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INTERNAL SECURITY

Quarterly Report

JANUARY, FEBRUARY, MARCH 1943

The Police Department at the beginning of January 1st was located in three separate sections of the Center. Office No. 1 was located in one of the inner barrack rooms in the 6F Block, No. 2 was located in one end of the 11F Recreation Hall, and No. 3 was located in the 11H Recreation Hall.

There was no means of communication between the three places, unless we sent a runner or an officer in a car. It was a very unsatisfactory set-up for an efficient Police Department. We asked some of the residents to move so we could use a barrack centrally located, however, we were forced to give up this idea due to their complaints. We were unable to get material for a police building and were told that even if we did secure the material, we would not be able to get it built before spring. We looked around and found some WPA buildings which had been hauled into the Center and piled up as junk. Only one of these buildings was complete.

With the consent of the Project Director, I was able to haul the old WPA building which was in sections to the site where we were to build the Police Station. Due to the fact that the carpenters were working on the administrative staff quarters, we were unable to secure carpenters to help us. Finally we were able to get the Japanese Police to help us and on the 15th of February, we were occupying our new building. It is a very comfortable station, 20 feet wide and 60 feet long, and is finished on the inside with wall fibre board. By building this station out of scrap material, we are now centrally located, and have given up one large barrack room, and parts of two badly needed recreation halls.

All the police now go to work from the one central station, and receive the same orders which makes for a much more efficient police force. We have had classes in this new building on traffic enforcement, and investigation of crimes.

During the month of January, we tried to educate the public in the methods of safety and the necessary rules for enforcement of order in the Center. We tried to stop the professional gamblers, making two arrests, and convicting nine for gambling. We had several reported thefts of money, but on investigation, we found that in each case it was merely a matter of misplacing the money.



Following is a list of the cases handled by the Police Department:

Gambling	2 cases	9 convicted
Fighting	6 cases	Settled by the Police
Destruction	4 cases	5 arrests - cases closed
Burglary	3 cases reported	- 2 unfounded (Money found in homes) 1 case cleared
Disturbing Peace	2 cases	7 convicted, jailed or fined
Thefts	2 cases	Goods recovered, one case prosecuted. (by military)

In closing, we wish to state that the Police Department has been reduced from 82 members to 55 members, and the type of police work is much more efficient.



From Moore      L5.04      L5.04

SUGGESTED PROCEDURE FOR HANDLING JUVENILE PROBLEMS  
MORE EFFECTIVELY

I General

The following assumptions underlie these suggestions.

- A. The departments likely to be most concerned are:
  - 1. Education
  - 2. Internal Security
  - 3. Recreation
  - 4. Public Welfare
  - 5. Legal
- B. Our principal objective is to prevent overt acts of delinquency, and all departments will cooperate to this end.
- C. All departments want to avoid duplication of effort and working at cross purposes.
- D. Wherever possible:--
  - 1. Informal, unpublicized procedure is preferable to public, legal procedure.
  - 2. Treatment is preferable to punishment.
- E. All available facts bearing on a given situation should be in hand before final action is taken.
- F. Generally speaking, a juvenile is considered to be a person under eighteen years of age.

II Concrete Proposals

- A. A committee on Juvenile behavior to be formed.
  - 1. To be composed of representatives from the departments mentioned above plus a doctor from the hospital.
  - 2. The committee to be composed of either Japanese or Appointed Personnel or both.
  - 3. The chairman of the Committee to be the Head of Public Welfare Section for the following reasons:
    - a. His duties encompass responsibility for Juvenile Delinquency.
    - b. The Public Welfare Section has greatest access to all sources of information.
    - c. Modern treatment of Juvenile Delinquency emphasizes the case work approach, stressing diagnosis and treatment and the Public Welfare Section is built on this approach.



4. The committee to function under the Coordinating Council and to be worked out with the appointed by that body.
  5. The functions of the committee to be:
    - a. Interesting itself in the mobilization and coordination of all resources in the community to prevent juvenile delinquency.
    - b. Encouraging:
      - (1. Adequate social life.
      - (2. Constructive supervised direction for boys and girls of all ages.
      - (3. Strong but democratic community controls.
    - c. Working out a solution where actual overt transgressions have taken place, and where more than one department is involved in the situation.
- B. When an overt problem comes to the attention of any department, the following steps should be taken.
1. The problem will be reported in writing to the chairman of the Committee on Juvenile Behavior.
  2. The chairman will immediately contact all other members of the committee or other sources necessary to gather any facts pertinent to the problem, or the persons involved.
    - a. Names
    - b. Addresses
    - c. Problem
    - d. History
    - e. Other
  3. These facts will be presented in writing to the Committee member originally reporting.
  4. These two persons will work out a solution together if possible.
  5. If a solution is arrived at by these persons, other members of the Committee will be notified by the Chairman, of the problem and the action taken regarding it.
  6. If a solution is not agreed upon or if there is a difference of opinion regarding the situation, the Committee on Juvenile Behavior shall come together at the call of the chairman and discuss the case together, attempting to arrive at a solution.
  7. In case the Committee is not unanimous in its opinion, the



majority vote shall decide. However, if any member of the Committee is dissatisfied with a decision, upon his request, the case must be taken up with the Project Director for final decision. In this latter instance, the chairman and one person from the majority and one from the minority of the Committee will present the problem to the Project Director.



Granada  
Quarterly Report  
April, May, June, 1943.

Mr. Schmidt  
L5,04

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#### INTERNAL SECURITY

In the month of April, 63 people were on the Police payroll. In the month of April, there was a small crime wave, but out of these cases, only one was a major crime---a burglary at the Co-operative store by juveniles. The case is still pending.

Also, in the month of April, there was a fatal accident. Three or four boys were digging a cave on the school site. They had dug a cave and three of them were caught in a cave-in of the sand. One boy was apparently dead when recovered. The other two were revived. The accident occurred in the basement of the proposed Junior High School, which the War Production Board had issued a stop order for construction. The complete investigation was made and no one was found to be at fault.

A theft of shoes from the co-op store in May, resulted in three young men attempting to beat up a young clerk who reported the theft to the Police. These young men were apprehended. They were taken to Lamar and sentenced to 90 days. There was one suicide at the center.

The Police force was reduced to 42 members in June. This reduction was in line with the proposed reduction by Washington, D. C. Efficiency of the force has constantly improved.



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INTERNAL SECURITY

Quarterly Report

L5.04

In the month of April, we had 63 people on the Police payroll. In the month of April, we also had a small crime wave. Out of these cases, only one was a major crime. That was a burglary at the Co-operative Store by juveniles. The case is still pending.

Also in the month of April, we had a fatal accident. Three or four boys were digging a cave on the school site. They had dug a cave and three of them were caught in the cave of the sand. One boy was apparently dead when recovered in the cave-in. The other two were revived. This basement was the basement of the proposed Junior High School, but the War Production Board had the construction stopped. The complete investigation was made and no one was found to be at fault.

We had eleven arrests this month for different violations. Six Japanese were convicted in the Lamar Courts. The other arrests were disposed of by the Chief of Police. There were 12 cases closed for the month of April.

At the end of the month, we saw the reduction of the force of two men. No one was hired to replace them.

\* \* \* \* \*

In the month of May, we had six cases reported to the police. All six cases were investigated and cleared and the necessary arrests made.

