

# **Policing Victorian Surrey**

**Abstracts from the 1862 and 1889 Surrey Constabulary Instruction Books**

**With thanks for the work of Tony Davie who transcribed much of the 1889 book and to Shane Burrows for providing an original copy of the 1862 version. What will become very obvious is little changed in the 27 years between the two publications.**

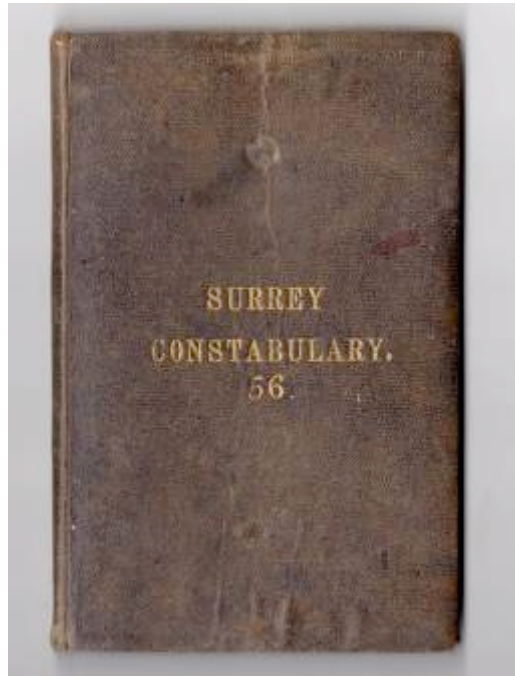
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**April 2011**

## **1862 Instructions for the Guidance to the Surrey Constabulary Extract**

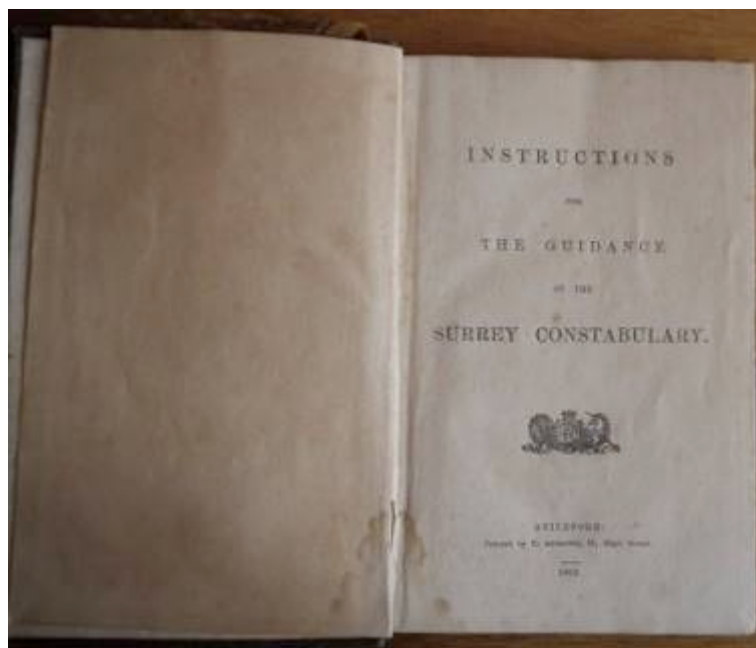


**The case within which the 1862 instruction book was carried by the officer when on duty**



### **The Instruction Book issued to PC 56**

This is the first detailed book of guidance for the Surrey Constabulary as before this date there were no definite conditions of service but in 1862 these were laid down by the Home Office. The Book also included guidance on dealing with crime; the wording in the earlier version is identical to that set out in the next issue of this work in 1889. The term robbery still is used as a catch all phrase for criminal activity. Reading this work and by working the lanes and byways was the only training officers received.



## P R E F A C E .

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THE following Orders and Instructions are published for the guidance and information of the Surrey Constabulary, and the Chief Constable will at all times require that they shall be implicitly observed.

The various members of the Force are also reminded, that the character of a body is not unfrequently judged of by the conduct of individuals, and it will consequently be the interest of the zealous and well-conducted of all ranks, to assist in bringing to the Chief Constable's notice, any irregularity, or neglect of duty, on the part of others, which may, on any occasion, come to their knowledge.

*Chief Constable's Office,  
Guildford, July, 1862.*

Evidence of the prominence of the prevention of poaching was to the life of the constable, after the preface and before the index is a page headed "Poaching Prevention Act". This Act passed into law in 1862 and brought conflict with the police from the majority of the population who were not permitted to hunt for food but said they paid police to guard the lands and hunting rights of the wealthy.

POACHING PREVENTION ACT.

The constable has power to search in any highway, street, or public place, any person whom he may have good cause to suspect of coming from any land where he shall have been unlawfully in search or pursuit of game, or any person selling or abetting such persons, and having in his possession any game unlawfully obtained, or any gun, part of a gun, net, or engine used for killing or taking game; and also to stop and search any cart or other conveyance in or upon which the constable shall have good cause to suspect that any such game, or any such article or thing is being carried by any such person; and should there be found any game, or any such article, or thing, as aforesaid, upon such person, cart, or other conveyance, to seize and detain such game, article, or thing. The word game is to include hares, rabbits, pheasants, partridges, woodcocks, snipes, grouse, black or moor game, as well as the eggs of these birds. (6).

The constable cannot apprehend, without a warrant, persons found offending, but must make application for a summons in the usual way.

a. See 25 & 26 Vict. ch. 134.

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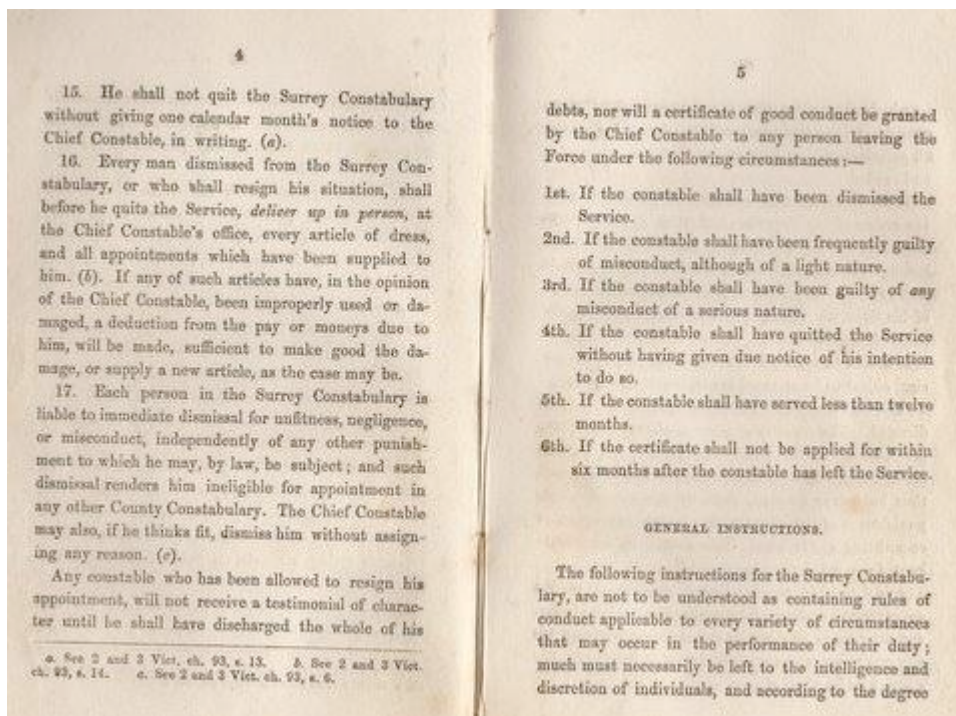
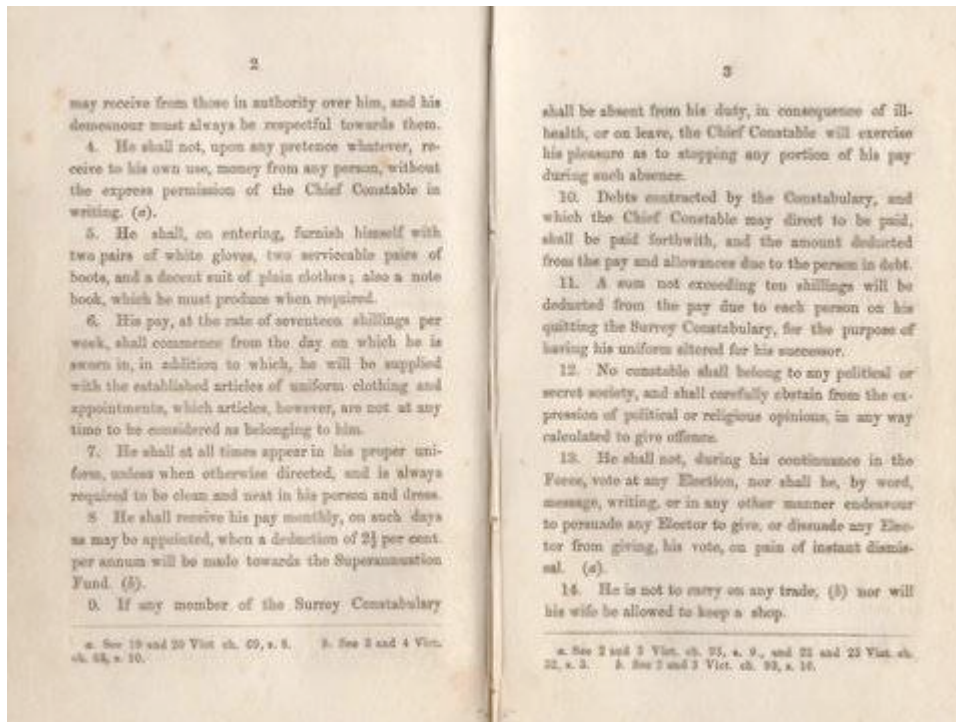
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CONDITIONS OF SERVICE.

THE conditions upon which each person is admitted into the Surrey Constabulary are stated here, that no complaint may be made hereafter upon their being enforced. The Chief Constable desires it to be understood, at the same time, that he reserves to himself the power to alter or annul any of these conditions, and also to make such new rules, from time to time, as may be found expedient. (a).

1. Each man shall devote the whole of his time to the service of the Surrey Constabulary, and conform to all the rules and regulations of the Service. (b).
2. He shall serve and reside wherever he is directed, and not receive a lodger without the sanction of the Chief Constable; neither shall he, if living in a police station, or lock-up house, keep any description of animal without permission.
3. He shall promptly obey all orders which he

a See Rules made by Secretary of State pursuant to 2 and 3 Vict. ch. 93, s. 3.      b See 2 and 3 Vict. ch. 93, s. 10.



**Page 6:** Every constable must readily and punctually obey the orders of his superiors; if they appear to him improper, he may complain to the chief constable, through his superintendent, who will pay due attention to him. Any refusal to perform the commands of his superiors, or negligence in doing so, will not be suffered.

It should be understood at the outset, that the principal object to be attained is the prevention of crime. To this end, every effort of the constabulary is to be directed. The security of persons and property, the preservation of the public tranquillity, and all the other objects of a well regulated police force will thus be better effected, than by the detection and punishment

of the offender after he has succeeded in committing the crime. This should be constantly kept in mind by every member of the force, as a guide for his own conduct. Constables should endeavour to distinguish themselves by such vigilance, and activity, as may render it extremely difficult for anyone to commit a crime within that portion of the district under their charge.

**Page 7:** The constable should, on his first arrival at a station, wait upon the magistrates residing within his district, and take every pain to inform himself of all bad characters residing in the neighbourhood.

When he goes on duty, he will take care to be at the appointed place, (if not before), precisely at the prescribed hour; and he will be held responsible for the security of life and property within his beat, for the preservation of the peace, and general good order during the time he is on duty.

He is to patrol every part of his detachment as often as practicable, unless it be necessary to observe the conduct of any suspected person, or for any other reason; in which case he will be required to satisfy his superior officer that there was a sufficient cause for such apparent irregularity. He will also attend at the appointed places and times of conference, and report to his superintendent everything requiring notice. He must not make known to any person the limits of his beat, or his points of conference. He will not be allowed to carry a stick, or an umbrella when on duty. He must declare himself before acting at night, and on all occasions when out of uniform, and be very cautious how he confides in persons representing themselves to be peace officers, without being thoroughly satisfied that such is the case.

**Page 8/9:** He is never to appear out of uniform, except when on leave of absence, or by the direction of the chief constable, or superintendent, in cases where disguise may be considered necessary in the execution of a particular duty. He must not refuse to show his number, or tell it when asked; should he do so he will be severely punished, as such refusal can only be caused by his having done something of which he is ashamed. He must be scrupulously exact, in the care of his clothing and appointments, and clean and neat in his person; as independently of other considerations, a man who is negligent in these respects will be looked upon as careless and slovenly in the execution of his official duties, and cannot be retained in the Service.

When walking along the streets, he must not shoulder past any person, but give way in a respectful manner. In towns, he should keep on the outward side of the foot-path during the day and next to the houses at night.

He is strictly cautioned against idle conversation referring to the Service, more particularly with strangers, and when in public conveyances; and he must not whilst on duty, enter into conversation with any one, except on matters solely relating to his duty. Persons making inquiries however are to be treated with civility and attention, the constable giving all the information in his power with as little delay as possible. Insolence or incivility will not be overlooked, and improper language is on no pretence to be used by the constable.

**Page 9/10:** He is not to associate, or hold any communication with men who have been dismissed the Service.

He is to treat every Magistrate with attention and respect, and be civil to persons of every rank and class. As it is of the greatest importance that each man should be respected by

the magistrates and people, he will be extremely cautious in his demeanour, and by sober, orderly, and regular habits, respectful attention to every person, and ready zeal to execute the lawful orders and commands of the magistrates, endeavour to obtain the approbation of all classes.

He must take care that persons giving information be duly protected, and strict secrecy observed with respect to them; and in all particular cases he is to take down in writing such information, requiring the informants to authenticate the same by their signature.

He will caution persons against assembling or loitering at the corners, or other places in the streets, to the inconvenience or annoyance of the public.

Children found wandering abroad, unable to give an account of their residence, are to be taken to the nearest station, and authority procured from the overseer of the parish, or relieving officer for their admittance into the workhouse. Publicity of the circumstances must be given, and a full report forwarded to the superintendent. In all cases of destitution, immediate notice is to be given to the parish officers of the district.

If the constable observes anything in the roads or streets likely to produce danger or public inconvenience, he must report it to his superintendent.

If the constable observes anything in the roads or streets likely to produce danger or public inconvenience, he must report it to his superintendent.

He will be particularly cautious not to interfere idly or unnecessarily: when required to act he will do so with decision and boldness, and on all occasions he will be supported in the proper exercise of his authority.

He must remember that there is no qualification more indispensable in a constable than command of temper; if he does his duty in a quiet and determined manner, such conduct will induce well disposed bystanders to assist him, should he require it.

He must when his usual hours of patrol are over, return to his own quarters, and unless called out to perform service (the nature of which must be reported by him), he is expected to be found there until the hour of his again going on duty arrives.

**Page 11/12:** Whenever a constable resides in a police station, he must not leave it without permission of the officer in charge; and when allowed to do so, must always report his return.

He is on no account to absent himself from his detachment, on his own private affairs, without the permission of the chief constable, or superintendent: when desirous of obtaining leave to do so, application must be made in writing, specifying the day and hour of departure, as well as of return. Leave will not be granted to any constable who has served less than twelve months in the force, or during the winter months, viz: from November 1st to March 1st, except under urgent circumstances. Constables returning from leave of absence must always report themselves to the superintendent of the division.

When the constable has occasion to visit Guildford, whether on public or private business, he must report himself to the chief constable's office immediately on arrival.

All superior officers, magistrates, and others entitled to such mark of respect, are to be saluted in the usual manner, but the hat is in no case to be removed from the head.

As far as practicable, the duties on Sundays and other days appointed for public worship will be arranged so as to enable every constable to attend divine service, and each member of the force is required to show a due respect for the observance of the Sabbath day.

When the constable is unable to perform his duty in consequence of sickness, a medical certificate must be forwarded to his superintendent with as little delay as possible, in which the nature of the illness is to be stated, and previous to his being permitted to return again to his duty, another certificate is to be given to the superintendent, certifying that the constable has sufficiently recovered from such illness, to be able to resume his ordinary police duty. Medical certificates should not be made out on less than a quarter of a sheet of foolscap paper.

### **Powers of Constables**

**Page 12:** The constable must bear in mind that it is his duty to protect the property and liberty of Her Majesty's subjects - not to outrage the latter: to defend their legal rights and privileges - not to infringe upon them; to keep the peace, and carefully guard against being, even indirectly, accessory to breaking it. He must therefore make himself perfectly acquainted with his duty, in order that he may be enabled to act efficiently for the protection of the public.

