

- *Restricted to the Use of Law Enforcement Officials*

FBI

Law Enforcement

BULLETIN



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J. Edgar Hoover, Director

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The *FBI Law Enforcement Bulletin* is issued monthly to law enforcement agencies throughout the United States. Much of the data appearing herein is of a confidential nature and its circulation should be restricted to law enforcement officers; therefore, material contained in this Bulletin may not be reprinted without prior authorization by the Federal Bureau of Investigation.





United States Department of Justice
Federal Bureau of Investigation
Washington, D. C.

February 1, 1949

TO ALL LAW ENFORCEMENT OFFICIALS:

From 1936 through 1941 a Retraining Session for graduates of the FBI National Academy was held each year in Washington, D. C. The sessions were suspended during the war years and were reinstituted in 1947; however, none was held in 1948.

Numerous graduates of the FBI National Academy have expressed a desire for a meeting in 1949. Accordingly, tentative plans for a Retraining Session have been made.

In order that budgetary situations, vacation plans, and any details in connection with attendance may be foreseen and planned in adequate time, a definite date has been set.

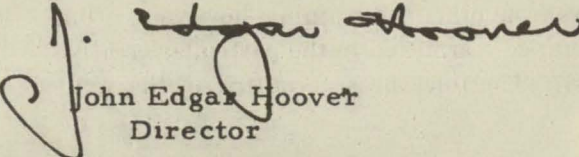
The Retraining Session of the FBI National Academy will be held in Washington, D. C., from Monday, September 26, through Friday, September 30, 1949. Formal opening ceremonies will be held on the morning of the first day. The close will coincide with the graduation of the 42nd Session.

The training program will be in the nature of panel forums on the following subjects: Investigative Methods and Techniques, Police Organization and Administration, Traffic, Civil Defense, Police Training, and Juvenile Control.

The FBI National Academy grew and developed as a result of the desire on the part of individual members of law enforcement to professionalize their work. The Retraining Session affords an opportunity to sum up past advances, compare current progress, and plan for the future in that work.

An invitation to attend the forthcoming Session is extended to all FBI National Academy graduates in law enforcement.

Very truly yours,


John Edgar Hoover
Director

SCIENTIFIC AIDS

Letters, scraps of paper, registrations (hotel rooms, etc.), checks, bills of sale, "suicide" notes, and incidental documents which play a part in criminal cases, have served to place handwriting identification high on the list of important evidence.

The history of legal institutions as far back as the Egyptian, Babylonian, and Chinese civilizations, reflects that document examinations were utilized even in those ancient times. Today, as then, such examinations would be of infinitely more value if information as to the proper preparation and use of writings as evidence were more general. Actually, it was not until 1913 that full use of known exemplars (typical samples) was possible in common-law jurisdictions in the United States. Legislation in that year removed restrictions imposed by prior judicial decisions on the admissibility of known writings.

The law-enforcement officer must take full advantage of all written evidence. In order to do so, he must study all possible means of securing, protecting, and preserving it in its entirety.

Nature of Writings

From the standpoint of use as legal evidence, writings are unlike other physical or material objects in that they do not necessarily depend on location or condition. The admissibility and relevancy of material objects depend on the circumstances under which they are found. Writings, however, stand by themselves. Though their location and condition may be considered by the jury as significant, they are not completely dependent on other circumstances.

In general it may be said that each object differs from each similar object by reason of the inability of man or machine (as well as lack of need) to create really perfect products. Each product has its own minute irregularities by which it differs from others (remaining, however, within the tolerances permitted in the particular creative process). The tolerances permitted in the writ-

Use of Writings as Evidence

ing process are extremely broad, and leave room for many differences in the creation of written objects by different persons.

The impression of a shoe print or tire tread is the same as every impression of every other shoe or tire of the same size and design, except for those variations which come with wear and with the peculiarities of its application. This is not true of handwriting.

Writings may be described as the track of the motion through which the pen moves. The resultant shapes are the reflections of habitual but completely unique acts. Each example of writing is different from every other example, even of the same word by the same person with the same writing instrument. Yet in spite of the uniqueness of each individual piece of writing, certain motions and characteristics, peculiar to a particular person because of continual repetition, normally appear in the writing and form the basis for identification.

Identifying Evidence in Writing

The curves, angles, twists, turns, lines, and spaces occurring in the course of the extremely quick and complicated act of writing are different in each execution. It is impossible to repeat a difficult series of connected movements in exactly the same way each time. Yet it is the series of movements which create the identifying features.

Ability in writing is gained as an acrobat or athlete gains skill—by practice. The more unconscious and automatic the habit, the more skilled and unique the result. It is repetition which produces this.

The act of writing requires building movement patterns, unique for each person, through practice. Such patterns are automatic and unconscious, especially in the small, microscopic marks. While these marks differ slightly in each act of writing, they are very different from the writing shapes created by all other persons.

Identity is proved by finding a sufficient number of minute, unconscious signs of the same motion

Thomas Warden *Howard Smith*

Figure 1.—Not comparable.

habits; that is, the same things are done under the same conditions. Hence, the evidence is strongest when all writing conditions are most nearly the same.

Securing Exemplars

It is desirable to make certain that writing conditions, when securing known samples, are the same or nearly the same as those prevailing at the time the questioned writing was prepared. For example, if a subject is suspected of having prepared fictitious checks while standing at a bank counter, it is desirable to obtain known standards by having him stand at a counter of the same height, and write on check forms of approximately the same size as those utilized by the check passer. Most

important of all, the same letters and letter combinations should be written. Obviously it would be ineffective to attempt a comparison of one name with another of radically different spelling (figs. 1 and 2).

Similarly, it is foolish to reproduce some but not all of the writing conditions when it is easy to be thorough. Many "no conclusion" reports of Laboratory examinations can be avoided if proper material for comparison purposes is secured (fig. 3). In this connection, signatures on fingerprint cards are frequently poor exemplars, largely because the fingerprinting officer is concentrating only on getting clear fingerprint patterns. The actual signing is too many times a perfunctory duty, often omitted altogether or accomplished

<i>Edwin Graham Becker</i>	<i>Edwin Graham Becker</i>
<i>Edwin Graham Becker</i>	<i>Edwin Graham Becker</i>
<i>Edwin Graham Becker</i>	<i>Edwin Graham Becker</i>
<i>Edwin Graham Becker</i>	<i>Edwin Graham Becker</i>
<i>Edwin Graham Becker</i>	<i>Edwin Graham Becker</i>

Pay to the order of Cash *50.00* *\$50.00*

50.00 *100* *Dollars*

Emerson Peters

Washington, D.C. 44-26 1947 No. 24

HUNTINGTON

~~Hamilton~~ National Bank

COLUMBUS, OHIO

15-15

50.00

\$50.00

50.00

100

Dollars

Emerson Peters

Figure 2.—Partially comparable; known and questioned writings of Frederick Emerson Peters, a notorious check passer.

Imitations or Forgeries

From our discussion on reproducing certain conditions, it might appear that the suspect is to be given a genuine signature and asked to copy it. Actually, this is most undesirable. The suspect may later attempt to explain similarities by stating

that he attempted to copy the questioned writing, or he may deliberately alter his writing to make it different from the questioned material. Furthermore, it would be useless in any event, since the real forger would need only to refuse or refrain from making the effort to give the sample writing.

Proving Writings Are Voluntary

The basic rule is usually the same as for a confession, namely, the provisions of the fifth amendment to the United States Constitution, that a person may not be compelled to testify against himself. In other words, this requires that for each specimen of writing offered as evidence, it

Feb 2. Pierce	Feb 2. Pierce
Feb 2. Pierce	Feb 2. Pierce
Feb 2. Pierce	Feb 2. Pierce
Feb 2. Pierce	Feb 2. Pierce

~~W. H. SHAFER STEARNS~~
~~3355 TONGHENA AVE.~~
~~COCONO, ARIZONA, U.S.A.~~
 No. 4 405
 MIAMI, FLA. 12-1 1947
 PAY TO THE ORDER OF *Ms. Edith Shaffer* \$50 ⁰⁰/₁₀₀
Fifty ¹⁰⁰/₁₀₀ DOLLARS
 Chase National Bank
 THE FIRST NATIONAL BANK
 63-58 MIAMI, FLA. 63-58
Main Office - New York N.Y.
E. E. Baker
 E. E. Baker

Figure 3.—Known and questioned writings of Peters. Check and dictated samples are partially comparable. However, compare the two checks in figures 2 and 3.

