

Sgt Livo

March 10, 1955

"STANDING ORDERS"

(January 1928 to March 1955 inc.)

TEN COPIES POSTED

1. Chief Allen
2. Inspector Beseske
3. Inspector Fruchey
4. Inspector Fakehaney
5. Inspector Bosch
6. Inspector Baumgartner
7. Inspector Roth
8. Communications Bureau
9. No. 2 Precinct Station
10. Desk Sergeant Office #1

(Compiled by T.P.A.)

by

Orders of the Chief of Police

STANDING ORDERS

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1.

Office of Chief of Police

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ACCIDENTS - CITY PROPERTY

June 25, 1940

In all cases of accidents involving City property or wherein the City may be held responsible, regardless of nature, a copy of the report will be sent to the Department of Law so that they may make immediate investigation.

Therefore, when making such reports, they will be made in triplicate and one copy will be sent to the Department of Law.

ACCIDENTS - CITY VEHICLES

July 27, 1954

This amends Administrative Directive #27 in the reporting of accidents.

In any case of accident, the City employee involved shall, whenever practical, immediately notify the Police Dispatcher and shall thereafter remain at the scene of the accident until the arrival of police personnel, unless otherwise directed by the Dispatcher.

It is normally of great advantage in the investigating of an accident to be able to interview the participants at the scene. It must be recognized, however, that in some instances it is not practical for a City employee involved to comply strictly with the provisions of Directive #27. The suggested procedures will allow consideration by the Accident Review Board of the particular circumstances involved in each accident and of whether the employee has, whenever practical, notified the Dispatcher and followed any directions given him by the Dispatcher. The Accident Review Board will be expected to recommend, in each case, whether or not disciplinary action is in order where the employee has not immediately notified the Dispatcher of his accident and thereafter followed the Dispatcher's instructions.

ACCIDENTS - CITY VEHICLES

May 3, 1954

City Manager's Directive #27 of 6-2-50 and supplement of 2-4-54 requires operators of any city or subsidized vehicle involved in an accident to submit 4 copies of prescribed "Accident Report" form (other than the regular accident report form) to the executive office of their division.

These forms (not Sgt. report forms) can be procured at the Record Bureau, Sergeants' Desk #1 and 2 Precincts, the Traffic Bureau, or the office of the Sergeant of Motor Equipment.

## ACCIDENTS - CITY VEHICLES

February 23, 1953

In all cases of accidents involving City motor equipment (including Fire equipment), wherein the equipment cannot be moved under its own power, the Police Dispatcher will be notified who will arrange for the towing.

It is desired that this equipment be moved immediately if it is causing any traffic congestion, but it is not to be moved until the police officers investigating the accident have secured the necessary information, measurements, etc.

## ACCIDENTS - CITY VEHICLES

December 27, 1951

The City Manager's Directive #27, of June 6, 1950, states that all operators of City Owned Vehicles involved in Accidents, shall promptly notify the Police Division, and remain at the scene of the Accident until the arrival of the Police, and failure to do so, would result in disciplinary action.

Effective this day, by Orders of the City Manager, Operators of Police and Fire Vehicles, ON EMERGENCY RUNS, are exempt from this provision.

The Operator of the Police Vehicle, ON AN EMERGENCY RUN, involved in an accident, shall continue the run, but shall notify the DISPATCHER, immediately, via Radio.

## AFFIDAVITS

February 9, 1955

Kindly refer to "TOLEDO MUNICIPAL COURT" affidavits; which cover all moving traffic violations.

These forms must be filled out properly and completely, and under the head of the Crew, the officers names will be shown, and the "officer's signature" will be inserted in writing by the officer swearing to the affidavit.

## AFFIDAVITS

March 27, 1953

Wish to call attention to state affidavits as obtained by members of this division.

In all cases, the affidavits, when issued to a police officer, must show the title, namely Patrolman, Sergeant, etc.

## AFFIDAVITS

October 29, 1952

In filing affidavits at the Clerk of Courts' Office, not more than 5 defendants' names will appear on the affidavit.

If more than 5 have been arrested, use additional affidavits.

This, at request of the Clerk of Courts as their bookkeeping machine is geared to this practice.

ARREST - CONTRIBUTING

September 3, 1946 <sup>3.</sup>

The charge "Contributing to the Delinquency of a Minor" will not be placed against parties when booking them in the cell-block unless the arrest has been made on such warrant or the case had been investigated by the "Crime Prevention Bureau."

Whenever persons are arrested on evidence of contributing to the delinquency of a minor, the prisoner will be booked on the open charge of suspicion and the evidence turned over to the Crime Prevention Bureau and that bureau will make investigation and then place the charge.

In a number of incidents, persons have been booked on the charge "Contributing to the Delinquency of a Minor," and then because of lack of proper evidence, the prosecutor would not issue the warrant or affidavit.

BICYCLES

September 13, 1941

Instruct all officers that bicycles must not be hauled in our scout cars. Patrols must be used.

CALLS - FALSE EMERGENCY

March 16, 1954

Whenever officers respond to a broadcast of major importance, and upon arrival discover that it was a false alarm or unnecessary call, those officers arriving first will immediately notify the Dispatcher, who in turn will broadcast the additional information for the benefit of other responding crews that may be coming from distant points.

CALLS - IN-SERVICE

July 28, 1953

The following procedure for the handling of In-Service calls must be strictly adhered to.

Whenever any crews receive an IN-SERVICE call, they will acknowledge this call, proceed directly to the location given and contact the complainant. When they have completed this IN-SERVICE call, they will inform the Dispatcher (briefly) that this call has been taken care of.

However, whenever any crews have received an IN-SERVICE call, and are proceeding to this call, and the Dispatcher gives them an important or OUT-OF-SERVICE call, they will proceed directly to the OUT-OF-SERVICE call, passing up the IN-SERVICE call, temporarily.

When the OUT-OF-SERVICE call has been completed, the Crew will contact the Dispatcher, and ascertain whether or not the IN-SERVICE call has been taken care of.

Whenever any crew, while cruising, run across anything which necessitates the absence of both members from the car, they will promptly inform the Dispatcher of such, and when they have taken care of the trouble they will (promptly) report back IN SERVICE.

CALLS - MISSING

April 2, 1942

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All officers should know that their radios are working properly, and in case they hear nothing on the radio for 15 minutes, they should immediately contact the dispatcher.

