

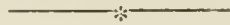
POLICE RESERVE
AND
HOME DEFENSE GUARD
MANUAL

Major William A. Dawkins
and
Inspector Cornelius F. Cahalane

THE FREE LIBRARY
OF



PHILADELPHIA



GIFT OF

Public Ledger Company

From the collection of the

o Prelinger
Library

San Francisco, California
2008

5
10

HOME DEFENSE LEAGUE
MANUAL

POLICE RESERVE
AND
HOME DEFENSE GUARD
MANUAL

BY

WILLIAM A. DAWKINS

MAJOR

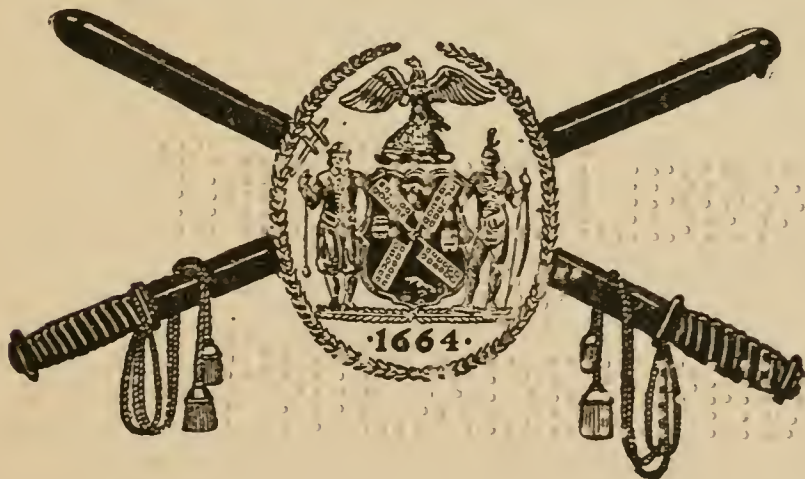
COMMANDING NINTH INSPECTION DISTRICT, POLICE RESERVE,
POLICE DEPARTMENT, CITY OF NEW YORK

WITH EXTRACTS FROM

POLICE PRACTICE AND PROCEDURE

By CORNELIUS F. CAHALANE

INSPECTOR OF POLICE, CITY OF NEW YORK
POLICE DEPARTMENT



NEW YORK

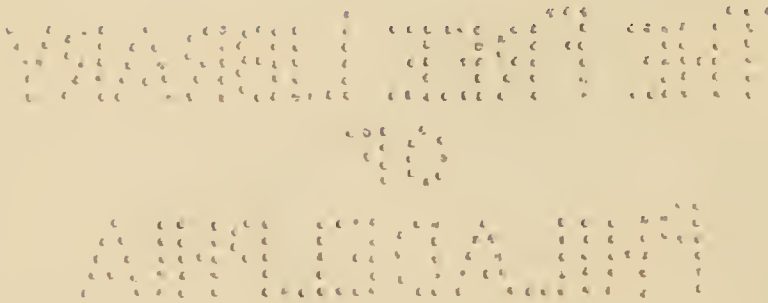
E. P. DUTTON & COMPANY

681 FIFTH AVENUE

COPYRIGHT, 1918,
BY E. P. DUTTON & COMPANY

COPYRIGHT, 1914,
BY E. P. DUTTON & COMPANY

All Rights Reserved



Printed in the United States of America

Public Ledger Co. 5/22/28

“THE HOME DEFENSE LEAGUE EXISTS
SIMPLY FOR THE PATRIOTIC PURPOSE OF
SERVING THE CITY IN CASE OF GREAT
EMERGENCY.”

ARTHUR WOODS
Ex-Police Commissioner

Free Library.
420348

EDITOR'S NOTE.

The manuscript of this book was submitted to the then Police Commissioner, Arthur Woods, also to Alexander M. White, Esq., Aide to the Police Commissioner, and to Inspector Cornelius F. Cahalane, for any suggestions or corrections that they in turn might have to offer.

It was returned to Major Dawkins without any alterations or suggestions, and quoting the Police Commissioner, he stated: "It is a splendid idea. The book as far as I am concerned is authorized. After a perusal of the manuscript you are at liberty to go ahead with it and have it published."

Inspector Cahalane graciously consented to allow the extracts from his book to be used and taken all in all, the officials of the Department have been exceedingly courteous. That is in itself an endorsement of the work contained herein.

It is sincerely hoped that the reader may profit therefrom and in that manner the book will have accomplished what it was intended for.

THE EDITOR.

CONTENTS

	PAGE
EDITOR'S NOTE	vii
INTRODUCTION	xi
PART I. THE POLICE RESERVE	3
Uniform	10
Infantry Drill Regulations, Formations, etc.	15
School of the Squad, Soldier and the Company	25
Battalion Parade	40
Manual of Arms	50
Review	58
Military Police	61
Tests	63
PART II. EXTRACTS FROM POLICE PRACTICE AND PROCEDURE	69
Original Introduction	71
Discipline and Deportment	73
Physical Condition	78
Patrol	80
Arrests	100
Evidence, Court Procedure and Disposition of Property	116
Traffic and Street Conditions	128
Manner in which Thieves Operate	139
Investigations and Reports	141
Liquor Tax Law	145
Co-operation with City Departments	148
Bribery	146

LIST OF ILLUSTRATIONS

	PAGE
Diagram Showing Review Order	41
Sample of Proper Form of Official Letter	67
Burglar's Tools	135
Dangerous Weapons	138
To Show the Difference a Change of Clothes Will Make	139

INTRODUCTION.

The need has long been felt for a small pocket manual collecting in one volume the most essential parts of military information required for the information and advancement of the members of the Police Reserve and Home Defense Guard Units.

Since there is a demand for a manual of this character, embracing the parts of the school of Citizen-Soldiery, and for the benefit of Officers and men in the ranks, this volume has been compiled from strictly official publications and personal observation of the Author.

It covers important points and explains in brief that part of the Army Drill Regulations that are most necessary in an organization of this character. The author of this book, Major William A. Dawkins, is at this time an active member of the Police Reserve of the City of New York, New York City's Auxiliary Police Force. For the past twenty years he has been active in military affairs, has seen active service with United States troops in foreign wars, and has gained much valuable information and experience.

Endeavor has been made to condense and compile the military information covering the School of the Squad, the School of the Soldier, and the School of the Company, placing all these subjects in the simplest, briefest, and clearest manner possible.

To this information have been added details of the principal police matters that members of a Police Reserve or Home Defense force should know. The Police information contained in this Manual is offered through the generous co-operation of Police Inspector, Cornelius F. Cahalane,

who is in charge of the Training School of the New York Police Department.

He is the author of the book under title of *Police Practice and Procedure*, and is a practical police officer, having been through all the ranks of the force, and he has, to a marked extent, the habit of viewing police work in the light of the service that it can render to the community.

So it is in this case, where he has allowed extracts from his book to be embodied herein for the benefit that the members of the Police Reserve, and others, may derive therefrom.

PART I.
THE POLICE RESERVE.

THE POLICE RESERVE.

That the police and the community are one, and are not to be considered separately as though they were independent, divided, much less, antagonistic to each other, cannot be gainsaid, especially at this time. They belong to each other. They are constituent parts of the body politic. The police are citizens. And the citizens claim and control the police in a free government. The police have no power that the people do not delegate to them. As in law, the principal is accountable for the authorized acts of his agent, so the body politic is responsible for the police power exercised by this branch of its service.

This identity of existence and unity of purpose identifies the police with the local community which they serve in the government of a free people.

In other forms of government the police power is imperial or national. But in proportion as government is democratic in constitutional monarchies, the right of local communities to some control over their police force, or the right at least to hold the police force accountable for the authority they wield, is recognized.

The Police Reserve is a body of citizens public spirited enough to manifest actively their interest in the police force of the city. It was organized for the purpose of knowing more about the work of the men who patrol the streets night and day; to receive if possible some of the same training that makes these blue coated guardians such fine physical specimens; to show through such an organization that citizens can help policemen in a practical manner; to share some of the responsibilities in a big emer-

gency, and all the time, even when there is no emergency, to be a big moral force behind the city police, and a good, healthy connecting link between the police and the great mass of citizens.

The Police Reserve is not armed, it is not a military body, and it is not related to the Plattsburg Training Camp.

The league was organized just about a year ago, at a regular weekly meeting of the cabinet of the Police Commissioner, and District Inspectors. Companies were organized throughout the ninety odd precincts in rapid succession, and there were 5,000 men enrolled in a very short time. Most of the work was done at the suggestion of commanding officers of precincts, but with the membership at a total of 5,000 the members of the league took recruiting into their own hands, and inside of six weeks had jumped the strength of the league from 5,000 to close to 20,000.

Briefly the Police Reserve is a voluntary body of citizens enrolled in the Police Department for the purpose of relieving and assisting the regular Police Force of the City in any great emergency.

There is a civilian head appointed as a Special Deputy Police Commissioner, acting as an Aide to the Police Commissioner, in charge of the Reserve. He is assisted by a staff consisting of a Headquarters Division, a Cavalry Division, a Motor Car Division, a Motor Boat Division, and a number of members assigned to Inspection Districts, who co-operate with police officials therein.

Enrollment in the Reserve may be made at the Police Station House of the precinct in which one resides, where application blanks and full information can be obtained from the officer in charge.

EXTRACTS FROM THE HOME DEFENSE LEAGUE BULLETIN,
APRIL, 1917.

The League will be called for active service by the Police Commissioner only in case a great emergency arises, and the League members, if called upon for active service, may feel assured that a need exists which requires the performance by them of the fullest service that critical home and business claims will permit.

It should be clearly understood that all members of the League, when on duty, will be under the orders of the Police Commissioner and his subordinates, assisted by the officers of the League. Attention is called to the following:

1. *Reporting for Duty*—On notice to report for duty, go to your station-house promptly at the time specified, suitably clad, and if time permits, provide yourself with an emergency ration to be carried in your pocket.

2. *Nature of Duty*—Patrol and guard duty, similar to that performed by a regular police officer, and the performance of any special duties that may be assigned.

3. *Duration of Duty*—Present orders provide that duration of night duty will be from 8 P. M. to 4 A. M., in two four-hour tours. Unless the emergency is very great members available for night service will be required to perform only one tour of duty every three days. Members not available for night service will be called upon in various ways, depending on the conditions in the precinct.

4. *Equipment*—A night-stick (baton), whistle, and a cloth brassard suitably inscribed, to be worn on the left arm, will be issued on enrollment.

5. *Uniform*—The purchase of uniforms, specifications of which may be obtained from the officers of your Company, is entirely voluntary, but is encouraged where members can afford and desire it.

6. *Powers*—A member of the League acquires no special police powers by reason of his membership. As a citizen he has powers to make an arrest only (1) for a felony or misdemeanor committed or attempted in his presence, or (2) for a felony actually committed by the person arrested, although not in his presence. Wherever possible, League members should call upon members of the uniformed force to make arrests.

7. *Training*—In addition to military drill, the police captains and officers of the League should arrange for lectures on police duties and practical instruction therein, including frequent trips around the precinct in squads or platoons, in order to familiarize members with the location of fire alarm and police telegraph boxes, and the important points to be guarded. The members should be taught some of the more simple setting up exercises, morning and evening, and to take brisk walks of at least two miles each day, in order to keep in proper physical condition. Each member should be urged to spare time, apart from scheduled meetings and drills, to prepare himself in all the above ways, and to stimulate others by his example.

ESSENTIAL POINTS OF PATROL DUTY.

Home defense men should familiarize themselves with the following Police duties:—

It is the duty of policemen at all times to preserve the peace, prevent crime, detect and arrest offenders, and enforce all laws that relate to Police, Health, Tenement House, and Criminal Procedure. His first duty is to patrol. While on patrol he shall constantly patrol his post, keeping as close to the curb as practicable, on the sidewalk on the right side of the street; must not engage in unnecessary conversation; must not loiter. In the nighttime he shall frequently examine all doors, low windows, areas, area gates and gratings of buildings on his post; become acquainted by sight, with all persons living or doing business on his post; investigate all suspicious cir-

cumstances that may present themselves to him, such as persons passing late at night with bundles, or persons loitering about or acting suspiciously. Patrolmen must not leave post except in discharge of police duties or personal necessities. When a patrolman requires the aid of another patrolman from an adjoining post, in ordinary cases, he will give three or more blasts of his whistle, which will be answered by one blast, and the other patrolman will immediately run in the direction from which the summons for assistance came. Similar signals can be made by rapping of the night-stick, and in extreme emergency the revolver may be discharged in the air.

When a fire is discovered the first duty of a patrolman is to send in an alarm, or to see to it that an alarm is sent in. He shall stay at the fire alarm signal box or leave some person there to direct the fire apparatus, when it arrives, to the location of the fire. He shall establish fire lines to extend outside of all fire apparatus working at the fire. He shall allow no persons, not authorized, to enter the fire lines. The following are authorized to pass inside of the fire line:—A member of the Police, Fire, Public Service Commission, Building or Post Office Department; or Department of Water Supply, Gas and Electricity; or a member of the Fire-Patrol, in the performance of his duties; an ambulance attendant; a person with a fire-reporter's pass; an employee of a lighting or of a transportation company if upon duty connected with the fire; and an official of the Dock Department when fire is on a wharf or bulkhead under the jurisdiction of that Department. A fire-line badge, police-line card or reporter's pass does not pass or authorize access to buildings. The following vehicles shall also be admitted inside the fire line: A police department vehicle; an ambulance; a vehicle used to convey the United States Mail; and a vehicle of a lighting or of a transportation company if called upon duty connected with the fire.

Discretion, however, will be used in permitting persons whose business or residence may be within the fire lines.

The patrolman on whose post a fire occurs shall get a report of the fire as soon as possible to the station-house, using the telephone for this purpose. All orders of the Fire Department Officer in command shall be obeyed by policemen. In case of a fire, riot, or other police emergency, the member of the force first on or at the scene, shall be in charge until the arrival of an officer of higher rank.

Accidents shall have the careful attention of the man on post, who will obtain and fill in on the accident blank all information required thereon. He shall summon ambulances for all sick or injured persons by telephoning to Police Headquarters and stating the case. All accidents, sick or injured cases, will also be promptly telephoned to the station house.

With regard to street lamps not burning or burning dimly, the time at which such lamps are observed and the period during which they continue in this condition shall be entered in the memorandum book. The entry shall specify whether the lamp is arc, bulb (incandescent), gas or naphtha (gasoline). Also a report is made on blank provided for this purpose to the desk officer on duty in the station-house at the expiration of tour of patrol.

Breaks or leakage in water pipes, gas pipes, or sewers in the street, shall be promptly telephoned to the station-house. Breaks or leaks in connection with buildings shall be reported promptly to the occupants or owners of such buildings.

When a dead body is found, telephone the station-house immediately, allow no one to touch it until the arrival of the Coroner, ascertain full particulars regarding the case, and receive further instructions from the Desk Lieutenant for your further action.

In case of any public work being done on the street, the officer will see that those doing it have a proper permit. Every assistance must be given to the officers of the Society of Prevention of Cruelty to Animals and the Hu-

mane Society. Persons who abandon any animal to die shall be arrested. All violations of Corporation Ordinances shall be reported.

Men on post shall help to regulate traffic and shall prevent crowds from blocking the sidewalks or streets. An arrest will not be made for a misdemeanor unless the officer sees the crime committed; arrests may be made in all cases of felony, whether committed in the presence of the officer or not, when he has reasonable grounds to believe that the person to be arrested has committed a felony. Officers are allowed sufficient force to overcome resistance and in self-defense, but should not draw their pistols or use their clubs except in extreme cases.

The location of all dead animals shall be reported to the station-house by telephone on the day tours and at the expiration of the tour at night time. Lost, abandoned or stolen property shall be taken to the station-house. Men must not leave their posts until properly relieved. All irregular or unusual conditions on the street must be reported. Information received from any source of any casualty, crime, or other police occurrence, will be telephoned immediately to the station-house. If you find a store or other building broken into, summon your side-partner, make a thorough search and investigation of the building, notify the owners or occupants, and report all the facts to the station-house. See that dangerous holes and obstructions in the street have proper lamps at night.

UNIFORM.

At no time shirk your duty. Be loyal to your job. The ultimate success of a squad, company or precinct, depends greatly on the even team-work of all its members. You cannot be a good patrolman or loyal, and be a knocker, a grumbler or a shirker. At all times you should be for and not against the accomplishment of the functions of the Department, giving your most earnest and hearty support at all times to those in authority appointed over you. Try to work in harmony with the watchmen and special patrolmen on your post. If you have their co-operation they may render you valuable assistance. Bear in mind at all times that you are prohibited by law from taking any action in civil cases except to preserve the peace.

You must bear in mind that in our country a military organization is too often prejudged by the actions or acts of a few of the members, and therefore the innocent must suffer with the guilty. Try at all times to not disgrace the uniform by the way you wear it, or by your conduct any more than you would permit or desecrate the flag of the United States of America. When in public conduct yourselves as men should and do not take advantage of the fact that you are wearing a uniform and labor under the false impression that you have a license to do as you may please, for that is most unfortunate, as you have no special privileges, and the man or men in uniform who conduct themselves in an ungentlemanly or unmilitary manner to the disgrace of the uniform, allow the layman to shake his head and thereupon condemn all men wearing the uniform. Therefore, show by the manner in which you wear the uniform that you are proud of it, and all that it signifies.

Try and follow out the following rules and by observing them you will be guided and rewarded accordingly :

1. At all times wear your hat so that it is parallel to the ground.
2. At all times carry yourself as though you were proud of yourself, walk like one of your mother's people, be proud of your uniform and of the municipality and your country.
3. Keep your head erect and your shoulders square.
4. If at all possible always try to be clean shaven.
5. Never have your blouse unbuttoned.
6. Have your leggings and breeches properly laced.
7. Have your shoes shined.
8. Be sure that your buttons are sewed on tight.
9. Do not roll up your sleeves, or wear sleeve holders.
10. Bear in mind at all times to play this game according to the rules.

DISCIPLINE.

Definition.—In its deeper and more important sense discipline may be defined as the habit of instantaneous and instinctive obedience under any and all circumstances—it is the habit whereby the very muscles of the man instinctively obey the word of command, so that under any circumstances whatsoever, of danger or death, the man may hear that command, the word of his superior officer, and even though his mind be too confused to work, his muscles will respond and obey accordingly. In times of war, the value of this habit of instantaneous and instinctive obedience is invaluable, and during times of peace everything possible should be done to ingrain into the very blood of the man, this very spirit, this so termed habit, of instantaneous and instinctive obedience to the word of command.

You will be expected to become within a short time, amenable both in a mental and physical sense, to discipline. An intelligent and clear conception of your part of what drills are disciplinary in character and what discipline really is and intended for, will materially help and assist you to become a good soldier (patrolman).

Drills executed at attention are disciplinary drills or exercises and are designed to teach precise and soldierly movements and to inculcate that prompt and subconscious obedience which is most essential to proper military control. As soon as you obey promptly, properly, and at times instinctively, the commands of your officers appointed over you, and also as soon as you can cheerfully give up personal privileges and pleasures that conflict with the new rôle you have entered into as a member of the Home Defense Unit, just so soon will you become a well disciplined man. All corrections should be given and received in an impersonal manner.

Organizations should be kept up through pride of the men in their organizations, which is sometimes called, "esprit de corps."

Experience shows that drill, routine, military courtesy, attention at all times to details, are the best methods of attaining good discipline, that they are the most effective means to that end.

MILITARY COURTESY.

The Army regulations tell us, "Courtesy among military men is indispensable to discipline; respect to superiors will not be confined to obedience on duty, but will be exercised and extended on all occasions."

Every once in a while a man is found who has the mistaken idea that he sacrifices or smothers the American spirit of freedom, that he sacrifices his independence, by saluting his superior officers. Of course, you will agree, that no one but a very narrow-minded person or a man with a shrivelled-up conception can have such ideas.

General Orders No. 183, Division of the Philippines, 1901, says: "In all armies the manner in which military courtesies are observed and rendered by officers and soldiers will not be confined to obedience on duty, but will be extended on all occasions."

While the personal element will naturally enter into the salute, to a certain extent, when a man salutes an officer, he is really saluting the office rather than the officer personally—the salute is rendered as a mark of respect to the rank, the position that the officer holds, to the authority with which he is vested.

As a matter of fact, military courtesy is just simply an application of common every-day courtesy and common sense. Regulations require that it be rendered by both the senior and the junior, as bare courtesy requires in civil life. It is but the military equivalent of the layman's expression, "How do you do," "Good morning," or "Good day."

OFFICERS AND NON-COMMISSIONED OFFICERS.

The company or precinct officers should set an example to their men in dress, military bearing, system, punctuality and other soldierly qualities, and it should be remembered that the negligence of superiors is the cue for juniors to be negligent.

The character and efficiency of officers and the manner in which they perform their duties are reflected in the conduct, discipline and general deportment of the men under their command.

If the members of the company are indifferent and careless about saluting and if they are shabby and lax in their dress, the company commander is more or less to blame for it—company officers can always correct defects of this kind, if they will only try to overcome them.

Under no circumstances should an officer ever swear at the men under his command, because not only is this taking a mean, unfair advantage of his position as an officer, but it

is also undignified, ungentlemanly and by all means, unmilitary. It is even more improper for an officer to use profane language to a man in ranks than it is for a superior officer to swear at the other officer; in the latter case the insult can be properly resented, and in the former one, it must be borne in humiliating silence. Officers should at all times treat men under their command as men, and they should remember there is nothing that will so completely take the spirit out of men as to find fault with them when they are doing the best they can.

The general efficiency and discipline of a company depend to such an extent on the non-commissioned officers that the greatest care, as well as judgment, should be exercised in their selection. They should exact prompt obedience from those to whom they give orders, and should see that all men under them perform or execute the orders or duties properly.

They must not hesitate to reprove them when necessary, but such reproof must not be any more severe than the occasion demands.

Non-commissioned officers should be men possessing such soldierly qualities as a high sense of duty, cheerful obedience to orders, force of character, honesty, sobriety and steadiness, together with an intelligent knowledge of tactics, drills, regulations and the duties of a police officer.

Both the officers and non-commissioned officers of the company should do everything possible to make the organization contented and harmonious, as contentment and harmony are not only conducive to good discipline and efficiency, but they make the government of the company easy and reduce dissatisfaction to a small degree and all other frictions to a minimum.

INFANTRY DRILL REGULATIONS, FORMATIONS, ETC.

DEFINITIONS.

1. *Alignment*—A straight line upon which several elements are formed, or are to be formed; or the dressing of several elements upon a straight line.

2. *Base*—The element on which a movement is executed or regulated.

3. *Center*—The middle point or element of a command.

4. *Column*—A formation in which the elements are placed one behind another.

5. *Deploy*—To extend the front. In general to change from column to line, or from close order to extended order.

6. *Depth*—The space from head to rear of any formation, including the leading and rear elements. The depth between men or the depth of a man is assumed to be about 12 inches.

7. *Distance*—Space between elements in the direction of depth. Distance is measured from back of the man in front to the breast of the man in rear. The distance between ranks is 40 inches in both line and in column.

8. *Element*—A file, squad, platoon, company, or larger body, forming part of a still larger body.

9. *File*—Two men, the front man is the FILE-LEADER. A file which has no rear-rank man is a BLANK FILE. The term FILE applies also to single men in a single rank formation.

10. *File Closers*—Such officers and non-commissioned officers of a company as are posted in rear of the line. For convenience, all men posted in the line of file closers.

11. *Flank*—The right or left of a command in line or in column; also the element on the right or left of the line.

12. *Formation*—Arrangement of the elements of a command. The placing of all fractions in their order in line, in column, or for battle.

13. *Front*—The space, in width, occupied by an element, either in line or in column. The front of a man is assumed to be 22 inches. Front also denotes the direction of the enemy.

14. *Guide*—An officer, non-commissioned officer, or private, upon whom the command or elements thereof regulates its march.

15. *Head*—The leading element of a column.

16. *Interval*—Space between elements of the same line. The interval between men in ranks is 4 inches and is measured from elbow to elbow. Between companies, squads, etc., it is measured from the left elbow of the left man or guide of the group on the right, to the right elbow of the right man or guide of the group on the left.

17. *Left*—The left extremity or element of a body of troops.

18. *Line*—A formation in which the different elements are abreast of each other.

19. *Order, Close*—The formation in which the units, in double rank, are arranged in line or in column with normal intervals and distances.

20. *Order, Extended*—The formation in which the units are separated by intervals greater than in close order.

21. *Pace*—Thirty inches; the length of the full step in quick time.

22. *Point of Rest*—The point at which a formation begins. Specifically, the point toward which units are aligned in successive movements.

23. *Rank*—A line of men placed side by side.

24. *Right*—The extremity or element of a body of troops.

INFANTRY DRILL REGULATIONS.

INTRODUCTION.

Success in battle is the ultimate object of all military training: success may be looked for only when the training is intelligent and thorough.

Commanding officers are accountable for the proper training of their respective organizations within the limits prescribed by regulations and orders.

The excellence of an organization is judged by its field efficiency. The field efficiency of an organization depends primarily upon its effectiveness as a whole. Thoroughness and uniformity in the training of the units of an organization are indispensable to the efficiency of the whole: it is by such means alone that the requisite teamwork may be developed.

Simple movements and elastic formations are essential to correct training for battle. The Drill Regulations are furnished as a guide. They provide the principles for training and for increasing the probability of success in battle.

In the interpretation of the regulations, the spirit must be sought. Quibbling over the minutiae of form is indicative of failure to grasp the spirit.

