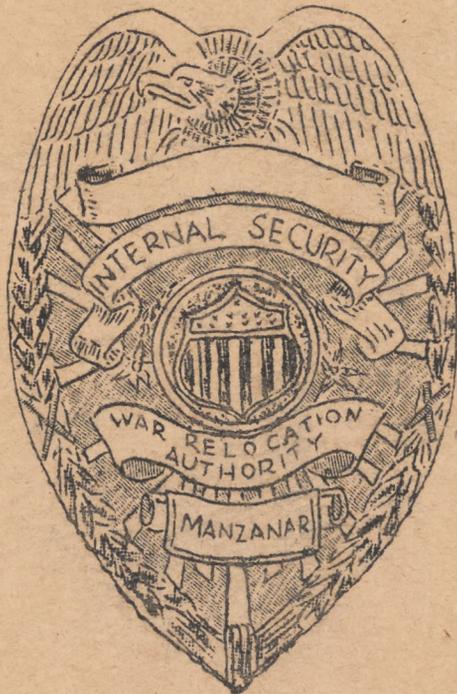


○ 2.51

67/14
c

02.52

MANUAL
of
INTERNAL SECURITY
Manzanar, California
JANUARY - 1943



INSTRUCTIONS TO POLICE OFFICERS

The following list of instructions are given you to assist you in doing your duty efficiently and correctly. It shall be your duty to familiarize yourself with them, as a willful disregard of same will subject you to the same penalties, according to the magnitude of the offense, as set out in the General orders.

Section I. The discipline of the Police Department is measured by the way the Officers obey and carry out and execute the orders of their Superiors. Obedience is the foundation upon which all Police efficiency is based. Without this obedience and the support of your Superior Officer, the Department cannot function. You may forget any personal feeling and respect the office and position he holds.

Section II. When you are given orders, carry them out. You may have a different opinion regarding the effect of the orders, but if you do as you are ordered you have done your part and cannot be held accountable for the mistakes of others. The Commanding Officer perhaps may have more information than you pertaining to the matter at hand. If you are interested in your work and have interest in the Department you will waive all personal feelings and become one of the body which comprises the whole Department.

Section III. Be loyal to yourself, to your fellowmen and to your Superior Officers. By doing this you will gain the respect of your brother Officers and Superiors. You cannot be loyal and be a kicker at the same time. The best officer is the man who receives his orders and executes them without complaint or criticism.

Section IV. If you have a grievance, do not talk about your trouble with other Officers. Go directly to the Lieutenant of your shift and take the matter up with him. You will always get consideration. When you have a grievance on your mind unload it at once. The longer you think of your trouble the larger it appears, and the more you help to cause a feeling of unrest in the Department, which results in causing a demoralizing effect among the Officers you come in contact with.

Section V. When receiving an order or executing it, receive it or go about the execution of it cheerfully, and do not give the impression that you would prefer to do something else or that you would get just as good results or better by your own methods.

Section VI. When a Citizen charges another of having committed a felony, where the Officer has not seen the offense committed, or evidence to that effect, and insists that the party be taken both the accused party and complainant to Police Station for investigation.

Section VII. Each Officer must strictly watch the conduct of all persons of known bad character, fixing in mind such impressions as will enable him to recognize them in the streets at night. He must note their movements and the premises they enter, learn their names, residence, and occupation, and report to his Commanding Officer any information he may obtain.

Section VIII. As far as he can, without intruding upon the privacy of individuals, the Patrolman must know all removals from or into the limits of his beats, and require such knowledge of the inhabitants as will enable him to recognize them. It is indispensably necessary that he should make himself perfectly acquainted with all the parts of his beats and with the streets, thoroughfares, courts, houses, and buildings in it.

Section IX. Every Patrolman shall hold himself in readiness at all times to answer the calls and obey the orders of his Superior Officers. He shall treat his Superiors with respect and his demeanor to his associates in the force shall be courteous and considerate, guarding himself against envy, jealousy or any unfriendly feeling, and refrain from any communication to their discredit, except to his Superior Officers, who it is his duty to inform on their part that may come to his knowledge. He shall conform to the rules and regulations of the Department, observes the laws and ordinances.

Section X. He may also examine any person whom he shall see walking about late at night whom he shall have reason to suspect of any unlawful design, and he demand of him his business about at such time and whether he is going. This authority must be exercised with caution.

