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WAR RELOCATION AUTHORITY

INTERNAL SECURITY DIVISION

RULES AND REGULATIONS

May 1, 1943

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PART I - GENERAL RULES AND REGULATIONS

General Rules for All Personnel. It shall be the duty of each employee of the Internal Security Division to perform efficiently the duties assigned, individually and collectively, and to further all the purposes for which the Division is organized.

Each member shall be required to familiarize himself with the State and Federal criminal laws, WRA instructions, and Center regulations that apply in the area in which he is employed.

Members and employees of the Division shall have regularly assigned hours for active duty. When not so employed, they shall be considered off duty, but shall, however, be subject to immediate duty when circumstances necessitate such call.

Members and employees of the Division shall ordinarily be assigned to general and specific duties, but shall be required to perform all other duties that may be requested of them by competent authority.

Members and employees of the Division shall coordinate their efforts in such manner as will tend to establish and maintain the highest standard of efficiency and cooperation.

Members and employees of the Division shall obey promptly all orders of Superior Officers.

Members and employees shall report all infractions of rules and regulations or violations of law to their Superior Officer, and failure to report such infractions or violations shall constitute cause for dismissal.

Members and employees shall discharge their duties with courtesy, tact, firmness and courage.

Members and employees shall treat as confidential the official business of the Division. All records, communications or conversations must be retained in inviolable confidence. The revelation of official business of the Internal Security Division to any evacuee person not employed by the Division or any person employed by the Division not authorized to receive said information, shall constitute cause for dismissal.

Members and employees are required to be truthful in all conversations and correspondence with other members or Superior Officers when request is made for information in the line of duty, except in cases where they are not allowed by the rules or directions of the service to divulge facts within their knowledge.

Members and employees are required to give truthfully all information concerning their activities, functions, practices or records when requested by a member of the Office of the Chief of the Internal Security Division, contingent upon showing the proper credentials.

Members and employees of the Division shall be punctual in reporting for duty at the time assigned by the Superior Officer, and habitual failure to report at the time and for the period designated shall constitute cause for dismissal.

Members and employees of the Division shall not accept any money, gratuity, favor, loan, reward or gift from any evacuee, or any other person, for services rendered during or in the line of duty. No member or employee shall make false official reports or knowingly enter or cause to be entered in any records or correspondence of the Division inaccurate, false or misleading statements.

Any member or employee of the Division, regardless of rank, shall be subject to reprimand and suspension from duty, reduction in grade, or dismissal from the Division for any violation of these regulations and rules, and for any of the following causes:

Absence without leave

Breach of discipline

Conduct subversive to good order or discipline of the force

Conduct unbecoming a gentleman

Disrespect for Superior Officers

Failure to properly patrol an assigned beat

Immorality, indecency or lewdness

Incivility to Superior Officers or citizens

Incompetence, or inattention to duty

Indecent, profane or harsh language

Insubordination

Laziness

Malingering

Desertion of beat without just police cause

Falsification of an official report, record or communication

Public comment on official action of a Superior Officer

Purchase from, or otherwise receiving from, persons arrested or detained, any article whatsoever

Soliciting or acceptance of rewards, presents, or gratuities for service rendered or for any other reason

Refusal to give name and number to those requesting the information

Sleeping while on duty

Unnecessary use of force

Lying

Violation of any criminal law

Neglect of duty

Disobedience of orders

Neglect of personal appearance

Neglect to turn over without delay to the person designated by the Chief of Police as custodian of property, all property confiscated which is taken from or recovered from persons arrested or detained.

Failure to devote entire time and attention to duty.

General Rules for Field Personnel. All personnel shall be responsible for the protection of life and property, the maintenance of law and order, the investigation and reporting of violations of criminal laws and Center regulations, crime prevention, vice control (including gambling, liquor, narcotics and prostitution), recovery of lost or stolen property, control of pedestrian and vehicular traffic, and the apprehension of all violators.

Each officer shall hold himself in readiness to answer the call and obey the orders of his Superior Officers at all times; he shall regard his Superiors with the utmost respect; he shall be courteous at all times toward his associates; he shall guard himself against envy, jealousy and similar feelings, and shall refrain from discrediting any member of the force, yet bear in mind that it shall be his duty to report to his Superior Officer any disobedience of instructions known to him; he shall conform to all rules and regulations, obey the law, and perform his duties with ambition, courage, courtesy, discretion and fidelity.

Each officer is required to report for duty at his assigned beat or to his assigned task at the hours designated by the Chief of Police, and in conformance with specified or established procedure.

Each officer shall be required to read and become familiar with all orders of the Internal Security Division, and such other information as will aid in the adequate performance of his duties.

No officer may excuse himself from responsibility to become familiar with orders and information by asserting that insufficient time was available to familiarize himself with said orders and information.

Each officer is required to take the proper action in any violation or infraction of laws or regulations coming to his attention. The failure to do so shall be regarded as neglect of duty.

Each officer on patrol shall be constantly alert to observe everything that takes place, constantly exercising his powers of observation in order to minimize error. He shall become familiar with the location of all telephones, teletype, fire boxes and other means of communication. Where call-in boxes or telephones are provided, the officer should make frequent use of these devices.

No officer shall leave his beat except for police necessity, and if required to do so for said reason he shall previously notify the Police Station, except in cases of extreme urgency. In case of emergency, he shall communicate with the Police Station at the first opportunity, stating the fact that he has left his beat, and shall give the time and reason for such action.

Officers shall be required to report to the Commanding Officer upon reasonable suspicion that buildings and parts thereof are being used in violation of law or that buildings are being inhabited under circumstances that may create a police problem.

Officers shall be prepared to give information to the Commanding Officer regarding the nature of all business conducted on their beat.

Each officer must become familiar, generally, with the geography of the entire Center in which he is employed, and familiar in detail with the specific beat or beats to which he is assigned. He shall be expected to know the location of all administrative or operations buildings, Military Police Headquarters, single men's barracks, names of streets or avenues, locations of barracks, position and structure of exterior fences, position of fire equipment, main or auxiliary gates, warehouses, mess halls, main power control, switchboard, teletype, telephones, and the number and location of all barracks on his beat or beats. He shall be expected to become familiar with the description, characteristics and number of evacuees assigned to each barrack or block on his beat, if he is assigned to a specific beat, and if assigned to a larger area, he shall become familiar with the source of said information so that it may be secured when circumstances necessitate.

Each officer shall be required to inspect periodically and irregularly within the area assigned to him.

Each officer shall be responsible for all crimes or violations committed on his beat or in the area under his jurisdiction, and for all forms of commercialized vice existing thereon. He shall investigate and trace the actions of all persons of ill repute and suspicious characters located on his beat or beats.

He shall observe and scrutinize all persons encountered on the beat, and shall be particularly observant of all persons moving about during late and unusual hours.

Each officer shall investigate carefully and promptly all reports assigned to him. He shall investigate and interview the complainant or informant, being prudent in his procedure, and cautious not to divulge the complainant's identity to other parties except when advisable and in accordance with good police practice. He shall submit a detailed report of his investigation and the action taken before reporting off duty on the date the investigation is made.

No officer shall disturb or permit anyone else to disturb the scene of a crime until a satisfactory investigation and examination has been completed.

Each officer shall report immediately all installations, situations or other physical conditions which are hazardous.

