

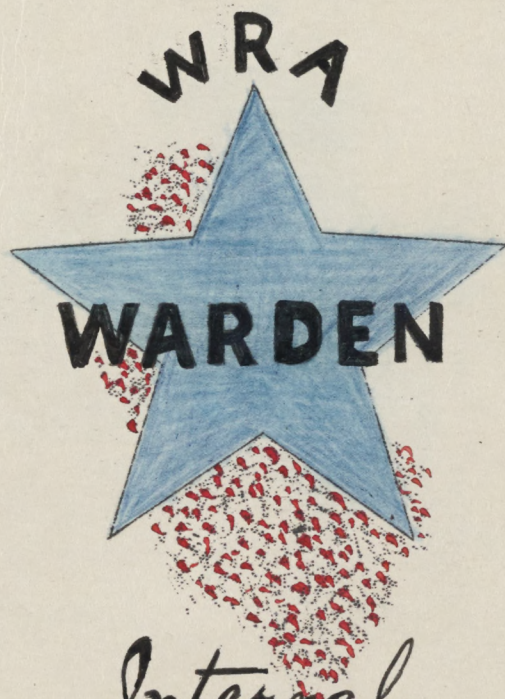
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MANUAL



*Internal
Security*
DIVISION

TULELAKE CALIFORNIA

O F F I C I A L M A N U A L

WARDEN ORGANIZATION

INTERNAL SECURITY DIVISION

Tule Lake Project

War Relocation Authority

Newell, California

1 9 4 3

(A)

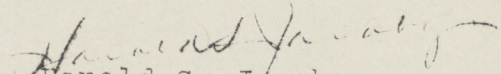
(B)

F O R E W O R D

Building the physical structure of a new community is a difficult task. Making it a peaceful and decent place in which families may live, is even more difficult.

It must be done, however, even though our life here is not of our choosing. To fail to do so will be to do permanent injury to ourselves, our children, our friends, and relatives.

To the Wardens has been given a large part of the responsibility for keeping this, our community, safe and pleasant. By hard work and sincere cooperation this can be done.


Harold S. Jacoby
Chief, Internal Security

(D)

INTERNAL SECURITY DIVISION

Chief - - - - - Harold S. Jacoby

Assoc. Chief - - Peter M. Kristovich

Assoc. Chief - - Theodore R.E. Lewis

Supervisors - - - - - Sam Hayashi
Yonosuke Takao
Tommy S. Tamiyasu
Masayuki Yego

Field Supervisors - - - - Dan Aoyama
Ichiro Hamatake
George Kawahata
George Kikuchi
Takeo Miyamoto
Masuo Nishimura
Jerry T. Oshimo
Harry Takeo Sato
Minekichi Shimokon
Takuso Takahashi

Investigating Detail:

Supervisor - - - Hiroyoshi Tsuda
Shigeru Tamai
Shigeo Yamada
Masaji Yamamoto

Front Gate Detail:

Supervisor - - - Eddie U. Masui
Larry Kakugawa
Susumu Sakogawa
Johnny I. Shintaku
George Shoji
Anthony Tokuno
Tomeki Yamada
Frank Yasui

(E)

Office Detail:

Supervisor - - Thomas M. Okusako
Takashi Chihara
Charles Kaneko
Elmer Y. Yamashiro
Togo Yasuda

Car Drivers - - Frank F. Hatakeyama
Akira Ichikawa
John Kubo
George M. Sumida
Secretaries - - - - - Yeiko Uyeno
Ine Yamada

WARDENS

Adachi, Shin
Date, Tadashi
Dodobara, John T.
Enomoto, Masanobu
Fujihara, Kichitaro
Fujii, Fred Yonezo
Fujinaka, Joe Sueto
Fujioka, Koichi
Fukuoka, Haruo
Hamaguchi, Yoshitaro
Hanagata, Ken
Haruyama, Noboru
Hasegawa, Wataru
Hashimoto, Heido
Hatano, Yoshimasa
Hikida, Yosaku
Hirai, Shozo
Hirakawa, Toshio
Homma, Yoshio
Hori, Heisaku
Horimoto, Harry
Horioka, Masayoshi
Imada, Frank

