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PENNSYLVANIA STATE POLICE

DEPARTMENTAL CONFERENCE

22 JUNE 1973

COMMISSIONER

DEPUTY COMMISSIONER

BUREAU OF RESEARCH AND DEVELOPMENT

BUREAU OF CRIMINAL INVESTIGATION

BUREAU OF TRAINING AND EDUCATION

BUREAU OF COMMUNITY SERVICES

BUREAU OF TECHNICAL SERVICES

BUREAU OF PATROL

BUREAU OF PERSONNEL

BUREAU OF STAFF SERVICES

PUBLIC INFORMATION OFFICE



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA STATE POLICE
HARRISBURG

COLONEL JAMES D. BARGER
COMMISSIONER

DEPARTMENTAL CONFERENCE PRESENTATION

22 JUNE 1973

LOYALTY TO THE DEPARTMENT

Our FR Manual contains a paragraph pertaining to loyalty to the Department. This morning, however, I want to discuss another type of loyalty to the Department. I feel that anyone employed by and earns his livelihood from a certain department, whether it be the Pennsylvania State Police or any other department, should give his utmost towards that department. In other words, if you work for a department, work for that department. Possibly we could take the statement of the late President Kennedy and put it to use in our Department--instead of so many of our personnel worrying about what the Department can do for him or her, it should be what that individual can do for the Department and to better serve the public.

Problems for the Pennsylvania State Police began to occur during November, 1972, as a result of an incident in Montgomery County when some of our personnel were charged with misconduct, subsequently resulting in a court-martial, with criminal charges pending. This action has resulted in a House investigation and many critical statements by the news media concerning the Pennsylvania State Police. I would like to clearly state: I had nothing to do with the situation in Montgomery County which has resulted in the Department being so highly criticized at the present time. There is no question that many of the matters being discussed and investigated by the House investigative committee are a result of information furnished by personnel from our Department.

Also, there is no question, we have a small number of malcontents presently in our Department. It is difficult for me to understand why men who are not satisfied with their present employment or with the Department, the Pennsylvania State Police, don't retire or resign from the job and obtain another type of employment in which they would be satisfied. I see no reason for a man to be malcontent and remain on this job. These malcontents have undoubtedly seriously jeopardized the reputation of the Pennsylvania State Police; and in so doing have hurt themselves, not only in the eyes of the public but also financially. I specifically refer to the individual who took it upon himself to make a full explanation or bring it out to the news media about our State Police Civic Association. Every man stands to gain from this association in which many men have put long hours into, enabling the members of the association to receive a small pension when they retire and also to provide an insurance benefit for each member. Yet, someone had to take it upon himself to make critical remarks concerning the State Police Civic Association; now it is under investigation by the House investigative committee. At the last session in which I testified, it was brought out that contributions had been received from Mafia-controlled or Mafia-associated persons. When these accusations are made, we have no way in which to retract such statements or to make retaliatory corrections on them. They are immediately printed in the newspapers and brought out to the public. We get such statements as: "State Police Received Gifts from Mobs" or "Mafia-controlled Organizations Contribute to State Police". Certainly, these statements do nothing to enhance the image of our Department.

Recently, Representative John McCue, Armstrong County, introduced a Bill into the House recommending a complete revamping of the Pennsylvania State Police, including a civilian director to head the force and a civilian review board to review any disciplinary action brought against any of our members. Let me say this: I have known John McCue for a number of years and he is a very honorable man.

He presented this Bill to the House because of several complaints brought to him by several members of the Department. First, he relates there are men on this job with 20 and 25 years who are still Troopers. I think we all are fully cognizant of the fact that that man or those men are Troopers merely because of his own lack of initiative; that every man on this job has the same opportunity for advancement or promotion. However, there are several men who have taken it upon themselves to complain to the public or to members of the House the fact they have not been promoted. The other reason for Representative McCue presenting this Bill was the fact that there was disciplinary action brought against a high-ranking officer and a lower-ranking officer because they had attended a country club where a crap game had been in progress. The newspaper relates that in interviewing Representative McCue he stated these men had been reprimanded or disciplined and transferred to another area and they had no recourse. I don't think anyone has to be much of a policeman to determine or establish who these men are who complained to Representative McCue about this particular incident. This was a very isolated incident that occurred sometime before I accepted this position as Commissioner of the Pennsylvania State Police. I think the disciplinary action taken at that time was more than justified and possibly could have been much more severe for anyone participating in a crap game at a public gathering. What I am trying to call to your attention is the fact that these troubles that are developing, these criticisms that are appearing in the newspapers daily, are being brought by our own personnel.

In line with the complaints and so forth of these few malcontents we have on our job, I don't expect the Troop, Area or Region Commanders to take a sympathetic approach with these individuals by immediately going to bat for the complaining individual and saying that the Department objectives are wrong. I think it's up to the Troop, Area and Region Commanders to support the cause of

the Department and Departmental Headquarters. When you find a man who is constantly complaining and griping about a situation, I think you should make some effort to correct the situation.

In my personal opinion, I feel that ninety-nine plus percent of our personnel are dedicated Pennsylvania State Policemen who want to do what is right. However, we have that small group of malcontents who suddenly found themselves in a position where they have to work to hold their positions and these malcontents are causing us serious problems. It is my suggestion to each and every one of you, from the Trooper to the Lieutenant Colonel, to do everything possible to encourage these malcontents who are not satisfied with the working conditions of the Pennsylvania State Police to find other means of employment.

TRANSFERS

Since I have been appointed Commissioner of the Pennsylvania State Police, I have done my utmost to see that the command personnel accept the responsibility of commanding that particular Troop, Area or Region to which they are assigned. In order to help them better serve or command that particular Troop, Area or Region, I have attempted to put the Captains as near to their residence as possible, and I recently moved a number of Lieutenants to their home Troops so they could better serve the Department instead of running back and forth across the State from their area of assignment to their residence. In doing so, it appears that possibly one or two Lieutenants did not return to their home Troops and I think all of you should understand it is not always possible to make everyone happy. However, I will state this: I will continue, as long as I am Commissioner, to put the commissioned personnel, particularly the Lieutenants, in their home Troops; and, whenever possible, I will also put the Captains in their home Troops. I will let them remain in that area of command as long as they do a conscientious job for this Department.

