

be telephoned, if feasible. The object is to keep the lines open for important business and free from needless interference, in view of the increased number of alarms.

259. At least one engine company, or a chemical company, and a ladder company shall respond on still alarms.

260. Deputy chiefs and district chiefs shall respond to alarms in accordance with their respective assignments, or as directed by the chief of department, and under exceptional or emergency conditions district chiefs shall follow instructions from the fire-alarm office.

261. The fire-alarm office is charged with seeing that the apparatus which responds to any *box* alarm (first alarm) shall *always* consist of at least two engines and one ladder truck, and that, as far as possible, the same complement shall be furnished for *each* alarm included in a multiple alarm but not provided with an assignment on the assignment card.

262. If Rule 253 should fail to provide a chemical company for response to the *second* box, the fire-alarm office shall send a chemical company, if conveniently located or not too far from the fire; but no chemical company shall be ordered from a remote or unreasonably distant point.

263. Under conditions not specifically provided for in this section, fire-alarm operators will be expected to supplement the rules with such action as will effectively meet the emergency or need, subject, of course, to any special orders of the chief of department or the officer in command at a fire.

264. Unless otherwise directed by the officer in command at the fire or by the fire-alarm office, the return of companies to quarters from multiple alarms, or from any fire involving covering movements, shall be made in reverse order to the movement toward the fire.

265. Failure of tapper or gong to strike correctly shall be immediately telephoned to the fire-alarm office.

266. Except as provided for in assignment cards, apparatus shall leave the city only as ordered by the commissioner or chief of department. When railroad transportation is necessary, arrangements therefor will be made by the superintendent of repairs.

MOTOR APPARATUS.

267. No person shall act as chauffeur or operator of motor apparatus without a certificate from the supervisor of motor apparatus, and the limitations of such certificate as to the apparatus that may be operated must be strictly observed.

268. The instructions of the supervisor of motor apparatus relative to the care and operation of motor apparatus shall be strictly followed, and no repairs, adjustments or alterations shall be made on such apparatus without his permission.

269. In order that the members of a company who are designated as drivers may be kept familiar with the running of motor apparatus, the duty of driving back to quarters shall be alternated amongst them as equally as possible; thus, the return runs from fires X, Y, Z, etc., shall be made, respectively, by drivers 2, 3, 4, etc.

270. The motor shall be started daily at 7 a. m. and 8 p. m. and run for a few minutes, and if fitted with a self-starter, the hand crank shall be used at least once a day. Racing the motor is strictly forbidden.

271. In cold weather, when the apparatus is on the street, the hood and radiator must be covered to prevent freezing, and the motor shall be started occasionally.

272. Correct account of the amount of gasoline used at

each filling of a fuel tank, or in refilling pumping engines at fires, shall be kept, and monthly report shall be made of the amount of gasoline used by each piece of apparatus.

273. The service record of each pneumatic tire shall be kept on a card provided for the purpose. This card shall be issued with the tire, and when the latter is taken out of service and returned to the repair shop, the card, with all requisite particulars noted thereon, shall be returned with the tire.

DEPARTMENT SCHOOLS.

274. Schools shall be maintained within the department as follows:

(a) *Officers' School.*— For thorough and systematic study and discussion of fire service problems and of all factors involved in modern fire fighting and fire prevention, including fire department organization, operation, personnel, materiel, etc.

(b) *Drill School.*— For the training and instruction of newly appointed members in their duties as firemen.

(c) *Engineer School.*— For instruction in the care, mechanism and operation of engines.

(d) *Motorist School.*— For instruction in the care, mechanism and operation of motor apparatus.

275. The officers' school, designed for the higher training of officers, shall be under the charge of officers designated from time to time by the commissioner, and papers shall be prepared, read and discussed, and lectures delivered, in accordance with schedules made out by such officers.

The drill, engineer and motorist schools shall be under the charge, respectively, of the drillmaster designated

by the commissioner, the superintendent of repairs and the supervisor of motor apparatus. These officers shall be the instructors in the respective schools, and shall report on the qualifications of each member attending same upon the expiration of his term of instruction, and the drillmaster shall indicate in his report on each member the service (hose or ladder) to which he is best adapted.

276. Members shall attend the department schools when and as directed. Every probationer shall attend drill school for thirty days, reporting at Tower 2. Members attending the motorist and engineer schools shall report at the repair shop.

277. The recommendation of an officer in charge of apparatus, and approval thereof by the commissioner, shall be required for admission to the engineer or motorist school, but any member may make written application to the commissioner for such admission.

278. With the approval of the chief of department, any session of drill school may be suspended under circumstances warranting such suspension, as in case of a big fire or other emergency, or unsuitable weather conditions. In the former case (that of a big fire) the drillmaster may, when he deems it advisable, order any member or members to rejoin their commands at once, in which case he shall report his action to headquarters.

279. No change shall be made in the course, character or methods of instruction pursued in a department school without the consent of the commissioner or chief of department.

BUILDING INSPECTION.

280. A regular system of building inspection, for purposes of fire prevention and advance study of conditions to be dealt with in case of fire, shall be maintained in each

fire district. The responsibility for such inspection shall rest primarily with the district chief, who shall have supervision and direction thereof.

281. Building inspections shall be made by district chiefs and by captains and lieutenants under the direction of the district chief.*

282. Deputy chiefs will conduct building inspections at discretion.

283. Members who are specially qualified for the work may be detailed from time to time on dwelling-house inspection and general inspection work.

284. District chiefs and company officers shall especially familiarize themselves with buildings in their respective districts and subdistricts which are considered specially hazardous because of structural or other conditions, or the nature of contents.

285. Officers of fireboats shall familiarize themselves with waterfront property and its construction.

286. In cases of minor or remote hazard which can be readily adjusted with the owner or occupant, only the particulars specified in Rule 290 need be noted in reports, but the inspecting officer or member must follow all such cases to final and full correction within an assigned time limit.

287. Weekly inspection shall be made of all theatres, motion picture houses and assembly halls, and monthly inspection of all schoolhouses, and every building included in any of the following classes shall be inspected at regular intervals of as frequent recurrence as possible.

(a) Public libraries and other public buildings.

* In making inspection of a building it is generally advisable that a survey of external conditions, including exposure risks, be first made, and that the inspector then proceed to the roof and work downward, floor by floor, to the basement.

(b) Places of public assemblage, resort or occupancy, as churches, public halls, hospitals, hotels, lodging houses.

(c) Premises on which any hazardous business is conducted.

288. Inspection shall be made as frequently as possible of buildings in which people are employed in large numbers, such as big department stores and large mercantile establishments, office buildings, mills, factories, etc.

