

This is taken from “Manual of the Police Force of the City of St. Paul,” an 1882 publication of the Saint Paul Police Department.

Manual Of the Police Force of the City Of Saint Paul, State of Minnesota
Adopted By the Mayor, Edmund Rice,
February 1, 1882

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SAINT PAUL POLICE FORCE.

Edmund Rice, Mayor.
Charles Weber, Chief.
John Clark, Captain.
Thomas Walsh, Sergeant.
Isaac D. Morgan, Sergeant.
John Bresett, Detective.
John J. O'Connor, Detective.

PATROLMEN

<u>NO. OF STAR</u>	<u>NAMES</u>	<u>DATE OF APPOINTMENT</u>
1.	Henry Galvin,	July 15, 1856.
2.	John Mitchell,	May 1, 1866.
3.	Robert Palmer,	April 12, 1869.
4.	John Casey,	April 10, 1869.
5.	Charles Rouleau,	April 10, 1872.
6.	John Vogtle,	April 10, 1872.
7.	Thomas Kennely,	April 10, 1882.
8.	William O'Keefe,	May 15, 1872.
9.	Dennis Murphy,	Sept. 8, 1872.
10.	A. M. Lowell,	Sept. 18, 1872.
11.	James Nugent,	Dec. 2, 1872.
12.	Thomas McMahon,	Nov. 16, 1874.
13.	George DeCorsey,	Jan. 4, 1875.
14.	Philip Gibbons,	Jan. 4, 1875.
15.	William Hanft,	Jan. 4, 1875.
16.	August Baer,	Apr. 1, 1875.
17.	Frank Brosseau,	May 3, 1875.
18.	Henry Bahe,	June 1, 1875.
19.	Wm. F. Bremer,	Jan. 1, 1878.
20.	John W. Cook,	Apr. 12, 1870.
21.	John E. Newell,	June 12, 1878.
22.	John E. Zirkelbach,	Sept. 10, 1879.
—	John Lynch,	Oct. 4, 1880.
—	Barth Moriarty,	Jan. 7, 1881.
—	Cluff Larson,	Mar. 1, 1881.
—	Frank Ruzicka,	June 9, 1881.
—	Wm. McFetridge,	June 23, 1881.
—	William Brady	June 23, 1881.
—	Louis Marion,	June 23, 1881.
—	Terrance O'Gorman,	June 23, 1881.
—	Martin J. Swanson,	June 23, 1881.
—	Moritz Kafka,	June 23, 1881.
—	Parker L. Getchell,	June 23, 1881.
—	August Distler,	June 23, 1881.
—	Charles H. Cummings,	June 23, 1881.
—	Louis W. Thomas,	June 23, 1881.
—	Stephen Fitzgerald,	Aug. 12, 1881.
	William Dowlan, Bailiff,	Mar. 18, 1874.
	H. N. Clouse, Bailiff,	May 1, 1875.
	John Cunniff, Pound-master,	May 1, 1879.
	Edward Shields, Pound-master,	May 1, 1879.
	John Jessrang, Jailor,	May 1, 1866.

FIRE ALARM TELEGRAPH

No

- 5 No. 3 Engine House.
- 6 Summit Avenue and Third Street.
- 7 Seven Corners.
- 12 Washington and Third Sts., Metropolitan.
- 13 No. 1 Engine House.
- 14 St. Peter and Summit Av., Park Place.
- 15 State House.
- 16 Wabasha and Third streets.
- 17 West Saint Paul.
- 21 Fifth and Minnesota streets.
- 23 Robert and Twelfth streets.
- 24 Jackson and Third streets, Merchants.
- 25 No. 2 Engine House.
- 31 Broadway and Tenth streets.
- 32 Mississippi and Nash streets.
- 34 Lafayette and Westminster aves.
- 35 Willis and Seventh streets.
- 36 Third and Commercial streets.
- 37 Hopkins and Burr streets.
- 38 Plow Works.
- 41 St. Paul Foundry.
- 43 St. Paul, M & M Shops.

EXPLANATION

If the bell rings 2—4, the number is 24. Merchants' Hotel; 1—3, 13, etc.

THE LAW FOR THE GOVERNMENT OF THE SAINT PAUL POLICE FORCE.

1882.

1. The police department of the city of St. Paul shall consist of the mayor, who shall be the chief executive officer and head of the department, a chief of police, a captain of police, two (2) sergeants, two (2) detectives, and as many policemen, patrolmen and police officers as may be authorized by the common council of said city, with the approval of the mayor. [Special Laws of 1881.] The mayor shall appoint the chief of police, the captain, the detectives, the sergeants and all policemen, patrolmen and police officers at any time appertaining to the police department of said city, and by whatever name designated; and any officer or member of the police department who may be appointed by the mayor, may be by him removed from office whenever, in his opinion, the welfare of the city demands such removals; Provided, that such removal shall not take effect until notice thereof is given to the common council and the action of the mayor is concurred in by a majority vote of the entire number of the members elect of said council; and such removal may be made by the common council without charges having been made by the mayor of said city by a two-thirds vote of all the members elect of said common council, and provided also, that the mayor may remove any officer or member of said police department at any time within six months from the date when such officers or members shall be appointed, as in this section provided. In case of riots or other disturbances the mayor may appoint as many specials or temporary policemen as he may deem necessary for the preservation of the public peace. All officers and members of the police force appointed as in this section provided, shall severally hold their offices until vacated by death, resignation, or until they shall be removed as provided above, and they shall perform all the duties and be subject to all the rules and regulations which now are or may hereafter be prescribed by the common council. [Special Laws 1879.]

2. The chief of police and all police officers or members of the police force subordinate to him shall possess the power of constables at common law, and by the statute law of this State. They shall execute and serve all warrants, process, commitments and all writs whatever issued by the city justice for any violation of the laws of this State, or of the ordinances or by-laws of said city, and they shall have power to pursue and arrest any person fleeing from justice in any part of this State, and when performing the duties of constables for any violation of law other than the ordinances of said city, shall be entitled to the fees that constables receive for like duties; Provided, That no member of this department shall go outside of the limits of said city in pursuit of any offender, or to execute any warrant of process, except in cases of offenses committed within said city.

3. No person shall hereafter be appointed to, or hold any office in this department who is not a citizen of the United States, and who shall not have been a resident of this State for two years next preceding his appointment, and who cannot read, write and speak the English language.

4. All the officers of this department and all aldermen of the city, and all justices of the peace within the city, shall be officers of the peace, and may command the peace. suppress in a summary manner all rioting and disorderly behavior within the limits of the city, and for such purpose may command the assistance of all bystanders, and if necessary of all citizens and military companies; and if any citizen, bystander, military officer or private shall refuse to aid in maintaining the peace, when so required, every person shall forfeit and pay a fine of fifty dollars. And in cases where the civil power may be required to suppress riots or disorderly behavior, the officers of this department, if any such are present, shall direct the proceedings, and if such officer be present, then the same shall be directed by the superior or senior of the officers above named, not members of this department, who may be present.

