

- *Restricted to the Use of Law Enforcement Officials*

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J. Edgar Hoover, Director

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





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

November 1, 1948

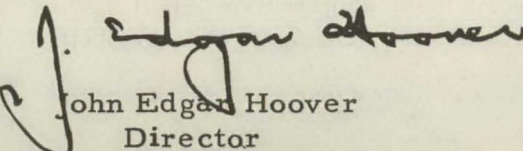
TO ALL LAW ENFORCEMENT OFFICIALS:

When the President, on September 16, 1940, signed the Selective Training and Service Act, under which nearly 34½ million men registered, a tremendous task was placed on the shoulders of the FBI, which was charged with the responsibility for investigating violations of the statute. We were able to discharge our obligations under this law only through the untiring efforts and unselfish devotion to duty on the part of the thousands of America's peace officers. They rendered unstinting cooperation and whole-hearted assistance to our Agents in every sector of the nation in helping run down the delinquents and shirkers. Their splendid cooperation was symbolic of the united effort which made victory possible.

Though the great majority of American men faithfully complied with the regulations of the law and loyally served their country, some did not. Whenever possible, those guilty of only technical and minor violations were made available to the armed forces while individuals deliberately attempting to evade service were located for prosecutive purposes. As of August 31, 1948, 28,413 Selective Service fugitives had been located and United States Courts had pronounced sentences totalling 39,000 years and levied fines amounting to \$1,247,654 against the 16,212 individuals convicted of violating the statute.

The President, on June 24, 1948, approved a new Selective Service Act and the FBI has again been charged with the responsibility to investigate violations. We undertake this new task with a deep sense of public responsibility and with the hope that the ends of justice will be properly served.

Very truly yours,


John Edgar Hoover
Director



Preparation of Notes and Accident Reports

Introduction

To conduct a successful traffic safety program, we must know what causes accidents. Knowledge of the causes is necessary if we hope to prevent accidents. Our first job, then, is to get the facts. How do we get them? One way is to investigate accidents. Yet the mere discovery of accident causes by law enforcement officers will not help a traffic engineer to remove hazards, or an enforcement official to apply manpower effectively, unless these facts are presented in reports which are clear and understandable. The officer's responsibility does not end with the investigation. He must place the accident facts in a report so that they will be available to the department; otherwise, the knowledge he has acquired through the investigation is of little value to others.

Is there a need for improvement in police reports on accident investigations? Many police executives say that the generally poor condition of many departments' records cannot be blamed on careless investigations, but is due largely to low standards of report writing. An officer investigating an accident usually determines the real causes of the accident, but in many instances because he has not been taught properly, he fails to record the facts which are disclosed by his investigation in a manner which can be understood by others.

The correct procedure in investigating traffic accidents has been previously discussed.¹ We shall therefore proceed to the recording of notes on the investigation, after which the preparation of the accident report form will be considered.

Note Taking

Every experienced police officer knows the value of a good set of notes. He knows how easy it is to prepare a complete and accurate report when his notes are complete. He knows how they help

to refresh his memory in court. He also knows how difficult it is to testify from poor notes; how embarrassing it is to be unable to answer questions and how humiliating cross-examination can be if he can't remember the facts which he has previously reported.

Many a police case doesn't reach the courts until months after the investigation. The officer may have investigated scores of other cases in the meantime, and he will have forgotten many of the facts in the earlier investigation. Dates, exact times, measurements, distances, names, addresses, and other important facts are difficult to remember, but the police officer is expected to have all these facts immediately available. Furthermore, he may be expected to give a clear chronological description of his investigation. All this he must do whether the investigation was conducted a day, a month, or a year before his appearance in court. In some instances, cases are continued over long periods of time. There may be retrials. Yet the officer will be expected to give the same facts without material error whenever the occasion demands. The officer's reputation as an investigator is often established by his testimony as a witness. He should consider this when conducting his investigations, and his notes should be made with this thought in mind.

The original notes made by the officer in his investigation are the only notes to which he may refer when testifying. If made on a standard accident report form, on scraps of paper or in a special notebook, they are the only notes with which he may refresh his memory in court. He cannot use a completed report form which was later prepared from notes made at the accident scene. Original notes should therefore be retained in all cases likely to result in court action. Since defense attorneys may often obtain the privilege of examining an officer's notes in court, the notes should be kept free from extraneous matters. Personal notes should not be included in them, and other investigative notes should be kept separate. All notes should be neatly prepared.

(Continued on page 22)

¹ See *FBI Law Enforcement Bulletin* for November 1946.

POLICE TRAINING

Los Angeles Police Academy

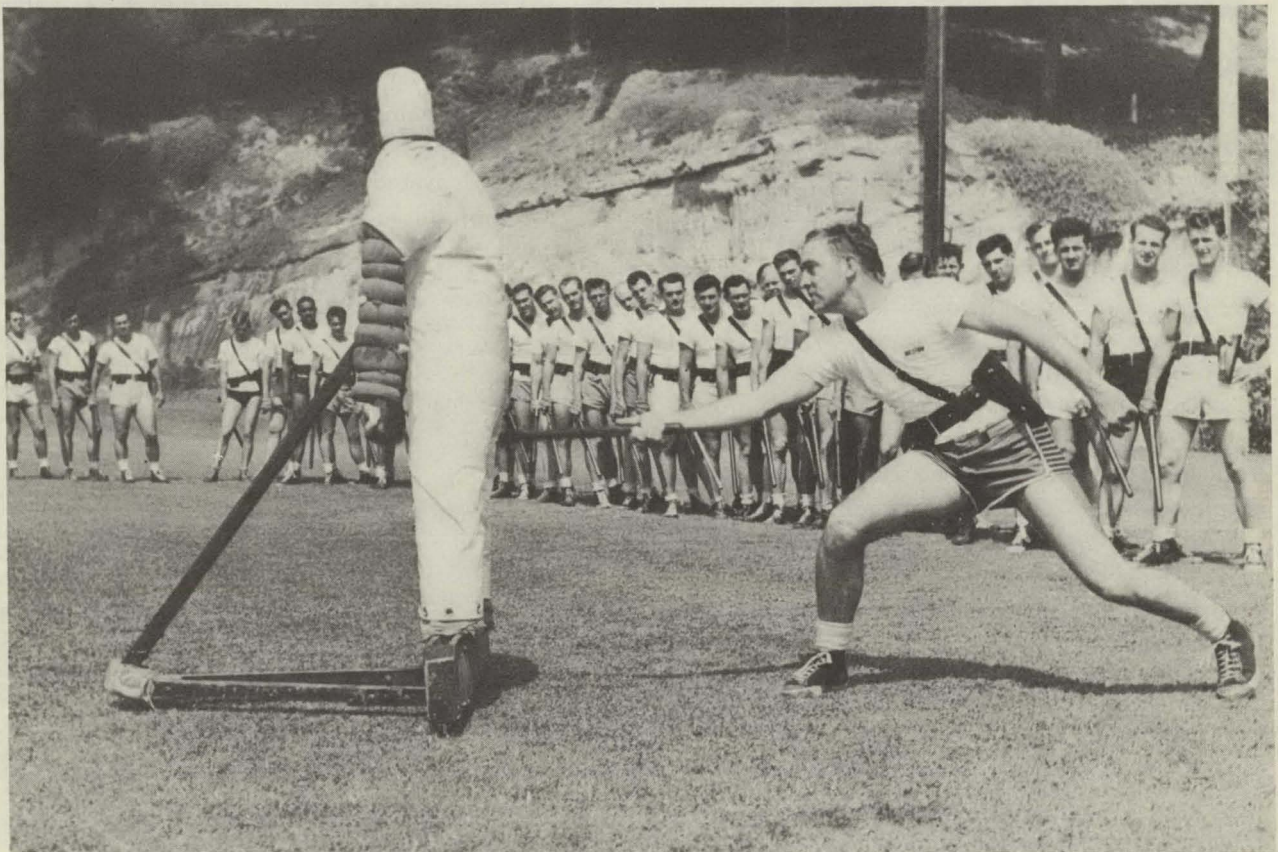
by C. B. HORRALL, *Chief of Police, Los Angeles
Police Department*

The Los Angeles Police Department concurs with John Edgar Hoover when he states that "Law Enforcement has reached the status of a profession." We also agree with Mr. Hoover that in reaching the status of a profession it becomes essential to reach all members of the police department with modern instruction. With this in mind, the Los Angeles Police Department organized its first training school almost 25 years ago. The first school was conducted in a borrowed building which was used as an armory, and the training was continued under limited facilities and in dark classrooms until the police themselves raised enough money, through annual police shows, to erect a formal training center. In order to maintain this privately built and sponsored training center, the members of the department formed a corporation

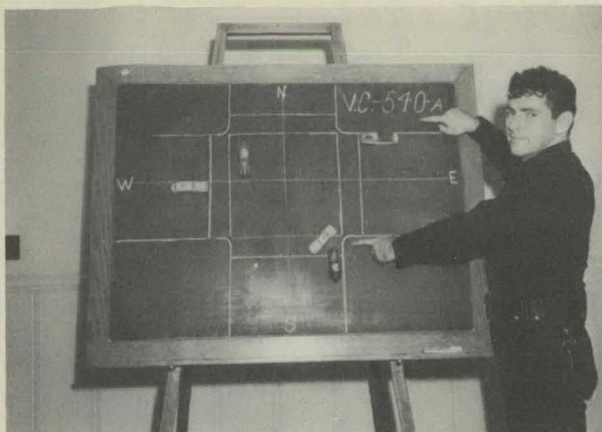
so as to provide perpetual assistance for the maintenance of the ever-increasing training program of its recruits, "old timers," and policewomen.

