

**RULES and REGULATIONS**  
**and**  
**MANUAL of PROCEDURE**  
**of**

**POLICE DEPARTMENT**

**of the**

**CITY OF NEW YORK**

LIBRARY

JOHN JAY COLLEGE OF CRIMINAL JUSTICE



**Revised to December 16, 1940.**

*Published Under the Authority of*

**HON. F. H. LAGUARDIA, MAYOR**

*and*

**HON. LEWIS J. VALENTINE, POLICE COMMISSIONER**

*by the*

**CIVIL SERVICE BULLETIN**

**Official Publication of the**

**NEW YORK CITY CIVIL SERVICE COMMISSION**

**PAUL J. KERN**

*President*

**WALLACE S. SAYRE**

**FERDINAND Q. MORTON**

*Commissioners*

Spec.  
Coll.  
HV  
7597  
.G  
1940  
C.1

## GENERAL CONTENTS

	PAGE
Foreword .....	3
Rules and Regulations.....	5-84
Manual of Procedure—Table of Contents.....	86
Manual of Procedure .....	87-459
Rules and Regulations Index.....	460-468
Manual of Procedure Index.....	469-475

---

This Book Will Be Kept Up-to-Date by the Publication of Loose-leaf Supplements on an Annual Basis. Additional pages of standard 6 x 9, three-hole, punch note paper, obtainable in any stationery store, may be inserted for notes, memoranda, etc., for the convenience of the user.

---

All Income from the Sale of This Book and Supplements is Paid in Full to the General Fund of the City of New York for the Reduction of Taxes.

---

Price of this Book—Single Copies, \$1 per copy; 100 copies or more, \$.75 per copy; 500 copies or more, \$.60 each. Supplements, appearing annually, will be sold at a nominal cost.

**POLICE DEPARTMENT**  
**City of New York**  
**OFFICE OF THE POLICE COMMISSIONER**

The Rules and Regulations in this volume are adopted pursuant to the provisions of the Greater New York Charter and are published for the government, discipline, administration and disposition of the Police Department, police force and the members thereof.

Any violation of these Rules and Regulations shall be made the subject of disciplinary charges against all persons responsible for such violations, unless otherwise directed by the Police Commissioner.

The Manual of Procedure, which comprises the greater part of this volume, following the Rules and Regulations, is designed to effectively carry out in detail the Rules and Regulations of this Department. It is not intended as a text, but will serve as a guide in pointing out the way for the application of the provisions of the Rules and Regulations in the matter of police duty.

The Greater New York Charter imposes upon the Police Department and the Force of the department the following major functions and duties:

- (1) The preservation of the peace;
- (2) The protection of life and property;
- (3) The arrest of violators of the law;
- (4) The prevention and detection of crime;
- (5) The enforcement of all laws and ordinances;

together with all duties incidental thereto. It is imperative that all of these duties be performed with precision, energy and fidelity, and it is the fundamental purpose of the Manual to guide all members of the Department in the accomplishment of these ends. Every member of the Force must be constantly mindful that the welfare of the people of the City of New York demands his earnest and continual effort in the fulfillment of the duties imposed upon him by law. To the Public our slogan must always be: "AT YOUR SERVICE."

While the Manual of Procedure is most minute in detail and every effort has been made to avoid any ambiguities or unneces-



sary repetition in its contents, its value will be nullified through any failure or laxity on the part of superior officers to enforce its provisions in an intelligent and practical manner.

All defects or weaknesses in police work may be traced to the inefficiency of Commanding Officers and if police methods as herein set forth are not properly and thoroughly applied, the fault will rest with the superior officers of the Department, each in his respective rank.

Increased activity, increased alertness, and increased diligence in the instruction of subordinates must follow promotion to any rank. Command is synonymous with initiative and self-reliance in meeting and accepting responsibility, and ingenious excuses to evade or relieve of responsibility, will not be accepted or tolerated.

To say that orders have been given to subordinates will not relieve the superior from responsibility. If subordinates fail or neglect to properly perform their duties, they must be placed on charges and disciplined.

A Commanding Officer must **COMMAND**. He must not perform the work of his subordinates. He must see that the Force under his command discharge their full duty, each man in his place. A strong Commander is widely known by the state of his command and a weak Commander is likewise conspicuous. Thus, Commanding Officers must realize that their capacity and character are accurately reflected by the work of the personnel under them, bearing in mind that **COURTESY** in the intercourse between superiors and subordinates promotes discipline and tends to mutual respect.

A handwritten signature in cursive script, appearing to read "Louis Valentine".

Police Commissioner.



## ARTICLE 2

### ARRESTS AND SUMMONSES

#### Arrest Record—Entries

1. All persons arrested by members of this Department or by special patrolmen appointed by this Department, will be recorded in the Arrest Record and given an arrest serial number in the precinct in which the arrest was made. When prisoners are brought to the station-house of the precinct, within which they were arrested, by a civilian, a patrolman will be assigned to the case for record, and his name entered on the Arrest Record and a serial number given the case. All arrests made by other authorities shall be deemed "Detained Prisoners" and shall be recorded as such in the Arrest Record.

2. Prisoners arrested by members of the uniformed Force will, under no circumstances, be recorded as arrested by members of Detective Division.

#### Court Summonses

3. When a court summons has been issued in a case where a member of the Force is the complainant, such member of the Force, at the termination of his court attendance in connection with the case, shall obtain the name and address and pedigree of the defendant and the circumstances of the case and shall report same to the desk officer of the precinct in which the court is located. The desk officer shall record such case in the Arrest Record. The reporting officer shall be entered in the Arrest Record as complainant and a serial number given the case.

4. When a court summons has been issued in a case where a civilian is the complainant, the warrant officer assigned to the court wherein the defendant is arraigned shall, at the termination of the arraignment, in all cases in which the defendant is held to answer or is convicted, obtain the name and address and pedigree of the defendant and the circumstances of the case and shall report same to the desk officer of the precinct in which the court is located. The desk officer shall record such case in the Arrest Record. The warrant officer will be assigned to the case for record and his name entered in the Arrest Record and a serial number given the case.

5. In the case of every arrest recorded in the Arrest Record, the desk officer shall enter all information called for under printed headings.

#### Degree and Number

6. The arrest cases will be numbered consecutively, beginning with number one for the first case in each calendar year. One series of numbers will be used. The degree of offense will be shown by

striking out the irrelevant initial letters in the space above the arrest number.

### **Charge**

7. If a prisoner is charged with more than one offense, the one for which the greatest punishment can be inflicted will be entered. Other offenses with which a prisoner may be charged will be entered under "Details of Case," one offense on a line to permit an entry of the disposition in each case.

### **Final Charge—Authority for Change**

8. The final charge under which the case is disposed of will be entered in this space. The authority for the change will be shown as for example: "Grand Jury," "Magistrate Smith," "District Attorney," etc.

### **Pick-up or Complaint Cases**

9. If a complaint has been received and a form U. F. 61 made out, prior to the time of the arrest, the number of the complaint will be entered in space provided and a line drawn through the words "Pick-up." If no complaint was received and no form U. F. 61 was made out, draw a line through "Complaint No."

### **Details of Case**

10. Commencing on the first line under caption "Details of Case" will follow a brief statement of the specific offense committed, names of witnesses, an itemized list of property coming into the hands of the police in connection with the case at the time of the arrest, upon whom found, and name of owner, if obtainable, and any other important facts pertaining to the case.

11. If there is not sufficient room for the details of the case in one section, an additional section may be used. The printed headings of the additional section will be marked out by drawing two diagonal cross lines.

12. The name and pedigree will be entered once in the Arrest Record, regardless of the number of offenses.

13. After the details of the case have been entered, a line will be drawn directly under the entries. Any other entries pertaining to the case subsequent to the time of the original entry will be made below this line. Some of the entries which should be made in this manner follow.

- a. If the prisoner or complainant should die before the case is disposed of.
- b. If additional property is obtained in connection with the case, a record of which is entered in the Blotter, a reference will be made in the Arrest Record to the Blotter entry.



- c. If a prisoner is given aid because of injury or other reason. No other record as an aided case and no U. F. 6 card will be made.
- d. If prisoner forfeits bail and is rearrested for the same offense.
- e. If in any case all of these subsequent entries cannot be entered in the section allotted to "Details of Case" another section under the current day's work will be used, entering only the name of the prisoner. Cross references to page numbers will be made in ink on the last line of each section, as for example: "See Page 224."

14. After the case is completed a line will be drawn under the last entry to indicate that it is disposed of.

15. Information called for by captions relative to bail at the bottom of the section will be entered. Under caption "Location" will be entered, in addition to location of property, the block, lot and section numbers appearing on current tax bill. Under caption "U. F. 23-b Forwarded" will be entered the precinct serial number of the affidavit.

### **Duplication of Entries**

16. If a number of persons are arrested at the same time, charged with the same offense, in order to avoid filling in the details under each case, such as "Charge," "Date," "Time of Occurrence," "Place of Occurrence," etc., the abbreviation "Do" for "Ditto" may be made in the appropriate spaces.

### **Arrests for Violation of Traffic Regulations—Vehicle and Traffic Law**

17. In the case of persons operating under New York State licenses, the names of the owner and chauffeur will be verified and information concerning previous violations obtained.

18. Where a summary arrest is made, a record of previous violations and of any additional charges to be made against the prisoner will be given by the desk officer to the arresting officer, who will present them to the court. Appropriate entries concerning them will be made in the Arrest Record and on the arrest cards.

### **Summons Record—Entries**

19. When a member of the Force serves a summons he will, at the expiration of his tour of duty, deliver the detached stub to the desk officer of the precinct wherein it was served. The original record of the service of a summons by a member of the Force will be made in the Summons Record by the desk officer, entering under proper headings such information as is contained on the summons stub and will be given a summons serial number beginning with No. 1 each year. When the summons card (U. F. 5a) is delivered to the desk officer the entry made at the time first reported will be completed and disposition entered. Under the heading "Time and How Re-



ported" the manner of reporting will be indicated by (P) if in person and (T) if by telephone.

### **Arrest and Summons Index (U. F. 9)**

20. Commands required to keep an Arrest Record or Summons Record will also keep an "Arrest and Summons Index" arranged alphabetically according to the names of the persons arrested or summonsed. Under "Classification" will be shown the charge on which the arrest was made or the summons served. "Arrest and Summons Index" sheets for each year will be removed from the binders, left intact, and filed in an accessible place near the desk for reference purposes for one year, then removed to Record Room of the Station House.

### **Arrest Reports (U. F. 4-5)**

21. Arrest cards will be prepared by the desk officer.

### **Summons Reports (U. F. 4a-5a)**

22. Summons card (U. F. 4a) will be prepared by the desk officer immediately upon receipt of the summons stub, by entering thereon, under proper headings, such information as is contained on the summons stub, together with the summons record serial number. In every summons case other than a case in which court appearance of summoning officer is not required, the officer, after arraignment, will obtain the disposition. If such disposition is final, he shall fill out a summons card (U. F. 5a) and deliver it to the desk officer for completion of the particulars in the Summons Record of the precinct in which the summons was served, except that a member of the Force attached to the Traffic Division or Motorcycle District, will, upon the termination of a trial of a summons case in a Traffic Court, prepare and deliver to the police officer in charge at such Court, disposition card (U. F. 5a), which shall be forwarded by said officer without unnecessary delay through the Distributing Room to the precinct concerned. In cases where a final disposition has not been determined on date of arraignment, the officer will notify the desk officer of the precinct in which the summons was served of the action of the presiding magistrate.

### **Preparation, Verification and Forwarding of Cards**

23. Except when duplicate cards are required as provided in this order, no carbon copies of the cards will be sent to Headquarters. If typewritten, the original must be forwarded; otherwise they must be written in ink, *with name in printed characters*.

24. All arrest cards and summons cards prepared during the twenty-four hours ending at midnight will be forwarded with the current reports on the following morning through Division Office to the

Distributing Room, Police Headquarters, Manhattan, and thence to the Bureau of Information for filing and reference.

25. If a prisoner is charged with more than one offense, the one for which the greater punishment can be inflicted will be entered under "Charge." In the same space the word "over" will be entered in parentheses, and on the reverse side of the card the other offenses will be entered, one on a line.

26. If the technical charge does not show clearly what offense was committed, a supplementary entry describing the offense will be made under "Specific Offense." The following are given as a few examples of how the entries will be made:

<b>Charges</b>	<b>Specific Offense</b>
Felonious Assault .....	Knife.
Vagrancy .....	Street Solicitation.
Disorderly Person .....	Abandonment.
Disorderly Conduct .....	Jostling passengers in subway.
Violation Corporation Ordinance.....	Peddling, no license.
Larceny, Grand .....	"Confidence Game," Pick-pocket, etc.
Violation Traffic Regulations.....	Speeding—31 miles per hour.
Juvenile Delinquency .....	Petit Larceny.
Violation Vehicle and Traffic Law....	Leaving scene of accident without reporting name.
Burglary .....	Residence, Store, Flat, etc.

27. In cases of parking violations, the following additional information will be reported on Forms U. F. 4a and 5a in the block captioned "Specific Offense":

The exact time parked vehicle was first observed and the exact time violation was corrected.

28. In every case where an arrest is made or summons served for violation of the vehicle and traffic law or other traffic violation in connection with a vehicular accident in which a person is injured, the word "Accident" will be written across the face of the arrest or summons card forwarded, and on the last line on reverse side of the card will be written the name of the person injured and the serial number of the accident.

29. A report on U. F. 49, in triplicate, shall be forwarded through official channels, to the Police Commissioner, in all cases where an arrest is made in premises licensed by the State Liquor Authority, for violation of the State Alcoholic Beverage Control Law, together with the disposition of each such arrest.

30. A member of the Force who has knowledge of any violation of the Rules of the State Liquor Authority, or of any of the following conditions in a premises which has been licensed by the State Liquor Authority, shall report full particulars to his Commanding Officer, who shall forward report thereof on U. F. 49, in triplicate, through official channels to the Police Commissioner:

- a. Where gambling is permitted or gambling devices of any kind are kept upon the premises in violation of law.
- b. Where known criminals and prostitutes are permitted to congregate and remain upon the premises.
- c. Where evidence is obtained that a bawdy house is being conducted.
- d. Where the premises are so conducted as to constitute a public nuisance.

### **Arrests in Licensed Premises**

31. In all cases where an arrest is made in licensed premises, except public dance halls, cabarets and premises licensed by the State Liquor Authority, the Commanding Officer of the Precinct wherein the arrest was made, shall forward, with the next morning report, through official channels, a report, in duplicate, on form U. F. 49, of all the facts to the police Commissioner, requesting that the licensing authority be asked to revoke the license. A supplementary report will be forwarded upon receipt of final disposition. A report, however, will not be forwarded when an arrest is made in a premises licensed for any public exhibition, drama, play, show or entertainment for violation of Section 1140-a of the Penal Law, unless a conviction is obtained.

31a. A member of the Force who has knowledge of any violation of the Regulations of the Department of Licenses in a premises which has been licensed by the Department of Licenses shall report full particulars to his Commanding Officer who shall forward report thereof on U. F. 49, in duplicate, through official channels to the Police Commissioner.

### **Arrests for Prostitution**

32. In all cases where arrests are made of persons charged with violation of Section 887, Subdivision 4 of the Code of Criminal Procedure (Vagrancy—Prostitution) desk officers shall obtain a full and accurate description of such persons. Such description shall be entered in the Arrest Record under "Details of Case."

