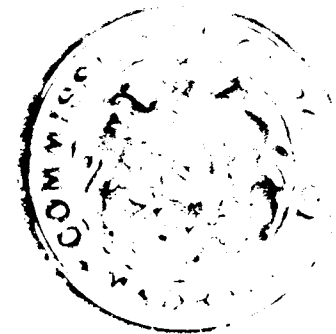
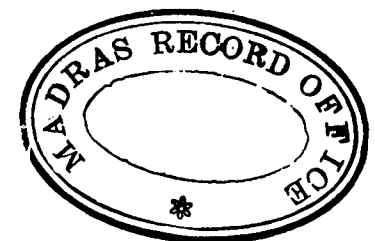


MANUAL
OF THE
MADRAS CITY POLICE.



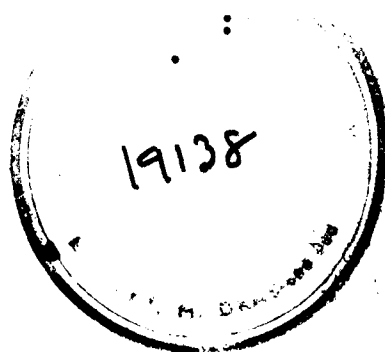
FIRST EDITION.



MADRAS:
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PREFATORY NOTE.

THIS Manual contains orders, issued by the Commissioner, such as are not submitted to Government under Rule I of the Rules framed under Act III of 1907, Madras City Police (Amendment). It is supplementary to the *Orders of the Madras Police* and the *Orders of the Madras City Police*. Orders which, on account of their importance, or for the sake of comprehensiveness, have been reproduced from the latter publication, have been marked with an asterisk.

LIST OF COMMISSIONERS OF THE MADRAS CITY POLICE.

Name.	From	To	Remarks.
Lt.-Col. J. C. Boulderson	1st Nov. 1856.	2nd Jan. 1861.	
Lt.-Col. W. J. Wilson	3rd Jan. 1861.	21st Feb. 1866.	
Major C. S. Hearn	22nd Feb. 1866.	31st July 1867.	
Major W. S. Drever (Ag.)	1st Aug. 1867.	11th Dec. 1868.	
Capt. T. E. Tennant (Ag.)	12th Dec. 1868.	4th Sept. 1869.	
Major W. S. Drever	5th Sept. 1869.	12th Oct. 1870.	
Major G. B. Bowen (Ag.)	13th Oct. 1870.	3rd Jan. 1872.	
Major W. S. Drever	4th Jan. 1872.	31st Jan. 1872.	
Major G. B. Bowen (Ag.)	1st Feb. 1872.	6th May 1873.	
Capt. A. Balmer (Ag.)	7th May 1873.	4th Jan. 1874.	
Col. W. S. Drever	5th Jan. 1874.	7th May 1875.	
Col. W. O. Swanston (Ag.)	8th May 1875.	5th Nov. 1876.	
Col. W. S. Drever	6th Nov. 1876.	11th Mar. 1878.	
Major A. Balmer (Ag.)	12th Mar. 1878.	30th Sept. 1878.	
Major F. J. Hicks (Ag.)	1st Oct. 1878.	10th Oct. 1879.	
Col. W. S. Drever	11th Oct. 1879.	18th May 1880.	
Col. W. O. Swanston (Ag.)	19th May 1880.	7th Aug. 1880.	
Col. W. S. Drever	8th Aug. 1880.	24th Aug. 1880.	
Col. W. O. Swanston (Ag.)	25th Aug. 1880.	22nd Nov. 1881.	
Col. F. J. Hicks (Ag.)	23rd Nov. 1881.	24th Aug. 1882.	
Col. W. S. Drever	25th Aug. 1882.	12th July 1883.*	* Died.
Col. T. K. Guthrie	13th July 1883.	2nd Sept. 1883.	
Col. H. W. H. Cox (Ag.)	3rd Sept. 1883.	5th Feb. 1885.	
Col. T. K. Guthrie	6th Feb. 1885.	11th Dec. 1885.	
Col. T. Weldon	12th Dec. 1885.	23rd Mar. 1889.	
Col. A. T. Rolland (Ag.)	24th Mar. 1889.	3rd Sept. 1889.	
Col. T. Weldon, C.I.E.	4th Sept. 1889.	7th Dec. 1891.	
Col. H. W. H. Cox	8th Dec. 1891.	18th Nov. 1895.	
Mr. F. T. Bagshawe	19th Nov. 1895.	4th Mar. 1896.	
Mr. A. P. Agar (Ag.)	5th Mar. 1896.	31st May 1896.	
Mr. F. T. Bagshawe	1st June 1896.	17th Dec. 1896.	
Mr. L. G. Arbuthnot (Ag.)	18th Dec. 1896.	3rd Feb. 1897.	
Mr. F. T. Bagshawe	4th Feb. 1897.	23rd May 1897.	
Mr. J. Meredith (Ag.)	24th May 1897.	7th July 1897.	
Mr. F. T. Bagshawe	8th July 1897.	18th July 1897.	
Mr. J. Meredith (Ag.)	19th July 1897.	5th Aug. 1897.	
Mr. A. P. Agar	6th Aug. 1897.	19th Jan. 1900.	
Mr. O. R. Jones	20th Jan. 1900.	14th Nov. 1902.	
Mr. C. H. Travers (Ag.)	15th Nov. 1902.	31st Oct. 1904.	
Mr. O. R. Jones	1st Nov. 1904.	31st Aug. 1907.	
Mr. H. F. Wilkieson	1st Sept. 1907.	19th Oct. 1910.	
Mr. F. Armitage	20th Oct. 1910.	26th Sept. 1911.	
Mr. P. Hannington (Ag.)	27th Sept. 1911.		
Mr. F. Armitage			

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MANUAL
OF THE
MADRAS CITY POLICE.

CHAPTER I.—INSTRUCTIONS TO INSPECTORS.

1. Every Divisional and Prosecuting Inspector shall report himself to the Commissioner once a fortnight between 11-30 A.M. and 1-30 P.M. Reporting
to Com-
missioner.

The following dates are prescribed for this purpose :—

Inspectors of the Southern Range and the Egmore Prosecuting Inspector between the 1st and 5th and 16th and 20th of the month ; and those of the Northern Range and the Georgetown Prosecuting Inspector between the 6th and 10th and 21st and 25th.

2. Divisional Inspectors shall thoroughly inspect the records and general working of each of their stations once a month and write a report in their Remarks Book, which shall be sent to the Deputy Commissioner for perusal. Station
Inspection.

CHAPTER II.—INSPECTORS' RECORDS.

Diaries.

3. Inspectors' diaries shall cover the 24 hours from 6 A.M. to 6 P.M. They shall reach the Deputy Commissioner's office by 11 A.M. Diaries need not be despatched on Sundays.

Cash Book.

4. (1) Each Division Inspector is given a permanent advance of Rs. 15 for contingent expenditure. All items spent from this source shall be accounted for immediately in the Cash Book. The keeping of a rough note-book of contingent expenditure is prohibited.

(2) All receipts on behalf of Government, pound fees, music license fees, etc., shall be brought on to the Cash Book.

(3) Sundry sums received for disbursement, such as police service money, travelling allowance or rewards, shall pass through the Cash Book. Accounts relating to the pay of the force shall not find place therein.

(4) The Cash Book may be written by the station writer or Inspector's orderly, but every item shall be initialled by the Inspector.

Balance sheet.

5. At the close of every month a balance sheet shall be made out in the Cash Book in the following form:—

Receipts.			Expenditure.		
		RS. A. P.			RS. A. P.
1st June.	Permanent advance.	15 0 0	1st June.	Contingent expenditure in advance.	5 0 0
	Music license fees ...	5 0 0			
	Pound receipts ...	10 0 0			
	Police service money for disbursement.	20 0 0			
	Travelling allowance for disbursement.	15 0 0			
	etc., etc.			Cash balance in hand.	60 0 0
	Total ...	65 0 0		Total ...	65 0 0

Permanent advance to stations.

6. The Inspector may give a permanent advance of Rs. 2 to his No. II and No. III stations, if found necessary. This sum and its expenditure will be included in the Cash Book.

Custody of cash.

7. The Inspector shall be entirely responsible for the custody of cash from whatever source. The unclaimed property box is available for its deposit and any other arrangement made for its safe keeping shall be at the Inspector's risk.

Recoupment of the contingent expenditure.

8. Contingent expenditure will be recouped in bills in City Police Form No. 4 submitted to the Commissioner by Inspectors.

9. Contingent bills shall be submitted fortnightly in accordance with the following arrangement:—

Submission of contingent bills.

B and M Divisions	..	..	..	..	Monday.
C and H Divisions	..	..	..	..	Tuesday.
D Division	..	..	..	..	Wednesday.
E do.	..	..	..	..	Thursday.
F do.	..	..	..	..	Friday.
G do.	..	..	..	..	Saturday.

If the prescribed day is a holiday, the next working day shall be substituted.

10. Pound fees and feeding charges and license fees received in divisions shall be remitted to the Commissioner's Office once a week, upon the same day as the contingent bill is due from the division, accompanied by City Police Form No. 7, and the Pound Register (City Police Form No. 24) and the Music License books (City Police Form No. 158).

Remittance of fees.

The receipt of the money shall be acknowledged by the Assistant Commissioner in the Pound Register and Music License books.

11. Sergeants, head constables and constables may be permitted to incur carriage hire on the following occasions, provided that they are unable to use the tramway:—

Carriage hire for Sergeants and the constabulary.

(1) When directed by the Magistrate to serve any immediate process of the Court.

(2) When directed to bring a witness who is immediately required in Court.

(3) When taking to, and from, the Court, a prosecutor, prisoner, or witness who is unable, from illness, injuries or any other good cause, to walk to and from the Court and who has no money.

(4) When bringing European prisoners, whom it may not be safe to lead along the public streets, from jail, etc., and taking them back.

(5) In the hot season when obliged to go on emergent duty to any distance between the hours of 8 A.M. and 4 P.M. or in the rainy season.

(6) When searching for, or pursuing, escaped criminals.

(7) When going to, or returning from, the scene of a fire.

Sergeants detailed for dismounted duty out of their own divisions will be allowed conveyance hire to and fro, except in the case of attendance at functions for which special remuneration is given.

These charges shall be claimed by Inspectors upon Travelling Allowance Bills.

12. An allowance at the following maximum rates is sanctioned for officers transferred within the City:—

Transfer allowance.

	RS.
European Inspectors	8
Indian Inspectors	6
European Sub-Inspectors	6
Indian Sub-Inspectors	4
Sergeants	6

13. All stationery and printed forms and registers, supplied to divisions, shall be in charge of the Inspector, who will issue them to stations, as required, maintaining an account in Office Manual Form No. 104.

Stationery and Forms.

14. Inspectors shall keep a nominal roll of the men in the division in Police Order Form No. 98. Columns 1, 2, 3, and 4 only need be filled up.

Nominal Roll.

CHAPTER III.—INSTRUCTIONS TO SERGEANTS.

Inspection
by Commis-
sioner.

15. Sergeants shall parade for the Commissioner's inspection with their horses, as prescribed hereunder :—

Southern Range.. The second Monday of the first month of each quarter. At the Commissioner's office at 7 A.M.

Northern Range The second Monday of the second month of each quarter. Do.

M division .. The second Monday of the third month of each quarter. At M division station at 7 A.M.

Daily Report
of Sergeants.

16. Sergeants shall send in a Daily Report of duty done in City Police Form No. 32.

In this report they shall enter the number of Petty cases charged by them.

Fixed point
duty of
Sergeants.

17. Sergeants on fixed point duty shall be mounted, or dismounted, according as circumstances require.

Demeanour
when on
duty.

18. Sergeants are prohibited from talking to people, while on beat, except in performance of their duty. European officers, while on beat or patrol, are directed not to engage in conversation with one another.

Hours of beat
duty.

19. The ordinary hours of beat or patrol duty for Sergeants are 6 to 8 and 9 to 12 in the morning and 4 to 8 in the afternoon.

CHAPTER IV.—STATION-HOUSE RECORDS.

20. The date of the Case Diary shall be entered at the top of each page in continuation of the heading "Case Diary." Case Diaries.

(1) Sub-Inspectors shall keep a diary in the General Diary form of work done by them. A carbon copy of this diary shall be submitted daily to the Deputy Commissioner through the Inspector. Sub-Inspectors' diaries.

(2) The Diary books of Sub-Inspectors shall always be available in the stations in their absence and not kept locked up.

21. The diaries of the Sub-Inspectors of two divisions, taken in rotation, in each Range for a week shall be collected and sent to the Commissioner from the Deputy Commissioner's office during the following week. Sub-Inspectors' diaries to be sent to Commissioner.

22. Intelligence and care must be bestowed upon the writing up of the Permanent Information Register. Entries must not be crowded and the information must be constantly revised. Inspectors shall closely supervise the register, and the drafts of first entries concerning an individual or place or faction shall be passed by them. Permanent Information Register.

23. The following instructions shall be observed :—

(1) When convictions are quoted, give Station Crime Number and Magistrate's Calendar Number. Instructions for Permanent Information Register.

(2) Enter as suspected gamblers only those persons known to be habitual frequenters of gaming houses, and not every person convicted of gambling.

(3) Keep the list of suspected receivers within reasonable limits, and only enter persons for suspecting whom reasons can be given.

(4) Disorderly houses include eating houses to which bad characters resort.

24. The serial numbers of the weapons in deposit shall be entered in the Arms Deposit Register after the last entry every quarter, and the Inspector shall certify that the arms are correct. Arms Deposit Register.

25. Arrests without warrant, other than in Petty (Night) cases, shall be reported to the Deputy Commissioner in Police Order Form No. 49, which shall be despatched immediately by post or by hand. Arrest Report.

26. The Telephone Book is intended for messages, other than circulars or lists of property, for which particular registers are prescribed. Telephone Book.

CHAPTER V.—PROCEDURE IN CASES AND OCCURRENCES.

Jurisdiction.

27. The Police of any station, at which information is laid, and any police officer, to whom information is given, shall at once take any necessary steps, irrespective of the limits of jurisdiction. Any neglect of this order will be seriously noticed.

First Information Reports.

28. Two copies of every First Information Report shall be made, one of which shall be immediately despatched to the Commissioner by post or by hand, and the other forwarded to the Deputy Commissioner through the Inspector with the station diaries of the day.

Express reports of grave crime and occurrences.

29. (1) Immediate information of the occurrence of any one of the under-mentioned cases shall be given to the Commissioner and Deputy Commissioner by means of First Information Reports :—

- (i) Dacoity.
- (ii) Robbery.
- (iii) Murder.
- (iv) Culpable homicide.
- (v) House-breaking with theft over Rs. 500.
- (vi) Theft over Rs. 1,000.
- (vii) Charges of torture against any police officer.
- (viii) Any riot or affray of a grave nature.
- (ix) Offences in the houses of Europeans.
- (x) Any occurrence of a specially important nature.

(2) In cases falling under heads (i), (iii), (iv), (vii), (viii) and (x), the First Information Reports shall be despatched by a special constable and clearly marked "Express."

(3) The telephone shall also be freely used for conveying early intimation of any serious crimes and occurrences to the Commissioner and Deputy Commissioner.

First Information Report in

30. In opium cases dealt with by the City Police a copy of the First Information Report shall be sent to the Inspector of the Salt, Abkari and Customs Department, and in it shall be recorded the marks of identification of the offenders.

Use of Note-books and Case Diaries.

31. When an investigation is conducted in the police station, the statements of persons examined may be recorded directly in the Case Diary, but, when persons are questioned away from the police station, their statements shall invariably be recorded in the investigating officer's Note-book, and a précis of them subsequently made in the Case Diary.

Retention of Note-books.

32. All Note-books shall on completion be forwarded to the Inspector, who shall retain them carefully for one year, at the end of which period they may be destroyed.

33. (1) Remands shall be applied for through the Deputy Commissioner, unless the delay occasioned thereby is likely to prevent the production of the prisoner within office hours, in which case he shall be sent to the Commissioner direct. Remands.

(2) Remand reports shall be filed in the Commissioner's office. If returned to the station with remarks they must be sent back to the Commissioner.

34. The discovery of a foetus shall be registered as an occurrence and enquiry made. It shall not be registered under the Penal Code until it has been ascertained that a crime has probably been committed. Discovery of a foetus.

35. (1) In conducting searches every provision of the law and of Police Orders shall be strictly observed. Searches.

(2) Witnesses shall be of sufficient respectability to inspire confidence in the truth of their evidence.

(3) A copy of every search list shall be sent to the Commissioner through the Deputy Commissioner. When a case does not come into Court, the second copy shall remain filed in the station with the Case Diary.

36. (1) In cases, which go up for trial, the Court will pass orders as to the disposal of property seized. In all other instances the Commissioner will pass orders. In both cases orders will be passed on the counterfoil of P.O. Form No. 51. Property.

(2) The foil of P.O. Form No. 51 shall always be sent to the Commissioner.

37. (1) Property connected with cases shall, as a rule, be kept in No. I stations only, but, if it is required in the station of the investigation, the Inspector may sanction its temporary retention there. Valuable jewels and other small articles of value shall, however, be invariably kept in No. I stations. Custody of case property.

(2) Such property shall be sent to the No. I station with the counterfoil of P.O. Form No. 51, upon the back of which one of the Sub-Inspectors of the No. I station shall acknowledge its receipt.

(3) A register in C.P. Form No. 35 shall be kept in No. I stations, showing all property connected with cases, both of the No. I and the sub-stations, in deposit in the station. Each item shall be given a serial number and Inspectors shall enter a certificate in the register once a quarter stating which items are remaining and that they are correct.

(4) A return in C.P. Form No. 36 of case property remaining undisposed of in the station shall be sent in to the Commissioner quarterly. Sub-stations shall enter in this return the property concerned in their cases in deposit in the No. I station.

38. (1) A register of unclaimed property in C.P. Form No. 37 shall be kept in every station. Unclaimed property.

(2) The receipt of unclaimed property shall be recorded in the General Diary of the station, and sub-stations shall deliver it at the No. I station within 24 hours, accompanied by their register which shall be signed by one of the Sub-Inspectors of No. I station in token of receipt.

(3) This register shall be the register to be maintained under section 51 of the Hackney Carriage Act (Act III of 1911) and the particulars required by that section shall be entered in respect of articles deposited by Hackney Carriage owners or drivers.

Custody of case and unclaimed property.

39. Case property and unclaimed property shall be kept in a box in the No. I station. This box shall be provided with two locks, the key of one of which shall be kept by the Inspector and of the other by the senior Sub-Inspector. The responsibility for the property will thus jointly devolve upon these two officers.

Sale of perishable articles in the division.

40. Perishable articles shall be sold in the divisions and the proceeds sent to the Commissioner's office.

Transfer of unclaimed property to Commissioner's office.

41. The unclaimed property of B, C, H and M divisions shall be sent to the Commissioner's office on the 10th of each month and that of D, E, F and G divisions on the 15th. The property shall be accompanied by the Unclaimed Property Register and a list of the articles forwarded in C.P. Form No. 38. The Cash-keeper shall take charge of the property in the presence of the Manager and the Assistant Commissioner, the latter of whom shall acknowledge its receipt in the Unclaimed Property Register. The lists shall be filed in the Commissioner's office.

Custody of unclaimed property in Commissioner's office.

42. Valuable property shall be secured in a box with two locks, the key of one of which shall be kept by the Assistant Commissioner and of the other by the Cash-keeper. Cloths and small miscellaneous articles shall be kept in an almirah the keys of which shall be in similar custody. Bulky articles shall be stored in a godown.

Sale of unclaimed property.

43. Unclaimed property shall be sold by auction, after being for six months in the hands of the Police, and the sale-proceeds shall be credited to Government.

Inquests.

44. (1) Inquests held under Act V of 1889 are more properly investigations into the apparent cause of death. There is no provision for their adjournment and they should not be adjourned.

Removal of bodies.