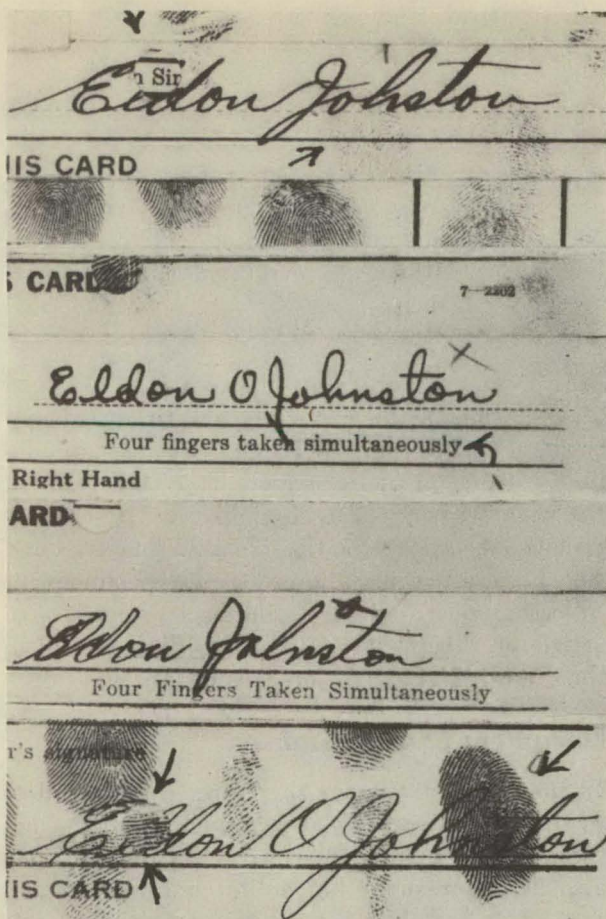


Figure 4.—Typical “signatures” found on fingerprint cards of a notorious check passer. (Notes the holes for binding and the other obliterations.)

must be affirmatively shown that the act of writing was voluntary.

Since the purpose of general writings plainly proves their voluntary nature, this limits the application of the rule practically to “dictated” or “request” writings.

The reasons why a person, knowing police are attempting to solve a crime, will voluntarily give samples of writing are simple. He feels that, if he refuses to give such a sample, he will raise the suspicions of the officers, since an innocent man would obviously have nothing to fear. At the same time, if guilty, he may feel fairly certain that identification really can't be made on the basis of writing, or he may think he can hide his habits.

Suspects, when asked for writing samples, are faced with the same alternative as are individuals who are asked to give a statement of their whereabouts at the time a crime was committed. They must choose to remain silent (or not give writing), thus raising suspicions against them, or give voluntary evidence of their whereabouts (comparable to giving writing).

Once the suspect decides to give writing specimens, it is the problem of the officers to record clear and unmistakable proof, which cannot later be repudiated, that the choice was truly voluntary and that no coercion was involved.

This, as in the case of confessions, is accom-

(Continued on page 23)

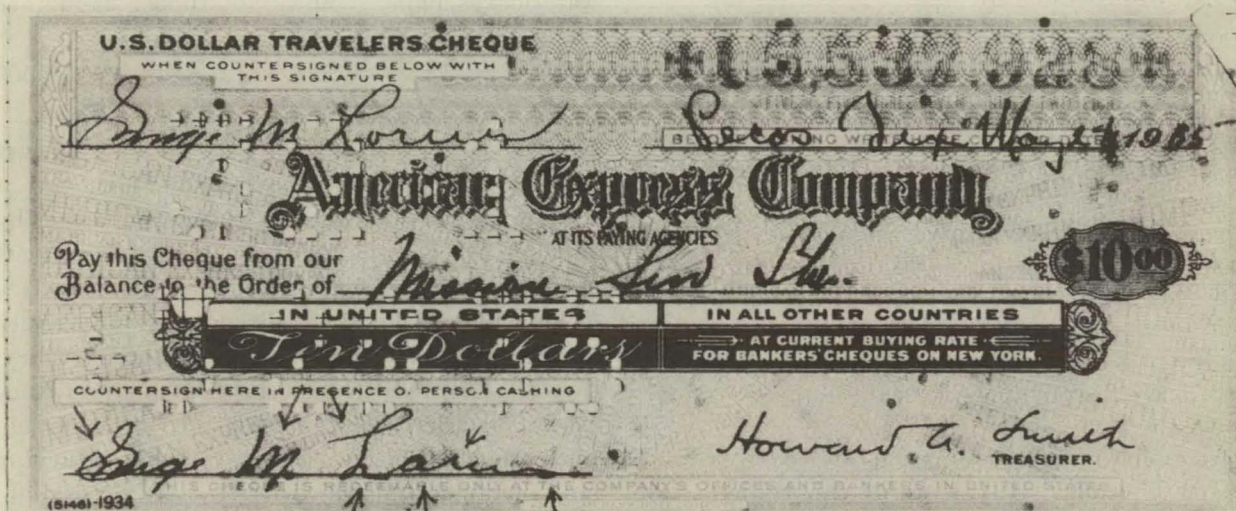


Figure 5.—Typical forged express check.

Services of the FBI

FBI LABORATORY

Introduction

The FBI Laboratory was established in 1932 in order that law enforcement might have at its disposal the assistance of science. The facilities of the Laboratory are available to the FBI, other Federal Government agencies, and also to local officers all over the country. In addition to making examinations, the experts in the Laboratory will testify in local court as to the results of their work. There are no charges for any of the services rendered by the Laboratory and the only limitations are that the material must be submitted in connection with an official investigation of a crime, that the evidence has not been and will not be subsequently examined by any other laboratory or technician, and that no other examinations in the same scientific field have been made by any other laboratory or technician pertaining to other evidence in the same case.

Ashes

The restoration and reading of printed material are possible if the paper ash is properly preserved. Various woods and other materials leave characteristic ash which frequently can be analyzed.

Blood Examinations

Stains suspected of being human blood frequently are found during investigations of crimes. The FBI Laboratory can identify such stains and, if they are found to be blood, can determine whether the origin is human or animal. In the latter type of cases, the species of animal also can be determined. In instances where the amount of stain is adequate, it is possible to classify the blood and compare it with specimens of known origin. It is not possible to identify blood as coming from a specific person, inasmuch as many individuals have body fluids falling into the same classification.

An article on the examination of blood appeared in the December 1947 issue of the Bulletin on page 2.

Bombs and Explosives

The Laboratory maintains a file containing vital information on the construction of various types

of bombs. It also maintains a reference collection of dynamite wrappers, blasting caps, and fuses. No explosive material should be sent to the FBI Laboratory without first making detailed arrangements in advance.

Casts

Casts of shoeprints, heelprints, and tire treads can be submitted to the FBI Laboratory for examination. If plaster of Paris casts have been made at the crime scene they can be compared with the suspect's shoe or with the tire from the suspect's car. The Laboratory maintains a reference blueprint collection of tire treads and heel designs. An article on shoeprints and tire treads appeared in the June 1947 Law Enforcement Bulletin.

Document Examinations

In the FBI Laboratory there are experts trained in the comparison of handwriting, handprinting, typewriting, printed matter, and papers. They also detect erasures and obliterated writing and frequently are able to make faded writing visible and readable. A file of typewriter specimens enables the technician to identify the make and model of a typewriter from its typing, and large files of watermarks, paper samples, and rubber stamps are maintained on a current basis.

Evidence—Handling and Transmittal

In order that evidence might be admissible in court it must be handled very carefully and identified in a very positive manner. Any contamination by spoilage or by contact with any foreign materials should be avoided if at all possible. Persons handling evidence should be thoroughly familiar with its characteristics and while marks of identification are desirable on some types of material they are not on others. For example, on documents submitted for fingerprint examination an identifying slip should be attached with a clip. Bullets should be marked on the base while the best place for an identifying mark on an empty cartridge case is inside. Containers should be marked adequately and tags affixed securely to large objects such as firearms. All evidence should be handled and

packaged for shipment so that it will reach the FBI Laboratory in its original state.

In submitting evidence a letter should be prepared in duplicate. This letter should be addressed to the Director of the Federal Bureau of Investigation, attention FBI Laboratory. In the body of the letter there should be set forth the names of the victims, the suspects, and the type of crime. All evidence should be described in detail and pertinent facts which may be helpful in making the examination should be set out. The type of examination desired should also be indicated. This letter should be sent along with the evidence if the latter is small or under separate cover in the case of bulky objects. In the latter event, a copy of the letter should accompany the package.

Firearms Identification

Bullets and cartridge cases frequently can be identified with the guns from which they have been fired. Valuable information is often secured from a bullet or cartridge case alone, even when no particular weapon is suspected.

Fraudulent Checks

A file of worthless checks is maintained in the Document Section of the FBI Laboratory. Law-enforcement agencies submitting bogus checks can have them searched against the thousands of checks already on file in order to identify the passer. Comparisons are based on handwriting and other distinguishing features. The file has been very helpful in tracking down the professional check passer who moves from one community to the other.

Glass Fractures

The Laboratory is equipped to do numerous types of examinations in the field of glass. One of the most frequent types is the analysis of broken headlight lenses found at the scene of hit-and-run accidents. The Laboratory has a file of information on automobile lenses used in cars made after 1930. In many cases the make and model of the car can be determined by examining a few relatively small fragments. It should be noted, however, that since the introduction of sealed beam headlamps, the majority of car lenses are identical. The examination of broken glass in other types of cases frequently produces information on the direction of a blow or a bullet. For example, it

may become necessary to determine whether or not a pane of glass was struck from the inside of an automobile or from the outside.

The analysis of glass specimens is comparatively simple with the use of a spectrograph. This instrument which breaks down the light from a burning substance into its component colors will furnish the key to the identity of component elements. Articles on glass fractures appeared in the September 1947, and in the December 1940, issues of the *Law Enforcement Bulletin*.

Hairs and Fibers

A very small piece of hair or a few strands of fiber may prove valuable in a case. For example, a small bit of fiber from a jacket which rubbed against a cut screen may be the link needed to implicate a suspect in a burglary case. A hair found on a suspected car in a hit-and-run case may prove very helpful. It is not possible to positively identify a hair as coming from any one individual but if the characteristics are found to be identical the case may be strengthened. It is possible, for example, to tell from a small bit of hair whether or not it is naturally curly or whether the curl was placed there by some artificial instrument. It is also possible to tell whether or not the hair is dyed and also whether or not the hair is of animal or human origin.

