

# FBI

## *Law Enforcement*

# BULLETIN



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Federal Bureau of Investigation  
United States Department of Justice  
J. Edgar Hoover, Director

# FBI Law Enforcement Bulletin

*Restricted to the Use of Law Enforcement Officials*

FEBRUARY 1955

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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 25, D. C.

February 1, 1955

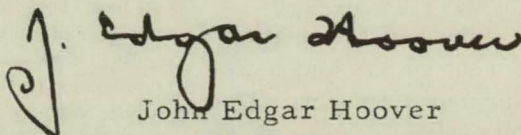
TO ALL LAW ENFORCEMENT OFFICIALS:

Extension of the Social Security Act by the Eighty-third Congress to cover additional classes of citizens suggests a warning to both the public and law enforcement officers to be on the lookout for impostors who falsely represent themselves to be connected with the administration of this Act and in a position to confer benefits under it in return for a fee or some other type of cash payment. There have already been several instances in which the Social Security Act was used as a basis for swindling elderly men and women and it would seem wise to anticipate more crimes of this type as the scope of financial security legislation is broadened. Each successive group of newly entitled recipients enlarges the number of potential victims available to the professional swindler.

One type of offense to be expected was exposed last year when two women were brought into a Federal District Court in Virginia on charges of impersonating Government representatives as a part of a scheme to defraud elderly persons of their savings. Evidence was introduced to show that the accused had represented themselves as social security workers and had told their victims that the latter were entitled to certain benefits but must first pay "settlement charges" to clear their eligibility. Both women entered pleas of guilty and were sentenced to serve penitentiary terms for the false personation of officials of the Federal Government. Alert police officers brought reports of the fraud to the FBI and in so doing may have saved many potential victims from being swindled out of their savings.

The total number of these frauds reported thus far is admittedly small, particularly when measured against the scope of social security legislation. They do represent, however, a particularly reprehensible type of crime and every effort should be made to keep them to an absolute minimum.

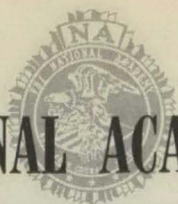
Very truly yours,

A handwritten signature in dark ink, appearing to read "J. Edgar Hoover". The signature is stylized, with a large "J" and a long, sweeping underline.

John Edgar Hoover  
Director



# FBI NATIONAL ACADEMY



## ***Fifty-Fourth Class Graduates From FBI National Academy***

On Friday, November 19, 1954, graduation exercises were held in the Departmental Auditorium in Washington, D. C., for the 54th class to graduate from the FBI National Academy. The 78 members of the class represented police departments, sheriffs' offices, State law enforcement organizations, and other public offices engaged in some phase of law enforcement. There were representatives from nearly all of the 48 States, from Puerto Rico, Alaska, the Canal Zone, and from our neighbor to the north, the Dominion of Canada.

After the addresses and a program of music by the United States Marine Band Orchestra, diplomas were presented to the graduates by Assistant Attorney General Warren Olney III and FBI Director J. Edgar Hoover.

With this graduation, the alumni of the FBI National Academy total 2,904. The primary purpose of the school continues to be that of training law enforcement officers from State and local areas to serve as police instructors and administrators.

### ***Addresses***

Sgt. Francis Michael Sullivan, of the New York City Police Department, president of the class, spoke on the necessity of preparation and inspiration as the fundamental requirements for effective law enforcement work.

The principal addresses were delivered by Wright Bryan, editor of the Cleveland, Ohio, Plain Dealer, and Hon. Lewis L. Strauss, Chairman, U. S. Atomic Energy Commission. Dr. John J. Rice, of the National Presbyterian Church, Washington, D. C., gave the invocation and benediction.

### ***The Law and the News***

Mr. Bryan spoke on the subject of the relationship between law enforcement officers and newspapers, magazines, radio, and television. The full text of his address follows:

You will note that—not quite in accord with strict protocol—I address first those who are about to become graduates of this academy, and secondly the noted personages who make this occasion possible and who honor it by their presence.

It is you graduates—soon-to-be—who are important today. I am sure Mr. Hoover, his staff, and others here would join me in saying that.

It is you—and thousands of your fellow workers in law enforcement represented and led by you—who benefit directly from the training which culminates in these ceremonies today.

It is you who are to be congratulated on what you have accomplished during your weeks in the academy, and to whom the people of your communities and your country will look for more effective and more dedicated service on your return home with the knowledge, methods, and attitudes acquired here.

In a larger but equally true sense, it is the people of the United States of America who are to be congratulated on having such an institution as this to help guard their lives and their properties and, yes, their very liberties—and on having such men as you to attend the institution and to spread its teachings throughout the land.

I am, happily for me, no stranger to schools and to commencement exercises. I was reared on a college campus. Since childhood I have been attending graduations of many kinds and in various capacities.

I have the greatest admiration and respect for schools, colleges, academies, and universities of many different kinds. Each has its function, and all those functions are important.

There is no substitute for primary training in our language, written and spoken, and in simple mathematics—the old-fashioned but still vital three R's, if you will. There is no substitute for a knowledge of our history and our institutions. These things, and many others, we and our children acquire in elementary and high schools.

There is a place—a great place, an ever-continuing and ever-growing place—in our society for higher education in the arts and theoretical sciences, the things of culture which enrich and broaden lives.

There is a place—an urgent place in these highly industrialized and mechanized, these technological times—for training and research in the applied sciences. That place is an unadorned fact, an awesome one. The engineer and the advanced physicist have, at this moment in history, a predominant position, to which the other speaker here today can testify more effectively than I, but of which everyone alive today must be aware.

But there is also a place—and this is where you gentlemen come in—for the intensive, practical education of adult, working men and women in the techniques by which they can accomplish their tasks more successfully.



The general body of knowledge and the complexity of our society have grown so rapidly that none of us, no matter what his job, can hope to do that job well without constantly renewing his schooling in the newest and best—the most effective—practices and procedures, wherever and however they may be developed.

This is true of law enforcement, as it is in my own field of newspaper work, as it is of medicine or railroad-ing or merchandising or flying—or any other field.

Almost everyone—the exceptions only prove the rule—wants to do a good job. But it takes training to know how to do a good job.

That is why you are here.

In the college village of my childhood—as in other small communities of America and even in the cities of that time—law enforcement was a relatively simple job.

Not an easy job. Not a job lacking in demands on courage and character. But a job in which the objectives and methods were relatively simple and clear cut.

The village constable of my childhood was primarily a watchman. He saw that doors were properly locked. He kept open an alert eye for intruders and the occasional thief or vandal. He arrested those who resorted to violence. He saw the children safely on their way to school. As the automobile age began, he became a traffic policeman in a mild sort of way and exerted a restraining influence on the speeder—who dared to travel 35 or 40 miles

an hour on the rough dirt roads of that time. There was no parking problem then.

In cities his job was greater in volume but not much different in kind.

Today, as each of you knows, it is another story.

The massing of millions of people into crowded centers makes relationships between man and man, between family and family, more intricate and at the same time more difficult. We know each other less well as individuals, often we cannot tell the law-abiding from the criminal.

The speed of transportation, rising through and beyond that of the motor car to the very speed of sound; the speed of communication reaching the speed of light itself—these powers are available to the just and to the unjust.

The wonders of science are hitched to many engines of good works. They also, unhappily, are at the command of criminal forces which would hurt and kill us—or even destroy our fabric of national life.

How, then, can we cope with such criminal forces unless those who believe in decency and justice equip themselves with equally great knowledge?

The village constable was, more often than not, a good man but he was—let us face it—a man of narrowly limited knowledge.



*Shown after the ceremonies are, from left to right: Dr. John J. Rice, the National Presbyterian Church, Washington, D. C.; the Right Reverend Jeremiah F. Minihan, Bishop of Boston; Assistant Attorney General Warren Olney III; Sgt. Francis M. Sullivan, New York City Police Department and president of the 54th session; Mr. Wright Bryan, editor, Cleveland Plain Dealer, Cleveland, Ohio; Director J. Edgar Hoover, FBI; and the Honorable Lewis L. Strauss, Chairman of the United States Atomic Energy Commission.*



The law-enforcement officer of today must be equipped with much more than a night stick and good intentions. He must know something about the modern ramifications of crime. He must have at his command the scientific knowledge and tools to combat crime as it exists in the 20th century.

If he himself has not the time to master all of those tools, he must know their nature and where to turn for expert, specialized guidance in their use.

It is because of this fact—plus the fact that crime is no longer merely a local but also a national and an international problem—that the FBI itself came into being and that through it was established this National Academy.

The FBI, and the country, are fortunate beyond my power to describe in having had a man like J. Edgar Hoover to mold and guide its policies and its work through all its formative years. A man of notable ability, a man truly dedicated to protecting the liberties and institutions of America, Mr. Hoover has provided, and I trust for many years will continue to provide, the kind of unselfish, far-seeing leadership, far above any taint of partisanship, without which thousands of competent, daring, and self-sacrificing associates could not have wrought what they have.

But the FBI's scope, if broad and vital, nevertheless has limitations. Not the least of Mr. Hoover's many qualifications is that he has recognized and maintained those limitations.

The FBI can and does fill a national need which no other agency could satisfy. Yet the vast bulk of law enforcement must, and should, still be accomplished by local and State officers and agencies.

Early in his career, Mr. Hoover realized the need for sharing with cities, counties, and States the techniques and resources developed by the Bureau.

It is a two-way street. The FBI could never function effectively without willing, effective help from local agencies. The local agencies cannot function effectively under modern conditions without help from the FBI.

So this National Academy was established and has grown in scope and effectiveness. Through it Mr. Hoover has achieved one of his greatest goals, and from it the country has received benefits which never can be fully enumerated.

Since 1935 the number of men trained here and returned to their scattered homes has grown steadily. Even so these numbers remain relatively small. It must be so. The Academy could not maintain its high standards if the numbers of persons involved were greatly diluted.

The object is not, and can never be, to train here all the law-enforcement officers of the country. It is to provide a leaven through which standards everywhere may be lifted.

You who come here are specially selected men—chosen as representative of the best in your respective agencies.

You benefit personally from your training. You will be better officers for it. Promotion may come faster because of your increased knowledge and effectiveness. That, however, is not the primary object.

The object is to equip you to share this knowledge with the thousands who cannot come here, to make every po-

lice department in America better through the ever-spreading circles of training which go out through you and through those who have come here before you, as well as those who will come after you.

For me it is a stirring thing to see you here at the center of this vast enterprise for good. It is the more inspiring because already, over a period of years, I have seen some of the end results in the cities where I have lived.

I have seen men striving for the opportunity to come here, and I have seen men returning from this Academy to do excellent work themselves, to improve the departments in which they work, and to share their knowledge in local and regional meetings of those with similar tasks.

That is why I accepted eagerly the invitation to come here and share this happy occasion with you and to see at first-hand the source of your new training.