(2) The investigation has to be held at the place where the body is lying. It is not necessary in all cases to have the body removed to a mortuary. In cases, in which there is no suspicion of an offence having been committed, and in which a *post-mortem* is not likely to be necessary, the inquest may be held in a house where the body is lying, provided that the circumstances of the locality do not render that course objectionable.

Inquest by whom held.

(3) Subject to C.P.O. 19 the investigation shall be held by the Inspector, in whose division the body is, but the police of the division, in which the deceased resided or in which the act which caused death occurred, shall be responsible for the collection and presentation of the evidence.

Jurors.

(4) The jurors are required by law to be respectable inhabitants of the neighbourhood. Inspectors shall pay due regard to the respectability of the jurors convened. The practice of impressing a passer-by, who does not possess the necessary qualifications, to serve on the jury is prohibited.

Death in custody of police or in Penitentiary.

* **45.** In cases of suicide or death from other than natural causes in the custody of the police or in the Penitentiary the inquest shall be held by a Presidency Magistrate. This inquest shall be preceded by the police investigation under Act V of 1889. *Vide* P.O. No. 290.

Removal of bodies in the streets.

46. Corpses found in the streets shall be removed to a mortuary without delay.

Recovery of dead bodies.

47. The usual remuneration for removing dead bodies from wells or tanks shall be one rupee, but if, in the circumstances, this is found to be

inadequate, Inspectors may make expenditure up to three rupees, reporting the necessity for their action.

48. Totis shall be paid a fee of 8 annas for services at an investigation into a death, irrespective of whether a *post-mortem* is held or not. Fees to totis.

49. Petty Case—or, as they are also styled, Night Case—charge sheets shall be made out on the Court Calendar forms in duplicate, only columns 1 (second half), 2, 3, and 4 being filled up. The duplicate, with the result of the case entered in column 6, shall be filled in the station, the sheets for each month being tied together in sequence. Petty Case charge sheets.

50. (1) Whenever a person, bailed to appear as an accused in a Petty Case, does not present himself, the Sub-Inspector prosecuting Petty Cases shall at once apply for a summons, or, if there are grounds for so doing, a bailable warrant. Petty Cases—Absent cases.

(2) The policeman who has charged the case shall invariably bring the bail-bond into Court, in case it may be required. Bail-bond

(3) A charge under section 514, Criminal Procedure Code, shall be entered against persons who fail to comply with their bond. Prosecution of absentees.

51. Petty Cases may be withdrawn if it is found impossible to trace the accused, or if, owing to the distance at which he lives, the expense or labour of his enforced production in Court is not commensurate with the importance of the charge against him. Such cases should be entered in the charge sheet and the Magistrates asked to stay proceedings under section 249 of the Criminal Procedure Code. Withdrawal of a Petty Case.

52. When the police officer charging the case is absent, the Magistrate should be asked to stay proceedings under section 249 of the Criminal Procedure Code, and the Inspector shall see that the necessary further steps are taken. Absence of charging officer.

53. The Sub-Inspector prosecuting Petty Cases shall submit a report to the Deputy Commissioner bringing to notice important comments made by the Magistrates, instances of unusually light or heavy punishments, delinquencies on the part of the police, and acquittals, in which the police are held to blame, or on a legal point. The Prosecuting Sub-Inspector or Court Sub-Inspector shall enter in the Note-books of all constables attending Court in Petty cases the hour of their being permitted to depart. Petty Cases—Prosecution.

54. Offences, which constitute Petty Cases, shall be shown in the Crime Abstract under the following heads:— Petty Case—Abstract.

(1) Sections 71, 72 and 73 of Act III of 1888.

(2) Section 75 of Act III of 1888.

(3) Other sections of Act III of 1888.

(4) Offences against other laws shown separately.

In the remarks column of the Abstract enter the number of persons tried and convicted for drunkenness. The statistics for this purpose can be written up daily by entering them in the Daily Return of Petty Cases in the remarks column, which may be sub-divided as under:—

Persons charged with drunkenness.	Persons convicted.	Persons charged with disorderly conduct.	Persons convicted.

The police numbers of undisposed of Petty Cases shall be entered in the Case Abstract for the purpose of comparison with the Absent Petty Case Register.

Hackney
Carriage
Cases.

55. Cases under the Hackney Carriage Act are non-cognizable.

The registers of offences under the Act shall be put before the Magistrate twice a week and application made for processes.

Hackney Carriage cases are tried on the following days:—

At Egmore—On Tuesday and Thursday.

At Georgetown—On Wednesday and Friday.

Attendance
at Sessions.

56. (1) The Commissioner attends Sessions on the opening day and one of the Deputy Commissioners on the other days.

(2) One Inspector, 2 Sub-Inspectors and one head constable from each Range shall attend on alternate days.

(3) The Inspector on duty shall be in general charge of the arrangements, appoint the men to duty, see that parties are in attendance and supervise the custody of the prisoners.

(4) Police officers attending Court, in connection with a case, shall report themselves to the police officer in charge of the case, and shall remain under his orders.

(5) Police officers, who are in attendance as witnesses, shall, if compelled to leave the Court, report to the Clerk of the Crown before leaving.

Attendance
of Inspectors
at Sessions.

(6) Inspectors shall, as a rule, attend the Sessions during the trial of cases from their divisions.

CHAPTER VI.—SPECIAL POINTS OF PROCEDURE.

57. When a process has to be served on a workman in Perambur Workshops, the police officer should report to the Loco Superintendent or other responsible superior officer, who will send for the person wanted to the gate or office. The police officer should not enter the shops without special reason.

Process ser-
vice at
Perambur
Workshops.

* **58.** On the occurrence of a serious disturbance, in the suppression of which military aid is likely to be required, the senior police officer present shall communicate with the officer commanding the regiment in the Fort.

Invoking
Military aid.

* **59.** All cases of assaults upon, or by, soldiers, whether British or Indian, shall be reported at the nearest police station without delay by any police officer, who hears of them, and the Sub-Inspector shall hold an immediate enquiry. If the matter is in any way serious, the Inspector shall be sent for forthwith, and shall take up the investigation and information shall be given by telephone to the Deputy Commissioner and Commissioner.

Assaults
upon, or by,
soldiers.

60. Any police officer shall interpose in altercations between British soldiers and natives, (such as disputes about rickshaw or jutka hire or payment for articles purchased), to prevent the matter becoming serious. If the police officer is unable to settle the matter promptly, he shall take the parties to the police station.

Police inter-
position in
disputes
between
soldiers and
natives.

61. British soldiers, who have had disputes with natives or who are the worse for liquor, should be accompanied back to the Fort by a police officer, an European if available.

Conducting
soldiers to
the Fort.

62. A soldier is liable to arrest in any circumstances in which the Police can arrest without warrant. A soldier, who has been arrested, shall be sent to the Fort with a short written report and handed over to the Sergeant of the guard. It will be subsequently decided between the Commissioner and the Military authorities whether the soldier shall be dealt with by the latter or handed over to the Civil authorities for trial.

Arrest of a
soldier.

* **63.** A military escort shall be requisitioned for the purpose of escorting British soldiers *still in the service*, who are in the custody of the Civil power, whether before or after sentence. A police guard should, however, be furnished for British ex-military convicts.

Escorts for
British
soldiers.

* **64.** A station-house officer, on receiving written information from a bailiff of a Civil Court that he has reason to anticipate resistance to the execution of a warrant or enforcement of a decree, shall at once give him such police assistance as may be necessary. When resistance is offered to a bailiff in performance of his duty, every police officer is bound to give immediately the necessary assistance upon verbal complaint.

Assistance to
bailiffs.

65. (1) When the interference of a police man becomes necessary, a drunken person shall be taken into custody and conveyed to the nearest police station, where he will be subsequently charged. Beat constables shall not leave their beats to conduct drunken persons, other than British soldiers, home or to any other place than the police station.

Dealing with
drunken
persons.

(2) Drunken persons confined in lock-ups shall be visited every half-hour, and, if found to be insensible, shall be conveyed to hospital.

66. (i) Persons found in a state of insensibility in the streets or in public places shall be removed to hospital in a conveyance, even though insensibility is believed to be due to drunkenness.

Insensible
persons.

(ii) Insensible persons shall never be admitted into a lock-up.

(iii) The head of an insensible person should be kept slightly raised and clothing around the neck loosened.

CHAPTER VII.—CUSTODY OF PRISONERS.

Detention of prisoners in station lock-ups.

Custody in station lock-up.

Entry in General Diary.

Place of confinement of remanded prisoners.

Own meals for prisoners.

Feeding prisoners in stations.

Sanctioned charge.

Scale of diet charge for prisoners in Egmore lock-up.

Prisoners sentenced to imprisonment until the rising of the Court.

Registers to be kept by Sub-Inspector in charge of Egmore lock-up.

Lunatics not to be conveyed in prison vans.

Escort of prisoners to Sessions.

67. Prisoners shall not be detained in station lock-ups longer than is necessary for the remand report to be prepared or preliminary enquiries made as to whether detention in custody is necessary. In no circumstances may a prisoner be detained for over 24 hours without being sent for remand.

68. When a prisoner has to be kept in a station lock-up for the night, he shall, if possible, be sent to the No. 1 station where there is a sentry. If, however, a prisoner has unavoidably to be detained in a sub-station the head constable in remain shall, in the absence of the Sub-Inspector, arrange for his being guarded.

69. The fact of the detention of a prisoner in the lock-up shall be recorded in the station General Diary and, in No. 1 stations, in the Sentry Relief Book. In sub-stations the measures taken for guarding the prisoner shall be entered in the General Diary.

70. Remanded prisoners shall be confined in the Penitentiary. If, however, they are remanded upon a Sunday, Christmas day or Good Friday, or too late to reach the Penitentiary by 6 P.M., they shall be temporarily detained in the Egmore lock-up.

71. Prisoners in police custody, whether before or after remand, shall unless special reasons exist to the contrary, be permitted to have their own meals.

72. The Sub-Inspector present shall be held responsible that prisoners in the station lock-up, who have no means of providing themselves with food, are properly fed.

73. A charge of As. 2 per meal is sanctioned, to be recovered in the division Contingent Bill.

74. Prisoners confined in the Egmore lock-up, who do not provide their own meals, shall be provided with food at the following cost per diem:—

	AS.
Europeans and Eurasians	8
Indians	4

The amount sanctioned for a single meal is As. 2.

75. Convicted prisoners, detained for a period not exceeding six hours in default of payment of fine, are not entitled to food.

76. The Sub-Inspector in charge of the Egmore lock-up shall keep the following registers:—

Admission Register.
Batta Book.
Prisoners' Property Book.
Petty Case Defaulters' Register.
Prisoners' Search Register.
Register of Finger Print References.
Register of Government Property.

77. Lunatics or supposed lunatics shall not be conveyed in prison vans.

78. The prison van taking prisoners to and from the High Court for Sessions shall be escorted by an European Sub-Inspector.

CHAPTER VIII.—DETECTION.

79. The foundation of detection is information, and information has to be obtained through informers and by means of a widely diffused and intimate association with the people of the locality. Obtaining information.

Inspectors and Sub-Inspectors shall make it their duty to cultivate informers, selected from the localities and classes most likely to be connected with crime. The Commissioner will be prepared to reward informers adequately for information given. Inspectors and Sub-Inspectors shall also systematically form, and maintain, acquaintanceship with the inhabitants of their jurisdiction.

By so doing they are sure to acquire occasionally pieces of useful information.

These officers should also endeavour to stimulate head constables and constables to pick up information through informers and acquaintances.

The circle of acquaintanceship of the whole staff of a station covers a wide area and Sub-Inspectors should strive to turn it to advantage.

80. Inspectors and Sub-Inspectors shall freely visit other divisions, converse with their brother officers and acquire local knowledge concerning crime, criminals, receivers, methods of disposing of property and such like. Inspectors and Sub-Inspectors to visit other divisions.

81. (1) One head constable and two constables shall be selected as the detective staff of each station. Men so employed should be changed upon any indication of slackness or unreliability. Detectives.

(2) The detective staff may wear plain clothes, when out on duty, but, when reporting at the station, they shall wear uniform.

They shall attend drill and inspections.

(3) The detective staff will work under the orders of the senior Sub-Inspector.

(4) They will be engaged in investigating crime, concerning which duty they should receive definite instructions from the Sub-Inspector and not be sent out aimlessly. They will also check the criminals on the Surveillance Register and other K.Ds., and foreigners and visit all places, where bad characters are likely to resort. They will report at the station, whenever necessary and shall do so every morning at 6-30 A.M., unless prevented. They shall record their actions fully in their Note-books, which shall be perused and initialled daily by a Sub-Inspector and frequently by the Inspector.

Men on the detective staff should be encouraged to assume disguises, especially such as will enable them to frequent the resorts of bad characters.

82. When the services of extra men are required on detective duty for shadowing suspected persons, watching the houses of receivers, etc., they shall be drawn from the station staff. Further detective measures.

CHAPTER IX.—DISSEMINATION OF INFORMATION.

Circulation
of informa-
tion.

83. Information may be circulated by a memorandum, enclosed in a cover in City Police Form No. 113, or by duplicated memoranda despatched by post or by hand, or, in cases of urgency, by telephone.

Unless there is need for urgency the circulation of written memoranda is preferable to the use of the telephone.

Circulation
by hand.

84. (1) When information is circulated by hand, it shall be passed on from station to station by a constable of the station, which receives it. Circulars will ordinarily be sent to No. I stations only.

(2) The person receiving the memorandum shall take a note of its contents, or, in the case of stations, copy it into the Circular Register (Tamil or English, as the case may be), or, if a notice of an undetected crime, into the Undetected Crime Register of other stations and enter the hour of receipt and despatch on the Form No. 113.

Circulation
by separate
memoranda.

85. When duplicated memoranda are circulated by post or by hand, the receiving station should paste them into the Circular Register or Undetected Crime Register. Such memoranda should therefore only be written on one side of the paper.

Circulation
by telephone.

86. Information circulated by telephone should ordinarily be taken down on rough paper by the receiver and copied into the Circular Register or Undetected Crime Register.

Circulation
from No. I to
Nos. II and
III stations.

87. (1) The station writer of Nos. II and III stations shall be sent every morning with his station Circular Register to his No. I station to copy important circulars.

(2) In cases of urgency information should be passed on from No. I stations to Nos. II and III stations by telephone or by duplicated memoranda.

Cancellation
and supple-
menting of
circulars.

88. The office or station issuing a circular shall be responsible for its cancellation, when no longer current, or for supplementing it by further information.

It is extremely important that circulars should be cancelled immediately they are found to be no longer required as current.

Language of
circulation.

89. Circulars should usually be in English and Tamil, but long lists of native jewels or utensils or cloths need be in Tamil only.

Matter for
circulation.

90. (1) Discretion must be exercised as to what information should be circulated.

It is useless to circulate lists of unidentifiable property or of articles of small value. When theft has been committed of both identifiable and unidentifiable article the lists circulated should contain only the former.

(2) Descriptions of persons and articles should be as full as possible.

(3) In offences against property, if any information likely to lead to detection,—such as the method of ingress in a burglary (if typical), or the description of a person or the manner of theft,—is available, it should be circulated and not a bare list of the stolen property.

91. (1) Circular Registers are in City Police Form No. 34. Two registers, one in English and one in Tamil, shall be maintained in No. I stations, and one register, which shall be kept in Tamil but may also contain any important English circulars, in sub-stations. Circular Registers.

(2) Important circulars received in English shall be translated into the Tamil Circular Register. This should be done promptly and the fact noted in the margin of the English Register.

(3) One of the Sub-Inspectors shall mark clearly the circulars in the Tamil Circular Register to be taught to the men of the station.

(4) Circulars shall be struck off, as soon as cancelled and, any circulars, unlikely to be useful owing to lapse of time or other cause, shall have a line drawn through them, signifying that they should no longer be taught to the men.

(5) Care should be taken to avoid entering Tamil circulars regarding property in the Tamil Circular Register. They should find place in the Undetected Crime Register of other stations. Such circulars, if in English, should however, be entered in the English Circular Register.

92. (1) Three Undetected Crime Registers shall be maintained in each station, one in English and one in Tamil for the cases of the station, and one in Tamil for the cases of other stations. Undetected Crime Registers.

(2) Cases of the station shall be promptly entered in the registers. If detected they shall be struck off.

(3) As soon as undetected cases in either register are no longer to be taught to the men a line shall be drawn through them.

(4) Useful details and not mere lists of property should be entered.

93. Lists of stolen property should be freely circulated to pawnbrokers and dealers in accordance with section 28 of the City Police Act. Inspectors can get the required number of copies cyclostyled in the Commissioner's office. The lists should be in Tamil. The lists should be headed:— Notices to pawnbrokers.

“Lists of stolen property furnished under section 23 of Act III of 1888 to who is required by that section, in the event of any article answering the description of any of the items in this list being brought to him, to detain the person bringing it and the article and send information to the nearest police station. Failure to comply with this direction carries a penalty of a fine of fifty rupees.”

94. Notices of well-identifiable stolen property and descriptions of persons wanted should be promptly sent to the Commissioner's office for publication in the Police Gazette. Notices for the Police Gazette.

95. The assistance of the Railway Police must be promptly requisitioned. Descriptions of persons, wanted and likely to leave Madras, should be immediately communicated by telephone and memorandum, with any useful details of the case. Descriptions of missing bicycles should also be promptly communicated. If a crime appears to be the work of persons from outside the City, the Railway Police should be asked to look out for suspicious strangers, care being taken to communicate all available information to guide the attention of the Railway Police in likely directions. Communi-
cation with
the Railway
Police.



CHAPTER X.—SURVEILLANCE.

Checking
K.Ds.

96. A Check Register of all criminals, for whom History Sheets are maintained, shall be kept at each station, showing under the date concerned the number of the police officer by whom such a criminal was seen. Criminals on the Surveillance Register should be checked daily by the section head constables and the detective staff. Sub-Inspectors shall look them up periodically.

Shadowing
released
convicts.

97. (1) $\frac{P.R.}{S.}$ convicts, released from the Penitentiary or Criminal Leper Ward, shall, if residents of the City, be shadowed by the Police of the division in which they reside. If convicted in City cases, but with no fixed place of residence, they shall be shadowed by the Police of the division of conviction. Inspectors will receive extracts from the Jail release list and constables shall be deputed accordingly.

(2) $\frac{P.R.}{S.}$ released convicts, who intend to leave the City, shall be shadowed by the Police of F division, if released from the Penitentiary, and of H division, if released from the Criminal Leper Ward.

If they travel by train, they will be pointed out to the Railway Police, and, if by road, to the Chingleput Police.

Released
convicts
received
from the
Railway
Police.

98. When released convicts are received from the Railway Police under surveillance, it shall be the duty of the City constable, to whom they are made over, to follow them to their abode in the City and report the fact at the police station concerned.

CHAPTER XI.—FOREIGNERS.

99. Special constables shall be deputed, according to the subjoined list, to railway stations to note and report the arrival and departure of foreigners :—

Deputation of
constables
to railway
stations.

Division.	Stations visited.	Trains arriving and departing between
Two constables of D. ... One constable of E. ...	{ Egmore Station, South Indian Railway.	{ 6 A.M. to 7-25 A.M. 10 A.M. to 9-30 P.M.
Two constables of C. ... Two constables of F. ... One constable of E. ... One constable of G. ...	{ Central Station, Madras and Southern Mahratta Railway.	{ 5-20 A.M. to 12-30 P.M. 1-15 P.M. to 10-35 P.M.
Two constables of H. ...	Washermanpet Station, Madras and Southern Mahratta Railway.	{ 5-30 A.M. to 10-30 A.M. 11-5 A.M. to 12-15 P.M. 4-30 P.M. to 7 P.M. 8-5 P.M. to 10-15 P.M.
Two constables of B. ...	Beach Station, South Indian Railway.	{ 5-55 A.M. to 9-30 A.M. 4 P.M. to 7 P.M.
One constable of M. ...	Harbour	
One constable of H. ...	Korukupet Station	{ 6 A.M. to 10 A.M. 11 A.M. to 12 noon. 4 P.M. to 9 P.M.
One constable of G. ...	Basin Bridge Junction	{ 5-30 A.M. to 11-30 P.M. 2 P.M. to 6-30 P.M.
Two constables of M. ...	Royapuram Railway Station ...	{ 6 A.M. to 8-30 A.M. 10 A.M. to 11 A.M. 4 P.M. to 7-40 P.M. 9 P.M. to 11 P.M.

