

Appointive Officers—Qualifications
 Section 13. All officers and employees shall be appointed with reference to their qualifications and fitness, and for the good of the public service, and without any reference to their political faith or party affiliations.

Misdemeanor—Violation of This Charter
 Section 14. Any violation of the provisions of this charter shall be a misdemeanor and be a ground for removal from office.

Salary—Increasing and Diminishing Prohibited During Term
 Section 15. The salary or rate of compensation of any elective or appointive officer of the village shall not be increased or diminished after his election or appointment, nor during his term of office; and no person who shall have resigned or vacated any office shall be eligible to the same office during the term for which he was elected or appointed when during the same time the salary or rate of compensation has been increased.

Appointment to Office—Who Shall Not Be
 Section 16. No elective officer shall, after his election and during the time for which he was elected or within one year thereafter, be appointed to any office or employment which shall have been created or the emoluments of which shall have been increased during such time.

Bonds—New or Additional May Be Required
 Section 17. The Commission may, at any time, require any officer to execute and file with the Clerk additional or new official bonds, with such new or further sureties as said Commission shall deem requisite. Failure to comply with such requirement within fourteen days shall subject the officer to immediate removal from office by the Commission.

Bonds—Effect of Resignation or Removal Upon
 Section 18. The resignation or removal of any officer shall not, nor shall the appointment or election of another to the office, exonerate such officer or his sureties from any liability incurred by him, or them.

Effects of Officers—Delivery of
 Section 19. Whenever any officer shall resign or be removed from office, or the term for which he shall have been elected or appointed shall have expired, he shall, on demand, deliver over to his successor in office, all the books, papers, moneys and effects in his custody as such officer, and in any way appertaining to his office; and every person willfully violating this provision shall be deemed guilty of misdemeanor, and may be proceeded against in the same manner as public officers generally for the like offense under the general laws of the State.

Surety on Bonds—Village Officers Shall Not Become
 Section 20. No officer, agent or employ of the village shall become surety on the official bond of another officer, agent or employ of the village, nor upon any bond or contract executed or made to the village.

CHAPTER VII. Departments of Government

Section 1. The executive and administrative powers and authority of the village not herein otherwise provided for, shall be distributed among five departments, as follows:

- 1. Department of Public Affairs.
- 2. Department of Finance and Auditing.
- 3. Department of Public Safety.
- 4. Department of Public Works.
- 5. Department of Public Health.

CHAPTER VIII. Appointed Officers—Officers Appointed—Who Are

Section 1. The village commission by a majority vote may appoint Treasurer, an Assessor, a Superintendent of Public Works, two members of the Board of Assessment and Review, a Village Engineer, a General Manager, a Chief of the Fire Department, a Chief of Police, a Health Officer, a Village Attorney or attorneys, and such other appointive officers as shall be provided for by ordinance or resolution of the Commission, whose election or appointment is not herein specially provided for, and whenever they shall deem such appointments necessary and advisable for the execution of the powers granted by this charter. The powers and duties of such appointive officers shall be prescribed by the Commission subject to the provisions of this Charter.

Section 2. Any appointive office established by this charter or by any ordinance may be conferred upon any member of the Commission who shall be otherwise eligible thereto. Any two or more or all such appointive offices, or any part of the powers and duties of any of them, may be combined in any one person. The Commission may delegate any or all of the powers and duties vested in it, other than such as are of a purely legislative character, such as pertain to elections and those required by any general law of the State to be exercised by the Commission directly. It may not so delegate the enactment of ordinances, the granting of franchises nor the making of contracts which are to run for more than one year. Such combination of offices, powers or duties and such delegation of powers or duties may be done by ordinance or by resolution, or partly by one method and partly by the other. Such combination of offices, powers or duties and such delegation of any of the same shall be at the pleasure of the Commission, to the end that the Commission may at any time or from time to time withdraw or take back any such powers or duties and otherwise invest, confer or delegate the same.

Appointments—When Made
 Section 3. Appointments to office, including appointments to fill vacancies, may be made at any regular or special meeting of the Commission.

Tenure of Office
 Section 4. The term of office of all appointive officers shall continue until the first day of January next after such appointment, and until their successors are appointed, qualified and enter upon the duties of their offices, unless a different term of office shall be prescribed in this charter or in the ordinance or resolution creating the office, but they shall hold their respective offices wholly at the pleasure of the Commission. Officers appointed to fill vacancies in elective offices shall hold their office until the next regular municipal election, and until their successors are elected or appointed and qualified. All persons elected or

appointed to office shall enter upon the duties thereof, upon taking the oath of office and filing the requisite security, if any is required of them.