CITATIONS - ISSUANCE OF

July 8, 1952

Every officer should know, that when the citation is issued, the officer has performed his duty, and further criticism or censor concerning the violation usually is unnecessary.

COMMAND OFFICERS - DAYS OFF

February 9, 1955

Wish to call attention to the time sheets for January showing that the following officials were off duty 4 days or less during the month.

You will arrange to take off at least 5 days, each month, and preferably 6 days, as, in the past, during Summer months, and also the last several months of the year, officials had numerous days due them resulting in too many ranking officers being off duty at one time.

Captains will check monthly to know that this will not happen again this year.

COMMAND OFFICERS - TRANSPORTATION

June 9, 1950

Ranking officers are not to call any crews out of service or ranking officers on duty, or any police equipment for transportation to and from work.

COURT CASES - PRE-PROSECUTION DISCUSSION

February 14, 1942

It has come to our attention that members of this division are discussing the cases of parties arrested and being prosecuted with the parties involved and their attorneys before the trial.

This practice, at times, has caused dissention in Courts.

Therefore, officers will not discuss their cases with the defendants or their attorneys, but will submit their testimony in the Court Room.

Violation of this order will be deemed "Conduct Unbecoming An Officer."

CRIMES - EMERGENCY NOTIFICATION OF

September 23, 1950

Again your attention to the General Order of June 13, 1949 regarding emergency notifications :

After crews have investigated a report of a robbery, purse snatching, molesting, etc, or any urgent case where a person's description is given or where a license is wanted for pick up, the following procedure will be effected;

Notify the Dispatcher of all pertinent information needed for immediate broadcast; then call the Record Bureau as soon as convenient and convey to them all information which should be made-up as a radio report, for distribution to other shifts and bureaus.

The Dispatcher's office will contact the Record Bureau and verify, at their convenience, that they DO have knowledge of the emergency. Otherwise the Dispatcher will inform the crews to relay this important information immediately to the Record Bureau.

#### CRIMES - REPORTS BY INTOXICATED PERSONS

March 1, 1954

During the past several weeks, robberies have been reported by persons under the influence of liquor and information given to the officers was often found to be incorrect.

In all cases when persons, under the influence of liquor report such crimes, the party will be sent to the Captain of Detectives' office for questioning and to obtain actual facts.

The Crew will make out the G.O. offense to cover and give as much information as can be secured by them.

#### DISPATCHING CREWS

April 1, 1954

Only in emergency cases will any official dispatch a scout or patrol crew, and then the emergency should be of such a nature that it would be detrimental to wait until the Dispatcher could be notified to do the dispatching.

Also, when such a dispatch is made, the official will notify the dispatcher so that proper record can be made and also avoid any misunderstanding.

#### DISTRICTS - LEAVING

July 20, 1954

Some of the scout and patrol crews are leaving their assigned districts for lunches and other personal reasons.

These crews are not to leave their districts except in emergencies or by permission of their superior officers.

The gassing of cars must be done at the expiration of tour of duty, and, at no time, with prisoners in their cars.

#### DOGS -

December 7, 1953

The Toledo Humane Society provides 24 hour service for all emergencies affecting animals maimed or injured.

It therefore is not necessary for police to shoot animals on the street. The law does not give them that authority and they can be prosecuted by the Society. (Nights Ad.1753 - Days Ad.1265.)

## DOORS - CHECKING

March 6, 1953

You will instruct all crews, including East Side, to check front and rear of all major business sections, as often as it is possible, when not concerned with other duties.

These checks to be made "IN-SERVICE."

## DRIVING UNDER INFLUENCE

June 28, 1954

When a person is arrested for "Driving Under the Influence," he shall, after being advised of his rights, be asked if he will submit to the Drunkometer test; and the test will be given without delay. If he refuses to submit to the test, the prescribed form to show the physical evidence of his condition shall nevertheless be filled out and the placing of charges shall be governed by the conclusion that a reasonable man would reach as to the individual's condition based on that physical evidence.

## DUTY - NEGLECT OF

September 6, 1954

We have again received bitter complaints that our officers are in restaurants during the busy traffic time, namely 7 AM to 9 AM, and from 3 PM to 5:30 PM.

Command officers will check to know that this is not being done by officers.

## ELEVATORS - PRISON

January 14, 1955

Effective immediately all employees, except authorized personnel, shall refrain from using the prisoners elevator and garage in Safety Building as a means of entrance and exit.

The garage in the Safety Building should not be used as an ingress or egress facility as it is intended for use by authorized personnel and emergency vehicles.

## EMPLOYMENT - OUTSIDE

January 5, 1946

Below is a copy of Rule 2, Section 1, of Toledo Police Manual.

"Each member of the police force shall devote his whole time and attention to the business of the Department, and he is expressly prohibited from following any other calling or being employed in any other business."

During the "EMERGENCY" caused by the war, the above provisions were not enforced, but it is now deemed that such emergency does not exist at present time. (Ended by Presidential Proclamation December 15, 1945.)

Therefore, (effective January 14, 1946) each member of this

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Division, will, as stated above, devote his entire time to police duties and not engage in other employment or business. (Policemen shall not tend bar or drive taxi cabs - Nov. 26, 1952.)

EQUIPMENT - POLICE

August 8, 1953

Wish to again call attention to the equipment on the various scout cars and patrols.

From time to time, articles are missing and report covering same is made several days later.

As shifts change, the Captain will assign a Sergeant to check with the crews to know that all equipment is at hand such as:

Stretcher, and rubber sheet  
Dog Catcher  
First Aid  
Shot Gun, and shells  
Safety Belt

Hand Cuff and Keys  
Fire Extinguisher  
Blankets (2) and case  
Broom  
Spotlight  
Flares (6)

The daily vehicle reports should be made by the crews.

EXPLOSIVES -

April 3, 1954

Hereafter, any member of our department receiving a complaint of or coming in contact with any missile, bomb or explosive of a military nature, shall make immediate contact with the Police Crime Laboratory, before handling.

Personnel from the bureau shall be responsible for the disposition of such missile, etc, to the Crime Laboratory, or by them to the office of the U.S. Army Bomb Disposal Squad, Erie Ordinance Depot.

FIREARMS - REGISTRATION

May 17, 1946

Any person inquiring about voluntary registration of firearms will be referred to our Record Bureau.

