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**DIRECTIONS FOR THE GUIDANCE  
OF CHIEF PREVENTIVE OFFICERS**



1956

SECRETARY C. & E. No. 67526/1953

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# **DIRECTIONS FOR THE GUIDANCE OF CHIEF PREVENTIVE OFFICERS**

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Sec.  $\frac{67526}{1953}$

KING'S BEAM HOUSE,  
MARK LANE,  
LONDON, E.C.3.

*June, 1956.*

## **DIRECTIONS FOR THE GUIDANCE OF CHIEF PREVENTIVE OFFICERS**

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These directions supersede the corresponding directions at present contained in the "Directions to Waterguard Superintendents, Waterguard Surveyors and Chief Preventive Officers", which booklet is hereby cancelled.

By Order of the Board,

A. W. TAYLOR,  
F. N. ROBERTS.

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# DIRECTIONS FOR THE GUIDANCE OF CHIEF PREVENTIVE OFFICERS

## GENERAL

1. **Introductory.**—Each Chief Preventive Officer will be responsible to the Waterguard Superintendent of the Division for the organisation and efficiency of all the Waterguard and Coast Preventive work and staff in his District. He is to acquire a thorough knowledge of all conditions and trade affecting Customs Preventive work in his District and to keep his Superintendent advised of such conditions. He should make himself fully acquainted with the coastline of the District and particularly with places which afford facilities for illicit traffic. He should establish relations with the Authorities of the Police and Coastguard, etc., and so ensure that any information as to illicit traffic may be readily communicated to him.

2. **Divisional schemes.**—(a) A scheme showing (i) the limits of Chief Preventive Officers' Districts which include Waterguard and Coast Preventive Stations in the area and (ii) the number of visits to be made by the Chief Preventive Officer to out-of-residence Stations has been approved in respect of each Division.

(b) To ensure efficient control each District will be laid to one Chief Preventive Officer for periods which will allow reasonable continuity without giving fixity. This implies rotation but normally each Chief Preventive Officer should be in charge of a District for not less than twelve months.

(c) No alteration in the schemed attendance, or District arrangements, other than purely minor and emergency ones, should be made without prior consultation with the Waterguard Superintendent and the Collector (and where necessary, submission to the Board). A Chief Preventive Officer may, however, at his discretion, vary and supplement the prescribed visits or group of visits if he considers

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it necessary in the interests of efficient supervision. When he so varies or supplements them he should whenever practicable notify the Waterguard Superintendent in advance of his intention and he should state the reason briefly on the relative travelling expenses claim. Occasional visits to the extremities of Districts should be mutually arranged with neighbouring Chief Preventive Officers so as to provide an opportunity to discuss plans for co-ordinating the work of their respective staffs

**Attendance.**—For the purposes of remuneration, C.P.O.s are an "hours-worked" grade (i.e. salary is deemed to take full account of attendances required for the performance of their duties). In the absence of a specific Board's Order prescribing the attendance of Chief Preventive Officers the following provisions will apply:—

- v) They are to be regarded as subject to a notional attendance of 41 hours a week in the London Pay Area and 42 elsewhere (or 82 hours and 84 hours per fortnight, respectively), and they will attend, wherever practicable, on the basis of a 5 day week, or a 10½ day fortnight in each period of seven days or fourteen days respectively. Attendances, i.e. visits, call outs, etc., given in addition to main spells of duty should, wherever possible, be given within the weekly or fortnightly notional total of hours.
- vi) Their attendance should be as varied as possible and rendered at such times as will enable them to cover active working periods and to see as many different officials on duty as is practicable. In certain Districts main attendances may be required to cover active working periods on Sundays and Public Holidays, or during evening or night hours. They will not ordinarily be required to attend at regular hours but will commence and finish their spells at such times as will best serve these purposes.
- vii) At each "in residence" Station with staff on duty during the late evening or throughout the night at least one early morning or late evening visit is to be made each week, one or more per calendar month being between the hours of midnight and 6 a.m. Additionally, at least one visit per calendar month should be made on Sundays and Public Holidays to all "in residence" Stations.

by the resident officer. These arrangements will vary according to circumstances.

it necessary in the interests of efficient supervision. When he so varies or supplements them he should whenever practicable notify the Waterguard Superintendent in advance of his intention and he should state the reason briefly on the relative travelling expenses claim. Occasional visits to the extremities of Districts should be mutually arranged with neighbouring Chief Preventive Officers so as to provide an opportunity to discuss plans for co-ordinating the work of their respective staffs.

