



# **THE VICTORIA POLICE MANUAL**

(1957 Edition)

consisting of

## **REGULATIONS**

of the Governor in Council

## **DETERMINATIONS**

of the Police Service Board

and

## **STANDING ORDERS**

of the Chief Commissioner of Police

Issued under the Authority of the Chief Commissioner of Police,  
Major-General S. H. PORTER, C.B.E., D.S.O., E.D.

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A. C. BROOKS, Government Printer, Melbourne.

**Standing Orders**  
**305-309**

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**Children****CERTIFICATE OF IDENTITY.**

Certificate of  
identity.

305. (1) Every member is issued with a certificate of identity as part of his equipment, carrying the photograph and signature of the member.

(2) Police should always carry this certificate of identity when in plain clothes whether on or off duty. A member may be called upon at any time to act as such, and difficulty may arise from absence of any proof (which this certificate supplies) that he is a member of the Force.

Production of  
certificate.

(3) A member not in uniform shall produce his certificate of identity when requested to do so whilst executing his duty, unless the circumstances are such that his failure to do so is justified.

Inspection.

(4) Officers and sub-officers should make regular inspections of such certificates and, if a member is unable to produce his certificate, a full report and statutory declaration by the member is to be submitted.

(5) A member shall not use the certificate for other than official purposes.

Re-issue on  
transfer.

306. Upon a transfer to the C.I.B. a new certificate of identity will be issued and on receipt of the new issue and not before the old certificate shall be returned to the Chief Commissioner's Office.

Certificate  
not to be  
transferred.

307. The certificates are on no account to be transferred from one member to another. They are numbered consecutively as issued, and on any member leaving the Force, his certificate shall be cancelled. Each member will be held strictly responsible for the proper care of the certificate issued to him, and on no account is he to let it out of his possession.

Loss of  
certificate.

308. As it is most important that a certificate of identity shall not fall into the hands of unauthorized persons, the loss of any such certificate shall be circulated by a Lost Property Report (Form No. 254).

**CHILDREN.**

Definition of  
"child" under  
Children's  
Court Act.

309. (1) Under the *Children's Court Act 1958* a "child" means a boy or girl who is or was under the age of seventeen years at the time of the commission of an alleged offence but does not include any person who is of or over the age of nineteen years at the time of being brought before the Court. Section 335 of the *Crimes Act 1958* provides that no child under the age of eight years can be guilty of any offence.

Definition of  
"child" and  
"young  
person" under  
Social Welfare  
Act.

(2) The *Social Welfare Act 1970* defines a "child" as a person under the age of fifteen years and a "young person" as one of or over the age of fifteen years and under the age of twenty-one years.

(Reprinted to incorporate Amendments Nos. 21, 22, 23, 224, 236, 422, 555, 618, 790 and 792 and references to Acts in the 1958 Consolidation.)

## Children

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Standing Orders  
310-311

(3) The Social Welfare Department is controlled by the Director-General of Social Welfare. Social Welfare Department.

(4) For Police purposes the Family Welfare Division is mainly concerned with children and young persons admitted to the care of the Department as being in need of care and protection. Reception Centres at which children are held pending the hearing of protection applications and where they are received following admission to the care of the Department are also under the control of the Family Welfare Division. Family Welfare Division.

(5) The Youth Welfare Division controls:— Youth Welfare Division.

(a) Youth Training Centres for the care and welfare of—

(i) Offenders committed to Youth Training Centres under the *Crimes Act 1958*, the *Children's Court Act 1958*, or the *Justices Act 1958*; and

(ii) Young persons admitted to the care of the Department who, in the opinion of the Director-General, are in need of special supervision, social adjustment or training; and

(b) Remand Centres for the detention of young persons awaiting trial or sentence or in transit from or to a Youth Training Centre.

310. (1) Where practicable, proceedings against children and young persons for offences are to be taken by summons. They should only be apprehended in extreme cases of delinquency or where it is thought that a summons will not meet the case. To be apprehended only in extreme cases.

(2) The Education Department has instructed teachers that pupils may be interviewed at school by the Police only if the parent or guardian is present or, alternatively, has given the Head Teacher written authority to allow the interview to take place. In the latter case, the interview must be held in the presence of the Head Teacher, who shall be deemed to be the representative of the parent or guardian. Interrogation at schools.

(3) Members of the Force who may wish to interrogate a pupil at school should explain to the Head Teacher the circumstances of the case in sufficient detail to allow the Head Teacher to exercise his role properly.

311. (1) Officers in Charge of Districts and Divisions when contemplating action against juvenile first offenders should consider the practicability of bringing them before a responsible Police Officer so that he may lecture them in the presence of a parent or guardian in preference to the institution of proceedings in a Children's Court. Police Officers should use great discretion before bringing a child before the court for a minor offence. Juvenile delinquency — Warning of first offenders.

(Reprinted to incorporate Amendments Nos. 22, 23, 90, 618 and 792 and references to Acts in the 1958 Consolidation.)

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Children

(2) The responsibility for deciding whether a case will be dealt with in accordance with the preceding sub-paragraph will rest with the Officer concerned. He should first satisfy himself that the child has not previously come under the notice of Police and that to issue a warning may be the means of saving the child from a life of delinquency by allowing him to escape whatever stigma may come of an appearance before a Court. An endeavour must be made to ascertain the underlying reason for the offence, to point this out to the parent or guardian and to obtain an undertaking from the latter that neither the reason for the offence nor the offence itself will be repeated.

(3) Having disposed of a case in the above manner, the Officer concerned may, where in his opinion it appears necessary, make arrangements whereby a member of the Force shall maintain an interest in the child with a view to furthering the aim of this procedure. Methods of maintaining this interest should not be of a nature to create an impression that the child is under police surveillance, but should aim at creating friendly relations between a member of the Force, the child and the parents or guardians, until such time as the child's future behaviour has been established.

Result of  
charge.

(4) In every case where a child is dealt with under the provisions of this paragraph a "Result of Charge and Antecedent Form" (Form No. 210) and a "Children's Court Prosecutions Form" (Form No. 276) must be clearly endorsed—"First offender—warned under the provisions of Standing Orders, paragraph 311, by (name of Officer) on (date)."

The form No. 210 shall be forwarded to the Officer in Charge, Records Section, Information Bureau, and the Form No. 276 shall be forwarded to the Children's Court Assistant, Information Bureau.

Form No. 276.

Protection  
Applications.

312. (1) Section 31 of the *Social Welfare Act 1970* sets out the circumstances in which a child or young person may be deemed to be in need of care and protection. Where police find a child or young person in any of the circumstances described in the Section, they may apprehend without warrant, and make a "Protection Application" on the prescribed form to a Children's Court.

Follow  
wording of  
the Act.

(2) When preparing the Protection Application, the circumstances under which the child or young person was found should be described briefly in terms consistent with the wording of the appropriate paragraph of Section 31 of the Act. An endorsement should be made on the Application indicating whether or not the parents have been notified.

Order for  
safe custody.

(3) The "Order for Safe Custody" which is appended to the Protection Application must be signed by a Justice of the Peace, detached, and handed over with the child or young person at the appropriate Reception Centre or Remand Centre. Reception and Remand Centres have been established in the Metropolitan

Area as follows:—"TURANA", 203 Park-street, Royal Park for all boys of or above the age of ten years; "ALLAMBIE", 70-73 Elgar-road, Burwood, for boys under the age of ten years and girls under the age of fifteen years; "WINBIRRA", 206 Spring-vale-road, Nunawading, for girls of or above the age of fifteen years. If the child or young person is not placed at a Reception or Remand Centre but is placed with some suitable person or as otherwise provided in Section 25 of the *Children's Court Act* 1958, the Order for Safe Custody should be retained by the Officer in Charge of the local Police Station.

(4) After detachment of the Order for Safe Custody, the Protection Application should be forwarded to the Clerk of the Children's Court in time for hearing by the first available Children's Court. The brief of evidence and Form No. 276, in duplicate, should be sent to the Prosecutor or Children's Court Assistant prior to the date of hearing, and C.O. and M.O. Reports circulated in the usual manner. "Notice to Probation Officer (original)" (Form No. 277) and "Notice to Probation Officer (duplicate)" (Form No. 278) or "Notice to Probation Officer (Metropolitan)" (Form No. 279)—as the case may be—should be forwarded at the earliest opportunity to ensure the attendance of a Probation Officer.

Procedure re  
application.

(5) Section 32 of the *Social Welfare Act* 1970 provides for the issue of a warrant to enter (by force if need be) any house, building or other place where it is believed on reasonable grounds that there is any child or young person under the age of seventeen years, who is in need of care and protection, for the purpose of apprehending such child or young person. Such a warrant must be executed by a member of the Force of or above the rank of Sergeant.

Warrant to  
search for  
child in need  
of care and  
protection.

(6) In lieu of apprehending a child or young person, a Notice (Form No. 737), in writing, setting out the grounds of the intended Protection Application may be served on the parent or guardian or any other person having the care and custody of the child or young person, and also upon the young person if he is of or above the age of fifteen years, commanding the child or young person to appear and his parent or guardian or such other person to produce him before the Children's Court at the time and place specified for the hearing of the Protection Application.

Notice of  
Protection  
Application  
in lieu of  
arrest.

(7) The Notice (Form No. 737) shall be prepared in duplicate (except in the case of a young person when it shall be in triplicate) and may be served either by pre-paid post so as to reach the address of the child or young person five days before the date of the hearing or in any manner in which service of a summons may be effected under the *Justices Act* 1958. After the affidavit on the original Notice has been sworn, the Notice, together with a Protection Application, shall be forwarded to the Clerk of the Children's Court prior to the date of hearing. The instructions contained in sub-paragraph (4) of this paragraph must be complied with.

Service of  
notice.

(Reprinted to incorporate Amendments Nos. 618, 792 and 887.)



**Standing Orders**  
**313-314**

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**Children**

Penalty for failure to appear.

(8) If after such service the child or young person does not appear before the Children's Court for the hearing of the Application at the time and place mentioned therein, the Court may issue a warrant for the apprehension of the child or young person and upon execution of the warrant the child or young person may be dealt with as hereinbefore provided.

Failing to provide for a child, ill-treating or exposing a child.

313. (1) Where a child is not provided with adequate and proper food, nursing, clothing, medical aid or lodging, or is ill-treated or exposed by any person having the care and custody of the child, proceedings may be taken under Section 81 of the *Social Welfare Act 1970*, which sets out the offence with which such a person may be charged.

Warrant to search for and seize child.

(2) A Justice may issue a warrant to enter by force if necessary any place named in the warrant, to search for and take any child found under these circumstances.

Warrant to arrest person in charge of child.

(3) The Justice, at the same time or later, may issue another warrant for the arrest of any person found to be neglecting, ill-treating or exposing any such child.

Evidence by spouses.

(4) The wife or husband of a person so charged is both competent and compellable as a witness for the prosecution—see section 400 of the *Crimes Act* as amended by Act No. 7546.

Execution of warrant by member of or above the rank of Sergeant.

(5) Any warrant issued under Section 81 of the *Social Welfare Act* must be addressed to and executed by a member of the Force of or above the rank of Sergeant.

Offence to leave a child without proper supervision and care.

(6) Section 82 of the Act creates the offence of leaving a child for an unreasonable time without making reasonable provision for its supervision and care.

Consent of Minister for Social Welfare required to prosecute.

(7) Note that no prosecution can be brought under this section without the consent of the Minister for Social Welfare.

Recording of complaints of child or children left unattended or ill-treated.

(8) The Officer in Charge, Women Police Division, is required to keep records of all complaints received and investigated by Police throughout the State in cases of child cruelty or ill-treatment, and of children left without reasonable supervision and care.

Reports to be forwarded in all cases.

(9) Upon completion of every such investigation, the Officer in Charge of the Police Station at which the complaint was received or referred for inquiry shall forward a report in duplicate on Form No. 282 (Report of Ill-treatment or cruelty to a Child) to the Officer in charge, Women Police Division, Operations Department setting out the origin of the complaint, nature of complaint, date received, action taken (and by whom), and the result of investigations made, including any charges or applications made or proposed.

Appearance before Court to be expedited.

314. (1) Every child or young person who is apprehended or summoned should be brought before a Court as speedily as possible to have the charge or Protection Application dealt with. Undue delay in such cases makes it more difficult for the child or young person to relate the seriousness of the offence charged with any fine, probation or other punishment the Court may impose.

(Reprinted to incorporate Amendments Nos. 618, 792 and 887.)

(2) Where a child or young person is detained on suspicion the instructions contained in paragraph 644 (2) of Standing Orders must be strictly adhered to.

Presence of  
parents at  
questioning.

(3) Whilst Police are responsible for the safe custody of every person apprehended, it is not desirable that children or young persons apprehended should be kept in a lock-up when other satisfactory accommodation can be arranged. Pending hearing of the charge or Protection Application, Police must make every effort to deal promptly with children or young persons by having them bailed or sent to "Turana", "Allambie", "Winbirra", or other appropriate Reception or Remand Centre, or placed with some suitable person or otherwise dealt with as provided in section 25 of the *Children's Court Act 1958*. Any necessary expenditure for the temporary upkeep of such children or young persons will be a charge against the Victoria Police Force.

Prompt  
disposal of  
apprehended  
children and  
young  
persons.

(4) Where a child or young person is apprehended and placed at "Turana" or any other Reception or Remand Centre on an Order for Safe Custody, application must be made to the remanding Justice to fix or refuse bail and enter his decision upon the Order. Reception and Remand Centres are open for the purposes of bail from 8 a.m. to 8 p.m.

Procedure as  
to Reception  
or Remand  
Centres and  
Bail.

(5) Where a child or young person is placed at any Remand or Reception Centre on an Order for Safe Custody, the escorting member must hand such Order to the Admitting Officer together with a report setting out the under-mentioned particulars in respect of the child or young person:—

Documents  
required by  
Admitting  
Officer.

- (a) Full names and correct address of both the father and mother ;
- (b) Date of birth of the child or young person ;
- (c) Religion ;
- (d) Amount of bail fixed ; and
- (e) Whether or not the parents have been notified.

It is essential that this report accompany the child or young person, as it is required by the Social Welfare Department in case of illness and for the purpose of claiming Child Endowment.

(6) Railway requisitions or ticket orders issued in connexion with new admissions to the Social Welfare Department being escorted to Reception, Remand or Youth Training Centres, or with wards of the Department apprehended after absconding, should be plainly marked in red "Ward of the Social Welfare Department" and should show the name of the child or young person and whether he is a new admission or an absconder.

Railway  
requisitions,  
&c.

(7) Where a child or young person has been brought before a Children's Court, Special Magistrate or Justice, and the hearing has been adjourned and an order made placing the child or young person in the custody of some person or persons or place of detention or whilst in custody during or pending trial, such

Restriction  
on placing in  
gaol or  
lock-up.

(Reprinted to incorporate Amendments Nos. 618 and 792.)



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Children

child or young person shall not be placed in a gaol or lock-up unless he has escaped from the custody of such person or persons or custody and has been apprehended as an "Absconder", when he may be held in a gaol or lock-up until the charge or application has been dealt with in the Children's or other Court by which he is being or is to be tried. (See Section 25 of the *Children's Court Act 1958*.)

Appeal  
against  
conviction in  
Children's  
Court, &c.

315. (1) Any person against or in respect of whom a conviction or order is made by a Children's Court, whether upon a charge for an offence, or upon a Protection Application under the *Social Welfare Act 1970* may appeal therefrom. (See Section 48 of *Children's Court Act 1958*.)

(2) If the appellant is of or over the age of fifteen years, the appeal may be made by the child himself. Where the child is under the age of fifteen years the appeal may be made by the child's parent, or in the absence of the parent, by the Chief Probation Officer.

(3) Any appeal against an order or conviction made by a Children's Court shall be heard in a County Court. The chairman is empowered to order any person not directly interested in the case from the precincts of the court.

Procedure re  
appeals.

(4) Members of the Force, on receiving Notice of Appeal against an order or conviction made by a Children's Court, shall follow the same procedure as is laid down in respect of appeals against conviction or penalty imposed by a Magistrates' Court.

Tracing of  
absconders.

316. (1) Police should make every effort to trace absconding State wards. Special efforts are to be made where girls are concerned, as it is important to locate them as soon as possible. Where an absconder is found well and respectably employed, or accommodated, the Director of Youth Welfare or Director of Family Welfare, whichever is applicable, should be asked for instructions before apprehension. A report regarding the location of any female absconder should be forwarded to the Officer in Charge, Women Police Division, Operations Department.

Missing  
persons  
Bureau to be  
notified of  
scapees, &c.

(2) In all cases where Police receive notification of the escape or unlawful withdrawal of any ward of the Social Welfare Department, Missing Persons Bureau must be immediately informed and C.O. and M.O. Reports circulated, one copy being forwarded to the Social Welfare Department; in the case of females, one copy to the Officer in Charge, Women Police Division, Operations Department, in addition to normal circulation to Women Police in appropriate Districts.

Scapees  
from Remand  
or Youth  
Training  
Centres, &c.

(3) Any person who is lawfully detained in any Remand or Youth Training Centre and who escapes or attempts to escape therefrom or from the custody of any member of the Police Force or other Officer in whose custody he may be, may be arrested and placed in a gaol or lock-up until he is removed to a Remand or Youth Training Centre (see Section 98, *Social Welfare Act 1970*).



(4) No escapee from a Remand Centre or Youth Training Centre should be charged with escape until the wishes of the Director, Youth Welfare Division, have been ascertained. Restriction re Wards of the Branch.

(5) The provisions of Section 98 of the *Social Welfare Act* 1970 apply only to escapees from Institutions or parts thereof which have been proclaimed as Remand or Youth Training Centres. There are separate centres for males and females. Location of Remand and Youth Training Centres.