FIREARMS - SAFE KEEPING OF

February 9, 1955

SPECIAL NOTICE: In all cases, where firearms are brought into Safety Building, and held for safe keeping, a written report will accompany giving all details.

This report is necessary to decide if and when the firearm is to be returned to the owner.

The above does not refer to firearms used as evidence which must be covered by the general offense reports.



## FIRES - DOWNTOWN AREA

June 21, 1937

Wish you would again call attention of all officers assigned to the downtown section to call the Desk Sergt. to find out if they are required at the fire.

This is a duplication of similar orders issued at various times during the past few years. Eff. 10-29-37 - Officers should arrest and prosecute motorists failing to give the right of way to fire vehicles, and any other violations connected therewith.

## FIRE STATIONS - LOUNGING IN

October 7, 1952

Police officers will refrain from visiting at fire stations as complaints are being registered by the firemen.

## FOUNTAIN - CIVIC CENTER

July 22, 1952

The Welfare Director has complained of the Civic Center Fountain being used by youngsters for bathing.

These youngsters have caused much damage and the youngsters are subjected to infection and diseases.

You will therefore instruct all officers to break up the practice of persons using this fountain.

The scout crews will check when passing and the ranking officers will also check whenever in the vicinity.

## GARAGE - PARKING CARS IN AND AROUND

March 19, 1948

The parking of privately owned autos in the Safety Building Garage, Safety Building Garage ramp, or on Jackson Ave, in space marked "EMERGENCY"; FOR POLICE AUTOS ONLY," is positively prohibited.

This, due to such private autos being a handicap to the movement of police autos efficiently.

Private owned autos, parked in violation of this order, may be towed away at the expense of the owner.

## HANDCUFFS -

September 30, 1948

Arrangements have been made to equip each patrol (No. 1, 2, 4, 7, 12, 13) with a pair of handcuffs. The new Peerless with the new style keys.)

Each member of the patrol wagon will be furnished with a handcuff key. Also, the relief crew will each be furnished with a key.

Each crew will check when coming on duty and when going off duty to know that the pair of handcuffs is on the patrol.

In short, when checking other equipment, the handcuffs will

be checked also.

The crews will be held responsible for these handcuffs.

HOLDER -

July 24, 1948

Whenever a person is taken to any hospital and a holder is placed on the patient, the officer will make out a General Offense Report.

HOSPITAL - ARREST AT

June 18, 1954

We call attention to the attached form, copies of which are at all hospitals, to be used when making arrests at hospitals.

In each case of an arrest at the hospitals, the hospital will make out the attached forms (4 copies) and the officers bringing the prisoner to Safety Bldg., will bring these forms with them and leave at the turnkey's desk to be picked up by the Jail doctor, who will aid in the prosecution.

INDIGENTS -

January 20, 1953

Will you please issue instructions to the Desk Sergeant that whenever indigents want night lodging at the Volunteers of America, they shall be handled as previously, after 4:30 P.M. Any time during the day and up to 4:30 P.M. they shall be sent to the County Relief Headquarters for their processing.

INJURED OFFICER

January 16, 1954

When any member of the POLICE DIVISION is injured ON or OFF duty, He or She, will submit a GENERAL OFFENSE REPORT of such injury.

JUVENILES - DISPOSITION OF

November 14, 1953

Whenever a juvenile is apprehended, and in the opinion of the Arresting Officer, it is necessary to take the juvenile into custody, between the hours of 8 AM and 5 PM they will be brought to the Crime Prevention Bureau for disposition, with the exception of Sundays and Holidays.

In the future, when a juvenile is apprehended during the hours that the Crime Prevention Bureau is closed, it will not be necessary to take them to the Captain of Detectives, they will be taken directly to the Child Study Institute where an Intake Officer will be on duty at all times when the Crime Prevention Bureau is closed. Final decision will rest with the Intake Officer as to whether or not the juvenile will be detained, or taken home and cited in Court. In cases where it appears that further investigation is necessary, these facts should be explained to the Intake Officer.

If the Intake Officer does not set a date for the preliminary hearing, the parents should be informed that a member of the Crime Prevention bureau will notify them when the investigation is completed and what time and date to appear in Juvenile Court.

As in the past, whenever juveniles are held in custody, the parents or guardians of such juveniles should immediately be notified.

JUVENILES - IMPOUNDING BICYCLES

September 28, 1954

Juveniles will be ordered to appear at Crime Prevention Bureau, Room 223, Safety Building, on the following Saturday after violation at 9:00 A.M.

The bicycle will be impounded in the Police Property Room, properly tagged with the Juvenile's name, age, and address.

The regular report will be filed.

JUVENILES - LOST

October 16, 1954

Effective at once all lost children will immediately be taken to the Child Study Institute on a Safekeeping charge until the parents are located.

The Dispatcher will be immediately notified and furnished all available information. He, in turn, will notify the Record Bureau, Crime Prevention Bureau, the Women's Bureau, and the Desk Sergeant, so that if the parents call they can be advised as to the whereabouts of the child, and immediately ordered to contact the Child Study Institute.

JUVENILES - LOST

November 9, 1953

The following procedure, regarding LOST CHILDREN, must strictly be adhered to.

When any Dispatcher receives a call, that a CHILD, under the age of 7, is missing, and it is between the hours of 8:30 AM and 5PM, he will promptly notify the "Crime Prevention Bureau", and this Bureau will then handle the call.

At any other time, the Dispatcher will promptly dispatch a crew, (In Service), and this crew, after obtaining a description of the missing child, will then call the "Record Bureau", and relay the information obtained, so that a Broadcast can be made.

JUVENILES - MILITARY PERSONNEL

September 28, 1954

Effective immediately, all juvenile military A.W.O.L. cases will be detained at the County Jail.

Arresting officers are requested to take such persons directly to jail instead of C.S.I.

LEAVE - MILITARY

July 13, 1953

Your attention is called to O.R.C. Section 5923.05.

"All officers and employees of the state or political subdivisions thereof, who are members of the Ohio National Guard, the Ohio Defense Corps, the Naval Militia, or members of other reserve components of armed forces of the United States shall be entitled to leave of absence from their respective duties without loss of pay for such time as they are in the military service on field training or active duty for periods not to exceed thirty one days in any one calendar year."

