

INDIVIDUAL TECHNICAL ASSISTANCE REPORT

In Response to a Request for Technical Assistance

By the

City of Greenville, South Carolina

April 26, 1973

NCJRS

NOV 30 1976

ACQUISITIONS

Prepared by:

Public Administration Service
1313 East 60th Street
Chicago, Illinois 60637

(Per Contract J-LEAA-015-72)

39354

I. PRELIMINARY INFORMATION

A. **Consultant Assigned:**

Joseph Benson
Librarian
Public Administration Service

B. **Date Assignment Received:**

March 16, 1973

C. **Date of Contact with LEAA Regional Coordinator:**

March 22, 1973

D. **Date of On-Site Consultation:**

April 2, 1973

E. **Individuals Interviewed:**

Robert O. Conoley
City Attorney
City of Greenville

Thomas G. Nessler
Police Attorney
City of Greenville

Sergeant A. H. McKeown
Department of Police
City of Greenville

3/22/73

II. STATEMENT OF THE PROBLEM

Advice was requested by the City Attorney of Greenville, South Carolina, on setting up a collection of books and other materials to serve the City Attorney and the Police Department in their work. This collection is to form a nucleus for growth into a significant police library which may help substantially in improving police service and in the development of the skills of the individual police officers in Greenville. When the Greenville County Sheriff's Department and the City of Greenville Police Department are integrated and moved to a law enforcement center, the police library will serve the entire Greater Greenville area.

III. FACTS BEARING ON THE PROBLEM

The City of Greenville is located in the northwest corner of South Carolina and had a population of 61,208 in 1970 and a mean family income (in 1969) of \$10,015. The Greenville SMSA had a 1970 population of 299,502 (Greenville and Pickens Counties) and a mean family income (1969) of \$9,521. U. S. average income for 1969 was \$9,590. Greenville County, which is expected to merge its law enforcement operations with the central city, had a 1970 population of 240,546. Characteristically, the central city lost population between 1960 and 1970 and the surrounding urbanized area gained population.

Greenville County is an urbanized area with income levels about equal to the national average but revenue (as reported in U. S. Bureau of the Census, *Local Government Finances in Selected Metropolitan Areas and Large Counties 1970-71*, published late in 1972) amounted to \$258.28 per capita compared to a U. S. average of \$531.36 per capita revenue. County expenditure for police protection rose from \$8.09 per capita in 1969-70 to \$13.10 per capita in 1970-71. The City of Greenville has been successful in application for LEAA grants which have made additional funds available for improving its police service. All in all, there would appear to be sufficient support available, or potentially available, to warrant that steps be taken in establishing a modest police library service for the City of Greenville and perhaps eventually for Greenville County. The City Attorney and his assistant, the Police Attorney, felt the need of outside help in selecting materials and providing for their use in a police library. The consultant found that the present needs of the police force and law department can be benefited by a small but carefully selected group of materials. Such will help to develop the skills and understanding and provide the information needed by the men responsible for police operations in an urban police department of a medium-sized city.

The current holdings of materials in the Greenville Police Department are probably typical of those of most cities of the same size. Those materials which have been acquired are scattered among the offices of the Chief of Police, some of his assistants, and the two city attorneys. Fifty officers—about a third of the force excluding civilians—are currently enrolled in training courses at the Greenville Technical Education Center.

No effort is made by the city department to provide these men with special material which may be useful to them. Greenville County has a good public library which may be helpful in supplying supplemental materials useful in law enforcement work but which is unlikely to develop the specialized collection needed by working policemen. There is a small county law library which could make available some strictly legal materials but which has so small a collection, mostly of statutes and court reports, that it is likely to be useful only to the legal staff.

The City Attorney and his assistant appear to have an excellent understanding of the problem of providing printed materials to help improve police work. They wish to make available materials for study, for such in-service training as now goes on, that planned for the near future, and for keeping abreast of current research on police problems. They feel the police officers have a need for self-development, and they point to the large number enrolled at the technical training center as proof of interest. They also hope the materials will help the law staff in the administration and enforcement of the law. Finally, they are taking careful account of future developments in law enforcement in Greenville County and are looking forward to a time in the near future when a well-chosen police collection can be the basis for a more extensive and perhaps more sophisticated library service.

