

# **Baltimore Police Newsletters**

**Assist an Officer**

**Volume 1 Number 1**

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**To**

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**December 25, 1964**

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# Assist an Officer

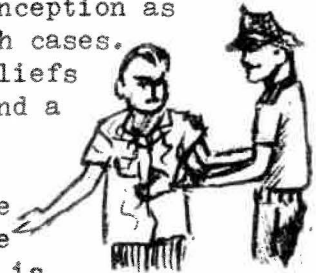
## HELPFUL HINTS FOR POLICE OFFICERS

### HANDLING COMPLAINTS INVOLVING NEIGHBORHOOD DISTURBANCES

Responding to a disturbance call can be a routine matter, and yet it might result in a most difficult assignment, depending on the circumstances.

The average citizen calling for aid has little or no conception as to the jurisdiction and limitations of the police in handling such cases. The citizen should not be severely criticized for any mistaken beliefs he may have, since in many cases the line between a civil wrong and a crime can be very narrow.

The complainant feels that the officer should arrest the person about whom he is complaining, and if he does not effect the arrest, he is accused of not doing his duty. The average citizen is often unaware of the steps necessary following an arrest (detention, laying the charge, subsequent court appearances, etc.). Remember, a well informed person will generally be more cooperative with police officers.



When responding to a disturbance call, you should include the following steps: (1) Survey all the facts of the situation; (2) Calm the persons concerned; (3) Advise them of the proper arrest procedure when necessary, and (4) Make a memorandum of what took place at the scene.

Many disturbance calls require the services of the post officer or radio car patrolman in quelling quarrels and settling neighborhood disputes. These calls are often "non-criminal" in nature and do not warrant "punitive action" on the part of the police. You can usually adjust the situation by giving a "common-sense explanation" to all parties concerned, or by referring the complainant to the proper agency or an attorney of their own choosing.

When responding to a disturbance call, your first action, usually, is to abate the nuisance or disturbance, whenever possible, employing tact and understanding. Do not become impulsive and jump to a conclusion. Listen carefully to the versions of all parties involved in a disagreement, before deciding if any police action should be taken. If a satisfactory solution cannot be reached, it may be advisable to refer them to the Judge of the Municipal Court, in order to obtain a summons or warrant. In more serious cases when the offense is committed in your presence, you should make the arrest and have the complainant lay the charge.

When a disturbance occurs in a private residence or apartment, the action you will take depends upon many factors, including the nature of the violation.

BALTIMORE CITY POLICE DEPARTMENT



# Assist an Officer

## HELPFUL HINTS FOR POLICE OFFICERS

### HANDLING COMPLAINTS INVOLVING NEIGHBORHOOD DISTURBANCES

#### ITS A FACT---

The majority of disturbance calls are a result of loud and unusual noises. Complainants are usually interested only in having quiet restored in the neighborhood.

They are not ordinarily interested in seeking the arrest of offenders, so inform them, politely, that every effort will be made to quiet the noisy party, or "tune down" a very loud radio, television set or juke box.

The complainant should be advised that the police cannot break down doors to accomplish this task.

#### When interviewing the violator:

- (1) Inform him that a complaint was made
- (2) Seek his cooperation in the matter
- (3) Always avoid divulging the name of the complainant -- to do otherwise will create hard feelings between neighbors and complicate an already delicate situation.



When police officers have been summoned to a residence several times because of disturbances, especially where the officers witnessed loud and boisterous behavior by the occupants, from the outside of the building during late hours of the night.....

- (1) After they had been warned previously, the officers witnessing the violation may make an arrest
- (2) The occupant or occupants could be charged with disturbing the peace.
- (3) Note the conditions that existed at the time of the disturbance which indicated that the peace and quiet of the neighborhood had been disturbed.
- (4) Indicate the number of times called to the residence and who was warned. Be alert for any statement or witnesses that tend to support your case.

BALTIMORE CITY POLICE DEPARTMENT



# Assist an Officer

## HELPFUL HINTS FOR POLICE OFFICERS

### HANDLING COMPLAINTS CONCERNING DISPUTES.....

Other common calls involve disputes between landlord and tenant -- and merchant and customer.

The TENANT might feel that the LANDLORD is interfering with his tenancy and should be arrested or restrained.

A CUSTOMER might protest that the MERCHANT sold him inferior merchandise.

Actually, in most cases, the landlord-tenant and merchant-customer relationships are within the field of civil law and such complaints usually do not warrant criminal action by the police.

It should be remembered that:

The police officer should politely inform both parties in such disputes that these situations are civil matters and not within the province of the police.

Even though you have no authority to take official action, WHAT YOU SAY and THE WAY THAT YOU SAY IT, is important.

When you give the proper advice, maintain a positive attitude toward both disputants. DON'T TAKE SIDES.

IN SUMMARY.....

When handling such complaints, your first action is to investigate in order to determine if a criminal violation has occurred.

An attempt should be made to placate both parties or advise them what agencies may settle their problem, as the case may be.



BALTIMORE CITY POLICE DEPARTMENT





# Assist an Officer

## HELPFUL HINTS FOR POLICE OFFICERS

### ANSWERING SUSPICIOUS PERSON CALLS

DO YOU REALIZE.....

When answering SUSPICIOUS PERSON CALLS, you may have no idea what type of person might be encountered.....

He might be a BURGLAR, SEXUAL PSYCHOPATH, PROWLER or "PEEPING TOM".

Perhaps he might be an intoxicated person or a vagrant seeking a place to sleep.

In other words, a SUSPICIOUS PERSON might be any one of a number of characters in an alley, yard or dark hazardous area.

PROTECT YOURSELF----

Consider that every such call is potentially dangerous.

If it becomes necessary to make an arrest in such cases, the amount of force that you might be compelled to use to effect the arrest is dependent upon the type and amount of resistance and the crime being committed.

