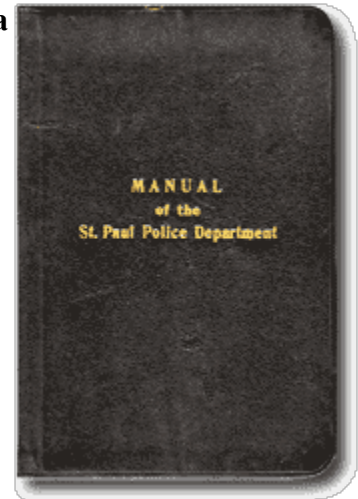


Manual of the St. Paul Police Department, 1923

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Rules and Regulations

Bureau of Police
St. Paul, Minnesota



INTRODUCTION

In adopting the Rules and Regulations hereinafter set forth for the Government and Discipline of the Bureau of Police, the Commissioner of Public Safety reserves the right to alter, amend, or revoke any rules, or to make additional ones as circumstances for the good of the service may require.

Members of the force will understand that these Rules and Regulations are not intended to govern in all cases which may arise. Much must necessarily be left to the intelligence and discretion of the officers and members of the Bureau of Police.

Oath of Office.—Every member appointed to the Police Department before assuming his duties shall take the proper oath of office as prescribed by the City Charter, which is given by the Commissioner or his Deputy, and filed in that office.

Misconduct of Policemen.—Any member of the Police Force who shall neglect or refuse to perform any duty required of him by the Ordinances of the City of St. Paul or the Department of Public Safety, or who shall in the discharge of his official duties, be guilty of any fraud, extortion, oppression, favoritism, or willful wrong or injustice, may at the discretion of the Chief of Police be disciplined by suspension and loss of pay.

All officers and members of said Department shall be subject to such Rules and Regulations as shall be prescribed from time to time by the Commissioner of Public Safety and Chief of Police. Suspension with loss of pay may be imposed under such rules and regulations for any neglect of duty or misconduct on the part of any member of said Department.

Familiarity With Rules.—It will be deemed neglect of duty for any member of the Bureau to be unfamiliar with the Rules and Regulations of the Bureau of Police contained in this book and the legal powers and duties of his or her position as defined therein. The Book of Rules shall be carried at all times by members of the force while on active duty.

CHIEF OF POLICE

P. 1. Executive Head of Bureau.—The Chief of Police shall be the executive head of the Bureau under the direction of the Commissioner of Public Safety; provided, that the Chief shall have executive control of the assignments and transfer of all patrolmen and other officers in the Bureau under such general rules and regulations as may be prescribed by the Commissioner of Public Safety.

P. 2. Power to Issue Orders.—He shall have power to give such orders not inconsistent with the laws, regulations and orders of the Commissioner of Public Safety, to the captains, lieutenants, and subordinates of the force as he may deem proper, and it shall be their duty to render to him and his orders implicit obedience.

P. 3. He shall have direct control and cognizance of the administration and discipline of the Bureau of Police, and shall report to the Commissioner of Public Safety any violations of the Rules and Regulations of the Bureau of Police by members of the force.

SECRETARY TO THE CHIEF OF POLICE

P. 4. Confidential Staff Officer to the Chief of Police.—The status of the Secretary to the Chief is that of a confidential staff officer. He reports directly to the Chief himself and takes instructions from him only. He is authorized to transact such business with the public as may be desirable, the object being to bring to the attention of the Chief only such matters of importance as require the Chief's personal attention.

P. 5. Orders to Be Obeyed.—Any memorandum or order stating that the directions therein contained are by the order of the Chief, and signed by the Secretary to the Chief, shall be obeyed as an order from the Chief. Any official of the bureau or member of the force who receives such an order, and doubts its propriety or legality, will first obey the order and then bring the matter to the personal attention of the Chief at the earliest opportunity.

P. 6. Records to Be Kept.—The Secretary to the Chief of Police shall issue and keep a record of all requisitions for supplies purchased for the Department and will also check up and O.K. all bills pertaining to the Department.

P. 7. He will keep a complete record of the personnel of the Department, including appointments, removals, suspensions, addresses, etc.

P. 8. He will make a monthly and annual statement of all fines collected and another, showing, sex, age, offense charged, disposition, etc., of all arrests made by the Department.

P. 9. He will have charge and keep a record of all money paid from the Chief's contingent fund. He, when necessary, will take depositions and statement made by prisoners, and will have charge and keep record of all money and articles taken from prisoners pertaining to evidence as turned over to his office by ranking officers.

COURT OFFICER

P. 10. The Court Officer is the personal representative of the Chief of Police in Municipal Court. He, at the direction of the Chief, will make recommendation for the disposition of cases. He will keep a complete record of all cases sent to Municipal Court, which will include sentences imposed and dates of continuance. He will notify the proper officers to be in Court at a specified time for continued cases. At the end of each month and year he will compile a monthly or yearly report of all cases handled in Municipal Court which shall include classification of offenses, age, nativity, and occupation of prisoners, together with disposition of cases.

P. 11. He shall be responsible for the conduct of all members of the department when attending Municipal Court.

CAPTAIN OF DETECTIVES

P. 12. General Duties.—He shall have general supervision and personal direction of the management of the Detective Department, subject at all times to the orders of the Chief of Police. He shall devote his best efforts to the investigation and solution of criminal cases occurring in any part of the city. He shall see that all members of the Detective Department are assiduous and energetic and perform their respective duties in an intelligent and capable manner. He shall cause records to be kept in his office in which shall be entered daily all the transactions of the detective force in detail, including the assignments and work performed daily by each member. He shall give professional pickpockets, safe-blowers, burglars and other thieves his special attention at all times, and shall use all legal means to suppress, imprison or drive them from the city.

P. 13. Reports to Be Made.—He shall report through regular police channels (a) all dramshop keepers who permit crooks, thieves, etc., to frequent their places of business. and (b) other matters of importance with relation to crime and criminals.

P. 14. Assignments.—He shall make such assignments for special work as he may deem for the best interests of the Department and the public at large.

P. 15. Crimes, Investigation Of.—He shall, when a crime has been reported to his Department, assign the case to one or more of his men, who shall make detailed reports to him as frequently as may be required by the facts developed, withholding neither names nor details which may be essential to the case.

P. 16. Uniform Branch, Co-operation With.— He shall at all times co-operate in his work with the uniform branch of the Department and endeavor at all times to see that the utmost harmony prevails between his branch of the service and the uniform branch of the Department.

PAWNSHOP INSPECTOR

P. 17. It shall be the duty of the Pawnshop Inspector to visit each pawnshop in the city at least once each day. He shall receive and record written reports submitted by pawnshop keepers of all

articles taken in pawn. It shall be his duty then to inquire into all suspicious circumstances in connection with the pawning, of any article; also, to inquire into the purchase of guns, revolvers, billies, flashlights, or any other instrument that might lie used by burglars or holdup men, and then promptly report this information to the Chief of Police.

P. 18. He will receive and keep a record of all stolen articles reported to the Department and endeavor by comparing his lists of articles pawned with that of articles stolen to recover property whenever possible.

P. 19. He will communicate with other cities, with the approval of the Chief of Police, exchanging records of watches, guns and other articles pawned or stolen in this city.

SENIOR CAPTAIN OF POLICE

P. 20. There shall be a Senior Captain of Police in charge of all uniformed officers of the Bureau of Police, subject to the authority of the Chief of Police and in the absence of the Chief shall be the Acting Chief of Police.

P. 21. He shall see that any violation of any rule or regulation of the Police Bureau by any member under his command is promptly reported to the Chief of Police, when brought to his attention.

P. 22. He shall require all men under his command to be attired in the regulation uniform, according, to season, and to be neat and clean in appearance at all times and shall see that each relief is inspected daily when reporting for duty, all orders and reports pertaining to their duties read and explained to them and if, from any cause a man be found unfit for duty, he shall see that he is immediately relieved from duty and that the action is promptly reported to the Chief of Police.

P. 23. He shall at the time the Municipal Courts are opened, cause the prisoners who may have been detained at the Station during the preceding night, and all property found in their possession to be conveyed to the court for disposition and see that all witnesses for the prosecution, including policemen, are present at the trial.

P. 24. He will be held responsible for all orders issued through him to subordinates.

P. 25. In the case of vacancy or absence from duty of the Senior Captain, the Captain in charge of the traffic squad shall be in command for such temporary period. Said Captain in command shall, during such absence of the Senior Captain, possess and exercise all the powers of the Senior Captain, and shall perform all the duties required of that office.

CAPTAIN

P. 26. Each captain will be held responsible for the preservation of the peace and the prevention and detection of crime within his district, and for the enforcement of all laws and ordinances and for all rules and regulations of the Police Department and for the proper performance of police

duty by everyone under his command, and the rigid maintenance of police discipline in his district. He shall also see that all reports required are made and transmitted promptly and that they are accurate and complete.

P. 27. He shall see that any violation of any rule or regulation of the Police Department by any member under his command is promptly reported to the Chief of Police.

P. 28. He shall in his district have general charge and control of the station, garage, etc., which he shall inspect at least once a week and shall see that such duties are performed as shall keep the same clean and in good order.

P. 29. He shall have control of all subordinates under his command and will be held responsible for their conduct and efficiency. He shall see that each one attends to his respective duties faithfully.

P. 30. He shall require all men under his command to be attired in the regulation uniform, according to season, and to be neat and clean in their appearance at all times and shall see that each relief is inspected daily when reporting for duty; all orders and reports pertaining to their duties read and explained to them and if from any cause a man be found unfit for duty, he shall see that he is immediately relieved from duty and that this action is promptly reported to the Chief of Police.

P. 31. He shall at the time the Municipal Courts are opened, cause the prisoners who may have been detained at his station during the preceding night and all property found in their possession to be conveyed to the Court for disposition. He shall see that all witnesses for prosecution, including policemen, are present at the trial.

P. 32. He shall have every complaint or violation of any city ordinance or other matter requiring attention, investigated at once, and cause the same to be remedied without arrest when deemed advisable, but in case the person or persons responsible do not remove or remedy the cause of complaint, prosecution should immediately follow.

P. 33. He will be held responsible for all orders given through him to his subordinates.

P. 34. He shall, as often as practicable, visit all parts of his district, noting all violations of laws and ordinances and take such steps as may be necessary to correct the same, and in locations where crimes are frequently committed, he shall give the matter his personal attention, ascertaining whether or not the officers and patrolmen in that locality are faithfully performing their duties and if he finds any negligence on the part of any officer or patrolman, report the same to the Chief of Police.

LIEUTENANT

P. 35. He shall perform the same duties and be under the same rules and regulations and possess and exercise the same powers as the Captain when he is assigned in command of a district.

P. 36. In the absence of the Captain he shall perform all of the official duties required of the Captain, and during such absence shall possess and exercise all the powers of the Captain.

P. 37. He shall obey all orders, set an example of sobriety, skill, discretion, industry and promptness to the sergeants, roundsmen and patrolmen under his command, and shall at all times appear neatly attired and clean in his person and equipment.

P. 38. He shall be immediately accountable for the good order, discipline and personal appearance of the members directly under him and shall make himself personally acquainted with the capabilities of the patrolmen in his district. He shall be present at roll call and note if the men are properly attired and equipped for the performance of duty, that their stars and other insignia of office are in their proper places, that they are neat and clean in their persons and are fit to perform their duty. Members failing to observe these requirements should be reprimanded and reported to the Captain of the district.

P. 39. He shall see that the Book of Rules and Regulations are preserved by the members under his command and that each one is well acquainted with the contents and thoroughly understands the same.

P. 40. He shall promptly report for duty at such times as ordered by the Captain and must not absent himself from duty until regularly relieved.

SERGEANT

P. 41. He shall perform the same duties and be under the same rules and regulations and possess and exercise the same powers as a Captain when he is assigned in command of a district.

P. 42. As the efficiency of the Department depends to a large extent upon the energy and ability with which a sergeant discharges his duties, he will be deemed to be guilty of neglect of duty when those under his command are habitually lax and indifferent in the performance of their duties.

P. 43. He shall, under the orders of the Captain or Lieutenant of the district to which he is assigned, perform such duties at such hours of the day and night as shall be directed by those officers.

P. 44. He shall familiarize himself with the laws and regulations he is required to enforce and the rules and regulations governing the Police Department in order that he may be able to intelligently advise and direct the actions of those subordinate to him.

ROUNDSMAN

P. 45. He shall perform the same duties and be under the same rules and regulations and possess the same powers as his superior officers when he is assigned in command of headquarters or a sub-station.

