A Handbook for

AUXILIARY POLICE



United States

OFFICE OF CIVILIAN DEFENSE

Washington, D. C.

A Handbook for

AUXILIARY POLICE



Prepared by the Training Section

U. S. OFFICE OF CIVILIAN DEFENSE

In Cooperation with Federal Bureau of Investigation

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The material in this book has been compiled in part from excellent publications of the Federal Bureau of Investigation. Police executives are advised to obtain the publication, "War Duty Suggestions for Police Executives," and the individual officer will profit by the publication, "War Duty Suggestions for Police."

Acknowledgment is also made to the many police departments and schools which have furnished copies of their training outlines and other material to the U. S. Office of Civilian Defense for study.

PREFACE

This is one of a series of civilian defense handbooks prepared by the United States Office of Civilian Defense. The purpose of each handbook is to instruct the civilian defense worker in his duties, and to serve as a manual for reference.

The measures for safeguarding civilians against the effects of air attack, which are described in the following pages, have become a necessary part of the defensive organization of any country open to air attack.

The performance of a well-organized, reliable, and capable force of Auxiliary Police in the U. S. Citizens Defense Corps is one of the best answers to the dictator nations—it is a working example of free men disciplining themselves. There is no better proof or example of the working of Democracy.

Every State and municipality should take such legal or administrative action as may be necessary to provide for the organization, direction, and training of its Auxiliary Police.

THE AUXILIARY POLICEMAN

You have become a member of the Auxiliary Police. This is an honor, a distinction—and a responsibility.

It is your job to be a force for law and order, and to maintain them especially during times of emergency, including blackouts and air raid alarms.

Your authority is conferred on you through local law; you are expected to prevent not only wilful crimes and infractions of the law but also unintentional violations which people commit under stress of emotion or excitement, especially during air raids.

As an Auxiliary Policeman, you have special responsibilities in keeping streets open for emergency vehicles; in maintaining patrols over vulnerable areas; in quickly roping off areas made unsafe by unexploded bombs; in apprehending criminals and preventing looting; in interviewing persons involved in accidents or disaster; in enforcing your city's blackout restrictions, as well as the ordinances and laws of the city and State, and of the United States.

This is a big job, one calling for the best that is in you. It must be undertaken in a spirit of service, for on your actions may depend the safety of thousands of your fellow-citizens.

It is also a big contribution to the job of winning the war. By being a part of the team which limits the effects of enemy bombardment, you make it less profitable to him, and you release needed men, tanks, planes, and guns for service in carrying the offense to the enemy and hitting him hard.

To be a good Auxiliary Policeman, you need training and practice. Local police authorities will arrange for your training, following the suggestions of the U. S. Office of Civilian Defense. The Federal Bureau of Investigation, in cooperation with the U. S. Office of Civilian Defense, has conducted three series of schools for police executives, police, and traffic control officers. The graduates of the Civilian Defense Course of the Federal Bureau of Investigation are available to the Police Department for the purpose of training the Auxiliary Police in their regular duties.

In the regular police training school, emphasis is placed on instructions in technical subjects. Additional instruction of a nontechnical type such as combating incendiary bombs can be obtained through enrollment in the local Civilian Defense Training Courses.

The Office of Civilian Defense stresses the importance of a well trained and well organized force of Auxiliary Police. The official designated by the local Defense Council as head of the Auxiliary Police will ordinarily be the Chief of Police. As such, he is charged with the responsibility for the training of the Auxiliary Police. Some police departments have augmented the class training of Auxiliary Police by active duty training with, or in supplement to, the Regular Police.

It must be distinctly understood that the Auxiliary Police is not a part of the Regular Police Force, unless such action is specifically taken by the local governmental authorities. On the other hand, training by duty with the Regular Police, in times other than emergencies, is entirely in keeping with sound training principles. In any case, the final decision must be made in each local community.

The Auxiliary Police derive their police power exclusively through authority of local law. They cannot appoint themselves nor place themselves on duty. They have such power only as it is extended to them through the official action of the government of the community.

Chain of Command.

As a member of the Auxiliary Police, you are at all times subject to the authority of your local police officers. The Chief of Police of your city is your commander.

At time of air raids, you function directly under that officer whom your local Chief of Police has designated as the commanding officer of the Auxiliary Police of the city. The Auxiliary Police thus become a part of the U. S. Citizens Defense Corps.

Ordinarily, you will be attached to an organization which is part of the regular full-time police department of your city. This usually will be a precinct. You will be assigned certain specific duties by the officer in charge of the precinct. You have the task of carrying out his assignment, instantly, unhesitatingly, and unquestioningly.

This does not mean that you give up your own initiative but rather that you have a greater opportunity to use it, within the limits set by higher authority.

You have certain type-duties which you may expect to be assigned to at any time. These include: patrol, traffic duty, interview of suspected persons, protection from unexploded bombs, and lighting control. In other sections of this manual, you will find a description of these typeduties. Study these descriptions.

Training Under Assignment.

It is to be expected that a considerable part of your training will be practical training under work assignments. It will consist of the actual performance of the duties you may expect to perform during actual air raids or blackouts.

Ordinarily, at first, you will be assigned to "double harness" with a regular officer. This means that you will go with him where he goes, see what he does, observe how he handles situations, and learn by observation.

Then you will be allowed to handle certain situations yourself, with the regular officer standing by to assist you in case of need, or to advise with you.

Finally, you will be given assignments "on your own." You will have the same supervision which the regular officers have.

