

RULES AND REGULATIONS

OF THE





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CITY OF CLEVELAND.

Adopted by the Board of Fire Commissioners, June 30, 1876.

CLEVELAND: G. S. NEWCOMB & CO., 88 SENECA STREET, 1876.

BOARD OF COMMISSIONERS.

Organized April 19, 1876.

JOSEPH TURNEY, President.

A. J. SPENCER, Secretary.

- W. H. RADCLIFF, citizen member, term expires April, 1880.
- NATHAN WRIGHT, eitizen member, term expires April, 1879.
- JOSEPH TURNEY, citizen member, term expires April, 1878.
- JOHN STURZNICKLE, citizen member, term expires April, 1877.
- EDWARD ANGELL, council member, term expires April, 1877.

OFFICERS OF FIRE DEPARTMENT.

JOHN A. BENNETT, Chief. JAMES DICKINSON, 1st Assistant Chief. H. H. REBBECK, 2d Asst. and Supt. of Telegraph. JOSEPH SPEDDY, 3d Assistant Chief.

THE FIRE DEPARTMENT,

INCLUDING THE

Fire Alarm Telegraph Corps,

OF THE

CITY OF CLEVELAND

shall, in addition to, and in conformity with, the powers and duties prescribed by the laws of the State of Ohio, the charter of said city, and the orders and ordinances authorized by, and passed under said charter, be governed by the following

RULES AND REGULATIONS.

CHAPTER I. — QUALIFICATIONS OF MEMBERS, APPOINTMENTS, AND SUBSTITUTES.

SECTION 1. Every person to be appointed a member of the Department must, at the time of his appointment, be eighteen years of age, and a resident two years of the City of Cleveland, and be able to converse understandingly in the English language. He shall also be able to legibly write his own name, and shall, upon examination by the Board of Fire Commisioners, in addition to the above qualifications, be shown to possess such practical fitness, and intellectual and physical capacity, as the Board shall consider requisite.

SEC. 2. Any person who may hereafter be appointed in the Fire Department shall at first be put in the service on trial for sixty days as a candidate for full membership, during which term while thus on trial, his pay shall not exceed seventy-five per cent. of the pay of full membership, and at the end of said term he shall be appointed to full membership in the Department and take the prescribed oath as required in Section 6 of this chapter; provided in all respects he prove, in the judgment of the Board of Fire Commissioners, to be fully qualified; and provided also, that nothing herein shall prevent the Board appointing an applicant to full membership, without his serving as a candidate, if he shall have before served in the Fire Department and left without dishonor.

SEC. 3. From a list of applicants furnished by the Board of Fire Commissioners, the Chief may substitute any person that may be needed to supply any vacancy which may at any time exist in the Department, by reason of the absence, suspension, discharge, resignation or death of any member, and at the next meeting of the Board of Fire Commissioners, report in writing such action for the approval or other action of the Board.

SEC. 4. In case of vacancy in the office, or inability to act of any of the Assistant Chiefs, the Chief may, for the time being, substitute men of experience and discretion from other positions in the Department to fill such vacancy, and shall, at the next meeting of the Board of Fire Commissioners, report in writing such vacancy, the cause and circumstances, and his doing in the premises, for the approval or other action of the Board.

SEC. 5. No other substitution than that mentioned in the last two preceding Sections shall be allowed, and those applicants put in the service to fill any vacancy occasioned by discharge, resignation or death, may be considered as candidates for full membership on trial for sixty days.

SEC. 6. Every person appointed to full membership in the Fire Department shall subscribe and take the oath of office as such, which shall be as follows:—You solemnly swear you will support the Constitution of the United States and State of Ohio, the laws and ordinances of the City of Cleveland, and obey the rules, regulations and orders of the Cleveland Fire Department, and dischage the duties of your office according to the best of your knowledge and ability, so help you God.

SEC. 7. No man shall be put into the service, nor shall the name of any man be put upon the list of applicants, until he can furnish the certificate of the city physician that he is in good health and of sound physical constitution.

CHAPTER II-POWERS AND DUTIES OF THE CHIEF.

SECTION 1. The Chief shall be the executive officer of the Fire Department and Board of Commissioners, subject to the rules, regulations and orders from time to time made by the Board of Fire Commissioners, and

shall have under such conditions, sole control and command of all the property belonging to the Department, and all members and candidates in the service of the Department in the discharge of their duty. He shall, on all occasions, see that the laws of the state and ordinances of the city, applicable to this Department, are faithfully observed, and all orders of the Board of Fire Commissioners in that regard he shall promulgate and enforce.