~~3. Attendance.—In the absence of a specific Board's Order prescribing the attendance of Chief Preventive Officers :—~~

- ~~(a) the attendance of Chief Preventive Officers should be as varied as possible and rendered at such times as will enable them to cover active working periods, and to see as many different officials on duty as is practicable. They will not be required to attend at regular hours but will commence their spells at such times as will best serve these purposes;~~
- ~~(b) at each " in-residence " Station with staff on duty during the late evening or throughout the night at least one early morning or late evening visit is to be made each week, one or more per calendar month being between the hours of midnight and 6 a.m.;~~
- ~~(c) Waterguard Stations " out-of-residence " and Coast Preventive Stations should be visited periodically during the evening or night hours, and on Sundays and Public Holidays. Occasionally the duty of visiting Coast Preventive Men should be laid to the appropriate " linked " Preventive Officer;~~
- ~~(d) at least one visit per calendar month should be made on Sundays and Public Holidays to all " in-residence " Stations.~~

4. **Uniform.**—When on duty Chief Preventive Officers are to wear the uniform prescribed for the grade unless in exceptional circumstances the wearing of civilian clothes is permitted by the Waterguard Superintendent. It will be within the Superintendent's discretion to decide whether any departure from the general rule is warranted, having regard to the nature and the work of the Division and the duties to be undertaken by the Chief Preventive Officers.

5. **Knowledge of personnel.**—Chief Preventive Officers are to acquaint themselves personally with every member of the staff in their respective Districts with special reference to each individual's character, efficiency and qualifications for higher posts.

6. **Discipline and conduct.**—(a) Chief Preventive Officers are responsible for the discipline and correct standards of conduct of the staff under their supervision. They are to ensure that all officers maintain a proper appearance and that each carries out his duties in a firm but pleasant manner, avoiding any action that is likely to attract adverse criticism either to himself or to the Department. In this connection the importance of example cannot be overstressed.

(b) Irregularities of a minor nature are to be dealt with by the Chief Preventive Officer personally. Any instance of continued disregard of warnings, or persistent minor misconduct, or any breach of discipline or misconduct of a serious character is to be immediately reported to the Waterguard Superintendent.

7. **Training.**—(a) Chief Preventive Officers will pay particular attention to the training of probationer Assistant Preventive Officers taking every opportunity to observe them at their work and to discuss their progress with them and the Preventive Officers with whom they are serving and generally to inculcate in them a due sense of their duty. Should a probationer show inaptitude for the work, or a lack of interest in or appreciation of his duties, the matter should be brought to the attention of the Waterguard Superintendent.

(b) The attention of Chief Preventive Officers is also drawn to the necessity of "follow-up" training in the Assistant Preventive Officer grade after completion of probation, and they should see that a reasonable amount of delegated work is given to them.

8. **General duties.**—Chief Preventive Officers must ensure that satisfactory arrangements exist for the timely and efficient performance of the day to day Waterguard work in their respective areas. They are to pay close attention to the following matters :—

- (a) (i) the efficient examination and prompt clearance of passengers and their baggage ;  
 (ii) the uniform application of regulations relating to duty-free concessions. Failure to do this is frequently the cause of complaints from passengers that they have been unfairly treated ;

(b) the employment of the rummage crews in their areas to ensure the efficient rummaging of ships. <sup>a/c</sup>  
 When mobile rummage crews are operating in their Districts Chief Preventive Officers should give them all help and advice. As opportunity permits they should personally supervise ~~the~~ <sup>or</sup> rummage or re-rummage of selected vessels, the results of which are to be recorded. Arrangements should also be made for occasional mass rummages, and where considered desirable, suspected vessels may be kept under continuous guard. Chief Preventive Officers are reminded of the need for frequent attention by rummage crews to vessels at the outports and creeks in their Districts. <sup>3/c</sup>

