

STRICTLY CONFIDENTIAL



Issued to.....

1677

Hastings County Borough Police.

## INSTRUCTIONS

RESPECTING THE  
APPLICATION OF

## THE POLICE BOX SYSTEM

CHIEF CONSTABLE'S OFFICE,  
TOWN HALL,  
HASTINGS.

June, 1935.

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## POLICE BOX SYSTEM.

### REORGANISATION OF BEAT SYSTEM, ETC.

#### INTRODUCTION.

In order that the increasing need for extended Police supervision in the Borough may be met, and in view of the changed conditions affecting Policing to-day, the local Police Authority and Home Office, on the recommendation of the Chief Constable, have approved the installation of a new Telephone and Signal system with additional points of access (Police Boxes and Pillars), and the acquisition of additional motor vehicles.

A new system of Policing, involving a redistribution of the strength and rearrangement of the beats, has therefore been devised.

The following details of the new system, together with instructions to be followed, are published for the information of all ranks, and this order will automatically cancel all previous instructions which may be at variance with it.

#### POLICE BOXES—TELEPHONE INSTALLATION.

##### Situation of Police Boxes and Pillars.

Police Boxes and Pillars are situate as follows, and for the purpose of simple and convenient working have been numbered as shewn.

Box No.	POSITION.
1.	Headquarters.
1a.	Memorial (pillar).
3.	Alexandra Park.
3a.	Downs Road.
4.	Priory Road.
4a.	Mount Pleasant.

Box No.	POSITION.
5.	Fishmarket.
7.	Clive Vale.
7a.	Gurth Road.
8.	St. Helens. <i>8A. Bachelor Bump. (pillar)</i>
9.	Cemetery Gates.
9a.	Hillside Road.
11.	<del>St. Margarets Road.</del> <i>11. White Rock (pillar)</i>
13.	The Green.
14.	Maze Hill.
14a.	London Road foot (pillar).
15.	Filsham Road.
15a.	Bull Hill (new pillar).
15b.	<del>Bexhill Road (new pillar).</del>
16.	De Cham Road.
17.	Bohemia Station.
17a.	Silverhill Junction (pillar).
18.	Hollington Station.
18a.	Upper Church Road.
19.	Wishing Tree Road (new box).
19a.	Battle Road (top) (new pillar).
20.	The Harrow (new box).
21.	<i>Fairlight Rose (pillar)</i>

#### USE OF BOXES BY POLICE.

The uses to which it is intended the Boxes should mainly be put by Police are as follows:—

- (a) Telephoning Headquarters (direct line) on any Police, Ambulance, or Fire Brigade matter. Through Headquarters are further direct line connections with each Police Department and also the Postal Exchange.
- (b) Writing reports, etc.
- (c) Keeping official instructions and printed matter therein.
- (d) As a place of refreshment during permitted times.
- (e) As a place of detention in certain circumstances, pending the arrival of a Police vehicle.
- (f) As a First Aid Station pending the arrival of an Ambulance.

**USE OF BOXES BY PUBLIC.**

The public will be free to make use of the telephone on urgent matters by opening the special door provided and using the instrument in accordance with the instructions placed on the door.

Briefly the facilities provided are as follows :—

- (a) To obtain immediate Police assistance in case of the commission of a crime, or any other proper matter.
- (b) To obtain the prompt services of an Ambulance in case of accident or sudden illness in the streets or public places.
- (c) To make enquiry or obtain advice on any matter the Police are competent to deal with.
- (d) To obtain telephonic communication and to transmit messages of an urgent nature at night time to Doctors, Midwives, Hospitals, etc., especially by poor people.
- (e) For any other legitimate and humanitarian purpose.

The public should be encouraged to use the Box phones on such matters as are shewn above, but on other matters they should be directed to the Telephone Exchanges or Kiosks belonging to the General Post Office and where the Police telephones are used by private persons for urgent and serious reasons, if they are in a position to pay the fee, they should be called on to do so, and the amount should be submitted to Headquarters in the usual manner.

**EQUIPMENT OF BOXES.**

Each Box will be provided with the ordinary equipment of a Police Station, less the detention cell, viz., telephone, fixed writing desk with drawer, stool, the necessary stationery, Instruction Book, Memorandum Book, General Order File and Information File, electric radiator and light, and any other articles

which may be necessary to fulfil the function of a Police Station, also First Aid equipment as kept at a Police Station.

#### **MAINTENANCE OF TELEPHONES.**

P.C.'s must see that their telephones are kept in order. If the telephone should break down a message should be sent to Headquarters from the nearest telephone available, and the P.C. should remain at the Box and await instructions from Headquarters. The ~~Headquarters Sergeant~~ <sup>Officer in Charge</sup> will communicate with the G.P.O. at once and get the telephone put in order, and if the fault is likely to be of long duration, he will despatch a man to stand by until the fault is remedied, thereby allowing the Beat man to carry on in the usual way.

In each Box must be conspicuously displayed the names and addresses of at least two private subscribers in the vicinity who will be prepared to allow Police to use their phones in the event of a breakdown. One of these must, if possible, be accessible during the night.

#### **MISUSE OF TELEPHONE BY PUBLIC.**

Any misuse by the public renders the offender liable to a penalty of £20, and reports of such misuse should be submitted for the information of the Chief Constable at once and every effort made to detect the offender.

#### **PUBLIC FORBIDDEN ACCESS TO BOXES.**

Ordinarily, members of the public should not be permitted to enter Police Boxes unless in emergency (e.g., First Aid in serious injury, necessary detention of prisoner, etc.)

#### **BOX KEYS.**

All members of the Force will be supplied with a numbered box key which must never be out of their possession.

**CARE OF BOXES.**

It is most important that every care should be taken of the Boxes. A superior type of building has been erected and the Chief Constable hopes that every man will take especial pride in seeing that the Boxes are kept in first-class condition, inside and out. Any defect should be immediately reported, and care must be taken to turn off all electric current not required before leaving the Box.

