

MANUAL
FOR THE
TOLEDO POLICE DEPT.

RULES and REGULATIONS

GOVERNING THE
SUB-DEPARTMENT OF POLICE
IN THE

Department of Public Safety

CITY OF TOLEDO, OHIO

Adopted and Promulgated by the Board of
Public Safety, August, 1905, and
Revised and Re-adopted by the Director of
Public Safety

October 1, 1919

DIRECTOR OF PUBLIC SAFETY

Chris F. Wall

OFFICERS

Mayor

CORNELL SCHREIBER

Director of Public Safety

CHRIS. F. WALL

Chief of the Police Department

HENRY J. HERBERT

Secretary

ROY W. SCOFIELD

Inspector of Police

F. W. LEUTZ

Inspector of Detective Bureau

WM. DELTHANTY

POLICE RULES

You have been appointed and assumed the responsibilities of an office, the duties of which are much more varied and difficult, and the trust of which is much more important to the public and to yourself than is generally admitted. You assume the duties of an officer of criminal law of the state, and as a conservator of the public peace. Your acts will at all times be subject to the observation of the public; and on the standpoint where you commence and the course you pursue, depends not only the welfare of the community in which you move, but the credit of the department to which you belong and your success as an officer and a man.

At the commencement do not forget that your character is your capital. Deal honestly with all persons, and hold your word sacred, no matter when, where or to whom given.

If you are entrusted with the care of a beat, do not play the loafer on it by lounging in doorways and on corners, or leaning

against lamp posts, but patrol your beat continually. Make it your business to know what is doing on every part of it so far as practicable, without unnecessary interference; let no person or circumstance escape your notice, and be able at all times to give information respecting any circumstance of importance occurring thereon.

Learn to know the people residing or doing business on your beat; protect their property; make yourself useful, and aid them in all their lawful pursuits; and by an upright and straightforward course and a close attention to duty, endeavor to merit the good will of all good citizens. You know not how soon you may need their aid, and their favor may add much to your power and influence to do good. But in the pursuance of your duties, avoid laying yourself under special obligations to anyone; let your service rather place others under obligations to you. You know not how soon your duties may peremptorily demand that you act in opposition to some individual interest.

Lend a willing ear to all complaints made to you in your official capacity. The most unworthy has a right to be heard, and a word of comfort to the afflicted, or

of advice to the erring, costs you nothing and may do you much good.

In ordinary cases, if you find yourself in a position not knowing what to do, better do too little than too much; it is easier to excuse a moderation than an excess. But if an act of great violence has been committed, secure the offender at the first possible moment; delay increases his chance of escape; there are always plenty of willing hands to care for the party he may have injured.

Whenever it is necessary to make an arrest, and you attempt to do it, don't fail; but use no more force than is necessary to protect yourself and your man.

If you have a prisoner in custody, keep him before you; do not trust him behind; he might escape, or he might injure you; and besides, bystanders might mistake you for the criminal, being in his place. If an arrest is necessary, so is care and caution.

If you are called to the witness stand, give in your evidence clear and distinctly, and as briefly as the whole facts can be stated. On no account let any personality creep into your testimony, nor ever disgrace yourself in the eyes of the court, or prejudice your case by a show of malice or

against lamp posts, but patrol your beat continually. Make it your business to know what is doing on every part of it so far as practicable, without unnecessary interference; let no person or circumstance escape your notice, and be able at all times to give information respecting any circumstance of importance occurring thereon.

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attempt to color the facts; and never give or have a reason to give that you made the arrest that he was saucy.

No officer can be successful or efficient in the execution of his duties, unless understanding the requirements of the laws and ordinances. Spare no pains in posting yourself in these matters. Recollect that by virtue of your police commission your duty only extends to criminal laws. Every police officer should be familiar with the law or ordinance he is to execute, and he should also know enough civil law to distinguish between the two.

Visit the courts as often as practicable, and make yourself familiar with their rules and practices, that when called as a witness you may not appear as a stranger.

Carry with you at all times a memorandum book, and let it contain some record relative to your duties every day. It may be of great value as a reference.

Let promptness mark all your acts. Don't be last man at roll call, or at your post of duty, nor leave your post of duty without orders, and never keep a person waiting for you one minute over the appointed time.

In whatever duty you engage, set your

mind and your face to the work, and while on duty never suffer yourself to appear like an idle spectator. Make promptness a rule for yourself, and require it of others.

School yourself on all occasions to keep perfectly cool. Maintain a perfect control of your temper, come what will. One who can govern himself can control others.

Never degrade your position by placing yourself on a level with a drunken man, or a man in a passion, by suffering abuse to get you in a passion also.

It is the duty of each and every officer of the department when called upon a murder, injury, burglary, or in fact any case, to procure all evidence possible. A number of cases have happened where the evidence was overlooked by the officers and the same was furnished by persons not members of the department.

Remember that in your official duties you are continually and eminently exposed to the ten thousand snares and temptations in city life. As you value the character of the department to which you belong—as you value your own character and happiness, and the fondest hopes of your friends—beware! be ever on your guard. Be not deceived or led into temptation.

Select your associates with care. A man is known by the company he keeps. You will learn to so judge others and others will so judge you.

RULE 1.

General Duties.

Section 1. Members of the Police Department should understand that these rules and regulations are not expected to cover every specific case which may arise in the discharge of their duties, but that something must necessarily be left to the intelligence, discretion, good judgment, and good sense of the individual member. Therefore, according to the degree in which the individual officer shows himself possessed of these qualifications, and to his zeal, activity and good judgment and conduct on all occasions, will depend the consideration of his claims to future retention and promotion, as well as his success in rendering effective service.

Sec. 2. It is the duty of every member of the department to study the contents of this Police Manual and to familiarize himself with all rules and regulations governing the department. The classification and division of rules in this Manual is made for the purpose of ready reference and that every rule to a greater or less degree directly concerns every member. Therefore, strict observance of them will be

required. It is also the duty of every officer to familiarize himself with the laws of the State and the ordinances of the City. Every member will be furnished with a copy of the "Rules and Regulations," which he shall keep in his possession.

RULE 2.

Service.

Section 1. Each member of the police force shall devote his whole time and attention to the business of the department, and he is expressly prohibited from following any other calling or being employed in any other business. Although certain hours are allotted to the respective members for the performance of duty on ordinary occasions, yet at all times they must be prepared to act immediately on notice that an emergency has arisen where their services are required. All members of the force shall be considered always to be on duty, for the purpose of discipline in deportment and conduct. The same responsibility as to the suppression of disturbances and the arrest of offenders coming under their observation, rests upon them when off as when on duty.

RULE 3.

Rank.

Section 1. The Sub-Department of Police consists of and shall rank in the following order:

Police Service.

The Chief.

Sub-division I.

Secretary.

Detective Service.

Sub-division II.

Grade A—1 The Inspector.

Grade A—2 Captains of Detectives.

Grade A—3 Detectives.

Grade A—4 Detailed Detectives.

Sub-division III.

Bureau of Identification and Records.

Grade A—1 Supt. of Bureau of Identification and Records,

Grade A—2 Asst. Supt.,

Grade A—3 Clerk A,

Grade A—4 Clerk B,

Grade A—5 Clerk C,

Grade A—6 Clerk D.

Sub-division IV.

Patrol Service.

Grade A—1 The Inspector,

Grade A—2 The Captains,
 Grade A—3 The Lieutenants,
 Grade A—4 The Sergeants,
 Grade A—5 Regular Patrolmen,
 Grade A—6 Patrolmen on Probation.
 Sub-division V.

Jail Service—1.

Grade A—1 The Turnkeys.
 Sub-division VI.

Jail Service—2.

Grade A—1 The Matrons.
 Sub-division VII.

Clerical Service.

Grade A—1 The Stenographers.
 Sub-division VIII.

Skilled Labor Service.

Grade A—1 The Engineer,
 Grade A—2 Janitors,

to such numbers in each grade as is or shall be authorized by ordinance.

RULE 4.

Command.

Section 1. An officer when vested with command is responsible for the discipline of those under his orders, and for the good

condition of everything entrusted to his charge. It is his duty to see that all rules and orders are strictly enforced.

Sec. 2. The functions assigned to an officer by the title of his office devolve on the officer acting in his place.

RULE 5.

Discipline.

Section 1. Subordinates are to obey strictly and to execute promptly and in good faith all orders of their superior officers.

Sec. 2. It shall be the duty of every member of the department to report all violations of orders or of the rules and regulations governing the department to any superior officer in command, whose duty it shall be to report said violation to the Chief.

Sec. 3. Respect to superior officers must be extended at all times. Superiors should sustain their subordinate officers when they can do so consistently and, if possible, avoid censuring them in the presence of others.

Sec. 4. The members of the Police Department are at all times subject, as other citizens, to the laws of the United States, the laws of the State of Ohio, the ordin-

ances of the City of Toledo, and the rules and regulations of the Police Department.

RULE 6.

Suspension.

Section 1. Any member of the classified division of the Police Department will be subject to suspension from duty by the Chief or Director of Public Safety for any cause set forth in the following sections of this rule:

- Sec. 2. For incompetency.
- Sec. 3. For gross neglect of duty.
- Sec. 4. For gross immorality.
- Sec. 5. For habitual drunkenness.
- Sec. 6. For failure to obey orders given him by proper authority.
- Sec. 7. For conduct unbecoming an officer.
- Sec. 8. For any other reasonable and just cause.
- Sec. 9. All suspensions when made by the Chief shall forthwith be certified in writing to the Director of Public Safety. Said certification shall take the form of written changes, with specifications under each charge.

RULE 7.

Offenses, Fines and Punishment.

Section 1. The Director may discipline or punish members of the department for offenses which do not warrant removal from position. (Any officer dismissed from the department has the right to appeal to the Civil Service Commission.) He may in his discretion punish a member either by reprimand, or suspension without pay, or to perform extra duty for violation of any rule or regulation governing the special causes set forth in the following sections:

Sec. 2. For conduct unbecoming an officer, or any other conduct prejudicial to the good order and discipline of the department.

Sec. 3. For lack of energy, inattention or carelessness in performing duty, lounging on post, or improper patrolling of his post, or for the use of unnecessary violence to prisoners.

Sec. 4. For gross ignorance of the Rules and Regulations governing the Police Department after three month's service.

Sec. 5. For neglect to report in writing change of residence to the proper officer.

