

CITY OF TOLEDO

DEPARTMENT OF PUBLIC SAFETY

ARTHUR D. HILL, DIRECTOR
SUB-DEPARTMENT OF POLICE



ROY W. SCOFIELD
SECRETARY

HARRY JENNINGS
CHIEF OF POLICE

September 16th, 1925.

GENERAL:

The following are rules expected to be carried out at the Women's Bureau:

The Sergeant in charge will have full command of the Women's Bureau, as well as of the Matrons, Desk Officers, and Janitor at the Detention Home.

The Sergeant in charge will assign Police Women to their various duties and also assign them to the hours which they will work. All members, except the Sergeant, unless otherwise ordered by the Sergeant in Charge, will report for duty at 8:00 A.M., and work until 5:00 P.M., with one hour lunch period and each member will report upon their arrival for duty to the Police Operator. They will also report to the Police Operator when reporting off duty. Each member of the Women's Bureau will report at least once each hour to the Sergeant in Charge of the Bureau, and if she is not present the report shall be made to the Desk Officer, who will keep a record of the case and give it to the Sergeant upon her arrival. Anyone failing to make report to the Sergeant or the Desk Officer, will make a written report to the Sergeant stating why they failed to do so.

The Police Women will report their action on all cases to the Sergeant and will also keep a daily report book, the same as the Detectives have, showing their activity on each case.

Any member of the Women's Bureau wishing to be absent will make such request of the Sergeant in Charge. The Police Women will be regarded the same as other police officers and shall be reprimanded the same as the men.

The Sergeant in Charge of the Bureau will report direct to the Chief and shall be held responsible for the conduct and work in the Women's Bureau.

Chief of Police.