The following Rules and Regulations governing the Police Department of the City of Houston, having been prepared by the Superintendent of Police and approved by the Civil Service Commission, are published for the Information and government of the members of the Police Department.

All Rules and Regulations issued prior to this date are hereby revoked, as are also all instructions issued which are inconsistent with these Rules and Regulations.

Ben S. Davison,
Superintendent of Police.

Introduction

All members of the Police Department will be furnished with a copy of these Rules and Regulations, and it shall be their duty to become familiar with the contents thereof, that they may understand all rules, regulations and instructions contained therein.

Every officer will understand that these Rules and Regulations are not intended to cover every case which may arise in the discharge of his duties. Much must necessarily be left to the intelligence and discretion of the individual; and according to the degree in which he may show himself possessed of those qualities, and to his zeal, activity and judgment on all occasions will be his claim for promotion and reward.

To obey strictly and execute promptly the lawful orders of superiors is one of the first requirements of the Department. Obedience is the foundation upon which all police efficiency is built. Without obedience to proper authority the force would be nothing more than a mob. It is a quality that is demanded from every member of the force, from patrolman to the highest ranking officer. It is enough to know that the person giving the order is in proper command. He may be a man you do not like or respect, but you must omit the personal factor and respect his position and authority.

Being appointed as an officer, it is essential that you realize what are the responsibilities and the varied duties of the position and confidence that is reposed in you; all of which are of great importance to the public and yourself, more so than is generally considered.

Be loyal. The success of a squad, platoon or department depends greatly on the even team-work of all its members. You should be for and not against the accomplishment of the functions of the Department, giving your most earnest and hearty support to those in authority. You can not be loyal and be a knocker, a grumbler or a shirker. Just one man of this type in a Department is a nuisance and center of dissatisfaction. You should, therefore, discourage such tendencies in yourself and in those with whom you come in contact. Most grievances are fancied, and the longer they are entertained, the greater they appear. It something is apparently interfering with you in your line of duty and you feel that you are not getting a square deal,
don’t grumble; instead, go to the officer in charge and explain the circumstances, and you will find that he can and will rectify any legitimate grievance.

In accepting the position of a police officer you become an executive officer of the criminal laws of the State and the City Ordinances and a conservator of the public peace. Your acts are at all times subject to observation and criticism of the public, and on the course which you pursue depends not only the welfare of the community, but the credit of the Department, as well as your own success as an officer and as a man. You must never forget that your character is your capital. Deal honorably with all persons and hold your work sacred, no matter where, when, or to whom it is given. When entrusted with the care of a heat, do not play the loafer on it; do not lounge in doorways or on corners, or lean against posts or buildings, but be alert and active and patrol your beat. Make it your business to know what is going on and doing on every part of your beat.

The Police Department is often judged by the acts of its individual members. If you favorably impress persons, they will judge the entire Department by that impression. Every officer, or a home, should, therefore, conduct himself in an exemplary manner. When in uniform, whether on or off duty, you are the target for the eyes of the public, and if you do not conduct yourself in a gentlemanly manner you will be quickly observed. Do not do anything to attract attention unless is is necessary for the accomplishment of some police matter. While on cars or other public conveyances, be particular to extend every courtesy. Do not occupy a seat while any other person is standing. Do not push, shove or jostle.

As far as practicable, without interfering unnecessarily, let no person or circumstance escape your notice, and always be able to give information respecting any matter of importance occurring on you beat. Learn the people residing or doing business on your post; protect their property land aid them in all their lawful pursuits, and by an upright and straight-forward course and by close attention to duty endeavor to merit the good will of all respectable citizens.

Excellent physique alone does not make the perfect officer. He should possess sufficient strength of character, will power and moral courage to successfully resist any temptation to do wrong. Often persons engaged in undertakings requiring police supervision, or individuals of bad reputation will endeavor to induce you to overlook a violation of the law and may, if arrested, seek either directly or indirectly, through friends, to have you, give weak or evasive testimony in court so that justice may be defeated. Social companionship and intimate acquaintance with such persons should be carefully avoided, for in the majority of cases they seek your friendship with an ulterior object in view. In the pursuance of your duty, as far as possible, avoid laying yourself under special obligation to any one. You know not how soon your duty will demand you to act in opposition to some individual interest.

Lend a willing ear to all complaints made to you in your official capacity. The most unworthy have a right to be heard, and a word of comfort to the afflicted or advice to the erring costs nothing, and may do much good. Be courteous to every one regardless of their position in life. You may be required to answer the same question a great many time during your tour if you are stationed in a congested district, and the questioning will become tiresome. Do not, however, lose your head or change your manner. The last person to ask a question is as interested in and as much entitled to the proper information as the first one. Many questions asked you will appear ridiculous to you, but as a whole they are asked in good faith and deserve a courteous answer. If you can not supply the information they wish, direct them to some place where they may obtain it to store having a business or city directory, or if the question relates to railroad service, to an uptown ticket office. Do not think that you will be considered ignorant if you do not know the right answer to every question asked you, and do not give directions or advice unless you are sure you are right. The average person seeking advice will not feel offended if, being unable to help him yourself, you direct him to some place where he may get the desired information; but if you give him advice which he later discovers to be wrong, you can imagine his feelings toward you and the Department.

If you find some one who thoughtlessly or otherwise is about to violate a law or ordinance, warn him that such act is illegal. If your warning is disregarded, take immediate and proper police action; if you do not, the disorderly element and even law-abiding citizens will look upon you as a man of weak, or even cowardly, character. In ordinary cases, if you find yourself in the position of not knowing what to do, it is
better to do too little than too much; it is easier to excuse moderation than excess. However, if an act of great violence has been committed, secure the offender the first thing, for delays increase his chances of escape. There are always plenty of willing hands to care for the person he may have injured.

If you have a prisoner in custody, keep him before you. Do not trust him behind you, as he might injure you or escape. If an arrest is necessary, so is caution and care. If you are called to the witness stand, give your evidence clearly and distinctly, briefly stating the whole facts of the case. On no account let a personal feeling creep into your testimony, nor ever disgrace yourself in the eyes of the court or prejudice your case by a show of malice or an attempt to color the facts; nor give or have as a reason that you made an arrest that “he was saucy.”