Since I have spent my adult working life as a newspaperman, perhaps you would like me to say something about the relationships between law-enforcement officers on the one hand, and newspapers, magazines, radio and television on the other.

I can say it quite briefly.

One of the many functions of journalism, using that term in its broadest sense, is akin to your function—that of helping protect the lives and liberties of our people.

Each of us, in our widely differing tasks, discharges that function imperfectly, for we are human and prone to error. But we should see clearly what the function is and how we may hope, at least in part, to attain it.

The newspaperman and the law-enforcement officer sometimes find themselves at cross purposes—almost always needlessly so. The newspaperman's job is to find and publish information. The law-enforcement officer often feels he must work in secret.

The apparent contradictions in these viewpoints may be resolved by mutual confidence, and by realization that both agencies, those of communication and those of law enforcement are working for the public, more particularly for the millions of individual citizens who comprise the public.

That so-often discussed but so little understood phrase "freedom of the press" does not mean solely, or even principally, freedom for newspaper reporters and editors. Newspaper reporters and editors are individuals, subject to the same responsibilities and entitled to the same privileges as other citizens.

Freedom of the press means the right of the people, all the people, to know what is happening, to know how those with whom the people have entrusted power are using or abusing that power.

The printing press, the microphone, the television camera are merely the instrumentalities through which that knowledge can be distributed.

Without such knowledge on the part of a people a dictatorship can enslave a nation—or half a world—but a self-governing body of freemen cannot act intelligently or rightly.

So the duty of the newspaperman is to seek and find and publish the good, and the bad, and the indifferent about all those who shape our local and our national life. If sometimes we seem preoccupied with the bad, it is, para-



doxically, because even in these times, the good so far outweighs the bad in our people and our life. News is, by definition, the unusual, the extraordinary, the unexpected. Had we, then, rather live in a community or a country where crime is the unusual, or where going to church is the unusual?

In this connection, let it be said that wrongdoing and corruption are unusual, much more unusual than many people would concede, in the law enforcement and other governmental agencies of the Nation. Unusual, yes, but existent in some places. And where such wrongdoing and corruption exist, the newspaper has a duty to help expose them.

You may not like us when we exercise that duty but you should. The exposing and the punishment of the unworthy officer help rather than hinder, increase rather than diminish the prestige of the vastly more numerous officers who are worthy of their trust.

The worthy officer has nothing to hide from the honest newspaperman. Without public knowledge of crime and criminal procedures, neither can function effectively.

The end results of criminal investigations, the charges entered upon dockets and other court records, the trials based upon those charges, are matters of legitimate public interest and concern. When a newspaperman seeks them as an agent for the public, no one has a right to hide them.

This does not mean that every preliminary step in a criminal investigation must be shouted from the rooftops. Much as every newspaperman abhors censorship, he knows that in time of war, military information of value to the enemy must be protected. Similarly, he recognizes (though he could never countenance any governmental censorship in this field) that there are times (fewer times than some of you would agree, but still occasional times) when certain information about crimes cannot be divulged without helping the criminal.

Most of you no doubt already have found that the best way to handle such situations is to deal honestly and frankly with newspapermen and enlist their voluntary help. You know, without my seeming to boast about it, that newspapermen are just as concerned about the public good as you are—but they don't like, and most of them won't permit themselves to be hoodwinked or eluded.

In this connection, it seems to me and to many others who have closely observed the FBI in action, that the Federal Bureau of Investigation strikes an admirable balance in this field and is worthy of emulation, here as in so many other ways, by law enforcement agencies everywhere.

The FBI does not and cannot divulge the raw materials of its daily work, so much of the information there being unconfirmed or conjectural, or of value to our enemies, domestic and foreign. But the FBI can and does, from Mr. Hoover's office on through the agents in the field, seek the confidence and support and help of newspapermen everywhere—and I might add they win that confidence and support by their own attitudes and competence, and by trusting newspapermen.

Newspapermen will be worthy of that trust; you and your colleagues will be worthy of your trust, if we follow to the best of our respective abilities the goals which brought you here.

Those goals, your organizations' and mine, are:

1. To select good people. No amount of training or instruction can compensate for lack of character and inherent attitude which can only be inspired by our homes and our churches, as well as by our schools.
2. To train those people well. You here today are the product of such training. Spread it and foster it among your associates and your organizations at home.
3. To seek the benefits of experience, for which there is no substitute in any classroom. Learn by it and pass its lessons on to others.
4. To recognize and encourage, support and strengthen those who do their job well, who prove themselves worthy of trust.

Your own experience here, and as you return home, has something in it of all these elements. By blending and utilizing them wisely, you can and will do your jobs better, thereby making America a better and a safer place.

For your real job, after all, is to protect the good and innocent by erecting safeguards against the wicked and by apprehending for punishment those who would hurt or destroy us.

This is a job that demands, a job that should inspire, your best. For it is a job that needs doing locally, nationally, and in the world at large.

## *National Security*

Mr. Strauss discussed security as a necessary objective of our Nation. Following is the full text of his address:

Most of us must recall that in some games when we were young there was an important principle known as "touching base," "keeping a foot on base," "being fresh on base," and the like. These were all associated with being "safe" so as not to be put out by the opposing side.

There is more to this than an arbitrary rule associated with games for the young, for mature men also need to touch base—in other words, to return to fundamentals—in order to be safe in a broader sense. And it is in that sense that I use the word in speaking to you this morning.

To be safe, that is to say, to be secure, is a condition without which life becomes something of a nightmare. As a Nation, we cannot fully enjoy the fruits of science or the benefits of prosperity if a very large part of our skills and of our national income as well must be dedicated solely to the promotion of security. This, however, is the situation in which we find ourselves today.

Security is a goal which we must attain before we can go forward into that era of truly great promise which now lies before man—or which would, if man were not saddled in nearly one-quarter of the globe by governments which seem to have derived their morals from Genghis Khan and Attila the Hun. Security, therefore, is a primary goal for the freedom-loving peoples everywhere and we properly regard it as a particular objective for our own country.

There are two aspects of security, internal and external, and they might be linked, one with the Federal Bureau of Investigation and the other with the Atomic Energy Commission. Since you have but just completed your course



in the academy, I need not repeat what you must have concluded as to the indispensability of the Bureau in law enforcement within the United States. And further to the extent that the internal security of the United States is in the trust of local organizations which you represent, you are fortunate to have the ready cooperation of such a great agency with a unique record.

No other country has anything to match that record for effectiveness, and nowhere else has such an organization from its inception had the continuous guidance of one very wise and extraordinarily capable man. While occasionally the ignorant or malicious or even more sinister persons compare the Bureau to the Gestapo of Hitler Germany or the OGPU of Communism, the American people know that Director John Edgar Hoover has successfully resisted each attempt, deliberate or spontaneous, designing or naive, to induce the Bureau to enter the areas of evaluation, punishment, or any of the other governmental functions which have so embarrassed some other countries in connection with their investigative agencies. And adhering zealously to its precept, it has been extraordinarily effective in uncovering sedition, sabotage, and subversion in addition to its less spectacular areas involved in internal security.

On the other hand, our paramount task on the Atomic Energy Commission is to strengthen national *external* security through the development and production of weapons. In this we have been successful due to the vigorous cooperation of American science, engineering, and business. But we could not have succeeded to such extent without a very great reliance upon the FBI. Our basic statute stipulates that we shall certify those specific positions which are of a high degree of importance or sensitivity and that, upon such certification, the investigation and reports required shall be made by the Federal Bureau of Investigation. But the FBI-AEC relationship goes substantially beyond that. The AEC is a sensitive agency—and by “sensitive” I do not mean that our feelings are easily hurt. Indeed, we have developed some callouses and scar tissue over the years. But we are a sensitive agency because we employ, either directly or through contractors, about 160,000 people on jobs for which they must be “cleared” before they are engaged—they must be cleared because the material with which they deal is confidential, secret, and, occasionally, top secret. There are literally hundreds of thousands of classified documents which have to be consulted, handled, transmitted and constantly protected against the careless, the curious, and of course the professional spy. Here the Commission and the FBI first come together in a most effective and useful liaison.

Consider for instance that our plants are located in 22 States, and that the reservations on which they are situated cover an area of about 3,200 square miles or roughly comparable in size to the States of Delaware and Rhode Island. We could not begin to police these establishments unaided. During the war the Corps of Engineers could call freely upon the armed services for patrol and guard duties. This is no longer possible, and we have made other provisions. At Hanford in the State of Washington where we have a very large installation, our guards are deputy sheriffs of Benton County. At Oak Ridge, another great installation, they are deputy sheriffs of

Roane and Anderson Counties in Tennessee. And at our great weapons laboratory at Los Alamos, the members of the protective force are deputy sheriffs of Los Alamos County, N. Mex. There is a tie to local FBI offices near these and other AEC installations, and there is of course a very close connection here at our Washington headquarters. Many of our security people are alumni of your local law-enforcement agencies and of this Bureau. Some, indeed, are graduates of this academy, like yourselves. We are proud of them and of the work they are doing. Very seldom does that work ever make headlines. On the contrary, it prevents the kind of happenings of which undesirable headlines are made.

There is another characteristic that is common to the FBI, local law-enforcement agencies generally, and to the AEC. That is the fact that our work continues around the clock. It is a case of dedication to the job and of being on the job 24 hours a day throughout the year. For just as your agencies cannot ever shut down for the night or for the holidays, so with some of our plants. They can never close. Devoted personnel, scientists, and engineers parallel your own vigils in providing a continuous watch on that sector of the national security to which we are assigned.

Also, we have come closer together with you in some of the technical aspects of your work and have been able to contribute scientific techniques to make your tasks more productive. Of course, in public remarks I cannot do more than note the fact, but you are familiar, I am sure, with some of the matters to which I refer, having had them described to you during your courses. Some radioactive isotopes and the subatomic particles which even a few years ago were not known to science are now in use to make the work of the Bureau even more successful.

The growth of the scientific method in crime detection is one of the achievements which characterizes this period, and the FBI is certainly the leader in the application of scientific advances to the detection and solution of infractions of the law and breaches of the national security. An extremely ingenious group of minds in the Bureau is constantly alert to new discoveries and rapidly adapts sometimes the most unlikely developments to the useful purposes of the Bureau. Criminology has come a long way since the days of Sherlock Holmes and his magnifying glass. But crime and subversion have also been able to make use of science.

The enemy can also use the techniques developed in the laboratory, and we must be sure never to underestimate him. Threats to our way of life and to our freedoms, though they originate externally, are conveniently implemented within our country.

This vulnerability to attack within our own boundaries is a part of the price that we pay for real liberty and for the luxury of living behind no curtains of iron or bamboo or whatever. It is a desirable state to maintain and we must maintain it. But, of course, it greatly complicates and increases the task of protecting internal security to which you gentlemen are dedicated. Because subversion, sabotage and espionage are the age-old but now highly modernized tools of cold warfare, you cannot escape being affected by the changes in external security.