The training center is now known as the "Los Angeles Police Academy" and is located in Elysian Park. The facilities of the academy occupy some 13 acres and consist of a new hydraulically equipped pistol range, swimming pool, baseball and athletic field, volley ball and tennis courts, a large dining hall and cafe, a regulation-sized gymnasium with two regulation handball courts, steam and hot rooms, administrative offices and classrooms for formal instruction, including space for the offices of the Examining Physician.

The academy is staffed by a commander, who is a graduate of the FBI National Academy.



Baton practice by rookie class.



Method of instructing new officers on operation of California Vehicle Code.

Under the commander are a Superintendent of Training and several regular members of the department who are assigned to full-time instruction. In addition, the services of over 40 other experts are utilized, to bring the best possible instruction to the new recruit who is entering this profession of being an officer of the law.

Experience has proved that a scientific approach should be employed in teaching police subjects. This scientific approach has been utilized by various colleges and universities, such as Washington State College and the University of Southern California, the latter listing its professionalized police course under the general heading of "Police Science." Even with this new approach, it is still necessary to direct the instruction toward an application of practical and proved methods of police techniques, which have been developed over the years. In addition, it is self-evident that the subject matter to be taught to the recruit would differ from that given to the experienced officer and policewoman. However, some similarities of instruction are noted, namely, that the academic instruction in the classroom must be supplemented by outside activities, such as calisthenics, shooting, self-defense, and other practices in police problems, such as how to handle civil disturbances, breaches of the peace, strikes, and major disasters.

Recently, the Los Angeles Police Department has made a substantial increase in its authorized police personnel, from 3,163 to 4,333, or an increase of 1,170 members. This was a direct result of the demands brought about by the rapid growth of population in the City of Los Angeles from 1,504,277 to an estimated 1,904,725, which

also accounted for an unprecedented rate of increase in police problems.

As a result of the exigency of training such a large number of men in a limited time, a compact but comprehensive 6-week course has been devised and is still in operation. In comparing the subject matter covered in the course with others engaged in training peace officers, it has been found to be in keeping with the best thoughts on training and education.

Recruit Training

The instruction given over a period of 6 weeks runs for 5 days of the week, from 8 a. m. to 6 p. m. with 1 hour off for a lunch period. Several nights during the course are utilized to bring practical aspects of police work into the academic instruction. This night activity includes visiting the Jail, Communications, Records and Identification, and other branches of the service, including riding as extra officers in patrol cars. During the daytime instruction, the major part is spent in the classroom but there are some outside activities.

Since the Los Angeles Police Department is divided into the five bureaus of "traffic," "patrol," "detectives," "technical services," and "personnel and training," the academic instruction of the recruits is also channeled to correspond with the various bureaus. For the sake of brevity, the subject matter covered in the classroom instruction may be itemized as follows:

Detective Bureau

Auto theft.	Homicide.
Bunco and pickpockets.	Hospital detail.
Burglary.	Narcotics.
Criminal psychiatry.	Robbery.
Forgery.	Scientific investigation.
Fugitives.	

Patrol Bureau

Civil disturbance control.	Law—evidence.
Daily log.	Municipal code.
Field interrogation.	Patrol tactics.
Fire duties.	Recruit in the field.
Juvenile control.	Tolerance in police work.
Law—penal code.	Vice detail.

Technical Services Bureau

Booking procedure.	Fingerprints—rolling.
Civil liabilities—auto equipment.	Jail procedure.
Communications.	Misdemeanor complaints.
Fingerprints—theory.	Reports.

Traffic Bureau

Accident investigation.	Traffic enforcement policy and procedure.
Accident report writing.	Traffic laws.
Drunk driving.	Municipal code.
Traffic administration.	
Traffic flow.	

Training Bureau

City charter.	Notemaking—officer's notebook.
Conduct and appearance.	Police associations.
Court procedure.	Police behavior.
Courtroom demeanor.	Police commission permits.
Department organization.	Police ethics.
Department rules and orders.	Police and the public.
Drunk arrests.	Police problems.
Federal Bureau of Investigation (Federal jurisdiction).	Public relations.
First aid.	Radio crew teamwork.
Medical procedure.	Shooting—theory.
	Smog control.

Outside Activities

Band drill.	Shooting on firing line.
Calisthenics.	Search of person and vehicles.
Civil disturbance drill.	Self defense (hand-to-hand combat).
Combat shooting.	Tear gas and chemical agents.
Drill (military marching).	Uniform inspection.
Handling of baton (night stick).	
Money shoot.	
Night shooting.	

Outside Activities

As already stated, the academic instruction is supplemented by outside activities. Some of these outside activities include shooting, self-defense, close order drill, baton drill, and calisthenics. During the shooting classes, there is an emphasis placed upon the responsibility of the officer to the public he serves. Safety precautions and common sense in the handling of firearms are emphasized. The seven cardinal principles of good revolver shooting are first taught in the classroom and for the balance of the training program at the Academy, the recruit officer learns to shoot with accuracy and safety while firing slow, timed, rapid, and silhouette fire. It is gratifying to note that superior instruction makes it possible for 60 percent of the recruits in the average class to shoot well enough before graduation to earn medals and monthly bonus checks.

Double-action shooting is taught on our combat course. There is an emphasis on quick drawing and "instinctive" shooting. The practice of firing from behind barricades is similar to those depicted



Department representative taking motion picture showing duties of officer on "foot patrol."

in the FBI bulletins of August and September 1946. Recruit officers score 85 percent of their shots within a killing area on a Colt's silhouette target at 25 feet.

In classes on special weapons, recruits are taught the safety precautions and use of .30 caliber Winchester carbines, Thompson submachine guns, Reising submachine guns, and 12-gauge shotguns. Actual firing is done on the 25- and 50-yard ranges with these weapons. Special instruction is given in the use of tear gas and other chemical agents which may be used to disperse unlawful assemblies and to drive out barricaded criminals.

Close Order Drill

One hour a day is devoted to close order drill. The men are taught military drill, inspection procedure, baton (night stick), civil disturbance control, and traffic hand signals. Another hour a day is devoted to self-defense and calisthenics. In self-defense the recruits are taught controlling holds, come-alongs, breaks for holds, and various types of disarming grips. Emphasis is placed on those "hand-to-hand" tactics with which an officer can effectively control a suspect without using undue force, inflicting lasting bodily harm, or jeopardizing his own safety.

Policewomen

At the present time, there are 76 policewomen and 7 women sergeants on the department, with an increase in personnel expected. A large number of these policewomen are college graduates, with many of them being just a few college credits



Chief Horroll (above) inspects a gun belonging to Policewoman Lorraine H. Linge.

away from a college degree. Their keen minds and alert dispositions have made them unique in the fields of juvenile work and in dealing with female prisoners. It has been found that they can perform alongside their brother officers in such specialized activities as detecting and apprehending bunco artists, fortune tellers, abortionists, as well as the daily routine of the usual police problems.

The specialized training given to policewomen may be illustrated by calling attention to the type of subjects covered, which are:

Auto theft.	Jail procedure and booking.
Bunco rackets.	Job evaluation.
Burglary.	Juvenile procedure.
Civil liabilities—auto equipment.	Medical procedure.
Communications.	Misdemeanor complaints.
Conduct and appearance.	Narcotics.
County probation department.	Notemaking.
Courtroom demeanor.	Penal code—criminal law.
Department organization.	Physical training.
Evidence.	Personnel division functions.
Fingerprints.	Police associations.
First aid.	Public relations.
Forgery and shoplifting.	Report writing.
Homicide.	Robbery.
Hospital detail.	Self-defense (hand-to-hand combat).
Interviewing witnesses and suspects.	Scientific investigation.

Shooting (target and combat). Tolerance.
Uniforms.

Visitations and assignments.

Visitation, juvenile hall and courts; psycho. court.

Assignment; juvenile division; day and night watch.

Assignment; jail division, day and night watch.

In keeping with their professional status, policewomen also participate in such outside activities as self-defense and revolver shooting. It is believed that the Los Angeles Police Department is among the first to give instruction in target and combat shooting to its policewomen. This is new in police annals and is based on the contemplated plan of the department to have some of the policewomen work in police uniform. These uniformed policewomen would patrol the high delinquency areas, especially those "attractive nuisances" such as poolrooms, cocktail bars, dance halls, penny arcades, theaters, roller rinks, and parks.

Use of Visual Aids

The use of visual aids as a teaching method was definitely proved to have numerous advantages during the accelerated military training program during World War II. In keeping with this newly developed technique a Visual Aids Unit has been established at the Training Academy.

This unit has made five 16 mm. sound motion picture training films dealing with:

1. "Techniques of revolver shooting."
2. "Self-defense."
3. "The police baton."
4. "Shakedown and handcuffing."
5. "Foot patrol."