We had a theft of shoes from the store which resulted in three young men attempting to beat up a young clerk who reported the theft to the Police. These young men were apprehended. They had been trouble-makers all along. The Project Director had me take these men to Lamar and were sentenced to 90 days. The case was made and was sent to Washington, D. C.

There was one suicide. By the end of May, the members of the Police Department was reduced to 58 members, but no re-placement.

\* \* \* \* \*

In the month of June, we had a very definite absence of crime. We had only one crime. Two cases were reported but were miscellaneous and were closed.

In the month of June, we had to sever two men from the Police Department. Consequently, the force was reduced to 42 members. This reduction was in line with the proposed reduction by Washington, D. C. I had found that my Police Department was functioning better with less police than we had.

/s/ H. M. Tomlinson



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L5,04

John H. Provinse, Chief  
Community Management Division  
Joseph H. DeWitt, Internal Security Officer

October 25, 1944

This report relates to a survey of the status of the Internal Security Section at the Granada Relocation Center, Amache, Colorado, with special emphasis placed on the subject of juvenile delinquency. Said survey was made during the period of September 29, 1944 up to and including October 4, 1944.

To obtain a true and correct picture of this section and its correlated relation to the other sections and divisions at the center, the following personnel were contacted and interviewed:

James G. Lindley, Project Director.

Henry Halliday, Assistant Project Director and Administrator of Management Division.

Donald T. Horn, Solicitor.

Walter Knowdel, Relocation Supervisor.

W. Ray Johnson, Assistant Project Director and Director of Community Management.

Lloyd A. Garrison, Superintendent of Education.

H. N. Tomlison, Chief of Internal Security.

Jacob Gerrild, Welfare Counselor.

John D. Neil, Manager of Community Activities.

J. Ralph McFarling, Community Analyst.

Herbert J. Vatcher, Evacuee Property Section Manager.

Interview with James G. Lindley, Project Director. Mr. Lindley stated that at the present time the population of the Granada Center numbered approximately 6,000 and that in his opinion there was less crime at the center than in a normal American city of the same size. He stated he had explained to the evacuees that the center was a temporary home and that he would work for them and with them, provided they in turn worked with him. They have worked with him and the center has operated very successfully.



Mr. Lindley stated that in the early days there was considerable gambling. The professional gamblers have been apprehended and disposed of. He also stated that the liquor situation was well in hand and that the state liquor law is in force. There has been no trouble in this particular field.

As to the matter of juvenile delinquency, Mr. Lindley said that he believed some of the younger children now are getting out of parental control; that the halls originally intended for recreation have had to be used for other purposes, creating a rather bad situation; that for the past two months the center has been without the services of a Community Activities Manager. This absence came at a very critical period - during the summer school vacation. It no doubt has caused some disorganization. Mr. John D. Neil of Kansas City, Missouri now has taken over the position of Community Activities Manager. He has had considerable experience in this particular field, having been associated with field work and group work in the American Red Cross. Mr. Neil no doubt will be able to bring about a better condition, particularly as it pertains to juvenile delinquency.

Mr. Lindley was questioned as to the practice now in vogue at Granada, in bringing offenders before the local county authorities at Lamar, Colorado. He said that in the past, cases have been brought before the Judicial Commission but that this commission has been rather hesitant to act and as a result, cooperation was not always of the best. In view of this situation and the splendid cooperation obtained from the local county officials in Lamar, the center has continued the policy of taking important cases to Lamar.

Interview with Henry Halliday and W. Ray Johnson. Mr. Halliday and Mr. Johnson reiterated what was stated by Mr. Lindley. They are not alarmed over the matter of juvenile delinquency and stated that the Internal Security Section had the matter of law enforcement well in hand. They also said that with the present appointment of Mr. John D. Neil as Manager of Community Activities they felt quite certain that there would be less juvenile delinquency.

Interview with Dr. Lloyd A. Garrison, Superintendent of Education.

Dr. Garrison stated that in his opinion there had been an increase in juvenile delinquency in the junior high school group and that this increase was due to no definite social or recreational program during the past two months. Mr. Harvey Turk, Community Activities Manager, resigned on July 1, 1944. Dr. Garrison further stated that the activity in the Boy Scouts was splendid but that it did not reach the group below the age of twelve. He also said that many of the younger leaders now have relocated and as more and more continue to leave the center, the question of leadership will become more and more acute. He hoped that the appointment of Mr. Neil would do much to alleviate this situation.



Interview with Mr. Jacob Gerrild, Welfare Counselor. Mr. Gerrild states that he was anxious to cooperate with Internal Security in combatting juvenile delinquency. Up until some time ago he worked with an evacuee who was known as a boys' adviser. Mr. Gerrild stated that he obtained splendid cooperation with this evacuee in cases which might have developed into juvenile delinquency; that this evacuee now has relocated and he has not been able to find anyone to take his place. He has, however, established a sort of advisory board of seven or eight members who represent the community. They meet with him quite regularly and discuss the subject of prevention of juvenile delinquency. Later, his case worker contacts the potential cases in an effort to bring about a more normal condition. Mr. Gerrild also stated that he hoped several packs of Cubs could be started. This would take care of boys under twelve years of age.

Interview with J. Ralph McFarling, Community Analyst. Mr. McFarling, formerly connected with the Family Consulting Unit of the Social Welfare Department, has been appointed to the position of Community Analyst. At the present time there are no records available in his office with regard to the subject of juvenile delinquency. Mr. McFarling has worked out a questionnaire which now will be used in every case of juvenile delinquency. He also plans to cover all cases which during the past two years have been brought to the attention of Internal Security. His studies should develop some very important information.

Interview with Harvey Turk, former Manager of Community Activities. Mr. Turk resigned as Manager of Community Activities about three months ago. He is now back at Granada for a week or two, during which time he will "break in" Mr. John D. Neil. Mr. Turk stated that the biggest problem in Granada today is the lack of leadership among the younger element. He cited the fact that 95% of the Boy Scout leaders are now in the army. He also stated that he had tried to use young boys as leaders but that they lacked responsibility. Later he tried older ones but did not meet with much success. The only solution, as he sees it, is to educate and develop some of the older persons for this purpose. This will take time. Mr. Turk explained to both Mr. Neil and to me what he advocated in the way of recreation and social programs, leisure time activities, athletic events, Boy Scout and Cub work, Father and Son get-togethers, P.T.A. groups, Boys' Clubs, Student Councils and other similar organizations. Mr. Neil is familiar with this type of work and no doubt will do much for Granada in this field.

Interview with H. N. Tomlison, Chief of Internal Security. Mr. Tomlison informed me that the present Granada appointed police force consisted of a Chief of Police and three police officers. There is also one secretary. The evacuee police force now consists of one Chief of Police, six police officers and one secretary. The officers carry no side arms or night sticks. Mr. Tomlison has under lock and key a .45 caliber revolver and a tear gas gun. These are his personal property and can be used in case of a serious emergency.



There is no jail at the center and in case of an arrest the person apprehended is taken to the local jail in Lamar. Mr. Tomlison believes that this is a better practice than keeping the offender at the center, as it causes less comment, less commotion and less unrest.