(F)

WARDENS (Continued)

Ikeda, Yoyoji
Ikuta, Mitsuo
Imamoto, Takuichi
Iseri, Henry
Ishihara, Ted T.
Isozaki, Kazue
Ito, Daijiro
Itow, George
Itow, Harry H.
Iwawaki, Haruo
Kajikawa, Norito
Kajikawa, Yukio Paul
Kanda, Satoru
Kaneko, William Y.
Kataoka, Hidemitsu
Katayama, Takashi
Kawahata, Sam
Kawaragi, George T.
Kinoshita, Kiyoshi
Kitaguchi, Kajiro
Kodama, Kensuke
Kondo, Watson Nobuo
Kotani, Goichi
Kozaike, Asamatsu
Kuwabara, Sadaichi
Maeda, Eiichi
Maruyama, Kiyoshi Jack
Masuoka, Nashitaro
Matsushima, Masato
Miyamoto, Ben
Miyamoto, Satoru
Miyoshi, Shigezo
Mizuhata, Toshio
Morimoto, Sakutarō
Morita, Toyoharu
Motoyama, Iwao Sam
Mukai, George

WARDENS (Continued)

Nagai, Tamotsu
Nagatsuyu, Itaru
Naito, Jiro
Nakahara, Bukatsu
Nakamura, Harry C.
Nakamura, Mitsugi
Nakanishi, Jack
Nakashima, Harry
Nishimoto, Yoneo
Nomura, Toshio
Noyori, Shigeji
Ogata, Tom Tomitake
Okabata, Kiyoyuki
Okada, Norio
Okamoto, Harry H.
Okino, Yoshito
Omachi, Shichiro
Ono, Chugoro
Ono, Kohei
Oshita, Den
Sakata, Ichizo
Sakuma, Usaburo
Sato, Tatsuo
Shigehara, Hiroshi
Shimamura, Hanjiro
Shimizu, James
Shimoji, Misao
Sugimoto, Hisao Jack
Tagami, George
Takatsuka, Yohei
Takeshita, Chikanosuke
Takeshita, Frank Hisato
Takeuchi, Kazuo
Tekawa, Mayumi
Terada, Kazuo
Terashima, Masajiro
Uyeno, Satoru

(H)

WARDENS (Continued)

Uyetsuka, Hajime
Wakasa, Motoji
Yamamoto, Giichi
Yamamoto, Matsuo
Yamamoto, Sadamu
Yamamoto, Toru
Yamamura, Takashi
Yasuda, Mack
Yasuda, Tomegusu
Yokota, Masao
Yokota, Sukeo
Yoshihara, Dan Denichiro
Yoshikawa, Takeyoshi
Yunouye, Yoshinori

RULES AND REGULATIONS WARDEN DEPARTMENT

The warden department shall consist of the Chief of Internal Security, his assistants, and such number of supervisors and wardens as the Chief may from time to time appoint.

CHIEF OF INTERNAL SECURITY

The Chief of Internal Security shall be the Chief executive officer of the warden department and shall be responsible for the execution of all laws and ordinances and the rules and regulations of the department.

ASSISTANT CHIEFS OF INTERNAL SECURITY

The Assistant Chiefs of Internal Security shall carry out the regular and special functions assigned to them by the Chief and in order of seniority shall assume the responsibilities of the Chief upon the latter's absence from the project.

SUPERVISORS

1. Supervisors shall maintain discipline within the ranks of the wardens and be responsible for their conduct while on duty.
2. They shall be responsible for

the execution of orders submitted to them by the Chief or his assistants.

3. They shall with the consent of their superiors make changes in the daily work schedule as necessity may demand.
4. Complaints made by the wardens shall ordinarily be brought to the attention of the Chief or his assistants through the supervisor.
5. The work schedule shall be the responsibility of the supervisors.

