constables not having served three months who give notice of resignation may be compelled to resign at once or may be required to serve the regulated period according to the discretion of the Commissioners.

When may be Compulsory. 3.—Constables who give notice of resignation from dissatisfaction, after having been punished for misconduct, are liable to be treated in the same manner as those who have not served three months.

Deductions. 4.—Constables resigning or otherwise leaving the force who have served for a less period than eighteen months, will have four days pay deducted from them, to make good expenses incurred in altering or repairing their clothing or equipment.

REWARDS.

When recommended. 1.—When any of the police have performed any special act of bravery beyond the ordinary police duties, or in any way have rendered themselves worthy to be brought under the notice of the Commissioners, the Chief Constable may recommend them for a reward giving all the required particulars. All rewards granted by the Commissioners will be published in orders.

Consent of the
Commissioners
necessary.

2.—No member of the Force shall on any pretence directly or indirectly take a fee or reward or recompense in money or otherwise, except by the express consent of the Board of Commissioners, and all rewards shall be paid to the Clerk of said Board for such purposes as the Board shall direct.

How dealt with.

3.—A gratuity or reward offered at any time by a person to whom special services are rendered upon any sudden emergency may be taken, subject to the decision of the Commissioners as to the disposal to be made of it. In such case the name and address of the person giving the gratuity is to be procured and the sum received handed over as soon as possible to the officer in charge, who will report the circumstances of the matter to the Chief Constable and make such enquiry as to satisfy him that no solicitation directly or indirectly was made to the person by whom the gratuities are given, and all the particulars are to be reported to the Commissioners.

SALUTING.

Who are to be
saluted and
when.

1.—The Sergeant-Major, Sergeants and Constables are to salute when passing or addressing a Commissioner of Police or the Chief Constable, but if the nature of the duty in which they may be at the time engaged, or other special circumstances make it inexpedient to salute, it is not to be done. All salutes are to be returned.

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Mode of saluting when Marching.

2.—When police marching on duty or assembled in a body meet a Commissioner of Police or superior officer, they are to be commanded "Eyes right" or "Eyes left" as the case may be, but never salute except by word of command.

How often required.

3.—Constables on street duty are not required to salute any of the Commissioners or Chief Constable more than once during each tour of duty.

SERVICE.

Chief Constable and Sergeant-Major's service not limited

Constables whose service is limited to 60 yrs.

Constables whose service is limited to 60 yrs.

No member of the force excepting the Chief and Sergeant-Major, shall be continued in office after he has attained the age of 55 years. Provided that this age limit shall apply only to members appointed after the 22nd. October, 1895, and that as to all other members who were members on the 22nd October, 1895 the age limit of service shall be 60 years.

SICK.

Men to report and be visited.

1.—If any constable is unable to perform his duty through illness, he will at once report to the officer on duty, or if personally unable to do so, he will cause an intimation thereof to be despatched to that officer. The officer will then visit the constable, sending for the medical officer of the force, who will make his report accordingly, which report the Chief Constable is to examine daily.

And be reported
by Medical
Officer.

2.--All men incapacitated for duty by accident or illness are to be seen by the medical officer of the force and reported by him as being really so incapacitated within twelve hours of their declaring themselves sick. Without this report they will be returned as absent.

Deductions.

3.--All the officers and constables whilst on the sick list (those injured in the discharge of duty excepted) will have one-third of their daily pay deducted for the first two days they so remain thereon. This will also apply to members of the force who are granted special leave because of sickness in their families.

4.--If a man mis-reports himself as sick, or if the said medical officer does not consider him sick, he is to be reported for such misconduct.

Also
Malingering.

5.--In all cases of illness of any of the police from misconduct, a report is to be made for the decision of the Commissioners.

Sick leave.

6.--Sick leave will be granted only on the recommendation of the medical officer, subject to the approval of the Commissioners.

SPECIAL DUTIES.

Course to be
pursued.

When the special services of the police are applied for at any place the application is to be submitted to the Chief Constable, explaining the nature of the duties to be performed, the hours they will be employed, whether there

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is any outstanding claim which still remains unpaid, against the party at whose charge the police are to be supplied, and any other particulars so far as known.

When supplied 2.—Whenever parties at private houses or meetings are held which cause a large assembly of persons or carriages, should no police have been ordered by the Chief Constable, the officer on duty will furnish a sufficient number on being applied to to preserve order.

Responsibility. 3.—The senior officer in charge of any special duty, will be held responsible for the efficient performance thereof, and may be called upon to make a special report of such duty to the Chief Constable the following morning.

Payment. 4.—The police employed on special duty, will not solicit any payment, nor receive any remuneration for the same, except with the consent and approval of, and through the hands of the Chief Constable.

SUBSCRIPTIONS.

Authority re- 1.—Officers or constables are not to subscribe
quired. or solicit subscriptions for men leaving the force without the knowledge and consent of the Chief Constable.

When to be 2.—Subscriptions or testimonials from the
declined. police are not to be received by officers if they are still serving in the police.

- When forbidden 3.—Subscriptions for men who have been dismissed from the force, are strictly forbidden.
- When permissible. 4.—Subscriptions by the men for any object of amusement or interest, when approved by their officers are not forbidden.
- For charitable purposes. 5.—Subscriptions in case of death or sickness of members of the police or their families, which are properly cases of charity may be made with the consent of the Chief Constable, but in every case it is understood to be purely voluntary, and no one is to be asked by a superior officer to subscribe.

STATIONS.

- Order to be Observed. 1.—Strict order, discipline and cleanliness are to be observed at all police stations.
- Noises, etc., to be avoided. 2.—Irregularities, noises or disturbances by prisoners or others within or in the neighborhood of the stations are to be avoided as much as possible.
- Public on business to be admitted. 3.—Persons coming in a proper manner to the door of a police station are to be admitted by the constable without enquiry as to the nature of their business, if they state they wish to see the sergeant or officer on duty.
- Not to remain longer than necessary. 4.—Persons not connected with the police service are not to be permitted to remain at a police station longer than is absolutely necessary for the completion of their business.

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After an arrest admittance denied till person is locked up. 5.—Upon an arrest being made and a prisoner conveyed to the station, parties unconnected with the police department are not to be admitted or allowed to remain in the station until after the prisoner has been locked up. If necessary the station door may be locked in such case.

Bail may be sent for. 6.—The sergeant in charge of a police station shall afford parties arrested for petty offences an opportunity of sending for bail up to 11 o'clock p. m.

With consent of Officer in charge. 7.—No bail is to be sent for except with the sanction of the sergeant or officer in charge of the station, and no person is to be discharged from the station in the absence or without the knowledge of the officer in charge of such station.

Cards forbidden 8.—The police are forbidden to play at any game of cards in the station. The sergeants and station duties are responsible that this order is obeyed, and are to report any violation of it.

Games allowed 9.—The police when off duty between the reliefs are allowed to play games of chess, checkers, dominoes, etc., in their stations, but no money is to be played for or staked on the result of any such game. The officers are not to engage in or play any game with the men. Station duty men are not to engage in any game during their tour of duty.

Gas to be Economized. 10.—The officers in charge shall be careful not to allow any unnecessary expenditure or waste of gas or electric light in their respective stations.

Lanterns to be supplied.

11.—As many lanterns as may be considered necessary are to be supplied to each station for the sergeants and men attached thereto, and are to be always kept ready for use and properly trimmed, whether in actual use or not.

Dispatch cases.

12.—The dispatch case furnished for the station will be invariably carried by the patrol sergeants when going to the office for papers, or forwarding papers from one station to another.

Officers apartments exclusive

13.—The apartments set apart for the officers on duty in the stations, are not to be occupied by the station duty men at any time. These are exclusively for the officer on duty and no person is to be admitted. People calling at the station for information will express their wants to the officer on duty in front of his office.

Attention.

14.—When a Commissioner of Police or the Chief Constable enters any room at a police station, the police in the room are to stand up to "Attention." The first man who perceives the Commissioner or such other officer's approach is to give notice to the others by calling "Attention." This does not apply to reliefs off duty, who are lying down to rest.

Books,

15.—The following books will be kept in each station:—1 Duty Book, 1 Occurrence Book, 1 Complaint Book, 1 Warrant Book, 1 Blotter, 1 Prisoner's Register, 1 Waifs Register, 1 Order Book, 2 Receipt Books.

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Erasures. 16.—No erasures are to be made in any of the books or documents connected with the duties of the force.

Errors. 17.—If any error is discovered in such books or documents, it is to be altered and corrected by drawing the pen neatly across the entry and substituting the correction above it.

STATION—CELLS.

Ventilation. 1.—The cells are to be kept very clean and ventilated as much as possible. Carbolic acid for disinfecting purposes is to be used when necessary.

Doors Locked. 2.—The door of every cell and corridor is to be carefully locked and bolted when prisoners are confined.

Public not Admitted. 3.—No person is to be allowed to visit the cells from curiosity except with the sanction of a Commissioner or Chief Constable.

Use of disinfectant. 4.—In hot weather and when necessary the floors of all the rooms, cells, passages and offices are to be freely sprinkled with a disinfectant.

Closets to be disinfected. 5.—The sinks, closets and urinals are to be disinfected by the same means.

STATION DUTIES.

Hour of mounting duties.

The station duties shall come on not later than 7 a. m. and shall perform the following and such other duties as may be necessary :

- Ventilation. 1.—To see to the ventilation of the station, opening of all windows and all doors throughout the station. Visiting the cells and ascertaining if the night buckets are clean, etc., also that a proper flow of water is kept running in the closets for at least thirty minutes
- Station Requisites. 2.—To see that all station requisites such as brushes, whisks, etc., are in their proper places.
- Lights. 3.—To see that lights are put out at 4 a. m. during summer, and at 7 a. m. during winter months, and if night buckets have been used to see that prisoners using them empty the same.
- Wait for relief. 4.—The night station duty is to remain in the station until relieved by the day station duty and on all occasions these duties are not to leave the station until properly relieved.
- Dress. 5.—All station duties are to appear at Court and when leaving the station for duty of any kind, dressed as if for street duty.
- Prisoner's Food 6.—Food or clothing brought to station for prisoners is to be carefully examined so that no liquor or other improper articles may be concealed, and is to be conveyed to prisoners by the police only. No intercourse is to be allowed between prisoners and their friends except by permission of the officer in charge.
- Hours for meals 7.—Station duties will not be allowed more than one hour for any one meal.

SUSPENSION.

When necessary 1.—In serious cases of misconduct on the part of the police such as being unfit for duty from the effect of liquor etc. the officers on duty shall suspend the constable until the decision of the Chief Constable can be obtained.

Uniforms, Etc., may be called in. 2.—When a man is suspended he is to give up his uniform and appointments if directed to do so by the officer in charge.

TELEPHONES.

For Police purposes only. 1.—Telephone communication being established between the headquarters and each station the instruments are to be used for police purposes only.

By whom attended to. 2.— This duty is to be performed by station duty men.

Others not to use them. 3.—No person is to touch the instruments except those who are authorized to send messages.

Urgent messages for the public may be sent. 4.—No messages are as a rule to be sent or received by telephone except on business connected with the police service, but it is to be understood that messages should be transmitted which do not admit of delay, such as a summons for a doctor, or other persons urgently required, the intention being to accommodate the public so long as the ordinary duties of the police are not interfered with.

Arrests through
telephone
instruction to be
made with care.

5.—In making arrests upon communications received by telephone, the utmost caution should be observed and the police should be satisfied that the message is from some known responsible person, and it would be much better if such person is an official concerned in the administration of justice, and that the charge mentioned and the circumstances of the case as to locality etc., are of such a nature as to afford reasonable grounds to justify an arrest.

TEMPER.

Under perfect
control.

1.—A perfect command of temper is absolutely indispensable in the proper discharge of police duty.

Harsh language
and rudeness not
permitted.

2.—Harsh language on the part of constables to citizens and persons in custody is not permitted. Constables if rudely treated are not justified in retaliating. All duties must be performed with firmness but at the same time with moderation. Words in themselves not objectionable frequently give offence from the tone of voice in which they are uttered.

Keep Cool.

3.—A constable must not allow himself to be moved or excited by any language or threats however insolent, the cooler he keeps himself the more power he will have over his assailant.

Idle Remarks.

4.—Idle or silly remarks are unworthy of notice and if the persons making them see that they have no effect upon the constable they will soon desist.

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Forbearance.

5.—Forbearance and moderation will always be appreciated by the public and the police authorities.

Bad language
to be reported.

6.—Members of the force making use of obscene, blasphemous or insulting language or swearing are to be reported to the Chief Constable. The police must govern themselves so as not to commit offences, the suppression of which is imposed upon them by law.

GENERAL INSTRUCTIONS.

Every member of the police force shall observe the following rules and regulations;

Whole time to
be devoted.

1.—He shall devote his whole time and attention to the business of the department.

Always on duty.

2.—He must although on duty for certain allotted hours, on ordinary occasions, be prepared to turn out on duty, at all times when his services are required, the maxim being that a policeman is considered as always on duty.

Sphere of duties

3.—He must although specially appointed for a particular locality, be ready to act wherever else he may be required, the sphere of his duties being the whole city.

Civility.

4.—He must be quiet, civil and orderly in his conduct and deportment toward the public and courteous to other members of the force.

Temper
Patience, etc.

5.—He must perform his duties with decorum temper, patience and discretion and at the same time with energy and courage.

- Language. 6.—He must refrain from harsh, violent, coarse profane or insolent language.
- Neatness. 7.—He must, when on duty, be neat in his person, have his clothes and boots clean, and wear his dress in conformity with the regulations.
- Hair to be kept Trimmed. 8.—He shall keep his hair properly cut, so as to appear smart and clean. The beard must not conceal the number or letters on the collar of his coat.
- Prevent a breach of the peace. 9.—He must to the utmost of his power prevent the commission of assaults, breaches of the peace, and all other crimes or offences about to be committed.
- Restore peace. 10.—He shall on the occurrence of any serious disturbance, consider it his first duty to restore peace if possible by moderate efforts or persuasion, and to disperse the crowd: if these fail the offenders must be dispersed by force and the principals therein arrested.
- Coolness and firmness. 11.—He shall act with coolness and firmness in all cases. In time of extreme peril the police must act together and protect each other in executing their duties; whoever shirks danger or responsibility at such a time will be discharged as unworthy of a place in the service.
- Wear uniform on duty. 12.—He must always, when on duty, whether in the station or police office, in the court or in the public streets, appear in proper uniform unless in consideration of the public interests, the Chief Constable shall otherwise order.

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No smoking in
Uniform.

13.—No member of the police force whether off or on duty in uniform is permitted to smoke in any public place.

Uniform off
duty not to be
worn at theatres
etc.

14.—Members of the police force are not to attend theatres or other places of amusement in uniform except when on duty.

Leave to attend
theatres nec-
essary.

15.—Constables are not to attend theatres or other places of amusement, even in plain clothes, without obtaining leave to do so from the officer in charge. Such leave will only extend to the particular time and place for which it is asked.

Drill.

16.—The force shall attend drill regularly at the appointed time and place. No leave will be granted from drill except in case of sickness or for very urgent reasons.