The Law Department advises that it would appear, therefore, that these officers are entitled to be excused for such drills or meetings provided they are on active duty. A record of the time so spent must be recorded on the daily time sheet and should be charged against the amount of time that they are allowed in any one calendar year, namely 31 days.

LETTERS -

March 11, 1955

ALL POLICE OFFICERS:

The use of City of Toledo stationary, such as envelopes, paper, forms, etc., for personal use is prohibited. Many such letters have been returned to us, by parties who take it for granted that such letters are authorized by the officials in charge of the division.

- R.E. Allen, Chief

LICENSE PLATES -

December 1, 1947

Any officer finding or coming into possession of a lost or stolen license tag for auto, will make out a "Sergeant's" report giving details as to when, where, etc, the tag was located. Both the tag and report to be turned in to the Desk Sergeant's Office.

This information may lead to the arrest of some criminals.

MENTAL CASES

February 10, 1955

Kindly refer to instructions in regard to "MENTAL" cases of persons in cell-block at Safety Building.

When a relative or other person is to sign Ohio State papers covering the "Mental" patient, such persons may contact our City Jail Physician, in the cell-block at 10:30 A.M. on week days except on Saturday when the time will be at 8:00 A.M.

MENTAL CASES

May 7, 1954

Kindly refer to memo of April 12th, 1951 regarding O.R.C. 5123.22 governing "Mental" cases.

In event the party complained against is drunk or causing a disturbance, or other violation, a direct charge should be shown, together with a detailed statement of his actions, for information of Judge and Physician who may examine the prisoner later.

In case the charge is a clear-cut "Mental" one, the complainant, (a relative preferred,) should accompany the patient and officers to the Safety Building, and Ohio State Mental papers filled out. If this occurs in the night season, the complainant should be instructed to report at 8:00 o'clock the following morning. (Ohio State papers are available at Turnkey's office.)

#### MENTAL CASES

July 2, 1953

In every case of a person brought in for safe keeping, the "Mental Report" must be made out immediately by the arresting officers.

The General Offense Report should be made out as soon as possible and placed on file.

This will expedite matters for the jail doctor who will give these cases special attention.

#### MOOCHING -

November 15, 1937

I have received a number of complaints to this effect :

That some police officers engage in a mild form of graft by "Mooching" cigars, cigarettes, meals, drinks, etc, in restaurants, poolrooms, drinking places and night spots, and as a result some of these police officers do not enforce the laws against gambling, slot machines, failure to close on time, parking autos, and similar laws as consistently and impartially as they should.

Such practice is contrary to good order, discipline and conduct on the part of a police officer, and officers who commit such offenses will be severely penalized.

Captains, Lieutenants, and Sergeants must be alert in enforcing discipline and right conduct and the observance of all police regulations on the part of all members of the force.

The Captains especially should know that they are responsible for the performance of men on their detail and that they will be held accountable for failure to report inefficiency, misconduct or any other violation of rules.

#### NIGHT STICK OR GUN - USE OF

November 21, 1953

Kindly refer to previous orders relative to making a report, in duplicate, on Sergeant's Report, whenever any shots are fired, or when the officer used his night stick, billy, or gun in his duties.

Anytime an officer uses night stick, billy, or his gun as a billy, the officer will make out Sergeant's Report, in duplicate,

giving all details.

NOISE - EXCESSIVE

May 21, 1954

We are again receiving complaints in regard to excessive use of the siren at and near hospitals. Also, that police radios are left on when officers are in the hospitals. This disturbs the recuperating patients. In the future use discretion to avoid further complaints.

OFFICERS - TRANSPORTATION OF

December 17, 1936

Kindly refer to order dated October 8, 1936.

"No person will be transported in scout cars unless in line of Police Duty."

Officers may be taken to their districts from the police station. However, taking officers home must be discontinued.

PATROL WAGONS

January 11, 1949

It is desirable to keep all patrol wagons in service at all times, but if one patrol is out of service and there is no other patrol wagon available, the scout car should be placed in service until the patrol wagon is again ready for service.

Also, should scout cars be out of service and no scout car available, you will assign the crew to a patrol wagon if a patrol wagon is available.

Whenever a radio car is out of service, the official in charge of the shift will immediately contact the Dispatcher who will have the information at hand as to cars available.

PAY - EXTRA - FORBIDDEN

October 8, 1938

You will call the attention of all members of the Division of Police to Rule 15, Section 4, of the Police Manual

"Members are forbidden to accept extra pay for services rendered in the line of duty at balls, picnics, fairs, public dances, amusement places, fires or any business concern."

This rule must be adhered to.

PEDESTRIANS - TRAFFIC VIOLATION

April 30, 1948

You will instruct the men under your command to enforce the ordinance concerning pedestrians who violate at signalized intersections.

Also, give special attention to motorists who fail to yield the right of way to pedestrians who cross on the green light.

## PERSONS INJURED - TRANSPORTING

April 18, 1938

It is definitely our duty to handle all injury cases as humanely and carefully as possible.

The direct transporting to the Safety building of unconscious persons believed to be intoxicated is to be discontinued at once.

Hereafter, when a patrol wagon arrives at the scene of such a case, it will be treated as a stretcher case and the person transported to the County Hospital for examination, and from there to the Safety Building if medical examination shows only intoxication and no injuries warranting confinement to the hospital.

The same treatment shall be accorded to other intoxicated persons who although not unconscious, give indications of suffering from injuries.

## PERSONS - TRANSPORTING

August 23, 1954

It has come to my attention, that some wagon crews, while in the act of transporting persons, are very careless in the protection of these persons. In many cases, persons are allowed to ride in the rear of Patrol Wagons, while the No. 2 man rides on the front seat.

This practice will stop immediately, and whenever there is anyone, Prisoner or not, in the rear of the Patrol Wagon, the No. 2 man will also ride in the rear.

## POLICE BOXES -

October 20, 1941

All police officers using the Police boxes to place calls to various bureaus will ask the Box Operator for the number they desire. Many patrolmen ask for the Dispatcher or Safety Building, instead, also Police boxes are to be kept securely locked.

## PRISONER - ARTICLES FOR

September 12, 1938

You will instruct the Crew that takes prisoners to the Welfare Farm, that under no circumstances will any articles be transported from the Safety Building, to the Welfare Farm for prisoners unless the same has been authorized by the Director of Safety or Welfare.