289. Inspection of dwelling houses and of buildings in general shall be carried out on a systematic street-by-street and block-by-block basis, the work in one block or street to be completed before another block or street is taken up.

290. All inspections shall be reported, whether for action or merely for record, but when conditions are satisfactory only the following information need be given, and such information at least shall be furnished in respect of every inspection:

Date of inspection.

Location of building.

Nature of business.

Name and address of agent or owner, or both.

Name of occupant.

291. Inspecting officers and members shall report any conditions which are contrary to law or ordinance, or to the rules and regulations of the fire prevention commissioner, or any conditions, construction or arrangement constituting a fire hazard, or liable to cause or aggravate fire, or to become a menace in case of fire, and such reports shall be made on the basis of ownership, that is, each report shall be confined to the building or buildings under one ownership.

292. When conditions call for the making of specific recommendations, such recommendations shall be incor-

porated in reports, and if a building or part of a building has reached the firetrap or fire nuisance stage, appropriate action shall be recommended, even though it involve radical reconstruction or the razing of the building.

293. Recommendations for installation of automatic sprinklers shall be made to headquarters only by deputy chiefs and district chiefs. Preliminary recommendations for such equipment may be made to district chiefs by captains and lieutenants, in which case the district chiefs shall inspect the premises and take such action on the recommendations submitted as they deem necessary.

294. Inspecting officers and members shall recommend to owners or occupants of buildings such reasonable action as will tend to reduce liability to fire, and shall report all instances in which such recommendations are disregarded.

295. The instructions contained in Appendix IV. shall be followed in the making of building inspections.

GENERAL RULES.

296. The word "member" or "members," as used in this section, shall apply alike to officers and men, except that Rules 350 to 354, inclusive, are, generally speaking, intended to apply only to the latter. As regards members of the fire force other than officers, the term "immediate superior" shall mean the company commander.

297. All orders of superiors which pertain to the service and do not conflict with rules shall be obeyed promptly and without question, and charges *must* be preferred for neglect or refusal to obey such orders.

298. No order which contemplates or requires the doing

of an unlawful or manifestly improper act, or an act specifically forbidden under the rules, shall be issued or carried into effect.

299. Appointments and promotions will be made under civil service rules.

300. Original appointments will be for a probationary term of six months.

301. Every person appointed to the fire force shall, before entering upon his duties, sign an agreement to abide by the rules and regulations of the department, as they are or may be established, and be subject to the penalties imposed by the commissioner for violation thereof.

302. Probationers who have served six months, graduated from the drill school, and been approved for permanent appointment by the medical examiner, will, if of satisfactory record otherwise, be given certificates of permanent appointment.

303. In determining promotions, the service records of candidates and their knowledge of the rules will be taken into account, and an unsatisfactory showing in either respect may bar promotion.

304. Transfers within the department will be made at the discretion of the commissioner.

305. Resignations shall be tendered in writing at least five days in advance of the proposed date of effect.

306. Acceptance of a resignation by any person other than the commissioner is forbidden and shall be invalid.

307. Resignations will not be accepted while charges are pending.

308. All matters submitted for the official action of the commissioner shall be *in writing*.

309. Officers shall be vigilant and active in enforcing the rules, requiring of their men strict compliance therewith and promptly correcting any irregularities contrary thereto.

No officer shall tolerate or connive at any violation or evasion of rules within the sphere of his authority.

310. The officer in immediate charge of any fire station, office, shop or other establishment shall be primarily responsible for the manner in which it is conducted, and he shall see that all legitimate needs thereof are anticipated and provided for, and that all department property kept therein is properly safeguarded and cared for; and those who are assigned to duty in such station, or employed in such office, shop, etc., shall be subject to his orders.

311. Officers shall supervise the work of their men and see that it is properly performed. They shall instruct their men in their duties, and may prefer charges for incompetency or inefficiency.

312. Business with any branch or division of the department shall be transacted through the head of such branch or division or his authorized representative. In so far as time and circumstances permit, verbal orders shall be transmitted through intermediate grades.

313. No officer shall interfere in matters or operations for which another officer of equal rank is responsible, except with the consent of the latter officer or by order of a superior.

314. While serving temporarily in any grade an officer shall have the powers and duties, but not the rank, of a regular officer of such grade, and shall be held to a like responsibility; and his authority shall be the same as that of such regular officer and shall be so recognized.

315. Officers shall be addressed and referred to respectfully and by their respective titles, but the following abbreviations will be used in conversation:

Chief . . . For chief of department and district chiefs.
Deputy . . . For deputy chiefs.

Superintendent . . . For superintendent of fire alarm and superintendent of repairs.
Supervisor . . . For supervisor of motor apparatus.
Doctor . . . For medical examiner and veterinary surgeon.

316. Members of the fire force shall salute their superiors when they meet or pass them on the street or elsewhere in public, and the salute shall be acknowledged by superiors. The form of salute shall be as prescribed in United States Army regulations. Upon entering the office of a superior, members shall salute by uncovering.

317. In all official relations with their subordinates, officers shall maintain a proper reserve and exact a proper respect.

318. If under exceptional or emergency conditions the rules should prove either inadequate or inapplicable, officers above the rank of captain are authorized to deal with such conditions at discretion, and it is expected that in such cases they will act in a manner creditable to their judgment and worthy of approval.

319. Personal dislikes or enmities must not be permitted to interfere with the proper and orderly conduct of business, or with necessary cooperation in the performance of duty.

320. Officers shall strive to adjust differences or disputes between their subordinates. Differences which cannot be settled in this way and which are prejudicial to good order shall be made the subject of charges.

321. Members shall be treated impartially, without favoritism or unjust discrimination in assignment of duties or otherwise.

322. No member shall be obliged to render service of a purely personal character.

323. No member shall be prejudiced or annoyed on account of his race, religion or politics.

324. No unfair advantage shall be taken of a subordinate because of his obligation to obedience. "Spite" orders and petty persecution or nagging are forbidden as unbecoming and unworthy an officer of the department.

325. In case of alleged unjust or oppressive treatment in violation of rules, a member may prefer charges against a superior, but failure to substantiate such charges shall render the member who prefers them liable to penalty.

326. The comfort and convenience of members shall be given consideration and promoted in every reasonable way consistent with rules and regulations and the fulfillment of the department's obligations to the public.

327. The Board of Merit shall, in January of each year, carefully and impartially consider all specially meritorious acts of members of the fire force performed during the preceding calendar year, and shall report to the commissioner, on a scale of 100, its findings as to the relative merits of such acts. The commissioner will take such findings into consideration in determining the member, if any, who shall be awarded the "John E. Fitzgerald Medal" for such preceding calendar year.