SEC. 2. The Chief shall have sole command at fires over all officers and members of the Fire Department, and all persons who may be present at fires, and shall take all proper measures for the extinguishment of fires, protection of life and property, preservation of order, and observance of the laws.

SEC. 3. It shall be the duty of the Chief to examine into the condition of the engines, apparatus, buildings and other property belonging to the city in the use of the Fire Department, and the fixtures and furniture thereof, weekly, or oftener if directed by the Board of Fire Commissioners, and make a detailed statement thereof the first meeting of the Board, and whenever the engines or other apparatus, buildings or fixtures, may require alterations, additions or repairs, the Chief, under direction of said Board, shall cause the same to be made, and shall report such conditions and his acts therein as often as may be necessary in order to obtain their direction in the premises.

SEC. 4. The Chief may, in his discretion, suspend from the service any member of the Department, who, either from the personal knowledge of the Chief, or from reasonably reliable information conveyed to him by others, may be chargeable with a violation of any of these Rules and Regulations, or with any of the offenses specified in, or covered by the same, and shall report in writing at the next meeting of the Board of Fire Commissioners, the fact of such suspension, the name of the party suspended, the charges upon which such suspension are made, and the names of the witnesses in the case, according to the form of charges prescribed in Chapter XII, Section 2 of these Rules and Regulations. He shall likewise report to said Board any suspension, charges or complaints made by the Assistant Chiefs, which shall have been reported or presented to him in writing at the next meeting. He may also in his discretion suspend from the service any candidate on trial for sixty days without preferring charges; provided he shall report the case to the Board of Fire Commissioners at the next meeting.

SEC. 5. The Chief may, from the list of applicants furnished him by the Board of Fire Commissioners, substitute any men needed for the service, in manner and for the causes set forth in Chapter I, Section 4 of these Rules and Regulations. He may also, if suitable vacancy occur, place such applicants on trial as candidates for sixty days, and at the end of that time he shall report in writing to said Board, as to their conduct and fitness for service. He may also make the substitution in case of vacancy in the office of Assistant Chief as provided in Chapter I, Section 5 of these Rules and Regulations, subject to, and limited by, the terms of said Rules.

SEC. 6. The Chief may grant furloughs to members of the Department in such manner as shall not be detrimental to the interests of the Department, and report the same at the next meeting of the Board.

SEC. 7. He shall also, in writing, submit the resignation of any member of the Department, or notice thereof, to the Board of Fire Commissioners at its next meeting.

CHAPTER III—POWERS AND DUTIES OF ASSISTANT CHIEFS.

SECTION 1. It shall be the duty of the Assistant Chief, within the district of the city especially assigned to him, to visit the houses of the several companies therein, belonging to the Fire Department, weekly, and oftener if necessary. He shall see that the houses, apparatus, fire alarm horses, etc., are kept in good serviceable condition, that order and proper discipline among the members of the Department is maintained; whether any repairs or supplies are necessary, and shall report the result of his examination to the Chief in writing. He shall convey all orders of the Chief to the members of the Department in his district, and shall transmit all reports and communications of the members of his district to the Chief with his endorsements.

SEC. 2. It shall be the duty of the Assistant Chiefs whenever a fire shall occur in their respective districts, to immediately repair to the place of such fire, wearing his proper badge of office, take proper measures to have the engines, apparatus and men, placed in the most advantageous situation, and for the extinguishment of the fire, and the saving of life and property, to use the engine and apparatus for that purpose only, and, if necessary, to command assistance from all persons present as well as from the members of the Fire Department.

SEC. 3. It shall be the duty of the Assistant Chiefs to cause order to be preserved in the Department, especially when going to, working at, or returning from fires. They shall at all times pay such attention to the good order and discipline of the members of the Department as is due them from their rank and position, and when any offense under these Rules has been committed, in cases of great extremity where the interest of the Department would suffer by the delay necessary to report the case in the first instance to the Chief, or for other sufficient emergency, shall immediately suspend the offender, and himself prefer the charges, subject to the same modifications, under the varied circumstances provided for in Chapter II, Section 4 of Rules, and shall present the charges in writing to the Chief, and he shall report at the next meeting of the Board.

SEC. 4. The Assistant Chiefs may grant furloughs to the members of the Department in their respective districts, not to exceed twenty-four hours, and promptly report the facts to the Chief, and shall perform such other duties as the Chief may direct.

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CHAPTER IV .- DUTIES OF SECRETARY.