Each officer shall take notice of all sudden deaths and make such investigation as is necessary to determine whether they resulted from crime, suicide or natural causes. He shall render or cause to be rendered immediate aid in all cases of accident, ascertain all the important facts, make a written record thereof and communicate such information to the Chief of Police.

Officers shall notice street lights, warehouse lights or other lights which are not burning after dark, and report their location to the Commanding Officer, after making a practical investigation.

Officers, without the knowledge and consent of the Chief of Police, shall not have a key to any premises on their beats.

Officers shall not follow regular routes while patrolling their beats, but shall follow irregular and constantly changing paths, so that their routes cannot be anticipated, thus making possible maximum efficiency through the element of surprise. Officers must use vigilance to make it extremely difficult, if not impossible, for anyone to commit a crime on their beats; and, when offenses occur frequently in any beat, it will be reasonable to assume there is neglect or want of ability on the part of the person in charge of said beat. Every officer shall be completely prepared for any emergency at any moment.

Officers shall give information and render such assistance as the regulations permit when requested, doing so in a courteous and cheerful manner. Officers shall be cautioned not to become servants of evacuees. The relationship, however, shall be friendly, tactful and businesslike, rather than harsh, discourteous and ungentlemanly.

Officers shall make friends with children in the Center, shall care for their well-being and shall instruct them on matters of safety and Center regulations.

Officers shall not use unnecessary force in making an arrest or in dealing with a prisoner or any other person.

Officers shall avoid expressing publicly any opinion on religious, social, political or other questions, the nature of which is controversial.

Officers shall refrain from discussing the demerits of Center rules or regulations in public.

Officers shall use persuasion when dispersing a crowd or when restoring order. If all forms of persuasion and tact fail, necessary force must be used and the principals arrested. Immediate action shall be taken to disperse any unruly crowd that may form, and to apprehend the instigators thereof.

An officer, upon discovering a fire, shall promptly turn in an alarm by the quickest means available. He shall see that all persons in burning or threatened buildings are awakened and directed or transported to safety. The dangerous area shall be blocked off and fire lines established. All unauthorized persons shall be kept outside the fire lines and beyond danger. Curious crowds shall be dispersed in order to prevent panic in the event the fire increases in intensity. Plans to remove all evacuees to areas safe from fire shall be immediately prepared by the Internal Police in cooperation with the Project Director, Fire Chief, Housing Officer and Community Services Division.

Officers on or off duty shall always be neat and clean in appearance.

Officers shall avoid any conduct or speech which is subversive to good order or discipline. Disagreeable duties must be performed and unpopular orders obeyed with cheerful willingness.

Officers shall not give out any information to newspaper correspondents. All requests shall be referred to the Reports Officer of the Center and then reported to the Chief of Police.

Officers shall not, in any manner, communicate any information to any person which may aid a person to escape or delay arrest, or to dispose of stolen or embezzled goods..

Officers shall maintain strict and efficient cooperation and understanding with other officers and shall not interfere with the cases of other officers except with the consent of such other officers. Officers shall not interfere with the work of other WRA employees not under their jurisdiction, either in the Internal Security Division or other divisions in the Center.

Officers shall maintain their own and government equipment in good condition. They shall use due care and caution in handling public property, and shall report immediately any such property lost or damaged.

Officers in charge of the Police Station, or any part thereof, shall not permit loafing by any persons not on business and shall facilitate as much as possible the completion of business by persons engaged therein.

Officers shall not fail to appear at judicial hearings on any case in which they are witnesses. If duty demands their absence from such hearings, they shall report the matter to the Chief of Police in order that he may arrange for the case to be set over.

An officer's demeanor in court or on the witness stand shall reflect only good and desirable qualities such as courtesy, tact, truthfulness, sincerity, thoughtfulness, courage and impartiality. Officers on the witness stand, in response to questions asked, will state in clear and distinct voices, truly, all they know respecting the matter inquired of without fear or reservation and without any desire or design to influence the result. It shall be remembered at all times that factual and truthful testimony, though weighing against prosecution, must be given, and that the purpose of an officer's testimony is not to distort the facts in favor of the prosecution so as to result in the possible conviction of an innocent person; nor shall an officer refrain from giving all the facts and evidence, thereby weakening the prosecution, for fear of convicting an innocent person. It is reminded that "you shall tell the truth, the whole truth and nothing but the truth."

Officers are forbidden from soliciting petitions or public influence for their promotion or change in their line of duty, or for promotion or change in the line of duty of any other officer, or for the appointment of any man to the Division, and from using or threatening to use any political power to effect such an end.

An officer shall inspect carefully and diligently every part of his beat as often as possible, and by his diligence actively render it difficult for anyone to commit crime thereon. He must to the utmost of his power prevent the commission of assaults, breaches of peace and all other offenses about to be committed. When offenses occur frequently on any beat without detection or arrest of the offenders, the officer assigned to such beat will be presumed to be guilty of neglect of duty or inefficiency and the proper disciplinary procedures shall be taken. An officer shall note the conduct of all suspicious persons and all persons of known bad character and shall make such observations as will enable him to recognize them at any time. He shall note particularly their movements, habits, associations and the premises they enter or frequent. He shall remember their names, residences and occupations, keep a record of them, and report to the Chief of Police all information he may obtain.

An officer shall, when any disturbance occurs on his beat or in the immediate vicinity thereof, instantly proceed to the area and use his best efforts to restore peace and order. If any person has committed a violation, that person shall be taken into custody and conveyed to the Police Station, except in some traffic cases where citations may be served.

An officer, when on patrol duty, unless otherwise directed, shall not walk or converse with other officers or other persons unless it is for the purposes of communicating or receiving information pertaining to police duties, and this shall be done as quickly as is reasonable.

An officer shall at all times have with him a notebook in which he shall enter the names of persons taken into custody by him and such particulars in each case as may be important in a trial thereof; and also all other transactions, information and matters of importance relative to the discharge of his official duties.

General Rules, Regulations and Procedure for Superior Officers.

Superior officers shall make frequent and irregular tours of inspection of all areas of the Center, all services of the Division, and of all personnel, taking cognizance of the activities of the Division and of all personnel.

Superior officers shall devote a portion of their time to the study of problems in the Division with a view toward initiating revisions of policy or practice to meet those problems.

Each superior officer shall insist on strict and continuous discipline throughout the Division.

Superior officers shall make periodic inspections of the entire Center, paying particular attention to places where crimes or incidents are frequent, or expected.

Each superior officer is charged with the responsibility of inspecting officers under his jurisdiction, with special reference to neatness and cleanliness of attire and person, condition and presence of notebook and other equipment.

Each superior officer shall be responsible for the investigation of circumstances of each arrest made by an officer under his supervision and shall determine that the arrest is justifiable before permitting the prisoner to be jailed.

Each superior officer shall be responsible for the safe custody of all prisoners within the Center and the treatment given them during his tour of duty. He shall require medical aid to be obtained for any prisoner needing same. He shall not permit an unconscious prisoner to be placed in jail but shall have him immediately moved to the hospital for treatment, and a guard maintained.

Each superior officer shall require a report to be made on any matter on which action is taken by the Division.

