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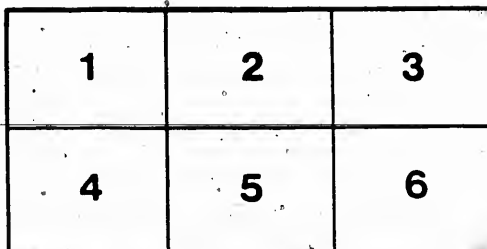
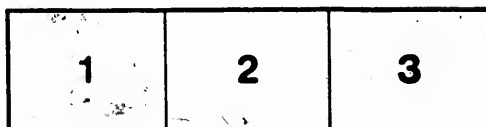
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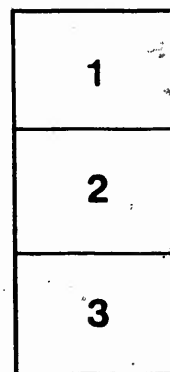
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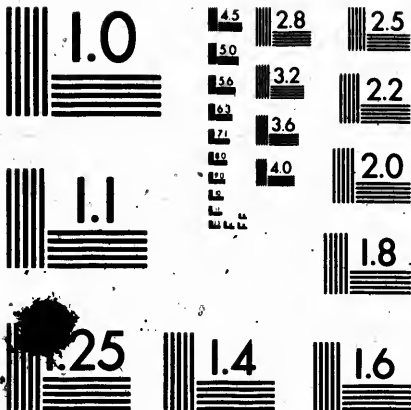
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GENERAL
REGULATIONS, INSTRUCTIONS,
AND
ORDERS,
FOR THE GOVERNMENT AND GUIDANCE
OF THE
TORONTO POLICE FORCE.



TORONTO:
PRINTED BY COPP, CLARK & COMPANY,
COLBORNE STREET.
1874.

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COLBORNE STREET, TORONTO.

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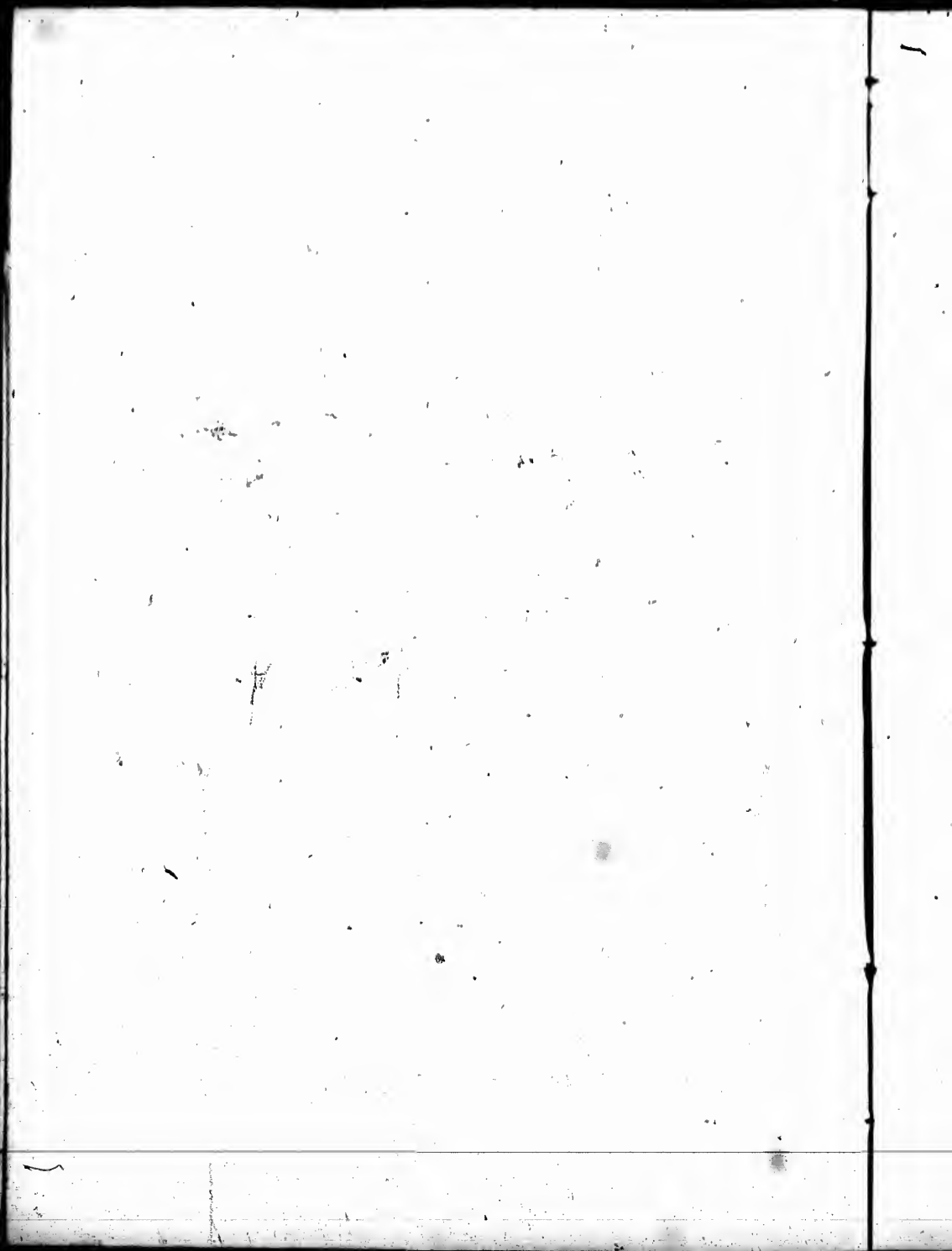
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The Chief Constable desires it to be understood that he reserves to himself the power (subject to the approbation of the Board of Commissioners of Police), to alter or annul any of these Regulations and Orders, and also to make such new ones as may be found expedient.

WILLIAM STRATTON PRINCE,

Late Captain in H. M. 71st Highland Light Infantry,

Chief Constable.



REGULATIONS, &c.
OF THE
TORONTO POLICE FORCE.

PART I.

The following are the Conditions upon which every man is sworn in as a Police Constable in the Toronto Police Force, and which each candidate, before admittance into the Force, is required to read over and subscribe to:—

- 1.—To abstain from the expression of any political or religious opinion in a manner calculated to give offence.
- 2.—Not to connect myself with, or attend the meetings of any Political or Secret Society.
- 3.—To devote my whole time to the Police Service; to serve and reside wherever I am appointed; and to obey promptly all orders I may receive from those in authority over me.

RULES AND REGULATIONS

- 4.—To inform myself of, and observe all Regulations made for the government of the Force.
- 5.—Upon no pretence to take a reward, or recompense in money or otherwise, except by consent of the Commissioners or the Chief Constable.
- 6.—To pay all debts due by me, as the Commissioners or Chief Constable shall direct, and receive the pay fixed for my Rank monthly on such day as may be appointed.
- 7.—Not to quit the Police without giving a month's previous notice; in case I quit without such notice, all pay due to be forfeited. Men who send in their resignations in an irregular manner will be dismissed with loss of arrears of pay.
- 8.—Every man dismissed, or who shall resign, shall deliver up to the Department forthwith every article of Police uniform and appointments in use that may have been supplied to him.
- 9.—If any such articles have been improperly used or damaged, or withheld, a deduction from my pay is to be made to make good the same.
- 10.—Each Constable is to be liable to immediate dismissal for unfitness, negligence, or misconduct, when the whole of his pay when due may be forfeited, independent of any other punishment to which he may by law be subject; the Commissioners may also at any time dismiss me without assigning any reason, and without any previous notice.

TORONTO POLICE FORCE.

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- 11.—When absent from duty from sickness or any other cause, I shall be subject to a stoppage of one third of my daily pay, and such other stoppage of pay as the Commissioners shall think proper.
- 12.—For neglect of duty, drunkenness, asleep on beat, or any other violation of the Rules and Regulations of the Police Force I may commit, I shall be liable to a stoppage of my pay, and the deprivation of pay will be of such amount as the Board of Commissioners of Police may determine.
- 13.—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.
- 14.—No Constable is to marry without the consent of the Commissioners.
- 15.—No Officer or Constable is to be concerned in any business or trade, either through his Wife or otherwise.
- 16.—Each Constable is to be supplied with the articles of clothing and equipments as laid down in the Rules and Regulations of the Force; none of which is to be his property at any time, but is merely for his official use whilst a member of the Force.
- 17.—Each man, unless otherwise ordered, will be supplied with the following articles of clothing and

QUALIFICATIONS.

equipments: 1 Blue Coat; 2 pair of Trousers; 1 Stock; 1 Cap; 1 Button Stick; 1 Armlet; 1 Instruction Book; 1 Baton; 1 Button Brush: and in addition, 1 Great-coat, to be supplied every third year;—none of which is to be his property at any time, but is merely for his official use whilst a member of the Force.

- 18.—A certificate of good conduct in the Police service will not be given by the Commissioners to any one,—1. If he has been dismissed the service. 2. If he has been guilty of any misconduct of a serious nature. 3. If he has been frequently guilty of misconduct, although of a light nature. 4. If he has served less than twelve months in the Police Force. 5. If the certificate be not applied for within two months from the date of resigning.

MEDICAL CERTIFICATE.

Form of certificate from the Medical Officer of the Force, required to be produced by each candidate:

"I certify that I have inspected ———; that I find him to be free from any bodily or mental complaint, and of a strong constitution; and, according to the best of my judgment, able and fit to undergo the peculiar and arduous duties of a Police Constable."

Medical Officer, T.P.F.

QUALIFICATIONS.

- 1st.—Candidates must appear personally before the Chief Constable, and—

2nd.—Pass a satisfactory examination in reading, writing and arithmetic.

3rd.—And when, in addition to other qualifications, he possesses a knowledge of the general outline of Police duties, he is to be preferred.

4th.—He must be found intelligent, able in body and of good character, and of a height not under five feet ten inches, nor over thirty years of age.

5th.—He must produce, at his own expense, a certificate from the medical officer appointed by the Commissioners, that he is in good health, and otherwise physically and mentally fit for the service.

UNIFORM.

The undermentioned uniform is ordered as the prescribed uniform dress of the Toronto Police Force until otherwise ordered.

CHIEF CONSTABLE.

Blue staff patrol jacket; trousers, with maple-leaf braid; helmet, with device in gilt.

SERGEANT-MAJORS AND SERGEANTS.

Blue cloth tunic with black buttons, with Crown and Police Force in letters on them; collar, with "S. M." and "S." worked in silver. Trousers, with black braid down side of leg. Helmet, with device in silver in front.

CONSTABLES.

Blue cloth tunic, with light metal buttons down front, with two buttons on each cuff of sleeve, with Crown and "Police Force" on them; with letters "T. P. F." and the number of the Constable worked in white cotton on the collar. Blue cloth trousers, with scarlet seam

down side of leg. Helmet, with device in bronze. Great-coat of Irish frieze, double-breasted, with Constable's number in white buff, two inches in length, on sleeve above the cuff.

The Constables in the Force are divided into two classes, termed First and Second Class Constables. Constables of the Second Class are promoted to the rank and pay of First Class Constables after a period of six months' actual service, provided their conduct has been such as not to have incurred an entry in the Defaulters' Book. Actual service means actual street duty performed for six months. The period confined to probationary instruction and days on the Sick-list are excluded from the period of six months.

Upon occasions when a Police Station is occupied by only one Station-duty man, which may sometimes occur in the absence of the Officer at his evening meal, prior to the posting of the first relief of night duty, should an urgent call for Police service be made, the Station-duty man is ordered to lock up the Station and proceed at once to render the required Police service. However, should there be a street-duty man available on his proceeding on this duty, the Station-duty man will send him forward and return to his Station.

GENERAL INSTRUCTIONS.

Instructions The following instructions for the different ranks of the Police are to be understood as generally applicable, although not providing for every circumstance that may possibly occur.

In the performance of their duty, a great deal must necessarily be left to the intelligence, good temper and discretion of individual members of the Force. And they must remember that there is no qualification more indispensable to a Police Officer than a perfect command of temper—never suffering himself to be moved in the slightest degree by any provoking language or threats that may be used. If they do their duty in a quiet and determined manner, such conduct will induce well-disposed bystanders to assist them, if required.

According to the degree in which they, in the discharge of their duties, evince these qualities, and to their zeal, activity, and judgment on all occasions, will rest their claims to future promotion and reward.

It should be understood at the outset, that the principal object to be attained is the "*prevention of crime*:" to this great end every effort of the Police is to be directed. The security of person and property, the preservation of the public tranquillity, and all the other objects of a Police establishment will then be better effected than by the detection and punishment of the offender after he has succeeded in committing a crime.

Police Officers and Constables should distinguish themselves by such vigilance and activity as will render it extremely difficult for any one to commit a crime within the Division under their charge.

When in any Division offences are frequently committed, there will be reason to suspect that the Police duties are not, in that Division, properly conducted. The absence of crime will be the best proof of complete police efficiency.

The Force is divided into Preventive and Detective Police. The former is employed in patrolling the city

by day and night, and for this purpose the city is marked out in Divisions, and each Division apportioned off into beats.

In each Division is appointed a Sergeant-Major, a Sergeant, and a Patrol-Sergeant, and Constables proportionate to its size.

Promotion
of Con-
stables.

No Constable can be promoted who cannot write a good official letter or report, no matter how exemplary his conduct may be; and, therefore, it is 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 service, unsupported by the requisite qualifications of activity and intelligence, cannot entitle members of the Police Force to promotion.

Duties in
relief.

The day and night street duties, during the severe portion of the winter, will be conducted in reliefs—of three hours in the night duties, and five and four in those of the day-time.

Duty of
officers.

The Sergeant-Major and Sergeant will come on duty alternately every twenty-four hours, relieving each other at eight a.m.—each officer when on duty having charge of his Division: each Constable having a beat appropriated to him within the Division. There will likewise be two Station Duty men in each Station.

The men and officers off duty are to consider themselves liable at all times to be called on for duty, and will always be prepared when required.

With a view to such sudden emergency, the men will reside as near as possible to their respective Stations.

Beat Card.

Each Constable will be furnished with a card, having the number of his beat and the names of the streets, with the time specified in which he is to cover his beat.

The names of the men will be entered on a duty roll Duty Roll. at the Station Houses, and opposite their names will be the names of their respective beats.

THE CHIEF CONSTABLE.

The Chief Constable will, as chief executive officer of the Department, have the general government of the whole Force, subject to the orders of the Board of Commissioners of Police.

He will be held responsible to the Commissioners for the general conduct, good order, and discipline of the Sergeant-Majors and Sergeants and men, and for the regularity and efficiency of the Police throughout the city.

He should make himself well-acquainted with the character and abilities of the officers and men under his command; and in enforcing discipline, he will at all times be most strict, firm, and just, and at the same time kind and conciliatory.

He must be particular that the standing orders and regulations, and all others, either 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 within 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.

It is not practicable to define the precise duties of the Chief Constable, or to distinguish the number of hours to be passed in the internal business of his office and

the time employed in visiting his Divisions and Stations, but it is incumbent on him to visit his Stations and Divisions frequently, and occasionally at night, for the purpose of seeing that both officers and men are regular, sober, and correct, and performing their duties efficiently.

The Chief Constable is to see that the laws of the Province and of the City are duly enforced within his jurisdiction.

He shall inspect from time to time the condition of each Station, and report to the Board fully regarding the same.

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.

When charges are preferred against Constables, he will investigate the same, and when of sufficient importance, submit the charge, in writing, with the informations, &c., to the Commissioners at their next meeting, at which the witnesses on both sides will be required to attend, when the Commissioners will hear their evidence and dispose of the case.

It will be the Chief Constable's duty 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 for duty, insubordination, incivility, disobedience of orders, and the like; but minor offences he will dispose of himself, &c. If, from the character of the Constable and his uniform good conduct, he feels himself justified in awarding a reprimand or penalty in deprivation of pay for a short period, he is authorized to do so, reporting

the same. It will be the Chief Constable's duty to repair in person to all serious fires, to all riots and tumultuous assemblages and take command of the Police present, and arrest such persons as he may find disturbing the peace or inciting others to do so.

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 Defaulters' Book.

Also, a record in his office of the names of the officers and men of the Police Force, descriptive return of such, with the date of enrolment.

In all important cases coming up, through the intervention of the Department, for investigation before the Police Magistrate, it will be the duty of the Chief Constable, as public prosecutor, to prepare a memorandum of the evidence connected with the case, obtained from the witnesses for the information of the Police Magistrate.

He will prepare the estimates at the commencement of every year for the expenditure of the Police Department, for the examination and approval of the Board.

It is his duty to be thoroughly cognizant of all expenses incurred and moneys laid out in connection with the Department, and no order or account is to be paid, however trivial, without his certifying to the same as correct before the signature of the Chairman of the Board of Police Commissioners is attached, as an authority for the payment being charged to the Police account.

He will personally examine all applicants for appointment to the Police Department as to their qualifications.

SERGEANT-MAJOR OF DIVISION.

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

The Chief Constable shall exercise the power of immediate suspension only in such cases as in his judgment demand such immediate action; but in cases which, in his judgment, admit of delay without prejudice to the service or the public interest, he shall first obtain from the party charged his explanation, and then take action accordingly.

SERGEANT-MAJOR OF DIVISION.

Residence.

The Sergeant-Major shall reside as near the Station of his Division as circumstances permit, his duty requiring his frequent attendance there.

Responsible
for the
conduct of
men, &c.

He will be responsible for the general good conduct and order of the officers and men of his Division. He shall make himself thoroughly acquainted with the character and conduct of every Constable thereof.

He will take care that the orders and regulations given out from time to time, are promptly and strictly obeyed; and, as he will be held responsible for the general performance of the duties of the Police within his Division, he must give clear and precise instructions to the officers and men under him, and report every instance of neglect to the Chief Constable.

Visiting
Division.

He shall visit his Station and Division frequently, whether on Division duty or not.

Books to be
correctly
kept.

He will be particular that all Books belonging to his Station are properly and correctly kept.

He is at all times to be prepared to furnish the Commissioners and the Chief Constable with exact information respecting his men, and the state of his Division.

Information furnished Commissioners.

He will attend all investigations of complaints preferred against any of the men of his Division.

Attend investigations of complaints.

He will approve of and sign all applications for leave of absence for any of his men, before such application can be entertained by the Chief Constable.

To sign application for leave.

He will sign all requisitions for repairs required for his Station, as well as for equipments for his men, and transmit the same to the Chief Constable's office.

Requisition to be signed.

Upon any alarm of fire within his Division, whether on or off Division duty, he shall repair to the spot, in uniform, and take charge of his men.

He will make up and transmit to the Chief Constable all monthly, quarterly and annual returns required from his Division, including statistical report of crime.

Returns: Report of crime.

He may establish such minor rules (not inconsistent with the general rules of the Department) as he may find necessary, and which the Sergeants and men shall obey.

Minor rules

He shall inspect from time to time all licensed places in the city, and particularly Pawnbrokers' Shops, Second-hand Dealers' Shops, Intelligence Offices, Registries for Servants, Saloons and Taverns.

He shall keep a record of all such places, and report thereon, when necessary, to the Chief Constable.

He shall report to the Chief Constable, for the information of the Commissioners, an account of meritorious services on the part of the officers and men under him.

Report of meritorious conduct.

He shall make and maintain at all times an accurate inventory of all furniture and other Police property in

Police furniture.

his Station, and report the condition or deficiencies when necessary.

He shall be particular that each Constable of his Division is furnished with a copy of the Rules and Regulations for the government of the Force; and, when attainable, with a copy of the By-laws of the City; and see that the men make themselves acquainted with their duties in respect thereof.

Advance-
ment of
probation-
ary Con-
stables.

Sergeant-Majors are to pay particular attention to the advancement of probationary Constables attached to their Divisions. They will see that a good portion of their time, when not actually employed in Station work, is devoted to reading those books detailed for their instruction, especially the rules and Regulations, and the Constable's Guide; and making them practise their facings, saluting and positions; thereby aiding them in getting through the elementary part of their drill. A great deal may be done in this way by the officer on duty during the day-time.

Sergeant-Majors are to send into the Chief Constable's office, on the day before their attendance is required, a list of the numbers of the men of their Divisions obliged to attend the Assizes or Sessions as witnesses or otherwise. A Sergeant will be detailed to attend daily at the Court upon these occasions, to whom each man is to report himself as soon as he arrives, and the nature of the business he attends. The Sergeant will then endeavour to dispatch the business, that he may be detained as little as possible, and make a return to the Chief Constable of the time of the arrival and dismissal of each individual, and of any circumstance that may transpire respecting the case, of which, in his opinion, the Chief Constable ought to be informed.

THE OFFICER ON DUTY.

DEPUTY-SERGEANT-MAJOR OR SERGEANT.

He will receive his orders from and make his reports to the Chief Constable, and promptly and strictly obey all directions for the execution of duty.

Each Officer in charge of Divisions will be responsible for the good conduct of the Sergeants and Constables on duty. He should report to the Chief Constable any circumstance in the conduct of the men which he thinks requires to be noticed; and when such a complaint is made, he will direct the proper parties to attend the office of the Chief Constable for an investigation.

He will be at the Station-house punctually at eight o'clock in the morning, and receive general information of the occurrences that may have taken place during the preceding twenty-four hours, from the officer going off duty. He will inspect the Station and cells, and see that he takes over everything in a clean and correct state.

The Officer on duty shall allow no one to remain in the Station-house, except for the time his business requires.

On the Visiting-Sergeant falling in the men for night duty, and reporting all present, the officer on duty will call the roll and explain all reports and descriptions of offences, together with the order of the day; and inspect the party, to see that they are perfectly sober, and correctly dressed and appointed.