Along with this instruction will go classroom work, lectures, and station-house exercises.

You will also receive instruction, as part of your basic training, in such subjects as control of

incendiary bombs, gas defense, first aid, drill, and a general course so that you may know how your personal work fits into the general civilian protection plan.

Powers and Authority.

You have such authority as you are given locally. You have no powers at all by virtue of the fact that you have become an Auxiliary Policeman.

At a stage in your training where you are ready to exercise authority, you will be sworn in as an Auxiliary Policeman by the Chief of Police of your city. At that time, the powers given you will be explained to you.

Whether or not you will have power of arrest, after you are sworn in, depends upon local law at your own city or point of residence. It is expected that ordinarily, Auxiliary Policemen will have limited powers of arrest, but this is a matter for final decision locally.

But whether or not you have the authority to make arrests, you have the responsibility of conducting yourself as a law-enforcement officer.

The responsibilities of a law-enforcement officer are well set out in the F. B. I. Pledge for Law Enforcement Officers, which is printed elsewhere in this Handbook.

Read and study this Pledge; take it for yourself, understand it, and live by it.

Auxiliary Police in Blackouts.

It should be understood that blackouts and air raid alarms are not always the same thing.

A blackout is a condition whereby lights are put out everywhere, in order to deny the enemy the advantage of using lights for navigation of his planes.

An air raid alarm, on the other hand, means a warning that hostile or unidentified planes are within a short distance, and that an air raid in a few minutes is a distinct possibility.

Thus it will be seen that, while all blackouts are not necessarily air raid alarms, all air raid alarms are also blackouts providing they are given at night.

In a blackout, there is one job that is first and foremost. That is, making it black—getting all lights put out right away, and kept out as long as the blackout continues.

The Air Raid Warden is the person whose first responsibility it is to get lights put out. He will try to do it by persuasion, and in most cases he will succeed. But if he does not succeed, that is where you come in. He does not have the power to enforce it; you have. You should be firm and positive, without being overbearing, in securing compliance with blackout regulations. In extreme cases, it may be necessary to force entry to premises in order to extinguish lights. Do not do this unless and until you are specifically clothed with authority to do so.

Most communities, in the so-called "target areas" at least, have passed special blackout ordinances giving specific powers to auxiliary and regular police for this purpose. Learn your own local ordinance, and be sure you understand the nature and the limits of your authority.

In addition, you have responsibility for seeing that crimes do not increase in blackouts. Where your assignment is patrol, be sure that you patrol with all possible vigilance, investigating every out-of-the-ordinary occurrence. Where blackouts have taken place, the crime rate has stayed at, or close to, normal almost without exception. This is a tribute to the effectiveness of the Auxiliary Police already on the job. But eternal vigilance is needed to keep up this good record.

Traffic Control in Blackouts.

Any vehicle may move during a blackout, except during an air raid alarm, provided it is equipped with approved headlighting devices, or provided the lights are otherwise controlled according to temporary expedients authorized under local emergency traffic rules. In addition, there are certain other restrictions as to speed, passing vehicles, and other general safety provisions. The basis of all emergency traffic control is contained in the OCD pamphlet "War Traffic Control" and instructions supplemental thereto, which are issued from time to time. Become familiar with your local emergency traffic control regulations.

Part of the job of controlling traffic may be, and probably will be, yours when you are assigned to traffic duty. This will include the job of seeing that vehicles move in such a way as not to collide with one another. Their speed will be reduced, but accidents can and do happen when speeds are reduced, if lights are very weak; and you will have the job of regulating the movements at inter-

Be gentlemently at all times; do not smoke while on active duty; do not drink alcoholic beverages while on active duty or while wearing your insignia. (Your insignia constitutes a uniform; act accordingly.)

In your dealings with the public, be courteous, impersonal, civil, pleasant, interested, and sympathetic. Keep your temper, and avoid wisecracks and sarcasm. Be courageous but not foolhardy. Don't talk too much. These rules, important for everyone with a position of responsibility, are doubly important for Auxiliary Police—for the public will judge you accordingly, and they will cooperate with you or not as they judge you.

Knowledge is important, too. You will need to know the local, State, and Federal laws you are to enforce, and your own powers, duties, jurisdiction, and rights. You will have to know the organization, duties, and functions of your own organization. You should know the location of such things as these:

- 1. Call boxes, fire boxes, telephones, and other signal devices.
- 2. Vulnerable points and places—war manufacturing plants, utilities, and public service facilities.
- 3. Crime hazards, "joints," and "hangouts."
- 4. Public places, schools, hotels, boarding and rooming houses.
- 5. Sector posts of the Air Raid Warden Service.
- 6. Banks, safes, storage places, garages, taxi stands, and warehouses.

Furthermore, you will need special skills, which ordinarily you will acquire in your "basic" training—how to handle incendiary bombs, how to give necessary first aid, how to protect yourself and others against war gases, and how to recognize the insignia and organization of local civilian protection groups.

In general, duties on patrol include: Maintenance and preservation of the peace; prevention of crime; protection of life and property; enforcement of the law; and service to the public. Specific attention will be given to apprehension of law violators; finding the facts about law violations; patrol of streets and alleys and investigation of suspicious persons and occurrences.