#### *Remand Centres.*

For Boys: The whole of "Turana", situated in Park-street West, Parkville, and bounded by Mount Royal Hospital on the east, Royal Park Psychiatric Hospital on the west, Park-street on the north and Poplar-road on the south.

For Girls: "Winbirra", 186 Springvale-road, Nunawading.

#### *Youth Training Centres.*

For Males:—

- (a) The whole of "Turana", situated in Park-street West, Parkville, and bounded by Mount Royal Hospital on the east, Royal Park Psychiatric Hospital on the west, Park-street on the north and Poplar-road on the south.
- (b) The Number One Home of the Salvation Army Bayswater Boys' Home and Vocational Training Centre, Mountain Highway, The Basin.
- (c) The Morning Star Boys' Home, Sunnyside-road, Mount Eliza.
- (d) Langi Kal Kal.
- (e) Malmsbury.
- (f) Acheron (Buxton).

For Females:—

- (a) "Winlaton", 186 Springvale-road, Nunawading.
- (b) The Convent of the Good Shepherd, Clarke-street, Abbotsford.
- (c) The Convent of the Good Shepherd, Castlebar-road, Oakleigh.

(6) By Section 179 of the *Social Welfare Act* 1970, the Director-General is empowered to grant temporary leave (by a written permit, which must be carried at all times) to any person in his legal custody. Failure to return to the place of custody or to obey any conditions or restrictions included in the permit shall be deemed an escape from legal custody. Special leave may be granted.

317. (1) Inmates of Youth Training or Remand Centres are referred to as "trainees" whether or not they are wards of the Social Welfare Department, young persons undergoing sentence, on remand or awaiting trial. Interviewing trainees in Youth Training or Remand Centres.

(2) Where it is necessary to interview a youth trainee in any Youth Training Centre or Remand Centre, a written application setting out fully the reasons for such interview must

(Reprinted to incorporate Amendments Nos. 618 and 792.)



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be forwarded to the Officer in Charge of the District, who, if satisfied that the request, is based on good and reasonable grounds, will complete and forward to the Director-General of Social Welfare, Social Welfare Department, an application in the following form :—

Victoria Police.

Superintendent's Office,  
.....District,  
...../...../.....

The Director-General,  
Social Welfare Department,  
State Public Offices,  
1 Macarthur-street,  
EAST MELBOURNE, 3002.

Dear Sir,

Pursuant to Regulation 80, Division II. of the Social Welfare Regulations 1962, application is hereby made for....., No....., to interview a youth trainee by the Name of..... at present located at.....for the purpose of .....

Yours faithfully,

.....  
SUPERINTENDENT.

The Superintendent,  
Remand/Youth Training Centre,  
At.....

Visit for the above purpose approved.

.....  
Director of Youth Welfare.  
...../...../.....

(3) In urgent cases, the Officer in Charge of the District will notify the Superintendent, Criminal Investigation Branch, who will make the necessary arrangements to secure the necessary approval.

(4) In any case where approval is not granted, the application form will be returned direct from the Social Welfare Department to the Superintendent, Criminal Investigation Branch, who will then be responsible for notifying the member concerned.

(5) A youth trainee may decline to be interviewed or, if interviewed, may refuse to make any statement or disclosure. All interviews will be conducted in the presence of a Senior Youth Officer, or an officer of higher rank.

(6) Any child or young person detained in a Reception Centre, Remand Centre or Youth Training Centre, or as a Ward of the Social Welfare Department, under or awaiting sentence or trial or on remand or for any other lawful cause, who is required to appear before a Children's or any other Court either to answer a charge or for any other lawful reason, may be brought before

(Reprinted to incorporate Amendments Nos. 618 and 792.)

Order to  
bring an  
inmate  
before any  
Court, Section  
26 Children's  
Court Act.

the Children's or other Court upon an order signed by a Special Magistrate, a Stipendiary Magistrate or the Proper Officer or Clerk of the Court before which he is to be brought.

(7) Such an order shall be in the form of Form No. 733 (Order to Bring up Child or Young Person without Writ of Habeas Corpus) whether the child or young person is required to answer a charge or is required as a witness. The form shall be forwarded direct to the Superintendent of the Centre in which the child or young person is detained. Form of order.

(8) Every person brought up under such an order shall be deemed to be in legal custody and shall in due course be returned to the place from which he was brought or into such other custody as is authorised by law. Person deemed in legal custody.

(9) Where a trainee is in custody at a Court awaiting trial, the escorting officer may permit visits by legal advisers conducting his defence where facilities at the Court enable this to be done. Such visits shall be at the convenience of the escort, having regard to his duties to the Court and his responsibility for safe custody of the trainee or other trainees. (Visits from other persons are not to be permitted.) Visits at Court.

(10) (a) A child of or above the age of fifteen years who is charged with an indictable offence in a Children's Court may, upon conviction, be sentenced by the Court to be detained in a Youth Training Centre for a period of not more than two years. Restrictions re Court orders of detention in Youth Training Centres.

(b) In other Courts where an offender, charged with an indictable offence for which imprisonment may by law be awarded, is under the age of twenty-one years at the time of conviction, the Court may direct that the offender be detained in a Youth Training Centre for a period of not more than three years. An offender who is convicted in the same proceedings of more than one such offence cannot be directed to serve more than an aggregate period of three years in all.

317A. Where a person under the age of 21 years appears in a Court, and is sentenced to be detained in a Youth Training Centre, a copy of the brief of evidence shall be forwarded with the prisoner and warrant to the Social Welfare Department. Copy of brief to accompany young person.

318. (1) Any person who directly or indirectly withdraws any ward of the Social Welfare Department or counsels or induces any such ward to abscond from any place in which, or person under whom he is placed, or knowing that any such ward has been so withdrawn or has absconded, harbours or conceals or assists in harbouring or concealing such ward, or prevents such ward from returning to such place or person, commits an offence against Section 83, *Social Welfare Act 1970*. Unlawful withdrawal of Ward, &c.

(Reprinted to incorporate Amendments Nos. 618, 792 and 804.)

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53A

**Children**

Offences of  
communica-  
tion or  
trafficking  
with inmates.

(2) Sections 84 and 108 of the *Social Welfare Act 1970* contains the numerous offences for communicating without lawful authority or excuse with any ward of the Department detained in any Reception Centre, Children's Home or School or Youth Training Centre, or with an inmate of a Remand Centre; for trafficking with inmates of such Institutions; and for lurking or loitering about such Institutions for such purpose.

Persons  
found on  
premises, &c.

(3) Section 84 also provides that any person who enters any building, yard or ground belonging to any Reception Centre or Children's Home and does not depart when so ordered by the person at the time being in charge, commits an offence.

**Standing Orders**  
**319-322**

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**Children**

Arrest of  
persons  
unlawfully on  
premises.

(4) Section 108 provides that any person, who without lawful authority or excuse, enters any Remand Centre, Youth Training Centre, Youth Hostel or Youth Welfare Service or any building, yard or ground belonging thereto, may be apprehended without warrant by any member of the Police Force or Social Welfare Department.

Complaints  
by absconders  
not to be  
communicated  
to Press.

319. (1) Particulars of any complaint made to Police by absconders should not be communicated to the Press, but should be communicated to the Director-General of Social Welfare.

News reports  
of proceedings  
prohibited.

(2) Section 43 of the *Children's Court Act 1958* prohibits the publication in any newspaper or broadcast of any report of proceedings in a Children's Court or other Court on appeal, containing the locality or any particulars calculated to lead to the identification of the particular Children's Court or the name, address or school or any other particulars calculated to lead to the identification of any child or person concerned in those proceedings, whether as a witness or as a person against or in respect of whom the proceedings are taken. The section also provides that no picture may be published of any child or person concerned in any such proceedings.

Limited  
application  
of vagrancy  
provisions.

320. (1) Section 5 of the *Vagrancy Act 1966* shall not apply to any child under the age of seventeen years. Any child found without means of support shall be dealt with under sub-section (c) of Section 31 of the *Social Welfare Act 1970*.

Use of Form  
No. 720 in  
connexion  
with detention  
of children  
for offences  
of larceny,  
&c.

(2) When proceedings are being taken against children or young persons for offences such as larceny, &c., and it is not practicable to proceed by summons, an "Order for the Safe Custody of a Defendant Child During an Adjournment of the Hearing of the Charge" (Form No. 720) should be used for the detention of the child or young person at the appropriate Reception or Remand Centre pending the hearing of the charge.

Use of Form  
299 re  
aliens.

(3) The Officer in Charge, Special Branch, C.I.B. requires Forms 299 to be submitted in every case where a child or young person who is foreign born and un-naturalized is to appear at a Children's Court on any charge, or when such a child or young person over the age of ten years is the subject of a Protection Application.

Forwarding  
of  
informations,  
&c.

321. All informations, summonses, notices and Protection Applications concerning children or young persons shall be forwarded direct to the Clerk of the Children's Court at the place where the case is to be heard, in sufficient time to have them entered in the Court register before the sitting of the Court. In the case of informations and Protection Applications the informant or applicant must see that they are so forwarded and NOT left with the child at the Reception or Remand Centre.

Children's  
Court  
Assistants.

322. (1) Prosecuting officers known as "Children's Court Assistants" are specially assigned to the Children's Courts in the metropolitan area. Each is responsible for the correct presentation to such Courts of all charges, applications and other

(Reprinted to incorporate Amendments Nos. 618, 792 and 804.)



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matters and shall render every assistance to the Magistrates, Probation Officers and other agencies interested in cases before such Courts.

(2) Each shall be responsible for recording on Form No. 280 statistics of juvenile delinquency for the State of Victoria and for the submission of such reports and surveys of juvenile delinquency as may be required from time to time.

Children's  
Court  
Statistics  
Form  
(Form No.  
280).

(3) The Children's Court Assistant shall, in the event of a child or young person being placed on probation, cause a copy of the child's statement, or copy of the record of interview, to be attached to the probation order made by the Court.

Offender's  
Statement to  
be attached  
to Probation  
Order.

323. (1) In each Police sub-district where there is a Children's Court the Officer in Charge of the Station shall maintain a special folder in which shall be placed all briefs and documents relating to cases to be dealt with at the Children's Court.

Children's  
Court  
folder.

(2) In every case where a child or young person appears before a Children's Court on any charge or application, Form No. 276, in triplicate, properly completed and signed by the informant, and also a copy of the evidence in duplicate must be included in the brief before being forwarded to the prosecutor.

History of  
case (Form  
No. 276).

(3) Prior convictions and history of the child or young person must in all cases be shown by the informant on the Form No. 276 in the space provided before the brief is forwarded to the prosecutor.

Convictions,  
&c.

(4) The prosecuting officer must—

Attention  
by  
Prosecuting  
Officer.

(a) Check the Form No. 276 for accuracy and completeness and see that it is signed by the informant, paying particular attention to full and correct names of child or young person, age, date and place of birth, religion, &c.

(b) When the case has been dealt with, endorse the decision of the Court thereon, sign and forward the Form No. 276 to the Children's Court Assistant, Police Headquarters, Russell-street, Melbourne, 3000. The Children's Court Assistant will obtain statistical data from the Form No. 276 and forward it to the Officer in Charge, Children's Court, Batman-avenue, Melbourne, for filing.

(c) Ensure that in every case where a young person is sentenced to be detained in a Youth Training Centre or where a child or young person is ordered to be admitted to the care of the Social Welfare Branch, a copy of the Form No. 276 and a copy of all of the evidence accompanies the child or young person.

(Reprinted to incorporate Amendments Nos. 618 and 673.)

Standing Orders  
324-325

54B

Children

Responsibility  
of Officer in  
Charge.

(5) The Officer in Charge of the Station or Branch concerned must see that the foregoing instructions are carried out. Nothing in this paragraph shall affect the procedure of furnishing C.O. and M.O. Reports or Result of Charge and Antecedent Reports.

Forwarding  
of briefs.

324. Where the charge is of a serious nature and is defended or otherwise involved, the brief of evidence should be forwarded to the prosecuting officer in sufficient time for ample study. In all other cases in the metropolitan area, the brief, addressed to the Children's Court Assistant, must be taken or sent to the Police Station at the place where the case is to be heard and be placed in the Children's Court folder at the Station, prior to the date of hearing.

Notice to  
Probation  
Officers.

325. (1) Where a child or young person who resides outside the Metropolitan area (that is outside a radius of 13 miles from the G.P.O., Melbourne) has to appear before a Court on any complaint, charge, information or application, and the informant is a member of the Police Force, such informant must see that notice by duplicate copy (Form No. 278) is served on a Probation Officer who is of the same religious denomination (that is Protestant, Catholic or Hebrew) as the child or young person and resides nearest or most convenient to the place of abode of the child or young person. The member of the Force who served the duplicate copy (Form No. 278) should then complete the original (Form No. 277) and forward it to the Clerk of the Children's Court at the place where the case is to be heard.

(2) Where a child or young person who resides within the Metropolitan area (that is within a radius of 13 miles from the G.P.O., Melbourne), is to appear before a Court on any complaint, charge, information or application, and the informant is a member of the Police Force, such informant must deliver or post to the Officer in Charge, Children's Court, Batman-avenue, Melbourne, a notice, on Form No. 279, of the appearance of such child or young person, setting out particulars of such child or young person and the nature of the charge or application.

(3) As soon as it is decided to summon a child or young person, (or, where a child or young person is apprehended, as soon as the order for safe custody is obtained) notice on Form No. 278 or Form No. 279 should, without delay, be served on the Probation Officer or forwarded to the Officer in Charge, Children's Court, 31 Batman-avenue, Melbourne, as the case may require, so as to allow sufficient time for a Probation Officer to visit the home and produce a pre-court report for the information of the Magistrate.

(4) It should be understood, however, that service of the notice on a Probation Officer is in no way binding on his appearance at Court, and the responsibility of the member of the Police Force to endeavour to secure the attendance of a Probation Officer, ends with service of Form No. 278. The Probation Officer, most generally, is a voluntary worker who may or may not attend Court, as he desires.

(Reprinted to incorporate Amendments Nos. 618 and 673.)

## Children

54C

Standing Orders  
328-330

326. A Stipendiary Magistrate may grant a written authority to persons who have a special interest in the administration of Children's Courts to attend and be present in any such Court or County Court during the hearing of charges and applications or appeals therefrom. The presiding Magistrate or Judge, however, has a discretion in accepting such visitors, having regard to accommodation, &c., in the court-room.

Authorized  
visitors at  
Children's  
Courts.

327. (1) The Chief Probation and Parole Officer, State Public Offices, 1 Macarthur-street, East Melbourne, is the Chief Probation Officer for Victoria. The Senior Probation Officer is stationed at the Children's Court Offices, 31 Batman-avenue, Melbourne. These officers may be communicated with on any matter of probation and should be assisted whenever possible by members of the Force.

Chief and  
Senior  
Probation  
Officers.

(2) For the information of members of the Force and other persons concerned, the Officer in Charge of each Police Station shall keep available a list of all Probation Officers, both stipendiary and honorary, appointed for Children's Courts in his sub-district.

List of  
stipendiary  
and honorary  
probation  
officers in  
each Police  
sub-district  
to be kept.

(3) Particulars of appointments, resignations and deaths of Probation Officers are published in the *Government Gazette*.

328. (1) Where it is found that a child or young person who has been apprehended and remanded or summoned to appear before a Children's Court is a ward of the Social Welfare Department, the Director of Family Welfare (in the case of a child) or the Director of Youth Welfare (in the case of a young person) should be at once notified by the informant. These officers are located in the State Public Offices, 1 Macarthur-street, East Melbourne (telephone number 654 4222).

Apprehension  
of Wards.

(2) Where proceedings by summons for further offences are to be taken against young persons currently on parole from the Youth Parole Board, the Chief Parole Officer is to be immediately notified by the informant of the nature of the charges and the date of hearing.

Charging of  
parolees.

329. (1) Where a charge is preferred against a child or young person or a Protection Application is made, both parents, if available, should be informed of the fact.

Both parents  
to be notified.

(2) In all charges and applications every effort must be made to have a parent, guardian or other responsible person present on behalf of the child at Court. Where this is not possible the duty may be undertaken by a Probation Officer.

330. When the Police have in charge a child or young person who is to appear before a Children's Court to be dealt with, and they know of any parent liable to pay toward the support of such child or young person, such parent should immediately be requested to appear before the Court, if possible at the same time as the child or young person, so that the disposal of the

Parent  
liable to  
support.

(Reprinted to incorporate Amendments Nos. 618 and 792.)

Standing Orders  
331-336

54D

Children

child or young person and the question of payment towards its maintenance may be determined by the Court at the same sitting.

Parent  
liable for  
contributing  
to commission  
of offence.

331. (1) Where a child or young person is convicted in a Children's Court of an offence for which a fine, damages, compensation or costs is or are awarded, and the Court considers that the parent has, by wilful default or by habitually neglecting to exercise due care of the child, contributed to the commission of the offence, the Court (if the parent is present) may direct that a member of the Police Force lay an information against him charging the parent with so contributing to the offence or if he is not present direct that a summons be obtained.

(2) The Court may convict the parent and order him, instead of the child or young person, to pay any fine, damages, compensation or costs which it has ordered the child to pay, and may also require the parent to enter into a recognisance for the good behaviour of the child for a period of not less than three nor more than twelve months.

Deserting  
parents.

332. Where a private person or institution is caring for a Child deserted by its parents and desires information or assistance relating to the future maintenance of the child, the person concerned should be advised to communicate with the Family Welfare Division, Social Welfare Department.

Parents  
unable to  
pay.

333. (1) In cases of deserting parents of State wards and State-assisted children, the Police should assist the Director-General of Social Welfare or his officers in locating, questioning and serving process on such parents.

(2) When there is no doubt that the parents are unable to contribute, the Police should report fully to the Director-General, the financial circumstances of the parents.

Reports on  
request of  
Director-  
General.

334. Police, when so requested by the Director-General, should furnish reports on matters relating to the mode of living and domestic and financial circumstances of persons in receipt of assistance from the Family Welfare Division of the Social Welfare Department.