He will make all the necessary preparations in silence and good order, and after inspection will direct the Visiting-Sergeant to march off the men to their respective beats in single file, keeping the outside of the footway.

No parties for day or night duty in relief are to be marched off without being thoroughly inspected as to their correctness and equipments.

He will inspect each Constable on reporting himself off duty, his equipments and memorandum book, sign the book, and certify this in his morning report, and that the signature of the relieving Constable is entered. Form of certificate as follows:

"I certify that I inspected each Constable as he reported himself off duty, and found him sober and correct (or as the case may be). I also inspected his memorandum book, and found the entries properly made, the visits of the Visiting-Sergeant duly registered, and the name of the relieving Constable entered in his own handwriting."

Patrol.

He will patrol his Division twice in each twenty-four hours; visit each street, and insert the result, together with the time of his departure and return, in the Duty Book; specifying the same in his morning report.

Serious disturbance.

In the event of any riot or serious disturbance taking place in his Division, he will at once send to the other Stations for assistance; summoning the Constables on and off duty, and sending for the Chief Constable.

Fire.

When a fire takes place, he will take general superintendence of the men of his Division, and act in strict conformity with the regulations laid down.

Prisoners.

The Officer on duty shall keep order in the Station-house. He shall not allow drinking by the Constables or other persons; and he will investigate all charges, and account for all prisoners brought to the Station, entering their names, with particulars, in the books, according to the prescribed forms.

Property found.

If property be brought to the Station, found by Constables or others, he will immediately enter it in the

Occurrence Book, and make an abstract of the entry in his morning report to the Chief Constable. The several articles must be marked at the time they are received, so that afterwards they may be known to be the same; and before being locked up, every article must be entered in the Register, the name being distinctly called out by one person and entered by another.

The Officer on night duty should be at all times very careful, in taking charges, that no person be locked up without sufficient cause; but on Saturday night particular caution is necessary, as persons bailable cannot be relieved till Monday. ^{Cautions in taking charges.}

It is always to be borne in mind by the Officer on duty, that safe custody, not punishment, is the only object of imprisonment under his superintendence. He will therefore afford every accommodation that the limited means of the Station-house will permit to his prisoners, compatible with their absolute security. ^{Safe custody.}

When a party is accused of a felony or grave misdemeanor, the Officer to whom the complaint is made is to ascertain from the person preferring it, that the act charged constitutes a felony or misdemeanor (as the case may be), and that there are reasonable grounds for preferring a complaint against the party accused. ^{Parties accused of felony.}

His inquiry is to be made only of the person preferring the complaint, *who does so on his own responsibility*. The names and residences of any other parties who may be cognizant of the facts, and, in a subsequent stage of the proceedings, may be fit to be heard as witnesses before the Magistrate, should be entered in the charge sheet, if the parties are in attendance at the Station-house. ^{Complainant responsible.}

Felons not
bailable.

In all cases of felony or misdemeanor, other than petty misdemeanor, when the charge has been received and entered, the parties charged are to be detained in custody till brought before the Police Magistrate for examination.

Prisoners
may write
for bail.

In cases of a trivial nature, where the parties charged are sober and peaceable, they may be furnished with materials for writing to their friends for bail; and the Officer on duty will forward the letter, as directed, by one of the Constables.

In cases of indecent assault, or where the assault is of such a nature as to endanger life, the prisoners cannot be admitted to bail.

Persons who have sent for bail, and who conduct themselves peaceably, are not to be put in the cells, if it can be avoided, except charged with felony, while waiting for their sureties to arrive.

To bind over
persons
making
charges.

When any person is charged with a felony or grave misdemeanor, without a warrant, at any of the Stations, during the close of the Police Offices, the Officer on duty is authorized to require the persons making the charge to enter into recognizance to appear before the Police Magistrate to substantiate such charge.

Police not
to be
excited.

Officers will see that the Police do not allow themselves to be excited by any irritating expressions that are used towards them by persons in custody; but perform their duty in a firm yet temperate and conciliatory manner, acting at all times with as much forbearance as the nature of the case will permit.

Prisoners
brought
before
Magistrate.

All persons brought to the Station-house during the time of the Police Magistrate's attendance at the Police Court, are to be brought before him as soon as the charge is entered on the sheet and registered, except persons intoxicated.

When application is made to the Officer on Division duty for assistance, he will, according to the best of his judgment, render all in his power. Previous to his granting such, he should be satisfied with the grounds upon which it is demanded, and that the applicant has a right to it. Whenever assistance is given, an immediate entry must be made by him in the Duty Book, and a note of it to be included in the morning report to the Chief Constable.

He shall not detain any person brought in by a Constable on the vague charge of obstructing him in the execution of his duty. If such charge be made, it must be accompanied by a specification of particulars.

The cells or other places in which prisoners are confined should be visited once every hour during the night by the Station duty man or officer. Immediate attention is to be given to any case requiring medical aid.

It is not expected that Sergeant-Majors and Sergeants will take complaints in their own persons, except against tavern and *saloon keepers*, Constables, and houses of ill-fame; except also in some extreme cases of felony or assault. Their duty is to look after the officers and men under them, and to keep the business of their Division alive and regular. This he cannot do if he be employed in taking and inquiring into frivolous complaints, and afterwards spends his time at the Police Court prosecuting.

Money or other property taken from a prisoner is not to be returned till the decision of the Magistrate is known; and when delivered up, a receipt must be taken and preserved. This regulation, however, is not to prevent any small sum, to procure refreshment during confinement, being given to the party, where the charge

against him does not relate to the money. But neither in such nor in any other case is the party to be allowed to obtain beer or spirits, but only tea or coffee, with such eatables as are usual in those cases.

In cases where respectable persons, in a helpless condition of intoxication, are brought to the Station-house for the protection of their persons and property, and are not charged with indecent behaviour or with being riotous and disorderly, it is incumbent on the Officer on duty to enter the particulars of the case on the sheet in the morning report, as also in his Duty Book, and to take the same precaution for the care of the property of the party as if he were charged with crime. But the officer may, in his discretion, permit the party to depart, when able to take care of himself, first restoring him his property and taking a receipt for the same.

Mode of
reporting
robberies,
&c.

When any burglary or robbery is discovered, the Officer on duty in the Division in which it takes place, in the morning report to the Chief Constable, will state the same in the following form :

- 1st. The hour.
- 2nd. The name and address of party robbed.
- 3rd. The circumstances and manner.
- 4th. The property stolen, enumerating each article.
- 5th. The estimated value of the stolen property.
- 6th. Remarks in explanation.
- 7th. The name of the Constable on the beat.
- 8th. Whether information was forwarded to Divisions, and if so, at what time and by what Constable.

Previous to his being relieved, he will report fully the occurrences of the preceding twenty-four hours to the

officer who relieves him; and he will mention to him particularly every circumstance that is desirable for him to know for the public good.

Officers must specify in their morning report and duty book whether any money has been received on bail bonds, in the Stations, stating the amount and who it has been paid to, or otherwise disposed of.

THE VISITING SERGEANTS.

The Visiting Sergeant will obey all orders given him ^{To obey orders.} by his Sergeant-Major and Sergeant, and will set an example to his men of intelligence and activity in the discharge of his duty.

He will note every case of fault or misconduct com- ^{To note misconduct.} mitted by the Constables under him, and report all circumstances to the officer on duty.

When for duty, he will arrive at the Station a quarter of an hour before the duties are marched off, and form his men into single rank and inspect them, taking care that every man is perfectly sober and correctly dressed and appointed. He will then report to the officer on duty; and after receiving instructions and hearing the orders, he will then march his men off and post them on their respective beats, and when duties are conducted in relief, seeing that each man previously on duty is properly relieved, after which he will patrol his Division without intermission, and be prepared to report to the Officer in charge, the conduct of his men and all other particulars.

When the Visiting Sergeants and other Officers have occasion to speak to a Constable, both are to stop, and

VISITING SERGEANTS.

the conversation to be as short as possible, *but they are not to walk with and talk to each other.* If he finds a man absent from his beat, he should ascertain the cause and report at once.

In case of serious felony or disturbance, he will send immediate notice to the Stations, that such assistance as is necessary may be afforded, and give all assistance in his power to persons applying to him; and will learn, from his general duties as a Constable, in what way he is to interfere, either in making arrests, entering houses, or taking property from suspected persons.

Gas Lamps.

He is to notice and receive reports as to the state of the Street Lamps—whether they are dirty, broken, or extinguished—and report the same.

To account for his men.

When men assemble at the Station after being relieved, he will account for the attendance of each man to the Officer on duty, who is to inspect, and then dismiss them, after writing his name, and specifying the hour.

If a Visiting Sergeant be absent, from illness or any other cause, his place may be supplied by an intelligent, well-conducted Constable, to be named by the Chief Constable.

Visiting his beat.

The Visiting Sergeant will frequently visit the men on beat, and be careful in seeing that they are correct, and that their beats are patrolled in the regulated time, that all entries are made correctly in their Memorandum Books, especially the hour of visiting.

Note.

For the additional duties of Officers in charge of Divisions, and Visiting Sergeants, see "Outline of Duty."

POLICE CONSTABLES.

Every Police Constable may hope to rise by activity, intelligence, and good conduct. He must study to recommend himself to notice by a diligent discharge of his duties, and strict obedience to the commands of his superiors.

He will reside within his Division; and devote his whole time and abilities to the Police Service.

He is at all times to appear neat in his person, correctly dressed in uniform, and respectful towards his Officers.

He is cheerfully and punctually to obey all orders and instructions of the Sergeant-Majors and Sergeants, and if they appear to him improper, he may complain, to the Chief Constable, who will attend thereto; but any refusal or neglect to perform the commands of his superiors will be severely punished.

When for duty, he will be at the appointed place quarter of an hour before the time of being marched off; there assemble with the remainder of his party, and, after inspection, receiving orders, and having heard the occurrences read by the Officer, he will be marched to his beat, previously receiving a card with the names of the streets, &c., forming his beat.

A portion of the Division will be committed to his care, and he will be held responsible for the security of life and property, and the preservation of peace and general good conduct within his beat during the time he is on duty.

Constables are on no account to leave their beats, when duties are conducted by relief, until relieved by other Constables.

- Not to walk abreast. When proceeding through the streets together, either on or off duty, Constables are never to walk together more than two abreast.
- Knowledge of power. A Constable should fully inform himself what powers are given him by law for the execution of his duties.
- Knowledge of beat. He should make himself perfectly acquainted with all parts of his beat, with the streets, thoroughfares, courts and houses, and possess such a knowledge of the inhabitants of each house as will enable him to recognize their persons.
- Rate of walking. He is to see every part of his beat in a given time, walking at the rate of two-and-a-half English miles an hour. This he will do regularly, so that any person requiring aid, by remaining in the same spot for that length of time, may meet him.
- Delay at certain places. This regularity of moving over his beat should not, however, prevent his remaining at any particular place, if his presence there be necessary to observe the conduct of suspected persons, or for any other good reason; but he is to satisfy his Officers of the reason for deviating from the regular routine.
- Sounding whistles. If at any time he requires immediate assistance, and cannot obtain it in any other way, he must sound his whistle; but this is to be done as seldom as possible, such alarm often creating the inconvenience it is intended to prevent, by assembling a crowd. He must report to the Sergeant every occasion of his using his whistle.
- Taking prisoners into custody. When he takes any one into custody, he will return again to his duty as soon as possible. He should, if possible, inform the Constable occupying the adjoining beat of his temporary absence in charge of a prisoner,

that he may be enabled to take a general supervision of both beats during his absence.

He is not to quit his beat during his tour of duty unless under the circumstances already mentioned, or others which make it necessary to do so. He must not enter any house except in the execution of his duty. He will pay attention to all licensed public houses, spirit grocers and pawnbrokers, reporting every breach of the law to the Officer on duty. Not to enter public houses.

If he observes persons drinking in public houses at prohibited hours, or consuming spirituous liquors on the premises of spirit grocers, or lights in the bar-rooms of taverns or saloons at prohibited hours, he will take a note of the same and the exact time, the name of the house, &c., and communicate the matter to the Sergeant; but not enter any such house except in the immediate execution of his duty. The Constable making such reports will appear at the Chief Constable's office the next morning, stating the facts of the case, preparatory to lodging the necessary information. Not to enter public houses.

If, during his tour of duty, a Constable observes in the streets anything likely to produce danger or public inconvenience, or anything which may appear to him irregular or offensive, he should caution the party offending and report to his officer. Report of irregularities.

He is to afford every information to strangers or others making inquiries, and to deport himself with the utmost civility and attention. Afford information.

He is authorized to interfere when a crowd of persons is standing on the footways together, and must do all in his power to prevent the obstruction of the free passage of the thoroughfares. Crowding of footways.

Good temper, &c.

He is upon these and all other occasions to execute his duty with good temper, civility, and discretion. Any unnecessary violence, by pushing persons off the footways, or striking a party in charge, or the like, will be severely punished. A Constable is not to use his baton because the person is violent in behaviour or language, but may do so in self-defence, or to prevent escape or rescue.

Language.

The Constable is not to use towards the parties in custody or otherwise language calculated to provoke or offend them; such conduct often creates resistance in the party and a hostile feeling among persons present. He is not justified in doing more than is necessary for the safe custody of the prisoner whilst he is conveying him to the Station-house; and, if necessary, he should convey him thither in a cab, and on the disposal of the prisoner before a magistrate, produce a bill of the expense incurred, to be defrayed by the prisoner at the time. Expenses of this kind are on no account to be incurred except through the total incapacity of the prisoner to walk, or for the security of the prisoner, or in the event of a rescue being apprehended.

Gossiping.

While on duty, he must not enter into conversation with any one, not even with other Constables, except on matters of duty. He is not to walk his beat in a slovenly manner, nor loiter about, nor have his hands in his pockets, or swing his arms, &c.

Good temper

There is no qualification more indispensable to a Police Officer or Constable than a perfect command of temper, never suffering himself to be moved by threats or irritating language: if he does his duty in a quiet but determined manner, such conduct will tend to induce well-disposed bystanders to render him assistance should he require it.

Constables wishing to go to places of public amusement off duty, must obtain leave from the Chief Constable and wear plain clothes.

Amuse-
ments.
Plain
clothes.

When Constables are walking along the streets, they should not shoulder past passengers, but give way in a mild manner; the more respectful they are, the more their services and position will be appreciated.

Walking the
streets.

In case of a house taking fire, the Constable will immediately alarm the occupants; and, if necessary to awaken and save the lives of the inmates, break open doors and windows; he will sound the fire alarm at the nearest Telegraph Box; after which he will exert himself to be most useful—as in keeping a space clear for the engines, &c.

Each Constable should inform himself as to the situation of the Fire Engine Houses.

Engine
houses.

When a Constable has charges to attend to before the Police Court, he is to be at the Police Office fifteen minutes before the Court opens, to take Charge of his prisoners, and accompany same to the Police Court; before this duty is performed, he will fall in with the other evidences and be inspected by the Officer in charge of the Court.

Conveying
prisoners
to Police
Court.

In attending the Chief Constable or Commissioner's Office, the Officers and Constables are to have their caps and gloves on, listen attentively to whatever may be said either for or against them, taking care not to contradict or interrupt the person speaking. Before entering any private office or apartment, they should first knock gently at the door, and only enter when they receive notice from the person inside.

Attending
before Chief
Constable or
Commis-
sioners.

Giving
evidence.

In giving evidence before the Magistrates, Judges or Commissioners of Police, the Constable should stand at attention, and take the "Book" in his right hand, with his glove off. He must not kiss the Book till the oath is repeated. His testimony should be given without gesticulation, in a clear and distinct tone of voice, without *vindictiveness or partiality, and at all times adhering conscientiously to the truth.*

Not to lodge
in public
houses.

No Officer, Sergeant, or Constable is permitted to lodge in a public house, saloon, or tavern, or out of his Division. Constables found living in disreputable lodgings are liable to be dismissed.

Men's resi-
dences to be
visited.

The Sergeant-Majors of Divisions are, from time to time, to visit the Constables' residences, and are held responsible that no Constable lives in disreputable lodgings.

CLOTHING AND EQUIPMENTS.

Dress.

The Police are at all times to appear neatly dressed.

Great-coats.

The old blue coats instead of the new issues are to be worn under the great-coats.

Handker-
chiefs not
to be worn.

Handkerchiefs around their heads or necks are not to be worn on duty. Constables not to use their fingers instead of a pocket-handkerchief.

Sick.

Officers and Constables on the Sick-list are to appear before the Doctor in plain clothes, and in all respects clean and orderly in their persons.

Hair pro-
perly cut.

They are to keep their hair properly cut; and when in uniform not to carry sticks.

Shoes.

They are not to appear in the streets with low shoes on,—

Or dirty or unshaven, or without gloves, or with ^{Slovenly appearance.} gloves of a different pattern from prescribed regulations, being white cotton by day, and brown woollen for night duty, except in the very cold winter weather, when warm heavy gloves may be worn, of a uniform dark brown colour.

While on street duty, the Constable will wear the ^{Armlets.} armlet a little above the left wrist; the Visiting-Sergeants, their armlets above the left elbow.

Officers and Constables, when attending the Assizes, ^{Dress in Courts of Justice.} Courts, or Sessions, are to appear in uniform; great-coats are not to be worn. Constables attending on cases at the Police Office and Court, must appear as if for duty.

Officers and men are not permitted to use umbrellas ^{Umbrellas and capes.} when in uniform. Capes are not to be worn in dry weather, nor on frosty nights; they are only intended as a protection against wet, and not against cold. Officers on duty will wear their great-coats on night duty, and on parades, when the Constables wear theirs.

Officers on duty are held responsible for the appear- ^{Cleanliness} ance of their men. No man should be placed on duty ^{enjoined.} but in a clean state, and if he does not appear so when parading, he must be reported.

The Sergeant-Majors will inspect the clothing and ap- ^{Inspection of clothing.} pointments of the Constables from time to time, and when a man is found not taking care of his clothing, he will be reported. Any Constable producing at inspection clothing or equipments not his own, is liable to punishment, and men are forbidden to lend clothing and equipments to one another. The following to be produced for inspection:—One great-coat—one armlet—two blue coats (one present and one last issue)—two

pair of trousers—two caps (one present and one last issue)—one cape—one stock—one button-brush and stick—one baton—one whistle—one pair of handcuffs—one instruction book—one book containing cab and cart regulations—and one fire alarm key. On a Constable being suspended, every article of uniform, clothing and equipments will be sent into the Station to which the Constable belongs, and handed over to the Officer on duty, who will send in a certificate to that effect to the Chief's office the following morning, specifying the articles received.

Sergeant-Majors of Divisions will report to the Chief Constable any men who may be habitually slovenly or dirty, as they will not be allowed to remain in the Force.

MISCONDUCT.

Intoxication
and asleep
on beat.

The Commissioners will 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 effects of liquor*," and will be entered as such in the report from the Officer on duty. This order is not to prevent Constables 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 so much, that the Commissioners will at once rid the Force of any Officer or Constable guilty of this vice.

Officers or Constables found card-playing or drinking in public houses, are considered unfit to belong to the Force. Card-playing, &c.

Men disposed to refresh themselves moderately will do so in their own residences or lodgings. Card-playing in Stations will not be permitted.

Any member of the Police found entering public houses, except on duty, or found frequenting shops where spirits are sold, or drinking in them, will be dismissed. Resorting to public houses and spirit groceries.

Policemen who purchase spirits from unlicensed persons will be dismissed. Purchasing spirits from unlicensed persons.

POLICE ORDERS.

Men who wish to resign must give a month's notice to the Chief Constable. Men who send in their resignations in an irregular manner, or who resign to avoid charges against them, will be dismissed, with loss of arrears of pay. Resignations.

Officers or Constables are not to subscribe or solicit subscriptions for men leaving the Force without the consent of the Chief Constable. Soliciting subscriptions.

No man will be allowed to proceed on sick leave, unless by the recommendation of the Medical Officer. Sick leave.

Sergeant-Majors and Sergeants are permitted to receive fourteen days' leave of absence every year, and Constables from one to ten days, on the approval of the Chief Constable. Number of days' leave.

Property
restored.

Property taken from drunken prisoners must be restored in the presence of the Constable who took the prisoner into custody.

Constables
to keep
street side
of foot-way.

The Police, on or off duty, will keep the street side of the footway on which they are moving. When the footway is narrow, the Constables should give way altogether when meeting females or respectable persons.

Constables
attending
charges.

Constables having charges to be disposed of before the Police Magistrate, must be punctually in attendance, as the case cannot be brought on until he arrives. Constables being late will be reported, and deprived of pay.

Smoking in
uniform.

No member of the Police Force, whether on or off duty, in uniform, is permitted to smoke in any public place, nor in the rooms or passages of the Courts of Justice, Police Offices or Station-houses.

Persons
arrested to
be conveyed
to Station of
Division.

Prisoners arrested will be taken to the Station of the Division in which they are arrested.

People
seriously
wounded,
&c.

In cases of persons suffering from dangerous wounds or injuries, the Officer on duty will send them at once to the General Hospital. A special report to be made when the Hospital authorities refuse to receive them. He will not send for a doctor except in cases of immediate danger. And when the person cannot be removed to the Hospital, or that the Hospital authorities have refused to receive him, or when the sick person is charged with felony, and whenever a doctor is brought to the Station, it is to be reported the next morning, attached to the morning report, with the particulars of the case, and medical charge to be presented to the Police Magistrate, on the investigation of the case.

Cab bills.

Constables having occasion to employ cabs will make out the bills in their own handwriting, with the amount

in words, and not in figures ; such bills to be presented to the presiding Magistrate at the disposal of the case by the Constable having the case in hand.

The Police are ordered to salute the Commissioners ^{Saluting} and Chief Constable. ^{superiors.}

Any member of the Force lending money to their ^{Borrowing} superior officers, or any of the superior officers borrow- ^{money.} ing money from those of a subordinate rank, will be dismissed.

