

**RULES AND REGULATIONS
OF THE
CIVIL SERVICE COMMISSION
FOR THE
FIRE DEPARTMENT
CHARLOTTE, N. C.**



EFFECTIVE DECEMBER 18, 1940

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RULES AND REGULATIONS
of the
CHARLOTTE FIRE DEPARTMENT
APPROVED BY THE CITY COUNCIL
of the
CITY OF CHARLOTTE, N. C.

December 18, 1940

The membership of the Fire Department shall consist of the following Officers and Men:

Chief of the Department.
Assistant Chiefs of the Department.
Superintendent Fire Alarms.
Assistant Supt. Fire Alarms, or Electrician.
Department Mechanics.
Fire Prevention Officer.
Secretary.

Captains of Stations, Drivers, Tillermen, Hosemen, Nozzlemen, Ladder Men, Fire Alarm and Telephone Operators.

Chief

Rule No. 1. The Chief of the Department is held responsible for the discipline, good order and proper conduct of the entire Fire Department; the enforcement of all laws, ordinances, rules and regulations pertaining thereto; and for the proper care of all Fire Stations, Apparatus and property of the City belonging to the Fire Department, and may suspend any employee of the Fire Department for violation of any and/or all of the twelve (12) Articles appearing under Rule No. 101.

He shall have supervision over the purchase of Department supplies, and see that the same are issued to the several Fire Stations only on a proper requisition. He shall hold all assistant and company officers strictly responsible for the proper discharging of their duties.

Assistant Chiefs

Rule No. 2. The Assistant Chiefs will perform such duties as may be assigned to them by the Chief of the Department, and such further duties as the necessities of the Fire service may require; and in the absence, sickness or disability of the Chief, the 1st Assistant Chief will discharge the duties of commanding officer. In the absence of the 1st Assistant Chief, the 2nd. Assistant Chief shall assume and perform all duties herein mentioned. It shall be his duty to see that the Rules and Regulations are complied with, that the orders of the Chief of the Department are strictly enforced and that good order and discipline is maintained by officers and men, and he will promptly call the attention of the Chief to any neglect of duty, incapacity or violation of the Rules and Regulations or orders that may come to his knowledge, and give proper attention to all Department matters that may require immediate attention. He shall at all times properly assist the Chief of the Department in the discharge of his duties.

Captains

Rule No. 3. Captains in charge of Stations will be held strictly responsible for the conditions, good order and efficiency of their commands at all times; they shall preserve order and discipline within the same, and require and enforce a thorough compliance with the Rules and Regulations governing the Department, and all orders of the Chief of the Department.

Rule No. 4. They shall account carefully for all property belonging to the City committed to their care; shall see that all apparatus, Hose, Tools and Appliances placed at their Stations are kept thoroughly cleaned, in proper order and in condition for immediate use at all times; that Station Buildings with its immediate surrounding and the furniture and fixtures within such building are kept neat and clean and in proper order.

Rule No. 5. They shall report promptly to the Chief of the Department all accidents that may occur to their men or apparatus; the sickness of any member of their command which renders such member unable to discharge his duties.

Rule No. 6. They will cause a Station Journal to be kept, upon which will be entered, all supplies and appliances received, the time of alarms of fires are received, the location of fires attended by their company, the exact time their company arrived at quarters upon returning from fires or alarms, the number of lengths of hose used at each fire, if any, if any unusual delay occurred in reaching a fire, state the cause clearly, the absence from quarters of any officers or member when an alarm of fire is received, and state the cause, of collisions or accidents to men or apparatus occurring at any time, the absence from duty of any member by reason of sickness; injuries received or leave granted, the return of such member to duty to be also stated, the date and number of all general orders or special orders received, together with any other matters pertaining to the conditions or workings of the company necessary to be recorded. Such journal shall be kept promptly and neatly written up, and be subject

at any time to inspection by the Chief or Assistant of the Department.

Rule No. 7. They will see that economy and good judgment is exercised in the use of all supplies, and in the care and management of all property under their charge.

Rule No. 8. They will report to the Chief of the Department promptly any necessary repairs or improvements required at their respective Stations.

Rule No. 9. They shall see that the sleeping rooms and all beds and belongings therein are kept scrupulously neat and clean, and properly aired, and that all beds are made up by 8 o'clock a. m. each day, and kept so during the day. They shall see that any reserve or extra apparatus, hose, etc., placed at their Stations, receive proper care and attention.

Rule No. 10. It shall be their duty to explain to the members when necessary to do so, the meaning of any Rule or Regulation that may not be understood that a correct interpretation may always be given, and any question of doubt or controversy will be referred by the commanding officer to the chief of the Department for explanation.

Rule No. 11. At the close of each six months, December 31st., and June 30th., and at any other time if so required, commanding officers of Stations shall forward to the Chief of the Department an accurate and complete inventory of all city property then on hand under their charge, stating its condition whether serviceable or unserviceable, they shall keep during each year in classified form, a list of all such property on hand at the date of previous inventory, add-

ing thereto the various tools and appliances received during the year, and notations of all lost articles, worn out in service, or transferred as ordered to other Stations.

Rule No. 12. Commanding offices shall keep their respective companies properly drilled and instructed in all that pertains to efficient fire duty, and shall especially see that new members and substitutes assigned to their Stations are thoroughly instructed in their respective duties.