Section XI. He must, by his vigilance, render it extremely difficult for anyone to commit a crime on his post. The absence of crime will be considered the best proof of the efficiency of the Police, and when in any district offenses frequently occur, there will be good reason to suppose there is negligence or lack of ability on the part of the Patrolman in charge of the beat.

Section XII. Members of the Police Force will avoid any and all political and religious discussion at Headquarters, or elsewhere, while on or off duty.

Section XIII. If an Officer immediately pursues a person who has committed or attempted to commit a felony, or who is reasonably suspected of committing a felony, it is his duty to follow him wherever he may go and if he takes refuge in any house or building the Officer, after stating his office and object and demanding admission and being refused, or if no one be there of whom to make the demand, he may open forcibly the outer doors or windows, enter and make the arrest of the offender: the breaking in of doors, is, whoever, a dangerous procedure and should not be resorted to in cases of necessity, but in clear cases it must be done fearlessly and with as little damage and commotion as possible.

Section XIV. The Policeman is authorized and required to arrest without a warrant any person whom he has reasonable grounds to believe has committed a felony, or is attempting or about to commit a felony. Also, if any Officer is going to arrest without a warrant for a misdemeanor committed in his presence he must act immediately. If he does not do so at time he cannot arrest afterward without obtaining a warrant.

Section XV. All property or money taken on suspicion of having been unlawfully obtained, or of being the proceeds for connected with

a crime, and all stolen or their property seized by members of the Police Department, shall be deposited with the Record Clerk and an inventory of such property or money shall be certified to by the Commanding Officer of the shift, a copy of which shall be given to the Officer making the seizure.

Section XVI. It shall be the duty of Captain, Lieutenants, Sergeants, and Patrolman to report all violations of any section herein contained or that hereafter may be added, to the Chief of Police.

RULES AND REGULATIONS FOR THE POLICE DEPARTMENT

Advice to Policemen

You have been appointed to and have assumed the responsibilities of an officer, the duties of which are varied and arduous, and the trust imposed important, and both to the public and yourself.

You have assumed the duties of an executive officer of criminal law, of the ordinances of Manzanar, and as a conservator of public peace, and upon the course you pursue depends to a great extent the credit of the Department of which you are a member, and your success and standing as an officer.

Remember that your only capital is your character. Therefore, manage it carefully. Hold your word sacredly.

When on duty, whether in a car or a truck, or walking, you should patrol your beat continuously. Get acquainted with yourself with every part of your beat, and acquaint yourself with the people residing. Protect their property and aid them in all lawful pursuits, and by a courteous and strict attention to your duties you will gain their confidence and esteem. While on duty, do not permit yourself to appear as a mere spectator.

Listen politely and attentively to all complaints made to you in your official capacity. A word of advice or comfort will be appreciated and may effect much good.

In case of great violence, arrest the offender immediately, unless he may escape you, others will willingly look after the injured.

An intelligent discharge of your duties will require a thorough knowledge of all the laws and ordinances. Do not fail to acquaint yourself in these matters. Remember that you have to do solely with criminal offenses. Every police officer should be familiar with the law or ordinance he is to execute, and he should also know enough civil law to distinguish between the two.

The official police badge should be worn with honor and is not to be used as a threat or for private gain.

Police work properly performed is worthy of the highest respect for the citizenry but this respect can only exist when each member of the police force maintains the highest standard of integrity

and efficiency and scrupulously avoids all basis for just criticism.

MANZANAR POLICE MANUAL

The Police Department shall consist of a Chief of Police and such number of policemen as a Chief and a staff from time to time appointed. In addition to such regular policemen, the staff and the chief shall have a power to appoint special policemen to hold office such length of time as shall be designated in the appointment, whenever said staff shall suggest officers necessary.

The Policemen shall be appointed by the staff and okayed by the Block Leaders and shall hold office at the will of the said staff and Advisory Board.

Each regular policeman shall wear a metal badge conspicuously displayed with Manzanar Police engraved upon same.

Each policeman shall have the powers that are now confirmed by the law upon police officers in this state in all matter pertaining to enforcement of rules and laws in Manzanar. It shall be his duty to enforce the Police regulations in Manzanar to prevent any breach of peace, to separate riot and disorderly assemblies, and to arrest every person violating any law or ordinance or committing acts injurious to the quiet and good order of Manzanar or to the person or property of any citizen of the city of Manzanar. He shall have such said powers and duty prescribed by the Project Director or Chief of Police by ordinance or order.