Other films are in the process of being made. These films have been in almost constant demand by various municipal, State, and Federal law-enforcement agencies throughout the United States, including Honolulu, and Canada.

Adding to the sound motion picture media of visual aids, numerous still shots and transparencies for use with the new "Visualcast" projector, have been made in order to assist the instructors in presenting their subjects in an interesting and informative manner.

Scale models have also been constructed in order to illustrate the technical aspects of traffic offenses, unlawful assemblies, strike control, and simulated major disasters. Interesting use has been made of magnetized scale models which are moved about on a steel blackboard to illustrate the problems posed by the lecturer.

The members of the Visual Aids Unit are regular members of the Police Department. Thus the

films and other aids are made from the practical police standpoint with the idea of depicting conditions as closely as possible to real life situations. For illustration, it is believed that the demonstration of "disarming" techniques employed by an officer will be much more impressive if it is made in an alley with a uniformed officer and a "gangster" instead of depicting the same scene by using two instructors in the calm surroundings of the gymnasium. Both techniques are similar in that they are trying to show the same things, but the former has a ring of authenticity, while the latter is inclined to appear flat, staged and unreal.

Use of Psychological Tests

New developments and techniques in the field of psychology have indicated that psychological tests could be utilized to a great advantage. Since many of these tests have now proved to be valid and reliable, the Department is giving a battery of examinations, including those of the American Council for Education which are given to test learning abilities. Other tests given include the Kuder Preference Test and Interest Inventory, the Gilford-Martin Temperament Tests and the

Gamin Personality Examination. These vocational and aptitude tests, which are also used for World War II veterans, are given not only to the recruits of the Los Angeles Police Department but also the tests have been given to those in specialized activities such as motorcycle riders and to personnel of the Juvenile Division of the Department, in order to obtain highly qualified officers. Although some of these tests are experimental in nature, still it has been proved that a peace officer usually has a definite pattern of personality. In addition it has been shown that motor officers and juvenile officers must not only be highly qualified, but also of a particular temperament. In conducting these examinations the department has utilized college professors, consulting psychologists, psychiatrists, and the facilities of the Veterans' Guidance Center. After the assignments have been made, the results of the tests are recorded for future reference, study, and validation. Thus, it is anticipated that those who follow us, in training our brother officers, will be afforded even greater opportunity for furthering our professional police status.



Members attending the Eastern Pennsylvania FBI National Academy Associates' annual dinner in Scranton, February 19, 1948.



SCIENTIFIC AIDS

Science Versus the Killer

A local resident, strolling along the shore near Gandy Bridge which spans Tampa Bay, Fla., looked for a likely spot to drop his fishline. Idly he noted a small mangrove island not far distant, and the carrion birds circling and wheeling about it. The dark birds of death appeared to be attracted by an old burlap sack which apparently had been tossed up by the tide.

The fisherman strolled nearer. A penetrating, nauseous odor reached his nostrils. He started to turn away when his eyes fixed on the burlap bag. The object which held the vultures' attention was a human arm, partly decomposed and stripped almost fleshless by the birds.

Within minutes Pinellas County officers and members of the St. Petersburg Police Department were carefully searching the surrounding area for the remainder of the body and any clue which might yield the identity of victim or killer. There appeared to be none. The burlap sack and its grisly contents were carried back to the city for further examination.

The sack contained the right arm and leg of a human being. Both limbs were badly decomposed and mangled by the vultures. A few red feathers, grains of oats, and a human fingernail were found. The fingernail did not belong to the hand in the sack as none were missing from it.

Where was the remainder of the body and who was the victim?

Missing persons records reflected nothing of value, and an appeal was made to the public for information which might help to identify the victim. Tips and leads kept the officers busy. All proved fruitless. Teletype inquiries were sent to surrounding communities. Nine days passed.

On October 11, 1947, the St. Petersburg Police Department received a tip that one Mrs. John G. Westly had not been seen at the chicken farm where she lived with her husband since September 27 or 28. Deputy sheriffs promptly checked.

A small, white, one-story building and a fenced-in yard comprised the Westly farm on the outskirts of St. Petersburg.

The officers were greeted by a partially bald man

of about 60. He answered their questions readily. His wife, he said, hadn't been around since the 28th of September because she was visiting her daughter in Lowell, Mass. Mrs. Westly had taken a cab to the railroad station about 11 p. m., September 27.

The officers asked if Westly had heard from his wife and the elderly man answered, "Why, yes, I got a post card from her on October 7. It was dated the 5th of October."

Where was the card? He had thrown it away.

As the officers drove back to St. Petersburg one remarked, "It seems to me I've talked to that man before." He could not recall any details.

Later, in discussing the case at the station house, a patrolman stated, "I was out there the 26th of last month. Mrs. Westly called me out to her home." He added that Mrs. Westly, the former Yvonne Casey, complained that her husband kicked her chair out from under her and threw coffee in her face during an argument over money she had invested in the farm and which she now wanted back. The deputy then recalled when he had talked to Westly before—a year earlier when the Westlys had quarreled about money and domestic affairs.

The still-suspicious officers made another visit to the chicken farm. Westly was amiable. He said he had fights with his wife and asked who didn't. "Anyway, we patched it up and I gave her \$500 to go on her trip." He pulled out a receipt and gave it to the deputy.

Back at headquarters Chief of Detectives John S. Siers and other officers looked for new leads. The burlap sack was the type used for chicken feed. The red feathers had come from a chicken. That was all of the evidence. Search for the cab driver who allegedly had taken Mrs. Westly to the railroad station proved fruitless and Sheriff Todd Tucker of Pinellas County and Chief Jacob Reichert of the St. Petersburg Police Department decided to check further. The weight of evidence was sufficient and Westly was arrested.

Then, on October 20, 1947, a second burlap bag was picked up approximately a mile from the



Removing the bag containing the right leg.

spot where the first was found. Its contents were similar—a horribly mutilated and decomposed leg. There was no apparent means of identification.

Westly was interviewed. Calmly, he insisted that his wife was in Massachusetts—had taken a taxi to the station on the night of September 27. Officers searched the farm. They found a shirt, trousers, vest, and hammer and sheets which appeared to have bloodstains on them. But was it human blood? One room in the house was used to cut up and dress chickens for market and the stains might be chicken blood.

Mrs. Westly and her husband had been employed by a commercial air line in Miami during the war. Investigating officers secured a set of her fingerprints from the air line's records and by comparing these with almost undecipherable prints taken from the hand of the victim, a tentative identification was effected.

The investigators then enlisted the aid of the

FBI. Identification Officer Ralph Lee brought the hand, the \$500 receipt which Westly said his wife had signed, the clothing and the hammer found on the farm, to Washington, D. C.

Through special techniques developed in the Single Fingerprint Section of the Identification Division of the FBI, a specialist obtained legible fingerprints from the hand. He turned to the files of the Identification Division where he found four fingerprint cards submitted in connection with the national defense program bearing the name of Yvonne Casey. He compared the fingerprints taken from the hand with those of Yvonne Casey. The search for the definite identity of the victim was ended. The fingerprints matched.

In a portion of the FBI Laboratory an expert on questioned documents studied the receipt the suspect said his wife had signed. From known handwriting specimens of John Westly and Yvonne Casey it was determined that the signature on the receipt had been written not by the

victim but by the suspect. A serologist added a third link to the chain. The clothes and the hammer were stained with human blood. The trousers were literally drenched with it.

Cool and stolid, Westly stuck to his story. He weakened on one point only. He admitted that he had not received a post card from his wife as he had previously claimed and said he had lied because neighbors were asking about her.

The suspect was brought to trial on a first-degree murder charge on December 15, 1947. A witness who had seen Mrs. Westly on the evening of September 27, 1947, said the latter had made no mention of a trip north. The victim's son-in-law testified that Mrs. Westly had not visited them and that a letter dated September 20, 1947, made no mention of a trip. A neighbor said that he had heard the chickens in Westly's place making a racket at about 3:30 a. m. on September 28, and that, looking out, he noted a light in the back of Westly's house where the latter cut up chickens.

In rapid order the testimony of experts linked

the crime to the calm killer. An orthopedic surgeon testified that the limbs found came from the same person and that the person was a woman not less than 40 years of age. He illustrated his testimony with X-ray photographs of the two legs. Superimposing one picture over the other against the light, he stated that such a perfect comparison was possible only in bones from the same body. The growth lines were completed showing an age of at least 35; the size, weight, and strength of the bones indicated a female; evidence of arthritis in the joints pointed to a person 40 years of age or older.

The fingerprint and handwriting experts testified and the serologist told of the presence of human blood on the clothing in question.

The weight of scientific evidence was too heavy to withstand. The defendant was found guilty of first-degree murder with a recommendation for mercy. Subsequently John Westly was sentenced to life imprisonment. No trace was found of the remainder of his victim's body.

★ ★ ★



Members of the California Chapter of the FBI National Academy Associates and FBI representatives gathered at Santa Barbara, Calif., for the annual meeting of National Academy graduates on May 8, 1948.



POLICE TRAINING

G. MISCELLANEOUS HOLDS AND THROWS (Continued)

5. Arm Lock—Bent Arm

(a) Arm Lock.

1. Over arm.

SITUATION: You are standing facing your opponent and slightly toward his right.

