

- *Restricted to the Use of Law Enforcement Officials*

FBI

Law Enforcement

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J. Edgar Hoover, Director

DWIM

FBI Law Enforcement Bulletin

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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.



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

January 1, 1949

TO ALL LAW ENFORCEMENT OFFICIALS:

History reveals again and again that in a time of crisis there is a tendency to indulge in a form of hysteria, the result of which is usually deplorable.

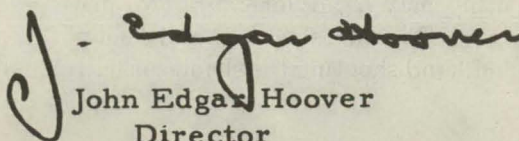
The experience of the first World War demonstrated that those uninformed in the problems of law enforcement, and, specifically, those uninformed in the techniques of investigation, have a tendency to overlook the established order of things.

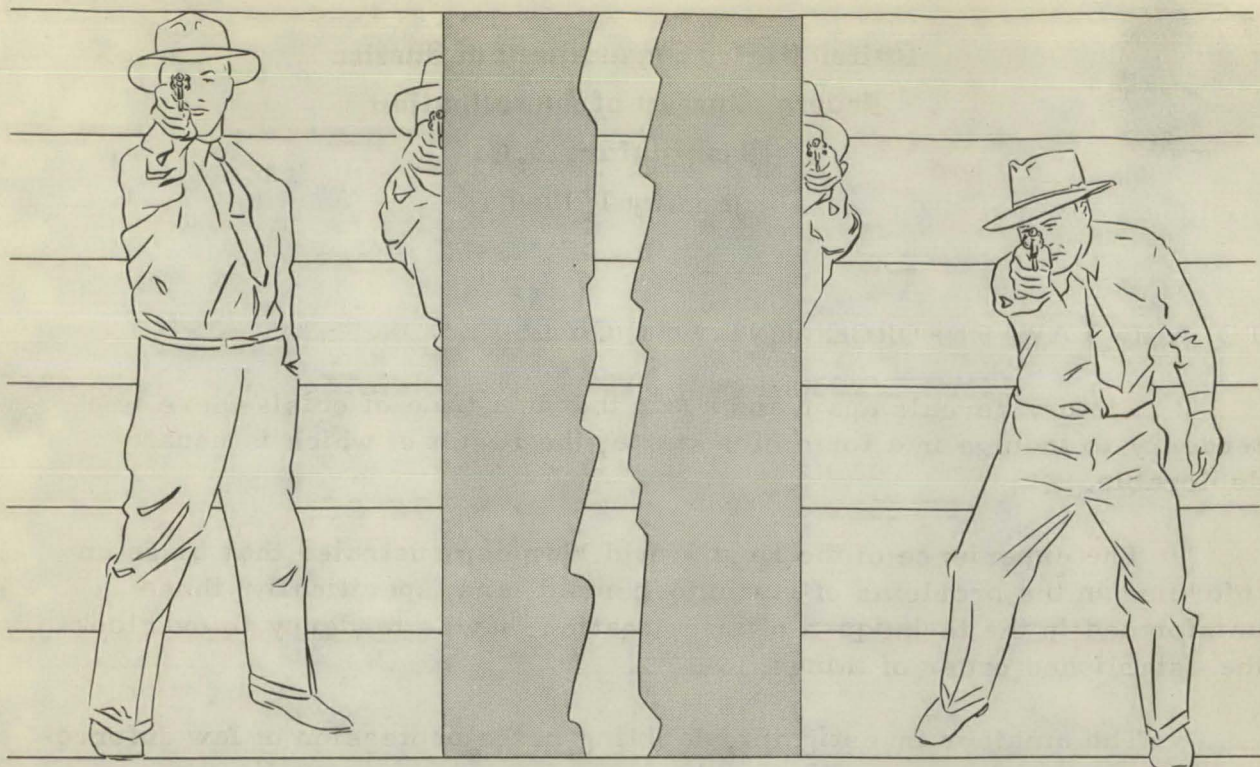
The amateur investigator, dabbling in the profession of law enforcement, is in the absurd position of the man who, having never fired a gun, is ordered to hit the bull's-eye on his first shot. Such an individual, untrained in the use of proper investigative techniques, may constitute a serious menace to civil rights. Patriotism and zeal cannot compensate for a lack of detailed, technical knowledge. The intangible sensitivity so essential to the protection of civil rights in the course of an investigation, is not inborn. It is developed through a thorough knowledge of law, long and painstaking study of the elements involved, and the use of essential records. The field is not for amateurs.

There is also the danger of the Trojan Horse when the unknown is involved. It would be practically impossible to screen and investigate individual volunteers with the thoroughness which the work involved deserves. It has been the FBI's experience that those who would undermine our democratic society seek to entrench themselves in highly sensitive and pivotal areas. As a result of that experience, it is our opinion that subversive individuals would be in the vanguard of volunteers in any amateur organization. One such traitorous individual in a position so vulnerable could nullify the labor of ten thousand patriotic citizens.

The work of the vigilante too often deserves the label "witch hunt"; the work of the fifth columnist needs no label. Let us beware of both.

Very truly yours,


John Edgar Hoover
Director



Off Hand

Right Barricade

Left Barricade

Point Shooting

Defense Shooting With A Hand Gun

Introduction

A well-trained police officer will not use firearms except in the defense of his own or someone else's life, and chances are, the type of weapon used will be a revolver. The illustration above shows how important it is not only to shoot accurately but also to present a small target to return fire. All except the position of off hand shooting can be termed defense shooting. Shooting from cover or from the prone and sitting positions, illustrated above, was described and illustrated in the July, August, and September 1946 issues of the FBI Law Enforcement Bulletin. Reprints of this material are still available to law enforcement officers upon request.

In this article a particular type of shooting especially adapted to law enforcement will be described.

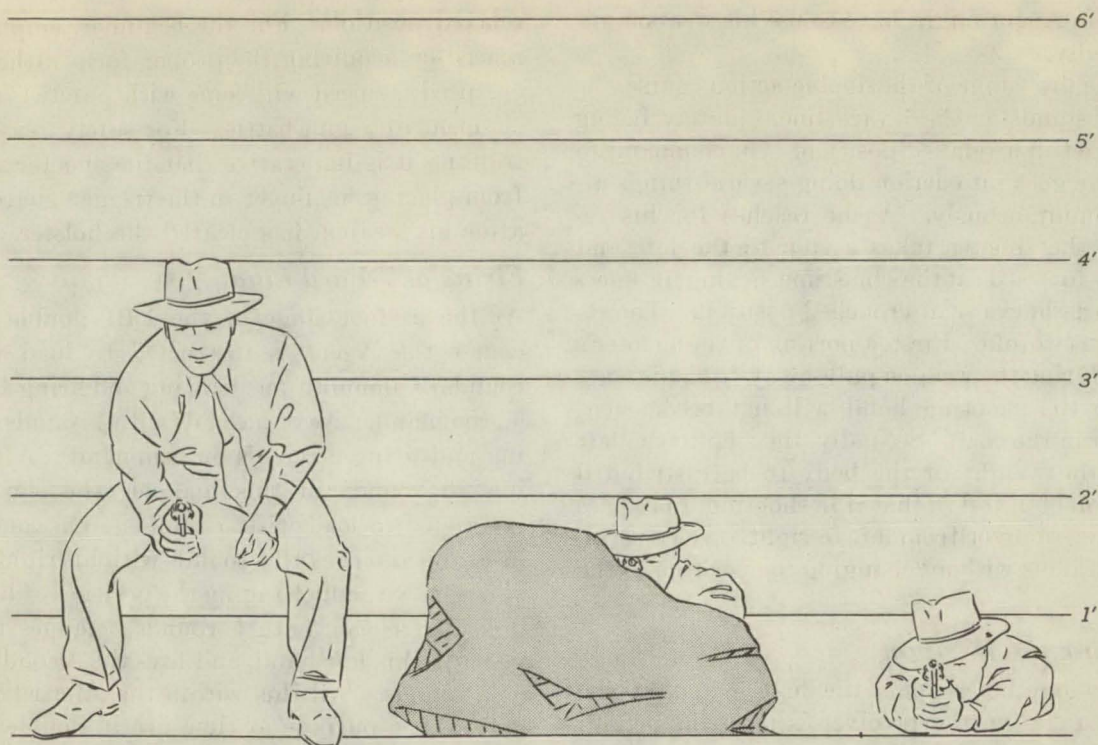
Off-Hand and Snap Shooting

Revolver shooting may be divided into two general categories: "off-hand" shooting and "snap" shooting. In off hand shooting the shooter usually

has sufficient time to line up the sights and squeeze the trigger on each shot. In snap shooting, however, sight alignment and squeeze are secondary when the element of time is of prime importance. The shooter's life may depend upon the speed with which he draws and fires. A certain degree of accuracy, therefore, must be sacrificed for speed in snap shooting.

When a revolver is used, off-hand shooting is generally referred to as "single action" shooting. After each shot is fired, the shooter, using his thumb, cocks the hammer for each succeeding shot. In "double action" shooting the weapon is cocked and fired simply by pulling the trigger.

With proper training and practice, double-action shooting can be developed to a high degree of proficiency at distances ranging up to approximately 35 yards. Most gun battles in the field of law enforcement are fought within this distance, and although experts agree that an aimed shot is better than a snap shot, the experienced police officer knows that under certain conditions time does not permit the fine sight alignment, stance,



Hip Shooting

Sitting

Prone

and squeeze necessary for small groups on a bull's-eye target.