P. 46. A roundsman shall stand at the head of a line at roll call; he shall inspect the condition of the patrolmen, their uniforms and equipment, and shall head his men as they emerge from the station in military order and accompany them to their beats as far as it is practicable. He shall insist that every man under his command performs all the duties required of him and strictly obeys all the rules and regulations of the Bureau. In all cases where he learns that any of his subordinates have been guilty, of conduct of any kind prejudicial to the good order and discipline of the Bureau, he shall at once report the fact to his commanding officer.

P. 47 He shall remain on the streets during the hours of duty, from the time his men leave the station until the tour of duty ends, except when otherwise ordered by his commanding officer. He shall patrol his district and see each patrolman as often as possible and observe the manner in which he performs his duty and, when necessary, instruct him as to the best manner in which to perform any police business. In case a patrolman cannot be found at his beat after a careful effort, instructions shall be given to the patrolman traveling the adjoining beat to cover the missing man's beat until otherwise notified or until relieving time, and report to the officer in command the name of the missing man and the cause of absence, if possible.

P. 48. While on patrol duty he shall frequently report to the operator so that he may receive any information which may be important for him to know.

P. 49. In case of fire, burglary, riot or other emergency, he shall immediately send information of the same to the officer in command of the station and in the meantime take such action as the emergency may require.

P. 50. He shall familiarize himself with the laws and regulations he is required to enforce and the rules and regulations governing the Police Bureau in order that he may be able to advise intelligently and direct the actions of those subordinate to him.

DESK DUTY

P. 51. Members of the force of the rank, either of Sergeant or Roundsman, shall be assigned for desk duty at headquarters and at each sub-station as the Chief of Police may deem proper; such members of the force while so assigned to desk duty shall be known as Desk Sergeants. They shall be under the orders of the commander of the district to which they are assigned.

P. 52. Desk Sergeants shall make prompt, accurate and necessary entries of official business in department records in the manner prescribed for keeping department records and shall draft or make such reports as may be required by the district commander.

P. 53. Desk Sergeants shall not leave the desk during the hours of duty, except for personal necessity or upon urgent police business. He shall not permit anyone to go behind the desk except a superior officer or other member of the force in line of duty.

P. 54. He shall transmit to a person under his jurisdiction or residing within the boundary of the district to which he is attached, all orders or instructions from proper authority affecting such person. He shall transmit, without unnecessary delay, telephone notification of such events and

police occurrences as by the practice of the Department or nature of the case should be so transmitted.

P. 55. Desk Sergeants shall receive complaints of citizens and reports of members of the force and submit the same to their respective commanding officer. They shall perform such other work as may be required. They shall at all times, in their official dealings and relations with citizens and members of the Department be models of intelligent and correct conduct, courteous, efficient, prompt, accurate and industrious.

P. 56. It shall be the duty of Desk Sergeants to book prisoners; to receive bail for their appearance in Court and to see that the jailers search the prisoners thoroughly before confining them.

P. 57. It shall be the duty of the Desk Sergeant to call the roll and to assign patrolmen to their respective beats, replacing any man that may be relieved from his beat during a tour of duty.

PATROLMEN ASSIGNED TO MOTORCYCLE DUTY

P. 58. Patrolmen assigned to motorcycle duty shall provide themselves with the required uniform, with such other equipment as provided for patrolmen and be under the same rules and regulations as patrolmen assigned to other uniformed duties. They shall provide themselves with a motorcycle and sidecar of standard make and keep same in repair and running order. Extra compensation fixed by a City Ordinance will be allowed these men for their added expense of motorcycle and upkeep of same.

P. 59. The officer shall keep his motorcycle clean and in good condition.

P. 60. He shall not allow any person to ride his motorcycle while on duty or carry any person with him on the motorcycle, unless on order of his commanding officer.

P. 61. Motorcycle officers assigned to substations for emergency calls shall be directly under the supervision of the officers in command of such stations.

P. 62. Speeding, driving with muffler open or any violation of the automobile laws by motorcycle men will be followed by suspension of the offending member. When answering an emergency call, such as a burglary, holdup, or murder, or when timing speeders, the officer is expected to go fast but only on these occasions will speeding be justified. Driving with the muffler open or cut out will not be tolerated at any time.

PATROLMEN ASSIGNED TO TRAFFIC DUTY

P. 63. Patrolmen who are regularly assigned to traffic duty will equip themselves with the regulation uniform and the other equipment required by the bureau.

P. 64. Traffic patrolmen will report for duty at the hours designated by the Chief of Police.

P. 65. Patrolmen will strictly enforce the traffic regulations and will not leave their beats unless properly relieved or on police business or at lunch hours as designated by the Chief of Police.

P. 66. Patrolmen will see that U. S. Mail Wagons, Ambulances, Fire and Police vehicles have right of way.

P. 67. When the Fire Department apparatus is about to cross street intersections, traffic should be directed to the curb to give apparatus clear right of way and to keep traffic at a standstill until last piece of apparatus has passed, so as to avoid accidents.

P. 68. Patrolmen will not hold conversation with citizens or policemen, except on police business and then not of unnecessary length while on duty. They shall give all their attention to the traffic duty.

PATROLMEN

P. 69. Prevention of Crime.—The prevention of crime and the arrest and prosecution of criminals being the most important duties of policemen, their best efforts shall be constantly directed to accomplish that end intelligently and efficiently.

P. 70. Patrol Duty.—When doing patrol duty, the policeman is expected to acquaint himself with his beat and to inspect every part thereof as often as practicable and to inform himself relative to the location of fire boxes thereon. At night it is necessary to examine frequently both the rear and front doors, and where possible, the windows of stores and vacant houses. When a door or window of a building is found open or insecure, the same should be made secure and the matter reported to the Sergeant at once. If the Sergeant is not near at hand, headquarters should be notified and the patrolman should act according to instructions. If there is any cause to believe that a robbery has been or is about to be committed, then the patrolman should communicate with headquarters without delay. It is a good plan to follow, when finding a door open at night, never to enter alone, if it is possible to get help. This practice will increase your chances of capturing a thief and gives you a witness to the condition of the place and to your actions after entering. In case of vacant buildings, care should be exercised to see that they are kept secured and that no loafers or boys are allowed to enter and that no depredations are committed.

P. 71. Report for Duty, When.—They must report at the station house for duty at the hours designated, uniforms neat and in proper condition.

P. 72. Posts, Reporting from.—During their respective tours of patrol duty they shall report to the operator from patrol boxes or otherwise, at such times and places as may be designated by their commanding officer. This, however, should not prevent an officer from remaining at any particular place for any length of time if his presence is required to watch suspicious characters or by any other police business, but he shall satisfy his superior officer that there was sufficient cause for such action. When signaling from patrol boxes they should not leave until assured that their signals have been duly received by their respective operator, unless the apparatus is out of order, in which case reports shall be made from the nearest box or telephone. An officer missing reports shall notify his commanding officer as soon as possible. Officers sent on a case shall

report back to their commanding officer as soon as possible, explaining what action was taken in the matter.

P. 73. Vigilance at Night.—They shall exercise the utmost vigilance and activity at night, and closely scrutinize all persons whom they encounter, especially after midnight, and in the early hours of the morning. When in their opinion occasion demands it, courteously but rigidly question such persons as to their names, addresses, cause of their being on the streets, or such other particulars as may be required to prove that they are law-abiding citizens. Should any person fail or refuse under such circumstances to give a good account of himself, he should be taken to the station. If patrolmen see anyone carrying or otherwise conveying goods under circumstances which lead to a strong suspicion that such goods were stolen, they should stop and closely question the person. If the appearance, explanation and manner of such person, together with other circumstances connected with the case, indicate that the goods were stolen, the suspected person should be arrested and sent to the station with the goods; but if the suspicion be slight, patrolmen should quietly follow with a view of discovering where the goods may be deposited. In all such cases good judgment and discretion should be exercised.

P. 74. Not to Leave Beat.—A policeman is authorized to leave his beat only in cases of serious import. Upon such occasions he should immediately telephone his report to headquarters. In ordinary routine, matters, all reports should be made to the Sergeant in charge of the relief.

P. 75. General Appearance on Patrol.—Patrolmen must not walk together on their respective beats while on duty, or stand conversing with other officers or with persons whom they meet, unless it be on matters relating to police business. Officers who are careless in their personal appearance or demeanor shall be subject to reprimand or suspension.

P. 76. Not to Use Baton.—They shall not use their batons except when necessary to subdue a refractory prisoner, or in the utmost cases of self-defense, and shall not swing or toy with their batons, but (except in the winter time) they shall carry them in their hand.

P. 77. Beats. Secure Information as to Condition, etc.—They shall endeavor to ascertain the character of the residents on their respective beats, their occupation, etc., and communicate such information to their commanding officer, particularly in cases of all forms of gambling and other vices. It shall be the duty of all officers to acquaint themselves with all persons, hotels and other places where suspicious characters hang out and to promptly report all violations to their commanding officer and he in turn will report same in writing to the Chief of Police.

P. 78. Information Furnished.—They shall furnish such information and render such aid to all persons when required as is consistent with their duties, and they shall at all times when on duty in uniform keep their badges in sight, and give their names and numbers when requested.

P. 79. Street and Sidewalks, Reporting Dangerous Condition of.—If they observe anything on the streets or sidewalks likely to prove dangerous or inconvenient to the public, they shall, if possible, remove or cause the same to be removed without delay. If such obstruction exists in violation of any ordinance, the person responsible should be notified to remove the same, and if he fails to do so, the officer in command should be informed, and his direction in the matter

followed. They shall also report the location of all street lamps which are not lit at the proper time or in any way out of order. They shall be held to be guilty of neglect of duty for failure to report promptly to their commanding officer any dangerous condition of the sidewalk, streets or alleys on their respective beats.

P. 80. Saluting.— A patrolman in uniform, on meeting or passing a superior officer when he is in uniform, shall salute him in the manner hereinafter specified. It is the duty of the subordinate to offer first the prescribed salutation and of the superior to return it. The salute will be made: (One), by raising the right hand smartly until the forefinger touches the lower part of the forehead above the right eye, thumb and fingers extended and joined, palm to the left, forearm inclined at about 45 degrees, hand and wrist straight; (two), drop the arm smartly by the side. Men in ranks will not salute unless ordered to do so by the officer in command. Members of the force on duty in citizens' dress are not required to salute.

P. 80(a). Should you wish to speak to a superior officer always address him by his title as "Captain Smith" or "Lieutenant James," or "Sergeant Adams," as the case may be. Never shorten this to "Cap," "Looty" or "Sarge," as this does not show a proper respect to the superior officer addressed.

PATROL WAGON CHAUFFEURS

P. 81. Chauffeurs shall be under the direction of the commanding officer.

P. 82. Report for Duty, When.—They shall report for duty at the hours designated by the Chief of Police at their respective stations in full uniform, and remain on duty until regularly relieved by the chauffeur of the succeeding detail or the commanding officer.

P. 83. Use of Patrol Wagon.—The patrol wagon must not be used for errands or calls at the different stations, except when necessary, and no person other than members of the force on duty, and those in custody, shall be permitted to occupy the wagon at any time. Employees of the Bureau of Police or the Department of Public Safety, other than those regularly assigned to police or detective duty, are prohibited from responding to emergency or patrol wagon calls unless specially detailed thereto by the commanding officer of the station. Employees injured in accidents to police conveyances, where such employees were not detailed to such duty, shall be deemed responsible for their injuries.

P. 84. Response to Calls.—Calls for the patrol wagon must be responded to as promptly and expeditiously as safety will permit.

P. 85. Sleeping on Duty.—Chauffeurs while on duty will not be allowed to lie down and sleep; they shall be on the alert, ready for any call or emergency at all times.

P. 86. Use of Gongs.—The gongs or sirens on the patrol wagons shall not be sounded unnecessarily.

P. 87. Patrolmen detailed as chauffeurs other than Patrol Wagon shall perform their duties as prescribed by the commanding officer.

P. 88. Reckless Driving Prohibited.—Careless or reckless driving is strictly prohibited. Chauffeurs shall be held responsible for the apparatus at all times and for all collisions or accidents occasioned by their carelessness or incapacity. Whether a collision is caused by the carelessness of the chauffeur or that of any other person, or by unavoidable accident whereby any vehicle or other property is damaged, or any person injured by the apparatus of the detail, the chauffeur shall ascertain the extent of injuries to person or property and submit a full report, with the names of all witnesses, to his commanding officer in writing.