ACTION: Grasp opponent's right wrist, slightly toward the inside, with your right hand

¹ This is the ninth 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.

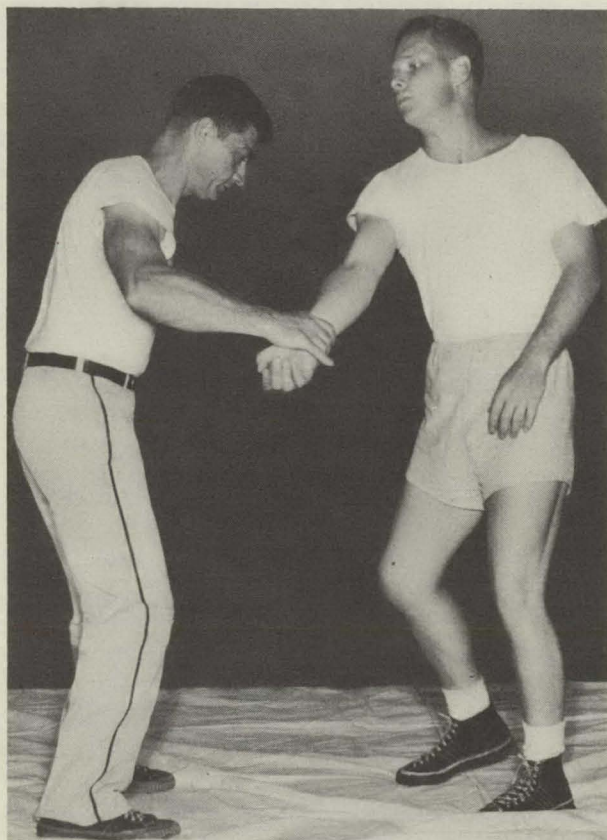


Figure 113.

Defensive Tactics¹

and jerk him toward your right (fig. 113). Immediately, twist his arm so that the palm of his hand faces up, and at the same time step forward with your left foot as you pass your left arm over opponent's arm (fig. 114). Your right forearm is then placed under opponent's arm, directly above his elbow and you grasp the clothing high on your chest with your left hand. Pressure is applied down on his wrist as you continue to twist his arm toward you (fig. 115).

2. Under arm.

SITUATION: Same as (a) 1.

ACTION: Same as (a) 1, except that your left arm is passed under opponent's arm and your hand is placed inside his shirt or coat collar on his left

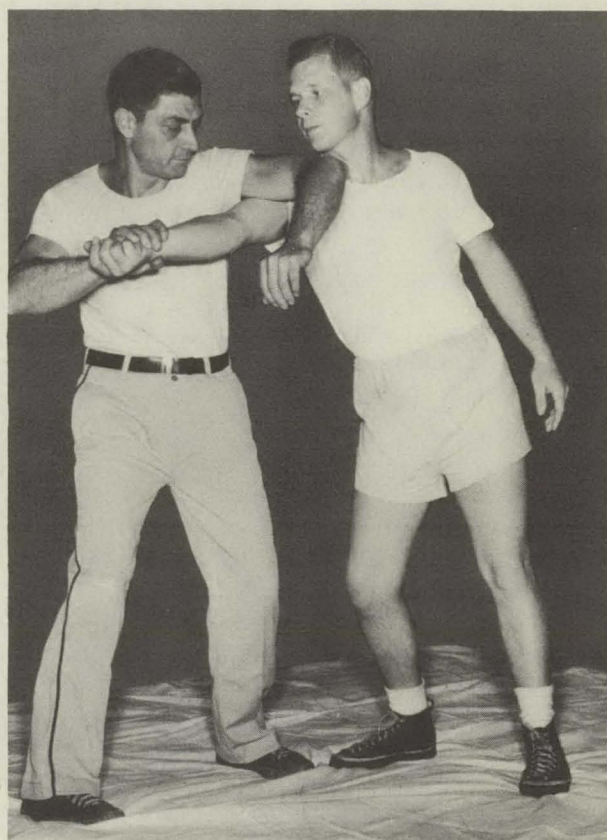


Figure 114.



Figure 115.



Figure 116.

side (fig. 116). Punishment is inflicted by exerting pressure downward on opponent's wrist as you twist his arm toward you, and by pressing the knuckles of your left hand firmly against his neck.

NOTE.—The "Arm Lock," described in (a) 1, is not a particularly effective hold against a stronger or taller opponent because it can be broken quite easily unless his arm is held securely and considerable pressure is continuously applied against his elbow. An effective counter against this type of arm lock is illustrated by figs. 117, 118, and 119.

(b) Bent Arm.

SITUATION: You attempt to apply the Arm Lock, described in (a) 1, but opponent immediately resists by jerking his arm toward his body, and you are unable to apply the hold.

ACTION: Abandon your original plan and immediately strike a sharp blow to the inside of opponent's right elbow with the edge of your left hand (fig. 120). Immediately push opponent's hand up toward his right shoulder as you slip your left hand between opponent's arm and forearm, grasping your right wrist. (A blow to opponent's chin or Adam's apple can be struck with your right elbow at this time.) Exert pressure backward and downward on opponent's wrist and

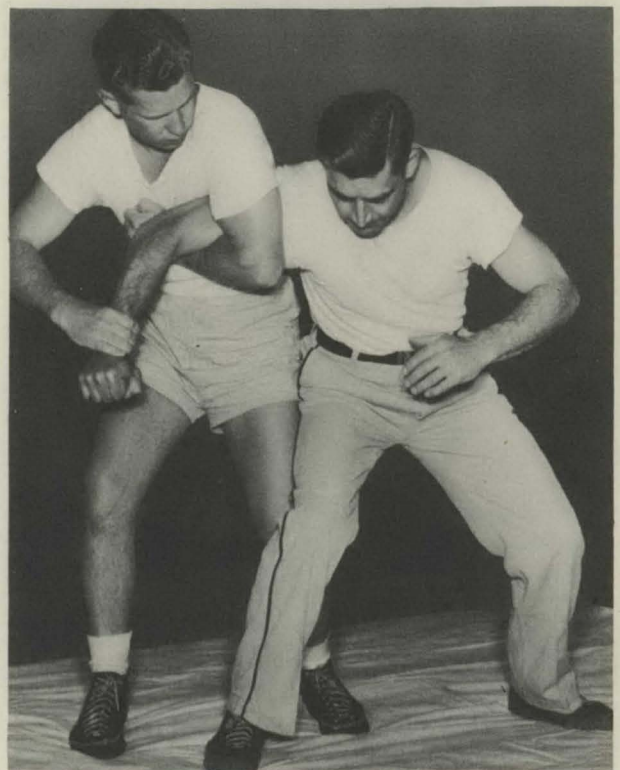


Figure 117.



Figure 118.



Figure 119.

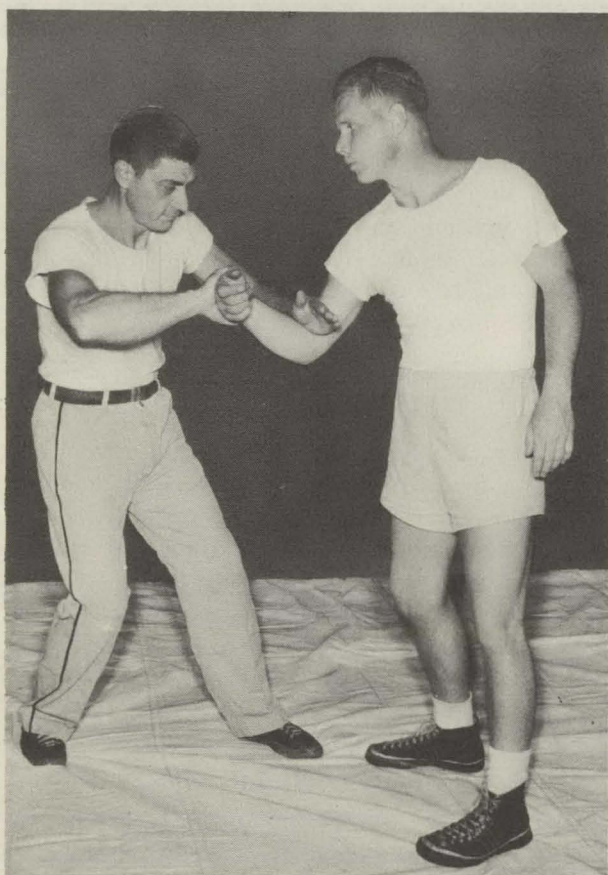


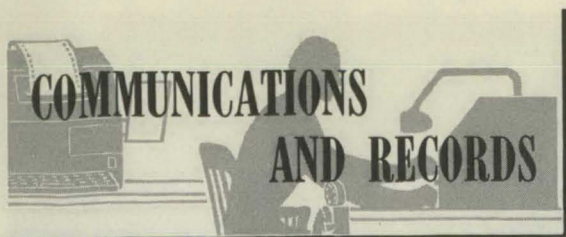
Figure 120.



Figure 121.

forward and upward on his elbow, bending him backward. Then step forward with your right foot, placing it directly behind and inside opponent's right foot (fig. 121). Continue to apply pressure, taking opponent to the floor over your right leg.