**CLEANING BOXES.**

Duster and brush will be supplied to each Box, and constables must keep their Boxes in a neat and tidy condition, leaving no food about which would attract vermin, and no wastage of light or heat must take place.

**BEATS.****Foot Beats.**

The principle whereby (a) the Borough is divided into three Divisions and (b) the boundaries of Beats are varied by night and by day, will be discontinued, and in substitution such part of the Borough as it is required to police on foot will be divided into 18 Beats for day and night working, coupling arrangements being made as necessary.

The Beats, numbered for convenient working, are as follows :—

In each case particulars are here given of the Beat Box, additional Boxes and Conference Points which are referred to later in this Order.

Beat No.	1	...	...	...	Home Beat.
"	"	2	...	...	Stonefield Road.
"	"	3	...	...	Alexandra Park.
"	"	4	...	...	West Hill.
"	"	5	...	...	George Street.
"	"	6	...	...	Old Town.
"	"	7	...	...	Clive Vale.
"	"	8	...	...	Ore.
"	"	9	...	...	St. Helens.



Beat No.	10	...	...	...	Robertson Street.
"	"	11	...	...	Front.
"	"	12	...	...	Warrior Square.
"	"	13	...	...	Pevensey Road.
"	"	14	...	...	St. Leonards.
"	"	15	...	...	The Bull.
"	"	16	...	...	Bohemia.
"	"	17	...	...	Silverhill.
"	"	18	...	...	Hollington.

**Beat No. 1. Home Beat.****Beat Box—Central Station.**

From Central Station, Havelock Road, Cornwallis Terrace, Linton Road and Linton Crescent, Amherst Road and Amherst Gardens, Priory Avenue, Braybrooke Road, Waterworks Road, Queen's Road (west side) to Central Station.

(Will also include Briscoe's Walk to Horntyne Road and Amherst Road, and allotments within and adjoining the Beat).

Additional Boxes—No. 17, Bohemia Station,  
No. 3, Alexandra Park.

Conference Points—Junction of Linton Road—  
Priory Avenue.  
Braybrooke Terrace.  
South Terrace—Mann Street.  
Newgate Road—Amherst Road.

**Beat No. 2. Stonefield Road.****Beat Box—Central Station.**

From Central Station, Queen's Road (east side) to Box 3, Nelson Road, to top of Milward Road, Milward Crescent, Wellington Road, West Hill Gardens, Castle Hill Road, Wellington Square, York Buildings to Central Station.

(Will also include West Hill Lift, Hastings Castle and that portion of the West Hill south of the footpath leading to Exmouth Place).

Additional Box—No. 3, Alexandra Park.  
 Conference Points—West Hill Lift.  
 Top Milward Road.  
 Stonefield Place.

**Beat No. 3. Alexandra Park.**

**Beat Box No. 3—Alexandra Park.**

From Beat Box, Elphinstone Road, Hughenden Road and Hughenden Place, Parker Road, Beaconsfield Road, Fearon Road, St. Helen's Park Road, St. Helen's Crescent, St. Helen's Road to "Burnside," Park Cross Road to Newgate Steps, Lower Park Road to Beat Box.

(Will also include the allotments and Park within and adjoining the Beat).

Additional Boxes—No. 3a, Downs Road.  
 No. 4a, Mount Pleasant Schools.  
 Conference Points—Junction Park Cross Road and  
 Lower Park Road.  
 Blacklands Church.  
 Fearon Road — Elphinstone  
 Road.  
 Langham Hotel.

**Beat No. 4. West Hill.**

**Beat Box No. 4—Priory Road Schools.**

From Beat Box, Priory Road, Mount Pleasant Road, Mount Pleasant Crescent, Quarry Road, Elphinstone Road, St. James' Road, St. Mary's Road, St. Mary's Terrace, Priory Road, Collier Road, Croft Road to Beat Box.

(Will also include Bembrooke Farm, and allotments within and adjoining the Beat, and West Hill north of footpath leading from Exmouth Place to West Hill Lift).

Additional Boxes—No. 4a, Mount Pleasant Road.  
 No. 3, Alexandra Park.

Conference Points—Manor Hotel.  
 Plynllymmon Corner.  
 Halton Church.  
 Granville Hotel.  
 Langham Hotel.

**Beat No. 5. George Street.**

**Beat Box No. 5—Fishmarket.**

From Beat Box, Pleasant Row, All Saints' Street to All Saints' Church, including passages leading to Tackleway, Waterloo Place, The Bourne, Waterloo Passage, High Street from Salter's Lane to Swan Terrace, both sides, and east side to George Street, Marine Parade, East Parade, East Beach Street to Beat Box.

(Will also include Foreshore from west end of Marine Parade to Harbour Arm).

Conference Points—West end of George Street.  
 All Saints' Church.  
 Bottom of Salter's Lane.

**Beat No. 6. Old Town.**

**Beat Box No. 5—Fishmarket.**

From Beat Box, Rock-a-Nore Road, to end of Parade, Tamerisk Steps, Tackleway, All Saints' Church, All Saints' Crescent, Harold Road, Barley Lane, High Wickham, Belmont, Harold Road, Dudley Road, Old London Road, Love Lane, Salter's Lane, Croft Road, Coburg Place, Exmouth Place, Hill Street, High Street (west side, excluding from Shipman's to Salter's Lane) to return to Beat Box *via* Post Office Passage and Bourne Street.

(Will also include Torfields, The Caves, the East Hill and Foreshore east of the Harbour Arm.)

Additional Box—No. 7a, Gurth Road.

Conference Points—Top of Salter's Lane.  
 East end Rock-a-Nore Road.  
 Halloway Place.  
 Bottom of Barley Lane.

**Beat No. 7. Clive Vale.****Beat Box No. 7—Clive Vale Station.**

From Beat Box, Mount Road, Priory Road, Egremont Place, Rotherfield Avenue, Zuriel Place, Old London Road, Ashburnham Road, Dudley Road, Gurth Road, Barley Lane, Lodge Road, Harold Road, Alfred Road, Edmund Road, Moscow Road, Berlin Road, Clive Avenue to Beat Box.