Rule No. 13. They shall see that all prudent measures are taken to protect the health of their men, and to promote their comfort in quarters.

Rule No. 14. Commanding officers of Stations shall visit the sick or injured members of their respective companies at least once each week, and shall report to the Chief of the Department their condition, also any additional care or attention that they may require.

Rule No. 15. They shall promptly report to the Chief of the Department any incapacity, neglect of duty, disobedience of orders or violation of any rule or regulation of the Department that may occur.

Superintendent of Fire Alarms

Rule No. 17. He shall have under the direction of the Chief of the Fire Department the care of the entire Fire Alarm, Telegraph, including all its apparatus. Fire Alarm Boxes, Batteries, Poles and Wires, and shall see that the same are at all times kept in proper working order and properly repaired when out of order. He shall also have the care of and be responsible for all material, working Tools and supplies belonging to the Fire Alarm Service. He shall

also have charge of all Fire Alarm and Telephone operators, and be held responsible for instructions, efficiency, and discipline in the Fire Alarm service.

Rule No. 18. He shall take every precaution possible to prevent interference with or injury to the fire alarm wires or instruments from contact with other wires, or from any other cause, shall see that all circuits are tested each day, and when "Ground" or other cause liable to endanger the safety or efficiency of the service are found to exist, he must cause the same to be removed at once.

Rule No. 19. He shall make a careful examination of all Fire Alarm Lines, signal boxes and station instruments as often as the proper workings of the service requires. This must always be done after a severe storm.

Rule No. 20. He shall make no alterations or additions to the fire alarm service or to any of its instruments or apparatus, except such as may be required in making ordinary repairs, without authority from the Chief; he will report to said officer any changes or improvements which in his opinion are required for the efficiency of the Fire Alarm service. He shall report any accident or interruption which for the time affects the proper working order of the Fire Alarm circuits or apparatus.

Rule No. 21. When engaged in his duties away from Headquarters he shall keep the Fire Alarm Operators informed as to his whereabouts as nearly as possible in order that he may be quickly reached if needed elsewhere.

Rule No. 22. He shall also keep a file of records in which shall be entered all alarms, tests, interruptions, additions, repairs; and a

daily working schedule of Fire Alarm and Telephone Switchboard operators, and such other information as such record headings may call for.

Rule No. 23. Assistant Supt. Fire Alarms. He shall perform all duties herein provided for as to Supt. of Fire Alarms, and in case of his absence will carry out all orders and rules as to same.

Department Mechanics

Rule No. 24. Department Mechanics shall have charge of all repairs to motor apparatus, and shall make an inspection of same at least once each week, and make all necessary adjustments and see that all cars are kept in first-class condition and report to the Chief the condition of all cars, and require all drivers to keep the motor parts thoroughly cleaned. Mechanics shall be held strictly responsible for the efficiency and condition of all motor apparatus. They shall keep a separate file on each piece of apparatus and auxiliary equipment in which shall be entered complete detail of all repairs and time out of service of each piece of apparatus and equipment that comes under the supervision of the Department Mechanics.

Fire Prevention Officer

Rule No. 25. The Fire Prevention Officer, under the direction of the Chief, shall make all inspections required under the State law and City ordinances. He shall inspect all theatres, public schools, and places of public gatherings, etc., as to the condition of exits, fire escapes, fire-fighting appliances, and fire hazards. It shall be his duty to enforce all rules and regulations pertaining to general protection from fires

and accidents and report all violations to the Chief of the Department.

Rule No. 26. All complaints made by citizens to any officer or member of the Department of existing fire hazards endangering property by fire, or of violations of the fire ordinances, or the discovery of any such dangers by any officer or member, must be promptly reported to the Fire Prevention Officer and he shall make a prompt and thorough investigation and report the result of his investigation to the Chief of the Department.

Rule No. 27. He will be assisted at times by members of the Department assigned to the Fire Prevention Bureau as deputy inspectors, within the discretion of the Chief. They shall inspect all designated buildings in districts assigned to them by the Fire Prevention Officer. They shall keep fully informed as to the locations and extent of sprinkler systems, inside standpipes, and special fire appliances. They shall pay particular attention to the removal of all fire hazards, and the condition of all exits and fire escapes. The Fire Prevention Officer shall attend all duties assigned to him promptly and faithfully, and shall make daily and monthly reports to the Chief of the work performed by the Fire Prevention Bureau, and shall perform such other duties as the Chief of the Department may deem necessary.

Secretary

Rule No. 28. The Secretary will at all times be under the immediate direction and control of the Chief of the Department. He will have charge of the office, and all employees detailed for this work, through which all communications, fire records, reports to the Insurance Commissioner, pay rolls and requisitions, and

budget reports will be handled. He shall perform all other duties as the Chief of the Department may deem necessary.

Engineers, Pipemen, and Laddermen

Rules No. 29. It shall be their respective duty to keep their apparatus and all tools and appliances belonging thereto thoroughly cleaned, in good order and ready for immediate use, to examine often the mechanism, axles, and wearing and working parts of the apparatus kept free from grit, and properly lubricated, and shall report promptly to the commanding officer of the Company any defect discovered. Pipemen will see that Hose is kept in good condition and properly cared for in every respect. It shall be the duty of Engineers, Pipemen, and Laddermen to also keep the apparatus rooms, the sleeping and other apartments at their respective stations cleaned and in order at all times.