MANY OF THESE SUBJECTS ARE GUILTY ONLY OF A MISDEMEANOR, IF ANY CRIME.

When responding to this type of call-- a thorough knowledge of the area is vital in planning your approach to the scene.

KEEP THESE HINTS IN MIND WHEN YOU APPROACH THE SCENE:

(1) Reduce your speed when approaching the scene (2) Avoid shining a spotlight directly at the suspected area (3) Turn corners at a speed that will avoid "tire and brake squeal" (4) Open and close patrol car doors quietly (5) Remove the keys from the ignition (6) Everyone close to the scene should be scrutinized (7) Stop anyone seen running or walking at a fast pace and question him (8) A proper plan of action will insure a complete search and investigation and may result in the solution of important cases. ALSO, IT AFFORDS PROTECTION TO THE OFFICERS.



BALTIMORE CITY POLICE DEPARTMENT



# Assist an Officer

## HELPFUL HINTS FOR POLICE OFFICERS

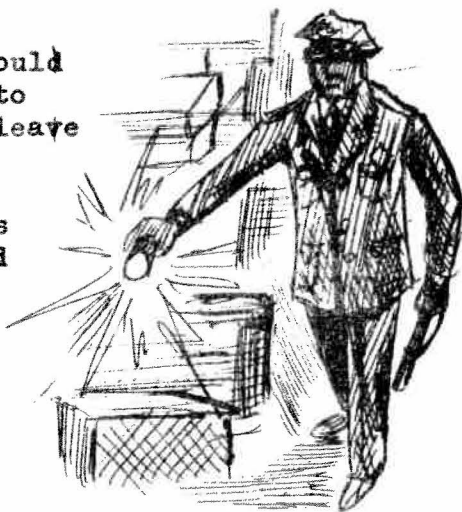
### THE SEARCH OF BUILDINGS FOR PROWLERS

The first officers to arrive on the scene should make a quick search of the premises in an effort to surprise and apprehend the suspect before he can leave.

It is dangerous and generally futile for one officer to attempt to search a commercial premises alone; usually it will not effect apprehension and places the single officer in jeopardy.

### HELPFUL HINTS WHEN SEARCHING A PREMISES:

- (1) Plan the search as much as possible to avoid placing other searching officers in danger.
- (2) Use your flashlight properly; move through a door quickly and step to one side, holding the flashlight away from and slightly in front of the body. Don't become a target.
- (3) Avoid lighted backgrounds and keep low when passing windows so that you are not silhouetted.
- (4) When checking a rear yard or lot, sweep your flashlight over the area. Look under tarpaulins, in sheds, hampers and cupboards, etc.
- (5) Turn on lights in rooms and areas that have been thoroughly searched-- this avoids confusion and unnecessary searches when others arrive.
- (6) Examine hedges, shubbery, and debris -- also under nearby parked vehicles. A vehicle parked with motor running or warm radiator should arouse suspicion.
- (7) If complainant or witness can offer information or description, relay same to radio dispatcher.
- (8) If a prowler or burglar is not located -- make it apparent that you are leaving the scene. Then, return to the location within a few minutes -- a short wait might bring the suspect out of hiding when he considers it "safe."
- (9) If a suspect is located away from the scene, a careful examination should be made of his face, hands, and clothing. Clothing, trouser cuffs, and shoes may have bits of dust, debris, or mud, etc. Such conditions indicate that the suspect has been prowling in the area.





# Assist an Officer

## HELPFUL HINTS FOR POLICE OFFICERS

### ARRESTS FOR DRUNKENNESS

#### Part I

ITS A FACT THAT.....

It is a misdemeanor to be found drunk or acting in a disorderly manner, upon any public street or highway, or at any place of public worship, resort or amusement.

It is the duty of the police officer to arrest anyone who is intoxicated to the point that he is disorderly or unable to physically control himself.

#### WHEN IS A PERSON "DRUNK"?

When he is so far under the influence of intoxicating liquor that his:

- (1) Passions are visibly excited
- (2) Judgment is impaired
- (3) Brain is affected so that his intelligence, judgment, continuity of thoughts and ideas are impaired
- (4) Speech, movement, muscular action, faculties and processes are not under normal control and physically affected

\*All of these conditions do not have to be present before a person is adjudged to be drunk-- it could be one or any combination of them.

The best method of describing drunkenness is the visible outward symptoms that are usually present when a person appears to be drunk:

- |  |                                 |
|--|---------------------------------|
| (1) Speech (incoherent, thick tongued or babbling, etc.) |                                 |
| (2) Ability to stand                                     | (5) Presence of vomitus         |
| (3) Strong odor of breath                                | (6) Dilated eyes                |
| (4) Color of face  | (7) Urine soiled clothing, etc. |

Examine the suspect to determine his ability to coordinate his faculties, and supplement this information by observing any visible outward symptoms.

#### IMPORTANT ....

When you are in doubt as to whether the person is drunk or sick--- have him transported to the nearest hospital for examination before taking him to the Police Station.

BALTIMORE CITY POLICE DEPARTMENT





# Assist an Officer

## HELPFUL HINTS FOR POLICE OFFICERS

### ARRESTS FOR DRUNKENNESS CONT'D.

#### Part II

#### ITS A FACT THAT.....

Alcohol is effective on human behavior only when it reaches the brain or central nervous system.

The physical factors that determine the time necessary for alcohol to reach the brain in quantities sufficient to cause intoxication vary with each individual.

Among these factors are:

- (1) Body weight
- (2) Rate of absorption
- (3) Oxidation or elimination rate
- (4) Contents of the stomach at time of imbibing

\*Because of these factors, two persons consuming an identical amount of alcoholic beverage might be affected entirely differently.

#### DID YOU KNOW THAT.....

An important aspect of drunkenness is that when two persons have the same amount of alcohol present in their brains, they will suffer similar loss of judgment, but may not display the same outward symptoms.