No Officer or Constable is to incur pecuniary obliga- ^{Loan funds.} tions to tavern or saloon keepers, cab-drivers or cab owners, or induce any of them to incur liability for any such Officer or Constable.

The Commissioners desire earnestly to impress on the Police the necessity of living within their means ; ^{Not to con-} for it is difficult for men, under pecuniary obligations ^{tract debts.} to others, to conduct themselves with that independence and impartiality which is expected from every Constable.

In cases of gross violation of the Sabbath, parties ^{Violation} should be summoned. Constables cannot be too cau- ^{of the} tious in interfering with citizens on the streets. But ^{Sabbath.} the street-duty men must strictly adhere to the instructions for preventing parties from assembling on the corners of streets, and using insulting language.

Harsh language on the part of Constables to citizens ^{Caution} and persons in custody is not permitted. Constables, ^{against} if rudely treated themselves, are not justified in re- ^{incivility} taliating. All duties must be performed with firm- ^{and violent} ness, but at the same time with moderation. Words ^{conduct.} in themselves not objectionable frequently give offence from the tone of voice in which they are uttered ;

and the Police should remember that respectful conduct to all classes adds to their own authority and usefulness.

Violence to
prisoners.

The Chief Constable strongly reprobates the practice of roughly and violently pulling prisoners through the streets. No attempt to lay hands on respectable persons, who are at the same time sober, should be made until the Constables have first asked them to go with them to the Station. If they refuse, the Constables are justified in bringing them by force, but not otherwise. When prisoners are brought to the Station by Constables, charged with assault upon them, and for drunkenness, the Officer on duty will take care not to take the charge of assault unless satisfied that the assault is of such a nature as can be substantiated before a Magistrate. The Constable should show some slight marks of violence, or his clothes torn or soiled, before a charge of assault against a man in a state of intoxication should be taken.

Reporting
superiors.

When a Constable has reason to think that any Officer is intoxicated, or otherwise irregular, he will report it at once to the Chief Constable, through an Officer of his Division.

If a Constable considers himself harshly treated by his superior, he may complain; or if he sees his superior guilty of any offence calculated to bring discredit on the Force, he should report it.

Officers are enjoined to report all irregularities without impartiality, to act with firmness, but never to use harsh or intemperate language; and Constables should remember that it is the duty of Officers to enforce the discipline of the establishment, and keep a vigilant watch over those committed to their charge.

A Constable dismissed, or who has resigned, will not be reappointed. Men not allowed to be reappointed.

The Sergeant-Majors will attend all investigations that take place before the Commissioners or Chief Constable, in cases of the men of their respective Divisions.

Constables will not take charge of stray dogs without stray dogs collars bearing the owner's address, excepting dogs manifestly valuable.

A Constable will always be in attendance at a Police at Coroner's inquest. Inquests are not to be held in inquests. Station-houses.

In all cases of murder, or offences of a very serious nature, the Sergeant-Major, or Sergeant of the Division Officers to attend serious cases in which the outrage has been committed, is to be employed to collect evidence and bring it before the Crown Counsel.

Constables will be placed in charge of a corpse only Constables in charge of dead bodies. in a case where death has occurred under suspicious circumstances, and it is necessary for the ends of justice to prevent a removal of the body.

No promotions will take place without a strict examination, as to qualification of the party to be promoted. Promotion.

When the obstruction of a Constable is of a trivial nature, bringing the persons before the Police Magistrate, either by summons or otherwise, tends to create a Obstruction of Constables in execution of their duty bad feeling against the Police, and is to be discouraged.

Sergeant-Majors of Divisions are held responsible that Police at public meetings. Policemen are not posted inside at public meetings (except under very peculiar circumstances); and on no account at entertainments at tables and platforms. On such occasions the Police should be stationed outside,

and not to enter the rooms unless called upon to preserve the peace; when they will follow the directions of the Chairman of the meeting, *as far as they are legal.*

Attending
Court.

Every Constable attending Assizes or Sessions, will report himself at the Chief Constable's office a quarter of an hour before his attendance at Court.

Parties and
meetings.

Whenever parties at gentlemen's houses, or meetings are held which cause a large crowd of persons or carriages, should no Police have been ordered by the Chief Constable, the Officer on duty in that Division will furnish a sufficient number, on being applied to, to prevent confusion.

Officers to be
efficient.

Sergeant-Majors and Sergeants should set an example to the Constables in the neatness of their dress, civility to all ranks, and general attention to their duties. Upon their exertions much of the efficiency of the Force depends.

They are held responsible that the keepers of all irregular public houses within their respective Divisions are summoned; that persons who do not keep the footways in front of their houses clean and clear from snow, according to law, are summoned; and that irregularities of every description are reported and suppressed.

Memoran-
dum book.

Every Officer and Constable will keep a book, in which he will write, on the first page, his name, and date of joining the Toronto Police Force, and particulars of duties, length of beat hours, and time passing over such, certified to by the Officer on duty for the twenty-four hours. Whenever an Officer or Constable is brought before the Commissioners for any offence, this book will be produced.

Officers on duty should examine all warrants given to them for execution, and should any be found deficient of the office or other requisite seal, 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. Constables on being entrusted with a Warrant for execution will insert in the Warrant Book the particulars of the execution, as follows: —

Execution of warrants.

"Received warrant against ——— at ——— o'clock, charge of ———, executed by me at ——— o'clock, and returned to Sergeant-Major or Sergeant at ——— o'clock."

All these entries are to be made in the Constable's own handwriting. The Officer on duty will enter in the morning report whether any and what warrants have been executed and by what Constable, and append said warrant or warrants to the morning report, so that they may be returned forthwith to the Clerk in the Police Office, who is directed to keep them safe.

Whenever soldiers assault the Police, or are guilty of any direct breach of the law, they are to be brought before the Police Magistrate like other persons. When soldiers are found drunk, and do not belong to regiments in the Garrison, they are to be brought before the Magistrate, as other drunkards are; but if found drunk and belonging to regiments in the Garrison, and quiet and inoffensive, they may be given up to their regiments when sober.

Nothing can be more injurious to the efficiency and discipline of the Police Service than insubordination. The Commissioners will punish with severity any instances of such misconduct that may be brought before them.

Insubordination.

It is the duty of the Constable to receive the orders of the Police Officer (Sergeant-Major or Sergeant), without questioning him, to answer his questions respectfully, and to bear his reproofs with patience.

Officers, on the other hand, shall be kind and conciliatory in their behaviour upon all occasions, and take care not to address their men, when giving orders or otherwise, in an offensive or provoking manner. Should they do so, however, the Constable is not justified in replying; his only course is to apply to the Chief Constable for redress.

Urging
people to
interfere in
duties.

Constables urging persons unconnected with the Police Force to interfere with the Commissioners or Chief Constable with respect to transfers, or other duties, will be considered guilty of disobedience of orders.

Regular
night duties.

Men are not permitted to remain on night duty, even at their own request, longer than their regular turn; it being detrimental to the constitution of the Constables and injurious to the service, when permitted.

Wrench-
ing off
knockers.

Persons caught in the act of wrenching knockers and handles off hall doors, are invariably to be charged with felony.

Mode of
entering
charges
against
females.

Charges against female prisoners, entered at the Stations, must state whether the person is married or single.

Suicides.

Prisoners who attempt to commit suicide when locked up, are to be charged with so doing by the Officer on duty.

Officers not
to communi

Officers will on no account take upon themselves to communicate with parties out of the City, or act in

matters, either by direction of the Magistrates or at the request of civilians, without communicating with the Chief Constable. All communications should proceed through the Chief Constable's office.

The Order Books at the Stations, and all orders, are to be kept and copied neatly and correctly, and the officers are responsible that there is no bad spelling.

When stolen property is to be restored to the owner in court by order of the Judge, the Constable in charge must restore it in presence of the Officer on duty attending court, who will authenticate the owner's receipt by affixing his signature.

The Sergeant-Majors and Sergeants, when prisoners become abusive to them and disorderly in the Station-houses, will make such conduct a separate and distinct charge.

Constables may be employed on occasions in plain clothes looking after beggars, and sent to places to prevent hurling and other games being played within the city that are dangerous to the public.

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 compliment to cabmen, who are in so many respects subject to the control of the Police.

Constables are not to make representations of their wants, complaints, &c., direct to the Commissioners, the Mayor or the Police Magistrate; such practice is forbidden, and no representation or complaint will be entertained or listened to, unless made through the Chief Constable.

Prisoners brought into Station in a state of intoxication must have their neck-ties or any other impediment around their necks removed, their shirts unbuttoned about the neck, and be frequently visited; care must be taken that their heads are raised when lying down.

Relief of
Constables
on duty.

Officers on duty will pay the strictest attention to men reporting themselves off beat, inspect their Memorandum Books, and see that the regulation with reference to entries of the visits of the Visiting Officer are properly made. Men should be relieved as near as possible at the hour assigned for their relief; and Officers must narrowly observe the time that elapses between the relief hour and the time the Constable reports himself, and the time he actually reports himself is to be stated in the morning report under the proper heading irrespective of the hour appointed for his relief.

Constables
to deliver
up clothing.

Upon a Constable being suspended, dismissed, or otherwise leaving the Force, the Sergeant-Major of the Division to which he belongs will immediately see that his clothing, accoutrements, &c., are delivered up; and any deficiencies the Constable must account for, and produce the Officer's receipt for the same before any pay will be sanctioned.

Leave.

Constables' applications for leave of absence to be made out in their own handwriting in the prescribed form.

Reporters.

On reporters to the public journals soliciting information, there can be no objection to the Officer on 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. Constables will not give information them-

selves, but will invariably refer gentlemen connected with the press to the officer on duty.

Constables on duty 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, summoned. Horses left on streets to be noticed.

The books containing receipts of property taken from prisoners apprehended will be kept at the Police Office; and no property, be it ever so trifling, is to be returned to prisoners without being entered properly therein, and signed for and witnessed by the Constable who has charge of the case. Property Book.

All saloons and taverns are to be reported when open after hours; a light in the bar-room, or persons talking therein, will warrant an information being laid. Saloons.

Constables are cautioned against incurring any expense whatever in cab-hire, &c., during the holding of inquests, without the order of the Coroner, with his signature attached, who is to be responsible for the payment. ex-Coroners. Cabs.

In order to guard against confusion in the issue of Coroner's warrants, and the summonses to be served thereon, no Station will receive a Coroner's warrant except the Head-quarter Station, where the same will be immediately registered with the name of the Coroner and the exact hour in which it was left at the Station; the first warrant is alone to be acted upon, subsequent ones upon the same case not to be noticed; officers will take care to explain this order to Coroners for their information. Warrants, to be legal, must be properly filled up; and no officer will receive, or allow any warrant to be acted upon unless it is complete; and with the usual subpoenas for a jury, furnished by the Coroner leaving his warrant. Coroner's warrants.

Reports of
Constables
monthly.

Each Constable will send in to the Chief Constable, through the Sergeant-Major of his Division, by the 3rd of every month, a Report, in his own handwriting, of the duties performed by him during the previous month, with the names of the prisoners he arrested, the offences, how disposed of, &c.; such Report to be written cleanly and legibly.

Police, how
to give
evidence.

The Police, when giving evidence, are to stand at attention, 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 taken at the time of their occurrence; keeping also in mind the depositions which they signed before the Magistrate, with which their evidence at the trial should agree. They are not to use any low or cant expressions. They are not to refer to former convictions against the prisoner, unless called upon by the Judge to do so. When cross-examined by counsel for prisoner, they are to answer with the same readiness and civility as when giving evidence in support of the charge; remembering that the manner or insinuations of counsel against them are not to affect them, and that the ends of justice will be best forwarded by their showing a desire simply to tell the truth, whether in favour of or against the prisoner.

Police not to
recommend
legal aid.

No one in the Police is to recommend a prosecutor to employ legal aid in any case, or interfere in any way with procuring legal aid, either for prosecutor or prisoner.

Dispute as
to disposal
of property.

If any question is raised, during or after a trial, as 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 Judge, to make an order respecting the disposal of the property.

The Police are not to incur any expense in conveying witnesses to any trial without a *written order*, and sanction of the Crown Council or Police Magistrate. Expenses incurred for witnesses.

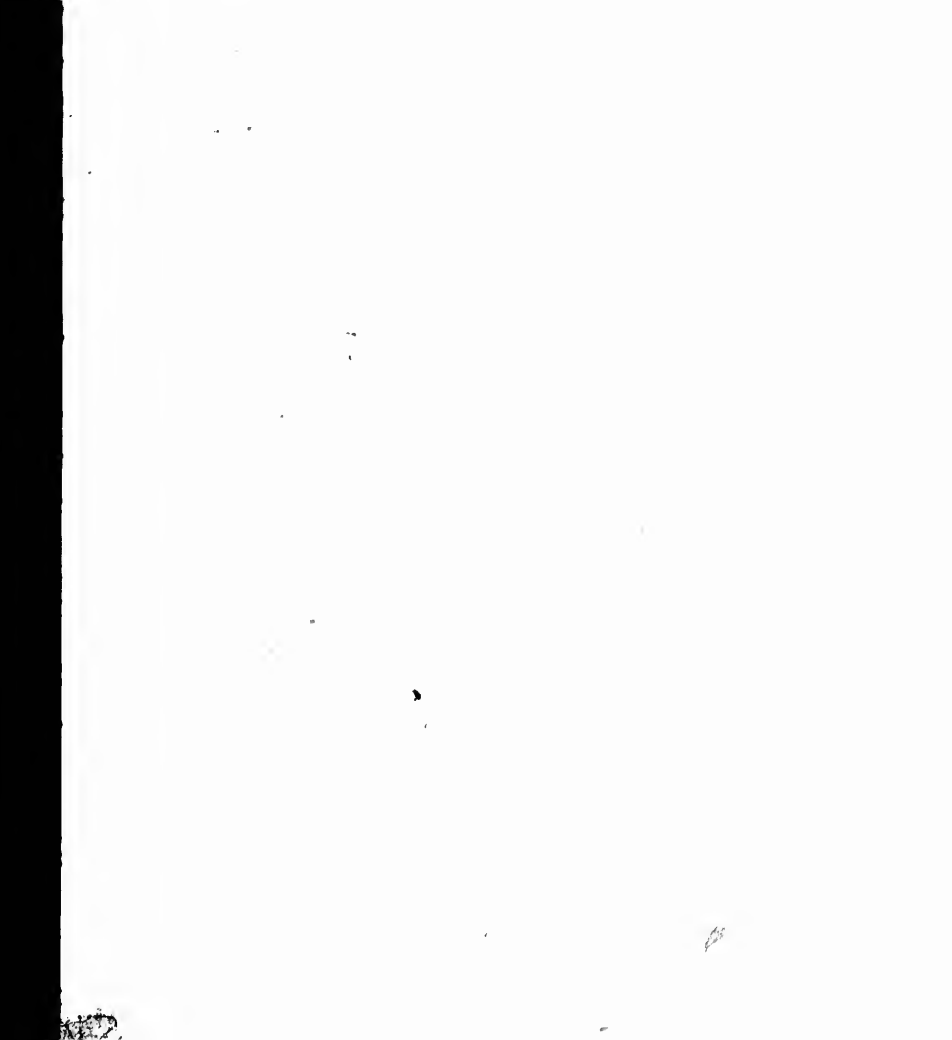
The Police are not to pay attention to any ignorant or silly expressions of ridicule that may be made use of towards them; all of which they must treat as beneath their notice. Not to notice silly expressions.

The Police are not to 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. Not to publish rewards.

When a person comes to a Police Station to make a complaint against a Constable of another Division, the Officer on duty is to take down his statement at once in writing, without referring the person complaining to the Station of the Division to which the Constable complained of belongs.

Any carriage, with company going to balls, parties, theatre, &c., is to be allowed to pass empty carriages, waiting or going to take up their company, and draw up to the entrance, set down immediately, and draw off. Carriages at balls and parties.

The Police employed to regulate carriages and preserve order at private parties and places of public amusement, are not to speak to servants with carriages in a tone and manner calculated to give offence or provoke resistance. The Police are to abstain as much as possible from speaking to those whom they have to regulate or control, except as may be necessary for the execution of their duty, and all directions to be given in a civil and firm manner.



Orange peel
on pave-
ment.

Great danger to foot passengers generally arises from orange peel and other fruit thrown upon the footways. The attention of the Police is directed to the removal of these whenever seen on the pavement.

Police in
plain clothes

The Police on duty in plain clothes are to make known to any person who improperly interferes with them in the execution of their duty, that they are Constables of the Police Force executing their duties. They must exercise their judgment as to the proper time to make the communication, so as not to interfere with the object they have in view, but at such a period that if they are assaulted or resisted, the parties assaulting or resisting them cannot plead ignorance of their real character and of their duty.

Not to make
charges and
imputa-
tions un-
necessarily.

A Constable will not be permitted to attend a prisoner who may have occasion to run about the city for the purpose of collecting his fine. In cases of this kind the prisoner will remain in custody, and may communicate by letter to his friends, which letter will be despatched by the Constable with as little delay as possible.

The Police on duty at public places of amusement, or anywhere else, are to be careful in making observations, unless they are quite satisfied that they can, if required, support their opinion, as to persons being suspected characters, associates of thieves, gamblers, or the like.

Constables
not to loiter.

The Officers on duty are to caution the Constables against loitering near each other shortly before the hour of morning relief. They are to do their duty diligently over all parts of their beat, up to the moment they are relieved.

Standing at
attention.

When any of the Commissioners of Police, or the Chief of Police, enters any room at a Police Station, the Police in the room will spring up to attention. The

first man who perceives a Commissioner or the Chief of Police approach, is to give notice to the others by calling "Attention."

Several of the Police have been noticed with hair of unusual length, giving a slovenly, dirty appearance. ^{Hair properly cut.} The Sergeant Majors of Divisions will see that the men's hair is kept properly cut; and the Officers are expected to set an example to their men in this respect, as in all others.

Information and orders to be read to the men going on duty—to each Relief, on being paraded for duty, and ^{Information and orders to be read.} not when the men are coming off duty.

In cases of affrays in the streets, or of assaults upon the Police, attempts to rescue, or obstruction in the performance of their duties, it is most desirable that they should not take persons into custody at the time, if they are known, and can be apprehended afterwards on warrant obtained from a Magistrate. Where persons reside at the place, or their residences are known, it can rarely be a proper step for the Police to take them into custody during the excitement of the affray, &c., and where resistance by others, as well as by the persons themselves, may be caused by the attempt to take 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. ^{Assaults on Police.}

The Officers on duty, who enter charges brought to a Police Station, are to make such inquiries from the Police making the charge, as will enable them to give ^{Officers on duty making charges to make inquiries.} proper directions, that the requisite witnesses may be in attendance at the Police Court when the case is to be heard; and also that all inquiries are duly made by the

Police to support the charge. The Police concerned in the charge are to bring forward the necessary witnesses, and to use all exertions, so as to have the circumstances of the case stated, and afford every facility to the Magistrate in carrying on the investigation, and coming to a correct conclusion.

Fires.
Removing
furniture.

Much loss is frequently occasioned at fires by the unnecessary removal of furniture, especially from houses not actually on fire. The Police are, if possible, to guard against this, by cautioning the inmates, after consulting with the Officers of the Fire Brigade as to the anticipated extent of the conflagration.

Mode of
giving
evidence.

The Police are to give their evidence with the strictest accuracy; questions of the highest interest are decided, and the administration of justice must in a great measure depend upon the trustworthiness of their evidence; they are habitually to make accurate observations of all matters relating to duty, that they may be able, if required, to state all the circumstances; they are not to suppress or overstate the slightest circumstance with a view to favour or prejudice either side—and they perform their duty best by stating accurately, and without feeling or favour, all the particulars they know. 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; greater weight will always be given to the evidence of the Police if they state fully and without passion all they know, and make it evident that they are speaking the whole truth; 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 on with mis-

trust, and is open to suspicion and unfavourable comment. Any member of the Police Force who wilfully departs from the truth is utterly unfit for the service, and will be immediately dismissed.

All correspondence with persons not in the Police on any matter of Police duty is to be carried on through the Chief Constable's office. Police not to correspond.

Any one in the Police wishing to apply for another situation is first to obtain the sanction of the Chief Constable. Should application for another situation be made without such sanction, the persons will be liable to be required to resign immediately, and be refused a certificate of good conduct. Police desirous of obtaining other situations.

Constables giving notice to resign in less than three months after joining will be required to resign at once, without pay. Constables giving notice to resign.

The Chief Constable will not recognize applications for leave of absence from Officers and Constables for the purpose of their remaining in the city, as tending to the encouragement of idle habits and affording matter for remark. Leave of absence will be granted for a short period during the year on grounds of private affairs, necessary recreation, or for change of air on medical recommendation. Leave of absence.

The Chief Constable, upon several occasions, has had to complain of behaviour on the part of members of the Police Force, as well as on the part of others attending the Police offices, that does not accord with that decorum and propriety of conduct which is strictly observed in and about the offices of all well regulated Police establishments, and certainly will be enforced in this.

The duties will be conducted in silence and with regularity, without unnecessary noise and a boisterous tone of voice in talking; *whistling* and *singing* are strictly forbidden in Police offices.

The Officer in charge of the Police office will see that this rule is observed, and on any infringement of it by parties not belonging to the Force, he will civilly intimate to them the nature of the order, and request a discontinuance of the annoyance.

The Officer in charge of the court of a morning will instruct the Constables that on no account are prisoners to be placed anywhere but in the dock (of course parties summoned are exceptions). Applications are at times made by Counsel for prisoners to be admitted within the bar, and it rests with the Bench as to whether such permission is granted; but on requests of this nature being made, they should not emanate from any member of the Police Department, or any official connected with such—interfering in the slightest degree would be an act of great impropriety on their part. It should be borne in mind that it is highly improper to admit prisoners, such as disorderly females, felons, and people charged with larceny, within the bar.