An examination of the records at the office of the Chief of Internal Security discloses that the total number of offenses reported month by month during the past year has remained rather constant, with a slight decrease in the past four months. There has been no increase in the monthly average of juvenile cases. The percentage of juvenile cases as compared with other American cities of similar size is considerably less.

Juvenile offenders are first brought before the Chief of Internal Security for an informal hearing. Many of the minor infractions which may be classed as pranks are handled and disposed of by the Chief of Internal Security, who acts more as a "big brother" than a police officer. The present Chief of Internal Security is a very broad-minded individual and is able to evaluate the social aspects of criminal behavior.

Important cases are brought to the attention of the Project Director and the Solicitor. Usually these cases are referred to the local county officials at Lamar. Few are brought to the attention of the Judicial Commission.

Mr. Tomlison complained of the poor cooperation with the Judicial Commission and cited Case No. 164 dated July 25, 1944 as an example. This case relates to the theft of cameras valued at \$50 by four juveniles. The juveniles were apprehended and admitted their guilt. The case was brought before the Juvenile Commission. After hearing the facts of the case, the Judicial Commission sentenced the boys as follows: "Ninety days without passes; to report to the Chief of Internal Security once a week for ninety days." No provision was made by the Judicial Commission in the event the boys failed to abide by the decision. To date, however, the boys have abided by the decision of the Judicial Commission. The Chief of Internal Security stated that several of the evacuees spoke to him about the decision of the Council and that they are in favor of continuing the practice of bringing important cases before the Lamar officials.

The Chief of Internal Security believes firmly in crime prevention. As an example, he cited the matter of the motor pool. In the past the Internal Security was troubled with considerable pilfering from said motor pool. Internal Security finally arranged to have a high wire fence erected around the pool and four large flood lights - one in each corner - set up. This protection, coupled with the patrolling by the Internal Security cars, has reduced the thefts at the pool to nil.

While I was at the center, the Chief of Internal Security also



developed another item along the line of crime prevention. Heretofore boys ranging in ages from ten to fourteen were permitted to go to Lamar unattended. On September 30, 1944 some twenty to twenty-five such boys were in Lamar. Some of them entered a small store known as the Candy Shop and while in the store stole a leather billfold, a carved wooden bracelet, several packages of cigarettes and cigarette holders. The proprietor, Miss Elmore Trauer, discovered her loss after they had left the store. She did not report the matter to the police as she should have done but looked for the boys herself. She located them in a drugstore and searched the shopping bag in their possession. She located the wooden bracelet but did not succeed in finding the remainder of the loot, which no doubt was disposed of while Miss Trauer was searching this shopping bag. The matter was finally reported to the Chief of Internal Security. After considerable work, he found out who the six boys were and at the present time is attempting to ascertain what became of the billfold and cigarettes and who actually took them from the store. To prevent a recurrence of this kind, the Chief of Internal Security has now made a rule that the younger boys are not to go to Lamar unless they are accompanied by their parents or older persons. Only a limited number will be permitted to go each day.

The Internal Security Section patrols the entire area of the center and its adjoining farms - an area of 11,000 acres. I personally spent the greater part of the night of September 30, 1944 with Officer Hinton B. Hunter in his routine patrolling. Special attention is given to the residential area occupied by the evacuees as to the observance of law and order and the outbreak of fire in the wooden barracks buildings. Special attention also is given to the warehouse section and the motor pool.

While I was at the center, the Chief of Internal Security, the superintendents of the high school and junior high school and I held a conference with reference to the appointment of a committee or group of students chosen from the Student Council who will meet with the Chief of Internal Security from time to time to advise him of the attitudes and opinions of the student body. In this way it is hoped that Internal Security will have a better understanding and knowledge of the student body, especially as it pertains to law and order.

At this conference we were told that the teachers are spending a great deal of extra time working with evacuee children, assisting them with various student activities and that the students in turn do give a very good response. A splendid Hi-Y club has been organized, as well as a glee club of thirty members. Ten student counselors are now at work in their particular field. More than fifteen children have filed for election in the Student Council.

Also while at the center I had the opportunity of attending a weekly staff meeting, a meeting of the Leave Clearance Committee and an informal hearing of six juvenile delinquents before the Chief of Internal Security, observation of the behavior of evacuee children in the towns of Granada and Lamar, a home talent play supervised by Community



Activities, several evening social functions and gatherings for young men and girls. I also had an interview with Alfred Todd, County Attorney, of Prowers County, Lamar, Colorado.

In summing up the question of juvenile delinquency at the Granada Relocation Center, I wish to state that while there is some juvenile delinquency at the center, the situation is not nearly so serious as in an average American city of the same size. The absence of a Manager of Community Activities has had a bearing on this phase of the program. With the present appointment of such a manager there should be a decided improvement in juvenile delinquency. I also should like to mention the splendid cooperation shown by the parents of the delinquent children. I never before have seen such wholehearted cooperation in any field in which I have worked. With such a stabilizing factor, juvenile delinquency should not present a serious problem.

The Future of Internal Security. As more and more evacuees relocate, the problem of Internal Security becomes increasingly difficult. Even at the present time the matter of obtaining evacuee policemen is presenting quite a problem. During the final days of Granada the entire burden of law enforcement undoubtedly will become the full duty of the appointed personnel in Internal Security. The present Chief of Internal Security has signified his intention of remaining at the center until it closes. Two of the other officers, however, are making inquiries with reference to other positions and it is very possible that one or two vacancies will occur in this section.

s/ Joseph E. DeWitt

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## WAR RELOCATION AUTHORITY

Amache, Colorado

## Memorandum

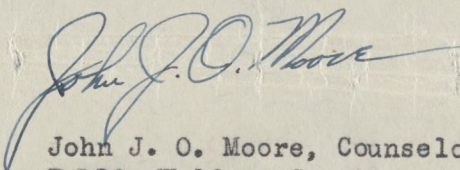
March 23, 1943

To: Mr. Harlow Tomlinson  
Internal Security Officer

Subject: Transportation Arrangement

On April 1, 1943, Miss Y. Domoto will be returning with a minor child from Denver, Colorado. It is advisable that they take the 3:30 P.M. train which is scheduled to arrive in Lamar about 8:58 P.M.

Would it be possible to arrange for the police to call for them in Lamar at that time? We would appreciate your consideration of this request.

  
John J. O. Moore, Counselor  
Public Welfare Section

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WAR RELOCATION AUTHORITY  
Granada Project  
Amache, Colorado

L5.04

October 15, 1943

Mr. Harlow Tomlinson  
Internal Security Office  
Amache, Colorado

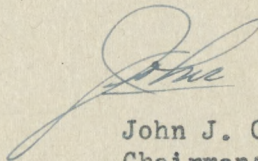
Dear Mr. Tomlinson:

This is a late note thanking you for your cooperation in the work of the Reception Committee.

In spite of the fact that some of our activities were curtailed by the poliomyelitis, I feel that the work of this committee was productive, and that the reception of the people from Tule Lake was greatly facilitated by it.

Thank you for your part in it.

Sincerely,



John J. O. Moore  
Chairman: Reception Committee



L5.04

WAR RELOCATION AUTHORITY  
WASHINGTON

*April 7, 1944*

April 7, 1944

To: all Project Directors

Subject: Arrests by Internal Security Officers

I am sending you herewith a copy of a letter which I have just written to Guy Robertson, Project Director at Heart Mountain Relocation Center, dealing with the authority of WRA Internal Security Officers to make evacuee arrests outside of relocation areas. Since the problem is one that might arise at any center, I believe that you will be interested in the information contained in it.