This means that one person could portray many symptoms of drunkenness and not be in any worse condition (as far as judgment is concerned) than a drunken person who did not outwardly show his drunken condition.

REASONS FOR ARRESTING DRUNKS ARE: (1) To protect the citizenry against any possible assaults, (2) Avoid being accosted by drunks, (3) Disturbing the peace, (4) Possible moral violations, (5) Indecent exposure, (6) Creating a nuisance, (7) Urinating in public, etc. The arrest also protects property from nuisance and possible damage, and the violator himself.

BALTIMORE CITY POLICE DEPARTMENT





# Assist an Officer

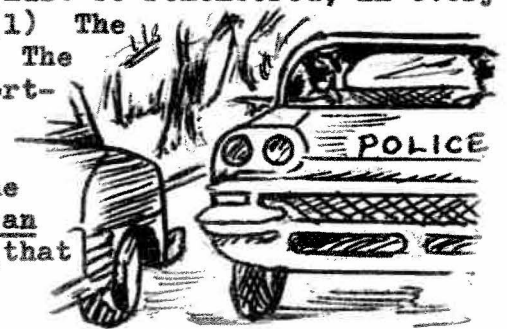
## HELPFUL HINTS FOR POLICE OFFICERS

### AGGRESSIVE POLICE PATROL ( Part I )

The Police Department has many tasks to perform, but a specific and primary one is to prevent and control crime. When this task fails, at times, it becomes necessary to perform a variety of other duties designed to apprehend the offender and recover stolen property.

To successfully prevent crime, the post officers must be familiar with the conditions which cause criminal activity. It must be remembered, in every crime there exists at least two factors, namely, (1) The desire of the criminal to commit a crime, and (2) The opportunity or belief in the existence of the opportunity to commit the crime.

Police action cannot effectively deal with the DESIRE of the offender, however, police activity can and must deal directly with the criminal's belief that the opportunity for criminal activity is present.



TO INSURE THAT THE OPPORTUNITY TO COMMIT CRIME DOES NOT EXIST, police should engage themselves in SURVEILLANCE OF AREAS WHERE CRIMINAL ACTIVITY IS LIKELY TO OCCUR.

Bear this in mind-- THE CRIMINAL MUST BE CONVINCED THAT THERE IS SUCH CONTINUOUS POLICE COVERAGE AND IN SUCH STRENGTH THAT THE RISKS INVOLVED IN COMMITTING A CRIME ARE TOO GREAT.

#### IT'S A FACT THAT:

The criminal measures his desire to commit a crime against the chances of being caught. WHEN THE CHANCES OF APPREHENSION ARE NIL (such as weak patrol or lack of patrol coverage) -- THE CRIME WILL BE COMMITTED AND THE OFFENDER WILL ESCAPE.

AGGRESSIVE PATROL IMPRESSES UPON THE WRONGDOER THE FACT THAT HIS ACTIVITY WILL EITHER BE OBSERVED OR WILL RESULT IN PURSUIT AND CAPTURE-- thus the risks will be considered too great and he will be discouraged from carrying out his intent.

YOU CAN BE SURE THAT: Frequent "trying up" on your post at irregular intervals-- keeping your "eyes open" for unusual activity and suspicious characters will reduce criminal activity and increase police efficiency.



# Assist an Officer

## HELPFUL HINTS FOR POLICE OFFICERS

### AGGRESSIVE POLICE PATROL (PART II)

IT'S A FACT THAT.....

CRIME PREVENTION is the joint responsibility of the police and the public.

The CITIZEN must be constantly reminded of his obligation to make his business premises and residence secure.

SECURITY OF BUSINESS PROPERTY WILL BE GREATLY ENHANCED THROUGH THE  
INSTALLATION OF:

Proper locks

Burglar lights and alarms, etc.

Protected windows and doors

Illuminated areas in the rear, etc.



FROM TIME TO TIME:

Politely remind the citizen of these hints.....

- (1) Lock the parked automobile
- (2) Avoid depositing valuables within sight in the automobile
- (3) Notify the police of extened absences from home, especially if valuables are left there
- (4) Avoid the "vacant house appearance" -- arrange for mail and handouts to be picked up, periodically
- (5) Have delivery services stopped until return

IN SHORT, THE CITIZEN MUST BE INTERESTED IN HIS OWN PROTECTION.....

as a police officer, you are in a position to stimulate that interest in protection -- YOU ARE FAMILIAR WITH THE HAZARDS INVOLVED.

BALTIMORE CITY POLICE DEPARTMENT





# Assist an Officer

## HELPFUL HINTS FOR POLICE OFFICERS

### AGGRESSIVE POLICE PATROL (PART III)

#### IT'S A FACT THAT.....

The police officer who feels that patrol involves only responding to call box and radio calls is performing only the secondary task to which he is assigned.

CRIME PREVENTION CANNOT BE ACCOMPLISHED FROM THE FRONT SEAT OF A VEHICLE, OR THE LIGHTED CORNER----

IT CAN ONLY BE DONE THROUGH PATROLLING DARK STREETS, ALLEYS AND AREAS WHERE THE CRIMINAL IS MOST LIKELY TO STRIKE!!

#### IT IS TRUE THAT.....

The police officer cannot be "everywhere at the same time", but his constant and observant patrol will prevent and detect crime to a great extent, thus REDUCING PURSE SNATCHINGS, MUGGINGS, SEX MOLESTATIONS AND THEFTS FROM AUTOS on his post.

#### NO ONE DISPUTES THE FACT THAT.....

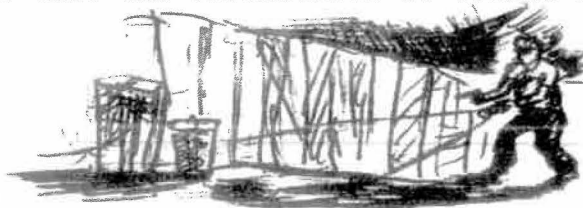
Responding to calls for police service is of vital importance and every officer is required to do so with promptness, courtesy and efficiency.