Special war duties on patrol include the above, and a number of others; such as:

- 1. Staying on at post until properly relieved;
- 2. Keeping headquarters or precinct advised of any unusual development;
- 3. Reporting by call box or telephone at frequent intervals, usually once an hour;
- 4. Giving first aid where necessary; and where victims are able to walk, directing them to nearest first aid post or casualty station;
- Prevention of sabotage; investigation of suspicious persons, especially those believed to be in possession of explosives;
- 6. Assisting Air Raid Wardens in enforcing blackout ordinances or regulations;
- 7. On air raid alarms, assisting Wardens to stop cars, keeping lanes open for passage of emergency vehicles;
- 8. Reporting, through the Air Raid Warden, any broken water, gas, power, or light

- mains, unless you know positively that the Air Raid Warden has been informed of them:
- 9. If bombs fall, going promptly to the site of incident and assisting Air Raid Wardens by keeping order, getting crowds away from dangerous or exposed places and into shelter:
- off areas which are unsafe and getting people out of nearby houses. The distances to be roped off are given in the OCD publication "Bomb Reconnaissance," and will be made known to you by Police authorities. When people are evacuated from houses made unsafe by unexploded bombs, see that they take necessary personal belongings, so they won't have to go back;
- 11. Reporting all unexploded bombs, or statements that there are unexploded bombs, to the Air Raid Warden who will communicate the report to the Control Center. A Bomb Reconnaissance Agent will be sent to determine if the report is correct;
- 12. Calming people who show signs of panic; give them a job to divert them from worry.

Know the Neighborhood You Patrol.

Begin your job by getting acquainted with solid citizens in your neighborhood—merchants, bankers, store managers, and other business men.

Begin your patrol at a different place each day, and end it at a different spot; and patrol over a different route each time—vary it. Patrol the most vulnerable areas with greater frequency. Prevent undesirable loitering.

A notebook is essential. Keep notebook records of assignments, special instructions, persons interviewed, and emergency phone numbers.

Try front and back doors of closed places of business as a part of your patrol.

Clear the streets of prowlers, beggars, and streetwalkers in accordance with the law; be alert as to suspicious persons who do not appear to have regular business on your beat. And do not neglect alleyways and spaces between buildings or back streets.

Know how to describe an individual. Here are some of the points:

Name, with aliases
Sex
Nationality
Race
Age
Condition of teeth
Scars
Eyeglasses (kind)
Peculiarities such as
walk, speech, habits,
use of hands, etc.
Dress
Occupation

Height, weight, and build
Color of eyes and hair
Complexion
Moustache or beard
Nose
Marital status
Immediate relations
Residence
Fingerprint classification, if known
Photograph
Handwriting specimens

Police Communications.

The Police organization depends greatly or communications. These include not only the more obvious such as telephone, two-way radio, and special police phones; they also include such emergency means as messengers, whistle blasts, and, as a last resort, the services of known or trustworthy bystanders. In the use of radio, especially, discretion is important—these systems are not private.

Interviews.

According to the Federal Bureau of Investigation, "an interview is a conversation with a purpose." The purpose is usually to obtain facts. Criminal investigations usually involve many interviews. Usually you are asking a potential witness to recall something which happened in the past, and this will require varying degrees of effort on his part and yours too.

Your interviews will be of various kinds—with complainants, with citizens on your beat, interviews during investigations, and interviews with injured persons. Each requires a different technique. With all, you must be courteous, patient, and firm; and ALL INTERVIEWS SHOULD BE TREATED AS CONFIDENTIAL. The F. B. I. gives the following suggestions to officers making interviews:

a. Identify yourself properly and attempt to gain the confidence of the person interviewed.

- b. Be as friendly as circumstances warrant; help the person to feel at ease. Be cordial without too much familiarity.
- c. Be tactful and at ease yourself. Be frank and genuine. Use a conversational tone of voice.
- d. Do not waste time; on the other hand, do not "push" too hard.
- e. Adjust time of interview to circumstances.
- f. Be yourself, do not put on a "front."
- g. Where time has been set for an interview, be on time.
- h. Be careful in your personal appearance; remember you are representing the profession of law enforcement.
- i. Conduct all interviews, wherever possible, in private. (It assists the person interviewed and it assists you in concentrating on the facts. It protects the witness and gives him confidence.)
- j. Keep in mind your duty to get facts.

 Get full meaning of each statement—in other words, "follow through."
- k. Take such notes as are necessary to record accurate and complete information in your report.
- 1. Do not argue; do not force your opinions on the witness; do not lose your temper.
- m. Do not interrupt unless it is absolutely necessary. Allow the witness to tell his story in his own words.
- n. If witness is unwilling to give information appeal to his civic duty. Point out the

clear, exact statements. Identify exactly anything that has a number—26 men, not a lot of men; 2431 North Avenue, not 2400 block; Northeast corner, not merely "the corner of ——." Be concise; leave out the "he-said-and-I-said-and-he-said" information; say "Joseph Jones stated that . . ." Give exact identities, times, places, car numbers, quantities. Report negatively as well as positively, wherever it may be important.

Make your reports promptly, while the information is fresh; do not be afraid of the job, but marshal the facts well before starting to write or dictate. Typewrite wherever possible. Avoid expressing opinions; reports should contain facts which speak for themselves.

Arrests.

Find out just what powers of arrest you have—don't exceed them. To arrest a man is to deprive him of his liberty. Do this only where the facts justify an arrest, and where the law authorizes it. Different States have different requirements for making arrests—find out the local requirements.

When you are arresting a man for a violation of the law, you have the authority to use as much force as necessary to make the arrest. Be careful not to abuse this authority. Do not use bullying, manhandling, or rough or boastful methods. Loud talk is out of place in an arrest.

You should be firm, businesslike, calm, considerate, and normal in your manner and conduct when you make an arrest.