IV. DISCUSSION OF POSSIBLE COURSES OF ACTION

1. Present policies can remain unchanged and extra needs can be supplied by purchasing additional materials for individual use, although these would be unavailable to most of the rest of the Police Department.
2. An orderly acquisition process can be instituted and a nucleus collection brought with appropriate additions made as time passes and needs change. Acquisitions which will benefit the whole county can be planned for service to the planned law enforcement center.
3. A paraprofessional librarian may be found who would give full-time attention to the information needs of the police department.

The first choice does not seem good enough for a city that is trying to improve its police service and the quality of its law enforcement. The third choice seems a little elaborate for the present needs of the Police Department and has the added disadvantage of the limitations of a paraprofessional person in terms of professional education (no current need could warrant hiring a professional librarian for information service) The second choice would seem the most appropriate for current needs.

V. RECOMMENDED COURSE OF ACTION

Attached are suggestions for purchases of materials and equipment for providing basic information on police work and law enforcement in the City of Greenville. The recommendation is for an initial phase to be started immediately with such funds and resources as are currently available. This action contemplates the gathering of currently held materials in a central place and the routing of newly acquired materials, including periodicals, to that central place when they have been seen by the person for whom they were purchased. (This does not imply that a small desk collection appropriate to daily needs would not be kept close to the desk of the Chief and other administrative officers.) The second phase would contemplate the addition of other materials and equipment as funds can be budgeted. A third phase of planning for space, collection, and service in a law enforcement center should begin as soon as possible after approval of the merger of the Sheriff's Police Department and the Greenville Police Department.

Notes

1. Some of the entries in the bibliographies have information helpful for ordering, for example: publisher's address, price, and ISBN (International Standard Book Number). If ordering books, pamphlets, and library supplies would be difficult for the city purchasing department, the public library may be willing to process the orders for the police department.
2. **Equipment Suggested For Phase I**
 - 2.1 - Study table and two chairs
 - 2.2 - Supplies: large book supports; 3 dozen 8-inch x 4½-inch x 8-inch Princeton files (metal holders in which products can be conveniently stored for use); pressure sensitive labels to help keep books in order (see below); pads for circulating materials (pre-printed in-house in accordance with information needs) for file; date stamp; tray to hold charge slips; (decision must be made whether slips will be filed horizontally or vertically); book-style visible periodical record unit (and monthly and weekly visible periodical record cards); accession book if decision is made to list books and pamphlets as they are received. Supplies are available from regular library supply companies such as:

Bro-dart, Inc.
1609 Memorial Avenue
Williamsport, Pennsylvania 17701

Gaylord Brothers, Inc.
Box 61
Sycrause, New York 13201

3. It should be reiterated that materials (books, pamphlets, and periodicals) now kept in administrative or other offices should, wherever possible, be kept in the new police collection where they can serve the entire department.
4. Overorganization of a small collection should be avoided. Books and pamphlets that will stand independently on shelves may be arranged by number (accession number) as they are received. If some classification is desired, subject classes should be limited in number, not exceeding 8 or 10. If subject classes are used, a code letter could be placed in front of the accession number. Pamphlets could be arranged the same way. As the pamphlet file grows to any size, it may be necessary to use a list of subject headings. By the time that is necessary, the new edition of the Glidden-Marchus classification of public administration materials may be available and should provide an up-to-date list of subject headings.