However, the activity between calls involves "self-starting" activity, and keeping busy during this time is a most important task in the overall fight against the rising rate of crime.

#### LET IT BE REMEMBERED THAT.....

This constant movement while patrolling "between calls" has the greatest effect upon the criminal's belief that the OPPORTUNITY TO COMMIT THE CRIME IS NOT PRESENT; at least it presents a greater risk of detection and apprehension.

AGGRESSIVE PATROL IS THE FIRST  
LINE OF DEFENSE AGAINST CRIME!!!





# Assist an Officer

## HELPFUL HINTS FOR POLICE OFFICERS

ITS A FACT THAT..... THE BILL OF RIGHTS is mentioned, many times, during "defense motions" in court -- police officers should become familiar with it.

### B I L L O F R I G H T S

Effective December 15, 1791

#### Preamble

*The conventions of a number of the States having at the time of their adopting the Constitution, expressed a desire, in order to prevent misconstruction or abuse of its powers, that further declaratory and restrictive clauses should be added: And as extending the ground of public confidence in the Government, will best insure the beneficent ends of its institution.*

#### **1** Right to Freedom of Religion, Speech, Press, Assembly, Petition.

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

#### **2** Right to Keep and Bear Arms.

A well regulated Militia, being necessary to the security of a free State, the right of the people to keep and bear Arms, shall not be infringed.

#### **3** Rights on Quartering of Soldiers.

No Soldier shall, in time of peace, be quartered in any house, without the consent of the Owner, nor in time of war, but in a manner to be prescribed by law.

#### **4** Right against Unreasonable Search and Seizure.

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

#### **5** Right to Protection of Persons and Property.

No person shall be held to answer for a capital, or other-wise infamous crime, unless on a presentment or indictment of a Grand Jury, except in cases arising in the land or naval forces, or in the Militia, when in actual service, in time of War or public danger; nor shall any person be subject for the same offense to be twice put in jeopardy of life or limb; nor shall be compelled in any

\* Criminal Case to be a witness against himself, nor be  
\* deprived of life, liberty, or property, without due pro-  
\* cess of law; nor shall private property be taken for public  
\* use, without just compensation.

#### **6** Rights of Persons Accused of Crime.

\* In all criminal prosecutions, the accused shall enjoy the  
\* right to a speedy and public trial, by an impartial jury  
\* of the State and district wherein the crime shall have  
\* been committed, which districts shall have been previ-  
\* ously ascertained by law, and to be informed of the  
\* nature and cause of the accusation; to be confronted  
\* with the witnesses against him; to have compulsory pro-  
\* cess for obtaining Witnesses in his favor, and to have  
\* the Assistance of Counsel for his defense.

#### **7** Right of Trial by Jury.

\* In suits at common law, where the value in controversy  
\* shall exceed twenty dollars, the right of trial by jury shall  
\* be preserved, and no fact tried by a jury shall be other-  
\* wise re-examined in any Court of the United States, than  
\* according to the rules of the common law.

#### **8** Right to Protection Against Excessive Fines, Bail, Punishment.

\* Excessive bail shall not be required, nor excessive fines  
\* imposed, nor cruel and unusual punishment inflicted.

#### **9** Rights not enumerated retained by the people.

\* The enumeration in the Constitution of certain rights,  
\* shall not be construed to deny or disparage others re-  
\* tained by the people.

#### **10** Rights reserved to the States and the People.

\* The powers not delegated to the United States by the  
\* Constitution, nor prohibited by it to the States, are re-  
\* served to the States respectively, or to the people.



# Assist an Officer

## HELPFUL HINTS FOR POLICE OFFICERS

### UNLAWFUL ASSEMBLIES

ITS A FACT THAT.....

When dealing with riot situations, the circumstances giving rise to public disorders and emergency incidents involving large unruly crowds of people, there are certain common law crimes which ordinarily may be expected to be committed in the presence of police officers which, as in the case of any other misdemeanors, would authorize the police to make an arrest therefor.

THESE COMMON LAW CRIMES ARE.....

BREACH OF THE PEACE - Such a violation of the public order as amounts to a disturbance of the public tranquility by act or conduct either directly having this effect, or by inciting or tending to incite such a disturbance of the public tranquility.: (WITNESSES ARE IMPORTANT)

AFFRAY - The fighting of two or more persons in a public place, to the terror of the people and the disturbance of public tranquility. (WITNESSES ARE IMPORTANT)

UNLAWFUL ASSEMBLY - A gathering of persons, usually three or more, with a common intent, formed before or at any time during the meeting, to attain a purpose, unlawful or lawful, which will interfere with the rights of others, by committing disorderly acts in such a manner as to cause sane and courageous persons in the neighborhood to apprehend a breach of the peace.

(WITNESSES ARE IMPORTANT)

ROUT - This common law crime has as its elements, the presence of the elements necessary for an unlawful assembly and in addition an unsuccessful attempt to accomplish the design of the assemblers.

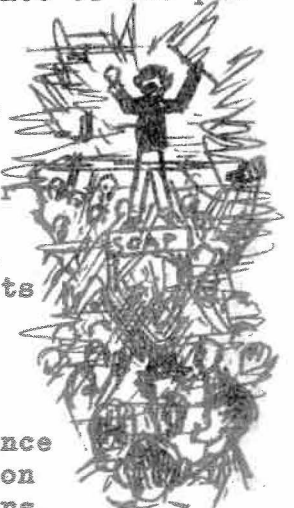
(WITNESSES ARE IMPORTANT)

RIOT - This common law crime requires the presence of at least, (1) An unlawfully assembly as above defined, (2) The intent mutually to exist against lawful authority, and (3) Acts of violence.