When I say a conscientious job, I mean they will take a sincere interest in their area of command; they will return to their Troop or station to see what is going on at night; and they will ascertain what is going on during holidays and weekends, instead of merely working 8:30 to 5:00 and then promptly running off to some secluded place where they can't be reached and have no idea of what is going on within their Troop.

Although I will do everything possible to see that the commissioned personnel return to their home Troops, at no time will I make an effort to return those commissioned personnel who do not do a job, run to outside influence for help in returning to their home Troop and/or constantly complain that someone else received a transfer and he did not. I will also state that because I return these commissioned personnel to their home Troops does not mean they will stay there permanently. It is an opportunity for them to prove to me they want to do what is right to command their particular area, whether it be station, Troop, Area or Region; if they do not produce and do not do the proper work, they can always be returned to a distant Troop.

It has been brought to my attention that allegedly there was some concern over the fact that Sergeant Mickey Cizmek has been transferred from Troop "T" to Troop "S" and assigned to the Belle Vernon station. I would like to state that this decision was made by me. Interstate 70, between New Stanton and the West Virginia line, is probably one of our worst highways in the Commonwealth and this is the reason I made the decision to include Interstate 70 within the Interstate Troop. In so doing, I wanted a man at the Belle Vernon station who would see that the men produce. For this reason, Sergeant Cizmek was transferred to that post and for no other reason. He was not returned to his home Troop; his home Troop is Butler. In fact, his assignment to Belle Vernon, I believe, is further away from his home than his present assignment at the Somerset station on the Turnpike. I have

objectively tried to transfer men so that it would better help the Department and, in many instances, be an advantage to the individual officer. I find that some of our command personnel are taking issue with this; yet, previous to my taking office, Departmental Headquarters made transfers without any consideration of the man's feelings or desires. Transfers were made wantonly, without consideration, with no rhyme or reason--a man was just told that he was transferred. I certainly don't want to get into that type of administration. When I transfer a man, it will either be for the good of the Department or for the good of the individual and/or both; they won't be wantonly or just to have transfers.

In line with the subject of transfers, due to the fact there will not be a new Cadet class in the immediate future, we will make every effort to make transfers according to Troop preference requests whenever such openings exist in the Troops. In other words, if we have a Trooper who has his three years in and wants to go to another Troop where there is another Trooper who has his three years in, we will attempt, whenever possible, to make that exchange, providing the Trooper is doing a good and proper job.

While we are discussing the request for transfers of Troopers and the complaints of some individuals, I have to recall my numerous times of sitting on an Oral Selection Board at the Academy to select appointees for the Cadet class. I can vividly remember many of these young men coming before the Board, practically with tears in their eyes, begging for an opportunity to become a member of the Pennsylvania State Police. They admitted they fully realized they would not be stationed at home with mother and dad, that they could be stationed anywhere in the Commonwealth, that they knew certain problems would arise that would not be to their fancy; however, they saw no problems with this--all they wanted was to be a member of the Pennsylvania State Police. Now we have some of these same young men, after they became members of the Pennsylvania State Police, immediately wanting to get back home or finding fault

with some directive or regulation of the Pennsylvania State Police. While these men are still young and on probation, I think it behooves every supervisor and commissioned officer to make certain that these individuals who we have accepted as members of the Pennsylvania State Police, do the job, sincerely want to be State Policemen, are competent and are willing to abide by the rules and regulations. If they are not, I suggest we take proper measures to see that they are removed from the force before they complete their probationary period. We have hundreds of young men still wanting an opportunity to join our force.

WEARING THE UNIFORM HAT

It has been brought to my attention that there is still some controversy or uncertainty about wearing the uniform hat. I think this was quite clearly stated sometime before I became the Commissioner. I don't know why we have this continued controversy or why the Region, Area and Troop Commanders fail to enforce the provisions as set forth in the regulations and by the former Commissioner. A man is not in uniform unless he is wearing his hat. You shall make sure the personnel do wear their uniform hat. The only exception to this was made some time ago for those certain personnel who are too tall; therefore unable to wear the hat comfortably while sitting in the Troop car. It is a safety hazard to the officer attempting to get out of the car in a hurry to recover his hat and fumble around getting the strap and hat on properly; in the meantime, he could be shot or run over. I should think, for the safety of the officer, he himself would want to keep the hat on his head. So that we understand, they shall wear the hat at all times when in uniform, with the exception of those who are determined by the Troop Commander to be too tall to comfortably wear the hat while sitting in the Troop car. Only those will be permitted to operate a Troop car and be in uniform not wearing their hat.

All cars are now air-conditioned and it is not too hot for the men to wear

their hats. Recently I saw a car just outside of Harrisburg and the Trooper had the window rolled down. It was a very hot, humid day and the Trooper's head was perspiring. He did not have his hat on and was not a tall man. I can't understand why anyone would ride with the window down on a hot day when there's air-conditioning in the car. Also, it was brought to my attention that a Trooper was seen along Interstate 79 with a motorist stopped and was out of the car. He obtained an attache case from the trunk of the car and was not wearing his hat. This is what happens, they don't wear their hat in the car and the first thing you know, they'll be out along the road not wearing it. I expect you command personnel to do something about this. When you find them not wearing their hats, you will warn them verbally and upon second offense you will take more strict measures until they learn they are going to wear them. This will be strictly enforced. It is a part of the uniform and will be made a part of the uniform.

CONFERENCES

We will attempt to hold a Departmental Conference every other month and I expect Troop Commanders to hold a Troop Conference at least once a month. AR 1-1 outlines that the Region Commander shall schedule and conduct staff conferences with his Area and Troop Commanders. It also outlines that Area Commanders shall schedule and conduct conferences with his Troop Commanders.