Sec. 6. For absence without leave, or absence from post or beat without good cause.

Sec. 7. For any act of insubordination or disrespect to a superior officer.

Sec. 8. For entering saloon while in uniform except on police business, or in the immediate discharge of duty or for intoxication, whether on or off duty.

Sec. 9. For failure to attend drill or the Instruction branch at the time fixed or whenever ordered.

Sec. 10. For continued or persistent neglect to pay any just debt contracted after appointment to the police force.

Sec. 11. For failure to report any police officer guilty of the violation of any rule, regulation, or order promulgated for the guidance of the department.

RULE 8.

Procedure In Offenses.

Section 1. It is obligatory upon all superior officers of the Police Department to make signed complaint in writing of all

minor violations of the Rules and Regulations by members of the force under their command to the Chief of Police, who may within thirty-six hours reprimand the offender, or remand the report back to the original complaining officer, with instructions to make charges and specifications founded on such complaint for action by the Chief or Director of Public Safety.

Sec. 2. When complaint shall be made by any reputable citizen imputing to any member of the force conduct or acts calling for discipline or punishment, it shall be the duty of the officer in command to request the person making the complaint to appear at the office of the Chief of Police for investigation, and verify the same by affidavit. If, upon such investigation, the Chief finds good grounds for complaint, it shall be his duty to take affidavit and then to cause charges and specifications to be made, signed and filed with the Director of Public Safety. All charges must be in writing, and if preferred by officers of the department need not be sworn to.

RULE 9.**Conduct and Deportment.**

Section 1. Every member of the force, when entering upon duty, must be neat in person; his clothes and boots clean and his uniform and equipment in conformity with the regulations and in good order and repair.

Sec. 2. Members shall not make arrests in their own quarrels or those of their families except under grave circumstances such as would justify them in using measures of self defense.

Sec. 3. No member wearing the uniform shall, while on duty on the streets or about public halls and theatres, smoke (except between the hours of midnight and 5 a. m.) He shall not enter saloons while on duty in uniform except on police business or in the immediate discharge of duty. The use of tobacco in any form by members attending drill, the Instruction branch, or Police Court, is forbidden. No liquor shall upon any pretext be introduced into a station house except for medicinal purposes, and then only when ordered by a surgeon.

Sec. 4. Sergeants and patrolmen will give their names and numbers to all persons

who may inquire therefor in a respectful manner.

Sec. 5. Familiarity between superiors and subordinates is inadmissible when on duty. Subordinates having business in the office of a commanding officer will transact it as promptly as possible and depart. This rule applies to members in citizen's dress as well as to those in uniform.

RULE 10.**Etiquette.**

Section 1. Courtesy in the intercourse between officers and members of the force promotes discipline and tends to produce mutual respect, and should be observed both on and off duty.

Sec. 2. Subordinate officers, whether on duty or not, shall salute all superior officers when meeting or passing. It is the duty of the subordinate to offer first the prescribed salutation, and of the superior to return it, and the same courtesy must be extended to members of the Fire Department.

Sec. 3. The Mayor and Director of Public Safety shall be saluted by officers in full or partial uniform whether on or off duty.

Sec. 4. Men in ranks shall salute only when ordered by officers in command.

Sec. 5. Upon entering the office of the Mayor, Director of Public Safety, the Chief or the Inspector, members of the force will salute by removing their headdress, and upon the visit of any of the aforementioned officers to any station house the members therein assembled shall come to attention.

Sec. 6. Abbreviation of titles in writing or oral communications will not be tolerated. Full names and titles must be used in all records.

RULE 11.

Intimacy With Prisoners Forbidden.

Section 1. No member of the force shall become bail for any person arrested. No member of the force shall, when arresting any prisoner, permit or assent to any delay under any pretense in removing said prisoner at once by the shortest route to the station house, or shall he, either directly or indirectly, interest himself or interfere in any manner whatever in the employment or retaining of any attorney to aid the accused. If the prisoner asks that an

attorney be recommended, the officer in charge of the station shall cause the entire classified list of lawyers in the City Directory to be shown to the prisoner, but no recommendation shall be made. Attorneys or others not called by prisoners will not be permitted to circulate among them to solicit business.

Sec. 2. No person, not a member of the Police Department, except physicians called for medical treatment, properly employed attorneys, or attorneys called by prisoners, or spiritual adviser known to be a clergyman, will be permitted to enter the prison at any time for the purpose of communicating with any prisoner. Officers in charge of the several station houses will be held strictly responsible for the enforcement of this restriction.

Sec. 3. Relatives may be permitted to converse with prisoners, and in the discretion of the officer in charge, when the interests of justice will not thereby be defeated, near friends may converse, but all such conversations and communications shall be held in the presence and hearing of the turnkey or members of the force detailed as witnesses for that duty. In the discretion of a superior officer, representatives

of the press may in the presence of the turnkeys or other officers, be permitted to interview prisoners.

Sec. 4. No person not a member of the department will be permitted to communicate with any person charged with a felony or other serious offense between the hours of 7 a. m. and 8 p. m.—without having first obtained permission of the officer in charge of the station, and all communication between 8 p. m. and 7 a. m. is forbidden to everybody, excepting regularly called physicians and attorneys.

Sec. 5. If any communication of a suspicious nature is made between visitors and prisoners, it shall be stopped, the facts shall be carefully noted and reported to the officer in charge.

Sec. 6. Whenever persons residing in the city are arrested and held in custody awaiting trial, it will be the duty of the officer in command at the station where such prisoner is held (and providing the prisoner so requests), to aid in notifying as soon as possible the friends of the person so held of the fact of such arrest to the end that such prisoner may have necessary facilities for furnishing bail.

RULE 12.

Redress of Grievances.

Section 1. Any member of the force feeling himself aggrieved at the treatment or orders of his superior or brother officers, shall make complaint, in writing and forward the same to the Chief of Police.

RULE 13.

Vacations, Absence and Sick Leave.

Section 1. Vacations at full pay shall be granted annually to all members of the police force who have served one (1) year according to rank as hereinafter set forth. The regular vacation period, May 1st to November 30th, shall be apportioned and decided by lot or drawing among the patrolmen. Inspectors, Captains, Lieutenants, Sergeants, Detectives and Detailed Detectives, and those attached to the Bureau of Identification and Records, will be assigned by the Chief.

Sec. 2. In the event of riot or sudden emergency, all vacations and leaves of absence may be suspended by the Chief of Police, with the consent of the Director of Public Safety, but at the expiration of the suspension period all vacations shall be resumed with the rotation of all men on the

waiting list advance so as not to disturb the rotation of those originally assigned early dates.

Sec. 3. No member shall be absent from duty except when disabled by sickness, without the permission of the Director of Public Safety or the Chief of Police. In case of a death in the immediate family of a member the officer in charge of a station shall, upon oral application, grant a few days leave of absence. If a member desires to attend the funeral of a relative he shall make written application to the Chief of Police, who may grant leave to attend the funeral only. All applications for leave of absence shall be in writing and shall set forth the circumstances requiring the said absence and duration of the same.

All officers taking their annual leave of absence must leave with the Secretary their addresses so that they can be communicated with in case of emergency.

Sec. 4. All leaves of absence, except in case of death in the family, shall be without pay unless otherwise ordered by the Director of Public Safety. The Director may grant leaves of absence in his discretion with such conditions as to duration and pay as he shall direct.

Sec. 5. Members of the force may be granted sick leave without pay. Members taken sick shall personally or through relatives notify the officer in charge of their station house, who will in turn report the case to the Police Chief. Members reporting sick shall not leave their places of residence without the written consent of the Police Surgeon. When sickness results from unusual exposure or injury in the discharge of duty, full pay will be allowed unless otherwise ordered by the Director of Public Safety.

Sec. 6. If any member of the force who feigns or stimulates sickness or disability, or is ill as the result of carelessness, improper conduct, excessive indulgence of appetite or illegal immoral practices, or if any sick member shall fraudently, by concealment, false statement, or otherwise, seek to deceive or mislead the Police Surgeon in relation to his case, or if he does not remain at his residence so as to be visited at the option of the Police Surgeon, or if he refuses or neglects to conform to the instructions of the attending physician, he shall be subject to the penalties of these Rules.

Sec. 7. It shall be the duty of the Clerk to keep an alphabetical and indexed Record of Absence Book, and said book shall include a vacation record. He shall see that members exchanging dates or dividing their vacation periods, do not impose upon the department or upon each other. The book shall also include a record of sick leaves and leaves of absence, together with granted applications of such leaves, for the information of the Director of Public Safety, to whom he shall report the same. The record shall show the cause of absence, whether on leave or ill, or regular vacation, and such other remarks concerning the same as may be proper. Yearly reports shall be compiled from the same. The record shall cover every member.

Sec. 8. All members of the Department will be allowed 12 days' vacation each year with full pay.

RULE 14.

Politics.

Section 1. The laws of Ohio, in relation to politics, political contributions and use of political influence in the Sub-Depart-

ment of Police, or by members thereof, will be rigidly enforced.

Sec. 2. The right of every member of the Police force to entertain political or partisan opinions, and the right of the elective franchise, will be deemed sacred and inviolable. But no member of the Force will be permitted to be delegate or representative to, or member of, any political or partisan convention or assemblage whose purpose is the nomination of any candidate or candidates to any political office.

Sec. 3. Members of the force are forbidden to engage in political or religious arguments with each other, or in and around the station houses, and shall make no use of their influence in elections. They shall not solicit monies for any political or election fund, nor join or remain a member of any political committee, club or association, benevolent or otherwise, which shall attempt to influence, affect or procure, directly or indirectly, any police legislation affecting the force, or the rank and grade of department members, nor whose object

shall be the nomination or election of candidates for political or public office.

Sec. 4. Upon the days of election for public officers, held under the laws of the State, members shall, when specially assigned to attend the polls, do all within their power to preserve the peace, protect the integrity of the ballot-box, and under no circumstances enter into political arguments with any person upon any pretext whatsoever.

RULE 15.

Rewards and Soliciting.

Section 1. No member shall accept a reward or present for meritorious and extraordinary services unless permitted to do so by the Chief of Police upon the written request made by the member to be rewarded. When the Chief allows a member to accept a reward, the proper percentage shall be deducted from the same and placed to the credit of the Benevolent Sub-Fund of the Toledo Police Relief Fund.

Sec. 2. No member shall accept from

any person while such person is in his custody as a prisoner, or after such person is released, or from any of such person's friends, directly or indirectly, any reward or gift.