328. The "John E. Fitzgerald Medal" will be annually awarded the member of the fire force adjudged by the commissioner to have performed the most meritorious act within the year for which the award is made, provided such act has been accorded special mention and is, in the opinion of the commissioner, absolutely worthy of the award as well as relatively best entitled to it.

329. Whenever a member renders voluntary and needed services outside the scope of his duty, or whenever a member, while on or off duty, accepts serious risk in the interest of others or of the public safety (as by stopping

runaway horses, etc.), or distinguishes himself by conspicuous or gallant service or dangerous rescue work, at fires or elsewhere, his immediate superior shall, within five days thereafter, make special report on the subject, so that such member may be commended in general orders or otherwise accorded due recognition.

330. The names of members deemed by the commissioner to have acquitted themselves in a manner worthy of such recognition will be entered on the "Roll of Merit," together with a brief recital of the facts and circumstances in each case.

331. Upon request, each member of the fire force will be furnished a "Veteran's Certificate" at the end of every seven-year period of continuous service.

332. Members are required to cooperate with one another, not only in the ordinary routine of duty, but also, and especially, when unusual conditions or special circumstances call for cheerful and unreserved cooperation in the general interest; and they will be held to a strict accountability for any complications or delays arising from lack of such cooperation.

333. Officials or representatives of other public departments, or of the Boston Protective Department, shall be cooperated with as far as possible, consistent with the full discharge of obligations to the fire department in the first place.

334. The city ordinances and the rules and regulations of other public departments shall be conformed with, and any violation thereof is forbidden.

335. Department houses and premises shall be kept in clean and well-ordered condition at all times.

336. Injury or damage to property, through wilfulness or carelessness, is strictly forbidden, as is also waste of fuel, light or water. Fuel shall be economically used;

lights shall be extinguished when not needed or not in use; and water shall not be used in excess of requirements or allowed to leak or run to waste. The last man to use a light shall be responsible for its extinguishment.

337. Members shall be held accountable for the care, safe-keeping and return of any articles, tools, etc., furnished them for temporary use, and such articles, tools, etc., shall be returned when called for, or when the object for which they were furnished has been accomplished.

338. Articles or property belonging to the department shall not be sold or loaned, or otherwise disposed of, except as authorized by the commissioner.

339. When a member leaves the service, all articles, tools, etc., charged to his account shall be returned by him to the responsible officer or custodian. If a member dies, his immediate superior shall see that such property is returned to the department.

340. Neglect, ill treatment or abuse of horses is strictly forbidden. The directions of the veterinary surgeon in regard to the horses shall be strictly followed.

341. Withdrawal of apparatus from service may be authorized only by the commissioner or chief of department. The fire-alarm office shall be notified of any such withdrawal, and shall immediately transmit the information to the commissioner, chief of department, deputy chief of division, superintendent of repairs and supervisor of motor apparatus.

342. No person not connected with the department or the Boston Protective Department shall be permitted to ride on the apparatus, except by permission of the commissioner.

343. Automobiles, trucks, wagons, etc., shall be used only for department business, and hydrants shall be operated only for the extinguishment of fires.

344. Failure of contractors to conform to the terms and specifications of their contracts with the department shall be reported.

345. Officers shall make themselves thoroughly conversant with the rules, and other members shall familiarize themselves with the "General Rules" and acquire a thorough knowledge of the rules pertaining to their respective grades and duties.

346. No information relative to the business or affairs of the department shall be furnished persons not connected therewith, except as authorized by the commissioner.

347. When any matter is referred from headquarters for investigation, or is of a nature requiring investigation, such investigation shall be promptly and thoroughly made.

348. Members in full regulation uniform are privileged to ride *free* on street or steam cars within city limits, but on street cars this privilege shall apply only to those who ride on the front platform of box or the rear platform of open cars. The number who may ride on any one street car without paying fare is limited to two, except between midnight and 6 a. m. Conversation with the motorman is forbidden.

349. Members shall reside within city limits and keep their immediate superiors informed of their home addresses or any change in same, and such information shall be kept on file and reported by said superiors.

350. If a member should observe any street or highway conditions liable to cause delay or accident to apparatus, or if he knows of any occurrence or condition of affairs which, in the public interest, should be communicated to another public department, he shall promptly inform his immediate superior thereof, and such superior shall telephone the information to the district chief at once.

351. Members shall notify their immediate superiors of the setting of fires in the open air without permit.

352. Members shall notify their immediate superiors of any loss or damage of hose, equipment or appliances at fires, and of articles found or returned to owners, and such superiors shall report same.

353. When a member loses his fire-hat, badge or other department property assigned to his use, he shall at once notify his immediate superior of the fact, whereupon the lost article will be replaced and its value deducted from his pay unless he can show that it was not lost through his fault.

354. A member shall promptly notify his immediate superior of any of the following of which he has personal knowledge or with which he is in any way responsibly connected:

(a) Accidents or collisions due to department operations or occasioned by any act or negligence of department employees, especially when resulting in loss of life, injury to person, or damage to property.

(b) Sickness or injury of horses.

(c) Defects in apparatus, equipment, wagons or other department property, or damage to same.

(d) Hydrants found out of order or blocked or covered so as to be difficult of access.

(e) Fire-alarm boxes found out of order.

(f) First aid administered at fires or elsewhere.

355. A member shall notify his immediate superior of any injury to himself, and if he neglects to give such notification within twenty-four hours from the time any injury was received in line of duty he will be liable to forfeiture of pay while off duty in consequence of such injury.

356. All matters referred to in Rules 353, 354 and 355

shall be considered and treated as matters of *urgency*, and the company commander or other officer who is informed, or has knowledge, of any such matter shall make *immediate* report on the subject as soon as he becomes aware of the facts.

357. All notifications called for in the rules must be promptly given, so that urgent matters may be given prompt attention, and that the forwarding of reports or the orderly progress of other work may not be delayed or interfered with because of non-receipt of necessary information at the proper time.

358. Membership in the Boston Firemen's Mutual Relief Association is obligatory upon every member of the fire force, and shall be acquired when so ordered.

359. Assessments of the Boston Firemen's Mutual Relief Association shall be paid when due, and poll taxes before December 1 of the year of assessment, under penalty of suspension pending payment.

360. No member shall be continued in a position or assigned to a duty for which he is not competent, and no member whose fitness and qualifications therefor have not been ascertained shall be assigned to any work or duty of a dangerous or responsible character, or requiring technical knowledge or skill as regards machinery, apparatus or mechanical appliances.

361. No member who has not qualified in telegraphy before the department examiner shall be assigned to any duty involving receipt or transmission of telegraphic signals.

362. Except by special permission of the commissioner, no member shall, directly or indirectly, give, offer to give, or receive from another member any gift or present of money or other valuable thing, and no contribution toward a gift or present intended for a member shall be made, accepted or solicited.

