POLICE GUIDE AND REGULATIONS. 1938.

Compiled by Inspector W.H. Widdowson

Printed by the Municipal Gaol Printing Department

J. Strindberg P.S. 72. 1940.

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NOTE

This book is issued for the information of members of the Police Force only, and should not be shown to or left where unauthorised persons may have access to it.

It contains definite orders regarding Police procedure but insofar as the legal aspect of Police work is concerned, it should be regarded as a guide rather than as a legal reference.

Every person in the Settlement is subject to the provisions of the Land Regulations and the Bye-laws, but as various nationals are subject to various laws, it is impossible to lay down a universal code of procedure. In case of doubt, instructions may be obtained by reference to the proper authority. In addition to details regarding legal procedure the book contains general instructions for the guidance of Police Officers in dealing with the innumerable situations they are bound to encounter in their daily work, and it is encumbent upon every Police Officer to familiarise himself with each of them, so that he may be able to carry out his duties efficiently and fit himself for promotion.

Commissioner of Police

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Abandonment.

Under English law it is a misdemeanour to abandon any child under the age of two years whereby the life of such child is endangered. (Offences Against the Person Act 1861 s. 27.) Under Chinese law it is an offence to abandon any helpless person vide Article 293 of the Chinese Criminal Code. See also "*Maintenance.*"

Abduction.

Girls under sixteen. Under English law, to take or cause to be taken out of possession and against the will of a parent or guardian, any unmarried girl under the age of sixteen years, is a misdemeanour. (Offences Against the Person Act 1861 s. 55.).

Under Chinese law whoever takes away any person who has not completed his or her sixteenth year of age under similar circumstances is punishable under Article 241 (III) of the Chinese Criminal Code. The law does not recognise the ability of the victim to consent in such cases.

Girls under eighteen. (English Law). To take or cause to be taken out of the possession of and against the will of a parent or lawful guardian, any unmarried girl under eighteen years of age, with intent that she be unlawfully and carnally known, is a misdemeanour. (Criminal Law Amendment Act 1885. s. 7.).

Person under twenty one. (Chinese Law). Whoever with his or her consent takes away any person who has not completed his or her twentieth year of age, from his or her family or person having supervisory authority, is punishable under Article 240 (I) of the Chinese Criminal Code. Where the offence is committed for the purpose of gain or for the purpose of causing the person taken away to submit to carnal knowledge, it is punishable under Article 240 (III). In the case of a person who has not completed his or her twentieth year being abducted without his or her consent, the offence is punishable under Article 241 (I) unless it is committed for the purpose of gain

or carnal knowledge, when Article 241 (II) would apply. If the person concerned be already married, prosecution in such cases may only be instituted at the instigation of the injured party.

Of women. If, with intent to marry or carnally know any woman, or cause her to be married or carnally known by any person, or if a woman of any age is by force taken away or detained against her will, it is a felony under English law. (Offences Against the Person Act 1861 s. s. 53 and 54.)

Under Chinese law whoever abducts a female person with intent that she may contract marriage with himself or another, for lucrative purposes, or with intent that a lascivious act may be committed against her, or that carnal knowledge may be had of her, is punishable under Article 298 of the Chinese Criminal Code. Such prosecutions, may only be instituted on complaint of the injured party. See also "*Harbouring*" & "*Slave Girls.*"

Abettor.

An abettor is one who assists another to commit an offence, notwithstanding that the person assisted had no knowledge of such assistance. According to Article 30 of the Chinese Criminal Code, an abettor is liable to the punishment prescribed for a principal offender reduced.

Abortion.

Is the unlawful taking or administration of poison or other noxious thing, or the unlawful use of an instrument, or other means whatsoever, with intent to procure a miscarriage. To procure an abortion is a felony under English law, and if death ensues the procurer would be charged with murder. To supply or procure any drug or instrument for a like purpose is a misdemeanour. (Offences Against the Person Act 1861, s. s. 58 and 59.)

Under Chinese law, a woman who by taking drugs or

by any other means causes the abortion of her foetus, or allows another to cause an abortion of her foetus, is punishable under Article 288 of the Chinese Criminal Code. Whoever at the request or with the consent of the woman, causes the abortion of her foetus, may be punished under Article 289 or 290 of the Chinese Criminal Code. If the offence of abortion is committed without the request or consent of the woman concerned it is punishable under Article 291 of the Chinese Criminal Code.

In cases of supposed abortion immediate search should be made for bottles, boxes, or other vessels which contain, or may have contained medicine or medicinal matter, and also for any instrument by which the offence may have been committed, or correspondence or advertisements leading up to it.

Abortificients.

Whoever by means of written or spoken words, drawings, or pictures, or by any other means publicly advertises any method or article to be used for procuring abortion, or advertises the services of a procurer, is punishable under Article 292 of the Chinese Criminal Code. To advertise the sale of abortificients is also an offence under Article 46 (4) of the Police Regulations.

Abusive Language.

The use of threatening or abusive language with corresponding behaviour, justifies arrest without warrant in very extreme cases, if spoken in a police officer's presence and a breach of the peace appears imminent. Before resorting to arrest however, the police officer should advise the offender to desist. Alternatively the name and address of the offender should be obtained with a view to his being summoned. Chinese arrested for using abusive language may be charged under Article 44 (5) of the Police Regulations. See also "*Altercation.*"

Access to Premises.

Police on duty must constantly observe in what manner felonious access to premises is most likely to be attempted, and must pay particular attention to every house on their beats at each time of passing. The attention of householders should be called to any doors and windows left open, to ladders left about, or to other circumstances likely to render access easy. See also "*Empty Houses.*"

Accessories.

Accessories and accomplices are synonymous terms, and the term accessory only applies in English law to felonies.

There are two classes of accessories, i. e. those who are accessories before the fact, and those who are accessories after the fact. An accessory before the fact is one who, though absent at the time the felony is committed, procures, abets, or instigates it's commission. He may be indicted, convicted, and punished precisely as though he were a principal under both English and Chinese law. (Article 28 of the Chinese Criminal Code.)

An accessory after the fact (except in the case of married women assisting their husbands) is one who, knowing that a felony has been committed, receives, comforts, or assists the felon, in such a manner as to enable him to escape from punishment. He may be tried under English law as either an accessory or a principal. Article 164 of the Chinese Criminal Code, outlines penalties for harbouring or assisting in the concealment of an offender. This refers to any offence dealt with under the Chinese Criminal Code, as there is no distinction in Chinese law between a felony and a misdemeanour,

English law provides no punishment for accessories in misdemeanour, but any person aiding or abetting in procuring a misdemeanour may be punished as a principal.

Accidents. Street.

In cases of accident in the street or other public places, the police must render all assistance in their power by:—

(a) Taking care that the crowd does not press on the sufferer so as to exclude air.
(b) Applying so far as may be possible in the absence of a medical man the principles laid down in appendix "*F.*"
(c) Obtaining the services of the emergency ambulance (see *Ambulance*) as quickly as possible.

The names and addresses of the sufferer(s) and the person causing the accident, and of the persons witnessing it should be obtained. The name and number of the police officer present at the occurrence or immediately afterward, will be furnished if desired. The points to which the police should attend in cases of accidents may be set down in the following order:—

(1) The welfare of the sufferer.
(2) The name and address of the person causing the accident.
(3) The regulation of traffic.
(4) Watchfulness that advantage is not taken of the confusion to pick the pockets of bystanders.
(5) To see that the sufferer does not lose any property.

Identity of victims. Every effort must be made by the investigating officer to establish the identity of persons dangerously ill, or suffering from injuries necessitating detention in hospital. The injured person's relatives, friends, or employer, should be notified without delay. (P.O. C-2274.). See also "*Indians- Accidents to.*" & "*Traffic Accident Report*"

Accidents. Industrial.

Officers on Charge Room duty should immediately report by telephone, details of all industrial accidents in their districts, to the Council's Factory Inspector,

who, should she judge it expedient to do so, will visit the scene of the occurrence for the purpose of making personal observations. The Factory Inspector may be communicated with at telephone No. 15349 during office hours. At other times reports should be made by telephone direct to the Factory Inspector's home Detectives investigating industrial accidents will submit reports in triplicate on the special form (52) for industrial accidents. (P. O. C-6988).

Accidental Death. See also "*Industrial Prosecutions*"

Accidental death or bodily harm caused by an act that is not unlawful is not a criminal offence, unless accompanied by an omission to perform a legal duty.
Everyone upon whom the law imposes any duty, or has by contract of service, or by any act taken upon himself any duty tending to the preservation of life, and who neglects to perform that duty by want of attention and caution, and thereby causes the death of any person, is guilty of culpable homicide, punishable under Chinese law as provided for by Article 276 of the Chinese Criminal Code. See also "*Traffic Accidents*" & "*Manslaughter.*"

Accomplice. See "*Abettor*" & "*Accessories.*"

Acetyline Gas. See "*Carbide.*"

Acid Throwing.

When acid has been thrown on a person's face or body, it is essential that it be removed immediately and before it has caused irreparable damage to the flesh. Wipe the acid at once from the victim's face or body, then wash with water, making free use of soap, or better still, add a handful of washing soda to the water if available. The eyes should be washed with a weak soda solution, and afterwards a little olive or castor oil should be dropped beneath the lids. Chinese arrested for acid throwing should be charged under Article 277 or 278 of the Chinese Criminal Code. See also *Appendix* "*F.*"

Acquittal.

When once a person has been acquitted by a jury of any indictable offence under English law, he cannot under any circumstances be tried again for the same offence. A prisoner discharged by a magistrate however, may always be re-arrested in the event of fresh evidence being obtained. See also "*Refusal to Prosecute.*"

Acting Appointments.

A police officer not of commissioned rank holding an acting rank should be referred to in inter-departmental correspondence by the rank in which he is acting. Likewise he should wear the badges etc. of the acting rank (P.O.C-1895).

Actions against the Police.

If a policeman acts illegally by exceeding his duty, he renders himself personally liable to either criminal or civil proceedings at the hands of the aggrieved party.

Addresses. Foreign Branch.

All Foreign members of the Force including civil staff not living in police stations, must register their addresses and any changes, with the Central Registrar, Police Headquarters. (P.O.C-2683).
When proceeding to England on long leave, members of the Force should inform the Council's representatives, (J. Pook & Co. No. 68 Fenchurch St. London E.C.) of the address where they may be found, as soon as possible after arrival.

Addressing Courts. See "*Courts.*"

Adult.

In civil law an adult is a person of the full age of 21 years, in both English and Chinese law. Persons who have not attained their majority may not legally contract civil liabilities such as debt, marriage etc, without the consent of their parents or guardians.

In criminal law an adult is a person who, in the opinion of the court before whom he or she is brought, is of the age of 17 years or over. In English law a person between the ages of 14 and 17 years is termed a "*young person*," and one under 14 years of age is considered to be a child.

A child cannot be sent to prison, and a "*young person*" cannot be sentenced to penal servitude nor to imprisonment, unless a court rules that he or she is of so depraved character that he or she cannot, or is not fit to be kept in a place of detention. No person under 17 years of age may be sentenced to death. The punishment provided for a "*young person*" is; whipping, and detention in an industrial school or reformatory etc.

The Chinese Criminal Code specifies that any person under the age of 15 years is a child, and exempt from punishment, whilst persons between the ages of 15 and nineteen years of age may have their punishment reduced. The latter when convicted in the Shanghai First Special Area District Court are usually sent to the gaol reformatory if not bound over in custody of their parents or guardians.

Adulteration of Food.

In England, the Sale of Food and Drugs Acts 1875 to 1907, form a code of laws to insure that the food of the people shall be pure and wholesome, and shall not be sold as other than what it is. There is no such code in China, but persons who manufacture or sell food or other commodities injurious to public health render themselves liable to punishment under Article 191 of the Chinese Criminal Code. Article 47 Sects. 2 & 3 of the Police Regulations provide penalties for minor infringements. See also Appendix "*H*."

Adultery.

Under English law this offence is not a matter for action by the police, but under Chinese law the police are bound to assist complainants to institute

prosecutions. Charges should be laid under Article 239 of the Chinese Criminal Code, "at the instigation of complainant." No complaint may be made if the spouse has connived at the offence, or has pardoned the offender.

Advertisements.

On Electric Poles. The posting of bills for advertisement purposes on electricity supply poles and tramway wires standards is not permitted. The only bills which are allowed to be posted are special notices issued by the S. M. C. Health Department. Anyone found posting others should be arrested and charged under Article 52 (3) of the Police Regulations. (P. O. B-8110.)

On Vehicles. No vehicle licensed in the Settlement is allowed to be used for the purpose of advertising or propaganda, except with the special sanction of the Council. (Traffic Reg'n 63)

Advice. See "*Charge Room Duty.*"

Affidavit.

Is a written statement on oath or affirmation, which may be administered by a magistrate or consul. Any person knowingly making a false affidavit is guilty of perjury.

Affirmation.

Is a solemn declaration made by a person who, from religious or other motives, declines to take the usual oath. (Oaths Act 1888)

Aid to the Injured. See Appendix "*F.*"

Air Guns, Rifles etc.

The indiscriminate use of sporting guns, air guns, or small rifles, by persons in the Settlement is prohibited. Any persons found committing this offence will be taken to the police station, where the officer-in-charge will call their attention to Bye-law 35, under which they are liable to prosecution.

Altercation.

No police officer is justified in depriving anyone of his liberty for words only; and language however violent towards the police, should be ignored, unless obscen ...ed in the presence of other members of the p ... The police are cautioned not t... into any altercation with any pe... also *"Abusive Language."*

Ambulances.

(1) Emergency. Fire Brigade Emergency a... available at any time and should be called by inform... station by street telephone or through C.C.R. direct as laid down in Divisional Memo No. 231, stating the type of case requiring removal.

Emergency ambulances are intended for accidents and *very urgent* cases of sickness only. They will not convey persons suffering from infectious disease, or dead bodies which should be conveyed in hand ambulance except in cases where a Coroner or Consul gives permission for removal to be effected by a funeral contractor, or in cases where extreme decomposition is found, when Divisional Officers will arrange for a more sanitary conveyance. Fire Brigade ambulances will not remove mental patients except on instructions from the Police under special circumstances.

Pending the arrival of an ambulance injured persons should not be moved more than is necessary for their own safety, and should be laid in the most comfortable position possible under the circumstances.

(2) Infectious Diseases. The Infectious Diseases Service is controlled by the Fire Brigade by mutual agreement with the Public Health Department, but arrangements for the removal of persons suffering from infectious diseases *cannot* be made direct with the Fire Brigade. All arrangements for this service must first be made with the Matron of the Foreign or Chinese Isolation Hospitals according to the nationality of the patient, the matron will then notify the Fire Brigade.

(3) Hospital Removals. The Fire Brigade also controls the ordinary Hospital Removal Ambulance Service, for the removal to or from hospitals of persons suffering from ordinary sickness. Charges are made for this service in accordance with Municipal Notifications from time to time. Hospital ambulances may be called in the same way as emergency ambulances or by telephoning No. 18600. The name of the person responsible for charges should be given.

See also Appendix "F", *"Dead Bodies"* and *"Insane Chinese."*

Ambulance Hampers.

An ambulance hamper is kept on each police houseboat and one at the Police Store for emergencies. A list of the contents of these hampers together with a set of rules regarding their use is posted in a prominent place on each of the houseboats.

American Citizens.

Any information regarding crime, suspected crime, death, attempted suicide etc., respecting American citizens, should be passed at once to the United States Marshal for China or his deputy at the United States Consulate. See also *"Finger Prints."*

Ammunition. See *"Storage of Ammunition on charge at Stations" & A. A. Orders.*

Analysis.

Before any specimen may be submitted to the Health Department laboratory for analysis, permission must be obtained, in writing, from the Commissioner of Police or his deputy. (P. O. B-9276.) See also *"Exhibits for Analysis."*

Animals.

Collapsing on Streets. Any cattle, horses etc, which have collapsed on the streets, may be removed by the Health Department disposal van, which is obtainable by telephoning the Disinfecting Station, telephone No. 43037.

Cruelty to. Cruelty to animals is not a punishable offence under Chinese law, but if the offence is committed by anyone licensed by the Municipal Council, it may be punishable as a breach of his license conditions.

An Inspector attached to the Traffic Office supervises prosecutions on behalf of the Shanghai Society for the Prevention of Cruelty to Animals. He should be informed of all such cases prior to their being taken to court.

Altercation.

No police officer is justified in depriving anyone of his liberty for words only; and language however violent towards the police, should be ignored, unless obscenity is used in the presence of other members of the public who object. The police are cautioned not to answer angrily or enter into any altercation with any person when on duty. See also *"Abusive Language."*

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No American prisoner will be released from custody of the Police by means of bail, or otherwise, unless the United States Marshal's Office actually consents to the release.

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Cattle etc, may not be carried on wheelbarrows or on motor vehicles in such a manner as to cause them unnecessary suffering, nor may they be suspended from bamboos in an inhumane manner. Duck and fowls may not be made to suffer by being carried about suspended by the wings, or by being gorged with water (in markets etc.) in order to temporarily increase their weight. Where cases are discovered the trader may be charged with fraud.

The Inspector of the Shanghai Society for the Prevention of Cruelty to Animals should be given every assistance when prosecuting cases of cruelty to animals. Wherever possible it is better to obtain the evidence of independent witnesses in such cases. See also *"Injured Animals"* & *"Ponies."*

Anonymous Letters.

All anonymous letters received at police stations will be forwarded to the Divisional Officer concerned, who will cause them to be registered. The Divisional Officer will decide whether enquiries are to be made within the division or whether the letters are forwarded to Headquarters through the usual channels. (P. O. C-3966.) See also *"Complaints"* & *"Letters of Complaint."*

Annoyance.

Under Chinese law it is an offence to annoy by persistently following another person. On receipt of complaint, such offenders may be charged under Article 52 (1) of the Police Regulations. See also *"Prostitutes."*

Anti-Kidnapping Society.

"Children-Found" & "Children-Reported Missing"

Anti-Rabic Institute. See *"Dogbites."*

Aphrodisiacs.

Aphrodisiacs are drugs or other substances which, when administered excite the sexual desire to an abnormal degree.

The sale of, or advertising the sale of, any aphrodisiac medicine or drug, is an offence punishable under Article 46 (4) of the Police Regulations. See also *"Drugging"* & *"Rape."*

Appeals.

Under English law a person aggrieved by conviction at a Court of Summary Jurisdiction (Police Court in Shanghai). who did not plead guilty, may appeal to the High Court. (Criminal Justice Administration Act 1914. s. 37.)

A defendant in a Court of Summary Jurisdiction may also require the court to state a case for the consideration of the High Court of Justice on any point of law. (Summary Jurisdiction Act 1879. s. 33.) A person convicted on indictment, i.e. by a jury, may appeal to the Court of Criminal Appeal.

(a) Against his conviction on a question of law, and
(b) With the leave of the Court of Criminal Appeal, or on the certificate of the judge who tried him that it is a fit case for appeal, on any ground which appears sufficient to the court.
(c) With the leave of the Court of Criminal Appeal against his sentence.

In Chinese courts in the Settlement no appeal is allowed against convictions in prosecutions under the Land Regulations, Bye-laws, and Police Regulations. Under Chinese law the period allowed in which to file an appeal is ten days from the day after the date of service of the writ of judgement. The right of appeal is lost when waived by either side, or when it has been withdrawn.

By Police. If the detective in charge of a case in which a prisoner is about to be released in open court

is of the opinion that an appeal against his release is desirable, he should immediately apply to the Municipal Advocate or the Liaison Officer at the Municipal Advocate's office, requesting the detention of the accused. When appeals are required by the police, and the Municipal Advocate has given notice of appeal to the court, the case papers together with a *brief summary outlining* the points making the application necessary, should be *sent to the Legal Department as soon as possible.*

Finger Print Records. ~~In case of a prisoner appealing against his sentence, his finger print record must be sent to the court at the hearing of such appeal. (P.O. B-9767.)~~

Appeals & Rehearings.

1. In criminal cases where notice of appeal on behalf of the police is given in open court, written notice of such appeal will be filed by the Legal Department as soon as the Municipal Advocate has decided to proceed with the appeal.
2. Copies of such notices will be forwarded by the Police Liaison Officer to the P. A. (Crime), senior detectives of stations concerned, and *except* in cases referring to Chinese female prisoners, to the Governor of the Municipal Gaol. A memo will also be forwarded to the officer-in-charge of the station concerned, to note and return.
3. Except in the case of Chinese female prisoners, the Police Liaison Officer will forward notices of all appeals and rehearings in criminal cases to the Governor of the Gaol, for his information. When appeals are filed by prisoners detained in the Municipal Gaol and are forwarded through the Governor of the Gaol, the latter official forwards copies of all such appeals to the Liaison Officer.

4. If the Municipal Advocate decides not to proceed with a police appeal, the case file will be forwarded to the officer-in-charge of the station concerned with instructions to forward the prisoners (if not released on security) and relative charge sheets to court on a given date, when the notice of appeal will be withdrawn and the release of the accused or cancellation of his security requested.
5. In the absence of any information from the Legal Department within ten days after notice of appeal has been lodged in open court and prisoners have been ordered detained in custody, the officer-in-charge of the station concerned will communicate with the Police Liaison Officer, in order to obviate the possibility of a person being illegally detained in custody.
6. When the Judicial Police Office receives notice that an appeal has been set in a criminal case, the officer-in-charge Judicial Police will notify the Legal Department, the Distribution Inspector, and the officer-in-charge of the station concerned of the time and date of the hearing.
7. The officer-in-charge of the station concerned will then arrange for the transfer of the prisoners and their property, from the gaol to the court, at the time and date set for the hearing.
8. On leaving the gaol, prisoners shall be dressed in their own clothes and shall appear in such at the hearing of the appeal or retrial.
9. In the event of the conviction being quashed by the court, and no notice of intention to appeal is given by the Municipal Advocate or his staff, the prisoners will there and then have their property handed to them at the Distribution Office at the court, and be released from custody by the Distributing Inspector.

10. Should the conviction be upheld, or any alteration be made in the term of imprisonment, the prisoners will be returned to the gaol in accordance with the rules laid down.

Applications.

All applications made by police officers on any subject must be forwarded on the authorised form, through the officer-in-charge of his station, or section, who will state whether the application is recommended or otherwise. The "forwarding" of a document by a superior officer is considered to be an endorsement of the opinion therein expressed unless otherwise noted. Police officers may not apply for other employment without the consent of the Commissioner of Police. See also "*Memorials.*"

Apprehension.

Is the taking into custody of a person to answer according to law for some specified offence. An apprehension is effected either on warrant, or on the responsibility of the officer carrying it out. See also "*Arrest.*"

Area Commanders. See "*Supervision of Districts.*"

Argument.

There is nothing a police officer should more studiously avoid than argument. Suggestions should always be courteously received as they will often prove of value; and however ridiculous, it does no harm to listen.

Armed Robberies.

Robberies from dwelling houses and shops in the Settlement are usually carried out in the evenings by criminals who terrorise the inmates with firearms. It is incumbent on every member of the Force to exert himself to the utmost to bring about the apprehension of the perpetrators of these offences, and cause them to be brought to justice. See also "*Robbery*" & "*Shooting Affrays.*"

Armlets.

Armlets are worn by all branches of the Force below the rank of Sub-Inspector as an indication that the wearer is on duty. When actually on duty, the armlet must not be removed. It is a serious disciplinary offence to remove it for the purpose of visiting any place of amusement, or for the purpose of drinking etc. It is also a serious offence to wear the armlet when off duty, and section commanders should see that all duties remove armlets when parading off duty. Members of the Force issued with armlets are personally responsible for their safe custody.

Armour Plate on Vehicles.

No vehicle may be fitted with any protective armour without special permission, in writing, from the Municipal Council.

Arms Identification Section.

It is the duty of the Arms Identification Section to examine, record, and report upon, all firearms, cartridges, cartridge cases, and bullets, recovered from the scene of a crime, found, or seized in possession of criminals or others. This also applies to police weapons fired and to spent cartridge cases ejected from them at the scene of armed affrays. Upon seizure or receipt of such articles, they should be forwarded without delay, *together with a brief report* outlining the circumstances under which they were obtained, to the Arms Identification Section.

A duplicate copy will be forwarded to the Musketry Officer in the case of police weapons. The Arms Identification Section will submit reports on all such exhibits forwarded to them, and such reports will be attached to the station file referring to the exhibits. (A. A. O. s. 23-51-52).

Evidence of. Evidence will be given by member of the Arms Identification Section only with the sanction of the Deputy Commissioner *(Crime)*. When such

evidence is required the officer in charge must be informed as soon as possible, to enable him to prepare details etc. The officer in charge of the case will be responsible that all exhibits are returned to the Arms Identification Section on conclusion of the case, unless impounded by the court. (A. A. O. No. 54) See also *"Exhibits" "Firearms-Lost or Stolen" "Firearms-Obtained by Police" & "Shooting Affrays."*

Arms & Ammunition.

All matters relating to procedure and discipline not dealt with in this volume will be found in *Arms & Ammunition Orders.*

Arms Licensing Section. *Duty of Officer in Charge.*

Persons applying for licenses must attend in person to fill in applications.
The weapon concerned and proof of it's origin must be produced, together with two photographs of the applicant, and four rounds of ammunition for testing purposes. The weapon is tested by the Arms Identification Section.
The enquiry form together with a photograph of the applicant must be forwarded to the Divisional Officer concerned for report, which when completed must be returned to the Deputy Commissioner (Crime) for disposal.
Registered weapons are stamped by the Arms Identification Section with an S. M. P. number prefixed by the letter "Y" under or near the trigger guard. This letter and number is recorded and quoted in all subsequent matters relating to that particular weapon. See also *"Firearms Licenses."*

Arrest.

English Law. A police officer must arrest without warrant anyone whom he sees in the act of committing a felony. He may also arrest anyone whom he may have just cause to suspect of being about to commit a felony.

If a police officer suspects a person of having committed a felony he should arrest him, and if he has reasonable grounds for his suspicions, he will be justified even though it should afterwards appear that no felony was in fact committed; but the police officer must be cautious in thus acting on his own suspicions.
A police officer may also arrest anyone whom another positively charges with having committed a felony; or whom another suspects of having committed a felony, if the suspicion appears to the police officer to be well founded and providing the person so stating his suspicion goes with the police officer to the station.
As a rule a police officer cannot arrest without warrant in cases of misdemeanour unless committed in his sight. Information of the commission of a misdemeanour should not, under ordinary circumstances, be followed by arrest without warrant, except in cases of escape from custody, attempted felonies of a serious character, or where arrest is authorised under some special statute.
By Private Individuals. If a felony has actually been committed the offender may be arrested by anyone on reasonable suspicion of his guilt. A police officer before receiving such offender into his custody must satisfy himself that there is reasonable ground for suspicion. In cases where a charge is preferred in this manner it is essential that the person preferring the charge should accompany the police officer to the station to substantiate the charge.
For Breach of Bye Laws. Bye-law 38 provides that "It shall be lawful for any Officer or Agent of the Council and all persons called by him to his assistance, to seize and detain any person who shall have committed any offense against the provisions of these Bye-laws, and whose name and residence shall be unknown to such Officer or Agent, and convey him with all convenient despatch, before his proper Consul, without any warrant or other authority than these Bye-laws."

Of Foreigners. In order to ensure uniformity regarding the arrest of foreigners, the Consular Body has ruled that warrants are to be obtained for the arrest of foreigners except in such cases as the removal of a refractory individual from premises, or upon special instructions from his consul.

The police must use their own initiative when a foreigner is found committing an offence *in flagrante delicto.* (P.O.A.-7761.) See also "*Portuguese Law.*"

Of Chinese. There is no distinction in Chinese law between a felony and a misdemeanour.

Article 88 of the Chinese Code of Criminal Procedure provides for the arrest of a *flagrante delictor* without warrant, if in pursuit, or if found within a short time in possession of a dangerous weapon etc. See "*Flagrante Delictor.*" An offender having no fixed abode may be arrested without summons.

Where the foregoing provisions do not apply, and it is necessary to detain a defendant, a warrant should be obtained and served on him immediately. An address in the Settlement must be specified on the application. If the defendant's address is unknown, the last one known should be used; failing this, the address of the police station.

Mode of. In order to complete an arrest the police officer must actually touch or restrain an offender; otherwise no additional charge would lie if the offender escapes.

The usual method of effecting an arrest is to touch the shoulder of the accused, and if in plain clothes say, "I am a police officer, and arrest you for....." or, "I arrest you on this warrant for....," and read over the warrant to him as early as practicable. Arrests should be made as quietly as possible and unnecessary violence should be avoided.

The prisoner should be treated with consideration, but should not be lost sight of on any pretext. Police should be on their guard against attempts to commit suicide.

When arresting Chinese suspected of having committed crimes of violence, the prisoners on arrest must be thoroughly searched for firearms, and when a prisoner is handcuffed on one wrist only, it should *be the right wrist, unless he is known to be left handed.* See also "*Handcuffs*" & "*Breaking open doors.*"

For Outside Authorities. Arrests should not be made at the instance of extra-Settlement authorities without making enquiries into the bona-fides of the officials making the request, the documents they present, and the nature of the evidence against the person whose apprehension is desired. The officials concerned should obtain Shanghai First Special Area District Court warrants wherever possible, and the police should render assistance by preventing an escape or the removal of documents or other articles pending issue of the warrant. (P.O.C.-4586.) See also "*Jurisdiction- Chinese Courts.*"

Out of Settlement Limits. Where arrests are made in Chinese territory by Municipal Police, and the person arrested has been handed over by the local Police Bureau officials concerned, a report outlining the circumstances should be forwarded to Headquarters as soon as possible. (C.B. Memo 8-11-33.) *Arrest of Armed Criminals.* See "*Shooting Affrays.*"

,,	*on Board Ship.*	See "*Ships.*"
,,	*of Indians.*	See "*Identification of Indians.*"
,,	*Japanese.*	See "*Japanese residents.*"
,,	*Postmen.*	See "*Postmen.*"
,,	*Naval & Military.*	See "*Naval & Military Arrests.*" & "*Naval & Military Patrols.*"

Arson.

Arson is the unlawfully and maliciously setting fire to any building, mine, ship, or growing crops, or by explosive substance doing damage to the same.

Arson is a felony under English law. Other classes of incendiarism and malicious damage are dealt with under the Malicious Damage Act, 1861.
Arson and endangering the public safety by fire are dealt with under Articles 173 to 176 inclusive of the Chinese Criminal Code. See also "*Malicious Damage.*"

Artificial Respiration. See Appendix "*F.*"

Assault.

Is to intentionally use force upon the person of another, or attempting or threatening to do so. The various categories under which assaults are confined are as follows:—
Common. That is the beating, or striking, or only the touching of a person, or putting him or her in fear. Many trivial offences fall within this classification, and police never arrest an offender unless they witness the assault, procedure being usually by summons.
Aggravated. That is where there is intent to rob, maim, or resist arrest. Where violence is used against a woman; or boy under the age of 14 years. Police may arrest, either if they see the offence committed, or on proper complaint. Husbands and wives should not be interfered with, except in the case of Chinese, when the injured party signs a written complaint.
Indecent. That is to indecently interfere with the private parts of male or female, to attempt to have carnal knowlege of a female, or to attempt to commit sodomy on a male person.
Under English law such assaults upon male persons are punishable with ten years imprisonment, and upon females with two years imprisonment. Consent nullifies the offence except in the case of a child under the age of 16 years, when consent is no defence. (Offences against the Person Act 1861. s. s. 52 & 62 and Criminal Law Amendment Act 1922. s. 1.)
Under Chinese law the offence is punishable under Articles 224-225-227 or 228 of the Chinese Criminal

Code, consent being no defence if the victim is under the age of 15 years. See also "*Rape.*"
On Public Officer.
The words "*Public Officer.*" under Chinese law denote any person who exercises public functions under any law or ordinance.
Assaults upon the police sometimes arise from unnecessary interference, impetuousity, or loss of temper on the part of the officer. Before such a charge is taken by the police officer on Charge Room duty, the circumstances should be strictly enquired into.
A British subject who commits an assault on the police renders himself liable under the Offences against the Person Act 1861 s.38. and the Prevention of Crimes Act 1871.s.12.
Chinese who employ threats or commit violence against a public officer when engaged in the lawful discharge of public functions, are punishable under Article 135 of the Chinese Criminal Code.
Action by Police.
In every case of assault with any weapon, stick, or other instrument, the police officer must search for, and take possession of the instrument used in committing the assault.
In case of an assault not committed in his presence, a police officer is not justified in arresting, unless it is evident that a serious assault has been committed. He should however in all cases endeavour to ascertain from the complainant, the name and address of the person he accuses, and if the parties attempt to renew the affray he may at once apprehend them.
Charge Room Procedure.
All cases of assault reported at a police station must be investigated, and where necessary a First Information Report must be made out by the officer on Charge Room duty and signed by the complainant. If the complainant is unable to sign his or her name, he or she should make an impression of the

left thumb print in the margin of the F.I.R. (P.O. B-7563). Articles 35 and 50 of the Police Regulations, and Articles 277 to 287 of the Chinese Criminal Code are to be acted upon when justified by evidence.

Common assault is dealt with under Article 50 of the Police Regulations (trivial cases) and Article 277 of the Chinese Criminal Code, Prosecution in either instance may only be instituted "at the instigation of complainant," and procedure should be by summons, except in special cases, where the offender has no fixed abode etc.

Cases of minor assault or injury sustained through negligence may be settled by the parties concerned without recourse to law as such prosecutions may only be instituted on the complaint of an injured party.

As in the instances previously mentioned, charges of negligently causing injury contrary to Article 284 of the Chinese Criminal Code, may only be accepted "At the instigation of complainant."

In such cases where a victim is unconscious and therefore unable to consent to prosecution, an accused may be detained on a writ of detention as a *flagrante delictor*, or in the case of injury sustained as the result of a traffic accident, under Traffic Regulations 5 & 11, and Bye-law 36 if the circumstances justify such action. See also "*Manslaughter.*"

Assaults by Police.

The Council takes the most serious possible view of maltreatment of Chinese by members of the Force, and all members of the Force are warned that such cases which are proved will entail summary dismissal, or the infliction of other drastic penalty upon the offender. A successful police officer must have the sympathy and support of the general public, and unless he carries out his duties in a considerate and reasonable manner, such sympathy and support are lacking.

The Police Force as a whole is continually subject to criticism, and the good name of the Force can only be

maintained if all ranks bear in mind the necessity for tact and forbearance in dealing with the public. Abuse of authority is a sign of slackness and lack of discipline and will be discouraged in every way. (P. O. C-392.) A police officer must not upon any occasion strike or use violence to any person in custody, other than is absolutely necessary to retain him in safe custody. He will not use language toward persons in custody calculated to provoke them. Such conduct often creates resistance on the part of a prisoner, and a hostile feeling against the police amongst the persons present. The more good temper and coolness shown by the police the more readily will bystanders be disposed to help him.

Good temper and forbearance are two of the most important assets which a policeman should possess, and although great provocation is given, there is no excuse for an assault by police in public streets.

Police are prohibited from using physical force or violent methods of any kind in the endeavour to extract information from a prisoner.

Assembly. Unlawful.

Acording to Chinese law where three or more persons gather together to commit violence or employ threats, it is necessary to order them to disperse *three times* before they can be arrested and charged under Article 149 of the Chinese Criminal Code.

In case of impending riots when the police have advance information they should make every effort to disperse the crowd, and before resorting to violent methods, should draw the attention of those concerned to the special banner written in Chinese for this purpose.

If violence has already been committed by those assembled, they may be arrested without warning, and charged under Article 150 of the Chinese Criminal Code. See also "*Riot.*"

Assistance to Police.

It is lawful for a police officer to call upon any bystander to assist him to arrest a criminal. Persons rendering such assistance, or who supply information leading to the arrest of criminals, or the suppression of crime, may be rewarded on recommendation by the responsible officer.

Attempted Crime.

Under English law every attempt to commit an offence, whether felony or a misdemeanour, is itself a misdemeanour, unless otherwise provided for by law, as in the case of attempted murder, which is a felony. Attempted crime is similarly covered under Article 25 of the Chinese Criminal Code, except that attempted suicide is not an offence against Chinese law.

"At Instigation of Complainant."

Prosecution for various offences under the Chinese Criminal Code may only be instituted by the police "At the instigation of complainant," and those words should appear on the charge sheets and presentation forms, to indicate that the complainant is responsible for instigating the charge, and has signed a First Information Report to that effect.

Charges under Articles 221 to 230, 238, 239, 240 (II), 277 (I), 281, 284, 285, 298, 306, 309 to 319, 352, and 354 to 356 of the Code, may only be instituted under these circumstances.

If the accused is a lineal blood relative, husband or wife, or relative belonging to the same household, charges under Articles 320 to 324, and 339 to 342 also may only be accepted "At the instigation of complainant." In such cases punishment is remitted.

Attention.

A police officer must stand to attention when giving evidence in court, before a board of inquiry (unless directed otherwise) or when addressed on

duty by a superior officer, a member of the Council, a consul, a judge, a magistrate, or by a commissioned officer in uniform belonging to any army or navy. See also "*Saluting.*"

Autopsies. See "*Inquests & Autopsies.*"

Awards Board. See "*Commendations*" & "Recommendations"

ABBREVIATIONS & FOREIGN PHRASES.

A. D. (Anno Domini). L.	After the birth of Christ.
Ad Interim. L.	Meanwhile.
Ad Valorum. L.	According to value.
Ad Infinitum. L.	Without end.
Ante Bellum. L.	Before the war.
Bona fide. L.	Good faith.
Bund. (Hind.)	An artificial embankment.
Carte-blanche. F.	A free hand.
C. I. F.	Customs, Insurance and Freight.
Corpus delecti. L.	The substance of the offence.
Compos mentis. L.	Of sound mind. Sane.
Cul-de-sac. F.	A blind alley.
De facto. L.	In reality. Actually.
De jure. L.	In law.
Decree nisi. L.	Interlocutary decree. Temporary.
e. g. (exempli gratia.) L.	For example.
et al. L.	And elsewhere. (and others.)
Ex. Officio. L.	By virtue of his office.
Fait accompli. F.	A thing already done.
Flagrante delicto. L.	In the very act.
F. O. B.	Free on board.
Habeas corpus. L.	Have the body.
Honi soit qui mal y pense. L.	Evil to him who evil thinks.
H. P.	Houses of Parliament. (Horsepower.)
Ich dien. G.	I serve.
i. e. (id est.) L.	That is.
Idem. L.	The same.
Inter alia. L.	Amongst other things.
Ipso facto. L.	By the fact itself.
In re'.	In the matter of.
In camera. L.	In private. (Not in open Court.)
In extenso. L.	At full length.
In loco parentis. L.	In place of a parent. Guardian.
Inst.	This. present.
In statu quo. L.	As it was before.
In toto. L.	Entirely.
Lapsus linguae. L.	Slip of the tongue.
Locum tenens L.	Deputy for clergy or medico.
Mala in se. L.	Things wrong in themselves, and prohibited by law.
Mala prohibitum. L.	Not wrong themselves, but prohibited by law.
Modus operandi. L.	Method of doing.
Nolle prosequi. L.	Unwilling to prosecute.
N. B. (Nota bene.) L.	Note well.
Non est. L.	It is wanting. (Does not exist.)
Non compos mentis. L.	Of unsound mind.
Omnia juncta in uno. L.	All joined in one.
Personnel. F.	Persons employed in any service as distinguished from the material.
Per pro'.	Per procuration. Attorney. Deputy.
Prime facia. L.	At first sight.
P. P. C. (Pour prende conge.) F.	To take leave.
Poste mortem. L.	After death.
Pro bono publico L.	For the good of the people.
Pro forma. L.	In the form shown.
Pro rata. L.	In proportion.
Prox. L.	Next.
Quota. L.	The number allowed.
Quorum. L.	The least number competent to do business.
Qui Vive. F.	On the alert
R.S.V.P. (Respondez s'il vous plait) F.	Reply if you please.
Sine die. L.	No date fixed.
Sub-judice. L.	Under consideration.
Sub poena. L.	Under penalty.
Ult. (Ultimo) L.	Last.
Ultra vires. L.	Beyond one's legal powers.
Viz.	Namely.

Badges. Plain Clothes. See "*Plain Clothes Badges.*" & "*Numerals.*"

Badges of Rank. See "*Acting Appointments.*" *Naval & Military Insignia Appendix "E."* and special booklet Dress Regulations and Orders of Dress.

Bail.

Is a guarantee under pecuniary liability to appear or to produce an accused person, to answer according to law, at an appointed time and place.

There are two kinds of bail, i. e. (a) that which may be granted by the police; (b) that which is granted by a court.

As a general rule, bail is not granted by the police in criminal cases, except of a petty nature and usually dealt with as such or where an accused is arrested on warrant and the amount in which he may be bailed is stated therein

Chinese Law. Criminal Offences.

The provisions of Chinese law as regards bail, are set forth in Articles 110, 112 and 114 of the Code of Criminal Procedure, which should be applied as follows:-

Article 110. An accused under detention or a person who can act as his assistant or advocate may at any time apply for release on bail and suspension of the order of detention.

Article 112. Where the offence is only punishable with a fine, the amount of cash security may not exceed the maximum amount of the fine.

Article 114. The application of the accused under detention who has supplied a bond for suspension of detention, shall not be refused under any of the following circumstances:-

1. Where the maximum principal punishment for the offence is only for a period of less than six months, detention or a fine.
2. Where the accused has been pregnant for seven months or more, or has given birth within a week.
3. Where the accused is sick and it is apprehended that if he is detained the disease cannot be cured.

The *power of the police to grant bail* to arrested persons under the jurisdiction of the Shanghai First Special Area District Court and Second Branch Kiangsu High Court, is limited to offences where according to law, the maximum punishment is *detention or a fine* as follows:—

1. Where the maximum punishment is detention, bail may be granted in any sum above $40.00, but not more than $100.00.
2. Where the maximum punishment is a fine, bail may be granted in any sum of more than half, but less than the maximum fine applicable to the case.
3. In cases where both punishments apply, and the fine is more than $100.00, bail may be granted in a sum equivalent to the maximum fine. (P.O.C.-1646).

Where bail is requested for persons charged under the above headings, the officer on Charge Room duty should obtain instructions from the officer-in-charge or his deputy as to what amount of bail to accept.

Provisions.

Except in cases where the police are allowed to grant bail, no person shall be released from police custody without a release order from the court. When an order is made on a charge sheet for bail, the police are not normally allowed to receive such bail, which must be taken to the accounts office of the court, where a release order will be issued by the judge concerned, after which the person it refers to may be released by the police.

A person admitted to bail by the police should only be released on receipt of cash security. Cheques must not be accepted.

No banknotes may be received except those issued by approved banks in accordance with lists issued by the Council from time to time.

Persons bailed out must be warned that they must appear at the next sitting of the court, to answer the charge against them.

The amount of bail must be entered in the charge book and charge sheet.

The amount of bail authorised for certain specified offences are laid down as follows:—

Bye-laws and Traffic Offences.

The following scale of bail is authorised for offences committed by drivers of motor vehicles in cases where the offender cannot be proceeded against by summons. *It applies to Chinese* or to unrecognised foreigners who fail to establish their identity as residents of the International Settlement or French Concession.

(1) No driving license $50.00

(2) Negligent driving and failing to stop immediately after being involved in an accident in which the bodily harm is not serious $50.00

(3) Negligent driving and causing serious bodily harm $100.00

(4) No driving license and causing serious bodily harm $100.00

(5) No driving license and causing serious damage to property $100.00

(6) Failing to stop immediately after being involved in an accident in which serious bodily harm is sustained $100.00

(7) Causing an accident whilst driving under the influence of liquor . . . . . $100.00 (In this case a medical certificate as to the driver's condition is to be obtained as soon as possible.)

An offender failing to produce bail is to be brought before the next session of the Shanghai First Special Area District Court, which will decide whether the case is to be remanded for the special Traffic Court.

Bail is not to be granted in cases of negligent driving causing serious bodily harm which is likely to prove fatal. (P.O.B.557). See also "*Traffic Accidents.*"

Motor Freight Vehicles, Public Hire Motor Cars.
(Other than army transport) found plying without the current quarter's license disc, to be taken to the station and bailed in the sum of . . . . . $ 50.00
The balance of the bail money after the case has been dealt with will be retained until the license disc is produced. (P.O.B. 7611.)

Gambling.
No bail for conductors.
Large scale gambling, security not less nor more than . . . . . $500.00.
Hotel room gambling, security not less nor more than . . . . . $100.00.
Tea house or roadside, playing "*Pai Chu*" not less nor more than . . . . . $30.00.
Tea house or roadside, where "*Paper Staking Cards*," "*Dice*," and other gambling paraphernalia are being used, not less nor more than $10.00. (P.O.D.-9251).

Miscellaneous Minor Offences

Bicycles.	Without light	$1.00
	Riding on the footpath (P.O.B. 9194)	$3.00
	Reckless riding where no serious injury or damage is done	$5.00
Bombs.	Firing . . . . (P.O.C. 2653) . . .	$10.00
Crackers.	Firing	$5.00
Carriage	Without light	$5.00
	Without license	$10.00
	Left unattended	$10.00
Depositing Garbage	. . . . .	$1.00
Feathers.	Carried loose	$5.00
Furious or Reckless Driving	. . . .	$30.00 to $50.00
Handcart	Any contravention of traffic regulations or licence conditions.	$5.00
Horses.	Harnessing or unharnessing on street	$10.00
	Exercising on streets	$1.00
Horses	Leading without light	$1.00

Nuisance	Relieving nature	$0.30
Obstruction	With carriage	$10.00
	With ricsha	$0.50
	By hawkers etc.	$0.30
Overloading.	A carriage	$5.00
	A wheelbarrow	$1.00
Ricsha.	Trifling offences against traffic regulations or license conditions. See also "*Ricshas.*".	$0.30
Touting.	With carriage	$10.00
	With private ricsha	$5.00
Unlicensed.	Carriage	$10.00
	Bicycle, ricsha, sedan chair. . .	$5.00
	Wheelbarrow	$0.75

No subsidiary coinage will be accepted in payment of bail for less amounts than one dollar. Bail is for definite amounts in "*big*" money.
Persons bailed should be warned that monies deposited as bail may be confiscated unless they appear before the next session of the court.

Bail Receipts.

Should be made out in plain language on front and back, and signed with the full name and rank of the officer making same out. The counterfoils must also be clearly initialled, and receipts *must be handed to the person charged.* Used bail receipt books are retained at police stations for one year after the date of the last entry.

Bailee.

A bailee is a person to whom goods are entrusted for a specific purpose.
A bailee who betrays his trust in order to defraud his principal commits larceny. (Larceny Act. 1916 s.1) (English law) and Chinese would be punishable under Art. 355 of the Chinese Criminal Code.

Banknotes. *Acceptance of.*

The police are instructed to accept Chinese banknotes

as bail money, fines etc., only when issued by *approved Chinese banks*, in accordance with lists published periodically in Police Standing Orders, a copy of which should be available in each charge room. (P.O.A. 8170)

Barracks. *At Stations.*

(1) Barracks and living quarters at police stations are at all times to be kept clean and well ventilated.
(2) No alterations or additions are to be made to any room or building without the authority of the Commissioner of Police.
(3) The officer-in-charge is responsible that all premises at his station and all leased quarters attached to his station are maintained in a proper state of cleanliness and repair.
(4) No stranger is to be admitted into barracks or quarters except by some person having authority therein who will be held responsible that such stranger bears a respectable character and acts in an orderly manner.
(5) Men who have been dismissed from the Force are not allowed in barracks.
(6) Washing of clothes, or hanging them up to dry is not allowed in barrack rooms, or any other work or employment which may tend to prevent cleanliness.
(7) Spitting, swearing, the use of profane or filthy language, drinking, or gambling in barracks are strictly prohibited.
(8) No spirits or intoxicating liquor, except such as may be authorised for use of the mess, may be introduced, or kept in any barracks.
(9) Females are not permitted in single men's rooms or mess rooms except with the special

(10). Private telephones will not be installed in single or married quarters without permission first obtained from Headquarters in accordance with P.O.E-440.

Barracks. *Confinement to.*

Men confined to barracks for misconduct, must

parade at the charge room twice daily at 8 a.m. and 5 p.m. Members of the uniform staff must be properly dressed in uniform, and detectives must be neatly dressed in plain clothes. Men so parading will be inspected by the officer-in-charge or the officer on Charge Room duty.
Use of the canteen is forbidden to men confined to barracks or suspended from duty.

Barracks. *Leaving-Off Duty.*

As it is necessary to know in case of emergency the strength of the Force in barracks, all below the rank of Sub-Inspector, when leaving and returning to barracks when off duty, must report to the officer on Charge Room duty, and record opposite their names on the roll board *"In"* or *"Out."* Until after their first long leave, all men off duty must be in barracks or quarters by 1.00. a.m. vide P.O.D.-8251, unless permission to remain out later has been granted by the officer in charge or his deputy, who will only grant the privilege when special reasons are given. Applications for extension of time will not be granted to men who were recently on the sick list, or undergoing medical treatment special diet, etc.
Members of the Force granted sick leave or half duty in barracks will not be out after dark except with the special permission of the officer-in-charge.

Barracks-Chinese.

Wherever possible, Chinese Constables and Sergeants are to be accommodated in barracks, and no house rent allowance will be issued to single or married men at stations where such accommodation is available. Officers-in-charge should arrange for all accommodation to be filled by (a) single men, (b) the most junior married men to the extent of accommodation available. On written application, single or married men who should reside in barracks may be permitted to reside outside, but without house allowance. Except by

special permission of the Deputy Commissioner (Chinese) no person other than a Chinese Constable or Sergeant is allowed to lodge in barracks.
One night's absence from barracks each week may be permitted at discretion of officers-in-charge but with the exception of men on duty or on official leave, no absence from barracks is permitted after 1 a.m., and no absence from barracks is permitted during times of emergency. (D.C. (C) Memo No. 487.) See also "*Chinese Branch - Rent Allowance.*"
Bath House Permits. See Divisional Memo No.251.

Batons.

Batons are supplied to the police to enable them to protect themselves if violently attacked.
If a police officer is likely to be overpowered he may draw his baton and use it, but care should be taken to avoid striking the head if possible. The arms and the legs of a prisoner should be aimed at to disable him, as they are the parts least likely to suffer serious injury.
The use of the baton should only be resorted to in extreme cases when other attempts have failed and a prisoner is likely to escape or be rescued through the police officer being ill-used and overpowered.
Batons are to be carried in the pocket, and should only be exposed in cases of emergency or necessity, except in the case of cyclists and mounted men who may carry them affixed to their belts.
The use of batons on ricshas etc. is strictly forbidden, and all infractions of this order must be reported. (P.O. 4294).
The use of rubber or loaded batons, or any other than the official issue is strictly forbidden. See also "*Clothing and Appointments*" *and* "*Sword Batons.*"

Baton Charges.

The success of a baton charge depends entirely upon the amount of control exercised by those in charge of the party. For any individual member of the party to lose control of himself and get

ahead of the party is dangerous, both to himself, his comrades, and to the success of the operation.
The members of the Reserve Unit are trained to keep in line as far as possible when charging, and to quickly reform upon the order or signal being given. The moral effect on a mob of successive waves of men, and seeing reformed lines is as great as that of the actual charge, and it is this fact which enables a small disciplined force to overcome a mob.
Unattached members of the Force present when a baton charge is about to be made, should, unless otherwise ordered, attach themselves to the baton charge party, and assist those in charge by setting an example in maintaining discipline.
The number of men in a baton charge should not be more than is required to extend across the road from building to building, allowing sufficient room to each man for free use of the baton. If more men are present, they should be formed into a second line six to ten yards in rear, in readiness to charge when required.
During a baton charge, the pistol should be in the holster, unloaded, with the holster flap buttoned down. On no account should the pistol be carried in the hand even if unloaded. For words of command, see appendix "*D.*" See also "*Reserve Unit.*"

Beats.

(1) The portion of ground to be watched and protected by each constable is termed a beat.
(2) Constables are expected to make themselves thoroughly acquainted with the details of all beats in their own particular district.
(3) Apart from a close observance of all persons passing, the following rules must be observed by all constables on their beats:—
(a) Not to loiter along or gossip, but to work the beat regularly and conscientiously.
(b) To walk smartly, and not to slouch or appear slovenly, constables should never lean against

walls, or doorways, or drink tea and gossip with shopkeepers etc., when on duty.

(c) To answer all questions with civility and good temper, and to make themselves conversant with the topography, and places of interest in the city, so that they may answer questions with intelligence.

(d) To act quietly and discreetly, not interfering unnecessarily but when the need arises, to act firmly and with discretion.

(e) Not to leave a beat until relieved, except in cases of emergency, warning the station by telephone - or constables on neighbouring beats when possible and returning as soon as the emergency has passed.

(f) To mark places likely to be attempted by thieves, and if the marks are disturbed, to ascertain the cause. Constables on night duty should mark likely premises by sticking a chip of wood or a matchstick etc. in the jamb of doors and windows.

(g) To see that doors, windows, gratings, fanlights and places through which a thief may enter or gain access are not left open, and to warn the occupant if any are found so.

(h) To render assistance when necessary to comrades on traffic posts on the beat if seen to be hard pressed by unusually heavy traffic.

Members of the Foreign Branch perform section duty and do not walk beats. See also *"Supervision of Districts."*

Beggars.

Any person who begs for alms, or causes or procures any child to beg for alms in a public place should be arrested. It is an important part of a police officer's duty to keep his beat and district clear of beggars. Beggars exposing wounds and sores to attract sympathy should be especially noticed and arrested.

Beggars may be charged under Bye-law 36, and

anyone found begging in a threatening manner, may be charged under Art. 43 (2) of the Police Regulations.

Foreigners found begging who have extraterritorial rights should be charged and taken before their consular representatives to be dealt with.

Benevolent Institutions.

Anti Kidnapping Society. 51 Heng Foh Li, North Honan Road. 45006.

Door of Hope (Receiving home) 179 Newchwang Road. Kweichow Road corner. 91417.

—*do*— (Childrens Refuge) 33 Brenan Road. 20272.

—*do*— (Industrial home) 22 Robison Road. 34724.

—*do*— (Sanitorium) 1221/2 YuYuen Road. 20310.

Foreign Womens Home	874 Hart Road. 36047.
Hanbury Institute.	94 Broadway. 41140.
Kings Daughters Society.	868 Avenue Foch 38175.
do (Charity Committee)	866 Avenue Foch 38266.
do (Childrens home)	Hungjao Road.
Mercy Hospital for Insane.	North of Omnibus Station, at Peh Jao, on the Shanghai Minghong Highway.
Nat'l Child Welfare Ass'n.	131 Museum Road 18356.
Salvation Army Hostel.	7/8 Yang Terrace, Wei Hai Wei Road. 30463.
do (Employment Centre.)	422 North Soochow Road. 46273.
do (Men's Shelter.)	180 Amoy Road. 90431.
Polish Residents Ass'n.	84 Route Pichon.
Russian Relief Association.	118/1 Moulmein Rd. 36913.
S. P. B. Cemetery.	210 Pakhoi Road. 92567.

Betraying Secrets.

Under Chinese law a professional person who betrays the confidence of his clients may be charged under Article 316 of the Chinese Criminal Code on complaint of the injured party.

Anyone who betrays the commercial or industrial secrets of another, which came to his knowledge by virtue of his occupation etc., may be charged under Article 317 of the Chinese Criminal Code.

Betting.

Money won on a bet cannot be recovered in a court of law.

Bicycles.

A bicycle is a vehicle, therefore it's rider is subject to traffic regulations and license conditions.
Strict attention should be paid to cyclists ignoring the traffic regulations, particularly regarding indifference to traffic lights or police signals, riding on the wrong side of the road and on footpaths or carrying passengers and bulky packages to the common danger.
Offenders should be arrested and taken to the station.
Cyclists who ride with both hands off the handlebars or attempt trick riding on public roads should be dealt with for "reckless riding."
Where postmen or cyclist messengers of telegraph or radio administration companies, are found contravening traffic regulations or license conditions, it is sufficient to note the license number of the cycle, and (except postmen) the company's name, and then permit the rider to proceed.
In addition to the cycle number, a postman's official number should be taken, or if he wears no identification number, his name should be obtained. (P.O.C. 8805).
The postal authorities or the company concerned guarantee the appearance of such messengers at court under summons.
All police officers, police cycle patrols, and other police employees using service bicycles, must observe all license conditions and traffic regulations, and must not ride abreast.
The conditions of a bicycle license stipulate that the S.M.C. license plate should be attached to the

rear left horizontal fork, and that the vehicle shall carry a bell, but no other form of signal alarm.
Between sunset and sunrise the bicycle shall carry a lighted lamp.

Bigamy.

A person who goes through a form of marriage when already legally married to a person still living, commits bigamy. Under Chinese law the police are empowered to institute proceedings in cases of bigamy, and charges should be laid under Article 237 of the Chinese Criminal Code. If the offence is committed by fraudulent means, Article 238 of the Chinese Criminal Code would apply, but in either instance, prosecution may only be instituted "At the instigation of complainant."

Bill of Lading.

Is a written evidence of a contract for carriage and delivery of goods sent by sea for a certain freight. It is signed by the master of the vessel, who usually signs three, one of which he retains, one of which usually goes to the person shipping the goods, and the third to the consignee.
It may be endorsed the same as a bill of exchange, and if an absolute transfer or sale, will operate to pass the shipper's rights and liabilities to the consignee or endorsee (the person to whom endorsed).

Bill of Exchange.

Is an unconditional order addressed by one person to another requiring the person to whom it is addressed to pay a sum of money on demand, or at a certain time, to some specified person, or the bearer.
N. B. The person liable to pay is entitled to three days grace.

Billiard Rooms. Station.

The admission of women into foreign single quarters at stations or elsewhere, or into billard, reading

rooms, or mess rooms etc. except with special permission of the officer-in-charge etc. is strictly forbidden, and strong disciplinary action will be taken in cases where this order is contravened. (P.O. B-7823.)

Billiard Tables. Public.

Every person keeping any billiard table for public use without being licensed to do so, is liable to a penalty (See Bye-law 34.)

Blackmail.

Under English law it is a felony to demand any property with menaces or by force (Larceny Act 1916 s.30) and also to send or cause to be received, knowing the contents thereof, any letter or writing demanding property with menaces, and without reasonable or probable cause (s. 29.) It is also a felony to threaten (either verbally or in writing) to accuse any person of the following crimes with a view to extort money or valuables:—

(a) Any crime punishable with death or with seven years penal servitude.
(b) Attempted rape.
(c) Infamous crimes. (sodomy etc.) (s. 29)

These are the most dangerous forms of blackmail and are punishable with penal servitude for life. The fact that the person threatened has in fact committed the crime referred to, in no way affects the guilt of the blackmailer.

In Chinese law similar offences are dealt with under Article 305 of the Chinese Criminal Code (Intimidation) or Article 346 of the C.C.C.(Extortion.)

Boats.

Not more than five cargo boats are allowed to make fast at a pontoon at the same time. Each boat must have an anchor down to keep undue strain off the pontoon moorings. Boats must move away immediately after completing loading or discharging. All boats employed by municipal contractors for the conveyance of night soil must be properly covered up. When a boat belonging to a cargo company damages any municipal bridge, pontoon or jetty, the number of the boat is to be taken, and the matter reported, but the laodah is not to be arrested or taken to a police station.

According to the conditions of cargo boat licenses, the men in charge of the boat shall promptly obey all orders for the regulation of traffic etc. by police on duty at the jetties, and the Harbour authorities. That no touting for passengers be permitted. That all property found on the boat be immediately delivered to the nearest police station, and that immediate notice be given to the Municipal Police of any death or crime occurring on the boat.

Bodily Harm. See *"Assault."*

Bodies. See *"Dead Bodies."*

Bodyguards See *"Firearms Licences."*

Bogie Trailer.

A bogie trailer is a low iron wheeled vehicle for the transportation of heavy machinery etc. It is necessary to obtain a special permit from the P. W. D. (blue colour) before a bogie trailer may be operated, and it must not be mechanically propelled.

Bombs.

It is the duty of the detective staff to investigate the finding of bombs.

When any substance known or suspected to be of an explosive nature, or any box, metal casting or other receptacle known or suspected to contain an explosive substance is found by, or comes into custody of the police, the Divisional Detective Officer must be notified without delay.

Owing to the extreme danger, even to experts when

handling bombs, suspected explosives, substances or containers, which are found or come into the custody of the police, *will not be handled by police* without instructions from the D.D.O. of the district concerned, and, as laid down in P.O.B-5606, bombs of a military pattern should not be immersed in water.

The following procedure should be carried out without delay to render the article harmless:-

(1) Place a guard to ensure that the bomb etc., is not touched and that unauthorised persons are kept at a distance.

(2) Inform the D.D.O. as soon as possible, and act on his instructions, rendering such assistance as may be required to the person removing the article.

(3) Under no circumstances will any explosive substance (except cartridges) to be taken into court as exhibits, or allowed to remain in a police station unless declared harmless by a competent authority.

(4) The removal and analysis for investigations will be subject to instructions of the D.D.O. who may specially secure the service of an expert if necessary, and final disposal will be subject to the orders of the Commissioner of Police. See also "*Explosions.*"

Classification.

(Those that are thrown) and are exploded (a) by means of a quick burning fuse which is lit before the bomb is thrown, and (b), by detonation caused by the impact of the bomb striking an object, or (c) by the action of acid on another chemical substance: the acid being released when a glass tube containing it is broken by the impact of the bomb striking an object.

(Time Bombs) which are exploded (a) by means of a slow burning fuse, (b) by the action of acid on a chemical substance, action being suitably delayed until it has eaten through a pledget of cotton wool

or other dividing material, or (c) by means of clockwork machinery.

(Those sent as gifts etc.) in form of books, boxes etc. These are exploded by being opened, by (a) the breaking of a glass tube containing acid, as in (1) above, or, (b) by means of a friction pin, which is pulled by a spring attached to the lid or covering of the package.

Disposal of.

When the Municipal Police have explosives, (shells, bombs, grenades, etc.) for disposal, a telephone message to that effect will be sent to the sergeant on duty, River Police Hulk (tel: No. 12371.) He will arrange for the River Police launch to meet the Municipal Police and receive the articles at the Customs Jetty.

Bonfires.

Any person making a bonfire, or setting fire to incense paper, throwing or setting fire to crackers or fireworks in a roadway or other public place without a permit, is to be summoned, or if not a householder or resident of the Settlement, to be taken to the station and admitted to bail.

The offences enumerated are punishable under Article 32 of the Police Regulations.

Permits are not issued for the firing of cracker bombs.

Books-Official.

Official books may only be produced in courts with the permission of the Commissioner of Police or his deputy. Application for certified copies of entries in official books must also be referred to the Commissioner. An official list of books at stations with reference number and description will be found in appendix "*G.*" Old books will not be kept at stations longer than the period stated, after which they will be forwarded to the Governor of the Municipal Gaol for destruction.

Borrowing Money.

A police officer who borrows money, or attempts to borrow money from a subordinate or from any person licensed by the Municipal Council renders himself liable to immediate dismissal, and under no circumtances should any police officer lend money to a superior in rank. See also *"Finance Companies."*

Boundaries of Fire Divisions. See *"Fire Divisions."*

Boundaries of Police Districts.

For police purposes the Settlement is divided into four police divisions, and sub-divided into thirteen districts.

In addition, a police station is rented on Dixwell Road near North Szechuen Road extension from which the council roads and adjoining foreign property beyond the northern boundary of the Settlement are policed. See also *"Divisions."*

Central Police District.

Police Station: Foochow Road, between Honan and Kiangse Roads. Tel. No. 17590.

Boundaries:

North:- The Soochow Creek from Shanse Road (inclusive,) east to the Whangpoo River.

East:- The Whangpoo River from Soochow Creek to Avenue Edward VII.

South:- Avenue Edward VII from the Whangpoo River to Shantung Road inclusive.

West:- Shantung, Foochow, and Shanse Roads, all inclusive north to Shanse Road Bridge.

Louza Police District.

Police Station: Ningpo Road, opposite North Yunnan Road and off Kweichow Road opposite Tientsin Road. Tel. No. 91025.

Boundaries:

North:- Soochow Creek from Yu Ya Ching Road Bridge (inclusive) east to Shanse Road Bridge.

Boundaries:

East:- Shanse Road, Foochow Road, Shantung Rd., (exclusive) south to Avenue Edward VII.

South:- Avenue Edward VII (centre of roadway) from Shantung Road, westward to Yu Ya Ching Road.

West:- Yu Ya Ching Road from Avenue Edward VII to Yu Ya Ching Road Bridge, houses on the east side and roadway inclusive.

Chengtu Road Police District.

Police Station:- Chengtu Road, between Bubbling Well and Mandalay Roads. Tel. No. 30552.

Boundaries:

North:- Bubbling Well Road from Moulmien Road to Yu Ya Ching Road, houses on the south side inclusive.

East:- Yu Ya Ching Road, from Bubbling Well Road to Avenue Edward VII, houses between Taku Road and Avenue Edward VII inclusive.

South:- Avenue Edward VII, from Yu Ya Ching Rd., west to Luzon Road, to Avenue Foch to Moulmien Road.

West:- Moulmien Road from Avenue Foch to Bubbling Well Road, houses on the east side and roadway inclusive.

Sinza Police District.

Police Station: Avenue Road, between Myburgh and Park Roads. Tel. No. 30045.

Boundaries:

North: Soochow Creek from point where Markham Road joins the Creek to Yu Ya Ching Road Bridge (exclusive.)

East: Yu Ya Ching Road, from Yu Ya Ching Road Bridge to Bubbling Well Road.

South: Bubbling Well Road (inclusive) from Yu Ya Ching Road westward to Medhurst Road.

West: Medhurst Road from Bubbling Well Road,

northward to Markham Road. Markham Road to the Soochow Creek. (houses on the east side and roadways inclusive.)

Bubbling Well Police District.

Police Station: Yu Yuen Road, on north east corner of Yu Yuen and Jessfield Roads. 30047.

Boundaries:

North:- Sinza Road from the Settlement western boundary eastward to Medhurst Road.

East:- Medhurst and Moulmien Roads from Sinza Road south to Avenue Foch.

South:- Avenue Foch from Moulmien Road westward to Great Western Road, to Settlement boundary about 80 yards west of Avenue Haig.

West:- The Settlement western boundary from Great Western Road to Sinza Road.

(All Municipal roads beyond the Settlement boundary (Outside Roads) are patrolled by Municipal Police.)

Gordon Road Police District.

Police Station: North west corner of Gordon and Connaught Roads. Tel. No. 30015.

Boundaries:

North:- Penang Road. (inclusive) from Kiaochow Road corner east to the Soochow Creek.

East:- The Soochow Creek from Penang Road to Markham Road, Markham Road and Medhurst Road (exclusive) to Sinza Road.

South:- From Sinza and Medhurst Roads corner, along Sinza Road, exclusive, to the Settlement boundary situated about 100 yards west of Kiaochow Road.

West:- The Settlement boundary from Sinza Road along the Settlement western boundary to Penang Road.

Pootoo Road Police District.

Police Station: North west corner of Pootoo and Gordon Roads. Tel. No .30044.

Boundaries:-

North and East:- The Soochow Creek from Hsiao Sha Ferry to Penang Road.

South:- Penang Road (exclusive) from the Soochow Creek west to Kiaochow Road.

West:- The Settlement boundary from Kiaochow and Penang Roads corner northward to the Soochow Creek.

Hongkew Police District.

Police Station: Minghong Road near Woosung Road. Tel. No. 32243.

Boundaries:-

North:- The Settlement northern boundary from North Honan Road, eastward to the Hongkew Creek.

East:- The Hongkew Creek (inclusive) from the Settlement northern boundary to Hanbury Road Bridge, and by East Hanbury Road to Yuen Fong Road inclusive to Yuen Fong Road Jetty on the Whangpoo River.

South:- The Whangpoo River from the Yuen Fong Road Jetty to the Soochow Creek, thence by the North Soochow Road west to North Honan Road.

West:- North Honan Road (exclusive) from North Soochow Road in a northerly direction to the Settlement boundary.

Kashing Road Police District.

Police Station: 290 Thorne Road near Urga Road. Tel. No. 42249.

Boundaries:

North:- The Settlement northern boundary from the Hongkew Creek to the junction of Hailar and Chaufoong Roads.

East:- Chaufoong Road (exclusive) from Hailar Road, southward to East Yuhang Road.

South:- East Yuhang Road from Chaoufoong Road to Singkiepang Road, to East Hanbury Road, (all exclusive) to Dixwell Road.

West:- Dixwell Road inclusive from East Hanbury

Road, in a northerly direction to the Settlement northern boundary.

West Hongkew Police District.

Police Station: Haining Road, opposite North Fokien Road. Tel. No. 42246.

Boundaries:-

North:- Settlement northern boundary (Boundary Road) from North Chekiang Road, eastward to North Honan Road.

East:- North Honan Road, from Boundary Road to North Soochow Road.

South:- North Soochow Road, from North Honan Road, westward to the Settlement boundary.

West:- The Settlement boundary from North Soochow Road to North Chekiang Road, to Boundary Road.

Dixwell Road.

Police Station. No. 751 Dixwell Road. Tel. No. 46370.

Jurisdiction:- Over the following Municipal roads.

North Szechuen Road, from near the defence gate near Range Road to and including North Szechuen Road Extension.

Kiangwan Road, from North Szechuen Road to Recreation Road, including the Rifle Range, Hongkew Park, and the Swimming Pool.

Dixwell Road, from Tiendong Road to North Szechuen Road.

Darroch Road, off North Szechuen Road (west side) including the Soong Ching Li, Foong Loh Li and Keeble Gardens.

Barchet Road, and Helen Terrace, off North Szechuen Road (west side).

Scott Road, from Kiangwan Road to Ziang Teh Road including Cherry Terrace and other lanes.

Wayside Police District.

Police Station: Muirhead Road, at Ward Road corner. Tel. No. 52244.

North:- The Settlement boundary from Chaoufoong and Hailar Roads corner to Dalny Road.

East:- Dalny Road from the Settlement boundary to Yangtszepoo Road, and Chinwangtao Road inclusive. to the Whangpoo River.

South:- The Whangpoo River from Chinwangtao Road to Yuen Fong Road Jetty.

West:- Yuen Fong Road, from the Whangpoo River to East Hanbury Road to Singkiepang Road, to East Yuhang Road, to Chaoufoong Road to Hailar Road corner.

Yulin Road Police District.

Police Station: 707 Yulin Road near Chemulpo Road. Tel. No. 52250.

Boundaries:

North:- The Settlement boundary from Dalny Road to the Yangtszepoo Creek.

East:- Yangtszepoo Creek inclusive from the Settlement boundary southward to the Whangpoo River.

South:- The Whangpoo River from Lay Road to Chinwangtao Road

West:- Chinwangtao Road (exclusive) from the Whangpoo River to Yangtszepoo Road to Dalny Road (exclusive) to the Settlement boundary.

Yangtszepoo Police District.

Police Station: Glen and Pingliang Roads corner. Tel. No. 50153.

Boundaries:-

North:- The Settlement boundary from the Yangtszepoo Creek to the Whangpoo River.

East and South:- The Whangpoo River from the Settlement boundary to Lay Road.

West:- Lay Road (exclusive) from the Whangpoo River to the Settlement boundary.

In addition to these police stations there are a number of administrative offices and sections, which are listed under the heading of "*Police Administration.*"

Boundaries of P.W.D. Districts.

For the purpose of public works administration,

the Settlement and extra-Settlement roads are divided into three areas, viz:—

1. Western area, extending from Yu Ya Ching Road westward and including the "outside roads, west."
2. Central and Northern area, extending from Yu Ya Ching Road on the west to Hongkew Creek on the east and including the "outside roads, north."
3. Eastern Area, from the Hongkew Creek eastward.

Area Depots.

Western—at Shunteh Road.	Telephone	30844.
Sub-Depot, Brenan Road Rly crossing.	,,	20460.
Central & Northern—Soochow Road	,,	92477.
Eastern—Dixwell Road.	,,	40716.
Sub-Depot—Antung Road.	,,	50698.

Boundaries of the Settlement.

North. The Soochow Creek from the Hsiao Sha Ferry (Ferry and West Soochow Road corner), to a point about seventy yards west of Yu Ya Ching Road Bridge, thence in a northerly direction to the Chapei boundary thence to a point where it meets the Hongkew Creek, and thence in an easterly direction to the Whangpoo River at Liping Road.

East. The Whangpoo River from Liping Road to Avenue Edward VII.

South. Avenue Edward VII from the Whangpoo River, Luzon Road and Avenue Foch to a point about 80 yards west of Avenue Haig on Great Western Road.

West. From a point about 80 yards west of Avenue Haig on Great Western Road, in a northerly direction to the Hsiao Sha Ferry.

Note: The wording of the foregoing explanation differs somewhat from the original description of the boundaries of the Settlement. This is because landmarks originally mentioned have disappeared during recent years. The boundaries of the Settlement as originally defined will be found in appendix "*B.*"

Breach of the Peace.

A breach of the peace is any violation of that peace and security which is guaranteed by law for the comfort of every individual.

Any person may act as a peace officer, and it is the duty of a police officer to arrest anyone committing a breach of the peace in his presence. Offenders may be charged under Bye-law 36, and other penalties are provided for specific kinds of breach of the peace under Art. 35 of the Police Regulations. See also "*Assembly, Unlawful.*"

Bread.

According to the Bakery license conditions, bread and bakery products shall upon sale or when exposed, carried, or handled for sale, or delivered in baskets, vehicles or otherwise, be suitably wrapped in grease-proof paper or other cleanly covering, in such a manner as to completely protect the bread etc., from dirt, dust and flies, or from harmful contact in handling, and that bread exposed for sale, or found being delivered without proper wrappers *be liable to confiscation.* The name and address of the licensee must be legibly printed on every wrapper used for bread, and bread found exposed for sale, or being delivered without such printed wrappers is also liable to confiscation. Also that when kept or exposed for sale, or in course of delivery before or after sale, the correct weight in ounces of each loaf of bread contained in any wrapper, be printed legibly or stamped on such wrapper in figures of not less than one inch in height in such a manner as approved by the Commissioner of Public Health. Every distributor of bakery products shall carry a distributing ticket of the current quarter, and all bakery products found being delivered without such ticket be liable to confiscation. Vehicles, baskets or containers used in the delivery of bakery products, must be kept clean and closely covered so as to exclude dust, flies or other sources of contamination, each being clearly marked with the

name and address of the bakery, and no foul matter or thing, bed or body clothing, shall be placed, kept or carried in any such container used in the delivery of food for human consumption.

Breaking. See *"Burglary" "Enclosed Premises" & "Housebreaking."*

Breaking Open Doors.

A police officer may break open doors under the following circumstances:-

(1) When in immediate pursuit of a person who has escaped from lawful custody.
(2) When persons are fighting furiously in a house.
(3) When a house has been entered with felonious intent and a felony appears likely to be committed.
(4) When cries of murder, or sufficient cries for assistance are heard.
(5) When armed with a warrant in proper form, and admission is refused.
(6) In case of fire where it is suspected that persons are on the premises and cannot be aroused by ordinary methods.

It should be remembered, that the breaking open of doors is, legally, a dangerous proceeding, and one which should only be resorted to in extreme cases.

Except in serious cases which will admit of no delay it is advisable in the first place, before extreme measure are resorted to, for a police officer to demand admittance, stating who he is, and the purpose for which entry is desired.

Especial care is necessary when raiding parties act on information supplied by prisoners, or on information the accuracy of which cannot be confirmed owing to the urgency of the case.

Particular care must be taken not to enter houses occupied by persons having extraterritorial rights unless armed with a proper warrant or other authority; and even then it must be remembered that the houses

of certain nationals may not be entered under any circumstances at night. See also *"Japanese Residents" "Portuguese Law" & "Warrants."*

Bribery. Of Police.

Bribery is sometimes attempted in order to turn the police from their duty in a criminal proceeding. In such cases the offence is either in the nature of a conspiracy to defeat the ends of justice, or the misdemeanour of "dissuading a witness from testifying." In order to constitute the offence, bribery must be entirely spontaneous, and in no way invited. A police officer who accepts a bribe puts himself entirely in the power of another. His identity being known, he is always liable to be blackmailed or reported, when serious criminal or disciplinary action will be taken against him. The acceptance of small gratuities or drinks for trifling services, although not bribery, nevertheless lowers the character of the Force, and tends to demoralise the individual. Chinese who offer bribes may be proceeded against under Art. 122 of the Chinese Criminal Code, but charges should not be laid against trivial offenders such as persons arrested for hawking or street offences unless instructed by the officer-in-charge of the police station, after the circumstances have been fully investigated by him. See also "Presents to Police".

Bridges Over the Soochow Creek

Chungshan Road and S.H.N. Railway, both out of jurisdiction. (Out Settlement of limits, west.)
Markham Road and Stone Bridge. (Policed by Sinza)
Yu Ya Ching Road, Chekiang Road & Fokien Road. (Policed by Louza.)
Shanse Road. (Policed by West Hongkew.)
Honan Road. (Policed by Central.)
Kiangse Road and Szechuen Road. (Policed by Hongkew.)
Chapoo Road and Garden Bridge. (Policed by Central.)

British Army Badges. See *Naval & Military Insignia. Appendix "E."*

British Court Statements. See *"Statements" & "Witnesses."*

British Subjects-Registration.

All persons of British nationality are required to register annually with H. B.M's Consulate General, registration being effected through the medium of passports. Members of the Force who are British subjects are exempted from attending the passport office if they forward their passports, (together with those of their wives and children if married) to the Central Registrar, who will attend to such registration.

A reminder is published each year in police orders, upon which officers i/c stations etc., will collect such passports and forward together with a list of same, in custody of a responsible British subject.

Any British subject not in possession of a passport, or whose passport is invalid must register by personal attendance at the Passport Office.

Brothels.

A brothel is a place where more than one woman resorts with members of the opposite sex, for the purpose of unlawful carnal connection. Brothels are prohibited in the Settlement, and any house found to be conducted as a brothel should be reported, with a view to action on the part of the station staff or the officer in charge of sing song house licensing. Conductors of brothels and prostitutes found therein may be charged under Bye-law 34, and Article 43 (3) of the Police Regulations. Chinese arrested for frequenting same, may, if considered necessary, be charged under Article 43 (4) of the Police Regulations.

Any member of the Force who keeps a woman as a mistress, or who frequents brothels or houses of ill-fame, renders himself liable to dismissal. See also *"Prostitutes."*

Building.

Permits issued by the Public Works Department are necessary for all building operations, whether temporary or permanent structures, in the Settlement, or on land adjoining municipal roads. (See Bye-law 33) See also *"Factories."*

Building Materials.

Building material, refuse etc., must be carried in properly constructed baskets or other containers in such a way as not to fall on the road.

Persons infringing upon this regulation may be arrested and charged with committing a nuisance. Bricks, tiles, etc. found lying on roads and footpaths should be removed immediately.

A P.W.D. permit is required for the landing of building materials at any pontoon, jetty, or public road.

Bullet Proof Vests and Shields.

The Musketry Officer is responsible for the distribution and upkeep of bullet-proof vests and shields, and should be informed when repairs are needed. Officers-in-charge should take every precaution against same becoming damaged or rusty. During hot weather, they should be aired in the sun after use, and when wet, should be dried before the fire.

Vests or shields suspected of being defective should be immediately returned to the Reserve Unit for repairs.

Vests or shields which have been struck by bullets must always be sent to the Musketry Officer with a full report of the circumstances.

Emergency vests and shields which are proof against Mauser pistol fire, are issued for use on sudden alarms, armed robberies etc., and *must not* be used for routine search parties or loaned to other stations except in case of extreme emergency.

The officer i/c of a raiding party is responsible that each member of his party is wearing a bullet proof vest; and that the first member of the party to enter a house etc. is carrying a shield. He is also responsible for examining all bullet-proof vests after use,

and for making a report of any vest receiving damage, with details regarding the person who wore it.
Vests and shields will always be kept handy, and in a place known to every member of the station. (A.A.O. 10-11-11a.)

Bullet Proof Vests. Sale of

Bullet-proof vests and protective armour may not be sold except by a person in possession of a license issued by the Municipal Council. The conditions of his license state that he must keep an accurate register of all protective armour imported, manufactured, sold or loaned with full details of each transaction.
He shall require any person desiring to purchase same locally to supply full details regarding himself on a certificate supplied by the licensee, and forward same to the Arms Licensing Section for approval, before a sale is made.
In no case may protective armour be sold to anyone without the consent of the Commissioner of Police and any person using same without a license obtained from the Arms Licensing Section is liable to penalties prescribed under Bye-law 37.
Licenses to use protective armour bear full details regarding the licensee, his photograph, and details of the armour referred to.(A.A.O. No. 90.)

Bundles Carried at Night.

Police should pay particular attention to persons carrying bundles, especially at night. If there appears to be cause for suspicion, they must stop and civilly ask the person what the bundles contain and where they came from etc. They should be able to judge from the answers given and the manner of the persons questioned, whether the property is likely to have been stolen or not. When the replies are considered unsatisfactory, the person should be taken to the station for further investigation.
Tact and discretion is necessary, and care should

be taken that respectable citizens are not needlessly interfered with or delayed unduly at the station. Police must at all times have reasonable cause, for suspicion before stopping or searching such persons. See also "*Suspected Persons.*"

Burglary.

English law defines burglary as the breaking and entering into or out of a dwelling house by night with intent to commit a felony therein, and the same offence committed during other hours would be classified as housebreaking. See "*House Breaking.*"
There is no such definition as burglary under Chinese law. To constitute the offence of burglary under English law five essential conditions must be fulfilled:-

(a) *Breaking:* Which may be either breaking or taking out the glass of a window or in any way opening it, picking a lock, opening it with a key, lifting the latch of a door, or unloosening any fastening either to get in or to get out, or obtaining an entrance by any threat or artifice used for that purpose, or by collusion with any person in the house, or by entering any open door or window and subsequently breaking or unlocking an inner door, by a servant or person lodging in a house etc., opening and entering a door with felonious intent.
(b) *An Entry:* Which is the introduction of any part of the body into the house, such as putting a hand in at a window to draw out goods.
(c) *A Dwelling House:* i.e. a permanent building in which some person habitually sleeps.
(d) *By Night:* Under English law the hours of "*night*" are defined as being between 9 p.m. and 6 a.m.

Under Chinese law the hours of "*night*" mean the actual period between sunset and sunrise. These times change daily. Lists supplied by the Shanghai First Special Area District Court are published periodically in police orders.

(e) *Felonious Intent:* Which is a design to commit a robbery, murder, rape or other felony, whether actually perpetrated or not.

The offence of "*burglary*" is not specifically mentioned in the Chinese Criminal Code, and burglars are actually charged with "*theft by night*" under Article 321 s.1. s.s.1. of the Chinese Criminal Code.

Criminals who commit the offences of snatching under circumstances similar to burglary are punishable under Article 326 of the C.C.C. and those who commit robbery under similar circumstances are punishable under Article 330 of the Chinese Criminal Code.

Burglary will best be detected by the vigilance of constables on beats, who besides watching for marks disturbed on doors, windows and shutters forced, and lights in premises at unusual hours, should let no suspicious persons pass them at night unchallenged. See "*Suspected Persons.*"

In cases of burglary, almost more than in any other crime, it is important to act with the utmost promptitude and despatch.

Police approaching a house in which burglars are supposed to be, must first make sure that the retreat of the thieves is cut off, for a too eager search may give them a chance to escape.

It is of the utmost importance that every precaution is *taken against the obliteration of finger prints, or other clues* by police officers, and they should take measures to preserve these where found, until the arrival of detectives.

If no detective is available when a burglary report is received at the station, a uniform officer must be despatched either from the station or from a beat or section by the use of the street telephone, and he must see that nothing of value as evidence is touched until a detective is available.

Detectives upon arrival will use their own discretion as to whether the Finger Print Bureau be informed or not, but must mention in their diaries if they

attended - or why their services were unnecessary. Loose articles which may have been handled by the thieves, must be sent to the Finger Print Bureau for examination. See "*Exhibits.*"

Detectives should always be careful that crime diaries contain an exact explanation of the modus operandi of the crime to enable the officer i/c Modus Operandi Section to check up on all similar crimes.

Every effort should be made to ascertain whether the breaking was committed from the outside, or is the work of inmates or of persons concealed inside, as it is not unusual for servants to present false clues to divert suspicion. It should also be remembered that the offender may have attempted to enter at other places than the place he obviously entered by, and that clues may have been left there.

If the premises are situated in a rural district, or in the vicinity of garages, empty houses, etc., the gardens, and vacant ground adjoining all such buildings should be searched as soon as preliminary enquiries are completed, and newly opened ground investigated.

No time should be lost in obtaining and circulating to all stations etc. *an accurate description* of each article stolen, stressing any special marks of identity.

Crime diaries regarding burglaries should always contain the names/or numbers of police on the section or beat at the time the crime was committed, and each must be questioned regarding suspects etc. seen in the vicinity during the night.

Detectives should never be satisfied with one visit to the scene of a burglary. Complainants and neighbours often remember suspicious incidents later, which they may have forgotten to mention during the initial enquiry. Any suspicions communicated should be investigated, even though they may appear to be useless.

Burst Water Pipes. See "*Frost*" & "*Municipally Owned And Leased Premises.*"

Bus Passes.

A certain number of bus passes are issued for each station and may be used by any member of the Force. They are not valid on express buses. The issue and return of each pass must be carefully recorded in the tram pass register by the officer issuing and receiving same, the letter "*B*" should be placed before the number to distinguish the omnibus pass from a tram pass. Only two of these passes may be used on one omnibus at the same time, and failing production of a pass, fares must be paid. The pass must be promptly shown on request.

BUS ROUTES.

(Subject to amendment)

(No. 1) Hongkew Park to Jessfield Park.
Via: North Szechuen Road, North Soochow Road, The Bund, Nanking Road, Bubbling Well Road and Yu Yuen Road.
First bus from Jessfield Park 6.00 a.m. Last from Hongkew Park 12.15. a.m.

(No. 1A) Keswick Road and Great Western Road to Garden Bridge.
Via: Great Western Road, Bubbling Well Road and Nanking Road. From Keswick Road 8.15. a.m. Garden Bridge 5.35 p.m.

(No. 1AS) Amherst Avenue and Columbia Road to St. Georges.
Via: Columbia Road, Great Western & Bubbling Well Roads. St. Georges 6.50 a.m. St. Georges 8 p.m.

(No. 2) Avenue Edward VII to Hongkew Park.
Via: Szechuen Road, North Szechuen Road, Haining Road, Dixwell Road and North Szechuen Road extension.
Av. Edward VII at 6.44 a.m. and Hongkew Park at 8.38 p.m.

(No. 3) St. George's to Poh Sing Kyung.
Via: Jessfield Road, Brenan Road, through Tseu Ka Jau Village and alongside the Soochow Creek to Poh Sing Kyung.
From St. George's at 6.00 a.m. and Poh Sing Kyung at 7.10 p.m.

(No. 4) Siccawei to Monument Road.
Via: Nanyang College, Avenue Haig along Hungjao Road to terminus. From Nanyang College 6.30. a.m. and Hungjao Golf Club 8.00 p.m.

(No. 5) Avenue Edward VII to North Railway Station.
Direct route, Honan and North Honan Roads.

Av. Ed. VII at 6.44 a.m. & North Railway Station at 10.40 p.m.

(No. 6) Hongkew Park to Glen Road.

Via: North Szechuen Road, Dixwell Road, Urga Road, Point Road, Tungchow Road, Yuhang Road, Chaoufoong Road, East Seward Road, Muirhead Road, Yangtszepoo Road, Pingliang Road to Glen Road.
From Hongkew Park at 6.50 a.m. and Glen Road at 9.20 p.m.

(No. 9) Jessfield Park to Chunkung Road.

Via: Yu Yuen Road, Avenue Foch, Av. Ed. VII, The Bund, Broadway, Yangtszepoo and Linping Roads.
Jessfield Park 5.57 a.m. Chunkung Road 11 p.m.

(No. 9A) St George's to Lay Road.

Via: Avenue Haig. Avenue Foch, Avenue Edward VII, The Bund, Broadway and Yangtszepoo Road.
St. George's 5.10 a.m. and Lay Road at 11.05 p.m.

(No. 10) Brenan Piece to Linching Road.

Via: Connaught Road, Sinza Road, Peking Road, The Bund, Seward and Ward Roads.
Brenan Piece at 5.02 a.m. and Linching Road at 11.18 p.m.

(No. 12) Nanyang College to Government Ferry.

Via: Avenue Haig, St. George's, Avenue Road, Peking Road, to The Bund.
Nanyang College at 6.30 a.m. and G. Ferry at 9.56 p.m.

(No. 15) Yates Road and Avenue Foch & Markham Bridge.

Via: Yates Road, Bubbling Well Road, Burkhill Road, Tatung Road, and West Soochow Road.
Yates Road 7.15 a.m. Markham Road 8.15 p.m.

Bye Laws.

All persons in the Settlement are subject to the Shanghai Municipal Council Bye-laws, of which there are forty-two.
The following are those which most affect the Police:—

XVI. Which mainly refers to building materials deposited for an unnecessary length of time.

XXIV. Regarding obstruction of roads and footpaths by goods or building materials.

XXV. Regarding the depositing of garbage.

XXVI. The hours fixed for removal of offensive matter.

XXXIV. Concerning matters for which licenses are required.

XXXV. The storage and manufacture of dangerous materials.

XXXVI. Nuisances and Traffic Regulations.

XXXVII. Carrying of arms, and passage of troops through the Settlement.

XXXVIII. The powers with which the Police are invested under these Bye-laws.

XLI. The recovery of fines and penalties imposed under these Bye-laws.

The Bye-laws are set forth in their entirety in Appendix "*B.*"

Bye-Law Cases. See "*Finger Prints.*"

Cadastral Office.

The Municipal Cadastral Office was established in the year 1900 with the sanction of the Consular Body to centralise all records of consular registration of land in the Settlement, and later, of land within certain limits outside the Settlement. It co-operates with the Land Bureau of the City Government of Greater Shanghai in the matter of verifying title deeds of Chinese owned property, all of which is recorded at the Cadastral Office.

Cafes.

Police officers frequenting common and disreputable bars and cabarets must clearly realise that they bring discredit on the name of the Force, and furthermore, are answerable for trouble in undesirable places.

All establishments north of Range Road, and on Rue Chu Pao San are out of bounds to members of the Force, but keeping the above in mind, all concerned are advised in their own interests to use great care in selecting places to visit.

Canteens.

Canteens are established at various police stations for the convenience of members of the Force. They are administered by a Canteen Board and Secretary to the Board who are appointed by the Commissioner of Police to whom they are responsible for all matters appertaining to the supervision of canteens.

Canteen Rules are posted in all canteens and must be strictly adhered to.

Officers on Charge Room duty are responsible that canteens close strictly on time at night and that an entry to that effect appears in the occurrence book. Permission to open or close on special occasions or for special reasons outside of regular hours may only be granted by the Divisional Officer concerned.

Carbide. *retail.*

The sale and storage of carbide of calcium is allowed

under the following circumstances:-

(1) That the premises and all vessels there in which the carbide is kept be open to inspection by the Shanghai Municipal Council.

(2) That the amount of carbide stored shall in no case exceed 500 lbs., and that no greater quantity than 100 lbs. be stored in any one vessel.

(3) That vessels containing the carbide be of metal, so constructed as to prevent the admission of moisture, be labelled "Carbide of Calcium - dangerous if not kept dry" in both English and Chinese, and be hermetically sealed.

(4) That none but small quantities of carbide for immediate sale or use, be kept in any inhabited building.

(5) That the conveyance of carbide to and from the premises be carried out in accordance with these conditions. See Bye-law 35. Appendix "*B.*"

Carnal Knowledge.

Carnal knowledge is the offence of having unlawful sexual relations under circumstances not amounting to rape.

Under Chinese law, whoever has carnal knowledge of a female person who has completed her fourteenth but not her sixteenth year of age, is punishable under Article 227 of the Chinese Criminal Code. If the offender is a relative, guardian or tutor, or any person having parental authority, the offence is punishable under Article 228 of the Chinese Criminal Code.

Whoever has carnal knowledge of any female person by fraudulently inducing her to believe he is her husband, is punishable under Article 229 of the Chinese Criminal Code.

Whoever incites any person who has not completed his or her sixteenth year of age, to submit to carnal knowledge with another, is punishable under Article 233 of the C. C. C. and whoever incites a respectable married woman to submit to carnal knowledge by

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(3) That vessels containing the carbide be of metal, so constructed as to prevent the admission of moisture, be labelled "Carbide of Calcium - dangerous if not kept dry" in both English and Chinese, and be hermetically sealed.

(4) That none but small quantities of carbide for immediate sale or use, be kept in any inhabited building.

(5) That the conveyance of carbide to and from

Storage in excess of the quantities stated is controlled by the Inspection Branch of the Fire Brigade, and licensed by the Revenue Department.

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a third party, may be punished under Article 231 of the Chinese Criminal Code.
Prosecution for any of the offences mentioned may only be instituted on complaint of the injured party.
Carnal knowledge of a female person who has not completed her fourteenth year is rape. See also *"Rape."*

Carpets.

No carpets may be beaten or shaken in the streets after 7 a.m. between May 1 and September 30, and after 8 a.m. between October 1 and April 30. They may not be beaten on the foreshore. Offenders should be dealt with under Bye-law 36, "Nuisance."

Carriage Thefts. See *"Motor Car Thefts."*

Carts. Licence Conditions.

There are three kinds of cart licenses. Fees payable quarterly:-
(1) allowed to carry loads up to a maximum weight of 2240 lbs. Fee $10.00.
(2) allowed to carry loads up to a maximum weight of 500 lbs. Fee $ 2.50.
(3) allowed to carry loads up to a maximum weight of 1000 lbs. Fee $ 6.70.
Half the above fees are charged in respect of carts fitted with pneumatic tyres.
The following conditions are general to all three licenses:
The vehicle shall always keep to the left of the road, and when overtaking another vehicle shall pass to the right.
The vehicle shall not traverse any portion of Bubbling Well Road, Nanking Road or the main Bund Road south of Foochow Road, Broadway or North Szechuen Road, except for the purpose of crossing, loading or unloading. No such vehicle shall cross the Garden Bridge, neither shall any such vehicle use the Chekiang Road Bridge between the hours of 8 a.m. and 8 p.m.

The vehicle shall carry no load which in any way prevents the persons in charge from seeing clearly on all sides thereof, or any load which is likely to cause obstruction, or to be a danger to other traffic.
All loose materials shall be carried in properly constructed receptacles so that they cannot be spilled on the road, and goods when unloaded shall be immediately taken away.
Any animal carried on the vehicle shall be treated in a humane manner, and so placed and protected to avoid the infliction of unnecessary suffering.
All meat or other slaughterhouse products except hides, shall be completely enclosed in a box, or adequately protected by means of a clean cloth or other suitable material.
Between sunset and sunrise a lighted lamp shall be carried by the vehicle. All property found on the vehicle shall be immediately delivered to the nearest police station.
Cart (1) when in use, shall have at least four men in attendance upon it. There are additional conditions for platform trolleys, which are classed as Cart (2). Construction must comply with standard pattern, no alterations being allowed. The load shall not extend for more than 3'6" along the length of the trolley, or more than 2'6" from side to side. Not more than one person may be employed to draw or propel the trolley.

Case Papers.

Case papers must not be left in the hands of the Municipal Advocate or his assistants on the conclusion of a hearing in court.
Case papers with diaries up-to-date must be forwarded to the Liaison Officer, Legal Dep't before 10 a.m. on the morning before a remanded case is set for hearing.

Cat Bites. See *"Dog Bites-Treatment" & Appendix "F."*

Cattle.

No cattle (including domestic animals) are allowed to be driven on the hoof along any municipal road in

such a manner as to cause danger or annoyance to persons walking or driving; and they are not allowed to be driven on the hoof along Broadway, Nanking or Foochow Road, or through any of the streets in Central district east of Shantung Road, except in Peking Road, between Honan and Shantung Roads, and Honan Road from Peking Road to the Soochow Creek. See also "*Animals.*"

Cautioning Prisoners.

Before a prisoner in custody is asked any questions in relation to any crime with which he is charged or is about to be charged, he must be distinctly cautioned that his answer may be given in evidence. When once a police officer has made up his mind to charge a person, he should not question him, or further question him as the case may be, until the caution has been administered. The caution to be administered to a prisoner when he is formally charged should be in the following words:-

"Do you wish to say anything in answer to the charge? You are not obliged to say anything unless you wish to, but whatever you say, will be taken down in writing, and may be given in evidence."

Care should be taken to avoid any suggestion that his answers can only be used in evidence *against* him, as this may prevent an innocent person making a statement which may assist to clear him of the charge. A statement made by a prisoner before there is time to caution him is not rendered inadmissible in evidence because of this fact, but in such a case he should be cautioned as soon as possible. These instructions do not apply to Chinese Courts where any statement is admissible in evidence.

See also "*Confession*" & "*Interrogation.*"

Cells.

Station cells should be kept very clean and well ventilated, the approved disinfectant being freely used to prevent infection.

The doors must always be carefully double locked and bolted upon a prisoner and the inspection wicket fastened after each visit.

Prisoners must be visited at least every hour, and drunken persons every half hour (or oftener in cases of illness) special attention being given to any prisoner considered likely to attempt suicide.

No persons are allowed to visit occupied cells except under special circumstances and with the permission of the officer-in-charge. Where necessary, great care should be taken to prevent prisoners communicating with each other, and in serious cases an empty cell should if possible separate accomplices.

On all occasions when doctors, dressers, or other authorised persons visit cells to attend upon prisoners, a responsible police officer should be present all the time, to prevent any communication between prisoners and the visitants, with a view to ensuring that no messages are taken outside.

When ordure coolies are admitted to the station cells, all prisoners are to be secured in inner cells and the doors locked until they have left, and the officer on Charge Room duty must have full control of the entrance gates at all times when cells are opened.

When visiting the cells for any purpose, the outer door is not to be opened until the prisoners are in the cells, or so far away from the door as to prevent all possibility of escape by the door.

No beer or spirituous liquors are to be allowed to prisoners, and any food brought to prisoners from outside must be thoroughly examined to ensure that it contains no instrument likely to aid escape, writing, or any drug or matter likely to facilitate suicide etc.

An officer on Charge Room duty on commencing his duty must upon all occasions receive from the officer whom he relieves, a statement of the number of persons then confined. He must visit the cells with him and make a personal inspection of each prisoner and enter details in the occurrence book. Such

entries in the occurrence book will be made in the following manner:—

4 p.m. 26. 2. 37. Sub-Inspector J. Jones reports for duty, cells visited with Sergeant W. Smith and found in good order. Twelve Chinese prisoners correct.

Signatures J. Jones. Sub-Inspector.
W. Smith Sergeant No. 88.

The officer for his own safety must see that prisoners are in a proper state before he commences his tour of duty and should note any complaint made.

The keys of the cells at police stations are to be kept in the personal custody of the Sub-Inspector or Sergeant on Charge Room duty. The cells are not to be opened except in the presence of the officer on Charge Room duty. Any neglect of this duty will be severely dealt with. (P.O.A.-15.) See also *"Charge Room Duty" & "Prisoners."*

Censorship of Films.

Until further notice all matters connected with the censorship of cinematograph films will be referred to the Deputy Commissioner (Special Branch.) (P.O.C.-1402.)

Character. Evidence of

In criminal proceedings the fact that a prisoner has a good character is important, but the fact that he has a bad character unimportant unless it is in itself a fact in issue, or unless evidence has been given that the prisoner bears a good character.

Charge of Stations.

Officers-in-charge of police stations must always bear in mind that on them rests not only the credit of the Force but also the responsibility for the legality of police action within their control. They must treat all persons, Chinese as well as Foreigners, having business at the stations, with becoming civility and with a manifest desire to oblige.

No persons, whether members of the public or police officers are to be allowed to remain in the

charge room of any station except for the time necessary to complete their business. Officers-in-charge of stations must see that strict order, discipline and cleanliness are observed in police stations.

As soon as an offence of any kind comes to their knowledge, they will immediately cause the necessary measures to be taken. If the offence is of a serious nature they must at once inform the Divisional Officer.

The officer in charge is responsible for seeing that the occurrence and other official books are properly maintained; also for informing Divisional Officers etc., immediately, of all serious crime, and are to see that any help required by the detective staff is supplied. He is expected to give personal attention to all important police station work such as patrolling by day and by night, search party work, and all special means ordered for prevention of crime and the maintenance of law and order. He is also held responsible if gambling goes on unchecked in his district, and generally speaking, for all matters relating to discipline, actions of, and well being of the personnel under his charge. See also *"Organisation" & "Supervision of Districts."*

Charges.

When a prisoner is brought to a police station and charged with any offence, the statements of the person charging, the witnesses, and of police, must be made to the officer on Charge Room duty or the investigating officer in the presence and hearing of the prisoner. No statement relative to the charge should be made except in the hearing of the prisoner. Good order must be strictly preserved when the witnesses are giving evidence, and their statements as well as any made by the person charged must be patiently and attentively listened to.

Criminals should always be charged under that Article of the Criminal Code which specifies the most severe punishment warranted by the evidence

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Cells-Spare Locks

Spare cell locks and keys are stored at Central Station. In case of attention being necessary the P.W.D. will attend. Plans showing the disposition of locks on doors are filed in the Central Registry (P.O.D.-9345 and D-9666).

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available. Where difficulty is experienced in framing charges, under the Chinese Criminal Code the Municipal Advocate should be consulted.
Charges in respect of H.B.M. Court cases are usually framed by Messrs. Hanson, who represent the police in such cases.
Italian subjects including members of the Italian Forces charged with any offence (other than traffic offence) should be taken before the Italian Judge, and not before the Italian Consul General.
The officer on Charge Room duty is responsible that all charges entered in the charge books during his tour of duty are properly laid out, and framed under the proper Article of the Criminal Code as warranted by the evidence available. See also *"Specials Charged."*
Refused: Care is to be taken that all charges refused of whatever nature, are entered in the occurrence book. The reasons for the charges being refused are to be entered as fully as possible.

Charges. Withdrawing.

A charge preferred at the instigation of the complainant may be withdrawn at any time by the injured party, before argument at a trial in a court of first instance.
Charges which are subject of public prosecution may not be so withdrawn, but the judge usually records a decision of *"Not Guilty"* if the prosecution plead inability to produce sufficient evidence to support the charge.

Charge Sheets.

Appeal. Special charge sheets, (form No. 9 blue colour) are issued for use in appeal cases. The original decision of the lower court is to be entered therein, and the form pinned to the original charge sheets, to be handed to the presiding Judge. (P.O.B.-7424-C.1672.)
Chinese. Form 10 (white) is issued for use in the Shanghai First Special Area District Court, and form

10A (yellow) for use in the Second Branch Kiangsu High Court. These charge sheets will bear the full names of all unrecognised foreigners charged before the Shanghai First Special Area District Court as well as the usual Chinese characters. (P.O.D. -2673.)
Chinese Names. It is essential that uniformity be observed in the romanisation of Chinese names on charge sheets. A list of 460 characters most commonly used in the standard romanisation of Chinese names in the Shanghai dialect is posted in each charge room, and everyone should familiarise himself with it, and conform to the romanisations given. (P.O.B.7017.)
Continuation. Form 11 is used as a continuation sheet for form 10 and form 11A is used as a continuation sheet for form 10A.
Foreign. Foreign charge sheets are not to be used for Health Dept., P.W.D. and Stamp Tax summons cases. See *"Stamp Tax Cases."*
Inquests. When a prisoner in police custody or gaol custody dies, no charge sheet is to be produced at the inquest. Charge sheets relating to cases in which the deceased prisoner was convicted are to be sent to the Municipal Advocate who will arrange for the necessary endorsement from the Judge who sentenced the prisoner. (P.O.C. -2473.)
Prosecutor's Name. Where a case is a public prosecution, the prosecutor is stated on the charge sheet as the Shanghai Municipal Police. In case of a private prosecution, the name of the prosecutor must be entered on the sheet. (P.O.B. -9425.)
Station Number. To facilitate identification, stations are to enter the station number against the name of each prisoner charged at the Shanghai First Special Area District Court or Second Branch Kiangsu High Court. (P.O.C. -1555.)
To Court. All charge sheets must be forwarded to court through the Legal Department vide P.O.B. 9993.
No charge sheets are to be sent to court unless the case is due for a regular hearing, unless an order is

received from the Liaison Officer attached to the Legal Department. Requests from courts for the production of charge sheets should be referred to the Legal Department.

Writs of Detention. Charge sheets (form 10 B.) are to be used in all cases when applying for writs of detention. They will not be used for charges: where a definite charge is subsequently prepared against a prisoner, it should be entered on the ordinary charge sheet.

Charge Rooms.

Members of the Force not actually on duty in charge rooms are not permitted behind the charge room desk, and others should not be permitted to loiter and gossip in charge rooms. Detectives should not conduct lengthy enquiries in the charge room, but should complete their duties in the charge room as expeditiously as possible and then retire to their own offices.

The officer on Charge Room duty is solely responsible for the preservation of good order, cleanliness and regularity in the charge room, therefore he should see that these rules are obeyed. (P.O.B.-7973.)

Charge Room Duty.

Members of the Force on duty in charge rooms must not leave the station during their tour of duty except under extraordinary and urgent circumstances. Should such contingency arise, permission will, if possible, be obtained from the officer-in-charge of the station or other senior officer, and a responsible officer will be left in the charge room under definite instructions and in possession of official keys.

A report must be made in the occurrence book by both officers.

The officer on Charge Room duty is responsible that all duties are paraded five minutes before the time set to begin duty, and that each man understands the duty he is told off to perform. He must be

careful that suitable men are selected for special duties such as taking charge of prisoners in hospitals, escorting prisoners to courts, or any other special work which may need such provision.

When the men have fallen in he will inspect them and see that they are clean and properly equipped etc.

The turn out of patrol duties is a matter which depends to a large extent on the manner in which an officer on Charge Room duty carries out this inspection, and slovenliness on the part of the men reflects adversely on him.

He will read out and explain all information concerning crime in the district, orders from Headquarters, or other orders considered necessary for their guidance or with reference to the peace and good order of the Settlement.