SECTION 1. It shall be the duty of the Secretary to be present at all meetings of the Board of Fire Commissioners, and keep an exact record of the proceedings of the Board in a book provided for the purpose, to remain in the office of the Board from 9 A. M. to 5 P. M., except when absent on business of the Department, and one hour each day for dinner, to take charge of all supplies of the Department and issue the same only on monthly requisitions, duly signed by the company officer and approved by the Chief or Assistant Chiefs, except in cases of emergency, when they shall be issued upon special requisitions signed and approved as above.

SEC. 2. He shall keep such books of account as the Board may direct, in which all the receipts and disbursements of the Department shall be regularly entered, and exhibit a balance sheet at any time the Board may require, and shall keep a book containing a complete list in alphabetical order of all the officers and men in the service as candidates and full members of the Fire Department. Said book shall be conveniently ruled, headed, arranged and kept in such a manner as to show the State or country of birth, the age, and the former occupation of each officer or man, the name of his office or duty, the company to which he is attached, his place of residence (street and number), the date of his entering the service as candidate, the date of appointment to full membership, and a brief memorandum

of the action of the Board of Fire Commissioners as to his merit, censure, suspension or discharge from the service. A record of fires, from data furnished by the Chief, in a book to be suitably ruled and headed, showing the date, time of the forenoon or afternoon, number of the alarm box, location, class of building, name of owner, name of occupant, use, cause of fire, personal injury or death of firemen or citizens, amount of loss in goods, furniture and fixtures, and amount of insurance on property. A book in which he shall enter all complaints for violation of ths laws and ordinances with regard to buildings, chimneys, etc., the enforcement of which belongs to the Fire Department. Said book of complaints is to be kept in such form, and to contain such facts, as may subserve the purpose of the Board of Fire Commissioners. He shall transcribe the monthly time-rolls reported to him by the several company officers and the Superintendent of the Fire Alarm Telegraph, when approved by the Chief, and extend opposite the name of each person the correct amount of pay respectively, according to the time and class of service stated, which transcript, when completed as hereinafter directed, shall constitute the payroll, on which pay-roll he shall in the same manner enter the name of office, time of service or duty of those in the service, and not included in the rolls reported by company officers or Superintendent, and opposite the name of each extend in the same manner the amount of pay. He shall foot said pay-roll, making and placing the footings so that the

amount of pay for each company, the amount for those in the telegraph corps, the amount for those whose names are added, and the aggregate amount of the pay-roll may each be distinctly and readily seen from inspection with blank receipts of the month's pay of each employe in the Department, which shall be signed by every person drawing pay, doing all in such form and manner as may serve the convenience of the Board of Fire Commissioners and City Auditor, and when completed he shall certify to the correctness of the same.

SEC. 3. He shall annually make a report in writing to the Board of Fire Commissioners, covering the report of the Chief and the Superintendent of Fire Alarm Telegraph, showing the expenses of the Department for the fiscal year next preceding, a list of the fires during the year, with the time of alarms in consecutive order, the number of alarm box, locality of fire, description of property, amount of damage, amount insured, and the condition of the apparatus, property and working force of the Department.

SEC. 4. He shall perform any other duties which the Board may require of him connected with his office, and shall give bonds in the sum of five thousand dollars for the faithful performance of his duties.

CHAPTER V.—POWER AND DUTIES OF COMPANY OFFICERS.

SECTION 1. Engineers and Captains of Truck Companies shall stand in order of rank next below the Ass't. Chiefs; each Engineer and Captain shall be the commanding officer of his respective company, under orders and directions of his superior in rank, and he shall, under circumstances of emergency, as mentioned in Chapter II, Section 4 of these Rules, prefer charges and report for offenses in manner and form, and to the officer, as in said article provided.

SEC. 2. It shall be the duty of Engineers and Captains in their respective companies, at all times to preserve order and discipline and require and enforce strict compliance with the rules and regulations of the Department, and the orders of the Board of Fire Commissioners, Chief and Assistants, to see that the engines, apparatus and horses committed to their care are kept in good order and repair for immediate use at all times, to see that the buildings, premises, fixtures and furniture are kept neat and clean and that the personal habits of the men are cleanly and wholesome.

SEC. 3. They shall make fair and exact monthly time-rolls upon the blanks furnished by the Board of Fire Commissioners, specifying the name of each man attached to their respective companies, the name of his position or duty, and the number of days he as actually served during the month, designating those in the service who have been employed as candidates less than sixty days by the letter C. placed on the margin of the Roll, opposite the name of such candidate, certifying to the correctness of the same at the end of each month, and present the same to the Assistant Chief in charge of their respective district.

