

**CHICAGO AND WESTERN INDIANA  
RAILROAD COMPANY  
THE BELT RAILROAD COMPANY  
OF CHICAGO**

**RULES AND INSTRUCTIONS  
FOR THE GOVERNMENT AND  
GUIDANCE OF EMPLOYEES  
OF THE POLICE DEPARTMENT**

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**IMPORTANT NOTICE**

The rules herein set forth, in addition to the applicable rules contained in the Book of Rules governing all employes of this railroad, are issued for the government and guidance of the Police Department, effective **SEP 1 1958**, superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority from time to time to meet existing needs.

L. B. Kizer

Superintendent of Police

on duty shall wear the full prescribed uniform, and shall refrain from smoking while on duty in view of the public.

10. Members of the Department shall not leave their posts without permission, except in cases of emergency, and in such cases they shall notify their superior officer without delay of their reasons for so doing.

11. Members of the Department shall be held personally responsible for the proper care and return of all company property issued to them.

12. Failure of members of the Department to accord proper respect to their superior officers shall subject them to disciplinary action in accordance with provisions of their working schedule agreement.

13. Members of the Department shall refrain from petty criticism of fellow officers, and shall discuss mutual problems in a courteous and restrained manner.

14. Members of the Department shall be commissioned in accordance with the laws of the State or Municipality where assigned. Inability of a member to secure necessary police commission or indemnity bond will automatically disqualify him at any time from continuing in service.

15. Officers must be courteous at all times, and must exercise their lawful powers in a discreet manner. Arrests shall be made quietly, without attracting unnecessary attention or subjecting the prisoner to needless severity, humiliation or exposure. Officers must be careful to couch their instructions in clear and temperate terms, avoiding loud or boisterous language.

16. When making an arrest, the person being arrested shall be informed of the authority of the officer, and the cause of the arrest, except when the person being arrested is then in the actual commission of a crime or is being pursued immediately after the commission of a crime.

17. Officers must note conversations and actions of persons while in their custody, obtaining all admissions possible without threats or promises of immunity. Should a prisoner desire to make a statement or confession it must be taken in a legal manner, with witnesses, if possible. Prisoners must not be allowed to destroy evidence.

18. Officers must have in their possession a note book in which to record names of persons arrested, date, time, and place of the arrest, together with all other pertinent information relating to the arrest. Also, officers shall record other pertinent information developed through the investigation of complaints.

19. The reckless use of firearms or their unnecessary display is strictly prohibited. The utmost care must be exercised in the handling of firearms. Consider every gun to be loaded at all times. Revolvers shall be drawn only in self-defense, or when necessary to effect the arrest of a person known by the officer to have committed a felony. Revolvers shall be fired only in defense of the life of the officer, or other person. Revolver must not be discharged while running, or in a crowded thorough-fare or other place where innocent persons may be injured.

20. Officers must observe persons entering and leaving premises, and shall question suspicious persons as to their identity and right to be on the property.

21. Trespassers or persons creating a disturbance

on company premises shall be warned to desist, and if they persist in these offenses, they shall be arrested where the law permits.

22. When questioning persons found loitering in passenger stations, officers shall do so in a courteous manner, and before ordering such persons to leave premises, they shall ascertain if persons have purchased tickets or intend to do so.

23. Officers must be familiar with criminal procedure in the district in which they are assigned, and with the statutory elements of such crimes as may be committed on company property.

24. Matters of importance and interest must be promptly reported by officers to their superiors. Also, all matters of importance must be passed by officers to their relief.

25. At scenes of wrecks, fires, floods, or other disasters, the first efforts of the officer shall be directed toward saving life in danger, and next to saving property from being destroyed, damaged, or stolen by persons assembled.

26. Officers must be familiar with the location of fire alarms, and fire apparatus on company property, and shall develop a general knowledge of combating the various types of fires. Officers on duty at scenes of fires shall prevent unauthorized persons from entering inside fire lines on company property, and prevent thefts or other depredations from being committed.

27. In the performance of their duties, officers shall be guided by the Safety Rules of the Company.

28. All members of the Department shall have the privilege of communicating directly with the Superintendent of Police regarding matters which, in their opinion, are of a serious nature and which

were not satisfactorily disposed of by previous contact with their superior officers below the rank of Superintendent of Police.

## SPECIAL INSTRUCTIONS *DUTIES*

### No. 1. Chief Special Agent - *INSPT*

The Chief Special Agent shall keep himself advised as to the needs and requirements of the Police Department to provide for the protection against depredation, fire, or trespass of company properties, and that entrusted to its care; and for the protection of the company's personnel and its patrons against harm or annoyance by unscrupulous or disorderly persons. He shall have supervision over members thus employed, and shall instruct them as to their duties relative these matters. He shall know from personal observation that these duties are being properly performed, and that all members understand and obey the Rules and Regulations of the Department.

He shall make such investigations and compile such reports as may be required for the proper operation and maintenance of the Department.