SUGGESTED BASIC HOLDINGS FOR A SMALL
POLICE DEPARTMENT LIBRARY

SUGGESTED BASIC HOLDINGS FOR A SMALL
POLICE DEPARTMENT LIBRARY

- Baker, J.S.
Traffic accident investigation manual. 4th ed. Northwestern Univ. Traffic Inst.,
405 Church St., Evanston, Ill. 60204, 1963? \$11.
- Barnes, Harry E. and N.K. Teeters
New horizons in criminology. 3d ed. Prentice-Hall, Englewood Cliffs, N.J. 07632,
1959. ISBN 0-13-6-14495-0. \$10.95.
- Bristow, Allen and Gourley
Patrol administration. Charles C. Thomas, 301 E. Lawrence Ave., Springfield, Ill.
62703, 1971. ISBN 0-398-00712-8. \$11.50.
- Chapman, Samuel G.
Police patrol readings. 2d ed. Charles C. Thomas, 301 E. Lawrence Ave., Spring-
field, Ill. 62703, 1970. ISBN 0-398-00304-1. \$23.25.
- Chapman, Samuel G. and T.E. St. Johnston
The police heritage in England and America. Mich. State Univ., East Lansing
48823, 1962.
- Dienstein, William
Technics for the crime investigator. Charles C. Thomas, 301 E. Lawrence Ave.,
Springfield, Ill. 62703, 1970. ISBN 0-398-00455-2. \$7.95.
- Donigan and Fisher
The evidence handbook. 2d ed. Northwestern Univ. Traffic Inst., 405 Church St.,
Evanston, Ill. 60204, 1965. \$15.
- Eldefonso, Edward
Law enforcement and the youthful offender: juvenile procedures. John Wiley &
Sons, 605 Third Ave., New York City 10016, 1967. ISBN 0-471-23512-1. \$9.95.
- Evans, Henry K. and Franklin Kreml
Traffic engineering and the police. Northwestern Univ. Traffic Inst., 405 Church
St., Evanston, Ill. 60204, 1947.
- Farmer, David J.
Civil disorder control: a planning program of municipal coordination and coopera-
tion. Pub. Admin. Service, 1313 E. 60 St., Chicago 60637, 1968. \$3.
- Gammage, Allen Z.
Police training in the United States. Charles C. Thomas, 301 E. Lawrence Ave.,
Springfield, Ill. 62703, 1963. ISBN 0-398-00639-3. \$12.75.
- Germann, A.C.
Police personnel management. rev. ed. Charles C. Thomas, 301 E. Lawrence Ave.,
Springfield, Ill. 62703, 1972. ISBN 0-398-00671-7. \$9.75.
- Gocke, B.W.
Police sergeants manual. 5th ed. Legal Bk. Corp., 316 W. Second St., Los Angeles
90012, 1972. ISBN 0-910874-20-4.

- Griffin, John I.
Statistics essential for police efficiency. Charles C.Thomas, 301 E.Lawrence Ave., Springfield, Ill.62703, 1958. ISBN 0-398-00734-9. \$8.50.
- Inbau and Reid
Criminal interrogation and confessions. 2d ed. Williams & Wilkins, 428 E.Preston St., Baltimore 21202, 1967. ISBN 0-683-04304-8. \$8.

Truth and deception. Rev.ed. Williams & Wilkins, 428 E.Preston St., Baltimore 21202, 1966. ISBN 0-683-07223-4. \$16.
- International Association of Chiefs of Police. Eleven Firstfield Rd., Gaithersburg, Md.20760.
Police and the changing community: selected readings. 1965.

The Supreme Court and the police. 2d ed. 1966.
- International City Management Association
Municipal police administration. 6th ed. 1140 Connecticut Ave., N.W., Washington, D.C.20036, 1969.
- Kenney, John P. and Dan G.Pursuit
Police work with juveniles and the administration of juvenile justice. 4th ed. Charles C.Thomas, 301 E.Lawrence Ave., Springfield, Ill.62703, 1972. ISBN 0-398-01003-X. \$11.
- Kirk, Paul and Lowell W.Bradford
Crime laboratory: organization and operation. Charles C.Thomas, 301 E.Lawrence Ave., Springfield, Ill.62703, 1972. ISBN 0-398-01022-6. \$6.
- La Fave, Wayne R.
Arrest: the decision to take a suspect into custody. Little, Brown Co., 34 Beacon St., Boston 02106, 1965. ISBN 0-316-51192-7. \$15.
- Leonard, V.A.
Police enterprise: its organization and management. Charles C.Thomas, 301 E.Lawrence Ave., Springfield, Ill.62703, 1969. ISBN 0-398-01100-1. \$5.75.
- O'Hara, Charles E.
Fundamentals of criminal investigation. 2d ed. Charles C.Thomas, 301 E.Lawrence Ave., Springfield, Ill.62703, 1972. ISBN 0-398-01418-3. \$14.75.
- Richardson, Stephen, Snell, and Klein
Interviewing--its forms and functions. 2d ed. Basic Bks., 404 Park Ave.S., New York City 10016, 1965. ISBN 0-465-03445-4. \$8.95.
- Royal Commission on the Police
Final report. HM Stationery Off., London, 1962.
- Skolnick, Jerome H.
Justice without trial. John Wiley & Sons, 605 Third Ave., New York City 10016, 1966. ISBN 0-471-79541-0. \$4.95.