Each superior officer shall determine by regular inspection that officers under his jurisdiction keep in their notebooks all required information, and that they are kept up-to-date at all times. He shall ascertain by inspection or investigation that each officer under his supervision performs his duty accurately, expeditiously and completely, and in conformance with all Division rules, regulations and procedures. At the end of his shift he shall meet officers under his jurisdiction at the Station and there assist them in writing their daily reports.

PART II - ARREST

Definition of Arrest. An arrest is a taking of a person into custody in a manner authorized by law. Mere words do not constitute an arrest unless the offender or the alleged offender voluntarily submits to custody. Except when the person to be arrested submits to custody, the arrest must be evidenced by some physical act on the part of the police officer, or by some form of personal coercion.

Classification of crimes. A felony is a crime which may be punished by death or by imprisonment in a State or Federal prison. Every other crime is a misdemeanor.

Definition of crime. A crime or public offense is an act committed or omitted in violation of a law or regulation forbidding or commanding it and to which is annexed upon conviction some form of punishment.

How an arrest is made and what restraint allowed. An arrest is made by an actual restraint of the person of the defendant or by his submission to the custody of an officer. A person to be arrested must not be subjected to any more restraint than is necessary for his arrest and detention.

Warrant of arrest. A warrant of arrest is an order in writing in the name of the people signed by a magistrate or designated authority commanding the arrest of the defendant.

When officers may arrest. See Administrative Instruction No.84.

How an arrest is made. The person making the arrest must inform the person to be arrested of the intention to arrest him and of the cause of the arrest and the authority to make it, except when the person to be arrested is actually engaged in the commission of or an attempt to commit an offense, or is pursued immediately after its commission, or after an escape.

When a warrant must be shown. If the person making the arrest is acting under the authority of a warrant, he must show the warrant if required.

Use of force. When the arrest is being made by an officer, after information is given of the intention to make the arrest, if the person to be arrested either flees or forcibly resists, the officer may use all necessary means short of killing or inflicting great bodily harm, to effect the arrest.

Liability of an officer. An officer who is making a lawful arrest, or has made an arrest, is justified in using such force as is reasonably necessary to secure and detain the offender, overcome his resistance, prevent his escape, recapture him if he escapes, and to protect himself from bodily harm, but is never justified in using unnecessary force or treating his prisoners with wanton violence.

PART III - INSANITY CASES

Custody of insane persons. Except in emergency cases, allegedly insane persons shall be taken into custody only on orders issued by the Project Director.

When any officer is called upon to investigate any case involving a suspected insane person, or to take into custody any insane or allegedly insane person, he shall, as soon as practicable, submit a detailed written report of the facts to the Chief of Police.

Officers are cautioned to be alert and tactful in attempting to disarm an hysterically insane person. In subduing hysterically insane persons, only enough force to overcome resistance shall be used.

PART IV - PRISONERS

Responsibility of Chief of Police. The Chief of Police shall be responsible for all prisoners confined in the Internal Security Detention Quarters and shall be held strictly accountable for their safety and proper treatment.

Handling of prisoners. After a prisoner has been searched, he shall be placed in detention quarters, no more force being used than is necessary to overcome resistance.

Officers are strictly forbidden to bandy words with prisoners, to speak to them unnecessarily, to address them in obscene or profane language, or offer personal violence to them. Any policeman guilty of unnecessarily striking or manhandling a prisoner or mistreating him in any manner will be subject to dismissal and/or prosecution.

Superior officers having supervision of any building or office to which a prisoner is conveyed or in which he is detained shall be responsible for the proper and humane treatment of such prisoner.

Care of prisoners. Prisoners are to be made as comfortable as practicable, safekeeping, not punishment, being the object during the time they are in the custody of the police. They shall be given the same food as other evacuees at regular meal time. Extra food and refreshments may be purchased by those who have money in their possession or in the keeping of the assigned officer under the direction of the Chief of Police.

Visitors. No persons, including members of the Internal Security Division, except those specially authorized, shall be permitted to enter detention quarters or to interview or visit any prisoner confined therein without first obtaining permission from the Chief of Police.

The Chief of Police shall not grant, indiscriminately, permission to visit prisoners. All visits that are allowed must take place under the supervision of the assigned officer.

Juvenile prisoners. Juvenile prisoners, male or female, under eighteen years of age, shall not be assigned to detention quarters unless the prisoner constitutes a menace to other persons, in which case said juvenile prisoner shall be held in temporary quarters entirely separate and apart from other prisoners. Cases of juvenile prisoners under eighteen years of age shall be referred to the Community Welfare Section of the Center.

Release of juvenile prisoners by the Chief of Police. The Chief of Police may release an arrested juvenile prisoner when circumstances warrant upon written promise of the parent, guardian or custodian to be responsible for the appearance of such juvenile prisoner before the proper judicial body or the Welfare Section.

Officers, upon arresting juveniles, must immediately take said juveniles directly to the Superior Officer in charge and must inform him of all details. Parents or guardians must be notified.

Booking of arrested persons. All persons arrested by officers shall be booked at the Police Station and the bookings of such cases shall be carried in the proper records to their final disposition.

Arrested persons brought to the Station by an officer of the Division shall be booked on the specific charge on which they are arrested.

Guarding of Prisoners. Whenever it becomes necessary to guard a prisoner, the Chief of Police shall detail one or more men to each shift around the clock for jail duty. Male and female prisoners shall be kept separate and in quarters so constructed as to prevent the possibility of their seeing or talking with each other.

Whenever it becomes necessary to provide a matron for temporarily detained female prisoners, the Chief of the Division shall secure the services of qualified matrons from among the evacuees.

PART V - DISTRIBUTION OF PERSONNEL

Personnel distribution - General. The patrol force is the backbone of any police department. It is responsible for the performance of all police functions including crime prevention, apprehension of violators, enforcement of laws and general suppression of criminal activities. The Internal Police in a Relocation Center are entirely a patrol force to which have also been given all the functions of modern policing as they may be required.

It is not necessary to create separate traffic, detective, juvenile and vice divisions. These functions can be accomplished best through special assignment. The traffic problem is minimized and is restricted to control over a limited number of employees and tradesmen

who operate vehicles, and pedestrians. Detective and vice functions shall be vested in the Chief, who shall assign these functions to qualified superior officers or patrolmen. The problem of juvenile crime control shall be handled by cooperation between the Internal Police and the Community Welfare Section of the Center.

The essence of the present personnel distribution plan is to place an adequate number of men at the time, in the place and according to the function needed.

Time distribution. Due to differences between Centers, necessary variations from a standard time distribution are permitted and in many instances advisable.

Statistical analysis of previous cases, geographic significances, and the physical setup of the center are important factors in determining the time distribution.

Place distribution. The Chief shall secure a plot map of the Center. He shall, in cooperation with his superior officers, divide the Center into beats.

The number of beats will vary according to the area and other physical circumstances prevalent at the Center. It is advisable to keep the beats as small as possible. Beats shall be numbered consecutively and insofar as possible shall consist of natural areas. Natural areas are construed to mean boundaries that mark off solid blocks of barracks, warehouse districts, grandstands, single men's quarters, business sections, administrative areas, storage centers, or other such sections. The physical circumstances of each area will determine best the manner of division. The essential purpose in dividing the entire Center into beats is to provide units so arranged and divided as to make the need for police service on each approximately equal. The importance of dividing beats equally in respect to work load cannot be too greatly emphasized.