5. The mayor and chief of police are authorized and required to make all needful rules and regulations not inconsistent with the laws of this state or ordinances of the city, for the government and control of the police department, and with a view to making this department, and all the officers and agents appointed under it, efficient, vigilant, prompt and useful to the city. All rules and regulations made in pursuance thereof, shall be made in writing, signed by the officers, and shall be filed in the office of the city clerk, and shall be binding upon all the persons connected with this department. A small book containing this chapter and such ordinances and regulations as may be adopted, shall be printed in legible type, and securely bound with, leather; the chief of police shall deliver one of said books to each member of the department, who shall always have the same in his possession, and make himself thoroughly acquainted with its contents by frequent perusal.

6. Any member of the police department who shall accept from any person while in custody, or after he shall have been discharged, or from any of his friends, or any other person, any gratuity or reward, or any description of drink; or who shall receive from any person, without the written permission of the mayor, any reward for the arrest of any thief, or recovery of any goods or any money, or compensation for damage sustained in the discharge of his duty, shall be deemed guilty of a misdemeanor, and shall be subject to a fine of not less than five nor more than one hundred dollars.

7. The officers and privates shall be required, while on duty, to wear a blue cloth cap with emblems of their respective offices and number of the police in metallic letters and figures

over the vizer, also a star, to be designated by the mayor and chief of police, and also a regulation uniform substantially like that worn by the police (force) of other cities.

RULES AND REGULATIONS.

CHIEF OF POLICE.

1. The chief of police shall be the chief executive officer of the police department, and shall be responsible for its discipline and efficiency. He shall report all instances of willful disobedience or neglect of duty to the mayor.
2. He shall keep a book alphabetically arranged in which shall be entered the name, age, birthplace, date of service, district, and occasions of censure or punishment of any member of the department, as also of extra duty.
3. He shall visit each station-house as often as practicable, and inspect the drill of the men, the books of the station, and see that the houses are properly conducted, and kept in good order.
4. He shall once a month instruct the captain in all branches of his duty, and see that he gives similar instruction to the men.
5. He must at any election detail a sufficient number of policemen to each election district, to preserve the peace and protect the ballot boxes.
6. He shall, as often as opportunity permits, cause as large a number of the members of the department as can be spared from their other duties to be drilled together in military movements and evolutions, so that they may act efficiently and in concert when called upon to suppress riots and disorders.
7. He shall keep a book in which complaints may be made by citizens against members of the department, and another in which violations of the laws and ordinances, robberies, burglaries, articles lost, and other similar matters, when brought to his knowledge, may be entered; and he shall cause prompt attention to be paid to such complaints or information.
8. He shall keep a list of all special officers, with their name, age, residence, birthplace, and the name of their employers, and the extent of their powers; as also of any omission to make report of their doings.
9. He may suspend from duty any member of the department for a time not longer than one day for cause; and may grant furloughs to any one member for the same period, making report thereof to the mayor.

10. He shall see that complaints and prosecutions for violations of the laws and ordinances are instituted in. all proper cases, and use his best efforts to bring offenders to punishment.

11. Whenever a disregard for any law, ordinance, or order prevails to an extent prejudicial to the well-being of the city, he shall cause the said law, ordinance or order to be published in the newspapers of the city, or in handbills or circulars, calling thereto the attention of the public.

12. He shall record in a book reports from the several officers of all defects in the highways, violations of the building laws, and causes of nuisance; and take measures forthwith to have the same corrected; and keep a record of all the accidents whereby the city may become chargeable, with the circumstances, names of witnesses, and a particular description of the locality.

13. He shall keep a record of all intelligence offices, junk shops and dealers in second-hand articles, pawn-brokers, theatres, and ether places of amusement, licensed by law, and see that they observe the laws, ordinances, and rules for their government; and of all suspected gambling houses, drinking saloons, and houses of ill-repute, as also of all convicted persons who may become dangerous to the community.

14. The chief, and in his absence, the captain, may at any time detail such, and so many, officers of either rank, from one or more police stations in the city, for special duty at the central office, or elsewhere, as may be required. The officers so detailed shall be under the immediate command of the chief or the captain, and shall hold themselves in readiness to answer any calls made upon them by those officers in connection with the business of the department.

15. The chief, and in his absence the captain, may, in their discretion, send any officers of the department out of the city or the State, in pursuit of any fugitive from justice, or to recover stolen property; but no bills for expenses or for extra service shall be contracted against the city without the approval of the mayor.

16. When any person is taken into custody by the officers detailed at the central office, he shall, if practicable, be conveyed to that office, and a full description of his person, and the time and cause of his arrest, his name, and that of the arresting officer, with the amount and description of property taken from his person, shall be recorded on the book kept for that purpose. The property taken from any person shall be put together, carefully marked and left with the chief of police.

17. The dress or uniform of the officers detailed at the central office or elsewhere, for special duty, shall be regulated by the chief or the mayor.

18. The central office at City Hall shall be kept open from nine o'clock, A.M., until six o'clock, P.M. From six o'clock, P.M., to nine o'clock, A.M.

QUALIFICATIONS OF MEMBERS.

19. It is the design of the appointing power to select men for office with a view to their fitness for the position and usefulness in the service of the department. No officer can expect to hold his office unless his conduct be such as to secure the good-will of the respectable portion of the community, and so command respect from the unfortunate and vicious.

20. The following qualifications shall be necessary for any one to be eligible as a member of the department:

First, To be a citizen of the United States;

Second. To have been a resident of St. Paul for-two years next preceding his appointment.

Third. To be not under twenty-one nor over forty years of age when first appointed.

Fourth. To be of sound health and vigor, of unquestionable energy and courage, of temperate and industrious habits, of peaceable and courteous manners, decorous and cleanly in his person and dress, respectful to superiors, prompt and decided in action, and disposed to be zealous in the service.

Fifth. Be able to read and write the English language, and never have been convicted of crime.

Sixth. All applications for appointment must be made in handwriting of the applicant.

21. Before entering upon the discharge of their duties, the members appointed on the police department shall take and subscribe to the following oath before the city clerk.

"I, _____ do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent upon me as a police officer of the city of St. Paul so long as I shall be such officer. So help me God."

GENERAL RULES.

22. 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, at all times they must be prepared to act immediately, on notice that their services are required.

23. Punctual attendance, prompt obedience to orders, and conformity to the rules of the department, shall be rigidly observed.