Communications with public journals prohibited.

The members of the Police Force will understand that as long as they remain members of the Force, they will on no account be permitted to send communications to the public journals upon any subject connected with their position as an Officer or Constable, or upon matters connected with the Department to which they belong, or relating thereto, except with the approval and consent of the Board of Commissioners of Police.

If an Officer or Constable conceives himself aggrieved or misrepresented, on preferring a complaint through

the proper channel to the Commissioners, the Commissioners are at all times ready to entertain and investigate the same, and, in the event of such complaint being substantiated, to afford such Officer or Constable every remedy in their power; but they desire it to be distinctly understood that the fact of any member of a Police Force communicating with the public press on matters connected with their duty is highly irregular and improper, and will not be permitted.

The attention of the Officers of the Police Force is called most particularly to the necessity of reporting any Constables who are inattentive to their duties at processions, fires, and public meetings, &c. Some Constables are apt to forget that they are on duty, and act merely as spectators: this has been remarked on some occasions, and cannot be overlooked if circumstances of this kind are brought under the notice of the Commissioners.

Behaviour of
Police at
processions
and fires.

Officers are cautioned that if the public duty cannot be conducted by them without bickering and recrimination, the Commissioners will dispense with their services.

Cautioned
against
bickering
and recrimi-
nation.

That if the Commissioners find any Officer or Constable canvassing their duties with any one out of the sphere of the Police Department, they will dismiss him.

Canvassing
duties out of
Department

The Officer on duty will be allowed one hour for his evening meal after the first relief has been marched off at fifteen minutes to six p.m. This order has reference to the winter detail of duty.

Officers'
meals.

The night Station-duty Constables will go to their breakfast at 7 A.M., returning to their Stations at a quarter before nine o'clock of a morning.

Station-duty
Constables.

No leave of absence will be granted during the winter detail of duty.

No leave dur-
ing winter
months.

Receipts for
money and
property.

On no account are Constables to return any money or property taken from prisoners without taking a receipt for the same in the Receipt Book for that purpose, which is kept in the Police Office, as well as one in each station—a receipt is to be taken for the smallest sum.

SICKNESS.

Constables
taken ill.

Constables taken ill will at once report same to Officer on duty, or if personally unable to do so, he will cause an intimation thereof to be dispatched to that Officer at once. The Officer will then personally visit the Constable, sending for the Medical Officer to the Force, who will make his report accordingly. When the Constable reports himself personally to the Officer, both will proceed to the residence of the Medical Officer. When Constables on the Sick-list for fourteen days or over, a special report to be made by the Medical Officer thereon for the consideration of the Commissioners.

Deduction of
pay on ac-
count of
sickness.

All Officers and Constables, whilst on the Sick-list, will have one-third their daily pay deducted for the number of days they so remain thereon.

Sick-list.

The Sick-list, with the cause of illness, will be brought to the Chief Constable every morning, by one of the Duties attending court.

FIRE.

The following arrangements are to be adhered to in cases of fire:—

When a fire takes place in the day-time, the Officers on duty in each Station will repair thereto, as also one Station-duty man and the men on day duty. If the fire

should prove of an extensive character, the Officers and Constables off duty to be immediately sent for; but it should be understood that, in the event of the fire-bells ringing out the alarm, all the Force, whether on duty or not, will be on the alert, and ascertain whether their services are likely to be required.

At night-time all the beats, with the exception of the Constables on the principal thoroughfares in each Division, viz., York, King, Yonge, and Queen, are to repair to the spot; but the most important beats will be remounted if the fire is not of that serious character as to require the aid of all the Force to preserve order and protect property. Duties at night.

The Constable who first discovers a fire should instantly alarm the inmates of the house, and then give immediate alarm by sounding the alarm telegraph at nearest box.

The principal duties of the Police at fires are to keep the street perfectly clear, and for the protection of property. And it is the duty of Officers to see this done. Principal duties at fires
The street should be kept perfectly clear of people for at least a hundred feet on each side the building on fire, to enable the firemen to act, and those in charge of the engines to receive their directions promptly, without obstruction from the public. A cordon of Police will take up their positions across the streets as they arrive, clearing the intermediate space, whilst others will be told off for the protection of property, which should be concentrated as much as possible, and those civilians receiving property should be directed how to act in this respect, as scattered property here and there not only demands the services of extra Police, which may be employed in other ways, but renders the robbery of articles comparatively easy to those whose avocations

in this respect are brought into play at fires. One Constable should be posted at corners of streets, some distance from the fire, to detect parties carrying property away.

The men must resume their beats as soon as possible after the fire has been got under, a sufficient number being left for the protection of property.

The Constable who first discovers the fire to make a special report of the same in the morning, stating all the particulars.

OUTLINE OF DUTY.

It is intended here to state such parts of the law relating to the office of Constable as are sufficient for the general instruction of the Police Force.

Each individual will bear in mind the extreme importance of making himself thoroughly acquainted with the subject; as it is necessary to enable him, with a due regard to his own safety, to act efficiently for the protection of the public.

When properly understood, and duly executed, the powers of a Constable are amply sufficient for their purpose. He is Peace Officer of his district, and, both by common law and many acts of parliament, invested with considerable powers, and has imposed upon him the discharge of many important duties.

He is authorized and required, in the execution of his office, to arrest parties charged with or suspected to be guilty of some offence; to enter a house in pursuit of an offender; to quiet an affray; to search for stolen goods;

or to take possession of goods supposed to have been stolen.

It therefore becomes necessary that the Constable should inform himself in what cases he ought to interfere, and what legal powers he possesses to effect the object in case he meets with resistance.

To assist the Police Constables in the discharge of their duties, the following observations are prepared for their attentive perusal and guidance:

FELONIES AND MISDEMEANORS.

Murder, house-breaking, robbery, picking pockets, stealing, receiving stolen goods (knowing them to have been stolen), setting fire to any church, house, or other building, are some of the principal felonies; there are many others which might be enumerated.

Persons guilty of any of these offences are called felons.

As it is more important to prevent the commission of great crimes than of lesser offences, the Constable has greater power in cases of felonies than in those of mere misdemeanors.

The first duty of a Constable is to prevent the commission of crime.

For this purpose he is empowered to take a person into custody whom, from situation and behaviour, he has good reason to believe is about to commit a felony: thus, when a drunken person, a lunatic, or a man in a passion, threatens the life of another, or to burn his house, the Constable may arrest him. Powers to prevent felony.

He should also arrest any person whom he has good reason to suspect to be about to break into any dwelling-house, warehouse, coach-house, stable, or out-building,

especially if he has in his possession any implement adapted for that purpose; or any person armed with any gun, pistol, cutlass, bludgeon, or other offensive weapon, with intent to commit a felonious act; or any person having in his possession an illegal weapon, such as a skull-cracker, iron knuckles, a loaded stick or whip, a sword-cane, or a bowie-knife or dirk, or slung shot; and likewise any person having in the streets or other open place, any property in possession under suspicious circumstances, and not giving a satisfactory account of himself.

Suspicious
characters.

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 felony or looking about to commit any misdemeanor or 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.

Property
unlawfully
obtained.

Constables may also stop, search, and detain any vessel, boat, cart or carriage, in or upon which there is reason to suspect that any thing stolen may be found: also, any person suspected of having or conveying anything stolen or unlawfully obtained; and to take all necessary measures for the prevention and detection of all felonies which he has just cause to suspect to have been, or about to be committed, and to take into custody all persons suspected of being concerned in such felonies, and to take charge of all property suspected to be stolen.

Great
caution re-
quired.

In acting, the Police Constable must judge from the character, situation and behaviour, of the party what

his intention is. In some cases, no doubt can exist; as when the party is a notorious thief, or acting with those who are thieves, or when he is seen to try people's pockets in a crowd, or attempt to break into a house, or endeavour to take any property secretly from another, the Constable should not act hastily in case the intention is not clear, but content himself with watching closely the suspected party that he may discover his design.

The Constable may arrest whom he sees in the act of committing a felony, or any one whom another positively charges with having committed, or suspects of having committed a felony. If the suspicion appears to the Constable to be well founded, the person charging should go with him and lay information forthwith.

The Constable must make every exertion to effect the arrest of a felon. A party accused of felony, if he may be immediately followed wherever he goes; if he take refuge in a house, the Constable may break open the doors if necessary to get in—*first stating who he is, and his business*; but the breaking open outer doors is so dangerous a proceeding, that it should never be resorted to except in extreme cases and when an immediate arrest is necessary.

There are some cases in which a Constable may and ought to break into a house, although no felony has been committed, when the necessity of the case *will not admit of delay*, and when there are no other means of entering, as when persons are fighting furiously in a house, or parties openly preparing to fight, take refuge in a house; or when a house has been entered with a felonious intent, and a felony will probably be committed unless a Constable interfere.

Demanding
aid.

If a Constable find his exertions insufficient to effect an arrest, he may, in Her Majesty's name, require persons present to assist him, and they are bound by law to do so.

Escape of a
prisoner.

* If a prisoner should escape, in immediate pursuit the Constable may follow him into any house or place; this power extends equally to misdemeanors and felony cases; after arrest, the Constable is in all cases to impose only such restraint upon the prisoner as may be necessary for his safe custody.

Misdemeanors,
affrays
and riots.

Offences such as common assaults, affrays, and riots, are called misdemeanors; in cases of actual breaches of the peace committed within view of the Constable, he should promptly interfere, first giving notice of his office if he be not already known, separate the combatants, and quiet the disturbance.

If the riot, &c., be of a serious nature, or if the offenders do not immediately desist, he should take them into custody, and especially secure the principal instigators thereof.

Abusive
language.

He should also interfere for the prevention of a breach of the peace, by taking into custody any one who, in any thoroughfare, shall use any abusive or insulting words or behaviour with intent to provoke a breach of the peace.

Assault not
within view.

When a person is charged by another with committing an *aggravated* assault, if the Constable has reason to believe that such assault has been committed, and that the offender would escape before a warrant could be obtained for his apprehension, he may arrest without a warrant; but if the offender is a householder or room keeper, it is better to refer the party complaining to the Magistrates for redress.

When, however, an assault just committed is of a ^{Assault of serious nature.} serious nature, including cutting or wounding, with evident marks of grievous bodily harm, the Constable should take the offender into custody.

The Constable is likewise authorized to arrest any ^{Assault on Constables.} person who assaults or opposes him in the execution of his duty; but in preferring a charge of assault against a drunken prisoner, he must be able to show, by marks on his person or clothing, that violence was committed, otherwise the charge of assault will not be received by the Officer on duty; also, when before the Magistrate, if the charge should appear to be vexatious or frivolous, the Constable is liable to be reported to the Commissioners and punished.

A person either forcibly or peaceably entering the ^{Forceful entry.} house of another, and refusing to leave at the request of such other, the Constable, at the request of the owner, is first to require the person to leave the house, and if he refuse to do so he should turn him out, in no case using more force than is necessary.

When a distress is made for non-payment of rent, or disputes arise in such cases, the Constable is not to ^{Disputes between landlord and tenant.} give assistance to either party nor to interfere between them; he must not enter the house unless to prevent an immediate breach of the peace, or to quell a disturbance actually arisen, and then only to take the offender into custody.

EXECUTION OF WARRANTS AND SERVICE OF SUMMONSES.

The Constable is bound to follow the directions contained in a warrant, and to execute it with secrecy and *all possible dispatch*, and then enter on the back the date of execution and hand it over to the Officer on duty.

Mode of execution.

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 shew his warrant, but he should never part with it; as he may want it afterwards for his own justification.

Search warrant.

In executing a search warrant for the recovery of stolen goods, the Constable may (between sun-rise and sun-set), 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.

Drunkenness.

The Constable may arrest any person found drunk at any hour of the day or night, in any street, square, lane or road, or any other public thoroughfare or place. If however, a drunken person is in sufficient charge, and causing no disturbance, the Constable is not to interfere

Indecent exposure.

The 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.

In all cases of arrest the Constable is to take the party to the Station of the Division in which the arrest is made.

Searching prisoners.

After the charge against the prisoner has been taken at the station, the Constable will search the prisoner, within view of the Officer on duty, taking from the prisoner any knife, money, or other thing it may appear improper for him to have, and deliver it up to the Officer for safe keeping; in robbery cases he must mark dis-

tinctly the property so found, so as to be able to identify it at any future time.

Whenever a Constable takes a person into custody, with or without a warrant, on the charge of another, he should never discharge him on his own authority, but bring him to the Station, and have the particulars entered in the books. Great caution is necessary at all times in making arrests; and before the Constable takes any one into custody on the charge of another, he should ascertain the name and address of the party charging, and request him to come to the Station.

All prisoners to be brought to Station.

When serving a summons, the Constable should either deliver a copy personally to the party named therein, or at his usual place of abode, to some inmate of his family of the age of sixteen years or upwards, explaining to such person the purport thereof.

How to serve summons.

BEGGARS, &c.

The Constable should arrest any person wandering about and begging, or who places himself in any public place, street, highway, &c., to beg or gather alms, or who is with any child.

All children wandering in the streets, unable to give any account of their residence, he will take to the Station, directing there all inquiries for them. He is on no account to receive an infant from a person having charge of it, but when applied to should refer him to the Officer on duty in his Division.

Children and deserted infants.

In the event of a sudden death on his beat, or within his Division, he will immediately inform the Officer on duty of the same, that a coroner may be warned.

Sudden deaths.

PUBLIC HOUSES.

It is the duty of the Police to report all taverns and saloons kept open at prohibited hours. A light in the bar-room, and persons assembled therein, is to be taken as evidence to the fact of a house being open.

NUISANCES.

Constables must be particular in lodging an information and summoning parties who shall within his view commit any of the following nuisance offences:—

Persons who allow to be at large any ferocious dog, or urge any dog or other animal to attack or put in fear any dog, horse, or any other animal.

Persons who misbehave in driving cattle through the streets, in pelting stones or other missiles.

Persons who roll casks and wheel-barrows, or other conveyances on the footways.

Persons who deface buildings or who wilfully destroy or break or damage any fence, tree, shrub, or garden.

Constables should arrest common prostitutes or night-walkers, loitering in any thoroughfare or public place, apparently for the purpose of prostitution, or solicitation, to the annoyance of inhabitants or passengers.

Persons who produce obscene prints, figures, or representations, making use of profane, indecent, or obscene language in public, to the annoyance thereof.

Persons who wantonly discharge any fire-arms, or throw or discharge any stone or other missile, to the damage or danger of any person, or make any bonfire, or set fire to any fire-work.

Persons who are wilfully disturbing the inhabitants at night, by pulling or ringing bells and making noises and extinguishing the light of any lamp.

Persons flying kites in the public thoroughfares, playing games, making slides on ice or snow, to the common annoyance of the passengers.

Persons must be summoned who throw or lay in any thoroughfare any coals, lime, bricks, timber, or other thing, causing obstruction or filth, (except building materials, and they should be enclosed to prevent danger to passengers.)

Constables to be particular in enforcing the law with reference to the hours of emptying privies.

And to persons who leave open any vault or cellar pit, or sewer, in any public place without sufficient light after sunset.

Constables will not interfere with news vendors who are crying newspapers on the streets, provided they move on regularly and singly, and do not stop on any one spot, but when a number are assembled together they must be made to move on; great attention must be paid in this respect to the locality of the Post Office, and corners of streets.

Constables shall see that the streets and footways are not obstructed by merchandize. A short time to be allowed for the reception and removal of goods, after which they must be summoned, on being duly warned.

The attention of the Police is directed to boys whipping tops on the footways, and playing marbles; the marbles should be seized and taken to the Station; in the same manner the trundling of hoops should be prevented.

Placards.

When bills are posted in places where an obstruction is caused by persons assembling to read them, they are to be removed.

Deposits of dirt, &c.

The Police should be attentive in noting down and reporting all deposits of filth, stagnant water, and other things prejudicial to health, that come under their notice in their Divisions.

Poisoning dogs.

The following regulations will be strictly adhered to, by the Constables told off for the duty of destroying dogs. The Constables will be in plain clothes, and two in each Division will be employed for that duty, who will work together; the poisoned meat balls to be kept in a tin box, and the dog must be seen to eat it, or if rejected the ball must be returned to the box; on no account is any poisonous meat to be left in the streets. Constables will be careful as to the kind of dogs they meet; on no account are dogs following their masters to be destroyed, and discretion should be used between dogs of value and useless curs that infest the city.

Beggars.

If a Constable find a person whom he suspects to be begging continue to loiter on his Beat, or in the locality of it, after being cautioned, he may charge him with loitering and obstructing for the purpose of begging, if he cannot charge him with begging; this nuisance is much complained of by the public, and the law is to be strictly enforced to put a stop to it.

REVISED ORDERS.

In all cases of persons arrested for drunkenness, and Prisoners' disposal of by the Police Magistrate, letters and papers ^{papers.} found upon their persons must be produced by the Officer having charge of the case; and the Police Magistrate is to be fully informed of their nature and extent, so that strangers, being arrested as incapable of taking care of themselves, may have their friends or relatives communicated with at once.

The Officers and Constables are distinctly to understand that great-coats and other uniform clothing are to ^{Repair of Clothing.} be kept in good repair at their own expense, except when absolutely torn or lost in the execution of duty, in making arrests, or by injuries sustained at fires.

The Visiting Sergeants will specify in their reports ^{Sergeants' reports.} the periods they visit the beats, viz: "I visited all the Constables on beat in my division, between — o'clock and — o'clock, and between —," and so on.

The duties of the Constables detailed weekly for rail- ^{Railway Stations.} way and wharf duty, will be to attend arrivals of trains and boats, reporting themselves at No. 1 Station on coming on duty, and reporting themselves on going off duty at night.

The Officers on duty are ordered to carry out the orders of the Department with reference to bonfires ^{Bonfires}. The Police will be careful in at once putting a stop to, and causing to be removed, any preparations for bonfires on the principal streets of the city. The practice of

kindling bonfires in the streets of a city abounding in wooden edifices, and roofs composed of wooden shingles, is fraught with the greatest danger to property, especially during dry weather, when such inflammatory material as wooden buildings and roofs may be ignited by a spark.

Mode of
directing
special
duties.

On all special duties that the Police may in future be detailed for, the Officers and men will fall in at the Station nearest the spot where their services are required. They will then be inspected by the Senior Officer present, who will, after inspection, march them to the place requiring Police service. The Duties will then be told off for their respective posts by the Senior Officer, and the nature of their duties explained to them. The Duties will be then posted, and the Senior Officer will visit the spot appropriated for their beats continually, in case changes should be deemed requisite, and receiving any circumstance suggesting itself to any other of the Officers, who will at once mention it. On Police service being no longer required, the Duties will fall in at a rendezvous previously arranged by the Senior Officer, who will again inspect them; after which he will march them off to their own Stations under their respective Officers, who will, if the men are on beat, mount them personally himself on the beats for which they have been detailed, making a memorandum of the hour, with his name, in the Memorandum Book of the constable. If not on beat, they will be marched to the Station and be properly dismissed by the Officer on duty, who will enter the same in his morning report.

Political
meetings.

The Sergeant-Majors are to be careful to ascertain the locality and time that political meetings are fixed for in their divisions, and detail the requisite number of Police for attendance with the Visiting Sergeants. The Police,

on these occasions, will keep together and apart from the crowd, and be strictly on the alert to suppress any demonstration tending to a breach of the peace; and the Police are not to enter into conversation with persons.

In the event of Constables having occasion to pass intoxicated men, by line of beat or otherwise, to their homes, they shall make a minute of such in their Memorandum Book, specifying the exact time and name of person so passed, and report same to the Officer on duty on being relieved. Should the Constable have to go off his beat for this purpose, he must enter in his book the time he goes off and the time of his return, also the address of the house to which he assisted the person. But the Police are instructed to be very particular in rendering a service of this kind, as it entails their absence from other and more important duties. The Constables will also bear in mind that the orders of the Force are that they report all events calling for Police notice, which may occur during their tour of duty, to the Officer.

The Officer in charge of the court is ordered to see that the Constables, when in the witness box giving evidence, stand in a proper position, with their gloves on, in accordance with the rules and regulations.

The Chief Constable directs that Officers and Constables will abstain from making applications to him for recommendations for other situations. Applications of this nature are very indelicate, if not disrespectful, under the circumstances in which they are made. It would be entirely different if a member of the Force was promised a more advanced and lucrative appointment provided he obtained a satisfactory character from the chief

executive Officer of the Police Department. Then, if he was deserving of that character, the Chief Constable would only be too happy to give it to him.

Receiving
over cloth-
ing, &c., by
Officers.

In future the Sergeant-Majors will take charge of all clothing and equipments of Constables leaving the Force; and they are to receive from the Constable his clothing neatly packed up, and clean and in good order, as far as fair wear and tear goes. No order for his pay will be signed unless a certificate is sent in by the Sergeant-Major as follows:—

"I certify that I this day received uniform clothing and equipments of ex-Constable ———, properly packed up, clean, and in good order."

Searching
prisoners.

It having been reported to the Chief Constable that prisoners have, when in a state of incapacity in the streets from the effects of liquor, been searched by a Constable previous to their being taken to the Police Station, such an improper practice, if still in existence, is to be at once discontinued. If a Constable is not of himself able to remove the person or persons, he is to remain by them and sound his whistle for assistance; and when joined by other Constables, the prisoner or prisoners are to be conveyed to the Station, and there to be searched, in accordance with the regulations.

Inspection
of Reliefs.