No officer can be efficient or successful unless he understands the requirements of the laws and ordinances. Spare no pains in posting yourself in these matters. Every officer should be familiar with the laws and ordinances he is to execute, and should know enough of the civil law to distinguish between the two.

Let promptness mark all your acts. Do not be the last man at roll-call or at your post of duty, nor leave your beat except when relieved or ordered. Never keep a person waiting for you after the appointed time. School yourself on all occasions to keep perfectly cool; and control you temper, come what will. One that can control himself can govern others. Never degrade yourself nor you position by placing yourself on a level with a drunken person or a man in a passion, by allowing his abuse to make you lose your temper. As you value the character of the Department to which you belong, your own character and the hopes of your friends, be ever on your guard and select your associates with care.

There is no excuse for any police officer not knowing as well as any other main in the Department the rules and regulations and the laws and ordinance. The information is available, if an officer does not prepare himself it is due to his own neglect and carelessness.

DUTIES OF EVERY POLICE OFFICER

Rule 1. Every officer of the City of Houston, shall at all times of the day or night, within the City of Houston, preserve the public peace, protect the right of persons and property, guard the public health, preserve order at all elections, at public meetings and places and on all public occasions; prevent and remove, if possible, nuisances on and in all streets, highways, areaways, alleys, waters and other places, and enforce and execute the criminal laws of the State of Texas and the ordinances of the City of Houston.

2. He shall devote his entire time and attention to the business of the Department; and is prohibited from following any other calling or business. Although certain hours are allotted to him for the performance of his duty, he must be prepared at all times to act immediately. He shall be equally responsible for the detection and prevention of crime and the preservation of peace and order when not in uniform or off duty as when in uniform and on duty.

3. He shall instantly go to the scene of any disturbance or breach of the peace occurring within his vicinity, use his best efforts to restore peace and quiet, making such arrest as may be necessary.

4. He shall, upon discovering a fire, endeavor to extinguish it. If this is not possible, he shall at once turn in an alarm and remain at the signal box to direct the firemen arriving. He shall note and report at headquarters the time of discovering the fire and giving the alarm. He shall keep the adjacent streets free from vehicles and people, using ropes if necessary, to protect the public and assist the firemen. The ranking officer present shall have a general charge of police officers on hand at a large fire, and shall establish temporary quarters at some convenient point in order to give general directions. When such officer is called away at such a fire, he shall name another officer to represent him in his absence.
5. He shall, on the day of any election of public officers, or any primary election, preserve the peace, suppress disorder, enforce the rights of legal voters, and arrest any person detected or reported violating any election law.

6. He shall report to his commanding officer any person found acting as a private detective or police officer without proper authority.

7. He shall make it his special duty to assist parents in recovering lost children and in restoring lost children to their parents.

8. He shall obtain and report a minute description of any person found who is wanted for an offence or is missing, noting the following points, if possible. Give his full name and any alias or aliases, age, height, weight, nationality, complexion, color of hair, whether smooth shave or wearing a beard or mustache. Any marks about the face or body, any peculiar characteristics, such as twitching of mouth or eyes, lameness, etc.; make and color of suit of clothes, color of shirt, kind of collar, color and kind of tie, hat and shoes, whether laced or buttoned, high or low; whether well or poorly dressed. If a woman, as much information as practicable along these same lines.

9. He shall, upon finding a dead human body, immediately notify headquarters, who shall forthwith send a superior officer to the scene. Pending the arrival of the superior, the officer shall not molest or remove any personal property from the body of the deceased until ordered to do so by his superior officer upon his arrival. Permit no one to touch the body until the arrival of the members of the Detective Division, the District Attorney’s office or your superior officer.

10. He shall discharge his duties with coolness and firmness in all cases; and in time of extreme peril all available officers shall act together and assist and protect each other in restoring peace and order. Whoever shrinks from a danger or responsibility at such a time shall be deemed unworthy of a place in the Department.

11. He shall be particularly careful not to interfere officiously or unnecessarily in the private business of any person, but when required to act in the discharge of his duty he shall do so with energy and decision, and in the proper exercise of his authority he will receive the fullest support.

12. He shall be quiet, civil and orderly in his conduct and deportment, and shall at all times be attentive and zealous in the discharge of his duty, controlling his temper and exercising the utmost patience and discretion.

13. He shall answer any question with all possible correctness and courtesy and not in a short and careless manner; avoiding, however, all unnecessary conversation or argument at all times.

14. He shall avoid all religious and political discussion, either at the Police Headquarters or elsewhere, while on duty or in uniform.

15. He shall speak the truth at all times and under all circumstances, whether under oath or not. If not permitted by rules of the Department to divulge information in his possession, he will say nothing.

16. He shall give his name and badge number in a respectful manner to any person who may inquire for same under any circumstances.

17. He shall not, while riding in uniform in a street car or other public vehicle, occupy a seat therein while any other person is obliged to stand on account of lack of seats.

18. He shall not read a newspaper or other things, except orders, while in uniform upon a public street.

19. He shall not when on duty drink any kind of intoxicating liquor; or except in the performance of his duty enter any place in which intoxicating liquor is sold or furnished; nor shall he smoke at any time
on public street while on duty or in uniform, and all officers shall be considered on duty while in uniform.

20. He shall, if found intoxicated or under the influence of liquor to such an extent as to interfere with the proper performance of his duties, be immediately suspended and a charge of intoxication preferred against him.

21. He shall not use tobacco while in the ranks, either at roll-call, at inspection or while marching to or from duty.

22. He shall not place any article in any patrol signal box except with the permission of his commanding officer.

23. He shall not borrow any money, securities, property or credit from any subordinate officer or member of the Department, and shall not borrow any money from any saloon keeper or assign his salary to any money lender or “money shark,” or sell or assign his pay or give any power of attorney for the collection thereof.