Sec. 3. No member of the Department shall accept a reward from any person living in the City of Toledo or Lucas County for recovery of property taken from them or for a meritorious deed.

Sec. 4. Members are forbidden to accept extra pay for services rendered in the line of duty at balls, picnics, fairs, public dances, amusement places, fires, or any business concern. Parties wishing to recognize extra service on part of the police may by permission of the Chief of Police make donation to the Benevolent Sub-Fund of the Police Relief Fund.

Sec. 5. Members of the force shall not circulate subscription papers or sell tickets to citizens or others for any charitable or other purpose whatever, provided, however, that tickets may be sold and subscriptions received for the Police Department's Death Benefit and Aid Funds by permission of the Director of Public Safety.

Sec. 6. No member of the force shall borrow money from any member under his command.

RULE 16.

Interference With Duty, and Police Policy.

Section 1. No member of the force shall belong to any military or naval company of the State Militia. No member shall serve on a jury or take part in political parades. Card playing will not be allowed in the station houses or patrol barns.

Sec. 2. Members leaving the force will return their shields, wreath, manual, keys and other paraphernalia to the City to their commanding officer. The salary due any member on leaving the force will not be reported to the City Treasurer for payment until the shield, wreath, manual, books, keys, whistles and other paraphernalia belonging to the City are so returned or paid for, or the cost of the same deducted.

RULE 17.

Transfers and Details.

Section 1. The Chief of Police shall have exclusive control of the stationing and transfer of all patrolmen and other officers

and employes in the department under the following general rules and regulations, prescribed by the Director of Public Safety.

Sec. 2. The Chief of Police may detail any employe of the Sub-Department of Police to do or perform any permanent detective or secret police work in citizen's clothes.

Sec. 3. All members shall wear the uniform while on duty except as otherwise provided herein. Uniform coats shall be buttoned at all times. Every article of uniform and equipment, including shoes and collars, must be clean and in good repair. Vests need not be worn in summer.

Sec. 4. All members must have their uniform inspected before being worn, by an Inspector of Police and in case said uniforms shall vary from the regulation, either in cloth, style or make, the fact shall be reported to the Chief of Police.

Sec. 5. Members losing their shields, manuals, keys or whistles, will be required to explain the occasion and circumstances of such loss, to take all suitable measures to recover them, and if unsuccessful, and

in the judgment of the Chief of Police, to pay for them before others are issued.

Sec. 6. Shields shall be carefully used, and kept clean and bright, and when required shall be replaced at the cost of the member. If any member shall break or bend, or otherwise change the form of the shield, he shall pay the cost of repair or furnish a new one, as may be required. Manuals shall be carefully used, and if soiled, defaced or injured, they shall be paid for by the member.

Sec. 7. It will be deemed neglect of duty for any member carelessly to lose or loan his shield (badge). The shield shall be conspicuously displayed on the left breast of the outer garment whether rain coat, overcoat or blouse, when on duty. Members off duty must not appear in public in mixed or partial uniform.

Sec. 8. Changes in the style of headgear or outer uniform garments required by weather conditions shall be made only upon order of the Chief.

Sec. 9. No member will be permitted to purchase or to wear the police garments of

another policeman or ex-policeman without permission of the Chief of Police.

RULE 18.

Chief of Police.

Section 1. The Chief of Police in the executive head of the department under the direction of the Director of Public Safety, who is responsible to the Mayor, the Chief Conservator of the Peace.

Sec. 2. The Chief shall promulgate to the force such orders as he shall from time to time receive from the Director of Public Safety, and such orders as he may deem proper.

Sec. 3. The Chief will be held strictly responsible for the prompt service of all writs sent to him and for the performance of such duty in relation to the Police Court as is required of him by law.

Sec. 4. All general orders issued by the Chief shall be published on Bulletins. Special orders may be read by those whom they concern and not posted. All orders shall be in writing and the Chief may paste on file one copy in a book or file for his own information.

Sec. 5. It shall be the duty of the Chief

to observe and enforce the rules and regulations governing the department and to study the same and acquire a thorough knowledge of his own and other members' duties and to see that those under his command perform the duties required of them. He shall perform all duties required of him in the matter of suspending members of the force and all such other duties as are required of him in any of the various rules governing the department as outlined elsewhere in this manual.

Sec. 6. The Chief shall divide the force into squads or platoons for the purpose of instruction in drill and other duties.

Sec. 7. The chief shall co-operate with and aid the Director of Public Safety in administering the merit system by filing complete reports for the record books of all cases of suspension or charges preferred by him to the Director against any member with the action of the Director regardless of what it may be.

Sec. 8. When necessary the Chief shall repair in person to all extensive fires, riots or tumultuous assemblages within the city.

Sec. 9. The Chief shall send a daily report of all members sick or disabled to the Police Surgeon. The report shall contain

names and addresses of the members and shall be sent by messenger to the Surgeon's office before 10:30 a. m. each day.

Sec. 10. The Chief shall notify the Director of Public Safety one week in advance of his intention of taking his annual leave of absence, and keep the Director advised so far as possible of his whereabouts at all times.

RULE 19.

Inspectors.

Section 1. Inspectors are second in command to the Chief. In the absence of the Chief, through vacation, disability, leave of absence or otherwise, the ranking Inspector shall perform the duties pertaining to the office of Chief of Police. In the event of the absence of Inspectors, the next ranking officer shall take command.

Sec. 2. Inspectors shall co-operate in the enforcement of the rules and regulations and report all violations known by them to the Chief.

Sec. 3. Inspectors assigned to such duty shall visit and inspect each police station and patrol station at least once weekly, and at such time shall inspect officers and men on duty therein and their

equipment, scrutinize the conditions of all police apparatus and appliance, including wagons and horses, and hold the officers in charge accountable for the proper keeping of the same. They shall also examine the station complaint books, the station force books and the register of arrests, to see that they are neatly and properly kept.

Sec. 4. Inspectors shall require all members to conduct themselves as officers and gentlemen and shall require subordinate officers to see that patrolmen are not inattentive or careless in performing duty; do not lounge on post, improperly patrol their beats, or continue in ignorance of the rules and regulations. They shall make diligent inquiry of the Captains, Lieutenants and Sergeants in this regard and summon offenders before the Chief.

Sec. 5. Inspectors shall make weekly reports to the Chief of observations at inspections of the previous week and each month shall summarize thier observations in a monthly report of inspection, which report shall go to the Chief, who shall endorse his views on the same and file it with the Secretary. In their reports Inspectors may recommend to the Chief remedies for the

correction of gross irregularities which they may have observed.

Sec. 6. When called upon to do so by the Chief, Inspectors shall investigate cases of absence without leave.

Sec. 7. Inspectors may at discretion, if they find men unfit for duty, order them off duty and to appear immediately before the Chief for investigation.

Sec. 8. An Inspector shall be detailed in charge of the Instruction branch. Such Inspector shall require all subordinate members to study the rules and regulations and shall conduct classes one afternoon each week if necessary, as hereinafter set forth. He shall occasionally report to the Chief as to the intelligence and progress of the men. When not engaged with senior Patrolmen and Sergeants, he shall instruct new members in their duties.

RULE 20.

Detective Bureau.

Section 1. The Detective Bureau shall be under the control and supervision of an Inspector of Detectives, who will be assigned to that duty by the proper authority.

He shall have general supervision and

personal direction of the management of said Bureau.

He shall devote his best efforts to the investigation and solution of criminal cases. He shall see that all members of the department assigned to the Detective Bureau are energetic and perform their respective duties in an intelligent and capable manner. He shall cause records to be kept in his office, in which shall be entered daily all the transactions of the detective force in detail, including the assignment and work performed daily by each member of said bureau. He shall have the assignment of detectives under him.

Sec. 2. Detectives and other officers assigned to the Detective Bureau shall be under the immediate command of the Inspector in charge of said bureau and shall be subject to all orders from him not inconsistent with the rules and regulations of the Department of Police, or the orders of the Chief of Police.

Sec. 3. They shall give professional pickpockets, safe-blowers, burglars and other thieves special attention at all times, and shall use all legal means to suppress, imprison and drive them from the city.

It will be the duty of all such officers to keep known criminals who may reside in the City under careful surveillance and to report their haunts and habits to their commanding officer.

They shall also from time to time report to their commanding officer of the Detective Bureau proprietors of saloons and other licensed places who permit this class of people to frequent their places of business, and such other matters of importance with relation to crime and criminals which should be brought to his attention.

Sec. 4. The Inspector shall also cause to be kept books and records properly indexed showing the property reported as stolen from day to day and that pawned or sold to pawn brokers and second hand dealers, so that the same may be carefully compared.

RULE 21.

Captains.

Section 1. Captains shall have official direction and control of the Lieutenants, Sergeants and Patrolmen under their command and will be held responsible for their conduct and efficiency. They shall see that each attends to his respective duties, and

that the rules of the department are obeyed.

Sec. 2. They shall require the members of their command to be attired in the regulation uniform, according to the season, and to be neat and clean in appearance at all times when on duty, or when wearing their uniforms in public.

Sec. 3. They shall have every complaint of violation of a city ordinance, or other matter requiring attention, investigated, and cause the same to be remedied without suit when deemed advisable.

Sec. 4. They shall be deemed responsible for the prompt service and return of all notices and subpoenas sent to them by the Judge of the Police Court, or Chief of Police.

Sec. 5. At any second alarm of fire they shall proceed forthwith with all the force at their command, if necessary, to the fire, and be diligent in preserving order and protecting property.

Sec. 6. They shall take personal charge of the investigation of any great crime, serious accident or other occurrence which might happen in their respective districts at any hour of the day or night, and should instruct their subordinates promptly to

notify them of such occurrence, and at once report the same to the Chief.

Sec. 7. They shall carefully examine the Lieutenants' reports and shall promptly report to the Inspector each and every dereliction of duty on the part of Lieutenants or their subordinates, which report shall be forwarded to the Chief.

RULE 22.

Lieutenants.

Section 1. Lieutenants shall forward to their respective Captains, at the close of their reliefs, in writing, reports of all police matters which have occurred during their reliefs, and in order that such reports may be full and complete, Lieutenants shall instruct the patrol Sergeants and Patrolmen in their respective commands to report in writing immediately any police matter coming to their attention while on duty or when being relieved.