- (d) (a) (i) the satisfactory arrangement for and prompt performance of boarding duties, including enumeration, security and disposal of ~~ships'~~ surplus and crews' private stores, the ship-

Stores of ships & aircraft

ment of stores under bond or on drawback, the measurement of deck cargoes and the other functions of the Station boarding crews ;

- (ii) they should make frequent rechecks of surplus stores under seal and re-examinations of bonded or drawback stores shipped and check measurements of deck cargoes, recording such checks in the relative documents when available ;

(c) ~~(d)~~ the supervision of the discharge of cargoes examined and cleared by the Waterguard. In the space provided in the Ship's Blue Book for "Supervising Officer's Records" are to be recorded :—

- (i) visits made to a vessel from the time of its arrival until Clearance Inwards showing the date and time, and a brief note of the work performed ;

~~(ii) any check made of the Blue Book and relative documents ;~~

- ~~(e)~~ (i) the prompt and proper disposal of ships' files, Ships' Blue Books and other relative import and shipping documents, Board's files and references. + 2 files

- (ii) the maintenance of all necessary Station records, including the following :—

Pier Head Book C.179 *(or A/c for a Dept. Report)*  
Record of Receipt and Disposal of Export Documents—Book C.166

Stock Account of Receipt Books—C. & E.50

Duty Slip Books C.175 and C.176

Request and Receipt Books C.51 } if stock kept

Receipt Books C. & E.57

~~Store Accounts—Book C.49~~

*(see also C.C. 5. 10, par. 64)*

Baggage Cash Book—C.46 (if kept)  
 Uniform Register—C.28 (except London Port  
 proper)

~~Waterguard Pocket Journals—C.19~~

List of Suspect vessels and persons—I.G.W.'s  
 Circular Letter system

Waterguard General Record—C.P.O.s'  
 offices

Waterguard General Record—Waterguard  
 Stations

and for checking and certifying :—

Baggage Book and In Charge Registers—  
 C.174 (where kept)

Register of Merchants' Charges—C. & E.41  
 Log Books of Launches—C.187

Engine Room Registers—C.185 and C.186

Log Book of Official Vehicles (Official  
 Vehicle Instructions, paragraph 10)

Employment Records

Travelling and Subsistence Claims

Record of Imprests received (At sub-ports,  
 the relative entries in Cash Book C.42)

Traders' Accounts

Record of receipts issued, cash collected and  
 paid in by staff and any relative documents  
 connected therewith.

- (9) ~~the~~ the accounting and proper disposal of all official monies received in their areas by Preventive Officers and Assistant Preventive Officers. The Chief Preventive Officers are to inspect each week—or, in the case of outlying Stations, on each schemed visit—all Duty Slip, Request and Receipt and C. & E.57 Books issued for use, and are to satisfy themselves :—

- (i) that the receipt of all money shown in these Books has been acknowledged by the Long Room ;
- (ii) that Form C. & E.390A includes all deposits for which receipts from Duty Slip and C. & E.57 Books have been issued ;
- (iii) that Form C.393 includes all Baggage Receipts for which duty slips have been issued ; and
- (iv) that Form C.392 includes all compromise penalties and fines for which receipts from Request and Receipt Books and from Duty Slip and C. & E.57 Books respectively have been issued.

To these ends they are to check :—

- (1) that the amount of each Baggage Prime entered on Form C.393 agrees with the total of Baggage Receipts taken on the relative duty slips, and that all duty slips on which Baggage Receipts have been taken are accounted for on Form C.393. (At the larger Stations it will be found convenient to check the duty slips against the relative Baggage Primes, to check the total shown on each Baggage Prime, and to compare the Baggage Primes with Form C.393.) ;
- (2) any duty slips or C. & E.57 receipts, which have been issued on receipt of a deposit, against Form C. & E.390A ;
- (3) compromise penalties taken on Request and Receipt Books, and any duty slips or C. & E.57 receipts which have been issued on receipt of a fine, against Form C.392 ;
- (4) that all amounts appearing on Forms

(h) ~~(g)~~ the regular check of Duty Slip Receipt Books (C.175 and C.176) and Request and Receipt Books (C.51) with a view to preventing the misuse of duty slip receipts or the loss of unused duplicates. Chief Preventive Officers are to:—