100. (1) A book in City Police Form 47 shall be kept in each Railway Police station, in which foreigner constables shall record their arrival and departure.

Constables
to sign in
book at rail-
way stations.

(2) A constable, other than one of the men specially deputed, who shadows a foreigner to a railway station, shall also sign in the book.

101. (1) Foreigner constables at railway stations will be in undress. They shall report the arrival of all foreigners and Asiatic Nomads, whether handed on to them by the Railway Police as suspicious or not.

Duties of
foreigner
constables.

(2) When foreigners arrive, they must be followed to their destinations in the City by one or more of the constables, as may be necessary, at least one constable being left behind to watch the incoming trains.

The constables, who shadow foreigners, shall report their arrival in the station, in the limits of which they take up residence.

(3) When a foreigner moves immediately from one railway station to another, the constable who shadows him shall point him out to a foreigner constable on duty at the second railway station and sign the book in City Police Form 47 kept there.

(4) Constables on railway station foreigner duty shall record in their Note-books the work done and give in a daily report at the station to which they belong. These reports shall be collected and sent to the Deputy Commissioner at the close of each week.

Foreigners arriving and departing by sea.

Surveillance of foreigners by divisions.

Unreported foreigners.

Reporting foreigners to the C.I.D. and Commissioner's office.

102. The arrival and departure of foreigners by sea shall be noted and reported by the M. division Police, foreigners who arrive being shadowed into the City and reported to the station concerned.

103. The divisional Police shall be responsible for watching foreigners within their limits. This shall be ordinarily done by the detective staff and beat section head constables, but in D division, which is largely resorted to by foreigners, a special constable may be employed.

104. All police officers, who find unreported foreigners, shall report their presence in the station.

105. (1) Only those foreigners, whose conduct is suspicious, and Asiatic Nomads, which include "Iranis" or "Bilushis", are to be reported to the C.I.D. and Commissioner's office.

(2) Each Inspector shall maintain a Foreigners' Register in O.M. Form No. 135. As soon as a foreigner's arrival is reported in a division, he shall be registered in this register, only columns 2 and 13 being filled up. The foreigner will then be watched and reported upon.

(3) As soon as he is found not to be of suspicious conduct, column 9 will be filled up, giving his means of livelihood, and a note added "Removed from surveillance." with date.

(4) If the foreigner moves on before he is removed from surveillance, column 14 will be filled up.

(5) As soon as a foreigner is found to be a suspicious person, a report in P.O. Form No. 72 shall be sent to the C.I.D and the Commissioner's office, giving reasons for suspecting him.

The foreigner, so reported, will receive a number in the Commissioner's office and the Form No. 72 will be returned to the Inspector for file.

Upon receipt of this Form, column 1 of the Foreigners' Register will be filled up, and the Form No. 72, which will be filed by the Inspector, will be the record of other particulars. Upon the foreigner's departure, column 14 will be filled up.

(6) Until a foreigner's conduct is found to be suspicious, the details required for Form No. 72 need not be obtained. In the first instance, all that is necessary will be to ascertain for what purpose he has come to Madras and to see whether his conduct accords with that purpose.

CHAPTER XII.—BEATS, PATROLS AND ROUNDS.

106. In each station, with the exception of the Harbour division, there shall be three beats, which shall be numbered from 1 to 9 for the division. Number of Beats.

107. Six head constables and thirty-six constables shall be allocated to beat duty in each station. These men shall be divided into six sections, lettered A to F, each section being under the direct charge of a head constable, who will always be on duty with his section. He shall be primarily responsible for the discipline, setting-up and instruction of his men, as well as for the supervision of their duty. The responsibility of head constables must be firmly insisted upon. Sections.

When a section head constable is absent, a senior constable shall be nominated by the Sub-Inspector to the charge of the section.

108. With the exception of the investigating staff, which shall be changed as occasion requires, the men required for duties, other than beat duty, shall be relieved once in three months in exchange with men in the sections. Distribution of men to other duties.

109. Casualties in sections shall be filled, whenever possible, from the station reserve. Station reserves.

110. The twenty-four hours shall be divided into 8 watches. Watches.

The following table shows the hours of the watches and the turns of duty of the sections for six days:—

Watch.	Hours.	Sections on duty for six days.					
		1	2	3	4	5	6
First ...	6 A.M. to 8 A.M. ...	A	B	C	D	E	F
Second ...	8 A.M. to 12 noon ...	B & C	C & D	D & E	E & F	F & A	A & B
Third ...	12 noon to 4 P.M. ...	D & E	E & F	F & A	A & B	B & C	C & D
Fourth ...	4 P.M. to 8 P.M. ...	A & B	B & C	C & D	D & E	E & F	F & A
Fifth ...	4 P.M. to 9 P.M. ...	C	D	E	F	A	B
Sixth ...	9 P.M. to 1 A.M. ..	D	E	F	A	B	C
Seventh.	11 P.M. to 3 A.M. ...	E	F	A	B	C	D
Eighth ...	1 A.M. to 6 A.M. ...	F	A	B	C	D	E

111. The following table shows the sections to be in station remain:—

Hours of Station Remain.	Section to be in Station Remain.	Station remain.
First watch, 6 to 8 A.M.	Second watch sections.	
Second watch, 8 to 12 noon.	First watch section.	
Third watch, 12 to 4 P.M.	Eighth watch section.	
Fifth watch, 4 to 9 P.M.	Seventh and eighth watch sections.	

Attendance
of night
rounds.

112. All three night rounds sections shall attend the station at 9 P.M. The rounds from 9 P.M. to 1 A.M. must return to the station and sleep there until 6 A.M. The rounds from 11 P.M. to 3 A.M., after returning to the station, may go home.

Head con-
stables on
station duty
by night.

113. All the head constables of the station, including the investigating head constable and station writer, shall take it in turns to sleep a night in the station, in order that a head constable may be available in any emergency. This duty is termed station duty.

Scheme of a
constable's
duty.

114. The following table shows the scheme of a constable's duty for 6 days:—

1st day—Duty 6-8; station 8-12; home 12-4; duty 4-8; house-turn 8-6.
2nd day—House-turn 6-12; station 12-1; duty 1-6.
3rd day—Home 6-12; duty 12-4; station 4-11; duty 11-3; home 3-6.
4th day—Home 6-12; duty 12-4; home 4-9; duty 9-1; station 1 to 6.
5th day—Station 6-8; duty 8-12; home 12-4; duty 4-9; house-turn 9-6.
6th day—Station 6-8; duty 8-12; home 12-4; duty 4-8; house-turn 8-6.

Replacing
absent night
rounds men.

115. When men are absent, either permanently or temporarily, from night rounds their places shall always be filled when men can be taken from other duty. This should be done in the first instance from the station reserve, and secondly (at No. 1 stations) from the foreigner duty constables and tappal orderly, provided that these men shall not do night patrol on two consecutive nights nor for more than three days in any one week.

Fixed points
and patrols.

116. During the first five watches the beats shall be at fixed points. From 9 P.M. night rounds shall begin.

Beat points.

117. There shall be 18 beat points in each station. Nos. 1 to 6 will be indispensably necessary points, to be invariably served from 6 A.M. to 9 P.M. Nos. 7 to 12 will be the essential points to be served only in the second, third and fourth watches. Nos. 13 to 18 will be points of comparatively minor importance, only to be served in the fourth watch.

Appointment
of sections to
points.

118. During the second, third and fourth watches, when two sections are on duty together, the men of each section should, as far as possible, be deputed to adjacent points, so that the area of the station may be divided into two portions, each to be checked by the head constables of the respective sections.

The first and fifth watch beat men shall be posted to the indispensably necessary points.

Night patrol
areas.

119. The night patrol areas shall correspond to the beat areas and night patrols shall be numbered from 1 to 9 in each division.

Men for night
patrol.

120. Each section on duty shall furnish two men for night patrol.

When two sets of patrols are on duty simultaneously they must be made to patrol separately.

Beat and
patrol check-
ing by section
officers.

121. (1) During the first and fifth watches the section head constable shall check each of his men at least once. In the second, third and fourth watches the two head constables shall check the men on the portion of the beat allotted to them at least twice. When it is not possible to divide the area of the station conveniently by the allocation to adjacent points of the constables of each section, it should be otherwise apportioned between the two head constables. A head constable of one section, who passes a constable of another section, shall check the constable.

(2) From 11 P.M. to 3 A.M. two head constables are on duty and they may check patrols together.

122. Section officers shall issue their Note-books to their men, read over to them any information to be noted, giving necessary instructions, and march them off to beat. Men should be marched together to their beat points, as far as practicable, but, if their courses are divergent, they must proceed singly from the point of divergence.

Marching
men to beat.

123. Fixed beat points are points out of sight of which a constable should not move, unless called away by duty. The distance which he may patrol from his point depends upon circumstances, but ordinarily a constable should not leave a fixed point at a street crossing, bridge or gateway unless summoned by an emergency.

Fixed points.

124. (1) A constable on beat shall, when remaining stationary, stand either "at attention" or "at ease."

Demeanour
on beat.

(2) A constable when moving about near his post must move smartly; no lounging may be permitted.

(3) A constable on beat shall salute the persons entitled to be saluted and shall stand to attention when European or Indian gentlemen of position, not entitled to be saluted, pass their posts.

When addressed by gentlemen constables shall salute them on leaving.

(4) A constable on beat shall not sit down, nor enter bazaars or other buildings, which it is not part of his duty to enter, nor shall he engage in conversation with any one, except in the performance of his duty.

125. The duties of beat constables are (1) to direct traffic; (2) to prevent obstructions; (3) to be available in any emergency, such as a breach of the peace, accident, or occurrence of a crime; (4) to assist the public when information is sought, or their aid invoked, provided that they can legitimately do so; (5) to take note of bad characters and suspicious strangers.

Duties of
beat constables.

126. Beat constables should be instructed to act with as much promptitude and as little fuss as possible. They should not arrest people, nor take them to the station, when it would be sufficient to take down their names and addresses, to be reported at the station for subsequent action.

Action of
beat constables.

127. Beat constables shall not confine their actions, when on beat, to their own beats nor even to their own division limits.

Constables
not to limit
action to own
beat.

When a beat constable is informed of, or applied to in, an occurrence within his neighbourhood which demands immediate attention, such as a disturbance, accident or crime, he shall at once go to the spot and take necessary action, even though the scene be not within his beat nor his division.

128. Constables on night rounds shall invariably wear police turbans and belts.

Dress of
night-rounds
constable.

129. Beat and night rounds constables may use umbrellas when it is raining.

Use of
umbrellas.

130. Constables on night rounds shall patrol their area, paying special attention to empty or isolated houses, houses in compounds, lonely places and the route likely to be taken by thieves. They shall promptly repair to the scene of any disturbance or alarm.

Duties of
night-rounds
men.

131. At the termination of their hours of duty beat constables shall not leave their beat points, unless relieved, until half-an-hour after the expiry of their turn of duty. A beat constable shall always communicate to the man relieving him any important facts that have come under his observation.

Relief of
beatmen.

Return to station.

132. Beat constables should march back to the station together as far as possible. Every beat constable must return to the station after beat. On return to the station the section officer will take reports from his men and collect their Beat and Note-books and make his own report in the General Diary and to the Sub-Inspector, if present.

Checking of K.Ds. by Section head constables.

133. Section head constables shall be employed to check persons on the Surveillance List and any other suspicious persons nominated by the Sub-Inspector.

Filling up the Duty Roster.

134. The Sub-Inspector shall enter up the day duties in the Duty Roster at 6 A.M., except that beat duty shall be entered when each watch is told off for duty, and the night duties at 4 P.M. If a constable's duty has to be changed after entry, the Duty Roster should be altered.

Checking rounds.

135. Checking rounds shall be divided among the Inspector, Sub-Inspectors (European and Indian) and Sergeants of the division. Officers must be out for at least four hours after 10 P.M. They shall visit all guards and police posts within the area and sign the Sentry Relief Book. They shall also report the number of prisoners, if any, found in police lock-ups. They shall send in a report in City Police Form No. 31.

Day beat checking by Sub-Inspectors and Sergeants.

136. Sub-Inspectors shall, when their other duties permit, check some of the day beats at irregular hours between 9 A.M. and 4 P.M.

The Inspector shall from time to time nominate a Sub-Inspector or Sergeant to go round the day beats after 12 noon. A Sergeant deputed on this duty shall be relieved of duty from 4 to 8 P.M. The Inspector should occasionally perform this duty himself.

Whistle calls.

137. Upon hearing a police whistle sounded, all police officers in the vicinity, no matter what their duty or whether on duty or not, shall hasten to the spot, unless it is absolutely impossible for them to leave their posts unguarded.

(2) A police officer summoning aid shall give as long-drawn and continuous calls as possible.

(3) Section officers and checking rounds shall not as a rule try to summon patrols by whistle, for the purpose of checking them. Whistling may, however, be resorted to if a thorough search has failed to locate the patrol.

Church duty for European officers.

138. European Sub-Inspectors or Sergeants shall be deputed in turn from the specified divisions for duty on Sundays at the following churches:—

Cathedral—	D	division	..	..	..	..	1
	E	do.	..	..	..	..	1
	F	do.	..	..	..	..	1

During the off-season one European officer will suffice.
St. Andrew's Kirk—F division 1.

Sunday duty for Sergeants.

139. The following duties shall be performed by Sergeants on Sundays from 5 to 8 P.M. in addition to church duty—

- B. Law College Corner.
- C. General Hospital Corner of Wall Tax Road.
- D. Mount Road, Misquith's Corner.
- The Marina.
- G. Periamet Crossing.

CHAPTER XIII.—VARIOUS DUTIES.

140. In all cases of accidents or illness in the streets the Police shall render all assistance in their power, and, if necessary, remove the injured or sick person to hospital. First Aid should be rendered by a police officer competent to do so. Street accident.

(2) The injured person should be taken to the nearest hospital, unless there is any special reason for taking him to any other hospital.

(3) The number and division of the police officer, who witnessed the accident, is to be given to the person injured, or aggrieved, if required, or demanded.

These rules shall be placarded in every station in diglott

141. The following instructions are issued for dealing with cases of broken electric wires and rendering First Aid in electrical accidents:— Accident with electric wires.

(1) The thick trolley wires over the tramway lines and the electric light wires are dangerous wires. The other wires in the street are harmless so long as they do not touch the above wires, but if they are broken and fall on, and touch the above wires, they also become dangerous.

(2) If a wire falls harmlessly, leave it alone, and prevent any one from touching it. If the end hangs loose or the wire is an obstruction, it may be pulled on one side by means of a stick or piece of rope, and may be tied out of the way, by means of string or rope, but it must on no account be touched with the bare hands. If it be necessary to use the hands, they must be covered with a very thick dry cloth.

(3) In moving a wire, great care must be taken that it does not touch any other wire.

(4) Never stand on a fallen wire.

(5) The constable must not leave his post until the wires have been made safe.

(6) If a wire falls on a person and winds round him or becomes entangled in his clothing, the wire should be pulled away with a stick or by wrapping the hands in a thick dry cloth.

(7) Great care must be taken that the wire does not touch the bare skin of the person or that of the rescuer.

(8) A person injured by a fallen or broken electric wire may receive an electric shock, may be burnt, may be cut by the wire, or may be knocked down.

(9) If any wire be touching the injured person, it must first of all be removed, as above directed.

(10) If the person be severely cut by the wire or burnt or otherwise seriously injured, but remains conscious, he may be removed to the hospital.

(11) If apparently dead, the person should be laid flat on his back with the head low and "Artificial Respiration" should be immediately resorted to and should be kept up until medical assistance arrives.

The limbs may also be rubbed and cold may be applied to the head, but no stimulants of any kind should be administered.

These instructions shall be posted up in diglott in every police station.

Aid to the
destitute
persons.

142. (1) Starving and infirm paupers found by the Police in the streets shall be fed and sent for admission, in the case of Indians, to the Monegar Choultry, and, in the case of Europeans and Eurasians to the Friend-in-Need Society's home. A memorandum signed by an officer not below the rank of Sub-Inspector shall be sent with each pauper, giving his name and the place where found.

(2) Sick paupers found in the streets shall be sent with a Memorandum to the nearest hospital.

(3) Paupers suffering from leprosy shall be sent to the Government Leper Hospital, unless in a precarious condition owing to accident or illness, when they shall be sent to the nearest hospital.

(4) When a pauper, who has been taken to hospital, is considered by the medical officer to be suffering from the effects of starvation alone, the procedure prescribed in paragraph (1) shall be followed.

(5) When the Senior Medical Officer of a hospital reports that a pauper patient is not likely to be benefited by further treatment, but is incapable of earning his livelihood, the pauper shall, if an Indian, be sent by the Police in a conveyance to the Monegar Choultry in the charge of a constable. In the case of an European or Eurasian, if the Honorary Secretary of the Friend-in-Need Society shall have expressed his willingness to receive the pauper into the Society's Home, the Police shall take him thither in a similar manner. The Police shall not, however, take charge of the patient unless he is promised admission into the Home.

Prosecution
of beggars.

143. (1) The names of persistent beggars shall be recorded in the Permanent Information Book and when prosecuted the Magistrate shall be requested to pass a deterrent sentence.

(2) Europeans and Eurasians found begging in the streets and public places shall invariably be prosecuted.

(3) The Police shall prevent begging in places, where it is open to objection, such as the halting places of trams, the Marina, the People's Park and the large thoroughfares. Persons who beg in such places shall be prosecuted. Beggars and loafers must not be allowed to congregate or sleep in public buildings or places, such as the Victoria Hall or People's Park.

Missing
children.

144. Reports of children being missed shall receive great attention, enquiry being made as to whether the child is likely to have been murdered for its jewels or kidnapped. Cases in which the child is not found within a week shall be brought to the special notice of the Deputy Commissioner.

Notice by
tom-tom.

145. A charge of 7 annas shall be made for tom-toming a notice on behalf of a private individual. Of this sum three annas shall be given to the tom-tom beater and four annas to the reader.

Cruelty to
animals.
S.P.O.A.
Agent.

146. The agents of the Society for the Prevention of Cruelty to Animals have been appointed police officers subject to the following conditions :—

(1) They are to exercise their power as police officers only in respect of offences punishable under section 53 of the City Police Act.

(2) Each agent is to be appointed to a particular beat or portion of the City, and will, before exercising his powers, report himself, with a copy of the Honorary Secretary's order posting him to the beat, to the local Inspector or Inspectors of Police.

(3) In every case of making an arrest an agent of the Society must take the offender and the animal in respect of which the offence is alleged to the police station within the limits of which the offence is committed.

(4) Every charge under section 53, City Police Act, must be made through the Police and by means of the police Petty Case charge sheet.

The second rule must not be understood to hinder an agent from taking action in a case just beyond the limits of his beat.

Any instance of the infringement of any of these conditions will be brought to the notice of the Commissioner or Deputy Commissioner, but Inspectors will be careful not to embarrass the action of the agents by any unnecessary interference.

147. Attention is directed to the following points in connection with cruelty to animals :—

Cruelty to
animals.
Special
points.

(1) Owners of animals used in an unfit state shall be prosecuted, as well as the driver, whenever this can be legally done.

(2) Unfit animals are often used by night by livery stable keepers and jutka men. Night rounds men should pay attention to this matter.

(3) Animals concerned in cases under Section 53 of the City Police Act shall be detained pending the trial of the case, if there is reason to believe that cruelty will be practised upon them in the meanwhile, or unless sufficient security is given for their production in Court.