SEC. 4. They shall, at the end of each month, make a classified report to the Chief for each day of the month, of the condition of the horses and apparatus, the conduct of the men under their respective charge, and the time and place of fires attended, and the number of hours service at the same by the company, and the number of men on duty at said fire, or absent from the same, in conformity with the blanks furnished, and with such other facts as the Chief or Board of Fire Commissioners may direct. They shall also make a *daily* report to the Assistant Chief of their district, on and in conformity with the blanks furnished for the purpose.

SEC. 5. The Engineer and Captain of each company, shall, upon an alarm, repair promptly to the fire with his apparatus and men, and place and work them in obedience to the direction of the Chief or his Assistants, allowing in no instance any citizen—except Fire Commissioners—or any member of the department (unless his company responds to the same alarm), to ride upon the apparatus in going to or returning from the fire, except his own company. If after returning from a fire he shall discover that he has lost any article, or finds in his possession any article belonging to any other company, he shall without delay make a report to his Assistant Chief.

SEC. 6. The Engineers and Captains shall promptly report in writing to their district Chief, any incapacity, inefficiency, neglect of duty, disobedience of orders of superior in rank, or the violation of any rule, regulation or order of the Board of Fire Commissioners or Chief which may occur; in which report they shall state the name of the offender, the time and place of the offense, and its nature, briefly, and the names, residences and places of business of the persons by whom the facts in the case may be proved.

SEC. 7. Engineers and Captains shall promptly report all accidents, in writing, to the Assistant Chief, that occur in going to or returning from a fire, or at the same, or while exercising their horses, giving the names, residence and place of business of the persons by which the facts in the case can be proven.

SEC. 8. It shall be the duty of Engineers and Captains, to report in regard to the qualifications or fitness of a candidate during his trial of sixty days, to the Assistant Chief of his district.

SEC. 9. In the absence of the Chief and the Assistant Chiefs from a fire, the Captain of the first Truck Company arriving on the ground shall take command. In case two Trucks arrive at the fire at the same time, the senior Captain shall take the precedence.

SEC. 10. The Engineers of Steam Fire Engines shall, under directions of the Chief and Assistant Chiefs of their respective districts, have the care and management of his engine, and shall be held responsible for its good condition, and shall see that it is kept in good order, and ready at all times for immediate use as far as possible. He shall, under the instructions of the superintendent of machinery, do all the ordinary repairs practicable, and when his engine is undergoing repairs at the shops, shall superintend the

work and keep the time of the mechanics at work on the same, and remain there during the working hours of the shop.

SEC. 11. He shall direct and superintend the Stoker as to his duties upon and about the engine, and shall from time to time give him all the practical instruction possible, and he shall inform the Assistant Chief whenever his engine may need any material or repairs.

SEC. 12. When an engine is out of fuel while in service at a fire, he shall give three quick and one long blast with the whistle, and for leaving a fire, one long blast.

CHAPTER VI.—DUTIES OF A STOKER [This chapter will also apply to Tillermen of Trucks.]

SECTION 1. It shall be the duty of the Stoker to assist the Engineer in the cleaning and care of the engine, and to obey his orders relative to the same, and in the absence of the engineer he shall have charge of the men

and house.

SEC. 2. He shall at all times when the engine is in the house have, the proper amount and quality of fuel in the fire-box for immediate firing, and see that a suitable amount of fuel is prepared and constantly on hand for use.

SEC. 3. He shall adopt and practice upon the directions and instructions given by the Engineer, so as to become familiar with the principles, the construction, and practical working of the engine, and as far as possible become qualified to take the exclusive charge and working of the same, and shall perform such other duties as his superior officers shall direct.

CHAPTER VII.-DUTIES OF LEADING HOSEMEN.

SECTION 1. It shall be the duty of the Leading Hosemen to examine and report upon the condition of cisterns and fire plugs in the district assigned to them, semi-monthly, or oftener if ordered. To see that his hose are properly cared for in the house, under the direction of the Engineer, and at fire to take charge of hose-carts and Hosemen, and see that his line of hose is handled effectively, and in case of derangement to examine into and immediately remedy the difficulty, and see that all orders of his superior officers affecting the steamer are forwarded to the Engineer.

CHAPTER VIII .- DUTIES OF DRIVERS.

