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BASIC COURSE UNIT GUIDE

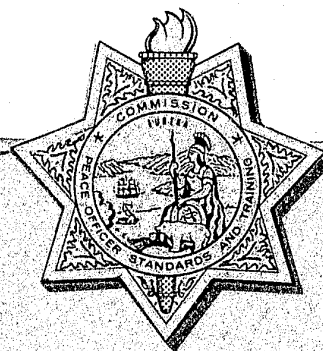
52

PRELIMINARY INVESTIGATION

This unit guide covers the following learning goals contained in the POST Basic Course performance objective document:

- 10.1.0 Preliminary Investigation
- 10.10.0 Information Gathering

Revised October 1990



THE COMMISSION
ON PEACE OFFICER STANDARDS AND TRAINING
STATE OF CALIFORNIA

U.S. Department of Justice
National Institute of Justice

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This unit of instruction is designed as a *guideline* for Performance Objective-based law enforcement basic training. This unit is part of the POST Basic Course Guidelines system developed by California law enforcement trainers and criminal justice educators for the California Commission on Peace Officer Standards and Training.

This Guide is designed to assist the instructor in developing an appropriate lesson plan to cover the performance objectives, which are required as minimum content of the Basic Course.

Table of Contents

Learning Goals and Performance Objectives	i
Materials/Equipment	ii
Unit Outline	
I. Preliminary Investigation (10.1.0)52- 1
II. Information Gathering (10.10.0).52- 8
Supporting Materials and References.52-19

Learning Goals and Performance Objectives

10.1.0 PRELIMINARY INVESTIGATION

Learning Goal: The student will gain the ability to conduct a preliminary investigation under simulated field conditions.

10.1.1 Given an exercise depicting a crime scene, the student will effectively conduct a preliminary investigation that would minimally include:

- A. Location and identification of suspects, witnesses, and victims
- B. Conduct initial interviews
- C. Complete field notes, noting conditions and events
- D. Complete written reports as may be required

10.1.2 Given an exercise wherein a crime has just occurred and the suspect has fled the scene, the student will determine if the initiation of a "crime broadcast" is appropriate and, if so, will broadcast the appropriate information.

10.1.3 Given an exercise depicting a crime scene, information about the environmental conditions, available manpower and equipment, the student will identify and contain the perimeter of the crime scene.

10.1.4 The student will identify the primary reasons to deny access to a crime scene by unauthorized persons including:

- A. Contamination/destruction of evidence
- B. Interference with preliminary investigation
- C. Protection of victims' rights and property

10.10.0 INFORMATION GATHERING

Learning Goal: The student will learn the types and means of gathering information.

10.10.1 The student will identify the following sources of information which are available to criminal investigators:

Learning Goals and Performance Objectives

- A. People (witnesses, victims, suspects, informants, experts)
- B. Physical objects and records of physical objects, such as fingerprints and photographs
- C. Records, documents, and other public and private written materials
- D. Electronic data bases such as the National Crime Information Center (NCIC)

Material/Equipment

Each training institution should develop its own list of equipment and materials for each unit. This list is dependent upon the instructional strategies methods/media considerations.

No special material or equipment needed.

Learning Goal^{10.1.0} : The student will gain the ability to conduct a preliminary investigation under simulated field conditions.

Unit Outline & Presentation	Objectives & Instructional Cues
<p>I. PRELIMINARY INVESTIGATION (10.1.0)</p> <p>A. Definition and Objectives</p> <ol style="list-style-type: none"> 1. A preliminary investigation is an observation or inquiry into allegations, circumstances, or relationships in order to obtain factual information. 2. The objectives of police investigation, together with the ways in which they are accomplished, are as follows: <ol style="list-style-type: none"> a. Determine if a crime has been committed; if so, what crime? <ol style="list-style-type: none"> (1) This objective is usually accomplished by visual inspection of the crime scene area and interviews with the victim and witnesses. This provides criteria as to whether the reported incident is of a civil or criminal nature. b. Identify the offender <ol style="list-style-type: none"> (1) Investigation activity should include: Interviews with the victim and witnesses, study and examination of physical evidence, a review of the modus operandi (method of operation). c. Apprehend the offender <ol style="list-style-type: none"> (1) This objective is brought about by immediate action--the arrest of the suspect at the scene and there is reasonable cause to believe a felony has been committed. When suspect has fled the area and the prospect of the suspect's arrest appears likely, hot pursuit would be part of the initial immediate action. If neither of these two conditions exist, the expeditious relaying of descriptive identifying 	<p>10.1.1 Given an exercise depicting a crime scene, the student will effectively conduct a preliminary investigation that would minimally include:</p> <ol style="list-style-type: none"> A. Location and identification of suspects, witnesses, and victims. B. Conduct initial interviews C. Complete field notes, noting conditions and events. D. Complete written reports as may be required. <p>Handout #1</p> <p>Refer to 10.3.1 and 5.3.3</p>

Learning Goal 10.1.0 : The student will gain the ability to conduct a preliminary investigation under simulated field conditions.

Unit Outline & Presentation	Objectives & Instructional Cues
<p>information is made to other police units to effect the arrest of the suspect. Additional or supplemental broadcasts of information, as it is developed, are disseminated whenever pertinent.</p> <p>d. Gather and preserve evidence</p> <p>(1) It is in this area that technical assistance and the facilities of the crime laboratory are of greatest need. Thus, depending on the nature or gravity of the crime scene must be cleared of all unauthorized persons and protected until it is examined for items of evidence.</p> <p>(2) Prior to the gathering of physical evidence, the crime scene should be photographed and sketched, fingerprint search conducted, and casts made of tracks, footprints, and tool impressions, if found.</p> <p>(3) Make complete field notes, including all events and conditions.</p> <p>B. General Preliminary Investigation Techniques</p> <p>1. Upon arrival at the scene</p> <p>a. Render first aid or obtain medical help if needed. If the inflicted injury is possibly fatal, obtain a dying declaration from the victim. Prevent the body from being touched by unqualified or unauthorized persons (whether the victim is dead or alive).</p> <p>b. Determine if a crime has been committed. If so, what specific crime? Establish the corpus delicti of the crime.</p>	<p>10.1.3 Given an exercise depicting a crime scene, information about the environmental conditions, available manpower and equipment, the student will identify and contain the perimeter of the crime scene.</p>

Learning Goal 10.1.0 : The student will gain the ability to conduct a preliminary investigation under simulated field conditions.