It has been brought to my attention that Regional Conferences have been held that included Station Commanders and other personnel. Any Regional Conference held will be attended only by the Region Commander, Area Commanders and Troop Commanders, or their designated representatives. These will not be full-scale conferences and should not be held too frequently, as we don't want our commissioned personnel constantly running to and from conferences. When a Troop Conference is held, I expect the Area Commander for that Area and the Region Commander for that Region to appear at such Troop Conference and to be knowledgeable of what is taking

place within that Troop. Further, I understand there are policies being made at these Regional Conferences relative to the operation of the Department. Troop, Area or Region policies are fine as long as they are not contrary to policies or regulations issued by Departmental Headquarters. Several months ago, an order was put out by Departmental Headquarters and I understand the statement was made at one of these Regional Conferences that the order was asinine. I'm not questioning whether he thought the order was asinine, but it was an order and will be complied with. It is not proper for a subordinate to decide whether such an order is asinine. If the command personnel in the Field find there is something objectionable to an order, I would suggest they forward a memo, through channels, to me or to the Deputy Commissioner. If we find we were in error, and unquestionably we will be in error at times, we will make whatever correction is necessary. I certainly do not want any command personnel out there making the statement that such orders are asinine.

ORDERS ISSUED BY DEPARTMENTAL HEADQUARTERS

On occasion, Departmental Headquarters issues special orders, directives, etc. These orders are issued with an explicit purpose and we expect the orders to be complied with. One such special order was recently directed to the Field and immediately we found certain commissioned personnel running to the Fraternal Order of Police to have the order circumvented. I would like to make it quite clearly understood, we will not tolerate any commissioned personnel attempting to gain the influence, assistance or help from the Fraternal Order of Police, politicians or any other organization in an effort to circumvent complying with the orders issued from Departmental Headquarters. When we find that such action has been taken by our commissioned personnel in the Field, it will only lead to the issuance of further special orders which I am sure will not be advantageous to anyone who has complained about the previous order.

REGULATION CHANGES

We are constantly trying to evaluate the present regulations and to change those regulations that need changed. Along this line, we are making a change in the regulation as to promotional examinations. The next promotional examination will undoubtedly be held in March, 1974. In addition, we will be changing the regulation regarding the evaluation of men. We will make the evaluation during the current year. In other words, the next evaluation will be from January 1, 1973, until December 31, 1973, for the total year. This evaluation report will have to be completed and submitted by the end of January the following year; in other words, the next evaluation will be due January 31, 1974.

GRIEVANCES

Our regulations specifically outline how a grievance can be handled. If a man has a grievance, and undoubtedly men do have legitimate grievances at times, we will handle these grievances according to the regulation outline. In line with this, I have received approximately three or four letters from wives of our members. This upsets me to some extent. First, I don't think the wife should take it upon herself to run her husband's life and they should work this out themselves. Also, I don't think it's up to her to make the grievance of her husband known to the Commissioner. I will say, I am quite sure the majority of these letters written by the wives are written without the knowledge of the Trooper or the Corporal, whichever the case may be. However, I do feel that our members should make it quite clear to their spouse or beneficiary, whichever the case may be, that they are employed by the Commonwealth of Pennsylvania as State Policemen and their actions and so forth are governed by regulations. Further, we will do everything within our ability to see that such regulations are amicable and agreeable to everyone concerned.

I fully realize we will at no time make a regulation or special order agreeable to all 4,000 members of this Department, however, we are concerned with the majority and this is what we must base our directives and regulations upon.

HEADQUARTERS AND STATION VISITS

I have been continuing my visits to the stations and Headquarters throughout the Commonwealth on the weekends and holidays. I will continue to do so until I have visited every installation and then I will begin the second trip around whenever time permits.

One of my most recent visits included Memorial Day weekend, when I visited Uniontown, Somerset, Ebensburg, Hollidaysburg and Everett on the Turnpike. I have no complaints in regards to these visits; in fact, I was very happy with the patrol coverage I observed on the county roads and on the Turnpike that Memorial Day weekend. During the past weekend, 16 and 17 June, I visited Bomansville on the Turnpike, Media, Trevoise, Doylestown and Easton on Saturday. On Sunday, I visited Plymouth Meeting on the Turnpike, Lehighton, Frackville and Hamburg. The majority of these stations were in good condition and there was ample patrol coverage. However, I found several conditions that must be corrected and corrected immediately. The Media station, as I fully realize, is a deplorable installation and I'm going to do everything possible to see if we can get a new building as soon as possible. However, my visit to this station disclosed there was a lack of manpower on duty over the weekend. This was a Saturday when I visited Media, which is one of the busier stations in the Commonwealth. At that time, I found there were eighteen Troopers, two Corporals and two Sergeants from the Patrol Section off duty, leaving only one Sergeant, two Corporals and seventeen Troopers on duty, including three men on desk duty. Actually, there were only fourteen Troopers on duty for that 24-hour Saturday. The Criminal Section there consists of ten men, including two

non-coms, one of which, of course, is in school; however, out of these ten men, only one man was on duty. There were eight men on days-off duty on Saturday, including the Sergeant. Also, there were two men, a Sergeant and a Trooper, assigned to the Auto Theft Section and these two were both off duty. I have stated before that I wanted more than half of the personnel on duty over the weekend and this certainly was not half of the personnel on duty. I constantly hear the argument that this is because of men on leave finishing their leave and starting their leave, which makes an overlap of off duty on the weekends. I want it clearly understood, there is no regulation that states a man must start his leave on Monday and take the preceding Saturday and Sunday as days off and then the Saturday and Sunday at the end of his leave as days off. I have no objection to this if all personnel at the station agree to work the weekend when those men are overlapping weekends on their leaves. However, if this cannot be arranged, there is nothing wrong with a man taking Monday and Tuesday as days off and starting his leave on Wednesday. I will not have this many men off duty on a weekend. This must be corrected.


The next objectionable condition I found was at Plymouth Meeting on the Turnpike. I visited that station at 10:00 hours on Sunday morning. When the electronically-operated locked door was opened for me to enter, I was actually appalled at the sight I observed. A Trooper sitting at the desk, who was supposed to be in uniform, had his shirt collar opened and his tie dangling down, held only by his tie clip. This man was badly in need of a haircut and his sideburns were entirely too long. Sitting at the other desk, next to the man in uniform, was a man attired in shower clogs, a pair of slacks and a sports shirt. At first I thought he was a prisoner until I observed he was preparing an accident investigation report. This man's hair and sideburns were so long and untrimmed that, without realizing the Turnpike does not have a Vice Detail, I asked him if he was a member of the Vice Detail. He said he was not. This is the sight John Q. Public

would have observed had he walked into that station for information on any other purpose. At the same time, there was a Sergeant on duty in that station sitting in the next office. He had done nothing to correct this condition. In addition to that, we have a Lieutenant who practically lives on that station and apparently has never taken it upon himself to correct the hairstyles of the men there. It appears necessary that we must take more positive action against those commissioned officers who fail to accept their responsibility in seeing that the men comply with our regulations in regards to the dress code, etc.