24. Each member, in his conduct and deportment, must be quiet, civil, and orderly; in the performance of his duty, he must be attentive and zealous, control his temper, and exercise the utmost patience and discretion. He must at all times refrain from harsh, violent, coarse and profane language; and, when circumstances require, act with energy and decision.

25. No member of the department shall, in the station-house or elsewhere, while on duty, drink any kind of intoxicating liquor; or, except in the immediate performance of his duty, enter any place in which intoxicating drinks are sold or furnished. No intoxicating drink shall be introduced upon any pretext into the station-houses, except when advised by a physician. Smoking shall not be allowed in the station-house, except in apartments designated by the captain, with the approbation of the chief.

26. No member shall, directly or indirectly, accept from any person, either liable to be arrested or to complaint, or in custody, or after he has been discharged, or from any of his friends, any gratuity, reward or gift whatsoever; nor from any person money or other compensation for services rendered or damages sustained while on duty; nor shall any officer receive any compensation for services rendered, or reimbursements for expenses incurred by him, in connection with his official services, without the approval of the mayor; nor until he shall have furnished to the mayor a report in writing of the nature and extent of the services so rendered, and a detailed account of the expenses so incurred.

27. Captains, sergeants, and patrolmen, when on duty, shall wear the star on the outside of the outermost garment.

28. No officer or member of the Police Department shall be allowed to receive a present from the men under his command; and no subscription or contribution shall be made, by any officer or member of the department, to any present or reward intended for another officer or member of the department, unless specially authorized by the mayor.

29. No member shall, directly or indirectly, be concerned in making any compromise or arrangement between thieves or other criminals and persons who have suffered by their acts, with a view to permitting the criminals to escape the penalties provided by law; and any officer who has any part in such compromise or arrangements, or has any knowledge thereof, and fails to give any information to his superior officer, or the district attorney, or a justice of one of the courts, shall be subject to immediate dismissal.

30. Any member of the department, for intoxication, wilful disobedience of orders, indecent, profane or harsh language, disrespect to a superior, unnecessary violence to any prisoner or citizen, neglect in paying his just debts for rent or necessities, or any breach of

the “Rules and Regulations,” or any conduct unbecoming an officer, shall be subject to reprimand, suspension, deductions from his pay, or to discharge, according to the nature or aggravation of his offence.

31. All complaints made against any member of the department by any other member thereof, than a superior, officer, or any other person not of the force, shall be reduced to writing, with specifications, and shall be signed by the party making the complaint, before the same shall be investigated; and any officer whose character has been compromised may have an inquiry as to the truth of any charges made against him. The investigation of all complaints and charges shall be before the mayor, and the evidence shall be taken down by a clerk. When the mayor finds the officer guilty of any irregularity, not sufficient to warrant his removal from the force, he shall state what deduction should be made therefor from his compensation; and such deduction accordingly be made. When in his opinion the evidence is sufficient to warrant his removal, he shall report the evidence, with his recommendation thereon, to the committee on Police.

32. Whenever any member of the department resigns or is discharged, or in any way vacates his office, he shall surrender to the mayor or chief, his badge, number, book of regulations, memorandum books, club, police buttons, belt, and other equipments.

33. Coolness and firmness will be expected in all cases of every officer, and in time of extreme peril the police must be careful to act together, and to protect each other in the restoration of peace: whoever shrinks from danger or responsibility at such a moment shall be discharged as unworthy of a place in the service.

34. No member of the department will be permitted to apply for a warrant for an assault upon himself, or make a complaint for damages, or adjust the same without consent from the chief.

35. No member of the department shall belong to any fire or military company, nor shall he serve on a coroner’s jury, nor perform any similar service. No association shall be formed within the department of members thereof, without the assent of the mayor.

36. No member of the department is allowed to communicate any information respecting orders or regulations or any other business of the department whatever except by special permission of a superior officer.

37. No one will be appointed on the police for his religious or political opinions, and officers will avoid all religious or political discussions in the station houses; they shall not interfere or make use of the influence of their office, in elections; but may quietly exercise the right of suffrage, as other citizens.

CAPTAIN OF POLICE

38. The captain of police shall be at the station-house at stated times during the day, unless absent on official duty. He shall have the general charge of the station-house, and be held responsible for the cleanliness, good order and proper condition of the same.

39. He shall see that the station house is kept open at all times, and in his absence shall detail a lieutenant or sergeant, to be constantly in charge thereof to receive prisoners.

40. The captain and sergeant shall, if possible, see each man on his beat, without calling; but should he not be able to find him, the call will be given, and if unable then to find him, he will extend all adjoining beats until the beat of the man is fully covered.

41. He shall have the general charge of his district, visiting every part of it as often as once each week, noting the condition of the streets, sidewalks, street-lights, obstructions, nuisances and non-compliances with the city ordinances, and all other matters requiring the attention of the police in his district. He shall report to the chief all cases of contagious disease, and any negligence which may expose the city to danger by fire, and all matters which require the attention of the superintendent of streets or internal health.

42. He shall have immediate control of the officers and patrolmen detailed for duty at the station, and shall carefully note their conduct, faithfulness and efficiency. He shall call the roll at six o'clock P.M. each day, and then communicate all necessary information and orders; and at such other times as the chief shall order, noting and reporting every absence. He shall daily inspect his men, and reform any negligence in attire, want of cleanliness or of neatness, or other improper personal habit; and report to the chief every case of sickness, misconduct, insubordination, neglect or unfitness for duty; and establish such rules for the government of the station-house as the chief shall approve. He shall as often as once a week, at roll call, put the men through the simple military formation-in-line and evolutions; and once each week instruct them as to their conduct at fires or riots, in making arrests or complaints, as to defects in highway, nuisances and accidents, in procuring information, or other matters pertaining to their duty. He shall see that each has his copy of the "Rules and Regulations" and duly observes them. He shall divide, with the approval of the chief, his district into beats for day, and, also for night, so arranged that the whole territory shall be covered at all times by officers on duty, except at roll-call, and, as circumstances require, placing each officer as far as practicable, where he will be most useful and efficient.

43. When a fire occurs in the city, the two officers on street duty nearest the fire will at once repair to the place, and act as fire police; the officers on beats adjoining to cover their own and the beat left vacant for the time being. The captain or officer in charge at the station-

house will immediately dispatch to the fire such other police force as may be necessary, with ropes to close off the street; and, if the fire is of such magnitude as to require it, the streets will at once be roped off, and kept so free from teams and people that the firemen will not be obstructed in their work; giving also special attention to the protection of property and the prevention of crime, care being taken to place competent officers in charge, and calling on the central office for reinforcements from other stations as may be required.