*(Continued on page 11)*





## FEATURE ARTICLE

Realizing there had been a considerable increase in the number of bank robberies and other major crimes committed in and around central Ohio, our department felt there was a definite need for a prearranged alarm plan which could be placed in effect automatically at the inception of the crime. Such a plan would insure a minimum loss of time and maximum efficiency from our available manpower. Under the direction of George W. Scholer, chief of police in Columbus, I organized the following plan which was put into effect as police procedure in March, 1954.

### **Objective**

We realized that it would be physically impossible to block all entrances and exits in a city the size of Columbus. Therefore, this plan, in the strict sense of the term, is not a road blockade but rather a procedure which will immediately station available members at certain posts around a designated area where they will act as police observers and reporters. The radio dispatcher, being in constant touch with these officers, can quickly shift these men from one point to another in the area as needed.

In the past, we have been hampered with an immediate assembly of officers at the crime scene, with little or no organization. On many occasions some of these officers undoubtedly passed the criminal as he left the scene. By the time these officers were given definite assignments and dispersed, we had lost 15 or 20 minutes of valuable time in the most critical period of the investigation.

### **City Districts**

The city of Columbus is divided into seven districts in such a manner that we can take advantage of all natural or manmade barriers such as rivers, railroads, intersections, etc., in each district. This plan is intended to protect the banks and various business places most likely to be assaulted in each

## **Organization and Details of a Bank Holdup Alarm Plan**

by LT. WADE H. KNIGHT, *Commanding Homicide, Robbery, and Auto Theft Division, Detective Bureau, Columbus, Ohio, Police Department*

district. Each separate district covers approximately 6 to 8 square miles.

### **District Plans**

The master plan covering the entire city is designated as plan A. A specific plan of operation was devised for each of the seven districts, each plan being designated by a letter of the alphabet, as follows: Plan B, C, D, E, F, G, and H. Patrol cars are assigned to designated posts around the perimeter of each district, and they immediately take their posts when the alarm signal is broadcast. These posts are spaced about  $1\frac{1}{2}$  miles apart. For these details, we assign cars which are available 24 hours a day.



*Author taking a recording of test problem on holdup plan.*



## Crime Report

One patrol car containing two officers is assigned to go directly to the scene of the crime where the officers will quickly obtain vital information concerning the crime, such as: descriptions of suspects, type of vehicle used (if any), license number, direction of escape, etc. They transmit this information to police headquarters and all patrol cars without delay. These two officers will also protect the crime scene until special investigators arrive and will, if needed, assist the special investigators before being released for other police duty. The officer in charge at the scene immediately relays all vital information to the radio dispatcher, who will in turn put this information out to police cars and civilian vehicles located at posts on the alarm which is in effect. Immediate notification of the FBI, which has Federal jurisdiction in bank robbery cases, is a part of this plan and all investigation in these cases is closely coordinated with the investigation conducted by the FBI.

Upon the receipt of information that a holdup has been committed, the radio dispatcher immediately alerts all cars and puts into effect the specific plan needed by saying, "ATTENTION ALL CARS, HOLD-UP ALARM PLAN G IN EFFECT." After the alarm is in operation, the radio dispatcher also assigns

other patrol car units to cruise and observe within and around the district area. These units can be sent to any post on the district perimeter or within the district where the radio dispatcher feels they are needed. They consist of all cars left available, such as traffic units, vice squad and detective squad units, which do not have more important duties to perform at the time. The radio dispatcher is in complete control of all police cars during the alarm period, and the success of the plan depends almost entirely on his use of good judgment.

### Maps

At the time this alarm plan was adopted, two sets of 30- by 30-inch maps were made. Each set consists of one detailed map of each of the seven districts of the city and one map of the entire city to be used in connection with the master plan. These map sets are available for use in the radio dispatcher's office and in the detective bureau. They show the locations of the banks in each area and the spots where our patrol cars will post themselves.

### Duty of Patrol Units

All patrol units having predetermined assignments according to plan have been schooled in the operation of this system, and each unit has been given a booklet containing the assignments on all district plans and also the procedure to be used on the master plan, which covers the entire city. They will automatically hasten to their posts when notified by the radio dispatcher that a plan on which they have an assignment has been put into effect. Every officer has the responsibility of performing a specific job. The patrol car units have been instructed not to leave their posts after an alarm has been broadcast, unless ordered to do so by the radio dispatcher. In case a police officer takes up the pursuit of a suspect's car, he immediately notifies the radio dispatcher who will then put an alternate car on the assignment. However, all cars except those ordered to participate in the chase will remain on their posts until properly relieved.

### The Master Plan

A master plan has also been prepared which will immediately be put into operation in the event of a bank holdup alarm, or other crime serious enough



Chief of Police George W. Scholer.



to warrant such action, occurring in the downtown area. This plan blocks off the entire city of Columbus as efficiently as is possible with existing manpower and equipment.

### **Civilian Assistance**

One of the outstanding features of this plan is the use of certain civilian groups to act as observers and reporters. Realizing that we have many radio-equipped civilian cars in Columbus, such as taxicabs, transit company, and Ohio Fuel Gas Co. cars, we had meetings with the officials of these companies to discuss the possibility of their cars acting as observers in the event of an alarm and then relaying information to our radio dispatcher. We received splendid cooperation from these company officials and as a result, we now have direct lines of communication, by telephone, between our police radio dispatcher and the radio dispatchers of all major taxicab companies in the city. When a bank alarm is broadcast, these cab companies are alerted at the same time. They are given the same descriptive information concerning the crime as is given to our patrol units.

It is thoroughly understood that these civilian employees are not to risk their lives or the property of their companies while extending this assistance, but are only to relay to us any information which might be of value in our investigation. Thus, through the cooperation of these companies, we have gained approximately 225 additional radio-equipped vehicles to assist us in our investigations.

In the event one of these civilian drivers reports information to our dispatcher which should be investigated, our patrol units are so placed that we can get a police car to any point in the district within 30 to 60 seconds. Furnished to the taxicab companies for the use of their dispatchers is a pad of forms with spaces for name and descrip-

tion of suspects, method and direction of travel, license number and description of vehicle, location of crime, etc. Their dispatchers have been instructed to fill in the information on these forms when they are alerted on an alarm, so that they will have a definite authority to refer to should a question arise.

### **Mutual Aid**

Meetings were held for the purpose of discussing this plan with the police authorities from all cities and villages adjacent to Columbus or in close proximity. Also included in these discussions were the Franklin County sheriff's office and the Ohio State Highway Patrol. An agreement was reached whereby the police patrol units of neighboring cities and villages will be used and assigned to posts in the various plans, and the alarms will be put into effect and used on robberies and crimes not only in Columbus but in all surrounding communities. In case a bank robbery should occur within the city or village limits of a surrounding community, we also offer to assist any of them, upon request, by assigning special investigators from our department to work along with their officers.

Since our alarm plan has been put into operation, the Franklin County sheriff's office has also set up a holdup alarm system in order to protect the banks in the county. This plan has been closely coordinated with our plan in Columbus and both plans will work together in close conjunction. This extends our protection to the county limits. The Ohio State Highway Patrol has agreed to use roadblock procedures upon receipt of information describing the suspect, his car and possible route of escape. This fact extends our protection beyond Franklin County into surrounding counties.

#### INFORMATION BLANK ON WANTED PERSONS AND CARS

NAME	ADDRESS			
AGE	HEIGHT	WEIGHT	COLOR OF HAIR	EYES
SCARS OR MARKS		TYPE OF CLOTHES		
MAKE OF CAR		YEAR	LICENSE NUMBER	COLOR
NUMBER OF PERSONS IN CAR		ARMED	TYPE OF WEAPON	
TYPE OF CRIME		LOCATION OF CRIME		
LOCATION WHERE LAST SEEN				
DIRECTION OF TRAVEL				
TIME INFORMATION RECEIVED		DATE	DISPATCHER	

*Information blank on wanted persons and cars.*



We have used this alarm plan in Columbus on three occasions, one of which was a surprise test problem. On the other two occasions, in which actual crimes were committed, we apprehended suspects responsible for the crime within 16 minutes or less after the plan was put into operation. We are extremely pleased with the splendid cooperation received from the civilian operators of radio-equipped vehicles. On these three occasions we learned that all patrol car units can be in position on their posts within 4 or 5 minutes after an alarm is broadcast.

### **Public Information**

While the actual details of this holdup alarm system are of a confidential nature, we know that the success of our plan depends greatly upon the proper cooperation from those people who, because of their occupations, are most likely to be victimized. For this reason, a Public Information Bulletin and a form letter were prepared and mailed to all banking institutions, loan companies, finance companies, department stores, supermarkets, and public utility offices in the city of Columbus. This material contains information and instructions for their employees regarding the points we want them to look for and what procedure they should follow in the event a crime is committed in their presence.

The Public Information Bulletin contains the following advice:

1. **DO NOT RESIST.** Obey the commands of the bandit explicitly. We feel through past experience that cooperation and observation may give the suspect a false sense of security and he may do or say something which will be helpful in future identification.

2. All clerks and cashiers should make it a regular practice to observe the customers with whom they conduct their daily business. They should watch for some outstanding feature or peculiarity about the person with whom they are dealing. This will enable them to become accustomed to the different types of people and will enable them to give a reasonably accurate description in the event of an actual robbery.

3. In the event of a robbery, notify the police immediately. The telephone number is CA 1-1111. Request all witnesses who may have information to remain at the scene until officers arrive. If it is possible to do so after the bandits have left the scene of the robbery, alert all exits from the building. Try to obtain as much information as possible about the type of vehicle used for escape from the scene.

4. Always protect all objects which may have been handled by the suspect, such as desks, counter tops, chairs, cash registers or boxes, safes, etc. These objects may be

checked for latent fingerprints. Also protect footprints or any other type of evidence left at the scene.

5. It has been determined through years of experience in conducting investigations in various police departments throughout the world, that when a person commits a crime he will in the majority of cases perform the same acts, use the same types of weapons, and make the same statements during his acts of robbery. This is called method of operation or *modus operandi*. This includes not only the physical description of the suspect but also the manner in which he commits the crime.

(A) **AGE, HEIGHT, AND WEIGHT.**—Compare the suspect's height and weight with your own height and weight.

(B) **COLOR OF HAIR.**—Notice if the hair is curly or straight, worn cropped or long, on which side it is parted, if parted at all, and whether hair is thick or the subject partially bald or bald.

(C) **COLOR AND SHAPE OF EYES.**—Were the suspect's eyes small or large, squinted, set close together or far apart and can you state whether they were a definite color?

(D) **GENERAL SHAPE OF FACE.**—Whether round or full, slender and sharp featured, high cheek bones, thick or thin lips, large or small nose, etc. Do the ears protrude or are they close to the head and are they large or small?

(E) **HANDS.**—Whether large or small, rough or smooth, tattooed, and were all fingers intact? Watch for jewelry, especially unusual designs in rings.

