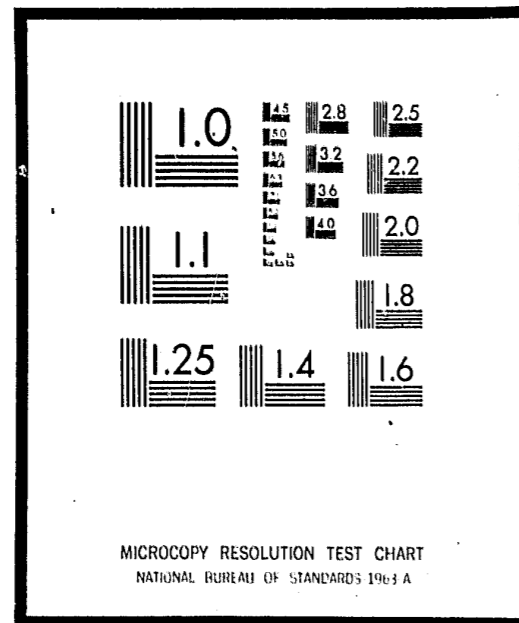


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U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

Date filmed,

2/25/76

FIELD SERVICES BUREAU



27721

CORRUPTION CONTROL MANUAL

FIELD SERVICES BUREAU

CORRUPTION CONTROL MANUAL

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September 12, 1974

F O R E W O R D

EVERY SUPERIOR OFFICER HAS THE RESPONSIBILITY TO TAKE IMMEDIATE STEPS TO ELIMINATE ANY CORRUPTION WITHIN HIS COMMAND. HE MUST BE ABLE TO IDENTIFY THE SYMPTOMS, ESTABLISH CONTROLS AND AN ENFORCEMENT PROCEDURE TO ADEQUATELY DEAL WITH POLICE CORRUPTION.

THE FOLLOWING MATERIAL FOCUSES ON SOME CONDITIONS ENCOUNTERED IN POLICE WORK WHICH ARE SUSCEPTIBLE TO BRIBERY, EXTORTION, CONSPIRACY AND OTHER LAW VIOLATIONS. THE MATERIAL DOES NOT INCLUDE EVERY POSSIBLE CORRUPT PRACTICE SINCE MANY CONDITIONS HAVE SIMILAR SYMPTOMS AND CURES. COMMANDERS AND SUPERVISORS CAN PREVENT CORRUPTION BY OBSERVATIONS, INSPECTIONS, AND RECORD ANALYSIS TO DETECT POTENTIAL OR ACTUAL POLICE CORRUPTION.

POLICE PRIDE AND INTEGRITY IS FOSTERED BY THE CONSCIOUS EFFORT OF LEADERS. THE LEADERS' PERSONAL INTEGRITY IS THE STANDARD GENERALLY FOLLOWED BY THOSE THEY LEAD. POLICE PERSONNEL EXPECT NO LESS THAN THE HIGHEST STANDARD FROM THEIR LEADERS. ANYTHING LESS BREEDS CYNICISM.

THOMAS P. MITCHELSON
Chief of Field Services

SEPTEMBER 12, 1974

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BARS - GRILLS - CABARETS - BOTTLE CLUBS

HAZARDS:

The acceptance of money, gifts, free food and drink by members of the department from owners and operators of bar and grills, cabarets and bottle clubs to overlook violations of the Alcoholic Beverage Control Law, the Health Code, Traffic Regulations and Administrative Code.

Members of the Service unofficially assisting owners and operators of the above premises in the maintenance of order.

INDICATORS OF PROBLEM:

Unexplained visits by department members to bars, grills, cabarets and other licensed and unlicensed premises, indicated by:

- Failure to notify the radio dispatcher of visit.
- Failure to notify supervisor on patrol.
- No arrests, summonses or other police action taken when necessary, and failure to make proper reports.
- Improper or incomplete investigations of crimes connected with the premises.
- A specific pattern of visits to the premises by department members on and off duty.
- The presence of illegal parking in the vicinity without proper police action being taken.

Numerous complaints from the public alleging:

- Disorderly premises.
- Overcharging for meals, drinks and services.
- Adulterated liquor and wine, especially adulterated champagne.
- Lost or stolen credit cards from clothing checked in the premises or from the person.
- Check kiting by employees or managers of premises.
- Assaults on patrons by employees or persons from within the premises.

- Improper or no police action taken on complaint when police summoned to premises for cause.
- Steering by taxicab drivers, hotel employees and others.
- Unlicensed premises selling alcoholic beverages (bottle clubs).
- Premises frequented by persons who are obviously narcotic addicts or prostitutes.

Aided cases in the premises, or in the immediate vicinity of premises which indicate that additional police action should have been taken.