SECTION 1. It shall be the duty of the Drivers to attend properly to the horses committed to their care. They shall keep them well and carefully fed and cleaned; the labor of taking care of the horses being justly divided between the drivers by the officer in charge of the house, and when cleaning the horses they shall not have the harness off of more than one horse at a time. They shall keep the stable clean, as also the harness, and all things pertaining to their department in perfect order.

SEC. 2. It shall be the duty of the drivers to exercise their horses two hours of each day, the weather permitting, (Sundays excepted) when the horses have not performed any work within twenty-four (24) hours preceding. At fires, drivers of hose-carts shall, after laying their hose, place their

horses in the care of the engine driver, and act as hosemen.

SEC. 3. In exercising their horses, they shall not go more than three hundred (300) yards from their respective houses. They shall perform such other duties as their superior officers may direct.

CHAPTER IX-DUTIES OF WATCHMEN.

SECTION 1. It shall be the duty of the members of the respective Companies to keep a constant watch both day and night.

SEC. 2. The man on watch shall not go to sleep, but shall devote his time to keeping a strict watch for fires and shall give his attention to the fires in the heaters and stoves, see that they are carefully regulated, keep everything in order about the house, keeping a close watch of the Telegraph Instruments, and upon their going out of circuit or anything occurring with the line or instruments he will report the same forthwith without a moment's delay to his company officer.

SEC. 3. It shall also be his duty to report the members of the company who may be absent from their respective houses without the required permission to his company officer, and shall be held responsible for the conduct and property during his watch. He will also keep a close watch of the horses and see that their harness does not become displaced, and upon any of the horses becoming sick or injured he will immediately report the same.

CHAPTER X-FURLOUGHS AND ABSENCE FROM DUTY.

SECTION 1. The Chief shall not be absent from duty except in case of sickness, without a leave of absence granted by the Board of Fire Commissioners, or in case of emergency, by a member of the Board.

SEC. 2. The Assistant Chiefs shall not be absent from duty but twelve hours a week, except in case of sickness, without a leave of absence granted by the Chief, except as may be hereinafter provided.

SEC. 3. No member of the Fire Department under the rank of Chief shall be absent from duty (except in case of sickness) for a longer time than twenty-one (21) hours, and then not oftener than three times per month, when the service will permit, without a furlough granted by the Chief or the Assistant Chiefs of his district. Engineers and Captains may grant leaves of absence not exceeding one hour to the members of their respective companies of not more than one at a time, except for ordinary meals, when two may be absent at the same time.

CHAPTER XI-GENERAL POWERS AND DUTIES.

SECTION 1. Every officer and member of the Fire Department shall devote his whole time to the business of the Department, and is expressly prohibited from being employed in or giving his personal attention to any other business.

SEC. 2. It shall be the duty of all members to remain at their respective houses at all hours except when absent on duty, or as other-

wise herein provided, and a failure to comply with this requirement will be good and sufficient cause for immediate dismissal.

SEC. 3. In conduct and deportment the members must be quiet, civil and orderly. In the performance of their duty they must maintain decorum and attention. They must at all times refrain from harsh, violent, coarse, profane or insolent language, and at the same time, when required, act with firmness and sufficient energy to perform their duty.

SEC. 4. In case of the absence or disability of any officer of the Department, all the powers, duties and obligations of said officer, shall, for all purposes and occasions, devolve upon the officer next in rank, unless such vacancy shall be filled by direct appointment.

SEC 5. It shall be the duty of the members of the Department to wear the prescribed uniform *at all times*, except when off duty.

SEC. 6. No member of the Department shall appear on duty without wearing such badge in a conspicuous place as may be prescribed by the Board of Fire Commissioners, unless they can furnish a reasonable excuse therefor, nor shall any member of a Company appear at a fire without a fire-hat, except the Engineers, Stokers and Engine Drivers.

SEC. 7. Racing to or from fires is strictly prohibited, and if the apparatus of several Companies proceed on the same streets to or from a fire, they shall do so in single file in the center of the street when practicable. Any driver of steam engine or other apparatus belonging to the Department, who carelessly or willfully comes in collision with a vehicle of any kind while going to or coming from a fire alarm, shall be held responsible for all damage that may occur. Driving of apparatus over hose, unless it cannot be avoided, may subject the offender to dismissal.

SEC. 8. No apparatus of the Fire Department shall be allowed to cross any bridge of the city faster than a walk, under penalty of the driver of such apparatus being discharged.

SEC. 9. All apparatus, hose and other articles used by the Department, must not be used for any private purpose whatever unless permission is given by the Board of Fire Commissioners.