During my visits, I have also found that many of our installations have civilian Police Communications Operators assigned to their station. However, I find that very few of the stations are making use of these civilian PCOs on Saturday and Sunday. There is absolutely nothing in their contract that says these civilians will work a regular work week Monday thru Friday. Once in awhile, or every other week or every third weekend, you will utilize them on Saturday and Sunday, releasing another Trooper to patrol the highway. If the station has two civilian PCOs, there is no reason why one can't be used every other weekend. This is what they are getting paid for and we want these civilians used on the weekend so we can release the trained Trooper for out there on the highway.

CIVILIAN ATTIRE

In my visits to the various stations, I have observed officers assigned to the Criminal Investigation Section attired only in slacks and a sport shirt. We want our men to look like State Policemen and to do this they must be properly attired. Unless a man is assigned to undercover and/or vice investigations, he shall be attired in a shirt and tie with a suit or sport coat. It is required that our personnel carry a weapon while on duty and certainly when attired only in a sport shirt, they could not be armed. Corrective action shall be taken on this immediately.


In summing this up, I think we should all take stock in ourselves and begin to operate, work and live as a team. We are a great organization and the only way we can continue to be a great organization, as has been over the past 68 years, is by working together and doing our best to serve the public. We must help each other and quit finding fault with the little problems that arise and overcome them by doing a better job. In line with this, I ask each of you for your cooperation so that we can continue to have the finest organization in the world.

NOTES FOR DEPARTMENTAL CONFERENCE
JUNE 22, 1973
DEPUTY COMMISSIONER

A-70-21 - CITATIONS

RECOMMENDATIONS FOR STATE POLICE MEDALS ARE BEING RECEIVED WITH WHAT APPEARS TO BE INADEQUATE JUSTIFICATION. IT APPEARS THAT IN SOME CASES THE INCIDENT ON WHICH THE RECOMMENDATION IS BASED, WHILE NOT A ROUTINE POLICE MATTER, FALLS FAR SHORT OF MEETING THE CRITERIA ESTABLISHED IN THE REGULATION. A MORE CAREFUL SCRUTINY OF THE CIRCUMSTANCES MAY RESULT IN A LESSER RECOMMENDATION, SUCH AS A TROOP LETTER OF COMMENDATION. THE INTENT IS NOT TO DENY ANY MAN A MEDAL, BUT TO ATTACH THE PROPER IMPORTANCE TO THE AWARD.

HOLIDAYS AND SPECIAL TIME OFF

HOLIDAYS AND SPECIAL TIME OFF ARE INTENDED FOR THE PURPOSE OF GRANTING THE PARTICULAR DAY, OR TIME INVOLVED, AS TIME OFF. RECENTLY SPECIAL TIME OFF WAS GRANTED, AND SEVERAL WEEKS LATER I WAS RECEIVING REQUESTS AND NOTIFICATION THAT OFFICERS WERE NOW TAKING TIME OFF IN LIEU OF THE TIME INTENDED. HOLIDAYS AND SPECIAL TIME OFF WILL BE TAKEN WHEN IT OCCURS, EXCEPT FOR THOSE OFFICERS REQUIRED TO PERFORM THE POLICE FUNCTION. HEADQUARTERS OFFICES AND THE CAPITAL ARE CLOSED ON THE REGULAR HOLIDAYS AND PERSONNEL ARE NOT AVAILABLE FOR REGULAR BUSINESS. THE SAME SHOULD APPLY TO THE MEN IN THE FIELD. TOO MANY MEN ARE DECIDING ON THEIR OWN TO WORK A HOLIDAY SO THEY CAN TAKE A DAY OFF LATER ON MORE CONVENIENT TO THEIR PERSONAL NEEDS.

CONFERENCES, SEMINARS, CONVENTIONS

THERE HAS BEEN A FLOOD OF REQUESTS FOR PERSONNEL TO ATTEND CONFERENCES, SEMINARS AND CONVENTIONS ON STATE TIME AND AT STATE EXPENSE. IT HAS BEEN DETERMINED THAT IN SOME CASES THOSE MAKING THE REQUEST ARE NOT INVOLVED IN THE TYPE OF WORK COVERED BY THE MEETING. SOME OF THESE REQUESTS HAVE BEEN REFUSED. IT HARDLY MAKES SENSE THAT THE STATE SHOULD PAY FOR A MAN ATTENDING A CONFERENCE OF AN ORGANIZATION INVOLVED IN A TYPE OF ENDEAVOR OF WHICH HE IS NOT ENGAGED.

MEDICAL DEFICIENCIES

SPECIAL ORDER 73-60 WILL BE RESCINDED AND A REGULATION WILL REPLACE IT. AFTER SOME DISCUSSION WITH FIELD PERSONNEL, A REVIEW OF THE PROVISIONS OF SPECIAL ORDER 73-60 AND DISCUSSION WITH THE MEDICAL OFFICER, IT HAS BEEN DECIDED THAT A BI-ANNUAL REPORT ON PHYSICAL CONDITION SHOULD SUFFICE. THE REGULATION WILL REQUIRE THE REPORT TO BE SUBMITTED IN DUPLICATE AND WILL SPECIFY THE MAN'S CONDITION AT THE BEGINNING OF THE REPORTING PROCESS. IT WILL ALSO REQUIRE HIS CURRENT CONDITION AND WHAT CHANGE HAS TAKEN PLACE IN THE INTERIM. AS STATED BEFORE, THE INDIVIDUAL'S EFFORTS TO CORRECT HIS CONDITION WILL BE REFLECTED IN ITEM K OF THE EVALUATION FORM.