Any articles permitted by the Director must be delivered to the Superintendent of work house, and to no one else.

Further, you will instruct the officers in charge of this patrol to refrain from informing any prisoner that a "Holder" has been placed in him or her. When the prisoners know this, it is a very difficult task for the Welfare Farm officials to keep the prisoners from trying to escape. Persons not convicted and sentenced to the workhouse are not permitted to be transported by police.

## PRISONER - BOOKING

December 26, 1941

When<sup>a</sup> prisoner is brought to the Safety Building by officers working in pairs, both officers will accompany the prisoner to Turnkey's office and remain with prisoner until confined to cell.

These officers will also witness the removal of valuable personal property from the prisoner.

This order places responsibility equally with the officer or officers in charge of prisoner, the turnkeys and jailers, pending the safe confinement of the prisoner and his property by the Turnkey.

## PRISONER - DIABETIC

August 31, 1949

When any person is arrested on a drunk charge and such person informs the arresting officer, either orally or otherwise, that he is a diabetic suffering from Insulin shock, such person shall immediately be taken to a hospital.

If the hospital finds that such person is a diabetic and suffering from insulin shock, or is suffering from the results of some other kind of drug, not a narcotic, taken under the direction of a physician, then such person shall be released; otherwise, the regular procedure governing arrest will be followed.

## PRISONER - HOLDER ON

October 9, 1941

Prisoners being returned from the Workhouse or County Jail, who have "Holders" on them, will be taken to the Turnkey's Office, be booked and then investigated before their release.

Copies of "Holders" kept for records in the Turnkey's Offices will be checked by the jailers and the officer, or bureau, requesting the holder will be notified to the effect that the prisoner is held. The responsibility for his release will then rest with the officer or bureau originally making the holder request.

## PRISONER - MISTREATMENT OF

August 7, 1936

In all cases where prisoners are received at the cell-block in a condition that would indicate that he or she had been subject to rough treatment, a report should be made to cover by the Turnkey booking prisoner.

Should an officer, upon arresting a party, find that the party was injured, the officer should include this information on the report and should explain how the injury was sustained. If the officer was compelled to use force and injured the prisoner, this should be included.

Should a wagon crew receive a prisoner in an injured condition, the wagon crew should cover same with a report of the details.

In short, whenever a prisoner shows signs of having been



mistreated, the cause and all details should be included in the reports.

PRISONER - PROPER CHARGE

April 5, 1945

The practice of sending KNOWN drunks in and booking them on "Safe Keeping, Hold for the Jail Doctor", (unless the officer has definite reason to believe the prisoner is NOT intoxicated) must be discontinued.

The Clerk of Court complains that affidavits are not filed as promptly as they should be. All affidavits must be filed in the Clerk's office not later than 8:45 A.M.

Also, any time there is an arrest made and the complainant is booked, the officers must be in Court the following morning and assist in the obtaining of affidavit.

PRISONER - REQUEST FOR ATTORNEY

April 30, 1952

When an attorney requests permission of the Captain of Detectives to talk to a prisoner, the Captain will ask the attorney if this is the prisoner's request, and if the attorney states it is, or that a friend of the prisoner contacted him, the Captain will contact the Turnkey to ascertain if the prisoner desires to see an attorney and name of the attorney, and, in order to see the prisoner, the prisoner must sanction the visit before the pass is issued.

PRISONER - TRANSFER OF

November 25, 1930

When prisoners are transferred to or from the Safety Building and the County Jail, instruct your men to take over prisoners charged with major crimes, separately, and also to handcuff any prisoner charged with murder, bank hold-up, shooting, etc, so as to allow no prisoner to escape.

PRISONER - USE OF TELEPHONE

July 8, 1952

We realize that at times, intoxicated prisoners should not be allowed the use of 'phone, but permission should be granted to persons who are in possession of their mental faculties and are able to hold understandable conversations.

PRISONER - USE OF TELEPHONE

December 29, 1953

When persons are held on an open charge of "Suspicion" in the City Jail, they will have the privilege of 'phoning their attorney or relatives notifying them of their detention providing such request is approved by the Captain of Detectives on duty, who shall, on each shift, check the status of these cases.

At no time will a person be detained on an open charge longer

than necessary during preliminary investigation and a direct charge will be placed against him within a reasonable time subject to the necessity of proper investigation.

PRIVATE PROPERTY - LAW ENFORCEMENT

February 3, 1954

Below is a copy of letter, dated 1-29-54, from Law Department to the Safety Director which is self explanatory.

"In reply to your communication of January 21st with reference to "Birckhead Place" wish to advise that Section 21-6-9 of the Toledo Traffic Code provides :

"No person who is under the influence of intoxicating liquor or narcotics, drugs or opiates, shall operate or be in actual physical control of any vehicle, street car or trackless trolley within the City."

It would appear therefore that the Police of the City of Toledo would have authority to investigate a traffic violation of operating under the influence of intoxicating liquor in Birckhead Place, even though said property is privately owned. In cases of operating without due regard for safety or similar violations which is limited by ordinance and statute to offenses occurring on public streets or highways, the City Police would have no authority to make an arrest on such privately owned property.

The City Police must respond to any call involving a law violation in Birckhead Place and make such investigation, as they would make on a call for a crime violation committed on private property. The fact that the street and driveways of Birckhead Place are privately owned does not relieve the Police Department of the necessity of rendering service there.

The residents of Birckhead Place have the same recourse for damage to their property as any other citizen, viz: the institution of a civil action for damages against the party causing the injury."

The above also applies to the public housing projects and the property having privately owned courts or drives.

Instruct all officers accordingly.

PROBATION OFFICERS - AUTHORITY OF

November 8, 1952

Below is a copy of letter from Frank W. Wiley, Presiding Judge of Toledo Municipal Court, dated November 7, 1952.

"From time to time the various judges deem it necessary to have a defendant, who has appeared in court, be examined by a psychiatrist or be referred to a marriage counsellor, prior to sentence. Some questions have arisen as to the authority of our Probation Officers to take these defendants from the custody of the Police Department. Therefore, we request an order from you permitting the Probation Officers to have custody of prisoners who have

already appeared before the court and are awaiting sentence. The statutes provide that Probation Officers shall have all powers of regular police officers and shall perform such duties as may be designated by the Judges of the Court.