He will then see that the squads are marched out of the station by section commanders etc., in a smart and orderly manner, and that particulars of the parade are properly entered in the duty book.

His most important duty will be the disposal of persons brought to the station in custody, and in this he has four courses open to him.

(1) He may charge the prisoner and keep him in custody.

(2) He may charge the prisoner and admit him to bail. See *"Bail."*

(3) He may refuse the charge, either because there is not sufficient evidence to support it, or the case is one that can be as well dealt with on summons. In either instance if the complaint refers to a criminal offence, he will hand the complainant over to a foreign detective who will make such further investigations and make such report on the matter as is required, and if necessary assist the complainant to obtain a summons.

(4) If the prisoner is brought to the station because he refuses to give his name and address when charged with an offence which does not warrant

his detention, he can be released as soon as he gives it, and it has been verified.

In every case the officer on Charge Room duty must take into consideration all the facts as put before him, and choose the course which seems best fitted to it, remembering that he should not keep any person in custody when he can legally and prudently release him on bail or if he can be dealt with by summons.

When two or more prisoners are brought to the station, he will see that they are kept apart if necessary, and during the verbal enquiries, which it will frequently be his duty to make when cases are brought in, that they are not carried on in the presence of more than one prisoner or witness at the same time. He will note, in substance, what each witness states as well as any remarks made by the prisoner. He will also direct all the witnesses to attend at the proper hour at the court where the charges against the prisoner will be heard. He may accept bail for prisoners charged with petty offences who are in custody without a warrant, under the conditions laid down under the heading of *"Bail,"* giving every facility to prisoners for obtaining bail, and for bringing forward witnesses. (A bondsman who has reason to fear that his principal is about to abscond is justified in causing him to be re-arrested, and is entitled to claim the assistance of the police which may be given without warrant.) He must cause prisoners to be searched in accordance with the instructions laid down, representing to them that they may be robbed of their property whilst locked up, and that it is advisable for them to deliver to the care of the police, their money and property. The officer on Charge Room duty must immediately make an entry in the charge book of all such money and property, which should be labelled at the time they are received, so that they may be afterwards identified. They are to be kept separate.

The list of property will be read over to the prisoner so that he may know the articles taken from him by the police.

The officer making the entry in the charge book will be answerable for their safe custody, and will sign his name at the end of the entry, and will deposit the property in a place of safety, as directed under the heading of *"Prisoner's Property."*

Advice. In all cases of doubt or difficulty the officer on Charge Room duty should seek the advice of the officer-in-charge or his deputy.

Charge Room Books. The officer on Charge Room duty is responsible that proper and adequate entries are made in all the official books in his care, and that the occurrence book contains a record of every report however trivial, received during his tour of duty, with full details thereof and the time of the entry. Details of the manner in which the report is dealt with should be entered in the remarks column. If finally disposed of, the fact should be stated. If enquiries are being continued by another officer, his name and rank should appear in the column, and on the conclusion of his enquiries he should enter the result in the book as fully as is necessary for the purpose of future reference.

Entries in the occurrence book are of great importance for future reference and although each entry should be worded as briefly and concisely as possible, care must be taken that they contain all essential details, with proper references to other official books, etc.

Chinese Detectives. Use of. Chinese detectives are not to be sent out alone in charge of prisoners for investigations but must be accompanied by a foreign member of the Force, who on his return to the station will make a report on the proper form, giving the result of his enquiries, and will personally return the prisoner taken out, into the

custody of the officer on Charge Room duty. Exception to this rule may be made in the interests of crime prevention at the discretion of the senior detective or the officer-in-charge of the station. Chinese members of the Force above the rank of Sergeant may be sent to make investigations in unimportant cases at the discretion of the senior detective or officer in charge of the case.

Chinese detectives may be sent out alone to make trivial enquiries when necessary, but must not be sent on errands of a private nature, neither should they be employed on such work as enquiring into breaches of license conditions or Bye-laws, when such work can be done by ordinary constables. (P.O.A-6949.)

Circulation of Serious Crime. In cases of serious crime such as armed kidnapping, armed robbery accompanied by death or serious consequences, the death or injury to a police officer in the execution of his duty, shooting by police or criminals, or serious disturbances, the officer on Charge Room duty must at once inform the officer-in-charge, the senior and other detectives. He will then inform the Divisional Officer, the Divisional Detective Officer, Deputy Commissioner (Crime) and Deputy Commissioner (Divisions), in the order named, giving such information as he possesses. (P.O.C. -6666.)

Apart from these instances, it is the duty of the officer on Charge Room duty to see that the officer-in-charge or his deputy are always given adequate and early information of any important happenings in the district, and matters of a serious nature, such as strikes, large fires, meetings etc., must be reported to the Divisional Officer. See also *"Newspapers" & "Teleprinter." "& Radio Broadcasts."*

Civility. When any person calls at a police station about a police matter, the officer on Charge Room duty must treat him with civility, and give him every assistance possible, whether the matter is one connected with his district or not, and must not put him

to the trouble of calling at another station unless the circumstances absolutely demand it. (P.O.B. -7973.) The same remarks apply in regard to telephone calls received by the officer on Charge Room duty and his Chinese assistants. It is fully understood that many telephone calls are superfluous and irritating, but politeness costs nothing, and they must be replied to courteously, and everything possible must be done to assist the public.

Damage. When prisoners are charged with damage the officer on Charge Room duty should take care to ascertain as nearly as possible the amount of such damage, and enter it in the charge.

Dock. Use of. Officers on Charge Room duty are to exercise the most careful discretion in the use of the dock, which should be confined to obvious criminals such as armed robbers, loafers etc., Persons brought into charge rooms are not to be placed behind the grille indiscriminately.

Persons brought to the charge room are not necessarily criminals; in many cases they are civil complainants and must be treated in quite a different manner to criminals who may safely be secured in the grille. Gatemen and interpreters are to be carefully instructed in this matter. The tactless handling of persons brought into the charge room will be severely dealt with as such behaviour reflects most unfavourably on the whole Force. Good temper and tact are two of the most useful assets of a police officer, and in no case can these assets be so clearly demonstrated as when on Charge Room duty. (P.O.B. -8032.) The following rules are laid down as a guide to officers on Charge Room duty regarding the use of the grille, it being understood of course that a prisoner must at all times be sufficiently well guarded to prevent escape.

(1) Male persons arrested on a criminal charge may be put into the grille, which must be locked.

(2) Private persons arrested on warrants issued on the application of private prosecutors should

not be herded with criminals, irrespective of the charges preferred against them, and care should be taken in their disposal.

(3) When persons of respectable type are arrested on warrant on charges of embezzlement, or offences of a similar nature at the instance of the police, they should be treated as in No. 2.

(4) Every effort should be made to deal quickly with a prisoner brought in. If a charge is preferred the usual formalities should be gone through without delay, and the prisoner locked up in the cells.

(5) Detective enquiries from prisoners, except in very urgent cases, should not be made in the charge room.

(6) All persons arrested and placed on detention must be searched in the charge room immediately.

Drunk & Incapable. Before persons are charged with being drunk and incapable, the officer on Charge Room duty must first satisfy himself that the person's condition is due to drink and not to illness, and that he cannot get to his home safely. Persons detained for being drunk and incapable may be bailed out, or released when sober.

Drunk & Disorderly. In the case of persons charged with being drunk and disorderly, the officer on Charge Room duty must satisfy himself that the disorderly conduct was sufficient to make the man a public nuisance on the street, and not merely a personal annoyance to the police officer charging him. See also *"Drunken Persons."*

Prisoner's Clothing-Changing. See *"Clothing of Prisoners."*

Prisoners. Searching. The officer on Charge Room duty must search all prisoners detained in the presence of the police officer who brought them in, or have them so searched in his presence; all money must be counted in the presence of the prisoner, and entered together with a description of other

property removed from the prisoner in the charge book. Property so removed must be placed in the special envelope for the purpose and sealed with the special seal in accordance with police orders. (P.O.B.-9061.) See also *"Prisoner's Property"* & *"Searching Prisoners."*

Prisoners. Treatment of. The officer on Charge Room duty is responsible for the prisoners in custody, not only that they do not escape, but also that no harm comes to them during his tour of duty. Whilst conducting preliminary enquiries, he must be particularly careful to see that no violence or threats are used to obtain statements or admissions.

Whenever it may be found necessary to place refractory prisoners under restraint the officer on Charge Room duty should enter in the occurrence book all the circumstances connected therewith, particularly the time of securing and releasing the prisoner. No police officer has a right to punish a prisoner; but for the safety of himself and others, may restrain him so long as he is violent.

Prisoners. Sick. If any prisoner when brought to the charge room, or whilst there or in the cells, appears to be in need of medical attention, or if the officer on duty has any doubt as to whether a prisoner's state is due to drink or illness, he will at once send him, if Chinese, under proper escort, to the Police Hospital for examination. The escort is to be provided with a note giving reason for the examination. Should the medical officer recommend his detention, a note to this effect should be made in the occurrence book. Procedure regarding treatment of sick foreign prisoners, will be found under the heading of *"Medical Attendance."*

No wines, spirits, malt liquor, tobacco or opium are to be given to prisoners or persons detained in police stations but the officer-in-charge may, on a medical certificate or on other urgent grounds, exercise

his discretion except in regard to opium.
Prisoners. Visiting. All prisoners in the station cells must be visited by the officer on Charge Room duty at least once every hour. When visiting prisoners he must take care, if several be confined in one cell, not to enter alone and must be accompanied by a guard outside the cells. The door of each cell in which the prisoners are confined must be securely fastened.
The time of each visit must be recorded in the occurrence book. See also "*Report.*"
Reliefs. See "*C...*"

Charitable Ins ...*stitutions.*"

Chattel.

Any article moveable or immoveable except land and a dog, is a chattel. Persons may be charged with the theft of a dog under Chinese law.

Chauffeurs. Criminal Offences.

In every case where a chauffeur is charged with a criminal offence, his driving licence is to be taken away and forwarded together with a copy of the crime diary on the subject to the Assistant Commissioner (Traffic) who should also be informed of the court's decision in the case.
See also "*Crime Diaries.*"

Children. Found.

All destitute Chinese children and adolescents (girls up to 21 years and boys up to 16 years) are disposed of by the Child Protection Section without reference to the Court.

The social worker of the Child Protection Section visits the Sing Song House Licensing Section daily in this connection, and a central depot at Louza Station facilitates disposals.

As soon as routine enquiries have been completed at Police Stations, a form from Book No. 7 will be made out and sent together with the child concerned to the Sing Song House Licensing Section, to where all subsequent enquiries will be directed.

In cases where the child or girl will subsequently be required to appear in connection with charges against others, the memo will be endorsed in red ink to that effect, and the Sing Song House Licensing Section notified when detention at the depot is no longe- necessary. (P.O. E-3172)

Chinese girls found on the streets or who appeal to the police for assistance to escape from lives of prostitution should be sent to the Door of Hope Receiving Home together with full details on Form No.7 for disposal. Those who are obviously mental cases will not be sent to the Door of Hope. (P.O.D-9749).

Children-In Custody of Persons Arrested.

Child Protection Section should be notified in all cases where it is necessary to dispose of the children of persons charged. In cases of urgency stations may notify by Tel. 15349 any time after 8.45 a.m. (P.O. E-2185)

...nd in ...ffences ...or the disposal of the children. (P.O.C.-2396.)

Children. In Parks and Open Spaces. *See "Gardens."*

Children's Offences.

No act of a child under 7 years of age is considered to be a crime, nor under 14 years, unless it can be shown or reasonably inferred that the child knew the particular act to be wrong.
In English law youthful offenders are dealt with under special regulations designed to prevent their corruption by older prisoners.
No punishment is provided under Chinese law for children under the age of 15 years. See "*Adult*" & "*Reformatories.*"

Child Murder. See "*Infanticide.*"

Chimneys on Fire.

When a police officer on his beat etc., observes a chimney on fire, he must inform the occupiers of the house, and if it appears necessary, telephone the station and the Fire Brigade.

Chinese Navy & Army Badges. See Appendix "*E.*"

Chinese Branch.

Barracks. See "*Barracks - Chinese.*"
Death or Injury to Members of. All cases of death or injury to Chinese police officers must be reported in writing or by telephone to the Deputy Commissioner

his discretion except in regard to opium.
Prisoners. Visiting. All prisoners in the station cells must be visited by the officer on Charge Room duty at least once every hour. When visiting prisoners he must take care, if several be confined in one cell, not to enter alone and must be accompanied by a guard outside the cells. The door of each cell in which the prisoners are confined must be securely fastened.
The time of each visit must be recorded in the occurrence book. See also *"Reports."*
Reliefs. See *"Cells."*

Charitable Institutions. See *"Benevolent Institutions."*

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Children-In Custody of Persons Arrested.

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Children Reported Missing.

Details regarding all children reported missing will be forwarded to the Officer in charge Sing Song House Licensing Section in accordance with Divisional Memos No.245 and 248.

Children. In Parks and Open Spaces. *See "Gardens."*

Children's Offences.

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No punishment is provided under Chinese law for children under the age of 15 years. See *"Adult"* & *"Reformatories."*

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Chinese Navy & Army Badges. See Appendix *"E."*

Chinese Branch.

Barracks. See *"Barracks - Chinese."*
Death or Injury to Members of. All cases of death or injury to Chinese police officers must be reported in writing or by telephone to the Deputy Commissioner

(Chinese) in addition to the usual entry on the daily state etc. (P.O.A-4982.)

Defaulters - Depot Drills. Defaulters parades are held daily at the Depot except on Sundays, at the following times:-

From about June 15th. to November 15th. 8-30.a.m. to 9.a.m. 1-30. to 2.p.m. and 3 to 3-30.p.m.

From about November 15th to June 15th. 8-30.a.m. to 9-30.a.m. 1 to 2.p.m. and 3 to 4.p.m.

When defaulters are prevented, owing to duty, sickness etc., from attending such parades, attendance records (form F 169) should be endorsed accordingly by the officer on Charge Room duty. (P.O.B-115.)

Detectives. Selection of. Members of the Chinese Branch are selected for transfer to the detective staff in accordance with the conditions laid down by the Deputy Commissioner (Crime Branch) and the Deputy Commissioner (Chinese.)

Detectives. Use of See *"Charge Room Duty-Chinese Detectives."*

Detectives. Special Duty. Chinese detectives are not available for *"Special Service"* or *"Special Duty"* work at the request of private individuals, except under special circumstances and as a crime preventative measure. Uniform constables are available for this work at the discretion of the officer-in-charge. (P.O.B.-981.)

Hospital Attendance. Except in cases of emergency Chinese constables etc., should be instructed to attend the Police Hospital between the hours of:-

9 and 12-30 a.m. 6.30 and 7.30 p.m. daily. (P.O.A. -5162.)

The clinic at Gordon Road Depot is open from 9 a.m. to 11.30 a.m. daily except Sundays. See also *"Municipal Chinese Doctors."*

Names. Whenever senior Chinese police officers (Sub-Inspectors and higher ranks) are mentioned in official documents etc, they are to be referred to

by their full names (with Chinese characters). (P.O.C.-5533.)

Pay Returns. Pay returns for any month will show the strength of the last day of the preceding month, i.e. pay returns for June will show the list of men at the station on the 31st day of May. These returns will be forwarded under cover direct to the officer in charge Pay Office, on the 2nd day of each month. (P.O.C.-1483.)

Plain Clothes Badges. Chinese Constables seconded for duty with other Municipal Departments, or performing police duty in plain clothes will be provided with police badges which will be issued and recorded daily, on the books of the station to which the officer is attached.

Rent Allowance. Rent allowance is issuable to members of the Chinese Branch who cannot be accommodated in barracks.

Those who are entitled to draw allowances are to clearly understand that it is granted as relief because no quarters are available, and will cease whenever quarters are available, the maximum relief payable being, Sergeants married or unmarried $10.50 per month, married Constables, $8.50 per month and unmarried Constables, $6.50 per month.

The allowance is paid according to the actual rent paid by men drawing the allowance subject to the above maximums, and will be withheld if the standard and locality of quarters are unsuitable, and quarters of suitable character are available. Officers-in-charge of stations, sections etc., must assure themselves that these conditions are observed. Accommodation of each man claiming the allowance must be inspected, rent actually paid checked, and responsible officers must satisfy themselves that allowances do not exceed rents paid. If quarters are found unsuitable either as to standard or locality, the men concerned must be warned to find

suitable accommodation if they wish to continue drawing the allowance, consideration being given to the difficulty of finding suitable accommodation immediately. See also "*Barracks-Chinese.*"

Sun Glasses. Sun glasses issued to Sikh and Chinese on traffic duty, are to be immersed in a solution of Lysol, (one in twenty) for five minutes before being issued to men going on duty. (P.O.B-1474.) These glasses are not to be worn except for the purpose for which they were issued.

Visits to Traffic Office. To enable officers-in-charge to check the movements of Sikh and Chinese required at the Traffic Office for taking statements etc., prior to court proceedings, each man is handed a memo showing the time he left the Traffic Office to return to his station. (P.O.A.-8972.)

Sick Returns. Monthly sick returns are to contain the numbers of every Chinese on the strength during the whole or any part of the period covered. In cases where men are transferred or struck off the strength a note thereof should be made in the remarks column. (P.O.A.-7994.)

Chinese Chamber of Commerce.

Situated on North Honan Road near North Soochow Road, adjoining the Temple of the Heavenly Queen.

Chinese Courts. Jurisdiction.

The District Courts have jurisdiction over the first trial of all criminal cases, except the following, in which the High Court shall have jurisdiction over the first trial.

(1) Offences against the internal security of the State.
(2) Offences against the external security of the State.
(3) Offences against friendly relations with foreign States.

Chinese Currency.

Dollars and taels. The latter were abolished in 1933, but are still quoted, especially in official payments, but the exchange is fixed at Chinese silver dollars 1.40, this being 71.5 taels to 100 dollars.

Chinese Study.

Study of the Chinese language is compulsory for members of the Police Force. Police officers should realise the importance of acquiring a thorough knowledge of colloquial Chinese. The Council provides teachers for the first three years of service, and study is compulsory.

Apart from the financial benefits to be derived from proficiency in the language, a thorough knowledge is of inestimable value to a police officer in his daily work, and it is essential that he obtain exemption from further study on attaining the highest grade of proficiency before he can become eligible for promotion to the higher ranks, and it is a great factor in obtaining preferment for detective duty.

Chinese Troops. See "*Troops-Passage of, Through the Settlement.*"

Chinese Weights And Measures. See "*Weights & Measures.*"

Cholera Hospital. *(Chinese Infectious Diseases.)*

The Chinese Infectious Diseases Hospital is situated at No. 525 Yu Ya Ching Road. All cases of a choleraic nature coming to the notice of the police should at once be reported to the hospital, telephone No. 92412.

The most obvious symptoms of cholera are, acute abdominal cramps; purging (rice water stools); vomiting, shrinking and wrinkling of the skin; skin cold and clammy, pulse faintly perceptible. In advanced cases patients are almost comatose. The danger

from infection is contained in the vomit and intestinal discharges. See also *"Death - From Cholera."*

Chops - For Warrants. See *"Summons & Warrant Applications."*

Cigarette Tax Cases. See *"Stamp Tax Cases"* same procedure.

Circular Orders.

Where an accused who is subject to Chinese law has absconded or is concealing himself, a circular order may be issued for his arrest. It must specify the following:-

(1) Full name, sex of accused, as well as any special distinguishing marks or characteristics.
(2) The facts of the case.
(3) The reason for issuing the circular order.
(4) The date, hour, and place where the offence was committed if known.
(5) The place where the accused is to be sent.

After such circular order is issued, notice according to the circumstances shall be given to the procurators of judicial police authorities of nearby localities, and it may be published in newspapers. After notice has been given of the circular order, any procurator or judicial police officer may arrest the accused without a warrant. (See Articles 84-85-86 and 87 of the Chinese Code of Criminal Procedure.)

Circulation. Of Serious Crime. See *"Charge Room Duty" "Newspapers" & "Teleprinter."*

Circumstantial Evidence.

(Def.) Is evidence not of the actual fact to be proved, but of circumstances from which the fact may be inferred with more or less certainty, or - that which establishes certain minor relevant facts, the effect of which is to raise the presumption of the existence of the fact in issue.

Direct testimony is in all cases preferable; but in

the absence thereof, circumstantial evidence may be accepted until the contrary is proved. In criminal cases, and especially in murder, where the act can rarely be proved directly, circumstantial evidence has often been found to produce a strong assurance of a prisoner's guilt.

Civil Proceedings. See *"Council Employees-Prosecution of."*

Civilian Clothes. *Lending.* See *"Soldiers & Sailors."*

Civility.

All persons must be treated with the utmost civility, forbearance and good temper by the police.

Whenever a question is put to them by any person, they must not answer it in an abrupt, short manner, but with the greatest possible attention; avoiding however entering into unnecessary conversation with any one.

A civil question will frequently elicit a courteous answer, and valuable information. See also *"Charge Room Duty."*

Clocks. Charge Room.

In order to synchronise the time of electric clocks at stations, the telephone clerk at the Communication Control Room will notify each station of the correct time daily at noon simultaneously by teleprinter, and charge room clocks are to be corrected accordingly.

Closing Times - Licensed Premises. See *"Licensed Premises" & "Houses of Entertainment - Closing hours."*

Clothing and Appointments.

Full information regarding clothing and appointments issued to the police, and regulations regarding the wearing of same, will be found in the special book "Dress Regulations and Orders of Dress." The clothing and appointments issued to police officers are the property of the Council and must be returned to the Quartermaster in a proper state of repair on leaving the service or proceeding on long leave.

In the event of any article being lost, or unreasonably damaged, replacement or repairs will be effected at the expense of the officer concerned.
Summer clothing or bed linen returned to store by officers leaving the service or proceeding on long leave should first be washed. Any such articles returned in a dirty condition will be laundered at the expense of the officer concerned. See also *"Dress of Police."*

Clothing of Prisoners. Changing.

Prisoners are not allowed to change their clothing without the knowledge and consent of the officer-in-charge and the senior detective in charge of the case, and a note should be made of such changes in the occurrence book for future reference. (P.O.B.9853.)
Clothing of a person charged with a sexual offence should be retained for laboratory examination, and if possible used as evidence.

Club.

A club is an association to which individuals subscribe for purposes of mutual recreation or convenience.
The manager or secretary of every Chinese club which occupies a house or part of a house or other premises which are habitually used for the purpose of a club is required to take out a club licence under Bye-law 34. To obtain a conviction for conducting a Chinese club without a licence, it is necessary to prove that the place is (a) a club, (b) habitually used as such.
To prove that the place is a club therefore, evidence must be given as to officers, books, furnishings, rules, and contents of the premises generally. To prove habitual use, evidence must be given that it was used by several persons on at least three separate occasions during which a watch was kept by police for at least half an hour on each occasion.
Chinese clubs are normally restricted to a maximum

membership of 60, but exceptions are made under special circumstances. Foreign clubs are not licensed, but are usually approved by the consulates concerned.

Club Police.

The Police Club is located on the 7th and 8th floors of Police Headquarters building and comprises a lounge, reading room and library, billiard room, bar, and other social conveniences which are at the disposal of all members of the Foreign Branch. The Police Club is administered by a committee appointed by the Commissioner of Police.

Clubs.	Addresses.	Location	Tel. Nos.
American	209	Foochow Road	15259
Central	159	Peking Road	19453
Columbia Country	301	Great Western Road	21899
Country	651	Bubbling Well Road	34244
Customs	Lane 479/10	Bubbling Well Road	32058.
French. (Cercle Sportif Francais)	290	Rue Cardinal Mercier	70040
Foreign Y.M.C.A.	150	Bubbling Well Road	92250
International	Rec. Club. 304	Mohawk Road	36116.
Japanese	295	Boone Road	42892
Masonic	264	Kiangse Road	10147.
Shanghai	3	The Bund	15086
Race Club	305	Bubbling Well Road	30109
Union Jack	39	Myburgh Road	30168

Coal Issue.

Coal consignments delivered by the coal contractor to police leased married quarters, are to be received in full, and no part of the consignment is to be refused or returned, except when not needed, when the Quartermaster should be informed.
Regarding delivery to stations etc., in every case where there is insufficient storage space to receive the whole of one month's requirement in one consignment, the approximate amount that can be

received at one time together with the date on which delivery is required should be stated on form No.87 (coal requisition) and forwarded to the Quartermaster on the 25th day of each month. (P.O. C-4334.)

Extra Coal. Extra coal issued in very cold weather will be shown at the foot of the coal return. e.g. "Extra allowance for Foreigner's quarters during very cold weather, as per Chief Insp's memo 303/26."

Coercion.

Coercion is the compelling or forcing of one person by another to do some act against his or her will. The offence is punishable under Article 304 of the Chinese Criminal Code.

Coffins. See *"Funerals."*

Colours. S.V.C. See *"Saluting."*

Coining and Uttering. See *"Counterfeiting."*

Commendations.

When police distinguish themselves by special zeal, ability, or courage, they may be commended or awarded class promotion commensurate with their action.

The following awards may be recommended by the Awards Board for outstanding good work performed by members of the Force.

"Special Commendation, with note by the Board to go on an officer's personal record," "Highly Commended," and "Commended." They are of value to the officers receiving them, and will be duly considered when selection for promotions are made. (P.O.C.-5031.) See also *"Distinguished Conduct Medals"* & *"Recommendations."*

Common Law.

Common Law is the basic law of all peoples, and includes all felonies. In England, it is not to be found in any statute, but has been the law of the land from time immemorial.

Common Nuisance.

A common nuisance is an act not warranted by law, or omission to discharge a legal duty, which act or omission, causes damage or inconvenience to the public. See *"Nuisances."*

Communication Control Room. See *"Newspapers" "Radio Vans" "Street Telephones"* & *"Teleprinter."*

Communications to Police.

It is absolutely necessary, as much to the security of individuals as for the maintenance of the honour of the Force, that all communications from one Police Force to another, or from private individuals to the police, should be regarded as strictly confidential. Except in rarest cases they should not be shown to private persons, nor even the name of a person conveying information disclosed, and above all, they must never be communicated directly or indirectly to the public press. The rule holds with equal, if not greater strictness to anonymous denunciations. When an individual has to be informed of the contents of a letter from another Police Force, or of a report made by another police officer, or of directions by a superior, the gist should be read out, but under ordinary circumstances, the papers should not be shown. See also *"Confidential Documents."*

Communists.

Unless there are special reasons for acting to the contrary, arrangements should be made to have all prisoners alleged to be Communists, kept in custody of the Municipal Police on a *writ of detention for at least three days* before they are handed over to the Chinese authorities. The Deputy Commissioner (Special Branch) should be consulted in all such cases. Arrangements must also be made for all persons arrested on charges of offences against the internal security of the state, to be taken to the Finger Print Bureau for *the purpose of being photo-*

graphed, immediately after the first hearing of the case. (P.O.C.-3966.)

Charges. In addition to the relative article of the Chinese Criminal Code, alleged Communists should also be charged under the "Laws governing the Punishment of Persons who commit acts with intent to injure the Republic of China", promulgated 31-1-31. See also *"Interrogation of Political Offenders" "Pamphlets" "Political Affairs" & "Slogans."*

Competent Witness. See *"Witnesses."*

Complaints-To Police.

When any person makes a complaint regarding a member of the Force at a police station, it must be taken down in writing, and submitted through the proper channels to the Divisional Officer. The complainant may be requested to sign the statement. Persons making complaints are not to be referred to another station, but if the complaint refers to a member of the Force attached to another station, it should be passed to the officer-in-charge of that station, who will forward it, with any remarks he may wish to append, to his Divisional Officer.

Complaints-By Police.

Complaints by members of the Force against each other must be made in writing, fully enquired into, and submitted to the officer in charge of the Branch, or Divisional Officer.

Police officers having any complaint to make against an order given by a superior officer must first obey it, providing that it is not contrary to law, and then report to the officer in charge or to the Divisional Officer for disposal. See also *"Letters Of Complaint."*

Compounds.

Many serious offences against property are committed by persons who gain entry to buildings through the gates and doors of compounds being left open. Police should carefully note gates and doors left

open, and be on the watch for suspicious characters entering under the pretence of buying junk or selling cheap articles to the servants, etc.

Concealment of Offender.

Whoever harbours or assists in the concealment of any offender against the Chinese Criminal Code, or of any person who has escaped from custody, is punishable under Article 164 of the Chinese Criminal Code. A husband or wife, relative within the 5th degree or relative by marriage within the 3rd degree is however exempt from punishment. Concealment of an offender against the Police Regulations is punishable under Article 39 of the Police Regulations.

Confession of Crime.

A statement made at any time by a person charged with a crime, suggesting the inference that he or she committed the crime is a confession of crime.

Before a prisoner in custody is asked any questions in relation to the crime with which he is charged or about to be charged, he must be distinctly cautioned that his answer may be given in evidence. English law is particular on this point. A confession must be entirely voluntary. This will not be the case if it appears to the judge to have been caused by any inducement, threat or promise held out by a person in authority, whether addressed to him personally, or brought to his knowledge indirectly; or if in the opinion of the judge, such inducement, threat or promise, gave the accused person reasonable grounds for supposing that by making a confession, he would gain some advantage, or avoid some evil, in reference to the proceedings against him.

Persons in authority include the prosecutor, magistrate, and police officers and their representatives. See also *"Cautioning Prisoners" "Interrogation" & "Statements."*

Confidential Documents.

All correspondence, reports, and documents which come into the possession or knowledge of Council

employees in connection with the work of the Council or any Department thereof, are to be treated as confidential, and privileged, whether so marked or not, and their contents may not be revealed or discussed with anyone except in the course of the employee's duty to, or with the permission of the Council.
The Council relies upon the discretion of employees, but stresses the duty of obtaining the permission of the Council in case of any doubt on their part.
Employees are particularly reminded that unless they are authorised by the Council to do so, they should not produce any document the property of the Council, or give any secondary evidence thereof to any court or tribunal. (P.O.C-9236.)

Confidential Reports.

For the information of the Commissioner of Police, and officers appointed by him to deal with certain matters, a confidential report is submitted once a year on every member of the Force.
It deals with a man's astuteness, behaviour, progress, flair, and general conduct and ability during the year.

Consent.

Consent is the permission to do a certain act freely given, without force, fraud, or threats, by a rational and sober person so situated as to be able to form an independent opinion upon the matter to which he or she consents.
Every person has a right to consent to the infliction of bodily injury, in the nature of a surgical operation upon himself, or any child or imbecile under his care.
No one has a right to consent to the infliction upon himself of death, or an injury likely to cause death (except in the nature of a surgical operation;) or to the infliction upon himself of bodily harm amounting to a maim, for any purpose injurious to the public *e.g.*, castration - or to the infliction of bodily harm in such a manner as to amount to a breach of the peace,

or in a prize fight or other exhibition calculated to collect together disorderly persons.
The consent of any girl under the age of sixteen to be carnally known, or of any child under sixteen to be indecently assaulted by any man is not recognised by English law.
The consent of a girl under the age of 15 years to be carnally known is not recognised under Chinese law, and offenders may be charged under Article 221 (11) of the Chinese Criminal Code The offender in either case is considered to be guilty of rape.

Conspiracy.

Conspiracy consists in the agreement of two or more persons to commit a crime, or to do a lawful act by unlawful means. So long as such a design rests in the intention of one person only it is not indictable, but when two or more persons agree to carry it into effect, the very plot is an act in itself, which is punishable by law.
The offence of conspiracy may be classed under three headings:- First, where the end to be attained is in itself a crime; second, where the object is lawful though the means to be resorted to are unlawful; and third, where the object is to do injury to a third party or a class, though if the wrong were inflicted by a single individual it might be a civil wrong and not a crime. The gist of the offence is the combination of persons concerned.
When two or more persons conspire together to commit any offence or actionable wrong, everything said done, or written by any one of them, in the execution or furtherance of their common purpose is deemed to be so said, done, or written, by every one, and is a relevant fact against each of them.
A single person cannot be convicted of conspiracy, unless he is indicted with others who are dead or unknown, or who are not in custody; and where two persons are indicted for conspiracy, both must be convicted or acquitted. Even if one of the accused

pleads guilty, he must be discharged if the other is acquitted, and on the same ground, man and wife cannot by themselves be convicted, for they are one person in the eyes of the law.

An agreement by two or more persons to do certain acts may be criminal, although those acts, if done by one person may not expose him to any punishment whatever. For instance, buying goods without intending to pay for them is not in itself a crime, but an agreement between two or more persons to assist each other in doing so, would amount to conspiracy.

Charges. In order to conform with Article 328 of the Chinese Criminal Code, (conspiracy to commit robbery,) there must be (1) a definite plan to commit a robbery, (2) the robbery must have been carried out or attempted, and (3) the accused must have been concerned in forming the plan, but did not actually take part in the robbery.

No charge can be successful unless these conditions are proved.

Conspiracy to commit murder is punishable under Art. 271 (III) of the Chinese Criminal Code.

Constables.

In the following notes it is not intended to define the whole duty of a police officer but rather to point out some of the more important matters which all who desire to become good officers must constantly bear in mind.

An officer in the Shanghai Municipal Police Force is vested with a personal responsibility non-existent in most Forces, for the reason that immediately he commences duty on the streets he is placed in charge of Sikh and Chinese constables. These men will naturally be influenced to a great extent in the performance of their duties by the manner in which he performs his. It is therefore a matter of special importance in Shanghai for every Foreign officer to set an example of upright conduct, both on and off duty.

It should be unnecessary to emphasise the fact that in any Police Force, or similar body, strict discipline is positively essential. The first principle of discipline is obedience and a police officer must learn to obey promptly and cheerfully every order given him by a superior officer.

The first and most important duty of the police is to *prevent* crime; it's detection is a secondary consideration.

A man who keeps his beat clear from crime is a better policeman than another who merely obtains convictions for offences committed on his. Therefore, when on duty a police officer should allow nothing unconnected with his duty to occupy his thoughts. His manner must be alert and he must avoid lounging and gossiping. A negligent attitude on the part of a police officer not only tends to give the Force a bad name but also renders easier the commission of crime.

To relieve the irksomeness of beat work a police officer must try to fix his attention on what is going on about him and must cultivate the habit of careful and accurate observation - an indispensable quality in a good police officer.

Considerable power is placed in the hands of a police officer and great care is necessary in exercising it. He must remember that his position as an officer of the law does not in any way protect him from the legal consequences of his own wrongful acts; on the contrary, an illegal act committed, however innocently, in the course of his duty may not only render him personally liable, but may involve the Municipal Council, his employers, in costly proceedings having very serious consequences. For this reason he must avoid jumping to hasty conclusions and must be quite sure in his own mind that any course he proposes to take is a right and proper one from both a legal and police point of view.

The importance of a thorough knowledge of police and other local regulations together with the ability to apply them as circumstances require is, therefore, apparent.

He must at all times be civil and respectful to persons who address him on duty and should remember that he is the paid employee of the public and not it's master. In this connection also he must make full allowance for human nature and must not imagine that people who differ from him are necessarily trying to obstruct him in the execution of his duty. In dealing with the public there may be occasions on which he will receive incivility and possibly abuse. He must remember, however, that no matter how great the provocation may be, it is his duty to keep his temper. At such a time calm discretion is essential, and an angry man is quite incapable of exercising it.

While zeal in the performance of his duty is commendable, a police officer must beware of being over-zealous or meddlesome. Unnecessary interference by the police causes illfeeling and must be avoided. He must remember that for every person he takes into custody there may be a score of minor situations with which he can deal satisfactorily on his own initiative. Having settled on any course of action to meet a particular case he must be scrupulously fair in his actions and firm in his intention to carry the matter through. Firmness in a police officer is an essential quality; harshness, oppression and brutality can never be excused.

The execution of a police officer's duty will not be free from errors. When a mistake has been made it should be freely acknowledged at the earliest possible moment; if this is not done it at once becomes a wilful offence.

A police officer, under all circumstances, must speak "*the truth, the whole truth, and nothing but the truth.*" Half-truths on the one hand and exaggeration on the

other are often even more dangerous than direct falsehood.

A good maxim for a police officer to remember is, generally speaking, to keep his eyes and ears open and his mouth shut. This is especially so when dealing with a person either in his custody or whom he is about to arrest. At such a time he may not question the accused on any matter relating to the alleged crime. Should the accused desire to make a voluntary statement it is the officer's duty to listen, but he must first warn the accused that he is not bound to say anything and that what he does say may afterwards be used in evidence.

In these and all similar cases in which there is any likelihood of his evidence or report being required it is essential that the officer, no matter how good he may fancy his memory to be, should write down the whole matter at the time of its occurrence in his notebook in as detailed a manner as possible. See also "*Notebooks & Notes.*"

Consulates & Legations.

Country.	Rank of Representative. Address.
America.	Consul General 181 Kiangse Road.
Belgium	Legation and Consul General 1300 Rue Lafayette.
Brazil	Consul General Apt. 601 Grosvenor House.
* Chili	Consul General Apartment 401 Grosvenor House.
* Cuba	Legation and Consul General 275 Route Maresca.
Denmark	Legation and Consul General 26 The Bund.
* Finland	Consul General 301 Rte. Cardinal Mercier.

France	Consul General	2 Rue du Consulat.
* Germany	Consul General	2 Peking Road.
Great Britain	Embassy	27 The Bund.
,, ,,	Consul General	33 The Bund.
* Greece	Vice Consul	55 Yuen Ming Yuen Rd.
* Guatemala	Consul	824 Avenue Petain.
* Iran (Persia)	Consul	Refer Netherlands C.G.
Italy	Legation and Consul General	555 Bubbling Well Road.
Japan	Legation and Consul General	25A Whangpoo Road.
* Mexico	Consul	208 Hamilton House.
Netherlands	Consul General	9 Quai de France.
Norway	Legation and Consul General	2 Peking Road.
* Poland	Legation	26 Route Delastre.
Portugal	Consul General	1050 Rue Lafayette.
Sweden	Legation and Consul General	9 Quai de France.
Switzerland	Consul General	1469 Ave Joffre.
* U. S. S. R.	Consul General	20 Whangpoo Rd.
Venezula.	Consul	40 Picardie Apts.

* Denotes countries without extraterritorial rights.

Consuls. Court of.

The Court of Consuls comprises three consuls elected annually by the Consular Body. This is the only court competent to try actions against the Shanghai Municipal Council.

Consular Prisoners. See "*Gaols-Admittance & Removals From.*"

Contaminating Wells etc.

Chinese found contaminating aqueducts, wells, reservoirs, tanks or any water source intended for public drinking water, may be charged under Article 190 of the Chinese Criminal Code.

Contempt of Court.

Contempt of court is the wilful disobedience of an order of a court, or an act committed at court calculated to obstruct the course of justice. There is no such offence in Chinese law.

Contraband. See "*Customs Matters*," "*Searches on Ships*" & "*Smuggling.*"

Convicts-Release of-From Gaol.

All convicts on the expiration of their sentences, will be released daily at the gaol gate, except:—

(a) Those discharged on medical grounds who will be handed over to relatives or friends.

(b) Those ordered to be taken before a court at the expiration of their sentence, who will be taken in the prison van direct to court.

Note. (a) Applications for release on medical grounds must be made to court by the Governor of the Municipal Gaol, supported by a medical certificate. A court order is necessary before the prisoner may be released.

See also "*Prisoners-Conditionally Released.*"

Convicts-to Court for Civil Action.

(1) In cases where a convicted prisoner serving a sentence of imprisonment is summoned to appear before the court in answer to civil summons, the gaol authorities will notify the station concerned who will be responsible that the prisoner is produced in court on the date and at the time required.

(2) Such prisoners must be provided with a special escort by the station concerned at the

court, as they are serving sentences, and special precautions are necessary to assure that they hold no unauthorised communication with the outside public.

Coolies. Obstruction by.

Coolies carrying bulky articles or anything of a filthy nature are not to be allowed on the sidewalks. They shall not traverse any portion of Bubbling Well Road, Nanking Road, the main Bund Road south of Foochow Road, Broadway, Szechuen Road, or North Szechuen Road, except for the purpose of crossing, loading or unloading.

Coolies Shouting.

Coolies, hawkers and others who may be found shouting, beating drums, or making any noise which might be deemed public nuisance should be warned by the police to desist; failing which they are to be taken to the station.

Co-operation.

Co-operation between all members of the Force, of all ranks and sections, between the public and the police and with neighbouring Police Forces is absolutely essential for the achievement of success in combating crime and preserving peace and good order. It is quite immaterial by what legal means an offender is brought to justice so long as that end is achieved and the public protected.

Coroners. See *"Dead Bodies" "Inquests & Autopsies."*

Correspondence.

All correspondence with the public on police business must pass through the Divisional Officer or Headquarters. All new memoranda and orders are to be initialled by officers-in-charge of stations etc., as proof that they have been seen and fully explained to the men interested. Letters received from Officers in charge of Branches etc., with a minute to officers-in-charge of stations such as *"For report," "For necessary action"* etc., will

be endorsed by the officer receiving same with the words *"Noted" "Action taken,"* or when necessary, with a report, and returned as soon as possible.

All letters received by a police officer on duty concerning police matters, should be at once submitted to the officer-in-charge of the station. Police are free to communicate by letter or otherwise with any other member of the Force on matters appertaining to the discovery of crime.

In addressing ordinary official correspondence to Headquarters etc., the designation only of the recipient, (not the name) should be used.

Correspondence. Despatching.

Correspondence to and from Headquarters, and internal offices, will as far as possible be transported in canvas bags, instead of in envelopes and chit books. Each bag is provided with a key, and care should be taken that the lock is securely fastened before despatching.

Keys will be kept by the officer on Charge Room duty at stations and he will be responsible for operating the bags. Duplicate keys will be kept at Headquarters. Prior to despatching, the contents of the bags will be duly filled in on the despatch docket which accompanies it. (P.O.B.-8854.)

Daily States and correspondence for transmission to Headquarters must be ready for collection by Headquarters' motor cyclists at 7.45 a.m. in summer months and 8.15 a.m. in winter months.

The noon day delivery will be despatched by motor cyclists at noon sharp. The night delivery will be despatched at 4.30 p.m., summer months, and 5 p.m., winter months.

Sealed letters, correspondence, files etc., ready for despatch will be received in the Despatching Office, room 401 Headquarters, up to the above times. All matter received after these times will be held over for delivery the following day.

Drafts for police orders must reach the Central

Registry by 4.00 p.m., summer months, and 4.30 p.m., winter months. (P.O.D.-132.) See also "*Finger Prints-Forwarding.*"

Cowardice. See "*Negligence-Cowardice.*"

Council. Composition of.

The Shanghai Municipal Council is composed of nine foreign and five Chinese councillors, the Foreign members being usually; British five; American two, and Japanese two.

The foreign councillors are elected yearly by the foreign ratepayers during February or March a list of those eligible to serve being published in the Municipal Gazette in advance.

Any foreigner paying annual taxes (excluding licenses) on property situated within the Settlement, amounting to ₹50.00 is eligible to vote, and any qualified voter may be proposed for election to the Council by two other qualified voters. The Chinese ratepayers appoint their own representatives.

Council Employees. Hospital Expenses.

The Municipal Council defrays the hospital expenses of employees in ordinary cases of sickness or injury etc., sustained whilst performing duty, but is not obliged to do so when such injury is sustained off duty, or whilst engaged in sport.

Hospital expenses may not be paid by the Council when injury is sustained in motoring accidents when off duty, or when the employee is engaged in dangerous sport such as paper-hunting, etc., therefore employees are advised in their own interests to take out accident insurance policies if they drive motor cars or engage in sporting activities.

Council Employees. Prosecution of.

No prosecution, criminal or civil, against any Foreign employee of the Council, may be undertaken or initiated by any officer or member of the Council's staff, without the Council's formal permission being first had and obtained; except in the case of a prosecution for ordinary breaches of police or traffic regulations. (G.B.O.13120.) See also "*Legal Proceedings.*"

Counterfeit Coins.

It is a felony under English law to make or counterfeit any gold or silver coin intended to resemble or pass for any current coin. To gild, silver, wash, case, or colour any coin, or any piece of metal with intent that the same shall be coined into false gold or silver coin, or to make any silver coin resemble gold coin.

To lighten, impair, or diminish any gold or silver coin, with intent to pass the same for current coin, and the unlawful possession of filings, clippings, or bullion, or gold or silver in dust, solution or otherwise knowing the same to have been so produced or obtained, is also felony. To receive, pay, buy, sell, or put off, or to offer to do so, any false or counterfeit gold or silver coin, for a lower rate of valuation than it's denomination imports. Falsely to make or counterfeit any copper coin. To have any instrument intended to be used as aforesaid.

Chinese found counterfeiting coins, paper money, or banknotes with intent that they may be put into circulation as genuine currency, should be charged under Article 195 of the Chinese Criminal Code, and Chinese found in possession of any instruments or material with intent to use the same for the purpose of counterfeiting or fraudulently altering any current coin, paper money or banknotes, may be charged under Article 199 of the Chinese Criminal Code.

Uttering. The offence of uttering counterfeit coins is an indictable misdemeanour under English law, but where a person previously convicted again commits the offence, it becomes a felony.

It is also an offence to possess three or more counterfeit current coins knowing them to be such, with intent to utter.

Chinese law does not stipulate any number of

counterfeit coins or notes, possession of which would constitute a charge, so discretion must be used by the investigating officer, but it is unusual to charge for possession of one note or coin unless there is evidence that the possessor had criminal intent. Efforts should be made to obtain possession of the coins tendered or uttered. They should be marked so that they can afterwards be identified. The offenders should be at once apprehended, and immediately searched, to ascertain if they have any other coins in their possession. Chinese should be charged under Article 198 of the Chinese Criminal Code.
Any counterfeit coins or banknotes which come into the possession of the police and are not the subject of a charge, should be forwarded to Headquarters together with a report outlining the circumstances under which they are received. See also *"Forgery."*

Courts.

Addressing. When giving evidence before H.B.M. Supreme Court, the Judge should be addressed as *"My Lord"* or *"Your Lordship."*
A Judge in the U. S. Court should be addressed as *"Your Honour."* Judges, magistrates and coroners etc., of other courts should be addressed as *"Sir."*
In practice, it is quite unnecessary to keep repeating the expressions *"My Lord,"* *"Your Lordship,"* or *"Your Honour"* when giving evidence; the word *"Sir"* should be used instead.
Attendance at. Detectives and witnesses must attend courts punctually, and the former must ensure that all of the evidence is ready before the court sits.
Conduct of Police at. The following rules must be observed by all police officers and police witnesses when giving evidence in courts. Witnesses will not enter or leave the witness box until directed to by the officer or advocate conducting the case, or by the judge. A witness will stand erect, facing the judge, and before commencing his evidence, will give his full name, rank, police

number, and station to which he is attached, in order named. His evidence will be given clearly and distinctly, and in a fairly loud voice to enable the judge and the court recorder to hear without difficulty. He will not concern himself with any other matter going on in the court, and should have all documents and notes ready before entering the witness box.
Police officers will on no account address the court except when conducting cases: from the witness box; or in answer to direct questions from the judge.
The senior police officer in court will be held responsible that these rules are adhered to. (P.O.B.-7894.)
See also *"Chinese Courts"* *"Distributing Inspector's Duties"* *"Evidence"* *"Jurisdiction"* & *"Warrants."*

Crackers. See *"Firecrackers."*

Creeks. See *"Waterways - Inside The Settlement."*

Crime.

A crime is an act for which the law provides punishment, which is enforced by prosecution as distinguished from damages or other penalties recoverable by civil action.
To be convicted of a crime the accused must be proved to have done the act with criminal intent; i.e. on purpose, and knowing it to be wrong. In applying the rule the following points must be borne in mind:-

(a) A person is presumed to have intended the natural or probable results of his actions; it is therefore no excuse if he did the act recklessly or negligently. See *"Culpable Negligence."*
(b) Every person is bound to know the law, and ignorance of the law is no excuse.
(c) Omitting to do something which the law requires to be done is just as much a crime as doing something which the law forbids.

Crime-Circulating. See *"Charge Room Duty"* *"Information"* *"Newspapers"* & *"Teleprinter."*

Crime Detection.

The detection of crime is a matter that concerns all ranks of the Force, and can only be attained by the cordial co-operation of it's members, freedom from

jealousy and desire for individual credit, free interchange of ideas and constant activity in the adoption of new and unexpected measures to defeat the criminal.

Every constable on a beat has opportunities for bringing offenders to justice. If this is done by honourable and legitimate means, it is the surest road to future success. He is often the witness of an offence, or the first person on the scene, and though the case may pass into the hands of a superior officer, a great deal depends on the promptitude, courage and common sense of the constable himself. Every meritorious action is certain to meet with recognition, and in no case will a junior officer be deprived of the merit of initial discovery, even if subsequent investigation necessitates the employment of other officers.

A superior called upon to complete the investigation has to collect and sift all available evidence, a task requiring perseverance, judgment and close observation of details.

In cases of robbery, and other crimes of violence, careful and systematic examination of the scene is of the greatest importance. The prompt examination of all persons in the vicinity including relations and friends in most cases, is the basis of all investigations, and much depends upon such investigations being carried out thoroughly, and without delay.

In many cases the officer may arrive at a clear opinion as to who is the culprit, but he must bear in mind that the latter cannot properly be charged unless there is clear and trustworthy evidence which may be fairly expected to convince a court of law.

Undue precipitancy in arrest is therefore as much to be discouraged as delay or slackness. Where there is only suspicion against an individual it is often the best course to interview him and ascertain what he has to say. This course gives an innocent person a chance to clear himself, whilst if the suspect be guilty, he may confess or commit himself to some account of his conduct that may afterwards be proved to be false, and

so assist in obtaining concrete evidence against him. When the culprit is known or can be described and there is sufficient evidence to charge him, the problem resolves itself into systematic use of all available lines of communication to intercept his flight and procure his apprehension. See also *"Co-operation" "Detectives" & "Investigation of Crime."*

Crime Diaries.

Upon receipt of a First Information Report, an investigating officer will proceed with the investigation. He will keep a rough note book in which he should make a current note, in brief, of the progress of investigations, step by step, noting his movements, the names and addresses, brief note of statements made by witnesses and persons questioned in connection with the case, recording in extenso on the special forms for that purpose, statements of important witnesses, if necessary. For the purposes of crime record *"day"* will mean the period 6 a.m. to 6 a.m. At the close of each day or on the following morning, the investigating officer will record in the prescribed crime diary form, the progress of investigation in each registered case, showing the places visited by him in connection with the investigation, hours during which he conducted investigations, and a current record of the progress of investigation showing in brief the substance of statements made by each witness.

The crime diaries (except under circumstances mentioned below,) will be made out in triplicate and should be typed in double spacing. The number of the crime diary will correspond to that of the F.I.R. it refers to. The original copy of crime diaries will be retained by the senior detective as the station file. The duplicate copy will be forwarded to the Divisional Detective Officer for his file, and the triplicate copy, together with a copy of the F.I.R. will be forwarded through the officer-in-charge of the station, to the Crime Registry. Should the diary refer to a case to be transferred to another police district, where arrests

precede the report, it is more convenient to make a fourth copy of the crime diary for retention, and forward the original copy, through the Divisional Detective Officer, to the senior detective of the police district concerned, so that all interested have full knowledge of the progress of investigations. Subsequent diaries will be made out in duplicate, i.e. one copy for the station file, and one copy for the Divisional Detective Officer, excepting cases of a special nature necessitating the transmission of information to other branches, etc.

Extra copies of all diaries must be forwarded to the Special branch regarding cases having political or labour significance, or regarding foreign criminals and/or suspected criminals.

In cases in which Russian or Indian watchmen are involved, copies of diaries should be forwarded for the information of the Deputy Commissioner (A & T R) and Assistant Commissioner (Sikhs.) Copies of crime diaries should also be forwarded to the Assistant Commissioner (Traffic) in cases which refer to prosecutions for traffic offences, or when a licensed motor car driver or motor vehicle are involved. When fresh information regarding criminals, modus operandi,. or stolen property is obtained, a copy of the diary referring to such information should be forwarded to the Modus Operandi Section.

In cases which are serious and of special interest to the Deputy Commissioner (Crime Branch,) the latter will direct the Divisional Detective Officer to forward for perusal, diaries as they are received. The final authority for the guiding of all crime investigation will be the Deputy Commissioner (Crime Branch,) subject to the orders of the Commissioner of Police.

When making out crime diaries, the questions printed on the diary forms must be answered carefully and minutely.

Stolen property must be described with as much detail

as possible on the special form to be attached to the first crime diary.

Crime diaries should contain details of any instructions received from senior officers whilst engaged on investigations, and of any service rendered by, or information supplied by other officers or sections of the Force.

Where considerable time elapses between the commission of an offence and the time a report is received at a police station, the complainant's reason for such delay should be mentioned in the first diary.

A brief sketch containing pertinent details should be attached to diaries referring to kidnappings, serious shooting affrays etc., for the information of the Divisional Detective Officer.

On the conclusion of the investigation into a complaint and where accused have been arrested and are to be charged, a presentation sheet in prescribed form will be made out in each case and attached to the diaries and case paper to enable the Police Advocate to conduct the prosecution.

In such cases where a remand is required, the reasons for the request must be included in the crime diary, and the presentation sheet must be signed by the senior detective to that effect. The time persons arrested were sent to court for remand, and all sentences, remarks or orders by the Judge, must be included in subsequent diaries forwarded to the D.D.O. All notes by senior officers on diaries returned for further enquiry must be answered in the succeeding diary. The remarks should be copied on the duplicate file and forwarded with the next diary to the D.D.O., the diary containing the original remarks becoming the station file.

Details of how, when, and where stolen property is recovered must be included for the information of the Legal Department, with a detailed description of the pledger if not arrested. Persons not arrested should not be referred to in diaries as "the accused," they are only suspects. The expressions "Crime Branch," "Special Branch" or "Uniform Branch"

must not be used except when denoting those branches of Headquarters administration. Station parties should be referred to as "station detective staff" or "uniform staff," as the case may be. The name and/or rank of all officers should be mentioned and not referred to as a party.

When referring to interrogations, the words "strongly" or "severely interrogated" should never be used. "closely interrogated" conveys the same meaning and is not so misleading.

The final diary in each registered case will contain a record of the fact that a final report has been made out and submitted to the Crime Branch, or that a charge sheet has been prepared, and the accused sent for trial, naming the court to which he was sent.

In registered cases in which investigation has been completed and no accused sent for trial, a final report will be made out in the prescribed form and forwarded with the case file (diaries and papers) to the D.D.O. who will satisfy himself that full enquiries have been made, return the papers if necessary for further enquiry; or being completed to his satisfaction will forward the final report and case papers to the Crime Branch Headquarters, where the case will be classified. The final report, and papers with orders as to classification will then be returned to the police station through the D.D.O. for record.

The method of classifying case papers is as follows:-

A. True case and undetected.
B. False report.
C. Mistake of fact.
D. Refused investigation.

When a case is concluded by the arrest of the thief and full recovery of property, the fact should be clearly stated in the concluding paragraph of the final diary.

When there is evidence against persons not in custody, a summary of evidence against each person should accompany the final diary, and if a circular order has been obtained for their arrest, full details should be included. When referring to a crime

diary, the station number should be quoted, e.g. Central 148/37.

Arrests on behalf of outside authorities will be reported to the Crime Branch on an arrest form but will not be the subject of a case diary and will not be noted in the crime register.

Such files should be given a miscellaneous station reference number, and whenever a further report is forwarded, it should be attached to the original file. See also "*First Information Reports.*"

Crime Index.

Each station detective office is provided with a crime index filing cabinet, which must be kept up to date by the junior foreign detectives, unless other instructions are given.

Crime diaries will be stamped when details have been entered on the crime index cards, and the person doing so will initial the diary. The senior detective is responsible that this is done properly.

Crime Maps.

Crime maps are prepared in each station detective office with the object of permitting officers-in-charge and senior detectives to draw dispositions on maps when making plans, arranging beats etc., and for the purpose of ready reference to the state of crime and bad areas during previous years, when planning crime prevention measures. (See Div. Memo 27/31.)

All robbery, burglary and breaking, snatching, pocketpicking and larceny of bicycle cases are entered on crime maps by the detective who investigates the case. He must stamp and initial the crime diary to show that the offence has been properly entered.

Crime Registers.

Each station will maintain a crime register in the prescribed form which will be entered up by the senior detective officer in charge of the detective staff. The crime register, the occurrence book,

and the first information report book will be seen daily by the officer-in-charge of the police station. The Divisional Detective Officer will keep a crime register for each police station in his charge which he will enter up on receipt of diaries from the police stations, classification orders from the Crime Branch and information from the police stations as to the result of each case.

At the end of each month Divisional Detective Officers will prepare a crime review for the month in prescribed form, showing the incidence of crime in their charge, explaining the variation in figures from previous months, and noting special measures taken to deal with any particular form of crime that requires special measures. They will also give a brief account of serious offences occurring during the month, showing in subsequent review any progress in investigation, and disposal of cases.

These reviews will be forwarded through the Divisional Officers to the Crime Branch. Divisional Officers giving any comments they may wish to make in their forwarding endorsements.

Private criminal prosecutions will be shown separately at the end of the crime register under a separate serial number thus:- P.C.P/1, P.C.P./2 etc.

At the end of each year, officers maintaining crime registers will close their crime registers and open new ones for the new year, transferring cases pending to the new register in red ink, under their original serial numbers, sufficient pages for this purpose being left at the beginning of the new register to allow for this.

When arrests are made in cases disposed of during the preceding year, the complete entry will be transferred into the new register in red ink, in continuation of pending cases transferred. Yearly crime statistics will be prepared from the closed registers.

Crime Suppression Fund.

The Crime Suppression Fund is supported by anonymous subscriptions received from Chinese members of the public for the express purpose of rewarding persons who distinguish themselves in the prevention of crime. It is governed by a committee comprising the Deputy Commissioner (Crime) and three Chinese members of the public. Special rewards may be granted from the fund to the following:-

(a) Special agents engaged.
(b) Persons furnishing useful and reliable information.
(c) Families of members of the public killed in assisting the police or effecting arrests.
(d) Persons other than police injured whilst assisting the authorities in the arrest of armed robbers and other dangerous criminals.

Amounts of rewards are assessed by the committee according to the value of the information received, or services rendered. (P.O.B-8645.)

Criminal Cases Against Police.

In cases where members of the Force are charged with criminal offences, and are not defended by counsel, the Court Inspector will produce evidence of good character (record) if requested by the officer of the branch concerned, at the end of the prosecution, and before judgment is given. (P.O.B.-9006.)

Cross Examination.

(Def:) Is the examination of a witness for the opposite side, with a view to shake or discredit his evidence in the opinion of a jury. A witness is first examined in chief by the party who calls him; the opposite party may then, if he wishes, cross examine him with a view to testing or refuting the evidence given, after which the party who called him may "re-examine" with the object of clearing up any question that may have arisen during the cross examination. The party who calls and examines a

witness is not allowed to put "leading questions," but in cross examination such questions are allowed. Cross examination is therefore bound to be to some extent hostile to the witness, and sometimes extremely so, more especially if the witness has given the least impression that he is not strictly truthful and unprejudiced.

It is of the utmost importance that police witnesses should preserve coolness, good temper and courtesy under cross examination. They should remember that the advocate for the defence is generally acting on instructions which give a different version of the facts to that of the prosecution, and is in duty bound to test the latter rigorously.

If insinuations are made against the truthfulness or impartiality of the witness he should not allow his feeling of injustice to provoke him to hasty or ill tempered replies or to be drawn into an argument. The court will always protect a truthful and good tempered witness against unfair treatment.

If as sometimes happens, the cross examination shows that the witness has made a mistake or inaccuracy in his evidence, it should be candidly admitted at once and the explanation given. See also *"Evidence" "Privileged Communications" & "Witnesses."*

Cruelty To Animals See *"Animals."*

Culpable Negligence.

Everyone upon whom the law imposes any duty, or who has, by contract of service, or by any act, taken upon himself any duty tending to the preservation of life, and who neglects to perform that duty by want of attention and caution, and thereby causes the death or bodily injury of any person, is guilty of culpable negligence. See also *"Negligence"* and *"Manslaughter."*

Customs Matters.

Matters concerning the Chinese Maritime Customs authorities are only to be referred to the Customs authorities, and not the River Police.

Such matters will usually be attended to by the senior detective in charge or the Divisional Detective Officer concerned, to whom such information is to be passed.

In cases where the Customs authorities desire to take action under the Regulations Governing Punishments For Evasion of Customs Duties, they will apply direct to Crime Branch Headquarters.

Care must be taken in these cases to ensure that warrants are only executed on premises coming within the jurisdiction of the Shanghai First Special Area District Court. Assistance in other cases should be sought from the consulate or court concerned.

Where there is any doubt as to sufficiency of evidence the Municipal Advocate should be consulted, and in the event of station staffs being called upon to act in cases of *flagrante delicto*, advice may be obtained from Crime Branch Headquarters or the Municipal Advocate.

Customs Telephones.

Exchange. 15529. Jetty and Enquiries. 10479. Lower Station. (Yangtsepoo) 50417. Parcel Office. C.P.O. 40341. Signal Station. (Pootung) 15713. Fire Float. "Poochi" 14805.

Cut Fruits.

May not be exposed for sale unless properly protected from flies and dust etc. See also *"Market Regulations" & "Health Hints" Appendix "H."*

Daily Information Sheets.

Daily Information sheets issued from Crime Branch Headquarters are confidential, and are for the use of police officers only. They are to be filed at detective offices at stations for reference and information.
Information received by officers-in-charge or detectives considered suitable for inclusion in the D.I. sheets should be forwarded to the Crime Branch Registry not later than 9 a.m. daily.
Officers-in-charge etc., will see that information contained in these sheets with reference to the prevention of crime, or arrests of suspects and wanted persons in their districts, is conveyed to *all men* on station and patrol duty. (P.O.B.-9874.)

Daily States. See *"Morning States."*

Damage To Property.

The Malicious Damage Act 1861 (English law) forms a code of punishment for persons who unlawfully and maliciously damage property, whether public or private.
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in the hands of the police, and Article 139 of the Chinese Criminal Code deals with the punishment of persons who damage any sealing order or sealing notice affixed by a public officer. See also *"Charge Room Duty" & "Debtor."*

Dancing Saloons.

According to condition 6b of dancing saloon licences, licensees must supply to the Council on the first day of every month a list of professional dancing partners (male or female) employed on the premises.
The list shall specify the name, age, sex, nationality and residence of each such person.
Officers-in-charge of stations will distribute forms for this purpose to all dancing saloons in their districts, and must see that they are properly filled in by the persons concerned, and forwarded to the Boarding House Section (Special Branch) as soon as possible after the 1st day of each month. (P.O.C.-1745.)

Dangerous Buildings.

The police must report immediately any repairs or additions to, or the demolition of houses or the erection of new houses being carried out without a permit obtained from the Public Works Department. They must also report at once any building or other structure which they may consider to be a source of danger to the public. See also *"Holes in Roads."*

Dangerous Materials. See Bye-law 35 *"Explosives" & "Saltpetre."*

Dangerous Weapons.

Chinese found carrying daggers or other dangerous weapons without lawful cause may be charged under Article 32 (4) of the Police Regulations.

Dead Bodies.

When a dead body is found and there is no doubt that life is extinct it should not be touched until the arrival of detectives, who should forthwith care-

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The offence must be done "maliciously," that is, purposely with intent to cause damage, or recklessly without caring whether damage is done or not, though the motive need not be the desire to injure the owner of the property.
Under Chinese law, persons who damage, render useless or destroy, any structure, mine or vessel belonging to another, are punishable under Article 353 of the Chinese Criminal Code.
Whoever in a manner likely to cause injury to the public or any person, destroys, damages, or renders useless, anything not mentioned in the previous paragraph (except documents) is punishable under Article 354 of the Chinese Criminal Code.
Such prosecutions are only instituted at the instigation of complainant.
Article 138 of the Chinese Criminal Code provides punishment for damaging or suppressing documents

in the hands of the police, and Article 139 of the Chinese Criminal Code deals with the punishment of persons who damage any sealing order or sealing notice affixed by a public officer. See also "*Charge Room Duty*" & "*Debtor.*"

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Dangerous Materials.

All premises for the storage of hazardous and dangerous goods i.e. goods which on account of fire or explosion may endanger life or property, must be licensed in accordance with the regulations laid down in the Municipal Handbook of License Conditions.

Permits.

Permits for the discharge, storage or transportation of hazardous or dangerous materials are issued by the Fire Brigade. These permits show the name and address of the applicant, name of the vessel on which the goods arrived, name and location of wharf at which they will be discharged, description of the goods, and whether (if within the Settlement) storage is to be temporary or permanent. In the case of permits for transportation only, the route to be followed, method of transport, and ultimate destination is also given.
Permits for the transportation of ammunition, firearms, or parts of weapons etc., are sent by Fire Brigade Headquarters to the Commissioner of Police for approval and countersignature. This does not apply in the case of transport applications made by naval or military units of the Defence Forces when countersignature is unnecessary.

fully note it's appearance and everything surrounding it. If foul play is evident or suspected the vicinity should on no account be disturbed until detectives have finished their enquiries.

The most obvious signs of death are:-

(a) Cessation of breathing — no movement of the chest — no moist breath to dim a mirror placed before the mouth.
(b) Cessation of the heart's action — no impulse against the side, or pulse beating in the arteries.
(c) Eyelids half closed, eyes dim and glassy, and the pupils dilated.
(d) The jaws clenched, or lower jaw dropped.
(e) The tongue appearing between the teeth.
(f) A frothy mucus about the nose and mouth.
(g) Fingers half closed.
(h) The surface of the body pale and cold.
(i) The body rigid.

If the body be that of a Chinese and foul play is not evident or suspected, it should be removed as soon as possible to the public mortuary to await an inquest, every effort being made to have the body identified, so that investigations may be completed and details supplied to the Procurator and to the relatives.

In cases where a body cannot be identified, the Finger Print Bureau should be informed and will attend to photograph and take the finger prints of the deceased. After the inquest the body may be removed for burial by the Shanghai Public Benevolent Cemetery Society on receipt of an order from the Procurator.

In cases where foul play is evident or suspected a Municipal Chinese doctor may be called to examine the body, and before the body is moved the Finger Print Bureau should be requested to take photographs of the scene.

If the body should be that of a foreigner, the same precautions must be observed with regard to foul play. If identification is possible and the deceased

is found to be of a nationality having extraterritorial rights, his consul (coroner in the case of a British subject) should be informed before the body is moved, whether foul play is suspected or not. Unless the deceased's own doctor is known and available, a consular doctor, a doctor of his own nationality, or a municipal doctor should be informed, and if death is found to be from natural causes and the coroner or consul does not desire an inquest, relatives etc., may remove the body for burial.

Where identification is not effected, the body must be removed to the public mortuary pending investigations. This procedure is to be adopted in all cases where a consul or coroner desires to hold an inquest, unless he issues other instructions.

Where mutilated portions of a body are found, careful inquiry should be made to ascertain the exact cause of death, and a post-mortem examination should be applied for when the inquest is held. (P.O.B.-8943.)

A tag must be attached to every corpse sent to the public mortuary, giving the name in English and Chinese if known. If at first unknown, but later ascertained before the inquest has been held, a fresh tag containing the new information should be handed to the Procurator in all Chinese cases. (P.O.C.-1732.)

See also *"Death - Unnatural"* & *"Murder."* See also *"Ambulances"*.

Dead Bodies. Children Left on Streets.

Representatives of the Shanghai Public Benevolent Cemetery will from time to time make searches of various districts for dead bodies of young children abandoned in streets and by the roadside.

Officers-in-charge of stations will detail a Chinese constable to accompany them provided an application for such escort is made in writing by the Hon. Secretary of the Cemetery.

Books are issued to all stations containing certificates of authority to be issued to the Shanghai

Public Benevolent Cemetery in respect of each body handed over for burial.
These certificates are in duplicate to permit of a copy being retained for police record. (P.O.B.-9564.)

Death Certificates of. See "*Medical Practitioners-Registration of.*"

Death: From Cholera.

In cases of death obviously due to sickness such as cholera or other similar disease, bodies should not be removed to the public mortuary but left in the house where the deceased died. The Commissioner of Public Health must be notified at once in order that the necessary disinfection can be carried out. The symptoms of cholera are outlined under the heading of "*Cholera Hospital.*"

Death of an Indian.

All cases of deaths of British Indians will be reported immediately in writing to the Assistant Commissioner (Sikhs) by the officer in charge police station in whose district the death occurs. (See A.C. (Sikhs) Memo of 29-8-39.)
The Granthi (Gordon Road Gurdwara) should be informed by telephone of the death of a Sikh police officer. The Head Indian Warder at the Municipal Gaol must be similarly informed of the death of a Mohammedan Warder.
In cases of death from natural causes the death certificate should be procured as soon as possible and forwarded to the Assistant Commissioner (Sikhs) who will send it to the Registrar of Vital Statistics, Health Department, for verification.
In cases where dead bodies have been removed to the mortuary the Registrar, Vital Statistics, will forward the death certificate (or copy) with removal order to the Assistant Commissioner (Sikhs.) In all cases permission for, and instructions re burial or cremation will be issued by the Assistant Commissioner (Sikhs.)
To avoid delay, the relative or friend of the deceased who is arranging for the funeral should be sent to the

office of the Assistant Commissioner (Sikhs) with the death certificate or report of death. (P.O.C.-3392.)
Burial permits for Indians must be obtained at the Vital Statistics Office, Health Department Administration Building, Room 210, before a burial can take place. After office hours and on public holidays the Registrar can be communicated with by telephone No. 20108.
The Senior Havildar of the police district concerned will be sent to take over the property of the deceased, which together with an inventory will be kept at the station, copies being forwarded to the Assistant Commissioner (Sikhs) who will issue final instructions.

Death of a Police Officer.

The death of a police officer should be reported at once by telephone or in writing to the officer in charge of the branch concerned and to the Deputy Commissioner (Divisions.) An entry should be made in the occurrence book and on the morning state, by the officer-in-charge of the police station to which deceased was attached.
Special reports and enquiries will be necessary when a police officer is killed in the execution of his duty. The officer-in-charge Depot supervises all police funerals. See also "*Charge Room duty,*" "*Chinese Branch,*" "*Death-of an Indian,*" "*Flags*" & "*Funerals.*"

Death of a Prisoner in Custody.

The officer-in-charge of a police station in which a prisoner in custody has died will report the death immediately to the Commissioner of Police in writing, sending copies of the report to the Deputy Commissioner (Divisions) and the Divisional Officer. On receipt of such a report, the Divisional Officer will proceed to the station concerned and make a personal enquiry into the circumstances surrounding the death, and will report the result as soon as possible to the Commissioner of Police through the Deputy Commissioner (Divisions.)

If the death takes place in hospital and the medical officer certifies death to be due to natural causes the Divisional Officer need not make a personal enquiry, but should submit a simple report, detailing the fact and the cause of death. (See P.O.C.-1169.)
In addition to the above procedure, in the case of a convict removed from gaol dying in a police station, the Governor of the Municipal Gaol should be informed at once. See also *"Inquests & Autopsies."*

Death by Misadventure.

Death by misadventure arises when a person doing a lawful act, without any intention of hurt, unfortunately kills himself or another.

Death Registration, of Foreigners.

The death of a foreigner should be registered direct with the Registrar of Vital Statistics, Public Health Dept., or by an approved doctor or undertaker. Fee $2.00. See also *"Inquests & Autopsies."*

Death, Unnatural.

When a dead body or part of a dead body is found where the cause is evidently due to foul play, the police officer first upon the scene should on no account move it or anything surrounding it; or allow any other person to do so, or in any way confuse any possible footmarks or other clues in the vicinity, until the arrival of detectives who will take charge. If the murderer has not left the scene, or is to be found nearby, it is essential that his arrest be effected immediately.
If the body is in a public place it should be decently covered until such time as it may be removed to the mortuary.
As soon as detectives arrive they should arrange for photographs to be taken of the body exactly as found, without it being disarranged in any way whatsoever. If the body is found in a house or building, all persons found therein should be detained until detectives

have had the opportunity to question and obtain details regarding them.
The senior police officer present must allow no person to approach the place where the crime was committed unless it becomes necessary during the course of enquiries, and should allow no article about the deceased to be moved until its' exact position has been carefully noted in writing or by rough sketch. If it is necessary to make a search to find any article used in the commission of the crime, it cannot be made too speedily or thoroughly, care being taken not to obliterate evidence likely to indicate the murderer or method used. It is impossible to pay too much attention to details, and comprehensive and careful notes should be made in all such cases, particularly where the possibility of murder having been committed exists. After the body has been examined by a doctor, (Drs. Marshall and partners in the case of a foreigner, and a Chinese police surgeon in the case of Chinese,) and the necessary photographs have been taken, a thorough examination of adjacent doors, windows, walls, furniture, etc., should be made with the object of discovering finger prints, and the opinion of the police surgeon should be obtained regarding any stains believed or suspected to be blood etc.
If the body be that of an American citizen, the Commissioner of the United States Court and United States Marshal for China must be notified. In the case of a British subject H.B.M. Coroner should be notified, and in the case of other foreigners having extraterritorial rights the consul of that nationality. The body must not be moved until viewed by one of the above officials, and their permission obtained, and it is as well to ascertain whether they wish the body to be removed to the public mortuary or one of the private mortuaries.

Death. Unnatural - Report.

The following points where applicable should be dealt with in reports regarding death from unnatural causes: -

Location of the body. Time and how discovered. Name if known, and by whom identified. Detailed description of the deceased; whether well or under nourished, apparent condition and station in life. Condition of body when found, fresh or decomposed; doctor's opinion regarding estimated time of death. Clothing, whether neat or disarranged, or signs of articles having been removed, or disposition, quantity, and condition of bloodstains or other matter. The position of limbs, eyes and mouth and expression on countenance is important. Description of any wounds and bruises, should be noted.

Foreign matter found clenched in hands, mouth, etc., or the description of any article likely to be connected with the death, must be carefully recorded. The apparent cause of death, quoting the doctor's opinion. Names of all persons who last saw the deceased alive; under what conditions and with whom, with particular care regarding times, dates, and places.

The circumstances under which the body is found may suggest numerous other notes, none of which should be neglected by the investigating officer, as the most trifling clue may have a very important bearing on the case and lead to the discovery of the perpetrator and to his subsequent conviction.

All bowls, cups, glasses, food, water, medicines, vomitted matter, clothes, or any other article which seems to be or, is likely to be connected with the case, must be placed beyond the reach of being tampered with, sealed, and marked to ensure future identification. See also *"Finger Prints - Connected with Serious Crime" "Exhibits" & "Exhibits For Analysis."*

Debt. Police Officers Incurring.

Members of the Force are not permitted to incur debts which they are unable or unwilling to discharge. Reference is particularly made to obligations at public garages, and other licensed establishments, the impropriety of which is obvious.

Disciplinary action will be taken against members of the Force who fail to liquidate debts of this nature within a period of three months from the date on which the liability was incurred. (P.O.C.-1000.) According to section 111 clause 18 of the Police Rules and Regulations it is a disciplinary offence for a member of the Force to become so heavily in debt as to cause his efficiency to be thereby impaired. See also *"Finance & Loan Companies" & "Quarters Allowance."*

Debt Cases.

The police as a rule take no action in civil debt cases and complaints may be refused investigation if founded on debt and bolstered up by other doubtful complaints.

A debtor who, with intent to impair the rights of his creditors conceals, disposes of, damages or destroys his own property at a time when compulsory execution is about to take place, renders himself liable under Article 356 of the Chinese Criminal Code. Such prosecutions are only to be instituted on complaint of the injured party. See also *"Distraint"* and *"Larceny."*

Defamation.

A person accused of defamation of character may be charged under Article 310 of the Chinese Criminal Code *on private complaint.*

Defence of Police Stations.

In order to ensure reasonable defence of police stations in normal times, the following precautions are laid down.

(1) The officer on Charge Room duty will always carry a concealed weapon, .380 calibre automatic pistol.

(2) Alarm switches will be installed in the charge room, the armoury and within reach of the cell guard.

(3) Armoury doors are to be fitted with Yale locks, senior armourers present being responsible that armoury doors are not left open.

(4) The armoury and cell keys are to be kept in a locked drawer, the drawer key to be in possession of the officer on Charge Room duty, (in his pocket.) (Div: Memo. No.110.)

Defence Force. - Lending Civilian Clothes. See *"Soldiers & Sailors."*

Defaulters Book.

When a member of the Force is reported for a breach of duty or discipline, the officer making the report must enter it in the defaulter's book provided at each station and will sign the entry. The report must be forwarded to the Divisional Officer and the defaulter paraded according to instructions.

Parading. — In the case of Sikh or Chinese defaulters, the Havildar or Chinese Sergeant in charge of the section of which the defaulter is a member will always attend when the case is heard. Every man should be under the definite care of a specified Havildar or Sergeant.

When a Havildar or Chinese Sergeant is a defaulter the Foreign officer under whose supervision the defaulter works will always attend. (U.B.O. 1986.)

No defaulter will appear before an officer when armed.

The schedule of drill periods for Chinese defaulters at the Depot will be found under the heading of *"Chinese Branch - Defaulters."*

Demeanour.

The utility of a police officer mainly depends on his own individual bearing and conduct. The unnecessary exercise of authority as representing the law can only provoke resentment. A polite forbearing demeanour will, if exercised with firmness, intelligence and zeal, enlist the sympathy of the public, and greatly assist him in the discharge of his duties.

Deposition.

A deposition is the evidence of a witness before a magistrate taken down in writing. It is read over to the witness and signed by him. All depositions in criminal proceedings must be taken in the presence and hearing of the accused.

Police witnesses should be very careful that their depositions contain an absolutely accurate statement of their evidence; for if there is any omission or error, it will be made the ground of cross examination at the trial, and may tend to cast a doubt upon the officer's truthfulness. If by accident anything is omitted or misstated, the earliest opportunity should be taken to correct it, either by recalling the witness before the magistrate, or if the case has already gone for trial, by informing the counsel for the prosecution. However careless or stupid the mistake may have been, it is of the first importance that it be candidly admitted. Important as it is that the evidence given at a trial should correspond with that given before the committing magistrate, the police must never lose sight of the far greater importance of their testimony being absolutely true, and if a mistake has been made, it should be candidly admitted.

The foregoing is the procedure adopted in respect to English law. Copies of depositions, when required, can be obtained by either prosecutor or prisoner from the magistrate's clerk (H.B.M. Police Court) on payment of the usual fee.

Depot-Duties of Officer in Charge.

The officer-in-charge of the Training Depot is responsible to the Deputy Commissioner (Armed & Training Reserve) for the following:-

(1) The general supervision of the Training Depot, all quarters attached thereto, the revolver range and gymnasium.

(2) Preparation of the syllabus for use in Foreign, Japanese, Sikh, and Chinese schools, such being

subject to the approval of officers in charge of these Branches.

(3) Supervision of training schools for all branches of the Force, drill and defaulters' drills at the Depot.

(4) Supervision of all drill parades and ceremonial parades.

(5) Supervision of all official funeral parades, and of detachments of the Force attending other official funerals.

(6) Making arrangements for, and invigilation of all examinations for promotion.

(7) The discipline, maintenance and general supervision of the Carter Road Police Quarters.

(8) For the Depot personnel during times of emergency under the direction of the Deputy Commissioner (A. & T. R.)

The officer-in-charge Depot will reside in the Carter Road Police Quarters.

Derelict Property.

In the absence of proof of ownership, the Commissioner of Police must be considered to have the right of disposal of all ownerless property found by police on the public highways in the Settlement. Such property must not therefore be sent to any court for disposal. If after 6 months the property is not claimed it may be sold by auction or otherwise disposed of under instructions of the Commissioner of Police. See also *"Disputed Ownership," "Lost Property" & "Property Detained-Seized."*

Description.

The description of individuals suspected of crime, whose apprehension is sought, or who are missing, or have been found dead, must be fully given, particular mention being made of physical peculiarities such as, deformities, scars, marks, etc., as well as any peculiarities of dress, see also *"Wanted Notices."*

Description of property stolen or lost must be minutely described. Marks such as the maker's name, serial

or designation marks, pattern, size, colour, etc., must be forwarded when obtainable.

Designation. See *"Nomenclature."*

Despatch Bags. See *"Correspondence."*

Despatch of Convicted Prisoners to Gaol. See *"Prison Van Regulations."*

Destitute Persons.

Destitute foreigners coming under the observation of the police should be directed to their consul or taken to the Salvation Army Men's Home, on the site of the former Amoy Road Gaol where they will be provided for until they can be otherwise dealt with.

Chinese in a similar condition should be taken or directed to the Guild of the province or district of their nativity.

Destroying Evidence.

Whoever forges, alters, destroys or conceals any evidence in a criminal case in which another is implicated, or makes use of such forged or altered evidence renders himself liable under Article 165 of the Chinese Criminal Code. See also *"Damage to Property."*

Destroying Official Books. See *"Official Books Appendix "G."*

Detection of Crime. See *"Crime Detection" & "Investigation of Crime."*

Detectives.

The unravelment of crime must necessarily depend in a great measure upon the energy, ability, judgment and integrity of detectives.

The work is more varied and interesting than ordinary street duty; it is of the utmost importance that the work should be undertaken by men who have a natural inclination for it, and have given proof of skill, energy, initiative and powers of observation whilst engaged on ordinary duties, for

without such qualifications, detective work cannot be performed properly.

Detective officers should guard against the improper arrogation of individual credit, and if they have information that may lead to the arrest of criminals, they should pass it to the officer best able to use it, rather than keep it to themselves to the detriment of the investigation.

Above all, they should remember that it is better that ten guilty persons should escape, than that one innocent person should be wrongly convicted. Everyone is liable to make mistakes; an error should be freely acknowledged immediately, for sooner or later the truth will become known and it may then be too late to repair the damage.

Detectives must necessarily have informers, and have to meet them when and where they can, but they must not be allowed to frequent police stations. Where information is given under promise of confidence it should be respected as such. A detective should keep his own counsel, hear all that others have to say, and draw his own conclusions. He should follow every channel likely to lead to the truth but reserve expressing positive theories, and above all must not communicate mere suspicions to anyone except his superior officer.

In the course of his duties a detective is bound to receive much information of a confidential nature; if he allows himself to disclose such information to private persons he is not qualified for his post. Lastly, he should realise that he will never be successful unless he gains the confidence not only of the respectable part of the community, but also of the criminal classes he has to deal with, by performing his duties in a scrupulously fair manner.

It is highly undesirable for detectives to proclaim their official character to strangers by walking with police in uniform, by walking in step with each other, or in a drilled style, by wearing conspicuous or standardised clothing, or regulation boots, by

openly acknowledging police in uniform, or by saluting superior officers. See also "*Dress of Police.*" Chinese detectives are not to be employed on any duty that can be performed by uniform constables, such as escorting prisoners to and from courts or other places, enquiring into simple and trifling matters, serving summonses for breaches of traffic regulations etc. See also "*Crime Detection*" & "*Investigation of Crime.*"

Detective's. - Diaries.

Detectives are supplied with diaries, which it is an important part of their duty to keep as a record of all their doings *whilst on duty*.

The object of these diaries is threefold:-

(a) To afford accurate information to senior officers of the manner in which duties are carried out by officers of the department.

(b) To enable officers-in-charge of districts to keep a check on their proceedings and expenses.

(c) To protect and assist them on all occasions of future reference to their conduct.

Entries in them should not be lengthy or argumentative. They must show the exact times spent on each duty, the nature of the duty, places visited in the course of enquiries and reasons therefor, names and addresses of persons interviewed, information gained or impressions formed. No general remarks of criticism should be entered, but only such accurate and concise information needful regarding the enquiry. Each period of time accounted for is to commence on a fresh line.

Entries should be made daily, and as soon as possible after the duty is completed.

Erasures must not be made, and corrections, when necessary must be neatly entered, initialled and dated.

Entries in the diaries will account for actual duties performed by the officer for the 24 hours from 12 midnight to 12 midnight each day.

It is advisable for all detectives to provide themselves with a small pocket diary in which to note details etc., of matters coming to their notice in the course of their enquiries.
Entries in diaries of foreign detectives are to be checked and initialled by the senior detective in charge and from time to time by the officer-in-charge of the district.
Senior Chinese detectives will check and initial diaries of Chinese detectives daily, and the senior foreign detective will initial at regular and frequent intervals.
Diaries will be issued by Divisional Detective Officers, to whom all full diaries are to be forwarded. They are then kept for a period of five years and destroyed. Diaries of officers leaving the department must be delivered up as part of their appointments. A copy of these instructions is issued with each detective's diary. (P.O.C.-330.)
Special Duties. Chinese detectives detailed for any special duties should always be thoroughly instructed in the duties they are expected to perform before leaving the station, and owing to language difficulties the best plan is to make them repeat the instructions to make sure that they are fully understood.
Junior foreign detectives must be fully conversant with the details of any special duties they are ordered to perform, and their actions must be carefully checked.

Detention. Writs of. See *"Writs of Detention"* & *"Charges."*

Determination to Arrest.

When once the mind of a police officer is made up to arrest a delinquent he must not ask any questions without giving a strict caution that the answer may be used in evidence.
It often occurs that questions have to be asked before a police officer decides to arrest, but there is a difference between questions asked with the honest

intention to elicit the truth and ascertain whether there are grounds for effecting an arrest; and asking questions with a foregone conclusion to arrest.

Diaries. See *"Crime Diaries"* *"Detective's Diaries"* *"Reports"* & *"Supervision of Districts."*

Discipline.

Discipline is the obedience and respect due to lawful authority which distinguishes an organised body from a rabble.
Whilst public interest demands that discipline be rigidly maintained, and neither disrespect nor disobedience tolerated, it should not be enforced by an arbitrarily harsh and dictatorial manner.
In order to regularise disciplinary proceedings, and ensure that defaulters will be given a full opportunity to understand and answer all charges of misconduct brought against them, a set of rules and regulations governing the conduct of police officers has been approved by the Municipal Council.
These rules and regulations are issued to every member of the Force on appointment; they apply to all members of the Force, who are under agreement to be bound by all existing police regulations and any police regulation which may subsequently be enforced.
They apply to all Japanese, Sikh, and Chinese members of the Force, as well as to all members of the Foreign Branch. See *Appendix "A."*

Disobedience of Orders.

No disobedience of orders can be allowed in the Force, and every officer must remember that it is his duty first to obey any *lawful* order, and then if necessary, to complain.
The officer giving an order is responsible for it's consequences, unless the method of carrying it out has been improper, negligent or contrary to the instructions received.

Disorderly Houses.

Disorderly houses are common bawdy houses, brothels, gaming houses, or disorderly houses of entertainment. See also "*Brothels.*"

Disputed Ownership of Property.

If the ownership of property in possession of the police is disputed, proceedings should be taken before the court having jurisdiction. If the circumstances of a case do not admit of solution by these means, then the property may be given up to the party appearing best entitled thereto upon his giving an indemnity.

Whenever properties given up by the police, about which any question may by the remotest possibility arise, an indemnity should invariably be taken from the person to whom it is given up, being worded as follows:-

I.....of.....do hereby acknowledge to have received from.....the following articles, viz:- ..... valued at.....and in consideration thereof, do hereby agree to indemnify and hold harmless the said.....and all others his superior officers, from all claims and demands whatsoever to be made in respect of the articles aforesaid, and from all loss, damage, cost, costs of action incurred or to be incurred by reason of all or any suit, claims and demands, or by any other matter, cause, or thing in any way connected with the premises. As witness my hand this .....day of.....

Signed.....

Witnessed by.....

of..... See also "*Derelict Property.*"

Distinguished Conduct Medals.

Police officers who distinguish themselves by conspicuous gallantry in saving life and property, or in preventing crime or arresting criminals, may be awarded the Distinguished Conduct Medal, Class I,

(silver,) or Class II (bronze.) in accordance with the recommendation of a Special Board convened to consider such recommendations.

Any act of gallantry which is worthy of recognition by award of the D.C.M. but is performed by one upon whom the decoration has already been conferred, may on special recommendation be rewarded by a bar attached to the riband by which the medal is suspended, and for every such additional act an additional bar may be added.

Recommendation shall be confidential and the officer recommended must on no account be informed.

In the case of the D.C.M. Class II which is considered as being of "Military Medal" standard, the Board will be composed of all Divisional Officers and Divisional Detective Officers.

To merit the award of the D.C.M. Class II it must be shown that there was a definite element of danger, that the case was handled with outstanding efficiency by virtue of personal initiative, and that no *undue* risk was taken.

Actual shooting is not necessary to qualify for the decoration, e.g. if in a raid really dangerous criminals are arrested in possession of arms, and they are found to be of the type who would *certainly* shoot if given the opportunity, the person who *by his own initiative* directs operations, might be considered to have qualified. On the other hand if shooting is necessary, a member of the party *may* qualify for the decoration, whilst the individual who directed operations *may not*. It is considered more meritorious in cases of a really dangerous nature if arrests are effected without the necessity for shooting. When the use of firearms is inevitable however, the fact that an individual is fired upon and returns the fire successfully *may* be considered as sufficient to warrant qualification.

Upon a case having been reviewed by the Board and passed for a Class II Medal, but recommended for consideration for Class I, the Board will be augmented by the inclusion of three Deputy Commissioners. To qualify for the D.C.M. Class I which is considered to be of "Victoria Cross" standard, it must be shown that in addition to the requirements previously mentioned there was voluntary reckless courage, *provided that such recklessness was fully warranted by the situation and in no other way could the necessary object be attained*, i.e. that the individual put duty before all; that the act in question was *necessary*; that it called for risk of life, and the individual took that risk. A man off duty, or on duty without a steel vest, who performs a gallant act will be given extra consideration, but if he wore no protection *when he should have done and has no reasonable excuse* this will be considered to disqualify him. In case of doubt regarding an award, a uniformly good record in connection with dangerous cases may be considered in favour, whilst an indifferent record of police work might indicate the advisability of the case being held under review as a credit, pending further reports regarding efficiency.

The general principle regarding the award of these decorations is to reward courage and efficiency rather than unnecessary recklessness, it being borne in mind that the D.C.M. Class I will only be awarded in exceptional cases.

Those upon whom these decorations have been conferred are denoted in gradation lists by the initials P.D.C.M. Class I or Class II as the case may be. (Headquarters Circular No. 104.)

Distraint.

Police are bound to assist duly authorised officers of the law in the execution of warrants of distraint of goods, premises or otherwise, but such assistance must be limited to the prevention of a breach of the peace and must not be extended to the actual execution. Police must not leave their beats to render such assistance, but should refer the officer to the nearest police station. See also "*Debt Cases.*"

Distributing Inspector's Duties.

The Distributing Inspector at the Shanghai First Special Area District Court will be responsible for carrying out the following duties:-

(1) Scrutinising all decisions on charge sheets in criminal and administrative cases dealt with by the Kiangsu Second Branch High Court, the Shanghai First Special Area District Court and Bye-law courts attached thereto.

(2) Seeing that the gaol identification card tallies in each case with the decision on the charge sheet.

(3) Initialling the judgment or decision on the foreign charge sheet, as well as on the identification card, and his initials on these documents will be tantamount to declaring that he has checked the card with the charge sheet, and certifying that the judgment or decision as recorded on the card is correct. Should an error be discovered by the station on the receipt for prisoners received at the gaol, it will be reported immediately in writing to the Distributing Inspector at the District Court, who will take such steps as are necessary to have the error traced and rectified.

(4) Seeing that the gaol identification card is given to the Sergeant in charge of the prison van for every prisoner to be transported to gaol or back to a police station as the case may be.

All prisoners upon conviction will be taken to the Municipal Gaol direct, *except* in special circumstances such as when a prisoner previous to conviction has not been under detention at a station (i.e. persons summoned or added to the charge sheet by the courts.)

Prisoners sentenced to a fine, or imprisonment with the option of a fine, will be returned to stations, and later transferred to gaol if the fine is not paid within 24 hours.

(5) If a judgment is given, seeing that the card is forthcoming and properly endorsed, but on the other hand, if he has a prisoner and charge sheet, and no endorsement has been made, he will enquire as to the reason, and get the charge sheet marked.

In the event of the conviction being quashed by the Court of Appeal or in a re-hearing case, the prisoners will there and then have their property handed to them in the distribution office at the court, and be released from custody by the Distributing Inspector after he has verified their identification.

(6) He will receive all prisoners for court from Sergeants in charge of the prison vans, and check them over from the gaol identification cards. As soon as they have left the prison van he will distribute them to their respective court rooms properly guarded.

(7) At the conclusion of a case, the police witnesses and/or escorts will report to the Distributing Inspector - in the case of Foreign Sergeants and Foreign Probationary Sergeants, Japanese Sergeants and Constables, and Sikh Havildars, Naiks and Constables - and to the Chinese Sub-Inspector on court duty in the case of Chinese Sergeants, Acting Sergeants and Constables, and their conference books or note books, as the case may be, will be signed and the time noted therein after the prisoners have been handed over to his charge.

This will relieve the witness and or escorts from responsibility for the safe custody of the prisoners and permit of their return to their stations.

(8) He will also have all prisoners searched before handing them over to the Sergeant in charge of the prison van for removal from the court to gaol or station. No prisoner may be taken from the court for any purpose whatsoever without passing through the hands of the Distributing Inspector.

(9) Detention orders received by the Distributing Inspector from the court will be sent with the prisoner to gaol or stations as the case may be. The receipt attached to such orders will be detached by the Distribution Inspector, signed by him, and returned to court direct.

(10) He will be responsible for the work of the Chinese Sub-Inspector detailed for the supervision of prisoners' guards and will report any slackness, negligence, or misbehaviour on the part of any member of the guard.

(11) He will be responsible for obtaining a receipt, correctly filled in, vide book No. 66, for property ordered to be handed over to the owner in court in connection with criminal cases and will forward the receipt to the station concerned. See also *"Prison Van Regulations."*

District Boundaries. See *"Boundaries."*

District Supervision. See *"Supervision of Districts."*

Districts.

All business relating to a police district must pass through the officer-in-charge, and although district feeling or esprit de corps is by no means to be discouraged, police officers should bear in mind that the boundaries of their districts are not necessarily the boundaries of their duty; and that, although they are more directly responsible for all that occurs within their own defined sphere of activity, they are bound to give all possible assistance to police of other districts.

Divine Service.

Police should as far as possible be encouraged to attend divine service.

Every one commits an offence and is liable on conviction to a fine, who wilfully and maliciously or contemptuously disturbs any persons lawfully assembled for religious worship, or in any way molests or misuses any preacher, teacher or person officiating or any person in the congregation.

Every one commits an offence who is guilty of riotous, violent or indecent behaviour in any authorised place of worship, either during divine service or at any other time, or in any churchyard or burial ground, or who by any other unlawful means disquiets or misuses any duly authorised clergyman ministering or celebrating any divine service or sacrament. (See Article 246 of the Chinese Criminal Code.)

Divisions.

For purposes of administration, the Force is divided into four divisions comprising the following police districts:-

"*A*" Central, Louza and Chengtu Road districts.
"*B*" Sinza, Bubbling Well, Gordon Road and Pootoo Road districts.
"*C*" Hongkew, West Hongkew and Kashing Road districts and Dixwell Road station.
"*D*" Wayside, Yulin Road, and Yangtsepoo districts.

Each division is in charge of a Divisional Officer (D.O.) who is responsible to the Deputy Commissioner (Divisions) for the discipline and general efficiency of police stations in his division. All correspondence to and from Police Headquarters must pass through the D.O. whose office is located at a police station in his own division.

In each division there is a Divisional Detective Officer, (D.D.O.) who is responsible to the Deputy Commissioner (Crime) for the proper investigation of

crime by the detective staff in police stations in his division.

All reports regarding crime investigation will be forwarded through the D.D.O. who is responsible that such reports are properly recorded at police stations, and who will maintain a duplicate record. The D.D.O. is subordinate to the D.O. with whom he co-operates. His office is located in the divisional office.

The four divisional offices are located as follows:-

"*A*" At Louza police station.
"*B*" At Sinza police station.
"*C*" At Hongkew police station.
"*D*" At Wayside police station. See also "*Police Administration.*"

Divorce.

Police must not aid or assist any person in divorce proceedings. On no account should enquiries be made or any information furnished when the object is to obtain evidence in support of divorce proceedings, judicial separations, or any subject connected therewith.

In Chinese law, however, the police are obliged to prosecute in charges of adultery vide Article 239 of the Code of Criminal Procedure. The evidence in such cases should be closely scrutinised and before any direct action is taken, details should be communicated to the senior detective in charge.

Dock. See "*Charge Room Duty.*"

Doctors.

Emergency Cards. Members of the Shanghai Medical Society are issued with an emergency card to assist them in cases of *urgency* to reach their patients and allow them a certain amount of latitude in parking their cars whilst visiting patients.

When such cars are chauffeur driven and there is space available in the immediate vicinity, the chauffeur should be instructed to move. Cases of misuse

of these cards are to be reported to the Assistant Commissioner (Traffic.) (P.O.B-6198.)

Witnesses. When medical officers of the Lester Chinese Hospital are required to give evidence in courts, the request for their attendance should be addressed to the superintendent of the hospital, not to the individual concerned. (P.O.C.-4398.)

Doctors required to give evidence in courts should be given as much notice as circumstances permit.

Visiting Station Cells. On all occasions when station cells are visited by doctors or their dressers for the purpose of attending upon prisoners, a responsible police officer should be present, to prevent any communication between prisoners and visitants, with a view to ensuring that no messages are thus transmitted to outsiders. See also *"Drunken Persons"* *"Municipal Chinese-Foreign-Doctors."*

Documentary Evidence.

Documentary evidence includes all kinds of evidence which may be proved by documents, not necessarily books or printed matter, but generally speaking any paper upon which something has been written.

All such documentary evidence presented to the Shanghai First Special District Court, or at a Chinese inquest if in English, must be translated into Chinese, if possible, on the reverse side of the document submitted. (P.O.B.-9862.)

When documents written in any other language than English are produced in British courts, an English translation should also be produced. See also *"Damage to Property"* & *"Nomenclature."*

Dogs.

Strict enforcement of the muzzling and licensing regulations regarding dogs in the Settlement is necessary, owing to the prevalence of rabies. All stray unmuzzled dogs found in the streets are to be seized by the police and sent to the kennels, which are situated at Gordon Road for stations south of the Creek, and Yangtsepoo for stations north of the Creek.

The police are also authorised to shoot all unmuzzled dogs found within the Settlement, or outside the Settlement if on municipal roads, excepting only such dogs as are valuable, or whose owners are known to the police.

This duty must be carried out by men in uniform, and only on the instructions of the officer-in-charge of the district except in emergencies.

Every effort must be made to rid the Settlement of ownerless mongrels. In case of licensed unmuzzled dogs where owners are known, or unmuzzled dogs caught and subsequently claimed, the police are authorized to prosecute the owners if necessary.

In cases where unmuzzled dogs are caught and the owner has not a license for the dog, the owner can only be prosecuted for keeping the dog without a license. The fact that the dog was found in the street unmuzzled can be brought out in evidence

Dogs must be licensed from birth, the fee of $ 5.00 being payable on the first day of January each year. A numbered metal badge is issued with the license, and should be attached to the dog's collar. Dogs on leash must be effectively muzzled but in such a way as to admit them to breathe and drink freely.

Dogs wearing ineffective muzzles are to be regarded as unmuzzled.

Any person enquiring about lost or strayed dogs should be referred to Gordon Road or Yangstzepoo police stations.

Members of the Force or other municipal employees are not exempt from paying license fees in respect of ownership of dogs. No dogs or other animals may be kept in police stations or in official quarters without the permission of the officer-in-charge.

Dogs. Catching.

To assist the police in the district, a motor dog cart, manned by dog catchers, and in charge of a Foreign police officer, periodically patrols the districts. Dog carts are stationed at Gordon Road, (for use in

districts south of the Creek) and at Yangtszepoo (for use of districts north of the Creek.) They must always be used by the police in moving dogs from place to place.

Men employed in catching stray or unmuzzled dogs, are to be warned that they are to treat the dogs as humanely as possible. The police officer in charge of the dog cart will be held responsible that the animals are not subjected to cruelty or ill treatment. (P.O.B.-9255.)

Officers in charge of stations should forward monthly returns of dogs seized in their districts and forwarded to the kennels, to the officer-in-charge Gordon Road (if south of the Creek) or Yangtsepoo (if north of the Creek.)

Returns should be forwarded on the first day of each month, and should correspond with entries in book 15 (dog receipt.) The officers-in-charge of Gordon Road and Yangtszepoo will compile the necessary returns for Police Headquarters, and forward to the Divisional Officer on Monday of each week. (Div: Memo 111. 30.4.35.)

Dogs. Kennel Regulations.

Particulars of all dogs received will be entered in book No.60, and a receipt issued from book No.15. When dogs are received for destruction or to be given away, full particulars will be entered in book No.60.

On no account will dogs be kept at the kennels during the absence of owners from Shanghai.

No dog shall be taken away from the kennels until a receipt signed by the officer on duty is produced, and handed to the man in charge of the kennels. Persons claiming dogs seized by the police, should be requested to produce the dog license, and pay the necessary redemption fee.

The usual redemption fee is five dollars, but officers-in-charge may use their discretion in this matter

The redemption fee for all dogs redeemed is $10.00. (P.O. E. 2775)

according to the circumstances of any particular case, provided the amount does not exceed $10.00.

The ownership of dogs with license plates attached to their collars should be ascertained from the Revenue Department, and the station concerned informed, so that the owner can be communicated with.

The "*Dogs Lost*" column of the daily newspapers must be scrutinised daily by the officer in charge of the kennels for the same purpose.

Any owner refusing to pay the redemption fee, or failing to produce a license, may be permitted to take his dog away, provided he gives his name, address and nationality. A prosecution can then be instituted against him.

Dogs of evident breed and condition, if not claimed within ten days, may be sold, destroyed, or otherwise disposed of.

Mongrel dogs, or dogs in bad condition and of no value, will be destroyed as soon as possible after admission to the kennels.

The lethal chamber will be operated under the supervision of the office-in-charge or his deputy, the frequency of such operating of the lethal chamber being governed by the number of dogs to be destroyed. Dogs are destroyed in the following manner:-

They are removed from the kennels with a bamboo pole with a noose at the end. The lower part of the inner door of the lethal chamber, is kept fastened, the dogs being admitted through the upper part. After the dogs have entered the chamber, both outer iron doors are fastened by being screwed up, and the gas is turned on. It is advisable to leave the gas on for some time after the dogs have fallen to the bottom of the chamber.

Several dogs can be destroyed at one time quite humanely.

About 10 cubic feet of gas is usually sufficient to insure death, but the quantity necessary can be

regulated by observation by the person working the apparatus.

After death has taken place, the gas should be permitted to escape by the pipe for that purpose before opening the chamber doors. Smoking anywhere near the chamber is strictly prohibited.

Dogs. Rabid.

When a dog or cat suspected of being infected with rabies is brought to the station, it is to be immediately sent in charge of a foreign police officer, to the Chief Health Inspector in charge of the municipal observation kennels, on the premises of the municipal abbattoir, No. 10 Sawgin Road.

The officer on Charge Room duty will fill in a form from book 16, which will accompany the animal to be handed to the Chief Health Inspector for transmission to the Commissioner of Public Health.

If any person has been bitten by a dog or cat suspected of having rabies, every endeavour will be made to obtain full particulars about the animal responsible, and whenever possible, it should be identified and the owner discovered.

The animal should be sent alive to the observation kennels, or to a veterinary surgeon for observation, preferably the former.

If the animal's identity is ascertained, this should be stated on the form.

It is of the greatest importance that all these particulars be filled in on the form provided at all police stations, which must be sent with a patient to the Pasteur Institute for treatment, in order that the best advice may be given to the person concerned.

Matters would be considerably simplified, if a police officer, could accompany the patient to the institute, and care should be taken that the officer is fully acquainted with the details regarding the animal's disposal.

In all cases where Police are requested to destroy dogs or other pets, written instructions will be obtained to that effect. (P.O.D.-9035).

It is one of the conditions of a dog license that the owner must immediately report to the police any dog known to have bitten another person, or showing signs believed to resemble rabies, and if required must surrender the animal to the police for the purpose of examination or detention for such period as may be necessary. In this respect see Divisional Memo No. 247.

It must be borne in mind that one of the earliest signs of rabies, is a change in the animal's disposition, but it should be remembered that there are two kinds of rabies, "furious" and "dumb." In the latter, the animal can be affectionate, and can recognise persons until a few hours before death, and for this reason, this form of disease is relatively more dangerous, and in Shanghai it is the more prevalent type. See also *Appendix "F."*

When other dogs have been bitten by a dog suspected of suffering from rabies, they will, if possible, be sent to the observation kennels in a separate box, and the owner advised to communicate with the Commissioner of Public Health.

Dogs or cats suspected of suffering from rabies should, if possible, be captured alive, but they may be killed, if the danger of any person being bitten can thereby be avoided. If preserved alive it can be ascertained in two or three days whether the dog has rabies, but if killed it takes at least three weeks to find out.

Dead animals suspected of being infected with rabies must be sent direct to the Commissioner of Public Health together with the memo giving particulars, and should on no account be sent to the observation kennels. The dog cart in which rabid dogs have been conveyed, must be washed out with a strong disinfectant as soon as possible.

Shooting of: Although normally the shooting of dogs is only permitted by police in uniform, in exceptional circumstances, such as imminent danger to persons by a mad or ferocious dog, animals may be shot by any police officer.

regulated by observation by the person working the apparatus.

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When other dogs have been bitten by a dog suspected of suffering from rabies, they will, if possible, be sent to the observation kennels in a separate box, and the owner advised to communicate with the Commissioner of Public Health.

Dogs or cats suspected of suffering from rabies should, if possible, be captured alive, but they may be killed, if the danger of any person being bitten can thereby be avoided. If preserved alive it can be ascertained in two or three days whether the dog has rabies, but if killed it takes at least three weeks to find out.

Dead animals suspected of being infected with rabies must be sent direct to the Commissioner of Public Health together with the memo giving particulars, and should on no account be sent to the observation kennels. The dog cart in which rabid dogs have been conveyed, must be washed out with a strong disinfectant as soon as possible.