(WITNESSES ARE IMPORTANT)

The five (5) common law crimes above referred to are misdemeanors in Maryland and are subject to punishment as such within the jurisdiction of the Municipal and Criminal Courts of Baltimore. There is no statutory maximum on the sentence which may be imposed other than the constitutional restriction against cruel and unusual punishments.

IMPORTANT: Although citizens are too often reluctant to be witnesses, continued efforts must be made by arresting officers to produce them in the courts.



BALTIMORE CITY POLICE DEPARTMENT



# Assistant Officer

## HELPFUL HINTS FOR POLICE OFFICERS

### THE FEDERAL CIVIL RIGHTS ACT OF 1964

#### ITS A FACT THAT.....

While the Federal Civil Rights Act provides for implementation of voting rights, school desegregation and fair employment practices, as police officers, you will be called upon primarily to deal with the public accommodation sections of the Act.

The places of public accommodations which are covered by the Act are as follows:

- (1) Any inn, hotel, motel, or other establishment which provides lodging to transient guests, other than an establishment located within a building which contains not more than 5 rooms for rent or hire and which is actually occupied by the proprietor of such establishment as his residence.
- (2) Any restaurant, cafeteria, lunchroom, lunchcounter, soda fountain, or other facility, principally engaged in selling food for consumption on the premises, including, but not limited to, any such facility located on the premises of any retail establishment; or any gasoline station.
- (3) Any motion picture house, theatre, concert hall, sports arena, stadium or other place of exhibition or entertainment.
- (4) Any establishment which is physically located within the premises of any establishment otherwise covered under the foregoing classifications or within the premises of which is physically located any such covered establishments and which holds itself out as serving patrons of such covered establishments.

IT SHOULD BE NOTED THAT..... When dealing with these enumerated public places of accommodation located within your jurisdiction, no person may be excluded therefrom because of his race.

It is necessary to know certain important distinctions which are drawn by the nature of the classifications established in the Act. For example, although a beauty shop would not fall under any of the classifications numbered (1), (2), (3) above, by virtue of the (4th) classification, above, if a beauty shop or barber shop is located within a hotel or motel, or other establishment providing lodging to transient guest, a person, regardless of race, has a perfect right to enter thereon and to receive service therein. POLICE OFFICERS SHOULD NOT MAKE ARRESTS, upon receiving complaints that owners of classified places of public accommodations refused to comply with the provisions of this Act. The law provides for civil remedies only.







# Assist an Officer

## HELPFUL HINTS FOR POLICE OFFICERS

### THE FEDERAL CIVIL RIGHTS ACT OF 1964 (PART II)

#### ITS A FACT THAT.....

When dealing with a public place of business which would not appear to fall within any of the classifications previously described in the Federal Act, no arrest for trespass should be made.

THIS IS NOT TO SAY THAT IF YOU ARE PRESENTED WITH A LEGALLY ISSUED WARRANT FOR ARREST FOR TRESPASS COMMITTED IN ANY SUCH TYPE OF PUBLIC ACCOMMODATION, THAT YOU CANNOT SERVE THE SAME AND EFFECT AN ARREST, INASMUCH AS IT IS NOT YOUR RESPONSIBILITY TO QUESTION THE ISSUING AUTHORITY FOR THE WARRANT. The Court has the responsibility to justify its action.

Even when dealing with a place of private ownership which would not appear to fall within the covered places of public accommodation defined in the Act, you should not arrest for criminal trespass without requiring the owner to obtain a legally issued warrant for arrest inasmuch as the classifications of places under the Federal Act will be difficult in many areas of interpretation and the attorney general's office does not believe it is the duty of the police officer to make what will sometimes be difficult legal constructions of what falls within or without these federal classifications.

Notwithstanding the suspension of the Maryland Law for criminal trespass with regard to the places of public accommodation covered by the Federal Act, nothing in the Act condones any breach of the peace, affray, unlawful assembly, rout, riot, disorderly conduct or similar conduct, by either a patron seeking service, or the owner thereof, and should such conduct be demonstrated, as we are sure that it will, because of the continuing friction in this area, you must, as police officers, preserve the public peace and effect arrest for perpetrators of these crimes. (WITNESSES ARE IMPORTANT)



There are no criminal penalties provided in the Federal Act, and nothing therein contained creates any crime, the enforcement of which would be in the jurisdiction of you as members of the Baltimore City Police Department. For this reason, even though an owner of a place of public accommodation as defined in the Federal Civil Rights Act of 1964 wilfully refuses to comply with the terms thereof, you have no right to arrest him for any crime.



# Assist an Officer

## HELPFUL HINTS FOR POLICE OFFICERS

### MARYLAND PUBLIC ACCOMMODATIONS LAW

IT'S A FACT THAT.....

ARTICLE 49B, Section 11 (Chapter 29) Laws of Maryland 1964 makes unlawful certain forms of discrimination in places of public accommodations, defines such places, and relates generally to possible discrimination in the accommodations, advantages, facilities and privileges of such places.

Section 11. -- It is unlawful for an owner or operator of a place of public accommodation or an agent or employee of said owner or operator, because of race, creed, color, or national origin of any person, to refuse, withhold from, or deny to such person, any of the accommodations, advantages, facilities and privileges of such place of public accommodation. NOTHING IN THIS SECTION SHALL BE CONSTRUED OR INTERPRETED TO PROHIBIT THE PROPRIETOR OF ANY ESTABLISHMENT OR THE EMPLOYEES THEREOF, FROM THE RIGHT TO DENY SERVICE TO ANY PERSON FOR FAILURE TO CONFORM TO THE USUAL AND REGULAR REQUIREMENTS, STANDARDS AND REGULATIONS FOR THE ESTABLISHMENT SO LONG AS THE DENIAL IS NOT BASED UPON DISCRIMINATION ON THE GROUNDS OF RACE, COLOR, CREED, OR NATIONAL ORIGIN. For the purpose of this subtitle, a place of public accommodation means any hotel, restaurant, inn, motel, or an establishment commonly known or recognized as regularly engaged in the business of providing sleeping accommodations, or serving food, or both, for a consideration, and which is open to the general public; except that premises or portions of premises primarily devoted to the sale of alcoholic beverages and generally described as bars, taverns, or cocktail lounges are not places of public accommodation for the purposes of this subtitle.