In exceptional cases, our Probation Officers may request assistance in the handling of a prisoner. On such occasions, because several agencies have protested the use of a uniformed officer, a plain clothes officer is desirable."

"We sincerely appreciate your meeting with the Judges and thank you for your cooperation."

You will instruct all concerned that the above must be strictly adhered to.

PROPERTY - REPORTS ON

December 31, 1947

Officers and others who are required to make offense and arrest reports will, whenever possible, list the value of the stolen property thereon, when making an original or supplemental report.

In all cases of property being held as evidence, found or recovered, an appropriate report shall be made. Tags shall be attached to property being sent to the property room for item identification, showing date, items, values, reasons held and responsible officers.

Property recovered and delivered to the owners at the scene of recovery or otherwise, shall be noted in the offense and supplemental offense reports and for a matter of property room record, this will require a copy being sent to the Property room containing all pertinent data.

When the value of property stolen or recovered is unknown, a conservative estimate can be made by the reporting officers or others making the report. In all cases, it shall be the duty of the ranking or supervising officers to see that property held as evidence, found or recovered, shall insofar as practical, be processed through the property room and that the necessary reports are made. Revolvers held as evidence must be unloaded and the ammunition safely attached and retained. 9-7-1940

NOTE: See General Order dated 7-27-46; (Property brought in from raids when property room is closed, shall be held as evidence in Detective Bureau for safe keeping until morning, and then taken to property room. (Also General Order dated 7-8-37; (Making report of personal effects held for safe keeping or evidence, and the officer's responsibility therefore.)

PROPERTY - SAFE GUARDING

February 24, 1939

Wish to again call attention to the safe-guarding of property which comes into our hands during the course of our work.

During the day time while property clerk is on duty, all property will be taken directly to the Property Room.

19.

At other times property brought in by uniformed officers will be kept intact by the Sergeant at desk at #1 or #2 Station, and, in morning, it will be taken to the Property Room.

Detectives will handle property in a similar manner except that the Captain or acting Captain will take care of the property during the time that the property room is not open.

Reports must accompany all property.

When property is used as evidence in Municipal Court, the property must first be taken to the Property Room and registered, and after Court it will be returned to the Property Room.

This is to prevent loss of any article which may come into our possession.

#### RADIO - USE OF

September 2, 1953

The use of Radio by Division of Police is granted by the Federal Communications System for "POLICE BUSINESS".

Therefore it behoves all police officers to confine the use of radio to actual police work.

Descriptions, orders, etc, must be given in simple English.

Deviations will result in disciplinary action.

#### RECORD BUREAU

February 26, 1948

All officers calling at Record Bureau for information, records, or any other police business, will transact such business at the counter.

Police officers must not enter into Record Bureau office.

#### RECORD BUREAU - SERIAL NUMBER FILE

April 6, 1948

A "Serial Number File" of all stolen motor vehicles will be put into effect in the Record Bureau.

This is necessitated primarily because of the Motor replacements where new motors are not numbered.

At the time the theft report is being verified, the officers and clerks procuring the information shall also make the necessary notations of the serial number and include that in the information of auto theft reports.

#### REGISTRATION CARDS - DRAFT

August 8, 1941

The Federal Law makes it MANDATORY for all males of the Draft Registration age to have on their person at all times the "Draft

## Registration" certificate.

Whenever a prisoner is brought into the Male cell block, the Turnkey and Jailer will know that the prisoner has a Registration Certificate if he is of the "Draft" age, and if he does not have it, he will be held pending investigation.

Welfare Director has advised us that all persons of draft age asking for shelter or subsistence at the "Welfare Lodge" on South 13th Street, the party will be questioned in regard to his Registration Certificate, and if he cannot produce same, the police will be notified and we will bring the party to the Safety Building for further investigation.

## REPORTS - DELINQUENT BOX

February 19, 1952

Wish to call attention to the reports made by officers covering delinquent reports and special duty reports made by reporting on the police call boxes.

All such reports will be made on the Sergeant's report blanks and will be addressed to the Sergeant who is supervising the patrolman.

The Sergeant, Lieutenant and Captains will investigate the cause for delinquency or the improper reporting and will either approve or disapprove the report and then send it to the Lieutenant Dispatcher.

## REPORTS - LAXITY IN MAKING

April 14, 1954

Many officers have become lax in making written reports, especially the General Offense Reports.

Types of offenses are not clearly stated, descriptions of suspects are often meager, exact time and places of offenses are incorrect, and names and addresses of witnesses are lacking.

This requires extra and unnecessary work for investigating officers.

Eff. 12-16-54, Sergeants in the Record Bureau were ordered to contact lax officers and have them report in person to the Record Bureau and complete their reports.

## RESCUE SQUAD

September 21, 1953

The following procedure regarding the handling of accident cases as listed below, will hereafter be in effect.

The Fire Department Rescue squad, will assume full charge of resuscitation in accident cases where the victims are - overcome by smoke, gases, electrical shock, or near drowning.

In the event of the arrival of Police on the scene first, they will render first aid, pending the arrival of the Rescue Squad, and then assist and cooperate with the Rescue Squad, until the removal of the patient.

All emergency cases will be handled as in the past.

## SERGEANTS - ATTENTION TO DUTY

June 26, 1950

You will instruct the Sergeants, both on the downtown section and the Scout Sergeants to spend as much time on their districts as possible to avoid coming into the Safety Building, unless it is necessary.

These Sergeants and Lieutenants should get out on the streets as soon as possible after roll call and should not come back into the station until necessary for roll call.

Due to vacations, we must keep as many men on the street as we can in order to provide protection for citizens.

## SPEAKING ENGAGEMENTS

June 10, 1950

At any time a member of your bureau is designated to make a talk or lecture, as a representative of the police, you will first take the matter up with this office as to the subject to be discussed.

## SUBPOENAS -

January 25, 1952

The Municipal Court added \$1.70 to cost of each case for service of a subpoena, or 10¢ in case a subpoena is not served.

Some officers are failing to return subpoenas to the Court before Court Trial Date, and as a result numerous cases do not have these fees charged to the cases.

The Court advises that these cases average from 20 to 25 a day and is eliminating a substantial amount of the estimated revenue.

All officers will be governed accordingly.

## SUBPOENAS - DAY OFF

May 11, 1937

This order is to correct a condition which has always existed. I refer to the necessity of members of the uniformed division responding to subpoenas from the Grand Jury or Common Pleas Court on days that have been assigned them as days-off.