363. No member shall, directly or indirectly, solicit, or, except by special permission of the commissioner, accept, from any private source or interest, any money or other valuable thing as a reward or compensation, or by way of acknowledgment, for services rendered in the line of duty.

364. Except by special permission of the commissioner, no member shall solicit a donation or contribution of any kind.

365. No member of the fire force shall identify himself — by selling tickets, allowing the use of his name, or otherwise — with fairs, festivals, exhibitions, raffles, voting contests, or similar projects; and no member or employee shall sell tickets for such enterprises or projects to any member of the fire force.

366. Active participation in politics is forbidden, and, beyond voting, no member shall take part in politics or political contests, or engage in any public controversy concerning candidates or issues.

367. Members shall be held responsible at all times, whether on or off duty, for conduct unbecoming a member of the department or tending to lower the service in the estimation of the public.

368. Officers shall give consideration to suggestions pertaining to the service when respectfully and properly made, and shall consult superiors relative to such as are deemed of value or importance to the department or its membership, with a view to their possible adoption.

369. No member shall contribute to any fund for the purpose of securing any change in the laws, ordinances or rules relating to the department, nor, except through petition to the commissioner, participate directly or indirectly in any movement having for its object the effecting of such changes; but any member or members shall have the right to petition the commissioner in order to secure such changes.

370. Any attempt to influence the action of the commissioner on any official matter or matters, or to interfere with his free and unbiased determination of such matters solely on their merits, shall be severely punished, whether such attempt be made directly or indirectly; *provided, however*, that any applicant for promotion, transfer or retirement may make verbal request or representation to the commissioner concerning same, and that any member may *personally* solicit and make use of the recommendation or favorable intervention of an official superior.

371. Except in the performance of duty, no member of the uniformed force shall enter a bar-room while in uniform, nor any other member or employee during his working hours for the department.

372. Intoxicating liquors or narcotic drugs shall not be brought into department houses, or kept or used therein.

373. No member shall assign his wages or salary, in whole or part, or refuse or unreasonably neglect to pay his just debts.

374. The following offences are forbidden:

- (a) Disrespect or insolence to a superior.
- (b) Absence without leave.
- (c) Neglect of duty, or evading or shirking duty.
- (d) Failure to respond with the apparatus, or to respond at all, to an alarm.
- (e) Misdirecting apparatus by announcement of wrong box number, or otherwise.
- (f) Conduct prejudicial to good order.
- (g) Abusive or threatening language.
- (h) Obscene, indecent or profane language, particularly if habitually indulged in.
- (i) Untruthfulness or wilful misrepresentation in matters affecting the department or its employees.

(j) Being intoxicated or noticeably under the influence of liquor or drugs while on duty.

(k) Smoking on the street or in public places when in uniform.

375. A member whose record indicates unfitness for the service will not be retained in the service.

376. In circumstances making such action advisable or necessary, the chief of department may summarily suspend any person subject to his orders and authority; the officer in command at a fire may summarily suspend any person on duty at such fire except an officer of coordinate rank; and the head of any branch service may summarily suspend any person subject to his orders except an officer of such service. In all cases of summary suspension charges shall be filed forthwith for prompt hearing, and in the copy of charges reference shall be made to the order of suspension.

377. In addition to their duties as set forth in the rules, members shall perform such other duties as may be required of them by superiors.

ABSENCE.

378. The senior deputy chief shall act as chief of department in the latter officer's absence, and in the absence of both the junior deputy chief shall so act.

379. In the absence of a deputy chief the senior district chief of the division shall act as deputy chief.*

380. In the absence of a district chief the senior captain of the district shall act as district chief.

* Seniority, as referred to in Rules 379 and 380, shall be determined by priority of appointment to the grade referred to, the officer who was first appointed thereto, or first named in the order of appointment, being senior.

381. In the absence of their respective captains or principals, lieutenants and officers whose official designation begins with the word "Assistant" shall act as such captains or principals, with powers and duties as defined in Rule 314, and when not so acting shall assist in the duties and be subject to the orders of such captains or principals.

382. When neither a captain nor a lieutenant is in charge, the senior hoseman or senior ladderman shall assume command of the company, with the powers and duties which pertain to such command.

383. Subject to the provisions that "days off" may be postponed and leave privileges suspended or annulled at the discretion of superiors, in case of necessity, every member of the fire force shall be allowed days off and leave privileges, with pay and without application, as follows:

(a) One day off (twenty-four hours) in every five days.

(b) Reasonable time for attending church on Sundays when, in the opinion of the company commander, it can be allowed without reducing the company strength below an efficient minimum.

(c) Two hours immediately following special detail duty at parades, funerals, etc., or as escort to visiting or marching bodies.

(d) One extra hour for dinner on Thanksgiving Day and Christmas Day.

(e) Reasonable time for attendance on business meetings of the benefit associations of the department in a representative or official capacity.

Any day off, or part thereof, withheld under the provisions of this rule when regularly due shall be allowed in equivalent time as soon as practicable thereafter.

Leave (b) shall be distributed as equally as possible among the members, and leaves (b) and (c) shall be exclusive of meal hours.

384. District chiefs may authorize short leaves of absence for company commanders, and heads of branch services for their respective subordinates.

385. The medical examiner may relieve a member from duty on account of sickness or injury, in which case he shall promptly notify the chief of department and the company commander or other immediate superior of the member concerned of his action, confirming the former notification in writing as soon as possible. District chiefs and heads of branch services are authorized to the same effect in the absence of the medical examiner. Members relieved from duty as here set forth shall *immediately* apply for leave of absence.

386. Absence from duty other than as allowed under the three immediately preceding rules, or for vacation, shall be deemed absence without leave unless covered by a leave of absence granted by the commissioner upon written application therefor.

387. All leaves of absence granted by the commissioner, except leave allowed under Rule 388, shall be *without* pay, unless due to injury received in the line of duty, or unless allowance of pay be specially ordered in case of illness resulting directly from unusually prolonged or severe exposure in the performance of duty.

388. Three days' leave of absence, with pay, will be allowed a member in case of the death of his wife or of anybody in either of the following relationships to himself or wife: Father, mother, brother, sister, child, grandchild, brother's wife, sister's husband. Usually, though not necessarily in all cases, sufficient time to attend the funeral of other *near* relatives will be allowed without loss

of pay, with an extension of such time in any particular case at the discretion of the commissioner.

Leave under this rule must be applied for in the usual way, and the relationship must be stated on the application.

This rule will not apply when distance precludes attendance at obsequies or funeral.

389. Applications for leave of absence must reach headquarters at least twenty-four hours in advance of the time proposed for their going into effect; otherwise the delay must be satisfactorily explained.

