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SOURCES OF INFORMATION

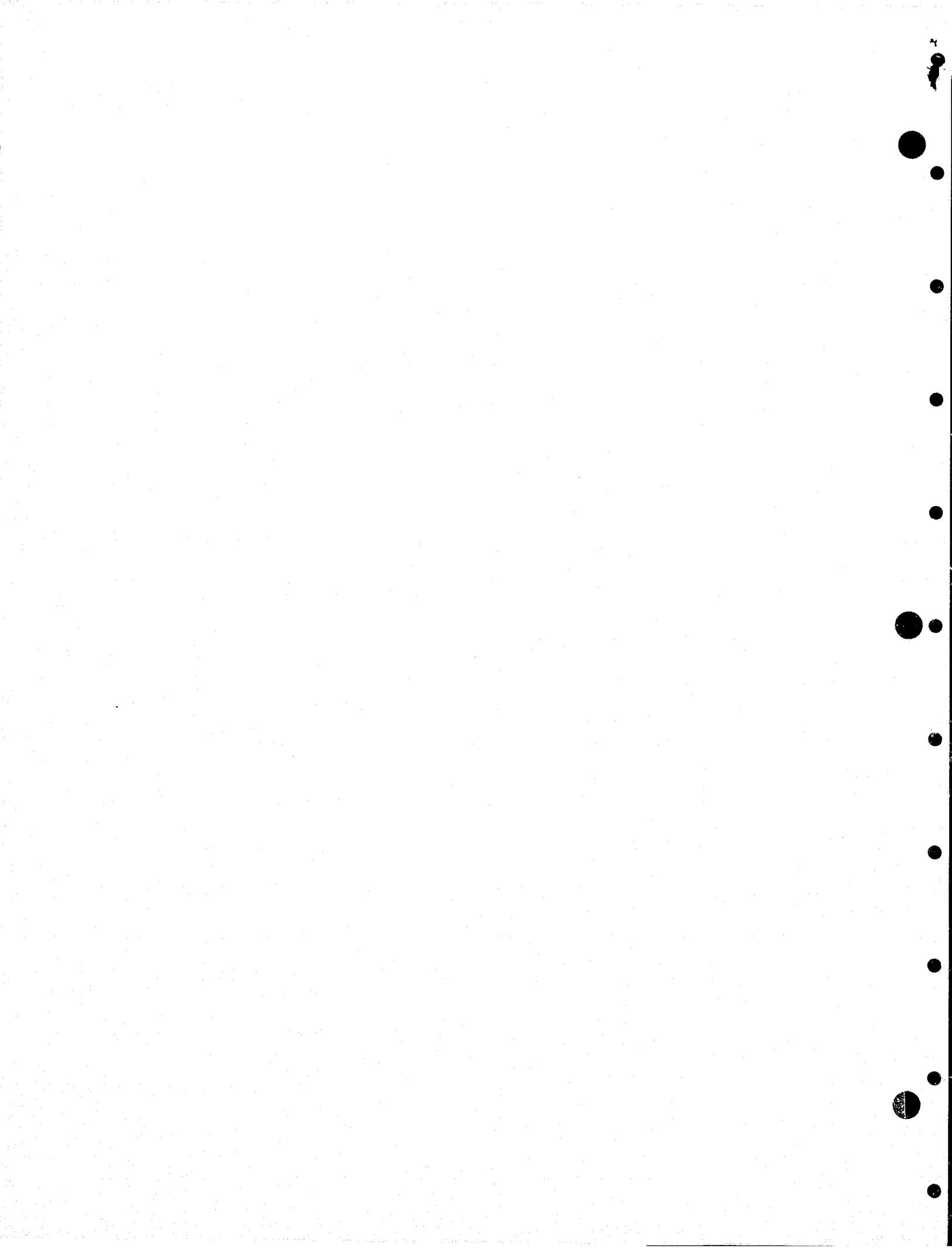
AND THEIR USE

outline prepared by

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SOURCES OF INFORMATION AND THEIR USE

Outline of Instruction

First Hour: Recorded Sources of Information

Second Hour: Persons as Sources of Information

Introduction:

1.0 Personal Assets for the Investigator:

1.1 Tact.

1.2 Developing Contacts:

1.21 Bartenders, Waiters, Waitresses.

1.22 Chauffeurs, Cab Drivers, Dispatchers.

1.23 Clerks, Porters, Maids.

1.24 Hotel Managers, Employees.

1.25 Owners, Managers, Employees of business establishments and licensed premises.

1.26 Residents.

1.27 Storekeepers.

1.28 Truck Men, Delivery Men, Mail Men.

1.3 Cooperation and friendship with other Peace Officers.

1.4 Make a record of Potential and Actual Offenders and Informants and Their:

1.41 Aliases.

1.42 Place of Residence

1.43 Hangouts.

1.44 Habits

1.45 Police Records.

1.5 Observation - do not overlook chance memoranda or haphazard notations.

1.6 Even when dealing with recorded sources, contact with people is essential. Cooperation must be solicited.

2.0 Records as Sources:

2.1 Publications.

2.11 Telephone Directory.

- 2.111 Listed phone subscribers (includes small nearby communities.)
- 2.112 Classified. (Business names by type of business.)
- 2.113 Calendars. (Every year from 1776 to 2000 A.D.)
- 2.114 Map of Postal Zones.
- 2.115 Other Law Enforcement Agencies.
- 2.116 Out of Town Directories are found in Missing Persons Detail, Public Libraries, Telephone Company Offices.
- 2.117 Call Information for recent addresses and phone numbers.
- 2.118 Telephone Company Special Agent can obtain information on location and subscriber of any given phone number. Unlisted numbers require a letter from the Chief of Police.
- 2.119 Business Office has information on subscriber's number if not unlisted; his occupation, references, location of phone.

2.12 Reverse Directory. (Telephone)

- 2.121 Latest edition is divided by area.
- 2.122 Copies are found in Hit & Run; Detective Division, Vice Division and Precincts.

2.13 City Directory.

- 2.131 Private Publication which may be out of date and not accurate.
- 2.132 Found in Record Division, Missing Persons, Precincts, larger Business Establishments and Libraries. Back copies are available at Missing Persons and at the Publishers.
- 2.133 Principal Sections:
 - 2.1331 Introduction: Population, Climate, Utilities, Recreation Facilities, Transportation, Industries, Churches, Civic Activities, etc.
 - 2.1332 Miscellaneous: Lists City, County, State, Federal offices and officials, etc.

- 2.1333 Alphabetical Section: Names, occupations, and addresses of all persons of 18 years and older, including wives names; names of persons in businesses and occupations; members of firms showing officers, partners, etc.
- 2.1334 Householder and Street Section: Names of streets in alphabetical and numerical order; starting points; intersecting streets; terminations. Streets listed in order showing householders or occupant's names, or the firm name. Shows if occupant is the owner; occupant's phone number.
- 2.1335 Classified Ad Section.
- 2.134 Proper Use of Directory - Persons.
 - 2.1241 How does the subject spell his name?
 - 2.1342 Married? Spouse's name? What was the name of a widow's husband?
 - 2.1343 Where does he live? Does he own his own home?
 - 2.1344 Is he the head of the house or a resident?
 - 2.1345 How many adults are in the family?
 - 2.1346 Does he have a phone? What is the number? Where is the nearest phone?
 - 2.1347 Who are his neighbors?
 - 2.1348 What does he do for a living? Where does he work? Does he own a business?
 - 2.1349 Who are others in the same business or profession?
- 2.135 Proper Use - Business Concerns.
 - 2.1351 The correct name?
 - 2.1352 The correct address?
 - 2.1353 What do they do?
 - 2.1354 Is it a partnership or corporation?
 - 2.1355 Who are the partners?
 - 2.1356 Who are the officers?
 - 2.1357 Who are the others in the same or similar lines?
 - 2.1358 What are its specialties?