(Will also include allotments within and adjoining the beat).

Additional Box—No. 7a, Gurth Road.

Conference Points—Halton Post Office.

New Road.

Bottom of Robertson's Hill.

Clive Vale Schools.

**Beat No. 8. Ore.****Beat Box No. 8—St. Helen's Police Station.**

From Beat Box, The Ridge, Frederick Road, Mount Road, Ashburnham Road, Alfred Road, Saxon Road, Canute Road, Fairlight Avenue to Fairlight Road to Downs Lodge, The Broadway, Middle Road, Old Top Road, Red Lake to King's Head, Winchelsea Road to Beat Box.

(Will also include North's Seat and allotments adjoining the Beat).

Additional Box—No. 7, Clive Vale Station.

Conference Points—Downs Lodge.

Ivy House Lane.

Municipal Hospital.

Middle Road—Broadway.

King's Head.

Canute Road—Saxon Road.

**Beat No. 9. St. Helen's.****Beat Box No. 9—Cemetery Gates.**

From Beat Box, The Ridge to Hillside Road, Hillside Road, St. Helen's Park Road, Keppel Road,

Woodbrook Road, Blacklands Drive, Elphinstone Road and Elphinstone Avenue, Hoads Wood Road, Pine Avenue, The Ridge to Beat Box.

(Will also include Fellows Road, Upper Broomgrove Road and the land adjoining the beat north of the Railway line).

Additional Boxes—No. 9a, Hillside Road.  
No. 3a, Downs Road.

Conference Points—Valehurst.  
Bunger Hill.  
Elphinstone—Downs Roads.  
Ivy House Lane.  
Linton Terrace.

**Beat No. 10. Robertson Street.**

**Beat Box No. 1—Central Station.**

From Beat Box, Cambridge Road, north side to Priory Street, south side to Claremont steps, Claremont east side, Carlisle Parade, Caroline Parade to Marine Parade, Sturdee Place, Pelham Place and Crescent, Breeds Place, Castle Street, Wellington Place to Beat Box.

(Will also include foreshore from west end of Carlisle Parade to Marine Parade).

Additional Box—No. 1a, Memorial.

Conference Points—Sturdee Place.  
White Rock.  
Queen's Hotel.

**Beat No. 11. Front.**

**Beat Box No. 11—St. Margaret's Road.**

From Beat Box, St. Margaret's Road, Warrior Square to Eversfield Place, Verulam Place, White Rock, Claremont (west side), Cambridge Road, to Priory Street then to Cornwallis Terrace and Cornwallis Gardens, Holmesdale Gardens, Cambridge Road to

Johns Place, Falaise Road, St. Margaret's Road to Beat Box.

(Will also include foreshore from west end of Eversfield Place to east end of White Rock, The Oval Pleasure Grounds and the Museum).

Additional Box—No. 1a, Memorial.

Conference Points—Eversfield Place.

Entrance to Briscoe's Walk.

White Rock.

Verulam Place.

Victor Place.

Museum.

**Beat No. 12. Warrior Square.**

**Beat Box No. 11—St. Margaret's Road.**

From Beat Box, Magdalen Road, St. John's Road, Kings Road, London Road (east side), Grand Parade, Warrior Square, St. Margaret's Road to Beat Box.

(Will also include the foreshore east of London Road to Eversfield Place).

Additional Box—No. 14a, Grand Parade.

Conference Points—Warrior Square Station.

Catholic Church, Magdalen Road.

Warrior Square Terrace.

King's Road—London Road.

**Beat No. 13. Pevensey Road.**

**Beat Box No. 13—The Green.**

From Beat Box, rear of Markwick Terrace, Charles Road West, Brittany Road, London Road, Alexandra Road, Hatherley Road, Stainsby Street, Railway Approach, Cheapside, Silchester Road north side, Kenilworth Road, St. John's Church, Brittany Road, Dane Road to Beat Box.

Additional Box—No. 14a, London Road foot.

Conference Points—St. John's Church.  
 Junction of Dane Road and  
 Pevensey Road.  
 Stainsby Street.  
 Brittany Road—London Road.  
 Rothsay Road.  
 Cumberland Gardens—Charles  
 Road.  
 Charles Road—Tower Road  
 West.

**Beat No. 14. St. Leonards.**

**Beat Box No. 14—Maze Hill.**

From Beat Box, Quarry Hill, Archery Road, Highlands Gardens, Pevensey Road West, Albany Road, Upper Maze Hill, Maze Hill, The Uplands, The Lawn, Silchester Road south side, London Road west side, Grand Parade, Undercliffe, Marina, including Royal Victoria Hotel to Beat Box.

(Will also include foreshore from west end of London Road to St. Leonard's Pier).

Additional Boxes—No. 13, The Green.  
 No. 14a, Grand Parade.

Conference Points—St. John's Church.  
 Tunnel Shaft.  
 Mercatoria.  
 The Mount.  
 Kings Road—London Road.

**Beat No. 15. The Bull.**

**Beat Box No. 15—Filsham Road.**

From Beat Box, Bexhill Road to Borough Boundary, return to Bulverhythe Road, Cliftonville Road, Bulverhythe Road, Bexhill Road, Seaside Road, Grosvenor Gardens, Marina to St. Leonard's Pier, West Hill, Boscobel Road, Tudor Avenue, Cavendish Avenue,

Welbeck Avenue, Essenden Road, West Hill, West St. Leonard's Railway Station, Filsham Road to Beat Box.

(Will also include Bexleigh Estate, Bulverhythe Recreation Ground, South Saxons and foreshore from St. Leonard's Pier to Borough boundary).

Additional Boxes—No. 14, Maze Hill.  
No. 15a, Bull Hill.  
No. 15b, Bexhill Road.

Conference Points—Tunnel Shaft.  
Bopeep Hotel.  
Bulverhythe Post Office.  
West St. Leonard's Station.  
Sussex Hotel.