Borrowing
from a Saloon
Keeper.

17.—Any one in the police force borrowing money from a tavern or saloon keeper, is liable to be dismissed.

Superior
borrowing from
an inferior.

18.—Any sergeant or superior officer borrowing money from any one below him in rank is liable to be dismissed, and any one lending money to his superior is to appear before the Commissioners to answer for his misconduct.

Fines put in
orders.

19.—The police are punished for misconduct by the infliction of fines, such fines are deducted on the pay sheet, and read from the police orders to the men when paraded for duty.

Elections not
to be influenced.

20.—No member of the force shall, by word message, writing or in any other manner,

endeavour to influence any elector for any municipal or other election, nor interfere at any election, or make use of his position, or influence thereat, except to discharge his official duty.

Attend Divine
Service.

21.—The police, are, as much as possible to be encouraged to attend divine service both by precept and example of the superior officers.

Natural Rest.

22.—No indulgence will be granted in giving time off to constables, on the plea that they have attended court in the morning nor will that plea be accepted as an excuse for dereliction of duty. Constables neglecting to avail themselves of the time at their disposal for rest and sleep, and spending a large portion of their time in walking about the streets, are to be reported to the Chief Constable.

Daily orders
to be read on
parade.

23.—The daily police orders are to be read to the men when parading for duty by the sergeant on duty. The general orders and regulations specially affecting police constables and their duties, are to be read and explained to the men, especially to young constables, by the officers.

Obedience to
orders.

24.—Police orders are to be strictly obeyed by all ranks of the police.

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PART 2.

Departmental Regulations.

DETECTIVE DEPARTMENT.

The Inspector.

The Inspector
to direct Depart-
ment.

1.—The Inspector who shall be designated the "Inspector of Detectives," shall have control and direction of the department, subject to the Chief Constable, to whom he shall be responsible, for the efficient discharge of the duties of his office.

Responsible
for the Staff
under him.

2.—He shall be responsible for the good conduct, efficiency and discipline of the staff under him, and will report to the Chief Constable any member guilty of misconduct, or the violation of any of the rules of the department, or the regulations of the force, or whom he may find not possessed of the necessary qualifications or ability for the efficient discharge of his duties.

Keep Chief
Constable fully
informed.

3.—He shall keep the Chief Constable fully informed upon all matters engaging the attention of the department, and be prepared whenever called upon to furnish particulars of the individual cases, together with full information as to the action taken thereon

- Responsible for Criminal Records. 4.—He shall be responsible for the proper keeping of the criminal records of his department, and that the photographs of criminals collected from time to time are carefully filed, and that no improper use is made of them.
- Accountable for property received. 5.—He shall see that all property coming into the possession of the department is promptly entered in the Property Book, and accounted for, and that all the books of the department are carefully written up daily.
- Prepare an Annual Report and Statement. 6.—He shall make out the annual report of the department as soon as possible after the close of each year, accompanying the same with a comparative statement of the work of the individual members, together with such other information and statistics as the Chief Constable may require.
- See that order and regularity is observed in office. 7.—He shall see that the offices set apart for the use of the department, are at all times kept clean and orderly, that no lounging in or about them, by those unconnected therewith is permitted, that no loud talking or unseemly conduct of any kind is indulged in, and that every facility is afforded the public for the transaction of their business with the department.
- Attend the Police Court. 8.—Unless otherwise ordered he shall attend the police court daily and see that the cases in the hands of the department are properly submitted, and that the business of the court is facilitated as much as possible, in order that

the attendance of members of the staff may not be unnecessarily prolonged.

Visit Second
Hand Shops.

9.—He shall visit the licensed second hand shops at intervals and inspect the books in which purchases are registered, and see that they are properly kept.

Detectives.

Detectives rank

1.—Detectives will rank over all constables of the force, but may be sent back to regular police duty at any time without formal charge or trial, should the character of their work, or their conduct prove unsatisfactory.

General Con-
duct to be ob-
served.

2.—They are particularly cautioned against practices calculated to destroy public respect and confidence. Among the things to be specially guarded against is the use of slang expressions and unseemly language, frequenting bar-rooms for the purpose of drinking, and smoking about the streets especially during the day time.

Allotment of
work.

3.—The work of the department will be allotted to the members thereof by the Inspector personally. While this is laid down as a general principle and will be adhered to as closely as possible, it is not to stand in the way of members taking prompt action in all matters coming to their knowledge, in which prompt and immediate action is necessary. Members taking action in such cases will report all the facts with as little delay as possible

afterwards to the Inspector, who shall have the right to continue such member on the case or to make such other assignment in connection therewith as he may think proper.

Provided with
a badge.

4.—Each member will be provided with a badge inscribed "Hamilton Police Force Detective" which shall be worn at all times in a concealed place. This badge shall be produced and shown whenever the identity or authority of the wearer is called in question.

Restriction of
Service.

5.—The services of the department will as far as possible be confined to legitimate detective work. Applications for assistance in all cases not strictly within this category will be referred to the Inspector.

Forbidden to
give information

6.—Members are forbidden to answer communications from parties outside of the force with reference to the working of the department, arrests made, records of criminals, missing people or property, applications for assistance, etc., as all such communications must be referred to the Inspector.

Outsiders to be
referred to In-
spector.

7.—Officers coming to the City from other jurisdictions who require the assistance of the department shall be referred to the Inspector who will see that the necessary assistance is furnished. Members detailed for duty of this nature will keep the Inspector informed of the progress of the case and will also report the final results.

Statement of Expenses to be furnished.

8.—Members going out of the City for prisoners or on other business for the department shall immediately on their return, furnish the inspector with a detailed statement of their personal expenses, and also the expenses connected with the arrest and transport of the prisoner.

Use Telephone.

9.—Members of the department when about through the city shall use the telephone system frequently for the purpose of communicating with headquarters in order that they may receive prompt information of all important reports. Special attention must be paid to this rule by acting detectives in outlying districts and all members of the department when going off duty for the night shall report at headquarters personally or in case they are unable to do so, they must telephone from the nearest police station or telephone box.

Property to be dealt with.

10.—Property coming into the possession of the department, shall be promptly ticketed and if necessary an entry made. The detective who finds or discovers the property shall be responsible that this is done.

Final disposition of it.

11.—On the final disposition of cases before the courts, any property involved if produced in court, shall be returned to the owner and his receipt obtained therefor.

Information to be given to the Crown Prosecutor.

12.—It shall be the duty of members of the department having charge of cases coming before the court, to see that the crown prosecutor is put in possession of all necessary information.

Withhold suggestions till asked for.

13.--Detectives shall refrain from offering suggestions or giving unsolicited information other than their evidence to the Court. All information with reference to cases under consideration, applications for remands, etc., etc., should be made through the Crown prosecutor or an officer of the department. In the absence of these, then each detective shall be responsible for the management of his own cases.

Details of Office Duty.

14.—One member of the staff will be detailed for office duty daily, coming on at 8.00 a. m. and remaining on for 24 hours with intervals for meals. During this tour of duty he will not leave the office except when relieved or when answering an urgent call. He will receive all reports made at the office, make out the necessary occurrences, answer all inquiries and telephone calls, transmit important occurrences to outlying sections by telephone, and see that the work of the office is promptly attended to. He shall be responsible that the office is kept neat and orderly and that no smoking or unseemly conduct of any kind is permitted therein.

When called away notify operator.

15.—Should he receive an urgent call when alone in the office, he shall, before leaving the building, acquaint the operator of the fact, stating where he is going, and the probable length of time he will be absent. He shall also notify the operator of his return.

When to retire to rest.

16.—At midnight if all is quiet he will be permitted to retire to the detectives sleeping

apartment for the remainder of the night, unless his services should be required in the meantime.

Post successor
on what has
transpired.

17.—On the following morning he shall direct the attention of the relieving detective to any important occurrences reported during the night, stating what action, if any, has been taken in connection therewith.

Duties in
connection with
pawn & second
hand shops.

18.—The detective detailed to visit the pawn and second hand shops, shall make himself thoroughly familiar with the contents of the occurrence book, making notes in his memorandum book of property reported lost or stolen, in order that he may the more readily recognize any such property if found.

Examine second
hand dealers
Books, etc.

19.—He shall examine the books in which second hand dealers register their purchases, on the occasion of each visit. The search of those places must be thorough and at the same time should be conducted with as little discomfort and trouble as possible to the keepers.

Monthly reports

20.—Members of the department shall make out on the printed forms supplied for that purpose not later than the 4th. of each month, a full report of their work during the preceding month, giving the number of arrests made and the disposition of each case together with a list of the property recovered and the estimated value thereof.

Ambulance Service.

1.--The ambulance under the control of the police is intended for the removal of the sick and injured to their homes or the hospital. Infectious or contagious cases will not be moved in the police ambulance but in the one kept for that purpose by the Board of Health, nor will it be used for insane patients. The movements of the police ambulance, like the patrol wagon, will be under the general directions of the operator on duty, and for the time being in charge of the signal system, but the driver will not be restricted solely to the instructions received from this source, but will act in the public interests, as may seem necessary or desirable.

2.--The ambulance, excepting in cases of accidents or emergency, will not remove destitute persons from any house or dwelling to the hospital unless an order has been obtained from the Mayor through the Medical Health Officer.

3.--The driver shall not remove any person in the Police Ambulance who is suffering from disease without a Medical Certificate stating that the disease is not infectious or contagious.

PATROL SIGNAL SYSTEM and WAGON ... SERVICE.

GENERAL RULES.

Judgment to be used.

1.—Constables must use judgment in calling for the patrol wagon and not send in a fast call except in urgent cases. Any constable sending this call will be held responsible if given needlessly. The cause of all fast calls must be reported to the Chief Constable in the morning patrol report.

Calls from outlying district to be made with discretion.

2.—Constables doing duty in outlying districts must be discreet in sending calls for the wagon, on account of the long distance to be travelled, but this order must not deter any constable from calling for the wagon in case of necessity.

Use Telephone for extra men.

3.—When, in the judgment of the constable, more assistance is required than the regular wagon detail, he must use the telephone and specify the number of men necessary. The wagon should in this case always act as for a fast call.

Telephone when duty is completed.

4.—When a wagon is called to a booth and the required duty performed, a report by telephone should be sent to the operator.

Attend general Alarms of fire.

5.—The wagon must respond to all alarms of fire. One of the men accompanying the wagon, will be stationed at the nearest booth, (should there be any in the vicinity) and will

notify the operator that he is ready to receive any calls that may be sent in, and in case one is received, the wagon must respond at once.

When leaving district report from first box.

6.—When necessary for the patrol wagon to leave the station, as for instance to go to the hospital, take an injured person home, convey a reserve to a fire, or dead body to the morgue, etc., the driver should stop at the first booth met with on the return trip, and there report for orders, so that the operator may direct him to another booth, in case of a call during the absence of the wagon from the stables.

Report return.

7.—Drivers must immediately notify the operator of the return of the wagon to the stable after answering a call.

To be careful of keys.

8.—Constables must be careful of their keys; and not let them out of their possession nor lose or mislay them; and will be held accountable for their safety. Whilst on detail they must see that the doors are secure, lock the booths and report any defects noticed. They must keep the booths clear of snow so that they can be readily opened. A snow shovel and broom will be kept in each booth for that purpose.

Clear away snow.

9.—Constables on patrol must send in telephone calls and communicate with the operator from each patrol booth on their beats as often as may be directed during their tour of duty. The operator is to take the name and the number of the constable sending in the call, the time the call is received, and report same in the morning patrol reports.

Telephone calls to be sent in from beat, and recorded.

Box doors to be kept locked.

10.—It is of great importance that the doors of the patrol booths be at all times kept securely closed and locked. When a constable finds a door of a patrol booth open, he must report it to the operator, who will note the fact on the morning report, as well as the name of the constable recorded as having used the booth last, previous to its being found open.

System to be understood.

11.—All members of the force are enjoined to familiarize themselves with the workings of the system. The officers will see that all constables under their command understand it, and, if necessary, when going their rounds, will explain all the required information to the constable on his beat.

When calls are suspended.

12.—During the continuance of a thunder storm no calls will be sent nor will the telephone be used.

Instructions to Operators.

To exercise care.

1.—The operators being in a very large measure responsible for the correct working of the patrol signal system, should, when on duty, be most careful to carry out the instructions laid down for their guidance, as well as for those whose movements, for the time being, they direct.

Keep records.

2.—The Operator must keep a faithful record of all calls and reports received by him during his tour of duty, noting carefully from whom, and the hour when received, upon the report

Answer promptly.

furnished for that purpose. He will answer all calls promptly and in every case give the return signal as ordered.

Report trouble.

3.—When he discovers any trouble on the line or any defect in the apparatus or instruments, he must report it promptly to the Chief Constable's Office, in order that the Electrician may be notified to make the proper repairs.

DRIVERS.

Drivers to be permanent.

1.—Two men will be detailed for permanent duty as drivers for the wagon, one for day and the other for night.

Hours of duty.

2.—The tour of duty for the day driver, will be from 7 a. m. to 6 p. m., and for the night driver from 6 p. m. to 7 a. m.

To alternate.

3.—The drivers will alternate in doing day and night duty every week. During their tour of duty the drivers must remain in the wagon-house.

Responsible for Horses, etc.

4.—The drivers will be held responsible for the proper care of their horses and harness. The day driver must take care of the wagon and appurtenances. In looking after the wagon and horses, the driver will be assisted by the men detailed for wagon duty.

Manner of answering calls.

5.—Every call must be answered with the utmost promptness, and the driver should endeavor to reach the booth by the shortest route and as quickly as is consistent with care-

He will answer every case give the

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ful driving. Horses must not be driven faster than a trot unless in case of a fast call, and every precaution should be taken to avoid accidents.

WAGON DUTY.

Wagon detail. 1.—The men detailed for wagon duty must assist the drivers in any work about the wagon or wagon-house, and during the absence of the driver, they must answer all calls made for the ambulance.

Hours of duty. 2.—Their tour of duty will be the same as that of the driver, during which term they must remain in or near the wagon-house. These men will be under the command of the driver for the time being, unless a superior officer is present.

SIGNALS AND MANNER OF SENDING THEM.

Fast Call, how sent. 1.—**FAST CALL FOR WAGON.** Pull the lever down once. The operator will answer this and the succeeding calls with ONE stroke of the signal bell.

Slow Call, how sent. 2.—**SLOW CALL FOR WAGON.** Pull the lever down TWICE.

Ambulance Call, how sent. 3.—**AMBULANCE CALL.** Move the indicator to Ambulance; pull down the lever ONCE.

Telephone Call,
how sent.

4.—TELEPHONE CALL. Move the indicator to Telephone; Pull the lever down ONCE. The operator on receiving this call, will answer by telephone.

Burglary and
Robbery Call,
how sent.

5.—BURGLARY AND ROBBERY CALL. Move the indicator to 1, pull down lever ONCE. This will be answered by the wagon as a fast call. The operator will notify the driver by telephone where assistance can be obtained with the least possible delay.