390. The exact time, to the minute, at which a leave of absence, if granted, shall begin and shall end must appear on the application.

391. Application shall not be made for leave of absence to extend beyond the Friday next following its commencement. * To cover any such extension a new application must be made.

392. Applications for leave of absence on account of injury received at a fire must specify the box number and the date and nature of injury; if received elsewhere, the place will be specified instead of box number.

393. Applications for leave of absence to attend court must be accompanied by the summons.

394. Members must not apply for leave of absence without good and sufficient reasons.

395. When impossible or extremely inconvenient to obtain the personal signature of an applicant for leave of absence, the company commander or other immediate superior may sign for such applicant, adding his own name as authentication.

396. Members who desire leave of absence on grounds

* The hour of such Friday shall be 9 a. m. for the fire force, and for all others the hour when work begins, which in most cases is 8 a. m.

of sickness or injury shall report to the medical examiner for examination when so directed by their superiors.

397. The directions of the medical examiner shall be strictly followed by members on sick or injured leave.

398. Upon going off duty on sick or injured leave, a member shall furnish a physician's certificate if so ordered, but if not so ordered, and if unable to return to duty at the end of forty-eight hours, he shall then immediately forward such certificate to headquarters. Certificates other than the above shall be furnished as required by the medical examiner.

399. When physically able to do so, members of the fire force on sick or injured leave shall report to the medical examiner and to their respective company commanders once a week, and when they so report to the medical examiner they shall likewise report to the chief of department, if he be then at headquarters.

400. Upon discharge from a hospital a member shall at once notify the fire-alarm office, which will, in turn, notify the medical examiner and the company commander or other immediate superior of such member.

401. Members on sick or injured leave shall not leave the city without permission from the commissioner.

402. Absence from duty solely on the advice or recommendation of a physician other than the medical examiner of the department shall be considered and treated as absence without leave unless reasons satisfactory to the commissioner be established in justification of such absence.

403. Whoever, while on duty, falls suddenly ill or finds himself temporarily unable to respond to alarms, shall at once notify his company commander or other immediate superior to that effect.

404. "Light duty" shall not include any work or

duty of an arduous or fatiguing character in quarters, at fires, or elsewhere, but shall include house and patrol duty and response to alarms. At fires a member on light duty shall remain with the horses or apparatus. "Light house duty" shall be similar, except that response to alarms or any heavy housework will not be required.

405. The rules governing the making of applications for leave of absence shall apply to applications for light duty or light house duty.

406. The annual vacation season shall begin on May 1, and every member who has been in the service for at least six months previous to that date shall be allowed fourteen days' vacation with pay.

407. Vacations for the fire force shall be drawn in accordance with General Order No. 37, series 1913. Heads of branch services shall arrange vacations for their respective subordinates, and such arrangements shall be subject to the approval of the commissioner.

408. Within seven days following the drawing of vacations for the fire force each district chief shall forward to headquarters a list of the vacations drawn for his district, and shall furnish each company commander in his district with a list of the vacations drawn for his company.

409. Within four days following the drawing the members of any one company, or the company officers of any one district, may exchange vacations, provided a written request for such exchange, signed by both parties to the arrangement, be approved by the district chief.

410. After the vacation list has been filed at headquarters, application must be made to the commissioner for any change desired in vacation assignment, and the reasons for the change must be set forth in the application. Members whose sick or injured leave would overlap their vacation will carefully note and observe this rule.

411. Days off may be exchanged during the vacation season so that one may fall immediately before and one immediately after a vacation, permitting an absence of sixteen consecutive days when such arrangement is made.

412. Days off which fall within a vacation period, or within a leave of absence granted under Rule 388, shall be accounted a part of such vacation or leave of absence.

413. Unless excused by the commissioner, every member shall report to his company commander at 10 a. m. of the day on which his vacation or day off begins, but need not so report on the day his vacation begins if it be immediately preceded by a day off, or on the day his vacation ends if it be immediately followed by a day off. This provides for a continuous absence from 10 a. m. beginning to 10 a. m. ending the combination period of vacation and days off.

414. For deputy chiefs and district chiefs vacations and days off shall begin at 8 a. m., and for all other members of the fire force at 10 a. m.

415. Company commanders shall so arrange that each member detailed to the department ball shall have a regular day off on the date of the ball.

416. Return to duty following sick or injured leave or vacation shall be reported.

417. Prolonged absence from duty without leave or satisfactory explanation, or withdrawal from the service without obtaining the consent of the commissioner, will render the offender liable to dishonorable discharge.

418. When a member returns to duty from sick or injured leave the company commander will at once send to headquarters a Relief Fund blank, properly filled out, with doctor's bill and medicine bills in case of injury. The doctor's bill must give date of each visit, and specify whether office or house visit.

UNIFORM.

419. The styles of uniform for officers and members are prescribed in General Order No. 647, dated September 15, 1908, and amendments thereto,* and no uniform which does not conform therewith shall be approved.

420. No uniform shall be worn until inspected, approved and stamped by the district chief.

421. Uniforms not made from cloth obtained at headquarters will be neither inspected nor approved. The cloth must be paid for when the order for same is drawn.

422. Condemned uniforms must be replaced within the time specified in a written notice from the company commander, who will make record of such notices in the company journal.

423. The foregoing rules (Nos. 419 to 422) shall apply to parts of uniforms as well as to full uniforms.

424. District chiefs and heads of branch services shall keep a record of uniform cloth issued to their subordinates, showing in each instance the name of recipient, amount and quality of cloth, and dates of issue, inspection and approval.

425. The regulation uniform shall be worn on the street or elsewhere in public, and on house patrol between 8 a. m. and 10 p. m., except as otherwise provided in the rules in this section. It shall be worn at roll-call, without exception.

426. The full uniform need not be worn on work or duty (including fire duty) for which it is unsuitable or inconvenient. Blue non-shrinkable denim overalls, without bib, may be substituted for the regulation trousers in quarters, but the regulation shirt or coat, and either black

* These amendments are contained in General Orders Nos. 148 and 149 of 1914, and No. 11 of 1916.

suspenders or a black belt, must also be worn. Such substitution will, however, not apply in the case of the house patrol between 8 a. m. and 10 p. m.

427. The uniform shall be worn on leave of absence granted on account of injury unless otherwise specially permitted by the commissioner.

428. Except by special permission of the commissioner, the uniform shall not be worn on vacation or day off, or on leave of absence granted by the commissioner for other than injury.

429. The uniform shall not be worn by members under suspension.

430. Permanently detailed members may wear civilian dress outside of working hours.

431. From June 15 to September 15, or on any very warm day, the house patrol may discard the sack coat and cap, in which case the regulation black shirt and black necktie, and either black suspenders or a black belt, shall be worn.