Drivers

Rule No. 30. Drivers shall see that apparatus is kept clean at all times, that motors are in perfect working order, that no dirt or grease is allowed to accumulate in drip pans or engine parts, and will report to the Mechanician when they find that the motor is working badly. They are strictly forbidden to make any major adjustments without permission from the Chief or Mechanician. Drivers will take proper care of all tools and supplies furnished him, keeping them in their proper places when not in use.

Rule No. 31. Under the direction of the Company commander, the Engineers shall have full charge of engines when out of quarters. The Assistant Engineer will make no change unless so ordered by the Engineer, who will take his orders from a superior officer.

Night Watch

Rule No. 32. It shall be the duty of the member detailed for such duty at stations where night watch is required, to see that everything about the apparatus room is in proper order and in condition for immediate use, and kept so. When fire is necessary during the night within the station that the same is properly attended to, and left in proper condition when going off duty, but will exercise economy and good judgment in the use of fuel and station lights. They shall not permit violations of the rules of the Department orders about quarters during the hours on duty, and shall see that station is kept quiet.

Rule No. 33. While on duty they must not leave their post without permission from the commanding officer of the Station, nor sleep or doze or recline in a position to indicate sleep, and will remain in a position to hear and attend promptly to all calls or signals whether received by radio, telegraph, telephone, or verbally.

Rule No. 34. They shall report promptly to the officer in command of the Station any irregularities occurring or anything found to be out of order, which they are unable to immediately remedy.

Going to and from Fires

Rule No. 35. In responding to alarms of fire, the running card rules, and the assignment of companies as herein given, must in all cases be strictly adhered to.

Rule No. 36. When an alarm of fire is received at the quarters of any company every member will immediately report for duty on the

apparatus floor, and the company be prepared to leave quarters upon the word or command from the officer in charge the instant he is assured as to the correctness of the signal, and that the company under the rules is to respond.

Rule No. 37. Commanding officer must see that the drivers understand the number of the box or location of the fire correctly before driving out of quarters.

Rule No. 38. When receiving an alarm, and while going to, returning from and on duty at fires, the greatest degree of silence compatible with the efficient discharge of duty must be observed.

Rule No. 39. Companies are expected to reach a fire in the shortest time possible after an alarm is received, consistent with safety, but apparatus must be driven with good judgment and every precaution taken to avoid collisions or accidents; drivers will be held strictly to account if any accident occurs on account of reckless or careless driving. When two or more apparatus proceed on the same street to fires they must do so in single file. This rule must be strictly observed.

Rule No. 40. To guard against collisions and accidents when responding to an alarm, the gongs, bells and sirens upon all apparatus must be sounded upon leaving quarters, when turning corners, approaching street corners or street crossings, bridges, stream—and street railway tacks, and as frequently as public safety may require.

Rule No. 41. When going to fires, commanding officers of companies will, whenever possible to do so, ride beside or near the driver and direct him when necessary, and shall not

allow the apparatus to be driven at a rate of speed liable to cause accidents.

Rule No. 42. The officer in command of first company to arrive at a fire shall, in the absence of the Chief or Assistant Chief, assume command and control at such fire until a superior or senior officer arrives.

Rule No. 43. A second alarm or a special company call may be given by the first officer in command at a fire previous to arrival of the Chief or Assistant Chief, if the condition of the fire makes it necessary to do so, but after the arrival of one of the above officers, additional alarms, special company calls, and general alarms shall only be given by orders of the Chief or Assistant Chief in command.

Rule No. 44. The absence from quarters of any company or part of company on a Still alarm must be reported immediately to the Chief or Assistant Chief. When so responding, the officer or member in charge shall assume no risk whatever if the fire is found to be at all serious or threatening, but shall in such case immediately cause an alarm to be sent to the Department.

Rule No. 45. Commanding officers of companies will as far as possible remain with their men at fires, to direct their movements under the orders of the officer in command at such fire; and will keep their men together when not in active service.

Rule No. 46. Upon a second or more alarms for the same fire, the officer in charge of the company responding shall upon their arrival with apparatus, report to the commanding officer for orders.

Rule No. 47. Drivers of apparatus must not drive over hose when it can be avoided.

Rule No. 48. Members will not allow persons not connected with the Department to drive over hose, when they can prevent it, and will report any person so offending if known for prosecution.

Rule No. 49. Commanding officers of companies whose hose at fire is laid across steam railway tracks must, whenever possible to do so, station a man to guard such hose, or if this cannot be done, or if in the night cause a light to be placed at the tracks, near such hose. Hose lines laid across street and all railway tracks must be opened as soon as possible after the fire is out, to avoid further obstruction.

Rule No. 50. Drivers shall constitute a part of the working force at fires, and shall perform duty with their companies accordingly, except when otherwise directed by the officer in charge of their company.

Rule No. 51. Officers or members shall not permit any person other than members of the Fire Department to ride upon any fire apparatus, when going to or returning from any fire.

Rule No. 52. At fires both officers and members must prevent, in every way possible, any excessive or needless damage to buildings or their contents, by water or otherwise, and all persons having no right therein shall be excluded from within buildings on fire or endangered thereby while the Department has charge of the premises.

Rule No. 53. In case of a working fire at the changing hour it shall be the duty of the commanding officer of the relieving shift to call

the roll in company quarters at the appointed hour, then proceed without delay with said shift to the fire and report to the officer in command at fire.