(i) carry out snap checks of duty slip receipts issued against the copies retained in the duty slip books at the time of receipt of passengers' or crews' duty;

(ii) note duty slip particulars when dutiable goods are produced by members of crews of ships and aircraft during rummage and compare the details with the original duty slip and with List C.142 or Form C.909, as appropriate.

ing out the weekly check, under sub-paragraph (f) above, of duty slip books in use:

(iv) ensure that Preventive Officers check for completeness as soon as practicable the unused receipts in duty slip receipt books received from stock or returned after check and in those transferred or loaned from another officer; and

(v) ensure the proper security of receipt books at all times. Chief Preventive Officers should maintain a record of the checks of receipt books, showing ~~in columnar order details of the book, name of holder, date of each check and the number of the last receipt used; and an indication of which checks (i) to (iv) (above) were imposed.~~ A suit-

ii/67 (i) ~~(h)~~ the safe custody and the prompt and proper disposal by officers of detained and seized goods. Chief Preventive Officers are to satisfy themselves that all detained goods which receipts have been given on duty slips are accounted for on W.G.R. 43. They should also ensure that all detained goods recorded on W.G.R. 43 and seized goods recorded on W.G.R. 45 are duly received by the Officer, Queen's Warehouse. Where lock-ups are used for the temporary storage of detained and seized goods Chief Preventive Officers are to see that such goods are promptly and regularly despatched to the Queen's Warehouse. They are to make a weekly check of all goods contained in the lock-up with the record in the lock-up book verifying that no packages are missing or have been tampered with. The lock-up book is to be certified accordingly.

C.393 and C.392, and all amounts appearing on Form C. & E.390A which have been taken by the Waterguard, are covered by Long Room receipts on Form C. & E.57. (Where a Cash Book is kept a convenient procedure will be to check into that Book all amounts appearing on Forms C.393 and C.392 and all amounts appearing on form C. & E.390A which have been taken by the Waterguard, and to check that the daily totals therein are correct and agree with the Long Room receipts on Form C. & E.57.)

Where there is an Office Preventive Officer he is to undertake the routine check of the assessment of Baggage Receipts on all duty slips used, and the Chief Preventive Officer is to make such additional checks as circumstances warrant.

**9. Sub-ports and creeks in charge of Waterguard officers.**

(a) Where a Waterguard officer is in charge of a Long Room, the Chief Preventive Officer is to examine all the Long Room books to see that they are properly kept and up-to-date, satisfying himself that the cash in hand is correct, and that all money is properly accounted for in accordance with the "Notes on dealing with Cash Transactions at Sub-ports and Creeks" and other standing instructions. (Attention is directed to the Appendix.)

(b) The checking of exempt entries accepted and passed at a sub-port where there is a Waterguard officer in charge is to be performed by the Chief Preventive Officer.

**10. Investigation Branch.**—Chief Preventive Officers are to co-operate fully with the Investigation Branch in matters of Revenue protection within their sphere of action. While it is recognised that circumstances may, in some cases, call for immediate local action, the principle re-

mains that when goods are known or suspected to have penetrated the first Customs barrier, the case is normally proper to the Investigation Branch. ~~Chief Preventive Officers should, in such cases, consult the Chief Investigation Officer in London by telephone (Monarch 7755, Extensions 6 and 28). Branch offices are situated in the North of England at Buxton (Telephone No. Buxton 1631) and in Scotland at Glasgow (Telephone No. Central 9767/9). These offices may be consulted when the locality of the operation renders it desirable.~~

11. **Liaison with Outdoor Service.**—To ensure successful and efficient working it is essential for the fullest measure of collaboration to be established between all branches of the Department. Chief Preventive Officers should, therefore, maintain close relations with all Surveyors whose Districts cover the area of their control.

12. **Legal proceedings.**—Except where it is necessary to call for professional assistance from the Solicitor's Department, Chief Preventive Officers are to conduct Waterguard smuggling proceedings before Magistrates in their respective areas and also at adjacent ports and creeks. At remote ports and creeks and Coast Preventive Stations such proceedings are to be conducted by the nearest Preventive Officer unless the Chief Preventive Officer is in the immediate neighbourhood and is available.