432. In temperature below freezing point the house patrol may wear the "quick hitch" after 8 p. m.; otherwise he shall keep rubber boots immediately at hand and ready for use in case of alarm.

433. In stormy weather the overcoat and boots may be of rubber material, and in very cold weather Scotch caps (with device) may be worn by permission of the district chief, or without such permission when the temperature falls to 10 degrees above zero.

434. When the overcoat is worn a cardigan jacket may be substituted for the sack coat.

435. The coat (or overcoat) must be kept buttoned entire on patrol and on the street, except when on fire duty, and the hands must not be carried in the pockets.

436. Officers above the rank of captain and their drivers may wear black skin gloves with gauntlet instead of the regulation buckskin gloves.

437. The uniform must be worn without insignia or device other than as prescribed.

438. The cap must always have the insignia or device in position on the outside, and shoes must be brightly polished.

439. Badges, buttons, insignia and devices must be kept polished, and the entire uniform neat and clean.

440. The badge must always be pinned to the center of left breast of uniform coat or shirt, and in full view, when such coat or shirt is worn.

441. On theatre inspection duty the theatre detail badge shall be substituted for the regular department badge.

442. Uniform buttons or appurtenances are not transferable.

REPORTS — COMMUNICATIONS — RECORDS.

443. All reports, applications and other official communications shall be properly signed by the officer or member with whom they originate, and the following rules concerning them shall be strictly observed:

444. They shall be made on the prescribed forms when such forms are provided.

445. They shall be forwarded *via* intermediate officers in ascending order of rank or grade, which order shall be reversed in case of papers being returned.

446. They shall not be intercepted or delayed in transmission.

447. They shall be indorsed by each officer through

whose hands they pass. When the indorsement is "disapproved," a brief explanation or statement of reasons shall be added. When "approved conditionally" the conditions shall be specified.

448. For indorsement on papers being returned, date and initials will suffice.

449. If unsigned, or otherwise incomplete or informal, papers shall not be forwarded until deficiencies have been supplied and informalities corrected.

450. The names of officers and members appearing in reports, etc., shall be written out in full, and without the use of initials except for the middle name.

451. Regular or standard reports shall give the specific information indicated on the blank forms, with such further information or comment as occasion requires or circumstances call for.

452. Monthly reports shall be made on the first secular day of each month and weekly reports on Monday, unless otherwise ordered.

453. The chief of department, heads of branch services, supervisor of motor apparatus and medical examiner shall make annual reports to the commissioner, in which they shall summarize the work and doings of their respective divisions or services and make such suggestions and recommendations as they deem proper.

454. The following information shall be included in the annual report of the department:

- (a) Boundaries of fire districts.
- (b) Fire stations in which division headquarters and district headquarters are located.
- (c) Names listed on the "Roll of Merit."
- (d) Name of the member awarded the "John E. Fitzgerald Medal," and a brief description of the act for which the award was made.

455. Reports of a special or incidental nature, and for which no other forms are provided, shall be made on Form 5.

456. Special reports shall contain all material facts and all important or necessary details. They shall definitely fix dates, times and places, and shall give the names in full of parties concerned, and if the latter be not members of the department their addresses shall be also given, as far as ascertainable.

457. Reports and notifications concerning injuries to members or other persons shall include the following particulars, in so far as they apply in any particular instance and are ascertainable at the time of report or notification:

Cause, nature and extent of injury.

Box number, if injury received at a fire.

Physician and hospital from whom or where treatment was received.

Department officer or representative in charge at the time and place of injury.

458. Reports on matters of special importance or urgency shall be dispatched to headquarters as quickly as possible, and their purport shall be *telephoned in advance* in the following cases, or whenever it is such as should be communicated at once to the commissioner, chief of department or head of a branch service:

- (a) Sudden emergency or serious occurrence at a fire.
- (b) Loss of life or serious injury to person at fires or elsewhere.
- (c) Disablement or break-down of apparatus.
- (d) Hydrants found out of order or difficult of access.
- (e) Fire-alarm boxes found out of order.

(f) Conditions involving imminent risk or peril of fire.

459. Unsafe, unsanitary or dangerous conditions which cannot be effectively remedied in the regular routine of duty shall be reported to headquarters for appropriate action.

460. When reports are required to be made periodically or on specific dates, they shall be punctually so made. All other reports shall be made and forwarded as soon as the facts on which they are based are ascertained, and unless some special cause prevents, should be at headquarters not later than the morning following the date on which such facts transpired.

461. Special reports additional to those referred to in these rules shall be made as circumstances require.

462. Officers who make or forward reports may incorporate recommendations at their discretion, and shall incorporate recommendations whenever the nature of the subject so requires.

463. Officers will be held responsible for the accuracy and completeness of the reports made by them, and any officer who has reason to doubt the *bona fide* character of a request or application submitted for his approval shall withhold such approval until he has looked into the matter and satisfied himself that approval is warranted.

464. The information contained in records shall be complete and accurate, and when kept in books shall be systematically classified and arranged under appropriate headings and adequately indexed.

465. Records shall be so kept, and in such detail, that any public demand, or any reasonable other demand, for information can be met, and that all essential or necessary particulars, including dates, times, places, parties concerned, etc., can be readily ascertained and responsibility

definitely fixed, at any time, in connection with any transaction or detail of department business.

466. Records or other information kept on cards, lists, etc., must be kept up to date by the making of corrections and changes as necessary. Whoever fails to comply with this rule will be held responsible for mistakes arising from such failure.

467. Falsification of records or the making of misleading entries in same, or the wilful mutilation or destruction of any department record, book, paper or document, unless same has become obsolete, will be punishable as a serious offence.

468. All information entering into records, reports, etc., must be promptly and fully communicated to clerks or other persons charged with the keeping or making of such records, reports, etc.

469. The authority or the reason for any act or transaction in the nature of an exception to the ordinary and usual procedure, or out of the regular course of business, must appear of record.

470. Needless duplication of records shall be avoided.

471. All correspondence received and copies of all correspondence sent out shall be preserved.

SUPPLIES.

472. No stock or supplies of any kind shall be ordered until requisition for same has been approved by the commissioner; provided, however, that in case of special need heads of branch services may order small supplies simultaneously with the making of requisition therefor.

473. A sworn weigher's certificate must accompany each delivery of hay, grain or straw. These certificates shall be promptly forwarded to headquarters.

474. Upon receipt of hay, grain or straw the supply department shall be requested by telephone to arrange for inspection of same, and one quart of oats from each grain delivery shall be forwarded to headquarters.

475. Supplies of any kind (including hay, grain and straw) which are found below the department standard of quality, or otherwise unsuitable, shall not be accepted.

