

FOURTH ANNUAL REPORT

—OF THE—

BOARD OF DIRECTORS AND OFFICERS

—OF THE—

HOUSE OF REFUGE AND CORRECTION

—OF THE—

CITY OF TOLEDO, O.

TOGETHER WITH THE

RULES AND REGULATIONS.

FOR THE YEAR ENDING DECEMBER 31st,

1878.

THE BOARD OF DIRECTORS.

A. G. CLARK,	.	.	.	Term expires May 16, 1882.
J. M. HAUSER,	.	.	.	Term expires May 16, 1881.
C. A. KIRKLEY,	.	.	.	Term expires May 16, 1880.
A. H. NEWCOMB,	.	.	.	Term expires May 16, 1879.
F. B. SHOEMAKER,	.	.	.	Term expires May 16, 1883.

Officers of Board for the Year 1879.

A. G. CLARK,	<i>President.</i>
F. B. SHOEMAKER,	<i>Treasurer.</i>
N. A. MARSH,	<i>Secretary.</i>
CHARLES DOUGLASS,	<i>Superintendent.</i>

House of Refuge and Correction.

The House of Refuge and Correction, of Toledo, Ohio, is beautifully situated on a high and commanding plateau on the northerly bank of the Maumee river, about two miles above the City of Toledo. The grounds upon which the buildings are erected, are about forty feet above the level of the river. The river at this point is about half a mile wide, and its banks, which are rugged and romantic, furnish the finest marine views in Northern Ohio.

The main building is of substantial character, the foundations of stone and the superstructure of brick. It is four stories high, including the basement, all of which is above ground. It has been constructed at great cost to the city, and with a view to the comfort, convenience, and general welfare of all its inmates. Its halls are wide, its ceilings high, its school-rooms, dining-rooms, working-rooms, play-rooms, hospital, and dormitories are all spacious and well ventilated. The building is heated by steam, and hot and cold water is furnished in abundance. An artesian well, eighty feet deep, furnishes pure water for culinary and drinking purposes. The House is designed to accommodate about two hundred inmates, besides officers and employes.

The grounds, furnished by the City, contain twenty-five acres of land, a part of which, being broken by beautiful ravines, is divided into orchard, field, garden and lawn, and is devoted to the uses of the House of Refuge and Correction. The whole furnishes a most beautiful, attractive, and comfortable refuge for wayward and homeless boys.

Stone walls, cells, and bars are not required to retain its inmates. Kind and considerate treatment furnish the chief barriers against escapes.

The school and library furnish occupation for the mind, while the field, the garden, work-shops, and play grounds furnish abundant means for recreation and physical development.

In the erection and equipment of this Institution, the City of Toledo has furnished another proof of the high estimate her citizens place upon the benefits to society and the State, to be derived from the careful restraint and correct development of the wayward, homeless, and out-cast youth of the land.

Report of Board of Directors.

TOLEDO HOUSE OF REFUGE AND CORRECTION, }
December 31, 1878.

To the Honorable the Common Council of Toledo :

GENTLEMEN :—As representatives of the important trust, the care and reformation of the delinquent and unfortunate boys of our City and State, we present this, the fourth annual report of this Institution.

These boys are not, generally, such as have become hardened in sin and vice, but, by reason of their surroundings, rather than their own inclinations, without home and home influences, are led into such ways and practices that they become subjects of and in need of the restraining and reformatory influences of such institutions.

From our observation and experience, we can assure you and the public, that, of the charitable fund annually expended by the State and our cities, none yield larger fruits than can be produced from that expended for this class of unfortunates.

We would not lessen one tittle the provision for the Deaf and Dumb, Blind, Insane, and others, so disabled that they cannot take care of themselves, but urge liberal provision for the growing youth less fortunate than others, that they may not become useless to themselves and worse to society ; furnish for them proper surroundings, with needed restraint, accompanied with kind treatment and proper instruction, to fit them for and direct them to some channel of life in which they may sustain themselves and contribute to society ; this work is as obligatory as the care of the already disabled.