Unit Outline & Presentation	Objectives & Instructional Cues
<p>c. Protect the crime scene. The court will want to know where items of evidence were found, who found them, and the condition of the evidence. Allow no one but authorized persons, e.g., coroner, investigators, to enter the crime scene area.</p> <p>d. Identify and locate witnesses (the person who discovered the crime and witnesses who may have information--even hearsay information can be of assistance). Keep witnesses separated so their statements are their own observations and accounts and are not influenced by what others observed or heard.</p> <p>e. Identify and arrest the person responsible, if possible. Determine whether a "fresh pursuit" would be of value (if the suspect is still in the vicinity).</p> <p>f. Summon any needed manpower and/or equipment.</p> <p>g. Initiate a crime broadcast of the suspect's description (and vehicle, if one used) and where the suspect has fled. The following identifying data should be broadcast expeditiously:</p> <ol style="list-style-type: none"> (1) Type of crime (2) Type of business, if applicable (3) Location of occurrence (4) Time of occurrence (5) Number and descriptions of suspects (6) Direction the suspect took on leaving the scene (7) Whether suspect was on foot or in an auto and description of auto 	<p>10.1.4 The student will identify the primary reasons to deny access to a crime scene by unauthorized persons including:</p> <ol style="list-style-type: none"> A. Contamination/destruction of evidence B. Interference with preliminary investigation C. Protection of victims' rights and property <p>10.1.2 Given an exercise wherein a crime has just occurred and the suspect has fled the scene, the student will determine if the initiation of a "crime broadcast" is appropriate and, if so, will broadcast the appropriate information.</p>

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Unit Outline & Presentation	Objectives & Instructional Cues
<p>(8) Description of vehicle, if used</p> <p>(9) Description of weapon used</p> <p>(10) Description of property taken</p> <p>Speed in broadcasting the above data is essential. A suspect's vehicle travelling 30 MPH will cover nearly one mile in two minutes. A supplemental broadcast should include additional information such as a detailed description of the suspect, his clothing, and vehicle.</p> <p>h. Closely observe the crime scene. It may disclose obvious items such as the weapon used, broken articles, blood, scuff marks, overturned furniture, trampled ground, or smaller physical evidence in the nature of buttons, pieces of torn fabric, skin, hair, etc., where the victim fought with the assailant.</p> <p>i. Reinterview the victim and witnesses, starting with the suspect's first known act, and record successive actions and words used before, during, and after the crime; what was said by whom and what were the relative positions of the victim and suspect.</p> <p>j. Ascertain reputation of both victim and accused for peacefulness or quarrelsomeness (useful to refute possible plea of self-defense). Determine whether there have been any previous threats, prior difficulties, and quarrels between suspect and victim. Obtain details.</p> <p>k. Photograph, sketch, make notes, and measure before moving or collecting items of evidence. Photograph injuries if possible (color photographs are preferable).</p>	

Learning Goal 10.1.0 : The student will gain the ability to conduct a preliminary investigation under simulated field conditions.

Unit Outline & Presentation	Objectives & Instructional Cues
<ol style="list-style-type: none"> l. Obtain victim's clothing, if applicable, for laboratory examination, particularly where there was physical contact between the suspect and victim. Also obtain the suspect's clothing if the suspect is apprehended. m. Describe the weapon used with particularity. For example, if a knife was used, describe it, i.e., "4 inch, white handle hunting knife with brand name of Ecko on side of blade". n. Where an assault is committed by means of blows from a club or blunt instrument, particular effort should be directed toward locating the item used, as well as information that this precise instrument was used. <ol style="list-style-type: none"> (1) The finding of blood, pieces of skin, or hair would tend to connect the instrument used. (2) Hairs and fibers can be important evidence in assault cases, i.e., where a victim fought with an attacker. (3) Fibers from suspect's clothing may be found and can be identified in much the same manner as hair. (4) In some instances, only a few strands are needed to identify a fabric and trace it to a certain textile manufacturer. (5) Always consider the possibility that the felonious assault might result in a charge of murder or manslaughter should the victim die. (6) In California, the law provides that the death of the victim must occur within three years and a day after the 	

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Unit Outline & Presentation	Objectives & Instructional Cues
<p style="text-align: center;">stroke received or the cause of death administered for it to be considered either murder or manslaughter.</p> <ul style="list-style-type: none"> o. Inform suspect, should one be apprehended, of their legal rights prior to any interrogation. The fact that the suspect was advised should be recorded in your report. A search of suspect's person and effects for items of evidence would likewise be in order. p. Determine the method of operation used by the suspect. Record the unusual features of the crime that are most likely to recur from one crime to the next, e.g., the suspect asked victim for match, invited victim to room to have a drink, posed as talent scout or census-taker to gain entry, etc. With regard to the force used, the report should indicate such facts as slapped face and twisted arm, slugged and choked, etc. q. If crimes against the person, obtain professional evaluation of injuries from attending physician (if one called) and obtain a patient waiver for a copy of the medical report. r. When crimes both against property and against persons are committed involving the same victim and suspect, specific reporting forms are used by many of the larger departments and are referred to in the initial report, e.g., see robbery, vehicle, theft report, etc. In these situations, additional reports are made by investigating officers. <p>C. Simulated Instructional Demonstration of a Preliminary Investigation</p> <ul style="list-style-type: none"> 1. This should be a classroom demonstration simulating a crime. Students should be used as actors. One or two students should be chosen to walk through 	

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Unit Outline & Presentation	Objectives & Instructional Cues
<p>the investigation. Another method might be the instructor walking through the investigation as the investigator, pointing out various activities as they occur.</p> <ol style="list-style-type: none">2. At each point, emphasis should be placed by the instructor on when, where, and how the officer conducts the investigation. Notes should be made of good and bad points as the students go through the exercise.3. Points to be emphasized<ol style="list-style-type: none">a. Locate and identify suspects, witnesses and victims.b. Interview suspects, witnesses, and victims.c. Initiate crime broadcast if necessaryd. Complete field notes if required, noting condition and events.e. Sketches, if appropriate.f. Identify and contain the crime scene.g. Identify and preserve evidence.	

Learning Goal 10.10.0 The student will learn the types and means of gathering information.

Unit Outline & Presentation	Objectives & Instructional Cues
<p>II. INFORMATION GATHERING (10.10.0)</p> <p>A. Introduction to Information Sources</p> <ol style="list-style-type: none"> 1. Importance to the field officer <ol style="list-style-type: none"> a. In the investigation of any crime, an officer must use all possible sources of information available. b. To utilize information resources, an officer must first be aware of the kinds of sources available. 2. Sources of information fall into three groups, information obtained from: <ol style="list-style-type: none"> a. Persons b. Physical objects c. Records, documents and other written sources. (private and public). <p>B. Identifying and Developing the Informant</p> <ol style="list-style-type: none"> 1. Police officers contact numerous persons who can furnish information to them: <ol style="list-style-type: none"> a. Victims b. Suspects c. Witnesses d. Juveniles e. People from all areas of the community who represent diverse backgrounds, occupations, and motives. 2. General informant <ol style="list-style-type: none"> a. One who furnishes information openly and without concern for confidentiality. 	<p>10.10.1 The student will identify the following sources of information which are available to criminal investigators:</p> <ol style="list-style-type: none"> A. People (witnesses, victims, suspects, informants, experts) B. Physical objects and records of physical objects, such as fingerprints and photographs C. Records, documents, and other public and private written materials D. Electronic data bases such as the National Crime Information Center (NCIC)