Identify yourself, as required by the law of your State. Advise your prisoner that he is under arrest, turn him around and "frisk" him from the

rear for weapons. If you find one weapon, look for a second. If you find a second, look for a third. But remember—you "frisk" him for weapons only, at the time of arrest; he is searched at the station house or precinct. Guard him closely from the moment of arrest to see that he does not destroy, swallow, throw away, or dispose of evidence.

If you arrest a man in his own home, keep him from moving around; he may have weapons in his home or poison in the bathroom—he knows where they are, and you don't. Don't be caught napping.

Do not attempt to take into custody dangerous, armed criminals, until you have been taught how to do this, and have practiced the techniques involved.

Search of Prisoners.

As an Auxiliary Policeman, you may have to search your prisoner. Remember that the search is in two parts—

- (a) the "frisk" for weapons at the time of arrest
- (b) the thorough search at the station house. When "frisking" a prisoner, go over the body and limbs quickly. Don't just "pat" with your hands—you will miss flat objects; make a systematic search covering the entire body, then recheck your "frisk" of the armpits, sides, waist line, and hip pockets.

The station house search will usually be made by regular police (police matrons, of course, or policewomen, for woman prisoners). Your local police officials can obtain an F. B. I. film, entitled "The Technique and Mechanics of Arrest and Search of Persons" which contains full information on these subjects.

Protecting Yourself Against Personal Injury.

When on duty in air raids, you cannot avoid the risk of injury; devotion to duty is paramount. However, there is no excuse for foolhardiness, which may needlessly deprive the Force of your services. Knowledge is the greatest means of self protection.

From basic training, you should know what to do in cases of incendiary bomb attack, high explosive bomb attack, gas attack, and the like. This book gives notes on these subjects. Study them carefully—refresh yourself on your basic training.

Prevention of Panic.

Panic is a crowd phenomenon; it breaks out suddenly, and with great force. Coolness, calmness, and a collected manner are the best weapons with which to control it.

Observe crowds closely to notice signs of panic-Note exits and places of dispersion, should they be needed. Officers must set an example, whatever happens. They must not become involved in group tension and group fear.

Signs of tension, any one of which may lead to panic include the following:

 Faces of people become drawn, frequently accompanied by the rapid working of the jaws as though chewing gum.

- 2. Eyes of people become fixed, glazed, and bright.
- 3. Hearing is dull.
- 4. Someone starts hysterically screaming.
- 5. Someone starts running, often in the wrong direction.

Stop the screaming at once, if necessary by calmly but firmly placing your hand over the mouth of the person screaming. Divert the attention of the crowd—talk calmly to it; when possible, provide music or entertainment. As a last resort only, make the ringleaders appear ridiculous.

Panic causes temporary loss of reasoning power. Treat it accordingly. Your calmness, your quiet, firm voice, your measured actions, will restore reason and halt gathering panic.

Standard Symbols for Maps.

Use these standard symbols on all maps—they are intended to make clear the facts you and others will need to know in a hurry.

///. Warden's Post	Bomb Crater
Fire Watcher's Station	Roped-off Area
₩ Fire Alarm	++++ Street Car Tracks
Telephone	## Double Tracks
Air Raid Shelter	Cisterns or Water Reserves
Go Gas-Proof Air Raid Shelter	-j-j- Sector Limits
IN Entrance to Shelter	- - - Zone Limits
Pire Station	Site of Gas Bomb
O Decontamination Squad Depot	Contaminated Area (For large area, blue cross-hatch)
R Repair Squad	Street Lamp
+ Casualty Station	fr Fire Hydrant
Pirst Aid Station	Sewer Gratings
Location of Incident (Show number in center)	Manhole Manhole
X Demolished Building	Sandbags

Types of Direction Signs



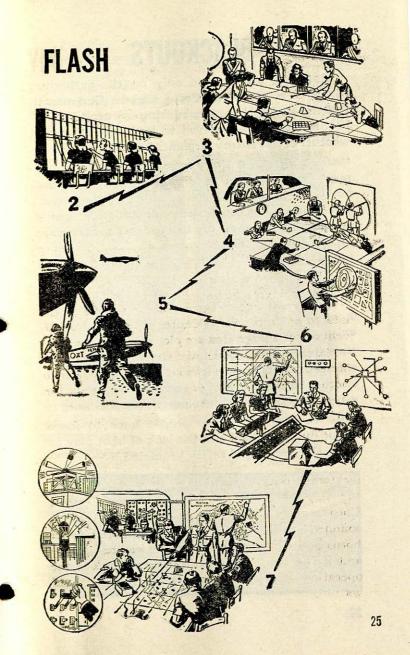
This Page Is for Notes



When an observer sights a group of hostile planes, he picks up his telephone (1) and says Army Flash. The Central Operator (2) at once connects him with the assigned Army Air Corps Filter Center (3) to which he reports the type of planes, number, height, and direction of flight. When several reports agree, watchers transmit the data to an Information Center (4) where developments over a large area are plotted on a huge map.

Watching the map, Air Corps officers order interceptor planes into the air, (5) direct them to contact with the enemy; another officer notes the cities threatened and flashes a yellow, blue, or red alarm, according to the degree of danger, to the proper Warning District Center (6).

At this point, Civilian Defense takes over from the Air Corps, telephones the warnings to Control Centers (7) within the Warning District. And here the Commander of the local Citizens' Defense Corps orders the alert, has the public warning sounded—usually short blasts on air horns, power horns or steam whistles or on the wailing sirens—and if the bombers arrive overhead, directs the operation of passive defense. Learn the air raid warning for your city.