That these boys are possessed of a grateful and appreciative nature, susceptible under proper influences of full reclamation from their former

idle and vicious life, which would, in time, land them in jails and penitentiaries, none can doubt who have had the opportunity of observation that we have.

In the short existence of our Institution we have had under our care 433 inmates, and of that number we now have 157. While some have run away, most have been recaptured, but of those not retaken, we have seldom learned of their falling back into their old ways ; we, therefore, are satisfied that the influence over them has been beneficial.

Of those held until under our rules deemed fit subjects for discharge, we have yet to learn of an instance of failure in reclamation.

The boys with the poorest or no homes to return to, have been those most likely to become restive under restraint ; the homeless, looking upon the broad world as all there is of home, have given us the most trouble in this regard.

During the past year, satisfied we have had boys to be trusted, we have found homes for many of them, by sending out circulars soliciting such with farmers and mechanics. We have for the period since we inaugurated this measure (about three months), been unexpectedly successful, as will be seen by our detailed report.

This has had an excellent influence over our remaining boys, as they see the boys selected for such homes by reason of their general deportment and standing ; they see they have something to look forward to and work for ; though neither walls, bars, or even fences, confine them, they hope for more liberty still.

This seems to us to be the great return to be worked for in these institutions, and during the past year, we feel that we have accomplished as much as larger and older institutions, and, with the channels opened, the coming year will put very many of our boys in positions of usefulness to themselves and society.

As will appear from our financial reports, we have succeeded in sustaining the State Inmates without loss to the City, having passed the year without any serious misfortune.

This good fortune enjoyed in the future will enable us to maintain the institution, if our relation to the State be continued.

Unless our accommodations be used by the State, to the present extent, the Board will not deem them needed by the City, and shall not be justified in continuing the Institution for the accommodation of our city boys alone. The expense for the limited number of city boys would be much greater in proportion, as the same corps of officers and employes would be needed, and fuel and light expense would not be reduced. It is equally true that much of an increase in number would make the cost *per capita* greater.

Our reformatory successes, we believe, will compare favorably with larger institutions, as the number that *one head* can control and influence must be limited.

The control and discipline of our boys is accomplished without any of the severe appliances or methods that may be needed where greater numbers are aggregated, as demoralization set in motion might be a power that the limited number of officers might not be able to subdue without the severest appliances.

We have been unable to furnish our boys with any employment from which any profit could be derived, except farming, on account of the unprofitableness of mechanical employment of late; and the uncertainty of our existence, together with the doubtful profit to be derived, has rendered any outlay for such impracticable. We have, however, together with the increased facilities for schooling, kept our boys' time occupied, they perhaps deriving more good, though financially less profitable to the institution.

Their time, with proper hours devoted to recreation, is fully taken up, as, while some are at school, others are engaged in farming, and others in the tailor shop, kitchen, laundry, and in general household service. All have the benefits of the school-room duties, the hours being so allotted that study, labor and recreation make up the day duties of each boy.

We think our proximity to the city is proving that the nearness and sight of temptation is not so much to be feared, in the work of reforma-

tion, as the entire exclusion from all knowledge of it. The boy, like the man, who resists it, conquers himself far more than he who never sees or knows of it. Boys have the temptations of life to resist after they lose the restraint of such institutions.

A change in the direct administration took place on the 7th of November, by the appointment of Mr. Charles Douglass as Superintendent, and Mrs. A. E. Douglass as Matron, vice Dr. J. M. Waddick and Mrs. B. S. Waddick, resigned. We hope to make the Institution as successful for the coming year as it has been during the one just ended, and we feel assured with our prospects.

We have, as our experience has developed needed changes in our rules, made them, which, upon examination, we trust, will have your approval.

We ask that the members of your Honorable Body, together with our citizens generally, will more frequently visit the Institution, and thereby become familiar with its management and working, and be enabled to make suggestions of changes and improvements, which the Board will thankfully receive, as we have no other interest than the greatest public good.