(F) **SCARS OR MARKS.**—Watch for scars, moles, pockmarks, wrinkles, heavy eyebrows, mustache, bad or good teeth, possible gold teeth.

(G) **CLOTHING.**—Pay attention to type of clothing worn. Was it dirty, ragged, clean, neatly pressed and was it well assembled or a hodgepodge of various kinds of clothing?

(H) **VOICE.**—Did the suspect have a well modulated voice or was it loud and grating? Did he pronounce his words clearly or did he mumble? Try to remember his exact words.

(I) It will help if you try to pick out some outstanding feature or peculiarity about the suspect which will help you to remember him in the future.

(J) **WEAPON.**—What kind of weapon was used. Was it a gun, knife, club, etc? If a gun, was it finished in dark or nickel plated? In which hand did the suspect hold the weapon? How did he use it as a weapon?

(K) Any information such as make and model of car, license number, identification marks on money or property, should be written down as



soon as possible so that an accurate record will be available.

This alarm plan is flexible. District maps and plans will be revised from time to time upon the annexation of new areas to the city, construction of new bridges, highways, etc. All law enforcement agencies included in this plan will then be notified of any changes and will be instructed to make the necessary alterations in their files.

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## FBI NATIONAL ACADEMY

(Continued from page 6)

Having mentioned the cold war, I ought to say that I am not one of those who believe that it must inevitably become hot, or that if, God forbid, it should, it will necessarily convert our world into a radioactive cinder—or however the lurid descriptions read. And while the absolute means for avoiding it are obscure to me—else I should be shouting them from the housetops—I believe that solutions are possible. For one thing, my faith teaches me that. I do not believe that the Creator permitted man to evolve to this point only to use science to destroy, at one breath, all of his achievements, the monuments of his culture, his accumulated wealth of the ages—indeed all the evidence of God's love and grace. I have great hopes that in the President's plan which he proposed to the General Assembly of the United Nations last December, a plan so long delayed and distorted by the Soviets, that a solution may be found or what will lead to one.

As recently as Monday of this week, the United States made an offer to the United Nations that firmly demonstrated the reality of the President's "atoms for peace" program. The 100 kilograms of fissionable material which the AEC has earmarked for this purpose will permit the eventual construction of numbers of research and medical reactors throughout the world. This contribution to the benign uses of atomic energy is a rebuttal with deeds rather than words to the Soviet charge that our offer of atomic cooperation was not specific or even honest. And our gesture was also an example which quickly enlisted a following, for on the day after our announcement, the United Kingdom made a similar offer of 20 kilograms of fissionable material.

But we began by taking action without knowing if we would have supporters. It is inaction and indifference which invite disaster in a world of conflicting interests and of governments intent on world conquest. There is no inconsistency in being hopeful that the worst may never happen and, at the same time, being sufficiently apprehensive of calamity to dedicate ourselves to a course of the strictest prudence. "Heaven helps those who help themselves."

To be secure, we must be strong. To be strong, we must be alert to our dangers, and so armed that our possible enemies will respect our capacity for certain and terrible retaliation, and that they will fear our ability to discover and frustrate their designs. You are all

of you dedicated to one or another aspect of that all-important task of preventing a catastrophe to freedom. As you return to your homes, I wish you well. All Americans wish you well, for no American is a bystander any longer. Your success is vital to the security of all of us and to the safety of everything that we hold dear.

## Surveillance by Television

An inquiry was recently made of the FBI by a police officer wanting information on a small television unit which could be installed in stores, banks, etc., to provide surveillance of the interior for police use.

Information available at this time indicates that a number of electronics manufacturing firms build "closed circuit" or "industrial" television sets which may be appropriate for use where constant surveillance is desired. These units consist of a relatively small TV camera which can be connected to a television receiving set or monitoring set located as much as a thousand feet or more away from the camera. The complete circuit generally costs several thousand dollars per set, with some variation for the quantity and quality of equipment ordered.

Particular attention should be paid to the relative clarity or image definition obtainable with this type of equipment to make sure that it is adequate for the purpose desired. Most units of this type require rather good lighting in order for the camera to pick up and transmit a clear picture. How well they would work in buildings having normal to subnormal levels of illumination might be determined through specific inquiry made of the manufacturers.

Three examples of how television has been used in law enforcement appear at the end of page 3 and the beginning of page 4 of the *FBI Law Enforcement Bulletin* for September 1954.

It is also reported that West Virginia is using television on a new mountain highway opened late last year. Four television cameras are installed in a half-mile tunnel. A car having trouble in the tunnel can be seen immediately and a tow truck will be dispatched to assist it.

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**INK WRITING** which has been obliterated with a covering material or bleached may be made visible by photographing with infrared or ultraviolet light. It may also be restored by chemical treatment.





# POLICE TRAINING

Ten years ago, Lubbock, Tex., was a largely agricultural city of less than 50,000 people and was growing moderately. Today, Lubbock boasts a population of 112,000 people, having doubled its population in the past 5 years.

Increased business activity and the influx of new residents from throughout the United States made law enforcement a difficult problem, and Lubbock's city government and citizenry demanded an improved and more effective brand of law enforcement.

Public-spirited citizens organized the Lubbock Citizens' Traffic Commission and did their work well. In 1953 the traffic commission was given first-place award by the National Safety Council for being the most outstanding organization of its type in Lubbock's population group. The citizens' traffic commission was helpful to law enforcement by creating a public awareness of police problems and solidifying public opinion in its desire for good enforcement in various phases of police work.

We saw that it was necessary to improve the administrative and supervisory ability of officers in the ranking positions, and to improve the functioning of each man in the department, regardless of his rank and duties. It was decided that the police training program heretofore used was not adequate, and one was designed with the following broad aims:

1. To improve professional ability and conduct of all members of the department.
2. To increase employee morale and to give officers the ambition to get ahead with the realization that promotions in a fast-growing department are rapid for qualified men.

The fact that all ranking officers of this department began as "rookies" at the bottom of the ladder did much for morale. After studying various training plans, a system making the most of every available facility, with full consideration of costs involved, was set up, improved, and enlarged as facilities and finances permitted.

Until a few years ago, the department had conducted occasional in-service schools staffed by

## ***Police Training Programs for an Expanding City***

by HAROLD F. MCINROE, *Chief of Police,  
Lubbock, Tex.*

Federal Bureau of Investigation and Texas Department of Public Safety instructors. The number and frequency of such schools were increased and the subject matter broadened through cooperation of these two organizations. These schools were conducted on the men's off-duty time with instructors supplied by the FBI, DPS, and local business and professional men. There was no training expense to the city.

### ***The City Foots the Bill***

From a relatively modest program we have now progressed to a point where the Lubbock department has a training program which has fully proved to be worth the expenses authorized by our city manager, Steve Matthews, and our city commission. Actually a substantial amount of money has been spent, although the total amount paid out has not equalled the cost of one additional patrolman for a like period of time.

At present the full time of a sergeant is being utilized in training recruits and departmental personnel. He is under the direct supervision of Deputy Chief Leonard D. Blakney, head of the service division, and a graduate of the FBI National Academy and the course in traffic administration at Northwestern University Traffic Institute, Evanston, Ill.

As a direct result of our preliminary planning, this department boasts three graduates of the FBI National Academy (a fourth member of this department has been nominated to attend the spring session); 6 graduates of the Southern Police Institute, University of Louisville, Ky.; 3 graduates of the traffic administration short course at Northwestern University; and 8 graduates of the Texas A & M police school, Bryan, Tex. In addition, almost all detectives and most supervisory officers are graduates of DPS schools in traffic and criminal investigation at Camp Mabry, Austin, Tex. Also, two juvenile officers of this department have attended youth training council sessions at Camp Waldemar, Hunt, Tex.

As a part of the program it was decided at the inception that the bulk of the money authorized



would be used in enabling officers to attend specialized schools offered by the FBI and other outside police training facilities.

The author, who was first employed as a patrolman in 1941, has completed the 12-week course at the Southern Police Institute, and a 3-week course at Northwestern University. The three graduates of the FBI National Academy, Leonard W. Forrester, J. T. Alley, Jr., and Leonard D. Blakney, are deputy chiefs of police and head the detective division, patrol division, and service division, respectively. Lewis Kittrell, a graduate of a short course at the Northwestern University, is deputy chief in charge of the traffic division.

### ***Types of Schools***

At the present time schools of the types described below are conducted locally. Recruit training schools are afforded new employees and cover such subjects as:

- Departmental rules, regulations, and policy
- Duties of the police officer
- Public relations and courtesy
- Laws of arrest
- Evidence, searches, and seizures
- Techniques of arrest
- Firearms.

It is realized that the recruit training school which involves 96 hours of indoctrination-type training is a shorter school than that advocated by some police authorities, but we have found that we obtain excellent results under our system. It permits new men to secure practical experience and realize the value of further training before attending an inservice school.

Inservice schools usually give the men 40 hours of instruction and are held at least annually. They review the same subjects given in recruit schools, with special emphasis on more advanced subjects such as the following:

- Accident investigation
- Interviews
- Care and preparation of evidence
- Testifying in court.

Advanced schools for supervisory and investigative personnel are held annually with a review of many subjects and strong emphasis on the following:

- Protection of crime scene
- Search and seizures
- Care, preservation, and identification of evidence
- Scientific aids



***Chief Harold F. McInroe***

- Interviews and confessions
- Note taking
- Case preparation and report writing
- Testifying in court

Schools of the three types described are all conducted in a general assembly room used for shift briefing sessions and located in the police headquarters building.

The FBI and the Texas Department of Public Safety have been generous in supplying qualified instructors. Use has also been made of local professional and businessmen as well as departmental personnel who have qualified at the FBI National Academy and other police schools.

### ***Firearms Training***

The increased training in firearms was possible only after an adequate pistol range was secured. Since the flat terrain around Lubbock reduces the number of suitable places, the best available spot was determined to be a pit located on city property, a short distance from town. With the cooperation of other city departments the range was made usable at no expense other than a minimum amount of city labor.

As yet no efforts or expenditures have been made to beautify the pistol range or to make it an attractive location of the recreational type but it is adequate for its basic purpose which is to familiarize the officer with the use of firearms. Hoped-for



improvements, as money is available, will be of the practical type. It is planned that the range will be suitable for the FBI practical pistol course in the near future.

City Manager Steve Matthews and Director of Public Safety Lynn Andrews have been enthusiastic in their endorsement of more than adequate training. With their active participation during 1954, all members of the police department with the rank of sergeant or above attended a full course in municipal police administration with material furnished by the International Association of City Managers. FBI personnel and local professional men, including city officials, participated in conducting these sessions.

Ranking officials of the police department have also attended courses in municipal administration sponsored by the International Association of City Managers conducted at Texas Technological College, located in Lubbock.