33. In every case where an arrest is made or summons served for a violation of either Section 436-1.0 (dance halls and cabarets) of the Administrative Code, Subdivision 11 of Section 722 or Section 982 (pinball games) of the Penal Law or for a violation in a theatre of the laws relating to lotteries, the desk officer of the precinct in which the arrest is made will forthwith notify the Legal Bureau, by telephone, of the time, date and place of arraignment, name of defendant, premises involved, charge, name, rank and command of arresting or summoning officer, in order that a representative of the Legal Bureau may be present in court to assist in the preparation and presentation of the case. If the Legal Bureau is closed the desk officer will forthwith give this information to the Telegraph Bureau, Manhattan. The Acting Captain, Telegraph Bu-



reau, Manhattan, will transmit all such reports to the Commanding Officer, Legal Bureau, as soon as said Bureau re-opens for business.

34. When a summons is served for a violation of Section B32-92.0 of the Administrative Code—unlicensed public carts and cartmen—the Commanding Officer of the Precinct wherein the summons was served shall forward, with next morning returns, a report to the Chief Inspector, on form U. F. 49, in duplicate, of all the facts, including names and addresses of the chauffeur and owner, State registration number of the vehicle, and return date of summons and court to which returnable. The Chief Inspector will forward one copy of this report to the Commissioner, Department of Licenses.

35. When a summons is served upon the holder of a cabaret or dance hall license in connection with the operation of same duplicate summons cards, U. F. 4-a and U. F. 5-a, shall be forwarded to the Division of Licenses. In the case of a summary arrest of a person known to be a holder of a cabaret or dance hall license, or of an arrest in a premises licensed as a cabaret or dance hall, report on U. F. 49 shall be forwarded to the Division of Licenses by the Commanding Officer of precinct wherein arrest is made giving full particulars of the arrest. When the case is finally disposed of, disposition will be forwarded to the Division of Licenses.

#### **Convictions in connection with arrests in Class "A" Multiple Dwellings**

36. Whenever a conviction is obtained in connection with an arrest made in a Class "A" Multiple Dwelling for violation of subdivision 4 of Section 887 of the Code of Criminal Procedure, Section 1146 of the Penal Law, or Section 350 of the Multiple Dwelling Law, a report of the full particulars of the arrest and court disposition, on form U. F. 49, in duplicate, shall be forwarded, through official channels, to the Chief Inspector. The Chief Inspector will forward one copy of all such reports received to the Commissioner, Tenement House Department.

#### **Arrests for Prostitution—Children in Premises**

37. When members of the force find children in premises wherein they made an arrest on a charge relating to prostitution, they will take such children into custody, under Section 486, Penal Law (Neglected Children) and the desk officer will promptly notify the Society for the Prevention of Cruelty to Children.

#### **Arrests for Violation of Section 974 of the Penal Law (Policy)**

38. When an arrest is made on a charge of violation of section 974 of the Penal Law (Policy), the arresting officer shall give to the desk officer of the precinct in which the arrest is made, all the essential points of the evidence obtained, which will be included in the details of the case in the arrest record. The arresting officer will give so much of the following specific information as may be pertain-

PAGES SKIPPED

Division, New York State Department of Labor, so that counsel may be furnished to assist in prosecuting these cases.

42. Inspectors from the State Department of Labor will be permitted to place "off-sale" tags on all articles of bedding in charge of the police which are not properly tagged.

### **Drivers' Schools**

43. When an arrest is made or summons served for violation of Section 7 of the Vehicle and Traffic Law—drivers' schools to be licensed, a duplicate arrest card, if an arrest is made, or a duplicate summons card, if a summons is served, shall be marked across the face "Bureau of Motor Vehicles" and forwarded to the Distributing Room, Manhattan.

### **Department of Sanitation Vehicles**

43a. When a summons is served upon the operator of a Department of Sanitation motor vehicle for a violation of the Traffic Regulations, or of any law or ordinance, a duplicate summons card shall be marked across the face "Department of Sanitation" and forwarded to the Distributing Room, Manhattan.

### **Arrests for Soliciting Contributions in Public**

44. When an arrest is made or summons served for violation of Article 18, Chapter 14 of the Code of Ordinances—soliciting contributions in public, a transcript of the Arrest Record will be made on U. F. 49 and forwarded to the Police Commissioner, through official channels.

### **Unnecessary Noise (By Auto Horn)**

44a. In the preparation of form U. F. 4 and U. F. 4a cards for arrests made and summonses served for unnecessary noise by use of automobile horns, under the caption "Specific Offense," the words "By Auto Horn" will be specified.

45. Members of the Force shall arrest any and all persons observed panhandling or soliciting alms from the public in a uniform of the U. S. Navy.

### **Street Soliciting and Prostitution**

46. When arrests are made for street solicitation for the purpose of prostitution, or for acts of prostitution, the complaint against offenders will be drawn under Section 887, subdivision 4 of the Code of Criminal Procedure.

### **Arrests for Narcotic Law Violations**

47. In all cases of arrests for violation of the laws relating to narcotics, hypodermic needles, or syringes, except arrests by mem-



bers of the Narcotic Bureau, in addition to regular arrest cards (U. F. 4 and 5), a duplicate arrest card (U. F. 4) will be forwarded to the Narcotic Bureau, Detective Division, with the morning report, and a duplicate arrest card (U. F. 5) will be forwarded upon receipt of final disposition.

48. When invoicing narcotics, opium smoking paraphernalia, implements, hypodermic needles and syringes to the Property Clerk, each article will be itemized separately and in detail, and the various kinds of narcotics and the exact weight of each will be specified, except that when invoicing marihuana plants the approximate amount will be specified. One additional copy of the invoice will be prepared and forwarded to the Narcotic Bureau.

49. Where persons are arrested for any crime, desk officers will endeavor to ascertain whether or not the prisoner is a drug addict and if found to be so he will enter on the back of the arrest card the particulars, including the character of the drug used. A duplicate of the arrest cards (U. F. 4 and 5) in these cases will also be forwarded to the Narcotic Bureau (Detective Division).

#### **Arrests Made On or Affecting City Property under Jurisdiction of Board of Transportation**

49a. When an arrest is made on or affecting the property of the City of New York under the jurisdiction of the Board of Transportation by other than a member of the New York City Transit System Police, in addition to the regular arrest cards (U. F. 4 and 5), duplicate arrest cards (U. F. 4 and 5) marked across the face New York City Transit System Police will be forwarded through the Distributing Room to Commanding Officer, Board of Transportation, Room 1102, 250 Hudson Street, Manhattan.

#### **Arrests for Violation of Section 486 of the Penal Law and Section 913-a of the Code of Criminal Procedure**

50. When an arrest is made of a delinquent or neglected child or of a wayward minor, duplicate arrest card (U. F. 4) will be forwarded to the Juvenile Aid Bureau with the morning report.

51. The regular arrest cards (U. F. 4 and 5) in all of these cases will be forwarded with morning report as in all other arrest cases.

#### **Minors Who Allege They Are Wanted by Other Authorities**

52. In cases where a person or persons between the ages of 16 and 21 surrender to the Police, stating that they are wanted by other authorities, the case shall be referred to the Precinct Detective Squad before such person is recorded, so that such person may be properly interrogated and detailed facts obtained as to the crime for which he claims to be wanted or his alleged escape from an institution.

53. The detective assigned will communicate with the Bureau of Correspondence and Records for verification of such person's statements. If it is found that such person is wanted by other authorities, the Bureau of Correspondence and Records will so notify the Detective Squad concerned, whereupon the person wanted will be recorded as a prisoner. The Bureau of Correspondence and Records will also notify the authorities by whom such person is wanted.

54. If it is found that such person is not wanted by other authorities the Detective Squad shall be so notified.

55. In all such cases, the detective assigned shall notify the Juvenile Aid Bureau of the full particulars, in order that appropriate arrangements may be made for the proper custody of such person while under detention.

#### **Arrests or Seizure—Anarchistic Literature**

56. If an arrest or seizure is made in connection with the distribution of anarchistic or other unlawful literature, the desk officer will notify the Commanding Officer of the Radical Bureau, Detective Division, by telephone.

#### **Arrests—Communitistic Disturbance**

57. In all cases where arrests are made of persons on any charge in connection with a communitistic disturbance, duplicate arrest cards (U. F. 4 and 5) will be prepared, marked across the face "Alien Bur." and forwarded with morning report.

58. In all cases where persons are arrested on any charge in connection with demonstrations or disturbances alleged to involve workers of the United States Works Progress Administration, each prisoner will be carefully interrogated by the desk officer as to where employed. If the prisoner alleges to be a WPA worker, information as to WPA identification number assigned and project on which employed will be obtained. Such information will be entered in the Arrest Record and on arrest cards. Report, in duplicate, will be forwarded by the Precinct Commander with morning report to the Chief Inspector of the names and addresses of such prisoners alleging that they are WPA workers, together with their respective identification numbers, projects on which employed and full circumstances of arrest. The Chief Inspector will forward one copy of such reports received to the Administrator, United States Works Progress Administration for the City of New York.

#### **Arrests Made and Summonses Served by Special Patrolmen**

59. If an arrest is made or a summons is served by a Special Patrolman appointed by this Department, the words "Special Patrolman" will be written in ink, across the face of the Arrest or Summons Card.



**Arrests of Military Officers**

60. In all cases when an officer of the United States Army, Navy, or Marine Corps is arrested, the desk officer of the precinct in which the arrest is made will promptly notify the Office of the Chief Inspector.

61. Notification of such arrest will then be sent by the desk officer to the command to which the military officer is attached, if prisoner so desires. While any such military officer is in custody, every reasonable courtesy will be extended to him.

**Arrests of Midwives for Criminal Abortion**

62. In all cases where midwives are arrested charged with criminal abortion, their Health Department permits will be taken up. Duplicate arrest cards U. F. 4 and 5 will be prepared by desk officers, marked across the face of the cards with the words "Bureau of Policewomen." Such duplicate arrest cards together with Health Department permits will be forwarded to the Bureau of Policewomen, through the Distributing Room, Police Headquarters, Manhattan, with morning report.

63. All Health Department permits and duplicate arrest cards received at the Bureau of Policewomen as above, as well as all complaints received direct at that command, will be forwarded to the Department of Health, City of New York (through official channels), for the information of that Department.

**United States Mail Vehicles**

64. Mail automobiles in Greater New York being owned by the United States Government and operated by persons in its employ, are not required to display New York State License Plates. They are distinguished by the fact that they bear Government numbers.

65. When a member of the Force observes a violation of the Traffic Regulations or Corporation Ordinances by an operator of a United States mail vehicle in the Boroughs of Manhattan, Bronx, Brooklyn and Queens, he will without delay report it to his Commanding Officer giving the date, time, place of occurrence, name of driver, number of the mail vehicle, and the circumstances of the case. The Commanding Officer will forward report in duplicate on U. F. 49 to the Police Commissioner for transmission to the postmaster having jurisdiction.

66. In the Borough of Richmond when a member of the Force observes a violation of the Traffic Regulations or Corporation Ordinances by an operator of a United States mail vehicle, a summons will be served upon the operator, the same as upon the operator of any other automobile or vehicle similarly observed.

67. In addition to other action taken in felony or misdemeanor violations concerning the operation of a United States mail vehicle, the circumstances will be reported without delay to the commanding



officer who will forward report in duplicate, to the Police Commissioner for transmission to the postmaster having jurisdiction.

### **Disposition Record**

68. A Disposition Record will be maintained in each precinct required to maintain an Arrest Record. The Disposition Record may be a plain book (No. 2) and will be ruled and captioned as follows: arrest record serial number; name of defendant; charge; final disposition; date of final disposition; court; judge; rank, signature, shield number and command of officer reporting final disposition; signature of desk officer recording final disposition in arrest record. The captions will extend across full width of left and right hand pages of the book. Entries in the Disposition Record will be made one on a line, chronologically, as reported.

### **Reports and Dispositions**

69. Except in cases disposed of in the higher courts, to which an officer is assigned for the purpose of reporting the court dispositions, members of the Force will promptly, at the termination of their court attendance, report to the desk officer the status or disposition of the case.

70. Except in cases disposed of in the higher courts to which an officer is assigned for the purpose of reporting court dispositions, arresting officers shall, at termination of their court attendance, when a final court disposition is made on any charge against a person arrested, report in person to the desk officer of the precinct in which the arrest was made and enter in their own handwriting in the Disposition Record information called for under appropriate headings. The desk officer shall immediately enter such final disposition in the arrest record and shall enter his signature in the Disposition Record.

71. Immediately upon the termination of attendance in any court in felony cases and the following misdemeanors and offenses—unlawful entry, narcotics (peddlers—not addicts), possession of revolver or dangerous weapon, aiding escape of prisoner, burglar's tools, "jostling"—members of the Force will telephone the action taken in the court over the "disposition wire," Detective Division, Manhattan, in addition to other reports required.

72. When cases are reported as having been held for the action of the Grand Jury or for trial in the Court of Special Sessions, in New York and Bronx Counties, duplicate form U. F. 5 bearing appropriate entries of all available information pertaining to the case will be forwarded with morning report in an envelope marked "U. F. 5 for Disposition," to the Distributing Room, Manhattan Police Headquarters. The officer assigned to courts for the purpose of reporting dispositions will obtain all such forms from the Distributing Room, and after having recorded dispositions thereon, he will sign the cards with his rank, name and shield number and return them in properly addressed envelopes, through the Distributing Room, to the

respective commands from which they were originally forwarded. Upon return of forms U. F. 5, bearing dispositions, desk officers of precincts concerned will complete entries in the Arrest Record and on original Arrest Cards filed in command and will forward the original cards with morning report in the regular manner to the Bureau of Information. After all final entries have been made, duplicate forms U. F. 5, bearing signature of officer reporting disposition, will be filed in command by arrest serial number for record.

73. In cases of arrest for bond forfeiture wherein there is a charge pending in the Court of Special Sessions of New York or Bronx Counties, Court of General Sessions or Grand Jury in New York County, or the Grand Jury or County Court in Bronx County, form U. F. 5 will be forwarded as provided in paragraph 72.

74. In cases of arrest of fugitives from justice, material witnesses, violators of parole, or cases tried in the Family Court (disorderly persons), members of the Force will promptly, at termination of their court attendance, report to the desk officer the status or disposition of the case.

75. If the final disposition card (U. F. 5) has been forwarded on the principal charge, and subsequently a disposition on a less serious charge is reported, another disposition card will be forwarded, containing the additional report. Across the face of this card the word "supplementary" will be written.

76. If property taken from a prisoner bears any mark, numbers or other means of identification, the desk officer shall telephone to the Lost Property Bureau a description of the property and inquire as to whether any such property is recorded as lost or stolen. This Bureau will be continuously open.

### **Arrest of Women for Arraignment in Separate Court for Women**

77. When women are arrested in Manhattan, Bronx, Brooklyn or Queens for offenses triable in the Separate Court for Women too late for arraignment in such court, and before 1 A. M., who demand an immediate hearing, they will be arraigned in the Men's Night Court concerned.

78. Female pickets arrested in the Boroughs of Manhattan, Bronx, Brooklyn or Queens, too late to be arraigned in a day court, shall be immediately informed by the desk officer of their right to an immediate arraignment in the Men's Night Court concerned.

79. Women arrested for offenses triable in the Separate Court for Women will be taken to the nearest station-house for the detention of female prisoners for search and detention. Such prisoners arrested by members of the Force assigned to duty in plain clothes, will be sent in the custody of a patrolman from the patrol platoon

### **Prostitution Arrests**

80. When an arrest is made on a charge relating to prostitution (except felony), the arresting officer shall give the desk officer of the



precinct in which the arrest is made, all the essential points of the evidence obtained, which will be included in the details of the case in the Arrest Record. This information will not be given in the presence of the prisoner or the prisoner's counsel. The desk officer shall prepare a typewritten report on Form U. F. 43, quadruplicate. All copies shall be signed by the arresting officer who shall also sign the complaint in Court and testify regarding the arrest. The original copy shall be placed in a sealed envelope addressed to the presiding Magistrate of the Separate Court for Women, and forwarded with court returns. The duplicate copy shall be forwarded to the commanding officer of the arresting officer. The triplicate copy shall be retained as the precinct record. The quadruplicate copy shall be forwarded to the lieutenant assigned to the Separate Court for Women.