Smith, Bruce

Police systems in the United States. 2d ed. Harper & Row, 49 E.33 St., New York City 10016, 1960. ISBN 0-06-036090-9. \$6.50.

Snyder, LeMoyné

Homicide investigation. 2d ed. Charles C. Thomas, 301 E. Lawrence Ave., Springfield, Ill. 62703, 1967. \$14.

Tappan, Paul W.

Crime, justice and corrections. McGraw-Hill, 330 W.42 St., New York City 10036, 1960. ISBN 0-07-062870-X. \$11.80.

U.S. Federal Bureau of Investigation. Washington, D.C. 20530.

Uniform crime reporting handbook.

Manual of police records.

Uniform crime reports, 1973 (and earlier years).

U.S. National Advisory Commission on Civil Disorders

U.S. Riot Commission report: report of the National Advisory Commission on Civil Disorders. E.P. Dutton, 201 Park Ave. S., New York City 10003, 1968. ISBN 0-525-19060-0. \$7.95.

U.S. President's Commission on Law Enforcement and Administration of Justice. Govt. Print. Off., Washington, D.C. 20402.

The challenge of crime in a free society. 1967.

Task force reports: Assessment of crime; Corrections; Drunkenness; Juvenile delinquency; Narcotics and drugs; Organized crime; Science and technology; The courts; The police.

Washington University. Bureau of Governmental Research and Services

Police stations. Seattle 98105, 1954.

Wilson, O.W.

Police administration. 2d ed. McGraw-Hill, 330 W.42 St., New York City 10036, 1963. ISBN 0-07-070724-3. \$10.50.

Police planning. 2d ed. Charles C. Thomas, 301 E. Lawrence Ave., Springfield, Ill. 62703, 1971. ISBN 0-398-02081-7. \$12.50.

Police records: their installation and use. Pub. Admin. Service, 1313 E. 60 St., Chicago 60637, 1942. \$6.50.

The following periodicals should be received regularly in the Department and made available to all officers:

ACCIDENT FACTS, Nat.Safety Council, 425 N.Michigan Ave., Chicago 60611.

FBI LAW ENFORCEMENT BULL., Fed.Bur.of Investigation, U.S. Dept.of Justice, Washington, D.C.20530.

FED.PROBATION, Fed.Prisons Industry, Supreme Court Bldg., Washington, D.C.20543.

J.OF CRIMINAL LAW, CRIMINOLOGY AND POLICE SCIENCE, Williams & Wilkins, 428 E.Preston St., Baltimore 21202.

LAW AND ORDER, Law and Order Magazine, 37 W.38 St., New York City 10018.

POLICE, Charles C.Thomas, 301 E.Lawrence Ave., Springfield, Ill.62703.

POLICE CHIEF, Internat.Assn.of Chiefs of Police, Eleven Firstfield Rd., Gaithersburg, Md.20760.

POLICE YEARBOOK, Davis Pub.Co., 250 Potrero St., Santa Cruz, Calif.95060.

TRAFFIC DIGEST AND REV., Northwestern Univ.Traffic Inst., 405 Church St., Evanston, Ill.60204.