Self-Defense

If an officer is called upon to use his revolver in self-defense, he will in all probability snap shoot. Yet, how little emphasis is placed upon this type of shooting in the training of the law-enforcement officer. In America today we have the finest double-action revolvers in the world, and in view of the fact in most gun battles officers use double action, training should be emphasized in this phase of defense shooting.

Every officer should keep in mind the possibility that at some time he may be forced to draw his revolver quickly and shoot accurately in order to protect his or someone else's life. When that time comes, he will be more certain of coming out alive if he has been afforded proper training in this type of shooting. It is cheap life insurance. An officer without confidence in his revolver and his ability to use it stands a good chance of coming out second best in a gun battle with a criminal. A split-second delay or the slightest fumble on the part of the officer in drawing his revolver may spell the difference between life and death.

FBI Training

In the FBI new emphasis has been placed upon training in double-action shooting. After qualifying in an elementary course in the fundamentals of revolver shooting, Special Agents are required to shoot more advanced courses. It is not suggested that training in single action, slow-fire shooting be eliminated and replaced with double action and snap shooting. Double action and snap shooting supplement the other training and better equip the Agent to handle any emergency. Too often training of the police officer stops with the basic rudiments of shooting, which do not equip him for the type of combat shooting he will necessarily do on a busy street intersection or crowded metropolitan area.

Double Action Course

The Special Agent carries his revolver, which must be not less than .38 caliber, in a tilted hip holster always protected by a coat or jacket. Training is given in drawing the revolver from underneath an unbuttoned coat and firing double action at hip level at a silhouette target 21 feet away. This distance is approximately the size of an average room

where an Agent might have to use his weapon unexpectedly.

In the first stage of the double-action course, the shooter stands on the 7-yard line, squarely facing the target in a relaxed position. On command to draw, he goes into action doing several things almost simultaneously. As he reaches for his revolver, the shooter takes a step to the left and slightly forward; at the same time, flexing his knees so as to assume a semi-crouched position. The results are twofold. First, a portion of the shooter's coat covering the weapon pulls away from his body so that the shooting hand will not become entangled in the coat. Secondly, the step to the left causes the weight of the body to be distributed evenly on both feet so that if in shooting it becomes necessary to pivot from left to right, or vice versa, it can be done without changing the position of the feet.

Gripping the Weapon

In drawing the weapon, the first grip that the shooter takes on the revolver is most important. There is no time to change this grip once the weapon leaves the holster. To control the shots, the grip should be tight because in double-action shooting there are approximately 10 pounds of trigger pressure and a pressure of approximately 1 ton exerted momentarily on the base of the cartridge at the time the bullet is leaving the barrel.

Once the proper grip has been taken on the weapon, it is then literally dragged straight forward from the holster with one smooth motion of the shooting arm. The pressure exerted on the pistol grip by the forward motion of the shooting arm and hand causes the holster to tip forward and the weapon slides out with comparative ease.

Once clear of the holster, the revolver is brought straight out on the target until the forearm is parallel to the ground at the level of the hip holster. At this point, the wrist should be locked in such a position that the weapon is an extension of the forearm. Any relaxation of the muscles in the arm, particularly at the wrist, may result in misses. The shooter should keep his eyes fixed on the target. However, the revolver at the correct hip level position is in the shooter's field of vision, and he can see where the revolver is pointing without glancing down at it. From this position the revolver is pointed rather than aimed.

Develop Form

After the prescribed number of shots are fired on command, the shooter holsters and returns to a

relaxed position. For the beginner, emphasis is placed on acquiring the proper form rather than on speed. Speed will come with practice and excitement of a gun battle. For safety reasons, in training it is imperative that the shooter refrain from placing his finger in the trigger guard until after his weapon has cleared the holster.

Firing at 7-Yard Line

At the 21-foot stage of the FBI double action course the Agent is instructed to load with 6 rounds of ammunition, drawing and firing 1 round on command. Next, he loads with 4 rounds, drawing and firing 2 rounds on command. After firing 20 rounds in this manner, the shooter is instructed to load with 5 rounds. On command, he draws and fires all 5 rounds with his right hand, and then without changing the position of his feet, unloads, reloads with 5 rounds, changes the revolver to his left hand, and fires the second string of 5 rounds. All this within the allotted 25 seconds. The purpose of time fire in double action shooting is to simulate as closely as possible an actual situation which might develop wherein the shooter might be required to reload quickly. Under these circumstances the shooter would be under extreme pressure, and the time element is intended to place such pressure on the shooter. The left hand is used so that the shooter will be trained in the event his right arm should be disabled.

Firing at Eye Level

Experimentation has proven that the effectiveness of double action, hip-level shooting decreases in direct proportion as the distance between the shooter and the target increases. It has been found, however, that the effectiveness of double action shooting can be maintained up to 35 yards if the weapon, instead of being fired from hip level, is raised to the level of the eye.

The second phase of the FBI double action course consists of shooting at the same target at distances of 15 and 25 yards with the weapon raised to shoulder level. At the 15-yard line, 6 shots are fired, 1 at a time on command, with a 3-second time limit for each shot, including the draw. It is felt that if more than 3 seconds were taken for each shot the purpose of the course would be defeated. Four rounds are then fired within an allotted time of 6 seconds, including the draw. This same routine is repeated at the 25-yard line, and the course is concluded. A total of 50 shots

are fired and in scoring, two points are given for any hit in the scoring area of the silhouette target.

After an Agent has qualified on this course, he shoots the dueling course, using the electronic dueling targets described in the November 1947 issue of the FBI Law Enforcement Bulletin. This article also describes the mechanism and operation of the targets. This course is given to make the Agent conscious of what he can expect to accomplish in an actual gun battle at distances ranging from 7 to 35 yards. Training in these courses show that Agents steadily improve in double action shooting, and with training and practice, develop to a high degree of proficiency.

Other Factors

There are several factors which enter into defense shooting such as the type of holster used, where it is carried, the caliber of the firearm used, and the method of drawing the revolver.

The type of holster used and where it should be carried depend largely upon the individual and whether or not the weapon is carried exposed or under the coat. In selecting a holster for use in law enforcement consideration should be given primarily to safety and security and secondly to speed of drawing. A sidearm should be carried at a place on the person which is most accessible to the place where the person's gun hand normally hangs and from which the shooter can draw the weapon with the least amount of lost motion. Based on this principle, it could be said that if a person normally stands with his arms folded, then he should use a shoulder holster, or if a person normally stands with his arms folded and his hands at waist level, then he should select a cross draw holster. In these instances it should be kept in mind the ease with which an adversary could "tie up" both arms of the officer by pressing

the gun hand of the officer against his body. Inasmuch as a person's gun hand normally hangs by his side, it can be said that the hip holster has decided advantages not only from the viewpoint of accessibility but also from the viewpoint of the ease with which the revolver can be protected in the event of physical contact with the adversary. The free hand can be used to push the adversary away while the gun hand is bringing the revolver into play.

Trick holsters which will not release the weapon until a button is pressed by the finger inserted through the trigger guard should be avoided. The law enforcement officer should wear his holster in the same position at all times so that in an emergency he will instinctively reach to that position for his weapon. Sidearms should always be protected by a coat, a flap, or a strap on the holster. Of course, the latter two means would undoubtedly retard the speed in drawing in an emergency, but consideration must be given to the fact that a weapon unprotected in a holster is easily accessible to the criminal, as well as the officer carrying it. There have been several instances where innocent bystanders and officers have been killed or injured by a bullet fired from a "captured" weapon in the hands of a desperate criminal.

Ammunition Used

The type of ammunition used has a direct bearing on defensive shooting. While it is true that a weapon of small caliber will kill a person, consideration should be given to the fact that the larger the caliber of the bullet the more energy or shocking power it possesses, and even though the first hit may not be fatal, it is highly probable that the bullet will have sufficient shocking power to keep the adversary from returning fire.



Services of the FBI

IDENTIFICATION MATTERS

Introduction

The FBI Identification Division was established in 1924 when the records of the National Bureau of Criminal Investigation and the Leavenworth Penitentiary Bureau were consolidated in Washington, D. C. The original collection of only 810,000 fingerprint cards has expanded many times and now numbers over 111,000,000.

The establishment of the FBI Identification Division resulted from the fact that police officials of the nation saw the need for a centralized pooling of all fingerprint cards and all arrest records.

Footprints

In very rare cases persons without hands are arrested. A file on footprints is maintained in the Identification Division on such individuals. The ridges or patterns in the soles of the feet can be classified and of course may constitute a positive means of identification. The same is true of palm

prints and the law enforcement officer should always be alert for either footprints or palm prints at the scene of a crime. For material on the classification of footprints see the article which appeared on page two of the FBI Law Enforcement Bulletin for September 1948.

General Appearance File

In connection with the Single Fingerprint Section there is maintained the General Appearance File. It contains descriptions and, in many instances, photographs of criminals whose single fingerprints are classified and filed. In addition, this file contains descriptive data and photographs on 2,426 known confidence game operators. Searches in this file will be made upon request. In furnishing data on a suspect the agency should make sure that complete descriptive data is sent in. Photographs and other material on individuals who may be identical with those being sought will be furnished to the interested departments.