Rule No. 54. Members of off shift shall be required to report for duty with their respective company for all second or general alarms.

Rule No. 55. Companies will not return to quarters until relieved by the commanding officer at the fire, and when directed to "take up" it must in all cases be done with as little delay as possible, and everything placed in readiness for further alarms at once.

Rule No. 56. On returning from a fire if the company finds that it has lost any article or appliance, or has in its possession anything belonging to another company, the fact must be reported immediately, and the property of another company promptly returned.

Rule No. 57. If a hydrant is found to open hard, or out of order, the fact must be reported promptly to the Fire Alarm operator who shall immediately notify the repair service of the Water Department. He shall also promptly report the fact to all fire officers through station watch.

Rule No. 58. Companies will not attend fire outside of the City except by authority of the Chief, or in his absence the Assistant Chief, when however called to fires in the suburbs of the City at points where the exact limit lines may at the time be in doubt, commanding officers of companies will, in the absence of the Chief or Assistant Chief, and if the emergency demands it, extend protection to the extent that their facilities will allow, to a sufficient and reasonable distance to make sure that all property in the City limits is protected.

Rule No. 59. Once every 60 days all hose on apparatus that has not been in use during that length of time must be taken off, examined and aired, and the date to be entered upon the Station Journal. Upon returning the hose to apparatus, its position as far as possible should be changed, care should be taken, however, to place such lengths that are the least reliable at the bottom of the apparatus.

General Rules

Rule No. 60. Courteous and gentlemanly bearing is indispensable to good discipline. All members of the Department will be expected to so act at all times, whether on or off duty, as to reflect credit upon themselves and upon the Department.

Rule No. 61. Officers and members must be prompt and energetic in the discharge of all their duties, courageous without recklessness and exert their greatest energy and best ability to do their duty under any and all circumstances.

Rule No. 62. All officers and members shall treat and address each other in a courteous and respectful manner at all times, work together in harmony and exhibit a gentlemanly demeanor in all their relations with each other. Neither officer nor member shall speak disrespectfully of each other.

Rule No. 63. Proper decorum must be observed at all times, no altercations or ungentlemanly, profane, abusive or improper language or disorderly conduct will be permitted at any Station upon the part of any officer or member of the Department at any time.

Rule No. 64. While officers are required to be firm and exact in the discharge of all their duties,

they shall be strictly just toward their men always.

Rule No. 65. Members shall not interfere with each other in the performance of their respective duties, but shall be ready to assist when necessary in a proper manner.

Rule No. 66. It shall be the duty of officers or members to be at their respective Stations for duty at all times except when called away by the duties of the service or when relieved as hereinafter provided.

Rule No. 67. Company quarters will each morning, and as often as is necessary, be neatly swept, all workwood, fixtures and apparatus properly dusted and everything put in a neat and clean condition for the day. Saturday of each week will be general house-cleaning day at all Stations, when not interfered with by fire duty; the floors will be mopped or scrubbed and other cleaning done that may be necessary.

Rule No. 68. Each member shall see that his bed and bedding are kept in a wholesome and cleanly manner and thoroughly aired at least once each week. All beds must be neatly made up each morning promptly by 8 o'clock a. m. and kept so during the day.

Rule No. 69. No persons other than members of the Department and authorized substitutes will be allowed to sleep within any Fire Station, without permission of the commanding officer in charge.

Rule No. 70. After members have retired at night, or when sick in the sleeping rooms, the room must be kept quiet.

Rule No. 71. Captain will provide floor watch and hold previous members on watch strictly

accountable for any violation of the rules and regulations of the Department up to the time of turning said watch over to members relieving. No sleeping shall be allowed on night watch, no sleeping shall be allowed in beds or lounging on chairs or apparatus between the hours of 7 o'clock a. m. and 7 o'clock p. m. Firemen on night shift may retire at 9:30 p. m. and not later than 11 p. m. all lights except watch must be out by 11:15 p. m. Members of the day shift wishing to sleep in quarters will be required to respond to all alarms to which the company or companies in the Station respond, and they shall also arise not later than 7 o'clock a. m.

Rule No. 72. Changes of Platoon or shifts shall take effect at 8 o'clock a. m. and 6 o'clock p. m. except on Tuesday of each week, or as otherwise ordered by the Chief of the Department.

Rule No. 73. Visitors must be received courteously, and proper attention shown them, but habitual loafing within or about any Fire Station must not be allowed. Visitors will not be allowed within the sleeping rooms at night after any member has retired, except by authority of the officer in charge of Station.

Rule No. 74. Children unattended must not be allowed to congregate within or about any Fire Station.

Rule No. 75. On Sundays and at night Stations must be kept quiet, and on Sundays no mechanical work shall be done within or about the quarters, except such as the emergency of the service may absolutely require.

Rule No. 76. Card playing for anything of value or gambling of any form within any Fire

Station or by any member of the Department at any time is forbidden. No one is allowed to use the "Fire Department" Telephone promiscuously; the phones are intended for business. Watch on Telephone duty will see that these rules are observed, and will report any violation to the officer in charge.

Rule No. 77. The regulation Uniform shall be worn by officers and members at all times when on duty during the day time, except when engaged in unclean work, such as cleaning apparatus or quarters, but as soon as work is completed members must appear in Uniform, provided that the wearing of coat or vest when about quarters is left optional, this rule shall not prevent the use of bunker-boots and pants and clothing used for fire duty at night.