If the need for police service varies according to time and place, the assignment of men to the beats should vary accordingly. It may be necessary in many cases to assign several beats to one patrolman on one shift and only one beat to a patrolman on another shift. The single men's barracks in one Center, for example, may require the services of one patrolman each shift around the clock. On the other hand, several beats in the family barracks area may be assigned to only one patrolman.

Functional distribution. In addition to the distribution of personnel by time and by place, it is necessary also to distribute by function. The overall duties of the personnel of the Internal Security Division are described elsewhere in the Manual, however, it is necessary to make provision for functional distribution.

Special events, such as dances, athletic events and meetings, will necessitate special assignment.

The detention of prisoners will necessitate special assignment for the continuous supervision thereof. Since male and female prisoners will be separated, it will be necessary to provide a matron on occasions for supervision of female prisoners pending transfer.

The juvenile crime problem may necessitate the assignment of one qualified patrolman to juvenile crime control, to work in very close cooperation with the Community Welfare Section.

In the last analysis, the functional distribution of personnel is based on need, as is time and place distribution. The need for adequate patrol requires the assignment of the major portion of personnel to the patrol function. Other functional requirements can best be determined by the Chief on the basis of present needs and suggestions included in this Manual. One precaution shall be observed, viz., the patrol force shall not be depleted to inefficiency by padding special details. A subsequent study will aid in the determination of a percentage distribution of personnel. For the present, it shall be necessary that the patrol force consist of at least 60% of the total personnel strength. It is mandatory that special details be kept to a minimum.

PART VI - RELATIONSHIP WITH CENTER AGENCIES AND PERSONS

Relationship with other WRA divisions. Very close cooperation is to be maintained between the Internal Security Division and other divisions.

When information is received by the Internal Security that has to do with any other division, properly prepared and executed memoranda to that division should be prepared. It is not to be construed, however, that the exchange of these memoranda will "close the case" if any Internal Security functions remain to be performed.

Relationship with evacuees. The Internal Police should maintain a courteous relationship with evacuees for the purpose of establishing good public relations and thereby cultivating better conformance to rules, regulations and laws. It must be remembered, however, that the relationship between police and other evacuees must not be allowed to violate the purposes for which the Internal Security Division was organized. Police Officers shall maintain a firm attitude when dealing with violators of law or regulations. "Firm attitude" is not construed to mean the use of unnecessary force. Force shall not be used unless necessary to complete an arrest, and then only as much force as is absolutely necessary may be used. Unnecessary maltreatment of evacuees shall constitute cause for immediate dismissal and/or prosecution. Persuasion shall be honestly attempted before physical coercion may be employed in effecting arrest.

WAR RELOCATION AUTHORITY
INTERNAL SECURITY DIVISION

RECORD AND REPORT WRITING PROCEDURE

PART VII - POLICE RECORDS AND REPORT WRITING

General. There is a direct relationship between the efficiency of a police agency and the quality of its records procedures. Nothing is more essential to effective police work than accurate and complete information available when needed. Police information must be classified, indexed and filed so that it may be readily available, and analyzed so that it may be useful to the command of the Department and to the officers in the field. This is the purpose of the records system.

The records system is the nerve center of the Police Department. Through the medium of complete records, the information necessary to the effective administration of a police agency is made available. Police records should accomplish three purposes:

- (1) Provide a chronological account of all police activities and disseminate this information among the members of the Department and to participating and interested agencies outside the Department.
- (2) Provide a means for assuring the everyday accomplishment of police tasks; aid in the investigation of crimes; the apprehension of criminals; the recovery of lost and stolen property; the identification of persons; the maintenance of equipment; the supervision of supplies; and the performance of many other auxiliary tasks which must be performed if the fundamental police tasks are to be successfully accomplished.
- (3) They enable the analysis of a mass of information and thus serve as an administrative aid. The efficiency of the Department, the success of the police units, and the effectiveness of programs and policies are evaluated. The administrator is enabled through complete records to plan and direct the entire Police activities.

Police records are necessary to assure the successful and satisfactory performance of the daily police tasks. They control the activities of the personnel in disposing of each complaint; they aid in investigations by assuring that adequate effort is made in obtaining, recording, and preserving evidence, in identifying persons and property and disposing of property and physical evidence. Records assure the appearance of the offenders in court and provide the prosecutor and judge with a history of previous charges and such social data as may be useful in disposing of the case.

A very important function of police records is the protecting and clearance of persons' reputations that have been damaged or threatened by another with malicious intent; or by a person who is uninformed or a passer of unfounded rumor.

The human mind is incapable of retaining all the details of events that the individual observes, and the longer the period that elapses between the occurrence and the recall to memory, the less the retention. Writing down facts immediately aids in retention and encourages recall, but, more than that, it preserves in writing that which has been observed. Certainly then, it is important that the officer immediately record in writing all details observed.

Record forms are prepared in such manner as to facilitate the recall of details.

They list the items and specify the information that is required. They are prepared so as to minimize the time necessary to report all the information. They, in reality, are aids to the officer. But they cannot think! They cannot recall facts! They have no memory! They rely on the training and practice of the officer. He must record all the facts in his notebook as they occur so that he may transcribe the details to the permanent record forms. When recording facts in his notebook, the officer shall answer the questions, "What," "Where," "Why," "Who," "When," and "How."

In the final analysis, the entire records system relies upon the information included in the notebook of the officer and, indirectly, it relies on the ability of the individual officer to put down in writing in his notebook all the facts relative to an incident or occurrence.

The fundamentals of a police records system consist of complaint records, arrest records, and identification records. All police records, with the exception of some miscellaneous records, fall into one of these three classes.

All police officers shall provide themselves with notebooks, in which they shall record information which comes to their attention, details of cases to which they are assigned and specific notes of action taken. Written reports are prepared by the Records Clerk in the Police Station from notations in the Officer's notebook at the end of his tour of duty.

UNIFORM CLASSIFICATION OF OFFENSES

PART I CLASSES

1. Felonious Homicide
 - a. Murder and Non-negligent Manslaughter
 - b. Manslaughter by Negligence
2. Rape
 - a. Forcible
 - b. Statutory
3. Robbery
 - a. Highway
 - b. Commercial House
 - c. Oil Station

3. Robbery (Con't)

- d. Chain Store
- e. Residence
- f. Bank
- g. Miscellaneous

4. Aggravated Assault

5. Burglary - Breaking or Entering

- a. Residence (dwelling; apartment; hotel, etc.)
 - (1) Committed during night
 - (2) Committed during day
- b. Non-residence (store, office, etc.)
 - (1) Committed during night
 - (2) Committed during day

6. Theft

- a. Pocket Picking
- b. Purse Snatching
- c. Shoplifting
- d. Theft from Autos (exclusive of auto accessories)
- e. Auto Accessories
- f. Bicycles
- g. All others
 - (1) Apartment -Hotel
 - (2) Dwelling
 - (3) Store - Office - Warehouse (shoplifting excluded)
 - (4) Public Building
 - (5) Yard
 - (6) Livestock
 - (7) Miscellaneous

7. Auto Theft

- a. Joy riding
- b. All other

PART II CLASSES

8. Other Assaults

- a. Simple Assault
- b. Intimidation
- c. Resisting or Obstructing an Officer

9. Forgery and Counterfeiting

- a. Forgery (except checks)
- b. Counterfeiting
- c. Worthless Checks

10. Embezzlement and Fraud

- a. Embezzlement; Conversion
- b. Fraud (of any kind except worthless checks)
- c. Confidence Games