Such animals may be detained at stations up to 24 hours, being fed by the Police, unless the owner provides fodder. In the former case an entry of the cost of feeding (which should be at the rate sanctioned for impounded animals) should be made in the charge sheet and the Magistrates asked to order its recovery from the accused. If an animal has to be detained for over 24 hours it should be sent to the Raja Venugopaul Bahadur hospital at Vepery.

148. The principle to be followed in detailing men at the request of private persons to keep order at private entertainments, weddings, ceremonies and the like is that Police should be necessary for the control of traffic and maintenance of order in the street or for parking carriages, if a large number is expected. Police shall not be allowed on such occasions merely to enhance the importance of the person applying for them.

Police sup-
plied for
private enter-
tainments, or
ceremonies.

149. On the occasion of festivals and assemblies in the streets it is unnecessary to remove the walking sticks of peaceably inclined persons, unless they are formidable clubs, and such action is not justified by section 69 of the City Police Act. When circumstances require the seizure of sticks, they should be delivered to a responsible police officer or taken to a police station at once. In the event of a stick being lost after seizure, the police officer seizing it shall be liable for its cost unless he has complied with the foregoing order.

Seizure of
sticks.

150. A constable shall be sent from each division in rotation to the monthly new-moon festival at Tiruvallūr. On his return he shall report what bad characters of the city he observed at the festival.

Monthly new-
moon festival
at Tiruvallūr.

CHAPTER XIV.—REGULATION OF TRAFFIC.

General
Instructions.

151. (1) The secret of successful direction of traffic is to be resolute. Orders should be given in a determined manner and their observance should be insisted upon. If orders are given in a half-hearted way and allowed to be disregarded, confusion is sure to follow.

(2) The police officer should make it clear that he is addressing his order to a specified person. The shouting out of general orders is usually useless.

(3) Police officers should keep calm and avoid all altercation. They should confine themselves to obtaining the name and address of the offender as quickly and politely as possible. The Police have the force of the law behind them and the Magistrate's Court is the proper place in which differences of opinion should be settled. If a police officer allows himself to be led into argument or to use abusive language, he will inevitably put himself in the wrong.

Unobstructed
progression to be
maintained.

152. (1) Traffic shall be regulated in such a manner as to maintain a clear line of progression in each direction.

(2) Vehicles must not be allowed to stand blocking a thoroughfare for an unreasonable time.

In the event of a refusal to comply with a request to remove a vehicle the offender's name shall be noted for prosecution. If absolutely necessary the obstructing vehicle shall be removed.

Vehicles on
bridges.

153. Vehicles shall not be allowed to stand on bridges.

Springless
vehicles.

154. Springless vehicles, whether drawn by men or animals, shall always be moved on the side of any road or street.

Hand-cart
traffic.

155. Carts which are pushed or dragged by coolies shall always be moved by a number of men sufficient to move them with ease and rapidity.

Projecting
articles.

156. No article carried in a vehicle shall project more than five feet in front of or behind the vehicle. In the event of any article, which would so project, having to be conveyed by vehicle through the streets an additional vehicle or vehicles must be added, so that the projection does not exceed five feet.

Driving on
the left side.

157. (1) Attention is drawn to section 71 of the City Police Act which lays down that vehicles must be driven on the left side. This must be insisted upon, even when the street is clear. Driving in the centre of the street without good cause must not be allowed and persons who do so should be prosecuted.

(2) When the street is divided by lamp posts or tram lines so as to permit traffic passing on both sides of the division, vehicles must be made to keep to the left of section of the road down which they are passing.

Arrest of
persons draw-
ing vehicles.

158. As a rule persons in charge of vehicles, who commit offences, should not be arrested but their name and address taken.

Foot passen-
gers.

159. Foot passengers should be directed to walk on the footpaths, where they exist, and not in the streets. Where there are no footpaths, foot passengers should be directed to walk on the side of the street and on their right-hand side. By doing so they meet the advancing vehicular traffic and can avoid it.

160. If a motorist does not stop, when signalled to do so by the police officer's holding up his hand, a report should be made for his prosecution. Motorists not stopping.

161. (1) Police officers on duty at cross streets must be continuously on the alert and must direct traffic so as to prevent collisions between vehicles. At cross streets.

(2) When they see that two vehicles, if continuing on their course, will probably collide, they must make up their minds which vehicle to stop and having done so must insist upon its stopping.

(3) A string of carts when passing cross streets must be broken up by the police officer so as to enable traffic to pass. After two or three carts have passed, the remainder must be stopped and traffic allowed to go through, then more carts should be allowed to pass and so on.

162. The policeman on duty at level crossings must see that, when the gates are closed, the vehicles are drawn up in line on the left hand side of the road only. No vehicle should be allowed to cut in in front of others and any vehicle so doing should be at once sent to the back of the line. Level crossings.

163. When a thoroughfare is temporarily obstructed, such as for repairs, Inspectors should of their own motion place a constable at the scene of the obstruction or remove the fixed point constable to the spot to facilitate the passage of traffic. Special obstructions.

164. Road metal, bricks, etc., are constantly dropped on the street by careless cartmen. Police officers, who observe this, should make the cartman return and pick up the dropped material and charge him for obstruction. Stones dropped on streets.

165. The following instructions are laid down for defining the "proper control" over cattle required by clause (ix) of section 71 of the City Police Act:— Taking cattle in the streets.

(1) One person may be considered able to control two cows with calves, either leading or driving them.

(2) Two persons, one of whom must be over twelve years old, and the other at least a competent boy, may be considered able to control up to four heads of cattle, together with any calves, either leading or driving them.

(3) Cattle, exceeding four in number and up to six, should have three persons, of whom two may be boys, in charge.

(4) The Police should encourage the leading rather than the driving of cattle.

These instructions apply to horned cattle, including buffaloes, but not to sheep nor goats.

166. The following are the regulations for driving horses in mobs:— Driving horses in mobs.

(1) Not more than 60 horses may be taken in one mob.

(2) At least six competent mounted men must accompany the mob.

(3) Horses must leave the Harbour, or place from which driven, not later than 6 A.M. On moon-light nights horses may be driven after 10 P.M.

(4) Horse importers are responsible for seeing that their horses are driven under proper control and must take all other necessary precautions. Importers disregarding these regulations should be prosecuted, if necessary, under section 71 (i) of the City Police Act.

167. The training and breaking of horses in the streets is only permitted between the hours of 6 A.M. and 4 P.M. and on broad thoroughfares where there is no congestion of traffic. Training and breaking of horses.

It is entirely prohibited in Georgetown and the busy parts of the City.

Offences by
Corporation
cart drivers.

168. (1) When a Corporation cart driver is found committing an offence under the Police Act, he shall not be arrested and taken to the police station (unless in exceptional circumstances, such as when drunk and riotous), but the number of the cart and the name of the driver shall be taken down in his Note-Book by the police officer, who, on his return to the police station, shall report the facts to his section head constable, who shall enter a Petty Case and apply for summons.

(2) When a police officer takes action in a case of a Corporation bullock being worked in an unfit state, he shall note the depôt mark and number, which is branded on the bullock's horns.

(3) A copy of the entry of all cases of Corporation bullocks being worked in an unfit state shall be communicated to the Health officer for information.

Drivers of
Transport
carts.

169. When proceedings are taken in offences under the Police Act against drivers of Supply and Transport carts, the name of the driver and the number of the cart shall be taken and a summons applied for, which shall be served through the Supply and Transport officer in charge of the depôt.

The Marina.

***170.** (1) No person shall make use of the marina between the hours of 5 and 8 P.M. who is not decently clothed or who behaves in a noisy or disorderly manner.

(2) No uncovered cart carrying goods shall cross the Napier Bridge between the hours of 5 and 8 P.M. on days when the Band plays on the marina.

The above are bye-laws issued by Government under the City Police Act.

Special police
for the
Marina from
the A-I
Reserve.

171. One head constable and three constables shall be deputed daily for duty on the Marina from 4 to 8 P.M. from the A-1 Reserve.

Rangoon
steamer
days.

172. On the day of the arrival of the Rangoon Mail steamer the B. Inspector shall depute a head constable and two constables to do duty on the North Beach road, especially at Parry's Corner, to regulate traffic and prevent the molestation and annoyance of passengers by touts and hackney carriage drivers. The men shall remain on duty until the passengers have dispersed into the City.

CHAPTER XV.—PROCESSIONS AND LARGE ASSEMBLIES.

173. Processions must not be allowed to deviate from the route laid down by the Commissioner or Deputy Commissioner. Processions.

174. (1) When a disturbance in connection with a procession is anticipated, Police should be stationed along the route and should not move with, nor be mixed up with, the processionists. Anticipated disturbance at processions.

(2) When the route is long, the Police may be withdrawn from the streets, through which the procession has passed, and taken through bye-streets ahead of the procession and placed in position.

(3) When bodies of Police are necessary in reserve, they should be kept out of sight but readily accessible, and be brought into action, if required, by a cross street on the flank of the crowd, and withdrawn in a similar manner.

(4) When police are obliged to force their way through a crowd in the streets, they should keep together on one side of the street, close to the houses, and thus protect one of their flanks.

(5) When an arrest is necessary, the prisoner should be at once withdrawn by a bye-street, arrangements being made to prevent members of the assembly following to attempt a rescue.

***175.** (1) No assembly of persons shall be allowed in any public place so as to cause obstruction to any public road, street or thoroughfare. Assemblies in the streets.

(2) (i) No preacher of religion shall be allowed to collect, or cause, an assembly of persons in any public place within 150 yards of any position already occupied by another such person. Street preacher.

(ii) Should there be any uncertainty as to which of rival claimants was first in occupation of any place, the senior officer of Police shall exercise his discretion as to the dispersion of either one, or more, or all, the assemblies.

(iii) When the police officer concerned has decided what action should be taken, any person opposing, or not obeying, the orders given, should be taken into custody, with a view to his being brought before a magistrate to be dealt with according to law.

(iv) When street preachers cause obstruction, not involving immediate danger to the public, beat constables must report to a superior officer for orders before making an arrest, if the persons refuse to comply with instructions to move on.

176. On the occasion of really large public assemblies it is essential that an adequately strong body of Police should be held in reserve at a central spot, known to the policemen on duty. Public assemblies. Reserves.

This force should generally act as a body in an emergency, but detachments of it may be told off to points of pressure at the discretion of a responsible officer.

Parties thus detached should be returned to the reserve as soon as they can be spared.

177. The Divisional Inspector shall be responsible for arrangements being made for public assemblies. Arrangements at public assemblies.

When he requires any assistance from outside his division, he should report in good time to the Deputy Commissioner.

Parking
carriages.

178. (1) Endeavour should always be made to have the rows of parked carriages at a sufficient distance from one another to permit of a required carriage being drawn out at any moment.

(2) Motor cars should be parked separately from carriages.

(3) The carriages of His Excellency the Governor and Members of his suite in actual attendance, of Members of Council, the Judges of the High Court, the Bishop of Madras, and Officers Commanding the Division, Brigade or Station should be allowed precedence and parked accordingly.

Thefts from
parked
carriages.

179. The place where carriages are parked should be well lighted and Police should be moving about to prevent thefts.

Cutting into
lines of
carriages.

180. When carriages are marshalled in lines during the setting down of their occupants, an officer should always be posted at the rear of each line to prevent any carriage attempting to gain distance by cutting into the line higher up.

The police officer must absolutely and determinedly prevent this and any person, who, in disregard of his orders gets past the rear of the line, should be made to wait until all the carriages of the line have set down their occupants.

Payment for
attendance at
entertain-
ments.

181. (1) Only those police officers, who have extra duty entailed upon them by their attendance, may receive remuneration for performing duty at entertainments and meetings.

(2) The fees charged for the attendance of police officers, who are on ordinary duty at the time, will be credited to Government.

(3) Bills for charges for police services must in all cases be sanctioned by the Commissioner, as is required by article 91, Civil Service Regulations.

The sanction will be accorded on the nominal roll, City Police Form No. 111, which will be attached to the bill in City Police Form No. 110. The latter will then be sent by the Deputy Commissioner to the party concerned. The money will be disbursed by Inspectors and will be passed by them through their Cash Book. The roll in City Police Form No. 111 will be returned to the Commissioner's office signed by the recipients.

If money is remitted to an Inspector before the service of the bill in City Police Form No. 110, he will retain it, applying for Commissioner's orders on City Police Form No. 111.

Acceptance
of remunera-
tion in
person.

182. Police officers on duty at entertainments shall not accept any remuneration. A person wishing to remunerate the police, in excess of the sanctioned scale of fees or on occasions when no fees are prescribed, should be requested to communicate with the Commissioner.

CHAPTER XVI.—CITY CONSERVANCY.

183. (1) The charge of the foreshore is vested in the Collector of Madras. Sand may not be removed therefrom without a permit. Persons found removing sand without a permit shall be charged with theft. The fore-
shore.

(2) D and E Inspectors shall be responsible for the prevention of nuisances on the foreshore parallel to the Marina.

184. The charge of the bed of the river Cooum is vested in the Executive Engineer of the Chingleput division, without whose permit sand may not be removed. Persons found removing sand without a permit shall be charged with theft. The Cooum.

185. The Police shall interpose to prevent damage to avenue trees. Persons removing leaves or branches from avenue trees shall be charged with theft. Persons damaging roadside grass, trees or shrubs vested in the Corporation are liable to prosecution under Bye-laws Nos. 268 and 269 issued under the Madras City Municipal Act, extracts from which are given in the appendix. Avenue
trees.

186. Unless the Police exercise constant vigilance, nuisances will be systematically committed in certain open spaces, on the Marina, in river and channel beds, in private compounds, accessible from the river bed or public places, or adjoining native habitations, in the Agri-horticultural Society's gardens, and on roadsides. Inspectors and Sub-Inspectors will be aware of these places and shall see that steps are *systematically* taken to check such nuisances. Nuisances.

CHAPTER XVII.—FIRES.

Action on outbreak.

187. On the outbreak of a fire, the first police officer in the vicinity who hears of it, shall immediately send information to the nearest police station. He shall sound the fire alarm (three blasts of the whistle) and thus warn all policemen on beat in the vicinity. These shall pass on the warning with all speed to others in the same or adjoining beat. Such of them as are not employed on any special or important duty shall proceed to the scene of the fire at once, and render all possible help placing themselves under the orders of the senior officer present.

Action in station.

188. (1) The senior officer on duty at the station, on receipt of the information, shall, at once, communicate by telephone, if it is not the No. 1 station, with the No. 1 station, with the Inspector, and with the Commissioner's and Deputy Commissioner's offices and the Reserve Inspector. If there is no telephonic communication or if communication is interrupted, intimation shall be sent by the most speedy means available. The extent of the fire, the probability of loss of life, or serious destruction of property and the amount of assistance required, as far as ascertainable, should be intimated. The fire engines immediately required shall be directed to proceed forthwith to the scene of fire. Information should be telephoned to all other fire engine stations and the establishments warned to hold themselves in readiness to proceed on call.

(2) At police stations, where there are fire engines, the senior officer shall assist the Corporation lascar in charge of the engine in getting men to take it to the scene of the fire, and will order his men to give assistance, if sufficient coolly labour is not available; he will see that the orders regarding fire engines are duly carried out by the lascar in charge, and that the appliances required accompany the engine.

(3) The senior police officer shall, without reference to division and without waiting for orders, proceed himself, and despatch such men as he can spare, to the spot with fire buckets.

Action by Inspector.

189. The Inspector of the division shall, as soon as he receives intimation, communicate to the Commissioner and Deputy Commissioner, what assistance he requires and proceed to the spot with such assistance as is immediately available. He shall continue to superintend the operations for saving life, protecting property, preserving order, and putting out the fire until the arrival of a superior officer of Police. The Police will work the fire engines, carry water, etc., only in cases of absolute necessity till other labour is obtained.

First step at scene.

190. The first steps to be taken are :—

(1) To ascertain if any lives are in danger and to adopt measures to rescue those in peril.

(2) To examine out-houses (stables, etc.) in which horses or cattle may be secured; the animals should be cut loose at once and removed.

(3) To see that doors and windows, especially on the ground floor, are kept closed as such apertures create a draught which tends to increase the fire.

(4) To make arrangements to keep a good space clear on all sides of the burning premises to allow of the free action of engines and working parties.

191. The head constables and constables of the beat in which the fire occurs should be able to point out all hydrants, wells, or other sources whence a supply of water can be procured. Hydrants.

A list of hydrants in the station limits shall be hung up in each station.

192. The police officers of the division, in which the fire occurs, shall undertake all the protective duties devolving on the Police, obtaining from the senior officer in command such assistance as may be available from reinforcements as they arrive. The guarding of the communications shall also be the duty of the divisional officers. Protective duties.

193. Police, as they arrive, whether singly or in parties, should report themselves to the senior officer present, and act on such orders as may be given. Arrival of Police.

194. As strong a party of Police as can be spared must be held in reserve in some convenient place to take charge of and remove to hospital any injured persons; to guard property as it may be brought out; to strengthen the cordon of Police at any points of extreme pressure; and to take charge of prisoners, if any. Reserve.

195. A sharp look out must be kept for thieves and for persons who, though not professional thieves, do not scruple to possess themselves of articles found lying about on such occasions. Care must also be taken to prevent access to stores of liquor. Stragglers, whether native or European, should be promptly moved beyond the cordon. Watch for thieves.

196. The primary duty of the Police is the preservation of order and the protection of life and property. Therefore all working parties of Police should be withdrawn for the performance of their legitimate duties immediately other agency, civil or military, becomes available. Duty of Police.

197. The working of fire engines supplied by departments having an organised and disciplined staff, such as the Ordnance Department, Railway, or Factories, and engines worked under the supervision of military officers should be left to the several persons responsible for such engines, subject to general instructions as to the direction in which their services can best be utilized; nevertheless an intelligent police officer should be attached to each engine to render or procure such fuller assistance or information as the officer in command of the working party may need. Fire engines of other departments.

198. When the fire is extinguished and all immediate danger has passed, each responsible officer will muster his men and report to his immediate superior the numbers present. Inspectors will then report to the senior officer in command, who will give orders as to dispensing with the further attendance of all or some of the engines and also decide what force it may be necessary to leave on the ground to protect property or guard against a fresh outbreak. Guarding scene after extinguishing fire.

Ordinarily any guards left on the ground will be furnished by the division in which the premises are situated, assisted, if necessary, by the Reserve.

199. The first consideration when arriving at a building on fire, should be to satisfy oneself that all the inmates are safe, and, if one has any doubt, to search the building, if possible. Instruction.

200. The best means of searching a house on fire, is to ascend the staircase, taking care that every door, which is passed, is closed. When this is found impossible and when it is necessary to enter by a window, great care must be taken. The best means, if the window is closed, is to Search a house.

break a small piece of glass as near the fastening as possible, opening the window in the ordinary way and taking care to close it after entry. Failure to observe this precaution may condemn the building to almost certain destruction as the external air needs to be excluded to the utmost possible extent.

Moving in a
burning
room.

201. (1) Should it be found difficult to breathe in a room on fire or full of smoke, it will be found an advantage to go on the hands and knees and to keep the head low down, as there is often pure air close to the floor, even when it is impossible to see across the room; and by placing in the mouth a wet handkerchief or anything through which air can be filtered, it is quite possible to remain for sometime.

(2) To relieve a room full of smoke, it is best to open or break a small part of a window both at the top and bottom.

(3) It should be understood that the nearer one gets to the fire itself, when a fire is burning in a confined space such as a room or godown, the more air will be found. One must therefore not be deterred by smoke as the air will become purer and more plentiful as one approaches the fire. So long as the head is kept below the seat of the fire there will be very little difficulty in breathing.

Course of
action.

202. Whilst each officer is expected to perform his duties with courage and credit to himself and his superiors, he is cautioned against incurring unnecessary risk. His first thought should be the saving of human life and the next, to do his utmost to check the progress of the fire. If stationed at a branch he must keep his eyes constantly on the watch, using the water to the best advantage and causing as little damage to surrounding property as possible.

Rescue by
ladder.