Through 1954, it was necessary that all local schools, except the basic recruit schools, be conducted on the officers' free time. It was recognized, however, that such training should be given on

official time during working hours and with the increase in number of men employed it has been found possible to train groups while others carried on the duties and functions of each division. For instance, it has been found practical and profitable to give one-quarter of the detective and supervisory personnel 24 hours advanced training in 3 days, thus reaching all such men in a 2-week period. A similar schedule enables patrolmen to receive 40 hours in-service training by dividing all patrolmen into 5 groups and operating the school for 5 weeks. Sufficient men are available for weekend duty on the various shifts, and the reduction in shift personnel occurs only on weekdays when the workload is lighter.

### *Worth the Cost*

Training has proved valuable to our department. It is a positive fact that a better job is being performed by each man and that a real increase in efficiency has resulted even though, by many standards, our number of patrolmen is less than is desirable for a city of the size of Lubbock.



*A police school class*



Employee morale among men working a 48-hour week is always a problem, but morale in the Lubbock Police Department has shown notable improvement, as has efficiency. Men are fully aware that efficiency brought about by the application of information received in training will result in promotions and commendations.

As proof of increased efficiency, due largely to training, it is pointed out that the Lubbock Police Department has received commendations in maintaining traffic safety in spite of our great increase in traffic and the problems associated with it.

As further proof it has been noted that during the first 9 months of 1953 a total of 1,091 felony offenses were reported to the department. During the first 9 months of 1954 a total of 746 such offenses were reported, even though the city continued to grow in population.

No police official can minimize the value of improved relations and contacts with the city officials and with the public and the press. It is believed that our improvement along these lines is largely due to the fact that our men are better trained in police functions with full emphasis on efficiency and courtesy. City commissioners, the city manager and the editors look with favor on the department when they receive complimentary comments from the public.

A prominent local editor has commented that he can gage the efficiency of the department by the fact that citizens with complaints formerly "made a path across my carpet" whereas he has seldom received such visits in recent years.

It has been noted and commented on that acquaintance and relations with other law enforcement agencies, both locally and in other cities, have improved. This is partly due to our training programs and the acquaintance developed by our men who attended schools with officers from other departments. Heads of neighboring departments are encouraged to send men to our schools and to take advantage of our program.

We will endeavor to continue to improve and we believe that we will be able to cope with all future problems connected with policing the third fastest-growing city in the United States.

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#### **CORRECTION**

The index notation on the cover of the January 1955, issue is a printing error. The 1954 index appears in the December 1954 issue.

**FEBRUARY 1955**

## **A Police Academy and Recreation Center**

Shortly after his appointment on September 1, 1953, to the position of chief of police in Hobbs, N. Mex., Earl D. Westfall learned that the city was the owner and proprietor of the abandoned Hobbs Air Force Base. Through the cooperation of the city council and the city manager, Chief Westfall obtained permission to pick out a site at this base for a Police Academy Building.

Choosing a site in the southern portion of the base which included a swimming pool and tennis court, Chief Westfall had a building moved in for the academy's use and work was started on the pistol range. On November 30, 1953, the first class in the Hobbs Police Academy started with instructors furnished by the Albuquerque Office of the FBI.

At the beginning of the first class, the Hobbs Police Academy's facilities included a classroom, bunk room and a dining room. A practical pistol course range with three lanes has since been fashioned out of the flat terrain near the swimming pool. A large traveling trophy, donated by a local trucking company, will go to the officer shooting the highest score on the practical pistol course for 3 years in a row. Various civil organizations have made cash donations to the Police Academy which will assist in the purchase of furniture and dining room equipment. An archery range and handball court will be added to the academy's facilities in the near future.

Chief Westfall advised that the academy will be used regularly for special classes and as a place for the officers and their wives to use the year around for their recreation and relaxation.

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### **The Story of the FBI**

A revised edition of *The Story of The FBI* now available at bookstands brings up to date the 1947 edition of this official picture history of the FBI. The many subjects covered in this 286-page volume include selection and training of personnel, crime detection through laboratory science, famous FBI cases and the role of the FBI during and after World War II. The book was produced by the editors of Look Magazine, with FBI cooperation, and published by E. P. Dutton & Co., Inc. It retails at \$3.95 per copy.



## COMMUNICATIONS AND RECORDS

The heartbeat of the department! That is the phrase which most aptly describes the record bureau of any police department, regardless of the population of the community it represents or the size of the organization. In a police department the pulse of the organization is determined by how effectively the record bureau functions. A poorly organized record bureau is prejudicial to the efficiency and effectiveness of the entire police department. If it is not possible to quickly and accurately refer to any previous activity of the personnel of the department, the taxpayer is not getting his money's worth. If any police administrator is holding himself in false belief that he



**Robert O. Flood.**

## Record Bureaus for Medium-Sized Police Departments

by **ROBERT O. FLOOD**, *Personnel Clearance Branch, Security Division, AEC, formerly Chief of Police, Lewiston, Idaho.*

may "jaw bone" his way through, it is time to revise his thinking.

On the other hand, if a police administrator is able to call for information and receive it within a few seconds or minutes, the efficiency of his department is well established. The citizen concerned is highly impressed and the department has another citizen-salesman working for it. Yet it is a known fact that throughout the country, on the average, a record bureau has been the last phase of the work to receive due attention.

### Size

The size of the record bureau must be determined by many factors. Personnel, finances and available floor space are the principal factors involved. When these three are satisfactorily worked out, all others will come into line, if other obstacles there may be. The actual need should be the primary consideration in attempting to ascertain the completeness of the record system.

Small departments of 1 to 3 personnel need not attempt to operate a record system of the same dimensions as a larger department. However, there is a definite need for accurate records, even if it is only a one-man organization. In this case the FBI forms number 130 and 131 will suffice. These 2 forms, complaint and arrest books, accurately kept up daily, will prove of inestimable value to the small police division of a village government.

The activity of the small department, though perhaps not as complex, is made even more difficult because in smaller towns the very close relationship between the town marshal or chief of police, and the citizen, often makes it embarrassing and difficult to perform his sworn duty, and further, to explain to an irate village board member why such action was taken. This is where the record bureau proves its worth. The written record of the complaint, accompanied by a careful analysis of the law, usually accomplishes the de-



sired end and satisfies even the most severe critics. Once more, the officer is able to withstand the criticism because it appears, through an orderly record system, that he "knows what he is doing."

The most difficult department in which to establish a modern and sufficient record bureau is probably that in a city of 10,000 to 25,000 population. The reason for this is that many of the citizens often do not realize that their city is no longer a village; that their law enforcement agency must expand to meet the demands of progress; that it costs money to provide the necessary implements with which to build, and that small town politics must be forgotten or ignored.

In many of the smaller cities the police department has always been the "unwanted stepchild" of the local government. Its value to the average citizen has not been fully demonstrated. The only time the average resident of the city fully recognizes the existence of this division is either when he himself is contacted because he has violated a local ordinance, or when his own rights and interests are invaded or jeopardized and he then appeals to the police for protection.

The foregoing obstacles can only be overcome through a well laid out plan of salesmanship. This is accomplished by way of public relations. The type and manner of such a program must be devised to fit the occasion and the need in the community. No set pattern will fit all cases, except that the byword of all the officers should be courtesy, the one "tool" that never wears out, but does, in fact, improve with usage.

### ***Accuracy Comes First***

Of course, no record is of any value unless it is accurate. Accuracy must be maintained to a minute detail in all files in order to realize the maximum effectiveness and value. This rule is applicable to all record systems, regardless of magnitude. Without observance of this one simple rule the entire cause and purpose are lost and the money spent is wasted.

We should all remember that the executive branch and council of any city is primarily concerned with the value returned for budgetary expenditures.

We have already considered the needs in a very small department, therefore we will not dwell further on the village police agency, except as herein-after noted. Neither will we attempt to discuss

the necessary files in the metropolitan area departments. Let us here be concerned with the departments of small cities of 10,000 to 25,000 population.

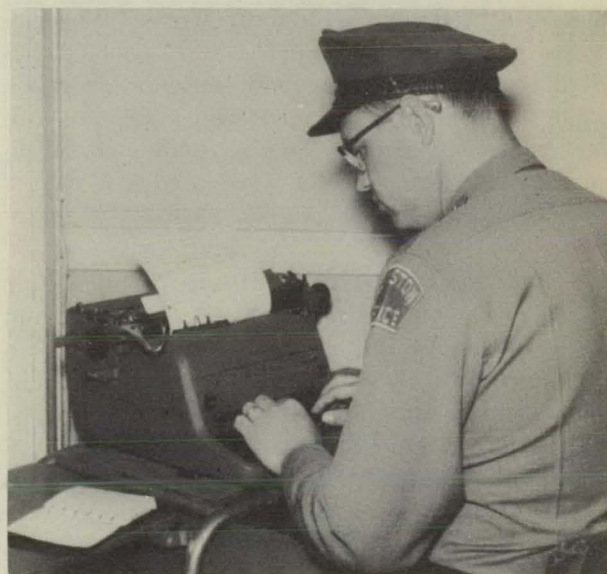
What records, first of all, may be classed as absolutely imperative? This should be the primary consideration.

Time has proven the necessity of a complete arrest record. No administrator can properly justify his position without a full and complete record of persons arrested by his department. This file should contain all descriptive data of each individual person taken into custody, along with a complete history of the case, or offense for which the arrest was made.

### ***The Case File***

This brings us to focus our attention on the case files, or complaint file, as it is sometimes referred to. Without an accurate case file we would have no explanation of what we are doing or why. The case file should be the fastest growing file in the bureau if it is complete. It should always, in each case, contain every known fact of the case, as well as supplementary or progress reports on any investigation conducted by all personnel of the department. Even the small, seemingly insignificant details should be recorded. We are here reminded of the adage that "even the shortest pencil is worth more than the longest memory."

No officer, regardless of years of service, is able to forever retain in memory all the details of



***Patrolman Duane Grogg transcribes his notes to the offense report.***



every case he works on. Often a case is not heard in court for many months, or even years, and without a properly kept note and record system the officer is useless to the prosecution when the case is presented to a jury. But if the arresting officer has written an arrest report on each and every arrest he has made, as the rule should be, he will be able to refer to the records to refresh his memory.

A cross-reference file must be kept on all reports for two principal reasons. When such a file, on 3 by 5 cards, is maintained accurately no case is lost by being misplaced and quick search is made possible efficiently and with a minimum of lost time realized.

The arrest report should be accompanied by a case report relating full details of the case at hand.

### ***Miscellaneous Reports***

One of the common errors prevailing in many departments is the misconception of the value of miscellaneous reports. These reports, sometimes referred to as "call sheets" or miscellaneous complaint reports, are of those untold number of public services performed by police personnel which are not sensational or colorful and therefore never receive news coverage. Without this coverage the general public cannot be aware of those many services which are a regular part of the activity of their policemen.

Such complaints and reports as family arguments, injured animals, funeral escorts, traffic control at specific times and places and various duties of public assistance which the officers are called upon to perform are recorded on the miscellaneous report forms. This particular classification will probably be the most used and one of the most valuable if complete records are maintained.