At large fires an officer of rank will have the general supervision of the whole police force at the fire, with his headquarters at some conveniently accessible point near the fire, to give general direction, and make suitable disposition of reinforcements arriving from the different districts, as shall be sent by telegram orders or otherwise from the central office.

In case of a third alarm, every officer belonging to the police district on which the alarm was given, who is not actually engaged in duty, will immediately repair to the station-house and await orders.

When a general alarm is given, every officer in the department, not actually engaged in duty, will repair to his station-house as soon as possible, put on his uniform, and be ready for service.

Every officer in the department will at all times have a fire-alarm key in his possession, and he will make no delay in giving an alarm of fire at the earliest possible moment when occasion requires.

In consequence of the large extent of territory over which officers on beats have to pass, it is not always possible for him to be present where a fire originates at its first inception; yet if possible, he should be first to discover a fire, and the first to sound an alarm. If this is not done by the officer on the beat where the fire occurs, he will, in all cases, report to the chief a reasonable excuse for his absence.

When an officer gives an alarm, he will remain a while near the box to direct firemen as they arrive. In addition to the force in uniform, officers of the secret service will be sent in citizen's dress to protect life and property and prevent crime.

44. He shall receive into his custody, and safely keep, all persons arrested in his district for any criminal offense; and, unless otherwise lawfully disposed of, shall, before the opening of the next session of the municipal court, cause all such prisoners to be conveyed to the city prison, there to await the action of the court, or the order of the chief of police; and it shall be his duty, or that of the lieutenant or sergeant, to be present at the municipal court each morning when required, after making his morning report, to attend to cases from his station.

45. He shall daily transcribe from his blotter and journal to his morning report, a true copy of all matters of importance there recorded for the twenty-four hours ending at 8 o'clock a.m., and present said report to the chief at 9 o'clock A.M. of the same day. He shall on the last day of each month, transmit to the chief a full and correct synopsis of all the public work done in his district for the current month; and on the last day of each year he shall submit to the chief a full synopsis of all the police work done in his district for the current year.

46. He shall keep a record of all pawn brokers, second-hand dealers, junk-shops, intelligence offices, licensed places of amusement within his district, and cause the laws and ordinances concerning them to be observed. He shall keep a record of all suspected drinking saloons, gambling houses and houses of ill-fame; and all places where idlers, tipplers, gamblers, sellers of lottery tickets, thieves and other disorderly and suspicious persons congregate.

47. In case of any riot or sudden emergency requiring the service of the police, on notice being given, the captain shall forthwith proceed to the scene of disturbance with the whole police force he can muster, and be vigilant in suppressing the disorder. Should the captain have any doubt of his ability to preserve the peace, or to restore order, he will immediately send notice to the chief of police.

48. He shall cause the members of his command to be thoroughly instructed in "The school of the Soldier and Company," excepting those parts which relate exclusively to the manual of arms.

49. No persons shall be permitted to remain at the station-house without permission of the officer in charge, except members of the department detailed for service, members of the city council, and persons having official business there. The use of spirituous liquors or wines, gambling, boisterous or indecent language or conduct, or profanity, are strictly prohibited at the station-house; and it is the duty of the captain to report any disobedience of the rules, or other irregularity that comes to his knowledge, to the chief.

50. He shall observe the strictest economy in the use of fuel and gas at the station-house, consistent with a due regard to the comfort of the men; and see that the furniture and other property belonging to the city are neither destroyed nor injured.

SERGEANT

51. The sergeant of police shall be detailed for duty at the station, or elsewhere, by the chief, and in his absence by the captain.

52. Walking canes are not to be carried by sergeant or patrolmen when on duty.

53. He shall, under the orders of the chief or the captain, perform such duties, and at such hours of day and night, as shall be directed by those officers.

54. He shall have the general charge of the men on their beats, and shall instruct and assist them in their duties. When on duty and not otherwise detailed, he shall constantly and faithfully patrol the respective districts, visiting each beat as often as twice in each term of service, if practicable, ascertaining the presence of each man at his proper place, and aiding in the enforcement of every duty.

55. He shall carefully note, and impartially report to the captain or chief, every officer found on duty, by name and number, and the case of every officer absent from his beat, or other neglect of discipline or duty; and his failure so to report shall be sufficient cause for suspension or discharge from service.

PATROLMEN

56. The districts shall be divided into beats under the direction of the chief, and the rounds of regular service shall be from time to time specified; but when occasion requires, officers are liable to be called into service any portion of the day if necessary. The ordinary sphere of their duty is the city of St. Paul. But, as officers clothed with the criminal powers of constables, they may be required to go into any part of the state to arrest criminals, or for other duties.

57. The patrolman shall hold himself in readiness at all times to answer the calls and obey the orders of his superior officers. He shall treat his superiors with respect, and in the demeanor to his associates on the force he shall be courteous and considerate, guarding himself against envy, jealousy, or other unfriendly feeling; and refraining from all communications to their discredit, except to his superior officers, whom it is his duty to inform of every neglect or disobedience of orders on their part that may come to his knowledge. He shall conform to the rules and regulations of the department; observe the laws and ordinances; and render his services to the city with zeal, courage, discretion and fidelity. Any violation of the rules of the department will be punished by reprimand, suspension, deduction from pay, or discharge.

58. He shall be present at the daily roll-calls, and attend at the station-house at the time appointed; and, if absent, except by permission, or for sufficient reason, deductions shall be made from his pay.

59. Immediately after roll-calls, the patrolmen going out on duty shall each repair to his beat, and continually patrol every part thereof as often as once each hour, if practicable, and he shall confine his patrol within the limits of his beat, except in case of fire, arrest of a

prisoner, or other necessary absence on duty, until the time assigned for the expiration of his tour of duty, and is regularly relieved.

60. Policemen must not walk together, or talk with each other or with any other person, on their beats, while on duty, unless it be to communicate information pertaining to the department, or in the line of their duty; and such communication must be as brief as possible.

61. As far as he can, without intrusion upon the privacy of individuals, he must note all removals from or into the limits of his beat, and acquire such a knowledge of the inhabitants as will enable him to recognize them.

62. He shall furnish such information, and render such aid, to all persons, when requested, as is consistent with his duty; and he shall keep his number in sight, and give his name and number to all persons who demand them.

63. He must direct strangers and others, when requested, the nearest and safest way to their places of destination, and, when necessary, cause them to be accompanied thither by one of the police; but shall not leave his beat for that purpose, but pass such persons from his beat to the next. If he hear the cry of "Watch," or other call for assistance, he shall proceed to render aid with all dispatch, taking every practicable precaution for the protection of his beat, when he leaves it for this or any other purpose.

64. He shall cause all children who have strayed, or infants who have been abandoned, to be taken to the residence of their parents, if known and within the bounds of his beat, and, if not, to the station-house. He shall take note of all cases of contagious disease or sudden death, where there is reasonable ground to suspect criminality; and render immediate aid in cases of accidents or illness in the streets, ascertaining all important particulars connected therewith, and making record thereof.