A general view of the building housing the FBI Identification Division.



An expert in the single fingerprint Section of the FBI Identification Division is shown dusting an automatic for latent fingerprints.

Latent Fingerprints

The Single Fingerprint Section maintains a file containing prints of the individual fingers of approximately 12,436 criminals. These include kidnapers, bank robbers, extortionists, dangerous criminals, and notorious gangsters designated by the FBI and the heads of local law enforcement agencies. Examiners will search latent fingerprints against this file upon request. When necessary a fingerprint expert will testify in local court as to his findings. Should your department have any special problems involving the development or preservation of fingerprints at a crime scene the experts are available for suggestions. An article on the Single Fingerprint Section and its work appeared in the November 1947 issue of the Bulletin.

Missing Persons

Missing persons notices are posted in the Identification files so that any incoming record on the missing person will be noted. Notices are posted both by fingerprint card and by name, or by name alone if fingerprints are not available. The full name, date and place of birth, complete description and photograph of missing persons should be forwarded, along with fingerprints if available. Upon receipt of pertinent information, the contributing agency is advised immediately. A section on missing persons is carried as an insert in the Law Enforcement Bulletin.

Nickname File

In view of the fact that many individuals in the underworld are known only by their nicknames the Identification Division has for years maintained a card index file containing in alphabetical order the nicknames appearing on fingerprint cards. At the present time there are more than 568,145 cards on file. When requesting a search of the nickname file it is desired that all possible descriptive data be furnished.

Personal Identification

During the years many persons have voluntarily submitted their fingerprints to the Identification Division for possible use in the case of an emergency. These cards are not filed with the criminal fingerprints but are maintained separately. Such prints should be taken on the standard fingerprint form entitled "Personal Identification" (Form 16-12547.) No answer is given to Personal Identification fingerprint cards.

Supplies

Supplies of fingerprint cards and self-addressed, franked envelopes will be forwarded upon the request of any law enforcement officer. The following types of cards are available: Criminal (Form 16-12593); Institution (Form 16-12593); National Defense (Form 16-22517); and Personal Identification (Form 16-12547).

Unknown Dead

The fingerprint files have proved very helpful in the identification of unknown deceased individuals. In many of the cases the local department has had no clue at all as to the person's identity. In cases of advanced decomposition when the taking of inked fingerprints is impossible identifications can sometimes be effected from clear photographs of the ridge patterns or from direct comparison of the fingers with prior prints.

Wanted Persons

Each year thousands of badly wanted persons are

located from information furnished local officers as a result of a search in the Identification Division files. If a person is wanted by your department you should submit the complete name, FBI number or local arrest number. In lieu of this information his fingerprint card may be forwarded and if such is not available the name and description may be furnished for an appropriate search in the card indices. Wanted notices are posted upon request and information on the whereabouts of those sought is sent by collect telegram to interested agencies.

End of the Bad Check Trail

Notorious hot check scribe William Lane Richards, sought by the FBI since March 1943, for violating the National Stolen Property Act, was trapped by his picture on an Identification Order.

Richards, who since 1941 has passed approximately 130 checks which have been identified in the FBI Laboratory as having been endorsed by him, was apprehended by Special Agents at Cleveland, Ohio, on April 17, 1948. One day earlier, a truck driver at a Pennsylvania Turnpike Collection Station saw an IO on Richards and identified him as an individual whom he knew in Cleveland, Ohio. A prompt investigation in Cleveland confirmed the report and a check was made at the rooming house where the suspect lived. Richards telephoned the residence at 10 p. m., and advised that he had just arrived in town and was coming home by taxi. Taken into custody upon his arrival, he readily admitted his identity.

Richards' modus operandi was unusual. He posed as a truck driver, displaying a driver's identification on several occasions. The usual victims of his pen were service stations, cafes and bars and, occasionally, a retail establishment. He often spent considerable time in winning the confidence of his victim. Often the victim was presented with frozen food, butter, meat or other produce which Richards said, came from his truck. When he felt the time was ripe he would request the victim to cash his pay check, after which he was seen no more.

On April 30, 1948, William Lane Richards pleaded guilty to informations presented from Cleveland, Ohio; Oklahoma City, Okla.; and St. Louis, Mo. He was sentenced to serve 4 years, 3 years and 3 years, respectively, on the three informations, the sentences to run consecutively.

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A sample of Richards' Handiwork.

FEATURE ARTICLE

The Sheriff's Aero Squadron in Los Angeles County

The Sheriff's Aero Squadron in Los Angeles County is reportedly the first of its kind to be officially set up as an auxiliary unit in a county sheriff's office.

The origin, growth, and development of the Aero Squadron are closely tied in with the county's law-enforcement history during the past 15 years.

In 1929 the California Air Navigation Act placed an enforcement problem in the hands of local peace officers. Southern California had experienced a rapid development in aviation, and the demand for closer enforcement of regulations became insistent.

It was decided that an aero detail should be formed as a regular unit of the Los Angeles County Sheriff's Department. A young war flyer, already in service as a deputy sheriff, had had con-

siderable experience. He was given the assignment of captain of the newly created detail.

There were 55 airports within the county at that time. Air routes east and north involved the crossing of high mountain ranges. Occasionally there were air accidents in locations inaccessible to searchers using ordinary means of travel. In addition, there were many incidents which could be handled to better advantage by the law-enforcement authorities if flying equipment were available.

The difficulty lay in the fact that the county of Los Angeles did not own any aircraft or equipment and at the time it was thought too costly to purchase.

As a result when emergencies occurred and planes could give valuable service, it became common practice for the aero detail captain to call



Standing in front of Los Angeles County's Fairchild are, left to right, Sgt. A. M. McDaniles, of Sheriff's Aero Detail; Sheriff Eugene W. Biscailuz; Capt. Sewell F. Griggers, Sheriff's Aero Squadron Commander; and Deputy Sheriff John P. Hackley.



Los Angeles County owned Stinson 15 and sheriff's office patrol car, showing "L" on top, enabling squadron members to identify the car as that of the Los Angeles County Sheriff's Department.

upon his flying friends who owned their own airplanes.

Los Angeles County has always been one of the leading flying communities in the Nation. Many business and professional people own excellent flying equipment. Most of these persons are civic-minded and very generous when emergencies arise.

One such emergency, a severe earthquake, struck the county in 1933, causing extensive damage. Sheriff Eugene W. Biscailuz was charged with coordinating all relief and policing work. Because lines of communication had been disrupted, Biscailuz called upon volunteers who had aircraft available to them to survey the situation from the air. As a result of this cooperation, effective relief and rescue measures were made possible.

Shortly thereafter, the sheriff encouraged the formation of a volunteer aero squadron, recruited from responsible citizens who could qualify. The County Board of Supervisors cooperated and adopted a special ordinance authorizing Sheriff Biscailuz to go ahead with the organization.

A representative group met and adopted a formal declaration of duties as an auxiliary law-enforcement body under the sheriff.

The declaration read: "To constitute a volunteer flying force for service in major disasters; national or local emergencies; search for persons lost or in distress in the desert or mountain areas; assist in policing the air under the California Air Navigation Act; cooperate with the United States authorities in enforcing safety regulations and in fostering and promoting civil aeronautics."

An executive committee of especially selected persons was set up to pass upon the qualifications of volunteers. All members had to hold a civilian or military pilot's rating and be able to supply their own complete flying equipment.

This screening process guaranteed an unusually high type of membership, and through the years this had returned dividends in the way of effective and efficient service rendered. When first set up, the squadron was authorized to include 25 members. Today, the names of 100 members are on the squadron roster.

Members wear distinctive uniforms and deputy sheriffs' badges authorized by county ordinance. They serve entirely without compensation, either for their personal services or for use of their equipment, and uniforms and flying equipment must be provided at their own expense as one of the conditions of membership.

Today the county of Los Angeles owns two airplanes. One machine was donated by screen star and squadron member, Robert Taylor. The other was purchased by the county.

Members of the squadron comprise many famous flyers, as well as leading business and professional people. N. S. "Jimmy" James, Director of Safety, Western Air Lines, and Col. J. S. Marriott, Administrator of the Sixth Regional C. A. A., two of the executive committeemen, typify the excellence of the leadership. Capt. Sewell F. Griggers, regular deputy sheriff in charge of the Sheriff's Aero Detail, also commands the squadron. He is a veteran flyer and peace officer.

In the past, Sheriff Biscailuz has called on the squadron in various emergencies. There have been fires and floods, serious aircraft accidents and vessels wrecked or damaged in coastal waters. Persons have been lost or isolated in remote mountain or desert areas. Serious law enforcement problems have called for air transportation. In fact, the potential uses of such a squadron by a large law enforcement agency are unlimited.



Police Records Systems

TRAFFIC RECORDS (Continued)

Advantage of Spot Maps

Traffic accident spot maps are recommended even for the smaller law enforcement agencies. If only a small number of accidents occur annually in a small community, the spot map might well portray the accidents over a period of two or three years instead of one. Such maps are very simple to keep up. One of their advantages is that they show the high accident locations at a glance without resort to investigative report files or location files.

Fatality Records

Due to the public's interest in all deaths resulting from violence, whether wilful or not, it is well for a department to keep a file folder containing synopses of all such deaths for ready reference, readily accessible. Of course, the names of persons involved would be indexed in the master name index as well.