His powers, when properly understood, are amply sufficient for his purpose. He is regarded as the legitimate Peace Officer of his district, and both by the Common Law, as well as by several Acts of Parliament, he is invested with considerable authority, and the discharge of many important duties devolve upon him. He is authorised and required, in the execution of his office, to arrest persons charged with various offences, (and in cases of felony he may apprehend on reasonable grounds of suspicion, but in such cases much discretion must be used) to enter a house in pursuit of an offender, to quiet an affray, to search for stolen goods, and to take possession of goods suspected to have been stolen. It is therefore of the greatest importance that he should make himself thoroughly acquainted with his duty in this respect, that he may know when to interfere, and when to refrain, as he must be extremely careful never to exceed his legal powers.

### **Arrest without warrant**

**Page 14:** The constable may take into custody, without warrant, any person whom he may find lying or loitering in any highway, yard or other place during the night, (viz. - between the hours of 9 and 6) and whom he has good cause to suspect of having committed, or being about to commit, a felony.

When any person, whether he be drunk or in a violent passion, or otherwise, threatens the life of another, the constable should interfere and arrest.

He may apprehend any person having in his possession any picklock key, crow jack, bit, or other implement, with intent feloniously to break into any dwelling-house, warehouse, coach-house, stable or out-building ; or any person armed with any gun, pistol, hanger, cutlass, bludgeon, or offensive weapon, or having upon him any instrument, with intent to commit a felonious act.

Any person found in a dwelling-house, warehouse, coach-house, out-house, or stable, or in an enclosed yard, garden, or area, apparently for an unlawful purpose, (viz.- an offence which

would, if effected, subject the person to a criminal prosecution, as stealing, &c) may be arrested.

**Page 15:** In each of these cases the constable must judge from the situation and behaviour of the person, as to his intention. In some cases no doubt can exist, as when the person is a notorious thief, or acting with those who are thieves, or when he is seen attempting to pick pockets in a crowd, or endeavouring to break into a house, and such like. The constable must not act hastily, but watch closely the suspected person, that he may discover his design.

He is to arrest anyone whom he sees in the act of committing a felony, or whom another positively charges with having committed one, ( The Principal Felonies are – murder and attempts to murder or maim; manslaughter; rape; robbery, and attempts to rob; burglary, housebreaking; cattle, horse, and sheep stealing; stealing from the dwelling-house, the person, and theft generally; receiving stolen goods, embezzlement; also setting fire to any house, out-building, stacks, or crops; and all cases of forging and coining. The minor offences are called misdemeanours, such as frauds, uttering counterfeit coin, riots, assaults affrays) or suspects of having done so, provided such suspicion appear to be the constable to be well founded, and the person so suspecting accompany the constable to the station.

If after sunset and before sunrise, the constable sees any one carrying a bundle, or goods which he suspects were stolen, he should stop and examine the person, and detain him; but here also he should judge from circumstances (such as the appearance and manner of the person, his account of himself, and the like), whether he has stolen the goods in his possession, before taking him into custody. If the person accused of felony, escapes, he may be followed immediately wherever he goes, and if he takes refuge in a house, the constable may break open doors, if necessary, to get in; first stating who he is, and his business: but the breaking open of outer doors is so dangerous a proceeding, that the constable should never resort to it, except in extreme cases, and when an immediate arrest is necessary.

**Page 16/17:** The constable may arrest persons publicly exposing to view any obscene print or exhibition; and he may also take into custody, any one assaulting or opposing him in the execution of his duty.

He has power to apprehend, without warrant, every common prostitute wandering in the public streets, public highways, or any place of public resort, behaving in a riotous or indecent manner; every person wandering abroad, or placing himself, or herself, in any public street, or highway, court or passage, to beg or gather alms, or causing, procuring, or encouraging any child so to do; every person wandering abroad, and lodging in any barn or out-house, or in any deserted or unoccupied building, or in the open air, or under any tent, or in any cart or wagon, not having any visible means of subsistence, and not giving a good account of himself, or herself; every person wandering abroad, and endeavouring, by the exposure of wounds, or deformities, to obtain or gather alms; every person going about as a gatherer or collector of alms, or endeavouring to procure charitable contributions of any nature or kind, under any false or fraudulent pretence; every person playing or betting, in any street, road, highway, or other open or public place, at, or with any table, or instrument of gaming, at any game, or pretend game of chance.

He has also the power to apprehend without warrant, any person guilty of riotous, violent, or indecent behaviour in any church or chapel, or in any churchyard, or burial ground; every person found committing acts of cruelty to animals; any person on reasonable suspicion of his

being a deserter from the army, royal navy, or militia; (The Royal Air Force not having been formed until 1<sup>st</sup> April, 1918 - who chose that date?) every person wandering at large, deemed to be a lunatic; any petty chapman or pedlar wandering abroad and trading, without being duly licensed, or otherwise authorized by Law; every person pretending or professing to tell fortunes to deceive or impose on any of Her Majesty's subjects; and every person wilfully and openly exposing his person in any public place with intent to insult a female.

**Page 18:** In cases of actual breeches of the peace, and the like, committed *within the view* of the constable, he should immediately interfere (first giving notice of his office, if he is not already known) separate the combatants, and prevent others from joining the affray. If the riot, &c, be of a serious nature, or if the offenders do not immediately desist, he should take them into custody, securing also the principle instigators of the tumult, and doing everything in his power to restore quiet.

A constable in cases of assault which have not been committed in his presence, or within his view, is not authorised to arrest, or assist in arresting, the person charged, nor his he to receive anyone so charged into his custody, unless the person has been apprehended by some other constable, who saw the assault committed. (b)

If a person threatens another with immediate personal violence, or offer to strike, the constable should interfere, and prevent a breach of the peace; if one draw a weapon upon another, attempting to strike, the constable should take him into custody. **Page 19:** If persons are merely quarrelling or insulting each other by words, the constable has no right to take them into custody, but should be ready to prevent a breach of the peace.

When a constable is unable to effect an arrest by himself, he can call upon anyone present to assist him, and they are bound by Law to do so.

When a breach of the peace is likely to take place, as when persons are openly preparing to fight, the constable should at once take them into custody. If they assemble in a house, and are making preparations for a like purpose, the constable may enter to prevent them. Should the doors be closed, and admission refused, he may break them open, after giving notice of his office, and his object in entering, but he should bear in mind that excepting in urgent cases it is better, in general, to wait until he has a warrant from a Magistrate for that purpose.

If a person forcibly enter the house of another, the constable may, at the request of the occupier, turn him out directly; if he has entered peaceably, but without any right to do so, and the occupier call upon the constable to remove him, the constable after having first requested such person to go quietly, may, in the event of refusal, eject him, taking care however to use no more force than is absolutely necessary for the purpose. But in every case such ejection must take place in the presence of the occupier.

### **Treatment of Prisoners**

**Page 20/21/22/23:** Upon an arrest being made, the constable must always state the charge, and if in plain clothes, say that he is a police constable, and as some restraint is necessary, and mere words will not constitute a valid arrest, he should gently lay his hand on the accused, and tell him that he is his prisoner.

In those cases where he is empowered to apprehend *without* a warrant, he may do so at any time, (even on a Sunday) and in any county or borough, but the prisoner must be taken before a Magistrate with as little delay as possible: the constable should however be guided by the

character of the person charged, for it is often advisable in cases not requiring immediate apprehension, and when the person can easily be found, to obtain a warrant, even though the arrest could be made without one.

The constable is in all cases, to treat prisoners properly, and impose such constraint only, as may be necessary for their safe custody. They must be taken to the divisional station, or other place appointed for the purpose, without delay, and it will generally be found desirable that the accuser should accompany the constable, for the purpose of substantiating the charge.

Particular attention should be paid to persons in custody, on their way to the station, that they do not drop, destroy, give away, or secrete, any of the stolen property, and if the charge be that of murder, or of wounding with intent to do bodily harm, the constable should carefully examine the prisoner's hands, clothing, and any weapon in his possession, and likewise carefully inspect the place where the offence is said to have been committed.

When the prisoner is before the Magistrate, he still remains in the custody of the constable, until his discharge or committal. If a prisoner should escape, he may be retaken; and in immediate pursuit, the constable may follow him into any place, or any house: if he takes refuge in a house, the doors may be broken open, after demanding admission and due notice being given by the constable of his office, and purpose.

As however nothing reflects greater disgrace on a constable, than the escape of a prisoner, (*save that of being guilty of acting or speaking falsely*), he must use every legal precaution with the view of preventing such escape: no general rule can be laid down, as to when a constable ought, or ought not, to handcuff a prisoner, it must of necessity depend upon the circumstances of each particular case, as for instance, the nature of the charge, and the conduct and temper of the person in custody, but the constable may handcuff any male prisoner, if it be necessary to prevent escape, or rescue, or to restrain him from committing any act of violence, and not otherwise. To guard against the escape of male prisoners after their conviction, it will generally be found necessary whilst conveying them, to resort to the use of handcuffs. The constable should always walk either by the side, or in the rear of prisoners, when marching them from one station to another.

He is cautioned against striking a person in his charge, unless absolutely necessary to prevent escape, or in self defence, and must not use his staff because a prisoner is merely violent in behaviour or language, but should always bear in mind that the smallest possible amount of actual violence necessary for accomplishing the object for which violence is used, is the largest amount which the Law sanctions.

He must search prisoners very carefully, and when practicable in the presence of a witness, and on receiving prisoners from others, be satisfied that they have been so searched. Female prisoners are invariably to be searched by a female, and visited in the presence of one. The wife of the constable residing in the station is required to perform this duty, for which the following allowance will be granted. For searching one female during the day: the sum of eight pence; if two on the same day, one shilling. For searching one female after eleven o'clock at night and before five o'clock in the morning: one shilling, if two the same night, one shilling and six pence.

Prisoners locked up at the police station are to be visited very frequently, and to have the means at all times of communicating with a Superior Officer, or with the person in whose custody they may be. They are not to be treated with any degree of familiarity, or permitted

to hold communication with any person without the authority of the Superintendent. They are not to be allowed spirituous liquors, wine, beer, or tobacco, unless prescribed by a medical man; but may be permitted to purchase what other refreshments they choose. If rendered insensible from intoxication, they are to be visited when practicable, by a medical man, and medical aid is in all cases to be afforded to any prisoner requiring it.

When any property is handed over to a constable, whether taken from persons apprehended or otherwise, he must at once make an entry of the same in his note book, and likewise report the particulars to hi Superintendent, who will give the necessary instructions with reference to the safe custody, and ultimate disposal of the property.

**Page 24:** The several articles should be marked at the time they are received so they may be identified, when required to be produced as evidence.

### **Evidence**

**Page 24/25/26/27/28:** With regard to the questioning of prisoners whilst in custody, it has been well observed that “no practice has been more censurable and unjust, than that so common amongst officers of justice putting questions to persons in custody, with the view of obtaining answers that may afterwards be used in evidence against them. It should ever be borne in mind by the constable, that whilst it is his duty to do his utmost to prevent crime, it is no part of his province to `make evidence.` It is at all times right that a person taken into custody should be informed of the charge against him; it is proper that the constable should listen to any statements which the prisoner may think it advisable to make, and to note down, and bear in remembrance all that he has said; but it is an abuse of power and authority in any constable to question an accused, and to draw from him statements which, in an unguarded moment, and in the confusion and embarrassment of his position, he may unadvisedly and incautiously make; and that, too, to interrogations not themselves reduced to writing , perhaps equivocally put, and the bearing and purport of which he may not understand”

The constable is not under any pretence whatever to elicit a statement from a prisoner, and is carefully to avoid cautioning a prisoner against criminating himself by making a voluntary statement, but is attentively to notice, and if possible to note down at the time, every expression which may assist the ends of Justice, that he may be prepared to repeat it when required.

When giving his evidence, he should stand in a respectful attitude, speak loudly and distinctly, and give ready answers to the Counsel on *both sides*, bearing in mind that it is his duty to afford every information in is power, whether for or against the accused, as nothing tells more against a constable than the appearance of keeping anything back.

On no pretence whatever should a constable sign a deposition, without having previously satisfied himself that every circumstance known to him, connected with the case, is fully and correctly stated therein.

The following are some of the general rules relating to evidence. Any statement made by a prisoner, and afterwards given in evidence, must be repeated by the witness in the same words. Hearsay evidence is inadmissible, and a statement by another person is not evidence, unless made in the presence of the prisoner, nor is the statement of one prisoner, evidence either for, or against, another prisoner. The evidence of an accomplice is admissible, but ought to be corroborated. Circumstantial evidence is also inadmissible, but this should be of

such a character as to produce nearly the same degree of certainty as that which arises from direct testimony, and to exclude a rational probability of innocence. No person is bound to criminate himself; and in general the opinion of a witness is inadmissible, unless upon questions of skill and judgment. A witness may be allowed to refresh his memory by reference to a memorandum made by himself at, or shortly after, the occurrence of which he is called upon to speak, although such memorandum could not of itself be received in evidence. Any evidence which has been obtained from a prisoner in consequence of any threat, promise, or inducement, however slight and made to him by a constable, or person in authority, renders such evidence inadmissible; but any facts discovered in consequence of information so obtained, may be given in evidence. The declaration of a person on the point of death, who entertains no hope of recovery, is evidence against the prisoner, although given in his absence, when the cause of the death of the person making such declaration is the subject of the enquiry, provided such person would have been a competent witness if still living, and the statement was made under the belief of impending death – (it is usual, when time allows, to request a Magistrate to attend and take dying declarations, which it is not necessary should be made on oath).

Before being called to give evidence in Court, the constable should refresh his memory from notes of the circumstances taken by him at the time of, or shortly after, the examination before the Magistrates; but such notes are never to be produced in Court, unless called for.

Whenever the constable attends to give evidence at the Assizes or Sessions, or before the Magistrates in cases sent for trial, or summarily disposed of under the Criminal Justice Act, he will be entitled to receive his expenses in the same manner as any ordinary witness, in accordance with the following extract from the Scale of Allowances framed and issued under Act 14 and 15 Vict, ch. 55, and the authority of Sir George Grey, Bart., one of Her Majesty's Principal Secretaries of State.

### **Attendance before the Magistrates**

**Page 28:** To prosecutors and witnesses being constables paid a salary, and not attending the Magistrates or Bench of Magistrates, on any police duty, for their trouble in attending the examination from a distance greater than three miles, and not exceeding seven miles from the place where the examination is taken, a sum not exceeding 1s (1/- or 5 pence!)

To the same if attending from a distance greater than seven miles from the place where the examination is taken, a sum not to exceed for each day, 1s.6d.

To prosecutors and witnesses being constables paid by salary, if necessarily detained all night for the purposes of examination, the sum for the night not to exceed 2s.

To prosecutors and witnesses being constables not attending the place of examination in discharge of police duty, and entitled to be conveyed under 7 and 8 Vict Ch. 85 s 12, and able to travel by railway, there shall be allowed mileage as follows:-

To superintendents, inspectors and constables, the lowest amount per mile authorised by Act of Parliament for their conveyance, and no larger sum;

To prosecutors and witnesses being constables able, but not so entitled to travel, and not attending the place of examination on any police duty, there shall be allowed for mileage, railway fare, the same as to ordinary witnesses;

To prosecutors and witnesses being constables not able to travel by railway, and not attending the Magistrate, or Magistrates, on any police duty, for every mile beyond four miles each way they shall travel to reach the place of examination, a sum not to exceed each way, 2d;

To prosecutors and witnesses being constables, able partially to travel by railway, for every mile after the first four miles each way, in reaching such means of conveyance, a sum not to exceed 2d, and railway fare as other constables.

### **Attendance at Assizes and Sessions**

**Page 29/30:** To prosecutors and witnesses being constables paid by salary, if resident in the place where the Court is held, or within a distance not exceeding two miles of such place, a sum in the discretion of the Court, not to exceed for each day, 1s

If resident elsewhere, and if they shall attend from a greater distance than two miles, a sum, in the discretion of the Court, for each day not to exceed 1s 6d. To the same if they be necessarily detained all night for the purpose of the prosecution, a further sum for the night not exceeding 2s. If such prosecutors and witnesses shall be a Superintendent attending from a distance greater than three miles, and they shall be necessarily detained all night for the purposes of the prosecution, Instead of foregoing allowances, there may be allowed to them the same as ordinary witnesses.

To prosecutors and witnesses, being constables who shall be entitled to be conveyed under the 7th and 8th Vict.cap.: and able to travel by railway, there may be allowed for mileage as follows:-

To superintendents, inspectors, and constables, the lowest amount per mile authorised by Act of Parliament, for their conveyance, and no larger sum;

To prosecutors and witnesses being constables not so entitled to travel, there may be allowed railway fare for the same as to ordinary witnesses;

To the same if paid by salary, and where they are not able to travel by railway, for every mile beyond four miles each way they shall travel to and return from the Court where the prosecution takes place, a sum not to exceed 2d.

To the same if paid by salary, where able partially to travel by railway, for every mile after the first four miles each way in reaching such means of conveyance, a sum not to exceed 2d, and railway fare as other constables.

No constable paid by salary is to be allowed for railway fare not actually paid.