Shooting of: Although normally the shooting of dogs is only permitted by police in uniform, in exceptional circumstances, such as imminent danger to persons by a mad or ferocious dog, animals may be shot by any police officer.

In such cases extreme care should be taken that no danger to pedestrians etc. is caused, and ... the dog is humanely killed.
Whilst permission is given it must be clearly understood that this action is only to be resorted to after other efforts to capture the dog have failed, or are impracticable.
A dog suffering from "dumb" rabies is not immediately dangerous if left alone, and can usually be disposed of without the use of arms. Dogs suffering from "furious" rabies are however a danger to all in their path, but generally r ... they should be cornered in a quiet ... shooting must be av...

Dogs. Observation Kennels.

The isolation period for dogs or cats sent to the observation kennels is ten days, (minimum), and at the end of that period, if found free from infection the animal may be removed. This service is free.
Members of the public enquiring at police stations regarding their animals should be so informed.
All requests by the Health Department for the removal of dogs from the observation kennels must receive prompt attention.
Dogs originating from police stations south of the Creek will be removed by the dog cart attached to Gordon Road police station, and those from police stations north of the Creek, by the dog cart attached to Yangtsepoo police station.
The Municipal Council is not liable for the death or injury of any animal surrendered to or under detention by an order issued by the Municipal Council, and no claim for compensation may be made in this respect.

Dog Bites-Treatment.

All persons who have been bitten by dogs or cats should receive treatment *immediately* at one of the following places:-

1. The Pasteur Institute, (Health Department) on the first floor of the Administration Building, at the corner of Hankow and Honan Roads.
   The institute is open and a doctor is in attendance during the usual office hours, and on Sundays and Municipal holidays at the following times:-
   May 1st - September 30th. 8-30.a.m. - 10-30.a.m.
   October 1st - April 30th. 9.a.m. - 11 a.m.
2. By courtesy of the medical superintendents of the following hospitals, treatment for persons who attend outside the above hours may be obtained as follows:-

Europeans. General Hospital. Country Hospital. Police Hospital. (Ward Road.)
Japanese. Foo Ming Hospital, 142 North Szechuen Road. General Hospital.
Chinese. Lester Chinese Hospital. Police Hospital, (Ward Road.)

All persons who receive their first treatment at one of the above hospitals should attend the Pasteur Institute at 9.a.m. the following morning.
Note. During office hours all patients should be sent to the Pasteur Institute without delay. Outside of these hours the services of a doctor may be obtained for emergency treatment by ringing the night bell outside room 128a on the first floor of the Administration Building, Hankow and Honan Road corner, but it is in the patient's best interest that they avail themselves of the facilities mentioned in paragraph 2, rather than attend at the Institute and there await the arrival of a doctor on call. For first aid measures see Appendix "*F.*"

Dogs. Stealing.

Any person who steals a dog, is liable under English law to imprisonment for six months, or a fine, on summary conviction. Chinese guilty of this offence should be charged under Article 320 (1) of the Chinese Criminal Code.

In such cases extreme care should be taken that no danger to pedestrians etc. is caused, and that the dog is humanely killed.
Whilst permission is given it must be clearly understood that this action is only to be resorted to after other efforts to capture the dog have failed, or are impracticable.
A dog suffering from "dumb" rabies is not immediately dangerous if left alone, and can usually be disposed of without the use of arms. Dogs suffering from "furious" rabies are however a danger to all in their path, but generally rush straight ahead; they should be cornered in a quiet spot if possible. Indiscriminate shooting must be avoided. (A.A.O. 26.)

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   May 1st - September 30th. 8-30.a.m. - 10-30.a.m.
   See P.O.E-844 re residential qualifications. m. - 11 a.m.
2. By courtesy of the medical superintendents of the following hospitals, treatment for persons who attend outside the above hours may be obtained as follows:-

Europeans. General Hospital. Country Hospital. [illegible] (Ward Road.)

No person resident in the French Concession will be referred to the Public Health Department for antirabies treatment, but to the Pasteur Institute of the French Concession.

Persons residing in the Settlement will be sent to the Public Health Department and not to any other institution.

echuen Hospital, (Ward Road.)

All persons who receive their first treatment at one of the above hospitals should attend the Pasteur Institute at 9.a.m. the following morning.
Note. During office hours all patients should be sent to the Pasteur Institute without delay. Outside of these hours the services of a doctor may be obtained for emergency treatment by ringing the night bell outside room 128a on the first floor of the Administration Building, Hankow and Honan Road corner, but it is in the patient's best interest that they avail themselves of the facilities mentioned in paragraph 2, rather than attend at the Institute and there await the arrival of a doctor on call. For first aid measures see Appendix "*F.*"

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Domestic Complaints.

Care must be taken to discriminate between domestic cases of a civil and those of a criminal nature. The former do not come within the jurisdiction of the police.
Generally speaking, unless the complainant is threatened or assaulted or goes in fear of bodily harm, he or she should be advised that the matter is not one in which the police may interfere. See also "*Husband and Wife.*"

Doors and Windows Open.

When police on night duty find doors and or windows left open in such a manner and place as to afford ingress to a thief, the attention of the inmates must be immediately called thereto; or if this appears to be difficult or inexpedient, he should either close the door or window himself, or give the house such additional attention as he can and report the fact before going off duty.

Dress: of Police.

There is nothing which redounds more to the credit of a Police Force than that it's members should be smartly dressed with all their appointments clean and properly worn.
Full instructions regarding the correct method of wearing uniform and appointments will be found in the special booklet "*Dress Regulations & Orders of Dress.*"
When reporting for duty uniform members of the Force shall always do so correctly dressed in the uniform of their rank. Uniform members of the Force having occasion to report to Headquarters when off duty shall do so dressed in uniform, unless they have received permission to do otherwise.
Uniform ranks shall not wear any part of their uniforms in public when off duty, and shall not visit any place of public entertainment in uniform except in the execution of official duty. (P.O.D-9855).

Members of the Force performing duty in plain clothes should wear neat and inconspicuous clothing. (See "*Detectives.*") During summer months they may wear shorts and comfortable shirts, but are not permitted to appear before an officer on business in such informal attire. A collar and tie must be worn. This provision also applies when visiting foreign residences or offices during the course of enquiries.
See also "*Clothing & Appointments.*"

Drill & Parades.

As it is evident that unless men are able to move in a body with precision and regularity their efficiency is considerably impaired. The Force is practised in drill movements regularly. During the drill season which extends from September 15 to May 31 members of all branches below the rank of Inspector are required to attend weekly parades in order to make themseleves proficient in the movements performed during the Annual Inspection Parade. in accordance with P.O.D.-8520. Members of the Foreign and Japanese Branches who attain the standard of efficiency laid down in Divisional Memo No 240 may be excused drill annually on application to the A.C. (A.&.T.R.) The Officer in charge Training Depot arranges for drill Instructors to attend these parades as required, and the Police Band is present at the last drill for each branch each month.
The above is in addition to the usual "fall in " and inspection performed before each tour of duty vide Divisional Instructional Memo No. 6/35.
The schedule of drill for Chinese defaulters will be found under the heading of "*Chinese Branch - Defaulters Drills.*"

Drinking.

Drinking to excess when indulged in by police officers wholly unfits them for their calling. It also

deprives them of all chance of promotion and is certain to lead to punishment and dismissal.
Police should avoid drinking with witnesses, persons they propose to arrest, or others who have just been discharged from custody. See also "Dress of Police."
Police who are drunk on, or coming off duty are liable to severe punishment. In such cases they are to be suspended from duty as soon as possible and when necessary placed under restraint.
Senior officers should not enter into conversation with them whilst in a state of intoxication.

Drowning. See *First Aid. Appendix "F."*

Drugging.

Under English law, everyone is guilty of a felony who unlawfully administers to any person, any chloroform, laudanum, or other stupifying or over-powering matter, or attempts to do so. (Offences against the Person Act, 1861, s.22.)
Chinese who administer drugs for the purpose of facilitating a crime may be charged with attempt.

Drunkenness.

Drunkenness is not in general, an excuse for the commission of a crime, unless it has produced such a state of mind as amounts to insanity.
When it is necessary to prove a specific intent, the fact of drunkenness may be put forward as showing that the defendant was not in a state of mind to be capable of forming such an intent.

Drunk And Incapable - Or Disorderly. See *"Charge Room Duty."*

Drunken Persons.

On no account is a police officer to leave his beat to conduct a drunken person to his home or elsewhere; and even if a man appears inclined to become disorderly, he should be cautioned and advised to keep quiet before the law is enforced.

Police should be watchful for prostitutes and others accosting drunken persons and luring them into a secluded place for the purpose of robbery. Drunken persons found riding in ricshas especially at night, should be roused and asked where they are going. The ricsha puller should be warned to proceed to the proper locality, and a note should be made of his license number and the number of his ricsha for possible future reference.
Police should be careful not to assume that a person is drunk save on sufficient and incontestable grounds, remembering that the symptoms of apoplexy, intense excitement or other conditions very often resemble the influence of drink.
In cases of apparent insensibility the first thing to do is to try and rouse the patient by gentle shaking; if that fails the collar should be loosened and the head raised a little, to ease the breathing. The person should be then conveyed to the hospital in an ambulance, care being taken that the head remains in the same position.
In every case where a person is brought to the station in a state of insensibility, whether supposed from drink or from any other cause, the officer on duty at the station should communicate at once with a doctor or send him to the nearest hospital without delay.
If the person is obviously drunk he should be placed in a cell with a wooden floor if possible, the head being raised by an improvised pillow.
Drunken persons in the station cells must be visited and spoken to every half hour or more often if necessary, and if they become insensible and cannot be roused, medical advice is to be obtained at once.
Prisoners charged with being drunk and incapable or disorderly may be released on their own recognisances when they become sober, or allowed to accompany a friend who undertakes to see them safely home. Persons apprehended for being drunk and incapable only must be released when sober if they can give a correct address, to be summoned later if necessary.

When it is necessary to obtain proof that a person is drunk or otherwise in criminal or traffic cases, the medical officer who attends should be requested to fill in a special form provided for that purpose. (Form No.72.)
Chinese may be charged under Article 35 (7) of the Special Police Regulations for being drunk and disorderly, or under Article 38 (1) if the offence is committed in a place where public functions are being performed.
The landlord of a tavern where drunken persons are served with further liquor is liable under condition 19 of the Tavern licence.

Duty.

Police on duty should be careful that their conduct is such as at all times will uphold the credit of the service; as much by personal smartness as by their civility and correct behaviour. The responsibility of every police officer to the public is the same whether nominally on or off duty; and he is bound to prevent and detect crime by all possible means at all times.

Dwelling House.

(Def:) A building in which some person habitually sleeps.

Dying Declaration.

A dying declaration is a statement made by the victim in a case which subsequently proves to be manslaughter or murder, which is made whilst he or she was under a settled, hopeless expectation of imminent death.
When possible it is best that a magistrate should take such a statement, but his presence is not necessary, and if there is no time for this, it may be taken by an Inspector or any other police officer. He should make most careful note, not only of the statement, but of all questions put to the person making it, and of the names of all witnesses present.

When a person is in custody for causing the injury from which the victim is dying, he should if at all possible, be present when the declaration is made, and be afforded an opportunity of asking him or her any questions.
The declaration or statement must be made by a person who is under the sensible conviction of his or her impending death, and is actually in danger of death at the time.
If there is time, and the condition of the victim permits, the statement should be written in the exact words of the victim, and then be read over to him or her, and signed by the deponent before witnesses. It should begin with the words:-
"I a.b. having the fear of death before me, and being without hope of recovery, make the following statement....."
Such declarations are admitted only when the death of the deceased is subject of the charge and only if the declaration refers to the injury which is the cause of death.
The declaration may not be used during the life of the maker, and it is entirely immaterial on what, or how it is written, as long as the victim fully understands the imminence of death, and that there is no hope of recovery.
It is the duty of the police to keep themselves well informed of the condition of any person whose death may lead to a charge of manslaughter or murder, and a responsible officer should always be on hand to take the statement of any such person before death ensues.

Education.

It is a duty every police officer owes himself to advance his education by every means in his power, because no matter how good his conduct, an ill educated man can have little hope of advancing far in rank.

A police officer has many opportunities of improving his education and should take every advantage of them, as well as of acquiring a thorough conception of the duties he is expected to perform. If, for instance, he takes his manual, and paragraph by paragraph, composes questions on the several subjects, writes down the answers in an exercise book and memorises them, he will practice himself in writing and composition, improve his memory and compose his thoughts in orderly channels, whilst he is also acquiring a sound knowledge of police work and a fair general knowledge of criminal law.

Reading aloud will improve his delivery and give confidence, especially if good literature, or newspaper editorials are chosen, whilst one cannot read modern literature without acquiring a wider knowledge of the English language, and worldly affairs.

It is an excellent plan to write imaginary reports on various police matters and have them checked over by a senior officer in order to gain proficiency and familiarity with the style required.

Education plays a far more important part in the progress of a police officer's career to-day than ever before, and is bound to play greater in the future, since it is essential that the education of the police keep pace with that of the criminal classes, who no longer comprise the sweepings of the slums, but are drawn from every strata of society and must possess high mental capabilities if they hope to retain their freedom.

Apart from the personal advantages to be gained from self education, the complexity of the laws administered in Shanghai, and the constantly increasing responsibilities imposed upon the police, make it

essential that they be men of trained intelligence and good education.

Ejecting A Person. (From Private Premises.) See "*Trespass.*"

Election. (Municipal Council.)

The date of the annual Municipal election is fixed by the Consular Body during January or February of each year, fourteen days notice thereof being published in the local press.

Any two qualified Foreign voters may nominate another Foreigner qualified to vote as a candidate for election. See also "*Council*" & "*Rates & Taxes.*"

Chinese guilty of creating a disturbance at elections may be charged under Article 147 of the Chinese Criminal Code.

Electric Lighting.

All lighting failures of street lamps, are to be reported by teleprinter to the C.C.R. at 8 a. m. daily in addition to usual routine reports. The Shanghai Power Company must be promptly notified of any street explosion, or the appearance of smoke or flames on the road surface, or from electric supply poles, or any sudden subsidence of the roadway, where it is known that the Power Company's cables are beneath.

A pair of rubber gloves have been issued to each station, the Reserve Unit and the Training Depot, for use in cases where it is necessary to handle broken electric light or power wires and cables. The gloves must be kept in a light tight box, in a drawer or cupboard when not in use. They must be examined periodically, and if they show signs of damage or deterioration, or hardening of the rubber, they must be returned to the Quartermaster, who will issue a new pair. Station staffs should be acquainted with the purpose for which these gloves are kept, and their place of storage. (P.O.B.-9501.)

A supply of fuse wire is supplied to all stations for convenience in case of a wire fusing. Instructions regarding the performance of electrical repairs

necessary in police or leased quarters will be found under the heading of "*Municipally Owned & Leased Premises.*" Under no circumstances whatever must the Power Company or other contractors be requested to carry out repairs in municipally owned or leased quarters. (P.O.C.-7129.)

Electrical Sub-Stations.

Police are warned of the importance of adequately protecting electric sub-stations, which are to be visited regularly, and given special attention during times of emergency.

No person other than employees are to be allowed to enter a sub-station alone under any circumstances. All employees wear a uniform cap and are in possession of a permit signed by the Distribution Engineer. Any unauthorised person found attempting to enter a sub-station is to be arrested and the Shanghai Power Company notified at once. (P.O.A.-8955.)

Schedules of electrical sub-stations are issued to all stations and all duties should be informed of their exact locality, and instructed to report their correctness or otherwise to the officer on Charge Room duty, when coming off duty. He will enter such reports in the occurrence book regularly. (See P.O.A.-9070. & A. 9143.)

Electric Poles. See "*Advertisements.*"

Electric Shock.

In many cases where persons receive electric shocks, death is only apparent, and animation may be restored if efforts at resuscitation are not too long delayed.

The method should be that known as artificial respiration, which is fully explained in Appendix "*F.*" It necessitates steady and persistent effort, deliberately and methodically carried out. Stimulants should not be administered, but a medical man, or the Fire Brigade emergency ambulance, should be sent for. See also "*Tramway & Overhead Wires.*"

Electric Torches.

Electric torches must not be flashed at drivers of motor vehicles as a signal to stop, owing to the danger involved. (P.O.B.-9509.)

Electric Wires-Handling. See "*Electric Lighting.*"

Electricity. Consumers Deposit.

Municipal employees who are consumers of electricity, and pay their own electricity bills, are, upon receipt of the official application of the company, required to pay deposits to the company.

Embezzlement.

Embezzlement may be defined as theft by an employee of property received by him for, or on behalf of his or her employer, and converting the same to his or her own use, before it has passed into possession of the employer.

The term is however, often applied to frauds by trustees, and other persons acting in a fiduciary character.

It differs from larceny by clerks or servants in the respect that embezzlement is committed in respect of property which has not yet passed into the hands of the owner, whilst in larceny the property is in his possession.

For example, if a clerk receives payment for goods supplied by his master and puts it in his pocket, appropriating it for his own use, he commits embezzlement. If, however, he were to appropriate money from his master's till, it would be larceny.

Under English law embezzlement is punishable as a felony.

The principal points to be proved are:-

(a) That the prisoner was employed as a clerk or a servant.

(b) Of his receipt for, or in the name of, or on account of the employer or master.

(c) Of the unlawful appropriation.

The embezzlement or fraudulent application or disposal by persons in the public service, or by police officers, of any chattel, money, or valuable security, which is entrusted to, or received, or taken into possession by them by virtue of their employment, is subjected to the same consequences generally, as if the embezzlement were from an ordinary master.

It is generally desirable that a warrant should be applied for by the defrauded party as a guarantee that the prosecution will be proceeded with when the defaulting clerk or servant has been arrested.

Note:- It is not uncommon for Chinese and others to first have an accused detained at a police station, and then enter into negotiations with relatives or guarantors for settlement, after which they invariably apply to have the charge withdrawn and the accused released. The police should, therefore, take no action in cases of embezzlement until the complainant has signed a written complaint to the effect that he is willing to support a charge.

The accused should be arrested on warrant, and once under arrest cannot be released except after appearance before a court, when the complainant may, if he so wishes, apply to have the charge withdrawn. See also "*Misappropriation.*"

Emergency Ambulance. See "*Ambulance.*"

Emergency Vests See "*Bullet Proof Vests.*"

Emergencies. See "*Mobilisation*" & "*Strength & Distribution Returns.*"

Employment. Canvassing for.

Applicants for employment under the Municipal Council, shall not in any case, or under any circumstances, canvas members of the Council, or any committee member, or of any managing or advisory committee appointed by the Council, or ask them for letters of introduction, or recommendation.

To canvas a member, or to obtain from him a letter of introduction or recommendation to any officer of the Council shall be held to disqualify an applicant.

Employees. Municipal-Prosecution of. See "*Council Employees.*"

Empty Houses.

Police must pay particular attention to uninhabited houses.

It is a frequent practice for householders or their servants to leave houses empty when absent or on holiday without giving notice to the police, and thieves take advantage of this.

Not infrequently thieves also conceal themselves in empty premises which adjoin occupied premises, to enable them to break holes in the party walls during the night.

Empty houses are also used by kidnappers or as a rendezvous for conspirators. Property agents supply lists of unoccupied property owned by them monthly to Crime Branch Headquarters, copies of which are sent to senior detectives at each police station. Such houses should be visited periodically, and every such house must be investigated on receipt of an alarm of kidnapping.

Empty houses are a source of constant danger owing to the possibility of an outbreak of fire, through coolies being allowed by watchman to sleep there; chiefly through smoking or making fires, or through actual incendiarism for the purpose of committing theft during the ensuing confusion.

Chinese found hiding in empty houses may be charged under Article 35 (10) of the Police Regulations. See also "*Keys of Premises.*"

Endangering Public Health. See Articles 190 & 191 of the Chinese Criminal Code & Article 47 (11) of the Police Regulations.

Enclosed Premises. See "*Trespassing.*"

Enquiries in Chinese Territory.

In all cases where assistance is required by the S.M.P. in Chinese territory under the jurisdiction of the Shanghai City Government Police Bureau, Chinese detectives attending will be accompanied by a foreign officer. See *"Arrests-Out of Limits."* (P.O. C.-3158.)

Envelopes. See *"Letter of Appointment."*

Envelopes For Prisoner's Property. See *"Prisoner's Property."*

Erasures.

Erasures must not be made in official books, reports, or examination papers. If mistakes occur, the error should be neatly crossed out, the correction inserted above, and initialled, or, if possible, the report should be re-written altogether.

Erection of Buildings. See *"Buildings" & "Factories."*

Escape of Prisoner.

It is a felony under English law to endeavour to escape from any prison, to aid any prisoner to escape, or to cause to be conveyed into any prison, any disguise, letter, or anything with intent to facilitate the escape of any prisoner.

If a police officer, having a prisoner in lawful custody, knowingly and with intent to save him from trial, punishment or execution, permits him to regain his liberty, otherwise than in due course of law, he is guilty of a misdemeanour, and if for a felony, and guilty thereof, he becomes an accessory after the fact to a felony. If by neglect of any precaution or otherwise, a prisoner effects his escape from the police, the officer at fault is at once usually suspended from duty and incurs great risk of dismissal.

Prisoners most frequently escape in transit from one place to another by distracting the attention of the officer, by obtaining some slight privilege or by feigning indisposition or urgent wants. Sometimes

prisoners take advantage of temporary confusion at a police station, or discord created by their friends in court, to mingle unseen with the crowd, and so escape. In the event of such an escape the officer-in-charge of the district, Divisional Officer, Divisional Detective Officer, and Finger Print Bureau must be informed at once, and details circulated by teleprinter. See *"Teleprinter."*

Under Chinese law a person who escapes from lawful custody is punishable under Article 161 of the Chinese Criminal Code.

Anyone who assists or facilitates the escape of such a person may be charged under Article 162 of the Chinese Criminal Code, and a police officer who assists, or by negligence allows such a person to escape renders himself punishable under Article 163 of the Chinese Criminal Code. See also *"Charge Room Duty" "Escorts for Prisoners" & "Prison Van Regulations."*

Escorts For Prisoners.

Chinese Females.

When being conveyed to and from the women's prison, or on journeys for investigation, or other purpose, or whilst under interrogation at the station, Chinese female prisoners shall be accompanied by a Chinese female searcher.

Foreign Females.

(1) Foreign female prisoners being conveyed to and from gaol, or on journeys for investigation or other purpose, or whilst under interrogation at the station, shall be accompanied by a foreign woman assistant. The services of foreign women assistants may be obtained on application by telephone to Hongkew station.

(2) When foreign female prisoners in gaol are required to appear in court, they shall be despatched under the escort of a foreign woman assistant.

At Courts.

(1) In all cases where foreign prisoners are sent to court, or prisoners charged with serious offences such as armed kidnapping, armed robbery and other offences of a serious nature, the escorts shall include a foreign police officer in charge.

(2) The strength of the escort must not be less than one police officer to two prisoners exclusive of the officer in charge of the escort, who shall in all cases be detailed as such before the escort leaves the station.

(3) Officers in charge of escorts shall be instructed as to the identity and importance of the prisoners to be guarded, and it should be remembered that with repeated appearances in court the danger of an attempt to escape increases with the prisoner's knowledge of the procedure and topography of the court premises.

(4) For checking purposes, the Distribution Inspector at the Shanghai First Special Area District Court will issue dockets to the Chinese Sergeant in charge of the charge sheets, who will enter in the dockets details of prisoners to be escorted from the trial court to the distribution cell.

Reserve Unit.

(1) Application for the services of escorts or guards from the Reserve Unit should be forwarded through the Divisional Officer concerned in writing, giving a brief outline of the services for which the escort is required, and the time and date of the appointment. Except in emergencies, such applications should give at least 24 hours notice.

(2) The Reserve Unit will inform the stations concerned by telephone whether such applications are approved or otherwise. In the event of no such notification being received, the station concerned should make enquiries by telephone to the Reserve Unit guardroom, sufficiently

early to enable an escort to be arranged should the application have miscarried (P.O.C-803.) See also *"Distributing Inspector's Duties"* *"Gaols"* *"Prison Van Regulations"* & *"River Police Prisoners."*

Evidence.

Legal evidence includes *all legitimate* means apart from mere argument which tends to prove or disprove any alleged matter of fact which is the subject of judicial investigation.

Police must give their evidence with the strictest accuracy; for the administration of justice must in a great measure depend on the trustworthiness of their evidence.

They should habitually make accurate observation of all matters relating to duty so that they may be able to state the whole circumstances attending a case.

Notes should be made at the time of the particulars of a case to refresh the memory, if necessary, when called on to give evidence; and the original notes should always be kept, even if fair copies are made.

Police must not suppress or overstate the slightest circumstance so as to favour the prosecution or prejudice the prisoner. They should endeavour, as far as possible, to feel indifferent as to the results of cases and they will perform their duty best by stating accurately and without malice or favour all the particulars they know.

When the police are sufferers from injuries received and are giving evidence against those whom they believe to be guilty, it is especially necessary that they should not allow any feelings or wishes as to the decision of the case to influence them. *(See "Temper.")*

Greater weight will always be given to the evidence of the police if they state fully and without passion all they know and make it evident that they are speaking the whole truth.

They must be careful to state all they know upon the first occasion; for if they afterwards add to their evidence in any material point it is naturally looked

upon with mistrust and is open to suspicion either as to accuracy or veracity.
Any police officer who wilfully departs from the truth is utterly unfit for the service.
When before a court the police must not mention any conversations or statements about matters, except such as the charge under investigation makes it their duty to mention.
If the police give improper or unsatisfactory evidence or any remarks are made respecting the evidence of police by judges, magistrates or juries, the senior officer present must report full particulars for the information of the Commissioner of Police.
Evidence must in all cases be direct, that is to say:-

(a) If it refers to a fact alleged to have been seen, it must be the evidence of a witness who says he saw it.
(b) If it refers to a fact alleged to have been heard it must be the evidence of a witness who says he heard it; and if affecting the guilt of the prisoner it must have been uttered in his presence.
(c) If it refers to a fact alleged to have been perceived by any other sense or in any other manner, it must be the evidence of a witness who says he perceived it, by that sense or in that manner.
(d) If it refers to an opinion, or to the grounds on which that opinion is held it must be the evidence of the person who holds that opinion on those grounds. Evidence may be given, in any proceeding of any fact in issue, and of any fact relevant to any fact in issue, unless excluded by the judge as too remote to be material within the circumstances of the case.

The word "relevant" means that any two facts to which it is applied are so related to each other that, according to the common course of events, one either taken by itself or in connection with other facts proves or renders probable the past, present or future existence or non-existence of the other. (See "*Circumstantial Evidence*".)

Police must give their evidence as clearly as possible taking each circumstance in order of time, thus making a clear and connected story. The evidence must be given clearly and distinctly, in such a manner that the judge or magistrate can hear without difficulty, and if given through an interpreter, must be given slowly in consideration of that fact.
Police must bear in mind that the magistrate or judge usually knows nothing of the case until he hears it from the witness, and a rambling disconnected statement is not calculated to assist him in arriving at the truth, or to impress him with the trustworthiness and intelligence of the witness. (See "*Cross Examination*" *and* "*Evidence-Rules of*".)
In all cases where the statements of either the prisoner at the bar, or other prisoners, are produced as evidence, they must be proved in person, both by the police officer to whom they were made, and by the person who actually wrote the statements. (See also "*Courts-Addressing*" *and* "*Conduct of Police at*" "*Documents*" "*Official Books*" "*Medical*" "*Statements*" *and* "*Witnesses*".)
Foreign detectives must attend court to give evidence in all cases necessitating such attendance and must not leave it to Chinese subordinates.

Evidence-Rules of.

The following are some of the general rules of evidence according to English law:-
That a person is presumed to be innocent until the contrary is proved.
That a party shall not be allowed to put leading questions, that is, questions in such a form as to suggest the answer desired, to his own witness.
That hearsay evidence is inadmissible.
That the statement of one prisoner is not evidence either for or against another prisoner.

That conversations which have taken place out of the hearing of the party to be affected cannot be given in evidence.
That the evidence of an accomplice is admissible, but cannot be fully relied upon unless it be corroborated in some material particular involving the guilt of the accused.
That no person is bound to answer a question which may tend to incriminate himself.
That if a witness chooses to answer such question, his answer is conclusive.
That in general the opinion of a witness as to any fact in issue is inadmissible, unless upon questions of skill and judgment.
That the burden of proof lies upon the party asserting the affirmative.
That secondary evidence is inadmissible unless it is shown to be impossible to procure better evidence.
That oral testimony (that is, evidence by word of mouth,) is not receivable to vary or contradict the terms of a written document.
That a person shall not be allowed to speak as to the contents of a written document, unless it be first proved that such document is lost or destroyed.
That a witness may be allowed to refresh his memory by reference to an entry or memorandum made by himself shortly after the occurrence of which he is speaking, although the entry or memorandum could not itself be received in evidence.
That when positive evidence of the facts cannot be supplied, circumstantial evidence is admissible.
That circumstantial evidence should be such as to produce nearly the same degree of certainty as that which arises from direct testimony, and to exclude a rational probability of innocence. There are few rules of evidence in Chinese courts, where exception is taken to very little likely to have a bearing on the case being tried.

The privileges and restrictions which apply to witnesses are dealt with under the heading of "*Witnesses-Competent.*"
See also "*Circumstantial Evidence,*" "*Cross Examination,*" "*Evidence,*" "*Examination of Witnesses*" & "*Perjury.*"

Examination of Accused. See "*Statements.*"

Examination of Person.

No physical examination of the person can be made under English law, without the consent of the person to be examined.
A magistrate has no power to order one, and a police officer doing so renders himself liable to an action at law.
In cases where the physical condition of an accused has a bearing on the charge against him, and the accused refuses to undergo an examination, particular note should be made of his condition, with a view to offering evidence of the circumstances. See also "*Drunken Persons.*" The police are authorised to search and examine the person of an accused subject to Chinese law under article 155 of the Code of Criminal Procedure.

Examination of Witnesses.

Witnesses are first examined in chief, then cross-examined and, if necessary, re-examined.
A witness may while under examination refresh his memory by referring to any writing made by himself at the time of the transaction concerning which he is questioned or made so soon afterwards that the judge considers it likely that the transaction was at that time fresh in his memory. The witness may also refer to any such writing made by any other person and read by the witness within the time aforesaid, if, when he read it, he knew it to be correct.
Any writing referred to must be produced and shown to the adverse party if he requires it; and such party may, if he pleases, cross-examine a witness thereupon.

Examinations.

Recruits for posting to stations.

		Maximum marks.
Police knowledge, covering local regulations, procedure, powers, etc.	15 questions.	150
Local general knowledge . .	4 ,,	20
Geography of China	3 ,,	15
Arithmetic	5 ,,	25
Musketry	4 ,,	20
Neatness, spelling & composition		20
Oral. 4 questions each candidate		20
Drilling a squad. (Sikhs or Chinese) . . .		20
Baton drill, two charges on specified points		20
Obstacle course, and sprint to revolver range where 6 shots are fired		20
		330
Marks required to pass.		210.

Probationary Sergeant to Sergeant.

The questions in this examination are more advanced and deal with charge room, section patrol and other duties within the scope of a Sergeant employed in a police station.

This examination will be divided into two parts and a candidate who has passed one part but has not qualified will not be required to pass that part again. The parts and qualifying marks are as follows:-

Part I.

	Maximum marks.
Police knowledge, etc. 15 questions.	150
Marks required to pass.	100.

Part II.

Arithmetic. . . . . 5 questions.	15
General knowledge. 4 ,, ...	20
Oral. . . . . 4 ,, ...	20
Geography of China 3 ,, ...	15
Essay.	25
Neatness & spelling in essay writing. . .	10
Writing a brief report on a set subject. .	10
Musketry. . . . . 4 questions.	20
Drilling a squad, baton drill, etc.	40
	175

Marks required to pass.	110
Aggregate marks to qualify.	210

Sergeant to Sub-Inspector:

This examination will be divided into two parts and a candidate who has passed one part but has not qualified will not be required to pass that part again. The parts and qualifying marks are as follows:

Part I.

	Maximum marks.
Police duties covering all branches of police work, local procedure, etc. 8 questions.	80
Criminal law, general application regarding Foreigners in Shanghai as published in police guide, standing orders, memos. etc. Comparisons of Chinese and English procedure, and the Chinese Criminal Code. . . . . 5 questions.	50
Oral.	20
	150
Marks required to pass.	100.

Part II.

	Maximum marks.
Arithmetic. . . . . 5 questions.	15
General knowledge. 4 ,, ...	20
Geography of China. 3 ,, ...	15
Essay.	40
Report writing (to include neatness, spelling, etc.).	25
	115
Marks required to pass.	75
Aggregate marks to qualify.	175

(See P.O.C.-3968)

The examination of Assistant Warder for the rank of Warder is the same as for Probationary Sergeant to the rank of Sergeant, and that of Warder to Senior Warder, the same as the examination of Sergeant for the rank of Sub-Inspector.

Promotion to higher ranks is by selection as vacancies

occur. Any probationary period may be extended if not considered sufficient by the Commissioner of Police. (Board Order No.6882 of 28.12.33.) See also *"Examinations - Rules of."*

Examinations And Promotion. Rules of.

The following rules governing promotion and qualifying examinations for the Foreign Branch are laid down in P.O.C.-3968.

(A) *For Recruits.* . . . . . Recruits are required to complete about 4 months instruction in the training depot, after which they are drafted to stations, subject to their passing a qualifying examination and their being favourably reported on by the Deputy Commissioner (A. & T.R.)

(B) *Probationary Sergeant to Sergeant.* Probationary Sergeants are eligible to sit for the qualifying examination for Sergeant after 3 years' approved service and passing the intermediate stage in Chinese study.

(C) *Sergeant to Sub-Inspector.* . . . . . Vacancies in the rank of Sub-Inspectors are filled by selection, after 3 years' service in the rank of Sergeant and subject to passing a qualifying examination, and to passing the final stage in Chinese study.

Note: Three years' service *"B"* and *"C"* means service in which allowance has been made for seniority awarded for meritorious work, or forfeited for misconduct.

(D) *Higher Ranks* . . . . Promotion is by selection as vacancies occur.

(E) *Qualifying Examinations.*

These are held half yearly and marks are awarded as set out under the heading of *"Examinations."*

In all cases where special circumstances arise or where the necessary approved service has not been completed, permission to sit at the examination must be approved by the Commissioner of Police, and if the candidate is successful, the date of qualifying for promotion will be that immediately following completion of the approved period of service. P.O.C.-3968 authorises examinations under the above conditions after $2\frac{1}{2}$ years' approved service.

(F) *Examination Board.*

All examinations are conducted by a board consisting of the Deputy Commissioner (A.& T.R.) as President, two Superintendents and one Chief Inspector. One of the three junior officers of the board shall be a detective officer. At all written examinations, papers will be identified by numbers. The name of candidates will not be written. Such numbers will be allotted by the Commissioner of Police. The staff of the training depot will provide officers to invigilate at all examinations.

(G) *Methods of Examination.*

Examination papers will be set by the examining board, placed in sealed envelopes and opened by a member of the board in the examination room at the time of the examination. On completion of the time allowed for the examination, all papers will be collected and placed in sealed envelopes by the officer-in-charge Depot, and passed to the President of the Board. Members of the board will mark the papers from answers prepared and approved by the board prior to the examination.

On completion of the remaining sections of the examination, the names and marks awarded will be forwarded to the President of the Board, who will prepare a schedule and pass to the Commissioner of Police.

(H) The schedule of subjects and marks will be found under the heading of *"Examinations."* They will be strictly adhered to, and are subject to alteration only by police order.

(I) *Absence on Long Leave*
Men entitled to sit at an examination which takes place while they are on long leave may be permitted, on application to the Commissioner of Police, to sit at the examination immediately preceding their departure from Shanghai.

(J) *Probationary Sergeants.*
Probationary Sergeants who fail to qualify for promotion to the rank of Sergeant and who are, in the opinion of the Commissioner of Police, unlikely to become efficient police officers, will be subject to termination of service under the terms and conditions of service.

Exchange Shops - Grilles.

Condition No. 10 of the exchange shop license stipulates that each exchange shop be provided with a suitable grille or protective device approved by the Council.
Licensees of such shops very often disregard this condition, and either omit to provide a grille or use it in such a way as to be ineffective, with the result that armed robbery is rendered more easy.
Police should warn all licensees found disregarding license condition No. 10. Supervising officers and area commanders should report monthly to officers-in-charge on the condition of such grilles or protective devices, and of the action taken regarding contraventions. (Div: Memo No. 103.)

Exempt from Municipal Control. See *"Places out of Jurisdiction."*

Exercising Horses in the Street. See *"Ponies."*

Exhibits.

When articles such as arms, implements, documents, or any other exhibit figuring in the commission of a crime, come into the possession of the police, the police officer who first obtains such article will attach an identification label thereto, fill in the necessary

particulars and sign it. One identification label should be used for each article or document etc., so received.
In medico-legal as well as other cases, it is essential that the identity of each article attached by the police should be preserved unmistakably from the commencement of the attachment up to it's production in court and identification by witnesses, and through all intermediate stages, if any, such as while in the custody of the medical officer, chemical analyst, Arms Identification Bureau etc.
With this end in view the following instructions are issued for the guidance of investigating officers.

(1) In describing the articles attached in the diary, they should be serially numbered. Separate serial numbers should be given to the articles described in each part of the diary in cases where simultaneous searches are carried out in different places in connection with one and the same offence, or where more than one diary in connection with the same offence has to be drawn up because of property being recovered at different times.
(2) Large and distinctive labels showing the names of and numbers given to the articles attached, and the names of the persons from whom, and the dates on which they are attached, should be securely fastened to the articles as soon as they are attached.
(3) Receptacles containing small articles of value should be sealed, in addition to being labelled.
(4) In cases where it is not possible to fasten tie-on-labels the article should be packed in paper or cloth as may be convenient, unless they are very bulky, labels bearing the number and name of the articles being put on the covering. (P.O.A.-8182 & memo 403/32.)

Under no circumstances must the label be detached or the article or document be in any way altered, except in the case of loaded firearms, when for the

purpose of safety, the magazine and/or ammunition should be removed, and in the case of exhibits forwarded for chemical analysis.
Firearm and other exhibits which require examination for finger prints should be conveyed to the Finger Print Bureau in the special boxes issued to senior detectives for that purpose. (C.B. memo 5/36.) See also "*Exhibits for Analysis*" & "*Firearms-Handling of.*"
Safe Custody.
Except when such articles are produced in court and confiscated by the court, they will remain in the custody of the officer-in-charge of the district, or the senior detective at the station, who will see that such articles are safely kept. Exhibits in criminal cases will not be destroyed until such time as there is no further need for their retention, when instructions should be obtained from Police Headquarters regarding their disposal. (P.O.B.-~~721~~.)(P.O.D. 8348)

Exhibits For Analysis.

Cases in which chemical analysis is required usually are:-
(1) Alleged murder by poison.
(2) Alleged rape.
(3) Alleged unnatural offence.
The articles to be sent would be:-
(1) Viscera
(2) Vomit
(3) Excreta
(4) Articles with blood stains
(5) Articles with semen stains
(6) Articles of food and drink said to contain poison.
(7) Charred bones and ashes of a person who has been cremated and who, it is suspected, has died of poisoning.
(8) Any other articles in which poison may, according to the circumstances of the case, be present e.g. earth where the washing of vessels used for administering the poison has been spilt.
Whenever any such article is attached which may

have to be sent for chemical analysis the investigating officer must see that it is enclosed in a proper receptacle or covering, *so far as possible, on the spot and in any case in his presence* and that the cover is sealed by him in such a way as to preclude tampering.
The investigating officer must be careful to see that such articles are sent in proper custody to the medical authority. The articles should be accompanied by a letter which should give the name of the police officer responsible for delivering the articles, the number of seals put on the receptacle or covering, and a request should be made for an acknowledgment that the articles have been received in the receptacle or covering with seal intact. (Reorganisation Circular 39.)

Expenses.

Police incurring expenses whilst engaged on official business of any kind, are required to submit an itemised statement of such expenses on a special form when applying for reimbursement thereof. Where possible receipted vouchers are to accompany the accounts. Chinese detectives may not incur expenses without permission from the senior detective in charge. (See "*Detective's Diaries*" & "*Public Monies.*")

Expert Witnesses. See "*Witnesses.*"

Explosives.

Explosives are, any substances manufactured with a view to producing practical effect by explosion.
Under Chinese law, whoever without authority or good cause, manufactures, sells, transports or is found in possession of any dynamite, guncotton, fulminating mercury, or other explosives of a similar nature, or guns, cannons, or ammunition for military use, is punishable under Article 186 of the Chinese Criminal Code. When the offence is committed with intent that the same be used for a criminal purpose, it is punishable under Article 187 of the Chinese Criminal Code.

Explosions.

The procedure for investigating explosions and disposal of explosives is fully dealt with under "*Bombs.*"
After an explosion, it is important to secure without delay any fragments of the possible containers in which the explosive was packed, or samples of any residue for analysis. All details of damage, direction of the explosion etc., are to be included in subsequent reports.
The Divisional Detective Officer concerned will arrange when necessary, for such fragments or residue to be examined by an expert. (A.A.O.No. 55.)
See also "*Electric Lighting.*"

Extortion and Threatening Letters.

Whoever by means of intimidation causes another to deliver anything belonging to such other person or to a third party with intent to unlawfully appropriate the same for himself or for a third party, commits extortion and is punishable under Article 346 of the Chinese Criminal Code.
Special equipment for use on threatening letter cases is kept by the senior detectives in charge, at Louza station, for use of detectives in stations south of the Creek, and at Hongkew for detectives in stations north of the Creek.

Extradition. See "*Arrest-for Outside Authorities*" & "*Jurisdiction Chinese-Courts in the Settlement.*"

Extraterritorial Rights.

Extraterritorial rights may be briefly defined as: privileges granted by treaty, to certain Foreign powers for their subjects to reside in China, and be amenable to their own laws.
These privileges owe their origin to the treaty of Nanking, signed aboard. H.M.S. "Cornwallis" at Nanking, on August 29th, 1842, although they were not expressly mentioned therein.

Article two of the treaty reads: "His Majesty the Emperor of China agrees that British subjects, with their families and establishments, shall be allowed to reside, for the purpose of carrying on their mercantile pursuits, without molestation or restraint at the cities and towns of Canton, Amoy, Foochow-fu, Ningpo, and Shanghai, and Her Majesty the Queen of Great Britain etc., will appoint Superintendents or Consular Officers to reside at each of the above named cities or towns, to be the medium of communication between the Chinese Authorities and the said merchants, and to see that the just duties and other dues of the Chinese Government as hereafter provided for, are duly discharged by Her Britannic Majesty's subjects."

Extraterritorial rights are more expressly defined in the treaty of "Wang Hsia" made between China and the U.S.A. on July 3rd, 1844, Article 21 of which reads:- "Subjects of China who may be guilty of any criminal act towards citizens of the United States shall be arrested and punished by the Chinese Authorities according to the laws of China, and citizens of the United States who may commit any crime in China, shall be subject to be tried and punished only by the Consul or other public functionary of the United States thereto authorised according to the laws of the United States; and in order to secure the prevention of all controversy and disaffection, justice shall be equitably and impartially administered on both sides." The extension of extraterritorial rights to civil cases is defined in Article 25 of the same agreement.

During 1843, prior to the signing of the treaty of "Wang Hsia," a "most favoured nation" clause was inserted in the treaty of Nanking, so that Great Britain automatically became entitled to any further privileges granted by treaty to other countries.

France obtained the same rights as the U.S.A. in 1844, and since then, the privileges have been extended to numerous other countries, as will be seen by reference to "*Consulates.*"

Factory Alterations.

All police are instructed to watch for instances of Chinese dwellings, usually in alleyways, being converted into factories. The alterations are usually unauthorised and the work often of a dangerous character. Police should enquire whether a P.W.D. permit has been obtained; and if not, report the matter at once. (P.O.C.-7104.)

Factory Inspection.

Wherever representatives of the Bureau of Social Affairs are found carrying out factory inspections in the Settlement, they should be prevented, and the officer-in-charge informed at once, and he will inform the Deputy Commissioner (Special Branch.)

Factory Inspector. See "*Accidents - Industrial.*"

Factory Whistles.

Factory whistles are not permitted to blow for periods of more than 10 (ten) seconds, with an interval of at least fifteen minutes between each blast. Contraventions of this rule should be reported.

Fake Healers.

Chinese who purport to be able to cure disease by the use of charms or magic, render themselves liable to punishment under Article 46(5) of the Police Regulations.

False Cheques.

Anyone who is subject to Chinese law and who issues false or worthless cheques, is liable to punishment under Article 136 of the Negotiable Instrument Law, even though he may not be guilty of fraud under the Chinese Criminal Code.

The elements which constitute the offence of issuing false cheques under Article 136 of the Negotiable Instrument Law are:- knowledge that the drawee of the cheque has no money on deposit when the cheque is issued, and no consent having been obtained by the drawee for an overdraft. All that the

prosecution need do is offer the cheque, together with proof that it has been presented for payment and dishonoured, and the burden falls on the defendant to show that he did not knowingly commit the offence, or, that he had already obtained permission from the bank to overdraw his account, which permission was revoked after the cheque was issued.

The person who issues a false cheque is usually guilty of fraud, and may be prosecuted under Article 339 of the Chinese Criminal Code, but in case of doubt, charges may be laid under both the Chinese Criminal Code and Article 136 of the Negotiable Instrument Law. It should be remembered that in order to obtain a conviction, the place of payment must be specified on the cheque, and this law does not apply to native bank orders. (opinion of the Municipal Advocate. 31-5-33.)

False Declaration.

A person who makes a false affirmation or declaration is liable to the same penalties as if he made a false statement whilst on oath; for the fact that he took an oath in any particular form, is an admission that he regards it as binding on his conscience.

According to Chinese law, whoever being a witness, expert, or interpreter at a trial or in any public office vested with judicial functions or during preliminary investigations before a procurator makes either before or after signing an affirmation a statement which is false in any point material to the case, renders himself liable under Article 168 of the Chinese Criminal Code, provided also, that he shall be exempted from punishment if he confesses thereto, before the judgment or disciplinary order in respect of his false testimony has become final. (See also "*Perjury.*")

False Keys.

Many houses are broken into by means of false keys; more particularly those tenanted by persons of small means, which are frequently left unoccupied. Police

must be on the alert against this class of offence, if they notice persons going to several houses in which there are no lights or which may be temporarily empty, they must quietly ascertain their business or endeavour to arrest the delinquents in the act.

If opportunity offers it may be better to let the entry be accomplished rather than to apprehend during the progress of the attempt only, as there is then no doubt of the felonious intent. This principle of not acting prematurely before the evidence is complete applies to the majority of offences against property under ordinary circumstances.

False Pretences.

Every person who by any false pretence, with intent to defraud, obtains from any other person any chattel, money or valuable security, or causes or procures any money to be paid, or any chattel or valuable security to be delivered to himself or to any other person for the use, benefit, or on account of himself, or any other person, shall be guilty of a misdemeanour. (English law.) The offence is one of obtaining property by means of a false representation made by words, writing, or conduct that some fact exists or existed. In some cases there seems little to distinguish it from larceny; the difficulty of discriminating arises chiefly where there has been a constructive taking only, as where the owner delivers over the goods though the possession is obtained from him by fraud. The most intelligible distinction between false pretences and larceny may be stated thus:- "In larceny the owner of the thing stolen has no intention to part with his property, although he may intend to part with the possession; in false pretences the owner does intend to part with his property, but it is obtained from him by fraud." The line between the two crimes is very narrow. In this offence (as in larceny) there must be an intention on the part of the accused to deprive the prosecutor wholly of his property in the goods obtained.

The matters to be proved on an indictment for false pretences are:-

(1) The pretence and its' falsity.
(2) That the property or some part thereof was obtained by means of the pretence.
(3) The intent to defraud.

Under Chinese law the offence of false pretences is not distinguished from fraud.

Whoever by fraudulent means, causes or attempts to cause another to deliver anything belonging to such other person, or to a third party, with intent unlawfully to appropriate the same for himself or for a third party, is punishable under Article 339 of the Chinese Criminal Code. See also *"Fraud" "Misappropriation." & "Property Seized."*

Fatal Accidents. See *"Accidents."* and *"Traffic Accidents."*

Feathers.

Bales of feathers carried through the street must be packed in such a way as to prevent the contents blowing about and causing a nuisance.

Persons in charge of bales of insecurely packed feathers will be liable to prosecution.

Female Prisoners. See *"Escorts for Prisoners," "Gaols," "Gaol Identification Cards," & "Prisoners Property."*

Fighting.

Persons arrested for fighting together, that is, in an ordinary brawl, may be charged under Bye-law 36. Chinese also render themselves liable under Article 35 (8) of the Police Regulations.

Filth. Throwing.

Whoever embarrasses another by throwing onto his or her person in public any dirty articles, renders himself liable under Article 44 (4) of the Police Regulations When the case refers to throwing of excretia, charges will be framed under Art. 309 of the Chinese Criminal Code.

Filters.

For the preservation of the health of the members of the Force the whole of the filters in police stations are to be regularly examined and thoroughly cleaned. The caterer for each mess is to attend to this personally. Thoroughly boiled and filtered water will, in all probability, be the means of preventing cholera and typhoid fever. See also *"Health Hints." Appendix.H.*

Finance and Loan Companies.

In cases where finance and loan companies apply to the police for assistance in repossessing motor vehicles found on the streets, etc., they may accompany such persons, but must confine their activities to preventing a breach of the peace, pending an order by the competent court. Any writ or order must be executed by an officer authorised to deal with civil process. See also *"Distraint."*

Police officers are not allowed to borrow money from finance and loan companies, and offenders against this order are liable to disciplinary action under Section III (18) of the Police Rules and Regulations. Junior members of the Force are particularly warned against acting as guarantors in money lending transactions. (P.O.C-6218.) See also *"Borrowing Money." "Debt-Police Officers Incurring."*

Final Report. See *"Crime Diaries."*

Finding.

Police consulted by persons who have found any article, and who are unable to go to the station, may take it from them and give a receipt; but they should be requested rather to deposit it at the station themselves.

A person who finds property in a public place does not acquire an absolute title by such finding, but he does acquire a qualified title preferable to any except that of the rightful owner. Thus property claimed from the police by the finder, may be handed back to him, with the sanction of the Commissioner of Police, after a

reasonable interval of not less than three months, on the signing of the necessary receipt, and on the understanding that the real owner, if found, may eventually claim against the finder for the return of the property so lost and found. See also *"Derelict Property," "Disputed Property"* and *" Property."*

Fines & Imprisonment.

1. Fines imposed by the Shanghai First Special Area District Court *should not* be accepted at police stations *except* where the charge sheets have been endorsed ordering the prisoners detention at the station and that they may be released on payment of the fine. See also *"Warrants-Arrest."*
   In such cases, the fines when paid will be forwarded to court the following morning, together with the relative charge sheets for endorsement.
2. When prisoners have been sentenced to a fine and imprisonment, they are invariably despatched to gaol to serve their sentences, and an execution order covering both parts of their sentences is subsequently sent to the Governor of the Gaol by the court.
   In such cases the police will refer any person offering to pay the fine imposed, to the accountant's office at the court.
3. When the fines of prisoners sentenced to a fine and imprisonment are paid into court, the execution judge at the court will inform the Governor of the Gaol, and authorise their release on the expiration of their terms of imprisonment. Should only part of the fines be paid, the court will likewise inform the Governor of the Gaol of any amendment to the execution orders in consequence of such payments.

Fines - Payment of.

(1) Fines imposed by the Shanghai First Special Area District Court must be entered in the fines book (book 18) at police stations, as soon as possible after their imposition.

(2) All fines must be entered in the book immediately upon payment and the money handed to the responsible officer.

(3) Fines paid subsequent to the fines sheets going to court will be entered on a new page, a cross reference being made in the "remarks" column of both entries.

(4) Fines paid to the court officials must be so recorded in the book and all subsequent orders of the court will be entered in the "remarks" column.

(5) All entries in the Chinese forms will be made in "big writing" by the Chinese clerk.

(6) The fines book will be checked by the general duty officer before fines are despatched to the court, and corresponding receipts issued by the court will be checked by the same officer, initialled and pasted in the book after having been stamped with the approved stamp and initialled by the clerk receiving them.

(7) Money received as fines will not be utilised for any other purpose. (Divisional Memo No. 170.) See also *"Rewards."*

Finger Prints.

The officer on Charge Room duty is responsible that all finger prints are properly taken.

In cases where, owing to the state of the fingers, a clear impression cannot be taken, a note to that effect should be made on the finger print form.

Care must be taken that the slab is clean and free from dust before taking. The fingers must be carefully cleansed by the use of kerosine oil or hot water and soap, and well dried before taking, otherwise a clear impression cannot be obtained.

Finger print forms must have the charge for which arrested entered thereon, or if the person is only detained the reason for which he is detained must be stated thereon. (See P.O.B.-8410.)

There is always an officer on duty at the Finger Print Bureau, who may be called upon if required in special and urgent cases, but he should not be called when his services are obviously unnecessary. Investigating officers should make themselves familiar with finger print work and use their discretion in this respect.

It is of great importance that investigating officers (both detective and uniform) do not touch objects which may have been handled by criminals, by doing so, the latent prints of the criminal may be damaged, and spoil all chances of identification by the Finger Print Bureau.

It is lawful to take the finger prints of any person subject to jurisdiction of Chinese courts as soon as charged, or detained for the purpose of appearing before a court. Persons convicted as the result of private criminal prosecutions or criminal summons cases will not be finger printed however until after a detention order has been issued, when if sentenced to a period of detention or imprisonment, they will be returned to the station concerned for that purpose.

The finger prints of persons who are sentenced to a *suspended* term of imprisonment will be taken by the Judicial Police prior to their release. (P.O.D.-8797.)

Chinese arrested on warrant for non-payment of fines inflicted in Bye-law cases will not have their finger prints taken unless they are sentenced by the court to detention or a term of imprisonment. (P.O.D.-4005.) Finger prints of prostitutes arrested and charged with soliciting will not be taken unless some special reason exists for so doing.

Foreigners In all cases where foreigners are charged with criminal offences and breach of Bye-laws (except contravention of traffic regulations) full particulars of the case must be entered on form 15 and forwarded to the finger Print Bureau without delay. This is of utmost importance. (P.O.C.-5088.)

The fingerprint impressions of foreigners may not be taken before conviction to a term of imprisonment without their consent, except in the case of citizens of the U.S.A. arrested under the authority of the

U.S. Marshal for China, who may have their photographs and finger print impressions taken by the Municipal Police. Two copies of both are to be sent to the office of the U.S. Marshal for China.

Station Servants No private servant will be allowed to work in any police station or single men's quarters until his finger prints have been taken and a favourable report thereon has been received from the Finger Print Bureau. Officers-in-charge of stations will arrange to take the finger prints of all such servants before they commence work, and when a servant is dismissed, or leaves his employment, his finger print form, endorsed with the reason for his dismissal or leaving, must be signed by the employer and forwarded to the Finger Print Bureau. (P.O.C.-8184.)

Connected with Serious Crime Attention is drawn to the importance of using great care in guarding or handling any object connected with serious crime until examined by the Finger Print Bureau. A handkerchief or a piece of cloth or paper should be used to pick up or handle lethal weapons such as, pistols, (real or imitation,) pistol magazines, knives, daggers, axes, meat choppers etc.

Vehicles used in the commission of a crime *should not be touched*, and police should prevent members of the public from touching polished wood, metal work or glass. *In the case of a motor car*, the doors, door handles, side windows and steering wheel are the most important parts to protect.

In cases of criminal offences such as burglary, or breaking into shops and dwellings, the police should not touch, and should prevent occupants and members of the public touching, any polished wood, metal or glass, particularly near the points of entrance or exit. Men parading for duty must be reminded of these instructions periodically. (P.O.C.-9955.)

Finger Print Records.

Finger print forms No. 13, (Chinese) No. 14 (identifi-

cation card Chinese) No. 14a. (criminal record, Chinese) No. 15. (criminal record, foreign) are obtained from the Quartermaster on requisition.

Finger print cards for the French Police are obtained from the Finger Print Bureau, no requisition being required.

New finger printing apparatus may also be obtained through the Finger Print Bureau on payment.

Finger print form No. 14a is used in conjunction with form No. 14, and the items:- Station..... station No.....name.....native of..... age.....should be filled in the spaces provided.

The form should then be forwarded together with form 14 to the Finger Print Bureau in the usual manner.

On completion of the criminal records by the bureau, form No. 14a is despatched to the court, and becomes part of the court file. Form No. 14 is not forwarded to court, but to the station concerned, where full particulars of the charge, sentence in full, and date of sentence when obtained, will be entered up and the record returned to the Finger Print Bureau without delay.

In cases of appeal or re-hearing, stations will call for the identification record, form No. 14, of the prisoner concerned, just prior to the case being heard, special care being taken to return these records when completed. (P.O.C-4231.)

The left thumb prints of all prisoners received at the Municipal Gaol will be taken on the gaol identification cards on admission to gaol, and the latter will be forwarded to the Finger Print Bureau for verification. (P.O.B-9470.)

When prisoners are removed from gaol to attend the Shanghai First Special Area District Court for revision of sentence, appeal, re-trial or further order, the gaol will forward the prisoner's identification card to the Finger Print Bureau as soon as possible. (P. O. C. 5957.)

Finger Print Forms-Forwarding.

The Finger Print Bureau is open to receive records from stations from 5-30 a.m. to 4. p. m. stations will therefore make the necessary arrangements as follows:-

"*A.*" *Division.* Records will be sent to the bureau by 5-30 a. m. daily.

"*B.*" *Division.* Bubbling Well, Gordon Road, and Pootoo Road will forward by 5. a.m. to Sinza by station cycle orderlies, records of all prisoners arrested during the preceding day and up to 4-30 a. m. Sinza will then forward all records received by their cycle orderly in time to reach the bureau by 5-30 a. m.

"*C.*" *Division.* West Hongkew and Dixwell Road will forward records to Hongkew as above by 5. a. m. and Hongkew will forward all records received to arrive at the bureau not later than 5-30 a. m.

"*D.*" *Division.* Kashing Road, Yulin Road, and Yangtsepoo will forward records to be at Wayside by 4-45 a. m. Wayside will despatch a station cyclist to Hongkew. Hongkew will then send "C." and "D." Division records to arrive at the bureau not later than 5-30 a. m.

(1) Records of persons arrested after 4-30 a. m. will be forwarded direct to the bureau by station cyclists immediately the prisoners are finger printed.

(2) In the event of stations having no records to send at the above stated time, a telephone message to that effect should be sent as follows:-
Bubbling Well, Gordon Road and Pootoo Road will notify Sinza.
West Hongkew and Dixwell Road will notify Hongkew.
Kashing Road, Yulin Road and Yangtsepoo will notify Wayside.
If "D." Division have no records, Wayside will notify Hongkew.

(3) When stations have a large number of arrests the senior detective in charge Finger Print Bureau should be notified as soon as possible, when special arrangements for the forwarding of these records will be made.

(4) In case of delay of any description the station concerned will despatch records direct to the bureau.

The above procedure will not apply on Sundays or court holidays when records should be sent to the bureau at 8-30. a. m. (P.O.C-5962.)

Fires.

(1) On receiving authentic information of, or on discovering an outbreak of fire on his beat a police officer must immediately warn the occupants of the premises and those adjoining and notify [illegible] station or C.C.R. [illegible] one (No.15440.)

If persons have been injured and an ambulance is necessary he must telephone to No. 18600. and immediately afterwards notify Communication Control Room, Police Headquarters (telephone: 15380.)or the police station of the district.

If a police telephone box is nearest he must use it and immediately notify his station, requesting them to inform the Fire Brigade and ambulance if necessary.

It should be noted that fires in Chapei and the French Concession, adjacent to the International Settlement boundaries, must also be reported. The following information printed on page 1 of the telephone directory should be noted:-

Emergency Calls.

Dial or call the numbers listed below, or if in difficulty, dial or call OO and ask for the required emergency service.

International Settlement.

Emergency Ambulance - dial or call 18600.
Fire - dial or call 15440.
Police - dial or call 15380.

French Concession.

Emergency Ambulance - dial or call 80079.
Fire - dial or call 80079.
Police - dial or call 70060.

Chinese Territory.

Chapei.

Emergency Ambulance - dial or call 02 and ask for Chapei 41307 or 42285.

Fire - North Szechuen Extension - dial or call 45588.

(Elsewhere) dial or call 02 and ask for Chapei 42155 or 42255.

Police - For Sinza area - dial or call 02 and ask for Chapei 41050.

For North Station district - dial or call 02 and ask for Chapei 41030.

For Zao-Ka-Doo district - dial or call 02 and ask for Chapei 41440.

For North Szechuen Road district - dial or call 02 and ask for Chapei 42217.

Nantao.

Emergency Ambulance - dial or call 02 and ask for Nantao 21284.

Fire - dial or call 02 and ask for Nantao 21111.

Police - Head Office - dial or call 02 and ask for Nantao 21100.

Chinese Bund - dial or call 02 and ask for Nantao 21220 or 21987.

West Gate district - dial or call 02 and ask for Nantao 21425.

(2) Previous to the arrival of the Fire Brigade the police officer will do all in his power to assist the inmates of the burning building and adjoining premises. He will take note of any peculiar circumstances coming to his notice in connection with the actions of the inmates or of other apparently interested persons and will always

keep in mind the possibilities of arson or other criminal activities.

(3) On the arrival of additional police the senior officer on the spot will take charge and will see that all streets and alleyways in the immediate vicinity are kept clear of sightseers and persons not usefully employed. He will act at his discretion in diverting traffic likely to interfere with the work of the Fire Brigade and where important roads are concerned will post a foreign officer to inform the public of the cause of the measure. He will also assist the Fire Brigade to the best of his ability and should not hesitate to call the Reserve Unit for assistance if circumstances warrant such action.

(4) Fire Brigade engines or ambulances must not be interfered with by the police unless there are special police reasons for doing so and every effort must be made to facilitate the passage of these vehicles through the streets. Fire Brigade motor vehicles are granted the exclusive right to use green side lamps, which are used when proceeding to and returning from a fire, therefore any vehicle having two green side lamps must be given right of way. Full details regarding vehicles of extra-settlement Fire Brigades using municipal roads must be forwarded to Headquarters.

(5) At the request of the owner or in his absence to prevent destruction or theft, valuable property may be removed to a police station for safe custody but whenever possible police officers taking possession of such property must do so in the presence of witnesses. On arrival at the station the officer on duty will take charge of the properties as authorised under police orders Nos. C.1948 and C.6987.

Much loss is sustained by the unnecessary removal of property from adjacent houses not actually on fire and the police should prevent this as

much as possible after consultation with the officer in charge of the Fire Brigade concerning the necessity for such measures.

(6) The officer-in-charge will use his discretion in permitting members of public utility companies, residents and others to enter the police lines at fires and will remove all persons interfering with the operations of the Fire Brigade or Police, making reasonable allowance for responsible persons acting with the object of saving life or assisting the owner in the removal of articles of value.

(7) At the discretion of the officer-in-charge, police on duty at fires should be released as soon as possible, only a sufficient number being retained to ensure the safety of the public and property and until normal traffic conditions have been restored.

(8) Ordinarily police officers will not leave their beats or sections for the purpose of attending fires but when a fire occurs on an adjoining beat they should assist the officer on that beat until the arrival of the officer-in-charge to whom they should immediately report.

(9) On receiving the report of a fire in the district, the officer on duty in the police station charge room will immediately inform the Fire Brigade and the officer-in-charge and ring the station alarm if necessary, afterwards notifying the Communication Control Room at Headquarters. The simple report of the existence of a fire is his authority to act as above. An entry must be made in the station occurrence book as soon as possible, the location of the fire being indicated, where possible, by the nearest junction of two well known roads, e.g. "fire in Chapei near North Honan Road."

(10) Occupants of houses damaged or destroyed, whose presence is required at a police station for purposes of investigation, should not be

removed from the premises until the police officer is satisfied that money or valuables on the premises are properly guarded, handed to the owner or removed to a place of safety.

(11) The officer in charge of the Fire Brigade must be informed immediately if inmates or other persons are reported missing and enquiries will be made on the spot in case the persons concerned have escaped from the buildings.

(12) Investigation into the cause of the fire and the circumstances attending it will be made on the spot by the station detectives and the result of the investigations will be entered on the special form issued for the purpose.

Note: Where the necessity arises, the best means of carrying an insensible or injured person to safety down a staircase or ladder, is by the fireman's lift, as taught to recruits at the Depot. When entering a room full of smoke, use a wet handkerchief, scarf, rag, etc., over the mouth and nostrils. *Crawl* into the room as smoke always rises and the atmosphere nearest the floor is most breathable. If two or more officers or others are present, a rope or stout string should be made fast to the person entering a smoke-laden room. If a person's clothing is on fire, make him lie down and roll, and use a coat, carpet or other suitable article to smother the flames.

Fires - Treatment of Injured.

Persons injured in fires are treated by the Fire Brigade, who have specially fitted rescue ambulances which carry oxygen resuscitators, with trained operators, for the treatment of persons overcome by fumes, or other poisonous gases. Should police on duty find any person injured or unconscious at the scene of a fire, they should inform the Fire Brigade officer in charge, who will issue the necessary instructions. See also "*Ambulances.*"

Fire Brigade Permits. See "*Dangerous Materials.*"

Fire Divisions.

For Fire Brigade purposes the Settlement, and territory on extra-Settlement roads is divided into ten fire districts as follows:-

1. The area bounded by Linching Road, the northern boundary of the Settlement and the Whangpoo River.
2. The area bounded by Thorburn Road, the northern boundary of the Settlement, Linching Road, and the Whangpoo River.
3. The area bounded by Chaoufoong Road, the northern boundary of the Settlement, Thorburn Road, and the Whangpoo River.
4. The area bounded by North Honan Road, the northern boundary of the Settlement, Chaoufoong Road and the Whangpoo River. This district also covers North Szechuen Road extension and Dixwell Road.
5. The area bounded by North Thibet Road, the northern boundary of the Settlement, North Honan Road and the Soochow Creek.
6. The area bounded by Yu Ya Ching Road, the Soochow Creek, the Whangpoo River and Avenue Ed. VII.
7. The area bounded by Ferry and Connaught Roads, the Soochow Creek, Yu Ya Ching Road, and Avenue Foch.
8. The area bounded by Connaught Road, Penang Road, and the Soochow Creek.
9. The area bounded by the Soochow Creek, Penang Road and Ferry Road, Avenue Haig and the Shanghai-Hangchow Railway line.
10. All territory west of the Shanghai-Hangchow Railway line, to the limit of extra Settlement roads.

There are 6 district fire stations situated as follows:- Headquarters & Central, on Honan Road near Hankow Road (No.6 district) Hongkew, on Woosung Road and Range Road corner. (No. 4 district.) Sinza, on Avenue Road and Myburgh Road corner.

(No. 7 district.) Bubbling Well, on Yu Yuen Road and Tifeng Road corner (No. 9 district.) Ichang Road, on Ichang Road and West Soochow Road (No. 8 district.) Yangtsepoo, on Yangtsepoo Road near Lay Road. (No. 2 district.)

Fire Extinguishers.

Officers-in-charge are responsible that all fire extinguishers on charge at their stations are kept in good repair and properly charged. They should be examined periodically and when necessary, re-charged by the Fire Brigade.

Pyrene extinguishers should not be used in a confined space.

Fire Hydrants.

During winter months all fire hydrants are protected from frost by straw covers. Any unauthorised person found removing the straw or other protective covering is to be arrested and charged. It is important that any hydrant found during winter with the straw covering removed be reported at once to the Fire Brigade otherwise serious delay may ensue in case of fire.

A square enamel plate bearing the letter "H" thereon is usually to be found on electric light or other poles nearest to each fire hydrant to assist in their location. Plates becoming detached should be forwarded to the Fire Brigade.

Hydrants found obstructed in such a manner that the Fire Brigade would find difficulty in gaining access to them in case of fire should be reported (See *"Obstructions")* and the Fire Brigade informed.

At Police Stations.

Hydrants at Police Stations are inspected periodically to see that there is a plentiful supply of water.

In Stations where the fire installation is not on the meter, after being tested the hydrant valve handwheels are sealed with wire and a special Fire Brigade seal. Such seals should not be broken except in the event of fire or in the presence of an officer from the Fire Brigade. In the event of a seal being accidentally broken the Fire Brigade should be informed so that it may be re-sealed, otherwise if found in this condition by the Waterworks Co. a charge will be made for re-sealing.

Firearms.

According to the Firearms Act (English law) a firearm means any lethal barrelled weapon of any description from which any shot, bullet or other missile can

be discharged, and shall include . . . . any component part of any such lethal weapon and any accessory to such any weapon designed or adapted to diminish the noise or flash caused by firing the weapon.

Care of.

Police fire-arms must at all times be carefully handled and kept clean. Should a weapon be dropped, it must be forwarded to the Musketry Officer, together with a memo giving brief particulars, when it will be examined by the armoury staff.

Members of the Force with a personal issue weapon will be responsible that it is always in good condition and working order.

They may have it cleaned periodically by the station armourers of their district.

Members of the Force other than the Musketry Officer's staff, are strictly forbidden to dismantle police weapons more than necessary for the regular cleaning.

Station armourers will exercise the greatest care when handling arms, especially after cleaning. It is very important that the barrel and slide are correctly replaced in their respective weapons. A dressing of rifle oil well rubbed into the woodwork, will be applied to carbines once a week.

The use of the rod and brush (except by the Musketry Officer's staff) is forbidden. Only pull throughs as issued from the police armoury will be used at stations.

When pull throughs are broken in carbines or rifles, the arms are to be sent to the police armoury to be cleared. The clearing of them at stations is strictly forbidden.

The inspection of carbines must be made by the officer-in-charge of the station or a foreigner specially detailed by him, at least once a month. At these inspections particular attention is to be paid to sights.

The arms book will be signed by both of the Charge Room officers when going on or coming off duty, as to having handed over or received correctly, the arms

stated therein, and variations will be entered in the occurrence book. Shortages etc., will be reported to the officer -in-charge of the station.
Station armourers will report defects etc., immediately to the officer on Charge Room duty.
A record will always be kept of arms issued to men on duty and will be available for future reference if required.
Men parading off duty will always hand their weapons to the station armourers in a specified place.
Officers-in-charge of stations, etc., will be responsible that all weapons on charge at stations etc., for issue to uniform members of the Force are sent at least once to each semi-annual musketry practice. Weapons not sent to these practices will be tested at the armoury on the responsibility of those concerned.
The storing of weapons not in general use, in locked cupboards, is prohibited. Every weapon on station charge must be cleaned at least once a week.
(A.A.O. 's. Nos.7 and 31.) See also "*Range Rules*" & "*Watchmen.*"

Firearms. - Carrying on Duty.

Members of the Force on normal duty, or in times of riots will carry their pistols or revolvers in the holster with the flap fastened, or in the case of men armed with carbines, slung over the right shoulder.
When overcoats or raincoats are worn, members of the Force except those entitled to carry concealed weapons, will wear the holster and weapon on the outside. Automatic pistols issued to uniform members of the Force will have the safety catch pinned down.
Every pistol or revolver issued to members of the Force, except those entitled to carry concealed weapons, will have a lanyard attached, which must hang direct to the weapon, when carried. Uniform members of the Foreign, Japanese and Sikh Branches armed with pistols or revolvers will wear the lanyard over the right shoulder under the shoulder strap.
Chinese will do likewise when in Summer uniform.

Sikhs wearing raincoats will wear the lanyard over the collar.
Chinese will wear the lanyard around the neck passed under the collar of the tunic or coat. except during Summer.
Only members of the Reserve Unit employed with the riot squad, and members of the Force on duty in plain clothes or on charge room duty are entitled to carry concealed weapons. In riots care must be taken that the holster is properly fastened, and that the weapon is not drawn without special orders of the officer in charge.
Men on search party duty or those anticipating being involved in a shooting affray will carry their weapons in the hand ready for immediate use, but *not loaded unless in imminent danger.*
Rounds of ammunition are not to be continually carried in the breech. It is left to the discretion of the individual to load if and when circumstances make it necessary, but in the event of an accident, the person responsible will be required to justify the occurrence. The use of private arms or ammunition when on duty is forbidden. Under no circumstances will any member of the public be allowed to handle police arms.
Uniform members of the Force or those specially authorised other than those armed with a personal issue weapon, are forbidden to enter the station quarters, lavatory, canteen or Chinese study room, without first having handed their arms and ammunition into the charge room.
Members of the Force are strictly forbidden to draw a police weapon for the sole purpose of showing it to anyone, except for specified reasons in the course of duty. (A.A.O. No.12.) See also "*Parading for Duty-Arms Instructions*" & "*Watchmen.*"
The regulations regarding personal issue pistols are the subject of Arms and Ammunition Order No.37.

Firearms-General Instructions.

Every Firearm Must Be Considered To Be Loaded Until It Has Been Proved To Be Unloaded.

To "prove" an automatic pistol, hold it with the muzzle towards the ground, remove the magazine and "work" the slide two or three times. *Never hand over your pistol to anyone without first "proving" it as above.*

Never take over a pistol or any weapon without first "proving" it. Never play about with a pistol or firearm of any description, and *never under any circumstances point it at anyone.* Such action is criminal folly. *Never unload on floor of a building above the ground floor.*

Cases of accident (which occur occasionally even with the most expert and careful handlers of arms) are nearly always due to the fact that the person responsible for the accident has forgotten that his weapon is loaded. The excuse "I thought it was unloaded" can never be accepted and the firer alone will be held responsible for any injury or damage done.

On no account must a round be carried in the breech. The pistol must only be loaded if and when there is a specific reason for doing so. See also "*Range rules.*"

Firearms - handling of - other than issue.

All firearms obtained by the police should be regarded as loaded, and every precaution must be taken by those handling them. Firearms which are the subject of investigations must not be disturbed any more than is necessary for safety, and under no circumstances are experiments to be made by other than authorised persons. There is no excuse for the accidental discharge of such weapons through attempting to unload etc., when ignorant of the mechanism. Apart from this being a dangerous practice, it may interfere with subsequent investigation.

The following procedure is laid down in respect of the handling of arms obtained by the police, other than police issue:-

(1) If the weapon is jammed, or a round is jammed in the breech or cylinder, or if the person handling it is unfamiliar with the mechanism of the weapon, it must not be tampered with, but will either be put in a safe place and the Arms Identification Section requested to assist, or will be taken carefully to the Arms Identification Section for examination.

(2) If the weapon is not jammed and the person handling it is positively acquainted with the mechanism and method of unloading, he must carefully unload the weapon as soon as possible, (See undermentioned notes) and at the same time carefully observe the state of the weapon obtained i.e. if loaded, etc.

It is unnecessary to press the trigger of a seized firearm. In the case of several makes of automatic pistol, the trigger will not function unless the magazine is inserted, in which case the magazine must not be inserted for the sole purpose of easing the spring.

To be certain that an automatic pistol is unloaded the breech should be inspected, which can easily be done whilst the weapon is in a naturally safe position pointing towards the ground.

Inspection is never to be made from the muzzle.

The usual practice of working the slide does not necessarily unload an automatic pistol, as the firearm may be in a bad condition, which would result in a round sticking in the breech.

When the weapon is empty, the rounds and loose ammunition (if any) will be attached to the outside of the weapon. Under no circumstances are the rounds or magazine to be replaced in the weapon unless for an authorised special purpose. (A.A.O.No. 50.) The weapon should be carefully handled with a handkerchief or piece of paper if likely to bear finger prints required as evidence. See also "*Exhibits.*"

Firearms Licenses.

No person, except naval or military officers of any treaty power, diplomatic and consular officers, officers of the Council duly authorised, and members of the Volunteer Corps when in uniform or on duty, shall under any pretext carry or convey within such limits any firearms other than those used solely for sporting purposes, other offensive or defensive weapons, ammunition or explosives, without a license or permit first obtained from the Municipal Council. Any person offending against or infringing any provision of this Bye-law shall be liable to a fine not exceeding three hundred dollars ($300) or to imprisonment for a period of not exceeding three months, and in every case the firearms, offensive or defensive arms, ammunition, or explosives so carried or conveyed may be forfeited to the use of the Council, or to any such other penalty as shall be prescribed by the law to which such person is amenable. (Bye-law 37.)

Anyone subject to Chinese law found carrying a firearm (other than a sporting gun) without a license renders himself liable under Article 186 of the Chinese Criminal Code, and if the weapon is carried with intent that it be put to criminal use, under Article 187 of the Chinese Criminal Code.

Firearms licenses are issued by the Deputy Commissioner (Crime Branch) through the Arms Licensing Section. There are three kinds of licenses, one which entitles the holder to carry the weapon (he is issued with a red coloured identification card) one which entitles the holder to keep the weapon in his residence, but not to carry it (issued with a white paper certificate) and one for bodyguards and escorts, who are issued with blue coloured identification cards. In the case of an application for a license to carry or to keep a weapon, enquiries regarding the applicant will be made as outlined under the heading of "Arms Licensing Section."

In the case of applications for bodyguard or escort licenses for Chinese, the Arms Licensing Section will also take the applicant's finger prints, and forward to the Finger Print Bureau for final disposal by the Deputy Commissioner (Crime Branch.)

The applications of all Indians and Russians applying to the officer in charge Arms Licensing Section for bodyguard or escort licenses will be forwarded to the Deputy Commissioner (Armed & Training Reserve) for disposal after enquiries by the Special Branch.

When issue of a license is sanctioned, the applicant is required to attend the Training Depot for a test in handling the weapon concerned. The officer-in-charge Training Depot will notify the Arms Licensng Section through the usual channels of the applicant's ability to handle the weapon in a safe manner. (A.A.O.No.78.)

Members of the Force are strictly prohibited from having in their possession any automatic pistol, revolver, or ammunition unless registered at the Arms Licensing Section. The method of applying for such registration is laid down in A.A.O. No. 88. See also *"Arms Licensing Section."*

Firearms - Lost or Stolen.

The Arms Identification Section is to be informed immediately of all firearms lost or stolen. Particulars will be filled in by the officer taking the report and be forwarded by the Divisional Officer concerned. The following details are necessary:-

Make. Calibre. Class. Maker's number. S.M.P. number. Magazine. Rounds. (description if these details are unknown). Owner's name and address. Number of owner's license. Time. Date and place of occurrence. Brief circumstances.

Duplicates are not to be made but the details should be entered on the usual report, which should be endorsed "Arms Identification Section notified."

The latter will forward a copy of the report to the Musketry Officer in the case of S.M.P. firearms, and to the Arms Licensing Section in the case of all firearms.
Members of the Force must always report the loss of any police weapon to the station in the district where it is lost, later forwarding a special report through the usual channels. When such firearms are recovered, they will be forwarded to the Arms Identification Section for identification purposes. (A.A.O. No. 16.)

Firearms - Obtained by Police.

All firearms other than those purchased by the S.M.P. which come into the hands of the police, whether in connection with a crime or not, will be sent to the Arms Identification Section for examination without unnecessary delay. See *"Exhibits" & "Arms Licensing Section."* In the case of shipments or special cases not so forwarded, special arrangements will be made for them to be recorded by the Arms Identification section.
On completion of the examination, the station will collect the weapon from Headquarters. (Arms will not be sent to stations by orderlies, clerks, or coolies.)
Seized arms are not to be kept at stations for longer periods than is necessary for investigations to be completed.
Firearms which have been found and not connected with a crime or an arrest, will be dealt with as above, and afterwards forwarded to the Musketry Officer for disposal accompanied by a memo giving full particulars. Arms will not be disposed of by the police without the sanction of the Commissioner or his Deputy. The Deputy Commissioner (Crime) will be notified in writing of all weapons destroyed by the police. (A.A.O. No. 51.)
When firearms stamped *"United States Property"* come into the possession of the police as the result of the arrest of criminals or otherwise, application will be made to the court concerned for such firearms to be

handed over to the office of the United States Marshal for China. In cases not involving criminal action the weapons will be forwarded to the Arms Identification Section for registration (P.O.D.-1709.)
Private persons may store firearms with the police for safe keeping under the conditions laid down in A.A.O. Nos. 12-30. and 87.

Firearms - Surrendered to Police.

Members of the public or of the Force wishing to surrender, sell, or dispose of any firearms or ammunition, should be directed to the Arms Licensing Section, where they will be accepted and a special receipt issued giving full particulars. The person disposing of the weapon will sign the office copy of the receipt.
Private arms or ammunition of watchmen surrendered for disposal may be accepted at the station and forwarded together with the written consent of the owner to the Arms Licensing Section.
Members of the Force are strictly forbidden to sell, loan, or make a gift of any firearms or ammunition to any person without having first obtained permission in writing from the Commissioner of Police. (A.A.O's No. 27. and 29.)
When arms or ammunition are surrendered by members of the public at police stations and police offices for disposal by the police, the acceptance of such property is to be acknowledged by the issue of a receipt from the surrendered property book, due care being exercised by the officer receiving the property that the receipt and counterfoil correspond, and contain full details regarding the property so surrendered. (P.O.C.-9826.) The destruction of any weapon that comes into the possession of the police, by any member of the Force except the Musketry Officer, is strictly forbidden. (A.A.O.No.12,30. & 87.) See also *"Arms Licencing Section."*

FIRECRACKERS

Vide Municipal Notification No. 5061 the keeping, storing, selling or manufacturing of firecrackers is prohibited. For

First aid - to the Injured.

When persons have been injured in any way, the first and most important thing is to obtain the services of an ambulance and remove the sufferer to hospital without delay. No other means of transportation should be used. *(See "Ambulances.")*
Pending the arrival of an ambulance make the sufferer as comfortable as possible and apply the principles laid down in appendix *"F."*

First Information Reports.

First Information Reports are to be made out for all offences which the Municipal Police are empowered to investigate under the various penal codes which are in force in the International Settlement, as distinct from offences against local Bye-laws and Regulations.
All information of crime, coming to the knowledge of an officer in charge of a police station, whether by direct complaint, or by an arrest, or by information giving reasonable grounds for believing that a crime has been committed shall be recorded in a first information report, in which shall be recorded the information of the crime as received in the police station. In case of complaints given personally the information given by the complainant will be recorded verbatim and will be signed by the complainant. In cases where a complainant is unable to write, an impression of the left thumb print will be made in the space provided for that purpose.
The information will be recorded in the charge room and signed by the officer recording. The duplicate and triplicate copies will be duly filled in, the original being passed to the detective staff to be attached to the station file, and the duplicate forwarded to the Crime Branch Registry. The triplicate copy remains in the book for future reference.
The Charge Room officer will make a brief entry in the occurrence book that an information has been

recorded and passed to the detective staff, noting the number of the F.I.R. and the nature of the offence, and the name of the detective receiving same.
The officer-in-charge of the police station will initial the F.I.R. and forward with his daily report.
In the case of offences against the Municipal Bye-laws and Regulations, reports of offences will be noted in the occurrence book, and, in the case of foreigners, if it is decided to prosecute, the applications for summons will be forwarded to the Divisional Officer for approval. The counterfoils of applications will form the record of offences against the Municipal Bye-laws and Regulations.
F.I.R.'s will be numbered serially, and each series will commence with the first crime recorded on the first day of January, the year to be written after the serial number, e.g. the first crime recorded during 1938 will be numbered 1/38 and so on.
When an F.I.R. is cancelled, the fact will be noted in the crime register, and the number *must not be used again.*
Immediately on receipt of a F.I.R. an investigating officer will proceed with the investigation, visiting the scene of the offence etc., when necessary, and recording the progress of his investigations on a crime diary form. (See *"Crime Diaries."*)
The original crime diary will bear a corresponding number to the number of the F.I.R. Subsequent diaries will be numbered thus:- 129/2, 129/3 and so on.
The investigating officer is empowered to refuse investigation in certain cases. Refusal to investigate or charge should be reported with full reasons to the Crime Branch through the Divisional Detective Officer. Normally the report would accompany the F.I.R. form. The Deputy Commissioner (Crime Branch) will approve of the refusal or order regular investigation to be made as he thinks fit. In cases in which investigation is refused, no diaries will be made out but the reported crime must be the subject

of a F.I.R. and must be entered in the crime register. The general principles which should guide the investigating officer in refusing investigations are:-

(A) Trivial cases.

(B) Cases, which on examination of the informant and a visit to the scene, if necessary, are obviously in the nature of civil disputes, e.g. where a complainant is apparently seeking to take advantage of a petty or technical offence to bring into a criminal court a matter such as a right, sale of possession which ought properly to be decided by a civil court.

(C) Unimportant offences in which the person injured does not wish for an investigation unless:-

(1) the offence is apparently, or suspected to be, the work of a professional criminal.

(2) the officer considers investigation is desirable in the public interests.

(D) Simple breaking or trespass (without theft) in which there is no clue for the police to work on, or information or reasonable suspicion as to the culprit, and there is nothing to indicate or to justify the suspicion, that the offence is the work of a professional criminal.

(E) Petty thefts of fruit, foodstuffs, etc., where there is no clue to the perpetrator or trace of the property which again is not capable of being satisfactorily identified and it is obvious that successful investigation is practically hopeless.

(F) Assault cases which could be dealt with by the charge room as summons cases, or where charges such as theft are added and the latter appear to be more than doubtful.

Nothing in these instructions justifies or permits shelving or refusal to accept complaints of criminal offences; all such complaints must be received, registered in the usual manner, and disposed of as ordered above. Where the investigating officer has insufficient grounds for investigation, he should not be

backward in the exercise of the discretion allowed by these orders. All that is necessary is that information should be recorded and registered, and that reasons should be given for refusal to investigate. Arrests on behalf of extra-Settlement authorities will not be made subject of a F.I.R; reports being submitted to Headquarters by the detective staff on arrest forms.

Suicide, not being a crime, will not be the subject of a F.I.R.; reports of suicide will be entered in the occurrence book. Police enquiries in the case of reported suicides will be made by the detective staff and the investigating officer will record the progress of his enquiries in case diary form. Such reports will be given a miscellaneous station number and not a crime register number. On completion of the enquiry the case diaries will be sent with the concluding report through the Divisional Detective Officer and the Divisional Officer to the Crime Branch for orders as to disposal.

In the course of enquiries into reported suicides, should it appear that a crime has been committed a F.I.R. will be made out and the usual procedure in the investigation of crime should be followed.

If a report of a crime is received in any police station and it is found that the crime was committed in another police station area, a F.I.R. will be made out, one copy being forwarded with the informant to the police station concerned. Further, the police station receiving the information of an offence committed in another police station area will immediately inform the police station concerned by telephone. The other copy of the F.I.R. will be forwarded to the Crime Branch as in other cases; the case will be entered in the crime register and shown as transferred to the police station concerned.

On receipt of the F.I.R. the police station concerned will make out a fresh F.I.R. and proceed in the usual manner.

In cases in which an offence is reported at a police station and it is subsequently found that the offence might have been committed either in that district or in one or more other districts, the case will be accepted and dealt with by the police station at which the crime is first reported.

This would refer mainly to offences committed on public transport vehicles, such as pocket picking. Since such an offence might have occurred in any district through which the victim travelled, the complaint should be accepted and dealt with at whichever station concerned where the report is received. (P.O.C. -3118.)

If, in the course of an enquiry in any police station it is discovered that other offences have been committed and not reported, F.I.Rs. will be made out for each offence; the offences will be borne on the register of the police station concerned. The police station making the original enquiry, will complete investigations in all cases and report results to the police station concerned, to enable them to complete their records.

When arrests are made in cases reported at other police stations, the station making the arrest may either hand over the case to the police station concerned for completion, or complete the case, but should forward all diaries and reports through officer-in-charge of the police station and the D.D.O. concerned to enable them to follow the investigation and complete their records. The diaries should bear the F.I.R. number of the police station which recorded the complaint originally.

Offences of receiving stolen property should be registered as separate offences; the value of the property stolen should be shown in the crime register with no entry in the column "Property lost."

In no case will a F.I.R. relating to arrests, be sent to court unaccompanied by a diary outlining the circumstances of the case.

In narcotic cases conducted by the uniform staff of stations, the officer conducting the raid or arrests will attach a brief diary outlining the evidence, and stating that the accused have been interrogated, with the result of the interrogation, and a further action taken, if any. See also *"Crime Diaries."*

First Information Reports-care of.

F.I.R.s and crime diaries must not be removed from the official file boxes in detective offices unless their removal is recorded by the senior detective in charge or his staff in the special book kept for that purpose. In all cases when such files are removed, form No 201A is to be filled in and put in their place.

Great care should be taken of these files and they should not be allowed to become dilapidated by carelessness in transmission.

The loss of a F.I.R. should be reported immediately to the Divisional Detective Officer concerned who will institute an inquiry into the cause. (C.B. Memo 11/35)

Fits. See *"Persons Found Insensible."*

Fishing - in Public Parks.

In order to fish in public parks, a permit must first be obtained from the Public Works Department, which issues a limited number of such permits annually, on payment of a fee of $3.00. No permit holder may kill or take away more than two fish in any one day, and such fish shall not be less than six inches in length. Other fish landed must be returned to the water without unnecessary injury.

Flags. See *"Motor Freight Vehicles"* & *"Red Cross."*

Flags. - at Stations.

The Municipal flag of the police station to which deceased was attached will be flown at half mast on the day of the funeral of any member of the Force who dies in Shanghai. Flags will be flown at all police stations and at Headquarters in memory of a police officer who meets his death in the execution of his duty.

Flags will be flown at half mast on such other occasions as the Commissioner of Police may order. Orders for the flying of flags at half mast will be issued to police stations on each occasion by the Deputy Commissioner (Divisions.) (P.O. 8588.)

Flagrante Delictor.

Under Chinese law, a *flagrante delictor is* a person detected in the act of committing an offence, or immediately thereafter. He may be arrested without a warrant by any person whomsoever.

Any person is considered a flagrante delictor if he commits an offence under any of the following circumstances:

(1) If he is pursued with cries of an offender.

(2) If he is found in possession of a dangerous weapon, stolen, or other property; or where his person or clothing etc., show signs of an offence having been committed, sufficient to warrant a suspicion that he is an offender. (See Article 88 of the Code of Criminal Procedure.)

Football. See *"Sports."*

Footmarks.

The existence of footprints at or near the scene of a crime may afford evidence that a particular person had been there, and thus supply valuable corroborative evidence in the case. Such footmarks should therefore be at once protected by means of boxes, buckets, boards etc., pending the arrival of a senior officer.

Foreign Branch - Leave. See *"Leave."*

Foreign Branch - Terms of Service.

A copy of the terms of police service is supplied to every member of the Force serving on letter of appointment. Any amendments are published in police orders, and personal copies of such orders are issued to all concerned, and should be attached to the letter of appointment.

Foreign Females. See *"Escorts for Prisoners" "Gaols" & "Prisoner's Property."*

Foreign Lawyers.

Foreign lawyers duly qualified are admitted to practice in the Shanghai First Special Area District Court and the Kiangsu Second Branch High Court in all cases in which a foreigner is a party, provided such foreign lawyer may only represent the foreign party concerned.

The Municipal Council may also be represented in the same manner by duly qualified lawyers, Chinese or foreign, in any proceedings in which the Council is complainant or plaintiff, or the Municipal Police is the prosecutor. In other cases or proceedings in which the Council consider the interests of the Settlement to be involved, it may be represented by a duly qualified lawyer, Chinese or foreign, who may submit to the court his views in writing during the proceedings, and who may, if he deems necessary, file a petition in intervention in accordance with the Code of Civil Procedure. Foreign lawyers who are entitled to practice under this Article in the above mentioned Courts, shall apply to the Ministry of Justice for lawyers' certificates, and shall be subject to Chinese laws and regulations applicable to lawyers, including those governing their disciplinary punishment. (See Article VIII of the Rendition Agreement of 1930.)

Foreigners-Arrest of. See *"Arrest - of Foreigners" & "Fingerprints."*

Forgery.

Forgery is the making of a false document in order that it may be used as genuine. The counterfeiting of a seal or die and forgery with intent to defraud or deceive, as the case may be, is punishable.

A document is false if the whole or any material part thereof purports to be made by or on behalf or on account of a person who did not make it nor authorise it's making: or if, though made by or on behalf or on account of the person by whom or by

In the event of floods or similar calamity officers i/c will arrange for continual observation throughout their districts and will transmit reports by teleprinter to C. C. R. at 7 a.m., 11 a.m. and 4 p.m. daily so long as necessary.
The Special Branch officer on night duty will transmit the 7 a.m. information and C.C.R. the remainder, to radio stations:-
Emergency information likely to affect public utilities, transport or traffic will be passed to C.C.R. as soon as received and subsequent developments included in reports. (See D.M. 381 of 26-6-41)

immediately thereafter. He may be arrested without a warrant by any person whomsoever.

Any person is considered a flagrante delictor if he commits an offence under any of the following circumstances:

(1) If he is pursued with cries of an offender.

(2) If he is found in possession of a dangerous weapon, stolen, or other property; or where his person or clothing etc., show signs of an offence having been committed, sufficient to warrant a suspicion that he is an offender. (See Article 88 of the Code of Criminal Procedure.)

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Foreign Drug Addicts, Hospitalisation of. In the case of unrecognised foreigners suspected of being drug addicts who come to the notice of the Police, application will be made to the Shanghai 1st Special Area District Court for a writ of detention under the Regulations governing the punishment of narcotic offenders.

Foreign Branch - Terms of Service.

A copy of the terms of police service is supplied to

The Court will then order a medical examination by the Court Doctor and judgment will be rendered in regard to the necessary medical treatment in the S.M. Gaol.

All other cases including foreign female addicts will be sent to the Russian Orthodox Confraternity Hospital for treatment. The Council will pay for the hospitalisation of such indigent patients at the rate of $6 a day. (P.O. E. 2557)

& *"Prisoner's Property."*

Foreign Lawyers.

Foreign lawyers duly qualified are admitted to practice in the Shanghai First Special Area District Court and the Kiangsu Second Branch High Court in all cases in which a foreigner is a party, provided such foreign lawyer may only represent the foreign party concerned.

The Municipal Council may also be represented in the same manner by duly qualified lawyers, Chinese or foreign, in any proceedings in which the Council is complainant or plaintiff, or the Municipal Police is the prosecutor. In other cases or proceedings in which the Council consider the interests of the Settlement to be involved, it may be represented by a duly qualified lawyer, Chinese or foreign, who may submit to the court his views in writing during the proceedings, and who may, if he deems necessary, file a petition in intervention in accordance with the Code of Civil Procedure. Foreign lawyers who are entitled to practice under this Article in the above mentioned Courts, shall apply to the Ministry of Justice for lawyers' certificates, and shall be subject to Chinese laws and regulations applicable to lawyers, including those governing their disciplinary punishment. (See Article VIII of the Rendition Agreement of 1930.)

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A document is false if the whole or any material part thereof purports to be made by or on behalf or on account of a person who did not make it nor authorise it's making: or if, though made by or on behalf or on account of the person by whom or by

whose authority it purports to have been made, the time or place of making, whether either is material, or, in the case of a document identified either by number or mark, the number or any distinguishing mark identifying the document, is falsely stated therein: and in particular a document is false:-

(a) If any material alterations, whether by addition, insertion, obliteration, erasure, removal or otherwise, has been made therein.

(b) If the whole or some material part of it purports to be made by or on behalf of a fictitious or deceased person.

(c) If, though made in the name of an existing person, it is made by him or by his authority with the instruction that it should pass as having been made by some person, real or fictitious, other than the person who made or authorised it.

The various classes of forgery are dealt with under Articles 202 to 205 and Articles 210 to 220 of the Chinese Criminal Code. *(See also "Counterfeiting".)*

Forms - Official. See *"Official Books & Forms" Appendix "G."*

Found Property. See *"Finding" "Derelict Property" & "Disputed Property."*

Fraud.

Fraud is the acquisition of anything by the practice of deceit. The offence is punishable under Article 339 of the Chinese Criminal Code, and arrests should be made on warrant. See also *"False Pretences" "Misappropriation" & "Property Seized."*

Freight Vehicles. See *"Bail" "Carts" "Motor Freight Vehicle" & "Traffic Regulations" Appendix "C."*

French Police.

The Headquarters of the Guarde Municipale Francais, or French Municipal Police is situated at No. 22 Route Stanislas Chevalier. (Lu-Ka-Wei) Exchange telephone No. 70060.

This address accommodates all administrative offices as well as the Central police station. Other police stations are situated as follows:-

Poste Foch, at the Corner of Avenue Joffre and Route Pottiere.

Poste Petain, at the corner of Avenue Petain and Route Frelupt.

Poste Joffre, at the corner of Avenue Joffre and Route Baron Gros.

Poste Mallet, on Avenue Edward VII.

Poste De L'est, French Bund on the border of Nantao.

Frost And Burst Water Pipes.

Officers in charge of stations, police quarters. and leased property and all occupants of official or leased quarters are directed to the need for precautions being taken against water pipes bursting due to frost. Any damage to official or leased quarters from this cause will be payable by the occupier and not by the Council, unless such damage is due to circumstances over which the occupier has no control. It is recommended that during the winter months occupiers of such premises should close at night, the stop cock inside their quarters, and open the drain tap, so as to prevent if possible, the bursting of waterpipes and fittings from frost. See also *"Municipally Owned & Leased Premises."*

Funerals.

No funeral procession of any description is permitted without a permit first obtained from the Traffic Office. Great care should be taken that this order is enforced. Separate copies of all permits issued will be sent to all concerned. Special service money in connection with processions will be collected by the Traffic Office before the permit is issued, and special duty money will be collected by stations. Copies of permits will be retained at stations for a period of one week after the special duty money has been issued and duly signed for in the Special Duty Book (No.38.) and then destroyed. (P.O.C.-8034.)

Processions are not allowed to cross Nanking Road between 8 a.m. and 9.30 a.m., 12 noon and 2.30 p.m., 4 p.m. and 6 p.m.

A coffin is a very convenient method of conveying arms and ammunition and in cases where suspicion arises, the coffin and bearers should be taken to the nearest police station where enquiries should be made regarding the contents. *Under no circumstances whatsoever* is the coffin to be opened or in any way disturbed unless it is perfectly clear that it is being used for other purposes than the conveyance of a dead body. (P.O.B.-7023.) See also *"Death of a Police Officer"* *"Flags"* & *"Saluting."* & Processions.

Furniture Removing.

Theft may be attempted during the day by property being removed openly by men posing as removal contractor's employees or inmates of the premises. The police should ascertain in all cases where the enquiry can be made without giving offence, that the removal of the goods is properly authorised. If goods are removed between sunset and sunrise, the name of the proprietor and particulars of the persons or vehicles employed should be taken. When police suspect that the removal of goods is for the purpose of evading payment of rent, notice should be given to the landlord.

Married members of the Force who are transferred from one district to another, or who are officially instructed to remove from police or leased quarters to other quarters may engage the services of a removal contractor to remove their furniture and effects. The maximum charge against public funds for such removal is limited to the amount of $30.00 and expenses in excess of this amount will be borne by the police officer concerned.

Such accounts are payable by the Quartermaster, to whom all bills should be forwarded.

Gambling.

A gaming house is a house kept or used for playing therein, any game of chance, or chance and skill combined, wherein a bank is kept.

The detection and suppression of gambling is the duty of the officers-in-charge of districts. Members of the Force are forbidden to enter premises for the purpose of arresting persons for gambling unless ordered to do so by the officer-in-charge. Chinese detectives are especially forbidden to raid premises where gambling is in progress, unless accompanied by a foreign police officer, who should whenever possible be in uniform.

Information regarding the existence of public gambling received by individual members of the Force is to be reported to the officer on duty, who will pass the information on to an officer capable of dealing with the matter.

It is the duty of the officer in charge of the case, to make sure that all persons arrested for gambling are interrogated regarding the possibility of them being connected with crime or criminal enterprises. A footnote to the effect that this has been done must appear on the case papers.

Members of the Force are forbidden to frequent places where public gambling is in progress, or to gamble in police station quarters or canteens etc. See also *"Bail."*

Game - Sale of.

The sale of hen pheasants or pheasants denuded of feathers is prohibited in the Settlement. The sale of cock pheasants is also prohibited between February 16th and September 30th. The sale of deer, hare, and small birds is prohibited between March 1st. and September 30th.

There is no prohibition attached to the sale of snipe, quail and woodcock.

Gaols.

All male Chinese convicted of criminal offences in the Settlement serve their terms of imprisonment in the Municipal Gaol at Ward Road unless otherwise ordered by the execution judge of the court who, under the Rendition Agreement, may order their sentence to be served in an outside gaol. All female Chinese similarly convicted serve their sentences in the women's prison at the Shanghai First Special Area District Court or, at the discretion of the court, in some other Chinese gaol.

Chinese debtors and those sentenced to terms of detention, are kept at the House of Detention at the Shanghai First Special Area District Court.

The death penalty if imposed by the Shanghai First Special Area District Court, is carried out by the Chinese authorities, the convicts being detained in the Shanghai Municipal Gaol pending execution.

Chinese juveniles (males) on conviction are detained at the Municipal Reformatory, Ward Road.

The nationals of other countries enjoying extraterritorial rights (except Japanese) convicted of an offence and ordered to be detained by their consuls, and the nationals of countries not enjoying extraterritorial rights sentenced by the Shanghai First Special Area District Court, are kept in the foreign section, at the Municipal Gaol, Ward Road.

Japanese subjects are detained at the Japanese consular gaol for short periods, but are usually sent to Nagasaki, Japan, to serve long sentences.

Other convicted prisoners having extraterritorial rights who do not serve long sentences in the Municipal Gaol are:-

French citizens, who are sent to Saigon.
Netherlands subjects, who are sent to Java.
Portuguese subjects, who are sent to Macao, and
Citizens of the U.S.A. who are sent to McNeil Island.

Gaols - Admittance to.

Chinese Females.

(1) Chinese female prisoners arrested in the Settlement are detained in the women's prison attached to the Shanghai First Special Area District Court pending trial.

(2) When being conveyed to and from the women's prison (or on other enquiries) female prisoners will be accompanied by a Chinese female searcher.

(3) The personal property of Chinese female prisoners remains in their own possession until after they are handed over to the officer in charge of the women's prison, when searching will be carried out by the prison staff.

Foreign Females. (Non-consular Prisoners)

(1) Foreign females arrested in the Settlement, for whom there is no accommodation at police stations, will be admitted to the Municipal Gaol at all hours of the day or night for temporary detention pending trial, provided that they are not dangerous or difficult to control through insanity, or the effects of alcohol or drugs.

(2) Such prisoners should be accompanied by a written request from the officer-in-charge on the form provided for this purpose. (Form No. 66.) In addition the officer on duty at the foreign section of the gaol should be communicated with by telephone before the prisoner or prisoners are sent, especially if between the hours of 5 p.m. and 6 a.m.

(3) Foreign female prisoners will be escorted to and from gaol in charge of foreign women assistants, who will be detailed from Hongkew station. They will be searched by foreign women assistants.

The maintenance charge for consular prisoners is $10 a day. (P.O. E. 2363)

Consular Prisoners.

(1) No prisoner having extraterritorial rights will be admitted to the Municipal Gaol without a committal order signed by such prisoners' consul, or other consular official authorised to sign such committal order.

(2) Prisoners of French or Japanese nationality must not be sent to the Municipal Gaol. Upon being charged they will be handed into the custody of a representative of their own national court. See also "*Prison Van Regulations.*"

Remand Prisoners.

(1) Prisoners on remand for serious offences, and non-consular prisoners for whom no accommodation exists at stations, may be transferred to the Municipal Gaol to await trial.

(2) Arrangements for their transfer will be made direct with the Governor of the Gaol.

(3) Prisoners will be accompanied by a written request from the officer-in-charge of the station and the usual gaol identification cards.
The stations concerned will be responsible for the removal of such prisoners.

(4) The property of such prisoners will *not* be forwarded to gaol, but will be retained at stations until such time as the trial is concluded, and then disposed of in the usual manner.

(5) Prisoners on remand whose release on security has been authorised should only be sent to gaol in exceptional cases, when the fact that they may be so released should be noted in pencil on the gaol card.

(6) *Persons dealt with by summons* will not be remanded in custody except on written instruction from the court. In cases where there is any doubt the Distributing Inspector at the Shanghai First Special Area District Court will obtain instructions from the Judicial Police office. When such prisoners are detained in default of being able to find security they should

be given every facility to enable them to obtain such security.

(7) In the case of private criminal prosecutions by summons, where the summons is served by the police, *the finger prints of the person concerned will not be taken except on intruction of the court.*

(8) Non-consular foreign prisoners ordered to be detained in such cases may be sent to Municipal Gaol for custody where no accommodation exists at station.

Gaols - Removals From.

(1) All applications for the removal of prisoners from the Municipal Gaol will be made in writing on the forms provided for the purpose.

(2) In cases where it is necessary to remove convicted Chinese prisoners from gaol for purposes of a temporary nature, the application form should be filled in on the side printed in black, signed by the officer-in-charge of the station concerned, and forwarded direct to the Governor of the Gaol.

(3) Such prisoners should be returned to gaol before 4 p.m. the same day, unless special arrangements have been made with the gaol officials.
Prisoners will not be removed from gaol after 4 p.m. except under circumstances of an urgent character.
The gaol should be warned by telephone in advance, in order to avoid delay when removals are necessary.

(4) When it is necessary to remove a prisoner for purposes other than a temporary nature, it is necessary to submit the application form filled in on the side printed in red to the Divisional Officer concerned, for approval and signature.

(5) Consular prisoners may not be removed from gaol for any purpose whatsoever without an order from the magistrate who committed such prisoners.

In cases where such prisoners are likely to be required for further enquiries, the magistrate should be requested at the initial enquiry, to remand them in custody of the police, and not commit them to gaol.

(6) Consular prisoners committed to gaol may not be interviewed without an order from the magistrate who committed them, and in the case of prisoners of British nationality already convicted, permission must be obtained from H.B.M. Consul General. See also *"Convicts to Court for Civil Action"* & *"Escorts for Prisoners."*

Gaol Identification Cards.

(1) Gaol identification cards will be carefully filled in at the station.
The Chinese character and romanization of the name of the prisoner will be identical with that on the charge sheets, and will also contain the name of the station, the station number of the prisoner, his age, and district, the crime of which he is charged and a list of his personal property.