The following important distinctions must be observed:

Drills executed at **ATTENTION** and the ceremonies are **DISCIPLINARY EXERCISES** designed to teach precise and soldierly movement, and to inculcate that prompt and subconscious obedience which is essential to proper military control. To this end, smartness and precision should be exacted in the execution of every detail. Such drills should be frequent, but short.

The purpose of EXTENDED ORDER DRILL, is to teach the mechanism of deployment of the firings, and, in general, of the employment of troops in combat. Such drills are in the nature of disciplinary exercises and should be frequent, thorough, and exact, in order to habituate men to the firm control of their leaders. Extended order drill is executed AT EASE. The company is the largest unit which executes extended order at drill. (For further instruction on the extended order drill you are referred to *Army Drill Regulations*, which go into details, but are not of particular service to members in the Police Reserve.)

GENERAL RULES FOR DRILLS, FORMATIONS, ETC.

When the PREPARATORY command consists of more than one part, its elements are arranged as follows:

(1) For movements to be executed successively by the subdivisions or elements of an organization: (a) Description of the movement: (b) how executed, or on what element executed.

(2) For movements to be executed simultaneously by the subdivisions of an organization: (a) The designation of the subdivisions: (b) the movement to be executed.

SCHOOL OF THE SQUAD.

To form the squad the instructor places himself 3 paces in front of where the center is to be and commands: FALL IN.

The men assemble at attention, position of a soldier, and are arranged as nearly as practicable in order of height from right to left, each man executing RIGHT DRESS without command, and dropping his left hand as soon as the man on his left has his interval. The rear rank man forms with distance of 40 inches.

The instructor, be he Captain or Corporal, should now explain to the men in the squad briefly each movement

that he expects them to execute, first executing it himself if practicable.

POSITION OF A SOLDIER—Heels on the same line and as near each other as the conformation of the man permits.

Feet turned out equally and forming an angle of about 45 degrees. Knees straight without stiffness. Hips level and drawn back slightly. Body erect and resting equally on hips. Chest lifted and arched. Shoulders square and falling equally.

Arms and hands hanging naturally, thumb along the seam of the trousers. Head erect and squarely to the front, chin drawn in so that the axis of the head and neck is vertical: eyes straight to the front. Weight of the body resting equally upon the heels and balls of the feet. That is the position of a soldier and should be maintained at all times while in ranks, unless allowed to assume the position of rest or at ease, at the command of the officer in charge.

Being at a halt, the commands are: FALL OUT: REST: AT EASE: and PARADE REST.

At the command FALL OUT, the men may leave the ranks, but are required to remain in the immediate vicinity. They resume their former places, at attention (Position of a Soldier) at the command, FALL IN.

At the command REST, each man keeps one foot in place, but is not required to preserve silence or immobility.

At the command AT EASE, each man keeps one foot in place and is required to preserve silence but not immobility. (Do not confuse the two, and pay attention to the commands, and learn to know the difference between AT EASE and REST.)

At the command PARADE REST, carry the right foot 6 inches straight to the rear, left knee slightly bent; clasp the hands, without constraint, in front and center of the body, fingers joined, left hand uppermost, left hand thumb

clasped by the thumb and forefinger of the right hand: preserve silence and steadiness of position.

To resume the attention: 1—SQUAD, 2—ATTENTION.

EYES RIGHT OR LEFT.

1—EYES 2—RIGHT (LEFT) 3—FRONT. At the command RIGHT, turn the head to the right oblique, eyes fixed on the line of eyes of the men in, or supposed to be in, the same rank. At the command FRONT, turn the head and eyes to the front.

FACINGS.

To the flank: 1—RIGHT (LEFT) 2—FACE.

Raise slightly the left heel and right toe: face to the right, turning on the right heel, assisted by a slight pressure on the ball of the left foot: place the left foot by the side of the right. Left face is executed on the left heel in the corresponding manner.

RIGHT (LEFT) HALF FACE is executed similarly, facing 45 degrees. "To face in marching," and advance, turn on the ball of either foot and step off with the other foot in the new line of direction: to face in marching without gaining ground in the new direction, turn on the ball of either foot and mark time.

To the rear: 1—ABOUT 2—FACE.

Carry the toe of the right foot about a half foot-length to the rear and slightly to the left of the left heel without changing the position of the left foot: face to the rear, turning to the right on the left heel and right toe: place the right heel by the side of the left.

STEPS AND MARCHINGS.

All steps and marchings executed from a halt, except right step, begin with the left foot.

The length of the full step in quick time is 30 inches, measured from heel to heel, and the cadence is at the rate

of 120 steps per minute. The length of the full step in double time is 36 inches: the cadence is at the rate of 180 steps per minute.

The instructor, when necessary, indicates the cadence of the steps by calling one, two, three, four, or left, right, the instant the left and right foot, respectively, should be planted.

All steps and marchings and movements involving march are executed in QUICK TIME, unless the squad be marching in double time or double time be added to the command: in the latter case DOUBLE TIME is added to the preparatory command. (Example. 1--Squad right, double time, 2--MARCH.)

QUICK TIME: Being at a halt, to march forward in quick time: 1--FORWARD, 2--MARCH. At the command forward, shift the weight of the body to the right leg, left knee straight. At the command MARCH, move the left foot smartly forward, straight out, 30 inches from the right, sole near the ground, and plant it without shock: next in like manner, advance the right foot and plant without shock as above: continue the march. The arms swing naturally. Being at a halt, or in march in quick time, to march in double time: 1--DOUBLE TIME 2--MARCH. If at a halt, at the first command shift the weight of the body to the right leg. At the command MARCH, raise the forearms, fingers closed, to a horizontal position alongside the waist line; take up an easy run with the step and cadence of double time, allowing a natural swinging motion to the arm.

If marching in quick time, at the command MARCH, given as either foot strikes the ground, take one step in quick time, and then step off in double time. To resume the quick time: 1--QUICK TIME, 2--MARCH. At the command MARCH, given as either foot strikes the ground, advance and plant the other foot in double time: resume the quick time, dropping the hands by the side.

MARK TIME: Being in march: 1—MARK TIME, 2—MARCH.

At the command MARCH, given as either foot strikes the ground, advance and plant the other foot: bring up the foot in the rear and continue the cadence by alternately raising each foot about 2 or 3 inches and planting it in line with the other.

Being at a halt, at the command, MARCH, raise and plant the feet as described above.

THE HALF STEP. 1—HALF STEP, 2—MARCH. Take steps 15 inches in quick time, 18 inches in double time.

FORWARD, HALF STEP, HALT AND MARK TIME, may be executed one from the other in quick or double time. To resume the full step from half step or mark time: 1—FORWARD, 2—MARCH.

SIDE STEP. Being at a halt or mark time: RIGHT (left) STEP, 2—MARCH.

Carry and plant the right foot 15 inches to the right: bring the left foot beside it and continue the movement in the cadence of quick time.

The side step is used for short distances only and is not to be executed in double time.

BACK STEP: Being at a halt or mark time: 1—BACKWARD, 2—MARCH.

Take steps of 15 inches straight to the rear. The back step is used for short distances only and is not to be executed in double time.

To HALT: To arrest the march in quick or double time: 1—SQUAD, 2—HALT.

At the command HALT, given as either foot strikes the ground, plant the other foot as in marching: Raise and place the first foot by the side of the other. If in double time, drop the hands by the sides.

TO MARCH BY THE FLANK: Being in the march: 1—
TO THE REAR, 2—MARCH.

At the command MARCH, given as the right foot strikes the ground, advance and plant the left foot: turn to the right about on the balls of both feet and immediately step off with the left foot. If marching in double time, turn to the right about, taking four short steps in place, keeping the cadence and then step off with the left foot.

CHANGE STEP: Being in line, 1—CHANGE STEP, 2—
MARCH.

At the command MARCH, given as the right foot strikes the ground, advance and plant the left foot: plant the ball of the right foot near the heel of the left and step off with the left foot.

The change on the right is similarly executed, the command MARCH being given as the left foot strikes the ground.

SCHOOL OF THE SQUAD, SOLDIER AND THE COMPANY.

Stand at attention immediately after the First Sergeant commands "FALL IN," and you have taken your proper place in the line. Remember that this command is equivalent to "COMPANY ATTENTION."

The First Sergeant then commands, COUNT OFF. At this command all except the right file executes, EYES RIGHT, and beginning on the right, the men in each rank count, ONE, TWO, THREE, FOUR,—ONE, TWO, THREE, FOUR; each man turns his head and eyes to the front as he counts.

To align the squad or company, the base file or files having been established: RIGHT (left) DRESS. FRONT. At the command DRESS, all men place the left hand upon the hip, fingers and thumb all joined and extended (whether dressing to the right or left); each man, except the base file, when on or near the new line executes eyes right, and, taking steps 2 or 3 inches, places himself so that his right arm rests lightly against the arm of the man on his right, and so that his eyes and shoulders are in line with those of the men on his right; the rear rank covers in file. The purpose of placing the left hand on the hip is to get enough elbow room to move freely. These four inch intervals give it to him. The First Sergeant or instructor verifies the alignment of both ranks from the right flank and orders up or back such men as are in advance or in the rear of the line, such as: out on the left, back a little in the center; only the men designated move. At the command, FRONT, given when the ranks are aligned, each man turns his head and eyes to the front and drops his left hand smartly by his side.

There are a number of common errors in dressing that you should try to avoid. Do not jab the man on your left with the point of your elbow. If you are not on the line move your feet, and dress accordingly. Do not lean backward or forward. Be certain to keep your left elbow forced well to the front. Also be sure to touch gently the man on your right with your right arm. Don't hump up the left or the right shoulder, and do not turn the body so that the right shoulder is forced to the front. Be sure to have the fingers and thumb of the left hand extended and joined. This may be a little uncomfortable at the beginning, but unless you do this movement correctly the intervals will not be the four inches as required.

Be sure to remember your numbers, after you have counted off, as the whole movement from now on depends upon the man who is to act as the Pivot, etc.; and if your number one and number four men go wrong, then the whole squad goes wrong. The value of the numbers you will later appreciate, in the execution of the different squad or company movements, such as SQUADS RIGHT, SQUADS RIGHT ABOUT, or RIGHT or LEFT TURN.

The squads now having counted off, successively from right to left, as described, and Corporals having placed themselves as Number four of the front rank, the First Sergeant divides his company into platoons, from right to left, and these designations do not change. This is done for the convenience in giving commands and for reference, the designations, right, center, left, when in line, and leading, center or rear, when in column, are applied to platoons or squads. These designations, right, center, left, when in line, and leading, center, rear, when in column, are applied to the actual right, center, left, head or rear, in whatever direction the company or squads may be facing. The center squad or center platoon is the middle or right middle squad of the company. The designation "So-and-so's" squad or platoon may also be used.

The Captain places himself 12 paces in front of the cen-

ter of, and facing, the company in time to receive the report of the First Sergeant.

The First Sergeant commands: **REPORT.** Remaining in position each squad leader reports his squad by saluting, in succession from right to left, thus: First squad all present, or, Three privates absent. The First Sergeant does not return the salute of the squad leaders, he then faces about, salutes the Captain, reports: **SIR, ALL PRESENT OR ACCOUNTED FOR,** or the names of the unauthorized absentees, and without command takes his post.

The Captain then designates his platoon leaders and takes command of the company.

There are many movements which can be executed in close order, but for the purpose of having the company or squads well drilled before advancing further into the drill regulations it would be well to first master the three movements that follow and to lay especial stress on the full importance of the three movements which are the school of the squad.

When the men in squads have thoroughly mastered these three movements, they will have a splendid basis for the balance or remainder of the instructions covered in the school of the squad.

1—SQUADS RIGHT (left) 2—MARCH.

At the command **MARCH**, No. 1 in the front rank faces to the right in marching and marks time; Nos. 2, 3, and 4 of the front rank turn 45 degrees to the right (execute right oblique), place themselves abreast (on the same line) with No. 1 man and then mark time.

Here is where the trouble all lies, and it is difficult for men to get the full understanding of the movement of the rear rank. Instructors must insist that this movement be done correctly before advancing further.

REAR RANK; number 3 marches straight to the front.

Number 2 follows number 3, and the number one man follows number 2. When they all (Nos. 3, 2, and 1) arrive in the rear of their file leaders (Nos. 3, 2, and 1, front rank) they all face to the right in marching and mark time. No. 4 of the rear rank marches straight to the front, four paces and places himself abreast of number 3, rear rank and opposite number 4 or his file leader in the front rank. Now, when number 4 front rank and number 4, rear rank are on the line, and it is necessary for the other men in the squad to glance toward them to see when they have arrived on the line, the whole squad marches forward without further command. Here we now have the correct execution of the command, SQUADS RIGHT.

Had the command been squads left, instead of squads right as described, the movement would have been just the opposite and where number 1 front rank marked time, making him a fixed pivot, in squads left, the number 4 man would have been the fixed pivot.

Now being in a column of squads, to turn and halt, the command would be 1—SQUADS RIGHT, (left) 2—MARCH, 3—SQUADS, 4—HALT.

This movement is executed as prescribed in the preceding case, except that all the men, on arriving on the new line, mark time in place until the command HALT is given, when all halt. Bear this in mind whenever the third command (i.e., SQUADS) is given, it means that the command HALT is to follow, and is given as a sort of caution to prepare to halt. The command halt should always be given as No. 4 arrives on the line.

The next movement is rather hard but can be done with ease by paying strict attention and following out the hints as here given.

Being in line, to turn about and continue the march.

1—SQUADS RIGHT (left) ABOUT, 2—MARCH.

At the command MARCH, the front rank twice executes SQUADS RIGHT, initiating (starting the second SQUAD

RIGHT when No. 4 has arrived on the line.) That part is very easy and simple. Now the harder task is with the rear rank. A good way to get the movement correct is to have it first executed by the front and rear rank separately. Let the front rank take its place on the new line and stand fast, and then take the rear rank and explain this to them by the numbers of the men. No. 3 rear rank moves straight to the front until in prolongation of the line to be occupied by the rear rank; as in squads right, No. 2 follows No. 3 and No. 1 follows No. 2. When No. 3 arrives on the line to be occupied by the rear rank he changes direction until in rear of No. 3 front rank, when Nos. 3, 2, and 1, rear rank, are in the rear or covering Nos. 3, 2, and 1, front rank (i.e., when they are in the rear of their front rank men,) they all face to the right in marching and mark time. No. 4 marches on the left of No. 3 to his place in line, and as he arrives on the line, both ranks execute FORWARD MARCH without further command. For the remainder of the squad to know when No. 4 front and rear rank have arrived on the line, they must glance in that direction to see.

A very simple way to assist the men in executing this movement is to have them make half the movement with a count of five, then the other half in a count of five, on the eleventh count to step off in the new direction. In other words, the movement is done with eleven counts. Ten to complete it and the eleventh to take up the march.

Try this and you will surely get good results. Have the men for the first few times count out loud the full eleven counts.

Now we will advance and take up the turn.

RIGHT TURN: Being in column of squads, the command is given, 1—RIGHT (left) TURN, 2—MARCH.

At the command MARCH, No. 1 front rank man faces to the right in marching and takes the half step or fifteen inches. Nos. 2, 3, and 4 front rank oblique (turning about 45 degrees to the right) until opposite their place in line

then execute a second right oblique and take the half step on arriving abreast of the pivot man, which in this case is No. 1. When No. 4 arrives on the line with Nos. 1, 2, 3, and 4, take the full step without further command. The rear rank executes the movement in the same way and turns on the same ground as the front rank. The rear rank, therefore, moves forward at the command MARCH, or continues to march forward, if already marching, until it arrives at the place where the front rank turned, when it turns. (To know when number 4 arrives on the line it is necessary to glance in his direction.)

Bear this point in mind. The squad turns on No. 1 man front rank, but he does not remain in his position even temporarily, as in squads right; therefore he is called the moving pivot, and No. 4 man the marching flank. Thus we have the fixed pivot in squads right and the moving pivot explained in right turn, or column right. Bear this in mind, the difference between the fixed pivot and the moving pivot, and you will not go wrong or the men in the squad with you.

Knowing the three movements as described you will do well to practice them over until they are done correctly before advancing into other movements, and then when you have, it is time to take up the following.

For further instruction of the men, the squad being in column or correctly aligned as a company, the instructor or captain causes the men to make a half right face (or half left) and then points out to them their relative positions and explains to them that these are to be maintained in the oblique march. Try this in the form of facings. Then try this on the march. 1—RIGHT (left) OBLIQUE, 2—MARCH. Each man steps off in a direction of 45 degrees to the right of his original front. He preserves his relative position, keeping his shoulders parallel to those of the guide, and so regulates his steps that the ranks remain parallel to their original front. The man on the right front of the line or column is the guide. (Unless otherwise announced.)

At the command HALT, the men halt and face to the front. To resume the original direction: 1—FORWARD, 2—MARCH. The men half face to the left in marching and then move straight to the front.

If at half step or mark time, while obliquing, the oblique march is resumed by the command: OBLIQUE MARCH.

We will now take up a few movements in the SCHOOL of the COMPANY and see what the result will be.

CAUTION!

It would be always well, considering that the squad or platoon that you are instructing are recruits and have had but little training, to caution the guides first that the movement about to be executed is on a moving pivot or a fixed pivot, as the case may be, until such time in your opinion that they have acquired sufficient knowledge to determine themselves which is which. Also make a practice of talking to the guides and asking questions to see if they understand the execution of the movements. It would also be a good practice to change the non-coms. about and allow each in turn to act as a guide from time to time during the drill period.

This movement is one that is executed on a fixed pivot.

Being in line, to turn the company: 1—COMPANY RIGHT (left): 2—MARCH: 3—COMPANY: 4—HALT: or 3—FORWARD, 4—MARCH.

At the second command the right-flank man in the front rank faces to the right in marching and marks time: the other front-rank men, oblique to the right, place themselves abreast of the pivot, and mark time: in the rear rank the third man from the right, followed in column by the second and first, moves straight to the front until in rear of his front rank man, when all face to the right in marching and mark time. The remaining men of the rear rank move straight to the front 4 paces, oblique to the right, place themselves abreast of the third man, cover their file

leaders, and mark time. The right guide steps back, takes post on the flank and marks time.

The fourth command is given when the last man is 1 pace in rear of the new line.

The command HALT may be given at any time after the movement begins. Only those halt who are in the new position. Each of the others halts upon arriving on the line, aligns himself to the right, and executes front without command.

The difference between this movement and squad right is slight. The rear rank acts little differently, and the company waits for the command to move forward. The idea is exactly the same.

Now here is a movement that you must not confuse with the last one explained.

Being in line, to change direction: 1—RIGHT (left) TURN, 2—MARCH, 3—FORWARD, 4—MARCH.

Executed as described in the school of the squad, except that the men do not glance toward the marching flank, and that all take the full step at the fourth command. The right guide is the pivot of the front rank. Each rear-rank man obliques on the same ground as his file leader.

Being in line to form column of squads and change direction: 1—RIGHT (left) BY SQUADS, 2—MARCH.

At the command MARCH, the right squad marches FORWARD. The remainder of the company executes SQUADS RIGHT, COLUMN LEFT, and follows the right squad. The right guide, when he has posted himself in front of the right squad, takes four short steps, then resumes the full steps. The right squad conforms.

A very common error is for the guide to forget to take the four short steps. Try to always bear this in mind. Keep dressed on the side of the guide. (He is always on the side opposite from the file closers. This is a rule of thumb that should be memorized at once.)

The guides in every squad should keep 40 inches from the man in front. So many men forget about the 40 inches, and take a little over 30 inches, or else lag to 50 inches. When the company is moved into line there is of course a jam as a result of not keeping the proper distance or else a space is created. Hold your head up while on the march, in fact at all times. Don't look down at the ground. You will be in this column formation more than any other. Try to keep this rule in mind:—The leading man of the company should always have four inches interval. Better to have too much than too little if mistakes are to be insisted upon. In other words, when on the march in column of squads cover in file, and follow the man ahead of you.

A guide is a non-commissioned officer or a private upon whom the company regulates its march. It is rather difficult for an inexperienced man to learn with little practice the duties and the correct positions of a guide. Remember the rule of thumb. The guide and file closers are on the opposite flanks when the company is in column of squads. In SQUADS RIGHT ABOUT it would be most ridiculous for the file closers to move from one flank to the other.

Guides are permitted and supposed to look around to see if they are in their proper places. Most new men are somewhat timid about this, but should not be so.

The following little rules and examples will be of material service to non-commissioned officers who act as guides:—

The guide of a company or platoon in line is right, unless otherwise announced.

The guide of a company or platoon in column of squads is toward the side of the guide, who places himself on the side of the company away from the file closers.

The guide of a deployed line (skirmish line) is always center unless otherwise announced.

For example the following are given:—

The company is now assumed to be in line:—

1. Squads right. The guides go to the left flank.
2. Right by squads. The guides go to the left flank.
3. Squads left. The guides go to the right flank.
4. Left by squads. The guides go to the right flank.
5. If the company is in column of squads and the command is either SQUADS RIGHT or LEFT ABOUT, the guides are simply to remember to remain on the flank opposite from the file closers. It is very easy to readily see that much confusion would be caused by the file closers attempting to move to the opposite flank during squads right or left about. If the guides are in doubt look to see where the file closers are and then simply remember to apply the rule of thumb. File closers and guides are always on opposite flanks.

The men in the line will soon become accustomed to the proper positions of the guides and will look to them to take their proper places and if they do not, it will allow a man in the line at times to perhaps become confused in the execution of some movement, therefore it is absolutely necessary that guides always take their proper places.

Being in column of squads, to change direction.

1—COLUMN RIGHT (left) 2—MARCH.

At the second command, the front rank of the leading squad turns to the right on moving pivot, as in the School of the Squad the other ranks, without command, turn successively on the same ground and in a similar manner.

It is a very common error for the pivot man to take too short a step on this movement and thereby cause a jam. Bear this in mind. Also another very common error is for the flank man (or men) to take a very long step. This is caused usually by the pivot man's forgetting to glance and see when the flank-man arrives on the line, before he takes the full step. Another common error is to get out

of column while making the movement. Try to bear this in mind and always walk straight to the turning point and then cover the man in front of you, in other words, cover in column.

The movement now about to be explained is usually one that will cause at first much confusion, but with practice will very soon become so easy that you will wonder how you ever did it wrong. Simply pay attention to the command and you cannot go wrong.

Being in column of platoons or squads, to form line on right or left.

1—ON RIGHT (left) INTO LINE, 2—MARCH, 3—COMPANY, 4—HALT, 5—FRONT (On right (left) into line, means turn in the direction that is on your right and get into line. You have to be in column of squads or platoons before the movement is begun.)

For illustration, let us first consider the company in column of squads.

At the Captain's command, ON RIGHT INTO LINE, the Corporal of the leading squad commands, RIGHT TURN. The Corporals of all remaining squads, if halted command, FORWARD, if marching they caution their men in the squads, to CONTINUE THE MARCH. At the Captain's command MARCH, the leading squad turns to the right on a moving pivot. The remaining squads march straight to the front. Each Corporal commands RIGHT TURN, before arriving opposite the right of his squad's place in line. When the front rank of his squad has arrived opposite that place he gives the command MARCH.

The command HALT is given when the leading squad has advanced the desired distance in the new direction. Only the leading squad halts. The Corporal then commands RIGHT DRESS. The remaining Corporals before arrival on the line, command SQUAD, and add the command HALT just before the front rank reaches the line. They then command RIGHT DRESS. The Captain then dresses the company and commands FRONT.

If this movement is executed in double time the leading squad marches in double time until halted.

So much for the movement in column of squads. We will now take it up in a column of Platoons.

At the Captain's command, ON RIGHT INTO LINE, the leader of the first platoon commands, RIGHT TURN, the leaders of the rear platoons, if halted, command, FORWARD. If marching, they caution their platoons to CONTINUE THE MARCH. The first platoon executes the right turn at the Captain's command MARCH. Having completed the turn the platoon commander gives the command, FORWARD, MARCH. The remaining platoon commanders give RIGHT TURN, MARCH, when opposite their places, and the command FORWARD, MARCH, when the turn has been completed. When the leading platoon has advanced the desired distance the Captain gives the command, COMPANY, HALT. At the command COMPANY, the leading platoon leader gives the command PLATOON. His platoon only halts at the Captain's command HALT. The platoon leader then gives the command, RIGHT DRESS, and takes his post in the file closers. The remaining platoons are successively halted and dressed by their leader. The Captain gives the command FRONT after he has dressed the line.

Do not allow yourself to become confused by the following, but pay strict attention and note the difference between the latter and the former movement and how it is executed.

FRONT INTO LINE: Being in column of platoons or squads, to form line to the front: 1—RIGHT (left) FRONT INTO LINE, 2—MARCH, 3—COMPANY, 4—HALT, 5—FRONT. (Right or left front into line means move straight to the right or left front and get into line. It is also necessary in this movement to be in column of squads or platoons, to begin the movement.)

Let us consider the company in column of squads. At the captain's command, RIGHT FRONT INTO LINE, the Corporal of the leading squad, if halted, commands FORWARD.

If marching, he cautions his squad, CONTINUE THE MARCH. The Corporals of the remaining squads command RIGHT OBLIQUE. At the command MARCH, the leading squad moves forward. The remaining squads oblique as indicated. The command HALT is given when the leading squad has advanced the desired distance. Its Corporal then commands, LEFT DRESS. The remaining Corporals command FORWARD, MARCH, when opposite their places in line. They halt and dress their squads on the line established by the leading squad.

When the company is in column of platoons the movement is executed in the same manner and by the same commands, except the word platoon is substituted for squad.

EXECUTION OF MOVEMENTS.

It would be well to make mention here that when the Captain, non-commissioned officer, or drill instructor, find that the men in the company, platoon or squad, do not thoroughly understand the execution of any movement, or there seems to be the slightest confusion, this should be sufficient proof to them that the men do not have the confidence that they should. It would be best to have them go through that particular movement that they do not seem to understand until they are confident of themselves and execute it to demonstrate that they are confident of the pivot man and the entire movement from start to finish.