13. **Office accommodation.**—Chief Preventive Officers will exercise a general supervision over all office, watch-house, boat-house, etc. accommodation and satisfy themselves that it is adequate and suitable, conveniently arranged and kept in good order and condition, and report any matters requiring attention or alteration.

14. **Addresses and telephones.**—(a) Chief Preventive Officers are to report to Section 3A of the Secretaries' Office through their respective Collectors (in London Port through the Waterguard Superintendent) all changes of addresses of Waterguard Offices and all alterations of telephone numbers in their Districts.

(b) They are also to report promptly to Section 3A of the Secretaries' Office all changes of address of Coast Preventive Men. On a new Coast Preventive Man taking up his appointment, his address, whether temporary or otherwise, is similarly to be reported. The Office of the Inspector General of Waterguard is at the same time to be notified.

(c) Any change in the official address or telephone number of any Waterguard officer or any Coast Preventive Man to whom the Coastguard Officers are required by the instructions issued to them by the Ministry of Transport ~~and Civil Aviation~~ to provide information relating to wrecks, strandings, etc., is also to be notified by the Chief Preventive Officer to the appropriate Coastguard Officer.

### COAST PREVENTIVE MEN

15. **Introductory.**—(a) Each Coast Preventive Man is linked with a Waterguard officer to whom he is to be directed to apply for practical assistance when necessary. He should know what telephone facilities are available within his guard, and what to do in an emergency. Station copies of the Instructions to Coast Preventive Men are to be kept at all Waterguard Stations which are linked with Coast Preventive Stations.

(b) Coast Preventive Men are not ordinarily to deal with the reporting or discharge of vessels from foreign or clearance outward for foreign, nor should they receive money from the public unless specially directed by a superior officer to do so in any particular case of emergency.

16. **Instruction.**—It must be remembered that new entrants to the Coast Preventive Force have no previous experience of Customs work and need therefore to be instructed in their duties, in the proper methods of carrying them out and generally as to the reasons for their existence as Coast Preventive Men. They should be directed to read their Instructions carefully and should be questioned from time to time to see that they understand

17. **Arrangement of work.**—The work of each Coast Preventive Man should be arranged, as far as possible, to occupy him for (a) 88 hours during 11 days each fortnight with 3 days off duty, or (b) where required in the Revenue interest, 44 hours during  $5\frac{1}{2}$  days each week with  $1\frac{1}{2}$  days off duty. Not more than 2 rest days, and these not necessarily Sundays or Public Holidays, are to be allowed in any one week. The grant of consecutive days off will be dependent on local conditions, but not more than two consecutive days off are to be allowed. Rest days should vary from week to week and should not follow a regular sequence. Attendances and visits by Coast Preventive Men on patrol duties should be varied as much as possible and be distributed over all parts of the day and night, including Sundays and Public Holidays. Attendances of Coast Preventive Men employed on Watchkeeping duties should be arranged in accordance with the approved Scheme of Attendance for the Station. When the attendances are schemed in progressive appearances to cover the times of the tides, the weekly aggregate may not always total 44 hours (or 88 hours in the case of Coast Preventive Men giving tidal attendances over 11 days per fortnight). In these circumstances no action need be taken to extend attendances solely to complete the weekly aggregate of 44 hours, (or fortnightly aggregate of 88 hours).

them. While it is one of their main functions to secure all possible information regarding smuggling both by observation and from hearsay, they must be warned of the imperative necessity for the utmost discretion in regard to official matters when in conversation with members of the public. In addition to the prescribed period of preliminary training, where practicable a Coast Preventive Man whose residence is reasonably near to an actual Waterguard Station may be occasionally brought in for a watch and given an insight into expert rummaging, the scheme of patrols being temporarily rearranged for this purpose. Any travelling and subsistence expenses incurred in this way are to be certified by the Waterguard Superintendent, with whose concurrence the arrangements are to be made. The opportunity of a visit by a mobile rummage crew to a vessel in a Coast Preventive Station should also be taken to afford similar instruction.