Rule No. 78. No member of the Department not actually on duty will be allowed to wear the uniform of the Department, or any part thereof for the purpose of identifying himself as a member of the Department, in order to gain entrance to any place of public amusement where an admission fee is charged, without the payment of such fee. The wearing of the Department uniform or any part thereof while said member is off duty is strictly prohibited, unless otherwise ordered by the Chief or Assistant Chief.

Rule No. 79. No member of the Department shall loan his badge or any part of the regulation uniform to persons outside the Department.

Rule No. 80. While any member stands suspended from the service he shall cease to wear any part of the Department uniform, during the continuance of such suspension.

Rule No. 81. All members must report for duty on time. If any member is tardy or fails to report, the Captain may select a member from the opposite shift to remain on duty until such member reports or other arrangements may be made to release him.

Rule No. 82. Tardiness extending thirty minutes or over will constitute failure to report, and in such case the Chief or Assistant Chief must be at once notified and the position filled by substitute.

Rule No. 83. Members reporting after that time will not be permitted to go on duty until ordered by the Chief, or Assistant Chief. Failure to report may be punished by suspension.

Rule No. 84. Officers in charge failing to report any violation of the rules, are subject to suspension.

Rule No. 85. Captains shall make note of all tardiness or failure to report for duty, special leaves of absence, members off duty on account of sickness or injury received, violations of rules, etc., on their daily report, and other forms provided, and shall keep a record of same in company Journal. They shall also report same by phone as soon as possible, to the Chief or Assistant Chief.

Rule No. 86. No member shall absent himself from duty without first obtaining permission from the Chief or Assistant Chief. All such leaves must be applied for through the Captain in charge of his company. In all such cases, a substitute must be left in his place.

Rule No. 87. Companies must be composed of the full complement of men at all times; members on duty shall not be allowed to leave

the premises of their respective engine houses. No leaves shall be granted by the Captain except when member desiring leave has arranged for satisfactory substitute. Members shall not be allowed to work in other places on opposite shift unless so ordered by the Chief or Assistant chief.

Rule No. 88. Any member on off shift desiring to leave the City must get permission from the Chief or Assistant Chief. Members must keep in touch with the Department at all times by telephone or otherwise. Officers and members must be prompt and exact to the time in returning from all leaves of absence granted.

Rule No. 89. If any member shall be taken sick or injured, either while at or away from quarters, and is thereby rendered unable to perform his duties, such fact must be reported at once to the commanding officer at his Station, who will immediately report the same to the Chief of the Department. The certificate of the attending Physician shall, if required, be filed with the Chief of the Department, stating the length of time such member was unable to perform his duties by reason of sickness or injuries received.

Rule No. 90. Members of the Department, on changing their place of residence or telephone, will promptly notify the Chief of the Department, that the record at headquarters may be correctly kept in order that all members may be reached without delay on second or general alarms.

Rule No. 91. The Fire Alarm Telegraph Running Card and regulations as posted at each Station, is subject to change from time to time by the Chief, and shall be recognized as a part of these rules.

Rule No. 92. It shall be the duty of every member of the Department to keep correctly informed as to be the exact location of all fire hydrants and fire alarm boxes in the district to which he is assigned in the City.

Rule No. 93. When the apparatus of any company is to be temporarily out of service for repairs, cleaning or changing hose, the fact shall be first reported to the commanding officer; the return to service to be reported in like manner.

Rule No. 94. All reports, messages and communications received at No. 1 Station, pertaining to Department business, whether written, by telephone, or otherwise must be delivered promptly to the Chief, or when he is absent, to the Assistant Chief or Secretary.

Rule No. 95. No purchase shall be made nor any liability incurred for the Fire Department by any officer or member except by authority of the Chief.

Rule No. 96. Members shall carefully protect from waste all supplies and appliances furnished.

Rule No. 97. No article of property belonging to the City of Charlotte and in the care of the Fire Department shall be loaned, sold, given away or disposed of except by authority of the Chief of the Department.

Rule No. 98. If any member loses or fails to have in his possession the Department badge, regulation Cap, Buttons, Rubber Coat, or copy of the Rules and Regulations furnished him, he will be held accountable for the cost of such articles lost, except when he shall show to the Chief that such loss or failure was upon his part unavoidable.

Rule No. 99. When any member of the Department shall wish to resign, he shall give the Chief of the Department five days' notice thereof, stating the time when he desires the resignation to take effect. In case of emergency, the resignation may be accepted by the Chief without five days' notice.

Rule No. 100. Upon leaving the Department, members will turn over to the Captains of their Stations, or to the Chief of the Department, promptly and in good order, (allowance being made for ordinary wear and service) their Department badge, their copy of the Rules and Regulations, and all other property belonging to the City that they may have.

Rule No. 101. The Chief may suspend from duty any officer or member of the Department for any of the following causes:

Article 1. For dishonesty.

Article 2. For gross insubordination or wilful disobedience of any order lawfully issued to him by a superior officer in the Department.

Article 3. For intoxication; for being under the influence of intoxicating liquors, or beverages; for bringing intoxicating liquors or beverages in or on the premises of Fire Stations or to fires; or for failure to report violation of this rule.

Article 4. For incompetency to perform the duties of his office efficiently, or gross neglect of such duties.