Sec. 2. They shall call the roll of the men reporting for duty; also call the roll of their reliefs when going off duty, entering in the time sheets the absentees and the cause.

Sec. 3. When the reliefs are going on

duty they should read to their men such general orders or communications relating to police business as have been issued or referred to them by any superior officer, as well as giving instructions on all matters requiring police attention.

Sec. 4. They shall be held accountable for the good order, discipline and personal appearance of the members in their command, and shall, when they present themselves at roll call, order them into line and be particular to note if they are properly attired and equipped for the performance of duty, and that they are neat and clean in person and that they are fit to perform duty.

Sec. 5. They shall, from time to time, while on duty, patrol their respective precincts to note conditions and ascertain if the officers under their command perform their several duties in a satisfactory and efficient manner.

Sec. 6. Lieutenants shall make a careful and thorough investigation personally in every case where an officer in their respective reliefs is injured and shall promptly submit a full and complete report in duplicate of the facts in each case to the Chief of Police, to be filed by the Secretary of

the Department in the bureau of records. The report shall state specifically whether the injury, or injuries, were received or inflicted while the officer was acting in the discharge of his duties.

RULE 23.

Sergeants.

Section 1. Patrol Sergeants shall stand at the right of the line at roll call, and shall head their men as they emerge from the station to their military order, and accompany them to their posts, as far as such action is practicable.

They shall insist that every man in their respective commands perform all the duties required of him and strictly obey the rules and regulations of the department. In all cases where they learn that any of their subordinates have been guilty of conduct of any kind prejudicial to the good order and discipline of the department they shall at once report the facts in writing to their commanding officer, a duplicate thereof to be forwarded to the Chief.

Sec. 2. As the efficiency of the department depends to a large extent upon the energy and ability with which Patrol Ser-

geants discharge their duties, they will be deemed to be guilty of neglect of duty when those under their command are habitually lax and indifferent in the performance of their duties.

Sec. 3. They shall remain on the street during their hours of duty from the time their men leave the station until the relief returns, except when otherwise ordered by their Lieutenants, or other commanding officer. They shall patrol their respective districts, and see each patrolman as often as possible, and observe the manner in which he performs his duties, and when necessary instruct him on the best manner in which to perform any police business. In case a patrolman cannot be found on his post, after a careful effort, instructions shall be given to the patrolmen traveling adjoining posts to cover the missing man's post until otherwise notified, or until relieving time, and report to the officer in command the name of the missing man and the cause of the absence, if ascertained, and the Sergeant will not be relieved from duty until he has found the missing patrolman, or has satisfied his superior officer that he cannot be found.

While on patrol duty they shall call up

their respective stations at least every half hour, so that they may receive any information which may be important for them to know.

Sec. 4. They shall carefully examine the patrol sheets to ascertain if the patrolmen report at the times and places directed.

If an officer fails to report to the station by telephone or otherwise at the appointed time, a search shall immediately be made for him, and the result of the investigation reported, as provided in the preceding section. They shall also see that the operators correctly report the pulls from patrol boxes made by the officers, and shall promptly report any neglect or dereliction of duty on their part to the Lieutenant, so that the Chief Operator may be notified.

RULE 24.

Desk Officers.

Section 1. They shall receive all complaints of citizens and reports of officers made to them, and in writing submit the same to their respective commanding officers, and also perform such other work as may be required.

Sec. 2. In submitting reports of mur-

ders, burglaries, robberies, etc., the utmost care must be used to see that all the particulars are given, and in no case shall the forwarding of such reports be delayed.

One copy of such report shall be forwarded to the Inspector in charge of the Detective Bureau and one to the Chief of Police.

Sec. 3. In case of street or sidewalk accidents, wherein any liability may be attached to the City of Toledo, all information bearing on the matter shall be fully and clearly set forth, especially the names and addresses of all witnesses.

Sec. 4. An accurate description of all persons reported to the department as missing shall be kept by the Desk Officer in a book provided for that purpose, and the same shall be compared daily with that of unknown persons coming into custody of the police.

The same must be pursued regarding stolen and strayed animals.

RULE 25.

Secretary of Police.

Section 1. The Secretary of the Police Department shall perform the general cler-

ical work of the department and such other clerical duties as are required of him from time to time by the Chief of Police and Director of Public Safety. He shall be as vigilant in observing and reporting violations of the Rules and Regulations as any other member of the department.

Sec. 2. The Secretary shall perform extra duty as secretary of the Toledo Police Relief Fund, and attend all meetings of the trustees of said fund. He shall study the Rules and Regulations of the Relief Fund and perform all duties required of him by said rules.

Sec. 3. The Secretary shall be the Chief Storekeeper of the Department and shall keep sufficient account of each station house and branch to be enabled to make occasional reports as to the state and conditions of supplies and also of any wastefulness or extravagance upon the part of any member.

Sec. 4. The Secretary shall perform such general correspondence work as may be required by the Chief, also keep the records of the Department pertaining to officers, equipment, etc. He will send a detailed yearly report to the Chief of Police on the 1st of each year.

RULE 26.**Traffic Squad.**

Section 1. The Captain who may be in charge of the Traffic Squad, when going on duty, will march the men briskly from the Central Police Station, to their posts in twos and when returning from duty they shall be returned to the station house in the same manner.

Sec. 2. The Captain shall see that the members of the Traffic Squad are correctly and smartly uniformed and pay especial attention to their set-up and appearance.

Sec. 3. The Captain shall call the attention of the members of the Traffic Squad to the Rules of the Road and sections of the ordinances relating to traffic on the public streets and see that they are strictly enforced.

Sec. 4. The Captain shall see that the members do not visit with people while on duty. He will also see that the members are relieved by the Officer on relief duty and that they also report back on their corner at the end of their relief on time. It is the duty of the Captain to report any member who visits on his post.

RULE 27.**Mounted Detail.**

Section 1. Each mounted Patrolman must take entire care of, and will be held responsible for the condition and safe-keeping of the horse and equipment assigned to his use.

Sec. 2. Mounted men in going to and from their posts will proceed in a moderate trotting pace, not to exceed the rate of six (6) miles an hour. In patrolling their posts they are to proceed at a fast walking pace. They are required to teach their horses to walk at a rapid pace, and under no circumstances are they allowed to ride at a canter or running pace except in cases where the rapid movement is required in the performance of Police duty.

Sec. 3. Mounted Patrolmen, at the expiration of each tour of duty, will clean the soles of their horses' hoofs with a hoof pick, and during the summer months wash down their horses' backs, drying them as well as possible with a sponge.

Sec. 4. They will, on their days off, stuff their horses' hoofs with wet clay, being careful to see that the soles are thoroughly cleaned before stuffing.

Sec. 5. They must immediately report to the hostler in charge, loose or cast shoes, any sickness, lameness or injury.

Sec. 6. They must not use any water on the legs of their horses from December 1 to May 1.

Sec. 7. They will, when their horses are sick or rendered unfit for work, place them in charge of the Hostler, who will become responsible for the horses until returned to work; and the Patrolman will take entire charge of the horse temporarily assigned to him.

Sec. 8. They will be held responsible for the observance of Rule 28, Care of Horses.

RULE 28.

Care of Horses.

This refers to all horses used in the Police Department which will be under the supervision of an employee detailed by the Chief of Police.

The following rules must be strictly observed:

Section 1. Before entering a stall, speak to the horse gently and then go in quietly.

Never take a rapid gait until the horse

has been warmed up by gentle exercise.

Never ride a horse off a walk to the stable, or put up a horse brought to the stable heated, but throw a blanket over him and rub his legs or walk him until cool. If he is wet, put him under shelter and wisp him against the hair until dry.

When a horse is heated never feed grain or allow him to stand uncovered. Hay will never hurt a horse no matter how warm he may be.

Never water a horse when heated, unless the exercise or march is to be immediately resumed.

Never throw water over a horse coming in hot, not even over his legs or feet.

The saddle cloth should be placed well forward on the withers; slide the cloth once or twice from the front to the rear to smooth the hair. Be careful to raise the cloth in bringing it forward.

The mouth piece of the curb-bit should rest on that part of the bars directly opposite the chin groove; the curb strap or chain will then lie in the chin groove without any tendency to mount up out of it on the sharp bones of the lower jaw. This position of the mouth-bits will be attained for the majority of the horses by adjusting the

check-straps so that the mouth piece will be one inch above the tushes of the horse, and two inches above the corner teeth of the mare.

The throat-latch should admit four fingers between it and the throat; this prevents constriction of the wind pipe or pressure on the large blood vessels.

RULE 29.

Motorcycle Squad.

Section 1. Patrolmen mounted on motorcycles are required to perform all the duties of regular patrolmen that are applicable. They are required to become expert in the use of their wheels, so as to make fast runs in emergency.

Sec. 2. Patrolmen detailed on motorcycles either day or night, will be held strictly accountable for the wheel and equipment entrusted to their care. They will allow no other person to use the wheel without authority from the Commanding Officer of the Station to which they are attached.

All serious injuries to the wheel or its equipment, with estimated cost of repairs, will be reported in writing to the Secretary of Police.

Sec. 3. Minor repairs will be made by the men themselves—inability to do so will disqualify them for the work.

Such are:

Repairs of small punctures.

Adjustment of sprocket chains.

Cleaning and oiling.

All adjustments.

Sec. 4. Patrolmen will carefully inspect their motorcycles before going on duty and immediately after their return. Their machines must at all times be kept clean and well oiled.

RULE 30.

Automobiles.

Section 1. Patrolmen detailed for automobile service are governed by the same rules regarding duties of patrolmen that are applicable, and such additional rules as are herein set forth. The several details at each garage will be in charge of a designated sergeant who will see that all duties are performed and at the same time do his share of the work. He shall keep a book record showing each run, the time of leaving and returning, and the number of prisoners carried. He will make requisitions for supplies required which shall be

approved by the officer in charge of sub-stations.

Sec. 2. The sergeant designated will have charge of his detail, and be held responsible for the condition of stock and apparatus and conduct of patrolmen in his detail. It will be his duty to report to the Chief any misconduct or inattention to duty of the patrolmen in his detail and any injury to the stock, automobiles and other apparatus in his charge. He will have particular charge of the automobiles and barn and shall, with the patrolmen in his detail, keep the barns, automobiles, stretcher, shackles, handcuffs, and other apparatus in a neat and clean condition, and not permit any loafing or lounging in or about the station by persons not members of the force.