FIELD SUPERVISORS

1. They shall make periodic checks throughout the limits of the project to see whether the wardens are maintaining a systematic patrol of their beat. Two checks during each shift will be the minimum.
2. They shall send special duty wardens to relieve the wardens at their various posts.
3. Field supervisors shall aid the wardens in problems that may arise in their daily work.
4. Field supervisors shall be responsible for the daily super-

visory report.

5. They shall when possible notify the men on the beats of any new orders that will directly affect their working routine.

6. Field Supervisors shall, if requested by a warden inform the warden of his record in the daily Supervisory Report.

7. Field Supervisors shall be responsible for the checking in and out of the wardens and shall determine the reason for the absence of wardens. They shall call to the attention of the supervisors any absences.

INVESTIGATORS

1. Investigators shall keep the chief and his assistants informed of all matters coming to their knowledge relating to the interests of the department.

2. They may call upon wardens for aid if the occasion demands it.

3. They shall do their utmost to thwart and apprehend wrongdoers, and to recover stolen property.

4. They shall discuss confidential matters only with authorized persons, e.g., the Chief or his Assistants.

5. They shall not make investigations of a private nature without the consent of the Chief.

6. Investigators shall be charged with the responsibility for investigating honestly and diligently all complaints and reports concerning events of a criminal nature brought to the attention of the organization.

DESK OFFICERS

They shall:

1. Be property custodians during their shifts distributing such items as flashlights and rain-coats when conditions require them.

2. Aid field supervisors in checking wardens on and off duty, and keeping an accurate time record.

3. Be responsible for lost and found articles.

4. Aid supervisors in making the work schedule.

5. Keep all unauthorized people from the inner office unless on department business.

6. Be responsible for the maintenance of neatness and order in the office.

7. Desk sergeants should be informed as to how all inquiries, complaints, etc. should be handled.

8. Be in the office during their entire period of duty except in case of necessity requiring their presence elsewhere. In such cases they must specifically designate someone else to carry on their duties.

9. Aid public in their requests for information.

10. Answer the telephone, and greet promptly all persons coming into the office on business.

11. The desk sergeants shall be responsible for examining and sorting the beat reports from the previous shift, filing those of no significance and turning those of ~~no~~ significance over to the supervisor.

WARDENS

Each warden shall have the powers that are now conferred upon him by the laws of the state, those conferred upon him by the Community Government and those conferred upon him by the War Relocation Authority.

It shall be his duty to enforce the laws of the state, the regulations passed by the Community Government, and the Internal Security regulations of the War Relocation Authority.

1. Wardens shall be subject to and governed by the Rules and Regulations of the department.

2. When assigned to beats they shall patrol them to the limits thereof, until the end of their shift, except in cases of necessity.

3. They shall be subject to the special orders of their Superior Officers and shall be responsible for the enforcement of all laws, ordinances, warden regulations and for the prevention of crime.

4. They shall, during their shift walk, from one end of their beat to the other abstaining from loi-

tering and unnecessary conversation, and keep a sharp watch for fires and offenses against persons, property, and public peace.

5. They shall not, while on duty, enter any house, building or place, or leave the area of their beats, except on matters of police nature.

6. 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.

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

8. They shall observe and report the location on their beats of all required lights found not burning during their tours of duty.

9. They shall immediately report to headquarters 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 same.

10. They shall examine all fire

hydrants and valves and shall immediately report any damage or injury thereto.

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 headquarters, and make a full written report upon going off duty.

A warden may summon aid by three blasts on his whistle; two blasts shall signify fire; one blast is used as a warning signal.

12. They shall, when requested, direct persons to their destination by the nearest and safest route, and shall furnish information and render aid to all persons as may be consistent with their duties.

13. 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.

14. They shall be held responsible for their neglect in failing

to discover and/or report 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.

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

16. They shall be allowed thirty minutes for lunch while on duty.

17. They shall at all times, know what block they are in and where the nearest telephone is.

ARRESTS

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. 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 secrete any goods or any stolen property, or property otherwise unlawfully obtained.

3. Members of the Department are strictly prohibited from making arrests in their own personal or private quarrels, or those of their families.