A SUPPLEMENTARY LIST OF
BOOKS, PAMPHLETS, AND PERIODICALS
FOR A POLICE LIBRARY

A SUPPLEMENTARY LIST OF
BOOKS, PAMPHLETS, AND PERIODICALS
FOR A POLICE LIBRARY

- Adams, Thomas F.
Police patrol; tactics and techniques. Prentice-Hall, Englewood Cliffs, N.J.
07632, 1971. 329p.
- American Bar Association. Advisory Committee on the Police Function
Standards relating to the urban police function, tentative draft. Inst. of Judi-
cial Admin., 40 Washington Sq.S., New York City 10012, 1972. 303p.
- American Correctional Association. Committee on Personnel Standards and Training
Correction officers training guide. Hartwick Bldg., College Park, Md.20740,
date? Looseleaf.
- American Medical Association. Committee on Medicolegal Problems
Alcohol and the impaired driver; a manual on the medi-legal aspects of chemical
tests for intoxication. 535 N.Dearborn St., Chicago 60610, 1968. 234p.
- Bailey, F.Lee and Henry B.Rothblatt
Investigation and preparation of criminal cases, federal and state. Lawyers
Cooperative Pub., Aqueduct Bldg., Rochester, N.Y.14603, 1970. 552p.
- Baker, J.Stannard
Problems of determining causes of specific accidents. Northwestern Univ.Traffic
Inst., 405 Church St., Evanston, Ill.60204, 1963. 28p.
- Beaser, Herbert Wilton
Legislative guide for drafting state-local programs on juvenile delinquency.
Youth Development and Delinquency Prevention Admin., Washington, D.C.20201, 1972.
40p. DHEW Pub.No.(SRS)72-26004.
- Black, Henry Campbell
Black's Law Dictionary. 4th ed. West Pub., 50 W.Kellogg Blvd., St.Paul, Minn.
55102, 1968.
- Blum, Richard H., ed.
Police selection. Charles C.Thomas, 301 E.Lawrence Ave., Springfield, Ill.62703,
1964. ISBN 0-398-00178-2. \$7.50.
- Bridges, B.C.
Practical fingerprinting. Funk & Wagnalls, 53 E.77 St., New York City 10021,
1963? \$7.95.
- Bristow, Allen P.
Effective police manpower utilization. Charles C.Thomas, 301 E.Lawrence Ave.,
Springfield, Ill.62703, 1969. ISBN 0-398-00225-8. \$6.75.
- Field interrogation. Charles C.Thomas, 301 E.Lawrence Ave., Springfield, Ill.
62703, 1970. ISBN 0-398-00226-6. \$7.50.
- Police disaster operations. Charles C.Thomas, 301 E.Lawrence Ave., Springfield,
Ill.62703, 1972. 229p.

California. Department of Corrections

California's prerelease furlough program for state prisoners; an evaluation, prepared by Norman Holt. State Capitol, Sacramento 95814, 1969. 26p. Research Rept.No.38.

California. University. Institute for Local Self Government

Can high-risk police applicants be identified? Berkeley 94720, 1971. 89p.

Center for Studies of Crime and Delinquency

Criminal statistics, by Eugene Doleschal and Leslie T.Wilkins. Govt.Print.Off., Washington, D.C.20402, 1972. 27p. Crime and Delinquency Topics Mono.Ser.; DHEW Pub.No.(HEM)72-9094.

The role of federal agencies in the crime and delinquency field; a compilation of federal support programs. Nat.Inst.of Mental Health, 5600 Fishers Lane, Rockville, Md.20852, 1970. 156p. Nat.Clearinghouse for Mental Health Inf.Pub. No.5029.

Chicago. Office of the Mayor. Model Cities Program

The Chicago Police Department's community service aide project, by Criminal Justice Educational Foundation. Criminal Justice Foundation, Washington, D.C. 1970. 102p.

Culliford, Bryan J.

The examination and typing of bloodstains in the crime laboratory. Govt.Print. Off., Washington, D.C.20402, 1971. 270p. Nat.Inst.of Law Enforcement and Criminal Justice PR71-7.

Donovan, J.J., ed.

Recruitment and selection in public service. Pub.Personnel Assn., 1313 E.60 St., Chicago 60637, 1968. ISBN 0-87373-001-1. \$11.95.

Dudycha, George J.

Psychology for law enforcement officers. Charles C.Thomas, 301 E.Lawrence Ave., Springfield, Ill.62703, 1971. ISBN 0-398-00482-X. \$9.75.

Dunlap and Associates

Basic training program for breath examiner specialist, by Allen Hale and Arlene Cleven. Nat.Highway Safety Admin., Washington, D.C.20590, 1971. 3v.

Contents: Pt.1 Instructor's lesson plans. Pt.2 Student study guide. Pt.3 Course guide.

Eastman, George D.

Toward better police discipline; thesis for the Graduate School of Public Administration and Social Service, New York University, February 1960. Grad.School of Pub.Admin.and Social Service, N.Y. Univ., New York City 10003, 1960. Microfilm?

Germann, A.C., Frank D.Day and Robert Gallati

Introduction to law enforcement. 6th rev.ed. Charles C.Thomas, 301 E.Lawrence Ave., Springfield, Ill.62703, 1972. ISBN 0-398-00671-7. \$9.75.