Sec. 3. In case of a collision, whether caused by the carelessness of the driver or that of any other person, or by unavoidable accident, whereby any vehicle, or other property is damaged, or any person injured by the automobile, one of the detail will dismount and ascertain the extent of the injury to the person or property occasioned by the collision, and report in writing at the earliest possible moment.

Sec. 4. Each detail, when going on duty,

shall examine the automobile, stretcher, and other apparatuses and if found in an improper condition report the fact.

Sec. 5. Dangerously fast driving, except in emergency or on special calls, is strictly prohibited. The occasion for a majority of calls will not justify driving at a high rate of speed in responding to such calls; therefore, except when in active pursuit of criminals, or in other cases of an urgent nature, a speed of 17 miles is all that is expected or required.

Sec. 6. Whenever any patrol or ambulance is delivering prisoners to the House of Correction, County Jail, Hospital, any sub-station or other place out of their district, as soon as possible, before returning, the Patrol or ambulancemen must call up the Police Operator and ascertain if there are any other orders awaiting them so that no alarm will go long unanswered.

Sec. 7. The patrol at the Central Station shall respond promptly to all fires in the down town district so that the Patrolmen may have plenty of rope on hand to rope off a district sufficiently large to keep the crowds from interfering with the work of the fire department.

Sec. 8. The matter pertaining to repair-

ing of automobiles will be in charge of the Sergeant at the Central Station detailed for that purpose by the Chief of Police.

Sec. 9. No person except members of the Police Department and reporters will be allowed to ride on patrol or ambulance except when on police business or permission given.

RULE 31.

Patrolmen.

Section 1. The prevention of crime and the arrest and prosecution of criminals being the most important duties of policemen, their best efforts shall be constantly to accomplish that end intelligently and efficiently.

Sec. 2. Patrolmen shall faithfully patrol their respective posts while on duty. They must not conspicuously follow any certain route with regularity, but should occasionally go through their posts by way of alleys, yards, private passageways, retrace their steps, or stand quietly in the dark listening, alert and prepared for any emergency.

Sec. 3. During their respective tours of patrol duty, they shall report to the station from patrol boxes, or otherwise, at such times and places as may be desig-

nated by their commanding officers. This, however, should not prevent an officer from remaining at any particular place for any length of time, if his presence is required to watch suspicious characters, or any other legitimate police business, but he shall satisfy his superior officers that there was sufficient cause for such action. When signaling from patrol boxes, they should not leave until assured that their signals have been duly received at their respective stations, unless the apparatus is out of order, in which case report shall be made from the nearest box on post.

Sec. 4. They shall carefully inspect every part of their posts as often as possible, and by their vigilance and activity render it difficult for anyone to commit crime therein. When offenses occur frequently in any particular post, the patrolman traveling said post will be presumed to be guilty of neglect of duty or inefficiency, and treated accordingly.

Sec. 5. They shall exercise the utmost vigilance and activity at night, and closely scrutinize all persons whom they encounter, especially after midnight and in the early hours of the morning, and when in their opinion the occasion demands it, courteously

but rigidly question such persons as to their names, addresses, cause of their being on the streets, or such other particulars as may be required to prove that they are law-abiding citizens. Should any person fail or refuse under such circumstances to give a good account of himself, he should be taken to the station. If policemen see anyone carrying or otherwise conveying goods under circumstances which lead to a strong suspicion that such goods were stolen, they should stop and closely question the person. If the appearance, explanation and manner of such person, together with other circumstances connected with the case, indicate that the goods were stolen, the suspected person should be arrested and sent to the station, together with the goods. But if the suspicion be slight, officers should quietly follow with a view of discovering where the goods may be deposited. In all such cases good judgment and discretion should be exercised.

Sec. 6. They shall watch and keep track of all persons of known bad character in such a manner that it will be evident to them that they are being watched, and that detention will follow any unlawful action on their part. They shall note the arrival and

actions of such persons and report particulars to Patrol Sergeants or other superior officers.

Sec. 7. Patrolmen will take note of the opening of all new places of business on their posts for which licenses are required, and report the same at the station in writing, with the name of the owner and street number, so that proper entry may be made in license book.

Sec. 8. They shall carefully observe if saloons or other public places on their respective posts are conducted in accordance with the provisions of the city ordinances governing the same, and report all violations to their commanding officers.

Sec. 9. They shall pay particular attention to storekeepers, especially those in the vicinity of schools, who may sell cigarettes, and other articles that are prohibited by law to be sold to minors. All persons guilty of such practice should be vigorously prosecuted.

Sec. 10. Patrolmen shall not execute a warrant of arrest or a search warrant without the consent of their commanding officers.

Sec. 11. They must not walk together on the boundaries of their respective posts

while on duty or stand conversing with each other, or with persons whom they meet, unless it be on matters relating to police business.

Sec. 12. In reporting accident cases, patrolmen shall, in addition to the ordinary information include the names of all witnesses.

Sec. 13. Whenever the erection, enlargement, alteration, repair or removal of any building is commenced on an officer's post, he shall require the person in charge thereof to exhibit his permit, and if he has no permit or refuse to exhibit the same, said work shall be stopped, and the Building Inspector notified without delay.

Sec. 14. It shall be the duty of all officers on observing or on being informed of the opening of or excavation in any street or avenue, to require the person making such opening or excavation to exhibit the authority or permission by the proper officer, or if the exhibition thereof be refused said officer shall without delay report the same to the Superintendent of streets.

RULE 32.

Police Surgeon.

Section 1. The physician and surgeon of the Department of Public Safety shall in his relation to the Sub-Department of Police, perform all such duties as are set forth in these Rules and Regulations and as are required from time to time by the Director of Public Safety.

Sec. 2. He shall visit, treat, attend and prescribe for all disabled members when required, if such disability was caused in the line of duty, with the care and attention properly required in private practice. The visits shall be made as often as necessary.

Sec. 3. He shall report in writing, through the Secretary or the Chief, any member who shall seek to evade duty on the pretense of sickness or whose sickness or disability is caused by improper conduct, intemperance, or immoral or vicious habits or practices, or who has violated any of the provisions of these rules.

Sec. 4. He shall keep a careful record of the sick time of each member of the force, and make written report thereof to the Chief of Police each month, setting forth

in such report the name of the sick member, the date and duration of sickness, the number of visits made during the same, and also, in plain and common language, the name and character of the disease or disability.

Sec. 5. When taking vacation or leave of absence, the Surgeon shall notify the Director of Public Safety and provide a substitute to act in his place in case emergency requiring his services should arise.

Sec. 6. When a member of the Police Department is reported disabled in the line of duty, the Surgeon shall visit him immediately upon receiving such notice. The Surgeon will look to the Chief of Police for a daily list of members reported sick, such list with addresses to be delivered at the Surgeon's office before 10:30 a. m. each day.

Sec. 7. The Surgeon shall perform such duties in relation to the Merit System, examination of applicants and retirement of members, as are required of him by the Director of Public Safety.

Sec. 8. The Surgeon shall attend the Instruction branch after advance notice of his intention and give the members lectures which will help them render emergency aid

in cases of drowning, sunstroke or the cutting of arteries.

RULE 33.

Bureau of Identification.

Section 1. The Bureau of Identification, under the direction of the Chief of Police, shall be in charge of the Superintendent, who shall, under the direction of the Chief of Police, have full control of all matters pertaining to the taking of photographs, Bertillon and other measurements of criminals and the securing of their records.

Sec. 2. He shall obtain as complete a record of every criminal as possible brought to the Bureau of Identification.

Sec. 3. He shall furnish the State's Attorney, or his assistants, with such photographs and records of criminals as may be required in the prosecution of cases in the Criminal Court. He shall give particular attention to the presenting of all records of habitual criminals if such evidence is admissible.

Sec. 4. He shall cause to be printed, with descriptions and records, a sufficient number of photographs of criminals whom

the police should know and be on the lookout for, to fill the requirements of the Detective Bureau, Division and District Headquarters, where cabinets or galleries are maintained. No photographs or records shall be removed from any cabinet or gallery except on approval of the Chief of Police or Inspector in charge of the Detective Bureau. *Sup. of L. & B. Bureau.*

Sec. 5. He shall prepare and forward any reports, either monthly or yearly, that may be required of him by the Chief of Police or the Director of Public Safety.

RULE 34.

Turnkeys.

Section 1. The turnkeys in charge of police prisoners are directly responsible for the safekeeping of all prisoners, and shall obey all orders given by superior officers, providing that orders regarding prisoners, issued by Sergeants or Detectives, shall come through the officer who at the time being is in charge of the station house. He shall imprison no one except by order of the officer in charge of the station.

Sec. 2. The Turnkeys are responsible for the legal and proper keeping of the Regis-

ter of Arrests, or "Blotter." All entries shall be in ink, and neatly made. In each Register shall be recorded the names of all persons arrested, their age, color, nationality, calling, residence, social condition, charge, name and residence of complainant, names of officers making arrest, time the arrest was made and the disposition of the case, the record of persons arrested may be placed temporarily on a blank report, but the same must be entered in the Register as soon as possible. Every column of the Register shall be filled out in each case of arrest, and particular attention be paid to the entry covering the disposition of the prisoner. They are required to index the Register. If, after prisoners' names are entered on the Register of Arrest, or "Blotter," it is discovered that a fictitious name was given, it is the duty of the Turnkey to enter the correct name. This rule is imperative.

Sec. 3. Turnkeys are required to study carefully all rules and strictly comply with them.

Sec. 4. Turnkeys shall refer all persons whatsoever making inquiries regarding any prisoner, to the officer in command of the station house. They shall likewise refer all

letters or telegrams to and from prisoners to the officer named, and shall permit no one to violate any portion of the rule entitled "Intimacy With Prisoners Forbidden." They shall prevent lawyers from soliciting business, and shall permit no lawyer, whether engaged as counsel or not, to see a prisoner at any time without first obtaining permission. They shall allow no lounging or loafing in the Turnkey's office room.

Turnkeys shall make a report to the Chief every morning, through the desk officer, of the prisoners confined in the jail.

Sec. 5. They shall not absent themselves from their posts until properly relieved. Any member acting as turnkey is subject to all the duties and responsibilities of a turnkey and shall be acquainted with the same by the Turnkey whom he relieves.

Sec. 6. They shall lock the prisoners in their cells at the hour prescribed, releasing them from the same at the proper hour each day, and furnish them with their meals at the proper hours, and inspect the prison each morning and evening, and report to the officer in charge any damage that may have been done by the prisoners during their imprisonment.