Enforcement  
of orders.

335. (1) When orders for the maintenance of State wards have been made, it is the duty of the Director-General of Social Welfare to enforce them. He will receive the amounts and, if payment is delayed, he may summon or obtain warrants for the arrest of the defaulting parents.

Police to  
assist.

(2) Police, when so requested, are to assist the Director-General in locating and questioning persons against whom orders have been made, and are to execute warrants issued in such cases at the instance of the Director-General.

Director-  
General as  
guardian.

336. When a child or young person is admitted to care of the Social Welfare Department, the Director-General of Social Welfare becomes the guardian and has the same rights, powers, duties, obligations and liabilities as a natural guardian would have. (*Social Welfare Act 1970, section 36 (3).*)

(Reprinted to incorporate Amendments Nos. 618 and 792.)

## Children

54E

Standing Orders  
337-340

337. The parent or guardian of any child or young person, who but for the making of an order admitting such child or young person to the care of the Social Welfare Department, would have the care and custody of the child or young person, may at any time from the date on which the protection order was made, make application to the Minister for discharge of the child or young person from the custody of the Department, and if the child or young person is not discharged within one month after that application, the parent or guardian, after serving notice on the Director-General may then apply to the Children's Court for revocation of the order of admission (*Social Welfare Act 1970*, section 33 (2)).

Revocation of  
protection  
orders.

338. Where a child or young person admitted to the care of the Social Welfare Department is possessed of or entitled to any property, the Police should collect all information possible respecting the property and furnish a report to the Director-General, who will decide what action is to be taken in the matter. The report should, if possible, show—

Particulars  
of property  
to be given.

- (a) how the child or young person is entitled to the property;
- (b) who is in possession and by what right;
- (c) if the property consists of land, whether it is freehold or on lease;
- (d) where the deeds or documents of title are; and
- (e) the value of the property.

339. (1) The Director-General may place State wards with private persons (in foster care or on home release) or in live-in domestic or farm employment. The Police, when requested by the Director-General, are to furnish reports as to the character of applicants for wards to be so placed and otherwise assist in dealing with them. All enquiries are to be made discreetly as possible.

Applicants  
for State  
wards.

(2) When requested by the Director-General, the Police are to supervise any State ward who has been so placed with private persons. The supervision, whilst being effective, should be exercised in a quiet and unobtrusive manner. Whenever a ward is found to be ill-treated or neglected, or is associating with undesirables, that matter should be brought to the notice of the Director-General.

Police  
supervision  
of State  
wards.

(3) The Police must not inform parents of the addresses of State wards fostered by the Social Welfare Department, but should refer the parents to that Department.

Inquiries by  
parents re  
State wards.

(4) Members of the Force should always assist officers of the Social Welfare Department when requested to do so.

Assistance to  
Social  
Welfare  
Department.

340. (1) Where a State ward is found in bad surroundings, the Police should promptly notify the Director-General of Social Welfare.

Removal of  
State wards.

(Reprinted to incorporate Amendments Nos. 618 and 792.)



Standing Orders  
341-343

54F

Children

(2) Where the treatment, surroundings or mode of living of a State ward are found to be such as to render immediate removal desirable, and it is not practicable to contact the Social Welfare Department, the Police, in such an extreme case, should remove the ward, and afterwards furnish a report on the circumstances to the Director-General.

(3) Any such report must be submitted in duplicate through the Officer in Charge of the District, for transmission to the Director-General of Social Welfare.

Death and  
burial of  
State wards.

341. Whenever the death of a State ward is reported to the Police, the Officer in Charge, Child Care Section, Family Welfare Division of the Social Welfare Department, should be informed immediately by telephone, giving particulars and the circumstances of the death. That officer will make all arrangements for burial.

Permits for  
employment  
of children—  
(Children's  
Welfare Act,  
s. 69).

342. (1) The Director-General of Social Welfare may issue a permit for a child over the age of seven years to be employed (whether for reward or not) in certain fields of entertainment. Permits will specify the conditions and hours authorized.

(2) The Minister may, on the recommendation of the Director-General, grant a special permit for a child to be employed on a Sunday for the purposes of a religious programme sponsored by a church.

(3) It is not required that any child be the holder of such a permit in respect of any act for the doing of which he is licensed under the *Street Trading Act 1958*.

Uncontrol-  
lable children.  
(Children's  
Welfare Act,  
s. 19).

343. (1) Where parents or guardians report their children or charges as "uncontrollable" they should be advised that if they desire to have the child or young person dealt with by the Court as an "Uncontrollable Child" it is necessary for them to make application to the Officer in Charge, Children's Court, 31 Batman-avenue, Melbourne, if they live in the metropolitan area, or to the local Clerk of Courts if they reside outside that area.

(2) If the parents or guardians are undecided as to whether they will make such application and desire advice on any alternative course of action, they should be referred to the Women Police or advised to communicate with the Family Counselling Section of the Social Welfare Department for information as to Institutions where they may privately place the child.

Intellectually  
defective  
persons.

(3) Where it appears that the parent or guardian of any child or person suffering from an arrested or incomplete development of the mind is unable to properly control such child or person, the provisions of sections 41 (2) and 44 of the *Mental Health Act 1959* regarding "intellectually defective" persons should be brought to their notice. The Mental Health Authority, 300 Queen-street, Melbourne, 3000, will supply information concerning Training Centres, to which such persons may be admitted.

(Reprinted to incorporate Amendments Nos. 618 and 792.)

## Children

54G

Standing Orders  
344-347

344. If a child under the age of sixteen years is "mentally ill" or "appears to be mentally ill", the child may be admitted to a Mental Hospital or Psychiatric Hospital (formerly known as a Receiving House) as a voluntary patient upon the request in writing of one of his parents or guardians together with that of a medical practitioner who is satisfied that the person should be admitted as a voluntary patient.

Child as  
voluntary  
patient in  
mental or  
psychiatric  
hospitals.

345. (1) Where a newly-born child is found, whether dead or alive, a report must be submitted to the Government Statist giving such particulars as are available so that the birth and (where applicable) the death may be duly recorded. (See also Standing Orders under "Inquests".)

Newborn  
foundlings.

(2) Should the child be alive it should be conveyed as speedily as possible to a hospital which has the necessary facilities for the care of newly-born children. The Women Police should be notified at the earliest opportunity so that they can proceed with the Protection Application when the child is discharged.

(3) In all such cases the child should be taken before a Children's Court as "found abandoned", even though the mother may be located.

346. When foundling children come into the hands of the Police and are admitted to the care of the Social Welfare Department all correspondence and reports in their cases should be handed over with them. Duplicates must be kept of such correspondence and reports for Police purposes.

Correspond-  
ence re  
foundlings.

347. (1) The *Adoption of Children Act*, No. 7147, which came into operation on 1st July, 1965 specifies that Courts having jurisdiction to make adoption orders as (a) the Supreme Court or (b) at the option of the applicant—the County Court. Rules relating to matters of procedure, &c., made by the Judges of the Supreme Court in accordance with the provisions of sections 25 to 27 of the *Supreme Court Act* 1958 apply.

Jurisdiction  
and  
Procedure.  
Section 5.

(2) All adoptions shall be arranged or negotiated by or on behalf of the Director-General of Social Welfare or by or on behalf of a private adoption agency approved for the time being under Division 2 of the Act by the Minister for Social Welfare, except that a relative of a child, or a person on behalf of a relative of a child, is not prevented from arranging for or negotiating the adoption of the child by a relative of the child.

Adoptions  
arranged.  
Section 17.

(3) Subject to the provisions of Division 3 of Part II. of the Act the Court shall not make an order for the adoption of a child unless consent (not being a consent that has been revoked by notice in writing served on the Registrar of the County Court before the expiration of thirty days) to the adoption has been given by the appropriate person or persons. The provisions of section 26 do not apply in the case of a child who has attained the age of twenty-one years before the making of the adoption order.

Consent of  
parent or  
guardian  
required to  
adoptions.  
Section 23.

(Reprinted to incorporate Amendments Nos. 618 and 792.)

**Standing Orders**  
**348-350**

54H

**Children**

Consent of child.  
Section 30. (4) Unless the Court is satisfied that there are special reasons related to the welfare and interests of a child, an order for adoption shall not be made in respect of a child who has attained the age of twelve years without the child's consent.

Recognition of adoptions. (5) Sections 40-43 deal with the recognition of adoptions for the purposes of the laws of Victoria.

Offences. (6) Part IV. of the Act sets out the territorial application of that part; and the following offences:—Taking away, &c., of an adopted child by the natural parent; knowingly receiving or harbouring a child so taken away, &c., the making of payments in consideration of adoptions except as provided in section 47 (2) and (3); restrictions in advertising of a child for adoption or a wish to adopt or a willingness to make arrangements with a view to adoption of a child unless such advertisement has been approved by the Director-General; restrictions on publication of identity of parties; the making of unauthorized arrangements; wilfully making false statements; personating a person whose consent to the adoption of a child is required; presenting or causing to be presented forged consent, &c., or improperly witnessing a consent to adoption form.

Authorization of prosecutions. (7) Proceedings for an offence against the Act or the regulations shall not be commenced except by the Attorney-General or with his written consent.

Society for Prevention of Cruelty to Children. 348. The headquarters of the Victorian Society for Prevention of Cruelty to Children is located at 14-16 Gertrude-street, Fitzroy. Persons wishing to obtain information regarding the Society should be informed of the Society's address. Cases of children or young persons being in need of care and protection should be referred to the Women Police.

Children lost or found. 349. (1) When a child is reported lost, full particulars including a detailed description of the child, must be immediately given to the Missing Persons Bureau. The finding of any lost child must be similarly notified.

(2) The Missing Persons Bureau will arrange with D.24 to broadcast necessary particulars of lost children.

(3) Reports of the loss or finding of children must be read and noted by reliefs going out from all city and suburban Stations.

(4) Lost children, when found by or handed to the Police, must be taken to the nearest watch-house or Station and there provided with food and bed, if necessary, until claimed.

Relatives to be informed. (5) Where a child is found or handed over to Police, and is able to give its name and address, or the locality in which its parents or relatives reside, every effort must be made to convey information to such relatives or parents without delay.

Action to be taken where children concerned in evictions. 350. Immediately a Warrant of Ejectment is received at a Police Station the Officer in Charge shall, in every case where there are children involved, notify the Officer in Charge of

(Reprinted to incorporate Amendments Nos. 618 and 792.)

Standing Orders  
570-574

90

Crime

endorsed with the final result to the Motor Registration Branch and one copy so endorsed to the Officer in Charge of the Police Station in the sub-district in which the defendant resides.

Warning  
witnesses.

570. When the date of re-hearing has been fixed the interested member of the Force shall warn all witnesses to attend at the re-hearing.

**CRIME.**

(See also "Arrests", "Consorting", "C.I.B.", "Fingerprints", "Information Bureau", "Persons of Unsound Mind", "Press".)

*General.*

Primary  
object of  
Police.

571. The primary object of the Police is the prevention of crime; the next is the detection and bringing to justice of offenders. To these ends all effort of members of the Force, wherever stationed, must be directed. The protection of life and property, the preservation of order, and the absence of crime, will alone prove whether those efforts are successful.

Responsi-  
bility for  
investigation.

572. The Officer in Charge, Criminal Investigation Branch, in conjunction with the Officer in Charge of each District, will be responsible to the Chief Commissioner for the detection and investigation of crime in the various Districts.

Duties of  
officers.

573. Superintendents and other Officers shall—

- (a) take a keen interest in all criminal cases in their Districts, and follow closely the action taken so as to know at any time how such cases stand;
- (b) see that the Police zealously perform their duties and maintain interest in such cases until satisfactorily cleared up;
- (c) insist on prompt attendance at the scene, prompt circulation of reports of crime, and detailed compliance with instructions; and
- (d) see that any member who materially assists in any investigation is given due credit.

Police duty.

574. Every member should do his utmost to prevent crime and to clear up any crime committed. To ensure efficiency there should be—

- (a) thorough co-ordination and cordial co-operation of all Branches of the Service;
- (b) free interchange of all available information (under no circumstances should any important information be withheld);
- (c) absence of all jealousy and of suspicion of others' loyalty;

(Reprinted to incorporate Amendments Nos. 627 and 792.)

## Crime

90A

Standing Orders  
575-578

- (d) activity, constant application of fresh and unexpected measures, and determination to effect speedy capture; and
- (e) close study of criminals' photographs, methods and associates as circulated in Police publications.

575. The Police should never talk about or disclose to anyone the source of their information, or the identity of their informants, nor state names of informants in reports, but it may be necessary for them in the interests of justice, or for other reasons, to inform their superiors. If asked in court to disclose the identity of an informant they should respectfully decline, on the ground that it would be contrary to public policy and not in the interests of public safety. They must, however, obey any decision of the court.

Identity of informant.

576. (1) The Police are responsible for the suppression of crime of every description in their respective sub-districts. They may make application for assistance of the C.I.B. whenever it is considered advisable. Such assistance shall be sought in all serious cases or where a suspect for one of a series of offences is located. Members in charge of Stations will be liable to severe censure if unsuccessful in the suppression of any crime through failure to apply for C.I.B. assistance when necessary, or if they lack energy or neglect to use any legitimate available resource.

Assistance of Criminal Investigation Branch.

(2) If the offence is so serious that the investigation should be taken up by a member of the C.I.B., the members of the Force at the scene of the crime must do all they can to collect and protect evidence pending the arrival of members of the C.I.B.

(3) When a serious case of crime is reported in the country, the Officer in Charge of the District will decide whether the services of a member of the C.I.B. are required.

577. Where it is believed that an offender is proceeding to any particular part of the State, the Police in the sub-district in which the crime was committed must report the fact immediately and directly to the Police of that part, and original crime reports and supplementary reports should always show whether this has been done. They must also communicate without delay with the Police of any part of the State from which it is thought probable that important information regarding any offender may be obtained.

Destination of and sources of information re offenders.

578. The member in charge of any Station may, in cases of urgency, telegraph or telephone particulars of a criminal offence or other Police matter to neighbouring Stations or to Stations on the direct route an offender is supposed to have taken, but he is not to send the particulars to all the Stations in the State, nor even to a large number of them. The Communications Section at the Information Bureau must be used whenever possible.

Direct communication with neighbouring Stations.

(Reprinted to incorporate Amendments Nos. 627 and 792.)



579. Where the member in charge of a Station considers that information should be promptly circulated throughout the State, he should send the particulars to the Headquarters of his District, or, in cases of urgency, direct to "D.24".

State-wide circulation requested through District Headquarters or "D.24".  
Movements of criminals.

580. (1) Members should specially note the movements of any well-known criminals or suspected persons who come under their notice. Police who observe any such person shall specially report the fact to a superior Officer as soon as possible. They should report the names, including nicknames, of any well-known criminals or suspected persons they have seen, at what hour seen, in which direction proceeding, whether in company, whether on foot or in a motor car (stating number of car) or in any other vehicle (giving description), and any other relevant circumstances. (See also Standing Orders under "Consorting".)

(2) A record shall be kept at each Police Station of the names, places of business (if any), private address (whether temporary or permanent), together with brief particulars as to character, reputation, &c., of the following persons who reside in or carry on business in the sub-district concerned:—

Address of suspects, &c.

- (a) convicted and suspected persons (include particulars of associates);
- (b) reputed or suspected abortionists;
- (c) reputed receivers;
- (d) second-hand dealers, pawnbrokers, marine dealers, gold buyers, and wrought gold buyers.

A copy of this record is maintained at the Information Bureau, and notice of any additions, changes of address, or other alterations must be sent to the Bureau, and to the Police of any other sub-district concerned. In the case of (a), (b) and (c), the Criminal's Address Form (Form No. 213) shall be used for such notifications.

581. If any wanted person is likely to leave or arrive in the State by road, rail, ship, or aircraft, particulars should be transmitted to the Officer in Charge, C.I.B., who will arrange for observation at railway stations, docks, airports, &c.

Observation on railway stations, docks, &c.

582. Where it is desired to make inquiries in another State to locate a criminal or suspect, the member of the Force furnishing the report should communicate with the Fingerprint-Records Section, Information Bureau, either by telephone or in writing, in order that copies of a recent photograph, criminal history, and fingerprints may be forwarded direct by that Section to the fingerprint bureau in the State concerned. The member of the Force must indicate in his report that he has so communicated with the Fingerprint-Records Section.

Inquiries in other States.

583. Any member receiving information concerning the migration of criminals interstate shall furnish a report in triplicate, through the usual channels, giving description, *modus operandi*, &c. One copy will be filed in Central Correspondence Bureau, one copy sent to N.S.W. Central Fingerprint Bureau, and the third to the State to which the suspect is proceeding.

Information to other States.

(Reprinted to incorporate Amendments Nos. 12, 99, 258, 493, 744, 792 and 938.)

**Standing Orders**  
584-590

92

**Crime**

Property  
pillaged from  
wharves, &c.

584. Where members find property believed to have been pillaged from wharves or vessels, the name of the person in whose possession such property is found and a description of the property are to be furnished to the Officer in Charge, Police Station, Victoria Dock.

Tradesmen's  
tools.

585. When members recover carpenters' and joiners' tools, they should notify the Secretary, Amalgamated Society of Carpenters and Joiners, 76 Victoria-street, Melbourne, either by telephone or letter, of the articles regained. A similar notice respecting other tradesmen's tools might result in the tracing of the owners through the various unions.

586. Cancelled.

587. Cancelled.

588. Cancelled.

Monthly  
crime  
statistics.

589. (1) The Officer in Charge of each District shall forward at the beginning of each month to the Officer in Charge Information Bureau, a return showing the number of "drunk and disorderly" offences in respect of the previous month.

Annual return  
of crime.  
Form No. 201.