Test or Line
Call, how sent.

6.—TEST OR LINE CALL. Move the indicator to 2, pull down the lever ONCE.

Riot Call, how
sent.

7.—RIOT CALL. Move the indicator to 3, and pull down lever ONCE. This call should not be given unless the emergency is so pressing that the telephone call cannot be used. It will be answered by the wagon as a FAST CALL, with a full complement of men.

Fire Call, how
sent.

8.—FIRE CALL. Move the indicator to FIRE, pull down the lever ONCE. The operator on receipt of this call, is to direct the wagon to where the fire has occurred, and also notify the Central Exchange and No. 1 Police Station.

GENERAL DUTY OF THE POLICE TOWARDS THE PUBLIC.

ACCIDENTS.

Assistance to be rendered.

1.—In all cases of accident or illness in the streets, the police are to render every assistance in their power by sending for medical aid if necessary, and removing the sufferers to their homes or to the hospital. The ambulance and patrol wagon are available for this purpose.

Name and number to be given.

2.—The name and number of a constable or sergeant who witnesses an accident must be given to the person injured, or to a friend, if asked for.

Particulars to be reported,

3.—Full particulars of accidents or illness in the streets are to be entered in the duty book and on the morning report.

When fees are payable by the Police.

4.—When the police have summoned medical aid to an indigent person unable to pay for the service rendered, the doctor is to be informed that the department will only be responsible for the fees in the first instance and not for subsequent visits.

ACROBATS.

Not allowed to cause danger or obstructions.

Acrobats performing in the streets are to be cautioned against causing danger, obstruction or annoyance. If they persist in doing so, their names and addresses will be taken and a summons applied for.

ADVERTISEMENTS.

To be noticed and if illegal to be reported. 1.—The police are to notice all bills or placards posted up, and pamphlets or handbills distributed in the streets, and anything of an obscene, immoral, sensual, offensive or obstructive nature, is to be reported to the Chief Constable. If possible a copy of such bills is to be obtained and submitted with the report.

Posting without authority prohibited. 2.—The police shall not post up any bills or notices except by order of the Chief Constable.

ANIMALS.

Not to be permitted to cause danger. 1.—If any one incites or suffers any animal to act on the streets so as to cause danger, obstruction or put in fear any person, horse or other animal, he is to be cautioned to desist, and if he refuse to do so his name will be taken and a summons applied for. If the offence is of a serious nature, such as dangerous wounding, he should be arrested at the time.

If at large to be impounded. 2.—Animals found wandering at large in the streets are to be impounded.

Dead animals to be reported. 3.—Dead animals lying in the streets are to be reported by telephone for removal.

Cruelty to be reported. 4.—Cases of cruelty to animals by drovers or others are to be reported, in order that the parties may be cautioned, summoned, or arrested if it is considered advisable.

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AREAS.

To be Examined 1.—The police are to notice areas and area
grates left open at night and see that parties
are not loitering or concealed therein.

Suspicious
persons arrested 2.—Suspicious persons seen loitering about
are to be cautioned and if they persist in
remaining they are to be arrested.

ARRESTS.

When arrests
may be made. 1.—The police are not to arrest or un-
necessarily interfere with any person unless
some specific act has been committed, by which
the law has been broken. To deprive a person
of liberty is a serious matter and great dis-
cretion is to be used, particularly in cases of
minor importance.

Discretion to
be used.

When arrests
without warrant
must be made. 2.—A constable has the power and it is his
duty to arrest without a warrant any person
committing or attempting to commit in his
presence or within his view, a breach of the
peace, or an offence punishable upon indictment
or summary conviction, also any person he may
find lying or loitering in a highway, yard or
other place during the night, and whom he
has good cause to suspect of having committed
or being about to commit an indictable offence.

Pursuit of
Criminals.

3.—When a constable pursues a person who
has committed an indictable offence, it is his
duty to follow the criminal into any house or
building, after first stating his office and reasons

When forcible entrance is permissible.

for demanding admission, which, if refused, the constable may obtain by force, if necessary to effect the arrest.

Unnecessary force not to be used.

4.—In arresting a person no more force shall be used than is necessary to insure the safe custody of the prisoner, or for overcoming any resistance that may be offered.

ASSAULTS.

Arrests for assault are to be made on a warrant when parties are known.

1.—In cases of affrays in the streets, assaults upon the police, attempt to rescue, or obstruction to the police in the performance of their duty, it is not desirable that persons should be taken into custody at the time if they are known to the police and can be arrested afterwards on a warrant.

When arrests should be made without a warrant.

2.—When persons reside at a known place or residence, it can rarely be a proper step for the police to take them into custody during the excitement of an affray or disturbance, and when resistance by others as well as by the persons themselves may be caused by the attempt to take them into custody. This does not apply to those cases in which it is necessary to take persons into custody in order to put an end to a disturbance or prevent acts of violence being committed. But every peace officer is justified in receiving into custody any person given into his charge as having been a party to a breach of the peace, by one who has or whom such peace officer upon reasonable and probable grounds believes to have witnessed such breach of the peace.

Officers to receive into custody one charged by another.

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Forcible entrance without a warrant not desirable for assault. 3.—When a person escapes into his own residence or lodging or any place where he may be found or traced afterwards, forcible entrance to arrest him then on a charge of assault or the like offence, is not to be resorted to. A warrant is to be applied for as soon as possible.

Witnesses may be summoned to give evidence. 4.—When the police are assaulted and assistance is rendered them, or if the assault is witnessed by persons who will not attend the police court and are known to be able to give any important evidence, the magistrate before whom the case is heard is to be so informed, that he may, if he thinks proper, summon them to give evidence.

Interference between man and wife undesirable. 5.—The police are not to interfere unnecessarily between a man and his wife who are quarreling, unless it is absolutely necessary to prevent serious violence to either party or public disturbance.

When arrests for a breach of the peace may be made without a warrant. 6.—By the revised statutes of Ontario, 1897, Cap. 223, Sec. 497, it is enacted that "In case any person complains to a Chief of Police or to any constable in a town or city of a breach of the peace having been committed; and in case such officer has reason to believe that a breach of the peace has been committed, though not in his presence, and that there is good reason to apprehend that the arrest of the person charged with committing the same is necessary to prevent his escape or to prevent a renewal of a breach of the peace or prevent immediate violence to person or property, then,

if the person complaining, gives satisfactory security to the officer that he will, without delay, appear and prosecute the charge, before the police magistrate or before the mayor or sitting justice, such officer may without warrant arrest the person charged in order to his being conveyed as soon as conveniently may be before the magistrate, mayor or justice, to be dealt with, according to law."

AWNINGS.

Not allowed
to be an obstruction.

1.—If awnings or other projections are set up or continued so as to cause obstruction or annoyance in any thoroughfare, the police are to call the attention of the occupant or proprietor to the case; and if the nuisance is not removed a report is to be made of the case and a summons applied for when necessary.

BATHING.

Where and
when prohibited

1.—It is provided by city by-law that no person shall bathe in the bay, in front of the city, between McNab street on the west and John street on the east, and only before seven o'clock in the morning.

BICYCLES.

Not to be
ridden on the
sidewalks.

1.—All persons are prohibited from riding Bicycles, Tricycles or other form of velocipedes

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on the sidewalks, nor shall any person ride any
bicycle or drive any vehicle at such a rate of
speed on any street, as to endanger or un-
reasonably incommode any person, and the
police will take the names of those found
breaking this by-law.

BROTHELS.

Keepers and
frequenters to be
reported.

1.--The police will observe all places of this
nature on their beats and report the same to
their officers, with the names of the keepers,
and frequenters thereof.

BUILDINGS.

When unsafe
to be reported.

1.--The police will take note of all buildings
structures, erections, etc., that may seem unsafe
or dangerous to the public, and a report there
on will be sent to the proper quarters.

BURGLARY.

What Consti-
tutes.

1.--The breaking into or breaking out of
occupied premises between the hours of nine
p. m. and six a. m. constitutes the offence of
burglary.

When Comi-
mitted how to
act.

2.--When a burglary has been committed
a superior officer is to proceed at once to the
premises, and obtain all the particulars as to
the entry, description and nature of the property
stolen, and also as to any suspicious persons

seen loitering near. If necessary these particulars are to be telephoned at once to all the stations.

Enquiries to
be made.

3.—Immediate enquiries are to be made in the neighborhood, and any clue which may be obtained is to be followed up by the detectives with a view to discover the thieves and recover the property.

Particulars to
be reported.

4.—The full particulars are to be entered on the morning report, in the following order :—

1.—The hour and place.

2.—Name and address of proprietor or occupant.

3.—The property stolen, accurately described.

4.—The estimated value.

5.—The circumstances and manner in which the offence was committed, and names and descriptions of offenders if known or suspected.

6.—Remarks and explanations.

7.—Police Constable on beat.

8.—Whether forwarded to stations and at what time, and by whom.

When special
precautions are
advisable.

5.—Burglaries of stores in which there are valuable goods, such as silks, jewelry, etc., are frequently committed between Saturday night and Monday morning. Special measures of precaution should therefore be taken by the owners; extra vigilance observed by the police

at these times ; also on holidays and during processions when thieves are very often successful in entering shops and houses unnoticed. When it may be desirable to place constables on special duty over any particular locality or premises, the Chief Constable's sanction must be obtained.

CABS.

By-laws to be enforced.

1. --Copies of the by-law to regulate cabs and other licensed vehicles for the conveyance of persons or goods and merchandise in the city, will be furnished to the police, and they are to be particular in enforcing the provisions of such by-laws.

Drunken persons not to be induced to pay fares.

2.—In the event of cabmen bringing drunken persons to the police station and charging them with nonpayment of cab hire, the officer on duty will direct the cabman to attend police court the following morning upon the investigation of the case before the police magistrate ; and constables are on no account to induce drunken persons to pay cabmen any money for cab hire.

Special attention to be given to cab stands.

3.—Constables on duty in the vicinity of cab stands are to pay special attention to the conduct of cabmen on the stand, on which they are not to allow more than the regulated number, and they are to report all cases of misconduct, absence from cabs, drunkenness or incivility by drivers, and to pay particular attention to careless or furious driving.



MICROCOPY RESOLUTION TEST CHART

(ANSI and ISO TEST CHART No. 2)



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Duties of the
Police in respect
to cabs.

4.—The police shall make themselves acquainted with the provisions contained in the by-law for regulating cabs etc., and they shall see that these regulations are adhered to by the owners and drivers of cabs. They shall frequently inspect the cabs on their stands, personally seeing the driver of each cab, and reporting to the Chief Constable, anything that may require his interference.

Bills for cabs.

5.—Cab bills incurred for conveying prisoners to stations will be made out at the time by the officer on duty, when the prisoner is brought to the station, and presented for the signature of the police magistrate upon the disposal of the case.

Police to pay
fares.

6.—Police constables will render themselves liable to punishment, if not dismissal, who suffer themselves to be conveyed in cabs and carriages without paying their regular fare, or who shall place themselves under obligations to cabmen, who are in so many respects subject to the control of the police.

Carriage duties
at theatres etc

7.—The police on duty regulating carriages at theatres, etc., are not to interfere unnecessarily, and when they do interfere, it is to be done firmly, and civilly and not in a tone or manner calculated to give offence or provoke resistance.

Report on
numbers.

8.—The police are to report all damaged or disfigured plates or numbers and to see that the numbers are not covered or concealed.

Obstructions
of sidewalks.

They are also to prevent cab drivers from standing together upon the sidewalks or causing any obstruction or annoyance.

Property left
in cabs, how
treated.

9.—When property left in cabs is brought to a police station, it is to be examined in the presence of the cabman, and a particular description of it taken and entered in the occurrence book, and every precaution taken to prevent any misunderstanding or discrepancy between the property delivered to the police and that handed over to the owner.

CARRIAGES AND CARTS.

(See Vehicles).

CATTLE.

(See Animals).

CHARGES.

To be laid in
prisoners pres-
ence.

1.—When prisoners are brought to police stations and charged with any offence, the statements of persons charging, of witnesses and of police, are to be made to the officer on duty, in the presence and hearing of the prisoners.

Reasonable
grounds to be
ascertained.

2.—The officers on duty at a station are, before receiving a charge to ascertain that there is reasonable ground for preferring the complaint against the accused, and unless the

circumstances be such as to entitle the accuser to be believed (especially if the accused party is known and can be proceeded against by summons) he is not to be detained in custody.

An assault on a Constable to be investigated.

3.—Charges by constables of assaults on themselves or of obstruction in the execution of their duty, are to be strictly investigated at the station, and arrests discouraged, especially when persons are known, who can be summoned.

Complainant only in serious cases to be enquired of.

4.—When a person is brought to the station accused of having committed an offence, and there is reasonable ground for preferring the complaint, inquiry is only to be made of the person who prefers it, and is not to be made of any other persons, although they may be cognizant of the facts and may be heard as witnesses in a subsequent stage of the proceedings before the magistrate. For this purpose their names and addresses, if they are in attendance at the station, are to be entered on the charge sheet.

The Constables evidence to be corroborated.

5.—The officer taking a charge which appears to rest on the evidence of one constable is always to make enquiry whether there are any other witnesses in the police force or not or other corroborative evidence; and if so, the additional witnesses are to be summoned to attend before the magistrate.

Police to procure necessary witnesses.

6.—Each constable concerned as a witness or otherwise in a charge, is to bring forward the necessary witnesses and to use all exertions

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to have the facts and circumstances of the case fully and impartially stated, and to afford every facility to the magistrate in carrying on the investigation at each hearing, if the case is remanded from time to time.

When a detective shall be employed.

7.—In all charges of a serious nature in which special inquiries are necessary to be made, a detective officer will be employed.

8.—When a person is brought to a police station for any alleged offence and from any cause the charge is not received, an entry of the particulars is to be made in the report of the officer on duty at the time.

Charges against Constables to be in writing.

9.—Charges against members of the force for misconduct or breach of the regulations must invariably be in writing and an opportunity will be afforded to the persons charged to reply to the charge, which reply or explanation must always be signed by him.

CORONERS' WARRANTS.

Report to superior officer.

1.—In all cases when the services of a Coroner is required the Constable instead of notifying the Coroner shall report to his superior officer.

Where only received.

2.—When a coroner's warrant is received, an entry of such warrant shall be made in a book kept for that purpose, with the time of its being received.

Enquiry to be made subpœnas etc., will be issued.

3.—Enquiry is at once to be made into the circumstances of the case and the result reported to the coroner whose warrant is filed, together with the names of those persons who may be required as witnesses. Upon receipt of this information the coroner will issue blank summonses for the jury and the necessary subpœnas.

Action not to be taken till the Coroner issues forms.

4.—The warrant will then be despatched to the station, from which a constable is to be detailed to summon the jury, but no action is to be taken in this respect unless the necessary forms are issued by the coroner for summoning the jury.

When a second warrant may be received.

5.—If a second warrant should be offered for the same case, it will not be received unless the first warrant has been withdrawn or an inquest held.

COMPLAINTS.

Complaints to be taken down in writing.