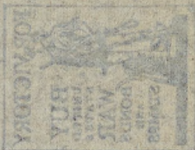
/s/ D. S. Eyer

Director

Attachment







WASHINGTON  
WAR RELOCATION AUTHORITY



WAR RELOCATION AUTHORITY

WASHINGTON

April 7, 1944

Mr. Guy Robertson  
Project Director  
Heart Mountain Relocation Center  
Heart Mountain, Wyoming

Dear Mr. Robertson:

A question has recently been raised as to the propriety of arrests by WRA Internal Security Officers outside of relocation areas for the offense of departing without authorization from a relocation center. Philip M. Glick, the Solicitor, has orally informed you that authority exists for making such arrests for violation of WRA regulations. The purpose of this letter is to confirm that oral advice.

In Section 30.1.31 of the Manual, on Internal Security, it is provided that the Project Director may punish by disciplinary action "any other act of an evacuee...that violates any regulation applicable to the center".

In the Leave Regulations of the War Relocation Authority, as published in the Federal Register, Section 5.2, it is provided that:

"Any person residing within a relocation center who has been evacuated from a military area or who has been specifically accepted by the War Relocation Authority for residence within a relocation center may apply for leave. No such person shall depart from a relocation area before receiving leave."

It is therefore evident that departure from a relocation center without authorization constitutes a violation of a "regulation applicable to a center", within the meaning of Section 30.1.31.

It is provided in Manual Sections 30.1.11 and 30.1.13 that police officers may arrest evacuees without a warrant, or under a warrant, respectively, for "any offense" as defined in the succeeding Sections. The facts concerning which inquiry was made clearly constitute such an "offense", therefore an arrest by a WRA Internal Security Officer, outside a relocation area, is proper.

Sincerely,

/s/ D. S. Myer  
Director







WASHINGTON  
WAR RELOCATION AUTHORITY



John H. Provinse, Chief  
Community Management Division  
Joseph H. DeWitt, Internal Security Officer

October 25, 1944

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Mr. Lindley stated that in the early days there was considerable gambling. The professional gamblers have been apprehended and disposed of. He also stated that the liquor situation was well in hand and that the state liquor law is in force. There has been no trouble in this particular field.

As to the matter of juvenile delinquency, Mr. Lindley said that he believed some of the younger children now are getting out of parental control; that the halls originally intended for recreation have had to be used for other purposes, creating a rather bad situation; that for the past two months the center has been without the services of a Community Activities Manager. This absence came at a very critical period - during the summer school vacation. It no doubt has caused some disorganization. Mr. John D. Neil of Kansas City, Missouri now has taken over the position of Community Activities Manager. He has had considerable experience in this particular field, having been associated with field work and group work in the American Red Cross. Mr. Neil no doubt will be able to bring about a better condition, particularly as it pertains to juvenile delinquency.

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Interview with Mr. Jacob Gerrild, Welfare Counselor. Mr. Gerrild stated that he was anxious to cooperate with Internal Security in combatting juvenile delinquency. Up until some time ago he worked with an evacuee who was known as a boys' adviser. Mr. Gerrild stated that he obtained splendid cooperation with this evacuee in cases which might have developed into juvenile delinquency; that this evacuee now has relocated and he has not been able to find anyone to take his place. He has, however, established a sort of advisory board of seven or eight members who represent the community. They meet with him quite regularly and discuss the subject of prevention of juvenile delinquency. Later, his case worker contacts the potential cases in an effort to bring about a more normal condition. Mr. Gerrild also stated that he hoped several packs of Cubs could be started. This would take care of boys under twelve years of age.

Interview with J. Ralph McFarling, Community Analyst. Mr. McFarling, formerly connected with the Family Consulting Unit of the Social Welfare Department, has been appointed to the position of Community Analyst. At the present time there are no records available in his office with regard to the subject of juvenile delinquency. Mr. McFarling has worked out a questionnaire which now will be used in every case of juvenile delinquency. He also plans to cover all cases which during the past two years have been brought to the attention of Internal Security. His studies should develop some very important information.

Interview with Harvey Turk, former Manager of Community Activities. Mr. Turk resigned as Manager of Community Activities about three months ago. He is now back at Granada for a week or two, during which time he will "break in" Mr. John D. Neil. Mr. Turk stated that the biggest problem in Granada today is the lack of leadership among the younger element. He cited the fact that 95% of the Boy Scout leaders are now in the army. He also stated that he had tried to use young boys as leaders but that they lacked responsibility. Later he tried older ones but did not meet with much success. The only solution, as he sees it, is to educate and develop some of the older persons for this purpose. This will take time. Mr. Turk explained to both Mr. Neil and to me what he advocated in the way of recreation and social programs, leisure time activities, athletic events, Boy Scout and Cub work, Father and Son get-togethers, P.T.A. groups, Boys' Clubs, Student Councils and other similar organizations. Mr. Neil is familiar with this type of work and no doubt will do much for Granada in this field.

Interview with H. N. Tomlison, Chief of Internal Security. Mr. Tomlison informed me that the present Granada appointed police force consisted of a Chief of Police and three police officers. There is also one secretary. The evacuee police force now consists of one Chief of Police, six police officers and one secretary. The officers carry no side arms or night sticks. Mr. Tomlison has under lock and key a 45 caliber revolver and a tear gas gun. These are his personal property and can be used in case of a serious emergency.



There is no jail at the center and in the case of an arrest the person apprehended is taken to the local jail in Lamar. Mr. Tomlison believes that this is a better practice than keeping the offender at the center, as it causes less comment, less commotion and less unrest.

An examination of the records at the office of the Chief of Internal Security discloses that the total number of offenses reported month by month during the past year has remained rather constant, with a slight decrease in the past four months. There has been no increase in the monthly average of juvenile cases. The percentage of juvenile cases as compared with other American cities of similar size is considerably less.

Juvenile offenders are first brought before the Chief of Internal Security for an informal hearing. Many of the minor infractions which may be classed as pranks are handled and disposed of by the Chief of Internal Security, who acts more as a "big brother" than a police officer. The present Chief of Internal Security is a very broad-minded individual and is able to evaluate the social aspects of criminal behavior.

Important cases are brought to the attention of the Project Director and the Solicitor. Usually these cases are referred to the local county officials at Lamar. Few are brought to the attention of the Judicial Commission.

Mr. Tomlison complained of the poor cooperation with the Judicial Commission and cited Case No. 164 dated July 25, 1944 as an example. This case relates to the theft of cameras valued at \$50 by four juveniles. The juveniles were apprehended and admitted their guilt. The case was brought before the Juvenile Commission. After hearing the facts of the case, the Judicial Commission sentenced the boys as follows: "Ninety days without passes; to report to the Chief of Internal Security once a week for ninety days." No provision was made by the Judicial Commission in the event the boys failed to abide by the decision. To date, however, the boys have abided by the decision of the Judicial Commission. The Chief of Internal Security stated that several of the evacuees spoke to him about the decision of the Council and that they are in favor of continuing the practice of bringing important cases before the Lamar officials.