17. **Arrangement of work.**—The work of each Coast Preventive Man should be arranged, as far as possible, to occupy him for 48 hours a week of six days. Attendances and visits by Coast Preventive Men on patrol duties should be varied as much as possible and be distributed over all parts of the day and night, including Sundays and Public Holidays. Attendances of Coast Preventive Men employed on Watchkeeping duties should be arranged in accordance with the approved Scheme of Attendance for the Station. When the attendances are schemed in progressive appearances to cover the times of the tides the weekly aggregate may not always total 48 hours. In these circumstances no action need be taken to extend attendances solely to complete the weekly aggregate of 48 hours.

18. **Schemes of patrol.**—The schemes of patrols which have been approved for the various Stations may be varied temporarily in the light of special circumstances or changed conditions, but any permanent alterations either in the limits of a Station or the number of visits or patrols or in the method of patrol should be submitted through the Waterguard Superintendent and Collector for the

Board's approval. Temporary alterations should be notified to the Waterguard Superintendent and certified on the travelling claim. Schemes of patrols should provide for the visiting as often as circumstances permit of inlets and places frequented by yachts and other small craft. When necessary a boat may be hired for boarding a yacht or other vessel provided no other means of boarding are available, but when it is clear that a vessel is merely anchoring off the shore and is bound elsewhere she need not be boarded but is to be kept under observation, any persons landing from her being questioned.

**19. Non-Revenue duties.**—In addition to Revenue duties, Coast Preventive Men are required to perform certain duties for other Departments. In coastal areas where no Coastguards are stationed, Coast Preventive Men, when so instructed, are required to undertake, on behalf of the Receiver of Wreck, the supervision of the burial of the carcasses of animals (including carcasses of Fishes Royal when so disposed of) washed ashore in their neighbourhood provided the work does not interfere with their Revenue duties, take them out of their Stations, or involve this Department in any expense. Full particulars of the methods to be followed in burying such carcasses are, together with the definition of the word "animals", given in the "Instructions in Respect of Wreck and Salvage 1926" paragraphs 129 to 140, issued to all Receivers of Wreck. Chief Preventive Officers should in the ordinary course of visits to their several Stations instruct Coast Preventive Men in the action they should take in connection with this work.

**20. Customs Correspondents.**—In forwarding proposals for the setting up of new or the abolition of redundant Coast Preventive Stations, Chief Preventive Officers should report on the necessity or otherwise of the services of a Customs Correspondent in the affected areas.

**21. Programme of patrols.**—Each coastal patrol Coast Preventive Man is to be required to send his Chief Pre-

ventive Officer not later than the Thursday in each week a detailed programme, on the approved form, of his patrols for the following week. If required, he is also to send a copy of his weekly programme to his "linked" Waterguard officer and also to any Waterguard officer who is authorised to call on him to assist in the rummage of vessels, etc., so that these officers may be in a position to know when he is available. Chief Preventive Officers will examine these programmes and amend them from time to time as they think necessary. Programmes should be sufficiently elastic so as to allow time for minor clerical duties, *e.g.* preparation of weekly programme of work, reports, etc. When considered desirable, in suitable cases arrangements should be made for Coast Preventive Men to pay occasional surprise visits for short spells of two or three hours to inlets, creeks and other danger spots, the travelling claim being certified if the expense thereby incurred exceeds the normal amounts covered by the approved scheme. Test patrols or watches by night at dangerous and vulnerable spots by neighbouring Coast Preventive Men acting together may occasionally be arranged with the concurrence of the Waterguard Superintendent. On these occasions some relaxation of the day attendances during the other days of the week may be granted.

**22. Conferences.**—Chief Preventive Officers will arrange where practicable that Coast Preventive Men shall hold an occasional conference with a colleague on an adjoining station. The meetings should be made sometimes in the daytime and sometimes at night. The men should on these occasions sign each other's Journals and show the hour and date of meeting. Chief Preventive Officers should keep in mind the desirability of being themselves present at some of these conferences. Where a Coast Preventive Man passes through a Waterguard zone or comes to one at a point in his itinerary he should be required to initial a book kept for the purpose at the Waterguard Office.

(c) Chief Preventive Officers are to satisfy themselves that Coast Preventive Men wear their crash helmets at all times when riding a motor cycle on official duty.