(The article on Defensive Tactics will be continued in the December 1948 issue of the FBI Law Enforcement Bulletin.)



Police Records Systems

ARREST AND IDENTIFICATION RECORDS (Continued)

Arrest Statistics—Age, Sex, Race

When a thinking individual is confronted with a problem, simple or complicated, he consciously or unconsciously does two things preparatory to seeking a solution. He diagnoses and measures the problem. Once he is aware of the "why" of it and the extent of it, he is ready to proceed.

The crime problem differs only in scope from any other problem. The solution must be sought in the same manner.

Diagnose it. These are prerequisites but they are not simple.

A great deal, however, has been achieved under the uniform crime reporting program in the field of diagnosing and measuring. The statistical results of this program, designed by the International Association of Chiefs of Police to provide uniform police statistics, locally and on a Nation-wide basis, are to be found in the Uniform Crime Reports Bulletin which is published semiannually by the Federal Bureau of Investigation.

For the most part, however, this program deals with offenses committed, and total figures as to persons arrested for the various crimes listed in the Uniform Classification of Offenses. To date, the only available data as to the age, sex, and race of persons arrested for offenses, susceptible to summarizing on a Nation-wide basis, is that recorded from fingerprint arrest records received at the FBI. Such figures, obviously, are incomplete inasmuch as many individuals, particularly those in the lower age groups, are not fingerprinted on arrest.

Lack of Uniformity

Practically all police agencies periodically compile figures as to the age, sex, and race of persons arrested, but with varying degrees of detail. Some departments compile figures locally, including persons released without formal charge. In other communities the figures are limited to per-

sons formally charged. In some places the ages are grouped arbitrarily (under 18, 18-21, etc.) while in still other cities the grouping is entirely different. Some departments in tabulating arrests follow the Uniform Classification of Offenses while others follow the offense classification as defined in the State laws and local ordinances. This lack of uniformity makes it extremely difficult, if not impossible, to collect data relative to the age, sex, and race of persons arrested on a sound, Nation-wide basis.

Standard Form

Accordingly, pursuant to the original plans of the International Association of Chiefs of Police, the Uniform Crime Reporting program is being broadened to include a standard annual report form, "Age, Sex, and Race of Persons Arrested," which is illustrated in figure 10.

All departments are urged to adopt the standard form, "Age, Sex, and Race of Persons Arrested," in making the annual summary of arrests by age, sex, and race in order that local police administrators may be provided with national averages as to the age, sex, and race of persons arrested, for comparison with local figures.

It will be noted that the form lists the Uniform Classification of Offenses, both Part I and Part II, except ordinary traffic violations. All persons taken into custody including those released without being formally charged should be included in the tabulation. The number of juveniles taken into custody should be counted opposite the classification of the offense embracing the violation in connection with which they were taken into custody, regardless of a technical charge placed against the juvenile such as "juvenile delinquency." The form should cover a calendar year.

Forms and Tally Sheets Furnished

In order to assist local departments in compiling the data provided for on the Age, Sex, and Race of Persons Arrested form, the FBI has available

(Continued on page 21)

AGE, SEX, AND RACE OF PERSONS ARRESTED

FORM APPROVED
BUDGET BUREAU
NO. 43-R228.2

(Include those released without having been formally charged)

PERIOD COVERED _____

CLASSIFICATION OF OFFENSES	AGE AND SEX OF PERSONS ARRESTED											
	UNDER 15		15		16		17		18		19	
	M	F	M	F	M	F	M	F	M	F	M	F
MURDER AND NONNEG- LIGENT MANSLAUGHTER												
MANSLAUGHTER BY NEGLIGENCE												
RAPE												
ROBBERY												
AGGRAVATED ASSAULT												
BURGLARY -- BREAKING OR ENTERING												
LARCENY -- THEFT (EXCEPT AUTO THEFT)												
AUTO THEFT												
OTHER ASSAULTS												
FORGERY AND COUNTERFEITING												
EMBEZZLEMENT & FRAUD												
STOLEN PROPERTY;BUYING, RECEIVING, POSSESSING												
WEAPONS; CARRYING, POSSESSING, ETC.												
PROSTITUTION AND COMMERCIALIZED VICE												
SEX OFFENSES (EXCEPT RAPE & PROSTITUTION)												
OFFENSES AGAINST FAMILY AND CHILDREN												
NARCOTIC DRUG LAWS												
LIQUOR LAWS												
DRUNKENNESS												
DISORDERLY CONDUCT												
VAGRANCY												
GAMBLING												
DRIVING WHILE INTOXICATED												
SUSPICION												
ALL OTHER (EXCEPT TRAFFIC)												
TOTAL												

(Continued on page 2 and 3 - instructions on page 4)

Figure 10.—Page 1 of the Standard Form on Age, Sex, and Race.

POLICE PERSONALITIES

The king-sized sheriff of Hennepin County, Minn., 6-foot 4-inch William Edwin Ryan of Minneapolis, has a background as varied as the cloak of many colors.

The big man, who recently completed 23 years in law enforcement, worked as a telephone lineman until he enlisted in the Army. A second phase of his career began at Camp Vail, N. J., when he heard the announcement, "Ryan, you're the new cook." By the time the 408th Telegraph Battalion landed in France in 1917, the cook was eager to learn all there was to know about French cuisine. He learned the secrets of the proper use of oil, vinegar, spices and garlic, and developed into something of an authority on cheeses, salads, and wines.

Discharged in 1919, Ryan came back to Minneapolis. A year later he returned and married a French girl whom he had met while he was stationed at Nogent-sur-Seine, 40 miles from Paris. He operated a chain of moving-picture theaters in suburban towns around Paris until 1922 when he returned to the United States. By 1925 he was a member of the Minneapolis police force and in that capacity distinguished himself for meritorious service a number of times. One such occasion was his participation with FBI Agents in capturing Martilick Nelson of the infamous Roger Touhy gang after the group escaped from Joliet Penitentiary in 1942. In the course of that same year he attended the FBI National Academy as a member of the nineteenth session. Elected vice president of his group, he was selected by unanimous vote to serve as toastmaster at the banquet given at the conclusion of the course.

During World War II, he organized Civilian Defense and the Auxiliary Police in Minneapolis. He was also in command of the Internal Security Unit of the Minneapolis Police Department.

Appointed chief of the Minneapolis Police Department in 1945, he held the office until he was elected to his present position as sheriff of Hennepin County in 1946.

Sheriff Ryan has made numerous contributions to law enforcement and to the betterment of the

"Big Ed"

**Sheriff of
Hennepin County**



Sheriff Ryan.

officers of the Minneapolis Police Department and the sheriff's office. Possessed of an outstanding personality, gifted as a public speaker, and a tactful leader, Sheriff Ryan has served as president of the Central Minnesota Police Association; president of the Minneapolis Police Federation; president of the Northwest FBI National Academy Associates; vice president of the Minnesota State Sheriffs' Association; and president of the Civil Service Employees' Joint Council of Minneapolis, which group included employees of the police and fire departments, school board, post office, and Veterans' Administration. He is a chairman of the Public Affairs Committee of the Minneapolis Kiwanis Club, and conducts a regular weekly radio program designed to combat youthful waywardness.

The sheriff's two sons were combat pilots in the United States Army and Navy during World War

II. One, Jack Edwin, is a special agent of the FBI. The other, George William, is a patrolman of the Minneapolis Police Department.

His progressive leadership and ability to meet the constantly changing problems encountered in the law enforcement profession have made Sheriff William Edwin Ryan an outstanding personality in Minnesota police circles.

Middletown Chief

Charles A. Anderson was born 63 years ago in Portland, Conn. His time has been divided between Portland and Middletown, Conn., ever since, serving the latter in a triple capacity—as councilman, alderman, and police commissioner—before he was appointed chief of the Middletown Police Department in 1923.

When Chief Anderson accepted the reins of office the entire department was composed of only 10 men and the equipment was wholly inadequate. By 1933 a fingerprint and detective bureau had come into being under his leadership. The bureau was organized by Capt. Vincent Marino and is presently headed by Detective Sergeant Martin Novak. Both are graduates of the FBI National Academy. The detective bureau has complete equipment for photographing, mugging, and



Chief of Police Anderson.

printing and an up-to-date filing and indexing system.

The police department now consists of 33 regulars and officers and approximately 50 supernumeraries. It has the latest radio-communication equipment, a new call-box system and State-wide teletype connections. Within the last few years the city of Middletown constructed a new building for the police department. This includes an indoor firearms range, recreation room, showers, etc.

Aside from the criminal cases and the usual police problems arising during his lengthy career, Chief Anderson recalls the hurricane of 1938. The lights were extinguished throughout the city, but not a single case of looting or a serious crime was reported. The chief attributes this to departmental efficiency and to a measure of good luck.

Dividends Returned on Hip-Shooting Training

It is not until the split-second need for quick action with a gun becomes imminent that sound firearms training can be wholly appreciated. When the crisis arrives, and eye, hand, and body coordinate with the sureness and speed which spell the difference between life and death, the officer recognizes the full worth of such training.

A newly appointed police officer on the Santa Cruz (Calif.) Police Department, came through just such a crisis. Forced into a gun duel with a 27-year-old man who had gone berserk and shot three persons, 24-year-old Patrolman Thomas Graham, temporarily appointed to the force on November 3, 1947, credited his thorough training in hip-shooting with saving his life.