The practice of inspecting the men individually as they report themselves off duty is to be discontinued. The night Duties, upon coming off duty, shall be properly fallen in, rank entire, by the Visiting Sergeant, and then inspected by the Officer on duty, in the same manner and with the same minuteness as they are when parading for duty; who will sign his name in the Memorandum Book of each Constable; and after that is done he will dismiss them.

The form of the entry in the morning report with reference to this will be as follows:—

"I certify that I received over the night Duties from the Patrol-Sergeant in their relief properly fallen in; that I inspected them and found them correct in every respect—their equipments complete, and the entries in their Memorandum Books in accordance with the regulations." Visiting Officer's certificate

The Officers on duty and acting Officers are given distinctly to understand that any man being in the slightest degree under the influence of liquor at inspection, shall be cast for duty and reported accordingly; and Sergeants are strictly enjoined to have this order always in view on their visiting rounds. Constables cast for duty.

The Officers on duty are ordered to specify in their morning reports, in the return of persons summoned, the day on which such case of summons comes up for adjudication, by writing across the name of the defendant, "For Saturday," "Monday," or as the case may be. Day of person summoned

The Detective Officers having a case in court, will dress in uniform before they attend the office, and report themselves to the Chief Constable, with the particulars of their case; and after their case has been disposed of they will return to their quarters and dress in plain clothes. Detectives to dress in uniform, &c

The Officers of the Detective Department are given to understand that their services are required in the city; and it is of great consequence to the city that they should leave their proper locality for the purpose of prosecuting the investigation of felonies and other cases which properly belong to the county. The practice of demanding the services of the City Police upon offences beyond their jurisdiction has become so prevalent of late, that the Chief Constable directs that the Police are Detective Officers are confined to city.

not to recognize applications except under very urgent and serious circumstances. Then, if on representation it appears to the Chief Constable that such importance, he will detail an Officer to undertake it; but such Officer is on no account to leave the city without all necessary expenses for travelling and subsistence being paid in advance; otherwise the Police have direct orders not to leave the city.

Persons not
to loiter in
Police
Offices.

The Sergeant in charge of the Police Office, "Sergeant Fullarton," is ordered not to permit persons to loiter about the Police Offices. The practice of lounging about the Police Offices, and entering into irrelevant conversation with the Detective Officers and other persons connected with the Department, is getting so prevalent as to become an absolute nuisance. Police Offices are intended to be visited on Police business only; visitors on Police business are required to let their conversation be brief and to the point; they are to be attentively listened to by the Officer who receives their complaints or inquiry; and if it is not strictly on Police business, the Police are to decline to continue the conversation. The Police Offices are open to every person, no matter what his condition and character may be, provided his visits are strictly on a business requiring the assistance and advice of the Police Department. Persons guilty of violent and unseemly conduct in the Police Offices shall at once be ejected, and, if necessary, arrested as disorderly persons.

The Chief Constable desires that the Constables on street duty shall take down the names of the drivers of all coal and wood carts who drive at a rapid pace along the streets of the city, and the same are to be summoned on a charge of furious driving. The Police are to recol-

lect that the words "furious driving" do not merely imply that the driver is driving at a gallop, or beyond a trot. These carts are driven in all parts of the city at such a rate as to endanger the safety of persons riding or driving who should meet them. From the excessive noise they make when driven rapidly, carts of this description should never be driven faster than a very moderate trot. Furious driving.

In future, any member of the Force found absent from his quarters, whilst on the Sick-list, shall be at once suspended for disobedience of orders; and the Sergeant-Majors are ordered to visit the Constables of their Divisions, who may be on the Sick-list, frequently, and report such visit to the Chief Constable, with any particulars connected with the visit they deem of importance. They are to pay particular attention to the appearance of cleanliness and tidiness, which is expected in the quarters of every Constable. Constables on sick-list to be visited, &c.

Constables, when on duty, are ordered to patrol their beats with the same regularity and bearing as on parade. They will not be allowed to lounge upon their beats, or walk with their hands clasped behind or before them. How to patrol beats. The Officers are ordered to be most particular in noticing the bearing of their Constables, and report any Constable who may be found neglecting this order. The Officers are ordered to check any appearance of carelessness or neglect on the part of their Constables immediately it comes under their observation.

The Chief Constable orders that, in the event of any of the men being heard by the Officers making use of any expression detrimental to the respectability and discipline of the Police Force, their own authority, or the authority of the chief Executive Officer of the De- Constables to be particular as to language.

partment, they shall forthwith report the same. Officers neglecting this shall be considered equally culpable with those who may thus commit themselves. It is desirable that the Force shall be purged of any men who are regardless of that desiderative discipline and subordination; more especially, as young Constables are apt to be infected by such discontented spirits.

Summons
not to issue
on verbal
information.

It having come to the knowledge of the Chief Constable that summonses have been issued by the Clerk of the Police Court against persons on the mere verbal information of Constables, without a sworn information before the Police Magistrate, such an illegal and improper practice shall be discontinued, and none of the Police shall in future apply for summonses unless upon a proper information, sworn to by them before the legal authority.

As to arrests
without
warrant.

Representations have been made to this Office of refusal on the part of the Police to make necessary arrests, on the ground that they have not the authority of a warrant. For instance, men have been known to be fighting in a house, and yet the Police have declined action because a breach of the peace had not taken place within their view. Hence, disturbances take place in different parts of the city to the scandal of the neighbourhood. The Police, in declining action in these matters, are ignorant of their duties, and completely ignore the words of the Statute, "*to prevent a renewal of the breach of the peace,*" which completely protects the Constable, and gives him great power without warrant. Police are referred to the Municipal Manual, page 380, paragraph 391; also to the Constable's Guide, page 25, headed, "What a Constable can do without Warrant," down to the words, "*security to be given as aforesaid.*" The

paragraph in the Manual will also be read by the Officer on duty, to the day and night Duties on their parading for duty.

Constables attending court are to parade for the inspection of the Officer at a quarter to ten o'clock. Officers are to be particular in reporting any Constable who may be late for inspection, when he will be deprived of his pay for that day.

The order of the 2nd of September, 1867, is to be read to the men mounting, and also to the night duty Parade for the next three nights, and in addition this order:—

"That, in the event of the absence of any Police Constable from his beat, no explanation will be accepted by the Chief Constable unless the name of the person demanding service, and his address, is specified in the Memorandum Book of the Police Constable, with the nature of the service, and the time of his going off and returning to his beat."

The Officer on duty is to see that the rifles are kept in proper order and free from rust, and will order any Constable whose rifle is not in accordance with orders, upon each occasion, to parade in arms and accoutrements at half-past twelve the following day, at the office of the Chief Constable.

The Officer on duty, in No. 1 Division, and all Officers and Constables, are directed not to take action in the summoning of Juries in Coroners' Inquests, unless Coroners adhere in the initiative to the proceedings prescribed by law.

The Jury are summoned by the Coroner issuing his precept or warrant to the Police, to summon at least

twelve able and sufficient men to appear before him at the hour and place named. This warrant, *with a summons for each Jurymen*, is given to a Constable, who shall serve the Jurors personally, or at least leave the summons at the dwelling-house with some grown-up member of the family.

Inducing
Constables
to drink.

The Chief Constable feels it his duty to warn the members of the Force—more especially those who have recently been enrolled—against the duplicity and inducements practised by numbers of designing men in cities, for the purpose of drawing the Police Officer or Constable from the path of duty, and causing his dismissal from the Force, by inducing him to drink. The Force should always bear in mind that there must be a constant warfare between a Police Force and those who are to a great extent under their supervision and control; and it is natural that such should be the case. The fact of a tavern, saloon or shop keeper inducing a Constable to drink when on duty, thereby causing his dismissal and disgrace, is regarded with a large degree of satisfaction by many. It is therefore absolutely essential for their own interest and respectability, that the members of the Force should abstain from any degree of intimacy with those who are to a certain extent placed by the laws of the land under their supervision and control, although treating all with civility. By the observance of a thoroughly independent line of conduct, Officers and Constables must enhance the reputation of the Police Force and the respect which it should always command.

Alarm of
fire.

It is ordered, that on the alarm of fire sounding during the day or night time, the Officers and Constables off duty are at once to repair to the spot indicated, and ascertain if their services are required. Of course,

allowance in the hours of duty next will be allowed to those who are coming on duty the following day, should their services be required at the fire for any period.

The following will be the detail of duty for Recruits when there are a number of them, and placed under the charge of a Constable or Sergeant for instruction :

The Recruits will attend for drill in the Drill Room, from 9 a.m. till 10.30 a.m.;—then write from the Book of Rules and Regulations, commencing page 17, under the heading of "Officers on Duty," till 12 noon; after which they will be dismissed. They will attend drill again from 2.30 p.m. to 3.30 p.m.; and then write from Regulations till 4.30 p.m., when they will be dismissed. They will report themselves for duty at their respective Stations at 7.45 p.m., fall in with the night Duties, and be marched off and posted on beats contiguous to the regular Constables. They are to patrol their beats till 11 o'clock; then report themselves to the Officer on duty, who, after signing their books, is to dismiss them for the night. They should be clearly and fully instructed as to the mode of entry in their Memorandum Books, and the character of houses, lanes and streets on their beats; and if anything should take place whilst they are on patrol duty which would seem to demand their official attention, they are not to take any action unless they are perfectly sure of their duty in the matter, otherwise they should at once communicate with the regular Constable on the adjoining beat. The Officers on duty are to regulate and change the beats of the Recruits frequently, in order that they may be made acquainted with the buildings and streets of the city as soon as possible.

On Tuesdays and Fridays the Recruits will parade in the Police Office at 2 p.m. for examination; after

which they will go to drill till 4 p.m., when they are to be dismissed to their quarters. At each examination they are to attend with their Regulation Books and writing, and they will be examined each day by the Chief Constable in the catechetical instructions, consisting of one page at a time.

The Recruits are directed to study the Police Constable's Guide, as they shall be examined on that before being sent to street duty. The Recruits are to mount duty in armlets, baton, scabbard and belt.

Locking
Station
House door.

The Police are ordered, that upon an arrest being made and a prisoner conveyed to the Station House, the Station door is to be closed and locked, and no person unconnected with the Department is to be admitted upon any pretence whatever, until after the prisoner has been properly searched and conveyed to the cells.

Constables
not to leave
beats.

Police Constables, when on day duty, are ordered not to leave their beats for the purpose of coming to the Police Office and soliciting leave, and other excuses. The day beats are to be kept complete at all times.

Leave of
absence.

The Chief Constable directs the attention of Officers and Constables to that paragraph in the Rules and Regulations with reference to leave of absence, and he desires it to be distinctly understood that no leave of absence shall be granted during the winter detail of duty.

Officers not
to leave
Stations.

The Officer on duty will never leave his Station for any period during his tour of duty, without specifying on a memorandum what duty he has proceeded upon; and the hour of his departure and probable hour of return. The actual circumstances of the duty need not be mentioned. For instance, in proceeding to make an arrest, it need only be mentioned: " — o'clock, proceeded to make an arrest."

It is ordered, that previous orders issued with reference to classification of Constables does not preclude the Chief Constable from appointing to First-class Constable's rank any Constable who, from recent service as Inspector or other Officer in the Police Forces of the United Kingdom or other Police Forces, shows enlarged Police experience and intelligence, and peculiar aptitude for his work, after such Constable has served a sufficient period, in the judgment of the Chief Constable, to make himself acquainted with the city.

The Sergeant-Majors are ordered to visit various parts of their Divisions, in uniform, during the afternoon of the days that they are not on Division duty, and especially those parts of their Divisions that are not touched upon by the night Duties, in order that they may not only have the condition of their Division under thorough supervision, but that residents may be afforded an opportunity of seeing the chief Officer of their Division during his inspection, and of making any complaints to him if they should deem it necessary to do so.

It having been brought under the notice of the Chief Constable that some members of the Police Force are in the habit of swearing, and using language the suppression of which is imposed upon the Police by law, he earnestly desires that men who have acquired so disgusting a habit will rid themselves of it as soon as possible, and so command their language and expressions as to preserve that respectability in manner and demeanour which characterizes the reputation of the Force. The Officers of the Police are enjoined to check men giving expression to oaths and other unseemly language, and, if necessary, report them; and they will also be most guarded in their own conduct on this point.

**Use of
pistols.**

The Police are cautioned to be particularly careful in handling their pistols, as they are intended to be discharged in two ways. A pressure on the trigger will discharge the pistol without the necessity of cocking it, or it can be cocked and then discharged in the case of firing at a mark.

**Dress of
Duty
Officers.**

The Chief Constable, on visiting the Stations at night time, has observed upon some occasions that some of the Officers on duty have slippers upon their feet. Upon these visits the Chief Constable expects that the Officers and men are so dressed that they are in a position to turn out on immediate notice, in the same readiness as Officers and men on guard are expected to do.

**Inspection
of Pistols.**

The Officers on duty, when inspecting Reliefs, will abstain from ordering the pistol to be drawn from the holster. The flap of the holster is merely to be opened, and the Officer is to see that the Duty is in possession of a pistol.

**Register as
to weather.**

The Constables will bear in mind that they are to enter in their Memorandum Book any occurrence of importance that occurs during their period of duty; and they are in future to note the weather down on mounting duty—dry, clear, dark, snow, rain, as the case may be. A note of the weather often proves of advantage to the Constable in the prosecution of a case.

**Special ser-
vice reports
of Officers.**

In the event of any special detail of Police Service for duty at public meetings or any other assemblages, the Senior Officer of the party will write a special report for the information of the Chief Constable, which report is to be transmitted to him the following morning. Form as follows:—

"Police Department, ——— 18—

"I certify that the Police Officers and Constables, as detailed in order No. — of the — inst., mounted duty

at the ——— at the hour of ———, and attended on duty during the whole of the proceedings, which terminated at — o'clock, after which they were dismissed to rejoin their respective Divisions." [Remarks.]

Probationary Police Constables are not to wear their blue coats until they are dismissed from probation, and take up regular street duty. During their three hours of night duty, they will wear their great-coats over plain clothes. Dress of Probationers.

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 felons are to be taken personal charge of by Constables, and conveyed from the Lock-up to the van (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 van, counting them over, and will himself see them drive off under a proper escort—an escort of sufficient strength—handing over to one of the escort the committals in an envelope. Dispatch of prisoners to gaol.

No Officer or Constable of the Police Force shall himself be permitted to board, or be connected directly or indirectly in boarding, any citizen not being a member of his family, as this involves a business transaction, depriving the Officer or Constable of that independence which it is absolutely necessary, in the exercise of his duties as a Police Officer, for him to possess, by rendering him obligated to citizens in money transactions, which is foreign to the Police system, and, if permitted, would be detrimental to its efficiency. Constables not to board citizens.

Time as to
issue of
summons.

to be issued and ready in the Police Office by that hour ; and these Station-duty men will report themselves to Sergeant Fullarton and receive any summonses from him, and will repair to their respective Stations with all due dispatch. The reception of summonses for service at the Stations will not be recognized after that hour ; but the receipt and execution of warrants must be acted upon with all possible dispatch, at all hours, both day and night.

Officers to
appear in
uniform.

The Police Officers are always to appear in uniform, properly equipped with belt, baton and scabbard. They are never to appear on the streets or other public places in uniform, without being complete in this respect.

Wearing of
serge tunics

Officers on duty will narrowly inspect their men for duty, and report to the Chief Constable any man wearing his blue serge tunic under his great-coat. If instances of this kind take place, a new tunic will be ordered forthwith, and such deprivation of pay imposed upon the Constable as to defray its cost. These tunics are only intended to be worn by the Duties during the intense heat of the summer months, and are to last for three years. If worn out before, it must be owing to negligence and carelessness, and new ones will be issued at the cost of the Constables.

Application
for promo-
tion.

The Chief Constable having occasionally received applications from members of the Police Force (both written and personal applications), requesting promotion from one class to another, he desires it to be distinctly understood that this mode of proceeding is improper: applications of this kind will not be entertained.

The Officer on duty is ordered not to permit any Constable but the Station-duty man to feed the stove during the night time. The unnecessary heat of the

Stations, occasioned by heedlessness in the supply of fuel, is no doubt the cause of the men suffering from cold and other sickness. The Police Stations are not to be kept at a higher temperature than 65°; and the Chief Constable desires that the Officer on duty pays particular attention to the regulation of the temperature of his Station.

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

The Police in uniform on duty among crowds of people will always remember that they are to be in groups of *fours* unless ordered otherwise by the Officers.

Upon Detective Officers or any Officers of the Force receiving information to warrant an information being laid by them, it is desirable that they should commit to paper the purport of the information furnished them, and obtain the signature of the informant to the same. This is to be done so far as practicable.

The apartments set apart for the Officers on duty in 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.

Stolen
property.

The Officer on duty is to see that stolen property deposited in the Stations is properly conveyed to the Police Court the following morning; and Detective Officers and Constables are directed to mark all stolen property for future identification at court.

Change of
beat.

In the event of beats, in the opinion of the Divisional Subordinate Officers of the Force, requiring change or alteration, either in lengthening, shortening or locality, suggestions to that effect are to be made to the Sergeant-Major of the Division, who will, if he deems it advisable, make the alteration suggested, and report accordingly.

Information
about war-
rants.

It would appear that men on street duty are not instructed by their Officers as to warrants being out for the arrest of persons. This is one of the most important duties, viz., that Constables on street duty should be thoroughly instructed as to those against whom warrants have been issued, and a description of their persons given to them.

Inspection
of streets.

The Police Force are directed to minutely inspect the different streets in their Divisions, and report, for the information of the Chief Constable, every description of nuisance or infringement of the by-laws of the city that come within their observation, in order that the Chief Constable may proceed against the persons so offending. Particular attention is to be paid to premises where neglect of cleanliness is apparent.

Relief of
night Duties
from court.

In order to relieve the night Duties as much as possible from being compelled to appear in the morning of the Police Court, in the prosecution of simple cases,—as drunkenness, when no felony has been committed, nor disorderly conduct, nor fighting, in connection with the arrest for drunkenness,—the Chief Constable desires that, on a drunkard being arrested and brought to the

Station, the Officer in charge will fill in an information in the usual form, and forward it to the Chief Constable's office with his morning report. In case the prisoner does not plead guilty to the charge, the case is to be remanded till the following morning, when the appearance of the arresting Constable will be necessitated.

The Patrol-Sergeant of Nos. 1 and 2 Divisions will attend on duty on Yonge street, on Saturday and Sunday nights, till the streets are clear of people. No. 1 Division will furnish two Constables to No. 2 Division on those nights. Should an arrest on those nights take place on Yonge street or in the locality, the prisoner or prisoners will be moved with the utmost dispatch away from off Yonge street, and taken by bye streets to No. 1 City Hall Police Station. This applies to persons arrested south of Shuter street. But the Force will bear in mind that for the future the principal streets are to be avoided in the conveyance of persons to the Stations.

A misapprehension as to their respective duties as street duty men appearing to exist in the minds of some of the recently-enrolled Constables, in imparting information received by them with reference to the committal of larcenies and robberies to their Officers for immediate dispatch to the Detective on duty, the Officers on duty will read for their instruction paragraph 2, margined "Report to Officer," page 85, Rules and Regulations. Upon the commission of any felony, *when an immediate arrest cannot be effected*, the Constable on beat being informed of the circumstances of a robbery or any crime, is to inform the Officer on duty without delay, giving him all the information he has received, and, if possible, taking his informant with him. The Officer will forthwith send for the first Detective available for service.

Conveyance
of prisoners
to Station.

Constables
giving information to
Officers.

It is not the province of a street duty man to have his time occupied and rest interfered with searching up simple cases of larceny; hence the distinction between the "Preventive service" and the "Detective service."

Possession
of fire alarm
keys.

Each Officer and Constable is always to have in his possession a fire-box telegraph key, numbered to correspond with the number of the Constable.

Asleep on
beat.

The Chief Constable feels it his duty to inform the Officers and Constables that for the future the offence of being found asleep on beat shall be punished by dismissal. There can be no alternative, as the disgrace and reflections upon its character and discipline that the Force must bear, from Constables who are guilty of such weakness and incapacity, cannot be tolerated. From the Chief Executive Officer downwards, all suffer from such miserable neglect of duty.

The men must bear in mind that the most serious consequences may transpire from being asleep on beat. Constables may suffer the degradation of being disgraced, as well as exposed to the most degrading personal insult, in addition to the ridicule brought on the Force by such conduct.

As to ques-
tioning
prostitutes.

The Police will bear in mind the necessity of questioning prostitutes found upon the streets at night time prior to arresting them, so that they may be able to prove in court that the prisoners, on being questioned, *were unable to give a satisfactory account of themselves.*

Attending
in uniform
or pay.

The Officers and Constables will, invariably, attend at the Chamberlain's office in uniform when parading for payment, and the Chamberlain is instructed to pay no member of the Force unless dressed in uniform.