Who Shall Not Be Appointed
 Section 5. The relatives by blood or marriage of the President or any Commissioner within the second degree of consanguinity or affinity are hereby disqualified from holding any appointive office during the term for which said President or Commissioner is elected.

Compensation of Appointive Officers
 Section 6. The Compensation of all salaried officers and employees of the village, including the Village Attorney or Attorneys shall be fixed by ordinance, except as otherwise provided herein.

CHAPTER IX. POWERS AND DUTIES OF OFFICERS
General Powers and Duties of the President

Section 1. The President shall be the chief executive officer of the village. He shall preside at the meetings of the Commission. He shall be a member of the Commission and shall have the right to vote upon all questions and to offer resolutions, introduce ordinances and exercise all other rights, powers and privileges of a Commissioner. He shall from time to time give the Commission information concerning the affairs of the corporation, and recommend such measures as he may deem expedient. It shall be his duty to exercise supervision over the affairs of the village and over the public property belonging thereto and see that the laws relating to the village and the ordinances and regulations of the Commission are enforced.

Conservation of Peace in Village
 Section 2. The President shall be a conservator of the peace, and may exercise within the village, the powers conferred upon sheriffs to suppress disorder; and shall have authority to command the assistance of all able-bodied citizens to aid in the enforcement of the ordinances of the commission, and to suppress riots and disorderly conduct, and shall perform generally all such duties as are or may be prescribed by the ordinances of the Village and by this charter.

Absence or Disability of President
 Section 3. In the absence or disability of the President, a President pro tempore shall be elected by the Commission from their number, to perform the duties of the President.

General Duties of Clerk
 Section 4. The Clerk shall keep the corporate seal and all the documents, official bonds, papers, files and records of the village, not by this charter or the ordinances of the village entrusted to some other officer, he shall be Clerk of the Commission and shall attend its meetings. In case of the absence of the Clerk or if from any cause he shall be unable to discharge or be disqualified from performing the duties required of him, then the Commission may appoint one of their own number, or some other person to perform the duties of the Clerk for the time being. The Clerk shall record all the proceedings and resolutions of the Commission, and shall record or cause to be recorded, all the ordinances of the village. He shall countersign and register all licenses granted; he shall when required, make and certify under the seal of the village copies of the papers and records filed and kept in his office; and such copies shall be evidence in all places of the matters therein contained, to the same extent as the original would be. He shall possess and exercise the powers of the Township Clerk so far as the same are required to be performed within the village, except as to the filing of chattel mortgages; and he shall have authority to administer oaths and affirmations in matters pertaining to the affairs of the village and shall make no charge therefor.

General Accountant of Village
 Section 5. The Clerk shall be the general accountant of the village; and all claims against the corporation shall be filed with him for adjustment. After examination thereof, he shall report the same, with all accompanying vouchers and counter-claims of the village, and the true balance as found by him, to the Commission for allowance, and when allowed shall draw his warrant upon the Treasurer for the payment thereof, designating thereon the fund from which payment is to be made and take proper receipts therefor; but no warrant shall be drawn upon any fund after the same has been exhausted. When any tax or money shall be levied, raised or appropriated, the Clerk shall report the amount thereof to the Village Treasurer, stating the objects and funds for which it is levied, raised or appropriated and the amounts thereof to be credited to each fund.

Keep Books Relating to Property and Debts
 Section 6. The Clerk shall have charge of all the books, vouchers and documents relating to the accounts, contracts, debts and revenues of the corporation; he shall countersign and register all bonds issued, provide and keep in his office an indexed book of records of each bond given by the village, showing date of issue, rate of interest, amount of principal and interest having been paid, amount unpaid, when due, to whom issued, where payable, for what purpose issued; shall keep a list of all property and effects belonging to the village, and of all its debts and liabilities; he shall keep a complete set of books, exhibiting the financial condition of the corporation in all its departments, funds, resources, liabilities, with a proper classification thereof, and showing the purpose for which each fund was raised; he shall also keep an account with the Treasurer in which he shall charge him with all the moneys received for each of the several funds of the village and credit him with all warrants drawn thereon, keeping an account with each fund.

Reports to Commission
 Section 7. The Clerk shall report to the Commission, whenever required, a detailed statement of the receipts, expenditures and financial condition of the village, of the debts to be paid and moneys necessary to meet the estimated expenses of the corporation and shall perform such other duties pertaining to his office as the Commission may require.

Moneys Collected by Clerk—Disposition of
 Section 8. The Clerk shall pay over to the Village Treasurer at least once each week all moneys received by him belonging to the village.