The Chief of Internal Security believes firmly in crime prevention. As an example, he cited the matter of the motor pool. In the past the Internal Security was troubled with considerable pilfering from said motor pool. Internal Security finally arranged to have a high wire fence erected around the pool and four large flood lights - one in each corner - set up. This protection, coupled with the patrolling by the Internal Security cars, has reduced the thefts at the pool to nil.

While I was at the center, the Chief of Internal Security also



developed another item along the line of crime prevention. Heretofore boys ranging in ages from ten to fourteen were permitted to go to Lamar unattended. On September 30, 1944 some twenty to twenty-five such boys were in Lamar. Some of them entered a small store known as the Candy Shop and while in the store stole a leather billfold, a carved wooden bracelet, several packages of cigarettes and cigarette holders. The proprietor, Miss Elmira Trauer, discovered her loss after they had left the store. She did not report the matter to the police as she should have done but looked for the boys herself. She located them in a drugstore and searched the shopping bag in their possession. She located the wooden bracelet but did not succeed in finding the remainder of the loot, which no doubt was disposed of while Miss Trauer was searching this shopping bag. The matter was finally reported to the Chief of Internal Security. After considerable work, he found out who the six boys were and at the present time is attempting to ascertain what became of the billfold and cigarettes and who actually took them from the store. To prevent a recurrence of this kind, the Chief of Internal Security has now made a rule that the younger boys are not to go to Lamar unless they are accompanied by their parents or older persons. Only a limited number will be permitted to go each day.

The Internal Security Section patrols the entire area of the center and its adjoining farms - an area of 11,000 acres. I personally spent the greater part of the night of September 30, 1944 with Officer Hinton B. Hunter in his routine patrolling. Special attention is given to the residential area occupied by the evacuees as to the observance of law and order and the outbreak of fire in the wooden barracks buildings. Special attention also is given to the warehouse section and the motor pool.

While I was at the center, the Chief of Internal Security, the superintendents of the high school and junior high school and I held a conference with reference to the appointment of a committee or group of students chosen from the Student Council who will meet with the Chief of Internal Security from time to time to advise him of the attitudes and opinions of the student body. In this way it is hoped that Internal Security will have a better understanding and knowledge of the student body, especially as it pertains to law and order.

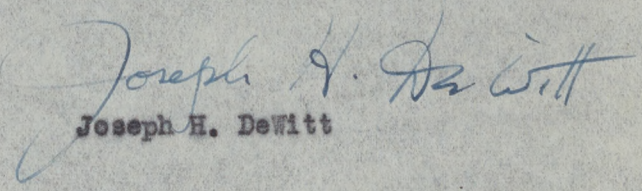
At this conference we were told that the teachers are spending a great deal of extra time working with evacuee children, assisting them with various student activities and that the students in turn do give a very good response. A splendid Hi-Y club has been organized, as well as a glee club of thirty members. Ten student counselors are now at work in their particular field. More than fifteen children have filed for election in the Student Council.



Also while at the center I had the opportunity of attending a weekly staff meeting, a meeting of the Leave Clearance Committee and an informal hearing of six juvenile delinquents before the Chief of Internal Security, observation of the behavior of evacuee children in the towns of Granada and Lamar, a home talent play supervised by Community Activities, several evening social functions and gatherings for young men and girls. I also had an interview with Alfred Todd, County Attorney, of Prowers County, Lamar, Colorado.

In summing up the question of juvenile delinquency at the Granada Relocation Center, I wish to state that while there is some juvenile delinquency at the center, the situation is not nearly so serious as in an average American city of the same size. The absence of a Manager of Community Activities has had a bearing on this phase of the program. With the present appointment of such a manager there should be a decided improvement in juvenile delinquency. I also should like to mention the splendid cooperation shown by the parents of the delinquent children. I never before have seen such wholehearted cooperation in any field in which I have worked. With such a stabilizing factor, juvenile delinquency should not present a serious problem.

The Future of Internal Security. As more and more evacuees relocate, the problem of Internal Security becomes increasingly difficult. Even at the present time the matter of obtaining evacuee policemen is presenting quite a problem. During the final days of Granada the entire burden of law enforcement undoubtedly will become the full duty of the appointed personnel in Internal Security. The present Chief of Internal Security has signified his intention of remaining at the center until it closes. Two of the other officers, however, are making inquiries with reference to other positions and it is very possible that one or two vacancies will occur in this section.

  
Joseph H. DeWitt

JHDeWitt mpo



OCT 6 1942

NOTICE FROM THE POLICE DEPARTMENT

L5.04

1. Rules For Walking Around At Night

People should not be walking around in the dark after 10 P.M. Especially for the prevention of demoralization for the young people. If anybody disobeys this ruling, wardens may use the power to enforce them to go home. However, if the person or persons have special reasons they are excepted.

2. Places Restricted For People To Go During The Night

- A. District: South of the line of 12L & 12E.
- B. District: West of the line of 6E & 12 E.
- C. District: East of the line of 8L & 12L known as M Street.
- D. District: Hospital Zone where quietness is needed.
- E. District: Area of the Military Police.
- F. District: Incompleted Recreation Halls.

3. Rules Pertaining to Mess Halls

- A. No smoking in the Mess halls.
- B. Take your hat off in the mess hall.
- C. People who are not working in the messhalls are requested to stay out excepting meal times.
- D. When you have finished eating please leave the mess hall immediately to give others a chance to eat.
- E. If any person who disobeys the rules "C" and "D" the Chief of Messhall may have such person or persons removed with the assistance of the Police.

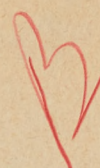
4. Rules For Driving Vehicles

- A. Whether it is a W.R.A. Official or person working in the Administration office they should not drive the vehicle in excess of 25 miles per hour.
- B. Precautions should be taken with reference to pedestrians at intersections.
- C. No more than 3 people are allowed in front seat of any vehicle. People are not allowed to ride on outside of any vehicle.
- D. Any person who fails to obey these rules the warden is ordered to stop such vehicles and warn the driver.



*File*

*L5.04*



November 16, 1942

1. Bulletins or notices of any kind should not be posted anywhere in the camp without permission from the Police Department. Any such bulletin or notice without official stamp of the Police Department will be destroyed if found.
- 2.. The Police Department must be notified two or three days in advance of all gatherings in this camp, such as, dances, talent shows, block meetings, etc., and official permit obtained from them.
3. No such gathering will last later than 10.30 p.m.
4. All house lights in camp must be turned off at 11.00 p.m.

Your cooperation with us in the above matters will aid in maintaining peace and order in our camp.

GRANADA WRA POLICE DEPARTMENT



ROUGH NOTES ON BLACKOUT PROCEDURE

Blackout Practice Dec. 14, 1942

Alarm - One long blast (2 minutes)

All Clear - Series of short blasts.

Sirens will be operated by guards in M. P. towers.

All lights must be out, and everyone under cover within five minutes after alarm is sounded.

Block Managers will act as Block Wardens, and will designate a man to act as Warden in each barrack, mess hall, recreation hall and laundry room.

The duty of the block managers and wardens will be to see that all lights are extinguished. If lights are not extinguished by the time the siren stops, the wardens will go to the buildings in which lights are burning, and pull switch.

In Block 8-H, the Night School Principal will act as Block Warden. He will be responsible for seeing that all lights are extinguished in this block.