P. 89. Responsible for Irregularities.—They will be held responsible for the care of apparatus during their tours of duty. On reporting for duty they shall carefully examine the apparatus before assuming charge, and if they detect anything irregular, they shall notify the commanding officer at once, otherwise, it shall be taken for granted that such irregularities occurred during the tour of duty of the driver in whose custody the apparatus is when the discovery is made. Parts of apparatus shall not be removed unless by orders of the commanding officer. Any failure to report a defect in apparatus or injury to it will be considered neglect of duty. Chauffeurs will keep a record of the cars they drive, regarding gasoline, oil, mileage, etc.

P. 90. Right of Way of Fire Department.—Drivers shall at all times give the right of way to fire engines or other vehicles of the fire department.

JAILERS

P. 91. General Duties.—The Jailers shall have charge of the jail and will be held responsible for the safe keeping of all prisoners given into their charge, and shall be subject to the orders of the commanding officer. They shall keep the jail clean, and shall wear the regulation uniform at all times while on duty.

P. 92. When searching prisoners jailers are to be especially careful to make a thorough search. They are not to start until the Desk Sergeant has finished booking the prisoner. The jailer is then to remove every article found on his person, placing same before the Desk Sergeant for his inspection. Narcotics and dangerous weapons are often found hidden in hat bands, secret pockets, shoes, stockings. etc.

P. 93. Inspection Every Hour.—They shall at least once each hour of the day or night make the rounds through the cell room and by vigilance prevent escapes or suicides, administering medicine to the sick as directed by the physician, and report to the commanding officer persons taken sick in the cell room.

P. 94. Absent Without Leave.—They shall not be absent from their posts of duty, except by the permission of the commanding officer, or when properly relieved.

P. 95. Each Jailer shall keep the records of his own tour of duty.

P. 96. No visitor shall be allowed to see prisoners unless having a permit from the commanding officer.

P. 97. Inquiries Regarding Prisoners.—They shall refer all persons making inquiries regarding prisoners, together with all letters or messages to and from prisoners, to the commanding officer, and refrain from all unnecessary conversation with prisoners under their charge.

P. 98. Unnecessary Force.—They shall not use force of any kind except when necessary to subdue a refractory prisoner, or in the most urgent cases of self-defense.

P. 99. Recommendations of Attorneys. Bondsmen, etc.—They shall at no time recommend attorneys, bondsmen, etc., to the prisoners.

P. 100. Requests of Prisoners.—They shall transmit all requests of prisoners for attorneys and similar requests to the commanding officer of the station for his disposition.

MATRONS

P. 101. Matrons shall report for duty at the hours designated by the Chief of Police and shall not leave their quarters unless properly relieved.

P. 102. The Matron on duty shall have charge of all women and girls received at the station as prisoners or otherwise, and also of lost children.

P. 103. While on duty, the Matron shall be constantly at the Matron's headquarters and ready at all times to perform any and all services within her province as Police Matron (Matrons shall at all times when on duty be subject to the orders of the officer in command), except when necessary to leave on police business, and she shall never take the keys of the Matron's Quarters away with her.

P. 104. When the examination of the person or clothing of a female prisoner or other female in temporary charge of the police shall be deemed necessary, such examination shall be made by the Matron on duty, under the direction of the officer in command, and with the least publicity.

P. 105. When a female prisoner is held, she shall be conducted to a cell by or in the presence of the Matron and remain in her charge while so confined.

P. 106. The Matron shall not place two females in one cell unless it is necessary for want of space.

P. 107. Any sick, injured, or helpless female who may be conveyed to the station shall be taken to the Matron's quarters.

P. 108. Officers are prohibited from visiting the cells in which female prisoners are confined, except upon the call of a Matron, or by special direction of the officer in command, and no

officer or other person shall visit the cells in which female prisoners are confined unless in company of the Matron on duty.

P. 109. Members of the police force are prohibited from trespassing upon the privacy of the Matrons during their tours of duty. The Matrons shall be held responsible for the cleanliness and good order of their quarters.

P. 110. The Matron should endeavor to familiarize herself with names and countenances, and when being relieved from duty, impart all information of any importance, which may have come to her knowledge about any prisoner, and all orders received, to the relieving Matron.

P. 111. The Matron on duty shall visit the cells occupied by female prisoners as often as practicable and her other duties permit, and shall be responsible for the safe keeping of all such female prisoners subject to the direction of the officer in command.

P. 112. Matrons shall transmit all requests of prisoners for attorneys and similar requests to the commanding officer of the station for disposition.

POLICEWOMEN

P. 113. The primary purpose of the policewomen is the safeguarding of women and children and the prevention of crime; also, to keep juveniles out of Court; to keep their names clear; to steer them in the right direction and to establish proper church connections, friendships and positions.

P. 114. It shall be the duty of the policewomen to look after delinquent and wayward girls and women. Also, to investigate dance halls, streets and all places of public amusement where the young congregate from time to time. Also, to investigate home conditions and to endeavor at all times to establish home life on the proper basis.

OFFICERS IN COMMAND OF SUB-STATIONS

P. 115. Officers in command of sub-stations shall be held responsible for the men thereto assigned, and the condition and good order of stations.

P. 116. The conduct of such stations shall be carried on under the same rules applying to the office at Police Headquarters.

P. 117. Records, etc.—A report of business performed during the preceding twenty-four hours shall be forwarded to headquarters at 8 A. M. each day.

P. 118. All reports of burglary, accidents, hold-ups, etc., shall be immediately forwarded to headquarters.

P. 119. Officers in command of sub-stations shall keep a time book of all members under their command.

DIVISION OF CRIMINAL IDENTIFICATION

P. 120. Duties of Superintendent.—The Division of Criminal Identification shall be in charge of a Superintendent, who shall be under the direction of the Chief of Police, and shall have full control of all matters pertaining to the taking of photographs, finger prints, Bertillon and other measurements of criminals and the securing of their records.

P. 121. Criminal Records.—He shall obtain as complete a record as possible of every criminal brought to the Division of Criminal Identification and for this purpose only may correspond with the Chiefs of Police, Wardens of Penitentiaries, or other persons, for information, with the approval of the Chief of Police.

P. 122. Criminal Records for Trials.—He shall furnish the County Attorney or his Assistants with such photographs and records of criminals as may be required in the prosecution of cases in the Criminal or Municipal Courts. He shall give particular attention to the presenting of the records of habitual criminals when such evidence is admissible.

P. 123. "Rogues" Gallery.—He shall cause to be printed, with descriptions and records, a sufficient number of photographs and records of criminals whom the Police should know, and be on the lookout for to fill the requirements of the entire Police Bureau. Such photographs and records so made shall remain in cabinets and galleries in the office of the Division of Criminal Identification. No photographs or records shall be removed from these cabinets or galleries except on approval of the Chief of Police.

P. 124. Prisoners to be Taken to Division of Criminal Identification.—All persons arrested and held to the Criminal Court on the charge of felony shall be taken to the Division of Criminal Identification by the officer making the arrest, unless otherwise ordered by the Chief of Police, in order that all the facts concerning such cases may be readily secured for record. Officers will be held accountable for prisoners until they are actually delivered into the hands of the Superintendent of the Division of Criminal Identification and after their return by the Superintendent to such officer.

P. 125. Finger Print Evidence.—It shall be the duty of the Superintendent to assist detectives in securing and developing finger print evidence in the case of the commission of homicides, burglary, etc. Care should be exercised by officers at the scene of a crime in preserving finger prints which might lead to the detection of the guilty person.

UNIFORMS AND EQUIPMENT

P. 126. Uniforms.—The uniform of the Police Bureau shall be of such material and style as may from time to time be designated by the Chief of Police, subject to the approval of the Commissioner of Public Safety.

P. 127. All policemen shall at once equip themselves with the regulation equipment. Patrolmen shall wear the prescribed uniform at all times while on duty, including their appearance at parades, etc., except when assigned to plain-clothes duty.

P. 128. All patrolmen reporting for duty or while in uniform must have their buttons clean and bright and their dress and uniform in all other respects must conform to the regulations of the Bureau.

P. 129. Only black boots or shoes are permitted to be worn while on duty in uniform.

P. 130. All policemen when in uniform shall wear the shield on the outside of the outermost garment, over the left breast, and on all occasions while in uniform, conspicuously display their shields so that the entire surface of the same may be easily and distinctly seen.

P. 131. Uniforms and parts of uniforms must be made in strict accordance with the regulations.

P. 132. Officers while on duty shall not wear in view of the public any medals, emblems or insignia of societies or organizations except those provided by the Police Bureau.

P. 133. An officer whose uniform or equipment is soiled or not in condition to be passed by his commanding officer, will be suspended without pay until he procures new uniform or part of uniform or has uniform put in proper condition.

P. 134. When any member of the force wears the uniform on or off duty, he shall wear the whole uniform, including the cap.

P. 135. Chauffeurs shall wear the prescribed uniform when on duty, unless otherwise authorized by the Chief of Police.

P. 136. Upon failure of patrolmen and officers so to equip themselves and keep themselves as provided for by this rule, commanding officers will refuse to place them on duty and report them unfit for duty to the Chief of Police.

DETECTIVES AND PLAIN CLOTHES MEN

P. 137. General Orders.—It shall be the duty of all members of the bureau detailed to detective duty to co-operate with all the members of the force in the prevention of crime and the detection of the same and in the arrest of criminals. To secure a co-operation and a unity of action, each member shall report in writing each day to the Officer in charge the result of all the work he has been engaged in for the previous 24 hours. He shall report such other information as he may obtain of any occurrences bearing in any way upon any crime that may have been committed or tending to throw light thereon, or that may be of assistance to the bureau in leading to the arrest of any criminal whether he be assigned to such case or not. All reports shall be made to the Officer in charge.

P. 138. Reporting.—All detectives and plain clothes men shall report in person to the Officer in charge each day at the hours designated by him and when the nature of their services will permit unless excused by the commanding officer. When the character of the case engaging the attention of an officer prevents his reporting in person, he shall report by telephone as near the

hours designated as is practicable. When reporting in person each officer shall answer roll call each morning.

P. 139. Hourly Reports.—Each detective and plainclothes man shall report as ordered to the office at least once each hour while on service, giving the location from which he reports, which shall be noted with the time of reporting on the records.

P. 140. Attending Court.—Detectives and plain clothes men attending Court or detailed at a specific location for continuous service, shall report by telephone at the time of arrival at such location, and again at the time of their departure therefrom.

P. 141. Leaving Office.—Each detective and plain clothes man, when leaving the office, shall report to the commanding officer, stating the case or duty upon which he is about to engage, with such information regarding the work as will thoroughly acquaint him with the same.

P. 142. May be Excused.—Detectives and plain clothes men may be excused when engaged upon cases, or upon detailed services, from specific reportings by the Officer in command, but no detective or plain clothes man shall be excused from the services of the bureau except upon the approval of the Chief of Police.

P. 143. Reporting Sick.—Detectives and plain clothes men compelled to be absent from service on account or sickness will follow the same procedure as members of the uniformed Department.

P. 144. Progress of Case.—Detectives and plain clothes men shall promptly report in writing to the Officer in command the progress made in cases assigned to them, and on the completion of the case see that the proper detailed report and entry with the disposition, is entered upon the records of the office. They will be held responsible for the completion of the records on the books of the office in cases upon which they are engaged, including the final record and disposition by court proceeding.

P. 145. Receiving Assistance from Brother Officers.—Detectives and plain clothes men to whom a case is assigned receiving assistance from a brother officer, shall cause the facts of such assistance to be noted in his report and record of the case, but the final disposition of the case subject to the notations above indicated, shall be credited to the officer in charge of the case. It shall be the duty of the officers to render every assistance possible when requested, but one officer shall not interfere with or independently work upon a case unless by direct detail of the commanding officer or the Chief of Police.

P. 146. Rules and Regulations.—The rules and regulations governing members of the Bureau of Police as to personal habits and conduct shall apply with equal force and authority to officers assigned to detective duty, in so far as is consistent with their line of duty, and the character of work upon which they are engaged, and officers are especially cautioned in this regard that the standard of the bureau may be above criticism.

GENERAL RULES FOR ALL MEMBERS OF THE DEPARTMENT

P. 147. Suspensions, Removals, Reductions.— Rule V, Sections 37 and 38 of the Civil Service Rules provide: For disciplinary purposes or after charges have been filed, heads of departments shall have power to suspend, without pay, any officer or employe for a period not exceeding thirty days, but successive suspensions of the person shall not be allowed. The Commissioner may investigate any such suspensions.