ABSENCE FROM DUTY

IT IS IMPORTANT, PARTICULARLY IN THE CASE OF COMMISSIONED OFFICERS, WHEN THEY ARE NOT AVAILABLE AT THEIR ASSIGNED STATION, THAT THE

DESK OFFICER OR PCO KNOW THEIR WHEREABOUTS. TOO OFTEN WHEN I HAVE CALLED THERE IS AN ATTEMPT TO CONTACT THE PERSON, THEN IT IS DETERMINED THAT THEY ARE NOT AVAILABLE AND, FINALLY, THEIR WHEREABOUTS IS UNKNOWN. STARTING IMMEDIATELY THE DEPUTY COMMISSIONER'S OFFICE WILL BE NOTIFIED OF THE ABSENCE OF TROOP, AREA AND REGION COMMANDERS ON OCCASIONS OTHER THAN REGULAR DAYS OFF.

DISCIPLINARY ACTION REPORTS
IT HAS BEEN NOTED THAT IN SOME CASES THERE IS AN UNUSUAL LENGTHY PERIOD OF TIME BETWEEN THE SUBMISSION OF A DISCIPLINARY ACTION REPORT AND THE COMPLETION. DISCIPLINARY ACTION REPORTS SHOULD BE PROCESSED AS EXPEDITIOUSLY AS POSSIBLE. AS YOU KNOW, THE DISCIPLINARY ACTION REGULATION IS BEING REWRITTEN AND SHOULD BE COMPLETED IN THE NEAR FUTURE.

ASSIGNMENT TO SPECIAL UNITS
REQUESTS ARE OCCASIONALLY SENT OUT TO THE FIELD FOR RECOMMENDATION FOR MEN TO BE ASSIGNED TO SPECIAL UNITS. IN MANY CASES THE RECOMMENDATIONS COME IN SIMPLY GIVING A MAN'S NAME AND VERY LITTLE OTHER INFORMATION. IT IS VERY DIFFICULT TO MAKE AN OBJECTIVE EVALUATION OF A PERSON'S SUITABILITY FOR A PARTICULAR JOB WHEN ALL YOU HAVE IS THEIR NAME AND PERHAPS DATE OF ENLISTMENT. HIS EDUCATION, SERVICE EXPERIENCE, HEALTH AND OTHER PERTINENT FACTORS SHOULD BE INCLUDED IN THE RECOMMENDATION.

CORRESPONDENCE

UNLESS SPECIFIED BY REGULATION, OR BY THE REQUESTING MEMORANDUM OR LETTER, ONE COPY OF MATERIAL FORWARDED TO HEADQUARTERS IS SUFFICIENT. IN MANY INSTANCES TWO, THREE, AND EVEN FOUR COPIES OF CORRESPONDENCE IS BEING RECEIVED, WHEN ONE WILL SUFFICE. SOME REGULATIONS AND/OR THE BASIC CORRESPONDENCE WILL STATE HOW MANY COPIES SHOULD BE RETURNED.

MANPOWER ALLOTMENTS

ON JUNE 6 AND 7, MAJOR DEYO AND I MET WITH MOST TROOP, AREA AND REGION COMMANDERS TO DISCUSS THE MANPOWER ALLOTMENTS FOR THEIR TROOP HEADQUARTERS AND STATIONS. PRIOR TO THESE MEETINGS I HAD RECEIVED COMMENTS FROM A NUMBER OF TROOP COMMANDERS THAT THERE IS AN ABUNDANCE OF NON-COMMISSIONED OFFICERS, PARTICULARLY SERGEANTS, IN THEIR TROOP AND THEY WOULD BE GLAD TO TRADE SOME FOR TROOPERS. WITH THIS THOUGHT IN MIND, WE DECIDED TO HOLD THESE MEETINGS AND DISCUSS FUTURE ASSIGNMENTS. THERE SEEMED TO BE A RELUCTANCE TO REDUCE THE NUMBER OF SERGEANTS, EXCEPT IN SOME CASES. WE ARE STILL WORKING ON THE RE-EVALUATION AND IN ALL PROBABILITY WILL MEET AGAIN WITH THE TROOP COMMANDERS, INDIVIDUALLY, TO DISCUSS THE PROBLEM. THIS WILL NOT AFFECT THE MANPOWER TABLES SOON TO BE SENT OUT.

TRANSFERS

A STATEMENT WAS MADE BY A NEWSMAN THAT ONE OF THE TROOPS HAD A NOTICE ON THEIR BULLETIN BOARD THAT TRANSFERS WERE

BEING MADE BECAUSE THE MEN "DID NOT HAVE ENOUGH ARRESTS." A CHECK WAS MADE AND IT WAS DETERMINED THAT THIS WAS ENTIRELY ERRONEOUS AND NO SUCH NOTICE WAS EVER POSTED, NOR WAS ANY STATEMENT MADE TO THAT EFFECT. WHAT ACTUALLY HAPPENED WAS THAT THE TROOP, IN AN EFFORT TO ESTABLISH A STANDARD, STRESSES "CONTACTS," WHICH INCLUDES ASSISTS, WRITTEN WARNINGS, FAULTY EQUIPMENT, ACCIDENT INVESTIGATIONS, ARRESTS AND OTHER PATROL RESPONSIBILITIES. THESE ARE ITEMS, WHEN CONSIDERED IN THEIR ENTIRETY, EVERY MAN GOING ON PATROL IS EXPECTED TO COVER DURING HIS ASSIGNMENT.

1973 NATIONAL BOY SCOUT JAMBOREE
IF THERE IS ANY CHANGE IN PERSONNEL ASSIGNED TO THE SCOUT JAMBOREE, TROOP "D" SHOULD BE NOTIFIED BY UNISCOPE. ALL COACH-TRAINEE TEAMS ASSIGNED TO THE JAMBOREE SHOULD BE IDENTIFIED AS SUCH BY NOTIFICATION TO TROOP "D".