(d) When a Coast Preventive Man reports that his crash helmet has been returned to the Superintendent of Stores because it is suspected for any reason to be defective, e.g. has sustained a blow in an accident (however slight), an urgent request for replacement should be made to the Superintendent of Stores by telephone. On no account should the Coast Preventive Man be allowed to continue his patrols on a motor cycle until he receives his replacement helmet.

(e) A general oversight should be maintained on the protective clothing issued to Coast Preventive Men on motor cycle patrols to see that the conditions of issue are adhered to and that the other special directions laid down in the Instructions to Coast Preventive Men, paragraphs 78A and 78B are duly observed.

23. **Departure from programme.**—It is to be understood that a Coast Preventive Man may depart from his programme in a case of emergency, but the reason for the departure should be at once entered in his Journal, and the facts reported to the Chief Preventive Officer at the first opportunity. When the circumstances are such as to justify an extension of the patrol or extra attendance beyond that approved in the programme the Chief Preventive Officer may authorise such extra duty.

24. **Joint patrols.**—Should there at any time be reason to suspect that an attempt is likely to be made to run contraband in any particular guard, the Chief Preventive Officer is, in the absence of specific directions from the Waterguard Superintendent, to make arrangements for instituting a joint patrol in that guard by utilising the Coast Preventive Men in either or both the neighbouring guards, and (if such a course appears to be necessary in order to secure effective action) for employing in addition the Waterguard officers from the nearest area. Any necessary expense for travelling should be incurred without hesitation when the interests of the Revenue are in danger. Special measures taken under this paragraph are to be reported to the Board.

25. **Equipment, etc.**—(a) Official seals, overall clothing and any necessary rummaging tools, including service torches, are supplied. Where considered desirable, a telescope or field glass may also be provided. Coast Preventive Men are also to be supplied with current copies of Notice to Passengers Nos. 2 and 2A and Form C.142, which are to be retained by them for their information and guidance.

(b) Chief Preventive Officers are to satisfy themselves at not less than annual intervals that each Coast Preventive Man is in possession of :—

- (i) the articles of equipment supplied, and that they are in good condition ; and
- (ii) the necessary Books of Instructions, and that they are duly amended to date.

(c) See *opp.*

**26. Travelling.**—Coast Preventive Men are entitled to travelling and subsistence under the standing regulations. The method of travelling laid down in the scheme of patrols, *i.e.* by foot, by pedal-cycle, by motor-cycle or by public conveyance, is to be adhered to, except where special authority is given for variation. The hiring of private conveyance ought not to be necessary unless in exceptional cases, and a report should be made to the Board of the facts in any case where such hiring has been resorted to. Travelling expenses claims are to be submitted quarterly (not in duplicate) on Form C. & E.230.

## APPENDIX

*(referred to in paragraph 9(a))***Checks to be imposed by Chief Preventive Officers on their visits to sub-ports staffed by the Waterguard***On each visit*

1. **Cash Balance.**—Count cash in hand and check with last cash balance recorded in Cash Book C.42 adjusted for subsequent transactions as follows :—

- (a) plus receipts recorded in Cash Book C.42
- (b) plus cheques drawn as shown on cheque book counterfoils
- (c) minus payments recorded in Cash Book C.42
- (d) minus lodgments shown in bank paying-in book.

2. **Bank Balance.**—

(N.B. The Preventive Officer in charge of the sub-port should be required to have the pass book (or pass sheets) made up by the bank at least once a week. The Chief Preventive Officer should instruct the Preventive Officer as to the regular day of the week on which this is normally to be done.)

(a) Check the balance at the bank by reconciling the last balance shown in the pass book with the current balance shown in the Cheque Register (or other record of banking transactions) as follows :—

- (i) Verify that none of the cheques listed as outstanding in columns 9 and 10 of the Cheque Register at the time of the last reconciliation have since been marked off in column 8 as paid, and that no cheques issued since the last reconciliation have been marked off as paid.

## APPENDIX—(contd.)

- (ii) Insert in column 8 of the Cheque Register the dates of payment of cheques debited in the pass book since the last reconciliation.
  - (iii) Make a list in columns 9 and 10 of the Cheque Register of cheques issued but not yet paid (including all cheques issued to date).
  - (iv) Carry the pass book balance to the Reconciliation Account in the Cheque Register.
  - (v) Add (from the paying-in book) the total paid into the bank since the pass book was made up.
  - (vi) Deduct the total of column 10 of the Cheque Register.
  - (vii) See that the result agrees with the Cheque Register balance (column 3).
- (b) Check that the last bank balance recorded in the Cash Book C.42, adjusted for subsequent transactions (from cheque book counterfoils and paying-in book), agrees with the above Cheque Register balance.