The great trouble in most squads is that the Corporals take it for granted that the men understand the commands or fully understand how the movement is executed, whereas it is their duty and a part of their business to determine if they do, and where they see an error to correct it and also to assist in the movement being properly executed at all times. If the Corporals will assist in this work, the squad will soon be whipped into fine shape and need have no fear of any command; for the men will understand perfectly how each one is to be executed, and not being afraid of it, will not be likely to cause confusion.

The one main thing is to know what the movement is for and not simply follow the leader in the file, but ask after the drill the question you are in doubt about, or look it up, and you will seldom make the mistake a second time.

Being in line, to form column of squads, or the reverse: or being in line of platoons, to form column of platoons, or the reverse: 1—SQUADS RIGHT (left), 2—MARCH: or 1—SQUADS RIGHT (left), 2—MARCH, 3—COMPANY, 4—HALT.

Executed by each squad as described in the School of the Squad. If the company or platoon be formed in line toward the side of the file closers they dart through the column and take posts in rear of the company at the second command. If the column of squads be formed from line, the file closers take posts on the pivot flank, abreast of and 4 inches from the nearest flank.

Being in column of squads, to diminish the front of a column of squads, the command is: 1—RIGHT, (left) by Twos, 2—MARCH.

At the command MARCH, all files except the two right files of the leading squad execute, "In Place Halt." The two left files of the leading squads oblique to the right when disengaged and follow the right files at the shortest practicable distance. The remaining squads follow successively in like manner.

Being in column of squads or twos: 1—RIGHT, (left) by FILE, 2—MARCH. At the command MARCH, all files execute, "IN PLACE HALT" except the right file of the leading two or squad. The left file or files of the leading two or squad oblique to the right when disengaged and follow the file on its right at the shortest practicable distance. The remaining twos or squads follow successively in like manner.

Being in column of files or twos to form column of squads: or being in column of files, to form column of twos: 1—SQUADS (twos) RIGHT FRONT INTO LINE, 2—MARCH.

At the command MARCH, the leading file or files halt. The remainder of the squad, or twos, obliques to the right and halts on line with the leading file or files. The remaining squads or twos close up successively and form in rear of the first in like manner.

The movement described in this paragraph will be ordered RIGHT or LEFT, so as to restore the files to their normal relative positions in column of twos or in column of squads.

These movements are difficult at attention, and have no disciplinary value, but there are times when it is necessary to execute them, as, for example, in marching through a door of a building, or a gateway, and then immediately reforming the squads.

BATTALION PARADE.

At ADJUTANT'S CALL, the battalion is formed in line but not presented. Lieutenants take their posts in front of the center of their respective platoons at the Captain's command for dressing his company on the line. The Major takes post at a convenient distance in front of the center and facing the battalion.

The Adjutant, from his post in front of the battalion, after commanding: 1—GUIDES, 2—POSTS, adds, 1—PARADE, 2—REST. The battalion executes parade rest. The Adjutant directs the band: SOUND OFF.

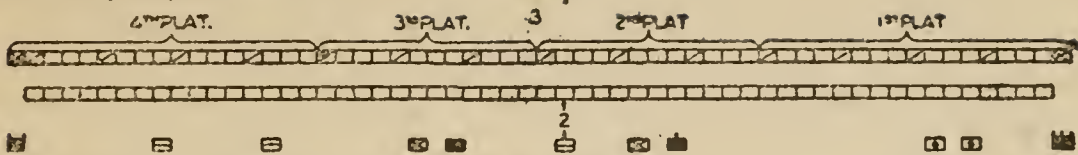
The officer reviewing the parade, and his staff, stand at parade rest with folded arms, while the band is sounding off.

The band or field music, playing in quick time, passes in front of the line of officers to the right of the line and back to its post on the right, when it ceases playing. At evening parade, when the band ceases playing, retreat is sounded by the field music and, following the last note and while the flag is being lowered, the band plays THE STAR SPANGLED BANNER.

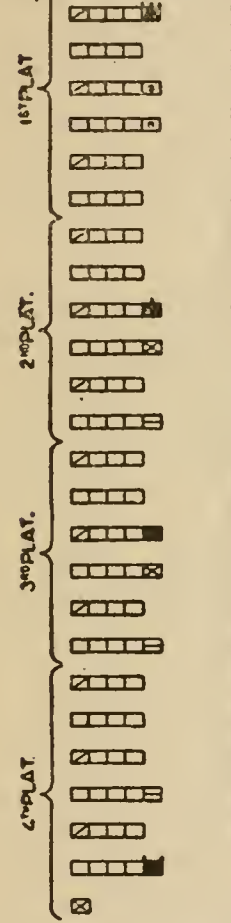
Just before the last note of retreat, the Adjutant comes to attention and, as the last note ends, commands: 1—BATTALION, 2—ATTENTION.

When the band ceases playing he commands: 1—PRESENT, 2—ARMS (Baton). He then turns about and reports: SIR, THE PARADE IS FORMED. The Major directs the Adjutant: TAKE YOUR POST, SIR. The Adjutant moves at a walk (quick time), passes by the Major's right, and takes his post.

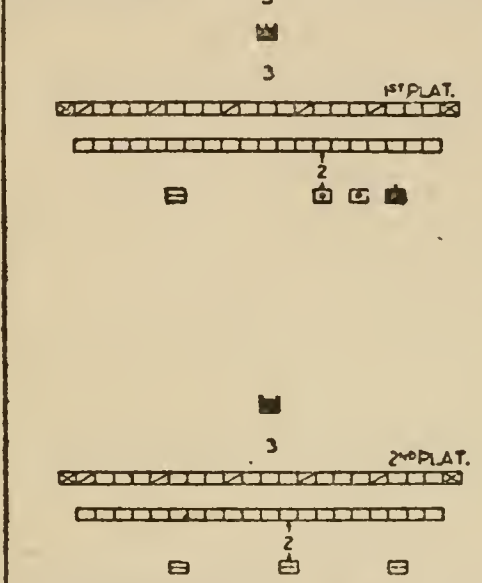
LINE (4 Sqds. - 4 Platoons)



COLUMN of SQDS (12 Sqds. - 4 Platoons)

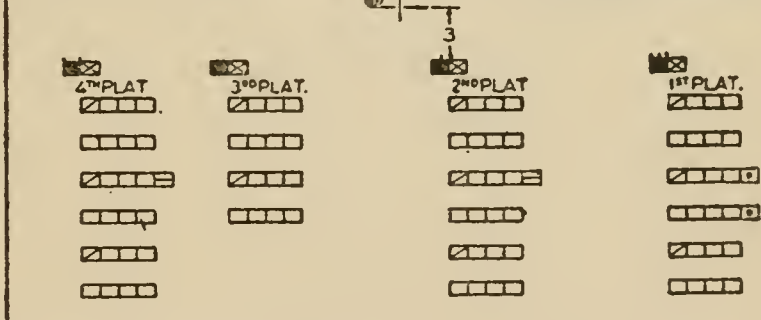


COLUMN of PLATOONS (10 Sqds. - 2 Platoons)

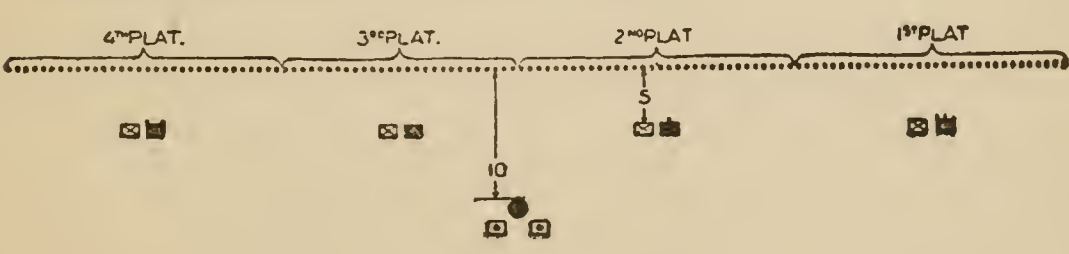


- Plate II.
THE COMPANY.
- CAPTAIN
 - 1st LIEUT.
 - 2nd LIEUT.
 - 1st SERGT.
 - LEADER, 3rd PLAT.
 - GUIDE
 - SQUAD LEADER
 - MUSICIAN
 - OTHERS IN LINE OF FILE-CLOSERS
 - PRIVATE
- NUMERALS ARE DISTANCES IN PACES.

LINE of PLATOONS (11 Sqds. - 4 Platoons)



SKIRMISH LINE - HALTED. (16 Sqds. - 4 Platoons)



The Major then draws saber and commands: (carrying baton he holds same at attention) 1—ORDER, 2—ARMS, (1—CARRY, 2—BATONS.) and then adds such exercises in the manual of arms as he may desire. Officers, non-commissioned officers, commanding companies or armed with the saber and the color guard, having once executed order arms (Carry Batons) remain in that position during the exercises in the manual.

The Major then directs the Adjutant: RECEIVE THE REPORTS, SIR.

The Adjutant, passing by the Major's right, advances toward the center of the line, halts midway between it and the Major, and commands: REPORT.

The reports received, the Adjutant turns about, and reports: SIR, ALL ARE PRESENT OR ACCOUNTED FOR: or, SIR (so many) OFFICERS OR MEN ARE ABSENT including in the list those from the band and field music reported to him by the Drum Major prior to the parade.

The Major directs: PUBLISH THE ORDERS, SIR.

The Adjutant turns about and commands: ATTENTION TO ORDERS; he then reads the orders and commands: 1—OFFICERS, 2—CENTER, 3—MARCH.

At the command CENTER, the company officers face to the center. At the command MARCH, they close to the center and face to the front without command; the Adjutant turns about and takes his post.

The officers having closed and faced to the front, the senior commands: 1—FORWARD, 2—MARCH. The officers advance, the band playing. The left officer of the center or right center company is the guide, and marches on the major. The officers are halted at 6 paces from the Major by the senior who commands: 1—OFFICERS, 2—HALT. They halt and salute, returning to the carry saber (baton) with the Major. The Major then gives such instructions as he deems necessary, and commands: 1—OFFICERS, 2—POSTS, 3—MARCH.

At the command **POSTS**, company officers face about.

At the command **MARCH**, they step off with guide as before, and the senior commands: 1—**OFFICERS**, 2—**HALT**, so as to halt 3 paces from the line. He then adds: 1—**POSTS**, 2—**MARCH**.

At the command **POSTS**, officers face outward and, at the command **MARCH**, step off in succession at 4 paces distance, resume their posts and order saber (baton;) the Lieutenants march directly to their posts in the rear of their companies.

The music ceases when all officers have resumed their posts.

The Major then commands: 1—**PASS IN REVIEW**, 2—**SQUADS RIGHT**, 3—**MARCH**, and returns saber.

The battalion marches according to the principles of review; when the last company has passed, the ceremony is concluded.

The band continues to play while the companies are in march upon the parade ground. Companies are formed in column of squads, without halting, and are marched to their respective parades by their Captains.

When the company officers have saluted the Major, he may direct them to form line with the staff, in which case they individually move to the front, passing to the right and left of the Major and staff, halt on the line established by the staff, face about, and stand at attention.

The music ceases when the officers join the staff. The Major causes the companies to pass in review under command of their first Sergeants by the same commands as before. The company officers return the saber with the Major and remain at attention.

BATTALION REVIEW.

The battalion having been formed in line, the Major faces to the front: the reviewing officer moves a few paces

toward the Major, and halts; the Major turns about and commands: 1—PRESENT, 2—ARMS, (Batons) and again turns about and salutes.

The reviewing officer returns the salute; the Major turns about, brings the battalion to order arms (Carry Batons) and again turns to the front.

Reviewing officer approaches to about 6 paces from the Major, the latter salutes, takes post on the right, and accompanies him around the battalion. The band plays.

The reviewing officer proceeds to the right of the band, passes in front of the Captains to the left of the line, and returns to the right, passing in rear of the file closers and the band.

On arriving at the right of the line, the Major salutes, halts, and when the reviewing officer and staff have passed moves directly to his post in front of the battalion, faces it, and commands: 1—PASS IN REVIEW, 2—SQUADS RIGHT, 3—MARCH.

At the first command the band changes direction if necessary, and halts.

At the third command, given when the band has changed direction, the battalion moves off, the band playing. Without command from the Major the column changes direction at the points indicated, and column of companies at full distance is formed successively to the left at the second change of direction; the Major takes his post 30 paces in front of the band immediately after the second change. The band having passed the reviewing officer, turns to the left out of the column, takes post in front of and facing the reviewing officer, and remains there until the review terminates.

The Major and his staff salute, turn the head as in eyes right, and look toward the reviewing officer when the Major is 6 paces from him. They return to the carry and turn the head and eyes to the front when the Major has passed 6 paces beyond him.

Without facing about, each Captain or special unit commander, except the Drum Major, commands: 1—EYES, in time to add, 2—RIGHT, when at 6 paces from the reviewing officer, and commands FRONT, when at 6 paces beyond him. At the command EYES, the company officers and non-commissioned officers armed with the saber (baton) execute the first motion of PRESENT SABER (baton); at the command RIGHT, all turn head and eyes to the right, the company officers complete PRESENT SABER, and the non-commissioned officers, armed with the saber, execute the first motion of PRESENT SABER (that is to say, they do not follow the same action as the Captain in his manner of PRESENT SABER). At the command FRONT, all turn head and eyes to the front, and officers and non-commissioned officers armed with the saber resume the CARRY SABER. Without arms or batons in hand the first motion of the hand salute is made at the command RIGHT, and the second motion not made until the command FRONT.

Non-commissioned staff officers, non-commissioned officers in charge or command of subdivisions, and the Drum Major, salute, turn head and eyes, return to the front, resume the carry or drop the hand, at the points prescribed for the Major. Officers and dismounted non-commissioned officers in command of subdivisions with arms in hand, render the rifle or saber salute. Guides charged with the step, pace, and direction, do not execute EYES RIGHT.

If the reviewing officer is entitled to a salute from the color, the regimental color salutes when 6 paces from him, and is raised when 6 paces beyond him.

The Major having saluted, takes his post on the right of the reviewing officer, returns saber and remains there until the rear of the battalion has passed, then salutes, draws saber, and rejoins his battalion. The band ceases to play when the column has completed its second change of direction after passing the reviewing officer.

The review terminates when rear company has passed the reviewing officer.

It might be well to make mention here that while all this ceremony is intended for troops in military service, the semi-police or military organizations can be guided accordingly, in so far as the parts wherein the saber, etc., is mentioned, and also other parts, such as the salute of the colors. All those minor details must be taken into consideration and this *Manual* is but to guide you as to the right procedure regarding formations and the proper way to conduct the various formations.

For instance, where the command is small, and the Major in charge is the reviewing officer, conditions must be taken into consideration and the Major will have to be guided accordingly and act as Major, as well as the reviewing officer.

MANUAL OF THE COLOR.

At the CARRY, the heel of the pike rests in the socket of the sling; the right hand grasps the pike at the height of the shoulder.

At the ORDER, the heel of the pike rests on the ground near the right toe, the right hand holding the pike in a vertical position.

At PARADE REST, the heel of the pike is on the ground, as at the ORDER; the pike is held with both hands in front of the center of the body, left hand uppermost.

The ORDER is resumed at the command ATTENTION.

The left hand assists the right when necessary.

The CARRY, is the habitual position when the troops are at a shoulder, port, or trail.

The ORDER, and PARADE REST, are executed with the troops.

The COLOR SALUTE; being at a carry, slip the right hand up the pike to the height of the eye then lower the pike by straightening the arm to the front.

There are certain conditions that must always be taken into consideration where Home Defense Units are concerned, and each company Captain will have to make a study of same, and likewise a District Major, to meet the conditions which treat with the color. For instance, a common practice in most companies of the Reserve is for them to carry their own individual set of colors, which include the national color and the police or precinct flag. In some precincts they also have the service flag. Such being the case, they operate and execute movements that are not provided for in the *Army Drill Regulations*, for the reason that individual units or companies operating as detachments do not carry colors. Colors are always found with Headquarters. So with District Majors they will have to instruct color guards just what is wanted of them as to formation, and where to form on the line, and as to salutes, etc.

This *Manual* is intended to introduce into the Reserve a certain set of rules so that all companies and battalions will execute them in a similar manner, allowing for conditions as may exist in certain units, such as in the Business Units and in the other branches of the Reserve where they do not go much into the drill proposition, but are merely organized for emergency purposes.

THE COLOR.

The word "color" implies the national color; it includes the regimental or precinct color, when both are present.

The rules prescribing the colors to be carried by regiments and battalions on all occasions are contained in *Army Regulations*.

In garrison, the colors, when not in use, are kept in the office or quarters of the Colonel, and are escorted thereto and therefrom by the color guard. In camp the colors, when not in use, are in front of the Colonel's tent. From reveille to retreat, when the weather permits, they are dis-

played uncased; from retreat to reveille and during inclement weather they are cased.

Colors are said to be cased when furled and protected by oil-cloth covering.

The regimental color salutes in the ceremony of escort of the colors, and when saluting an officer entitled to the honor, but in no other case.

If marching, the salute is executed when at 6 paces from the officer entitled to the salute; the carry is resumed when 6 paces beyond him.

The national color renders no salute.

THE COLOR GUARD.

The color guard consists of two Color Sergeants, who are the color bearers, and two experienced privates selected by the commanding officer. The senior Color Sergeant carries the national colors; the junior Color Sergeant carries the regimental color (In the Police Reserve this is really the Precinct Flag).

The regimental color, when carried, is always on the left of the national color, in whatever direction they may face.

The color guard is formed and marched in one rank, the color bearers in the center. It is marched in the same manner and by the same commands as a squad, substituting, when necessary, GUARD for SQUAD.

The color company is the center or right center company of the center or right center company or battalion. The color guard remains with that company unless otherwise directed.

In line the color guard is in the interval between the inner guides of the right and left center companies.

In line of columns or close order (line) the color guard is midway between the right and left center companies and on line with the Captains.

In column of companies or platoons the color guard is midway between the color company and the company in rear of the color company and equal distance from the flanks of the column.

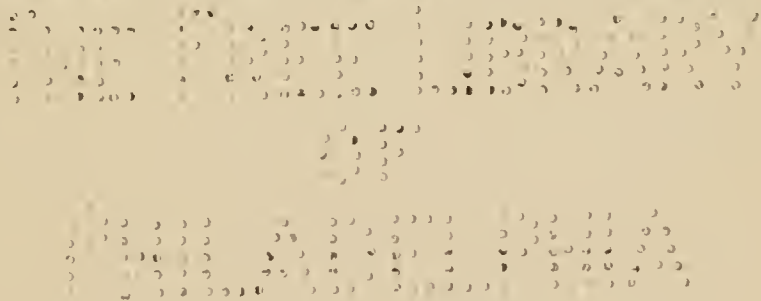
In close column the color guard is on the flank of the color company.

In column of squads the color guard is in the column between the color company and the company originally on its left.

When the regiment or battalion is formed in line of masses for ceremonies, the color forms on the left of the leading company of the center (right center) battalion or company. It rejoins the color company when the regiment changes from line of masses.

The color guard when with a battalion that takes the battle formation, joins the regimental reserve, whose commander directs the color guard to join a certain company of the reserve.

To go further into the regulations concerning color guards, etc., is hardly necessary for Home Defense units, as those desiring that information will do better to refer to *Army Drill Regulations* for more advanced information.



MANUAL OF ARMS.

As soon as practicable the recruit is taught the use, nomenclature, and care of his rifle; when fair progress has been made in the instruction without arms, he is taught the manual of arms; instruction without arms and that with arms alternate.

The following rules govern the carrying of the piece:

First. The piece is not carried with cartridges in either the chamber or the magazine except when specifically ordered. When so loaded, or supposed to be loaded, it is habitually carried locked; that is, with the *safety lock* turned to the "safe." At all other times it is carried unlocked, with the trigger pulled.

Second. Whenever troops are formed under arms, pieces are immediately inspected at the commands: 1—INSPECTION, 2—ARMS, 3—ORDER (Right shoulder, port), 4—ARMS.

A similar inspection is made immediately before dismissal.

If cartridges are found in the chamber or magazine they are removed and placed in the belt.

Third. The cut-off is kept turned "off" except when cartridges are actually used.

Fourth. The bayonet is not fixed except in bayonet exercise, on guard, or for combat.

Fifth. FALL IN is executed with the piece at the order arms. FALL OUT, REST, and AT EASE, are executed as without arms. On resuming ATTENTION the position of order arms is taken.

Sixth. If at the order, unless otherwise prescribed, the piece is brought to the right shoulder at the command MARCH, the three motions corresponding with the first three steps. Movements may be executed at the trail by prefacing the preparatory command with the words AT TRAIL; as, 1—AT TRAIL, FORWARD, 2—MARCH; the trail is taken at the command MARCH.

When the facings, alignments, open and close ranks, taking interval or distance, and assemblings are executed from the order, raise the piece to the trail while in motion and resume the order on halting.

Seventh. The piece is brought to the order on halting. The execution of the order begins when the halt is completed.

Eighth. A disengaged hand in double time is held as when without arms.

The following rules govern the execution of the manual of arms:

First. In all positions of the left hand at the balance (center of gravity, bayonet unfixed) the thumb clasps the piece; the sling is included in the grasp of the hand.

Second. In all positions of the piece "diagonally across the body" the position of the piece, left arm and hand are the same as in port arms.

Third. In resuming the order from any position in the manual, the motion next to the last concludes with the butt of the piece about 3 inches from the ground, barrel to the rear, the left hand above and near the right, steadying the piece, fingers extended and joined, forearm and wrist straight and inclining downward, all fingers of the right hand grasping the piece. To complete the order, lower the piece gently to the ground with the right hand, drop the left quickly by the side, and take the position of order arms.

Allowing the piece to drop through the right hand to the ground, or other similar abuse of the rifle to produce effect in executing the manual, is prohibited.

Fourth. The cadence of the motions is that of quick time; the recruits are first required to give their whole attention to the details of the motions, the cadence being gradually acquired as they become accustomed to handling their pieces. The instructor may require them to count aloud in cadence with the motions.

Fifth. The manual is taught at a halt and the movements are, for the purpose of instruction, divided into motions and executed in detail; in this case the command of EXECUTION determines the prompt execution of the first motion, and the commands, TWO, THREE, FOUR, that of the other motions.

To execute the movements in detail, the instructor first cautions: BY THE NUMBERS; all movements divided into motions are then executed as above explained until he cautions: WITHOUT THE NUMBERS; or commands movements other than those in the manual of arms.

Sixth. Whenever circumstances require, the regular positions of the manual of arms and the firings may be ordered without regard to the previous position of the piece.

Under exceptional conditions of weather or fatigue the rifle may be carried in any manner directed.

POSITION OF ORDER ARMS STANDING. The butt rests evenly on the ground, barrel to the rear, toe of the butt on a line with toe of, and touching, the right shoe, arms and hands hanging naturally, right hand holding the piece between the thumb and fingers.

Being at order arms: 1—PRESENT, 2—ARMS.

(ONE) With the right hand carry the piece in front of the center of the body, barrel to the rear and vertical, grasp it with the left hand at the balance, forearm hori-

zontal and resting against the body. (Two) Grasp the small of the stock with the right hand.

Being at order arms: 1—PORT, 2—ARMS.

With the right hand raise and throw the piece diagonally across the body, grasp it smartly with both hands; the right, palm down, at the small of the stock; the left palm up, at the balance; barrel up, sloping to the left and crossing opposite the junction of the neck with the left shoulder; right forearm horizontal; left forearm resting against the body; the piece in a vertical plane parallel to the front.

Being at present arms: 1—PORT, 2—ARMS.

Carry the piece diagonally across the body and take the position of port arms.

Being at port arms: 1—PRESENT, 2—ARMS.

Carry the piece to a vertical position in front of the center of the body and take the position of present arms.

Being at present or port arms: 1—ORDER, 2—ARMS.

(ONE) Let go with the right hand; lower and carry the piece to the right with the left hand; regrasp it with the right hand just above the lower band; let go with the left hand, and take the next to the last position in coming to the order. (Two) Complete the order.

Being at order arms: 1—RIGHT SHOULDER, 2—ARMS.

(ONE) With the right hand raise and throw the piece diagonally across the body; carry the right hand quickly to the butt, embracing it, the heel between the first two fingers. (Two) Without changing the grasp of the right hand, place the piece on the right shoulder, barrel up and inclined at an angle of about 45 degrees from the horizontal, trigger guard in the hollow of the shoulder, right elbow near the side, the piece in a vertical plane perpendicular to the front; carry the left hand, thumb and fingers extended and joined, to the small of the stock, tip of the forefinger touching the cocking piece, wrist straight and elbow down. (THREE) Drop the left hand by the side.

Being at right shoulder arms: 1—ORDER, 2—ARMS.

Press the butt down quickly and throw the piece diagonally across the body, the right hand retaining the grasp of the butt. (Two), (THREE) Execute order arms as described from port arms.

Being at port arms: 1—RIGHT SHOULDER, 2—ARMS.

Change the right hand to the butt. (Two), (THREE) As in right shoulder arms from order arms.

Being at right shoulder arms: 1—PORT, 2—ARMS.

Press the butt down quickly and throw the piece diagonally across the body, the right hand retaining its grasp of the butt. (Two) Change the right hand to the small of the stock.

Being at right shoulder arms: 1—PRESENT, 2—ARMS.

Execute port arms. (THREE) Execute present arms.

Being at present arms: 1—RIGHT SHOULDER, 2—ARMS.