Metal Examinations

Pieces of metal found at crime scenes may have major significance in the solution of a case. Pieces of wire, parts of crowbars, parts of automobiles, and other metal fragments can sometimes be traced and frequently identified with samples of similar material in the possession of the suspect.

Number Restoration

Serial numbers frequently are obliterated on weapons and machines. FBI experts conduct tests which usually result in the restoration of these numbers.

Particles Adhering to Tools

In burglaries, safe robberies, and other types of cases, officers frequently find suspects in possession of tools which may be identified with scars on objects of evidence. (See Toolmarks in this

section.) In addition, microscopic examination of these tools may detect tiny fragments which have come from the scarred objects. Spectrographic comparison may tie the suspected object to the scene of the crime. The spectrograph, which is often used, is so sensitive that very small quantities may be analyzed successfully. In submitting such specimens for examination they should be wrapped individually and extreme care should be used to see that the articles reach the Laboratory in their original condition.

Paint Comparisons

Comparison of paint particles has been extremely helpful in hit-and-run, burglary, and other types of cases. Tiny chips of paint found at the scene of an accident can be analyzed by FBI technicians and compared with specimens from a suspect's car. If no car is suspected the paint can be analyzed and it is possible to suggest the type of car involved by referring to the FBI Laboratory's National Automotive Paint File. This file contains specimens of paint used by various automobile manufacturers. The spectrograph again plays an important part in examinations of this type.

Photography in Crime

The camera is indispensable in recording criminal data. The FBI Laboratory is equipped to handle special problems of photography in crime detection, including the use of special lighting.

Poisons

The Laboratory has complete facilities for the examination of poisons. Body organs and fluids removed from the bodies of victims are examined for the presence of poisonous substances which might have caused the death of the victims. Since death may result from overdoses of a large number of drugs and poisons, a toxicological examination involves many chemical, physical, and spectrophotometric tests. An article entitled "Toxicological and Related Chemical Examinations" appeared in the August 1948 issue of the Law Enforcement Bulletin.

Powder Patterns

By reproducing gunpowder residue patterns, FBI technicians are able to develop much information of value in connection with close-range shootings, when distance is an important factor to determine.

Soil Analyses

Small amounts of soil from the cuffs of a suspect's trousers, from fingernail scrapings, or from the sole of a shoe may prove to be identical with soil taken from the scene of a crime. Safe crackers not infrequently step on the insulating material blown out of a safe's walls, and traces may remain on their shoes for days. Soil lumps knocked from the fender of a hit-and-run car at the scene may later be identified with soil from under the fenders of a suspect's car. Marked differences are found in the composition of soil samples taken from spots as close together as a few yards. Dust specimens on window sills in the same neighborhood have been found to be different. Extreme care must be taken in packaging samples to avoid contamination and leakage. In the specialized field of safe insulation the Laboratory has set up a reference file which has proved very helpful. An article on this particular type of examination appeared in the Law Enforcement Bulletin for February 1948.

Toolmarks

Every tool has individual characteristics. When a tool is used, it generally leaves distinctive markings which can be identified in the Laboratory. It is possible to identify chisels, pliers, pinch bars, hammers, wrenches, axes, and many other tools by comparing objects with which they may have come in forcible contact with specimens made with the suspected tools. Toolmark examinations cover a broad field, but are particularly applicable in burglary cases.

Wood Examinations

Examination and comparison of wood specimens are handled by FBI wood technologists. A reference file of standard North American woods is maintained by the Laboratory.

★ ★ ★

Standardized Abbreviations

As a possible aid to identification officers a list of abbreviations, including the most commonly used offenses, is carried as an insert to this issue of the Bulletin.

POLICE TRAINING

Defensive Tactics¹

H. DEFENSES AGAINST KNIFE

General Suggestions

1. *Get out of reach*

Defending yourself against an opponent who attacks you with a knife is both difficult and dangerous. Such an encounter should be avoided if at all possible; if one appears imminent, a "strategic retreat" could easily be considered judicious. Consequently, your first consideration should be to "get out of reach."

2. *Use any weapon available*

Your next consideration should be the utilization of any weapon available at the time you are attacked. A handful of dirt or gravel, a book end, a handkerchief, or your own hat thrown at the face of your opponent might serve to confuse him sufficiently to allow you to move in and deliver an effective blow or kick. Along the same line, a club (figs. 135, 136, and 137) or a chair (fig. 138)

¹ This is the twelfth in a series of articles which will be continued in a subsequent issue. In studying the various methods employed you should constantly refer to the January 1948 Bulletin which sets forth general instructions and safety precautions.



Figure 136.

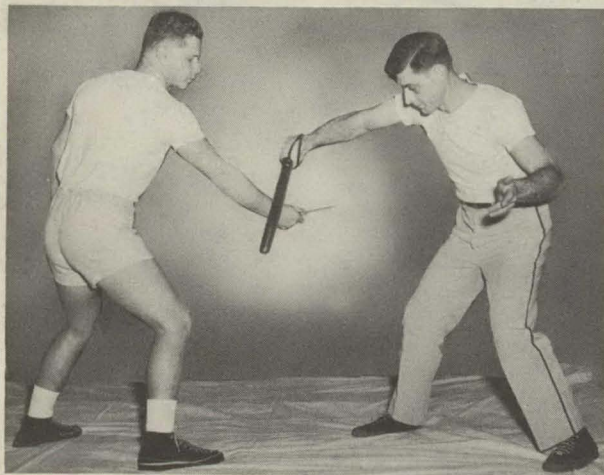


Figure 135.

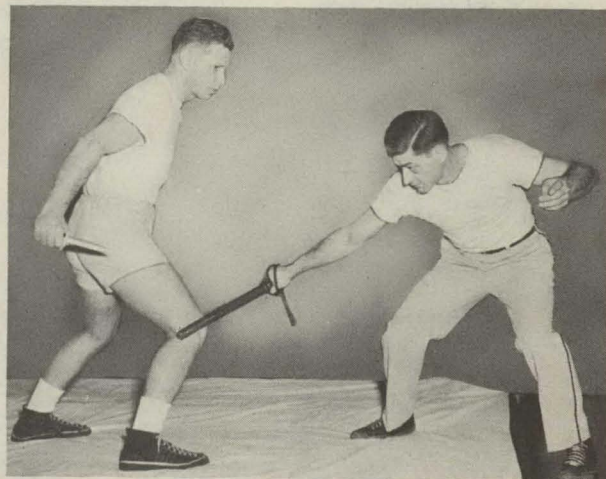


Figure 137.

when properly used will have a tendency to equalize your opponent's advantage.

In the event the situation is such that you cannot resort to use of either suggestion, and you are forced to protect yourself with only your "personal weapons," the methods set out below should prove helpful.

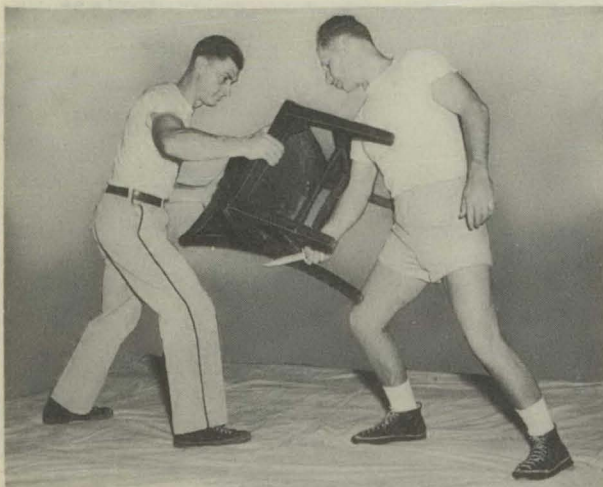


Figure 138.

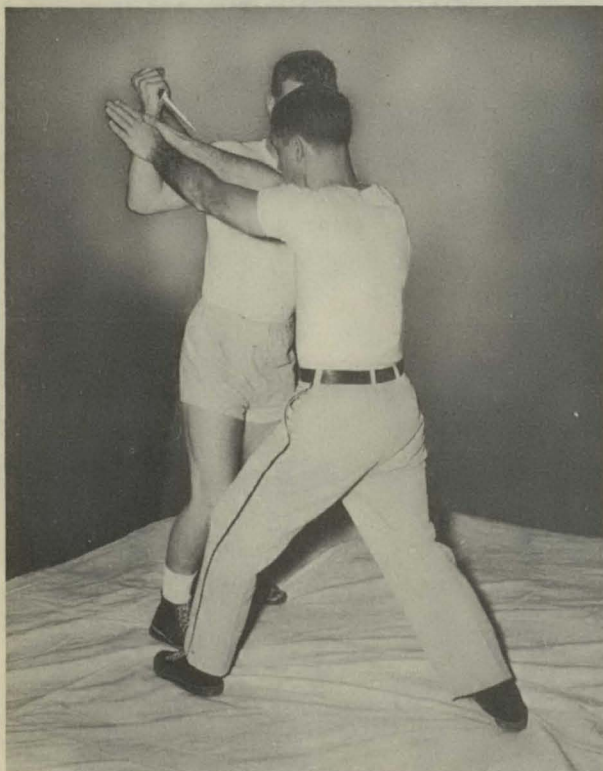


Figure 139.