**Beat No. 16. Bohemia.**

**Beat Box No. 16—De Cham Road.**

From Blomfield Road, Magdalen Road, to St. John's Road, Bohemia Road, St. Paul's Road, Horntyne Road, Salisbury Road, Bohemia Road, Tower Road, Tower Road West to Charles Road West, Gilbert Road, Brittany Road, London Road, footpath to Southwater Road, Southwater Road, Ellenslea Road, Church Road to Beat Box.

Additional Box—No. 17, Bohemia Station.

Conference Points—Warrior Square Station.  
Catholic Church.  
Brittany Road—London Road.  
Top of Cloudesley Road.  
Charles Road—Tower Road West.

**Beat No. 17. Silverhill.**

**Beat Box No. 17—Bohemia Station.**

From Beat Box, Newgate Road, Aldborough Road, Upper Park Road, Bohemia Road, London Road, Sedlescombe Road South, Gillsman's Hill, Hollington



Park to Box 13, Charles Road West, Combermere Road, Springfield Valley, London Road, Tower Road north side to Beat Box.

(Will also include Upper Park Road to Thorpe Wood, Upper part of Alexandra Park, Shornden Reservoir and allotments rear of Sedlescombe Road South).

Additional Boxes—No. 13, The Green.  
No. 17a, Silverhill Junction.

Conference Points—Newgate Road—Amherst Road.  
Bottom of Avondale Road.  
Springfield Road—Combermere Road.  
St. Matthew's Nursery.  
Charles Road—Tower Road West.

**Beat No. 18. Hollington.**

**Beat Box No. 18—Hollington Station.**

From Beat Box, Hollington Old Lane to footpath to Wishing Tree Road, Old Church Road to Borough boundary, Battle Road, Glen Road, Upper Church Road, Sedlescombe Road North, Burry Road and Terrace, Alma Villas, road to Alma Terrace, footpath to Vale Road, Eversley Crescent, Beaufort Road, Battle Road, Adelaide Road to Beat Box.

(Will also include Old Roar Road, Pondswood allotments).

Additional Boxes—No. 17a, Silverhill Junction.  
No. 18a, Upper Church Road.  
No. 19a, Top of Battle Road.

Conference Points—Bottom of Vale Road.  
Northlands, Wishing Tree Road.  
The Briers.  
Upper Church Road—Battle Road.  
Burry Road.

It will be noted that in the main, the Boxes have been numbered to correspond with the numbers of the Beats, additional Boxes having been sub-numbered, *e.g.*, 1a, 3a, etc.

#### **CYCLE BEATS.**

There are no cycle beats proper, but cycles have been allocated to certain Beats as follow, as an aid to the foot patrol, viz. :—

BEAT NO.	WHERE CYCLE HOUSED.
9 ... ..	St. Helen's Police Station.
15 ... ..	Marina Fire Station.
18 ... ..	Battle Road Police Station.

One cycle will also be kept at Bohemia Station for use by the Sergeant on the Western Section.

One cycle will also be kept at the Central Police Garage for use by Sergeants and Headquarters Staff.

#### **MOTOR CYCLE BEATS.**

In addition to foot and cycle patrol, it is intended that the Borough should be regularly covered day and night by motor cycle patrol, and for this purpose the Borough has been divided into two sections as follow :—

##### **Motor Cycle Patrol No. 1.**

From Central Station, Havelock Road, Linton Road, Priory Avenue, Lower Park Road, Park Cross Road, St. Helen's Road, Sedlescombe Road North, Baldslow, The Ridge, Winchelsea Road to King's Head, Red Lake Road, Old Top Road, Fairlight Road to Borough boundary, Fairlight Avenue, Canute Road, Saxon Road, Harold Road, All Saints' Street, Rock-a-Nore Road, Marine Parade, Caroline Parade, Denmark Place to Central Station.



Cover for "Time off," etc., will be arranged by the Inspector in charge, so that not more than four P.C.'s in all are released from any particular relief at any one time.

Time off will be allowed at the following hours only.

EARLY RELIEF.	LATE RELIEF.	NIGHT RELIEF.
12.0 noon to 2.0 p.m.	2.0 p.m. to 4.0 p.m.	4.0 a.m. to 6.0 a.m.

When working coupled beats, Constables will conform to the Time Table of the first mentioned beat in the first week and to that of the last mentioned beat in the second week, unless otherwise specially instructed from Headquarters.

Sergeants' Sections will be composed of beats as follows :—

CENTRAL. 1, 2, 3, 4, 10, and 11.  
 EASTERN. 5, 6, 7, 8, and 9.  
 WESTERN. 12, 13, 14, 15, 16, 17, and 18.

Should necessity arise for coupling Sergeants' Sections, Beats will be taken in as follows :—

To EASTERN. 1, 2, 3, and 4.  
 To WESTERN. 10 and 11.

The following list shows the new distribution of the strength :—

**DISTRIBUTION.**

	C.C.	Supt.	Inspr.	S/Inspr.	Sergis.	P.C.'s.
Control and Supervision ... ..	1	1				
Inspectors : 1 each tour (cover duty for relief) ... ..			3			
Sub-Inspectors in charge of Head- quarters : 1 each tour... ..				3		
Patrol Sergeants : 1 each tour, each Section ... ..					9	
Relief for above					2	
Constables : 17 night beats and 11 day beats ... ..						39
6 special points and patrols (1 each day tour) ... ..						12
Operators : 1 each tour ... ..						3
Relief for above						9
Motor Patrols : 1 each tour each section (night duty relief by cover) ... ..						6
Garage : 1 each day tour... ..						2
Relief for above						1
Special Departments :—						
C.C.'s Office No relief			1		1	1
C.I.D. "			1		2	2
Mounted "						1
Gaoler "						1
Traffic, Instructions, etc. "					1	
Surplus for sickness, annual leave, etc. ... ..					1	7
Total authorised strength	1	1	5	3	16	84

It will be seen that specific relief is provided for each group of six Sergeants or Constables where necessary. Sergeants and Constables will be allocated to Relief duty and surplus in turn, changes over to this duty being made as required by the Superintendent.