81. When an arrest is made of a person charged with operating a motor vehicle or motorcycle while in an intoxicated condition, the arresting officer, under the supervision of the desk officer, shall conduct an examination of the prisoner along the lines indicated by captions on form U. F. 127, under headings "Oral Examination" and "General Examination." A typewritten report of the result of the examination shall be prepared on form U. F. 127 (in duplicate), including information required as to pedigree of prisoner and circumstances of charge under captions provided at the head of the form. Both copies of the report shall be signed by the arresting officer and by the desk officer. The original copy shall be placed in a sealed envelope addressed to the court clerk, and forwarded with court returns, to be delivered by the court clerk to the magistrate only after his decision has been made. Duplicate copy shall be filed in command for record.

82. In the case of a person arrested charged with operating a motor vehicle or motorcycle while in an intoxicated condition, an ambulance shall not be summoned for the purpose of establishing, by means of an examination by an ambulance surgeon, the state of intoxication or sobriety of the prisoner.

### **Arrests for Counterfeiting**

83. When an arrest is made by a member of the Force for counterfeiting or passing counterfeit money, the prisoner will not be charged with violation of the State Law, but will be charged with violation of Section 37 of the United States Criminal Code and arraigned in a Federal Court.

84. All such arrests will be immediately reported to the Bureau of Telegraph for transmission to the U. S. Treasury Department, Division of Secret Service.

85. Persons arrested for violation of Section 37 of the United States Criminal Code will not be arraigned in a Federal Court until they have been interviewed by an operative of the United States Secret Service.



**Detained Prisoners**

86. Persons arrested by other authorities will be recorded as "Detained." The word "Number" will be stricken out and the letter "D" followed by the authority or command for which the prisoner is held will be entered thus: D-29; F. O. A. Only the name, occupation and address of prisoner, charge, name and address of complainant, name, shield number and command of arresting officer, will be entered.

87. U. F. 4 only, will be forwarded with morning report, by desk officer of precinct where detained, in all cases of detained prisoners, except where such prisoners are sent from one precinct or command to another within this Department, for detention.

**Identification Cards on Prisoners**

88. When any of the identification cards issued by this Department (except those issued by the Division of Licenses) are found in the possession of any person who has been arrested, such cards will be forwarded to the Police Commissioner, with a brief memorandum of the circumstances of the case.

**Material Witnesses**

89. A member of the Force in plain clothes may be permitted to accompany a material witness under detention, with the approval of the Assistant District Attorney in charge of the case, for the purpose of enabling such detained material witness to make necessary purchases. In the case of a female material witness, a male and a female member of the Force will be assigned to accompany her.

90. Except as otherwise provided, a member of the Force who has been assigned to take a material witness from place of detention to the District Attorney's Office or elsewhere, shall take him directly to his destination and return him to place of detention without making any other stop or granting any privilege to the witness.

**INFERIOR CRIMINAL COURTS ACT—SUMMONSES****Authority to Serve**

91. The Inferior Criminal Courts' Act directs the Board of City Magistrates to prepare and issue summons in blank, attested in the name of its Chief City Magistrate, to members of the Police Force and all other peace officers in the City of New York, for the purposes stated in the regulations relative thereto adopted by the Board of City Magistrates, which summons when filled in and countersigned by such officer, and served upon the person to whom addressed, shall have the same force and effect and shall be obeyed as implicitly, subject to the same penalties for disregard thereof, as if individually and directly issued by the Chief City Magistrate attesting the same.

PAGES SKIPPED

- b. If it is necessary to write on the last writing line to complete an entry, no closing line will be drawn across the page.
- c. If, after drawing a line to indicate close of an entry, only two writing lines remain on the page, the page will be closed by drawing a diagonal line from the left of the line closing the entry to the right of the last writing line.
- d. The page at the end of each day shall be closed by drawing a diagonal line across the intervening space from the left of the line closing the last entry to the right of the last writing line on the page.

### **3. The Blotter shall contain the following:**

- a. Pasted as an insert between the front cover and the blank page, a description of the boundaries of the posts in the precinct, showing relieving points, a description of the boundaries of radio motor patrol sectors in the precinct, the division of the precinct for patrol of sergeants, numbers and locations of signal boxes and booths; a four day meal time schedule; a four day schedule for signalling, showing by posts, the numerical designation of signal box or boxes located on each post, and time periods designated for signalling; and a schedule showing by number, locations of school crossings and time during which they are to be covered.

### **Undesirable Bondsmen and Undesirable Properties Index**

51. Commanding Officers of precincts concerned shall establish and maintain an accurate up-to-date card index record of undesirable bondsmen and of properties not acceptable as bail which index shall be compiled and amended in accordance with mimeographed lists issued from time to time by the Chief Inspector. This index will be kept accessible for ready reference by desk officers.

## **ARTICLE 5**

### **B L O T T E R**

1. Entries in the Blotter shall be made in the handwriting of a visiting, inspecting, commanding or desk officer. Repetition will be avoided; when a matter is covered in detail in one record, and it is necessary that notice concerning it should appear in the Blotter, reference only to the other detailed record shall be made in the Blotter.

2. Lines to indicate closing of entries and pages will be drawn as follows:

- a. Each entry in the Blotter shall be closed by drawing a line across the page above the writing line directly below the entry.
- b. A record of duty performed by each member of the command with the nature, the time, and location of duty; exception:



- (b) Has been twice so convicted of any one of such misdemeanors or offenses or convicted of any two of them, to wit:
- (c) Illegally using, carrying or possessing a pistol or other dangerous weapon;
- (d) Making or possessing burglars' instruments;
- (e) Buying or receiving stolen property;
- (f) Unlawful entry of a building;
- (g) Aiding escape from prison;
- (h) That kind of disorderly conduct defined in subdivision six of section seven hundred and twenty-two of the penal law (interferes with any person in any place by jostling against a person or unnecessarily crowding him or by placing a hand in proximity of such person's pocket, pocketbook or handbag);
- (i) Unlawfully possessing or distributing habit-forming narcotic drugs.

46. When a person arrested is charged with any of the above offenses, the desk officer shall immediately cause the fingerprints of the defendant to be taken, and shall send them to the Bureau of Criminal Identification for the purpose of ascertaining whether or not the said defendant has any criminal record. The three copies of fingerprints taken under Article 34 of this Procedure, entitled "Taking and Forwarding of Fingerprints," will be sufficient.

47. The Commanding Officer of the Bureau of Criminal Identification shall ascertain the criminal record, if any, certify to same on prescribed form, in duplicate, and forward both copies to the desk officer of the precinct in which the arrest was made, for submission to the judge, justice, magistrate or other person empowered to admit to bail.

48. The fingerprints thus taken as a condition precedent to admission to bail and all copies of such prints shall be returned to the defendant or destroyed in his presence, on demand, upon acquittal or dismissal of the charge, unless such person has previously been convicted in this state of a crime or of the offense of disorderly conduct or of being a vagrant or disorderly person or has previously been convicted elsewhere of any crime or offense which would be deemed a crime or the offense of disorderly conduct, vagrancy or being a disorderly person if committed within the state.

### **Disposition of Bail Bonds**

49. Bail bonds shall be attached to and forwarded with the court return (Form U. F. 19) which bears the name and pedigree of the defendant bailed, to the presiding Magistrate, or some one authorized by the Magistrate to receive them.

### **Preparation of Bail Bonds and Bondsmen's Affidavits**

50. Bail bonds and bondsmen's affidavits will be prepared for execution of the parties thereto by the Desk Officer.

The record of movements of the patrol wagon service kept in the Telegraph Bureau will be sufficient;

- c. The movements of those members of the Force assigned to the command performing regular tours of duty;
- d. In their own handwriting, the time at which the captain and lieutenant arrive at the station-house, the time at which they leave, and the reason.
- e. An itemized list of property coming into the possession of the command or a member of it, except such as is recorded in the Arrest Record at the time of arrest; statement of the circumstances under which it was found; the name and address of person upon whom it was found; the name and address of owner; and the disposition of it;
- f. The time a member of the Force signals for permission to leave post for personal necessity, with the location and number of the box and location of premises to be entered for such purpose and the time of return to post. In precincts where superior officers are assigned to duty at the Telephone Switchboard, these entries shall be recorded in the Telephone Switchboard Record;
- g. A record of subpoenas received for or served upon, members of the Force;
- h. A brief entry of occurrences, such as fires and damage to property (for which no form for filing has been provided), with proper reference to aided and accident cases, by serial number. Telephone notifications in connection with these cases will be made part of the entry;
- i. A text reference in the left hand margin of all entries of unusual occurrences or those requiring special attention or of special importance;
- j. An account of every member of the command in the roll-call of the squad, or platoon, to which he is attached. A member of the command, not attached to a squad or platoon, absent from duty in a precinct shall be accounted for immediately prior to midnight each day;
- k. Assignments of members of the Force to posts, or in the roll-call, one on a line in the following order:
  1. To patrol posts in numerical order of posts;
  2. To other than regular duty within command;
  3. To duty outside of command;
  4. Absent, with leave, sick, etc.;

Assignments outside of the command and cause of absence will be entered in the 4th column;

Opposite the post assignment, the numerical designation of school crossing to be covered, if any; the hour each post is vacated for meal purposes; and post assignment of the patrolman designated to cover the post vacated in conjunction with his own.

If the post is changed during tour of duty, an entry shall be made in chronological order;

- l. Delinquencies of members of the command;
- m. A record of all police business affecting the command or any member of it.
- n. The surname only of members of the Force, except that where there are two members of the same name serving in the precinct, the initials, or, if necessary, the full name, shall be entered.
- o. Complete information regarding the removal of a Department record from the command and of its return thereto.

### Abbreviations

4. The following abbreviations shall be used in making entries in the Blotter, Arrest Record, Aided and Accident Record, Summons Record, Telephone Record, Telephone Switchboard Record and Arrest and Summons Index:

Act.	Acting
Art.	Article
A. D.	Assembly District
A. C. I.	Assistant Chief Inspector
Att.	Attendant
Auto.	Automobile
Boro.	Borough
Bx.	Bronx
Bkln.	Brooklyn
B. C. I.	Bureau of Criminal Identification
B. of I.	Bureau of Information
Capt.	Captain
C. I.	Chief Inspector
Cir.	Circular
Com.	Commanding
C. O.	Commanding Officer
C. R. M. P.	Cruiser Radio Motor Patrol
Ct.	Court
Dept.	Department
D. C. I.	Deputy Chief Inspector
D. P. C.	Deputy Police Commissioner
D. I.	Deputy Inspector
Det.	Detective
D. D. O.	Detective District Office
D. D.	Detective Division
Dist.	District



ABBREVIATIONS—*Continued*

Div.	Division
E. D.	Election District
E. S. D.	Emergency Service Division
E. S. S.	Emergency Service Squad
Fowd.	Forwarded
G. O.	General Orders
G. S.	General Sessions
Insp.	Inspector
J. A. B.	Juvenile Aid Bureau
Lt.	Lieutenant
Man.	Manhattan
M. P.	Manual of Procedure
Mcy.	Motorcycle
Mt.	Mounted
M. T. M. D.	Motor Transport Maintenance Division
M. T. S.	Midtown Squad
Ntfd.	Notified
Opr.	Operator
Par.	Paragraph
Ptl.	Patrolman
P. W.	Patrol Wagon
Pla.	Platoon
P. C.	Police Commissioner
Polw.	Policewoman
Pct.	Precinct
P. D. O.	Precinct Detective Office
Q.	Queens
Q. M.	Quartermaster
Re.	Relative to
Rec.	Recorder
Rch.	Richmond
R. D.	Radio Dispatcher
R. M. P.	Radio Motor Patrol
R. R.	Rules and Regulations
S. C.	School Crossing
Sec.	Section
Sgt.	Sergeant
S. O.	Special Orders
S. S.	Special Sessions
Sqd.	Squad
Surg.	Surgeon

ABBREVIATIONS—*Continued*

T. B.	Telegraph Bureau
T. S.	Telephone Switchboard
Traf.	Traffic
T. T. O.	Telephone Typewriter Order
Vac.	Vacation
V. T. L.	Vehicle and Traffic Law
Vio.	Violation
V. C. O.	Violation of Corporation Ordinance
W. L.	With Leave

**ARTICLE 6****CHARGES AND SPECIFICATIONS**

1. When charges are preferred against a member of the Force they will be prepared in quadruplicate on Form R. & F. B. 19 and will be numbered serially. Three copies of the charges will be then promptly forwarded to the Division Office, and the quadruplicate copy filed in the Command.

2. Each Commanding Officer shall consult the Special Orders, as issued, and upon the appearance therein of disposition of the charges, the Special Orders number, series and disposition will be entered upon the quadruplicate filed copy.

3. If in the opinion of the Division Inspector, a charge for any of the derelictions mentioned below should be disposed of as a minor dereliction, he will forward the original to Manhattan Police Headquarters with an endorsement to that effect, and will return the duplicate and triplicate copies, similarly endorsed, to the Command in which the charges originated. When charges are recommended by the Division Inspector for trial, the original with the duplicate and triplicate copies of the charges, properly endorsed, will be forwarded to Manhattan Headquarters.

Absence from inspection of uniforms.

Absence from reserve for less than one hour.

Conversation; less than six minutes.

Failure to report damage to Department vehicles.

Late at Court or Grand Jury.

Failure to appear in proper or neat uniform.

Failure to examine doors and windows.

Failure to give name or number upon inquiry for same.

Failure to make entry in memorandum book.

- Failure to pass inspection at any roll-call.
- Failure to report change of residence or social condition.
- Failure to properly salute superior officer.
- Failure to report violation of Sanitary Code or Corporation Ordinance.
- Late at roll-call ; less than thirty minutes.
- Loitering, improper patrolling or improper signalling.
- Loss of service revolver or Department property, except shield.
- Keeping seat in car, in uniform, to exclusion of paid passenger.
- Off relieving point.

4. The above list is not to be regarded as limiting the charges on which Division Inspectors may recommend disposition under Paragraph 3.

5. For the purpose of maintaining a delinquency record for the guidance of the Division commander in determining recommendations on charges, a "Patrolman's Delinquency Record" (U. F. 42), is established. This file will obviate the necessity of retaining in the Division Office a copy of charges not originating therein. On the card will be transcribed a brief digest of formal charges or civilian's complaints made against each patrolman in the Division. When charges are forwarded for Trial, the Patrolman's Delinquency Record for the preceding twelve months will be made on this form and attached to the charges. When a patrolman is transferred from a Division his Delinquency Record card will be forwarded to the Division office of the command to which he has been transferred.

## ARTICLE 7

### COMMUNICATIONS, OFFICIAL

1. The Police Commissioner will transact departmental business only through the Chief Inspector ; the Chief Inspector, in turn, with the Commanding Officers of Boroughs ; they, in turn, with the Commanding Officers of Divisions ; the Commanding Officers of Divisions, with the Commanding Officers of precincts.

2. After a communication is investigated and reported upon by the Commanding Officer of the last unit concerned, it will be returned, through official channels, to the Police Commissioner.