Village Attorneys—General Duties and Powers of
 Section 9. The attorney or attorneys appointed by the Village Commission as the Village Attorney or Attorneys, in addition to the other duties prescribed in this charter, shall be the legal advisers of the Village Commission and of all officers of the village and shall act as the attorney or attorneys for the village in all legal proceedings in which the village is interested, and shall prosecute all offenses against the ordinances of the village. He or they also shall perform such other duties in relation to the legal matters of the village as shall be required of him or them by the Commission.

VILLAGE TREASURER
Receive and Disburse Funds

Section 10. The Treasurer shall have the custody of all moneys, bonds other than official, mortgages, notes, leases and evidences of value belonging to the village; he shall receive all moneys belonging to and receivable by the corporation, and keep an account of all receipts and expenditures thereof; he shall pay no money out of the treasury, except in pursuance of and by authority of law, and upon warrants signed by the Clerk and President or General Manager, which shall specify the purpose for which the amounts thereof are to be paid; he shall collect and keep an account of and be charged with all taxes and moneys appropriated, raised or received for each fund of the corporation, and shall keep a separate account of each fund and shall credit thereto all moneys raised, paid in or appropriated therefor, and shall pay every warrant out of the particular fund raised for the purpose for which the warrant was issued.

Section 11. The Treasurer shall render to the Commission at the first meeting of each month, a report of the amounts received and credited by him to each fund, and on what account received, and the amounts paid out by him from each fund during the preceding month, and the amount of money remaining in each fund on the last day of said preceding month. He shall also exhibit to the Commission, annually at the first regular meeting in February of each year a full detailed report for the preceding year, and as often and for such period as the Commission shall require, a full and detailed account of the receipts and disbursements of the treasury for the preceding year, and classifying them therein by the funds to which such receipts are credited and out of which such disbursements are made; and the balance remaining in each fund; and such account shall be filed in the office of the Clerk, and such account shall also contain a statement of all outstanding bonds, including the date of issue, rate of interest, amount of principal and interest having been paid, amount unpaid, when due and for what purpose issued.

Vouchers—When Required
 Section 12. Said Treasurer shall take vouchers for all money paid from the treasury, showing the amount and fund from which payment was made, which vouchers upon settlement with the proper officers of the village shall be surrendered and filed with the Clerk.

Village Money—Not to Use
 Section 13. The Treasurer shall keep all moneys in his hands belonging to the village, separate and distinct from his own money, and he is hereby prohibited from using, either directly or indirectly, the corporation money, warrants of evidences of debt, in his custody or keeping, for his own use or benefit, or that of any other person.

Qualifications of Treasurer
 Section 14. The Treasurer shall perform all duties of the Treasurer as prescribed by the Commission and in addition thereto, except as in sections five and six of this chapter otherwise provided, shall have general authority and be in charge of and have supervision of the bookkeeping of the village and keeping of accounts of all departments of the village in addition to performing such other duties as may be by the Commission assigned to him. He shall give a bond in such amount and with such sureties as shall be satisfactory to the Commission. At no time shall the bond of the Village Treasurer be less in amount than the amount of money in his possession.

Assessor—General Duties of Assessor
 Section 15. The Assessor shall perform such duties in relating to assessing property and levying taxes in the village as are prescribed by this charter, or by ordinance or resolution of the Village Commission. He shall also perform such duties in relation to assessment of water rates in the village as shall be prescribed by ordinance or resolution of the Commission.

Board of Assessment and Review—Powers and Duties of
 Section 16. The Assessor and two qualified freeholders and electors of the village, to be annually appointed by a majority vote of the Commission, shall constitute a Board of Assessment and Review. If a member of the Board shall be interested in any special assessment directed by the Commission, there shall be appointed some other person to act in his stead in making the assessment, who, for the purpose of that assessment, shall be a member of the Board.

DEPARTMENT OF PUBLIC SAFETY

(A) Police Department—Powers and Duties of
 Section 17. The Chief of Police shall be subject to the President and Commission and General Manager, if appointed, and shall have the direction of the police of the village and make monthly reports to the Commission. For the preservation of the peace, the police and watchmen shall have all the power given by law to constables. It shall be their duty to suppress all riots, disturbances and breaches of the peace; to arrest all persons fleeing from justice, to apprehend upon view any person found in the act of committing any offense against the laws of the State, or violating the ordinances of the village in any manner involving a breach of the peace, and to take the offender before the proper magistrate or officer to be tried; to make complaint before the proper magistrate of any person known or believed by them to be guilty of crime or of any violation of the ordinances of the village; and to serve all process that may be delivered to them for that purpose, and generally to perform all such duties as may be required by the Commission for the good government of the village.