2.1359 What is the description of products or services?

2.1359.1 When was it established?

2.1359.2 Where are its branches located?

2.136 Proper Use - The Locality.

2.1361 Who lives at a certain address?

2.1362 Is there a telephone there?

2.1363 Where is the nearest telephone?

2.1364 What is the quickest way to get there?

2.1365 How do the streets run?

2.1366 Where in the block is it located?

2.1367 What is the nearest street corner?

2.1368 What is the character of the neighborhood?

2.1369 Is it a "home owner" neighborhood?

2.1369.1 Is it an apartment house section?

2.1369.2 If it is a business location, what is the business?

2.1369.3 If an office building, who is in which room?

2.1369.4 What and where is the nearest store? Church? School?

2.1369.5 Where are the office and public buildings?

2.14 Professional Directories.

2.141 Found in Libraries, Office of Professional Association, College.

3.0 Public Agencies

3.1 City

3.11 Police Records - Primary Source of Police Officer.

3.111 Record Bureau

3.112 Identification Division

3.113 Juvenile Division

3.114 Intelligence Division

3.12 Clerk of the Court

- 3.13 Harbor Patrol.
- 3.14 City Attorney.
- 3.15 Building Inspectors.
- 3.16 City Engineer.
- 3.17 Health Bureau.
- 3.18 License Bureau.
- 3.19 Nuisance Division.
- 3.19.1 Traffic Engineer.
- 3.2 County
 - 3.21 Sheriff - Criminal Records.
 - 3.22 Assessor - Property information, owner, taxes, maps of lots.
 - 3.23 Health Division - Birth and Death Certificates.
 - 3.24 Constable.
 - 3.25 Coroner.
 - 3.26 County Clerk.
 - 3.261 Lawsuits.
 - 3.262 Marriage and Divorce Records.
 - 3.263 Criminal Proceedings.
 - 3.27 District Attorney.
 - 3.28 Juvenile Court.
 - 3.29 School District.
 - 3.291 School District Special Investigator.
 - 3.292 High School Vice Principals.
 - 3.293 Records maintained on all past students.
 - 3.29.1 Registrar of Voters.
 - 3.29.2 Libraries.
- 3.3 State of Oregon.
 - 3.31 Oregon State Police.
 - 3.1311 OSP Milwaukie.
 - 3.1312 OSBI - Salem.

- 3.32 Motor Vehicle records - Salem.
- 3.33 Employment Service & Unemployment Insurance.
- 3.34 Board of Health.
- 3.35 Income Tax Division.
- 3.36 Public Welfare.
- 3.37 Board of Medical Examiners.
- 3.38 National Guard.
- 3.39 Parole and Probation.
- 3.39.1 Board of Pharmacy.
- 3.39.2 Veteran's Affairs.
- 3.39.3 Corporation Commission.
- 3.39.4 Liquor Control Commission. (Violations, Licenses)
- 3.39.5 State Motor Boat Registration - Salem.
- 3.39.6 Clerk of Probate Court. (Mental case information)
- 3.4 United States Government.
 - 3.41 Military Services and Reserve.
 - 3.411 Army - Military Police - CIC - CID.
 - 3.412 Navy - ONI.
 - 3.413 Air Force - Air Police - OSI.
 - 3.414 Marines - Provost Marshal.
 - 3.42 Selective Service.
 - 3.43 Post Office.
 - 3.431 Postal Inspectors.
 - 3.432 Mail Covers (normally 30 days). Names, addresses, postmarks, return addresses, class of mail received at a specific address.
 - 3.433 Mail Drop.
 - 3.434 Tracings.
 - 3.44 Immigration and Naturalization Service.
 - 3.441 Aliens must report within 10 days after January 1 each year.

- 3.45 Federal Bureau of Investigation.
 - 3.451 Criminal Files.
- 3.46 Treasury Department.
 - 3.461 U. S. Customs.
 - 3.462 Coast Guard (Except in time of war when it becomes part of the Navy.
 - 3.463 Secret Service - Counterfeiting - protection of President and President-elect.
 - 3.464 Narcotics.
 - 3.465 Alcohol Tax Unit - Federal Liquor Laws and National Firearms Act.
 - 3.466 Intelligence Unit - Tax Frauds.
 - 3.467 Federal Communications Commission.
- 3.47 Bankruptcy Referee.
- 3.48 Veterans' Administration

4.0 Private Agencies.

- 4.1 Telephone Company.
 - 4.11 Information of Subscribers.
 - 4.12 Long Distance Calls.
 - 4.121 Number Calling (if collect).
 - 4.122 Number called.
 - 4.123 Name of Person calling (if collect).
 - 4.124 Name of Person called (if person to person).
 - 4.125 Date, Time of beginning and end. Charge.
 - 4.126 Various other numbers called if call was not completed.
 - 4.127 Various other numbers called from if call was not completed.
- 4.2 Air Lines; Railroads; Steamship Lines.
- 4.3 Banks and Loan Companies.
- 4.4 Insurance Companies (Assn. of Casualty & Surety Companies).
- 4.5 Taxi Cab Companies.