Figure 140.



Figure 141.



Figure 142.

1. Downward Thrust

(a) Grasp and bend arm

SITUATION: Opponent attacks with a knife, attempting a downward thrust.

ACTION: Step in quickly with your left foot and block the thrust close to his wrist with a V formed with the hands by placing the right thumb on the left index finger under the right index finger (fig. 139). Grasp opponent's wrist with both of your hands and force his hand backward. Immediately release your right hand, pass it under opponent's arm and place it on the top of his right wrist. Opponent is bent backwards by applying pressure down on his wrist and up on his arm (fig. 140). Continue to apply pressure as you

place your right foot behind and inside the opponent's right foot and take him to the floor over your right leg (fig. 141).

(b) Grasp and step across body

SITUATION: Same as 1 (a).

ACTION: Step forward with your left foot and block the thrust with the V formed with your hands (see fig. 139). Immediately grasp opponent's wrist tightly and carry his arm toward the inside as you step across his body toward your right with your left foot. At the same time turn his arm clockwise so that the palm of his hand will face up and pull him forward so that his elbow will be directly in front of your arm pit. By leaning backward and downward on oppo-

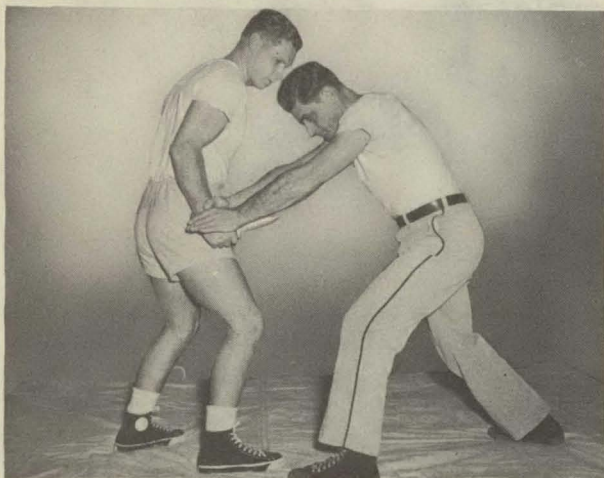


Figure 143.



Figure 145.



Figure 144.



Figure 146.

ment's elbow as you push his hand sharply upward, his elbow will be injured and he will be forced to release his grip on the knife (fig. 142). Note: If you attempt to apply the technique described in 1 (a) and you are unable to force opponent's hand backward, an immediate shift to the method described in 1 (b) should bring favorable results.

2. Upward Thrust

(a) Grasp and hammer lock

SITUATION: Opponent attacks with a knife, attempting an upward thrust.

ACTION: Step in and block the thrust with the V formed with your hands and immediately grasp his wrist (fig. 143). Relieve opponent of knife by applying a "hammer lock" (Fig. 144, 145, and 146—See G-3 for detailed explanation.)

(b) Grasp and arm break and throw

SITUATION: Same as 2 (a).

ACTION: Block the thrust (see fig. 142) and follow up with "arm break and throw." (Fig. 147—See G-4 for detailed explanation and additional photographs.)

In the event you get your shoulder in front of opponent's elbow and he bends his arm so that you cannot hurt his elbow by jerking downward on his wrist (fig. 148), immediately twist toward your right and go into a "bent arm" hold. (Fig. 149—See H-1 also.)

(Defensive tactics will be continued in an ensuing issue of the Law Enforcement Bulletin.)



Figure 147.

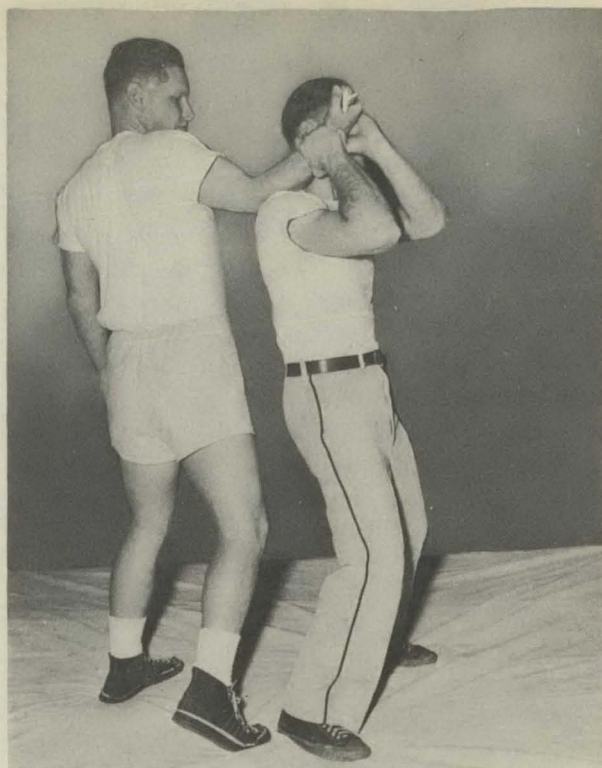


Figure 148.



Figure 149.

FIREARMS TRAINING



Hard Work and \$16 Create a New Range

The Walla Walla, Wash., Police Department is proud of its new range. Completed in June of 1948, it gives to all law enforcement agencies in the vicinity of Walla Walla an opportunity for extensive training. The range is equipped to handle all phases of the FBI Firearms Training Program including the Practical Pistol Course, submachine gun, shotgun, and rifle.

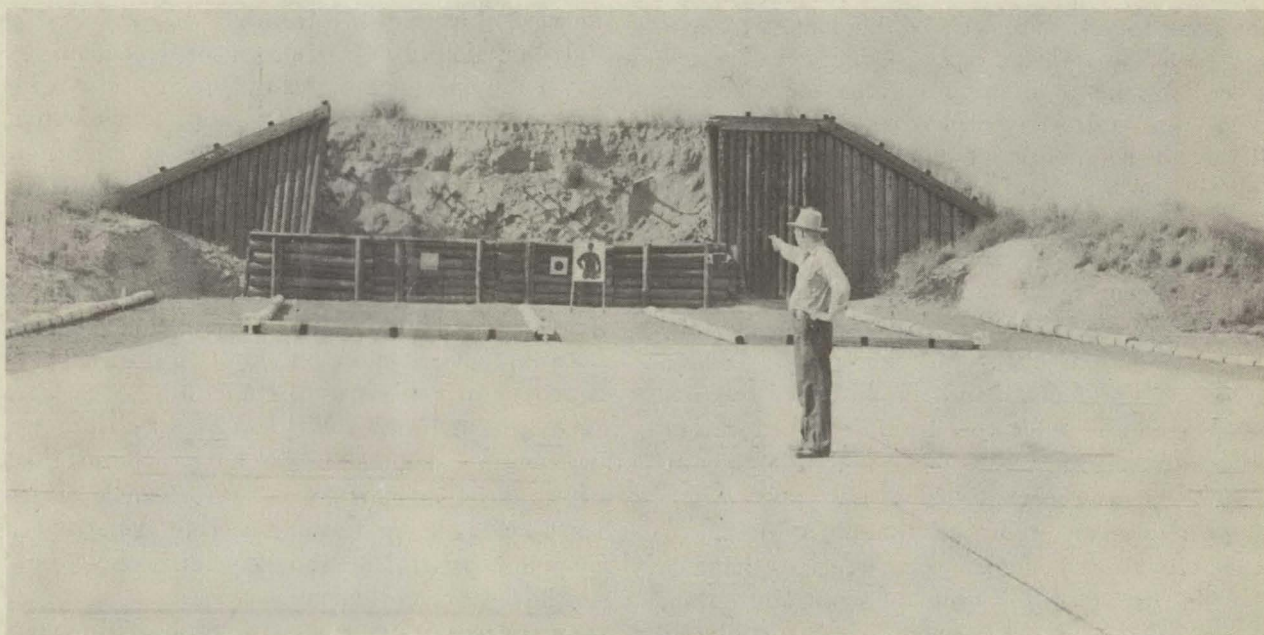
Chief Ed O. Kanz, a graduate of the FBI National Academy, realized that his men needed more firearms training but what they needed most was a suitable range. In his efforts to find a site the chief went to Mayor R. E. Borleske of Walla Walla and asked him if it would be possible to use an old army testing range located on an abandoned Army Air Base. After the war the U. S. Army Engineers had turned the base over to an airport board representing the county and city of Walla Walla. Mayor Borleske appealed to the board and the answer was in the affirmative.

The police department went into immediate action. Officer William B. Seese was placed in charge of the restoration. The old testing range,

which was in bad need of repair, had been used to test the guns on bombers. Its high log abutments and dirt fill made an excellent backstop.

Cooperation came from all quarters. Street Commissioner C. W. Martin made available a truck and all the gravel that was needed. James Craber, manager of the airport, was very helpful. In addition to a bulldozer he furnished surplus buildings which were converted into storage rooms for targets and rest rooms. The Traffic Division made available a stripe making machine for the lanes on the practical pistol course.

Hard work and the loyal support of the community gave the Walla Walla Police Department an excellent range for \$16. Ammunition is provided by the police department through the use of their newly acquired loading machine. With two lanes for the Practical Pistol Course and an eight-man firing line for other courses, Chief Kanz contemplates a monthly firearms program. In addition to the Police Department, the Walla Walla County Sheriff's Office also makes use of the new range.