203. When rescuing a person from a window the policeman should take care at all times to keep his balance, especially at the moment of placing his weight on the ladder, and should tread as wide as possible taking each step close to the side of the ladder as the strength of the spokes is greater here than in the centre.

Care of
engines.

204. The officer in charge of a police station where a fire engine is located, will make himself acquainted with the orders on the subject of fire engines, especially with reference to their preservation, repair, the number of tools, etc., to be kept in readiness, and the instructions given to the lascars in charge; and will report through his Inspector to the Commissioner of Police for the information of the Corporation Engineer, if he has any reason to believe that the lascars in any way neglect their duty or if he considers the engine is not kept complete and ready for immediate use. The key of the engine shed must always be available and, in the absence of the Corporation employee in charge, shall be left in the police station, if adjoining the engine shed.

Men to learn
position of
hydrants.

205. The Inspector will make himself and all men under his charge, acquainted with the general distribution and system of water-supply in the city and of the position and nature of all hydrants in his own particular ward or district. For this purpose the men at each station will accompany the Water-works Inspector of the ward on his morning round of inspection until all are certified by him to possess the necessary information.

Fire drill.

206. The Corporation fire engines stationed in divisions, will be worked twice every month in the first and third weeks, Inspectors fixing the dates. The practice will begin at 6-30 A.M. and continue for half an hour. The Inspector will either himself attend or detail an European Sub-Inspector

to do so. One head constable and four constables from each station in the division will also attend and give all assistance in the working of the engine, the Inspector or Sub-Inspector taking care that the men are instructed how to make themselves useful in case of a fire. All hoses, ropes and other appliances should be tested and every ladder used during every practice.

207. One spare hand-lantern is to be kept at each station for the use of fire parties, as light is essential, especially if a fire breaks out in a theatre or other crowded place and many lives would be saved if the people could only see where to go and the Police could see where their assistance is most required. Hand lantern to be kept.

208. When a steam fire engine is being worked on or near a public road or thoroughfare, two constables should be posted, one on either side of the fire engine and about a hundred yards away from it to caution all drivers of carriages and equestrians that a steam fire engine is at work on that road. Caution that engine is working.

209. Inspectors should personally examine the fire engines in their charge once a month and report if the engine, hose and other appliances are all in perfect working order and if otherwise, take steps to get the defects remedied at once. Inspection of engines.

210. The following is the list of fire engines :—

I.—Corporation fire engines in charge of the Police.

1. B ₁	station—North Beach Road	..	..	..	Steam fire engine.	List of fire engines.
2. C ₁	„ Flower Bazaar	..	..	..	Do.	
3. D ₁	„ Triplicane	..	..	..	Motor fire engine.	
4. E ₁	„ Mylapore	..	..	..	Steam fire engine.	
5. E ₂	„ Teynampet	..	..	..	Manual fire engine.	
6. F ₁	„ Chintadripet	..	..	..	Do.	
7. G ₁	„ Vepery	..	..	..	Do.	
8. H ₁	„ Washermanpet	..	..	..	Steam fire engine.	
9. H ₂	„ Royapuram	..	..	..	Manual fire engine.	

II.—Fire engines belonging to Government.

1. Madras Arsenal, Fort St. George.
2. Executive Engineer's office, Presidency Division, Chepauk.
3. Harbour Trust Board's Office, Royapuram.

III.—Other private engines.

1. Central Station, Madras and Southern Mahratta Railway.
2. Royapuram Station do.
3. Buckingham and Carnatic Mills, Chulai.
4. Bombay Spinning and Weaving Mills, Chulai.

CHAPTER XVIII.—LICENSES.

License
register.

211. A register in City Police Form No. 23 shall be kept in each station of all licensed premises within the station limits coming under the following heads :—

- (1) Toddy shops.
- (2) Taverns and refreshment rooms.
- (3) Ganja shops.
- (4) Opium shops.
- (5) Eating houses, boarding houses, hotels and coffee houses.
- (6) Gymnasia.
- (7) Dealing in arms, ammunition and explosives.
- (8) Fire-work manufacture.
- (9) Dealing in fire-works.
- (10) Dealing in poisons.
- (11) Registered printing presses.
- (12) Registered newspapers.

Licenses shall be sent from the Commissioner's office through the divisional Police to admit of registry.

Police duties
regarding
licenses.

212. (1) It shall be the duty of the divisional Police to see that no persons engage in occupations, or maintain premises, for which licenses are required, without taking out a license, and to report any such persons for prosecution.

(2) The divisional Police shall also see that the conditions of licenses are observed and report any breach of them.

(3) They shall also check the renewal of licenses.

Eating or
coffee house
license.

213. When reporting on an application for an eating house or coffee house, the police officer shall state whether the premises are "an enclosed place or building," as otherwise a license is unnecessary.

Music
licenses.

214. Two books of music license forms shall be kept by each Inspector, one for licenses to be issued by himself, and the other for licenses to be issued by the Commissioner or Deputy Commissioner.

Mohurram
music
licenses.

215. (1) During the Mohurram festival, Inspectors shall grant music licenses available only in their own divisions. Persons desirous of taking a procession into another division must get it countersigned by that Inspector.

(2) Music licenses granted during the Mohurram shall extend to 10 P.M. only, except in the case of processions on daroh punja and with taboos.

(3) It is desirable to restrict, as far as possible, the grant of licenses to persons, other than Muhammadans, in connection with the Mohurram celebrations.

Motor-
vehicles.

216. (1) The checking of the ownership of motor-vehicles shall be the duty of the Hackney Carriage Sub-Inspectors, who shall report to the Commissioner any change of ownership.

(2) The divisional Police will be supplied with a list of the registered owners of motor-vehicles and they shall report to the Commissioner any change of ownership observed by them.

217. Licenses to drive motor-vehicles shall be issued from the Commissioner's office. Shortly before the expiry of such a license (or after its expiry, if not previously observed), a memo of warning to renew shall issue from the Commissioner's office, in duplicate, to be served by the divisional Police and the acknowledgment returned. Any person who, after the expiry of his license, continues to drive a motor-vehicle, without taking steps to renew his license within seven days of the receipt of the warning, shall be prosecuted. A divisional police officer shall be deputed to observe the offence in order to give formal evidence.

Licenses to
drive motor-
vehicles.

218. The divisional Police should be on the look-out to prosecute unlicensed persons who drive motor-vehicles.

Unlicensed
drivers.

219. The premises and books of persons licensed to sell poisons shall be inspected by the Deputy Commissioner once a year and the Inspector twice a year.

Inspection of
poison shops.

The reports shall be due in the Commissioner's office from Deputy Commissioners on December 15th and from Inspectors on June 15th and December 15th.

220. Serviceable arms deposited in police stations shall be kept clean and oiled under the Sub-Inspector's supervision.

Cleaning
deposited
arms.

221. Managers of temples shall take out licenses in Form XV under the Arms Act for the possession of gunpowder for charging *adiravedis*. The quantity to be possessed is limited to 30 lbs.

Gunpowder
for *adiravedis*.

222. (1) The merchants' magazine is a magazine in charge of the Commissioner of Police for the storage of gunpowder, imported by merchants who have no magazine accommodation of their own and who are licensed to possess only limited quantities.

Merchants'
magazine.

(2) Dealers in gun powder shall not use the magazine as a place of sale and shall not be allowed to remove at one time more gunpowder than their license permits them to possess—*vide* G.O., No. 702, Judicial, dated 23rd April 1907.

(3) Dealers have been notified that they should give intimation on the previous day of the intention to deposit gunpowder in the magazine.

(4) The Reserve Inspector is the officer in immediate charge of the magazine.

(5) The following is the scale of fees levied :—

Up to 50 lb., 4 pies per lb. ;	} per mensem.
Up to 100 lb., not exceeding rupees 1-8-0 ; for every additional 50 lb. or part of 50 lb., 8 annas ;	
<i>Vide</i> G.O., No. 2428, Judicial, dated 19th September 1899.	

CHAPTER XIX.—MARINE AND HARBOUR POLICE.

Hours of duty.

223. Duty for the Marine and Harbour Police shall be divided into six watches of four hours each from 6 A.M. to 6 A.M. Night duty shall begin at 6 P.M.

Scheme of duty.

224. The head constables and constables of the station available for ordinary duties, including Custom House guard and floating patrol, shall be divided into four parties of equal strength lettered A to D. Of these four parties one shall be on duty, one in station remain, one off for meals and the fourth on house-turn.

Remain.

225. The party next for duty shall be in station remain.

Sub-division of parties into sections.

226. Each party shall be sub-divided into four sections of equal strength, each section being in charge of a head constable or senior constable, who shall be responsible for the discipline, instruction and setting up of his section. Men shall be kept to their sections and the men of a section worked together, as far as possible.

Posts to be manned and extra night patrols.

227. There are 18 permanent posts to be manned. When extra men are available they may be utilized on night patrols. For this purpose the area will be divided into the following three patrols:—

- (1) North of the line from the old pier to No. 5 gate.
- (2) Between the above line and a line drawn from the southern end of the dutiable import shed to No. 12 gate.
- (3) The area south of the latter line.

Floating patrol.

228. The constable deputed for floating patrol shall be appointed at each watch out of the party coming on duty.

Custom House guard.

229. Men shall be deputed on Custom House guard for one week at a time in rotation. Three constables shall be taken from each party. In the station duty roster they shall be shown against these duties and their detailed duty shall be shown in bound books of City Police Form No. 52 to be kept in the Custom House guard room.

Quarantine.

230. (1) When men are required for quarantine duty they shall be drawn from the extra men of the party on duty, and, failing any such men, constables may be withdrawn from unimportant permanent posts. In case more men are required, they shall be taken from the station remain, and, if necessary, men will have to be recalled from house-turn to supplement the next party going on duty, part of whose strength will have been drawn away for quarantine duty.

(2) A roster of duty shall be kept on board in sheets of Police Order Form No. 118. The duty shall be detailed by the Inspector or by the Sub-Inspector, who boards the vessel on arrival, and the senior police officer on board shall thereafter be in charge of the guard.

Sergeants, Custom House duty.

231. (1) Two Sergeants shall be detailed for duty at the Custom House, their hours of duty being from 6 A.M. to 1 P.M., and 1 P.M. to closing time. They shall remain on this duty for 3 days at a time. The Sergeants shall supervise the men on duty and see to the maintenance of the duty roster.

Floating patrol.

(2) Three Sergeants shall be deputed for floating patrol duty. Their hours of duty are by watches in rotation from 6 A.M.

They shall be changed every three days. They must be constantly moving about in the Harbour, to keep order and prevent irregularities.

(3) The Sergeants available for ordinary shore duty shall come on duty from 6 A.M. to 1 P.M. and 1 P.M. to 6-30 P.M. One Sergeant shall be deputed to supervise the work of the men and to move about in the Harbour premises for the purpose of seeing that regulations are obeyed and of preventing offences and irregularities. A second Sergeant shall be in station remain. When any Sergeants are supernumerary they may go home but must be available, if required for any particular duty.

A supernumerary Sergeant may be deputed to ordinary duty from 6-30 P.M. to 10 P.M.

The Sub-Inspector on duty shall check beats from 6-30 P.M. to 8-30 P.M., during which time no Sergeant will ordinarily be on duty.

232. On Sundays Sergeants shall do floating patrol, and, if the Custom House is open, Custom House duty. One Sergeant shall be deputed for ordinary shore duty from 6 A.M. to 1 P.M. and another from 1 P.M. to 6-30 P.M. The remaining Sergeants may, in the absence of any emergent duty, be off duty.

233. The ordinary hours of duty for the three Sub-Inspectors shall be in rotation from 6 A.M. to 11 A.M., 11 A.M. to 4 P.M. and 4 P.M. to 8-30 P.M.

Sub-Inspectors shall, however, be available at any time for investigation of cases, boarding vessels, and any other special or emergent duty.

234. The Sub-Inspectors and all Sergeants, other than those on floating patrol, shall do night rounds once in six nights. When two officers are available they should go round separately and at different hours.

235. Duplicate keys of the Harbour gates have been supplied by the Port Trust. Those of gates 1, 4, 8 and 10 shall be kept at the gates from 6 P.M. to 6 A.M. by the constables on duty, who will let authorized persons in and out at any time of the night. Workmen seeking admittance or egress at night must be provided with tickets of which the Police possess samples or must be vouched for by one of the Trust's Overseers. The duplicate keys of the other gates shall be kept at the station and will be taken round by the head constables who post the 10 P.M. duty men. They will be responsible that all the gates are locked and the keys returned to the station immediately.

236. All wreck, flotsam, jetsam and any article recovered from the sea by a person, not its owner, nor the Commander of the vessel to which it may have belonged or from which it may have been lost, shall be delivered to the Deputy Conservator of the Port.

237. A police officer, who has grounds for believing that any property on the Port Trust premises has been the subject of an offence shall, before removing it, produce it before the senior Traffic official on duty and ascertain from him whether it can be traced to a definite source or not. If it is considered necessary to remove it, a receipt, giving its description and brief details of the necessity for removing it, shall be given to the Traffic officer. Provided, that in urgent cases, or when no Traffic officer is on duty, the Police may exercise their right of removal, but shall report the circumstances in writing without delay to the Traffic Manager of the Port Trust.

CHAPTER XX.—THE FORT POLICE.

Division into sections.

238. The strength of the Fort Sub-Station is 2 head constables and 13 constables. One constable will be placed in charge of a section and the remaining 12 constables will be divided into three sections, each under a section officer.

Duty.

Remain.

239. One section shall be on duty during the first, second, third, fourth, sixth and eighth watches and shall serve the four fixed posts. The sixth watch shall begin from 8 P.M. The next section for duty shall always be in remain, except during the eighth watch, when the men of the sixth watch shall be in remain.

Head constables.

240. The head constables, in addition to checking their men, shall move about the Fort and see that the duties required of the Civil Police are performed, and that the Brigade Standing Orders, concerning the Civil Police, and any particular orders of the Garrison Quarter Master to the Civil Police are carried out. In urgent cases special instructions given by the Garrison Quarter Master shall be immediately obeyed. When there is no special urgency, the Garrison Quarter Master will communicate with the Commissioner or Deputy Commissioner.

Records.

241. The following records shall be kept in the Fort Sub-Station :—

General Diary.	Beat and Rounds Books.
Duty Roster.	Visiting Book.
Sentry Relief Book.	Brigade Standing Orders in
Tamil Petty Case Register.	diplot.
Bail Bond Book.	

Responsibility of Sub-Inspector, B.I.

Brigade Standing Orders.

242. The Sub-Inspector of B.I. Station shall be responsible for the working of the Fort Sub-Station.

243. The following are the Brigade Standing Orders :—

(1) The following gates and streets are open to persons having business to transact in the Fort :—

- (a) Wallajah Gate to Wallajah Street.
- (b) Palace Street.
- (c) Charles Street.
- (d) The Fort Square.
- (e) Saint George's Gate Street.
- (f) North Gate and North Gate Street.
- (g) Sea Gate and roads leading to the Fort Square.

(2) The remainder of the Fort is closed to unauthorised persons and admission to any part will be granted under the orders of the Officer Commanding the Unit having that part in charge.

(3) Persons trespassing on the Glacis or in the Ditch will be prosecuted by the Garrison Quarter Master.

(4) Admission to the Ramparts and Defences lies with the Assistant Commanding Royal Engineer who will carry out the orders contained in Army Regulations, India, Volume II, Appendix XIV, for defences.

(5) Native children are not allowed in the Fort, unless employed as servants.

(6) Native coolies working in the Fort must be decently clothed.

(7) The Fort gates are opened and closed at the following hours, the keys being kept at the Main Guard :—

	Opened.	Closed.
Saint George's Gate	Always.	..
Wallajah Gate	Sunrise.	9 P.M.
North Gate	Sunrise.	9 P.M.
Sea Gate	Sunrise.	10 P.M.
San Thomé	Sunrise.	10 P.M.

(8) The San Thomé Wicket Gate will be opened at any hour on application to the Arsenal sentry.

(9) All traffic will slow down in moving through the Fort gates and persons riding or driving vehicles to the danger of the public will be prosecuted.

(10) Rickshaws or other vehicles may not stand nor ply for hire within the Fort.

(11) Trolleys, cooli-carts, hand-carts, bullock-carts and other slow and heavy traffic shall not use the Wallajah Gate.

(12) Kicking foot-balls or playing games in the Fort streets or gates is prohibited.

(13) No intoxicating liquor may be brought into the Fort unless accompanied by a consignor's note.

(14) No snakes, bandicoots or other vermin may be brought into the Fort.

(15) (a) All natives permanently employed by any Corps, Military Department or Service, in a menial capacity, in the Fort will be provided with metal badges by the Officer Commanding the Corps or Department to which they or their employers belong. These badges will bear numbers corresponding with a nominal roll maintained by the Officer Commanding the Corps, etc., and will be worn on the head-dress or (if no head-dress is worn) fastened by a cord round the neck. In the case of officers' and mess servants the usual servant's badge will be sufficient. All natives employed as above must in addition be in possession of I.A.F. Z. 2032 bearing the number corresponding to that on the roll referred to.

(b) All such natives temporarily engaged must be provided with a temporary card-board pass specifying bearer's name, occupation, and period during which admission is granted, which is limited to 15 days.

(c) No native, whose duties do not necessitate his presence in the Fort during the night, shall remain in the Fort after 8 P.M.

(d) The passes (I.A.F. Z. 2032) of those allowed to remain in the Fort during the night shall be marked "Night."

(e) All natives found without passes in parts of the Fort not open to persons having a business in the Fort (*vide* paragraph 116 (1)) will be treated as trespassers.

(f) I.A.F. Z. 2032, or the temporary pass referred to in clause (b) must be produced on demand by any policeman or the Garrison Quarter Master's staff.

(g) Establishments of the Ordnance Department and Military Works Services, etc., are exempted from the provision of clauses (a), (b), (c) and (f). Departmental arrangements will be made to ensure their keeping to the localities where their work lies.

(h) Tradesmen's employees engaged in delivering goods will be admitted to private roads, etc., if in possession of satisfactory credentials (*e.g.*, despatch-book, delivery invoice, cash bills, etc.).

(j) Within corps and departmental precincts the duty of seeing that unauthorised persons are not in the Fort at night rests ordinarily with the Corps Police under the orders of the Officer Commanding the Corps.

(k) In those parts of the Fort, not in corps or departmental charge, the duty of ejecting unauthorised persons rests with the Garrison Police under the orders of the Garrison Quarter Master.

(l) The Garrison Quarter Master is authorised to order a police inspection at any time of any ground floor in the Fort within or without corps or departmental precincts with the object of seeing that unauthorised persons are not in the Fort.

(16) The speed for all vehicles across bridges and road corners in the Fort is not to exceed 6 miles an hour and motorists and cyclists will give warning by bell or otherwise.

(17) Trolleys, cooli carts, bullock carts, and jutkas may not enter the Fort without a pass from the Garrison Quarter Master.

(18) No rubbish, paper, etc., shall be thrown from verandahs of barracks and quarters into the streets.

(19) Every shop-keeper is required to keep the space in front of his shop clear of rubbish. He is also responsible for the fixtures and for any defacements of the walls. Any persons infringing this order will be fined.

(20) Nothing may be offered for sale in the Fort, except in the shops, without a pass signed by the Garrison Quarter Master.

(21) No intoxicating liquors or drugs are to be bought or sold in any of the shops or by hawkers.

(22) No milk or cream in vessels is to be brought into the Fort, except that milk to be sterilised for butter-making may be brought in between the hours of 12 noon and 2 P.M. through the St. George's Gate, if personally accompanied by the European in charge of the dairy.

(23) No cow may be brought in, except on a pass signed by the Garrison Quarter Master.

(24) Official notices, etc., intended for the notice boards, are to be sent to the Garrison Quarter Master. No papers may be pasted on the gates or walls.

(25) No trees may be cut down or lopped without reference to the Garrison Quarter Master, whether inside recreation grounds or not.

(26) Cooking outside the allotted fire-places is prohibited; naked lights, fire-works or exposed fires in the Fort or out-works are also prohibited.