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Unit Outline & Presentation	Objectives & Instructional Cues
<p>b. Often, the "good citizen" who recognizes a duty to assist law enforcement efforts.</p> <p>3. Confidential informant</p> <p>a. Some informants wish to remain anonymous or, if known to the officer, do not want their identity known to others.</p> <p>b. When dealing with a confidential informant, the officer must take care not to reveal the subject's identity.</p> <p>c. Once a confidential informant's identity is revealed, that informant's value as an information source is seriously weakened or lost.</p> <p>4. Most informants have a reason or motive as to why they are willing to furnish information.</p> <p>a. General motives of informants.</p> <p>(1) Civic responsibility or feeling of duty.</p> <p>(2) Monetary compensation for furnishing information.</p> <p>(3) Desire to gain present or future police favor.</p> <p>(4) Fear of impending arrest or perhaps personal harm by criminal element.</p> <p>(5) Jealousy of one who will be affected by the information.</p> <p>(6) Elimination of criminal competition.</p> <p>(7) Revenge against another informant or one who may have taken advantage of the subject now willing to offer information.</p>	<p>A detailed outline of "DON'TS" when dealing with informants can be found on pp. 129-130 in John Horgan's <u>CRIMINAL INVESTIGATION</u>, McGraw-Hill, 1974.</p> <p>Handout #2</p>

Learning Goal 10.10.0 : The student will learn the types and means of gathering information.

Unit Outline & Presentation	Objectives & Instructional Cues
<p>b. Be aware of why an informant is willing to offer information.</p> <p>5. Identifying the informant</p> <p>a. An effective field officer usually has numerous sources of information developed within the scope of routine contacts.</p> <p>b. Potential informants come from all walks of life, but there are those who are typically mentioned as sources.</p> <p>c. The persons an officer may attempt to develop as sources might be:</p> <ul style="list-style-type: none">(1) Barbers(2) Bartenders(3) Beauty shop operators(4) Bank and lending agency employees(5) Service delivery men(6) Cab drivers(7) Store clerks(8) Hotel and motel employees(9) Insurance and private investigators(10) Newspaper deliverers(11) Prostitutes(12) Public utility employees(13) Restaurant employees	<p>NOTE: For discussion purposes, ask students to respond to the question, "Who would be your best resource person in attempting to locate informants?"</p>

Learning Goal 10.10.0 : The student will learn the types and means of gathering information.

Unit Outline & Presentation	Objectives & Instructional Cues
<p>(14) Ex-convicts</p> <p>(15) Those who associate with criminal element</p> <p>(16) Fellow officers who have developed other sources of information.</p> <p>6. Developing the informant</p> <p>a. Be aware that an informant must be treated properly to be most effective.</p> <p>b. Guides to proper treatment of informants would minimally include the following considerations:</p> <p>(1) Fair treatment</p> <p>(a) Irrespective of the informant's character, background or status, the subject should be treated fairly.</p> <p>(2) Reliability</p> <p>(a) Officer should be truthful and fulfill all ethical promises made to the informant.</p> <p>(b) Distrust will negatively affect an informant.</p> <p>(3) Control</p> <p>(a) Informant should not be permitted to take charge of any phase of the investigation.</p> <p>(b) Do not permit the informants to break the law--make sure they are not using you.</p>	

Reference Notes

Research recent Burrows decision dealing with bank records being released.

McKunes decision deals with telephone company records.

Learning Goal 10.10.0: The student will learn the types and means of gathering information.

Unit Outline & Presentation	Objectives & Instructional Cues
<p>c. If dealing with criminals and other less respectable people:</p> <ul style="list-style-type: none"> (1) Follow your agency policy. (2) Obtain permission (or advise your supervisor) before you use the person. <ul style="list-style-type: none"> (a) A safeguard against allegations of misconduct or inappropriate action on the officer's part. <p>C. Physical Objects As Information Sources</p> <ul style="list-style-type: none"> 1. Resources from things as well as people. 2. Physical evidence may help to identify or link those in the crime or incident. 3. Such sources as: <ul style="list-style-type: none"> a. Clothing b. Body fluids c. Hair d. Tissue e. Glass f. Paint chips g. Soil h. Tools i. Weapons j. Other physical objects 4. Physical objects must be identified, collected and preserved properly. 	<p>NOTE: For discussion purposes, ask students to respond to the question, "Who would be your best resource person in attempting to locate informants?"</p> <p>NOTE: Agency policy should be complied with when dealing with informants.</p> <p>NOTE: This is reinforcement of previous information of preservation and collection of evidence.</p>

Learning Goal 10.10.0 : The student will learn the types and means of gathering information.

Unit Outline & Presentation	Objectives & Instructional Cues
<p>D. Information Obtained From Private Records And Documents</p> <ol style="list-style-type: none">1. There are a number of private organizations from which information can be obtained.2. The manner in which this information is obtained is, in large measure, determined by the investigator.<ol style="list-style-type: none">a. Most organizations will cooperate if tactfully approached.b. Should be assured that your sources of information will be kept confidential.c. In the event the information is needed for court, rather than compromise any private source, seek a subpoena for the records.3. The number of private organizations and business records capable of providing information are as numerous as the officer will permit them to be.4. The following sources are examples of private records which may be useful:<ol style="list-style-type: none">a. Military registers (Army, Air Force, Navy and Marine)<ol style="list-style-type: none">(1) Name, serial number, date of birth, date of rank.(2) Commissioned and warrant officers only.b. Auto rental or leasing companies<ol style="list-style-type: none">(1) Identity of persons leasing cars.(2) Driver's license information.(3) Make, model or car used.(4) Mileage travelled.	

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Unit Outline & Presentation	Objectives & Instructional Cues
<ul style="list-style-type: none"> c. Better Business Bureaus <ul style="list-style-type: none"> (1) Identity of local businesses. (2) Reputation of businesses and firms. (3) Rackets and confidence games. d. Banks and loan companies <ul style="list-style-type: none"> (1) Records on bank accounts and deposits (2) Loan information. (3) Credit record. (4) In order to obtain this information, it may be necessary to get a search warrant (privacy interests seem to be increasing) e. City directories and telephone directories <ul style="list-style-type: none"> (1) List names, addresses, telephone numbers. (2) City directories generally list occupation. (3) May list all streets in city alphabetically with all street numbers and with the identity of each building occupant. (4) Usually list telephone numbers in sequence and the subject's identity. f. School and college records <ul style="list-style-type: none"> (1) Biographical data (2) Sample handwriting and student signature 	<p>NOTE: Rights and Privacy Act. Controls how this information can be obtained--it is getting to be more difficult.</p>

Learning Goal 10.10.0 : The student will learn the types and means of gathering information.