3. Form U. F. 49, will be used for all official communications, except where printed forms are provided for special reports. A margin of one inch will be left clear at the left, bottom and right of each page. When more than one sheet is required additional sheets (U. F. 50) without heading will be used and all sheets except the first will be numbered consecutively midway about one-half inch from the top, the



second being numbered 2, the third 3, etc. The communication will be written on only one side of the paper, but endorsements will be continued on the reverse side whenever necessary.

4. Any report made on an official communication bearing a serial number of the office in which it originates, or through which it is transmitted will have such serial number entered thereon.

Report under	<b>POLICE DEPARTMENT</b>	S. 685102
		C. I. 4140
G. O.	CITY OF NEW YORK	D.C.I. 2000
		D. 500

DATE.....

From:.....

To:.....

Subject: REVISION OF ORDERS.

5. Where reports are submitted in compliance with any regulation or order of this Department, the specific regulation or order number will be designated under the heading "Report Under" on upper left corner of first sheet, and no further reference will be made thereto in the body of the communication.

6. When the writer is a commanding officer, the words "Commanding Officer" and his command will be entered opposite the word "From." In all other cases the rank, full name, shield number, if any, and command will be entered.

7. Opposite the word "To" will be entered the official title of the person to whom the communication is addressed. No names will be used in this connection.

8. Directly following the official title of the addressee, the manner of transmittal will be entered in parentheses as (Through Official Channels) or (Direct) as may be required.

9. The subject of the communication will be recorded in capital letters and will be as brief and concise as possible.

10. All official reports, statements, memoranda of accidents, and the like, will, as far as practicable, conform to the following queries, in consecutive order:

- |           |          |         |
|-----------|----------|---------|
| 1. WHEN?  | 3. WHO?  | 5. HOW? |
| 2. WHERE? | 4. WHAT? | 6. WHY? |

All members of the Department will memorize these queries in the order in which they appear, and in the preparation of reports, memoranda, etc., there should be a complete answer to each query in orderly form.

11. Official police correspondence will be plain and concise; statements will be made in such terms that they cannot be mistaken. Communications will be single spaced and when necessary divided into paragraphs, numbered consecutively, with a double space between

paragraphs. The first line of each paragraph, including the paragraph number, will be indented about one-half inch. Each paragraph will deal with only one phase of the general subject and all unnecessary introductory or explanatory paragraphs will be avoided. All ceremonial forms such as "Sir," "I have the honor," "Respectfully Recommended," "Respectfully," etc., will be omitted.

12. When a member of the Force is mentioned by name for the first time in the body of the communication, his rank, full name, shield number, if any, and command will be given; if mentioned thereafter in the same communication, only his rank and surname will appear.

### **Endorsements**

13. Complaints of violations of law, misconduct of members of the force and other matters referred for investigation, will be forwarded by the Police Commissioner to the Chief Inspector who, in turn, will forward them by endorsement to the Deputy Chief Inspector of the borough concerned who will have necessary investigation made and appropriate police action taken.

14. The result of the investigation will be reported to the Chief Inspector by the Deputy Chief Inspector by endorsement; the reports of subordinates will be filed in the office of the Deputy Chief Inspector.

15. The following are sample endorsements that should be used by Deputy Chief Inspectors in returning communications regarding complaints as above:

(A) "Matter investigated. Arrest (or no) made for (specific charge) by members of (specific unit). Conditions suppressed. Writer was (or not) interviewed."

(B) "Matter investigated. No arrests made for the reason that no evidence could be obtained. Continued surveillance will be given. Writer was (or not) interviewed."

(C) "Matter investigated. No arrests were made for the reason that the condition complained of did not exist, or that the premises complained of could not be located."

(D) Whenever premises investigated differ from that given in the communication or on the brief sheet as to the exact location, note to this effect will be made.

16. The writing width of endorsement will be the same as that of the communication. The first endorsement will begin about one-half inch below the rank after the signature of the writer of the communication and succeeding endorsements will follow one another serially with a space of about one-half inch between endorsements. The serial number of the endorsement followed by the word "ENDORSEMENT" will be placed midway between the left and right margins. Beginning at the left margin, double typewriter space below the serial number of the endorsement, the designation of the office or command at which the endorsement is written, the official designation of the person to whom the endorsement is addressed, and the date, following

each other in the order named, will be written in one or more lines, the full width of the endorsement. The body of the endorsement will begin directly after the date. It will be written single spaced and paragraphed when necessary.

17. Additional endorsements, after one side of the sheet has been filled, will be written on the reverse side, the sheet being so turned as to bring the first endorsement on the reverse side opposite the last endorsement on the face of the communication.

### **Folding**

18. Official communications on U. F. 49 will be folded in three equal folds parallel with the writing; the top fold will be folded toward the back of the letter and the lower fold over the face of the letter so that the entire superscription will show without unfolding the communication.

19. Inspectors will see that all official communications from commands within their division are prepared in accordance with this order.

### **Delivery of Surgeons' Reports**

20. Commanding Officers of precincts in which police surgeons reside will make arrangements for the surgeons to leave their reports in a box, or otherwise, so that they can be collected or to name a time at which the patrolman on post can call for the same.

21. Schedule showing arrangements made will be posted on the bulletin board for the information of the patrol force.

22. These reports will be collected by the patrolman on post on tour from 4 p. m. to 12 midnight, and delivered at the desk at the termination of his tour of duty. These reports will then be forwarded with the morning report.

### **Pawnbrokers' Reports**

23. In all precincts where pawnbrokers and second-hand dealers deliver envelopes containing card records of pledges and purchases, for transmission to Headquarters, the date, time of receipt, and the name of the receiving officer shall be marked on the envelope.

### **Mail Delivery**

24. All morning reports, cards, or other papers that are intended for delivery at Police Headquarters, Manhattan, will be sorted in the Division and District Offices, grouped together by the subjects to which they refer, duplicate or triplicate copies pinned together, and placed in the division and district mail bag.

25. All Divisions will deliver their mail to the Distributing Room, Manhattan Police Headquarters, not later than 9 a. m., daily, except Sundays and holidays. On Sundays and holidays, Forms U. F. 4, 4A, 5, 5A and 6 will be delivered to the Information Bureau, Manhattan Headquarters, not later than 10:30 a. m.



## ARTICLE 8

### COMPLAINTS

#### **Complaint File (U. F. 60 and 61)**

1. A Complaint File will be maintained in each Precinct which is required to maintain an Arrest Record, in the Lost Property Bureau and Missing Persons Bureau. It will contain a record of all complaints and reports of crimes or offenses, lost property, missing persons and unidentified dead human bodies found in a public place, or in a hotel, lodging house or furnished room house, or under suspicious circumstances or when requiring attention of other officials (except complaints of violation of law relating to public morals, gambling, intoxicating liquors and State Alcoholic Beverage Control Law, which will be accounted for on form U. F. 45).

2. Each complaint received from any source, except as otherwise provided in this Article, will be entered on the Complaint File in the chronological order of its receipt by the officer on desk duty and given a serial number beginning with No. 1 on January 1st of each year.

3. Form U. F. 60 will be the chronological record and will be filed at the head of the cabinet. Cards will be numbered in the upper right hand corner, beginning with No. 1, and ten complaints will be recorded on each card. All entries will be made in ink.

4. Form U. F. 61 will be the detailed record of the complaint. The manner in which the complaint was received will be indicated by letter in parentheses after the surname of the complainant, thus: (P) in person; (T) by telephone; (M) by mail; (O. C.) through official channels; (P. U.) pick-up case; (T. 1st Pct.) by telephone from 1st Precinct.

5. The preliminary entries will be made by the desk officer. If the complaint is referred to the precinct detective office the U. F. 61 will be forwarded to that office without unnecessary delay, where the Detective Division serial number, classification, and name of detective assigned will be entered and receipt acknowledged by signature, and the card returned to the precinct desk not later than A. M. the following day.

6. Complaints received of property lost will be entered on the Complaint File and telephoned to the Lost Property Bureau for record, and then referred to the precinct detective office for attention.

7. If the complaint is one that should receive the attention of the Borough or Division office, the facts will be transmitted by telephone as soon as possible.

8. Complaints reported at a Borough or Division office, that in the judgment of the Commanding Officer should be investigated from that office, may be held ten days before being forwarded to the command affected.

9. Three copies of Form D. D. 13 will be prepared in the detective squad office in the case of persons reported missing and referred to

that office. The original and one carbon copy will be forwarded through the detective district office to the Correspondence and Records Bureau with the morning reports. The remaining copy will be the detective squad record of the case and will be filed according to its serial number. If a detective is present, he will telephone a complete description to the Telegraph Bureau. If a detective is not present, the desk officer will prepare one copy of Form D. D. 13, which will be forwarded to the detective squad office with the U. F. 61, and telephone the description secured to the Telegraph Bureau. Under no circumstances will a person reporting a condition of this kind be directed to the Missing Persons or Information Bureaus. No reports will be accepted of persons missing whose residence was outside of New York City. The person reporting same will be advised to have the police authorities of the locality where the missing person resides communicate officially with this Department.

10. The detective or desk officer receiving a complaint of a missing person will, in addition to the information called for by Form D. D. 13, ascertain the floor, whether front or rear apartment or the apartment number of the complainant or person interested, and will enter such information on Form D. D. 13, as part of the address.

11. Alarms for missing persons will be promulgated from the Missing Persons Bureau.

12. Cases originating at the Missing Persons Bureau will be telephoned to the command affected, from which the Detective Division serial number and name of detective assigned will be obtained, and where they will be handled as though reported direct to that command; except that Form D. D. 13 will be prepared in triplicate in the Missing Persons Bureau, one copy of which will be forwarded to the detective squad office through the commanding officer of the Detective Division.

13. Complaints received relating to crimes or offenses in another command will not be given a serial number and will be entered on U. F. 61 only. The condition complained of will be telephoned to the command affected, where it will be treated as though reported direct to that command. The U. F. 61 will be filed under "Complaints Affecting Other Commands," and will show after "Referred to," the command affected, and under "Receipts Acknowledged," the name of the officer receiving same. If the complaint is a written one, anonymous or otherwise, in addition to the above action, the original communication will be forwarded to the command concerned.

14. In misdemeanor cases (except where property is involved that might be located through the Lost Property Bureau), where the perpetrator is known, the complainant will be referred to the court having jurisdiction. This disposition will be recorded on the U. F. 61 following the details of the complaint. Where the perpetrator is not known, and in the exception noted above, the complaint will be referred to the detective squad office. Thefts of bread, bottles of milk, and similar articles of little value, which have been left on

stoops or other unsafe places, will not be referred to the detective squad office, but will be entered on the Complaint File and handled by the Uniformed Force.

15. Complaints of offenses which should be corrected by the service of summons (such as violations of the Corporation Ordinances, Sanitary Code, etc.), will be referred to a sergeant, who will report the result of the police action on the U. F. 61, following the details of the complaint.

16. Petty violations by minors will not be entered in the Complaint File, but will be referred to the Uniformed Force on patrol for proper police action.

17. A precinct record of persons wanted for crimes in other cities, deserters, and similar matters not affecting a precinct will not be kept. These cases will be referred to the squad detectives where they will be handled as communications.

18. Complaints made by citizens concerning the conduct of members of the Department will not be entered on the Complaint File. The complaint will be entered in the Blotter, and report will be forwarded on U. F. 49, in accordance with the Rules and Regulations.

19. If a complaint is received of lost or stolen property, and the complainant does not know definitely where the loss or theft occurred, the place of occurrence will be considered as the place at which the complainant first noticed that the property was missing.

20. For the purpose of completing the records, whenever a case is closed, with arrest, or otherwise disposed of, the precinct commander will be notified without unnecessary delay by Commanding Officer of command to which complaint was sent.

21. Complaints of conditions or occurrences on docks will be considered as complaints affecting the precinct in which the docks are located.

22. Complaints received at the following precincts requiring the attention of a detective will be telephoned to Detectives of the Squads indicated:

PRECINCTS		DETECTIVE SQUADS
Traffic L	Brooklyn Bridge, Brooklyn side	84th
Traffic L	Brooklyn Bridge, Manhattan side	3d
Traffic L	Manhattan Bridge, Brooklyn side	84th
Traffic L	Manhattan Bridge, Manhattan side	5th
Traffic L	Williamsburg Bridge, Brooklyn side	92d
Traffic L	Williamsburg Bridge, Manhattan side	7th
Traffic N	Queensborough Bridge, Queens side	108th
Traffic N	Queensborough Bridge, Manhattan side	19th
Traffic N	Triborough Bridge, Manhattan side, Randall's Island and Ward's Island	25th
Traffic N	Triborough Bridge, Bronx side	40th
Traffic N	Triborough Bridge, Queens side	114th

Center of bridges will be dividing lines,



except that on the Triborough Bridge the dividing line between Manhattan and Queens will be midway between Ward's Island and the Queens mainland; and between Manhattan and the Bronx, the dividing line will be the middle of the Bronx Kills.

22d	Central Park	19th
74th	Prospect Park	72d
Grand Central Parkway Precinct (Queens)		103d
Grand Central Parkway Precinct (Brooklyn)		75th

23. When the above complaints have been closed, with results or otherwise, the Commanding Officer of the Squad Detectives will notify the precincts concerned.

24. Complaints of crimes, other than homicides, occurring on boats tied to docks or bulkheads or on boats afloat on the navigable waters within the boundaries of Greater New York will be referred to the Harbor Precinct, where they will be carried as complaints occurring within that precinct. Complaints of homicides occurring on boats tied to docks or bulkheads or on boats afloat on the navigable waters within the boundaries of Greater New York or complaints relative to dead human bodies found in the navigable waters within the boundaries of Greater New York which require investigation by the Detective Division, will be referred to the Homicide Squad of the borough concerned and will be carried in the precinct bordering on the waters where such dead human bodies are found.

25. In all cases where property is recovered by any member of the Department, not in connection with an arrest, and subsequent investigation in relation thereto discloses that a crime has been committed, the fact will be entered on the Complaint File and, if necessary, transmitted to any other command affected.

26. The U. F. 61 will be filed under the following classifications, each classification being divided into "Closed" and "Active" cases:

Assault (Felony)	Missing Persons and Unidentified
Assault (Misdemeanor)	Dead
Burglary	Narcotics
Corporation Ordinances	Robbery
Homicide	Sabbath Law
Health Law	Traffic Violations
Juvenile Delinquency	Weapons, Concealed
Larceny (Grand)	Miscellaneous Felonies
Larceny (Petit)	Miscellaneous Misdemeanors
Lost Property	Investigations

**"Pick-up" Cases**

27. Pick-up cases will be entered on the Complaint File when they come within the following classifications:

Felonies

Narcotics

Larceny (Petit)

Weapons, Concealed

28. A pick-up case is one in which an arrest is made or property recovered in connection with an offense not previously reported, for example: the arrest of a man while committing a burglary or robbery; the arrest of a man with stolen property, the loss of which had not yet been either reported or discovered.

29. If the offense was committed in another precinct, the complaint and facts of arrest will be telephoned to the command concerned, where the necessary entries will be made on the Complaint File only.

**Criminal Abortions by Midwives**

30. In all complaints of alleged criminal abortion by midwives reported at any command, desk offices will prepare duplicate U. F. 61, across the face of which will be marked the words "Bureau of Policewomen," and forward same through official channels to Police Headquarters, Manhattan, with morning report.

31. All such complaints received at the Bureau of Policewomen, as well as all complaints of this nature received direct at that command, will be forwarded to the Department of Health, City of New York, for the information of that department.

**Narcotics**

32. To insure complete cooperation in the enforcement of the law regarding the handling of Narcotics, members of the Force having information relative to such cases or persons or places under suspicion, will, where the circumstances do not require immediate action, notify their Commanding Officers, who in turn will forward such information on U. F. 49 to the Commanding Officer, Detective Division.