Traffic Records—Cities

Basically, the traffic records in a large city should not vary from those in a small community. Naturally, the records are more complex due to the volume of traffic activity. For example, a small community does not employ a traffic engineer. When engineering problems arise, it will enlist the aid of the State, a neighboring city, or hire an independent engineering concern to handle its problem. A large city is warranted in having a full-time traffic engineer.

The following procedures are basically the same as those set out above except that they are applicable in a range of cities from 10,000 to 15,000 in population, up to our largest metropolitan areas.

Receipt of Traffic Complaints

It will be recalled that every department should maintain an administrative control over all police activities; that every complaint and request for police service should be made the subject of a permanent written record. This also applies to traffic

complaints which should be received at the same point as other complaints.

The same type of initial record, and in the same number of copies, prepared when a complaint of a robbery, burglary, theft, fight, "drunk down," etc., is received should be prepared when traffic complaints are received. The complaint should be assigned the next complaint or case number as a means of identification and to complete the administrative control. If the complainant reports a traffic accident or other emergency, the information is relayed simultaneously or as quickly as possible by the person receiving the complaint to the dispatcher for radio assignment. The number of the police car or motorcycle to whom the case is assigned is recorded on the form. The duplicate, if prepared, is sent to the division assigned to handle the investigation, later to be returned to the Records Bureau.

If the traffic accident is not one of the types in which the department requires a full investigative report, the investigative officer obtains the original and duplicate of the complaint report and indicates on them the essential details, such as names, addresses, location of accident, time, date and a brief statement of the details. He then returns the original and duplicate to the Records Bureau.

Many departments follow the practice of furnishing their officers with standard loose-leaf notebooks with miniature forms contained therein to facilitate the taking of notes at the scene of an investigation. A sample traffic form for such a notebook is illustrated in figure 4.

In the larger departments the investigating officer cannot conveniently obtain the form initiated by the complaint officer. He may prepare his brief report on a blank complaint form and forward this to the Central Records Bureau where it is attached to the corresponding complaint form.

An alternative reporting procedure in those cases where it is not necessary to submit a full or detailed report is as follows: The investigating

(Continued on page 21)

POLICE TRAINING

Defensive Tactics¹

G. MISCELLANEOUS HOLDS & THROWS (Continued)

7. Take downs

(a) *Shoulder to knee—jerk angle*

SITUATION: In the course of a struggle, you are close to your opponent and you decide that it will be to your advantage to take him to the floor.

ACTION: Knock his arms free as you drop suddenly to your knees, grasping his left ankle with your hands and placing your left shoulder against his leg, directly below the knee cap (fig. 128). Immediately jerk his ankle toward you (or hold his



Figure 128.

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

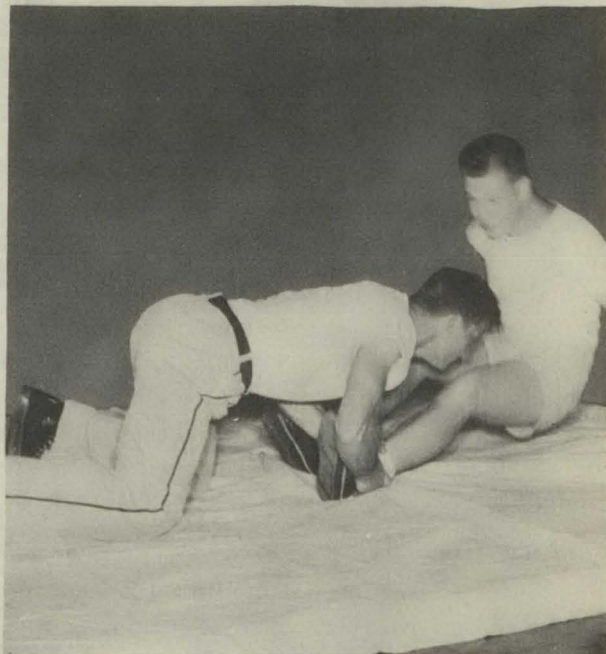


Figure 129.



Figure 130.



Figure 131.



Figure 132.



Figure 133.

foot stationary), as you push forward and toward your right with your shoulder (fig. 129). Move forward quickly and strike a blow or apply a restraining hold. (It is to be noted that this technique can also be used when you are attacked while on the floor.) (See "F-10 (f) 2".)

(b) Double leg tackle

SITUATION: Same as "7 (a)."

ACTION: Drop down suddenly to your right knee and encircle both of opponents' legs at the knees with your arms. Your head should be placed outside opponents' right leg and your right shoulder should be against his thighs (fig. 130). Opponents' knees are then pulled downward and inward and he is taken to the floor by forcing him backward and slightly toward your right (fig. 131).

Note: It is imperative that you be close to your opponent when you attempt to take him down with a "leg tackle." Otherwise, you afford him the opportunity of executing a counter maneuver. (See "F-11 (a) (b) and (c).")

(c) Toe behind foot—kick knee

SITUATION: Opponent has knocked you to the floor and moves in to inflict further punishment before you have time to roll away or regain your feet.

ACTION: Immediately roll so that you will be on your side, facing your opponent and at the same time bring your legs up, bending your knees (fig. 132). As opponent steps in, placing his foot close to your feet, hook the toe of your bottom foot behind his heel and kick his leg, directly below, and slightly to the inside of his knee-cap, with your top foot (fig. 133). Immediately come to your feet and follow up with an appropriate blow or restraining hold.

(d) Knee kick

SITUATION: You are behind your opponent and desire to take him to the floor.

ACTION: Grasp his arms or shoulders and pull downward and backward and at the same time kick the back of his right knee with your right foot (fig. 134). Slam opponent to the floor by continuing the pull on his arms or shoulders as you step backward and toward your left.

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

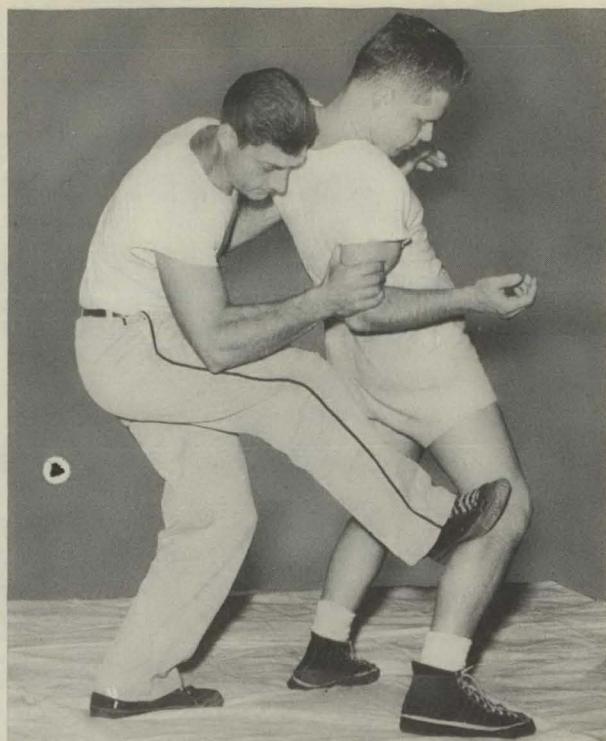


Figure 134.

Champion

The Massachusetts State Police number one of the best pistol shots in the country among their members. Head of the State Police Photography Laboratory, 46-year-old Technical Sergeant Wilfred Sirois holds more than 350 medals, trophies, cups, and other mementos for expert marksmanship.

Sergeant Sirois has been a member of the State police for nearly 20 years and has been most active on the State Police Pistol Team. Three times winner of the "James W. Gerard Trophy" at Teaneck, N. J., Sergeant Sirois took top place in 1946 with a perfect score of 300. He again won the trophy in 1947 with a score of 299, and only recently took high honors in the 1948 contest. He has won the Eastern Steamship Lines trophy three times and the William Randolph Hearst trophy on two occasions.

He holds numerous ratings of marksmanship proficiency throughout the various police revolver leagues. Among them are: Master, National Rifle Association; honor expert, New England Police Revolver League; distinguished expert, National Matches, Camp Perry, Ohio; distinguished expert, International Matches, Teaneck, N. J.; master,

Langrish Memorial Matches, Connecticut; and honor expert, New Hampshire State.

Sergeant Sirois was awarded an instructor's rating in the New England Police Revolver League in 1934 and has held the rating ever since. In 1939 and 1940 he attended the United States Army Small Arms Firing School at Camp Perry, Ohio, and qualified as an instructor in small arms, machine gun, personal defense, and field firing. In 1937 and 1938 he was assigned as an instructor at the New Hampshire State Police Training School. He is presently a member of the faculty of the Massachusetts State Police Training School and teaches physical combat. He is also captain of the State Police pistol team.

Sergeant Sirois is married and has four children.

Vitally interested in marksmanship and competition among departments, Sergeant Sirois feels that law-enforcement officers cannot know too much about the weapons they use. He feels that more time should be spent in practice on the range and that all officers should grasp every opportunity to enter competitive shooting matches with a view to attaining maximum proficiency in marksmanship.

CRIME PREVENTION

Oberlin

Junior Police

Manual

The Oberlin Junior Police Manual, a small blue book prepared under the supervision of Officer Roy DeHaven and issued by the Oberlin Junior Police Club, Oberlin, Ohio, is worth-while reading for both youngsters and adults. It is a handbook on good citizenship.