Unit Outline & Presentation	Objectives & Instructional Cues
<ul style="list-style-type: none"> (3) Educational achievements (4) School yearbooks <ul style="list-style-type: none"> (a) Names (b) Activities (c) Pictures g. Poor's Register of Corporations, Directors and Executives <ul style="list-style-type: none"> (1) Available in public libraries (2) Gives listing of executives, corporations, firms products. (3) Approximately 30,000 listings. h. Commercial credit agencies <ul style="list-style-type: none"> (1) Files on those who have applied for credit. (2) Residence history of applicant. (3) Employment history of applicant. (4) References for applicant. (5) Other charge accounts. (6) Debts. (7) Personal history. i. Dun and Bradstreet Ratings (99 Church St., New York, N.Y. 10007) <ul style="list-style-type: none"> (1) Record on businesses including financial data, credit, and organizational data. 	<p>NOTE: Controlled by courts as to access to these records.</p>

Learning Goal 10.10.0 : The student will learn the types and means of gathering information.

Unit Outline & Presentation	Objectives & Instructional Cues
<ul style="list-style-type: none"> (2) Stock brokers, wholesale and retail dealers. j. Express and transportation companies <ul style="list-style-type: none"> (1) Records of shipment of goods and amount shipped. (2) Value (3) Destination and consignee. k. National Board of Fire Underwriters <ul style="list-style-type: none"> (1) General information on persons who have or have had a fire insurance policy. l. Hospitals <ul style="list-style-type: none"> (1) Patient illness or injury. (2) Dates of entry and release. m. Hotel Association <ul style="list-style-type: none"> (1) Maintain file on bad checks, gamblers, and those who work in hotels and motels. (2) Security personnel may be able to furnish this information. n. Apartment housing and other housing projects. <ul style="list-style-type: none"> (1) Records of present and former tenants. (2) Possible forwarding addresses. o. National Association of Life Underwriters (11 West 42nd ST., New York, N.Y.) <ul style="list-style-type: none"> (1) Insurance company clearing house. (2) General biographical data on all persons who have had life insurance policies. 	

Learning Goal 10.10.0: The student will learn the types and means of gathering information.

Unit Outline & Presentation	Objectives & Instructional Cues
<p>p. Laundry and dry cleaning businesses</p> <ul style="list-style-type: none"> (1) Many have their own markings. (2) Records on when services were rendered. <ul style="list-style-type: none"> (a) Names (b) Addresses <p>q. Lawyers' Directory</p> <ul style="list-style-type: none"> (1) Arranged by city and state (2) Lawyers in United States by name and background data. <p>r. MacRae's Blue Book</p> <ul style="list-style-type: none"> (1) A source for all manufacturers of industrial equipment, products, and materials. (2) Lists manufacturers alphabetically by company name, product classification and trade name. <p>s. Moving companies</p> <ul style="list-style-type: none"> (1) Person moving or storing furniture. (2) Destinations, dates, and addresses. <p>t. Newspapers</p> <ul style="list-style-type: none"> (1) Maintain back issues. (2) Lists of subscribers <p>u. Public utilities</p> <ul style="list-style-type: none"> (1) Maintain application for service. (2) Often, records are kept by address rather than by name. 	

Learning Goal 10.10.0 : The student will learn the types and means of gathering information.

Unit Outline & Presentation	Objectives & Instructional Cues
<ul style="list-style-type: none"> (3) Usually have record of person who had service previously at the same address. (4) Companies may have a special agent's office which can assist in this. v. Real estate companies <ul style="list-style-type: none"> (1) Records of residents and former tenants of rental property. (2) Records of buyers and sellers of property. w. Taxicab companies <ul style="list-style-type: none"> (1) Records of trips kept by drivers on each customer. (2) List time, date, location from and destination. x. Travel agency and other transportation companies <ul style="list-style-type: none"> (1) Names, addresses of passengers. (2) Dates of ticket purchase. (3) Dates of travel. (4) Points of disembarkment. (5) Hotel accommodations. (6) Itineraries. 	<p>NOTE: This list is not exhaustive, but does give the student an overview. The instructor should guide the discussion so that the student can understand the value of each of these sources and how they may be used.</p> <p>Handout #3</p>

SUPPORTING MATERIAL

AND

REFERENCES

INVESTIGATOR GUIDELINES
FOR
REQUESTING ARTIST'S COMPOSITES

1. The composite drawing should be done as soon as possible after the crime, keeping in mind the physical and mental condition of the victim or witness.

If the investigator waits four or five or more days before requesting the composite, the victim (who originally had a clear image of the suspect in mind) will be exposed through time to television, magazines, friends, etc., and the resulting composite could be very poor.

2. Qualify the victim or witness who is to give the information for the composite. Use your own judgment on whether or not the subject could give a good clear description to the artist.

If there are several victims or witnesses, the one who feels he or she had the clearest view and feels confident that he or she could relay this information to the artist should be used.

In the case where there are several good witnesses, it is more efficient to have all of them participate in developing the single composite. Obviously the more composite drawings, the less credibility.

"Remember, the artist may be subpoenaed by either the prosecution or defense."

3. Do not show photos to the victim or witness after the composite unless you have a definite suspect. If you are on a "fishing expedition", the victim-witnesses will only be confused by the time they try to picture the suspect in their mind for the artist.

It is also very important not to show the composite artist any photos of possible suspects before the composite is drawn.

Also, the investigator should not tell the artist what descriptions have already been obtained. This should come fresh from the victim or witness.

4. The room where the composite drawing is made should be quiet and free of all mug shots and/or other photos and drawings of suspects.
5. The only persons in the room when the composite drawing is being done should be the victim/witness and the artist. Very young children may be accompanied by a parent or guardian.

Many times the artist is able to get additional description features of the suspect that had not crossed the victim's mind before. Also, other information may emerge pertaining to the crime itself and it is important that the investigator be available nearby to receive this information.

6. Artists should be encouraged to take their own notes regarding the description and attach them to the composite for reference and for use should they be called to testify in court.

INFORMATION GATHERING

The following material was obtained from Criminal Investigation, John Horgan, pp. 129-130, McGraw-Hill, 1974.

Don'ts When Dealing With Informants

Don't use an informant if you can get results by any other means.

Don't divulge any more information than necessary.

Don't use a form of communication that can be traced to police.

Don't use the right name of a confidential source - use some cover name or alias.

Don't put entire confidence in information furnished by an informant.

Don't make any promises or "deals" with an informant that cannot be fulfilled.

Don't meet confidential source at police headquarters, on the street, at a bar, or other place where element of exposure to the informant is great. Extreme care should be exercised when communicating with sources of this kind.

Don't use the terms "informant", "snitch", "stoolie", "pigeon" or other such terms in the presence of a confidential contact.

Don't fail to consider the motive and interest of the informant when estimating reliability.

Don't permit the informant to break the law.

Don't make payments to a confidential source until the information rendered has proven of value. Make sure the informant understands the arrangement of payments, be exact in all financial transactions, and obtain a receipt for all payments. If no receipt is desired, have someone witness the payment to the informant.

Don't fail to take notes or make a tape recording of information. It is even more desirable to have the informant submit written reports.

Don't fail to verify all information received. Insist on accuracy.

Don't adopt the low standards of your informant. Bring the informant up to your standards.