Looking down the range from the 25-yard line.



"What Belmont Is Doing To Solve Its Traffic Problem"

by WILLIAM G. HEYD, *Chief of Police,
Belmont, Mass.*

I should like to review briefly the steps taken in planning, publicizing, and effectually carrying out the recent traffic safety drive in the town of Belmont, Mass., and to show how the combined efforts of the police department, other town agencies, the Registry of Motor Vehicles of the Commonwealth of Massachusetts, and the cooperation of our citizens resulted in Belmont's gaining a place in the national awards for cities and towns of comparable population.

Belmont, a community of 30,000, is located 8 miles west of the city of Boston. The town covers an area of 4.6 square miles and has 61 miles of public streets, including a main arterial highway leading from Boston to the west. Predominantly residential, Belmont lies in close proximity to large industrial areas, and in direct line between several cities wherein a heavy flow of trucking originates. Internal traffic is normal for a town of our size, records showing nearly 10,000 vehicles registered to citizens of this town last year.

The police department of the town, which of necessity had to be the publicizing and enforcing agency in a campaign for greater traffic safety, consists of a chief of police, 3 lieutenants, 3 sergeants, 31 uniformed officers, 3 plain-clothes officers, 3 civilian employees, and 8 reserve officers. We have 15 uniformed officers who spend an average of about 5 hours per day per man on school, church, and other traffic details. The reserve officers spend approximately 5 hours per man per day on this type of duty, when working.

Two of our plain-clothes officers are assigned to the detective bureau, while the third is detailed to the traffic bureau as full time duty. I shall cover the assignments and the duties of this officer in detail under the headings of education and enforcement.

In order to properly carry out the traffic safety program it seemed to us that the subject fell naturally into three principal considerations, namely the engineering aspect, the educational program, and the necessary enforcement. I should like to briefly take up each of these phases of our pro-

gram and to attempt to show how over-all coordination made for greater traffic safety in Belmont.

First, as to the engineering. Great assistance has been received from the town engineers in making accident location maps, studies of collisions and the conditions of our streets, safety surveys, parking studies and other incidental details.

This department has planned traffic circles and curbs for greater safety of both pedestrians and vehicles.

Cooperation with the highway department is close, and recommendations as to marking cross walks and channelized intersections have been carefully followed. The Highway Department is constantly improving the signs and signals, and has, this year, trimmed a larger number of trees than usual thus allowing streets and signs to be better lighted. A new painting machine, using the latest approved reflectorized paint, has taken the place of the old hand painting of pavements. More than 8 miles of center lines have been done so far this year, and much more will be added as soon as new surfacing is finished. Double the number of cross walks have been painted with the word "LOOK" at each curb.

Our municipal light department is continually improving our street lighting system, and during the past year it has changed the previous system of reducing the daylight lighting at midnight. These bright lights now burn all night. This department also keeps our traffic signals in first-class repair.

In connection with the engineering studies of our town we have eliminated angle parking in many sections, thus cutting down on the accidents caused by drivers backing out into a traffic lane. Parking meters have been approved by the town meeting, and although we have not installed meters as yet, an exhaustive study of the locations has been made by the engineering department, the police department, and a committee representing the local business people.

Vastly important in any program of this type is the educational phase. Our school department

has shown excellent cooperation throughout, and has helped materially in this campaign. In Belmont we have six elementary schools, one junior high school, and one high school in the public school system. There are two parochial elementary schools and two private schools. Each of the schools in the town gives instructions in pedestrian and bicycle safety, and our public senior high school has formal classes in driving, both from the classroom point of view and in actual behind-the-wheel driving in a dual-control car. Comprehensive records of driving accidents are kept by the schools covering out-of-school traffic mishaps.

We now have one elementary school with a safety patrol operating under the standard rules controlling pedestrian traffic only. All of the schools in town, public, parochial, and private, have fenced-in playgrounds, all provide bicycle parking areas, and four of the public schools have off-the-street parking areas for teachers' automobiles.

The plain-clothes officer detailed to the traffic bureau organized programs in the schools, covering in all 32 separate lectures, and reaching a total of 12,074 pupils. He put on the same program at the private schools for over 900 pupils, and has also appeared at Boy Scout, church and P. T. A. gatherings in an effort to reach the greatest number of people and to educate them in just what they personally can do to assist in promoting traffic safety.

Further along the educational lines, we have had 160 column inches of newspaper publicity on traffic safety in our two local newspapers. Inasmuch as there is no local radio station we were not able to go on the air to promote this campaign, nor did we have any safety films in the local motion picture theater. Arrangements have been made to have such films available and shown during the coming year, as an aid to continuing this work.

The Inspectors from the Registry of Motor Vehicles put on 16 programs in the public schools, and the local business associations sponsored a safety meeting, as did the local women's club, several patriotic associations and eight of the P. T. A. organizations in the public schools. As a result of these various activities it appears that we may have a safety council in the town, to maintain interest in this vital program and to provide a continuing basis for traffic safety.

This brings me to the enforcement phase of our program, one which is quite necessary in order to

finally bring home to some persons the necessity for extreme safety precautions on the part of pedestrians and motorists alike.

I shall briefly review the traffic death record in our town from 1944 until the present date.

In January 1944, a man was killed while crossing the Concord Turnpike, an arterial highway, just before dawn. At the time of this accident there were no street lights on this road. Since that time the daylight lighting systems have been installed at all points on the Turnpike where pedestrians have occasion to cross.

On October 31, 1945, an 8-year-old boy was killed by a truck while playing in the street. He was chasing the ball and ran into the side of the truck.

On February 19, 1946, a 5-year-old boy chased his dog across the street into the path of an automobile, and was run over and killed.

Since that date we have gone 954 days without a fatal accident up to October 1, 1948.

Some statistics concerning accidents during the year 1947 may be significant at this point. Traffic bureau reports show that of 638 operators involved in accidents during the past 20 months, only 8 have been in a second mishap. It is the policy of our department to point out the mistakes of the driver, and to try to educate him so that there will be no repetition. Friendly relationship between all drivers and the police department can do, and has done, more to reduce accidents than a long record of prosecutions in the courts. There are, of course, certain offenses which require prosecution, and our department is quick to take into court and to prosecute to the limit such offenses as driving while intoxicated, going away from the scene of an accident without making oneself known, or operating after the suspension of license. We find that the suspension of operator's license has greater effect than a fine, and this has met with our Registrar of Motor Vehicles' cooperation. Good engineering procedures, supported by a comprehensive educational program, must be followed up with enforcement aimed at those drivers who cannot or will not heed our publicity and our attempts at helpfulness.

We maintain a file of all accidents by serial numbers, and by dates, together with a cross reference file of the drivers. A file is kept of all accident locations, and studies are promptly made of locations which appear to be dangerous or to be the scene of several accidents. Studies and surveys of these locations are made by the officer

detailed to the traffic bureau, and remedial action is taken.

The monthly reports kept by the traffic bureau show the number of accidents reported, accidents with injuries, accidents without injuries, numbers of accidents investigated, injured persons interviewed, types of vehicles involved, damages, etc., all kept for purposes of comparison with previous figures so that an over-all picture of the safety in our traffic may be had at all times by the police department.

Finally, in regard to our enforcement program, the plain-clothes officer assigned to the traffic bureau has the duty of investigating all accidents, taking such pictures as may be necessary, and of prosecuting cases when and if they come into the courts.

Our campaign for greater traffic safety in the town of Belmont, based upon the three phases of engineering study, education, and enforcement has produced most satisfactory results. The close cooperation of the Massachusetts Registry of Motor Vehicles, all of the town of Belmont departments, and our motorists and pedestrians has contributed in large measure to making Belmont a safe town to drive in or to walk in.

Any effort of this kind is, necessarily, a continuing one and constant study of traffic problems both old and new, unceasing programs for the education of drivers and pedestrians, and a vigilant enforcement of laws and regulations must be maintained in order to insure that our town or any other town or city may be as free as possible from loss of life, injury, or damage to property as a result of traffic accidents.

In closing I wish to thank all of the insurance companies which have cooperated with my department by supplying unlimited amounts of literature and posters in the interest of safety. Among the pamphlets distributed were "What every Massachusetts Driver should know about Rules of the Road," "How Good Drivers Can Become Better Drivers," "How To Get the Family Car More Often," "Children's Safety Lessons," and many others.

The Registry of Motor Vehicles, Massachusetts Safety Council, American Automobile Association, and the National Safety Council have also supplied us with fine Safety Literature.

A great wealth of material is to be obtained from these organizations for use in schools, Safety Council Meetings, and driver and pedestrian training and education.

Dean of the Force

Capt. Fred L. Seagraves entered the law enforcement profession at a time when it was not unusual to hear an anxious citizen shout, "Stop that horse!" At that time his home town of Athens, Ga., now a city of over 20,000 people, had only one paved street and maintained a special pound for stray and runaway animals.

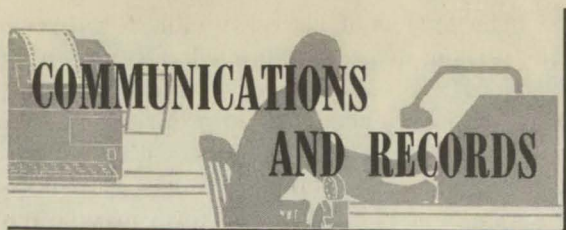
Born in Athens, Ga., on February 12, 1880, Captain Seagraves is a veteran of 43 years of law-enforcement work. He entered the profession as a patrolman on the Athens Police Department on January 7, 1905. Appointed captain in 1912, he has served continuously in that capacity under six chiefs.

