

## POLICE CIRCULAR ORDER No. 11

The Inspector-General has recently noticed a case of loss of a proceedings file which the Sergeant-Major had left in the custody of his reserve Sub-Inspector. The Inspector-General wishes it to be clearly understood that the responsibility in general for the custody and upkeep of all records in the reserve, and in particular of those mentioned in clauses (r) to (v) of P.M. Rules, 623 is the Sergeant-Major's although, according to P.M. Rule, 627, he may require the reserve Sub-inspector to assist him. Service records, of which proceedings form a part, must be kept by the Sergeant-Major with special care, as required in P.M. Rule, 1040 (b). The Sergeant-major must ensure that all records of the reserve office are intact, especially when the reserve Sub-Inspector is changed.

Responsibility  
of the  
Sergeant-  
Major for  
records in the  
reserve office.

Manual Reference

Rules 623, 627 and 1040

(Previous Police Circular Order No. 1 of 1945)