CHIEF OF POLICE

1. The Chief of Police in the lawful exercise of his functions shall be the Chief executive officer of the department acting under an advice of Caucasian police commissioner, and shall be chargeable with and responsible for the execution of all laws and ordinances and the rules and regulations of department and all order and orders of the commissioners, and shall have an immediate control, management, directing and detailing of all members and employment in the department with full power to suspend temporarily any such member and employee. He shall immediately report every case of suspension to the staff members with the reasons therefore, changes to be filed with the staff against the persons suspended, and the hearing arranged before that staff and the Advisory Board at the next regular meeting. He shall maintain and enforce rigid discipline and secure efficiency in the department. He shall have control of the city jail.

2. He shall devote all his time to the police work and in case of temporarily absence, the assistant chief of the department or in his absence any other officer by him designated for that purpose shall act in his stead, and in such case the Chief of Police shall make known such member of the department where he can be found.

3. He shall attend all meetings of the staff and act as a prosecutor and get all details before the staff and Advisory Board.

DUTIES OF CAPTAIN

1. The Captain shall rank next to the Assistant Chief of Police and in the absence of the Assistant Chief of Police shall assume command and his orders shall be obeyed throughout the Police Department. He shall have field supervision over the routine work and discipline of the Department and shall perform such other duties as shall be assigned to him by the Assistant Chief of Police. He shall report the personal appearance or any neglect of duty on the part of Police Officers to the Assistant Chief. He shall investigate all reports of violations by any member of the Department and report his findings to the Chief of Police.

2. The Captain shall become familiar with the geography, population, distribution, warehouses, commercial, and residential conditions within the respective districts.

3. The Captain shall make periodic inspection of all beats and responsible for their officers on duty.

4. The Captain shall assign to subordinate employees, for investigation or handling cases and duties, and, shall have charge of and shall maintain supervision of the manner in which the said work is handled.

DUTIES OF LIEUTENANTS

1. The Lieutenants shall be in full charge in the absence of his superior officers and, if he is necessarily absent, shall place in charge a subordinate who shall exercise all his powers and perform all his duties, and be held to a like responsibility.

2. While on duty his orders shall be respected and obeyed. Lieutenants shall report to the Chief every instance of violation of duty or obedience of orders. He shall be responsible for all records, reports and the accomplishment of reports by Officers while on their respective shifts.

3. They shall receive complaints of citizens and reports of Officers made to them in written, official form, and also perform such other work as may be required.

4. In all cases of street accident, or on any Government Property, or in or on any Government vehicle wherein any liability may attach to your Center, report the same to the Chief of Police as soon as possible. All information bearing on the matter shall be fully and clearly stated, especially the names and addresses of all witnesses.

DUTIES OF SERGEANTS

1. The Sergeant shall be in full charge in the absence of the Lieutenant or other Superior Officers and if he is necessarily absent, shall place in charge a subordinate who shall exercise all his duties, and be held to a like responsibility.

2. While on duty the orders of Sergeants shall be respected and obeyed, and they shall report to the Supervisory every instance of violation of duty or disobedience of orders. The Sergeant shall be

responsible for all entries in the books and records kept by the Police Department, unless otherwise provided, they shall be held responsible for all records, reports and the accomplishment of reports by Officers or their respective shifts.

3. They shall receive complaints of citizens and reports of Officers made to them in written, official form, and also perform such other work as may be required.

4. They shall have general charge of the men on their shifts and shall instruct them and assist in their duties and shall be responsible for their general appearance, good order and discipline.

5. They shall carefully note and impartially report to the Superior officer, patrolmen absent from his shift, or other neglect of discipline or duty, and their failure to so report shall be sufficient cause for suspension.

6. Repeated complaints made by members of the force, or others, of the non-performance of their duties by any Patrolman while on their beats will render the Officers in charge of such men liable to punishment for neglect of duty if they prove to be well founded, and if such non-performance shall not have been reported to his superior officer.

7. When any trouble arises the Lieutenant or the Sergeant should go with the Patrolman and assist and advise him, if necessary, or, in other words, lead his men at all times, and by so doing show his command and give them the benefit of his experience, showing the officers that he will not send them to do anything that he would not do himself.

8. They shall be responsible for the proper recording or booking, handling and care and custody of prisoners.

DUTIES OF PATROL SERGEANT

1. A Patrol Sergeant Officer is essentially a beat checker and a traffic officer and it is his first duty to patrol the streets and control the traffic but he shall at all times respond to and carry out all orders of the Desk Sergeant in taking care of any details as an available officer.