P. 148. When the appointing officer has good reason to believe that any officer or employe in the classified service appointed by him has given cause for his reduction, either in rank or compensation, or for his discharge from the service, he shall notify said officer or employe in writing served personally or through the mails at his last known address, setting forth the charges against him, and shall inform him that unless the charges are explained satisfactorily he will be removed from the service or reduced, as the case may be. A copy of this communication shall at the same time be filed with the Civil Service Commissioner. If the accused considers the charges sufficiently specific, he shall reply thereto in writing within five days, and shall serve said reply upon the appointing officer personally, or send it to him through the mails, and shall also file a copy of said reply with the Civil Service Commissioner. Should he consider the charges not sufficiently specific, he shall within two days, in writing, ask the appointing officer for a bill of particulars, which shall be furnished by said appointing officer. After receiving said bill of particulars, the accused shall have three days in which to file the reply hereinbefore provided for. After receiving said reply, said appointing officer shall consider further said charges and said reply. He may make or cause to be made any investigation which he may see fit to ascertain the truth or falsity of the charges and the reply.

P. 149. After full consideration he shall take such action as in his judgment the case warrants, removing the accused officer or employe or reinstating him and declaring the charges unfounded. This decision shall be in writing and shall be served upon the accused in the same manner that the charges are served and a copy must be filed with the Civil Service Commissioner. Service of this decision upon the accused shall constitute his discharge, reduction or exoneration as the case may be. The Civil Service Commissioner shall preserve as public records the charges, bill of particulars, reply, and order of discharge, reduction or exoneration.

P. 150. After the serving upon him of charges, or upon learning that charges are to be served and before they are actually served, any officer or employe in the classified service may in his discretion resign his position, and, unless he is guilty of crime or misdemeanor, no further proceeding shall be taken in the case. In case of resignation after charges have been filed with the Commissioner, the Commissioner shall use his discretion as to whether the charges will be made a public record, but they shall not be made public except through the Commissioner.

P. 151. The following are declared to be cause for removal or discharge from the classified civil service of the City, though charges may be based upon causes other than those enumerated, viz., that an officer or employe

(a) Has been convicted of a criminal offense or of a misdemeanor involving moral turpitude; or

(b) Has been guilty of an immoral or criminal act; but if such act is at the time the charge is being considered involved in a criminal proceeding before the grand jury or the courts, the

officer or employee so charged may request that the investigation be postponed or continued, with his consent, until such time as the criminal proceedings are terminated, and such request shall be granted; provided, the officer or employee shall be suspended from duty during such postponement and provided he shall execute a waiver of all right to pay during said postponement period; and provided further that such officer or employee may have the hearing or investigation proceed, at any time on ten days' notice in writing, or

(c) Has willfully, wantonly, or through culpable negligence been guilty of brutality or cruelty to an inmate or prisoner of a City institution or to a person in custody; provided the act committed was not necessarily or lawfully done in self-defense, or to protect the lives of others or to prevent the escaped of a person lawfully in custody accused of felony or gross misdemeanor; or

(d) Has willfully violated any of the provisions of the city civil service law or the rules made in pursuance thereof; or

(e) Has been guilty of conduct unbecoming an officer or employee of the City; or

(f) Has violated any lawful and reasonable official regulation or order, or failed to obey any lawful and reasonable direction made and given by his superior officer, where such violation or failure to obey amounts to an act of insubordination or to a serious breach of proper discipline or resulted or reasonably might be expected to result in loss or injury to the City or to the public or to the prisoners or wards of the City; or

(g) Has been intoxicated while on duty; or

(h) Has contracted some infectious disease or has some physical ailment or defect which permanently incapacitates him for the proper performance of the duties of his position; or

(i) Has been guilty of an act which amounts to an act of insubordination, or to disgraceful conduct, whether such acts were committed while on duty or off duty; or

(j) Is wantonly offensive in his conduct or language toward the public or toward city officers or employees; or

(k) That he has solicited the vote of a member of the City Council for or against a proposed ordinance or resolution, or a proposed item in a budget, or an appropriation ordinance concerning his department, where such solicitation is charged and established to have been made elsewhere than at a public hearing of the City Council or of some committee thereof; or

(l) That he is incompetent or inefficient in the performance of the duties of his position (specific instances to be charged); or

(m) Is careless or negligent of the property of the City; or

(n) Has failed to pay or make reasonable provision for future payment of his just debts, due or owing by him, causing thereby annoyance to his superior officer or scandal to the service; or

(o) Has used or threatened to use or attempted to use political influence in securing promotion, leave of absence, transfer, change of grade, pay or character of work; or

(p) Has directly or indirectly solicited or received or been in any manner concerned in soliciting or receiving assessment, subscription, or contribution for any political party or purpose whatsoever; or has solicited, orally or by letter, or been in any manner concerned in soliciting any assessment, subscription, or contribution from any person holding a position in the classified service for any political party or purpose whatsoever; or

(q) Has been induced, has induced or has attempted to induce an officer or employe in the service of the City to commit an unlawful act or to act in violation of any lawful and reasonable department or official regulation or order; or has taken any fee, gift or other valuable in the course of his work or in connection with it, for his personal use from any person, when such fee, gift or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than that accorded other persons; or

(r) Has been absent from duty without leave contrary to the rules of the Civil Service Bureau or has failed to report after leave of absence has expired or after such leave of absence has been disapproved or revoked and canceled by the Commissioner; provided, however, that if such absence or failure to report is excusable, the appointing officer and the Commissioner may ignore the charges.

Whenever in these rules "appointing officer" is used the term shall include, for the purpose of these rules, appointing body also, where the appointment is not made by an individual officer.

P. 152. Leave of Absence, Sick Leave. (a) Leave of absence from duty shall in no case be granted to an officer or employe who has been in the service of the City for less than three months immediately preceding his time of leave, except in case of absence on the grounds of sickness, disability or urgent necessity, in which case application for leave shall be accompanied by such proof of the same as the Commissioner may require.

(b) The head of the department may grant leave of absence from regular duty to an officer or employe who has been in the service of the City for more than three months; provided, however, that no leave of absence, whether granted, extended or continued, shall exceed one year, except as mentioned in subdivision (c) and (d) of this Section.

(c) The head of the department may grant leave of absence to enable an officer or employe to take an elective or appointive position in the City Service exempted from the classified service by Section 100 of the City Charter. Such leave may be granted for periods of one year and during the actual service of such officer or employe in such position.

(d) The head of the department may grant leave of absence because of disability or injury received in the performance of duty not due to the negligence of the officer or employe himself; and such leave may be granted for periods of one year and during the continuance of such physical disability.

(e) Unless specifically granted by charter or ordinance, no leave of absence shall be granted with pay for more than fifteen calendar days in any one year, except that the head of the department may also in his discretion grant an additional leave with pay not exceeding fifteen days in any one year when such absence is deemed necessary on account of sickness of the employe or death in the employe's immediate family; provided, however, that no such leave of absence for vacation shall be granted with pay to any person whose employment is not continuous throughout the year or who has been in the service of the City for less than six months. Leave of absence for disability may be granted with pay for such periods of time, not exceeding ninety days in any one calendar year, as the Council by resolution may authorize.

(f) Every leave of absence shall be subject to the approval of the Civil Service Commissioner.

P. 153. Absence Without Leave.—Rule 6, Section 42, of the Civil Service Rules provide: Absence from duty without leave, or failure to report after leave has expired or has been disapproved, or revoked and canceled by the Commissioner, shall be deemed a resignation of the employe on such leave, or cause for his discharge; provided, however, that if the officer or employe so charged shall show to the satisfaction of the Commissioner and the appointing officer that such absence or failure to report was excusable, the Commissioner may then permit his reinstatement.

P. 154. Reporting Sickness.—Sickness or injury, whether causing disability or not, shall be reported in person, if possible, or by signal box or telephone, without delay, to the immediate commanding officer.

P. 155. A. patrolman when disabled while on duty must summon the nearest available associate, or a civilian, have himself reported disabled and place himself in charge of a police surgeon and get whatever medical attendance may be necessary.

P. 156. Pay while on sick leave will be at the discretion of the Commissioner of Public Safety.

P. 157. An officer excused from duty on sick report will not leave his residence without the permission of a Police Surgeon, whose orders shall take precedence over those of any private physician.

P. 158. Any police surgeon must be granted access to the patient at any hour, and must be accurately and fully informed as to his condition.

P. 159. Any member feigning sickness or injury or otherwise deceiving a police surgeon as to his real condition, or any member sick, injured, or disabled through carelessness, improper, illegal or vicious conduct, gluttony or alcoholism, will be subject to suspension.

P. 160. Any officer who leaves his residence so as to avoid the visits of commanding officers or Police Surgeons, or who disobeys the orders of a Police Surgeon, will be subject to suspension.

P. 161. Members having any contagious disease in their families will immediately notify the Station to such effect by wire and will not report at their respective Stations.

P. 162. A member granted leave under this rule will be under supervision of a police surgeon and will not leave his residence nor report for duty until so ordered by the police surgeon.

P. 163. All members of the Department will provide themselves with a sick report blank to be filled out on the first day's sickness by your own private physician. Thereafter, a roundsman or sergeant having charge of the District in which you live will visit your home each day, taking up the filled out blank the first day and leaving one to be filled the next day. As long as the sick leave continues a sick report from your own private physician will be required every other day until the fifteen days' leave is up.

P. 164. Orders Given by Aids.—On all occasions when bodies of the force are to act in concert, Captains, Lieutenants, Sergeants, and Patrolmen will obey such orders as the Chief may convey to them by such aids as he may select.

P. 165. On Duty at All Times.—Although the members of the force are by the rules and regulations of the service relieved at certain hours from the actual performance of duty on ordinary occasions, yet they are held to be at all times on duty, and must also be prepared, while relieved as aforesaid, to act immediately on notice that their services are required.

P. 166. Testimony, Information and Evidence Given, How.—Members of the force are required to speak the truth at all times whether under oath or not. In cases in which they are not allowed by the rules of the service to divulge the facts within their knowledge, they will say nothing. When called upon to give evidence, or make depositions, they are under the direction of the Court, and in response to question asked, they will state in clear and distinct voice, truthfully, all they know respecting the matter inquired of, without fear or reservation, and without any desire or design to influence the result.

P. 167. Witnesses before Grand Jury, etc.—Members of the force when in attendance as witnesses before the Grand Jury, or Courts, or in the Municipal Courts, must not leave the waiting room before they are called for examination or otherwise authoritatively relieved.

P. 168. Members of the force must not withdraw any complaint, unless permitted by the Chief of Police, or their commanding officer.

P. 169. Communications, Information, Letters, etc.—Members of the force or persons employed by the Police Department are forbidden to publish, or cause, or permit to be published, directly or indirectly, or to communicate by interviews, private letters or otherwise, except as required by the Chief of Police or by the rules of the Police Department, any information in regard to the Police Department, or concerning the acts or measures of any department of the Government, the City, State or the United States, or of any official institution.

P. 170. Information to the Press, How Given.—No member of the force, nor any person employed by the Police Department, shall act as a correspondent to a newspaper, discuss in public print matters pertaining to the personnel of the police service, or attempt to influence legislation in respect to the Police Department, without the express written authority and approval of the Chief of Police; provided, however, that the Chief of Police, the Captain of

Detectives, or the commanding officer of each police district, may give out such proper information to the press that will not hamper or impede the proper working of the Department.

P. 171. Advice in Regard to Cases and Evidence.—Members of the force, wishing advice as to proper presentation of evidence in the courts or needing assistance in the presentation of their cases, will communicate directly with their commanding officer at the earliest possible moment.

P. 172. Courteous at All Times.—Each member of the force is required to be polite in his dealings with citizens, and respectful and policeman-like in his dealings with other officers; promptly and thoroughly obedient to others; alert and keen in his duties, and always endeavoring to learn his duties more thoroughly. Each member is required to restrain himself under annoyance and keep his temper under control; to say too little rather than too much; to remember that his duty is first of all to protect lives and property, apprehend criminals, and be the protector of all law-abiding citizens. In the performance of his duty he must maintain decorum, alertness, command of temper, patience, and be discreet. He must refrain from harsh, violent, coarse, profane, or insolent language, and when required, act with firmness and sufficient energy to perform his duty. Whenever a question is put to him by any person he is not to answer in a short and abrupt manner, but with attention; at the same time, while on duty, he is to avoid as much as possible entering into unnecessary conversation with anyone.

P. 173. Neat and Clean in Appearance.—Each member of the force when entering upon duty, will take special care to be neat and clean in his person and habits; his boots must be clean, and his uniform in conformity with the rules, and equipment must be ready for use, at all times. When in uniform he shall be carefully dressed, unless on account of the weather or other sufficient cause arising out of the immediate discharge of his duty his dress becomes soiled or deranged, in which case it shall be put in proper order as soon as circumstances will permit.