SEC. 10. All monies received by any members of the Department from private parties, corporations or individuals, for services, ordinary or extraordinary, rendered by them in their capacity as firemen, shall be reported in writing by the member receiving the same, through their ranking officers to the Board of Fire Commissioners, within five days after the receipt of such money, and all such money shall be paid into the Relief Association of the Fire Department of the City of Cleveland, unless otherwise ordered by the Board.

SEC. 11. No persons, other than members, shall be allowed to frequent, meet at, sleep, or loiter about or in the houses occupied by the Department.

SEC. 12. No intoxicating liquor shall be kept or drank in or about any of the houses or premises occupied by the Department, nor shall gambling with any instrument or device,

for money, liquor, or any article of value be done or permitted.

SEC. 13. Any member of the Department who willfully and maliciously turns a stream of water, or directs or causes it to be done on any person, or persons, shall promptly be dismissed from the service.

SEC. 14. Company inspections shall be made twice each day, 10 A. M., and 8 P. M., horses hitched up, men in places, roll called, company drilled, and all things noted to be in perfect readiness for immediate use, and an entry made in the daily report furnished by the Board for that purpose.

SEC. 15. No balls, parties, or gatherings of any description shall be held in any building used by the Fire Department, nor will any company be permitted to give any public entertainment except by permission of the Board of Fire Commissioners. This rule shall not, however, be construed to prevent elections when ordered by the Mayor or City Council, or meetings of the members of the Department for the transaction of business.

SEC. 16. When any member of the Department shall wish to resign, he shall, in writing, give the next ranking officer thirty days notice thereof; stating therein time when he desires the resignation to take effect, but in cases of emergency the resignation may be sooner presented to, and accepted by the Board of Fire Commissioners in their discretion.

SEC. 17. Obedience to the orders of a superior in rank must be faithfully observed,

and any member offending in this regard, will be held strictly accountable, where such superior had the right to give such order, unless the same had been properly countermanded, and no plea of ignorance of the laws, rules, right or duty, on the part of the offender will avail to release him of the liability imposed.

SEC. 18. When a member of the Department acts in obedience to the orders of a superior in rank, where the right to give the order did not, at the time and under the circumstances exist, the superior giving such order will, in case of injurious results, be liable to the penalties prescribed in Chapter 4 of these Rules; and the subordinate member acting in obedience to such order, will be protected as far as can be done against any penalty prescribed in these rules by the Board of Fire Commissioners, provided, that it shall appear to the satisfaction of the Board that no collusion to commit a wrong existed between the parties, and that the order thus erroneously given was not palpably wrong to a person of ordinary judgment.

SEC. 19. The different engines and apparatus which do now, or may hereafter belong to the Department, shall be known and designated by numbers, and not by what is usually termed proper names.

SEC. 20. Any work that is necessary to be done to houses, lots, fences, telegraph lines, and any other work that is connected with the Department shall be done by the members of the companies if practicable.

SEC. 21. It is required that all members

of the Department shall make themselves thoroughly acquainted with the location of the public cisterns, hydrants and fire-alarm boxes, and for that purpose they will be furnished with lists containing the same.

SEC. 22. It shall be the duty of every member of the Department, in case he shall know of the violation of any of these rules and regulations, and when it is not herein made his duty to prefer charges in prescribed form, to report the same to his company officer or the Chief, or one of the Assistant Chiefs, giving the name of the parties and witnesses thereto, and the time and place thereof as far as possible.

SEC. 23. In all cases when charges have been preferred against any member for violation of the Rules and Regulations of the Department, he shall be presented by the Secretary with a copy of the same as soon as practicable.

SEC. 24. All officers and members of the Department are strictly forbidden to make any purchases for the Department, except by the direction of the Board of Fire Commissioners.

SEC. 25. Parties from whom purchases are made for the use of this Department will be required to furnish a duplicate with each bill. All bills must be made to the City of Cleveland on blanks furnished by the Department and presented at the office of the Board of Fire Commissioners on or before the first Monday of each month, in order to be embraced in the ordinance for the payment of claims the same month. SEC. 26. No apparatus shall leave its house until an alarm has been received, or until one is given at the house, except by special orders.

SEC. 27. Members of the Department must not sleep in or about any of the buildings of the Department between the hours of 7 A. M. and 8 P. M., except the man that stands the last part of the night-watch, who will be permitted to occupy his bed until time for morning muster. This rule will not apply to companies that have been out at night fires.