Receipt of written or verbal communications alleging an improper police presence in the premises or alleging some police corruption.

Personal observations that the premises are frequented by known gamblers or racketeers without intelligence reports having been received from patrol service units.

Business being conducted during prohibited hours.

Follow-up inspections reveal that complaints referred to other commands for action are not being acted upon effectively.

Inspection of records reveals that cases involving premises that result in arrests or summonses have an inordinately low conviction rate.

PROCEDURES TO CONTROL:

"Routine" visits prohibited. Inspections to be conducted on a directed basis by the precinct commanding officer.

Frequent observations by superior officers of suspected premises, and persons suspected of corrupt practices, as directed by the precinct commanding officer or executive officer.

Verification of information received from within the department and from the public.

Persons' interview of complainants where deemed necessary.

Personal inspection and analysis of department records to detect possible trends or patterns of police action in connection with such premises.

Careful observation of members of the department suspected of having a drinking problem that would cause them to become amenable to corruptive efforts by others.

ENFORCEMENT POLICY:

Enforcement policy should be in compliance with T.O.P. 369, October 5, 1971. Rules and regulations pertaining to traffic should be strictly enforced. Suspicious activity should be referred to proper department unit when summary arrest cannot be effected. Other agencies, such as the Fire Department, Department of Buildings, interested community groups and elected officials should be requested to assist.

ACCOUNTABILITY FOR ADHERENCE:

Superior Officers on patrol should make frequent observations to insure that T.O.P. 369 is being complied with. Roll call instructions should be utilized by the precinct Commanding Officer to enunciate his policies. Periodic conferences should be held with patrol lieutenants and sergeants for both instructional and feedback purposes. The precinct Commanding Officer should utilize command discipline, charges and specifications, or in appropriate cases, prompt referral of complaints to Internal Affairs Division. The precinct commander should also visit and speak to owners and managers, make his policy known to them and request their cooperation. He should advise them that an offer of a gratuity, or other consideration, to public officers is a crime and the person making the offer is subject to arrest. He should also seek the aid of the Medical Section for members who are suspected of being alcoholics.

CONSTRUCTION SITES

HAZARD:

The acceptance or solicitation of money, gifts and building materials by members of the service to overlook violations of the law pertaining to the regulation of construction.

INDICATORS OF PROBLEM:

Unexplained visits to construction sites by members while on or off duty.

Department members observed placing building materials into department vehicles or into their own private vehicles.

Identifiable violations which create pedestrian safety hazards or which impede traffic flow at construction sites apparently being overlooked by members of the service.

Written and verbal complaints received from the public alleging violations at construction sites without proper police action being taken.

Complaints received from construction tradesmen or site managers alleging excessive enforcement.

Unusual summons activity by a member followed by sudden inactivity.

PROCEDURES TO CONTROL:

Written or verbal communications directed to site managers informing them of departmental policy and requesting their cooperation in its enforcement. Also, advise them that the offer of a gratuity to a public officer is a crime and the person making the offer is subject to arrest. Frequent observations of sites by supervisors to insure adequate enforcement of pertinent laws and to observe the conduct of members observed at construction sites without sufficient cause for their presence.

Careful examination of summons and other records to detect signs of pressuring site managers by department members.

Inspection of construction sites immediately upon receipt of complaints.

ENFORCEMENT POLICY:

A policy of non-enforcement of permit violations unless they impede vehicular or pedestrian traffic, or affect the health and safety of the public. A sergeant or other superior should be present when summons is issued (See T.O.P. 236, s.72).

ACCOUNTABILITY FOR ADHERENCE:

Superior Officers on patrol should make frequent observations of construction sites to determine that pertinent laws are being adequately enforced. Precinct Commanding Officers should utilize roll call instructions to educate members of the service in present department policy. It is the responsibility of precinct commanders to make their policies known to their subordinates in definite terms, to visit the superintendents in charge of construction sites and inform them of department policy and request their cooperation.

HOTELS AND RESTAURANTS

HAZARDS:

The acceptance of free meals, free rooms and Christmas gratuities by members from the owners and operators of hotels and restaurants to overlook parking, Health Code, Administrative Code Violations and laws pertaining to Public Morals.

Members of the service unofficially assisting owners and operators of the above premises in maintaining order.

INDICATORS OF PROBLEMS:

Unexplained visits to the premises by members on duty and off duty.

The receipt of written or oral complaints alleging members are obtaining free meals and rooms.

Observations of violations of laws inside and in the vicinity of the hotels and restaurants without adequate enforcement activity for correction.

Complaints from the public alleging violations of the liquor laws and the laws pertaining to gambling and prostitution that should have been discovered and reported by members of the service.