24. He shall pay promptly all debts and legal obligations incurred by him while a member of the Department. In an extraordinary case, where his indebtedness is greatly out of proportion to his salary, the Superintendent of Police may, in his discretion, allow him thereon in installments of not less than five dollars a month, but if he shall fail to make prompt provision for paying such installments when due, the Superintendent of Police may suspend such officer and prefer charges against him.

25. He shall not accept or retain any compensation, reward or present, either for services rendered or as a reimbursement for expenses incurred by him in connection with his official duties, or as a gratuity or gift, until he shall have furnished a written report, accompanied by such compensation, reward or present, if in money, stating the nature and extent of the services so rendered and a detailed account of the expenses so incurred, and received permission from the Superintendent of Police to accept and retain same. His report to the Superintendent of Police and the action taken thereon shall become a permanent record of the Department.

26. He shall not collect any money, property or other valuable thing from any citizen or other person, or bestow a testimonial to any other police officer; and shall not circulate any subscription paper among, or sell tickets to or collect money from citizens for charitable or other purposes, without permission of the Superintendent of Police.

27. He shall not receive any gift or present from officers under his command, or make any subscription or contribution to any present or reward intended for any other officer, unless expressly permitted to do so by the Superintendent of Police.

28. He shall not allow or permit the use of his name for or by any fair, festival or exhibition for the purpose of selling tickets, setting up or promoting any raffle or gift enterprise, or having a present voted for him in his name.

29. He shall not improperly obtain or seek free admission for himself or others to any theatre or other public place of amusement or upon any railroad or steamboat without first having obtained the authority so to do from the Superintendent of Police.

30. He shall not recommend to any prisoner the employment of any person as his attorney or counsel, or suggest the name of any lawyer or person to a prisoner with a view to his defense at any time after an arrest is made; nor shall he, either directly or indirectly, interest himself or interfere in any manner whatever in the employment of an attorney to aid any victim of an accident, or other person.

31. He shall not take part or be concerned, either directly or indirectly, in making or negotiating any compromise or other arrangement between a criminal or other person who has suffered by his act with
a view to permitting such criminal to escape the penalty of the law; nor shall he seek to obtain any
continuance of any trial in court out of friendship for the defendant, or otherwise interfere with the
course of justice. If he shall have information thereof he shall give same to his superior officer or to
the prosecuting attorney of the court.

32. He shall not request the aid of any citizen to have him transferred to any other assignment or beat, or
to have him restored to any assignment or beat from which he has been removed by order or a superior
officer; or to have him promoted to a higher rank in the service; nor shall he knowingly permit any
petition to be gotten up or presented by citizens in his behalf requesting such transfer, restoration or
promotion. Should he desire any such transfer, or restoration, he shall make written request for same
to the Superintendent.

33. He shall not solicit or be obliged to make any contribution in money or otherwise, on any pretext, to
any person or association for political purposes, nor shall he interfere or use the influence of his officer
in or about any election or political convention; but he may and should exercise the right of suffrage as
any other citizen. He shall not be unduly active for or in behalf of any candidate for any State, county
or city nomination.

34. He shall, whenever he shall find on the streets or elsewhere a sum of money amounting to three
dollars or more, advertise such finding in a daily paper of the City of Houston for three consecutive
days; and after the lapse of two weeks if the rightful owner has not made claim for such money, the
officer finding same shall make written application to the Superintendent for permission to retain
same, stating therein the date of finding, the name of newspaper such advertisement was printed in
and attach clipping of same. If the sum be less than three dollars he shall make application as above
mentioned, but need not advertise.

35. He shall reside in the City of Houston, and shall not leave the city at any time without permission from
the Superintendent or his commanding officer, except when on duty in the immediate pursuit of a
criminal, or when on vacation. Or as otherwise provided in these rules Every application for
permission to leave the city shall be in writing, stating the date, length of time, destination and purpose
of the applicant. He shall also give such information to his superior officer that the latter may
communicate with him without delay. He shall report to his superior officer any change of residence
in the city within 24 hours after making such change.

36. He shall not be detailed to perform police duty beyond the boundaries of the City of Houston, except
upon application of the authorities of a county, city or town to suppress disorder or preserve the peace
therein. He shall not be detailed to perform police duty upon an excursion beyond the city limits, on
the application of any individual, corporation or association, unless such excursion shall be designed
for the benefit of the children of the city.

37. He shall not, when assigned to precinct or beat duty, be allowed to perform such duty within a precinct
or upon a beat in which he resides, except in cases of emergency and under special authority from his
superior.

38. Any officer of a lower rank who may be placed temporarily in the position of any officer of a higher
rank by the Superintendent of Police or other commanding officer, shall exercise the authority and
perform the duties of the higher position, and shall be held responsible in like manner as if regularly
commissioned as such higher officer.

39. In such case he shall take care not to unnecessarily interfere with or countermand any order issued by
the officer whose place he temporarily occupies.

40. He shall always be respectful toward his superior officers and shall hold himself ready at all times to
answer their calls and obey their orders.
41. If any such order shall appear to him unjust or improper, he shall carry it out immediately to the best of his ability and in a manner that admits of no misunderstanding. If the order is improper, his superior who gave it is responsible.

42. He shall, after an absence from duty, carefully read all orders issued by the Superintendent, or other superior officer; the reports and daily records kept at Headquarters, and all bulletins before assuming his duties.

43. He shall make no verbal or written communication with reference to the Police business to any person not a member of the Department, or to any other Police Department, without first obtaining proper authority to do so.

44. He shall not communicate to any person information which may enable such or any person to escape from arrest or punishment, or that may enable him to dispose of or secrete any goods, money or other valuable things stolen or otherwise unlawfully obtained; nor shall he communicate information respecting any special order he may have received, except with permission from his superior officer.

45. He shall make every application or report in person and in writing whenever possible, signing his name in full thereto, rank and badge number and the beat or precinct in which he is assigned.

46. If sent on any duty by a superior he shall immediately report, either in person or by telephone, what action has been taken in the matter.

47. He shall report to the commanding officer of the beat or precinct in which an arrest is made the disposition of every case in court in which he attends.