### **Ordinary Prosecutors and Witnesses**

To prosecutors and witnesses not hereinbefore provided for, there may be allowed, for their expenses, trouble and loss of time in attending the Court where the prosecution takes place, per day a sum not to exceed 3s.6d.

To the same, if entitled to mileage, for each night they may be necessarily detained from home for the purpose of the prosecution at any Assizes, a sum not to exceed 2s.6d.

To the same for each night they may necessarily be detained from home for the purposes of the prosecution, at any Quarter or Adjourned Sessions, 2s.

To the same for mileage there may be allowed as follows:-

If resident more than two miles from the Court where the prosecution takes place, if the whole or any portion of the journey can be performed by railway, second-class fare for such whole or portion of the journey, as the case may be, and for a journey, and part of a journey performed otherwise than by railway, per mile, each way, a sum not to exceed 3d.

### **The Execution of Warrants**

**Page 31/32:** The constable is bound to follow the directions contained in a warrant, and to execute it with secrecy and despatch; the power given to him for the purpose of arresting has been already shown. The warrant should always be executed with as little delay as possible by the constable himself, or when he calls on assistance in his presence. On all occasions he ought to state his authority, if it is not generally known, and should show his warrant when required to do so; but he should never part with possession of it; as it may be wanted afterwards for his own justification.

The constable should bear in mind that he has the same powers in the adjoining counties as he has in the county of Surrey and in the boroughs situated within it, (a) but as the powers of a Magistrate are confined to within seven miles beyond the border of the county for which such Magistrate is appointed, (b) the constable when proceeding beyond the jurisdiction of the Magistrate who has issued the warrant must have it endorsed by the Magistrate of the county or borough in which it is intended to be executed; before such endorsement can be procured, however, the constable will be required to depose on oath to the signature of the magistrate granting the same. An arrest under a warrant must not be made on a Sunday, excepting in cases of treason, felony, or breach of the peace.

The constable may enter a house to search for stolen goods, having first obtained a search warrant from a magistrate for that purpose; (who has power to grant such a warrant on a Sunday, as well as any other day). (a) The Constable should, when it is possible to do so, execute it in the day time. If he finds the goods mentioned, he has to take them to a magistrate and when the warrant so directs, he must take the person also in whose possession they are found. To avoid mistakes, the person who applied for the warrant ought to attend the search, to identify the goods. The constable is not to lay an information for the purpose of obtaining a search warrant, excepting in special cases as should he do so without reasonable grounds he will be liable to an action; the owner of the stolen goods is the proper person to lay the information. The constable should be careful to avoid doing any damage to property, and exercise as much forbearance as possible; he should also take care that no person goes in or out of the house or premises during the search.

### **How to act in cases of larceny:**

**Page 33:** When the report of a robbery reaches a constable, he must forthwith proceed to the spot indicated and there make every inquiry into the circumstances taking a description of the articles stolen and endeavouring to ascertain upon whom suspicion rests and whether any strangers have recently been seen in the neighbourhood.

When a **house has been robbed** he will judge from the manner in which it has been effected whether the thief appears to have been acquainted with the premises, by observing if the

robbery had been effected by an inmate or by someone from without and in the latter case if an entrance had been effected at once, or if ineffectual attempts have in the first instance, been made to force doors or windows; he must closely examine the ground under the windows and around the house for footmarks and such after being measured and examined must be securely covered with boards in order to preserve them.

In comparing footmarks he is not to place the boot or shoe over the footmark which has been discovered as he may thereby injure or efface the mark, but by the side of it. This should be done with the boots or shoes of both feet and when practicable in the presence of a witness. A mere similarity in a boot or shoe with the footmark is of little or no value in evidence; the loss of a nail however or anything that is peculiar and which may tend to identify the footmarks with the boots or shoes compared with them, may be of considerable importance.

**Page 34:** Examination must be made in the fields and lanes around the place with the view of ascertaining the direction taken by the thieves both in coming to and going from the house.

The constable will then inquire at all the public and beer houses in the neighbourhood as to what persons have called or have been lodging there; and having made a note of all these particulars he will send a messenger to inform his superior officer thereof whilst he himself continues his enquiries on the spot.

In cases where, from recent information, there is a likelihood of overtaking the person suspected the constable is justified in hiring a horse or other conveyance and proceeding in pursuit; but in nine robberies out of ten the thieves reside in the neighbourhood.

**Page 35: When fowls or sheep have been stolen** much attention must be given to discover any footmarks in the surrounding fields and gaps; this description of property is in the first instance frequently secreted within a short distance and not finally removed for a night or two.

In cases where a sheep has been slaughtered in the field, and the carcase skinned and carried off, the thieves almost invariably reside near at hand; the constable will therefore set a watch on the houses of the suspected persons in order to detect any attempt to bring home the meat at night.

**The messenger who may be dispatched** to the superintendent with the information of a robbery should be directed to inform all constables stationed on the road, as it is desirable that the intelligence should be spread as widely and as speedily as possible.

In case of a fire taking place the constable give immediate alarm and as soon as possible send information to his superintendent; he is to exert himself in any way in which he can be useful and endeavour to keep the space near the fire clear. Special attention must be directed at such times to the thieves and pickpockets who are usually in the crowd.

**Page 36:** Reports of robberies, fires &c, to the Superintendent must contain the following particulars:

1. Day and hour when the information was received
2. Name and address of the informant
3. Date of offence and where committed
4. Name and address of the owner of the property
5. Description of the property and whether it can be identified

6. Value of the property
7. Any other circumstances connected with the case
8. The steps taken to trace the suspected offenders
9. Names and descriptions of suspected offenders if known
10. Remarks

### **Coroners` Inquests**

**Page 36:** An inquest should be held in all cases of violent or sudden death, including persons found dead, persons dying in prison, and persons suspected of committing suicide, for the purpose of enquiring into, and ascertaining the cause of death. In all such cases the constable is at once to ascertain the following particulars, and report them to his Superintendent without delay, in order that information may be forwarded to the Coroner, viz:-

1. Name and age of deceased.
2. Nature of the death.
3. Day and hour when occurred, or when the body was found.
4. Names of witnesses, and of any person who was present at the death, or who last saw the deceased alive.
5. Name and address of medical attendant, if any.
6. The nearest public house, or other suitable place, where the inquest can be held.
7. Any particulars, which he may be able to obtain, relative to the cause of death.

Should the Coroner be of opinion that an inquiry is necessary, he will issue his warrant for an inquest to be held, and immediately on its receipt, the constable must summon not less than twelve, or more than twenty-four housekeepers, if possible, intelligent men who can read and write, residing in the neighbourhood, to serve as jurymen; and on no account should any of the jury be related to the deceased, or interested for any person charged with, or suspected of causing the death. The witnesses must also be summoned by the constable, and should be kept out of court until called in separately to give evidence. The constable must take charge of , and produce at the inquest, any papers, or other property found on searching the body; and any weapon or instrument, supposed to have been used in producing the death, should be laid before the jury.

When the Coroner arrives, the constable must return the warrant to him, with a list of the names – in full- of the persons summoned written on the back. The constable must remain in court and prevent interruption, and obey all the lawful orders of the Coroner. After the inquest, the Coroner will pay over to the constable, the sum due to the police fund, for his attendance; and will likewise give him an order for the burial of the body, which order is to be handed over to the relatives of the deceased, or to the overseers of the parish, as the case may be. The constable must then forward a report to his Superintendent, relative to the inquest. When the following particulars are to be stated, viz:-

1. Day and hour when the inquest was held.
2. Place and parish.
3. Name of Coroner.
4. Name and age of deceased.
5. Names of witnesses.
6. Verdict of the jury.
7. Cause of death.

8. Amount of police fees received from the Coroner.
9. Any remarks which may have been made at the inquest relative to the police.

### **Journals**

**Page 39:** Every constable will be supplied with a journal, which must be kept perfectly clean, and be carefully filled in daily. He will be required to comply with the following instructions, viz:-

- (1) It must contain the whole of the constable's proceedings, is only to be inspected by a Superior Officer belonging to the Force, and no other person whatever is to be allowed to see it, without the express permission of the Chief Constable.
- (2) Alterations when necessary are only to be made by drawing the pen through the word to be expunged, as no other erasures can be allowed.
- (3) Conferences with a Superior Officer are to be entered in red ink, also anything of a very particular nature; conferences with constables of another division, or with any officer of another Force, are to be entered in blue ink.
- (4) All conferences which are inserted in the night duty route, must appear in the journal, whether the constable attended them or not: should he omit any conference point, he must report the same to his Superintendent immediately, together with his reasons for not attending, he must also insert in the journal, under the head of "Officer conferred with," the word, "did not attend at" stating the cause in the remarks
- (5) With reference to the heading "Time together," any period less than one hour, is to be inserted under the head of "Minutes"
- (6) The constable must, when practicable, attend Divine Service at least once every Sunday, inserting the omission, when such may occur.
- (7) The column of remarks and occurrences must contain the hour when the constable's detachment is visited by a Superior Officer; the reason why any of the conferences were omitted; the names of farmers and others called upon, and any complaints made by them; together with every remarkable occurrence in any way connected with the Service.
- (8) The returns on the back of the journal are to include everything that has occurred within the detachment during the week, and for the accuracy of which the constable will be held responsible.
- (9) The journal is to be forwarded to the Superintendent every Monday, and the constable does not deliver it himself, he must always enclose it in an envelope, properly addressed.
- (10) Should the constable be guilty of any neglect of the foregoing instructions, or should his journal be filled up in an incorrect, careless, or slovenly manner the Superintendent will state upon such journal the nature of the mistake contained therein, and then return it to him. Any expense incurred for postage, &c., must be paid by the person in fault.

### **Service of Summonses**

**Page 41:** Every summons must be served by the constable as soon as possible after receipt, and on the person to whom it is directed, either personally, or if he cannot conveniently be met with, then by leaving the same with some person for him, at his last and most usual place of abode, and the constable serving the same, must attend at the time and place mentioned in

the summons, to depose, if necessary, to the service thereof. The first duty of the constable on receiving a summons, is carefully to compare the original with the copy, in order that he may be satisfied that such copy is a correct one; he must then endeavour to serve it upon the person to whom it is directed, personally if possible, explaining to such person at the time, when and where he is required to appear, and if he wishes the summons to be read to him, it is the duty of the constable to comply with such request. No summons must be served upon a Sunday. The time and manner of serving the summons is to be inserted on the back of the copy immediately after service, in accordance with the accompanying forms:-

If the summons was served personally, the following form may be used. "Served a true copy of this summons upon the within-named John Clark personally, at 2pm on the..... day of.....1862" If the summons was not served personally, say, "Left a true copy of this summons at the residence of the within-named John Clark. By giving the same for him to Ann Clark, his wife, at 2pm on the.....day of.....1862"

All copies of summonses are to be forwarded, so as to reach the Superintendent, on the morning of the day preceding that on which the Petty Sessions are held: together with a memorandum, stating the name trade, and address of the witnesses - if such can be ascertained - pinned to the corner of such copy, for the information of the Superintendent.

The constable is not to absent himself from his detachment for a greater distance than five miles, for the purpose of serving a summons, without first obtaining permission from his Superintendent.

Applications for summonses are to be made to the Superintendent of the division, and the following information supplied viz:-

1. Name, trade and address of the defendant.
2. Nature of offence.
3. Date of offence (day and hour)
4. Parish in which offence was committed.
5. Name and address of the witness, or witnesses.
6. Full particulars of the case.
7. If the offence be theft, state the description and value of the property, together with the name and address of the person to whom it belongs.
8. If willful damage, state the description of the property, the amount of injury done, and the name and address of the person to whom it belongs.
9. If an offence under the highway or turnpike acts, state the particular road where the offence was committed.

### **Contingent Expenses**

In making application for contingent expenses, all the necessary particulars connected therewith, are to be stated, viz.:-

1. Time of leaving residence (day and hour).
2. Nature of the special duty which has been performed.
3. Number of miles travelled by railway, or other conveyance.
4. Number of miles travelled on foot.
5. When railway fare, or other conveyance, is charged, the route from place to place, out and home, is to be fully stated.

6. In the conveyance of prisoners. The date, names, place from, and to which, such prisoners have been conveyed, also the number of miles, and the sum paid. Constable's personal expenses, and railway fare.
7. Time of returning to residence (day and hour).

No extra allowance will be granted to the constable, unless the duty performed be of a special nature, and one in consequence of which he has been subjected to unavoidable expense.

All expenses are to be craved in the month during which they are contracted, as no omissions can be entertained in a subsequent month.

### **Offences by publicans and others**

**Page 45:** The constable must report to his Superintendent without delay, any publican or keeper of a beer-house or refreshment house, -- under the wine licenses act - who may commit any of the following offences, viz. :-

1. Fraudulently diluting or adulterating any beer or excisable liquors, or knowingly selling such.
2. Using, in selling any beer or excisable liquor, any measures that are not of the legal standard.
3. Wilfully and knowingly permitting drunkenness, or other disorderly conduct, on the licensed premises.
4. Knowingly suffering any unlawful games, or any gaming whatsoever on the licensed premises.
5. Knowingly permitting or suffering persons of notoriously bad character to assemble and meet together therein.
6. Keeping open the house otherwise than for the reception of travellers, or suffering any beer or other excisable liquor to be conveyed from, or out of the premises during permitted hours.
7. Not maintaining good order and rule therein.
8. Refusing to admit any constable into the licensed premises, or knowingly harbouring or allowing him to remain therein during any part of the time appointed for his being on duty.

Every person drunk, riotous, quarrelsome, or disorderly in any shop, house, premises, or place licensed for the sale of beer, wine, or spirituous liquors, by retail to be consumed on the premises, and who shall refuse or neglect to quit, upon being requested so to do by the manager or occupier, or his agent or servant, or by any constable, shall on conviction thereof be liable to pay a fine not exceeding forty shillings, and all constables are authorized, empowered, and required on the demand of such manager, occupier, agent or servant, to assist in expelling such persons. On no pretence however shall the constable enter any public or other house, shop, room or place for the sale of liquors, whether spirituous or otherwise, except in the immediate execution of his duty; such a breach of this order will not be excused, and the keeper of any such house, is subject to a severe fine for allowing him to remain therein.

### **Impounding Cattle**

**Page 47:** The constable may impound cattle of any kind found straying or lying *on any turnpike road* (except on such parts of it as pass over any common, or waste, or unenclosed ground) in the common pound (if any) of the parish where the same is found, or in such other place as may be provided. The keeper of the pound, or other place, is empowered to detain every such animal until the owner thereof shall pay the sum of two shillings.

He has also power to remove all cattle found straying *on any highway* (except on such parts of it as pass over any common, or waste, or unenclosed ground), to the fields, or stable, of the owners, or to the common pound (if any) of the parish where the same is found, or to such other place as may be provided. The constable is not to receive any money, but is to ascertain the name and address of the owner of such cattle, and make application for a summons in the usual way.

When the cattle are impounded, and no owner appears within two days, a report of the circumstances, with a description of the animals, is to be forwarded to the Superintendent.

As the authority to impound cattle, &c., is given principally with the view to the suppression of vagrancy, the constable must carefully avoid vexatious interference with animals, the property of farmers, and other respectable persons, residing in the neighbourhood, but direct his attention to those which may belong to vagrants, tramps, &c.

### **Superannuation Fund, Pensions &c**

**Page 48:** A deduction of two and a half per cent per annum will be made from the pay of every member of the Force, which sum together with the amount accruing from stoppages during sickness, and fines imposed upon constables for misconduct, as well as from any portion of the fines imposed by any Justice of the Peace upon drunken persons, or for assaults upon police constables, and from moieties of fines and penalties awarded to informers, -- being police constables, -- on summary convictions, and all sums arising from the sale of the constables' worn or cast clothing, will from time to time be invested, and the interest and dividends thereof likewise, in such manner as the Justices, in General or Quarter Sessions assembled, shall direct, and accumulate so as to form a superannuation fund; and this money will be applied, from time to time, for the payment of such superannuation retiring allowances or gratuities, as may be ordered by the Court of Quarter Sessions upon recommendation of the Chief Constable.

The conditions upon which retiring allowances are granted to members of the Constabulary are as follows, viz:- if the constable shall have served, with diligence and fidelity, for fifteen years and less than twenty years, an annual sum not exceeding half his pay; if for twenty years, or upwards, an annual sum of not more than two thirds of his pay, provided always, that if he shall be under sixty years of age, it shall not be lawful to grant any such allowances, unless upon the certificate of the Chief Constable he is incapable, from infirmity of mind or body, to discharge the duties of his office; provided also that if any constable shall be disabled, from any wound or injury received in the actual execution of the duties of his office it shall be lawful to grant him any allowance, not more than the whole of his pay; but nothing herein contained shall be construed to entitle any constable absolutely to any superannuation allowance, or to prevent his being dismissed without superannuation allowance.