(2) A gaol identification card will accompany each prisoner sent for trial at the Shanghai First Special Area District Court, or Second Branch Kiangsu High Court, and in the case of male prisoners, will be taken to court by the officer in charge of the prison van. He will hand them to the Distributing Inspector for the purpose of checking over the prisoners, and then hand them to the respective court sergeants who in turn will take them to the court room where the prisoner is to be tried and have the previous convictions or otherwise copied by the recording clerk from the finger print identification form. The recording clerk will also initial his entry to fix responsibility for errors and or alterations.

(3) The cards of convicted prisoners will then be handed together with the charge sheet to the Distributing Inspector whose duty it will be to see that the sentence in each case when recorded on the charge sheet is properly copied on to the gaol identification card by a clerk attached to the Distribution Office at the court. After checking the entries, the Distributing Inspector will hand the cards to the officer in charge of the prison van escort who will deliver them to the gaol together with the prisoners.

(4) A special gaol identification card will accompany each female prisoner charged and sent to the women's prison at the Shanghai First Special Area District Court.
Care must be taken that the entry in Chinese is correctly filled in, as the Chinese entry constitutes the official record. These gaol identification cards will have the official Chinese "chop" of the station affixed before being forwarded to the court with a prisoner.

(5) The left thumb print of all prisoners will be taken on their gaol identification cards by the gaol authorities immediately after admission, and the cards will be sent to the Finger Print Bureau for checking and returned to the gaol for retention until it is necessary to notify the Finger Print Bureau that the prisoner is due for release, when they will again be forwarded with an impression of the left thumb print in the space provided for the purpose for checking.
Cards should be sent for this purpose the day before the prisoner is due for release, and no prisoner will be released until the card has been returned and marked correct.

(6) Alterations to entries under the headings (A) (B) and (C) on gaol cards, are to be made by the officer-in-charge of a police station, the police office of the Special District Court, and the

Municipal Gaol respectively, and by them only. The previous entry is to be struck out by a line drawn through it in red ink, and the entry made either above or below that struck out. The officer making the alteration will initial it. See also *"Appeals & Rehearings."*

Garage.

A public garage is:-

(a) A building where one or more motor vehicles are kept for hire.

(b) Where three or more motor vehicles charged with gasoline or other volatile inflammable liquid, are kept or stored, and a charge is made therefor.

(c) A building designed to enable painting or repairs to three or more motor vehicles to be undertaken at one time.

It is necessary to obtain a license from the Municipal Council before operating a building under any of the conditions previously mentioned, and no building of less capacity is licensable.

Police should report garages for obstructing public roads by leaving motor vehicles thereon for prolonged periods or for causing obstruction by effecting repairs thereon.

Garbage Prosecutions.

All prosecutions regarding the dumping of garbage are undertaken by the Public Works Department. Summonses require the attendance of the defendant at the special sessions of the court held each Wednesday at 2.30 p.m. (P.O.B.-8926.)

Gardens. Undesirables.

...dens and public parks are under the ... Open Spaces and his staff.

The public parks and gardens are under the control of the Highways Divisions, Public Works Department.

The police should render them any assistance required in ejecting undesirables or arresting persons found committing offences therein.

Gasoline Issues. See P.O. D-9584.

In the event of persons being found overcome by gas or fumes and the Police are unable to remove them owing to the quantity of gas encountered, the Fire Brigade will be notified immediately, stating clearly the conditions found. Cases of gas poisoning from fumes given off by charcoal stoves with insufficent supply of air are quite common in Shanghai and these fumes are very poisonous.

Police on duty must report all cases of gas lamps that are unlit or those that are burning dimly, or having

Gasoline Pumps & Tanks.

Vide Municipal Gazette dated April 24, 1924, no application will be considered for the erection of gasoline pumps unless connected with a garage or an establishment solely for the supply of motor accessories, oil and gasoline. Officers in charge are required to make a quarterly check of all gasoline pumps and tanks on public property in their districts and forward reports stating whether the installations are connected and continue to function as above or not. (D.C. (Divisions) Memo 8.9.32).

Gas Lamps - Damage to.

Gas lamps are the property of the Council; in the event of any damage to them the Public Works Department should be informed. Any money received in payment of such damage should be forwarded to the P.W.D. (P.O.C. - 254.) See also *"Lamps-Lighting & Extinguishing Hours."*

Gas Poisoning. See *"Fires - Treatment of Injured."*

Girls. See *"Licensed Premises"* & *"Slave Girls."*

Gold And Silversmiths Shops.

The following conditions of the Gold and Silversmiths shops license are of interest to the Police.

That the shop shall be closed at 10 p.m. and not reopened until 7 a.m. That a register be kept in which the weight and description of all articles purchased or received be correctly entered, with date and all details of the transaction.

That no articles of gold or silver shall be melted down or converted into bullion until after the expiration of 6 days from the date of purchase, and if there is any reason to believe that any article may have been acquired fraudulently, if required, it must be surrendered to the police who will give a proper receipt for same.

For every article purchased, the vender shall be given a receipt containing the name of the shop, weight and description and amount paid for the article.

That any person offering to sell or pledge any article

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Garage.

A public garage is:
(a) A building where one or more motor vehicles are kept for hire.
(b) Where three or more motor vehicles charged with gasoline or other volatile inflammable liquid, are kept or stored, and a charge is made therefor.
(c) A building designed to enable painting or repairs to three or more motor vehicles to be undertaken at one time.

It is necessary to obtain a license from the Municipal Council before operating a building under any of the conditions previously mentioned, and no building of less capacity is licensable.

Police should report garages for obstructing public roads by leaving motor vehicles thereon for prolonged periods or for causing obstruction by effecting repairs thereon.

Garbage Prosecutions.

All prosecutions regarding the dumping of garbage are undertaken by the Public Works Department. Summonses require the attendance of the defendant at the special sessions of the court held each Wednesday at 2.30 p.m. (P.O.B.-8926.)

Undesirables.

ns and public parks are under the the [illegible] uperintendent of Parks and Open Spaces and his staff.

The police should render them any assistance required in ejecting undesirables or arresting persons found committing offences therein.

Gasoline Issues. See P.O. D-9584.

Gas Lamps.

Police on duty must report all cases of gas lamps that are unlit or those that are burning dimly, or having broken chimneys, mantles, lanterns, etc.

Attention should be paid to the lamps at every time of passing as thefts of lamp fittings frequently occur.

Anyone found interfering in any way with a gas lamp should be able to show authority for so doing; if he cannot he should be arrested. See *"Lamps-Lighting and Extinguishing Hours."*

Gas Lamps - Damage to.

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For every article purchased, the vender shall be given a receipt containing the name of the shop, weight and description and amount paid for the article.

That any person offering to sell or pledge any article

Municipal Gaol respectively, and by them only. The previous entry is to be struck out by a line drawn through it in red ink, and the entry made either above or below that struck out. The officer making the alteration will initial it. See also "*Appeals & Rehearings.*"

Garage.

A public garage is:-

(a) A building where one or more motor vehicles are kept for hire.

(b) Where three or more motor vehicles charged with gasoline or other volatile inflammable liquid, are kept or stored, and a charge is made therefor.

(c) A building designed to enable painting or repairs to three or more motor vehicles to be undertaken at one time.

It is necessary to obtain a license from the Municipal Council before operating a building under any of the conditions previously mentioned, and no building of less capacity is licensable.

Police should report garages for obstructing public roads by leaving motor vehicles thereon for prolonged periods or for causing obstruction by effecting repairs thereon.

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Gardens. Undesirables.

The public parks and gardens are under the the Highways Divisions, Public Works and Open Spaces and his staff.

The police should render them any assistance required in ejecting undesirables or arresting persons found committing offences therein.

Gasoline Issues. See P.O. D-9584.

and the Police are unable to remove them owing to the quantity of gas encountered, the Fire Brigade will be notified immediately, stating clearly the conditions found. Cases of gas poisoning from fumes given off by charcoal stoves with insufficent supply of air are quite common in Shanghai and these fumes are very poisonous.

Police on duty must report all cases of gas lamps that are unlit or those that are burning dimly or having

Gasoline Pumps & Tanks.

Vide Municipal Gazette dated April 24, 1924, no application will be considered for the erection of gasoline pumps unless connected with a garage or an establishment solely for the supply of motor accessories, oil and gasoline. Officers in charge are required to make a quarterly check of all gasoline pumps and tanks on public property in their districts and forward reports stating whether the installations are connected and continue to function as above or not. (D.C. (Divisions) Memo 8.9.32).

Gas Lamps - Damage to.

Gas lamps are the property of the Council; in the event of any damage to them the Public Works Department should be informed. Any money received in payment of such damage should be forwarded to the P.W.D. (P.O.C. - 254.) See also "*Lamps-Lighting & Extinguishing Hours.*"

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For every article purchased, the vender shall be given a receipt containing the name of the shop, weight and description and amount paid for the article.

That any person offering to sell or pledge any article

which may appear to be stolen, be detained on behalf of the police who shall be communicated with.
That the licensee if a member of the Guild of Gold and Silversmiths, and his employees shall, if having been charged with having purchased stolen goods knowing them to have been stolen or improperly acquired by the seller, or with wrongfully receiving stolen goods, be entitled to *benefit of prosecution by summons* before the court having jurisdiction over his or their persons and shall therefore not be liable to summary arrest. Provided always that the aforesaid guild shall assume responsibility for the production in court of the accused and to this end shall, if required, produce such bail bond as may be required requisite.
Provided always that nothing in the license shall be held to deprive any magistrate or police officer of any right inherent to their offices to cause the issue of a warrant or effect a summary arrest should the circumstances in their judgment so require. Gold & silversmiths shops operated by foreigners do not require licensing.

Good Temper.

When the police are called upon to enforce any new regulation, to remove persons causing obstruction in the public streets or to perform similar duties, they must take care to do so with good temper and without violence. Such persons are not committing a great offence and it is of the utmost importance that when the police are compelled to perform a disagreeable duty they must not give occasion to the public to take the part of the offenders.
Good temper is an essential qualification in a police officer. He must not take notice of any ignorant or silly expressions of ridicule that may be made towards him; he is constantly exposed to insults and is obliged to encounter many provocations, but he should recollect that these things are incidental to his office and that he is always called upon to act,

not as an individual, but as a public officer. He will be careful not to interfere unnecessarily and is expected to bear, without retaliation or loss of temper, any improper language or behaviour from those he may meet in the course of his duty. He will not resort to force unless it be necessary in order to maintain his ground or to secure the safe custody of a prisoner.
The use of the truncheon is to be avoided except in self defence. No police officer is justified in depriving any one of his liberty for words only; and language, however violent, towards the police is not to be noticed. The police are cautioned not to answer angrily or enter into an altercation with any person when on duty.

Gossiping.

There is no practice more pernicious to the police service than gossiping to strangers and other persons about matters of duty. Idle rumours are readily magnified into positive facts and, passed from mouth to mouth may be productive of great harm, as much to individuals as to the administration of justice.
Police on duty must not gossip or idle either among themselves or with any other persons.

Grievances.

All communications regarding grievances either real or fancied by members of the Force, *must* be forwarded through the proper channels, i.e. officer in-charge of stations etc., and thence to Divisional Officers, who will pass them to the Deputy Commissioner (Divisions) and Commissioner of Police. See also "*Memorials.*"

Grilles. See "*Exchange Shop*" & "*Charge Room Duty.*"

Guilty Knowledge.

Any person doing an act which he knows to be contrary to law and likely to produce a certain result, and having a desire to attain that end, is said to have guilty knowledge.

Guns Etc. See "*Air Guns*" & "*Firearms.*"

Habitual Criminals. See *"Making Crime a Profession."*

Handcarts.

The license conditions for handcarts will be found under the heading of *"Carts."* Each handcart has a number corresponding to the license number, marked on one of the shafts. See also *"Bail."*

Handcuffs.

A number of sets of handcuffs are supplied to each police station and are to be found in the charge room. They should be examined periodically for defects through use.

Special handcuffs are also issued to the senior detective at each station for the use of the detective staff.

Every male person who may be classed as a desperate or violent character, who has to be escorted in police custody shall, provided he appears to be in health, and not incapable of offering resistance by reason of age, be carefully handcuffed after arrest, and before removal from any building from which he may be taken after arrest.

The officer using the handcuffs shall be responsible that they fit properly and the prisoner cannot slip them. (P.O.B-8105.)

All prisoners sentenced to five years and upwards, and all remanded prisoners accommodated at the gaol, will be handcuffed whilst in the prison van during conveyance to and from court. (P.O.B.-8765.)

Prisoners should always be handcuffed with their hands in front, and if only one hand is handcuffed it should be the *right wrist*, unless the prisoner is known to be left-handed. Prisoners should not be handcuffed to any part of a vehicle when being conveyed through public streets, and should not be handcuffed to the charge room bar for longer periods than necessary. See also *"Arrest"* & *"Prison Van Regulations."*

Handwriting.

The greatest care is necessary in dealing with cases in which the question of the identification of handwriting is involved, and only the most searching examination by persons who have made the science a subject of long study can properly be relied upon. At first two handwritings may appear to be the same which, upon closer scrutiny, are found to be entirely dissimilar. This is particularly the case with Chinese handwriting.

Handwriting should, if possible, be proved by:-

(1) Any person who saw the writing actually done.

(2) A witness who gives his *opinion*, based (a) on having seen the alleged writer write on other occasions, or (b) having received documents purporting to be written by him or (c) on having dealt with such documents in the ordinary course of business.

(3) A, who proves that other writing is that of the alleged writers, and then this writing is compared with the document by (a) A, or (b) handwriting experts, or (c) the court. In cases of alleged forgery, etc., it is always essential to have an expert witness.

Harbouring.

It is an offence under the Chinese Criminal Code to harbour or assist in the concealment of any offender or any person who has escaped from lawful custody, see Article 164 of the Chinese Criminal Code; but a husband or wife, or relative by blood within the fifth degree, or by marriage within the third degree of such offender shall be exempted from punishment or have his punishment reduced. See also *"Abduction."*

Hats - Not Wearing in Summer.

The attention of all members of the Force is drawn to the danger of appearing in the sun without hats in summer. This practice is particularly dangerous during hot weather when the sun is obscured. (P.O.D.-500.)

Hawkers.

The attention of all ranks is drawn to the necessity of continuous action against hawkers. Hawkers of ice cream and cut fruit should be arrested. Other hawkers should be properly controlled, especially in the vicinity of parks, foreign military camps, and billets. Chinese police on patrol duty should be constantly warned against allowing obstruction of footpaths on their beats by hawkers etc. (P.O.C.-3765.)

Headquarters Correspondence. See *"Correspondence."*

Headquarters Squad - Use of.

Divisional Detectives Officers may call upon the services of the Crime Branch Headquarters Squad at their own discretion, application for such services being made through the Deputy Commissioner (Crime.) In extreme emergencies when these officers cannot be located however, senior detectives in charge or their deputies may communicate direct to the Superintendent in charge Headquarters Squad, who is always prepared to render assistance when required.

Health Department Prosecutions.

When the Health Department wish to have a summons issued, they forward two copies of the application to the station concerned on a special summons application form. One of these copies is sent to the First Special Area District Court and one is retained by the station.

On receipt by the station of the actual summons, the officer-in-charge will be responsible that a notice in writing, on the proper form with the necessary particulars, is sent to the Commissioner of Public Health giving at least 24 hours notice, before the date set for the hearing.

When the case is concluded, the sentence or fine is to be recorded on the summons application retained by the station. The charges will not be entered in the charge book. "Health Dept. cases are dealt with in Court No. 9 on Friday Mornings."

Health Measures.

The police should, so far as is practicable, assist the Health Department in enforcing regulations for the protection of public health. Prosecutions can be undertaken by the police under the Bye-laws without reference to the Health Department. See also *"Health Hints" Appendix "H."*

Helmets - During Disturbances.

During times of disturbance on the streets, members of the Force who are issued with helmets are instructed to wear them for their own protection. (P.O.B.-6727.)

H.B.M. Police Court.

All British subjects arrested for committing an offence must be charged before H.B.M. Police Court unless they are definitely known to be unrecognised by the British Consular officials. In cases where an accused professes British nationality and there is any doubt about the matter, he should be taken before H.B.M. Police Court and given the opportunity of proving his bona-fides.

According to the Orders in Council, the maximum sentence a magistrate at H.B.M. Police Court is able to impose on any charge, is three months. See also *"Charges" "Statements"* and *"Warrants."*

Holes in The Road.

Police on patrol duty should make a note of any subsidences or holes in roads or footpaths, and report the matter to the station. If no previous report has been made, the Public Works Department should be informed. If the subsidence or hole is in the vicinity of road operations, they should see that a flag or red lamp is placed on the spot. (P.O.C.-549.) See also *"Patrol Sergeants."*

Holsters.

Pistol holsters issued to members of the Force should be periodically examined for defects due to prolonged

use, and any found unserviceable should be returned to the Police Store for overhauling, as such are likely to be the cause of serious accidents if retained in use. The shoulder straps of all pistol belts issued to C.P. C.'s should be rivetted down at the back. Any found not to be so rivetted or on which rivets have worn loose, should be returned to Police Store for the necessary attention.

Homicide.

Homicide is the killing of a human being by a human act; it is of three kinds, justifiable, excusable, or felonious.

Justifiable homicide is occasioned in the execution or advancement of justice, or for the prevention of crime. In all cases there must be an apparent necessity.

Excusable homicide is occasioned by misadventure or accident, or in a sudden affray, in self defence.

Felonious homicide includes murder or manslaughter.

A person cannot be convicted for unlawful homicide if death takes place more than a year and a day after the injury causing death is sustained. See also *"Murder" & "Manslaughter."*

Horses. See *"Ponies."*

Hospital Attendance. See *"Chinese Branch" & "Medical Attendance."*

Hospitals - Situation of.

All members of the Force should make themselves acquainted with the location of the different hospitals, as well as with the residences of the different medical practitioners in their own districts.

Hospitals.

The following are the hospitals to which the police are instructed to send persons injured in accidents or requiring medical attention for other reasons:-

Foreigners.

Cases occurring in the western district, Country Hospital, No 17 Great Western Road.

Cases occurring in the eastern and central districts, General Hospital, No 190 North Soochow Road.

Japanese.

The Foo-Ming Hospital, No 142 North Szechuen Road.

Chinese Males.

Cases occurring south of the Soochow Creek - The Lester Chinese Hospital, No. 145 Shantung Road.

Cases occurring north of the Soochow Creek - St. Luke's Hospital or the Lester Chinese Hospital.

Chinese Females. See also addendum, page 245.

St. Elizabeth's Hospital, No. 361/2 Avenue Road.

Prisoners (Chinese.)

To the Municipal Gaol Hospital, Ward Road.

Prisoners (Foreign.) See *"Medical Attendance."*

In cases of emergency, the nearest hospital may be used, or the services of a nearby doctor utilised.

When it is found necessary to telephone for doctors their telephone numbers will be found in the classified section of the telephone directory under the heading of "Physicians and Surgeons." The following hospitals should be used where necessary in cases of emergency:

Chinese Red Cross Hospital, No. 263 Avenue Haig, for Chinese cases occurring in the western district.

Lester Chinese Hospital - Women's Department, for female Chinese cases occurring in the central district.

Paulun Hospital - No. 415 Burkill Road, or the Shanghai Sanitarium Clinic, Bubbling Well Road, for foreign or Chinese cases occurring in the vicinity.

The Sacred Heart Hospital, No 41 Ningkuo Road, Yangtsepoo, for cases occurring in that vicinity.

It should be remembered that the foregoing applies to patients taken to hospital by the police. Any person able to pay should do so, and may attend a hospital of his own choice if he so desires. See also *"Dog Bites-Treatment of" & "Gas."*

Hospital - Cases Sent to.

When a case is reported to the charge room, or information is received regarding a case being admitted to hospital and the person is detained under the following conditions, enquiries are to be made regarding the nature and extent of the injuries, and the cause.

(1) Suspected crime.
(2) Result of a complaint of assault.
(3) Prisoner in custody of the police.
(4) Result of a traffic accident
(5) Attempted suicide, or
(6) Any other suspicious circumstances.

The officer on Charge Room duty is responsible in the first instance that such enquiries are made. If he is unable to get a medical certificate, the fact should be noted in the occurrence book, and the officer-in-charge will be responsible that enquiries are continued until a satisfactory certificate is obtained. (P.O.C.-3653.)

Requests for medical certificates from the Lester Chinese Hospital should be made between the hours of 8.30 a.m. and 6 p.m. except in cases of extreme urgency. When certificates cannot be obtained during the night, they can be obtained early next morning before the time they will be required for production in court. Excepting in emergencies, police officers should not make telephone calls to the General Hospital between the hours of 8 p.m. and 8 a.m. This refers mainly to calls regarding bed numbers of members of the Force who are patients. (P.O.C.-3799.)

(Prisoners.) When prisoners detained in the Gaol Hospital are required to attend the morning session of a court, the hospital should be warned the previous morning, to allow time to have the prisoner ready before 8.30 a.m. (P.O.C. -327.)

Prisoners cannot be removed from the Gaol Hospital without the production of a form from book No.59.

Prisoners sent to the Gaol Hospital should always be accompanied by a sick chit, as issued to Chinese police. (P.O.B.-9009)

Housebreaking.

The chief distinction between housebreaking and burglary, is that the former may be committed "by day" and the latter "by night" only.

According to English law, housebreaking is the breaking into or out of a dwelling house, between the hours of 6 a.m. and 9 p.m. with felonious intent. Under Chinese law however, there is very little distinction between burglary and housebreaking, as both offences warrant the same punishment under the Chinese Criminal Code

The housebreaker would be charged under Article 321 section 1, sub-section 2, which covers the offence of larceny by breaking or scaling any door, window, wall or other protective device, whilst the burglar would additionally be charged under Article 321, section 1, sub-section 1, i. e., larceny at night from an occupied dwelling house or other structure. Enquiries regarding cases of housebreaking should follow the same lines as laid down under the heading of "Burglary".

House Refuse.

No house or other refuse may be deposited on the roads or alleys unless contained in a suitable receptacle placed ready for removal by 6 a.m. in summer and 7 a.m. in winter.

House refuse will be collected from private residences if placed in any easily accessible position within a suitable receptacle. It is recommended that all combustible refuse, such as vegetable matter, paper straw, etc., be burned by the house-holder.

All residents are requested to provide their houses with proper receptacles for garbage and ordure which may be purchased at the Municipal Gaol. See also Appendix *"H."*

Houses of Public Entertainment - Closing Hours.

The following regulations governing the closing hours of houses of public entertainment were issued October, 1937, in the Shanghai Municipal Council handbook of Municipal information.

The standard closing hour of houses of public entertainment such as bars, restaurants, hotels, dancing halls, is 2 a.m.

Under a special licence obtainable from the Secretary of the Council and upon payment of a monthly fee according to class, houses of public entertainment may be permitted to remain open on Saturday nights until 4 a.m. of the following day. On the following special occasions, houses of public entertainment may be permitted to remain open until 4 a.m. without fee, upon application to the Secretary of the Council.

January 1st.
Last day of the Chinese lunar calendar.
Easter. Saturday and Sunday.
Russian Easter Saturday.
Ascension Day.
Saturday and Sunday, Whitweek.
May 23rd and 24th.
July 3rd and 4th.
July 13th and 14th.
August 14th.
October 9th and 10th.
October 31st.
November 11th.
December 24th, 25th, and 26th.
December 31st.
Russian New Year's Eve.

On the hour of closing, houses of public entertainment must be immediately vacated by their patrons.

See also "*Licensed Premises-Supervision of.*"

Husband And Wife.

The police must not interfere in domestic quarrels unless there is ground to fear that actual violence is imminent. If the parties are causing an obstruction or attracting a crowd of persons, they should be cautioned before the law is enforced.

The evidence of the husband or wife of an accused person or of any person jointly indicted with a prisoner, is not usually admissible unless the offence is that of bodily injury inflicted by one on the other, or in divorce proceedings, always provided that no witness is bound to answer any question tending to prove that he or she has been guilty of adultery, unless such witness has already given evidence in the same proceedings in disproof of his or her alleged adultery.

Hydrants. See "*Fire Hydrants.*"

Hospitals. (Addendum)

Chinese Females-At Night

Between 12 midnight and 6 a.m. Chinese females will *not* be taken to St. Elizabeth's Hospital for emergency treatment but to one of the following:-

Lester Chinese Hospital.	St. Lukes Hospital.
Paulun Hospital.	Shanghai Sanitarium & Clinic.
Red Cross Hospital, 303 Avenue Haig.	Vide P.O.E-143.

Identification Cards. See *"Finger Prints" And "Gaol Identification Cards."*

Identification - of Indians.

In all cases however trivial involving Indians, British or otherwise, it is essential that the names of the paternal parents and villages of birth be obtained, and that all available information on such cases be forwarded to the Deputy Commissioner (Special Branch) as soon as possible. The assistance of Sikh detectives may be obtained at any time by communicating with the officer in charge Indian Section. Assistance out of office hours may be obtained by calling out the officer detailed for duty according to the monthly roster. (P.O.D.-4004.)

Identification Labels. See *"Dead Bodies" "Exhibits" and "Property Detained-Seized."*

Identification Parades. Rules for

(1) The accused should always be informed in advance so that he may have a friend or solicitor present.
(2) The officer in charge of the case, although he may be present, may not carry out the identification parade.
(3) The witnesses should not see the accused before the parade.
(4) The accused should be placed amongst at least six other persons as nearly as possible of similar age, height, general appearance and station in life, etc., as the accused.
(5) The accused may take up any position he chooses, and may change his position after each witness has seen the parade if he so wishes.
(6) Care must be taken that witnesses who have seen the parade are not allowed to communicate with others who have not.
(7) Exclude all persons who have no business to be present.

(8) Make careful note as each witness leaves the parade whether he makes an identification or not.
(9) If the witness desires to see any person in the parade walk, hear him speak, see him with his hat on, off, etc., this may be done.
(10) At the termination of, or during the parade, ask the accused if he is satisfied with the way in which it is being conducted and make a note of his reply.
(11) When introducing a witness, tell him that he will see a group which may or may not include the suspected person, but don't say "try to pick out one of the men in this group" or otherwise influence him in any way.
(12) See that the witness touches the person he identifies.
(13) Officers performing this important duty must act with scrupulous fairness, otherwise the value of the identification will depreciate considerably when mentioned in evidence.
(14) If it is found necessary to use an interpreter, the station interpreter should be called, and on no account should any other Chinese be allowed to approach the place of identification.

When the person put up for identification is a convict, other convicts should not be used in an identification parade. It is far better to remove the convict to a police station, dress him in his civilian clothes uncreased, and place him amongst others similarly dressed, taking care that he is not rendered conspicuous by reason of his hair being closely cropped.

Identification Records. See *"Gaol Identification Cards."*

Ignorance of Law.

Every person above fourteen years of age subject to English law is assumed to be cognizant of the law, and ignorance thereof is no excuse for any unlawful act. According to Chinese law, an act done by a person who has not completed his or her fourteenth year of age is not punishable.

Illegal Arrest.

An illegal arrest is the apprehension of any person by a public officer unlawfully and without proper authority.
Anyone who apprehends any person within the limits of the Settlement without due cause or without a warrant in proper form and without the assistance of the police, commits an illegal arrest, and may himself be summarily arrested and brought before the proper authorities.
It is essential that every police officer should be fully conversant with his powers of arrest, because mistakes may involve not only himself but the Municipal Council also.

Illegal Detention.

Under Chinese law, anyone who unlawfully imprisons another, or by other means unlawfully deprives another of freedom of movement, renders himself liable under Article 302 of the Chinese Criminal Code.
The offence has a particular significance for Chinese members of the Force, as there have been instances of Chinese detectives being subjected to private criminal prosecution on charges of illegal detention of suspected criminals.
It is therefore essential that investigating officers make immediate enquiries into the suspicious circumstances attending the arrest of suspects, and where no action is found possible, see that they are released at once, and that the time of release is properly entered in the occurrence book.

Illegal Functioning - Searching.

A police officer who exceeds his authority renders himself personally liable to civil action. This should be borne in mind when assistance is requested by public utility company inspectors who wish to investigate reports of larceny of electricity, etc.
Whilst such officials usually have the right to enter premises and inspect installations belonging to their

employers, the police have no such right of entry unless in possession of a search warrant.
Police should therefore take great care not to enter premises on such errands unless in possession of a search warrant, or unless there is evidence that a criminal breach of the peace is being committed therein. See also *"Breaking Open Doors."*

Incest.

Carnal connection between persons related to each other in such a degree as renders marriage between them contrary to the laws of the church to which they may belong, is said to be incestuous; but when it takes place between persons related in the degrees which are described below, it is punishable as a crime against the law.
It is a misdemeanour under English law for a man to have, or to attempt to have carnal connections with a female whom he knows to be his mother, sister, daughter, or grand-daughter. It does not matter whether the female consents or not.
Prosecution for such an offence may only be instituted on instructions from the Director General of Public Prosecutions.
Carnal knowledge between blood relatives in lineal relationship or blood relatives in collateral relationship within the third degree is also punishable under Article 230 of the Chinese Criminal Code.
Prosecution for such offences may only be instituted on the complaint of the injured party.

Incidentals. See *"Public Monies."*

Inciting - to Commit an Offence.

Under Chinese law, whoever incites another to commit an offence is classed as an instigator, and renders himself liable to the punishment prescribed for the offence which he has instigated. If an attempt to commit the instigated crime is punishable, the instigator is deemed guilty of attempt, although the one instigated commits no offence.

Article 153 of the Chinese Criminal Code specifically provides punishment for persons who by word of mouth, writings, pictures or any other means publicly incite others to commit an offence, to transgress the law, or to disobey any lawful order.
The offence of inciting any person whether male or female who has not completed the sixteenth year of his or her age to submit to carnal knowlege is punishable under Article 233 of the Chinese Criminal Code, and whoever instigates or assists another to commit suicide renders himself liable to punishment under Article 275 of the Chinese Criminal Code.

Indecent Acts.

Any person subject to Chinese law who goes naked or makes vulgar gestures, uses indecent language or commits indecent conduct on or in any highway or public place, or who wears peculiar clothes detrimental to good morals, renders himself liable under Article 45 of the Police Regulations.
According to the license conditions, no licensed sing song house, theatre or other place of entertainment may allow any performance of an indecent nature to take place on the premises.
Any person who sings or performs indecent songs or plays renders himself liable under Article 43 of the Police Regulations, and the proprietor of any premises where such indecent performance takes place may be prosecuted for conducting a disorderly house.
Whoever publicly commits a lascivious act renders himself liable under Article 234 of the Chinese Criminal Code. See also *"Obscene Language."*

Indecent Advertisements - Pictures.

No person shall affix to the wall of any house or building, or deliver any exhibit to anyone in the street, or exhibit to public view in the window of any house or shop, any picture or written or printed matter of an indecent or obscene character.
Offenders subject to Chinese law render themselves liable under Article 235 of the Chinese Criminal Code,

but are usually charged under Bye-law 36. In cases where persons are arrested for selling or exposing indecent pictures or photographs etc., it is unnecessary for a complainant to attend court in support of the charge, as possession of such articles is in itself an offence.

Indictment.

The word indictment refers mainly to English law, and is a written accusation against a prisoner; preferred to and presented on oath, to a judge and jury. Before the English grand jury system was abolished, indictments were preferred to the grand jury.
An indictable case is therefore one which is triable before a jury, as distinct from offences triable before a court of summary jurisdiction.

Indians - Accidents to

In cases of Indians being involved in accidents or admitted to hospital in a condition likely to become serious, a report of the occurrence should be submitted without delay to the Assistant Commissioner (Sikhs) so that the necessary enquiries regarding property etc., may be made whilst the individual concerned is still able to reply. (P.O.D.-1079.)

Indians Arrested. See *"Identification of Indians."*

Indians - Death of. See *"Death - of Indians."*

Indians - Identification of. See *"Identification of Indians."*

Industrial Accidents. See *"Accidents."*

Early information must be passed on to the Industrial Section of the date set for hearing in Court of any case in which that Section is interested. P.O. E. 6630.

Where a woman by any wilful act or omission causes the death of her newly born child, but at a time when she had not fully recovered from the effect of giving birth to such child, she is said to have committed infanticide, and may be dealt with under English law as if she had been guilty of the offence of manslaughter of such child.

Article 153 of the Chinese Criminal Code specifically provides punishment for persons who by word of mouth, writings, pictures or any other means publicly incite others to commit an offence, to transgress the law, or to disobey any lawful order.

The offence of inciting any person whether male or female who has not completed the sixteenth year of his or her age to submit to carnal knowlege is punishable under Article 233 of the Chinese Criminal Code, and whoever instigates or assists another to commit suicide renders himself liable to punishment under Article 275 of the Chinese Criminal Code.

Indecent Acts.

Any person subject to Chinese law who goes naked or makes vulgar gestures, uses indecent language or commits indecent conduct on or in any highway or public place, or who wears peculiar clothes detrimental to good morals, renders himself liable under Article 45 of the Police Regulations.

According to the license conditions, no licensed sing song house theatre or other place of entertainment may allow performance of an indecent nature to take p mises.

Any perso rms indecent songs or plays renders h Article 43 of the Police Regulatio or of any premises where such indecen lace may be prosecuted for conducting a

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Indians Arrested. See "*Identification of Indians.*"

Indians - Death of. See "*Death - of Indians.*"

Indians - Identification of. See "*Identification of Indians.*"

Industrial Accidents. See "*Accidents.*"

Infant. See "*Adult.*"

Infanticide.

Where a woman by any wilful act or omission causes the death of her newly born child, but at a time when she had not fully recovered from the effect of giving birth to such child, she is said to have committed infanticide, and may be dealt with under English law as if she had been guilty of the offence of manslaughter of such child.

The offence is the same under Chinese law, and any woman subject to Chinese law who commits infanticide may be charged under Article 274 of the Chinese Criminal Code.

In cases of infanticide, the main questions to be determined are:-

(a) If the child was born alive.
(b) If so, by what means did it die.
(c) How long did the child live. If it lived to be more than a month old, the offence would be murder.

If it is proved that death was caused by violence, and suspicion falls on the supposed mother, and it is to be determined:-

(a) Whether she has been delivered of a child.
(b) Whether the signs of delivery correspond with the age of the child. A woman cannot however be compelled to undergo a medical examination against her will for the purpose of ascertaining if such is the case.

Infanticide is a very common offence amongst Chinese and numerous bodies of newly born children are abandoned daily in alleyways or on pieces of waste ground in the Settlement, so that in most cases it is almost impossible to trace the mothers, the bodies being collected and disposed of as laid down under the heading of "Dead Bodies - Children."

In cases where there is any possibility of a successful investigation however, the covering of the body should be carefully examined for any signs of identity, and any birthmarks carefully noted to facilitate enquiries amongst those who attend poor women in their confinements, and all wraps, paper, or clothing should be carefully preserved for examination.

Informality.

Although informality may seem a trivial thing it nevertheless vitiates legal proceedings, whilst in the conduct of public business it occasions the greatest inconvenience, trouble, and delay. See also *"Dress of Police."*

Information.

Police work is impossible without information and every good officer will do his best to obtain reliable intelligence, taking care, however, not to be led away on false issues. Information must not be treasured up, but should be promptly communicated to a superior, or to those who are in a position to act upon it. Not only is this the proper course to take in the public interest but it will certainly be recognised, both by authorities and comrades. See also *"Charge Room Duty - Information Regarding Serious Crime"* & *"Newspapers."*

Informers.

A police officer who keeps his own counsel and does not gossip or divulge confidences will have plenty of informers. The great majority of respectable citizens rightly understand their own interests and are glad to render assistance to a police officer whom they can trust.

In no case must an informer be even indirectly invested with any official character or be allowed to act as if actually a police officer.

There can rarely be occasion to divulge the name of an informant and it must be kept secret as far as possible, both in honour and in the public interest. If a police officer is asked in cross-examination from whom he derived his information, he should decline to answer unless directed by the judge or magistrate to do so. See also *"Detectives."*

Inflammable Materials. (Transport and Storage Etc.) See *"Dangerous Materials"* & *"Explosives."*

Inflamatory Literature. See *"Pamphlets."*

Injured Animals.

Horses, asses, and mules, so mortally or severely injured in the streets that they cannot be led away without cruelty, may on the certificate of a veterinary surgeon summoned by a police officer, be forthwith killed; even without the consent of the owner;

although it is better to obtain such consent if it can be done without loss of time. It is to be noted, however, that the injury must be due to some external cause and not merely to disease. Police should make themselves familiar with the names, addresses and telephone numbers of veterinary surgeons so as to to be able to act promptly in cases of emergency. See also *"Animals" and "Ponies."*

Injury to Persons. See *"Accidents" "Assault" & "Traffic Accidents."*

Injury to Public Health. See *"Adulterating Food" and Appendix "H."*

Inquests and Autopsies.

Chinese The Procurator of the Shanghai First Special Area District Court is empowered to conduct all inquests on the bodies of Chinese found in the Settlement. This also includes persons not having extraterritorial rights.

An inquest must be held at the public mortuary, Fearon Road, in every case where a Chinese or an unrepresented foreigner dies under circumstances which preclude a proper physician from issuing a certificate to the effect that death was due to natural causes, and the police are not empowered to depart from this rule except on an order from the Procurator.

In all cases where a prisoner dies in police station cells, or when cases of sudden death of Chinese are reported, and a proper certificate showing that the death was due to natural causes is not forthcoming, the body is to be removed to the public mortuary, and the Commissioner of Public Health is to be immediately informed by memorandum, wherein is to be entered all particulars regarding the death that can be obtained.

In cases of murder, the Municipal Advocate should be informed so that he may be present at the inquest.

In all cases where it is necessary to hold an inquest

on Chinese or unrepresented foreigners, the proper form must be filled in and forwarded to the court as early as possible.

When application is made for an inquest on the body of an unrepresented foreigner, two copies of the application form (No. 48) are to be sent to the recording officer, which should contain as far as possible, the following details:—

Name of the deceased in full, age, nationality, sex, place where death occurred, full address of the deceased, and if possible the full name and address of the next of kin.

A copy of the death certificate should be typed in the space provided on the form. The recording officer will complete the form by entering the evidence and verdict etc., forwarding one copy to the Registrar of Vital Statistics. (P.O.C.-4823.)

The Procurator at the Shanghai First Special Area District Court is also empowered to order autopsies in connection with inquests on Chinese or unrepresented foreigners. Autopsies are performed by the court doctor, but in special cases where Divisional Officers are of the opinion that it is advisable for a municipal doctor to act in conjunction with the court doctor, application should be made by them to the Superintendent of Hospitals, Municipal Health Department, who will render the necessary assistance.

Foreigners. Where the deceased is of a foreign nationality, a foreign detective will be detailed to make the necessary enquiries.

In all cases of foreigners entitled to consular jurisdiction dying under circumstances in which a physician is unable to issue a death certificate his consul (the U.S. (Marshal ner in the case of an American citizen, or the Coroner in the case of a British subject) is to be communicated with at once, and the body may not be removed until instructions have been received

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Injury to Public Health. See *"Adulterating Food" and Appendix "H."*

Inquests and Autopsies.

Inquest proceedings in the case of Chinese and unrecognised Foreigners are conducted by a Chinese Sub-Inspector who is attached to the Recording Staff, Legal Department. No Police Officers will attend inquests other than those detailed as witnesses and escorts, unless especially instructed to do so.

In order that the officer conducting inquests be in possession of full details, Officers in Charge will ensure that application forms are made out by a responsible officer, and that they contain all relevant data available. In cases where an autopsy or an adjournment for other reasons is required, the fact should be clearly stated on Form No. 48.

Inquest application forms will be forwarded to the Recording Office, Legal Dept., in a cover marked "INQUEST" not later than 8.00 a.m. on the morning the inquest is to be held.

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from him. In such cases it is not always necessary to have the body removed to the mortuary, as the inquest may be opened on the spot, and continued in a consular court.

In the case of an inquest being held on the body of a foreigner killed by a Chinese, or a person subject to Chinese jurisdiction, the Procurator is to be informed so that he may be present. (P.O.C.-2066.)

Inquests - Traffic Accidents.

In all cases of fatal accidents in which vehicles are involved, a member of the Traffic Branch will attend the inquest, and produce models of the particular vehicle or vehicles concerned for the purpose of reconstructing the accident, for the guidance of court and witnesses. (P.O.C.-2996.)

Inquest on Indian. See *"Death of Indians."*

Inquest on a Prisoner. See *"Charge Sheets"* See also *"Death Unnatural" and "Documentary Evidence."*

Insane Chinese.

In all cases where persons of unsound mind subject to the jurisdiction of the Shanghai First Special Area District Court come to the notice of the police and no suitable person can be found to accept responsibility for them, they should be taken to the Mercy Hospital for the insane, which is situated to the north of the omnibus station at Peh Jao, on the Shanghai-Minghong highway, (telephone Nos.11 & 12 Minghong.)

As the police have no authority to send persons to the institution when parents, relatives or guardians can be located, it is essential that every effort be made to locate these persons.

Every person sent to the institution by the police will be accompanied by a form properly filled in from book No. 45, a duplicate copy of which will be forwarded to the Central Registry for transmission to the Treasurer and Controller, and the remaining copy will be kept on file.

Insane persons will be taken to the Police Hospital for Wasserman blood test before being taken to the Mercy Hospital, vide P.O.D-9273.

The medical officer in charge of the hospital will issue a receipt for each patient admitted, which will be attached to the charge sheet and forwarded to court the following morning, when application will be made for the necessary committal order.

In the event of the death of such a patient the medical officer in charge will report the death to the court authorities who will notify the Municipal Police of the date of death. The charge sheet will then be forwarded to court for the necessary endorsement.

The Municipal Police will not remove bodies from the hospital under any circumstances. The Council are notified of the discharge of patients by the hospital authorities direct. (P.O.D-5239.) See also *"Charge Sheets."* and *"Children-Found."*

Insane Foreigners.

Insane foreigners of any nationality coming to the notice of the police must be handed over as quickly as possible to relatives or friends unless they are dangerous lunatics. In cases falling within the latter category relatives must be consulted, and if they desire the person concerned to be confined in an asylum they may be assisted to obtain the necessay legal documents.

The procedure to be followed in the case of indigent foreigners not having extraterritorial rights is outlined under the heading of *"Insane Chinese."* In the case of indigent persons subject to consular jurisdiction it is necessary to obtain authority from the consul concerned before they are admitted to the Mental Hospital, No. 80 Hannen Road.

Municipal form "A" signed by a guarantor, or form "B" signed by the patient's consul, must also be produced before a patient may be admitted to the Mental Hospital. These forms which may be obtained from the Health Department or Matron in charge refer to the payment of fees, and should not be confused with the legal documents mentioned above. (P.O. D-5486.)

Identification of corpse at Inquests. Identification tags on which are shown the name and other relevant details in English and Chinese, will be tied to the arm of every corpse sent to the Public Mortuary by the Police.

In cases where the name of deceased is unknown, the tag should be marked to that effect, but details regarding the circumstances under which the corpse was found must be entered for the information of the Procurator and Finger Print Bureau. If the corpse is identified before the inquest commences, an additional tag will be made out and handed to the Procurator at the commencement of the proceedings. (P.O. E. 2355)

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Insanity.

Every person is presumed to be sane and responsible for his acts unless the contrary is proved on his behalf. No act is a crime if the person who does it is at the time when it is done, prevented by any mental disease:-

(a) From knowing the nature and quality of his act.
(b) From knowing that the act was unlawful.
(c) From controlling his own conduct. See also *"Witnesses - Competent."*

Inspectors.

It is the duty of Inspectors (including Sub-Inspectors) and other superior officers of police to recollect that language spoken and acts committed by them assume greater importance in the eyes of the public than the utterances or deeds of subordinates.

They should set an example to those under them of zeal and rectitude of conduct on and off duty, of civility to the public, obedience to orders, loyalty to superiors, and good feeling towards equals, always recollecting that it is as much their duty to advise and encourage junior officers as to report them for misconduct; never passing over however, any want of respect or wilful fault. See also *"Sub-Inspectors."*

Insurance - Privately Owned Vehicles. See *"Council Employees."*

Interference.

Police may sometimes provoke assaults on themselves and incite resistance to their authority by unnecssary interference.

When they have to act, they should do so promptly and with determination, but until then they should refrain from interference.

Interference With Transmission of Mails.

Any person subject to Chinese law who interferes with the transmission of mail matter or telegrams renders himself liable under Article 40 of the Police Regulations.

Any such person who wrongfully breaks open or conceals any closed letter or communication, etc., belonging to another would render himself liable to more serious punishment under Article 315 of the Chinese Criminal Code. See also *"Mail Lorries."*

Interpreters.

Station interpreters will take special notice of the addresses of complainants and others who make reports to the charge room.

In all cases of a serious nature they will be careful to write down for their future remembrance any statements voluntarily made by prisoners.

They will do such work in writing as may be necessary to assist the officers-in-charge in carrying on the office work.

Great care is to be taken when placing the names of Chinese on the charge sheets that the proper characters are used; if there should be any doubt the parties interested are to be requested to write their own names.

Station interpreters must familiarise themselves with the official card of characters and their romanisation which is issued to all stations. In addition to its' application concerning charge sheets, the use of official romanisation is to be extended to Chinese names appearing in all reports or other documents.

Interrogation of Prisoners.

The Council looks with the utmost abhorance upon the application of physical force of any kind being used to extract information and desires it to be clearly understood that any occurrences of this nature will merit severe punishment.

In this respect it should be fully understood by officers in charge of stations that general responsibility for all that occurs in connection with police duties at a police station or in a police district *must* rest upon them, and apart from the direct personal responsiblity

of the individual concerned, this general responsibility cannot be disassociated from whoever happens to be in charge at the time.

It must always be remembered that the mainstay of the organisation of the Force is the foreign members and that the Council depends upon them to see that all rules and regulations laid down are strictly carried out.

In the absence of any police officer of senior rank to himself, the officer on Charge Room duty must be considered to be the personal representative of the officer-in-charge, with full authority to act accordingly.

The personal responsibility of the officer on Charge Room duty is not only for the safe custody, but also for the well being of prisoners in custody at the station.

All prisoners who are to be placed in or removed from the station cells, should be so placed or removed by the officer on Charge Room duty personally, and he will make an entry of the time of doing such duty in the occurrence book in each case.

Removal of a prisoner from the cells will only be sanctioned on presentation of an application in writing from the officer prosecuting enquiries, or who is in charge of the case. See also *"Cautioning Prisoners"* & *"Confession Of Crime."*

Interrogation - Political Offenders.

When persons are taken into custody for political offences, it is required that the investigating officer take statements from them for the information of the Deputy Commissioner (Special Branch) and the Legal Department.

The following information should be obtained and embodied in all such statements wherever applicable.

Name and alias. Nativity. Age and sex.

Single or married. Full address in native place.

Full address in Shanghai. Date of arrival in Shanghai.

Reason for coming to Shanghai.

Length of residence in the Settlement (if any.)

Profession. Ability to read and write.

Extent of education. Place and duration of employ.

Who recommended or introduced to employer.

What salary. Who pays it, when and where.

Nature of work performed for party.

Where did literature emanate from.

From whom received. When and where.

What instructions were given regarding it.

Reason for going to place where arrested.

Name and address of friends, relatives, and associates in Shanghai. Details of any previous connections.

In the case of the prisoner being an employee of a printing factory, the following additional questions should be included, and special attention must be paid to examination of account books, etc.

Name and address of principal employee.

Date the printing of the literature commenced.

By whose orders was printing done.

Names and addresses of those who took delivery or paid for the work.

Were the employees sworn to secrecy.

Any other particulars obtainable, such as amount paid for printing, when and where, etc.

Interrogation - of Robbers.

When persons arrested for committing robbery are interrogated by investigating officers, the following information should be obtained and embodied in statements made by them.

Name, alias. Nativity. Full details of address.

Occupation and address of employer. Time employed.

Date, place and those present when the crime was planned.

Was inside information received from relatives, servants etc.

Date, time, place and full details of method of the crime.

Who had pistols, who took property, what property. Where was the loot shared out. How much did the prisoner receive.
How was the property disposed of.
Movements of gang after robbery.
Details regarding pistols possessed by the gang. Who keeps them. Where.
How were they obtained in the first instance.
Who carried them. How were they disposed of afterwards.
Full description of the leader and all associates.
Meeting places. Dates and times of same.
Connection of the prisoner, or accomplices with other crimes.
Details regarding photos, documents etc., forming evidence in case.

Interviews With Prisoners.

Persons in custody of the police are not allowed to have private interviews with visitors.
In the case of relatives or friends who visit prisoners for the purpose of arranging for their defence or for bail, interviews may be allowed at convenient times, but such interviews should not take place in the charge room, or without the knowledge of the officer in charge of the case, or the senior detective.
In every case the prisoner and the visitor will be kept under strict observation to ensure that nothing passes between them.
When lawyers wish to interview a prisoner for the purpose of obtaining the prisoner's signature to their briefs, or for the purpose of preparing his defence, the senior detective or detective in charge of the case must always be informed, and he will arrange surveillance during the interview.
Officials from the Chinese authorities are not permitted to interview political prisoners in custody at police stations, unless accompanied by a foreign detective from the Special Branch, who will explain to the senior detective or his deputy, the requirements of such visitors. (P.O.C.-6912.)

Intimidation.

Intimidation means the compelling, or attempt to compel any person from doing an act which he has a legal right to do. An attempt constitutes the offence therefore a prisoner cannot be charged with attempted intimidation.
The offence differs from coercion insofar as the complainant is not compelled to *do* an act, but to *abstain* from doing a lawful act, as above.
Under Chinese law charges of intimidation should be laid under Articles 304 or 305 of the Chinese Criminal Code, according to the circumstances.

Investigation of Crime.

The successful investigation of crime depends on the first steps taken in the enquiry, for a mistake or omission at the outset may cause serious difficulty afterwards.
The police officer who first arrives must therefore take careful stock of the situation so that he may omit no step that could further the enquiry while refraining from action that might frustrate the advancement of the object in view.
If a constable on his beat is the officer first called he must at once send for assistance to the station and do all that is possible to arrest the offender or to prevent his escape, and having taken every precaution that the bystanders or others interested do not interfere with the traces of the crime, he should await the arrival of his superior officer.
As soon as a superior officer arrives he will take charge pending the arrival of the detective officer deputed to make the investigation.
When the nature of the crime makes it possible that there will be physical signs or marks to be noted from which a clue to the perpetrator may be obtained - as in cases of murder, attempted murder, burglary or house breaking, when finger prints or foot marks may be found or property belonging to the culprit may be

left - care must be taken to prevent anyone touching anything or trespassing on the scene of the crime pending the arrival of the investigating officer.
In cases where any person is seriously hurt, medical treatment must be obtained without delay. In cases of murder, the medical man should be requested not to remove the body until an accurate note of its' position has been made.
No furniture or other property in the room or other place where the offence was committed should be moved or in any way interfered with until the officer who will be responsible for the enquiry has arrived.
See also *"Crime Detection" "Detectives" & "Procurator - as Investigator."*

Italian Subjects. See *"Charges."*

Japanese Army Badges. See *"Naval & Military Insignia" Appendix "E."*

Japanese Females. See *"Escorts for Prisoners" & "Gaols."*

Japanese - Involved in Accidents. See *"Traffic Accidents."*

Japanese Naval Landing Party. See *"Naval & Military Patrols."*

Japanese Residents.

Every police station has a list of Japanese residents within its' district and every Japanese member of the Force is required to know such residences, and make corrections and adjustments on the lists when necessary.
Before raids are made by police, they will verify the address of the premises to be raided, and either make sure that the address is not occupied by Japanese, or call upon a Japanese police officer of the station and district in which the house is located to accompany the party for that purpose. If no Japanese police are attached to the station of the district one must be borrowed from an adjoining district.
This does not apply of course to raids upon Japanese residences when the Japanese Consular police are in attendance.
When the assistance of the Japanese Consular police is required in connection with narcotic cases, application will be made in writing on the special forms provided for that purpose. These forms will contain the information required in both English and Japanese, and will only be used for narcotic cases. (Div: Memo 153/36.)
The officer in charge of the raiding party is responsible for any unlawful entry into the houses of innocent persons, either with or without warrants, except in the execution of consular warrants issued without prior reference to the police. (P.O.-1482.)

Japanese residences may be easily distinguished by a painting of a cherry blossom on a wooden block at each doorway.

Jetties.

Within the limits of the Settlement the sides of jetties are to be kept as clear as possible so as to allow sampans and boats every facility for landing and embarking passengers.

The owner of any boat or other vessel or thing that shall in any wise injure any jetty, shore, or landing place is to be summoned. See *"Boats."*

Judges.

Police must invariably treat judges, magistrates, coroners and procurators, and other officials acting in such capacity with deference and respect, and any remarks on the action of police made by them should be carefully taken down by the senior officer on duty in court and submitted to the Commissioner of Police. See also *"Courts - Conduct of Police at."*

Judgments.

Judgments, and execution orders of the Shanghai First Special Area District Court or Second Branch Kiangsu High Court in respect of prisoners sentenced will be sent to the station concerned, or to the gaol, by the Court Distributing Officer, after having been endorsed with the original court number of the case by the judicial police. Committal orders will be signed by the Distributing Officer and returned to the judicial police. (P.O.C.-1555.)

Judicial Notice.

It is not necessary to call evidence to prove (a) facts of which judicial notice is taken, and (b) facts which are presumed.

Judicial notice covers a large variety of facts, such as:- all statute and common law, rules and regulations, procedure etc., judicial seals, judges' signatures etc., the ordinary meaning of words, the ordinary course of nature, ordinary measures of time,

weights and measures etc. The court knows them without being told.

(a) An *irrebuttable* or conclusive presumption, which may not be contradicted, and is really a rule of law in disguise. The most important are:- that a child under seven cannot commit crime, that a boy under 14 is incapable of carnal knowledge, and that everyone knows the criminal law, so that ignorance is no defence.

(b) A *rebuttable* presumption is an inference which the court will draw from a certain state of facts, *until* the contrary is proved.

A few illustrations of this are, that, a sane adult is presumed to intend the natural consequences of his acts: that a child between 7 and 14 had no criminal intent: that any apparently stable state of things continues for some little time, in particular, that a person known to be alive and well on a certain date has continued to live for some time afterwards, but that a person who has not been heard of by those who would expect to hear from him for seven years is dead: that the possessor of *recently* stolen goods may be treated as the actual thief or a criminal receiver, but if he gives an explanation which *may* be true, he should be acquitted; that every criminal trial commences with the presumption that the accused is innocent.

(c) A "presumption of fact," which is merely a pretentious name for an inference which any reasonable person would draw from a given state of facts.

There are also certain cases which may be classified under (b) such as that, a professional man practising without qualifications would be expected to prove his qualifications if any, and an accused who has unlawfully killed a man would be charged with murder, unless *he* can (by evidence) reduce the crime to manslaughter.

Judicial Police.

The Municipal Police should render every assistance to the judicial police and process servers of the Shanghai First Special Area District Court, when carrying out their duties as laid down in the Court Agreement of 1930.

Such assistance will not be rendered directly by officers on patrol duty on request, but will be applied for at the police station of the district concerned, where full details of the assistance required and rendered will be recorded in the occurrence book by the officer on Charge Room duty.

The judicial police and process servers may be distinguished by their uniforms as follows:-

Summer. Khaki cloth uniforms and military caps with a blue and white enamelled badge $1\frac{1}{4}$ inches in diameter in the centre bearing the characters "fah ching" (law) written in red, and surrounded by twelve white dots; and a sam browne belt.

In the case of judicial police, the cap band is light blue, and they wear a detachable white cloth badge on the left arm bearing their number embroidered in blue silk inside a circle of blue. The cap band worn by process servers is black, and they do not wear numbers on their arms.

Winter. Both uniforms are of dark blue cloth, and the insignia worn is the same as for summer.

Jurisdiction - Bridges. See "*Bridges.*"

Jurisdiction. Consular.

In cases where an accused person in custody of the police claims consular jurisdiction, he should, in the first instance, always be taken before the consular court he claims to be subject to the jurisdiction of, whether the police are satisfied regarding his claim or not. Should the consular court determine that he

is not entitled to consular jurisdiction, the accused may then be taken before the Shanghai First Special Area District Court. (P.O.C. 2416.)

Jurisdiction. Chinese Courts in the Settlement.

The following note from Foreign signatories to the Court Rendition Agreement of 1930 which is confirmed by the Chinese Government may be accepted as a definition of the extent of the jurisdiction of the Shanghai First Special District Court and the Second Branch Kiangsu High Court.

(1) "It is understood that the courts established under the present agreement, shall exercise jurisdiction over civil and criminal cases as well as police offences and inquests in the International Settlement at Shanghai, provided that the jurisdiction of the said courts over persons, shall be the same as other Chinese courts, and provided that their territorial jurisdiction shall be the same as that of Chinese courts now functioning in the International Settlement at Shanghai except:

(a) mixed criminal cases arising on *private foreign property outside the limits of the Settlement*, and

(b) mixed civil cases arising in *areas surrounding* the Settlement." (It is therefore clear that the Shanghai First Special Area District Court has no jurisdiction over a case in which a foreigner is the complainant regarding an offence committed on private foreign property outside the Settlement. The District Court, Nantao, would take jurisdiction in such a case.)

(2) "It is understood that the present practice regarding the respective jurisdictions of the Chinese court now functioning in the International Settlement and the court existing in the French Concession shall be followed pending a definite arrangement."

The jurisdiction of the Chinese courts in the International Settlement and the French Concession respectively may be briefly defined as follows:-
In purely Chinese civil cases the complainant follows the defendant. In purely Chinese criminal cases; where the crime is committed: or the offender is domiciled, resides or is found.
In mixed civil and criminal cases, the Shanghai First Special Area District Court takes jurisdiction, except where French interests are involved, when either court (Shanghai First or Second Special Area District Court) may take jurisdiction by arrangement between the authorities concerned.

Jurisdiction Exemptions. See *"Places Outside Jurisdiction in The Settlement."*

Jurisdiction Over Waterways. See *"Waterways Inside The Settlement."*

Jury.

A jury consists of a certain number of ratepayers summoned to attend a court of justice to try certain cases.
There is no jury system in Chinese courts.
Two kinds of juries function in English courts: criminal juries, and coroner's juries.
A normal criminal jury in England consists of twelve, and must render a unanimous verdict. Criminal juries in Shanghai may consist of as few as five persons.
Coroner's juries, which are rarely called in Shanghai consist of any number from 12 to 23, and decide by a majority.

Keeping Observation.

In keeping observation on suspected persons or premises, great care must be taken that attention is not attracted; and unless some arrangement can be made with the occupier of an adjacent or opposite house or other person, it will generally in the day time be more prudent to keep at some little distance.

Kennels. See *"Dogs."*

Kerosene.

Not more than 5 cases of Kerosene, or such quantity as is contained in 10 cans, each of 5 American gallons capacity, may be stored at any time in a small or single Chinese shop or house. In a large or double shop or house 10 cases or equivalent may be stored. For larger quantities an approved Kerosene store must be erected in accordance with standard specifications.

Keys of Premises.

The police must not receive keys of premises from any person or have in their possession any skeleton key, without permisson of the officer-in-charge of the district.
If an inhabitant or other person wishes to give a key to a police officer for the purpose of visiting a house or premises for protection, or calling up anyone, the officer-in-charge should report the case and the key must not be retained without sanction. Except under special circumstances, police should not be allowed to have the keys of private premises, and in no case ought additional responsibility to be therefore assumed. See also *"Access to Premises" and "False Keys."*

Keys - of Leased Quarters. See *"Police - And Leased Quarters."*

Keys - Telephone Box. See *"Telephone Box Keys."*

Khaki Helmets. See *"Helmets."*

Kidnapping Cases.

Following all reports of kidnapping cases, senior detectives of each district will cause immediate investigation to be made of all empty houses in their districts as recorded in the lists circulated to them each month. See *"Empty Houses."*

Kite Flying.

No person may fly kites in any street or public place to the annoyance of pedestrians or drivers, or in such a way as to interfere with telephone, tramway, electric light or other wires.

Knife - Possession of. See *"Dangerous Weapons."*

Labels.

All money, jewellery and other valuable property coming into the possession of any member of the Force in the course of his duties, must without delay be entered in the detained property book. All money or jewellery should be placed in an envelope and sealed, other property being labelled with an identification label, and immediately handed over to the officer-in-charge or his deputy, or the senior detective. See also *"Exhibits"* and *"Identification Labels."*

Ladders.

Care must be taken that ladders left against houses have a plank fastened over them or are otherwise so secured as not to facilitate a felonious entry. In suburban and rural districts, persons should be cautioned against leaving ladders in the vicinity of houses. Ladders should be marked by the police at night. See also *"Access to Premises."*

Lamps - Lighting And Extinguishing Hours.

Police will report street lamps found to be unlighted or burning badly between the following hours:-
All lamps to be lighted by:-

From	Jan.	1st.	to Jan.	14th.	5.01 p.m.
,,	,,	15th.	,, ,,	31st.	5.13 p.m.
,,	Feb.	1st.	,, Feb.	14th.	5.28 p.m.
,,	,,	15th.	,, ,,	29th.	5.40 p.m.
,,	March	1st.	,, March	14th.	5.55 p.m.
,,	,,	15th.	,, ,,	31st.	6.00 p.m.
,,	April	1st.	,, April	14th.	6.12 p.m.
,,	,,	15th.	,, ,,	30th.	6.22 p.m.
,,	May	1st.	,, May	14th.	6.31 p.m.
,,	,,	15th.	,, ,,	31st.	6.41 p.m.
,,	June	1st.	,, June	14th.	6.51 p.m.
,,	,,	15th.	,, ,,	30th.	6.57 p.m.
,,	July	1st.	,, July	14th.	7.00 p.m.
,,	,,	15th.	,, ,,	31st.	6.58 p.m.

,,	Aug.	1st.	,,	Aug.	14th.	6.49	p.m.
,,	,,	15th.	,,	,,	31st.	6.36	p.m.
,,	Sept.	1st.	,,	Sept.	14th.	6.19	p.m.
,,	,,	15th.	,,	,,	30th.	6.01	p.m.
,,	Oct.	1st.	,,	Oct.	14th.	5.40	p.m.
,,	,,	15th.	,,	,,	31st.	5.23	p.m.
,,	Nov.	1st.	,,	Nov.	14th.	5.06	p.m.
,,	,,	15th.	,,	,,	30th.	4.56	p.m.
,,	Dec.	1st.	,,	Dec.	14th.	4.51	p.m.
,,	,,	15th.	,,	,,	31st.	4.53	p.m.

No lamps to be extinguished before:-

From	Jan.	1	to	Jan.	31	6.30	a.m.
,,	Feb.	1	,,	Feb.	13	6.15	,,
,,	Feb.	14	,,	Feb.	28	6.00	,,
,,	Mar.	1	,,	Mar.	13	5.45	,,
,,	Mar.	14	,,	Mar.	27	5.30	,,
,,	Mar.	28	,,	April	17	5.15	,,
,,	April	18	,,	May.	8	4.45	,,
,,	May	9	,,	July.	24	4.30	,,
,,	July	25	,,	Aug.	14	4.45	,,
,,	Aug.	15	,,	Aug.	28	5.00	,,
,,	Aug.	29	,,	Sept.	25	5.15	,,
,,	Sept.	26	,,	Oct.	16	5.30	,,
,,	Oct.	17	,,	Nov.	6	5.45	,,
,,	Nov.	7	,,	Nov.	23	6.00	,,
,,	Nov.	24	,,	Dec.	18	6.15	,,
,,	Dec.	19	,,	Dec.	31	6.30	,,

See also "*Lights -Public.*"

Lamps - Flashing. See "*Electric Torches.*"

Land Registration. See "*Cadastral Office.*"

Land Regulations.

The original Land Regulations were issued on November 29th, 1843 after consultations between the first British Consul to Shanghai, and the Taotai, King Mao Kee. They were revised in 1866, again in 1881, and finally in 1899, when the present Land Regulations came into force.

There are thirty Land Regulations, which are set forth as originally issued in Appendix "B."
The following indicate those which are of most interest to members of the Force.

I. Boundaries and limits of the Settlement defined.
VIa. The power of the Municipal Council to acquire land for public roads.
VIc. Regarding the construction of new roads.
IX. Regarding the establishment of police and public works departments.
XI. The authority of the committee or Council to make bye-laws.
XIII. The power to sue defaulters for payment of rates and taxes etc.
XIV. The method of recovery of fines, penalties imposed under Bye-laws.
XVII. The method of punishing any breach of Land Regulations.
XVIII. Nomination and voting for Municipal Council.
XIX. Election of Council and qualification of votes at public meetings.
XXII. Questions and quorum at Council meetings.
XXV. Administration of public funds and the yearly budget.
XXVI. Persons acting in execution of these regulations not to be personally liable.
XXVII. Proper method of suing the Municipal Council.

Land Commissioners.

There are three Land Commissioners, who are appointed yearly, one by the Municipal Council in January, one by the landowners at the same time as the new Municipal Council is elected, and one by the ratepayers at their annual meeting, usually during March.

Lanyards.

The correct method of wearing lanyards is laid down under the heading of "*Firearms - Carrying on Duty.*" Constant vigilance on the part of supervising

officers is necessary to ensure that they are worn correctly, as it is of utmost importance in emergencies. (Div. Memo 33/32)

Larceny.

Larceny is the taking and carrying away of the goods of another, with the felonious intent of the taker, to convert them to his own use without the consent of the owner.

The component parts of the offence are:-

(a) The taking, (b) the carrying away, (c) the felonious intent.

The taking may be actual or constructive; actual where the taking is by force or stealth; constructive where possession is obtained by some trick or artifice, provided the right of property is not transferred from the owner, for if such right be transferred, the offence will be that of obtaining goods by false pretences.

The carrying away is any removal however slight, provided that the thief had complete possession of the articles even for a moment. Moving a parcel from one part of a wagon to another, lifting property out of a box and placing it on the floor etc; drawing a pocket book out of and above the top of a pocket, even though it should then fall again into the pocket, are examples.

As to the "felonious intent," it may be laid down as a general rule that the taking and carrying away is felonious when the goods are taken against the will of the owner, either in his absence or in a clandestine manner, or where possession obtained by force or surprise, or by a trick or fraudulent expedient, the owner not voluntarily parting with his entire interest in the goods, and where the taker intends to deprive the owner of his entire interest permanently and not temporarily.

The expression "felonious" refers to English law. The word "unlawfully" used in Chinese law conveys the same meaning, whilst the actions necessary to constitute the offence are the same.

Larceny Enquiries.

When investigating reported cases of larceny from dwellings etc., the possibility of an inmate being responsible should always be borne in mind.

It is not uncommon for servants of apparently good character to suddenly embark upon a series of thefts when financially embarrassed, or to illegally pawn clothing belonging to an employer during seasons when not required, in the hope of being able to replace it before it is missed.

In such cases all possible suspects should be kept upon the scene until investigations into their character and circumstances have been fully carried out.

The building and vicinity should be properly searched, as property is often hidden until the hue and cry has died down, so that disposal may be more safely effected.

Where there are really sound reasons for suspecting anyone of larceny, such a person (if Chinese) may be detained on writ of detention, but this course should not be taken unless there is reason to believe that a charge will be subsequently laid. It is essential that detectives make immediate and thorough enquiries at all pawnshops and other places of disposal on receipt of reports of larceny, and such enquiries must be mentioned by the foreign detective in charge of the case in subsequent diaries.

See also *"Burglary" "Crime Diaries" and "Description."*

Law.

Law is the means by which persons are compelled to respect the rights of others.

The police are only concerned with the application of criminal law, and not with private wrongs which may be righted by civil process.

Law - Proceedings at. See *"Council Employees" and "Legal Proceedings."*

Lawyers - Foreign. See *"Foreign Lawyers" & "Legal Proceedings."*

Leading Questions.

Leading questions are those which suggest the desired answer. In legal proceedings they can only be put in cross-examination, save by permission of the court. Leading questions put by police officers to persons labouring under excitement often provoke misleading and erroneous answers. People should be allowed to tell their own story as far as possible. See *"Cross-Examination."*

Leased Quarters. See *"Municipally Owned & Leased Property" & "Police - and Leased Quarters."*

Leave - Long.

At the discretion of officers-in-charge districts, etc., not more than 48 hours leave may be granted to any member of the Force immediately before proceeding on long leave, but this must be considered as a privilege and not a right.
Foreign members of the Force returning from long leave will report at Police Headquarters.

Leave - Short.

When long leave extends into two calender years, short leave may be taken in the year which contains the shorter period of long leave only.

Leave - Applications.

Applications for long or short leave should be made on the forms provided for that purpose and forwarded to Headquarters through the usual channels.
In the case of long leave, applications should be forwarded not earlier than six months and not later than one month before the date of the leave is due.
In the case of short leave, not earlier than ten days notice is required.
Applications should give the address where the applicant may be located.

In the case of short or special leave, applications should not be forwarded more than 1 month before date due. (P.O. E. 2915)

of service.

Legal Proceedings.

No employee of the Municipal Council may be represented by any member of a legal firm retained by the Council in cases in which the interests of the Council may conflict. (P.O.C.-6633.) See also *"Council Employees - Prosecution of."*

Lepers.

All cases regarding persons suffering from leprosy coming to the notice of the police will be reported to Headquarters for instructions. Under no circumstances will persons suffering from leprosy be detained in station cells. (Div: Memo 157/36.)

Letters - Anonymous. See *"Anonymous Letters."*

Letters of Complaint.

Whenever a letter of complaint is received at a police station from a member of the public, the officer-in-charge or other officer able to deal with the matter, should interview the writer, and see that his complaint receives proper attention. (P.O.A.-8990.) See also *"Complaints against Police."*

Letters of Appointment.

To ensure cleanliness and freedom from damage, letters of appointment are to be kept in the envelopes issued for that purpose. When called for by Headquarters, the letter of appointment will remain in the envelope during transit. (P.O.C.-4016.)

Libel.

Everyone commits an offence who maliciously publishes by printing, writing, signs, or pictures, defamatory matter (termed a libel) of any person, and which directly or by insinuation and irony, tends to expose him to public hatred, contempt or ridicule. To publish a libel is to deliver, read it or communicate it's purport in any manner, or to exhibit it to any person other than the one libelled, provided that the person making the publication knows the contents. The offence is punishable under Articles 309 and 310 of the Chinese Criminal Code.

A person who sends an obscene letter may be guilty of a misdemeanour under English law, especially if addressed to a woman or young girl. Under Chinese law he renders himself liable under Article 235 of the Chinese Criminal Code.

Library. See *"Public Library."*

Licenses - Authority for Issue of.

The authority of the Municipal Council to issue licenses and permits is laid down in Bye-law XXXIV which states that the Council may impose such conditions and exact such security as the nature of the particular case may require and charge such fees in respect therefor as may be authorised at the annual general meeting of ratepayers.

Any person who conducts any business, trade or profession for which a license is required without first obtaining such a license, renders himself liable to a fine not exceeding one hundred dollars, and a further fine for every twenty four hours of such offending or infringement of the Bye-law of not exceeding twenty five dollars, or to any such other penalty as shall be prescribed by the law to which such person is amenable. See Appendix "B."

Licenses - Applications for.

In order to expedite the issue of licenses, officers in charge of stations will return all reports regarding applications for licenses together with the application forms, to the Divisional Officer concerned, as soon as possible. The Divisional Officer will endorse such reports and return to the Deputy Commissioner (Divisions) as quickly as possible. (D.O. 701 & P.O.C.-1682.)

Licenses - Conditions of.

The conditions of various licenses in force in the International Settlement are to be found in the handbook of specimen license conditions, which together with amendments subsequently issued is on file at every police station.

The following conditions are general to all licenses issued by the Municipal Council.

That the license be not transferable.

That no gratuity of any kind be offered any employee of the Council.

That on a breach of any of it's conditions, the license be subject to withdrawal or suspension by the Council, and that the whole or any part of the money deposited as security be liable to forfeiture at the option of the Council. See also *"Bread"* *"Carts"* *"Dogs"* *"Firearms"* *"Gold & Silversmiths Shops"* *"Markets"* *"Milk"* & *"Motor Vehicles."*

Recommendations for Revision of.

Owing to the practice of the Revenue Department of printing licenses annually for issue in January, and thereafter renewing them where necessary by receipts only, it is necessary to forward recommendations for the revision of license conditions not later than August 15th of each year.

This will allow time for the consideration of proposals, reference to other departments concerned, the printing and translation of the amendments, and the preparation of books of license forms before the end of the year.

This rule need not be rigidly adhered to in cases of such urgency as to warrant the expense of amending existing license forms by means of rubber stamps or printed slips, or by reprinting whole sets of such forms. (P.O.C.-8503.)

Licensing Squad.

Details regarding premises operating without licenses which should be in possession of licenses, will be forwarded by the officers-in-charge of the stations concerned, or other Municipal Departments, as the case may be, to the Central Registry, on the special form provided for that purpose.

This information will be passed to the officer in charge of the Licensing Squad, at Police Headquarters, who will warn the proprietors to obtain

the necessary license. Should they not do so, the Licensing Squad will obtain and serve summonses upon them and warn the stations concerned for inclusion on their charge sheets. Subsequent summonses and/or warrants where necessary, will be applied for and dealt with by the Licensing Squad in the same manner, applications for these summonses or warrants will be made out, recorded in station books. and signed by the officers-in-charge of stations, and Divisional Officers concerned. See Divisional Memo No. 178 of the 25/2/37.

Licensed Premises. Supervision of.

The following instructions are laid down to govern the frequency with which licensed premises should be visited, and by whom.

Foreign and Chinese cinemas and theatres should be visited at least twice a week during performances by the officer-in-charge of the district or his deputy.

Chinese clubs should be visited at least twice a month by a Foreign or Chinese Sub-Inspector accompanied by a Foreign and Chinese detective.

Chinese hotels and lodging houses should be visited by a party in charge of a Foreign Sub-Inspector at least once a month, but this rule may be considered as elastic in Louza district, where visits should be at the discretion of the Divisional Officer owing to the predominance of such premises. See also "*Searching.*"

Dance halls should be visited at regular intervals by the officer-in-charge or his deputy. Foreign Sergeants on sections should also make a note of the closing hours of such premises.

Small teashops should be visited at regular intervals by uniform search parties. Larger teashops are usually frequented by Chinese detectives when making enquiries.

Chinese foodshops should be visited at irregular intervals during the hours of darkness.

Detectives should visit foreign bars regularly and keep a record of their visits, but otherwise restaurants and bars need only be visited at the discretion of the officer-in-charge of the district. Roof gardens should be visited at regular intervals by the officer-in-charge, his deputy, or detectives.

The following conditions are general to all premises licensed by the Municipal Council.

That free access be given to officers of the Council charged with inspection of licensed premises.

That no room other than that appointed as a sleeping apartment be so used or occupied.

That the license number plate be fixed in a conspicuous position at the main outside entrance to the premises and remain at all times legible and undefaced, and that the license be exhibited in a conspicuous place inside the premises.

That the licensee carry out forthwith such alterations and additions to the premises as may be from time to time be considered requisite by the Council.

That no alteration or addition, structural or otherwise, be made to the premises without a permit first obtained therefor.

That a good light be kept after dark over the principal door of the premises so long as it remains open.

That no girl under 15 years of age (foreign reckoning) be permitted to visit or frequent any premises where intoxicating liquor is sold or consumed for the purpose of singing or otherwise entertaining customers.

The following hours of closing are laid down in the license conditions for the premises concerned.

10 p.m.	Gold and Silversmiths shops. Pawnshops.
12 m.n.	Billiard & bowling saloons, cinemas, sing-song and storytellers, Chinese teashops, wine and spirit shops.
2 a.m.	Chinese clubs, music halls, circus, fair, dancing saloons (subject to extension) or

other places of entertainment.
All theatres, restaurants, and all bars.
For conditions regarding extensions see "*Houses of Entertainment.*"

Licenses - Interchangeable.

The following licenses or permits issued in the Settlement are valid when used in the French Concession, and vice versa.
Private motor car, carriage, motor cycle, bicycle, driving, dog, ricsha, and trade motor car.

Licenses or Permits. Issued by Police.

The following licenses and permits are issued by the Municipal Police.
Firearms etc., firing crackers, motor car driving, Bath Houses.
processions, political meetings and ricsha pullers.

License Plates. See "*Motor Vehicles.*"

Lights - Fire Engine. See "*Fires.*"

Lights - Public.

Police on patrol and beat duty should report to the station at once when a number of public lights are out at night in one area, but the failure of individual lights may be reported when proceeding off duty.
The report regarding defective gas or electric lights will indicate the serial number and location, e.g. Y.G. 44 Moulmien Road. (P.O.B.-2704 and 3498.)
See also "*Gas Lamps*" *and* "*Electric Lighting.*"

Limitation of Proceedings.

Proceedings under several statutes (English law) are specially limited, but in the majority of indictable offences there is no limitation to the time within which proceedings may be taken, but on the other hand the law will admit of no delay after the discovery of an offender.
In cases which may be disposed of summarily, and which are not specially limited under a particular

statute, as for example, the Factory and Workshops Act 1901 where the period is three months, the information or complaint must be made within six months of the cause arising. (Summary Jurisdiction Act 1848 S.11.) Chapter XI of the Chinese Criminal Code deals with the law of limitations applied under Chinese law.) See also "*Refusal To Prosecute.*"

Loans. See "*Debt*" *and* "*Finance and Loan Companies.*"

Locomotion. See "*Public Monies.*"

Lodging Houses.

All lodging houses should be licensed and the conditions of the license strictly enforced. They should be regularly visited as laid down under the heading of "*Licensed Premises - Supervision of.*"
When the presence of destitute foreigners is reported in Chinese lodging houses, their names and particulars are to be recorded at the station concerned for future reference.

Loiterers.

All duties should be frequently warned to be on the alert to investigate strangers seen loitering in the vicinity of private residences, offices or other buildings.
Chinese found loitering who are unable to give any explanation of their actions should be taken to the station for further investigation, and if the circumstances warrant such action, may be charged under Article 43 of the Police Regulations.

Long Firm Frauds.

Long firm frauds consist in obtaining goods by false pretences from merchants etc., by a gang of persons who, by giving each other fictitious references, obtain consignments of goods which they sell and themselves fail to pay for.
The earliest opportunity should be taken of obtaining warrants against long firm swindlers.

Long Service Medals.

Members of the Force become eligible for the Council's long service medal on completion of twenty years unbroken service, such service to commence from the date on which such employee commenced duty in Shanghai.

For every additional five years of service a bar to be attached to the riband is awarded.

Long service medals and/or bars should be applied for by those who become entitled to them, in the usual manner.

Applications from members of the Japanese, Sikh, and Chinese branches should be forwarded through the officers in charge of the branches concerned at the end of each month. (P.O.B.-1893.)

Rosettes, to be worn on long service medal ribbons, one for each five years service over 20 years, will be issued to those entitled to them on application to the Quartermaster.

Lost Property.

A description of all lost articles of which notification is given to the police must be circulated. If the articles are such as might be presented to a pawnbroker and possess any marks of identity, their description must also be published in pawn-brokers' lists when sent out and a report will be forwarded to Headquarters to enable this to be done.

All articles of property found by the police or given to them by the finder must be handed to the officer-in-charge, or other officer on station duty. Full particulars must be entered in the detained property book and the entry signed by the officer as well as by the person who gives in the property. See also *"Derelict Property" "Disputed Ownership of Property" and "Found Property."*

Lottery.

A lottery is the distribution of prizes gained by lot or chance, and includes sweepstakes. The sale or

distribution of lottery tickets and/or conducting of lotteries in the Settlement is prohibited except in the case of:-

(a) Lotteries organised or authorised by the Nationalist Government of China.

(b) Lotteries or raffles for charitable or quasi-charitable purposes, and

(c) Lotteries to assist the sale of an article of trade.

In the case of (b) and (c) application for permission to sell or distribute tickets and/or to conduct the lottery must be made in writing to the Commissioner of Revenue.

In the cases of lotteries or raffles for charitable or quasi-charitable purposes, permission will be granted only in those cases in which the purposes, the parties conducting the lottery, and the conditions attaching thereto are all approved by the Council.

No cash prizes will be allowed but only prizes in kind.

In the case of lotteries to assist the sale of an article of trade, permission will only be granted in those cases in which the Council is satisfied as to the bona fides of the permission and the parties conducting the same.

No cash prizes will be allowed but only prizes in kind and no one prize must be of greater value than $10.00 (Municipal notification No. 3005.)

No lottery shops (excepting those legalised by the Nationalist Government of China) are permitted. Any such shops discovered will be summarily closed and all persons concerned therein will be liable to arrest and prosecution.

Persons discovered selling or attempting to sell tickets except as directed above will be liable to prosecution.

Mad Dogs. See *"Dogs - Rabid."*

Magazines. See *"Firearms" "Musketry Practices"* & *"Range Rules."*

Magic. See *"Fake Healers."*

Mail Boxes. See *"Postal Pillar Boxes."*

Mail Lorries.

All vehicles used by the Post Office for the transportation of mail matter may be easily distinguished by the fact that they are painted a green colour. The uniforms of postal employees are also green.
Members of the Force should on no account interfere with any vehicle which is engaged in the loading, unloading, or transportation of mail matter.
Except under very exceptional circumstances such vehicles involved in accidents must be allowed to proceed on their way as quickly as possible. In the event of any contravention of traffic regulations, etc., it will be sufficient that the license number of the vehicle be taken and reported. Special privileges are granted to Post Office vehicles to load, unload, or wait for mail matter at certain places. See also *"Interference with Transmission of Mails."*

Maintenance - Failing to Provide.

According to Chinese law, whoever, being bound by law or contract to support, maintain or protect any helpless person, abandons such person or fails to give to such person the support, maintenance or protection necessary for the preservation of life, renders himself liable under Article 294 of the Chinese Criminal Code. See also *"Abandonment"* & *"Insane Chinese."*

Making Crime a Profession.

Any person subject to Chinese law who makes the commission of theft a business, or profession, may be additionally charged under Article 322 of the Chinese Criminal Code. Likewise a person who makes fraud a profession may be additionally charged under

Article 340 of the Chinese Criminal Code; a professional gambler under Article 267 of the Chinese Criminal Code; a professional snatcher under Article 327 of the Chinese Criminal Code; a professional robber under Article 331 of the Chinese Criminal Code, and a person who makes a business of receiving stolen property under Article 350 of the Chinese Criminal Code.
In order to constitute the offence of making one of these crimes a profession, it must be proved that the offender is actually making a living out of the offence. The three essentials to be proved to obtain convictions are:-

(1) The accused must have no lawful visible means of support. (2) he must be destitute, and (3) he must make a living out of the commission of the crime stated.

The fact that the offender has previous convictions is insufficient to constitute the offence, but if (1) and (2) are proved, it may be taken as presumptive but not conclusive evidence of the third point. If the only evidence is previous convictions, and the defendant is charged with a fresh offence, the court should apply recidive.

Malice.

Malice is the formed design of doing mischief to another person. The law presumes that every person intends the natural consequences of his acts. If a man does an act from which harm naturally arises, he is deemed to intend harm.
Malice, therefore, is deemed to exist whenever a wrongful act is done voluntarily without justification or excuse. This is sometimes termed malice in law or implied malice, to distinguish it from malice in fact or express malice, i.e. actual hostility or ill will which may be a motive for conduct and may have other effects.
To make a person a criminal he must, as a general rule, have a *mens rea*, i.e. some guilty or culpable

condition of mind. Thus, if a person offers a forged note, not knowing it to be such and therefore not intending to defraud, he has committed no crime. But, if he has such intention, this criminal intention stamps his conduct with the character of crime.
The criminal condition of mind necessary for any particular offence varies according to the rules of the common law or the statute relating to that offence and which may require that an act, in order to be criminal, must have been done "maliciously," "feloniously," "fraudulently," or with some particular intent. See *"Arson" and "Damage to Property."*

Malingering.

Police officers who are reported by a police surgeon as malingering (feigning sickness) with a view to the avoidance of duty are seriously punished; for the injury done to the service is not less great than that done to comrades who have in consequence to do extra work and so incur additional responsibility. See *"Police Rules - Regulations" Appendix "A."*

Manslaughter.

Manslaughter is the unlawful killing of another without any malice expressed or implied.
If a man strikes another not intending to kill him or to do him grievous bodily harm, and the blow causes his death, the crime is manslaughter not murder. Every person who kills another is presumed to have wilfully murdered him unless the circumstances are such as to raise a contrary presumption.
Manslaughter is of two kinds.

(a) Involuntary manslaughter, where a man doing an unlawful act, not amounting to felony, by accident kills another, or where a man by culpable neglect of a duty imposed upon him causes another's death.
(b) Voluntary manslaughter, where upon a sudden quarrel, two persons fight, and one of them kills the other.

Unless the person dies within a year and a day of the infliction of the injuries, the law presumes that the injuries were not the cause of death.
The offence of negligently causing death, which is manslaughter as defined in the latter paragraph of (a), is punishable under Article 276 of the Chinese Criminal Code.
Such cases often develop from the lesser offence of negligently causing bodily harm, prosecution for which may only be instituted on complaint of the injured party.
In such cases, where the complainant does not wish to prosecute or is unable to signify his intention either way, and it is desirable that the accused be detained in custody, it will usually be found possible to lay a charge under Traffic Regulations No.5 and 11, or Bye-law 38. See also *"Death by Misadventure" "Death - Unnatural" "Homicide" "Murder" & "Traffic Accidents."*

Maps. See *"Crime Maps."*

Market Regulations.

(1) The markets will be open daily from 5 a.m. until 4 p.m.
(2) The following scale of fees is payable in advance:-
Stall space 6 feet by 4 feet, $ 3.00 to $ 8.00
Basket ,, 4 ,, ,, 2 ,, , $ 1.00 to $ 2.00
Shop ,, 8 ,, ,, 6 ,, , $20.00 to $36.00
The scale is subject to revision each year.
(3) Applications for space, stands, stalls or shops must be made to the Commissioner of Public Health, no applicant will be granted more than two such spaces, stands, stalls, or shops except by permission of the Commissioner of Public Health.
(4) All shops and stalls shall be designed, constructed, and maintained in a manner approved by the Commissioner of Public Health.

(5) No space, stand, stall or shop shall be transferred or sublet, and no "good will" is recognised.

(6) The number and situation of a space, stand, stall or shop may be changed by the officers of the Council and no occupier will have a claim in consequence thereof.

(7) Shopkeepers and stall holders shall be responsible for all damage done to their shop or stall.

(8) All shops, stalls, fittings and utensils shall be washed and cleansed at least once a day, kept as clean as possible and in good condition.

(9) Samples must be furnished, when required, for examination or analysis by the Commissioner of Public Health and if any food or drink kept or exposed for sale be found to be bad, impure, unwholesome, adulterated, unsafe or unfit for human consumption it may be confiscated and the licensee be liable to prosecution or expulsion from the market.

(10) All food and drink sold or exposed for sale or kept for the purpose of sale must conform to the standards laid down and rules and orders issued by the Commissioner of Public Health with respect to the nature, substance, quality, methods of manufacture, bottling, packing, labelling and marking, handling, transport and storage. All food and drink found not to be in accordance with any such standard, rule, or order will be liable to confiscation without compensation and the licensee to prosecution.

(11) Proper means must be taken to prevent the access of flies and dust to food.

(12) No fruit or vegetables which are eaten raw may be exposed for sale cut or peeled so as to render the edible part accessible to flies, dust or other harmful substances.

(13) No butcher's meat may be kept, sold, or exposed for sale which has not been prepared and passed inspection at the municipal slaughterhouse, or at slaughterhouses licensed by the Municipal

Council. Any meat or other foodstuffs considered unfit for human consumption may be confiscated without compensation.

(14) Stallmen butchers not having a licensed foreign foodshop must after closing of the markets, deposit their unsold meat in the municipal slaughterhouse.

(15) Cold storage chambers or ice boxes must be refrigerated in an approved sanitary manner and no cooked foodstuffs, or foodstuffs consumed in a raw or uncooked state may be placed in contact with natural ice.

(16) See "*Game.*"

(17) That all fowl, game, birds, frogs, and other livestock be treated in a humane manner, and that every person shall avoid as far as possible acting in such a manner as to cause unnecessary suffering or pain, and adopt such methods and precautions as will prevent the infliction of unnecessary suffering or pain. (17a) and (17b) refer to regulations regarding the sale, quality and marking of butter and margarine. Full details are published in Municipal notification No.4380 and subsequent amendments.

(18) Weights, measures, and scales will be periodically tested. Those found incorrect will be seized, and any dealer possessing incorrect weights, measures or scales, or offering for sale produce incorrectly weighed or measured will be prosecuted.

(19) No spitting is allowed in the markets.

(20) No persons may lounge or sleep in the shops or on stalls.

(21) No dogs are allowed in the markets.

(22) No live pigs, sheep, goats, or cattle may be brought into the markets.

(23) No person with any communicable disease, or known or believed to have been recently exposed to infection of such disease shall be permitted to enter the markets or handle foodstuffs.

(24) All licensees and their assistants must submit to vaccination and any other prophylactic measure that may be considered necessary by the Commissioner of Public Health.
(25) All licensees must conduct their business with due regard to the requirements of public health and to the satisfaction of the Commissioner of Public Health.
(26) No disorderly conduct will be permitted in the market under pain of expulsion or prosecution.
(27) All passageways must be kept free from obstruction to their full width.
(28) All licensees and their assistants must obey the instructions of officers of the Council charged with the inspection of markets, and whenever required must produce and exhibit their licenses.
(29) No intoxicating liquor may be sold, kept or consumed on the premises.
(30) No gratuity of any kind may be offered or given to any employee of the Council.

N. B. No person is allowed to sell any foodstuffs or occupy any shop, stall, or space in a *private* market unless in possession of a license issued by the Municipal Council.

Markets. Unauthorised Collections at.

Persons acting in the name of Chinese organisations not recognised in the Settlement should not be permitted to visit markets for the purpose of registering stall keepers and hawkers on their roll of membership and collecting fees. (P.O.C.-1291.)

Marking Places at Night.

All places where police observe that criminals may be able to effect entry into premises at night should be marked by them when on night duty. Such places include doors of empty houses next to occupied dwellings, doors and windows insecurely fastened, walls, gates, fences, and ladders placed against premises.

Any convenient means of marking may be adopted, such as chips of wood, matchsticks or twigs in the jamb of doors and windows, and should be so placed that the marks will certainly be disturbed by the opening of a door, window or gate, or by persons climbing over a wall or fence or up a ladder.
When a mark is found disturbed, police must at once ascertain the cause.

Marriage.

The conditions under which members of the Foreign Branch are allowed to marry are laid down in the terms and conditions of service. Members of the Foreign Branch are not allowed to marry without the permission of the Commissioner of Police, which may only be obtained on making application through the usual channels.
Men proceeding on long leave who wish to marry before returning to Shanghai must obtain permission by cable through the Council's London agents to whom a marriage certificate must be shown before a passage will be issued.
Members of the Foreign Branch must produce the marriage certificate or a copy thereof to the Deputy Commissioner (Divisions) for registration within one month of marriage or return to Shanghai. Applications for marriage benefits will not be considered until this formality has been complied with.

Married Quarters. See *"Chinese Branch" "Police & Leased Quarters" & "Quarters Allowance."*

Matches.

Matches are not permitted to be stored in retail shops in excess of the following quantities:-
(a) In a small (or single fronted) shop, not more than 3 cases each containing 7,200 standard small boxes.
(b) In a large (or double fronted) shop, not more than double the above amount.

Material Witnesses.

Chinese law does not provide for the detention of a person required as a material witness. In cases where

it is essential that a witness be kept in custody pending the trial of an accused, a writ of detention may be applied for against him, on suspicion of being concerned together with the accused.

Medals. See *"Distinguished Conduct" & "Long Service."*

Medical Attendance - Police.

The provisions regarding medical benefits to which employees of the Municipal Council are entitled may be found in the terms and conditions of service. Married members of the Foreign Branch are entitled to select a medical attendant (or firm of medical practitioners) for their wives and families. They will designate such attendant on the prescribed form which is forwarded annually from the Central Registry.

Married members of the Force, absent from Shanghai when such forms are issued will obtain and fill one in upon their return to Shanghai, or, in the case of men marrying, immediately after marriage. Single members of the Foreign Branch are obliged to attend the Police Surgeons (Drs. Marshall and partners.) Upon being appointed, each member of the Foreign Branch is given a serial number, which must be quoted on all medical certificates subsequently presented to the Municipal doctors. These numbers appear beside the owner's name on gradation lists. On each occasion when a member of the Foreign Branch visits a Municipal doctor he must obtain a medical certificate from his station which must be signed by the medical practitioner concerned. (P.O. C.-5510.) See also *"Chinese Branch - Hospital Attendance" & "Sick Reports - Sikhs."*

When a member of the Force resumes duty after being absent through illness, his medical certificate must be forwarded through the officer-in-charge to the Central Registry without delay. See also *"Sick List" & "Sick Reports."*

Medical Attendance - Foreign Prisoner.

In the event of a foreign prisoner in custody at a police station requiring emergency medical treatment, the Superintendent of Hospitals or his assistant, is to be informed at once. Should neither be available, the Chinese medical officer at the Police Hospital should be informed. Arrangements may then be made for the necessary attention, or the transfer of the prisoner to a hospital.

The Superintendent of Hospitals or the Assistant Superintendent of Hospitals may be communicated with at telephone No. 12410, or at their homes after office hours. (P.O.C.-4650.)

Medical Certificates. - See *"Hospitals."*

Medical Practitioners. - Registration of

No certificate or other document ordinarily signed by a duly qualified medical practitioner permitting interment or cremation of a body, will be accepted by the Municipal Council unless signed by a person registered with the Shanghai Medical Board, of which the Commissioner of Public Health is chairman.

Registration with the medical board may be granted to any medical practitioner, dentist, or veterinary surgeon of approved professional character, who is in possession of the necessary degree, diploma or license required by his profession.

The medical board lays down regulations for the conduct of members thereof, and regarding the publishing of advertisements by them, which are published in the handbook of Municipal information of 1937 and subsequent supplements.

A list of medical practitioners registered with the medical board is published at least once each year in a supplement of the Municipal gazette, usually in the beginning of January.

Medical Testimony - Opium Habit.

When cases occur where the Shanghai First Special Area District Court requires medical testimony of the

opium habit in respect of prisoners in custody at stations, such prisoners will be sent to the Municipal Gaol.
The necessary particulars will be entered on the gaol identification card which should accompany such prisoners. (P. O. C. - 3914.)

Meetings.

Police must not on any account meet together in assembly for any purpose whatsoever, except by permission of the Commissioner of Police.
Police must not attend or take part in any political meeting or public meeting, except in the discharge of their lawful duty. The police are the servants of the public at large; not of any political party or of the advocates of any particular opinions. Whatever the individual views of police officers may be, they must not give expression to them, either on duty or off duty, or join in any act in furtherance of them, so long as they remain in the Police Force. In special cases of a non - contentious nature, permission may always be obtained. See also *"Confidential Documents"* & *"Newspapers."*

Memorials.

Nothing can be more improper or subversive of discipline than for police to seek for redress of a grievance, or the grant of an advantage or indulgence, by means of a memorial. It is the duty of every police officer to whose knowledge it comes that such a document is in contemplation, or in course of preparation, to bring the matter before a superior officer without hesitation or delay.
The just request or complaint of every individual usually meets with attentive consideration; but action akin to attempted coercion by amalgamation cannot be treated otherwise than as insubordination and must be visited by the severest punishment. (P.O.B- 1921.) See also *"Applications"* & *"Monuments."*

Memory.

Extreme accuracy is of such importance in criminal cases that police must not trust to their memories, but must enter at once in their pocket-books or diaries the particulars of all inquiries made and the circumstances attendant upon each occurrence. The statement of a prisoner in relation to the charge for which he is in custody must be reduced to writing at the earliest practicable moment and, if possible, be read over to the prisoner and signed by him. It should be taken to the trial and produced if called for.
A witness may whilst under examination refresh his memory by referring to any writing made by himself at the time of the transaction concerning which he is questioned, or so soon afterwards that the judge considers it likely that the transaction was at the time fresh in his memory. The original notes, even if copied, should never be destroyed, for cross-examination may be adversely directed to such destruction.
An expert may refresh his memory by reference to professional treatises.
Any writing so used must be shown to the adverse party if he requires it, and cross-examination may be founded thereon. See also *"Cautioning Prisoners"* *"Evidence"* *"Interrogation"* *"Notes & Notebooks."*

Mental Ward. See *"Insane Foreigners."*

Mess Regulations. (1930)

1. Messes are established for foreigners at all stations and will be conducted in a manner to be approved by the Commissioner of Police.
2. Membership of the police messes is compulsory for all unmarried Sergeants and probationary Sergeants who will pay the full monthly subscription of the mess to which they belong. Men at stations will belong to their own station messes unless they have special permission to join another.

3. The caterer or cook is responsible to the president of the mess for the general messing arrangements of the station, and for the employment of all cooks and kitchen assistants.
4. All boys will be properly dressed in long gowns or short white jackets of an approved pattern and each servant will wear a disc, with the name of the station and his number inscribed thereon at all times when within the precincts of station or mess quarters. Each mess servant will deposit the sum of $1.00 in respect of this identification disc with the officer-in-charge of the station etc., this sum to be repaid on the servant relinquishing his employment and returning the disc. $1.00 will be payable by the servant in respect of a lost identification disc.
5. All members of the mess are to appear at table, at the proper hour, respectably dressed. Meals will not be served in bed-rooms except in cases of sickness.
6. The caterer or cook will be held responsible that the meals of men absent *on duty* are kept hot until their return. Meals will not be kept for men absent through other causes.
7. Neither the caterer or cook, nor his staff may be interfered with by any member of the mess, but all complaints will be referred in the first instance to the mess president, who will endeavour to dispose of the complaints, failing which they will be referred to the officer-in-charge or if necessary to the Divisional Officer.
8. Complaints of a very urgent or serious nature may be brought to the notice of the Divisional Officer at once through the medium of the officer-in-charge.
9. Mess accounts will be paid the 3rd day of each month direct to the officer-in-charge, or his deputy, who will issue a receipt therefor.
10. A complete set of mess utensils is issued to each mess.

11. The caterer or cook will be responsible for all mess utensils and in the event of any article being lost or broken during the month it will be replaced from the police store and the replacement price will be charged against the person responsible if known. If unknown, responsibility for replacement rests with the caterer or cook. Articles rendered useless by ordinary wear and tear will be replaced from store.
12. A list of articles of crockery and hardware will be kept in each station with the price of each article annexed. Fluctuations in the prices will be notified by the Quartermaster from time to time.
13. No intoxicating liquors will be supplied by the steward.
14. Under no circumstances will the caterer or cook or any of his staff advance money to members of the mess.
15. Employment of "boys" will be restricted as follows:-
    1 boy to 2 Sergeants, 1 boy to 3 probationary Sergeants. Only one boy will be employed for one bedroom even where the occupants exceed the above stated number except with special permission.
16. All mess servants (cooks, pantry assistants, boys) must be finger printed and the finger prints forwarded to the Finger Print Bureau.
17. All changes in the staff of servants must be notified to the officer-in-charge and reasons for change stated.
    If a servant is dismissed or relinquishes his employment the Finger Print Bureau must be notified *without delay*.
18. All servants employed in stations are under the control of the Commissioner of Police for disciplinary purposes.
19. Officers-in-charge will regulate the number of persons employed as cooks and pantry assistants in accordance with the amount of work to be done.

Military Insignia. See *Appendix "E."*

Military Patrols. See *"Naval and Military Patrols" & "Soldiers & Sailors."*

Milk.

No milk is allowed to be sold in the Settlement unless it is produced by a dairy in the Settlement, or a dairy licensed by the Municipal Council, and no licensee of such a dairy is permitted to obtain any milk, cream, or other dairy produce from an unlicensed dairy, or in the case of a grade "A" dairy, from any dairy of lower classification than grade "A." The licensee may not by himself, or by any servant or agent, sell or expose for sale or be in possession of for purpose of sale:-

(a) Impure, watered or adulterated milk or cream.
(b) Milk from which cream or fat has been removed unless specially labelled.
(c) Milk that has been drawn from cows within 15 days before or 7 days after calving.
(d) Milk, cream, or other dairy produce containing chemicals or other extraneous materials or
(e) Milk which on a sample being taken at any time before delivery and upon examination is found to contain more than 200,000 organisms per cubic centimetre and/or bacilus coli in one hundredth of a cubic centimetre.

Milk must be despatched from the licensee's premises in unventilated sealed containers or bottles filled on the premises. Containers may not be of a less capacity than 2 galls. (20 lbs.) and of a pattern approved by the Commissioner of Public Health.

Bottles shall be of clear glass and approved type, closed with a suitably tight fitting disc and covered with a suitable outer cap over-lapping the pattern of the bottles and so fastened as to form a secure seal. The outer caps on bottles shall bear the name and address of the licensee's dairy, the day of production and the designation of "Grade A Milk," or

"Grade B Milk" and nothing else without the consent of the Commissioner of Public Health. The nett contents in fluid ounces must be marked or stated by means of suitable labels on all bottles, containers and receptacles used in the distribution of milk and cream.

No milk bottles may be used other than those owned by the licensee, and any bottles belonging to other dairies, or bearing the name of another dairy will be liable to confiscation.

Distributors must carry a distributing ticket of the current quarter as supplied by the Council, and dairy produce found being delivered without such a ticket is liable to confiscation.

Milk may not be heated by any artificial process other than by pasteurization carried out in accordance with methods laid down by the Commissioner of Public Health as detailed on the license.

Milk - Purchases by Sikhs.

Members of the Sikh Branch are forbidden to purchase milk from unlicensed dairies situated outside the Settlement.

Infringement of this order is a disciplinary offence and in cases of sickness traced to the consumption of this milk, medical expenses will be borne by the offender. (P.O.D. 1104.)

Misappropriation.

Misappropriation is the unlawful appropriation by servant or other person, of property held in trust on behalf of his or her master.

The offence is punishable under either Article 335 or 336 of the Chinese Criminal Code.

The offence commonly known as "larceny by finding" is also classed as misappropriation under Chinese law, and is punishable under Article 337 of the Chinese Criminal Code, See also *"False Pretences" "Fraud" & "Property Seized."*

Misconduct of Police.

The following are the most likely faults against which young police officers should particularly guard, for entries on the defaulter sheet in the first years of service will materially reduce the possibility of eventual promotion.

1. Drunkenness.
2. Drinking on duty.
3. Insubordination.
4. Disobedience of direct orders.
5. Infringement of printed orders and regulations, and of the periodical orders issued with which every police officer is bound to make himself acquainted.
6. Disrespect to a superior officer.
7. Unnecessary interference.
8. Using unnecessary violence to a prisoner.
9. Incivility or use of improper language.
10. Giving information to any person concerning orders received, or the progress of a case, without authority.
11. Conveying information, either directly or indirectly, which may delay the execution of a warrant or service of a summons.
12. Leaving a fixed point or beat improperly. Inattention on a fixed point, or not properly working a beat.
13. Neglect of duty in not taking prompt steps to secure the arrest of an offender.
14. Neglect of duty in not discovering doors and windows open at night, or the effecting of a felonious entry.
15. Neglect of duty generally.
16. Talking and gossiping on duty.
17. Soliciting a gratuity.
18. Accepting any gratuity without reporting it.
19. Absence without leave, or malingering.
20. Absence from barracks and roll call.
21. Quarrelling with comrades.

22. Unpunctuality for parade.
23. Slovenly dress and appearance.
24. Bringing in, or taking, an improper charge.
25. Taking any unusual step without authority.
26. Incurring debts.
27. Bringing discredit on the Police Force, or causing any injury to the public service in any way. See also *"Cafes"* *"Dress of Police"* *"Police Rules and Regulations"* *Appendix "A."*

Misdemeanour.

A misdemeanour is a crime or offence of lesser degree than a felony according to English law. The expression has no significance in Chinese law.

Mistakes.

Every one is liable to make mistakes even with the best intention and every desire to do right. It is always better for a police officer to make known his error before it is found out for it may not then be too late to repair the mischief. A mistake may be rectified if taken in time, but if allowed to go on, it soon becomes irreparable and perhaps culpable.

Mobilisation Orders.

Mobilisation orders are issued to all members of the Foreign Branch of the rank of Sub-Inspector and upwards.

They should be considered part of such officers' equipment, and will be returned to the Quartermaster when such officer proceeds on leave, or leaves the Force. (P.O.B.-6631.) See also *"Strength & Distribution Returns."*

Modus Operandi Section.

It is the duty of the Modus Operandi Section to keep records of all known or suspected criminals for the future reference of investigating officers.

The M.O. Section should therefore be forwarded all available information regarding known or suspected criminals and their movements, and the exact modus

operandi of each crime investigated, from which they may be able to indicate the identity of hitherto anonymous criminals.
All detectives should visit the M.O. Section and become conversant with the system.
Whenever the M.O. Section submit lists of suspects to investigating officers, they should return such lists together with a report showing results at the conclusion of the case the list refers to.
All persons arrested should be closely scrutinised for any distinguishing mark or deformity, peculiarity of gait or speech etc., and where found, such distinguishing mark or peculiarity should be mentioned on the arrest form or report regarding the case.

Modus Operandi Section - Weekly Lists.

Special notices are issued from Headquarters each week, printed in English and Chinese, giving names, and copies of photographs with details regarding habitual criminals and known prisoners who specialise in any particular form of crime, and who, upon release from gaol, may be likely to recommence criminal activities.
Supplement "A" gives their names and aliases together with a record of conviction of each prisoner released.
Each record is numbered to correspond with the modus operandi number printed under each photograph issued in supplement "B".
Two sets are issued to each station, one for the officer-in-charge and information of uniform duties, and one for the senior detective for the information of the detective staff.
When persons enumerated in the supplements are re-arrested, information will appear on notices issued the following week, the original M.O. number being quoted in each case, which will correspond with supplement "B".
Officers-in-charge will give every facility for all duties to see such notices, and senior detectives will

keep a copy on file for the information of detectives, particularly those engaged on surveillance work. (P.O.C. - 2358.)
It is better to file such notices according to the classification of crime referred to, keeping robbers separate from snatchers, and pocketpickers separate from shoplifters, so that when a complainant is being interrogated regarding a robbery for instance, he can be asked to scrutinise a file of logical robbery suspects, instead of a miscellaneous file which may prove confusing.