48. He shall not apply for a warrant on account of any offense committed against his person or property without reporting the case through his superior officer to the Superintendent and obtaining authority to make such application.

49. He shall at all times be civil and respectful to his superior officers and to his fellow officers. When meeting, passing or addressing any superior officer he shall salute by raising his right hand to his visor or cap. Upon the acknowledgment of such salute by his superior, he shall drop his hand and stand at attention.

50. He shall wear such uniform and insignia of his rank as the Department may from time to time prescribe. Such insignia will be furnished by city and will remain the property of the Department, to be surrendered upon leaving the service. He shall, when on duty, carry a revolver and such baton as the Department may prescribe or adopt.

51. He shall, when in uniform, keep such insignia always in sight, wearing his badge while on duty and when going to and coming from duty.

52. He shall wear his uniform while in attendance at any court or before the Mayor and Council, except when authorized to wear civilian clothing by the Superintendent or superior officer when detailed for special duty.

53. He shall not wear his uniform, gun or badge while under suspension for any cause.

54. He shall, irrespective of rank, wear service stripes on the left sleeve of his uniform coat, the number to be determined by the Superintendent, according to years in service.

55. He shall see that his police bond does not lapse, and that the premium is paid on same at the expiration of the year or the date his bond is made. Any officer who allow his bond to lapse or expire will be subject to suspension for fifteen days without pay.
56. He shall, whenever any person charges another with the commission of a crime, and insists that the person shall be taken into custody, and if, after explanation, the circumstances warrant an arrest, the officer shall require the accuser to accompany him to Headquarters, where he shall make a charge against the party arrested, and satisfy the officer in command at Headquarters that he will follow the case up in court.

57. Whenever a police officer is injured or sick, so as to be unfit for duty, he shall immediately report the fact to his superior officer. Should the officer be unable, on account of disability, to report in person, he shall send notice at once to headquarters and an officer will be detailed to call on him. When an officer is taken sick on duty, he shall at once report to his commanding officer, who will at once report he facts to the officer in charge at Headquarters.

58. No officer shall willfully maltreat and use unnecessary violence toward any person, prisoner or otherwise. They shall not use their batons except when absolutely necessary.

59. All officers must report over the Gamewell System every hour. Superior officers must communicate with Headquarters every hour by Gamewell telephone, giving the locality of the city they are in, and this information when received must be set down on a form provided by the Department.

60. No pistol or firearm shall be discharged in or around Headquarters except by special authority of the Superintendent.

61. Members of the Department when driving vehicles of any description must not violate the rules of the road or traffic regulations, except in cases of absolute necessity.

62. He shall have direct control, management and direction of all members of the Department in the lawful exercise of his functions, with full power to detail any of them to such police service as he may direct. He shall suspend and prefer charges against any member of the Department for cause, in such manner as provided for by the ordinances of the City of Houston, and the Rules and Regulations of the Civil Service Commission, as may be now or hereafter in force and effect.

63. He shall be the commanding officer of the entire Police Department and forces, and shall have general supervision of all employees and police property, subject to the rules and orders of the Mayor and City Council.

64. He shall devote his entire time and energy exclusively to the discharge of his duties, and see that all State laws and city ordinances are enforced, and that all offenders are reported to the proper officer or tribunal for prosecution and trial. He shall see that these rules and the orders of the Mayor and Council are strictly observed and enforce. He shall take his orders from the Mayor of the City of Houston.

65. He shall have authority to make and promulgate orders to the police force not inconsistent with law, the city ordinances and the orders of the Mayor and Council. Such orders must be in writing, or printed, and shall be obeyed by all members of the Department.

66. He shall, during any temporary absence from Headquarters during the day time, place the next officer of ran in charge of the Department, and his Secretary in charge of his office, and they shall be considered for the time being as acting in his place.

67. He shall have power and authority to punish any member of the Department for any violation of any of these Rules and Regulations by suspension from duty without pay.

68. He shall have power to grant members and employees of the Department leaves of absence without pay for periods not aggregating more than 90 days in any one year. He shall maintain and enforce rigid discipline in the Department.
DUTIES OF DEPUTY SUPERINTENDENT

69. He shall have the authority and perform the duties naturally pertaining to the office of Superintendent, during the latter’s absence, taking care not to unnecessarily interfere with or countermand any general order made by the Superintendent; and such orders as he may deem necessary to make during night service shall relate to the transaction of that night’s work only, and shall be subject to approval and change by the Superintendent in his judgment. He shall, during any temporary absence from Headquarters during the night, place same in charge of an officer not lower in rank than Sergeant, who shall be considered. For the time being, as Acting Deputy Superintendent.

DUTIES OF SECRETARY TO SUPERINTENDENT

70. He shall devote his entire attention to the performance of the duties pertaining to the position of Private Secretary. He shall obey all orders given him by the Superintendent.

71. He shall have supervision of all books and records kept in the office of the Superintendent, and have access to all books or records of the Department, and shall see that all reports are made and records kept according to the Police and Civil Service regulations.

72. He shall attend to all correspondence pertaining to police business that may be give him by the Superintendent. He shall have charge of such clerks, under the direction of the Superintendent, as are or may be employed at Police Headquarters.

73. He shall prepare such reports and statements as the Mayor may call for, under the supervision of the Superintendent.

74. He shall examine all requisitions from the Department, and under the direction of the Superintendent, stamp them (with stamped form) before delivering them to the City Purchasing Agent. He shall perform the same officer regarding bills forwarded to his office for approval.

75. He shall issue all warrants for appointments to members of the Department and to private Detectives, appointed by the Mayor, and see that they are properly signed and registered in the Department.

76. He shall see that all charges against members of the Department are entered in the book of charges kept at Headquarters, and shall mail duplicate charges to members so charged, and to the Civil Service Commission, and keep a record of such mailings.

77. He shall be the custodian of all police badges, and shall accept and return deposits therefor, and keep a correct record of all such officers having badges, and deposits made thereon, reporting any change to the Superintendent.

78. He shall keep an individual record of arrests for the Superintendent, showing the disposition of all cases by the courts.