Don't permit the informants to take charge of any phase of the investigation. Warn the informants to never disclose that they are working for the police.

Don't fail to show appreciation for information received.

INFORMATION OBTAINED FROM PUBLIC RECORDS AND DOCUMENTS

- A. Knowing what kind of information is contained in public agency records will help an officer determine how the material may be used.
- B. To gather information from agencies effectively, an officer often needs to be known to those who work in that agency.
 1. Cooperation is easier.
 2. This may be difficult for each field officer to accomplish, but all officers should be aware that certain information is available.

THE FOLLOWING ARE USEFUL PUBLIC RECORDS AND DOCUMENT SOURCES

- A. Police records and reports
 1. Usually great amounts of information are maintained in the officer's own agency files.
 2. Other agencies maintain similar information.
 3. Information can be found in the following reports:
 - a. Master name index.
 - b. Incident and offense reports (names, addresses, d.o.b. of victims, reporting persons, suspects and witnesses).
 - c. Arrest records.
 - d. Modus Operandi file.
 - e. Gun registration files (names, address, physical description, weapon description, and date of purchase).
 - f. Identification and fingerprint files.
 - g. Warrants.
 - h. Property files.
 - i. Field Interrogation reports (names, descriptions, addresses, employment, vehicle, companions, reason for contacts).
 - j. Juvenile contacts (juvenile names, parent information, siblings, religion, school).

- k. Pawnshop records.
 - l. Other.
- B. City and county sources.
- 1. Assessor's Office
 - a. Records of those taxed within city or county.
 - b. Records of real and personal property, deeds, transfers and mortgages.
 - 2. Building Department
 - a. Building permits.
 - b. Blueprints and diagrams of buildings (details on building construction).
 - 3. Civil Service records
 - a. Personnel history.
 - b. Dates of employment.
 - c. Liens filed against employees.
 - 4. Coroner's Office
 - a. Autopsy reports.
 - b. Names and descriptions of deceased persons.
 - c. Cause of death.
 - d. Date of inquest.
 - e. Witness list.
 - f. Description and disposition of property taken from deceased.
 - 5. County Clerk
 - a. Passport information.
 - b. Marriage licenses.
 - c. Adoptions.
 - d. Civil actions, such as suits, damages awarded, judgments, attachments, insanity hearings, liens and divorce proceedings.
 - e. Criminal actions, such as complaints, rulings of the court, findings of the courts and/or juries, probation officer's reports.

6. County Recorder
 - a. Records of judgments, trust deeds, and mortgages.
 - b. Bankruptcy filings.
 - c. Records of births, marriages and deaths.
 7. County Treasurer
 - a. Information on payment to county employees, school teachers and welfare recipients.
 - b. Tax bills
 - c. Taxes levied on lands, improvements, and personal property.
 8. Health Department
 - a. Vital statistics.
 9. License Bureau
 - a. Business licenses.
 - b. Permits.
 10. Street Department
 - a. Maps of the city.
 - b. Correct street numbers.
 - c. Former street names.
 - d. Location of alleys and easements.
 11. Voter Registration
 - a. Roster of voters.
 - b. Names, addresses, occupations, places of birth, places of previous registrations.
 - c. Registrant's handwriting (signature).
 12. Welfare Department
 - a. Information on persons involved in public assistance programs.
 - b. Social history.
- C. Some of the many state agencies in California that provide resource information include (but are not limited to) the following:

1. Department of Agriculture
 - a. A component of the Agriculture and Services Agency.
 - (1) The Bureau of Livestock Identification, a division of administrative service in the department, maintains information on the identification of livestock brands, issues supplements to a state brand book, licenses cattle and horse slaughterers, and issues licenses for cattle and horse transportation and for cattle auction sale yards.
2. Department of Alcoholic Beverage Control
 - a. A component of the Business and Transportation Agency.
 - b. It keeps records of licenses issued to liquor establishments and issues suspensions or revocations of licenses for violations of the Alcoholic Beverage Control Act.
3. Department of Consumer Affairs
 - a. A component of the Agriculture and Services Agency.
 - b. This department has records of licenses issued for the practice of certain professions and occupations in California.
 - c. It licenses most of the principal professions, certain business activities (accountants, architects, barbers, chiropractors, dry cleaners, doctors, nurses, private investigators) and many other occupations and professions.
4. Department of the California Highway Patrol
 - a. The CHP, a component of the Business and Transportation Agency.
 - b. Also investigates automobile accidents on state highways and enforces provisions of the state vehicle code and all laws governing the operation of vehicles on the public highways.
 - c. Also maintains a computerized automatic statewide inquiry system (autostatis), index of stolen, recovered, wanted, impounded and embezzled vehicles.
 - d. It conducts weighing and inspections of commercial vehicles, school bus inspections, and traffic safety education programs.

6. California Horse Racing Board
 - a. Regulates and licenses horse racing at racetracks, licenses associations and persons managing horse races, supervises parimutuel wagering, and keeps records on dates and places of races, jockeys and horses entered in races.
7. Department of Insurance
 - a. A component of the Business and Transportation Agency.
 - b. It has records of all licensed agents, brokers and solicitors in California.
8. Department of Justice (California)
 - a. For administrative purposes, the office of the Attorney General is divided into four divisions:
 - (1) Civil Law
 - (2) Criminal Law
 - (3) Special Operations
 - (4) Law Enforcement
 - (a) The Division of Law Enforcement consists of three units: Enforcement and Investigation, Organized Crimes, and Identification and Information.
 - b. The California Justice Department operates a statewide instant computer system called California Law Enforcement Telecommunications System (CLETS), linking more than 450 California agencies to computerized crime files.
 - (1) The high speed message switcher system allows any urban or rural law enforcement agency in California to obtain instant information on wanted persons, stolen or lost property, firearms and stolen vehicles.
 - (2) In addition, any office can broadcast urgent messages to all other law enforcement agencies or combinations of offices within the state.
 - (3) CLETS can provide information from computer data banks at the California Department of Justice headquarters, the California Department of Motor Vehicles, the California Highway Patrol, and the FBI's National Crime Information Center (NCIC) in Washington, D.C.

- c. The Commission on Peace Officer Standards and Training (P.O.S.T.), created in 1959 (under the administration of the Department of Justice)
 - (1) Established rules regarding the physical, mental and moral fitness required for peace officers.
 - (2) Regulations governing the training of officers in those cities and counties receiving state financial aid under the P.O.S.T. program.
 - (3) The commission has a program of inspection and certification of peace officer training schools to ensure that they meet commission standards.
 - d. The Civil Law Division of the Justice Department represents the state in all civil litigations and assists the Attorney General in preparing opinions.
9. Department of Motor Vehicles
- a. A component of the Business and Transportation Agency.
 - b. Maintains records on all motor vehicles and small boats in the state, licenses all drivers, and collects motor vehicle taxes.
 - c. Administers responsibility laws for owners and operators of motor vehicles, and supervises private driving schools.
10. Department of Parks and Recreation
- a. A component of the Resources Agency in California, this department maintains records on lifeguards, rangers, curators, and maintenance personnel employed in state-owned recreation facilities, beaches, parks, camping areas, historical monuments, and trails.
11. State Personnel Board, under the Department of General Services, maintains a list of state civil service employees and state retirees and administers the California State Civil Service Act.
12. Department of Real Estate, a component of the Business and Transportation Agency in California, licenses all real estate brokers and salesmen.
13. Secretary of State (California) maintains records on articles of incorporation filed in state by businesses, insurance companies, churches, and associations, changes of names of

persons certified by county clerks, and papers filed by candidates for election to state office; and keeps records of election returns.