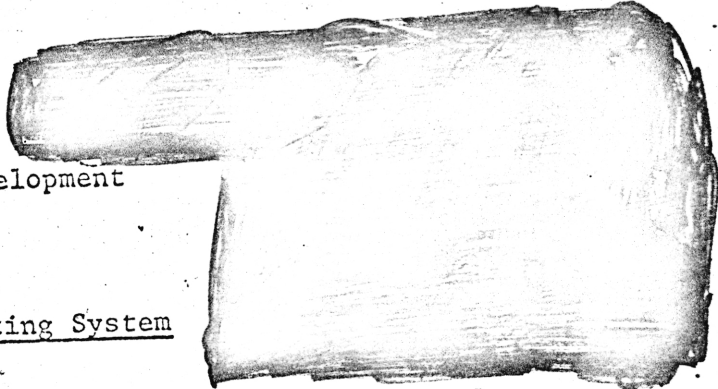
June 13, 1973

501 12-67

SUBJECT: Material to be presented at Departmental
Headquarters Conference - June 22, 1973

TO: The Commissioner

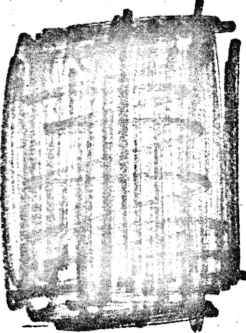
FROM: Director, Bureau of Research and Development



Uniform Crime Reporting System

On July 1, the State Police will assume responsibility for management of the Pennsylvania U.C.R. System. This is a very significant event, because it provides the State Police with an opportunity to play a more important role in the State's Criminal Justice System. As the manager of the U.C.R. System the Department will collect crime statistics from 880 reporting jurisdictions, process the data reported, and prepare reports as required by Act 188 of 1969.

Due to the scope and importance of this program it is absolutely essential that the Department manages the system as effectively as possible. By accepting responsibility for the program the Department has committed itself to fulfill the original specifications of the program initiated January 1, 1971. These specifications include collecting and processing U.C.R. data on a monthly basis, production of feedback reports to local jurisdictions, production of a monthly tape record for the FBI, and production of annual reports and other reports required by law.



The Department's plan for upgrading the U.C.R. program involves the assignment of field personnel to act in liaison with the local agencies reporting into the U.C.R. System. One enlisted man, or more if necessary, from each of the 83 county stations will be assigned to the liaison function. The Liaison Officer's duties will include assisting reporting agencies in the completion of U.C.R. forms, reviewing the U.C.R. forms prior to submission to Departmental Headquarters, and returning invalid reports for corrections. The activities of the liaison personnel will ensure that reporting error is minimized and that local agencies have access to the best and most current information concerning the program.

During the first six (6) months following the transfer of the program to the State Police the data processing function will be performed by the Commonwealth's Central Management Information System at Middletown. Sometime during 1974 the Department's Information Systems Division will take over this function. The utilization of the State Police computer will provide the most modern technology available to speed up the system to meet its commitment to provide timely feedback reports and produce the records necessary for other reporting requirements.

The Department recognizes the value of crime statistics to all elements of the Criminal Justice System. Law enforcement administrators need to know the volume, extent, trend, and nature of the crime problem. This information is necessary if intelligent planning is to occur and realistic programs developed to effectively deal with crime matters. Crime statistics also provide administrators, educators, and researchers in the public and private sector of our society with required data to study and evaluate in relation to existing programs, or in anticipation of new programs.

When the U.C.R. System has been completely transferred to the Department and the various phases of the program have been upgraded to fulfill all program requirements, Pennsylvania will have one of the most modern crime statistic systems in existence. Each individual associated with the program is expected to perform at the same high level of efficiency that is demanded of State Police personnel in all other areas of activity.

DEPARTMENTAL CONFERENCE NOTES
BUREAU OF CRIMINAL INVESTIGATION
JUNE 22, 1973

Extradition

Teletype for Out of State Wanted Person, we must state that the District Attorney will extradite. We are getting too many inquiries on this point, due to the absence of this phrase "WILL EXTRADITE." Kindly add to your message that you will extradite; otherwise, do not send it for out-of-state broadcast.

Vouchers

On vouchers please have the personnel who have expenditures in the course of their investigation to itemize their expenditures; otherwise, they will be returned for correction. "At Large" or the name of the county is insufficient even though the investigative report discloses exactly when and how the expenditure was made. It is necessary to document this on the voucher. Recently we have had to return vouchers to some Troops for this reason and this in turn causes a delay in the reimbursement to the Troop Petty Cash Fund. This result in delay causes you to go broke.

Fire Investigations

Teletypes or messages should be sent to the Fire Marshal, Departmental Headquarters on all fires investigated by the Pennsylvania State Police. This to include fires investigated by the Pennsylvania State Police who are not assigned to the Fire Marshal Unit.

Bomb Reports

When members of the Pennsylvania State Police submit reports on bombings and attempted bombings to the Fire Marshal Division, Departmental Headquarters, using the standard investigative report form NBDC Form 1, please comply with instructions as covered by the incident reporting guide. Attention is called to the Reporting Officer to place the code numbers in the boxes provided on the forms.

Intelligence Reports

We will discontinue the six month Intelligence Report as it has been prepared in the past. Instead it will be incumbent upon each Troop to submit Intelligence Reports on major criminals on a regular basis as the information is gathered and in accordance with the provisions set forth in our Field Reporting Manual 7-2. These reports will be submitted to the Bureau of Criminal Investigation. We will try at the Bureau to supply you with the names for updating; however, the responsibility for submission on all major criminal activity lies with each individual Troop.

Confidential Police Vehicles

I would like to re-emphasize some of the guidelines concerning the use of our confidential vehicles. The purpose of these vehicles are to aid the undercover investigating officer while investigating narcotics and gambling and with some exceptions, may be used for other type investigations. However, these vehicles are not, and I repeat, are not to be used for surface narcotic investigators, station commanders or any other officer for routine type investigations, where the identity of the car would be compromised. Additionally, these vehicles are not to be used by any officer, including undercover officers, during court appearances. We have purchased these cars to make our job easier. Please use good sense in the use of these vehicles.



BUREAU OF TRAINING AND EDUCATION
PENNSYLVANIA STATE POLICE ACADEMY
P. O. BOX AA
HERSHEY, PENNSYLVANIA 17033



Tel. 717-533-9111

June 19, 1973

FROM: Administrator of Training and Education.
TO: Deputy Commissioner.
SUBJECT: Matters to be Discussed at the Area and Troop
Commanders Conference, June 22, 1973.