33. All complaints received in Divisions and precincts on narcotics will be entered on complaint file Forms U. F. 60 and 61. Duplicate copy of Form U. F. 61 will be forwarded in envelope addressed "Commanding Officer, Detective Division," with morning report; notation of time and date will be made at time of forwarding.

**Immoral Plays and Exhibitions**

34. In every case where a complaint or information is received regarding the operation of an immoral play or exhibition in violation of Section 1140a of the Penal Law at a regular performance in premises licensed as a theater or cabaret, before definite Police action is taken, the commanding officer concerned shall consult with the

Second Deputy Police Commissioner as to the mode of procedure to be followed. Before ordering Court action in such cases, the Second Deputy Police Commissioner will obtain the approval of the Police Commissioner. The above procedure will only apply in the case of regular performances in theaters and cabarets. It will not apply to indecent performances at affairs commonly known as "smokers" or "stags."

### **Children and Wayward Minors**

35. In all complaints reported at any command, received from any source, relative to:

- a. Delinquent children.
- b. Neglected children.
- c. Wayward minors.
- d. Children under 16 years of age, subjects of crimes or witnesses to the commission thereof—

in connection with which no arrest has been made, Commanding Officers will submit a report of all the particulars, on Form J. A. B. 2, to the Juvenile Aid Bureau with the morning report.

### **Complaints received at the Telegraph Bureau**

36. Whenever any person desiring to register a complaint or to report a condition requiring police attention calls the Telegraph Bureau of any borough, by telephone, the operator receiving the call shall courteously obtain the particulars of the report or complaint and advise the complainant that the matter will be referred for immediate attention.

37. Each such complaint or report received at the Telegraph Bureau of any borough shall be recorded on form T. B. 10, and shall be given a borough Telegraph Bureau serial number, beginning with number one on January 1st of each year.

38. The condition reported or complained of shall be immediately telephoned to the command affected, where it will be treated as though reported direct to that command.

39. All reports on form T. B. 10 shall be filed by serial number in the Telegraph Bureau of the borough.

40. The Acting Captain, or operator in charge, in the operating room of the Telegraph Bureau of each borough shall supervise the handling of complaints and reports received from the public relating to matters requiring police attention and shall be responsible for the strict compliance with this procedure.

### **Complaints received from Health Department**

41. Whenever information is received from the Health Department pertaining to prostitution, commanding officer of the investigating command will forward a report of result of investigation made, on form U. F. 49, in duplicate, through official channels, to



PAGES SKIPPED

within such premises, and that metal self-closing rubbish receptacles, buckets filled with sand, and "No Smoking" signs are properly provided and placed therein. They will also have sand sprinkled about the floor of such places to absorb waste oil or gasoline, and see that oils spilled on the floors of such places are removed by sponging or swabbing.

53. Operators and gasoline dispensers will make certain that gasoline is dispensed into fuel tanks of Department motor equipment only when the ignition of said motor equipment is turned off, and that the nozzle of the hose is properly controlled and no overflow of gasoline permitted.

54. In dispensing gasoline, oil or grease, the dispenser or the person receiving same shall enter on form Q. D. 74 under "Machine," the manufacturer's name and the Police Department serial number of the machine.

### **Loss of Police Shield**

55. A member of the Force shall immediately report the loss of his shield to his Commanding Officer, together with a statement of the circumstances attending such loss. The Commanding Officer, shall, in addition to other action to be taken, prepare a report on form U. F. 49, addressed to the Fifth Deputy Commissioner (direct) giving full particulars, the result of his investigation and requesting that a new shield be issued to the member of the Force concerned. This report shall be given to such member of the Force for personal delivery at the Office of the Fifth Deputy Commissioner.

## **ARTICLE 12**

### **DETECTIVE DIVISION**

1. A detective unit will be maintained under the title Detective Bureau, with offices in Police Headquarters, Manhattan, under a Commanding Officer so assigned by the Police Commissioner.

2. The Detective Division will be divided into the following branches:

- Central Office
- Borough Detective Bureaus
- Detective Districts
- Detective Squads

3. Central Office with offices in Headquarters, Manhattan, is subdivided into:

- Prevention Bureau
- Bureau of Criminal Information
- Main Office Squads

- Staff
- Missing Persons Bureau
- Narcotic Bureau
- Pickpocket and Confidence Squad
- Automobile Squad
- Safe, Loft and Truck Squad
- Criminal Alien Investigation Bureau
- Ballistics Bureau
- Bomb Squad
- Forgery Squad

- Statistical and Criminal Identification Bureau
- Correspondence and Records Bureau
- Criminal Identification Bureau
- Lost Property Bureau
- Bureau of Information

4. The Borough Detective Bureau shall be under a Commanding Officer so assigned by the Police Commissioner, who will be responsible to the Commanding Officer, Detective Division, and will have command and immediate supervision of detective officers within the borough.

5. Detective Districts shall be co-extensive with the same numerically designated Divisions.

6. Detective Squads shall be co-extensive with the same numerically designated patrol precincts.

7. Main office, consisting of:

- Office force (Commanding Officer)
- Main Desk (Detective Division)

8. A desk officer shall be on duty at all times at the main desk. There shall be maintained in this office a:

- Blotter
- Record of arrests by detectives
- Diary
- Morning Report (U. F. 2) file
- Telephone Record
- Telephone Typewriter Record
- Arrest Index
- Receipt Record
- Force Record (U. F. 10) file for the entire Division
- General and Special Orders and Circulars
- Warrant Record

a. The Blotter shall contain a record of absentees of the entire Division, members of the Division leaving the city, recapitulation of Force of entire Division for morning report, record of persons bailed, prisoners aided in cells, and activities of superior officer assigned in charge of office of Assistant Chief Inspector from 8 P.M. to 8 A.M.



- b. The Record of Arrests by Detectives shall contain a chronological record of all arrests made by all members of the Detective Division, under the following headings:

Pct. No. & Serial	Complaint No.	Prisoner's Name	Address	Age	Crime	Officer	Shield No.	Command
-------------------------	------------------	--------------------	---------	-----	-------	---------	---------------	---------

- c. Under "Pct. No. & Serial" arrests entered in this record will show precinct in which arrest was made and will be numbered beginning with number one on the first of each year, for the purpose of showing the number of arrests made during any part of each year by the members of the Division. In the column "Complaint Number" will be entered the squad complaint number. In the column "Command" will be entered the number or name of command to which the arresting officer is attached.
- d. The Warrant Record shall contain a record of all warrants received in the Central Office, Manhattan, to whom they have been assigned and date of return.

### STATISTICAL AND CRIMINAL IDENTIFICATION BUREAU

9. The Correspondence and Records Bureau will be open at all times.
- a. Out of town correspondence will be referred to Detective Borough Office concerned, Criminal Identification Bureau, Missing Persons Bureau or Prevention Bureau for investigation and report, when necessary. When investigation is complete the communication will be returned with report, to this Bureau. Investigation should be complete within five days. If not, report on Form U. F. 49 shall be forwarded stating reason for delay and giving approximate time when report will be complete. This Bureau will prepare from the reports received suitable reply to such correspondence, which will be signed only by the Chief Inspector or Acting Chief Inspector.
- b. The file in the Correspondence and Records Bureau containing the names of persons wanted by the Police or reported missing will be accessible at all times to the lieutenant on duty in the Main Office, Detective Division, when the Correspondence and Records Bureau is closed.

### CRIMINAL IDENTIFICATION BUREAU

10. The Criminal Identification Bureau shall be open at all times.

### BUREAU OF BALLISTICS

11. The Bureau will be continuously open and experts will be available for duty at all hours.

- a. The personnel of the Bureau of Ballistics will be specially trained members of the Department and such equipment will be maintained as to enable scientific examination of firearms, shells and projectiles, powder marks, burns or stains on clothing or other articles, and the development of clues found at the scenes of crimes to determine the kind of weapons used and the particular firearm from which a bullet might have been discharged.
- b. The Telegraph Bureau shall immediately notify the Bureau of Ballistics of all serious crimes of violence in which firearms were used. Upon receiving such notification, experts from the Bureau shall immediately report at the place of occurrence of such crimes and shall be responsible for the examination and safekeeping of articles taken in charge by the Police and for the scientific development of evidence.
- c. In every case in which a firearm which was unlawfully possessed or which was used in the commission of a crime comes into the possession of a member of the Force such firearm shall be forwarded to the Bureau of Ballistics between 9 A.M. and 5 P.M. for examination and test. When circumstances make the sending of a firearm between these hours impractical it may be forwarded at any other hour of the day or night. In all cases examination and test of a firearm delivered to the Bureau of Ballistics will be immediately made, whereupon the firearm will be returned to the officer delivering it.
- d. At the scene of a crime or investigation, no member of the Force other than the detective assigned to the case will disturb any firearm, cartridge, shell or slug which he might find. The attention of the detective assigned will be called to all such articles and he will assume full responsibility for the proper handling thereof.
- e. The detective assigned to the Ballistics Bureau, upon arrival at the scene of a crime or investigation, shall examine firearms in the presence of the Homicide Squad or Precinct Squad detective assigned to the case, noting the numbers, make, calibre, model and identification marks. Such Homicide Squad or Precinct Squad detective shall submit report of such examination on form D. D. 4 or 5.

## BUREAU OF INFORMATION

12. The Bureau of Information shall be open at all times.
  - a. Forms U. F. 4, 4-A, 5, 5-A and 6 will be delivered at the Bureau of Information by the Distributing Room of the Chief Inspector's Office at 9 A.M. daily, and not later than 10:30 A.M. on Sundays and holidays.
  - b. Telephone messages from the Telegraph Bureau on Form T. B. 2 of all persons aided or injured, not at residence, fires

and unusual occurrences will be delivered to the Bureau of Information where they will be kept for twenty-four hours for reference and returned to Telegraph Bureau.

### **LOST PROPERTY BUREAU**

13. The Lost Property Bureau will be continuously open.
  - a. Forms U. F. 66 (Owners Wanted) will be made out in precincts and delivered daily by the Chief Inspector's distributing room.
  - b. Reports of articles received in pawn or pledge by pawnbrokers and reports from second-hand dealers will be delivered by the Chief Inspector's distributing room daily, except Sundays and holidays.

### **MISSING PERSONS BUREAU**

14. The Missing Persons Bureau shall be open at all times.
  - a. The commanding officer of the Missing Persons Bureau shall be responsible that a daily investigation is made at each of the City Mortuaries for the purpose of determining the identity of all unidentified dead human bodies deposited therein.

#### **15. Missing Persons Reports (Form D. D. 13)**

- a. The original and one copy will be forwarded through Detective District Office to the Correspondence and Records Bureau where they will be forwarded to Missing Persons Bureau for signature of Detective assigned to case and serial number noted. The duplicate shall be filed in Missing Persons Bureau and original returned to Correspondence and Records Bureau for statistical purposes and file.

- b. Where investigation subsequently develops that a person reported missing has been Kidnapped, a D. D. 4 will be forwarded by the Squad Detective assigned to the original Missing Person Case and be given a new serial number. Where the kidnapping occurs in a squad other than where person was reported missing, the squad where such kidnapping occurred will forward D. D. 4.

- c. In Brooklyn an extra copy will be made and forwarded to the Brooklyn Detective Bureau.

- d. When the missing person is found or located, the Missing Persons Bureau will be notified by telephone at once. No supplemental report will be forwarded.

16. The Missing Persons Bureau and squad detective forces will without unnecessary delay, notify each other by telephone when persons reported missing have been located by their respective commands.

17. The assignment of a detective in a squad will not in any way affect the investigation required of the detectives in the Missing Persons Bureau, which will be as promptly and thoroughly made as though the report was received direct at that office.



**18. NARCOTIC BUREAU**

a. The Narcotic Bureau is maintained for the purpose of enforcement of the law regarding the illicit traffic in narcotics.

b. This Bureau shall be open from 9 A.M. until midnight, daily, with detectives on duty.

**19. BOMB SQUAD**

a. The personnel of this Squad will be members of the Force specially trained in the handling of bombs, explosives, suspicious packages, etc., and the development of clues found at scenes of crimes to determine types of bombs and explosive ingredients.

b. Members of the Bomb Squad shall be responsible for the proper handling of all such evidence and for its prompt delivery to the Technical Research Laboratory, Police Academy.

c. The office of this Squad shall be open at all times.

**19a. FORGERY SQUAD**

The Forgery Squad is maintained for the purpose of enforcement of the laws regarding forgeries, and for the examination of criminal writings including those involved in the crimes of blackmail, extortion, threatening letters, kidnapping, libel, and forgery.

**20. BUREAU OF CRIMINAL INFORMATION**

a. The offices of this Bureau will be located at Police Headquarters, Manhattan, and will be open at all hours.

b. The purpose of this Bureau is to provide for:

- (1) The recording of the history and activities of all persons who are engaged in or who might engage in criminal activities.
- (2) The proper handling and distribution to commands affected of such information coming into the possession of any member of the Force.

c. When information comes into the possession of a member of the Force regarding conditions conducive to crime or to the activities of criminals or criminal suspects, such information will be transmitted direct to the Commanding Officer of the Bureau of Criminal Information in any of the following ways:

- (1) By telephone (Criminal Information wire) Police Headquarters, Manhattan.
- (2) By private telephone (BARclay 7-4593).
- (3) By written communication.
- (4) In person.

d. The establishment of this Bureau, which will be a clearing house for the distribution of criminal information to proper officials, should be productive of tremendous and far reaching results in the apprehension of criminals and the suppression of crime, and the

Police Commissioner desires to take this means of carrying to the entire Force of this Department, the positive and absolute assurance that:

- (1) The information thus obtained will be treated as strictly confidential.
- (2) Proper acknowledgment will be made to the informant.
- (3) Where the information is of value, the informant will receive just and immediate DEPARTMENTAL RECOGNITION OR AN INCREASE IN SALARY.

e. *Proper notation of the fact that valuable information has been given will be entered upon the personal record of the individual, and cognizance will be taken of such service if disciplinary action is at any time taken against such member.*

f. Commanding Officers of all branches of the service will impress upon their subordinates the importance of being alert and reporting any information which they believe might be helpful, and encourage them in every way to cooperate to the fullest extent with the Bureau of Criminal Information.

## 21. BOROUGH MOTOR VEHICLE HOMICIDE SQUADS

1. A Motor Vehicle Homicide Squad is maintained within each borough except Richmond.

2. It shall be the duty of members of the Motor Vehicle Homicide Squads to examine the brakes and mechanism of all motor vehicles concerned in accidents wherein any person or persons are killed or seriously injured, to assist in the investigation, note the physical condition of street, search for evidence, obtain names and addresses of witnesses and assist in the presentation of evidence in court in connection with such cases. An injury shall be considered serious when it falls within the definition contained in Subdivision b, Paragraph 23, Article 1 of this Manual.

3. Desk officers concerned shall immediately notify the Telegraph Bureau of their Borough of all such cases occurring within their precincts.

4. The Telegraph Bureau shall immediately, upon receipt of such notification, transmit it to the borough Motor Vehicle Homicide Squad.

5. When a person confined in a hospital as the result of injuries received in a motor vehicle accident dies, the desk officer shall notify the precinct squad detectives and the Motor Vehicle Homicide Squad concerned.

6. In all motor vehicle accident cases wherein a person is killed or seriously injured, each motor vehicle concerned with its operator shall be detained at the scene of the accident pending the arrival of a member of the borough Motor Vehicle Homicide Squad. In cases in which the operator has been arrested and is detained at the station-house prior to the arrival of a member of the Motor Vehicle Homicide

Squad of the borough, the prisoner shall, upon request of a member of the Motor Vehicle Homicide Squad, be released in his custody for the purpose of testing the brakes of the vehicle concerned and taking measurements at the scene of the accident in the presence of the prisoner.