SEC. 28. The privileges, duties, and liabilities under these rules and regulations applied in terms to members of the Department, shall also apply to candidates for membership, unless the case be such, that candidates are, by the terms or nature of the rule, excepted.

CHAPTER XII-SUSPENSION, CHARGES, ETC.

SECTION 1. Charges shall be made to the Board of Fire Commissioners, who alone shall have power to hear any complaints or charges, to acquit, impose penalty upon, or to discharge from the service.

SEC. 2. All charges shall be made as near as may in the following form, to-wit: Fire Department of the City of Cleveland.

CHIEF, SIR:-I respectfully report that

of this Company, has been guilty of violating Section _____ Chapter _____ of the rules and regulations of the Department.

.....

The witnesses to prove the same are

Respectfully yours, Co. No.....

SEC. 3. Suspensions shall be made by demanding of the party to be suspended the surrender of his badge and giving him personal notice of his suspension; or in case the party is absent from the city so that he cannot be notified, such notice given to the officer of his company, or the Assistant Chief of his district, and posted conspicuously in the house to which he is attached, shall be sufficient to constitute the suspension.

SEC. 4. When any candidate has been suspended by the Chief, and the facts in the case are by him reported to the Board of Fire Commissioners, said Board may, if they shall not approve of the action of the Chief, reinstate such candidate; but if they approve the action of the Chief, they may, without any charges, discharge said candidate from the service.

SEC. 5. No charge will be entertained against any member of the department unless it be made within thirty days after the violation or offense shall have come to the knowledge of the Chief, except it be a charge against an officer or member for neglecting to report, as required by the rules, a complaint against a man under his charge.

CHAPTER XIII-FIRE ALARM TELEGRAPH BRANCH.

SECTION 1. The duties of the Superintendent of Fire Alarm Telegraph shall be under the direction of the Chief; he shall have the entire charge of the telegraph line, instruments, battery, battery room, and shall keep and maintain them in working order, and for this purpose he shall at all times have access to the instruments in the engine houses and others in the line.

SEC. 2. He shall give such practical instructions to persons in the department and key-holders, as will enable them to use and keep the same in good working order.

SEC. 3. He shall promptly report to the Chief any interruption in the working of the lines or apparatus, whereby there shall be a delay in giving or receiving an alarm of fire, unless the same is immediately repaired. In such report he shall state what amount of delay will probably occur in repairing the same, and when repaired, he shall see that the Chief has notice of the fact.

SEC. 4. He shall make fair and exact monthly time-rolls, specifying the name of each man in his branch of the Department, his position or duty, the number of days he has served during the month, and at the end of each month he shall certify to the correctness of the same and forward through the Chief.

SEC. 5. All men included in the provisions of this Chapter shall be subject to the same rules as to conduct, discipline, offenses, penalties and trial, as are provided for the members of the Fire Department generally; reports and charges for misconduct or violations being made through the Chief and Superintendent to the Board of Fire Commissioners.

SEC. 6. The instruments in the engine houses, or in the line, are not to be operated except to sound an alarm of fire, to answer calls made on them, or to notify the Superin

tendent in case of any injury or breakage in the line, unless by direction of the Chief, Assistant Chiefs or Superintendent or members of the Board of Fire Commissioners,

SEC. 7. The Superintendent shall annually make a report in writing to the Chief, showing the expenses of this branch of the department under his charge for the fiscal year next preceding. The condition of the apparatus, property and working force under his charge, with such suggestions and recommendations as he may deem for the interest of the Department, and a detailed estimate of the expenses for the succeeding year.

CHAPTER XIV-UNIFORM, ETC.

UNIFORM COAT.

For the Chief .- A double-breasted, close fitting frock coat of dark blue cloth, pure indigo dye, cut to button close in the neck, with a rolling collar; to have four medium sized dark gutta percha buttons, of the Department style, on each breast; the cuffs to be made to fit the wrist, and closed with three small buttons of like pattern; a pocket on the outside of each skirt and one on the inside of right breast, the outside pockets to have plain lappel; no other pockets will be allowed in any part of the coat. The sleeves to be cut only so large as to be convenient to wear inside of the overcoat; the length of the coat to be in proportion to the height of the man; the coat to be lined with red flannel; the sleeves to have linen lining.

For Assistant Chief.—Same as the Chief. For Engineers of Steamers, Captains, Firemen, Drivers, Hosemen, Laddermen and Protection Men.—Same as officers, except that the coat will be single-breasted, sack, with rolling collar, four buttons, but without pockets in the skirts.