476. The rejection or condemnation of hay, grain or straw, or of any substantial order of other supplies, shall be reported, as will also any material defects discovered in same after acceptance; but in the case of small or inexpensive orders reference to headquarters may be omitted when the matter can be otherwise satisfactorily adjusted.

477. No receipt for goods, merchandise or supplies shall be given unless delivery is *accepted*.

478. All issues of stock or supplies must be covered by duly approved requisition.

479. Admittance or access to stores or places where property not in use is stored or kept shall be restricted to officers in general charge, and storekeepers or other persons in immediate charge, of such property.

CHARGES — PENALTIES.

480. The commissioner will hear charges preferred against members and determine penalties.

481. The doing of anything forbidden in these rules, or any violation whatsoever of a rule or regulation of the department or an order of the commissioner, shall constitute an offence punishable by reprimand, suspension without pay, reduction in rank or grade, or discharge, as determined in each case by the commissioner.

482. Charges must be preferred for any offence of a serious nature or tending to impair the service or discipline in a material way; but minor or merely technical infractions of rules which can be effectively corrected by a caution or reproof on the spot should, generally speaking, not be made the subject of charges unless repeated or persisted in.

483. Charges should be brought for service reasons only, and with no other aim than the good of the service, enforcement of the rules, or the righting of wrongs.

484. Accused members shall answer to charges in person, and penalty will be imposed for failure to appear at a hearing unless good cause for such failure be shown.

485. Accused members will be furnished a copy of charges at least twenty-four hours in advance of the time set for the hearing, and will be allowed representation by counsel.

486. Extenuating circumstances will be taken into account, but alleged ignorance or misunderstanding of rules will not be regarded or considered, and any resort to quibbles or subterfuges will not advantage the accused. Previous course of conduct, good or ill, will be taken into account in determining penalty.

487. If a member be placed on probation as a result of charges preferred, his company commander or other immediate superior shall make monthly report on his conduct during the period of probation.

488. Charges shall be accompanied by a brief specification of the acts and circumstances upon which they are based, and to establish uniformity of practice and promote a better knowledge of rules they shall, as far as possible, be formulated as "Violation of Rule — " (specifying the number of the rule in question).

TELEPHONES.

489. Department telephones shall be used *only* for department business, except as provided in Rules 490 and 491.

490. There shall be no restriction on the use of department telephones by officers ranking higher than captain, heads of branch services, the medical examiner or the chief clerk, or by any member designated by any of these officers.

491. Connections with public exchanges will be made for any person mentioned in Rule 490, but for other members such connections will be made *only* in cases of sickness, accident or death, or other similarly urgent and important matter, except that if time and business conditions permit personal messages may be transmitted at the discretion of operators.

492. On receipt of a call from a public exchange the operator will ascertain the name of the person calling and get such other information as will enable him to decide whether connection should be made.

493. Connection may be denied any person who, being requested, refuses to give his name, or to further identify himself if necessary.

494. Subject to the provisions of Rule 490, operators are authorized to summarily cut off unreasonably extended conversations, or conversations between stations which do not pertain to department business.

495. Telephone lines should not be used more than is necessary, and operators should not be annoyed with inquiries which a proper knowledge of the rules would have rendered unnecessary.

496. Unauthorized or improper use of the telephone, and eavesdropping or "listening in," are strictly forbidden.

497. Officers shall keep the fire-alarm office informed of the numbers of their home telephones or telephones used in lieu thereof, and of any changes in such numbers.

498. Employees of the New England Telephone and Telegraph Company wearing their official badges shall be permitted to inspect all department telephones.

499. Users of the telephone shall comply with the following instructions:

(a) Make your conversation as brief-as possible.

(b) In calling or answering, name, rank or grade, and fire station or particular service to which attached, must first be given.

(c) Call the fire-alarm office with one short ring, and in the same way notify it that conversation is ended; but *do not* "ring off" after telephoning a department station on the same circuit or the fire-alarm office.

(d) Always ring off after conversation through a public exchange.

(e) Restore receiver to hook when conversation is ended.

BRANCH SERVICES.

BRANCH SERVICES.

IN GENERAL.

500. The rules governing the branch services shall include such of those in preceding sections as apply to such services either in their terms or in their general character and application.* The branch service or services to which any particular rule applies will appear from the nature of the service and the wording of the rule.

HEADS OF BRANCH SERVICES — In General.

501. Heads of branch services shall have control and direction of all persons employed in, or detailed to, their respective services, and shall be responsible for observance of rules and maintenance of discipline, order and efficiency within their respective jurisdictions.

502. Heads of branch services, and all persons serving under them, shall be subject to the orders of the chief of department in case of fire or alarm of fire. Heads of branch services shall comply with the requirements of the chief of department relative to the horses, apparatus and equipment of the fire force.

503. Heads of branch services shall have authority to make arrangements adapted to the special needs or conditions, or contributing to the efficiency, of their respective services, provided such arrangements are not inconsistent with rules or orders.

* See note at head of Index.

504. They shall make daily reports showing the men on duty and the work on which engaged; the men absent and the extent and cause of absence; and giving such other information as they deem advisable, or may be directed, to report. The daily reports of the superintendent of fire alarm shall enumerate the alarms received during the preceding twenty-four hours.

505. They shall see that all needed supplies are on hand and make requisition for same as necessary.

506. They shall verify and approve bills for supplies received and accepted, and for services and materials furnished their respective divisions by contractors or others.

507. They shall be responsible for all supplies and materials furnished their respective services or placed in their charge, and shall keep records showing in detail the kinds, quantities and prices of same, and the disposition made thereof. They shall also keep records showing —

(a) The acts and doings of their respective services, in such detail as may be required.

(b) Names, ratings, compensation and nature of duties of all persons employed in their respective services; the time which each such person worked or was absent; and the cause of absence.

(c) Labor and material or supplies furnished each fire station or other establishment, and the cost of same, in full and accurate detail.

(d) All business transactions with individuals, firms, corporations, or other public departments, and all services rendered and material furnished such persons or departments.

508. They shall make weekly pay rolls for their respective services, and shall see that their men report punctually for duty and remain on duty during the assigned hours.

509. The working hours in the branch services shall be from 8 a. m. to 5 p. m., with recess of one hour (12 m. to 1. p. m.) for dinner, except that on Saturdays work shall be suspended at 12 m.; but this shall not apply to fire-alarm operators, and any person employed on a seven-day week basis shall be subject to duty outside of the above hours, as will also linemen or others employed in the branch services in case of need or emergency. The above-specified dinner hour is subject to change to suit special conditions.

FIRE-ALARM BRANCH.

510. The fire-alarm branch shall have the care, maintenance and operation of the fire-alarm telegraph and telephone system; shall be under the charge of the superintendent of fire alarm; and shall comprise the fire-alarm office and the construction force.