D. Federal Sources of Information

Federal agencies operate within specified areas of responsibility and authority. It is important to know where one can obtain information from federal sources as well as state and local agencies. The departments or agencies set forth below were created for the purpose of enforcing laws that extend beyond the investigative jurisdiction of state and local agencies. The following are but a few of the numerous government agencies and bureaus whose records may provide useful information:

1. Department of Defense includes the Department of the Army, the Department of the Navy, including Naval Aviation and the U.S. Marine Corps, and the Department of the Air Force.
 - a. The Department of the Army has records of all persons who are or who ever have been in the army, including civilian employees. These may be obtained through the Department of the Army Adjutant General's Office, Washington, D. C., law enforcement activities at any army installation are the responsibility of the base provost marshal who is directly responsible to the base commanding officer.
 - (1) The Commanding General, U.S. Army Intelligence Command, exercises central control over continental United States counter-intelligence activities concerned with the Department of the Army military and civilian personnel security programs, the industrial security programs, and designated Department of Defense agencies.
 - (2) This includes control over the conduct of counter-intelligence investigations, operations, and service in support of these programs in continental United States, Puerto Rico, and the U.S. Virgin Islands.
 - (3) He exercises central control for the initiation and conduct of personnel security investigations worldwide.
 - (4) He operates the U.S. Army Investigative Records Respository, Department of Defense National Agency Check Center, and Defense Central Index of Investigations and performs other intelligence and counter-intelligence supportive actions as may be assigned by the Department of the Army.

- b. The Commander of the U.S. Army Criminal Investigation Command is responsible for exercising centralized command, authority, direction, and control of worldwide Army criminal investigation activities and for providing investigative support to all U.S. Army elements.
 - (1) He is charged with conducting, controlling and monitoring Army criminal investigations; developing investigative standards, procedures, and doctrinal policies; operating the U.S. Army Crime Records Repository; main training centralized records of criminal investigative agents, reviewing all investigative reports; operating investigative crime laboratories; planning and conducting protective service operations.
 - (2) Conducting the accreditation/certification program of investigative agents.
- 2. The Department of the Navy has records of all persons who are, or who ever have been, in the Navy or Marine Corps, including civilian personnel.
 - a. Information can be obtained from the Bureau of Naval Personnel, Washington, D.C. All investigative activities for the Department of the Navy are centered in the Naval Intelligence Service (NIS) which uses both Navy and civilian investigators to carry out its missions.
 - (1) The Department has responsibility for all investigations concerning intelligence, counter intelligence, security and crimes that come under the jurisdiction of the Navy and the Marine Corps.
- 3. The Department of the Air Force has records of all persons who are, or who have been, in the Air Force and can be obtained from the Bureau of Air Force Personnel, Washington, D.C.
 - a. Law enforcement and security at Air Force installations are under the command of the provost marshal of the U.S. Air Force, who is in charge of the Air Police Squadron and Air Police Investigation Section.
 - b. The provost marshal is responsible for base security, traffic regulations and control investigations of vehicle accidents, complete investigation in minor criminal matters, and preliminary investigations in major criminal matters.
 - c. The Air Force Office of Special Investigations (OSI) is commanded by the Director of Special Investigation.

- (1) Its three prime areas of responsibility are to investigate:
 - (a) All major offenses against persons, personal property, or the government of its property in accordance with jurisdiction agreements with other federal investigative agencies.
 - (b) Fraud against the government in contracts and pay, conflicts of interest, procurement and disposition of Air Force property and other criminal irregularities in connection with funds.
 - (c) Treason, sedition, subversion, security violations, disaffection, espionage, and sabotage. In addition, it conducts personnel security investigations and investigations of offenses that require extensive or special investigative services.
4. Department of Health, Education and Welfare administers and coordinates the work of federal agencies active in the fields for which it is responsible, viz. Office of Education, Social Security Administration, Welfare Administration, Public Health Service and Food and Drug Administration.
5. The Food and Drug Administration (FDA), a component of the Department of Health, Education and Welfare.
 - a. Administers the Food, Drug and Cosmetic Act, Tea Importation Act, Import Milk Act, Caustic Poison Act, Hazardous Substances Labeling Act, and Filled Milk Act.
 - b. The FDA enforces the laws prohibiting the shipment of adulterated, misbranded or otherwise dangerous food, drugs, cosmetics and devices in interstate commerce.
 - c. The drugs include some of the dangerous newer drugs that have been used more extensively during recent years, including the barbituates, amphetamines, and the hallucinogens, or LSD and its counterparts.
6. Department of the Interior - the investigative area of this Department is concerned with such matters as mine safety, mine accidents, explosions and fires (Bureau of Mines); the protection of fish and wildlife; Migratory Bird Act, Fish and Wildlife Restoration

Acts, international agreements and restraints upon interstate transportation (Fish and Wildlife Service); and maintaining order and suppression of certain offenses such as liquor and drug traffic on Indian Reservations (Bureau of Indian Affairs).

7. U.S. Department of Justice. The Attorney General, the chief legal officer of the government, presides over this Department.
 - a. Its purpose is to provide a means for the enforcement of federal laws, to furnish counsel in federal cases, and to construe the laws under which other departments act.
 - b. The Justice Department has a Civil Division, Tax Division, Land and Natural Resources Division, Antitrust Division, Criminal Division, Civil Rights Division and Internal Security Division.
 - c. Other components of the Department of Justice include: Bureau of Prisons, Community Relations Service, Law Enforcement Assistance Administration, United States Attorney, and United States Marshal.
 - d. The investigative agencies under the Department of Justice include: Federal Bureau of Investigation (FBI), Immigration and Naturalization Service and the Drug Enforcement Administration (DEA).
8. The Federal Bureau of Investigation (FBI) investigates all violations of federal laws except those specifically assigned to other agencies.
 - a. This Bureau has jurisdiction over 185 investigative matters involving such crimes as bank robbery, bank burglary and larceny, bank embezzlement, kidnapping, extortion, thefts from interstate shipment, theft of government property, interstate transmission or transportation of wagering information, gambling devices or paraphernalia, interstate travel in aid of racketeering, Fugitive Felon Act, interstate transportation of stolen motor vehicles, aircraft, cattle or property, fraud against the government, threatening or killing the President or federal officer, espionage, sabotage, treason and other subversive activities, crimes on government or Indian reservations and many other offenses.
 - b. The FBI's Identification Division presently houses the largest collection of fingerprints in the world (in excess of 200 million sets of fingerprints).
 - c. The scientific crime laboratory and many specialized files of this agency are available to all duly constituted law enforcement agencies.
 - d. One of the most important developments in the history of law enforcement is the FBI's National Crime Information Center (NCIC) located at FBI headquarters in Washington, D.C.