Captain Seagraves has contributed much to the modernization of his department which now utilizes three automobiles equipped with frequency modulation radios and seven motorcycles and has a complement of 37 men.

Captain Seagraves is truly one of the deans of Georgia law enforcement.



Captain Seagraves.



Police Records Systems

TRAFFIC VIOLATOR RECORDS

One of the principal record-keeping problems, maintenance of traffic violation records, has received little attention. Yet few departments have solved it to their own satisfaction.

The problem is complicated by the fact that police are often forced to assume duties which are more properly functions of the court. The acceptance of cash bonds, collaterals, and fines, preparation of court calendars and dockets, and issuance of affidavits are among these. Circumstances differ, of course, but whenever such duties require the full-time efforts of one or more persons in the department, the work should be assigned to an appointed representative of the judicial system. Even in small cities where the work does not justify the full-time employment of a clerk of the court, responsibility could be assumed by another branch of the city government such as that which collects taxes and fees. Insofar as possible, law-enforcement agencies should be relieved of judicial functions.

It is recognized that the acceptance of cash bonds, collaterals, and fines at precinct stations in large cities, particularly in non-business hours, is often done as a convenience to motorists. At the same time, there may be a tendency to overemphasize the necessity for convenience in such instances. If a motorist has committed a violation, there is little reason why he should not be required to appear at a centrally located office of the court to deposit his collateral or bond. Some cities have made it so convenient for motorists to pay fines, by letter or otherwise, that the operation has acquired an air of commercialism which makes it appear entirely apart from judicial procedure.

Despite convenience, motorists resent being referred to the police department to post bond or collateral. In addition it is poor public relations for a department to accept cash deposits for bonds, collaterals, and fines. If it is necessary, however, for the department to perform these duties, the public should be made to understand that such

bonds, collaterals, or fines are being accepted for the court and not for the police department.

One department clarified the situation by placing a strong box on the public counter. As a traffic violator appeared to post bond, he was given a form to complete, which, with his cash, was placed in an envelope conspicuously addressed to the "Municipal Court." This was dropped in the box and was collected by an employee of the court who made regular calls to obtain the cash bonds.

This procedure, or a similar one, would be far more acceptable to the public than that recently observed in one of our large cities. A motorist who had received a ticket for parking overtime posted bond at precinct headquarters. The bond was \$3; the motorist gave the desk officer a \$5 bill. The officer took a roll of bills from his pocket, thumbed through it, found only a single \$1 bill and asked a companion officer for another dollar to make change for the motorist. The second officer took a dollar bill from his wallet and the two \$1 bills were given to the motorist with his receipt for the bond. The station officer placed the \$5 bill on his roll of currency, returned it to his pocket and remarked that he would have to remember to return the dollar he had borrowed. The conclusion of the motorist, after watching the interchange of public and personal funds, is obvious. No department can afford to tolerate such conditions.

Variety in Violation Notices

Some departments use one notice for all types of traffic violations; others use separate forms for warning notices, summonses, arrest notices, parking violations, and faulty equipment notices. Different forms may also be used for moving and nonmoving violations.

Many progressive law-enforcement officials are of the opinion that a variety of tickets creates unnecessary work and inconvenience for the officer on duty, inasmuch as it increases the amount of clerical work in handling the records.

TRAFFIC VIOLATION NOTICE

No. A595812. Reg. No. _____
 Date _____ D. L. No. _____
 Name _____
 Address _____
 Age _____ Date of Birth _____ Race _____
 Sex _____ Height _____ Weight _____ Hair _____ Eyes _____
 Build (LMH) _____ Occupation _____
 Business address _____
 Make and model of car _____
 Owner's name _____

- | | |
|--|---|
| <input type="checkbox"/> 1. Speeding. | <input type="checkbox"/> 6. Parking. |
| <input type="checkbox"/> 2. Reckless driving. | <input type="checkbox"/> 7. Defective brakes. |
| <input type="checkbox"/> 3. Running red light. | <input type="checkbox"/> 8. Defective lights. |
| <input type="checkbox"/> 4. Running stop sign. | <input type="checkbox"/> 9. Registration. |
| <input type="checkbox"/> 5. Right of way. | <input type="checkbox"/> 10. Illegal passing. |

Other violation _____

Check circumstances:

- | District | Weather | Traffic |
|--|------------------------------------|-------------------------------------|
| <input type="checkbox"/> 1. Residential. | <input type="checkbox"/> 1. Clear. | <input type="checkbox"/> 1. Heavy. |
| <input type="checkbox"/> 2. Industrial. | <input type="checkbox"/> 2. Fog. | <input type="checkbox"/> 2. Medium. |
| <input type="checkbox"/> 3. School. | <input type="checkbox"/> 3. Rain. | <input type="checkbox"/> 3. Light. |
| <input type="checkbox"/> 4. Business. | <input type="checkbox"/> 4. Snow. | <input type="checkbox"/> 4. Slow. |
| <input type="checkbox"/> 5. Open road. | <input type="checkbox"/> 5. Ice. | <input type="checkbox"/> 5. Fast. |

Time _____ Location _____

TO THE ABOVE NAMED: You have violated a Traffic Law and are therefore directed to appear within 48 hours of the above date and time at the Municipal Court Office, Police Headquarters.

Officer _____ No. or rank _____
 Center City Police Department.

FRONT

A general type of notice, suitable for all violations, is simpler and more effective. Common violations may be printed on the notice. The officer need only check the appropriate violation and complete the rest of the form with descriptive information and explanatory notes as required. Violations not printed on the form may be indicated in the blank space usually provided on this type of notice.

Some departments prefer to use two types of notices; one for all violations except parking, the other for parking violations exclusively. This is common practice but it does mean that at least two books of notices must be carried by all officers. There is a tendency, when two different types of tickets are used, for officers working in the downtown area to carry the parking tickets, and those in outlying areas to carry the tickets for other violations. This is a poor practice. It tends to encourage disregard of violations other than parking in the downtown area and officers in outlying areas are indirectly encouraged to disregard parking violations.

A sample of a general "Traffic Violation Notice" (summons or citation) is shown in figure 6. This

FINAL DISPOSITION

Docket receipt No. _____

Found guilty of _____

Term of sentence _____

Days _____; Fine \$ _____

Probation _____

Bond \$ _____ Forfeited _____

Discharged (reason for) _____

Reprimand or other disposition _____

Warrant issued _____? Date _____

Warrant served _____? Date _____

Additional information _____

REVERSE

Figure 6.

was designed by the FBI after reviewing the traffic tickets used by many law-enforcement agencies throughout the United States. The ticket is not necessarily a model form, but is intended as a possible guide in the event a department is designing its own form.

Design of Violation Notice

Since traffic violation notices must serve the same purpose in the department's record system as formal arrest records do, they should be designed to reflect all essential information. An accurate and complete description of the person to whom the notice is issued is necessary in order that violation notices issued to the same person at different times may be identified with the individual, and for filing and indexing purposes as well.

The first, middle, and last name of the violator should be obtained in every instance. If officers develop the habit of obtaining full names on all individuals to whom violation notices are issued, clerical work in indexing and filing is simplified. In addition, errors in mistaken identity are eliminated or greatly reduced.

The violator's current address is essential. It should be shown on every notice issued where it serves as an identification aid and is necessary in locating the violator for warrant service if he fails to report.

Some departments secure the violator's telephone number for communication in the event he fails to appear.

The operator's, or chauffeur's, license number is an important means of identification. It should be recorded near the top of the ticket with the registration or license number of the automobile.

The automobile license number may be used for temporary filing, particularly for tickets issued in parking violation cases in which the names of the violators are not known.

The violation notice should provide for a complete description—birth date and place, build, complexion, race, sex, height, weight, color of hair and eyes, occupation, and business address.

The above can be obtained, for the most part, from observation of the violator and from the latter's driver's license.

Should a department desire to eliminate the descriptive data from the copy of the ticket given to the violator, a blank strip on the sheet of carbon paper over the spaces where this information is recorded would be effective, or the descriptive

data may be recorded on the reverse side of the copies retained for the police department and the court.

The notice should provide space for the make and model of the car and the owner's name.

Information pertaining to the violation recorded on the notice should include date, time, location, exact violation, etc. Provision is often made for space to include a brief summary of the circumstances existing at the time of the violation. The same may be indicated by checking the appropriate items, such as those listed on the notice in figure 6. Space should also be provided for the officer's name and badge number.

The records of a case are not complete without the disposition of every violation. One of the simplest ways to obtain this record is to provide space on the reverse side of the violation notice so that the disposition can be recorded directly on the notice. The notice, ready for filing, contains the full and complete record of the case.

Figure 6 represents the reverse side of the notice, showing the disposition.

Physical Characteristics of Violation Notices

Violation notices about 4 inches wide and 6 inches long are convenient for handling and for recording notes.

Books of notices usually contain 20 to 25 separate notices which are prenumbered in consecutive order for accounting, indexing, and filing purposes.

"One-time" carbon sheets (inserted in the book by the manufacturer) provide a convenient system of preparing two or three carbon copies of the original notice. Use of this type of carbon sheet simplifies the handling of the tickets and eliminates transference of carbon sheets each time a notice is issued.