The telegraph instruments are strictly for Police service, and must not be used for any other. The instru-

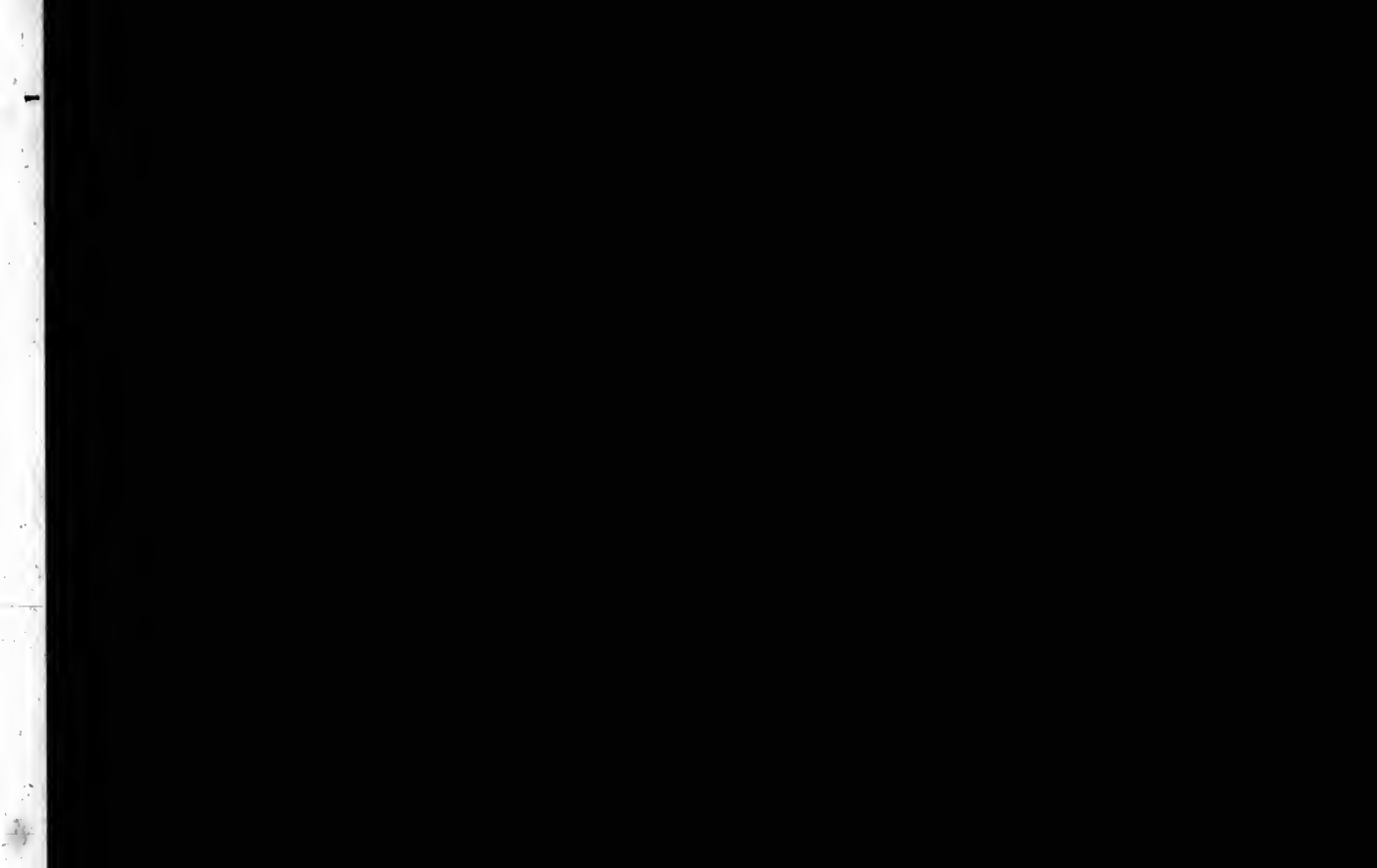
ments are on no account to be taken except in sending Telegraph a message or answering one, and the message and Instruments answer is to be registered in a book provided for that purpose.

In consequence of the ignorance displayed by certain Constables as to their duties when attending Railway Stations on the arrival of trains at night, the Patrol-Sergeant or Officer on duty will, invariably, attend with them, and instruct them as to their duties; these Constables have to regulate the position of cabs, that every cabman remains with his cab until he is called for an engagement. The Constables have likewise to be particular in preventing annoyance to passengers from numerous runners that congregate at stations. Railway duties.

It is ordered that in the event of the Detective department, or other department of the Police, prosecuting in cases requiring witnesses, the Officer or Constables are never to recognize the material witness's *promise to attend* the Court in the case, but the witness is invariably to be served with a subpoena by the Detective or other Officer having the case in hand. Subpoenaing witnesses.

The Chief Constable desires that in future any Constable suspecting persons of being guilty of breaches of License law, such as selling liquor without license, and conceiving himself capable of detecting the same, will, previous to his taking any steps conducive to the detection of the offence, report the matter to the Chief Constable or the Officer on duty, and receive from them special orders and instructions how they are to act in the premises. This order is issued as a protection to Constables against animadversions evil-disposed persons may cast upon them in their execution of duties of this delicate nature; and on no account whatever is a Constable to undertake anything of the kind unless accompanied by an Officer. Detection of breaches of License law.







MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS
STANDARD REFERENCE MATERIAL 1010a
(ANSI and ISO TEST CHART No. 2)

Relief of
Constables.

Constables on street duty, on being relieved, are to rejoin their Station with all possible dispatch; and on Constables breaking off from the relief party, when marching along the streets for the purpose of proceeding to their respective beats, they are to move at the same rate, viz., quick time.

Citizens not
to be sent
after Police.

On occurrences being reported at Stations requiring the services of a Detective Officer, a Constable is to be dispatched at once for a Detective, and, if necessary, the Officer on duty will go. Citizens are not to be sent here and there, running about the city looking for the services of the Police.

Fluctuation
of duty
roll.

When certain Special Street Duties are detailed in orders for certain days, and should it so happen in the fluctuations of the Duty Roll that material extra duty would be entailed upon a Constable by adherence to that order, it is the duty of the Sergeant-Majors of the Divisions to be aware of it, and to report at the Chief Constable's office "that such a Constable is for such a duty on that day, and by carrying out the original order so much extra duty would be entailed upon him," so that the Chief Constable can be properly informed, and make such alteration in the previous detail for that day as he may think fit.

Upon those occasions when the whole Force is detailed for duty, it is to be borne in mind that the detail of duty for the day men is at the disposal of the Officer in charge of the Division. They may either be detailed for duty on the streets or in the Station, as in the judgment of the Officer may be deemed necessary.

Delivering
over pro-
perty.

Officers on duty relieving each other at 8 A.M., and there being in the Station in charge of the Officer who is to be relieved any property, this Officer will give

over personally to the Officer relieving him said property; pointing out each article separately, and drawing his attention in particular to articles of value.

The Officers, when marching their men through the public streets, either in reliefs or in bodies to and from fires, are to be particular in seeing that regularity in marching is preserved, that no straggling exists; and they are ordered to report to the Chief Constable the name of any Constable who appears careless or inattentive to the directions of the Officer, as he will not be retained in the service. Officers are on no account to overlook any individual case of carelessness, as the Chief Constable will hold them responsible that the strictest discipline is enforced.

The attention of the Officers and Constables is called to the Rules and Regulations specifying the duties of Police at Fires, and also to paragraph 3, page 51. Greater energy and celerity must be practised in clearing the street or streets, and affixing the ropes for boundaries; a more extended space on each side a fire should be kept clear for the preservation of property and action of the firemen, and the Officers are ordered to post their men, to keep up an energetic superintendence, and to see that the Duties *face the crowd*. Constabulary cannot perform the required service at fires efficiently otherwise.

In future a descriptive card will be attached to all stolen property and property taken from prisoners, to which card will be affixed the signature of the Constable or Officer having charge of the case witnessed; the card will be attached to the property by a string tied by the Constable as per pattern, and sealed with sealing wax where it is attached to the card, so that

the Constable or Officer having charge of the case, on its production in court, may be certain as to its identity and original package.

Leading
street
duties into
conversa-
tion.

Officers of the Detective Department are on no account to lead Police Constables on street duty into conversation on their beats, whereby they may be detained from accomplishing their patrol of beat in the regulated time, unless it is with a view of imparting information respecting the detection of crime, arrests that may be required, or in the demand of assistance in execution of their own duties upon emergencies.

cards.

Beat cards having been issued for the use of the Force, Visiting Sergeants will, upon visiting their beats, discontinue signing the Constable's Memorandum Book. Upon visiting the different beats the Visiting Sergeant will say to the Constable in charge of the beat, "Book me," giving the time; "Is it all right?" The Visiting Sergeants and Constables will be very particular in noting the *exact time* and place of meeting, as a system of inspection will be kept up in comparing the Sergeants' reports with the men's books.

Constables should not be more than five minutes before or behind time in making their points, and should never leave their points, except in cases of emergency, to five minutes past their time of pointing.

When a Constable is called upon to leave his beat, he should make his next point at the proper time, as specified in the beat card.

Constables must report to the Visiting Sergeants the names and address of all persons upon whose information they may have cause to leave their beats and miss their points. The Visiting Sergeants will insert in their morning reports the time and place of meeting with all Constables on each visit.

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Duty states of men on night and day duty for the following week are to be sent in to the Chief Constable's office, for his information, by the Sergeant-Majors of Divisions every Saturday morning by 12 o'clock, as beats for the future will only be changed once a week.

Referring to the time of patrolling the beats, the Chief Constable has been particular in having given the Duties abundance of time, and he shall expect that the time is carried out to the very minute.

Constables shall parade for inspection preparatory to being marched off for duty with watches, each Constable producing his watch and having it set to the exact time of the clock in the Station; and if any Constables are without watches, they must procure them forthwith. All Officers connected with the Force shall have a copy of beat cards, in order that they may know where to find a Constable or send any person requiring Police service.

Parading
with
watches.

The Officers on duty in the morning are to be relieved by the day Station duty man at 8 A.M. precisely, when they will proceed to their quarters for breakfast, and prepare themselves for attendance at court. In case they may have prisoners they will attend the court at a quarter to 10 o'clock of a morning, inspecting their day Duties on their way to the court.

The beat cards are to be issued to each Constable on being paraded for duty, and to be delivered up by them to the Officer on duty on their being relieved, when they will be kept under lock and key in the Station.

Issue of
beat cards.

The Force will bear in mind that on all parades the men will fall in in squads at 2.15 P.M., and be inspected by the Officer in charge of the Division, and afterwards formed up as a company by the Drill Instructor, ready for the Chief Constable.

Parades.

Saturday
parade for
inspection.

On every second Saturday in the month the men will parade at their respective stations at 3 P.M. with their clothing and equipments, books, &c., complete, for the inspection of their Sergeant-Majors; and in case of deficiencies other than by loss in the execution of duty (the actual execution of duty), pay will be deducted the same month from the Constable found deficient, to make good the same.

The following is the form of certificate to be furnished to the Chief Constable by the Sergeant-Majors of Divisions the following morning, attached to the morning report sent in by the Officer on duty:—

"I certify that the whole of the Officers and men of No. — Division under my command paraded at the Station at 3 P.M. yesterday; that I minutely inspected their clothing, equipments, capes, handcuffs, books, &c., and found the same complete and in good order," (or otherwise as the case may be.)

(Signed)

Sergeant-Major,

No. — Division.

Offences to
affect pro-
motion.

The Force will understand that charges of neglect of duty, or any violation of the Regulations and Orders being established against Second-class Constables, shall directly militate against their promotion, as it necessarily prolongs the period.

When there is no drill the Visiting Sergeants will report themselves to the Chief Constable at 2 P.M., on Tuesdays and Fridays.

Night
buckets.

Night buckets are not to be left in the cells when prisoners are very violent, in consequence of their liability to be destroyed, and the Station duty men are to

call the attention of the Officer on duty in the morning to any damage done to property in the cells the preceding night.

The Chief Constable desires to impress upon the Constables, and especially upon the minds of those recently joined, the necessity of courteous behaviour to each other upon all occasions. A 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 their younger and less experienced comrades.

Should a night Duty in one Division be called upon for Police service in another Division, in the locality of a beat that should be in charge of a Constable, the Officer on duty, or visiting Officer, will, upon being informed of it, proceed without delay to the Division and ascertain the cause which necessitated the withdrawal of the Constable from his own Division. The Officer will visit all parts of the beat informing himself as to the absence of the Constable or otherwise, and report accordingly.

The supervision of the conduct of Police on duty is not limited to the Officers of any particular Division: it is a great mistake to suppose this.

In breaking up gangs of rowdies, or in attacking bodies of disorderly men or rioters, the Police must bear in mind that it is absolutely necessary for them to *act together—to keep together*. It is by working in a compact body that a small body of disciplined men attack large crowds, making their weight and authority felt; and for their own safety it is necessary that united action be preserved.

Upon the commission of any disorderly conduct by the gangs of young rowdies who have for months past infested the streets of the city at night time, the Police are not to parley with them, as this appears only to invite resistance and throwing of stones, but proceed to close with them and break them up at once, using severe measures if necessitated by any attempt at resistance.

Cleaning
pistols.

The Sergeant-Majors are to see that their pistols are taken apart—cylinders removed and properly cleaned and oiled, so that everything is working freely. They will see that their men do this under their own eye.

Entrance of
occurrences.

It appearing that occurrences reported to and acted upon by the members of the Police Force are not all entered in the Occurrence Books, it is ordered that in future every occurrence reported or acted upon, whether before or after action, shall be duly registered. For instance, in a report of a felony, a Police Officer or Constable receives the report, and, taking *immediate action* thereon, either arrests the guilty party or recovers certain property—an occurrence is to be registered of this in the same manner as if a larceny had been reported, and sent round as usual for the information of the Police.

Police not to
provoke or
irritate.

The Police must bear in mind that anything calculated to provoke and irritate, either by manner or words, should be carefully avoided. It is of the greatest consequence that citizens of all grades should be treated with courtesy by the Police; and by acting with consideration, calmness and courtesy, the Police are more likely to be supported in the performance of their delicate and arduous duties.

The charge of resisting or assaulting the Police in the execution of duty, is an offence of a very serious nature,

and, according to law, punishable with severity. It is therefore doubly incumbent upon Police Officers and Constables to be guarded in the delivery of their orders and instructions to offending parties, so as to avoid all appearance of courting resistance. Resistance in execution of duties.

Pistols having been issued for the use of the night duty Constables in order that they may be used in the defence of life against murderous assaults, the discharge of them is strictly prohibited unless under these circumstances, should they unhappily occur. The most lamentable and fatal consequences may result in the reckless discharge of pistols. Reckless discharge of pistols.

The Officers on duty will see that pistols are only issued to those night Duties who have been drilled to the use of them.

During the sitting of the Assizes the Officers on duty will personally report themselves to the Crown Counsel of a morning, and ascertain as to any orders he may have with reference to the attendance of Police either at court or before the Grand Jury, and afford him every information he may require. Reporting to Crown Counsel.

Great coats are to last three years, *id est*, three winters; and Constables are notified to this effect, in order that they may take every care of this expensive and necessary article of clothing. Wear of great-coats.

Great-coats are to be marked properly by the clothiers in red paint, with large figures and letters denoting the year and month of issue before being taken into wear. Marking.

Overshoes will not be worn by the night Duties unless in snowy weather, and when there is a coating of ice upon the streets. Overshoes.

In future cab bills for the conveyance of prisoners are to be made out by the Officer on duty at the time the prisoner is brought into the Station. Cab bills.

Fur caps.

In very cold weather the Officers on duty are to be particular in seeing, when parading the men for duty, that the ear flaps of their fur caps are down before they are marched off.

Dispatch of
Calendar.

The books containing the daily Police Court Calendar will be dispatched round the Stations every Saturday after the rising of the Police Court, commencing with No. 1 Station, in order that the disposal of prisoners may be registered in the Prisoners' Register Book of the Station. This Calendar Book is to be returned to the Police Office on Sunday morning from No. 8 Station.

Cabmen and
drunken
persons.

In the event of cabmen bringing drunken persons to the Police Station and charging them with non-payment of cab hire, the Officer on duty will direct the cabmen to attend the 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; and should parties refuse to give their name and address, they can be arrested.

Police not to
leave city.

The attention of the Officers and Constables is called to an order published sometime ago, "that the members of the Police Force are not to leave the city without the sanction of the Chief Constable."

Charges
against
Police.

For the future, in the event of any charges being preferred by one member of the Police Force against another, and in cases of Officers against Constables for dereliction of duty, the grounds of complaint will be reduced to writing on a sheet of paper, after which it is to be handed to the accused for his admission or denial. It will then be attached to the morning report for the information and decision of the Chief Constable, who will, if the charge is denied, investigate the case.

The Officers will be particular in seeing that the Constables, especially the Police recently enrolled, are able to recognize the persons of the gentlemen comprising the Police Commission, viz., the Mayor, the Police Magistrate, the Judge for County of York, and referring to paragraph No. 1, page 35, Rules and Regulations of the Force. The Police Constables on street duty will invariably salute a Commissioner of Police on his first meeting him during each of his periods of duty, but this is not to be repeated; and the same rule is to be observed with regard to the Chief Constable, but it is not to apply when the Constables are visited by the chief Constable on night duty.

Recognition
of Police
Commission

The Officers on duty and the Visiting Sergeants and other Officers are ordered to report to the Chief Constable any Constable who they may find in communication with a night watchman, as it is utterly impossible for Police on street duty to perform their duty with fidelity to the citizens if they permit themselves to be delayed on their beats, and their attention diverted by being drawn into conversation with night watchmen. Constables, on receiving any criminal information, will forthwith report the same to the Officer on duty or Detective Officer, unless the urgency of the case calls for his own immediate action.

Communica-
tion with
night watch-
men.

The attention of the Police is called to the reckless driving of carts containing barrels of slop, and they are ordered to summon drivers who drive these carts, thus regardless of the nuisance they are inflicting on the public. This is complained of a great deal in the eastern portion of the city.

Reckless
driving.

Constables when giving evidence will appear in blue coats. Great-coats are never to be worn in the witness box.

Dr. Jas.

Visiting
Sergeants.

Visiting Sergeants, on passing during their tour of duty in the locality of their Stations, will report themselves, and inquire if there are any occurrences requiring their attendance.

SUPERINTENDENT OF CABS, &c.

Superinten-
dent of
Cabs.

The Police Superintendent of Cabs will make himself thoroughly acquainted with the provisions contained in By-law No. 4 for the Regulation of Cabs, and he shall see that these regulations are adhered to by the owners and drivers of cabs. He shall be particular that no driver is changed without the knowledge and personal approval of the Chief Constable. He shall daily 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. He shall keep a Register Book containing the names of the owners and drivers properly filled up, inserting any change of drivers the day the change is made. These books shall be kept in the Police Office. The Superintendent shall devote the afternoon and evening to his cab duties. He

Duties.

is to frequently visit the wharves on departure of boats and arrival, also railway stations on arrival and departure of trains, noticing the conduct of the cabmen. He shall attend the Police Court of a morning as Officer in charge of the court. He will report himself at the quarters of the Chief Constable at 6.30 p.m. He shall attend on duty at all assemblages of cabs at balls, concerts, &c., for the supervision and regulation of the same. The Superintendent will report himself at the nearest Police Station on his going off duty at night, the time of such report to be entered in the divisional morning reports.

Instances of neglect on the part of drivers of cabs in not delivering their "cards" to their fares on engagements, in accordance with the By-law No. 4, having been brought under the notice of the Chief Constable, the Officer and Constables on duty, and especially the wharf and railway Duties, are ordered to frequently stop cabs conveying passengers and request the passengers to produce their "Number Cards," in order to detect neglects of this kind.

The Officers on duty are ordered to be particularly careful that the day and night street Duties are acquainted with the Cab Regulations, and the Police on duty in the vicinity of cab stands are to be particular in taking the number of those cabs from which the drivers may be absent. It is a general complaint that a number of these cab drivers (especially young drivers) frequently absent themselves from their cabs and resort to drinking saloons, where they spend a portion of their time in drinking and playing. This the Chief Constable is determined to put a stop to. The Superintendent is ordered to visit and inspect cab stands at night time, and see that this order is enforced.

The Police are ordered to see that the cabs preserve a proper distance from each other whilst on the stand. Upon a cab being engaged and leaving the stand, the vacancy is to be immediately filled up by the rear cabs closing up. Cabs are not to be allowed to straggle, but to keep closed up.

The Force are instructed that Police on duty at political meetings are merely there for a prevention of a breach of the peace, and for action in the event of such taking place, and therefore the Police have nothing



whatever to do with the arrangements of committees, such as keeping doorways, &c. The Police are upon these occasions to keep together and aloof from the crowd, and abstain from interfering in any way unless anything takes place that comes within their legal province of action.

CATECHETICAL INSTRUCTIONS,
FOR
PROBATIONARY CONSTABLES,
IN THE
GENERAL DUTIES OF CONSTABLES.

1. State the conditions on which you are admitted into the Police.

1st, I am to abstain from the expression of political or religious opinions calculated to give offence, and I am not to belong to any secret society whatsoever.

2nd, I am to devote my whole time to the Police service, to serve and reside wherever I am appointed, and to obey promptly all orders I may receive from those in authority over me.

3rd, I must conform to all regulations of the service, and to appear at all duties in complete Police uniform, unless when specially ordered otherwise; and when in plain clothes, to be neat and respectably dressed.

4th, I am not on any pretence to take a reward or recompense, in money or otherwise, except by consent of the Commissioners or Chief Constable; nor to solicit it from any one to whom I shall be serviceable, or whose property I may be instrumental in preserving or recovering,

2. If you are tendered a reward, how are you to act?

I am, in the first place, to request the person to enclose it to the Chief Constable or Commissioners; and if he decline to do so, I may take it, and hand it over to the Officer on duty, till the decision of the Commissioners is obtained.

8. How are you required to dress when not in uniform?

I am always to appear respectably dressed, and neat and clean in my person.

4. How are you to appear at places of public amusement?

In plain clothes: I am never to appear at those places in uniform, except when on duty.

5. What is required of you when you intend leaving the Police?

To give a month's notice to the Chief Constable. If not, all pay due me at the time will be forfeited.

6. If you resign, or be dismissed, what clothing have you to deliver up?

Every article of dress or appointments in use supplied to me; and if any be improperly used or damaged, a deduction will be made from my pay to make good the same.

7. For what cause may your pay, or a part of it, be stopped?

Absence by sickness, neglect of duty, drunkenness, incivility, unnecessary violence to prisoners in custody, or any other violation of the rules and regulations of the Force I may commit; and the deprivation of pay will be of such amount as the Commissioners may determine.