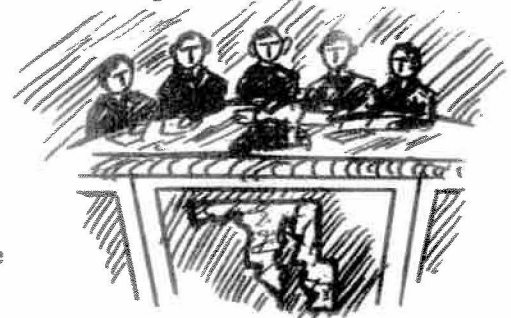
Section 11A. -- It is unlawful for any person to receive any remuneration of any kind whatsoever for participation in any racial demonstration in the State.

Section 11B. -- Violation of this section is punishable upon conviction by fine not to exceed \$1,000. or by imprisonment not to exceed one year or by both fine and imprisonment.

Any person claiming to be aggrieved by an alleged discrimination as to any of the subtitles of this Article, on the basis of race, creed, color, or national origin, and within the provisions of any of these subtitles, may make, sign and file with the Commission on Interracial Problems and Relations, a complaint in writing under oath.

Complaints involving discrimination (as set forth in Section 11, above) are investigated by the Commission on Interracial Problems and Relations, as prescribed in Article 49B, Sections 11, 12, 13 and 14, Public General Laws of Maryland.

No arrests are made by police officers for violations set forth in Section 11, outlined above.







# Assist an Officer

## HELPFUL HINTS FOR POLICE OFFICERS

### POLICE-COMMUNITY RELATIONS

DO YOU KNOW THAT.....

PUBLIC RELATIONS IS AN IMPORTANT PART OF PROFESSIONAL, BUSINESS AND GOVERNMENTAL AGENCIES -- All of them are vitally concerned with their relations with the public.

YOU, as a member of the BALTIMORE POLICE DEPARTMENT should also be vitally concerned with YOUR relations with the public.

Day after day, the citizens of Baltimore read in the newspapers, view on television and hear on radio of the many services performed by your Department. People want to know what the police are doing, and how and why they are doing it.

LET US REMEMBER..... If each and every one of us exerts his very best effort to do a good job, in a courteous manner, such performance of duty will result in better public relations for the entire Department.

DON'T EVER FORGET.....

As soon as you put on a police officer's uniform, you lose your identity as a private citizen. If you are CARELESS in your PERSONAL APPEARANCE, RUDE OR OVERBEARING in YOUR CONTACTS WITH PEOPLE, or DISPLAY ANY VISIBLE FAULTS, the public doesn't say "Officer Richard Roe is a poor example of a good policeman". Instead, people say, "Our Police Department is no good."

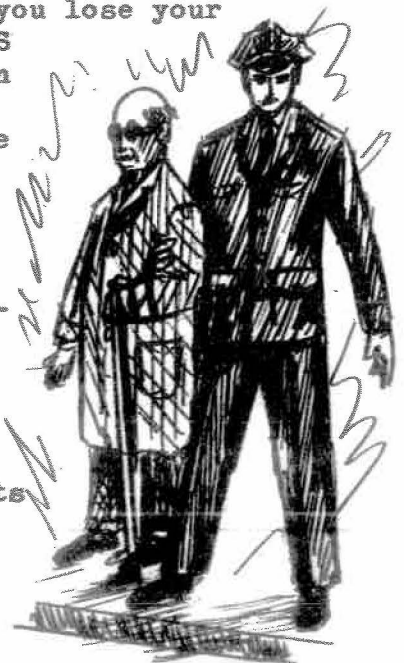
GIVE VERY CAREFUL ATTENTION TO.....

(1) YOUR PERSONAL APPEARANCE -- Be well groomed -- Keep the uniform clean and pressed -- Don't smoke, spit or chew gum or tobacco in public.

Keep your hands out of pockets -- avoid leaning on poles or buildings and the like.

(2) The use of PROPER SPEECH in all verbal contacts with the public and fellow officers.

(3) The need to DISPENSE EFFICIENT POLICE SERVICE with dispatch and courtesy at all times for all of the people.



BALTIMORE CITY POLICE DEPARTMENT



# Assist an Officer

## HELPFUL HINTS FOR POLICE OFFICERS

### POLICE-COMMUNITY RELATIONS (PART II)

#### IT'S A FACT THAT.....

The following things will enhance relations between the police and the public.

- (1) Always avoid discussion of religion, politics, race and nationalities.
- (2) Avoid loud, rough and boisterous talk -- it creates a bad impression.
- (3) Be sure that your answers to queries are not harsh, insolent or profane.
- (4) Treatment of complainants with respect is a "must". Be careful that the influence of your authority does not become oppressive in your relationship with people.
- (5) Continually practice COURTESY, and MAKE NO EXCEPTIONS:  
BE FRIENDLY WITHOUT BECOMING TOO FAMILIAR  
DIGNIFIED WITHOUT BEING ALOOF  
COMPASSIONATE, BUT FIRM AND EARNESTLY  
INTERESTED WITHOUT BEING OVER SOLICITOUS
- (6) Disagreeable duties must be performed willingly and unpleasant orders obeyed cheerfully.
- (7) Flares of temper, sarcastic criticism, and periods of moodiness have no place in the conduct of a police officer.
- (8) Be courteous and civil when dealing with violators. Don't consider a law violation a personal affront.
- (9) Make every effort to be friendly with children and elderly people. They look to you for help and guidance.
- (10) If you are in a group where the conversation turns to criticism of the Police Department, you should try to change the subject. If criticism is based on erroneous information that you can easily correct, you should do so, but don't become involved in arguments.