Complaints of assaults on the public by employees of hotels or restaurants, especially those alleging improper police action.

Hotels and restaurants have known policy of free meal for "man on post".

PROCEDURES TO CONTROL:

Independent observations of premises for an evaluation of any crime problems that may exist.

Observation to detect the furnishing of unwarranted police services.

Careful examination of aided case reports and complaint reports whose origins may have been in the hotel or restaurant instead or where actually reported taking place.

Comparison of the findings revealed by observations with suspected premises and arrest reports and also with the results of completed investigations.

Dissemination of current departmental policy to members and to the owners, managers and employees of hotels and restaurants and a request for their cooperation. They should be advised that an offer of a gratuity to a public officer is a crime and the person making the offer is subject to arrest.

Provision of adequate sleeping facilities in the station house for those members needing such facilities. Encourage members to take their meals in the station house.

ENFORCEMENT POLICY:

Enforcement policy regarding A.B.C. Laws should be in compliance with T.O.P. 369, s.71. Intelligence Reports should be submitted regarding suspected violations of the Public Morals Laws. Traffic regulations should be strictly enforced.

ACCOUNTABILITY FOR ADHERENCE:

Sergeants and Operations Lieutenants on patrol should make frequent observations of the above premises to determine if any particular restaurant is frequented by policemen who may be receiving free or discounted meals. Precinct commander should visit subject premises and in a face to face discussion clearly state department policy.

PARKING LOTS

HAZARDS:

The acceptance of money, gifts, free parking privileges and Christmas gratuities by members of the service from the owners and operators of parking lots to overlook violations pertaining to these businesses.

INDICATORS OF PROBLEM:

Violations of the Traffic Regulations and congested vehicular traffic in the vicinity of the lot's entrance as the result of its operation.

Parking of customers' automobiles on street in violation of Regulations of Department of Consumer Affairs.

Deliberate inattention to violations by members on patrol.

Unexplained visits by members to the parking lots while on or off duty.

Written or verbal communications received alleging that members frequently overlook violations while under observation of the correspondent.

Complaints from parking lot owners and employees that they are being unnecessarily summonsed for borderline violations.

PROCEDURES TO CONTROL:

Observations and inspections by patrol supervisors to observe that laws relative to parking lots are being enforced fairly.

Inspection of daily activity reports to detect unusual and suspected trends of activity.

Frequent observations by commanders of persons and places susceptible to corruptive efforts.

ENFORCEMENT POLICY:

Strict enforcement of the applicable laws relating to parking lots when violations are creating inconvenience to the public or are a safety hazard.

ACCOUNTABILITY FOR ADHERENCE:

Superior Officers are responsible that the laws pertaining to parking lots are properly enforced by means of observations and inspections. Precinct commanders should utilize roll call instructions and other training practices to insure the education of members of the command in his policy relating to parking lots. Follow-up inspections should be utilized to determine if his policy is being adhered to. It is the precinct commander's responsibility to visit parking lots and clearly outline to owners and employees the policies of the department. They should also be advised that the offering of gratuities, or other consideration, is a crime and the person making the offer is subject to arrest.

REPAIR SHOPS - GARAGES - TRUCKING COMPANIES
AUTO RENTAL COMPANIES

HAZARDS:

The acceptance of money, gifts and free services by members of the command from owners and operators of the above mentioned companies to overlook violations of the laws pertaining to the Traffic Regulations and to the General Business Law.

INDICATORS OF PROBLEM:

Observations of:

- a) Parking conditions, i.e. double parking and sidewalk parking in the vicinity of said businesses without proper police action being taken.
- b) Loading or unloading in non-loading zones resulting in the obstruction of the sidewalk.
- c) The street or sidewalk being used as storage areas.
- d) Major repairs, other than emergency repairs, being performed in the street.

Receipt of numerous noise complaints concerning the above mentioned businesses without any corrective action being taken by patrol service units.

Communications, both written and oral, received from the public alleging collusion between members of the command and the businesses.

Unexplained visits by members of the command on or off duty to said businesses.

An inordinate number of rented autos recovered by means of arrest, or recovered as abandoned, by specific members of the command, that could indicate a desire for rewards from the companies.

Complaints received from operators and owners of the above businesses alleging excessive harassment by members of the command.

PROCEDURES TO CONTROL:

Frequent observations and inspections by patrol supervisors to ascertain that traffic regulations and general business laws are being properly enforced. Inspection of department records to discern possible trends, i.e., lack of summons activity.

ENFORCEMENT POLICY:

Summons activity should be commensurate with the problem to ensure the safety and convenience of the public.