1. Municipal Police Courses at Academy and Regional Training Centers:

Because of the lead time required to secure Federal Funding, many Municipal Departments find an advantage in submitting applications long before our courses are scheduled. Henceforth, Troops should accept applications for any course listed in the Training Calendar and forward them immediately to the Academy.

The requirements mentioned in the Training Calendar - regarding a submission date 30 days prior to the class will no longer apply.

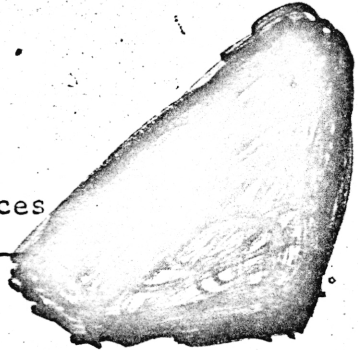
The reports to date on Crime Code Instruction have been exceptionally good. We ask that Troops continue the present reports of the training given.

The supply of Crimes Code handouts, 8,000, has been depleted.

Future classes will rely on borrowed handout manuals or on the New Criminal Law Manual.


Edward M. McGroarty
Lt. Col. PSP

Departmental Conference Presentation
Captain Leonard T. Koper, Bureau of Technical Services
June 22, 1973



1. In many instances, the Bureau of Patrol has not been receiving Fatal Accidents involving multi-page CLEAN Messages from the field at the time they are sent over the CLEAN System. The Bureau of Patrol then has no knowledge of the fatal accident until the Accident Report reaches them, which could be days after the accident occurred. The Accident Report received then states that a CLEAN Message was sent and indicates the message number and date sent.
 - A. Repeated checks made by CLEAN personnel indicate the reason multi-page fatal accident messages are not reaching their destination is because of various errors made in sending the message. The errors consist of either an invalid routing, an improper header, or not using the proper coding in closing out the last page of the multi-page message. These errors are immediately sent back over the CLEAN scope to the sender indicating that the message is invalid. Some senders have been ignoring the invalid notification. Instead of sending a corrected message, the invalid copy of the message sent is simply filed in the Station communications file and the Bureau of Patrol fails to receive the intended message.
 - B. We would appreciate this matter being discussed at the various Stations during their weekly sessions in order to alleviate this condition.
2. The principal reason for return of fingerprint cards is that in many cases they cannot be accurately classified and filed, due to various reasons. During the past six months 441 fingerprint cards were returned to the Troops, so that the cards could be completed fully or that the defendants could be reprinted if possible.
 - A. The reasons for return and the number of cards involved were:

<u>Number of Cards</u>	<u>Reason For Return</u>
163	Fingers not fully inked or rolled.
109	Some impressions smudged, possibly fingers slipped while being rolled, or fingers were not clean and dry.
59	Ridge characters not distinct, possibly due to the nature of the individual's employment or some other cause. Legible prints may possibly be obtained after a few days.

<u>Number of Cards</u>	<u>Reason For Return</u>
59	Date of birth not given.
20	One or more impressions missing or partially missing with no notations of amputation or other reason for being missing.
10	No charge noted.
5	Hands had been reversed.
5	One or more fingers printed twice.
3	Ink was unevenly distributed.
3	Too much ink.
2	Insufficient ink.
1	Name of person arrested not shown.
1	Fingerprints not in sequence in spaces indicated.
1	Black printers ink was not used.
<u>1</u>	
Total 441	-- Which is approximately eleven (11) per cent of the fingerprint cards submitted by all Troops during the last six month period.

B. Our Department is interested in providing the best possible identification information not only to the State Police, but to all law enforcement and other criminal justice agencies. The submission of clear, legible fingerprint cards containing complete information assists greatly in attaining this goal.

C. We ask that you discuss this with your personnel at all levels.

BUREAU OF PATROL
CONFERENCE NOTES

1. Delinquent Hit and Run Accident Reports

Field personnel are not making proper notations on accident reports and supplemental reports that the accident is a Hit and Run. A recent survey disclosed that of 232 reports checked, 122 are not properly marked as Supplemental Hit and Run. In addition, there were 46 accident reports (H & R), for which no supplemental have ever been submitted.

2. Requests for Immediate Suspension Check

Telephone calls are received at the Bureau of Patrol requesting immediate suspension checks. These calls are made by the switch board operator on station. When additional data concerning the case in question is requested, the switch board operator at the State Police Station does not have the answers and many times indicate that the requesting Trooper has left the station and gone home. If the request necessitates an immediate suspension check, it is reasonable to assume that all pertinent information should be in possession of the Patrol Supervisor or the Trooper be available on station.

3. State Police Escort Moves

A Directive has been sent by Mr. L. G. O'Brien, Director, Bureau of Maintenance, PennDOT, to all permit offices, indicating that unless the actual address of the starting point and the destination is incorporated in the request for State Police escort in conjunction with a state hauling permit, no moves will be approved by the Central Permit Office or the Bureau of Patrol, Departmental Headquarters.

4. Fine and Costs on Traffic Citations

Operations Manual, under SP-7-0017A, dated July 19, 1972, on Page 18.8 and 18.9, Paragraph B(23), clearly directs the fine and cost will be left blank if the specific violation involves a sliding fine. This is being violated by field personnel. If there is an insistence by the District Magistrate, Court Administrator, or the court, that this amount should be filled in by the Trooper, a special report, through channels will be submitted to the Director, Bureau of Patrol, who will transmit the information to the Administrator of the Supreme Court, Criminal Rules Committee.

5. Accident Investigation

Roads do not cause accidents - operators do. Personnel have been cautioned in the past to refrain from making the statement that the accident was caused by a "slippery highway".

A review of the accident report discloses that the violation indicated was, "too fast for conditions".

6. Removal of Stop From Operator's File

Emphasize to all personnel when fine and costs have been paid as a result of a warrant placed in the operator's stop file that a request for removal should be made promptly. When such failures are discovered at Departmental Headquarters, the matter will be referred through the Troop Commander requesting explanation.