It shall be their duty to see that all the ordinances and regulations of the Commission, made for the preservation

of quiet, good order, and for the safety and protection of the inhabitants of the village, are promptly enforced. As peace officers the police shall, within said village, be vested with all the powers conferred upon sheriffs for the preservation of quiet and order. When any person has committed, or is suspected of having committed any crime or misdemeanor within said village or has escaped from any prison of the village, the police officers of the village shall have the same right to pursue, arrest and detain such person without the village limits as the sheriff of the county. They shall have power to serve and execute all process directed or delivered to them, in all proceedings for violation of the ordinances of the village. Such process may be served anywhere within Oakland County.

Records of Arrests
 Section 18. The Chief of Police shall keep a record of all arrests and the cause thereof, and shall enter therein within twenty-four hours after any person shall be arrested, the name of the person so arrested, the cause of the arrest, the age and nationality of the person arrested, and it discharged without being taken before a court, the reason for such discharge, which record shall be the property of the village.

Report to Commission
 Section 19. The Chief of Police shall report in writing and on oath to the Commission at its first meeting each month, all arrests made by him during the previous month and the cause thereof; the number of persons remaining in confinement for breaches of the ordinances of the village; also the amount of all fines and fees collected by him. All moneys collected or received by the Chief of Police, unless otherwise directed by this charter, shall be paid into the village treasury during the same week when received, and the Treasurer's receipt therefor shall be filed with the Clerk.

Police Force—Establishment of
 Section 20. The Commission of said village may provide for and establish a police force, and may authorize the President or Chief of Police or General Manager to appoint by and with the consent of the Commission, from time to time, such number of policemen and night watchmen as it shall deem expedient for the good government of the village, and for the protection of the persons and property of the inhabitants, and it may authorize the President of the village, in cases of emergency and danger, to appoint, temporarily, such number of policemen as in his judgment the occasion may require.

Rules of Police Department
 Section 21. The Commission shall make all necessary rules for the government of the police, and prescribe the powers and duties of policemen and watchmen, and it may invest them with such authority as may be necessary for the preservation of quiet and good order in the village.

(B) Fire Department—Establishment and Maintenance of

Section 22. The Commission shall have power to enact such ordinances and establish and enforce such regulations as it shall deem necessary to guard against the occurrence of fires, and to protect the property and persons of the citizens against damage and accident resulting therefrom; and for this purpose to provide for, establish and maintain a fire department; to organize and maintain fire companies; to employ and appoint firemen; to make and establish rules and regulations for the government of the department, the employes, firemen and officers thereof; and for the care and maintenance of the engines, apparatus, property and buildings pertaining to the department.

Appliances—Commission May Provide
 Section 23. The Commission may purchase or provide suitable fire engines and apparatus for the extinguishment of fires; and may sink wells and construct cisterns and reservoirs in the streets, public grounds and other suitable places in the village, and make all necessary provisions for a convenient supply of water for the use of the department.

Buildings For
 Section 24. The Commission may also provide or erect all necessary buildings for keeping the engines, carriages, teams and fire apparatus of the department.

Chief
 Section 25. The Chief of the Fire Department shall be subject to the direction of the President and Manager if appointed and the regulations of the Commission; shall have the supervision and direction of the department and the care and management of the fire engines, apparatus and property.

Power of Chief to Command Aid
 Section 26. The Chief of the Fire Department, or other officer acting as such, may command any able-bodied person present at a fire to aid in the extinguishment thereof, and to assist in the protection of property thereat. If any person shall willfully disobey any such lawful requirement or other lawful order of any such officer, he shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be punished by imprisonment in the county jail for a period not exceeding ninety days, or by fine not exceeding One Hundred Dollars, or by both such fine and imprisonment in the discretion of the court.

Appointment to and Regulations for
 Section 27. The Commission may provide by ordinance for the appointment of or may appoint such number of firemen as may be deemed necessary; and for the examination by them from time to time of the stoves, furnaces and structures within the village, and in all places where combustible or explosive substances are kept, and to cause all such as are unsafe with respect to fire, to be put in a safe condition.

Fire Limits—Provision for Establishing
 Section 28. The Commission may prescribe by ordinance from time to time, limits or districts within which wooden buildings and structures shall not be erected, placed or enlarged and to direct the manner of constructing buildings within such district, with respect to protection against fire, and the materials of which the outer walls and roofs shall be constructed.

Prohibition of Fire—Regulations for
 Section 29. The Commission may also prohibit within such places or districts as they shall deem expedient, the location of shops, the prosecution of any trade or business,