

Rules and Regulations

Sea Gate
Association

Police Department

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The following Rules and Regulations are hereby made and adopted, to take effect on the first day of April, 1921, to insure the prompt and efficient exercise of the orders of the Board of Directors of the Sea Gate Association by the police employed by the Association in the prevention of crime and other violation of law.

Any violations of these Rules and any negligence of the duty laid by them on the person concerned, will be made the subject of charges to be laid before the Board of Directors of the Association for their action.

1. All members of the police force of Sea Gate are required to be always neat and clean in their person and habits, to be polite in their dealings with citizens and respectful and policemanlike in their dealings with each other, promptly and thoroughly obedient to orders, alert and keen in their duties, always endeavoring to learn their duties more thoroughly. They are required to restrain themselves under annoyance and keep their tempers under control, to say too little rather than too much and to remember that they are paid by the Sea Gate Association to enforce the Rules and Regulations and protect the lives and property of the residents of Sea Gate.

2. Each member of the force in his conduct and deportment must be quiet, civil and orderly. In the performance of duty he must maintain decorum, alertness, command of temper and be discreet. He must refrain from harsh, violent, coarse, profane and insolent language, and when required, act with firmness and sufficient energy to perform his duty. He must not assault or place hands on any person except in self-defense or in making an arrest. Whenever a question is put to him by any person, he is not to answer it in a short and abrupt manner but with attention; and at the same time while on duty, he is to avoid as much as possible entering into unnecessary conversation with anyone.

3. It is their duty at all times, both day and night, to preserve the peace, prevent crime and enforce the law relative to Health and Tenement House Departments and Zone E Restriction.

4. The first duty of the police of the Sea Gate Association is to patrol; while on patrol he shall constantly patrol his post to the right as much as possible. He must not stand, walk, or converse with other policemen or citizens except on business connected with the Sea Gate Association. If the subject does not demand immediate attention, it will be referred to the office. They must not loiter, lounge or sit while on patrol, but will at all times maintain a policemanlike position.

5. While on patrol in the night time, he shall frequently examine all doors, low windows, areas, area gates, and gratings of buildings on post; become acquainted by sight with all persons living on his post, and to know whether owner, lessee or occupant, guest or boarder, investigate all suspicious circumstances that may present themselves to him.

6. Patrolmen while on duty must not enter any house nor leave his post, except in the discharge of his duty. If required by any person under any circumstances to leave post in the discharge of his duty, they will, except in great emergencies, first enter in their memorandum book the time and at whose request they left post, as follows:

Left post at.....o'clock at request of, and will complete the entry of all the facts of leaving post and the time of their return thereto as soon as they have returned to post.

7. Patrolmen shall at all times, when on duty, be provided at their own expense, with a small blank memorandum book and pencil, in which shall be promptly and accurately entered all matters of importance relative to the performance of their duties. At the close of each tour of duty, these books will be turned in at the office for examination and certification by the Chief.

8. If any patrolman observes on the streets in Sea Gate anything of a dangerous character, or likely to occasion inconveni-

ence to any of the residents or recognized visitors, or anything which seems to him irregular or offensive, he shall report the same immediately to the office or to the Chief, with full particulars of the case, and his action thereon.

9. They must be vigilant in the matter of malignant, infectious or epidemic diseases and promptly report all such cases coming to their knowledge.

10. Every patrolman will make notes in his memo. book of all suspicious houses on his post, particularly those which may be disorderly, or used for gambling, either from the coming and going of men or other reasons.

11. Patrolmen will promptly report the names and residences of owners of unlicensed and unmuzzled dogs.

12. Charges will be preferred against any member of this force who shall, through neglect of duty, fail to discover a burglary, accident, fire or serious breach of the peace committed on his post during his tour of duty.

13. Patrolmen will be held responsible for the strict enforcement of the Rules and Regulations of the Sea Gate Association on their respective posts.

A. Ashes and garbage to be kept in separate receptacles, same receptacles not to be filled within four inches of the top.

B. Streets and sidewalks not to be encumbered by goods, merchandise, boxes, bales or unused vehicles.

C. Dirt, paper, etc., not to be thrown into the street or vacant lots.

14. Patrolmen must not walk together or talk with each other when they meet on the confines of their posts, except to communicate information pertaining to their duties, and in such case make the communication as brief as possible.

15. No member of the Sea Gate Police, shall, in the Lodge, Office, or elsewhere, while on duty, drink any kind of intoxicating liquor.

By order of the BOARD OF DIRECTORS
of the SEA GATE ASSOCIATION.

Chief of Police.

SEA GATE ASSOCIATION.