(2) The Officer in Charge, Information Bureau, shall furnish an annual return of crime on the form (No. 201) provided for the purpose, to reach the Chief Commissioner's Office not later than 15th January in each year.

*Circulation of Reports of Crime.*

Action after  
receipt of  
particulars.

590. (1) When an offence is reported to the Police, whether it is serious or otherwise, a member of the Force must visit the scene as soon as practicable, make a preliminary investigation, preserve any material evidence such as fingerprints, footprints or evidence of items indicating a particular *modus operandi* and obtain all the necessary particulars for the Criminal Offence and Modus Operandi Report, Form No. 220 (herein referred to as "C.O. and M.O. Report"). Where an offender is apprehended in respect of an offence not listed in paragraph 595, the instructions contained in sub-paragraph (6) of paragraph 594 shall apply.

Information  
to C.I.  
Branch.

(2) All information obtained as a result of this preliminary enquiry if made by a member other than a Detective and where the offence requires investigation by the C.I.B., must be passed immediately to that Department—

- (a) direct, if a C.I.B. member is available, or
- (b) by placing a message in the C.I.B. Message Book when no member is available, or
- (c) where the information is telephoned from another Station to the C.I.B. Division, the sender will record it in the Station telephone book and, if no C.I.B. member answers, the uniform member receiving it will place the message in the C.I.B. Message Book.

(In serious cases of crime see also paragraph 592.)

(Reprinted to incorporate Amendments Nos. 12, 99, 258, 493, 744, 792 and 938.)

## Crime

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Standing Orders  
591-592

591. (1) The Officer in Charge of the Station or Branch shall see that the member conducting the preliminary inquiries supplies, as far as possible, the information required for the C.O. and M.O. Report, and that the forms are circulated promptly.

Responsibility for preparation and circulation of C.O. and M.O. report—Form No. 220.

(2) When members of the Mobile Traffic Section attend the scene of an offence or an alleged offence in the metropolitan area the senior member shall, after details have been obtained and preliminary inquiries made, be responsible for ensuring that all available particulars are entered on a C.O. and M.O. Report Form which shall be delivered to the nearest Police Station open at the time in the same Police District as the scene of the offence or alleged offence.

The member in charge of that Station for the time being shall ensure that copies of the C.O. and M.O. Report are prepared and circulated.

In all cases, however, the member of the C.I.B. who investigates the matter shall prepare and circulate supplementary C.O. and M.O. Reports of any additional particulars obtained by him.

592. (1) In all cases of serious crime, such as murder, assault and robbery, housebreaking, shopbreaking, &c., in the metropolitan area all available details are to be forwarded forthwith to the District Office and Divisional C.I.B. Office and D.24. Telephone messages relating to less serious offences, for example, petty larceny or offences of only local interest, should not be sent to Information Bureau, and discretion should be exercised by members in transmitting telephone messages to this Bureau. Less serious offences are sufficiently covered by the circulation of the C.O. and M.O. Report; but where the description of an offender is available, or for any other reason the matter appears to be of sufficient importance for general circulation, the details should be telephoned to D.24.

Telephone reports to D.24, &c.

(2) In country Districts also discretion should be exercised, and only in very serious cases will it be necessary to telephone the information.

(3) Cases may occasionally occur in which the earliest possible information should be communicated to the Chief Commissioner. This should be done through the sub-officer on duty in D.24.

(4) Each individual member of the Force is authorized to communicate directly and immediately with D.24, by telephone or telegraph regarding any matter in which he believes he can give information which will assist in crime prevention or investigation, apprehension of offenders, &c.

(5) All messages referred to in this paragraph are to be telephoned to D.24 on extensions 242, 247 and 327 only.

(Reprinted to incorporate Amendments Nos. 115, 118, 302, 349, 576, 605, 792 and 938.)

**Standing Orders**  
**593-594**

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**Crime**

Submissions  
of C.O. and  
M.O. and  
Minor Offence  
Reports.

593. (1) To ensure complete records of criminal offences reported, or in which Police proceed by way of arrest or summons, a C.O. and M.O. Report or a Minor Offence Report, as the case may be, must be prepared in all cases whether serious or otherwise. Except in the case of a series of offences committed at the same time and place and arising out of one set of circumstances, a separate report shall be prepared for each offence.

Traffic  
offences of  
drunkenness  
and drunk and  
disorderly.

(2) Neither Minor Offence Reports nor C.O. and M.O. Reports are required for cases of drunkenness or drunk and disorderly, or for traffic offences, with the exception of the following offences for which a Minor Offence Report is required to be prepared in respect to each such offence:—

- (a) Driving a motor car while under the influence of intoxicating liquor or drug.
- (b) Being under the influence of intoxicating liquor or of any drug whilst in charge of a motor car.
- (c) Driving a motor car while the percentage of alcohol in the blood expressed in grams per 100 millilitres of blood is more than .05 per centum.
- (d) Refusing to submit to a breath test.
- (e) Driving a motor car recklessly.
- (f) Driving a motor car at a speed which is dangerous to the public.
- (g) Driving a motor car in a manner which is dangerous to the public.
- (h) Driving a motor car whilst licence is cancelled or suspended or during a period of disqualification.

Circulation of  
Form No. 220.

594. (1) Particulars of every case reported, including Minor Offences where no offender is apprehended, and every arrest made in respect of Serious Offences, as listed in paragraph 595, shall be submitted on the C.O. and M.O. Report form (Form No. 220) to the Officer in Charge, Information Bureau, the Officer in Charge of the Sub-district in which the offence occurred or the matter arose, and the Officer in Charge of the District concerned.

(2) The copy of the C.O. and M.O. Report supplied to the officer in charge of the sub-district shall be filed in the Station Crime Book or loose-leaf binder, and the forms shall be numbered consecutively, commencing with No. 1 on 1st January in each year. Supplementary C.O. and M.O. Reports shall be given the same serial number as the original, with the addition of (a), (b), (c), &c., as the case requires.

(3) In the metropolitan area, a copy of such reports shall also be sent to the C.I.B. District Officer and C.I.B. Divisional Officer. In country districts, a copy shall be sent to the local C.I.B. office.

(Reprinted to incorporate Amendments Nos. 115, 118, 302, 349, 576, 605, 792 and 938.)

## Crime

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Standing Orders  
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(4) In all cases listed in paragraph 595, three copies of the C.O. and M.O. Report shall be sent to the Information Bureau which will retain two copies for filing and forward the third copy to the C.I.B. Where the offence is not listed in paragraph 595, only one copy of the C.O. and M.O. Report need be sent to the Information Bureau.

(5) In all cases involving theft of metals a copy of the C.O. and M.O. Report shall be forwarded to the Officer in Charge, Metal Squad, C.I.B.

(6) In all cases where an offender is apprehended in respect of a Minor Offence, that is an offence not listed in paragraph 595, two copies of the Minor Offence Report form (Forms No. 220B—male offenders, or 220c—female offenders), together with the appropriate Fingerprint form (Forms No. 235(S) or 236(S)), shall be compiled by the informant who shall complete the forms as far as possible. Where the offender is employed by any of the authorities listed in sub-paragraph (1) of paragraph 596, this fact should be included under the sub-heading "Occupation" on the form, for example, Clerk—Railways Department. The forms shall be dealt with as follows:—

- (a) one copy of Form No. 220B or 220c to be submitted to the Officer in Charge of the Sub-district in which the offence occurred or the matter arose which shall be filed as prescribed in sub-paragraph (2) of this paragraph;
- (b) the remaining copy of Form No. 220B or 220c, with the appropriate Fingerprint form still attached and completed as far as possible, shall be attached to the relevant brief except as provided in sub-paragraph (7) of this paragraph; and
- (c) at the completion of the case, the prosecutor or Officer in Charge of the Station shall endorse the result of proceedings on the Forms No. 220B and 235(S) or 220c and 236(S), as the case may be, and promptly forward the completed forms to the Fingerprint Bureau.

(7) If for some reason the informant desires the finger-prints of the offender searched before the nominated Court date, the Forms No. 220B and 235(S), or 220c and 236(S), completed as far as practicable *including the Court date and place*, together with a covering report, shall be forwarded immediately or taken by hand to the Fingerprint Bureau.

In such circumstances, it will be the responsibility of the Fingerprint Bureau to contact the Station concerned after the nominated Court date and obtain the result of proceedings.

(Reprinted to incorporate Amendments Nos. 115, 118, 302, 349, 605, 608, 777, 788, 792, 798, and 938.)



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94B

## Crime

Submission  
of C.O. and  
M.O. Reports  
—Form No.  
220.

595. C.O. and M.O. Reports shall be submitted in accordance with the instructions contained in sub-paragraphs (1) to (5), inclusive, of paragraph 594 in respect of the following offences:—

Abandoning Children	Garage-breaking
Abduction	Grievous Bodily Harm
Abortion	Gross Indecency
Abscond	Harbouring Offences
Arson (incl. cars)	Homicide
Assault and Robbery	Housebreaking
Assault with intent to Rape	Imposition
Attempted Felonies	Incest or Attempt
Bestiality	Indecent Assault—
Bigamy	(i) Female
Blackmail	(ii) Male
Bombs	Indictable Offences
Breach of Parole	Larceny
Breaking Offences	Larceny as Bailee
(i) Commercial	Larceny as Servant
(ii) Private	Larceny in Dwelling
Bribery	Larceny of Motor Vehicle
Buggery	Malicious Injury
Carnal Knowledge	Manslaughter
Concealing Birth	Murder
Consorting	Perjury
Demanding Money with	Poisoning or Malicious Injury
Menaces	to Animals
Drug Offences	Possession of Housebreaking
Embezzlement	Implements
Explosives, possessing &c.	Property
False Pretences	Rape and Attempts
Firearms—	Receiving
Armed with Felonious	Riots
Intent	Robbery (all types)
Felon in Possession	Shopbreaking
Use to prevent	Unlawful Possession
Apprehension	Unlawfully on Premises
Forgery and Uttering	Uttering Forged Documents
Fraud Offences	Wounding with Intent, &c.
Fraudulent Conversion	

596. (1) Where any offence listed in paragraph 595, or a minor offence where no offender is apprehended, is reported in connection with the Railways Department, any school or college under the control of the Education Department, the State Electricity Commission, the Postmaster-General's Department, the Mental Health Authority, or a Municipal Council, the member of the Force in charge of the Station concerned shall, as soon as the necessary inquiries are made, send a copy of the C.O. and M.O. Report, with an endorsement as to the result of inquiries, direct to the—

- (a) Chief Inspector, Railways Investigation Branch, Room 41, Railways Buildings, Spencer Street, Melbourne, 3000;
- (b) Secretary, Education Department, Treasury Place, Melbourne, 3002;
- (c) Officer in Charge, Special Investigations Group, State Electricity Commission of Victoria, 22-32 William Street, Melbourne, 3000;
- (d) Chief Postal Investigation Officer, Postmaster-General's Department, 3rd Floor, G.P.O., Elizabeth Street, Melbourne, 3000;
- (e) Secretary, Mental Health Authority, 271 William Street, Melbourne, 3000; or
- (f) Secretary, Local Government Department, 480 Collins Street, Melbourne, 3000—

as the case requires.

(2) Where any offence other than an offence listed in paragraph 595 is reported in connection with any of the authorities referred to in sub-paragraph (1) of this paragraph, and an alleged offender is detected, a copy of the relevant Minor Offence Report form (Form No. 220b or 220c) including the result of charge, will be forwarded direct to the authority concerned by the Records Section.

(3) Where an officer or employee of the Railways Department is arrested or charged on summons with a criminal offence the Chief Inspector, Railways Investigation Branch, Room 41, Railways Buildings, Spencer Street, Melbourne (telephone 61001, extension 1039), shall be promptly notified.

(4) Where a member of the teaching staff of the Education Department is arrested or charged on summons with a criminal offence, the Director-General, Education Department, shall be promptly notified by telephone (telephone No. 63 0321 Ext. 6151) and the particulars later confirmed by a written report.

(5) Where an officer or employee of the State Electricity Commission is arrested or charged on summons with a criminal offence, particulars of the case shall be promptly forwarded to the Officer-in-Charge, Special Investigation Group, State Electricity Commission of Victoria, 22-32 William-street, Melbourne.

(Reprinted to incorporate Amendments Nos. 26, 44, 168, 235, 270, 323, 362, 605, 608, 777, 788, 792, 938, and 976.)

Railways,  
Education  
and P.M.G.  
Departments,  
S.E.C., Mental  
Health  
Authority and  
Municipal  
Councils.

Records  
Section to  
forward copy  
of Minor  
Offence  
Report.

Offences by  
railway  
employees.

Offences by  
members of  
teaching  
service.

Offences by  
S.E.C.  
employees.

Standing Orders  
596A-597

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## Crime

Offences by  
P.M.G.  
officers or  
employees.

(6) Where an officer or employee of the Postmaster-General's Department is arrested or charged on summons with a criminal offence or a breach of the gaming laws, the Chief Postal Investigation Officer, Postmaster-General's Department, 3rd Floor, G.P.O., Elizabeth Street, Melbourne (telephone 604 8801), shall be promptly notified, and a copy of the C.O. and M.O. Report relating to the offence forwarded to that officer.

Offences by  
officers or  
employees of  
Mental  
Health  
Authority.

(7) Where an officer or employee of the Mental Health Authority is arrested or charged on summons with a criminal offence, the Secretary, Mental Health Authority, 300 Queen Street, Melbourne (telephone 67 7963), shall be promptly notified, and a copy of the C.O. and M.O. Report relating to the offence forwarded to him.

Offences by  
officers or  
employees of  
Municipal  
Councils.

(8) Where an officer or employee of a Municipal Council is arrested or charged on summons with a criminal offence, the Secretary for Local Government, Local Government Department, 480 Collins Street, Melbourne, 3000 (telephone 62 0711, extension 213), shall be promptly notified by telephone and the particulars of the case later confirmed by written report.

## 596A. Cancelled

Stealing of  
horses, cattle,  
sheep, pigs,  
wool, skins  
or hides.

597. (1) In all cases where reports of losses of horses, cattle, sheep, pigs, wool, skins or hides are received, one copy of the report shall be sent to—

Officer-in-Charge, Livestock Squad, C.I.B., Russell Street;

Officer-in-Charge, C.I.B., Flemington;

Officer-in-Charge, C.I.B., Dandenong;

Officer-in-Charge, Police Station, Flemington (for the information of the members on duty at Newmarket Sale-yards and City Abattoirs); and

Police Station in the locality where the animal was bred or the last owner resided.

## Crime

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598-600

(2) Where any person has been arrested for or is a suspect for stealing livestock, wool, skins, or hides and a vehicle has been used or is suspected of having been used in the offence, a full description of such vehicle, including registration number, make, type, model, colour and, if possible, the tire pattern (for example, "bar-tread", "winter-tread", &c.), must be included in the item "Method Used in travelling or in Removing Articles Stolen" in the C.O. and M.O. Report or in supplementary reports.

Description  
of motor  
vehicle used.

598. (1) When a motor vehicle is stolen or illegally used, the offence shall be circulated on a "C.O. and M.O. Report—Motor Vehicles", Form No. 256, and a copy sent to the C.I.B. Stolen Motor Vehicle Squad, Russell-street. A copy of the "Supplementary C.O. and M.O. Report", Form No. 221, shall also be sent to that Squad when such vehicle is recovered. In addition, the theft or illegal use and recovery of motor vehicles must be immediately telephoned to the C.I.B. Stolen Motor Vehicle Squad, on extension 316 or 317. On receipt of the telephone report advising of the commission of the offence, the Squad shall allot the offence a serial number and notify the caller of the number allotted for insertion in the C.O. and M.O. Report. This report and the telephone report concerning the theft or illegal use of a motor vehicle shall also state whether or not the vehicle is fitted with a radio receiver or radio receiver and transmitter.

Stolen motor  
vehicles.

(2) When a stolen or illegally used motor vehicle has been located it should not be reported to the C.I.B. Stolen Motor Vehicle Squad as "recovered" until it has been placed in the yard at some Police Station. In such cases where this is not practicable and the vehicle has to be left in the street, irrespective of whether it is in front of a Police Station or not, it should not be reported to the C.I.B. Stolen Motor Vehicle Squad as "recovered" until it has been handed over to the owner.

Reporting  
recovery.

598A. When a boat is reported as stolen or illegally used a copy of the C.O. and M.O. Report and also a copy of any supplementary C.O. and M.O. Report must be immediately forwarded to the Officer in Charge of the Motor Boating Squad at Mobile Traffic Section, Traffic Branch, Dawson-street, Brunswick, 3056, who will be responsible for keeping an up to date record of boats stolen and boats illegally used.

Stolen boats.

599. Where a ward of the Social Welfare Department absconds from any institution or other place, a copy of the C.O. and M.O. Report shall be sent to the Director-General, Social Welfare Department, State Public Offices, Macarthur Street, East Melbourne 3002.

Wards of the  
State.

600. (1) Where it is reported to Police that a counterfeit note has been passed or such an attempt has been made the member receiving the report shall immediately take all necessary steps to effect the arrest of the offender or prevent his escape.

Passing of  
counterfeit  
notes—  
inquiries to  
be made.

(Reprinted to incorporate Amendments Nos. 26, 44, 168, 235, 270, 323, 362, 644, 651, 679 and 792.)

**Standing Orders**  
**601**

96B

Crime

He shall (unless he is the member who will carry on the investigation) conduct preliminary inquiries, notify the Officer in Charge of the C.I.B. Division responsible for that sub-district and submit a written report in duplicate, one copy of which shall be sent direct to the Officer in Charge of the relevant C.I.B. Division and the other copy to the Officer in Charge of the District.

Particulars  
to be  
recorded in  
Property  
Book.

(2) The member first attending shall take possession of the counterfeit note and—

(a) at the first available opportunity enter particulars of the note, including the serial number, in the Combined Miscellaneous Property and Receipt Book; and

(b) when it is certain that such note is in fact counterfeit write in large letters thereon the word "counterfeit".