We have made many improvements, not only to the grounds but within the building, thereby adding to its convenience, health and comfort, and making the Home more attractive and pleasant to all connected with it. These have involved quite large expenditures, but they have been made with good judgment and due regard to economy.

We expect, during the ensuing year, to complete our plans for improvements, which will add much more to the comfort of our wards.

Respectfully submitted,

A. G. CLARK, *President.*

N. A. MARSH, *Secretary.*

Superintendent's Report.

TOLEDO, *January 2d, 1879.*

To the Board of Directors of Toledo House of Refuge and Correction:

GENTLEMEN :—I herewith submit my Annual Report for the year ending December 31st, 1878, as required by Article 6, of the Rules of this Institution. Upon assuming the duties and responsibilities of the Superintendency of this Institution, I desire to express my appreciation of the invaluable assistance derived by myself from the excellent state of discipline I found existing among the inmates—as well as from a general and comprehensive review of the past management, to me given, by the retiring Superintendent and Matron. I also desire to extend my thanks to all the officers of the Institution for their hearty co-operation in all matters pertaining to the interests of the Institution. It is a source of personal gratification that, since I assumed charge as Superintendent, November 7th, I have not been much embarrassed with the escaping of inmates ; there having been but three.

Quite a number of improvements have been made during the past year. A reception room and guests' chamber have been furnished, and the walls adorned with steel engravings. The office has also been supplied with new furniture.

Very recently some amusements and evening entertainments have been introduced, much to the satisfaction of the boys. Believing that these things conduce to the contentment and permanent good of the inmates, I shall provide others.

Quite an addition has been made to our library through the response of our citizens, and we have a room set apart for that purpose, furnished with alcoves.

A Sabbath School has been maintained during the year, under the leadership of Mr. J. J. Freeman, assisted by a number of young men. In point of order, attention and attainment, it compares favorably with any Sabbath School in the city.

A marked progression has been made during the past year in studies. A large majority of the boys manifest a desire to acquire an education, which fact, in connection with the requirements exacted of them by our wholesome school discipline, has accomplished a very desirable advancement in mental attainments, and personal deportment.

I desire, in closing, to acknowledge myself under obligations to the Board of Directors, for the courtesies extended me in entering upon the duties of Superintendent.

Respectfully submitted,

CHARLES DOUGLASS,

Superintendent.

Rules of the House of Refuge.

SUPERINTENDENT.

I. The Superintendent shall reside in and have the supervision of all the departments of the House, and shall be the executive officer representing the Board of Directors, to enforce the rules and regulations for the government of the Institution, its officers and employes.

II. He shall have the direction of all *officers* and *employes* of the House, and be responsible for their acts and conduct while on the premises or in the discharge of duties connected with the House, and any infringement or violations of the rules, regulations, or discipline thereof.

III. He, together with the Executive Committee, shall have power to suspend any officer of the Institution until the Board of Directors can be convened to determine the question of such suspension, and he shall have power to discharge any *employe* of the Institution, whenever the interest of said Institution shall, in his judgment, require such a discharge.

IV. He shall daily inspect the buildings and premises, and shall not absent himself from the Institution for a night without the knowledge of the Executive Committee.

V. He shall keep the books of the Institution as hereinafter named.

VI. He shall attend all meetings of the Board, and shall thereat make report of the affairs of the Institution. On the first Wednesday in January in each year he shall present to the Board a full and detailed report of the management and affairs of the Institution for the preceding year, together with an inventory of all personal property under his care belonging to the Institution.

VII. He shall have daily prayers in the Chapel, and, in conjunction with the Executive Committee, secure moral instruction and devotional services on the Sabbath.

VIII. He shall, under the direction and advice of the Executive Committee, procure the necessary supplies of the House; shall purchase such material as shall be wanted for the employment of the inmates, and dispose of the articles manufactured by them, and of such products of the farm as are not wanted for use.