2. He shall check beats at regular times and shall report any absence therefrom or violations to Desk Sergeant.

PROPERTY CLERK AND RECORD CLERK

1. A Caucasian member of the Department shall be detailed as property and Record Clerk of the Police Department and he shall report directly to the police commissioners. He shall be responsible for all money and property delivered into their custody and for safe keeping and proper disposition according to the law and the rules and regulations of the department.

2. He shall not deliver property to attorneys or agents of any

persons to whom property is to be returned but must deliver to them personally except on written order from the Chief of Police or Commissioners.

3. He shall receive all property and weapons taken from person charged with commission of crime and keep the same until other disposition is made thereof according to law.

4. He shall receive check and store all supply, stationery, books, blanks, etc., contracted for use of the department and keep the account of the same. He shall furnish supply, etc. upon proper requisition and shall see that adequate supplies are kept on hand to meet requirements of the department.

5. If any property or money in custody of property clerk is to be used as evidence and is held by any court, the officer must get receipt same from any court and shall deliver said receipt to the property court. If any property or money booked for identification and later is to be used for evidence, the Property Clerk must first be notified.

6. He shall keep an adequate record and index filed on all police cases and shall be responsible for the proper writing of reports. If any report is found to be inadequate, he shall return to the Lieutenant or other officer in charge of the detail all corrections and additions thereto.

PATROLMEN

1. Patrolmen shall be subject to and governed by the Rules and Regulations of the Department. When assigned to beats they shall patrol them to the limit thereof, until the expiration of their tours of duty, except in cases of urgent necessity. They shall be subject to the special orders of their Superior Officers and shall be responsible for the enforcement of all laws, ordinances, Police Regulations and for the prevention of crime.

2. They shall, during their tours of duty move diligently, from one end of their beat to the other, abstaining from loitering and unnecessary conversation, and keeping a vigilant watch for fires and offenses against persons, property, and public peace.

3. They shall not, while on duty, enter any house, building or place, or leave the confines of their beats, except in the discharge of Police duty. They shall report any absence there from to their Superior Officer at the earliest possible moment, and shall make entry in memorandum book of all the facts relating to such absence.

4. They shall observe the conduct of all known criminals and bad characters, making such observations as will enable them to recognize them at any time. They shall observe, in particular, their actions, and the places they enter and frequent, ascertain their names, residences and occupations, keep a record of same, and report all the facts to their Commanding Officers.

5. They shall observe, and report in writing, all suspicious places and houses, stating any circumstances or information received, indicating that the laws are being or are about to be violated therein.

6. They shall acquaint themselves with all vehicles permitted to stand on their beats and shall observe all vehicles passing over or stopping thereon, in a manner calculated to excite suspicion and shall make full report thereof.

7. They shall ascertain the business and destination of persons seen abroad at a late hour acting in a suspicious manner.

8. They shall observe the condition of the public streets and report any defect or obstruction thereon, which it is not possible to remove or remedy at once.

They shall see that lights and barriers are maintained at all proper times during the night or day, respectively, over or around all holes, excavations, building or other kind of material that shall constitute an element of danger.

9. They shall observe and report the location on their beats of city street lights found not burning during their tours of duty.

10. They shall immediately report to the Station any case of break or leakage of water, steam or gas pipe, or sewer in any street, or connected with any dwelling, or other building, and thereafter make a written report of the same.

11. They shall hasten to the scene of any accident or crime committed on their beats or adjacent thereto, and take prompt action in the premises and report the facts to the Station at once, and make a full written report upon going off duty.

12. They shall make an immediate report to the station of all dead animals found in the street or elsewhere. They shall, when requested, direct persons to their destination by the nearest and safest route, and shall, when necessary, secure the proper authority for them to be accompanied by a Police officer, and shall furnish information and render aid to all persons, as may be consistent with their duties.

13. They shall, after leaving court, make a written report of the status of all cases in which they are principals.

14. They shall, so far as they can without intruding upon the privacy of individuals, note all removals from or into the limits of their beat, and make such observation as will enable them, to have a knowledge of the residents thereof.

15. They shall be held responsible for their neglect in failing to discover any homicide, burglary, robbery, or serious breach of the peace committed on their beats during the tours of duty, and for failure to take prompt action towards apprehending any person suspected of committing or known to have committed such an offense.