- (1) This computerized index became operational in January, 1967.
 - (2) Through remote terminal network devices located in state and metropolitan police agencies throughout the United States, vital information concerning crime and criminals can be obtained in a matter of seconds.
 - (3) Data on reported stolen vehicles, stolen license plates, stolen, missing or recovered guns, identifiable stolen articles, boats, stolen securities, bonds, money orders, travelers checks, currency, and persons wanted for the commission of serious crimes by local, state and federal agencies is stored in the NCIC computer and is immediately available to police agencies.
9. The Immigration and Naturalization Service (INS) administers the immigration and naturalization laws relating to the admission, exclusion, and deportation of aliens, and the naturalization of aliens lawfully residing in the United States.
- a. It patrols the borders to prevent surreptitious entry of aliens into the United States in violation of law.
 - b. The Immigration and Naturalization Service also registers and fingerprints aliens in the United States, as required by Section 262 of the Immigration and Nationality Act (66 Stat. 224; U.S.C. Title 8, Sec. 1304).
10. The Drug Enforcement Administration (DEA) supervises and administers federal statutes relating to narcotic drugs and marijuana and issues permits for the importation of crude narcotic drugs and preparations manufactured therefrom.
- a. It investigates violations of narcotic laws.
 - b. Keeps a record of all licensed handlers of narcotics such as physicians, druggists, and other qualified persons.
11. Department of Labor administers and enforces statutes designed to advance the public interest by promoting the welfare of the wage earners of the United States, improving their working conditions, and advancing their opportunities for employment.
- a. At least two of the units within the Department have direct investigative and law enforcement functions.
 - (1) The Bureau of Labor Standards.

(2) The Wage and Hour Division (under the Employment Standards Administration).

12. The Bureau of Labor Standards promotes industrial safety and health, develops desirable standards in the field of labor legislation and labor law administration, and cooperates with the Bureau of International Labor Affairs in implementing international labor standards.
 - a. Through agreements with state agencies, the Bureau coordinates the enforcement of laws having to do with wages, hours, industrial homework, child labor, and safety and health in order to reduce duplication of inspection and to provide for the most effective use of federal and state staffs.
 - b. The Bureau assists in developing and promoting standards of industrial safety and health; makes investigations for compliance; and, where necessary, enforces regulations under statutory provisions.
 - c. The Wage and Hour Division is the office that is primarily responsible for the enforcement of federal minimum wage laws as well as the Fair Labor Standards Act, which deals with problems of child labor.
 - (1) Violators of these laws are subject to injunction proceedings, criminal prosecution, and employees' suits to recover unpaid wages, overtime compensation, and additional amounts of money as damages.
 - (2) Investigative work is conducted through many regional offices located throughout the United States.
13. The Central Intelligence Agency (CIA) is under the direction of the National Security Council.
 - a. Its main function consists of aiding policy makers by preparing periodic estimates of strengths, weaknesses, and trends in other countries.
 - b. The CIA is engaged in foreign intelligence acquisition.
 - c. This agency correlates and evaluates intelligence relating to the national security, and provides for the appropriate dissemination of such intelligence within the government.
14. United States Postal Service.
 - a. The Inspection Service is empowered to investigate all postal offenses.

- b. This authority is delegated to an Assistant Postmaster General and his staff.
 - c. Postal inspectors conduct investigations of such offenses as theft from mails, embezzlement, armed robbery and burglary of postal property and premises, use of mail to defraud and to operate lotteries, mailing of bombs, obscene material, extortion letters (threats against character and reputation) and counterfeiting or forgery of money orders, postage stamps, and postal cards.
 - d. Other investigations include the loss, theft, destruction or damage to mail matter.
 - e. Postal inspectors or postmasters can provide forwarding addresses, can furnish return address of all first class mail delivered at a specific address, can place mail covers and can furnish tracings of handwritten addresses and other marks on the envelopes prior to delivery.
 - f. For a small fee, anybody's last recorded change of address can be obtained in those instances when an individual has moved and left a forwarding address at his former post office.
15. The Department of State has primary responsibility for initiating and implementing foreign policies.
- a. The Bureau of Intelligence and Research develops and carries on a coordinated foreign intelligence program for the Department and for other federal agencies, procuring information and producing reports essential to foreign policy determination and execution.
 - b. The Bureau of Security and Consular Affairs is responsible for the administration and enforcement of the provisions of the immigration and nationality laws and provides services relating to the issuance of passports and visas.
16. Department of Transportation. Two of the principal agencies within this department are the U.S. Coast Guard and the Federal Aviation Administration (FAA).
- a. The U.S. Coast Guard has records of all persons who are, or who have been, in the Coast Guard and they can be obtained from the Commandant, U.S. Coast Guard, Washington, D.C., or from the Bureau of Naval Personnel, Washington, D.C. (if the person was in the Coast Guard during wartime). Both should be checked. The Coast Guard enforces navigation laws, smuggling, waterfront security, and registration of seamen.

- b. The Federal Aviation Administration (FAA) (formerly Federal Aviation Agency) licenses all civilian pilots and aircraft, sets and enforces safety standards for them, is responsible for air safety, the establishment and operation of air navigation facilities, and air traffic management of both civilian and military use of airspace in the United States.
 - (1) The enforcement of rules and regulations is delegated to a staff of inspectors operating in the field.
 - (2) Investigations of serious infractions are often conducted by the FBI.
- 17. Department of Treasury. The principal agencies within this department are the Internal Revenue Service, the Bureau of Customs, and the Secret Service.
 - a. The Internal Revenue Service is responsible for the assessment and collection of federal taxes imposed by any law providing sources of internal revenue.
 - (1) The Service also has responsibilities under statutes designed to protect internal revenue, and administers and enforces laws and regulations relating to alcohol, alcoholic beverages, tobacco, and firearms (National Firearms Acts and Federal Firearms Act).
 - (2) As of July 1, 1972, the Bureau of Alcohol, Tobacco and Firearms became a full bureau under the Treasury Department.
 - (3) The Bureau is responsible for collecting excise taxes on alcohol and tobacco, regulating the two industries, administering gun and explosive control laws and combating illegal moonshine stills and bootlegging.
 - b. The Bureau of Customs has as its principal function the assessment and collection of import duties and, incident to this, the prevention of smuggling of contraband such as narcotics.
 - (1) The Bureau also administers the export control program to ensure compliance with the licensing provisions of the State Department, the Bureau of Narcotics and Dangerous Drugs, the Bureau of Foreign Commerce, the Department of Commerce, the Atomic Energy Commission, and other agencies of the government.