IX. He shall keep an accurate account of all the current expenses of the Institution, and shall credit therein at their cash value products of the farm, the moneys received for the support of inmates, and from all other sources; and shall, after comparing his duplicate of bills for accounts incurred by him with his account for the month, kept in "Current Expense Account Book," and pay roll and contingent account, entered in full in said book, at least three days previous to each monthly meeting of the Board, file with the Secretary a complete and detailed statement of the previous month's expenses incurred by him, separated under the various heads corresponding with the respective Standing Committees, for use of such Committees in determining correctness of bills.

X. He shall lay before the Indenture Committee all applications for apprentices, and the names of such inmates as are proper subjects for apprenticeship.

XI. He shall conduct the correspondence of the House, write at stated periods to masters, and encourage communications from children who have been indentured or discharged.

XII. He shall cause all supplies to be carefully inspected, and take care that nothing impure or unsound be admitted to the House.

XIII. He shall see that proper rules for the government of the officers, employes, and inmates, not inconsistent with these By-Laws, be made, understood and enforced.

XIV. He shall have all officers and employes of the Institution, having charge of any department, weekly convene with him, and, at

such meetings, receive from each, reports of all matters concerning the discipline or other interests of the Institution, of which meetings full record shall be kept, and in same record, any rules made by the Superintendent for the government of the officers and employes, be entered.

XV. He shall, in a record kept for that purpose, enter all cases of corporeal and other punishments administered by him or by his order, (except trifling punishments for trivial violations of rules), names of offenders, date and nature of offense, and date and kind of punishment, and, from such record, make full monthly reports, together with full particulars as to all inmates recommended for discharge or apprenticeship, accompanying the same with all information the records of the Institution afford, or can be obtained as to such inmates so recommended.

DEPUTY SUPERINTENDENT.

I. The Deputy Superintendent shall assume and perform all the duties of the Superintendent necessary to be performed in his absence or inability.

II. It shall also be his duty to aid in the discipline, instruction, supervision, and general management of the Institution.

III. He shall, under the direction of the Superintendent, have charge of the schools of the Institution, and be responsible for their proper management.

IV. He shall, when required by the Superintendent, keep the books of the Institution, be responsible for their neatness and accuracy, and shall at all times perform such duties as may be assigned to him by the Superintendent.

MATRON.

I. The Matron shall, under the direction of the Superintendent, have the general charge and direction of all the domestic arrangements of the House, and see that cleanliness, order and propriety are uniformly maintained in all the departments thereof.

II. She shall have charge of the clothing of the inmates, and be responsible for the sufficiency, cleanliness, and good condition of the same.

III. She shall see to and be responsible for the healthfulness, variety, good quality, and sufficiency of the food of the inmates; that the sick have proper attention; that the directions of the Physician are strictly observed; and shall have a maternal regard for all that come under her care.

IV. She shall see that the employes under her charge are faithful in the discharge of their duties, discreet in their deportment, and strict in their observance of the regulations of the Institution.

TEACHERS.

I. The teachers shall instruct the inmates in such branches of education as may be required by the Board, and shall use all proper means to inspire them with a love of study, and lead them justly to estimate the value of a sound and practical education; and shall constantly strive, by precept and example, to impress on their minds the importance of good order, self-government, and purity of mind and body.

II. They shall attend to the cleanliness and good order of the school rooms, and shall be responsible for the safety, care, and preservation of all books, furniture, apparatus, and fixtures provided for the same, and by strict personal examination see that no injury or waste is suffered.

LIBRARY.

I. A library of well-selected books, appropriate for the inmates of the Institution shall be maintained.

II. The Deputy Superintendent shall have charge of the same.

BOOKS.

The following books shall be kept by the Superintendent :

I. *Commitment Record.* This book shall contain the name of the person committed, his age, description, nativity, place of residence, name of father or mother, where living, employment, state of education, health, date of commitment, by what authority, and for what cause.