The Justices may also, upon such recommendation, and upon the Chief Constable certifying that any constable who has not served so long as fifteen years, is incapable, from infirmity of

mind or body, to discharge the duties of his office, order that such constable do receive, out of the superannuation fund, such sum in gross, as a gratuity upon his retirement, as to the said Justices may seem proper; they may likewise upon the recommendation of the Chief Constable, grant a gratuity to the widow of any constable who has died in the Service, provided the sum so granted do not exceed the amount of one year's pay of such constable, and that he have contributed to the superannuation fund for a period of no less than three years.

### **Clothing, Appointments**

Every constable will be supplied with the following articles of clothing and appointments (a); (in addition to his pay) which he will be required to deliver up on quitting the Force:-

<p><i>Clothing supplied in the year 1861.</i></p> <p>One great coat          One cape          One frock coat          One pair of dress trousers          One pair of undress trousers          One helmet          One pair of winter gloves</p>	<p><i>Clothing supplied in the year 1862</i></p> <p>One tunic          One pair of dress trousers          One helmet          One pair of winter gloves</p>
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### **Appointments &c**

<p>One staff          One pair of handcuffs          Two handcuff rings          One Whistle          One lamp          One waist-belt and cape strap</p>	<p>One instruction book and case          One pocket book          One warrant card          One button brass.          One button brush.</p>
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Upon the new clothing for the year 1863 being served out to the constable, he will be entitled to that which was issued in the year 1861, upon payment of the sum of four shillings; and in the year 1864, he will be entitled to that which was supplied in the year 1862, upon the payment of the sum of two shillings and sixpence, and so on in successive years.

(A pasted undated amendment) A quarterly allowance of five shillings and sixpence, in lieu of boots and shoes, is granted to each constable who has served in the Force for three months preceding the first of April, the first day of July, the first day of October, and the first day of January in each year. No allowance is granted for a less period. The sum of one shilling per month is also granted to the constable, for the purpose of purchasing oil and cotton for the police lamp provided for his use.

### **Correspondence &c**

**Page 52:** When the constable receives an order from a Superior Officer in writing, he will attach his signature to the same, adding the date when such order was received by him, and return it to his Superintendent, with the journal, on the following Monday.

All reports, &c., to the Superintendent must be in writing, on not less than a quarter of foolscap paper; with the exception of applications for leave of absence, or to retain rewards or gratuities, and resignations, which are always to be written on half a sheet folded lengthwise, so as to divide it into two equal parts, the report being written on the left-hand side of the paper so divided. All communications are to be addressed as follows:-

The Superintendent  
Surrey Constabulary,  
Chertsey

(Or wherever the divisional station may be) and the rank and name of the writer, with the date when forwarded, is to be inserted in the left hand corner of the envelope, or cover. In all official documents, the rank and number is always to be placed below the signature.

The constable is not to correspond on police matters with any person unconnected with the Force, but is to forward all letters which he may receive from such persons to his Superintendent, who will exercise his own discretion as to whether answers are required or not. He must not address any letter, written application, or complaint to the Chief Constable direct, but forward all communications through the Superintendent of the division, who will transmit them to the Chief Constable.

As several instances have occurred in which letters have been delayed through the carelessness of the post office officials, thereby causing great inconvenience to the Public Service, whenever the constable receives a letter which may have been so delayed, he must immediately forward the envelope, together with all the particulars, to his Superintendent, in order that such carelessness may be brought to the notice of Her Majesty's Postmaster-General.

### **How to obtain promotion**

**Page 54:** Every constable may hope to rise by activity, intelligence, and good conduct, to a superior rank. He must make it his study to recommend himself to notice by diligent discharge of his duties, and strict obedience to the commands of his Superiors, recollecting that he who has been accustomed to submit to discipline, will be considered best qualified to command; and as no constable can be promoted who has not a thorough knowledge of his duties and powers, and who cannot write a proper official report or letter, no matter how exemplary his conduct, he should devote every hour which he can spare from his duty to reading, writing and general improvement of his mind; he should also frequently and carefully read this Book of Instructions, in order that he may clearly understand his duties, and the powers which are given to him by Law, for the efficient execution of them.

Before a constable is promoted to the rank of Inspector, he will be required to undergo an examination at the Chief Constable's office, when he must be found to possess a knowledge of such parts of the Criminal Law as refer to the duties of the police: he must also be able to write neatly and correctly from dictation, and understand the first four rules of arithmetic

(simple and compound). Without the above qualifications, the Chief Constable will not promote any member of the Force, however meritorious his conduct may be in other respects.

In the Police Library, (which contains upwards of 600 volumes) several educational works will be found, which will greatly assist the constable in attaining the requisite qualifications.

### **Periodical duties to be performed by the constable**

**Page 55:** The constable must, when attending at the divisional station to receive his pay, produce the several articles of clothing and appointments mentioned under the head of the respective months, for the purpose of their being inspected by the Superintendent, and care must be taken that such articles be perfectly clean and in good repair. He must also take with him for the information of the Superintendent, the following returns, which are always to be written on not less than a quarter sheet of foolscap paper.

#### **Every Monday**

1. The constable's weekly journal is to be forwarded to the Superintendent.
2. Reports or letters relative to police duty, which the constable may have received from any person.
3. Unexecuted warrants, with a description of the persons named therein, and any other particulars.

#### **January**

Articles to be produced on pay-day - two tunics, two pairs of dress trousers, two serviceable pairs of boots, staff, pocket book, warrant card, handcuffs and rings

#### **February**

Articles to be produced on pay-day - two helmets, button-brass and brush, staff, pocket book, warrant card, handcuffs and rings

On the last Monday in this month, the constable must make application to his Superintendent for a supply of notices relative to the time and place appointed for the general annual licensing meeting (unless he has received them previously). Immediately on receipt of the notices, he must post one on the door of each parish church or chapel, give one to each resident Magistrate, or leave it at his house, and deliver one to each publican, or applicant for a spirit licence. He shall receive from each publican, or applicant, upon the delivery of the notice, the sum of one shilling, which amount he is to hand over to his Superintendent.

#### **March**

Articles to be produced on pay day: one great coat, two pairs of winter gloves, staff, pocket-book, warrant-card, handcuffs and rings.

The constable is also to take with him the following returns:

1. A return of all public houses within his detachment, showing the name of the landlord, (in full) the parish, sign, and the manner in which the house has been conducted during the past year, together with the number and date of the convictions if any.
2. A return of all beer houses, licensed to sell to be consumed *on* the premises, and likewise the same particulars regarding them.
3. A return of all beer houses, licensed to sell to be consumed *off* the premises, and likewise the same particulars regarding them.
4. A return of all persons who have given notice of their intention to apply for a spirit license.
5. All monies received for the service of notices on publicans and others.

### **April**

Articles to be produced on pay day: one waist belt, one cape and strap, staff, pocket book, warrant card, handcuffs and rings.

### **May**

Articles to be produced on pay day: one lamp, one whistle, one pair of undress trousers, staff, pocket book, warrant card, handcuffs and rings

### **June**

Articles to be produced on pay day: one instruction book and case, one stock and clasps, staff, pocket book, warrant card, handcuffs and rings and copies of all general orders subsequent to August 31<sup>st</sup> 1862 and which the constable has been directed to copy.

### **July**

As same as the month of January

### **August**

Articles to be produced on pay-day – the same as in the month of February

The constable will also take with him, a return of all persons within his detachment using weights, measures, or balances.

### **September**

Articles to be produced on pay-day – the same as in the month of March

The constable shall take with him the following returns:

1. A return of known thieves and depredants at large, their names, ages, the number of times they have been known to have been in custody, the nature of the offences with which they were charged, and the results.
2. A return of receivers of stolen goods at large, and likewise the same particulars regarding them.

3. A return of prostitutes at large with names and ages
4. A return of suspected persons at large, names and ages and causes of suspicion.
5. A return of vagrants and tramps at large, names and ages.
6. A return of the houses of receivers of stolen goods by whom kept and where situated.
7. A return of public houses the resort of thieves and prostitutes and where situated
8. A return of public houses the resort of thieves and prostitutes by whom kept and where situated.
9. A return of coffee shops the resort of thieves and prostitutes, by whom kept and where situated.
10. A return of other suspected houses, the resort of thieves and prostitutes, by whom kept and where situated.
11. A return of brothels and houses of ill fame by whom kept and where situated
12. A return of tramp's lodging houses by whom kept and where situated

### **October**

The same as the month of April

### **November**

The same as in the month of May

### **December**

Articles to be produced on pay-day – the same as in the month of June

The constable will also take with him a return of stolen or lost property in his possession, with the description and estimated value thereof.

The constable must report to his Superintendent, in writing, the date upon which a fair or club is to be held within his detachment, at least seven days previous to its occurrence.

He must also forward, so as to reach his Superintendent on the morning of the last day of each month, an application for contingent expenses – if any – incurred by him during the month.

## **Crimes and Punishments**

**Page 61:** If a member of the force be convicted of drunkenness, he will be liable to immediate dismissal, and that the plea that the degree of intoxication was *slight*, will not be considered as any excuse, or avert the punishment which will inevitably follow this offence.

Every constable who shall be found guilty of the following offences, viz.:- lying, or concealment of the truth, disobedience of the lawful commands of his Superior - or directly or indirectly receive any bribe, or gratuity -- or embezzle or misapply any public moneys, clothing or appointments -- or be guilty of insubordinate conduct -- or make any false entry in any return, or willfully omit to make any entry therein as to the due performance of any duty, matter, or thing, which ought to be so entered -- or by any concealment or willful omission, shall attempt to evade the true spirit and meaning of the orders and regulations of the Force -- or shall be convicted of any offence by a Court of Justice -- or incur, and refuse, or neglect to pay any lawful debt -- or money without leave -- or misapply any money or goods levied under any warrant, or taken from any prisoner -- or give notice, or otherwise cause to be intimated, either directly or indirectly, to any person against whom there shall be a warrant or order, information thereof, with a view to the evasion of such

warrant or order -- or divulge any matter or thing which it may be his duty to keep secret -- or who knowing where any offender shall be residing or concealed, shall not immediately inform his Superior officer of the same; or not take due and prompt measures, for the arrest of such person -- or willfully, or through negligence, allow any prisoner to escape -- or use any cruel, harsh, or unnecessary violence towards any prisoner, or other person -- or leave any place on which he shall have been put on duty -- or absent himself from his division or station without leave -- or be guilty of prevarication before any Court, or upon any inquiry - - or behave in a scandalous manner -- or be seen in any public-house when not necessarily there on duty -- or be guilty of any profane, immoral, or fraudulent conduct -- or shall violate any standing order or regulation hereafter to be made, shall be dismissed the Service, or shall suffer suspension, loss of rank, or forfeiture of pay, besides any other punishment to which he may be liable by Law.

In addition to the above, a constable is liable to the following penalties for neglect of duty, viz.:-

To a penalty of ten pounds, or one month's imprisonment, under the 2<sup>nd</sup> and 3<sup>rd</sup> Vict., ch. 93, s 12 for neglect of violation of duty.

To imprisonment with hard labour for not exceeding one calendar month under s 14, of the same statute, for not delivering up the whole of his clothing, &c.

To a penalty of ten pounds, under the 22<sup>nd</sup> and 23<sup>rd</sup> Vict, ch. 32, s 3, relating to voting at Municipal Elections.

To a penalty of five pounds, by s 4, of the same statute, for neglecting to give proper notice previous to resigning his appointment.

To a penalty of five pounds, under the Mutiny Act, for not billeting soldiers, &c

To a penalty of five pounds, under 5<sup>th</sup> and 6<sup>th</sup> William 1V, ch 59, s 16, relating to cruelty to animals

To a penalty of five pounds, under 5<sup>th</sup> Geo. 1V, ch. 83,ss 6 – 11, for neglecting to apprehend vagrants.

To a penalty of five pounds, under 50<sup>th</sup> Geo.111 ch. 41, s 21, for not apprehending unlicensed hawkers, &c

To a penalty of twenty pounds, under 25<sup>th</sup> Geo 11 ch 36, s 7, relating to disorderly houses.

To a penalty of twenty pounds, under 6<sup>th</sup> Geo 1V ch. 80, for neglecting to assist excise officers

And to a penalty of ten pounds, under 8<sup>th</sup> and 9<sup>th</sup> Vict ch. 126 for omitting to apprehend a wandering person, deemed to be a lunatic.

All offences of which a constable may be guilty, to the prejudice of good order and discipline, though not specified in the foregoing cases, will be punished as the Chief Constable may think proper.

It is to be understood that the instructions for constables, contained in this book, are intended for the guidance of Sergeants and Inspectors also, and when applicable, are to be considered as equally binding, upon Superintendents.

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APPENDIX.

The following forms are appended for the guidance  
of young constables in making out reports, &c.

*Report of robbery.*

..... Detachment,  
July 2nd, 1862.

Sir,

I have the honor to report that I received information at 2 p.m. this day, from John Smith, Laborer, Weybridge, that three white fowls of the Dorking breed, value 6s. and a sack marked W. S., value 1s., were stolen from an out-house at \_\_\_\_\_ farm, in the parish of \_\_\_\_\_, during the night of the 1st instant, the property of Mr. \_\_\_\_\_, Farmer, Weybridge.

I immediately went to the farm, and ascertained that the door of the out-house had been opened by breaking the padlock with which it was fastened, and that the sack was taken from an open shed. The sack can be sworn to, but the fowls cannot be identified. No person is suspected.

I have the honor to be,  
Sir,  
Your most obedient Servant,

.....  
P.C. No.....

The Superintendent,  
Surrey Constabulary,  
Chertsey.  
(or as the case may be).

-----

*Report of inquest.*

..... Detachment,  
July 2nd, 1862.

Sir,

I have the honor to report that at 2 p.m. on the 1st instant, an inquest was held at the Red Lion Inn, in the parish of \_\_\_\_\_ before Mr. \_\_\_\_\_, Coroner, on the body of John Smith, age 45.

F

The Jury, after hearing the evidence of Robert Long, and Mary Smith, both of the parish of ———, returned a verdict of found drowned in the river Wey.

There was no evidence to show how the body came into the water, but there is no doubt the deceased committed suicide, he having been in a very desponding state of mind for some time previous to his death.

The Coroner paid me the sum of ———, which amount I beg herewith to forward to you. No remarks were made at the inquest relative to the police.

I have the honor to be,

Sir,

Your most obedient Servant,

The Superintendent,  
Surrey Constabulary,  
Chertsey.  
(or as the case may be).

.....  
P.C. No. ....

*Application for leave of absence.*

..... Detachment,  
July 2nd, 1862.

Sir,

I have the honor to solicit the favor of leave of absence from 8 a.m. on the 4th instant, until 10 p.m. on the 6th instant, for the purpose of going to ——— in the county of ——— to visit my friends, (or for any other purpose).

I beg to add that the last leave of absence granted to me, was in the month of July, 1861, on } NOTE.—This paragraph is to  
which occasion I was absent for } be omitted when there has been  
three days. } no previous application.

I have the honor to be,

Sir,

Your most obedient Servant,

The Superintendent,  
Surrey Constabulary,  
Chertsey.  
(or as the case may be).

.....  
P.C. No. ....

*Application to retain reward or gratuity.*

..... Detachment,  
July 2nd, 1862.

Sir,

I have the honor to report that I have this day received the sum of twenty shillings, being a reward granted to me by the Secretary of State for War for the apprehension of ——— on the 2nd of April, 1862, as a deserter from the 49th Regiment of Foot.

I beg permission to be allowed to retain one-half of the amount, and herewith to hand over to you the other, on account of the Reward Fund.

I have the honor to be,

Sir,

Your most obedient Servant,

The Superintendent,  
Surrey Constabulary,  
Chertsey.  
(or as the case may be).

.....  
P.C. No. ....

*Application for a summons.*

..... Detachment,  
July 2nd, 1862.

Sir,

I have the honor to report that at 2 p.m. on the 1st instant, I detected John Evans of Ockham, Laborer, riding on the shafts of a wagon drawn by four horses, on the turnpike road leading from Ripley to Cobham, in the parish of Cobham. He had no reins, and there was no person on foot or on horseback to guide the horses. I saw him riding for about a quarter of a mile, and when he saw me he got down. The name on the wagon is as follows, John Roberts, Farmer, Ockham.

I beg to make application for a summons to be granted in this case.

I have the honor to be,

Sir,

Your most obedient Servant,

The Superintendent,  
Surrey Constabulary,  
Chertsey.  
(or as the case may be).

.....  
P.C. No. ....

*Application for contingent expenses.*

..... Detachment,  
June 30th, 1862.

Sir,

I have the honor to make application for the following contingent expenses incurred by me during the month of June, 1862 —

Date.	Nature of service performed.	Amount.		
		£	s.	d.
7th.	Left my residence at 8 a.m. on the 7th, and went to — in pursuit of John Roberts, who is suspected of having been concerned in the burglary at —. I walked from — to — being 4 miles, and proceeded by train from — to — being 21 miles, and back to — being 24 miles. Railway fare. . . . . Returned to my residence at 4 p.m. on the 7th. Constable's allowance . . . . .		3	9
21st.	Left my residence at 1 p.m. on the 21st, and conveyed Robert Miles from — to Wandsworth, being 26 miles. Third-class railway-fare for prisoner . . . . . Railway-fare for myself from — to — and back to —, being 52 miles . . . . . Returned to my residence at 8 p.m. on the 21st. Constable's allowance . . . . .		2	2
			4	4
			1	
	Total.. £		12	3

I have the honor to be,  
Sir,

Your most obedient Servant,

The Superintendent,  
Surrey Constabulary,  
Chertsey.  
(Or as the case may be).