#### **PATROL SYSTEM.**

##### **Change of Patrol System.**

The principle of patrolling Beats by "fixed route" is now to be discontinued, and one of "discretionary" working substituted therefor.

No variation of the system as now laid down is permissible without the sanction of the Chief Constable.

##### **Time Tables, Duty Rotas, etc.**

A carefully compiled Time Table has been prepared for affixing in each Box and from which each Constable on a Beat can ascertain at what points he goes on or off duty. Similarly he will observe the times when he is to report by telephoning to Headquarters, as also the times when he may take refreshment in the Box. As to the entering and leaving points, they vary daily, and during each seven days for the 18 Beats which work the system no less than 252 points have been assigned. In addition some 80 Conference points, to be used mainly as an indication of the route taken by Constables, have been provided. The object is to mislead the public as to the method of working. This is carried further by the times of reporting telephonically from Boxes or Pillars being altered daily, and if needs be, the whole of the times of working on specified days of the week in accordance with the First Series (see Time Table) being alterable by instructions from Headquarters, that the Second Series times shall be substituted as desired.

A duty Rota, prepared every six weeks by the Superintendent, must be displayed at Headquarters, and also at Bohemia and St. Helen's Police Stations. Also the weekly leave and annual leave Rotas. Therefore all Constables will be able to ascertain by reference

(the responsibility for which rests on them) exactly what their duties are and when they are due for leave. All changes will be duly notified on Daily Informations, which will be delivered to each Box by 10.0 a.m. on the day preceding any such change.

**Duties of Beat Constables.**

A Beat Constable will parade punctually at a scheduled point on his Beat, according to the Time Table. He will at the times specified "Ring in" to his Headquarters and will be allowed half-an-hour for refreshments, as indicated on the Time Table. At other times he will not remain more than two or three minutes in his Box unless there are special reasons for so doing, such as writing reports, etc. He will enter in the Memorandum Book the time he is so occupied.

He will be held responsible for the general good conduct within his beat during his tour of duty, paying special attention to all complaints. He will also respond when his services are required within any reasonable distance of his beat. He will enter in the Memorandum Book, for the information of Constables performing duty on his beat, all messages received, particulars of complaints and other matter for attention and guidance. He will peruse all Circulated matter and must initial copies of Daily Information and Special Routes each day.

During the periods intervening between his times of "Ring in" he will patrol his beat to the best advantage, using his own judgement in so doing.

After his last "Ring in," he will proceed in due course to his "Going off" point and will not leave there until the termination of his tour of duty.

At each "Ring in" an entry will be made in the Memorandum Book shewing time of ring and direction intended, a Conference Point, Box or Pillar being selected to shew the point which it is intended to pass en route to the next position where a ring is to be made. (See instructions under heading Memo Books at Stations and Boxes, page 34).

It will be observed that it is intended to allow Constables to work their Beats at their own discretion instead of patrolling regularly in one direction on a laid down plan as at present. The system, however, does not preclude such a method being reverted to, either wholly or in part. It may be expedient in a general way or in particular cases to require a journal record to be kept of the times extremities of the beats are reached, but this requirement will be avoided if possible.

All Constables go "On" and "Off" duty exactly at the hour by the Headquarters Station clock and members of the Force should see that their watches synchronise therewith.

Each day's entries in the Memorandum Book will be separated at midnight by a ruled line and dated.

#### **Method of Ringing in.**

It will be observed on the Time Table that a Constable on entering a beat at a given point is allowed just sufficient time from wherever the point may be to proceed to his Box for telephoning within the first half-hour. Thereafter, he works on an hourly basis until the last half-hour, when he again rings in, being allowed time to proceed to his "Going off" point. All Constables having to record themselves in this wise during the first and last half-hours of duty, Sergeants and Operators are enabled to readily check the duties thereby. The latter period of "Ringing in" also enables a Sergeant to enquire through the Operator as to whether any Constable under his command has anything to report before going off duty.

Actually under the System each Constable rings in nine times in each eight hours.

#### **Variations of "Ringing in" times.**

The times as laid down in the Time Table will be adhered to unless varied by instructions from Headquarters. Experience may suggest a temporary variation in specific cases or generally.

An entry will be made in the Memo Book of any variation.



It must here be clearly understood that a Constable must attend to any matter of duty, and if late in ringing in he merely has to enter the facts in his Memo Book and report to Headquarters. He positively must not neglect duty for the purpose of ringing in to schedule.

On the other hand, Police having anything to report can ring in any time. The nearest Box on any Beat may be used in matters of urgency. Again, seeing that a Constable has to come to Boxes at stated periods it would appear advisable to occasionally confuse the public by visiting the vicinity of the Box at times when he is not required to report.

#### **Duties of Operators.**

The telephone exchange at Headquarters is connected with all Sub-Stations, Police Boxes, and Telephone Boxes. Operators who are intelligent and sufficiently educated to properly perform this duty will be selected for duty at the Central Station, to assist the Officer in charge of Headquarters.

Upon them will, to a large extent, rest the responsibility of the success of the new Telephone system. They must not leave the Exchange unless some one is present to relieve them. (See "Motor Vehicles.")

All "rings in" must be duly entered on the Operator's State., a specially constructed form upon which will be entered the numbers of the Constable and the Beats they are on, and the various duties performed by other members of the Force, and the times of the "rings in" must be duly entered in the appropriate column. In this way a complete check will be kept of the work on the various Beats and other matters. They will, if Constables on beats do not "ring in" in a regular manner, inform the Officer in charge of Headquarters, so that enquiries may be made of the Patrolling Officers for the reason of the irregularity.

The Operators will, in addition to their Duty State., keep a rough telephone book in which they will enter all brief messages, local and trunk calls.

received or despatched by them. All telephone messages requiring attention will be passed to the Officer in charge of Headquarters.