79. He shall keep a force book, wherein shall be entered the name of each member of the Department, time and place where born, age, former occupation, residence, number in family, time of appointment and separation from Department, showing cause and such other information as advisable.

80. He shall keep a record of all Private Watchmen and Special Officers doing watch or police duty for private companies and individuals, and all parties holding Police Commissions outside of the Department.

81. He shall keep monthly records showing changes in the Department and causes thereof.
82. He shall keep a general order book, covering all orders issued by the Superintendent. He shall keep a numerical and alphabetical record of the men in the Department, showing badge numbers, changes in address, etc. He shall keep an Ordinance Scrap Book, covering all new city ordinances or amendments to ordinances that affect the Department.

83. He shall keep a book of details for strikes, carnivals and fairs, and the details of officers at all balls and other public gatherings.

84. He shall be the custodian of the Rules of the Department, and shall issue them to members of the Department, and others, when directed to do so by the Superintendent.

CLERK OF CORPORATION COURT

85. He shall perform such duties as are outlined in the City Ordinances covering this position, and such other duties as the Mayor or Superintendent may delegate. He shall keep such records as the ordinance requires.

86. He shall serve such warrants as directed, and perform such other duties as outlined in the ordinance covering the position. He shall be guided by these Rules in the performance of his duty and in exercising his authority as a peace officer. He shall be subject to the orders of the Superintendent and the Clerk of the Corporation Court.

INSPECTOR OF POLICE

87. He shall rank in authority next to the Deputy Superintendent of Police, and shall exercise such command as may be directed by the Superintendent.

88. He shall be responsible for the correct preparation of orders from the Superintendent, and shall be responsible for the administration work of the Department.

89. He shall have general supervision over all divisions of the Department, and shall see that orders from the Superintendent are properly executed at all times, and reports made thereon.

90. He shall be the “Instructor” of the Department, and shall see that members of the Department are thoroughly instructed in and familiar with the laws and ordinances, the Rules and regulations of the Department, and the usages and customs pertaining to the duties of patrolmen detectives and humane officers.

91. He shall be responsible for the discipline of the Department, and shall have supervision and control of all inspections and at roll-call.

92. At irregular hours, he shall make frequent personal inspections of the city to determine police conditions, and particularly the manner in which patrol duty is being performed. He shall report his findings to the Superintendent.

93. He shall, in company with the Sergeant on duty, inspect all officers at roll-call, carefully noting the conditions of their uniforms and their appearance. He shall report to the Superintendent any uniform which is to be condemned when necessary, and shall see that each member of the Department, reports with uniform or clothes brushed and neat, shoes shined, collars clean, and clean shaven and general appearance satisfactory. Uniforms shall be kept buttoned at all times.
94. He shall make a monthly report to the Superintendent of the condition of the men and the results of his inspections, calling attention to defects in members, misconduct or lack of neatness or discipline observed by him.

95. He shall, on his tours of inspection, question the officers, captains, sergeants and corporals upon their knowledge of the Rules of the Department, the State laws and the city ordinances. If he shall find any officer questioned is so ignorant on any of said subjects as to render him incompetent for Police Service, he shall report such officer to the Superintendent. He shall carefully note the physical condition of all officers, and shall recommend the retirement of any officer whom he may believe to be incompetent for police duty by reason of old age.

96. He shall be obeyed by all subordinate officers, where his orders do not conflict with those of the Superintendent of Police.

CAPTAIN OF POLICE

97. He shall visit all divisions of the Department and see that the are conducted properly and that all books and records are kept as required by the rules.

98. He shall act as Adjutant to the Superintendent in times of riot or on dress parade, while at Headquarters he shall meet the inquiries of the public and direct them accordingly with courtesy and attention.

99. He shall, upon direction of the Superintendent, cause charges to be preferred against any offending officer, and issue instructions for the appearance of witnesses in the investigation of such charges. He shall make these investigations and file his report with the Superintendent.

100. He shall at all times when on duty wear the uniform of Captain of Police, and shall by the neatness of his officer and bearing seek to inspire all members of the Department with a high regard for neatness discipline.

101. He shall, during the temporary absence of the Inspector, be placed in charge of Headquarters, and shall be considered as acting in his place during his absence.

102. He shall, when directed by the Superintendent, or inspector, cause an inspection to be made of the streets in parts of the city, carefully noting the condition of the streets, thoroughfares, water pipes and sewers, for the purpose of reporting any violation of the city ordinances to the proper department for action thereon.

103. He shall have command of his district and shall be responsible for its safety, cleanliness, good order and quiet, and for the discipline and efficiency of the force under him.

104. He shall keep the time records of all officers under him, and shall inspect the Gamewell reports daily. He shall make a daily written report of all accidents, murders, suicides and other matters which come to his attention, on forms furnished by the Department, said reports to be transmitted daily to the Secretary to the Superintendent.

105. He shall furnish a daily report of all warrants executed, the name, number and rank of each officer absent from duty, and whether absent with or without leave, sick or on detached duty, the aggregate number of men on duty, both day and night forces, and all transfers and changes of address of members of the Department.

SERGEANT
106. He shall have charge of the patrolmen under him and shall instruct and assist them in their duties, and shall be responsible for their general appearance, good order and discipline.

107. He shall inspect all patrolmen at roll-call as soon as they are formed in line, and shall see that they are properly uniformed and equipped for duty, having their keys to fire and police boxes with them.

108. He shall immediately after roll-call march his men in military order to their beats to relieve the Sergeant and Patrolmen whose tours of duty have expired, and in any case such Sergeant, Corporal or Patrolmen shall be absent from such beat or post, he shall report the fact to the Inspector at once.

109. He shall patrol his district, visiting each part frequently to ascertain the presence of the patrolmen at their proper places and aid them in the discharge of their duties. He shall remain patrolling his district, going to Headquarters only for the purpose of receiving or executing such orders as may be given him by his superior.

110. He shall report at once the absence of any patrolman from the beat, and any other neglect of duty or breach of discipline observed by him.

111. He shall, if possible, see every patrolman on his beat without calling them; but if not thus seen, he shall give the call in the center or at the extremity of the beat, and if not then found, he shall extend the beat of the adjoining patrolmen until the missing patrolman is found and the cause of his absence is ascertained.