16. They shall report fifteen minutes before going on duty to

familiarize themselves with circulars and any special orders of the day. They shall report off duty to the desk officer.

17. They shall be allowed thirty minutes for lunch while on duty, but in all cases they must notify Desk Officer before going to lunch and secure his permission therefore. They shall, at that time, notify the Desk Officer where they intend going to lunch and give the telephone number of the place. They shall report again upon returning to duty.

18. They shall, when detailed from headquarters to make an investigation, make a verbal report of same to their superior officer immediately upon completing the investigation. Should the officer in charge feel that the investigation has not been handled properly, he shall immediately so inform the officer detailed, who, in turn, shall at once rectify any errors made.

19. They shall, when reporting on duty, be inspected by the officer in charge, and each officer will be held responsible for having his equipment in first-class condition.

DUTIES OF PATROLMEN

1. Officers will receive daily a Police Bulletin and they should read carefully, and take notes in his books if necessary.

2. Officers are held responsible for the conditions existing on their beats. It is their duty to see that the laws are enforced and that peace and order are maintained.

3. All drivers of Police V-hicles shall keep them clean in every respect and report to superior if not in good running order.

4. No member of the Department shall loan or borrow any part of the Police uniform, or other personal equipment from one another for the purpose of massing inspection.

5. Every Officer is expected to familiarize himself with the various forms that he is expected to accomplish, subject to the Manual of Reports. These reports must be filled out in their entirety and send to the Chief of Police as soon as possible. This pertains to automobile accidents, missing persons, violent deaths, automobile recoveries, thefts, burglaries, and any reports which the Officer may be required to accomplish.

ARREST, PRISONERS, WARRANTS

1. In making arrests members of the Department shall not use any more force than is necessary for the safe keeping and custody of the prisoner.

2. Shall, on making arrests or when engaged in working up cases be careful in collecting testimony or other evidence, and see that every piece of evidence is properly marked, and that all property coming into their possession to be used as evidence is properly preserved, listed, identified, and forwarded to the proper officer.

3. Members of the Department are strictly prohibited from conversing

with prisoners, arrested for and charged with felonies, while confined at Stations or elsewhere, except the officers making the arrest, or in charge of the case, or except upon permission of the Chief.

4. Members of the Department shall not communicate, or cause to be communicated, either directly or indirectly, any information which may enable persons to escape from arrest or punishment, or that may enable them to dispose of, or secrets any goods or any stolen property, or property otherwise unlawfully obtained, and shall not communicate any special orders received concerning prisoners or property within the jurisdiction of the Department, except with the permission of their immediate Commanding Officer.

5. Members of the Department are strictly prohibited from making arrests in their own personal or private quarrels, or those of their families, without the consent of the Chief of Police.

6. Members of the Department are prohibited from loaning or giving money, or anything of value to persons in custody.

7. Members of the Department must present their own cases in court, and shall arrange and present the witnesses about to testify in proper order to the Legal Aid and Judicial Committee, and must present all the evidence in the case properly marked and identified.

8. Members of the Department shall not, directly or indirectly, be concerned in making any compromise between thieves or criminal and persons who have suffered by their acts with a view to permitting them to escape the penalties provided by law, and shall report in writing immediately any knowledge, or information received that a compromise is about to be or has been made in their cases.

9. Prisoners must be thoroughly searched, and the member of the Department making the search shall be held responsible for failure to properly search and find all evidence, cards, papers, letters, valuables and weapons thereon, and shall not leave anything in the possession of the prisoner, whereby he might injure himself or others. When two or more Officers make an arrest, one of the Officers must make the search and will be held responsible therefore. Female prisoners shall be searched in the City Prison by the Matron on duty, who shall be responsible therefore.

10. Unconscious or injured prisoners must be taken to the Emergency Hospital or elsewhere for treatment, and properly guarded until returned to custody in the City Prison.

11. Persons in custody, charged with an offense, shall not under any circumstances be released without an order signed by competent authority, authorized by law to permit such release. is Project Director of Chief of Police.

12. Members of the Department shall not render any assistance, or make any arrest in civil cases except to preserve the peace.

13. Whenever a fugitive from justice is arrested by any member of the Department, the fugitive must be immediately sent to the City Prison and the arresting Officer must make a complete report.

14. Members of the Department obtaining warrants and subpoena, or being detailed to serve warrants or sue, or assigned to a case in which a warrant is to be served, shall make report of all efforts made to execute the warrant.