11. Possession of Stolen Property

12. Illegal Possession of Weapons
13. Prostitution (Commercialized Vice)
14. Sex Offenses (except rape and prostitution)
 - a. Fornication
 - b. Indecent Exposure
 - c. Abnormal Sex Relations (buggery; sodomy; crime against nature)
 - d. Indecent Liberties
 - e. Miscellaneous (all other)
15. Offenses against Family and Children
16. Narcotic Drug Laws
17. Liquor Laws
 - a. Manufacture
 - b. Sale
 - c. Possession
 - d. Miscellaneous
18. Drunkenness
19. Disorderly Conduct
 - a. Riot, rout, affray, or unlawful Assembly
 - b. Disturbing Peace (or meeting)
 - c. Profanity and Obscene Language - Provoking Fight
 - d. Miscellaneous
20. Vagrancy
 - a. Begging
 - b. Miscellaneous
21. Gambling
 - a. Gambling
 - b. Running Gambling Games
 - c. Permitting Gambling
 - d. Possession of Gambling Devices
22. Driving while Intoxicated
23. Violation Road and Driving Laws
 - a. Speeding
 - b. Reckless Driving
 - c. Signs and Signals
 - d. Right of Way
 - e. Other Violations
24. Parking Violations
 - a. Overtime
 - b. Other Illegal Parking

- 25. Other Violations of Traffic and Motor Vehicle Laws
- 26. Other Offenses (not classified above)
 - a. Arson
 - b. Blackmail; Extortion; Kidnapping
 - c. Burglary Tools (possession, etc.)
 - d. Malicious Mischief (damage to property)
 - e. Obscene Literature, Pictures, etc. (possession, etc.)
 - f. Parole Violation
 - g. Public Nuisances
 - h. Subversive Activities; Criminal Syndicalism; Sabotage
 - i. Trespass
 - j. Miscellaneous (not otherwise classified)
- 27. Suspicion

PART III - LOST AND FOUND

- 28. Lost
 - a. Persons
 - b. Other Cases
- 29. Found
 - a. Persons
 - b. Other Cases

PART IV - ACCIDENTS

- 30. Motor Vehicle
 - a. Pedestrian
 - b. Motor Vehicle
 - c. Train
 - d. Electric Train
 - e. Bicycle
 - f. Horsedrawn Vehicle or Animal
 - g. Fixed Object
 - h. Non-collision
 - i. Non-operating
- 31. Railroad Accidents (if motor vehicle is involved, file under Class 30)
- 32. Street Accidents
- 33. Home Accidents
 - a. Falls
 - b. Burns, Scalds, Explosions
 - c. Asphyxiation, Suffocation
 - d. Poison
 - e. Cuts
 - f. Other Causes

- 34. Industrial Accidents
 - a. Handling Objects
 - b. Falls
 - c. Machinery
 - d. Vehicles
 - e. Falling Objects
 - f. Using Hand Tools
 - g. Other Types
- 35. Drowning
- 36. Firearms (not suicide)
- 37. Other Accidents
 - a. Dog Bites
 - b. Miscellaneous
- 38. Suicide
- 39. Suicide Attempts
- 40. Sudden Death and Bodies Found
- 41. Sick Cared For
- 42. Mental Cases
- 43. Cases Involving Contraband
- 44. Other Cases Involving Infraction of Project Regulations
- 45. All Other Cases Not Listed Above.

In preparing complaint cards, one of these forty-five Uniform Classifications is inserted in the space after Crime in the left side of the heading of the card. The proper subheading under that class of complaint is entered in the space following CLASSIFICATION. For example, a highway robbery is reported. The word "Robbery" is inserted in the heading of the Complaint card after CRIME, and the word "Highway" is placed in the space following CLASSIFICATION. In the case of burglary the word "Day" or "Night" is inserted after the subclassification "Residence" or "Non-Residence." In the case of Lost and Found, the Complaint card is headed by the word "Lost" or "Found" in the left space and on the right is inserted the kind of animal or type of property. The sex and age are there recorded in case of person. Example: Male (35)

DEFINITIONS OF OFFENSES

PART I CASES

1. Criminal homicide. - (a) Murder and non-negligent manslaughter include all felonious homicides except those caused by negligence, but do not include attempts to kill, assaults with intent to kill, justifiable

homicides, suicides, or accidental deaths. (b) Manslaughter by negligence includes only those cases in which death is caused by culpable negligence.

2. Rape. - Includes forcible rape, statutory rape, assault to rape, and attempted rape.

3. Robbery. - Includes stealing or taking anything of value from the person by force or violence or by putting in fear, such as highway robbery, stick-ups, armed robbery, also includes assault with intent to rob and attempt to rob.

4. Aggravated Assault. - Includes assault with intent to kill; assault by shooting, cutting, stabbing, maiming, poisoning, scalding, or by use of acids; does not include simple assault, assault and battery, fighting, etc.

5. Burglary; breaking or entering. - Includes burglary, house breaking, safecracking, or any unlawful entry to commit a burglary. Burglary followed by a larceny is entered here and is not counted again under larceny.

6. Theft (except auto theft). - (a) Fifty dollars and over in value. (b) Under \$50 in value - included in one of the above classifications, depending upon the value of property stolen, pocket-picking, purse-snatching, shoplifting, or any stealing of property or thing of value which is not taken by force and violence or by fraud. Does not include embezzlement, "con" games, forgery, passing worthless checks, etc.

7. Auto Theft. - (a) Joy riding where recovered promptly and where there is no evidence of attempted theft. (b) all other cases.

PART II CASES

8. Other Assaults. - Includes all assaults and attempted assaults which are not of an aggravated nature and which do not belong in Class 4; simple assault; assault and battery; pointing a gun in jest; injury caused by culpable negligence; intimidation; coercion; resisting or obstructing an officer; hazing; wife beating; drawing a dangerous weapon.

9. Forgery and counterfeiting. - Includes offenses dealing with making, altering, uttering, or possessing, with intent to defraud, anything false which is made to appear true; altering or forging public and other records; making, altering, forging or counterfeiting bills, notes, drafts, tickets, checks, etc.; forging wills, deeds, notes, bonds, seals, trademarks, etc.; counterfeiting coins, plates, banknotes, checks, etc.; possessing or uttering forged or counterfeited instruments; erasures, signing the name of another or fictitious person with intent to defraud; possession, manufacture, etc., of counterfeiting apparatus; using forced labels; selling goods with altered, forged or counterfeited trademarks. Includes attempts.

10. Embezzlement and fraud. - Includes all offenses of fraudulent conversion, embezzlement, and obtaining money or property by false pretenses, such as embezzlement; fraud; confidence games, fraudulent conversion, appropriation, conveyance, entries, accounts registration, use of trademarks or emblems, misbranding, etc.; false personation, pretense, statement, documentary misrepresentation, claims, evidence, etc.; gross fraud, cheat, or swindle; check frauds; drawing checks without funds, etc.; fraudulent use of telegraph or telephone **messages**; insurance frauds; use of false weights and measures; false advertising.