Article 5. For falsehood or deception concerning Department matters, business, or duties, or for wilfully, carelessly, or maliciously making false report or gossip concerning another officer

or member of the Department, or for acting in a manner calculated to create disturbance or dissension within the Department.

Article 6. For habitually contracting debts which he is unable or unwilling to pay, or for refusing to discharge his lawful obligations.

Article 7. For bringing a contagious disease into the Department and failing to report the fact to the Chief immediately upon discovery.

Article 8. For residing outside the City Limits, or refusing to maintain a telephone.

Article 9. For failing to report for duty at 8 o'clock a. m. or 6 o'clock p. m., any officer or member who has not made previous arrangements for a substitute with his commanding officer and fails to notify his commanding officer of his whereabouts, giving a reasonable excuse for his absence.

Article 10. For engaging in any work outside of the Department in competition with any labor, trade or profession. Provided, however, nothing contained in this rule shall be construed to prohibit any member of the Department from working on his own property or that of any other member of the Department.

Article 11. For sleeping while on watch, or while on telephone switchboard and Fire Alarm operator duty.

Article 12. For wilfully or continually violating any of the rules or regulations of the Department, or for failure to fulfil the requirements of said rules.

Rule 101. Article 13. No member of the department shall take part in any political activity other than that of exercising his personal rights and privileges as a voter.

Rule No. 102. Every such suspension shall be immediately reported to the Civil Service Commission by the Chief of the Department, and the Chief shall appear before said Commission whenever requested with all evidence and witnesses available for the purpose of assisting in the prosecution of any person suspended by him. No officer or fireman shall receive pay for any time during which he shall have been suspended by proper authority unless shown to be innocent of the charge, or charges, upon which he was suspended.

Rule No. 103. When any officer or member is shown to have committed any of the more serious offenses set forth in the articles of Rule No. 101, the Civil Service Commission shall make the suspension permanent by dismissing the offending member from the Department.

Rule No. 104. Every officer and member of the Department will be furnished with, and shall retain in his possession while a member, a copy of the Rules and Regulations, and shall read and become thoroughly familiar with the same, and with all special and general orders relating to the Department.

Rule No. 105. The privileges, duties and liabilities under these rules and regulations applied in terms to members of the Department shall also apply to substitutes, unless the case be such that they are by the terms of nature of the rule exempted.

Rule No. 106. All rules and general orders heretofore promulgated insofar as they relate to the powers and duties of members and not in conflict with the above, are still in force and must be strictly observed.

Rule No. 107. All officers and members shall, in addition to the duties herein prescribed, also perform such other duties as may be required of them by their commanding officer or the Chief of the Fire Department.

Rule No. 108. All portions of general or special orders that may be issued hereafter relative to the discipline or duties and powers of the members shall be recognized as a portion of these rules and regulations.

Rule No. 109. It shall be the duty of every member of the Department in case he shall know of an actual violation of any rule, regulation or order of the Department to report the same promptly to the commanding officer of his Station, or when the case requires it, to the Chief of the Department direct, stating simply the facts, clearly and truthfully. This must never be done with malicious or unfriendly intent, but for the protection of others and the good of the service.

Rule No. 110. Any officer or member failing to report any violation of these rules shall hold himself liable to dismissal from the Department.

Rule No. 111. The Chief of the Department shall be allowed to reprimand any member for infractions of minor rules three times, and upon the fourth offense report the guilty member to the Civil Service Commission.

Rule No. 112. All orders issued by the Chief, or commanding officer, whether verbal or written which are not stated in the adopted rules are constituted a part of same until hereafter revoked by the City Council.

APARTMENT HOUSES

Abernethy Apts.—822 W. Trade St.
 Addison Apts. 831 E. Morehead St.
 Alfred Apts.—601-01½ Pine and 400 W. 9th. St.
 Allison Apts.—118 S. Davidson St.
 Alson Ct. Apts.—Cor. Crescent Ave. and S. Laurel.
 Ambassador Apts.—1035 E. Morehead St.
 Anson Apts.—313 W. Boulevard.
 Ardsley Apts.—1021 Ardsley Road.
 Austin Apts.—315-19 E. 9th St.
 Bell Apts.—2001 Selwyn Ave.
 Belvedere Apts.—904 E. Trade St.
 Bennett Apts.—536 Hawthorne Lane.
 Beverly, The—120 S. McDowell St.
 Blaine Apts.—1812 Union St.
 Blandwood Apts.—911 S. Tryon St.
 Blume Apts.—1620 S. Boulevard.
 Blythe Apts.—222-24 Providence Road.
 Bomar Apts.—305 S. Summit Ave.
 Bradfield Apts.—520-22 N. Tryon St.
 Briarwood Apts.—2137 Briarwood Road.
 Burton Apts.—119 N. Davidson St.
 Carolina Apts.—1718 Park Drive.
 Caswell Apts.—229 S. Caswell Road.
 Caswell Apts.—248 Colonial Ave.
 Catawba Apts.—107 Grandin Road.
 Central Apts.—125 S. Mint St.
 Cherry Apts.—502 Cherry St.
 Chester Apts.—1519 Statesville Ave.
 Churchill Apts.—229 N. Church St.
 Clanton Apts.—115 N. Torrence St.
 College Apts.—600 N. College St.
 Colonial Apts.—211 E. Boulevard.
 Colonial Apts.—524 N. Tryon St.
 Crescent Ave. Apts.—2301 Crescent Ave., Ext.
 Crossland Apts.—1022 E. Boulevard.