Another record which will prove invaluable to the alert police administrator is the "lost and stolen" file. Again, with the use of this file much time and effort are conserved because in it should be recorded a complete description, with value, of all items reported lost or stolen within the jurisdiction of the agency. Time is saved when it becomes necessary to determine whether a certain item is listed as either lost or stolen. Secondly, the administrator, through use of this file, is able to show conclusively that his department is accomplishing something of a monetary nature to

the benefit of the citizens of the community. A compilation of the value of all property lost or stolen, compared with the value of that recovered, will enhance the overall value of the department to the community. This figure, added to the total of all monies received by the general fund of the local government in the way of fines and forfeitures from the police court, will be an actual showing of dollar and cent cost of police protection on a per capita basis.

While we should never place the business of law enforcement strictly on a dollar basis, we still must keep in mind that government is a business and policing is an integral part of government. Too, as stated previously, the administrative body of the city is primarily concerned with the value received for each dollar budgeted for operation. It will therefore behoove the department head to have sufficient facts and figures to justify his budget requests. Otherwise he will surely still be only the unwanted stepchild when the final budget for the fiscal year is granted.

The foregoing remarks have not dealt with some of the other basic files required to maintain a comprehensive record bureau.

### ***Miscellaneous Card File***

The cross-reference file system must be maintained in all instances, regardless of what files are kept up to date. The largest of the cross-reference files will be the one known as the "miscellaneous card file." In this particular file there should be a card bearing the names of every single person who officially is known to the department, either as a complainant, witness or otherwise. Each card should be made in a systematic manner for quick filing and should bear such brief information as type of offense, case number, and date. Other information would only encumber the individual card and slow the process of filing. This, of course, is not true of the master card for each case. This one index card should bear the names of all persons connected with each case in order that persons may be quickly and positively identified, making sure there is no mistake or confusion of witnesses.

### ***Criminal File***

The criminal file should be maintained in all departments, regardless of what other files are em-



ployed. Here we suggest that the recommendations of the Uniform Crime Reports Handbook be followed, at least in a modified form. It may be suggested that a master criminal card be maintained on every individual arrested, with exception of parking offenses. Each successive offense may be entered on this one card, affording an immediate review of the subject's previous record locally. This information may readily be supplied to the administrator, detective division or the police court, if desired. In the latter instance this is the only system that will make it possible for the court to employ a "progressive penalty" program.

In relation to the arrest file we recommend the use of a crime classification file. As in many of the instances, a plain 3 by 5 card may be used. Each crime reported may be recorded according to the type of offense and cross-indexed against those individuals known to commit such offenses. This file will prove highly useful when attempting to make identification of an unknown subject in the investigation of any crime.

Little need be said in support of a properly kept fingerprint file. Its value and purpose are realized, we believe, by all police administrators. We do believe, however, that a "mug" or photo file, kept in relation to the fingerprint file, is of utmost importance from an identification standpoint. In this instance we believe every person lodged in jail should be printed and pictured, without exception, unless the State law specifically prohibits it. (Refer to *Kelly v. U. S.*, as recorded in 55 Federal 2d 67.)

We believe it should be mentioned here that the most highly recommended forms to be used for recording offenses and investigation progress are the more or less standard forms for this purpose, the offense report and supplementary report as illustrated in the Manual of Police Records published by the FBI. In using these forms the investigator should keep in mind that only the absolute facts of the crime should be recorded on the original, or offense report. The officer should be able to testify, without qualification, to everything written in this report. The supplementary or progress report should be a complete recording of the entire investigation, including action taken by the officers, suppositions and opinions of officers and witnesses and requests for followup work. One thing, however, should never be overlooked, and that is that care should be taken that there is no misunderstanding caused by confusing



*Lt. Earle King searches the cross-reference file.*

facts with mere opinions. Such a mistake might easily cause severe embarrassment, if not tragic results.

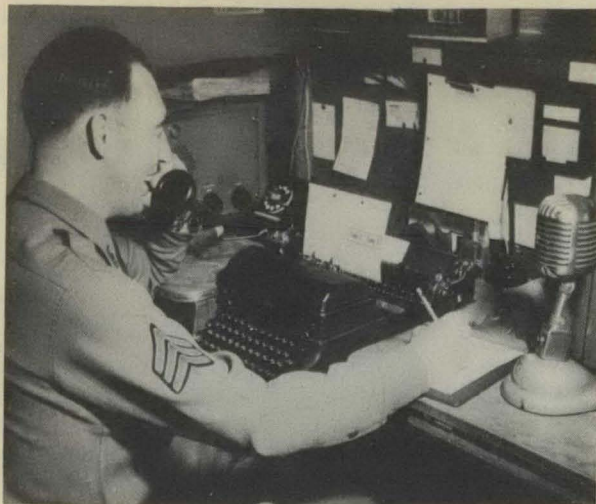
### ***Property Receipts***

Another item that must not be minimized is the importance of receipts. This is for the protection of the officers from severe public criticism and possible lawsuit. Every item of property, whether as evidence or as personal property of a prisoner, absolutely must be recorded on an appropriate form and strictly accounted for. The reasons for this are obvious. Several times the writer has been vindicated of miscarriage of duties because a proper receipt was in the files. Too much importance cannot be attached to this phase of record keeping.

If, as in many small departments, it is part of the procedure for personnel to act as clerk of the police court, and as such to accept deposit of cash bonds or fines as assessed by the court, great care should be exercised in the handling and receipting of such monies. A continuous receipt system, written in triplicate, should be used in order that exact accounting may be made. We cannot be too careful in the handling of public funds.

The effectiveness and value of even the most simple or the most intricately developed record system is lost if a summary of activities is not made current on a daily basis. Again it is here recommended that the uniform crime reporting records be used. We have found it expedient to modify returns B and C for this purpose in such a manner as to provide proper local recording fa-





*Sgt. Edwin Pierson recording a complaint on the "call sheet."*

cilities, but without deleting anything or reducing the effectiveness of the two well-established recognized forms. In explanation, we have added subsections to these forms under most of the established headings or classifications.

As an example, under classification No. 23 (road and driving laws) we have added enough subsections to provide for a study record of each of the different types of such traffic violations such as speeding, reckless driving, stop sign violations, etc.

These last report forms are compiled by the record bureau personnel daily and from this daily form a monthly tabulation is made. The police administrator is able to analyze his department's activities at any chosen time merely by reviewing these two latter modified forms.

In any city police department a great deal of the activities of the agency is centered around traffic control. In this field the position of the police is threefold; that is, observing, at least in an advisory capacity, insofar as engineering is concerned, conducting a continuous educational program with the general public through advice and public relations and finally the application of enforcement methods. In the latter instance an accurate investigation of all accidents is of primary concern. This can be most easily done by the use of a recognized standard report form such as that provided by the National Safety Council.

Of course, it would be a useless waste of money and effort to record accidents unless a quick search reference system was maintained. Here again we find use of the cross-reference indices, filing the

cards under the vehicle drivers' names. The miscellaneous file is thus tied to the accident location file.

This latter file is merely a complete guide card system indicating every intersection within the jurisdiction of the investigation agency. The accident reports are therein filed chronologically under the proper breakdown guide card.

It is surprising how soon the accident location file becomes a visual barometer of accident frequency and hazards.

### ***A Cross Index***

One very important consideration in establishing and operating a record bureau, regardless of how many different files are maintained, is that each file should be cross indexed in such a manner that no single file is left unattached from the balance of the records. It is a "must" that every file be interconnected with the other files, otherwise the effectiveness of the system is decreased.

As an example of the foregoing let us consider the recommended records for the smallest departments, i. e., forms 130 and 131 of the Uniform Crime Reporting Handbook. To make these two forms most useful the village police chief should maintain, in addition to the two forms which will be furnished by the FBI upon request, three 3 by 5 files. No. 1 should be an index of names of complaints filed alphabetically; No. 2 should be filed under the names of the defendants; and No. 3 should be a crime classification file indexed under the type of crime or complaint. In each of the three index files the information on the index cards should be nearly identical, except the order in which it is recorded on the individual card, depending upon which of the three files the card will be entered into.

This same plan on a larger scale should be observed in the maintenance and operation of any record bureau.

### ***Other Files***

A few other very useful files which are maintained in most progressive departments of communities of 10,000 population or more are the local stolen car file, the National Automobile Theft Bureau file, and a wanted and missing persons file. These are all efficiently kept by use of the 3 by 5 card and each one is tied to the master indices file by

*(Continued on page 27)*



# CRIME PREVENTION

Policemen are a boy's best friends as 800 Alexandria, Va., boys discovered last summer during their 2 weeks' vacation at Camp Charles H. Grimm, the Alexandria Police Boys' Camp located at Kilmarnock, Va., on Indian Creek near the Chesapeake Bay and 138 miles from home.

The idea for a police boys' camp was first conceived in 1946 by the Alexandria Police Association after an address by Lt. Henry Grimm who is in charge of juvenile work for the police department. At that time the police association endorsed his plan, appropriated \$2,000, selected a board of directors and authorized them to borrow \$10,000 more to purchase a site for such a camp. The directors got busy at once, borrowed the money and selected the site below Kilmarnock, Va., where the camp is now located. It is, and was at that time, a wonderful and fertile piece of land but there was much work to be done to make it into a camp such as we had in mind.

## ***Farm and Mortgage***

Within a few months the site was purchased, consisting of a farmhouse, a barn, small outbuildings and 97 acres of land, mortgaged in the amount of \$10,500, this mortgage to be repaid in 11 years. In June of 1946 a campaign was started by the Alexandria Police Association to raise \$35,000 for the overall construction of the camp and for other operational costs. Also at this time the camp was opened for operation. The 9-room farmhouse, having been redecorated by volunteer policemen on their off-duty time, was used to house the campers the first summer. During late summer of 1946 the building of cabins and bath facilities was begun. During the first year of operation the camp provided vacations away from the city for 125 boys.

On June 20, 1947, the camp was incorporated under the name of Alexandria Police Boys' Camp, Inc. After a meeting of members of the police association and representatives of various civic organizations of the city the name Camp Charles Herbert Grimm was selected. Herbert, as he was

## ***A Small Farm Makes a Model Police Boys' Camp***

by MAJ. RUSSELL A. HAWES, *Superintendent of  
Police, Alexandria, Va.*

known to his friends, was killed fighting with the Fourth Marines on Iwo Jima on D-day. He was 19 years old, a well-known athlete in his home town of Alexandria and the son of Lt. Henry Grimm, who has been most active in the building of this camp.

In 1947 five cabins and one bathhouse were ready for use when the camp opened. Building continued during that year until the end of the camping season when 14 cabins and 2 bathhouses had been completed and the camp took care of 475 boys during that summer.

From June 1948 through August the camp provided summer vacations for 608 boys and during the camping session of 1949, 675 boys were sent to Kilmarnock. By June 1950 two additional cabins and a canteen were constructed and in that year of operation 712 boys attended camp.