Sec. 7. They shall at least once every half hour make their rounds through the prison, and shall, by their vigilance, prevent escapes, or suicides, administer medicine to the sick as directed by the physician and report persons taken sick while in prison, or received in a sick condition.

Sec. 8. They shall see that every prisoner is searched carefully before placing them in prison, taking from them weapons, papers and property. Each prisoner's property shall, if not too bulky, be placed in a property envelope, otherwise it shall be wrapped up and marked with a property tag. They are responsible for the safekeeping of prisoners' property while in their charge. Where very valuable property is taken from prisoners, a book record of the same shall be taken, and the receipt taken upon return of the same.

Sec. 9. No member of the force shall be permitted by Turnkeys, nor shall Turnkeys themselves solicit for any attorney, or advise prisoners whom to engage, nor shall

they convey communications between prisoners and attorneys.

RULE 35.

Matrons.

Section 1. Matrons of Police Stations and prisoners are at all times under the direction of the superior officer of the Department. They shall be subject to all Rules and Regulations governing the Police force which are applicable to the positions they hold, and shall study the same. They shall study the rules and regulations governing Turnkeys as their duties are in many cases identical. The same responsibility for the safekeeping of male prisoners exacted on turnkeys is also required of Matrons in charge of female prisoners, or minor persons placed in their charge. Matrons shall also carefully study all rules and strictly comply with them.

Sec. 2. Matrons shall make daily reports similar to the turnkey's reports of prisoners. They shall have general supervision of the female prison and prisoners who may be turned over to them, attend to searching, locking up and releasing them when ordered by the officer in charge. They shall

frequently make tours of the prison keeping a strict watch of anyone who might be suspected of an attempt to commit suicide. Matrons are prohibited from carrying messages, or doing any business for any prisoner, other than is necessary for their temporal welfare without the especial permission of the commanding officer in each and every case.

Sec. 3. Each matron shall ascertain what each prisoner under her case is charged with, and endeavor to familiarize herself with names and countenances, keep a record of cases in the "Blotter" and when being relieved from duty, impart all information of any importance which may have come to her knowledge about the prisoner, or any prisoner, or orders received, to the Matron coming on duty.

Sec. 4. Each matron will confine herself to her own apartments except when necessary to leave on police business, and must not leave the Police Station when on duty, except by permission of the officer in charge of the Central Station, and shall never take the keys of the prison away from the station. Only those on police business will be allowed in the Matron's room.

Sec. 5. The matrons will not be permitted to accept a gift of money or other valuable from anyone who has been, or is, under their charge.

RULES and REGULATIONS

For the Administration
of the

Police Relief Fund

and

BENEVOLENT SUB-FUND
OF THE CITY OF TOLEDO, O.

And for the Government of the Fund
Trustees

ADOPTED MAY, 1905

And approved and promulgated by the
Board of Public Safety, May
10, 1905 and as amended
and approved on

March 23rd, 1908

March 19th, 1909

March 21st, 1910

Nov. 25, 1910

Feb. 24th, 1911

May 1st, 1911

June 29th, 1912

Oct. 1st, 1919

**Board of Trustees
of the
Toledo Police Relief Fund, 1919**

Chris F. Wall, President.

R. W. Scofield, Secretary.

DEPARTMENT MEMBERS

Thos. O'Reilly

F. Buck

Edw. Hoffman

T. E. Mackall

John Louy.

RULE 1.

Name.

This Board shall be known as THE BOARD OF TRUSTEES OF THE TOLEDO POLICE RELIEF FUND.

RULE 2.

Duties.

The duties of the Board of Trustees of the Toledo Police Relief Fund are to manage and distribute the relief fund of the Toledo Police Department in accordance with the laws of Ohio relating to the creation and disbursement of said relief fund. For the purpose of properly and legally performing these duties and in accordance with the State statutes, the following rules and regulations for the distribution and management of said relief are hereby adopted. And it is further provided that all parts of the Municipal Code and Revised Statutes of Ohio, as in any manner refer to the Toledo Police Relief Fund are hereby adopted as Rules of the Board of Trustees of said Relief Fund to the same extent as if written herein.

RULE 3.**Amendments.**

All rules and regulations may be altered or amended in any manner except where fixed by the State of Ohio, by a vote of two-thirds ($2/3$) of all the members of the Board of Trustees of the Toledo Police Relief Fund at a regular meeting of said Board; provided, however, that previous notice of such alteration or amendment shall have been given in writing to the Board of Trustees at least two (2) weeks before the same shall be acted upon, but no such alteration or amendment shall go into effect or be legal until approved by the Director of Public Safety.

RULE 4.**Meetings.**

The regular meetings of the Board of Trustees shall be held at least once each month, at the call of the President thereof and at such place and hour as he designates. Provided, however, that if one such regular meeting is not called by said President before the last week day of any month (a legal holiday not to be considered as a week day) it shall be the duty of the Board

of Trustees to meet on such last week day of any such month and transact all business which may properly come before it.

Notice of all regular and special meetings shall be served upon each member of the Board of Trustees by the Secretary thereof at least twenty-four (24) hours previous to the time of such meeting. A notice of a special meeting must contain a statement of the business for which such special meeting is called. No meetings shall be considered legal unless such notice has been served on each member.

RULE 5.**Special Meetings.**

Special meetings may be called by the President, or upon the written request of three (3) members of the Board of Trustees. Special meetings may also be called by a majority vote on a resolution or motion at any regular meeting. No business shall be transacted at any special meeting of the Board of Trustees except the particular business for the transaction of which such special meeting is called.

RULE 6.**Call to Order and Organization of Sessions.**

The President shall take the chair, and shall proceed with the regular order of business as appearing in Rule 8, unless otherwise ordered by a majority vote of the Board of Trustees. In the absence of the President, the Secretary shall call the Board of Trustees to order, and if a quorum shall then be present, the Board of Trustees shall elect one of its members President pro tem, of that meeting.

RULE 7.**Quorum.**

A majority of all the members of the Board of Trustees shall constitute a quorum. No motion, resolution or order shall be considered adopted by the Board of Trustees unless it shall receive at least four (4) affirmative votes.

RULE 8.**Order of Business.**

The business of all regular meetings of the Board of Trustees shall be transacted in the following order:

1. Roll Call.
2. Reading and Disposing of the Journal.
3. Approval of Pay-roll.
4. Report of Secretary.
5. Report of Committee on Finance.
6. Report of Auditing Committee.
7. Report of Special Committees.
8. Approval of Claims.
9. Unfinished Business.
10. New Business.

A resolution or motion may be introduced out of the regular order of business by consent of a majority vote of the members present.

RULE 9.**Vote.**

All members present shall vote on every question unless excused by a majority of the Trustees present. Any member having been unavoidably absent may at the next meeting be permitted to have his vote recorded upon any question acted upon during such absence, providing such vote shall not change the result, and provided further that the member so permitted to record his vote shall not be entitled to move

a reconsideration of the question so voted upon.

RULE 10.

Reports.

All the reports of the Secretary, and of all Committees, shall be made in writing and shall be accompanied by the original papers upon which such report is based.

RULE 11.

Rules of Order.

Recognized standard parliamentary rules and practice shall govern the deliberations of the Board of Trustees, providing the same do not conflict with any rule or regulation printed herein.

RULE 12.

Reconsideration.

Any member who voted with the prevailing side may move a reconsideration of any action of the Board of Trustees, provided, that the motion be made not later than the next regular meeting after such action was taken. A motion to reconsider shall be in order only under the same order of business at which the previous action

was taken, and it shall not be introduced when a motion on some other subject is pending. A motion to reconsider, being laid on the table, it may be taken up and acted upon at any time when the Board of Trustees are engaged in transacting new business.

No motion to reconsider shall be made more than once on any matter or subject, and if it receive a two-third vote of all members present it shall be declared carried.

RULE 13.

Yeas and Nays.

The yeas and nays shall be taken on all matters coming before the Board of Trustees upon which a vote is taken.

RULE 14.

Absence from Meetings.

If any department member of the Board of Trustees shall absent himself from two (2) regular meetings in succession unless excused on account of sickness, absence from the City, imperative duty, or absence on regular vacation, he shall be fined in the sum of one (\$1.00) dollar.

RULE 15.**Board of Trustees, Time of Election.**

The Board of Trustees of the Toledo Police Relief Fund shall consist of the Director of Public Safety or other Board or Officer having charge or control of the Police Department, and five (5) other persons, members of the Police Department. The department members shall be elected annually on the second Monday of September.

RULE 16.**Manner of Electing Department Trustees.**

The manner of electing the Department members of the Board of Trustees of the Toledo Police Relief Fund shall be held in conformity with Sections 4617-4618 and 4619 of the General Code of the State of Ohio, and as they may be amended or changed.

RULE 17.**Standing Committees.**

The Standing Committees of the Police Relief Fund shall consist of a Committee on Finance and an Auditing Committee, each to consist of three (3) members, and shall be appointed by the President at the

first regular meeting following the election of Trustees in each year.

RULE 18.**Duties of Auditing Committee.**

It shall be the duty of the Auditing Committee to audit all books, papers and accounts of and pertaining to the Police Relief Funds, including the records of the Secretary, and other committees. They shall perform all these duties on the first Monday of September and March in each year and report their findings to the Board of Trustees at the next regular meeting thereafter. Whenever it may be deemed necessary, the Auditing Committee, in addition to the examinations mentioned in the foregoing, may, with the authority of the Board of Trustees, conduct special examinations, but such special examinations shall not be substituted for the two regular examinations, which are imperative.

In addition to its other duties, the Auditing Committee shall act as a special memorial committee in case of the death of an active member or retired officer of the Police Department. They shall offer their services to the family in connection with

the funeral arrangements and request the Chief of Police to furnish an escort to the funeral, if same is desired. The Secretary shall promptly notify all Trustees of the death of any member or retired officer of the department.

RULE, 19.

Duties of Finance Committee.

It shall be the duty of the Finance Committee to arrange for the investment of moneys in strict accordance with the manner in which the Board of Trustees decide that such money shall be invested. They shall, when directed by the Board of Trustees, take charge of and supervise the handling of any gift, grant, devise or bequest, any moneys or real or personal property, upon such terms as to the investment and expenditure thereof as may be fixed by the grantor or determined by the Board of Trustees.