On the evening of March 7, 1948, Leonard M. Willingham, an ex-chauffeur, ran amok. He shot one man, wounding him critically. Willingham next appeared in a bar and opened fire with his automatic as he made his exit. Two people were wounded. The subject threatened other persons with his loaded gun and fled.

Officer Graham, with several other officers, was assigned to search an area where Willingham was believed to be hiding. As he proceeded along the sidewalk, a spectator pointed to a darkened doorway about 20 feet distant.

Graham turned. Willingham, cornered in the doorway, called out: "Don't shoot, I give up!"

The officer snapped on his flashlight. As he did so, Willingham opened fire, his first shot going between the policeman's legs.



Officer Graham.

In the spray of continuous fire, Graham drew his own gun quickly and shot five times from the hip in double action. Two shots struck Willingham in the chest. A third hit him in the knee. He died in the doorway a few minutes later.

All of Willingham's seven shots were wild. Twelve empty cartridges were found at the scene of the shooting.

Officer Graham said later that although he had previously had some experience firing a revolver from an "offhand" position, he had never engaged in any hip-shooting until his attendance at two firearms training schools conducted by the FBI for the combined police forces of Santa Cruz and Watsonville. One of the schools was held just a week before the officer's encounter with Willingham. Graham said that drawing his gun and firing from the hip were practically automatic as a result of the training, and added that it undoubtedly was responsible for saving his life.

Santa Cruz's Police Chief Al Huntsman pointed out that Officer Graham was in the light during the shooting and that Willingham was partially hidden by the darkened doorway. He praised the officer's courageous stand and accurate hip-shooting. The city council publicly commended Patrolman Graham.



Chief Horton.

Thirty-Five Years of Law Enforcement

Chief of Police Greer "Mack" Horton of Alexander City, Ala., began his work as a policeman in that city in 1913. The population then numbered 2,000 and the police force numbered 2 men. In 1914 the officer of a year was made chief of police, a position he has held until the present.

But both the city and the department have changed. There are now between 25,000 and 30,000 people under police jurisdiction in Alexander City. The force itself numbers seven men and utilizes two cars, one of which is equipped with a two-way radio. The chief has installed a fingerprint and identification system and a complete new record and filing system has been inaugurated. In December 1947, the chief was host to an FBI-sponsored police school held at Alexander City.

Chief Horton, noted in Alabama as a progressive officer and a strong believer in cooperation among all law enforcement agencies, is alert to the changes demanded by the changing times.

MISCELLANEOUS

New Haven Meets Its Police

Citizens of New Haven, Conn., had an opportunity to get acquainted with their police department during "Public Servants' Week," which was proclaimed by the Hon. William C. Celentano, Mayor of New Haven.

An all-day display of equipment, June 9, 1948, on New Haven's historic Central Green, was witnessed by several thousand persons. Press and radio commented most favorably on the exhibit which was under the supervision of Chief of Police Henry P. Clark. Chief Clark was assisted most capably by Capt. Howard O. Young, NA., assistant to the chief; Captain of Detectives Raymond J. Eagan, NA.; and Capt. Fred F. Esposito, NA.



Precinct 1—4 p. m. to 12 midnight shift receive orders and are inspected before going on duty.

The following phases of the department's activities were presented during this exhibit:

1. *Administration and Training Division.*—A chart of organization, equipment, and a training film of the New Haven Police Department's Recruit and In-Service Training were displayed.

2. *Patrol Division.*—Precinct 1 of the New Haven Police Department was operated from the Green where complaints were received and cars and men were dispatched. The 4 p. m. to 12 midnight shift assembled, was inspected and assigned, received the usual daily instruction and orders, and was dispatched to stations. This phase of the exhibit was broadcast over a local New Haven radio station.

3. *Detective Division.*—This division operated

from the Green during exhibit day. Report forms, equipment, and interesting cases were explained to the public.

4. *Communications, Records, and Supplies Division.*—All communications were received and transmitted from the Green by radio and Game-well system; all equipment was exhibited, operated, and explained.

5. *Traffic Division.*—An on-the-spot explanation and exhibition was given of the traffic signal system and controls, spot maps and charts, and mobile and amplification equipment.

6. *Maintenance, Marine, and Meter Division.*—Traffic signs of all types in use in New Haven were on display. Parking meters were exhibited, sectionalized, and their functions were explained. The Harbor Patrol Boat was removed from the water and displayed on the Green, together with auxiliary boats and various marine equipment.

7. *The Youth Bureau.*—Exhibits of the recently formed Junior Police were made. The Junior Police themselves were in uniform and in attendance during one period of the exhibit. A 30-minute broadcast on a local station included an explanation of each of the exhibits on a question-and-answer basis, with the local announcer and the officer in charge of each exhibit participating.

Mayor Celentano, Chief Clark, and assistants were highly gratified with the results of the 1-day exhibit which proved to be a complete success. All felt that the police department had made an important step forward in developing closer understanding with the public—the basis for even better service on the part of the police agency.

Photograph—Casts Induce Confession

During the night of January 5, 1948, thieves removed a large quantity of metal from the premises of a Revere, Mass., engineering company. Within a period of several months prior to that time, metal valued at more than \$2,500 had been stolen. Sgt. William F. Gannon, a graduate of the FBI National Academy, and a brother officer, Ser-

geant McCool, were assigned to investigate the case.

Sergeant Gannon conducted a crime scene search. He noted two well-defined tire tread impressions in the snow in the factory yard. It appeared evident that a light vehicle had been backed in and loaded with the stolen metal.

Proficient in photographic work, Sergeant Gannon first took a number of pictures of the tire tread impressions in the snow. When this was done he made plaster casts of the tread tracks.

While Sergeant Gannon conducted the crime scene search, Sergeant McCool, accompanied by a partner in the company from which the metal had been stolen, canvassed the junk yards in the communities in the North Shore district of Massachusetts. During the inspection of one yard, certain metal was recognized and identified as being a portion of that stolen on the previous evening.

Records at the junk yard indicated that the stolen metal had been delivered early on the morning of January 6, 1948, by two men. The yard proprietor stated that the same two persons had sold metal to him on a previous occasion, at which time they had been paid by check. A review of canceled checks indicated that payments for the metal had been made to one Clarence J. LeBlanc, 453 Sumner Street, Lynn, Mass.

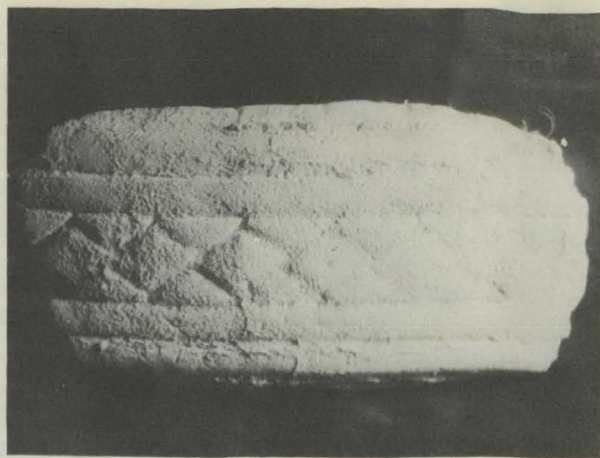
Sergeants Gannon and McCool observed a Ford beachwagon parked in front of LeBlanc's home. Gannon's preliminary examination of the machine's tires revealed them to be identical, apparently, with the preserved tread impressions left at the scene of the crime.

LeBlanc denied having been in Revere on the previous night. He did admit, however, that he and his cousin, Martin LeBlanc, had sold the metal to the junk dealer. This admission was qualified by the statement that the two men had found the metal on a Lynn road 2 weeks previously.

Clarence LeBlanc was promptly taken into custody. Martin LeBlanc's whereabouts was ascertained and he was returned to the Revere police headquarters for booking and interrogation. The latter disclaimed any knowledge of the larceny of the metal and denied having been in Revere the night before.

At the proper point in the interrogation, Sergeant Gannon confronted the suspect with the plaster cast of the tire treads found at the scene of the crime, and photographic impressions of the tires on the LeBlanc beachwagon.

The evidence was sufficient. Martin LeBlanc



Cast of Tire Track in Snow.

promptly acknowledged his part in the larceny and implicated his cousin Clarence. Whereupon, the latter made a full confession of his guilt.

Both men were arraigned in the district court where they pleaded guilty and were sentenced to 2 years' imprisonment. Upon agreement to make restitution, sentence was suspended and each was placed on 4 years' probation.

Prompt investigation and excellent application of scientific training brought the case to a quick and successful conclusion.

WANTED BY THE FBI

MORLEY VERNON KING

with aliases: Nathaniel Goldman, Mason King, Moreland King, Morlaine King, Rip King, Stanis F. Ludwig, Stanislaus F. Ludwig, Stanley Ludwig, Alfred Edwin Morgan

Unlawful Flight To Avoid Prosecution (Murder)

On July 9, 1947, the body of a woman enclosed in a trunk was found under the back porch of a hotel in San Luis Obispo, Calif. The victim had been strangled. A man's scarf was still tied about her neck. She had been dead for approximately a week.