(27) Washing at taps is strictly forbidden.

(28) Water taps are on no account to be left running, when not in use, as the water-supply is limited and has to be paid for.

(29) No temporary pandals, etc., may be erected without the sanction of the Officer Commanding the Brigade.

(30) The digging of holes and pits, the alteration of the ground level and the accumulation of material are prohibited.

(31) The use of firearms of any description, within or adjacent to the works of the Fort without permission, is strictly prohibited, except on the revolver range below the military prison, the miniature ammunition ranges, and on the Beach rifle range.

CHAPTER XXI.—GUARDS, ESCORTS AND ORDERLIES.

244. The following records shall be kept in Guards:—

- (1) Sentry Relief Book, P.O. Form No. 86.
- (2) Duty Roster, C.P. Form No. 52 or 53.
- (3) Visiting Book for Officers, P.O. Form No. 89.
- (4) Memo. Form Book, P.O. Form No. 24.

Records in
Guards.

245. (1) Visiting-rounds and Sub-Inspectors shall sign and make any remarks in the Sentry Relief Book. Head constables shall note in the same book the absence of, and any irregularities on part of, the constables of the guard, and any incidents of importance. They shall also enter therein the hour of their leaving, and returning to, the guard.

Entries in
the records.

(2) Inspectors and superior officers shall make their remarks in the Visiting Book.

246. A copy of the rules governing the guard shall be hung up in diglott in the guard-room.

Guard rules.

247. Guard officers shall report daily any important incidents and any neglect or misconduct on part of the men. These reports and all other communications shall be made on memo forms in P.O. Form No. 24.

Reports of
guard officers.

248. Guards shall turn out at night only when visited by officers of, or above, the rank of Inspector.

Guards turn-
ing out at
night.

Other visiting officers shall satisfy themselves that all the men are present.

249. The Reserve Inspector shall supplement escorts from the mufassal on receipt of intimation of the time of arrival of the train.

Supplement-
ing mufassal
escorts.

250. One head constable and four constables shall escort the pay of the force from the Bank to the Commissioner's office.

Escort of pay
of force.

251. Two cycle orderlies are sanctioned for each of the offices of the Commissioner and Deputy Commissioners. One of these orderlies must be present for duty by day and night.

Cycle
orderlies.

252. One constable is sanctioned for the conservancy of the Chepauk Park. He is borne on the strength of the A₂ division, but works under the orders of the Inspector of D division.

Chepauk
Park con-
stable.

253. (1) Two constables are sanctioned for duty at the Basin Bridge wharf on the Buckingham Canal—*vide* G.O., No. 589-N., Judicial, dated 30th June 1882. They are supplied from the A₂ division.

Basin Bridge
wharf
constables.

(2) Their duty is to keep order at the wharf and escort the collections to the Bank of Madras. One constable shall attend the wharf from 6 to 10 A.M., when he shall be relieved by the other constable, who shall attend until 12 noon, when both constables shall go to the Bank. The constable, who came on duty at 10 A.M., shall return to the wharf at 4 P.M. and stay there until 6 P.M., when he shall be relieved by the other constable, who shall remain at the wharf until 6 A.M., the former constable going home for the night.

254. One constable is employed at the Moore Market at the cost of the Corporation—*vide* letter from the President, G.W.O. No. 431, dated 17th November 1900. The duties of this constable, who is attached to A₂ division, are to attend the market from 6 to 10 A.M. and from 2 P.M. until the market closes to preserve order and prevent offences.

Moore
Market
constable.

255. Four constables are sanctioned for six months each year to furnish a sentry for the Marine Villa Gate of Government House, whilst the Government are in Madras—*vide* G.O. No. 579, Judicial, dated 16th April 1910.

Sentry at
the Marine
Villa Gate of
Government
House.

CHAPTER XXII.—THE RESERVE.

To live in the lines.

Roll-call and turning out.

Mobilization.

256. All the men of the A Reserve shall live in the lines at Pudupet.

257. (1) Roll-call shall be held at 8 A.M., 12 noon and 8 P.M.

(2) Men off duty should not go out of hearing of the bugle without permission.

(3) On an alarm being sounded on the gong, or the assembly on the bugle, every man shall at once put on his uniform and report himself to the head constable on duty.

258. The mobilization rules shall be hung up in diglott in every police station and in the Reserve Inspector's office.

CHAPTER XXIII.—HORSES.

259. Every officer supplied with a horse shall be held personally responsible for its care and for the upkeep of its equipment. When transferred an officer will take his horse with him. Horses shall not be changed without the orders of the Commissioner. A Sergeant shall be nominated in each division to supervise the stables. Sycoes should be reported to the Deputy Commissioner for punishment.

Responsibility for horses in divisions.

260. Horses must not be unduly distressed by fast work. They may be trotted within reasonable limits, but should not be cantered without necessity. When a police officer is required to wait, but need not be mounted, he should dismount and loosen the girths.

Care of horses on duty.

261. (1) Horses, unfit for work owing to sickness or injury, shall be sent to the Sub-Inspector at the head-quarter stables, who will report the facts to the Commissioner.

Sick horses.

(2) When a horse requires a dose of physic or treatment for skin disease or embrocation, Inspectors shall requisition the necessary medicines from Sub-Inspector of the head-quarter stables. It must be insisted upon that skin disease is invariably treated and not neglected.

262. Horses are to be used for duties which an officer is required to perform mounted, and for patrols and beat checking, but not as hacks at odd intervals throughout the day. Sycoes are never to ride horses.

Use of horses.

263. (1) The following is the scale of feeds :—

Feed.

Gram.	{ 6 lbs. on week days. 4 lbs. on Sunday.	Chaff.	{ 2 lbs. on week days. 1 lb. on Sunday.
Bran.	{ 3 lbs. on week days. 4 lbs. on Sunday.	Salt.	1 oz. a day.
		Hay.	10 lbs. a day.

The gram, chaff and bran will be given in three feeds. The salt will be given with the morning and evening feeds.

(2) On Sundays a bran mash consisting of 2 lbs. of bran with 3 oz. of Epsom salts mixed in it will be given as the morning feed.

(3) The gram, bran, chaff, and Epsom salts will be issued from the head-quarter stables on the 15th and the last day of the month. Hay will be delivered by the contractors.

264. The contractor will be paid for the hay at the rate of 10 lbs. per horse each month, and it will be the duty of Inspectors to see that the full amount of hay is delivered. If there is any shortage, the Commissioner should be informed on the 1st of the following month by memorandum.

Supply of hay.

265. The following is the scale of stable gear issued periodically :—

Stable gear.

Articles.	No.	Per-	Period.
Baskets for stable use	1	Horse	Quarter.
Do. rattan for straining gram	1	Do.	Half-year.
Broom	1	Do.	Quarter.
Calvert's carbolic soap	1 bar	Do.	Month.
Cocoonut oil	2 oz.	Saddle	Do.
Neats foot oil	2 oz.	Do.	Do.
Saddle paste	1 tin	Do.	Do.
Blanco	1 cake	Do.	Do.

These articles will be supplied from the head-quarter stables monthly on the last day of the preceding month. Indents should reach the Sub-Inspector by the 25th of the month.

Renewals and repair.

266. Unserviceable articles requiring renewal shall be sent in to the Sub-Inspector at the head-quarter stables with an indent for their replacement. Articles requiring repair shall also be sent to the head-quarter stables.

Shoeing.

267. Horses shall be shod once a month at the head-quarter stables where a Register of Horses Shod shall be kept. They should be sent in by 7 A.M. accompanied by the division Shoeing Register.

Head-quarter stables.

268. The Sub-Inspector at head-quarter stables shall keep the following books:—

- (1) Register of Horses.
- (2) Cash-book.
- (3) Receipts and Issues of Line Gear.
- (4) Receipts and Issues of Periodical Articles.
- (5) Register of Bills upon Commissioner's office.
- (6) Repairs and Renewal of Saddlery and Harness.
- (7) Receipts and Issues of Feed.
- (8) Register of Horses Shod.
- (9) Register of Government Property.

CHAPTER XXIV.—INSTRUCTION AND TRAINING.

269. Instruction shall be given to the men present in the station from 6-30 to 8 A.M. and 5 to 6-30 P.M. The morning instruction will be given by the head constable present under the supervision of a Sub-Inspector and the evening instruction by one of the Sub-Inspectors, whenever possible.

270. A register shall be maintained in each station in which the Senior Sub-Inspector shall on Saturday afternoon prescribe the portion of each subject to be studied during the coming week. The course of instruction should be systematical.

271. The following scheme of daily instruction is prescribed, the same subject being taught in the morning and evening:—

Monday—K.Ds., those on the Surveillance List to be known thoroughly; the caste, residence and occupation of other persons, for whom History Sheets are maintained, to be known.

Tuesday—Catechism.

The following are the most important sections, and these sections and those of the City Police Act, which concern the constabulary, should be principally taught:—

5, 6, 8, 9, 12, 13, 17-49, 54-64, 79, 85, 86, 87, 91-101, 103-105 and 132-137.

Wednesday—Proclaimed offenders, absconding warrantees and persons to be traced.

Thursday—Station notices and Catechism.

Friday—Undetected crime—Revision of undetected cases taught throughout the week.

Saturday—Revision of all subjects taught during the week.

272. Men shall be daily instructed in new undetected cases of their own and other stations, and about property to be traced and persons to be traced or arrested, and in important circulars. This shall be done, not only during the prescribed hours for instruction, but before they are sent out on beat.

273. (1) For the first fortnight after posting to a station recruits shall be under instruction and shall not perform the regular duties.

(2) They shall be taken round by head constables and shown all the persons in the division for whom History Sheets are maintained.

(3) They shall be made to learn K.Ds., proclaimed offenders and undetected crime by being set regular tasks, in which they should be examined by one of the Sub-Inspectors.

(4) A constable transferred from one division to another shall be shown all the persons in the division for whom History Sheets are maintained before being taken to regular duty.

274. Each head constable and constable shall maintain a separate note-book of general information in which he shall enter brief details of the criminals on the Surveillance List, the lists of property in undetected cases of his own and other stations, which he is ordered to learn, descriptive rolls of persons wanted, details of lost property and other matters to which his attention is drawn. Sub-Inspectors shall be responsible that the men are required only to enter such things as are likely to be useful. Care must be taken not to attempt too much,

Hours of instruction.

Scheme of instruction.

Course of instruction.

Subject for daily teaching.

Instruction of recruits and newly transferred constables.

General information note-books of constables.

Constables to see K.Ds. of other divisions.

275. In order that constables of all stations may become acquainted with the active criminals throughout the City, two men of each station shall be deputed in turn to visit the other stations of the City in sequence and see the bad characters on the Surveillance Register. These constables shall enter in their general information note-books the name and address and a few particulars, such as the occupation and sort of crime, which he commits, of each bad character seen.

Kit inspection and examination.

276. (1) Inspectors shall hold kit inspection once a quarter and Sub-Inspectors on the first and third Mondays of every month.

(2) After kit inspection Inspectors shall thoroughly catechise the men in all branches of instruction and record full observations upon their progress in their Remarks Book.

Inspection of records by Inspectors.

277. Inspectors shall make a thorough and detailed inspection of the records of each station every month, recording their remarks and orders in their Remarks Book.

Jiu-jitsu.

278. Instruction in jiu-jitsu for European Sub-Inspectors and Sergeants shall be held every Friday morning at 7 A.M. at the Commissioner's Office, under the supervision of the Reserve Inspector.

The men shall be divided into three classes as under to attend in rotation—

- (1) *A*—Sub-Inspectors of A, B, and C.
Sergeants of D, E, F and 3 from M.
- (2) *B*—Sub-Inspectors of D, E, and F.
Sergeants of G and H and 4 from M.
- (3) *C*—Sub-Inspectors of G, H, and M.
Sergeants of B and C and 3 from M.

Men who are unable to attend with their class should do so on a day prescribed for one of the other classes.

Revolver practice.

279. The half-yearly revolver practice of Inspectors and Sergeants shall be held under the supervision of the Deputy Commissioner. Each Inspector shall maintain a target practice register for his division.

CHAPTER XXV.—UNIFORM.

280. The full dress uniform for Inspectors is the same as that prescribed in Volume II of the Orders of the Madras Police, with the following exceptions:—

Pouch belt.—Scroll to bear the words "Madras City Police."

Helmet and forage cap badges.—Madras City Police pattern.

Sword.—Cavalry pattern, steel scabbard.

Pantaloon.—White cotton cord.

Boots.—Black Butcher.

Inspectors—full dress, blue.

Inspectors—full dress, mounted duty.

Inspectors—full dress, white.

Metal badge.—City Police pattern worn on the shoulder straps.

281. The following is the working dress for Inspectors:—

Patrol jacket.—As prescribed in Orders of the Madras Police, Vol. II.

Buttons.—City Police pattern.

Badge.—City Police pattern.

Pantaloon.—Khaki cord.

Gaiters.—Black putti.

Boots.—Black ankle with plain toe caps.

Spurs.—Same as in full dress.

Inspectors—working dress.

282. The following is the full dress uniform for Sub-Inspectors:—

Patrol jacket.—Blue cloth fastened down the front with five medium sized City Police plated buttons; collar cut square, fastening with two hooks in front; edged all round, including collar, with $\frac{1}{2}$ inch black braid; back seams all trimmed with same braid; cuffs pointed, 5 inches high at the point and $2\frac{1}{2}$ inches behind; on each breast outside pocket 6 inches wide and 7 inches deep to top of flap, with pointed flap $2\frac{1}{2}$ inches at point, fastened with one small City Police plated button; shoulder straps of same material as coat, bound with $\frac{1}{4}$ inch black braid and fastened with a small City Police button.

Sub-Inspectors—full dress, blue.

Badges.—Madras City Police, on the shoulder straps, and a star on each side of the collar.

Overalls.—Dark, blue cloth, with a stripe of 1 inch black braid down the outer seams, with black leather foot-straps.

Boots.—Black Wellington, with steel crane neck box-spurs.

Gloves.—White doe skin.

Helmet.—White Kitchener, with Turkey red puggri, and Madras City Police badge.

Sword.—To be worn by Europeans only—Cavalry pattern, steel scabbard.

Sword belt.—Black leather, $1\frac{1}{2}$ inches wide, slings 1 inch wide; plated buckle and snake clasp; to be worn under the jacket.

Sword knot.—Black leather with acorn.

Forage cap.—Dark blue cloth, 2½ inches high all round, with patent leather drooping peak, edged with ¼ inch silver embroidery; band of 1½ inches black oak-leaf braid with City Police badge in front; a black netted button and black trimming on crown of the cap.

Patrol jacket.—Of same pattern as blue cloth, trimmed with ½ inch white braid.

Overalls.—Plain, white drill, with black leather straps.

Gloves.—Not worn with white uniform.

283. Indian Sub-Inspectors shall wear the following:—

Head dress.—Madura red turban trimmed with lace, 1 inch wide.

284. The full dress for European Sub-Inspectors on mounted duty is—

Pantaloons, boots and spurs.—Same as for Inspectors.

285. The working dress for Sub-Inspectors is as follows:—

Patrol jacket.—Same as prescribed in Orders of the Madras Police, Volume II, but with shoulder straps of same material fastening with a small City Police button.

Badges.—On shoulder straps "Madras City Police" and on each side of collar, a star.

Buttons.—Madras City Police pattern.

Overalls, boots and spurs.—Same as in full dress.

Working dress, Mounted duty.—Same as for Inspectors.

286. Indian Sub-Inspectors shall wear blue woollen putties instead of gaiters. Their boots shall be black ankle lace boots with plain toe caps, worn without spurs.

287. Uniform is supplied to Sergeants.

Spurs.—shall be worn with steel chains under, and black leather straps over, the boots.

Boots.—If ankle lace boots are obtained privately, care must be taken that they have plain toe caps.

288. The following instructions are issued with regard to the setting up of the constabulary:—

(1) *Clothing.*—(i) New clothing should be washed immediately on receipt so that the cloth may shrink. The clothing will then be fitted to the constables by a tailor supplied by the contractor.

(ii) Clothing too small for a man must be returned to stores, unless a change can be effected in the division.

(iii) Trousers shall not be taken in down the leg but may be fitted across the body. Their length shall be such as to reach just above the instep and be clear of the strap of the sandal.

(iv) Dhoby marks shall not be put on the front of coats.

(v) Frayed and torn clothing shall not be worn.

(vi) Cloths shall not be tied round the waist but trousers shall be supported by a belt or thin cummerbund.

(vii) White angerkas without collars shall be worn under coats.

(2) *Turbans*—must be worn perfectly upright.

(3) *Hair*—shall be kept short at the back of the head and over the ears, and shall not be allowed to appear below the turban over the forehead.

(4) *Belts.*—The use of lime juice for cleaning belts is prohibited.

(5) *Whistle chains*—shall be worn drawn tightly across the chest.

289. At all stations head constables and constables in remain between 6 A.M. and 8 A.M. and 4 P.M. and 6 P.M., shall be in uniform and "turn out" on approach of an officer entitled to this compliment. At other times only those on duty need be in uniform. In guards all men present must be in uniform. Uniform of men in remain, and in guards.

290. Head constables and constables, when on night rounds, shall invariably wear turbans and belts and carry a latti, but they need not wear white clothing. Uniform on night rounds.

291. Men under suspension shall not wear uniform. They shall deposit in the station all their available uniform. Men under suspension.



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CHAPTER XXVI.—CONDUCT.

Keeping
hackney
carriages or
cattle.

292. Police officers are prohibited from keeping hackney carriages, or rickshaws for hire or cattle for the sale of milk. This prohibition extends to the family and dependants of police officers and its contravention will meet with severe punishment.

Reticence.

293. Police officers are warned to observe due reticence regarding any information which comes to their knowledge during the course of their duties.

Truthfulness.

294. It is of the utmost importance that police officers should be truthful, and all officers should encourage a habit of truthfulness among their subordinates by, whenever possible, showing consideration to a man charged with wrong doing, who has made a truthful disclosure of the facts.

Acceptance
of presents.

295. The practice of police officers calling at houses upon festival occasions such as Christmas, Pongal, etc., with a view to receiving presents is prohibited.

Attendance
at hospital.

296. (1) Members of the constabulary shall attend the General Hospital, and not the local hospital, for treatment, unless too ill to be conveyed thither.

(2) Men attending hospital shall take their Medical History Sheets and hand them in on admission as in-patients or first treatment as out-patients. On recovery they shall return the Sheets duly entered up.

(3) Men attending hospital as out-patients shall be given a passport and shall wear uniform.

(4) On every fourth day of the attendance of a head constable or constable as an out-patient he shall be accompanied by a head constable, who shall produce him before the Resident Medical Officer himself and shall inform the Resident Medical Officer of the duration of his period of treatment.

(5) Head constables and constables under treatment as out-patients shall report at their stations daily, failing which they shall be liable to forfeit pay for the day.

(6) Men who have been treated as in-patients or out-patients shall, after discharge from hospital, produce their passports with the dates of admission and discharge and nature of illness entered by the Medical Officer.

Travelling by
tramway.

297. Police officers in uniform are allowed to travel by tramway free of charge under the following conditions :—

(1) Only two police officers may travel in the same car.

(2) They must alight when called upon to do so by a Tramway Inspector.

(3) They must not travel to the exclusion of paying passengers, i.e., they must dismount if the tram-car is full and paying passengers offer themselves

The concession given by the Tramway Company is a very valuable one and Inspectors and Sub-Inspectors must impress upon their men that it should not be abused ; otherwise it will be withdrawn.

CHAPTER XXVII.—STORES.

298. The Stores are in charge of the Reserve Inspector.

Store
Inspector.

299. All indents from divisions must reach Stores by the 10th of the month and the necessity for sending an indent at a later date must be explained. Indents shall be sent direct to the Store Inspector, who, after checking them, will send them to the Deputy Commissioner or Assistant Commissioner, as the case may be, for orders.

Indents by
divisions.