15. A person charged with the operation of a mechanical apparatus which, if left unguarded, might result in injury to person or damage to property, shall not, if arrested, be removed until such mechanical apparatus has been safe-guarded beyond such possibility.

16. To summon aid in ordinary cases a member of the Department shall give two blasts of his whistle. Members shall promptly respond to such summons, and shall answer by two blasts of their whistles, when the member calling shall answer by a single blast.

CHARGES

1. CHARGES MADE AGAINST MEMBERS or employees of the Department must be definite, clear and specific.

2. A copy of the charges made must be given and left with the party charged at the time the charges are served.

COURT DUTIES

1. Members of the Department having cases in Court shall report to the Officer before going off duty, for the purpose of obtaining and filing complaints and when the cases are disposed of and it is their tour of duty, must report back to their regular duty by reporting to the Desk Sergeant.

2. They shall personally be responsible for the serving of all subpoenas to their own cases, and return such subpoenas to the Desk Sergeant at least forty-eight hours before the trial of such cases; and shall in the failure to find any witness from any cause, ascertain the location of such missing witness if possible, and report in writing all information obtained, and address.

3. They shall not testify in civil cases unless legally subpoenaed or on the order of the Chief of Police.

4. They shall, in all felony trials before the Committing Magistrate and Superior Court, remain with and advise the District Attorney or Legal Aid, and render whatever assistance may be required in the prosecution thereof.

5. They shall serve subpoenas on behalf of the defendant when requested by the defendant, or on the order of the Court.

6. They shall, when assigned to duty as bailiffs in the Police Court, be responsible for the safe keeping and custody of the prisoners committed to their care, from the time they leave the City Prison until returned thereto.

7. Bailiffs shall report to the Desk Sergeant in time to receive the daily calendars of the Courts, and present the calendars and prisoners

whose names appear thereon (except when released on proper authority) to the Court for trial and judgment.

8. They shall maintain order during the sessions of the Court, and perform such duties as the Court may direct.

9. They shall, when Court adjourns, report to the Desk Sergeant returning the Court calendar with entry of all fines, continuances, or action taken.

COURTESIES

1. No member or employee of the Department shall address his or her superior officer except by the title of his rank.

2. When orders are given listen with interest, do not interrupt until order is complete, and then if you do not understand, ask questions.

DISCIPLINE

1. All members and employees of the Police Department are required to obey strictly and execute promptly the lawful orders of their superiors. In any case of conflict of orders from superior officers such member or employee of the Department shall respectfully call the attention of the superior officer giving the last order to such conflict; should the latter not change his order, it shall be obeyed and the member or employee will not be held responsible for disobedience of any former order, or of any violation of the Rules and Regulations in obeying such order.

2. Police authority will be exercised with firmness, kindness and justice.

3. Superiors are forbidden to discredit those under their authority by tyrannical conduct or by abusive language.

4. Courtesy in the Department is indispensable to discipline; respect to superiors will not be confined to obedience on duty, but will be extended on all occasions. The strict and proper exchange of salutes shall at all times be demanded and enforced, except when secrecy of identity is required.

5. Deliberation or discussions among member or employees of the Department, conveying praise or censure or any mark of approbation towards others in the service, are strictly prohibited. Efforts to influence legislation affecting the Department must never be made except through and by the Staff or the Chief of Police.

6. Members of the Department shall not request their friends to importune the Staff or the Chief to grant special privileges.

7. All members of the Department shall devote their whole time and attention to the business thereof, and are prohibited from following any other calling or being engaged in any other business.

8. When any superior officer, member or members of the Department shall be assigned, either individually or collectively, to any special detail

whatever by competent authority, they will be subject to and governed by all the provisions of this manual in so far as it applies to them for their respective ranks, and they will be held strictly responsible for the success of their details, and the enforcement of all laws and ordinances and regulations connected therewith, and shall make report in writing to proper officers for the correct keeping of all records of the Department as required.

9. No member of the Department shall, during official meetings of the Staff, address the Staff or any member thereof upon any matter unless first requested, or by permission of the Chief. Information for the Staff shall be first communicated to the Chief, unless otherwise ordered, or when upon his own trial or hearing.

10. Dignity, respect, proof of discipline and knowledge of Rules must be shown by every member of the Department on his appearance at meetings of the Staff.

11. Members of the Department shall transact all official business with their immediate Commanding Officer; provided, however, that nothing herein contained shall prevent any member or employee from applying to the Staff through the Chief.