Mokanshan Sanatorium.

Limited accommodation is provided for municipal employees, their wives and children at the Mokanshan sanatorium, under conditions which are published by the Council from time to time.
Members of the Force proceeding to Mokanshan must be in possession of passports bearing a valid Chinese visa, and an internal travel permit.
Members of the Force who wish to avail themselves of this accommodation on short leave, are required to make reservations in advance, and confirm the same not less than 14 days prior to the date of departure. Failure to do this entails the cancellation of the reservation.
Members of the Force etc., staying at Mokanshan, who wish to use the swimming pool owned by the Summer Resort Association are required first to undergo a medical examination and pay certain fees.

Molesting Females.

Police should always be on the alert to prevent molestation of females by loafers or drunken persons. Chinese who commit such offences by violence may be charged under Article 309 of the Chinese Criminal Code, on complaint of the injured party, or, in trivial cases, under Article 52 of the Police Regulations.

Money Lenders. See *"Debt-Police Officers Incurring" and "Finance and Loan Companies."*

Monuments - in the Settlement.

Various monuments have been erected in the Settlement to the memory of notable men of the past. Police should prevent persons from defacing these monuments, and should see that beggars, hawkers and undesirables do not congregate round them. Their designation and situation is as follows:-

The Margary Memorial, erected in memory of Mr. A. Ray Margary, a British consular official, situated at the north end of the Bund Gardens.

The memorial to Frederick Townsend Ward and his "Ever Victorious Army," situated at the south end of the Bund Gardens.

The Memorial to Sir Harry Parkes, Minister Plenipotentiary 1882-5, situated on the Bund opposite Nanking Road.

The memorial to Sir Robert Hart, first Inspector General of the Chinese Maritime Customs, situated on the Bund opposite the Customs House.

The Great War Memorial, 1914-1918, situated on the Bund at the boundary of the French Concession.

The "Iltis" Memorial, situated in the grounds of the German School, on Avenue Haig at the corner of Great Western Road.

The Kawamura Memorial clock tower, situated on Robison Road at the corner of Ferry Road.

Morning States.

Officers-in-charge of stations etc. are required to forward to Headquarters each morning, a morning state.

Morning states should comprise a brief summary of all happenings of note occurring in their districts for the preceding 24 hours, ending at 6 a.m. on the day the state is forwarded.

Morning states are to be typewritten on the special form provided for that purpose, and should contain only essential facts, which should be abbreviated as much as possible.

Special reports, however, where necessary, should contain complete details regarding the matter reported upon. Inquest reports need not be entered, except where special circumstances make it necessary, or where the report refers to inquests conducted by consular officials. See also *"Correspondence Despatching" & "Strength & Distribution Returns."*

Motorcycle Patrols.

Motor cycle patrol duty must be performed at the slowest possible speed that traffic conditions permit. Officers performing this duty should keep in touch with their stations by use of the street telephones, and should make frequent stops to observe suspicious characters.

Details regarding their operations are to be recorded in daily states by officers-in-charge stations, who will use the departmental numbers of the vehicles concerned (Div. memo 65.) See also *"Motor Vehicles - Police."*

Motor Vehicle - Driving Permits.

No person may drive a motor vehicle without having first obtained a proper permit to do so. Applications for such permits must be made to the Assistant Commissioner (Traffic.)

There are three kinds of driving permits:- (1) Owner driver's, which entitles the holder to drive any motor car, (2) Chauffeur's, which entitles the holder to drive the car or cars mentioned therein, and (3) "B" permit for mechanics, which entitles the holder to drive any vehicle he is repairing. Provisional permits for (1) and (2) are also issued subject to certain restrictions as laid down under the Traffic Regulations to enable applicants to undergo tuition, and which are available for one month only.

Before a person may obtain a permanent permit, he or she must attend the Vehicle Inspection Office and pass a test as to ability to drive a motor vehicle.

Any person found driving a motor vehicle without having first obtained a driving permit should be arrested, and taken to the station, charged and allowed bail according to the schedule laid down.
All persons issued with driving permits must carry them whenever driving a motor vehicle. Persons failing to do so should be reported on a traffic offence report.

Motor Vehicle - License Conditions.

Full details of motor vehicle license conditions will be found in the file containing specimen licenses which is issued to each police station.
The following conditions are general to all licenses issued by the Municipal Council in respect of motor vehicles.
That except in the case of "trade plates" the license refers only to the vehicle in respect of which it is issued, and which is described in the application form, and the corresponding license shall not be used on any other vehicle.
That the number of the license on enamelled plates issued by the Council shall be exhibited in conspicuous positions at front and back of the vehicle; and that the figures thereon shall be maintained at all times easily legible, undefaced and unobscured by any portion of the vehicle or any object attached thereto; and that no additional number plate shall be affixed, nor any number painted on the front or back of the vehicle other than the license plates or license numbers issued by the local Chinese authorities.
The number plates issued with the license shall remain the property of the Council, and the licensee shall be responsible for their safe keeping until such time as he ceases to be the licensee, when he will cause the license plates to be returned to the Revenue Office, and he shall be responsible also for the payment of the license fee whilst the plates are registered in his name, whether the vehicle is used or not; damaged or lost number plates may be replaced by the Revenue Department on payment of $2.00.

An enamel disc of a different colour for each period of taxation bearing the number of the license shall be fixed to the plate in front of the vehicle. New discs are obtained at the Revenue Office by the licensee when paying the license fee. See also "*Motor Vehicle - Registration Plates.*"
That between sunset and sunrise the vehicle shall carry two lighted lamps in front, one on each side, so constructed and placed as to exhibit a white light visible within a reasonable distance in front, and lighted tail lamp showing a red light behind and a white light so placed as to render the number of the license clearly visible within a reasonable distance, such tail lamp to be kept free from mud, oil or other material which may tend to obscure the light therefrom. (Motor cycles carry only one light, in front.)
That where head lights only are carried in front they shall be provided with suitable means of reducing the power of the light, and within the area east of Avenue Haig at the junction of Bubbling Well Road, and west of Muirhead Road, the use of headlights will be permitted only when their full power is reduced. These and other lamps carried shall be subject to approval by the Council.
That no steel or other armour plated protection shall be affixed to the vehicle either temporarily or permanently without the written permission of the Council.
That the vehicle shall carry an instrument other than a bell or a gong, capable of giving audible and sufficient warning of approach or position, and that such instrument shall be subject to the approval of the Council.
That (except in the case of a motor cycle) the vehicle shall be fitted with a mirror of such size, and so placed, that the driver has a clear view of following traffic.
That the speed of the vehicle shall be adjusted to the traffic, more especially at street crossings or corners, at sharp curves or in narrow streets.

That proper precautions shall be taken to prevent exhaust pipes discharging in a manner as to cause annoyance to the public, and the use of a cut-out or other device providing an open exhaust is prohibited.
That the driver shall furnish to the police the earliest information possible regarding criminally suspicious conduct or movements of any person driven by him. See also "*Advertisements.*"

Freight Vehicles.

The following additional conditions are general to all licenses issued by the Municipal Council in respect of motor freight vehicles:-
That all the wheels of the vehicle shall be fitted with tyres made of rubber or other soft or elastic material approved by the Council and that if the gross weight of the vehicle does not exceed 16,000 lbs. the tyres shall be pneumatic unless the use of solid tyres has previously been permitted in a license issued for the same vehicle. The vehicle shall be fitted with efficient splash guards.
That a statement of the empty weight, the maximum freight capacity authorised by the Council and the gross weight of the vehicle, shall be painted or otherwise affixed in a conspicuous position on the near side and remain at all times legible and undefaced, and that no load shall be carried in excess of that authorised.
That the person in charge of the vehicle shall carry and produce to the police if and when demanded, a card issued by the police giving particulars of the freight capacity.
That if the gross weight of the vehicle is 8,000 lbs. or over the vehicle will be designated as a "heavy" freight vehicle, and it shall carry as a distinguishing mark, a red disc 6" in diameter fixed in front, and a red disc 2" in diameter painted on the front glass on the headlight.
Heavy freight vehicles are not permitted to make use of bridges that are closed to and are so indicated by red painted circular boards.

That the floor of the vehicle used to transport any animals shall be strewn with a proper quantity of litter or sand or other approved material to prevent slipping, or be fitted with battens or other proper footholds.
That when the vehicle is used for the transportation of animals the licensee shall not allow it to be overcrowded so as to cause unnecessary suffering to the animals.
That all meat or other slaughterhouse products except hides carried on the vehicle unless entirely concealed within a permanent cover shall be completely enclosed in a box, or adequately covered by means of a clean cloth or other suitable material.
That not more than one trailer may be drawn by any one vehicle, except where the trailer is drawn by a tractor; and the capacity of such trailer may not exceed that of the vehicle by which it is drawn.
That if any vehicle is drawing a trailer, the speed shall not in any case exceed 16 m.p.h., and if the vehicle is fitted with solid tyres, and is of a gross weight in excess of 10,000 lbs, the speed shall not exceed 16 miles per hour, and if drawing a trailer 8 m.p.h. See "*Traffic Accidents*" & "*Traffic Offence Reports.*"

Motor Vehicles, Police.

The following instructions governing the driving, use and care of police motor vehicles are issued for the guidance of all concerned:-

1. Police vehicles will only be used on official business when the use of a vehicle will result in the saving of time required for other duties, and when the work justifies such use. They must not be used for the mere convenience or comfort of individuals or on errands that do not justify the use of vehicles.
2. All drivers of police vehicles should be warned that they are subject to the traffic regulations

and that a higher standard of obedience thereto is expected from them than from civilian drivers. Correct driving signals must be given at all times.

3. No police vehicle shall be driven at a greater speed than 25 miles per hour except in cases of emergency and then due regard must be given to other traffic and the state of the road.
4. The senior police officer travelling in a vehicle will be responsible for seeing that the vehicle is driven carefully and considerately and that appropriate action is taken in any case where this is not done.
5. No person other than the authorised driver shall drive a vehicle except under orders in case of emergency when an authorised driver is not available. No one who is not in possession of a driving license shall be permitted to drive a motor vehicle in any circumstances.
6. Police officers should report improper driving of police vehicles as they would do in the case of other vehicles.
7. Drivers (C.P.C's and chauffeurs) should be instructed that the care of vehicles is an important part of their duty and they will be held personally responsible for any loss or damage incurred through neglect of these instructions and may be called upon to bear the cost of repairs or replacements in addition to any other punishment that may be awarded.
8. Drivers [illegible]
the
thor
9. Whe[illegible] drivers use the same vehicle each driver will, on taking over charge, report to the officer on Charge Room duty the [illegible] of the vehicle and acces[illegible] latter will be [illegible]

10. In no circumstances will any vehicle be driven or pushed along on under-inflated or flat tyres. In the event of a puncture the spare tyre will be substituted immediately.
11. Any defect, damage or accident, no matter how slight, incurred after taking over the vehicle, must be reported by the driver to the officer on Charge Room duty as soon as possible and the vehicle taken to the Transport Office for inspection and repair at the first opportunity.
12. No repairs, except minor punctures in motor cycle tyres, are to be undertaken by the drivers of motor vehicles; and no unauthorised person will be permitted to drive, control, tamper with, or make any adjustment to any police vehicle.
13. In cold weather when vehicles are not required at night the water will be run off and a "*No Water*" notice in English and Chinese hung on the radiator cap. Where a driver is on duty with a vehicle the water will not be run off but he will start the engine hourly, (or half-hourly if necessary,) and will report to the charge room hourly the condition of the vehicle for use. Radiator muffs must be lowered when vehicles are at rest.
14. Officers-in-charge of stations etc. will cause vehicles to be regularly inspected to see that they are kept clean and in good condition.
15. Overloading can only be excused in case of emergency and articles likely to damage a vehicle should not be carried.
16. A record shall be kept of all accidents in which police vehicles are involved and of all offences committed by drivers.
17. Motor vehicle diaries will be properly kept, checked by the officer-in-charge and forwarded to the D.O. etc., for inspection weekly. (P.O.C.-9802.) See also "*Traffic Accidents Police Vehicles Involved.*"

and that a higher standard of obedience thereto is expected from them than from civilian drivers. Correct driving signals must be given at all times.

3. No police vehicle shall be driven at a greater speed than 25 miles per hour except in cases of emergency and then due regard must be given to other traffic and the state of the road.
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5. No person other than the authorised driver shall drive a vehicle except under orders in case of emergency when an authorised driver is not available. No one who is not in possession of a driving license shall be permitted to drive a motor vehicle in any circumstances.
6. Police officers should report improper driving of police vehicles as they would do in the case of other vehicles.
7. Drivers (C.P.C's and chauffeurs) should be instructed that the care of vehicles is an important part of their duty and they will be held personally responsible for any loss or damage incurred through neglect of these instructions and may be called upon to bear the cost of repairs or replacements in addition to any other punishment that may be awarded.
8. Drivers will be held personally responsible that the vehicles of which they are in charge are kept thoroughly clean at all times.
9. Where two or more drivers use the same vehicle each driver will, on taking over charge, report to the officer on Charge Room duty the condition of the vehicle and accessories. A list of the latter will be kept in each vehicle.

10. In no circumstances will any vehicle be driven or pushed along on under-inflated or flat tyres. In the event of a puncture the spare tyre will be substituted immediately.
11. Any defect, damage or accident, no matter how slight, incurred after taking over the vehicle, must be reported by the driver to the officer on Charge Room duty as soon as possible and the vehicle taken to the Transport Office for inspection and repair at the first opportunity.
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15. Overloading can only be excused in case of emergency and articles likely to damage a vehicle

Paste the following beside para. 17.

The mileage in respect of every trip will be entered in the Station Motor Car Diary. P.O. E. 4663.

Paste the following at end of present article:

The D.C. (A. & T.R.) is responsible for the maintenance, control and distribution of all Police motor vehicles and for the distribution, control and testing of all Police drivers and chauffeurs. (P.O. E 2952)

Involved."

Badges - Officers' Cars. Badges bearing the letters "S.M.P." may only be used on motor vehicles owned by the Commissioner and Deputy Commissioners of Police. Such badges are carried for identification and emergency purposes only. Under normal conditions the vehicles using them must conform to traffic regulations etc. the same as other users of the road.

Motor Vehicle - Registration Plates.

Every motor vehicle used on public roads in the Settlement must carry registration plates as mentioned under the heading of "*Motor Vehicle - License Conditions.*"

In addition to the registration plates, most vehicles using public roads must also carry a small disc which is issued quarterly or half yearly, according to the license conditions, to show that the Municipal tax in respect of such vehicle has been paid for the current period.

The following is the description of the various types of license plates in use in the Settlement.

Private Motor Car. Rectangular plate, bearing white figures on a black background. Tax disc changeable half yearly. Valid in the French Concession.

Public Motor Car. Rectangular plate, bearing black figures on a white background. Tax disc changeable half yearly. Not valid in the French Concession, for which another disc must be obtained on payment of French Concession taxes.

Motor Vehicle Trade Plate (S.M.C.) Rectangular plate, bearing white figures on a red background. Tax disc changeable half yearly. Valid in the French Concession.

The French Municipal Council issue similar trade plates which bear blue figures on a white background prefixed by the letter "F" in the centre, the ends of the plate being blue and red respectively. They are valid in the Settlement.

Motor Vehicles-Overloading. See Divisional Memo No.241

Private Motor Freight Vehicle (including private motor bus, charabanc or hearse.) Rectangular plates, bearing white figures on a black background. Tax disc changeable quarterly. Valid in the French Concession.

Public Motor Freight Vehicle. Rectangular plate bearing black figures on an orange background. Tax disc changeable quarterly. Not valid in the French Concession for which a separate disc must be obtained on payment of French Concession taxes.

Motor Ambulance or Inoculation Truck. Large rectangular plates, bearing black figures on a white background, prefixed by a Geneva cross. Tax disc changeable half yearly. Valid in the French Concession Plates issued by the French Municipal Council are similar. The S.M.C. issues serial numbers from 1 to 50 whilst the F.M.C. issues serial numbers from 50 upwards.

Motor Car Used By Diplomatic Corps. Rectangular plate bearing white figures on a black background and the word "*Special*" at the top of the plate. The French issue a plate identical in shape and colour, the only difference being serial numbers. S.M.C. serial numbers being from 11 to 35 and 61-85. F.M.C. serial numbers being from 1 to 10 and 36-60. Valid in French Concession. No disc required. These plates do not confer any priority or special privileges, but it should be borne in mind that they are only issued to accredited emissaries of various governments

Defence Force Motor Vehicle. Oval plate bearing black figures on a white background, and the letters S.D.F. on top of the plate. The F.M.C. issue a plate identical in shape and colour, the only difference being that the F.M.C. plate bears the letters D.F.C. instead of S.D.F. No disc required. Valid in French Concession.

Motor Vehicle - Reports Re. See "*Traffic Offence Reports.*"

Motor Vehicles - Thefts From.

All police on duty at or near places of amusement or motor vehicle parking places must constantly guard against the theft of accessories or other articles from vehicles left unattended. Motor car accessory thieves direct especial attention to dashboard clocks and other gadgets easily removed by use of a screwdriver. Care should also be taken that no other damage is done to vehicles during the absence of their owners. Any person found in or loitering near an unattended motor vehicle, who is unable to give a satisfactory account of himself should be taken to the station for further investigation.

Motor Vehicles - Theft of.

When the theft of a motor vehicle is reported at a police station, the officer on Charge Room duty must immediately circulate all available details to all stations and the French Police, and a copy of the report should be forwarded by the investigating officer to the Assistant Commissioner (Traffic.)

The number and description of the stolen vehicle must also be immediately circulated by street telephone to all men then on duty, and be communicated verbally to all men subsequently parading for duty until the message is cancelled. Section commanders will see that the numbers of all such vehicles are legibly entered in the notebooks of men parading for duty.

The responsibility for cancelling such messages rests with the station which circulates them.

Any police officer who locates a motor vehicle which has been reported stolen, or used in the commission of serious crime, will see that a guard is placed upon it, to ensure that no finger prints or other clues are obliterated by members of the public or police, as mentioned under the heading of "*Finger Prints-Vehicles Used In Serious Crime.*" He will then report the matter to his station which will inform the station which circulated the information.

As motor cars are frequently used in the commission of serious crime, all duties should be constantly on the alert to investigate motor cars seen waiting in the vicinity of residences and offices of influential Chinese. (P.O's.C.-1487 and 2839.)

When detectives are investigating the alleged theft of motor vehicles, they should enquire whether such vehicle is fully paid for, as agents of garages and finance companies often seize vehicles on public streets because of installments being unpaid. (P.O.B. -7825.) See also items under the headings of "*Bail*" "*Council Employees*" "*Electric Torches*" "*Mail Lorries*" "*Traffic*" "*Traffic Accidents*" & "*Traffic Reports.*"

Mud.

Mud may not be removed from creeks or foreshores without a permit first obtained from the Public Works Department. An additional permit obtainable from the Public Health Department is required between May 1st and September 30th.

Municipal Council. See "*Council.*"

Municipal Chinese Doctors.

The services of the Municipal Chinese doctors should be obtained by the police in all cases of suspicious death of a Chinese, or in the case of a member of the Chinese Branch of the Force too ill to be removed to hospital, or in any Chinese case where medical testimony is required.

Municipal Foreign Doctors.

In all cases of the death of a foreigner coming under police notice where death is not obviously due to natural causes, one of the police surgeons (Dr. Marshall and partners) should invariably be summoned, irrespective of the nationality of the deceased person. See also "*Death - Unnatural.*"

Municipal Employees - Insurance - Prosecution of - Etc.
See "*Council Employees.*"

Municipal Holidays.

The following holidays adopted by the Council are published for the information of members of the Force. When such holidays fall due, the date will be published in the Municipal Gazette, and police orders:-

New Year	Two days
Chinese Spring Festival (New Year)	Three days.
Easter	Three days.
Birthday of Confucius.	One day.
Summer (Dragon Boat) Festival	One day.
Summer (First day of Bank Holiday)	One day.
Chinese Mid-Autumn Festival	One day.
Anniversary of the Republic of China	One day.
Birthday of the late Dr.Sun Yat Sen	One day.
Christmas	Two days.
Race days (At the discretion of Heads of Departments one half day each Spring and Autumn race meetings.)	One day.
	Maximum - seventeen days.

Municipal Investment Bank. See *"Savings Bank."*

Municipal Library. See *"Public Library."*

Municipal Property Returns.

Details regarding all municipal property on charge at stations etc., will be entered up on special forms sent to officers-in-charge of stations etc at the end of each quarter. One copy of the form will be forwarded to the Quartermaster when completed, and the other will be retained at the station for future reference. Members of the Force should treat public property as carefully as if it belonged to themselves, especially in the case of police motor cars and motor cycles, as in all cases wherein carelessness is proved against persons using such property, they are liable for the full cost of such repairs as may have been rendered necessary. (U.B.O.-259.)

Municipal Posters. See *"Proclamations."*

Municipal Rates and Taxes. See *"Rates and Taxes."*

Municipally Owned and Leased Premises - Repairs to.

The Public Works Department is responsible for all repair work and maintenance of the electric, heating, and water services of all municipally owned premises. No instructions of any kind are to be sent direct to utility companies in respect of repairs to such premises. In the event of urgent repairs being required, the Chief Engineer, P.W.D. workshops, telephone No. 13469 should be informed. When *urgent* repairs are required out of office hours, one of the persons mentioned in P.O.D.-2156 or subsequent amendments should be communicated with by telephone.
Employees of the P.W.D. will not be called upon to effect repairs at night unless the matter is really urgent.
When repairs have been satisfactorily effected the fitter's work card must be signed by the officer ordering the work to be done, or his deputy.
The member of the Force signing the card for work completed will be responsible that a requisition is made out and forwarded to the Quartermaster, with an endorsement in *red ink* to the effect that this requisition is in respect of an urgent call to the P.W.D. (P.O.D.-2156.) See also *"Police and Leased Quarters."* The above does not refer to leased married quarters.

Murder.

Murder is unlawful homicide with malice aforethought.
In cases of supposed murder there are five things to be proved:-

(a) That some definite person is dead (unless the act of killing was witnessed, when the murderer could be tried and convicted although the name of his victim was unknown.)

(b) That the death was due to some unnatural cause.
(c) That death took place within a year and a day of the commission of the fatal act.
(d) By whom the death was caused.
(e) That it was caused by the unlawful act of the accused with malice aforethought.

The procedure to be followed on the finding of the body of a person who has apparently been murdered is fully dealt with under the heading of *"Death - Unnatural."* but too much emphasis cannot be laid on the importance of strict attention being paid to details in such cases, and to the keeping of minute memoranda by investigating officers.

In a celebrated case, the enquiry was much thwarted by the limbs having been shaken out of a receptacle in which they were contained, and the consequent impossibility of subsequently ascertaining what relation a scrap of paper bearing a date bore to the body, whether it was so near it to have been probably laid there by the murderer, or simply blown in by the wind. See also *"Dead Bodies"* *"Death"* *"Exhibits For Analysis"* & *"Manslaughter."*

Musketry Practices.

Members of the Force are periodically required to attend musketry practices at the Training Depot or the Rifle Range, when instructed by police order, when the following instructions will be observed.

Private ammunition or ammunition issued by stations to those attending will not under any consideration be fired at such practices. The training staff will be responsible that this is strictly observed.

On arrival at the range, issue ammunition will be taken from magazines and only replaced on completion of the course, care being taken that it is not mixed with practice ammunition.

All members of the plain clothes branches of the Force carrying weapons with unpinned safety catches will be exercised and required to pass a test in the use of the safety catch.

Foreign members of the Force of the rank of Inspector and above who find it inconvenient to attend the routine pistol practices may make arrangements direct with the Musketry Instructor, to attend at a time convenient to all concerned.

It is essential that every weapon should be fired at least once a year, and members of the Force with a personal issue weapon who are unable to attend *one* practice during the year, will return their pistols to the Armoury with a memo to that effect, where it will be overhauled and tested.

Members of the Force who neglect to carry out these orders, accept the responsibility that their pistols and magazines are in an effective condition. (A.A.O. No. 17.) See also *"Range Rules."*

Mui Tsai. See *"Slave Girls."*

Muzzling Dogs. See *"Dogs - Rabid."*

Names - Chinese. See *"Interpreters" & "Nomenclature."*

Narcotic Section.

The Narcotic Section (C.7) exists for the purpose of suppressing the supply, sale, use and transportation of opium and other narcotics. Whenever information regarding narcotics is received at a police station which is not in a position to properly investigate such information, it should be passed to the officer in charge narcotic section, who possesses the required staff and facilities.

The officer in charge of the narcotic section should also be informed whenever large plants for the manufacture of narcotics are discovered, and should be given every opportunity to examine the plant and machinery before it is disturbed. He may also be called upon whenever advice is required regarding the seizure of narcotics.

When members of the Narcotic Section conduct raids in any police district, they will first call upon the officer-in-charge of the district for assistance and co-operation, and all reports in connection with the case will be filed at the station concerned. (P.O.C.-3180.) See also *"Japanese Residents." -and Raids".*

Narcotic Returns. See *"Opium Returns" & "Rewards."*

Narcotics. See also *"Drugging."*

Nationality - of Accused. See *"Jurisdiction - Consular."*

Nationality - Polish.

When persons under arrest state themselves to be of Polish nationality, confirmation of this should be obtained from the Polish Consulate before they are so designated on charge sheets. etc. Persons of Polish nationality are never designated by their patrimonial name.

Naval and Military Arrests.

Members of foreign navies or military bodies arrested by the police should be handed over to the

officials having authority over them as expeditiously as possible, together with a report or statements containing reasons for their arrest.

British:- In the case of British naval or military personnel they should be handed over to the military police, and not to members of their own, or any other unit.

The police officer handing such prisoners over will forward a memo by the N.C.O. in charge of the escort to the D.A.P.M. outlining the reason for the arrest being made.

A Police report and written statements will be forwarded to the D.A.P.M. as soon as possible. The office of the D.A.P.M. is situated at Tifeng Road Camp, telephone No. 30070, (or through C.C.R. Force Exchange No. 47.)

U. S. A. - Personnel of the United States Navy will be handed over to the U. S. Naval patrol, the office of which is situated at the Navy Y. M. C. A. Szechuen Road, telephone No. 16904.

Personnel of the United States Marines will be handed over to the U. S. Marine Corps patrol, which is situated at No. 1226 Sinza Road, telephones, (patrol) No. 30230, (Provost Marshal) No. 34050. (P.O.C.-7594.) See also *"Naval & Military Patrols" & "Russian Unit, S.V.C."*

Naval and Military Insignia. See *Appendix "E."*

Naval and Military Patrols.

Foreign naval and military patrols should not be interfered with by the police except under unusual circumstances, and then only if found committing a serious offence. This refers mainly to American, British, and Japanese patrols, although patrols of other nationalities operate from time to time. If trouble is experienced with naval or military patrols on duty, the police station should be telephoned and foreign assistance immediately despatched to the scene.

Names - Chinese. See "*Interpreters*" & "*Nomenclature.*"

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Procedure of dealing with unrecognized foreign drug addicts. See "FOREIGN DRUG ADDICTS" page 220:

Narcotic Returns. See "*Opium Returns*" & "*Rewards.*"

Narcotics. See also "*Drugging.*"

Nationality - of Accused. See "*Jurisdiction - Consular.*"

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As a general rule, soldiers and sailors carrying arms are on duty, and the greatest care must be exercised in dealing with them in order to avoid international incidents.

Many naval and military patrols wear coloured armlets denoting that they are naval or military police, to whom the civil police should turn for assistance whenever required. (P.O.B-7914.) See also previous item.

Japanese. - Special instructions are laid down as follows in respect of police procedure in regard to personnel of the Japanese Naval Landing Party patrols.

1. The police should not interfere with armed members of the Japanese Navy.
2. The police should not, as a rule interfere with unarmed members of the Japanese Navy, and should not arrest and take them to a police station, even if they are involved in an incident in which it may be necessary for the police to institute enquiries.
3. Accordingly, the Municipal Police should act as follows should they witness or receive information of, or a complaint of, or be called on to deal with an incident in which a member or members of the navy are concerned:-

(a) The nearest naval patrol office should be immediately informed by telephone through the police station of the incident, and the member or members of the navy involved should be made over to the Japanese navy patrol or such other authorised person or persons on their arrival on the scene.

If a naval patrol or Japanese naval officer or officers of and above the rank of warrant officer (according to circumstances petty officers are to be included) happen to be in the vicinity of the scene, the naval party concerned should be made over to them. If an incident occurs in

the vicinity of a naval office. the communication should be made direct without delay.

Direct communication by telephone may be made from Hongkew stations.

(b) In the case of an incident in which it appears that the member or members of the navy concerned are in danger of injury, or are inflicting injuries on the other party and it is necessary to adopt preventative measures, the Municipal Police should, with a view to providing protection, immediately intervene to stop the affray, and in accordance with (a) communicate as quickly as possible with the nearest naval patrol office through a police station or directly, and hand over the member or members concerned to a Japanese naval patrol or such other authorised person or persons on their arrival on the scene.

(c) Trivial affairs (such as trouble with ricsha coolies) should be dealt with by Municipal Police officers at the scene of the trouble and the matter should subsequently be reported to to the nearest naval patrol office.

(d) When an incident occurs involving a member or members of the Japanese Navy, the Municipal Police should examine the civilian party and other civilian witnesses and should, if requested by the naval authorities furnish a report of the results of such examination.

(e) If circumstances as set forth in 3 (a) and (b) should arise, the examination of the member or members of the Japanese Navy concerned should be conducted by the Japanese naval authorities who will, if requested by the Municipal Police, furnish an account of the results of such examination.

(f) In the case of incidents involving a member or members of the Japanese Navy, except in the case of incidents as mentioned in (c,) the naval authorities will take steps to follow up enquiries

immediately at the scene if circumstances permit. The Municipal Police should co-operate with the naval authorities to the fullest extent.

Neatness.

Neatness should be a point of study for every police officer, as much in his own person and clothing as in the police station in the official reports he has to make and the books he has to keep. See also *"Dress of Police"* & *"Erasures."*

"Near-Side."

When the "near side" of a vehicle is referred to, it means the left hand side from the driver's point of view. The right hand side is termed the "off side."

Necessity.

An act which would otherwise be a crime may be excusable if done only to avoid consequences which would otherwise have inflicted irreparable evil, and provided that the act was absolutely necessary both in its origin and it's degree.

Neglect of Duty.

Every police officer guilty of any neglect or violation of duty is liable to disciplinary action. See *"Misconduct of Police"* and *Appendix "A."*

Negligence - Cowardice.

In the case of any member of the Force being accused by another of negligence or cowardice full statements should be taken, read over and signed by the witnesses.

Negligently Causing Death. See *"Accidents - Industrial"* *"Culpable Negligence"* & *"Manslaughter."*

Newspapers.

Individual police officers must not on any account give any information whatever to representatives of

the press relative to matters within police knowledge or to duties to be performed or orders received, or communicate in any manner either directly or indirectly with editors or reporters of newspapers on any matter connected with the police service, without express and special authority.

The slightest deviation from this rule may completely frustrate the ends of justice and defeat the endeavour of superior officers to advance the welfare of the public service. Individual merit will be invariably recognised in due course; but officers who without authority give publicity to discoveries tending to produce sensation and alarm show themselves to be wholly unworthy of their position.

Information considered to be of public interest may be given to the press only by officers in charge of departments, officers-in-charge of police stations, or their deputies; and reporters or others enquiring for details about cases under investigation etc., should be referred to them, or to Police Headquarters, where they will receive attention. (P.O.B-5039-C-8.)

Officers-in-charge of stations will give instructions that reports in brief detail of all important occurrences, including serious crime, serious accidents and serious disturbances, are to be transmitted by teleprinter to the Communication Control Room as soon as convenient. In a general way, it may be considered that any occurrence in a public street is of public interest, and an outline furnished by the police may prevent incorrect reports in the press.

On receipt of such messages, the officer on duty in the Communication Control Room will cause two copies to be made, and will post one copy on the police news board outside the Central Station Traffic Office, and send one copy to the office of the Commissioner. In the cases where it is considered necessary to withhold reports from publication, officers-in-charge when submitting the report will add the words *"NOT FOR PRESS."*

The following reports should be withheld from publication:-

(a) Where publication may impede the progress of police enquries.
(b) Reports detrimental to public morals or safety.
(c) Reports which may injure individual reputation or offend national susceptibilities.

Details of investigation into cases of crime should not be divulged whilst under investigation, and until the case is tried in open court. (P.O.D.-2553.) See also "*Confidential Documents.*"

Newspapers - Unregistered - Sale of.

Vendors of any unregistered Chinese newspaper, should be taken to the police station, where, after being informed that the paper is unregistered, they should be cautioned and released. Lists of the names and addresses of all registered and unregistered newspapers are issued periodically, and when in doubt regarding any newspaper, enquiry should be made of the Deputy Commissioner (Special Branch.)

Noises at Night.

Complaints are often made of the noises made by foreigners singing, ricsha coolies and news vendors shouting, and other unnecessary noises etc, in the streets during the night. A civil admonition from the police on duty is almost invariably sufficient to stop disturbances of this nature. Constables will be held responsible for noises occurring on their beats. The police will see that coolies at work do not make any unnecessary noise, and are to use their best endeavours to prevent noises such as coolies shouting at each other or quarrelling, more especially at night. Hawkers should be arrested if they persist in crying out their wares or beating bamboos etc, in the neighbourhood of better class residences, and coolies should not be allowed to "singsong" when carrying heavy loads in the streets.

Nomenclature.

A list is posted in each police station showing the designation in English, with romanisation and Chinese characters, of the various ranks and branches of the Force. (P.O.C. 2009.)

All use of designations of members of the Force above the rank of Sergeant will be confined to the rank, the national prefix being omitted. Chinese or Japanese Sub-Inspectors, etc., will be therefore known as Sub-Inspector so and so, national prefixes being used only where men are known by their numbers. e.g. C.P.C.44 or J.D.C.55 (P.O.C.-6251.) See also "*Interpreters.*"

Notebooks and Notes.

All police officers should carry a pencil and a notebook, but should never use a notebook of the loose leaf variety.

Entries made in notebooks should be brief and to the point, long words are unnecessary except in the case of technical expressions.

All events relative to an enquiry or complaint should be noted in proper order, with exact times, dates, and places, and from these a police officer may always refresh his memory prior to entering a witness box.

Notes made at the time of, or soon after an occurrence or criminal enquiry may be referred to when giving evidence, but the practice is not desirable, as the opposite party has a right in such case to examine them, and to cross examine upon their contents. Such notes should never be destroyed until of no further use, and should never show erasures. (See "*Erasures.*")

A police officer's notes should always be in his pocket, as it would be very unwise to be unable to produce them if called upon to do so in court or at any other enquiry. See also "*Memory*" & "*Taking Notes.*"

Nuisances.

A common nuisance is an act not warranted by law, or omission to discharge a legal duty, which act or omission obstructs, causes damage, or inconvenience, to the public.

Any person is liable to summary arrest and prosecution who commits in any street or public place any act which properly comes within the meaning of the word "nuisance" in it's usual interpretation. (See Bye-law 36.)

Care should be taken to differentiate between nuisances of a private and public nature. The police should only be the complainants in offences that constitute definite public nuisances, but there is no objection to complaints of a private nature being brought to the notice of persons causing the nuisance. Attention should be directed to courts, lanes, alleyways, and other places where the drainage is neglected, where dead animals are found lying, or where any accumulation of decayed vegetable matter, offal, or filth is collected.

Every person who in any street or public place does any of the following acts is liable to a penalty and should be summoned, if, after caution, the act is repeated.

(a) Throws or lays any dirt, litter, or ashes or any carrion, fish, offal or rubbish in any street or thoroughfare; or throws or causes any such thing to fall into any sewer, pipe, drain, well, stream, water-course, pond or reservoir for water.

(b) Removes or carries along any thoroughfare any nightsoil or other offensive matter in any carriage or bucket not having a proper covering; or who wilfully or carelessly slops or spills any such offensive matter in the removal thereof, or who does not carefully sweep and clean every place in which such offensive matter shall have been placed, slopped, or spilled.

(c) Commits or causes any nuisance in the vicinity of any public urinal, or who does not decently adjust his dress before leaving the same, or who lays, causes or occasions any filth or nuisance in or upon the floor, wall or other parts thereof; or who does not use the same in a proper, decent or becoming manner.

(d) Throws or places garbage or refuse of any kind upon any of the public roads at any time.

(e) Throws or casts from any house or other place any water, soil, dirt, filth or any offensive matter or thing into or upon any street or court, ground or place. If the person committing the offence cannot be discovered the occupier of the room or house from which it is thrown is liable.

(f) Keeps any swine, or places or keeps any offensive matter in any house or in any enclosure or open ground so as to become a common nuisance.

(g) Beats or shakes any carpet, rug, or mat, except door-mats before 8 a.m. See "*Carpets.*"

(h) Throws or lays any dirt, litter, ashes or offensive matter on any street, except sand or ashes in time of frost to prevent accidents, or litter to prevent the freezing of pipes or noise in case of sickness, provided they are removed as soon as the occasion ceases.

(i) Allows any offensive matter to run into any street.

(j) Keeps a pig-sty to the front of any street.

(k) Fails to keep sufficiently swept and cleansed all footways and watercourses adjoining the premises occupied or owned.

(l) Leaves open, to the danger of passengers in any thoroughfare, the entrance to any vault, cellar, or underground room, without a sufficient fence or handrail, or a light after sunset.

(m) Leaves the covering of any such vault or cellar defective without taking the above precaution

to warn and prevent persons from falling thereinto.

(n) Sets up any projection or blind from any window or other part of a house or shop, or exposes anything for sale so as to hang over any carriageway or footway, and to cause any annoyance or obstruction. See *"Land Regulations & Bye-laws" Appendix "B."*

Numerals - on Uniform.

The numerals of police on uniforms must not be concealed in any way. They are worn for the purpose of reference and identification; and persons wishing to take or ascertain the number of any Sergeant or Constable must not be obstructed. If the number is asked for, it should be given immediately.
Nothing looks worse than dirty or badly fitted numerals or buttons; a slovenly dressed police officer loses prestige with the general public and gives a bad impression of the Force in general.

Oath.

An oath is the vow that witnesses are required to swear to the evidence they give in a court of justice as an outward symbol that they are about to speak in the presence of God.
A witness has nothing to fear in cross-examination if he really desires to speak only the plain truth. He should take care he understands the question, weigh well each answer before giving it, be cautious never to speak positively as to dates or persons if there can be the smallest shadow of a doubt, well considering how solemn a thing an oath is, and resolve to give his evidence without malice or personal motive. See also *"Affirmation."*

Obscene Language.

According to Chinese law, any person who uses indecent language or commits indecent conduct on a highway or public place renders himself liable to punishment under Article 45 of the Police Regulations. Before resorting to extreme measures, the offender should be advised to desist. See also *"Abusive Language" and "Altercation."*

Observation. See *"Keeping Observation."*

Observation Kennels. See *"Dogs."*

Obstruction.

Any person who shall expose anything for sale upon, or so as to hang over, any carriageway or footpath or on the outside of any house or shop or who shall set up or continue any pole, blind, awning, line, sign-board or any other projection, from any window parapet or other part of any house, shop or other building, so as to cause annoyance or obstruction in any thoroughfare, is liable to a fine.
Any person who shall lay down materials upon the streets or pavements for building or repairs, or alterations, or shall disturb the pavement, curb-stones, or materials of any foot or carriage way, or

pile up shop shutters, without having previously obtained the sanction of the Municipal Council; or who omits when any such materials are laid down, or the thoroughfare is obstructed with consent of the Municipal Council, to keep a lamp or lamps burning at the place from sunset to sunrise, is liable to a fine. Coolies carrying long poles, either on their shoulders, or on carts in a careless or dangerous manner, are to be arrested and if necessary charged.

Every person wilfully causing any obstruction on any public footpath or thoroughfare or crossing, by means of any cart, carriage, sledge, truck or barrow, or any horse or other animal, may be summoned (or apprehended if not known,) and is liable to a fine; and, similarly, if, after being made acquainted with the regulations framed for regulating the route of horses, carriages, carts and persons, on any public occasion, such person wilfully disregards them, or does not conform thereto, he is liable to a fine.

Persons who wilfully, and after caution, continue to cause an obstruction in the public streets, are further guilty of behaviour whereby a breach of the peace may be occasioned, exposing them to arrest and an additional penalty. See also *"Sunshades" & Bye-law* 24, *Appendix "B."*

Obstruction of Justice or the Police.

Every person commits an offence who obstructs, or in any way interferes with the execution of any legal process, or obstructs any police officer in the execution of his duty.

The giving of information that a warrant is about to be applied for or has been issued against a particular person, comes within the former definition if it's execution is in the smallest degree thereby delayed. See also *"Conspiracy."*

Occurrence Book. See *"Cells" "Charge Room Duty" & "Crime Diaries."*

Offences Against Personal Liberty. See *"Abduction" "Coercion" "Intimidation" "Illegal Detention" "Illegal Searching" and "Slave Girls."*

Offences Against Personal Secrets. See *"Betraying Secrets" & "Libel."*

Offences Against Public Morality. See *"Assault - Indecent" "Brothels" "Disorderly Houses" "Indecent Acts" "Prostitutes" & "Rape."*

Offences Against the Republic of China. See *"Communists" "Interrogation" and "Political Affairs."*

Offensive Weapons. See *"Dangerous Weapons."*

Official Books & Forms. See *Appendix "G."*

Official Visits.

All official visits paid to the different stations by officers of the Police Force, members of Council, consular officers, officers of the Council, etc., are to be entered in the occurrence book and (with the exception of the visits paid by the officers of the Force,) noted on the morning state.

Off Side. See *"Near Side."*

Omnibus Passes. See *"Bus Passes."*

Omnibus Routes. See *"Bus Routes."*

Opinions.

The "opinions" of witnesses are rarely receivable in evidence, even in the case of medical persons and scientific experts, who should endeavour rather to point out facts and let the jury form their own opinion thereon.

Opinions can usually be combated; so it is dangerous to give expression to an opinion in the witness-box; it is equally unwise for police to give any definite opinion to persons aggrieved as to the motive for committing the crime, the method of it's commission, and it's authors.

Police should listen to other people's opinions and their reason for them, forming their own private conclusions. See also *"Witnesses."*

Opium Habit. See *"Medical Testimony."*

Opium Returns.

Officers-in-charge of stations will submit monthly returns of all seizures of narcotics or paraphernalia not made subject of a F.I.R. or miscellaneous report on special forms for that purpose,

Senior detectives will forward reports referring to narcotic cases to the Narcotic Section when finally disposed of by courts, for record and return. (P.O.D. -7387.)

Opium Rewards. See *"Rewards."*

Opium Seized.

All opium or other narcotics seized or coming into the possession of the police, must be carefully weighed, sealed, and chopped with the chop of the officer on Charge Room duty, before being entered into the detained property book or on charge sheets.

Orders.

All lawful orders of a superior officer must be immediately obeyed - without hesitation or delay. If a subordinate has any ground for complaint, it can only be preferred or attended to after the order has been obeyed. See also *"Constables" "Disobedience of Orders"* and *"Misconduct of Police."*

Ordure - Removal of.

Ordure removal coolies are under the control of the Public Works Department. Ordure and house refuse should be ready for removal before 6 a.m. in summer, and 7 a.m. in winter.

Ordure coolies are entitled to charge residents up to 40 cents per month for their services.

Organisation.

The efficient working of police stations depends upon the organising ability and general knowledge of police work of the officer-in-charge, and it is his duty to see that his subordinates perform their allotted work efficiently. His organisation should be such

that he can give personal attention to both inside and outside police work, making use of his deputy and senior officers in such a way that they are held responsible for some definite work, and so receive the training essential to fit them for higher ranks. See also *"Charge of Stations"* & *"Police Administration."*

Ownership - of Property.

Where property in possession of the police is claimed by any person whose ownership appears in the least open to question, he should be either called upon to prove his title by documents or satisfactory evidence, or else apply to a magistrate. See also *"Derelict Property" and "Disputed Ownership of Property."*

Pamphlets.

All pamphlets seized by the police, of a reactionary or political nature, not subject of a charge, are to be forwarded together with a special form containing brief details to the Special Branch. Samples of such pamphlets will also be forwarded together with a copy of the report in cases where persons are charged. (P.O.C. -4661.)
In the case of distributors of such pamphlets being arrested by members of the public or Shanghai Defence Force, such persons must be taken to the police station immediately such a request is received. See also *"Political Affairs."*

Parades. See *"Chinese Branch-Defaulter Drills" "Depot" and "Drill & Parades."*

Parading For Duty. General Instructions.

Police must parade for duty at least five minutes before the hour named, with all their clothing and appointments clean, properly dressed and ready for duty.
Men parading for duty at stations should never be permitted to go to their beats or posts without some instructions concerning their work, either general orders or special instructions, and the officer-in-charge of the station should organise in such a way that officers engaged on outside supervision parade with their men going on and coming off duty.
A register will be kept at each station, wherein should be recorded all matters requiring constant or special attention for the information of men parading for duty.
Area and section commanders usually send out duties, but the officer on Charge Room duty is responsible that they parade for duty properly, receive proper instructions, and are marched from the station in a disciplinary manner. He is also responsible that duty books are properly made up and all essential beats are covered.

Police going on duty in crowded districts may march two deep. See also *"Drill and Parades."*
It is a serious offence for police to leave a post or beat before being relieved.

Parading For Duty - Arms Instructions.

The following instructions issued regarding parading on duty and off duty with firearms, must be strictly adhered to.
Foreigners - On duty. (.45 Colt automatic pistols.)
Having drawn a pistol and magazines from the armoury,

(1) Keep the pistol pointing to the ground,
(2) Work the slide,
(3) Press the trigger,
(4) Examine the magazines and see that there are six rounds in each,
(5) Insert the magazine properly and ensure that it is latched.
(6) Place pistol in the holster and button down the flap.

Foreigners - Off duty.
Remove the pistol from the holster and

(1) Keep it pointing towards the ground,
(2) Remove the magazine,
(3) Work the slide,
(4) Press the trigger.

Hand the pistol and magazines in to the armoury. (A.A.O. No. 19.)
Chinese - On duty. (.380 Colt automatic pistols.)
Having drawn a pistol from the armoury,

(1) Pass the loop of the lanyard over the head and around the neck under the collar of the tunic or raincoat, and allow it to hang direct to the weapon. (the above refers to winter uniform only.)
(2) Keep the pistol pointing towards the ground, work the slide, press the trigger and place the pistol in the holster.

(3) The senior Sergeant will see that each magazine is charged with six rounds, and when the order is given for the men to "fall in" he will hand each man two charged magazines.
(4) Constables will examine the magazines to see that there are six rounds in each, and when the order "magazines in" is given, will insert a magazine without removing the pistol from the holster.
(5) Fasten the flap of the holster.
(6) The senior Sergeant will examine all pistols to see that the magazines have been properly inserted.

Chinese - Off duty.

(1) On the command "fall in" the men will line up in single rank and remove the magazine from the pistol without removing the pistol from the holster.
(2) They will then hand their magazines to the senior Sergeant who will see that each man returns the correct amount of ammunition.
(3) On the command "unload" the men will remove the pistol from the holster and keeping it pointing towards the ground, will work the slide and press the trigger.
(4) In cases where it is considered necessary for the men to fall in in two ranks, the rear rank will be ordered to "about turn" before the command "unload" is given. (A.A.O. No.18.)

Sikhs - on duty. (with Webley revolvers.)

The loading and unloading of revolvers issued to Sikhs will be under the supervision of the senior Havildar or Naik, who will see that the correct number of rounds is issued or returned when parading on or off duty.

Revolvers issued to members of the Force will have a lanyard attached which will hang direct to the weapon carried.

When loading, the barrel will always be pointing towards the ground. Break the revolver by pressing

on the barrel catch with the right thumb, bringing the body of the revolver back towards the right. Insert the cartridges in the cylinder and close the revolver by bringing the body up to the barrel.

Sikhs - Off duty.

When unloading, with the barrel pointing towards the ground, hold the revolver in the left hand, finger and thumb around the cylinder. Break by pressing the barrel catch with the right thumb, open slowly and allow the ammunition to slide out on a desk or table. The closing of revolvers without easing the barrel catch in the above manner is strictly forbidden, and is likely to break the barrel catch spring.

When loading or unloading, the hammer must never be cocked, and the finger must be outside the trigger guard.

Musketry instructors will always cover the hammer of revolvers with a leather washer when instructing at "snapping" practice. (A.A.O. No 21.) See also *"Firearms - Carrying on Duty."*

Parks. See *"Gardens-Undesirables."*

Passage of Chinese Troops through the Settlement. See *"Troops."*

Passports.

Members of the Force proceeding up country by rail or houseboat must be in possession of passports, properly visaed, and travel permits issued by the Chinese authorities. The latter cost $1.00 each. Those intending to take guns or rifles should see that it is so endorsed in order to avoid unnecessary trouble. Passports are required to travel anywhere outside a radius of 30 miles from Shanghai. (P.O.B-9563.) See also *"British Subjects - Registration."*

Pasteur Treatment. See *"Dogbites - Treatment of."*

Patrol Sergeants. To visit P.W.D. Watchmen.

Sergeants and probationery Sergeants on patrol duty at night will visit all P.W.D. watchmen on their sections according to schedules prepared by P.W.D. Inspectors and handed in to stations.

They should enter any breach of duty on the watchman's sheet, and see that the lighting on the various works is adequate, that none of the lamps are out, and that the various works are properly protected. They should also note whether the patrolling foreman is stamping the watchman's sheets regularly and visiting the various works in hand.

Any subsidences or holes in roads or footpaths not previously reported by watchmen, should be reported to the station and steps should be taken to have danger lamps placed at such spots. (P.O.C.-549.) See *"Holes in Roads" "Servants" & "Watchmen."*

Pawnshop Lists.

Every pawnbroker, gold and silversmith, and established second-hand goods dealer is issued when necessary, lists of articles stolen or lost possessing any distinctive marks of identity.

These lists are prepared with great care and in such a manner as to secure the attention of pawnbrokers and others by the omission of all unnecessary words. They are distributed by Chinese detectives, who should have the recipients chop a copy of the list for retention as proof that such a list has been received. See also *"Description."*

Pawnshop Receipts.

When articles of any description are withdrawn from pawnshops by the police, a proper receipt from book No. 58 must invariably be given to the pawnbroker by the officer withdrawing the articles.

If the property is withdrawn by a Chinese detective, the foreign detective on the case will issue a receipt as soon as he has checked the property.

When the matter has been finally settled by a court or otherwise, the receipt must be obtained for cancellation, details being entered on the stub bearing the same serial number in the pawnshop receipt book.

With reference to recovery of property from the French Concession by S.M.P. and recovery of property from Settlement by French Police, see Div. Memo No. 295.

amount required to redeem the goods, unless instructions to the contrary have been received from court. Chinese detectives are not allowed to pay pawn

The sale or purchase of, or dealing in Pawn Tickets is prohibited. Offenders will be prosecuted under Article 33 Section 1 of the Law governing Penalties for Police offences. (P.O. E. 2990)

Pay.

The salaries of Foreign members of the Force are paid monthly, usually during the last few days of each month. Payment is made either:-

(a) By direct payment into the current account of the employee's bank by the Treasurer and Controller.

(b) By compradore order on the Council's compradore. This order cannot be paid into a bank, and must be cashed at the compradore's office by the employee concerned.

Employees have the option of being paid by either of these methods. In the case of (a) it is necessary for the employee to notify the pay office of his wishes and give the name of his bank on the usual application form. See also *"Chinese Branch-Pay Returns" and "Terms and Conditions of Service."*

Pencils and Pocket Books. See *"Notes and Notebooks."*

Pensions. See *"Terms and Conditions of Service."*

Performances in the Streets.

Every person who, to the annoyance or obstruction of the inhabitants or the general public, exhibits any show or public entertainment in a thoroughfare, is liable to a penalty, and may be apprehended if necessary, if the offence is committed within view of the police.

Perjury.

If any person lawfully sworn as a witness or as an interpreter in a judicial proceeding wilfully makes a statement material in that proceeding, which he knows to be false, or does not believe to be true, he shall be guilty of perjury.

"Judicial proceeding" includes a proceeding before any court, or person having by law power to hear, receive, and examine evidence on oath, and also where a statement is made on oath, not before the court itself, but before a person authorised by law to administer an oath to the person who makes the statement, and to record or authenticate the statement.
"Oath" includes "affirmation" and "declaration."
The offence of perjury is punishable in Chinese law under Article 168 of the Chinese Criminal Code. See also "*Affidavit.*"

Permits - Issued by the Fire Brigade.

transportation.
Permits for the landing and storage of all hazardous or dangerous goods are issued by the Fire Brigade. Applications should be made to the Fire Brigade Headquarters, Honan Road. See "*Dangerous Materials.*"

Permits - Issued by the Health Department.

The Health Department issue permits for digging graves and burials and erection of any memorials, or kerb, or sunshade, in any of the municipal cemeteries. See also "*Death - Registration of Foreigners.*"

Permits - Issued by Police. See "*Licenses & Permits Issued by Police.*"

Permits - Issued by the P.W.D.

Permits for the following are issued by the Public Works Department:-

(a) Any building operations whether temporary or permanent.
(b) Any structural alteration, or repairs involving the placing of ladders on any municipal road or alley.
(c) Erection of any straw or matting shed, bamboo or other building of a like nature.
(d) Erection of temporary mat sunshades over yards.
(e) Undertaking any bunding on any creek, or removing mud from any creek or foreshore.

(f) Opening up of any municipal road or alley.
(g) Erection of any fences, hoardings, signboards, or other structures abutting on any municipal road or alley.
(h) Erection of any sunshades, lamps or other structures in such a manner as to overhang any municipal road or alley.
(i) Undertaking the landing of any building material at any municipal pontoon, jetty or road.
(j) Installation of, or additions or alterations to water closet systems in any building.
(k) Laying of any pipes for drainage or sewerage purposes, or installation of, or additions or alterations to any oil fuel installation.
(l) Erections of advertising structure and boards and painting of advertisements.
(m) Transportation over municipal roads and bridges of merchandise, machinery etc., of excessive dimensions, and/or weights.

Application forms and full particulars as to conditions under which any of the above permits are issued and information concerning the fees which will be required therefor, may be obtained from the Commissioner of Public Works. See also "*Factory Alterations.*"

Personation.

Personation is falsely and deceitfully pretending to be another with fraudulent intent.

Personal Records. See "*Criminal Cases Against Police.*"

Persons Found Insensible.

Insensibility is the suspension of the functions of animal life, except those of respiration and circulation.
Insensibility is likely to be mistaken for drunkenness. It must be remembered that the conditions may be complicated with each other and with the effects of drink, and that no single sign can be relied on in

forming an opinion as to the condition of the patient. When a person is found insensible the following points should be observed:-
(a) The position of the body and its surroundings.
(b) The cause of insensibility.
Have the person, if in the street, removed immediately to hospital. If in a house obtain medical advice as quickly as possible. See also "*Drunken Persons.*"

Petitions - (or Applications.)

Petitions (or applications) of any kind from members of the Force intended for the Municipal Council or other authority must be sent through the Commissioner on the prescribed form. Proper representations invariably secure the consideration they deserve. See "*Applications*" *and* "*Memorials.*"

Physicians - Emergency Cards. See "*Doctors.*"

Pickpockets.

The greatest vigilance is necessary on the part of police for the detection of pickpockets; and every effort should be made to apprehend them either while the hand is absolutely in the pocket of the person robbed or the stolen property is still in their possession; for although an arrest for attempting to pick pockets is perfectly legitimate there are so many channels open for successful defence to the charge in the absence of corroboration, that it is better under ordinary circumstances to wait until the delinquent can be caught in the act.
Pickpockets frequent railway stations, race meetings the scene of fires, tramcars and any crowded place; and take advantage of the unguarded way in which watches, bags and purses are carried, especially by ladies.
Observation for pickpockets is better kept at a short distance above or behind a crowd. When those persons whose movements are suspicious have been singled out the officer must endeavour to get as near them as possible without attracting their notice.

Pimps.

Police should arrest and take to the station any person found importuning members of the public on behalf of prostitutes etc. Such persons usually loiter outside alleyways and places frequented by seamen. Such persons may be charged with committing a nuisance contrary to Bye-law 36, and if Chinese, under Article 43 of the Police Regulations.

Pistol Holsters. See "*Holsters.*"

Pistols. See "*Firearms*" & "*Parading for Duty - Arms Instructions.*"

Placards.

The police should notice all bills or placards posted up and pamphlets or handbills distributed in the street; anything of an obscene, immoral, unusual, political or offensive nature should be reported and a copy obtained if possible.
Proclamations by the Chinese authorities not bearing the stamp of the Senior Consul and Municipal Council must be at once reported.
All members of the Force are to be particular to see that no handbill notices are posted on any foreign houses, electric light or telephone posts or public buildings in any part of the Settlement. When notices are found so posted they are to be brought to the station unless they are put up with the consent of the owners or occupier of the premises. See also "*Advertisements*" "*Pamphlets*" & "*Proclamations.*"

Places out of Jurisdiction - Situated in the Settlement.

By virtue of a condition included in Article 1 of the Land Regulations and subsequent agreements, the following places are exempted from Municipal control.

The Customs Building.
The Temple of Rewards.
All Foreign Consulates.

In the case of the Shanghai First Special Area District Court, the Chinese Post Office building and the office of the Chinese Telegraph Administration, the right to this privilege is doubtful, and the Municipal Police exercise jurisdiction over criminal offences committed therein.

Plain Clothes Badges.

Chinese constables performing duty in plain clothes or seconded for duty with the Public Health Department and working in plain clothes, will be provided with police badges which will be issued daily, and kept on charge at stations.

Plain clothes badges should be checked by the officer taking over Charge Room duty, and a record of their disposition at that time entered in the occurrence book. The loss of a badge should be subject of an early report to the Divisional Officer concerned. (P.O.C.-3810 & C.-3855.)

Poisons and Poisoning.

Poisons are substances capable of destroying life when introduced into the system.

The points to be kept in view in cases of poisoning are:-

(a) To send for a medical man without delay.

(b) To get rid of the poison by encouraging vomiting.

(c) To counteract the effects of the poison by antidotes, which will mechanically, or chemically render the poison harmless. See *"First Aid to the Injured" - Appendix "F."*

In a case of suspected poisoning, police must take care that not only all bottles and boxes containing medicine and medicinal matter are seized, but also that all evacuations of the deceased, by vomit or otherwise, are preserved intact for medical analysis. This can only be ensured by placing them in a locked room under constant charge of a police officer; and

the vessels containing all the things for analysis, which must be first thoroughly washed with clean water, must only be removed by the doctor's orders.

If it is only after burial that suspicious facts come to light, the proper authority must be applied to on affidavit for an order to exhume the body. See also *"Exhibits for Analysis" and "Gas."*

Police Administration. S. M. P.

The Shanghai Municipal Police Headquarters is situated at No. 185 Foochow Road, wherein the following administrative officers are housed:-

Commissioner of Police.
Deputy Commissioner (Divisions)
Deputy Commissioner (Crime Branch)
Deputy Commissioner (Special Branch)
Deputy Commissioner (Japanese)
Deputy Commissioner (Chinese)
Deputy Commissioner (Armed and Training Reserve)
Assistant Commissioner (Traffic)
Assistant Commissioner (Japanese)
Assistant Commissioner (Sikhs)
Assistant Commissioner (Chinese)

The following offices are also located at Headquarters:-

S. 1—Chinese and foreign labour and political intelligence sections.
S. 2—Liaison section.
S. 3—Film censorship section.
S. 4—Indian affairs section.
S. 5—Scrutiny of newspapers and publications and translation of matters of police interest section.
C.S. 6—Boarding house section.
C. 1—Headquarters detective staff.
C. 2—Finger print bureau.
C. 3—Arms licensing section.

C. 4—Arms identification section.
C. 5—Modus operandi and crime records.
C. 6—Studio.
C. 7—Narcotic section.

Other offices and sections of the Force are located as follows:-

Reserve Unit (East) - No. 549 Chemulpo Road.
Training Depot. - Gordon Road Police Station, No. 511 Gordon Road.
Quartermaster Stores and Armoury. - Gordon Road.
Transport Office - Training Depot. Gordon Road.
Vehicle Inspection Office - Gordon Road.
Ricsha Control Office - Municipal Administration Building.
Ricsha Inspection Depot. - No. 650 Kungping Road.
Private Ricsha Licensing Depot - No. 596 Kungping Road.
Ricsha Pullers Licensing Depot - No. 699 Fearon Road.

The responsibility of the administrative officers mentioned may briefly be defined as follows:-

D. C. (Divisions) is responsible through his Divisional Officers for the general police working of all police stations. See "*Divisions.*"

Also, subject to the general control of the Commissioner, he is responsible for all postings, transfers of *all* men at police stations, and for discipline and general administration.

He is assisted by the Deputy Commissioners (Japanese) and (Chinese) and the Assistant Commissioner (Sikhs) in the general control of the Japanese, Chinese and Sikh Branches.

The D. C. (Crime) is responsible, subject to the orders of the Commissioner, for all crime work throughout the Settlement. He has full power to supervise crime work generally and it is the duty of all officers in divisions and police stations to see that the means and methods of crime detection are carried out as devised by him. He will check crime

work through the D.D.O's, who will work under his direction and control and will send to him such authorised crime records as he may call for, establishing such personal control as he may decide to exercise.

Copies of all first information reports are forwarded to him and he will take over through his special staff the investigation of such cases as he may decide require to be taken over, and he will classify crime reports regarding cases not sent for trial.

Members of the Crime Branch Headquarters staff will be subject to the control and discipline of the D.C. (Crime,) who will also control the Finger print bureau, modus operandi bureau, arms identification section, arms licensing section, and narcotic section.

The D. C. (Special Branch) will be responsible, subject to the orders of the Commissioner, for all special work such as the watching and reporting on all political, quasi-political, and politico - religious movements, on the activities of political associations and labour organisations, political and other important meetings, and on the activities of the Press, and for conducting enquiries of a political nature.

It is the duty of the Special Branch to obtain as far as possible and supply to the various officers concerned, information of impending trouble, and in the event of actual trouble to keep in close touch with members of the public, and keep officers responsible for maintaining order, informed of any movements likely to affect law and order.

The work of the Special Branch will cover all sections of the community, and the branch will keep in touch with the general political situation.

Members of the Special Branch will be subject to the disciplinary control of the D. C. (Special Branch.)

The D. C. (Armed and Training Reserve) is in charge of the Reserve Unit, under a special officer, the Training Depot, the Stores, and the Transport

Section, and is responsible, subject to the orders of the Commissioner, for recruiting, training, control and discipline of the same.

The A. C. (Traffic) is responsible, subject to the orders of the Commissioner and in co-operation with D. C. (Divisions) and Divisional Officers for the direction of matters appertaining to traffic supervision and control, the prosecution of offenders against traffic regulations and the licensing and supervision of vehicles.

The Ricsha Control Office and Vehicle Inspection Office are under his control, and he is responsible for the discipline of the members of his office and staff. See also *"Chinese Authorities" "French Police" "Jurisdiction-Chinese Courts" "Jurisdiction - Water Ways Inside The Settlement" and "River Police."*

Police Guards - on Private or Public Property.

Whenever it is found necessary to place a police guard over public or private property, whether as the result of a raid or for any other reason, reliefs must be posted by a responsible foreign officer, and wherever possible the same reliefs are to be used each time. Reliefs when posted are to be warned against pilfering and should be clearly warned that if found guilty of appropriating property over which they have been placed in charge, they render themselves liable to serious disciplinary proceedings. (P.O.B.-9258.)

Police Hospital.

The Police Hospital for Sikhs and Chinese is located on Ward Road a little west of the Municipal Gaol. No telephone message should be sent to the Police Hospital which involves the calling of the matron, except on very urgent business. See also *"Chinese Branch-Hospital Attendance" and "Reporting Sick."*

Police and Leased Quarters.

Alterations and Repairs etc.

The Public Works Department is responsible for all alterations or repairs to municipally owned premises but the occupants of such premises are not allowed to give instructions to P.W.D. contractors or employees regarding work which is being carried out in such quarters. Any request that changes be made in instructions issued by the P.W.D. should form the subject of a requisition or report to Police Headquarters. (P.O.C.-3115.) The landlord is responsible for repairs in leased married quarters.

Instructions regarding the proper method of obtaining emergency repairs will be found under the heading of *"Municipally Owned And Leased Property."*

The occupants of such quarters should avoid unnecessary wastage of electric current, gas and water, as they are liable for payment in the event of the consumption being in excess of the allowance. It is therefore in their own interests to report leakages etc., effecting such consumption at the earliest possible moment.

Auctions In.

Auctions cannot be held in police leased quarters without the landlord's written permission being first obtained. Applications to hold auctions therein should be forwarded on form 35 through the usual channels.

Keys - When Vacating.-

In cases where the premises vacated are houses, the keys should be handed in at the charge room of the police district in which the house is located, and the officer-in-charge will forward them to the Central Registry for transmission to the P.W.D.

In the case of apartments where there is a custodian in charge, keys will be handed to the custodian against a receipt; failing which they should be handed to the landlord's property office against a receipt, which will be forwarded immediately to Central Registry.

In the case of Carter Road police quarters, keys will be handed over to the officer-in-charge of the Depot. It is essential that keys or receipts be delivered to charge rooms *on the day the premises are vacated* and forwarded to Central Registry immediately. (P.O.D. 3221.)

Leases - Signing.

Members of the Force who are allowed to draw an allowance in lieu of quarters may be required to occupy official quarters at short notice, should such become vacant, therefore they should not enter into agreements to occupy premises where the terms for vacating the premises require more than one month's notice (Div: Memo 177.)

Lodgers.

Official police quarters, whether owned or leased by the Council, should be occupied by none other than police and their families except with the special permission of the Commissioner.

Wireless Aerials.

No wireless aerial antenna will be erected on any municipal building without permission having been first obtained from Headquarters on form 35. (P.O. C-5610) See also *"Barracks" "Barracks-Chinese" "Frost and Burst Water Pipes" "Furniture Removing" & "Quarters Allowance."* Telephones-See *"Barracks."*

Police Motor Cars. See *"Motor Vehicles - Police."*

Police Officer Killed In Execution of Duty. See *"Charge Room Duty" & "Death of a Police Officer."*

Police Rules and Regulations. See *Appendix "A."*

Police Stealing or Embezzling. See *"Police Guards."*

Police Nationals. See *"Nationality."*

Political Affairs-Reports.

Information regarding all matters of a political nature should be transmitted to the Special Branch. Copies of reports coming under the following headings will be forwarded to the Deputy Commissioner (Special Branch.)

(1) Arrest of persons on political or quasi-political charges.
(2) Reports of political demonstrations, strikes or agitation connected with labour or social unrest.
(3) Irregular arrests by the Chinese Authorities.
(4) Disputes between Settlement and Chinese authorities of any kind.
(5) Other reports of interest to the Special Branch. See *Identification of Indians.*

Reports should be as full and complete as possible and should be accompanied by literature, handbills or posters whenever they are available. See also *"Pamphlets."*

In cases where arrests are made or information of importance is received, the officer on duty at the Special Branch should be informed at once by telephone so that he may attend and assist with interrogations etc. if required.

When arrests or searches are made regarding political offences at the instance of the Special Branch, the station detective who co-operates will undertake the preparation of the case, make crime diaries, produce witness, statements and other documents in court.

Political cases must be prepared and presented at court in the same way as criminal cases, and copies of all diaries and court decisions etc., must be transmitted to the Deputy Commissioner (Special Branch) without delay. A senior member of the Special Branch will advise station detectives as to the procedure and render assistance with translations etc., but members of the Special Branch will not attend courts, so the station detective is solely responsible for the proper continuance of the case, and must remember that all persons arrested for offences against the internal security of the State *must be photographed immediately after the first hearing of the case.*

Special care must be taken when making searches regarding political cases on behalf of the Chinese

authorities. See *"Interrogation - of Political Prisoners" "Interviewing Prisoners" "Searching Premises"* & *"Slogans."*

Political Meetings.

No meetings of a political nature may be held in the Settlement without special permission from the Council.
Any person or persons wishing to convene such a meeting should apply for the necessary permission at least 48 hours in advance to the Commissioner of Police stating the object of the meeting and giving in a general way all particulars with regard to those attending the meeting and the programme to be observed at the meeting.

Political Prisoners. See *"Political Affairs - Reports."*

Ponies - Breaking in, Etc.

The breaking or exercising of horses or ponies is not allowed on public roads, within the limits of the Settlement. Any persons exercising horses as above are to be arrested.
All horses plying on the roads having galled shoulders or open sores of any kind, or which are lame or otherwise unfit for work are to be taken to the nearest police station.
Horses being led in the Settlement are to be led against the traffic, that is, on the right-hand side of the road. See also *"Animals" and "Injured Animals."*

Ponies - Fallen. Method of Raising.

Sit or kneel on the animal's head and try to keep him quiet by patting his neck or rubbing his nose and ears. Avoid too many helpers, also shouting, whipping or pulling on the reins.
To free the horse, unbuckle straps at top and bottom of collar, also girths and breeching straps, unbuckle reins at centre and draw them clear through the rings. Unhook traces if possible. The carriage is then free and can be run back clear of the animal.

Release head and allow him to rise, taking care to keep hold of the reins.
If the animal is cut or lamed, do not allow it to be reharnessed. If seriously injured the owner should be requested to have it removed by a veterinary surgeon's ambulance, and failing this, call the Health Department's disposal van, which is kept at the Disinfecting Station - telephone No. 43037.
In case of excessive bleeding, apply a tourniquet if possible above the injury.

Portuguese Law.

The following rules of procedure should be observed in all cases dealing with the detention and arrest of persons subject to Portuguese law.
No Portuguese citizen may be lawfully arrested or detained unless (a) caught in the act (in *flagrante delicto*) or trying to escape after a crime has been committed closely followed by a witness, or, (b) on a warrant issued by the Portuguese Court, or, (c) for investigation purposes, at the court's discretion.
A warrant may be issued when a person is charged with a specific crime for which arrest before committment for trial is allowed, such as, high treason, murder, domestic theft or robbery, theft, robbery, or abuse of confidence by an old offender, manufacture, store and use of explosives, arson and fraudulent bankruptcy, coining or forging banknotes, public shares or debentures.
In cases where arrest is permitted as above, the accused shall be presented before the court immediately, or if after office hours, as soon as possible.
Any crime of a public nature committed by a Portuguese citizen must be reported *in writing* by the Commissioner of Police, or Deputy Commissioner (Crime Branch) to the Portuguese Court, establishing a *prima facie* case. The names of at least two witnesses must accompany such report.
Warrants for the arrest of an accused are issued by the court on it's own initiative according to the evidence produced (even if incomplete) and the merits

of the case, therefore the police are not required to make applications for warrants, their status being that of *an informer or witness only*.
Prosecutions except in the case of prosecution for traffic offences, are undertaken by the court's own public prosecutor, and the police are not otherwise permitted to appear in such a capacity.
The prisoners after being presented to the court for the first time are forbidden to communicate with anyone before their first questioning by the judge, which must take place within 24 hours of the arrest.
Investigations before committment for trial are always held *in camera* in Portuguese Courts.
No questioning of, or written confessions by prisoners out of court is permitted, because to be valid, such declarations must be made before the court, in the presence of the counsel for the defence.
No person shall remain in custody before committment for trial for more than 8 days from the date of arrest. In special cases, such period can be extended for a further 8 days, but at the expiration of such period, the accused must be set at liberty, if by that time the court has failed to commit him for trial.

Postal Pillar Boxes.

The attention of police officers is directed to attempts that are occasionally made to intercept letters posted in pillar letter boxes. Police should carefully and frequently, especially at night, examine the apertures of boxes on their beats by running their fingers round the inside; and should they discover that any device, tray or sticky substance has been inserted, they should not remove it but keep careful and quiet watch to endeavour to discover the offender.

Postmen - Detaining.

Whenever it is necessary to detain postmen at a police station, whether on or off duty, the postal authorities must be informed at once, in order to avoid delay in the service. When postmen are

charged with offences committed in a private capacity, their uniforms are to be taken away from them and returned to the Postal Commissioner. (P.O.C.-6589.) Postal cyclists need not be arrested for breaches of traffic regulations. See "*Bicycles.*"

Post Office Box S.M.P.

Box No.158 at the Chinese Post office is allotted to the Shanghai Municipal Police, and it is recommended that members of the Force arrange that their correspondence from abroad (particularly newspapers and periodicals) bears this box number in addition to their S.M.P. address, to ensure early delivery. (P.O.C.-162.)

Post Office Cars. See "*Mail Lorries.*"

Post Mortem Examinations. See "*Dead Bodies*" *and* "*Inquests and Autopsies.*"

Presentation Sheets. See "*Crime Diaries.*"

Presentations. **Presents to Police.** See Div. Memo 301.

The only occasions on which presentations by members of the Force to their colleagues is permitted, are those when members of the Force are retiring from the Council's service, or marrying. Permission should be obtained from the Commissioner of Police before subscriptions are invited for the purchase of wedding presents. (P.O.C.-484.)
In cases where it is proposed to make a private presentation to a member of the public, approval must first be obtained from the Commissioner of Police, but under no circumstances will the presentation be permitted on police premises. (P.O.D.-29.)

Press - Giving Information. See "*Confidential Documents*" *and* "*Newspapers.*"

Prevention of Crime.

The principal object of a Police Force is the prevention of crime, and to this end every effort must be directed; the security of persons and property, and

the preservation of public tranquillity and good order in the Settlement will be better effected by prevention, than by the detection and punishment of offenders after they have succeeded in violating the law.

Prison Van Regulations.

(1) The prison vans for transportation of prisoners will be stationed:-

(A) At Wayside station for stations north of the Soochow Creek.

(B) At Louza for stations south of the Soochow Creek. The prison vans will come under the direct orders of the Distributing Inspector at the Shanghai First Special Area District Court.

(2) An escort of at least one Foreign Sergeant and one Sikh Constable will be provided by Wayside and Louza stations respectively.

Each van will carry sufficient pairs of handcuffs for the handcuffing of prisoners during transportation. The officer in charge of the van must not allow them out of his possession.

(3) The vans will leave Wayside station and Louza station to collect prisoners from the stations in their respective districts (van A collecting prisoners from the municipal gaol) in time to deliver them at court at 7.30 a.m. in summer, and 8.30 a.m. in winter.

In order to avoid fruitless journeys, the officer in charge of prison van escorts will first ascertain by telephone which stations require prisoners to be transported.

(4) Prisoners should be prepared for the courts, and the receipts made out ready for the signature of the officer in charge of the prison van escort, prior to the arrival of the van, so that as little time as possible is wasted at stations.

The prison van handcuffs will be used to handcuff the prisoners. No more prisoners will be transported in the van at any one time than the authorised number as shown on the van.

Upon arrival at the District Court, the officers in charge of the prison vans will deliver their prisoners to the Distributing Inspector who will distribute them to the proper courts and ensure that they are properly guarded whilst remaining in his charge.

(5) Prison van Schedules.

Van A.

(a) After delivering prisoners to the court for the morning session, it is the duty of the officer in charge of van "A" escort to remain at court, to proceed to stations for special trips if and when required.

(b) Between 11.30 a.m. and noon the van will leave court with prisoners for gaol, and when these are delivered it will collect prisoners from gaol, and from stations north of the creek where necessary, and deliver them at court in time for the afternoon session.

(c) The van will remain at court until the conclusion of the afternoon session when the officer in charge will collect the prisoners to be returned to stations or gaol.

(d) The officer in charge will see that all prisoners leaving court are properly handcuffed before entering the van (they having been previously searched by the distributing cell staff) and will take over the gaol identification cards of the prisoners in his charge from the Distributing Inspector for delivery to stations or gaol. He will obtain a receipt for all prisoners handed over by him.

Van B.

The duties of the officer in charge will be similar to those of van "A," for districts south of the creek, except that when the prisoners have been handed over at 7.30 or 8.30 a.m. as the case may be, he will proceed to all stations and collect the property of all prisoners sent to gaol on the previous day, as well as any prisoners

and their property, who have been kept in stations overnight, and who require to be transported to gaol.

He will take the prisoners and property to the gaol where they will be handed over to the Assistant Gaoler in charge, and then return to court.

Thereafter his duties will be as for the officer in charge of van "A."

Empty prisoners' property bags will be distributed to stations by the officers in charge of prison vans.

(6) The officer in charge of vans will be held responsible that their vans are sent to the Transport Office for inspection and servicing when instructions are received from the officer in charge of transport.

They will also see that the handcuffs in their charge are regularly cleaned and oiled, and kept free from rust.

Handcuffs in van "A" will be cleaned at Wayside and for van "B" at Louza.

(7) No person other than the prisoners and staff officially detailed to operate the prison van shall be given transport on or in the van without the permission of the Commissioner of Police.

(8) The officer in charge of the prison van staff will see that a safe and reasonable speed is maintained and that existing police and traffic regulations are strictly adhered to.

At times when a mobile escort is provided as additional safeguard for important or dangerous prisoners, the vehicle conveying the escort shall proceed immediately ahead of the prison van, and close contact must be maintained between the vehicles throughout the journey.

(9) When receiving prisoners from stations the officer in charge of the van must see that an adequate guard is provided whilst the prisoners

are being transferred from the charge room or cells to the prison van, and that such precautions are not relaxed until the door of the van is securely locked.

Upon arrival at court the van will enter the courtyard of the distribution cell; the door of the courtyard will then be locked.

The door of the van must not be opened nor must a prisoner be received therefrom until the station or court staffs are ready to receive them.

(10) Prisoners sent from court to gaol or to stations will be received in the same way from the distribution cell to the prison van. In no case will a prisoner be received direct from a court room to the prison van.

Upon arrival at the gaol, the van will enter the inner compound and stop between the outer and inner gates, after which the outer gate will be locked.

The escort will see that the door of the van is not opened until the arrival of a warder or warders to receive the prisoners.

At police stations the guard must satisfy himself that an adequate guard is prepared to escort the prisoners from the van to the charge room, and that they are properly secured therein before the escort leaves them.

(11) The officer in charge of the van will see that correct entries are made in book 64 (Prisoners to gaol) and book 35 (Prisoners to stations.)

(12) He must bear in mind that he is entirely responsible for the safety of prisoners whilst under his charge and that in no case must their safety or care be left to another person, until they are handed over to the person or persons authorised to receive them. See also *"Convicts-to Court for Civil Action" "Distributing Inspector's Duties" "Escape" and " Escorts for Prisoners."*

Prisoners.

If a prisoner resists apprehension, the police are

bound to endeavour to detain him, taking care not to inflict any avoidable injury in doing so. See *"Arrest - Mode of" and "Batons."*

If a constable finds his own exertions insufficient to effect an arrest he should call upon one or more bystanders to assist him, as provided in Bye-law 38. Under English law it is an indictable misdemeanour to refuse to so assist the police.

The constable may also blow his whistle in order to obtain assistance, and extreme measures should not be resorted to except in cases of real necessity where a prisoner is likely to escape through the constable being ill used or over-powered.

Prisoners who are very violent or who are charged with very serious offences should, if necessary, be handcuffed. *(See "Handcuffing Prisoners.")*

No conversation should be held in the hearing of prisoners nor should improper language or taunting remarks be used toward them.

Every facility should be given for prisoners to send for bail if the offence with which they are charged permits bail, and to communicate with their friends, but no message or letter must be sent without the officer on duty first informing the officer in charge of the case and satisfying himself that it contains nothing in the nature of a warning to accomplices or prejudicial to the interests of justice.

When prisoners in wet clothing are brought to a police station, they should be given the opportunity of having their clothing dried as far as practicable. See *"Clothing of Prisoners-Changing."*

Prisoners should be supplied with clear water to drink, and necessary refreshments may be purchased out of money taken from them provided the charge against them does not relate to such money. The amount expended for refreshment must be entered in the charge book.

When it is necessary for prisoners to have refreshment, either at their own or public expense, no beer or spirits should be given to them or admitted

into the cells, but only tea or coffee and such eatables as are usual.

A solicitor may be allowed to communicate with a prisoner in custody of the police at a station if the prisoner wishes it; but no interview should be allowed a person who seeks to be retained for the prisoner's defence without any instructions to that end. Facility as far as practicable should be given that the communication may not be heard by anyone, but care must be taken that the prisoner does not escape, and if necessary for the purpose, a police officer should keep the prisoner in sight during the interview. Solicitor's interpreters are not allowed to interview prisoners alone. They must be accompanied by a qualified solicitor. *(See "Interviews with Prisoners.")*

No newspaper reporter is allowed to interview a prisoner or to receive any information from police or warders concerning him or be within sight or hearing of any meeting between him and his friends.

Any statement made by a prisoner when charged at a station must be accurately written down at the time by the officer charging him and reported to the magistrate who hears the case. All prisoners are to be thoroughly searched in the presence of a witness before being locked up. *(See "Searching of Prisoners" and "Prisoner's Property.")*

In no case are two prisoners only to be confined in one cell.

Prisoners for trial will be identified each morning before being taken to the court.

With respect to the power of a police officer to question a suspected person, if no threat or inducement is held out by the officer, anything stated by the suspected person is receivable in evidence. It is a breach of duty for police officers to put questions to suspected persons or to prisoners in their custody, at least until a caution is administered. See *"Cautioning Prisoners" "Confessions" & "Interrogation."*

A police officer ought not to refuse to hear anything

a prisoner has to say, but strictly speaking he should, when a prisoner wishes to make a statement, caution him in the first instance that anything he says may be used in evidence. If the prisoner notwithstanding this chooses to make a statement, the police officer under such circumstances would be justified in asking the prisoner any question for the purpose of explaining what he has said and giving the prisoner every facility for corroborating his story before making a charge against him.

If prisoners are insensible or appear to be ill or injured in any way, although they do not complain, a doctor should be communicated with, or if possible, the prisoners removed to hospital for treatment. See *"Medical Attendance."*

No police officer should recommend a prosecutor to employ legal aid in any case, or interfere in any way with procuring legal aid, either for a prosecutor or a prisoner. See also *"Cells"* *"Charge Room Duty"* *"Determination to Arrest"* *"Gaols"* *"Gaols - Admittance to - Removals from"* & *"River Police Prisoners."*

Prisoners - Admittance to Gaol. See *"Gaols."*

Prisoners - Claiming Consular Jurisdiction. See *"Jurisdiction - Consular."*

Prisoners - Conditionally Released.

The following regulations governing the release of prisoners sentenced by the Shanghai First Special Area District Court are embodied in the certificate issued to each prisoner conditionally released.

The gaol authorities will forward on form A, particulars of all prisoners who intend to reside in the Settlement after their conditional release, to the Divisional Officer concerned, and the required supervision will be carried out under his instructions by station detectives.

In the event of a breach of the conditions, the circumstances should be at once communicated to the Governor of the Gaol, who will inform the court,

in order that the necessary action may be taken by the latter.

In the event of a prisoner not reporting at a police station in his district within the specified time, the fact should be reported to the Governor of the Gaol as soon as enquiries have been made at the address given, if the man cannot be found. This applies also to the monthly report.

Occasional visits should be made to the addresses of all conditionally released prisoners in the district, in order to ensure that they are living an honest life, and also that they do not change their addresses without notice. Should a prisoner during the period of his conditional release remove to an address in another division, the notification form duly endorsed, should be forwarded to the Divisional Officer concerned, who will take over the supervisory duties. The certificate will also be endorsed with the new address and the date when report of arrival should be made. Should the prisoner move to an address outside the Settlement, the new address should be reported to the Governor of the Gaol who will take the necessary action.

The station stamp, the initials of the senior detective in charge, and the date of reporting will be affixed to the certificate when presented, in the space provided for the purpose. These particulars will also be endorsed on the reverse side of the form of notification forwarded to the Divisional Officer in the first instance. Senior detectives at stations will personally interview each prisoner reporting, and will keep a record of surveillance effected.

When the period of conditional release expires, the form will be cancelled and returned together with a note of the surveillance effected in each case, to the Governor of the Gaol, for disposal.

Prisoners - Conditionally Released-By Outside Authorities.

In the case of prisoners conditionally released from outside authorities who take up residence in the

Settlement, particulars will be filled in on form "A" immediately the person reports, and the form forwarded to the Finger Print Bureau for recording, thereafter being returned to the senior detective in charge of the station concerned for filing. One form will be used for each prisoner conditionally released.
In the event of the convict removing from one police district to another, the form will be duly endorsed on the back by the senior detective and passed by him to the senior detective of the district concerned who, *after verifying the new address,* will forward the form to the Finger Print Bureau where the change will be recorded and the form returned.
At the end of every three months a quarterly conduct form, known as form "B" will be issued in connection with each conditionally released prisoner to the senior detective, who, after filling in the particulars, will return it to the Finger Print Bureau.
Should enquiries fail to locate a convict at the address given in the document received from the extra Settlement authorities, or should the prisoner reporting abscond, a report will be forwarded immediately to the Deputy Commissioner (Crime Branch.) (C.B. Inst. Memo No. 6/36.)

Prisoners Convicted - to Court for Civil Action. See *"Convicts - to Court."*

Prisoners - Court Calenders.

Court calenders referring to prisoners detained at police stations on remand will be kept in duplicate by the general duty officer and a clerk or other person, and will be compared daily.
The general duty officer will be held responsible for any mistakes which result in prisoners not being sent to court at the proper time. (P.O.B-9653.) See also *"Appeals and Rehearings."*

Prisoners - Escaping. See *"Charge Room Duty" "Escape of Prisoners"* & *"Rescue."*

Prisoners - Escorts for. See *"Escorts for Prisoners."*

Prisoners - Foreign Female. See *"Escorts for Prisoners"* & *"Gaols."*

Prisoners - From Gaol. See *"Gaol - Removals From" and "Gaol Identification Cards."*

Prisoners - From Hospital. See *"Hospitals."*

Prisoners - Handing Over to Extra-Settlement Authorities.

No person found in the Settlement shall (except as mentioned hereunder), be handed over to extra-Settlement authorities without preliminary investigation in court. Persons urgently wanted by the French Police *for offences committed within their jurisdiction* may be handed over direct, without being taken before the Shanghai First Special Area District Court, if permission is first obtained from the Divisional Officer or Divisional Detective Officer concerned, and provided that the officer handing such a person over is *satisfied that there is a bona-fide* charge against him.
A brief report containing the details of the offence for which the individual is arrested should be forwarded to Police Headquarters by the officer who hands him over.
Persons arrested on behalf of Chinese authorities should, as a general rule, be taken before a court for instructions, especially in cases where the evidence against the accused person is not clear, but in exceptional circumstances the Divisional Officer concerned may authorise the handing over.
When arrests for Chinese authorities are effected on a warrant, the accused should always be taken before a court for instructions regarding handing over.
In all cases where prisoners are handed over to extra-Settlement authorities, enquiries should be made as to whether the person concerned has been engaged in any criminal activities in the Settlement, and subsequently enquiries should be made regarding the

manner of his disposal. See also "*Arrest-for Outside Authorities*" & "*Political Affairs-Reports.*"

Prisoners - Medical Attention. See "*Charge Room Duty*" & "*Medical Attendance.*"

Prisoner's Property.

(1) All persons charged will be carefully searched at the police station in accordance with police orders, and property found on them will be placed in prisoners property envelopes, which will be inscribed with the name and station number of the prisoner, and signed by the gateman who searched the prisoner.

(2) Prisoners property envelopes must also show on the outside, an accurate inventory of the contents.
They will be properly sealed and signed by the officer on Charge Room duty, who will affix the seal of his particular tour of duty.
This work must not be left to Chinese clerks or gatemen.

(3) Particulars of the property must be entered in the charge book, and in the space provided on the prisoner's gaol identification card.
Care should be taken that both entries correspond with the list on the outside of the prisoners property envelope.

(4) After conviction of the prisoners their property envelopes will be collected from stations by the officer in charge of the prison van, who will check the number of envelopes with the receipted docket (book 13) prepared by the station concerned, care being taken that the prisoners' identification numbers on the envelopes correspond with those on the dockets.

The envelope and Book will then be placed in bags for transmission, the bags being duly locked by the officer on Charge Room duty. P.O. E. 6463.
Portion at bottom in italics is not amended.

Clerks, gatemen etc. must on no account interfere with the bags or their contents.

The officer in charge of the prison van will take charge of the bag and contents, and will hand it over to the responsible Gaol officer who will check the contents in his presence, and if correct, sign the duplicate copy of the docket and return Book 13 for transmission to the stations concerned. The original docket will be detached and filed at the Gaol. If necessary two books No. 13 may be taken into use for convenience. P.O. E. 6463.

(6) Prisoners property should never precede a prisoner to gaol. In cases where a prisoner is not convicted, his searched property will be returned to him at the station concerned, on his signing the charge book.
If only the Chinese charge book is signed, a note to that effect will be made in the foreign charge book.

(7) In cases where property is handed over together with the prisoner concerned to extra Settlement officials, the official receiving the property should either endorse the charge sheet or give a receipt for the property handed over.

(8) When prisoner's property is finally disposed of the general duty officer will affix a rubber stamp impression to the entry in the charge book to denote how the property was disposed, and will sign and date the entry.

(9) Property taken from prisoners will not usually be returned to them or handed to any other person until the case in court is concluded; although if any of it be of a dangerous or perishable nature, the owner may be permitted or assisted to deliver it to a friend on permission being obtained from the officer-in-charge.
In cases where it is necessary for detectives to take away any part of a prisoner's property for enquiries, the officer on Charge Room duty must be informed so that he can make an entry in the charge book.

(10) Prisoner's property envelopes will be temporarily kept in a locked drawer in the charge

room which is installed for that purpose. These drawers will be cleared every twenty-four hours by the general duty officer who will be responsible for the property thereafter.

At the end of each month a summary of all cases in which property remains on charge will be prepared and affixed to the inner cover of the charge book. The entries and summary will be brief.

Example: Station number 2915/36 Date. 11.11.36 (P.O.B.-9716 & P.O.C.-6987.)

Officers-in-charge of stations will check the entries in charge books once a week, and Divisional Officers will examine them once each month, endorsing the same when found correct. (D.M. 70/33.) See also *"Searching Prisoners" & "Property Seized."*

Prisoners - Receipts for.

(1) Receipts for prisoners received at the municipal gaol will be sent each evening to Wayside station, and will be distributed to the stations concerned the next morning.

(2) These receipts will be checked at the stations with the foreign charge sheets, and will then be signed by the officer making the check, and then filed at the station for future reference.

(3) Should an error be discovered by the stations or the gaol, it will be immediately reported in writing to the Distributing Inspector at the Shanghai First Special Area District Court who will take such steps as are necessary to have the error traced and rectified.

Prisoners-Release from Gaol. See *"Convicts-Release of."*

Prisoners-Remanded. See *"Remanded Prisoners."*

Prisoners-Safety of. See *"Escorts for Prisoners."*

Prisoners-Sick. See *"Charge Room Duty" & "Medical Attendance."*

Prisoners-Treatment of. See *"Charge Room Duty" "Handcuffs" & "Interrogation of Prisoners."*

Private Criminal Prosecutions.

According to Article 316 of the Code of Criminal Procedure of the Chinese Republic another complaint may not be filed or an application made in the same case in which a private prosecution has already been instituted. All private criminal procedure summonses are dealt with by a special staff at Hongkew station. Warrants in such cases are sent to the station of the district wherein the defendent resides to be executed. The finger prints of persons charged on private criminal prosecutions must not be taken unless they are convicted and sentenced to a term of imprisonment. A suspended sentence of imprisonment fulfils this provision. (P.O.C.-489 & 4096.)

Private Parties, Balls, Etc.

Private individuals desiring the services of the police to regulate the traffic, etc., at private entertainments, should write to the Commissioner, specifying the number of men required.

Private Ricshas. See *"Ricshas."*

Privileged Communication.

A privileged communication is that which a witness cannot be compelled to divulge.

Communications made in cases involving the security of the State enjoy the same privilege as those between a husband and wife during marriage, but this does not apply to police or private prosecutions, although a court will usually extend protection to the informer. Communications made to a counsel or solicitor in professional confidence are *privileged if legal*, but communications between doctors and their patients, and clergymen and their adherents, are not actually privileged, although courts rarely press them when they protest on ethical grounds. See *"Communications to Police" and "Informers."*

Privileged Documents. See *"Confidential Documents."*

Processions.

No procession of any description is allowed in the Settlement without a permit. Permits to hold funeral or ordinary processions are issued at the Traffic Office, *(see "Funerals")* but no procession of a labour or political character may be held without permission being first obtained from the Commissioner of Police. Police supplied as escorts for processions, although paid for by the permit holder, are supplied solely to facilitate traffic movements, and are under control of the police. They must ensure that the conditions of the permit are adhered to and should be properly instructed before leaving the station that they are to co-operate with officers on traffic control in the various districts en route.

The senior member of the procession escort should carry a copy of the permit, and the officer-in-charge of the district where the procession starts should detail a Foreign or senior Chinese officer to check and supervise the start.

Officers-in-charge of districts en route who receive a copy of the permit should detail men to attend the procession through their districts, to see that no undue traffic congestion occurs.

The number of police necessary to control the procession is decided at the Traffic Office when the permit is issued.

Proclamations.

No proclamations may be posted in the Settlement without proper authority, and without the Municipal Council's approval and seal.

Proclamations issued by Chinese authorities are forwarded to the Council through the Senior Consul. If approved by the Consular Body and stamped by the Senior Consul, the municipal seal is then affixed and the documents are posted by police.

Proclamations issued by the Council bear the Municipal seal only.

Chinese found damaging, removing or disfiguring any proclamation with intent to insult any public office or public officer, may be charged under Article 141 of the Chinese Criminal Code. See also *"Placards."*

Procurator - Power of. See *"Inquests and Autopsies."*

Procurator as Investigator.

The Procurator of the Shanghai First Special Area District Court is empowered to conduct preliminary enquiries in certain cases, but not to assume the role of a detective.

The police may make investigations on his behalf if application is made through the Judicial Police, and a report of such investigations should be forwarded to Police Headquarters.

The Procurator may not assist in person on such investigations, and in case a Procurator is found making investigations on his own behalf, he should be informed that he is exceeding his power.

Procuring - For Carnal Knowledge.

Under Chinese law, whoever for the purpose of gain incites any female person of respectable character to submit to carnal knowledge, is punishable under Article 231 of the Chinese Criminal Code, or, if the person concerned (either male or female) has not completed his or her sixteenth year of age, under Article 233 of the Chinese Criminal Code.

Promotion.

Probationary Sergeants in the Shanghai Municipal Police are required to pass a qualifying examination before being promoted to the rank of Sergeant. Qualifying examinations are held annually in March and October. Promotion in higher ranks up to and including Chief Inspector is by selection from other ranks by a Board composed of three Deputy Commissioners, four Divisional Officers, four Divisional Detective Officers and the Assistant Commissioners

(Traffic) and (A. & T.R.) which sits annually in May and October. In order to qualify for promotion to higher rank Sergeants are required to pass a qualifying examination held annually in April and November, and to have passed the final standard in Chinese; a departmental pass has less value all other qualifications being equal, than full qualification in the language. When vacancies occur in higher ranks, those considered best qualified are selected, and police officers who intend to succeed will best attract the attention of their superiors by their zeal, ability and judgment, by strict attention to duty, sobriety, smart appearance and respectful demeanour; whilst those who misconduct themselves or are found unattentive or negligent in the performance of their duty render themselves liable to reduction in rank or pay, or to forfeiture of consideration for promotion. *(See "Misconduct of Police")*

Personal history sheets containing the names of *at least three times* the number of candidates necessary to fill the vacancies existing are prepared from the gradation list for the information of the Promotions Board. From this list at least 75% of the existing vacancies are filled, with due regard to seniority *and all other factors.*

A secondary list containing the names of men specially recommended for accelerated promotion, i.e. men of less seniority than those included in the first list, and men not certain to be included, is also prepared. From this list not more than 25% of the vacancies will be filled and much less regard will be paid to seniority, but no man so recomended will be approved for special selection unless strongly recommended by the Board. If the Board after careful consideration do not recommend anyone for accelerated promotion or if less than 25% of the vacancies are so filled *the remainder will be taken from the first list.*

Detailed reports regarding men considered worthy of inclusion in the secondary list should be forwarded

through the usual channels by April 1 and September 1 each year, due regard being paid to the necessary qualifications as laid down in Headquarters Circular No. 108.

Selection for the rank of Superintendent and Commissioned rank will be made by the Commissioner in consultation with Deputy Commissioners.

Police should not endeavour to obtain promotion by the intervention of private persons. Such requests cannot advance the object desired and are more likely to retard it.

Property - Damaged. See *"Damage to Property."*

Property - Detained.

All money, jewellery, or other valuable property coming into the possession of a police officer in the course of duty shall without delay, be entered in the detained property book, labelled, (or in the case of money or jewellery) put into an envelope and properly sealed, and handed to the officer on Charge Room duty for safe custody. See also *"Finding" and "Disputed Ownership of Property."*

In cases where property is left untended; such as where a person is known to have absconded, or following a raid by police when there is no responsible person left on premises to take charge, such property must not be abandoned, but a police guard should be placed over it until such time as a competent court is enabled to issue instructions regarding it's disposal. See also *"Derelict Property" & "Property - Seized."*

Property Found. See *"Found Property."*

Property - Municipal. See *"Municipal Property Returns."*

Property - Seized.

Details regarding all property seized in connection with a case will be entered in the charge book, checked and signed for by the investigating officer, who may then take the property to the detective office and lock it up in the special receptacle provided for that purpose. When the property is disposed of, the general

duty officer will stamp the entry in the charge book with a special stamp, and sign and date the entry. He has four special stamps for this purpose, as follows:-

(1) Property to owner at station/court.
(2) To Court Property Room.
(3) Forwarded to Gaol.
(4) Confiscated by S.S.D. Court.

These stamps will be kept locked up by the general duty officer and will be affixed, attested, and dated by him only.

All property brought to the station which is not entered in the charge book, i.e., where there is no accused, will be entered in the detained property book. When the property is disposed of, the receipt of the person to whom it is handed over, or the note made as to the method of disposal will be attested and dated by the officer disposing of the property.

At the end of each month a summary of all cases in which property remains on charge will be prepared and affixed to the inner cover of the charge book as mentioned under the heading of "Prisoner's Property." Similarly a summary of all undisposed of detained property remaining on charge will be prepared and affixed to the inner cover of the detained property book.

The entries will be brief, as follows:-

Page and entry.	Date.
24/4	11.4.36.

Disposal of - In cases where the police seize property left behind by persons subject to the jurisdiction of Chinese courts who are wanted for fraud or misappropriation, and the owners of the property are able to identify it, they should be advised to apply to the civil court for writs of provisional attachment on the property. (Div. Memo 182.) See also *"Found Property" & "Property Detained."*

Property Recovering. See *"Pawnshop Receipts."*

Property Stolen.

In all cases where property is reported stolen, the best possible description of the property must be obtained and forwarded to Police Headquarters on the special form to be attached to the crime diary referring to the case, as such information is afterwards circulated to all pawnbrokers and other places where the property is likely to be disposed of.

Especial prominence should be given to articles having marks of identity, or which are not likely to be melted down or have their identity destroyed.

In all cases where property of importance, either from it's intrinsic value or as a means of tracing criminals is stolen or lost, a sketch or photograph of the article should be obtained if possible, for reproduction in daily information sheets and pawnshop lists.

Officers on Charge Room duty should take care to insert the value of the property stolen in all complaints of offences against property, or charges relating to theft. When this cannot be immediately ascertained, such information should be obtained and inserted as soon as possible. See also *"Description" and "Pawnshops."*

Prosecution - Municipal Employee. See *"Council Employees."*

Prosecutions - Health Department. See *"Health Dept. Prosecutions."*

Prosecutions - H. B. M. Court.

All police cases in H.B.M. Police Court except in the case of traffic offences are prosecuted by a member of the legal firm of Hansons, who should be requested to frame charges in such cases.

Prosecutor's Name. See *"Charge Sheets."*

Prostitutes.

There is frequently considerable difficulty in dealing with prostitutes in the absence of private complaint or express statutory provision regarding them. In the

Settlement prostitutes are liable under the provisions of Bye-law 36 (nuisance.) and those subject to Chinese law may also be charged under Article 43 of the Police Regulations.

The exercise of great tact and patience is necessary in dealing with prostitutes. They cannot legally be taken into custody simply because they are prostitutes; to justify their apprehension they must commit some distinct act which is an offence against the law. Police have no power to interfere with men and women talking together in the streets as long as they behave themselves properly and are not assembled together in such numbers as actually to cause obstruction in the thoroughfares; but if it is absolutely necessary to interfere; then it must be done civilly and firmly without any offensive language or manner.

Police officers are to bring to the station any prostitutes they may see soliciting passers-by. Women loitering in any thoroughfare or public place for purposes of prostitution or solicitation to the annoyance of any inhabitant or pedestrian are liable to arrest and prosecution. Prostitutes when found sitting or standing outside their doorways are to be ordered to go inside. If they refuse to do so they are to be brought to the station. See also *"Finger Prints."*

Provision of Necessaries. See *"Maintenance."*

Public Health. See *"Milk" "Sanitary Hints"* & *"Health Hints" Appendix "H."*

Public Health Department Badges. See *"Plainclothes Badges."*

Public Library.

The Municipal public library is situated at the Glen Line Building and is open from 9 a.m. to 7 p.m. daily except Saturdays and Sundays, the subscription fee being $10.00 per annum.

Public Lights. See *"Lights."*

Public Morality. See *"Assault" "Brothels" "Disorderly Houses" "Indecent Acts" "Prostitutes" and "Rape."*

Public Monies.

Incidental monies should be kept separate from all other funds. The reserve amounts issued to stations may be increased only on application to the Commissioner of Police. Expenditure on locomotion in respect of definite journeys during the course of duty will be debited to incidentals immediately on completion. Tram and bus passes should be used whenever possible, and motor cars will only be hired with the approval of Divisional Officers or Divisional Detective Officers except in emergencies, when the officer concerned must justify his action in order to obtain a refund. (P.O.D.-1039.)

Office supplies and stationery must not be purchased from incidentals, but should be obtained on requisition from the Stationery Office. Supplies of an urgent nature should be requisitioned for on form B-37 and marked "urgent" in red ink. (P.O.C. 7716.)

Divisional Officers and officers in charge of Headquarters sections etc. will check incidentals frequently, and officers-in-charge will be held personally liable for all disbursements, and should incur no unjustifiable expenses.

Public Occasions.

On all public occasions care must be taken not to interfere with the enjoyment of the people by imposing any unnecessary regulation or by any absence of good temper on the part of the police.

Public Ricshas. See *"Ricshas."*

Public Vehicles.

The police are frequently appealed to in disputes between the public and those in charge of public vehicles. In such cases they should when necessary advise the complainant to address himself to the nearest police station.

Police observing any public vehicle unfit for use, or in a dirty or broken condition, should take the

number, note the appearance of the pony (if any) and report the same on going off duty.

Public Works Department. See *"Boundaries of P.W.D. Districts" & "Municipally Owned & Leased Property-Repairs to."*

P.W.D. Watchmen-Visiting. See *"Patrol Sergeants."*

Pursuit of Offenders.

Rapidity of action is the great essential in the pursuit of offenders. It is absolutely necessary to use every effort to get in advance of the person whose arrest is sought. To this end it is necessary to consider in what direction the delinquent has escaped or is likely to flee, and by what means he will seek to conceal the course taken.

Every route should be blocked as far as possible and every artifice taken advantage of in the chase. If necessary, the pursuit should be continued out of Settlement limits and if a capture is there and then effected, the prisoner should be handed over to the police authorities of the district where the arrest takes place, pending arrangements for handing over.

If a photograph or a good description of the culprit can be obtained it may be included on daily information sheets or "wanted notices" and distributed to persons or places likely to see and recognise the person wanted.

Full particulars, including information regarding companions and luggage etc., should be despatched to all likely places of flight and passage. See also *"Armed Robberies" "Charge-Room Duty-Circulation of Serious Crime" "Raids" "Shooting Affrays" and "Teleprinter."*

Questioning.

According to English law a person may only be questioned respecting the commission of a crime so long as there is no premeditated intention to arrest him. From the moment it is decided to arrest, no question must be asked respecting the offence without a caution first being delivered.

Police officers must be careful not to give offence in the questions they are obliged to put in making enquiries. The exercise of a little tact will prevent this, and if it is explained to them, most persons will understand that successful investigations depend largely upon their frank co-operation in this respect. Vital clues are often revealed in information considered of no importance to the person having knowledge of it. See also *"Cautioning Prisoners" "Confessions" "Determination to Arrest" and "Interrogation."*

Quarters Allowances.

Members of the Force who draw allowances in lieu of quarters are obliged to pay rental for the premises they occupy promptly when due. In the event of failure to do so, future issue of such allowances may be withheld until the debts have been settled.

Foreign members of the Force drawing quarters allowances will forward receipted accounts for these payments for verification, to the officer in charge Pay Office on or before the 10th day of each month.

Japanese members of the Force will similarly forward receipted accounts to the Assistant Commissioner (Japanese.)

Chinese Superintendents and Sikh Inspectors will periodically verify such payments in the case of Chinese and Sikhs drawing allowances, and defaulters will be reported without delay. (Divisional Memo No. 174.)

Rabies. See *"Dogs - Rabid" and Appendix "F."*

Radio Aerials. See *"Police and Leased Quarters."*

Radio Broadcasts-Police Information.

When it is found necessary to broadcast messages in regard to serious crime, or information is urgently required, or for information of the public, the Officer in charge of the C.C.R. must be requested to make the necessary arrangements.

Messages to be broadcast at the request of Stations must have the approval of the Divisional Officer or Divisional Detective Officer concerned.

All verbal requests will be confirmed in the first subsequent report forwarded on the subject.

Special "Broadcast message" forms will be used by C.C.R. for this purpose. (Divisional Memo No.252).

Radio Van Diaries.