REMEMBER.....EACH MEMBER OF THE POLICE DEPARTMENT IS A PUBLIC RELATION-IST -- WHAT YOU SAY AND DO AND HOW YOU SAY AND DO IT IS IMPORTANT!

BALTIMORE CITY POLICE DEPARTMENT

Volume #1 - #17

POST ON BULLETIN BOARD

November 13, 1964



# Assist an Officer

## HELPFUL HINTS FOR POLICE OFFICERS

### RESPONDING TO ASSAULT AND ROBBERY CALLS

IT'S A FACT THAT.....

The principal objectives of the police officer after an assault and robbery has been committed are the detection and apprehension of the offender and the recovery of the stolen property.

This preliminary phase of the investigation begins immediately after the robbery has been reported to the police -- time being of the essence. District officers usually have the responsibility of making the preliminary investigation.

All robbery investigations are not identical, but the district officer on whose foot or radio car post the offense occurs will generally perform the following functions:

- (1) Proceed immediately to the scene with dispatch and safety.
- (2) First, determine whether or not the robbery complaint is bona fide. Notify the dispatcher immediately, if not bona fide, so that the "disregard" can be broadcast to other police vehicles responding to the call.
- (3) If the call is bona fide, immediately obtain as complete a description as possible of the assailant or assailants, the vehicle, if any, type of weapon used, amount of currency taken or description of property taken, method and direction of escape and name and address of the complainant. RELAY THIS INFORMATION TO THE DISPATCHER AS SOON AS POSSIBLE!
- (4) Render first aid if the victim or witnesses were injured. If the injured require additional treatment, have them conveyed to the hospital.
- (5) Effect the arrest of the offender, if upon your arrival at the scene, he is still present. If immediate apprehension seems likely, pursue the assailant and notify the dispatcher so that other units may assist in the chase. If the offender has left the scene, and immediate pursuit is unwarranted, have a description of him and the vehicle, if any, broadcast over the police radio so that a search of the area can be made without delay.

Cont'd.





# Assist an Officer

## HELPFUL HINTS FOR POLICE OFFICERS

### RESPONDING TO ASSAULT AND ROBBERY CALLS CONT'D.

- (6) Locate and identify the victim and any witnesses. Obtain their full name, home and business addresses and telephone number.

If a witness has to leave the scene before you are able to interview him, arrange to talk to him as soon as possible thereafter.

- (7) Interview the victim and witnesses. This should be done at the scene, if possible. They may be able to give you a description of the assailant, type of weapon or force displayed, relate any conversation had with the offender and any peculiarities in his speech or behavior and the method of approach.

(Separate witnesses and do not allow them an opportunity to discuss the incident until each one has been interviewed)

- (8) Protect the crime scene and preserve all physical evidence. This means preventing such evidence as footprints, fingerprints, dust, mud, oil, metal shavings, glass, paint or other important articles from being removed, obliterated or contaminated.

- (9) Interrogate suspect, if apprehended. (Be sure that the assailant has been thoroughly and properly searched and eliminate any possible means of escape)

### NOTIFY THE RADIO DISPATCHER OF APPREHENSION AT ONCE.

Observe the conduct of the suspect and try to obtain a statement from him. Also, note all conditions, dates, times and events in your memo book.

- (10) Report the incident accurately and completely in the offense report and supplement, for the information of your Commanding Officer.

In your report, remember to answer the: WHEN, WHO, WHERE, WHAT HOW AND WHY!

Usually a superior officer will assist in the preliminary investigation and keep the shift commander informed of any progress or developments in the case.

- (11) Cooperate with the detectives assigned in the "follow-up" investigation.

- (12) Finally, the district officer and detectives must work as an investigative team for results.





# Assist an Officer

## HELPFUL HINTS FOR POLICE OFFICERS

IT'S A FACT THAT.....

YOUR APPEARANCE IN UNIFORM plays an important part in your relations with the PUBLIC! HOW DO OTHERS SEE YOU?

CHECK THESE ITEMS PERIODICALLY-----

(1) Condition of your uniform

Clean? Well pressed?

Material worn or in need of repair?

(2) Shoes in good condition and well shined?

(3) Shirt clean, neatly pressed?

Are the collars and cuffs frayed or worn?

How about the black tie?

Has it been pressed and neatly tied?

(4) Remember, scarf and gloves when needed must be clean and neat and dark blue or black!

(5) Dark blue or black socks well darned are regulation!

No argyle or white socks are permitted.

(6) Be well groomed -- shaven, neat hair cut -- clean hands and fingernails.

(7) Check your personal hygiene regularly.... for your personal health as well as your Department.

"LOOK MILITARY"----"ACT MILITARY" and "BE MILITARY".... YOUR DEPARTMENT WILL HAVE THE REPUTATION OF "LOOKING SNAPPY" and BEING SHARP!!!



BALTIMORE CITY POLICE DEPARTMENT

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# Assist an Officer

## HELPFUL HINTS FOR POLICE OFFICERS

### SAFE DRIVING PRACTICES

DO YOU KNOW THAT.....

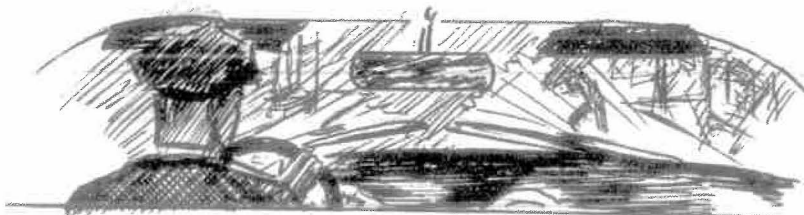
Improper driving of departmental vehicles creates a very poor impression on the general public.