ACCOUNTABILITY FOR ADHERENCE:

Superior Officers are responsible by means of inspections and supervision for insuring that members of patrol service units properly enforce the laws and regulations pertaining to certain businesses. Commanding officers should personally visit owners and operators and inform them of department and precinct policy and request their cooperation. They should be informed that the offer of a gratuity, gift, or other consideration, is a crime and that the person making the offer is subject to arrest. Commanding officers should also utilize roll call instructions, conferences and memos to educate members of the command in precinct and department policy.

GYPSY CABS

HAZARD:

The acceptance or solicitation of money and gifts by members of the command from gypsy cab drivers and operators of livery car services to overlook violations of the traffic regulations.

INDICATORS OF PROBLEM:

Observations of an inordinate number of "car stops" involving gypsy cabs without arrests being made, summonses served, or adequate memo entries by members of the command.

The receipt of a number of written or verbal communications from gypsy cab operators alleging harassment by members of the command.

Rumors circulating within the command concerning the acceptance of bribes from gypsy cab operators, especially if they relate to specific members of the command.

Unexplained visits on and off duty to gypsy cab offices or garages by members of the service.

Failure by the patrol services to take corrective action concerning traffic conditions and unnecessary noise in the vicinity of gypsy cab offices and garages.

PROCEDURES TO CONTROL:

Frequent observations and close supervision by patrol supervisors of members of the command in the enforcement of regulations governing gypsy cabs.

ENFORCEMENT POLICY:

Selective enforcement of traffic regulations to insure the public's safety.

ACCOUNTABILITY FOR ADHERENCE:

The precinct commander should educate the members of the command concerning precinct and departmental policy as it pertains to gypsy cabs by means of roll call instructions, memos, conferences, etc. The precinct commanding officer should utilize written and oral communications to owners and operators of gypsy cabs, especially leaders in the industry, informing them of department policy and requesting their cooperation. They should also be informed that the offering of money, gifts, or other consideration is a crime and the person offering them is subject to arrest.

TRAFFIC VIOLATIONS

HAZARD:

The acceptance or solicitation of money and gifts by members of the department to overlook traffic violations.

INDICATORS OF PROBLEM:

Excessive stopping of motorists by members without comparable summons or arrest activity.

Serious traffic and safety conditions left uncorrected by members indicated by illegal parking, street repairing of autos, sidewalk parking and low enforcement activity.

Written and verbal complaints received from the public alleging non-enforcement of Traffic Regulations or alleging payment to police for special treatment.

Complaints received alleging police officers attempted to extort money to overlook violations.

PROCEDURES TO CONTROL:

Frequent observations of places and persons by patrol supervisors to insure adequate enforcement and to prevent corruptive practices.

Close supervision of members assigned to traffic control or parking enforcement duties.

Frequent inspection of activity reports to discover possible corruptive practices.

ENFORCEMENT POLICY:

An enforcement policy that is commensurate with the problem. Selective enforcement to ensure public safety. The indiscriminate issuance of summonses should be avoided as it leads to abusive practices.

ACCOUNTABILITY FOR ADHERENCE:

Superior Officers on patrol should make frequent observations of members of the department enforcing traffic regulations to ensure compliance with department rules and regulations. Commanding officers could utilize roll call instructions, memos, etc. to educate members in departmental and precinct policy regarding enforcement. Follow-up inspections by commanders to ensure compliance.

TOW TRUCKS

HAZARD:

The acceptance or solicitation of money, gifts, and free services by members of the department to overlook violations of law governing tow trucks and as compensation for acting as a referral agent.

INDICATORS OF PROBLEM:

Observations of unexplained visits by members of command on and off duty to tow truck establishments.

An inordinate percentage of towing business, within confines of the precinct, being handled by one or by very few towing companies.

Observations of tow truck operators violating the Traffic Regulations without corrective action being taken by the Patrol Service.

Complaints, verbal or written, received from the public alleging collusion by members of command with tow truck operators.

Members of command observed in possession of business cards relating to towing or body and fender repair work.

The receipt of substantial number of written and verbal communications from tow truck operators alleging harassment by members of command.

PROCEDURES TO CONTROL:

Superior officers on patrol responding to the scene of all accidents requiring tow service.

Frequent observations by patrol supervisors of suspected locations and suspected members.

Follow-up investigation of selected collisions, involving a tow, to determine any possible police corruption.

Throwaways given to motorists at accident scene re: laws pertaining to tows.

ENFORCEMENT POLICY:

Strict, impartial enforcement of the laws and regulations pertaining to the tow truck industry.