Execute port arms. (Two), (THREE), (FOUR) Execute right shoulder arms as from port arms.

Being at port arms: 1—LEFT SHOULDER, 2—ARMS.

Carry the piece with the right hand and place it on the left shoulder, barrel up, trigger guard in the hollow of the shoulder; at the same time grasp the butt with the left hand, heel between first and second fingers, thumb and fingers closed on the stock. (Two) Drop the right hand by the side.

Being at left shoulder arms: 1—PORT, 2—ARMS.

Grasp the piece with the right hand at the small of the stock. (Two) Carry the piece to the right with the right hand, regrasp it with the left, and take the position of port arms.

LEFT SHOULDER ARMS may be ordered directly from the order, right shoulder or present, or the reverse. At the

command ARMS execute PORT ARMS and continue in cadence to the position ordered.

Being at order arms: 1—PARADE, 2—REST.

Carry the right foot six inches straight to the rear, left knee slightly bent; carry the muzzle in front of the center of the body, barrel to the left; grasp the piece with the left hand just below the stacking swivel, and with the right hand below and against the left.

Being at parade rest: 1—SQUAD, 2—ATTENTION.

Resume the order, the left hand quitting the piece opposite the right hip.

Being at order arms: 1—TRAIL, 2—ARMS.

Raise the piece, right arm slightly bent, and incline the muzzle forward so that the barrel makes an angle of about 30 degrees with the vertical.

When it can be done without danger or inconvenience to others, the piece may be grasped at the balance and the muzzle lowered until the piece is horizontal; a similar position in the left hand may be used.

Being at trail arms: 1—ORDER, 2—ARMS.

Lower the piece with the right hand and resume the order.

RIFLE SALUTE.

Being at right shoulder arms: 1—RIFLE, 2—SALUTE.

Carry the left hand smartly to the small of the stock, forearm horizontal, palm of hand down, thumb and fingers extended and joined, forefinger touching end of cocking piece; look toward the person saluted. (Two) Drop left hand by the side; turn head and eyes to the front.

Being at order or trail arms: 1—RIFLE, 2—SALUTE.

Carry the left hand smartly to the right side, palm of the hand down, thumb and fingers extended and joined,

forefinger against piece near the muzzle; look toward the person saluted. (Two) Drop the left hand by the side; turn the head and eyes to the front.

For rules governing salutes, see *Honors and Salutes*.

THE BAYONET.

Being at order arms: 1—FIX, 2—BAYONET.

If the bayonet scabbard is carried on the belt: Execute parade rest; grasp the bayonet with the right hand, back of hand toward the body; draw the bayonet from the scabbard and fix it on the barrel, glancing at the muzzle; resume the order.

If the bayonet is carried on the haversack: Draw the bayonet with the left hand and fix it in the most convenient manner.

Being at order arms: 1—UNFIX, 2—BAYONET.

If the bayonet scabbard is carried on the belt: Execute parade rest; grasp the handle of the bayonet firmly with the right hand, pressing the spring with the forefinger of the right hand; raise the bayonet until the handle is about twelve inches above the muzzle of the piece; drop the point to the left, back of the hand toward the body, and, glancing at the scabbard, return the bayonet, the blade passing between the left arm and the body; regrasp the piece with the right hand and resume the order.

If the bayonet scabbard is carried on the haversack: Take the bayonet from the rifle with the left hand and return it to the scabbard in the most convenient manner.

If marching or lying down, the bayonet is fixed and un-fixed in the most expeditious and convenient manner and the piece returned to the original position.

Fix and unfix bayonet are executed with promptness and regularity but not in cadence.

CHARGE BAYONET: Whether executed at halt or in motion, the bayonet is held toward the opponent as in the position of GUARD in the *Manual for Bayonet Exercise*.

Exercises for instruction in bayonet combat are prescribed in the *Manual for Bayonet Exercise*.

THE INSPECTION.

Being at order arms: 1—INSPECTION, 2—ARMS.

At the second command take the position of port arms. (Two) Seize the bolt handle with the thumb and forefinger of the right hand, turn the handle up, draw the bolt back, and glance at the chamber. Having found the chamber empty, or having emptied it, raise the head and eyes to the front.

Being at inspection arms: 1—ORDER (Right shoulder, port), 2—ARMS.

At the preparatory command push the bolt forward, turn the handle down, pull the trigger, and resume port arms. At the command ARMS complete the movement ordered.

TO DISMISS THE SQUAD.

Being at halt: 1—INSPECTION, 2—ARMS, 3—PORT, 4—ARMS, 5—DISMISSED.

REVIEW.

One should continually examine himself in infantry drill regulations, setting himself problems to work out and solve. It has been found by experience that most civilian soldiers when confronted with some very simple problem, which has not been definitely or specifically described in the *Army Drill Regulations*, is unable to apply principles and methods. As an illustration of what is meant by this sentence: for instance, in examining a great many men who have been applicants for commissions in the Army, Officers' Reserve Corps, and other branches, it has been found that nine out of ten of the candidates were unable to change the front of a line in close order formation from facing North to slightly East or North on the right guide as a pivot. This has been found to be the trouble: The men would frequently say that there was no such command for any such movement, or they would give "PLATOON RIGHT," or "PLATOON HALF RIGHT," then salute respectfully and report that there was no command for forming a line at any other angle than 45 degrees and 90 degrees to the original line. Then this has taken place. When shown the simple method of facing the guide in the desired direction and commanding "RIGHT DRESS," and then "FRONT," the candidate, as you can well imagine, has usually felt like kicking himself thoroughly. And so it is with all other movements which are desirable, but which are not actually prescribed in detail in the *Army Drill Regulations*.

The question often arises as to whether or not instruction should be given exactly in the words of the Book. While the explanations given in the *Drill Regulations* are the most concise possible, it sometimes happens that men with keen ability to memorize will give instructions verbatim without knowing their meaning.

I maintain that if a man can give an explanation which, if complied with, will bring about the correct execution and preclude the possibility of any wrong execution, the explanation and method adopted are most satisfactory. If the explanation is not in the same words as the regulations call for, I feel entirely satisfied that the person giving it understands its meaning, or else he could not have interpreted it correctly.

One of the principal mistakes made, which, while fairly unimportant, nevertheless produces a bad impression upon the professional soldier, is that of the unnecessary prefacing of all commands by "COMPANY," "PLATOON," or "SQUAD." The term "Company," "Platoon," or "Squad," is given only before the commands of, "RIGHT," "HALT," and "ATTENTION."

Many, many pages could be written along the line of showing the civilian soldier mistakes and little corrections that could be applied, but it has been found most profitable if the officer, non-commissioned officer, and the private will make a study of *Drill Regulations* from time to time, and make his own deductions and corrections therefrom.

This book is only intended to put you right, in so far as the basic subjects are concerned. In explaining movements to recruits, or new men, it is best to express ideas in the language of the recruit. At first use short, simple, concise and well-known words where they can be substituted for the military and technical terms. One will surely gain the energy in an effort to understand new terms, and the men will unconsciously become acquainted with the military phraseology in a very short time. Try and repeat the idea in different words if necessary, but at all times strive for clarity and brevity. It has been found to be quicker and easier than cautioning against every mistake which might be made, for mistakes will occur. Let there be mistakes and then correct the mistakes.

NATIONAL ANTHEM.

Whenever the National Anthem is played at any place where persons belonging to the military service are present, all officers and enlisted men not in formation shall stand at attention facing toward the music (except at retreat, when they shall face toward the flag). If in uniform, covered or uncovered, or in civilian dress, uncovered, they shall salute at the first note of the anthem, retaining the position of salute until the last note of the anthem. If not in uniform and covered, they shall uncover at the first note of the anthem, holding the head dress opposite the left shoulder and so remain until its close, except that in inclement weather the head dress may be slightly raised.

THE FLAG

The flag is lowered at the sounding of the retreat, and while it is being lowered the band plays "The Star Spangled Banner," or, if there is no band present, the field music sounds, "to the colors."

When "to the colors" is sounded by the field music while the flag is being lowered the same respect will be observed as when "The Star Spangled Banner" is played by the band.

MILITARY POLICE.

The duty of military police is to enforce all police regulations in the theater of operations and in mobilization and concentration camps. They protect the inhabitants of the country from pillage and violence and prevent excesses of all kinds: keep all roads clear: arrest all soldiers and civilian employees absent without proper authority from their organizations: arrest all marauders and collect all stragglers and turn them over to their respective organizations.

They keep a list and a description of all camp retainers and followers, and constantly watch their conduct.

They are charged with relieving organizations in the field from the care of prisoners of war, and with their safe conduct to places where they are ordered assembled.

They police all railroad stations, public houses, depots, and public buildings, protect telegraph and telephone lines, and railways from damage: keep hostile inhabitants in order, carry out their disarmament, and are ever watchful for, and try to prevent, spying.

With the division, the commander of trains and the force under his orders exercise the functions of military police.

On the line of communications, commanders of defense districts exercise these functions, following up closely the advance of the division, taking over all prisoners of war, and performing the military police duties in rear of the zone policed by the commander of trains.

The defense commander of the area in and about the base of a line of communications is assigned as provost marshal.

The functions of a provost marshal, in addition to those of general military police, are to relieve and hold all classes of prisoners. He makes records of all the prisoners of war, collects and records the tags taken from the enemy's dead, as required by the laws and usages of war. The records of prisoners of war and of the enemy's dead are transmitted quarterly to the War Department.

In mobilization and concentration camps the powers of military police are ordinarily exercised by the commander of trains, though if conditions require, an officer may be assigned as commander of the military police.

In cases of emergency the military police may be called or call on any troop to assist them. All persons belonging to the Military Police Service are required to give every assistance possible to troops, and likewise all persons belonging to the military service are required to give every assistance to the military police in the execution of each other's duties.

Officers and enlisted or enrolled members when actually performing the duty of military police, will wear a Yellow Brassard on the left arm half way between the elbow and shoulder bearing the insignia or name of the division or precinct to which they belong.

As a rule, military police on duty will not be reprimanded or placed in arrest except by the superiors under whose command they happen to be. In exceptional cases field officers and officers of higher grades are authorized to order their arrest. Members of the force when not on duty—that is, when not wearing the Brassard,—have no special privileges.

TESTS.

1st Question—Why are soldiers grouped into Squads?

Answer—Soldiers are grouped into squads for the purpose of instruction, discipline, control and order.

2nd Question—How many kinds of commands are there?

Answer—There are two kinds of Commands. Preparatory, and Execution.

3rd Question—What is the position of a Soldier?

Answer—Position of a Soldier at attention:—Heels on the same line and as near each other as the conformation of the body permits. Feet turned out equally forming an angle of about 45 degrees. Knees straight without stiffness. Hips level and drawn back slightly. Body erect, and resting equally on the hips. Chest lifted and arched. Shoulders square and falling equally. Arms and hands hanging naturally, thumb along the seam of the trousers. Head and eyes straight to the front.

4th Question—Where do Corporals take position at the command “FALL IN”?

Answer—The Corporal, when in ranks, is posted as the left man in the front rank of the squad. He is the squad leader.

5th Question—Explain the movements of Squads right (left) from a halt, with the company from line to column of squads.

Answer—Squad right (left) MARCH. At the second command, the right flank man in the front rank faces to the right in marching and marks time; the other front rank

men oblique to the right, place themselves alongside or abreast of the pivot and mark time. In the rear rank the third man from the right followed in column by the second and first, moves straight to the front until in rear of his front rank man, when all face to the right in marching and mark time; the other number of the rear rank moves straight to the front four paces and places himself abreast of the man on his right. Men on the new line glance toward the marching flank while marking time, and, as the last man arrives on the line, both ranks execute Forward March, without command.

6th Question—From line to Column of Platoons, how is the movement executed?

Answer—Platoons Right (left) MARCH. At the second command the right flank man in the front rank faces to the right in marching and marks time: the other front rank men oblique to the right, place themselves abreast of the pivot, and mark time; in the rear rank the third man from the right, followed in column by the second and first, moves straight to the front until in rear of his front rank man, when all face to the right in marching and mark time: the remaining men of the rear rank move straight to the front 4 paces, oblique to the right, place themselves alongside of or abreast of the third man, cover their file leaders, and mark time; the right guide steps back, takes post on the flank, and marks time.

7th Question—What is meant by a Fixed Pivot? By a Moving Pivot?

Answer—The turn on the fixed pivot by subdivisions is used in all formations from line into column and the reverse.

The turn on the moving pivot is used by subdivisions of a column in executing changes of direction.

8th Question—Explain how to execute, “ON RIGHT INTO LINE.”

Explain how to execute, FRONT INTO LINE. What is the difference between the two? Who issues the commands after the order has been issued by the Company Commander, until the formation is completed?

Being in column of platoon or squads, to form line on right or left: "ON RIGHT (LEFT) INTO LINE—MARCH."

At the first command the leader of the leading unit commands: RIGHT TURN. The leaders of the other units command: FORWARD, if at a halt. At the second command the leading unit turns to the right on moving pivot. The command HALT is given when the leading unit has advanced the desired distance, in the new direction: it halts, its leader then commands: RIGHT DRESS. The units in the rear continue to March straight to the front, each when opposite the right or left of its place in line, executes right turn at the command of its leader: each is halted on the line at the command of its leader, who then commands: RIGHT DRESS. All dress on the unit first in line.

If executed at a double time, the leading squad marches in double time until halted.

FRONT INTO LINE.

Being in column of platoons or squads, to form line to the front. Right (left) front into line. MARCH.

At the first command the leader of the units in the rear of the leading one commands: RIGHT OBLIQUE. If at a halt, the leader of the leading unit commands: FORWARD. At the second command the leading unit moves straight to the front, or FORWARD. The rear units oblique as indicated. The command HALT is given when the leading unit has advanced the desired distance: it halts, then its leader gives the command RIGHT or LEFT DRESS as the case may be. Each of the rear units when opposite its place in line, resumes the original direction at the command of its leader, who then commands forward and each is halted on the line at the command of its leader

and dresses at his command accordingly. All dress on the unit first in line, or in other words, the leading unit.

9th Question—What is the difference between the commands, AT EASE, REST, and FALL OUT?

Answer—At the command AT EASE, each man keeps one foot in place and is required to preserve silence, but not immobility.

At the command REST, each man keeps one foot in place, but is not required to preserve silence or immobility.

At the command FALL OUT, the men may leave the ranks, but are required to remain in the immediate vicinity. They resume their former places, at attention, at the command FALL IN.

10th Question—What is very necessary to get results from the men in your squad and at all times must be maintained in the company?

Answer—Discipline.

HOME DEFENSE LEAGUE

ADVISORY COMMITTEE

NATHANIEL H. LEVI
President, The Berlin
 ARON B. SALANT
President, Salant & Salant
 JARED J. CHAMBERS
President, 23rd Ward Taxpayers' Ass'n
 FRANK A. MILLER
Miller's Theatrical Livery
 EDMUND ZAHN
Lessee, Schwaben Hall
 ADAMS R. DAVIS
President, The Chase
 RIDGEWOOD CHAMBER
 OF COMMERCE, Inc.
Pres. A. Hanson, Pres.

POLICE DEPARTMENT, CITY OF NEW YORK

164TH PRECINCT
 (HAMBURG AVENUE)

WILLIAM A. DAWKINS
Captain
 1219 Hancock Street
 Brooklyn, N. Y.

THE HOME DEFENSE LEAGUE EXISTS SIMPLY FOR THE PATRIOTIC PURPOSE OF SERVING THE CITY IN CASE OF GREAT EMERGENCY
 ARTHUR WOODS POLICE COMMISSIONER

Hon. CHARLES H. HAUBERT
Treasurer
 393 Central Ave., Brooklyn, N. Y.

"IN UNITY THERE IS STRENGTH"

File No.....

Date.

1st. Fold.....

From: Captain William A. Dawkins, 164th. Police Precinct, (H. D. P.)

To: Deputy Police Commissioner, Headquarters, Manhattan.

Subject: Report on Entertainment. Equipment Fund.

{ Letter to contain but one subject and its description to be }
 { given in not more than ten words. }

Through official Channels.

Sir:-

- 1- Letter should be fold in three equal folds as indicated by ruled line.
- 2- Writing to be so placed as to leave a margin two inches along left edge of paper.
- 3- The words "From", "To", and "Subject", to be double-spaced and included in its first fold (above dotted or ruled line). Single spacing to be in the paragraph. Paragraphs to be separated by double space.
- 4- Body of the letter should commence on the second fold or middle third of the sheet.
- 5- When there is but one paragraph in the letter it will not be numbered. When there is more than one paragraph they will be numbered as herein.
- 6- When the name and rank etc., of the writer are given above after "From" the signature will be confined to the writer's name only. When only the office title is given above after "From" the officer will sign his name over his rank and organization. (Precinct).
- 7- When enclosures accompany the letter the notation (so many) inclosures will be made under the left side of the letter about on the same line with the signature.
- 8- The signature should be about half an inch below the last line of the letter.

3-Incls.

William A. Dawkins.

File No.

1st. Ind.

SAMPLE OF PROPER FORM OF OFFICIAL LETTER.



PART II.

**EXTRACTS FROM
POLICE PRACTICE AND PROCEDURE.**

ORIGINAL INTRODUCTION

WRITTEN BY

MR. ARTHUR WOODS,

Police Commissioner at the time, for "Police Practice and Procedure."

The author of this work, Inspector Cahalane, is in charge of the Training School of the New York Police Department. He is a practical policeman, having been through all the ranks of the force, and he has, to a marked extent, the habit of viewing police work in the light of the service it can render the community. I have thought so well of the book that it has been printed and distributed to all members of the force for their information and guidance.

The policeman's job is hard. He is exposed to all weathers, at all hours of the day or night. In emergencies he is on duty many extra continuous, wearing hours. He must grapple, without hesitation, with any situation that arises, no matter at what risk to life. He must be capable of using whatever degree of force may be necessary to capture outlaws; yet he must be courteous and considerate to civilians, even in the most irritating circumstances.

To do his difficult duty as he should, he must know the laws and ordinances—and they are legion; must know his duties and the extent and the limitations of his powers; must be intimately acquainted with the ways of criminals, and thoroughly versed in the best methods of circumventing them. *Police Practice and Procedure* goes into all these

matters better than any other book I know, and will be of the greatest value in clarifying the task of policemen and increasing their efficiency.

But the public should co-operate. They can help most by learning enough of the working methods of criminals to be able to take intelligent preventive measures. A large percentage of the crimes committed in New York City are preventable. If civilians will read in this book the pages, especially, on crimes and criminals, and will take such reasonable precautions as suggest themselves, we shall all sleep safer, and the police force will be helped greatly in fulfilling its primary duty: the prevention of crime.

ARTHUR WOODS,
Police Commissioner.

Police Headquarters,
November 25, 1914.

DISCIPLINE AND DEPARTMENT.

To obey strictly and execute promptly the lawful orders of superiors is one of the first requirements of the Department. Obedience is the foundation upon which all police efficiency is built. Without obedience to proper authority the force would be nothing more than a mob. It is a quality that is demanded from every member of the force, from patrolman to inspector. It is enough to know that the person giving the order is in proper command. He may be a man you do not like or respect, but you must omit the personal factor and respect his position and authority.

Orders must be *strictly* carried out. It is not enough to comply with only that part which you deem sufficient; nor is it proper or permissible when you are ordered to do a thing in a certain way for you to obtain the same results by other methods.

Orders must be *promptly* carried out. When an officer is given an order it is not for him to question its value or the manner prescribed for its fulfillment. When you understand just what the order calls for, carry it out immediately to the best of your ability and in a manner that admits of no misunderstanding.

Be loyal. The success of a squad, precinct or district depends greatly on the even teamwork of all its members. You should be for and not against the accomplishment of the functions of the Department, giving your most earnest and hearty support to those in authority. You cannot be loyal and be a knocker, a grumbler or a shirker.

Just one man of this type in a command is a nuisance and a centre of dissatisfaction. You should, therefore, discourage such tendencies in yourself and in those with whom you come into contact. Most grievances are fancied and the longer they are entertained, the greater they appear. If something is apparently interfering with you in the line of your duty and you feel that you are not getting a square deal, don't grumble—go to the person in immediate control and explain the circumstances and you will find that he can and will rectify any legitimate grievance.

Do not criticise the actions or orders of those placed in authority over you. You must assume that they are responsible, that they understand what they are trying to accomplish and have reasons for wanting things done in the way they prescribe. You must not assume that because you know of another way by which the same results might be obtained that they are wrong and you are right. Your superior officer will be judged by the final results obtained through such methods as he may pursue, whereas your responsibility ceases when you have carried out his orders.

The Police Department itself is often gauged by acts of its individual members. If you favorably impress persons they will judge the entire Department by that impression. Every officer, whether on or off duty, on patrol, in reserve, or at home, should, therefore, conduct himself in an exemplary manner. When in uniform, whether on or off duty, you are a target for the eyes of the public and if you do not conduct yourself in a gentlemanly manner you will be quickly observed. Do not do anything to attract attention unless it is necessary for the accomplishment of some police purpose. While in cars or other public conveyances, be particular to extend every courtesy. Do not occupy a seat while any other person is standing. Do not push, shove or jostle.

Do not do anything that is not gentlemanly. Do not spit on the sidewalk, cough in anyone's face, chew tobacco or gum, talk loudly or too much, or make unnecessary

noise. Mind your own affairs and do not meddle with or criticise business people or other persons passing over your post. Refrain from influencing the business of any person.

It is better to talk too little than too much; an act committed or a story told by a private individual might be construed as idle and unimportant, but the same thing done by a policeman might become very significant. Idle gossip concerning yourself, the Department, or citizens, should not be indulged in, as a blasted reputation is seldom recovered and a gossipy man seldom makes a good policeman.

The matters you are prohibited from discussing, such as business of the Department, etc., you can avoid by frankly telling anyone who brings up the subject that you are forbidden by the rules of the Department to talk on such topics.

Do not shirk your duty. Leaving post unnecessarily and conversing are habits. Do not make appointments to meet persons on post; make them for times when you are excused from duty. Be particular about conversing unnecessarily with women while on duty.

In your home life, you and your family should conduct yourselves quietly and confine yourselves closely to the rules of decency and courtesy. Do not permit your wife and children to make use of your position as a veiled threat.

Excellent physique alone does not make the perfect policeman. He should possess sufficient strength of character, will power and moral courage to successfully resist any temptation to do wrong. Oftentimes persons engaged in undertakings requiring police supervision, or individuals of unsavory reputation will endeavor to induce you to overlook a violation of the law and may, if arrested, seek either directly or through friends to have you give weak or evasive testimony in court so that justice may be defeated. Be jealous of your character and reputation. Social companionship and intimate acquaintance with such persons

should be carefully avoided, for in the majority of cases they seek your friendship with an ulterior object in view.

When you are on post in a section of the city populated by a foreign element you will find that you are expected by the people to be their doctor, their lawyer and their interpreter. You will be called upon at various times to render assistance in all good faith and confidence. Such confidence should not be betrayed or abused. You should do everything within reason to assist them, by summoning an ambulance surgeon, directing them to dispensaries, hospitals, the Department of Charities, the Legal Aid Society, etc. This you should do cheerfully and with the greatest possible attentiveness. If a person is sick and you are requested to assist him or her home, do so if it is within a reasonable distance in your own precinct or a short distance into an adjoining precinct, but always notify your station-house before leaving post.

Be courteous to everyone regardless of their position in life. Persons seeking assistance or advice are entitled to courteous and gentlemanly attention, and it is not courteous to be abrupt and short in your answers. You may be required to answer the same question a great many times during one tour if you are stationed in a congested section of the city and the repetition will become tiresome. Do not, however, lose your head or change your manner; the last person to ask a question is as interested in and as much entitled to the proper information as the first one. Do not appear surprised at the questions that are asked you; they may sound ridiculous to you but as a whole they are asked in good faith and warrant a courteous answer. Stand at attention and listen attentively to what they have to say, then give the best information or advice that you can. If you cannot supply the information they wish, direct them to some place where they may obtain it—to a store having a city or business directory, or, if the question relates to car lines, to a transfer agent or railroad inspector, etc. Do not think that you will be considered ignorant if you do not know the right answer to every question asked

you, and do not give directions or advice unless you are sure you are right. The average person seeking advice will not feel offended if, being unable to help him yourself, you direct him to some place where he may get the desired information; but if you give him advice which he later discovers to be wrong, you can imagine his feeling toward you and the entire Department.

If you find some one who thoughtlessly or otherwise is about to violate a law or ordinance, warn him that such an act is illegal. If your warning is disregarded, take immediate and proper police action; if you do not, the disorderly element and even law-abiding citizens will look upon you as a man of weak, or even cowardly, character.

The early habits you form will remain with you as long as you are in the Department. If you are attentive to duty and courteous to persons with whom you come into contact during the first year you will continue so involuntarily throughout your career.

From the first tour of duty you perform, it should be your aim to prepare for the competitive examinations for promotion. Men who are ambitious for promotion make good policemen; they are attentive to their duty, jealous of their character and reputation, and as a result of their study of the rules and regulations, usages and customs of the Department, and the laws and ordinances, are mentally well equipped. There is an excuse for one man knowing how to do some one particular thing better than anyone else; he may have had to specialize at it. There is, however, no excuse for any police officer not knowing as well as any other man in the Department the rules and regulations and the laws and ordinances. The information is available and if one does not prepare himself on those subjects it is due to his own neglect and carelessness,

PHYSICAL CONDITION.

When they enter the Department, patrolmen are fit to perform almost any physical task allotted to them in the line of their duty. This is due to their excellent physical condition, their youth and their training for the physical examination for appointment. After this appointment to the force, however, the arms and body get comparatively little exercise and therefore become stiff and accumulate fat, which brings with it a slovenly appearance and, very often, carelessness in dress and appearance.