P.C. No.....

### Fees and Allowances

Page 69: To be taken and received under statute 3 and 4 Vict., ch 88,s17 by the Constabulary of that portion of the county of Surrey which is not within the jurisdiction of the Metropolitan Police Force. Approved by the Right Honourable the Lord Viscount Palmerston one of her Majesty's principal Secretaries on the 24<sup>th</sup> March 1854

#### *Constable's fees to be received only when payable by individuals*

1. For the service of every summons, notice or other document within the parish: 1 shilling
2. For the execution of every warrant or the lawful apprehension of every person without warrant, not exceeding 2 shillings
3. For attendance before a magistrate, or at petty or Special Session, with a prisoner, or to prove the service of a summons: 1 shilling
4. If on any subsequent day: 2 shillings and six pence
5. For every mile out beyond the limits of the parish in which the constable is stationed in each case in addition to the above six pence.

*Allowances payable by parishes.*

1. For subsistence of a prisoner in any case when not chargeable upon the county, after the rate per day of not exceeding .. .. . 0 9
2. For subsistence and lodging of a prisoner, in any case when not chargeable upon the county, after the rate per night of not exceeding .. .. . 0 9

The above charges do not apply to the service of summonses for the non-payment of Parochial and Local Rate, which are to be as follows, viz. :—

1. For the service of every summons within the parish .. 0 6
2. For attendance before a Magistrate to prove the service of a summons .. .. . nil.
3. For every mile out beyond the limits of the parish in which the constable is stationed, in each case in addition to the above .. .. . 0 3

*Allowances payable to the police stock for the attendance of the Police at inquests, &c.*

To the constable, for giving information to the Coroner upon application for a warrant to summon a jury, if residing within two miles of the Coroner's office .. .. 2 0

For every mile he may be compelled to travel each way (to and fro) beyond the distance of two miles from the place where the body lies, to the residence of the Coroner, to procure the warrant, (unless the communication be made by post) an additional allowance per mile of.. 0 3


For summoning the jury and witnesses, and attending upon the Coroner during the inquest.. .. . 6 0

And if it be necessary to summon witnesses or jurors from a greater distance than two miles from the place where the body lies, then to the constable, summoning them, the sum of 2s. per day for every day after the first, and 3d. per mile for every mile he may have occasion to travel.

And for attendance during adjournments of any inquest, per day .. .. . 2 6

72                      PAY                      73

No. of days	First Class Sergeants.			Second Class Sergeants.			First Class Constables.			Second Class Constables.			Third Class Constables.		
	Amount.	Superannuation.	Balance.	Amount.	Superannuation.	Balance.	Amount.	Superannuation.	Balance.	Amount.	Superannuation.	Balance.	Amount.	Superannuation.	Balance.
	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
1	0 4 0	0 0 1	0 3 11	0 2 7	0 0 1	0 3 6	0 3 4	0 0 1	0 3 3	0 3 0	0 0 1	0 2 11	0 2 9	0 0 0	0 2 9
2	0 8 0	0 0 2	0 7 10	0 7 2	0 0 2	0 7 0	0 6 8	0 0 2	0 6 6	0 6 3	0 0 2	0 6 10	0 5 6	0 0 1	0 5 5
3	0 12 0	0 0 3	0 11 9	0 10 9	0 0 3	0 10 6	0 10 0	0 0 3	0 9 0	0 8 0	0 0 3	0 8 9	0 8 2	0 0 2	0 8 1
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5	1 0 0	0 0 6	0 19 6	0 17 11	0 0 5	0 17 6	0 16 8	0 0 5	0 15 0	0 0 4	0 14 8	0 13 9	0 0 4	0 13 5	0 12 5
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7	1 8 0	0 0 8	1 7 4	1 5 1	0 0 7	1 4 6	1 3 4	0 0 7	1 2 0	1 1 0	0 0 6	1 0 6	0 10 2	0 0 6	0 9 5
8	1 12 0	0 0 9	1 11 2	1 8 8	0 0 8	1 8 0	1 6 8	0 0 8	1 6 0	1 4 0	0 0 7	1 3 2	1 2 0	0 0 7	1 1 6
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30	6 0 0	0 0 30	5 17 0	5 7 9	0 0 29	5 4 10	5 0 0	0 0 28	4 17 6	4 10 0	0 0 26	4 7 9	4 2 6	0 0 20	4 0 6
31	6 4 0	0 0 31	6 0 11	5 11 5	0 0 29	5 8 4	5 2 4	0 0 27	5 0 9	4 13 0	0 0 24	4 10 8	4 0 2	0 0 21	4 3 2

  
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## **Instructions for the guidance of the Surrey Constabulary 1889**

GUILDFORD

Printed by W. Stent & Sons, 32, High Street

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1889 PREFACE

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The following Orders and Instructions are published for the guidance and information of the Surrey Constabulary, and the Chief Constable will at all times require that they shall be implicitly observed.

The various members of the Force are also reminded, that the character of a body is not unfrequently judged of by the conduct of individuals, and it will consequently be the interest of the zealous and well-conducted of all ranks, to assist in bringing to the Chief Constable's notice, any irregularity, or neglect of duty, on the part of others, which may, on any occasion, come to their knowledge.

Chief Constable's Office, Guildford, May, 1889

### **Conditions of Service**

The conditions upon which each person is admitted into the Surrey Constabulary are stated here, that no complaint may be made hereafter upon their being enforced. The Chief Constable desires it to be understood, at the same time, that he reserves to himself the power to alter or annul any of these conditions, and also to make such new rules, from time to time, as may be found expedient. (a)

(a) (See Rules made by Secretary of State pursuant to 2 and 3 Vict. ch.93 s.3)

(1) Each man shall devote the whole of his time to the service of the Surrey Constabulary, and conform to all the rules and regulations of the Service (b) (See 2 and 3 Vict. ch.93, s.10)

(2) He shall serve and reside wherever he is directed, and not receive a lodger without the sanction of the Chief Constable; neither shall he, if living in a police station, or lock-up, keep any description of animal without permission.

(3) He shall promptly obey all orders which he may receive from those in authority over him, and his demeanour must always be respectful towards them.

(4) He shall not, under any pretence whatever, receive to his own use, money from any person, without the express permission of the Chief Constable in writing. (a) (See 19 and 20 Vict. ch.69, s.8)

(5) He shall, on entering, furnish himself with two pairs of white gloves, two serviceable pairs of boots, and a decent suit of plain clothes; also a note book, which he must produce when required.

(6) His pay, at the rate of twenty-two shillings and nine pence per week, shall commence from the day on which he is sworn in, in addition to which he will be supplied with the established articles of uniform clothing and appointments, which articles, however, are not at any time to be considered as belonging to him.

(7) He shall at all times appear in his proper uniform, unless when otherwise directed, and is always required to be clean and neat in his person and dress.

(8) He shall receive his pay monthly, or on such days as may be appointed, when a deduction of 2.5 per cent per annum will be made towards the Superannuation Fund (b) (See 3 and 4 Vict. ch. 88 s.10)

(9) If any member of the Surrey Constabulary shall be absent from his duty, in consequence of ill -health, or on leave, the Chief Constable will exercise his pleasure as to stopping any portion of his pay during such absence.

(10) Debts contracted by the Constabulary, and which the Chief Constable may direct to be paid, shall be paid forthwith, and the amount deducted from the pay and allowances due to the person in debt.

(11) A sum not exceeding ten shillings will be deducted from the pay due to each person on his quitting the Surrey Constabulary, for the purpose of having his uniform altered for his successor.

(12) No constable shall belong to any political or secret society and every member of the Force should carefully abstain from the expression of political or religious opinions, in any way calculated to give offence.

(13) He shall not, during his continuous in the Force, by word, message, writing or in any other manner, endeavour to persuade any Elector to give, or dissuade from giving, his vote, on pain of instant dismissal. (a) (See 2 and 3 Vict. ch. 93, s.9 and 22 and 23 Vict. ch. 32 s.3)

(14) He is not to carry on any trade, (b) nor will his wife be allowed to keep a shop. (b) (See Sec 2 and 3 Vict. ch. 93 s.10)

(15) He shall not quit the Surrey Constabulary without giving one calendar month's notice to the Chief Constable, in writing. (a) (See 2 and 3 Vict. ch.93 s. 13)

(16) Every man dismissed from the Surrey Constabulary, or who shall resign his situation, shall before he quits the service, deliver up in person, at the Chief Constable's office, every article of dress, and all appointments which have been supplied to him. (b) If any of such articles have, in the opinion of the Chief Constable, been improperly used or damaged, a

deduction from the pay or moneys due to him will be made, sufficient to make good the damage, or supply a new article, as the case may be. (a) (See 2 and 3 Vict. ch. 93 s.14)

(17) Each person in the Surrey Constabulary is liable to immediate dismissal for unfitness, negligence, or misconduct, independently of any other punishment to which he may, by law, be subject; and such dismissal renders him ineligible for appointment in any other Constabulary. The Chief Constable may also, if he thinks fit, dismiss him without assigning any reason. (c)

Any constable who has been allowed to resign his appointment will not receive a testimonial of character until he shall have discharged the whole of his debts, nor will a certificate of good conduct be granted by the Chief Constable to any person leaving the Force under the following circumstances:-

1st. If the constable shall have been dismissed the Service

2nd. if the constable shall have been frequently guilty of misconduct, although of a light nature.

3rd. If the constable shall have been guilty of any misconduct of a serious nature

4th. if the constable shall have quitted the Service without having given due notice of his intention to do so.

5th. if the constable shall have served less than twelve months.

6th. if the certificate shall not be applied for within six months after the constable has left the Service. (c) (See 2 and 3 Vict. ch.93 s.6)

## **General Instructions**

The following instructions for the Surrey Constabulary, are not to be understood as containing rules of conduct applicable to every variety of circumstances that may occur in the performance of their duty; much must necessarily be left to the intelligence and discretion of individuals, and according to the degree in which they show themselves possessed of these qualities, and to their zeal, activity, and judgment on all occasions, will be their claim to future promotion and reward.

Every constable must readily and punctually obey the orders of his Superiors; if they appear to him improper, he may complain to the Chief Constable, through his Superintendent, who will pay due attention to him. Any refusal to perform the commands of his Superiors, or negligence in doing so, will not be suffered.

It should be understood at the outset, that the principal object to be attained is *the prevention of crime*.

To this end, every effort of the Constabulary is to be directed. The security of persons and property, the preservation of the public tranquillity, and all the other objects of a well regulated Police Force will thus be better effected, than by the detection and punishment of the offender after he has succeeded in committing the crime. This should be constantly kept in mind by every member of the Force, as a guide for his own conduct. Constables should

endeavour to distinguish themselves by such vigilance, and activity, as may render it extremely difficult for anyone to commit a crime within that portion of the district under their charge.

The constable should, on his first arrival at a station, wait upon the Magistrates residing within his district, and take every pains to inform himself of all bad characters residing in the neighbourhood.

When he goes on duty, he will take care to beat the appointed place, (if not before), precisely at the prescribed hour; and he will be held responsible for the security of life and property within his beat, for the preservation of the peace, and general good order during the time he is on duty.

He is to patrol every part of his detachment as often as practicable, unless it be necessary to observe the conduct of any suspected person, or for any other reason; in which case he will be required to satisfy his Superior Officer that there was a sufficient cause for such apparent irregularity. He will also attend at the appointed places and times of conference, and report to his Superintendent everything requiring notice. He must not make known to any person the limits of his beat, or his points of conference. He will not be allowed to carry a stick, or an umbrella when on duty. He must declare himself before acting at night, and on all occasions when out of uniform, and be very cautious how he confides in persons representing themselves to be Peace Officers, without being thoroughly satisfied that such is the case.

He is never to appear out of uniform, except when on leave of absence, or by the direction of the Chief Constable, or Superintendent, in cases where disguise may be considered necessary in the execution of a particular duty. He must not refuse to show his number, or tell it when asked; should he do so he will be severely punished, as such refusal can only be caused by his having done something of which he is ashamed. He must be scrupulously exact, in the care of his clothing and appointments, and clean and neat in his person; as independently of other considerations, a man who is negligent in these respects will be looked upon as careless and slovenly in the execution of his official duties, and cannot be retained in the Service.

When walking along the streets, he must not shoulder past any person, but give way in a respectful manner. In towns, he should keep on the outward side of the foot-path during the day and next to the houses at night.

He is strictly cautioned against idle conversation referring to the Service, more particularly with strangers, and when in public conveyances; and he must not whilst on duty, enter into conversation with any one, except on matters solely relating to his duty. Persons making inquiries however are to be treated with civility and attention, the constable giving all the information in his power with as little delay as possible. Insolence or incivility will not be overlooked, and improper language is on no pretence to be used by the constable.

He is not to associate, or hold any communication with men who have been dismissed the Service.

He is to treat every Magistrate with attention and respect, and be civil to persons of every rank and class. As it is of the greatest importance that each man should be respected by the Magistrates and people, he will be extremely cautious in his demeanour, and by sober, orderly, and regular habits, respectful attention to every person, and ready zeal to execute the

lawful orders and commands of the Magistrates, endeavour to obtain the approbation of all classes.

He must take care that persons giving information be duly protected, and strict secrecy observed with respect to them; and in all particular cases he is to take down in writing such information, requiring the informants to authenticate the same by their signature.

He will caution persons against assembling or loitering at the corners, or other places in the streets, to the inconvenience or annoyance of the public.

Children found wandering abroad, unable to give an account of their residence, are to be taken to the nearest station, and authority procured from the overseer of the parish, or relieving officer for their admittance into the workhouse. Publicity of the circumstances must be given, and a full report forwarded to the Superintendent. In all cases of destitution, immediate notice is to be given to the parish officers of the district.

If the constable observes anything in the roads or streets likely to produce danger or public inconvenience, he must report it to his Superintendent.

He will be particularly cautious not to interfere idly or unnecessarily: when required to act he will do so with decision and boldness, and on all occasions he will be supported in the proper exercise of his authority.

He must remember that there is no qualification more indispensable in a constable than command of temper; if he does his duty in a quiet and determined manner, such conduct will induce well disposed bystanders to assist him, should he require it.

He must when his usual hours of patrol are over, return to his own quarters, and unless called out to perform service (the nature of which must be reported by him), he is expected to be found there until the hour of his again going on duty arrives.

Whenever a constable resides in a police station, he must not leave it without permission of the officer in charge; and when allowed to do so, must always report his return.

He is on no account to absent himself from his detachment, on his own private affairs, without the permission of the Chief Constable, or Superintendent: when desirous of obtaining leave to do so, application must be made in writing, specifying the day and hour of departure, as well as of return. Leave will not be granted to any constable who has served less than twelve months in the Force, or during the winter months, viz: - from November 1st to March 1st, except under urgent circumstances. Constables returning from leave of absence must always report themselves to the Superintendent of the Division.

When the constable has occasion to visit Guildford, whether on public or private business, he must report himself to the Chief Constable's office immediately on arrival.

All Superior Officers, Magistrates, and others entitled to such mark of respect, are to be saluted in the usual manner, but the hat is in no case to be removed from the head.

As far as practicable, the duties on Sundays and other days appointed for public worship will be arranged so as to enable every constable to attend Divine Service, and each member of the Force is required to show a due respect for the observance of the Sabbath Day.

When the constable is unable to perform his duty in consequence of sickness, a medical certificate must be forwarded to his Superintendent with as little delay as possible, in which the nature of the illness is to be stated, and previous to his being permitted to return again to his duty, another certificate is to be given to the Superintendent, certifying that the constable has sufficiently recovered from such illness, to be able to resume his ordinary police duty. Medical certificates should not be made out on less than a quarter of a sheet of foolscap paper.

### **Powers of Constables**

The constable must bear in mind that it is his duty to protect the property and liberty of Her Majesty's subjects - not to outrage the latter: to defend their legal rights and privileges - not to infringe upon them; to keep the peace, and carefully guard against being, even indirectly, accessory to breaking it. He must therefore make himself perfectly acquainted with his duty, in order that he may be enabled to act efficiently for the protection of the public.

His powers, when properly understood, are amply sufficient for his purpose. He is regarded as the legitimate Peace Officer of his district, and both by the Common Law, as well as by several Acts of Parliament, he is invested with considerable authority, and the discharge of many important duties devolve upon him. He is authorised and required, in the execution of his office, to arrest persons charged with various offences, (and in cases of felony he may apprehend on reasonable grounds of suspicion, but in such cases much discretion must be used) to enter a house in pursuit of an offender, to quiet an affray, to search for stolen goods, and to take possession of goods suspected to have been stolen. It is therefore of the greatest importance that he should make himself thoroughly acquainted with his duty in this respect, that he may know when to interfere, and when to refrain, as he must be extremely careful never to exceed his legal powers.