The fingerprints of the unknown were forwarded to the FBI Identification Division where a check revealed them to be identical with those of one Mrs. Helen King. Local authorities ascertained that Morley Vernon King, husband of the victim, had for several months been operating a dining room in the hotel. He had left San Luis Obispo on July 8, 1947.

The investigation also revealed that on July 1, 1947, King was working in the hotel dining room as usual but a "Do Not Disturb" sign hung on the door of his room. He told the maid he did not want his room disturbed for a few days.

When a house boy questioned King about the peculiar odor emanating from his room, King stated that he was using perfume and a new type of shaving lotion. It developed that the suspect apparently had kept the body of his wife on the floor of a closet for 6 days.

The trunk in which the victim's body was hidden was identified as coming from the basement of the hotel.

A native of West Virginia, King has traveled extensively in Europe. He lived for a number of years in Casablanca, Morocco, where he met and married his wife in 1931. In 1934 the Kings returned to the United States. They operated a restaurant in New Orleans, La., for a period of time.

King reportedly speaks Spanish, French, and Italian, and is an accomplished chef. His right leg is shorter than the left, causing him to walk with a slight limp.

On July 12, 1947, authorities at San Luis Obispo secured a warrant charging King with murder. On July 18, 1947, a complaint was filed before a United States Commissioner at Los Angeles, Calif., charging the fugitive with violating section 408e, title 18, United States Code, in that he fled from the State of California to avoid prosecution for the crime of murder.

The wanted man was last seen driving a 1941, two-toned, four-door Buick sedan. He reportedly carried a .32 caliber blue steel automatic.

King is considered extremely dangerous and caution should be exercised in effecting his apprehension.

The subject is described as follows:

Age: 47.

Born: October 20, 1901, at Wheeling, W. Va.

Height: 6 feet, 1 inch.

Weight: 210 pounds.

Build: Medium.

Hair: Brown.

Eyes: Brown, sometimes wears glasses.

Complexion: Light.

Race: White.

Nationality: American.

Education: High school.

Occupations: Cook, sailor, salesman.

Scars and marks: 1-inch scar at corner of right eyebrow; right leg shorter than left causing slight limp.

Languages: English, Spanish, Italian, and French.



Morley Vernon King.

Any person having information which may assist in locating Morley Vernon King is requested to immediately notify the Director of the Federal Bureau of Investigation, U. S. Department of Justice, Washington, D. C., or the Special Agent in Charge of the Division of the Federal Bureau of Investigation which is nearest his city.

★ ★ ★

Police Records Systems

(Continued from page 14)

tally sheets which may be used to summarize the data at the end of each month, or more often if desired, to facilitate the summarizing of the figures at the end of the year.

Copies of the "Age, Sex, and Race of Persons Arrested" and tally sheets may be obtained without charge upon request to the Federal Bureau of Investigation, Washington, D. C., and any questions relative to the preparation of the forms will be answered readily.

(Traffic Records will be discussed in a later issue.)

Preparation of Notes and Accident Reports

(Continued from page 2)

Preparing Notes at Accident Scene

Some departments require that original notes at an accident scene be made on the standard accident report form. This has a tendency to eliminate possible omissions in items required on the form, but it has several disadvantages. An officer may become so intent on getting only those facts indicated on the form that he overlooks other important investigative leads. It might also cause him to believe falsely that if all blanks and schedules are properly filled, he has made a thorough investigation, when in fact this might not be true. The usual accident report form is not convenient for note-taking because of its size and flimsiness. To write on it at the accident scene the officer will need a clipboard, and this is not always available.

Probably the most common method of making notes at an accident scene is to record them in an officer's pocket notebook which has common ruled paper. When this is done, the possibility exists that items required on the accident report form may be overlooked. This may result in an incomplete report. The chances of omitting such items

may, however, be minimized if officers are thoroughly acquainted with a standard accident report form, and particularly if they have had previous experience in completing it. To further reduce this possibility, the officer might carry a copy of the standard report form and use it as a reference in preparing his notes.

Some departments have prepared special printed forms of notebook size which contain all the items on the standard accident report form. These are especially good because they combine the advantages of a small convenient notebook and the accident report form. Typical printed pages from an officer's notebook as used in one of our southwestern cities are shown in figure 1. The loose-leaf type of notebook is always preferable to one which is bound because notes on separate investigations may be removed easily without interfering with the other notes.

Content of Notes

Notes should be complete enough so that the officer will have all facts necessary to prepare his report and to testify in court. They should contain the answers to the age-old questions of police report writing: Who? What? When? Where? Why? How? Yet they must be brief and concise. Names, addresses, telephone numbers, and drivers' and witnesses' statements should be recorded. The exact location of the accident and all measurements should be noted. The time that the call was received by the officer, the time of arrival at the accident scene, the time that the accident occurred as determined by the investigation, the date and the day of the week should be included. Notations should be made of all evidence discovered through the investigation, where it was found, and how it was identified. If photographs were made, sufficient notes should be made concerning the object photographed.

The distance from the object, the type of camera used, the speed and exposure of the film, and the type of lighting should all be noted to insure their use as evidence if desired.

Although these are incomplete, they are suggestive of the type of fact to be noted.

Notes on Interviews

When conducting interviews, the officer usually finds that it is better to obtain a statement orally from a driver or witness before starting to make his notes. Before questioning any driver who may later be charged criminally, the officer should tell the driver that any statement which he makes

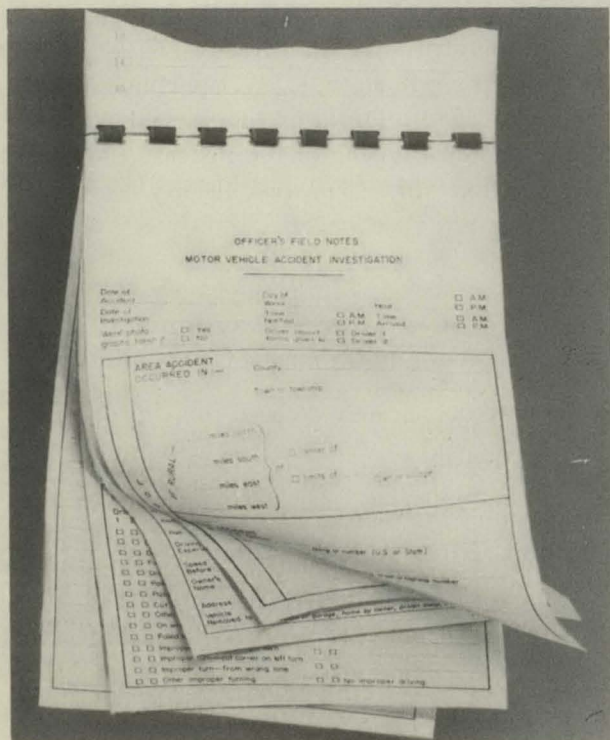


Figure 1.

may be used against him in court. After a witness finishes his statement, the officer may begin making notes. He might find it advisable to restate facts to the witness as he jots them down to be sure that they are accurate.

Signed Statements

In some accidents, the officer will want to obtain signed statements from the drivers and possibly the witnesses. If so, less difficulty will be encountered if the officer first obtains a verbal statement of the facts from the driver or witness and then writes them down in the statement form, using as nearly as possible the expressions used by the witness. After the statement is written, the officer should have the witness read it to determine whether it is correct in every detail. Any corrections which the witness desired made should be made by the witness in his own handwriting and initialed by him. He then might be asked to "please sign at the bottom of the page." The witness should initial each page of the statement. If a witness refuses to sign a statement, he should be asked whether the statement is true, and if the reply is in the affirmative, the officer should write at the bottom of the statement a certification that the witness refused to sign the statement but stated orally that all the facts presented were true. The officer or officers should then sign this certification. All statements, whether signed or not by the witnesses, should be countersigned by the officers. It is always advisable to have two officers witness the signing of the statement. All such statements should include a preface to the effect that they were given voluntarily, and no duress, force, threats, or promises were made to induce the witness to give the statement.

Identifying Notes

Notes that are made at the scene of an accident should be identified on each page with officer's initials and date.

Sketch of Accident Scene

In every serious accident and all others which may result in court trials a good sketch of the accident scene should be prepared. Little practice and training are necessary to teach officers how to draw simple straight-line sketches. The usual accident report form does not provide sufficient space for a good sketch. To make a clear, understandable sketch of an accident scene, the officer must have a full-sized sheet of paper with plenty of space. A

crowded sketch doesn't permit good workmanship and results in a hodgepodge of lines and symbols which cannot be understood. The sketch should show the street widths, the distances from the curb to the path of the vehicle, the location of parked cars, trees, or other obstructions to visibility. Names of streets should be indicated. The point of impact should be identified by using measurements from two fixed objects such as a fire plug, a light pole, or a building corner. By the use of two measurements, the exact point of impact will be fixed so that it could be located at any later date. This method of using two measurements to locate a point is called triangulation. A single measurement from one fixed object to a point in the roadway does not definitely establish the location of that point without another measurement. All important points, such as the location of items of evidence, should be established by two measurements.

An alternate system of measurements used by many city police departments in accidents at or near intersections is as follows: The officers indicate the point of impact as being "8 feet 11 inches north of the south curb line of Avenue A extended northward." At first glance these expressions might appear confusing, but a little thought devoted to the wording will indicate clearly just what is meant. When such measurements are accompanied by a sketch showing the location of the point of impact, the measurements become easy to understand.