It is natural for a policeman to gain and lose weight, but it should be gained and lost in all portions of the body, head, shoulders, arms, chest, legs, and not entirely in the abdomen, as is so often the case.

Obesity can be avoided by taking ordinary precautions; exercising all of the muscles and not a special few. A policeman should devote at least ten minutes a day, before eating, to exercise. On getting out of bed, he should open the windows wide, thoroughly ventilate the room, and take the calisthenic exercises taught in the School for Recruits. This will keep him in good physical condition. There is no more occasion for policemen to get stout than for soldiers in the United States Army. Their erect, soldierly appearance is due to daily exercise.

In standing, a policeman should not have his hands or arms folded or hanging in front of his body. This position throws the shoulders and head to the front. He should either place his hands on his hips or behind his back. His weight should be distributed equally on his feet. This prevents him from becoming lopsided. When he becomes tired, he can rest by shifting his weight to his toes and then to his heels.

Men who keep themselves in good condition will be found to be neat and to take pride in their appearance. As a result, their uniforms and equipments are always presentable. Patrolmen of this kind always command respect from the public. If an officer is snappy in appearance and commands respect for his office, and looks as though he were able to control any situation with which he might be confronted, he will not have to use one half the physical effort that a slow, careless or slovenly policeman would under the same circumstances.

Patrolmen should take particular care of their feet. Most foot troubles are due to the wearing of ill-fitting shoes; rundown heels, tending to cause the foot to press against that side, result in callouses and corns. When a condition of the feet exists that you cannot remedy, consult a chiropodist.

Due to police conditions, patrolmen lead irregular lives. Twice as much work is required at night as in the day, and in order that the work may be equally distributed, the force is divided into squads which rotate from day to night duty, a short period of time being allowed between the tours. This irregularity naturally breaks up and changes a man's mode of living, eating and sleeping. As a result, one is likely to not take sufficient time for rest and the mastication of his food. This seriously interferes with the digestive organs and tends to break down good health.

If you are excused for eight hours after having performed an eight-hour tour of patrol duty, rest during that interval so as to be fit during your next tour.

If you are ill, report on sick leave under the care of the police surgeon. Home, and not the street, is the proper place for sick policemen. The head of the Department, as well as the public, expects a patrolman on duty to be at his best. If you are sick on patrol, you may be called upon to perform the most strenuous act of your career, and to say that you failed because you were sick would be a lame excuse.

PATROL.

Posts—Much of the success of the Department depends upon the manner in which patrol duty is performed.

A man going on patrol is like a man going to war, in that no matter how enthusiastic a soldier may be for the cause, if he is not able to shoot he is of little value; so with a man on patrol, unless he is rested, in good physical condition, properly equipped and uniformed, and understands how to cope with the conditions which will confront him, he too is of little value.

For the purpose of distributing the force, the Police Commissioner establishes what are known as posts. The length of such posts depends upon the police necessity of the section.

Fixed posts are established at intersections of streets in various parts of the city and are manned at night. Patrolmen are required to rotate to them at times designated and when so assigned, alternately do fixed post and patrol duty. When covering a fixed post you are required, while standing, to stay in the center of the post, but while in motion, you may walk anywhere within its boundaries.

If a person is discovered in the commission of a crime and an outcry is made, it should be impossible for him to escape if he keeps on the street.

Most householders living in the sections where fixed posts are in operation know that between 10 p. m. and 6 a. m. a policeman should be on the designated fixed post, and if they require your assistance they will call you. Many citizens have police whistles which they use in calling.

Special posts are established at designated places, such as fire ruins and cave-ins in the street. Men on such posts

are expected to prevent unauthorized persons from entering the ruins and to keep pedestrian and vehicular traffic at a safe distance. Among other special posts may be mentioned raided gambling and disorderly houses, where an officer is stationed for the purpose of preventing the removal of evidence or a continuance of the nuisance; places where a serious crime has been committed; and premises where a strike has been declared, for the purpose of preserving the peace and preventing strikers from assaulting, threatening or annoying persons who are employed or seeking employment. Remember that the strikers are not violating the law when they *peacefully* request other persons to go on strike or not to take their places. The sidewalk and street at, or near, a strike must be kept clear for pedestrians and traffic.

Before going on patrol you are required to appear at inspection, uniformed and equipped as prescribed by the rules of the Department. You are then instructed as to all orders that relate to the performance of your duty. When directed, you will proceed to your post relieving point, where the officer you relieve will give you such information regarding the post as will assist you in performing your duty during that tour.

You will then start to patrol your post to the right; shield to the curb. This is done for the reason that your superior officers patrol to the left and should be able to find you readily if you are on post. If, however, you are suspicious of anything you should immediately turn back and try to verify your suspicion. At night or during the hours when business houses are closed you will try all doors, low windows and area gates, as explained under *Observation* on page 14.

While one portion of a post may require more attention than another, remember that a person planning a crime will always take advantage of the section of your post which he believes to be least patrolled.

If you are suspicious of any persons and it is necessary for you to stand in a doorway to watch, or if it is necessary

to go into the hallway of a tenement for the purpose of examining the side door of a store, do so and inform the first visiting officer you meet.

Do not be timid about going anywhere in the vicinity of your post to perform proper police duty, through fear of being disciplined for being off post. Be sure, however, to comply with the rules defining what you must do when you leave post for a police necessity, in order that there may be no doubt as to the sincerity of your purpose.

When patrolling crowded thoroughfares keep on the outside of the crowd, that you may be seen. That is why you are dressed in a distinctive uniform. If you lose yourself in a crowd unnecessarily, you are temporarily useless.

At night, be suspicious of strangers who appear friendly and engage you in conversation. They may be interested in the commission of a crime on your post and endeavoring to hold you in conversation so as to permit their pals to escape. This also applies to persons who try to decoy you from your post, such as by telling you that you are needed immediately at some place. If you are suspicious take the person with you. Find out his name and address. If you find there is no truth in the complaint, make him accompany you, and examine your post immediately. If you find that a felony has been committed during your absence and you think he has decoyed you, arrest him on suspicion of being a principal in its commission.

The courts have held that the reputation of a place among the people living or doing business in the neighborhood is evidence of the character of the premises; that loud noise or anything injurious to public health or offensive to decency is contributory in establishing a nuisance.

It is sometimes difficult for the police alone to rid a community of a nuisance, and the complainants are generally unwilling to assist the Department, because of unwarranted fear of incurring the enmity of those in charge or because they wish to avoid loss of time in court.

If you can make them realize that no condition which is objectionable and in violation of the law can exist for any length of time if the residents in the block are determined to end it and are willing to sacrifice a little time, it should be easy to enlist their co-operation. Call to their attention the fact that in sections of the city where it is apparent, or where it has once been shown, that neighbors will not tolerate a disorderly condition, nuisances are never established.

If you have occasion to use a public telephone in communicating with the Department, as soon as the telephone company's operator answers, give her your name, rank, precinct and shield numbers before asking for your connection. When the Department's operator responds, identify yourself by giving your name, rank, precinct and shield number, and ask for the proper extension. If the matter is one which the operator will attend to, such as an ambulance call or a call for assistance, give the operator the number and location of the telephone from which you are talking, so that, if necessary, you may be sent for.

For assistance, give three or more blasts of your whistle, or three or more raps with your baton. If you are placed in such a position that you can use neither whistle nor baton, discharge your pistol in the air. If you hear a call for assistance give one signal with baton or whistle and run immediately in the direction from which the call came. In using your pistol to summon assistance, great care must be exercised for the safety of innocent persons. It is better to have the guilty person escape than to kill or injure an innocent bystander. There are times, of course, when it is not advisable to make a noise in summoning assistance, when, for instance, it might reveal your unsuspected presence. In such a case send someone in whom you have confidence for the help you need.

If it becomes necessary to leave your post, try to have the patrolman on an adjoining post cover it during your absence, and on your return make sure that nothing has

gone amiss. Do not leave, except for a sufficient police or urgent personal reason. If you have a report, communicate with the station-house by means of the signal-box, or if one is not convenient, by means of a public telephone, and inform the lieutenant of the nature of the report. Be governed by his directions as to whether or not you will telephone it in or leave post and report it in person at the station-house.

Keep in harmony with the watchmen and special patrolmen on your post. If you have their co-operation they may render you valuable assistance.

Do not hound or persecute ex-convicts. If a man has been convicted of a crime and has paid the penalty, he is entitled to start life anew and should receive assistance and co-operation from you in his endeavor to live a decent life. If he lives on your post do not tell his neighbors of his past; if he is seeking employment, or is employed, do not inform the employer for the sole purpose of having him discharged. Tell your superiors or members of the Detective Division so that they may keep a watch on him. If he is hounded by the police and prohibited from engaging in a lawful vocation, there is only one door open to him, again to become a criminal.

Firearms—Use the utmost care in the handling of firearms at all times. Hold the weapon firmly, with the muzzle pointed to the ground, or in such manner that no person would be in the line of fire in case of accidental discharge. *Consider every gun loaded.*

Become thoroughly acquainted with the different types so that you may handle with safety to yourself and others almost any arm that may come into your possession. You should familiarize yourself with the action of the regulation revolver or pistol and learn to properly clean and oil it. Under ordinary conditions, the revolver or pistol should be cleaned and oiled at least once a month because, if neglected, dampness from perspiration will cause it to rust. It should be cleaned as soon as possible after hav-

ing been discharged. One cleaning is generally sufficient after having used black powder cartridges, but when smokeless powder cartridges are used the arm should not only be cleaned as soon as possible after having been discharged, but again within twenty-four hours. Never attempt to clean or oil it without first making sure that the arm is unloaded. Take care that no oil runs onto the primers of the cartridges, as it may work into the powder and render the cartridges useless.

Use only cartridges suited to the arm.

The easiest and most accessible place to carry a pistol is in a holster, suspended from a belt, hanging on the left side toward the front of the body.

Form the habit of always removing your pistol and putting it in a safe place before undressing, so that it may not fall and be accidentally discharged.

A pistol, when not being carried, should always be secreted in some place where children cannot get it to play with and where a burglar or other intruder could not readily find it and arm himself.

Do not show your pistol to friends or others for the purpose of explaining its action. If any of them has a permit to possess a pistol he can learn from the dealer from whom he makes his purchase all he need know about it.

Do not draw your pistol at the slightest provocation or without cause; but in responding to a call for help or in searching a building or approaching the scene of a serious crime, such as a shooting or stabbing affray, have it in position for instant use.

In learning to shoot, or in practice, use an unloaded pistol. Stand easily, with the weight of the body balanced on both feet, the right foot a little in advance, and face slightly to the left. Grasp the handle lightly, so as not to cause trembling; raise the hammer with the thumb, close one eye, look through the groove of the rear sight until you see the front sight under the lower edge of the bullseye, and pull the trigger with a steady pressure—not a

jerk. The position of the pistol after the hammer has fallen will show where the bullet would have struck had the arm been loaded. Practice will enable you to retain the aim and position during discharge. At the moment of firing do not shut the eyes and flinch. The secret of keeping the front and rear sights in line with the target as you fire, is to educate the muscles of the forefinger to act independently of those of the hand and arm.

Never try to shoot while running. Come to a full stop. Very few men can shoot effectively while they are in motion, and the chances are that some innocent person possibly two or three blocks away may be struck by the bullet.

Observation—A number of qualifications are required of a policeman. He must be strong, because he will be called upon to handle all kinds of people; fleet-footed, because he will be expected at times to overtake a fleeing culprit; courageous, because he must stand ready at all times to sacrifice his life in carrying out the functions of the Department; tall, because it will be necessary for him to see what is going on about him, sometimes over the heads of a crowd.

Unless he is observant, however; he may possess all these qualifications and still be almost useless as a policeman. In ten years he may not be called upon to run, use his strength or display his courage, but he is constantly called upon to use his powers of observation. The best policeman is he who is suspicious of everything that is going on about him. If everything always appears regular to him he will seldom, as a result of his own initiative, prevent crime. It is more essential from the taxpayers' point of view that crime be prevented, than that the perpetrator be detected and arrested. The city is put to considerable expense in convicting and imprisoning the guilty. If a policeman, by using his power of observation can prevent the commission of a crime he renders better service to the city than if he detects it. The best evidence of a patrolman's efficiency is the absence of crime on his post.

The best detectives are those who possess a keen sense of observation. In the Detective Division there are two grades; first grade, paying a salary equal to that of a lieutenant of police; and second grade, at the patrolman's ordinary salary. It should be an incentive to a patrolman to develop his observation, to know that assignment as First Grade Detective depends greatly upon results achieved by applying this sense.

To sharpen your observation, when assigned to a post for the first time, scrutinize the persons passing and try to gather from their carriage, actions and manner of dress what their occupations are; then make discreet inquiries to verify your deductions. Describe to yourself some person whom you have seen only once, his facial expression and complexion, wearing apparel, gait, etc., and when you see him again check up your description. By a little such practice you will be able, when necessary, to accurately describe some person whom you may have seen only casually.

Watch the vehicles passing over your post and note the names and business marks on them. In the case of motor vehicles practice memorizing the license numbers. Compute their speed by timing them over a given distance; in a short time you will become proficient in estimating it.

Do not be satisfied with simply taking the number of an automobile. If it has been used for the purpose of committing a crime or as a means of escape, the first or last number is likely to have been painted out. Familiarize yourself with the characteristic lines of the different models. It will, in most cases, narrow a search down to about five per cent. of the machines in use in the city if you report, for instance, that the car wanted is a "five-passenger 1914 X. Y. Z., blue, with no top."

In passing through a street, observe anything which seems unusual or out of place. Ask yourself: "Why is this? What is the reason for it? Is it regular? Does the person in charge of the premises know of this condition? Has he given permission?" Make inquiry of business men

or householders. They will appreciate your inquiry when they know that your object is to protect them or their property, and though they may be inconvenienced by the inquiry they will commend you for the interest you have displayed in their behalf.

Watch persons entering and leaving buildings, particularly at night. If anyone arouses your suspicions, question him as to who he is and what business he had in the particular place. If his excuse is not satisfactory bring him back to the building for the purpose of identification.

In handling cases of this kind be careful of the manner in which you conduct yourself. If you are in uniform you need not tell your office, but if you are in civilian clothes your first words should be: "I am a policeman"; and you should display your shield conspicuously. This is important because the ordinary person on being stopped at night by a man in civilian clothes will naturally assume that he is going to be held up and may run or, if he has a weapon, possibly assault you. An honest man will never find fault with a policeman for stopping him under these circumstances, provided it is done in a courteous manner. If your investigation proves that he was in the premises for a legitimate purpose you will find that he will commend rather than criticize.

In stopping a person under these circumstances always be on your guard. Take every advantage of him. Have your baton ready for instant use and be prepared to fight. If you are right handed keep him to the left. Keep close to his right hand and be ready to grab it in case he attempts to assault you. Remember that a person leaving a building after committing a crime anticipates being stopped and is usually prepared to give a better explanation of his movements (which, of course, will not stand investigation) than a person who has lawful reasons for being there. He will assault you if he believes that by so doing he can escape.

In searching or disarming a person possessing a fire-arm, extreme care should be taken that no opportunity is

given him to use it on yourself or another. A search of this kind should be thorough, as men have been known to carry pistols sticking in the sides of their shoes, in the seat of trousers, on a spring fastened to the inside of a derby hat, up a coat sleeve and fastened to the forearm by rubber bands, and suspended by a cord around the neck and concealed beneath the coat and vest. Gangsters and men who consort with women of the street sometimes have the women carry their pistols for them. The woman generally has the pistol concealed in a muff, neck-piece, hand-bag, or the bosom of her dress.

Stop anyone with a bundle at night who is loitering in doorways or of whom you are suspicious. Find out the contents of the bundle. If he will not disclose what the bundle contains, arrest him on suspicion of being implicated in some felony which you are aware has been committed in the vicinity. This is legal; for, if a felony has been committed, you have reasonable grounds for believing that this person is the perpetrator, in view of the suspicious circumstances and his unwillingness to account for his movements or the contents of the package or bundle.

Be suspicious of persons entering buildings under the pretense of being canvassers, peddlers or agents, or representing themselves as inspectors or mechanics of the New York Telephone Co., the Department of Water Supply, Gas and Electricity, a gas company or the like. If in doubt, make them prove their identity. If they are what they seem, they will have no difficulty in doing so instantly. Should you have reason to doubt them further, make them accompany you and telephone to their office.

You should try to know by sight all persons living or doing business on your post. If possible, ascertain their business, time of arrival and departure. Where servants are employed, observe the persons in the habit of visiting them.

You will be called upon from time to time, by members of the Detective Division who are making investigations, for information regarding the character, habits and move-

ments of persons on your post. If you are observant you can be of great assistance to them. Tell them all you know regarding the matter. You should be able to answer most questions of this nature.

Familiarize yourself with the locations and types of stores on your post, and as far as possible learn the stock carried, time of opening and closing, the persons usually attending to such duties, and the locations of safes, cash registers or property of value which could be readily stolen. Where lights are usually left burning, note their position.

On patrol at night, constantly try doors, low windows and area gates. It is often possible to so mark a window or door and its sill that a glance will tell you whether or not it has been tampered with. Where hanging locks or padlocks are used, on your first round turn them in such a manner that if they are disturbed while you have been on other portions of your post, you will know it the moment you see them.

When a store is found open, always get assistance. Try, if possible, to get the owner of the premises, or if his representative lives in the immediate neighborhood, send for him. Enter and examine it carefully. Note whether or not any of the property has been disturbed. If the place has been burglarized, search the premises for the perpetrator; he may be in hiding awaiting an opportunity to escape. As soon as possible notify the station-house.

If you do not believe that a crime has been attempted or committed, but find that the premises are open owing to some person's carelessness in not properly securing the door, close the place up. If necessary, use what is known as a "drop-lock"; get two sticks of wood, nail one to the floor and adjust the other so that, when the door is closed, it will act as a brace between the first stick and the door. Where there is a hasp use a police padlock, which can be obtained at the station-house.

In trying doors and windows, do not be satisfied with their appearance from the sidewalk. It will be found that after closing hours, when you have

to depend entirely upon the light furnished by the street lamps, some portions of the block may be very dark and you cannot see from the sidewalk whether anything has been disturbed or not. It will be necessary for you to run your hand over the windows and sidelights in order to tell if they have been broken. Firmly shake all doors. If a pick-lock or false key has been used and the door left unlocked, you can discover it only by shaking the door and lock.

You should know the name and address of some person in authority in every store on your post who could be communicated with if it should be necessary to do so. If he does not reside on your post or conveniently near it, this notification must be made through the station-house.

Many business houses are equipped with burglar alarms. Sometimes these alarms are started by animals in the building and sometimes by weather conditions; nevertheless, you must investigate. If a burglar puts an alarm into operation and a policeman takes it for granted that there is no necessity for investigating, that officer is wilfully neglecting his duty.

If you find a street lamp not lit, but in a condition to burn, light it if possible. Be suspicious of lights on the street or in stores being extinguished suddenly. If you notice anything of this kind, make an immediate investigation; it may be the work of thieves.

Observe conditions surrounding vacant houses. If you learn that a building is about to be vacated, ascertain the name and address of the owner, where he can be communicated with, and the length of time the house will be empty. Report these facts to the station-house for record.

In vacant houses the principal item of theft is the plumbing. The thieves usually obtain entrance from the roof or through the cellar windows. Examine the sides and rear, in the case of a detached building, at various times during each tour. As a rule you can learn if any persons have been seen tampering with any particular building by inquiring of the occupants on either side, or in the rear.

Considerable property, especially in the winter, is destroyed by bursting water pipes. A policeman can readily detect such an occurrence by listening from the outside. If it be necessary at any time to enter a building for the purpose of protecting the stock, have the owner or his representative, if conveniently near, accompany you. Notify the station-house. Summon assistance and use sufficient force to enter the premises. Try to shut off the cock in the cellar; if this cannot be done, batter together the ends of the pipe with your baton, so as to lessen the flow of water.

When you smell gas escaping and life is in danger, summon assistance, force entrance if necessary, and render all possible aid. Open all doors and windows. Notify the station-house so that the Gas Emergency Patrol and a pulmotor may be sent if necessary.

Be on the lookout for dangerous street conditions, such as broken area gates, broken sewer manhole covers or conduit covers, bad holes in the sidewalk or street, or broken wires hanging from street poles. If anything of the kind is discovered, get assistance and guard it. Have the station-house notified. Place a barrel or planking in such a position that the danger is marked and guarded against. At night hang a lantern at the spot and see to it that it remains lit until daylight.

Pay particular attention to the frequenters of low liquor saloons, junk shops, second-hand dealers, curiosity shops, pawn shops and other places suspected of being "fences," where stolen goods are received and disposed of. If the things you observe do not call for action on your part, take a description of the persons you suspect and report the circumstances to the station-house for the information of the Detective Division.

Watch persons entering and leaving vehicles, especially any who appear to be intoxicated. They may be drugged or their companions may be thieves of the type known as "lush workers," who make a practice of robbing intoxi-

cated persons. This applies equally to apparently intoxicated persons passing over your post.

A policeman patrolling without purpose, like an automaton, finds his work very tiresome and is constantly watching the clock or, in inclement weather, the thermometer. If the same effort is expended in observation for the purpose of preventing crime and detecting criminals, his tour will pass more quickly and with much more satisfaction to himself and to the Department.

Fires—One of the most important duties of a policeman is the prevention and detection of fires. You should be constantly on the alert. On the slightest suspicion, make a thorough and prompt investigation. Where life is in danger, as in an occupied or inhabited dwelling, particularly in the crowded sections of the city, promptly send in a fire alarm and signal for assistance. In such cases it is better to err by sending in an unnecessary alarm than to wait, and possibly have the Fire Department late in responding. When life is not in danger, be sure that there is a fire before sending in an alarm.

If you smell or see smoke or fire coming from a building and you are satisfied that there is a fire, or if someone shouts "fire" in a tenement and you cannot investigate without loss of time, you must promptly send in an alarm or make sure that one has been sent in. Do not be satisfied that someone else has done this unless you see the person actually sending the alarm or hear the mechanism of the box working, or unless another officer or some responsible person informs you that he has sent or witnessed the sending of the alarm.

The operation of the fire alarm signal-box merely registers in the Fire Department the location of the box, and they will respond to that point, expecting to find someone there ready to direct them to the scene of the fire. It is, therefore, necessary for an officer to remain at the box or to request some person of an age of discretion to do so, to intelligently direct the firemen.

In extremely cold weather the door of the fire signal box may be frozen and not respond to the turning of the handle. Do not hesitate to break the door to send the alarm.

After sending the alarm, run to the burning building; warn the occupants of their danger and assist them to the street. In doing this, be careful not to assist in the spreading of the fire by opening doors, windows or skylights and causing a draft. If it is necessary to open a door, be sure to close it again. Try as much as possible to close doors and windows instead of opening them, except for the purpose of saving life.

If you find a fire in a room, get the occupants out and close the doors and windows. For instance, if a fire occurs in a kitchen and the doors and windows are closed, it will take, possibly, ten minutes before the fire burns through the door, window or partition. If an alarm has been promptly sent, the apparatus of the Fire Department will arrive in two or three minutes in most sections of the city, and they can easily confine the fire to the room in which it started; but if skylights, cellar doors or windows are opened and a draft started, the fire and smoke will be forced into other parts of the building, and extend to the halls and stairways which must be used by the firemen in getting to the fire.

Upon the arrival of the fire apparatus, keep the crowd back, particularly from the entrances the firemen are using as a means of getting to and from the fire, and prevent persons from interfering with the firemen in the performance of their duties.

Fires are fought by the members of the Fire Department from the front and rear. In order to get to the fire quickly they stretch their lines from the streets and yards, consequently the fire lines must be quickly established on all streets and places where hose or other apparatus has been placed, so as to give the firemen free and uninterrupted use of the particular territory in which they are working.

When assistance arrives, keep the crowd beyond the last fire apparatus or hydrant to which hose is attached.

Be particular to permit no unauthorized person inside the fire lines or in the buildings in which the firemen are working. Take every precaution to guard property from theft during a fire.

Familiarize yourself with the design and color of badges and cards which authorize persons to enter the fire lines and ruins, and permit no person within the fire lines except members of the New York City Fire Department, and those having the proper badge or card conspicuously displayed.

Persons engaged in business within the fire lines, and who desire to go to their places of business, must be referred to a superior officer of the Police Department for this permission.

The Commanding Officer of the Fire Department at a fire is in command, and members of the Police Department must obey and respect any lawful order or suggestion that he may make.

Both departments must work in unison for the protection of life and property. The success of either in the accomplishment of their functions depends upon the promptness, skill, intelligence and even teamwork of both departments.

As soon as possible, secure the necessary information for a fire report, and, unless otherwise directed, send the information through signal-box to station-house.

After the Fire Department has left, prevent unauthorized persons from entering the fire ruins.

Accidents—When your attention is called to a person who is sick or injured, and who requires medical aid, summon an ambulance immediately. If a police signal-box is not conveniently near, use a public telephone and call the borough police headquarters, giving your name and precinct number, the number of the telephone you are using, and state

the nature of the call, giving the location at which the ambulance is required.

If the patient is within a building, station some responsible person at the entrance to direct the ambulance surgeon.

While waiting for the ambulance, conform to the instructions issued by the Chief Surgeon of the Police Department on "First Aid to the Injured."

Obey any reasonable order or direction given by the ambulance surgeon and render him every possible assistance.

As soon as possible, obtain the pedigree of the injured person. Enter in your memorandum book exactly what he or she was doing just previous to the accident, such as, "Walking north, in front of — Third Avenue," or "Crossing the street at 22d Street and Third Avenue, southeast corner to southwest corner"; enter the manner in which he or she was injured, the cause, the nature of the injuries sustained, the name and address of attending physician, the name and address of persons responsible (if the operator of a vehicle or car, the name and address of the operator and the name and address of the owner), and the names and addresses of witnesses.