11. Stolen property; buying, receiving, possessing. - Includes buying, receiving, and possessing stolen property as well as attempt to commit any of those offenses.

12. Weapons; carrying, possessing, etc. - Includes all violations of regulations or statutes controlling the carrying, using, possessing, furnishing and manufacturing of deadly weapons or silencers and all attempts to violate such statutes or regulations.

13. Prostitution and commercialized vice. - Includes sex offenses of a commercialized nature, or attempts to commit the same, such as prostitution, keeping bawdy house, procuring, transporting or detaining women for immoral purposes.

14. Sex offenses (except rape and prostitution and commercialized vice). - Includes offenses against chastity, common decency and morals such as; abduction and compelling to marry; abortion; adultery and fornication; bastardy and concealing death of a bastard, bigamy and polygamy; buggery; incest and marriage within prohibited degree; indecent exposure; indecent liberties; intercourse or marriage with an insane, epileptic or venereally-diseased person; miscegenation; seduction; sodomy or crime against nature. Includes attempts.

15. Offenses against the family and children. - Includes offenses of nonsupport, neglect, desertion, or abuse of family and children, such as desertion, abandonment, or nonsupport of wife or child; neglect or abuse of child; encouraging or contributing to the delinquency of minors; employment of children in injurious, immoral or improper vocations or practices; admitting minors to improper places; nonpayment of alimony.

16. Narcotic drug laws. - Includes offenses relating to narcotic drugs, such as unlawful possession, sale or use.

17. Liquor Laws. - With the exception of "drunkenness" (Class 18) and "Driving While Intoxicated" (Class 22), liquor law violations, state or local, are placed in this class.

18. Drunkenness. - Includes all offenses of drunkenness or intoxication.

19. Disorderly conduct. - Includes all charges of committing a breach of the peace; riot, rout, or affray; unlawful assembly, disturbing the peace; disturbing meetings; disorderly conduct in state institutions, at court, at fairs and trains and public conveyances, etc.;

disguised and masked persons; nightriders; prize fights; blasphemy, profanity, and obscene language; desecrating flags; refusing to assist an officer.

20. Vagrancy. - Includes such offenses as vagabondage; begging; loitering, etc.

21. Gambling. - Includes offenses of promoting, permitting, or engaging in gambling; keeping gaming devices; common gamblers; owning gambling resorts; frequenting gambling resorts; lotteries and policy rackets; gambling in any manner.

22. Driving while intoxicated. - Includes driving or operating any motor vehicle while drunk or under the influence of liquors or narcotics.

23. Violation of road and driving laws. - Includes violations of regulations with respect to the proper handling of a motor vehicle to prevent accidents.

24. Parking violations. Includes violations of parking ordinances.

25. Other violations of traffic and motor vehicle laws. - Includes violations of state laws and municipal ordinances with regard to traffic and motor not otherwise provided for in Classes 22 - 24.

26. Other Offenses. - Includes all violations of State or local laws for which no provision has been made in Classes 1 - 25; arson; assisting another in the commission of self-murder; blackmail and extortion; breaking or entering other than with intent to commit a felony or petty theft; bribery; combination in restraint of trade; trusts; monopolies; conspiracies; contempt of court; criminal anarchism; criminal syndicalism; discrimination; unfair competition; unlawful disinterment of the dead and violation of sepulchre; displaying red or black flag; forcible entry or detainer; kidnapping, malicious mischief and injury to property; perjury and subornation of perjury; possession, repair, manufacture, etc. of burglar's tools; possession, sale, etc. of adulterated drugs (non-narcotic); possession or sale of obscene literature, pictures, etc.; public nuisances; trespass, unauthorized use of motor vehicles, animals, etc.; unlawful use, possession, etc., of explosives; violations of state regulatory laws and municipal ordinances (This does not include those offenses or regulations which belong in the above classes.); violation of parole; violation of quarantine; all offenses not otherwise classified.

CASE REPORT FORM
(WRA Form 246)

The Case Report Form is a permanent written record of reports made to the police and of action initiated by them. It serves two purposes: (1) It records facts concerning the case, thus serving as the vehicle for administrative control, assuring that complaints will be: (a) recorded, assigned, and (b) systematically dealt with, inspected, and followed up. (2) It serves as the foundation on which the case is built. Information recorded on the Case Report Form makes it valuable as the front or number one item of the case. All reports, records, and Follow Up Form (WRA-247) relating to the case are attached to the Case Report Form.

WHO MAKES OUT THE CASE REPORT? The Case Report Form is executed by the Division Clerk, Desk Sergeant or other person designated by the Chief of Internal Security.

WHEN IS THE CASE REPORT FORM PREPARED? The Case Report Form is written up immediately upon receipt of the information. The details of the case shall be given to the Clerk by the Officer handling the incident.

HOW MANY CASES ARE MADE? Since statistical data are derived from the Complaint Form, it is important that a uniform procedure be used in recording each offense. A failure in this respect will result in an inaccurate tabulation. In recording Part I Cases, A Case Report Form is made for each crime committed or attempted. The following rules determine the number of Case Forms to make when two or more persons commit one offense or one person commits two or more Part I offenses. The rules for offenses against the person differ somewhat from the rules concerning offenses against property; consequently they are considered under these two general divisions.

OFFENSES AGAINST THE PERSON: Offenses against the person include felonious homicide, rape, and aggravated assault. One Case Report Form is made for each person against whom an offense is committed. The number of offenses reported (Case Report Forms) equals the number of persons killed, raped, maimed, wounded, or assaulted, and the number of attempts. The number of accused persons does not determine the number of Case Report Forms. If one person murders three people, then three Case Report Forms are made, there being three victims; if three people murder one person, only one Case Report Form is made, there being but one victim.

OFFENSES AGAINST PROPERTY: Offenses against property, in Part I Offenses, include robbery, burglary, theft, and auto theft. The number of Case Report Forms to be made is determined not so much by the number of victims as by the number of separate and distinct operations which have been undertaken. Specific instructions for each follow:

(a) Robbery. The number of Case Report Forms made on robberies depends entirely upon the number of operations of this nature which have been carried out or attempted. If three persons rob one, or one person robs three, at the same time and at the same location and by same means, etc., only one Case Report Form is made.

(b) Burglary. Breaking or Entering. If a series of burglaries is committed as part of a single operation in structures which contain numerous independent occupants, as in the case of apartments, dormitories, and office buildings, should the series be counted as one burglary or should a Case Report Form be made on each entry? An arbitrary rule is applied for determining this number. Dormitories are regarded as single units without regard to the number of rooms entered at any one time. However, each apartment in an apartment house and each suite in an office building is considered as a separate unit and a Case Form is made for each one entered, even though it be one of a number of entires in the same building.

(c) Theft. The number of distinct criminal operations determines the number of Case Report Forms to be made. If a thief steals a number of articles, all stores in one place, but belonging to different persons, only one larceny Case Report Form is made.

OTHER OFFENSES: A separate Case Report Form is made on each Part II arrest except where two or more persons are arrested at the same time and place and on the same charge, or where two or more are arrested at the same time and place on several charges where the most serious is the same in each instance, in which cases but one Case Report Form will be used for all offenders. This rule is intended to eliminate needless duplication of Case Report Forms and Investigation Reports. For example, in a gambling raid in which a large number of players are arrested, a separate Case Report Form is not made on each arrest. One Case Report Form suffices for all arrests; however, a separate Case Report Form would be made on each person in the group who might be charged with a more serious offense, such as "running a gambling game" or "carrying concealed weapons," etc. Yet all names would, also, appear on the Case Report Form intended for the entire group. Other examples in which a "blanket" Case Report Form is used to record several offenses are: Several persons arrested together in a group on a charge of drunkenness; several persons arrested together on a charge of vagrancy.