65. When he discovers a pickpocket in a crowd at railroad stations, theatres, or any other thronged place, he shall give suitable warning.

66. He must strictly watch the conduct of all persons of known bad character, in such manner that it will be evident to them that they are watched, fixing in his mind such impressions as will enable him to recognize persons whom he frequently meets in the streets at night; and, to the utmost of his power, prevent assaults, breaches of the peace, and all other crimes about to be committed.

67. He must note all junk-shops, and shops of second-hand dealers and pawnbrokers, all places of amusement, and all licensed persons and places within his beat, and also all suspected gambling-houses, public saloons for drinking, houses of ill-fame, and all other

suspicious persons and places therein; keep a list thereof in his book for reference, and report the same to the chief.

68. While on duty, he shall note all street and sidewalk obstructions; all defects therein from which accidents may occur, removing them when practicable; all places for which temporary permits are granted for building, or where openings or excavations are being made, and not suffer them to be continued without examining the permits authorizing the same, and shall cause suitable accommodation to be provided for the public travel; all coal holes left exposed or insecure; all street lamps not lighted at the proper times, or too early extinguished; where not clean, or not giving sufficient light; all wooden buildings erected or being erected contrary to law, or any building defectively built or become unsafe, or where any noisome, dangerous or unwholesome trade is carried on; and all nuisances, and other matters relating to the safety and convenience of the public or to the interest of the city, which may exist or occur on his beat; and shall make report thereof without delay to the chief.

69. He shall examine in the night-time all doors of stores, to see that they are properly secured, and, if not, give notice to the inmates, if any; and where not, make the same fast, and notify the owner in the morning. He must watch vacant houses, to prevent depredations; be vigilant to prevent fire, or waste of water; call the attention of abutters to the state of their sidewalk, where by snow, ice, or other cause they are rendered dangerous, or when obstructed by fuel, boxes, or other incumbrances, take note of all ashes, garbage, dead animals, or other nuisance thrown into the street, or when the street is used for washing carriages or horses, or improperly obstructed thereby; or where the laws and ordinances, orders, rules and regulations for the government of such cases, upon notice given, are not forthwith obeyed, the officer shall do what he can himself to make the way safe and convenient, ascertain the names of the parties offending, and report the same for complaint and prosecution.

70. Whenever any person remains upon any one part of the sidewalk longer than he is allowed by law, it shall be the duty of the officer to request him courteously to move on; and, if any such person unreasonably persists in remaining so as to incommode other passengers, the officer shall endeavor to ascertain the name of such person, and report the same for prosecution.

71. When any person begs in the street, or goes from door to door soliciting alms, it shall be the duty of the officer to enquire the name and abode of such person and note the name for record; and to direct such person, if in distress, to the overseer of the poor, or to any charitable association affording relief in similar cases.

72. He shall note all cases of fast driving, brutality to animals; all cases where the drivers of licensed vehicles are uncivil, or demand illegal fares; or where rail or street cars or omnibuses stop opposite intersections of streets or on crossings, or do not conform to any other lawful provision made for their regulation.

73. When any way becomes blocked, he shall use his best efforts to aid the drivers in disentangling the same; and, when the stream of travel is continuous, open the way for foot-travelers wishing to cross, attending women, children, and aged persons, who would be otherwise exposed to danger.

74. When a disturbance occurs, he shall instantly repair to the spot, and use his best efforts to restore quiet. If any person has committed a felonious assault, or any other felonious crime, or by loud outcries, or otherwise, persist in disturbing the peace, any one so offending shall be taken into custody and conveyed to the station house. If he is opposed in the performance of his duty, he shall blow his whistle, and the policemen who hear it shall answer the same by forthwith proceeding to his assistance.

75. When holding a warrant against a party, .he shall arrest him, and safely keep him in, custody, and carry him before the next session of the municipal or other court to which the warrant is returnable, making the proper returns thereon over his own signature as a police officer. He may also arrest, without a warrant, any person reasonably suspected of having committed a felony, or seen committing a breach of the peace, or being unduly armed with a dangerous weapon, and also night walkers; but, in every case of arrest without a warrant, complaint must be made at the next session of the municipal court. He may also examine any person whom he shall see walking abroad in the night after ten o'clock, whom he shall have reasons to suspect of any unlawful design; and may demand of him his business abroad at such a time, and whither he is going.

76. When any party charges another with crime, and insists that the party so charged shall be taken into custody, he shall require the accuser, if unknown to him, or if there is any other sufficient reason for it, to go with the accused to the police station.

77. When it becomes necessary to take a party into custody he shall do so in as easy and quiet a manner as possible, using only sufficient force to secure the prisoner; and in no instance shall he strike the prisoner, except in self-defense. When in custody, he shall see that the prisoner is properly dealt with and cared for, until disposed of from his custody according to law, and any unnecessary deprivations or abuse to prisoners while in custody will be met with reproof and punishment.

78. The property coming into his possession in his official capacity he shall carefully preserve, mark, and place in the hands of the chief without delay; and whatever is taken

from each person while in his custody shall be kept together, and, separate from other property.

79. As by virtue of his appointment he can act officially in criminal matters only, he will not render assistance in any civil case, whatever, except to prevent a breach of the peace, or to suppress a disturbance actually commenced; nor serve any warrant of search, without permission of the mayor or chief.

80. Policemen wounded or otherwise disabled while in the performance of their official duty, and those rendered ill in consequence of unusual or extraordinary hardship or exposure beyond the regular line of their duty, shall receive pay for their period of service necessarily lost in recovering, when duly certified by the city physician, upon approval of the committee on police. In cases of ordinary sickness, pay may be allowed for such length of time as the mayor may determine.

81. On discovering a fire, the officer shall first ascertain if it can be extinguished without alarm; if not, he shall at once repair to the nearest signal-box, and give the alarm. He shall note the time, and his position, when he gives an alarm or hears one, and any circumstances connected therewith which seem to be suspicious.

82. At an alarm of fire, the officers who are detailed for fire police shall quickly repair to the fire, to render such assistance as practicable in securing and protecting lives and property, under the direction of the engineers of the fire department, The officer first arriving shall have precedence and control of the other officers who may be present, until a superior officer arrives.

83. Any officer who neglects to wear his badge and uniform, when on duty or in court, without permission from the chief or his captain, will be suspended from the department.

SPECIAL POLICE

84. Persons who hold warrants as special police officers, without pay, must wear the badge required by the chief of police.

85. Such officers must conform to the rules and regulations of the police department, so far as relates to their habits, conduct, mode of performing police duty, and in every particular in which they may be applied.