P. 174. Forbidden to Use Influence.—Members of the force are forbidden to solicit or sign petitions for or engage in efforts or use influence in aid of persons seeking appointment or promotion on the police force.

P. 175. Unnecessary Force Forbidden.—Members of the force shall not willfully maltreat or use unnecessary violence to any person, prisoner or otherwise. The baton shall not be used except when absolutely necessary.

P. 176. Arrests in Own Quarrels, How Made.—Members of the force shall not, except with permission of the Chief of Police, make arrests in their own quarrels, nor those of their families, except under grave circumstances.

P. 177. Interfering With Citizen's Business.—Members of the force are prohibited from influencing or attempting to do so, by threats or otherwise, the business of any citizen.

P. 178. Ranking Officer.—When two or more members of the force are on duty together, it shall always be understood that the man of the highest rank present or the patrolman longest on the force, is in command and responsible unless otherwise ordered.

P. 179. Riding on Street Cars.—Members of the force when riding on street cars in this city, and in uniform, are forbidden to occupy a seat in such car while any other person is obliged to stand because of lack of seats.

P. 180. Smoking.—Smoking while in uniform on the streets is prohibited except between 12 midnight and 6 A. M.

P. 181. Drinking Intoxicating Liquor Prohibited.—No member of the force shall, in the stations, or elsewhere, while on duty, or while in uniform off duty, drink any kind of intoxicating liquor, or (except while in the immediate performance of duty) enter any place in which any kind of intoxicating drink may be sold or furnished.

P. 182. Discharge of Fire Arms.—No pistols or other firearms, shall be discharged, exhibited, flourished, cleaned, loaded, or unloaded in any building, public or private place, or in any station, or headquarters, or school of instruction, except in the discharge of duty.

P. 183. Observance of Traffic Rules.—Members of the force when driving vehicles of any description must not violate the rules of the road, nor traffic regulations, except in cases of absolute emergency.

P. 184. Payment of Debts.—No member of the force shall sell or assign his salary or income, nor contract any debts or liabilities which he is unable or unwilling to pay; nor neglect nor refuse to discharge honorably and promptly pay all indebtedness, claims and judgment, and satisfy all executions that may be held or issued against him, while a member of the Police Department.

P. 185. Bone fide Citizens.—Members of the force are required to reside actually in the city. A mere voting residence will not be sufficient.

P. 186. Change of Address.—Whenever a member of the Department changes his place of residence he must fill out a residence blank, submitting same to his commanding officer twenty-four hours before moving.

P. 187. Residence Record.—Commanding officers will keep a residence record of all men assigned to their respective stations, submitting any changes of address to the Secretary to the Chief of Police.

P. 188. Police Property.—Whenever any of the equipment furnished by the Police Department, such as badges, keys, whistle, cap wreath, etc., is lost, the member losing same must advertise three consecutive times in a daily paper for the lost article, presenting the ads to the Secretary to the Chief of Police before said property will be replaced.

P. 189. Rewards and Presents.—Your attention is directed to Section 365 of the City Charter, which prohibits the acceptance by any member of the Bureau of Police of any money or thing of value as reward for the arrest of any person or the recovery of any property by a member of the Bureau of Police, without the written consent of the Commissioner of Public Safety.

P. 190. Whenever in the judgment of the Commissioner of Public Safety and the Chief of Police, the acceptance of a reward is deemed proper, such written permission to accept same will be granted only with the understanding that said reward is to be paid or turned over to the St. Paul Police Benevolent Association.

P. 191. Any violation of this Section of the Charter is classed therein as a misdemeanor and provides that the offending member of the Bureau of Police shall be removed therefrom and otherwise punished.

P. 192. Reports of Accident, Crimes, etc., to Commanding Officer.—Patrolmen on beats and other members of the Department are hereby ordered to telephone all accidents, crimes, attempted crimes, suicides, attempted suicides, fires, murders, robberies, holdups, street car wrecks, runaways or happenings unusual to police routine, whether verified or not, to the commanding officer of their district or department at once; then unless on special assignment, verify, get full details, names of injured and witnesses and again phone report as above.

P. 193. Emergency Cases, Immediate Report.—In all cases of emergency, such as a serious crime, a suicide, or an accident where persons have been killed or seriously injured, or a fire where there is a great loss or great loss is threatened, the officer learning of the same will immediately notify the Station in the district where the emergency has occurred.

P. 194. Lawyers, Members not to Recommend.—Members of the Department are prohibited from recommending to prisoners any bondsmen or the employment of any person as attorney or counsel and are forbidden to suggest or name any lawyer or other person to a prisoner with a view to his defense at any time.

P. 195. Memorandum Book.—Each member of the force shall at all times have with him a memorandum book in which he shall keep a record of persons arrested by him, cases handled by him; or any other matter that may be important, noting all important particulars, such as names of witnesses, complainants, etc. All such entries should be made as promptly as possible.

P. 196. Other Business Prohibited.—Each and every member or employe of the Department shall devote his whole time and attention to the business of the Department, and is expressly prohibited from following any other calling or occupation, or being engaged in any other business.

P. 197. Special Assignments.—All members of the force on special assignments must understand that such assignments do not exempt them from the performance of any duty which may require prompt police action, or from any other line of police work which may be required of them by their commanding officers when necessary. They shall report daily to their respective stations, unless the order of special assignment particularly provides otherwise.

P. 198. Special Details.—All persons applying for special details at balls, parties, weddings, etc., shall be referred to such officer as may be designated by the Chief of Police for making such details.

P. 199. Telephone Communications.—All complaints received over the telephone shall receive due consideration. If the subject is of an important and urgent nature, requiring the attention of higher officials, other than the Desk Sergeant or other officer receiving same, they shall be notified so that the matter may receive prompt attention. Should the cause of complaint be located outside the District receiving same, the proper District station shall be notified, so that the complaint may receive immediate attention. Desk Sergeants and others should exercise great discretion in giving out information concerning criminals by telephone except to members of the Department.

P. 200. Official Documents, Access to.—No person not a member of the Department shall have access to any official document or report, unless the same shall have been previously examined by the officer in charge thereof and given to such person under and by authority of said officer.

P. 201. False Reports, Prohibited.—No member of the Department shall make false official reports, or make a false report or gossip concerning a member of the Department either as to his personal character or conduct, or the business of the Department, to the discredit or detriment of any such member of the Department.

P. 202. Light, Fuel and Water, Economy in Use of.—Officers in charge of station houses must observe the strictest economy in use of light, fuel and water consistent with the comfort of the men, and they will be responsible for the care of the station house and the property therein contained.

P. 203. Detention of Prisoners.—Officers in charge of station houses shall not receive or detain any person in said station unless arrested by some person clothed with the proper authority to make arrests, or unless after investigation the officer in charge shall be satisfied that the person under arrest has committed an offense.

P. 204. Assistance in Civil Cases, Prohibited.—Members of the Department must not render any assistance in civil cases, except to prevent an immediate breach of the peace or to quell a disturbance actually commenced.

P. 205. Hours of Duty, When Not Regulated.—Members and employes of the Department whose hours of duty are not regulated by the rules, will report at the time or place designated by the Chief of Police or other superior officer. Any whose hours are governed by the rules may be required to report in emergency cases at such times and places as designated by the Chief of Police or other superior officer.

P. 206. Destroying or Injuring City Property, Prohibited.—All members and employes of the Police Department are warned to be careful in the use of all city property, whether fixed or movable. Roughness or carelessness is not to be tolerated and will be made the subject of charges by commanding officers, who will be held responsible for the enforcement of this rule.

P. 207. Failure to Discover Homicide, etc., Report of.—Officers in charge of stations shall make charges against any patrolman under their command who shall by reason of neglect of duty fail

to discover any violation of law or order committed on his beat during his tour of duty, or who shall neglect to take proper measures to arrest any party guilty of such offenses.

P. 208. Intoxicated Member, Failure to Discover, Report of.—If commanding officers find subordinates do not display ordinary intelligence in discerning whether a member of the force is intoxicated or otherwise violates the rules of the Department, such superior officer shall forward a report against such member or members to the Chief.

P. 209. Department Property, to be Returned, When.—In case of death, resignation or dismissal of any member of the Department, all Department property shall be immediately returned to Chief of Police or the commanding officer of the district whose duty it shall be to immediately forward it to the Secretary to the Chief of Police.

P. 210. Members Aggrieved, Recourse.—Any member of the Department feeling aggrieved because of the treatment or orders of his superior officer shall make his complaint in writing and forward the same through the proper channel to the Chief of Police.

P. 211. Former Rules, Orders, etc., Repealed—Any and all orders, rules and regulations heretofore issued either by the Commissioner or the Chief of Police, conflicting with any of the rules and regulations contained in this Manual are, insofar as they conflict, hereby repealed.

P. 212. Other Breaches of Discipline.—Any member of the Department found guilty of any misconduct or neglect of duty, or conduct unbecoming an officer and a gentleman, which may not be specifically mentioned or set forth in this Book of Rules and Regulations, will be subject to such punishment as the Chief of Police may deem necessary for the preservation and maintenance of good order and discipline.

LEGAL POWERS AND DUTIES OF POLICE

P. 213. General Duties.—They shall at all times of the day and night, within the boundaries of the city, as well on water as on land, preserve the public peace; prevent crimes and arrest offenders; protect the rights of persons and property; guard the public health; preserve order at every public election and at all public meetings and places, and on all public occasions; prevent and remove nuisances on all streets, alleys, highways, waters and other places; protect firemen and property in cases of fire; protect emigrants and travelers at steamboat landings and railroad stations; enforce all laws relating to elections, lotteries and lottery policies, and to the observance of Sunday, and relating to pawnbrokers, intemperance, vagrants, disorderly persons, gambling and bawdy houses, and every other kind and manner of disorder and offense against the public health and good order of society.

P. 214. Conservators of the Peace.—Police officers are conservators of the peace and as such have the power to arrest any person they shall have reason to believe has committed, within the city, or intends to commit, any breach of the peace or violation of law and order within the city limits, or to arrest any person found within the city who is charged with the commission of crime in the city or in the State of Minnesota, against whom criminal proceedings shall have been

issued, or to arrest any person who may have committed an offense within view of any member of the Police Department.

P. 215. Persons Arrested, Before Whom Brought.—All persons arrested by members of the police force shall be brought before the Municipal Court of St. Paul when arrested for the violation of any ordinance of said city.

P. 216. Power to Arrest and Hold Fugitives from Justice.—The members of the police force shall have power to arrest and hold, without warrant, for a period of time not exceeding twenty-four hours, persons found within the city charged with felonies in other states and who are reported to be fugitives from justice.

P. 217. A Felony, Definition of.—A felony is a grave crime, for which the offender may, on conviction, be punished by imprisonment in the penitentiary, such as murder, rape, arson, forgery, grand larceny, burglary, etc.

P. 218. A Misdemeanor, Definition of.—A misdemeanor is any offense less than a felony.

P. 219. Justifiable Homicide by Public Officers.—Homicide is justifiable when committed by a public officer, or person acting under his command and in his aid, in the following case. When necessary in retaking an escaped or rescued prisoner who has been committed, arrested for, or convicted of a felony, or in arresting a person who has committed a felony and is fleeing from justice, or in attempting by lawful ways or means to apprehend a person for a felony, actually committed.

ARRESTS

P. 220. Chapter 9062 of the General Statutes of Minnesota provides: Arrests Defined, by Whom Made, Aiding Officer.

An arrest is the taking of a person into custody that he may be held to answer for a public offense and may be made (1) by a peace officer under a warrant; (2) by a peace officer without a warrant; (3) by a private person. Every person shall aid an officer in the execution of a warrant whenever requested so to do by such officer who is himself present and acting under its execution.

P. 221. Chapter 9063. When Made.—If the offense charged be a felony, arrest may be made on any day and at any time of the day or night. If it be a misdemeanor, arrest shall not be made on Sunday or at night unless upon the direction of the magistrate endorsed upon the warrant.

P. 222. Chapter 9064. How Made, Restraint, Show Warrant.—An arrest is made by the actual restraint of the person of the defendant or by his submission to the custody of the officer but he shall not be subjected to any more restraint than shall be necessary for his arrest and detention and the officer shall inform the defendant that he is acting under the authority of a warrant and shall show him the warrant if so required.

P. 223. Chapter 9065. Means Used.—If after notice of intention to arrest defendant he shall, flee or forcibly resist the officer may use all necessary means to effect his arrest. He may break open an inner or outer door or window of a dwelling house to execute the warrant, if after notice of his authority and purpose he shall be refused admittance or when necessary for his own liberation or for the purpose of liberating another person who having entered to make an arrest shall be detained there.