7. Emergency Equipment Kits

Distribution of these kits, acquired by the 1972-1973 budget year, is being made by Central Supply. To insure proper maintenance and accountability, refer to Memo 71-63, dated August 9, 1971.

PENNSYLVANIA STATE POLICE
DEPARTMENTAL HEADQUARTERS
HARRISBURG

June 18, 1973

FROM: Captain Jay C. Hileman, Personnel Director
TO: Commissioner
SUBJECT: Departmental Conference - Notes for June 22, 1973
REFERENCE: (a) Special Order 73-43, dated February 28, 1973

1. Cost Centers - The Personnel Division is responsible to the Office of Administration for Station Cost Center placement of those personnel listed on Personnel Transaction Changes. Delays in processing these cost center changes also create the necessity for the Comptroller's Office to issue supplemental checks.

2. In order to establish a timely basis for processing transactions in accordance with the Office of Administration's Directives, Commanding Officers shall, within five (5) days of receipt of a Personnel Order, notify the Personnel Office of the Station and Duty assignment for personnel affected. The Personnel Office shall also be notified of any changes in cost centers for Intra-Troop Transfers being made in relation to such Personnel Order. This notification shall be via telephone to the Personnel Director, Attention: Mr. Landis or Mr. Crum, followed by a written memo to the Personnel Director.

3. In all cases where the Personnel Office is not in receipt of the above information within the specified time, Commanding Officers should prepare the necessary change sheets to correctly place such personnel in the proper cost centers.

MEDICAL BILLS PAID BY INJURED PARTY

Whenever an employe is injured in the line of duty and the injured party pays the medical or prescription charges, when bill is submitted to Personnel for processing, please state that payment is to be remitted to Claimant and list home address of Claimant. (Refer to AR 4-4, 4.03 - G)

ENLISTED PERSONNEL - BLUE CROSS/SHIELD PREVAILING FEE

Open enrollment will be extended to those employes who have not yet applied for State Paid Blue Cross/Shield and Group Life Insurance.

It will be necessary for those desiring Life Insurance coverage, that their names, social security numbers and PPBS Account Codes be submitted by Memo to the Director of Personnel, no later than June 25, 1973.

Enrollment cards for Blue Cross/Shield should also be submitted no later than June 25, 1973.

Those who do not apply during this Open Enrollment Extension Period, will not be given the opportunity to apply until a new open enrollment period is designated.

1973-74 PAY SCHEDULES

The Personnel Division is presently having new Enlisted Pay Schedules effective July 1, 1973, printed. They should be ready for dissemination to the Field shortly.

LONGEVITY FOR PERSONNEL ABOVE MAXIMUM (C.I.S.)

Retroactive payments for personnel who were withheld from Longevity

Increases because of Above Maximum Salary (former C.I.S. personnel) will be processed sometime after July 1, 1973.

QUARTERLY ROSTER

When the quarterly roster is prepared all changes effective up to July 19, 1973 should be reflected.

OA279, PAYMENT FOR OUT SERVICE TRAINING COSTS

The 279 form must show a complete course description and a separate paragraph establishing job relevancy. No partial payments for a course will be paid.

LEAVE WITHOUT PAY

All such requests should be submitted in writing to the Commissioner, Attn: Personnel Director, indicating date and length of such request, with appropriate endorsements.

BUREAU OF STAFF SERVICES
DEPARTMENTAL CONFERENCE NOTES
JUNE 22, 1973

Boy Scout Jamboree at Moraine State Park, Butler County

The Troops involved in the Butler Jamboree will pick up here today Manuals for distribution to those men being assigned. The assigned men will take the Manual to Butler with them for their use during the tour of duty.

It will be necessary to assign only vehicles equipped with the MOCOM 70 Radios to this Detail as they will be using the frequency available only in this type radio. Some cars equipped with this radio have high mileage therefore you should ensure they are in good operating condition to preclude breakdown. No Green and White cars will be used.

Have vehicles washed just before they go to this Jamboree and they should be gased up just before reporting at the Motel.

Make certain men assigned to this Detail are checked out in order that their uniforms present the best possible appearance. There should be no faded shirts or hats.

PATROL VEHICLES

We continue to have the problem of older cars not being used resulting in many new vehicles accumulating higher mileage than the cars we want to take out of service. Those Green and White cars still in the fleet should be assigned first to patrol, then the old Blue and Gold and finally the 1973 Blue and Gold cars. We can, through this method, have more late model vehicles available for patrol and get the older cars out of operation.

PUBLIC INFORMATION OFFICE
Departmental Conference Notes

1. In light of the extraordinary amount of attention the Department is getting in the news media as a result of the House Hearings and the Court Martials, I call your attention to AR 6-1 and Special Order 73-100. These deal with our policy and procedure on providing information to the media.

We are still in the business of serving the people, and providing the news media with information is part of the job. The best way to counteract the unfavorable and sometimes distorted publicity is through good, professional police service; and then see to it the news media knows about it. For example, if the helicopter is involved in a rescue or lifesaving operation, or if it is used in a search for a lost person, be sure that it is mentioned on the news release form. When your people provide any extra, non-routine services connected with their work, see that the news is made available to the media. Only by doing a good job and letting the public know about it are we going to survive the situation we find ourselves in. This requires the attention and efforts of all of us.

2. The Rodeo has a thirteen (13) performance schedule this year beginning July 30th in Scranton. The Public Information Office will be sending each Troop concerned a package of publicity material. This material will be sent sometime during the week of July 9th. The package includes a newspaper type story covering the history and background of the rodeo, an outline of the acts in the show,

some radio spot announcements and a selection of pictures of some of the acts.

It is suggested each newspaper, radio and TV station in the Troop area be contacted two weeks in advance of the show dates and asked to carry the story and or the spot announcements. It is important that personal contact be made with the radio and TV program directors and the editors of the papers. Please, do not mail the material. It is also suggested the publicity efforts not be made more than two weeks before the show date.

The news release should provide enough information for any of the news media, but if additional information is requested, such as names, etc., of local people in the show, have them contact the Public Information Office at Departmental Headquarters. The package of material will include enough copies to take care of all the media in the Troop area.

Questions??