In rural areas the width of the paved portion of the road should be obtained, as well as the additional width provided by shoulders. Distances to the nearest town (in tenths of a mile) or to the nearest permanent landmark (in feet) should be shown. Up and down hill grades should be indicated by a proper notation.

Vehicles should be indicated by small boxes appropriately numbered. The distance of skidding before and after impact should be shown. The location of signs, signals, or other control devices should be indicated. The sketch should be properly oriented by an arrow showing the north direction. It is preferable in drawing sketches to have the north side of the sketch at the top of the page.

The sketch should be properly identified with a title and the officer's name or initials, as well as the date that it was made. Time spent in learning how to prepare a simple clear sketch of an accident will pay dividends to both the officer and the de-

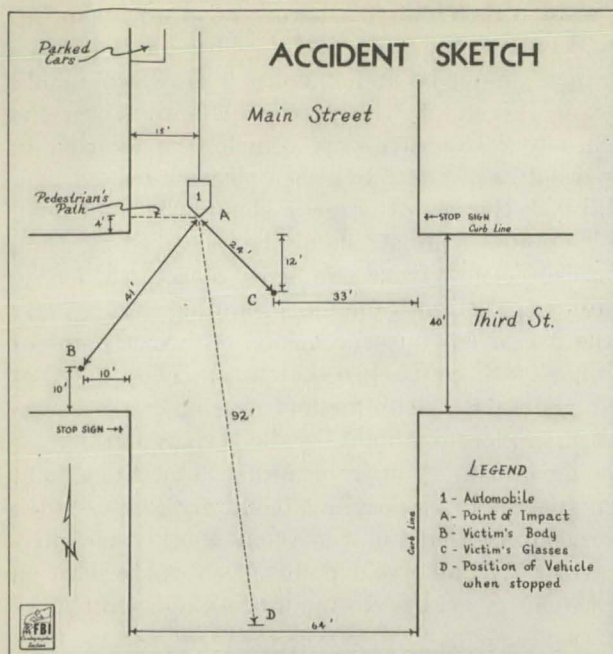


Figure 2.

partment. Very often the conditions at an accident scene can be more clearly presented by a simple sketch than by pages of notes and lengthy word descriptions. A sketch simplifies explanations. It is easily understood by others. Misunderstandings are minimized, and the officer's task in explaining to a jury what he found at an accident is easier. A typical sketch of an accident scene is illustrated in figure 2.

Disposition of Officer's Notes

All original notes, statements, and sketches obtained during an investigation should be maintained in a locked file or other suitable safe place so that their admissibility as evidence will be insured.

Thoroughness and Accuracy

Considerable emphasis has been put on the officer's part in preparing notes at an accident scene. The thoroughness with which the basic facts are obtained and recorded will determine the value of the final report and whatever other use may be made of the notes. If care is exercised in recording facts at an accident scene, the officer will have little difficulty in preparing his final report. Some accidents may not in practice justify such detailed handling, but it is well for the officer to develop these good practices so that he will be prepared to testify on any case which might be investigated by him. In many cases the officer will not be able

to determine at the time of his investigation, whether the case will be tried in court.

When we consider the many other uses of accident reports, such as their use to engineers, educators, and enforcement officials in preventing accidents, the importance of good notes and accurate reports is well established. Errors and omissions may be misleading to a police official or a traffic engineer. Although such errors, if few, might not seriously affect the results, frequent omissions, and repetitions of errors may result in a collection of records which are of little or no value. Errors which are made by police officers, particularly those due to a misinterpretation of the report form, may be repeated in many accident reports. For this reason it is particularly important that all reports be properly supervised and that their accuracy and completeness be checked as soon as they are submitted. Errors and omissions which are noted should be called to the attention of the investigating officer. Through training and supervision, a law enforcement agency can develop the proper attitudes and skills in its officers which are necessary to the preparation of acceptable reports.

Standard Accident Report Forms

Accident analysis is complex because there are so many factors to consider in every accident. Any number of conditions might contribute to a particular accident. For example, an accident occurs late at night on a rural road. It is raining. The driver of the automobile is tired from a long day of driving. The headlights of his car are poor. Another car with blinding headlights, traveling at a high rate of speed, approaches from the opposite direction. The two cars meet at the top of a hill. The driver of the first car is blinded by the bright lights. He turns sharply to the right to avoid a collision. The wheels of his car strike a rutted edge along the side of the road. The car skids, goes out of control, and rolls over, injuring the driver. The driver of the other car continues on, apparently without knowledge of the misfortune of the first driver. What is the cause of, or what are the causes contributing to this accident?

We cannot safely conclude that there was only one cause, because many conditions contributed to the accident—blinding lights, darkness, a rutted road surface, a slippery pavement, possibly fatigue, or even speed. All these might have been contributing factors.

Suppose that you had 10,000 other accident reports, all different, yet each involving some of the

same factors. How would you go about finding out how to prevent accidents from those reports? Probably the first thing to do would be to determine, if possible, in how many accidents speeding was a factor, how many were caused in whole or in part, by drinking, by vehicle defects, by road conditions, weather, darkness, and so forth. This would be a big job on 10,000 reports unless the reports were prepared on a standard form which simplified their analysis. How much greater would the task be for all accidents occurring in the United States annually? But one might say, "What do I care about the results of accidents in other parts of the country? I am interested in the causes of accidents in my own city or my own State." Even so, wouldn't it be difficult to obtain those causes for, let us say, the 1,000 accidents in your city or the 100,000 in your State if you didn't use a standard reporting form? If you should use a standard form, then wouldn't it be well to use the same one that is used by your neighboring cities and States so that you could benefit from their experiences as well as your own? These are some of arguments for adopting a standard accident reporting form—one which is suitable for State and city use alike. Such a form has been adopted by most States and many cities. It is the standard accident report form recommended by the International Association of Chiefs of Police. The State form usually differs from the city form only in the description of the location of the accident.

Some accident report forms have been criticized because of their length and the amount of time required to complete them. Admittedly they are not perfect. No attempt will be made to justify or disprove the allegations. It should be said, however, that as an officer becomes familiar with the form, it becomes less difficult to complete. As a matter of fact, less time may be required to prepare the form than to write a longhand description of the accident. Some improvements might, however, be made by consolidating certain items and eliminating others not often used.

General Instructions

A few general instructions may be helpful to officers in preparing the accident report form. Not all items on the form will be discussed here, since most of them are self-explanatory.

1. Names should be spelled correctly. Full names should be given. Print all names.

2. Ask drivers for current address. Do not copy an address from the driver's license without verifying it.

3. Describe the location of the accident so that it could be found without question at a future date.

4. Record the exact time of the accident as determined by your investigation.

5. Record complete descriptions of the vehicles.

6. Indicate your estimate of the amount of property damage to each vehicle. You need not be concerned about being questioned on this in court, since it is only your opinion and, as such, should not be admissible. This item is for the department's use in ascertaining the total cost of accidents.

7. Obtain the complete name and address of the vehicle owner. Verify this by checking the registration.

8. Indicate the garage to which the vehicle was removed or whatever disposition was made of the vehicle.

9. Be sure to show the number of vehicles involved in the accident. If more than two, use another report form and label the third vehicle "Vehicle No. 3," etc.

10. When more than two persons are injured, use an extra sheet for the names and other data.

11. Describe clearly a pedestrian's action. Use the description to explain if necessary.

12. The section "Driver Violations Indicated" is included to show all violations which the officer believes were committed. This is for statistical and administrative purposes only, but practical difficulties are at times encountered in trials when an officer indicates violations for which charges are not filed.

13. Make a simple sketch. Use a sharp pencil. Identify vehicles by numbers corresponding to those on the front of the report. Show as many details and measurements as possible. Indicate the north direction. Show distances to fixed objects or curb lines extended. Attempt to show all physical conditions which might have been contributing causes to the accident.

14. Do not overlook listing vehicle occupants as witnesses, as well as all others who saw the accident. Get their full names and correct addresses.

15. Describe the accident briefly. Use numbers to refer to vehicles. Explain conditions not fully described in other parts of the report. Many departments, believing that their officers are better able to determine the cause of an accident because of their experience and training, now issue specific instructions that the officer's opinion of the cause or causes of the accident is to be submitted for each accident investigated. This, again, is for accident-prevention purposes. A separate or supplementary sheet should be used if necessary.

16. Note time you were notified of the accident and time you arrived at the scene.

17. Complete all schedules on the form. If an item is not known to you, check or write "not known" so that the supervising officer will know that you didn't overlook the item.

18. If the report is typewritten, check the blocks with pen or pencil to avoid possible overlapping of boxes with typewriter key.

19. Prepare the report as soon as possible after the investigation while the facts are fresh in your memory.

Interesting Pattern

FINGERPRINTS



The pattern reproduced here is of interest only because of the position of the loop. It should be remembered that an accidental whorl is a combination of two or more different types of patterns, exclusive of plain arch.

Placing the delta at point D and the core at point C, since this ridge is the only one rising as high as the shoulders of the innermost recurving ridge, a ridge count of 11 will be obtained for this loop.