Radio van diaries are not to be removed from the vans. All entries therein are to be made in duplicate. The original is to be handed to the officer on Charge Room duty by the officer in charge of the van when reporting off duty. It will be attached to the daily state forwarded by the officer-in-charge to Headquarters. Entries in these diaries will be made by the foreign officer in charge of the van. He will sign on duty, and log all messages received during his tour of duty, whether directed to his particular van or not. He will state the location of his van on receipt of messages, and the condition of reception; action taken on receipt of any messages effecting his van, and details regarding arrests made as the result of a message received. He will note any faults or damage etc. noted in the receiving set. At the conclusion of his tour of duty he will sign off.

The receiving set will be switched on when signing on duty, and switched off when signing off. (Div: order 6380.)

Raids.

Except in cases of urgency such as when a crime is reported in progress, raids to effect the arrest of desperate criminals should not be made by junior police officers without prior reference to the senior detective or officer-in-charge, or their deputies. In the absence of any of these. the Divisional Detective Officer should be informed and given full details. In all cases where such raids are contemplated in districts other than the one to which the party is attached, the officer-in-charge of the district concerned should be informed before the raid takes place, or if the case is urgent, as soon as possible afterwards. (P.O.B.-8495.) The officer in charge of the raiding party is responsible that each member of his party wears a bullet proof vest, and that the first member to enter a house also carries a steel shield. See *"Bullet Proof Vests" "Shields" & "Shooting Affrays."* The senior officer in the party must also make sure that one police officer at least precedes prisoners down stairways in order to prevent escape, and that handcuffs are properly adjusted, special attention being paid to the handcuffing of drug addicts, whose wrists may be emaciated. See also *"Japanese Resi-*

" "Protected Detained" & "Threatening Letter

A uniform officer should always accompany parties raiding premises for narcotics etc. (Insp's Memo No.176, 1921.)

Raincoats. See *"Firarms - Carrying on Duty"* and special booklet *"Dress of Police and Orders of Dress."*

Range Rules.

The following precautions must be obeyed by all members of the Force using the pistol range.

(1) Under no circumstances will a loaded pistol be permitted on the range except at the firing point under the orders of the Range Officer. On arrival at the range weapons will be unloaded.

(2) The aiming and snapping of pistols is forbidden except under instruction.
(3) Pistols or other weapons must always be treated as loaded, and at no time will they be pointed at the roof.
(4) When a pistol is loaded at the firing point it must be kept pointed towards the butts or the ground in the immediate front until unloaded and proved.

Ranks of The Force. See *"Nomenclature."*

Rape.

Rape is the carnal knowledge of a woman (not the offender's wife) against her will, or by fear or fraud. No matter whether the woman is a virgin or not, the essence of the offence is the fact that it occurs without her consent, or that consent is obtained by deceit. A man who posed as a husband and thus gained consent would still be guilty of rape, and in the case of Foreign girls under the age of sixteen years and Chinese girls under 15 years the law does not recognise their ability to consent to submit to carnal knowledge. A police officer receiving a complaint of this nature, must be very careful that there is good cause to suspect that the complaint is true before making an arrest, as complaints are apt to be at times, unfounded. He should take the alleged offender to the police station without delay accompanied by the complainant. The woman should, *if she consents*, be examined by a doctor as soon as possible. See *"Hospitals."*
The clothing of her alleged assailant should be closely scrutinised for any signs likely to substantiate the charge. Such marks when found, may if necessary, be sent to the municipal laboratory for investigation. See *"Exhibits for Analysis."*
If any unreasonable delay occurs between the commission of the alleged offence and the time of reporting to the police, a warrant should be obtained.

The following circumstances may be considered to support the testimony of the woman alleged to have been ravished:- Her credibility; good fame; marks of violence upon her person; early report regarding the offence and denunciation of the offender; and if the offender has fled.
The following circumstances should be considered to weaken her testimony, and cause the police to regard her complaint with greater caution:- Evil fame; concealment of the alleged injury; previous relationship with the alleged offender, especially if he be in good circumstances; if the alleged offence occurred under circumstances of her own making, or where she would have been heard, and she made no outcry.
The offence of rape is punishable under Article 221 of the Chinese Criminal Code. See also *"Assault-Indecent" and "Carnal Knowledge."*

Rates and Taxes.

A meeting of ratepayers is called every year by the Consular Body within seven days after the election of a new Municipal Council, to devise ways and means of raising the funds necessary for municipal works and to discuss the disbursement of such funds. A special meeting may only be called by the Consular Body on the request of 25 qualified ratepayers, provided they give ten days notice of the meeting and stating the reason for which the meeting is convened.
The municipal rate is at present sixteen per cent of the assessed rental of the property (1938), payable quarterly in advance, and the municipal land tax is eight tenths of one per cent of the assessed rental.
A special rate slightly less than the general municipal rate is payable by the occupants of premises abutting on municipal roads outside the Settlement who enjoy municipal services.

Receipts for Prisoners. See *"Prisoners - Receipts for."*

Red Cross Flags.

During times of emergency Red Cross flags and signs are often used improperly on vehicles owned by individuals or private concerns. The police should pay particular attention to such cases and remove such flags and signs as are found being improperly used, reporting the vehicles found using them.

Red Cross Hospital. See *"Hospitals."*

Receiving Stolen Property.

A person is said to receive stolen goods when he obtains control over them from the person who delivered them. Under English law to receive goods knowing them, to be the proceeds of either a felony or a misdemeanour, is in itself a felony or a misdemeanour. When proceedings are taken against any person subject to English law for receiving goods knowing them to have been stolen, evidence may be given at any stage of the proceedings that there was found in his possession other stolen property within the preceding period of twelve months, and such evidence may be taken into consideration for the purpose of proving that such person knew the property to be stolen which forms the subject of the proceedings taken against him.

Similarly when proceedings are taken against any person for receiving goods knowing them to be stolen, or for having in his possession stolen property and evidence had been given that the stolen property has been found in his possession, then, if such person has within five years immediately preceding been convicted of any offence involving fraud or dishonesty, evidence of such previous conviction may be given at any stage of the proceedings and may be taken into consideration for the purpose of proving that the accused knew the property found in his possession was stolen; provided that not less than seven days notice in writing shall have been given to the person accused that such proof was intended to be given.

Receiving stolen property is also a serious offence under Chinese law and is punishable under Articles 349 and 350 of the Chinese Criminal Code.

The Modus Operandi section keeps a list of known receivers of stolen property and may be requested to supply such information to detectives engaged on such enquiries.

According to condition No. 9 of the Gold and Silversmith's shop licenses, the licensee and employees of such establishments are entitled to the benefit of being summoned for receiving stolen property, provided the licensee is a member of the Gold and Silversmiths Guild, and that the guild will accept responsibility for the appearance of the person concerned when called upon. See also *"Crime Diaries" & "Gold & Silversmiths Shops."*

Recognisance.

A recognisance is an obligation acknowledged in due form to do a certain thing therein named.

Recognisances are usually entered into by persons convicted of minor offences who are bound over as first offenders instead of being sent to prison.

Recommendations - Procedure.

1. Officers-in-charge of districts and senior detectives forward all recommendations for reward to police officers excepting members of the Sikh and Chinese uniform branches below the rank of Sub-Inspector, on recommendation form "A."
2. A summary of each case will be entered by the senior officer concerned, clearly stating the important points and the outstanding work performed by each officer to be recommended. The name, number and rank of the officer recommended will then follow.
3. In cases where recommendations are made for police officers, a summary of the case will be entered on form "A" and form 56 will be filled in and attached and forwarded to Deputy Commissioner (Divisions.)

4. Form "A" when completed will be signed by the police officer recommending and passed to the Divisional Officer or Divisional Detective Officer after endorsement by the officer-in-charge of the station in the case of detectives.
5. The Divisional Detective Officer will also enter his recommendations and comments if necessary, on form "B" clearly stating the amount of reward to be granted, and the nature of commendation and/or advancement in class, and pass to the Divisional Officer for his remarks.
6. The Divisional Officer will enter his recommendations and comments, and forward to the Central Registrar for information of the Awards Board, who will enter the final decision on form "C."
7. Recommendations for informers from the Crime Suppression Fund will be forwarded on form "A" to Deputy Commissioner (Crime), together with a summary of the case with form "B" attached.
8. In cases where final recommendations on completion of cases are made for rewards for informers from the Crime Suppression Fund, forms "A" and "B" will be forwarded to Deputy Commissioner (Crime) for approval, after which they will be passed to the Central Registrar for attachment to the file.
9. Where expenses are incurred by detectives concerned, form 20a will be filled in and forwarded.
10.
11. Forms "A" and "B" will be forwarded from Divisional Offices without case papers, which will remain at stations, to be called for if necessary.
12. Rewards in opium and narcotic cases paid from funds passed to the S.M.C. Finance Department

through the Municipal Police by the court, will be applied for on form 55. See *"Rewards."* See also *"Commendations."*

Recreation Club.

Membership of the Police Recreation Club is, in the case of the Foreign Branch compulsory, contributions of $1.40 per month being deducted from the pay of members. These contributions defray expenditure for the various branches of sport conducted by the club.

Recreation Fund.

The Police Recreation Fund which is administered by a Board appointed by the Commissioner, is subscribed by the Council and provides for the various kinds of communal sport and recreation indulged in by members of the Force.

Reformatory.

Reformatories are special institutions for the reception of juvenile offenders who have been convicted of an offence punishable with penal servitude or imprisonment. See also *"Adult" and "Gaols."*

Refused Investigation. See *"First Information Reports."*

Refusal to Prosecute.

The main grounds upon which a Procurator (or police) may refuse to institute prosecutions are set forth in Article 231 of the Chinese Code of Criminal Procedure as follows:-

(1) When a final judgement has been given.
(2) When the time limit has already expired, i.e, when barred by prescription vide Article 80 of the Criminal Code.
(3) Where there has already been an amnesty or
(4) Where a law enacted *after* the commission of the offence abolishes the punishment.
(5) In cases which may only be instituted on complaint by the injured party, where the complaint has been withdrawn, or where no

complaint was made within six months from the day on which the injured party knew who the offender was.

(6) When the accused is dead, or

(7) When the court has no jurisdiction over an accused.

(8) When the act is not punishable, or

(9) When the offence is exempted from punishment by law.

(10) When there is insufficient evidence that an offence has been committed.

Regulating Traffic. See *"Traffic Duty."*

Reliefs. See *"Parading for Duty" & "Charge Room Duty."*

Remand.

A remand is the period of time ordered by a magistrate for the detention of a prisoner whilst enquiries are being made regarding his character and antecedents.

Remanded Prisoners. See *"Gaols - Admittance to."*

Removal From Cells. See *"Cells" "Charge Room Duty" & "Interrogation."*

Rendition Agreement. See the Chinese Criminal Code.

Rent Allowance. See *"Chinese Branch" & "Quarters Allowance."*

Repairs. See *"Electric Lighting" and "Municipally Owned and Leased Premises - Repairs to."*

Reports.

Every report made by the police should be typed wherever possible, or legibly written on the special form provided for that purpose, signed by the officer who makes it, with his rank attached, and submitted through the proper channel. On no account should reports be written on memo forms and only one side of the paper should be used.

Full particulars should be given without entering into unnecessary detail. They should be in plain language and slang terms must not be used. If the subject is in any way involved, the report should be

arranged in numbered paragraphs, and paragraphs should as far as possible be short and concise. Statements of another person should be shown by inverted commas, thus:- the doctor certifies the injury to be "serious, detained in hospital."

A report should contain each circumstance in chronological order, so as to make a clearly connected narrative.

Ordinary reports to superiors should commence:-

"Sir,

I beg to report (or request, or state)....."and they should end "Your obedient servant" or "Yours obediently" They must then be signed, and the rank, or rank and number of the person making the report written below the signature.

The writing should be done between the lines on forms so marked, or allowed double spacing when typed on plain paper.

Reports made on crime diary forms should begin with the word "Sir", continuing with the matter reported on, and should end with the signature and rank, or rank and number, of the maker.

Reports in the occurrence book should show the time and date of making in the margin, and should continue in this form:- "F.S No. 148 Smith (or C.P.C. No., or S.P.C. No.) reports that at 10 a.m. today, one named James Jackson, residing at No. 101 Boone Road, handed over to him a black leather pocket wallet containing five dollars in banknotes and personal papers bearing the name of one J. D. Chang, which Mr. Jackson had found a few minutes before on Boone Road near Chapoo Road corner."

Details of subsequent action taken should be entered in the margin, unless too voluminous, when they will form the subject of a later entry. Further reports on any matter will commence with a reference to the time and date of the original report on the matter. See also *"Charge Room Duty - Circulation of Serious Crime" "Crime Diaries" "F.I.R's" "Political Affairs-Reports" & "Statements."*

Reports - Confidential. See *"Confidential Reports."*

Reporting Sick. See *"Chinese Branch" "Hospital Attendance" "Medical Attendance" & "Police Hospital."*

Rescue. (of Prisoner)

Rescue, is the forcible and knowingly liberating a prisoner from lawful custody.
Under English law, if the original offender is convicted, the rescuer is guilty of the same offence as he, and if the original offender is not convicted the rescuer may still be punished by a fine and imprisonment as for a misdemeanour. If the prisoner were in private custody, the rescuer is not criminally liable, unless he knew him to be in custody on a criminal charge.
Any person subject to Chinese law who commits the offence of rescue, renders himself liable to punishment under Article 162 of the Chinese Criminal Code. See also *"Escape of Prisoner."*

Rescue Van. See *"Fires." "Fires-Treatment of Injured."*

Reserve Unit.

The following directions are to be followed on every occasion when it is necessary to call out Reserve Unit in emergencies, such as riots, etc.

(1) All calls must be turned in to the communication control room, telephone No. 15380 as follows:- "Riot call from.....station, on.....Road near.....Road."

(2) The officer-in-charge of the station or his deputy will make the call, and will ask the operator at the C.C.R. to repeat the message.
For the purpose of this order, "deputy" means, (in the absence of an officer of higher rank) the officer on Charge Room duty.

(3) No riot call will be made by anyone on patrol duty below the rank of Sub-Inspector (Foreign.)
In such cases, where the riot call is made direct to the C.C.R. the officer making the call will immediately afterwards inform the station of the district concerned. (Div: memo 162/36.) See also *"Escorts" "Traffic - Right of Way" and "Search Parties."*

(4) *Responsibility For - In Action.*
When the Reserve Unit is called out to deal with a threatening mob, the officer in charge of the riot squads will act under the directions of the Divisional Officer (if present) until the arrival of the Assistant Commissioner (Armed & Training Reserve.) When the latter arrives, he will be responsible for deciding the action to be taken. He will consult with and consider the views of the Divisional Officer. Previous to the arrival of the Assistant Commissioner (A. & T.R.) the officer-in-charge district will be responsible, and will consult with the officer in charge riot squad on what action is necessary.
All orders to the riot squads will be issued through the officer in charge riot squads, who will be responsible that the three squads of the unit remain intact when out on riot call. (Div: memo 167/36.) See also *"Escorts for Prisoners" & "Search Parties."*

Resignation.

When an officer leaves the service, either on resignation or dismissal, all articles of clothing and appointment must be delivered up in a proper state of repair. Deductions from pay due to him may be made in respect of any damage or deficiency. See also *"Clothing & Appointments."*

Returns. See *"Chinese Branch - Pay Returns - Sick Returns" "Dogs" "Duties - Abnormal" "Ricshas" & "Strength and Distribution Returns."*

Reward Notices.

Notices offering rewards should distinctly state:-
(a) The amount of the reward.
(b) The precise conditions under which it will be paid.

(c) The name and address of the person responsible for the payment or authorised to issue the reward.

No reward can be offered in a criminal case for the recovery of stolen property unattended by the apprehension and conviction of the guilty party, but a reward can be offered for private information leading to a conviction.

Police should never offer a reward without the written authority of the person who undertakes to be responsible for the payment of the amount, and no reward notices may be printed except on the authority of the Commissioner of Police.

Rewards - From fines.

All rewards from fines for police disposal in connection with rolled tobacco tax cases and narcotic cases will be collected under the supervision of the Deputy Commissioner (Crime.)

The officers in charge of the abovementioned sections will present the court receipt forms to the Personal Assistant, Deputy Commissioner (Crime,) who will check and stamp the receipts for collection by the officers designated by him, and will receive all monies for disposal and record in books to be kept for the purpose. All enquiries concerning these rewards prior to issue will be made by officers in charge of the above sections, and all lists of money due will be submitted in duplicate to the Personal Assistant, Deputy Commissioner (Crime.) (Div: memo 176.)

Rewards - to Police. See *"Commendations" "Distinguished Conduct Medals" and "Recommendations."*

Rewards - to Ricsha Coolies.

When ricsha coolies bring to the station intoxicated passengers, or passengers otherwise incapacitated, they may be given a reward of 50 cents big money.

In cases where refund cannot be obtained from such passengers, returns should be forwarded through the Divisional Officer concerned to the Deputy Commissioner (Crime) for refund from the Crime Suppression Fund.

Ricsha Coolies - Treatment of.

The Council takes the most serious possible view of cases of maltreatment of Chinese by members of the Police Force, and warning is hereby conveyed that, all such cases will entail summary dismissal or the infliction of other drastic penalty upon the offender. Two of the essential qualifications of a police officer are self restraint and control of temper.

A successful police officer must have the sympathy and support of the general public, and unless he carries out his duties in a considerate and reasonable manner such sympathy and support must be lacking. The Police Force as a whole is continually subject to criticism, much of which is undoubtedly misinformed and prejudiced. The good name of the Force can only be maintained if all ranks bear in mind the necessity for tact and forbearance in their dealings with the public. Abuse of authority is a sign of weakness and lack of discipline, and will be discouraged in every possible way.

Ricsha Inspector's Duties. See *"Vehicle Inspector's Duties."*

Ricshas - Private.

Private ricsha licenses are issued (a) in the name of the proprietor of the vehicle if he uses it himself, or (b) the name of the hirer, who hires it for a period of at least one month. The licensee must confirm in writing when making application for renewal of the license, that the vehicle is intended for his personal use, it being understood that it may be used by his family or in the case of firms etc., by members of their staff.

Only pullers licensed by the Council to pull private ricshas shall be allowed to pull the ricsha, and the licensee shall have his name and the number of his ricsha endorsed on the puller's license. Any change of employer must be recorded on the puller's license, and the puller may not pull any ricsha except that of

his employer. Unless authorised by written permission of the Council, only one puller may be engaged by the licensee for each ricsha, and when pulling the ricsha the puller shall at all times carry his license, and wear the arm badge issued with the license visibly on his left arm.

The licensee shall not permit any person to use or hire the said ricsha, or do so himself. The puller shall not ply or use the ricsha for hire. No gong, horn or any other form of special signal alarm shall be allowed on the ricsha.

The licensee shall provide the puller with a copy of the "Special instructions to private ricsha pullers" printed in Chinese and shall take proper steps to instruct the puller in observance of same.

Police should give special attention to private ricsha coolies touting for hire; offenders are to be arrested. On the ricsha being detained, the puller will be instructed to call the owner, who on proving ownership, will be warned and permitted to remove the ricsha, the puller being charged under Bye-law 36 and condition No.2 of his license, and bailed in the sum of $5.00.

In the event of the licensee failing to satisfy the officer on Charge Room duty that the ricsha is his property, or hired by him monthly, the license plate and quarterly disc will be removed and forwarded to the Ricsha Inspection Depot for disposal.

On conviction, the puller's license and enamel arm badge will be forwarded to the Ricsha Control Officer for disposal. On the first conviction the puller's license is suspended for one month, and on the second conviction it is cancelled.

In the event of a private ricsha license being reported lost or stolen the Ricsha Inspection Depot must be informed immediately, and officers-in-charge of districts will forward quarterly returns of such licenses to that office. Private ricshas are now only issued with a license number plate and a copy of the license conditions.

A record of all private ricshas licensed is kept at the private ricsha Licensing Depot (near the Ricsha Inspection Depot) where information may be obtained at all times if required.

Ricshas - Public.

Public ricsha licenses are issued only to the owner of the ricsha licensed, who may not transfer, sell, mortgage or lease any license without permission first obtained from the Council. Such licenses are valid for one month and are not renewed unless application is made and the license fee paid, on or before the sixth day of each month. S. M. C. license plates are affixed to the left hand splashboard of public ricshas. Each ricsha licensed is issued with an enamel plate showing the authorised tariff, which must be affixed to the right wing of the ricsha. Each vehicle shall carry at all times a rain apron of approved pattern bearing a number corresponding to the license.

Between sunset and sunrise each ricsha shall carry two lighted lamps, one on each side exhibiting a white light to the front and a red light toward the rear, so placed and maintained at all times as to be clearly visible at a reasonable distance in front and behind. This condition is to be strictly enforced.

The ricsha shall not carry two adult passengers at one time, nor any person obviously suffering from any infectious disease. No livestock, market produce, merchandise or other goods likely to soil the ricsha shall be carried unless wrapped or packed in such a manner as to effectively prevent such soiling,and no goods shall be carried in such a manner as may cause damage to the ricsha or obstruction to other traffic.

Only pullers licensed by the Council to pull public ricshas shall be allowed to pull the ricsha.

The licensee shall provide him with a uniform coat and raincoat of approved pattern bearing the license number of his vehicle. The uniform coat shall be worn at all times when plying for hire and be kept clean and in good condition. The ricsha shall not be

let out to any puller obviously not physically fit to pull it, and the licensee shall report to the police any puller in such a condition or suffering from any infectious disease.

The licensee shall provide each puller with a copy of the Traffic Regulations printed in Chinese and any subsequent amendments, and shall instruct the puller in the observance thereof. He shall not charge the puller more for the hire of the ricsha than the maximum authorised by the Council, and shall keep a record of the license number of the puller to whom the ricsha is let each shift and of the amount he is charged. Such records shall be available to the Council at any time.

Ricshas - Removal & Disposal of Licenses.

The regulations referring to ricshas must be ceaselessly enforced. Cases of obstruction and touting for hire are to be dealt with according to the offence, and constables are to be constantly reminded to keep the roads clear of empty ricshas, which should be confined to the proper "waiting" places.

The following procedure will be adopted in connection with the removal and disposal of public ricsha and public ricsha pullers' licences for breaches of traffic regulations.

(1) Pullers' licences or vehicle licences will be taken whenever possible. Cushions will only be taken in exceptional circumstances when pullers refuse to hand over their licences to the police officer, or, where licences are not available. When pullers' licences are taken the ricsha number should also be recorded.

(2) Bail will be fixed at 30 cents except in regard to serious offences which should be dealt with under Traffic Regulation No. 2. No subsidiary coinage may be accepted in such cases as the amount of bail is calculated in "big money."

(3) All public ricsha or public ricsha pullers' licences taken to police stations by the police and not redeemed on the same date will be forwarded at 9 a.m. the following day, (Sundays excepted,) to the Puller's Licensing Depot, 699 Fearon Road, together with the particulars on form No. 62A. The licences will there be disposed of as follows:-

(a) Payment of bail money as demanded at the station.

(b) By cancellation of pullers licence if not redeemed within 3 months.

(c) Non-issue of new licences until the old ones are redeemed or otherwise disposed of.

(4) Bail receipts and charge sheets in respect to the bail money received will be made out at the Pullers' Licensing Depot and forwarded to Hongkew station which will record the totals in their fines book and pass to the Shanghai First Special Area District Court.

(5) Ricshas held in lieu of bail will not be released from police stations except to a puller in possession of a current license card and wearing an arm badge. The number of the delinquent pullers can be obtained by telephoning the Pullers' Licensing Depot through C.C.R. and asking who was in charge of the ricsha when brought to the station.

(6) Officers-in-charge of districts, whenever possible, will detail men for the inspection of the licenses of public ricshas and pullers, also puller's uniforms, and will generally assist the officer in charge Ricsha Control Office at all times. (Div: memo 173/36.)

License plates should be removed from all ricshas found plying for hire with old plates after the sixth day of the month, or from obviously dilapidated ricshas. Ricsha pullers should always be clearly told the reason why their license plates are taken away.

Right of Way. See *"Traffic."*

Riot.

A riot is an unlawful assembly consisting of three or more persons which has actually begun to execute the purpose for which it assembled, by a breach of the peace, to the terror of the public. Police should note the names, description and actions of the ringleaders, or if necessary, and sufficient force is available, arrest them.

Chinese taking part in a riot may be charged under Article 150 of the Chinese Criminal Code, but they cannot be arrested before they actually use violence or threats unless warned to disperse *three times.* See *"Assemby Unlawful" "Baton Charges" "Reserve Unit" and "Shooting Affrays."*

River Police.

The River Police take jurisdiction over the waterways around Shanghai. They are under the control of a Chief of Police nt, who is responsible to the Harbour Master.

There are two River Police stations located on the Whangpoo River as follows:-

Pootung Point Hulk - Telephone No. 12371.
Wetmore Road Hulk - ,, ,, 50382.

Residence of Chief of River Police in charge, Customs Building, telephone No. 19218.

Fire Float "Poochi", Jinkee Road Jetty, telephone No. 14805.

See also *"Waterways - Inside The Settlement."*

River Police Prisoners.

(1) All persons charged by the River Police who are subject the jurisdiction of Chinese Courts are taken by them before the Shanghai District Court, (Nantao.)
Except in the case of foreigners, they do not concern the Municipal Police in any way.

(2) In view of the lack of suitable accommodation on River Police Hulks, foreign prisoners pending trial may be detained overnight at Municipal police stations on request. Their detention is a matter of mutual arrangement, but apart from their safe custody, the Municipal Police are not concerned with them.

Road Traffic Act. (1930.)

It has been held unnecessary for the Municipal Police to frame any charge for breaches of traffic regulations under the Road Traffic Act. (1930.)(English law.) Should, however, a case be considered to be of so serious a nature that the penalties laid down under Bye-law 36 are inadequate, the prosecution may request that the penalties covering the corresponding offence under the Road Traffic Act be applied. See also *"Traffic Accidents."*

Roads - Damage To.

The throwing of water and slops on roads and pavements causes considerable damage and should be stopped by police. There is also considerable danger to pedestrians and vehicular traffic during winter, owing to frost. Persons found offending should be reported for summons, or, if necessary, arrested, See also *"Holes In The Road."*

Robbers. See *"Armed Robbers" "Pursuit of Offenders" "Raids" & "Shooting Affrays."*

Robbers - Interrogating. See *"Interrogation - of Robbers."*

Robbery.

Robbery is theft accompanied by violence or threats of violence. It should always be borne in mind by the police that as far as they are concerned it is not the amount of the loss that makes the robbery important or otherwise; and that the best mode of preventing robberies is the apprehension of thieves before they become sufficiently experienced to effect them.

Robberies-Investigation of.

Investigating officers should always thoroughly question the victims of armed robberies regarding each member of the gang responsible, and make especial note of all peculiarities however slight, of physical build, markings, voice and dialect, and manner, etc., as these items may later prove to be of great value. Such complainants should also be shown photographs of recently released ex-convicts who have been convicted of robbery in efforts to effect an identification. When making reports regarding robberies, it should always be stated whether any alarm was raised, giving details regarding police on duty in the vicinity, and whether they could have heard such an alarm if raised. To give a more accurate illustration of this it is better to state the distance of the scene of the crime from the nearest cross roads or well known place. Anyone subject to Chinese law who commits robbery is punishable under Articles 328 to 332 of the Chinese Criminal Code. See also *"Interrogation - of Robbers."*

Rolled Tobacco Tax. See *"Stamp Tax Cases."*

Romanisation of Chinese Names. See *"Charge Sheets" and "Interpreters."*

Rubber Gloves. See *"Electric Lighting."*

Rules of Evidence See *"Evidence" & "Witnesses - Competent."*

Rules and Regulations Police. See *Appendix "A."*

Russian Unit. S. V. C.

In the event of a member of the Russian Unit, S.V.C. being arrested, full details regarding the charge, and such evidence as is available, will be forwarded in writing, as soon as possible to the officer in charge of the unit.

Sacrilege.

Sacrilege according to English law, is the breaking and entering into a place of divine worship and committing a felony therein, or having committed a felony therein, breaking out.
The offence is not recognised under Chinese law, but anyone who interferes with any religious ceremony renders himself liable to punishment under Article 246 of the Chinese Criminal Code.

Sailors. See *"Naval and Military Arrests."*

Salt Tax Cases.

Charges brought in the Settlement by the Salt Tax Bureau should be superscribed, "On complaint by.....the S.M.P. executed warrant, etc."

Saltpetre - Sulphur.

Licenses for the sale, storage and manufacture of saltpetre and sulphur are issued by the Council. Premises and all vessels therein in which saltpetre and sulphur are kept must be open to inspection by the municipal authorities. Persons found selling these chemicals without a license are liable to prosecution. No license is required for storing small quantities of petrol, carbide of calcium etc., for private use. See also *"Dangerous Materials."*

Saluting.

Police officers are to salute members of the Council, Consuls, and Judges, on all official occasions.
Officers of the rank of Inspector and above must always be saluted by police officers of junior rank when in uniform, and in plain clothes if recognised. Officers of the S.M.P. (S) of the rank of Inspector and above must also be saluted when in uniform. Salutes should always be acknowledged.
Police engaged on actual traffic duty are not required to salute.

The salute to be used by all members of the Force is the "police" salute, as described in appendix "D." Police in plain clothes should salute by raising the hat.
Police engaged on actual detective duty must on no account acknowledge a superior or other police officer if there is the slightest possibility of their being themselves identified.
Police marching in a body do not salute, but the command "eyes right" or "eyes left" is given by the officer in charge of the party.
The police should salute military officers, especially if addressed by them. All police not actually on traffic duty should salute the officer in command of a body of troops, and colours (including those of the S.V.C.) when unfurled, and stand to attention until the whole have passed by.
When any member of the Municipal Council or officer of the rank of Superintendent or above, enters any room at a police station, the police in the room are to stand to attention.
When a funeral cortege passes by, police should salute the coffin, and stand to attention until the cortege has passed by.

Sanitary Hints.

It is the business of every member of the Force to keep himself as physically fit as possible. No matter how efficient a policeman may be in other ways he cannot do his work unless he is in good health. Moreover, to keep in condition is a duty he owes not only to the Municipal Council, his employer, but also to his comrades on whom extra work must necessarily fall if he is sick.
Good health is mainly a question of individual care. Systematic living is a matter of great importance. Excessive eating or drinking are both prejudicial to health. Undue indulgence in alcoholic stimulants at anytime, and especially during the summer months should be guarded against.

In wet weather, or during the spring and autumn when sudden changes of temperature occur, particular care is necessary. Chills due to wet clothing are easily contracted and may quickly develop into serious illness.
Vaccination should be done on arrival in Shanghai and every three years afterwards. Innoculation against typhoid fever should be done on or before arrival in Shanghai and repeated every third year afterwards. See also Health Hints Appendix "H."

Savings Bank - Investment Bank - Municipal.

Police officers desirous of depositing any small amounts they may be able to save out of their pay are afforded facilities for doing so by the Municipal Savings and Municipal Investment Banks. Particulars of these banks can be obtained from the Finance Department, S.M.C. on application.

Sealing Orders. See *"Damage to Property."*

Search - of Armed Suspects.

The absolute necessity of preparedness when dealing with persons suspected of carrying arms cannot be too carefully impressed on all ranks. When searching or arresting doubtful characters it is essential that the officer making the search or arrest be prepared for any sudden emergency and if necessary to get his shot in first. There should be no excuse for an armed policeman, when conducting a search, being shot before he has time to draw his pistol.
Members of the Force in uniform or plain clothes on duty alone, will not search suspects until they can enlist the aid of another constable. Suspects should be kept under observation until another constable is encountered, when a joint search may be carried out.
See also *"Raids"* & *"Shooting Affrays."*

Search Parties - Hours of Duty and Instructions.

The hours of duty to be performed by search parties *wearing steel vests* should be as follows:-

Walking party, two hours of duty counts as four hours. Standing party, five hours of duty counts as eight hours. Mobile party, six hours of duty counts as eight hours.
Except in cases of emergency walking and standing search party duties should be performed with an interval of at least two hours between. (P.O.C.-3231.)
Search parties are authorised solely for the prevention of armed crime. The indiscriminate searching of respectable persons or their vehicles is not justified except when reasonable suspicion exists.
Excepting the Reserve Unit parties, search parties operate from police stations in their own districts and when not operating in uniform must give proof of their identity as soon as possible to every person as soon as stopped and searched.
Before a search party leaves the station the senior member should be told that he is in charge, and the remainder of the party must be clearly given to understand who is in charge.
The name of the officer in charge of the party will be entered in the occurrence book and mentioned by the officer-in-charge of the station in his returns.
It is the duty of the officer in charge of a search party so to dispose his men that they can be utilized to the best advantage, due regard being paid to the work to be performed as well as the safety of the party.
Whilst on duty all men will carry their pistols in their hands. The searching should as far as possible be done by the Chinese members of the party, who will place their pistols in the holster whilst searching.
The necessity for constant vigilance on this duty is emphasized, as it is only by watchfulness and attention that danger can be minimised if an armed desperado is met with.
Inspectors and other officers when passing a search party must see that the foregoing instructions are rigorously carried out; no neglect of this duty should be, on any pretext, tolerated. (P.O.B. 2145 etc.)

Every member of a search party must wear a bullet-proof vest, unless specially instructed otherwise.
During cold weather, when great coats are worn by members of a search party, the bullet proof vests will be worn inside the great coat; linked buttons are on charge at stations, which will enable the great coats to be buttoned.
Men going on search party duty must on no account carry money or other valuables in their pockets.
The officer in charge of a search party will be held responsible that the following rules are at all times strictly carried out:-

(a) That the lower flap of the vest is down, when the search party is actually searching.
(b) That all members of the party carry their pistols in a safe manner and ready at all times for immediate use.
(c) That men employed actually searching suspects are effectively covered by other members of the party.

Search parties are definitely forbidden to shoot at anyone endeavouring to evade them, unless that person is obviously carrying arms for an illegal purpose and cannot otherwise be stopped. Special attention should be paid to public ricshas, as pistols are often transported under the seats or in hoods when folded down. See also *"Search of Armed Suspects"* & *"Shooting Affrays."*

Searched Property. See *"Gaols - Admittance to"* *"Prison Van Regulations"* & *"Prisoner's Property."*

Search Warrants.

According to English law search warrants can only be obtained under the provision of a particular statute or upon the oath of a credible witness that there is reasonable cause for suspecting that property stolen or unlawfully obtained is concealed in some place within the jurisdiction of the Magistrate to whom the application is made.

No premises should be searched unless by direction of the officer-in-charge of the district or other senior officer.

The conditions governing the search of Chinese residences without warrant are dealt with under the heading of "*Searching Premises.*"

All cases not coming under the provisions laid down should be on warrant. Instructions regarding applications for search warrants will be found under the heading of "*Summons & Warrant Applications.*"

The Police should satisfy themselves that the person whose house is to be searched is amenable to the court that issued or counter-signed the warrant, (See "*Japanese Residents.*") and that the warrant refers to that particular house.

Applications for warrants, or contersignature on warrants relating to British ships or premises in Shanghai must always be made to the Registrar of His Majesty's Supreme Court and not to any other consular official. See also "*Chops for Warrants*" "*Searches on Ships*" *and* "*Warrants.*"

Searches on Ships.

The Municipal Police have no authority to make searches on ships in the harbour.

In cases where information is obtained that firearms or other contraband is hidden on ships in the harbour, such information will be passed on to the Customs authorities. See "*Customs Matters.*"

The Customs officials will conduct a search, and in case of anything of a contraband nature being found, will issue a certificate to that effect for production in court.

The above procedure does not apply in cases where it is desired to arrest criminals on board ships. In such cases the Municipal Police will obtain assistance from the River Police and must be in possession of a warrant issued by the proper authorities. In cases where the nationality of the ship is different to that

of the person to be arrested, permission must also be obtained from the consul having jurisdiction over the ship. See "*Search Warrants.*"

Searching Premises.

The Police should not enter and search premises without a warrant except (in the case of Chinese) as allowed under Article 131 of the Code of Criminal Procedure, i.e. for the purpose of arresting an accused; or, pursuing a *flagrante delctor* or arresting a person who has escaped from lawful custody; or, where sufficient facts exist to show that someone inside the premises is committing a crime, and the circumstances are urgent.

Under such circumstances when a search is resisted, force may be used; provided however, that it does not exceed the minimum necessary. See also "*Illegal Functioning.*"

At Night.

Except when the circumstances are urgent as outlined above no occupied premises should be searched at night without the permission of the occupant or his representative. This provision does not apply however in the case of:-

(1) Places inhabited or occupied by persons conditionally released;
(2) Hotels, restaurants, or premises open to the public at night, during the period they are open to public service, or,
(3) Places usually supplied for gambling or offences against public morality.

Whilst the searching of hotels, lodging houses etc., is legal only under the circumstances previously mentioned, the inspection of such premises is provided for under their respective license conditions. See "*Licensed Premises-Supervision of.*"

Mode of-

When called upon to search a house or other occupied premises by warrant or otherwise, the police should do so in the presence of the owner, occupant, or other

person connected with the premises; and should make a note of any observations made by them when evidence is found on the premises.

Whenever police conduct searches of premises, a written note should be made of the exact place where each article or document is found, because although at the time this may appear to be irrelevant, it may later become valuable evidence for the prosecution.

All searches of premises in the Settlement should be conducted by the Municipal Police, and under no circumstances should anyone else be allowed to participate in a search, or interfere with any articles or documents found whilst the search is in progress.

Representatives of extra-Settlement authorities (when concerned) are to be given every facility to examine seizures after they have been taken to the station, classified, and listed. (P.O.C.-3877.) See also "*Stamp Tax Cases.*"

Searching Premises Occupied by Japanese. See "*Japanese Residents.*"

Searching Prisoners.

When a person charged with a criminal offence is arrested and brought to a police station, and it is obvious that he will be detained and charged, he should be immediately searched in the charge room, and all property found on his person, except necessary wearing apparel, should be placed in safe custody and accounted for, and later disposed of in the usual manner. (P.O.C.-5735.) See "*Prisoner's Property.*"

Great care must be taken both on the way to and at the station that by no artifice may the prisoner succeed in destroying, tearing, swallowing or hiding anything whatsoever bearing on the offence.

The prisoner's house, lodgings and effects should also be searched with the same object, and by two officers if possible. (See "*Searching Premises.*") The clothes and boots of a prisoner apprehended for murder should be at once replaced by others in order that

they may be examined for traces of blood. The clothes should be wrapped up in clean paper and sealed, and delivered to the doctor by the officer who removed them from the prisoner and who sealed the packets. See also "*Exhibits For Analysis.*"

The searching of female prisoners must always be done by female assistants. See "*Escorts For Prisoners*" & "*Gaols.*"

Chinese female prisoners are searched at the Shanghai First Special Area District Court, but in cases where it is considered essential that any foreign female prisoner be searched at a police station, a foreign female assistant can always be obtained by telephoning to Hongkew station, and Chinese women may be searched by Chinese female searchers.

All searching should take place as far as possible in the presence of a witness, and no possible hiding place on the person or clothing should be overlooked.

For his own protection, a police officer on making an arrest on a serious charge, or on suspicion of same, should assure himself that the person so arrested has no weapon in his possession. See "*Arrest - Mode of.*"

Secrecy.

The first duty of a police officer is to maintain absolutely secret (except from his superiors) all information he becomes possessed of in his official capacity. Gossiping, even without any such intention, may wholly defeat the ends of justice, and may be the cause of the greatest mischief. See also "*Confidential Documents.*"

Sectional Supervision. See "*Supervision.*"

Sergeants.

One of the most important duties of a Sergeant is to instruct junior officers in their work and to supervise it's performance. He must set an example to those under him of zeal, fairmindedness and upright conduct; for by so doing he will gain their respect.

To this end also, undue familiarity of money transactions with junior officers must be avoided.
A Sergeant must report to the officer-in-charge at the earliest opportunity every case of misconduct on the part of junior officers, whether committed on or off duty. See also *"Charge Room Duty" "Inspectors" & "Sub-Inspectors."*

Seized Property. See *"Property Seized."*

Seniority.

Members of the Force may be awarded seniority in rank for good work performed, or deprived of seniority for misconduct. See also *"Commendations" "Misconduct of Police" & "Recommendations."*

Serious Crime. See *"Charge Room Duty - Information Regarding."*

Servants.

Police should notice and report irregularities of servants in improperly admitting persons to, or letting them out of their master's houses at unreasonable hours, especially when families are out of town and the houses are left in charge of the servants. Police must not gossip with servants or loiter near houses with that object, or accept refreshment or any other gifts whatever from servants. Police should notice persons going about at an early hour in the morning collecting bottles, etc., from servants.
The bottles so sold are frequently the property of the master and an opportunity is thus afforded for committing felony and enabling servants to dispose of other property of their masters. The police must act as circumstances appear to require, either in apprehending or cautioning the persons in question.
When inquiring into burglaries and other offences, police must be careful not to accept in the absence of sufficient ground the theories which are frequently thrust upon them of complicity of some of the servants with the thieves.

If there is cause to suspect that a larceny has been effected by any person in a house, even in cases where there is no evidence to point to the thief, the best course will be for the entire household to be summoned and questioned separately as to their movements; and then, before any one is allowed to go into any other part of the house, for the master to suggest that in order to free the servants and others in the house from suspicion, they should allow their things to be searched without delay.
Steps should then be taken to prevent anyone entering a room before it is searched in company with the owner of the stolen property and the person whose things are being examined. The most minute search should be made. If nothing is found it will show that the missing articles have not been mislaid as is so often the case with petty domestic larcenies.
It must be remembered that stolen articles, and especially jewellery or money, may be secreted between mattresses, in writing cases, work-boxes, and baskets, between the leaves of books, in boots and shoes and also in water-closets.
Police cannot search a foreign servant's boxes without his or her consent, which should usually be obtained by the master or mistress. A police officer in making an inquiry into the antecedents of servants must take care that it is done in such a manner as to injure neither their present position nor their future prospects. Accusations must not be made without ample grounds or expression given to individual suspicion. See also *"Finger Prints - Station Servants" and "Larceny - Enquiries."*

Shanghai.

Shanghai is situated in the province of Kiangsu, on the north bank of the Whangpoo river, about 14 miles from it's junction with the Yangtse-Kiang. Latitude 31° 14 North, Longitude 121° 29 East.

The International Settlement is 8-2/3 square miles in area; approximately nine miles long by one mile wide, and is bounded by; Chapei to the north, the French Concession to the south, the Whangpoo River on the east, and Greater Shanghai to the west. See *"Boundaries of the Settlement."*

The city originated in a small fishing village situated where the Chinese City still is, then known as Hu-Tuh, and later as Huating-Hai. The name was changed to Shanghai-Chen in the year when the Chinese Superintendent of Trade made his head-quarters in the village.

The first foreigners to consider Shanghai as a port for foreign trade were Mr. H. H. Lindsay and the Reverend C. Gutzlaff who paid a secret visit in the year 1812, but foreigners were not allowed to settle here until after the signing of the Treaty of Nanking on August 29th, 1842, on board H.M.S. "Cornwallis" at Nanking.

By virtue of the provisions of this treaty, British subjects were allowed to reside and do business in the cities of Canton, Amoy, Foochow, Ningpo and Shanghai. This privilege was subsequently extended to numerous other cities in China.

Shanghai was formally opened to British trade on November 17th, 1843, following the ratification of the treaty, and similar privileges were obtained by the United States of America and France the following year.

Fourteen countries now enjoy extraterritorial rights, and subjects or citizens of any foreign country are allowed to reside and engage in commercial pursuits in China.

The population of the International Settlement fluctuates a good deal, but comprises roughly about 40,000 foreigners and over a million Chinese.

Shanghai Fire Brigade. See *"Fires."*

Shanghai First Special Area District Court. See *"Chinese Courts."*

Shanghai Municipal Council See *"Council-Composition of."*

Shanghai Public Benevolent Cemetery. See *"Benevolent Societies" & "Dead Bodies."*

Shooting Affrays.

Firearms are issued to the police for use only in the defence of life, or to prevent the escape of criminals who are armed, or who have committed a forcible crime, and there appears to be no other way of effecting their arrest. *This should always be evident before shooting is resorted to.*

There is no excuse for indiscriminate shooting, which may lead to serious consequences, insofar as those responsible may render themselves liable to criminal proceedings. In every case where shooting by police is necessary, a definite object must be aimed at; firing into the air or at the ground is strictly forbidden. The greatest care should be taken when firing in crowded streets etc., and rather than endanger innocent people, police should hold their fire until a suitable opportunity occurs.

A policeman on duty should always be prepared for an emergency and when called upon to assist in resisting armed criminals he should carry his pistol ready for instant action when the criminals are identified, and at the crucial moment, he should *always endeavour to fire first*, as the element of surprise is of vital importance. It is realised that armed criminals cannot always be identified at once, and that a policeman in uniform is more conspicuous, but except under extraordinary circumstances a policeman should not be shot down before he has drawn his weapon from the holster.

In order to attain the desired result, shooting should be done from a *stationary position* and where possible, *from behind cover*. When it is necessary to shoot, the criminal should be shot at until he falls, but only sufficient ammunition should be expended to ensure that he cannot use his pistol from the ground.

When approaching a supposedly incapacitated criminal *he should be kept covered* as a precaution against his action being mere pretence.

Needless shooting, particularly at persons already helpless will be regarded as a serious offence, and where it is proved that it was done for the purpose of obtaining undue credit, the person responsible will be severely dealt with. Members of the Force are assured of receiving due credit on the conclusion of enquiries which always follow such cases. It should never be forgotten that a dead criminal cannot indicate his accomplices, and the greater the result of subsequent enquiries, the greater becomes the chance of recognition of the original encounter.

Once a criminal has been captured or wounded he must not be left by the police officer who arrests him, until he is either lodged in the station cells or handed over to another guard for the purpose of being taken to hospital. It is not uncommon for criminals to pretend to be helpless with intent to escape at the first unguarded moment. Assistance at the scene of an encounter should be summoned by whistle.

After participating in a shooting affray, the weapon should be unloaded at the first available opportunity. (A.A.O. No.22.)

It is of great importance that every effort be made to recover cartridge cases, bullets, unfired rounds (including those used in police weapons) as well as any weapons dropped by criminals. All such exhibits in which examination is material must be forwarded to the Arms Identification Section for examination, report and filing together with a report as outlined under the heading of "*Arms Identification Section.*" (A.A.O. No.52.)

Riots.

The use of firearms at riots is justifiable, and may be resorted to when it appears that loss of life or serious damage to persons or property at the hands of the rioters is imminent, and that such loss or damage can be prevented by no other means.

For this purpose no more than the minimum amount of fire is permissible or can be justified.

It will be borne in mind that in some cases the necessity of opening collective fire may be avoided altogether by the judicious use of individual shots fired at selected targets in the mob.

If the circumstances allow, due warning of the intention to fire will be given. This may be done by word of mouth; by the ostentatious display, and handling of weapons, or the exhibition of special banners kept for this purpose. Every effort should be made to explain to the members of the mob that if fire is opened it will be effective; blank ammunition will not be used, nor will shots be fired into the air. On the contrary, it must be clearly understood by all concerned that whenever police are called upon to use firearms against rioters in the protection of life and property, their fire will be effective. (A.A.O. No.24.)

Reports.

After police weapons have been used in a shooting affray a report (as per pro forma in A.A.O. No.23.) will be forwarded by the officer-in-charge of the district to the Musketry Officer, giving details of the weapon, and time used, with the results of the shooting.

Where there is any question of jamming, or a defective weapon, the weapon and all equipment will be sent to the Musketry Officer as soon as possible.

When any licensed arms other than police property issued to watchmen, are suspected of having been used in any shooting incident wherein there is any suspicion or doubt of responsibility, the arms, magazine, and rounds concerned will be forwarded to the Arms Identification Section as soon as possible without being disturbed more than necessary. This is essential in all cases where licensees or watchmen as well as suspects have been concerned, in order to ascertain the particular ammunition fired by the respective parties. (A.A.O. No.25.) See also "*Bullet Proof Vests and Shields*" "*Dogs*" "*Firearms*" & "*Raids.*"

Shooting - up Country. See A.A.O. No.6.

Short Leave. See *"Leave."*

Sick List.

Members of the Force on the sick list but not in hospital are to remain in quarters except on the recommendation of the doctor concerned and with the knowledge of the officer-in-charge. Under no circumstances are they allowed to appear at any place of recreation or amusement without permission. When ordered into hospital they are on no account to leave without the doctor's permission. Men failing to comply with the above will be treated as defaulters.

Sick Reports. See *"Medical Attendance - Police" "Chinese Branch - Hospital Attendance" & "Police Hospital."*

Sick Reports - Sikhs.

Sikh members of the Force reporting sick will be issued with two sick reports, viz, B.42 and B.43, the latter being required for record and retention by the hospital. Officers-in-charge of stations will enter the same details on report B.42 as required for Foreigners and Japanese, and on completion will forward to the Assistant Commissioner (Sikhs.) (P.O.D. - 2218 & 2244.)

Signboards and Sunshades.

The following regulations apply to Chinese removable signboards overhanging the public streets:-

All signboards must be at least seven feet six inches from the ground. In roads having footways, these signboards must not project beyond the line of the kerbstone.

In roads not having footways, that is, where the kerbstones are close to the walls, signboards must not project more than three feet from the wall.

No signboard must be more than four feet six inches in length or one foot six inches in width, and no signboard may be hung in such a position as to obscure a public lamp.

Permits must be obtained from the Public Works Department for the erection of any sunshade over a municipal road or alleyway and they must be at least 7 feet above the ground.

Police on duty should pay particular attention to the foregoing regulations and see that they are observed.

Sikhs.

Accidents to. See *"Indians - Accidents to."*

Death of. See *"Death of an Indian."*

Identification of. See *"Identification of Indians."*

Milk Supply. See *"Milk."*

Rations For.

The following rations are issued weekly to each member of the Sikh Branch.

Flour.	10 lbs.	each single man.
Beans.	1 lb.	,, ,, ,,
Ghee.	1 lb. 1 oz.	,, ,, ,,
Salt.	4 ozs.	,, ,, ,,
Masala.	2 ozs.	,, ,, ,,
Indian Peas.	8 ozs.	,, ,, ,,
Chillies.	½ oz.	,, ,, ,,
Turmeric	½ oz.	,, ,, ,,

Married men as above plus 5 lbs. of flour.

Ration books must be signed by officers-in-charge who will enumerate each man entitled to rations on the reverse of the sheet before rations are drawn.

Money - Lending.

Sikh police are not permitted to engage in money lending transactions of any kind whatsoever, under penalty of instant dismissal from the Force. (U.B.O. -2335.)

Refresher Courses.

Sikhs undergoing refresher courses at the Training Depot will continue to remain on the strength and distribution returns of the stations to which they are normally attached, and will receive their pay at stations.

A footnote of the number so attached to the Depot will be made as follows:-

"(No.).....Sikhs on refresher course at the Depot included in the above figures." A footnote will also be made by the officer-in-charge Depot on his strength and distribution returns giving the number temporarily attached. (P.O.C.5399.)

Sick Reports. See *"Sick Reports-Sikhs."*

Uniform - Wearing off Duty.

Sikhs are not permitted to wear uniform out of barracks when not actually on duty. (P.O.B.-320.)

Visiting Traffic Office. See *"Chinese Branch - Visits to Traffic Office."*

Sing-Song Girls. See *"Licensed Premises."*

Skeleton Keys. See *"False Keys."*

Slave Girls.

It is an offence under Chinese law for any person to cause another to live as a slave, or under conditions of restricted liberty similar to slavery. Offenders may be prosecuted under Article 296 of the Chinese Criminal Code. When cases involving slave girls, or cases of abduction or trafficking in females come to the notice of the police, the Council's Factory Inspector, who is also supervisor of Mu Tsai, should be informed. (C.B. Inst: Memo 6/37.)

Slang Terms.

Slang terms must never be used by police in any official matter, whether in reports or letters, in addressing a superior or any other person; and in particular they must not be used when giving evidence except when quoting the words of another person.

Slogans.

Whenever reports are received of slogans of a subversive or inflammatory nature having been written on walls etc., arrangements should be made at once to have the writing obliterated, after a copy has been obtained for the information of the Deputy Commissioner (Special Branch). All duties should be frequently warned to watch for such writings and to apprehend the writers wherever possible. (P.O.C.-3691.)

Smuggling.

Smuggling is the importing or unshipping of goods liable to duty, on which duty has not been paid or secured, or knowingly harbouring or possessing the same.

When persons are found in the Settlement in possession of property reasonably believed to have been smuggled, no action should be taken without instructions having been first obtained from Crime Branch Headquarters. If the property is contraband however, such as arms, ammunition, opium, or other explosives or narcotics, possession of which alone is an offence, action may be taken against the possessor under the appropriate Article of the Chinese Criminal Code, or in the case of a foreigner, the law of the country to which he belongs. See also *"Customs Matters"* & *"Searches on Ships."*

Sodomy.

Sodomy is carnal knowledge between male persons or between man and animal. The offence is a felony under English law. The police cannot compel persons subject to English law to submit themselves for medical examination in such cases.

Soldiers - Chinese. See *"Troops Passage Through the Settlement."*

Soldiers - Foreign.

Clothing-Lending to.

Members of the Force are not permitted to lend civilian clothing to soldiers or sailors of the Defence Force stationed at Shanghai. Strong disciplinary action will be taken against members of the Force who contravene this order. (P.O.B.-9538.) See also *"Uniform - Illegally Wearing."*

Criminal Proceedings Against.

No criminal proceedings may be taken against foreign soldiers or sailors without reference to Headquarters. (P.O.B.-7007.)

Under normal circumstances they will be dealt with as directed under the heading of "*Naval and Military Arrests.*"

Enquiries Regarding.

When it is necessary to make enquiries regarding a foreign soldier, the police officer concerned will first approach the Adjutant or Orderly Officer of the unit to which the man is attached, and obtain permission to make such enquiries. (P.O.B.-7417.)

Soliciting. See "*Prostitutes.*"

Special Branch. See "*Political Affairs-Reports.*"

Special Duty.

The smartest, best conducted and most reliable men are selected for special duty or service. Police employed on special duty or service are still under the orders of their own officers and subject to all police regulations.

Special Release Notices. See "*Modus Operandi Section-Weekly Lists.*"

(Specials) Charged.

In all cases in which members of the S.M.P. (S) are arrested or detained and likely to be charged, the D.C. (Specials) or A. C. (Specials) will be informed immediately by telephone. In the event of neither being available the P.A. (Specials) will be informed. (P.O. E. 2372)

Speed Limits.

Except in the case of motor freight vehicles no restrictions are placed on the speed of motor vehicles in the Settlement, other than that the speed of the vehicle shall be adjusted to the traffic, more especially at street crossings or corners, at sharp curves or in narrow streets. See "*Motor Freight Vehicles*" & "*Motor Vehicles - License Conditions.*"

Sports - Time off.

Officers-in-charge of police stations are authorised when the exigencies of the service permit, to grant

half duty to men playing in police teams in representative matches, on the days the matches are played. Such privileges are granted by officers-in-charge entirely on their own responsibility as far as the efficient policing of their districts is concerned, but consideration will usually be given to men playing in representative games, i.e., games in which they are chosen to represent official police, national, or interport teams.

Similar privileges are only extended to men playing in second and third teams when the officer-in-charge is quite satisfied that the exigencies of the service permit. (P.O.C.-2265 etc.)

Standing Orders.

A permanent book of standing orders is on file at each police station All police must make a study of these orders in order to become conversant with the details of each.

Standing Orders Index.

The index to standing orders is issued yearly, and all orders which have been superseded or cancelled are excluded.

Statements.

Chinese.

When examining an accused subject to the Shanghai First Special Area District Court or Kiangsu Branch High Court, the accused shall be first asked his full name, age, native place, occupation, domicile or residence. The accused shall be informed that he is suspected of having committed a certain crime, and he shall be given an opportunity to explain the charge made against him. If he states any facts in his favour he shall be ordered to explain by what means he expects to prove them. When there are several accused they shall be examined seperately and those who have been examined should not be

allowed to remain in the examining room except that the accused may be confronted with each other to contradict or verify facts.

When taking the statements of Chinese prisoners, detectives should take particular care that the information given is correctly transcribed, and that each page is initialled by the senior detective present.

When such statements are submitted as evidence to the court they must be proved in person by the officer to whom the statement was made, and the person who actually wrote the statement. To be of value as evidence, a statement must not have been obtained by the use of violence, threats, inducement, fraud or other improper means.

British.

In the case of prosecutions before H.B.M. Police Court, a statement made and signed by each witness for the prosecution should be forwarded to the advocate who is to conduct the case, as soon as possible before the date of the trial. See also *"Cautioning Prisoners" "Charges" "Confession of Crime" "Evidence" and "Interrogation of Prisoners."*

Translations from Gurmukhi or Urdu into English must be approved by D.C. (Special Branch) before being used officially. (P.O.D.-8729.)

Stamp Tax Cases.

Searches of premises in connection with stamp tax cases are attended to by the Sub-Inspector attached to the Municipal Advocate's office, under the supervision of the Municipal Advocate.

Warrants in such cases are applied for by the Legal Department direct, and are executed in company with a member of the Judicial Police and Stamp Tax Bureau officials.

The officer-in-charge of the district concerned is to be notified and will render assistance if necessary. No arrests will be made during these searches.

The same procedure will be adopted in cases relating to the Rolled Tobacco tax.

Stations.

Strict order, discipline and cleanliness must be observed at police stations. Irregularities, noises or disturbances by prisoners or others within or in the neighbourhood of stations must be avoided as much as possible, so as to prevent annoyance to the public.

Persons coming in a proper manner to a police station should be admitted without inquiry as to the nature of their business, if they state that they wish to see the officer-in-charge or officer on Charge Room duty.

Persons not connected with the police service should not be permitted to remain at a police station longer than necessary for the completion of the business they come upon.

Any person guilty of violent or indecent behaviour in a police station is liable to a penalty. See also *"Charge of Stations" and "Charge Room Duty."*

Disposal of Rubbish, Etc.

Officers-in-charge must see that station premises are kept clear of litter and rubbish which tends to accumulate.

All combustible material of no particular value should be burnt periodically. Auctions may be held quarterly or half yearly as necessary, and for this purpose the smaller stations may combine with larger stations when there are only a few articles to be sold. All motor car accessories, tools etc., should be sent to the Transport Officer for disposal, who will acknowledge receipt by signing the station property book.

Station Gates.

Wherever possible, only one police station gate, properly guarded, is to be kept open after dusk.

Station Motor Cars. See *"Motor Vehicles - Police."*

Station Numbers - Prisoners. See *"Charge Sheets."*

Station Register Cases.

Reports regarding investigations made by detectives, which are of a miscellaneous nature not usually forwarded under a crime register number, are given a station register or miscellaneous report number.

Whenever continuation diaries are forwarded in such cases they should be attached to the original diary, and on completion of the enquiry, the whole report will be forwarded through the Divisional Detective Officer to Headquarters for orders as to disposal. See also *"Crime Diaries" & "First Information Reports."*

Stationery and Sundries.

The attention of all ranks is drawn to the necessity for the exercise of strict economy in the use of stationery and sundries. The issue of stationery etc., should be supervised by the officer-in-charge of the station or office, or their deputies, who will be held responsible that large stocks are not allowed to accumulate. See also *"Public Monies."*

Official forms should never be used for the purpose of drafting rough reports; there is always an ample supply of scribbling pads for such work. (P.O.B.-7931.)

Statute of Limitations. See *"Limitation of Proceedings."*

Steam Whistles. See *"Factory Whistles."*

Steel Vests. See *"Bullet-Proof Vests and Shields."*

Stolen Property. See *"Description" "Pawnshop Lists" "Motor Vehicles - Theft of" and "Receiving Stolen Property."*

Storage of Ammunition on Charge at Stations.

Reserve ammunition is issued to stations etc., in sealed wooden boxes. Whilst the seals remain intact the amount of ammunition contained therein will be taken as correct.

Officers in charge of stations, etc., are held responsible that all ammunition is stored in a *dry place, raised above the floor and away from steam pipes.* To guard against deterioration owing to rough handling and climatic conditions etc., only the minimum amount of ammunition required for daily use will be kept loose, and the same precautions employed.

Interference with police ammunition by members of the Force is strictly prohibited, and under no circumstances will any member of the public be allowed to handle police ammunition.

Ammunition will be checked over at frequent intervals and the ammunition book will be signed by both officers on Charge Room duty when going on or coming off duty, as having handed over, or received correct, the amount of ammunition stated therein. Variations will be entered in the occurrence book, and any shortages will be immediately reported to the officer-in-charge.

Damaged ammunition, no matter how slight, or substituted ammunition, must be immediately withdrawn and returned to the Armoury for exchange on requisition. Loose ammunition that has been in daily use at stations etc., will be exchanged periodically at the Armoury. See A.A.O. No. 5.

Straw.

The maximum amount of straw permitted to be stored in Chinese houses or shops at one time is two piculs.

No straw may be stored in any cookhouse or in any room where there is a stove or fire of any kind.

No straw shops are allowed in the Settlement.

Street Accidents. See *"Traffic Accidents."*

Street Telephone - Instructions.

A record of all messages received and sent out over the street telephone system will be kept in the street telephone book (No. B49.)

Faults in the system and length of time each telephone is out of service will also be recorded in the telephone book.

Such faults must be reported to the Communication Control Room as soon as discovered, likewise correction of such faults.

If the fault is not corrected within four hours a further report should be 'phoned to the C.C.R.

The direct lines from this system's station switchboard to the C.C.R. are *not* to be used for routine messages. They are reserved for urgent and important messages, i.e., reports regarding *serious crime*, robberies, kidnappings, stolen motor vehicles, rioting, disturbances etc.

Messages connected with serious crime should end by stating the time the report was made to the station.

Station staffs must acquaint themselves with the location of street telephones on their beats or sections.

Where telephones are located at points not covered throughout the 24 hours section commanders must regularly inspect to see that the box and equipment has not been tampered with.

Section commanders will officially test all street telephones on their sections between midnight and 3 a. m.

To Call.

Open door with key, lift receiver and await reply. State your number and give the message. When finished replace receiver carefully on hook. Remove key from lock and shut the door of the box which locks automatically.

To Answer Call.

The call is indicated by the flashing of a red light and ringing of the bell.

Open door, lift receiver, speak, then take the message.

Do not touch the receiver hook during the conversation.

When message completed replace receiver carefully on the hook. Remove key and close the door *carefully*. These doors *must not be slammed*, as ill usage causes considerable damage to both locks and boxes.

Note:- It is not possible in any way to connect with the public exchange through the street telephone system. (P.O.C.-4417-4544 and Div: Inst. memo 3/37.) See also *"Telephone Box Keys."*

Strength And Distribution Returns.

Officers-in-charge of stations etc., are required to forward a return of strength and distribution at 8 a.m. each Monday, to Headquarters. Such returns should be forwarded together with the morning state. Strength returns will also be forwarded on days when "stand-by" "precautionery" or other mobilisation is ordered. Three copies will be forwarded, one to the Commissioner, one to the Deputy Commissioner (Divisions) and one to the Divisional Officer for his file. (P.O.D.-3425.) See also *"Chinese Branch - Weekly Strength" and "Sikhs - Refresher Courses."*

Strike Processions. See *"Processions."*

Sub - Inspectors - Foreign Branch - Duties of.

Sub-Inspectors of the Foreign Branch should make every endeavour to become proficient in the duties allotted to them in order to fit themselves for promotion to the higher ranks.

Although their period of duty is usually eight hours, this period may be exceeded at any time if the exigencies of the service require.

Sub-Inspectors on probation will not be confirmed in rank until an excellent report upon their work and conduct has been submitted by their senior officers. Senior officers will therefore keep close observation on the work of Sub-Inspectors, in order to enable them to submit a fair report upon the keenness and capabilities of the individual concerned when called for.

Subpoenas.

A subpoena is a writ ordering a person's attendance in court on a certain day and time therein named, under penalty.

In criminal cases subpoenas are usually served on persons calling upon them either to give evidence or to produce documents.

In the event of the non-appearance of a witness in answer to a subpoena, he incurs certain penalties.

According to English law a witness whether subpoenaed or bound over by recognisance or even if attending voluntarily, either to prosecute or give evidence, is privileged from arrest whilst attending the trial until the case is tried, also for reasonable time before and after trial whilst coming to or returning from the place of trial.

Suffocation. See *"Gas" & "Fires-Treatment of Injured."*

Suicide.

Suicide is self murder.

If persons who have attempted to commit suicide cannot on medical grounds be removed and charged they should be kept under observation to prevent their escape, and they should be charged when sufficiently recovered.

Attempted suicide is not an offence under Chinese law. Chinese who attempt to commit suicide are taken before court for orders as to their disposal.

Note: In cases of hanging the patient should be cut down at once and artificial resuscitation applied. In cases where the throat has been cut the head should be supported and the patient kept perfectly still until the arrival of medical aid, the bleeding being stopped by all possible means. See *"First Aid" Appendix "F."*

Suicide Reports. See *"Crime Diaries."*

Summer Dress. See *"Dress of Police" & "Hats - Not Wearing in Summer."*

Summons.

A summons is a magisterial order to appear at court with reference to a matter therein named, at a given time. Upon any information or complaint, (not necessarily upon oath,) a magistrate having jurisdiction within the place wherein any person is suspected of having committed any indictable offence or act contrary to law, and whereof a court of summary jurisdiction can take cognizance, may, if he thinks fit, issue a summons against such person.

A summons must be served upon the person to whom

it is directed by delivering the same to the party personally or, if he cannot be found then by leaving the same with some person for him at his last or most usual place of abode. The police officer serving it must attend before the court of summary jurisdiction to depose, if necessary, to such service.

All summonses issued by the Shanghai First Special Area District Court are in duplicate; one copy is to be handed to the person named therein, and the other, after particulars have been properly filled in, is to be returned to the court at the time the case is heard. If the person so served does not appear in obedience to the summons, a warrant may be issued for his arrest. Whenever the facts of an alleged offence are open to any doubt, or the offence is not of a grave character involving imprisonment, or against a person not likely to abscond, or who would be materially injured in his reputation or occupation by process of arrest, a summons should be applied for in preference to a warrant. Persons dealt with by summons will not be remanded in custody, except on written instructions from the court. In cases where there is any doubt, the Distributing Inspector at the District Court will obtain instructions from the officer in charge of the Judicial Police. When such prisoners are detained in default of being able to find security, they should be given every facility to enable them to obtain such security. In the case of private criminal prosecutions by summons where the summons is served by the police, the finger prints of the person concerned will not be taken except on his being sentenced to a term of imprisonment or on instructions of the court. See also *"Warrants."*

Summons and Warrant Applications.

Applications to the Shanghai First Special Area District Court for summonses and warrants will be made out in the proper book (book No.48) with indelible pencil (or typed) a carbon sheet being used for the duplicate.

They will be written in English, with the Chinese translation written on the back of the original only. They must contain full particulars of the offence, date, place etc., and must specify the article of the Criminal Code under which the offender is to be charged; if others have already been convicted in connection with the same offence, the name of the judge who tried them will also be mentioned.
Such applications will be forwarded by the officer-in-charge through the Divisional Officer concerned who is authorised to sign them on behalf of the Commissioner of Police, and who will forward them to court. In urgent cases should the Divisional Officer and Divisional Detective Officer be absent, officers-in-charge of stations are authorised to sign and chop such applications. All signatures and chops should be for the "Commissioner of Police." (P.O.C. - 7819.)
Applications for summonses or warrants from consular courts must be made in person to the consular magistrate or court official concerned; not to consular officials. See "*Warrants.*"

Receipt of.

The official number affixed to all summonses, warrants, and despatch letters, and the time of receiving of same, must be entered in the occurrence book. The officer on Charge Room duty will be held responsible for the safe custody of such documents until they are handed over to the officer-in-charge or his deputy for execution, a note being made of the person to whom they are handed.
Summonses applied for by stations will not be entered in the charge book but details of service, judgment etc. will be entered on the duplicate in the summons application book.
In the case of summonses applied for on behalf of the Public Health Dept., Public Works Dept., Rolled Tobacco Tax squad etc., the duplicates of the summons application containing the essential data and stamped with the special rubber stamp will be forwarded to the court with the presentation sheet,

and will be returned through the usual channels on completion of the case.
Warrants and summonses must not be altered after being issued by the court. If on receipt alterations are found necessary, the matter must be referred back to the court which issued the document.
All warrants and summonses will be endorsed by the officer who serves or executes them, with the time of such service or execution, above his own signature and rank before being returned to the court. Receipts for summonses served must be returned to the court as expeditiously as possible; in cases where the person named therein cannot be located the document itself should be so endorsed and returned without delay.
When the attendance of a member of the Public Health, or Public Works Department staff is required in court to give evidence, a notice in writing on forms obtained from the Quartermaster will be sent to the department concerned, giving at least 24 hours notice of the date set for hearing.
In the case of a Public Health Department summons, the notice will be addressed to the Deputy Commissioner of Public Health, and in the case of a Public Works Department summons, the notice will be addressed to the Highways Engineer, P.W.D. Envelopes will be marked "urgent."

Sun Glasses. See "*Chinese Branch - Sun Glasses.*"

Sunshades. See "*Signboards and Sunshades.*"

Sunstroke. See "*Hats - Not Wearing in Summer*" & *Appendix "H."*

Superannuation Fund.

The payment of superannuation (and pensions) to employees of the Council is protected by a deed of trust made by the Council on July 3rd, 1931, an official copy of which is available for the perusal of those concerned at the Central Registry.(P.O.C-4030.)

Supervision of Districts.

The following is the standard method to be observed for the supervision of all police districts.

Sections.

All the beats and traffic posts in a definite area will be under the supervision of a Foreign Sergeant or Probationary Sergeant, who is designated as a Section Commander, his duty being to check the work of individuals on beats and posts, and learn the personal characteristics of the men under his charge.

Groups.

A number of sections covering a definite area will be under the supervision of a senior Foreign Sergeant or Sub-Inspector, who is designated as an Area Commander. His duty will be (a) to check the work of the section commanders, (b) to report on the state of efficiency of the district and personnel in his group of sections and (c) to supervise search parties when encountered in his group area, and to report any other matter of importance which may come to his notice.

Districts.

The whole of the station area will be under the supervision of a Foreign Sub-Inspector or senior Foreign Sergeant during each period of duty. It will be his duty to see that those in charge of groups and sections are performing their work properly, that duties are marched out properly, that posts and beats are relieved on time, and that men do not leave beats and posts before being relieved. He should make a daily verbal report to the officer-in-charge as to the efficiency of particular groups and sections, and the supervision by junior men concerned.

District supervisors and area commanders will also keep a daily diary, which will be inspected daily by the officer-in-charge, who will enter any observations regarding his own inspection of his district.

Entries in these diaries should be similar to the following examples:-

"Inspected No.1 section, P/S Williams in charge, 4 p.m. to 6 p.m. Everything satisfactory.

A. G. Smith

F. S.123, i/c A. group 7.15 p.m."

"Inspected No.2 section, P/S James in charge. 12 m. night to 2 a. m. Observed the following:-

2 C.P.C.'s asleep.

3 C.P.C.'s gossiping.

2 C.P.C.'s sitting down.

Did not encounter P/S James who should be walking with C.P.C. 3500. The above reported as defaulters. P/S James will be brought before the officer-in-charge and a statement taken from C.P.C. 3500.

A. B. Jones.

S/Insp. i/c Night. District supervision 7.15. a.m."

"Inspected Nos.1, 2 and 3 Sections.

No.1 section, encountered P/S Black walking with C.P.C. 2221 at the following times and places.....

No.2 section, encountered P/S Taylor walking with Hav. 176 at the following times and places.....

No.3 section, P/S Clark walking with C.P.C. 840 could not be located between 3 a.m. and 5 a.m. Found at 5.30 a.m. at Park and Sinza Road corner, off his section and in No. 1 section. No explanation offered.

Recommend that he be taken before the officer-in-charge, and a statement will be taken from C.P.C. 840.

J. Samson

Sub-Insp. i/c Night. D.S. 7. 15 a.m."

See also "*Licensed Premises - Supervision of.*"

Suspected Persons.

The law gives very great powers to the police in dealing with suspected persons; but it must always be remembered that an arrest for some actual offence is far more satisfactory than a charge on mere suspicion. Apprehension on suspicion therefore, cannot be encouraged, and if of frequent occurrence

it may suggest the inference that the officer concerned possesses little skill in investigating or keeping discreet observation. At the same time it may often happen that an evilly disposed person may become aware of his being watched and endeavour to escape. Such circumstances may then justify his arrest as a suspected person for there is the corroboration of a series of suspicious acts; but a police officer must remember that if the apprehension is not justified by the circumstances, a civil action may be brought against him.

Every person stopped as possibly conveying stolen property should be treated with the utmost civility, whatever his antecedents; and it should, if necessary, be explained that the exercise of this legal right by the police affords the surest protection for all honest citizens.

In some cases too great caution cannot be exercised as regards a person suspected of a larceny; but in others, the point will be much more satisfactorily settled by going at once to the individual and civilly asking if, as a proof that no suspicion can be attached to him, he will allow his house or baggage to be searched.

Any person found in or upon any dwelling-house, godown, coach-house, stable or outhouse, in any enclosed yard, garden or area, for any unlawful (not merely an immoral) purpose, may be apprehended as an idle and disorderly person.

Any police officer may take into custody without warrant any person whom he shall find lying or loitering in any highway, yard, or other place during the night, and whom he shall have good cause to suspect of having committed or being about to commit any felony.

Accusation or imputations against the character of anyone must not be made by police, except in the furtherance of the law and for the prevention of fraud.

Suspension From Duty.

Police officers are liable to be suspended from duty for absence without leave, insubordination, drunkenness on duty, violence, allowing a prisoner to escape, gross neglect of duty, or disobedience of orders.

When a member of the Force is suspended from duty he is required to hand all arms and ammunition in his charge and warrant card to the officer-in-charge of the police station or section to which he is attached. He must also report twice daily to the officer-in-charge of the station or section to which he is attached, at such times as the latter may order.

When appearing before a superior officer, he will wear uniform if he belongs to the uniform branch, or be properly dressed in mufti if he belongs to the detective branch.

A police officer will not be allowed the use of the canteen whilst under suspension. (P.O. C. 2026.)

Sword Batons.

Members of the Mounted Branch will carry sword batons instead of swords at the discretion of the officers-in-charge of the districts to which they are attached. (P.O.A. -5168.)

Taking Notes.

When making notes regarding enquiries of any description, care should be taken it is not done in an offensive manner, or publicly, if upon any special or confidential mission. The sight of a police officer's notebook is apt to prevent the communication of valuable information. See *"Memory"* *"Notes and Notebooks."*

Tavern Licenses - Drunkenness on Licensed Premises.

All breaches of condition 19 of tavern licenses which provides that no drunkenness be permitted on the premises must be reported. Such licenses may be suspended or cancelled at the discretion of the Council, when there is evidence that this condition is continually being disregarded.

Taxes - Municipal. See *"Rates & Taxes."*

Telegraph Messengers. See *"Bicycles."*

Telephone Box Keys.

Keys to street telephone boxes are issued to each individual member of the Force, each key being stamped with a different number. Keys should be attached to the ring connecting the police whistle with the whistle chain, and will be inspected once each day when parading for duty. The correct numbers of keys as issued will be checked once per month and a report to this effect will be forwarded by the officers-in-charge, not later than the 7th of the month.

Members of the Force proceeding on long leave or whose services terminate will hand in their keys to the Quartermaster for re-issue to those returning from leave.

Chinese members of the force proceeding on leave will deposit their keys in the charge room.

The loss of keys must be immediately reported to the Divisional or Branch Officer who will authorise replacement. Should the officer concerned consider

Keys will be made a personal issue and inspected in the same way as batons and whistles before going on duty. An entry to that effect will be made in the Occurrence Book accordingly. (P.O. E. 2206)

Telephone Box Keys are issued to each Division of the Fire

Telephone Messages.

Every official message sent from or received at a police station will be recorded in a book supplied for that purpose. The time and date of such messages and the initials of the officer sending or receiving them are to be entered in each case. See also *"Charge Room Duty - Circulation of Serious Crime"* *"Newspapers"* *"Teleprinter"* & *"Street Telephones."*

Telephone - Police.

Telephones in police stations are installed for official purposes and should not be used by individuals for sending private messages except on payment of toll

Telephone accounts for excess calls will be submitted to those concerned every 6 months. See P.O. E. 1854.

In the case of telephones installed in the homes of police officers for official purposes, such officers will be called upon to pay for all calls in excess of 100, unless they are able to show that both the basic number and excess calls were made for official business. Sums due for excess calls will be recovered monthly through the Pay Office. (P.O.No. D. 2418.)

Teleprinter.

All messages for general circulation will be transmitted to the Communication Control Room by teleprinter. (See also *"Newspapers."*)

The following instructions apply to the use of these machines:-

To Transmit:- (1) Observe the milliameter, if the machine is in working order it should read approximately 12, should this be not so, an immediate report will be made to C.C.R.

(2) Signal C.C.R. by pressing the key on top of the connecting box for at least two seconds, then release, this should start the machine. If it does not start press the plunger located in the recessed cavity near the top front of the cover on the right hand side. This will put the machine into operation. At the same time the milliameter must be watched, because

See Divisional Memo No. 297 and Div. Memo No. 318.

when C.C.R. switches the station line to an idle machine the reading should be between 18 and 26. When this reading is seen, the operator may proceed with the message.

(a) *First press the carriage return, line feed and letter keys,* to ensure uniformity in starting.
(b) Begin the message with the code signal of the station. Should the message be an *Emergency* or *Urgent* one, the station code signal should be followed by .... a space,and the code signal *Ugt.*
(c) On the same line, send the exact time of starting, a.m. for morning, n. for noon, p.m. for afternoon, and m.n. for midnight.
(d) Press the carriage return, line feed and letter keys.
(e) Proceed with the message, using code abbreviations wherever possible.
(f) At the end of a message or messages, send a few spaces, then record the time of completion, followed by the initials of the operator, denoting that no more messages will be sent. C.C.R. will then disconnect the line and the machine will stop automatically in about 1½ minutes.
(g) Should a mistake be made in transmission, the word in which the mistake is made should be stopped and three asterisks sent, to denote that it will be repeated.

Receiving - On receipt of a message from C.C.R. denoting a total broadcast (TBC) or a selective broadcast (SBC) acknowledgement of receipt of the message will be made by a quick pressure on the key on the top of the connecting box. No acknowledgement is necessary in the case of messages for one station only.

Code Signals.

Code signals for stations are the station initials as generally used.

T.B.C. Total broadcast, i.e. circulate to all stations.
S.B.C. Selective broadcast, i.e. circulate to the following stations. (Code designation.)

UGT. Urgent or emergency message. REF. Refer or reference.
W.P.P. Warn all pawnshops and other likely places etc.
ENQ. Enquiries for. LIC. License. RIC. Ricsha.
PUB. Public. PTE. Private. M/C. Motor car.
M/T. Motor truck. M/CYC. Motor cycle.
INF. Inform, or information. MSG. Message.
No.No. No shots, no arrests. See also "*Newspapers.*"

Temper.

No police officer can properly discharge his duty without a perfect command of temper. The necessity for this command of temper cannot be too strongly impressed upon the police and particularly on young police officers who may be prone to consider invidious or idle remarks, or abuse reflecting upon or addressed to themselves, as an aggravation of an offence.

It may even occur that in stating the particulars of a charge at the station, or in giving evidence in court in respect thereto, such stress is laid upon the personal affront received as might possibly lead to the impression that the latter was the actual cause of arrest. A police officer must not be moved or excited by any language or threats, however insolent; the cooler he keeps himself the more power he will have over his assailant. Idle or silly remarks are unworthy of notice, and if the persons making them see that they have no effect upon the police they will soon desist. Forbearance and moderation will always be understood and appreciated by the public, the magistrates and the police authorities. See also "*Civility.*"

Temple of Heaven. See "*Chinese Chamber of Commerce.*"

Testimonials.

While the existence of a friendly feeling from the public towards the police is most desirable, the acceptance of a testimonial by any officer still serving is inconsistent with the varied duties of police officers

in enforcing the law, for the reason that it puts them under an obligation towards the people signing the testimonial. See also "*Memorials.*"

Theatre. See "*Houses of Entertainment.*"

Theft. See "*Dogs*" *and* "*Larceny.*"

Threatening Letters. See "*Extortion and Threatening Letters.*"

Trade Plates. See "*Motor Vehicles-Registration Plates.*"

Trademarks - Falsifying.

Cases of falsification of trademarks and marks of origin are criminal offences, contrary to Articles 253 - 4 - 5 of the Chinese Criminal Code, therefore, when such cases are reported, the police should render every assistance to complainants or their legal representatives, but great care must be taken when making seizures or arrests. It is better in such cases for the police to confine their action to (a) applying for warrants when justified by the evidence, or (b) in doubtful cases, assisting complainants to obtain such warrants themselves.

Traffic Accidents.

When a traffic accident is reported a responsible police officer will immediately proceed to the scene and make preliminary enquiries, taking care that all evidence available on the spot is duly preserved in the form of notes or otherwise. If the accident is obviously serious or it appears that expert evidence is necessary, the Traffic Office should be informed at once, so that a member of the branch can attend to assist in the collecting and preserving of essential evidence. Full statements of witnesses should be recorded as soon as convenient. When the preliminary enquiry is finished the usual "Report of street accident" form No.55 should be filled and forwarded to the Traffic Office.

The forwarding of an accident report is a routine matter and does not absolve the police station from responsibility for continuing and completing the enquiry however.

In cases in which the accident involves injury to any person or serious damage to property, including the vehicles concerned, it is important that no piece of material evidence should be disregarded and if it is, the officer holding the preliminary enquiry will be held responsible. He will receive the assistance and advice of the traffic specialist whom he has called.

As soon as it becomes evident at any point in the enquiry that there is reason to believe that a criminal offence has been committed, a first information report will be made out and a detective will take over and complete the enquiry, disposing of the papers in the usual manner, either by the case ending in a prosecution or submission for classification.

The Divisional Detective Officer will keep the Divisional Officer informed of progress made, and where necessary will consult the Assistant Commissioner (Traffic).

In cases where serious injury to persons is reported it is better for a detective to accompany the officer sent to make preliminary enquiries.

Where no F.I.R. has been made out, as soon as preliminary enquiry is completed a miscellaneous report will be forwarded by the officer-in-charge to the Divisional Officer who will pass it to the Divisional Detective Officer for perusal and return, another copy will at the same time be passed to the Traffic Office.

When the enquiry is completed, the papers will be passed to the Divisional Officer who after having passed them to the Divisional Detective Officer for perusal, will return the file to the police station with his remarks if further points require elucidation, or with orders to file if he considers enquiries complete. If on receipt of a miscellaneous report,

the Assistant Commissioner (Traffic) considers that an offence against traffic regulations has been committed in which prosecution appears necessary, he will inform the police station, which will forward the completed enquiry to him in the first instance for further action. When he has finished with them he will forward them to the Divisional Officer for disposal.

Should the Assistant Commissioner (Traffic) consider that enquiries have not been properly completed, he should immediately consult the Divisional Officer concerned. See also *"Inquests - Traffic Accidents" and "Road Traffic Act - (1930)."*

Japanese Subjects Involved.

In all fatal or very serious street accidents in which Japanese civilians are involved in any way, the Japanese Consular Police will be notified without delay. (P.O. E. 2196)

Motor Omnibuses and Tramcars.

In cases of accidents of a minor nature it will be sufficient if the police on duty note the official number of the vehicle involved, and where necessary, the name and addresses of any passengers and others who witnessed the accident.

This will prevent unnecessary delay and obstruction to traffic, whilst the particulars regarding drivers and conductors can always be obtained from the company concerned.

In serious and fatal accidents in which motor omnibuses are involved, the company should be telephoned and requested to relieve the driver so that he can go to the police station to supply such information as is required.

Tramcar drivers should be accompanied until an Inspector is encountered who is able to relieve the driver for this purpose. See also *"Mail Lorries."*

Municipal Council Vehicles Involved.

In all cases of accidents between vehicles belonging to the Council and other vehicles, the names of the insurers of the latter vehicle will be ascertained and

forwarded with the accident reports; where the vehicles are not insured, a note to that effect will also be made.

Police Vehicles Involved.

In all cases where police motor vehicles are involved in accidents, police reports together with statements of witnesses must be forwarded to the Assistant Commissioner (Traffic). Any communications from lawyers with reference to such matters should also be forwarded to the A. C. (Traffic).

On Private Property.

Cases regarding accidents in which a horse or vehicle is involved on private property, should not be entered on the Street Accident report form, but on report form No. 1 or No. 2.

Police station compounds are private property.

Traffic Accident Reports.

All traffic accidents no matter how trivial must be reported, and full details entered on form 55, which will be forwarded to the Traffic Office the following morning.

The officer on Charge Room duty is responsible that all reports made at a police station during his tour of duty are properly made out. The use of junior officers on traffic duties etc., does not relieve him of this responsibility, and he must see that adequate details appear in all traffic accident reports and statements of witnesses etc.

The following details should appear in reports where applicable.

Drivers' Statement.

Name, age, province, address, where employed and for how long; license number; vehicle number; speed; speed permitted; direction of travel; side of the road. What attempt made to avoid accident; were the brakes applied, horn sounded. What other vehicles or pedestrians were there on the road, direction of travel and density. State of weather, was anyone

else on the driving seat; were you talking. What driving experience; condition of vehicle; (if a freight vehicle, loaded or unloaded) any accidents before; serious or otherwise. How long on duty before the accident; how much sleep the night before. What damage to the vehicle; any insurance.

Injured Party - Statement.

Name, age, province, address, married or single, occupation, employed by whom; how long in Shanghai. Time, date, position and business on the road; looking which way. Any attempt made to avoid the accident; any warning heard.

Any previous accident, condition of eyesight and hearing.

Any insurance. Any relatives; names and addresses.

Witnesses Statements.

Name, age, province, address, time, date, place, and relative position at time of accident.

Vehicles and license numbers. Direction of vehicles and pedestrian (if any), and which way was pedestrian looking. Any warning heard. Speed of vehicle or vehicles, distance between when first seen. Any attempt to avoid accident. Position of vehicles before accident, and how the accident happened. State of weather and condition of traffic on the road. Any driving experience, how long in Shanghai, any connection with any of the parties involved. Which party at fault and why. Willingness to attend court if required.

Covering Report.

Should contain, time and date of the report, from whom, and at what station.

Condition on the scene upon arrival.

Particulars of vehicles and persons involved.

Position of vehicles and injured upon arrival.

Ambulance and other experts called and by whom.

Measurements taken. Plan. Photographs of the scene.

Condition of the weather, road, lighting and density of traffic etc.

Police witnesses and statements.

Independent witnesses - statements - integrity.

Traffic Office and V.I.O. if informed and who attended.

Result of examination by experts.

Doctors' certificate, what hospital.

Action taken regarding person responsible.

In cases where an accident or a collision occurs and there is evidence to show that the person in charge of a vehicle other than motor or horse drawn is to blame, (i.e. handcart, trolley, ricsha, cycle etc.,) even though a motor or horse drawn vehicle is involved, the person responsible is to be dealt with by the station concerned either by bail or summons.

The fact that the person responsible is being proceeded against is to be noted in the accident report form before being forwarded to A. C. (Traffic.)

Traffic must never be held up for longer than is necessary for the removal of the injured and the obtaining of essential details regarding the position of the vehicles involved. Where possible the vehicles should be moved to the side of the road to minimise obstruction to other traffic. See also "*Bail*" "*Vehicles - Standard Dimensions.*"

Traffic Duty.

Constables on point duty are to be constantly warned as to the manner of giving signals for the regulation of street traffic. It is essential that such signals should be given clearly and decisively, and in a manner that cannot be mistaken; that they be given in time to fulfil their intended object, and that they be used for the purpose of expediting and not impeding traffic.

Special insistence on these points is necessary because (1) signals are often given in a hesitating and uncertain manner. (2) signals are often given only at the last moment when the vehicle to be stopped is almost

level with the constable, and (3) traffic is often needlessly delayed owing to the constable's hand being kept raised too long or traffic lights not being switched over.

Traffic Offence Reports.

Owing to the fact that the appearance of motor cars is often changed after the original license application is made out, it is essential that the most accurate description obtainable be entered in traffic offence reports.

Police reporting traffic offences should make careful note of the type of vehicle, colour of body, and colour of wheels, as well as the number of the registration plates. If the actual make of the vehicle can be ascertained, so much the better. (P.O.A.-6353.)

When receiving reports of traffic offences from Sikh and Chinese police, the officer taking the report will see that they have the material points required as evidence in court, such as, the number of the vehicle, place, time and date, entered in their pocket books before leaving the charge room.

All traffic offence reports will be checked each morning by the officer-in-charge of the station who will endorse them with a special chop to the effect that he either considers a prosecution desirable, or that he recommends no action on the evidence available.

In order to prevent overlapping between stations and the Traffic Office, traffic offence reports and traffic accident reports in which the offenders have been bailed or charged by the stations concerned must always be endorsed with details regarding the action taken.

Overloading. In all cases where a freight vehicle is suspected of being overloaded, it should be dealt with as expeditiously as possible, care being taken where packages etc., are not of uniform weight to weigh the whole load.

When weighing motor freight vehicles, a crew of one driver and four coolies are not to be included in the load weight. Persons in excess of that number will be weighed with the vehicle. (Div: Memo. 18-7-30.) Goods carried on a vehicle taken to the station on suspicion of being overloaded, should be weighed in the presence of the owner or his representative. (Div: Inst: Memo 2/35.) See also *"Bicycles" "Chauffeurs-Criminal Offences" "Mail Lorries" "Motor Vehicles-License Conditions" "Municipal Employees - Prosecution of" "Traffic Accidents - Municipal Council Vehicles Involved" & "Police Vehicle Involved."*

Traffic Office - Attending. See *"Chinese Branch - Visits to Traffic Office."*

Traffic Office Information.

In cases where information is urgently needed from the Traffic Office out of office hours, the person requiring such information should ascertain the name of the officer of the Traffic Office staff on duty from the Communication Control Room, and telephone a request that he obtain the information desired. See also *"Crime Diaries" "Chauffeurs-Criminal Offences" & "Motor Vehicles - Theft of."*

Traffic Regulations. See *Appendix "C."*

Traffic - Right of Way.

Traffic Regulation No. 42 states that any vehicle in the service of a municipal department or a repair vehicle of a public service company, or an ambulance, shall in an emergency, have the right of way over all other traffic.

Police on traffic duties should be constantly reminded to allow no delay in the passage of the following vehicles:-

Fire Brigade, when on the way to a fire, i.e. when the carillon bell is being rung continuously.

Reserve Unit, when proceeding to a riot call and the warning syren is being used.

Repair vehicles of public service companies, in emergencies.
Ambulances, when using the warning bell or syren. See also *"Bicycles" "Doctors" "Mail Lorries" "Motor Vehicles Badges - Officers Cars" "Motor Vehicle-Registration Plates" & "Prison Van Regulations."*

Trafficking. See *"Abduction" & "Slave Girls."*

Tramcars - Involved in Accidents. See *"Traffic Accidents-Omnibuses & Tramcars."*

Tramcars. Police Travelling on.

Members of the Force in uniform are permitted to travel free on tramcars, but must not bunch together on one particular vehicle, especially during rush hours, and on no account are more than six police to travel in one vehicle. (U.B.O. 1540.)
Members of the Force are prohibited from travelling on the front platforms of tramcars, or on the steps of cars or trailers. (P.O.B. 1563.)

Tramway and Overhead Wires.

In the event of a trolley wire falling or becoming slack and within reach of the ground, all cars which come to the spot will be stopped at a reasonable distance from the fallen wire, whether they are on the affected track or not.
In the meantime the police will station themselves on either side of the broken wire, keeping the crowd back, warning everyone against approaching the wire, and, if necessary, forcibly restraining anyone who attempts to do so.
In the event of any person coming in contact with the wire and becoming entangled therein, immediate steps should be taken to release him. This can be done without injury or risk to those who undertake it, even if the current is on. The person may be seized by the arms, legs or head and dragged away until clear of the wire. The person undertaking this

should remove their coats and wrap them round their hands, or a piece of rope may be used. They should as much as possible avoid standing on the rail. Any stick or piece of wood may be used to disengage the wire from the person's body. Likewise any person can, without receiving a shock, handle the wire with bare hands if he stands on a board or any dry piece of wood laid on the ground, or on the floor of a ricsha. He should avoid touching the ground with his fingers when taking hold of the wires. The main thing in case of any such accident is to act promptly.
If the trolley wire is lying on the ground or so near that it can be forced down to ground level, endeavours should be made to bring the wire into direct contact with the tram rail. Although by so doing there will be a momentary flash, the automatic switch will be opened in the power station and the current cut off from the trolley wire.
More particular care should be taken in wet weather when handling wires or persons entangled therein.
The Fire Brigade have wagons completely equipped to deal with such emergencies, as well as first aid apparatus to resuscitate persons suffering from electric shock. See also *"Electric Lighting" "Electric Shock" and "Fires - Treatment of Injured."*

Tramway Company - Assistance to. See *"Public Vehicles."*

Tramway Company's Repair Wagon. See *"Traffic - Right of Way."*

Tramways - Regulations and Bye-Laws.

In connection with the tramway service the following regulations and Bye-laws have been approved by the Council:-

Police Regulation.

1. A car shall not be driven at such a speed as to become a danger to the public.

2. Except in cases of emergency cars shall only stop at official stopping places which shall be approved by the Commissioner of Police and shall be marked by placards or signposts as follows:-

(a) Red mark on a white ground shall imply compulsory stops.

(b) White ground only shall imply stops optional to alighting or boarding passengers.

3. Cars shall be run slowly and carefully while crossing intersecting streets and when turning corners. Except in cases of emergency, cars shall not stop opposite intersecting streets, and except at termini no car shall stop in the streets longer than is necessary to allow passengers to board or alight with all possible despatch.

4. The gates on the off-side of each car, both in front and behind, shall be kept constantly closed.

5. Between sunset and sunrise each car shall carry two distinguishing lights one in front and one behind whereon the number of the car shall be conspicuously shown. Two danger lamps shall be carried in each car, independent of the electric current, for use in case of breakdown.

6. Each car shall be supplied with a warning gong which the driver shall ring when the car is approaching each street crossing and whenever it may be otherwise necessary. The gong shall not, however, be rung unnecessarily.

7. Except at a terminus or where the circumstances render it unavoidable, cars running on the same metals shall not come within eighty yards of one another.

8. Accidents must be reported to the police with all possible despatch, and all property found in the cars shall be handed over to the company who will thereafter notify the police.

9. If any passenger shall be found to be suffering from a contagious or infectious disease the company's servants shall remove him from the car and the company shall report the matter to the Health Department and the car shall not be used again without permission from that department.

10. No person shall wilfully allow a vehicle of which he is in charge to use the track of the tramway so as unnecessarily to impede the passage of a tramcar.

11. Drivers, conductors and ticket inspectors shall, while on duty, wear official uniforms with numbers or numbered badges.

12 The police shall give all assistance in their power to the company and their servants in case of the infraction by passengers and others of these regulations or of the company's bye-laws.

Company's Bye-Laws.

1. No person is allowed:-

(a) To mount, enter or leave a car whilst it is in motion or to attempt to do so.

(b) To enter or leave a car except by the way provided on the near side of the compartment in which he intends to travel or has travelled.

(c) To lean out of a car.

(d) To smoke in any compartment that is not reserved for smoking.

(e) To travel on the step or platform of a car.

(f) To use obscene or offensive language whilst in or upon any car, to spit therein, or to commit any nuisance in, upon or against any car or wilfully interfere in any way with the comfort of any passengers.

(g) To touch, derange, alter or modify the car mechanism, track or dependent works.

(h) To speak to the driver when his car is in motion.

(i) To enter or mount a car whilst in a state of intoxication. Any such person found in or upon any car will immediately be removed by or under the direction of the conductor.

(j) To enter or remain in any car if wearing dress or clothing which in the opinion of the conductor might soil or injure the dress or clothing of any passenger, or if, in the opinion of the conductor, such person is for any other reason offensive to passengers. Such person may be prevented from entering the car and shall not enter any car after having been requested by the conductor not to do so, and if found in any car, shall, on the request of the conductor, leave the car upon the fare, if previously paid, being returned.

(k) To enter or remain in any car if suffering from any contagious or infectious disease.

(l) To bring upon a car any article exceeding 16-lbs. in weight or one cubic foot in measurement, or which is or may become a source of inconvenience, annoyance or danger to other passengers or the company's property. Any articles shall be carried by hand only and at the exclusive risk of the passenger.

(m) To bring any dog or other animal in or upon any of the cars.

(n) To perform upon any musical instrument whilst travelling in a car.

(o) To travel with loaded fire-arms.

(p) To obstruct or impede wilfully any officer or servant of the company in the execution of his duty upon or in connection with any car or tramway of the company.

2. A passenger shall pay the fare for the distance which he intends to travel in accordance with the authorized tariff.

3. Each passenger shall show his ticket when required to do so by the conductor or any other duly authorized servant of the company and

shall also when required to do so either deliver up his tickets or pay the authorized fare for the distance travelled.

4. When a compartment contains the full number of passengers which it is authorised to carry, a notice to that effect shall be placed in conspicuous letters at the entrance of the compartment.

5. Any person offending against or committing any breach of any of these Bye-laws shall be liable to such a penalty as may be inflicted by the court having jurisidiction.

Translations. See *"Documentary Evidence"* and *"Interpreters."*

Trespass.

The mere entry upon the land of another is not a criminal offence, although it is one in which an action may lie and civil damages be claimed.

Under English law, refusal to leave may constitute conduct tending to provoke a breach of the peace.

Although as a general rule the police should not apprehend or unnecessarily interfere with any person unless some specific act has been committed by which the law has been broken, there are some exceptional occasions on which the police may aid others in the assertion of their civil rights.

If police are requested by a householder to aid in turning out a person improperly present, although in law that person is simply a trespasser the officer may, when he can place reliance on the statement of the applicant, properly give his assistance.

On such an occasion the police should only act in the presence and on the express application of the lawful occupier and after the person has refused to leave on a formal request made to him in the presence of the police officer.

The police officer should himself use persuasion before putting hands on the person, and in the case

of a foreigner, must also bear in mind that he is not to take the person into custody but to leave him perfectly free as soon as the street or public road is reached, for although the intruder in such a case is wrongfully in the house, he has not in law been guilty of any breach of the peace or any penal offence and the intervention of the police officer has been, strictly speaking, not in the character of a peace officer but rather as a private person aiding the occupier and in law acting as his servant for that special purpose. The police must use great care in discriminating between such a case as that above mentioned and cases of real dispute as to the right of possession. In such cases it is neither necessary nor desirable to interfere.

Under Chinese law it is a criminal offence for any person to trespass without reason, conceal himself on any premises, or to refuse to leave when requested to do so; and provided the occupant of the premises is willing to sign an official complaint, offenders may be arrested and charged under Article 306 of the Chinese Criminal Code.

Troops, Passage of Through the Settlement.

Permits for the passage of Chinese troops, armed or unarmed, through the Settlement are issued by the Senior Consul; no unit or party of Chinese troops is permitted to enter the Settlement without a permit so issued, and, even if in possession of a permit, without a police escort.

The first police officer meeting the party will ask for the production of the permit. If no permit is produced, the party will be requested to halt pending communication by telephone with the nearest police station, and thence if necessary, with Headquarters.

Chinese commissioned officers are permitted to wear swords in the Settlement when making ceremonial calls, and certain Chinese officials have written permission to be accompanied by bodyguards, not exceeding six in number. Such bodyguards are not

permitted to carry arms in the Settlement except when in attendance upon their masters.

No permit is required for the passage of foreign troops, but in the case of a large troop movement, the Traffic Office usually make arrangements for escort, informing the stations concerned and the Trooper Inspector.

Truncheons. See *"Batons."*

Typewriting Machines - Care of.

The Council enters into yearly contracts for the cleaning and maintenance of typewriting machines of all departments. Officers-in-charge should see that machines on charge to them are properly cared for, and covered over when not in use.

Uttering. See *"Counterfeit Coins."*

Unclaimed Property. See *"Derelict Property."*

Uniform - Illegally Wearing.

Under English law it is unlawful for any person to wear a military uniform without the King's permission, excepting in the case of a licensed stage play, music hall, or circus. Uniforms Act. 1894, (57 and 58 Vict. c. 45.). By the same Act, if any person not serving in the naval or military forces, wears, without the King's permission, the uniform of any of those forces, or any dress having the appearance or bearing any of the distinctive marks of any such uniform, so as to "be likely to bring contempt" upon the uniform, such person is liable to a fine of £10 or to imprisonment for one month.
The unauthorised wearing of police uniform is punishable by a fine of £10. (Police Act 1919. s. 10.) and of mercantile uniform £5. (British Mercantile Uniform Act. 1919. s. 1.).
Under Chinese law, whoever publicly and without authority wears the uniform or badge, or makes use of the official title of any public officer renders himself liable to punishment under Article 159 of the Chinese Criminal Code.

Uniform of Police. See *"Dress of Police"* & booklet, *"Dress Regulations and Orders of Dress."*

Uniform of Postmen Charged. See *"Postmen."*

Uniform - Wearing off Duty. See *"Dress of Police."*

United States Navy and Army Badges. See *"Naval and Military Insignia." Appendix "E."*

United States Property - Firearms. See *"Firearms - Obtained by Police."*

Unlawful Assembly. See *"Assembly - Unlawful."*

Unlicensed Premises. See *"Licensing Squad."*

Unrecognised Foreigner. See *"Jurisdiction - Consular."*

Vacant Houses. See *"Empty Houses"* *"Keys of Premises"* & *"Kidnapping Cases."*

Vaccination.

All members of the Foreign Branch are required to be vaccinated every three years by the police surgeons. The serum used may be obtained free on application from the Municipal Health Department. The families of married members of the Force may be vaccinated by their own doctors, and obtain their serum in the same manner.
Vaccination of Chinese and indigent foreigners is provided free of charge, at any of the Municipal Health Department branch offices.

Valuable Securities.

Under English law, everyone who steals for any fraudulent purpose, destroys, cancels or obliterates the whole or any part of a valuable security, commits a felony of the same nature and degree as if he had stolen any chattel of the same value as that to which the valuable security relates.

Vehicle Inspectors' Uniform & Duties.

The uniforms worn by Police Vehicle Inspectors in winter are of blue material as for Sergeants, but differ in the following respects:-
Cap Badges. These are of black enamel bearing the words "Police Vehicle Inspector" in chromium relief. Similar badges are worn on the left breast of the tunics.
Tunics. These have *single* stand up collars and neither breast pockets nor shoulder straps and the buttons are of plain white metal.
Greatcoats. These are single breasted, with open collars, no shoulder straps or cuffs on sleeves, and with plain black bone buttons.
Raincoats. Have no shoulder straps or belt.
Summer uniforms are of khaki drill with the above distinctions, and the helmets are white.

It is the duty of Vehicle Inspectors to inspect public ricshas, handcarts and hand trolleys the majority of this work being performed at the Ricsha Inspection Department, No. 650 Kungping Road. Vehicle Inspectors also make periodical tours of inspection on public roads, and all duties should render assistance to them if called upon to do so when they are performing this duty.

Vehicles - Dimensions of.

The following may be considered as average, if not standard dimensions of the vehicles referred to.

Tramcar "A" Type. That is a car with an entrance at either end. Overall length, including buffers, 29′ 8¾″, width 6′ 6″.

Tramcar "B" Type. A car with central entrance. Overall length, 35′, width 6′ 6″. This type, which is the newest, will eventually be converted into "A" type, with entrance at either end.

Trailer. Length 26′, width 6′ 6″.

Railless Car. Length including rope guard or cow catcher, 27′ 0″, width 6′ 6″.

Tram Rails. These are of one metre guage, or approximately 3′ 3⅜″.

Motor Car. Average length 12′, width 5′ 6″.

Motor Omnibus. Length varies between 25′ & 30′, width between 6′ 10″ & 7′ 9″.

Double Decker Omnibus. Length varies between 24′ and 30′, width 7′ 6″.

Motor Truck. Maximum length 24′ 0″, width 7′ 6″.

Motor Cycle. Average length 5′ 0″.

Motor Cycle with side-car. Average length 5′ 0″. width 4′ 6″.

Bicycle. Average length 5′ 3″.

Carriage. Victoria or Brougham with pony. Height 6′ 3″, length 18′ 0″, width 5′ 1″.

Handcart. Highest point (wheel) 3′, width 5′ 6″, length 11′ 4″.

Hand trolley. Average length 7′ 0″. width 2′ 5″.

Ricsha. Average length 8′ 7″, height with hood up 6′ 1″, width 3′ 4″.

Wheel-barrow. Height 3′ 4″, width 3′ 3″, length 5′ 6″.

Vehicles - Lighting up Times. See "*Lamps - Lighting.*"

Vehicles Used for Serious Crime. See "*Finger Prints.*"

Venereal Disease - Concealment of.

Any member of the Force who suspects himself to be suffering from any form of venereal disease should consult the Municipal doctor at once. Concealment of this disease entails deprivation of allowances whilst unfit for duty.

Visiting Prisoners. See "*Cells*" "*Doctors*" *and* "*Interviews With Prisoners.*"

Vital Statistics. See "*Death-Registration of Foreigners.*"

Wanted Circulars.

At the conclusion of enquiries into a crime, when there is definite evidence against persons not arrested, full details regarding such persons and evidence must be given in the final diary, together with a note regarding warrants, circular orders, or any other documents which may have been applied for.

The Divisional Detective Officer concerned, upon receiving such diaries will endorse them with his remarks as to whether the evidence justifies the issuance of a "wanted" circular or otherwise.

Should he consider that a "wanted" circular should be issued, the investigating officer concerned will make out an application on the "wanted" circular application form (No.415) and forward to Crime Branch Headquarters through the usual channels. The details supplied should be as minute as circumstances will permit. See also *"Reward Notices."*

Warrants - Arrest.

A warrant of arrest, is an authority under hand and seal, issued by a Justice of the Peace or other authorised person to a police officer, to arrest the person named therein, to answer according to law. They are usually addressed to the Commissioner of Police and/or officers of the Police Force.