3. **Certificate of Balances.**—If satisfied certify as follows in the Cash Book C.42 :—

“ Cash balance £ s. d., bank balance £ s. d., correct.

Signature

Date ”

- (b) 4. **Cash Books (including Ministry of Transport and Civil Aviation Schedule Books).**—(a) Check all cash book entries against vouchers, documents, duplicate receipts, cheque counterfoils, etc., available, and against advices from the Collector of imprests issued.

## APPENDIX—(contd.)

c (b) Verify that :—

- (i) receipts, Light Bills and cheques were issued in numerical order ; and that there is a cash book entry for every receipt, etc., issued ;
- (ii) all unissued receipts, etc., remain in the books ;
- (iii) each lodgment recorded in the Cheque Register corresponds to a credit item in the pass book ;
- (iv) each debit item (other than paid cheques) in the pass book corresponds to an entry in the Cheque Register ;
- (v) where the Cheque Register shows that the officer in charge stopped payment at the bank of a cheque he had issued, the amount is entered in Cash Book C.42 as a deposit received.

d (c) Check totals in subsidiary cash books (including Schedule Books) and see that they are correctly carried to Cash Book C.42.

e (d) Check daily, periodical and monthly totals in Cash Book C.42 since last inspection and see that the book is correctly balanced.

f (e) Examine cash books generally.

g. (f) Verify that the cash balance is always kept to a minimum and that all monies in excess of immediate local requirements are promptly remitted to the Collector.

5. **Wreck.**—Check that :—

- (a) all cash transactions recorded in the droit book

## APPENDIX—(contd.)

are entered in the Ministry of Transport ~~and~~  
~~Civil Aviation~~ Schedule Books 10 and 13 ;

(b) all entries in the Schedule Books 10 and 13 have also been recorded in the droit book.

**6. Receipt Books.**—Check with the sub-port stock account to ensure that all books recorded are produced.

*Monthly*

**7. Account Current (Form C.301A).**—Check with Cash Book C.42 and countersign the account.

**8. Light and Local Dues.**—Check Arrivals and Sailings Sheets, for due and proper payment of Light and Local Dues, against recorded payments and the record of Light Dues exemptions.

**9. Ships' Reports and Clearances.**—Check that all arrivals from and sailings to foreign recorded on the Arrivals and Sailings Sheets are entered in the Report and the Clearance Books.

*Quarterly*

**10. Bank Balance.**—At irregular intervals but at least once a quarter, have the pass book made up by the bank and obtain a certificate of the amount of the balance from the bank manager on Form C. & E.315 for use in reconciling the bank balance.

**11. Sub-Accountant's Statement (Form C.302).**—At least once a quarter obtain a current statement from the Collector's Office and check that it is correct by comparing it with Cash Book C.42.

*APPENDIX—(contd.)*

**12. Provided Postage Stamps.**—On the first visit in each quarter check that :—

- (a) all supplies received from the Collector during the quarter have been entered in the stock account ;
- (b) recorded usings are correct (compare with Post Office receipts) ;
- (c) the stock account is correctly balanced ;
- (d) the stock of stamps on hand is correct.

(Correspondence Instructions, paragraphs 79, 84 and 86.)

*At other intervals*

**13. Receipt Books.**—At least twice a year verify that all receipt books recorded as issued to the sub-port are shown in the sub-port record and that the actual books are on hand (Stationery Instructions, paragraphs 13, 62 to 64).

**14. Arrivals and Sailings Sheets.**—Where the local harbour authorities maintain records, test the correctness of the Arrivals and Sailings Sheets by a comparison with these records at least twice a year.

**15. Ministry of Transport ~~and Civil Aviation~~ Accounts.**—Occasionally arrange a visit at the end of the month and before the accounts have been forwarded. Check Schedules with Schedule Books and compare with vouchers and duplicate F.24 receipts.