Because of this rule, the number of cases on such offenses is not always the number of actual offenses; and it is never the number of persons arrested on such a charge. This latter number is obtained from Arrest Records.

WHAT CASES ARE RECORDED? All occurrences in the following categories are to be recorded by the preparation of a Case Report Form:

1. Reports by residents or other agencies of alleged crimes, and all arrests with the exceptions noted above.
2. Reports by one person involving a second person in which some police action against the second person is taken or contemplated.
3. Violations of Relocation Center Rules and Regulations, State or Federal laws or accident hazards.
4. Cases of lost or found persons, animals or property.

5. Reports of personal injury.
6. Any incidental activity, such as escort duty, sick cared for, etc., which involve any police action of any nature.
7. Cases or incidents "considered closed" when brought to the attention of Internal Security, but which should be recorded for possible future reference.

RECORDING THE CASE: After the classification of the case has been determined and properly recorded in the heading of the Case Report Form, the Clerk proceeds with the execution of the balance of the form. Under "Principal," he lists the name of the victim, if such there be. If the victim be a firm or institution, then the name of that firm or institution, as it appears in the telephone directory, is used. In all other cases, the person, firm or institution making the report is listed as "Principal." If a person be arrested for an offense in which there is no particular victim or complainant other than the arresting officer, the name of the Center is entered as "Principal." If it be reported by the sheriff's office of Pomona, California, then under the name of "principal" appears "Sheriff's Office," with the address, "Pomona, California." If it be reported by the police department of Fresno, California, then under the headings "principal" and "address" appears "Police Department, Fresno, California." If reported by Public Works Department, then "Public Works," etc. This procedure is followed regardless of the type of public office making the report.

Residence address and residence telephone, if any, are entered.

In the spaces provided for "Where happened" and "When happened," give the exact address or point of location of the crime or incident, and the date, hours, and day of week.

In the space provided for "How happened," the Clerk should set forth exactly how the crime or case happened. Examples: In case of theft, "How happened" could be: "Person entered dormitory by window and stole \$50.00." In the case of criminal homicide, "How happened" could be: "Victim shot in the left temple with 45-caliber revolver." Etc.

In the space for "Person(s) suspected," the complete name and address should be given.

The hour and date of receiving the report and the name of the person who reported the case to the department are likewise entered. The name of the resident, if any, who reported the matter originally is more important than the name of the officer who relayed the report to the Clerk and is inserted in the space "Reported by." The name of the officer to whom the case was first reported is inserted in "Reported to." The Clerk signs the Case Report Form by typewriter by inserting his or her initials in parenthesis after the name appearing after "Reported to." Example: Officer Imai (K.O.), the latter being initials for Ken Ozeki, who wrote up the report form.

Date and time reported is to be the exact original time that it is brought to the attention of the Division of Internal Security or any member thereof.

"Person suspected" should give the name, alias and "monicker", if known. The address should be the residence if possible. However, if the residence address is not known, the address where the person is connected may be known; and, therefore, should be submitted even though the name of the person might not be known. It would be noted on the Camp Report Form as: "Person Suspected, Name Unknown; Address, Works at Motor Pool." In submitting the names of suspects, an accompanying Form 26 is not mandatory; however, discreet judgment might indicate that one should be submitted for connective information, in the event that further investigation is contemplated at the National Office.

"Why suspected" should state the facts in brief: such as, "Alleged by the Principal to have been seen running from locality of happening."

"Description of Suspect" should be designated by "Male" or "Female" if known. If more than one suspect is submitted, then notation should be inserted, "See Below"; and the same items are to be covered in the body of the Investigational Findings, each suspect to be designated by a separate number and thereafter referred to as Suspect #1, or Suspect #2, when facts are recorded relative thereto.

"Case Responsibility Assigned to" is the person to whom the satisfactory conclusion of the case is assigned, and could be any member of the Internal Security Division. The person making this assignment will be a person of Supervisory or Administrative capacity in the Internal Security Division, and designated by the Chief of Police. Re-assignment will be considered in the same manner.

"Person Arrested" will give the name, alias and "monicker" with the age in years of the person arrested. If more than one person is arrested, the specific date for each will be handled the same as in "Suspects." On all persons arrested, Form 26 will be dispatched to the National Headquarters of the Internal Security Division, to become a part of the case report, as soon as practical. In dispatching the Form 26, connective information is to be given in the upper right hand part of the form, to include the name of the project and the project case number.

"Date and time of arrest" is concerned with the time of actual apprehension.

"Previous Cases" is to be submitted by the case numbers of cases that have any connection with the person arrested. In cases of Suspicion, and Suspect, techniques of operation would involve enumerating specific cases of like nature.

Note: At some of the projects the Division of Internal Security has already established some record procedure and, therefore, has a case numbering system. It is not thought advisable to have copies made of all cases previous to the inception of this system, so that the National

Division will have complete data. For this reason, in the event that a person mentioned in a case has some case connection previous to the inception of the National Clearing System, it is desired that, in addition to the submission of the case number, a brief summary of the previous case be submitted. For the same reason, it is also expected that the beginning case number of the project may be a number **other** than #1. But, after initiating this proposed system, the National Division will receive cases in consecutive sequence, from the starting number.

"Previous Criminal Record" is to be noted in brief: such as, "1 robbery, 3 drunks, 3 burglaries, 2 parole violations." In the body of the investigational findings, however, is to be given each arrest, reported in the standard manner of the various State Criminal Bureaus and the Federal Bureau of Identification, plus a summary of what was done in the case.

"Referred for Trial to" is the person or agency, as the Project Director or Judicial Commission, to whom the charge is made cognizant in the course of due process of law.

"Date of Referral" is the date of notification of the preceeding item. What we are trying to show is the elapsed time between actual arrest and the notification to the prosecuting body for their function. The notification by the Internal Security Division should be done in writing, a copy of which should ultimately reach the National Office of Internal Security. The time to elapse will be consistent with proper investigative techniques and procedure, but it is hoped that it will be within the period of twenty-four hours. Upon exhaustive investigation of a complaint, it may be ascertained to be based on misinterpreted facts, therefore may result in the proper withdrawal of the warrant and the clearing of the defendant without referral to judiciary.

"Date of Trial" is the actual starting date of the defendant's trial and prosecution. The "Continuances" would be the postponements.

"Result of Trial" will be the findings of the court and the sentence imposed on each defendant, if guilty.

The "Date of Sentence" is self-explanatory.

"Removed to" is the actual place of incarceration, or isolation. In the case of a criminal trial it could be: "to the Project Jail;" or, "to the County Jail, Inyo Co., Independence, California;" or, to a state or federal institution;" or, in the case of insanity, "to Project Hospital Isolation Ward, thence to State Hospital for the Insane."

"Removed by" is the name of persons charged with the actual transportation, guarding and delivery.