Chief  
Inspector,  
C.I.B. to be  
supplied with  
particulars.

(3) As soon as practicable, such member first attending shall telephone particulars to the Chief Inspector of the C.I. Branch at Police Headquarters (Extension 379). The following are samples of particulars required.

Serial No.	Date Detected.	Detected by.	Place.	Circumstances and Result of Inquires.
SAE 756414	27.5.70	Bank of N.S.W. ..	Kew.. ..	Bank deposit by Jones Stores P/L of 123 High-street, Kew from unknown customer
SBZ 170414	30.5.70	Mark Levi, 55 St. James-road, Toorak, Registered Book-maker	Moonee Valley Racecourse	Received from unknown punter

Currency  
Squad to be  
notified.

The Detective Chief Inspector shall promptly notify the particulars to the Officer in Charge, Currency Squad, c/- Note Issue Department, Reserve Bank of Australia, Melbourne.

Report on  
investigations  
to Superin-  
tendent,  
C.I.B.

(4) The Officer in Charge of the C.I.B. Division responsible shall ensure that full and proper inquiries are made and when the investigation is complete, a comprehensive report, in duplicate, is forwarded through the usual channels to the Officer in Charge, C.I.B.

Note to be  
handed to  
Common-  
wealth Police  
when  
investigation  
completed.

(5) When the Officer in Charge of the C.I.B. considers the investigation is satisfactory and complete he shall hand the counterfeit note to the Superintendent of the Commonwealth Police and forward a report for the information of the Chief Commissioner.

Receipt to be  
issued by each  
member  
coming into  
possession of  
such a note.

(6) A Combined Miscellaneous Property and Receipt Book receipt shall be given and received by each member to whom the counterfeit note passes.

Circulation  
to other  
localities.

601. In addition to the foregoing instructions, the member circulating C.O. and M.O. Reports shall forward a copy to the Police Station or C.I.B. office in any locality where it is thought the offender may be located or investigation may bring results.

(Reprinted to incorporate Amendments Nos. 26, 44, 168, 235, 270, 323, 362, 644, 651, 679 and 792.)

## Crime

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Standing Orders  
602-608

602. Reports submitted to the Information Bureau shall be prepared on the white form No. 220, and must include the original typed copy. For other places the coloured form No. 220A shall be used. Forms to be used.

603. A Supplementary C.O. and M.O. Report, Form No. 221, is to be furnished— Form No. 221—Supplementary Report.

- (a) where an offender has been arrested or a warrant for an offender has been issued after the original C.O. and M.O. Report has been furnished;
- (b) where additional property is reported stolen, or where property previously reported stolen has been recovered or disposed of without chance of recovery;
- (c) where a description of a suspect is obtained later;
- (d) where an offender has been identified by means of photograph or finger prints;
- (e) where it is desired to furnish additional details of an offence already reported; and
- (f) where an offender is apprehended for an offence which arises from the original offence.

604. (1) Copies of every Supplementary C.O. and M.O. Report shall be transmitted to all places to which the original C.O. and M.O. Report was sent, and to any other place where the additional information may be of value. In the latter instance, it shall be accompanied by a copy of the original Form No. 220. Circulation of Form No. 221.

(2) Where the Supplementary C.O. and M.O. Report is furnished from a Station other than that from which the original Form No. 220 was circulated, a copy of the Supplementary C.O. and M.O. must be forwarded to that originating Station.

605. Members effecting the arrest of an offender, or receiving further information, shall see that Supplementary C.O. and M.O. Reports are completed as fully as possible, and circulated as required. Responsibility for submission.

606. The Information Bureau must be informed as soon as possible of the detention or arrest of a suspect, in order that an early search of records can be made. Prompt notification to Information Bureau.

607. On receipt at the Information Bureau of a C.O. and M.O. Report or other information from any member showing that a person has been apprehended or located, and setting out his modus operandi, a thorough search shall be made through the files on record for similar offences committed elsewhere. Action in Information Bureau.

608. (1) The C.O. and M.O. Report containing the particulars of such other similar offences will be forwarded to the member in charge of the investigation so that he may interrogate the offender regarding such other offences. Interrogation re other offences.

(Reprinted to incorporate Amendment No. 787.)

Standing Orders  
609-610

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## Crime

(2) Where it is established, either before or after the C.O. and M.O. Reports have been received from the Information Bureau, that the offender has committed other offences, Supplementary C.O. and M.O. Reports are to be furnished respecting each offence.

Accuracy in  
reporting  
names, times,  
&c.

609. (1) Care must be taken to fill in correctly all information required by the C.O. and M.O. report, including details prior to the nineteen numbered paragraphs, for example, time of visit to scene of crime and by whom, &c.

(2) The original and all copies of every C.O. and M.O. report and supplementary report must be signed in ink by the member furnishing it.

(3) In all reports of crime the names of persons and places must be spelled correctly and written legibly, the Christian or first name to be given with the surname whenever possible, and written in full to prevent mistakes, and the surname to be in block letters. Foreign names especially demand extra care and attention.

(4) Noon and midnight must not be referred to as "12 a.m." or "12 p.m.", but as "noon" or "midnight", the midnight having the same date as the day preceding.

(5) If information of the offence has been given to the Police by letter or telephone, it should be so stated on the C.O. and M.O. Report under the heading "By whom reported."

Instructions  
for  
completion  
of Form No.  
220.

610. To assist members in furnishing the particulars required for recording accurately the methods used by offenders and the description, peculiarities, &c., of offenders, the following hints are given, so that members while conducting preliminary inquiries or effecting arrests may ascertain the information required for items 1-19 of the C.O. and M.O. Reports (and for supplementary reports).

Nineteen  
items—

(1) Descrip-  
tion of  
property.

(1) *Description of Property, &c.*—Property stolen should be clearly divided under the headings (a) and (b). Articles which can be identified by the reader of pawn lists or the *Police Gazette* as having particular markings or numbers should be included under (a), and all other property under (b). The value of the property can be shown either separately or together.

It is imperative that the best possible description and fullest particulars of every stolen article, irrespective of value, be obtained from the complainant, for example, metal article—number, scratch, mark, initial; clothing—maker, burns, mends, style, &c.

For motor cars the description should cover the registered number, engine number, make and type of vehicle, colour, wheels (colour and whether wood, wire or disc), upholstery, contents

**Crime**

98A

**Standing Orders**  
**810**

of car and repairs (if any). The name of any mechanic or other person who has repaired the car should be given where practicable, also the name of the Insurance Company insuring the vehicle.

For bicycles show the type (lady's, man's, boy's or girl's), make, number, colour, type of wheels (Eadie free wheel, clutch free wheel, square section rims), hand brake, make, type and colour of tires, mudguards and hand grips, whether fitted with carrier and electric lighting set, &c.

In describing property, each article should be completely described within itself, and not intermingled with the description of any other thing.

(Reprinted to incorporate Amendment No. 787.)



- (s) Study and know suspects in particular classes of crime, their haunts and associates, especially their intimate male and female acquaintances, and which of them are in prison. Make full use of Police publications.

*First Steps on Discovery of Crime.*

620. When a crime is discovered the member first on the scene should do all that is possible to arrest the offender or prevent his escape. Then (unless he is the member who will carry on the investigation) he should conduct preliminary inquiries for the C.O. and M.O. Report, taking care to prevent any one trespassing, to ensure that nothing is touched or moved, and to avoid touching things himself.

Arrest  
offender or  
prevent  
escape.

Preservation  
of clues.

621. Where any person is seriously hurt a doctor should be sent for without delay. In cases of murder the doctor should be requested not to move the body until an accurate note of its position has been made. No furniture or other property at the scene should be moved or in any way interfered with until the member in charge of the inquiry gives permission.

Attendance  
of doctor.

*Duties of Investigating Officer.*

622. It is impossible for a member to be too careful and accurate in his inquiries. Whether it is a small or a serious crime not more than two investigators should operate at the actual seat of the crime until all notes have been completed and all observations recorded. First survey surroundings attentively and take stock of the situation; then find the persons who can supply useful information. Exclude sightseers and persons with no knowledge of the facts.

Examination  
of scene of  
crime.

623. Nothing should be permitted on the scene likely to obliterate or remove any trace of the crime or affect the conclusions to be drawn from the position of any articles. Never alter the position of or pick up or even touch any object before it has been minutely examined and described by the investigating officer in his note book. Accuracy, minuteness, and method are necessary in taking down descriptions. A sketch or plan is nearly always useful and should be done carefully, with distances measured and noted. Details likely to throw light on the crime, such as footprints, marks of tools, impressions of all kinds, finger prints or any other marks, traces of blood, and articles left behind should be carefully noted and their position accurately recorded.

Articles  
connected  
with a  
crime.

624. Attention must not be confined to obvious receptacles such as cupboards, beds, chimneys, &c. Exhaustively examine unlikely places of concealment, for example, the folds of a newspaper, a hollow key, the lining of a picture frame.

Search of  
unlikely  
places.

625. If the position of furniture or of a body is likely to afford valuable evidence, apply to the Forensic Science Laboratory, C.I.B., for a photographer to attend.

Photographs.

(Reprinted to incorporate Amendments Nos. 407 and 792.)

Standing Orders  
626-633

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Crime

Assistance of  
Press.

626. Where, as will sometimes happen, the assistance of the Press is desirable, the member in charge of the case should communicate with the Officer in Charge, C.I.B., who will make the necessary arrangements. Information which may adversely affect police efficiency should not be given to representatives of the Press on the scene or at local Stations, nor should any encouragement be given to the publication of photographs taken at the scene in which the features of individual investigating officers can be recognized. No request is to be made to the Press to publish the photograph of a prisoner or wanted person without the sanction of the Officer in Charge, C.I.B.

*Observation.—General Instructions.*

Those to be  
employed on  
observation.

627. For observation on suspected persons or places, members should be chosen whose height, gait, and bearing are not likely to attract attention. Their style of dress should accord with that of the locality. Keen sight, an aptitude for noticing details, and good memory are most desirable.

Continuous  
observation;  
reliefs.

628. Often, to be effective, observation must be sustained throughout the 24 hours, and provision must be made for relieving the members engaged. When observation is continuous only one member will ordinarily keep watch at one time, and the periods of watching should not overlap. Under such conditions members may not directly corroborate each other. This is not material, as the longer observation should produce more evidence thus outweighing the absence of corroboration on individual incidents.

Notes.

629. It is often impossible for notes to be made at the time of events, but they should be made as soon as practicable, so that an accurate report of what was observed can be presented.

Entries in  
note books.

630. The entries made in the note books should be personally submitted each day to the superior Officer under whose directions observation is being kept, who will initial them.

Simultaneous  
observation—  
keeping  
notes, &c.

631. In certain circumstances, it may be desirable for two or more members to keep observation simultaneously. They may then compare notes, but should prepare them independently and the officer under whom they are working must satisfy himself that they have been made without collaboration.

If suspicion  
aroused by  
observer.

632. The instant the observer arouses suspicion action must be taken to dispel it by suspending observation or in some other way.

QUESTIONING PRISONERS, SUSPECTED PERSONS, AND OTHERS.

Discretion in  
method of  
questioning.

633. When a crime has been committed and brought to the notice of Police, it is the duty of all members of the Police Force to make every endeavour to bring the perpetrator of the crime to justice. In their endeavours in this direction it will be necessary to interrogate various types of individuals, for example, the shy person, the secretive, the stupid, the hostile, and the suspect. Each requires to be treated differently in order that the truth may be arrived at. Of these

(Reprinted to incorporate Amendments Nos. 407 and 792.)

persons to be interviewed most criticism is caused by the interrogation of the suspect. Instructions governing the interrogation of suspects must be so framed that they will not hamper police in their already difficult task of investigating crime, so that as a result, criminals will escape justice.

634. The following RULES are made for the guidance of members of the Force when questioning persons suspected or in custody:— Rules in questioning.

(1) When a member of the Force is endeavouring to discover the author of a crime there is no objection to his putting questions in respect thereof to any person or persons, whether suspected or not, from whom he thinks useful information can be obtained. Anyone may be questioned.

(2) When any member of the Force has made up his mind to charge a person with a crime, he must first caution such person before asking any questions, or any further questions, as the case may be. Caution—when to be administered.

(3) Persons in custody should not be questioned without the usual caution being first administered.

(4) If the prisoner wishes to volunteer any statement the usual caution should be administered.

(5) The caution to be administered to a prisoner when he is formally charged should be in the following words:—"Do you wish to say anything in answer to the charge? You are not obliged to say anything unless you wish to do so, but whatever you say may be taken down in writing, and given in evidence". Care should be taken to avoid any suggestion that his answers can only be used in evidence against him, as it may prevent an innocent person making a statement which might assist to clear him of the charge. Form of caution.

(6) A statement made by a prisoner before there is time to caution him is not to be disregarded merely by reason of no caution having been given, but in such a case he should be cautioned as soon as possible. Statements prior to caution.

(7) A prisoner making a voluntary statement must not be cross-examined, and no questions should be put to him except for the purpose of removing ambiguity in what he has already said. For instance, if he has mentioned an hour without saying whether it was morning or evening, or has given a day of the week and date of the month which do not agree, or has not made it clear as to what individual or what place he intends to refer in some part of his statement, he may be questioned sufficiently to clear up the point. Cross-examination forbidden.

(8) When two or more persons are charged with the same offence, and statements are taken separately from the persons charged, police must not read these statements to the other person charged, but each of such persons should be furnished by Statements of fellow prisoners.

(Reprinted to incorporate Amendments Nos. 401, 792 and 890.)

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the police with a copy of such statement, and nothing should be done or said by the police to invite a reply. If the person charged desires to make a statement in reply, the usual caution should be administered.

Signing of  
statements.

(9) Any statement made in accordance with the above rules should, whenever possible, be taken down in writing and signed by the person making it, after it has been read aloud by him or, if this is not possible, read over to him, and he has been invited to make any corrections he may wish.

Separation  
of persons  
charged.

(10) Where two or more persons are charged with the same offence, they should, where practicable, be kept separated until they appear before a Court.

Officer in  
vicinity when  
suspect is  
being  
questioned.

(11) Whenever possible, when a suspected person is being questioned in connexion with the commission of a serious offence (such as homicide), an Inspector or Officer of higher rank, preferably one attached to the C.I.B., should be in the vicinity of the room where the person is being questioned. That Officer should enter the room and speak to the suspected person at frequent intervals. This should enable the Officer to be in a position to negative any false claim of assault which might be made subsequently by the suspected person.

Where  
prisoner  
alleges  
assault—  
steps to be  
taken.

(12) When a prisoner, in the metropolitan area, claims that he has been assaulted by Police whilst being interrogated, the matter is to be immediately brought to the notice of the Chief Commissioner, the Deputy Commissioner or one of the Assistant Commissioners. In country areas, the matter should be immediately brought to the notice of the District Superintendent.

(13) Steps should be taken to either support or negative a claim of assault made by a prisoner, by having him examined by a medical practitioner. Also the prisoner should be photographed as soon as possible.

(14) Following an allegation of assault, the matter should be fully investigated. The investigation should be completed even though the person making the allegation, or his Counsel, indicates that no further action is desired.

(15) The obtaining of additional or other evidence can be effected by persons not connected with those who may possibly be implicated in the allegations. Where possible, a senior member of the C.I.B. should be chosen for this task.

Crown  
Prosecutor  
to be briefed  
when assault  
alleged.

(16) Crown Prosecutors should be fully briefed, as soon as possible, in all cases where there is the slightest suggestion that an allegation of assault by Police will be made at a trial.

Object of  
rules.

635. These rules are formulated for the purpose of explaining to members of the Force engaged in the investigation of crime the conditions under which the courts would be likely to admit in evidence statements made by persons suspected of or charged with crime. It is quite impossible to lay down a code of instructions which will cover the various circumstances of every case. Members of the Force should bear in mind the purpose

(Reprinted to incorporate Amendments Nos. 401, 792 and 890.)

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for which these rules are drawn up, namely, to ensure that any statement tendered in evidence should be purely a voluntary statement, and therefore admissible in evidence. In carrying out their duties in connexion with the questioning of suspects and others, they must, above all things, be scrupulously fair to those whom they are questioning, and in giving evidence as to the circumstances in which any statement was made or taken down in writing, they must be absolutely frank in describing to the court exactly what occurred, and it will then be for the court to decide whether or not the statement tendered should be admitted in evidence.

Fairness and  
frankness  
essential.

636. Rule (3) was never intended to encourage or authorize the questioning or cross-examination of a person in custody, after he has been cautioned, on the subject of the crime for which he is in custody. In some cases it may be necessary and proper to put questions to a person in custody after the caution has been administered; for instance, a person arrested for burglary may, before he is formally charged, say, "I have hidden or thrown the property away", and after caution he could properly be asked, "Where have you hidden or thrown it?"

When  
questions are  
permissible.

Rule (3) is intended to apply to such cases and, so understood, is not in conflict with and does not qualify Rule (7) which prohibits any question on a voluntary statement except such as is necessary to clear up ambiguity.

637. With regard to the form of the caution, it is obvious that the words in Rule (5) are only applicable when the formal charge is made, and can have no application when a violent or resisting prisoner is being taken to a Police Station. The caution may be properly used at any time during the investigation of a crime at which it is necessary or right to administer a caution. For instance, where a prisoner is being interrogated by a member of the Force under Rule (1) whether at a Police Station or elsewhere, and a point is reached where the member of the Force would not allow that person to depart until further inquiry has been made and any suspicion that has been aroused had been cleared up, it is desirable that such a caution should be administered before any further questions are asked. When any form of restraint is actually imposed, such a caution should certainly be administered before any further questions are asked. When it comes to cautioning a prisoner immediately before he is formally charged, the form prescribed in Rule (5) should be used.

Form and  
time of  
caution.