### **Arrest without warrant**

The constable may take into custody, without warrant, any person whom he may find lying or loitering in any highway, yard or other place during the night, (viz. - between the hours of 9 and 6) and whom he has good cause to suspect of having committed, or being about to commit, a felony.

When any person, whether he be drunk or in a violent passion, or otherwise, threatens the life of another, the constable should interfere and arrest.

He may apprehend any person having in his possession any picklock key, crow jack, bit, or other implement, with intent feloniously to break into any dwelling-house, warehouse, coach-house, stable or out-building ; or any person armed with any gun, pistol, hanger, cutlass, bludgeon, or offensive weapon, or having upon him any instrument, with intent to commit a felonious act.

Any person found in a dwelling-house, warehouse, coach-house, out-house, or stable, or in an enclosed yard, garden, or area, apparently for an unlawful purpose, (viz.- an offence which would, if effected , subject the person to a criminal prosecution, as stealing, &c) may be arrested. (See Hayes –V- Stevenson, 25 JP. 39)

In each of these cases the constable must judge from the situation and behaviour of the person, as to his intention. In some cases no doubt can exist, as when the person is a notorious thief, or acting with those who are thieves, or when he is seen attempting to pick

pockets in a crowd, or endeavouring to break into a house, and such like. The constable must not act hastily, but watch closely the suspected person, that he may discover his design.

He is to arrest anyone whom he sees in the act of committing a felony, or whom another positively charges with having committed one, ( The Principal Felonies are – murder and attempts to murder or maim; manslaughter; rape; robbery, and attempts to rob; burglary, housebreaking; cattle, horse, and sheep stealing; stealing from the dwelling-house, the person, and theft generally; receiving stolen goods, embezzlement; also setting fire to any house, out-building, stacks, or crops; and all cases of forging and coining. The minor offences are called misdemeanours, such as frauds, uttering counterfeit coin, riots, assaults affrays) or suspects of having done so, provided such suspicion appear to be the constable to be well founded, and the person so suspecting accompany the constable to the station.

If after sunset and before sunrise, the constable sees any one carrying a bundle, or goods which he suspects were stolen, he should stop and examine the person, and detain him; but here also he should judge from circumstances (such as the appearance and manner of the person, his account of himself, and the like), whether he has stolen the goods in his possession, before taking him into custody. If the person accused of felony, escapes, he may be followed immediately wherever he goes, and if he takes refuge in a house, the constable may break open doors, if necessary, to get in; first stating who he is, and his business: but the breaking open of outer doors is so dangerous a proceeding, that the constable should never resort to it, except in extreme cases, and when an immediate arrest is necessary.

The constable may arrest persons publicly exposing to view any obscene print or exhibition; and he may also take into custody, any one assaulting or opposing him in the execution of his duty.

He has power to apprehend, without warrant, every common prostitute wandering in the public streets, public highways, or any place of public resort, behaving in a riotous or indecent manner; every person wandering abroad, or placing himself, or herself, in any public street, or highway, court or passage, to beg or gather alms, or causing, procuring, or encouraging any child so to do; every person wandering abroad, and lodging in any barn or out-house, or in any deserted or unoccupied building, or in the open air, or under any tent, or in any cart or wagon, not having any visible means of subsistence, and not giving a good account of himself, or herself; every person wandering abroad, and endeavouring, by the exposure of wounds, or deformities, to obtain or gather alms; every person going about as a gatherer or collector of alms, or endeavouring to procure charitable contributions of any nature or kind, under any false or fraudulent pretence; every person playing or betting, in any street, road, highway, or other open or public place, at, or with any table, or instrument of gaming, at any game, or pretend game of chance.

He has also the power to apprehend without warrant, any person guilty of riotous, violent, or indecent behaviour in any church or chapel, or in any churchyard, or burial ground; every person found committing acts of cruelty to animals; any person on reasonable suspicion of his being a deserter from the army, royal navy, or militia; (The Royal Air Force not having been formed until 1<sup>st</sup> April, 1918 - who chose that date?) every person wandering at large, deemed to be a lunatic; any petty chapman or pedlar wandering abroad and trading, without being duly licensed, or otherwise authorized by Law; every person pretending or professing to tell fortunes to deceive or impose on any of Her Majesty's subjects; and every person wilfully and openly exposing his person in any public place with intent to insult a female.

The constable has power to search in any highway, Street, or public place, any person whom he may have good cause to suspect of coming from any land where he shall have been unlawfully in search or pursuit of game, or any person aiding or abetting such persons, and having in his possession any game unlawfully obtained, or any gun, part of a gun, nets or engines used for killing or taking game; and also to stop and search any cart or conveyance in or upon the constable shall have good cause to suspect that any such game, or any such article or thing is being carried by any such person; and should there be found any game, or any such article or thing, as aforesaid, upon such person, cart or other conveyance, to seize and detain such game, article or thing. The word game is to include hares, rabbits, pheasants, partridge, woodcocks, snipes, black or moor game, as well as the eggs of these birds.

The constable cannot apprehend, without a warrant, persons found offending, but must make application for a summons in the usual way. In cases of actual breaches of the peace, as riots, affrays, assaults, and the like, committed within the view of the constable, he should immediately interfere (first giving public notice of his office, if he is not already known) separate the combatants, and prevent others from joining in the affray. If a riot etc., be of a serious nature, or if the offenders do not immediately desist, he should take them into custody, securing also the principal instigators of the tumult, and doing everything in his power to restore quiet.

A constable, in cases of assault which have not been committed in his presence, or within his view, is not authorized to arrest, or assist in arresting, the person charged, nor is he to receive any one so charged into his custody, unless the person has been apprehended by some other constable, who saw the assault committed. If a person threatens another with immediate personal violence, or offer to strike, the constable should interfere, and prevent a breach of the peace; if one draw a weapon upon another, attempting to strike, the constable should take him into custody. If persons be merely quarrelling or insulting each other by words, the constable has no right to take them into custody, but should be ready to prevent a breach of the peace.

When a constable is unable to effect the arrest by himself, he can call upon any one present to assist him, and they are bound by Law to do so.

When a breach of the peace is likely to take place, as when persons are openly preparing to fight, the constable should at once take them into custody. If they assemble in a house, and are making preparations for a like purpose, the constable may enter to prevent them. Should the doors be closed, and admission refused, he may break them open, after giving notice of his office, and his object in entering, but he should bear in mind that excepting in urgent cases it is better, in general, to wait until he has a warrant from a Magistrate for that purpose.

If a person forcibly enter the house of another, the constable may, at the request of the occupier, turn him out directly; if he has entered peaceably, but without any right to do so, and the occupier call upon the constable to remove him, the constable after having first requested such person to go quietly, may, in the event of refusal, eject him, taking care however to use no more force than is absolutely necessary for the purpose. But in every case such ejection must take place in the presence of the occupier.

### **Treatment of Prisoners**

Upon an arrest being made, the constable must always state the charge, and if in plain clothes, say that he is a police constable, and as some restraint is necessary, and mere words

will not constitute a valid arrest, he should gently lay his hand on the accused, and tell him that he is his prisoner.

In those cases where he is empowered to apprehend *without* a warrant, he may do so at any time, (even on a Sunday) and in any county or borough, but the prisoner must be taken before a Magistrate with as little delay as possible: the constable should however be guided by the character of the person charged, for it is often advisable in cases not requiring immediate apprehension, and when the person can easily be found, to obtain a warrant, even though the arrest could be made without one.

The constable is in all cases, to treat prisoners properly, and impose such constraint only, as may be necessary for their safe custody. They must be taken to the divisional station, or other place appointed for the purpose, without delay, and it will generally be found desirable that the accuser should accompany the constable, for the purpose of substantiating the charge.

Particular attention should be paid to persons in custody, on their way to the station, that they do not drop, destroy, give away, or secrete, any of the stolen property, and if the charge be that of murder, or of wounding with intent to do bodily harm, the constable should carefully examine the prisoner's hands, clothing, and any weapon in his possession, and likewise carefully inspect the place where the offence is said to have been committed.

When the prisoner is before the Magistrate, he still remains in the custody of the constable, until his discharge or committal. If a prisoner should escape, he may be retaken; and in immediate pursuit, the constable may follow him into any place, or any house: if he takes refuge in a house, the doors may be broken open, after demanding admission and due notice being given by the constable of his office, and purpose.

As however nothing reflects greater disgrace on a constable, than the escape of a prisoner, (*save that of being guilty of acting or speaking falsely*), he must use every legal precaution with the view of preventing such escape: no general rule can be laid down, as to when a constable ought, or ought not, to handcuff a prisoner, it must of necessity depend upon the circumstances of each particular case, as for instance, the nature of the charge, and the conduct and temper of the person in custody, but the constable may handcuff any male prisoner, if it be necessary to prevent escape, or rescue, or to restrain him from committing any act of violence, and not otherwise. To guard against the escape of male prisoners after their conviction, it will generally be found necessary whilst conveying them, to resort to the use of handcuffs. The constable should always walk either by the side, or in the rear of prisoners, when marching them from one station to another.

He is cautioned against striking a person in his charge, unless absolutely necessary to prevent escape, or in self defence, and must not use his staff because a prisoner is merely violent in behaviour or language, but should always bear in mind that the smallest possible amount of actual violence necessary for accomplishing the object for which violence is used, is the largest amount which the Law sanctions.

He must search prisoners very carefully, and when practicable in the presence of a witness, and on receiving prisoners from others, be satisfied that they have been so searched. Female prisoners are invariably to be searched by a female, and visited in the presence of one. The wife of the constable residing in the station is required to perform this duty, for which the following allowance will be granted. For searching one female during the day: the sum of eight pence; if two on the same day, one shilling. For searching one female after eleven

o'clock at night and before five o'clock in the morning: one shilling, if two the same night, one shilling and six pence.

Prisoners locked up at the police station are to be visited very frequently, and to have the means at all times of communicating with a Superior Officer, or with the person in whose custody they may be. They are not to be treated with any degree of familiarity, or permitted to hold communication with any person without the authority of the Superintendent. They are not to be allowed spirituous liquors, wine, beer, or tobacco, unless prescribed by a medical man; but may be permitted to purchase what other refreshments they choose. If rendered insensible from intoxication, they are to be visited when practicable, by a medical man, and medical aid is in all cases to be afforded to any prisoner requiring it.

Otherwise, he must at once make an entry of the same in his note-book, and likewise report the particulars to his Superintendent, who will give the necessary instructions with reference to the safe custody, and ultimate disposal of the property.

The several articles should be marked at the time they are received, so that they may be identified, when required to be produced in evidence.

## SURREY CONSTABULARY

### GUILDFORD

6<sup>th</sup> January, 1914 (Note by Ed: This is the date as transcribed)

#### Pay of the Surrey Constabulary

				£	s	d			
Superintendents:-									
<b>Second Class, on appointment per annum</b>				<b>180</b>	<b>0</b>	<b>0</b>			
Ditto	after 5 years service		do	200	0	0	0	First	
Class, on appointment				230	0	0			
Ditto	after 5 years service		do	250	0	0			
<i>Inspectors:-</i>									
On appointment				126	0	0			
After 5 years service				138	0	0			
Sergeants:-									
On appointment							1	13	3
				per week					
After 2 years service							1	14	5
After 4 years service							1	15	7

After 6 years service	do	1 16 9
Constables:-		
Third Class	do	1 4 6
Second Class	do	1 5 8
First Class, on appointment	do	1 6 10
After 2 years service	do	1 8 0
After 5 years service	do	1 9 2
After 8 years service	do	1 10 4

### Scale of Special Service Allowance

*The Standing Joint Committee have sanctioned the following scale of Special Service Allowances for constables when engaged on special duty at a place which is in their beat, or in the district assigned to them, and which is at a distance of more than 3 miles from their homes.*

*If necessarily detained from home more than 4 hours and less than 8 hours :-*

Superintendents	...	...	2/-
Inspectors	...	...	1/6
Sergeants	...	...	1/-
Constables	...	...	1/-

*If necessarily detained from home 8 hours, and less than 12 hours:-*

Superintendents	...	...	4/-
Inspectors	...	...	3/-
Sergeants	...	...	2/6
Constables	...	...	2/-

*If necessarily detained from home 12 hours or upwards:-*

Superintendents	...	...	5/-
Inspectors	...	...	4/-
Sergeants	...	...	3/-
Constables	...	...	2/6

*If required to sleep away from home, then a further sum, per night, of:-*

Superintendents	...	...	4/-
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Inspectors	...	...	3/6
Sergeants	...	...	3/-
Constables	...	...	2/6

### Evidence

With regard to the questioning of prisoners whilst in custody, it has been well observed that “no practice has been more censurable and unjust, than that so common amongst officers of justice putting questions to persons in custody, with the view of obtaining answers that may afterwards be used in evidence against them. It should ever be borne in mind by the constable, that whilst it is his duty to do his utmost to prevent crime, it is no part of his province to `make evidence.` It is at all times right that a person taken into custody should be informed of the charge against him; it is proper that the constable should listen to any statements which the prisoner may think it advisable to make, and to note down, and bear in remembrance all that he has said; but it is an abuse of power and authority in any constable to question an accused, and to draw from him statements which, in an unguarded moment, and in the confusion and embarrassment of his position, he may unadvisedly and incautiously make; and that, too, to interrogations not themselves reduced to writing, perhaps equivocally put, and the bearing and purport of which he may not understand”

The constable is not under any pretence whatever to elicit a statement from a prisoner, and is carefully to avoid cautioning a prisoner against criminating himself by making a voluntary statement, but is attentively to notice, and if possible to note down at the time, every expression which may assist the ends of Justice, that he may be prepared to repeat it when required.

When giving his evidence, he should stand in a respectful attitude, speak loudly and distinctly, and give ready answers to the Counsel on *both sides*, bearing in mind that it is his duty to afford every information in is power, whether for or against the accused, as nothing tells more against a constable than the appearance of keeping anything back.

On no pretence whatever should a constable sign a deposition, without having previously satisfied himself that every circumstance known to him, connected with the case, is fully and correctly stated therein.

The following are some of the general rules relating to evidence. Any statement made by a prisoner, and afterwards given in evidence, must be repeated by the witness in the same words. (No chance!!) Hearsay evidence is inadmissible, and a statement by another person is not evidence, unless made in the presence of the prisoner, nor is the statement of one prisoner, evidence either for, or against, another prisoner. The evidence of an accomplice is admissible, but ought to be corroborated. Circumstantial evidence is also inadmissible, but this should be of such a character as to produce nearly the same degree of certainty as that which arises form direct testimony, and to exclude a rational probability of innocence. No person is bound to criminate himself; and in general the opinion of a witness is inadmissible, unless upon questions of skill and judgment. A witness may be allowed to refresh his memory by reference to a memorandum made by himself at, or shortly after, the occurrence of which he is called upon to speak, although such memorandum could not of itself be

received in evidence. Any evidence which has been obtained from a prisoner in consequence of any threat, promise, or inducement, however slight and made to him by a constable, or person in authority, renders such evidence inadmissible; but any facts discovered in consequence of information so obtained, may be given in evidence. The declaration of a person on the point of death, who entertains no hope of recovery, is evidence against the prisoner, although given in his absence, when the cause of the death of the person making such declaration is the subject of the enquiry, provided such person would have been a competent witness if still living, and the statement was made under the belief of impending death – (it is usual, when time allows, to request a Magistrate to attend and take dying declarations, which it is not necessary should be made on oath).

Before being called to give evidence in Court, the constable should refresh his memory from notes of the circumstances taken by him at the time of, or shortly after, the examination before the Magistrates; but such notes are never to be produced in Court, unless called for.

Whenever the constable attends to give evidence at the Assizes or Sessions, or before the Magistrates in cases sent for trial, or summarily disposed of under the Criminal Justice Act, he will be entitled to receive his expenses in the same manner as any ordinary witness, in accordance with the following extract from the Scale of Allowances framed and issued under Act 14 and 15 Vict, ch. 55, and the authority of Sir George Grey, Bart., one of Her Majesty's Principal Secretaries of State.

### **Attendance before the Magistrates**

To prosecutors and witnesses being constables paid a salary, and not attending the Magistrates or Bench of Magistrates, on any police duty, for their trouble in attending the examination from a distance greater than three miles, and not exceeding seven miles from the place where the examination is taken, a sum not exceeding 1s (1/- or 5 pence!)

To the same if attending from a distance greater than seven miles from the place where the examination is taken, a sum not to exceed for each day, 1s.6d.

To prosecutors and witnesses being constables paid by salary, if necessarily detained all night for the purposes of examination, the sum for the night not to exceed 2s.