86. Every special officer shall make a return every week to the captain of the district within which his duties lay of all the official acts which he has performed in the week preceding.

87. Special police officers who abuse their trusts, who violate the rules of the department, or who are unfit for duty, will be deprived of their warrants.

POLICE PROPERTY

88. The committee on police shall have a general superintendence of all property belonging to the city, used by the police department; and shall have power to authorize the sale or exchange thereof, when in their judgment expedient; and, within the limits of the appropriation made for the same, to authorize the purchase of what is needed therefor.

RULES OF ARREST

It is enjoined on officers that they shall read and learn these rules, as it is important that they shall know their duty and perform it in such a manner as will justify their retention in that position by the Board. Efficiency is the first rule of an officer's conduct; he should remember, in the execution of his duty, as the cardinal principle, that he acts not for himself, but for the public. His appointment is in no sense for his own purposes. The entire law regulating his functions, hinges upon this principle. He is required to have no feeling, save zeal to do what the law commands, and should never allow passion to urge him to brutality, nor fear, favoritism, nor sympathy to seduce him to illegal leniency. He should use no unnecessary force, nor hesitate to use necessary force, in the performance of his duty. The degree of force is left to his discretion; but that discretion may be reviewed in the courts, and if he uses it wantonly, he is answerable.

An officer acts at his peril, whether he arrests without cause, or neglects to arrest when there is cause. He is in a position where the law enforces on him the exercise of good sense, and no arbitrary rules can be established which will embrace all cases. The principle which should govern arrests may be stated as follows:

1. An arrest is the actual capture of a human being's body by manual possession thereof, which possession is taken either by virtue of a writ, issued by a court of competent jurisdiction; of facts occurring in the presence of the person making the arrest; or of reasonable grounds of suspicion brought to his information. From this definition may be deduced,

1st. That mere words will not constitute an arrest.

2d. That such force may be used as will reduce the body of the person to be arrested to the possession (which means control,) of the officer making the arrest.

A mere touching with the finger, accompanied by a declaration of intention to arrest, is sufficient.

So if the officer does not lay hands on the person to be arrested, but he submits to the officer, saying he will go with him, that is an arrest.

2. All persons are bound to submit peaceably to legal arrest. Therefore it is the duty of the officer to compel all persons to submit to such arrest.

3. Mere restraint or capture of the person does not constitute arrest; the officer making the arrest must inform the party to be arrested of his intention. This rule has its exceptions, as when the party to be arrested is caught in the act. It is no doubt true, too, that an officer in the uniform of the force would not be obliged to show a warrant, although he is compelled to state the existence of it.

4. In order to justify the arrest under a warrant, the warrant must be valid on its face. There are very few cases in which this rule is of importance, for the reason that all process in the city is issued in certain well-defined and exclusive jurisdictions; but in case of doubt as to the validity of a warrant, an officer ought to apply to his superiors on the force, and not decide the question for himself.

5. If a warrant is invalid, its execution may be lawfully resisted.

6. If an officer knows that a warrant has been issued for the arrest of a party, it is his duty to arrest the party wherever he meets him, although he has not the warrant in his possession.

7. An officer may arrest without warrant, both in cases of felony and of misdemeanor.

8. Arrests for felony without warrant may be made upon such reasonable grounds of suspicion that the party is guilty as may be gleaned from information or from the party's acts witnessed by the officer.

Hence if credible information is given of a felony, it is the duty of an officer to arrest the party to whom the information points.

9. Arrests for misdemeanor can never be made upon information. To justify them, the officer must either have a warrant or see the act committed.

This rule cannot be too strictly applied to the case of arrests of parties of people. In such cases officers must take no one's information against any party—unless the information is of felony.

10. Felony is an offence punishable by imprisonment in the State's Prison.

11. Misdemeanor is an offence punishable otherwise.

There are a large class of cases falling under the city ordinances, in which officers are obliged to act. The succeeding rule applies to them.

12. In all cases under city ordinances, warrants should be taken out before arrest, unless the party to be arrested is engaged in actual violence, or some other conduct in the officer's presence, which it is necessary to stop at once.

If one is vending indecent books, is riotous or obscene in public places, is exposing animals for sale in the manner prohibited by law, is treating an animal cruelly, is driving a horse at a rate of speed prohibited by law, all these and like acts, ought to be stopped by immediate arrest.

On the other hand, non-payment of licenses, neglect to take out licenses, uncleanly premises, all that class of acts which consist in neglect to do something prescribed by law and not in active, violent opposition to law, ought to be complained of before arrest.

13. All these rules are subject to the general regulations relative to the beats of officers and must be harmonized with those regulations.

List of general misdemeanors commonly under notice in cities:

- a. Attempt to pick a pocket, and any professional pick pocket making the slightest attempt on a person, may be arrested.
- b. Cruelty to animals in public places.
- c. Interfering maliciously with telegraph wires.
- d. Selling or carrying a slung shot.
- e. In any manner aiding in a prize, cock, dog, or dog and rat fight.
- f. Maliciously destroying fences, trees, etc.
- g. Riotous conduct.
- h. Brawls tending to riots.
- i. Assaults.
- j. Street intoxication.
- k. Gambling.
- 1. Selling or keeping lottery tickets.
- m. Selling or keeping lottery policies.
- n. Killing any song bird at any time of the year.

OFFENSES AGAINST THE CITY ORDINANCES

The following is a list of offenses against ordinances of the city of St. Paul:

1. Driving any public carriage, cab, dray, hackney coach, omnibus or other vehicle without a license.
2. Failure of the keepers of private meat markets, of bakers, peddlers of meat, hawkers and peddlers, scavengers, auctioneers, pawnbrokers, public porter or runner, omnibus agent or driver, or baggage driver, keepers of billiard tables and ball alleys, managers of shows, to have a license.
3. Driving a dray, hackney coach, omnibus or other public vehicle without the number being thereon.
4. Driving a hackney coach, omnibus or other public vehicle without the rate of fare, the name of the owner and number of the license posted therein; or driving at night of such vehicle without two lighted lamps.
5. Suffering any public conveyance or dray to remain in any street, square, lane or alley, unattended by its driver.
6. Leaving any horse; mule or oxen in any public place untied, or halting any vehicle on any crosswalk or footway, or driving or riding on the sidewalk.
7. Refusing by drivers of public conveyances, while waiting for employment, to convey any person or persons to any place or places within the city limits; or of public draymen to be employed when not actually engaged.
8. Not in closing hoistways and not shutting down the traps at close of day.
9. Maintaining any nuisance detrimental to public health: throwing, depositing or leaving in any lane, alley, street, aqueduct, reservoir, river, sewer, square, public park, cemetery, or other public place, any vegetable substance, dead animal, fish, shavings, dirt, rubbish, excrement, filth slops, unclean liquids, hay, straw, ashes, cinders, offal, garbage, swill or other offensive material or substance, or force or discharge into any public or private sewer or drain, any steam, vapor or gas.
10. Having cellar doors more than four feet beyond the line of any sidewalk; erecting posts, except for the purpose of supporting awnings or hitching horses, in any alley, public street or place, without municipal permission.
11. Hanging of awning cloths loosely over sidewalks, within less than eight feet thereof, or hanging goods or signs more than three feet from any house or store.