ACCOUNTABILITY FOR ADHERENCE:

Superior Officers are responsible, by means of observation and supervision, to recognize and correct any possible corruptive practices relating to tow trucks. The Commanding Officer should visit tow truck concerns in his precinct to inform the operators of the law relating to bribery and request compliance. They should also be informed that the offering of gratuities, or other consideration; is a crime and that the person making the offer is subject to arrest. The Commanding Officer is responsible that the members of his command are aware of present department policy.

PROSTITUTION

HAZARD:

The acceptance and solicitation of money and favors from prostitutes by members of the service to overlook violations of the laws relating to prostitution and prostitution related offenses.

INDICATORS OF PROBLEM:

The unnecessary familiarity by members of the service with known prostitutes while either on or off duty.

Failure of the uniformed patrol service to adequately control public nuisance conditions involving prostitutes. These conditions are:

- a) Prostitutes or pimps congregating on streets actively engaged in soliciting patrons.
- b) Hotels, massage parlors, bars and apartments apparently being utilized by prostitutes.

The presence of a member of the command, either on or off duty, not on police business, at locations frequented by known prostitutes.

Recurring arrests of the same prostitutes as a harassment technique by individual officers for reasons other than impartial law enforcement.

Written and verbal complaints from the public alleging collusion between members of the command and prostitutes.

PROCEDURE TO CONTROL:

Frequent observations of suspected places, persons and members of the command to determine if any corruption patterns exist.

Follow-up inspections to determine what action has been taken by plainclothes units regarding information supplied them by units in the Field Services Bureau.

ENFORCEMENT POLICY:

Selective enforcement utilized to ensure public safety and to eliminate the public nuisance aspect of prostitution.

ACCOUNTABILITY FOR ADHERENCE:

Superior Officers on patrol should ensure that the department's policies regarding prostitution are adequately enforced. Precinct commanding officers should indoctrinate members of their command in departmental and precinct policy relating to the enforcement of laws pertaining to prostitution. Precinct commanding officers should also seek acceptance of their policies by hotel managers, bar owners and owners of other businesses frequented by suspected or known prostitutes.

GAMBLING

HAZARD:

The acceptance or solicitation of money and gifts by members of the department from individuals involved in illegal gambling activities to overlook violations of law relating to gambling.

INDICATORS OF PROBLEM:

Known gambling locations allowed to operate within the confines of the precinct without proper intelligence reports being submitted by members of the command.

Parking condition in vicinity of suspected premises (especially during evening hours) indicating possible organized card or dice game.

Large number of persons entering a business establishment (candy store, shoe shine parlor, grocery store, etc.) and leaving shortly thereafter without having made a purchase.

Numerous observations of known gamblers at specific locations.

Members of the command, while on or off duty, observed consorting with known gamblers or frequenting locations suspected of gambling activity.

Failure by the patrol services to correct public nuisance conditions relating to gambling.

The receipt of written and oral communications alleging that members of the command are permitting such activities to take place.

PROCEDURES TO CONTROL:

Frequent observations of persons, locations, and members of the command suspected of being involved in corruption relating to gambling. Continuous observations by patrol supervisors (with follow-up inspections by the commanding officer) to determine if intelligence reports are being submitted for all necessary locations and persons within the command.

ENFORCEMENT POLICY:

Enforcement policy should be in compliance with T.O.P. #432-1, s1971 and C.P.C. #103-71 dated January 28, 1972, and T.O.P. #216, s1972.

ACCOUNTABILITY FOR ADHERENCE:

The commanding officer is responsible by means of roll call training, memos, and conferences, that members of his command are aware of present department policy relating to the enforcement of gambling laws. The commanding officer should frequently inspect the Public Morals Observation Report File to determine its completeness and accuracy as it pertains to gambling conditions within the precinct. The commanding officer is responsible for comparing Gambling Arrest Reports with court affidavits to determine their accuracy and to investigate the loss of cases which appeared to be strong.

NARCOTICS

HAZARDS:

The unlawful release of prisoners before booking in exchange for money, narcotics or other gifts.

Unwarranted dismissal of court cases by conspiring with offenders.

The withholding of contraband for the members' private use, future sale, or the practice commonly known as "flaking".

INDICATORS:

An arrest pattern indicating a concentration of arrests for loitering for narcotics by specific officers.

Repeated observations of members present at locations frequented by narcotics users without any police business at that location.

Narcotic locations flourishing without proper police action being taken despite the receipt of complaints.

A pattern of complaints by prisoners that alleges money and other valuables, as well as narcotics, are missing after they have been searched by members.

A pattern of complaints that charge improper search and seizure.

A pattern of allegations of evidence being placed on a supposedly innocent person to justify the arrest.

An unusual number of court cases being dismissed because of incomplete or faulty court affidavits, poor testimony, or non-appearance of specific members.