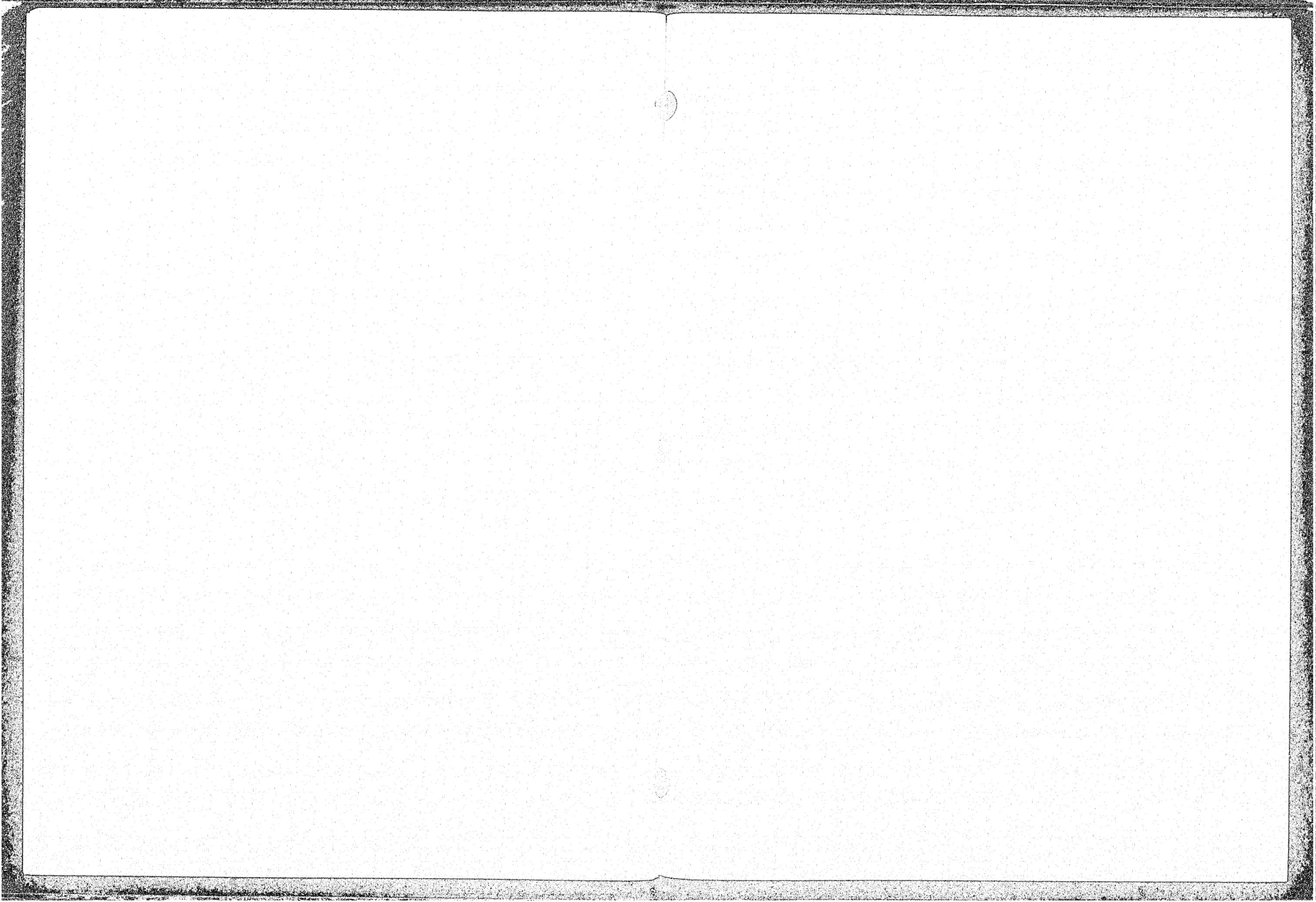
- Gibbons, Don C.
Changing the lawbreaker: The treatment of delinquents and criminals. Prentice-Hall, Englewood Cliffs, N.J.07632, 1965. ISBN 0-13-128090-2. \$9.95.
- Golembiewski, Robert T.
Organizing men and power: patterns of behavior and line-staff models. Rand-McNally, Box 7600, Chicago 60680, 1967. ISBN 0-528-65635-X. \$5.50.
- Grollman, Earl A.
Suicide; prevention, intervention, postvention. Beacon Press, 25 Beacon St., Boston 02108, 1971. 145p.
- Hewitt, William H.
A bibliography of police administration, public safety and criminology. Charles C.Thomas, 301 E.Lawrence Ave., Springfield, Ill.62603, 1967. ISBN 0-398-00832-9. \$13.75.
- Highway Users Federation for Safety and Mobility
Improving driver performance; a curriculum for licensed drivers. 1776 Massachusetts Ave., N.W., Washington, D.C.20036, 1971. 32p.
- Hollingsworth, Dan
Citizen support for the police. Rev.ed. Northwestern Univ.Traffic Inst., 405 Church St., Evanston, Ill.60204, 1972. 11p. P.N.5013.
- Illinois. Bureau of Detention. Facilities and Jail Standards
Municipal jail and lockup standards. State Capitol, Springfield 62706, 1971. 19p.
- Illinois Institute of Technology. Research Institute
Police telecommunication systems, by Frederick C.Bock and others. Govt.Print. Off., Washington, D.C.20402, 1971. 429p. Associated Pub.-Safety Communications Officers; Project Ser.Foundation No.3, Phase 3.
- Illinois. Legislative Council
Overweight exams for policemen and firemen. State Capitol, Springfield 62706, 1972. 15p.
- Inbau, Fred E., Andre A.Moenssens and Louis R.Vitullo
Scientific police investigation. Chilton Bk.Co., 401 Walnut St., Philadelphia 19106, 1972. 204p. Inbau Law Enforcement Ser.
- International City Management Association
Municipal yearbook. 1140 Connecticut Ave., N.W., Washington, D.C.20036, annual.
- International Association of Chiefs of Police
Alcohol enforcement countermeasures manual. Eleven Firstfield Rd., Gaithersburg, Md.20760, 1971. 145p. DOT HS-800 595.
- Kenney, John P.
Police administration. Charles C.Thomas, 301 E.Lawrence Ave., Springfield, Ill. 62703, 1972. 238p.