8. If dismissed, to what conditions are you subject?

The whole of my pay, then due, may be forfeited, independent of any other punishment to which I may by law be subjected. The Commissioners may also dismiss me without assigning any reason.

9. Can you follow any trade or business while in the Police ?

Every member of the Force is prohibited from being concerned in any business, either through his wife or otherwise.

10. How may a Constable expect to be promoted ?

By activity, intelligence and good conduct. He should study to recommend himself to notice, by a diligent discharge of his duties, and strict obedience to the commands of his superiors, and improving himself in his educational qualifications.

11. What members of the Police Force are you required to salute ?

The Commissioners and Chief Constable at all times, except when marching in file or in sections.

12. How are Constables to assemble for duty ?

To be at the Station twenty minutes before the Duties are marched off, perfectly sober, clean, correctly dressed, and appointed.

13. Why are you required to be at the Station that time before the Duties are marched off ?

That I may attentively listen to the orders and instructions which are given, and the description of my beat.

14. What are you responsible for when on your beat ?

The security of life and property, the preservation of the peace, and general good order.

15. With what should you make yourself acquainted on your beat?

The streets and other thoroughfares, the courts and houses; I should also have a knowledge of the inhabitants of each house, so as to be enabled to recognize their persons.

16. When on duty by night, how are you to know that the doors and windows are properly secured?

By frequently feeling the doors, and the bolts of window-shutters, so that depredators may not have the advantage of their being insecure.

17. If you find a door or window not secured, how are you to act?

To immediately inform the inmates of the house.

18. What are you to do if the house be unoccupied, and valuable property exposed?

I am to take charge of the premises until another Constable or Sergeant arrive.

19. At what rate are you to walk your beat?

Two and a half English miles the hour, seeing every part within the given time, unless I can assign some reasonable cause for delay.

20. What rule are you to observe when walking on the footway, while on or off duty?

I am to keep on the side next the street.

21. Should persons approaching not keep the proper side, how are you to act?

To give way to them, and carefully to avoid inconvenience to passengers of any class. The utmost respect and civility is always to be shewn to the public. Constables are never to walk on the footway three abreast.

22. What are you to do if you observe persons doing anything likely to produce danger or public inconvenience?

To caution the party to desist, and report the circumstances to the Officer on duty.

23. While on duty, are you restricted from holding unnecessary conversation?

I am not to speak to any one, not even with other Constables, except on matters relating to duty; and when receiving directions from my Sergeant, we must both stop, and the conversation must be as short as possible.

24. Are you to afford information to strangers and others making inquiries?

I am, with the utmost civility and attention.

25. How are you to interfere with a crowd of persons standing on the footway together?

I should respectfully request them to move on, and caution them for the first offence; if they return, take their names and address, for a summons; but if they persist in obstructing, I should take them into custody.

26. Are you permitted to enter houses whilst on duty?

Except in the execution of my duty, I am not permitted to enter any house; nor am I allowed to enter a public house, whether on or off duty, unless under such circumstances, when I must not make a greater delay than is necessary. Constables found card-playing and drinking in public houses, are considered unfit to belong to the Force.

27. Is not smoking prohibited?

I am not to smoke when on duty either by day or night, nor in any public place while in uniform.

28. What is the principal object to be attained in the execution of your duty ?

The prevention of crime.

29. What qualification is most indispensable to a Police officer ?

A perfect command of temper, never allowing himself to be moved in the slightest degree by threats or irritating language.

30. Are you to keep a book in which you detail the duties you perform ?

Yes. I am to insert my name and date of joining the Police Force, and if I have been in any other establishment; insert the hour I go on beat, and time I take to pass over it; the hours I am visited; and the incidents that take place during my period of duty.

31. When and by whom are these statements to be certified ?

By the Officer on duty of the Division to which I belong, who will sign his name to the same after inspecting me on my coming off duty. My book will be produced and signed by the Visiting Sergeant, specifying the hours of visiting. When the duties are conducted by Reliefs, my book is also signed by the Constable who relieves me, with the hour of relief, for the inspection of the Officer on my reporting myself at the Station.

32. What notice should you take of gas lamps on your beat ?

I am accountable for their oversight, and am to report to my Sergeant any irregularity in the lighting of them.

33. To what houses are you to pay particular attention ?

All licensed taverns and saloons, pawnbrokers, and second-hand dealers in property.

84. If in such cases you observe a breach of the law, how are you to act?

When I see persons receiving articles which I have good reason to believe are stolen, I may act on my own responsibility. In other cases I should report any circumstances which I considered suspicious to the Officer on duty.

85. How are Officers and Constables justified in entering public houses?

Only in the execution of their duty, in quelling disturbances or disorderly proceedings, and when the bar-rooms of taverns or saloons are open at illegal hours.

86. During what hours is business prohibited in public houses?

From seven o'clock on Saturday night till six o'clock on Monday morning, and during the remainder of the week from twelve o'clock at night till six in the morning?

87. What notice are you to take of beggars?

I should arrest persons wandering about and begging, or who place themselves in any lane, street, or passage *to beg or gather alms*, or acting with children employed for that purpose.

88. Are you to take drunken persons into custody?

I may arrest any persons found drunk at any hour of the day or night in any street, square, lane, road, or public thoroughfare; however, if they are in sufficient charge and causing no disturbance, I am not to interfere.

89. When soldiers are acting improperly, what are you to do?

If they assault the Police or are guilty of any breach

of the law, I should arrest and convey them to the Station House to be disposed of before the Police Magistrate, like any other offenders.

40. If soldiers are drunk that do not belong to the military in garrison here?

They are invariably to be taken before the Police Magistrate the same as other drunkards.

41. How are soldiers to be treated belonging to the garrison here?

They may be given up to their regiments when sober, provided they are quiet and inoffensive.

42. What are you to do with children found wandering in the streets?

Convey them to the Station, and direct persons inquiring after them to the Officer on duty.

43. Are you to interfere with lunatics, or persons carrying children with small-pox through the streets?

Such persons should be apprehended.

44. How are you to dispose of an infant deserted in your Division, or on your beat?

I should first make every exertion to arrest the person who deserted it. If I fail, I am to get it conveyed to the Station House. I am on no pretence to receive an infant from any one who has taken charge of it. Should such person apply to me, I am to refer him to the Officer on duty.

45. If a violent or sudden death happens in the locality of your beat or Division, what are you to do?

I am at once to report it to my Sergeant, that information may be forwarded to a Coroner.

46. In case a house on your beat takes fire, how are you to act?

If by night, I am first to alarm the inmates; then give immediate notice by sounding the fire alarm telegram at nearest box, and proceeding with all possible speed to the Engine House and Station.

47. When other Policemen assemble, what are they to do?

Keep a space clear for the firemen and engines, prevent the crowd from obstructing, and use every exertion for the preservation of life and property.

48. Must the footways on your beat be clear?

I must see that they are kept clear throughout the day.

49. Are you to prevent annoyance from frost or snow?

I must see that all annoyance from frost and snow are swept from the footways.

50. Are ferocious and unmuzzled dogs to be allowed on your beat?

No; the owners of such dogs should be summoned.

51. If you observe persons soil, deface or damage any door, wall, fence, paling, tree or shrub?

I should arrest and convey them to the Station.

52. What are you to do with wandering prostitutes on your beat?

I should, if they persevere after being cautioned, take them to the Station, and charge them with loitering or soliciting for the purpose of prostitution.

53. What are you to do with persons who sing profane songs or exhibit indecent prints in the streets?

I must arrest and convey them to the Station.

54. When boys make slides, set-off fireworks, or wilfully extinguish the light of any lamp, how are you to act?

If they be above the age of children, I am to arrest ; but if very young, I should only caution and prevent them from offending again.

55. When boys fly kites, roll hoops, or play at any game on the streets, how are you to act ?

I should seize the kites, hoops, tops and marbles, and take them to the Station.

56. May persons shake carpets or mats, or throw rubbish, dirt or ashes on the streets ?

All persons found so doing should be prevented and summoned.

57. During what time is emptying privies prohibited ?

From six o'clock in the morning till eleven at night.

58. What are you to do with parties so offending ?

I should summon or *arrest* them when the nuisance is very bad, such as the filth being allowed to drop in the streets.

59. What are you to do when persons set up any projection, or hang articles for sale so as to obstruct the footway ?

To caution the parties ; and if the nuisance is not discontinued, I should summon them.

60. What offences are called felony ?

Murder, sedition, housebreaking, robbery, picking pockets, and setting fire to buildings, are some of the principal felonies. Persons guilty of any of these offences are called felons.

61. What offences are called misdemeanors ?

Breaches of the peace, such as common assaults, affrays, riots, and carrying illegal weapons.

62. Is there any difference between felony and misdemeanor ?

A felony is an offence of a more serious nature than a misdemeanor, and liable to a greater punishment.

63. Are you empowered to arrest idle and disorderly characters?

I may take into custody, without warrant, all loose, idle and disorderly persons, whom I shall find disturbing the public peace.

64. In case you suspect a felony or misdemeanor is about to be committed, how are you to act?

I am empowered to arrest any person whom I have good cause to suspect of having committed a felony, or being about to commit one, a misdemeanor, or breach of the peace, and whom I find after sunset lying or loitering in any highway, yard, or other place, and not giving a satisfactory account of himself.

65. May you arrest persons carrying goods supposed to have been stolen?

I may stop, search and detain any person suspected of having anything stolen or unlawfully obtained.

66. If a person is charged by another with having committed a felony, how are you to act?

I should arrest any one whom another positively charges with committing a felony, providing the person charging goes with me to the Division Station.

67. Are you to be cautious in taking persons into custody on the charge of another?

I am to be particularly cautious, and, if possible, I should procure the complainant's name and address before I take the party at all into custody.

68. May you in any case discharge a prisoner after you have taken him into custody?

Whenever I arrest, with or without warrant, or on

another person's charge, I should never discharge him on my own authority; my proper course is to convey him to the Station, in order that the prisoner and particulars should be duly registered.

69. Does this rule prevent you from detaining persons whilst ascertaining their names and residences?

No; provided I do not by word or act take them into custody.

70. When a felon takes refuge in a house, how are you to act?

I may break open the doors if necessary to get in, *first stating who I am and my business.*

71. If a prisoner in your custody, charged with felony or misdemeanor, makes his escape, may you follow him into a house?

Yes; and may break open the doors if there are no other means of entering.

72. Is there any other case in which you may and ought to break into a house?

I may do so if the circumstances will not admit of delay, as when persons are fighting in a house, and felony is likely to be committed unless I interfere; but the breaking open outer doors is such a dangerous proceeding, that it should never be resorted to except in extreme cases, and when immediate arrest is necessary.

73. Can I enter a house to search for stolen property?

It is necessary that I should have a search warrant from a Magistrate for that purpose.

74. May I break open a house under a search warrant?

Between sunrise and sunset I may break open any

house mentioned in the warrant, if it is not opened after due notice being given.

75. Should you execute the warrant yourself?

Yes; or if I call for assistance, I am to be actually present at the execution.

76. Are you to show your warrant in executing it?

I must, if required; but I am not to allow it out of my possession, as I may afterwards want it for my own justification.

77. When your warrant is executed, what are you to do with it?

To write on the back the date of execution, then deliver it to the Officer on duty in my Division, who will forward the same to the Police Office.

78. Must you interfere when a breach of the peace is committed within your view?

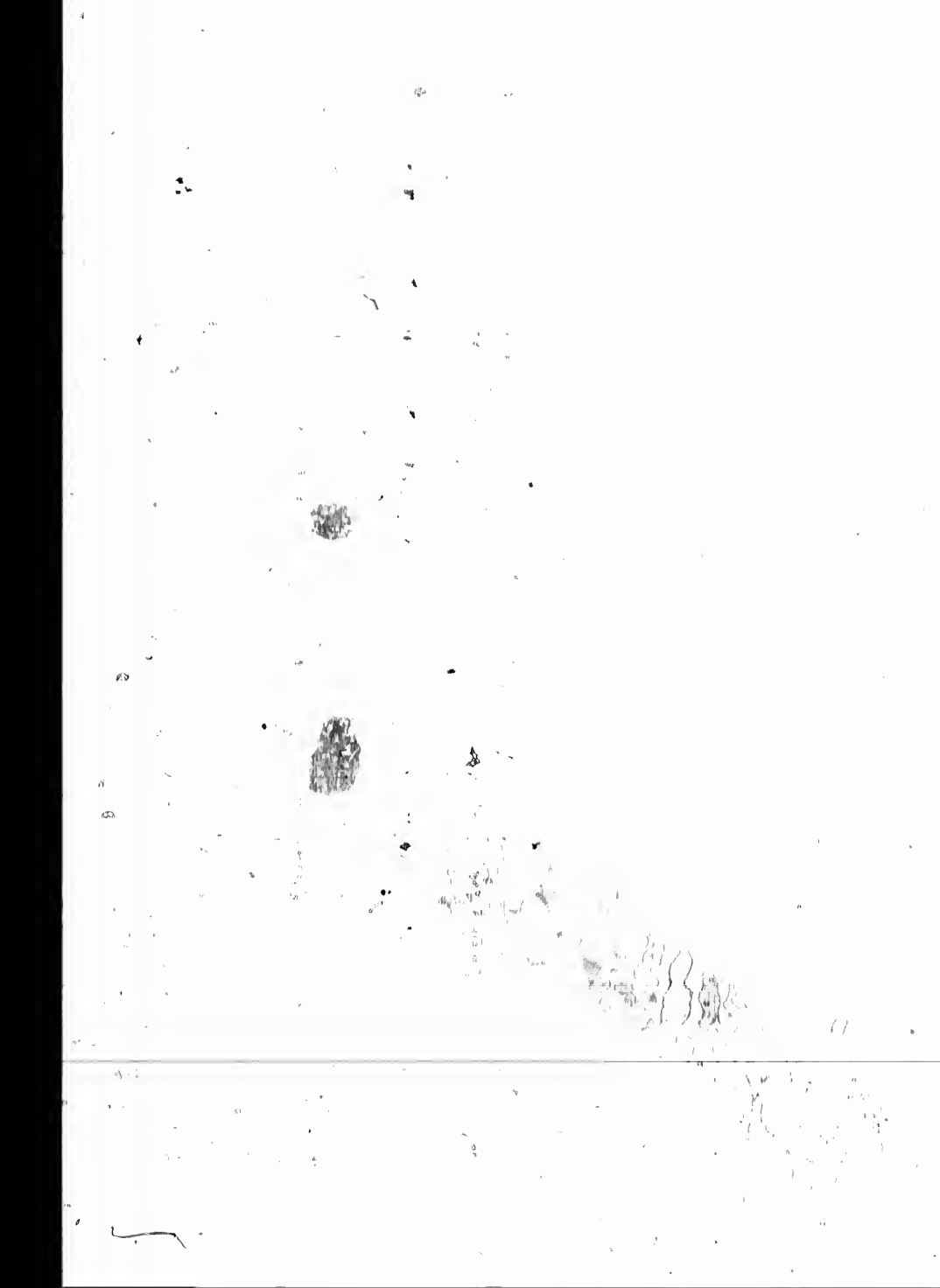
When riots, affrays, assaults, and the like are committed, I should separate the combatants, arrest the principal instigators of the tumults, and do all in my power to restore quiet.

79. If a person threaten another with personal violence, how are you to act?

I may arrest any one who, in any *thoroughfare*, shall use any abusive, threatening, or insulting words or behaviour, with intent to provoke a breach of the peace, or whereby it may be occasioned.

80. How are you to act if required to arrest a party charged with an assault, not committed within your view?

I may take him into custody if I have good reason to believe that an *aggravated* assault was committed; and



on account of its recent commission, no warrant could be obtained for the apprehension of the offender.

81. When such assaults are of a trivial nature, should you arrest?

If the offender is a resident in the city it is better to refer the complainant to a magistrate for redress by summons.

82. When an assault is so dangerous as to endanger the life of a person, are you bound to arrest?

If the person be cut or wounded, and there are evident marks of grievous bodily harm inflicted, I must take the offender into custody.

83. How are you to treat prisoners who refuse or are unable to go to the Station House?

I am on no account to pull or drag them along the streets, nor use language calculated to provoke or offend them; and if necessary, I should send for a cab or cart, taking care to present a specification of the expense of such in my own handwriting, and stating particulars to the Police Magistrate at the investigation of the case.

84. Under what circumstances may you use your baton?

In self-defence, or to prevent the escape of felons. I am at all times to be cautious how I use it, and should avoid the head of a person, and inflict blows on the shoulders, arms or legs.

85. If a person forcibly or peaceably enter the house of another, may you turn him out?

I may, at the request of the owner; if he refuses to go, after I require him to leave the house; but I should in no case use more force than is necessary.

86. Are you to be cautious not to interfere unnecessarily?

Yes; but when required to act, I must do so with decision and firmness.

87. How are you to act if required to settle disputes between landlord and tenant?

Not to give assistance to either party nor interfere between them unless to prevent a breach of the peace, or quell a disturbance that has actually arisen, and then only to take the offender into custody.

88. When you arrest a prisoner what is required of you?

To impose only such restraint as is necessary for his safe custody; to convey him to the Station House.

89. At what time are you to search a prisoner at the Station House?

When ordered by the Officer on duty; I am, within his view, to take from the prisoner any money, knife, or any other thing it may be improper for him to have, and hand it over to the officer for safe keeping. In robbery cases I must mark distinctly the stolen property, so that I can identify it at any future time.

90. In what manner should a prisoner's property be restored to him?

By the Officer on duty, in presence of the Constable by whom he was searched.

91. How should a summons be served?

After comparing the copy with the original, I am to serve the summons personally on the party to be proceeded against, or at his usual place of abode to some inmate of his family above the age of sixteen, explaining to such person the purport of the summons?

92. What is required of you when you have to attend

the Assize Court, County Court, and the Recorder's Court?

To obtain a card from the Sergeant-Major of the Division to which I belong, with the case in which I am engaged specified thereon, as "*Regina v. ———*," and present the same on my arrival in court to the Sergeant on duty there, on which he will note the hour of my arrival. I am to be in constant attendance there until my case has been disposed of, or my presence dispensed with by the Crown Counsel, of which I shall be informed by the Sergeant on duty.

93. When your business is over what are you to do?

At the rising of the Court, or when my case is disposed of, I obtain my card, and returning to my Station hand it over to the Officer on duty, who will specify on it the hour of my arrival, and transmit it to the Chief Constable's office the following morning.

94. In what manner should your testimony on oath be given before the Police Magistrate, Magistrates, Judges, and Commissioners of Police?

I must hold the Book in my right hand with my glove off. I am not to kiss the Book till the oath is administered. My evidence should be given in a clear, distinct tone of voice, "without favour or affection, malice or ill-will, and I am always to adhere conscientiously to the *truth*."

95. If a door of a private office or apartment is closed, how are you to enter it?

I should knock gently at the door, and should only enter when told to do so by some person inside.

96. How are you to deport yourself in the Chief Constable's office or before the Commissioners?

Before I enter I must have my gloves on; when in the office, I should stand to "attention" and listen, without interrupting or contradicting whatever may be said, either for or against me.

97. What magistrate has chief authority in the city?

The Mayor: and I am enjoined to treat him at all times with the utmost respect, civility, and attention.

98. Are you supposed to know the Mayor?

To prevent mistake, I should endeavour to make myself acquainted with his person as soon as possible after the commencement of his year of office.

99. Must you enforce the By-laws of the Corporation?

I am bound to make myself acquainted with the By-laws of the Corporation, and use every exertion in enforcing them.

100. Name some of the principal offences for which you are liable to be reported.

1st. Intoxication, insubordination, incivility, card-playing, tippling or resorting to public houses, contracting debts.

2nd. Unnecessary violence to persons in custody, stating falsehoods, improper charges, bad temper and impertinence to superiors.

3rd. Leaving beat before being relieved, sitting, loitering or asleep on beat, slovenly appearance, neglect of clothing or appointments, not properly shaved or dressed, hair untidy and not properly cut.

4th. Smoking, gossiping, or walking with hands in pockets when on duty, parading for inspection deficient of equipments, absent from drill without leave.

101. How often are you to attend drill?

Twice a week, unless ordered otherwise.

102. Are you forbidden to send communications to newspapers?

I am on no account to send communications to newspapers upon matters connected with or relating to the Police Department or myself as a member thereof. If I think myself aggrieved or have just cause of complaint, I am to submit the same to the Commissioners through the Chief Constable.

103. What steps are you required to take if suddenly taken ill when on duty?

I am at once to send a report of the occurrence to the Officer on duty, if too ill to proceed and report myself personally. If my illness is not so serious as to render me incapable of proceeding to the Station, I must report myself personally to the Officer, who will accompany me to the Medical Officer, and ascertain the cause of my illness.

PROMOTION.

The Commissioners have decided that all members of the Force who are candidates for promotion shall be strictly examined as to education, efficiency and health. They will not promote to the high rank of Sergeant or Sergeant-Major any member of the establishment who is not fully qualified. No member may expect promotion who is not able to write fluently from dictation, without mistakes in orthography. A knowledge of arithmetic will also be required, and the Commissioners must likewise be satisfied that the candidates will serve with zeal and efficiency, and is of such steady habits, manner and education as will secure the respect of those under his control.

DETECTIVE DEPARTMENT.

Instead of having a Detective Police Officer for each Division, there is one central office at the Police Office, to which all reports of crime must be immediately forwarded, and to which are attached three Detective Officers.

A certain number are on duty day and night; one always being on duty at night time.

No general rule can be laid down for the performance of the duties of the Detective Police, as they must necessarily vary with circumstances. The following arrangements are to be observed as nearly as possible:—

When the offence has been committed where the offender has not been apprehended by the Police in the Division in which the case has arisen, a report of the circumstances, with the names and description of the persons known, must immediately be sent by the Officer on duty in the Division to the Detective Officers at their office, from which a Detective will be dispatched at once to take such steps as will be likely to make the offenders amenable to justice. Report to officer.