7. Each motor vehicle concerned in such accidents shall be kept in the identical position in which it was found and no test of its brakes or mechanism shall be made before the arrival of a member of the borough Motor Vehicle Homicide Squad, and then only by his direction and under his supervision, nor shall any repairs or adjustments be made to any such motor vehicle except as authorized by the Commanding Officer of the Motor Vehicle Homicide Squad, except that when such motor vehicle or vehicles impede the free movement of vehicular traffic they may be moved a sufficient distance from the scene of the accident to relieve traffic congestion. Prior to such removal, however, chalk marks shall be made on the pavement or other means shall be used to show the exact location of the vehicle or vehicles concerned in the accident and of any skid marks made by the vehicle or vehicles involved. Such markings shall be safeguarded insofar as is practicable until the arrival of a member of the Motor Vehicle Homicide Squad.

8. Whenever a motor vehicle concerned in such an accident is loaded with current newspapers or other perishable produce the Desk Officer of the Precinct in which the accident occurred shall forthwith assign a competent brake tester from the Force of his Command to test the vehicle's brakes. Upon completion of the test the owner of the vehicle or his representative shall be permitted to transfer the load from the vehicle involved in the accident to another vehicle so that delivery of newspapers or other produce shall not be unnecessarily delayed. It shall be sufficient to detain the empty vehicle and its operator at the scene pending the arrival of a member of the Motor Vehicle Homicide Squad.

9. Whenever a member of a Motor Vehicle Homicide Squad has made an inspection of a motor vehicle concerned in an accident wherein a person is killed or seriously injured and subsequently an arrest is made in connection with such accident, the member of the Force making the arrest shall obtain a subpoena for the member of the Motor Vehicle Homicide Squad who made such inspection in order that the latter may testify in connection therewith and shall obtain a renewal of said subpoena for each and every court hearing until the case is finally disposed of.

10. The member of a Motor Vehicle Homicide Squad who makes an inspection of any motor vehicle concerned in an accident shall forthwith report the result of such inspection to the desk officer of the precinct in which the accident occurred. The desk officer shall enter such report in the Blotter together with the rank, name, shield number and command of the reporting officer, being particular to record the mechanical condition of such motor vehicle as disclosed by such inspection.



quently with a master decelerometer, the accuracy of which has been certified by the United States Bureau of Standards. The master decelerometer shall be used only for the purpose of checking the accuracy of service decelerometers.

20. Ordinarily, the decelerometer shall be mounted or clamped on the right running board or step of the automobile. If it is found that at this point the vibration of the car is so great as to interfere with the proper functioning of the decelerometer, it may be placed on the front bumper or other part of the car where there is a minimum amount of vibration. If this point is overlooked the instrument may not hold its reading.

21. With the small lever on the face of the meter set at "Free," mount the instrument face upwards so that an imaginary line connecting the points of the two arrows on the dial face would be exactly at right angles with the direction in which the car will move. Level the instrument by tilting the head forward or backward until the mark "Set Level" on the scale comes exactly opposite the pointer. The meter should be tapped gently to insure final settlement of the scale. When the instrument is set to "Level," lock the head by tightening the two thumbscrews. The car will then be in readiness for the actual road test.

22. Set the small adjusting lever on the face of the clock to "Test." Drive the vehicle at any speed between 10 and 30 miles per hour and apply the individual brake to be tested, i.e., either foot brake or emergency brake, continuously with full force, until the vehicle comes to a stop. All testing shall be conducted with the clutch disengaged. If the test discloses a defect in the brakes another test shall be made of such vehicle with the clutch engaged. Where a motor vehicle is not provided with a clutch, as in the case of electrically driven vehicles, the testing shall be conducted without any motive power being supplied to the driving wheels.

23. The reading under caption "Feet to Stop" on the decelerometer dial will indicate the maximum deceleration during the stop in "feet to stop from 20 miles per hour."

24. Every motor vehicle operated in the City of New York shall have a service brake capable of decelerating the vehicle, when moving at the rate of 20 miles per hour, so that it will stop within 45 feet, if equipped with two-wheel brakes, and within 30 feet, if equipped with four-wheel brakes, of the point where such brake is applied, and a hand brake operating independently of the service brake mechanism, capable of decelerating the vehicle, when moving at the rate of 20 miles per hour, so that it will stop within 75 feet of the point where such brake is applied. Any such vehicle not so equipped shall not be deemed equipped with adequate brakes.

25. When a brake applied by a member of the Force fails to decelerate the vehicle at the required rate, the operator of the car or other representative of the owner will be permitted to demonstrate the efficiency of such brake in the manner prescribed for the members of the Force.

26. A member of the Force who makes an inspection of a motor vehicle concerned in an accident shall forthwith report the result of such inspection to the desk officer of the precinct in which the accident occurred. The desk officer shall enter such report in the blotter, together with the rank, name, shield number and command of the reporting officer, being particular to record the mechanical condition of such motor vehicle as disclosed by such inspection.

27. When the inspection of a motor vehicle concerned in an accident in which a person was killed or seriously injured discloses a mechanical defect in such vehicle, the desk officer shall not permit its removal unless the defect has been corrected, except that he may permit the vehicle to be towed by a tow truck capable of lifting the front end of the vehicle to be towed from the ground. In every case in which the defect has been corrected before the vehicle is released the desk officer shall obtain a signed statement from the person making the repair or adjustment that the defect has been corrected. This statement shall be filed by the desk officer, with the receipt for the vehicle, in the receipt book of the command.

28. A member of the Force, except one assigned to a Motor Vehicle Homicide Squad, who makes an inspection of a motor vehicle concerned in an accident shall prepare a report of the result of such inspection on Form D. D. 97, "Motor Vehicle Brake and Mechanism Report."

29. A report on Form D. D. 97 made by a member of the Force other than one attached to a Motor Vehicle Homicide Squad will show the precinct accident serial number of the case. All such reports on Form D. D. 97 made by members of the Force exclusive of those assigned to a Motor Vehicle Homicide Squad, shall be initialed by the desk officer receiving them and shall be filed in command.

30. In the Borough of Richmond, precinct commanders shall assign to each of the ten squads at least two patrolmen who have qualified at the Police Academy as brake and mechanism testers.

## **22. BUREAU OF CRIMINAL ALIEN INVESTIGATION**

a. The Commanding Officer of the Bureau of Criminal Alien Investigation shall investigate, through the personnel of the Bureau, the citizenship status and criminal record of all alien criminals.

b. A complete report with recommendation for deportation shall be prepared and forwarded to the Police Commissioner, through official channels, by the Commanding Officer of the Bureau of Criminal Alien Investigation in the case of every known alien criminal who is subject to deportation. The report shall contain full information concerning the following: name and address of alien; of what country a citizen; date of arrival in the United States; port of entry; name of ship on which he or she arrived; the full circumstances of the crime charged, if any; past criminal record; other facts and circumstances upon which recommendation for deportation may be based.



26. A member of the Force who makes an inspection of a motor vehicle concerned in an accident shall forthwith report the result of such inspection to the desk officer of the precinct in which the accident occurred. The desk officer shall enter such report in the blotter, together with the rank, name, shield number and command of the reporting officer, being particular to record the mechanical condition of such motor vehicle as disclosed by such inspection.

27. When the inspection of a motor vehicle concerned in an accident in which a person was killed or seriously injured discloses a mechanical defect in such vehicle, the desk officer shall not permit its removal unless the defect has been corrected, except that he may permit the vehicle to be towed by a tow truck capable of lifting the front end of the vehicle to be towed from the ground. In every case in which the defect has been corrected before the vehicle is released the desk officer shall obtain a signed statement from the person making the repair or adjustment that the defect has been corrected. This statement shall be filed by the desk officer, with the receipt for the vehicle, in the receipt book of the command.

28. A member of the Force, except one assigned to a Motor Vehicle Homicide Squad, who makes an inspection of a motor vehicle concerned in an accident shall prepare a report of the result of such inspection on Form D. D. 97, "Motor Vehicle Brake and Mechanism Report."

29. A report on Form D. D. 97 made by a member of the Force other than one attached to a Motor Vehicle Homicide Squad will show the precinct accident serial number of the case. All such reports on Form D. D. 97 made by members of the Force exclusive of those assigned to a Motor Vehicle Homicide Squad, shall be initialed by the desk officer receiving them and shall be filed in command.

30. In the Borough of Richmond, precinct commanders shall assign to each of the ten squads at least two patrolmen who have qualified at the Police Academy as brake and mechanism testers.

## **22. BUREAU OF CRIMINAL ALIEN INVESTIGATION**

a. The Commanding Officer of the Bureau of Criminal Alien Investigation shall investigate, through the personnel of the Bureau, the citizenship status and criminal record of all alien criminals.

b. A complete report with recommendation for deportation shall be prepared and forwarded to the Police Commissioner, through official channels, by the Commanding Officer of the Bureau of Criminal Alien Investigation in the case of every known alien criminal who is subject to deportation. The report shall contain full information concerning the following: name and address of alien; of what country a citizen; date of arrival in the United States; port of entry; name of ship on which he or she arrived; the full circumstances of the crime charged, if any; past criminal record; other facts and circumstances upon which recommendation for deportation may be based.



c. When entering pedigrees in the Arrest Record, desk officers will question prisoners who are known criminals and those charged with felonies, misdemeanors mentioned in Section 552 of the Code of Criminal Procedure, or prostitutional offenses, as to whether or not they are citizens of the United States.

d. Great care will be exercised in questioning such prisoners and their apparent nationality will be taken into consideration. If native birth is claimed, place and date of birth will be ascertained. If citizenship is claimed through naturalization, it will be ascertained where and how such citizenship was acquired.

e. When a prisoner charged with any of the offenses set forth in Subdivision c of this paragraph is found to be an alien, the following information will be entered in the Arrest Record under "Details of Case":

Country of which a native;  
Date of birth;  
Date of arrival in United States;  
Port of entry;  
Name of ship on which he or she arrived;  
Whether passenger or member of crew.

In addition, form D. D. 96 will be prepared and forwarded to the Bureau of Criminal Alien Investigation, with the following morning report.

f. Each member of the Force having occasion to question a foreign born person of criminal record who may be subject to deportation, where an arrest is not made, will ascertain information enumerated in Subdivision e of this paragraph and will prepare report on form D. D. 96. Such report will be forwarded with the following morning report of his command to the Bureau of Criminal Alien Investigation.

g. Where information is received that an alien is engaged in an unlawful occupation, report will be prepared on form D. D. 96 and forwarded to the Bureau of Criminal Alien Investigation.

h. Commanding Officers will be held responsible for the proper obtaining and forwarding of information pertaining to criminal aliens as above set forth.

i. All members of the Force will familiarize themselves with the Naturalization and Immigration Laws.

## RECORDS AND FILES

23. The Commanding Officer, 18th Division, will cause proper and adequate records and files to be maintained by all special bureaus, squads and offices of the 18th Division.

## 24. BOROUGH DETECTIVE BUREAUS AND HOMICIDE SQUADS

a. Within each of the Borough Detective Bureaus is established a Homicide Squad for the purpose of developing clues on Homicides

and cooperating with and assisting other members of the Department in solving Homicide cases that are assigned to them.

b. The files of the activities of the members of this Squad on all Homicide cases referred or reported to them shall be maintained.

c. This Bureau shall be open at all times, with detectives, a stenographer, chauffeur and photographer, properly equipped, on duty.

d. A diary containing a record of daily memoranda and information necessary for the Borough Detective Commander shall be maintained.

e. The following records will be maintained, and files shall be kept in cabinets or boxes and numbered as specified.

*Records* Blotter Telephone Record Communication Record Diary  
*Files*

- 1 Complaint report (D. D. 4 and 5)
- 2 Daily record of cases (D. D. 62)
- 3 Detectives' Monthly Report (D. D. 64)
- 4 Telephone calls list (D. D. 78)
- 5 Requisitions, invoices and receipts (Q. D. 1, 12 and 45)
- 6 Property forwarded (Pr. Clk. 1)
- 7 To and from Assistant Chief Inspector commanding Detective Division
- 8 To and from other commands
- 9 General alarms (missing persons)
- 10 General alarms (persons wanted)
- 11 General and Special Orders and Circulars
- 12 Force Record (U. F. 10)
- 13 Resume of Homicide Cases (D. D. 14)

## 25. DETECTIVE DISTRICT OFFICES

a. The following records shall be maintained in Detective District Offices:

Blotter	Diary
Telephone Record	Communication Record
Telephone Typewriter Record	

b. The Blotter shall contain the activities of all members assigned to the Detective Division within the Detective District.

c. The Diary shall contain a record of future events or information necessary for the Commanding Officer.

d. The Communication Record may be a plain book No. 6, ruled with the following captions:

Number Detective Serial	From whom received	Date received	Date returned	SUBJECT
----------------------------	-----------------------	------------------	------------------	---------

e. The first four columns shall be placed on the left side of the book. The entire page on the right side of the book shall be devoted to the subject of the communication.

and cooperating with and assisting other members of the Department in solving Homicide cases that are assigned to them.

b. The files of the activities of the members of this Squad on all Homicide cases referred or reported to them shall be maintained.

c. This Bureau shall be open at all times, with detectives, a stenographer, chauffeur and photographer, properly equipped, on duty.

d. A diary containing a record of daily memoranda and information necessary for the Borough Detective Commander shall be maintained.

e. The following records will be maintained, and files shall be kept in cabinets or boxes and numbered as specified.

*Records* Blotter Telephone Record Communication Record Diary

- Files*
- 1 Complaint report (D. D. 4 and 5)
  - 2 Daily record of cases (D. D. 62)
  - 3 Detectives' Monthly Report (D. D. 64)
  - 4 Telephone calls list (D. D. 78)
  - 5 Requisitions, invoices and receipts (Q. D. 1, 12 and 45)
  - 6 Property forwarded (Pr. Clk. 1)
  - 7 To and from Assistant Chief Inspector commanding Detective Division
  - 8 To and from other commands
  - 9 General alarms (missing persons)
  - 10 General alarms (persons wanted)
  - 11 General and Special Orders and Circulars
  - 12 Force Record (U. F. 10)
  - 13 Resume of Homicide Cases (D. D. 14)

## 25. DETECTIVE DISTRICT OFFICES

a. The following records shall be maintained in Detective District Offices:

Blotter	Diary
Telephone Record	Communication Record
Telephone Typewriter Record	

b. The Blotter shall contain the activities of all members assigned to the Detective Division within the Detective District.

c. The Diary shall contain a record of future events or information necessary for the Commanding Officer.

d. The Communication Record may be a plain book No. 6, ruled with the following captions:

Number	From whom	Date	Date	
Detective Serial	received	received	returned	SUBJECT

e. The first four columns shall be placed on the left side of the book. The entire page on the right side of the book shall be devoted to the subject of the communication.



f. The following forms shall be kept in small steel filing drawers or boxes:

- Force Record (U. F. 10)
- Qualification Record (U. F. 10a)
- Time Record (U. F. 11)
- Application for leave of absence (U. F. 28)
- Persons wanted or missing (D. D. 8)
- Crime location (D. D. 9)
- Complainant cards (D. D. 10)
- Known criminals wanted (D. D. 52)
- Arrest cards (U. F. 4)

g. Dispositions of arrests reported on form D. D. 5 will be noted on the Arrest Card on file in the District Office.

h. All of the above forms, except U. F. 4, will be made out by the District clerical man, except as otherwise provided for.

i. To establish a uniform system of filing in all Detective Districts and Squads, Commanding Officers shall immediately file in the filing cabinets or boxes the following in the exact numerical order designated:

j. Letter size folders and dividers will be used. The file number only will appear on the folders and dividers and the folders will be filed behind the divider with the same number. Where a file is subdivided in a, b, c. etc., the divider will carry the number of the file and the folders will be marked with the file number and the subdivision letter, as 1-a, 1-b.