II. *Daily Record.* This book shall contain a clear exhibit of the daily state and condition of the inmates, the number received, the

number discharged, and the number in the Institution ; the number sick, and the disease, number in school, number employed in the work-shops, as servants, or in cultivating the premises.

III. *Current Expense Account Book.* This book shall contain a detailed statement of all services rendered, and purchases made for and on account of the Institution, by and from whom, when delivered or performed, and the price thereof.

It shall also contain a statement of all receipts by the Superintendent, from whatever source, on account of the Institution.

IV. *Grade Books.* These books shall contain the daily standing of each inmate, showing his grade, his merits and demerits, his promotion or degradation, date, and cause thereof.

V. *Grade Ledger.*

VI. *Visitors' Record.* This book shall contain the names of visitors, and the residence thereof

VISITORS.

I. The Institution will be open for visitors upon the third Wednesday of each month, from two until five o'clock P. M.; but visitors can not be admitted to any part of the premises at this or any other time without a permit from one of the Directors, or the express permission of the Superintendent.

II. Relatives will not be permitted to visit inmates oftener than once a month, unless by special permission of the Superintendent; and any articles designed for inmates must pass through the hands of the Superintendent.

III. Visitors will, upon the permission of the Superintendent, be permitted to visit the week day school, and devotional exercises on the Sabbath; but on the latter day they will be expected to retire immediately after the services are ended.

IV. No visitor will be permitted to communicate with the inmates unless by consent of the Superintendent, and then only in the presence and hearing of an officer.

REWARDS

V. There shall be five grades in the school, known as Grades Five, Four, Three, Two, and One; Number Five, being the lowest, shall be known as the Grade of Disgrace, and inmates in this grade will be known by the absence of badges.

1. Number Four shall be the grade of "Trust"
2. Number Three shall be the grade of "Hope."
3. Number Two shall be the grade of "Honor."
4. Number One shall be known as the Highest Grade, and shall be that of "Excelsior."

VI. Any youth committed to the Institution, and received by the Trustees thereof, will be made acquainted with the rules, and placed in Grade Number Four, and shall receive the badge of "Trust." He shall also be credited with two hundred and ten marks of merit, which marks will stand between him and the Grade of Disgrace, and which marks can only be removed by bad conduct. For each day he shall receive credit of three merits, but shall also be each day charged with such demerits as his conduct demands. The demerits shall be determined as follows: Each officer shall have a small memorandum book, in which he shall note all instances of misconduct, together with the date thereof. When the inmates are called for the purpose of making up the grade record, which shall be done at least once in two days, these memorandums and all reports of misconduct shall be presented to the Superintendent, and he shall charge up such demerits as in his judgment shall be just; and this system of crediting and charging shall be carried out through each grade. If the demerits of any inmate in Grade Number Four shall exceed his daily credits and his surplus credit of two hundred and ten, his badge shall be taken from him, and he shall be reduced to the Grade of Disgrace, and shall continue therein until his credits shall exceed two hundred and ten, when he shall be restored to Grade Number Four. Any inmate in Grade Four who shall have gained four hundred and twenty merits over and above all demerits and his surplus credit of two hundred and ten, shall be promoted to Grade Three, and receive the badge of that grade, and so on to the highest grade. Any inmate escaping, or

conspiring to escape, from the Institution, in addition to such other punishment as the Superintendent shall inflict, shall forfeit the number of merits required under this rule to place him in the grade in which he shall be at the time of such offense; and, for other heinous offenses, such as rebellion against or resistance of officer, or willful or wanton destruction of property, or other like offense, he shall forfeit such number of earned merits as the Superintendent deems the offense demands.

In a separate book from the grade records, called "Grade Ledger," an account shall be kept with each inmate; such account to be opened with a credit of two hundred and ten, and his earnings of merits over demerits each month credited to him, under the head of grade in which they have been earned; the surplus over the number required for advancement to higher grade to stand to his credit; advancements to higher grades to be made at the end of a month.