P. 224. Chapter 9066. Without Warrant, When; Breaking Doors, etc., When.—A peace officer may, without warrant, arrest a person: (1) for a public offense committed or attempted in his presence; (2) when the person arrested has committed a felony although not in his presence; (3) when a felony has in fact been committed and he has reasonable cause for believing the person arrested to have committed it; (4) upon a charge made upon reasonable cause of the commission of a felony by the person arrested. To make such arrest the officer may break open an outer or inner door or window of a dwelling house if after notice of his office and purpose he shall be refused admittance.

P. 225. Chapter 9067. Arrest at Night, When; Disclosing Authority, Exception.—He may at night, without a warrant, arrest any person whom he has reasonable cause for believing to have committed a felony and shall be justified in making such arrest though it shall afterwards appear that no felony has been committed but when so arresting a person without a warrant, the officer shall inform him of his authority and the cause of the arrest, except when he shall be in the actual commission of a public offense or shall be pursued immediately after his escape.

P. 226. Chapter 9068. Arrest by Bystander; Magistrate May Command Arrest, When.—He may take before a magistrate a person who being engaged in a breach of the peace shall be arrested by a bystander and delivered to him and whenever a public offense shall be committed in the presence of a magistrate he may by written or verbal order command any person to arrest the offender and thereupon to proceed as if the prisoner had been brought before him upon a warrant of arrest.

P. 227. Chapter 9069. Private Person May Arrest, When.—A private person may arrest another: (1) for a public offense committed or attempted in his presence; (2) when such person has committed a felony although not in his presence; (3) when a felony has in fact been committed and he has reasonable cause for believing the person arrested to have committed it.

P. 228. Chapter 9070. Disclosure of Cause. Means Used.—Before making an arrest he shall inform the person to be arrested of the cause thereof and require him to submit except when he is in the actual commission of the offense or when he shall be arrested on pursuit immediately after its commission. If such person has committed a felony such private person after notice of his intention to make the arrest, if he shall be refused admittance, may break open an outer or inner door or window of a dwelling house for the purpose of making the same.

P. 229. Chapter 9071. Proceedings by Private Person Making Arrest.—Every private person who shall have arrested another for the commission of a public offense shall, without unnecessary delay, take him before a magistrate or deliver him to a peace officer. If a person arrested shall escape or be rescued, the person from whose custody he has escaped may immediately pursue

and retake him at any time and in any place in the State and for that purpose, after notice of his intention and refusal of admittance, may break open an outer or inner door or window of a dwelling house.

P. 230. Chapter 9074. Warrant Executed, Where.—If any person against whom a warrant is issued for an alleged offense committed in any county, either before or after the issue of such warrant, shall escape from or be out of the county, the Sheriff or other officer to whom such warrant is directed may pursue and apprehend the party charged in any county in this State and for that purpose may command aid and exercise the same authority as in his own county.

P. 231. Chapter 9077. Procedure in Case of Felony.—Whenever the offense charged in any warrant is punishable by imprisonment in the State Prison, the officer making the arrest in some other county shall convey the prisoner to the county where the warrant is issued and take him before the magistrate who issued the same, or in case of his inability to attend, before some other magistrate of the same county and also deliver to such magistrate the warrant with the proper return thereon signed by him.

GENERAL PRINCIPLES OF POLICE DUTY FOR THE GUIDANCE OF MEMBERS OF THE FORCE.

P. 232. Animals, Killing Humanely.—Humanity requires that animals be killed in the quickest and least painful manner. The accompanying cuts and instructions show clearly how horses and dogs should be disposed of:



P. 233. In Shooting a Horse.—Place the muzzle of the pistol within a few inches of the head and shoot at the dot, aiming towards the center of the head. Use a 38-caliber pistol.

P. 234. Blows.—Blindfold and with a heavy axe or hammer strike just below the foretop at the point indicated in cut. Two vigorous, well-directed blows will make death sure. Be careful not to shoot or strike too low.

P. 235. In Shooting a Dog.—Place the muzzle of the pistol near the head, aiming a little to one side of the center of the top of the skull, and shoot downward as indicated by dot on this cut, so th a the bullet will go through the brain into or toward the neck. Do not shoot too low or directly in the middle, because of the thickness of the skull at these points.



P. 236. Animals, Dead, Reporting.—The location of bodies of dead animals shall be immediately reported by telephone to the station every twenty-four hours until they are removed, and also written report thereof made and forwarded to the commanding officer, so that it may be sent to the Department of Health.

P. 237. Animals, Prevention of Cruelty to.—Every officer should at all times strictly enforce the following State laws relating to the prevention of cruelty to animals:

P. 238. Overworking Animals, etc.—Every person who shall—

1. Overdrive, overload, torture, cruelly beat, neglect, or unjustifiably injure, maim, mutilate, or kill any animal, or cruelly work the same when unfit for labor, whether belonging to himself or another;
2. Deprive of necessary food, water, or shelter any animal of which he has charge or control;
3. Keep cows or other animals in any inclosure without wholesome exercise and change of air;
4. Feed cows on food which produces impure or unwholesome milk;
5. Abandon any maimed, sick, infirm, or disabled animal to die in any public place;
6. Allow any such animal to lie in the street, road, or other public place for more than three hours after notice; or
7. Willfully set on foot, instigate, or in any way further any act of cruelty to animals, or any act tending to produce such cruelty

Shall be guilty of a misdemeanor.

P. 239. Clipped Horses, etc.—Every person having the custody of any animal which shall have had its hair removed by clipping or shearing, who, within sixty days after such clipping or shearing, and between November 1 and May 1, shall cause or permit such animal to stand on a road, street, or other unsheltered place, without being blanketed, shall be guilty of a misdemeanor.

P. 240. Exposure of Animals—Duty of Officers.—Any sheriff, constable, village marshal, police officer or any agent of the Minnesota or other societies for the prevention of cruelty, may remove, shelter, and care for any horse or other animal found exposed to the weather and not properly blanketed, or remaining more than one hour without attention in cold or inclement weather, or not properly fed and watered, or provided with suitable food and drink, and when necessary, may deliver such animal to another person to be so sheltered and cared for, and furnished with suitable food and drink; but in all cases the owner, if known, shall be immediately notified, and such officer, or the person having possession of the animal, shall have a lien thereon for its care and keeping and the reasonable value of the food and drink furnished, and the expenses of such notice. If the owner or custodian be unknown, and cannot by reasonable effort be ascertained, or shall not, within five days after notice redeem such animal by paying the expenses incurred as aforesaid, it may be treated as an estray, and be dealt with as such.

P. 241. Arrests of Mail Drivers, Engineers, Motormen, Conductors, etc.—When arrests are made of drivers of mail wagons containing United States mail, or other persons in charge thereof, it shall be the duty of any member of the Police Department making the arrest to accompany such driver, or other person, to the postoffice or destination of the mail wagon within the city limits, and thence to the police station, in order that the United States mail may not be delayed.

P. 242. When arrests are made for misdemeanor or violation of city ordinance of any engineer, motorman or conductor while he is in charge of such vehicle away from the depot or barn to which he belongs, the officer shall accompany his prisoner to such depot or barn before taking him to the police station; provided, however, that engineers of outgoing freight or passenger trains shall not be taken into custody until their return to the city.

P. 243. Children, Lost.—Lost children found by members of the Department shall be taken in charge, and their place of residence located if possible. If located, and they are living in the neighborhood of where they are found, they shall be taken home without delay. Otherwise, the member of the force shall immediately notify his commanding officer and receive instructions.

P. 244. Felonies, Perpetrators Escaping.— Whenever a person who has committed a felony escapes, the officer who is handling the case should, if possible, learn his name, description and residence, names and addresses of his friends and relatives, and notify his commanding officer and the telephone and signal operators without delay, who shall in turn notify all station and take such other action as may be necessary.

P. 245. Fires, to Turn in Alarm Promptly.—Upon the discovery of a fire by an officer, he shall promptly turn in an alarm from the nearest fire alarm box, unless he can communicate more rapidly by telephone.

P. 246. Fires, First Duty to Secure Safety of People.—Officers' first duty at fires is to ascertain if any persons are in the burning buildings, and if so, to use every effort to effect their rescue. At night time officers will be particular to see that all persons who may be in burning buildings, or in others adjoining, are awakened.

P. 247. Fires, Keep Outsiders Away Front.—While on duty at fires, officers shall keep all persons who are not firemen, insurance agents, reporters, or others having permits from the Fire Chief, outside the fire lines, so that the work of the firemen may not be impeded.

P. 248. Fires, Protect Property.—Any officer in command at a fire shall clear the streets of crowds and obstructions and establish fire lines, inside of which there should be sufficient space for the firemen to perform their duties. Onlookers shall be kept beyond danger from falling walls and other accidents. A space shall also be cleared for the deposit of property saved from the flames. Police officers must be diligent in preserving order and protecting property saved from being stolen or wantonly destroyed, and shall not permit any volunteer, idle or suspicious persons to interfere with such property.

P. 249. Fires, Protect Buildings.—After the departure of the fire department the officer in command shall make police detail to take charge of buildings damaged by fire, for the purpose of preventing unauthorized persons from entering therein, or removing property, and also to warn the public of any danger which may exist from dangerous walls or sidewalks.

P. 250. Fires, Note if Incendiary.—Police officers who arrive first at a fire must in all cases be particular to ascertain the exact location where the fire originated, if possible, and to examine the same carefully as soon as practicable for any indications of its having been set on fire by design.

They must at once note in their memorandum books the relative position of particular kinds of goods and everything else they observe which might be of service in determining the origin of the fire should it become a matter of legal or criminal investigation, and make report.

P. 251. Fires, Service at.—Commanding officers will assign Sergeants to take charge of the streets in the vicinity of the scene of a fire to the end that the Fire Department may have the free use of the streets in the vicinity. Officers present at fires in the congested part of the city will immediately secure ropes and rope off the streets in the vicinity of the fire.

P. 252. Homicide Cases, Identification of Bodies in.—In all homicide cases officers shall give their personal attention to having some relative, if possible, or intimate friend or acquaintance, of the deceased on hand to identify the body for the Coroner holding the post mortem examination and to the Coroner's jury. They will be particular to see that the Coroner is given the correct name and address of the person or persons so identifying the body, and also that the names and addresses of all witnesses are correctly stated at the inquest.

P. 253. Injured Persons, Finding, Disposition of.—Whenever an officer finds a person seriously injured, or in an unconscious condition, he should at once call the ambulance, or, if one is not available a patrol wagon, to convey such person with all possible speed and care to the nearest hospital, or home, if requested. Where immediate medical attention is necessary to save life, the person should be taken to the nearest drug store or other convenient place and a physician called pending the arrival of the patrol wagon or ambulance, first aid should be administered by the officer. If the injuries inflicted were caused by some person with felonious intent, or through gross negligence, the officer should make every effort to arrest the offender, and secure the names and addresses of all witnesses. When deemed necessary, the witnesses should be taken to the station to be questioned and disposed of by the commanding officer.

P. 254. Insane Persons, Care of.—When a police officer is called upon to take a person presumed or alleged to be insane into custody, he shall at once take said person to the police station and turn him over to the officer detailed to take charge of the insane, with a report stating the names and addresses of relatives who requested that said party be taken into custody. Where a person's condition is such that he is dangerous to himself or to the community, he must be taken at once into custody and placed where he can do no harm to himself or other persons.

P. 255. Lawyers, Right to Interview Prisoners.—Lawyers applying at police stations for permission to see a prisoner for whom they claim to be counsel, shall be given an opportunity to do so on approval of the Chief of Police or commanding officer, provided the prisoner desires such counsel. In such cases the prisoner will be brought from the cell to some proper place in the station where he may consult with his counsel in private. No lawyer shall be permitted to visit his client in a cell or lock-up unless accompanied by some member of the force.

P. 256. When Court is Open.—All persons arrested during the time the Municipal Courts are in session, after first being booked on the Record of Arrests, shall be, without unnecessary delay, taken before the court for hearing, unless otherwise ordered by a superior officer.

P. 257. After Court Is Closed.—All persons arrested when Municipal Courts are not in session shall be conveyed to the proper police station, there to be safely kept until disposed of in the regular way.