According to English law a warrant of arrest can only be issued, in the first instance, upon an information upon oath or affirmation. The information containing the name, address and occupation of the deponent, the date and place of commission of the offence, the name or description of accused and the exact charge, is drawn up by either the applicant, his solicitor, or the clerk at the Police Court; the police officer if any, engaged in the case giving every possible assistance. The procedure in other consular courts is similar; the evidence should be placed before the consul concerned, who will either issue a warrant or give instructions to meet the case. See also *"Portuguese Law."*

Warrants are not necessary for an apprehension in cases of felony occurring within a police district if the offender is still within the jurisdiction, but they shall invariably be applied for:-

(a) In cases in which the presumption is strongly in favour of the delinquent's having absconded beyond the jurisdiction; as the existence of a warrant enables steps to be taken to secure his extradition if gone abroad and to effect his apprehension in other places.

(b) In cases in which there is any suspicion that the aggrieved person has some other object in view than the furtherance of the law. Embezzlement is often within this category.

(c) In cases of misdemeanour, when an apprehension is not effected at the time of its commission.

As a police officer acting under the authority of a warrant is in a better position to follow and arrest an offender than if he were acting without warrant and by virtue of his office only, it is always advisable, where time admits, to procure a warrant for the arrest of offenders.

The warrant must be in the personal possession of the police officer in all cases of misdemeanour or less than felony.

A warrant of arrest may be executed either by night or day, and it does not become void by the death of the issuing justice or magistrate.

On the receipt of a warrant from any consul or court to apprehend any person, or to search any premises, it must be executed at once. In all cases of arrest, the officer ought briefly to acquaint the person with the substance of the warrant. He must also allow it to be inspected on demand but he will not in any case give it out of his hands. On going to a house he must state who he is, his object in coming, and demand admittance. In case of refusal he may make forcible entry to take the person mentioned in the warrant whether the house in which that person is, or is

suspected to be, is his own or not, provided the warrant is signed by the consul or court to which the occupier is amenable. The officer must assure himself before executing a warrant that the court which issued it has jurisdiction in the case.

When a warrant is issued for the arrest of a foreigner, all stations should be informed at once.

Should any police officer apply at a station charge room for assistance, such assistance will be rendered by the officer on Charge Room duty who will note the fact in the occurrence book. He is not to inquire why the men are wanted as the responsibility of applying will rest with the applicant.

The method of applying for Chinese warrants is laid down under the heading of "Summons and Warrant Applications."

Chinese warrants are only valid for a set period not exceeding fourteen days, after which they must be returned to court, for renewal or cancellation as the case may be, so they should only be applied for when definite proof is available and when the whereabouts of the offender is known, otherwise a circular order should be obtained. See *"Circular Order."*

When the name of the offender is not known, a warrant may be obtained on a fair description instead. In cases where an offender has already been brought to a police station in a case which calls for a warrant, a warrant should be obtained and served on him at once.

Warrants for search and arrest may be obtained from the Shanghai First Special Area District Court up to 12 midnight except on Sundays upon application to the Judge on duty.

Warrants issued by the Shanghai First Special Area District Court or any other court which involve forcible entry, may not be executed on premises occupied by a foreigner having extraterritorial rights unless countersigned by an official of the consular court concerned.

Warrants issued by the Shanghai First Special Area District Court should be countersigned by the Shanghai Second Special Area District Court before being executed in the French Concession, and warrants issued by the Shanghai Second Special Area District Court should be countersigned by the Shanghai First Special Area District Court before being executed in the Settlement.

Warrants issued by Chinese authorities outside the Settlement are not to be executed in the Settlement without the knowledge of the senior detective in charge of the district concerned, or the Divisional Detective Officer.

In cases where it is necessary to arrest Chinese on board foreign ships, the consular representative of the nationality of the ship concerned will be informed in advance. Where urgent circumstances render this impossible, he will be informed as soon as possible after the warrant has been executed.

Warrants issued by the Shanghai First Special Area District Court for non-payment of fines need not be executed if the fines are paid. In cases where the defendants in such cases offer payment, the police may accept the fines and release the prisoner, the warrants being endorsed to that effect by officers-in-charge, and returned to court. (Div: Memo 185.) See also *"Fines & Imprisonment"* & *"Private Criminal Prosecutions."*

Warrants - Search.

A search warrant is a warrant granted by a magistrate for the purpose of searching premises where there is reasonable ground for suspecting that property stolen, unlawfully obtained, or of which ownership is forbidden, is concealed.

Search warrants issued by the Shanghai First Special Area District Court are valid for seven days only, and *must be returned to court within the prescribed period.* Unless endorsed to that effect by the judge

who issues such warrants, they cannot be executed at night, i.e. between sunset and sunrise.

Should an extension of time be required for *special reasons* the search warrant must be returned to court for further endorsement with a statement setting forth the special reason for the desired extension.

In drives against premises connected with opium, Hwo Wei lotteries, and other forms of gambling, etc., applications must not be made for more search warrants than can be executed *within 48 hours of receipt.*

Search warrants must be endorsed with details of results of action taken i.e. "Executed nothing found, no arrests," "Executed.....persons arrested..... seized, etc." If not executed the reason must be endorsed thereon. See also *"Chops for Warrants" "Customs Matters" "Search Warrants" "Searching Premises" "Stamp Tax Cases" & "Summons and Warrant Applications."*

There are four other classes of warrants in addition to warrants of arrest and search, which may briefly be defined as follows:-

Distress Warrant - which is an authority to levy distraint on goods for non-payment of rates, debt etc. See *"Distraint."*

Dispatch Warrant - which is an authority to transfer a prisoner from one jurisdiction to another.

Extradition Warrant - which is an authority to transfer a prisoner from one country to another; not applicable to China, and

Absentees and Deserters - which are naval and military warrants.

Watchmen.

There are a large number of Indian and Chinese watchmen employed in the Settlement under police supervision. Many of the Chinese watchmen are trained in the use of the automatic pistol, whilst a number of the Indian watchmen are armed with

revolvers or carbines. These firearms and the ammunition are kept at the police stations of the districts in which the watchmen are employed and should be returned after each tour of duty.

Watchman are not permitted to hand weapons directly to each other on being relieved.

All armed watchmen wear an approved uniform with metal numbers on the collar prefixed by the letter "W."

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When Indian and Chinese private watchmen are found wearing the Police Pattern Watchmen's uniform, the tunic should be removed and forwarded to D.C. (Sikhs) or A.C. (Chinese) with brief particulars.

weapons must be made on form No. A.A. No. 29 (c).

Only police ammunition may be carried in police weapons, and five rounds will be issued with the weapon. In cases where a privately owned weapon is of different calibre to that used by the police, the owner will supply five rounds of ammunition for use in the weapon.

Except when proceeding on or off duty, watchmen are not permitted to carry arms unless in possession of an arms license for the weapon in question.

Instructions regarding the charges for and training of police watchmen, and care of arms carried by them will be found in A.A. Orders No. 28 - 29 and 34.

Police officers engaged on supervision work should frequently remind watchmen that they may be promptly and liberally rewarded for any assistance rendered in the prevention of crime; the apprehension of criminals after committing a crime; or supplying early and accurate information which enables the police to trace and arrest criminals.

This refers mainly to such offences as kidnapping, robbery, burglary, and housebreaking, so they should be instructed to watch for (a) the presence of strangers loitering in the vicinity of private residences and obtain an accurate description of such, and (b) to make a note of the license numbers of strange motor cars remaining for no apparent reason in the vicinity of private residences and alleyways.

Anything of this nature which arouses the suspicion of watchman should be reported to the senior detective on duty at the station concerned at once. See also "*Patrol Sergeants - to Visit P.W.D. Watchmen.*"

Waterways - Inside the Settlement.

The waterways inside the Settlement with the exception of the Soochow Creek are under the jurisdiction of the Municipal Police; when the last extension of the Settlement was authorised in the year 1899, the Municipal Council agreed not to fill in any existing tidal creek or canal until after consultation with the local authorities, but by virtue of the said agreement, the protection of all such creeks was placed as a duty upon the Municipal Council. (Council Memo 19-2-36) See also "*River Police.*"

Waterworks Company. Theft of Property.

All members of the Force must watch for and prevent persons from stealing hydrant caps, covers, and iron meter covers which are the property of the Waterworks Company. Any hawker found in possession of any portion of a hydrant is to be arrested.

Large iron valve covers are sometimes also stolen. These covers are secured by a heavy chain which requires considerable force to remove, but apart from their value, their removal leaves a large hole in the surface of the road, which presents considerable danger to motor vehicles.

When such covers are found to have been removed, the fact should be reported immediately, and the hole guarded; red lamps should be placed nearby at night.

Leakages of water from mainpipes involving serious shortage of water should be reported without delay to Sinza depot of the Waterworks Company, telephone No.31030. It is only necessary to inform the P.W.D. when damage to the roadway has been caused by such leaks.

Water Supplies. See "*Contaminating Wells.*"

Weights and Measures-Chinese.

1 Liang or Tael =1.333 ozs. or 3 taels =4 ozs.
1 Kin or Cattie =1.333 lbs. or 3 catties =4 lbs.
12 Taels =1 lb.
1 Tan or Picul =133.333 lbs. 16 piculs 80 catties= 1 Ton.

6 Mow	=1 Acre.	so 1 Acre	=6 Mow.
10 Fun	=1 Mow.	so 1 Acre	=60 Fun.
10 Li	=1 Fun.	so 1 Acre	=600 Li.
10 Hao	=1 Fun.	so 1 Acre	=6000 Hao.
		1 Acre	=4840 Square yards.

Wharves.

Practically the whole of the Whangpoo river frontage along Broadway is occupied by privately owned wharves, wherein the police do not normally function except on request.

These wharves are situated as follows: in order from north to south:-

South Manchuria Railway Wharf - Chinwangtao Road.
Osaka Shosen Kaisha Ltd. - Ewo Road, 184 Yangtsepoo Road.
Nippon Yusen Kaisha (Wayside) Wharf - Opposite Baikal Road.
Shanghai Hongkew (Old Ningpo) Wharf - Kungping Road.
China Merchant's Lower Wharf - Opposite Chaoufoong Road.
Shanghai Hongkew (Hunt's) Wharf - Opposite Yuenfong Road.
China Merchant's Central Wharf - No. 1 Dixwell Road.
Nippon Yusen Kaisha (Central) Wharf - Whangpoo Road.

Whistles. See "*Factory Whistles.*"

Wireless Aerials. See "*Police and Leased Quarters.*"

Wireless Vans. See "*Radio Vans.*"

Withdrawal from Prosecution.

In all criminal cases where a prosecutor withdraws from a charge, except by leave of the court, or fails to appear to support it, a remand should be applied for by the police for further enquiry.

According to Article 248 of the Chinese Code of Criminal Procedure, a Procurator may withdraw a prosecution before the conclusion of the argument at the first trial if circumstances appear to indicate that a prosecution should not have been instituted or that it is appropriate not to prosecute.

In cases the prosecution of which may be instituted only on complaint or request of the injured party, (see "At Instigation of Complainant") the private complainant may withdraw the private prosecution at the same juncture, *provided however*, that such a prosecution may not be withdrawn where the principal punishment for the offence is imprisonment for seven years or more.

When once a private prosecution has been withdrawn, it may not be filed again.

Witnesses - Attendance of.

The attendance of witnesses may be secured at courts by summons; or at the British Court if necessary, by subpoena.

Under English law if a witness disobeys a summons and no just excuse is offered for the neglect or refusal, after proof of it's due service, a warrant may be issued for the production of such person at the appointed time and place; or even if in the first instance a justice is satisfied by evidence upon oath or affirmation that it is probable such a person will not attend to give evidence without being compelled to do so, a warrant may be issued instead of a summons.

In all cases where a person is committed for trial, the prosecutor and every witness is bound over by recognisance to prosecute and give evidence. A witness refusing to be so bound may be committed for safe custody until the trial.

Under Chinese law a witness who fails to appear without proper reason after having been legally summoned may be given a pecuniary penalty, or arrested on warrant. He would be liable to a further penalty if he failed to appear when summoned again. See also "*Material Witness*" "*Summons and Warrants- Receipt of.*"

Under English law if any witness refuses to be examined upon oath or affirmation concerning the premises, or refuses to take such oath or affirmation, or refuses to answer such questions concerning the premises as may be put to him, he may be committed to prison.

Witnesses in Chinese courts who refuse to give evidence may be given a pecuniary penalty.

If any person is dangerously ill, and in the opinion of some registered medical practitioner is not likely to recover, and is able and willing to give material evidence relating to any person accused of an offence, any Justice (or Judge in Chinese courts) may take his statement on oath. (See also "*Dying Declarations.*")

When any person or police officer required to attend the courts is detained in hospital, a certificate to that effect is to be obtained from the doctor.

The officer in charge of any case committed for trial at any court will warn the witnesses to attend and on the day of trial will collect them together in court. See also "*Doctors-Witnesses*" "*Evidence*" & "*Witnesses Police-in Civil Disputes.*"

Witnesses - Competent.

Almost every person is competent to testify as a witness in court. The following are exceptions however under English law:-

(a) Those who in the opinion of the judge or magistrate, are prevented by extreme youth, or from disease affecting the mind, from recollecting the matter on which testimony is to be given, from understanding the questions put, or giving rational answers to them, or from understanding that the truth must be spoken.

It is not necessary that a child should understand the meaning of the oath; and the evidence of a lunatic may be admissable if given during a lucid interval.

These exceptions apply also to Chinese law insofar as persons within the above category may not be ordered to sign a bond to tell the truth. (Article 173 of the Code of Criminal Procedure.)

(b) The wife or husband of an accused person, except when the case refers to the infliction of bodily harm or violence upon the witness by the accused; theft of the witness's property, ill-treatment of children, or sexual offences.

In these cases a wife or husband cannot be compelled to give evidence for the prosecution, and even if evidence is given willingly before a magistrate, it must be remembered that the witness has the right to refuse to do so at a subsequent trial.

A wife is specifically protected (even when giving evidence for the defence) from disclosing any communication made by the spouse during marriage. (Criminal Evidence Act. 1898. s. 1. (d). Under Chinese law this privilege is extended to embrace one who is or has been the spouse of an accused, is a blood relative within the fifth degree, or a matrimonial relative within the third degree, the head of or a member of the family of the accused, one who is or has been the betrothed of an accused, or is or has been the statutory agent of an accused, or where the accused has been the statutory agent of the witness. (Article 167 of the Code of Criminal Procedure.)

(c) Any person jointly indicted with a prisoner, unless such person has pleaded guilty; or has become a Crown witness; or the husband or wife of such person.

Under Chinese law a person who is connected with or suspected of being involved in the case shall not be ordered to sign a bond to tell the truth, but a person who is related to one or more of the accused as mentioned in section (b) may not refuse to testify upon matters which concern only the other joint accused. (Article 167 of the Code of Criminal Procedure.)

(d) A juror as to what passed between the jurymen in the discharge of their duty. There is no jury system under Chinese law.

Under English law a witness may refuse to answer any question likely to involve him in criminal proceedings, and under Chinese law a witness may refuse to testify when his testimony may subject either him or others mentioned under section (b) to criminal prosecution. (Article 168 of the Code of Criminal Procedure.) See also "*Privileged Communication*" & "*Traffic Accident Reports - Witnesses.*"

Witnesses are allowed to refuse to answer questions the answer to which would be against public policy because it might reveal a State secret, and according to Chinese law one who is or has been a public officer, may refuse to be examined upon matters considered to be official secrets, unless the permission of a competent superior is first obtained.

Witnesses - Expert.

A witness is not ordinarily entitled to state his *opinion*, but from his own personal observation may state his belief as to times, identity of a person or property, or the state of a person, if it be material to a case. Only an expert witness, that is, a person who has devoted time and study to a special branch of learning, or who is especially skilled on the matter upon which he is asked to give an opinion, may do so in court. Such witnesses are allowed to refer to experiments, even if they did not take place in the presence of the accused.

Under Chinese law an expert witness is required to sign a bond to tell the truth, and give an impartial and honest opinion. He is also liable to the same penalties as an ordinary witness in case of a breach of the provisions of the bond he signs. See also *"Arms Identification" "Handwriting" "Cross Examination" & "Evidence."*

Witnesses-Police in Civil Disputes. See *Headquarters Circular No. 105.*

Women Assistants. See *"Escorts for Prisoners" & "Searching Prisoners."*

Work Shelter.

The Work Shelter adjoining the Public Works Department Depot, Soochow Road, is now closed.
Indigent foreigners are now given refuge in the Salvation Army men's shelter situated on the former Amoy Road Gaol site, to which they should be directed. See also *"Benevolent Institutions."*

Writs of Detention.

In cases where there is reasonable suspicion that a person subject to Chinese law has committed a criminal offence and is likely to abscond, or has no fixed domicile, the police are justified in arresting such a person. See also *"Material Witness."*
Such a person cannot be legally detained however for more than twenty-four hours without being brought before a court.
Should there be insufficient evidence to justify a charge being laid, but sufficient to warrant the further detention of such a person, he should be taken before the Shanghai First Special Area District Court and an application made for a writ of detention, as provided for under Articles 76 and 101 of the Code of Criminal Procedure.
The officer applying for the writ of detention will be responsible that sufficient documentary or other

evidence is produced in court to substantiate the suspicion against the person whose detention is applied for.
When the reasonable suspicion against a person is in connection with an offence that is not serious, and there is little likelihood of the suspect attempting to escape, arrests should be by warrant, (See *"Warrants"*) but in grave cases where there may be subsequently difficulty in discovering the whereabouts of the suspected person, or danger of him absconding, the investigating officer should exercise his powers of arrest as soon as it appears that sufficient suspicion exists that the suspect was concerned in the commission of the offence.
When a writ of detention has been obtained against a person and subsequent enquiries prove the suspicion to be ill-founded, or that a charge cannot be substantiated; the Municipal Advocate should be informed at once, and the person detained taken before the next sitting of the court, when application will be made for his release.
Applications for.
Applications for writs of detention should be made out on the special charge sheets for that purpose. See *"Charge Sheets."*
The presentation forms which accompany the charge sheets must bear the full name, age, sex, and nativity of the person whose detention is requested, and should be worded as follows:- "Application is hereby made for the detention of the above named, who was arrested at..... (place).....at.....(time)..... on suspicion of being concerned in.....(particulars of the crime arrested for).....

APPENDIX "A"

Rules and Regulations.

The following rules and regulations govern the conduct of police officers employed by the Shanghai Municipal Council (hereinafter called the Council) and lay down orders for the procedure to be followed in the trial and punishment of police officers infringing these rules and regulations. They will be put into force with effect from this the 15th day of March 1930.

I. *General Provisions.*

1. Every police officer shall for all purposes in these rules and regulations herein contained be at all times subject to the order and control of the Commissioner of Police and may at any time be employed as a police officer in *any part* of the Foreign Settlement of Shanghai, and beyond the territorial area of the said Settlement within the jurisdiction or control of the Council.
2. No police officer shall be at liberty to withdraw himself from the duties of his office or resign his position unless expressly permitted to do so by the Council.

II.

1. Any member of the Force commits an offence against discipline and shall be liable to punishment if he is guilty:
(a) of an offence under the laws of the state or country of which he is a subject or a citizen: or
(b) of an offence under the laws of the Republic of China if he is a subject or a citizen of a foreign State which does not enjoy extraterritorial rights; or
(c) of an offence under the regulations or bye-laws of the Foreign Settlement of Shanghai.

III.

1. Any member of the Force commits an offence if he is guilty of:

(1) *Discreditable conduct.*—that is to say, if he acts in a disorderly manner or in any manner prejudicial to discipline or liable to bring discredit on the reputation of the Force or of the Police Service; or
(2) *Insubordinate or Oppressive conduct*—that is to say,
(a) if he is insubordinate by word, act or demeanour to an officer superior to him in rank knowing or having reason to believe him to be such or to an officer under whose orders he may be for the time being; or
(b) is guilty of oppressive or tyrannical conduct towards an inferior in rank, or
(c) uses oppressive, abusive or insulting language to any other member of the Force; or
(d) wilfully or negligently makes any false complaint or statement against any member of the Force; or
(e) assaults any other member of the Force; or
(f) withholds any complaint or report against any member of the Force.
(3) *Disobedience of orders*—that is to say, if he disobeys, or without good and sufficient cause omits or neglects to carry out any lawful order, written or otherwise.
(4) *Neglect of duty.*—that is to say, if he
(a) neglects or without good and sufficient cause omits promptly and diligently to attend to or carry out anything which it is his duty as a police officer to attend to or carry out; or
(b) idles or gossips while on duty; or
(c) fails to walk his beat in accordance with orders or leaves his beat, point or other place of duty to which he has been ordered without permission or sufficient cause; or
(d) by carelessness or neglect permits a person to escape; or
(e) fails when knowing where an offender is to be found to report same, or to make due exertions for making him amenable to justice; or
(f) fails to report any matter which it is his duty to report; or

(g) fails to report anything which he knows concerning a criminal charge or fails to disclose any evidence which he or any person within his knowledge can give for or against any person or defendant to a criminal charge; or
(h) omits to make any necessary entry in any official document or book.
(5) *Falsehood or prevarication.*—that is to say, if he
(a) knowingly makes or signs any false statement in any official document or book; or
(b) wilfully or negligently makes any false, misleading or incorrect statement; or
(c) without good and sufficent cause destroys or mutilates any official document or record, or alters or erases any entry therein; or
(d) makes a false charge against any person believing same to be false.
(6) *Breach of confidence.*—that is to say, if he
(a) divulges any matter which it is his duty to keep secret; or
(b) gives notice directly or indirectly to any person against whom any warrant or summons has been or is to be issued except in the lawful execution of such warrant or service of such summons; or
(c) without proper authority communicates to the public press, or to any unauthorized person, any matter connected with the Force; or
(d) without proper authority shows to any person outside the Force any book or written or printed document the property of the Police Department; or
(e) makes any anonymous communication to the Commissioner or any superior officer; or
(f) canvasses the Commissioner with regard to any matter concerning the Force; or
(g) signs or circulates any petition or statement with regard to any matter concerning the Force, except through the proper channel of correspondence to the Commissioner; or
(h) calls or attends any unauthorized meeting to discuss any matter concerning the Force.

(7) *Corrupt practice;*—that is to say, if he
(a) receives any bribe; or
(b) fails to account for or to make a prompt and true return of any money or property received by him in his official capacity; or
(c) directly or indirectly requires, accepts or obtains, or agrees to accept or attempts to obtain either for himself or any other person any gratuity, present, subscription, or testimonial as a reward for any act or omission in the discharge of his or any other person's duty as a police officer without the consent of the Commissioner; or
(d) places himself under pecuniary obligation to any person who holds a licence concerning the granting or renewal of which the police may have to report or give evidence; or
(e) improperly uses his character and position as a member of the Force for his private advantage; or
(f) in his official capacity as a member of the Force writes, signs or gives, without the sanction of the Commissioner, any testimonial of character or other recommendation with the object of obtaining employment for any person or of supporting any application for the grant of a licence of any kind; or
(g) without the sanction of the Commissioner supports any application for the grant of a licence of any kind.
(8) *Unlawful or unnecessary exercise of authority.*—that is to say, if he
(a) without good and sufficient cause makes any unlawful arrest;
(b) uses any unnecessary violence to any prisoner or other person with whom he may be brought into contact in the execution of his duty;
(c) is uncivil to any member of the public.
(9) *Malingering.*—that is to say, if he
(a) feigns or exaggerates any sickness or injury in himself, or intentionally delays his cure with a view to evading duty; or

(b) renders himself or any other police officer by any act of his own unfit for duty.

(10) *Absence without leave or being late for duty.*—that is to say, if he without reasonable excuse is absent without leave from, or is late for parade, court or any other duty.

(11) *Uncleanliness.*—that is to say, if he while on duty is improperly dressed or is dirty or untidy in his person, clothing, or appointments.

(12) *Damage to clothing or other articles supplied.*—that is to say, if he

(a) wilfully or by carelessness causes any waste, loss or damage to any articles of clothing or appointment, or to any book, document, or other property of the Force, served out to him or used by him or entrusted to his care; or

(b) fails to report any loss as above, however caused.

(13) *Drunkenness.*—that is to say, if he, while on or off duty, is unfit for duty through drink.

(14) *Drinking on duty or soliciting drink.*—that is to say, if he

(a) without the consent of his superior officer drinks, or receives from any person any intoxicating liquor while he is on duty; or

(b) demands, or endeavours to persuade any other person to give him, or to purchase or obtain for him, any intoxicating liquor while he is on duty.

(15) *Entering licensed premises etc. while on duty.*—that is to say, if he

(a) enters while on duty any premises licensed to sell intoxicating liquors or any other premises where liquors are stored or distributed when his presence there is not required in the execution of his duty.

(16) *Lends or borrows money.*—that is to say, if he

(a) lends money to any superior or borrows from or accepts any present from any inferior in rank.

(17) *Aids or abets other police officers.*—that is to say, if he

(a) incites any police officer to commit, or if he abets any police officer in committing any of the aforesaid offences.

(18) *Debt.*—that is to say,

(a) is so heavily in debt as to cause his efficiency as a police officer to be impaired thereby.

IV.

1. For violations of the provisions of the foregoing regulations the following punishment may be inflicted:

(a) Caution
(b) Reprimand
(c) Fine of four days' pay
(d) Depot or punishment drill up to fourteen days.
(e) Extra duty
(f) Stoppage of monthly leave.
(g) Confinement to barracks
(h) Severe reprimand
(i) Loss of seniority or reduction in class
(j) Reduction in rank
(k) Compulsory retirement
(l) Dismissal

2. The punishment in items (h) to (l) above are major punishments, and orders in these cases may be appealed against. In all such cases regular proceedings shall be drawn up in accordance with the procedure laid down in these regulations.

3. The punishments in items (a) to (g) inclusive are minor punishments. Orders of punishment in these cases cannot be appealed against, and may be awarded summarily.

V. *Powers of Punishment.*

(1) The powers of punishment of various officers are as laid down hereunder

Divisional Officers.

Foreign Section:	(a) (b) (c)	up to two days' pay
Japanese	,,	—ditto—
Sikh	,,	(a) (b) (c) to four days' pay or $4 (e) (f) (g) (h)
Chinese	,,	(a) to (i)

Officer i/c of Divisions and Branch Officers.
Foreign Section:—(a) (b) (c) up to four days pay (f) (g) (h) and (i).
Japanese ,, ditto.
Sikh Section (a) to (l)
Chinese ,, (a) to (l)
Commissioner of Police:
Order of punishment in all other cases.
(2) The Commissioner of Police with the Council's approval may restrict the powers of punishment of a particular officer.

VI. *Procedure—General.*

1. An officer into whose conduct a departmental enquiry is being held, shall ordinarily be placed under suspension when there are grounds for believing that the facts or conduct alleged will lead to the framing of charges which, if proved will result in dismissal, removal, or any other major punishment, and particularly when the continuance of the officer in office appears to be prejudicial to the public interest or likely to result in the suppression of evidence. Suspension may be ordered either as a preliminary to an enquiry or at any time during an enquiry.
2. A police officer does not cease to be such while under suspension. He continues subject to the same responsibilities, discipline and penalties and to the same authorities as if he had not been placed under suspension, but the powers, functions and privileges vested in him as a police officer are in abeyance for the period of suspension.
3. In all cases in which an order of suspension is made, the officer empowered to dismiss shall pass an order fixing the amount of subsistence allowance to be drawn by the respondent, while under suspension. This shall normally be limited to one half of respondent's pay. After disposal of the case, orders shall be passed terminating the period of suspension.
4. If an officer who has been dismissed is reinstated on reconsideration of his case or on appeal, or if an officer suspended during enquiry into his conduct is reinstated, the reinstating authority may grant pay to the officer for the period of his absence from duty.
(a) if the officer is honourably acquitted, the full salary to which he would have been entitled if he had not been dismissed or suspended, or
(b) if otherwise, so much of such salary as the reinstating authority may decide.
5. An order of dismissal shall have effect from the date of suspension, or such subsequent date as the officer empowered to dismiss may order, in each individual case.

VII.
Inquiries With a View to Departmental Punishment.

The following general outline of procedure shall be adapted, as far as possible, to the needs of each case:—
(1) When a preliminary enquiry is necessary before a definite charge can be framed against a member of the Force, a Branch or a Divisional Officer can either make the inquiry himself or order a subordinate officer to make the enquiry. If, as a result of the preliminary enquiry, the Branch or Divisional Officer decides that proceedings should be drawn up, he shall frame a definite charge or charges giving such details of each charge including time and place as to leave the respondent in no doubt as to their nature. The charges and all other documents in evidence must be fully explained to the respondent, who shall be given or allowed to take copies, if he wishes, to assist him in his defence. Respondent's statement shall then be recorded acknowledging that he has understood the charge and evidence on record against him and stating whether or not he admits the charge. If he does, there remains only the passing of the order, after a brief summing up by the officer competent to inflict punishment. If he does not, his statement shall be continued stating whether he wishes to

cross-examine any and which of the witnesses against him and to call witnesses, whom he will specify, in his defence. The Branch or Divisional Officer shall then call all necessary witnesses in support of the charge, and in respondent's presence, read out any statements they may have made in the preliminary inquiry and record, if necessary, any further statements they may have to make. He shall then give respondent an opportunity of cross-examining each witness after his statement in support of the charge is completed, such cross examination being recorded below the statements of the witnesses concerned.

(2) The officer conducting the inquiry shall have the right at any time to ask the respondent or any witness such questions as are likely, in his (the officer's) opinion, to clear up any matter in doubt, and the respondent shall be obliged to answer such questions.

(3) If, as the result of any re-examination or of any questions put at any stage by the Officer conducting the inquiry, new matter is introduced or a new aspect is given to the inquiry, the respondent shall be given an opportunity of cross-examining on such addition or alteration.

(4) When all the witnesses in support of the charge have been dealt with and all papers relied on in support of the charge have been carefully explained to the respondent, he shall be called upon to enter on his defence and to produce his witnesses, if any. Such witnesses shall be examined by the respondent, cross-examined, if necessary, by the complainant or by the officer conducting the inquiry and re-examined by the respondent if he desires to do so, the statements of each witness resulting from these examinations being separately recorded in detail.

(5) Respondent's further statement shall then be fully recorded in continuation of his previous one referred to above. As every reasonable facility to defend himself must be given to a respondent, he may, if he so desires and the officer conducting the

inquiry sees no valid reason to refuse, be given copies of the statements and other documents in evidence against him or, under proper supervision, allowed to take his own copies, and allowed to submit his defence in writing, a reasonable time for the purpose being fixed by the officer conducting the inquiry. Any such request shall be recorded at the end of respondent's statement and a note made thereunder whether the request has been granted or not, with the reasons for refusal in the latter event.

(6) After the completion of the defence, the officer conducting the inquiry shall, if competent to do so, pass his orders on the case. If he is not, he shall send the papers, with an expression of his opinion and any recommendations he may think fit to make, to the officer competent to do so.

VIII.

Departmental Inquiries Likely to Lead to Criminal Prosecutions.

(1) When the preliminary inquiry indicates a criminal offence, application to prosecute shall at once be made to the officer empowered to dismiss, who shall obtain the Council's sanction to prosecute, if he agrees that there is a prima facie case for the prosecution and does not consider that there exist adequate reasons for not instituting a prosecution.

(2) On sanction to prosecute being obtained, the officer incriminated shall at once be placed before a court to be dealt with according to law. On termination of the judicial proceedings, it shall be the duty of the officer empowered to dismiss, to consider the evidence and finding and determine whether the retention of the subordinate in the service is desirable or not. Before an order of dismissal is made in such cases, the accused officer shall be summoned and informed of the reasons for which it is considered proper to dismiss him and any explanation he may have to make shall be recorded and considered. The order shall then be passed.

IX.

Disciplinary Boards.

1. If, after preliminary inquiry into any charge against a police officer, the Commissioner of Police considers that the charge is of a very serious or complicated or special nature he may order a Board to be convened to enquire into the charge.
2. The "Board" shall be composed of one Assistant Commissioner and two Superintendents provided, however, that, if an officer of or over the rank of Superintendent is the defendant, the Board shall be composed of a Deputy Commissioner and two Assistant Commissioners.
3. The members of the Board shall be appointed by the Commissioner of Police in each case in which it is decided to refer the case to a Board of enquiry.
4. All cases in which an officer of and above the rank of Chief Inspector is the defendant shall be referred to a Board for enquiry.

Note. For disciplinary purposes an officer officiating in a higher rank shall be treated as belonging to that rank.

5. The procedure laid down in paragraph VII shall be followed in an enquiry before a Board.
6. After evidence and arguments for both prosecution and defence have been heard, the Board shall within one week after the termination of the proceedings, give and record its opinion in writing as to whether the accused is guilty or not guilty of the charge or charges.
7. If the Board finds the accused guilty it shall record its finding and forward the proceedings to the Commissioner for confirmation or otherwise. If it finds the accused not guilty, he shall be discharged and informed thereof.

X.

Appeals.

(1) The Right to appeal.

1. Every officer, against whom an order of punishment may be passed and who considers himself wronged thereby, shall be entitled to prefer at least one appeal against such an order except as below:—

No appeal shall lie against:—

(a) the discharge or reversion of an officer appointed on probation if his discharge or reversion is ordered before the termination of his period of probation.

(b) the removal or dismissal of a person holding a temporary appointment.

(c) orders of punishments (a) to (g) (page 485.)

XI.

Appelate Authorities.

1. An appeal against an order of punishment will be to the Commissioner of Police except in cases in which he passes punishment orders in which cases appeals will be to the Council.
2. Nothing in these rules shall be deemed to debar any member of the Force who considers himself aggrieved from appealing to the Council, if such appeal is submitted through the proper channels.

XII

Mode of Preferring Appeals.

1. Every police officer desiring to appeal shall do so individually.
2. Every appeal preferred shall contain all the material statements and arguments relied on by the officer preferring appeal, shall contain no disrespectful or improper language and shall be complete in itself. Every appeal shall be forwarded through the officer's immediate superior.
3. Every appeal shall be preferred within one month after the date on which the officer preferring the appeal was informed of the orders against which he appeals.
4. An Appeal may be withheld:

(a) When it is an appeal in a case in which under the rules no appeal lies.

(b) When it does not comply with one or more of the requirements of rule 2 above or of rule 3 above.

(c) When it is further to an appeal presented after a decision has been given by the Appellate authority prescribed in these rules, and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case, provided that in every case in which an appeal is withheld, the officer preferring the appeal shall be informed of the fact and reasons for it.

5. No appeal shall be made against the withholding of an appeal provided that an appeal withheld for failure to comply with the conditions laid down in rule 2 above, shall not be withheld if it is resubmitted in a form which complies with the rule.

6. On every petition of appeal the appellate authority may either annul, reverse, modify, or confirm the order passed, or may require such further enquiry to be made as may be thought necessary before final orders are passed on the appeal.

March 7, 1930.

APPENDIX "B"

Land Regulations. 1.—The boundaries of the land to which these Regulations apply are:—

1.—*Upon the North:*—The Soochow Creek from the Hsiao Sha Ferry to a point about seventy yards west of the entrance thereinto of the Defence Creek, thence in a northerly direction to the Shanghai-Paoshan boundary, thence following this boundary to the point where it meets the Hongkew Creek and thence in an easterly direction to the mouth of the Ku-ka-pang.

2.—*Upon the East:*—The Whangpoo River from the mouth of the Ku-ka-pang to the mouth of the Yangkingpang.

3.—*Upon the South:*—The Yangkingpang from its mouth to the entrance thereinto of the Defence Creek, thence in a westerly direction following the line of the northern branch of the Great Western Road, and thereafter along that Road to the Temple of Agriculture in the rear of the Bubbling Well village.

4.—*Upon the West:*—From the Temple of Agriculture in a northerly direction to the Hsiao Sha Ferry on the Soochow Creek.

And they are more particularly defined by boundary stones fixed in position and by plans prepared and signed under the direction of the special deputies of H. E. Liu, Viceroy at Nanking, and of the Shanghai District Magistrate, together with the Chairman of the Municipal Council for the year 1899.

"Within the boundaries defined and above referred to under the first head are certain sites, namely, the New Custom-House and the Temple of Rewards, together with the land set apart for the use of H.B.M.'s Government, known as the British Consulate site, which are exempted from Municipal control, as well as any land hereafter to be settled or acquired by other Governments having treaties with China for Government purposes only; but the British and Foreign Consulate sites, the Custom-House and any lands acquired as above, shall bear their share of the public burdens and Municipal taxes."

N.B. The boundaries given above have reference to physical features as they existed in 1899. Some of these features have since disappeared, notably the Yangkingpang and the Defence Creek. Reference should be made to ("Boundaries of Police Districts.")

II.—Any person desiring to rent land or purchase houses from the Chinese proprietors, within the said limits, shall do so in accordance with the provisions laid down in the Treaties of Foreign Powers with China.

III.— It having been ascertained that no impediment exists to the renting of the land, the parties interested may settle with the Chinese proprietors the price and conditions of sale, and they will then report the transactions to their Consular Representative, and lodge with him the Chinese proprietor's agreement or deed of sale, in duplicate, accompanied by a plan clearly marking the boundaries. The said Consular Representative shall then transmit the same to the Intendant of Circuit, for examination. If the sale be regular, the deeds will be returned to the Consul, sealed by the Intendant of Circuit, and the purchase money can then be paid. If there are graves or coffins on the land rented, their removal must be a matter of separate agreement, it being contrary to the custom of the Chinese to include them in the agreement of deed of sale.

IV.—All such conveyances or leases of land, so purchased as aforesaid, shall, within one month from the time of the completion of the sale, be registered in the office of the Consular Representative of the purchaser; and all charges by way of mortgage, whether of a legal or equitable character, shall also be registered in the like manner, and within one month of their execution.

V.—All transfers of land shall be made at the Consulate where the deeds are registered, and also be registered at that of the vendee or assignee, and notice of the same shall be lodged by the Consul with the Municipal Council.

VI.—It is understood and agreed that land heretofore surrendered by the various foreign renters to public use, such as roads and the beach grounds of the rivers within the aforesaid limits, shall remain henceforth dedicated to the same uses; and as new lots are acquired, such parts thereof as are beach ground shall be held under and subject to similar uses; and due provision shall be made for the extension of the lines of roads at present laid down as means of communication in the Settlement. To this end the Council appointed by the Land Renters and others entitled to vote on the terms and in the manner hereinafter mentioned within the boundaries referred to, will at the beginning of each year, examine the map, and determine what new lines of road are necessary; and all land subsequently rented shall only be rented on the terms of the renter surrendering to the public use the beach ground aforesaid, if any, and the land required for such roads; and in no case shall land so surrendered, or which shall now be dedicated to the use of the public, be resumed, except with the consent of the proper majority of Land Renters and others who may be entitled to vote as aforesaid in the public meeting assembled, nor shall any act of ownership be exercised over the same by the renters thereof, notwithstanding any payment by them to the Chinese Government of any ground rent. Provided always, that no act of appropriation or dedication for public uses of the said beach ground or of ground for roads, other than those already defined, shall, contrary to the will of the renters thereof, in any case, be sanctioned or held lawful under these Regulations. On the admission by vote of public meeting of any tracts of land into the limits of the Municipal authority, the Municipal Council shall give notice of all roads and public properties which they intended to set aside in the general interest; and should any citizen or subject of a treaty power, who may previously have acquired land within such tracts, object to any part of the reservation thus notified, he must, within

fourteen days after the issue of the notice, warn his own Consul or the Municipal Council of his objection, in order that steps may be taken to adjust the claim. Provided always, that in the event of a failure to effect such adjustment on terms which may appear reasonable to the Consul, the Council shall have the option of declining to accept jurisdiction over the proposed annexation, which consequently cannot take place. It shall also be lawful for the Land Renters, and others who may be entitled to vote as hereinafter mentioned, in public meeting assembled, to purchase land leading or being out of the Settlement, or to accept land from foreign or native owners upon terms to be mutually agreed upon between the Council and such foreign or native owners, for the purpose of converting the same into roads or public gardens and places of recreation and amusement, and it shall be lawful for the Council from time to time to apply such portion of the funds raised under Article IX. of these Regulations, for the purchase, creation and maintenance of such roads, gardens, etc., as may be necessary and expedient. Provided always that such roads and gardens shall be dedicated to the public use, and for the health, amusement and recreation of all persons residing within the Settlement.

VIA.—It being expedient that the Ratepayers should have fuller power than they at present possess for acquiring land for new roads, extension and widening of existing roads, extension of lands already occupied by public works and for purposes of sanitation, it is hereby agreed that they shall have the following powers in addition to, and not in substitution for, those possessed by them under Regulation VI, and the powers shall be exercised in the manner following:— In case the land required for such public purposes shall have been acquired by foreign renters before the publication of notice that the plan referred to in that Regulation is open to inspection or shall remain in the hands of the native owners, the proprietors shall for three months after the publication of such

notice have the right to protest in writing and, in person or by proxy, to appear and to bring evidence before the Municipal Council to show cause why such proposed roads extension and widening of roads or extension of the public works or establishment of Sanitary buildings or works should not be made or undertaken, and the Council shall hear and decide the matter. After the said period of three months from such publication, and in case such protest be over-ruled, and in case such foreign renters or native owners, as the case may be, are unwilling to surrender to such public uses the land so required, then the Municipal Council may after the expiry of four months and within one year from the publication of notice of such plan apply to the Land Commissioners, to be appointed as hereinafter mentioned, and the said Land Commissioners shall, after hearing the parties and calling for evidence, determine the compensation (if any) to be paid or given for the land so required and for the buildings (if any) thereon and in respect of any tenancy of the said land and buildings respectively, taking into account the increase or decrease in value of the remainder of the property, and surrender of the land (notwithstanding the restrictive words contained in regulation VI) on the terms of the award and finding of the Land Commissioners, shall in case of need, be enforced by the Court or Courts having jurisdiction over the owners and occupiers of the land.

The Land Commissioners shall be three in number and shall be appointed; one by the Council not later then the 15th January in each year; and one by the registered owners of land in the Settlement who pay taxes of Tls. 10 per annum or upwards, and who shall vote by ballot at the Council Office on the same days as those appointed for the election of Members of Council. Any two land owners qualified to vote being entitled to nominate candidates for the position by sending the names to the Council one week before the election takes place, and the Council shall cause

the names of all such nominees to be exhibited in the Office on the day of the poll. If only one name be suggested then that person shall be the Commissioner without a poll. The third Commissioner shall be elected by resolution of a Meeting of Ratepayers. Any two Ratepayers qualified to vote being entitled to nominate candidates for the position by sending in the names to the Council one week before any Meeting of Ratepayers; and the Council shall cause the names of all such candidates to be published with the notices of motions for the Meeting. Should no name be duly sent in any qualified candidate may be proposed, seconded and elected at the Meeting.

All three Commissioners shall go into office on the day after the Annual Meeting of Ratepayers, and go out of office on the day after the next Annual Meeting, except as to matters then pending before them which they shall have power to complete.

No one who is a salaried official of the Council shall be eligible as a Commissioner.

Vacancies occurring during the year shall be filled by appointment or election by the party who appointed the Commissioner whose place shall have become vacant—a Special Meeting of Ratepayers being called if necessary.

The Commissioners shall make their award within a month from the time they are applied to or within such time as they, or a majority or them, may extend it to.

The expenses of the Land Commissioners shall be defrayed out of the Public Funds, the fees of the Commissioners being either regulated by the Municipal Council in accordance with the time engaged on the duties, or fixed beforehand.

VIB—In the event of the Imperial Railway Administration or any other duly authorised person or corporation desiring to acquire land by compulsory purchase in the Settlement for the purpose of constructing a railway the said Administration, person or corporation shall deliver to the Municipal Council

a plan of the line shewing the land required and shewing the manner in which Public Roads are to be dealt with, and whether they are to be crossed by bridges or on the level, and giving such other information as will enable the Council to see how public rights will be affected, and if the Municipal Council signify their approval of the scheme the said Administration, person or corporation shall be entitled to acquire the land in the same manner and subject to the same conditions as those under which the Municipal Council acquire land for public purposes. Provided that the compensation awarded shall be the fair market value of the property acquired to be ascertained by the Land Commissioners with an addition of twenty-five per cent for compulsory sale and such further sums as the Court may determine to be the amount of damage (if any) caused to the remainder of the property by severance or otherwise, and the amount of the damage (if any) sustained by the owner or occupier for loss of business, expenses of removal or other like causes.

VIC.—When the Council shall have acquired any land for the purpose of making new roads (which expression shall include extensions of any existing roads) and shall consider it expedient in the public interest to make up any new road under this regulation over such land, they shall before proceeding to do so insert at least once in a daily newspaper published in Shanghai in the English language a notice of their intention so to do and give a similar notice to the foreign renters (if any) of the land fronting, joining or abutting on such proposed new road. And shall forthwith cause to be prepared plans and sections of such new road and a detailed estimate of the cost of levelling, paving, metalling, sewering, culverting and completing such new road and such plans, sections and estimates shall be deposited for public inspection in the office of the Surveyor of the Council. And the foreign renters (if any) of the lands immediately fronting, joining, or abutting on such new road shall for the period of

three calendar months after the giving of such notice have the right to protest in writing and in person or by proxy to appear and bring evidence before the Council to show cause why such proposed new road should not be made, and the Council shall hear and decide such matter.

After the said period of three calendar months shall have elapsed and in case such protest (if any) shall have been over-ruled, the Council may after four and within twelve calendar months from the giving of such notice as aforesaid proceed to level, pave, metal, sewer, culvert and complete such new road, and not more than two thirds of the total cost and expenses properly incurred by them in so doing shall be paid by those persons who shall at the time of the giving of such notice be and those who shall afterwards become foreign renters of land immediately fronting, joining, or abutting on such new road—but so that the aggregate number of such foreign renters on either side of such new road respectively shall not pay more than one-third of such total cost and expenses in such proportion as the Council may determine. Provided that any such foreign renter dissatisfied (as regards the amount payable by him) with the apportionment as settled by the Council shall, during a period of three calender months from the date of the first publication of such apportionment, have a right of appeal therefrom to the Land Commissioners who shall be entitled to take into consideration the degree of benefit accruing by reason of such new road to and the depth of frontage of the land in respect of which such appeal is made as compared with adjoining land and also the irregular or peculiar shape of such land and all other circumstances of the case and shall determine such appeal and (as regards the appellant and the lands in respect of which the appeal is made) affirm or reduce the apportionment settled by the Council as they shall consider just.

When the Council have incurred expenses for the repayment whereof or any part whereof any foreign renter is made liable under this regulation in respect of any premises, such expenses may be recovered from any person who is the foreign renter of such premises for the time being, and until recovery of such expenses, the same shall be a charge on such premises, and in all cases where it may be necessary to recover such share of such costs and expenses from any foreign renter, the certificate of the Council for the time being, or if the matter is referred to the Land Commissioners for the time being, the certificate of such Land Commissioners shall be conclusive evidence as to the amount payable by such foreign renter.

VII.—When land is rented, stones having the number of the lot distinctly cut thereon, in English and Chinese, must be placed to define the boundaries thereof, under the supervision of the Consul applying for the land, and of the Chinese local authorities. A time will be named for the boundary stones to be fixed in the presence of an officer deputed by the Consul, of the Tipao of the district, and of the Chinese proprietors and the renter, in such manner that they may not interfere with the lines of road, or the boundaries; or in any other way give cause for litigation and dispute hereafter.

VIII.—The annual rent on all lands leased by foreigners reserved to the Chinese Government, shall be payable in advance on the 15th day of the 12th moon of each year. And all rent in arrear and unpaid on that day shall be recoverable in a summary manner, on the complaint of the Intendant of Circuit in the Court of the Consular representative of the defaulting renter.

IX.—It being expedient and necessary for the better order and good government of the Settlement that some provision should be made for the appointment of an executive Committee or Council, and for the construction of public works, and keeping the same in repair; and for cleaning, lighting, watering and draining the Settlement generally; establishing a watch

or Police force therein; purchasing and renting lands houses and buildings for Municipal purposes; paying the persons necessarily employed in any Municipal office or capacity, and for raising money when necessary by way of loan or otherwise for any of the purposes aforesaid, the Foreign Treaty Consuls or a majority of them, shall, during the month of January or February in each year and so early in the same as possible, fix the day for the election of the Executive Committee or Council, in manner hereinafter provided, giving fourteen days notice of the same, and shall also during the said months give notice of a public meeting to be held within twenty-one days of such notice, to devise ways and means of raising the requisite funds for these purposes; and it shall be competent to such meeting duly assembled, or a majority thereof, including proxies for absent owners of land, to impose and levy rates and issue licenses for the purposes mentioned in the Bye-laws, and to declare an assessment in the form of a rate to be made on the said land or buildings; provided always that the proportion between the tax on land, and on houses or buildings, shall not exceed one-twentieth of one per cent. on the gross value of land to one per cent. on the annual rental of houses; and it shall also be competent to the said meeting, or a majority thereof as aforesaid, to impose other rates and taxes in the form of dues on all goods passed through the Chinese Customhouse by any person or persons resident within the said limits, or landed, shipped, or transhipped at any place within the said limits; provided the said rates or taxes levied in the form of dues shall in no case exceed the amount of one-tenth of one per cent. on the value of the goods so passed, landed, shipped or transhipped, and in such other forms as may appear requisite and necessary for the purposes aforesaid.

X—And whereas it is expedient that the said Land Renters and others entitled to vote, on the terms hereinafter mentioned, in public meeting duly

assembled, under and in accordance with the provisions of the preceding article, should appoint in the mode hereinafter provided an Executive committee or Council, to consist of not more than nine nor less than five persons, for the purpose of levying the rates, dues and taxes hereinbefore mentioned, and applying the funds realized from the same for the purposes aforesaid, and for carrying out the Regulations now made. Be it further ordered that such Committee, when appointed, shall have full power and authority to levy and apply such rates, dues and taxes for the purposes aforesaid, and shall have power and authority to sue for all arrears of such rates, dues and taxes, and recover the same from all defaulters in the Courts under whose jurisdiction such defaulters may be, and shall also have power to enter and distrain on lands and tenements, and to seize and sell goods in respect of which rates, dues and taxes are in arrear or unpaid.

XI.—When in pursuance of these Regulations the above mentioned Committee or Council shall have been duly elected, all the power, authority and control conferred by the Bye-laws now sanctioned and annexed to these Regulations, and all the rights and property which by such Bye-laws are declared to belong to any Committee or Council elected as aforesaid, shall vest in and absolutely belong to such Committee or Council, and to their successors in office, and such successors as are duly elected; and such Committee shall have power and authority from time to time to make other Bye-laws for the better enabling them to carry out the object of these Regulations, and to repeal, alter, or amend any such Bye-laws, provided such other Bye-laws be not repugnant to the provisions of these Regulations, and be duly confirmed and published; and provided also that no Bye-laws made by the Committee under the authority of these Regulations, except such as relate solely to their Council or their officers or servants, shall come into operation until passed and approved by the

Consuls and Ministers of Foreign Powers having treaties or a majority of them, and the Ratepayers in Special Meeting assembled; of which meeting, and the object of it, ten days' notice shall be given.

XII.—And whereas it is also expedient that due provision should be made for the auditing of the accounts of the said Committee, and for the obtaining the approval and sanction of them by the Ratepayers in public meeting duly assembled. Be it ordered that the result of the said audit shall be made known, and the said sanction and approval shall be made at the Annual Public Meeting convened by the Consuls as hereinbefore mentioned.

XIII.—And it is further ordered that it shall be lawful for the said Committee, or their Secretary, to sue all defaulters in the payment of all assessments, rates, taxes and dues whatsoever levied under these Regulations, and of all fines and penalties leviable under the Bye-laws annexed to them, in the Consulate or the Courts under whose jurisdiction such defaulters may be, and to obtain payment of the same by such means as shall be authorized by the Courts in which such defaulters are sued. Provided that in case the Committee or Council shall be unable to discover the owner of goods in respect of which assessments, rates, dues or taxes are in arrear or unpaid, or whose said owner shall be beyond the jurisdiction of the Consular or judicial authorities, or where any one or more of the said defaulters or owners, shippers or consignees of goods refusing to pay, have no Consular representatives at Shanghai, the said Committee shall with the consent of the Local Authorities, be at liberty to detain and sell such portion of the goods, or use such other means as with the consent of the Local Authorities may be necessary to obtain such payment of such assessments, rates, taxes, dues, fines and penalties, or in respect of land or house assessment, to distrain on the land or houses to such extent as may be required to satisfy such assessment or dues.

XIV.—Be it also further ordered that any penalty or forfeiture or fees on licenses provided for in the Bye-laws framed under the authority of these Regulations, and imposed in pursuance of such Bye-laws may be recovered by summary proceedings before the proper Consular or other authority, and it shall be lawful for such authority, upon conviction, to adjudge the offender to pay the penalty or incur the forfeiture as well as the costs attending the conviction, as such authority may think fit. All fines and penalties levied under these Regulations and the Bye-laws framed and to be framed under them, shall be carried to the credit of the Committee in diminution of the general expenditure authorized by the provisions of these Regulations.

XV.—Be it further ordered that it shall be competent for the Foreign Consuls, collectively or singly, when it may appear to them needful, or for the electors, provided not less than twenty-five agree in writing so to do, to call a public meeting at any time, giving ten days' notice of the same, setting forth the business upon which it is convened, for the consideration of any matter or thing connected with the Municipality. And all Resolutions passed by a majority at any such public meeting, including proxies for absent owners of land, on all such matters as aforesaid, shall be valid and binding upon the whole of the said electors, if not less than one-third of the electors are present or represented. At such meeting the Senior Consul present shall take the chair, and in the absence of a Consul, then such elector as the majority of voters present may nominate. In all cases in which electors in public meeting assembled, as herein provided, decide upon any matter of a municipal nature, not already enumerated, and affecting the general interests, such decision shall first be reported by the Chairman to the Consuls for their concurrence and approval, and unless such approval be given, such Resolution shall not be valid and binding. Provided always that a term of ten days shall elapse

between the date of the Resolution, and the signification of approval by the Consuls, during which time any person considering himself prejudiced in property or interest by the Resolution, may represent his case to the Consuls for consideration. After the expiration of the term of two months the Consular approval, if signified, shall be considered binding.

XVI.—Within the said limits, lands may be set apart for foreign cemeteries. In no case shall the graves of Chinese on land rented by foreigners be removed, without the express sanction of the families to whom they belong, who also, so long as they remain unmoved, must be allowed every facility to visit and sweep them at the established period, but no coffins of Chinese must hereafter be placed within the said limits, or be left above ground.

XVII.—Hereafter, should information of a breach of these Regulations be lodged with any foreign Consul, or should the local authorities address him thereon, he may in every case within his jurisdiction summon or cause to be summoned the offender before him and, if convicted, punish him or cause him to be punished summarily, either by a fine not exceeding three hundred dollars, or by imprisonment not exceeding six months, or in such other manner as may seem just. Should any foreigner, who has no Consular authority at Shanghai, commit a breach of the said Regulations, then and in such case the Chinese chief authority may be appealed to by the Council, through one or more of the foreign Consuls, to uphold the Regulations in their integrity, and punish the party so infringing them.

XVIII.—It shall be competent to any two persons, being foreigners, entitled to vote, to nominate any duly qualified person for election as a Member of the Council, and all such nominations shall be sent in, in writing, with the signature of the proposer and seconder, as also the written assent to serve of the

candidates proposed, at least seven days before the day appointed for the existing Council to receive such nomination.

On the day after expiration of the time allowed for sending in such nominations as aforesaid, the existing Council shall cause a list of the Ratepayers proposed for election to be advertised in the public journals, and shall likewise cause such list to be exhibited thenceforward until the day of election, in the Council Room and other public places.

On the day appointed for the election, should the number of Ratepayers proposed for election as Councillors, exceed nine, two officers appointed by the existing Council for the purpose shall attend at the place appointed for the election to receive the votes of the Ratepayers. These officers shall be provided with a list of all the Ratepayers duly qualified to vote, and shall give to each such Ratepayer, as may be present and may require it, a voting card or paper containing a list of the Ratepayers proposed for election. The voter shall then mark on such voting lists the names of any number of persons, not exceeding nine, for whom he intends to vote, and shall deposit the list signed by himself, with his own name so marked, in a closed box provided for the purpose of receiving such list.

The poll shall remain open for two consecutive days, from 10 a.m. to 3 p.m., at which hour on the second day the poll shall be closed. Immediately upon the close of the poll two scrutineers appointed by the Council shall without delay proceed to open the box or boxes, examine the voting lists, and declare the names of the nine Ratepayers who have the greatest number of votes, and who shall thereupon be considered duly elected as the Council for the ensuing Municipal year.

Should the number of names proposed for election be exactly nine, or less than nine and more than four, it shall not be necessary to have a poll; but, on the day after the expiration of the time appointed for

sending in nominations, the existing Council shall advertise and make known the names of the nine or lesser number of Ratepayers proposed, and they shall be considered to be duly elected as the Council for the ensuing Municipal year.

Should the number of names proposed for election be less than five then on the day after the expiration of the time appointed for sending in nominations, the existing Council shall advertise and make known the name of the Ratepayers, to be held on the day appointed for the election, at which meeting the Ratepayers present shall proceed to elect, either by ballot or otherwise, as they may then decide, as many more Ratepayers as may be requisite to make the number before proposed up to five at the least, and such five or more Ratepayers shall be considered duly elected as the Council for the ensuing Municipal year.

XIX.—Every foreigner, either individually or as a member of a firm, residing in the Settlement, having paid all taxes due, and being an owner of land of not less than five hundred taels in value, whose annual payment of assessment on land or houses or both, exclusive of all payments in respect of licenses, shall amount to the sum of ten taels and upwards, or who shall be a householder paying on an assessed rental of not less than five hundred taels per annum and upwards, shall be entitled to vote in the election of the said Members of the Council and at the public meetings. Provided always that the proxies of Ratepayers only who are absent from the Consular District of Shanghai, or are prevented by illness from attending shall be admitted to vote at such meetings. And no one shall be qualified to be a Member of the said Council unless he shall pay an annual assessment, exclusive of licenses, of fifty taels, or shall be a householder paying on an assessed rental of one thousand two hundred taels per annum. Provided always that this clause shall not entitle any firm to more than one vote.

A list of persons duly qualified to vote according to the Regulations to which these By-laws are appended shall be kept at the office of the Council, and such list shall be revised and corrected by the Secretary of the Council on the first day of December in each year, or so soon after as may be convenient, and published for the information of the public in such manner as the Council for the time being shall think proper.

XX.—In case of a vacancy or vacancies occurring during their tenure of office, the existing Council shall have the power to fill up such vacancy or vacancies by the vote of the majority of the Council, providing such vacancies do not exceed three in number.

Should the vacancies exceed three, an election of the whole number of new Members who have not been originally elected shall be called in the manner previously provided for by Article XVIII.

XXI.—The Council shall enter upon their office as soon as the accounts of the retiring Committee shall have been audited and passed at the Annual Meeting mentioned in Articles IX and XII. and shall remain in office until their own accounts have been duly audited and accepted, and their successors assume direction. At their first meeting the new Council shall elect a Chairman and Vice-Chairman, who shall hold office for one year. In their temporary absence, the members present at any meeting of the Council shall elect their Chairman for such meeting.

XXII.—On all questions in which the members of the Council present are equally divided in opinion, the Chairman shall have a second or casting vote. Three members of the Council shall constitute a quorum for the despatch of business.

XXIII.—The Council may from time to time appoint out of their own body such and so many Committees, consisting of such number of persons as they shall think fit, for all or any of the purposes wherein they are empowered to act, which in the discretion of the

Council would be better regulated and managed by means of such Committees; and may fix the quorum of such Committees.

XXIV.—The Council may from time to time appoint such officers and servants as they think necessary for carrying out these Regulations, and fix the salaries, wages and allowances of such officers and servants, and may pay the same out of the Municipal Funds and make Rules and Regulations for the government of such officers and servants, and may discontinue or remove any of them from time to time as they shall think fit. Provided always, that no officers shall be appointed for any longer period than three years, unless the said appointment, together with the salary appertaining thereto, be sanctioned by a public meeting of the electors duly convened.

XXV—The Council shall administer the Municipal funds for the public use and benefit, at their discretion, with due regard to the Budget passed, provided they do not exceed the sum voted at the Annual Meeting or any Special Meeting called to vote expenses, and a statement shall be drawn up by them at the end of each year for which the Council has been elected, shewing the nature and amount of the receipts and disbursements of the Municipal funds for that year, and the said statement shall be published for general information, at least ten days previous to the Annual Meeting hereinbefore mentioned.

XXVI.—No matter or thing done, or contract entered into by the Council, nor any matter or thing done by any member thereof, or by the Secretary, Surveyor, Commissioner of Police, or other officer or person whomsoever, acting under the direction of the Council, shall, if the matter or thing were done, or the contract entered into *bona fide* for the purpose of executing these Regulations, subject them, or any of them, personally, to any action, liability, claim or demand whatsoever; and any expense properly and with due authority incurred by the Council,

Members, Secretary, Surveyor, Commissioner of Police, or other officer or person acting as last aforesaid, shall be borne and repaid out of the rates levied under the authority of these Regulations.,

XXVII.—And be it further ordered that the executive Committee or Council may sue and be sued in the name of their Secretary for the time being, or in their corporate capacity or character as "Council for the Foreign Community of Shanghai," and such Committee, Council or Secretary shall have all the rights and privileges which private complainants have to recover and enforce judgments obtained by them, and shall also incur the obligations which private defendants have in proceedings at law, or suits in equity commenced against them, provided that the individual members of the Council or their Secretary shall not be personally responsible, but only the property of the Council, and all proceedings against the said Council or their Secretary shall be commenced and prosecuted before a "Court of Foreign Consuls," which shall be established at the begining of each year by the whole body of Treaty Consuls.

XXVIII.—Hereafter should any corrections be requisite in these Regulations, or should it be necessary to determine on further rules, or should doubts arise as to the construction of, or powers conferred thereby, the same must be consulted upon and settled by the Foreign Consuls and Local Chinese Authorities, subject to confirmation by the Foreign Representatives and Supreme Chinese Government at Peking.

XXIX.—That the words "Renters of Land and Ratepayers," wherever they occur in the foregoing Regulations shall, where not otherwise indicated by the connection in which they occur, be taken to mean Electors entitled to vote according to the terms of Art. XIX.

XXX.—The Council may from time to time make Rules with respect to the structure of walls, foundations, roofs and chimneys of new buildings for securing stability and the prevention of fires, and for purposes

of health, with respect to the sufficiency of the space about buildings to secure a free circulation of air, and with respect to the ventilation of buildings, with respect to the drainage of buildings, to waterclosets, earthclosets, privies, ashpits and cesspools in connection with buildings, and to the temporary or permanent closing of buildings or parts of buildings unfit for human habitation, and to prohibition of their use for habitation. And they may further provide for the observance of such Rules by enacting therein provisions as to notices, as to the deposit of plans and sections by persons intending to construct buildings, and as to inspection by the Council; and the Council may remove, alter or pull down any work begun or done in contravention of such Rules or of any Bye-law of the Council. Provided always that no such Rules shall come into operation until they have been submitted to the Land Commissioners for their opinion, though they shall not be subject to their veto, and until six months after publication.

BYE-LAWS.

Annexed to the Land Regulations for the Foreign Settlement of Shanghai, North of the Yangkingpang.

I.—The entire control and management of all public sewers and drains within the limits of these Regulations, and all sewers and drains in and under the streets, with all the works and materials thereunto belonging, whether made at the time these Regulations become valid or at any time thereafter, and whether made at the cost of the Council or otherwise, shall vest in and belong to the Council.

II.—The Council shall from time to time cause to be made under the streets such main and other sewers as shall be necessary for the effectual draining of the town or district within such limits and also all such reservoirs, sluices, engines, and other works as shall be necessary for cleaning such sewers, and if needful they may carry such sewers through and across all or any of the streets, doing as little damage as may be, and making compensation, to be determined by arbitration, or recoverable in the manner provided by these Regulations, for any damage done; and if for completing any of the aforesaid works it be found necessary to carry them into or through any inclosed or other lands, the Council may, after reasonable notice, carry the same into or through such lands accordingly, making compensation as aforesaid to the owners and occupiers thereof, and they may also cause such sewers to communicate with and empty themselves into the river, or they may cause the refuse from such sewers to be conveyed by a proper channel to the most convenient site for collection and sale for agricultural or other purposes, as may be deemed most expedient, but so that the same shall in no case become a nuisance.

III.—The Council may from time to time as they see fit, enlarge, alter, arch over and otherwise improve

all or any of the sewers vested in them: and if any of such sewers at any time appear to them to have become useless, the Council, if they think fit to do so, may demolish and discontinue such sewers, provided that it be so done as not to create a nuisance.

IV.—Every person, not being employed for that purpose by the Council, who shall make any drain into any of the sewers or drains so vested in the Council, shall forfeit to the Council a sum not exceeding one hundred dollars; and the Council may cause such branch drain to be remade, as they think fit, and all the expenses incurred thereby shall be paid by the person making such branch drain, and shall be recoverable by the Council as damages.

V.—No sewer or drain shall be made, or any building be erected over any sewer belonging to the Council without the consent of the Council first obtained in writing; and if after the passing of these Regulations any sewer or drain be made, or any building be erected contrary to the provisions herein contained, the Council may demolish the same, and the expenses incurred thereby shall be paid by the person erecting such building, and shall be recoverable as damages.

VI.—All sewers and drains within the limits of these Regulations, whether public or private, shall be provided by the Council, or other persons to whom they severally belong, with proper traps or other coverings or means of ventilation, so as to prevent stench.

VII.—The expense of maintaining and cleansing all sewers, not hereinbefore provided for, shall be defrayed out of the rates and taxes to be levied under Article IX of these Regulations.

VIII.—No new building shall be erected nor shall any old building be rebuilt until arrangements shall have been made and approved whereby the land forming or to form the site thereof shall be raised to such a height having regard to the centre of the nearest public road as the Municipal Council may require, and all alleyways leading to or adjoining

such buildings shall be raised and drained by the person building to the satisfaction of the Municipal Council, and whoever shall commence to erect any new building or to rebuild any old building and who shall fail to comply with the provisions of this Bye-law shall be liable for every such offence to a fine not exceeding two hundred and fifty dollars, and it shall be lawful for the Municipal Council to stop any such building or rebuilding until the provisions of this Bye-law have been complied with.

No new building shall be erected nor shall any old building be rebuilt without such drain or drains constructed of such dimensions and materials and at such level and with such fall as may appear to the Municipal Council to be necessary and sufficient for the proper and effectual drainage of such building and its appurtenances, and if a public sewer or a sewer which the Municipal Council are entitled to use be within one hundred feet of any part of the site of such building the drain or drains so to be constructed shall lead to and communicate with such sewer in such manner as the Municipal Council may direct, or if no such sewer be within that distance then the last mentioned drain or drains may at the option of the person building communicate with and be emptied into the nearest of such sewers or into such covered cesspool or other place as the Municipal Council may direct, and whoever shall erect any new building or rebuild any old building or construct any drain contrary to this Bye-law shall be liable for every such offence to a fine not exceeding two hundred and fifty dollars and if at any time the Municipal Council shall discover that any building whether built before or after the passing of this Bye-law is without such a drain or drains as is or are sufficient for the proper and effectual drainage of the same and its appurtenances, and if a sewer of the Municipal Council or a sewer which they are entitled to use be within one hundred feet of any part of such building they may cause notice in writing to be given to the

owner or occupier of such building requiring him within such reasonable time as shall be specified therein to construct and lay down in connection with such building one or more drain or drains communicating with such sewer of such materials and dimensions at such level and with such fall as shall appear to be necessary, and if such notice be not complied with the Municipal Council may if they think fit do the works mentioned or referred to therein and the expenses incurred by them in so doing if not forthwith paid by the owner or occupier shall be defrayed by the Municipal Council, and such expenses shall be recoverable from the owner of the building as damages.

Fourteen clear days before it is intended to commence the erection of any new building or the rebuilding of any old building a block plan of the land shewing the buildings to be erected thereon shall be submitted to the Municipal Council for their approval. On such plan there shall be clearly marked:—

(a)—The intended height of the land compared with the centre of the nearest public road.

(b)—The position and dimensions of all drains and sewers already constructed or intended to be constructed in connection with such buildings.

(c)—The position and dimensions of all intended fire-walls.

(d)—The height above the roadway and the width of all intended projections into or over any public road.

Within fourteen days after the said plan shall have been submitted to the Municipal Council the latter shall signify to the person submitting such plan their approval or disapproval with reasons expressed generally for any disapproval of the same, and no building operations shall be commenced until the Municipal Council have signified their approval of the said plan. It being understood that in the event of the Council failing to express either approval or disapproval with reasons as above within the above named period all parties shall be at liberty to proceed as if no such approval were required.

VIIIA.—When a notice plan or description of any work is required by any Rule made by the Council to be laid before the Council, the Council shall, within fourteen days after the same has been delivered or sent to their Surveyor, signify in writing their approval or disapproval with reasons expressed generally for any disapproval of the intended work to the person proposing to execute the same.

Where the Council incur expenses in or about the removal of any work executed contrary to any Rule, the Council may recover the amount of such expenses either from the person executing the works removed or from the person causing the works to be executed at their discretion, in the same manner as they may recover penalties under the existing Bye-laws.

For the purposes of Regulation XXX the re-erecting, of any building pulled down below the first floor, or of any frame building of which only the frame work is left down to the first floor, or the conversion into a dwelling-house of any building not originally constructed for human habitation, or the conversion into more than one dwelling-house of a building originally constructed as one dwelling-house only, or the increase in height of the walls of a building, shall be considered the erection of a new building.

The Council may in making any Rule under Regulation XXX prescribe the fine with which the contravention thereof shall be punishable, but so that such fine shall not exceed for any one offence the sum of twenty-five dollars, or in the case of a continuing offence the sum of ten dollars for every day during which such offence is continued.

The Council may also fix the fees to be charged to the persons who submit plans and specifications under the provisions of the Rules.

IX.—The Council, and none other, shall be Surveyors of all highways within the aforesaid limits, and within those limits shall have all such powers and authorities,

and be subject to all such liabilities, as any Surveyors of highways are usually invested with.

X.—The management of all the public streets, and the laying out and repairing thereof on passing of these Regulations, or which thereafter may become public highways, and the pavements and other materials, as well in the foot-ways as carriage-ways of such public streets, and all buildings, materials, implements, and other things provided for the purposes of the said highways, shall belong to the Council.

XI.—The Council may stop any street, and prevent all persons from passing along and using the same for a reasonable time, during the construction, alteration, repair or demolition of any sewer or drain in or under such street; so long as they do not interfere with the ingress or egress of persons on foot to or from their dwellings or tenements.

XII.—Every person who wilfully displaces, takes up, or makes any alteration in the pavement, flags, or other materials of any street under the management of the Council, without their consent in writing, or without other lawful authority, shall be liable to a penalty or fine not exceeding twenty-five dollars, and also a further sum not exceeding one dollar for every square foot of the pavement, flags or other materials of the street so displaced, taken up, or altered.

XIII.—For the purposes of these Regulations, if the Council deem it necessary to raise, sink or otherwise alter the situation of any waterpipe or gaspipe laid in any of the streets, they may from time to time, by notice in writing require the person or persons to whom any such pipes or works belong, to cause forthwith, as soon as conveniently may be, any such pipes or works to be raised, sunk or otherwise altered in position, in such manner as the Council direct; provided that such alteration be not such as permanently to injure such works, or to prevent the water or gas from flowing as freely and conveniently as before; and the expenses attending such raising, sinking or altering, and compensation for every

damage done thereby, shall be paid by the Council out of the rates and taxes levied under these Regulations. If the person or persons to whom any such pipes or works belong do not proceed forthwith, or as soon as conveniently may be after the receipt of such notice, to cause the same to be raised, sunk or altered, in such manner as the Council require, the Council may themselves—but then at the costs and charges of the person or persons to whom the pipes or works belong, such costs and charges to be recoverable in the same way as the penalties enacted under these Bye-laws —cause such pipes or works to be raised, sunk or altered, as they think fit; provided that such works be not permanently injured thereby, or the water or gas prevented from flowing as freely and conveniently as before.

XIV.—The occupier of every house or building in, adjoining or near to any street, shall within fourteen days next after service of an order of the Council for that purpose, put up and keep in good condition a shoot or trough of the whole length of such house or building, and shall connect the same either with a similar shoot on the adjoining house, or with a pipe or trunk to be fixed to the front or side of such building from the roof to the ground to carry the water from the roof thereof in such manner that the water from such house or any portico or projection therefrom, shall not fall upon the persons passing along the street, or flow over the footpath, and in default of compliance with any such order within the period aforesaid, such occupier shall be liable to a penalty or fine not exceeding ten dollars for every day that he shall so make default.

XV.—When any building materials or other things are laid, or any hole made in any of the streets, whether the same be done by order of the Council or not, the person or persons causing such materials or other things to be so laid, or such hole to be made, shall, at his own expense, cause a sufficient light to be fixed in a proper place upon or near the same,

and continue such light every night from sun-setting to sun-rising while such materials or hole remain; and such person shall, at his own expense, cause such materials or other things, and such hole to be sufficiently fenced and inclosed until such materials or other things are removed, or the hole filled up or otherwise made secure; and every such person who fails so to light, fence or inclose such materials or other thing or such hole shall, for every such offence, be liable to a penalty or fine not exceeding twenty-five dollars, and a further penalty or fine not exceeding ten dollars for every day while such default is continued.

XVI.—In no case shall any such building materials or other things or such hole be allowed to remain for an unnecessary time, under a penalty or fine not exceeding twenty-five dollars to be paid for every such offence by the person who causes such materials or other things to be laid, or such hole to be made, and a further penalty or fine not exceeding ten dollars for every day during which such offence is continued after the conviction of such offence, and in any such case the proof that the time has not exceeded the necessary time shall be upon the person so causing such materials or other things to be laid, or causing such hole to be made.

XVII.—If any building or hole, or other place near any street be, for want of sufficient repair, protection or inclosure, dangerous to the passengers along such street the Council shall cause the same to be repaired, protected, or inclosed, so as to prevent danger therefrom, and the expenses of such repair, protection or inclosure shall be repaid to the Council by the owner of the premises so repaired, protected or inclosed, and shall be recoverable from him as damages.

XVIII.—The Council shall cause all the streets, together with the foot pavements, from time to time, to be properly swept and all dust and filth of every sort found thereon to be collected and removed, and shall cause all the dust, ashes and rubbish to be carried away from the houses and tenements of the

inhabitants of the town and district within such limits, at convenient hours and times, and shall cause the privies and cesspools within the said town or district to be from time to time emptied and cleansed in a sufficient and proper manner.

XIX.— The Council may compound, for such time as they think fit, with any person liable to sweep or clean any footway under the provision of these Regulations, for sweeping and cleaning the same in the manner directed by these Regulations.

XX.—If any building or wall be deemed by the Surveyor of the Council to be in a ruinous state and dangerous to passengers or to the occupiers of the neighbourhood, such Surveyor shall immediately make complaint thereof to the Consul of the nation of the person or persons to whom the building belongs, and it shall be lawful for such Consul to order the owner, or in his default the occupier (if any), of such building, wall, or other thing, to take down, rebuild, repair or otherwise secure to the satisfaction of such Surveyor, within a time to be fixed by such Consul, and in case the same be not taken down, repaired, rebuilt or otherwise secured within the time so limited, or if no owner or occupier can be found on whom to serve such order, the Council shall with all convenient speed cause all or so much of such building, wall or other thing, as shall be in a ruinous condition and dangerous as aforesaid, to be taken down, repaired, rebuilt or otherwise secured, in such manner as shall be requisite, and all the expenses of putting up every such fence, and of taking down, repairing, rebuilding or securing such building, wall or other thing shall be paid by the owner or owners thereof.

XXI.—If such owner or owners can be found within the said limits, and if on demand of the expenses aforesaid he neglect or refuse to pay the same, then such expenses may be levied by distress, and the Consul, on the application of the Council, may issue his warrant accordingly.

XXII.—If such owner cannot be found within such limits, or sufficient distress of his goods and chattels within such limits cannot be made, the Council after giving twenty-eight days' notice of their intention to do so, by posting a printed or written notice in a conspicuous place on such building or on the land whereon such building stood, and by giving notice in the local newspapers under the head of "Municipal Notification," may take such building or land, sell the same by public auction, and from and out of the proceeds of such sale may reimburse themselves for the outlay incurred, or the Council may sell the materials thereof, or so much of the same as shall be pulled down, and apply the proceeds of such sale in payment of the expenses incurred in respect of such house or building; and the Council shall restore any overplus arising from such sale to the owner of such house or building on demand; nevertheless, the Council, although they sell such materials for the purpose aforesaid, shall have the same remedies for compelling the payment of so much of the said expenses as may remain due after the application of the proceeds of such sale as are hereinbefore given to them for compelling the payment of the whole of the said expenses.

XXIII.—The Council may give notice to the occupier of any house or building to remove or alter any porch, verandah, shed, projecting window, step, cellar, cellar-door, or window, sign, signpost, sign-iron, show-board, windowshutter, wall, gate, or fence, or any other obstruction or projection erected or placed against or in front of any house or building within such limits, and which is an obstruction to the safe and convenient passage along any street; and such occupier shall within fourteen days after the service of such notice upon him, remove such obstruction or alter the same in such manner as shall have been directed by the Council, and in default thereof shall be liable to a penalty or fine not exceeding ten dollars, and the Council in such case may remove such obstruction or

projection, and the expense of such removal shall be paid by the occupier so making default, and shall be recoverable as damages. Provided always, that in the case in which such obstructions or projections were made or put up by the owner, the occupier shall be entitled to deduct the expense of removing the same from the rent payable by him to the owner of the house or building.

XXIV.—Every person who shall obstruct the public roads or footpaths, with any kind of goods or building materials, shall be liable to a penalty or fine not exceeding ten dollars for every twenty-four hours of continued obstruction, and after the first twenty four hours notice shall be given by the Council to the owner of the same, or the person using, employing or having control over the same, or in the absence of any such person, or inability on the part of the Council to discover such owners and persons, then it shall be lawful for the Council to remove and retain the same until the expense of such removal shall have been repaid, and the Council may recover the expense of such removal as damages; and the Council may after the lapse of a reasonable time sell the same, holding the balance (if any,) after payment of penalties, expenses and costs, to the use of the person entitled to the same. And it shall be competent to the Council to charge for hoardings or scaffoldings which it may be found necessary for the safety of the public to place round buildings in course of erection, interfering with the public highway, should the owners or others refuse or neglect to provide the same.

XXV.—All occupiers of land and houses shall cause the foot pavements in front of their houses to be swept and cleansed whenever occasion shall require, after the receipt of notice served upon them, and they shall also cause to be swept and cleansed all gutters, surface drains in the front, side or rear of their premises, and remove all accumulations of soil, ashes or rubbish; and every such occupier making default herein shall for every offence be liable to a penalty

or fine not exceeding five dollars, and for the purpose aforesaid when any house shall be let in apartments the person letting the same shall be deemed the occupier.

XXVI.—The Council may, from time to time, fix the hours within which only it shall be lawful to empty privies or remove offensive matter within such limits, and when the Council have fixed such hours and given public notice thereof, every person who within such limits empties or begins to empty any privy, or removes along any thoroughfare within such limits any offensive matter, at any time, except within the hours so fixed, and also every person who at any time, whether such hours have been fixed by the Council or not, use for any such purpose any utensil or pail or any cart or carriage not having a covering proper for preventing the escape of the contents of such cart, or of the stench thereof, or who wilfully slops or spills any such offensive matter in the removal thereof, or who does not carefully sweep and clean every place in which any such offensive matter has been placed, or unavoidably slopped or spilled, shall be liable to a penalty or fine not exceeding ten dollars and in default of the apprehension of the actual offender the driver or person having the care of the cart or carriage employed for any such purpose shall be deemed to be the offender.

XXVII.—No person shall suffer any offensive waste or stagnant water to remain in any cellar or other place within any house belonging to or occupied by him or within or upon any waste land belonging to or in his occupation within such limits, so as to be a nuisance, and every person who shall suffer any such water to remain for forty-eight hours after receiving notice of not less than fory-eight hours from the Council to remove the same, and every person who allows the contents of any privy or cesspool to overflow or soak therefrom, to the annoyance of the occupiers of any adjoining property, or who keeps any pig or pigs within any dwellinghouse, within such limits, so as to be a nuisance, shall for every

such offence be liable to a penalty or fine not exceeding ten dollars, and to a further penalty or fine not exceeding two dollars, for every day during which such nuisance continues; and the Council may drain and cleanse out any stagnant pools, ditches or ponds of water within such limits, being a nuisance, and abate any such nuisance as aforesaid, and for that purpose may enter, by their officers and workmen, into and upon any building or land within such limits at all reasonable times, and do all necessary acts for any of the purposes aforesaid; and the expenses incurred thereby shall be paid by the person committing such offence,—or occupying the building or land whence such annoyance proceeds, and if there be no occupier, by the owner of such building or land,—and shall be recoverable as damages.

XXVIII.—If the dung or soil of any stable, cow-house or pigsty, or other collection of refuse matter, elsewhere than in any farmyard, be at any time allowed to accumulate within such limits for more than seven days, or for more than two days after a quantity exceeding one ton has been collected in any place not allowed by the Council, such dung, soil or refuse, if not removed within twenty-four hours after notice from any officer of the Council for that purpose, shall become the property of the Council, and they, or any person with whom they have at the time any subsisting contract for the removal of refuse, may sell and dispose of the same, and the money thence arising shall be applied towards the purposes of the Council, or they may recover the expense of such removal from the occupier of the building or land as damages.

XXIX.—If at any time the Officer of Health or if for the time being there be no Officer of Health, any two Surgeons or Physicians, or one Surgeon and one Physician residing within such limits, certify under his or their hands to the Council that any accumulation of dung, soil or filth, or other noxious or offensive matter, within such limits, ought to be removed, as

being injurious to the health of the inhabitants, the Secretary of the Council shall forthwith give notice to the owner or reputed owners of such dung, soil or filth, or to the occupier of the land where the same are, to remove the same within twenty-four hours after such notice; and, in case of failure to comply with such notice, the said dung, soil or filth, shall thereupon become vested in the Council, and they, or any person with whom they have at that time contracted for the removal of all such refuse, may sell and dispose of the same, and the money thence arising shall be applied towards the purposes of the Council, and they may recover the expense of such removal from such occupier or owner in the same manner as damages.

XXX: If at any time the Officer of Health, or if for the time being there be no Officer of Health, any two Surgeons or Physicians, or one Surgeon and one Physician, residing within such limits, certify under his or their hands to the Council that any house or part of any house or building within such limits is in such a filthy, inadequately ventilated or otherwise unwholesome condition that the health of the inmates or of the neighbours is thereby affected or endangered, or that the whitewashing, cleansing or disinfecting of any house or building, or any part thereof, would tend to prevent or check infectious or contagious disease therein, or that any drain, privy or cesspool is in such a defective state that the health of the neighbours is thereby affected or endangered, the Council shall order the occupier of such house or part thereof, to whitewash, cleanse and disinfect the same or amend the ventilation thereof, and the owner of such drain, privy or cesspool to amend the condition thereof, in such manner and within such time as the Council deem reasonable; and if such occupier or owner do not comply with such order he shall be liable to a penalty or fine not exceeding ten dollars for every day's neglect thereof; and in such case the Council may cause such house or any part thereof, to be whitewashed, cleansed and disinfected, or the condition of such drain, privy or cesspool to be amended, and may recover the expense thereof from such occupier or owner in the same manner as damages.

may recover the expense thereof from such occupier or owner in the same manner as damages.

XXXI.—If any candle-house, melting-house, melting-place or soap-house, or any slaughter-house, or any building or place for boiling offal or blood, or for boiling or crushing bones, or any pig-sty, necessary house, dunghill manure heap, or any manufactory, building, or place of business within such limits be at any time certified to the Council by the Inspector of Nuisances, or Officer of Health, or if for the time being there be no Inspector of Nuisances or Officer of Health, by any two Surgeons or Physicians, or one Surgeon and one Physician, to be a nuisance or injurious to the health of the inhabitants, the Council shall direct complaint to be made before the Consul of the nation of the person by or on whose behalf the work complained of is carried on, and such Consul shall enquire into such complaint, and may by an order in writing under his hand, order such person to discontinue or remedy the nuisance within such time as to him shall appear expedient. Provided always, that if it appear to such Consul that in carrying on any business complained of, the best means then known to be available for mitigating the nuisance, or the injurious effects of such business, have not been adopted, he may suspend his final determination, upon condition that the person so complained against shall undertake to adopt within a reasonable time such means as the said Consul shall judge to be practicable, and order to be carried into effect for mitigating or preventing the injurious effects of such business.

XXXII.—Every occupier of any building or land, within such limits, and every other person who refuses to permit the scavengers employed by the Council to remove such dirt, ashes or rubbish as by these Bye-laws they are authorized to do, or who obstructs the said scavengers in the performance of their duty, shall, for every such offence, be liable to a penalty or fine not exceeding twenty-five dollars.

XXXIII.—No person shall undertake any building operations whether temporary or permanent; or undertake any structural alterations or repairs to any building or structure or any work involving the placing of ladders in any Municipal road or alley; or erect any straw or matting shed, bamboo or other buildings of a like nature; or undertake any bunding on any creek; or remove mud from any creek or foreshore; or open up any Municipal road or alley; or erect any fences, hoardings, signboards or other structures, abutting on any Municipal road or alley; or erect any matsheds, sunshades, lamps or other structures in such a manner as to overhang any Municipal road or alley or undertake the landing of any building materials at any Municipal pontoon, jetty or road in each or any of the above cases within such limits without a permit first obtained therefor from the Municipal Council.

Any person offending against or infringing any provision of this Bye-law or any condition appearing in any such permit as aforesaid shall be liable for every offence to a fine not exceeding one hundred dollars ($100) or in default of payment to imprisonment for a period not exceeding one month or to any such other penalty as shall be prescribed by the law to which such person is amenable.

XXXIV.—No person shall keep a fair, market, Chinese

No person shall own occupy or operate a factory workshop or carry on an industrial undertaking, keep a fair, market, Chinese Club, lodging house, music hall, theatre, circus, cinematograph, eating house, or other place of refreshment or public entertainment, hotel, tavern, billiard, bowling or dancing saloon, brothel, pawnshop, Chinese money exchange or cash shop, Chinese gold-smith's or

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silver-smith's shop, dairy, laundry, establishment for the dyeing or cleaning of garments, bakery, slaughterhouse, livery stable, public garage, pen for cattle, pigs, sheep or goats; or sell or keep a shop, store, stall or place for the sale of clothing, wines, spirits, beer or other alcoholic beverages, or any noxious drugs and poisons, proprietary or patent medicines, butcher's meat, poultry, game. fish, fruit, ice, vegetables or other foodstuffs, tobacco, lottery tickets or chances in lotteries, or hawk any goods; or keep for private or public use, or let ply or use for hire any launch, sampan, ferry or other boat, any horse, pony, mule or donkey, any motor car, motor bicycle, or other motor vehicle, or any carriage, cart, handcart, ricsha, sedan-chair, wheelbarrow or other vehicle or drive any tramcar, motor vehicle or horse drawn vehicle; or pull any ricsha or keep or have in his possession any dog, within such limits without a licence first obtained from the Council and in the case of foreigners countersigned by the Consul of the nationality to which such person belongs. In respect of such licences the Council may impose such conditions and exact such security as the nature of the particular case may require and charge such fees in respect therefor as may be authorized at the Annual General Meeting of Ratepayers. And any person offending against or infringing any provision of this Bye-law shall be liable for every offence to a fine not exceeding one hundred dollars and a further fine for every twenty-four hours' continuance of such offending or infringing not exceeding twenty-five dollars or to any such other penalty as shall be prescribed by the law to which such person is amenable.

XXXV.—No person shall keep, store, sell or manufacture any firearms other than those used solely for sporting, volunteer or police purposes, or any dangerous or inflammable materials namely those which on account of fire or explosion may endanger life or property, such as gunpowder and similar nitrate mixtures, dynamite, blasting gelatine, celluloid, carbonite, nitro-cotton, smokeless powder, cordite, picric acid and similar nitrocompounds, chlorate mixtures, fulminates, fuses or ballistics of any description used in association with explosives, ammunition, fire-works, benzene, and other very volatile or inflammable coal tar products, petrol, gasolene and other very volatile or inflammable petroleum products, acetylene, calcium carbide, yellow phosphorus, saltpetre, sulphur, or

any material containing any of these as an ingredient so as to form a dangerous material, or other dangerous or inflammable materials to a greater quantity than may from time to time be set out in a Municipal Notification; or carry on any dangerous or hazardous trade within such limits without a licence first obtained therefore from the Municipal Council and in the case of a foreigner countersigned by his Consular authority. Any person offending against or infringing any provision of this Bye-law or any condition appearing in any such licence as aforesaid shall be liable to a fine not exceeding three hundred dollars ($300) or to imprisonment for a period not exceeding three months or to both fine and imprisonment to the above extent or to any such other penalty as shall be prescribed by the law to which such person is amenable.

XXXVI.—Any person who shall wifully disobey any reasonable regulation which shall have been authorized by the Municipal Council for the governance, control, direction or facilitation of traffic within such limits or on any Municipal road or alleyway outside such limits, shall be liable to a penalty or fine not exceeding $25; and any person in charge of any vehicle or animal who shall drive or move such vehicle or drive or ride such animal recklessly or negligently or at a speed or in a manner dangerous to the public, and any person who shall causelessly create any noise or disturbance, or wilfully cause any obstruction to traffic, or commit any act which may legitimately come within the meaning of the term nuisance, shall be liable to a penalty or fine not exceeding $100 or in default of payment to imprisonment for a period not exceeding one month or to any such other penalty as shall be prescribed by the law to which such person in amenable.

XXXVII.—No person, except naval or military officers of any Teaty Power, Diplomatic and Consular Officers, Officers of the Council duly authorized, and members of the Volunteer Corps when in uniform or on duty, shall under any pretext carry or convey

within such limits any firearms other than those used solely for sporting purposes, other offensive or defensive weapons, ammunition or explosives, without a licence or permit first obtained from the Municipal Council.

Any person offending against or infringing any provision of this Bye-law shall be liable to a fine not exceeding three hundred dollars or to imprisonment for a period not exceeding three months, and in every case the firearms, offensive or defensive arms ammunition or explosives so carried or conveyed may be forfeited to the use of the Council or to any such other penalty as shall be prescribed by the law to which such person is amenable.

XXXVIII.—It shall be lawful for any officer or agent of the Council, and all persons called by him to his assistance, to seize and detain any person who shall have committed any offence against the provisions of these Bye-laws, and whose name and residence shall be unkown to such officer or agent, and convey him, with all convenient despatch, before his proper Consul without any warrant or other authority than these Bye-laws.

XXXIX.—If any such nuisance, or the cause of any such injurious effects as aforesaid, be not discontinued or remedied within such time as shall be ordered by the said Consul, the person by or on whose behalf the business causing such nuisance is carried on, shall be liable to a penalty or fine not exceeding twenty-five dollars for every day during which such nuisance shall be continued or unremedied after the expiration of such time as aforesaid.

XL—Nothing in these Bye-laws contained shall be construed to render lawful any act or omission on the part of any person, which is or would be deemed to be a nuisance at common law, from prosecution or action in respect thereof, according to the forms of proceeding at common law, nor from the consequences upon being convicted thereof.

XLI.—Every penalty or forfeiture imposed by these Bye-laws made in pursuance thereof, the recovery of which is not otherwise provided for, may be recovered by summary proceedings before the proper Consular representative, and it shall be lawful for such Consular representative, upon conviction, to adjudge the offender to pay the penalty or forfeiture incurred, as well as such costs attending the conviction, as such Consular representative shall think fit.

XLII—These Bye-laws shall be printed, and the Secretary of the Council shall deliver a printed copy thereof, to every Ratepayer applying for the same, without charge; and a copy thereof shall be hung up in the front, or in some conspicuous part of the principal office of the Council.

XLIII. No person shall practise medicine, surgery, midwifery, dentistry, veterinary surgery, or as a nurse or midwife, or shall dispense drugs within such limits unless such person shall be registered with the Council. And any person offending against or infringing any provision of this Bye-law shall be liable to a fine not exceeding $ 200 or to such other penalty as shall be prescribed by the law to which such person is amenable.

XLIV. In the event of an infectious disease of the nature or kind included in such lists as shall from time to time be published by the Council being present in any premises within such limits it shall be incumbent on the medical practitioner attending the sick person forthwith to notify in writing the nature of the disease to the Officer of Health. Should the sick person not be attended by a medical practitioner the obligation to notify the Officer of

Health of such disease or suspicion of such disease shall rest with the occupier or keeper of such premises or in default of such occupier or keeper with the nearest relative living on such premises. If such registered medical practitioner or occupier or keeper or such relative fail to notify such person shall be liable to a penalty or fine not exceeding $ 10 for every 24 hours continuance of such neglect.

XLV. If at any time the Officer of Health shall certify to the Council that any person suffering from any infectious disease of the nature or kind included in the aforesaid lists is a danger to the public health through imperfect isolation or disinfection the Council shall be entitled to remove such person to an Isolation Hospital provided for the purpose and such person shall be there detained so long as such danger remains and the Council shall be entitled to recover the expense of such removal and detention from such person in the same manner as damages.

XLVI. No person within such limits knowingly suffering from any infectious disease of the nature or kind included in the aforesaid lists shall wilfully expose himself without proper precaution against spreading such disease in any street, public place, shop, inn or public conveyance and no person being in charge of any person so suffering shall expose without previous disinfection, or retain in any premises, any bedding clothing or other article which has been exposed to infection from such disease. No person within such limits knowingly suffering from any such infectious disease shall milk any animal or wash any clothes or engage in any trade business or occupation in such a manner as to be liable to spread such disease.

The Council shall be entitled without payment of compensation to seize any bedding, clothing or other article as aforesaid which has been exposed to infection for the purpose of disinfecting the same. Any person offending against any provision of this Bye-law shall be liable to a fine not exceeding $ 300 or to imprisonment for a period not exceeding three months or to both fine and imprisonment to the above extent or to any other such penalty as shall be prescribed by the law to which such person is amenable.

XLVII. Every person above the age of 6 months shall be effectively vaccinated against smallpox and reasonable proof of effective vaccination within the preceding 3 years may be required in the case of every person. Any person not furnishing such reasonable proof and refusing to submit himself to vaccination will be liable to a fine not exceeding $ 5.00 on each occasion that he fails to furnish such proof or to submit himself to vaccination.

XLVIII. It shall be incumbent upon the registered medical practitioner to notify in writing to the Officer of Health forthwith the death of any person under his care together with the true cause thereof. Failure to give such notification shall render the medical practitioner liable to a fine not exceeding $ 10.00.

XLIX. If at any time the Officer of Health shall certify to the Council that any building or any part thereof is overcrowded so that the health of the inmates or of the neighbours is thereby affected or endangered and that such condition had not been remedied within seven days after receipt of warning notice the occupier of such building or part thereof shall be liable to a penalty or fine not exceeding $ 25 provided that no premises shall be deemed overcrowded except where the said premises are inhabited in excess of a proportion of one person for every 30 square feet of habitable floor space or superficial area or in excess of one person for every 400 cubic feet of clean and unobstructed internal air space.

L. Any official of the Council being so authorized in writing shall be entitled to enter any premises within the limits at all reasonable times for the purpose of investigating or remedying any matters or things relating to health.

LI. No person shall spit in public places, public vehicles streets or pavements or in any other places where spitting is detrimental to public health. Any person offending against this Bye-law shall be liable to a fine not exceeding $ 5 for every offence.

LII. The value of the lands, buildings, rentals, or goods upon which rates, taxes, or dues, may be imposed or levied by a Public Meeting duly assembled in accordance with Land Regulation IX shall be assessed and/or collected in the following manner:-

1. (a) The Council shall first assess or re-assess the value of lands, buildings, rentals or goods. The occupier, owner or lessee of any hereditament or any one or more of them shall upon service of a notice requiring a return, make to the Council a return containing such particulars as may be reasonably required for the purpose of facilitating such assessment or re-assessment. Every person on whom a notice to make a return is served shall within ten days make a return to the Council in such form as is required by the said notice.

(b) After such assessments or re-assessments have been made, the occupier, owner or lessee shall be informed in writing by the Council of the amount of such assessment or re-assessment.

(c) The said occupier, owner or lessee may, if he so desires, file an appeal with the Council from its assessment, or re-assessment, directed to the Committee hereinafter mentioned within 30 days after having received notice in writing of the amount of the said assessment or re-assessment.

(d) Upon the receipt of such appeal, the Council shall forward the same to the Committee hereinafter mentioned, for disposal.

(e) If the said occupier, owner or lessee fails to file an appeal with the Council directed to the Committee hereinafter mentioned within 30 days having received notice of the amount of the said assessment or re-assessment shall be considered final and binding on both the Council and the occupier, owner or lessee concerned.

2. (a) After the Annual Meeting of Foreign Ratepayers the Council shall appoint with appropriate terms of reference, for a period of one year, a Committee consisting of six persons, chosen from among the ratepayers foreign and Chinese who shall not be members or employees of the Council, to determine appeals from assessments or re-assessments made by the Council.

(b) The Committee so appointed shall make and enforce its own rules of procedure which may be altered and amended by it from time to time.

(c) Vacancies in the personnel of the said Committee during any year shall be filled by the Council.

(d) The decisions of the said Committee shall be final and binding on both the Council and the occupier, owner or lessee concerned.

3. When the decisions of the Council or the Appeal Committee, as aforesaid, have become final and binding, as above provided, the Council may enforce such decisions and collect the rates, taxes or dues in accordance with Land Regulations X or XIII.

4. The Council's claims for rates, taxes and dues are prior claims and shall take precedence over rents, liens, mortgages, and any other claims whatsoever.

Nothing contained in this Bye-law shall in any way diminish or prejudice any other rights of the Council not herein mentioned in regard to the assessment or re-assessment of land or buildings or in regard to the collection or enforcement of rates, taxes and dues.

refuge at a tramway stopping place for the use of passengers entering or leaving tramcars.

Vehicle.—Any conveyance (but not including a horse) provided (1) that skaters, children's perambulators and invalids' chairs shall be considered as vehicles only when on a roadway but as pedestrians when on

APPENDIX "C"

Traffic Regulations

The following regulations for the governance, control, direction and facilitation of traffic within the limits of the Foreign Settlement and on Municipal roads and alleyways outside such limits include all amendments which have been approved to this date, and are published for general information—

1.—Certain terms and expressions used in these regulations shall be defined as under:—

Traffic.—Vehicles and pedestrians making use of a highway.

Highway.—Any space intended for vehicular or pedestrian traffic.

Synonymous terms: Road, street, thoroughfare.

Roadway.—That portion of a highway intended for the use of vehicles.

Footpath.—That portion of a highway intended for the use of pedestrians.

Kerb (Curb).—The edge of a roadway, whether marked or understood.

Safety Zone.—Any portion of a roadway from which vehicles are excluded.

Loading Zone.—A portion of the highway or other space specially set apart for the loading or unloading of cargo or goods.

Street Island.—A raised portion of a roadway forming a safety zone. The term includes:—

(a) Traffic Island.—A refuge for the use of pedestrians or a turning or division point for vehicular traffic.

(b) Tramway Island or loading platform.—A refuge at a tramway stopping place for the use of passengers entering or leaving tramcars.

Vehicle.—Any conveyance (but not including a horse) provided (1) that skaters, children's perambulators and invalids' chairs shall be considered as vehicles only when on a roadway but as pedestrians when on

a footpath; (2) that in these regulations the term "vehicle," expressed or implied, shall apply to tramcars only in so far as their being confined to rails will allow.

Horse.—Any animal used as a conveyance or for draught purposes.

Driver.—Any person who for the time being is in charge of a vehicle on a highway.

Pedestrian.—Any person on foot on a highway. Provided that skaters, children's perambulators and invalids' chairs shall be considered as pedestrians when on a footpath but as vehicles when on a roadway.

Passenger.—Any occupant of a vehicle other than the driver or a servant of the owner of the vehicle actually in the performance of his duty.

Tramcar.—Any vehicle which is confined to rails on a roadway.

Railless Car.—Any vehicle other than a tramcar, which is propelled by electricity and is wholly or partly dependent on an overhead cable for its power supply.

Motor Vehicle.—Any vehicle which is propelled by an internal combustion engine or by electricity; provided that tramcars and railless cars are not considered as motor vehicles.

To Park.—To stand a vehicle on the highway for an extended period.

To Wait.—To stand a vehicle on the highway (other than at an authorized place) for a limited time.

Vehicle Stand.—A portion of a roadway or other space specially set apart for the ranking or parking of vehicles.

Traffic Sign.—Any signal, warning sign post, warning notice, direction sign or other device for the guidance or direction of persons using any roadway.

Pedestrian Crossing.—A path marked on a highway connecting kerbs, indicating a crossing place for pedestrians.

2.—Every person using a highway, whether as a driver, pedestrian or passenger, shall thereby incur

an obligation to facilitate the movement of traffic and promote public safety.

3.—No person shall walk on a highway in a dangerous, reckless, negligent or otherwise improper manner.

4.—No person shall walk on a highway in such a manner as to cause unnecessary obstruction to other traffic.

5.—No person shall drive a vehicle on a highway in a dangerous, reckless, negligent or otherwise improper manner.

6.—No person shall drive a vehicle on a highway, or cause a vehicle to occupy any portion of a highway, in such a manner as to cause unnecessary obstruction to other traffic.

7.—No person shall board, mount upon or enter or leave or descend from a vehicle on a highway while such vehicle is in motion or in such a manner as to cause unnecessary obstruction to other traffic or (except in the case of a tramcar) unless such vehicle is drawn in close to the kerb.

All passenger-carrying vehicles, other than ricshas, shall be equipped with doors or gates, which shall be securely fastened when the vehicle is in motion and shall not be opened except when the vehicle is stationary.

8.—No person shall load or unload cargo or goods on a highway in such a manner as to cause unnecessary obstruction to traffic.

9.—No person shall carry or place a load or any other article on a highway in such a manner as to cause unnecessary obstruction to traffic.

10.—Every driver or pedestrian on a highway shall promptly obey the instructions or signals of police on duty, and shall conform with all traffic signs used for regulating the movement of, or indicating the route to be followed by, traffic.

11.—No driver shall exceed a safe, reasonable and considerate speed, having due regard to the rights of other users of the highway, to existing traffic

conditions, to the state of the road surface and to the presence of dangerous points, whether indicated or otherwise.

12.—A driver shall keep to the left hand side of the roadway—the slower his speed the nearer the kerb.

13.—A driver when turning a corner to the left shall keep as near the left hand kerb as possible.

14.—A driver when turning a corner to the right shall make a wide sweep and shall enter the new roadway (if possible) to the left of its centre line.

15.—A driver when passing a street island situated in the centre of a highway, or to the right of its centre line facing the direction of travel, shall do so to the left.

16.—A driver when passing another vehicle going in the opposite direction shall do so to the left.

17.—A driver when passing another vehicle going in the same direction (except a tramcar) shall do so to the right.

18.—A driver when passing a tramcar whether moving or stationary going in the same direction shall, if practicable, do so to the left.

19.—A driver when passing a tramcar going in the same direction, which has stopped to take up or set down passengers, shall do so at a slow speed and in a considerate manner; or, if necessary, he shall stop until the roadway is clear.

20.—No driver shall attempt to pass another vehicle going in the same direction unless a clear view ahead can be obtained.

21.—A driver shall slow down when passing over a bridge or street crossing or when turning a corner or rounding a bend when a clear view ahead cannot be obtained.

21a.—A driver when approaching a pedestrian crossing on the highway shall do so at a slow speed and if necessary stop to allow free passage over the pedestrian crossing of a pedestrian who is in the act of crossing.

22.—A driver of a motor vehicle approaching a horse on a highway shall slow down or stop if necessary, or if requested to do so.

23.—A driver shall, in the event of an accident on a highway in which his vehicle is in any way concerned, immediately stop his vehicle in order to ascertain the extent of any damage or injury and to render any necessary assistance. He shall remain until notified by the police that his presence is no longer required; or, in the event of no police officer being available, he shall report the occurrence to a police station without undue loss of time.

24.—No driver shall cause a vehicle continuously to overlap or travel abreast of another vehicle on a highway when by so doing an obstruction to other traffic is caused.

25.—No driver shall cause a vehicle to remain at the entrance to any premises in such a manner as to obstruct access thereto, longer than is necessary for the expeditious taking up or setting down of passengers, or the loading or unloading of freight or goods.

26—No driver shall back his vehicle or turn it round in a roadway if by so doing he obstructs or endangers other traffic.

27.—A driver when stopping his vehicle in a roadway for the purpose of taking up or setting down of passengers or for any other reason (except in obedience to police instructions) shall do so with the left side of the vehicle as close to the left kerb as possible.

28.—No driver shall cause a vehicle to wait or otherwise remain stationary on the highway (except in obedience to Police instructions) at any point:—

(a) Where "No waiting" notices are posted or where the kerb is painted red or is marked with black and white glazed tiles.

(b) Parallel to a stopping place for tramcars.

(c) Within 30 feet of any street corner on any main thoroughfare.

(d) Between a street island and the kerb.
(e) Set apart and indicated as a loading zone, except for the purpose of loading and unloading cargo or goods.
(f) Set apart and indicated as a ricsha stand. (This paragraph does not apply to ricshas.)

30.—No driver shall use a horn, bell or other form of warning signal unnecessarily or in such a manner as to cause public annoyance. When using any horn only a short sharp signal may be given. Except in emergency or to warn a moving vehicle the use of any horn by the person in charge of a stationary vehicle is strictly prohibited.

31.—The following signals are authorized and shall be used by drivers, as required, for the information of other drivers and of police on duty:—

(1) "*I am stopping.*"—Extend the right arm vertically upward; or horizontally to the right and move it up and down.

(2) "*I am turning to the right.*"—Extend the right arm horizontally to the right.

(3) "*I am turning to the left.*"—Extend the right arm horizontally to the right, and wave towards the left across the body.

(4) "*I am going straight on.*"—Extend the arm horizontally forward.

(5) "*Come on,*" *or* "*Go past.*"—Extend the right arm horizontally to the right and wave the hand in a forward direction.