The Finance Committee shall collect all moneys due the "Benevolent Sub-Fund" of the Toledo Police Relief Fund, including all report of rewards, fees and proceeds of gifts, credited or due said Police Relief Fund. On or before the fifteenth day of each month they shall obtain from the

Clerk of the United States Court, the United States Commissioner, the Lucas County Clerk, Coroner and Probate Judge a record of all witness fees earned by any Police Department member, a beneficiary of the Relief Fund, during the preceding month, and shall compare the same with the report of witness fees or vouchers turned in by each member during such month. They shall investigate and make a report to the Trustees of all discrepancies found between such records and reports or vouchers. They shall deposit all collections of all such moneys with the Secretary of the Board of Trustees, and said Secretary shall forthwith deposit the same with the custodian of said fund to the credit of the Benevolent Sub-Fund of the Toledo Police Relief Fund.

RULE 20.

Secretary, Duties of.

It shall be the duty of the Secretary to keep a full record of the proceedings of the Board of Trustees of the Toledo Police Relief Fund. He shall also prepare and cause to be conspicuously posted, on or before the tenth day of each month in the Sergeant's and Patrolmen's quarters at the

Central Station, and at each sub-station at which officers report for duty, a statement of the condition of the Benevolent Sub-Fund of the Toledo Police Relief Fund, including a true and itemized statement of all moneys received from all sources during the preceding month, which relate to the Benevolent Sub-Fund of said Toledo Police Relief Fund. This statement shall also show all disbursements from said Fund. A copy of this statement shall also be read by him at the next regular meeting of the Board of Trustees. The Secretary shall collect all moneys other than those which the Finance Committee is required to look after, and forthwith deposit the same with the proper custodian of said Fund, taking his receipt for the same. It shall also be the duty of the Secretary, with the assistance of the Finance Committee, to prepare a detailed statement of the annual needs of the Police Relief Fund in accordance with Section 4631 of the General Code of the State of Ohio. This statement shall be submitted to the Board of Trustees for their use, if necessary, in connection with the making of the tax levy, and shall be prepared for use at regular meetings of the Board of Trustees in January of each year.

The Secretary shall keep a record of all pensions and he shall report to the Board of Trustees all persons delinquent in payments to the Benevolent Sub-Fund of the Toledo Police Relief Fund. He shall also serve written notice on each Trustee of all meetings. He shall at the first regular meeting in October of each year make a detailed annual report in writing, of all financial transactions pertaining to the Police Relief Fund, and the Benevolent Department of said Fund, which report, upon approval by the Board of Trustees, shall be entered upon the minutes of said meeting. The Secretary shall keep a complete file of all Police Relief Fund records and papers separate from the regular police business, and so placed as to be readily accessible to the Board of Trustees and its Committees. For this purpose the Board of Trustees shall provide a suitable filing case. The Secretary shall perform such other duties as may from time to time be required of him by the Board of Trustees of the Police Relief Fund. He shall receive a compensation of one hundred and eighty (\$180.00) Dollars per year for his work, payable in equal monthly installments.

RULE 21.**Treasurer, Duties of.**

The Treasurer of the City of Toledo shall be the custodian of the Toledo Police Relief Funds, and shall pay money out of said fund only upon the proper order of the Board of Trustees, signed by the President and Secretary of said Board.

Said Treasurer being under bond to the City of Toledo for the proper accounting and faithful handling of all moneys placed in his care by the several Departments of the City of Toledo, such bond to the City of Toledo shall be deemed sufficient to cover the safety of the funds of the Toledo Police Relief Fund, and he shall not be required to furnish an additional bond for the faithful performance of his duties with respect to this fund.

RULE 22.**Benevolent Sub-Fund.**

All moneys collected through monthly assessment, surrender of rewards or fees, or derived from the proceeds of gifts, providing the terms fixed by grantors as to the investment or expenditure of said gift do not state otherwise, shall be kept in a sep-

arate Sub-fund to be known as the "Benevolent Sub-fund of the Toledo Police Relief Fund." A separate account shall be kept of the Benevolent Sub-fund, and said Sub-fund shall be used exclusively for the relief of members of the force who contribute thereto, for funeral expenses, or for the relief of their families in case of death.

RULE 23.**Beneficiaries of Benevolent Sub-Fund.**

All members of the Toledo Police Department who are entitled to be beneficiaries of the Toledo Police Relief Fund, shall also share in the benefits accruing from the Benevolent Sub-fund, providing they comply with all the provisions as to qualifications specified in Rule 24. And it is further provided by virtue of the authority vested in the Board of Trustees by the Ohio laws that no officer shall be entitled to any Police Relief Fund benefits unless he shall comply with Rule 25 governing Benevolent Sub-fund membership.

RULE 24.

Notice Must be Given and Reports Must be Made.

Each and every member of the Toledo

Police Department who is entitled to be a beneficiary of the Toledo Police Relief Fund, when called upon to testify before the Coroner, Grand Jury, Probate Court or Common Pleas Court of Lucas County, shall make known to such Coroner, County Clerk, or Clerk of the Probate Court or their deputies, before being sworn, the fact of his connection with the Toledo Police Department. Such notice from such member shall cause said Coroner, County Clerk or Probate Clerk to keep in his possession, all witness fees earned by said members. Such witness fees so withheld shall be collected by the Finance Committee as provided in Rule 19.

Each and every member of the Police Department, who is entitled to be a beneficiary of the Toledo Police Relief Fund, after having testified in any case before the United States Court and Commissioner at Toledo, the Lucas County Coroner, Probate Court, Common Pleas Court or Grand Jury report in writing on a blank provided by the Board of Trustees for that purpose, stating title of case, and the amount of such fee or fees earned and shall deposit the same in a box provided for that purpose by the Board of Trustees in the Coun-

ty Clerk's office, at the Central Station and at all Sub-stations at which such members report for duty. The same shall be collected not later than the fifteenth day of each month by the Finance Committee, and compared by them as per Rule 19.

RULE 25.

Qualifications of Benevolent Sub-Fund Beneficiaries.

To entitle a member of the Toledo Police Department to retain membership in the Toledo Police Relief Fund and to share in the benefits of the Benevolent Sub-fund it shall be necessary for him to pay into said Benevolent Sub-fund all fees which he may receive, except those received by him in a civil case or received from Courts outside of Lucas County; he shall also pay into said fund the whole of any and all rewards received from residents of the City of Toledo for services performed in the line of duty in said city, and he shall pay into said fund fifty per cent (50%) of any and all rewards which he may receive from sources other than those provided for or allowed by the Director of Public Safety of Toledo, Ohio; he shall also pay two per cent (2%) of the

amount that he would receive if placed on the Police Relief payroll, the same to be deducted from his salary in equal monthly installments, and placed to the credit of the Benevolent Sub-fund of the Toledo Police Relief Fund, but nothing in this section shall be considered to mean that any moneys received while off duty for special services, such as attending dances, weddings or gatherings of like nature shall be turned into said fund.

When any member of the department delivers a navy or army deserter an allowance of not more than \$35.00 out of the reward. All bills must be itemized and presented to the Board for approval.

And it is further provided that all rules governing the Toledo Police Relief Fund, unless specifically stated to the contrary, are hereby made applicable to the Benevolent Sub-fund, to the same extent as if written herein.

Police officers who refuse or neglect to contribute to the Benevolent Sub-fund shall have no interest or claim in said Toledo Police Relief Fund or Benevolent Sub-fund.

RULE 26.

Toledo Police Relief Fund.

Persons holding the positions of Chief of Police, Inspector of Police, Inspector of Detectives, Superintendent of the Bureau of Identification and Records, Captains of Police, Secretary of Subdivision of Police, Captains of Detectives, Lieutenants of Police, Detectives, Assistant Superintendent of B. of I. & R., Sergeants of Police, Detailed Detectives, Clerks in Bureau of I. & R., and Patrolmen shall be considered members of the Toledo Police Relief Fund, including the Benevolent Sub-fund. Retired members shall be eligible to benefits as provided in Rules 27, 28 and 29. Other employees shall not be eligible.

It shall be the duty of each and every member of the Toledo Police Department who is entitled, under these rules, to the benefits of the Toledo Police Relief Fund, to designate, in writing on a blank provided for that purpose, and file with the Secretary of the Board of Trustees, the name of the person or persons who he desires to receive said benefits upon his death. He shall have the right at any time to change said beneficiary by filing with said secretary a supplementary writing, signed by

him, designating such new beneficiary, and payment to the beneficiary, or beneficiaries last designated by such change shall be in full satisfaction and discharge of said benefits; such beneficiary or beneficiaries in all cases shall be the wife, minor child or children, or person actually dependent upon the deceased for support, providing such dependent person or persons are within the blood relationship of grand parent, parent, brothers, sisters, children, or step children, or legally adopted child.

Within thirty (30) days after the death of any such member who died either in actual service, or on the relief fund pay roll, the Board of Toledo Police Relief Fund Trustees shall pay out of the money in the Benevolent Sub-fund of the Police Relief Fund, the sum of fifteen hundred dollars (\$1,500.00) to the beneficiary or beneficiaries so designated by said member.

If there be no such dependent person or persons, then no money shall be paid from the Benevolent Sub-fund on account of such deceased member except as follows: The trustees may pay all debts, including funeral expenses of such deceased member which to them may seem just and lawful; PROVIDED HOWEVER, that the amount ex-

ended for funeral expenses shall not exceed two hundred (\$200.00) dollars, and the total amount for funeral expenses and other debts shall not exceed the sum of one thousand (\$1,000.00) dollars.

RULE 27.

Beneficiaries.

When a member of the Toledo Police Force who is entitled to be a beneficiary of the Toledo Police Relief Fund has become permanently disabled by reason of accident or injury received while in the actual performance of his official duties, or who having performed faithful service as a member of such Department for a period of not less than fifteen (15) consecutive years becomes permanently incapacitated from performing his usual duties by reason of sickness or disease contracted by reason of his employment, (excepting disease of hereditary nature, or the result of vicious habits) and who, for either of the above reasons, has been retired by the Director of Public Safety, his name may be placed by the Board of Toledo Police Relief Fund Trustees upon the pension roll, and he shall

receive the compensation allowed the rank which he holds when so retired.

RULE 28.

Retirement of Own Accord.