300. A constable shall be sent in from each division to receive stores on the 20th of the month, or, if that day is a holiday, on the following working day.

Issue of
Stores to
divisions.

301. The offices of the Commissioner and Deputy Commissioners shall indent for forms and stationery within the first three days of the month and shall not without good reason send in further indents at a later date.

Indents by
offices.

302. Each station shall have the number of the following accoutrements corresponding to its sanctioned strength. When a station is under strength, the station-house officer must be able to show the same number of these accoutrements as there are men deficient. When a head constable or constable is transferred from a station he must deliver up any of these articles in his possession—

Accoutre-
ments.

Letters G.S.

Whistles with chains.

Crowns for head constables' turbans.

Scrolls G.S. for head constables' turbans.

303. In each station and in the head-quarter stables shall be kept a register of Government property. The Inspector and Senior Sub-Inspector shall be jointly responsible for all articles shown therein. This register shall be checked monthly by Inspectors and by Deputy Commissioners at their inspections. It shall be sent to the Commissioner's office every quarter to be checked by the Store Committee.

Register of
Government
property.

304. (1) All head constables and constables of the A.I. Reserve are armed with swords.

Allotment
of M.P.
swords.

(2) In guards one sword is allowed for every two men.

(3) In divisions six swords are allotted to the No. I station and three to each of the sub-stations.

305. Inspectors and Sergeants are armed with revolvers, which shall be kept in the station to which the officer is attached.

Revolvers.

The service ammunition shall be kept under lock and key in the same station.

Practice ammunition shall be kept in the No. I station under lock and key and the Inspector shall maintain the account of it.

Scale of clothing for the Madras City Police.

306.

Articles.	Annually.										Biennially.		Triennially.		Quadrennially.				Quinquennially.			
	Suits, cotton drill, white.	Boots, ankle.	Pantaloon, khaki.	Turban, Turkey red.	Sandals, pairs.	Braid, white cotton, yards.	Thongs, leather, for coats.	Cheerons, red cloth.	Shumlas.	Crowns, silver.	Cheerons, silver.	Forage caps.	Beat badges.	Laces, silver, for head constables' turbans.	Helmets, cork, with pug-grips.	Sashes, red silk.	Gaiters.	Suits, blue serge.	Coats, blue woollen.	Cumblies.	Pantaloon, white.	Boots, knee.
Bergeants	3	2	3	...	...	...	1	...	...	...	...	1	...	...	1	...	1	1	...	...	...	1
1st Grade head constables	3	...	...	1	2	3	1	...	1	2	...	...	1	3	...	1	...	...	1	1	...	1
2nd and 3rd "	3	...	...	1	2	...	1	...	1	1	1	...	1	3	...	1	...	...	1	1	...	...
Sowars	3	1	3	1	...	...	1	...	...	*1	*1	...	...	*3	...	7	...	...	1	1	1	...
Constables	3	...	...	1	2	...	1	1	1	...	...	...	1	...	...	...	...	...	1	1	1	...

* For head sowar only.

Allotment of Stationery.

Serial number.	Officers.	Monthly.				Annual.						Biennial.	
		Blotting paper.	Footscap paper or 8 1/2 in laid 10 lb.	Badami paper.	Steel nibs.	Black lead pencils.	Red lead pencils.	Blue lead pencils.	Copying pencils.	Carbon papers.	Penholders.	Rubber pieces.	
1	Commissioner	3	QR.	QR.	12	4	3	3	...	...	2	1	
2	Deputy Commissioner	3			12	4	2	2	1	...	2	1	
3	Assistant Commissioner	3			12	4	2	2	1	...	2	1	
4	Manager	2			6	4	2	2		...	2	1/2	
5	Cashkeeper	1/2			5	4	2	2	...	...	2	1/2	
6	Accountant	1/2			5	4	2	2	...	...	2	1/2	
7	Clerk	1			6	2			...	...	2	1/2	
8	Muchi	1/2			3	2			...	...	2	1/2	
9	Attender	1/2			3	2			...	...	2	1/2	
10	Store Inspector	1/2	3	1	5	2	2	2	...	...	2	1/2	
11	Reserve Sub-Inspector	1/2	1		4	2			...	...	2	1/2	
12	Hackney Carriage Sub-Inspector	1/2	2		5	2			...	...	2	1/2	
13	Hackney Carriage Establish- ment.	1/2	1	1	4	2			...	...	2	1/2	
14	Recruit School teacher	1/2			3	2			...	...	2	1/2	
15	Prosecuting Inspector or Sub- Inspector.	1/2	2	1	6	2			1	1	2	1/2	
16	Court Sub-Inspector	1/2	2		6	2			...	...	2	1/2	
17	Divisional Inspector	1/2	3	1	6	2			2	1	2	1/2	
18	Each Station	1 1/2	8	4	16	6			12	3	6	1/2	
19	Each Guard	1/2	1/2		3	2			...	...	2	...	
20	Sergeant	1/2			5	2			2	...	2	1/2	
21	Intelligence Department Inspec- tor.	1/2			6	2			2	...	2	1/2	
22	Intelligence Department Sub- Inspector.	1/2			5	2			3	...	2	1/2	
23	Intelligence Department Head Constable.	1/2			3	2			1	...	2	1/2	
24	Deputy Commissioner's office ...	...	...		...	...			2	2	...	...	
25	Commissioner's office	...	...		...	...			6	3	...	...	

CHAPTER XXVIII.—CORRESPONDENCE.

Rules.

307. (1) Communications shall be foolscap size, as far as possible. If a half-sheet is sufficient the paper shall be divided horizontally.

(2) All additions to an original communication shall be added at its end, an extra sheet of paper being attached, if necessary.

(3) No writing, unless a marginal note is necessary, shall be made out of the proper chronological sequence.

(4) Except in the case of vernacular communications, which should be on half margin to admit of translation, the writing shall be right across the page. If a margin is required it should not ordinarily exceed one-fourth of the breadth of the paper.

APPENDIX.

Bye-laws under Section 409 (30) of the Madras City Municipal Act, 1904, regarding Public Shelters.

266. No animal or vehicle shall be permitted to occupy any public shelter between the hours of 10 P.M. and 5 A.M., except with the written permission of the President which must be produced for inspection when demanded by the President, or by any officer authorized by him for that purpose.

267. Any person offending against this bye-law shall be punishable with a fine which may extend to twenty rupees, and, in the case of a continuing breach, with a fine which may extend to ten rupees for every day during which the breach continues after conviction for the first breach.

Bye-laws under Section 409 (30) of the Madras City Municipal Act, 1904, regarding Avenues.

268. No person shall grub up grass or injure or damage or interfere with in any way any tree or shrub planted or growing on the side of any road vested in the Corporation within the municipal boundary.

269. Any person offending against this bye-law shall be punishable with a fine which may extend to twenty rupees and, in the case of a continuing breach, with a fine which may extend to ten rupees for every day during which the breach continues after conviction for the first breach.

RULES FOR LICENSING PLACES OF PUBLIC RESORT.**Permanent Buildings.**

1. All doors to open outwards and to be distributed round the hall, not only at one end or side.

2. Ordinarily no open nor naked lights to be allowed. Should the nature of the performance or exhibition necessitate the use of naked lights, this fact should be mentioned when application is made for a license.

3. No open kerosine nor other oil lights may be used in any structure. Every lamp shall be provided with an iron or tin sconce bending over the chimney to prevent sparks flying upwards. Hanging lamps shall be suspended by an iron rod or wire attached to the lamp and at least 5 feet long.

4. No fire shall be lighted in any structure of inflammable materials nor within 20 feet of the same.

5. No oil, except what is required for one night's use, shall be stored in or near any structure of inflammable materials.

6. Permanent buildings will be licensed to hold 20 persons per 100 square feet. The entrances, gangways, stage, staircases, etc., will be deducted before calculating the area available.

7. There must be at least two doorways for every 150 persons the building is calculated to contain.

8. The size of the doorways shall not be less than 8 feet $\times$ 4 feet.

9. There shall be at least two staircases not less than 4 feet wide to any gallery or upper floor.

Temporary Structures.

1. All doors to open outwards and to be distributed round the hall, not only at one end or side.

2. Ordinarily no open nor naked lights to be allowed. Should the nature of the performance or exhibition necessitate the use of naked lights, this fact should be mentioned when application is made for a license.

3. No open kerosine nor other oil lights may be used in any structure. Every lamp shall be provided with an iron or tin sconce bending over the chimney to prevent sparks flying upwards. Hanging lamps shall be suspended by an iron rod or wire attached to the lamp and at least 5 feet long.

4. No fire shall be lighted in any structure of inflammable materials nor within 20 feet of the same.

5. No oil, except what is required for one night's use, shall be stored in or near any structure of inflammable materials.

6. All temporary pandals, etc., must be approved by the Corporation as to their construction and arrangement, prior to a license being granted by the Commissioner of Police.

7. Temporary structures shall be licensed for 25 persons per 100 square feet of space available for sitting or standing. The entrances, gangways, stage, etc., shall be deducted before calculating the area available.

8. The eaves of the building shall be at least 8 feet high.

9. The entrance doors shall be at least 7 feet high and should be in two parts, each at least 5 feet wide and opening outwards.

10. In any pandal of inflammable materials there shall be on each side an aperture at least 7 feet high and 18 feet wide. This aperture shall be closed by lattices fixed on a split bamboo frame and fastened by twine on the inside.

11. The doors or apertures not ordinarily in use may be made of screens of mats or similar material which can easily be removed by ordinary pressure from inside the building.

12. No doors shall be guarded inside or outside by cross bars of any description.

13. The steps or lintel of the doorway shall not be above the level of the floor of the structure.

14. There shall be gangways or passages all round inside the building not less than 4 feet wide, and such gangways shall at all times be kept clear.

15. If there be galleries they must be strongly built, and the stairs or approaches—of which there should not be less than two—shall be at least 4 feet wide. Galleries, if any, shall be divided into blocks by clear gangways at least 4 feet wide running from front to rear at intervals not more than 30 feet apart.

16. There shall be a ventilator, or be ventilation, at the ridge of the building equal in length to at least half the total length of the building.

17. If there is a fence outside the building it shall be at least 10 feet away from such building.

18. In the case of fairs and festivals no two booths shall be closer to each other than 10 feet. No fence shall be nearer any booth than 10 feet.

19. The exits from any enclosure where there is a collection of booths shall in no case be further apart than 200 feet.

20. No structure of inflammable materials shall be licensed for a longer period than three months, and a further license shall be granted only after a certificate has been obtained from the Corporation that the building may be licensed for a further period, and after any repairs or reconstruction considered necessary has been carried out and a certificate obtained to that effect.

21. Structures, such as circus tents, shall have the approval of the Commissioner of Police when erected, and any alterations required shall be made before a license for public use is granted or confirmed.

LIST OF RECORDS TO BE MAINTAINED.

No.	Record.
BY INSPECTORS.	
1.	Case Diary.
2.	Note-Book.
3.	Divisional Crime Abstract.
4.	Foreigners' Register.
5.	Foreigners' Rolls.
6.	Advice Slip Book of Foreign Suspects.
7.	Misc License Books.
8.	Cash Book.
9.	Bill Book.
10.	Memorandum Form Book.
11.	Tappal Book.
12.	Current Register of Papers referred.
13.	Revolver Ammunition Account Register.
14.	Revolver Practice Register.
15.	Indent Book.
16.	List of Articles returned to Stores.
17.	Horse Shoeing Register.
18.	Register of Inspection of Emigration Sub-Depôts.
19.	Register of Stationery and Printed Forms.
20.	Nominal Roll.
21.	Defaulter Sheets.
22.	Police Gazette file.
23.	Criminal Intelligence Gazette File.
24.	General Correspondence File.
25.	Commissioner's Standing Order File.
26.	Deputy Commissioner's Circular File.
27.	Police Order Book, Vols. I to IV.
28.	City Police Order Book.
29.	City Police Manual.
30.	Col. Weldon's Drill Manual.
31.	Imperial Yeomanry Manual.
32.	Division Map.

BY M. INSPECTOR.

(Additional.)

1. Register of Arrival and Departure of Vessels.

IN POLICE STATIONS.

1. General Diary.
2. Sub-Inspectors' Diaries.
3. Crime Abstract.
4. First Information Report.
5. Do. Index.
6. Case Diary.
7. Note-Books.
8. Prisoner's Search Register.
9. Report of Property Seized.
10. Bail and Security Bond of Accused.
11. Search List.
12. Charge Sheet.
13. Recognizance Bond of Witnesses.

LIST OF RECORDS TO BE MAINTAINED—cont.

No.	Record.
IN POLICE STATIONS—cont.	
14.	Final Report.
15.	Notice to Complainant in Referred Cases.
16.	Process Register.
17.	Assessor's Summons Book.
18.	Application to hold <i>Post-Mortem</i> .
19.	Petty Case Register—Tamil.
20.	Do. Charge Sheets Copy.
21.	Daily Return of Petty Cases.
22.	Check Register of Petty Cases.
23.	Register of Absent Petty Cases.
24.	Village Crime Note-Book.
25.	General Conviction Register.
26.	Index to Conviction Register.
27.	Surveillance Register.
28.	Check Register of K.Ds.
29.	C.I.D. List of Notorious Criminals.
30.	Certificate under section 565, Criminal Procedure Code.
31.	Bad Character Roll—Form A.
32.	Do. do. B.
33.	Gang Intelligence Report
34.	Permanent Information Register.
35.	Conviction Memorandum for F.P. Purpose.
36.	Register of F.P. References.
37.	Report of Death of Ex-convict.
38.	Register of Licenses under the Arms Act.
39.	Register of Arms Deposited.
40.	Register of Licensed Premises.
41.	Pound Register.*
42.	Pound Receipt.*
43.	Application for Sanction for sale of Animal.*
44.	Duty Roster.
45.	Beat, Patrol and Rounds Books.
46.	Sentry Relief Book.†
47.	Memorandum Form Book.
48.	Tappal Book.
49.	Railway Warrant Book.
50.	Inspector's Visiting Book.
51.	Visiting Book.
52.	Register of Undetected Cases of Station—English.
53.	Do. —Tamil.
54.	Do. of other Stations.
55.	Register of Circulars—English.
56.	Do. —Tamil.
57.	Register of Case Property.
58.	Quarterly Return of Undisposed of Property.
59.	Unclaimed Property Register.
60.	Register of Government Property.
61.	Telephone Book.
62.	Constable's Instruction Register.
63.	Police Gazette File.

* At stations where there is a pound.

† At No. 1 stations only.

LIST OF RECORDS TO BE MAINTAINED—*cont.*

No.	Record.
IN POLICE STATIONS— <i>cont.</i>	
64	Criminal Intelligence Gazette File.
65.	"A" List File.
66.	"B" List File.
67.	General Correspondence File.
68.	Commissioner's Standing Order File.
69.	Deputy Commissioner's Circular File.
70.	List of Absconding Warrantees.
71.	List of Persons to notify under Section 565, Criminal Procedure Code.
72.	List of Hydrants in the Station.
73.	Strength of Police Guards for Prisoners.
74.	Cyclone Orders.
75.	Mobilization Orders.
76.	Instructions regarding Accidents in the Streets.
77.	Do. with Electric wires.
78.	List of Police Officers.
79.	Medical History Sheets.
80.	List of Records.

LIST OF PERIODICAL RETURNS.

Number.	Name of Return.	Date when due.			
		Yearly.	Half-yearly.	Quarterly.	Monthly or at other times.

FROM DEPUTY COMMISSIONERS.

1	Weekly Report ...	...	...	...	Weekly.
2	Inspection Report of Premises licensed under the Poisons Act.	15th Dec.	...	...	
3	Inspection Report of Premises licensed under the Arms and Explosives Acts.	After inspection.	...	...	
4	Indent for Stationery and Forms.	...	...	...	3rd.
5	Indent for Postage Stamps	...	...	...	5th.

FROM DIVISIONAL INSPECTORS.

1	Inspector's Diary ...	...	...	...	Daily.
2	Case Diary ...	...	...	...	When used.
3	List of papers in arrears with Inspectors.	...	...	...	5th of succeeding month.
4	Statement of Government Quarters occupied by Police Officers.	...	...	...	1st of succeeding month.
5	Report on Fire Engines ...	...	...	...	5th of succeeding month.
6	Statement of Cases of False Weights and Measures.	...	...	...	Do.
7	Pay Bills ...	...	...	...	20th.
8	Contingent Bills ...	...	...	...	Weekly.
9	Undisbursed Pay Statement	...	...	...	20th.
10	Travelling Allowance Bills	...	...	...	5th of succeeding month.
11	A and B lists ...	...	...	...	Do.
12	Inspection Report of Premises licensed under the Arms and Explosives Acts.	...	...	15th Mar. 15th June 15th Sept. 15th Dec.	
13	Crime Abstracts ...	...	...	5th day after the close of each quarter.	
14	Station Arms Register for Check of Government Property.	...	...	Do.	
15	Emigration Sub-depot Registers.	...	...	Do.	
16	Statement of Political Detenus...	...	20th Dec. 20th June	...	
17	Inspection of Premises licensed under the Poisons Act.	...	15th June 15th Dec.	...	
18	Return of Persons prosecuted for Drunkenness.	1st Feb.	...	...	
19	Postage Stamp Indent ...	...	...	...	5th.
20	Indents ...	...	...	...	10th.
21	Inspection Report of Stations	...	...	...	After inspection.

LIST OF PERIODICAL RETURNS—*cont.*

Number.	Name of Return.	Date when due.			
		Yearly.	Half-yearly.	Quarterly.	Monthly or at other times.

FROM DIVISIONAL INSPECTORS—*cont.*

22	List of Unclaimed Property ...	...	...	...	10th from Northern Range Divisions.
23	Receipts on account of License and Pound fees.	...	...	...	15th from Southern Range Divisions. Weekly.

FROM PROSECUTING INSPECTOR.

1	Diary ...	...	...	...	Daily.
2	Return of Cases ...	...	...	...	5th.
3	Indent for Postage Stamps ...	...	...	...	5th.
4	Do. for Stationery and Forms.	...	...	...	10th.

FROM RESERVE INSPECTOR.

1	Morning Report ...	...	...	...	Daily.
2	Hackney Carriage Sub-Inspectors' Diaries.	...	...	...	Do.
3	Merchants' Magazine Bills ...	...	...	...	10th.
4	Indent for Postage Stamps ...	...	...	...	5th.

FROM SUB-INSPECTOR, HEAD-QUARTER STABLES.

1	Head-quarter Stables Report ...	...	...	...	Daily.
2	Account Books ...	...	...	...	5th.

FROM COURT SUB-INSPECTOR.

1	Lock-up Report ...	...	...	...	Daily.
2	List of Unclaimed Property ...	...	...	...	10th.
3	Attendance Roll of Inspectors and Sub-Inspectors.	...	...	...	Weekly.
4	Return of Unexecuted Warrants.	20th Jan.	...	...	
5	Return of the Number of Police Officers convicted for Offences committed in their Private or Official Capacity.	20th Jan.	...	...	
6	Indent for Stationery and Forms.	...	...	...	10th.

FROM INSPECTOR, INTELLIGENCE DEPARTMENT.

1	Inspector's Diary ...	...	...	...	Daily.
2	Inspection Report of Arms Shops.	...	...	...	5th of succeeding month.
3	List of Papers in Arrears ...	...	...	...	Do.
4	Indent for Postage Stamps ...	...	...	...	5th.
5	Do. for Stationery and Forms.	...	...	...	10th.

LIST OF PERIODICAL RETURNS—*cont.*

Number.	Name of Return.	Date when due.				To whom.
		Yearly.	Half-yearly.	Quarterly.	Monthly or at other times.	

FROM COMMISSIONER'S OFFICE.

GENERAL DEPARTMENT.