***Major Hawes.***



During the camping season of 1951, due to the shortage of water supplied the camp by natural wells, it became necessary to drill an artesian well at a cost of \$2,500. That year we sent 763 boys to camp.

At the opening of camp in June 1952 there were 17 cabins, 2 bathhouses with all modern improvements, a large dining hall, a theatre on the second floor of what was originally a barn, and a canteen. We had also acquired all modern farm implements. During that year we took 775 boys to our camp.

The camping sessions began on June 21st in 1954 and continued through September 5. Approximately 125 boys left Alexandria on every other Monday for a 2-week period of sun and fun. Buses owned by the Boys' Camp, which were donated several years ago by the A. B. & W. Transit Co., transported the boys to camp where they spent 2 weeks away from the confines of city life. The

camping season ended with a total of 812 boys visiting with us. Each year the number of campers increases as we improve and add to the camp itself.

### ***Public Interest***

Most of the cabins at the camp have been donated by interested civic organizations or by individuals. Each cabin has a plaque with the name of the organization or person who donated it and usually the name of some Alexandria citizen in whose memory it was erected. Other buildings at the camp include a large messhall, a recreation building, boathouse, canteen, two bathhouses with all modern improvements and a large farmhouse, which was on the site originally and has been modernized and is now used as an administration building and sleeping quarters for the camp staff.

Civic Club Day has become quite an institution



*The boys' camp.*



at the camp since first inaugurated in 1949 by the board of directors. Many parents, city officials of both Alexandria and Kilmarnock and interested citizens drive down for the day where they are the guests of the camp. A tour of the grounds and buildings and a boat ride usually start the day off and a big fried chicken dinner follows. This year it was barbecued chicken with big tables set up on the outside and it was thoroughly enjoyed by all. Crabs caught off the grassy slopes of the camp in Indian Creek are cooked and the guests end a perfect day by eating the biggest and best crabs they ever saw.

During the Civic Club Day in early August 1952, the mortgage on the camp and all other property of the corporation was paid in full. Also during that year the Alexandria Police Association sponsored and formed a boys' band consisting of 63 members. In February of 1953 this band was placed under the charter of the Boys' Camp, Inc., and put into uniform at a cost of about \$5,000. Also, a memorial in the form of a 45-by 90-foot recreation building to Police Corporal Wesley Snoots, who had devoted long years of service to the youth of our city, was constructed at the camp at a cost of \$10,500. The funds for this memorial were provided through subscription by the citizens of Alexandria. Seven hundred ninety-one campers attended our camp during 1953.

### ***Give, Not Pay***

No boy, regardless of his financial status, is permitted to pay the cost of his keep while at camp. It is explained to the parents that the overall cost determined by the board of directors for a 2-week period amounts to \$30. If any parents feel that they are able to pay they are asked to make a contribution to the general camp fund. In many instances these parents have paid far more than the amount necessary. Working in this manner has made for better relations between the children from families not able to provide and those who are.

To obtain the necessary funds for the operation of our camp the members of the Alexandria Police Department, during the month of May each year, sell to individual citizens and merchants within the city honorary memberships in the Police Boys' Camp, Inc. Approximately \$19,000 was raised during the campaign conducted in May of 1954.

The campers have many sports from which to choose their daily activities. If they like water,

there are swimming, boating, fishing, and crabbing. If they like to spend time in the woods and fields, hikes and overnight camping trips are arranged, all of which are carefully supervised. If they like competitive sports there are baseball, soccer, football, boxing, volleyball and ping pong. If they like to eat, and camp officials report they do, there are three meals a day and snacks in between to provide them with good nourishing food. If they like to farm there is ample opportunity for that as the camp has 97 acres and over 50 of that is farmland. Campfires in the evening with watermelons and story telling, also movies in the recreation hall, take care of entertainment after dinner.

No one actually lives on the campsite during the months that camp is not in operation. However, we have a farmer in the vicinity of Kilmarnock who takes care of the land and produce on a salary basis, and the money from the produce more than takes care of his salary. The main crops are corn and soy beans and there is a large amount of fresh garden vegetables grown, including cantaloupe and watermelon. All fresh vegetables used on the table during the camping sessions come from the farm. At the end of summer surplus crops are sold and the camp treasury realizes a good profit from this sale. This year the camp cleared about \$3,500 on these crops.

The camp can accommodate 125 campers at one time. There is usually 1 counselor for every 7 boys housed in each of the 17 cabins. Boys sent to camp must be between the ages of 8 and 15. We try to choose the counselors from high school and college students in the Alexandria area who are either majoring in physical education or planning to do so. The officials of the camp find that these young men have many ideas to keep the campers busy even when inclement weather sets in. On Sunday all of the boys attend the church of their faith in the nearby town of Kilmarnock, driving in by bus with their counselors in attendance.

The board of directors which operates the Police Boys' Camp is elected annually by the members of the corporation, composed of all members of the Alexandria Police Department. The present members of the board of directors are: Capt. James W. Baber, president; Sgt. William Bayliss, vice president; Pvt. Marshall Snyder, secretary; Sgt. Robert Brenner, treasurer; Cpl. Thomas McGowan, board member. Lt. Henry F. Grimm is the camp director.



## OTHER TOPICS

In November 1948, the voters of Euclid, Ohio, went to the voting booths and firmly stated on their ballots that they wanted a continued high standard of police protection by voting overwhelmingly in the affirmative for the passage of a bond issue authorizing the construction of a modern police station.

At that time, the Euclid Police Department occupied three small rooms in the basement of the city hall. The bond issue, of course, did not get on the ballot by accident. It was the fulfillment of the work and dreams of many people and organizations. Mayor Kenneth J. Sims, our city councilmen, and the Fraternal Order of Police Associates spent hundreds of hours promoting the idea of a police station which would be rated as one of the most modern in the country.

## Some Features of Our Modern Police Building

by GERALD J. SULLIVAN, *Chief of Police,*  
*Euclid, Ohio*

With the money at hand, it would have been easy to quickly construct a building adequate to house the police department personnel at that time, but forward-looking officials in our rapidly expanding industrial and residential city, which would soon need more police officers and equipment, decided to make haste slowly and plan for future expansion of the department.

After making inspections of other police stations, meeting with architects and builders, our mayor, councilmen and police officials finally decided to erect a building which would take care of the police needs of a city a great deal larger than the 1948 population of 45,000 warranted. Time has proved their decision was a wise one, as our population in 1954 was close to 60,000, and our police strength was 62 men.



*Front view of the building.*



In June of 1953, the police department moved into our finished building, which is a thing of beauty and a definite asset to our community. The citizens are so deeply proud of their police station that many of them request and participate in guided tours through the building. Visitors are immediately impressed, when approaching the building, with the large neatly kept lawn and the shrubbery surrounding the entrance. Upon entering the spacious vestibule, they cannot help noticing the gleaming floors of terrazzo. A sign over the door, just across the wide corridor, informs the visitor that he is now in the main office of the station. Here a patrolman is on duty at all times to listen to the complaints of the public, give information, procure reports, or help the public in any manner possible.

### ***A Report Showcase***

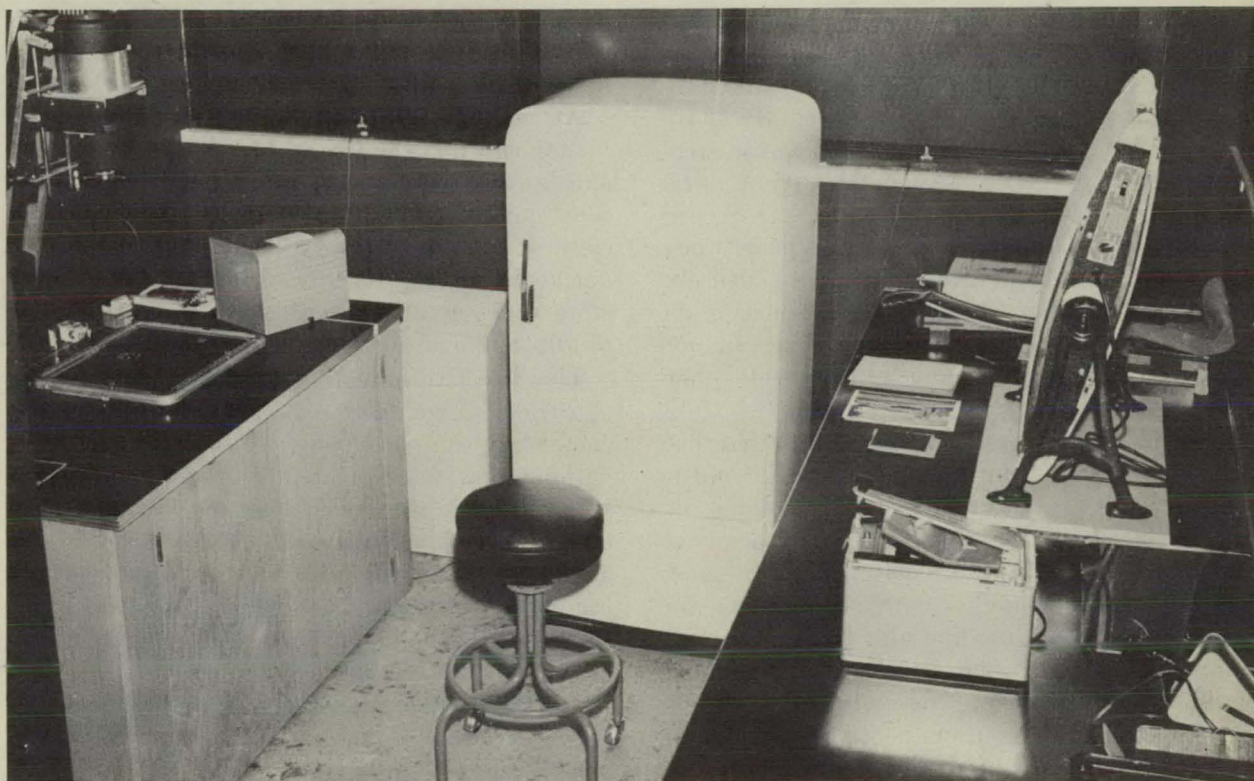
As a result of the planning and ingenuity of Capt. C. Ray Merritt, our system of displaying police reports to interested persons is perhaps the most novel and practical system in use. All reports to be viewed are placed in a 10- by 12-inch glass plate, which moves on hinges, so that both sides of the report may be examined. This makes it impossi-



***Chief Sullivan.***

ble to mark, alter, or deface a report and is especially valuable in connection with traffic accident reports. Prior to using this report "show case," the policeman at the desk had to keep one eye on the person making a copy of the report to prevent its disappearance purposely or absent-mindedly, or its possible alteration or defacement.

In close proximity to the main office, visitors can observe the record room, radio room, and



***The photo laboratory.***





*Report showcase, rear view.*



*Report showcase, front view.*

switchboard panel. These rooms are all sound-proofed with double glass panels, much on the order of a radio broadcasting station.