It will also be the duty of block managers and wardens to report all cases of fires, violations, during blackout.

All police will be on duty. Two policemen will be assigned to each block.

The police will be responsible for putting out street lights, except in warehouse, administration and military areas. The Military Police will extinguish lights in the warehouse, administration and military areas.

The telephone office will be equipped with curtains. There are to be no telephone calls except to report fires.

Robert Smith will be responsible for the Hospital and will train the personnel there. Public Works Division will be responsible for the boiler room at the Hospital. The night pump man will be responsible at the pump house.

The Center police will extinguish the light on the water tower.

The Center police will see that all trucks and cars are parked and lights extinguished as soon as siren sounds.

All firemen and auxiliary firemen will be on duty - at the station.

*B*  
*L5.04*



All lights must be extinguished, and everyone inside buildings, within five minutes after alarm is sounded. Residents must not attempt to get to their homes from any distance, but must stay where they are until all clear is sounded.

Training in the schools will be handled by Mr. Terry.

Harlow M. Tomlinson

Harlow M. Tomlinson  
Chief, Internal Security

Approved:

James G. Lindley  
James G. Lindley  
Project Director



## Branada Internal Security Report

115 evacuee residents to Tule Lake in May, 1944

November, 1943, 1000 Tule Lakers came to Granada

973 Nisei under S. Service joined Army; only 34 refused to comply to Bd. summons  
Ineffectiveness of Judiciary Committee: "leniency shown, in the few decisions rendered, was not contiguous with good government or law enforcement...."

208 cases investigated, reported & filed thru IS from opening till closing consisted of crimes and accidents. Majority of crimes were misdemeanors; outside of convictions for violation of S. S., only 1 man was charged with a felony, tried & convicted under Colo Law and sentenced to State Pen. Per capita, the crime rate, including Juvenile Delinquency, was far below the figures for communities of comparable size.

Comparison of other communities with Granada

Burglary breaking and entering, 16 cases

Larceny-theft, 26

other assaults 14

drunkenness 15

gambling 20

traffic & motor vehicle laws 10

Other offenses 50 (of which 34 were draft evaders)

Selective Service started Jan. 20, 1944, "and immediately there became evident in the Granada Center, as in all the Relocation Centers, a passive resistance to its provisions, embracing the theory of argument that, "We, the Japanese-Americans, have been denied our rights; first, by forced evacuation, and second, by forced existence in a Relocation Center." 1400 eligibles registered and Chief of IS addressed them. He with evacuee police tried to dissuade those who had expressed their opinions to refrain from reporting for induction. Only 34 of the 1012 accepted refused to comply. 2 of these volunteered, one was acquitted on a technicality.

in 3 yrs.

JUVENILE DELINQUENCY. 25 cases. Average in compar. communities is 16 per month. 1943 had 10 cases.

### CRIME PREVENTION.

Majority of crimes, falling into the misdemeanor category, bespeak the fruits of idleness. To alleviate this condition, the project management put forth much effort to keep the evacuee populace employed or engaged in some useful task. Adult Education; Recreation; churches. "Parents were made responsible for the conduct of their children," required to attend any hearing in ref. to their children.

PUBLIC RELATIONS: Chief met with committee of local & state officials, comprised of judicial and law enforcement officers in region. ~~Ten~~ Judo and Jui Juitsum Team of evacuee police appeared before Conference of SE Peace Officers Assn, and elsewhere. Chief spoke at yearly meeting of Colo Peace Officers & Sheriffs Assn.

### RELIQUIDATION

Crime, during the liquidation period, was practically non-existent. The I. S. S. functioned primarily to assist with the relocation of evacuees. Of the limited number of resistance cases, only 1 individual required removal from the govt. premises. The Evacuee Police Department...in addition to their usual functions, ...delivered appearance notices for the Relocation Division and transported those notified to that office. MP removed on Sept. 4, 1945 and functions taken over by I.S.S.



Kawabata, George Kizo

M A 57

w. 44 so. 10

resettled-d. 20, 22

Ventura

farm-lease

Elder daughter married.

Unmarried daughter came short time ago to persuade them to go out East (Chicago) but not plans yet.

Have little money, not much.

Mr. Toguri of Coop is trying to persuade Mr. Kawabata to go out with them.

Probably will go out later.



GRANADA INTERNAL SECURITY FINAL REPORT Compiled by Forrest G. Foxster  
Summary

"The problem of policing a Relocation Center was something entirely new in the annals of law enforcement. Of the 6,500 peoples that made up the evacuee population of the Granada Project, two-thirds were American born, and one-third were aliens, from a country with whom we were at war.

"It can be said that little was known about the Japanese and their mode of living by the Caucasians living in the United States. The pioneering purpose, then, by the Internal Security Section was to understand the evacuees and to formulate a policy that would be understandable to them, from the standpoint of proper policing. The need and necessity of a liaison unit was evident, thus with the organization of the Evacuee Police Department the I. S. S. was able to maintain contact with the evacuee populace that otherwise would have been difficult. Through this medium the Project Management was kept posted, many arguments ended before they started, and the influence of certain leaders who might have created situations, held to a minimum.

After three years of close observation of these peoples, it would be proper to state that they, as a whole, are law abiding peoples. With proper guidance they shaped their own pattern of living to conform in a peaceful and orderly manner with the rules and regulations and laws that a community of this type required.

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Organization. August 27, 1942, volunteer corps of evacuee police was formulated, headed by one Caucasian I. S. Officer. On Sept. 30, 1942, 56 evacuee officers; 89 on Nov. 15, 1942. An evacuee Chief of Police was elected by the total members, the electee appointing the captains & sergeants of all 3 stations. 3 precincts.

Chief of I.S.S. came on Nov. 15, 1942. Abolished precincts. From February, 1943, until the closing of the Center, the Chief of the Evacuee Dept. was appointed by the Chief of IS, who also recommended the appointment of the evacuee subordinate officers. Gradual reduction from 89 to 35, inc. two evacuee stenographers; level maintained until June, 1945, when 10 were retained until closing. Not one evacuee member had had police training in any form. Did many things not included in the ordinary scope of police work; furnished all interpreters for Army & other agencies; traffic, Boy Scout Master, Selective Service influence, message service; Relocation Division aid. Also reported on broken pipes, power lines, public util.

Until December, 1943, actual coverage of area was for not more than 16 hrs. a day; then 24 hr. patrol service.

SHOPPING PASSES: could go to Granada during daylight hours. Number to Lamar was limited to 25 a day.



52-7-B2

Horita, Atsushi

M

A

45

w. 41 so. 14

Ventura

farm-lease

Thinks of planning to go back to Ventura.

Financial status not known.



L 5.04

RULES AND REGULATIONS  
AMACHE POLICE DEPT.



## THE IMPORTANCE OF THE POLICE SERVICE

The Police Service is that important division of the Government whose function is to assist in preserving the peace, enforcing the laws, protecting life and property, preventing and detecting crime, apprehending criminals, promoting safety, controlling traffic, and to make it possible for the public to go about its daily tasks with the maximum of protection and the minimum of interruption. Employees of the police service aid parents in locating lost children, assist aged and infirm persons in crossing the streets, train children in individual traffic adjustment. Policemen give directions to strangers, inform people where a doctor can be found when one is needed in an emergency, educate the public in matters of public safety, and, in innumerable ways, contribute to the comfort and security of citizens and to the conservation of life and property. Policemen also deal with non-conformists, such as those individuals or groups who make their living through the exercise of questionable or unlawful practices, and those who try to circumvent the laws or to disorganize community activities either by trickery or by force. In the performance of their duties, especially in law-enforcement activities having to do with crime, they often risk their lives.