OFFICIAL COMMUNICATIONS AND REPORTS

P. 258. Addressed to Chief of Police.—All official communications and reports shall be addressed to the Chief of Police.

P. 259. Official Correspondence.—All official correspondence received from or forwarded to persons outside of the Department, except night messages at headquarters, shall first be submitted to the Chief of Police, unless otherwise ordered by him. No member of the Department shall in any way communicate or correspond with any person outside of the Department concerning Department business, unless the communication has first been submitted to the Chief of Police for his official sanction and signature.

P. 260. Written on One Side.—Communications shall be written on one side of the paper only, unless blanks provide otherwise.

P. 261. Official Reports Requested by Chief of Police.—Whenever an official or special report is called for by the Chief of Police, the commanding officer to whom the order is directed shall, after careful investigation conducted personally or through his immediate subordinates, report the result in writing over his own signature.

P. 262. Reports of Murders, Burglaries, Robberies, Suicides, etc.—An officer while investigating a murder, burglary, robbery, suicide or other serious matter, shall be careful to get all particulars.

(a) In murder cases, in making report, he must always give, if possible, full name, residence, age, nativity and occupation of principals, whether married or single, together with the names and addresses of witnesses, how and where crime was committed, cause and attending circumstances thereof, and, if possible, secure photograph of person committing the crime, if not apprehended, and also names and addresses of all relatives and intimate friends.

(b) In burglary cases, the address, name of owner and description of property stolen and value thereof, manner in which entrance was effected, names and descriptions of persons suspected, if any, and such other points connected therewith as may be pertinent, should be obtained.

(c) If robbery, the name and address of person robbed, time and place of robbery, description and value of property stolen and of person who committed the crime.

(d) Property Lost or Stolen.—In reporting property lost or stolen it shall be described in the following manner:

P. 263. Watches should head the list, giving the description of case and movement, number of case and movement, and initials and engraving, if any.

P. 264. Jewelry, first describe article, whether ring, lavalier, bar pin or brooch, hair ornament, ear ring, etc., then describe setting. If set with diamonds, list these first, giving weight of stones and number of each article. Then list jewelry set with stones other than diamonds; give size, kind and number of stones set in each article and description and shape.

P. 265. Clothing.—Give maker's name, color and kind of cloth, size and style of garment with any special marks.

P. 266. Miscellaneous Property should be reported minutely, the name, description, number, initials, value, etc. Owner's name, address and telephone call should always be added to these reports.

(e) If suicide, give name, age, occupation, nativity, description, time, manner and circumstances attending same, and name and address of nearest relative or friend and attending physician.

(f) If accident, state the nature thereof, and extent of injuries, how, when and where, and under what circumstances it occurred, with name, age, occupation and residence of person or persons injured, and names of witnesses; if occasioned by street car or train, where possible secure number of car or engine and names and addresses of employees. Whenever the city is liable, the report should be kept confidential, and not given to outsiders without first consulting the Corporation Counsel.

(g) If fire, give time of discovery, name of street and number of house, kind and character of premises, name of owner and occupants, name of person turning in alarm, location of fire box used, origin or cause of fire, whether accidental or the work of an incendiary, and such other facts as may be pertinent thereto.

CENTRAL STATION

P. 267. Located at 110 West Third St., corner Third and Washington Streets.

P. 268. Boundaries: Montreal Ave., from Mississippi River Boulevard (Mississippi River) to Pleasant Ave., to Lexington Ave., to Milwaukee R. R. tracks to Pleasant Ave., to Western Ave., to Irvine Ave., to Walnut St., to Summit Ave., to Selby Ave (Selby Tunnel), to College Ave., to 10th St., to Cedar St., to Summit Ave., to Central Park Place East, to Central Ave., to Robert St., to University Ave., to Jackson St., to Warren St., to Mt. Vernon St., to Pennsylvania Ave., to Ash St., to Buffalo St., across R. R. tracks to Lookout Place, to Mississippi St., to Northern Pacific and Soo Line R. R. Tracks, to Mississippi River, to Montreal Ave.

P. 269. POLICE boxes in the Central District are located as follows:

No. 101. Third & Wabasha.	No. 133. 7th & Cedar.
No. 102. 5th & Wabasha.	No. 134. 6th & St. Peter.
No. 103. 7th & Wabasha.	No. 135. Eagle & Washington.
No. 104. 9th & Wabasha.	No. 136. Chestnut & Washington.

No. 105. St. Peter & Exchange.	No. 137. 7th & Franklin.
No. 106. 4th & Minnesota.	No. 138. Seven Corners.
No. 107. 7th & Minnesota.	No. 139. 9th & Main.
No. 108. 4th & Robert.	No. 140. Pleasant & Oakland.
No. 109. 5th & Robert.	No. 141. 7th & Leech.
No. 110. 6th & Robert.	No. 142. Pleasant & Chestnut.
No. 111. 7th & Robert.	No. 143. 7th & Dousman.
No. 112. 9th & Robert.	No. 144. 7th & Western.
No. 113. 12th & Robert.	No. 145. 7th & Webster.
No. 114. 3rd & Jackson.	No. 146. 7th & Randolph.
No. 115. 5th Jackson.	No. 147. 7th & View.
No. 116. 7th & Jackson.	No. 148. Mississippi & Cayuga.
No. 117. 10th & Jackson.	No. 149. Irvine Park.
No. 118. 3rd & Sibley.	No. 150. Fort Snelling.
No. 119. 5th & Sibley.	No. 151. 5th & Cedar.
No. 120. 4th & Wacouta.	No. 152. 7th & St. Peter.
No. 121. 7th & Wacouta.	No. 153.
No. 122. 3rd & Broadway.	No. 154.
No. 123. 6th & Smith.	No. 155.
No. 124. 7th & Broadway.	No. 156.
No. 125. 10th & Broadway.	No. 157.
No. 126. Grove & Mississippi.	No. 158.
No. 127. 14th & Canada.	No. 159.
No. 128. Mississippi & Williams.	No. 160.
No. 129. 4th & Sibley.	No. 161.
No. 130. 10th & Locust.	No. 162.
No. 131. 7th & Locust.	No. 163.
No. 132. 7th & Kittson.	

P. 270. FIRE boxes in this District are located as follows:

13. Seven Corners.	63. 10th & Minnesota.
14. Fourth & Washington.	64. New Gayety Theatre, Cedar near Eighth.
15. Eagle & Washington.	65. Exchange & Wabasha.

16. Walnut & Exchange.
17. Fifth & Franklin.
18. Wilkin & McBoal.
19. Auditorium, 4th between Washington & Franklin.
21. Third & Wabasha.
22. Fourth & Cedar.
23. Third & Minnesota.
24. Third & Jackson.
25. Third & Wacouta.
26. Fourth & Broadway.
27. Third & Sibley.
28. Milwaukee Freight House.
29. Third & Olive. 31. Fifth & John.
32. Fifth & Wacouta.
33. Fourth & Robert.
34. Fourth & Sibley.
35. Fifth & Jackson.
36. Fifth & Minnesota.
37. New Garrick Theatre.
38. Fifth & St. Peter.
39. Orpheum Theatre, 5th & St. Peter.
41. Seventh & Cedar.
42. Seventh & St. Peter.
43. Sixth & Wabasha.
44. Metropolitan Opera House, 6th near Robert.
45. Sixth & Robert.
46. Ninth & Wacouta.
47. Seventh & Pine.
48. Seventh & Willius.
49. Capital National Bank.
51. Seventh & Rosabel.
52. Astor Theatre, Wabasha near Eighth.
53. Capitol Theatre, 7th near St. Peter.
66. New Labor Temple, Franklin & 9th.
67. 10th & St. Peter.
68. 9th & Smith.
69. 6th & College.
71. Liberty Theatre, Wabasha near Exchange.
72. Summit & St. Peter.
74. St. Joseph's Hospital
75. 12th & Robert.
76. 14th & Canada.
77. 8th & Wabasha.
78. Princess Theatre, Wabasha near 7th.
81. Tower Theatre, Wabasha near 7th.
87. Mt. Airy & Linden.
89. Union Depot.
91. 14th & Mississippi.
92. Lafayette & Westminster.
97. Pennsylvania & Mississippi.
123. Cayuga & Mississippi.
124. York & Mississippi.
125. Omaha Depot & Roundhouse.
315. Acker & Buffalo.
412. Elm & Mill.
413. Upper Levee & Wilkin.
415. 7th & Douglas.
416. 7th & Sherman.
417. St. Luke's Hospital.
418. Walnut & Pleasant.
458. Pleasant & Ramsey.
461. Western & Seventh.
462. City Hospital.
463. 7th & Colburn.
464. 7th & Webster.
467. Banfil & Richmond.

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| 54. Seventh & Bradley. | 479. W. 7th & Montreal. |
| 55. Sixth & Sibley. | 515. Randolph & 7th. |
| 56. Ninth & Locust. | 516. Stewart & Bay. |
| 57. Palace Theatre, 7th near Wabasha. | 517. Omaha Shops, Randolph & Webster. |
| 58. Sixth & Exchange. | 518. Drake & Lee, Omaha Shops. |
| 59. Shubert Theatre, Wabasha & Exchange. | 519. 7th & Lee. |
| 61. 7th & Jackson. | 558. Otto & W. 7th. |
| 62. 10th & Jackson. | 559. W. 7th & Edgcomb Road. |

WINTER STATIONS FOR MOTORCYCLE SQUAD

P. 271. Engine House—

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| No. 2. 7th & Wacouta. | No. 17. Payne & York. |
| No. 3. Ramsey & Leech. | No. 18. St. Albans & University. |
| No. 5. Selby & Mackubin. | No. 21. Baker & Ohio. |
| No. 10. Randolph & Bay. | No. 22. Front & Mathilda. |
| No. 14. Snelling & Ashland. | No. 24. E. 7th & Flandrau. |

RONDO SUB-STATION

P. 272. Located at the corner of Western and Rondo Streets.

P. 273. Boundaries: Larpenleur Ave., from Grotto St. to Mississippi St., th Lookout Place, across R. R. tracks to Buffalo St., to Ash St., to Pennsylvania Ave., to Mt. Vernon St., to Warren St., to Jackson St., to University Ave., to Robert St., to Central Ave., to Central Park Place East, to Summit Ave., to Cedar St., to 10th St., to College Ave., to Selby Ave. (Selby Tunnel), to Summit Ave., to Walnut, to Irvine Ave., to Western Ave., to Pleasant Ave., to Milwaukee R. R. tracks, to Lexington Ave., to Front St., to Grotto St., to Larpenleur Ave.

P. 274. POLICE boxes in this District are located as follows:

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| No. 241. Rice & University. | No. 261. Grand & St. Albans. |
| No. 242. Rice & Sycamore. | No. 262. Summit & Wabasha. |
| No. 243. Rice & Front. | No. 263. Front & Gaultier. |
| No. 244. Rice & Geranium. | No. 264. University & Victoria. |
| No. 245. Viola & Capitol Heights. | No. 265. Selby & Chatsworth. |
| No. 246. Cathedral Place. | No. 266. Chatsworth & St. Clair. |
| No. 247. Rondo & Grotto. | No. 267. Rice & Como. |

No. 248. Como & Western.	No. 268. Acker & Jackson.
No. 249. Western & University.	No. 269. Courtland & Maryland.
No. 250. Dale & University.	No. 270. Front & Western.
No. 251. Edmund & Grotto.	No. 271. Rice & South.
No. 252. Mackubin & Lafond.	No. 272. Chatsworth & Portland.
No. 253. Dale & Van Buren.	No. 273. Summit & Oakland.
No. 254. Dale & Front.	No. 274. Summit & Lexington.
No. 255. Western & Holly.	No. 275. Dale & Thomas.
No. 256. Godrich & Victoria.	No. 276. Western & Thomas.
No. 257. Dale & Selby.	No. 277. Como-Phalen & Wheelock Parkway.
No. 258. Selby & Western.	No. 278. Victoria & Thomas.
No. 259. Rice & Iglehart	
No. 260. Edmund & Gaultier	

P. 275. FIRE boxes in this District are located as follows:

73. Rice & Iglehart.	443. Front & Mackubin, Crex Carpet Co.
79. Robert & Aurora.	445. Western & Como.
82. Central & Cedar.	446. Western & Lafond.
83. Central & Rice.	447. Western & University.
84. University & Rice.	449. Farrington & Aurora.
85. Como & Rice.	452. Western & Carroll.
86. Viola & Capitol Heights.	453. Western & Selby.
87. Mt. Airy & Linden.	454. Nina & Selby.
133. Front & Rice.	455. Ashland & Arundel.
134. Rice & Jessamine.	457. Summit & Arundel.
135. Courtland & Cook.	458. Pleasant & Ramsey.
136. Sylvan & Jessamine.	468. Summit & Kent.
137. Geranium & Woodbridge.	472. Mackubin & Rondo.
554. Lincoln & Lexington.	473. Kent & University.
555. Lexington & Ashland.	474. Kent & Lafond.
561. Lexington & St. Clair.	475. Dale & Ashland.
563. Goodrich & Milton.	512. Dale & Selby.
564. Lexington & Marshall.	513. Dale & Lincoln.
565. Oxford Theatre, Grand & Oxford.	514. Fairmount & St. Albans.