1.—The statement of any person making a complaint against the police at a police station, is to be taken down in writing and submitted to the Chief Constable. The complainant may be requested to sign the statement.

Complaints not to be referred from one station to another.

2.—Persons wishing to make a complaint are not to be referred to any other station. When a person comes to a station to make a complaint against the police, the officer on duty is to take down the statement in writing at once, without referring the person complaining

to any other station. He will then forward the complaint to the Chief Constable.

3.—In all cases of complaint made against police, the officer receiving the complaint is to ascertain from the complainant whether he is willing to make his charge before the Commissioners should it be deemed necessary to send it there.

DEAD BODIES.

Removed to Morgue, etc. 1.—Dead bodies of persons found on the streets or in the bay, are to be removed to the Dead House or to the nearest public house or other place where they can be received, should there be just cause for not removing them direct to the dead house.

Bodies to be covered. 2.—When a dead body is conveyed to the dead house or other place by the police, the face is to be covered.

When Medical aid is to be summoned. 3.—When a body apparently dead is in the hands of the police, medical aid is to be sent for as soon as possible, unless without doubt life is extinct.

Description to be taken down. 4.—In cases where persons are found dead and not identified, a full description of the body, dress, etc., is to be entered in the Occurrence Book of the nearest station, and forwarded to the other stations.

When bodies may be photographed. 5.—When dead bodies are found and not identified, the Chief Constable may order a

photograph to be taken, with a view to proving future identity, if such a course be deemed desirable.

DEPOSITIONS.

Depositions to be read before signature.

1. —The police are not to sign a deposition at the police court, unless previously read over to them and known to be an accurate statement of their evidence.

Notes of evidence to be made and kept.

2. —When police are concerned in cases sent for trial, notes of evidence given by them in the depositions before the committing Magistrate are to be made and kept, in order that they may refresh their memory before being called upon to give evidence at the trial.

DISTRAINT OF GOODS.

When police may intervene.

1. —In cases where a distraint is made for non-payment of rent or any other cause or disputes arise between persons as to ownership of property seized under legal process, the police are not to give assistance to either or interfere between them on any pretence whatever; nor to enter the house or the premises unless it is necessary to prevent an immediate breach of the peace or to quell a disturbance that has actually arisen; and they are on such occasions merely to take offenders into custody, as they are authorized by law to do.

Constables are not to leave their beats.

2.—Constables are not to leave their beats for duties of this kind. Should they be applied to for that purpose they are to explain to the party that they cannot do so, and refer him to the nearest station.

Aid to be sent from the station

3.—The officer on duty at the station is, when satisfied that the aid of the police is required, to grant such as appears necessary.

DOGS.

By-laws to be enforced.

1.—The police will assist in enforcing the provisions of any by-law or legislative enactments with reference to dogs, copies of which they will be supplied with.

Driving and Riding.

When immoderate to be prevented.

1.—Furious or immoderate driving or riding with any Vehicle or Bicycle in the streets, parks, etc., is contrary to law, and should be prevented by the police who are to take the names of the offenders that summonses may be issued.

When arrests may be made.

2.—If necessary to prevent danger at the time, the constable is to arrest the person offending, as for instance, in cases of drunkenness.

Drunken Persons.

1.—When the interference of the police becomes necessary, a drunken person may be taken into custody, but under no circumstances is a police constable to leave his beat to conduct such a person to his home or elsewhere, except by the order of an officer.

May be arrested

Constables on beat not to escort drunken people home.

2.—Persons under the influence of liquor who are able to take care of themselves and do not act in an unseemly or disorderly manner in the streets, are not to be arrested unless it should appear that they are likely to be robbed, assaulted or frost bitten.

When able to take care of themselves and act properly not to be arrested.

3.—Persons are sometimes found insensible in the streets, in reality suffering from apoplexy or other natural causes, the symptoms of which give them much the appearance of persons under the influence of liquor. In all such cases the first thing to do is to try and arouse them by gently shaking them; if that fails the neck cloth and collar are to be loosened and the head raised a little, by which means breathing is made easier; and care must be observed in conveying persons apparently drunk or insensible to the station.

When only apparently drunk how treated.

4.—Drunken prisoners are to be visited and spoken to in the cells every half hour, and if they become insensible and cannot be aroused medical aid is to be sent for.

To be visited in cells.

ELECTIONS.

Peace to be preserved.

1.--Officers in charge of the force shall, on the occasion of an election or political meeting detail a sufficient number of men to preserve the peace and repress disorder.

Police to keep together.

2.--The police on these occasions shall keep together, apart from the crowd, and be careful not to interfere unnecessarily.

Right to vote but not to use their position.

3.--It is to be understood that while the police may exercise their right of voting like other citizens, they are not to use their positions as constables to influence elections or political conventions.

ELECTRIC LIGHTS.

When out be reported.

1.--The police are to notice and report any of the street lamps or electric lights that are out of repair or not properly lighted and cleaned, and information of any defect in this respect is to be reported to the proper authorities who have control of the street lamps.

EVIDENCE.

Accuracy to be strict.

1.--The police are to give evidence with the strictest accuracy; questions of the highest interest are decided and the administration of justice must in a great measure depend on the trustworthiness of their evidence

- Close observa-
tion to be habi-
tual. 2.—They are habitually to make accurate
observation of all matters relating to duty
that they may be able if required to state all
the circumstances.
- Notes to be
taken. 3.—Notes should be made by them at the
time of the particulars of a case to refresh the
memory if called on to give evidence.
- Suppression
or over-state-
ment to be avoid-
ed. 4.—They are not to suppress or overstate
the slightest circumstance with a view to favor
one person, or from ill will to either side.
- Result to be
immaterial. 5.—They are to endeavor as far as possible
to feel indifferent as to the results of cases and
they perform their duty best by stating accur-
ately and without malice or favor all the
particulars they know.
- When animus
should not be
apparent. 6.—When the police are sufferers from injuries
received and are giving evidence against those
whom they believe to be guilty, it is especially
necessary that they should not allow any
feelings or wishes as to the decision of the case
to influence them.
- Weight of
evidence. 7.—Greater weight will always be given to
the evidence of police if they state fully and
without passion all they know and make it
evident that they are speaking the whole truth.
- Withold noth-
ing. 8.—They are to be especially careful to state
all they know upon the first occasion for if they
afterwards add to their evidence in any material
point it is naturally looked upon with mistrust
and open to suspicion either as to accuracy or
veracity.

Untruthfulness involves dismissal.

9. -Any of the police who wilfully depart from the truth are utterly unfit for the service and will be immediately dismissed.

Keep to the point.

10.--The police are not to enter into conversation or statements when before a magistrate upon any matter except such as the charge under investigation makes it their duty to mention.

Unsatisfactory evidence to be reported.

11. -If the police give improper or unsatisfactory evidence or any remarks are made respecting the evidence of police by judges, magistrates or juries, the sergeant or officer present, is to report full particulars to the Chief Constable the following morning.

EXPENSES.

An account to be kept and vouchers produced.

1.-In cases where expenses are incurred by police employed on ordinary or special police duty an accurate account of all such expenditure is to be kept by the police officer incurring the expense, and vouchers shewing the full particulars of each item are to be handed as early as practicable to the Chief Constable, who is to certify that each amount, expended or charged, is necessary and reasonable.

FIRES.

First duty on discovering a fire.

1.-When a constable discovers a fire he is to give an immediate alarm to the inmates of

the house and the neighbors, and then hasten to the nearest box and sound the fire alarm, remaining a while to direct the firemen to the spot.

Officers to attend fires and certain constables.

2. -Upon any alarm of fire it becomes the duty of the nearest officer to repair to the spot, render all assistance in his power, take control of the police assembled, and send for such assistance as may be necessary. A certain number of men shall be instructed to leave their beats to do duty at fires to which they are to proceed as quickly as possible.

Ground to be kept clear.

3. -The police are to clear the street or ground in the immediate vicinity of the fire of all persons not usefully employed, taking care that all the adjoining streets as far as may be practicable are kept clear of all obstructions by crowds or vehicles etc., so that the arrival of the firemen may not be delayed or those on business obstructed. The police will be furnished with ropes which they shall extend across the streets in order to facilitate the keeping clear of the necessary space in the vicinity of the fire.

Exposed property to be protected.

When, and to whom given admission,

4. -The police shall be vigilant in protecting property left exposed and only permit respectable people to enter a house in order to save life or property.

Particulars to be reported.

5. -The particulars relating to all fires must be entered in the morning report.

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FIRE ARMS.

By-laws to be enforced.

1.--The police shall enforce the provisions of the by law with reference to bon-fires, discharging fire arms, etc., within the city: also the provisions of the criminal code, (Sec. 106-110) against the improper use of fire arms.

FOOD.

When unfit for consumption to be reported, not to be thrown on the street.

1.--If the police observe any meat, fish, fruit, vegetables, etc., apparently unfit for consumption as food, sold or offered for sale, in the streets, by any person, the names and other particulars are to be obtained, and a report made. If Hawkers of fish, etc., throw the filth or refuse in the streets they are to be summoned.

GAS LAMPS.

(See Electric lights.)

Gambling and Gaming Houses.

Suspected houses to be reported.

1.--The police shall particularly note all suspected gambling houses, which are to be reported to the officer in charge.

HOOPS.

Not to be trundled on the streets.

1.-- The attention of the police is called to boys trundling hoops in the streets, parks or thoroughfares, where accidents or danger to

passengers may be caused. All children trundling hoops in the streets, are to be cautioned against doing so, and if they persist in rolling them after a caution is given, the hoops may be taken from them.

HORSES.

Not to be left untied.

1.--Constables are to be particular in noticing that horses are not left standing in the streets without being tied; the attention of the owner must be called to the neglect at once, and if necessary he must be summoned.

Ill Fame, Houses Of.

(See Prostitution.)

INDECENT OFFENCES.

Obscenity in public involves arrest.

1.--A constable should arrest any person who in any thoroughfare or public place, exposes to view any obscene print or exhibition or who wilfully, openly or obscenely exposes his person. Charges of exposing the person are not to be lightly made, especially if it is supposed there is no improper motive,

When a report shall be made.

2.--The police will report to the Chief Constable any obscene prints or pictures, etc., exhibited in shop windows or for sale in a shop. If supposed immoral bills or books are offered for sale, copies are to be obtained, which,

together with the addresses of persons selling them, and their employe's, are to be submitted to the Chief Constable for directions.

INDICTABLE OFFENCES.

What constitutes.

1.—Indictable offences consist of those crimes which, upon conviction, would render the person committing them, liable to death, or imprisonment in the Penitentiary, Central Prison, Reformatory or Common Gaol, such as murder, rape, manslaughter, arson, burglary, robbery, theft, and wounding, are some of the principal offences and all others which the Police Magistrate cannot Summarily dispose of.

INSANE PERSONS.

To be arrested when at large.

1.—The police are to arrest and charge before a magistrate any person who is evidently insane, who is found wandering in the streets and not under proper control.

Not when under control of friends.

1.—If the police are called on to take into custody an insane person who is under the control of friends, they are not to do so, but are to refer the persons applying to a magistrate or the mayor.

Assistance to be afforded.

3.—If an insane person becomes violent and likely to injure himself or his friends, the police may assist in restraining him until the authorities can be communicated with.

INQUESTS.

- Duties of constables in attendance.** 1.--The constable officiating at an inquest is to assist the Coroner and preserve order. He is to remain in attendance until the coroner leaves and he is to report the result of the inquiry.
- To preserve order.** 2.—The constable is not bound or authorized to assist the coroner further than by preventing a breach of the peace, if the coroner is obstructed in the performance of his duty.
- Legal powers of a Coroner.** 3.—The coroner has by law, the right to do all acts which are necessary to enable him to hold his inquest on the view of the body, and as incidental to this right he could break open doors to get at the body, and those who obstruct him in doing so are guilty of an offence, and a police constable who is present is bound to protect him, but only in the same way and for the same reasons as he is bound to protect any other person who is exercising a lawful right whether it be a bailiff, who is distraining, or the sheriff or his deputy who is hanging a man. Beyond this the constable as such has no right or duty.
- Cab hire at inquests.** 4.—Constables are not to incur any expenses for cab hire etc., in connection with coroners' inquests, except by order of the coroner.

KEYS OF PREMISES.

- Not to be held by Constables without permission.** 1.—The police are forbidden to receive from any inhabitant or other person, or have in their

possession, any skeleton or other key, for the purpose of visiting a house or premises for protection or calling up any one, without the permission of the Sergeant, who will report the matter to the Chief Constable. When keys are left in the doors of premises and taken possession of by the police, the owners are to be notified as soon as possible.

KITES.

Not to be flown on streets etc.

1.—The police are to prevent boys flying kites on the streets, parks or other public places, where danger or annoyance is caused.

LEGAL AID.

When required a report to be made.

1.—In cases in which it is necessary to procure legal aid, a report of the circumstances of the case is to be made to the Chief Constable.

No recommendations permitted.

2.—No member of the police force is to recommend to a prosecutor legal assistance or a particular counsel in any case, or interfere in any way with procuring the same, either for prosecutor or prisoner.

LOST CHILDREN.

To be brought to station.

1.—When a child, who is unable to tell where it lives, is found, and brought to a police station, a description of the child is to be at once forwarded to all stations by telephone.

Supplied with refreshments.

2.—If the child is not claimed within a reasonable time, necessary refreshments is to be given to it and charged.

To be taken home or friends notified.

3.—When children found are able to state where they live, they are to be taken home by the police or a message sent to the parents without loss of time.

MALICIOUS INJURY.

To be prevented by all means possible.

1.—The police will do all in their power to prevent wilful or malicious injury to property such as defacing houses, fences, signs, etc., damaging trees, flowers, lamps, letter boxes, etc., etc., and will deal promptly with any one caught attempting to do so, by arrest or summons as the case may require.

MEETINGS, POLITICAL.

(Sec Elections.)

MISSILES.

Stone throwing etc., prohibited.

1.—The attention of the police is called to the dangerous practice of boys throwing stones and snow balls in the street. Missiles of any kind are not to be thrown by catapult or any other means. Persons breaking the law in this respect are to be summoned.

NEWSPAPERS.

What information to be withheld from the press.

1.--The police are not to give any information whatever to persons connected with the press relative to duties to be performed, or orders received, or communicate in any manner with the editor of newspapers on police matters without the consent of the Commissioners or Chief Constable. The officers are to cut out and submit to the Chief Constable any extract bearing upon the Hamilton Police Force, or the conduct of any individual in it.

What may be given and by whom.

2.--On reporters for the press soliciting information there can be no objection to the officer on station duty verbally communicating to them the number of arrests that have been made and the charges, but in cases when, by the publication of information, the ends of justice are likely to be prejudiced, information is to be withheld.

NUISANCES.

To be reported.

1.—The police shall report all deposits of garbage, filth, dead animals, stagnant water, and other things prejudicial to health, that come under their notice, and steps must be promptly taken for the removal of all nuisances causing obstruction, inconvenience, annoyance or danger to the public.

OPEN AIR PREACHING.