- Kierzek, John M. and Walker Gibson
The Macmillan handbook of English. 5th ed. Macmillan, 866 Third Ave., New York City 10022, 1965. \$5.50.
- King, Glen D.
First line supervisor's manual. Charles C. Thomas, 301 E. Lawrence Ave., Springfield, Ill. 62703, 1970. ISBN 0-398-01017-X. \$6.95.
- Larson, Richard C.
Urban police patrol analysis. MIT Press, 28 Carleton St., Cambridge, Mass. 02142, 1972. 289p.
- Los Angeles. Police Department. Administrative Analysis Section
Detective bureau; follow-up guide. 150 N. Los Angeles St., Los Angeles 90012, 1972. 68p.
- Los Angeles County, Calif. Sheriff's Department
Manual of aerial patrol; development, implementation and operations. Los Angeles 90012, 1968. 61p.
- Mathews, J. Howard
Firearms identification. Univ. of Wis. Press, Box 1379, Madison 53701, 1972 (reprint). ISBN 0-398-02356-5.
- Milton, Catherine
Women in policing. Police Foundation, 1015 18 St., N.W., Washington, D.C. 20036, 1972. 96p. \$3.
- Monyahan, J. McCauslin
Police searching procedures. Charles C. Thomas, 301 E. Lawrence Ave., Springfield, Ill. 62703, 1963. ISBN 0-398-01367-5. \$4.75.
- Morland, Nigel
An outline of scientific criminology. 2d ed. St. Martin's Press, 175 Fifth Ave., New York City 10010, 1971. 242p.
- Michigan State University. National Center on Police and Community Relations. School of Police Administration and Public Safety
A national survey of police and community relations. Govt. Print. Off., Washington, D.C. 20402, 1967.
- National Institute of Law Enforcement and Criminal Justice
Trace metal detection technique in law enforcement. Govt. Print. Off., Washington, D.C. 20402, 1970. 16p.
- National Safety Council
Motor fleet safety manual. 425 N. Michigan Ave., Chicago 60611, 1966. ISBN 0-87912-045-2. \$7.
- Nelson, John G.
Preliminary investigation and police reporting; a complete guide to police written communication. Glencoe Press, 8701 Wilshire Blvd., Beverly Hills, Calif. 90211, 1970. 513p.