#### **Duties of Patrol Sergeants.**

Sergeants will look to Headquarters for all Rotas concerning them. They will have apportioned to them a certain number of beats for supervision.

On commencing duty a Sergeant will proceed to a point within his area where a Constable is scheduled to commence duty. Similarly when going off duty he will visit a Constable's "going off" point.

He should as soon as practicable after coming on duty, telephone Headquarters and ascertain if all men have reported on duty.

He will visit his men and will pay special attention to Constables who need extra supervision and instruction. He must also make quite sure that all his Section have properly "rung in" before going off duty. The Sergeants will, from day to day, vary their visits to Constable's parading for duty and parading off duty, and will take their refreshments optionally, but in accordance with arrangements with the Inspectors or Superintendent.

Sergeants will be held responsible for all reports, etc., made by their Section being correct and expeditiously despatched to Headquarters in the usual manner, so that all Police matters, especially urgent ones, may be dealt with without delay.

They are also responsible for the supervision, etc., of all men on their Section whether on Beats, Points or Patrol.

Sergeants have charge of a Section of men, and their duty primarily is the supervision and direction of them, but they are also extra men on the Section, and must employ their time in both ways.

Having seen that all the men under their control are properly posted, they should move about their Section, paying special attention to complaints, and attending to any matter which may require attention.

Visits to the men should not be mere matters of routine, but should be varied, both in time, interval and place.

When a Sergeant meets one of his men, he should "time him" and see that he enters it in his pocket book, and make an entry in his own, of the time, etc.

If a Constable is not working satisfactorily the matter should be reported at once.

Constables should be questioned frequently by Sergeants for the purpose of testing and instructing them in the knowledge of their duties, and in every other way should see that all Laws, Bye-Laws, and General Orders and Instructions are properly complied with.

#### **Duties of Officers in charge of Headquarters.**

Officers on duty at Headquarters are in charge of the Station, and will be responsible for its good order and regularity. In addition to their customary duties, of which they should be well acquainted, they will supervise the work of the telephone operators, and if they are absent, attend to the telephone until an operator returns. They will see that all communications, telephonic or otherwise, are punctually and properly attended to. They will be responsible for the control of all Police vehicles and for the immediate turning out of the appropriate vehicles, and the despatch of sufficient men to meet any emergency. They must not allow Police who have come to the Station with prisoners, or for any other purpose, to spend time unnecessarily at the Station or Garage. They will inform their superiors immediately of matters of importance coming to their knowledge.

Officers in charge of Headquarters will keep members of the Force apprised of all Police matters coming to their knowledge which require circulation, first by telephoning brief particulars to Sergeants and Constables as they ring in, and then recording for circulated informations.

Officers in charge of Headquarters requiring a Beat Constable can do the following, whichever may be the

most necessary, wait till he rings in, send a Constable to an adjoining beat for him when he rings in, or if it concerns a complaint, send that Constable to deal with it, or send a motor cyclist. If it is a matter of urgency the Constable on the beat must not be looked to as the one to deal with it, but an operator or motor patrol Constable should be sent at once.

Superior Officers, Detectives and other members of the Force who happen to ring in should be utilised to deal with urgent calls.

In a word, the Officer in charge of Headquarters is largely responsible for the efficient working of the Police Box System and he must act with zeal, efficiency, and sound common sense.

#### **Duties of Inspectors.**

One Inspector will be allocated to each relief and will be responsible for the whole of the interior and exterior working of the Borough during his eight hours of duty.

He will, with due regard to his senior rank, exercise the same supervision as before, being of course, responsible for the general efficient working of the Police organisation as laid down.

#### **Duties of Superintendent.**

The Superintendent will be the executive officer for all interior and exterior administration in the Borough in accordance with the system as laid down. The Superintendent will daily submit a state of the distribution of the strength of the Force. He will arrange to pay the members of the Force weekly at times most convenient to his subordinates and himself, so however that no member of the Force shall leave his beat for the purpose.

#### **Duties of Plain Clothes Constables.**

Men engaged on Plain Clothes patrol, not Detectives, will ring in in accordance with special instructions issued by their officers dealing with the particular duty they are doing.

**Duties of Detectives.**

Detectives will find the Box system a ready means for transmitting information, for communicating with other Boxes or Departments, and in a general way it can be utilised as a great time and labour saving device. Ordinary rings should, of course, be booked in the usual way.

**Mounted Patrol.**

Inspectors will arrange for Constables on Mounted duty to ring in from Boxes on their rounds, as in the case of Beat Constables, *i.e.*, once every hour.

**Duties of Motor Patrols.**

Motor patrols will be detailed for duty on each of the two Sections laid down, day and night. They are intended to afford additional cover over the whole of the Borough, and will particularly be responsible during day reliefs to perform Road Traffic patrol. They will, of course, be looked upon as being always available to respond quickly to calls made per Box lights, which they should make a point of having in view as frequently as possible. It is expected that on a call by Box light being made, only minutes should elapse before response is made by one or other of the motor patrols.

They will receive special instructions from the Superintendent with regard to Road Traffic duties and also as to the necessity in certain circumstances to dismount and pay attention on foot to places not accessible by vehicle.

Motor patrols will generally conform to instructions contained in General Orders of 28th August, 1928, and should ring in and take refreshments in accordance with instructions from Headquarters.

They will be detailed for delivery of Daily Informations, General Orders, etc., as before, and will enter in a special journal to be kept for the purpose particularly as to circulation to Boxes, etc.

**Traffic Points and Patrols.**

Constables employed on traffic duty will, of course, act as directed, but should, if directed to parade at a "Point" for duty, ring in from the nearest Box, if one is within reasonable distance, ten minutes before the time of taking over the Point. Traffic Constables will carry out their duties as laid down in General Orders and Instruction Books.

**Pedal Cycles.**

The use of pedal cycles, where provided, is at the discretion of the Sergeants or Constables concerned. It is expected that users will clean, oil, and maintain same free from rust. Simple defects will doubtless be remedied on the spot, but where this is not possible the Garage staff at the Central Garage will do any necessary repairs.