12. Encumbering sidewalks or crosswalks, dumping or removing earth without municipal permission.
13. Driving or riding at a greater speed than five miles an hour.
14. Placing in or upon any street, alley or public place, building material, or digging or tearing up any pavement, side or crosswalk, or digging any hole, ditch, drain or sewer, without municipal permission.
15. Driving, leading or backing any horse, mule, ox, cow or other animal, or team, cart or wheel carriage, or draw, push or otherwise propel any hand-cart, wagon, carriage or hand vehicle, except baby carriages, on or along any sidewalk, in any public street, or other public place, except mechanics or their apprentices, drawing or pushing handcarts on the sidewalks of unpaved streets.
16. Hoisting or raising any goods from any street into any building by means of a rope, pulley, tackle or windlass.
17. Playing ball or other games, or running races in public parks, streets or alleys,
18. Congregating of boys or disorderly characters in engine houses, or the drinking of spirituous liquors therein.
19. Removing any building into, along or across any street, alley or any other public place, without municipal permission.
20. Swimming or bathing in any waters in or adjoining the city of St. Paul, exposed to public view, or any indecent exposure of person.
21. Wilfully, maliciously or negligently injuring any public lamp or lamp post, or gas light.
22. Obstructing, injuring or destroying any public parks, streets, cemeteries or places, or injuring and defacing the trees and shrubs therein; injuring the grass and flowers therein, or the fences enclosing such public places.
23. Wantonly injuring any side or crosswalk, paving or planking.
24. Hanging upon, or placing any article against, or hitching any animal to any public lamp post.
25. Failing to keep combustible materials securely enclosed.
26. Maintaining in any private house, lot or premises any nuisance.
27. Running at large of dogs or sluts at any time of the year, without a good and sufficient muzzle or without collars.

28. Running at large of any horse, ass, mule, swine, sheep, goat or other cattle, or geese or other domestic fowl.

29. Resisting any person driving or carrying any animal or fowl to the public pound.

30. Making loud or boisterous noise, disturbance, or being guilty of any indecent, immoral or insulting conduct, language or behaviour on wharves, in depots, markets or other public places.

31. Landing on any public wharf any article or thing calculated to injure or obstruct the same.

32. Selling or offering for sale any wood by the load, without the same having been measured by the Wood Inspector.

33. Offering for sale or selling any unwholesome food, or making for sale any unwholesome bread, or offering for sale any bread deficient in weight.

34. Failure to weigh or measure all articles of food in public markets.

35. Killing or slaughtering in the public markets.

36. Selling at auction in the public markets, during market hours, any goods wares or furniture.

37. Failure to keep private meat markets clean, or grocery and provision stores in good condition.

38. Failure of scavengers to remove or empty the contents of any tub, vault, sink, privy, or private drain, in accordance with municipal regulations.

39. Failure of the owner of any house, store, manufactory, shop or hotel to be provided with a suitable privy.

40. Emptying a privy, between June 15th and September 15th, without municipal permission, or at any time except between the hours of 10 P.M. and 3 A.M.

41. Failure to keep livery stables clean.

42. Washing or cleaning any carriage or horse on any street, sidewalk or other public place; or suffering the water used for such purpose to flow, over any sidewalk, street or public place.

43. Suffering green or salted hides to remain on any street, sidewalk or other public place more than one hour.

44. Injuring, defacing or destroying any public building or property; or posting thereon any placard, show-bill or advertisement.
45. Selling meat by the carcass or quarter, from any vehicle, by any person, without a license, except farmers, who may sell, or offer for sale, any wholesome meat fatted and killed by them.
46. Failure of pawnbrokers to keep proper sign, or books in which shall be entered an accurate description of goods, article or thing pawned, or failure to comply with other rules established for their government.
47. Making interments in any place within the city not prescribed by ordinance or resolution of the Common Council.
48. Keeping any house of ill-fame, of assignation, or of resort for prostitutes, or disorderly saloon, bar-room, tavern, beer hall, grocery, theatre, room or building of any kind.
49. Keeping open on Sunday of any saloon, store, shop, ordinary, bar room, beer hail, restaurant, pleasure garden, billiard room, ball alley, grocery, or other place of business or amusement, except drug stores or houses for furnishing meals or lodging for travellers and boarders.
50. Leaving excavations unguarded or unlighted.
51. Leaving a house unnumbered on any street or avenue where the municipal authorities have directed the house to be numbered.
52. Neglecting to remove snow, hail, or frozen rain from sidewalks within twenty-four hours after the same has fallen or formed; or if ice is formed failing to strew thereon salt, sand or ashes.
53. Opening any street reservoir, or cistern, or fire hydrant, or using any water therefrom without having first procured permission from the proper authority.
54. Failure at a fire, to obey any order or direction given by the proper authority.
55. Making or circulating false alarm of fire, or injuring or tampering with any fire alarm telegraph pole, wire or box, or posting placards or painting, on any telegraph pole or box.
56. Failure of any person erecting any building within the fire limits of the city to construct the same of materials perscribed by municipal authority.
57. Failure to construct chimneys, put up stove-pipes, have chimneys swept or cleaned, or ashes covered, in accordance with municipal regulation.

58. Playing for money, or other valuable thing, with cards, dice, tables, wheels of fortune, machines, billiards, nine or ten pins, or other instruments or devices whatsoever, in any hotel, grocery, eating house, store, boat, shop, tavern, saloon, bar room, beer hall, or other public or private building, or in any highway, street, lane, alley, public space, square or elsewhere.

59. Managing, keeping, directing or aiding any lottery for the drawing or depositing of money, or any other property whatever.

60. Constructing any drain or sewer in any street or public place, within four feet of the curb stone of the sidewalk, except it be the drain or sewer leading to or from a building or lot, for which the same is designed.

61. Placing feeding or watering troughs in any alley, street or public place.

62. Exhibiting any stud horse or bull in any alley, street or public place.

63. Erecting any balcony or balustrade that extends beyond the line of any sidewalk or street, and less than twelve feet from the ground, without municipal permission.

64. Making false representations to strangers or travellers, for the purpose of inducing such strangers or travellers to go to and put up at any hotel, tavern or other house of entertainment in the city.