Permissible if not obstructive. 1.—The police shall not interrupt or in any way interfere with persons preaching in the open air, unless actual obstruction of the public thoroughfare be caused at the time, or some specific nuisance to the public or persons residing at the spot is thereby occasioned.

How to treat offenders. 2.—Persons committing such offences are to be civilly requested to move away, and in the event of their refusing to do so, their names and addresses are to be taken down and reported.

PARKS.

To be protected from injury. 1.—The police on duty in parks shall enforce the provisions of the by-law governing the same and do all in their power to protect the trees, shrubs, grass, seats, etc., from injury.

PICKPOCKETS.

To be closely watched. 1.—The police will watch closely the movements of persons suspected of being pickpockets when seen in the vicinity of crowds and if there is any reason to justify their arrest they are to be taken into custody.

PEDLERS.

To produce license under pain of arrest. 1.—Persons peddling goods, wares or merchandise, must have the license required by law,

which they are to produce on demand by any police officer or constable; and any person found peddling who shall neglect to produce his license, may be detained until he can be served with a summons, for his offence. This does not apply to persons who are peddling or disposing of goods manufactured in the city.

POLICE COURT.

Respect to Magistrate. 1.—The police shall observe the utmost attention and respect toward the Police Magistrate at all times.

Avoid conversation. 2.—The police shall not enter into conversation with or make statements when before a magistrate except as evidence or respecting a case under investigation.

Money payable only to clerk. 3.—Money or fees of any kind are not to be received by police at police courts; such moneys are to be received only by the police clerk.

Punctuality and neatness to be observed. 4.—The police concerned in cases for hearing at police courts are to be punctual in attendance at the hour for transacting business and be properly dressed, clean and neat in appearance.

Non-appearance of a prisoner to be explained. 5.—If a prisoner, prosecutor or material witness, through drunkenness or other cause, is unfit to appear in court, a report to that effect is to be made to the presiding magistrate before the individual appears in the court. The communication is to be made by the officer on duty in court.

Order to be
observed in and
around court.

6.—Strict order and decorum is to be observed at police courts, and the passage and seat approaches are to be kept clear and free from obstructions.

POSTAL BOXES.

Supervision of
Street letter
boxes to be kept

1.—The police shall keep a close supervision over all street letter boxes, and see that they are not tampered with, either for the interception of letters, or to injure the tell-tales, etc. If there should be reason to anticipate an attempt of either kind a watch should be set to discover the offender.

PRISONERS.

Unnecessary
violence to.

1.—In apprehending a person and making him or her a prisoner, no more violence is to be used than is absolutely necessary for the safe custody of the prisoner. In conveying persons arrested to the station, crowded thoroughfares are to be avoided as much as possible, and the prisoners taken along the back streets, where obstruction or annoyance is less likely to be caused.

To be avoided
also crowded
streets.

Mode of
arrest.

2.—The usual plan is to seize the arm and keep hold until the prisoner is in the station to prevent the possibility of escape. When a prisoner is once in custody he is not to be released except by direction of a magistrate or on the responsibility of an officer in charge of a police station.

To be
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Resistance to be overcome.

3.—If a prisoner resists, the constable is bound to struggle with and overpower him, but not to injure him unnecessarily.

When and how the baton may be used.

4.—If the constable is likely to be overpowered he may draw his baton and use it, taking care to avoid striking anyone on the head; the arms and legs should be aimed at to disable a prisoner, as parts of the frame least likely to suffer serious injury. But these extreme measures are only to be resorted to where all other attempts have failed.

When handcuffs.

5.—Prisoners who are very violent or who are charged with very serious offences, are if necessary, to be handcuffed, to prevent danger or a possibility of escape.

Remanded prisoners not to be confined in police station.

6.—Prisoners under remand are not to be confined at a police station. Should a magistrate or other person in authority desire a prisoner to be remanded to a police station, he is to be informed that the cells are unsuitable for prolonged confinement of prisoners.

To be made comfortable consistent with safe custody.

7.—Prisoners are to be made as little uncomfortable as possible, safe keeping and not punishment being the object during the time they are in custody of the police.

Not to be taunted.

8.—No conversation is to be held in the hearing of prisoners, nor is improper language or taunting remarks to be used towards them.

To be brought promptly before magistrate.

9.—Prisoners, if not in an unfit state from drunkenness or other cause are to be at once

taken before the magistrate, if the police court is open, but if not open then at the earliest subsequent opportunity.

When the money may be expended for subsistence.

10.—Necessary refreshments for prisoners may be purchased out of money taken from them, providing the charge against them does not relate to the money. The amount expended for refreshments is to be entered in the receipt book; but no intoxicating liquors except in special cases shall be supplied to prisoners.

A solicitor to have access privately.

11.—A solicitor authorized to act for him is allowed to communicate with a prisoner in custody of the police at a station. Facility as far as practicable is to be given, that the communication may not be overheard by anyone; but care is to be taken that the prisoner shall not escape and if necessary for that purpose one of the police may keep the prisoner in sight during the communication.

Confessions not to be extracted.

12.—When a person is brought to a police station and charged with an indictable offence the officer on duty is not to suffer any statement in the nature of a confession to be extracted from the person charged, either by the police or by any other person.

Cautioned against statements.

13.—Prisoners are to be cautioned by police that any statement they make will be given in evidence against them.

Inducements under statement invalid.

14.—Any promise or inducement held out to a prisoner by which he makes a statement to a constable or other person in authority or to

a person directly injured by the crime renders the statement inadmissible as evidence against him. Any confession or statement, however, made by the accused to the constable or other person without such promise or inducement (and after being cautioned as above) is admissible as evidence against him, but a constable should not endeavour to lead a prisoner to make statements or question him about the offence.

Statements to be written down.

15. — A statement made by a prisoner charged with any serious offence at a station is to be accurately written down by the officer on duty and reported to the magistrate who hears the case.

To be visited frequently.

16. — Prisoners are to be visited in the cells at least once every hour and if drunk once every half hour, and in the latter case to be spoken to and aroused on each visit.

When medical aid should be sent for.

17. — If prisoners are insensible or appear to be ill or injured in any way, although they do not complain, a medical man is to be sent for immediately. This course relieves the police of responsibility and it is to be observed on all such occasions.

To be transferred from one station duty man to the other and personally inspected.

18. — Each man before commencing his tour of duty in charge of No. 3 Police Station will on each occasion receive from the man whom he relieves a statement of the number of persons then confined, and in company they are to visit the cells and make a personal inspection

of each prisoner. The men for their own security ought to see that the prisoners are in a proper state when they commence their tour of duty.

SEARCHING.

When charged with an indictable offence to be searched.

1.—Prisoners charged with a serious offence are to be searched with a view to discovering evidence bearing upon the charge.

When counterfeits cannot be searched at place of arrest, what should be done.

2.—Persons suspected of making, uttering or having in their possession counterfeit coin, should be searched immediately at the place where taken into custody, when the circumstances admit of it being done. If the search cannot then be made precautions are to be taken to prevent the prisoners getting rid of base coin or other evidence of guilt before being brought to the police station, and when brought to the police station they are to be immediately searched.

Search for stolen property permissible.

3.—Persons reasonably suspected of having or conveying in any manner, anything stolen or unlawfully obtained may be searched.

Incapable persons may be searched.

4.—Prisoners insensible from illness, drunkenness or any other cause are to be searched, solely, for safe custody of their property and its return to them.

Dangerous weapons may be taken away.

5.—Prisoners who are drunk and riotous or known or suspected to be dangerous are to be searched for the purpose of depriving them of

arms or weapons by which they might make their escape, or inflict injury on themselves or those about them.

Search to be effectual.

6.—When prisoners are searched it is to be done so effectually that all instruments or articles of property which they ought not to retain may be taken from them.

Unsearched persons to retain their own property.

7.—When a prisoner is not searched the officer taking the charge is to leave in his hands any article of property found in his possession.

Entries to be made of property in charge of police.

8.—When prisoners are searched or deliver their property for safe keeping every article of value taken from them is to be distinctly entered in the receipt book and in the copy given to the prisoner; The same rule is to be observed when prisoners are searched before their arrival at the station.

Mode of disposing of prisoners after court.

9.—The following order is in future to be adhered to; On the adjournment of the police court the officer in charge of the court after getting the committals will fall in the prisoners in presence of the escort and call the roll of them. He will then give directions as to handcuffing them, superintending the same personally. All dangerous criminals are to be taken personal charge of by constables and conveyed from the lock-up to the wagon, (not in a body but one by one, or two if handcuffed together) in the personal charge of a constable. The officer is to inspect them again when in the wagon counting them over and will himself

see them driven off under a proper escort, an escort of sufficient strength, handing over to one of the escorts the committals.

When a prisoner is to be set at liberty.

10.—If the authorities of the prison refuse to receive a prisoner, committed by the magistrate he is not to be set at liberty until a report is made to the Chief Constable, and to the Magistrate by whom the prisoner was committed.

PROPERTY.

When found how treated.

1.—All articles of property found by the police or given to them by the finder, are to be handed to the officer on duty at the station by whom full particulars are to be entered in the occurrence book and the property sent at the earliest convenience to the Store Room, and an entry made of it in the unclaimed property book, except such articles as from their bulk or other cause can not be deposited in the store, which will be under the charge of the Sergeant Major until claimed or otherwise disposed of. The Constable in charge of a station will hand over to the relieving officer every article of property received by him during his tour of duty, and then remaining in his possession, calling his attention specially to articles of apparent value, whether the property of prisoners or otherwise.

When given up.

2.—Unclaimed property found by persons unconnected with the police and deposited at the police station, may, after the Chief Constable's

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authority has been obtained, be delivered up to the finder on application at the expiration of six months.

Rewards not to be published.

3.—The police shall not interfere in publishing any reward for the recovery of lost property, nor is a reference to be allowed for the payment of the reward in such cases to any of the police stations; but the Chief Constable may, if he consider it desirable, cause a description of property lost, found, stolen or supposed to be stolen, to be advertised in the newspapers.

When not to interfere.

4.—The police shall not interfere in any case of dispute as to ownership of property seized under legal process.

Receipts to be taken.

5.—A receipt is to be taken for every article of property given up to parties by the police whether lost, found, stolen or taken from prisoners.

PROSTITUTION, HOUSES OF

Measures for suppression to be taken.

1.—The Sergeants shall be diligent in enforcing all legal measures for suppressing houses of ill-fame and assignation, and constables on the beat are to be instructed to take note of all such places, reporting the result of their observations to their superior officers. Prostitutes cannot legally be taken into custody because they are such. To justify their arrest they must commit some distinct act which is an offence against the law. All suspected pros-

When prostitutes may be arrested.

titutes on the streets at night can be arrested unless they can give a satisfactory account of themselves.

PUBLIC HOUSES.

License laws to be enforced.

1.--It is the duty of the police to see that the several provisions of the liquor license laws are enforced within their jurisdiction.

Police may enter licensed premises at all times.

2.--A constable may at any time enter on any licensed premises in the "execution of his duty" or other houses, or place of public entertainment or into any shop, warehouse, or other place where refreshments or liquor are sold or reputed to be sold whether under license or not; and any person being therein or having charge thereof who refuses or after due summons fails to admit such officer or constable or inspector into the same, or offers any obstruction to his admission thereto, is liable to a penalty for every such offence.

When right of entry to be exercised.

3.--The right to enter into any licensed premises is not to be demanded or acted on unless the constable has reasonable grounds for believing that a violation of the law is at the time going on. In general, a constable is not to enter a public house, except by the direction of or in company with his superior officer.

Not to ask for or take liquor on duty.

4.--It is strictly forbidden that the police on any occasion when visiting a public house in the execution of duty should ask for, take, or buy any drink except in the event of being

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furnished with meals or refreshments under the command of an officer while engaged on any special duty; and every constable who procures or receives any such refreshment except under the above circumstances will be severely punished.

RIOT ACT.

1.—A copy of the riot act is here inserted in order that it may be at hand in the event of its being required by the magistrate. (Riot Act, 27 Geo. III. cap. 15.)

PROCLAMATION.

Form of proclamation.

Our Sovereign Lady the Queen chargeth and commandeth, all persons being assembled, immediately to disperse themselves and peaceably to depart to their habitations or to their lawful business, upon the pains contained in this act relating to high treason, to tumults and riotous assemblies, and to other offences. God Save the Queen.

SESSIONS.

Police to be punctual.

1. —A constable having to attend at sessions is to parade on the morning of the day on which he is to appear, sufficiently early to enable him to arrive at the court at the hour

at which he is notified to appear, and on each subsequent day so long as the trial lasts at the hour appointed for the opening of the court.

Produce all 2.—He is to be prepared to produce in court papers, &c. all necessary papers or property relating to the case in which he is concerned.

Appea. in 3.—Every constable attending sessions uniform. as witness or prosecutor or in any other duty is, to appear in proper uniform except allowed to wear plain clothes. Great coats are not to be worn in the witness box.

Demeanor. Con- 4.—The police when giving evidence at police duct, etc., in the courts and sessions are to stand in an upright witness box. respectful manner, speaking calmly and explicitly in a clear distinct and audible tone so that the court and jury may easily hear them. They are to confine themselves strictly to evidence in the case before the court and be prepared with any notes of the circumstances which they may have made at the time of their occurrence ; keeping also constantly in mind the depositions which they signed before the magistrate, with which their evidence at the trial should exactly agree, unless to correct manifest mistakes. They are not to use any low or cant expressions. They are not to refer to any former convictions against the prisoner unless called on by the judge or magistrate to do so. When cross-examined by counsel for the prisoner they are to answer with the same readiness and civility as when giving evidence in support of the

charge, remembering that the manner and insinuations of counsel are not to affect them, and that the ends of justice will be best forwarded by their showing a desire simply to tell the whole truth whether in favor of or against the prisoner.

Disposal of
Property subject
to order of court

5.—If any question is raised during or after a trial as to the party to whom any property in the hands of the police should be given up, application is to be made by the police concerned at once to the magistrate to make an order respecting the disposal of such property. If such order be not made a full report of the circumstances with names and account of any person claiming the property is so be made to the Chief Constable.

Receipt to be
taken.

6.—In all cases of property given up to any person by the direction of the judge, a receipt numerating each article is to be taken by the police.

Witness, etc.,
to be kept ready
to appear.

7.—After a true bill has been found the police concerned in a case are to endeavor as much as possible to keep the prosecutor and witnesses together ready to appear in the court at any moment the case may be called on; and the police are not to leave without permission from the proper officer of the court, and the other witnesses are, as far as possible, to be prevented from doing so.

SIDEWALKS.