**Surplus.**

All Sergeants or Constables not detailed for beats, reliefs, etc., will be regarded as surplus, and will be available for any duty, and will be detailed by the Superintendent or Inspectors daily. Men in this group must take care to ascertain what their duties are from day to day and the responsibility will rest on them for accuracy in this matter.

**MOTOR VEHICLES.****Calls for Assistance.**

When a call for Police assistance is received which requires response by vehicle (other than specific calls for Ambulance, Fire Brigade, or Utility Van), the motor patrol (if then available) or Operator concerned will at once respond thereto with motor cycle combination. Should a second similar call be received in the absence of operator or motor patrol, response will be made by the Utility Van. Further calls should be met by utilising an Ambulance or taxicab, according to the need.

Should an arrest be effected, judgment will be used as to whether the person can be safely conveyed to Headquarters in the type of vehicle at hand. If another Constable or the Utility Van is required they should be telephoned for by the readiest means.

It is expected that response to any type of call will be effected within a few minutes to any part of the Borough. Times of arrival will be recorded by drivers.

On receipt of a call the Operator will, with all speed, obtain just sufficient particulars to gauge the situation, and then with similar speed take requisite steps to ensure that the call is fittingly responded to. Where unusual trouble is anticipated, the driver should pick up additional Police en route.

Fire calls will be taken and passed as before.

#### **Police Utility Van.**

A motor Utility Van is garaged at the Police Garage and is to be used as before.

Drivers of all Police vehicles must proceed with every caution.

#### **Removal of Stolen Property, etc.**

Light articles can be moved on Police vehicles according to type, but heavy weights, particularly metal, are under no circumstances to be placed therein.

#### **Test Calls.**

The Superintendent will occasionally, at varying times of the day and night, give test calls for each type of vehicle in use and will report any delay in responding or irregularity for the information of the Chief Constable.

#### **CRIME.**

The commission of a crime should be regarded as a challenge to the Police Organisation, and one of the important duties of the Police after a crime has been committed is to assure the members of the public that

there is adequate and effective means for dealing with offenders, and for securing their arrest.

Duties to be carried out with the greatest promptitude are :—

- (a) Response to notification.
- (b) Dissemination of the occurrence to Police.
- (c) Investigation.
- (d) Further dissemination of particulars, if necessary, as the result of the investigation.

When any member of the Force receives information that a crime has been committed or it is apprehended that a crime is about to be committed, which to ensure early detection demands the attention of the Force as a whole, he will, after obtaining sufficient preliminary particulars, report to Headquarters by the quickest available means. His duty is not, however, finished then, for he must take all possible steps to investigate the matter, assisted by or assisting officers who may be sent from Headquarters if needs be. Reports of crime, etc., will be submitted later.

The information sent to Headquarters will be as full as possible and it will be the duty of the Officer in charge of Headquarters immediately he receives same, to summarise, enter on telephone form and hand to Operator for transmission to the Force as laid down, and enter into Memorandum Book.

Immediate circulation should be made of abbreviated details to Boxes. This should synchronise with the response by vehicle.

Box lights should be flashed and main routes cut off if applicable and necessary. Pursuit should be taken up if applicable and necessary by one or all vehicles.

Other Forces should be notified immediately when necessary. (See telephonic routes for other Forces).

It is essential that the times and full purport of all telephonic communications should be entered in telephone book, whilst similar particulars of communications otherwise received must be contained in the



reports of the occurrence, in order that the whole operation may be scrutinised.

The Officer in charge of Headquarters will see that the Criminal Investigation Department are informed and that the necessary information, either from telephone form or report submitted later, whichever is most suitable and having regard to time or fullness of information, is passed for entry in Informations.

The duty of investigating crime rests primarily with Detectives, and if crime is sufficiently serious these should be sought even at other than regular hours.

There must be no delay, and as a temporary measure, anyone available at Headquarters or even the Officer in charge of Headquarters himself may go at once by the readiest means if the circumstances demand it.

Whoever investigates, the need for promptly supplying Headquarters with further particulars for circulation must not be lost sight of.

#### **Telephonic Routes for other Forces.**

Officers in charge of Headquarters must in appropriate circumstances give prompt attention to the question of circulating by phone particulars of crime to outside Forces, and whilst the responsibility of deciding what action should be taken in particular cases must of necessity rest upon him (always bearing in mind that he will seek the assistance of a superior officer if necessary), yet certain principles are laid down in special route lists at Headquarters.

The Superintendent will keep on these route lists such instructions as will keep up to date a system of telephoning, pursuit, and cutting off main routes. This should be carefully studied by all Inspectors, Officers in charge of Headquarters, and Operators, so that an emergency can be met without delay.

It will, of course, be obvious that generally the telephone will only be of utility when some immediate action is desired and likely to bring result. Otherwise

the usual information will probably suffice. In any event, whatever the action decided, there should be no delay in dealing with it.

**Press.**

On no account is any information to be given to the Press without the sanction of the Chief Constable.

**ARRESTS.**

When a Constable arrests anyone he should take his prisoner to the nearest Box and telephone to Headquarters for a motor vehicle, or get someone to telephone for him. This instruction applies to the Detective Department as well as the Uniform Department.

**POCKET BOOKS.**

The working tool of the Service is the Pocket Book, and every report, statement, or other official account must be based on entries already made therein and under no circumstances *vice versa*. The reason is, that the Pocket Book (wherein all entries, whatever the nature, must be made at the time or as soon after as possible) cannot be altered, whilst documents can.

No leaf or part of leaf is to be torn out. An additional small book, known as a "Crime Entry Slip," will be issued in which it will be seen that abbreviated details of the more important informations can be tabulated for easy reference. Members of the Force should also carry a few slips of paper, only for use when necessary to supply any person with the name and address of another person or for any such purpose, but in no case for substitution of the Pocket Book.

All entries of occurrences must be neatly and correctly written in Pocket Books and erasures must not be made. When an error of entry is made it must be neatly crossed out, initialled and dated.