638. If anyone voluntarily gives himself up for a real or supposed crime, questions may be put to elicit the facts. His statement should there and then be reduced to writing, and he should be requested to sign it, the signature being witnessed and attested by a member of the Force.

Statement  
from person  
surrendering.

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in such a way as to lead to the miscarriage of justice and to prevent a wrong impression being conveyed to any person who may afterwards be called as a witness to speak as to their identity.

648. As a general rule it may be laid down that photographs of suspected persons should not be shown to a witness if the person can be arrested and put up for identification, and certainly not if it is intended to arrest and charge the person forthwith with having committed an offence; but if the person suspected of a crime cannot be found, or if it is still a matter merely of suspicion that he may have committed a crime, there is no objection to his photograph being placed amongst ten or a dozen photographs and shown to a witness with the object of making a selection, but no assistance should be given, no consultation with other witnesses allowed, and all names or other indications of identity should carefully be kept out of sight. General rule.

649. In making use of photographs, care should be taken that the person attempting to effect recognition does so under fair conditions. Several photographs not containing any visible number or other mark specializing them should be shown, and the recognition made from them and not from a single photograph. When several similar photographs are placed on a table and the witness picks one out as the photograph of the suspect, the test may be said to have been carried out under as fair conditions as possible. How recognition to be indicated.

650. When two or more witnesses are available, one only should be allowed to make the identification by photograph, and the other should be reserved for a personal identification. Where two or more witnesses.

650A. When a witness or victim has had an opportunity to view photographs of criminals and has failed to make an identification, a composite drawing can be compiled by either of two methods. The first is by a system known as an "identi-kit" and the other by an artist's impressions created from answers to his questions and from reference to a number of photographs. Either method requires about two hours of the witness' time. This facility is available in all cases of serious crime and as an aid to identifying deceased persons when a photograph cannot be taken or published by news media. Identi-kit and artist's impressions.

The service can be obtained by contacting the District Detective Inspector for crime, Russell-street (Extension 306).

## SUSPECTED PERSONS.

*Identification Parade.*

651. When it is necessary to ascertain whether a person detained at a Police Station can be recognized by witnesses, every precaution is to be taken that such identification is carried out fairly, and the following directions are to be carefully observed:— Directions to be observed.

(Reprinted to incorporate Amendments Nos. 432, 465, 626 and 686.)



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Officer in  
Charge of  
parade.

(1) The member or members of the Force concerned in the case, though present, will take no part in the proceedings connected with the identification, which will be carried out by the Officer in Charge of the Station. It is, however, very important that identification should not be hurried, and where the Officer in Charge of the Station is much occupied on other matters, it will be desirable that another experienced member of the Force be summoned for the purpose.

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(2) A list of the names and addresses of the witnesses to be called for the identification is to be previously supplied to the member of the Force who is to conduct it. List of witnesses.

(3) Care is to be taken that, as far as practicable, and whenever circumstances permit, the persons assembled do not become aware which of them is the person put up for identification. Identity of person.

(4) The witnesses must not be allowed to see the person before he is placed with others for the purpose of identification, nor should they be shown photographs or be assisted by any verbal or written description. Witnesses not to be assisted in identification.

(5) Before the witnesses are brought in, the person should be placed amongst the others, eight or more if practicable. Number.

(6) No change of clothing or any other acts tending to change his appearance should be permitted. Clothing and appearance.

(7) In selecting the other persons, care is to be taken that they are, as far as possible, of similar age, height, general appearance, and class of life, as the person standing for identification, and that as far as possible the identity of such person is not disclosed to them by anyone. Persons forming parade.

(8) Members of the Police Force must not be employed for identification unless it is a case in which a member of the Force is involved. Members of Force.

(9) It is important that the place selected for the identification has a good light. Light.

(10) All unauthorized persons are to be strictly excluded from the place where the identification is held. Persons excluded.

(11) Persons put up for identification are to be informed prior to the identification:— Information given prior to identification.

(a) That they will be placed amongst a number of other persons, as far as possible of similar age, height, general appearance, and class of life as themselves.

(b) That they may stand in any position they choose among them; that they may, after each witness has left, change their position if they so desire, and that they may object to any of the persons selected or the arrangements made.

(c) That they may, if they so desire, have a solicitor or any friend present at the identification, but that it must be distinctly understood that such person may not in any way interfere by action or words with the proceedings.

(d) That no intimation as to their identity will be given to the witnesses.

(12) The chief care of members of the Force must be to see that the proceedings are so conducted that it cannot subsequently be alleged that the interests of the person concerned have been unfairly prejudiced. At the same time, the witnesses should be given full opportunity to make their identification under the most suitable conditions, and the member of the Force carrying out the identification parade should ascertain from them the circumstances of the case, and Fairness to person detained and witnesses.

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so conduct the identification that the witnesses' ability to identify is fairly and adequately tested. Thus, they may hear the persons speak, and they may see them with their hats on or off, and from the back or front, or in movement, or in such other way as will give the witnesses a reasonable opportunity of identifying.

Method of  
identification,  
&c.

(13) The witnesses are to be introduced one by one, and requested to point out the person if they see him. Should the witness indicate anyone, but be unable to identify positively, the fact should be carefully noted by the member of the Force conducting the identification, as should also any other material circumstances connected therewith.

Treatment of  
witnesses.

(14) Care is to be taken that the witnesses are to be treated with patience, consideration, and courtesy. It is often found that witnesses, more especially women, and those who have been the object of violence and robbery, are nervous and unable readily to collect themselves.

Prevention of  
collusion.

(15) After a witness has attended the identification he is to be escorted from the room and taken to another part of the building, so that collusion between witnesses may be rendered impossible.

Entry in  
Occurrence  
Book.

(16) The member of the Force carrying out the identification will, as soon after the identification as possible, make an entry in the Occurrence Book of all the circumstances connected therewith.

(17) In less populous parts of the State it may prove impossible to carry out these instructions in their entirety, but they are to be complied with as far as practicable.

**WITNESSES' STATEMENTS.**

Witnesses'  
statements,  
when to be  
taken, &c.

652. Written statements of the witnesses should be taken in all serious cases, whether felonies or misdemeanours, and in all cases where there is a likelihood of a conflict of evidence or any complaint against Police, or where from the character and position of the persons concerned or other reasons complications may arise. Great attention should be paid to taking statements properly, so that all important facts are elicited. They should be dated, and if possible signed, by the persons making them.

Questioning  
females.

653. Where a statement is to be taken by male members of the Force from a woman, and it appears that it may be necessary in so doing to put to her questions of an intimate character, this is to be done, if practicable, in the presence of a policewoman, unless the person making the statement expressly requests that no woman shall be present.

Sexual  
offences.

654. Investigations regarding sexual offences should be carried out with the greatest care and discretion, and the following directions must be observed:—

When  
statements to  
be taken by  
policewoman  
and procedure.

(1) In cases of sexual offences where young women or girls are the victims or witnesses, statements will be taken by policewomen. Every endeavour should be made to avoid keeping young women and children at Police Stations longer than necessary. When the hour is late, or when, for any reason, considerable delay is likely to occur before the statement can be taken, another appointment should be made for the statement to be taken at the Police Station or private

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residence. When some immediate action is absolutely necessary, the member of the Force inquiring into the case may ask such questions as are sufficient for his purpose if the parent is present, and does not object. Arrangements will then be made for the taking of a full statement, attendance at court, &c., by the policewoman.

(2) If process is obtained, the policewoman who has dealt with the matter will attend court when those from whom she has obtained statements give evidence, and every assistance should be given her by the member of the Force engaged on the investigation by informing her of the time and place of the hearing and the developments of the case.

Attendance  
at Court of  
policewoman.

(3) As a general rule, legal aid should be obtained in cases of this character. There will be exceptional cases where the facts are so clear as to render such course unnecessary—such as for instance cases of the less serious kind when the culprit is caught in the act by adult witnesses, and the matter can be shortly disposed of at the lower court, or where the offence is admitted, but, except in such exceptional cases, the assistance of the Crown Solicitor should always be obtained.

Legal aid.

(4) In cases of unlawful carnal knowledge of children and girls, rape, or indecent assault members of the Force are not to arrest the offender unless there is good reason to believe that he intends to abscond and then only where there is clear evidence of an offence. Where there is reason to believe a summons will meet the case, a brief is to be prepared and submitted to an Officer for approval. If such Officer has any doubt as to justification for a prosecution he shall forward the brief to the Chief Commissioner for consideration.

Authorization  
of  
prosecutions.

(4A) Where action is being contemplated against a juvenile first offender in a carnal knowledge case, the offender may be warned in accordance with paragraph 311 of the Standing Orders, provided that this method of dealing with the offender is satisfactory to the parents of the girl concerned and there are no special circumstances which would require the offender to be taken before a Court.

Warning  
juvenile  
first  
offenders  
in carnal  
knowledge  
cases.

(5) Members of the Force should bear in mind in this connexion that when an accusation of this kind is made against a certain man, the mere fact that a medical examination proves the victim has been assaulted does not afford corroboration against the person accused. When, however, the parents or guardians of the victims themselves insist on applying to a magistrate for process, members of the Force are bound to give them all proper assistance.

Insufficiency  
of evidence.

(6) Members of the Force will appreciate that it is very inadvisable to bring a person before a court in cases of this description, on evidence which afterwards turns out to be insufficient to warrant his committal or conviction, even although the suspicion may be strong.

(Reprinted to incorporate Amendments Nos. 136, 684, 768, 900 and 921.)

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Requests by  
Women  
Police Office  
for  
information.

(7) Communications from the Women Police Office, Melbourne, asking for information as to character, mode of living or home surroundings of a girl about to be interviewed regarding an allegation of carnal knowledge, should be treated as confidential and the information known to the member **without direct inquiry** should be promptly forwarded direct to the Officer in Charge, Women Police, Russell-street. If the girl is not known to the local Police the reply should simply indicate this fact.

TRACES WHICH MAY BE FOUND AT THE SCENE.

Search at  
scene.

655. When an offender has escaped every effort must be made to find something by which identity may be established. A careful search should be made for fingerprints, footprints, tire marks, instrument marks, &c.

Plaster casts.

656. When clear impressions of footprint or tire marks in mud or soft soil near the scene appear likely to afford valuable evidence, plaster-of-Paris casts should be taken.

Precautions  
re footprints.

657. (1) Footprints in the open should be protected by upturned boxes or other suitable means, and no one must be allowed to place a shoe, tire, &c., on the prints for comparison, or do anything to obliterate or spoil the impressions.

(2) A surround of iron hooping or thin slats of wood, or a ridge of clay or wet mould should be placed around the prints so that the casts when made will be about an inch in depth. This is not always necessary, and in no case must the edges of the print be disturbed or the shape of the print distorted. Where necessary the walls of the print may be strengthened before casting by spraying with a mixture of shellac in alcohol or methylated spirits. When the print is in dust or fine sand, the blower should be manipulated in an upward direction so that the spray falls lightly on the print.

Mixing the  
plaster, &c.

658. The plaster to be used for making casts of footprints should first be tested by mixing a small quantity with water to ensure that it will be set. A mixture should then be prepared by **adding plaster** to water in handfuls and stirring until it reaches the consistency of thin batter (approximate proportions are  $1\frac{1}{2}$  of plaster to 1 of water). This mixture should be carefully poured into the print and allowed to remain until set. It is not advisable to lift the cast until an hour has elapsed.

Assistance of  
Forensic  
Science  
Laboratory.

659. Footprints may also be found on polished surfaces such as linoleum, table tops, &c., or on fabrics, and instrument marks may be found in various situations in breaking offences. In these cases, the article should not be interfered with, and the assistance of the Forensic Science Laboratory should be sought to photograph or record the prints or marks.

Fingerprints.

660. For instructions regarding fingerprints see Standing Orders under the heading of "Fingerprints."

CRIMINAL OFFENCES.

Victoria  
Police  
Guide.

661. For detailed information as to criminal offences and what constitutes each criminal offence reference should be made to the Victoria Police Guide.

(Reprinted to incorporate Amendments Nos. 136, 684, 768, 900 and 921.)

C.I.B.

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661Q. So far as applicable and with such modifications as may be necessary, the provisions of paragraphs 661C, 661E, 661F, 661H, 661I, 661J, 661K, 661L, 661M, 661O and 661P shall apply to the Mobile Traffic Section and other mobile units attached to Districts whilst on patrol duty. (See also Standing Orders under Traffic Department).

Mobile  
Traffic  
Section.

*Crimes Compensation Tribunal.*

661R. The *Criminal Injuries Compensation Act 1972* provides for the appointment of a Crimes Compensation Tribunal which will consider claims for compensation submitted to it by—

- (a) persons who have suffered injury as a result of a criminal act; and
- (b) dependants, where death has resulted from a criminal act.

661S. Claims for compensation should be forwarded to The Secretary, Crimes Compensation Tribunal, Old Treasury Building, Spring Street, Melbourne. Telephone No. 651 6733 or 651 6782.

661T. Requests for information sought by the Tribunal through the Chief Commissioner's Office which are directed to Police Stations must be dealt with promptly.

# **CRIMINAL INVESTIGATION BRANCH.**

(See also "Crime".)

*General.*

662. The Criminal Investigation Branch of the Police Force has its headquarters at Russell Street. It is directed and controlled by an Officer selected by the Chief Commissioner from those best qualified to undertake the duties.

Headquarters  
and control  
of C.I.B.

663. Applicants for appointment to the C.I.B. will be considered by a board of selectors appointed by the Chief Commissioner, to whom the recommendations of the board will be submitted for decision. The object of the board will be to recommend for selection members who have a potential for the type of duty undertaken by the C.I.B.

Selection of  
applicants  
for C.I.B.

664. The duties of members of the C.I.B. are mainly detective but occasionally are preventive.

Duties of  
C.I.B.

665. Members of the C.I.B. are subject to the same discipline as other members of the Force, but their attention is principally directed to the detection of criminals and to a special surveillance of that class. Members of the C.I.B. may sometimes be employed on general Police duties.

Discipline.

666. In criminal investigations, the exercise of reticence and tact is necessary. Members must avoid anything that tends to excite distrust and suspicion, or exposes them to misrepresentation.

Reticence and  
tact  
necessary.

(Reprinted to incorporate Amendments Nos. 407, 684, 768 and 982.)

**Standing Orders**  
**667-675**

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**C.I.B.**

Co-operation  
with general  
police.

667. Members of the C.I.B. must so conduct their business as not to clash with action of the general Police, and must ensure that the public interest does not suffer through undue reticence as between C.I.B. and other members of the Force.

Assistance  
from other  
members to  
be recognized.

668. In reporting the particulars of inquiries conducted, arrests made and generally any steps taken, members of the C.I.B. must make proper reference to other members of the Force who have been engaged with them in the same duties.

Duty of  
Officer in  
Charge.

669. The Officer in Charge, Criminal Investigation Branch, should note carefully the work of his staff. If there are any apparent faults in their methods, or if they show a lack of any necessary qualification or capacity, apathy in the discharge of duties, or absence of success for a lengthy period tending to show unsuitability, he shall report the fact and recommend transfer to other duty, having regard only to the good of the service and never to personal considerations.

Officer in  
Charge to  
take personal  
interest in  
work of the  
staff.

670. The efficiency of members of the C.I.B. largely depends upon the force of character, example, and personality of the Officer in Charge, who should take a keen personal interest in the work of members, inform himself of what each member is doing, and make use of all information obtained.

Co-operation  
between  
members of  
branch.

671. The certainty of the detection of criminals can only be obtained by cordial co-operation, absence of craving for individual credit, free interchange of information, great activity, and constant adoption of fresh and unexpected measures. Any information which may secure the arrest of a criminal or solve a crime should invariably be communicated to the Officer in Charge who is in the best position to know how to act.

Assignment  
of cases.

672. Cases shall be assigned to members of the C.I.B. by the Officer in Charge or any Officer or sub-officer authorized by him. Each member shall report to his superior, as soon as practicable, all matters within the scope of his duties reported to him by persons outside the service.

Progress to  
be reported.

673. Members of the C.I.B. shall give prompt attention to all cases assigned to them, and report progress to their officers.

Important  
developments  
to be  
reported.

674. They shall report in writing, all facts and developments in important cases, and have their reports placed on record. When any investigation cannot be completed within one week, they shall submit a progress report and, if they are convinced that further progress in any case is unlikely, report for instructions.

Cases not to  
be abandoned.

675. When a case is taken up it should never be abandoned until it is solved successfully. Acumen, patience, and tenacity must be brought to bear. Persistent and meticulous research will lead to success generally. The success of the C.I.B. is the best protection for the community against the criminal element.

(Reprinted to incorporate Amendments Nos. 407, 684, 768 and 982.)



C.I.B.

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661Q-666

661Q. So far as applicable and with such modifications as may be necessary, the provisions of paragraphs 661c, 661E, 661F, 661H, 661I, 661J, 661K, 661L, 661M, 661O and 661P shall apply to the Mobile Traffic Section and other mobile units attached to Districts whilst on patrol duty. (See also Standing Orders under Traffic Department).

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**CRIMINAL INVESTIGATION BRANCH.**

(See also "Crime".)

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664. The duties of members of the C.I.B. are mainly detective but occasionally are preventive.

665. Members of the C.I.B. are subject to the same discipline as other members of the Force, but their attention is principally directed to the detection of criminals and to a special surveillance of that class. Members of the C.I.B. may sometimes be employed on general Police duties.

666. In criminal investigations, the exercise of reticence and tact is necessary. Members must avoid anything that tends to excite distrust and suspicion, or exposes them to misrepresentation.

(Reprinted to incorporate Amendments Nos. 407, 684, 768 and 982.)

C.I.B.

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676-680*Organization.*

676. The State of Victoria is divided into seventeen Police Districts, each of which is in the charge of a Superintendent responsible for the performance of general duty by members of the Force in the District. Twelve of these Districts are situated in country areas, while the headquarters of the remaining five are in the Melbourne metropolitan area.