1	Return of Public Buildings occupied as Residences.	...	...	...	3rd ...	Executive Engineer, Presidency Division. Government.
2	Report on Pilgrims proceeding to the Hedjaz.	10th Oct.	...	...	...	...
3	Return of Political Detenus ...	...	{ 1st Jan. 1st July }	...	...	Inspector-General of Prisons.
4	Report on the Working of the Vagrancy Act.	Triennial 1st Feb.	...	...	...	Government.
5	Report regarding the Appointment of Non-official Visitors to the Prisons in Madras.	Triennial 15th Jan.	...	...	...	Do.

LICENSE DEPARTMENT.

6	Return of Licenses issued under the Arms Act.	10th Jan.	...	...	...	Collector of Madras. Government.
7	Report on the Working of the Poisons Act.	1st Mar.	...	...	...	Do.
8	Return in connection with the Administration of the Explosives Act.	1st Mar.	...	...	...	Do.
9	Report on the Working of the Indian Arms and Explosives Acts.	1st April.	...	...	...	Do.

STATISTICAL DEPARTMENT.

10	Return of Cases of False Weights and Measures.	...	...	...	10th ...	Collector of Madras. Do.
11	Return of Deaths from Snake Bites.	10th Jan.	...	...	...	Do.
12	Statement of Persons convicted for Drunkenness.	15th Feb.	...	...	...	Do.
13	Statistical Returns ...	1st Feb.	...	...	...	Assistant Inspector-General of Police. Do.
14	Statement of Offences against Coinage.	20th Jan.	...	...	...	Do.
15	Statement of Cases of Counterfeit Coining.	20th Jan.	...	...	...	Do.
16	Administration Report of the City Police.	15th Feb.	...	...	...	Do.
17	Statement of Cases reported to the Police and not charged before Magistrates.	15th Mar.	...	...	...	Registrar, High Court, through the Chief Presidency Magistrate.

LIST OF PERIODICAL RETURNS—*cont.*

Number.	Name of Return.	Date when due.				To whom.
		Yearly.	Half-yearly.	Quarterly.	Monthly or at other times.	

FROM COMMISSIONER'S OFFICE—*cont.*

ACCOUNT DEPARTMENT.

18	Pay Abstracts (Duplicate Copy).	...	...	...	5th ...	Assistant Inspector-General of Police.
19	Absentee Statements (do.)	...	..	...	5th ...	Do.
20	Statement of Undisbursed and Overdrawn pay.	...	...	...	5th ...	Do.
21	Memo. of cost of Private Guards.	...	...	...	5th ...	Do.
22	Monthly Return ...	...	...	...	5th ...	Do.
23	Disbursed Pay Bills ...	...	...	...	5th of the following month.	Do.
24	Supplemental Pay Bills (Duplicate Copy).	...	...	...	As soon as money is drawn from Treasury.	Do.
25	Memo. of Sums drawn from the Treasury.	...	...	...	15th ...	Do.
26	Quarterly List of Subordinate Officers.	...	...	{ 5th Jan. 5th April. 5th July. 5th Oct. }	..	Do.
27	Return of Lands of Gazetted Officers.	15th Jan.	...	...	...	Do.
28	List of Muhammadans from First Grade Head Constables downwards.	1st April	...	...	...	Assistant Inspector-General of Police and Accountant-General.
29	Return showing Half Cost of Marine Police.	10th April	...	...	...	Accountant-General through Assistant Inspector-General of Police.
30	Permanent Advance Acknowledgment.	15th April or on transfer of charge.	...	...	...	Accountant-General.
31	Annual Returns of Establishment:— (i) Detailed Statement of Permanent Establishment. (ii) Statement of New Names, Leaves, etc. (iii) Abstract of Sanctioned Scale. (iv) List of Muhammadans in Superior Service.	1st May	...	...	...	Do.

LIST OF PERIODICAL RETURNS—*cont.*

Number.	Name of Return.	Date when due.				To whom.
		Yearly.	Half-yearly.	Quarterly.	Monthly or at other times.	

FROM COMMISSIONER'S OFFICE—*cont.*ACCOUNT DEPARTMENT—*cont.*

32	Statement of Cost of Plague Establishment (Temporary).	...	...	...	5th ...	Government, Accountant-General, Sanitary Commissioner.
33	Regarding Retention of Temporary Plague Establishment.	...	{ 1st Mar. 1st Sept. }	...	...	Government.
34	Annual Report on the Working of the Triplicane Langerkhana.	1st May.	...	...	...	Do.
35	Statement showing the Sanctioned Permanent Establishment.	1st Aug.	...	...	...	Accountant-General.
36	Manuscript Notes on Public Charities for the Triplicane Langerkhana.	10th Aug.	...	...	...	Government.
37	Budget Estimate—XVII. Police.	10th Sept.	...	...	...	Accountant-General.
38	Budget Estimate—Triplicane Langerkhana.	15th Sept.	...	...	...	Do.
39	Budget Estimate—20A. Police—Presidency Police.	25th Sept.	...	...	...	Do.
40	Budget Estimate for Plague Expenditure.	5th Nov.	...	...	...	Government.

STORE DEPARTMENT.

41	Strength and Armament Statement.	5th Jan.	...	...	...	Assistant Inspector-General of Police.
42	Indent for Stationery ...	1st Mar.	...	...	...	Do.
43	Indent for Stamping Ink ...	1st Mar.	...	...	...	Do.
44	Indent for Clothing ...	1st Sept.	...	...	...	Do.
45	Indent for Printed Forms ...	1st Sept.	...	...	...	Do.
46	Stock Return of Government Property.	15th April	...	...	...	Do.
47	Estimate of Requirements of Sandals, Boots and Cumbles.	10th Dec.	...	...	...	Do.
48	Current Account of Store Transactions.	...	...	{ 15th Jan. 15th April 15th July 15th Oct. }	...	Do.
49	Recovery List ..	...	...	...	15th ...	Do.

LIST OF RECORDS TO BE KEPT IN THE COMMISSIONER'S OFFICE.

No.	Name of Record.
ACCOUNT DEPARTMENT.	
1.	Current Register of Punishment Rolls.
2.	Current Register of Leave.
3.	Current Register of Miscellaneous Papers.
4.	Current Register of Good Service Entries and Rewards.
5.	Current Register of Complaints against Police Officers.
6.	Current Register of Applications for Pension.
7.	Current Register of Applications for Police Services.
8.	Register for Police Service Bills.
9.	Register of Men of other Districts applying for a Transfer.
10.	Order Book.
11.	Defaulter Book.
12.	Constabulary Register.
13.	Service Books of Inspectors, Sub-Inspectors, Sergeants, First-grade Head Constables and of the Office Establishment.
14.	Leave Register.
15.	Long Roll.
16.	Register of Applicants registered for Sergeants' Appointments.
17.	Register of Applicants registered for Sub-Inspectors' Appointments.
18.	Register of Applications for Employment.
19.	Casual Leave Register.
20.	Register of Pay Bills.
21.	Register of Travelling Allowance Bills.
22.	List of Unclaimed Property.
23.	Landed Property Register.
24.	Cash Book.
25.	Treasury Bills Book.
26.	Contingent Register.
27.	Langerkhana Cash Book.
28.	Treasury Credits Book.
29.	Register of House Rent.
30.	Register showing the Receipts and Charges of the Presidency Police.
31.	Letter Acknowledgment Book.
32.	Increment Register.
33.	Register of Pay of Syces and Sweepers.
34.	Register of Objections on Pay Bills.

GENERAL DEPARTMENT.

1. Register of Motor Vehicles.
2. Motor Drivers' License Register.
3. Register of Lunatics sent to the Asylum.
4. Register of Vagrants sent to Bombay.
5. Register of Pilgrims proceeding to Mecca.
6. Remand Registers.
7. Cash Book of Fees collected under the Motor Vehicles Act.
8. Register of Deserter and Verification Rolls.

RECORD DEPARTMENT.

1. General Current Register.
2. Government Current Register.
3. Disposal Register.
4. Index to Disposal Register.

LIST OF RECORDS TO BE KEPT IN THE COMMISSIONER'S OFFICE—cont.

No.	Name of Record.
RECORD DEPARTMENT—cont.	
5.	Register of Hutting and Building.
6.	Register of Arrivals and Departure of Police Officers.
7.	Despatch Book showing Expenditure of Service Labels.
8.	Service Stamps Account Book.
9.	Current Register of Petitions.
10.	Check Register of Periodical Returns.
11.	Register of Processes.
12.	Register of Books in the Office.
13.	Register showing Furniture with each Clerk.
14.	Personal Ledger of Stationery.
15.	Indent Book.
16.	Tappal Books.
STATISTICAL DEPARTMENT.	
1.	Crime Ledgers.
2.	Register of Inquests.
3.	File of First Information Reports.
INTELLIGENCE DEPARTMENT.	
1.	Current Register of Miscellaneous Papers.
2.	Register of Currency Notes lost or stolen.
3.	Register of Foreigners.
4.	Register of Panda Gumastahs.
5.	Register of Finger Print Cards.
STORE DEPARTMENT.	
1.	Current Register.
2.	Sentry Relief Book.
3.	Posting Register of A. Guards.
4.	Casual Leave Register.
5.	Register of Government Property.
6.	Casualty Register.
7.	Clothing Distribution Statement.
8.	Receipt and Issue Book of Arms, Ammunition and Accoutrements.
9.	Receipt and Issue Book of New Clothing.
10.	Receipt and Issue Book of Part worn Clothing.
11.	Receipt and Issue Book of Printed Forms (Books), Chief Office.
12.	Receipt and Issue Book of Printed Forms (Loose Sheets), Chief Office.
13.	Receipt and Issue Book of Printed Forms (Books), City Police.
14.	Receipt and Issue Book of Printed Forms (Loose Sheets), City Police.
15.	Receipt and Issue Book of Stationery.
16.	Receipt and Issue Book of Books of Instruction, Furniture, and other Property.
17.	Receipt and Issue Book of Packing Materials.
18.	Register of Clothing of Casualties.
19.	Distribution List of Government Property.
20.	Copy of Annual Stock Return.
21.	Repair of Arms Book.
22.	Register of Condemned Articles.
23.	Check Register of Indents from Divisions.
24.	Register of Sizes of Clothing.
25.	Indent Book.
26.	Enlistment Book.



LIST OF RECORDS TO BE KEPT IN THE COMMISSIONER'S OFFICE.

No.

Name of Record.

ACCOUNT DEPARTMENT.

1. Current Register of Punishment Rolls.
2. Current Register of Leave.
3. Current Register of Miscellaneous Papers.
4. Current Register of Good Service Entries and Rewards.
5. Current Register of Complaints against Police Officers.
6. Current Register of Applications for Pension.
7. Current Register of Applications for Police Services.
8. Register for Police Service Bills.
9. Register of Men of other Districts applying for a Transfer.
10. Order Book.
11. Defaulter Book.
12. Constabulary Register.
13. Service Books of Inspectors, Sub-Inspectors, Sergeants, First-grade Head Constables and of the Office Establishment.
14. Leave Register.
15. Long Roll.
16. Register of Applicants registered for Sergeants' Appointments.
17. Register of Applicants registered for Sub-Inspectors' Appointments.
18. Register of Applications for Employment.
19. Casual Leave Register.
20. Register of Pay Bills.
21. Register of Travelling Allowance Bills.
22. List of Unclaimed Property.
23. Landed Property Register.
24. Cash Book.
25. Treasury Bills Book.
26. Contingent Register.
27. Langerkhana Cash Book.
28. Treasury Credits Book.
29. Register of House Rent.
30. Register showing the Receipts and Charges of the Presidency Police.
31. Letter Acknowledgment Book.
32. Increment Register.
33. Register of Pay of Syces and Sweepers.
34. Register of Objections on Pay Bills.

GENERAL DEPARTMENT.

1. Register of Motor Vehicles.
2. Motor Drivers' License Register.
3. Register of Lunatics sent to the Asylum.
4. Register of Vagrants sent to Bombay.
5. Register of Pilgrims proceeding to Mecca.
6. Remand Registers.
7. Cash Book of Fees collected under the Motor Vehicles Act.
8. Register of Deserter and Verification Rolls.

RECORD DEPARTMENT.

1. General Current Register.
2. Government Current Register.
3. Disposal Register.
4. Index to Disposal Register.

LIST OF RECORDS TO BE KEPT IN THE COMMISSIONER'S OFFICE—cont.

No.

Name of Record.

RECORD DEPARTMENT—cont.

5. Register of Hutting and Building.
6. Register of Arrivals and Departure of Police Officers.
7. Despatch Book showing Expenditure of Service Labels.
8. Service Stamps Account Book.
9. Current Register of Petitions.
10. Check Register of Periodical Returns.
11. Register of Processes.
12. Register of Books in the Office.
13. Register showing Furniture with each Clerk.
14. Personal Ledger of Stationery.
15. Indent Book.
16. Tappal Books.

STATISTICAL DEPARTMENT.

1. Crime Ledgers.
2. Register of Inquests.
3. File of First Information Reports.

INTELLIGENCE DEPARTMENT.

1. Current Register of Miscellaneous Papers.
2. Register of Currency Notes lost or stolen.
3. Register of Foreigners.
4. Register of Panda Gumastahs.
5. Register of Finger Print Cards.

STORE DEPARTMENT.

1. Current Register.
2. Sentry Relief Book.
3. Posting Register of A. Guards.
4. Casual Leave Register.
5. Register of Government Property.
6. Casualty Register.
7. Clothing Distribution Statement.
8. Receipt and Issue Book of Arms, Ammunition and Accoutrements.
9. Receipt and Issue Book of New Clothing.
10. Receipt and Issue Book of Part worn Clothing.
11. Receipt and Issue Book of Printed Forms (Books), Chief Office.
12. Receipt and Issue Book of Printed Forms (Loose Sheets), Chief Office.
13. Receipt and Issue Book of Printed Forms (Books), City Police.
14. Receipt and Issue Book of Printed Forms (Loose Sheets), City Police.
15. Receipt and Issue Book of Stationery.
16. Receipt and Issue Book of Books of Instruction, Furniture, and other Property.
17. Receipt and Issue Book of Packing Materials.
18. Register of Clothing of Casualties.
19. Distribution List of Government Property.
20. Copy of Annual Stock Return.
21. Repair of Arms Book.
22. Register of Condemned Articles.
23. Check Register of Indents from Divisions.
24. Register of Sizes of Clothing.
25. Indent Book.
26. Enlistment Book.



LIST OF RECORDS TO BE KEPT IN THE COMMISSIONER'S OFFICE—cont.

No. Name of Record.

HACKNEY CARRIAGE DEPARTMENT.

1. Register of Drivers.
2. Register of Carriages.
3. Register of Rickshaws.
4. Register of Rickshawallahs.
5. Register of Fare Lists issued.
6. Register of Driver's Badges.
7. Index to the Register of Drivers.
8. Cash Book.
9. Stock Book.
10. Current Register.
11. Despatch Register.

LICENSE DEPARTMENT.

1. Current Register.
2. Register of Licenses to keep and sell Arms and Military Stores (Forms XII and XIV of the Arms Rules).
3. Register of Licenses to possess Fire Arms, Ammunition or Military Stores (Form XV of the Arms Rules).
4. Register of Licenses to possess Arms and Ammunition and for Going Armed.
5. Check Register of Reports of Inspection of Premises of Persons licensed under the Arms and Explosives Acts.
6. Register of Arms cleared from the Custom-house with particulars of disposal.
7. Register of Licenses to manufacture, possess and sell or to possess and sell or to possess explosives (Forms A, B, C, F and J of the Explosives Rules).
8. Register of Emigration Sub-Depôt Licenses.
9. Register of Licenses to possess for sale and sell Poisons under the Poisons Act.
10. Register of Licenses under the City Police Act and for Carbide of Calcium
11. Cash Book for Fees received for Licenses under the City Police Act.
12. Register of Licenses in Form No. VII of the Arms Rules.

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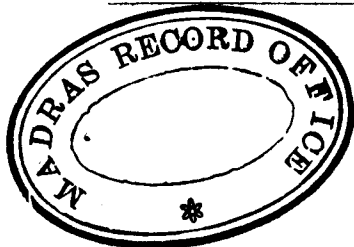
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Offences by
Corporation
cart drivers.

168. (1) When a Corporation cart driver is found committing an offence under the Police Act, he shall not be arrested and taken to the police station (unless in exceptional circumstances, such as when drunk and riotous), but the number of the cart and the name of the driver shall be taken down in his Note-Book by the police officer, who, on his return to the police station, shall report the facts to his section head constable, who shall enter a Petty Case and apply for summons.

(2) When a police officer takes action in a case of a Corporation bullock being worked in an unfit state, he shall note the depôt mark and number, which is branded on the bullock's horns.

(3) A copy of the entry of all cases of Corporation bullocks being worked in an unfit state shall be communicated to the Health officer for information.

Drivers of
Transport
carts.

169. When proceedings are taken in offences under the Police Act against drivers of Supply and Transport carts, the name of the driver and the number of the cart shall be taken and a summons applied for, which shall be served through the Supply and Transport officer in charge of the depôt.

The Marina.

***170.** (1) No person shall make use of the marina between the hours of 5 and 8 P.M. who is not decently clothed or who behaves in a noisy or disorderly manner.

(2) No uncovered cart carrying goods shall cross the Napier Bridge between the hours of 5 and 8 P.M. on days when the Band plays on the marina.

The above are bye-laws issued by Government under the City Police Act.

Special police
for the
Marina from
the A-I
Reserve.

171. One head constable and three constables shall be deputed daily for duty on the Marina from 4 to 8 P.M. from the A-1 Reserve.

Rangoon
steamer
days.

172. On the day of the arrival of the Rangoon Mail steamer the B. Inspector shall depute a head constable and two constables to do duty on the North Beach road, especially at Parry's Corner, to regulate traffic and prevent the molestation and annoyance of passengers by touts and hackney carriage drivers. The men shall remain on duty until the passengers have dispersed into the City.

CHAPTER XV.—PROCESSIONS AND LARGE ASSEMBLIES.

173. Processions must not be allowed to deviate from the route laid down by the Commissioner or Deputy Commissioner. Processions.

174. (1) When a disturbance in connection with a procession is anticipated, Police should be stationed along the route and should not move with, nor be mixed up with, the processionists. Anticipated disturbance at processions.

(2) When the route is long, the Police may be withdrawn from the streets, through which the procession has passed, and taken through bye-streets ahead of the procession and placed in position.

(3) When bodies of Police are necessary in reserve, they should be kept out of sight but readily accessible, and be brought into action, if required, by a cross street on the flank of the crowd, and withdrawn in a similar manner.

(4) When police are obliged to force their way through a crowd in the streets, they should keep together on one side of the street, close to the houses, and thus protect one of their flanks.

(5) When an arrest is necessary, the prisoner should be at once withdrawn by a bye-street, arrangements being made to prevent members of the assembly following to attempt a rescue.

***175.** (1) No assembly of persons shall be allowed in any public place so as to cause obstruction to any public road, street or thoroughfare. Assemblies in the streets.

(2) (i) No preacher of religion shall be allowed to collect, or cause, an assembly of persons in any public place within 150 yards of any position already occupied by another such person. Street preacher.

(ii) Should there be any uncertainty as to which of rival claimants was first in occupation of any place, the senior officer of Police shall exercise his discretion as to the dispersion of either one, or more, or all, the assemblies.

(iii) When the police officer concerned has decided what action should be taken, any person opposing, or not obeying, the orders given, should be taken into custody, with a view to his being brought before a magistrate to be dealt with according to law.

(iv) When street preachers cause obstruction, not involving immediate danger to the public, beat constables must report to a superior officer for orders before making an arrest, if the persons refuse to comply with instructions to move on.

176. On the occasion of really large public assemblies it is essential that an adequately strong body of Police should be held in reserve at a central spot, known to the policemen on duty. Public assemblies. Reserves.

This force should generally act as a body in an emergency, but detachments of it may be told off to points of pressure at the discretion of a responsible officer.

Parties thus detached should be returned to the reserve as soon as they can be spared.

177. The Divisional Inspector shall be responsible for arrangements being made for public assemblies. Arrangements at public assemblies.

When he requires any assistance from outside his division, he should report in good time to the Deputy Commissioner.