To prosecutors and witnesses being constables not attending the place of examination in discharge of police duty, and entitled to be conveyed under 7 and 8 Vict Ch. 85 s 12, and able to travel by railway, there shall be allowed mileage as follows:-

To superintendents, inspectors and constables, the lowest amount per mile authorised by Act of Parliament for their conveyance, and no larger sum;

To prosecutors and witnesses being constables able, but not so entitled to travel, and not attending the place of examination on any police duty, there shall be allowed for mileage, railway fare, the same as to ordinary witnesses;

To prosecutors and witnesses being constables not able to travel by railway, and not attending the Magistrate, or Magistrates, on any police duty, for every mile beyond four miles each way they shall travel to reach the place of examination, a sum not to exceed each way, 2d;

To prosecutors and witnesses being constables, able partially to travel by railway, for every mile after the first four miles each way, in reaching such means of conveyance, a sum not to exceed 2d, and railway fare as other constables.

### **Attendance at Assizes and Sessions**

To prosecutors and witnesses being constables paid by salary, if resident in the place where the Court is held, or within a distance not exceeding two miles of such place, a sum in the discretion of the Court, not to exceed for each day, 1s (One shilling or now, 5 pence!!)

If resident elsewhere, and if they shall attend from a greater distance than two miles, a sum, in the discretion of the Court, for each day not to exceed 1s 6d. To the same if they be necessarily detained all night for the purpose of the prosecution, a further sum for the night not exceeding 2s. If such prosecutors and witnesses shall be a Superintendent attending from a distance greater than three miles, and they shall be necessarily detained all night for the purposes of the prosecution, Instead of foregoing allowances, there may be allowed to them the same as ordinary witnesses.

To prosecutors and witnesses, being constables who shall be entitled to be conveyed under the 7th and 8th Vict. cap.: and able to travel by railway, there may be allowed for mileage as follows:-

To superintendents, inspectors, and constables, the lowest amount per mile authorised by Act of Parliament, for their conveyance, and no larger sum;

To prosecutors and witnesses being constables not so entitled to travel, there may be allowed railway fare for the same as to ordinary witnesses;

To the same if paid by salary, and where they are not able to travel by railway, for every mile beyond four miles each way they shall travel to and return from the Court where the prosecution takes place, a sum not to exceed 2d.

To the same if paid by salary, where able partially to travel by railway, for every mile after the first four miles each way in reaching such means of conveyance, a sum not to exceed 2d, and railway fare as other constables.

No constable paid by salary is to be allowed for railway fare not actually paid.

### **Ordinary Prosecutors and Witnesses**

To prosecutors and witnesses not hereinbefore provided for, there may be allowed, for their expenses, trouble and loss of time in attending the Court where the prosecution takes place, per day a sum not to exceed 3s.6d.

To the same, if entitled to mileage, for each night they may be necessarily detained from home for the purpose of the prosecution at any Assizes, a sum not to exceed 2s.6d.

To the same for each night they may necessarily be detained from home for the purposes of the prosecution, at any Quarter or Adjourned Sessions, 2s.

To the same for mileage there may be allowed as follows:-

If resident more than two miles from the Court where the prosecution takes place, if the whole or any portion of the journey can be performed by railway, second-class fare for such whole or portion of the journey, as the case may be, and for a journey, and part of a journey performed otherwise than by railway, per mile, each way, a sum not to exceed 3d.

### **How to act in cases of larceny &c**

When the report of a robbery reaches a constable, he must forthwith proceed to the spot indicated, and there make every enquiry into the circumstances, taking a description of the articles stolen, and endeavouring to ascertain upon whom suspicion rests, and whether any strangers have recently been seen in the neighbourhood.

When a house has been robbed, he will judge from the manner in which it has been effected, whether the thief appears to have been acquainted with the premises, by observing if the robbery has been effected by an inmate, or by some one from without, and in the latter case, if an entrance has been effected at once, or if ineffectual attempts have, in the first instance, been made to force doors or windows; he must closely examine the ground under the windows, and around the house for footmarks, and such, after being measured and examined, must be securely covered with boards, in order to preserve them.

In comparing footmarks, he is not to place the boot or shoe over the footmark which has been discovered, as he may thereby injure or efface the mark, but by the side of it. This should be done with the boots or shoes of both feet, and when practicable in the presence of a witness. A mere similarity in a boot or shoe, with a footmark, is of little or no value in evidence; the loss of a nail however, or anything that is peculiar, and which may tend to identify the footmarks with the boots or shoes compared with them, this may be of considerable importance.

Examination must be made in the fields and lanes around the place, with the view of ascertaining the direction taken by the thieves, both in coming to, and going from the house.

The constable will then enquire at all the public and beer houses in the neighbourhood as to what persons have called, or have been lodging there; and having made a note of all these particulars, he will send a messenger to inform his Superior Officer thereof, whilst he himself continues his enquiries on the spot.

In cases where, from recent information, there is a likelihood of overtaking the persons suspected, the constable is justified in hiring a horse or other conveyance, and proceeding in pursuit; but in nine robberies out of ten, the thieves reside in the neighbourhood.

When fowls or sheep have been stolen, much attention must be given to discover any footmarks in the surrounding fields or gaps: this description of property is, in the first instance, frequently secreted within a short distance, and not finally removed for a night or two.

In cases where a sheep has been slaughtered in the field, and the carcass skinned and carried off, the constable will therefore set a watch on the houses of the suspected persons, in order to detect any attempt to bring home the meat at night.

The messenger, who may be despatched to the Superintendent with the information of a robbery, should be directed to inform all constables stationed on the road, as it is desirable that the intelligence should be spread as widely and as speedily as possible.

In case of a fire taking place, the constable will give immediate alarm, and, as soon as possible, send information to his Superintendent; he is to exert himself in any way in which he can be useful, and endeavour to keep the space near the fire clear. Special attention must be directed, at such times, to the thieves and pickpockets who are usually in the crowd.

### **Coroners` Inquests**

An inquest should be held in all cases of violent or sudden death, including persons found dead, persons dying in prison, and persons suspected of committing suicide, for the purpose of enquiring into, and ascertaining the cause of death. In all such cases the constable is at once to ascertain the following particulars, and report them to his Superintendent without delay, in order that information may be forwarded to the Coroner, viz:-

1. Name and age of deceased.
2. Nature of the death.
3. Day and hour when occurred, or when the body was found.
4. Names of witnesses, and of any person who was present at the death, or who last saw the deceased alive.
5. Name and address of medical attendant, if any.
6. The nearest public house, or other suitable place, where the inquest can be held.
7. Any particulars, which he may be able to obtain, relative to the cause of death.

Should the Coroner be of opinion that an inquiry is necessary, he will issue his warrant for an inquest to be held, and immediately on its receipt, the constable must summon not less than twelve, or more than twenty-four housekeepers, if possible, intelligent men who can read and write, residing in the neighbourhood, to serve as jurymen; and on no account should any of the jury be related to the deceased, or interested for any person charged with, or suspected of causing the death. The witnesses must also be summoned by the constable, and should be kept out of court until called in separately to give evidence. The constable must take charge of, and produce at the inquest, any papers, or other property found on searching the body; and any weapon or instrument, supposed to have been used in producing the death, should be laid before the jury.

When the Coroner arrives, the constable must return the warrant to him, with a list of the names – in full- of the persons summoned written on the back. The constable must remain in court and prevent interruption, and obey all the lawful orders of the Coroner. After the inquest, the Coroner will pay over to the constable, the sum due to the police fund, for his attendance; and will likewise give him an order for the burial of the body, which order is to be handed over to the relatives of the deceased, or to the overseers of the parish, as the case may be. The constable must then forward a report to his Superintendent, relative to the inquest. When the following particulars are to be stated, viz:-

1. Day and hour when the inquest was held.
2. Place and parish.
3. Name of Coroner.
4. Name and age of deceased.
5. Names of witnesses.
6. Verdict of the jury.
7. Cause of death.
8. Amount of police fees received from the Coroner.
9. Any remarks which may have been made at the inquest relative to the police.

## **Journals**

Every constable will be supplied with a journal, which must be kept perfectly clean, and be carefully filled in daily. He will be required to comply with the following instructions, viz:-

1. It must contain the whole of the constable's proceedings, is only to be inspected by a Superior Officer belonging to the Force, and no other person whatever is to be allowed to see it, without the express permission of the Chief Constable.
2. Alterations when necessary are only to be made by drawing the pen through the word to be expunged, as no other erasures can be allowed.
3. Conferences with a Superior Officer are to be entered in red ink, also anything of a very particular nature; conferences with constables of another division, or with any officer of another Force, are to be entered in blue ink.
4. All conferences which are inserted in the night duty route, must appear in the journal, whether the constable attended them or not: should he omit any conference point, he must report the same to his Superintendent immediately, together with his reasons for not attending, he must also insert in the journal, under the head of "Officer conferred with," the word, "did not attend at" stating the cause in the remarks.
5. With reference to the heading "Time together," any period less than one hour, is to be inserted under the head of "Minutes"
6. The constable must, when practicable, attend Divine Service at least once every Sunday, inserting the omission, when such may occur.
7. The column of remarks and occurrences must contain the hour when the constable's detachment is visited by a Superior Officer; the reason why any of the conferences were omitted; the names of farmers and others called upon, and any complaints made by them; together with every remarkable occurrence in any way connected with the Service.
8. The returns on the back of the journal are to include everything that has occurred within the detachment during the week, and for the accuracy of which the constable will be held responsible.
9. The journal is to be forwarded to the Superintendent every Monday, and the constable does not deliver it himself, he must always enclose it in an envelope, properly addressed.
10. Should the constable be guilty of any neglect of the foregoing instructions, or should his journal be filled up in an incorrect, careless, or slovenly manner the Superintendent will state upon such journal the nature of the mistake contained therein, and then return it to him. Any expense incurred for postage, &c., must be paid by the person in fault.

## **Service of Summonses**

Every summons must be served by the constable as soon as possible after receipt, and on the person to whom it is directed, either personally, or if he cannot conveniently be met with, then by leaving the same with some person for him, at his last and most usual place of abode, and the constable serving the same, must attend at the time and place mentioned in the summons, to depose, if necessary, to the service thereof. The first duty of the constable on receiving a summons, is carefully to compare the original with the copy, in order that he may be satisfied that such copy is a correct one; he must then endeavour to serve it upon the person to whom it is directed, personally if possible, explaining to such person at the time,

when and where he is required to appear, and if he wishes the summons to be read to him, it is the duty of the constable to comply with such request. No summons must be served upon a Sunday. The time and manner of serving the summons is to be inserted on the back of the copy immediately after service, in accordance with the accompanying forms:-

If the summons was served personally, the following form may be used. "Served a true copy of this summons upon the within-named John Clark personally, at 2pm on the..... day of.....1889" If the summons was not served personally, say, "Left a true copy of this summons at the residence of the within-named John Clark. By giving the same for him to Ann Clark, his wife, at 2pm on the.....day of.....1889"

All copies of summonses are to be forwarded, so as to reach the Superintendent, on the morning of the day preceding that on which the Petty Sessions are held: together with a memorandum, stating the name trade, and address of the witnesses - if such can be ascertained - pinned to the corner of such copy, for the information of the Superintendent.

The constable is not to absent himself from his detachment for a greater distance than five miles, for the purpose of serving a summons, without first obtaining permission from his Superintendent.

Applications for summonses are to be made to the Superintendent of the division, and the following information supplied viz:-

1. Name, trade and address of the defendant.
2. Nature of offence.
3. Date of offence (day and hour)
4. Parish in which offence was committed.
5. Name and address of the witness, or witnesses.
6. Full particulars of the case.
7. If the offence be theft, state the description and value of the property, together with the name and address of the person to whom it belongs.
8. If willful damage, state the description of the property, the amount of injury done, and the name and address of the person to whom it belongs.
9. If an offence under the highway or turnpike acts, state the particular road where the offence was committed.

### **Contingent Expenses**

In making application for contingent expenses, all the necessary particulars connected therewith, are to be stated, viz.:-

1. Time of leaving residence (day and hour).
2. Nature of the special duty which has been performed.
3. Number of miles travelled by railway, or other conveyance.
4. Number of miles travelled on foot.
5. When railway fare, or other conveyance, is charged, the route from place to place, out and home, is to be fully stated.
6. In the conveyance of prisoners. The date, names, place from, and to which, such prisoners have been conveyed, also the number of miles, and the sum paid. Constable's personal expenses, and railway fare.
7. Time of returning to residence (day and hour).

No extra allowance will be granted to the constable, unless the duty performed be of a special nature, and one in consequence of which he has been subjected to unavoidable expense.

All expenses are to be craved in the month during which they are contracted, as no omissions can be entertained in a subsequent month.

### **Offences by publicans and others**

The constable must report to his Superintendent without delay, any publican or keeper of a beer-house or refreshment house, -- under the wine licenses act - who may commit any of the following offences, viz. :-

1. Fraudulently diluting or adulterating any beer or excisable liquors, or knowingly selling such.
2. Using, in selling any beer or excisable liquor, any measures that are not of the legal standard.
3. Wilfully and knowingly permitting drunkenness, or other disorderly conduct, on the licensed premises.
4. Knowingly suffering any unlawful games, or any gaming whatsoever on the licensed premises.
5. Knowingly permitting or suffering persons of notoriously bad character to assemble and meet together therein.
6. Keeping open the house otherwise than for the reception of travellers, or suffering any beer or other excisable liquor to be conveyed from, or out of the premises during permitted hours.
7. Not maintaining good order and rule therein.
8. Refusing to admit any constable into the licensed premises, or knowingly harbouring or allowing him to remain therein during any part of the time appointed for his being on duty.

Every person drunk, riotous, quarrelsome, or disorderly in any shop, house, premises, or place licensed for the sale of beer, wine, or spirituous liquors, by retail to be consumed on the premises, and who shall refuse or neglect to quit, upon being requested so to do by the manager or occupier, or his agent or servant, or by any constable, shall on conviction thereof be liable to pay a fine not exceeding forty shillings, and all constables are authorized, empowered, and required on the demand of such manager, occupier, agent or servant, to assist in expelling such persons. On no pretence however shall the constable enter any public or other house, shop, room or place for the sale of liquors, whether spirituous or otherwise, except in the immediate execution of his duty such a breach of this order will not be excused, and the keeper of any such house, is subject to a severe fine for allowing him to remain therein.

### **Impounding Cattle**

The constable may impound cattle of any kind found straying or lying *on any turnpike road* (except on such parts of it as pass over any common, or waste, or unenclosed ground) in the common pound (if any) of the parish where the same is found, or in such other place as may be provided. The keeper of the pound, or other place, is empowered to detain every such animal until the owner thereof shall pay the sum of two shillings.

He has also power to remove all cattle found straying *on any highway* (except on such parts of it as pass over any common, or waste, or unenclosed ground), to the fields, or stable, of the owners, or to the common pound (if any) of the parish where the same is found, or to such other place as may be provided. The constable is not to receive any money, but is to ascertain the name and address of the owner of such cattle, and make application for a summons in the usual way.

When the cattle are impounded, and no owner appears within two days, a report of the circumstances, with a description of the animals, is to be forwarded to the Superintendent.

As the authority to impound cattle, &c., is given principally with the view to the suppression of vagrancy, the constable must carefully avoid vexatious interference with animals, the property of farmers, and other respectable persons, residing in the neighbourhood, but direct his attention to those which may belong to vagrants, tramps, &c.

### **Superannuation Fund, Pensions &c**

A deduction of two and a half per cent per annum will be made from the pay of every member of the Force, which sum together with the amount accruing from stoppages during sickness, and fines imposed upon constables for misconduct, as well as from any portion of the fines imposed by any Justice of the Peace upon drunken persons, or for assaults upon police constables, and from moieties of fines and penalties awarded to informers, -- being police constables, -- on summary convictions, and all sums arising from the sale of the constables' worn or cast clothing, will from time to time be invested, and the interest and dividends thereof likewise, in such manner as the Justices, in General or Quarter Sessions assembled, shall direct, and accumulate so as to form a superannuation fund; and this money will be applied, from time to time, for the payment of such superannuation retiring allowances or gratuities, as may be ordered by the Court of Quarter Sessions upon recommendation of the Chief Constable.

The conditions upon which retiring allowances are granted to members of the Constabulary are as follows, viz:- if the constable shall have served, with diligence and fidelity, for fifteen years and less than twenty years, an annual sum not exceeding half his pay; if for twenty years, or upwards, an annual sum of not more than two thirds of his pay, provided always, that if he shall be under sixty years of age, it shall not be lawful to grant any such allowances, unless upon the certificate of the Chief Constable he is incapable, from infirmity of mind or body, to discharge the duties of his office; provided also that if any constable shall be disabled, from any wound or injury received in the actual execution of the duties of his office it shall be lawful to grant him any allowance, not more than the whole of his pay; but nothing herein contained shall be construed to entitle any constable absolutely to any superannuation allowance, or to prevent his being dismissed without superannuation allowance.

The justices may also, upon such recommendation, and upon the Chief Constable certifying that any constable who has not served so long as fifteen years, is incapable, from infirmity of mind or body, to discharge the duties of his office, order that such constable do receive, out of the superannuation fund, such sum in gross, as a gratuity upon his retirement, as to the said Justices may seem proper; they may likewise upon the recommendation of the Chief Constable, grant a gratuity to the widow of any constable who has died in the Service, provided the sum so granted do not exceed the amount of one year's pay of such constable,

and that he have contributed to the superannuation fund for a period of no less than three years.