## COURTESY

No matter how well a public department is organized, or how efficient and honest its administration, it is judged by individuals, and therefore by the community at large, by the nature of its public contact. Each officer, every minute of his daily life, is making public opinion about his Department. Every time an officer talks to a person he is leaving behind him an impression of the Police Department at Amache, Colorado. In uniform, officers cease to be individuals. They are the properly recognized representatives of the law. They interpret the Government to its citizens.

Now just what kind of Government do we have? It is a government "of the people, for the people, and by the people" --- a democratic form of government. That means that the officers are employed by the people of Amache. It is their money, their taxes, that support your Department. The vast majority of people are law-abiding. Only a small element is criminal in its intent. Many infractions of the law are due to ignorance, carelessness, or negligence, rather than any conscious motive. Remembering this and aware of your function in the community to protect and to serve - you will readily understand the importance of COURTESY.

## WHAT IS COURTESY?

Now, in order to be quite clear about courtesy, it will have to, first of all, be defined. Courtesy consists not so much in what a person says, as how he says it. It is possible to be merely civil without being courteous. Courtesy presupposes an attitude of desiring to please, or desiring to serve. That officer who goes about his work anxious to give his best to the Department and to the public, and who



recognizes his function as a public servant, will almost always be courteous, but that officer who is only conscious of his own importance, and his desire to show authority, will have great difficulty in adopting a courteous manner.

#### GENERAL RULES AND DUTIES

1. Officers shall at all times preserve the peace, protect life and property, apprehend criminals, prevent crime, recover lost and stolen property and enforce the ordinance of the City of Amache, rules and regulations of the Project Director, and the laws of the State of Colorado and the United States.
2. Officers shall report all violations coming to their attention as well as all information they may receive relative to any violation or suspected violation regardless of whether the violation occurs in the Center or not. They shall not repress, conceal, ignore, distort the facts of any such violation. They shall report these violations in writing to their superior officer.
3. Officers observing in the streets or public places anything of a dangerous character, or likely to occasion public inconvenience, or anything which seems to him irregular or offensive, or any hazard that may endanger life and property shall, immediately upon discovery of such hazard, make a written report direct to the Chief of Police.
4. Officers shall act promptly, with energy, firmness and decision in case of any crime, disorder or other act or condition requiring police attention. Officers shall restore order and shall disperse the crowd on the occurrence of a disturbance, using persuasion when possible. If such efforts fail, force must be used and the principals arrested. Officers shall immediately notify, or someone shall notify, the station when additional officers or special assistance is needed.
5. Officers discovering a fire shall promptly turn in an alarm from the nearest fire phone, unless he can give the alarm more quickly by some other means. He shall immediately secure the safety of all the people in the building. At night he shall see that all persons in burning or threatened buildings are awakened. Officers shall post themselves in the street at each end of the block where the fire is located and shall divert vehicle and traffic. The officer in command at the fire shall establish fire lanes and shall keep all unauthorized persons beyond danger and prevent them from interfering with the work of the Fire Department. He shall preserve order and protect the property saved. Any indication of incendiary origin shall be carefully investigated.
6. Ranking officers shall always take charge at fires, riots, or serious crimes. If no superior or ranking officer be present, the officer on that particular beat shall be in charge.



7. All officers shall be vigilant in the cases of malignant, infectious or epidemic cases not known to the Health Department and shall promptly report all such cases coming to their knowledge.
8. Officers shall render every legal assistance to the members of the Humane Society in enforcing laws enacted for the protection of dumb animals.
9. Officers shall have respect for and comply with all laws while on or off duty. They shall study carefully and thoroughly understand their Duty Manual, Special Duties, Regulations, Ordinances and their State Laws.
10. Officers are required to speak the truth at all times whether under oath or not. In case they are not allowed by the rules of the service to divulge facts within their knowledge, they shall say nothing. They shall not make promises which cannot be fulfilled. When an agreement is made or a promise is given it must be kept at all costs.
11. Officers shall not be absent from duty without permission. Officers shall be punctual. Officers shall arrive at Headquarters at such time to enable them to prepare them to go on duty at the time given. Officers who receive assistance from any other officer on any case in which they are assigned shall make note of such assistance in their reports on the case.
12. Officers shall not use unnecessary force or violence in making an arrest or in dealing with a prisoner or a person. Officer shall not use their night sticks except when unavoidable in self-defense or to stop a criminal from escaping.
13. Officers shall not without the approval of the commanding officer take action on any outside case reported by phone, wire or letter except when same is from a Police Department or some such authorized public agency. Officers shall not send any letter relative to police matter except over the signature of the Chief of Internal Security.
14. Officers shall be neat and clean in appearance when in public whether in uniform or not in uniform, whether on duty or off duty.
15. Officers shall not enter places of amusement while on duty except for police purposes.
16. Officers shall be civil, orderly and quiet in their conduct and deportment. They shall not answer questions in a short or abrupt manner but shall give the greatest possible attention and courtesy. They shall refrain from harsh, violent, coarse, profane or insulting language while on or off duty. Officers off duty, but in uniform, shall conduct themselves as though they were on duty. They shall not conduct themselves in an immoral, indecent, nude or disorderly manner, nor in a manner which might be construed by an observer as immoral, indecent, nude or disorderly.



17. Officers shall not show a lazy disposition, nor lounge about, nor sleep while on duty in any Police Department offices. They shall maintain an even, cheerful temper regardless of the provocation, remaining cool and collected at all times. They shall give their name and badge number when requested in a respectable gentlemanly manner.
18. Officers shall at no time disobey the orders of their superior officers. Should an order conflict with any previous order issued by any other superior officer or with any general or special order or any provision of the Duty Manual, the officer to whom such order is issued shall respectfully call attention to such conflict. If the superior officer making such order does not make changes which will obviate such conflict the order shall stand and the responsibility shall be his. The officer observing such an order shall not be held responsible for disobedience of orders. It is sufficient for him to know that the person giving the order is in proper command. Should any order appear improper or unjust to any officer to whom it is directed, he shall perform same first and afterwards he may call it to the attention of the Chief of Police through official channels. When officers are addressed by a superior officer or citizen he shall assume and maintain a position of attention during the conversation.
19. Officers shall avoid expressing any opinions on religious, political or other questions, the nature of which is controversial. Officers shall refrain from discussing the demerits of any law in public.
20. Officers shall not publicly criticize the action of any member of the department. Officers shall not gossip about any other officer whether the subject be true or false. Officers having a grievance against any other officer shall take the matter up through official channels.
21. Officers shall not solicit rewards, presents, or gratuities. Officers shall not receive gifts or compensation for the performance or omission of their duty. Officers shall not at any time accept money as a fine to be turned in to the police clerk as a fine nor to be delivered to the City Treasurer as a license fee or tax, except that a commanding officer may receive a fine already assessed against a prisoner in custody.
22. Officers are held to be always on duty although periodically relieved from the routine performance of it. They are always subject to orders from a superior officer and to calls from civilians and the fact that they may be technically "Off Duty" shall not be held as relieving them from the responsibility of taking proper police action in any matter coming to their attention.
23. Officer making an arrest shall convey the prisoner, or cause him to be conveyed, to the station without delay and shall at no time accompany him to his home or room or elsewhere without obtaining the consent of a superior officer. Officer after making an arrest



shall search the prisoner carefully before loading him into a patrol wagon or any other vehicle and shall immediately take possession of all dangerous weapons and all evidence. Officer shall never lock up an unconscious prisoner or an injured prisoner without a properly executed Injured Prisoner Report.