- Loiterers to be moved on. 1.—The police shall see that the sidewalks are not obstructed by persons loitering thereon to the inconvenience of other pedestrians. Whenever three or more persons obstruct the sidewalk they shall be courteously requested to move on and if they unreasonably persist in remaining, they may be arrested. The police must use discretion and forbearance in this respect, especially towards strangers and respectable persons who may meet casually and stand talking for a short time.
- Discretion to be used. 2.—Goods and merchandise are not to be exposed for sale in such a way as to obstruct the sidewalk by occupying more than two feet thereof. Persons infringing on this regulation are to be cautioned and if necessary summoned.
- Goods not to be an obstruction. 3.—Sliding or skating on a sidewalk is forbidden, and is to be prevented as far as possible.
- Skating prohibited. 4.—The sidewalks are not to be obstructed by persons wheeling, handcarts, barrows, trucks, drawing sleighs, carrying iron bars, rods, etc., especially on crowded thoroughfares.
- Handcarts etc., not allowed. 5.—Orange and banana peel lying on the sidewalk should be removed to the gutters as accidents are liable to occur to persons slipping on them.
- Orange and banana peel to be removed. 6.—The police are to notice all cellar flaps, coal plates, trap doors, etc., in the sidewalks and if insecure the occupant of the premises is
- Coal plates, trap doors, etc., to be secure.

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to be notified to make the same perfectly safe. If this is not promptly done a summons should be applied for.

Removal of snow and fuel to be insisted on.

7.—The police shall enforce the provisions of the law relating to the removal of snow, coal, wood, etc., from the sidewalks, and see that the pavements are not injured in doing so by the use of crowbars, etc.

STREETS.

To be known by the police.

1.—When constables are first appointed the officers are to see that they are instructed and ascertain that they make themselves perfectly acquainted with every street etc. in the city.

Police not to crowd or loiter at corners.

2.—The police when off duty are not to walk more than two abreast in crowded thoroughfares, nor to stand or loiter at the corners of streets.

Crossings to be kept clear.

3.—The attention of the police is specially directed to keeping the crossings of streets as clear as possible for foot passengers. No carriage or other vehicle is to be allowed to stop or remain on any crossing. Drivers of cabs and such others refusing to move are to be reported that they may be summoned.

SUICIDE.

To be arrested and charged.

1.—Persons who attempt to commit suicide, are to be arrested and charged with the offence.

If prisoners to be charged. 2.—Prisoners who attempt to commit suicide when locked up, are to be charged with so doing by the officer on duty.

When medical aid is to be called. 3.—If at the time of the arrest any serious injury has been inflicted, medical aid is to be obtained or the person is to be conveyed to the hospital, according to the circumstances of the case.

SUMMONSES.

Young constables to be instructed. 1.—Young constables are to be instructed in their duty with regard to the class of cases in which parties should be proceeded against by summonses.

Copy and original to be compared. 2.—A constable serving a summons or subpoena, must in all cases compare the copy with the original and if possible serve the copy on the person named therein or if he cannot find him personally, the summons should be left with a grown up person for him, at his last or most usual place of abode.

How applied for. 3.—Constables are not to apply for summonses against parties committing offences against the law, except through the superior officers.

SUSPECTED PERSONS.

Unfounded imputations not to be made. 1.—The police are not to make charges or imputations against the character of any one unless they have a sufficient knowledge of the persons concerned to justify them in doing so.

Observations
in public to be
avoided.

2.—The police on duty at places of public amusement, are to be very careful not to make observations as to persons being suspected characters, or associates of thieves, and are on no account to impute dishonest conduct or intentions unless they are quite satisfied they can if required support their opinion by proof.

Persons who
may be arrested
without a war-
rant.

3.—The laws empower the police to take into custody without warrant all loose, idle and disorderly persons whom they shall find disturbing the public peace, or whom there shall be good cause to suspect of having committed or being about to commit any breach of the peace, or whom they shall find between sunset and seven o'clock in the morning, lying or loitering in any highway, yard or other place, and not giving a satisfactory account of themselves.

SWEARING ETC.

By-laws to be
enforced.

1.—The police shall enforce the provisions of the by-law relating to profane swearing, obscene, blasphemous or grossly insulting language, by summoning if necessary the persons using the same.

THEATRES.

Removal of
trespassers
seats.

1.—The police on duty at theatres are, if required, to assist the manager and his servants in removing any person from a seat or box which has been regularly let to another.

To be done with forbearance. 2.—Great forbearance is to be shown in not using more force than is necessary and that no offensive language be used.

When persons may be ejected. 3.—The person is only to be removed from the seat or box which he wrongfully persists in occupying. He may, however be removed out of the house, at the desire of the manager, if he makes a disturbance and continues to do so, but he is not to be taken to the police station or detained in custody unless charged with an assault or some offence for which he may be legally apprehended,

When uniform is to be worn and when plain clothes. 4.—The police visiting a theatre on duty are to be in uniform and if they visit a theatre or other place of public amusement when off duty they are to wear plain clothes.

Admission of Police. 5.—The police are not to endeavour to obtain admission improperly for themselves or others to places of public amusement.

Obstructions not permitted. 6.—Obstructions in the neighbourhood of theatres are not to be permitted.

Precautions against pick-pockets. 7.—Necessary precautions are to be taken at the entrance to prevent and detect pick-pockets.

THIEVES.

To be watched by constables on beat. 1.—All persons known or suspected to be thieves seen loitering or acting in a suspicious manner are to be closely watched by constables

on beat, who will note the time the parties were seen in the locality in case any attempt should have been made to commit a crime.

VAGRANTS.

(See Criminal Code Section 207.)

VEHICLES.

Not to obstruct traffic.

1.—The police shall pay close attention to the vehicular traffic on the streets particularly on the crowded thoroughfares and will intervene to prevent any obstruction thereto.

Conform to rule of road.

2.—All persons in charge of horses will be required to conform to the "Rule of the Road" i. e. Keep to the right when meeting or pass to the left when overtaking another.

Prohibitions under By-laws.

3.—The City by-laws governing the regulation of street traffic prohibits :—

- (1) Immoderate driving or riding.
- (2) Riding or driving on or over sidewalks and boulevards.
- (3) Leaving horses unsecured or fastened to shade trees.
- (4) Riding or driving in such a way as to impede the free passage of others either meeting or overtaking them.

To be drawn
close to curb.

(5) The police shall see that vehicles are drawn close up to and parallel with the curb and not allowed to project unnecessarily across the street to obstruct it.

WARRANTS.

To execute or
be present in
person.

1.--The constable must execute the warrant himself or when he calls for assistance must be actually present at its execution. Upon such occasions he should state his authority, if it be not known. If required he should show his warrant but he should never part with it as he may want it afterwards for his own justification.

Forcible entry
with search war-
rant permissible

2.—In executing a search warrant for the recovery of stolen goods the constable may between sunrise and sunset if necessary break into any house mentioned in the warrant which shall not be opened on due notice; when the warrant so directs he must also take into custody the person in whose possession the property is found; and to prevent mistakes the owner of the goods ought to attend at the search to identify them.

To be closely
examined before
execution.

3.—Officers on duty should examine all warrants given to them for execution and should any be found deficient they are to bring them to the office from which they were issued or to the Magistrate who issued them and have the defects remedied.

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Officers to en-
ter particulars in
morning report.

4.—The officer on duty shall enter in the morning report whether any and what warrants have been executed and by what constables.

Proceeds of
distress warrant
to be handed
over.

5.—In case of warrants of distress being executed the police are to receive the amounts and hand over the same to the proper officer with as little delay as possible.

And after
seizure.

6.—If executed by a seizure and sale of goods the officer holding the warrant is to obtain the amount from the broker and forthwith pay it to the clerk appointed to receive it.



Ambulance Work.

FIRST AID TO THE INJURED.

ACCIDENTS.

In all cases of accidents or sudden illness on the streets the police should afford all necessary assistance, prevent unnecessary crowding, re-assure the sufferer, give aid, undo tight clothing, secure from annoyance by pressure or idle questions, and if injury be serious send for medical aid; in cases of fracture secure part in splints before moving, but do not attempt to set the bones. Extemporary splints may always be formed of sticks, wood, or an umbrella.

HÆMORRHAGE.

Hæmorrhage or bleeding may be :--

1. Arterial. --When blood is bright red, "spurting" from wound, in which case at once apply pressure by thumb or finger.
2. Venous. --Where blood is dark red, "welling" up from wound, apply pad of lint dipped in cold water and bandage; keep limb well raised.

3. Capillary.—Usually caused by scratch or graze : bathe in cold water and apply wet rag.

If blood be vomited, give ice to suck, keeping patient quiet.

If nose bleeding, raise head and apply ice or cold water to forehead.

WOUNDS.

Cleanse wounds by careful washing before dressing ; draw parts together, and keep in place with strips of plaster. If organ protrude cover lightly with flannels wrung out in warm water (temperature 98° Fahrenheit), whilst awaiting arrival of surgeon.

FRACTURES.

1. "Simple," where bone only is broken.
2. "Compound," where bone broken protrudes.
3. "Comminuted," where bone is broken into several pieces.
4. "Complicated," where bone is broken and surrounding parts injured, as ribs in lungs or artery divided.

In examining, handle very gently ; leave clothes on for sake of warmth and for padding. If movement necessary, attach something firm to prevent bone moving. Umbrellas, stricks, or timber, form good extemporay splints if padded well with soft material.

If bleeding shows endeavour to stop it.

Fracture of base of skull, Signs; unconsciousness with bleeding from mouth, nose or ears; sticky bloody fluid from ears. Raise head and keep quiet till doctor arrives.

Fracture of Jaw.—Jaw drops; place in position and bandage.

Collar Bone.—Sign; inability to raise arm up. Treatment:—Place rolled handkerchief in armpit; raise arm and place in sling.

Arm Bone.—Put in splints with bandage each side of fracture; secure upper bandage first

Fore Arm.—Bend limb, keeping thumb up; apply two splints, one inside, one out. There being two bones (ulna and radius) fracture of one only is not always perceptible.

Ribs.—Signs; Sharp, cutting pain on taking breath or coughing; ends of bones may be felt. Treatment:—Tie two broad triangular bandages firmly around chest.

Thigh.—Place long splints (broom handles, etc.) from armpit to foot; tie firmly to body by bandage passing round chest, above and below fracture and below knee; tie legs firmly together. In case of woman tie both legs.

DISLOCATION.

Is distinguishable from fracture by injury occurring at joint; limb becomes immovable; there is no "crepitus" or grating sensation; send at once for medical aid.

CARRYING.

The plan of carrying a person (drunken or violent) face downwards by arms and legs may cause death, and should never be resorted to.

INSENSIBILITY.

If a person has fainted give air; loosen clothing; place prostrate, with head on level of body; bathe with cold water; give stimulant; in case of exhaustion from hunger give warm milk in sips, then beef tea or wine.

Hysterical Fits.—Threaten to drench with water, keep quiet, and exclude friends.

Apoplexy. · Effusion of blood on brain. Signs; insensibility; stertorous breathing. Treatment:—Place prostrate, head slightly raised; loosen clothing; keep head cool and feet warm; give no stimulant or anything by the mouth.

Epilepsy.—The person seized with fit, screams, faints and falls, hands clenched, limbs jerk, mouth foams. Treatment:—Do not restrain movements, but prevent injury especially to tongue; allow sleep after fit.

Concussion of brain:—In slight cases patient is pale, breathing slow, eyes shut; will probably vomit and recover. Keep feet and hands warm; if a child, let it sleep; in severe cases, treat as for apoplexy.

Sunstroke.—Signs: throbbing, with sick feeling. Apply ice or cold water to head; avoid stimulants.

FOREIGN BODIES IN EAR.

Put a few drops of warm oil in ear and send for doctor ; do not poke the ear with pins, etc.

BITES OF ANIMALS.

If animal healthy, carefully wash well and dress with cold water ; if rabid, apply tight ligature heart side of wound wash thoroughly, then suck well (taking care no crack in lips) ; wound should then be cauterised with caustic or nitric acid ; red hot iron, gunpowder fired, or ordinary fusee ; give brandy.

Adder or Snake bite.—Apply strong ammonia ; tie ligature between wound and heart ; give brandy. The same course may be followed in case of sting of scorpion or hornet.

BURNS and SCALDS.

Exclude air by dredging with flour if skin is unbroken ; if otherwise, soak rag in sweet oil and cover wound ; (never hold a burn to the fire). remove clothing adhering, pouring oil over if necessary or cutting around with scissors. In case of persons catching fire, throw on the ground, wrap in rug, blanket or coat.

Frost bite.—Limbs become stiff ; often hard and cold. Avoid sudden change of temperature. Place in cold room then in warmer one ; rub body with snow or cold cloths, then with warm cloths. When consciousness restored, give light stimulant.

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STRANGULATION.

At once cut any compressing band around throat ; if necessary, commence artificial respiration, pulling out tongue to secure it.

Choking,—Boldly but firmly, carry thumb and forefinger to back of mouth to hook obstruction forward or lay patient on back, kneel on stomach, and strike on cheek ; this will result in vomiting.

Hanging.—Cut rope at once ; commence artificial respiration, if necessary.

ARTIFICIAL RESPIRATION.

This should be employed in cases of accident or poisoning, when breathing has become very feeble or has ceased, as in cases of hanging drowning suffocation etc. (Persevere in efforts to restore life until arrival of medical assistance, or until pulse and breathing have ceased for two hours or more).

DROWNING.

Place body on ground with face downward, a pad or folded coat under stomach, with forehead resting on folded arm ; with pressure on back over pad, all fluid will escape from mouth ; (on no account hold patient up by the feet) ; after a minute roll him on his back and commence artificial respiration, thus:—

Patient being on his back, on flat surface, inclined a little from feet upwards, place small firm cushion, or rolled up article of clothing, under shoulder blades. If not

already done, remove all tight clothing from neck and chest; cleanse mouth and nostrils; open mouth, draw forward tongue and keep it so by elastic band round it and chin; kneel at patients head, grasp his arms, raise them upwards, by side of head, and stretch them steadily but gently upwards, for two seconds (this will draw air into lungs by raising ribs). Immediately turn down patients arms,) pressing them firmly but gently downwards against sides of chest, for two seconds, (this will expel foul air from lungs, by depressing ribs). Repeat these measures alternately deliberately, and perseveringly, fifteen times in a minute, until spontaneous effort to respire be perceived (this will produce exchange of air in lungs similar to that of natural respiration). During above treatment excite nostrils with snuff or smelling salts, or tickle throat with feather. Rub chest and face briskly and dash on them cold and hot water alternately. Friction limbs and body with dry flannel or cloths. When spontaneous effort to respire is perceived, cease to imitate movements of breathing, and induce circulation and warmth; wrap patient in dry blankets, rub limbs upwards firmly and energetically; promote warmth of body by hot flannels, bottles or bladders of hot water, heated bricks, to the pit of the stomach, the armpits, and to the soles of the feet. On restoration of life when power of swallowing has returned, give a teaspoonful of warm water small quantities of wine, warm brandy and water or coffee. Keep patient in bed, and encourage sleep. During reaction large mustard plasters to chest and below shoulders will relieve distressed breathing. In cases of prolonged immersion in cold water when breathing continues, warm bath should be given to restore temperature.

Appearances which generally accompany death.—No breathing nor heart's action; eyelids generally half closed;

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pupils dilated, jaws clenched; fingers semi-contracted; tongue appears between teeth, mouth and nostrils covered with mucous.

POISONS.

Alkalies and Acids, are, in many cases, strong poisons. As a "first aid" treatment, in cases of poisoning, emetics are generally resorted to or special treatment with oil or special antidote.