This information is necessary for the Department's record. You are often required to testify as a witness, in case the injured person institutes a suit, and it is, therefore, essential that you have further data entered in your memorandum book, such as the distance of a car or vehicle from the curb and from the nearest street corner, its rate of speed, the number of persons near the scene, the persons handling or talking to the injured one, and anything peculiar to the accident.

If an accident occurs on the street (between house lines), the City of New York may be the defendant in a suit for damages. Be particular to observe the condition of the street or sidewalk, whether dry, wet, or slippery, whether the street lamps were lighted, the distance of

street lamps from the point of accident, etc., and ascertain the destination of the injured person. Fill out an *accident report form* at the station-house.

In a case of this kind divulge no information concerning the accident to anyone except a superior officer, the coroner, district attorney or corporation counsel, or under due process of law.

First Aid to the Injured—On account of the hazardous nature of their calling and the accidents which they are likely to encounter, it is essential both for their own benefit and for the benefit of the public that all policemen have special knowledge of First Aid to the Injured. In emergency cases this knowledge enables policemen to put injured persons into doctors' hands in the best possible condition for cure. It also enables them to recognize the severity of an injury or illness. As a patrolman you will be called upon in such emergencies as burns, drowning, suffocation from smoke and gases, sunstroke, hemorrhage, poisoning, cases of people suddenly stricken with acute diseases and others.

The attention of every policeman is also earnestly invited to the great benefits to be had by studying how to *prevent* accidents as part of his instruction in First Aid.

In accident or emergency the policeman is the first official upon whom the handling of the case devolves, and it is especially essential that you be able to proceed in a confident, unhesitating and efficient manner. The bearing of an officer is very important, as by this you establish your efficiency or otherwise. You must proceed with decision, but without flurry, and be careful to avoid any appearance of excitement or undue haste; couple promptness with quiet efficiency. Retain your presence of mind and keep cool. Be ready to apply what you have learned and do so correctly and instantly. This is very important in order to secure proper handling of the condition, to inspire confidence in the injured and in others who may be present.

After assuring yourself that the situation warrants, or may possibly warrant it, send for medical assistance by calling an ambulance through your borough Headquarters. Remember that you are not a medical man and that your duty is simply to give such relief as the occasion demands until proper medical attention is obtained. Do not attempt too much; the interval before the arrival of the ambulance surgeon will probably be brief and your efforts must be confined to this period.

Having sent for the ambulance, study the situation, and if a crowd has gathered keep them from hemming in the patient, thus insuring plenty of fresh air and freedom from annoyance by remarks, questions and ill-timed advice. Nearly every bystander is of the opinion that he knows more about what should be done than any other and it is by your manner that you will show you are fully competent to command the situation.

CARE OF THE PATIENT.

Place the patient flat on his back, with head slightly elevated, unless he is very faint, when the head should be placed quite low; put hands by side and gently extend legs.

If faint, keep the head low and give cooling drinks in summer or hot ones in cold weather; if at hand, aromatic spirits of ammonia, which has none of the disadvantages of alcohol. It is considered the best First Aid stimulant. The best way to give it is in teaspoonful doses in one-half glass of water.

An unconscious person cannot swallow, but he can inhale a stimulant. Under such circumstances the best stimulant is smelling salts, or water of ammonia. It is held under the nose so the patient may breathe its fumes. Cool sponging of face and head also helps faintness.

Do not give alcohol, except under the direction of a competent physician. Alcohol seldom does good and often harm, especially in hemorrhage, so that it is a good rule not to give it in First Aid.

An unconscious patient may vomit and, in doing so, may inhale solid matter into the air-passages and suffocate therefrom. To avoid this, turn the face well to one side so that the vomited matter will run out of the mouth.

Remedy any pressure from tight clothing, such as collar, shirt-band, tie or belt, that may interfere with breathing and circulation. If a woman, have some woman bystander assist to loosen the corsets.

If there is any reason to suspect broken or dislocated bones, be especially careful in handling the injured member.

ARRESTS.

For the purpose of placing responsibility and to prevent confusion of power, the system of government in this State has been divided into three branches:

First—Legislative, consisting of the Senate and the Assembly. Its duty is the making of laws for the State. The Board of Aldermen is the legislative branch of the city government.

Second—Judiciary, comprising the courts of the State. Its duties are to interpret the laws and to punish transgressors.

Third—Executive, or administrative, of which the Police Department is a part. Its duties are to prevent violations of the law and to bring before the judiciary for punishment, in the manner prescribed by the legislative branch, those who do violate the law.

It is specifically provided that one branch cannot usurp the powers of any other branch.

If you find a condition which you believe is not right, and you know that it has not been prohibited by the legislature, you cannot make your own law to fit the case.

If a person commits a prohibited act, the power to punish is vested in the judiciary. For instance, if you apprehend a murderer, you must not unnecessarily strike him no matter how mean or contemptible he may be. If you do you are usurping the power of the judiciary. Remember that under the law all persons are assumed to be innocent until proven guilty in the manner provided, and if you punish you are taking away from that person the rights he is guaranteed by the Constitution—that he may not be punished for an offense until proven guilty, after an opportunity has been given him to present his defence.

A crime is an act or omission forbidden by law.

A warrant is an order in writing, signed by a magistrate, commanding a peace officer to arrest the person named therein.

A subpoena is an order in writing, signed by a magistrate, district attorney or clerk of a court, commanding the person named therein to appear at the place designated to give information on a matter to be inquired into.

A summons is an order in writing, signed by a magistrate, commanding the person named therein to appear at the court designated for the purpose of answering a charge.

An arrest is the taking of a person into custody that he may be held to answer for a crime.

A person is in custody under the law when he is placed under restraint or when he submits to same.

A patrolman cannot release a prisoner after having arrested him.

An attempted crime is an act done with intent to commit a crime and tending, but failing, to effect its commission. To determine the particular crime attempted you ask yourself: "What would this person have been guilty of if the attempt had been successful?" For instance, if you caught a man who, with a lighted match in his hand, had been trying to set fire to a building, but no fire occurred, it should be apparent to you that he must be charged with attempted arson.

Crime is divided into two broad classes—felonies and misdemeanors. For your purpose you need only know that a felony is any crime the penalty for which is death or imprisonment in a State Prison, and that a misdemeanor is a crime punishable, upon conviction, by imprisonment in a county jail, penitentiary or city prison, by fine up to the amount of \$500, or by both.

A principal to a crime is one who commits a crime, or who aids, advises, counsels or assists in its commission. If one person tells another where he can commit a crime, explains how to do it, or knowingly provides him with the tools required in its commission, he is a principal. If he stands on watch for another while that person is committing a crime, he is a principal.

An accessory is one who after a felony has been committed, harbors, conceals or hides the perpetrator, with intent to prevent his arrest. In misdemeanors all concerned are principals.

It is not necessary for you to know the exact Penal Law definition of each crime, but you should know the elements that go to make up each crime. It is often difficult for the court, after having heard all of the evidence and with

a law library to consult, to settle on the degree of crime a prisoner has committed. You must, however, be able to distinguish a felony from a misdemeanor almost as readily as you can tell your shield number, because you have power of arrest in one case that you do not possess in the other. In crimes where the degrees are divided into classes, such as grand and petit larceny, felonious and simple assault, and abandonment, you must be able to distinguish each class before you can take intelligent action.

In making arrests under a warrant you are governed by the following sections of the Code of Criminal Procedure:

“SECTION 170. If the crime charged be a felony, the arrest may be made on any day, and at any time of the day or during any night. If it be a misdemeanor, the arrest cannot be made on Sunday, or at night, unless by direction of the magistrate indorsed upon the warrant.”

“SEC. 173. The defendant must be informed by the officer that he acts under the authority of the warrant, and he must also show the warrant, if required.”

“SEC. 169. Every person must aid an officer in the execution of a warrant, if the officer require his aid and be present and acting in its execution.”

“SEC. 155. If the warrant be issued by a justice of the supreme court, recorder, city judge or judge of a court of general sessions in the city and county of New York, or by a county judge, or by the recorder of a city where jurisdiction is conferred by law upon such recorder or by a judge of the city court, it may be directed generally to any peace officer in the State, and may be executed by any of those officers to whom it may be delivered.”

“SEC. 156. If it be issued by any other magistrate, it may be directed generally to any peace officer in the county in which it is issued, and may be executed in that county; or if the defendant be in another county, it may be executed therein, upon the written direction of a magistrate of such other county indorsed upon the warrant, signed by him with his name of office, and dated at the city, town

or village where it is made, to the following effect: 'This warrant may be executed in the county of Monroe,' (or as the case may be)."

In the City of New York, under the Inferior Courts' Act, a warrant issued by a city magistrate may be executed in any county in the City of New York without further indorsement.

It is determined from the offense described in the warrant whether the case is a felony or a misdemeanor.

The warrant must be delivered to the court in which the prisoner is arraigned.

A peace officer without a warrant has no more power than a private individual in making an arrest for a misdemeanor.

A non-resident may be arrested in this State for a crime committed out of the State on receipt of a telegram from the authorities of the place where the crime was committed, provided a felony is charged.

When you know that a warrant has been issued for a person charged with a felony, and you have not the warrant in your possession, you may arrest that person under Section 177 of the Code of Criminal Procedure, in that a felony has in fact been committed and you have reasonable grounds for believing that the person to be arrested committed it.

When your attention is called to the commission of a crime you must act quickly. Usually you cannot consult a reference or get advice as to your powers. You must be right. It is a serious offence as well as a great injustice to the person accused to make an illegal arrest. As a rule, when anything happens to a person he looks around for a policeman; finding one, he demands the arrest of the person complained of, regardless of whether or not it is lawful. When you are approached by such a complainant, listen to what he has to say, and if his story is not clear, ask questions to bring out the material facts. Let him do the talking, you the questioning and listening. If he

wants a person arrested, ask yourself: "Does the substance of the complaint constitute an act or omission forbidden by law?" If it does not, inform him that you cannot take any action; if he wants to know your reason, tell him frankly. If it does, see if it comes within any of the four provisions of the Code of Criminal Procedure wherein you are permitted to make summary arrest, viz.:

"SECTION 177. A peace officer may, without a warrant, arrest a person:

1. For a crime, committed or attempted in his presence;
2. When the person arrested has committed a felony, although not in his presence;
3. When a felony has in fact been committed, and he has reasonable cause for believing the person to be arrested to have committed it."

"SEC. 179. He may also, at night, without a warrant, arrest any person whom he has reasonable cause for believing to have committed a felony, and is justified in making the arrest, though it afterward appear that a felony had been committed, but that the person arrested did not commit it."

If one person charges another with the commission of a *misdemeanor* not committed in your presence, and it is not plain from the facts that a misdemeanor has been committed, refer the complainant to the district court. If it is apparent that the accused has committed a misdemeanor, inform the complainant that he may arrest him and that you will convey his prisoner to the station-house. The complainant need not touch the prisoner; he may simply tell him that he is under arrest.

If you are accosted by a civilian and he delivers someone to you whom he has already placed under arrest, under the law you must take his prisoner to the station-house.

In either case, get the name and address of the person making the arrest and have him accompany you to the station-house. Be careful to see that his name is entered

on the Department's records as having made the arrest and that he signs and swears to the complaint in court.

If you are requested by some one claiming to be a peace officer to assist in making an arrest and he is not known to you, insist upon seeing his badge of authority. If he is executing an order of a court, such as a warrant or summons, make him show you the document. If it is a warrant issued by a police magistrate outside of the City of New York, see that it is indorsed by a magistrate for service in the county within which the arrest is to be made.

Under the Inferior Courts' Act, a peace officer may make arrests upon the presentation of a form issued by the Domestic Relations Court which is given the peace officer by the complainant, who must identify the person to be arrested.

Identify and summon persons who commit petty offenses *except* those who are intoxicated or charged with larceny or malicious mischief (such as breaking windows or otherwise ~~de~~ destroying property), or who are engaged in a serious breach of the peace (acting in a disorderly manner on cars or annoying or interfering with others on the street); and also in cases of complaint where you do not witness the violation.

Do not make petty arrests. It usually suffices to warn persons if they are committing some little infraction of the laws or ordinances, but if anyone persists after being warned, arrest him.

Certain persons, such as ambassadors representing foreign countries, are immune from punishment in the United States, but they are not immune from arrest. Such a person, if arrested for a serious offence, would be returned to the country he represents for trial.

If a bondsman wishes to surrender a prisoner to you, ask him if he has a surrender order from the court. If he has not, tell him to arrest the person and that you will protect him while doing so. The prisoner must be taken

to the station-house and from there to the place where he would be confined if not on bail.

While children are arraigned in a Court of Special Sessions (Children's Court), the Court of Special Sessions will recognize a summons issued by a magistrate.

Do not arrest a child without sufficient provocation. It is very likely to do more harm than good, unless the offence is a serious one.

Do not arrest persons for threatening you unless there is some other provocation which constitutes a breach of the peace.

You will, from time to time, be called into a building by one member of a family to settle a dispute. Usually it is the wife, who claims that her husband has struck or threatened her or some member of the family. In the majority of cases the matter could easily have been settled without police interference, and if you tell her to go to court and lay the facts before a magistrate, the affair will be amicably settled before she has time to do so. If, however, she claims that there are young children in the house and their lives are in danger because of the condition of their father or others, go with her and if, from appearances, her apprehensions are justified, inform her that she may arrest her husband and that you will take him to the station-house.

Every person must be informed of the reason for his arrest unless he is arrested in the actual commission of a crime or after a chase immediately following.

You are prohibited by law from taking any action in civil cases except to preserve the peace. For instance, if someone has a civil process to serve and he anticipates being assaulted, under those circumstances you must go with that person to protect him and to prevent a breach of the peace. Permit no one to use your office in coercing another in the execution of a civil process.

In making an arrest, if you have reason to believe that the prisoner has a weapon on his person, give him a super-

ficial search by feeling his pockets. If he has a weapon call some person to witness your taking it from his person, and if it has been carried in violation of the law make an additional charge against him in court. It is a safe rule to put the nippers on every man who is charged with theft or who is likely to attempt to escape or to assault you. If you are right handed, put the nippers on the prisoner's right hand and hold them with your left. This permits you to carry your baton in your right hand and to protect yourself in case of assault.

If a prisoner is likely to have any evidence on his person, see that he does not dispose of it on the way to the station-house. Do not permit him to put his hands in his pockets, throw anything into the street, or give anything to his friends.

It is natural to expect that a person placed under arrest will become excited and lose his temper—possibly threaten you. There is, however, no excuse for you to lose your head or to get excited.

Prisoners partly intoxicated will want to fight and you may experience difficulty in getting them to the station-house. It is cowardly, as well as a violation of the law, to strike a prisoner unless your life is in danger or he is trying to escape. If you must strike a prisoner, strike him on the wrists or legs rather than on the head. Endeavor to put into practice the humane manner of handling prisoners as taught in the School for Recruits.

If you are followed to the station-house by a crowd, do not let your attention be diverted from your prisoner. If you feel that you are likely to be assaulted or that your prisoner may escape, summon another policeman, if possible, or command any person present to assist you.

Do not summon a patrol wagon unnecessarily. If a prisoner lies down and refuses to move, coax him. If there is no physical reason why he should not walk and his condition is not offensive to public decency, use sufficient force to make him walk to the station-house if the distance is not too great.

Wherever you are permitted to make an arrest, you are allowed to use sufficient force to effect it. You may break open a door or window to enter a building but you must first announce that you are a peace officer and that you want the door or window opened for the purpose of arresting "John Doe" or whoever it may be.

CHILDREN.

Children, under the law, are persons actually or apparently under the age of sixteen years, except where the sale of liquor is involved, when the age is eighteen years.

All children arrested, under the age of sixteen years, shall be charged with Juvenile Delinquency, *except*

1. When conviction might result in capital punishment.

2. When the act, if committed by an adult, would not be criminal. (Entering a theatre without the consent of guardian, smoking or buying cigarettes, entering pool parlors, etc.)

A child taken into custody under circumstances coming within this second exception cannot be charged with Juvenile Delinquency; it must be charged with Improper Guardianship, for the reason that the law provides that every guardian of a child must exercise proper care and control over a child to prevent it from violating the law or requiring the care or attention of the State.

It is the policy of the Legislature and of all persons interested in the well-being of children to prevent their contact with hardened criminals. They have, accordingly, provided separate places of detention, means of conveyance and arraignment for children to keep them from associating with or forming the acquaintance of adult criminals. The law provides that a child, while under restraint or conviction, shall not be placed in any place of confinement or in any vehicle in company with adults who are charged with crime. It further provides that it shall be the duty

of officers having a child in charge to notify the parent, guardian or custodian of such child, and with all convenient speed to take such child to the Children's Court, if in session; if not in session, then to the rooms of the Society for the Prevention of Cruelty to Children, provided bail has not been accepted or recognizance taken.

Never scare or threaten children, or permit other persons to scare children by threatening to have a policeman punish them. Do not unnecessarily interfere with children engaged in innocent amusement. If it is necessary to speak to children to prevent their doing something which is a violation of the law or an inconvenience to persons or injury to property, do so in a kindly manner; if that does not suffice and their parents are conveniently near, speak to the parents. This generally suffices to correct most of these complaints. If children, in this way, are taught that a policeman is their friend, it will not be possible for them to be lost for any extended period. They cannot wander far without meeting a policeman, and if they are not afraid of him, they will immediately tell him of their troubles. In innumerable cases it has been found that lost children had hidden in doorways on the approach of a policeman, having been led to fear him.

Unless it is absolutely necessary, do not take action which will separate children from their parents, for unless the mother is a prostitute, thief or drug fiend, she is, as a rule, the best person to take care of her own children. Do not separate a nursing baby from its mother unless the health or life of the child is endangered.

Foundlings are abandoned children under two years of age. If you have to do with a foundling, try to arrest the person responsible for the abandonment. Take the finder and foundling to the station-house so that the former may make the affidavit required by the Department of Charities as a means of identification.

Abandoned children over two years of age are considered as "lost children." Make diligent inquiry to find the parents before taking the child to the station-house.

Extracts from the Penal Law, State Labor Law and Ordinances Relative to Children.

A child under the age of seven is not capable of committing crime; a child over seven and less than twelve years of age is presumed to be incapable of crime, but the presumption may be removed by proof that he had sufficient capacity to understand the act or neglect charged against him, and to know its wrongfulness.

A person who willfully permits the life or limb of any child actually or apparently under the age of sixteen years to be endangered, or its health to be injured, or willfully causes or permits such child to be placed in such a situation, or to engage in such an occupation, that its life or limb is endangered, or its health likely to be injured, or its morals likely to be depraved, is guilty of a misdemeanor.

A person owning, leasing, managing, or controlling for himself or for another person, any of the following places, or being employed as door-keeper, ticket-seller or ticket-taker therein, who permits a child actually or apparently under sixteen years of age, to enter or remain therein unless accompanied by its parent or guardian, or suffers or permits such child to play any game of chance or skill therein, is guilty of a misdemeanor:

Dance halls, public museums, public concert saloons, public pool or billiard parlors, public bowling alleys, public skating rinks, or any place where wines, spirituous or malt liquors are sold or given away, or any theatre, kinetoscope or moving picture performance, unless such performance is given under the auspices of or for the benefit of any church, school, educational or religious institution, without profit.

Any person not being the parent, relative or friend of such child's family, who takes a child into any moving picture show, unless with the consent of the parents or proper guardian, is guilty of a misdemeanor.

Any person who permits a child to enter or remain in any house of prostitution or assignation; or

Sells or gives away or causes or permits to be sold or given away to such child, ale, wine, beer or any strong or spirituous liquor; or

Sells, pays for or furnishes to such child any cigarette, cigar or tobacco in any form; or

Being a pawnbroker or employee of a pawnbroker, makes any loan or permits to be made any loan or advance to such child; or

Being a second-hand dealer, owner, keeper or proprietor of a junk shop, junk cart, junk boat or other vehicle used for the collection of junk, receives or purchases from a child any goods, wares or merchandise; or

Sells to such child any toy or other pistol that can be loaded with powder and ball or blank cartridges; or

Employs, or causes to be employed, any child as a rope or wire walker, gymnast, wrestler, contortionist, rider or acrobat; or

Uses such child in begging or receiving or soliciting alms under any pretence or in any manner; or

Employs such child in gathering or picking rags or in peddling; or

Employs such child in any indecent or immoral exhibition, or practice; or

Exhibits such child when insane, idiotic or suffering from any unnatural deformity,

—is guilty of a misdemeanor.

Any person who employs any child for singing or dancing, or playing on a musical instrument, or in any theatrical occupation, unless such employment is as a singer or musician in a church, school or academy, or in teaching or learning the science or practice of music, or as a musician in any concert, or theatrical exhibition without the written consent of the mayor of the city, is guilty of a misdemeanor.

Make summary arrest of the person responsible for any of the foregoing violations. The child is also to be arrested and charged with Improper Guardianship.

Arrest and charge with Improper Guardianship any child actually or apparently under the age of sixteen years

Who is destitute of the means of support;

Who is abandoned or improperly exposed or neglected;

Who is in a state of want or suffering;

Who lives with a parent or guardian who has been adjudged an habitual criminal, or who has been convicted of a crime against the person of the child;

Who smokes or in any way uses any cigar or cigarette or tobacco in any form in a public place; or

Who frequents the company of thieves, prostitutes and vicious persons, or who does not subject itself to proper restraint or control by its parents, or who is between the ages of seven and fourteen years, and has sufficient bodily health to attend school and does not do so.

A parent or guardian of a child who omits to exercise reasonable diligence in preventing such child from committing juvenile delinquency or who permits such child to grow up in idleness or to commit acts which tend to injure his health and corrupt his morals, or to become a habitual truant from school is guilty of a misdemeanor. Magistrates may issue a summons for such persons.

A parent or other person charged with the care, custody, nurture or education of a child under the age of sixteen years, who wholly abandons the child in destitute circumstances, and wilfully omits to furnish necessary food, clothing or shelter for such child, is guilty of a felony.

A parent or other person who does not wholly abandon such child, but neglects or wilfully omits to provide food, clothing, shelter or medical attendance, or to make such payment toward its maintenance as may be required by a magistrate, is guilty of a misdemeanor.

No male child under 12 or female child under 16 years shall sell newspapers on the streets in cities of the first class. Boys between the ages of 12 and 14 years may do so provided they display a Board of Education badge. No child shall sell papers between 8 p. m. and 6 a. m.

No child between 14 and 16 years shall be employed without a permit from the Health Department, and when so employed shall not be allowed to work longer than fifty-four hours a week or nine hours a day, or after 10 p. m.

HANDLING DEMENTED PERSONS.

It is generally believed, except by persons connected with institutions for the care of the insane, that a lunatic is an extremely dangerous individual, possessed of superhuman strength, and that it takes extraordinary courage and skill to manage him. Such, however, is not the case. In fact, in an asylum an attendant of average intelligence and strength usually takes care of a number of insane patients.

If your attention is called to an insane person in a public place or in some place where he cannot be properly cared for, convey him to the station-house. If he is temporarily in safe keeping, summon an ambulance and have him taken to a hospital.

If the patient is violent, try to pacify him by agreeing with him; if he claims he is the President of the United States, do not contradict him. If you are compelled to use force, use no more than is absolutely necessary. Remember that while he may have more nervous energy than a normal person, he has no more physical strength and is no more dangerous physically than the average person who resists you.

One thing to bear in mind, in this connection, however, is that you cannot subdue him by the use of tactics which depend upon the infliction of pain for results. For instance, if you bend back a normal man's finger or twist his arm, his reason will dictate submission; but an insane person, having lost, more or less, his power to reason, will not so readily submit.

Very often insane persons realize the terror their actions create and out of sheer enjoyment of their power feign to be more violent. In a case of this kind, if your manner

shows that you are determined to control the patient he will generally become quiet. Do not do anything to excite his passion, but do not let him use his passion to excite you.

Be particularly cautious not to injure a lunatic. He is in reality a sick man, and it would be cowardly on the part of anyone to strike him in retaliation. If he appears to be unmanageable, get assistance, so that he may be overpowered without a struggle.

Persons suffering from acute alcoholism should be treated as insane persons, so far as placing them under restraint is concerned.

Persons suffering from hysteria are fully conscious of everything said and done in their presence. The victims are mostly nervous women. Sympathy only aggravates their condition.

If your attention is called to a case of this kind, send for an ambulance, if necessary. Pending its arrival, have the patient, if a woman, removed to some secluded place, as persons in this condition generally throw themselves about and disarrange their clothing. Speak firmly to her; tell her there is nothing the matter with her; that if she doesn't desist from further antics you will have to take severe measures to compel her to do so. In most cases, this will have the effect of bringing the patient to a normal condition.

FUGITIVES FROM JUSTICE.

A fugitive from justice may be arrested for a crime committed in another state, if such crime were punishable as a felony in the State of New York. The courts have held that a person who commits a crime out of the state and flees into this state is not immune from arrest here.

If one person charges another with the commission of a crime in another state, which crime if committed in this state would be a felony, ask the complainant if he will

make affidavit that the defendant is a fugitive from justice charged with a felony. If he assents, make the arrest. Have the complainant accompany you to make the affidavit.

Do not arrest for a misdemeanor under these circumstances without a Governor's warrant.

All cases involving correspondence or communication with authorities outside of the City of New York must be turned over to the Detective Division. If you are requested by an out-of-town peace officer to assist in making an arrest of this kind and the defendant is not actually present, refer him to the nearest station-house so that the Detective Division may handle the case.