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

5. Persons in custody, charged with an offense, shall not under any circumstances be released without an order signed by competent authority.

DISCIPLINE

1. All members and employees of the warden 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. Warden authority will be exercised with firmness, kindness, and justice.

3. Members of the Department are required to speak the truth at all times, under all circumstances, whether under oath or otherwise.

4. 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.

5. Members and employees of the department are prohibited from playing any game of chance in any office or bureau of the Department while on duty. Further, they are requested to refrain from playing at games of chance while off duty.

6. 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 telephone and send in an alarm.
2. On their return, wardens shall make sure everyone is out of the building, to keep women and children away from the building, and open a path for the fire truck. They shall do what they can to control and put out the fire.
3. The officer on duty in the section from which the alarm was sounded is to go immediately to the scene of the fire; and such additional officers shall be detailed as are required.
4. The warden first at the scene of the fire will take charge and be responsible therefor until a superior officer arrives, and if ropes are stretched the warden in charge shall see that after the fire such ropes are collected and returned.

5. If a wind is blowing, they shall get men with extinguishers on neighboring buildings to extinguish sparks.
6. The supervisor in charge shall detail a sufficient number of wardens to protect life and property, and to prevent crime.
7. 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 should be cleared from the vicinity.
8. Members of the Department appearing at fires, when off duty, shall report to the Officer in charge and perform such duties as may be directed.
9. When the firemen arrive, wardens shall cooperate with their officers. They are in charge, and wardens should follow their instructions.
10. Prompt assistance must be given to the Fire Department.
11. The warden shall not permit any persons to enter the fire lines except authorized persons.

12. The warden on whose beat the fire occurred must make a complete report in detail thereon.

13. REMEMBER, prevention is the best policy at all times. Wardens should learn the rules of safety and fire prevention.

INJURED AND SICK PERSONS AND
LOST CHILDREN

1. A warden upon finding an injured or sick person shall render first aid and then immediately notify the hospital.

2. Persons should never be moved unless it is definitely known that movement will not complicate the injuries.

3. If injury or sickness seems serious the Warden shall wait for the Medical Authorities to remove the sick or injured person.

4. Lost children will be taken care of by the Warden finding them, whether on or off duty, and if their homes cannot be ascertained, they shall be taken to the Headquarters and placed in the care of the Supervisor in charge.

REPORTS

1. All wardens reports, shall be made on the proper forms and in the manner prescribed.
2. Reports must contain accurate information.
3. Reports must show time, location, names, addresses, and family numbers of all principals, besides giving all material facts connected therewith, with names and addresses of all parties connected therewith such as witnesses or otherwise.
4. Members of the Department must report to their supervisors all accidents, unusual occurrences, fires and crimes of whatever nature, and all other matters or events that require attention; if any occurs that may come to the attention of any member of the Department, whether on or off duty.
5. All wardens shall note on their reports the age of the principals whether they are Juveniles or Adult.

ROLL CALL AND ABSENTEES

1. Members and employees of the Department must, unless otherwise ordered, report on and off duty

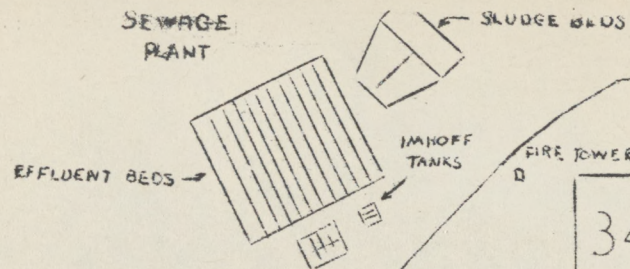
in person at the headquarters.

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

3. Wardens shall not congregate or assemble together in the vicinity of, or near the headquarters before reporting off duty.