112. He shall make weekly reports to the Captain, showing all changes in the locations of saloons or the opening of new saloons, gambling in any form discovered in his district, and all changes in bawdy houses, junk shops, second-hand stores, among their keepers or dealers. He shall immediately forward to his Captain all reports of patrolmen under him touching conditions on the beat each day.

113. He shall report in writing to the officer in command at Headquarters the details of each complaint against a member of the Department under him. He shall report through the Gamewell operator from each beat that he visits, day or night.

CORPORALS

114. He shall promptly obey orders issued by his superior officer. He shall take charge of the squads to which they are assigned, and after inspection shall march them to their respective posts or beats. After the men according to their Sergeant’s instructions, they shall frequently patrol their sections to see if the patrolmen are on their beats and performing their duties properly.

115. He shall not visit Headquarters except on Police business or when called in by a superior officer.

116. He shall familiarize himself with the Rules of the Department; watch the conduct and manner in which each man under him carries out his work as a patrolman; instruct their men to patrol their beats and shall report to his superior officer all delinquencies, carelessness or non-performance of duty observed by him in his rounds.

117. He shall, in case of fire, burglary, homicide, riot or other emergency, proceed immediately to the scene and report to his superior officer all facts in connection therewith.

118. In going over his section, when patrolmen can not be located when called, he shall be guided by the same instructions to Captains.

119. He shall, after making a tour of his section, note on his memorandum book all results of each tour, showing the hour made, etc. He shall report through the Gamewell operator from each beat that he visits, day or night.
120. He shall keep at Headquarters a book to be called the Desk Blotter, as provided by law, which shall contain a full and accurate account of all arrests made, larcenies, burglaries and other offenses, showing time of arrest, name of parties arrested, gender, address and business, and officer making arrest; also showing date of release and such instructions governing disposition of cases as directed. He shall also keep such other records as directed by the Superintendent and Clerk of the Corporation Court.

121. He shall answer all calls made to his office for officers where a crime has been committed, and shall send officers to make an investigation on such calls at once.

122. He shall be responsible for the conduct of all short-call men, drivers and turnkeys, and shall see that these officers are in the places designated by the Inspector when awaiting calls. No machine shall be used by any member of the Department without notifying the Desk Sergeant where same is to be sent, and why.

123. He shall deliver to the Secretary to the Superintendent all weapons taken from prisoners within 24 hours after the arrest has been made, the same to be plainly marked, showing the name of the owner, date of arrest, crime, arresting officer, etc.

124. He shall permit no one except members of the Department and recognized members of the press, to inspect the records of his office, and no information or extracts therefrom shall be given out without an order signed by the Superintendent or office in command at Headquarters. Whenever any person obtains information from such records by an order, the officer furnishing such information shall enter in the margin of the record, opposite the original entry, the time, name and address of the person presenting said order.

PATROLMEN

125. He shall confine his patrol within the limits of his beat, except in cases of fire, arrest of a prisoner or other necessary absence from duty, until the time fixed for expiration of his tour of duty and he is properly relieved. He shall, if obliged to leave his beat, immediately notify Headquarters when he leaves and when he returns, and shall enter in his memorandum book time of leaving and time of return and cause therefor. He shall give protection to persons and property near his own beat if called upon in any case needing attention, but shall return as soon as possible to his own beat or post.

126. He shall not, while on duty, walk or talk with any other officer or person on his route except for the purpose of communicating information pertaining to the Department or in the line of duty, and all such conversation shall be brief. He shall not remain in one spot, but shall constantly patrol his beat, except when on post or traffic duty.

127. He shall not leave his post when on post duty except when called away on police duty which may require immediate attention. In such event he shall notify Headquarters upon his return, and enter in his memorandum book time of leaving and time of return and cause therefor. He shall also report to his Corporal or other commanding officer full particulars of the cause duration of such absence.

128. He shall report for roll-call in the Assembly Hall at Headquarters 20 minutes before his roll-call to receive such instructions and directions as may be given by his superior officers. He shall be present at daily roll-calls, with shoes shined, uniform brushed and clean, collar clean, clean shaven, and shall present at all times a neat appearance. When reporting for roll-call he shall proceed at once to the Assembly Hall and shall not loiter or visit the offices to do so. He shall attend at Headquarters promptly at all times appointed, and if absent without leave shall report to the Inspector before going on duty.
129. He shall, as far as he can do so without intruding on the proper privacy of individuals, note all removals of residence from or into the limits of his beat, and shall include such data in his daily report. He shall acquire such knowledge of the inhabitants on his beat as well enable him to recognize as many of them as possible, and shall make himself thoroughly acquainted with all parts of his beat, including the streets, alleys, areaway and houses therein, familiarizing himself with the means of entrance and exit and all elevator service in all business buildings.

130. He shall pay particular attention to residences on his beat where the families are temporarily out of the city, leaving the premises in care of servants, and shall note the persons admitted to such houses, especially during the night, and shall make a memorandum of the hours of the day or night such persons are admitted or leave, and any other suspicious actions about the place.

131. He shall send all persons found penniless or without homes to Headquarters. He shall watch male and female night walkers and persons who improperly accost people (such as block-workers) of the opposite sex upon the street, and shall do all in his power to protect women from insult and annoyance.

132. He shall question any person whom he shall have reason to suspect of any unlawful business or design and may demand of him his business and where he is going, but he shall use great prudence and caution in exercising this authority.

133. He shall watch strictly all persons of known bad reputation found on his beat, and make memorandum of time and place seen and name of suspect, if possible. He shall note during the night all vehicles, the drivers or occupants of which in any manner excite suspicion, and shall report all the facts to his commanding officer.

134. He shall take notice of all places on his beat where intoxicating liquors are sold, all unlicensed places and places where the terms of the licenses under which such liquor are sold are not fully complied with all, all junk shops, second-hand stores, pawn shops, places of amusement, suspected gambling halls, dance halls, mock auction halls, vendors of policy and lottery tickets, suspected assignation houses and house of ill-fame, and shall keep a list thereof in his book for reference and report all the facts to his commanding officer.