In poisoning by alkalies or caustic soda or potash, a sensation of burning pain is felt from mouth to stomach. Mouth can be washed out with weak vinegar and water, and oil, white of egg, or milk can be given.

In poisoning by Acids.—Sulphuric nitric, or hydrochloric (spirits of salt); intense pain in mouth and throat is felt, and white skin is noticed. Wash out with chalk or whiting mixed with milk or water; then give oil or milk.

Phosphorus.—(Matches, Rat poison) Give emetic, then barley water or milk, but never oil.

Opium.—(Laudanum).—Signs; breathing very deep and slow; patient drowsy but can be roused; pupils of eyes contract; in severe cases to size of pin's head. Treatment; Give mustard or salt emetic; prevent sleep by walking patient about, or flicking bare feet and calves with wet towel; give strong black coffee frequently; dash cold water on head and face.

(a) A Simple emetic can be made by dissolving a teaspoonful of made mustard in a tumbler of warm water, or a tablespoonful of salt similarly mixed; emetics are good

antidotes in poisoning by salts of copper, arsenic or other mineral and vegetable poisons.

To allay retching after severe emetic, give plain warm water or milk and water.

Carbolic Acid.—Mouth appears white and shrivelled and strong smell of tar. Wash out mouth with oil : Epsom salts in water is antidote ; followed by mixture of white of egg in milk and water.

Oxalic Acid.—Sufferer experiences acid taste with burning in throat and stomach followed by vomiting with much blood, then gradual sinking.

Treatment ; —Give chalk or whiting mixed in water.

ALCOHOLIC POISONING.--Drunkenness.

Police should carefully note symptoms in special cases lest a fit or illness be mistaken for drunkenness. If in aggravated cases state is plainly due to intoxicant, give emetic (salt or mustard) and repeat if ineffectual ; after vomiting, patient should sleep. Keep warm, hot tea is a good stimulant ; a drunken person can be roused by rubbing his ears, but this treatment may cause him to strike out.

Note.—Do not place a drunken person in a cold cell ; excessive drunkenness is a serious source of danger.

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ANIMALS

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INDEX.



ACCIDENTS.

PAGE.

Assistance to be rendered	73
When Constable may give his number	73
Particulars to be reported	73
When Doctors fees are payable	73

ACROBATS.

Not allowed to cause danger or obstruction	73
--	----

ADVERTISEMENTS.

To be noticed and if illegal to be reported	74
Posting without authority prohibited	74

AMBULANCE SERVICE.

General Objects	66
Infectious and Contagious Cases not moved	66
Movements under directions of Operator	66
Destitute persons require a Hospital Order	66
When Medical Certificate must be obtained	66
First Aid to the Injured	124 to 132

ANIMALS.

Not to be permitted to cause danger	74
When at large to be impounded	74
When lying dead to be reported	74
Cruelty to be reported	74

INDEX.—Continued.

APPLICATIONS.	PAGE.
How made and transmitted.....	36
AREAS.	
To be examined.....	75
Loitering about to be prevented.....	75
ARRESTS.	
When to be made.....	75-76-77
Discretion to be used.....	75
When made without Warrant.....	75-119
Pursuit of Criminals.....	75
When forcible entrance is permissible.....	76
Unnecessary force not to be used. . .	76
ASSAULTS.	
When Committed on Police how dealt with. . .	76
When Warrants may & may not be dispensed with	76
Officers to receive into Custody one charged by another.....	76
Forcible Entrance not desirable without warrant	77
Witnesses to be summoned.....	77
Quarrels between man and wife.....	77
When arrests for a breach of the peace should be made without a warrant.....	77
AWNINGS.	
When obstructive to be reported.....	78
BADGES.	
To be worn by detectives.....	62
BATHING.	
Where and when prohibited.....	73
BATONS.	
To whom supplied.....	26
To be shown on parade.....	26
To be paid for if lost.....	26
Objects and how used.....	26

BEATS

BICYCL

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BURGL

CABS.

INDEX.—Continued.

PAGE.	BEATS.	PAGE.
..... 36	Day beats how patrolled.	27
..... 75	Keep to the right.	27
..... 75	Night beats how patrolled.	27
.75-76-77	Rate of Speed and attention required.	28
..... 75	Attend fires record absence.	28
. 75-119	Notice parcel carrying.	28
..... 75	Charge to be reported.	28
..... 76	Officers to report irregularities.	28
..... 76	Fixed points.	29
	Gossiping prohibited.	29
	Constables to separate.	20
	 BICYCLES.	
ith. ... 76	Not to be ridden on the sidewalks.	78
ed with 76	Nor at such a rate of speed as to cause danger. 79	79
ged by		
..... 76	 BONFIRES.	
warrant 77	See fire-arms.	
..... 77		
..... 77	 BROTHELS.	
ould be	Keepers and frequenters to be reported.	79
..... 77		
	 BUILDINGS.	
..... 78	When unsafe to be reported.	79
..... 62	 BURGLARY.	
..... 78	What Constitutes.	79
..... 26	When Committed how to act.	79
..... 26	Inquiries to be made.	80
..... 26	Particulars to be reported.	80
..... 26	When special precautions are advisable.	80-81
	 CABS.	
..... 26	By-laws to be enforced.	81
..... 26	Drunken persons not to be induced to pay fares 81	81

INDEX.—Continued.

CABS.—Continued.	PAGE.
Special attention to stands	81
Duties of the police in respect to cabs.	82
Bills for	82
Police to pay fare	82
At Theatres, Etc.	82
Numbers to be reported	82
Not to be obstructive	83
Property left in cabs how treated	83
CANDIDATES.	
Application ¹ how made	22
Qualifications	23
Testimonials and Certificates	23
Conditions of Service	23
Examination by Surgeon	24
CAPEs.	
When and how worn	31
To be numbered	31
CARDS.	
Forbidden in stations	49
Playing in public houses	34
CARRIAGES AND CARTS.	
See Vehicles	
CATTLE.	
See Animals.	
CHARGES.	
To be laid in prisoners presence	83
To be grounds therefor	88
Of Assaults on Constables to be investigated.	84
When Inquiry is to be dispensed with	84

CHARGE

CHIEF

CHILDREN

CIVILIT

INDEX.—Continued.

PAGE.	CHARGES.—Continued.	PAGE.
.. 81	When to be Corroborated.....	84
... 82	Why preliminary Inquiry desirable.....	84
... 82	When a detective required.....	85
.. 82	When not received to be reported.....	85
... 82	Against Constables to be in writing.....	85
.. 83		
... 83		
.. 22		
... 23		
.. 23		
.. 23		
... 24		
... 31		
.. 31		
.. 49		
... 34		
.. 83		
.. 88		
.. 84		
.. 84		

PAGE.	CHIEF CONSTABLE.	PAGE.
	Have control of force.....	9
	Responsible for Efficiency of same,.....	9
	Subordinate to the Board.....	10
	Obey and enforce Rules and Regulations... ..	10
	Acquaint himself with Characteristics of Force.	10
	See all orders are obeyed.....	10
	Require Enforcement of Provincial and City Laws.....	10
	Visit Stations and report on same.....	10
	Issue Orders.....	10
	Investigate Charges against Constables.....	11
	Submit serious charges to Board.....	11
	Attend important fires and riots.....	11
	Keep record of Offences.....	11
	Keep roll of Force.....	11
	Prepare Estimates.....	11
	Be Cognizant of Expenses and Certify Accounts	12
	Examine Applicants.....	12
	Drill the Force.....	12
	Suspend when necessary.....	12

PAGE.	CHILDREN.	PAGE.
.. 83	When lost, how dealt with.....	99-100

PAGE.	CIVILITY.	PAGE.
.. 84	Must be shown to the Public.....	55

INDEX.—Continued.

CLOTHING UNIFORM.

	PAGE.
Of Chief Constable	29
Of Sergeant - Major	30
Of Sergeants	30
Patrol Sergeants	30
Constables	30 - 31
Capes when and how worn	31
Duration of Clothing	31
To be kept clean	31
Missing articles to be replaced	31
To be Inspected	31
Sticks or Umbrellas not to be carried	32
Numbers not to be concealed	32
To be returned on sick or long leave	32
“ “ “ dismissal or resignation	32
To be returned on suspension	33
Not to be worn till marked	33
Nor if not regulation pattern	33
Not to be Exchanged	33

COMMISSIONERS OF POLICE.

Composition of the Board	7
Meeting	7
Quorum	7
Examine Witnesses	7
Regulate Junk Shops Livery Stables etc.,	8
Authentication of by-laws	9
Enforcement of by-laws	9
To be Saluted	9

COMPLAINTS.

To be in writing	86
To be taken where laid	86
Complainants to appear if required	87

INDEX.—Continued.

CORRESPONDANCE.—Continued.

PAGE.

Preservation of papers.....	36
Applications to be in writing.....	36
Complaints “ “ “	36
Can be laid before the Commissioners.....	36
What can be laid before the Commissioners. . .	36

DEAD BODIES.

Where to be moved.....	87
To be covered	87
When a Doctor should be called.....	87
Description to be taken.....	87
When to be Photographed.....	87

DEFAULTERS' BOOK.

Reports of Misconduct to be entered in.....	36
Classification of Offences.....	36
Forfeiture of G. C. Pay.....	36
Not to be produced	37

DEPOSITIONS.

To be read before being signed.....	88
Notes of evidence to be retained.....	88

DETECTIVE DEPARTMENT.

Under charge of Inspector.....	59
Inspector responsible for his Staff.....	59
“ “ “ keeping Chief Constable fully posted.....	59
Inspector responsible for keeping Criminal records.....	60
Inspector responsible for property received.....	60
Will prepare annual report.....	60
Will see that order is observed in Office.....	60
Will attend the Police Court.....	60
Will Visit Second Hand Shops.....	61

DET

Dire

DISC

DIS

INDEX.—Continued.

PAGE.		PAGE.
	DETECTIVES RANK OF.....	61
36	How to conduct themselves.....	61
36	Allotment of work.....	61
36	To wear badges.....	62
36	Services Restricted to detective work.....	62
36	Forbidden to give information.....	62
	Report outside cases to Inspector.....	62
	Furnish Statement of Expenses.....	63
87	Use telephones freely.....	63
87	Acting detectives under same regulations.....	63
87	Responsible for property coming into their	
87	possession.....	63
87	Property how dealt with.....	63
	Supply Crown prosecutor with all information.	63
36	Refrain from making suggestions in Court..	64
36	Details of Office Duty.....	64
36	When called away notify operator.....	64
37	When to retire to rest.....	64
	Post successor on what has transpired.	65
	Visit pawn and second hand shops..	65
88	Examine their books.....	65
88	Furnish Monthly Reports.....	65
	Enquiries to be made.....	80
	When a detective shall be employed.	85
59	Directions relating to Testimonials, "see page 24."	
59	DISCHARGE.	
	When not granted... ..	35
60	SEE CONDUCT.	
60	DISMISSAL.	
0	With and without reasons..	37
1		

INDEX.—Continued

DISTRAINT OF GOODS.	PAGE.
When Police may interfere.	88
Breach of the Peace to be prevented.	88
They are not to leave their beats.	88
Assistance to be sent from station.	88
DOCTORS.	
When fees are payable by police.	73
To be called in cases of doubtful death.	87
" " " " attempted suicide.	118
DOGS.	
By-laws to be enforced.	89
DRILL.	
Force to attend.	57
DRINKING.	
In public houses Consequences of.	34
Punishment for excess in.	34
DRIVING AND RIDING.	
When immoderate to be prevented.	89
When arrests may be made.	89
DRUNKEN PERSONS.	
May be arrested.	90
Not to be escorted home by police.	60
When able to care for themselves and act properly not to be arrested.	90
When only apparently drunk how treated.	90
To be visited in Cells	90
ELECTIONS.	
Preservation of peace at.	91
Police to keep together.	91
The right to vote but not to influence others.	91

ELECTR
V
EQUIPM
A
T
I
EVIDEN
T
T
D
S
C
T
J
I
V
EXPEN
FINES.
FIRES.
FIRE A

INDEX.—Continued.

PAGE.	ELECTRIC LIGHTS.	PAGE.
88	When out to be reported.	15 - 91
88	EQUIPMENT.	
88	Articles of.	37
	To be delivered up during suspension	37
	Deductions when lost.	37
73	EVIDENCE.	
87	To be given with accuracy.	91
18	To result from close observation	92
	Notes to be taken.	92
89	Suppression or over statement to be avoided	92
	Consequences to be immaterial.	92
57	To be given without animus.	62
	Has more weight when given fully.	92
	Not to be withheld.	92
34	Untruthfulness involves dismissal.	93
34	Keep to the point.	93
	When unsatisfactory to be reported	93
	EXPENSES.	
89	Account to be kept and vouchers produced	93
89	FINES.	
	For misconduct to be published in orders	57
	FIRES.	
	On discovery course pursued.	93
	To be attended by Officers and certain Constables	94
	Ground to be kept clear	94
	Property to be protected.	94
	When and to whom given admission.	94
	Particulars to be reported.	94
	FIRE ARMS.	
	By-laws to be enforced.	95

INDEX. —Continued.

FIXED POINTS.	PAGE.
By whom appointed	29
FOOD.	
When unfit for Consumption to be reported. . .	95
Not to be thrown on the street.	95
GAS LAMPS.	
See Electric Lights	
GAMBLING AND GAMING HOUSES.	
If suspected ¹ to be reported	95
GENERAL INSTRUCTIONS.	
Whole time to be devoted	55
Always on duty	55
Sphere of duty	55
Civility	55
Temper and Patience	55
Language	56
Neatness	56
Hair kept trimmed	56
Prevent Breach of Peace	56
Restore Peace	56
Coolness and firmness	56
Wear uniform on duty	56
No Smoking in uniform	57
Uniform not to be worn off duty	57
Leave to attend theatres	57
Attend drill	57
Borrowing from saloon keepers	57
Superior borrowing from inferior	57
Fines in orders	57
Elections not to be influenced	57

GENERAL

A
N
O
O
GOOD CO
T
V
F
GOSSIPIN
P
HOOPS.
N
HORSES.
N
ILL FAMI
Se
INDECEN
If
W
INDICTA
W
INQUEST
Du
Or
Le
Ca

INDEX.—Continued.

GENERAL INSTRUCTIONS.—Continued.

PAGE.		PAGE.
.. 29	Attend Divine service.	58
	Natural rest	58
	Orders to be read on parade.	58
.. 95	Obedience to orders.	58
.. 95		

GOOD CONDUCT BADGES.

To be discontinued.	38
Vested rights not affected.	38
Forfeiture of	38

GOSSIPING.

Prohibited on duty.	29
-----------------------------	----

HOOPS.

Not to be trundled on the streets	95
---	----

HORSES.

Not to be left untied.	96
--------------------------------	----

ILL FAME HOUSES OF.

See prostitution

INDECENT OFFENCES.

If Committed in public involves arrest.	96
When to be reported.	96

INDICTABLE OFFENCES.

What Constitutes	97
----------------------------	----

INQUESTS.