Hereafter, when a uniformed officer receives a notification to appear before the Grand Jury or Common Pleas Court in criminal cases, on his day-off, upon presentation of the notification to his Commanding Officer the day-off is to be changed to a date that will not handicap the relief on which the summoned officer is working.

## TELEPHONE - USE OF

January 27, 1937

It is imperative that our police telephones be used for Department business only. The practice of using the phones for personal calls is to be discontinued immediately.

When outside personal calls are received, the recipient should advise the caller to briefly give his message and refrain from

from future personal calls unless they are of an emergency nature.

#### TRAFFIC LIGHTS

March 21, 1940

Any officer noting that the "LIGHT" in a traffic control semaphore being out, will immediately notify the FIRE OPERATOR.

Also, any traffic light not operating properly will be reported to the FIRE OPERATOR.

The officer will also make a Sergeant's report showing the location of the reported traffic light and the date and time reported to Fire Operator.

#### TRAFFIC VIOLATORS - MILITARY

January 31, 1952

Following are excerpts from the Department of Defense Directive No. 110, 27-1, regarding handling of Military Violators of Traffic Laws.

"a. Military personnel who violates traffic laws while operating a private vehicle are responsible therefor in the same manner as civilians. The Department of Defense is confident that they will be accorded fair and equitable treatment, and if taken into custody, will be granted bail or recognizance (except for those offenses for which bail is not customarily granted) so that they may return to their military duty as soon as possible.

"b. Drivers of official vehicles on official business who are stopped by local police for traffic violations should not normally be arrested or detained, unless the nature of their offense is such, or it is apparent that they are in such condition that further operation by them would be prejudicial to their own safety and the safety of others.

"c. All drivers engaged in duties under emergency conditions or conditions of urgent necessity by competent military authority and such determinations will not be left to the driver concerned. In such cases, coordination will be effected between military and civilian authorities whenever practicable.

"d. The Department of Defense desires that the commanding officer of the military installation to which a driver of an official vehicle is assigned or attached, be notified promptly by local civil authorities when the driver has allegedly violated traffic laws. In accordance with policies enunciated in current regulations of the Department of the Army, Navy, and Air Force, published under authority of Article 14, Uniform Code of Military Justice, members of the armed forces alleged to have violated traffic laws may be delivered to civil authorities."

#### TURNKEYS AND JAILERS

June 20, 1946

The Turnkeys and Jailers will not leave the cell-block during their tour of duty.

This order is based on our present system of guarding

prisoners and may necessarily be altered if some extreme emergency arises.

Should it be necessary to bring a prisoner to the Detective Bureau, B. of I., Traffic Bureau, Court, etc, the officers desiring the prisoner will escort the prisoner from the cell-block, but if it is necessary to have additional help, endeavor to secure/help from the Dispatcher or Detective Bureau.

UNIFORMS -

June 5, 1953

Kindly refer to the practice of wearing neckties by uniformed officers.

During the Summer months : - the wearing of ties will be dispensed with but the shirt will be buttoned except the button at the neck.

Sleeves will be buttoned at wrists at all times.

UNIFORMS - COURT ATTENDANCE

June 27, 1951

All <sup>uniformed</sup> officers having cases in Courts, will attend said Court in the proper uniform. The Captain 7X3 Relief will check the Court rooms daily, to see that this order is obeyed. The Captain will also note the conduct of the Officers and see that they are seated in their proper place in the Court Room.

UNIFORMS - OFFICIAL

January 7, 1942

Wish to call attention to Toledo Municipal Code, Sec. 3-18-16, etc; Prescribing the official uniform, badge, cap emblem, and buttons for the Division of Police, City of Toledo, and prohibiting the wearing of same or similar uniforms, badge, cap emblems, or buttons by persons other than regular members of the Division of Police of Toledo.

(1)  
"Sec. 3-18-21 - It shall be unlawful for any policeman, watchman, detective, constable, marshall, or any other person whatsoever other than a regular member of the Toledo Police Division to wear any uniform, badge, cap emblem, or button, the same as, or closely simulating those herein above described.

(2)  
Sec. 3-18-21 - Any person who shall violate the provisions of this Ordinance shall be fined in an amount not exceeding \$50.00 and each separate day of which a violation continues shall be deemed a separate, distinct, and independent offense. "

Any member of this division knowing of any violation of the above, or has cause to believe that this Ordinance is being violated, will notify this office so that proper investigation may be made.



UNIFORMS - UNTIDINESS

January 18, 1946<sup>24.</sup>

Instances of untidiness and improper wearing of uniform in public and the careless attire of some plain clothes members have been noted. These conditions will not be tolerated further.

A neat and commanding appearance of a police officer is one of our greatest assets and must be utilized to the fullest extent at all times.

You will issue appropriate instructions to the officers under your command and make personal inspections to know there is strict compliance to this order at all times.

VEHICLES - CALL FOR TOW

April 25, 1951

Police officers requesting the Record Bureau to have a car towed in, will remain with the auto until tow car arrives.

In case, the Dispatcher orders the officers on another complaint, the Dispatcher will notify the Record Bureau.

In several instances, the tow car was unable to locate the car that was to be towed in, and in other instances, the owner of the auto drove the car away before arrival of the tow car.

VEHICLES - POLICE

July 8, 1953

TO ALL DRIVERS OF POLICE VEHICLES :

All drivers of vehicles with automatic transmissions are hereby instructed that when car or patrol fails to operate for any reason other than normal stalling of the motor, it MUST not be moved, and Municipal garage called to make a rear-end lift tow. This to prevent further and more extensive damage and to allow determination of cause of failure.

VEHICLES - POLICE - CIVILIANS

April 2, 1931

Information has reached this office that persons other than those members of the Fire or Police Divisions of the Department of Public Safety, frequently are permitted to ride on some of the motor equipment while in service.

Such a practice must cease as it not only interferes with the efficiency of the service, but may result in serious complications.

Those in charge of such apparatus will be responsible if any violations of this order are allowed.

## VEHICLES - POLICE SERVICE OF

August 27, 1951

All police equipment will receive gas, oil, water and grease at the new "Gas Station" at Spielbush and Southard.

The driver of the vehicle will sign the slips indicating supplies received.