Members spending money presumably in excess of their income.

Possible narcotic use by members indicated by the following, in addition to the usual physical signs:

- Excessive requests for emergency leave.
- Excessive sick report time (noting type of illness).
- Neglect of personal appearance.
- Constant fatigue and inadequate attention to duty.

- Allegations or rumors of a member's involvement with narcotics usage.
- Unexplained disappearance from station house of property from personal lockers, vouchered property and office equipment.
- Members' associates.

PROCEDURES TO CONTROL:

Close field supervision of subordinates to insure the proper handling of arrest and search situations.

Strict search procedures and recording of evidence. Immediate search in presence of station house supervisor and recording of evidence. Supervisor to receipt for evidence in arresting officer's memo book.

Frequent conference with patrol supervisors and community groups to obtain feedback information related to suspected practices in narcotic enforcement.

Frequent independent or parallel observations of narcotic locations and of suspected officers.

Frequent review of individual records to determine suspicious trends in arrests, dispositions, and investigative results.

Train members in present departmental procedures and policies.

Routine administrative locker inspections.

Review of all narcotic arrests by superiors, especially those that are dismissed in court.

ENFORCEMENT POLICY:

Strict enforcement of all laws pertaining to narcotics and compliance with T.O.P. 205, s.72.

ACCOUNTABILITY FOR ADHERENCE:

Superior officers should be responsible for instituting the measures enumerated under the title "Procedures to Control".

SABBATH LAW VIOLATIONS

HAZARD:

The acceptance or solicitation of money or gifts by members of the department to overlook Sabbath Law violations and violations of other laws pertaining to business open on Sundays.

INDICATORS OF PROBLEM:

Unexplained visits to stores while on duty and off duty within a member's command.

Members observed placing packages into their private automobiles or into a department vehicle while on duty.

Members observed making systematic visits to numerous stores without cause.

Rumors or complaints against members concerning their actions in connection with Sabbath Law violations.

Suspected violations of Alcoholic Beverage Control Law not being reported by members when observed in grocery stores open on Sundays.

Complaints alleging violations not being properly investigated.

PROCEDURES TO CONTROL:

Frequent observations of places and persons suspected of engaging in corruptive practices.

Regular inspection of activity reports to detect unusual trends or patterns of activity.

ENFORCEMENT POLICY:

Compliance with the present complaint-oriented departmental policy relative to stores remaining open for business on Sundays.

ACCOUNTABILITY FOR ADHERENCE:

Superior officers on patrol should make an immediate inquiry upon observing members of their command at business locations without any police business thereat on Sundays.

Commanding Officers should contact store owners, merchants, managers, and trade association members to obtain informa-

tion on results of present policy and to obtain feedback information relative to the behavior of members of their command.

Further, Commanding Officers should utilize training to educate members of their commands in current departmental policy.

While interviewing the businessmen they should be informed that the offer of a gratuity to a public officer is a crime and that the person making the offer is subject to arrest.

STREET VENDORS

HAZARDS:

The acceptance or solicitation of money or merchandise by members of the department from street vendors to overlook violations of the Health Code, Traffic Regulations and Regulations of the Department of Consumer Affairs pertaining to street peddlers.

INDICATORS OF PROBLEM:

Members observed in unnecessary conversation with street vendors.

Observations of members, either on or off duty, receiving merchandise from peddlers.

The failure of personnel to adequately control public nuisance conditions involving peddlers.

Complaints received from local merchants alleging failure to enforce the regulations governing peddlers.

The receipt of written or oral communications from street vendors concerning excessive harassment by members of the command.

PROCEDURES TO CONTROL:

Close supervision by superiors on patrol to determine that regulations governing peddlers are properly enforced.

Education of members of the command concerning precinct policy and the use of command discipline for members found lax in enforcement of laws and regulations.

ENFORCEMENT POLICY:

Summonses in compliance with current Department policy.

Use of Polaroid camera to establish identities of peddlers.

ACCOUNTABILITY FOR ADHERENCE:

Superior officers on patrol should implement measures enumerated in the paragraph titled "Procedure to Control". Commanding officers should conduct periodic follow-up inspections to ascertain that his policy is being followed.

GYPSY CONFIDENCE GAMES

HAZARD:

The acceptance or solicitation of money by members of the command from persons engaged in the operations of confidence games to overlook violations of the law pertaining to their illegal business enterprises.

INDICATORS OF PROBLEM:

Numerous store-fronts occupied by gypsies conducting no apparent legitimate business within.

The unnecessary familiarity by members of the patrol services with gypsies.

Members of the command on and off duty and not on official police business observed making regular visits to gypsy store-fronts.