VII. Inmates, who have attained Grade Number Two, shall be considered as fit subjects for positions of trust in the different departments of the Institution. Inmates, who have attained Grade Number One, shall be regarded as entitled to such positions of trust and to the special confidence of the Superintendent, who may permit them to go unattended out of the Institution and grounds, on errands of business or pleasure. When discharged or apprenticed, after having attained to either of said grades, they shall receive a "Reward of Merit," signed by the President of the Board and Superintendent, and attested by the Secretary, with the seal of the Institution attached.

VIII. The Superintendent is authorized to give extra merits for extra good conduct.

IX. The Superintendent shall, at each regular monthly meeting, report the names of such boys as he deems fit subjects for discharge, with statement of their character, nature of their homes, and such other matters concerning them as will enable the Board to determine their fitness for and the wisdom of their discharge

No inmate, who has been regularly received, shall be discharged from the Institution, unless by the special resolution of the Board, or upon the approval of the Executive Committee.

PUNISHMENTS.

In case of combinations among the inmates to resist the authority of the officers, and in flagitious cases of willful offenses, punishment shall be promptly administered. In other cases great caution and forbearance shall be observed, but some punishment must follow the commission of every offense of a serious nature. In minor offenses and indiscretions, gentle admonition and reproof shall be adopted.

In all cases care should be taken to impress the offender with the conviction that the object of administering punishment is to subdue their vicious passions, to promote their welfare individually, to secure the good of the Institution, and at the same time to convince them beyond a doubt that discipline and good order will be maintained at all hazards.

For the first offense the punishment shall be as light as the end to be attained by it will allow. In cases of the repetition of the offense, or oft repeated transgression, the punishment may be increased in severity.

Punishment may be inflicted by the deprivation of amusement and recreation, by withholding some favorite article of food, or some privilege or indulgence, by loss of rank and standing in the class, by imposing some irksome duty, by close or solitary confinement for a limited period, and, when it becomes absolutely necessary to maintain good order and to enforce the rules and regulations of the Institution, by corporeal punishment by the Superintendent; and when this shall have failed, the inmate so offending, shall, by order of the Executive Committee, be remanded to the Court committing him, to receive the sentence pointed out for the crime by him originally committed.

GENERAL REGULATIONS.

The object of the Institution being the reformation of its inmates, it shall be incumbent on each officer to see that all rules and regulations are strictly observed, and they shall promptly report any failures therein. The intercourse of officers and employes with the inmates shall be so conducted as to convince the inmates that this is the great end and aim of the Institution. Kindness, coolness, and competency are qualifications that shall be required of all officers and employes.

Every inmate shall at all times be in charge of some responsible person, unless otherwise herein directed, and that person shall be held responsible for his safe-keeping, until intrusted to another person duly authorized; and all costs of recapture, at the direction of the Board, shall be deducted from the wages of the person so in charge when such escape shall occur.

Any person having charge of the boys during their time of recreation, shall see that a kind and proper tone of feeling is observed among them; that they do not use violence or injure each other's clothing, use profane or indecent language, or mar or deface the buildings, fixtures, furniture, shrubs or trees.

All persons in the Institution, who are in health and can leave their appointed duties at the time, shall attend daily devotional exercises in the chapel and the religious services on the Sabbath, unless special leave of absence is granted.

No spirituous liquors or intoxicating drink shall be brought on the premises, unless by order of the physician. No officer or employe shall at any time make use of such liquor, nor shall any inmate make use of tobacco on or about the premises.

No explosive oils shall be used for lights; and no transient lights shall be used in or around the premises without being enclosed in lanterns.

No person regularly employed in the Institution shall be absent from his duties without permission from the Superintendent; and persons getting such permission, shall be required to procure a substitute, to be approved by the Superintendent, to fulfill his duties during his absence.

No inmate will be permitted to leave the premises without the consent of the Superintendent.

Amendments can be made to these By-Laws by resolution of the Board at any meeting of the same.