Capt. Ernest Peters, a graduate of the FBI National Academy, recently installed the FBI system of files and is in complete charge of the record room and its personnel. A teletype machine is in almost constant operation in the record room. Euclid, Ohio, is part of a teletype network with 10 other communities within the densely populated county of Cuyahoga. Information on crimes or other information of importance in any one city can be rapidly transmitted to all other cities of the county.

The office of the chief of police is so located that it may be entered from the main corridor and it also has an entry through a corridor from the record room for admittance of police personnel and entry from the captain's office.

The roll call room may be entered from the main corridor of the building and also from the record room. The roll call room is a large square room containing the sergeants' desk, bulletin boards, FBI wanted circulars prominently displayed on the walls, a blackboard for messages of importance or items for police instruction, and a long continu-

ous table desk along one wall which is equipped with modern typewriters for use by patrolmen, as all reports submitted by police personnel are typed by them.

At the left of the building, as one enters, the visitor will find the Euclid Municipal Court, presided over by Judge William F. Burns. The court quarters consist of a very large office for the clerk of court, the bailiff, deputy clerk and assistant deputy clerk, the private judge's chambers, a storeroom for court records, and the largest room of all, the courtroom where cases are heard.

The detective bureau occupies most of the second floor. A complete photography laboratory, a completely equipped "lie detector" room, interrogation rooms, fingerprint and mugging rooms, and a private office for our chief detective are all part of the detective bureau. Our second floor also contains a beautiful office which is intended for use of policewomen, when they are added to our force, which at present writing is expected to be in the very near future.

The second floor, over the municipal court quarters, is given over to the prisoners quarters, a men's block of 12 cells and a women's of 4 cells. A door leading from the men's block leads into the "line-



up room." Here the public, who have entered another part of the screened room from the corridor, may identify prisoners.

All of the maintenance on our 14 police cars is taken care of in the police garage located in the rear of the L shaped building. A traffic light and sign department is also in this part of the building.

### ***A Firing Range***

In order to insure adequate training in the use of firearms, a firing range is in the process of completion in the basement of the police station at the present time.

The facilities we now enjoy, together with the experienced personnel of the city of Euclid Police Department, should undoubtedly give added protection and confidence to the citizens of our community.

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## **RECORD BUREAUS**

*(Continued from page 20)*

cross reference. These, like other files, must be kept current by daily inserts and appropriate cancellations.

Finally, since all investigations made by any law enforcement officer should be concluded with the thought that his work may ultimately be used for the prosecution of the case in court, the office of the prosecuting attorney for the State should have all the information in the possession of the enforcement agency. In order to accomplish this and maintain proper relations between the two offices, a prosecution report should be built for the State's attorney. This is best done by writing all reports in duplicate at the time of first writing. The duplicates are then assembled in one packet, and when the investigation is concluded, these copies, along with copies of all pictures, diagrams and correspondence are compiled into a packet together with such other information as descriptive data on all witnesses, list and complete description of all evidence, witness statements and statements of admission or confessions of the defendant. In the hands of the prosecuting attorney this conclusive report is invaluable. From it he is able to construct his entire trial material with knowledge that he has known to him all the information to be had on the case. The results of this system can be nothing but the complete satisfaction of a job well done.

Usually, the taxpayer is saved the expensive operation of lengthy trials, which many times over makes up for the small expenditure required for complete, not haphazard, recording.

Yes, the record bureau is the heartbeat of the organization. Without the heartbeat no police organization can expect to occupy and hold its rightful position in the structure of local government.

## **Modernizing a Small Police Department**

*by* EDGAR D. COFFIN

*Chief of Police, Verona, N. J.*

The borough of Verona, N. J., with a population of 12,000 and a 21-man police department, is largely a residential area and a suburb of Newark. It is located on one of the main arteries leading to the north Jersey resorts. Police headquarters is located in the borough hall, and for years the department operated the headquarters out of a small room with antiquated facilities. In addition, a two-cell jail block adjoined the headquarters room and the chief had a small office across a corridor.

In 1951, after analyzing the space available to the police department and intensive study to



***Chief Edgar D. Coffin.***





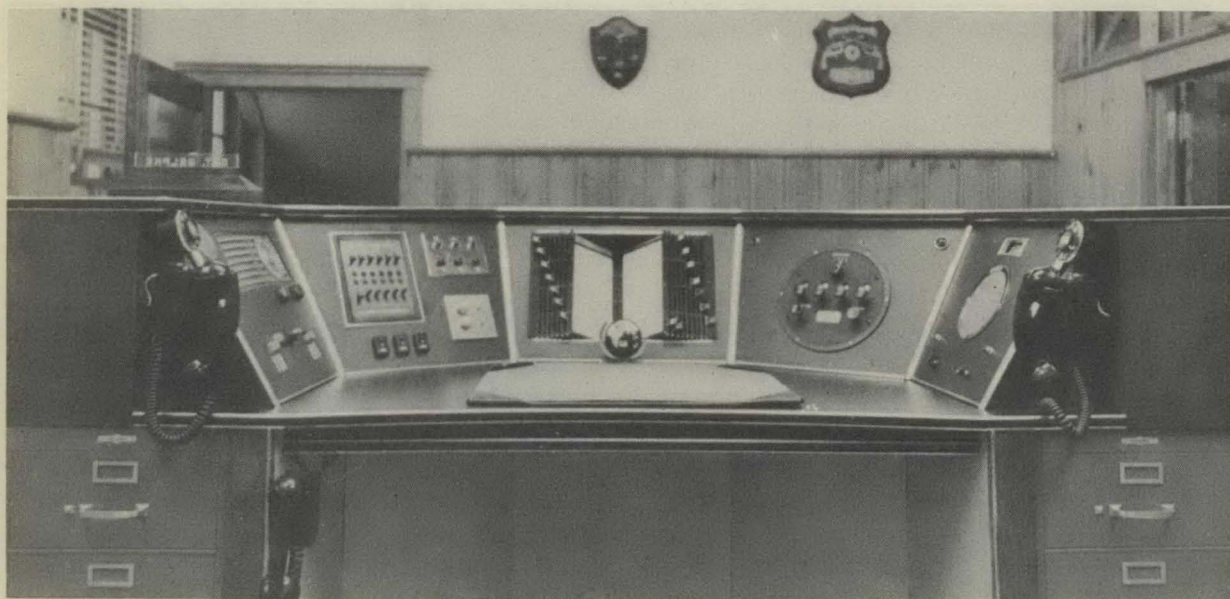
*Front view of headquarters desk with removable panels.*

assure maximum utilization of such space, a program of alteration and modernization was instituted.

The old desk room was converted into a completely equipped darkroom. A "one-way" mirror was installed in the darkroom door opening on to the corridor, which was changed into a modern "mugging" room. On the other side of the corridor the present headquarters room was constructed by removing the wall between the chief's old office and a garage. This provided a room 20 by 30 feet in size, the front half of which is

for the public. The sergeant's desk is 5 feet in height and semicircular shaped with 5 front panels which are removable. This permits repairs or replacements of any electrical parts to be made from the front without disturbing the desk sergeant. The desk itself is designed to have all necessary information and equipment at the sergeant's fingertips. The space behind the desk and rail is elevated on a 1-foot platform.

As to the operation of the desk, the sergeant has to his left two trunk telephone lines, with a third unlisted phone available for outgoing emergency



*Rear view of headquarters desk.*



calls. Next he has a panel containing direct lines to the volunteer fire department, ambulance unit, and the Borough Hall public address system, including the courtroom. There is another panel containing three burglar alarms from the local banks. In the center of the desk is a visible index directory, which lists the names, addresses and telephone numbers of police personnel, fire locations, physicians on call, ambulance unit volunteers and key members of the civil defense organization to be notified of alerts. To the right of the sergeant are the radio panels for the 3-way radio and the department's 3 radio cars and the ambulance. To the right and left of the sergeant, beneath the desk, are file drawers for teletype messages and other data. The rear of this office space contains the indices, records, reports and other information, together with the teletype machine in a soundproof case.

Several small departments in New Jersey have duplicated this desk arrangement to exact measurements and find that for small departments it is ideal in all respects.

### HANDLING OF FINGERPRINT CARDS

In order that the FBI Identification Division can provide efficient service to all law enforcement agencies, the inked prints must be clear and distinct, and all information concerning name and descriptive data must be indicated on the fingerprint card. A survey made of arrest fingerprint cards recently received in the FBI disclosed a tendency on the part of some law enforcement agencies to hold these cards for several days until a group had accumulated before submission to the FBI for processing.

If fingerprints are not submitted promptly, or are incomplete or illegible, a fugitive may be released before the agency wanting him can be notified.

If, at the time the fingerprints are to be submitted to the FBI Identification Division for processing, the photograph is available, such photograph should be pasted to the fingerprint card in the proper space. In those cases in which a photograph has been taken but has not been processed and is not available to forward with the fingerprints, it is recommended that a notation "Photograph available" be placed in the space reserved for the picture. In this instance, it is not necessary for the law enforcement agency to forward a copy

of the photograph and such photograph is then maintained in the local law enforcement agency's file.

### DISPOSITION REPORTS

On February 1, 1938, all law-enforcement agencies contributing fingerprints to the Identification Division were advised by letter that the Bureau's single disposition sheets were available for their use in forwarding disposition of cases wherein fingerprints had previously been transmitted to the Bureau. Since then many contributors of fingerprints have used these sheets, now known as Form R-84, and the information submitted has been included in the records of all subjects where positive identifications could be effected. Positive identifications can readily be effected if the following information is furnished:

- Name appearing on the fingerprints;
- Arrest number and FBI number if available;
- Fingerprint classification;
- Date of arrest or date of incarceration;
- Charge for which arrested or sentenced.

It will be appreciated if all law-enforcement agencies will use disposition report Form R-84 whenever possible, and include complete identifying information. A supply of these forms will be sent upon receipt of a request sent to the Director, Federal Bureau of Investigation, Washington 25, D. C.

### FINGERPRINTS OF DECEASED PERSONS

It has been indicated in a previous issue of the *FBI Law Enforcement Bulletin* (November 1950) that the fingerprint files of the FBI are divided into three groups by age: the regular file containing fingerprint cards on all individuals in the age group up through 54; the reference file with an age range of 55 through 74 years of age; and the last group which contains the fingerprints of all those 75 years and over.

It would be helpful in searching the fingerprints of deceased persons in the fingerprint files of the FBI to have the approximate age indicated on the card. It is realized that in some cases this cannot be done due to advanced stages of decomposition. However, it would greatly assist the Identification Division in searching these fingerprints to have the approximate age indicated on the fingerprint card when possible.



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## *Questionable Pattern*



A quick glance at this fingerprint would give the impression that it is a whorl type pattern. A closer and more exacting examination reveals it to be a loop with 21 ridge counts. The core is located at point C and the delta at point D. At point A there is a recurve spoiled by an appendage and the ridges directly below this point are merely ending ridges, not recurving ridges. The dots at point B in this same general area have no effect on the interpretation.