The acknowledgment gives credit to the many publications, departments, and schools which furnished outlines and information utilized in the manual. The introduction is an open letter emphasizing the necessity of educating youth in the responsibilities of cooperative citizenship. One page is devoted to the pledge to the flag and an additional page to the pledge which is taken by each junior police member.

The body of the book is written in simple, understandable language. Under general headings the first division covers principles of law and order, the derivation and delegation of authority and the citizen-officer relationship.

The principles are quoted as follows:

1. In a democracy such as ours, government is of the people, for the people, and by the people.
2. In a monarchy or dictatorship, government is of the people, but not by the people, and only rarely is it for the people.
3. In a democracy, law is an expression of the will of the people.
4. There are laws against murder, because people object to murder. Similarly, there are laws against larceny, assault, and other crimes. These laws exist because people do not want to have their property stolen from them; nor do they want to be assaulted, or become the victims of any other crime.
5. In America where the law is for the people, it is possible to have a law repealed by the people if they do not want it.
6. An offense against the law is an offense against the community and against every individual comprising the community's population.
7. When a shoplifter steals a fur coat in a department store, she is stealing it from you. You are paying for it. Every merchant takes into consideration his losses by theft when setting a retail price on the articles he purchases at wholesale. Every time you make a purchase you are paying something to make up the losses of merchants by theft or other causes.

8. If there are many fires in any community, fire insurance rates go up and you pay higher rates. When a large building is deliberately set afire, the loss is paid with the money you contributed when paying your premiums. And the more such losses there are, the more you will pay.

9. So it is with all crimes. The people pay the bill in the end. Is it any wonder that the people insist upon laws to prohibit offenses for which they must pay? When you want something, you have to buy it and pay for it. Do you also want to pay for the things others take without the formality of paying for them?

10. When a policeman makes an arrest for violation of any law or ordinance, he is only obeying the mandate of the people. When anyone violates the law, he offends against the people. The policeman who arrests the violator is acting for the people who employ him to do just that.

11. Does the mere existence of laws make for an orderly community? Certainly not. A law is effective only to the extent that it is enforced. Every game has its rules. The rules for the "Game of life" are laws and ordinances

JUNIOR POLICEMAN'S MANUAL OF LAW

TECHNIQUES OF LAW ENFORCEMENT
FEDERAL, STATE AND LOCAL VILLAGE ORDINANCES

REPORTS AND IDENTIFICATION

* * *

Especially written for the

JUNIOR POLICEMAN

OBERLIN POLICE DEPARTMENT

ISSUED:

OBERLIN JUNIOR POLICE CLUB

Board of Trustees

Title page.

established by the people for the government of the people.

12. Every violation of the law is an expression of selfishness. The offender takes for himself privileges he denies to others. Laws are designed to provide the greatest good for the greatest number. If you find the law distasteful to you personally, do not condemn it for that reason alone.

13. Getting along in life is largely a matter of getting along with people, and we can all get along with people if we want to. Life is a matter of give and take. The successful formula for getting along with people is simple: Give more than you expect to receive. If selfish people take advantage of you, cross them off your list, but don't try to get even. When you try to "get even," you hurt yourself more than you hurt the other fellow. It seldom pays to give the other fellow a "piece of your mind." Usually the person who is always saying: "I sure gave him a piece of my mind" is just the one who shouldn't do it because he has so little to spare.

14. Some laws are very unpopular with younger people, who are full of exuberant spirits and love freedom of action. They naturally find it more difficult to restrain themselves than older people do. But you should bear in mind that you will not always be young and in only a few years you will be mighty glad of the protection which the law provides for you.

Restraint is irritating to you and when young people are deprived of the advice and counsel of maturity, or disregard it if they do get it, they cast restraint aside and become a "problem" to the community.

The good citizens of tomorrow are the youngsters of today in whom has been planted the seed of knowledge concerning the purposes of good government.

The next section of the Oberlin Junior Police Manual discusses the police department, property rights, etc.

The Oberlin Village ordinances are enumerated in a separate division and still another section gives directions for rendering necessary police services under "What Every Detective and Policeman Knows." A question and answer series gives an easy-to-understand picture of facts which both citizen and officers should know.

The purpose of this little manual is to clarify the basic principles which, when practiced, enable us to live peacefully together. It concludes with the following:

"Be Thankful.

"In conclusion, let us be thankful that we are Americans, and at the same time realize that this country has become what it is because we have lived here together in comparative good will and unity, under a system of free government—which is in danger if we ever are so foolish as to let subversive influences from within or without divide us into groups, classes, factions, or sections and bring down into the dust the American way of life we know and love so well.

"The Oberlin Police Department."

Pueblo County, Colo., Officials Act to Prevent Crime

Sheriff Earl H. Dunlap, of Pueblo County, Colo., doesn't think that there is such a thing as a "bad boy." He believes that if you can keep a boy's mind as well as his time occupied, there'll be no danger of that boy going astray.

Consequently, Sheriff Dunlap acted. He called a meeting of his staff—Undersheriff John Krutka, Chief Deputy Sheriff Glen W. Sutton, Deputy Sheriff Carl F. Ochiato, and Deputy Sheriff W. J. Lloyd—and put forth his idea. This was to create an organization of boys of every race, creed, and color between the ages of 8 to 15, a junior sheriffs' group.

The local papers publicized the organization which was called the "Earl H. Dunlap Junior Sheriffs." By the following Saturday 20 eager boys were ready to sign the membership roster. The news spread. Within a period of 6 weeks 106 boys had joined.

The organization went over with such a bang that "Posse" No. 2 was established in another part of town. At that point membership was closed because facilities were inadequate to handle the numbers wishing to join. However, arrangements are being made to enlarge the present facilities.

Each of the staff members of the sheriff's office has a specific task in connection with the operation of the boys' club. Undersheriff Krutka teaches the boys the importance of fingerprinting and identification. Deputy Ochiato, a returned veteran, has charge of sports in the program. Deputy Lloyd teaches the art of self-defense, wrestling, and boxing. Chief Deputy Sutton has been appointed to assist in the junior sheriffs' formal meetings and moot courts. He also teaches them the laws of the State.

Each junior sheriff is furnished with a badge and membership card. Before he is eligible to receive them, however, he must memorize the 12 pledges contained in the junior sheriffs' oath. In case of violation of the oath, offenders are brought before moot court. The punishment is in keeping with the offense and the offender may even be deprived of his badge. Members are urged to report misconduct but are not encouraged to become "tattlers."

Juvenile offenders picked up by the sheriff's office will be tried before the junior organization's moot court. The offender will consequently be voted a member of the club and will then have a chance to rehabilitate himself.

The organization has been in full operation for a period of months and has a total membership of 190 boys. Youths from all parts of the city have shown their eagerness to join and there is a waiting list of approximately 500 boys. As soon as facilities to handle them are secured, they will have the chance to join. Membership is not solicited.

The junior sheriffs have complete liberty in the sheriff's office and feel very much at home there.

Since the group was organized the youngsters have been taken through the Colorado State Penitentiary, the local county jail, and the Colorado State Hospital. They have had one picnic with a full menu including soft drinks and ice cream.

Sheriff Dunlap states that, with the help of his most efficient and capable staff and with the assistance of the merchants and other citizens of Pueblo, Colo., the organization should be a resounding success. He urges other peace officers in the United States to take an active part in crime prevention for he believes, "so grow the youngsters, so grows the Nation."

Mesa Youth Police Academy

Immediately after he became chief of police of Mesa, Ariz., Marion W. Trowbridge, a graduate of the FBI National Academy, began planning to promote the proper relationship between his department and the boys and girls of the community.

On June 19, 1948, he called eight boys to his office. When the meeting had closed the Mesa Youth Police Academy was an actuality.

Membership in the organization is limited to boys between the ages of 14 and 17. Each boy is treated as if he were an adult and is allowed to make his own decisions. The subject of juvenile delinquency is never mentioned by Chief Trowbridge in the course of his contacts with the boys. The group itself has specific duties to perform. These include assisting the regular police force in

handling parades, assisting school authorities during fire drills, etc.

The program of training has been prepared with a view to giving the members information on law enforcement and citizenship in general and to teach them to respect and assist officers of the law whenever possible.

The following subjects are presently being taught:

1. Civil and criminal law.
2. Traffic laws.
3. First-aid (use of artificial respiration).
4. Firearms safety.
5. Observation and physical descriptions.
6. Protection of women and children.
7. Photography.
8. Rudiments of fingerprinting.
9. Close order drill.
10. How to operate fire truck pumps.
11. What to do at a fire.
12. Safe driving.
13. Detection of bogus money.
14. Police records and files.
15. Operation of police laboratory.
16. Police radio operations.
17. Duties of police.

Other subjects will be added from time to time.

New applicants flocked to each weekly meeting and within 1 month of its beginning, the group numbered 67 members.

The organization has brought commendation from parents and offers of unlimited assistance from local clubs and businessmen. Up to the present only two members have been absent from meetings and these boys were away from Mesa on vacation trips with their parents.

The activities of the Mesa Youth Police Academy have already had an effect on law-enforcement work in the area. Within 3 weeks after its organization, three members brought to Chief Trowbridge a box of articles which had been stolen

POLICE DEPARTMENT
MESA, ARIZONA

THIS IS TO
CERTIFY _____
IS A MEMBER IN GOOD STANDING OF THE
MESA YOUTH POLICE ACADEMY

MEMBER'S SIGNATURE

CHIEF OF POLICE

Membership card.

by other boys through car pilfering and shoplifting. The three stated they learned the property had been stolen, whereupon they brought it to the chief in order that it might be returned to the owners. Chief Trowbridge accepted the property without asking questions, but he suggested the boys endeavor to show the perpetrators of the thefts the errors of their ways. The boys replied that this already had been done.