135. He shall ascertain the purpose of any person seen going from door to door or accosting people on the street on his beat, and if such persons are found to be begging or asking or receiving alms in a public place, without a permit, he shall arrest such person as a vagrant, and shall arrest all persons peddling without a license.

136. He shall enforce all provisions of the traffic ordinance and all cases where a driver of a licensed vehicle demands or extorts illegal or excessive fares.

137. He shall, when any disturbance or affray occurs on his beat, proceed at once to the spot, and use his best efforts to restore peace and quiet. If any person shall have committed at crime, or shall by loud outcries or otherwise persist in disturbing the peace, such person shall be taken into custody.

138. He shall, whenever any public street or highway becomes blocked by teams or vehicles, use his best efforts to aid the drivers in disentangling the same. When the stream of traffic is continuous, he shall open the way for pedestrians wishing to cross, and shall assist small children and aged persons who would otherwise be exposed to danger in crossing. He shall furnish information and render aid to all persons, when requested, so far as the same may be consistent with his duty.

139. He shall, in case of accident, or illness on the street, render to the sufferer or victim all assistance in his power, and shall, if the case is serious, summon the nearest doctor and call an ambulance. He shall report the facts to his commanding officer, giving the full name and address of such persons injured, all witnesses and the nature of accident, and locality where same occurred.
140. He shall note all street lights on his beat out of repair or not lighted at proper times, or too early extinguished, and if possible, shall re-light them. If this is not possible, report the facts to Headquarters. He shall note all buildings erected or being erected contrary to any State law or city ordinance; all buildings defectively built or which have become unsafe or wherein a dangerous or unwholesome business or trade is being carried on; all nuisances and other matters affecting the health, safety and convenience of the public or the interests of the city, and shall report all facts on same to his commanding officer.

141. He shall examine in the night when possible, all doors, gates, windows and railings of dwellings and stores on his beat to see that they are properly fastened and secure; if not, he shall notify the inmates. Where such building are unoccupied, he shall secure the doors, gates or windows found open and notify the owners the following morning, reporting all facts to Headquarters. He shall take special care to notice all vacant dwellings to prevent depredation therein, and be vigilant to prevent burglary and fire or loss of water therein.

142. He shall call the attention of all abutting property owners and tenants to the condition of sidewalks rendered dangerous or unsafe for travel by obstructions or other causes, or having gates or signs extending more than two feet over the sidewalk, and shall take note of all ashes, garbage, dead animals or other offensive matter or refuse thrown upon or into any street or alley, and of any street or alley improperly blocked by washing of horses or vehicles therein. Where any law or ordinance, rule or regulation applicable to such case is not forthwith complied with, upon due notice, he shall himself do what he can to make the way safe and convenient by removing the obstruction or nuisance, ascertaining the full name of party responsible for complaint and prosecution.

143. He shall visit and inspect every building, location, excavation, privy, passage, sewerage, drainage and ventilation on his beat while off duty, to familiarize himself with places of hiding on his beat. He shall note every vehicle, water-craft, or place supposed to be dangerous, unsafe or detrimental to life or health, making a report of the same in detail to his commanding officer.

144. He shall immediately report to his commanding officer every case of Asiatic cholera, small pox, yellow fever, scarlet fever, typhus fever, or other malignant infection or contagious disease found on his beat, stating the nature of the disease, the location and number of persons living in the premises where such case is reported.

145. He shall give two blasts of his whistle if he requires the aid of the patrolman on adjoining beat, which call will be answered in a like manner, when the patrolman making the call will give one whistle in reply.

146. He shall make out and file with his commanding officer a daily report showing all occurrences of importance happening on his beat during his tour of duty; the time of the day or night that his Sergeant or Corporal calls upon him; all causes for leaving his post, and time of leaving and time of return thereto; all suspicious characters discovered on his beat and time and name of each, and such other data as may be required by his commanding officer.

147. No officer of the Department shall frequent pool halls, on or off duty, or loiter around pool halls, cigar stores, saloons or places of amusement, except in the discharge of their duty.

148. No officer of the Department shall accept from any restaurant keeper, store keeper, fruit vender or other merchant, any food, goods, fruit or other thing as a gift or gratuity for the performance of police duty, and all such violations of this rule shall be punishable by suspension or discharge or both.

149. No officer of the Department shall display unnecessarily, clean or handle promiscuously any firearm or weapon at Headquarters. Consider every gun loaded. Use the utmost care in handling firearms at all times.
150. Officers shall be particular and exercise precaution in making arrest. A false arrest renders an officer liable.

151. He shall arrest any person or persons who abandon or attempt to abandon any animal to die on the streets, and shall report all facts to his commanding officer.

152. He shall enforce the provisions of the sanitary ordinance of the city, which prohibits the sweeping of sidewalks during certain hours, and all spitting thereon.

153. Any person has power to make an arrest for a crime committed in his presence and may deliver his prisoner to a peace officer. When an officer is requested to make an arrest for a crime or misdemeanor not committed in his presence, he shall take charge of the prisoner, securing the name and address of the complainant, and requesting him to go to Headquarters and prefer a complaint against such prisoner.

MOUNTED OFFICERS

154. He shall take care of and will be held responsible for the condition and safe keeping of his horse and equipment. (Mounted Officer means either mounted traffic officer or mounted officer)

155. He shall train his horse to walk at a fast gait and shall not ride faster than a walk, except in extreme cases.

156. He shall, upon returning to Headquarters, see that his equipment is in good order and that it is ready for the next assignment. He shall obey all rules which may be made for the discipline and efficiency of the Department. He shall take precaution to see that his horse’s hoofs are free from pebbles or other matter that may cause lameness, and shall during the summer months wash down and groom his horse frequently after assignments.

157. He shall be guided in his duties by these rules the same as other officers of the Department.

TRAFFIC OFFICERS

158. Traffic officers shall consist of all officers performing duty on crossings, in railway depots, and such additional men as may be detailed to handle the traffic of the city.