BLACKOUTS

Blackouts are ordered only on the authority of the U. S. Army Air Corps Fighter Command. A blackout may be ordered during any period when hostile forces are believed to be in the vicinity, whether or not enemy airplanes have been sighted.

"Blacking Out" a city means that light sources must be so hidden or dimmed that an enemy bomber will have difficulty in finding the target and lack aiming points such as main street intersections. Following are the general plans used.

Street Lights. These are fitted with low-watt bulbs and covers that diffuse the light.

Automobiles. Headlights must be covered except for a small pair of slits and hooded.

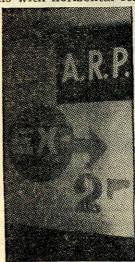
Traffic Lights. Are treated the same way as automobile headlights.

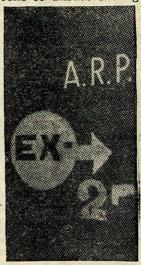
Buildings. Windows and doors must be covered with opaque materials. Paint on the glass, heavy curtains, light "baffles" or screens are some of the ways. No cracks of light must show.

Aids to Seeing. Since people have to move about during a blackout, the lack of light may be somewhat offset and safety promoted by—



- 1. Painting curbs, trees, poles and hydrants with white paint. There is a luminous paint, also, that gives off a faint blue light quite visible in total darkness.
- 2. Painting signs of luminous paint or making them of fluorescent material on which shines ultraviolet or "black" light or installing dimly lighted signs with horizontal screens to diffuse the light.





3. Painting white fenders and stripes around automobiles.

Members of the Citizens' Defense Corps who have outside duties during a blackout can be identified more easily if they wear a white cap or white-painted helmet; also a white belt fitted with crossed straps over the shoulders.







Individual Conduct During a Blackout.

Observe traffic rules. Keep to the right and remember the man or vehicle approaching from your right has the right of way.

If you must smoke, go into a hallway or covered place to strike the match. No smoking in the open is an even better rule. Make all crossings at intersections. It is hard for a driver to see you.

Be sure that everyone you know is acquainted with these simple rules.



DO NOT run when air Use your flashlight as Curb edges and direcblackouts.



raid warnings sound little as possible, if at tion signs painted white after dark during all. Never point it will help you find your upward.





Reep pets on leash if If an air raid warning If you don't know the



shell fragments.



you take them out sounds, get under cov-neighborhood the first er, you may be hit by policeman or warden will tell you where to go.



WHAT TO DO IN AN AIR RAID

At the yellow warning, if you are not already on duty, you will be summoned to your post and will carry out orders until relieved. However, here are the rules for those who do not have assigned duties when the air raid warning comes. Memorize them carefully so that you can in turn instruct others. Here is what to tell them:

- 1. If away from home, seek the nearest shelter. Get off the street.
- 2. If you are driving, first park your car at the curb; be sure all lights are shut off.
- 3. If you are at home, send the others to the refuge room. This should be a comfortable place with as little window exposure as possible, equipped with drinking water; things to read, toilet facilities, a flashlight, a portable radio; a sturdy table, and food if you like.
- 4. Turn off all gas stove burners but leave pilot lights; water heaters and furnaces alone. Leave electricity and water on. Fill some large containers with water.
- 5. Check up on blackout arrangements. Don't let a crack of light show to the outside.



6. See that everyone's eyeglasses and dentures are in the refuge room. There should be additional warm garments for everyone, too.

7. Keep out of line of windows. Fragments and glass splinters cause most casualties,

8. If bombs fall nearby, get under a heavy table, an overturned davenport.

9. Don't rush out when the "all clear" signal sounds. Maintain the blackout. The Raiders may return.

10. Otherwise, keep cool; be sensible and set an example to others.

FIRE DEFENSE





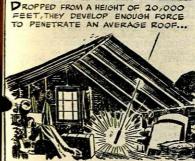
HOW THE MAGNESIUM BOMB WORKS



LENGTH, ABOUT 14" WEIGHT, 2.2 POUNDS



THEY ARE USUALLY RELEASED 20 TO 50 AT A TIME, SPREAD LIKE SHOT BEFORE STRIKING.



... THUS, THEY USUALLY START BURNING IN A TOP STORY OR ATTIC

THE THERMITE FILLING OF IRON OXIDE AND FINELY DIVIDED ALUMINUM IS THEN IGNITED AND DEVELOPS A FIERCE HEAT OF OVER 4500 DEGREES!



THE FLAME ROARS OUT OF THE ESCAPE HOLES.



ABOUT AND SURROUNDING INFLAMMABLE MATERIAL CATCHES FIRE



BUT, WITH PROMPT ACTION AND SIMPLE TOOLS, A MAGNESIUM BOMB CAN BE QUENCHED!

CONTROLLING WITH WATER







The small magnesium bomb, which is dropped in great numbers, will go through any ordinary roof. Store your equipment where it can be reached easily, and keep it ready for instant use.

SHOOT A JET OF WATER ON THE BOMB AT ONCE. Take cover behind a door, chair, or other furniture, if you can. The jet knocks the bomb out in less than one minute. There

will be a burst of white flame and a scattering of molten metal, most of which will be driven away from you by the force of the jet.

QUENCH PROMPTLY THE REMAINS OF THE BOMB AND ANY OTHER FIRES. If any small fires are started, the jet will put them out easily. Which a short time you will be free to attack any other bombs which may have fallen nearby. Be absolutely sure all the fire is out before you leave.