- 1 To and from Assistant Chief Inspector commanding Detective Division
- 2 To Commanding Officer Borough Detective Bureau
- 3 From Commanding Officer Borough Detective Bureau
- 4 To and from other districts, bureaus and squads
- 5 Communications from citizens (alphabetically by name)
- 6 Reports on important cases
- 7 Unusual occurrences
- 8 Resume of Homicides (D. D. 14)
- 9 Daily time report (U. F. 59)
- 10 Detectives' Daily Activity Report (D. D. 62)
- 11 Complaint Report (D. D. 4 and 5)
- 12 Detectives' Quarterly Report (D. D. 64)
- 13 Telephone calls list (D. D. 78)
- 14 Day and Night Duty and Line-up list
- 15 Crime Index (D. D. 3)
- 16 Department Circulars of Persons Wanted
- 17 Department Property, requisition, invoices, inspections, etc. (Q. D. 1, 12, 14 and 45)

- 18 Pay charts
- 19 Charges and Specifications (R. and F. B. 19)
- 20 Damage to Department Property (Q. D. 76)
- 21 Pool Table application reports
- 22 General alarms (missing persons)
- 23 General alarms (persons wanted)
- 24 Automobile list (stolen automobiles)
- 25 Location of chain stores within district
- 26 Information for annual report
- 27 Property return
- 28 General and Special Orders and Circulars

## 26. SQUAD DETECTIVE OFFICES

a. A communication book (No. 6) will be kept in the same manner as provided for in Detective District Offices.

b. The following files shall be maintained and numbered as specified:

### *Files*

- 1 Complaint report (D. D. 4 and 5)
  - 2 Daily record of cases (D. D. 62)
  - 3 Detective Quarterly Report (D. D. 64)
  - 4 Missing persons (D. D. 13)
  - 5 Resume of Homicides (D. D. 14)
  - 6 Day and Night Duty and Line-up lists
  - 7 Requisitions, invoices, receipts, property inspection (Q. D. 1, 12, 14 and 45)
  - 8 Damage to Department Property (Q. D. 76)
  - 9 Crime Index, to be used as classification guide (D. D. 3)
  - 10 Telephone calls list (D. D. 78)
  - 11 Permission to leave city
  - 12 To District Commander
  - 13 From District Commander
  - 14 Unusual occurrences
  - 15 Pool Table License reports
  - 16 Department circulars of persons wanted
  - 17 General alarms for missing persons
  - 18 General alarms for persons wanted
  - 19 Vacant house list
  - 20 Force Record (U. F. 10)
  - 21 General and Special Orders and Circulars
- c. The following forms shall be filed alphabetically in small steel filing drawers or boxes:
- Persons wanted or missing (D. D. 8)
  - Crime location (D. D. 9)

- 18 Pay charts
- 19 Charges and Specifications (R. and F. B. 19)
- 20 Damage to Department Property (Q. D. 76)
- 21 Pool Table application reports
- 22 General alarms (missing persons)
- 23 General alarms (persons wanted)
- 24 Automobile list (stolen automobiles)
- 25 Location of chain stores within district
- 26 Information for annual report
- 27 Property return
- 28 General and Special Orders and Circulars

## 26. SQUAD DETECTIVE OFFICES

a. A communication book (No. 6) will be kept in the same manner as provided for in Detective District Offices.

b. The following files shall be maintained and numbered as specified:

### *Files*

- 1 Complaint report (D. D. 4 and 5)
- 2 Daily record of cases (D. D. 62)
- 3 Detective Quarterly Report (D. D. 64)
- 4 Missing persons (D. D. 13)
- 5 Resume of Homicides (D. D. 14)
- 6 Day and Night Duty and Line-up lists
- 7 Requisitions, invoices, receipts, property inspection (Q. D. 1, 12, 14 and 45)
- 8 Damage to Department Property (Q. D. 76)
- 9 Crime Index, to be used as classification guide (D. D. 3)
- 10 Telephone calls list (D. D. 78)
- 11 Permission to leave city
- 12 To District Commander
- 13 From District Commander
- 14 Unusual occurrences
- 15 Pool Table License reports
- 16 Department circulars of persons wanted
- 17 General alarms for missing persons
- 18 General alarms for persons wanted
- 19 Vacant house list
- 20 Force Record (U. F. 10)
- 21 General and Special Orders and Circulars

c. The following forms shall be filed alphabetically in small steel filing drawers or boxes:

- Persons wanted or missing (D. D. 8)
- Crime location (D. D. 9)



Complainant cards (D. D. 10)

Known criminals wanted (D. D. 52)

d. The following forms shall be filed chronologically:

Arrest cards (U. F. 4)

e. Forms for the above files will be made out by the detectives in squads, except as otherwise provided for.

f. Forms U. F. 4 will be made in duplicate, the original will be forwarded to the Detective District Office, and the carbon copy filed in the Detective Squad.

### **Resident Known Criminals**

g. A record of known criminals who reside within the precinct will be kept on form D. D. 52a in each Precinct Detective Squad Office. A record will be maintained of all persons who have been convicted of the following:

(a) Felony or attempted felony.

(b) Illegally using, carrying or possessing a pistol or other dangerous weapon.

Making or possessing burglars' instruments.

Unlawful entry of a building.

Aiding escape from prison.

Unlawfully possessing or distributing habit-forming narcotic drugs.

(c) Crime indicating that perpetrator is a dangerous degenerate.

h. Upon the arrest of a person charged with any of the above enumerated crimes, the officer taking fingerprints will make an investigation as to the accuracy of the address given by prisoner, if located within the precinct. If the address is in another precinct, a telephone request will be made to the Detective Squad of Precinct in which address is located to verify it. Such request will be given prompt attention by the Detective receiving the message. If prisoner resides in precinct of arrest and his photograph and record have not been previously placed in the Known Criminals File, the Commanding Officer of Squad will prepare D. D. 52a and file in Known Criminals File.

i. The Photograph Gallery "B" number of each photograph will be recorded opposite caption "Gallery No." which appears above space for photograph on form D. D. 52a.

j. A separate card (D. D. 52a) will be prepared and filed alphabetically under each alias given by a prisoner. Each such card will bear a reference notation to the card on file upon which the photograph of the criminal appears.

k. Upon notification that an address in another precinct has been verified by the Squad of the precinct in which located and found to be correct, the Squad Commander of precinct of arrest will forward a written report concerning the prisoner and containing all available

information called for on form D. D. 52a, to the resident precinct Detective Squad Commander, who upon receipt of such report, will prepare and file form D. D. 52a.

l. When a prisoner charged with a crime mentioned in Subdivision "g" above gives an address outside of the City of New York, the Squad Commander of precinct of arrest will forward report of such address to Commanding Officer, Criminal Identification Bureau, for record.

m. Upon death of any person recorded in Known Criminals File, his D. D. 52a card will be taken from the file. Notation of his death will be made on the card, which will then be forwarded to the Bureau of Criminal Identification.

n. When a criminal moves out of the precinct in which he is recorded in the Known Criminals File, his D. D. 52a card together with a report on form U. F. 49 giving new residence address will be forwarded by the Squad Commander, as follows: If new residence is within the City of New York, to the Squad Commander of precinct concerned; if new residence is outside of the City of New York, to Commanding Officer, Criminal Identification Bureau. In every instance where a criminal recorded in Known Criminals File makes any change of address, the Criminal Identification Bureau will be notified of the new address.

o. This File will be kept locked when not in use. When it is necessary for complainants to view photographs to make identification of persons wanted for crime, they will be taken to the Criminal Identification Bureau for this purpose. Photographs or information in the Resident Known Criminals File in precincts will not be shown to persons other than members of this Department.

p. Squad Commanders will endeavor to maintain a record in this File of all known criminals residing within their precincts who have been convicted of crimes other than those specified in Subdivision "g" above.

q. Each detective assigned to a precinct squad will be held responsible for a knowledge of all known criminals residing within the precinct.

r. Detective Squad Commanders shall, from time to time, instruct members of their commands to make a survey to ascertain whether there are any known criminals residing within the precinct who are not recorded in the Known Criminals File.

s. Detective District and Squad Commanders will be held strictly responsible for the accuracy and completeness at all times of the File maintained within their respective commands.

### **Parolees and Released Prisoners File**

27. (1) Commanding Officer, Statistical and Criminal Identification Bureau, shall obtain from the State Board of Parole and from the Parole Commission of the City of New York a record of persons paroled whose residences are located within this City; and shall

obtain from the State Department of Correction and the Department of Correction of the City of New York, a record of persons released from prisons upon completion of definite sentences, whose residences are located within this City. A record of each person paroled by the State Board of Parole will be made on Form D. D. 52b; record of each person paroled by the Parole Commission of the City of New York will be made on Form D. D. 52c; record of each person released from a prison under the jurisdiction of the State Department of Correction upon completion of definite sentence, will be made on Form D. D. 52d; and record of each person released from a prison under the jurisdiction of the Department of Correction of the City of New York upon completion of definite sentence, will be made on Form D. D. 52e. The record of each person recorded on Forms D. D. 52b, D. D. 52c, D. D. 52d and D. D. 52e, will be prepared in duplicate. These cards will have photographs of parolees and released prisoners affixed, if such photographs are available at the Criminal Identification Bureau.

(2) A complete record of parolees and released prisoners residing in this City will be maintained in a central file at the Criminal Identification Bureau on Forms D. D. 52b, D. D. 52c, D. D. 52d and D. D. 52e.

(3) A complete record of parolees and released prisoners residing within a precinct will be maintained in each Precinct Detective Squad office on Forms D. D. 52b, D. D. 52c, D. D. 52d and D. D. 52e, which cards will be forwarded to Detective Squad Commanders concerned by the Criminal Identification Bureau.

(4) The cards will be filed alphabetically by name in steel filing cabinets. A separate card will be prepared and filed alphabetically under each alias which has been used by the parolee or released prisoner.

(5) Upon discharge from parole of a parolee or upon death of a parolee or released prisoner, record will be removed from the File. If the criminal record of a parolee who has been discharged from parole comes within the classification specified to be recorded in the Resident Known Criminals File, the Precinct Detective Squad Commander shall cause such person to be recorded in such File.

(6) When a parolee or released prisoner moves out of the Precinct in which he is recorded, his card, together with a report on Form U. F. 49, giving new address, will be forwarded by the Detective Squad Commander as follows: If new residence is within the City, to the Detective Squad Commander of Precinct concerned; if new residence is outside the City, to Commanding Officer, Criminal Identification Bureau. In every instance where a parolee or released prisoner recorded in the File makes any change of address the Criminal Identification Bureau will be notified of the new address.

(7) The File will be kept locked when not in use. The contents of this File will not be shown to persons other than members of this



Department, Parole officers or officials, and officials of the State or City Departments of Correction.

(8) When a parolee residing within the City is arrested, such information, if known, will be reported by the Detective Squad Commander concerned to the Criminal Identification Bureau. Information of the arrest of a parolee residing within the City, known at the Criminal Identification Bureau, will be reported by such Bureau to the Precinct Detective Squad Commander and Parole authorities concerned.

(9) Members of the Force shall not visit the home or place of employment of a parolee or released prisoner for the purpose of exercising supervision over such person. Members of the Force shall, however, whenever possible, discreetly observe the habits and conduct of parolees and released prisoners.

(10) Any violations of the terms or conditions of parole observed by members of the Force shall be reported to their Commanding Officers who shall forward report of full circumstances on Form U. F. 49 to the Commanding Officer, Statistical and Criminal Identification Bureau. The Commanding Officer, Statistical and Criminal Identification Bureau, shall prepare appropriate communication concerning such parolee to the Parole authorities concerned.

(11) Precinct Detective Squad Commanders shall cooperate to the fullest extent with visiting Parole officers in the exchange of information concerning parolees. Changes will be made in the File as may be required, in accordance with any information obtained from Parole officers. Such information shall be reported by Detective Squad Commanders concerned to the Criminal Identification Bureau, by telephone.

(12) Commanding Officer, Police Academy, shall arrange courses of instruction to members of the Force, particularly members of the Detective Division, on the subject of Parole, its purposes and aims, and methods of Police cooperation with Parole authorities.

## **28. REPORTS AND FORMS**

a. All cases referred to detectives and pick-up arrests must be reported by them on form D. D. 4 within the current twenty-four hours.

b. Missing person cases will be reported on D. D. 13 within the current twenty-four hours.

c. In all cases where detectives are assigned to assist in a case on which a D. D. 4 has been forwarded by the detective assigned to the case, detective assigned to assist will, within the current twenty-four hours, forward a D. D. 5 showing such assignment.

d. Where detectives are transferred, commanding officer of the command from which such detectives are transferred, will assign within twenty-four hours some other detective or detectives from within the command to his cases. Detectives so assigned will, within twenty-four hours, forward D. D. 5 showing such assignment.

e. Forms D. D. 4 and 5 will be made in quadruplicate. The original will be forwarded through the Detective District Office to the Correspondence and Records Bureau (before 10 A. M.) for reference and statistical purposes. A copy will be filed in the Borough, District, and Squad Office.

f. Supplementary reports will be made on Form D. D. 5. At least one supplementary report shall be forwarded within five days of receipt of complaint. All activities, developments, and court dispositions shall be reported on supplementary reports within twenty-four hours of such occurrence. Repetition of the contents of previous reports will be omitted and only new matter will be concisely stated.

g. In summons cases Form D. D. 4 will not be forwarded until person summonsed is arraigned in court.

h. If a complaint or investigation has been received and disposed of, or found to be unfounded, within the current twenty-four hours, the final action shall be entered on the original Complaint Report (D. D. 4). In this case no Supplementary Complaint Report (D. D. 5) is required. In all other cases a Supplementary Complaint Report (D. D. 5) shall be used to report additional facts and subsequent action and dispositions of case.

## **29. Detectives' Quarterly Report (Form D. D. 64)**

1. This form will be submitted quarterly by all members of the 18th Division (Detective Division) below the rank of Acting Captain, performing detective duty, except those in a supervisory capacity.

2. On the face of the form will be reported the individual activities of the detective for the last quarter. Entry will be made on the face of the form of all complaints that have been assigned for investigation, arrests made in connection therewith, Pick-Ups, and cases on which he assisted.

3. These reports will be made in duplicate. The original will be forwarded through the detective district office. The commanding officer of the detective district office will see that all reports of detectives within the detective district are forwarded to the Assistant Chief Inspector not later than five days after each quarter. The duplicate copy will be filed in command to which the detective is assigned. If transferred to another command within the Eighteenth Division, the detective will take all retained copies of his quarterly reports to command of new assignment. Reports made by detectives assigned not within detective districts will be forwarded through official channels.

4. The notations on the face of the D. D. 64 will be made currently, that is from day to day as occasion requires. For this purpose there will be kept in each Squad and Bureau, a file of reports, so that any detective who desires to make an entry on his report, may do so. The Detective may also keep a copy in his possession to make entries as occasion requires.



5. Where a case has not been disposed of during the current quarter, it will be carried to the following quarter or to the quarter where developments occur requiring entry. The original date will be entered in the column marked Date, and the case number entered in the column marked Old Case Number.