For Summer Wear.—Officers and men will be permitted to wear in summer a coat cut in the same style as above, and made of dark blue flannel.

PANTALOONS.

Made of the same material as the coat, cut with lap seams; to fit close around the waist but loose around the hams and leg, to admit of their free use.

SHIRTS AND CRAVAT.

For Chief and Assistant Chiefs.—White linen, muslin or of red flannel, doublebreasted, with narrow, rolling or standing collars.

For other members of the Department, a double-breasted shirt, made of dark blue flannel, with white pearl buttons, and rolling collar of same material as shirt. A black cravat to pass once around the neck and tie with a double bow and flat knot in front, the ends to extend not more than three inches from the knot, except in the months of June, July, August and September, they will wear white shirts.

And for summer Chief and Assistants will be permitted in the months of June, July, August and September, to wear a black felt hat.

FATIGUE CAP.

For Chief.—To be made of dark blue cloth of the United States Navy pattern, with a

plain, solid black patent leather visor, two inches wide, with rounded corners; top, seven inches wide and seven and one-half to eight inches long; bands one and a half inches wide; quarters, one and three-quarters inches high; lining of red leather, to be sewed into the seam of top and quarters; a narrow welt around bottom of band, and also around the top seam of cap; inner band to be of strong serviceable leather; chin strap of black patent leather, one-half inch wide, with white metal slide, worn in center of the front, one small white metal button on each side of cap; insignia of office to be a gold embroiderrd star on dark blue cloth, of five trumpets joined at the bell pieces, measuring two inches from point to point, placed in the center of the front, the lower points resting on the chin strap.

For Assistant.—Same as for Chief, except the insignia of office, which will be three cross trumpets, embroidered in gold, measuring one and three-quarters inches from the mouth piece to the bell, placed in the center of the cap front, bells downward and resting upon the upper edge of band.

For Captains and Engineers.—Same as Assistant Chief, except the insignia of office, which will be two perpendicular trumpets, embroidered in gold, one and three-quarter inches long, on light blue ground for engineers, and on scarlet for captains, with company number.

For Firemen.—Same as for company officers, except the device, which will be in plain letters of white metal, C. F. D., and number of company placed in the center of the front of the cap.

OVERCOATS.

For all Officers and Members of the Department .-- A double-breasted frock coat with rolling collar, lap seams, of dark blue cloth, pure indigo dye, in length to reach two inches below the knee; to button up close to the neck with four large sized Department buttons of gutta percha on each breast, placed equidistant; three on each skirt behind, and three of small size on each sleeve, enclosing the cuff: the skirt to be closed behind; one large outside pocket in each skirt, and a small one on the left breast, to be covered with lappels, and one inside pocket on the right breast; the skirts or back to be lined with red cloth or flannel; the sleeves to be lined with linen.

FIRE HAT.

For Chief.—A white leather cap of the present Cleveland style; a gilt front, supported by a gilt head, with a device same as fatigue cap, and the words Chief, and initials, painted in black and shaded.

For Assistant Chiefs.—Same as for Chief, except the words, First and Second Assistant Chiefs.

For Leading Hosemen.—A black leather cap of the present Cleveland style; a white patent leather stitched front; the number of the company cut out of the center, and the word Hosemen.

For Captains of Hook and Ladder Companies.—Same as for Leading Hosemen,

except that the front will have a cross hook and ladder, and the word Captain.

For Hosemen.—Same as for Leading Hosemen, except that the front will be of black patent leather, with a white figure, and the word Hosemen.

For Laddermen.—Same as for Captains of hook and ladder companies, except that the front will be of black patent leather with a white figure and the words Hook and Ladder.

Protection Company.—A Red leather Hat, except that the front will be of black patent leather with a white figure and the word "Protection."

All members of the Department shall conform strictly to the prescribed Bill of Dress.

CHAPTER XV.

SECTION 1. A violation of any of the foregoing Rules and Regulations, a neglect or omission of any of the duties prescribed therein by any member of the Department shall be punished by reprimand, suspension, not exceeding one month, discharge from the service, or any two such penalties, according to the gravity of the offense, as the Board in their discretion may determine.

SEC. 2. The right to amend, suspend or repeal any of the foregoing regulations, remains solely with the Board of Fire Commissioners. Any rule or regulation heretofore governing the Fire Department, inconsistent with the foregoing, is hereby repealed.

By order of Board of Fire Commissioners.

A. J. SPENCER, Secretary.