Constables will be encouraged to make entries in Pocket Books of all matters coming to their notice whilst on duty, which may be required for future

reference. This is highly important, as a rough note taken by a Constable has often subsequently proved of the greatest value. A sequence of dated and timed entries should be aimed at instead of anything in the nature of formal and studied records. It should therefore be understood that the Pocket Book is for use and not ornament, and no criticism will be raised as to the trivial nature of the entries. No space is to be left between entries, and additional particulars must be recorded by way of supplementary entry.

No superior officer has authority to require an alteration to an original report.

Sergeants will examine, initial, and date Pocket Books once weekly. Inspectors will similarly examine those of subordinates once fortnightly.

#### MEMORANDUM BOOKS AT STATIONS AND BOXES.

This book must contain a brief record of every Police matter arising on the beat concerned, and must be carefully kept according to instructions and General Order dated 14th December, 1927.

There will not now, however, be any need for numbering each item as before. Entries *re* intended routes should be recorded in the following manner in the subject column of the book, viz. :—

TIME OF VISIT	INTENDED ROUTE AND NEXT RING	P.C. REPORTING
11.20 a.m.	St. John's Church to Box 11.	P.C. 101.

Entries need not be separately ruled off as at present.

For the purpose of recording visits Inspectors and Sergeants will only be required to initial the Memo Book shewing time of entry.

Specimen pages will be ruled in each book from which it will be seen that three columns only are now

required, the first and last of which should not exceed one inch in width.

#### **MOBILIZATION.**

Any senior officer at Headquarters, *i.e.*, Superintendent, Inspector or Officer in charge of Headquarters, may call a partial or total mobilization to meet any Police emergency.

For a partial mobilization he may be able to wait until a sufficient number of men "ring in." It is at his discretion.

For a total mobilization he will immediately flash all Box lights and call all men as they ring in, also those at Headquarters and Station Houses. The men responding will be told where they have to mobilise and will proceed to the spot by the readiest means. Motor patrols will tell as many men as they can on their way.

The Superintendent will arrange for Headquarters a complete list of names and addresses of the men off duty according to their reliefs. The list will be kept within access of the Officer in charge of Headquarters, who, on receipt of a mobilization call, will instruct either one of the motor patrols as early as possible, or Operator, and hand to him the lists to proceed at once to the place of mobilization, picking up, if possible, two Constables on the way and then, unless directed to the contrary by the Officer in charge, will proceed to call up as per lists. Names, numbers, and times of arrival of all responding must always be taken.

The Utility Van driver will proceed direct to the place of mobilisation, collecting as many Police as he is able on the way. The officer in charge may then, according to his discretion, direct the driver to proceed to pick up other Police in the vicinity, so long as the Van is not out of call for any length of time.

Two types of vehicle leaving Headquarters at the same time, would, of course, proceed to the place of

mobilization by slightly different routes in the expectation of picking up more Police on the way.

As early as possible after all steps have been taken, operators will make a record of times for subsequent checking.

#### **GENERAL.**

##### **DEMEANOUR, DEPORTMENT, Etc.**

It is of great importance that the Police Force should be respected by the Public. Members of the Force should act in the discharge of their various duties with the utmost forbearance, truthfulness and civility towards all classes of His Majesty's subjects remembering that as the security of persons and property is entrusted to their keeping, and the maintenance of public tranquility confided to their care, they should at all times set an example in their own persons of order, sobriety, integrity and propriety of conduct.

Every member of the force is to receive the lawful commands of his superior Officers with deference and respect, and to execute them without delay.

Magistrates are always to be saluted when met, and a Constable whilst addressing a Magistrate or when giving evidence in a Court of Law, should stand upright, and in a respectful manner. He should always reply courteously and respectfully to any questions asked him by persons seeking information, and will best recommend himself to the respect and confidence of those amongst whom he is stationed by a conciliatory and forbearing manner. To be exercising austere authority upon every little occasion that may call for his interference will be to excite the ill-feeling of all observers, whilst the exhibition of good-tempered forbearance and friendly persuasion will not only enlist their sympathies, but in the end will greatly assist him in fulfilling those numerous and useful duties which the law of the country had charged him to execute.

**MAXIMS FOR CONSTABLES.**

Constables are placed in authority to protect, not to oppress, the public. They should be impartial in the discharge of their duties, discarding all political and sectarian prejudices. A Constable should avoid altercations and command his temper under insult or provocation. He should never strike but in self-defence, nor treat a prisoner with unnecessary rigour. He must practice the most complete sobriety. He should never sit down in a public house or beer shop. He must exhibit deference and respect to the magistracy, and treat all classes of the community with the utmost civility. He must promptly and cheerfully obey his superior officers. He should always be perfectly neat and clean in person and attire. Every man should devote some portion of his spare time in improving his education and his knowledge of all matters relating to his duty as a Police Officer.

The Chief Constable desires to remind Members of the Force of the Oath which they took on being sworn in as Constables, and which is as follows :—

“That I will well and truly serve our Sovereign Lord The King in the Office of Constable, without favour or affection, malice or illwill, and that I will to the best of my power, cause the peace to be kept and preserved, and prevent all offences against the persons and properties of His Majesty's subjects; and that while I continue to hold the said Office, I will to the best of my skill and knowledge discharge all the duties thereof faithfully, according to law. So help me God.”

In conclusion the Chief Constable desires to inform the Force that this “Order” is being printed and circulated in Book Form and a copy will be supplied to every Member of the Force as part of his equipment, and must be taken great care of and should be thoroughly studied by all ranks, and Members of the Force should make themselves conversant with the manner of

working the Beats, not only in the District in which they are for the time being stationed, but in every part of the town, and should bear in mind that it is of extreme importance that they should make themselves fully acquainted with all matters relating to the duty of Police Officers, not only for their own safety and protection, but for the more efficient protection of the Public.

A handwritten signature in cursive script, reading "J. Bell", with a horizontal line underneath.

*Chief Constable.*

MEMORANDUM.