In cases of felony of goods the description of the property stolen must be as exact as can be obtained.

When cases are orally reported at the office or Stations by the parties on whom the offence has been committed, similar means of detection must immediately be adopted, and if necessary such persons should be taken before a Magistrate, so as to have sworn information taken. Oral reports

If warrants through Constables from the country, for Warrants, the detection and apprehension of persons in the city, they should be executed by the Detective Police; and

if the offenders be apprehended, they must be given in charge to the Constable from the county charged with the warrant, who will convey them to the gaol if necessary; but prisoners arrested in this way are not to be left at the Stations. All warrants in cases from the country must be properly endorsed by a Magistrate of the city before execution.

Written or
oral reports:

In all cases where property is stolen, whether reported from the other Divisions of the Force or orally, at the Stations or offices, entries of the particulars must be entered in the books of the Detective Constables. If the parties robbed desire to have notice printed, and are willing to defray the expense, a description of the property stolen should be immediately forwarded to the printer.

In every case when property is stolen and reported at the office, a Detective should be sent to the pawn offices and second-hand shops to stop the articles by giving particulars from their books, or, if notices have been printed, by leaving a copy at each shop. Pawnbrokers and others are liable to prosecution on receiving property after this notice by the Constable has been given; this will also have the effect of throwing difficulties in the way of thieves, as well as facilitating the recovery of property, by enforcing honesty among the pawnbrokers and second-hand stores, who in many instances have it in their power to detain thieves and give information of the same to the Police.

Detective
duty.

It is the duty of the Detective Police to watch the course of suspected persons, to visit their haunts in search of offenders, to make themselves familiar with the appearance of noted bad characters, and become acquainted with the depositories of stolen property, and by these means be able to place their hands upon

criminals, or to ascertain if a person described by them is likely to be found within the Police limits.

Detectives are to dress in plain clothes, except in Dress Courts of Justice, where they will invariably appear in uniform; they are never to wear any other disguise than plain clothes except where no other means exist of detecting parties guilty of felony or serious misdemeanors, or where private information has been given that a felonious act is contemplated which cannot be prevented without the use of disguise, to enable the Constable to obtain evidence of the fact. In no case is disguise to be used by the Detective Police without especial authority from the Chief Constable or Commissioners.

As application for assistance is not confined to cases of loss of property merely, and as in every case of difficulty it is the general practice to resort to the Detective Police for their interference, they should not be desirous of doing so in matters foreign to Police service, or not involving cognizable offences, but must resist such applications, however strongly they may be urged, by persons who importunately press for assistance in each particular case. Caution in giving assistance.

In the report of cases; it is desirable that an officer should be selected who may visit the particular place, and attend to the service required to be performed. And the Chief Constable will encourage good feeling and propriety among the Detectives, impressing on their minds that they, from the nature of their duties, being more liable to exposure and misrepresentation than others, should be more cautious in avoiding all cause for such, by their steady and upright conduct. He will by these means be enabled to form a correct opinion of their talents and capabilities, by which to

select the duties which each is most competent to perform. At the same time he will take care that each man is allowed an equal opportunity of distinguishing himself in the performance of his duties, and prevent by his impartiality any cause for jealousy and discontent; as the successful working of this branch of the establishment, from whose exertions so much is expected, depends in a great measure on proper management, and unanimity amongst the men composing it;—indeed, the above remarks are applicable to the successful working of the whole establishment.

Appoint-
ment of
Constable.

When a Constable is appointed to the Detective service, if, after a fair trial, he is found not capable successfully to perform the duties required, another Constable must be selected by the Chief Constable, and appointed in his place; a report to that effect being made to the Commissioners.

The Chief Constable will see that their books are properly kept, and that all property coming into their possession, and the final disposal of it, be properly recorded; and that the Description Book is regularly filled up, to be made available as a book of reference when required. The Detectives should appear for duty at the appointed time, clean and correct in their persons.

The Detective Constable will enter in his Day Book a record of the duty he has been employed on each day, and the result. The Description Book is likewise to be daily filled up, containing a description of all prisoners arrested; their names, ages and residences; the offence committed, and by whom arrested; date of committal and discharge from prison. This book will be examined by the Chief Constable every Monday in presence of the Detective officers, who will read the list over.

Detectives will take charge of all property coming into their possession, pending the investigation of the case. Property of value, such as jewellery, money, &c., to be invariably sealed up and labelled, and placed in the Safe in the Police Office. They will carefully compare and examine all reports of property lost or stolen, with those reported found or recovered; and when the latter appears to correspond with the former, he will at once give notice to the owner through the Chief Constable.

When property is recovered that has been reported from the Station, he will at once notify the Officer on duty in charge of the Division that such has been the case, that he may make a marginal note of the same opposite the register of the robbery or loss in the Occurrence Book at the Station.

Detective Officers will attend punctually at the office at the time appointed, and perform the duty assigned to them with all possible dispatch, reporting the result on his return.

All information, private or otherwise, received by them (except in cases where immediate action is commenced), and all information received from accomplices, must be reported to the Chief Constable, who will give the necessary instructions respecting it.

A Detective must constantly visit the pawn shops and second-hand shops, and the greatest promptitude must be shown in sending round information respecting stolen property, and the description of parties who have disposed of the same.

In all duties in which either the Detectives, officers of the Force or street-duty men are called upon to perform, they will act with the greatest zeal and energy,

avoiding, so far as the honest discharge of their duty will permit, all cause for censure and misrepresentation ; and as concert and unanimity are of the greatest importance to success, the Officers and Constables will act together with good-will and sincerity, imparting to each other their knowledge and experience in bringing forward cases for adjudication, and the haunts, habits and description of persons of bad character, not permitting any private feeling or jealousy to interfere with the performance of their duty to the public.

The following extract from the evidence of Lord Chief Justice Denman to the Commissioners of Criminal Law, in 1848, is given for the direction of Police in such cases :

"The rule laid down, as I believe, by the Judges is, that the arresting officer shall apprise his prisoner of the cause of his arrest, and leave him free to speak or keep silence ; but this rule has been misunderstood by officers, who fancy themselves bound to stop the prisoner's mouth by a caution against criminating himself, or by the use of language which leads to the invention of falsehood and the suppression of truth. One plain consequence likely to result is, that the plunder is kept from the right owner and ultimately employed in the unrighteous defence of guilty men ; in practice it often defeats justice, by preventing disclosures which offenders, particularly young offenders, may be desirous of making."

CONDUCT OF OFFICERS IN GENERAL.

The Officers of the Police are not required to and are forbidden to argue and cavil with the Constables. If Constables are absent, or late for duty, or guilty of any other dereliction of duty, the Officer will inquire the

cause of such, and the explanation is to be given by the Constable briefly and certainly respectfully; the Officer will satisfy himself as to whether it be a good and sufficient reason; and if not, and if the circumstances of the case are of a serious nature, or the Constable be at all under the influence of drink, he will suspend the Constable, merely saying "You are suspended, and you will report yourself at the Chief Constable's office at ten o'clock to-morrow morning accordingly." This is all that is required. If a Constable should behave in a disrespectful manner, the Officer will make no remark, but take a note of the same, reporting such folly to the Chief Constable. If a Constable is insubordinate and outrageous, making use of abusive and threatening language, the Officer will arrest him, and if he resists he will be indicted accordingly, and suffer such punishment as will be accorded him by the Police Magistrate, in addition to dismissal, which will of course be necessitated. Officers must be aware that a perfect command of temper is indispensable. An Officer is unfit for his position, neither is a Constable fit for his office, unless possessed of this qualification in an eminent degree. Officers are cautioned against a too great familiarity with those placed under their control and superintendence; that undue familiarity on the part of Officers with their subordinates is detrimental to the public service and discipline of the Police Force; and if instances of this kind come under the recognition of the Commissioners, they will dispense with the services of both Officer and Constable, as the discipline and character of the Force will suffer by their continuance in it. It is the duty of an Officer to be firm and just in exacting strict discipline and obedience from those under him, and at the same time he will be kind and conciliatory towards Constables upon all occasions.

Form of
report of
burglaries.

In making reports of burglaries, robberies, &c., in the morning reports, the Officer on duty will conform to the following rules: to name—

1. The hour and place.
2. Name and address of proprietor or occupant.
3. The property stolen (the articles in succession) particularly and accurately described, especially articles of wearing apparel.
4. Estimated value.
5. The circumstances and manner in which the offence was committed, and names and description of offenders if known or suspected.
6. Remarks in explanation.
7. Police Constable on beat.
8. Whether forwarded to Stations, and at what time and by what Constable.

Reports of
fire.

In cases of fire, the Officer in charge of the Division is personally to make inquiries into all the circumstances of the case, and particularly into the following points:—

1. By whom the fire was first seen, and the time.
2. If the fire was not discovered by Police, by whom the alarm was first given to Police, and the time.
3. In what part of the premises the fire began, if ascertained, or supposed to have begun.
4. The actual or apparent cause of the fire, whether the act of an incendiary, and if so, whether any person is suspected.

The Receipt Register and dispatch of occurrence will be denoted underneath the occurrence as follows:

“Received at — o'clock, and forwarded to No. — Station, by Police Constable: — at — o'clock.”

Officers, in their morning report, will be particular in stating the hour that any Constable is dispatched on duty for any call, or to execute a warrant, and the hour he returns; also, should the Officer have occasion to leave the Station, to specify the hour of his returning, and the nature of the duty that occasioned his absence.

BOOKS IN POLICE STATIONS.

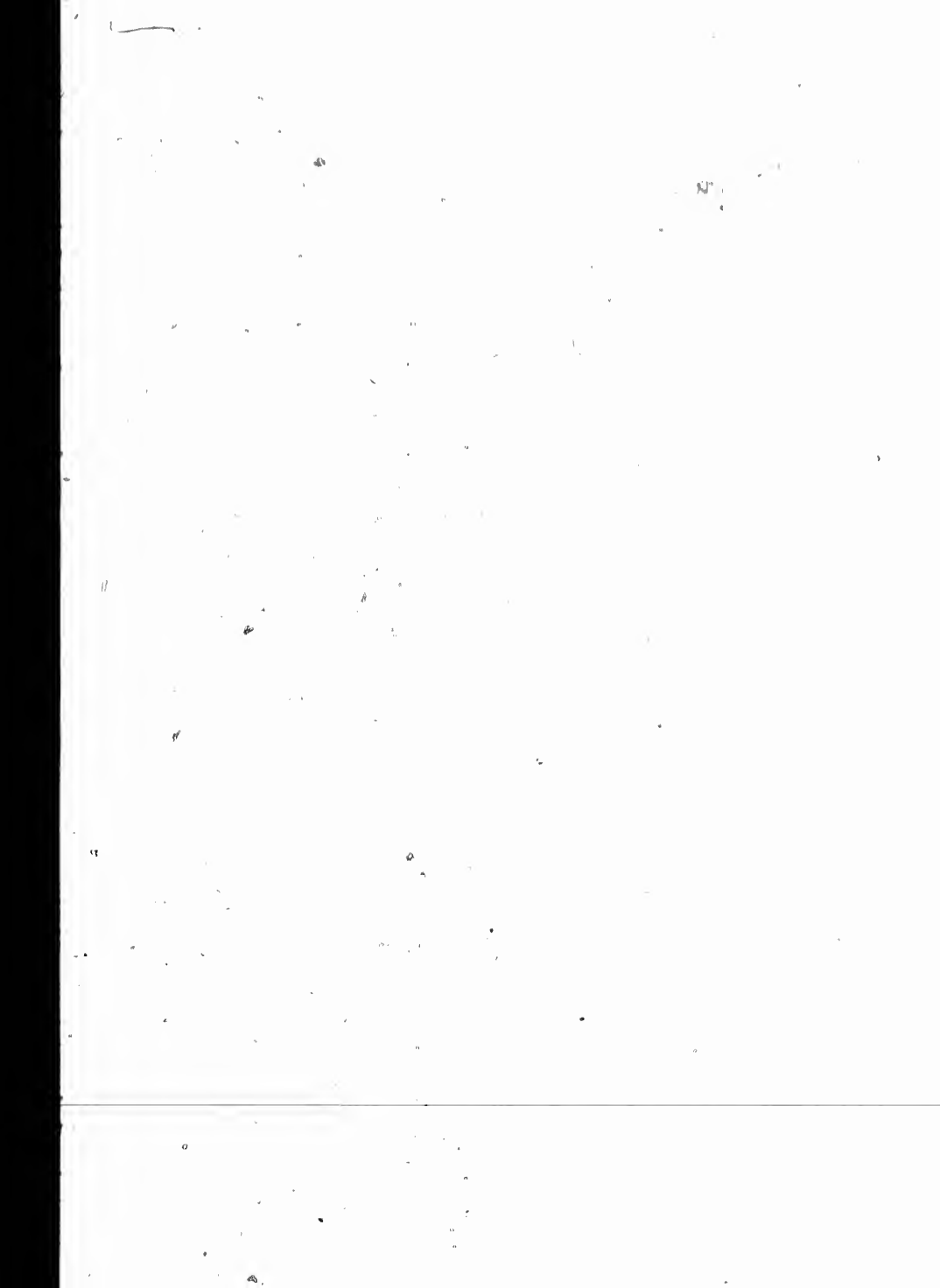
The undermentioned books are to be kept in each Station, in which all entries are to be made correctly, clean and regular.

1. The Duty Book.
2. The Occurrence Book.
3. The Prisoners' Receipt Book.
4. Constables' Regulation Book of execution of warrants.
5. Register Book of prisoners arrested, and how disposed of.
6. Order Book.

Also the following books of instruction:—

- The Constable's Guide.
- The Provincial Justice.
- The Orders and Regulations.
- City Directory.
- Drill Book.

The Sergeant-Majors of Divisions are held responsible for the safe keeping of the above books, as well as for all the other furniture of their Stations.



DRILL,

The Force will attend drill regularly twice a week. No leave will be granted from drill except in cases of sickness, or very urgent Police duties.

Officers and Constables of each Division are to be instructed in the Manual and Platoon exercises, and particularly the following formations. Every Officer of the Police Force is required to make himself capable of giving the necessary instructions in drilling the men in these and other formations prescribed by the Infantry Manual:—

- No. 1. Position.
2. Standing at ease.
3. Facings.
4. Balance step.
5. Slow step.
6. Halting.
7. Stepping out.
8. Stepping short.
9. Marking time.
10. Closing step.
11. Stepping back.
12. Changing step.
13. Dressing when halted.
14. Wheeling from the halt.
15. Wheeling backwards.
16. Marching in quick time.
17. Marching in double time.
18. File marching and in single file.
19. Saluting halted and on the march.
20. Formation of fours.
21. Formation of subdivisions and sections.
22. Taking open order for inspection.
23. Form to either flank from open column of subdivisions.

24. Countermarching.
 25. Extension from right centre and left.
 26. Closing to right centre and left.
-

GENERAL REMARKS.

Officers and Constables will attentively read these Rules and Regulations, as a compendium of all their duties. In a body organized as the Toronto Police Force, discipline will be enforced most rigorously, and with unwavering certainty. Lack of enforcement of regulations on the part of superior Officers; special exemptions towards particular persons; or uncertainty in the reports made for dereliction of duty, are each and all calculated to undermine the efficiency of any body of men and destroy their usefulness—hence any lack of their duty on the part of Officers will at once be visited by reduction of rank or dismissal.

The manner in which the members of the Force deport themselves, whether on actual duty or not, is a subject to which public observation is continually directed. Every citizen feels an interest in the respectability of the Force, and every citizen and stranger observes with scrutiny each individual of the Force who passes under his observation. The impropriety or deficiency of a single one is frequently regarded as characteristic of the whole command to which he is attached.

Policemen of every grade should be courteous and respectful to each other, never using language to one another that may not be repeated in any presence. By cultivating a proper and respectable deportment themselves, they will be better qualified to treat citizens and strangers with the courtesy they are entitled to receive.

The Force will be particular, while holding intercourse with people, to let the conversation be brief and to the point. They will listen to all proper questions with attention, and respond by the use of the fewest possible words, decorously delivered, directly to the matter of inquiry, making no effort to prolong the conversation; but in case it is not strictly on Police business, to decline to continue it. Evil-disposed persons are sometimes in the habit of drawing Policemen into conversation with the object of getting them reported and dismissed.

Cleanliness in person and dress is a necessary observance never to be overlooked. Nothing is so well calculated to degrade the Officer and Constable as want of tidiness in apparel, unless it be filthiness of person. At all times the dress of a Policeman should be in good condition; he should never appear shabby or even slovenly, but always well set-up, with his entire dress ready for inspection. The Force are particularly cautioned against loitering on their beats; the well-conducted and efficient Constable constantly walks his beat; he knows that, as a general thing, it is less fatiguing for a man to keep moving than to stand still; and, moreover, should he loiter at particular points of his beat advantage is easily taken of his inattention, and crime committed that would have been impossible had he given attention to his duty, which he swore to do when he entered the Force.

Remaining in the vicinity of groceries and other places where liquor is sold, unless when specially required by duty, is calculated to bring odium on the Force.

Sometimes, in cold weather, Constables on beat are seen beating their feet on the ground; apparently for the double purpose of warming them, and furnishing

evidence that they have been neglecting their duty until the circulation of the blood has become laggard for the want of the necessary exercise. Any Constable or officer endeavouring in any way to shirk his duty, or influence others in so doing, or endeavouring to cause discontent, will at once be dismissed as despicable and disgraceful. Respect for officers is one of the first duties of the Constable. Any omission in this respect indicates indifference to discipline, or, what is still more alarming, a leaning to insubordination. Persons will not be surprised, therefore, if disrespect and negligence result in the penalty of dismissal, and never will be overlooked.

WILLIAM STRATTON PRINCE,

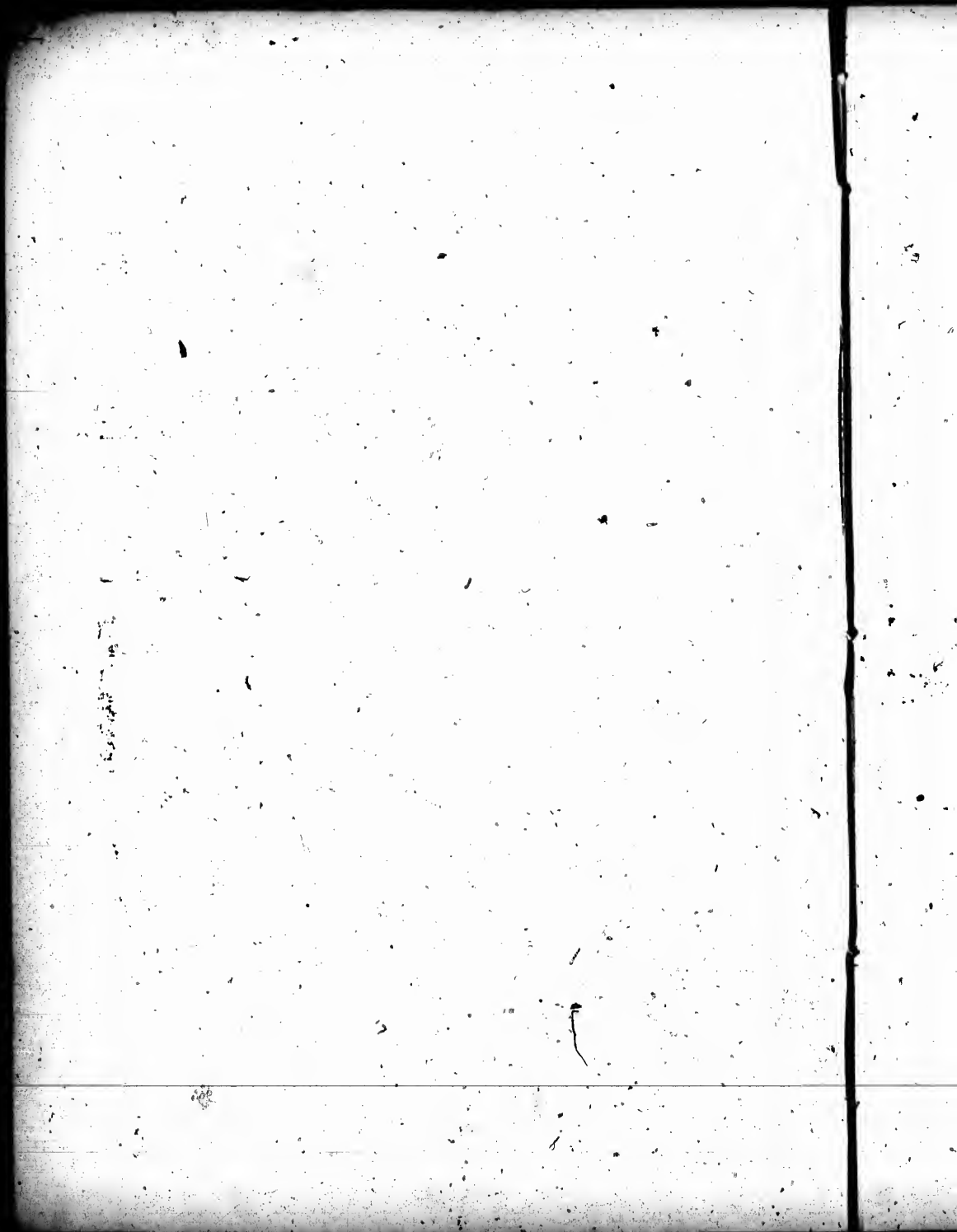
Chief Constable.

RIOT ACT.

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 a Magistrate. Riot Act, 27 Geo. III. cap. 15.

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!



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