24. Officers who are incompetent, inefficient, cowardly or unable to perform required duties shall be dismissed from the service.
25. Officers shall not drink any beer or intoxicating liquor when on duty.
26. Superior officers shall require all officers under their command to give such strict attention to their duty as to render it unnecessary for a complaint to be lodged before proper action is taken. They shall not perform the duties regularly assigned to a subordinate but shall require each subordinate officer to perform his own duty.
27. Superior officers are responsible for the proper execution of orders, rules and regulations. Leadership of personnel is their primary function. The fact that an order has been given is never acceptable as an excuse when the order is not carried out by subordinate officers. Superior officers shall be responsible for all orders given by them to their subordinates.



## GENERAL DUTIES OF COMMANDING OFFICERS

1. Commanding Officers shall obey all orders of the Chief of Police promptly and by their gentlemanly, courteous manner and careful painstaking attention to duty set an example to all officers under their command, and in return require the same of them. They shall constantly strive for perfect harmony among all members of the department.
2. Commanding Officers shall have authority to suspend from duty any officer under their command for violation of any of the rules or regulations or for neglect of duty. In such cases they shall send written notification immediately to the Chief of Police, stating in detail the nature of the violation.
3. Commanding Officers shall have authority to release prisoners on Own Recognizance or on bond in an amount less than is regularly required.
4. Commanding Officers shall study carefully and thoroughly understand the Duty Manual, Special Duties and Regulations and shall see that all officers in their division are properly instructed in all police duties.
5. Commanding Officers shall secure all department equipment from any officer of his division who severs his relations with the department.
6. Superior Officers must realize that command imposes grave responsibilities, principal among which is the necessity for initiative and absolute self-reliance in meeting and accepting responsibility in all matters not covered by hard and fast rules of procedure. Promotion must not be permitted to bring ease, but should inspire increased activity, alertness, diligence and devotion to the interests of the department and the public. The character and ability of the Superior Officers is reflected in the tone, discipline and work of the men under them, and their strength or incompetence is readily detected by the work of their subordinates. Only results count; attempts to evade responsibility will not be tolerated. Defects and weaknesses in personnel are generally due to the failure of Superior Officers to properly impress their subordinates with the all important fact that discipline is only the orderly conduct of business and that orders must be obeyed and adherence given to the rules of the department.
7. Superior Officers shall study their officers carefully, observing their strengths and weaknesses; they shall endeavor to use their strong points to advantage and shield them from their weak ones; they shall correct their faults and endeavor to assist them in becoming better officers in every way; they shall give particular attention to the morale of their men and shall eliminate immediately any friction which may exist among them; they shall not permit jealousy to exist in their ranks and shall require their



officers to maintain an even temper and a cheerful disposition; they shall not permit cliques to form and they shall demand unquestioned loyalty from each officer; they shall not permit officers to ridicule any rule, regulation or order and they shall demand that they sacrifice their own convenience, pleasure or desire for the good of the department when such sacrifice is necessary. They shall constantly strive to build up a spirit of good fellowship among their officers but shall not indulge in any undue familiarity with them, nor permit them to become unduly familiar.

8. Superior Officers shall require all officers under their command to comply with all rules and orders and to perform all duties required of them as outlined in the Duty Manual, and are responsible for their good order, conduct and discipline. Superior Officers shall immediately report to their Commanding Officer any breach of rule or order or failure in performance of duty on the part of any officer, or any complaint lodged against any officer. Superior Officers shall sustain subordinate officers when they are acting within their rights and should never censor them in the presence of others. They should exercise their authority over their men with kindness, firmness and justice and in meting out punishment, should make it follow the offense as promptly as circumstances will allow.
9. Superior Officers shall require officers under their command to give such strict attention to their duty as to render it unnecessary for a complaint to be lodged before proper action is taken. They shall not perform the duties regularly assigned to a subordinate, but shall require each subordinate officer to perform his own duty.
10. Superior Officers are responsible for the proper execution of orders, rules and regulations. Leadership of personnel is their primary function. The fact that an order has been given is never acceptable as an excuse when the order is not carried out by subordinate officers. Superior Officers shall be held responsible for all orders given by them to their subordinates.
11. Superior Officers shall, by their gentlemanly, courteous manner and careful painstaking attention to duty set an example for all officers under their command.
12. Superior Officers shall not permit any subordinate officer to accompany prisoner to prisoner's home or room alone; but shall always require that prisoner be escorted by two or more officers when such visit is deemed necessary.
13. Superior Officers may authorize the release of property in possession of the Police Department, except property held as evidence.



## GENERAL DUTIES OF CAPTAINS

14. Captains shall be under the direct control of the Chief of Police and subject at all times to his orders. They shall have direct control of the Division to which they are assigned, and shall be responsible for the general good order and discipline of the men in that Division.
15. Captains shall inspect quarters occupied and equipment used by their Divisions at regular intervals, and shall maintain them in a clean and orderly condition. They shall not permit posters, campaign signs or other advertisements except calendars to be placed in quarters occupied by their Division.
16. Captains shall, once each month, inspect books, equipment and attire of officers in their Division. They regularly shall examine all records required to be kept by his Division in order that they may be kept in conformity with the rules of the department. They shall have carefully examined all reports made by officers in their Division and shall be held responsible for the accuracy and truth thereof.
17. Captains shall at all times require their Divisions to cooperate in every way with every other Division, and shall suppress any friction which might arise between Divisions, or between officers in their Division. They shall constantly strive for the elimination of all discord between Divisions, and within their own Division.
18. Captains shall investigate all sick reports from officers in their Division and report any case of malingering. They shall keep informed as to the condition of the sick of their command and visit them at intervals of once every two weeks, or oftener if deemed advisable.
19. Captains shall investigate all complaints made by citizens relative to the conduct of members of their command and report same to the Chief of Police.
20. Captains shall report any unusual occurrence or grave crime to the Chief of Police immediately.
21. Captains are charged with and shall be held responsible for the treatment received by prisoners while in the station and under no circumstances shall they permit unnecessary violence to be used in the management of a prisoner. They shall see that no child under sixteen years, is, under any circumstances, incarcerated in any jail, hold-over, or matron's room.
22. Captains shall report in person to office of Chief of Police once each day and keep him informed of the work of their Division, discussing with him all important movements or acts.
23. Captains shall act in cases not regularly assigned to their Division when the delay necessary to inform the proper Division might



result in a failure of the Department to properly perform a definite police duty.

24. The Daily Attendance Report shall be made by the Captain in charge of each detail, or assigned by him to some member of his Division. He, or his assignee, shall secure the reports from the Record Bureau and fill out as directed on said Attendance Report. These reports shall be turned in to the Record Office before midnight each night.