Written or verbal complaints received by the commanding officer from persons who have been victimized by gypsies alleging that they have received inadequate police attention in regard to their complaints.

Numerous autos, especially those with out of state plates, (gypsies frequently utilize Alabama plates) parked illegally in front of locations utilized by gypsies without proper police action being taken.

The extensive distribution of handbills advertising gypsy enterprises (fortune telling, spiritual healing) within the command.

Numerous unlicensed gypsy flower vendors observed conducting business within the command.

PROCEDURES FOR CONTROL:

Frequent observations by superiors to determine if members of the command are unnecessarily involved with gypsies.

ENFORCEMENT POLICY:

The precinct commanding officer should attempt to discourage gypsies from establishing illegal business enterprises within his command. This may be accomplished by:

- A. Utilizing strict enforcement of the parking regulations in the vicinity of their store-fronts and other businesses.
- B. Prompt investigation of complaints of crime committed therein.
- C. Request the assistance of Specialized Detective Units for persistent problems.
- D. Seek Assistance of other City Departments and agencies.

ACCOUNTABILITY FOR ADHERENCE:

The precinct commander must insure that members of the command are aware of his policies relating to "Gypsies". Superior officers on patrol should, by supervision, observation and inspection, insure that the commanding officer's policies are carried out.

PISTOL PERMITS

HAZARD:

The acceptance and solicitation of unauthorized fees by members of the command from the public to facilitate the processing and approval of pistol permit applications.

INDICATORS OF PROBLEM:

Applications issued and processed solely by a specific member of the command.

Members of the command observed typing applications for applicants or observed assisting them in any unauthorized manner.

Numerous requests by pistol permit applicants to see a specific officer.

The unwarranted rejection by a member of the command of completed applications as incomplete or improperly filled in.

The vast majority of investigations of applicants being conducted by a specific sergeant or a select few.

Incorrect and vague assessments of the amount of cash and valuables handled by businessmen made by sergeants as determined by follow-up inspections.

PROCEDURE TO CONTROL:

Applications should be available on request from the station house supervisor on duty at the time to circumvent their restricted issuance by one specific individual at his convenience.

Station house supervisors should check applications for completeness.

All applicants to be fingerprinted by the station house officer.

ACCOUNTABILITY FOR ADHERENCE:

Commanding Officers and Administrative Lieutenants should frequently spot check completed background investigations of applicants which have been conducted by sergeants. Commanding Officers should be responsible that written instructions have been issued to each applicant informing him

how to complete the application and of his rights and obligations as a pistol permit holder. They should also be advised that the offer of a gratuity, or other consideration, to a public officer is a crime and that the person making the offer is subject to arrest. (Pistol License Applications and Renewals are temporarily being processed by License Division and will be until changes are published. Permits and renewals for gunsmiths and gun dealers are still processed through precincts.)

ADMINISTRATIVE

HAZARDS:

Acceptance or solicitation of money or gifts in exchange for information from department records.

Acceptance of gratuities from members by other members for assignments within commands, days off, improper lost time credit.

Scheduling of court appearances by members for their days off.

INDICATORS OF PROBLEM:

Members spending money presumably in excess of their income.

A pattern of court appearances or appearances before other agencies on scheduled days off.

A pattern of overtime caused by preparation of forms at termination of tour of duty.

A pattern of payments to only certain members for overtime, portal to portal, night differential, etc.

PROCEDURES TO CONTROL:

Selection of trustworthy members for the care of time records.

Frequent monitoring of night differential and overtime payment records.

Frequent examination of time records and vacation selections.

ACCOUNTABILITY FOR ADHERENCE:

Administrative Lieutenants and station house supervisors are responsible for scrutinizing return roll calls, vacation requests, one day excusals, time records, lost time records, return dates and night differential payments. Precinct commanders and executive officers are also responsible for systematically monitoring these records.

CHRISTMAS GRATUITIES

HAZARDS:

The acceptance or solicitation of money, gifts, free services by members of the department to overlook violations of law or for past services.

INDICATORS OF PROBLEM:

Affluence of members beyond income limits.

Members entering stores, shops, business offices during Christmas holidays without apparent police necessity.

Receipt of written or verbal complaints from business people regarding solicitation of Christmas gratuities.

Presence of lists of business locations.

Members removing merchandise from radio car and placing in private autos.

Clerical staff observed shopping in area of assignment while on meal period.

PROCEDURES TO CONTROL:

Frequent observations of members by patrol supervisors at business locations and vicinity of station house.

Examination of radio cars.

Inform public of law via letters or throwaways regarding gifts to police officers and requesting them to report members who seek gratuities.

Roll call and unit training sessions to explain position.