JET MAY PREVENT ACTION OF BURSTER. Some bombs have a small burster attachment. When the jet is used promptly the bomb may be destroyed before the charge goes off.

CONTROLLING WITH SAND



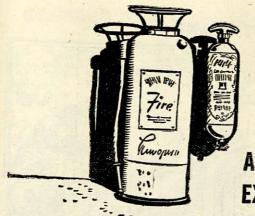












ABOUT FIRE EXTINGUISHERS

Many houses and public buildings have fire extinguishers. They will be as useful as ever in putting out fires caused by an incendiary bomb. For putting out the bomb itself, the extinguisher may not be suitable.

Read the label. If it says that the contents include CARBON TETRACHLORIDE, it cannot under any circumstances be used on a magnesium bomb. It is not only ineffective, it may cause dangerous gas to be generated. After the bomb is burnt out, use it on any remaining fire.

All water-type extinguishers are suitable. If the label says SODA-ACID, that's simply a means of creating pressure in the extinguisher. Turn it upside down, use it. Use a stream on the bomb unless highly inflammable materials are present. In such case use a spray. You can get a spray effect by putting the thumb over the nozzle, use the jet on surrounding fires.

It is best to have sand or pump-bucket equipment handy, use them on the bomb, and save the extinguishers for resulting fires.

A foam extinguisher will also help to control a bomb, but one extinguisher load may not finish the job.

See that the extinguishers you know about are ready for use.

il patlance of proper first aid for gas vicifins can. C. Keep the patient at absolute
not be overemphasized. The following are general roles to incidiate breathing.

ENICAL WARFARE AGE

which apply in all cases.

A. Act promptly and easily, be calm.

B. Put a ges mask on the patient I gas is suit per in the has a mask on, check to see that his is pi

CHECEND

CLASS	NAMES AND SYMBOLS	FORM	DOOR	PERSISTENCE	TACTICAL CLASS	PROTECTION	FIRST AID [Miter removal from passed area]	PHYSIOLOGICAL EFFECT
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WAR GASES

War "Gases," or chemical agents used to produce casualties, are surprise weapons. As this is written, they have not been used against the British or others trained to protect themselves. They have been used against the Ethiopians and the Chinese.

A gas-tight room suitably located offers fair protection against any probable concentration of war gas in a city. For those whose duties take them into the streets a gas mask offers full protection against all but the "blister gases" (liquid vesicants). To enter areas where mustard or lewisite is present, full protective clothing is needed.

War gases may be dropped in bombs or simple containers and liquid vesicants may also be sprayed by airplanes.

The gas warning is a "percussion sound"—that is, bells, drums, hand rattles, rapidly struck resonant objects of any kind. If the presence of gas is suspected, report to the nearest warden. Do not shout if distant gas alarms are heard. The danger is local and the spreading of an alarm must be left to the wardens.

The notes on the following pages are simply for reference for those who have received instruction in protection against gas. Reading them will not by itself make you an expert in gas defense.

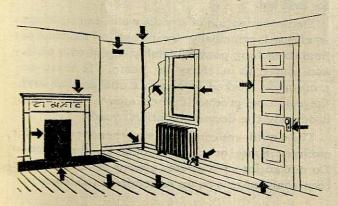
THE GAS-TIGHT ROOM

War gases hug the ground, flow into cellars and basements. Upper floors of a dwelling are away from dangerous concentrations. If all openings and cracks are closed, a room three stories from the ground will offer good protection against war gases.

To stop cracks and small openings, tape of various kinds may be used. A mush made by soaking newspapers in water or patching plaster may be used for caulking larger openings. A piece of wall board, nails and caulking material may be kept handy to cover a window broken by the blast of high explosives.

One door may be used as an entrance by fastening over it a blanket in such a way as to seal it tightly when no one is going in or out. If soaked in oil to close the air spaces, the blanket is more effective.

Store necessary supplies in such a room—food, water, chairs, a battery-operated radio, flashlight and by all means provide some sort of toilet facilities—use it as the refuge room.



Allow 20 square feet of floor space for each person who is to occupy an average room with a ceiling nine feet high. This will give enough air to occupy the room 10 hours.

The illustration shows where to stop up cracks, how to hang the blanket at the entrance door.

"Blister Gases" and Decontamination.

Lewisite and mustard "gas" are liquids in the normal state. They give off a dangerous vapor that acts as a war gas and unless chemically neutralized may persist for a week, contaminating the air for a considerable distance down wind.

Full protection against these chemical agents is afforded by gas-proof clothing, covering the wearer from top to toe and tightened at wrists and ankles. The greatest care must be used in undressing after exposure to lewisite or mustard and this is done at personnel decontamination stations, where vesicant casualties are also taken for first aid.

Decontamination of streets, walls, and buildings is effected principally by means of chloride of lime (bleaching powder) freshly mixed with earth and water as a slurry or paste. It must be thoroughly worked into cracks and crevices and the resulting product flushed away. This work is done by the decontamination squads.

The liquid vesicants are very penetrating and ordinary shoes or clothing offer no protection. Do not go into the streets after a gas alarm has been sounded except on direction of the Warden.

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CITIZENS' DEFENSE CORPS

The team of trained civilian services organized to operate the passive defense is known as the Citizens' Defense Corps. It includes regular forces of the city-police, firemen, welfare workers, sanitation men-as well as volunteers. It operates as a unit under the local Defense Coordinator.