Croydon Apts.—2300 Roswell Ave.
 Dennis Apts.—1141 Granville Road.
 Dennis Apts. 2111 Hopedale Ave.
 Dewitte Apts.—221 Hawthorne Lane.
 Do-Ra Apts.—215 W. 9th St.
 Doris Apts.—412 Ethelind Ave.
 Dowd Apts.—1000-12 S. Boulevard.
 Elizabeth Apts.—1001-03 Elizabeth Ave.
 Elmore Apts., The—116-18 E. 8th St.
 Ester, The—915 W. Trade St.
 Facade Apts.—2133 Kirkwood Ave.
 Fairview Apts.—1512 Fairview.
 Fennell Apts.—1612 Cleveland Ave.
 Ford Apts.—1120 E. 15th St.
 Franklin Apts.—815 S. Davidson St.
 Frederick Apts., The—515 N. Church St.
 Garden Terrace Apts.—1531 E. Boulevard.
 Garland Ct. Apts.—116 Garland Ct.
 Georgian Apts.—1610 Queens Road.
 Gordon Apts.—1134 Elizabeth Ave.
 Graham Apts.—1532 Queens Road.
 Grandin Apts., The—720 Grandin Road.
 Greenwood Apts.—2209 Avondale Ave.
 Guthery Apts.—508 N. Tryon St.
 Handavar Apts.—1304 E. 4th St.
 Harris Apts.—1616 E. 8th St.
 Hartwell Apts.—611 E. Trade St.
 Hawthorne Apts.—207 Hawthorne Lane.
 Hayden Apts.—930 Ardsley Rd. and 1035 Queens Road.
 Heathland Apts.—1001-11 Central Ave.
 Hoblitzell Apts.—530 Lamar Ave.
 Hunter Apts.—916 Bromley Road.
 Ideal Apts.—2033 Dilworth Road, W.
 Ideal Apts.—2145-49 Kirkwood Ave.
 Ivey Apts.—224 W. Boulevard.

Wellons Apts.—312 N. Church St.
 Wenonah Apts.—508 N. Brevard St.
 Wesleyan Ter. Apts.—522-24 Hawthorne Lane.
 Westmoreland Apts.—1914 E. 7th St.
 Wheeler Ct. Apts., The—1821 S. Boulevard.
 Wilkinson Apts.—616 Grandin Road.
 Wilkinson Apts. (C)—415 N. Myers St.
 Williams Apts.—1201 and 1205 Harrill St.
 Wilmore Apts.—1827 Wilmore Drive.
 Winsor Apts.—1244 E. Morehead St.
 Woodlawn Ter. Apts.—137 Woodlawn Ave.
 Young Apts.—129 Jackson Terrace.

HOTELS

Astoria Hotel—421½ S. Church St.
 Barringer Hotel—Corner Tryon and Eighth Sts.
 Charlotte Hotel—237 W. Trade St.
 Clayton Hotel—132 W. Fifth St.
 Carolina Hotel—116½ S. Church St.
 Franklin Hotel—103 S. Brevard St.
 Frances Hotel—104 S. Brevard St.
 Green's Hotel—301½-307½ W. Trade St.
 Jefferson Hotel—313½ W. Trade St.
 Mayfair Hotel—237 N. Tryon St.
 Mecklenburg Hotel—520-22 W. Trade St.
 Marion Hotel—301½ N. Tryon St.
 Piedmont Hotel—135 S. Tryon St.
 Pitts Hotel—219 S. Graham St.
 Ritz Hotel—309½ N. Tryon St.
 Roosevelt Hotel—513 S. Tryon St.
 Selwyn Hotel—Trade and Church Sts.
 Southern Hotel and Cafe—1221 N. Tryon St.
 Stonewall Hotel—537 W. Trade St.
 Sears Hotel—35th St. (N. Charlotte)
 Travelers Hotel—533 W. Trade St.
 Walton Hotel—204 N. College St.
 Windsor Hotel—300½ N. Tryon St.

FIRE ALARM DIRECTORY

First Ward

- 12—N. Tryon and E. Tenth Sts.
- 13—N. College and E. Eighth Sts.
- 14—N. Brevard and E. Ninth Sts.
- 15—N. Davidson and E. Tenth Sts.
- 16—N. Caldwell and E. Sixth Sts.
- 17—N. Alexander and E. Eighth Sts.
- 18—N. College and E. Sixth Sts.
- 19—N. Brevard and E. Twelfth Sts.
- 112—N. Myers and E. Sixth Sts.
- 113—N. McDowell and E. Seventh Sts.
- 114—N. Brevard and E. Seventh Sts.
- 115—N. "A" and E. Fifth Sts.
- 116—N. College and E. Thirteenth Sts.
- 117—E. Sixth and Sou. Rwy. (Wade Loft Bldg.)
- 118—N. College and E. Fifth Sts.
- 119—N. Tryon and Seventh Sts.
- 121—N. Tryon and Eighth Sts.
- 122—N. Tryon and Ninth Sts.
- 123—E. Trade and Caldwell Sts.
- 124—N. Davidson and E. Fifth Sts.
- 125—N. Davidson and E. Seventh Sts.
- 126—N. Davidson and E. Twelfth Sts.
- 127—N. Long and E. Fifth Sts.
- 128—N. College and E. Seventh Sts.
- 129—N. College and E. Eleventh Sts.
- 132—N. Brevard and E. Fifth Sts.
- 133—N. Caldwell and E. Eighth Sts.
- 134—N. Caldwell and E. Eleventh Sts.
- 135—N. Alexander and E. Tenth Sts.
- 136—Belk Brothers Department Store.
- 137—N. Alexander and Linden Lane.
- 138—N. Caldwell and E. Thirteenth Sts.
- 141—E. Eighth and "A" Sts. (Pritchard
Paint and Glass)