Distribution of Copies

Many departments are now using the triplicate or quadruplicate system of issuing and recording traffic violation notices. These systems provide a method of checking and auditing a "no-fix" system. The original copy of the ticket is usually designated for the records of the police department. The first carbon copy may be used as the court's copy. The next carbon copy (in a triplicate system) would be issued to the violator. If the quad-

uplicate system is used, the second carbon copy may be designated for the auditor or finance officer, and the third carbon copy would be issued to the violator. If desired, the last carbon copy, which is issued to the violator in each instance, may be printed on card stock. Although this is not a necessity, some departments do prefer to have the violator's copy on card stock instead of the usual thin paper. A different color for each carbon copy simplifies the handling and filing.

Copies for Officers

It will be noted that under neither of these systems is a copy of the violation notice retained by the officer. Some departments may desire to have an extra copy for the officer who issues the ticket. This is generally unnecessary. In many departments the officer who issues the ticket does not have to appear in court unless the violator pleads not guilty and asks for a court hearing. If the violator does desire to have a court hearing and the officer's appearance is necessary, the police department's copy of the violation notice can be obtained.

Charge-Out System for Ticket Books

As books of tickets are issued to an officer, a permanent record should be made of the ticket num-

bers in the books and the name of the officer to whom they were issued. This will provide a control over all tickets issued and allow a thorough audit of every ticket.

The form shown in figure 7 may be used to maintain this record. If desired, this form may be provided with each book of tickets. When the book is issued to the officer, he signs the form acknowledging receipt of the tickets indicated. He is then held accountable for all tickets. These receipt forms may be filed in numerical order in a temporary or pending section of the file until all of the tickets have been returned and accounted for. When all tickets for each book are returned, the book receipts may be filed in a permanent file such as will be described later. A review of the pending section will allow the department to know how long the books have been charged to the officers without being completed. If a book has been issued to one officer for an extended period of time and he has not issued all of the tickets in the book, it should be recalled, and reissued (on another book receipt form) to another officer who uses a greater volume of tickets. This will facilitate the accounting of tickets and allow a department to keep reasonably current on all books of tickets issued. The new book receipt form would show only those ticket numbers which had not been is-

CENTER CITY MUNICIPAL COURT		
RECEIPT 1597182	TRAFFIC TICKET # _____	DATE _____
THE DEFENDENT _____, IS CHARGED WITH VIOLATION		
OF CITY ORDINANCE # _____ ON (date) _____		
RECEIPT IS ACKNOWLEDGED FOR \$ _____ AS COLLATERAL.		
_____ Signature of person accepting bond		
DATE COURT HEARING SCHEDULED _____		
DISPOSITION: BOND FORFEITED _____, FINE \$ _____, SENTENCE _____		
_____ JUDGE		
_____ BY CLERK		

Figure 7.

sued at the time the book was reissued. This should be stapled to, and filed with, the original receipt which had been prepared when the book was first issued.

Officer's Receipt for Traffic Tickets

When copies of tickets (which have been issued to violators) are submitted to the department at the end of each shift, the officer should be given a receipt for the tickets he returns. A simple method of receipting for these copies is to have a receipt form printed on the back cover or on a separate sheet on which there is a space for each ticket number. The initials of the clerk receiving the copies from the officer, and a notation as to the violation for which the ticket was issued should be added. A sample of this form is shown in figure 8.

If such a form is used, it should be turned in to the record room for filing when it is completed. It should then be stapled to the book receipt form (fig. 8) and filed in numerical order with the book receipt. If the department prefers, the ticket receipt form may be filed according to the officer's name.

_____ Date

Received one traffic book containing tickets numbered from _____

_____ to _____

Each ticket must be accounted for.

Signature of Police Officer.

Figure 8.

Filing Department's Copy

In those traffic cases in which a police department does not handle the taking of cash bonds and fines, the traffic ticket copy may be filed in straight numerical order by ticket number. Periodically a group of the tickets may be taken to the clerk of court's office to obtain the disposition. Arrangements may be effected whereby the clerk of court notifies the police department by furnishing them the violator's copy with the disposition noted thereon, or a list of the dispositions with the traffic ticket numbers.

When the department handles the taking of cash bonds and fines, it becomes necessary to file the departmental copy so that the ticket may be readily located when the violator appears to post bond or pay his fine, whichever may be the case. The traffic tickets may be identified by the name of the violator in some instances and by the license number of the vehicle in other instances. Accordingly, the simplest method of filing these tickets is by the easiest means of identification. The tickets containing the name of the violator should be filed in alphabetical order; those containing only the license number of the vehicle, as in parking cases, may be filed according to the license number.

An old axiom in a recording system is, "Whenever identical information is recorded on more than one record, it is a duplication of record keeping." This axiom also applies to the records in connection with traffic tickets. The traffic ticket (summons or citation) acts in lieu of a formal arrest record and if sufficient information is recorded on the traffic ticket in the first instance it will not be necessary to copy this data onto some other record or to prepare another record when the violator appears. Elimination of this one step would represent a considerable savings in employee time. If the department utilizes the book and ticket receipt forms illustrated in figures 7 and 8, it will not be necessary to maintain large sheets or books as control records. This, too, would represent a savings in money and employee time.

Follow-Up Files

Two follow-up files must be used for filing traffic tickets, one for the tickets bearing the names of violators and the other for parking tickets. The follow-up file should be a simple one with divisions made for tickets 3, 4, or 5 days old. A guide card should be provided for each day violators are given to appear for posting bond or collateral. Depending upon policy, violators are usually instructed on the ticket to appear at police headquarters or the traffic violations bureau within a specified time. For example, many departments allow 3 days for violators to appear to post bond or collateral for traffic tickets. If this be the case, three guide cards would be required in each follow-up file for the pending 3 days' tickets and one additional guide card for the current day's tickets. If

one or two additional days are allowed in a grace period, an additional guide card would be required for each day. Tickets issued during the previous 3, 4, or 5 days would be arranged for successive days, with the oldest day's tickets in the front section, the next oldest in the second section and so on throughout the follow-up file. At the close of business each day the tickets in the front section would be removed for processing, entailing the issuance of warrants or the sending of written notices to violators who fail to appear. The front guide card would then be moved to the rear of the file, ready for the next day's tickets which would be placed directly behind it.

In the file for the tickets bearing the names of the violators, the tickets should be arranged alphabetically within each day's section of the file. In the file for parking tickets, the tickets should be filed in numerical order according to the last one or two digits of the license number of the vehicle. The reason for filing parking tickets in this manner is the fact that whoever appears to post the bond or collateral will probably know the license number of the car which was illegally parked, regardless of who may have been operating the vehicle. This avoids the confusion caused by violators appearing when they left their copy of the parking ticket at home or lost it. They will always have or they can easily acquire the license number of the vehicle which they were operating.

Parking tickets which have not been settled within the grace period should be identified with the vehicle's owner through the registration books, and notices or warrants should then be issued. Unsettled parking tickets, after being identified as to the name of the owner, should be filed in an alphabetical file, and process should be brought against the violator.

After the tickets are removed from the follow-up files mentioned above and have been completely handled, they should be filed in straight numerical order according to the ticket number. At this stage, as a routine clerical function, the names of traffic violators should be indexed in the master name index of the department. Some departments prefer to index only serious traffic violations while others prefer to index all violations. Many departments utilize index cards of a distinctive color for a definite period of time so these cards may ultimately be destroyed or weeded out from the master name index. It must be borne in mind by all departments that if parking tickets are in-

dexed in the master name index that the file will grow rapidly and eventually index cards representing parking violations will necessarily have to be removed from the index.

Warning Tickets

Warning tickets used by a law enforcement agency may be handled and filed in the same manner as any other violation notice, except for the filing in a follow-up file which may be eliminated. Warning tickets are merely indexed and filed in straight numerical order by ticket number.

Traffic Docket Receipt Book

Traffic case records become most congested from the time the violator appears to post bond or pay a fine, to that time when the court handles the case. The following procedure may be considered in connection with possible solutions to the problem. Its objective is to prepare one receipt which will also serve as the court (traffic) docket.

The original form should be inexpensively bound. A perforated duplicate or carbon copy which may be torn from the book and furnished to the violator as a receipt for his money or collateral, should accompany the original. Each form (three or four to a page) should be pre-numbered, the figure thus serving as both docket and receipt number. Space should be provided for the date and the traffic ticket number. A brief interview with the judge and other local authorities will indicate additional pertinent information which should be printed on the form. Figure 9 reflects a form designed in accordance with the above. This is offered, not as a model, but as a possible guide to those departments desiring to design their own forms. Various legal policies and procedures in police jurisdictions throughout the United States make it necessary that each adopt the form designed to suit the need.

The book of traffic docket receipts may be kept at the counter where the ticket receiver is to pay during normal business hours. This may be either in the police department or in the clerk of courts' office. Once each court day this docket will be taken before the court. The judge, who hears the cases of the violators, or the clerk of court (in many jurisdictions), may authorize that the

Fingerprints

[illegible]

Figure 9.

bonds be forfeited in those cases where the defendant fails to appear. If the volume of business warrants, two docket receipt books may be used so that one is available while the other is in court. In those cases in which it is necessary that the violator appear in court, or in the event he desires a hearing, the docket receipt is appropriately noted and the date and time are set.