"Other Case Disposition" could be: "Referred to Welfare Division and Case Closed to Internal Security, January 1, 1943;" or, "Property found unclaimed and returned to the finder, January 1, 1943;" or, "Proved Unfounded and Case Closed, January 1, 1943."

"Witnesses in Case and Address" is self-explanatory. If more than one, then they should be enumerated as in "Suspect" and "Person Arrested."

"Description of Property and Value and Investigational Findings" is to be the actual narrative of the investigation. This does not necessarily have to be made by person making the above notations of the Case Report Form, but more usually by the Investigator. As a matter of fact, the initial information given may prove to be erroneous, but this will only be corrected by a notation in the body of the investigational report. The Where, When, Why, What, Who, and How of the above part of the form will remain as the original information submitted prior to the investigation. However, the Classification Symbol will be changed and thus keep an accurate check of the actual cases. For example: a case would be reported that a person had been assaulted by another with the aid of a knife and a club; by investigation it is proved that the principal has hallucinations and delusions, coupled with paranoid tendencies and threats to do bodily harm. This information would be transmitted to the Project Medical Director, along with the patient and the case classification changed from Assault by weapon to Insanity - male. The case would be considered closed to the Internal Security Division, with the exception of testimony to be submitted in a sanity hearing and the writing up of the findings and recommendations thereof. Another example could be the report that some person was being murdered; by investigation it proved to be persons practising for a play. The Classification would be changed from Homicide to Miscellaneous Public - unfounded, and the Case Closed.

The item, "Persons arrested", provides for names and addresses of all parties actually arrested in connection with the offense. The name or names of the officers arresting same should be entered in the space for "Arrested by."

The Clerk shall remember that each report shall answer the questions, Who, Where, What, When, Why, and How. The report shall contain a detailed account of everything that the officer did or learned about the case. This information is given in sufficient detail so that the report explains fully, exactly what happened or was done and what was learned. ANY OFFICER'S REPORT WHICH MUST BE SUPPLEMENTED BY VERBAL EXPLANATION HAS NOT BEEN PROPERLY WRITTEN. The information is presented concisely and clearly without ambiguity or repetition. Care shall be taken in determining the proper spelling of all names. Experienced officers, on obtaining a name, request its proper spelling even though it be so common as Smith, which may be spelled with a half-dozen variations.

The full name is obtained, initials frequently not being sufficient identification. In the case of women, determine whether married by asking whether the name is Miss or Mrs. If the name does not clearly indicate, the sex is also entered in parenthesis.

"FOUND" CASE REPORTS - SPECIAL PROCEDURE: On "Found" cases, the name of the finder shall be entered in the "Principal" space. Also, the residence address and residence phone, if any, shall be entered in the spaces provided. To properly designate the entry in the "Principal"

space, the clerk is instructed to enter in parentheses the word, "Finder." In event the finder of the property, animals or persons does not personally make the report to the Internal Security Office, the person who actually makes this report to Internal Security is entered in the "Reported By" space, and the proper address and phone, if any, are entered for this individual. In event the entry in the "Principal" space and the entry in the "Reported by" space involve the same individual, it will not be necessary to repeat the address and phone number immediately below the "Reported By" entry; just type in "above."

FILING THE CASE REPORT: The Case Report Form is to be made out in the number necessary for the specific project; the first carbon copies are to be sent daily with other reports to the National Division of Internal Security, War Relocation Authority, Room 511, Barr Building, Washington, D. C. In the space called "Case Number" the Clerk or designated person shall enter the number of the case report. These numbers are to begin with 1, 2, 3, 4, etc., from the date the case reports are received at the Relocation Projects. (If records are already maintained, start with number of that date).

On the date that the original report was made, it is obvious that many of the items listed will not have been accomplished. For the foregoing reason the Follow Up Case Report will be used to submit additional information and present status of the case, and enclosed in the same jacket with following case report forms to be dispatched to the National Office.

A good deal of prudent judgment and discretion should be exercised, in the submission of the Follow Up. If developments are in rapid succession, then several days may elapse before it is dispatched.

PROCEDURE ON OUTSIDE CASES: Acts which have occurred outside the Relocation Center, but on which the police take some action, are recorded in the same way as incidents within the Relocation Center. The fact that they are outside the Relocation Center is designated by the word "OUTSIDE" in the upper left corner of the Case Report Form.

DESCRIPTION OF PROPERTY: A detailed description of the property, lost or stolen, should be entered. For example, in describing a stolen watch, the description should show the trade name, material (such as gold or platinum), the type of watch (such as wrist watch or pocket watch), case number, movement number, number of jewels, condition, (including age), and the present cash value, and identifying marks (such as engraving).

Another example is the description of a man's suit. This description should include size, color, label, cleaner's marks, kind of material, style (whether single or double-breasted), and identifying marks such as tears or cigarette burns.

AMOUNT OF LOSS: The "amount of loss" should be the actual present cash value of the article, not the amount originally paid for the article.

INVESTIGATION REPORT

The Investigation Report is executed by the Division Clerk, or other designated persons.

The information is given to the Clerk by each Officer assigned to any case, or who does any work or has any information on any case, regardless of whether he be regularly assigned or not. Therefore, it may occur that several Officers may have individual Investigation Reports on only one case. This report shall contain a detailed account of everything the Officer did or learned about the case that he has not reported at some previous time.

In writing reports, the Officer shall give sufficient detail so that the report will explain exactly what has happened and what has been done. IF IT IS NECESSARY AT ANY TIME TO SUPPLEMENT A REPORT WITH A VERBAL EXPLANATION, THEN THAT REPORT HAS NOT BEEN PROPERLY WRITTEN. Officers shall make additional reports on cases to which they are assigned as long as they continue to do any work on those cases. The work done each day shall be reported on that day and not left for some time in the future. If no report is written on a case on a particular day, it is to be assumed that no work was done on that case on that day.

The following outline should be followed in writing an INVESTIGATION REPORT:

- I. CASE REPORT NUMBER
Written in upper right hand corner.
- II. DETAILED FACTS
 - a. Facts as observed by Officer
 - b. Facts as reported to him by witnesses
 - c. Opinions of citizens
 - d. Descriptions
- III. CONCLUSIONS
 - a. Analysis
 - b. Recommendations
- IV. DISPOSITION: Temporary or final
 - a. Property
 - b. Persons: suspects, prisoners, injured
- V. FINAL INTERVIEW WITH COMPLAINANT
- VI. DATE AND SIGNATURE
 - a. All reports should show the date and time written up and
 - b. Should be signed with name and number of the officer reporting.

If the Chief considers a case as being closed, the final Investigation Report should bear the words "CASE CLOSED" at the conclusion of the report.

INDEX CARDS

As all Case Report Forms and subsequent reports pertaining thereto will be filed by Number, an alphabetical cross-index will be necessary, for ready reference.

On completion of each Case Report Form and Investigation Report, the Clerk or designated person will make one 3 x 5 index card on every name appearing in the report, and other cross-indexing as may be considered necessary.

The index cards should contain the following: the name of the individual involved and his address; the Crime; the Classification; the Number assigned to the case report; the date of original case report. At the bottom of the card should appear remarks of about ten words, setting forth the individual's connection with the case, or information connecting subject matter with the case.

All of the Internal Security Divisions have set up some record procedure and for this reason it would not be advisable nor practical to dictate the exact location of the specific items mentioned.