4. When a warden is absent from duty a report shall be submitted to that effect, to the Chief or his assistants.

TULELAKE WAR RELOCATION PROJECT



FIRE TOWER
D

PUMPS
C
OO

FIREHOUSE
#2

FIRE
TOWER

74	73	72
69	70	71
68	67	66

21	20	19
10	11	12
9	8	7

18	17	16
13	14	15
6	5	4

52	53	54
51	50	49

56

FIREHOUSE
#3

46	47	48
45	44	43
40	41	42

57
58
59

FIRE
TOWER
B

FIREHOUSE
#1

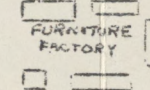


HOSPITAL

BOAT
AREA

EVACUEE'S
WAREHOUSES

REFRIGERATED WHS.
ADMIN WAREHOUSES

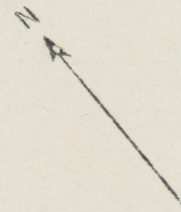


PRODUCE PACKING
HOUSE

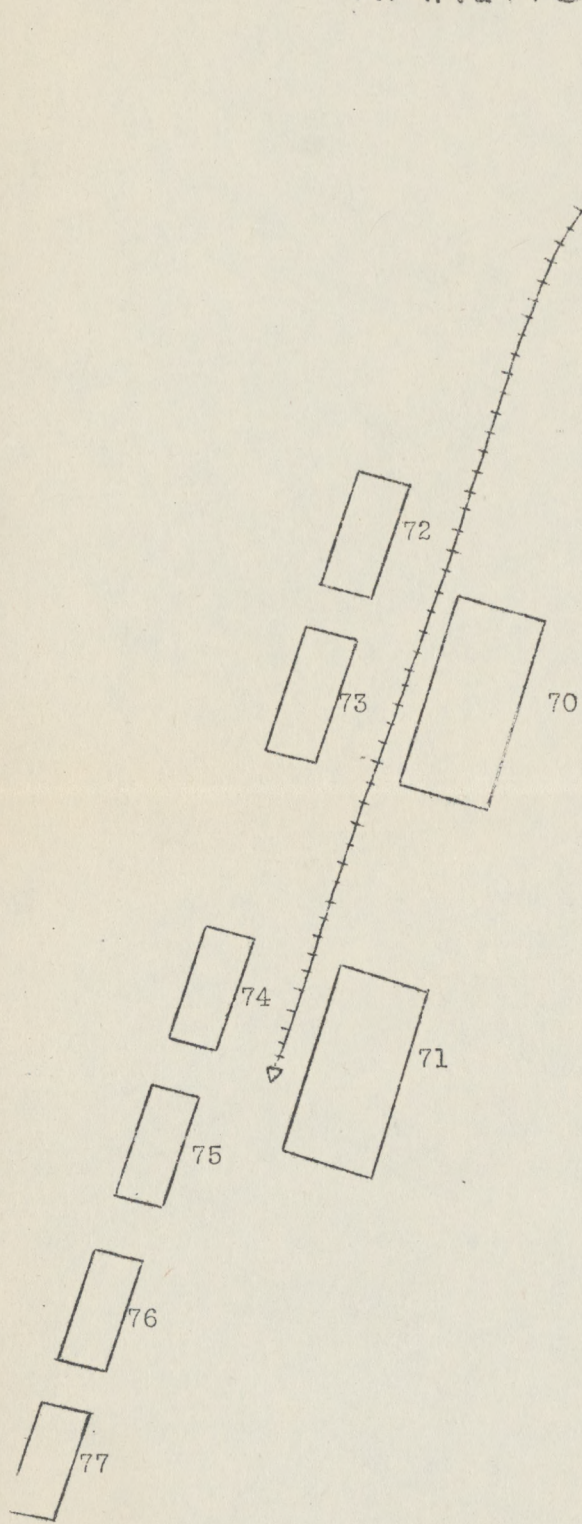
CEMETERY

FIRE
TOWER

HIGHWAY



WAREHOUSE CHART



65		67		69	
64		66		68	
63		46		43	
62		45		44	
61		32		1	
60		31		2	
59		30		3	
58		29		4	
57		28		5	
47		27		6	
33		26		7	
56		34		25	
55		35		24	
54		36		23	
53		37		22	
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49		41		18	
48		42		17	
				16	