Second Ward

- 21—E. Trade and Brevard Sts.
- 22—S. Tryon and First Sts.
- 23—E. Trade and Alexander Sts.
- 24—S. Myers and E. Third Sts.
- 25—S. Caldwell and E. First Sts.
- 26—S. Brevard and E. Vance Sts.
- 27—S. Myers and E. Stonewall Sts.
- 28—S. Boulevard and Lexington Ave.
- 29—S. College and E. Third Sts.
- 212—E. Trade and College Sts.
- 213—S. Brevard and E. Second Sts.
- 214—E. Trade and McDowell Sts.
- 215—S. Brevard and E. Fourth Sts.
- 216—E. Fourth and S. Morrow Sts.
- 217—S. Long and E. First Sts.
- 218—E. Boundary and Plum Sts.
- 219—Berkley Avenue and Harding Place.
- 221—S. College and E. Fourth Sts.
- 222—S. College and E. Second Sts.
- 223—S. Davidson and E. Second Sts.
- 224—S. Alexander and E. First Sts.
- 225—S. Caldwell and E. Morehead Sts.
- 226—S. McDowell and E. Second Sts.
- 227—S. McDowell and E. Boundary Sts.
- 228—S. Davidson and E. Boundary Sts.
- 229—E. Morehead and S. McDowell Sts.
- 231—E. Morehead St. and Kenilworth Ave.
- 232—Royal Court and Kent St.
- 233—S. Long and E. Third Sts.
- 234—E. Vance and Congo Sts.
- 235—S. College and E. Palmer Sts.
- 236—S. Tryon and Vance Sts.
- 237—E. Morehead and S. "A" Sts.

Third Ward

- 31—S. Tryon and E. Morehead Sts.
- 32—S. Mint and W. Hill Sts.
- 33—S. Church and W. Vance Sts.

STREET DIRECTORY

City of Charlotte, N. C.

A

A ST.—N. and S. from 300 block E. Trade St.
A ST ALLEY—N. from 200 block E. Eighth St. to Ninth St.
ACADEMY ST.—N. from 3500 block The Plaza to Norfolk and Southern Railroad.
ACTON PLACE—E. from 1200 block S. College St.
ADAMS ST.—S. from 800 block Belmont Ave. to 13th St.
ADELE AVE.—S. from 900 block W. Tremont Ave.
AIKEN ALLEY—W. from 900 block N. Alexander St.
ALBERTO ST.—N. from 300 block Providence Road to Crescent Ave.
ALDER ST.—N. from 1200 block W. Fifth St. to Sixth St.
ALEXANDER ST.—N. and S. from 700 block E. Trade St.
ALICE AVE.—S. from 2800 block Tuckaseege Road.
ALLEN ST.—N. from 1000 block Gibbon St. to Catawba Ave.
ALTON PLACE— $\frac{1}{2}$ block W. of 1500 S. Tryon St.
ALTONDALE AVE.—E. from 700 block Providence Road.
AMHERST PLACE—E. from 300 block Lillington Ave. to Queen's Road.
ANDREWS COURT—E. and W. from 500 block S. Caldwell St.
ANDERSON ST.—E. and W. from The Plaza—1 block N. of Plaza School.
ANDRILL TER.—N. from 1300 block W. Trade St.

ANNETTE ST.—W. from 2800 block Southview St.
ARDEN ST.—N. from 1200 block Kohler Ave.
ARDSLEY RD.—N. and S. from 1100 block Queen's Road.
ARLINGTON AVE.—E. and W. from 1300 block S. Boulevard.
ARMORY DRIVE—E. from 300 block N. Cecil St.
AROSA AVE.—S. from 1100 block E. Morehead St. to Dilworth Road.
ARTHUR'S LANE—E. from 400 block S. Cecil St.
ARTY AVE.—N. and S. from 2200 block W. Morehead St.
ASH ST.—S. from 800 block Spruce St. to Cypress St.
ASHBY ST.—1 block W. of 1300 N. Tryon St.
ASHLAND AVE.—S. from 2200 block Belvedere Ave.
ASHEVILLE PLACE—S. from 1800 block E. Boulevard to Lombardy Circle.
ATANDO AVE.—W. from 3200 block N. Tryon St.
ATHERTON ST.—E. from 2400 block S. Blvd.
ATLANTIC ST.—E. from 1200 block Hunter St.
AUSTIN AVE.—S. from 1200 block Oaklawn Ave.
AUTEN ST.—E. and W. from 1600 block Duckworth Ave.
AVERY ALLEY—W. from 200 block Cherry St.
AVONDALE AVE.—N. and S. from 900 block E. Boulevard.

B

BACON AVE.—N. and S. from 2200 block Rozzell's Ferry Road.
BALCH LANE—S. from 900 block E. 6th St.
BALDWIN AVE.—S. from 1600 block E. 4th St.