Police  
Districts.

677. The metropolitan area included in these five Districts is divided into six areas, each in charge of a District Detective Inspector (D.D.I.) responsible for the investigation of crime within his particular area and the full use, to that end, of the personnel available whether uniformed or C.I.B. At certain Stations in each of these areas is a Detective sub-officer who controls a staff of Detectives and is responsible to the D.D.I. for the suppression of crime in his locality.

Metropolitan  
area; C.I.B.  
areas and  
Stations.

678. The primary duty of a D.D.I. will be the organization for prevention and detection of crime as a whole, as distinguished from the investigation of individual cases. He should acquire an intimate knowledge of the locality and the character and nature of the inhabitants, and occupy himself in a close study of crime in his area.

Duties of  
District  
Detective  
Inspector  
(D.D.I.).

679. He must be able to advise as to the distribution of manpower and mechanical aids to prevent and detect crime, and should maintain maps and daily records of crime, with such graphs, diagrams, &c., as will readily disclose the state of crime in his area. But he must realize that crime maps, &c., require practical interpretation which he must be able to apply so as to formulate such preventive measures as may be necessary to meet the situation disclosed, for example—

Statistics, &c.,  
as aid to  
action.

- (a) temporary variations in the disposition of available men and mechanical power;
- (b) placing information or advice at the disposal of those able to profit by it, for example, men on beats, traffic patrols, wireless cars;
- (c) ensuring closest co-operation between different Stations of the area and with adjoining areas.

680. He should carefully study the distribution of personnel of the Uniform Branch and C.I.B. and suggest to the Officer in Charge of the District how they may best be used. He is

Distribution  
and  
supervision  
of personnel.

(Reprinted to incorporate Amendments Nos. 407, 684, 768 and 982.)

## C.I.B.

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Standing Orders  
681-686

responsible to the Officer in Charge of the District for the prevention and detection of crime within his area and, under the direction of the Officer in Charge, C.I.B., has full control of all members of the C.I.B. stationed within his area. He shall give all necessary instructions, and advice relating to inquiries, preparation of briefs, prosecutions, and presentation of criminal cases before the various courts.

681. He is a liaison officer between the Uniform Branch and C.I.B. It is an important part of his duty to avoid misunderstandings, and to cultivate co-ordination between the two Branches. He should exercise supervision over members of other Branches of the Force, and be responsible to the Officer in Charge of the District for their conduct. He is as much an Officer of the District as he is of the C.I.B. and should keep the Officer in Charge of the District constantly advised regarding the state of affairs within his area. Liaison with Uniform Branch.

682. He is responsible for allocation of members of the Force under his control to normal duties, and also for control and allocation of men to any special investigations. He shall keep in closest touch with the Officer in Charge, C.I.B., with whom he is authorized to communicate direct should he deem it necessary. He shall maintain close contact with his sub-officers, and must understand that they are responsible for the investigation of crime, and that he must not involve himself in the investigation of any individual case. Allocation of duties of members under D.D.I.

683. Where a crime is reported to any member of the Uniform Branch, and such member takes part in the investigations he will come under the instructions of the D.D.I. until such time as the latter no longer requires his services. The sub-officer in charge of the Station should be informed by the D.D.I. in such cases. Police other than C.I.B. used in investigations.

684. A copy of every C.O. and M.O. Report for offences committed within the area shall be furnished to the D.D.I., and he shall see that the proper inquiries are promptly made into each offence so reported with a view to having property recovered and offenders detected. He shall keep the Officer in Charge of the District and the Officer in Charge, C.I.B. fully informed on all matters affecting crime and criminals in his area. Reports and investigation of crime.

685. The D.D.I. is not responsible for the administration, inspection, and routine work of the area. This is the responsibility of the Officer in Charge of the District to whom all correspondence on matters not relating to crime within the area should be forwarded. Administration of area.

686. At the end of each week a report in triplicate shall be submitted on Form No. 211 (C.I.B. Return of Work) by the Detective Senior Sergeant or Sergeant in charge of each C.I.B. Station to the D.D.I. giving a summary of the crime reported during that period, the action taken with regard to same, and Weekly return of crime.

(Reprinted to incorporate Amendments Nos. 407, 719, 722 and 903.)

## C.I.B.

122A

Standing Orders  
711A-711B

711A. The Forensic Science Laboratory, which is located at 193 Spring-street, Melbourne, is under the control of the Assistant Commissioner (Crime), and deals with the following matters:—

- Scientific Research;
- Investigation and examination of articles, scenes of crimes and furnishing of evidence of a scientific nature;
- Ballistics;
- Questioned Document Examination; and
- Photography.

711B. (1) The scientific examination of articles and scenes connected with a crime is distributed between the Forensic Science Laboratory, the Medico-Legal Laboratory of the Crown Law Department and the Division of Agricultural Chemistry, Department of Agriculture. The distribution of work is outlined in sub-paragraphs (2), (3) and (4) of this paragraph, but when any member is doubtful as to where an exhibit should be submitted, he should contact the Officer in Charge, Forensic Science Laboratory, for guidance.

(2) The Medico-Legal Laboratory, Coroner's Court, Flinders-street Extension, Melbourne, conducts—

- (i) analyses of human tissues for the presence of poisonous substances;
- (ii) the analysis of poisonous substances believed to be connected with deaths or attempted poisoning of human beings; and
- (iii) alcohol analysis of blood samples in cases involving fatalities.

(See paragraphs 1474 and 1475 re forwarding of exhibits and reports to this laboratory.)

(3) The Division of Agricultural Chemistry, Department of Agriculture, 5 Parliament-place, Melbourne, conducts—

- (i) analyses of animal tissues for the presence of poisonous substances; and
- (ii) the analysis of poisonous substances or suspected poisonous substances, including animal baits, which are believed to be connected with deaths or attempted poisoning of animals.

All requests for such analyses by the Division of Agricultural Chemistry are to be forwarded, in writing, to the Secretary, Department of Agriculture. The tissues or substances may be transmitted direct to the Division, with advice that the necessary request has been forwarded to the Secretary, Department of Agriculture.

(Reprinted to incorporate Amendments Nos. 136, 330, 407, 749, 835, 844 and 855.)

**Standing Orders**  
**711c-711d**

122B

C.I.B.

Forensic  
Science  
Laboratory.

(4) The Forensic Science Laboratory conducts chemical analyses or scientific investigations in all cases other than those referred to in sub-paragraphs (2) and (3) of this paragraph. Therefore, all materials for scientific examination arising from cases such as murder (except by poison), sexual offences, "hit-run" accidents, larceny, drugs (where attempted poisoning is not involved), housebreaking, arson, assaults, or involving intoxicating liquor, methylated spirit (see also paragraph 1704), documents and firearms shall be forwarded to the Laboratory, accompanied by a brief report covering the circumstances of the case and the names of persons involved. The Explosives Department will continue to provide technical assistance in matters involving explosives (see paragraphs 828 to 847B).

Scientific  
examinations  
by other  
persons or  
organizations.

(5) Where it may be considered necessary for material to be scientifically examined by a person or organization other than the Forensic Science Laboratory, Medico-legal Chemist, Division of Agricultural Chemistry or Explosives Department, such examination shall be arranged by the Director of the Forensic Science Laboratory and the material shall be referred for examination through the Laboratory Liaison Officer. This instruction does not apply to cases where a Crown Prosecutor or a Court has requested that an urgent examination be made of material.

Examination  
of questioned  
documents.

711c. Facilities are available at the Forensic Science Laboratory for the examination of questioned documents for purposes including:—

- (a) Detection of erasures, alterations, obliterations and forgeries; and
- (b) identification of handwriting, typewriting, rubber and metal stamping and other forms of endorsement or printing.

Handwriting  
Record Card  
(Form No.  
290).

711d. (1) Whenever any person is charged with—

- (a) Fraud, confidence trick, embezzlement, false pretences, forgery, uttering, imposition or any similar offence of which fraud is an ingredient; or
- (b) any offence in connexion with the writing of letters or documents of an indecent or obscene nature, or involving threats, blackmail or matters of a similar nature; or
- (c) any offence where it is known that the person arrested has been previously charged with any of the offences mentioned in paragraphs (a) and (b) of this sub-paragraph—

he should be requested to fill in the particulars set out on a Form No. 290 under the heading "antecedent to be written by person questioned".

(Reprinted to incorporate Amendments Nos. 136, 330, 407, 749, 835, 844 and 855.)

790. Similar action shall be taken where the deceased is a seaman of any foreign vessel, except that the Consul for the country concerned is the responsible officer, and not the Superintendent of the Mercantile Marine Office.

a Foreign  
seamen.

791. Where a ship's passenger (not being a member of the crew of the vessel) dies, action shall be taken as on the death of ordinary citizens.

Passengers  
on ships.

792. In view of the importance of accurate dealings with the estates of deceased persons, all communications to the Public Trustee should be in writing. In cases of urgency, the telephone may be used, but a written report confirming the telephone message should be sent to the Trustee through official channels and his reply in writing should be requested.

Communica-  
tions to be  
in writing.

### EVIDENCE.

(See also "Courts" and "Note Books".)

793. Members must remember that the object for which they give evidence is the furtherance of justice—justice to the prisoner just as much as justice upon him; they have no personal interest in his being convicted or acquitted, for, though crimes prevented or offenders detected and arrested or otherwise brought to justice are no doubt proofs of energy and efficiency on the part of the members concerned, the result of a trial does not in any way reflect upon their worth.

Object of  
evidence.

794. The person conducting the case in court usually presents it in accordance with some plan. Members when giving evidence should be guided by the questions put and confine themselves to answering those questions straight out and truthfully. Explanations and speeches are not to be given unless asked for, and it should be left to the prosecutor to indicate if he requires a general statement.

Questions  
only to be  
answered.

795. In giving evidence members should speak distinctly and audibly so that they can be heard throughout the court. The oath should never be gabbled, but always given deliberately, clearly and with due respect to its solemnity.

Speak  
distinctly.

796. When a member is called as a witness for either the prosecution or the defence he should give his evidence in a clear, calm and straight-forward manner. He should stand in an upright, respectful position, and look towards the Bench when giving evidence.

Demeanour  
in court.

797. He must never exaggerate, but on all occasions and under all circumstances he must tell the court the plain, unvarnished, unbiased truth, and present the facts impartially; it is not his business to procure a conviction.

Must be  
truthful and  
impartial.

798. Remember the reliance that is of necessity placed in Courts of Justice upon the testimony of Police and that, in many cases, the fate of an accused—which means his life or his liberty—depends upon that testimony.

Points to  
remember.

(Reprinted to incorporate Amendments Nos. 52 and 649.)

**Standing Orders**  
799-806

136

**Evidence**

Evidence in  
favour of  
accused.

799. No member is entitled to suppress evidence in favor of the accused. It is his duty on all occasions to lay fairly before the Court all facts relevant to the case. He fails in his duty if he omits to adduce any fact favourable to the accused.

Cross-  
examination.

800. Cross-examination of Police is almost invariably hostile and directed to create an unfavourable impression upon a court or jury, for example, by making insinuations that the member is unduly striving for the conviction of the prisoner and that he hopes thereby to gain promotion or reward; by endeavouring to prove that his present evidence differs from that given on some previous occasion; and more than all by provoking him to some hasty and unguarded answer in an outbreak of temper which may materially react in favour of the defence.

Answers to  
be given.

801. However disagreeable, irritating and even insulting the questions may be they should be answered coolly, briefly, with good temper and truthfully, "Yes" or "No" being used whenever possible. The advocate's aim is to avoid the conviction of his client. The questions he puts should not be taken personally; a hasty disrespectful reply is what he seeks (but should never obtain) from the Police.

Appeal to  
court.

802. If a question is put the answer to which might involve a breach of confidence (such as giving the name of informant, or bringing suspicion upon innocent persons) or might be otherwise disadvantageous to the public service the witness should ask the Court whether he is compelled to answer that question. If two questions are so blended as to appear one, and yet require two answers, the one "No" and the other "Yes", the witness should appeal to the Court to have the question amended.

Suffering  
from injury.

803. When a member has suffered injuries and is giving evidence against those whom he believes caused those injuries, he should keep himself under control and not allow any feelings or wishes as to the decision of the case to influence him while giving evidence.

Notice to  
produce  
documents.

804. (1) Wherever it is necessary for the Police to give evidence of the contents of a book or document which is in the possession of the accused or defendant, a notice to produce such book or document must be served on the accused or defendant (as the case requires) prior to the hearing. If he fails to produce it secondary evidence may be given, that is, a written copy or oral evidence of its contents.

(2) The notice is signed by the informant and a copy, endorsed with date, time and place of service, must be lodged with the clerk of the magistrates court.

(3) The brief should indicate that the notice has been served.

Proof.

805. Where independent evidence by persons not connected with the Force is available such evidence should be used rather than rely entirely on members of the Force.

Signing  
depositions.

806. Members should never sign a deposition, information or statement without first reading or having it read over carefully to see that it is true and correct.

{Reprinted to incorporate Amendments Nos. 52 and 649.}



**Evidence**

136A

**Standing Orders  
807-809A**

807. When a member requires certificates of births, marriages or deaths as evidence, application should be made without delay direct to the Government Statist who will post the certificates to the member without charge. Such application should be made at least seven days before a certificate is required for production at Court, &c., and in any case where this is impracticable the reason for the urgency should be stated in the application.

Government  
Statist.

808. When preparing briefs where proof of prior convictions or previous bad character is material to the charge, the necessary witnesses who can give such evidence should be briefed.

Prior  
convictions.

809. When application is made by some person not connected with the Force to interview a member of the Force with a view to using such member as a witness regarding matters which have come to his knowledge in the course of his duty, arrangements should be made for the interview to take place at a Police Station in the presence of an Officer or sub-officer.

Applications  
to interview  
Police.

809A. When the Crown Solicitor is acting for the plaintiff or defendant in any case, and requests the attendance of a member of the Force at an interview or to give evidence, the provisions of Part XV. of the Police Regulations and sub-paragraph (1) of paragraph 64 of the Standing Orders are not to be applied. The services of individual members are to be made available as required by the Crown Solicitor.

No fee when  
Crown  
Solicitor  
acting for  
plaintiff or  
defendant

## Exhibits

137

Standing Orders  
810-813

810. (1) If members are requested to grant interviews or supply proofs of evidence in connexion with libel, slander, divorce or breach of promise cases, actions under insurance policies, or under circumstances in which it is suspected that the information sought may be used for the purpose of litigation, they must not comply with such request without the authority of the Chief Commissioner applied for through official channels, the application being accompanied by a report of the circumstances and the nature of the evidence which they could give.

(2) Although debarred from giving proofs or information without authority, members if properly served with a subpoena, must attend Court and give evidence.

(3) Where the interview concerns an accident which was investigated by or reported to a member of the Force care should be taken to see that the instructions in Paragraph 63 of Standing Orders under the heading of "Accidents" are strictly observed.

811. (1) When a member is summoned or called to give evidence for the defence in any Crown prosecution or to give evidence upon the hearing of any application or in any other Court proceedings whatever except by or under the authority of the Police or any Government Department, a statement of the evidence to be given by him must be submitted through official channels to the Chief Commissioner. In a Crown prosecution, the prosecutor shall be furnished by the member with a copy of his evidence.

(2) In cases which do not involve production of privileged documents or disclosure of confidential information or matters of Departmental policy, the Officer in Charge of the District may give any necessary directions without referring the matter to the Chief Commissioner.

(3) If there is insufficient time to comply with the requirements of this and the preceding paragraph, the member must communicate with the Officer in Charge of the District or other superior officer and act on his instructions.

812. Members must not communicate to parties any opinion they have formed in a case. When giving evidence in civil actions in any Court they should not answer questions involving matters of opinion, except under the express direction of the presiding Judge or Magistrate. This order will not, however, prevent a member who witnesses or investigates an accident from stating his opinion as to its cause.

813. See also Victoria Police Guide under "Evidence."

(Reprinted to incorporate Amendments Nos. 136, 596, 651 and 950.)

Cross  
reference.

Standing Orders  
814-819

138

Exhibits

### EXHIBITS.

(See also " Courts ", " Explosives ".)

Property  
taken from  
prisoners.

814. Property taken from the person or lodgings of an offender, or found anywhere, if it relates to any charge against him, is to be taken possession of by the Police, and retained until produced as an exhibit, if desirable, in court.

Firearms and  
explosives.

815. When loaded firearms are to be used as exhibits, all cartridges should be carefully withdrawn, and such cartridges and the barrels and chambers that contained them suitably labelled for identification. Every care should be taken in removing cartridges (live or empty) from weapons and in subsequent handling, to prevent any damage or change which may hamper examination by the Forensic Science Laboratory. Explosives should not be taken into court unless production is expressly ordered by the court.

Counterfeit  
money, &c.,  
submitted to  
Forensic  
Science  
Laboratory.

816. (1) All counterfeit coins coming into the possession of the Police, must with a brief report setting out the circumstances, be lodged at the Forensic Science Laboratory, for classification and record purposes. Where practicable, the member receiving the coins is to deliver them, with report, personally. The coins are to be lodged at the Forensic Science Laboratory in the same condition as when received, and under no circumstances are they to be cut, scratched, marked, or interfered with in any way.

(2) Similar action should be taken where assistance may be afforded by an examination at the Forensic Science Laboratory of firearms, weapons, instruments, &c., used or suspected of having been used in the commission of a crime.

(3) In certain circumstances the condition of a weapon when found may be important; e.g., it may have finger prints, blood stains, marks, scratches, &c., on it, or it may show recent discharge from powder marks, fired cases, &c. In such instances Police should handle the weapon with great care, and at the earliest opportunity take it to the Forensic Science Laboratory for investigation.

Disposal of  
counterfeit  
money.

817. At the conclusion of any trial for counterfeiting coins, all exhibits such as coins, moulds and other paraphernalia, which are liable to forfeiture, should be forwarded to the Chief Commissioner through the usual channels for transmission to the Commonwealth Treasury.