12. Chewing gum, tobacco or other substance is a strictly forbidden while at drill, inspection, attending court, parades, details, public functions, or desk duty, when taking care of people at counter.

13. Members of the Department shall not read a newspaper or other literature, except in the discharge of their duty, while on duty in uniform on a public street or place.

14. Members of the Department are required to speak the truth at all times and under all circumstances, whether under oath or otherwise; and when they are not allowed by the Rules of the Department to divulge the facts within their knowledge, they will remain silent.

15. Members of the Department when called upon to give evidence, or when making depositions or testifying before any court, officer, or competent tribunal, will conduct themselves with dignity, courtesy and respect, and state clearly, without reservation, all facts pertaining to the case admissible in evidence.

16. Members and employees of the Department are prohibited from playing any game of chance in any office or bureau of the Department, and are prohibited from visiting, except in the performance of police duty, and place wherein it is suspected that any law or regulation is being violated.

17. Members and employees of the Department are strictly prohibited, while on duty or in uniform, from drinking any kind of intoxicating liquor, or entering any place where intoxicating liquors are sold or furnished, except in the immediate discharge of their duties; or from reporting for duty with any odor of intoxicating liquors upon their breaths.

18. Although the members of this Department are relieved at certain

HOURS from actual performance of duty on ordinary occasions, yet they are held to be at all times on duty, and must also be prepared, while relieved as aforesaid, to act immediately on notice that their services are required.

FIRES

1. Whenever a member of the Department discovers, or has his attention called to a fire requiring an alarm to be sent, he shall hasten to the nearest signal box and send in an alarm.
2. The Officer on duty in the section from which the alarm was sounded is to repair immediately to the scene of the fire; and such additional officers shall be detailed as are required.
3. The Officer first at the scene of the fire will take charge and be responsible therefore until a superior Officer arrives, and if ropes are stretched the Officer in charge shall see that after the fire such ropes are collected and returned.
4. He shall not permit any persons to enter the fire lines except owners or occupants of property, their employees, and persons with authorized badges.
5. The Desk Sergeant in charge shall detail a sufficient number of Officers to protect life and property, and to prevent crime.
6. The fire lines must be established a sufficient distance away from the scene of the fire to permit the Fire Department to work without interference, and all vehicles cleared from the street intersections adjoining the fire line and from within said lines.
7. Prompt assistance must be given to the Fire Department and Fire Marshal.
8. The Police Officer on whose beat the fire occurred must make a complete report in detail thereon, or, in his absence, the Officer in charge shall order some other Officer to do so.
9. Members of the Department appearing at fires in citizen's dress, when off duty, shall report to the Officer in charge and perform such duties as may be directed.

INJURED AND SICK PERSONS AND LOST CHILDREN

1. Injured and sick persons found on the streets who are in need of medical attention must be taken to their homes if they so desire. When they do not want to go to their homes, they shall be conveyed to the City Hospital or arrangements made to send them to the County Hospital.
2. Lost children will be taken charge of by the Officer finding them, whether on or off duty, and, if their homes can be found, will be immediately taken there; if their homes cannot be ascertain, they shall be taken to the Police Station and placed in the care of the Officer in charge.

ORDERS AND NEWS

1. No member or employee of the Department shall communicate or cause to be communicated, except to such persons as directed by his superior in office, any information respecting any complaint made or orders he may have received, or any regulations that may be made for the government of the Department.
2. Shall not publish, or cause to be published, directly or indirectly, or by private letters or otherwise, except as required by the Chief or the rules of the Department, any information in regard to the Department, or concerning the acts or measures of any Department of the City, County, State, or United States, or of any Officer acting thereunder, or any comments or criticism thereon, or any official instructions, orders, reports, or reference upon any subject whatever; or to furnish copies of the same to any person except as required by the Rules and Regulation of the Department, or by the order of the Staff or Chief of Police.
3. No written, telephonic or telegraphic communications with reference to Police duty or business with other Police Departments shall be made, except through the Chief's office.
4. All official correspondence of the Department must be made through the office of the Chief of Police.
5. Information given by persons who ask aid of the Department and request that such information shall not be made public, have rights that must be respected, and such information shall be confidential and must not be given publication.
6. News which is to be given to the newspapers shall be given promptly, correctly and courteously from the Central Office of the Department.
7. In criminal cases of such character that public safety demands and the arrest of persons implicated depends on absolute secrecy, no information whatever must be given for publication until the cases are in such shape that no injury thereto can occur.