6. In the column headed "CASE NUMBER," subdivided into "NEW CASE" and "OLD CASE," will be written the serial number of case as recorded on D. D. 62. Under "NEW CASE" will be written the serial number of case as recorded on D. D. 62 at time of complaint or Pick Up arrest. Under "OLD CASE" will be written the serial numbers of cases reported prior to current quarter on which arrests are made, results obtained or no results are obtained and when case is to be closed.

7. In the column headed "CLASSIFICATION" will be written the crime classification or the nature of the investigation to be made.

8. In the column headed "PROPERTY," subdivided into LOST, STOLEN and RECOVERED, will be noted the amount of property, stolen, lost and recovered.

9. In the column headed "DISPOSED OF," subdivided into "WITH RESULT," "WITHOUT RESULT," and "PENDING" an "X" will be inserted in the particular subdivision affected. The provisions of Paragraph 32 of this Article shall be applied in classifying "Active, Closed and Unfounded Cases."

10. In the column headed "ARREST," subdivided "AS-SIGNED CASES" and "PICK-UP," a numeral indicating the number of prisoners will be written in the subdivisions affected.

11. In the column headed "DISPOSITION" and subdivided "PENDING," "DISCHARGED," "CONVICTED," and "D. O. AUTHORITIES," a numeral will be inserted in the column affected.

12. Opposite each classification and under proper heading on reverse side of form will be inserted the total number of each classification, from previous July 1st to date of report.

13. Detectives assigned to Plant Duty, and those furnishing information or Out of Town, will insert at the time of the assignment to such special duty, the number of the complaint to which he is assigned and if in another command, the designation of such command. When assigned to Auto Patrol Duty he will insert the date of such assignment. Absence on vacation and on sick report will also be recorded.

14. The total number of days spent on such special assignment, on vacation and on sick report will be entered in appropriate column on the reverse side of form.

15. AUTO PATROL, RADIO PATROL, NIGHT and DAY PATROL duty will not be considered as a PLANT.

16. A man is considered on a Plant only when he is assigned to a definite location for the purpose of observation, securing information and is not in a position to make an arrest.



17. When a complaint is disposed of during the current quarter in which it is received, entry will be made in the affected column of the original entry.

18. Where an arrest has not been finally disposed of before expiration of quarter in which it was made, an entry will be made in the affected column of original entry, showing case pending.

19. Where an arrest has been made within current quarter in which complaint was received, but was not disposed of until the following quarter, a new entry will be made showing the date of occurrence under old case number.

20. Detectives must bear in mind that their disposed of, closed cases, with results, and those without results and pending must balance with the number of assigned and pick-up cases.

21. When compiling this report for a Quarter, it may be necessary to use more than one copy of Form D. D. 64, so that complete information may be given on the face. In this case the RECAPITULATION will be entered but once.

22. An officer may assist another in an ARREST by FURNISHING INFORMATION, by PLANT, by RECOVERY OF PROPERTY, or having been originally assigned to the case, conducted an investigation, but was unable to obtain any results.

23. In all "ASSIST CASES" the Detective will state on the D. D. 5, the name of the member or members of the Detective Division who assisted him on the case and the Squad Commander will certify to the accuracy thereof.

24. UNFOUNDED CASES will be entered in the column "WITH RESULTS" by inserting the letter "U."

25. The detective submitting the report shall sign his name in the lower left hand corner on back of form.

26. The Squad Commander shall sign his name in the lower right hand corner on back of form.

27. An additional column will be made on the recapitulation side of the form by ruling an ink line parallel with and  $\frac{3}{8}$ " to the right of last ruled line appearing on the page. At the head of this column, caption "NO. ARRESTS ASSIST" will be inserted, and a numeral indicating the number of arrests in which the detective rendered assistance will be written in the subdivision affected.

### **BROOKLYN DETECTIVE BUREAU**

30. In Police Headquarters, Brooklyn, there will be maintained an office of the Detective Division to be known as the Brooklyn Detective Bureau, under a Commanding Officer so assigned by the Police Commissioner. He will be responsible to the Commanding Officer, Detective Division and will have command and immediate supervision of detective officers assigned to districts and squads in the Borough of Brooklyn.

31. The Brooklyn Detective Bureau shall be open with a lieutenant on duty at all times.

There shall be maintained in this office a:

Blotter	
Record of Arrests by Detectives	Telephone Record
Diary	Telephone Typewriter Record
Arrest Index	Warrant Record

a. The Blotter shall contain a record of all members assigned to Brooklyn who are absent or who leave the City on police business.

b. The Record of Arrests by detectives shall contain a chronological record of all arrests made by all members of the Detective Divisions assigned to Brooklyn, under the following headings:

Pct. No. & Serial	Complaint No.	Prisoner's Name	Address	Age	Crime	Officer	Shield No.	Command
-------------------------	------------------	--------------------	---------	-----	-------	---------	---------------	---------

c. Under "Pct. No. & Serial" arrests entered in this record will show precinct in which arrest was made and will be numbered beginning with number one on the first of each year, for the purpose of showing the number of arrests made during any part of each year by the members of the Division assigned to duty in Brooklyn. In the column "Complaint Number" will be entered the squad complaint number. In the column "Command" will be entered the number or name of command to which the arresting officer is attached.

d. The Warrant Record shall contain a record of all warrants received in the Brooklyn Detective Bureau, to whom they have been assigned, and date of return.

### Filing System

e. The following files shall be maintained in filing cabinets and numbered as specified:

- 1 Complaints (D. D. 4 and 5)
- 2 Missing persons (D. D. 13)
- 3 Detectives' Quarterly Report (D. D. 64)
- 4 Telephone calls list (D. D. 78)
- 5 Requisition, invoices and receipts (Q. D. 1, 12 and 45)
- 6 To and from the Assistant Chief Inspector commanding Detective Division
- 7 To and from other authorities
- 8 To and from Detective Districts and Squads
- 9 General and Special Orders and Circulars
- 10 Resume of Homicides (D. D. 14)

f. The following card files will be maintained, arranged alphabetically on cards made out from information contained on Reports D. D. 4, 5 and 13 received at this office:

- D. D. 8 Index of persons wanted
- D. D. 10 Index of Complainant

g. The following files will be maintained alphabetically by rank for the Brooklyn Detective Bureau force:

Force Record (U. F. 10)  
Qualification Record (U. F. 10a)  
Time Record (U. F. 11)

**32. a. Active Cases are:**

Cases in connection with which police investigation has not been completed and cases that have not been classified as "closed" or "unfounded."

**b. Closed Cases are:**

Cases in connection with which police investigation has been completed and

1. Results obtained in full, or
2. Results obtained in part and no further results can be obtained, or
3. No results can be obtained.

*Note:* Homicide cases will not be classified as closed unless the perpetrator is dead, has been convicted or acquitted, or against whom the Grand Jury has failed to find an indictment on the grounds that the homicide was excusable or justifiable.

**c. Unfounded Cases are:**

1. Complaints of crimes which, upon investigation, are found not to be crimes.
2. Reports of property lost by persons who afterwards report having misplaced the property and found it.
3. Cases of a civil nature brought to the attention of detectives, in which action should be instituted in a civil court.

d. If developments occur which require investigation in connection with a closed case, it will be reopened and subsequently closed in compliance with instructions relative to closing of cases.

e. Commanding Officers of Detective Squads will be held responsible that the information furnished on Forms D. D. 4 and 5 by the members of their commands is sufficient and proper to enable the Correspondence and Records Bureau to properly make out Forms D. D. 7, 8, 11, 12, 29, 30, 52 and 65 therefrom.

**33. DETECTIVE DUTY ASSIGNMENTS**

a. The commanding officer of each detective squad shall divide his force so that a detective will be on duty at all times to receive complaints. A weekly list of duty assignments shall be posted in the detective squad office, and a copy of such list shall be forwarded to the commanding officer of the detective district at least forty-eight hours in advance of the beginning tour of each list. Corrections will be made by telephone.



### 34. "LINE-UP" OF PRISONERS

a. The Commanding Officer, Detective Division shall conduct a "line-up" of prisoners daily, except Sundays and holidays, at 9 A. M. in Police Headquarters.

b. Borough and District detective Commanders will be present at the "line-up" in Police Headquarters on Mondays and Thursdays, and Squad Commanders on Tuesdays and Fridays.

c. One-half of the detectives of each borough will be directed to attend the "line-up" daily in Police Headquarters.

d. Borough detective commanders and commanding officers of detective districts and squads will each establish a list, weekly, of the detectives of their respective commands selected to attend the "line-up" in Police Headquarters. This list will be made in duplicate. One copy will be forwarded to the commanding officer conducting the "line-up," except that squad commanders will forward one copy to their respective district commanders, who will prepare and forward a consolidated report for their districts. One copy will be posted in command affected.

e. If for any reason a detective selected to attend a "line-up" is unable to attend, a report shall be submitted by his Commanding Officer to the Commanding Officer conducting the roll call at the "line-up."

### HOW TO DESCRIBE PERSONS AND PROPERTY WANTED

35. When obtaining a description of persons or property wanted by this Department, which is to be given to the Force through the medium of a general alarm, such description, if not distinctive, is of no value.

36. While the data for obtaining descriptions below given is particularly for the members of the Detective Division, to aid in the preparation of general alarms, pawn lists, missing persons lists, etc., it is equally applicable to the uniformed branch of this Department.

37. All members of the Force should constantly bear in mind that some eighteen thousand other members have to work from the description furnished by the original investigator and that unless this description is distinctive, it will be worthless.

38. When a criminal flees after the commission of a crime, his chance of escape will be greatly reduced if an accurate description is immediately broadcast to the Force through a general alarm.

### DESCRIPTION OF PERSONS WANTED

#### 39. (Escaped Criminal or Missing Person)

**Sex**

**Color**

**Nationality**

**Occupation****Age****Height****Weight****Build**

Stout or very stout; medium; slim; stooped or square shoulders.

**Complexion**

Florid, sallow, pale, fair, dark.

**Hair**

Color; thick or thin; bald or partly bald; curly, kinky, wavy; how cut or parted.

**Eyes and Eyebrows**

Color; eyes bulgy or small; eyebrows bushy or meeting; any peculiarities.

**Nose**

Small or large; pug, hooked or straight.

**Whiskers**

Color; van dyke, straight, rounded, chin whiskers, goatee, side whiskers.

**Mustache**

Color; short, stubby, long, pointed ends, turned up ends, Kaiser style.

**Chin**

Small, large, square, dimpled, doubled.

**Face**

Long, round, square, peg top, fat, thin.

**Neck**

Long, short, thick, thin.

**Lips**

Thick, thin.

**Mouth**

Large, small, drooping or upturned at corners.

**Ears**

Small, large, close to or sticking out from head.

**Forehead**

High, low, sloping, bulging, straight.

**Distinctive Marks**

Scars; moles; missing fingers or teeth; gold teeth; tatoo marks; lameness, bow legs, pigeon toes, knock-knees; cauliflower ears; pock-marked.

**Peculiarities**

Twitching of features; rapid or slow gait; wearing of eye-glasses; carrying a cane; stuttering; gruff or effeminate voice.

**Clothes**

Hat and shoes—color and style; suit—color, cut, maker's name; shirt and collar—style and color; tie—style and color; dressed neatly or carelessly.

**Jewelry**

Kind of; where worn.

**Where Likely To Be Found**

Residence; former residences; places frequented or hang-outs; where employed; residences of relatives, etc.

**Personal Associates**

Friends who would be most likely to know of the movements or whereabouts of the person wanted, or with whom he would be most likely to communicate.

**Habits**

Heavy drinker or smoker; drug user; gambler; frequenter of pool parlors, dance halls, moving picture theaters, etc.

**How He Left Scene of Crime**

Running, walking, by vehicle; direction taken.

40.

**PROPERTY WANTED****Watches**

Kind of metal; description of case and movement and numbers of each; sex, lady's or gentleman's; use abbreviations "h. c." for hunting case and "o. f." for open face; initials; monograms or inscriptions; value.

**Rings**

Kind of metal; sex, lady's or gentleman's style; setting; kind and number of stones; weight; maker's name; initials or other marks; value.

**Chains**

Kind of metal; sex, lady's or gentleman's; length and weight; kind of link or style; value.

**Earrings or Studs**

Kind of metal; style; whether screw, coil or drop; kind, size and number of stones; value.



**Jewelry—Miscellaneous**

Name of articles; kind of metal or material; kind and number of stones; design; initials; inscription or monograms; maker's name; value.

**Table Silverware**

Name of articles; solid silver or plated; heavy or light weights; maker's name; design, such as plain, beaded, flower, formal, animal, etc.; initials, inscriptions or monograms; value.

**Miscellaneous Gold and Silver Goods**

Name of article; kind of material; plated or solid; size; maker's name; design; number of pieces, if set; initials, inscriptions or monograms; plain, chased, etched or engraved; open or solid pattern; value.

**Bric-a-Brac or Antiques**

Name of article; material or materials; design; size; shape; carved, engraved, enameled or inlaid; age, value.

**Pocketbooks, Handbags, Suit-cases, etc.**

Name of article; material; size; color; shape; contents; initials or other marks; value.

**Clothing**

Name of articles; material; style; size; color; shape; maker's name; initials or other marks; value.

**Fur**

Name of article; coat; muff, collar, etc.; kind; size; color; value.

**Animals**

Kind; size, color, distinctive color or other distinguishing marks; age.

**Trucks and Wagons**

Type; shape; color of wagon and running gear; name or other distinctive marks; contents.

**Motor Vehicles**

See separate heading.

**Motorcycles**

Make; year of model; number of cylinders; manufacturer's number; make of saddle; make and condition of tires; position of speedometer; horn, front and rear lights; distinctive marks; license number.

**Bicycles**

Make; color; number; kind of brake and saddle.

**Typewriters**

Kind; serial and model numbers.

**41. AUTOMOBILES WANTED****License Number****Make**

Year of model.

**Whether Rebuilt**

To what extent. If original lines have been changed, a full description of the appearance is necessary.

**Kind of Body****Whether Body Has Been Rebuilt**

To what extent.

**Body Number or Trade Mark (if any)**

Location of number or trade mark.

**Motor Number****Factory Number****Change or Repairs**

Made on interior construction.

**Exterior Injuries**

Such as dents.

**Changes Made**

On instrument board; new instruments added.

**Wheels**

Wood or wire.

**Tires**

Size; make and condition.

**What Precautions Were Taken to Prevent Theft of the Car**

Such as having the switch locked.

**ESCAPING AUTOMOBILE****License Number****Make of Car****Number of Passengers**

in car and a description of them.

**Direction Going**

**Kind of Body**

Note if body has cowl or dash; number of doors.

**Steering Wheel**

On right or left side.

**Color**

**Size of Car**

Heavy, medium, light.

**Radiator Hood**

Location and general shape.

**Hood**

Shape, location of ventilators, if any.

**Mud-Guards**

Shape.

**Lights**

Type, shape; location.

**Tail Light**

Exact location (important); whether shining on license plate from above or from the side.

**Rear View**

Note presence of anything, such as tire carrier, tool box, gas tank, type of rear springs, baggage rack, bumper, or shock absorbers.

**Hub Caps**

(Important) material (brass, nickel or painted); shape.

**Wheels**

Wire, wooden, or disk.

**Injuries**

Such as broken lamp; hub cap missing, mud guard bent; dents.

**GENERAL INSTRUCTIONS**

42. Detectives must remember that they are members of the Uniformed Force and their assignment to the Detective Division will be continued only so long as they are proficient in detective work.

43. Cooperation must be maintained between the Detectives and the Uniformed Force. Commanding Officers of Detectives will confer with the Commanding Officer of precincts on all cases of importance occurring within the precinct.