Any member of the police force who has performed duty for a period of twenty-five (25) consecutive years and who has conformed to all these rules shall, upon making written request to the Director of Public Safety have his name forthwith placed upon the Pension Pay roll of the Toledo Police Relief Fund by the Trustees thereof, and he shall receive the pay allowed the rank which he holds when so retired, and his name shall be placed on the payroll for such purpose.

RULE 29.

Salary of Pensioners.

All such persons so retired shall be paid from the fund provided for in Sections 4621, 4622, 4623 and 4624 of the General Code of the State of Ohio as appearing on pages 82 and 83 of this Book of Rules, the following amounts:

Chiefthe sum of \$960 per year.
Inspectorsthe sum of \$900 per year.

Supt. of Bureau of I. & R.

.....the sum of \$870 per year.

Captainsthe sum of \$840 per year.

Sec'y to Subdivision of Police

.....the sum of \$810 per year.

Asst. Supt. of Bureau of I. & R.

.....the sum of \$810 per year.

Lieutenantsthe sum of \$780 per year.

Detectivesthe sum of \$780 per year.

Sergeantsthe sum of \$750 per year.

Detailed Detectives

.....the sum of \$750 per year.

Clerks A, B—Bureau of I. & R

.....the sum of \$750 per year.

Clerks C, D.—Bureau of I. & R.

.....the sum of \$720 per year.

Patrolmenthe sum of \$720 per year.

These amounts shall be paid in equal monthly installments.

RULE 30.

Fraudulent Claims.

If, at any time after the name of any member of the Toledo Police Department has been placed upon the pension roll it shall be conclusively proven that he was not entitled to the benefits thereof, either by reason of feigned disability or by any other fraudulent means, his name may be

removed from said pension pay roll by a two-thirds (2-3) vote of the Board of Trustees.

RULE 31.

Forfeiture.

Members of the Toledo Police Relief Fund who resign or who shall be dismissed from the Police Department before having served twenty-five (25) consecutive years as a member thereof shall forfeit any and all claim in the Toledo Police Relief Fund.

RULE 32.

Existing Rules Repealed.

All rules and regulations now in existence pertaining to the administration or government of the Toledo Police Relief Fund, and the Board of Trustees of said Fund, which are inconsistent herewith are hereby repealed. These rules and regulations shall be in force and effect immediately upon their approval by the Director of Public Safety.

STATUTES AUTHORIZING POLICE PENSION FUNDS.

Passed by Legislature on April 20, 1904.

Sec. 4383. Council may provide by general ordinance for the relief of the police or fire funds, of members of either department temporarily or permanently disabled in the discharge of their duty. Nothing herein shall impair, restrict or repeal any provision of law authorizing the levy of taxes in municipalities to provide for firemen's police and sanitary police pension funds, and to create and perpetuate boards of trustees for the administration of such funds. (96 v. 72 § 155.)

Sec. 4401. Property unclaimed for the period of one year shall be sold by the Chief of Police or Marshal at public auction, after giving due notice thereof, by advertisement published three times in a newspaper of general circulation in such county. In municipalities where there is a Police Relief Fund and Trustees and officers thereof the proceeds from such sale shall be paid to the treasurer of such fund

and be placed to its credit. In municipalities where there is no Police Relief Fund and Trustees and officials thereof, such proceeds shall be paid to the treasurer of the municipality, and be credited to the general fund. (R. S. Sec. 6858-3).

Police Relief Fund.

Sec. 4616. In any municipal corporation, having a police department supported in whole or in part at public expense, the council by ordinance may declare the necessity for the establishment and maintenance of a Police Relief Fund. Thereupon a board of trustees, who shall be known as "trustees of the Police Relief Fund," shall be created, which in cities shall consist of the Director of Public Safety, and in villages of the Marshal, and five other persons, members of such department. But upon petition of a majority of the members of the Police Department, such Director or Marshal may designate a less number than five to be elected Trustees. (97 v. 245 § 2a.)

Sec. 4617. On the second Monday of the month following the determination of such Director or Marshal to create such fund, an election shall be held to choose five Trustees from the department. The Director of Pub-

lic Safety or Marshal, as the case may be, shall give notice thereof by posting it in a conspicuous place at the headquarters of the department and at the various station houses within the municipality. Between the hours of nine o'clock in the forenoon and six o'clock in the afternoon on the day designated each person in the Police Department, who by its rules, is designated a member thereof, shall send, or cause to be sent, by mail or otherwise, in writing, the names of five persons, members of the department, who are his choice. (97 v. 245 § 2b.)

Sec. 4618. All votes so cast shall be counted and canvassed by the Director of Public Safety or Marshal, as the case may be, who shall announce the result, and the five members receiving the highest number of votes shall be members of the Board of Trustees of the Police Relief Fund for the ensuing year. If any two persons receive a tie vote for such office, it shall be decided by lot or any other way agreed upon by the persons for whom such tie vote was cast. (97 v. 245 § 2b.)

Sec. 4619. The members so elected shall serve from one year, or until their successors are elected, and the election for such

successors shall be held each year upon the second Monday of the same month in which the first election is held. In case of vacancy by death, resignation, or otherwise, among the members so elected, the remaining members shall choose a successor until the next election. Such Board of Trustees shall administer, and distribute the Police Relief Fund. (97 v. 246 § 2b.)

Sec. 4620. The director of public safety or marshal, as the case may be, shall be president of the Board of Trustees, and the Secretary or corresponding officer of the Police Department shall be Secretary. In case there is no such officer, the Trustees shall appoint a Secretary. The Secretary shall keep a full record of the proceedings of the Board of Trustees of the Police Relief Fund, and the board may fix his compensation therefor, to be paid from such fund. (97 v. 246 § 2b.)

Sec. 4621. In each municipality availing itself of these provisions, to maintain the Police Relief Fund, the Council thereof each year, in the manner provided by law for other municipal levies, and in addition to all other levies authorized by law, may levy a tax of not to exceed three-tenths of a mill on each dollar upon all the real

and personal property as listed for taxation in the municipality. In the matter of such levy, the board of trustees of the Police Relief Fund shall be subject to provisions of law controlling the heads of departments in such municipality, and shall discharge all the duties required of such heads of departments. (97 v. 246 § 2c.)

Sec. 4622. A failure of such Board of Trustees to act in the manner required by law of the heads of departments in such municipality in the making of such levy shall not limit the power of Council to make it. If the Council fails in any year to make the maximum levy herein authorized, in addition to the amount realized therefrom, there shall be passed to the credit of the Police Relief Fund such portion of the annual tax on the business trafficking in intoxicating liquors required by law to be passed to the credit of the general fund in the municipality, as, when added to the amount realized from such levy for the Police Relief Fund, will equal the amount that would be realized from a full levy of three-tenths of a mill, or such part thereof as is necessary to meet the pension pay roll, but the portion used of such tax on the business of trafficking in intoxicating

liquors shall not exceed thirteen-thirtieths of the amount of such tax required to be passed to the credit of the general fund in such municipality. (97 v. 246 § 2c.)

Sec. 4623. All fines imposed upon members of the Police Department of the municipality by way of discipline or punishment by the authority having charge or control thereof, and all rewards, fees, or proceeds of gifts and emoluments, allowed by the authority in charge or control of the department, paid and given for or on account of any extraordinary service of any member of the force, and moneys arising from the sale of unclaimed property or money, after deducting all expenses incident thereto, shall be credited to the Police Relief Fund. (97 v. 247 § 2c.)

Sec. 4624. The trustees of the fund may take by gift, grant, devise or bequest, moneys or real or personal property, upon such terms as to the investment or expenditure thereof as is fixed by the grantor or determined by the trustees. (97 v. 247 § 2c.)

Sec. 4625. The Trustees of the fund may also receive such uniform amounts from each person designated by the rules of the Police Department, a member thereof, as he

voluntarily agrees to, to be deducted from his monthly pay, and the amount so received shall be used as a fund to increase the pension which may be granted to such person or his beneficiaries, or in the discretion of such Trustees money derived from such monthly deductions shall be used to relieve members of the force who contribute thereto when sick or disabled from the performance of duty, for funeral expenses, relief of their family in case of death or for pensions when honorably retired from the force. (97 v. 247 § 2c.)

Sec. 4626. The Treasurer of the municipality shall be custodian of the Police Relief Fund, and shall pay it out upon the proper order of the Trustees thereof. The Treasurer shall execute a bond in such sum and form as is satisfactory to the Trustees, conditioned for the faithful performance of his duties with respect to the fund. (97 v. 247 § 2d.)

Sec. 4627. The Trustees of the fund may invest moneys received by them, other than those raised by taxation, in interest bearing bonds of the United States, or of this state, or of any county, township, school district or municipal corporation in the state. (97 v. 247 § 2e.)

Sec. 4628. Such Trustees shall make all rules and regulations for the distribution of the fund, including the qualifications of those to whom any portion of the fund shall be paid and the amount thereof, but no rules or regulations shall be in force until approved by the Director of Public Safety or the Marshal of the municipality, as the case may be. (97 v. 248 § 2f.)

Sec. 4629. All persons drawing pensions or entitled to them or other relief from existing police relief or pension funds shall be and remain beneficiaries in pension funds created under this subdivision in the same municipality where such persons are beneficiaries in such existing funds, and shall receive such amounts and be subject to the rules and regulations adopted by the Board of Trustees. (97 v. 248 § 2g.)

Sec. 4630. Upon the organization of a Board of Trustees of the Police Relief Fund, under this subdivision, all moneys, credits, investments and property of every kind and description held by the board of an existing police relief fund in the municipality shall by the existing board be delivered, transferred and conveyed to the new board, and the new board shall be the successor of the

existing board as to the ownership of all such property. (97 v. 248 § 2g.)

Sec. 4631. The Trustees of the Police Relief Fund shall make a report to the Council of the municipality of the condition of the fund on the first day of January of each year. (97 v. 248 § 2e.)

City Ordinance Establishing Police Pension Fund.

Section 839, General Ordinances. Be it Ordained by the Common Council of the City of Toledo, that Whereas the City of Toledo having a Police Department supported at the public expense, it is deemed necessary to establish and maintain a Police Relief Fund and a Board of Trustees of the Police Relief Fund, in accordance with House Bill No. 934, entitled, "An act authorizing the levy of taxes in municipalities to provide for firemen's police and sanitary police pension or relief funds, and to create and perpetuate boards of trustees for the administration of such funds," passed by the General Assembly of the State of Ohio, April 23rd, 1912. (12-64.)

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March 1