Disposal of  
exhibits on  
committals  
for trial.

818. On committal of any person for trial the court may order any exhibit to be further detained by the Police for production in evidence at the trial.

Disposal  
after  
summary  
jurisdiction.

819. If no committal takes place or the case is disposed of summarily the court should be asked to make an order regarding the disposal of the exhibits.

(Reprinted to incorporate Amendments Nos. 136, 596, 651 and 950.)

**Exhibits**

138A

**Standing Orders  
820-823**

820. Where horses, cattle, sheep, &c., are exhibits, arrangements should be made to hand the animals to the owners at the court after the termination of proceedings. Horses, cattle, &c.

821. (1) Particulars of all exhibits are to be entered in an official Property Book at the earliest opportunity. Recording exhibits in Property Book.

(2) In all cases, the informant shall ensure that the number allotted to the property in the Property Book is endorsed alongside the corresponding entry in the list of exhibits on the relevant brief. Endorsement of Property Book reference number on brief.

(3) It shall be the responsibility of the Officer in Charge of the Station to ensure that the property listed as exhibits on the brief corresponds with the entry or entries in the Station Property Book. Responsibility of Officer in Charge of the Station to check entries.

822. Where members take possession of goods on which it appears that customs duty payable has not been paid, the goods shall not be disposed of until the Department of Customs and Excise, approached through official channels, has advised what action is required. Customs duty.

823. Where any instruments of gaming declared to be unlawful (for example, under the Lotteries Gaming and Betting Act, Section 70) are used as court exhibits and the court has ordered their forfeiture, an application in accordance with the provisions of sub-paragraph (2) of paragraph 966 shall then be made by the prosecutor for an order for the sale or destruction of the instruments of gaming. Instruments of gaming.

## Missing Persons

243

Standing Orders  
1491-1498

1491. If, on any occasion when traffic is stopped for a procession or other event, a person employed in an essential service makes a request to a member of the Force that a vehicle be allowed passage for work which is urgently necessary, the member should assist as far as is practicable and reasonable in the circumstances. Examples of an "essential service" for the purposes of this paragraph would be any ambulance, fire brigade, electricity, gas, or water supply service, &c. Passage for essential service vehicles.

1492. The *Street Meetings Act* provides that in any prosecution for obstruction by the assemblage of persons undue obstruction must be proved to obtain a conviction. Street meetings.

1493. Prompt action must be taken when persons in any procession or gathering are armed with weapons of any description or resort to violence. Where three or more persons assemble together in a riotous or tumultuous manner it is termed a riot. Police may disperse a riot by force without liability for persons killed, maimed or injured. Action may also be taken to have a justice read the riot proclamation set out in the *Unlawful Assemblies Act 1928*. Riots.

1494. See Victoria Police Guide under "Public Safety" and "Breach of the Peace". Cross references.

**MESSES.**

(See also "Police Clubs".)

1495. When necessary a Police mess will be formed, to supply meals to members. The Chief Commissioner may appoint a committee to control and manage any mess. Formation.

1496. The senior member of the Force present at each mess is responsible for reporting any impropriety of language or conduct by any member of the mess. Responsibility.

**MISSING PERSONS BUREAU.**

1497. (1) The Missing Persons Bureau (telephone P.A.B.X. numbers 305 and 331), is located at Police Headquarters, Russell-street, Melbourne, on the ground floor adjacent to the Reception Office. Its functions are the checking and filing of all records concerning missing persons, escapes from institutions and unidentified bodies of deceased persons; also the receipt and dissemination of information concerning such matters, both through the Police broadcasting system and through the press. Functions of Missing Persons Bureau.

(2) The Bureau is open during the following hours:—  
Daily.....8 a.m. to 11 p.m.

Hours open.

During the time the Missing Persons Bureau is closed, all inquiries and messages should be directed to the Reception Office, Police Headquarters, Russell-street, Melbourne (telephone P.A.B.X. numbers 208 and 243).

1498. (1) Reports of missing persons shall be circulated on Form No. 222 and supplementary information on Form No. 223. (Persons who escape from institutions or from the custody of those with whom they are placed are not to be treated as missing persons, but the ordinary C.O. and M.O. report Forms Nos. 220 and 221 shall be used for them.) Reports of missing persons. Forms No. 222 and No. 223.

(Reprinted to incorporate Amendment No. 869.)

**Standing Orders**  
1499-1504

244

**Missing Persons**

(2) When reports are received concerning lost children or escapees from institutions, particulars shall be telephoned without delay to the Missing Persons Bureau. Similar action shall be taken in regard to missing persons who may be suffering from loss of memory or other mental aberration, or where the circumstances indicate that the dissemination of information by D.24 is desirable. The Missing Persons Bureau will forward particulars to D.24, for inclusion in Police broadcasts if the circumstances justify such action.

Particulars to be given in reports.

1499. In reporting missing persons members shall—

- (a) ensure that all names of persons and places are spelt correctly and written legibly, Christian names are given with surname and written in full where possible, and surname is in BLOCK LETTERS;
- (b) furnish as fully as is known all their names or aliases;
- (c) complete the details on the proper forms as fully and accurately as possible;
- (d) furnish the name of any dental surgeon who has attended them as teeth form a valuable aid to identification;
- (e) furnish a photograph, if available.

Reasons to be given for inquiries.

1500. As persons reported missing may have met with foul play, every reasonable effort must be made to trace them; but an inquiry concerning the whereabouts of missing persons should not be undertaken by the Police unless good reasons are given to justify it.

Inquiries from outside the State.

1501. When any inquiry is made by the Police at the request of any Department or person outside the State, the relevant file shall, on completion, be forwarded by the Officer in Charge of the District to the Chief Commissioner for his information and any necessary reply to the inquirer.

Divorce proceedings.

1502. Inquiries are not to be undertaken to locate the whereabouts of any missing person with the ultimate object of assisting divorce proceedings.

Doubtful cases.

1503. Should there be any doubt as to whether any inquiry comes within the scope of Police duties, the matter should be referred to the Officer in Charge of the District for instruction.

Circulation of reports.

1504. (1) Reports of missing persons shall be circulated to the same places and offices as ordinary reports of crime, but the copy for the Information Bureau shall be forwarded direct to the Missing Persons Bureau. In addition, a copy shall be sent to the City Watch-house, the Officer in charge of Police, Coroner's Court, and the Police at any place where any such person has friends or relations to whom he might go.

(2) A copy of any report of missing women, girls, and young children, shall be sent to the Sub-officer in charge, Women Police, Russell-street.

(3) If a missing child is a ward of the State, the Director-General, Social Welfare Department, must be given a copy of the report.

(Reprinted to incorporate Amendment No. 869.)

## Policewomen

311

Standing Orders  
1866-1869

(7) The Officer-in-Charge, "O" District, maintains control of a pool of Policewomen at Russell-street, surplus to the establishment of Russell-street Station, who may be made available for relieving or temporary duty. For convenience, they are under the operational control of the Officer-in-Charge, "A" District, through the Sub-Officer-in-Charge, Policewomen Russell-street, when not detailed for duty outside "A" District.

1866. (1) Members of the Women Police Branch shall perform duty in uniform except on such occasions when the wearing of uniform is considered unsuitable for a particular duty, when they may wear plain clothes and then only with the approval of the Officer-in-Charge of the District in which they are posted. Each Policewoman will provide herself with items of uniform in accordance with specifications lodged at the General Store, Police Depot. Wearing of uniform, &c.

(2) Hair will be kept neat in keeping with the wearing of uniform. Extremes in the use of make-up will not be permitted. Grooming.

1867. Where Policewomen are required for any special duty or where any difficulty arises in obtaining the services of a Policewoman for normal duties, application shall be made direct to the Officer-in-Charge, "O" District, to enable the Officer-in-Charge, Women Police Division, to make the necessary arrangements. Application for services.

1868. The Officer-in-Charge of the Women Police Division will act as a member of the Selection Board for the selection of Policewomen candidates and will be responsible to Officer-in-Charge, "O" District, for— Duties of Officer-in-Charge.

- (a) the level of professional competence, work performance and standards of conduct of Policewomen;
- (b) the need for changes in emphasis in training, duties and other matters affecting efficiency;
- (c) suggesting remedies for any difficulties encountered by Policewomen in adapting or adjusting to changing circumstances or conditions; and
- (d) matters relating to health, welfare and morale of Policewomen generally.

1869. Duties of Policewomen include:—

- (a) Patrolling streets in the city and other areas particularly in the neighbourhood of cafés, licensed premises, amusement centres, railway stations, docks, wharves, parks, open spaces, &c., where their presence will have a deterrent effect on indecent behaviour, indecent assaults, and similar offences;
- (b) exercising a general protective supervision and influence over young girls found under adverse circumstances, and visiting the homes of parents or guardians of girls located under such circumstances;

Duties of  
Policewomen.

(Reprinted to incorporate Amendments Nos. 566 and 894.)

Standing Orders  
1870-1871

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Policewomen

- (c) dealing with young girls engaged, or likely to engage, in prostitution and, when necessary, keeping observation on brothels, disorderly houses, and the like;
- (d) conducting inquiries in connexion with women and children reported missing or found wandering, destitute, homeless or in moral danger, or children alleged to be neglected or ill-treated;
- (e) assisting parents or guardians who report that children in their care are beyond control, giving advice and taking action if necessary;
- (f) locating and returning escapees from institutions;
- (g) co-operating closely with officers of the Social Welfare Branch, Children's Courts, Education Department, Probation and Parole Service and other social welfare organisations;
- (h) exercising vigilance in crowded places with a view to preventing and detecting offences such as shop-lifting, picking of pockets, and the like;
- (i) escorting female prisoners, mental patients and children, &c.;
- (j) duties associated with women and children who have been involved in sexual offences;
- (k) searching and watching female prisoners when a matron is not available;
- (l) assisting male Police in cases where women and children are concerned, or in any other duties of a suitable nature; and
- (m) any other duties as directed by the Officer-in-Charge of the District.

Daily visits  
to watch  
house.

1870. At places where a Policewoman is stationed, she shall immediately after reporting for duty, visit the watch house to ascertain whether any women, children, female or child escapees or missing girls have been brought in during the night, and shall give such attention as each case requires. At places where more than one Policewoman is stationed, the senior Policewoman shall see that this duty is attended to.

Corres-  
pondence.

1871. (1) All official correspondence to and from Policewomen shall be forwarded through the Officer in Charge of the District or Division in which they are posted, and shall be entered in the correspondence register.

(2) It shall be the responsibility of the Sub-officer or the senior Policewoman in charge to ensure that all correspondence, inquiries or complaints referred to Policewomen receives prompt attention, and in all instances the Sub-officer or Policewoman in charge will be responsible for ensuring that correspondence passing through the Correspondence Register is not unduly delayed.

(Reprinted to incorporate Amendments Nos. 566 and 894.)



## Prisoners

317

Standing Orders  
1904-1913

1904. Watch-house-keepers shall report without delay to the Officer in Charge of the Division or District the particulars of every charge they have refused to take, and where "refused charge" books are kept full particulars shall be entered therein.

Refused charges.

1905. In entering the prisoner's name in the Watch House Charge Book, the surname shall precede the christian names, for example, SMITH JOHN, and not JOHN SMITH. It shall be followed by the address, or "NO FIXED ABODE" where the prisoner is homeless. As indicated the name and address are to be shown in block letters.

Name and address of prisoner.

1906. The watch-house book must be signed by the watch-house-keeper and the arresting member and, where the offender has been given in charge, by the informant.

Signing the watch-house book.

1907. Members who make arrests are responsible for the safe custody of their prisoners until they are locked up. The watch-house-keeper or assistant watch-house-keeper is responsible for safe-guarding prisoners from the time the charge is entered in the watch-house book.

Custody of prisoners.

1908. The arresting member shall always be accompanied by the watch-house-keeper or assistant watch-house-keeper when placing a prisoner in a cell.

Placing prisoner in cell.

1909. The arresting member shall regard the prisoner as being in his custody from the time he takes him from the cell to be brought before the court until he is, again locked up, bailed, or discharged.

Responsibility of arresting member.

1910. Male prisoners shall always be kept strictly apart from female prisoners.

Separation of sexes.

1911. (1) Boys under 17 years of age shall not be locked up with adult prisoners, but shall be placed in a cell by themselves.

Youthful prisoners.

(2) In all cases where young women and girls are to appear before Courts of Petty Sessions in the metropolitan area on charges of vagrancy or offences of a like nature, a female probation officer of the same religion as the offender should be requested by the member who is the informant in the case to be present to assist the Court at the hearing of the charge.

1912. Prisoners suspected of a tendency to violence shall, so far as circumstances permit, be placed in separate cells, and the watch-house-keeper shall give special attention to their behaviour.

Violent prisoners.

1913. Where surgical or medical treatment of a prisoner is necessary and it can be obtained at the local hospital, arrangements for such treatment shall, whenever practicable, be made before the charges are taken at the watch-house.

Surgical treatment of prisoners.

(Reprinted to incorporate Amendments Nos. 376, 878 and 1026.)

**Standing Orders**  
**2004**

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**Prisoners**

to the Officer in Charge, Russell-street Station, giving particulars of the prisoner, and any transport arrangements considered necessary, and stating whether or not an escort will be required from Russell-street. If there is a likelihood of any delay in the mail from a holiday weekend, or for any other reason, the member of the Force should either telephone or send a telegram to the Officer in Charge, Russell-street Station, to ensure that the necessary arrangements will be made.

Escort of  
male child  
or young  
person.

(2) Where a male child or young person, who is in the care or custody of the Social Welfare Department or has been placed in an institution or in the custody of a person by that Department or by order of a court, has to be escorted to a court, and where there is no arrangement for the juvenile offender to be conveyed to the court by a Police motor van, the Officer in Charge of the Station at which the informant is stationed shall—

- (a) if the Station is one of those indicated in the following list, be required to provide the escort from his Station:—

**POLICE STATIONS WITHIN METROPOLITAN AREA.**

All Stations within Melbourne District,

All Stations within Bourke District, except  
Melton, Sunbury, Wallan and Werribee,

All Stations within Henty District.

The following Stations from Flinders District:—  
Carrum, Chadstone, Chelsea, Clayton,  
Mount Waverley, Murrumbeena, Oakleigh,  
and Springvale.

The following Stations from Yarra District:—  
Balwyn, Blackburn, Box Hill, Doncaster,  
Eltham, Epping, Fairfield, Greensborough,  
Heidelberg, Heidelberg West, Ivanhoe, Kew,  
Mitcham, Northcote, Preston, Reservoir,  
Thomastown and Thornbury.

- (b) if the Station is not contained in the list of Metropolitan Stations, furnish a report direct to the Officer in Charge, Russell-street Station, requesting an escort as provided in sub-paragraph (1) of this paragraph.

Escort of  
female  
prisoner,  
child or  
young person.

(3) Where a female prisoner is in custody at "Fairlea" Female Prison, or a female child or young person is in the care or custody of the Social Welfare Department or has been placed in an institution or in the custody of a person by that Department or by order of a court, and has to be escorted to a court, other than a court to which a Police motor van provides a regular escort, the member in charge of the case shall, except as provided in sub-paragraph (4) of this paragraph, furnish the report requesting an escort direct to the Officer in Charge, Women Police Division, Information Bureau.

Escort of  
female  
prisoner,  
child or  
young person  
in country.

(4) Where a female prisoner is in custody other than at "Fairlea" Female Prison, or the female child or young person referred to in sub-paragraph (3) of this paragraph is in the

(Reprinted to incorporate Amendments Nos. 338 and 745.)

## Prisoners

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Standing Orders  
2005-2010

custody of a person or an institution in the country, and has to be escorted to a local or other country court, the member in charge of the case shall arrange for the escort locally.

2005. (1) Where a prisoner is being escorted to a Police Station in a country District, the member in charge of such Station is to be notified beforehand of the probable date and time of arrival, so that arrangements may be made for the reception of such prisoner. The member in charge of the Station from which the prisoner is dispatched is responsible for such notification. Country Stations to be notified in advance.

(2) When travelling interstate with a prisoner, arrangements may be made for Police en route to be at the railway station to assist where refreshments are required and to meet the escort at its destination.

(3) When a prisoner is being escorted to a small Penal gaol advice is to be telephoned in advance to facilitate the provision of meals.

2005A. When prisoners, trainees and persons under the control of the Social Welfare Department are being escorted to the County Court Building, 223 William-street, Melbourne, they shall be taken to the Senior Prison Officer in charge of the cells on the lower ground floor through the rear entrance of the County Court Building, and a receipt obtained. Under no circumstances are any prisoners to be taken through public entrances to the building or conveyed in the public elevators. Escort of persons to County Court building.

2006. Members who arrive in Melbourne with prisoners and have occasion to hire vehicles for their conveyance must see that the driver is promptly paid after the service is rendered. Payment can be applied for at Russell-street, City Watch-house, or any of the principal City Police Stations. Hire of vehicles.

2007. The fare must not exceed the rate authorized by the corporation by-laws. Rates.

2008. When a conveyance is required for a prisoner under escort, the Government Hire Contract car will be used where practicable. (See Standing Orders under "Police Transport"). Government hire car.

2009. Where female prisoners are committed to any "home" or "refuge" approved by the Governor in Council, any person authorized by the conductors of such "home" or "refuge" may be allowed to take charge of the prisoners at the court of committal and arrange for their removal to the "home" or "refuge". In such cases the Police need not escort the prisoners from the court. Females committed to "home", &c.

2010. When a prisoner confined in gaol is required to appear at Court to answer further charges, or to give evidence, &c., the order required by the Social Welfare Act or the Evidence Act to take the prisoner out of the gaol must be lodged with the gaol Gaol Orders.

(Reprinted to incorporate Amendments Nos. 193, 338, 450, 661, 717 and 833.)