The receipts will be in duplicate, or possibly triplicate, and the copy for this division will be left with the attendants and one sent to the Sergeant in charge.

All equipment requiring repairs will be taken to the Gas Station and a report covering work required, will be made and left with the attendants.

Any equipment that cannot be repaired immediately will be replaced with extra equipment that will be held in emergency at the Gas Station.

Eff. 3-7-46 - Cleanliness of Police vehicles must be maintained by the Crews.

## VEHICLES - POLICE SERVICE OF

September 1, 1951

The following regulation concerning Service and Repairs to Police Vehicles, must strictly be adhered to.

Whenever any Crew (Patrol or Scout) take their car to the new Gas Station at Southard and Spielbush for oil change or other service, they will change to another car quickly as possible, and return to service.

The Dispatcher will check these changes, and any time a Crew is at the Station longer than twenty (20) minutes, he will instruct the Crew to make the change and report back to service.

## VEHICLES - POLICE - USE OF

March 27, 1940

The use of police autos by others than to whom assigned is strictly prohibited.

However, in case of emergency, the autos may be used provided the parties to whom the autos are assigned or their superiors are contacted and give permission.

This To avoid misunderstandings and to be able to place responsibility in case of damage to autos.

## VEHICLES - RADIO - REPAIR OF

October 1, 1951

Police Radio Service Shop will be closed from 11:00 P.M. to 7:00 A.M. daily.

Extra autos will be available at Gas Station, Southard and

Spielbush, in event of Radio requiring repairs, and transfer of auto will be made.

Driver of auto will make a duplicate copy of report, leaving one at Gas Station and the copy at Sergeant's desk.

VEHICLES - SAFE DRIVING BY POLICE

February 24, 1953

We are again being criticized because drivers of our police equipment are failing to comply with the laws governing traffic.

Below is a copy of order issued July 9th, 1941, and re-issued August 4th, 1945, and again January 13th, 1950, which you will read to reliefs several times at present and then around the first of each month and Relief Captains are held responsible for so doing.

"Responsibility for the safety of the City is entrusted to its Police Department. Today, the greatest problem confronting the police is traffic; the loss through property damage, injuries and fatalities far surpass that caused by the criminal element.

At present, our department operates over 100 motor units and every hour of the day the public observes the manner in which Police officers drive. The citizens expect the police to observe the traffic rules and set the example for safe driving.

Therefore, every member of our department who operates motorized police equipment will abide by all rules and regulations governing traffic.

ONLY in extreme EMERGENCIES will there be any exceptions to this order.

Emergencies which we term "FAST CALLS" create our greatest hazard. Remember it is better to drive safely and arrive at scene than drive too fast and take chances with a serious "crack-up". In answering this type of call, the driver shall not pass through a red light until he has made a safety-stop and is assured of safe passage. Good judgement must be exercised during all doubtful circumstances, and drivers will be held responsible for the operation and care of the car assigned him.

When any damage occurs to the car, it is essential that the driver in charge of car at time of accident, make a quadruplet report in detail of such damage.

Failure to comply with this order will result in disciplinary action."

VEHICLES - STOLEN

May 23, 1945

The following procedure will be followed in reporting and handling stolen car reports.

When the complainant comes to Police Headquarters to report his car stolen, he must verify his license by producing his

certificate of registration. Should he 'phone same into head-quarters, the Record Bureau will inform the Dispatcher to send an officer to contact the complainant and verify the license and motor number.

This procedure must be followed before any stolen car is posted with the department or broadcast on the radio.

VEHICLES - SHIFT TIME

August 11, 1953

The following procedure for the handling of Police Equipment in Police Vehicles, will be strictly adhered to, and any variation from this will be cause for Disciplinary Action.

At the end of the tour of duty, the driver of the Police Vehicle, will check the equipment in the car, noting this on the form provided. The driver of the car, relieving the first driver, will check the slip against equipment, and if all the equipment is in the car he will sign this slip (or form), and turn it in to the Desk Sergeant at the end of his tour of duty. If all the equipment is not there, the driver will submit a report, and both the No.1 and No.2 man will sign this report, and the driver will promptly notify the desk Sergeant.

VEHICLES - TOW - RELEASE OF

May 11, 1943

Pertaining to vehicles towed to storage at the request of the Police Department, the following procedure will be in force immediately.

"Owners shall be instructed to present their license plate certificates, bills of sale or certificates of titles at the Record Bureau in order to identify their vehicles and prove ownership, before release. Vehicle motor numbers shall be verified in the stolen car files.

Vehicles towed for traffic violations shall follow the same procedures, excepting that the owner shall first procure his traffic release from the Traffic Bureau, in writing, and present same along with vehicle identification papers at the Record Bureau. The Traffic Bureau release will remain with the Auto Squad blue release card and the Tow Company report card will be given the owner.

VISITORS - DISPATCHER'S OFFICE

November 21, 1941

Wish to call attention to order prohibiting visitors in office of dispatchers-operators at the Fire-Police Alarm Building.

Police officers will NOT be allowed to take visitors to this dispatchers-operators office without permission of the Inspector in charge of tours.

## WITNESS - COMPLAINING

April 14, 1947

In traffic cases and misdemeanors, the complainant will be brought to headquarters and booked.

The Captain of Detectives, or the detective at his desk, will interview the witness, and if, in his opinion, the witness is a responsible citizen and lives in the City, the complainant will be released on his own recognizance, and will be instructed to appear at the Prosecutor's office the next day at 8:30 A.M. to file an affidavit against the party arrested.

In case the complainant lives outside of City, he will be required to post bond.

The Captain or Detective at the desk interviewing the complaining witness will make a report to cover, which will be forwarded to the Clerk of Courts.

## WRECKER - CALLING FOR

February 16, 1953

Crews on the district when calling for a wrecker through the Dispatcher and after a wrecker has been called, the Crew shall wait not more than fifteen minutes for a wrecker. If the wrecker has not arrived at that time, they will call the Dispatcher, who will contact the Record Bureau, and another wrecker will be sent to the scene to take the tow.

In the meantime if the wrecker that was called first arrives, he will not make a tow.

FUTURE ORDERS

All future orders will be issued on the Daily Bulletin, and it shall be the duty of the office in which this Standing Order Book is kept to enter a copy of such future orders in the book in the order they are published. (No other bulletins are to be placed in these Standing Order Books.)

- R.E. Allen, Chief.