For auditing purposes, the traffic tickets need only be checked against the docket receipt, warrants outstanding, voided tickets, and those canceled.

It is no longer possible for the Federal Bureau of Investigation to supply the above booklet in quantity to law-enforcement officers. Copies of Classification of Fingerprints may be secured from the Government Printing Office in Washington, D. C. The price is 40 cents a copy. Requests for this booklet (which is restricted in distribution to those regularly employed in municipal, county, or State police work and those officers of the Federal Government engaged in law enforcement) should be addressed to: Superintendent of Documents, United States Government Printing Office, Washington 25, D. C.

For your information, the Superintendent of Documents of the Government Printing Office does not send the material collect. Therefore, the necessary funds must accompany your order. Checks or money orders should be drawn payable to the Superintendent of Documents.

Requests should be written on the letterhead of the law-enforcement agency of which the person desiring the booklet is a member.

★ ★ ★

Use of Writing as Evidence

(Continued from page 5)

plished in various ways without difficulty. In one department it has become customary to take sound motion pictures. In another, impartial witnesses are invited to be present. Such witnesses will give testimony later, if necessary.

Usually, it is sufficient to have unimpeachable witnesses and to secure written statements by the subject of the voluntary conditions. Special agents of the FBI customarily have the suspect write on the back of each sheet a statement similar to the following:

The writings on the other side of this paper are examples of my natural handwriting, prepared freely and voluntarily by me this _____, in the presence
(Date)
of the witnesses signing below.

(Signed)

WITNESSES

WANTED BY THE FBI

Rex O. Risley, was, C. H. Fagerstrom, Charles Harry Fagerstrom, C. H. Flagerstrom, Rex O'Reily, Rex O'Riley, Tex O'Riley, Rex O'Risley, Tex O'Risley, Rex O'Risly, Rex O'Rizly, "Rex," "The South-erner."

Unlawful Flight to Avoid Prosecution (Murder)

On or about July 13, 1948, 69-year-old Carl Herman Fagerstrom, a building contractor of Minneapolis, Minn., hired two men to assist him in moving materials and a truck to Garrison, N. Dak. The men, employed through a newspaper ad, were not previously known to Fagerstrom or to each other.

The trio left Minneapolis on July 16, 1948, and proceeded to Garrison. One of the men, a resident of Minneapolis, returned to that city a few days later. The elderly contractor and the other man, known as Rex O. Risley, remained in Garrison where the former was renovating an old house and planning to build additional ones.

Fagerstrom and the employee known as Rex were seen on a number of occasions together, prior to July 23, 1948. On that date Rex stated that Fagerstrom was ill and had been taken to a hospital. Fagerstrom was not seen alive thereafter. Rex remained in the vicinity for 2 days, during which time he drove about in Fagerstrom's Frazer automobile and disposed of a \$125.00 saw belonging to Fagerstrom for \$25.00. He was last seen in this area on July 25, 1948, driving south on Highway 83 in the Frazer sedan.

On August 1, 1948, the beaten and decomposed body of Fagerstrom was found in the house he had been rebuilding. Death had resulted from blows on the head.

A complaint was filed and a warrant issued on August 2, 1948, charging one Rex O. Risley with the crime of murder in the first degree.

On October 4, 1948, a Federal grand jury at Fargo, N. Dak., returned a true bill of indictment charging the subject with violation of section 408 (e), title 18, U. S. C., the Fugitive Felon Act, inasmuch as information was obtained which indicated that he had fled the State of North Dakota.

It is believed that the subject, whose true identity is as yet unknown, took the following

property of the deceased in addition to the saw and the automobile:

- 1 tool chest complete with carpenter tools.
- 1 Bausch and Lomb surveying instrument.
- 1 LeFever shotgun (double barrel, 12 gage, 32-inch barrels, full and modified choke, stock burned amber and scratched along trigger guard; gun wouldn't close after firing without holding the release mechanism open: back plate on the stock was chipped on the toe).
- 1 five-shot, snub-nose, bone-handled Harrington and Richardson pistol, front sight missing.
- 1 diamond ring—valued at \$2,000.
- 1 watch, make unknown.
- Billfold, letter folder, and currency.
- 5 beds, bed springs, and mattresses.

The missing automobile is described as follows:

- 1947 Frazer 4-door sedan.
- Motor F-231627.
- Serial F47-022907.
- Airway blue color.
- Had no overdrive.
- Luggage rack on top (may have been removed).
- 1948 Minnesota license #135-440 (may have been changed).

The car was damaged in an accident prior to its theft. The man who repaired it stated that the damage was largely to the front half of the top and that though it had been rolled out it is still a little wavy and not as smooth as it should be; however, if the car were dirty the "waves" might not be noticeable. The repairman further stated that the worst damage was to the right side of the car toward the front, and that the left front door shows traces of waviness. Both car doors on the right side show evidence of having been straightened and would be easily recognizable.

Inasmuch as the fugitive has impersonated his victim, and undoubtedly has possession of Minnesota driver's license No. 2256929 issued to Fagerstrom, he may continue the impersonation. Victim Fagerstrom is described as born July 12, 1879; height, 5' 4"; weight, 185 pounds; hair, light; eyes, blue; occupation, contractor; race, white.

The subject may still have in his possession the shotgun and revolver belonging to victim Fagerstrom and is considered dangerous.

A composite description of subject furnished by various witnesses is as follows:

- AGE: 40-50, probably late forties.
- HEIGHT: 5'6" to 5'9".
- WEIGHT: 140 to 160.
- RACE: White.

HAIR: Described as sandy or light brown; thin; might be partly bald; bald on top; has high forehead.

EYES: Gray or blue—gray, small; eyes sunken; eyes set close together; odd looking eyes.

COMPLEXION: Sallow—freckles; rudy; dark; looks dissipated; nose red from drinking; wrinkled skin.

BUILD: Slender.

TEETH: Several teeth missing on left side of mouth, upper; several missing in front; mouth and teeth in bad condition.

NATIONALITY: Believed to be American.

SCARS AND MARKS: Described as having tattoos on both of arms between hands and elbows which tattoos might be on inside of arms; tattoo of anchor on inside of left forearm; Popeye the Sailor on forearm.

SPEECH: Described as having a southern drawl but not very noticeable; referred to employer as the boss man or "the old man"; talked very fast—had coarse or bass voice; used "southern talk" as from Georgia or Alabama.

MARITAL STATUS: Once mentioned had wife and child.

OCCUPATION: Laborer; claimed to have been truck driver.

PECULIARITIES: Walks with head tipped forward; has long, scrawny neck; has pointed nose which possibly may have been broken; has long nose; ears extend back or stick out, upper parts slope forward; large ears; has hollow cheeks; has deep lines on each side of mouth; has protruding chin; thin lips; has long face and wrinkles in forehead.

CLOTHING: Wore white shirt; light brown tweed trousers; gray or brown trousers; known to have owned pair of gray-colored trousers; wore two-tone brown or black and white shoes about size 6; sometimes wears white coveralls and white cap; has worn blue overall pants or blue jeans; wore and possessed yellow-colored silk dress shirt; wore and possessed pair solid white trousers; generally wore blue and white striped engineer's cap; once owned a pair of blue jeans having waist measurement of 30 inches and in-seam length of 27 inches and tan leather belt, size 34.

MISCELLANEOUS: Always talked a lot when drinking; drinks whiskey and beer; claims he was a ball player at Memphis, but unable to corroborate same; smoked many cigarettes; is known to have smoked Pall Mall cigarettes; claimed to know a lot about trucks; has talked about Chicago, Illinois; Waterloo, Iowa; Memphis, Tennessee; and the West coast; was carrying square, cheap black leather suitcase and a light tan bag with a white stripe on it.

Any person having information which may assist in locating Rex O'Risley is requested to immediately notify the Director of the Federal Bureau of Investigation, U. S. Department of Justice, Washington, D. C., or the Special Agent in Charge of the Division of the Federal Bureau of Investigation office which is nearest your city.



Junior Police, Sapulpa, Okla.

The Junior Police Force, organized in September 1946, under Chief of Police J. O. Edwards, and sponsored by the Kiwanis Club, already has proved a highly effective deterrent to juvenile crime.

The police department is proud of its "junior force;" members, who, while not serving as school guards, do look after the younger students, help them to and from school and enforce safety rules at all times.

The Sapulpa Junior Police Force is limited to 32 members, but there is a large waiting list of boys eager to join. In selecting the members the police department chose boys from each ward in the city. An attempt was made to get a boy from each group or "gang" so that each would be policed. This plan has proved to be so effective that

Sapulpa's juvenile crimes have been reduced approximately 90 percent since its inception.

The boys receive training for 3 months in regular army drills and in discipline. Weather permitting, on Saturday mornings they are taught to handle and shoot firearms on the police target range. "Twenty-two" rifles are available for the younger boys while the larger ones learn to use the regular army rifle. Some of the boys had never fired a gun; now the majority are good shots.

A softball team has been organized. This, with week-end fishing trips and camping 2 days out of each month, gives ample recreational opportunities.

A force on the side of good citizenship, Sapulpa's Junior Police is daily proving its worth.

Questionable Pattern

FINGERPRINTS



This pattern has the general appearance of a loop. Closer examination, however, reveals two separate deltas, D_1 and D_2 , and two separate loop formations, making the pattern

a whorl of the double-loop type. This tracing for this pattern would, of course, be an inner. A reference search would be conducted as a loop.