REWARDS, TESTIMONIALS AND CONTRIBUTIONS

1. Members and employees of the Department shall not under any pretense whatever receive or share in, for their own benefit or that of others, any present, fee, compensation, gift or employment, for police or other services or for services of the Police Department or any member thereof, additional to their regular pay or compensation, without permission of the Staff.
2. The Staff, for meritorious and extraordinary services rendered by any member of the Department in discharge of his duty, may permit said member to retain for his own benefit any reward or present or any part thereof tendered to him; provided, however, that said member shall notify the Staff of the date of the receipt, and name and residence of the donor and a statement of the character and extent of the services rendered, together with a written acknowledgment of the donor that the present is freely and voluntarily given without demand or solicit-

ation for permission to receive such reward shall be made to the Staff within twenty-four hours after its receipt, and that the applicant shall deposit the reward with the Property Clerk and file the Property Clerk's receipt with his application to receive the reward.

3. All applications to receive rewards, presents or extra compensation shall be presented to the Staff by the Secretary at the regular meeting, and none shall be returned to any member of the Department until the approval of the Staff is obtained.

4. Members or employees of the Department shall not accept from any person in custody, or after such person shall have been discharged, or from his friends, any gratuity, compensation, reward or gift directly or indirectly, nor receive from any person without permission of the Staff, compensation for damages sustained in the discharge of his duty.

5. Members of the Department shall not receive as a present, compensation or reward from a person conducting a business upon their boats, or within their sections and districts, any article taken from the stock of goods sold by such person.

6. Members and employees of the Department are forbidden to make presents or bestow testimonials, as members of the Department, or to collect or to receive money or anything else from citizens or others, circulate subscription papers or books or sell tickets for any purpose except with the express permission of the Staff.

7. Members and employees, as such, are strictly prohibited from contributing money or anything else of value for any purpose whatever without the express permission of the Staff or Chief of Police, except for floral pieces for funerals of members and relatives.

REPORTS

1. All Police reports, shall be made on the proper forms and in the manner prescribed.

2. Reports must contain accurate information, and any information of a criminal nature, received but not verified, must be so stated in the report.

3. Police reports must show time, location, names and addresses, both home and business, and phone number, of all principals, besides giving all material facts connected therewith, with names and addresses of all parties connected therewith as witnesses or otherwise.

4. Members of the Department must report to their commanding Officer all accidents, unusual occurrences, fires and crime of whatever nature, and all other matters or events that require Police attention; is any occurs that may come to the attention of any member of the Department, whether on or off duty.

5. All Officers shall note on their reports the age of the principals in the manner prescribed to whether they are Juveniles or Adults.

ROLL CALL AND ABSENTEES

1. Members and employees of the Department must, unless otherwise

ordered, report off duty in person at the Police Station.

2. Members and employees of the Department assigned to platoons shall not, unless otherwise ordered, report off duty until the relieving platoon has reported on duty.

3. Patrolmen on patrol duty shall not, unless otherwise ordered, report off duty before expiration of tour of duty.

4. Patrolmen shall not congregate or assemble together in the vicinity of, or near the Station before reporting off duty.

5. When any member or employee of the Department fails to report for duty at roll call, place of assignment, or detail at the time ordered, and no excuse appearing therefore, he shall be reported to the Chief of Police.

6. In all cases of absence from, or failure to properly report for, or from duty, other than sickness or disability, such member or employee shall make written report to the Chief of Police of the reasons and cause for such absence or neglect.

USE OF CLUBS AND REVOLVERS

1. Members of the Department shall not use their pocket clubs or batons except in self defense or when absolutely necessary in making arrests.

2. Members of the Department shall not discharge their revolvers except in the performance of their duties, or

(a) When in danger of their lives;

(b) When there is reasonable appearance of danger or of their receipt of great bodily harm.

(c) When necessarily committed in overcoming actual resistance to the execution of some legal process, or in the discharge of any other legal duty.

(d) When necessarily committed in retaking felons who have been rescued or who have escaped, or when necessarily committed in arresting persons charged with felonies and who are fleeing from justice or resisting such arrest.

MEMORANDUM _____

TRANSFER VOLUME NO. _____

PRECEDING FOLDER SAME NAME OR NO. IN VOLUME NO. _____

MANUFACTURED BY THE SMEAD MANUFACTURING COMPANY, HASTINGS, MINNESOTA, U. S. A.



No. 413½