The average citizen resents being told that his driving ability is faulty, especially after he has seen a police officer commit the same infraction for which he is being reproved. POLICE OFFICERS MUST SET A GOOD EXAMPLE WHEN DRIVING MOTOR VEHICLES.

REMEMBER THIS..... The fatal-accident rate, on the basis of miles driven, is 2½ times higher at night than during the day -- the limited observation ability during hours of darkness is a major contributing factor in many serious accidents that occur at night.

YOU CAN REDUCE THE ACCIDENT DANGER DURING NIGHT DRIVING IN THE FOLLOWING WAYS:

- (1) Be sure that you have had plenty of rest before driving -- fatigue impairs night vision and driver physical reaction.
- (2) Know the range of your headlights and how well you can see at various distances. Be able to stop within the visibility range of your headlights.
- (3) Avoid the use of dark or colored glasses at night. They decrease your vision at night.
- (4) Reduce speed when facing the glare of "on-coming headlights", and avoid looking directly at the lights. Keep the speed reduced until your eyes recover from the effects of the lights.
- (5) When using the high-beams, depress your headlight switch when approaching other vehicles.
- (6) Lower your headlight beams when following another driver. The glare from your lights might cause an accident due to rear view mirror reflection.
- (7) Keep the windshield and headlight lenses clean at all times. Dirty windshields and headlight lenses hinder the vision of the driver.



BALTIMORE CITY POLICE DEPARTMENT





# Assist an Officer

## HELPFUL HINTS FOR POLICE OFFICERS

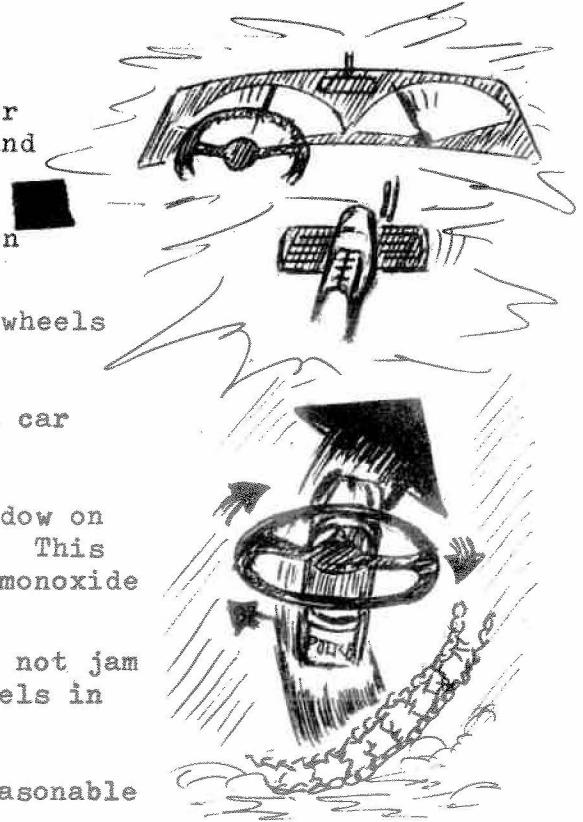
### SAFE DRIVING PRACTICES (Part II)

YOU SHOULD ALWAYS REMEMBER TO.....

Drive your departmental vehicle in accordance with existing road and weather conditions.

DRIVERS OF POLICE VEHICLES ARE ABOUT TO COPE WITH WEATHER SITUATIONS THAT WILL CREATE HAZARDOUS ROAD CONDITIONS. When streets and roadways are wet, icy or snow covered, the following safe driving practices are recommended:

- (1) Get the feel of the road
- (2) Keep the windshield clear. If ice or snow accumulates on windows, stop and remove same.
- (3) Immediately install skid chains when they are needed.
- (4) Pump your brakes to stop -- locked wheels will force the vehicle into a skid.
- (5) Keep your distance -- stay an extra car length behind the other car.
- (6) Ventilate the vehicle -- keep a window on each side open at least two inches. This will prevent "steaming" inside and monoxide poisoning of the occupants.
- (7) If the vehicle goes into a skid, do not jam on the brakes -- turn the front wheels in the direction of the skid.
- (8) Lastly, drive at a speed that is reasonable and proper for existing conditions.



\*A cautious driver protects departmental equipment, the life and limb of himself and others, consequently dispensing the public service for which he is ultimately responsible.



# Assist an Officer

## HELPFUL HINTS FOR POLICE OFFICERS

### SAFE DRIVING PRACTICES (Part III)

IT'S A FACT THAT.....

There are human factors that enter into the driver's ability to stop safely:

- (1) PERCEPTION OF DANGER -- This is dependent on the alertness of the driver and his ability to anticipate dangerous situations. This element requires good observation and vision -- including peripheral vision, and depth and color perception.
- (2) REACTION TIME -- This is the time that elapses between the perception of danger and the time the driver places his foot on the brake pedal.
- (3) BRAKING DISTANCE -- This is the distance traveled from the time the brakes are applied to the time the vehicle is completely stopped.

Many drivers do not realize the distance a vehicle will have traveled during the time of physical reaction of the operator and braking distance.

The chart below will give us some idea of the distance it takes to bring a vehicle to a complete stop, allowing for the reaction time and braking distance:

### STOPPING DISTANCES OF VEHICLES ON DRY ROAD SURFACES

Speed in Miles per Hour	Distance Traveled While Reacting (ft.)	Slowing or Braking Distance (ft.)	Total Stopping Distance (ft.)
10	11	6	17
20	22	25	47
30	33	55	88
40	44	105	149
50	55	188	243
60	66	300	366
70	77	455	532