Clerical staff returning to station house with packages that are obviously not for department use to be questioned by a superior officer.

ENFORCEMENT ACTIVITY:

Strict enforcement of traffic and other regulations in vicinity of locations susceptible to solicitation.

ACCOUNTABILITY FOR ADHERENCE:

Superior officers are responsible by means of observations and supervision to recognize and correct any possible corruptive practices. Commanding Officer should convey written and verbal communications to merchants and others, informing them of department policy and requesting their cooperation in its enforcement. Captains should address Chamber of Commerce meetings, Business Men's Associations, Church and Fraternal Organizations, etc. enunciating department policy in concise, logical terms and solicit the cooperation of these groups. Every opportunity to address these groups at other times during the year should be accepted. They should be informed that the offer of a gratuity, or other consideration, is a crime and that the person making the offer is subject to arrest.

COOPING

HAZARD:

Members not performing their assigned patrol duties by parking radio motor patrol cars in little used areas, or absenting themselves from post, to rest or sleep.

INDICATORS OF PROBLEM:

RMP cars observed parked in remote locations.

Backlog of radio runs.

Members absent from post without permission or police necessity.

Inability of radio dispatcher to elicit response from radio motor patrol car crew.

Unexplained low mileage on odometer.

PROCEDURES TO CONTROL:

Possible cooping locations to be visited by superior officers on patrol, particularly during the first platoon.

Superiors on patrol utilize signal 10-85 during the first platoon to check condition of crew.

Training during hours between 0300 and 0700 hours.

Station House Supervisor conducting inspection of car and crew between 0300 and 0700 hours, signing memo book, and entering results of inspection in station house log. Encourage members to take their meals at the station house.

ACCOUNTABILITY FOR ADHERENCE:

Superior officers are responsible, by means of supervision and observations, for deterring cooping. They are also responsible for inspection of cars during the first platoon, visits to known cooping locations, and inspection of station houses.

PROPERTY

HAZARDS:

Unlawful taking or misuse by members of property coming into police custody, such as: prisoners; DOA's; evidence; found property; recovered autos; or subjects of aided cases.

INDICATORS OF PROBLEM:

A pattern of complaints by prisoners who allege money and other valuables are missing after they have been searched by members.

A pattern of allegations that property of deceased, sick, mentally ill, unconscious, drugged or intoxicated person is missing.

Members spending money presumably in excess of their income.

Unexplained alterations or retyping of precinct vouchers.

Unexplained disappearance from station house of property from personal lockers, vouchered property and office equipment.

PROCEDURES TO CONTROL:

Close field supervision to insure proper search. Where possible, have civilian witness search in DOA cases. Give receipt for property taken to authorized person. Record names of witnesses.

Search prisoners immediately in presence of station house supervisor. Entry in station house log of valuable property taken from prisoner, indicating who was present during search.

Frequent examination of radio motor patrol cars.

Frequent examination of records pertaining to property.

Training of members in present departmental procedures and policies concerning property.

Prompt response by supervisors on patrol (lieutenants and sergeants) to locations of reported burglaries or open doors of business establishments, to insure proper action being taken.

ACCOUNTABILITY FOR ADHERENCE:

Supervisors on patrol are required to respond to situations where property is involved e.g.: DOA's. past burglaries, arrests, etc. Make inspections of department records concerning property. Station house supervisors supervise searches of prisoners, entry of property in station house logs, and preparation of property vouchers. Precinct commanders and Executive Officers are responsible for the overall supervision of department property, property coming into police custody, examination of records and preparation of property vouchers.

CONDUCT OF MEMBERS OFF DUTY WITHIN A COMMAND

Although not always related to police corruption, the off duty conduct of a member within his own command has led to much unfavorable publicity and community reaction.

A commander or supervisor can possibly prevent such action by careful observations of members both on and off duty.

When one thinks of off duty conduct, it is off duty drinking in bars and grills within his own command which comes to mind as being the major problem. Roll call and unit training sessions should be utilized to forcefully discourage this practice.

Much unpleasantness is associated with off duty drinking and is reflected upon everyone in the department. It behooves every member of the Field Services Bureau to understand this problem and work toward its eradication.

ANTI-CORRUPTION LOG

For a precinct commanding officer to perform his function in a logical manner, he should keep a record of his visits to locations, businesses, clubs, etc. It is suggested that precinct commanders and executive officers institute and maintain anti-corruption logs in which identified corruption hazards would be enumerated. This log could be utilized to indicate a record of visits by superior officers to subject locations and the persons spoken to. To identify the corruption hazards, the commander should consult the commanding officer of the Area Command Field Internal Affairs Unit and his own Integrity Control Officer.

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