A non-resident may be arrested in this State for a crime committed out of the State on receipt of a telegram from the authorities of the place where the crime was committed, provided a felony is charged,

EVIDENCE, COURT PROCEDURE AND DISPOSITION OF PROPERTY.

Evidence is information which tends to refute or establish the commission of a crime or a violation of the rights of another. It may be oral, documentary or in the form of exhibits. *Oral* testimony is given by word of mouth under oath or affirmation before any court of justice or officer thereof appointed for the purpose of holding any trial, hearing, investigation, inquiry, examination or other proceeding authorized by law. The oath may be waived by consent of all parties. This is not common practice but is occasionally done when a clergyman is a witness. *Documentary* evidence consists of papers, books, etc., produced for the inspection of the court or officer presiding at any hearing or proceeding. *Exhibits* are weapons, drugs, poisons, etc., or things directly relating to the matter under investigation.

Competent evidence is evidence pertaining to the fact at issue. For instance: a statement by Black that John Smith, charged with burglary, was in front of the burglarized building at the time the burglary was committed.

Irrelevant evidence is evidence not pertaining to the facts at issue. White may testify that Smith, who is charged with burglary, looks like a man he saw assault another a year ago.

Direct evidence is testimony by which the fact at issue may be determined directly and not through inference. Greene may testify that he saw Smith force the door with a jimmy.

Corroborative evidence is that which supports and adds strength to the evidence of the main witness. Black as well as White testify that they saw Smith step from the doorway.

Cumulative evidence is evidence given by witnesses which, although not necessarily identical, is to the same effect as that given before. For instance Green testifies that he saw Smith force the door; Jones testifies that he saw him enter and White that he saw him leave the building.

Circumstantial evidence is evidence from which an inference may be drawn in regard to the facts at issue. A burglary has been committed and a quantity of overcoats stolen. Jones testifies that he saw the defendant, Smith, standing in the doorway of the building at about the time the burglary was committed; that Smith disappeared from view and, shortly after, came from the direction of the building with a quantity of overcoats over his arm.

Presumptive evidence is evidence as to facts from which the fact at issue may be presumed. If it were proven that Smith had "knockout drops" unlawfully in his possession, it would be presumed that he had the drug for the purpose of using it unlawfully.

Hearsay evidence consists of statements which the witness has heard from another person and which he repeats. It is not admissible except under the following conditions:

When the statement was originally made voluntarily by the defendant immediately after the commission of a crime;

When the statement was made in the presence of the defendant;

When a confession has been voluntarily made by the defendant. There must, however, be some other evidence that a crime has been committed. Any statement made by a defendant cannot be used against him when it is made under the influence of threats or fear, or when obtained under an official promise of immunity.

When a dying declaration has been made. It is admitted only when the person making the declaration stated that he believed that he was about to die as a result of an unlawful injury inflicted upon him.

The testimony of an accomplice is not sufficient to convict, unless corroborated by other evidence.

The testimony of a child under 12 years of age is not admissible unless in the opinion of the court such child is sufficiently intelligent to qualify as a witness. Such testimony must be corroborated.

In a criminal action, no person can be compelled to testify against himself. A prisoner is presumed to be innocent of the crime charged unless the contrary be proven.

A witness can be placed under bonds for his appearance before the proper court, and if he fails to procure such bonds, may be detained in prison.

COURT PROCEDURE.

The Criminal Courts are divided as follows:

City Magistrates', or Police Courts;

Special Sessions Courts;

General Sessions Courts in New York County. (In other counties of the city, courts of similar jurisdiction are known as County Courts);

Supreme Courts;

Appellate Divisions of Supreme Court;

Court of Appeals of the State of New York;

United States Supreme Court.

MAGISTRATES' COURTS.

Magistrates' Courts have summary jurisdiction over the following cases:

Disorderly conduct;

Violations of corporation ordinances that are punishable criminally;

Vagrancy;

Intoxication;

Violations of the Sabbath Law;

Violations of the Highway Law, first offense;

Cruelty to animals, in cases where defendants plead guilty.

All persons arrested for criminal offenses are arraigned in the City Magistrates' Courts. In cases over which the Magistrate has no summary jurisdiction, he holds examinations for the purpose of determining whether or not there has been established a prima-facie case (i. e. a case supported by evidence which would appear to show that a crime has been committed.) The object of this is to give the prisoner an opportunity for an immediate hearing, and to prevent the clogging of the higher courts with cases in which the evidence could not possibly secure conviction. If a prima-facie case be not established, or reasonable grounds shown to hold the defendant for a higher court, the Magistrate has power to dismiss the complaint.

A prisoner held by a magistrate on the charge of having committed a misdemeanor is sent to the Court of Special Sessions; cases of felony are sent to the Grand Jury. The Magistrate may admit to bail in either case, unless the crime charged is punishable by death.

The territory over which the Magistrates' Courts have jurisdiction is divided into districts, composed of police precincts, and prisoners must be taken before the Magistrates' Court located in the district in which the arrest was made or the offense committed. In the Borough of Manhattan, the Magistrates' Night Courts are the exception to this rule; females arrested after the closing of the day session of the Magistrates' District Courts, charged with misdemeanor, are arraigned in the Women's Night Court, and males in the Men's Night Court. Females arrested in the day time, charged with violation of the laws relative to prostitution are arraigned in the Second District Court if arrested in Manhattan, and in the First District Court if arrested in Brooklyn.

Children under the age of sixteen years are not taken to the Magistrates' Courts, but are arraigned in the Children's Court. If a child is required as a witness against an adult in a Magistrates' Court, make sure that the Society for the Prevention of Cruelty to Children is notified.

DOMESTIC RELATIONS COURT.

This court decides all cases of abandonment and failure of husbands to provide for their families. When a warrant issued by the Domestic Relations Court is not given to a policeman to execute, the complainant is given a notice which states that a warrant has been issued and which directs any peace officer or patrolman to arrest the person named therein. In making an arrest in a case of this kind, have the complainant accompany you to the station-house.

CORONER'S COURT.

A coroner's court is held in each borough. Its purpose is to ascertain the cause of death of persons who have died under suspicious circumstances.

The procedure followed by policemen is similar to that followed in other courts.

COURT OF SPECIAL SESSIONS.

A Court of Special Sessions is held in each county. Three justices sit in each court, one of whom is the presiding justice. The Court of Special Sessions has summary jurisdiction over all cases of misdemeanor except libel.

COURT OF GENERAL SESSIONS, ETC.

A Grand Jury sits at designated times in each county. Its functions are to investigate all complaints charging violation of the law. As a rule, it examines only the complainant and his witnesses, although it sometimes questions the accused. If, in one of its findings, it is shown that a crime has been committed and that some individual committed it, the grand jury finds what is known as an indictment, specifying the name of the accused and the degree of crime charged, and reports to the court in which it was convened, presenting the indictment.

If indicted, a bench warrant is issued, the prisoner arrested and arraigned in court for pleading. If he pleads "guilty" to the offense charged, he is usually remanded for sentence. If he pleads "not guilty," the case is set on a calendar for trial at a specified time.

In New York County persons indicted for felonies or misdemeanors are tried by the Court of General Sessions, or by the Criminal Branch of the Supreme Court. In other counties, similar cases are tried by the County Court or the Supreme Court.

The Court of General Sessions in New York County is composed of five parts, and each is presided over by a judge, known as a Judge of the Court of General Sessions. In these courts the trials are by jury, as in county courts and supreme courts in other counties. The county courts are presided over by a county judge; and the supreme courts, by a justice of the supreme court.

COURTS OF APPEAL.

The Appellate Division, the Court of Appeals, and the United States Supreme Courts, are courts in which appeals are made from the decisions of lower courts, and the evidence produced there is usually documentary. These courts simply pass on the legality of the action taken by the lower courts, and you will not have occasion to appear in any of them.

COURT PROCEDURE.

In criminal actions the district attorney represents the People of the State of New York in court, and it is his duty to present all the facts showing the guilt of the prisoner.

The district attorney presents his evidence first. The defendant then presents his defense, and his counsel sums up and endeavors to establish his client's innocence. The

district attorney then sums up. When all the evidence in a case has been submitted, the court "charges the jury." This means that it instructs the jury on the legal rights of the prisoner and quotes the law bearing on the case.

After being charged, the jury retires. At the end of the deliberation of the jurymen, the foreman of the jury reports their verdict to the court: *Guilty* or *Not Guilty*; or, if they fail to agree, *Disagreement*.

When you bring a prisoner to court, take him to the prison known as the *Detention Pen*. After leaving your prisoner in the pen go to the complaint room and make your complaint, which must embody the facts of the violation committed by the prisoner. The complaint will be written out by the complaint clerk. If the offense charged is one in which the magistrate has no summary jurisdiction, bring the prisoner with you to the complaint room, in order that he may sign a declaration sheet and plead either guilty or not guilty. This declaration sheet is called a *formal*.

Read the complaint over carefully and see that it contains all the facts you wish made known to the magistrate. If it does not contain all these facts, call the matter to the attention of the complaint clerk and have it corrected.

A *short affidavit* is used for the purpose of bringing a prisoner's case to the attention of the court so that the magistrate may either admit the prisoner to bail or confine him to prison until the result of the examination can be determined. It charges the prisoner with suspicion of having committed some particular felony and need not embody the evidence you have regarding his case—it may simply contain the prisoner's name and address and a short description of the offense. A short affidavit can be used in a felony case only. Always consult with the district attorney or the court when drawing a short affidavit.

See to it that the complaint clerk enters the names of all the witnesses on the complaint, so that they may be served with subpoenas.

After you have signed the complaint, deliver it, with the commitment form and record card you will receive from the complaint clerk, to the attendant on the platform in front of the magistrate. When this has been done, get your prisoner and remain with him in the room adjoining the court, within call of the magistrate.

In cases where a summons has been issued or where your prisoner was bailed at the station-house, appear in court at the time specified and make your complaint in the complaint room just as though your prisoner was safely confined in the detention pen. Deliver the complaint to the attendant and wait in the court room until you hear the name of the defendant called.

If your witnesses do not appear, call the attention of the district attorney or of the court to their absence, and suggest that the case be adjourned a sufficient time to enable you to produce them. Request that subpoenas be issued for the absent witnesses.

All property required as evidence which can be conveniently brought must be in court in your custody at the time your prisoner is arraigned. If the case is adjourned, deliver the property to the Property Clerk of the Police Department. When it is next needed, you will be served with a subpoena by the proper court, and on presentation of this subpoena to the property clerk you will be given the property it calls for. Unless otherwise directed by the court, return the evidence to the Property Clerk when the case is closed.

When the case is called, take the prisoner before the magistrate and stand at the right of the defendant. You will swear that the statements contained in the complaint are true, and the complaint then becomes an affidavit. You will then be sworn by the magistrate to tell the truth in your testimony.

When you take the witness chair, sit in a position of attention; do not lounge or squirm. When addressed by the court, the district attorney, or the counsel for the defendant,

face the magistrate and give your answers in a clear and distinct manner, without intention or design to influence the result. Be impersonal. You must not try to influence the court or jury by expressing your opinion. For instance, if you saw a man standing in a doorway, you must not say, "I saw him standing in the doorway and I thought he was going to break into the store," or, "I saw him running from a building and thought he might have committed a crime therein." Tell the court simply what you saw or heard and they will infer from your statements the intent of the defendant.

Do not use unnecessary words in testifying; get to the point quickly. For instance, do not say, "I went out on patrol at 8 a. m., and patrolled my post three times, and at about 10:30 a. m., while I was walking north on Broadway I saw a man passing on the east side of the street whom I afterwards learned was the defendant." Simply say, "At about 10:30 a. m. I saw the defendant passing on the east side of Broadway," and then tell everything you observed the defendant do.

In referring to a third person do not say, "this lady" or "this gentleman." If you are speaking of a prisoner say "defendant," or if you are speaking of some person or persons other than the defendant say "this man" or "this woman," or "several men and women."

The principal faults of policemen in court are:

They do not maintain an erect and soldierly appearance;

They do not sit erectly in a witness chair;

They do not speak loud enough to be heard by every person in the court room;

They show bias by trying to help the district attorney to establish the guilt of the defendant, in that they answer his questions instantly, and the questions of the defendant's counsel in an evasive manner. This very eagerness may defeat the ends of justice

in two ways; an officer may give to the disinterested court the impression that he is prejudiced; or he may give a positive answer to one of the district attorney's questions in regard to time or distance, and the defendant's counsel on cross-examination may shake that testimony by proving that the officer had no means of computing the time or distance at that time.

They sometimes lose their temper and give snappy or impudent answers on cross-examination.

Do not lose your temper; answer calmly. This is most effective with the court.

Always tell the truth. Do not try to influence the court for or against the prisoner. Your power and responsibility ends when you have told the court truthfully all you know of the case. The disposition of the case is a function which is vested in the court.

The defendant's counsel will try to prove that you are mistaken in some unimportant part of your testimony, in order to establish your incredibility as a witness. If he succeeds, it will weaken the force of your entire testimony in the minds of a fair judge or jury. It will appear that if part of your testimony can be contradicted by evidence, your entire testimony could be shaken if it were possible to procure witnesses.

When you have finished giving your testimony, take your place at the right of the prisoner.

If, after the case has been disposed of by the magistrate, the prisoner is held for trial and is not bailed, you will receive from the court attendant a commitment blank, which you will deliver with the prisoner to the keeper of the prison attached to the court.

Whether the prisoner is convicted or discharged, make an immediate report to your precinct commander giving the disposition of the case and the name of the magistrate or judge presiding.

Assist and advise the district attorney or his representatives in all matters relating to criminal cases. They will send for you, from time to time, before your cases are called to trial, in order that they may familiarize themselves with the evidence and intelligently prosecute such cases.

If you are arraigning a prisoner in a magistrates' court, and are, at the time, under subpoena to attend a higher court, notify the clerk of the higher court of that fact.

When a case is held for trial, you will receive a subpoena from the court in which the prisoner is to be arraigned, specifying the time at which you are to appear. If a magistrate adjourns a case, he will direct you orally when to appear.

If you receive a subpoena from a source other than the lieutenant on desk duty in your precinct, present your subpoena to him as soon as possible, for the purpose of record. If you must appear in court during the time you would be required to be on duty according to the patrol chart, notify the lieutenant on desk duty before the beginning of that tour.

When you attend court in civilian clothes, pin your shield on your outermost garment over your left breast. Do not lounge or loiter in or about the court. Do not converse with the defendant, his counsel or witnesses. Sit in the part of the court which is specially set apart for members of the Police Department. Enter and leave court quietly. If you must leave court for any purpose before your case is called, inform the court clerk or one of the attendants of the length of time you expect to be absent and where you can be found in case your presence is required during your absence.

Do not have any conversation with a prisoner regarding counsel to be retained by him.

DISPOSITION OF PROPERTY.

The Property Clerk is the custodian of all articles recovered, or seized as evidence by the police, and all such property not held by the courts as evidence must be given into his keeping at the close of each day's session of the court.

If property is held in court as an exhibit, get a receipt from the district attorney and deliver it to the Property Clerk or inform him of any other arrangements the district attorney may make.

When property in the custody of the Property Clerk is required in court, it will be delivered to you on the presentation of your attendance subpoena. To facilitate matters, obtain the Property Clerk's voucher number from the desk lieutenant.

Property must not be delivered to claimants in court except on the order, written or oral, of the judge. In this event, obtain a receipt from the owner containing a description of the property and its value, to file with the Property Clerk.

When property is no longer required as evidence, direct the claimant to the clerk of the court to obtain a court order on the Property Clerk for its delivery. It will be necessary for you to identify the claimant before the Property Clerk.

If property is found on the street and turned over to you, give the finder a receipt and note his name and address and the circumstances. The finder becomes the lawful owner of the property if it is not claimed within six months.

Perishable property, left unclaimed on the street, is to be brought without delay to the station-house.

TRAFFIC AND STREET CONDITIONS.

The regulation of traffic is an important function of the Department. On account of the vast volume of merchandise and the enormous number of people in transit daily, traffic must be handled in an efficient and intelligent manner. The movement of all vehicles, both passenger and commercial, must be facilitated and permitted the greatest latitude of speed consistent with safety and convenience.

When you find traffic congested or halted, there is always a reason. You will usually find it due to a truck backed so near to an excavation or in a street so narrow that other vehicles cannot pass, or to a driver who has attempted to turn a heavy truck in the middle of the street. Congestion is often caused by a heavily laden and slowly-moving truck taking to the center of the street (particularly one with car-tracks) and retarding the lighter and faster vehicles. Do not start to move the traffic until you have found the cause of the jam. In some instances, it will suffice to straighten out the offending vehicle; in others, it will be necessary to go to the end of the block and divert the traffic coming from an opposite direction to streets less congested. Whenever possible, start the light vehicles first, for the reason that they move more quickly than the heavily laden trucks and a passageway will be quickly cleared, permitting all the vehicles to move. Try to get a passage through the center of the street first, and do not permit vehicles near the curb to move until conditions in the center of the street become normal.

After a heavy snow storm considerable congestion, which is avoidable, is found in the side streets. The Street Cleaning Department clears the principal avenues first, and the side streets sometimes contain only a passageway eight or ten feet wide. It is obviously impossible for one truck to pass another, and it is well for the man on post to keep thoughtless drivers from attempting it. Very often the start of a jam is a light wagon which has been driven into a snow-filled street to deliver some small package which could have been delivered more quickly and with less effort if the driver had left the wagon on the nearest avenue and made the balance of the trip on foot.

When regulating traffic at the intersection of streets, place yourself in such a position that you can observe vehicles coming towards you when they are a block away. When you stop north and south bound traffic to permit east and west traffic to pass, be sure to halt it at least ten feet back from the east and west crosswalks. This will give pedestrians going east and west a free and uninterrupted use of the crosswalks. The same rule applies, of course, to east and west traffic. This does away with the necessity of assisting persons, other than the infirm, across the streets.

In stopping traffic at such intersections, do not demand impossibilities of animals, drivers or operators. Your action should be governed by circumstances. Do not expect a heavily laden truck to stop as quickly as a light run-about, or vehicles on a down-grade or on slippery pavement to stop as quickly as others going up-hill over dry pavement. As you are about to stop traffic, look at the first vehicle in line. If it is a heavy truck, and from its appearance, you are led to believe it cannot stop within ten feet of the crossing without subjecting the horses to considerable effort, permit it to pass and signal the vehicle behind it to stop.

Every vehicle is required to be under perfect control of its driver or operator at all times. If it is so loaded

that the horses or motive power cannot reasonably start or stop it, it is a menace to persons and property on the street and the driver should be arrested. Every person in charge of a vehicle is required to operate it at all times with due regard to the safety of persons and property, and the fact that the speed limit is not exceeded, does not excuse negligence. If the vehicle is zig-zaging from side to side, or if the driver carelessly lets go of the reins or the controlling wheel or lever of the vehicle while it is in motion, he is guilty of reckless driving and should be summoned to court; but if it appears that the act will be continued, arrest him. In presenting cases of this kind in court, base your complaint and statements upon the manner of operation and not upon the rate of speed.

When weddings, funerals, receptions, etc., are held on your post, regulate the vehicles, if necessary. If there are a great number requiring your attention for an extended period, notify the station-house and request instructions.

Vehicles are permitted to load and unload backed to the curb on certain streets, and to extend over the sidewalk if provision has been made for the free passage of pedestrians. This privilege is abused by truckmen, who back their trucks to the curb or over the sidewalk before they are ready to unload and leave them in this position after they have unloaded while they are going through a building, soliciting trade or having receipts signed. After a truck has been unloaded, the driver must turn the vehicle so that its right side is to the curb. If you warn a driver to do this and he refuses, serve him with a summons.

While the rules require that traffic must ordinarily move to the right, it is permissible to divert it to the left on occasions when by so doing better results will be obtained, as in the case of vehicles going to or coming from a theatre, reception, funeral, etc.

Heavily laden and slow vehicles must keep close to the curb; faster ones, to the center of the street. This facilitates the movement of all traffic and gives the best use of the street.

If it is necessary to speak to a driver, do so quietly. Do not threaten or yell at him. Remember that your warning or command is directed to him only, and if you can accomplish your purpose by a wave of your hand, better results follow. If it is necessary to serve a summons or make an arrest, do not stop the vehicle on a crowded thoroughfare and block traffic. Have the driver turn into a side street, where the traveling public will not be inconvenienced.

The Borough of Manhattan is twelve miles north and south and only three miles at its widest point east and west. It is therefore essential that north and south bound traffic be kept moving for the reason that vehicles from one avenue cannot be diverted into another avenue running north and south as easily as the traffic of one cross street can be diverted into another cross street running east and west. This is particularly true of the lower end of the Borough of Manhattan, where there are not more than a dozen streets running north and south. As a result of these conditions, the regulations require that wherever there is congestion, all other things being equal, north and south bound traffic shall be moved first.

Mail wagons, Fire and Police Department vehicles, ambulances, and railway and gas emergency wagons have the right of way. They must, however, be operated with regard for public safety.

When Fire Department vehicles are about to pass over your post, take your position in the center of the street, and, if necessary, divert traffic to the curb, so as to give the apparatus a clear lane in the middle of the street. Most of the accidents caused by fire apparatus happen after the first vehicle has passed, when onlookers rush out to watch where it is going and forget, in the excitement, the second and third trucks which usually follow. For this reason, keep traffic at a standstill until you are sure that the last piece of apparatus has passed and that no accidents are likely to occur.

Patrolmen on post at designated school crossings will take their position in the center of the street before the morning assembly, at noon hour, and at the closing of school, and regulate the movement of vehicles to best protect children crossing the street.

When stationed at some particular place for the purpose of keeping the public from passing, such as at a fire parade, etc., always take up your position before the crowd gathers. If you do not, it may be found that in clearing the space some person will become obstinate and compel you to use force. As a rule, the shoving and pushing is usually done by some short person in the center or rear of the crowd who is anxious to see what is going on. In a case of this kind, have someone hold your line in order that you may go to the rear and try to get the troublemaker. Persons in the front line nearly always assist in keeping the rest back for the reason that they do not want to lose their own position. Always face the crowd, so as to be in a position to instantly check any attempt at disorder, and that you may detect pickpockets working in the crowd.

PARADES AND STREET MEETINGS.

PARADES.

No procession or parade shall form or march on the streets of the City of New York to the interruption of pedestrian or vehicular traffic without first giving the Police Department thirty-six hours' notice of its object, route, and destination and obtaining a permit. The following, however, need no permits: U. S. Army, U. S. Navy, National Guard, Police and Fire Departments.

The permit issued by the Police Department to the person in charge specifies the time, date, starting point, route and destination. If you have reason to doubt that a parade passing over your post has not given the required thirty-six hours' notice, ask the person in charge, the

marshal or leader, if he has a permit. If he has not, call up the station-house and find out whether a permit has been issued. In the event that it has not, place the person in charge under arrest and cause the parade to disband. In presenting a case of this kind in court, request the officer in charge of the Bureau of Information to appear for the purpose of proving that the thirty-six hours' notice was not given.

No parades or processions are permitted on Sunday except funeral and religious processions, and they may not play music or make any disturbing noise.

The following are excepted and may play music, but not within one block of a place of worship where service is then being held:

Escorting the body in a military funeral, funeral of a United States soldier or sailor, national guardsman, veteran or member of a secret fraternal society;

Military processions on Memorial Sunday to places where memorial services are held; and

National Guard processions to and from places of religious worship.

If a religious procession passes over your post playing music on Sunday, warn the person in charge that he is committing a violation of law. Do not make an arrest unless you have taken every reasonable means to have the law complied with.

STREET MEETINGS.

Persons are entitled to assemble in public places for the purpose of protesting and petitioning and, with the exception of religious meetings, require no permit. If they object to a law or rule established by those in authority, they have a perfect right to peaceably assemble for the purpose of protesting against that law or rule, as long as they advocate its change by a means prescribed by law, such as petitioning the legislature, the judiciary, or the executive heads of the city, state or national government.

They are to be afforded proper protection and are not to be interfered with *unless they attempt or threaten any act tending toward a breach of the peace or an injury to person or property, or any unlawful act.* (See Criminal Anarchy.)

While so assembled, however, they may not seriously interfere with or annoy persons residing or conducting business nearby. If complaint is made to you it will usually suffice to request the speaker or person in charge to hold the meeting at some other place where it will not be a source of annoyance.

When a meeting is held on your post and your presence may be required there for an extended period for the purpose of preserving the peace, notify the station-house so that other provisions may be made for policing the meeting.