Staff.

The Citizens' Defense Corps is headed by a Commander assisted by a staff. His second in command is the Executive Officer. There are others who operate the control center and the communications, account for personnel and property and assign transportation. The Chiefs of the Fire and Police Departments assist him in the passive defense. There is a Chief Air Raid Warden, a Chief of Emergency Medical Services. and others who control groups of the enrolled volunteers. Learn the organization of the Citizens' Defense Corps in your community.

Enrolled Volunteer Services of The Citizens' Defense Corps.



Air Raid Wardens are in complete charge of a sector containing the homes of about 500 people. To them the warden is the embodiment of all Civilian Defense.



Auxiliary Firemen assist the regular fire-fighting forces.



Auxiliary Policemen assist the police department in enforcing blackout restrictions, in traffic control, and in guard duties.



Utilities Repair Squads are organized from employees of the utility services, and are charged with maintenance of gas, water, light and telephone services.



Rescue Squads are trained crews of about 10 men each with special equipment to rescue the injured from debris.



Medical Forces consist of first-aid parties and stretcher squads and personnel at casualty clearing stations. Members of these forces are doctors, trained nurses, and assistants.



Nurses' Aides assist nurses. They have special Red Cross Training.



Emergency Food and Housing Corps members provide welfare services to the needy and homeless.



Drivers Units consist of emergency drivers of vehicles used by the Civilian Defense services.



Messengers carry supplies, dispatches, and messages wherever needed.



Road Repair Crews restore normal flow of traffic as quickly as possible. Utility repair men work with these crews and with demolition squads.



Demolition and Clearance Crews remove rubble, fill bomb craters, and remove unsafe walls or parts of buildings.



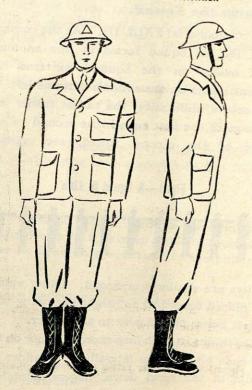
Decontamination squad members are specially trained to treat clothing and equipment as well as streets and walls contaminated by war gas.



Fire Watchers must spot and combat incendiary bombs. 41

joined. Each man, except the one on the right, turns his head and eyes to the right and places himself in line so that his right shoulder touches lightly the tips of the fingers of the man on his right. As soon as proper intervals have been obtained, each man comes to attention, drops his arm smartly to his side and turns his head to

Fig. I!—A Volunteer at Attention



the front, heels are together, feet forming a 45° angle; knees are straight without stiffness, hips level and drawn back slightly, body erect and resting equally on hips, chest lifted and arched, shoulders square and falling equally. Arms hang straight down without stiffness with the back of the hands out, fingers held naturally. Head erect and squarely to the front, chin drawn in so that the axis of the head and neck is vertical, eyes straight to the front. The weight of the body rests equally on the heels and the balls of the feet. In assuming the position of attention the heels are brought together smartly and audibly.

(Leaders and assistant leaders will be appointed under authority defined by the Chief of the Service of which the squad forms a part.

To Form at Close Intervals.

The commands are: At Close Interval, FALL IN. At the command FALL IN, the volunteers fall in as described above, except that close intervals are obtained by placing the left hands on the hips. In this position the heel of the palm of the hand rests on the hip, the fingers and thumb are extended and joined, and the elbow is in the plane of the body.



Fig. III—A Volunteer Falling in at Close Interval

To Aline the Squad.

If in line, the commands are: Dress Right, DRESS, Ready, Front. At the command DRESS, each man except the one on the left extends his left arm (or if at close interval, places his left hand upon his hip), and all aline themselves to the right. The instructor places himself on the right flank one pace from and in prolongation of the line and facing down the line. From this position he verifies the alinement of the men, ordering individual men to move forward or back as is necessary. Having checked the alinement, he faces to the right in marching and moves three paces forward, halts, faces to the left and commands: Ready, FRONT. At the command FRONT, arms are dropped quietly and smartly to the sides and heads turned to the front.

Rests.

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

At the command FALL OUT, volunteers leave the ranks but are required to remain in the immediate vicinity.

At the command REST, one foot is kept in place. Silence and immobility are not required.

At the command AT EASE the right foot is

kept in place. Silence but not immobility is required.

At the command of execution REST of Parade REST, move the left foot smartly 12 inches to the left of the right foot keeping the legs straight so that the weight of the body rests equally on both feet. At the same time, clasp the hands behind the back, palms to the rear, thumb and fingers of the right hand clasping the left thumb without constraint; preserving silence and immobility.

Being at any of the rests except FALL OUT, to resume the position of Attention, the commands are Squad (or other unit being commanded) ATTENTION. At the command ATTENTION take that position in your squad.

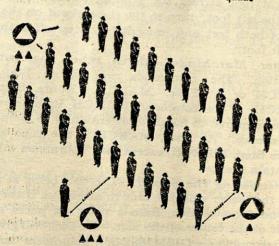
Eyes right (left).

The commands are: Eyes (Preliminary Command), RIGHT (Command of Execution) (LEFT) Ready FRONT! At the command RIGHT, each man turns his head and eyes to the right. At the command FRONT the head and eyes are turned to the front.

Forming the Platoon.

To form the platoon, which consists of 3 squads—the command, FALL IN will be given by the senior leader facing the area on which he wishes the platoon to form. At this command the unit will form facing the leader with its center 6 paces to his front in 3 parallel lines (each of these lines constitutes a squad). (Should there be insufficient men to form 3 complete squads, skeleton squads of as near equal number as possible will be formed in 3 ranks, squad leaders placing themselves directly behind one another.)