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| 577. Wheelock Parkway & Dale. | 522. Selby & Grotto. |
| 315. Acker & Buffalo. | 523. Rondo & St. Albans. |
| 316. G. N.Shops, Minnehaha & Sylvan. | 524. Grand & Grotto. |
| 317. Rice & Arch. | 525. Victoria & Edmund. |
| 318. Winnipeg & Rice. | 526. Grotto & Lafond. |
| 321. Sycamore & Jackson. | 527. Chatsworth & University. |
| 421. Dayton & Cathedral Place. | 529. Dale & Minnehaha. |
| 423. Louis & Carroll. | 546. Marshall & St. Albans. |
| 427. Gaultier & Como. | 547. Victoria & Carroll. |
| 431. Como & Topping. | 548. University & Grotto. |
| 435. Gaultier & Oliver. | 549. Selby & Milton. |
| 436. Gaultier & Maryland. | 551. Avon & Fairmount. |
| 441. Front & Western. | 552. Grand & Victoria. |
| 442. Front & Como. | 553. Chatsworth & Linwood. |

PRIOR SUB-STATION

P. 276. Located at 480 Prior Ave., near Oakley Ave.

P. 277. Boundaries: Larpenieur Ave., from Emerald Ave. (northwest corner City Limits) to Grotto St., to Front St., to Lexington Ave., to Pleasant Ave., to Montreal Ave., to Mississippi River, to Sargent St., to Emerald Ave., to Larpenieur Ave.

P. 278. POLICE boxes in this District are located as follows:

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| No. 341. Front & Argyle. | No. 356. Thomas & Hamline. |
| No. 342. Snelling & Capitol. | No. 357. Grand & Cleveland. |
| No. 343. Prior & University. | No. 358. Selby & Dunlap. |
| No. 344. Prior & St. Anthony. | No. 359. Raymond & University. |
| No. 345. University & Vandalia. | No. 360. Carter & Como. |
| No. 346. Raymond & Hampden. | No. 361. Chelton & Tatum. |
| No. 347. Raymond & Como Ave. West | No. 362. Snelling & Randolph. |
| No. 348. Baseball Park. | No. 363. Randolph & Griggs. |
| No. 349. Snelling & University. | No. 364. Eustis & University. |
| No. 350. Selby & Snelling. | No. 365. University & Emerald. |
| No. 351. Grand & Snelling. | No. 366. Cretin & Summit. |
| No. 352. Como & Snelling. | No. 367. St. Clair & Underwood. |

No. 353. Selby & Fairview.
No. 354. Marshall & Cleveland.
No. 355. Marshall Ave. Bridge.

No. 368. Griggs & Marshall.
No. 369. Maryland & Como.

P. 279. FIRE boxes in this District are located as follows:

521. Randolph & Griggs.	645. Selby & Snelling.
528. University & Syndicate.	646. Macalester & Stanford.
531. Pascal & Blair.	647. Selby & Moore.
554. Lincoln & Lexington.	648. Selby & Fairview.
555. Lexington & Ashland.	649. Selby & Cretin.
556. Randolph & Milton.	651. Feronia & Dewey.
557. Summit & Hamline.	652. University & Prior.
561. Lexington & St. Clair.	653. Roblyn & Dewey.
562. Dunlap & Selby.	654. Blake & Raymond.
564. Lexington & Marshall.	655. University & Beacon.
569. Orchard & Chatsworth.	656. University & Snelling.
571. N. P. Shops, Como.	657. Street Ry. Snelling Shops.
572. Van Slyck & Argyle.	658. St. Anthony & Aldine.
573. Como Place & Hatch.	659. Ashland & Wheeler.
574. Lakeview & Como Ave. North.	661. Prior & St. Anthony.
575. Como & Union.	662. Prior & Iglehart.
576. Front & Oxford.	663. Wilder & Carroll.
612. Amherst & Princeton.	664. Tallula & Pusey.
613. Grand & Snelling.	665. Cleveland & Marshall.
614. Lincoln & Fairview.	666. Ashland & Prior.
615. Grand & Cleveland.	667. Fairview & Sargent.
616. Warwick & Randolph.	668. Hamline & St. Clair.
617. Scheffer & Syndicate.	669. Marshall & Hamline.
618. Snelling & St. Clair.	671. Cleveland & Myrtle.
619. Goodrich & Pascal.	672. Wabash & Pelham.
621. Hewitt & Sheldon.	673. Wabash & Hampden.
622. Jefferson & Pascal.	675. Lake Como-Phalen & Snelling.
623. Thomas & Hamline.	678. Buford & Chelmsford.
624. Pascal & Como Ave. W.	679. Doswell & Como Ave. W.

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| 625. Frankson & Sheldon. | 681. Como Ave. W. & County Road. |
| 626. Snelling & Como Ave. W. | 682. Carter & Gordon. |
| 627. Cleveland & Randolph. | 683. Experimental Farm, St. Anthony Park. |
| 628. Lafond & Aldine. | 684. Raymond & Como Ave. W. |
| 629. Princeton & Mt. Curve Blvd. | 685. Bradford & Wycliff. |
| 631. Hampden & Ellis. | 687. Curfew & Bayard. |
| 632. Syndicate & Capitol. | 688. Fair Grounds, Exposition Bldg. |
| 633. Ladies' Hall at Hamline. | 689. Hendon & Como Ave. W. |
| 634. Raymond & University. | 691. Fair Grounds, Swine Sheds. |
| 635. Taylor & Charlotte. | 692. Fair Grounds, West End, Cattle Bldg. |
| 636. Capitol & Snelling. | 693. Fair Grounds, East End, Cattle Bldg. |
| 637. Fair Grounds, Administration Bldg. | 694. Fair Grounds, Basement Cattle Bldg. |
| 638. Fair Grounds, Dairy Hall. | 695. Fair Grounds, Horticultural Bldg. |
| 639. Minnehaha & Fairview. | 696. Fair Grounds, Agricultural Bldg. |
| 641. Prior & Chelton. | 697. Fair Grounds, Owens Bldg. |
| 642. Fair Grounds Amphitheatre. | 698. Fair Grounds, Women's Bldg. |
| 643. Fair Grounds, Grand Stand. | 699. Fair Grounds, Machinery Hill. |
| 644. Cleveland & St. Clair. | |

MARGARET SUB-STATION

P. 280. Located at 749 Margaret St., near Hope St.

P. 281. Boundaries: Larpenteur Ave., from Mississippi St. (northwest corner of City Limits) to East Ave., to South City Limits (County Line) to Mississippi River, to Northern Pacific, Great Northern and Soo Line R. R. tracks, to Mississippi St., to Larpenteur Ave.

P. 282. POLICE boxes in this District are located as follows:

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| No. 301. Bradley & 7th. | No. 317. Lafayette St. Bridge. |
| No. 302. Bedford & Decatur. | No. 318. Case & Arkwright. |
| No. 303. Payne & Reaney. | No. 319. 7th & Bates. |
| No. 304. Payne & Wells. | No. 320. Margaret & Forest. |
| No. 305. Payne & Jenks. | No. 321. Earl & Burns. |
| No. 306. Payne & Maryland. | No. 322. 7th & Duluth. |
| No. 307. Arcade & Lawson. | No. 323. Forest & Jessamine. |
| No. 308. Arcade & York. | No. 324. 7th & Flandrau. |

No. 309. 7th & Mendota.	No. 325. Kennard & Minnehaha.
No. 310. 7th & Earl.	No. 326. Forest & Como-Phalen.
No. 311. Hazel Park.	No. 327. Harvester & Treacy.
No. 312. Earl & Hastings.	No. 328. Hazel & Maryland.
No. 313. Plum & Bates.	No. 329. 4th & Earl.
No. 314. 3rd & Mendota.	No. 330. Cypress & Ivy.
No. 315. 3rd & Maria.	No. 331. Burns & Pt. Douglas Road.
No. 316. 3rd & Commercial.	

P. 283. FIRE boxes in this District are located as follows:

93. Hopkins & Bradley.	249. Malleable Iron Works, Forest & Wells.
124. York & Mississippi.	251. Case & Mendota.
126. Clark & York.	252. Magnolia & Forest.
127. Case & Burr.	253. Earl & Jenks.
128. Arkwright & Magnolia.	254. Earl & Maryland.
129. DeSota & Maryland.	255. Maryland & Arcade.
214. Third & Commercial.	256. Frank & Hawthorn.
216. St. John's Hospital.	261. Payne & Wheelock Parkway.
218. Third & Maria.	262. Kennard & Minnehaha.
221. 7th & Maple.	263. 7th & Frank.
223. Payne & Reaney.	264. Frank & Margaret.
224. Hamm's Brewery.	265. Newcomb & Omaha Ry.
225. Payne & Jenks.	267. 5th & Forest.
226. Walsh & Jenks.	268. Hudson & Cypress.
227. Payne & Maryland.	269. 4th & Earl.
228. Brainerd & Edgerton.	271. Earl & Burns.
229. Bradley & Magnolia.	272. Earl & Hastings.
231. 7th & Mendota.	273. Minnehaha & Atlantic.
232. Cottage & Mendota.	291. Highwood.
234. Greenbrier & Magnolia.	292. Cook & Arcade.
235. Arcade & Wells.	293. Phalen & Stillwater.
236. Sims & Weide.	294. Internat'l Twine, Hazel & Ames.
237. Crippled Children's Home, Forest & Ivy.	295. White Bear & Stillwater.
239. Bates & Plum.	312. Collins & Otsego.

242. Bates & River.
248. 7th & Fauquier.

314. Minnehaha & Burr.
319. Mississippi & Jessamine.

DUCAS SUB-STATION

P. 284. Located at 402 South Robert St., corner Delos St.

P. 285. Boundaries: West side of Mississippi River from Annapolis St. (southwest corner city limits) to Annapolis St. (southeast corner city limits) to Bidwell St., to Curtis St., to Charlton St., to Annapolis St., to Mississippi River.

P. 296. POLICE boxes in this District are located as follows:

No. 201. State & Fairfield.	No. 214. Concord & Brown.
No. 202. Robert & Fairfield.	No. 215. Hall & Augusta.
No. 203. Wabasha & Fairfield.	No. 216. Cherokee & Sidney.
No. 204. Fairfield & Belle.	No. 217. King & Smith.
No. 205. Ohio & George.	No. 218. Annapolis & Ohio.
No. 206. Dearborn & Stryker.	No. 219. Chicago & Custer.
No. 207. Hall & Colorado.	No. 220. Harriet Island.
No. 208. Isabel & Wabasha.	No. 221. Winifred & Bidwell.
No. 209. Oakdale & Page.	No. 222. Robert & Concord.
No. 210. State & Concord.	No. 223. Concord & Page.
No. 211. State & Congress.	No. 224. State & Utah.
No. 212. Oakdale & Annapolis.	No. 225. Smith & Annapolis.
No. 213. South End High Bridge.	No. 226. Stryker & Annapolis.

P. 297. FIRE boxes in this District are located as follows:

714. Wabasha & Fairfield.	756. Ohio & Cherokee.
715. Robert & Fillmore.	757. George & Smith.
716. State & Fairfield.	758. Ohio & Winona.
717. Livingston & Water.	759. Cherokee & Winona.
718. Chicago & Eva.	762. Livingston & Dearborn.
725. Chicago & Custer.	763. Concord & Greenwood.
727. Greenwood & Isabel.	771. Winifred & Bancroft.
731. Wabasha & Chicago.	772. Concord & Brown.
734. Robert & Isabel.	773. Concord & Arthur.

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| 735. Brown & Gates. | 775. Oakdale & Midway. |
| 746. Congress & Ada. | 783. Smith & Sidney. |
| 747. Starkey & Plato. | 784. Baker & Cherokee. |
| 748. Wabasha & Delos. | 785. Morton & Winslow. |
| 752. Winifred & Bidwell. | 786. Hall & Curtice. |
| 753. Stryker & Isabel. | 787. Oakdale & Curtice. |
| 754. Fairfield & Hyde. | 789. Robert & Belvidere. |
| 755. George & Ohio. | 791. Elizabeth & Humboldt. |