511. The men employed in the fire-alarm office shall be classified as operators and assistant operators; and the construction force shall consist of repairers, linemen, machinists, etc.

SUPERINTENDENT OF FIRE ALARM.

512. The superintendent of fire alarm shall be responsible for the proper care and maintenance of the wires, posts, machinery and appliances of the fire-alarm telegraph and telephone system; shall see that all such wires, posts, machinery and appliances are maintained in good order and condition; and shall keep in his office maps and plans showing locations of same.

513. The superintendent of fire alarm shall see that all

needs of the service are provided for, and that all defects in, or damages to, the fire-alarm system are promptly remedied, and he shall promptly report any serious defects or damages. He shall cause the making of all necessary repairs on the public clocks.

514. He shall have charge of all lighting and electrical supplies, and shall keep account of the monthly cost of lighting in each fire station, office, shop, etc.

515. He shall have charge of all electrical work and lighting arrangements in fire stations, offices, etc., including installations and repairs and the furnishing of lamps. Lamps in excess of 25-watt capacity shall not be used without his permission, and in no case shall the use of lamps of larger capacity than necessary be permitted.

516. He shall arrange for the attendance of linemen at multiple-alarm fires, and shall cause all fire-alarm boxes to be tested at least once a month, and at other times as necessary.

517. He shall respond to all multiple alarms except second alarms, going either to the office or the fire as his judgment dictates.

ASSISTANT SUPERINTENDENT AND CHIEF OPERATOR.

518. The assistant superintendent and chief operator shall have immediate charge of the fire-alarm office, under the direction of the superintendent of fire alarm. He shall assign to operators and assistant operators their respective duties, and shall arrange their tours of duty, providing for three successive tours in every twenty-four hours, and maintaining not less than four men on each watch.

519. He shall see that the requirements as regards the

keeping of records are complied with, and that all records, including register records, are carefully preserved.

520. He shall report at the fire-alarm office on all multiple alarms except a second alarm.

OPERATORS AND ASSISTANT OPERATORS.

521. Each fire-alarm watch shall consist of two operators (one of whom shall be designated "Principal Operator") and not less than two assistant operators. Hereinafter, the word "operators" shall include and apply to both operators and assistant operators.

522. The principal operator shall have charge of the watch, and operators serving with him shall be subject to his orders. He shall fully inform his relief of matters and conditions needing attention, and shall inform his superiors of any breach of discipline or violation of rules which takes place during his watch.

523. Operators shall report for duty on schedule time and shall keep alert and vigilant for alarms, signals and telephone calls.

524. Alarms shall be struck out immediately upon receipt. The meridian blow shall be struck daily on all gongs.

525. Instruments and circuits shall be thoroughly tested at the beginning of each tour of duty.

526. Defects in instruments or circuits shall be noted in the report sheets, and shall be immediately corrected. The attention of superiors shall be called to any serious defects.

527. Proper record shall be made of alarms, signals, troubles, defects, repairs, box tests, amperage and voltage of circuits and voltage of motor generators, and all other matters of value or importance.

528. Operators shall acquire a thorough knowledge of all signals and calls, and of the locations of companies and apparatus, and shall familiarize themselves as far as possible with box locations, circuits, etc.

529. Sleeping on fire-alarm watch is strictly forbidden, as is also any absence from watch, except with the knowledge and consent of the principal operator in case of temporary withdrawal to an adjoining office or compartment. In case of such withdrawal on the part of the principal operator he shall designate an operator to take his place pending his return.

530. Should the fire-alarm office notify a district chief to move to another district, the fact shall be immediately communicated to the chief of department, or, in his absence, to the deputy chief.

531. When companies are ordered by telephone to leave their stations, or when they leave on a still alarm, their district chief shall be notified.

532. The chief of the district where a fire occurs shall be notified of apparatus ordered from another district to such fire.

533. When a deputy chief, district chief or company commander telephones his return to quarters after a fire he shall be informed of any alarms for which the "all out" has not been struck.

534. In case of an open box circuit the district chief concerned shall be notified. Should both tapper and gong circuits be "open" at the same time, stations on such circuits shall be notified of any alarms sent out while the circuits are open.

535. The wire department shall be immediately notified of fires due, or supposed to be due, to electricity, and of all electrical troubles that should properly be reported to that department. If immediate notice

cannot be given because of the office of the wire commissioner being closed, the information shall be telephoned at 9 a. m. next morning. After office hours, urgent matters of this nature shall be communicated to the wire commissioner at his home.

536. All official or business messages telephoned in to the fire-alarm office for transmission to officers of the department or other public officials shall be immediately re-telephoned to the person or persons concerned, and operators shall thoroughly familiarize themselves with the regular and usual course of messages of a routine or emergency character, so as to obviate delay or mistake in their transmission.

537. Operators shall strictly observe and carry out the rules in this section, and any which apply to them in other sections, such as Rules 261, 262, 263, etc.

FOREMAN OF CONSTRUCTION.

538. The foreman of construction shall have immediate charge of the construction force and the fire-alarm shop, under the direction of the superintendent of fire alarm.

539. He shall direct and supervise the operations of the construction force, and make daily report to the superintendent of the work done by said force for the preceding twenty-four hours, stating the men absent and on duty, and specifying clearly and fully any features of work involving changes or corrections in records, cards, lists, etc.

540. He shall be responsible for the carrying out of all orders and requirements of the superintendent concerning the maintenance and repair of the fire-alarm system, and shall promptly correct any defects in said system, and make all needed repairs on same or on public clocks.

541. He shall keep accurate record of the acts and doings of the construction force, and such other records as may be required by the superintendent.

REPAIR DIVISION.

542. The repair division shall be under the charge of the superintendent of repairs, and shall perform all work and make all repairs required or necessary for maintaining the apparatus, vehicles, equipment, hose, etc., of the department in good and proper condition; but nothing in this or any succeeding rule shall be construed to apply to matters under the control of the supervisor of motor apparatus.

543. The force employed in the repair division shall consist of machinists, blacksmiths, wheelwrights, harness-makers, clerks, watchmen, etc.

SUPERINTENDENT OF REPAIRS.

544. The superintendent of repairs shall be responsible for the management of the repair shop and shall see that all work under his supervision is properly performed.

545. The superintendent of repairs shall have charge of hose and harnesses, and of all tools, implements, appliances or other property used or kept in his division.

546. He shall make repairs and furnish supplies in accordance with requisitions approved by the commissioner, but not otherwise, except that in case of accident or extreme urgency repairs may be made upon request of an officer, to be covered by regular requisition as soon as possible thereafter.

547. He shall keep account of the labor and materials