Duties of Police at.	98
Order to be preserved.	98
Legal powers of Coroner.	98
Cab Hire therefor.	98

INDEX.—Continued.

	PAGE.
INSANE PERSONS.	
When at large to be arrested.....	97
Not when under control of friends.....	97
Assistance to be afforded.....	97
JUNK SHOPS.	
Regulated by Commissioners.....	8
KEY OF PREMISES.	
Not to be held without permission.....	98
KITES.	
Prohibited in streets.....	99
LEAVE.	
Duration of.....	38
Pay during.....	38
When not to be recommended...	39
LEAVE, SPECIAL.	
Applications for, to be made in writing.....	39
What prohibited.....	39
LEGAL AID.	
When required report necessary.....	99
Police not to recommend.....	99
LIVERY STABLES.	
Regulated by Commissioners.....	8
LOITERING.	
On beat prohibited.....	28-29
LOST CHILDREN.	
To be brought to station.....	99
To be supplied with food.....	100
To be sent home or friends notified.....	100

MALICIOUS	To be
MALINGER	To be
MATRONS.	Resi
	Atte
	Sear
	Und
MEDICAL	
	Exa
	Visi
MEETINGS,	
	See
MISCONDUCT	
	Whe
	Cons
MISSILES.	
	Thro
MORNING	
	Cont
	Crim
NEWSPAPER	
	Infor
	Extra
	Whe
NUISANCES.	
	To be

INDEX.—Continued.

PAGE.		PAGE.
	MALICIOUS INJURY.	
	To be prevented.....	100
... 97	MALINGERING.	
... 97	To be reported.....	46
... 97	MATRON.	
... 8	Residence.....	22
	Attendance.....	22
... 98	Search Females and have charge of them.....	22
	Under control of.....	22
... 99	MEDICAL OFFICER.	
	Examine Candidates.....	21-22
	Visit the sick and report.....	22
... 38	MEETINGS, POLITICAL.	
... 38	See Elections.	
... 39	MISCONDUCT.	
... 39	Where recorded.....	36
... 39	Consequences of.....	36
... 99	MISSILES.	
... 99	Throwing prohibited.....	100
	MORNING REPORTS.	
	Contents of.....	39
... 8	Crimes to be specified.....	39
28-29	NEWSPAPERS.	
	Information to be withheld.....	101
	Extracts to be cut out.....	101
	When reporters may be informed.....	101
... 99	NUISANCES.	
... 100	To be reported.....	101
... 100		

INDEX.—Continued.

NUMBER.	PAGE.
When it may be given.....	73
Not to be concealed.....	32
OBEDIENCE.	
To orders.....	58
OPEN AIR PREACHING.	
Permitted if not obstructive.....	102
If objectionable to be reported.....	102
ORANGE PEEL.	
See Sidewalks.	
ORDERS.	
Obedience to	58
PARADES.	
Crossings to be kept clear.....	117
PARCELS.	
When to be noticed and searched.....	28
PARKS.	
To be protected from injury.....	102
PATROL SERGEANTS.	
Act under orders of superiors.....	16
Parade relief and visit them	16
Report Misconduct.....	16
Traverse unpatrolled streets.....	17
Watch Public Houses and Cabs.....	17
Attend Fires.....	17
Report from Patrol Boxes.....	17
Support Seniors.....	17
Maintain Dicipline.....	17
Preserve the peace.....	17

PATRO

Operato

Drivers.

Wagon

INDEX.—Continued.

PAGE.	PATROL, SIGNAL AND WAGON SERVICE.	PAGE.
... 73	Judgement to be used in calling wagon	67
... 32	Calls from Outlying districts to be made with discretion	67
... 58	When extra men are wanted use telephone	67
... 102	When duty is completed, telephone	67
... 102	Attend general alarms of fire	67
	When leaving district report from box	68
	Report return	68
	Careful of keys	68
	Clear away snow	68
	Telephone calls to be sent in and recorded	68
... 58	Box doors to be kept locked	69
	System to be understood by all	69
	When Calls are suspended	69
... 117	<i>Operators.</i>	
	To exercise care	69
... 28	Keep record	69
	Answer promptly	70
... 102	Report trouble	70
	<i>Drivers.</i>	
... 16	To be permanent	70
... 16	Hours of duty	70
... 16	To alternate	70
... 17	Responsible for horses, etc	70
... 17	Manner of answering calls	70
... 17	Be careful to avoid accidents	71
... 17	<i>Wagon Duties.</i>	
... 17	Wagon detail	71
... 17	Answer calls made for Ambulance	71
... 17	Tour of duty	71

INDEX. —Continued.

Signals.

	PAGE.
Fast Call, how sent in.....	71
Slow Call, " " " ".....	71
Ambulance Call, how sent in.....	71
Telephone " " " ".....	72
Burglary " " " ".....	72
Test or line " " " ".....	72
Riot " " " ".....	72
Fire " " " ".....	72

PAWN SHOPS.

To be visited by detectives.....	65
----------------------------------	----

PAY.

Issued Semi Monthly.....	40
To be in full for all services.....	40
Stoppages for sickness and misconduct.....	40
Full pay when injured on duty.....	40

PEDLERS.

To produce license when required.....	102
---------------------------------------	-----

PICKPOCKETS.

To be closely watched.....	102
----------------------------	-----

POLICE COURT.

Respect to Magistrate.....	103
Conversation to be avoided.....	103
Fees to whom payable.....	103
Punctuality to be observed.....	103
Non appearance of prisoners to be explained.....	103
Order to be maintained.....	104

POLICE DEPARTMENT CLERK.

To perform Clerical duties.....	21
To take depositions in short hand when required.....	21
To account for fines.....	21
Hours of attendance.....	21

POSTAL

PREACH

PRISON

PROBAT

T

I

T

T

M

R

V

V

V

N

N

T

V

S

C

C

N

V

S

T

V

T

S

H

M

V

P

I

INDEX.—Continued.

PAGE.		PAGE.
	POSTAL BOXES.	
.... 71	To be under supervision.....	104
.... 71		
.... 71	PREACHING.	
.... 72	In streets, etc.....	102
.... 72		
.... 72	PRISONERS.	
.... 72	To be arrested without unnecessary violence. . .	104
.... 72	To be taken to station by back streets.....	104
.... 65	Manner of arrest.....	104
.... 40	Resistance to be overcome.....	105
.... 40	When and how baton may be used.....	105
.... 40	When to be handcuffed.	105
.... 40	When remanded not to be confined at station. .	105
.... 102	Not to be made unnecessarily uncomfortable... .	105
.... 102	Not to be taunted.....	105
.... 103	To be arraigned without delay	105
.... 103	When their funds may be used.....	106
.... 103	Solicitor to see them.....	106
.... 103	Confessions not to be extracted.....	106
.... 103	Cautioned against making statements.....	106
.... 103	No inducements to be held out.	106
.... 104	Voluntary statements may be used.....	107
.... 21	Statements to be written down.....	107
ired 21	To be visited frequently.....	107
.... 21	When a Doctor should be sent for.	107
.... 21	Transfer of.....	107
.... 21	Searching "rules for".....	108
	How property is dealt with.....	109
	Mode of disposal.....	109
	When to be liberated.....	110
	PROBATIONER.	
	Period and objects of.....	20
	Instruction of.....	20

INDEX.—Continued.

PROBATIONERS.—Continued.		PAGE.
Examination of		20
Behaviour of		20-21
PROMOTIONS.		
Education indispensable		41
Physical Endurance necessary		41
Outside influence prejudicial		41
Merit sole ground of advancement		41
PROPERTY.		
When found how dealt with		110
When it may be given up		110
Rewards not to be offered for recovery		111
When under seizure interference prohibited		111
Receipts to be taken		111
PROFANITY.		
See Swearing.		
PROSTITUTION, HOUSES OF.		
Measures for suppression to be taken		111
When prostitutes may be arrested		111-112
PUBLIC HOUSES.		
License laws to be enforced		112
When Police may enter		112
When right of entry to be exercised		112
Police on duty not to drink therein		112
PUNCTUALITY.		
At Police Court		103
At Sessions Court		113
RELIEFS.		
Hours of Assembly		42
Duty of Sergeant		42
Orders to be read		42

RESIG

REWA

RIOT

RIOTS

SALUT

SECON

SESSIO

INDEX.—Continued.

PAGE.	RESIGNATIONS.	PAGE.
.. 20	Notice required.....	43
0-21	When discretionary with Commissioners.....	43
.. 41	When may be compulsory.....	43
.. 41	Deductions on leaving.....	43
.. 41	REWARDS.	
.. 41	When recommended.....	43
.. 110	Permission to accept required.....	44
.. 110	How dealt with.....	44
.. 111	RIOT ACT.	
.. 111	Form of Proclamation.....	113
.. 111	RIOTS.	
	By whom attended.....	11-12
	SALUTING.	
. 111	Commissioners to be saluted.....	9
- 112	Who are to be saluted and when.....	44
. 112	Mode of when marching.....	45
. 112	How often required.....	45
	SECOND HAND SHOPS..	
	To be visited by detectives.	65
	SESSIONS.	
. 103	Punctuality to be observed.....	113
. 113	Papers to be produced.....	114
	Uniform to be worn.....	114
	Demeanour to be observed.. ..	114
. 42	Order for disposal of property.....	115
. 42	Receipt to be taken.. ..	115
. 42	Witnesses in readiness to appear.....	115

INDEX.—Continued.

SERGEANT-MAJOR.	PAGE.
Subordinate to the Chief.....	12
Responsible in his absence.....	12
Report Neglect of duty.....	12
Attend Police Court.....	13
See that offenders are duly disposed of.....	13
Produce warrants etc.,.....	13
Duties in Chiefs Absence.....	13
Powers in Chiefs Absence.....	13
SERGEANTS.	
Under orders of Superior Officers.....	13
Accountable for men under them.....	13
Inspect patrols.....	14
Tell of beats and read orders.....	14
Visit men on beats.....	14
Patrol beats.....	14
Report absence.....	14
Attend fires.....	14
Give attention to public houses.....	14
Observe Condition of Electric Lamps.....	15
When Ill substitute to be named by Chief Constable.....	15
Afford assistance when applied for.....	15
Carry out Regulations.....	15
Send for aid when wanted.....	15
Not to enter public houses.....	15
Take notice of Cabs.....	15
Report Misconduct.....	15
Avoid familiarity.....	16
Qualify in drill.....	16
Dismiss duties.....	16
SERVICE.	
Limit of.....	45

SIC

SID

SLE

SNC

SPE

STA

INDEX. - Continued.

PAGE.	SICK.	PAGE.
. 12	To report and be visited	45
. 12	Reported by Medical Officer	46
. 13	Deductions	46
. 13	Frequency to be reported	46
. 13	Malingering to be reported	46
. 13	Sick leave, when granted	46
. 13	SIDEWALKS.	
. 13	Loiterers to move on	116
13	Discretion to be used	116
14	Obstruction to be removed	116
14	Skating prohibited	116
14	Handcarts etc. not allowed	116
14	Orange and Banana Peel to be removed	116
14	Coal plates, trap doors, etc., to be secure	116
14	Removal of snow	117
14	SLEEPING.	
14	On beat	34
15	Natural rest	58
15	SNOW.	
15	Removal of	117
15	SPECIAL DUTIES.	
15	When required course pursued	46
15	When supplied	47
15	Responsibility for	47
16	Payment	47
16	STATIONS.	
16	Order to be observed	48
45	Noises to be avoided	48
	Public on business to be admitted	48
	Not to remain longer than necessary	43

INDEX. — Continued

STATIONS. — Continued.	PAGE.
After an arrest admittance denied	49
Bail may be sent for	49
With consent of officer in charge	49
Cards forbidden	49
Games allowed	49
Gas to be economized	49
Lanterns supplied	50
Dispatch Case furnished	50
Officers apartments exclusive	50
Attention to be observed	50
Books used	50
Erasures	51
Errors	51
STATION CELLS.	
To be kept clean	51
Doors to be locked	51
Public not admitted	51
Disinfectants to be used	51
STATION DUTIES.	
Hours of Mounting	51
Ventilation	52
See to station requisites	52
Hour for putting out lights	52
Wait to be relieved	52
Dress on duty	52
Examine prisoners food	52
Hours for meals	52
STICKS.	
Not to be carried in uniform	52

STRE

SUSBO

SUICI

SUMM

SUSPR

SUSPR

SWEA

TAVE

INDEX.—Continued.

PAGE.	STREETS.	PAGE.
	To be well known to the police	117
49	Who are not to loiter on	117
49	Crossings to be kept clear	117
49	SUBSCRIPTIONS.	
49	Authority required	47
49	When to be declined	47
49	When forbidden	48
50	When permissible	48
50	For charitable purposes	48
50	SUICIDES.	
50	When attempted to be arrested	117
51	If prisoners to be charged	117
51	Medical aid to be rendered	117
	SUMMONSES.	
51	Young Constables to be instructed in serving	118
51	Copy and original to be compared	118
51	How applied for	118
51	SUSPECTED PERSONS.	
	Unfounded imputations not to be made	118
	Observations in public to be avoided	119
	Who may be arrested without warrant	119
51	SUSPENSION.	
52	When necessary	53
52	Uniform may be called in	53
52	SWEARING.	
52	By-laws to be enforced	119
52	TAVERNS.	
	To be regulated by Sergeants and Patrol Sergeants	14-17

INDEX. Continued.

TELEPHONES.

	PAGE.
For Police purposes only.....	53
By whom attended to.....	53
Others not to use them.....	53
Urgent messages for the public may be sent....	53
Arrests through telephone to be made with care	54

TEMPER.

To be under control.....	54
Harsh language or rudeness not permitted....	54
Not to become excited.....	54
Pay no attention to idle remarks.....	54
Forbearance.....	55
Bad language to be reported..	55

THEATRES.

Leave to attend required.....	57
Police not to attend in uniform when off duty.	57
Removal of trespassers.....	119
To be done with forbearance.....	120
When persons may be ejected.....	120
When uniform is to be worn and when plain clothes	120
Admission of Police.....	120
Obstruction not permitted.....	120
Precautions against pickpockets	120

THIEVES.

To be watched by Constables on beat.....	120
--	-----

UNIFORMS.

When called in.....	53
To be worn on duty..	57
Smoking is prohibited.....	57
To be worn at sessions.....	114

INDEX. —Continued.

	PAGE.
UNTRUTHFULNESS.	
Involves dismissal.....	93
UMBRELLAS.	
Not to be carried in uniform.....	32
VAGRANTS.	
See criminal code section 207.	
VEHICLES.	
Not to obstruct traffic.....	121
Conform to rule of road.....	121
Prohibition under by-laws.....	121
To be drawn up close to curb.....	122
VELOCIPEDES.	
See Bicycles.	
VOTING.	
Permissable by police.....	91
WAIST BELTS.	
How Constructed.....	27
WARRANTS.	
How executed.....	122
Forcible entry with search warrant permissable	122
To be examined before execution..	122
Officers to enter particulars in morning report.	123
Proceeds to be handed over.....	123