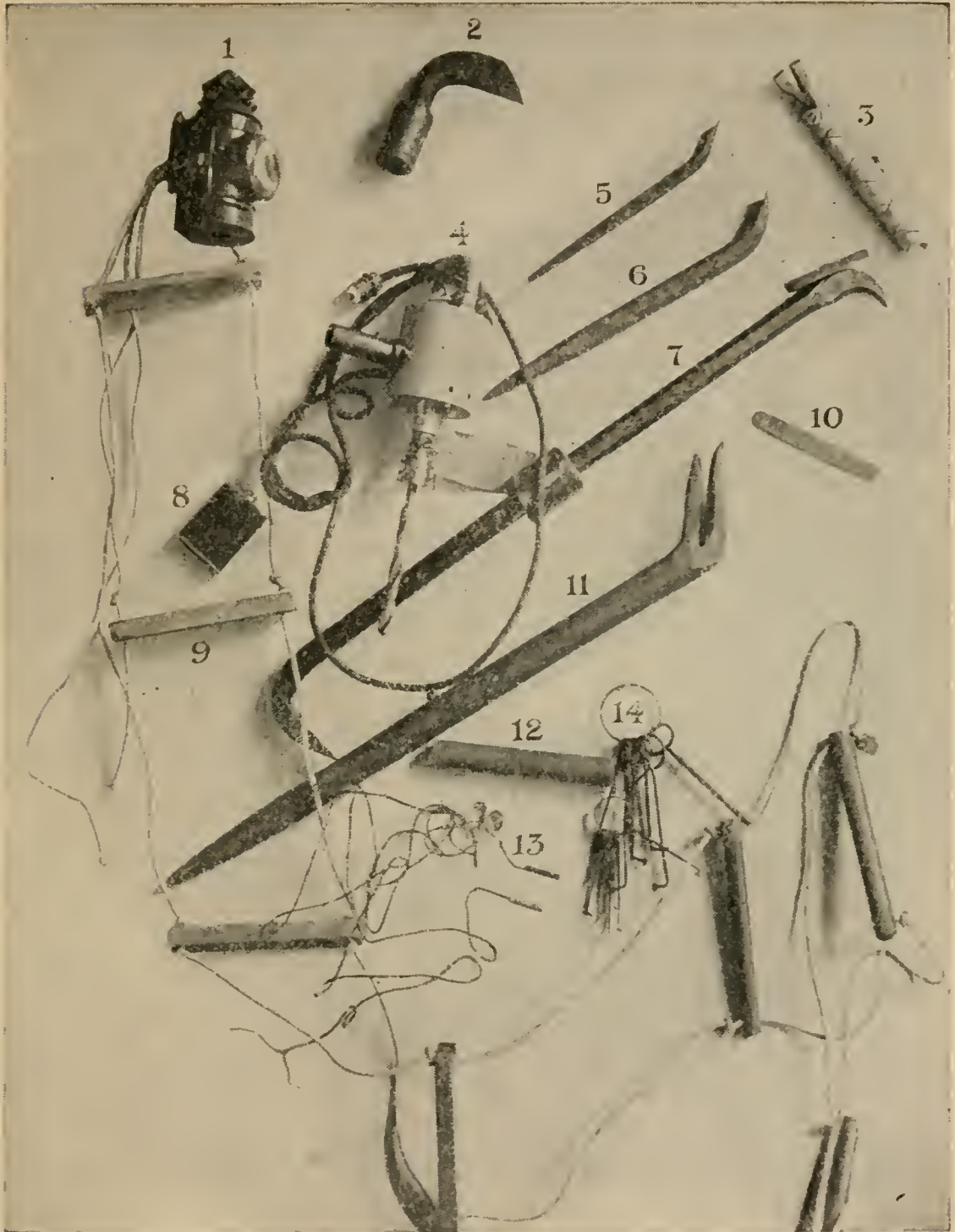
If one of the audience annoys or interferes with the peaceful conduct of a street meeting, and the speaker requests you to do so, warn that person to cease or to leave. If he refuses to do either, place him under arrest. It is not always a good plan, after making an arrest of this kind, to leave the meeting unprotected; the ones creating the disturbance may take advantage of your departure with one of their number to break up the meeting. Summon assistance before taking your prisoner to the station-house.

PUBLIC HACKS.

A public hack is a vehicle plying for hire which solicits public patronage on the streets and highways of the City.

No hack shall ply for hire on the streets or highways without having first obtained a license from the Chief of the Department of Licenses.

The license number must be displayed on a metal plate as officially prescribed, and shall be attached to an indispensable part of the outside of the cab.



BURGLAR'S TOOLS

- | | | | |
|---|---|----|---------------------------|
| 1 | Burglar's Bull's-eye Lantern | 8 | Burglar's Flash-Light |
| 2 | Cutter, Part of Sectional Jimmy | 9 | Burglar's Rope Ladder |
| 3 | Padded Chisel | 10 | Window Catch Tumbler |
| 4 | Electric Motor and Bit, used for boring Safes | 11 | Burglar's Can Opener |
| 5 | Burglar's Jimmy, Small | 12 | Stick of Dynamite " Dan " |
| 6 | " " " Medium | 13 | Detonating Cap and Wires |
| 7 | " " " Large, Sectional, with Ripper and Hook | 14 | False Keys and Pick Locks |

USE OF FORCE NOT UNLAWFUL IN CERTAIN CASES.

“To use or attempt, or offer to use, force or violence upon or towards the person of another, is not unlawful in the following cases:

1. When necessarily committed by a public officer in the performance of a legal duty; or by any other person assisting him or acting by his direction;

2. When necessarily committed by any person in arresting one who has committed a felony, and delivering him to a public officer competent to receive him in custody;

3. When committed either by the party about to be injured or by another person in his aid or defence, in preventing or attempting to prevent an offense against his person, or a trespass or other unlawful interference with real or personal property in his lawful possession, if the force or violence used is not more than sufficient to prevent such offense;

4. When committed by a parent or the authorized agent of any parent, or by any guardian, master or teacher, in the exercise of a lawful authority to restrain or correct his child, ward, apprentice or scholar, and the force or violence used is reasonable in manner and moderate in degree;

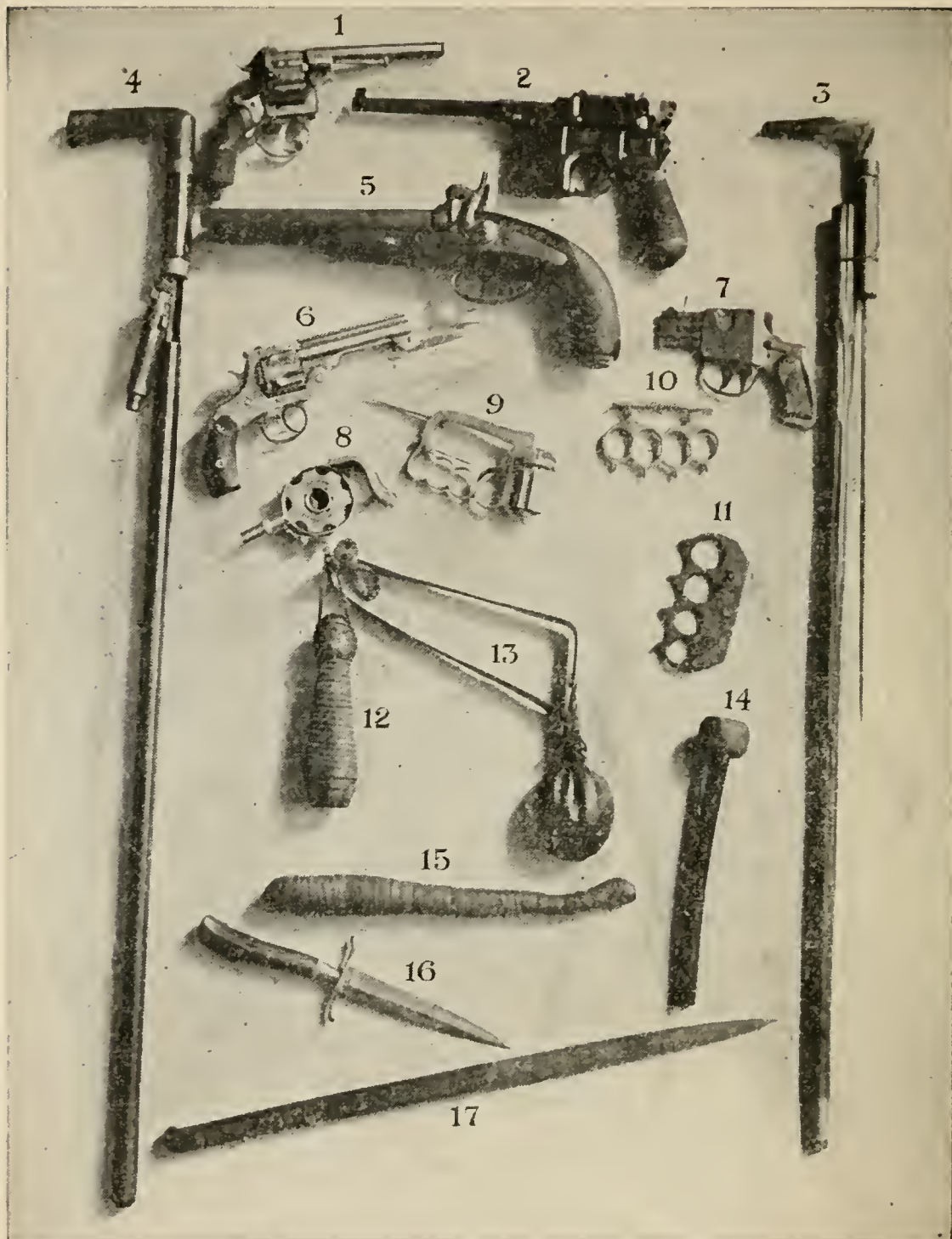
5. When committed by a carrier of passengers, or the authorized agents or servants of such carrier, or by any person assisting them, at their request, in expelling from a carriage, railway car, vessel or other vehicle, a passenger who refuses to obey a lawful and reasonable regulation prescribed for the conduct of passengers, if such vehicle has first been stopped and the force or violence used is not more than sufficient to expel the offending passenger, with a reasonable regard to his personal safety;

6. When committed by any person in preventing an idiot, lunatic, insane person, or other person of unsound mind, including persons temporarily or partially deprived of reason, from committing an act dangerous to himself or to another, or in enforcing such restraint as is necessary for the protection of his person or for his restoration to health, during such period only as shall be necessary to obtain legal authority for the restraint or custody of his person."

Policemen are called upon, from time to time, to eject from a car a passenger who has failed to obey some rule of the railroad company. Usually the dispute is over a transfer or the payment of a fare. Do not interfere in cases of this kind except to preserve the peace: paragraph 5 of the foregoing section empowers employees of railroad companies to use all the force necessary to make such an ejection without your help.

The ejected passenger will, almost as a matter of course, demand that you arrest the railroad employee. Inform him that you cannot interfere or arrest the employee. If he is insistent, give him your name and shield number and direct him to the office of the Inspector of the District.

"Force * * not more than sufficient to expel" does not mean that railroad employees can pummel or assault a passenger. It simply means that a passenger who is clinging to some part of a car after being ordered to get off may be forced to loosen his hold and may be pushed from the car, provided that the car is not in motion.



DANGEROUS WEAPONS

- | | |
|---|--|
| 1 Pin Fire Revolver, foreign make | 9 Combination Revolver, Dirk, and Knuckles |
| 2 Magazine Pistol, "Mauser" | 10 Metal Knuckles, "London Dusters" |
| 3 Cane Sword | 11 Metal Knuckles, "Paris Style" |
| 4 Pistol Cane | 12 Bludgeon |
| 5 Cap, Powder, and Ball, Double-barrel Pistol; very old | 13 Sand Bag |
| 6 38 Caliber Revolver with Dagger | 14 Sling Shot |
| 7 Vest-Pocket Pistol, 4 Barrel | 15 Black Jack |
| 8 "The Bellows" Spring Revolver, no Powder, Noiseless | 16 Dagger |
| | 17 Bowie Knife |

MANNER IN WHICH THIEVES OPERATE.

REPORT OF THEFTS AND ARREST OF SUSPECTED THIEVES.

In general, you are required to report as soon as possible any theft on your post. In seeking information, always question the individual who is in a position to give the most complete data; in a store, the proprietor; in a private dwelling or apartment, the housewife; in a tenement (if a particular apartment is not concerned) the janitor. You will generally find that the persons suffering the loss are very much excited, and that they do not answer coherently the questions you ask. Keep composed. Remember your object, and try to find out all you can of the circumstances surrounding the theft, so that the members of the Department who take up the case from your report will be able to proceed intelligently. If you do not make a memorandum of all the material facts, it will be necessary to send another officer to find them out before the Department can proceed efficiently.

A great deal of judgment must be used at the scene of the crime. It may be found that if you arrest the thief on suspicion immediately, and before sufficient evidence has been obtained to justify it, he will escape conviction; for, when a crook knows he is suspected, he will not do anything to corroborate those suspicions. In such a circumstance, you must immediately telephone the facts to the station-house so that a detective can be assigned to the case. Being in plain clothes, and his identity not known, he can secure evidence which you, with your office known, might not be able to obtain.

POLICE RESERVE AND HOME DEFENSE GUARD



NOTE THE DIFFERENCE A

POLICE RESERVE AND HOME DEFENSE GUARD



CHANGE OF CLOTHES WILL MAKE.

If you are suspicious of anyone, do not show it. Persons who are justly the object of suspicion generally make the mistake of trying to explain to you the reason they should not be suspected. Agree with persons of this kind; set them at ease by assuring them of your belief in their innocence.

INVESTIGATIONS AND REPORTS.

It is essential that you thoroughly and intelligently investigate the cases brought to your attention, because whether or not an arrest is made at the time, a full and complete report is required. In addition, if you carefully observe conditions surrounding a crime and know how to question persons who may be witnesses, several clues will develop, and by eliminating some and linking others, the key to the situation, the motive, will be found.

The first question to present itself to the investigator should be: "Do the facts as alleged exist?" The second question should be: "Are any of the functions of the Police Department involved; the preservation of the peace, the enforcement of the law, the protection of life and property, the prevention and detection of crime, or the arrest of law-breakers?" If you can answer both questions in the affirmative, the matter is one requiring investigation, immediate police action and report.

Immediately after an accident or the commission of a crime, persons who have witnessed the incident are very talkative and will readily tell you all they know of the matter; but when the excitement has passed and they realize that they may be summoned to court as witnesses and that possibly some friend may be injured as a result of the information furnished by them, they become evasive.

It will often be found that persons who are witnesses to the commission of a crime or who know how or why a crime was committed, do not want it generally known that they have given information to the police, fearing physical harm or injury to their business, and will, if

they are publicly questioned, deny all knowledge. If you question such witnesses privately and assure them that their names will not be made public, they will often become fully communicative.

In seeking information from persons who appear to be reticent, do not let them see you making notes.

It is very important that you get witnesses whose evidence will be *corroborative*. In explanation: Assume that a crime has been committed on the street in front of a certain address and that witnesses are being examined. A. states that he saw the defendant running, 25 feet from the premises; B. states that he saw the defendant running, 50 feet from the premises; C. states that he saw the defendant running, 75 feet from the premises; and D. states that he saw the defendant running, 100 feet from the premises. This is good evidence, but it has not the weight that *corroborative* evidence would have—that is, if B. would bear out A.'s statement.

Familiarize yourself with the elements that go to make up legal evidence. Without this knowledge you cannot always bring forth the material facts that are necessary to secure a conviction; or, if you do come into possession of such facts you may not realize their importance until informed by your commanding officer or the court, and it may then be too late to properly present them.

REPORTS.

To your superiors your reports serve a purpose similar to that of your testimony in court. In both cases, you undertake to convey an impression of the circumstances to persons who have not witnessed the incident, and unless you are graphic enough, so that others can clearly picture the situation, you have not accomplished your end.

Enter all the material facts in connection with occurrences on your post in your memorandum book. If a

report is required, it is wanted, in writing, for two purposes: for the records of the Department, and so that other members of the Department may use it as a basis from which to work on the matter. It is therefore important that even the smallest detail be included, because if the report is incomplete, it will be necessary for the detective to consult you or to visit the scene and make a second investigation.

Enter in your memorandum book in chronological order an accurate and concise record of the police duty performed by you. In addition to having this information for the record of the Department, it should be so complete that if you were called upon to testify in court a year after an entry had been made, you could readily refresh your memory from it.

POINTS TO BE COVERED IN MAKING REPORTS.

Name and address of the person in a position to supply the most reliable information; the owner of stolen property or the person who last saw it intact; the victim of an accident or assault, or eye-witnesses. Do not use the titles "Mr.," "Miss," or "Mrs." unless it is to distinguish between a mother and a daughter having the same name.

SAMPLE REPORTS.

STORE DOOR FOUND OPEN.

NOVEMBER 13th, 1913.

Tour 4.00 P. M. to 12 Mid.

Post No. 26.

At 8.15 this P. M., found front door of store at 169 Fulton St., open. Occupied by James Johnson, electrical supplies. Searched and secured premises, assisted by Patrolman Edward J. Jones, 12th Precinct. Apparently nothing disturbed.

Patrolman JOHN REITH, Shield No. 3456.

12th Precinct.

LARCENY REPORT.

NOVEMBER 13th, 1913.

Tour 12 Mid. to 8 A. M.

Post No. 14.

At 7.30 this A. M., a man representing himself as an agent of the Consolidated Gas Co., entered the residence of John Brown, at 1695 Green Ave., and showing a badge to the owner, said that he had been sent by the Gas Company to examine the flow of gas in the building. When he left at about 7.45 A. M., the following property was missing from a drawer in bureau in bedroom on the second floor: One diamond ring, initials on inside "J. B. to C. B."; one hunting-case gold watch, Elgin movement, case No. 65789, works No. 64534; total value, \$200.00.

Description of man, about 30 years, smooth face, 5 feet 6 inches, 140 pounds, square shoulders, light complexion, large grease spot on right shoulder of coat, black laced shoes. Reported by owner. No property recovered and no arrests.

Patrolman JOHN SHEA, Shield 4678.

35th Precinct.

FIRE REPORT.

NOVEMBER 13th, 1913.

Tour 4 P. M. to 12 Mid.

Post No. 6.

At 6.15 this P. M. fire occurred on fourth floor, rear, of five story brick tenement house No. 165 West 40th Street, owned by Simon Cohen, No. 150 West 45th Street, and occupied by John Samuels, caused by explosion of kerosene lamp. Discovered by Mary Samuels, 165 West 40th Street. Alarm sent from fire box 678, N. W. corner of 40th St. and 8th Avenue, by James Duff, 456 W. 40th St. Nothing suspicious.

Patrolman JAMES KELLY, Shield No. 456.

23rd Precinct.

LIQUOR TAX LAW.

Carefully observe every barroom on your post during the hours that the sale of liquor is prohibited. See that it is closed, that no person is in it except the licensee, his servants, or members of his family, that no screen, blind, curtain or other article covers in whole or in part any window or door thereof, that there is not near or back of any such window or door, or anywhere in such barroom, any opaque or colored glass or any article or thing of any kind that obstructs, or in any way prevents a person on the outside from having a full view of the interior of such barroom and of all parts thereof.

If you observe the law being violated in any one of these or the following particulars, make a complete entry of it in your memorandum book, noting the name and number appearing on the license, and report the facts to the desk lieutenant on your return to the station-house. You will then be directed to make and sign an affidavit, which is to be delivered to the District Attorney. Arrest is to be made only when a warrant is issued.

BRIBERY.

The Penal Law defines bribery as follows:

“SECTION 371. *Bribery of a judicial officer.* A person who gives or offers, or causes to be given or offered, a bribe, or any money, property, or value of any kind, or any promise or agreement therefor, to a judicial officer, juror, referee, arbitrator, appraiser or assessor, or other person authorized by law to hear or determine any question, matter, cause, proceeding, or controversy, with intent to influence his action, vote, opinion, or decision thereupon * * * (is guilty of a felony). * * *”

“SECTION 372. *Officer accepting bribe.* A judicial officer, a person who executes any of the functions of a public officer, * * * who asks, receives, or agrees to receive a bribe, or any money, property, or value of any kind, or any promise or agreement therefor, upon any agreement or understanding that his vote, opinion, judgment, action, decision, or other official proceeding, shall be influenced thereby, or that he will do or omit any act or proceeding, or in any way neglect or violate any official duty * * * (is guilty of a felony). * * *”

“SECTION 379. *Bribery of witnesses.* A person who is, or is about to be, a witness upon a trial, hearing or other proceeding, before any court or any officer authorized to hear evidence or take testimony, who receives, or agrees, or offers to receive, a bribe, upon any agreement or understanding that his testimony shall be influenced thereby, or that he will absent himself from the trial, hearing or other proceeding, is guilty of a felony.”

In making arrests under this law, whenever possible do so under the advice and direction of a superior officer. It

is necessary to have the money, or other consideration used, marked. The marking should be done in the presence of witnesses and a memorandum made of the mark used. There should always be a witness to the passing of the bribe and before the consideration is turned over, the receiver should be questioned fully as to what is to be expected from him in return, that there may be no doubt as to the object of the bribe. If he puts the bribe on his person, note where he puts it and as soon as he is arrested have him searched, in the presence of the witness who heard the conversation. Do not permit the accused to get out of your sight from the time the bribe is handed to him until he is arrested and searched. When the money or other consideration is recovered, set it aside carefully as evidence.

CO-OPERATION WITH CITY DEPARTMENTS.

The Mayor and the Borough Presidents are responsible for the administrative work of the City of New York. For the purpose of distributing this work various departments have been established by law and specific duties assigned to each. To a certain extent, the City of New York is similar to an ordinary every-day large corporation, in that the success of the whole depends upon the success of each department; and there is hardly one department, in either case, that can be a success without the sympathy and co-operation of at least one other department.

While their duties may link together two or possibly three city departments, calling for constant teamwork, the Police Department is peculiarly situated in this respect; it must co-operate with each and every one of them by enforcing such laws and ordinances as have been passed to facilitate their work.

The City is not striving for efficiency because it has an active competitor in the field; its stockholders, the residents who foot the expense and salary bills, are looking for results. They do not care for an explanation of a failure. It is cold comfort to a taxpayer who is personally interested in a matter in which two departments have been brought into play, and which has gone wrong, to know that the failure was due to only one of the departments and that the other was quite successful. Bear this in mind and do not get into controversies with employees of other departments or try to shift the responsibility or attribute the failure to them. Your duties are clearly defined and if you fulfill them, the failure of another will never reflect upon you.

The Charter provides that many of the city departments shall make certain inspections and repairs, and it is mandatory that the public permit access necessary to accomplish such results and obey the lawful orders of the Inspectors. Very often representatives of those departments are interfered with and retarded by persons acting either through ignorance or a desire to evade compliance with the regulations. Such persons are usually liable to court action, but as litigation would delay the accomplishment of that department's purpose, it serves far better if a patrolman, without the use of force and without violating the law, can enforce compliance. For instance, a janitor might disregard the warning of an inspector of the Tenement House Department to keep a light in the hallway of a tenement; but if a patrolman were to tell the janitor that it is a violation of the law and that he is liable to be punished for the failure, it would have far more effect upon him. Drivers often refuse to move their vehicles at the request of a street sweeper who may want to sweep under them; but if a patrolman tells them to move out of the way, they do so readily.

Every department is called upon, from time to time, to handle an unusual condition: the Fire Department may have a large conflagration to fight; the Department of Street Cleaning, a heavy fall of snow to remove; the Department of Health, an epidemic of disease to control; the Bureau of Highways, a cave-in of the street to repair. At such times the responsibility resting upon the Police Department for the accomplishment of the function of the other department is as great as that upon the department itself.

While it is rarely necessary for the members of any other city department to know the duties of the Police Department in order to assist it, it is necessary that every policeman know the duties and laws governing the other departments in order to intelligently assist and co-operate with them.

INDEX

A

Accidents, 8, 95 *et seq.*, 131, 141.
Ambulances, 95, 96, 98, 114.
Animals, 8, 9.
Arms, use and care of, 50.
 positions in drill, 50 *et seq.*
 bayonet, 56, 57.
 pistol, 84 *et seq.*
Arrests, 9, 62, 99, 101, 104 *et seq.*, 108.
Arson, 101.
Assault, 88, 106.

B

Bayonet (See Arms).
Bribery, 146, 147.
Burglary (See Thieves).

C

Children, arrest of, 100.
 improper guardianship, 108.
 protection of, 108, 109.
 foundlings, 109.
 penal law with regard to, 110 *et seq.*
 courts, 119.
Colors, 40, 46 *et seq.*, 60.
Courtesy military, 12 *et seq.*
 police, 74, 76.
Courts, 118 *et seq.*
Crime, defined, 100.
 classified, 101 *et seq.*

D

Detectives, 87.
Discipline, army, 11, 12, 14, 18.
 police department, 73.
Disorderly Houses, 81.
Drill, military, 18 *et seq.*, 58, 59.

E

Evidence, 116 *et seq.*
Ex-convicts, 84.

F

Felony, 89, 101 *et seq.*
Fires, 7, 8, 93 *et seq.*
First Aid to the Injured, 97 *et seq.*
Flag (See Colors).
Fugitives from Justice, 114, 115.

G

Gambling Houses, 81.
Gas, escaping, 92.

H

Insanity, 113, 114, 137.
Intoxication, 92, 105, 107, 114.
Investigations, 141, 142.

L

Liquor Tax Law, 145.

M

Military Police, duties of, 61, 62.
 Military Terms, defined, 15 *et seq.*
 Misdemeanors (See Crime).
 Movements (See Drill).
 Music, martial, 40, 43, 44, 60.

P

Parade, military (See Drill).
 Parades, public, 132, 133.
 Patrol, 6, 79 *et seq.*, 90, 93.
 Physical Condition of Police, 75, 78.
 Pipes, water bursting in, 8, 92.
 Posts, 80 *et seq.*
 Prisoners, 62, 105, 107, 122, 123, 125, 126.
 Property, disposition of, 127.

R

Review (See Drill).
 Reports, army, 42.
 police, 84, 97, 142 *et seq.*
 Rifle (See Arms).

S

Salutes, 13, 45, 46.
 rifle salute, 55, 56.
 Sick, reporting, 114.
 Signals, police, 7, 83, 84.
 Stores, 90, 91.
 Street Meetings, 132 *et seq.*
 Streets, in dangerous condition, 8, 9, 92, 96, 129.
 Subpœna, 100, 122, 123, 126.
 (See also Arrests).
 Summons, 100.
 (See also Arrests).

T

Telephone, use of, 83.
 Tests, military, 63 *et seq.*
 Thieves, 91, 139, 140.
 Traffic, 9, 128 *et seq.*

V

Vacant Houses, 91.

W

Warrants, 100.
 (See also Arrests).
 Witnesses, 123, 141, 142.