159. Traffic duty shall be performed according to the instructions laid down by the Inspector and Superintendent of Police.

MOTORCYCLE OFFICERS

160. Motorcycle officers shall travel over streets designated by their superiors, and shall impart such information to each other as may enable them to better perform their duties. They shall not travel faster than a rate of speed fixed by the Superintendent, except in cases of emergency. They shall thoroughly understand their machines, be able to make all minor repairs, and shall be held responsible for the economical operation of their machines.

161. They shall secure authority form their commanding officers before ordering any repairs to be made on motorcycles at the City Garage, and shall report to him the time machine went to garage and time same returned for service. Motorcycle officers will be guided by these rules at all times.
TURNKEYS

162. He shall have charge of the city jail to which is assigned, and shall be held responsible for its cleanliness and sanitary condition. He shall keep such records as prescribed by the Superintendent.

163. He shall especially protect all prisoners from grafters, professional bondsmen, and other persons attempting to make a profit out of their misfortune. He shall treat every prisoner in his custody with decency and consideration, and shall report to his commanding officer any request made by such prisoner or prisoners for the opportunity to secure legal counsel, or to see friends or relatives, or any other request; but he shall in no case leave Headquarters to deliver any message for a prisoner.

161. He shall not discuss or talk about any prisoner in his custody, or give any information as to the conduct of, or repeat any statement made by, such prisoner, except to a superior officer.

162. He shall not admit any visitor to see a prisoner without authority from the commanding officer. He shall keep the keys to the jail on his person, and shall see that all jail doors are kept locked at all times.

163. Where two or more turnkeys are assigned to duty at Headquarters, the Superintendent shall designate which is the head turnkey.

CHAUFFEURS

167. Shall not take any police car outside of the city limits, except on orders of the Superintendent.

168. Shall not permit women to ride in any police automobile, unless accompanied by an officer engaged in performing police duty.

169. Shall be held responsible for the careful handling of police cars and their economical operation, and shall not exceed the speed limit except in emergencies.

170. Shall repair all minor repairs and adjustments. All other repairs shall be made in the City Garage, subject to the approval of the Superintendent.

171. Shall be guided by these rules at all times.

DOG CATCHER

172. Shall be detailed from the Department, and shall be guided by these rules and execute his duties as prescribed by the city ordinances. He shall be furnished a helper, who shall not have police authority, and shall be held responsible for the actions of said helper.

173. He shall make daily reports to the Clerk of the Corporation Court and to the Superintendent of Police, showing the results of each day’s work.

POLICE PATROL WAGON

174. Requests for the patrol wagon will be accepted from only members of the Department and special officers. All calls must be responded to promptly. Gongs on the patrol shall not be sounded unnecessarily, and lamps shall always be kept lighted on the wagon between sunset and sunrise.

175. When responding to calls the driver in charge shall receive the person to be conveyed. The wagon shall not be used for errands or calls at Police Headquarters, and only members of the Department on duty and those in custody shall be permitted to occupy the patrol at any time. Officers are prohibited
from riding on the steps of the wagon. Drivers of the patrol shall be subject to all rules of the Department.

JUVENILE BUREAU

176. Shall be in charge of any officer or officers detailed by the Superintendent, who shall be responsible for all juvenile cases, and such other matters as may properly be referred to said Bureau.

177. The juvenile officer or officers shall make summary arrest of persons responsible for the willful neglect of children, thereby permitting them to become morally depraved and susceptible to criminal influence, destitution, suffering, and other delinquency.

178. No child while under restraint or conviction shall be placed in detention where it can come in contact with hardened criminals or adults charged with crime. They shall be placed in some place of confinement while under restraint separated from adult criminals.

PRIVATE WATCHMEN AND SPECIAL OFFICERS

179. Each private watchman or special officer, appointed on the application or at the instance of any railroad or other company or person, shall have authority and perform the duties of a patrolman on the premises designated in his commission, and not elsewhere. During his hours of duty or when called upon by a regular police officer, he shall assist in the preservation of peace and quiet. He shall possess the powers and authority of a regular officer as far as duty and power of arrest is concerned, and shall co-operate with the Department in all efforts to detect crime, arrest criminals, and shall be subject to call by the Superintendent at all times.

180. Any special officer or watchman who abuses his trust and violates the rules of the Department, or who is unfit for duty, shall be deprived of their commissions upon the recommendation of the Superintendent. He shall report once each month at Police Headquarters at such time designated by the Superintendent, and failure to so report shall be cause for suspension of commissions in the judgment of the Superintendent.

BUILDING SUPERINTENDENT

181. He shall be the custodian of all uniforms and other property delivered to him by the commanding officer at Headquarters, and shall make a monthly report to the Superintendent showing all property on hand and condition of same.

182. He shall be held responsible for the cleanliness and sanitary condition of the building at Headquarters, and shall be subject to the provisions of these rules at all times.

DETECTIVE DIVISION

183. Shall be under the control of the Chief of Detectives, who shall have full charge of all detectives in general and in detail. It shall be his duty to give special attention to the business of his department and see that all cases are attended to properly and diligently. He shall require the men under his command to make reports as are or may be required in these rules showing all cases and transactions handled by the men and progress made therein. He shall be responsible for the efficiency and discipline of the detectives on and off duty, and shall report any dereliction of duty or discipline to the Inspector or Superintendent of Police.

184. He shall have command and control of the Bertillon Operator, subject to the orders of the Superintendent.

185. He shall devote his entire time and energy, exclusively, to the duties of his office, and may suspend any officer assigned to his division for violation or neglect of his orders, or for violation of these rules, reporting all such suspensions to the Inspector and Superintendent.
186. He shall, upon leaving his office, place same in charge of the Captain of Detectives, or in his absence in charge of a member of the Detective Division, who for the time being shall be Acting Chief of Detectives, and who shall give orders not in conflict with those of his superior officer.

187. He shall not permit official correspondence to be made by members of his division without the written consent of himself or the Superintendent, and a proper record of such correspondence shall be kept in the Division at all times. He shall keep all records required by the Superintendent and as provided by the City ordinances now or hereafter.