Prior to the organization of the group, the Mesa Police Department received an average of from

one to five shoplifting reports each week involving boys from 14 to 17 years of age. Since inauguration of the program not one shoplifting report has been received on boys within that age group.

With the program for youths successfully launched, Chief Trowbridge is making similar plans for young girls. Their training for good citizenship will probably include some of those subjects in the course of instruction for the boys, and others which would fit the girls for service to the community.

School Boy Patrol In Little Rock

As early as 1937 attempts were made to create a School Boy Patrol in Little Rock, Ark. The plan advanced at that time provided for each of several schools to organize and operate independent School Boy Patrol units. No provisions were made for over-all control or coordination of effort.

In early 1946, due to the shortage of officers in the Little Rock Police Department and a desire to establish a well-functioning School Boy Patrol, the Traffic Bureau of the Little Rock Police Department, working in close cooperation with the Little Rock Parent and Teacher Association, organized the present School Boy Patrol. At that time the Traffic Bureau was under Capt. Marvin H. Potts, who has since been made Chief of Police.

The plan provided for each of the several schools to organize a unit, and to have as joint sponsors a member of the Parent and Teacher Association and a teacher of the respective schools. The organization was under the control of the Little

Rock Parent and Teacher Association and the Little Rock Police Department supplied instructors who worked with each school unit.

At first the only pieces of equipment used by the patrol were white cloth Sam Browne belts and metal badges. Chief Potts, a graduate of the FBI National Academy, interested the Cooperative Club of Little Rock in furnishing the School Boy Patrol with uniforms. This organization purchased attractive jackets, caps and cap covers at a total expenditure of some \$1,500 to \$1,800, and presented this equipment to the members of the School Boy Patrol and the Little Rock Parent Teacher Association in a public ceremony on January 10, 1948.

The activities of the School Boy Patrol are presently under the guidance of Traffic Bureau Capt. George F. Knapp of the Little Rock Police Department.



Members of the Junior Police, Little Rock, Ark.

MISCELLANEOUS

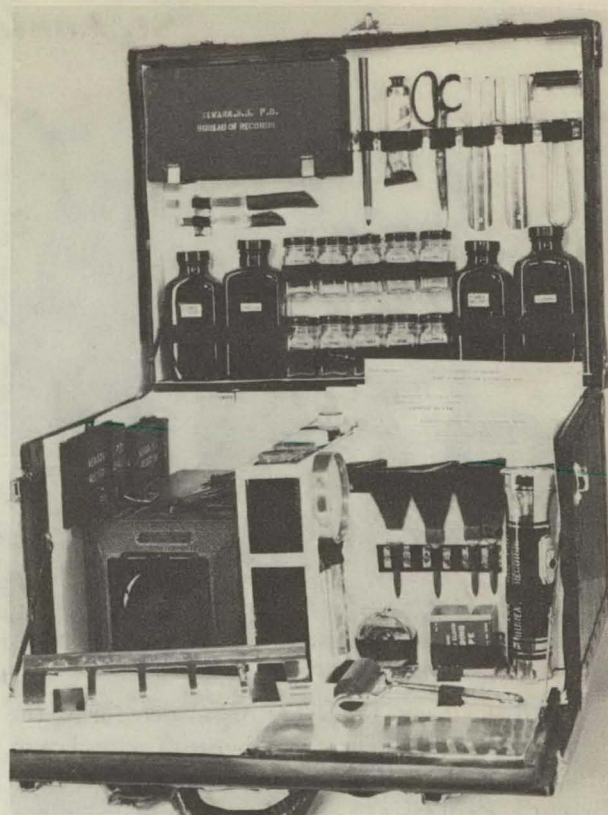
Submitting Fraudulent Checks

In order to furnish the maximum information to interested law enforcement agencies submitting fraudulent checks to the FBI Laboratory for search through FBI files, it is strongly urged that available information concerning the passer and his method of operation be included in the letter of transmittal. This information should include a physical description, age, height, weight, color, scars, marks or other physical peculiarities; a brief statement as to his particular method of operation, type of credentials, mode of transportation, and previous record for check passing activity. Also helpful is information concerning the submitted checks indicating if each check was written in its entirety in the presence of the victim or only endorsed before the victim, if any part of the check was prepared by the victim or someone other than the subject, whether or not the victim's name appears on the check as payee or endorser, if company names appearing on the check are fictitious, whether or not the names appearing on the check are forgeries of known people in the community, and if the subject is known to be using his own name.

Of course, it is understood that much of the desired data will not be available in every case, but any relevant information which might be of assistance to other departments in investigating or apprehending the individual or individuals should be furnished.

Newark's Combination Fingerprinting Case

Chief Identification Officer Hobart A. Templeton, of the Newark, N. J., Police Department, was dissatisfied with fingerprint operator's equipment available on the market. He had found that the kits obtainable contained material designed for different portions of the work—one for morgue work, another for latent print work, etc. No complete carrying case containing all of the accessories



necessary to perform the varied kinds of fingerprint field work had come to his attention.

Officer Templeton had noted the fine craftsmanship displayed by one of the men in the Newark Bureau. Identification Officer Robert J. Railton spent his spare time at home in constructing miniature wooden models of trains, boats, aircraft, etc., for the children of his neighborhood. Recognizing the quality of the work, the chief identification officer suggested that Railton construct a practical, model fingerprint case.

A fibre case of appropriate size was obtained. Officer Railton designed and built the kit at his home on the basis of plans drawn to fit each item into its proper place. In the course of discussions other members of the staff contributed ideas which were incorporated into the kit until its present compact form was achieved.

The finished product contains every accessory needed in field work. It is easily transportable since it weighs only 34 pounds, and its complete lining of formica makes it easy to keep clean.

At present four additional cases, patterned after the original with a few minor refinements, are being constructed by a trunk and bag manufacturer in the city for use in the Bureau of Criminal Identification of the Newark, N. J., Police Department.

St. Louis Veterans



Sgt. Girard



Sgt. Beccard



Sgt. Collins

A total of almost 136 years of service forms the combined record of three members of the St. Louis, Mo., police department. They are Sergeants John Beccard, Paul Girard, and John Collins.

Sergeant Beccard was appointed a probationary patrolman on May 12, 1906; promoted to patrolman on May 12, 1907; and to sergeant on October 5, 1921. He retired on July 1, 1948 after 42 years on the force.

Sergeant Girard became a patrolman on August

21, 1899, and was promoted to sergeant on October 5, 1921. He retired September 1, 1948, after 48 years with the department.

Sergeant Collins retired on December 1, 1948, after 44 years and 8 months of service. Appointed an emergency special on April 1, 1904, he was made a probationary patrolman the following year and promoted to patrolman on October 7, 1906. He became a sergeant on February 1, 1919.



Flash back to the "good old days." The Baraboo, Wis., Police Force dressed in uniforms of 100 years ago to help celebrate Baraboo's centennial held August 13-15, 1948. A 5-week growth of beard lends an authentic touch.



Anthony R. Paul, graduate of the thirty-fourth session of the FBI National Academy, is shown being sworn in as the new Chief of Police of the County of Hawaii, Territory of Hawaii, by Harry Irwin, First Judge, District Court, County of Hawaii, with Assistant Chief of Police George A. K. Martin (right).

ACCIDENT REPORT

Date 10-29-48 Time 6:40 PM No. 158731
 Location Garrison Ave. at Main St.

Weather Rainy Road Condition Wet
 Driver Charles Drake Brown CAR NO. 1
 Address 14933 Marshfield Ave.
 Type Car Ed. Color Blue Make Nash Year 48
 Reg. No. 752784 D. L. No. 29845 Speed
 Owner Same
 Address
 Condition of Driver Not drinking Brakes OK
 CAR NO. 2
 Driver
 Address
 Type Car Color Make Year
 Reg. No. D. L. No. Speed
 Owner
 Address
 Condition of Driver Brakes

DIAGRAM

Front

WITNESSES

None

PERSONS INJURED

John Henry Smith Age 39
5718 Park Ave
Broken leg & minor
injuries. Removed by
Police Ambulance

Physician Dr. Mac Able
 Hospital Memorial

DETAILS

Smith, a ped., crossing Garrison
Ave. at Main St., was struck
by auto driven by owner Brown
who was travelling West on
Main. Visibility poor. Car
swerved South, striking
pedestrian.

Reverse

Figure 4.

Police Records Systems

(Continued from page 11)

officer ascertains from the radio dispatcher or complaint officer the complaint number for recording on his notes. These would be submitted to the records room for filing with the complaint report. In this instance, his notes act in lieu of recording details on the complaint form and thus save extra writing.

If the accident is one which requires a full report form, the department need only make a notation on the original and duplicate, such as "See Investigative Report" or "See Traffic Accident Report."

Some departments prefer not to route the duplicate copy to the officer. Instead, they keep the original and duplicate at the communications center and when the officer calls in to report the accident handled or the action taken, the appro-

priate notations, as above, are made on the original and duplicate.