- (2) Sometimes, the State Department may ask the Bureau to examine passports of American citizens returning from certain countries.
 - c. The Secret Service is responsible for the suppression of counterfeiting and offenses relating to coins, obligations, and securities of the U.S. Government and foreign governments, personal security of the President and the President-elect and their families and other laws under direct control of the Treasury Department.
19. Independent agencies. Many of the activities of the national government are not assigned to a Cabinet department.
- a. Several executive agencies have been established as independent agencies or commissions.
 - b. These commissions have administrative powers to carry out the laws enacted by Congress in their particular field. The following agencies or commissions conduct investigations in their respective areas of responsibility:
 - c. The Civil Aeronautics Board performs three functions:
 - (1) Regulation of the economic aspects of domestic and international U.S. air carrier operations and of the common carrier operations of foreign air carriers to and from the United States.
 - (2) Participation in the establishment and development of international air transportation.
 - (3) Promotion of safety in civil aviation. The Board investigates accidents involving civil aircraft and holds public hearings to assist in determining the facts, circumstances, and probable cause thereof, and makes recommendations to the Administrator of the Federal Aviation Administration for the prevention of similar accidents.
 - d. The Civil Service Commission (CSC) maintains records of federal civil service personnel. It conducts national agency checks, inquiries, and limited personal investigations for sensitive positions, and enforces civil service laws and rules.
 - e. The Federal Communications Commission (FCC) regulates interstate and foreign commerce in communication by wire and radio. It is authorized to classify radio stations, assign frequencies, revoke or modify licenses, make investigations on its own motion, and issue subpoenas and receive depositions.

- f. The Federal Power Commission (FPC) enforces the Federal Power Act and licenses, rules, regulations, and orders thereunder.
 - (1) It investigates and regulates the rates, charges and services for electric power and natural gas transported or sold for resale in interstate commerce.
 - (2) It also gathers, analyzes, maintains and publishes information on electric power and natural gas companies subject to its jurisdiction.
- g. The Federal Trade Commission (FTC) promotes free and fair competition in interstate commerce. It deals with boycotts, combinations in restraint of trade, prevents the dissemination of false or deceptive advertisements of food, drugs, cosmetics, and therapeutic devices, and other unfair or deceptive practices, enforces a truthful labeling of textile and fur products, and prevents the interstate marketing of dangerously flammable wearing apparel or fabrics intended or sold for use in wearing apparel.
- h. The Interstate Commerce Commission (ICC) is responsible for the regulation of motor carriers, water carriers, freight forwarders, and railroads engaged in transportation in interstate commerce as well as investigations of railroad accidents. The Commission has field inspectors and engineers who make investigations regarding compliance with safety regulations.
- i. The Securities and Exchange Commission (SEC) prevents fraud and deception in the purchase and sale of securities and other malpractices in the securities and financial markets.
- j. The Veterans Administration (VA) administers laws authorizing benefits to former members of the armed forces, their eligible dependents and beneficiaries.
 - (1) Its benefits include disability or death compensation, vocational rehabilitation, education and training, war orphans' educational assistance, guaranty or insurance of home, farm and business loans, insurance, hospitalization domiciliary care, outpatient medical and dental care, prosthetic and other appliances, and burial allowances.
 - (2) The office of the Assistant Administrator for Management and Evaluation maintains an investigation service and directs the conduct of investigations,

surveys, inspections and special studies. The VA operates insurance field activities through two Veterans Administration centers at Philadelphia, Pennsylvania and St. Paul, Minnesota.

Reference Materials

This section is set up as reference information for use by training institutions. These materials can be utilized for prime instruction; remediation, additional reading, viewing or for planning local units of instruction. They are presented here as instructional materials that may assist the learner or the academy staff in the teaching-learning process. Each training institution is encouraged to expand this list but only after careful viewing and reading to determine its acceptability.

- Ambush Attacks: A Risk Reduction Manual for Police. Law Enforcement Assistance Administration and International Association of Chiefs of Police. 1974, 92 pp.
- Battle, Brendan P. and Weston, Paul B., Arson: A Handbook of Detection and Investigation. New York: Arco Publishing Company, Inc., 1974, 288 pp.
- Brandstatter, A. F. and Hyman, Allen A., Fundamentals of Law Enforcement. California: Glencoe Press, 1971, 519 pp.
- Burgess, Ann Wolbert and Holstrom, Lynda Lytle, Rape: Victims of Crisis. Maryland: Robert J. Brady Company, 1974, 308 pp.
- Criminal Investigation. Maryland: International Association of Chiefs of Police, Professional Standards Division, 1973, 298 pp.
- Eldefonso, Edward, Law Enforcement and the Youthful Offender. New York: John Wiley and Sons, Inc., 1973, 494 pp.
- "Fingerprints and Crime Scene Search," Filmstrip-McGraw Hill Police Science Services, Inc., N.W. Washington, D.C.
- Harney, Malachi and Cross, John C., The Informer in Law Enforcement. Illinois: Charles C. Thomas, Publisher, 1968, 148 pp.
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- Inbau, Fred E. and Reid, John E., Criminal Interrogation and Confessions. Maryland: The Williams and Wilkins Company, 1967, 224 pp.
- Kenney, John P. and Pursuit, Dan G., Police Work with Juveniles and Administration of Juvenile Justice. Illinois: Charles C. Thomas, Publisher, 1973, 423 pp.

In no way is this list an endorsement of any author, publisher, producer, or presentation. Each training institution must read or view these materials, and others to establish their own list of reference materials.

Lingeman, Richard R., Drugs from A to Z: A Dictionary. New York: McGraw-Hill Book Company, 1969, 277 pp.

"Notes, Reports and Communications" AE-05 Motorola Teleprograms, Illinois.

O'Hara, Charles E., Fundamentals of Criminal Investigation. Illinois: Charles C. Thomas, Publisher, 1973, 889 pp.

"Overview of Preliminary Investigation," Module 260.01 Project MILE, Los Angeles Police Department, 1973.

"POST Video Catalog", Investigation

"Physical Evidence," California Department of Justice.

"Preliminary Investigation," Module 261.01, 261.02-06 Project MILE, Los Angeles Police Department.

Robbery Events: A Risk Reduction Manual for Police. Law Enforcement Assistance Administration and International Association of Chiefs of Police. 1975, 125 pp.

Schloss, Joseph D., Physical Collection of Evidence, Police Science Association, P.O. Box 1412, Costa Mesa, CA 92626, 1976, 44 pp.

Designed as non-technical manual for CSI and physical/legal aspects of collection, identification, and preservation of evidence.

Snyder, LeMoyné, Homicide Investigation. Illinois: Charles C. Thomas, Publisher, 1973, 394 pp.

Soderman, Harry and O'Connell, John J., Modern Criminal Investigation. New York: Funk and Wagnalls, 1962, 554 pp.

Weston, Paul B. and Wells, Kenneth M., Criminal Investigation. New Jersey: Prentice-Hall, Inc., 1974, 462 pp.