### **Clothing, Appointments**

Every constable will be supplied with the following articles of clothing and appointments (a); (in addition to his pay) which he will be required to deliver up on quitting the Force:-

*Clothing supplied in the year 1888.*

One great coat  
One cape  
One tunic  
One pair of undress trousers  
One helmet  
One pair of winter gloves

*Clothing supplied in the year 1889*

One tunic  
One pair of dress trousers  
One helmet  
One pair of winter gloves

*Appointments &c*

One staff  
One pair of handcuffs  
Two handcuff rings  
One whistle  
One lamp  
One waist-belt and cape strap

One instruction book and case.  
One pocket book  
One warrant card  
One button brass.  
One button brush.

Upon the new clothing for the year 1890 being served out to the constable, he will be entitled to that which was issued in the year 1888, upon payment of the sum of four shillings; and in the year 1891, he will be entitled to that which was supplied in the year 1889, upon the payment of the sum of two shillings and sixpence, and so on in successive years. A quarterly allowance of six shillings and sixpence, in lieu of boots and shoes, is granted to each constable who has served in the Force for three months preceding the first of April, the first day of July, the first day of October, and the first day of January in each year. No allowance is granted for a less period. The sum of one shilling per month is also granted to the constable, for the purpose of purchasing oil and cotton for the police lamp provided for his use.

### **Correspondence &c**

When the constable receives an order from a Superior Officer in writing, he will attach his signature to the same, adding the date when such order was received by him, and return it to his Superintendent, with the journal, on the following Monday.

All reports, &c., to the Superintendent must be in writing, on not less than a quarter of foolscap paper; with the exception of applications for leave of absence, or to retain rewards or gratuities, and resignations, which are always to be written on half a sheet folded lengthwise, so as to divide it into two equal parts, the report being written on the left-hand side of the paper so divided. All communications are to be addressed as follows:-

The Superintendent  
Surrey Constabulary,  
Chertsey

(Or wherever the divisional station may be) the rank and name of the writer, with the date when forwarded, is to be inserted in the left hand corner of the envelope, or cover. In all official documents, the rank and number is always to be placed below the signature.

The constable is not to correspond on police matters with any person unconnected with the Force, but is to forward all letters which he may receive from such persons to his Superintendent, who will exercise his own discretion as to whether answers are required or not. He must not address any letter, written application, or complaint to the Chief Constable direct, but forward all communications through the Superintendent of the division, who will transmit them to the Chief Constable.

As several instances have occurred in which letters have been delayed through the carelessness of the post office officials, thereby causing great inconvenience to the Public Service, whenever the constable receives a letter which may have been so delayed, he must immediately forward the envelope, together with all the particulars, to his Superintendent, in order that such carelessness may be brought to the notice of Her Majesty's Postmaster-General.

### **How to obtain promotion**

Every constable may hope to rise by activity, intelligence, and good conduct, to a superior rank. He must make it his study to recommend himself to notice by diligent discharge of his duties, and strict obedience to the commands of his Superiors, recollecting that he who has been accustomed to submit to discipline, will be considered best qualified to command; and as no constable can be promoted who has not a thorough knowledge of his duties and powers, and who cannot write a proper official report or letter, no matter how exemplary his conduct, he should devote every hour which he can spare from his duty to reading, writing and general improvement of his mind; he should also frequently and carefully read this Book of Instructions, in order that he may clearly understand his duties, and the powers which are given to him by Law, for the efficient execution of them.

Before a constable is promoted to the rank of Inspector, he will be required to undergo an examination at the Chief Constable's office, when he must be found to possess a knowledge of such parts of the Criminal Law as refer to the duties of the police: he must also be able to write neatly and correctly from dictation, and understand the first four rules of arithmetic (simple and compound). Without the above qualifications, the Chief Constable will not promote any member of the Force, however meritorious his conduct may be in other respects.

In the Police Library, (which contains upwards of 600 volumes) several educational works will be found, which will greatly assist the constable in attaining the requisite qualifications.

### **Periodical duties to be performed by the constable**

The constable must, when attending at the divisional station to receive his pay, produce the several articles of clothing and appointments mentioned under the head of the respective months, for the purpose of their being inspected by the Superintendent, and care must be taken that such articles be perfectly clean and in good repair. He must also take with him for

the information of the Superintendent, the following returns, which are always to be written on not less than a quarter sheet of foolscap paper.

### **Every Monday**

1. The constable's weekly journal is to be forwarded to the Superintendent.
2. Reports or letters relative to police duty, which the constable may have received from any person.
3. Unexecuted warrants, with a description of the persons named therein, and any other particulars.

### **January**

Articles to be produced on pay-day - two tunics, two pairs of dress trousers, two serviceable pairs of boots, staff, pocket book, warrant card, handcuffs and rings

### **February**

Articles to be produced on pay-day - two helmets, button-brass and brush, staff, pocket book, warrant card, handcuffs and rings

On the last Monday in this month, the constable must make application to his Superintendent for a supply of notices relative to the time and place appointed for the general annual licensing meeting (unless he has received them previously). Immediately on receipt of the notices, he must post one on the door of each parish church or chapel, give one to each resident Magistrate, or leave it at his house, and deliver one to each publican, or applicant for a spirit licence. He shall receive from each publican, or applicant, upon the delivery of the notice, the sum of one shilling, which amount he is to hand over to his Superintendent.

August: Articles to be produced on pay-day – the same as in the month of February  
The constable will also take with him, a return of all persons within his detachment using weights, measures, or balances.

September: Articles to be produced on pay-day – the same as in the month of March

October: The same as the month of April

November: The same as in the month of May

December: Articles to be produced on pay-day – the same as in the month of June

The constable will also take with him a return of stolen or lost property in his possession, with the description and estimated value thereof.

The constable must report to his Superintendent, in writing, the date upon which a fair or club is to be held within his detachment, at least seven days previous to its occurrence.

He must also forward, so as to reach his Superintendent on the morning of the last day of each month, an application for contingent expenses – if any – incurred by him during the month.

## **Crimes and Punishments**

If a member of the force be convicted of drunkenness, he will be liable to immediate dismissal, and that the plea that the degree of intoxication was *slight*, will not be considered as any excuse, or avert the punishment which will inevitably follow this offence.

Every constable who shall be found guilty of the following offences, viz.:- lying, or concealment of the truth, disobedience of the lawful commands of his Superior - or directly or indirectly receive any bribe, or gratuity -- or embezzle or misapply any public moneys, clothing or appointments -- or be guilty of insubordinate conduct -- or make any false entry in any return, or willfully omit to make any entry therein as to the due performance of any duty, matter, or thing, which ought to be so entered -- or by any concealment or willful omission, shall attempt to evade the true spirit and meaning of the orders and regulations of the Force -- or shall be convicted of any offence by a Court of Justice -- or incur, and refuse, or neglect to pay any lawful debt -- or money without leave -- or misapply any money or goods levied under any warrant, or taken from any prisoner -- or give notice, or otherwise cause to be intimated, either directly or indirectly, to any person against whom there shall be a warrant or order, information thereof, with a view to the evasion of such warrant or order -- or divulge any matter or thing which it may be his duty to keep secret -- or who knowing where any offender shall be residing or concealed, shall not immediately inform his Superior officer of the same; or not take due and prompt measures, for the arrest of such person -- or willfully, or through negligence, allow any prisoner to escape -- or use any cruel, harsh, or unnecessary violence towards any prisoner, or other person -- or leave any place on which he shall have been put on duty -- or absent himself from his division or station without leave -- or be guilty of prevarication before any Court, or upon any inquiry - - or behave in a scandalous manner -- or be seen in any public-house when not necessarily there on duty -- or be guilty of any profane, immoral, or fraudulent conduct -- or shall violate any standing order or regulation hereafter to be made, shall be dismissed the Service, or shall suffer suspension, loss of rank, or forfeiture of pay, besides any other punishment to which he may be liable by Law.

In addition to the above, a constable is liable to the following penalties for neglect of duty, viz.:-

To a penalty of ten pounds, or one month's imprisonment, under the 2<sup>nd</sup> and 3<sup>rd</sup> Vict., ch. 93, s 12 for neglect of violation of duty.

To imprisonment with hard labour for not exceeding one calendar month under s 14, of the same statute, for not delivering up the whole of his clothing, &c.

To a penalty of ten pounds, under the 22<sup>nd</sup> and 23<sup>rd</sup> Vict, ch. 32, s 3, relating to voting at Municipal Elections.

To a penalty of five pounds, by s 4, of the same statute, for neglecting to give proper notice previous to resigning his appointment.

To a penalty of five pounds, under the Mutiny Act, for not billeting soldiers, &c

To a penalty of five pounds, under 5<sup>th</sup> and 6<sup>th</sup> William IV, ch 59, s 16, relating to cruelty to animals

To a penalty of five pounds, under 5<sup>th</sup> Geo. 1V, ch. 83,ss 6 – 11, for neglecting to apprehend vagrants.

To a penalty of five pounds, under 50<sup>th</sup> Geo.111 ch. 41, s 21, for not apprehending unlicensed hawkers, &c

To a penalty of twenty pounds, under 25<sup>th</sup> Geo 11 ch 36, s 7, relating to disorderly houses.

To a penalty of twenty pounds, under 6<sup>th</sup> Geo 1V ch. 80, for neglecting to assist excise officers

And to a penalty of ten pounds, under 8<sup>th</sup> and 9<sup>th</sup> Vict ch. 126 for omitting to apprehend a wandering person, deemed to be a lunatic.

All offences of which a constable may be guilty, to the prejudice of good order and discipline, though not specified in the foregoing cases, will be punished as the Chief Constable may think proper.

It is to be understood that the instructions for constables, contained in this book, are intended for the guidance of Sergeants and Inspectors also, and when applicable, are to be considered as equally binding, upon Superintendents.

The following forms are appended for the guidance of young constables in making reports, &c.

### **Report of robbery**

.....Detachment  
July 2<sup>nd</sup> 1889

Sir,

I have the honor (*This is not Windows spelling, this is actual*) to report that I received information at 2pm this day, from John Smith, Labourer, Weybridge, that three white fowls of the Dorking breed, valued 6s and a sack marked W.S., value 1s., were stolen from an out-house at-----farm, in the parish of ....., during the night of the 1<sup>st</sup> instant, the property of Mr....., Farmer, Weybridge.

I immediately went to the farm, and ascertained, that the door of the out-house had been opened by breaking the padlock with which it was fastened, and that the sack was taken from an open shed. The sack can be sworn to, but the fowls cannot be identified. No person is suspected.

I have the honor to be,  
Sir,  
Your most obedient Servant.

.....  
P. C. No.....

The Superintendent,

Surrey Constabulary,  
Chertsey  
(Or as the case may be)

**Report of Inquest**

.....Detachment  
July 2<sup>nd</sup>, 1889

Sir,

I have the honor to report that at 2pm on 1<sup>st</sup> instant, an inquest was held at the Red Lion Inn, in the parish of ..... before Mr....., Coroner, on the body of John Smith, aged 45

The Jury, after hearing the evidence of Robert Long, and Mary Smith, both of the parish of..... returned a verdict of found drowned in the river Wey.

There was no evidence to show how the body came into the water, but there is no doubt the deceased committed suicide, he having been in a very desponding state of mind for some time previous to his death.

The Coroner paid me the sum of....., which amount I beg herewith to forward to you. No remarks were made at the inquest relative to the police.

I have the honor to be,  
Sir,  
Your most obedient Servant,

.....  
P.C. No.....

The Superintendent,  
Surrey Constabulary,  
Chertsey  
(Or as the case may be)

**Application for leave of absence**

Sir,

I have the honor to solicit the favor of leave of absence from 8am until 10pm on 6<sup>th</sup> instant, for the purpose of going to..... in the county of..... to visit my friends, (or for any other purpose).

I beg to add that the last leave of absence granted to me , was in the month of July 1888, on which occasion I was absent for three days. (NOTE - This paragraph is to be omitted when there has been no previous application.)

I have the honor to be,  
Sir,  
Your most obedient Servant,

.....  
P.C. No.....

**Application to retain reward or gratuity**

Detachment,

.....  
July 2<sup>nd</sup>, 1889

Sir,

I have the honor to report that I have this day received the sum of twenty shillings, being a reward to me by the Secretary of State for War for the apprehension of ..... on 2<sup>nd</sup> April, 1889, as a deserter from the .....Regiment.

I beg to be allowed to retain the amount.

I have the honor to be,  
Sir,

I have the honor to be,  
Sir,  
your most obedient Servant,

.....  
P.C. No.....

The Superintendent,  
Surrey Constabulary,  
Chertsey  
(Or as the case may be)

**Application for a summons**

Sir,

.....Detachment

July 2<sup>nd</sup>, 1889

I have the honour (As printed in the book, a change from `honor`!) to report that at 2pm on 1<sup>st</sup> instant. I detected John Evans of Ockham, Labourer, riding on the shafts of a wagon drawn by four horses, on the highway leading from Ripley to Cobham, in the parish of Cobham. He had no reins, and there was no person on foot or on horseback to guide the horses. I saw him riding for about a quarter of a mile, and when he saw me he got down. The name on the wagon is as follows, John Roberts, Farmer, Ockham.

this case. I beg to make application for a summons to be granted in

I have the honour to be,  
 Sir,  
 Your most obedient Servant,

.....  
 P.C. No.....

The Superintendent,  
 Surrey Constabulary,  
 Chertsey  
 (Or as the case may be)

.....Detachment  
 June, 30<sup>th</sup>, 1889

Sir,

**Application for contingent expenses**

I have the honour to make application for the following contingent expenses incurred by me during the month of June, 1889:-

Date	Nature of service performed	Amount		
7 <sup>th</sup>	Left my residence at 8am on the 7 <sup>th</sup> , and went to ..... in pursuit of John Roberts, who is suspected of having been concerned in the burglary at....., I walked from ..... to ..... being 4 miles, and proceeded by train from ..... to..... being 21 miles, and back to..... being 24 miles. Railway fare.....	£	s.	d.
	Returned to my residence at 4pm on 7 <sup>th</sup>			
	Constable's allowance		3	9
			1	0
21 <sup>st</sup>	Left my residence at 1pm on the 21 <sup>st</sup> , and conveyed Robert Miles from Guildford to Wandsworth, being 26 miles. Third-class railway-fare for prisoner .....		2	2
	Railway-fare for myself from Guildford to Wandsworth and back to Guildford being 52 miles.		3	4
	Returned to my residence at 8pm on 21 <sup>st</sup>			
	Constable's allowance		1	0

Total: - £. 11 3

I have the honour to be,  
Sir,  
Your most obedient Servant,

.....  
P.C. No.....

### **Fees and Allowances**

To be taken and received under Stat. 3 and 4 Vict, ch. 88, s 17, by the Constabulary of that portion of Surrey not within the jurisdiction of the Metropolitan Police Force. Approved by the Right Honourable the Lord Viscount Palmerston, one of Her Majesty's principal Secretaries of State, on 24<sup>th</sup> May, 1858.

Constables' Fees, to be received only when payable by individuals

1. For the service of every summons, notice or other document within the parish 1s 0
2. For the execution of every warrant, or the lawful apprehension of every person without a warrant, not exceeding 2s 0
3. For attendance before a Magistrate, or at a Petty or Special Session, with a prisoner, or to prove the service of a summons 1s
4. If on any subsequent day 2s 6
5. For every mile out beyond the parish in which the constable is stationed, in such case, in addition to the above 0s- 6

#### ***Allowances payable by parishes***

1. For subsistence of a prisoner in any case when not chargeable upon the county after the rate per day of not exceeding 0s -9
2. For subsistence and lodging of a prisoner, in any case when not chargeable upon the county, after the rate per night of not exceeding 0s -9

The above charges do not apply for the service of summonses for the non-payment of Parochial and Local Rates, which are to be as follows:-

1. For the service of every summons within the parish 0s - 6
2. For attendance before a Magistrate to prove the service of a summons Nil
3. For every mile out beyond the limits of the parish in which the constable is stationed, in each case, in addition to the above 0s - 3

Allowances payable to the police stock for the attendance of the police at inquests &c.

To the constable, for giving information to the Coroner upon application for a warrant to summon a jury, if residing within two miles of the Coroner's office  
2s – 0

For every mile he may be compelled to travel each way (to and fro) beyond the distance of two miles from the place where the body lies, to the residence of the Coroner, to procure the warrant (unless the communication be made by post), an additional allowance per mile of  
0s – 3

For summoning the jury and witnesses, and attending upon the Coroner during the inquest  
6s – 0

And if it be necessary to summon witnesses or jurors from a greater distance than two miles from the place where the body lies, then the constable, summoning them the sum of 2s per day for every day after the first, and 3d per mile for every mile he may have occasion to travel.

And for attendance during adjournments of any inquest, per day 2s – 6