Fig. V.—A Platoon in Column of Squads



From this formation the unit can march; forward, to the right, or to the left.

Platoon Movements.

At the command: Forward MARCH, each man steps off with his left foot directly to his own front preserving his relative position and so regulates his step that the ranks remain parallel to his original front.

At the command: Right (Left) FACE Forward MARCH, the unit executes a right face on the heel of the right foot and ball of the left foot at the word FACE and at the word MARCH they step off with their left foot as in moving to the front. (Left face is performed by turning on the heel of the left foot and the ball of the right foot.) In the movements to the right or left the commander of the unit takes a position three paces in front of the left file of his command, at double time if necessary.

Being in a column to change direction the commands are—Column Right (Left) MARCH. At the command MARCH, given as the right (left) foot strikes the ground the first man of the leading element on the right (left) advances one step and then steps off in the new direction using half steps until the men to his left (right) are abreast of him. Full step is then resumed.

Close Interval—Normal Interval.—Being in column of threes at normal interval between squads to March or form at Close Interval, the commands are: Close, MARCH. At the command MARCH, the squads close to the center by

obliquing until the interval between men is 4 inches. The center squad take up the half step until the dress has been regained.

If this movement is executed from the halt, the squads close toward the center by executing Right or Left Step until 4-inch intervals are reached.

Being in column of threes at close interval between squads to March or form at Normal Interval, the commands are: Extend, MARCH. At the command MARCH, the squads open to the right and left from the center by obliquing until the normal interval is regained.

If this movement is executed from the halt, the squads Right or Left Step until normal interval is regained.

Change Direction.—Being in column of threes to change direction, the commands are: Column Right (Left) MARCH. The right flank man of the leading rank is the pivot. At the command MARCH, given as the right foot strikes the ground, the right flank man of the leading rank faces to the right in marching and takes up the half step until the other men of his rank are abreast of him, then he resumes the full step. The other men of the leading rank oblique to the right in marching without changing interval, place themselves abreast of the pivot man, and conform to his step. The ranks in rear of the leading rank execute the movement on the same ground and in the same manner as the leading rank.

Fig. VI Forming the Citizens' Defense Corps for Parade (Services will form and move as platoons) Mayor, Defense Coordinator and Dignitaries. Commander, C. D. C. Staff. Messengers. Drivers. Fire Department Chief. Auxiliary Firemen. Rescue Squads. Police Department Chief. П Auxiliary Police. Colors. Warden Service Chief. Air Raid Wardens. Fire Watchers. Emergency Food Housing Units. Medical Service Chief. П Medical Field Units. Nurses' Aides Corps. Public Works Service Chief. Demolition and Clearance Crews. Road Repair Squads.

Decontamination Corps.

The FBI Pledge For Law Enforcement. Officers.

Humbly recognizing the responsibilities entrusted to me, I do vow that I shall always consider the high calling of law enforcement to be an honorable profession, the duties of which are recognized by me as both an art and a science. I recognize fully my responsibilities to defend the right, to protect the weak, to aid the distressed, and to uphold the law in public duty and in private living. I accept the obligation in connection with my assignments to report facts and to testify without bias or display of emotion, and to consider the information, coming to my knowledge by virtue of my position, as a sacred trust, to be used solely for official purposes. To the responsibilities entrusted to me of seeking to prevent crime, of finding the facts of law violations and of apprehending fugitives and criminals, I shall give my loyal and faithful attention and shall always be equally alert in striving to acquit the innocent and to convict the guilty. In the performance of my duties and assignments. I shall not engage in unlawful and unethical practices but shall perform the functions of my office without fear, without favor, and without prejudice. At no time shall I disclose to an unauthorized person any fact, testimony, or information in any pending matter coming to my official knowledge which may be calculated to prejudice the minds of existing or prospective judicial bodies either to favor or to disfavor any person or issue. While occupying the status of a law enforcement officer or at any other time subsequent thereto.

I shall not seek to benefit personally because of my knowledge of any confidential matter which has come to my attention.

I am aware of the serious responsibilities of my office and in the performance of my duties I shall, as a minister, seek to supply comfort, advice and aid to those who may be in need of such benefits; as a soldier, I shall wage vigorous warfare against the enemies of my country, of its laws, and of its principles; and as a physician, I shall seek to eliminate the criminal parasite which preys upon our social order and to strengthen the lawful processes of our body politic. I shall strive to be both a teacher and a pupil in the art and science of law enforcement. As a lawyer, I shall acquire due knowledge of the laws of my domain and seek to preserve and maintain the majesty and dignity of the law; as a scientist it will be my endeavor to learn all pertinent truth about accusations and complaints which come to my lawful knowledge; as an artist, I shall seek to use my skill for the purpose of making each assignment a masterpiece; as a neighbor, I shall bear an attitude of true friendship and courteous respect to all citizens; and as an officer, I shall always be loyal to my duty, my organization, and my Country. I will support and defend the Constitution of the United States against all enemies, foreign and domestic; I will bear true faith and allegiance to the same, and will constantly strive to cooperate with and promote cooperation between all regularly constituted law enforcement agencies and officers in the performance of duties of mutual interest and obligation.

This Book Belongs to:

(First name)	(Initial)	(Last name)
My Home Addre	ess Is:	
My Telephone N	umber Is:	
I am	Auxilie	ary Policeman.
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