- New York (City) University. College. Psychological Center
Training police as specialists in family crisis intervention, by Bernard Berkowitz
and others. Govt.Print.Off., Washington, D.C.20402, 1970. 65p. Nat.Inst.of Law
Enforcement and Criminal Justice PR 70-1.
- Northwestern University. Traffic Institute. 405 Church St., Evanston, Ill.60204.
Supervision Series:
Leadership and the police supervisor. 1971?

Police supervisor as communicator. 1971?

The supervisor and his squad. 1971?
- Payton, George T.
Patrol procedures. 4th ed. Legal Bk.Corp., 316 W.Second St., Los Angeles 90012,
1971. ISBN 0-910874-21-2. \$8.50.
- Pell, Arthur R.
Police leadership. Charles C.Thomas, 301 E.Lawrence Ave., Springfield, Ill.62703,
1967. ISBN 0-398-01471-X. \$5.50.
- Post, Richard S.
Combating crime against small business. Charles C.Thomas, 301 E.Lawrence Ave.,
Springfield, Ill.62703, 1972. 134p.
- Project SEARCH. Committee on Security and Privacy
Model administrative regulations for criminal offender record information.
Calif.Crime Technological Research Foundation, 1927 13 St., Sacramento 95814,
1972. 67p. Tech.Memo.No.4.
- Random House dictionary of the English language; college edition. Random House,
201 E.50 St., New York City 10022, 1968.
- Rudnitsky, Charles P.
How to stop pilferage in business and industry. Pilot Bks., 347 Fifth Ave., New
York City 10016, 1961. 74p.
- Ringel, William E.
Searches and seizures, arrests and confessions. Clark Boardman, 435 Hudson St.,
New York City 10014, 1972. 511p. Commentary on Case Law.
- Sagalyn, Arnold
The crime of robbery in the United States. U.S. Law Enforcement Assistance
Admin., Washington, D.C.20530, 1971. 20p. Nat.Inst.of Law Enforcement and Crim-
inal Justice ICR 71-1.
- Sansone, Sam J.
Modern photography for police and firemen. W.H.Anderson, 646-650 Main St.,
Cincinnati 45201, 1971. 478p.
- Security Planning Corporation
Nonlethal weapons for law enforcement; research needs and priorities, by Arnold
Sagalyn and others. Nat.Tech.Inf.Service, Springfield, Va.22151, 1972. 68p.
PB-209 635.



Watson, Nelson A.
Attitudes, a factor in performance. Internat. Assn. of Chiefs of Police, Eleven
Firstfield Rd., Gaithersburg, Md. 20760, 1969. 9p. Issues in Human Relations.

Wisconsin. Department of Justice
Criminal investigation and physical evidence handbook. State Capitol, Madison
53702, 1968. 179p.

World Almanac and Book of Facts. Newspaper Enterprise Assn., 230 Park Ave., New
York City 10017, annual. \$2.

World Book Encyclopedia. Field Enterprises Educational Corp., 510 Merchandise Mart
Pl., Chicago 60654. Latest ed.

or: Encyclopedia Americana. Americana Corp., 575 Lexington Ave., New York City
10022. Latest ed.

The following periodicals may be considered for continuing subscription in order to add to current information available to department personnel.

AMERICAN JOURNAL OF CORRECTION, American Correctional Association, 2117 W. River Road, Minneapolis, Minnesota

CRIME AND DELINQUENCY, National Council on Crime and Delinquency, Continental Plaza, 411 Hackensack Ave., Hackensack, New Jersey 07651

CRIMINAL LAW BULLETIN, Hanover Lamont Corp., 89 Beach Street, Boston, Massachusetts 02111

CRIMINOLOGY (AMERICAN SOCIETY OF CRIMINOLOGY) Sage Publications 275 South Beverly Drive, Beverly Hills, California 90212 \$10.00

CURRENT LITERATURE IN TRAFFIC AND TRANSPORTATION, Traffic Institute, Northwestern University, 1818 Hinman Avenue, Evanston, Ill. 60204

ISSUES IN CRIMINOLOGY, School of Criminology, University of California, 101 Haviland Hall, Berkeley, California 94720

JOURNAL OF FORENSIC SCIENCES, Callaghan and Co., 6141 N. Cicero Ave., Chicago, Illinois 60646

POLICE JOURNAL, Justice of the Peace, Ltd., East Row, Little London, Chichester, Sussex, England.

END

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