(In the case of a motor vehicle having a left hand drive, the corresponding signals must be made with the left arm.)

Alternatively, it is permitted to employ, for making any of the above signals, a mechanical or electrical device of a design which has been approved by the Commissioner of Police. Such signalling device shall not project beyond the over-all width of any vehicle to which it is attached.

32.—No person shall stand, or sit on, or otherwise occupy the footboard of a vehicle in motion on a highway.

33.—No person who is not a passenger or driver in a vehicle shall hold on to any part of the said vehicle whilst in motion on a highway.

34.—No person shall drive a motor vehicle on a highway who is not in possession of a licence from the Council or the French Council to do so, and such licence must be produced to the Police if and when demanded. Driving licences are issued by the Police of the respective Councils, after examination, in the case of freight vehicles, hire cars and common carriers, to competent persons over the age of twenty-one years, and in the case of other motor vehicles to competent persons over the age of seventeen years.

34a.—It shall be the duty of the licensee of any vehicle, if required, immediately to give any information which might lead to the identification of the driver of such vehicle who has committed, or is alleged to have committed, a breach of the traffic regulations, or any other offence.

35.—No person shall drive a vehicle on a highway when under the influence of liquor, or when for any reason he is physically or otherwise incompetent to do so.

36.—No vehicle shall be driven on a highway when such vehicle is so constructed, equipped, loaded or enclosed as to be dangerous, to obstruct traffic, to scatter its contents, to unduly damage the road surface, to create undue noise in transit or to prevent the driver from having a sufficient view for safety, or when by reason of inefficient brakes or other mechanical defect it is not under complete and immediate control.

36a.—No load carried or drawn by a mechanically driven vehicle shall exceed the dimensions prescribed in the licence conditions for such vehicle, and no load carried by a vehicle depending on man-power for its

propulsion shall extend in such a manner as to cause inconvenience, obstruction or danger to other traffic. Vehicles propelled by man-power and vehicles operating under special P.W.D. permit to carry heavy or bulky loads shall, when such load extends more than two feet beyond the overall length of the vehicle, carry a red flag at the extreme end of the load, and between sunset and sunrise a lighted lamp showing a red light to the rear and on either side thereof.

36b.—The number of passengers authorized to be carried by any tramcar, railless car, trailer or omnibus or in any separate compartment thereof shall be determined by the Commissioner of Police and shall be painted in a legible manner in English and Chinese in a conspicuous place on such vehicle. No such vehicle shall carry a greater number of passengers than the number authorized. On any breach of this condition the owner as well as the person in charge shall be liable to prosecution.

36c.—A bogey trailer equipped with metal-tyred wheels and used for the transport of heavy machinery, etc., may only be operated under special permit obtained from the Commissioner of Public Works. The use of mechanical power for traction purposes with this type of vehicle is prohibited.

37.—No vehicle, in respect of which an identification number plate (plates) or card is issued by the Council or the French Council, shall be driven on a highway unless such plate (plates) or card of the regulation pattern is affixed thereto as prescribed in the licence conditions.

38.—No vehicle, except skaters, children's perambulators and invalids' chairs, shall make use of a footpath, or shall enter or cross a safety zone.

39.—A vehicle driven on or occupying any portion of a highway between the hours of sunset and sunrise shall carry one or more lighted lamps as prescribed in the licence conditions. Provided that no light carried shall cause serious inconvenience or

danger to any other user of the highway, that in the case of motor vehicles which carry head lamps only in front, a suitable means be provided for reducing the power of the light, that when meeting other motor or horse drawn vehicles, or when using any highway within the area East of Avenue Haig, at its junction with Bubbling Well Road, and West of Muirhead Road the full power of head lights be suitably reduced, and that all lamps carried be subject to approval by the Council. The use of green glass head or side lamps on vehicles using the public streets is prohibited except in the case of vehicles in use by the Fire Brigade.

40.—A motor vehicle shall carry an instrument capable of giving audible and sufficient warning of its approach, and such instrument shall be subject to the Council's approval. No vehicle shall carry more than two horns, and the use of gongs, sirens, whistles, multiple tone horns or bells on motor vehicles, other than those belonging to the Fire Brigade or Police, is prohibited.

41.—A vehicle in the service of the Fire Brigade or Police Department proceeding to or from a fire, riot, or other emergency (i.e. with a carillon bell or siren continuously sounded) shall always have the right of way. On its approach all other traffic shall immediately draw into the side of the roadway where it shall stop clear of crossings or street islands until the vehicle has passed.

42.—A vehicle in the service of a Municipal Department or a repair vehicle of a public service company or an ambulance shall, in an emergency, have the right of way over all other traffic.

43.—No vehicle, other than an electrically operated tractor, shall tow more than one other vehicle and no tow connection shall exceed a clear length of sixteen feet.

44.—No passenger motor vehicle or motorcycle shall pass another passenger motor vehicle (except an omnibus) or motorcycle in motion and no freight

motor vehicle shall pass another freight motor vehicle or any other motor vehicle in motion proceeding in the same direction: 1.—On all roads within the Settlement in: *(a)* The Central District, *(b)* The Northern District, *(c)* The Eastern District from the Hongkew Creek eastwards as far as Dalny Road, and *(d)* The Western District from Yu Ya Ching Road westwards as far as Mohawk and Myburgh Roads and on Bubbling Well Road, East of Yates Road; 2.—On the North Szechuen and Kiangwan Roads from the Settlement boundary northwards to the point where the latter road passes beyond the jurisdiction of the Council.

Motor vehicles following each other closely shall follow the course taken by the leading motor vehicle and no motor vehicle shall, in order to gain precedence in direction of travel, pass or attempt to pass another motor vehicle which is stationary or in motion at an intersection in obedience to police signals.

45.—No empty passenger vehicle, or one which is occupied only by a paid driver, shall (except for purpose of crossing) be driven on Nanking Road, East of Yu Ya Ching Road, between the hours of 8 a.m. and 10 a.m., noon and 2 p.m, and 4 p.m. and 6 p.m.; or on the main Bund Road, South of Peking Road, Sundays and public holidays excepted.

46.—No motor truck, wagon, handcart, wheelbarrow or other freight vehicle, or coolie carrying a load, shall (except for purpose of crossing) use any portion of Bubbling Well Road, Nanking Road or the main Bund Road South of Soochow Road; nor shall any handcart, wheelbarrows or other man-hauled freight vehicle use the Garden Bridge, or except for purpose of crossing, use any portion of Broadway, North Szechuen Road South of Range Road, or Szechuen Road, unless the immediate destination of such vehicle can be reached in no other way. All freight vehicles, including motor trucks, wheelbarrows, handcart and hand-trolleys, are prohibited from using

the Chekiang Road Bridge between the hours of 8 a.m. and 8 p.m.

46a.—No driver shall cause his vehicle to make a right hand turn in any direction at the intersection of Szechuen Road with Nanking Road or of Central Road with Nanking Road between the hours of 8 a.m. and 6 p.m., Sundays and public holidays excepted.

46b. No driver shall cause his vehicle to make a right hand turn in any direction at the intersection of Kiangse Road with Nanking Road between 11.30 a.m. and 1 p.m. or between 4 p.m., and 6 p.m., Sundays and public holidays excepted.

46c. No driver shall cause his vehicle to make a right hand turn in any direction at the junction of Nanking and Lloyd Roads between the hours of 8.00 a.m. and 9.30 a.m., 12 noon and 12.30 p.m., 1.30 p.m. and 2.30 p.m., and 4.30 p.m. and 6 p.m., Sundays and public holidays excepted.

46d.—Between the hours of 9 a.m. and 6 p.m. daily, Sundays and Bank holidays excepted, traffic will proceed along the section of Kiukiang Road between the Bund and Szechuen Road from East to West only.

46g.—Within the section of Myburgh Road between Bubbling Well Road and Burkill Road, traffic will at all times proceed from South to North only.

46h.—No driver shall cause his vehicle to make a right hand turn in any direction at the intersection of Boone Road and Broadway between 12 noon and 12.30 p.m. or between 5 p.m. and 5.30 p.m. Sundays and public holidays excepted.

46i.—Between the hours of 8 a.m. and 6 p.m. daily, Sundays and public holidays excepted, traffic will proceed along the section of Yuen Ming Yuen Road between Peking Road and Soochow Road from South to North only.

46j.—Between the hours of 8 a.m. and 6 p.m. daily, Sundays and public holidays excepted, traffic will

proceed along the section of Hongkong Road between Museum Road and Szechuen Road from East to West only.

46k.—No driver shall cause his vehicle to make a right hand turn into Bubbling Well Road at the intersection of Yu Ya Ching Road with Nanking Road between the hours 8.30 a.m. and 9.30 a.m., 12 noon and 12.30 p.m., 1.30 p.m. and 2.30 p.m., 4.30 p.m. and 6 p.m., Sundays and public holidays excepted.

46l.—No driver shall cause his vehicle to make a right hand turn into Nanking Road at the intersection of Yu Ya Ching Road with Nanking Road between the hours 8.30 a.m. and 9.30 a.m., 12 noon and 12.30 p.m., 1.30 p.m. and 2.30 p.m., 4.30 p.m. and 6 p.m., Sundays and public holidays excepted.

47.—Except at a duly authorized place the "parking" of vehicles on the highway is prohibited. "Waiting" will as a rule be permitted to a reasonable extent and for a reasonable time only.

Authorized "parking" places *(A) on* the highway, *(B) off* the highway are given hereunder:—

Parking Places—Motor-Cars

"*A*" (On the highway.)

(a)=angular parking. (p)=parallel parking.

Road	*Place*
Bund centre	—Between islands South of Canton Road (p).
Honan Road East side	—Canton Road—Avenue Edward VII (p).
Canton Road North side	—Honan—Kiangse Roads (p).
Bund centre	—Soochow—Peking Roads (a)
Bund centre	—Peking—Jinkee Roads (a)
Bund centre	—Jinkee—Nanking Roads (a)

Bund centre	—Nanking—Kiukiang Roads (a)
Bund centre	—Kiukiang—Hankow Roads (a)
Bund centre	—Hankow—Foochow Roads (a)
Bund centre	—Foochow—Canton Roads (a)
Astor Road West side	—Whangpoo—Tiendong Roads (a)
Whangpoo Road North side	—Astor Road—73 Whangpoo Road (p)
Peking Road South side	—East of Kiangse Road (p)
Peking Road South side	—West of Kiangse Road (p)
Tientsin Road South side	—East of Honan Road (p)
Nanking Road South side	—East of Honan Road (p)
Nanking Road South side	—West of Kiangse Road (p)
Nanking Road North side	—East of Shanse Road (p)
Kiukiang Road South side	—Kiangse—Honan Roads (p)
Kiukiang Road South side	—West of Szechuen Road (a)
Hankow Road North side	—Kiangse—Honan Roads (p)
Avenue Edward VII between	Islands—Bund—Szechuen Roads (p)
Avenue Edward VII between	Islands—Szechuen—Kiangse Roads (p)
Avenue Edward VII between	Islands—Kiangse—Honan Roads (p)
Avenue Edward VII between	Islands—Honan—Shantung Roads (p)
Avenue Edward VII between	Islands—Shantung—Fokien Roads (p)
Avenue Edward VII between	Islands—Fokien—Hoopeh Roads (p)

Avenue Edward VII between Islands—Hoopeh—Chekiang Roads (p)
Avenue Edward VII between Islands—Chekiang—Kwangse Roads (p)
Avenue Edward VII between Islands—Kwangse—Yunnan Roads (p)
Avenue Edward VII between Islands—Yunnan—Yu Ya Ching Roads (p)
Avenue Edward VII between Islands—Yu Ya Ching—Lungmen Roads (p)
Avenue Edward VII between Islands—Lungmen—Race Course Roads (p)
Avenue Edward VII between Islands—Race Course—Mohawk Roads (p)
Szechuen Road West side—North of Avenue Edward VII (p)
Szechuen Road West side—South of Hankow Road (p)
Szechuen Road East side—South of Foochow Road (p)
Museum Road West side—South of Hongkong Road (p)
Yuen Ming Yuen Road West side—North of Peking Road (p)
Honan Road West side—South of Canton Road (p)
Honan Road East side—North of Tientsin Road (p)
Hankow Road South side—Bund—Szechuen Roads (p)

"*B*" (Off the highway.)

Bund —Canton— Foochow Roads (a)
Bund —Foochow— Customs Building (a)
Bund —Customs Jetty— (a)
Soochow Road —Museum— Szechuen Roads(a)
Soochow Road —Szechuen— Kiangse Roads (a)
Soochow Road —Kiangse— Honan Roads (a)
Bund —Customs Building—Foochow Road (a)
Bund —Canton Road—Avenue Edward VII (a)

Bund —Customs Building—Peking Road (a)

[Note. (a)=angular parking.]

Parking Places—Private Ricsha Stands

Road	*Place*
Bund centre	—South of Nanking Road.
Bund centre	—North of Hart Memorial.
Bund Foreshore	—Opposite Peking Road.
Hongkong Road South side	—Near Museum Road.
Peking Road South side	—Near Bund.
Peking Road South side	—Near Yuen Ming Yuen Road.
Jinkee Road South side	—Near Sassoon House.
Ningpo Road South side	—Near Szechuen Road.
Ningpo Road South side	—Near Kiangse Road.
Kiukiang Road South side	—Between Central Road and Kiangse Road.
Kiukiang Road North side	—Near Szechuen Road.
Foochow Road North side	—Near Bund.
Foochow Road South side	—Between Szechuen and Kiangse Roads.
Foochow Road North side	—Near Szechuen Road.
Canton Road North side	—Robert Dollar Building.
Canton Road North side	—Near Szechuen Road.
Canton Road North side	—Near Kiangse Road.
Avenue Edward VII (Between Islands)	—Between Honan and Kiangse Road.
Museum Road East side	—Near Soochow Road.
Museum Road East side	—Near Peking Road.
Museum Road West side	—Near Peking Road.
Yuen Ming Yuen Road West side	—Near Peking Road.
Yuen Ming Yuen Road West side	—Between Peking and Soochow Roads.
Szechuen Road East side	—Near Soochow Road.
Szechuen Road East side	—Opposite Ningpo Road.
Szechuen Road East side	—Near Peking Road.
Szechuen Road East side	—Near Kiukiang Road.
Szechuen Road East side	—Wayfoong House.
Szechuen Road West side	—I.C.I. Co.

Szechuen Road East side —Near Avenue Edward VII.
Kiangse Road West side —Near Hankow Road (Administration Building).
Honan Road West side —Near Tientsin Road.
Avenue Edward VII (Between Islands) —Between Honan and Shantung Roads.
Avenue Edward VII (Between Islands) —Between Shantung and Fokien Roads.
Bund Centre —Between Canton— Foochow Roads.
Szechuen Road West side —Between Soochow— Hongkong Roads.
Kiangse Road West side —Between Canton— Siking Road.
Kiangse Road East side —Between Siking— Foochow Roads.
Avenue Edward VII North side —Between Kiangse— Szechuen Roads.
Hankow Road South side —Between Kiangse— Szechuen Roads.
Kiukiang Road North side —Between Bund— Szechuen Roads.
Kiukiang Road North side —Between Kiangse— Szechuen Roads.
Kiukiang Road South side —Between Kiangse Honan Roads.
Yuen Ming Yuen Road West side —Between Jinkee— Peking Roads.
Yuen Ming Yuen Road West side —Between Soochow— Peking Roads.

Parking Places—Public Ricsha Stands

Road	*Place*
Bund Foreshore	—Opposite Peking Road.
Bund West side	—North of Hankow Road.
Bund West side	—Hongkong and Shanghai Bank.
Museum Road East side	—South of Soochow Road.
Szechuen Road East side	—South of Hongkong Road.
Szechuen Road West side	—South of Soochow Road.
Szechuen Road West side	—South of Nanking Road.

Hongkong Road South side —East of Szechuen Road.
Canton Road North side —West of Bund.
Avenue Edward VII (Between Islands) —Near Honan Road.
Avenue Edward VII (Between Islands) —Honan— Fokien Roads.
Bund West side —Between Canton— Foochow Roads.
Bund West side —Between Hankow— Kiukiang Roads.
Szechuen Road East side —Between Peking— Jinkee Roads.
Szechuen Road West side —Between Nanking— Kiukiang Roads.
Szechuen Road West side —Between Kiukiang— Hankow Roads.
Szechuen Road East side —Between Hankow— Foochow Roads.
Szechuen Road East side —Between Canton Road— Avenue Edward VII.
Kiangse Road West side —Between Canton Road— Avenue Edward VII.
Kiangse Road West side —Between Siking— Foochow Roads.
Kiangse Road East side —Between Peking— Soochow Roads.
Honan Road East side —Between Tientsin— Nanking Roads.
Honan Road West side —Between Canton Road— Avenue Edward VII.
Canton Road North side —Between Szechuen Road—Bund.
Kiukiang Road South side —Between Szechuen Road—Bund.
Nanking Road South side —Between Shanse— Shantung Roads.
Nanking Road North side —Between Szechuen Road—Bund.
Peking Road South side —Between Yuen Ming Yuen Road—Bund.

Ningpo Road South side —Between Szechuen— Kiangse Roads.
Tientsin Road North side —Between Honan— Kiangse Roads.
Jinkee Road North side —Between Szechuen— Yuen Ming Yuen Roads.

48.—Between the hours of 8 a.m. and 6 p.m. (Sundays and public holidays excepted) "Waiting" for a period exceeding *60* minutes is prohibited on the following roads.:—

Yuen Ming Yuen Road West side: —Between Jinkee— Peking Roads.
Soochow Road, East of Honan Road.
Hongkong Road.
Jinkee Road.
Nanking Road.
Peking Road, East of Honan Road.
Ningpo Road, East of Honan Road.
Tientsin Road, East of Honan Road.
Kiukiang Road, East of Honan Road.
Hankow Road, East of Honan Road.
Foochow Road, East of Shantung Road.
Siking Road.
Canton Road, East of Honan Road.
Avenue Edward VII, East of Honan Road.
Museum Road.
Szechuen Road.
Kiangse Road.
Honan Road.
Bubbling Well Road, East of Ferry Road.
Broadway, West of Fearon Road.

except that at the following places "Waiting" is prohibited during the time specified:—

1. Ningpo Road between Szechuen and Honan Road. On the south side between 8 a.m. and 1. p.m. On the north side between 1 p.m. and 6 p.m.
2. Jinkee Road between the Bund and Szechuen Road. On the south side between 8 a.m. and 1 p.m. On the north side between 1 p.m. and 6 p.m.

3. Hongkong Road between Museum and Szechuen Roads. On the north side between 8 a.m. and 6 p.m.
4. Nanking Road on the north side between the hours of 8 a.m. and 9.30 a.m. 1.30 p.m. and 2.30 p.m. On the south side between the hours of 11.30 a.m. and 12.30 p.m., 4 p.m. and 6 p.m.
5. Hankow Road between Szechuen and Kiangse Roads. From 8 a.m.—6 p.m.
6. Hankow Road between the Bund and Szechuen Roads. On the north side from 8 a.m.—6 p.m.
7. Bubbling Well Road (North side) between Yu Ya Ching and Mohawk Roads, at any time.
8. Bubbling Well Road (South side) between Yu Ya Ching and Mohawk Roads between the hours of 12. noon and 1 p.m., 4.30 p.m.,—6 p.m.
9. Whangpoo Road between Astor House and Garden Bridge at any time (Sundays and Holidays included).
10. Canton Road between the Bund and Szechuen Road. From 8 a.m.—6 p.m.
11. The Bund from 8 a.m.—6 p.m.
12. Foochow Road between the Bund and Kiangse Road. On the south side from 8 a.m.—1 p.m. On the north side from 1 p.m.—6 p.m.
13. Foochow Road between Kiangse and Shantung Roads. On the south side from 8 a.m.—6 p.m.
14. Kiangse Road between Foochow Road and Avenue Edward VII. On the west side from 8 a.m.—1 p.m. On the east side from 1 p.m.—6 p.m.
15. Kiangse Road between Hankow and Foochow Roads. On the east side from 8 a.m.—6 p.m.
16. Kiangse Road between Kiukiang and Hankow Roads. From 8 a.m.—6 p.m.
17. Peking Road between the Bund and Szechuen Road. On the north side from 8 a.m.—6 p.m.
18. Kiukiang Road between the Bund and Honan Roads. On the north side from 8 a.m.—6 p.m.
19. Honan Road between Peking and Foochow Roads. From 8 a.m.—6 p.m.

20. Yuen Ming Yuen Road (East side) from 8 a.m.—6 p.m.
21. Museum Road (East side) from 8 a.m.—6 p.m.
22. Kiukiang Road between Kwangse and Chekiang Roads. On north side (at any time.)
23. Kiukiang Road between Chili and Shanse Roads. On north side (at any time.)
24. Kweichow Road between Nanking and Tientsin Roads. On west side (at any time.)
25. Mohawk Road between Bubbling Well and Weihaiwei Roads. On west side from 8 a.m.—6 p.m. (Race days excluded.)
26. Lungmen Road between Race Course Road and Avenue Edward VII on west side (at any time.)

50.—No person shall walk, or drive, or cause a vehicle to remain on a highway or section of a highway in contravention of an order made by the Commissioner of Police restricting or prohibiting the use of such highway or section of a highway by pedestrians or vehicles.

For the better regulation of traffic the Commissioner of Police is authorized, in his discretion and as circumstances may require, to restrict or prohibit the passage of pedestrians or vehicles upon any specified highway or section of a highway, either generally, or in a stated direction, or within certain hours; and any such restrction or prohibition shall have the effect of a traffic regulation authorized by the Council.

51.—No person shall cause a vehicle to wait or park in any place on a highway after the receipt of notice from a police officer that such waiting or parking is prohibited.

52.—No vehicle when waiting or parked at the side of a roadway shall have its inner wheel or wheels more than 4 inches from the kerb.

53.—The excessive discharge of smoke from the exhaust of a motor vehicle on a highway is prohibited.

54.—The use of an open exhaust or "cut-out" on a motor vehicle on a highway is prohibited.

55.—No person shall drive a horse drawn wagon or similar heavy vehicle on a highway at a faster pace than a common walk.

56.—No horse, whether attached to a vehicle or not, shall be left on a highway unattended or in such a condition that it is not under complete and immediate control.

57.—A led horse on a highway shall be led by the near rein against the right hand side of the roadway facing the direction of travel.

58.—A person leading a horse on a highway between the hours of sunset and sunrise shall carry a lighted lamp.

59.—A person riding a horse or a coolie carrying a load on a highway shall conform generally to traffic regulations regarding vehicles and their drivers.

60.—No horse shall be harnessed or unharnessed on a highway in such a manner as to cause unnecessary obstruction to traffic.

61.—Traffic at the jetties and pontoons on the River and Soochow Creek is under the control of the Police, who have instructions to prevent overcrowding the jetties and overloading the pontoons and otherwise to maintain public access thereto. The landing stage immediately to the North of the Custom pontoon is open exclusively for passenger traffic, whilst the use of the remainder of the jetties and pontoons between the Soochow Creek and Avenue Edward VII is confined to the landing and shipping of cargo.

62.—No person shall organize, lead or otherwise take part in any procession or assembly on a highway unless a permit therefor has first been obtained from the Police.

63.—The use of persons, animals, vehicles and conveyances in the roadways or footpaths for the sole purpose of displaying advertisement is prohibited.

By order,

G. Godfrey Phillips
Secretary.

Council Chamber,
Shanghai, January 21, 1937.

APPENDIX "D."

Drill

Foreword to Inspectors.

When giving words of command, Instructors must stand to attention facing their squads, and adopt a correct bearing, thereby setting an example to the parade.

All words of command should be preceded by a caution. The cautionary word should be given clearly and distinctly, i.e. "PA—RADE."—

The last or executive word of command must be given sharply — i.e. "ten — *Shun.*"

Indistinct or slovenly words of command will result in slovenly movements on the part of the parade.

Movements. (For confined space)

Falling - in.

On the command "fall-in," the first man in line will form right marker and stand-at-ease, the second man taking up a position two paces in his rear. The remainder will form up on the left of these two; dress by the right and stand-at-ease.

If possible there should be equal numbers in both ranks, but if there is an odd number, he will be placed third from the left in the front rank.

Attention.

On the command "ten — *Shun,*" the parade will come to the position of attention, i.e. Heels together and in line. Feet turned out to an angle of 45 degrees. Knees straight. Arms hanging from the shoulders as straight as the natural bend of the arm will allow.

Hands slightly clenched. Backs of the fingers touching the thigh lightly. Thumbs to the front, and close to the forefinger. Head balanced evenly on the neck and chin in. Eyes looking their own height and straight in front. The weight of body then should be

balanced on both feet and evenly distributed between the fore part of the feet and the heels. Breathing in no way to be restricted. The position is one of readiness in expectation of the word of command.

"Dressing."

1. On the command "Right — *dress*," the whole parade with the exception of the right hand man, will take a short pace forward, then shuffle quickly into their dressing. Having got their dressing they will remain steady. - or -
2. On the command "Left — *dress*," the whole parade with the exception of the left-hand man, will take a short pace forward, then shuffle quickly into their dressing and remain steady. After the officer in charge of the parade has made sure that his ranks are in proper alignment, he will give the command - "Eyes—front."

The parade will then turn their eyes quickly to the front.

Numbering.

On the command "*Number*" the parade will number from the right; the right hand man calling out ONE, the next on his left TWO, the next THREE, and so on. Each man as he numbers will keep his head steady and continue to look straight to his front.

"Form — Fours."

On the command "*Form — fours*," the even numbers will form fours, by taking a pace of 30 inches to the rear with the left foot, a sidepace of 24 inches to the right with the right foot, bringing the left foot smartly in to the right. In case of the left flank being odd numbers, they will form fours; the even number on the right remaining steady, whilst the blank file in the rear rank takes one step to his rear. Left flank files always form fours.

"Form—Two—Deep."

On the command "Form — *two — deep*," the even numbers will return to their original position by taking a side-pace of 24 inches with the left foot, a pace of 30 inches to the front with the right foot, and conclude by bringing the left foot smartly up to the right.

Odd files in the rear rank regain alignment by taking one pace forward.

Reverse the Same Movement.

Command:- "Parade — about — *turn.*"
Instruction:- "*Form — Fours.*"

Forming fours with the rear rank in front, the even numbers will form fours by taking a pace of 30 inches to the front with the right foot, a side-pace of 24 inches to the left with the left foot, bring the right foot smartly in to the left.

"Form—Two—Deep."

The even numbers will take a pace of 24 inches to the right with the right foot, a pace of 30 inches to the rear with the left foot, bringing the right foot smartly back to the left.

Squads only form fours for marching in column and automatically reform two deep when brought into line, but this evolution may be repeated in various ways at the halt as follows:-

"Move to the right in fours—Form—fours—*right.*"
"Left—*turn.*" Even numbers reform two deep.
Repeat, "To the left in fours — Form — fours — *left.*"
"Right — *turn.*" Even numbers reform two deep.
"Squad-About — *turn.*" (rear rank in front)
"To the left in fours — form — fours — *left.*"
"Left — turn." (This brings the front rank in front, so form two deep as in para: 1.)

If it is required to keep the parade in fours, the order would be:
"In—fours, left—*turn.*"

Forming fours in column at the halt:-
Whilst ranks are still two deep, "Right — *turn.*"

Forming fours in column; the even numbers will take a pace of 24 inches to the right with the right foot, and a pace of 30 inches to the front with the left foot, bringing the right foot smartly up to the left.
On the command "Left—*turn*" even numbers will automatically form two deep.
The movements of even numbers are reversed when the squad turns left.

Saluting.

Instructors will stress the importance of saluting correctly.
The salute will be given with the right hand. In cases where from physical incapacity a right hand salute is impossible the salute will be given with the left hand.
Officers will be saluted at all times whether in uniform or not.

Saluting to the Front.

By numbers="*one*":-
Bring the right hand up smartly to the forehead - heel of the palm to the left - thumb and fingers extended and close together - tip of the forefinger to touch the peak of the cap or helmet slightly to the right of the right eye - The forearm should remain rigid to the finger tips and will be raised straight upwards by the shortest way from the normal position of "attention."
"*Two*":-
Drop the arm smartly down to the right side by the shortest way without relaxing the forearm.

Saluting judging the time. Go through the motions as in para: I making a pause equal to two paces in quick time between each motion.

Saluting to the Front. (As for presentations etc.)
As the squad is on the move, the command is given "To the front—*Salute.*"
The executive word is given as the right foot passes the left. (as for "*Halt.*")

The squad will halt, make a pause (2 seconds) salute. (2 seconds). pause (2 seconds) salute. (2 seconds.) about turn, and march away.
When saluting individually, men will halt two paces in front of an officer, and carry on as outlined in preceding paragraph.
The pause between saluting covers the period during which they would give/receive, a message etc..

Saluting to the side when marching. (This movement is *not* to be given to the Chinese Branch.)
The command is given when the left foot is on the ground.
The salute is given three paces before reaching an officer, or the saluting base, and the hand is cut away three paces after passing.
The squad should time themselves audibly until proficient:-
Command. "To the left—*Salute.*"
Squad "Up, one, two, three, four, down."

Units saluting when marching. (All branches.)
When it is necessary for a body of men to salute on the march, only the officer i/c of the unit salutes, at the same time giving the command "Eyes—*Right*" or "Eyes—*Left*" as the case may be.
The time is the same as for "saluting to the side when marching."
The movement should be practiced by squads leaving the parade ground, or when marching out of stations to their posts.

Squad Drill in two Ranks.

Forming Fours on the March.

Whether in line or moving to a flank, the movements of the *Even Numbers* are the same as when at the halt except that, at the conclusion of the movement, they will lead on with a full pace.
The *Odd Numbers* will always mark time two paces, to allow the even numbers to form upon them, and then lead on with a full pace.

Forming Two Deep on the March.

Exactly the same principles apply as in forming fours, and the executive word will be given on the same foot, i.e.

(Front rank in front, executive word of command on *left - foot.)*

(Rear rank in front, executive word of command on *right - foot.)*

Re - Forming Line from Fours on the March.

1. A squad moving to right in fours, required to advance.

   The word of command will be:-

   "Squad will advance, Left - *Turn."*

   The whole will make a quick turn to the left, as ordered.

The *Even Numbers* will then form two deep, (as previously detailed) and lead on in line, with the left foot.

The *Odd Numbers* (after turning) will mark time (1) a pace with the left foot; (2) a pace with the right foot (to allow the even numbers to form on them), and then lead on, in line, with the left foot.

A Squad moving to the right in fours. required to retire.

The command will be *"Squad will retire - Right Turn.*

The whole will make a (quick) turn to the right as ordered

The *Even Numbers.* will then form two deep (reverse movement as previously detailed) and lead on again in line with the right foot.

The *Odd Numbers* (after turning) will mark time two paces as above, to allow the even numbers to form upon them, and lead on in line, with the right foot.

A Squad moving to the left in fours, required to advance.

The command will be *"Squad will advance-Right Turn."*

The whole will make a (quick) turn to the right as ordered.

The *Even Numbers* will then mark time one pace with the right foot, form two deep (facing the front) and lead on in line, with the left foot.

The *Odd Numbers* (after turning) will mark time three paces, and then lead on in line, with the left foot.

A Squad moving to the left in fours, required to retire.

The command will be *"Squad will retire, Left Turn."*

The whole will make a turn to the left as ordered.

The *Even Numbers* will then mark time a pace with the left foot, form two deep (facing the rear) and lead on in line, with the right foot.

The *Odd Numbers* (after turning) will mark time three paces, and lead on in line, with the right foot.

Wheeling.

The inner man of the leading four will move round a quarter of the circumference of a circle having a radius of four feet, in the direction required, stepping short to enable the other men of the four to wheel with him. When the quarter circle is completed the four lead on in the new direction.

The other fours in succession will follow in the footsteps of the leading four without increasing or diminishing their distances from each other or altering the time.

Changing Direction.

"Change direction - *Right - right-Form."* The right hand man will make a full turn in the direction required, step forward two paces and mark time. The remainder will incline to the right and mark time when they come up to their new alignment.

"Changing Direction - Left. Left - Form."

The left hand man will make a complete turn in the direction required and take two paces forward, the remainder inclining to the left. When the new alignment has been reached and the parade is marking time, the command *"for-Ward"* will be given.

Command= *"for"* - right foot on ground.

"Ward" - left foot on ground.

Forming Squad From Fours.

The squad in every case first forms two-deep, and then makes an incline in the direction indicated, and leading on to their new positions in the line. There are four variations as follows.

1. A Squad moving to the right in fours, forming squad on the left.

On the command "*On the left, form—Squad.*"
The *Even Numbers* will form two deep as if facing the front, then make a left incline (by closing the right foot into the left and shooting out the left foot) and lead on to their places in line.
The original *right hand man of the front rank* (the point man) *will take two paces forward and mark time;* the remainder of the *Odd Numbers* will mark time 2 paces then make a left incline and align themselves upon him.
On the command "Forward" the whole squad will lead on in line.

2. A Squad moving to the right in fours, forming squad on the right.

On the command "*On the right, form—Squad.*"
The *Even Numbers* will form two deep as if facing the front, mark time a pace with the right foot, make a right incline (by bringing down the left foot and shooting out the right) and lead on to their places in line. i.e. forming up on the alignment of the *right hand man of the rear rank,* who will take two paces forward and mark time.
The *Odd Numbers* will mark time 2 paces then make a right incline and lead on.
On the command "Forward" the whole squad will lead on in line.

3. A Squad moving to the left in fours, forming squad on the right.

On the command "*On the right, form—Squad,*" the *Even Numbers* form two deep, i.e. (1) take a pace forward with the left foot, (2) a pace to the right with the right foot, then make a right incline and lead on to their places in line.
The original *left hand man of the front rank* will form two deep, take two paces forward, and then mark time whilst the remainder take up their alignment from him.
The *Odd Numbers* will mark time two paces, then make a right incline and lead on. On the command "Forward" the whole squad will lead on in line.

4. A squad moving to the left in fours, forming squad on the left.

On the command "*On the left, form Squad.*" the *Even Numbers* will form two deep (as in the previous movement), mark time one pace with the left foot; then make a left incline and lead on to their places in line. The original *left hand man of the rear rank* will form two deep, take two paces forward, and then mark time, as he becomes the pivot man.
The *Odd Numbers* will mark time three paces then make a left incline (as above); and lead on.
On the command "Forward" the whole squad will lead on in line.

NOTE:- If required to halt on completion of these movements. The order will be preceded by "*at the halt,*" the pivot man will then halt instead of marking time and the remainder will halt as soon as they arrive in their positions in line, taking up their dressing immediately and looking to their front.

Ceremonial Drill (As a Company.)

Falling In.

On the command "Fall in", the parade will fall-in on the left of the right marker.

Parade 'ten-Shun.

Above movements as previously detailed.

Sizing.

On the command "Tallest on the right, shortest on the left, in single rank - *Size*," - the whole parade will turn to the right, pause, break off and arrange themselves in a single rank, the tallest men on the right and shortest on the left, taking their dressing by the right.
The whole remain at the position of attention.

Numbering.

As previously outlined.

Forming Parade.

"*Odd numbers one pace forward; - even numbers one pace backward-March.*"
"*Number one stand fast, remainder right & left-Turn.*"
The odd numbers with the exception of the No. 1 man, will turn to the right, the even numbers to the left.
"*Form - Parade - Quick - March.*"
The whole will step off; the even numbers wheeling to the right and following the left-hand man of the odd numbers, No. 3 will form up two paces in rear of No. 1; and become No. 1 in the rear rank. No. 5 becomes No. 2 in the front rank. No. 7 becomes No. 2 of the rear rank, and so on.
As each man arrives in his place, he will turn to the left and take up his dressing by the right.
When the parade has been sized off, it will be "Dressed."

Dressing.

The word of command "Right Dress" or "Left Dress" will be given by the officer in command. On that word of command, the right-marker will turn to the right, march out *six* paces, turn-about, and dress the parade.
When the parade is properly aligned he will give the command.
"Parade - eyes *Front*," and return to his original position.

"Re - Number - *Parade Number.*" As before.

Inspection.

Command, "*Open order - March.*"
The rear rank will take two paces to the rear and stand still.

"Rear Rank - Right - Dress."

The right marker will turn about, march to the rear rank, and dress it, give the command "Rear rank - *eyes front*" and return to his former position.
After the inspection has been carried out, the officer in command will give the command "*Parade*, close-ranks-*March.*" The rear rank will take two paces forward, and resume it's own dressing. As each man gets his dressing he will turn his head and eyes to the front and stand still.

Marching Past.

When marching past in review order (two ranks) the officer in command will march 6 paces in front and in centre of the parade.

Saluting.

The officer i/c. will give the command "*Eyes - right*" (or left) 6 yards before reaching the saluting - base and the command "*Eyes - front*" 6 yards beyond the saluting-base. (Only the officer in charge will salute with his hand).

Marching Past in column of Fours.

The officer in command will march at the head of the column, right marker in rear of parade. Officer i/c. will give the command "*Parade eyes - right*" (or left) when the head of the column reaches the saluting-base, and the command "*Parade - eyes - front*" when the column has passed the saluting - base.

Baton - Drill. Words of Command.

Command	Results
"Draw Batons - Extend"	—The squad will extend at the double across the road-way and pavement, facing

	the same direction, and stand-at-ease, with batons drawn. The officer in command taking up his position in the rear centre, with baton drawn.
"Quick March"	—The squad will come to attention and advance in the same direction.
"Slow March"	—The squad will come to attention and advance slowly in the same direction.
"Right or Left Form"	—The squad will change direction at the double, halt and stand-at-ease, facing the direction given in the command.
"Charge"	—The squad will charge *keeping in line.*
"Halt" (By whistle or word of command when the commander is in rear of the squad, hand signal also, if the commander is in advance.	The squad will halt and stand-at-ease, facing direction of march.
"Close"	—The squad will come to attention and close at the double, resuming their previous formation, the baton being returned to the pocket or attached to the belt.

It should be noted that the baton drill exercise is not a parade drill and was introduced to simplify and do away with unnecessary words of command in times of excitement. At the same time it is essential that the senior officer in charge should give his orders clearly and should at all times have effective control of his squad.

APPENDIX "E"

Naval and Military Insignia of Rank

Royal Navy. (British)

The following insignia denoting the rank of the officer concerned, is of gold braid and is worn on the tunic cuffs and shoulder straps alike, except where stated otherwise.

Admiral of the Fleet.	A broad stripe and four and a half stripes. Also, crossed batons in a leaf of laurel below a crown on the shoulder straps.
Admiral.	A broad stripe and three and a half stripes. Also crossed sword and baton, below a crown, above three stars, on shoulder straps.
Vice Admiral.	A broad stripe and two and a half stripes. Insignia on shoulder straps as for Admiral but only two stars.
Rear Admiral.	One broad stripe and one and a half stripes. Insignia on shoulder straps as above but only one star.
Commodore. 1st class.	One broad stripe and one and a half very narrow stripes. Also, an anchor below a crown and two stars on shoulder straps.
Commodore. 2nd Class.	One broad stripe and a half stripe. Insignia on shoulder straps as for Commodore 1st. Class.

Captain.	Four and a half stripes.
Commander	Three and a half stripes.
Lieut. Commander.	Two and a half stripes, with a very narrow stripe between.
Lieutenant.	Two and a half stripes.
Sub Lieutenant.	One and a half stripes.

British Army.

The following insignia denoting the rank of the officers concerned is of gold braid, and is worn on the shoulder straps.

Field Marshal.	Crossed batons on a wreath of laurel, below a crown.
General.	Crossed sword and baton, below a crown and star.
Lieut. General.	As for General, without the star.
Major General.	As for General, without the crown.
Brigadier.	Three stars below a crown.
Colonel.	Two stars below a crown.
Lieut. Colonel.	One star below a crown.
Major.	A crown.
Captain.	Three stars.
Lieutenant.	Two stars.
2nd. Lieutenant.	One star.

Royal Air Force. (British.)

The following insignia denoting the rank of the officers concerned is of gold braid and is worn alike on tunic cuffs and shoulder straps.

Marshal of the Air Force.	A broad stripe and four narrow stripes.
Air Chief Marshal.	A broad stripe and three narrow stripes.
Air Marshal	A broad stripe and two narrow stripes.

Air Vice Marshal.	A broad stripe and one narrow stripe.
Air Commodore.	One broad stripe.
Group Captain.	Four narrow stripes.
Wing Commander	Three narrow stripes.
Squadron Leader.	Two narrow stripes and a half (very narrow) stripe between.
Flight Lieutenant.	Two narrow stripes
Flying or Observing Officer.	One narrow stripe.
Pilot Officer.	A half (very narrow) stripe.

Chinese Navy.

The following insignia denoting the rank of the Officer concerned is of gold braid and is worn on the tunic cuffs.

Admiral (Hai-kyuing Sung-Tsiang)	A broad stripe and three narrow stripes.
Vice Admiral (Hai-kyuing Sang-Tsiang)	A broad stripe and two narrow stripes.
Rear Admiral (Hai-kyuing Sau Tsiang)	A broad stripe and a narrow stripe.
Acting Rear Admiral (Hai-kyuing Dan Tsiang)	One broad stripe.
Captain (Hai-kyuing Sang Yao)	Four narrow stripes.
Junior Captain (Hai-kyuing Tsung Yao)	Three narrow stripes.
Commander. (Hai-kyuing Sau-Yao)	Two and a half stripes. (Half stripe is a very narrow one between).
Lieut. Commander (Hai-kyuing Sang-Wei)	Two narrow stripes.

Sub-Lieutenant. (Hai-kyuing Tsung-Wei)	One and half stripes.
Midshipman (Hai-kyuing Sau-Wei)	One narrow stripe.

Chinese Nationalist Army.

The following insignia denoting the rank of officers concerned is worn alike on the shoulder straps and gorgets on the collar. The stars referred to are actually shaped like pyramids.

Generalissimo. (Teh-Ki-Sang-Tsiang.)	One gold stripe across, below one plum blossom of gold.
General. (Sang-Tsiang)	Gold gorgets and shoulder straps bearing three gold stars.
Lieut. General. (Tsung-Tsiang.)	As for General but with only two stars.
Major General (Sau-Tsiang)	As for General but with only one star.
Colonel. (Sang-Hsiao.)	Two gold stripes down the centre and three gold stars.
Lieut. Colonel (Tsung-Hsiao.)	As for Colonel but only two stars.
Major. (Sau-Hsiao)	As for Colonel but only one star.
Captain. (Sang Wei.)	One gold stripe down the centre and three gold stars
Lieutenant. (Tsung Wei.)	As for Captain but only two stars.
2nd. Lieutenant. (Sau-Wei)	As for Lieutenant but only one star.
Cadet Lieutenant (Teh Wei.)	One gold stripe only.

Plum blossoms are worn instead of stars on ceremonial dress.

Different branches of service are distinguished in the case of Field officers by the colour of gorgets and shoulder straps as follows:-
Artillery - blue. Cavalry - yellow. Infantry - red. Engineers-white. Transport-black. Medical-green. Military Police - pink.

Japanese Army.

The following insignia of rank is worn on the shoulder straps:-

General.	Shoulder strap of scarlet cloth with gold cord edges, a broad band of gold lace down the centre, and three gilt stars.
Lieut: General.	As for General but only two gilt stars.
Major General.	As for General but only one gilt star.
Colonel.	Shoulder strap with gold cord edges, two narrow bands of gold lace down the centre, and three gilt stars.
Lieut: Colonel.	As for Colonel but only two gilt stars.
Major.	As for Colonel but only one gilt star.
Captain.	Shoulder strap with gold cord edges, one narrow band of gold lace down the centre and three gilt stars.
Lieutenant.	As for Captain but only two gilt stars.
2nd. Lieutenant.	As for Lieutenant but only one gilt star.
Warrant Officer.	As for Company Officer but without stars.

Serg't. Major.	Shoulder strap has one flat band of lace down middle with three gilt stars.
Sergeant.	As for Serg't Major but only two stars.
Corporal.	As for Sergeant but only one star.
Private 1st. Class.	Plain shoulder strap with three yellow cloth stars.
Private 2nd Class.	As above but only two stars.
Private 3rd Class.	As above but only one star.

Officers of departmental services wear silver lace or white cloth instead of gold lace.
Colours denoting different branches of the service are worn on a gorget on the collar as follows:-
Infantry - red. Cavalry - green. Artillery - yellow. Engineers - maroon. Transport - dark blue.
Medical - dark green Veterinary - purple. Intendance - buff
Military Police - black. Band - blue.

Japanese Navy.

The following insignia denoting the rank of the officer concerned is of gold braid and is worn on the tunic cuffs.

Admiral.	Two broad stripes below three and a half narrow stripes.
Vice Admiral	Two broad stripes below two and a half narrow stripes.
Rear Admiral	Two broad stripes below one and a half narrow stripes.
Captain	Four and a half narrow stripes.
Commander.	Three and a half narrow stripes.

Lieut. Commander.	Two and a half narrow stripes, above one very narrow stripe.
Lieutenant.	Two and a half narrow stripes.
Special Service Lieutenant. (Risen from the ranks.)	As for Lieutenant, with three stars below the stripes.
Sub-Lieutenant 1st. Class.	One and a half narrow stripes, above a very narrow stripe.
Special Service Sub-Lieutenant. (Ranker Officer.)	As for Sub-Lieutenant 1st. Class with three stars below the stripes.
Sub-Lieutenant 2nd. Class.	One and a half narrow stripes.
Special Service Sub-Lieutenant. (Ranker Officer.)	As for Sub-Lieutenant 2nd. Class with three stars below the stripes.
Midshipman.	One and a half very narrow stripes.
Warrant Officer 1st. Class.	Three Stars.

United States Army and Marine Corps.

The following insignia of rank is worn on the shoulder straps.

General.	Four silver stars.
Major General.	Two silver stars.
Brigadier General.	One silver star.
Colonel.	One silver eagle.
Lieut. Colonel.	One silver leaf.
Major.	One gold leaf.
Captain.	Two silver bars.
1st. Lieutenant.	One silver bar.
2nd. Lieutenant.	One gold bar.

United States Navy.

The following insignia of rank is worn on the cuffs. The stripes are of gold braid.

Admiral.	One broad stripe and three narrow stripes.

Vice Admiral.	One broad stripe and two narrow stripes.
Rear Admiral.	One broad stripe and one narrow stripe.
Captain.	Four narrow stripes.
Commander.	Three narrow stripes.
Lieutenant Commander.	Two and a half narrow stripes.
Lieutenant.	One and a half narrow stripes.
Ensign.	One narrow stripe.

APPENDIX "F"

First aid to the Injured.

Artificial Respiration

Schafer, or Standard Method of Resuscitation.

As soon as the body of an apparently drowned person is removed from the water, or, in the case of suffocation, is removed from the cause of same, it must be at once placed face down, on the nearest flat surface, one arm extended over head, the other bent at the elbow, with the head turned a little to one side and resting on hand or forearm so that the mouth and nose are free for breathing.

Artificial respiration must begin without a moment's delay, and must be kept up as long as may appear necessary, or until a physician declares the patient dead.

The operator should place himself on the side of the patient facing the head in a kneeling, position, place the hands on the small of the patient's back with the wrists nearly touching, the thumbs as near to each other as possible without strain, the fingers resting on the ribs, little finger on the lowest rib, both thumb and fingers being in natural positions:

The operator then with arms held straight swings slowly forward so that the weight of his body is borne through his hands to the body of the patient. No exertion is required; the shoulder should be directly over the heel of the hand at the end of the forward swing; the elbows should not be bent.

This operation should take about two seconds. Swing backward and remove all pressure from the hands, which remain in place.

After two seconds swing forward again, and repeat these movements deliberately 12 times a minute. Each double movement will occupy about five seconds, two of which are taken up by pressure (expiration) and three by relaxation (inspiration.) The operator is well advised to count five slowly.

As soon as artificial respiration is started and whilst being continued, an assistant should loosen all tight

clothing, about neck, chest or waist, *Keep the patient warm.* Give no liquids by mouth until fully conscious. To avoid strain on heart when patient revives, he should not be allowed to stand or sit up, If doctor has not arrived before he revives, a stimulant such as aromatic spirits of ammonia, in a small glass of water, or a drink of hot tea or coffee may be given.
Resuscitation should be carried out at nearest point to where patient received injury, He should not be moved until breathing normally of own volition, and then in lying position. If absolutely necessary to move owing to weather conditions etc., resuscitation should be carried on whilst he is being moved.
A brief return of normal resuscitation is not a certain indication for stopping resuscitation. Often after a temporary recovery of respiration the patient stops breathing again. If natural breathing stops artificial respiration should be continued.
If necessary to change the operator, no change should be made in the rythm of the operation.

Bleeding From Arteries.

Head.- Pad and bandage the wound.
Neck.- Place thumb in wound and press backwards against spine.
Armpit. - Press thumb into wound. Second person to press main artery behind middle of collar bone.
Upper and Fore-Arm. - Press with fingers, or apply tourniquet to inside of upper arm. When below elbow, place pad in hollow of bend of elbow, and bend forearm against upper arm.
Palm of Hand. - Bandage hand closed over a piece of stick, or press arteries at front of wrist.
Thigh. - Hand pressure at centre of fold of groin or by tourniquet on inside of thigh.
Ham or Back of Knee-Joint. - Same as for thigh, or press by hand or tourniquet in ham above wound.
Front or Back of Leg. - Press by hand or tourniquet at back of knee-joint, or double the leg up against a pad placed in the ham.

Note: A tourniquet can be made by placing a stone over the main artery, tying a handkerchief loosely over it and then twisting it tight with a stick.
Blood from an artery is bright red, and flows in jets. Blood from a vein is dark bluish, and flows slowly. The flow in arteries is from the heart to head, hands and feet. The flow in veins is in the reverse direction.

Bleeding From Veins.

For All Situations. - Elevate the part and apply pad and bandage.
Flesh Wounds. - Wash, stop bleeding, fix parts in natural position without delay.
Gunshot Wounds of Chest or Belly. - Place patient on wounded side with knees drawn up; give complete rest, no stimulants.
Bruise Wounds. - Wash, apply wet cloths; if about head, poultices.
Lower Jaw. - Bandage the lower to upper jaw with handkerchief.
Collar Bone. - Place pad in armpit, bandage elbow to side, sling fore-arm.
Ribs. - Apply bandage 6 inches wide, 8 yards long round chest.
Upper Arms. - Apply roller bandage to hand and forearm, splints to back and front, and sling fore-arm.
Fore-arm. - Apply padded splints to back and front from hand to elbow, holding the arm extended with thumb pointing downwards.
Hand. - Apply splint bandage, and support in sling.
Thigh. - Apply a long splint from armpit to outside of heel, and a short one from fork to knee on inside and bandage.
Leg. - Apply splints inside and outside and bandage.
Notes:- The signs of broken bones are motion at the part; crackling sensation on moving the broken ends; alteration in shape; often shortening. Always apply splints before lifting or carrying. Dangers are of pushing the ends through flesh, blood vessels,

nerves, or internal organs. Splints may be formed of rifles, swords, scabbards, umbrellas, walking-sticks, broom-handles, folded newspapers, etc; bandages from handkerchiefs, sheets and shirts; stretchers from doors, ladders, or two rifles and a blanket.

Bites. See *"Dog Bites."*

Burns due to fire.

Do not wash the wound. Apply lard or butter (if available) or olive or carron oil, and cover with a bandage. Strong cold tea is also useful. If the burn is at all severe send for a doctor immediately.
Nowadays hospitals use a 1 % watery solution of picric acid, or a 2. 5 % solution of tannic acid. These are better than the old familiar remedies mentioned, and should be used, if available. Do not use tannic acid, however, if the burn is dirty.
If a person's clothes catch fire he should lie flat whilst the flames are smothered *he must not be allowed to run into the open air.*

Burns due to Acids.

Wash the wound in running water, and apply a mild alkali such as sodium bicarbonate or whitewash dissolved in water.

Burns due to Alkalies.

Wash the wound in running water, and apply a mild acid such as vinegar.

Burns from Acids or Alkalies in the Mouth or Eyes.

Apply a dilute solution of sodium bicarbonate in the case of acid burns, and boracic acid solution in the case of alkaline burns.

Scalds due to Boiling Water or Steam.

The treatment is exactly the same as for burns. Do not wash the wound.

Convulsions.

In cases of infantile convulsions support the child for 15 to 20 minutes if necessary in a warm bath

slightly above the temperature of the body so that the water reaches the armpits. Keep a sponge frequently dipped in cold water on the top of the head as long as the child is in the bath. On removal from the bath, wrap in a warm blanket and keep the head cool.

Cuts.

Stop the bleeding, if necessary, by pressure with the hands or by applying a tourniquet for which one may use a handkerchief, a rubber band or leather strap. Clean the wound with warm water containing a little disinfectant. Dry carefully, and apply tincture of iodine, and then bandage.

Dog Bites - First Aid Treatment.

If any person is bitten by a dog, cat, or other domestic animal, the following steps should be taken immediately:-

(1) Have the animal identified and placed under observation by communicating with the nearest police station, or take it to a competent veterinary surgeon. Do not kill it unless it is absolutely essential.

(2) Cleanse the wound and apply Chloramine T. or Eusol, as a first aid measure, but this is only a temporary measure, and cannot replace the *Nitric Acid* treatment, which though drastic and unpleasant is necessary, and must be performed by a doctor. Chloramine T, which can be obtained in tablet form from most pharmacies, is a convenient emergency remedy. Dog owners should keep this antiseptic in the house. It's immediate use will assist the work of cauterisation, and form an additional safeguard against possible fatality. *Do not use* sticky ointments, balsams, or household disinfectants, *they are useless.*

(3) Go at once to your doctor, or a hospital and have the wound treated.

(4) Call in person at the Pasteur Institute, 1st Floor, Public Health Department, on the corner of Hankow and Honan Roads. See "*Dog Bites-Treatment.*" It is essential that persons bitten by rabid dogs receive Pasteur treatment. The fee is $70.00, but is reducible in cases of necessity.

Rabies. General Description.

Rabies is primarily a disease of the dog, though other animals such as cats, horses and cows are affected. Wolves and jackals are in some countries responsible for very dangerous bites.

In China the dog and the cat are normally the only two animals to be feared, but cases have been known among horses, and, should a pony start snapping at it's mafoo and at objects in the stable, it is advisable to have the animal examined by a veterinary surgeon. Other animals are rarely infected.

Incubation Period.

The incubation period, i.e., the period that elapses between the time a person or dog becomes infected by the disease and the first appearance of the symptoms is very variable. It may be very short or as long as six months or more. Often the disease is so long developing that the owner of a suspected dog indignantly denies that infection can have occurred, forgetting that the animal may have been bitten many months before, or have contracted the disease in one of the ways noted in the next paragraph.

Rabies is transmitted by the saliva (froth, spittle) of an infected animal, and this saliva may be virulent (poisonous) for one or perhaps even two weeks before the animal shows signs of the disease. It may follow a bite, or may be contracted if the saliva comes in contact with a cut or scratch. In humans this may happen when adjusting the muzzle, trying to remove a bone from the throat, or when giving medicine. The dog is most susceptible to the disease; and it is easy to see that it may, on rare

occasions, contract it through its paws, if lacerated, coming in contact with saliva; or even via the nose when investigating the trail of a rabid animal. Where there is no known history of a bite, in all probability a cat is the most common cause of rabies in dogs; the average garden fence will not keep out a mad cat.

Symptoms.

The dog is off its feed, listless and feverish. Then it becomes restless, lies down and gets up incessantly. Those who know it well may notice a sudden change in its disposition; it may be exuberantly affectionate, or sullen and irritable, though it was not given to such behaviour before.

These early symptoms might easily appear in a dog "sickening" for distemper or other illness, therefore the wisest course in Shanghai, is to isolate a dog when sick, or even to send it to hospital. Such a course, even if rabies did not declare itself, may protect the dog from contracting a severe illness, or complications should it already have contracted such an illness.

Naturally stricter precautions would be taken if the dog were known to have been bitten some days before, but servants do not always report that a dog is bitten while under their care, and again, since the period of incubation may be as long as six months, or even longer, the fact that the dog was bitten may be forgotten.

The dog may at any stage give the characteristic brassy bark of lower pitch than normal. It may be described as a short howl, followed by a few uneven barks.

Types of Rabies.

After this premonitory stage it may develop either the "furious" or paralytic form of the disease.

If "furious" it may start snapping at unseen objects, or may disappear from home for a day or two, returning emaciated, wounded, utterly changed, to bite the inmates.

Whilst "running mad" it meets and bites persons who, deceived by the term "furious" expect a startling sight, and instead see a sick dog trotting along in a dejected way, sometimes with a wavering gait, and possibly snapping in a casual way at objects in its path. A dog attacked by the special form of the disease to which the description "furious" is more properly applied, is usually isolated or killed before it can do much harm. The ordinary dog with furious rabies keeps moving as though escaping from danger, and cannot be said to be aggressive. He does not go out of his way to attack other dogs or pedestrians, but if they are in his way, bites, and passes on.

The paralytic type shows progressive weakness, paralysis of the hind legs, dropping of the jaw with dribbling of saliva and paralysis of the throat muscles (commonly mistaken for a bone in the throat).

A dog with a bone in the throat will rub the side of it's face with it's forepaws, or rub the side of it's face on the ground, and continue to do so, for hours after the bone has been removed. Many dog owners are under the impression that the dropping of the lower jaw in paralytic rabies is due to a bone in the throat, and thus they run considerable risk in searching for the bone.

Rabid dogs may be intensely thirsty, and will drink greedily, therefore no great notice should be taken of fear of water as a sign of rabies.

After three to six days they may drag themselves to a secluded spot to die. The total disappearance of a pet if it has been ill should therefore give rise to suspicion, and it's owner should visit the Public Health Department for advice.

Animals bitten by a rabid animal are best destroyed, as otherwise one is condemned to a six months' period of anxiety and incertitude. It is unfair to the community not to isolate them during the entire period.

To put difficulties in the way of isolating a dog when suspected of rabies should be a punishable offence. The false sentimentalism which is responsible for this can better be applied to the victims of the animal, who, even if the dog is not rabid, are exposed to acute anxiety, as well as pain.

Advice to Dog Owners.

Dog owners can learn from the facts mentioned in this article, to :-

Keep A Supply of "Chloramine T." or "Eusol" in the House.

Keep Gloves Near the Kennel.

Use Gloves When Giving Medicines or Handling the Dog's Mouth.

Prevent the Dog From Mauling the Hands in Play.

Avoid Being Licked.

Watch it's Health.

Train the Dog:- This applies especially to checking displays of temper. To keep in Shanghai a dog which is liable to bite passers-by does not denote much civic spirit in the owner when the possible dreadful sequelae are considered.

Inoculation of dogs against rabies has been found to be effective in Japan and dog owners can do no harm by making this practice a yearly routine.

The inoculation is harmless and may have preventive value.

Dislocations.

Make no attempt to reduce the dislocation, but send for a doctor at once, making the patient as comfortable as possible in the meantime.

Drunkenness.

Give an emetic and douche the head with cold water.

Dust, etc., in the Eyes.

Bathe the eye with a weak and warm boric lotion. If this is not successful in removing the dust do not hesitate to obtain medical aid.

Emetics.

Substances which cause vomiting. A teaspoonful of mustard or salt in water may be given, or vomiting may be induced by tickling the back of the throat with a feather or finger.

Fainting.

From loss of blood, weakness or shock. Keep the body in a recumbent position, loosen the dress and allow plenty of air, sprinkle the face and chest with cold water, apply smelling salts to nostrils.

Fits.

Loosen clothing about the neck, allow plenty of air and prevent patient injuring himself.

Food Poisoning.

Have the patient drink copious draughts of warm water containing a liberal supply of salt or mustard, or several crystals of potassium permanganate if you have them. At the same time send for medical aid.

Frostbite.

Avoid the application of heat; restore circulation in the affected part by mild friction.

Fractures of Limbs.

Do not interfere with the injury, but send at once for the doctor. Refrain from moving the patient unless it is absolutely necessary. If it must be done use every precaution, and if you have anything handy to use as a splint, for example a walking stick or umbrella, apply it, but do not attempt to straighten the limb. Remember that in the case of a fracture of the leg, the sound leg will act as an excellent splint if fastened to the broken one. If there is a wound, carefully apply iodine, and cover with a bandage.

Poisoning.

General Rules.

(1) *Call an Ambulance, or get a Doctor at Once.*

(2) If breathing cannot be discerned, apply artificial respiration.

(3) (a) *Except Where the Lips and Mouth are Burned,* promply give an emetic of a tablespoonful of mustard or two tablespoonsful of salt in ½ pint of lukewarm water. Repeat every five minutes until vomiting occurs. If not successful tickle throat with finger.
(b) *If the Lips and Mouth are Burned give no Emetic,* but try to neutralise the poison.
(c) If an *Acid* is known to be the poison, give an alkali; such as limewater, in large quantities, or a tablespoon of whitening, chalk, or magnesia in half pint of water, repeat frequently.
(d) If an *alkali* is known to be the poison, give an acid, such as vinegar or lemon juice diluted with equal quantity of water by the tumblerful.
(e) *If not Known Whether Corrosive Poison is an Acid or an Alkali,* give copious draughts of cold water.

(4) (a) *in Cases of Corrosive Poisons* give olive oil, salad oil, medicinal oil or barley water, all of which tend to relieve the pain.
(b) *in Cases of Irritant Poisons,* after the *Emetic,* give caster oil, adult 2 tablespoonsful, child 2 teaspoonsful, olive, salad or medicinal oil or barley water. (No oil should be given in phosphorus poisoning.)
(c) *in Cases of Narcotic Poisons. Keep the Patient Awake.* Make him walk, slap his face, chest and neck with a wet towel and give plenty of strong black coffee.
If in a delirium give an emetic.
If in convulsions give an emetic and apply artificial respiration between convulsions.

(5) *in all Cases Give Milk, Raw Eggs in Milk, Cream & Flour Mixture or Strong Tea.*

Poisons Which Require Special Treatment.

Carbolic Acid (Phenol) & Lysol.

Give Epsom or Glauber salts, one teaspoonful in a tumbler of milk or water.

Iodine.
Give starch and water freely, or thin cornflour or arrowroot.
Opium.
Give 10 grains, (as much as will be on a six penny piece) of permanganate of potassium, or two teaspoonsful of Condy's fluid in a tumbler of water. Repeat in half an hour.
Alcohol.
Keep the patient's body warm, general rules, and give hot strong coffee.
Strychnine. (Contained in many vermin killers.)
Give an emetic, perform artificial respiration, but only between convulsions.
Prussic Acid & Cyanide of Potassium.
Apply artificial respiration, give freely brandy or sal volatile diluted with equal quantity of water. Dash cold water on head and spine. General rules.

APPENDIX G.

Official Books and Forms.

Bk No.	Description	Length of time to be kept at station
2.	Bail receipts (four kinds)	One year.
3.	Unclaimed corpse.	-do-
4.	Bodies to mortuary.	-do-
5.	Charge book.	Two years.
6.	Chinese study attendance.	One in addition to one in use.
7.	Children to Anti-kidnapping Society.	-do-
8.	Clubs.	-do-
9.	Coal.	-do-
10.	Defaulters.	-do-
11.	Detained property.	Five years.
12.	Distribution.	One in addition to one in use.
13.	Prisoners property to gaol.	-do-
14.	Dog redemption fee.	-do-
15.	Dog receipts.	-do-
16.	Dogs to observation kennels.	-do-
17.	Duty.	Two years.
18.	Fines.	Ten years.
19.	Firewood.	One in addition to one in use.
20.	Incidentals.	Five years.
21.	Leave.	One in addition to one in use.
22.	Lodging houses.	-do-
23.	Municipal property.	-do-
24.	File record book.	-do-
24a	Procession permit book.	Six months.

25.	Occurrence.	Ten years.
26.	Correspondence (Daily State book)	One year.
27.	Escort applications (R.U.)	One in addition to one in use.
28.	Pistol Register.	-do-
28a	Arms & Ammunition register.	Two years.
28b	Exchange of loose ammunition.	One in addition to one in use.
29.	Food for prisoners.	-do-
30.	Receipt - keys leased quarters.	-do-
30a	C.P.W. supervision fee book.	Two years.
31.	Outside supervision.	One in addition to one in use.
32.	Receipt for property surrendered.	Five years.
32a	Recruits' exercise book (quarto)	Personal issue.
33.	Property sold.	One in addition to one in use.
33a	Recruits' exercise book (foolscap)	Personal issue.
34.	Weekly strength of arms etc.	One in addition to one in use.
35.	Prisoners to stations (court)	One year.
35a	Prisoners from stations.	-do-
36.	Remand cases.	One in addition to one in use.
37.	Requisition.	One year.
38.	Reward and special service.	One in addition to one in use.
38a	Conference book.	-do-
39.	Ricsha licence suspension.	-do-
40.	Complaints book.	One year.

40a	Detective's diary.	Five years.
41.	Sick record.	One in addition to one in use.
42.	Sick certificate (Foreigners)	-do-
43.	Sick certificate (Sikhs and Chinese)	-do-
44.	Sick certificate (Sikh watchmen) (Office - A. C. (Sikhs)	-do-
45.	Mental cases to Mercy Hospital.	Three years.
46.	Special service record.	One in addition to one in use.
47.	Special service applications.	One year.
47a	Special service receipts.	-do-
48.	Summons and warrant applications.	Two years.
49.	Telephone messages.	-do-
49a	Teleprinter message file.	One year. (C.C.R. 3 years)
49b	Current instruction.	One in addition to one in use.
50.	Tram-pass record.	One year.
51.	Work record.	-do-
54.	Traffic offence report.	-do-
55.	Accident report.	-do-
56.	Motor car diary.	-do-
56a	Wireless van diary (C.C.R.)	-do-
57.	Sub-Inspector's diary-Foreigners	One year.
58.	Pawnshop receipts.	Five years.
59.	Prisoners from hospital or cells.	One year.

60.	Kennels (Yangtszepoo and Gordon Road)	One year.
61.	Dogs captured. (Yangtszepoo and Gordon Road)	-do-
62.	Dogs sold. (Yangtszepoo and Gordon Road)	-do-
63.	Dogs:- answers to ads. (Yangtszepoo and Gordon Road)	One in addition to one in use.
64.	Prisoners to gaol (court)	One year.
65.	Motor cycle diary.	-do-
66.	Property returned to owner (court)	Five years.
67.	Bail (appns. for return of)	-do-
68.	Chinese occurrence.	Ten years.
69.	Registration of tenants.	One year.
70.	Divisional rewards.	-do-
71.	Orderly room.	-do-

(P.O. C-6504 & D-5525)

Official Forms

Fm. No.	Description	Length of time to be kept at station
1.	Memo form.	
2.	Report form (large)	
3.	-do- (small)	
4.	Parade state (weekly)	
5.	Reserve daily state.	
6.	District daily state.	
7.	Depot daily state.	
8.	Charge sheet (police pros.)	To be kept for twenty years.
8a	Charge sheet (private pros.)	-do-

8b	Charge sheet (consular courts)	-do-
9.	Charge sheet (appeal)	-do-
10.	Chinese charge sheet (District Court)	-do-
10.	Chinese charge sheet (obstruction)	-do-
10.	Chinese charge sheet (nuisance)	-do-
10.	Chinese charge sheet (unlicensed shops)	-do-
10.	Chinese charge sheet (P.W.D.)	-do-
10.	Chinese charge sheet (P.H.D.)	-do-
10a	Chinese charge sheet (High Court)	-do-
10b	Chinese charge sheet (detention order)	-do-
11.	Chinese charge sheet (District Court) continuation.	-do-
11a	Chinese charge sheet (High Court) contn.	-do-
12.	Chinese charge sheet (miscellaneous)	-do-
13.	Finger Print Record (Chinese)	
14.	Identification Record (Chinese)	
14a	Criminal Record.	
15.	Criminal Record. (Foreigners)	
	16 - Reports by Senior Officer on Outside Supervision P.O. E.5082.	
18.	Threatening letter report.	
19.	Strike report.	
20.	Daily return (remand.)	
20a	Expenses incurred by detectives.	
20c	Crime report (Chinese.)	
20d	Further report, stolen property.	

21. Memos large (D.D.O's. only)
21a Memos small (D.D.O's. only)
22. Crime register (book) — To be kept for twenty years.
22a First information report (book) — To be kept for one year.
22b Stolen property return.
22c Final report form.
22d Presentation form.
22f Crime diary form.
22g1 Crime diary form.
22g2 Crime diary form.
23. Memos. (D.O's. only)
24. Summons notice (Hongkew)
25. Recommendations.
26. Foreign charge sheet (contn.)
27. Incidentals.
28. Police A/c., service rendered.
29. Leave applications.
29a Long leave applications.
30. Time off slips.
31. Court attendance notice.
32. Return of work.
33. Rough work sheet.
34. Chinese study attendance.
35. Applications.
36. Presentation.
37. Cases under remand.
38. Application to remove convict.
39. Chinese statement.
40(L) Foreign statement. (large)
40(S) Foreign statement. (small)
41. Removal of bodies (mortuary)
42. Firewood return.
43. Stationery requisition.
44. Daily state (contn.)
45. Chinese study schedule.
46. Monthly return and sick report (Pay Office)
47. Locomotion. (Pay Office)

48. Inquest.
48a Inquest. (Chinese).
49. Identification label.
50. Identification card (Gaol).
51. Detective to go up country (application).
52. Dangerous occurrences.
53. Public lighting report.
54. Chinese defaulters.
55. Reward (opium).
56. Reward (good cases).
57. Fire report.
58. Fire report. (further).
59. Parade state (Commissioner's).
60. Notice to witnesses.
61. Female prisoner's card.
62. Private ricsha pullers licences (Central Regy.)
63. Station drill slips.
64. Request for fine to be paid.
65. Traffic confidential slips.
66. Female prisoners to gaol.
67. Motor car diary slips.
68. Execution of fines (Chinese).
70. Confidential report.
71. Recommendations A. B. & C.
72. Suspected drunkeness (medical forms).

The use of form 25 is suspended (P.O. E. 1340).

The following Books & Forms are abolished:

Book No.	2d	Bail Receipt
,,	2e	Bail Receipt
,,	28b	Exchange of Loose Ammunition
,,	34	Weekly Strength of Arms
,,	36	Remand Cases
,,	39	Ricsha License Suspension
,,	41	Sick Record
,,	47	Application for Special Service
,,	50	Tram Pass Record
,,	56a	Police Wireless Van Diary
,,	67	Bail (Application for return of)
,,	69	Registration of Tenants
Form No.	16	Narcotic Return
,,	20	Daily Return (Remand)
,,	64	Request for fine to be paid
	68	Execution of Fines (Chinese)

APPENDIX "H"

HEALTH HINTS.

Clothing.

The ideal amount of clothing to be worn by a healthy person should be the minimum amount necessary to prevent the body temperature from being unduly lowered in normal circumstances. Many men are overclothed, but this state of things is found much more frequently in the cases of children and infants.

Fresh Air.

The normal standard of purity of air can rarely be obtained in towns and cities. Inadequate ventilation and crowded rooms at once cause a marked deterioration in the quality of the atmosphere. This is considered to be due to the accumulation of certain organic matters and water vapour given off by the lungs and skin, rather than the increase of carbon dioxide content of the air. The loss of air movement is also an important factor. Mixing with crowds in confined spaces should therefore be avoided, especially during periods when infectious diseases are prevalent.

Sunshine.

There is little need to discuss the importance of sunshine: it is well known to everyone, but what is not so generally realised is that sunshine in excessive quantities may be distinctly harmful. Sun bathing has its dangers. Exposure to the sun's rays, if carried out gradually, is most beneficial, but when the whole body is suddenly submitted to them for any length of time, headache, sickness and other harmful effects may follow. A graduated course of sun bathing may easily be instituted, and all it's benefits will accrue without any of it's dangers.

Diet.

The person who is constantly worrying about his meals and who draws up all sorts of regulations as to what he shall eat is seldom any the happier for it.

Too much concentration on one's internal economy is not good, but a reasonable and intelligent consideration of one's diet is obviously wise.

Most people eat too much, and the process of digesting excessive quantities of food is very expensive in physiological energy.

A diet comprising chiefly fresh food in which the necessary vitamines are present, and which is not too large in amount, is the ideal to aim at.

Exercise.

Exercise is intimately bound up with diet. A full board should mean plenty of exercise, but where circumstances forbid the latter, then the former should be cut down accordingly.

The kind of exercise most suitable will depend largely on the age of the reader. Those exercises which aid in the development of the abdominal muscles are the most advantageous, and if the more violent forms such as rowing, swimming, etc., are not admissible, walking, or "physical jerks" which one can evolve within the precincts of one's own bedroom, may be substituted.

The Daily Bath.

Cold baths to some people are a fetish, and they reduce all questions of health and sickness to terms of cold water. This should not be so. Cold baths do not suit everybody, and in some cases they may be distinctly harmful.

A daily bath is certainly an ideal to be aimed at and indulged in if circumstances permit, but the temperature of the water must depend on the individual. It should never be so cold as to leave a feeling of chill, which may remain for the greater part of the day. If a hot bath be taken in the morning, it should not be prolonged more than five minutes. It is preferable to take a hot bath the last thing at night.

Food and Drink.

Perhaps the most pressing problem which the resident of Shanghai has to face is the question of eating and drinking. This is especially so in the case of the

newcomer. He arrives, probably from a country where a multitude of regulations, backed by a well established tradition, have reduced the risk of food and water contamination to a minimum, and at once is met with the necessity of taking all sorts of extra precautions which may, at first, confuse and, possibly, exasperate him. Nevertheless, if he is sensible he will endeavour to fall into line, and not delay until an attack of dysentery, or some other equally dangerous complaint, brings him up against realities. For those of us who have lived here it is equally important to remind ourselves that long residence and familiarity with the vagaries of the climate and conditions of living, do not render us immune to the possible danger of infection by the cholera and typhoid bacilli and their ilk. We cannot afford to neglect precautions, and any falling off in our watchfulness may be attended by sudden and disastrous consequences.

The Shop.

One of the first requirements is to see that the shops with which you deal are clean, and conform to the regulations laid down by the Public Health Department. It is a good plan to form a personal acquaintance with them, and to note the degree of cleanliness maintained. Exposed foodstuffs should be under cover. The shop should be neat and tidy, and its staff reasonably familiar with soap and water. If these conditions do not obtain, it is obviously your duty to report the matter to the nearest Branch Health Office and to transfer your patronage elsewhere, even if it means slightly higher charges.

Servants.

Oriental philosophy contains many great qualities, but it has it's defects. The spirit of "that's near enough" is one of its more notable features.

In other words, your servants require watching, and the cleanliness of their hands and their persons, and the thoroughness with which they do their work, will

depend to a great extent upon the amount of supervision which you maintain over them.

Servants Quarters.

If you were to take a person out of the slums of your home town and place him, without supervision, in a new house in a select suburb, you would probably find the new house begin in a short space of time to look very much like the old one. In dealing with your servants the parallel is almost exact. Your servants' quarters need regular inspection, and to maintain such supervision is an important matter. It is very little use having a kitchen like an operating theatre when the cook's bedroom resembles a rag shop. Not only the living rooms, but also the servants' toilet room should be subjected to close scrutiny. These are danger points in the defence against sickness and ill health which cannot be overlooked.

Refuse Bin and Nightsoil Bucket.

Nothing is more dangerous than an untidy refuse bin with the lid left off and garbage draped around the rim. The sanitary refuse bin is an important article in the health economy of the household, and if you are not supplied with one, or if the one you have is unsatisfactory, you should provide one of suitable make. A good pattern is made at the Municipal Gaol and may be purchased there cheaply.

The lids of refuse bins should be kept on, for it is only by doing this that rats and other vermin are excluded.

These and the nightsoil buckets, for houses that require them, are emptied every morning by a contractor employed by the Public Works Department, and any complaints that may arise in this connection should be referred to that Department. Your co-operation is necessary in seeing that these articles are emptied properly and left clean.

Drains.

Drains are only useful when they are free from blockage. Once they fall into disrepair they are capable of becoming a thorough nuisance; but as a rule your servants are not so ready to realize that fact as you are. Should anything go wrong with them, get in touch with your landlord, the nearest Branch Health Office, or the Public Works Department and have the trouble remedied.
An occasional inspection will serve to prevent such occurrences.

The Kitchen.

The ideal kitchen should have no cupboards in it, only open and movable shelves, and the walls should be tiled or painted with a white washable paint. White is obviously the best colour and should be insisted upon.
Cupboards, drawers, shelves, and tables should be under constant surveillance. No places are more apt to become filled up with discarded tins, bottles, packages and oddments than cupboards and drawers.
Eatables left uncovered will be attacked immediately by flies, mosquitoes, ants, etc., and a kitchen that is not protected by wire gauze netting, and which is left in a dirty condition with foodstuffs lying about, is an attractive rendezvous for all the insect creation in the neighbourhood.
Wire gauze screens over the windows and doors are the best safeguard *(see Screening)*, and to preserve the wire, which rots only too easily, it is a good plan to have it covered with a very thin solution of tar.
The wire doors should open outwards, and be supplied with strong springs for keeping them closed. In this connection there are two things to guard against. One, the propensity of servants to tie back the wire door in order to obviate opening and shutting it; and the other, the habit that some of them have of pushing the door open with a foot or knee, which sooner or later breaks the wire.

To circumvent this last a few wooden bars over the wire from side to side will keep the knee and the wire from coming in contact.
A refrigerator is a good investment, but not an absolute necessity. A well made ice chest will answer the purpose quite well, but it must be kept clean. Ice chest walls are often packed with sawdust, which, if the slightest amount of damp should get to it through some leakage in the wall, will sink down to the bottom, thus leaving the upper part of the walls bereft of insulating material.
A better degree of insulation is obtained by using charcoal, which if dampened does not sink to anything like the same extent. For the inside lining white tiles are the best, but failing tiles a good quality of zinc will suffice.
The ice which is bought for such chests should be machine made. Natural ice is often merely frozen sewage, and should never be allowed in the house. Artificial ice is sold in symmetrical blocks, so there should be no difficulty in distinguishing it from the crude article.
For those who have sufficient space and can so arrange matters, it is a good plan to have the vegetables washed in a small room separate from the kitchen. If space be not available, they should be washed outside. Raw vegetables are often infected, and to have them near, or in contact with, other food before being cleaned, is to run a distinct risk for the latter also becoming infected.
Useful wire stands for storing raw vegetables can be procured from the Municipal Gaol at Ward Road.

Meat and Vegetables.

The supply of meat and vegetables is under strict supervision by the Public Health Department, and everything is done to make the danger of infection as remote as possible. Your intelligent co-operation will afford a real contribution towards keeping up the requisite standard of hygiene in this respect.

Fresh meat should be stamped with the official stamp of the Council. Beef, mutton, pork, are marked in two grades, first and second qualities. Other meats, such as horse and buffalo, are stamped, but without any quality mark.

Uncovered meat should never be placed in the same basket as vegetables. It should be wrapped in clean paper, and when kept at home, placed in the refrigerator or ice chest.

Chinese methods of market gardening leave a lot to be desired from our point of view. The manner in which crops are fertilised (usually with the contents of the nightsoil buckets and cesspool which are to be seen all too frequently in the country) presents a very real danger of serious intestinal infection.

Lettuce should be home grown or bought from reliable firms. If home grown, a careful eye on the activities of the gardener, especially with regard to manuring the plants, is essential. The manure he prefers to use may be human or animal, and is often infected with disease germs, or the eggs of various intestinal parasites.

All vegetables which are eaten raw must first be washed thoroughly, and then dipped in boiling water.

Fruit.

Fruit is a constant source of danger during the summer months. Such fruits as apples, oranges, grape fruit, bananas, watermelon and pears which possess undamaged thick skins are safe, provided care is taken to cleanse the external surface before eating. Other and thinner skinned fruits, such as grapes, strawberries, raspberries and the like, and apricots and peaches are safe only if eaten cooked. The popular method of dipping fruit in a solution of potassium permanganate is not recommended since it is far less reliable than boiling water.

The point to remember is that the infection is on the outside of the skin, and therefore it is important to prevent the pulp from coming in contact with the detached skin during the process of eating.

Fish.

Fish decays very rapidly during the summer months. It must be fresh, and not kept too long in the refrigerator or ice chest. Shell fish should never be eaten raw, and are best avoided altogether.

Water.

The water supplied by the Shanghai Waterworks is efficiently purified before it leaves the pumping station, but there is the possibility of an occasional local contamination through leakage or repairs to the water mains. Remember that the soil is frequently impregnated with infection, due to the primitive habits of the people. Every manure heap and cesspool is a possible focus of disease. The infection seeps and spreads through the earth, and may come into contact with a faulty pipe, and so gain access to the water supply. For absolute safety, drinking water should be boiled.

Filters.

Filters are only of use if absolutely sound. They should be of a reputable manufacture, and great care must be taken in handling the filter candle, which is the most important part of the apparatus, and very easily damaged. A small crack that may escape notice is quite sufficient to render the filter useless.

To clean the filter, unscrew the clamps on the top of the metal container, and remove the candle. This should be scrubbed lightly with a clean, soft, scrubbing brush under running water until all the deposit has been removed. Next examine the candle carefully for the least sign of a crack or wear and tear, and if either is detected a new candle should be obtained immediately. If sound, the candle may then be placed in cold water and heated until the water boils briskly for at least five minutes. This accomplished, the filter chamber should be flushed with boiling water and the candle replaced.

Milk.

There are numerous dairies in and around Shanghai which are under the supervision of the Public Health Department and are graded "A" or "B" and are required to conform to certain standards laid down by the Department.

Under the conditions which prevail here, no milk other than pasteurized milk or grade "A., T. T. Raw" should be consumed without boiling.

Milk is the greatest of all foods, but it is also, perhaps, the most potent transmitter of disease, hence it follows that every possible precaution should be taken.

The process of pasteurizing, as at present practised, destroys a part of the vitamine content of the milk, but the addition to the diet of fresh fruit juices, such as orange, will serve to make up the deficiency. Boiling destroys the vitamines entirely. However, it is a wise mother and housewife who prefers to have her children and family fed on clean but possibly vitamine-lacking milk rather than on that which contains not only vitamines, but possibly also dangerous germs. An ordinary diet including fresh fruit and fresh butter will supply all the vitamines that are required. To boil milk destroys, further, some of its nutritive value, but unless the milk is pasteurized, or grade "A., T. T. Raw" it must be boiled to ensure safety.

Alcoholic Drinks.

These are mostly imported and are usually safe. There is, however, a certain amount of inferior liquor on sale, and some of it may be harmful. Again, we can only reiterate the advice: see to it that what you get is supplied by reliable firms.

There is no need to labour the point that too much alcohol, especially during the summer months, is not good for one. The so-called "Sundown Rule" is a good guide to follow in this respect.

Aerated Waters.

These again should be obtained only from reliable firms. If that rule is observed there is little to fear.

Iced Drinks.

When taking iced drinks, keep in mind the fact that machine made ice may have been contaminated by the time it has reached your glass. It is wise, therefore, to refrain from placing ice actually in the liquid.

Copious draughts of ice-cold fluid are not as a rule received with any marked favour by an overheated stomach. Iced drinks should be consumed slowly.

Diseases To Guard Against.

Cholera.

To dilate on the symptoms of this disease is unnecessary, except to sound a note of warning. Cholera may show itself in different degrees of severity. Do not, therefore, rely too much upon the classical symptoms of cramp, collapse and extreme diarrhoea. These signs may be modified, and one or more of them may be absent. A wise person will attend to himself immediately anything goes wrong with his digestive apparatus; and if any of these symptoms appear, and are at all persistent, he will call in medical aid without further delay. Shanghai, like other places, has its periodic cholera epidemics, but the danger of this disease is always present during the hot season.

Anti-Cholera Inoculation. - In anti-cholera inoculation we have a protective measure at hand within the reach of everyone. No precaution should be neglected, and it is for this reason that the Public Health Department has inaugurated an annual inoculation compaign. Injections are given free of charge, and may be obtained from the special vans which visit all parts of the Settlement, or arrangements may be made by referring to the various Branch Health Offices. Being inoculated, however, is not sufficient in itself. All other precautions should be maintained if the maximum amount of safety is to be enjoyed.

Enteric Fevers (Typhoid.)

The organisms which cause this disease and also the paratyphoid fevers, usually get at us via water, milk

or vegetables which have become contaminated with infected matter. Again inoculation is a safeguard, but once more it must be urged that all possible precautions should be continued. Remember that shell fish, especially oysters, are also carriers of this disease. All Municipal employees are inoculated against typhoid at least once every three years.

Dysentery.

There are two kinds of dysentery prevalent here, either of which may be very acute. Like cholera, however, they may appear in different degrees of severity, and therefore any irregularity of the digestive organs should be looked upon with suspicion, and if the condition be at all severe or persistent, medical advice should be sought at once. Dysentery treated early may be cured with comparative ease, but if it is allowed to become chronic it may give rise to distressing complications and prove very stubborn against treatment. The two types of dysentery require entirely different lines of treatment, hence the importance of calling in professional assistance at an early stage.

Both forms of the disease may be caused by infected water, milk, vegetables or fruit, and one of the most important sources of infection is natural ice, whilst the agent most active in spreading the causative organisms is the common house fly.

Diarrhoea.

Diarrhoea may be the precursor of cholera or dysentery, or it may not, but in any case it requires prompt and adequate treatment. A day in bed with a starvation diet and the castor oil bottle may be all that is required, and is often most effective, but if the complaint still persists, then medical advice must be obtained.

Gastric Chills.

Shanghai is often extremely hot during the summer days, but as the nights are usually several degrees cooler, under no circumstances should the abdomen

remain uncovered. Neglect of this rule may result in a chill followed by gastritis or colitis which may take weeks to overcome.

Constipation.

This is a possible condition during the summer months on account of the rapidity with which moisture is evaporated from the body, together with a somewhat natural disinclination for exercise. For the proper functioning of all its organs the human system requiries an adequate supply of fluid and a sufficient amount of exercise, and the advent of constipation is evidence that one or the other is not being obtained. An excess of exercise is not indicated, however, nor does the chemical formula of the required liquid need to be at all complicated. A moderate amount of exercise and plenty of good cool water should be sufficient. Fruit salines also make useful and effective drinks.

Smallpox.

Smallpox disappears when cleanliness comes in, but where dirt and filth are prevalent inevitably it will be in attendance.

Here this condition is met with in all its severity, and the type which is to be seen in Shanghai is similar to that which used to ravage the cities of Europe before the days of Dr. Jenner. But even here, thanks to the persistent vaccination of the foreign and Chinese population by the various Health Authorities concerned, the pock-marked face which formerly was seen so frequently on the streets has become remarkably rare; nevertheless the constant ebb and flow of population constitutes an ever present danger.

Vaccination Against Smallpox. - The importance of being vaccinated cannot be over-emphasised, and the Public Health Department has accordingly instituted a system of free vaccination for all foreigners and Chinese who cannot afford the services of a private practitioner.

Scarlet Fever.

This disease is caused by small organisms which gain access to the throat, and produce a poisonous substance which causes the typical rash and fever. It is a very infectious condition and isolation is essential. Prompt and adequate treatment is necessary if a complete recovery without troublesome complications is to ensue. It is a simple matter for a medical man to ascertain whether a person is suspectible, and if so to give treatment which will render him immune for a considerable period.

Diphtheria.

A sore throat should put you on your guard, and if your suspicions are aroused a doctor should be called in immediately. If the case is one of diphtheria it is absolutely essential that treatment should commence at once.

This disease, like scarlet fever, is an infection of the nose and throat, and may be spread by the discharges from them. It is not so infectious as the former, but until the discovery of the antitoxin was much more deadly.

Here again there is a simple test, by which it is possible to ascertain whether you are susceptible, and if so, it may save trouble later on to undergo prophylactic treatment.

Tuberculosis.

Tuberculosis is very prevalent in Shanghai, especially among the Chinese population. But tuberculosis hates sunlight and a well cared for constitution. It dislikes fresh air and good food. It cannot endure a clean house and a regular life; and so your means of defence are just those things which go to make a healthy and happy community. Tuberculosis, if taken in hand at the commencement, can be cured. On the first note of warning that this particular enemy is at work, place yourself under medical care,

and go all out to beat it off. A slight persistent cough and a loss of energy may be the first danger signals. Do not neglect them.

For those who cannot afford the services of an outside practitioner the Public Health Department holds a free clinic at the General Hospital at 4.30 p.m. on Tuesdays for men and at the same hour on Thursdays for women.

Pneumonia.

Pneumonia, or inflammation of the lungs, is more often than not the result of carelessness. Getting wet and failing to change into dry clothing; going out into the cold from an overheated house without adequate covering; living and working in hot stuffy rooms; neglecting outdoor exercises; insufficient sleep; and generally doing all those things which common sense tells us not to do, are sure methods of inviting an attack.

To live in the hot dry air of a centrally heated room, unless discretion is used, is to have the delicate membranes of the nose, throat and lungs dried up and rendered more liable to succumb to the attacks of disease.

When pneumonia strikes it hits hard and suddenly. The body resistance has been lowered, the protective linings of the lungs have been damaged, and the infection takes firm hold and spreads rapidly over a large area, causing an acute and distressing inflammation which may prove fatal in a very short time.

Remember that the common cold and pneumonia are closely allied, and one may prepare the way for the easy development of the other.

Babies and children are especially susceptible to these dangers, and should be guarded with extra care against such attacks.

Outdoor exercise; fresh air, without chilling, indoors; good food and plenty of sleep; and regulation of the bowels, will go a long way towards warding off this danger. Common sense in discarding clothing when

the weather begins to get warm is a most important consideration. It is in the early spring that the greatest danger lies, when one is only too impatient to throw off the shackles of winter garments.

Heatstroke.

The chief factors which cause heatstroke are those which prevent the normal cooling mechanism of the body from carrying out its duties in an adequate manner. Man is a warm blooded animal, which means that his body seeks to maintain a normal and even temperature under all conditions of climate, and this is achieved by a nicely balanced arrangement whereby the amount of heat gained or lost is kept in proportion to the temperature outside the body, thus keeping the body itself at an even degree of heat.

The process of perspiration is the chief means by which this is accomplished. Shanghai's summer climate is hot and humid, and its sticky weather is not always easy to bear. Perspiration is not free, and evaporation is sometimes almost absent. It is under such conditions as these that heatstroke is liable to occur.

To avoid heatstroke therefore, it is essential to use every means possible to promote the process of perspiration and evaporation. This can be done to a great extent by paying attention to your clothing, eating, drinking and the ventilation of your rooms. Clothing should be light, eating and drinking should be moderate, particularly the drinking of alcoholic liquors, and ventilation should be adequate.

So far no mention has been made of sunstroke. Sunstroke is supposed to be caused by the effects of the sun's rays beating upon the head and neck. For long the popular belief has been that the brain and spinal cord are injured by exposure in this manner, but recently many experiments and investigations have taken place which serve to show that, except in the case of young children, this is not so. The skull and the anatomical coverings of the spinal cord are apparently sufficient protection against the sun's

rays in temperatures to 117 Farenheit, and any cases of "sunstroke" which have occurred are probably cases of heatstroke.

There are two ways, however, in which sunlight can do harm. One is by undue exposure of the body causing excessive sunburn which gives rise to symptoms of sickness and headache *(see Sunshine)*, and the other is via the eyes. Excessive glare is undoubtedly harmful to the eyesight, and may give rise to symptoms very similar to those of heatstroke, and may, further, be a potent predisposing factor in producing that condition in all its seriousness. Persons with pale eyes are much more susceptible to the harmful effects of excessive light that those whose eyes are dark, but it is advisable for all who feel any strain whatsoever, to wear dark spectacles.

Malaria.

The symptoms of malaria are well known: sudden attacks of fever at more or less regular intervals, usually preceded by bouts of shivering. The remedy is equally familiar: quinine either alone or in various compounds.

Once it has entered the system, malaria is capable of becoming a very persistent malady, therefore it is better to take precautions against it rather than rely solely on the powers of the quinine bottle after the disease has been acquired. An occasional dose of five grains of quinine in the morning is a useful prophylactic measure if you are living in a malarial district, but more emphasis should be laid on keeping mosquitoes out of the house. For further remarks refer to the two paragraphs on mosquitoes and screening.

Schistosomiasis.

This disease is prevalent in many parts of China, but it is only within the last few years that it has been added to the list of communicable diseases in Shanghai. It is caused by a small flat worm which inhabits river and pond water, and which is capable of penetrating the skin.

The area round Henli is infected with this parasite, and possibly other nearby districts also. Bathing in any of these waters exposes one to the risk of infection. It is a difficult disease to combat, and may prove fatal, and so one should take great care in choosing spots for bathing parties and the like.
Persons who go shooting and find it necessary to wade in paddy fields should protect their legs with gum boots or other high boots, and those who go houseboating should keep a strict eye on their water supply. Do not let servants wash the dishes with unboiled creek or river water. Only boiled water should be used. If added precautions are thought necessary, add one gramme, or sixteen grains of bi-sulphate of soda to each quart of drinking water, and enough cresol to make a dilution of one in ten thousand to the water used for washing purposes. If possible all water should be allowed to stand for forty-eight hours as the infecting agent dies out in this time. Dogs may carry the infection and pass it on to human beings.

Bad Ears after Bathing.

This is a complaint which affects some people more readily than others. It is difficult to state with any degree of certainty the actual cause. Some persons have lived in China for years, and have bathed in all sorts of places without showing any signs of ear trouble, whilst others may soon develop a very painful inflammation just within the ear, which is most distressing. However, this condition does sometimes occur without going near a bathing pool.
As a precautionary measure, before bathing the ears should be plugged with a pledget of cotton wool soaked in spirits of wine or smeared with vaseline. If this is irksome, put a few drops of spirit of wine into the ears before entering the water, and again immediately on getting out. On this second occasion it is well to allow the spirit to remain in the ear for about half a minute before drying. Take care, however, to avoid removing the natural greasy

covering of the ear. Do not clean it too vigorously with wool on a match stick or similar appliances as by so doing you may easily abrase the skin inside the ear, and so help any possible infection to establish itself. Various types of rubber plugs are on the market, but it is difficult to get an accurate fit, and their efficiency is somewhat doubtful.

Hongkong Foot.

This is comparatively common in Shanghai, especially during the warmer months. It appears, usually between the toes, where an intense itching commences and where the skin becomes reddened, cracks and blisters, and then begins to peel off. The condition may become serious if neglected, and spread to other parts of the body. It is often difficult to cure, hence medical advice should be sought.
To prevent its onset, see to it that the feet are thoroughly dried after bathing, especially between the toes, and put on a liberal supply of dusting powder, preferably one containing a percentage of boric acid. If the feet perspire freely they should be wiped with spirits of wine after drying, re-dried, and then powdered, Some powder should be put into the socks or stockings also.
When purchasing socks or stockings always have them washed before wearing.
Whilst we are on the subject of washing, it may be stated that only licenced laundries and washermen should be employed. Any doubt as to whether your laundryman has a licence may be cleared up by enquiring at the Public Health Department.

Prickly Heat.

A damp summer causes the perspiration to remain on the skin for a longer period than normal. The moisture, being acid in character, soon begins to irritate the skin, with the result that a blotchy and itchy rash appears.
In the paragraph on heatstroke you will find some suggestions for aiding the evaporation of the pers-

piration, and, in addition to these, further precautions can be taken by having a bottle of some prickly heat lotion handy so that should the rash appear it may be applied immediately. An excellent lotion may be made out of spirits of wine, diluted with an equal part of water, if necessary, and zinc oxide powder. Add one teaspoonful of the powder to eight ounces of the spirits of wine solution. The powder will not dissolve, but will fall to the bottom of the bottle. Shake the bottle thoroughly when using, and dab some of the lotion with a piece of cloth on to the place required. The spirits of wine will evaporate quickly, cooling and drying the skin, and the powder will remain as a fine covering. The rash will usually disappear, and the itching cease. A good brand of dusting powder also may prove useful.

A graduated course of sunbathing may prove an effective preventive measure against this complaint.

Bad Teeth and Septic Tonsils.

The teeth and the tonsils may be termed the gateway to the body. Decay and disease of these organs open the way for infection to enter the system. Dental decay and septic tonsils are among the commonest complaints from which man suffers.

Many cases of rheumatism and tuberculosis may be laid to their charge, and loss of energy, or chronic ill health may be due to no other cause than the constant and steady absorption of poisonous material formed by septic and decaying processes going on in the mouth and throat.

Frequent sore throats should mean an examination of the tonsils, and any defect of the teeth should lead to a prompt visit to the dentist.

Precaution is better than cure, and a regular overhaul of the teeth should be undertaken at least every six months, and an occasional inspection of the tonsils should not be considered unnecessary. Mouth hygiene is of vital importance; the kind of toothpaste used is immaterial as long as cleaning is done regularly. An occasional mouthwash of diluted hydrogen peroxide is also useful.

Pests and Vermin and How to Combat Them.

Mosquitoes.

Mosquitoes breed in water, nor do they require a great deal of it for that purpose. An empty tin in the back yard, or a neglected flower vase is sufficient. Water lying about in and around the house will inevitably lead to breeding of these insects. Choked up gutters and drains, puddles in the path and road, and small pools in the garden are all capable of providing the mosquito with a breeding place. Gardeners' kongs are a fruitful source of danger. These should all be seen to, especially after a shower of rain, and all stagnant water removed.

Large ponds may be sprayed with an oily emulsion, which suffocates the larvae. This will be done by the staff of the Public Health Department if application for their services is made. If oil is not feasible there are certain types of fish which eat the larvae and so prevent breeding. These may be procured (if stocks permit) from the Branch Health Officer. A small charge is made if ordered in large quantities.

For the house itself there are various liquid preparations on the market, which, if pumped through an atomiser and sprayed round the room will stupefy or kill all mosquitoes present.

To render this method effective, however, all doors and windows should be closed beforehand, and kept shut for at least half an hour afterwards. This done, it is advisable to sweep up the overpowered mosquitoes, as some may recover.

It must be remembered, also, that unless the room or house is screened a further invasion of mosquitoes will take place when the windows are again opened.

A useful spraying solution be may made up as follows:-

1 gallon of kerosene
2 ounces of oil of citronella

1 ounce of oil of camphor
¼ ounce of oil of wintergreen

To this should be added eight ounces of pyrethrum (insect powder), and the whole stirred several times during the course of two or three days. After the powder has sedimented the solution will be ready for spraying.

Mosquito nets are necessary in many places. Do not draw the sides of the net tightly under the mattress. Allow them to hang a little loosely. A loose net will allow the breeze to penetrate, but if the ends are securely tucked in, it will remain impervious to the attacks of the mosquito.

Flies.

Flies as disease carriers surpass any other insect. They breed in horse manure, kitchen refuse and human excreta. Food of any sort attracts them, and thus there is a continual procession between their breeding places and the dining room and kitchen. Their long suckers and hairy legs pick up every little germ that lies in their path, and their crops are capable of housing millions of bacteria.

Bits of food, empty jam tins, in fact refuse of any sort will attract them, and the inevitable punishment for having a dirty house or a neglected neighbourhood is a plague of these creatures.

Clean drains, well covered refuse bins, sanitary lavatories, screened rooms, well swept floors and protected food must be the order of the day.

Fly papers and fly traps are useful but not very presentable, and should be unnecessary.

Food on the table or sideboard must be covered, but such centres of attraction as the milk jug and sugar basin, if covered with bits of netting surrounded by beads, will not be immune if the netting is only single; the legs of flies may slip through the meshes. Such netting should be double, care being taken to see that the meshes of one layer do not correspond with those of the other.

Bugs.

The bug is a hardy creature, and may live for a year or more without food. It hides in any available crevice where it breeds and multiplies. The eggs are laid in batches and hatch in about a week.

The bug specialises in mattresses and woodwork, and is attracted by all warm flesh which comes within reach.

The best remedies against this particular insect are naphthalene and kerosene. Sometimes, however, nothing short of a blow lamp is effective. Cracks in the woodwork should be painted with kerosene or creosote, but it may be necessary to have the woodwork removed. Mattresses, etc., should be sent to the Disinfection Station at Range Road. Application there will bring a van at short notice to remove the infested items, and further advice may be obtained from any of the Branch Health Offices.

Fleas.

There are many varieties of this familiar insect, of which certain types exhibit a preference for dogs, others for cats, others for chickens, and still others for rats, but any or all of them may develop an embarrassing affection for man.

Fleas are known carriers of disease, especially plague. They breed on the skins of their hosts, and the eggs fall to the ground where they produce white larvae, which in turn spin cocoons from which the young fleas eventually emerge.

The discovery of fleas in the house should lay suspicion on any household pets there may be. Defestation may be accomplished by any of the following methods.

1. The animal should be well dusted with Persian insect powder (pyrethrum), applied liberally and worked into the fur. A little moistening of the skin beforehand will make the treatment more effective. The powder merely stupifies the fleas, and therefore a rigorous combing should follow. If the animal is placed on a large sheet of paper for this process the

fleas will fall onto the paper, and it only remains for them to be gathered up with the paper and burnt.
2. Smear the entire body thoroughly with a solution of Peruvian Balsam 10 parts, Creolin 2 parts, and alcohol 88 parts.
3. Bathe the animal in a solution of 2% Lysol or Creolin.
If necessary all carpets should be removed and cleaned. Floors swept, and all rubbish burnt. A liberal supply of the kerosene solution should be applied to the floors, and thoroughly rubbed into the boards. Flaked naphthalene is also a useful remedy, but the best preventive of all is domestic cleanliness. If there are no pets in the house, an examination of the servants' quarters and the kitchen should be instituted.

Cockroaches.

Cockroaches prefer the warmer parts of the house, such as the kitchen and behind the hot water pipes. They hide from the light, and often make for the space between the walls and the larger pieces of furniture. They breed rapidly; the young being hatched from eggs which are carried in capsules attached to the abdomen of the female.
Cockroaches are dirty creatures and live, like flies, on refuse and filth, and are a definite means of infection. The best remedy is pyrethrum powder (insect powder) which can be mixed with flour, bran or sugar. Borax is also useful, and a mixed powder containing equal parts of sodium fluoride, flour and sugar may be found effective. As sodium fluoride has poisonous properties this mixture should be kept away from food. The application of boiling water has its uses.

Ants.

Ants are both a nuisance and a danger. It is not known definitely whether they carry disease in the way that mosquitoes and flies do, but mechanically they are capable of carrying germs which may become attached to their legs.

The type most commonly seen here is the red ant. Its nest is usually found in or near the kitchen, and from this rendezvous it finds its way to all parts of the house.
Sometimes a nest is inaccessible, but often the point of entry or exit may be determined if you watch the movements of the ants; and once you have marked this, then, by means of an oil can or small syringe, you can inject a stream of kerosene or gasolene through the opening. The hole should then be blocked with putty or cement.
If it is impossible to get rid of the pests, then protect your foodstuffs by placing the legs of the ice chest and food containers in small tins containing some disinfectant. A sodium fluoride mixture as described under the previous heading may be of value.

Rats.

The rodent is prevalent in Shanghai, especially in many of the older buildings where hollow walls and spaces between the floors are present; and newer houses, if close to fields and open ground, are liable to become infested unless efficient precautions are maintained.
The first line of defence is the absence of any food lying about uncovered. Rats, in common with other vermin, are scavengers by nature, and are attracted by any eatables which are not protected. Clean floors, clean shelves, and a tidy refuse bin will discourage these invaders, and this, more than anything else, will help to keep down the rat nuisance.
A common mode of entry is through the ventilator grating usually found below the ground floor. Often the apertures are large enough to admit these animals. This may be due to the grating being broken, or to the nature of the design. If the grating be defective it should be repaired, and if the openings are too large stout wire netting should be placed over them.

If you are in the habit of using rat traps, do not fail to make sure that the only food available is the bait. After a successful catch, wash the trap in hot water and soda before re-setting. It is just as well to wear gloves when handling traps.

The use of rat poisons is not to be recommended in spite of the fact that some of them are harmless to pets. Dead rats lying under the floors may make their presence felt in no uncertain manner, and become a nuisance difficult to deal with.

If you should find the proposition more than you can manage, the Public Health Department will help you to solve the problem.

Screening.

Screening has been touched upon already with reference to protection from mosquitoes and flies. The importance of it is sufficiently manifest, however to warrant a separate paragraph.

Screening, to be effective, must be strong, tightly fitting and enduring. These are three elementary points, but they are not observed as often as they should be.

The best kind of wire is copper wire, and the mesh should be not less than sixteen strands to the inch. Any mesh larger than this will admit small insects and young mosquitoes. If copper wire is too expensive, something less costly will do, but to prevent rust it should be tarred. This can be done provided the tar be applied carefully and in a very thin solution. The amount of light admitted may be reduced a little, but not appreciably so, and the life of the wiring will be lengthened threefold.

If the framework is of wood it must be made to fit tightly. Seasoned wood is not easy to get locally, but a lot can be done to prevent warping by attending to the bolting of the screens. Fasteners should be employed both top and bottom, wherever possible, and always used. To secure the screen at one end

only means that the wood will warp and swing out at the free end. In the case of doors this cannot be done during the day, perhaps, but should be practised at night. If possible, it is better to have the mesh set in a metal framework and thus obviate the warping nuisance.

Fumigation.

In keeping down vermin, disinfectants (see below) and poisons such as kerosene are useful, but where the situation is more acute fumigation is the only method to employ.

This, if done properly, will destroy all the insects but not their eggs; consequently, a room requires to be so treated at least twice, as a rule the second process taking place about ten days after the first, in order to kill any that may be hatched from the eggs. There is no need to go into details. A number of firms in the Settlement undertake this work, and the Public Health Department will do the same if application is made.

Disinfectants.

Most modern disinfectants are prepared from coal tar derivatives, and, before use, should be diluted with water. This last condition is necessary as the fluid in its crude state is not in a suitable form. The amount of dilution required is usually stated on the container, and should be strictly adhered to. A useful thing to remember is that the efficiency of the disinfectant is increased somewhat in proportion to its temperature, and therefore, to get the best results hot water should be used wherever possible.

It might be added here that floor and furniture polishes are much disliked by insects. The implications of this statement need no elaborating.

A word of warning! Some of the cheaper disinfectants sold on the market contain so little of the active phenol bodies that they have little disinfectant value, and are useful only as deodorants.