65. Injuring any public drain or sewer, or connecting any private drain with any public drain or sewer, without first having procured permission.

66. Lying in wait, lurking or concealed in. any building or place, with evil intent.

67. Collecting of crowds in front of churches during service, or collecting of riotous assemblages in any place in the city.

68. Selling or offering for sale, or exhibiting any indecent or obscene picture, engraving, drawing, book or pamphlet.

69. Occupying buildings for the manufacture of inflammable and explosive substances in the city of St. Paul, without municipal permission.

70. Kindling any fire in any public place or alley in the thickly populated portions of the city, except for boiling tar, pitch or oil for building or repairing purposes.

71. Exploding any gunpowder, or firing any cannon, gun or pistol, except in accordance with municipal regulation.

72. Failure to keep gunpowder securely stored and in perscribed quantities.

73. Failure of public porter or runner, omnibus agent or driver, or baggage driver, to wear a badge, on which conspicuously appears the name and the number of his license.

74. Failure of the owner or occupant of any lot or lots to keep the sidewalk in front of or adjacent to said lot or lots in good repair.

75. Constructing wooden boxes or drains in any paved street, lane or alley.

76. Selling, or offering for sale, poultry from which the entrails, crops and heads have not been removed, or in any manner tying or confining by rope, twine or otherwise, the feet of any calf, sheep, lamb, swine or poultry which may be brought to the city for sale.

77. Confining hogs, cows or cattle, in herds, pens, enclosures or otherwise, so as to become offensive to his, her or their neighbor or neighbors.

78. Neglecting to have the house, yard or place used for the slaughtering or killing of any beeves sheep or other animals, within the city limits, provided with a tight plank floor, or paved with brick or stone; such floor or pavement to be so constructed as to carry off into a tub or reservoir all blood and offal, and at the end of each day when killing has been done on the premises, when any blood, offal, or other offensive material or garbage shall have accumulated on the premises, the occupant shall cause the premises to be thoroughly washed and cleaned, and shall also cause the contents of said tub, vessels or reservoirs, and all other offal, garbage and offensive matter on the premises to be conveyed to some place without the city limits, and no such offal, garbage or offensive matter shall be emptied into any public or private drain or sewer within the city limits.

ADVICE TO A YOUNG POLICEMAN

You have recently been appointed, and are about to assume the responsibilities of an office the duties of which are much, more varied and difficult, and the trust of which is of much more importance to the public and to yourself, than is generally admitted.

You are to assume the duties of an executive officer of criminal law, of the ordinances of a great commercial city, and as a conservator of the public peace. Your acts will at all times be subject to the observation and animadversion of the public; and on the standpoint where you commence and the course which you pursue depends not only much of the welfare of the community in which you move, but the credit of the department to which you belong, and your own success at an officer and a man.

At the commencement, to not forget that in this business your character is your capital. Deal honorably 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 or 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 as 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 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 will add much to your power and influence to do good. But in the pursuance of your duties, as much as possible avoid laying yourself under special obligation to any one; let your services rather place others under an obligation 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 have 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 much good.

In ordinary cases, if you find yourself in a position not knowing exactly what to do, better to do too little than too much; it is easier to excuse a moderation than excess. But if an act of great violence has been committed, secure the offender the first possible moment; delay increases his chances 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 secure 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 clearly and distinctly, and as briefly as the whole facts can be stated. On no account let any personal feeling creep in your testimony nor ever disgrace yourself in the eyes of the court or prejudice your case by a show of malice or an attempt to color the facts; and never give or have as a reason that you made an arrest, that "he was saucy."

No officer can be successful or efficient in the execution of his duties unless he understands 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 duties extend only to criminal laws. Every police officer should be familiar with the law or

ordinance he is to execute, and he should also know enough of the 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 a stranger.

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

Let promptness mark all your acts. Don't be the last man at roll-call or at your post of duty, nor leave your post 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 temper, come what will; one that 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 his abuse to get you in a passion also.

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 nor 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.

TO RESTORE PERSONS APPARENTLY DEAD

From Drowning

Loose no time in sending for medical assistance.

Convey the body carefully, with the head and shoulders supported in a raised position, to the nearest house.

Strip the body and rub it dry; then wrap it in hot blankets, and place it in a warm bed, in a warm chamber.

Wipe and cleanse the mouth and nostrils. In order to restore the natural warmth of the body,—

Move a heated covered warming-pan over the back and spine.

Put bladders or bottles of hot water, or heated bricks, to the pit of the stomach, the armpits, between the thighs, and to the soles of the feet.

Foment the body with hot flannels; but if possible,—

Immerse the body in a warm bath as hot as the hand can bear without pain, as this is preferable to the other means for restoring warmth Rub the body briskly with the hand, do not, however, suspend the use of other means at the same time.

Apply sal volatile, or hartshorn, to the nostrils. Avoid all rough usage. Never hold the body up by the feet, nor roll the body on casks, nor rub the body with salt or spirits; nor inject tobacco-smoke or infusion of tobacco.

From Intense Cold

Rub the body with snow, ice or cold water. Restore warmth by slow degrees; and after some time, if necessary, employ the means recommended for the apparently drowned. In these accidents it is highly dangerous to apply heat too early.

From Hanging

In addition to the means recommended for the apparently drowned, bleeding should early be employed by a medical assistant.

From Noxious Vapors, etc.

Remove the body into a cool, fresh air. Dash cold water on the neck, face and breast, frequently. If the body be cold, apply warmth, as recommended for the apparently drowned.

From Intoxication

Lay the body on a bed, with the head raised; remove the neckcloth and loosen the clothes. Obtain instantly medical assistance, as the treatment must be regulated by the state of the patient; but in the meantime, apply cloths soaked in cold water to the head, and bottles of hot water or hot bricks, to the calves of the legs and to the feet.

From Apoplexy

The patient should be placed in a cool air, and the clothes loosened, particularly about the neck and breast. Bleeding must early be employed by a medical assistant. Cloths soaked

in cold water, spirits or vinegar and water, should be kept applied to the head, which should be instantly shaved. All stimulants should be avoided. In cases of coup-de-soleil, or strokes of the sun, the same means to be used as in apoplexy.

General Observations

On restoration to life, if the power of swallowing be returned, small quantities of warm wine or weak brandy and water may be given; the patient should be kept in bed, and a disposition to sleep encouraged, except in of cases apoplexy, intoxication and coup-de-soleil. Great care is requisite to maintain the restored vital actions, and at the same time to prevent undue excitement.

The treatment recommended is to be persevered in for three or four hours. It is an erroneous opinion that persons are irrecoverable because life does not soon make its appearance, and it is absurd to suppose that a body must not be meddled with or moved without the permission of a coroner.