The above method of handling complaints accomplishes at least four important purposes:

1. A permanent record is made of all reported matters. Reference to this file will show what police action was taken on every reported incident.
2. It furnishes a complete record for statistical purposes of all such police activities in a given period.
3. A control record is established for all departmental investigative records.
4. A systematic method for following and supervising cases is established.

Filing Complaint Forms

The original copies of all complaints whether traffic, criminal or otherwise, should be filed in one file in numerical sequence. This provides one central permanent record of all matters that are reported to a law-enforcement agency.

Duplicate copies of complaint forms for traffic

accidents may be utilized in maintaining an accident location file, as described hereinafter. Those departments not using duplicate complaint forms for a location file may discard them after they have served their purpose.

Filing Accident Reports

When an officer completes a traffic investigation, he prepares his report on a standard accident report form. This is reviewed by the supervising officer who checks the report and forwards it to the Records Bureau for tabulating, indexing, and filing. All additional records pertaining to the same case, such as statements, sketches and photographs, are submitted with the report. In the Records Bureau the accident report is assigned the same serial number as the corresponding complaint form.

The original traffic accident report, with related papers attached, should be filed in numerical order by the complaint number in the general investigative report file. As indicated in previous articles, 20 to 25 reports may be filed in one folder. The serial numbers of the cases therein are indicated on the tab. If there are numerous reports and attachments in a case, one or more folders may be used for that case.

One of the commonly advocated methods of filing accident reports is in an accident location file. Although this method is used by some departments, police have generally found it unsatisfactory. It has these disadvantages from the police viewpoint:

1. There is no way of knowing whether all the reports are accounted for.
2. It is an unsatisfactory and time-consuming method of locating a desired report, requiring a search by location and date.
3. It creates an unnecessary exception to the filing method for other investigative reports. If a full report is necessary in such a file, a copy should be used.
4. It uses an original, permanent and basic report for cross-file purposes.
5. The theory of filing by this method is for engineering purposes, but very little use is made, by the average department, of the information in this file.
6. It complicates the file transfer problem.
7. It tends to segregate accident experience for each year.

The only advantage of filing original accident reports by location is in having reports of accidents at one location available in one section of the file. However, this advantage can be realized in another manner as will be described later. Some advantages of filing the main reports numerically by serial or case number rather than by location are as follows:

1. There is little possibility that a report will be misfiled. This is important because the accident report form is the basic record of the case.
2. Reports are filed easily and can be located quickly from a simple indexing system such as that described previously.
3. The method of filing is uniform with that of other police reports.
4. Reports of previous years may be located easily even though the files are in storage.

Location Files—Cities

The accident location file may be kept by using one of the following forms: (1) copies of complaint forms; (2) 3 by 5 index cards (may be a carbon copy of the main index card prepared for the name file); or (3) copies (not originals) of accident report forms. The method of setting up a location file will be the same in any case.

To set up a location file, a set of primary guide cards is arranged by street names in alphabetical order. Secondary guide cards are also arranged alphabetically behind each primary guide card as the need is indicated. A large city would probably prepare all guide cards, both primary and secondary, when the file is set up. Material pertaining to accidents occurring at intersections should be filed behind the primary guide card for the street the name of which is first in alphabetical order and behind the guide card for the intersecting street. For example, an accident occurring at the intersection of Third Street and Broadway should be indexed behind the primary card for Broadway and in the section for Third Street. An accident which occurred at Center Avenue and Broadway should be indexed under the primary guide card for Broadway and in the section for Center Avenue. The same procedure should be followed for accidents occurring at other locations.

An accident which occurs between intersections may be indexed behind the primary card of the nearest intersection or it may be filed separately from intersection accidents immediately behind the primary index card of the street on which the accident occurred. When the latter procedure is used, the cards or forms should be filed by block numbers. For example, all accidents occurring between intersections on Center Avenue between the 300 and 500 blocks should be indexed behind the primary guide card for Center Avenue in section labeled "300 to 500."

To make a traffic study at a given location, wh

duplicate complaint forms or index cards are used, first withdraw the complaint forms or cards for that location and then request the original traffic reports by serial numbers. As soon as the study is completed the original reports should be returned to the permanent numerical file and the duplicate complaint forms or index cards to the location file. Reports taken from the main file should be charged out with an adequate system which will indicate who has the reports. A system of charging out files was discussed in the May 1948 issue of this Bulletin.

Indexing

The method of name indexing of those persons involved in traffic accidents described previously for departments in small communities is equally suitable for the large law enforcement agencies. It is recommended that the first (lightest) weight card stock be used for the index cards, for with this type of card and the use of hard carbon paper it is possible to make two carbon copies of the index cards when desired for cross files (location and type of accident). It is important to emphasize that a blank card is used for the main name index card in indexing a traffic accident.

A type of accident index, like the type of crime index, may be maintained by use of a carbon copy of the first name index card prepared from the accident report. This type or analysis file may be set up as to injury, fatality, and noninjury accidents with subheadings indicated on page 50 of the FBI Manual of Police Records, as follows:

1. M. V. with pedestrian.
2. M. V. with motor vehicle.
3. M. V. with R. R. train.
4. M. V. with electric car.
5. M. V. with bicycle.
6. M. V. with horse vehicle.
7. M. V. with fixed object.
8. Noncollision operating accidents.
9. Other M. V. accidents.

When a person is charged with a traffic violation his name is indexed on an arrest index card. There is no need for a special driver record index, since the master name index will show an individual's entire traffic record.

In order to keep a complete driver's violation and accident record, those accidents in which a driver is involved but not charged may be added to his criminal history index card. This is in addition to the main index card indexing the accident report. For example, in figure 2 a main index

card for Charles Drake Brown is illustrated. (See p. 12, December 1948.) The number (158731) refers to the accident report. The index card shown in figure 3 illustrates this same individual's criminal history index card. A review of the various entries furnishes the department with a good picture of this individual's activities. The arrest number 212216 refers to the arrest record which was prepared on this arrest. The arrest record, of course, should be cross-referenced with accident report No. 158731.

Wherever a citation is issued it is so indicated on the index card. The number 15297 obviously refers to the accident investigation report number since Brown was not charged. All the other numbers refer to arrest records.

Spot Maps

One of the most valuable aids to every law enforcement agency in studying the traffic problem is an up-to-date accident spot map. Every department, large or small, should maintain one. Most departments maintain one large map (or several sectional maps) on an annual basis to follow the development of the problem throughout the year. This map presents a visual picture of the accident problem. Here are a few of its many uses:

1. The map helps the police administrator and other officials to keep posted on the general accident picture in the city, county or state.
2. It serves as a guide to the assignment of police personnel.
3. It is helpful in planning safe routes for school children.
4. It helps the police administrator to evaluate and handle complaints about traffic at particular locations.
5. High accident locations and areas are spot-lighted.
6. It stimulates interest in traffic safety among police officers.
7. It directs the attention of traffic engineers to dangerous locations.
8. It creates interest in safety if placed where the public can see it.
9. It provides an excellent means of publicizing the problem through newspapers, magazines, etc.

Special spot maps may be prepared to study the pedestrian problem, accidents involving school children, night accidents and other similar problems. One street, route or highway might be made the subject of a special spot map if its accident problem is large or unusual. "Before" and "after" spot maps might be prepared to show the effect of a new regulation, increased enforcement, or a new traffic signal or stop sign. Many de-

partments maintain a separate map for all fatal accidents. This might be kept for a period of several years to allow for special study of these accidents. A different type of pin might be used to show fatal night accidents, so that this element of the problem can be analyzed.

Although spot maps are in common use by most enforcement agencies, a few suggestions might be offered to assist law enforcement agencies in preparing and using a spot map.

1. The basic map should be a black or brown line print on a white background. All unnecessary details should be eliminated in making the map. It should be essentially a street map, with names of streets shown.

2. City departments usually find that a map drawn to the scale of 400 feet per inch is satisfactory. State agencies may desire to use a series of maps, one for each county, so that a large scale can be adopted. Some State departments mount county maps in a frame pivoted on one edge so that both sides of the frame are available for use.

3. All maps should be mounted on a backing material which is light and soft, yet rigid. Cork carpet or homosote is particularly good for map backs.

4. Map pins should be solid black or black with white dots or crosses so that they will show up clearly in ordinary black and white photographs.

5. A simple legend using as few different types of pins as possible is preferable. The following suggests one legend which has been found satisfactory:

Pedestrian Fatal Accident,
Other Fatal Accident,
Pedestrian Injury Accident,
Other Injury Accident,
Property Damage Accident.

A typical legend along these lines is illustrated in figure 5.

Traffic Records in County Agencies

The sizes of county law enforcement agencies vary almost as much as those in the cities. So, too, do the problems vary. The large sheriff's office, the county parkway police organization, etc., have different volumes of work and different problems. Thus, no one record system is suitable for all.

There are some very small county law enforcement agencies with limited personnel and a small volume of traffic work. They would meet their needs with records such as those previously set out for small local communities. A simple system of recording complaints, an investigative report file including traffic reports, an appropriate arrest recording procedure, a master name index and a spot map would be adequate. Generally, a loca-

tion file would not be needed by such smaller county agencies.

Larger county law enforcement agencies could profitably use a record system such as that outlined for the larger cities. The system of handling complaints, filing complaint forms and investigative reports, indexing, keeping arrest records, etc., would be basically the same. The location file for county agencies would be different, however, from that used in cities.