- 4.6 Commercial Credit Companies.
 - 4.61 Past and Present Address.
 - 4.62 Past and Present Occupation.
 - 4.63 Bank Accounts.
 - 4.64 Education.
 - 4.65 Arrest Records, Law Suits, Divorce Actions.
 - 4.66 Name of present and past spouse.
 - 4.67 Firms where subject has accounts.
 - 4.68 Past credit ratings.
 - 4.69 Present whereabouts
- 4.7 Hospitals.
- 4.8 Hotels and Motels.
- 4.9 National Auto Theft Bureau.
 - 4.9.1 Newspaper Morgues.
 - 4.9.2 Professional Associations.
 - 4.9.3 Private Businesses.
 - 4.9.31 Information on Employees.
 - 4.9.32 Information on Customers.
 - 4.9.33 Private Investigators.

Second Hour

- 5.0 People as Sources
 - 5.1 Informants
 - 5.11 Public Office Workers.
 - 5.12 "One Time" Informants.
 - 5.13 Specialists.
 - 5.14 Paid Informants.
 - 5.15 Confidential Informants.
 - 5.16 Anonymous.

- 5.2 Witnesses.
- 5.3 Suspects.
- 6.0 Techniques.
 - 6.1 Intelligence Equipment.
 - 6.11 Cameras.
 - 6.12 Binoculars.
 - 6.13 Recorders and Special Audio Equipment.
 - 6.14 Lock Picks and Shims.
 - 6.2 "Trash" Covers.
 - 6.3 Mail Covers.
 - 6.4 Toll Call Checks.
 - 6.5 Subterfuges to gain Information.
 - 6.51 House to house salesman.
 - 6.52 Estimator.
 - 6.53 Inspector - (Building, Fire, Health, etc.).
 - 6.54 Surveys (Radio - Television - Appliance, etc.).
 - 6.55 Reference given by Friend.
 - 6.56. Employment Offer (Be sure subject is not home).
 - 6.57 Old Friend (Be sure subject is not home).
 - 6.58 City Directory. Getting information for.
 - 6.59 Lost and Found Department - Trying to locate owner.
 - 6.59.1 Insurance Investigator.
 - 6.59.2 Solicitor for Blood Donation.
 - 6.59.3 Credit Investigator.
 - 6.59.4 Use of Phone.
 - 6.59.41 Use good subterfuge and keep talking.
 - 6.59.42 Make an outline of questions to ask.
 - 6.59.43 In giving information by phone, take the number of the caller, verify it, then call back.
 - 6.59.44 When taking a call, pause before talking and listen for room noises to form an opinion as to where the call is from.

6.59.45 If the telephone is the subject of a subterfuge be sure subject's phone number is listed or have some explanation for having it.

6.59.5 Under Cover Investigation.

6.59.51 Cover Story must be worked out in detail.

6.59.52 Expect cover story will be checked.

7.0 Principles in Handling Informants.

7.1 Introduce yourself to new informants.

7.2 Express appreciation for all tips.

7.3 Evaluate all information.

7.4 Don't adopt standards of the informant.

7.5 Treat informant fairly and do not make promises you cannot keep.

7.6 Retain control of the investigation.

7.7 Avoid entrapment. Do not be misled by manufactured information.

7.8 Take advantage of the informant's "Detective Complex."

7.9 Show concern for the informant's desire to conceal his identity.

7.9.1 Use corroborative sources.

7.9.2 Dispell any exaggerated ideas of danger. Meet informant where contact will not be evident.

7.9.3 Conceal the fact that informants are used.

8.0 Investigative Plan.

8.1 What information is needed?

8.2 What methods are to be used?

8.3 Where are the sources?

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