Within the county the location file would be broken down by:

1. U. S. numbered highways
2. State numbered highways
3. County roads—(by number or name)

Accident Records in State Agencies

State law enforcement agencies vary in size, but their needs, as far as records are concerned, do not differ substantially from those in a Central Records Bureau of a large city police department. The system of traffic records recommended above for larger cities will, on the whole, be easily adapted to the needs of State Police Departments and State Highway Patrols.

Many States maintain their own records and also a clearing house for the entire State for operators' licenses and accident reports. This is only a Headquarters problem. The good basic record principles outlined previously should be followed at a State Headquarters. The size of the files does not alter the procedure in indexing and filing. Due to the type organization and distances involved, the various substations should maintain copies of their own traffic investigation records and arrest reports (including summonses and citations). The original records are all furnished to Headquarters. It is well for a State to set up a standard filing system for all its districts or substations and require each through inspectional service to maintain that standard. This should be patterned after the Headquarters system.

The location file for State law enforcement agencies would be quite different from that set up in cities. This might be broken down as follows:

1. The file is divided first into sections bearing the names of counties, listed in alphabetical order. (An alternate procedure which might be desired by some agencies would be to have the primary break-down by districts covered by State Police Barracks or Highway Patrol Division Headquarters.)

2. The remaining break-downs would be like those set out above for county law enforcement agencies.

(To be continued in the next issue)

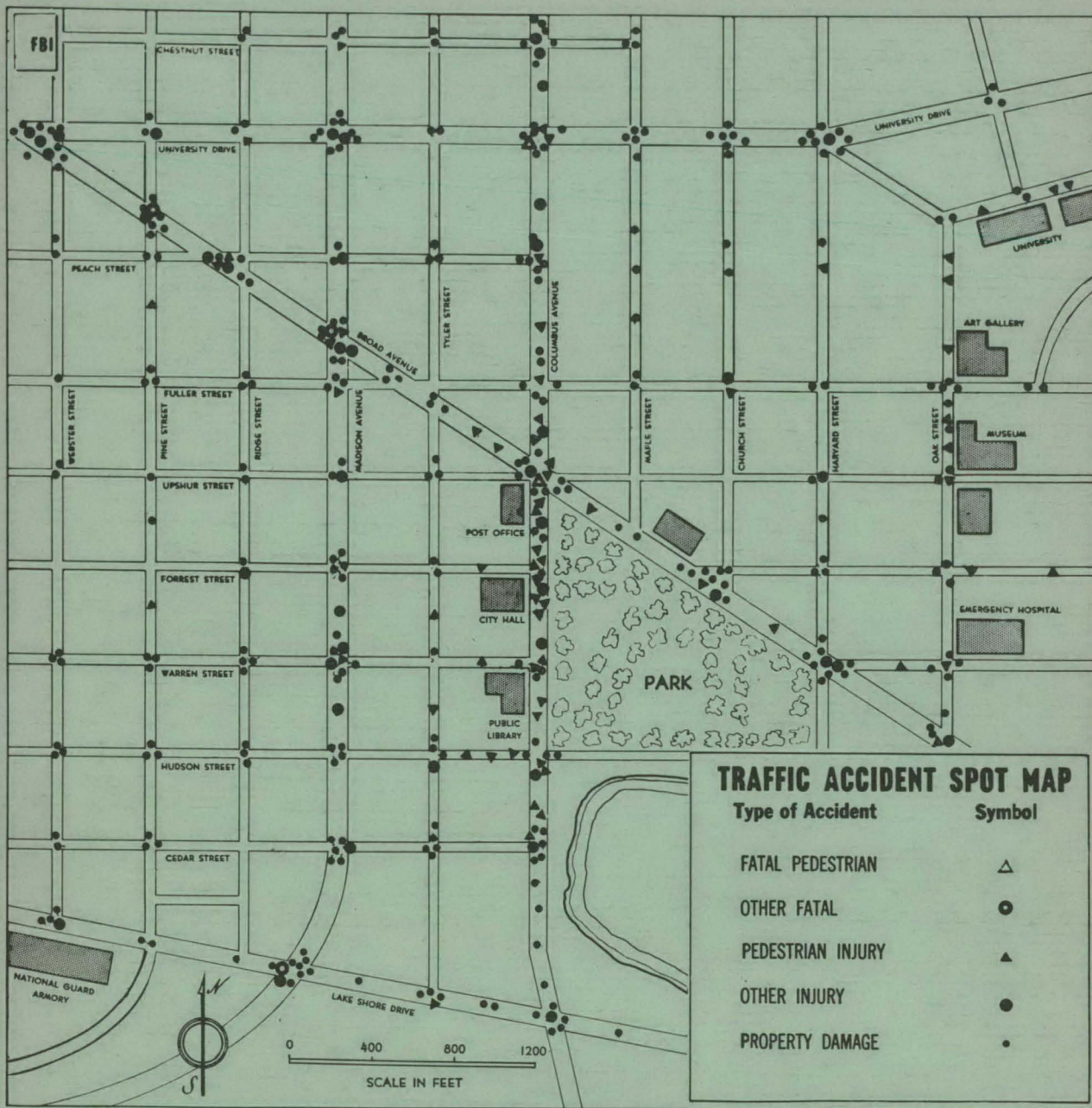
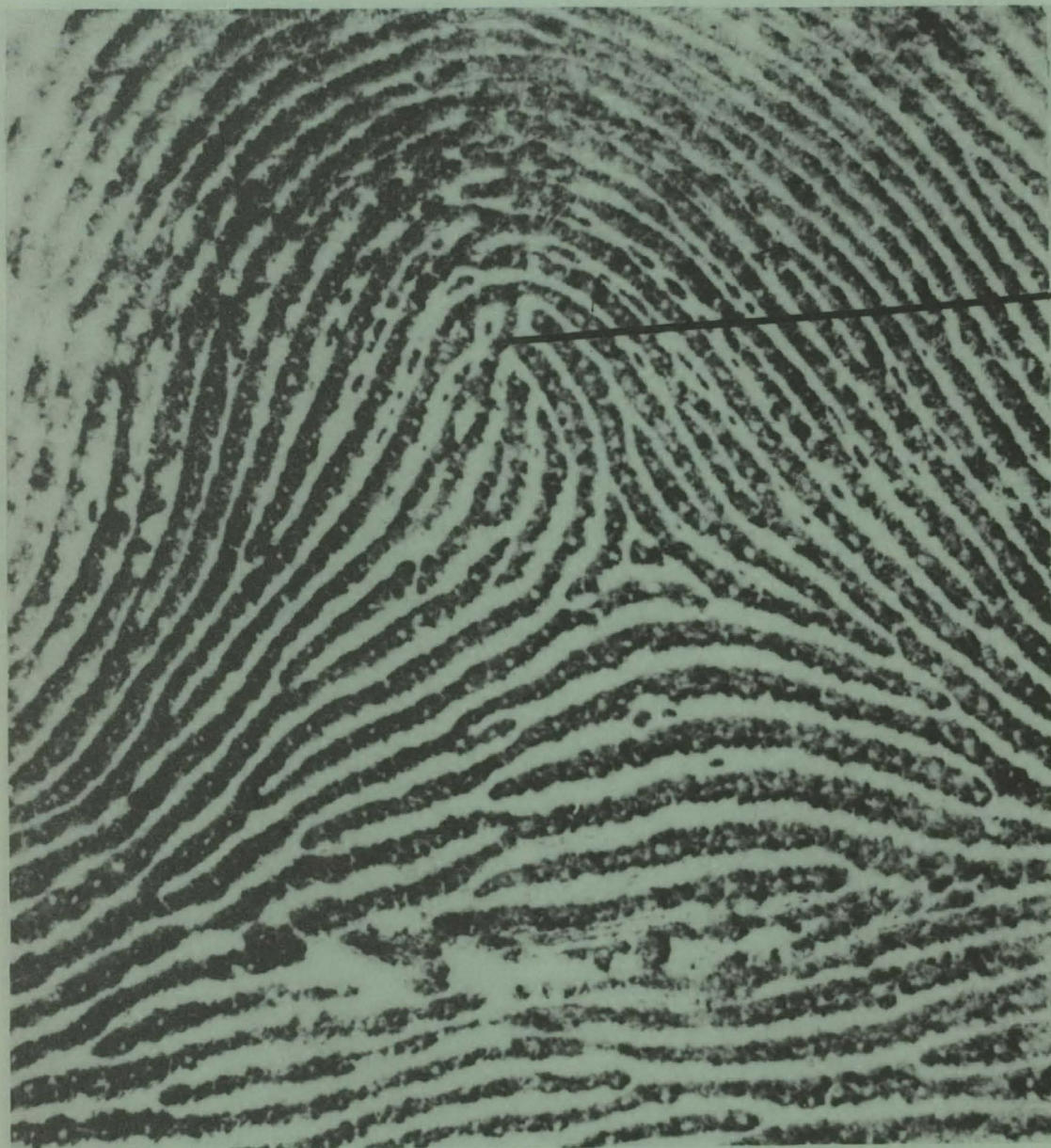


Figure 5.

Interesting Pattern

FINGERPRINTS



At first glance this pattern appears to be a loop. It should be remembered, however, that the mere converging of two ridges (A) does not form a recurve, without which there can be no loop.

Since there is no recurving ridge, entering from one side of the pattern and tending to flow out the same side from which it entered, this pattern would be classified as a tented arch.