### No. 2. Assistant Chief Special Agents *DUTIES*

Assistant Chief Special Agents shall keep themselves advised as to the requirements of the Police Department, and shall make sure that all members coming under their jurisdiction are thoroughly conversant with their duties and the Rules and Regulations of the Department. They must know from personal observation that such duties are being properly performed, and that the rules and instructions are being obeyed.

They shall supervise and assist in carrying out the functions of the Department, and shall promptly investigate all burglaries, larcenies, and other crimes

in which the company's interests are involved, and shall make every effort to apprehend the offender.

They shall make such other investigations and compile such reports as may be required for the proper operation and records of the Department.

### No. 3 Desk Sergeants

Desk Sergeants shall keep themselves advised as to the needs and requirements of the police service to be able to act in the absence or inability of their superior officers. They shall be responsible for the proper handling of telephone and radio communications, and for the preservation of departmental files and records.

They shall make such investigations and compile such reports of matters coming within their jurisdiction as may be required for the proper operation and records of the Department.

They shall dispatch members coming under their command to scenes of depredations, accidents, fires, or other disasters, and shall promptly notify their superior officers of such incidents, and of other matters of importance.

### No. 4 Patrolmen—Passenger Depot Patrol

a. Depot patrolmen shall tour the passenger depot and its appurtenances keeping on the lookout for baggage thieves, pickpockets, swindlers, panhandlers, vandals, sex criminals, intoxicated and disorderly persons, and prevent unauthorized persons from assembling on company premises. Quell any disturbance which may arise, and assist passenger agents and train conductors in removing intoxicated and disorderly persons from trains.

b. Agents and peddlers shall not be permitted to solicit on company premises without express per-

mission from the Superintendent. Operators of taxi cabs and buses shall not be permitted to solicit passengers inside depots or upon train platforms.

c. In case of a disturbance inside Harvey's Restaurant, or Cocktail Lounge, at Dearborn Station, depot patrolmen shall approach the matter with caution, and if any difficulty is expected in quelling the disturbance, the city police shall be summoned to handle the disorder.

d. Depot patrolmen shall assist station forces in maintaining orderly procedure during periods of heavy passenger travel. Patrolmen at Dearborn Station shall assist gatemen in keeping an aisle open through crowds when detraining passengers are entering station, and shall assist gatemen in maintaining orderly procedure when passengers are boarding trains.

e. Uniformed patrolmen shall tour passenger depots in such a manner as to keep persons assembled aware of their presence. Patrolmen shall note appearance, actions, and conversation of persons in depot, and shall inspect parcel lockers, dispensing machines, and other equipment and fixtures in waiting rooms and mens washrooms for signs of theft or malicious damage during their tour.

f. Patrolmen shall assist Station Master or Agent in caring for ill or injured persons, keeping crowd away from victim, and safeguarding victim's personal property. Patrolman shall also assist Travelers Aid Agency workers, upon request, in caring for ill or disabled persons assigned to their care.

g. Special attention shall be given to problems involving aged or infirm persons, and women traveling with small children. At Dearborn Station, when the circumstances require, the assistance of Travelers

Aid workers shall be solicited in caring for such persons.

h. Patrons shall be warned against the practice of leaving their personal property unguarded, thereby exposing the property to theft. When such property is found unattended and the owner cannot be located, such articles shall be taken to the Lost and Found counter, or the Ticket Office, for safekeeping until the owner can be located.

i. Patrons, and others, shall be warned against unsafe or improper practices, such as piling baggage in aisles, upon stairways, or in other places where persons passing by are likely to trip over same; permitting children to climb over stair railings, or play in waiting rooms in a boisterous manner likely to result in injury to child or some other person; attempting to board or alight from moving trains, or entering trainshed at Dearborn Station without permission from the Station Master or Passenger Agent.

j. Every usual courtesy shall be extended persons entering depot to meet friends arriving on trains, but the practice by such persons of remaining in depot during night to meet trains not due to arrive until the following morning shall be discouraged. Therefore, only persons holding railroad tickets shall be permitted to remain in depot during the early hours of the day when no trains are scheduled to operate in or out of the depot.

k. The third shift depot patrolman at Dearborn Station shall make a tour of the Detex clock stations at the prescribed times, unless matters of an emergency nature shall prevent him doing so. In such cases he shall promptly notify Desk Sergeant of the circumstances which prevented him making tour.

l. During tour of clock stations, or when otherwise required to make tour of buildings, patrolmen shall carefully observe the condition of equipment and fixtures in rooms and corridors through which they pass, keeping a sharp watch for unlocked doors, and for signs of forced entry, theft, and malicious damage. Patrolmen shall also be on the lookout for fire hazards and the presence of unauthorized persons in buildings.

m. When not actually engaged in a tour of the premises, depot patrolmen should station themselves in such a position as to be able to observe persons entering and leaving waiting rooms, and to observe actions of persons assembled in depot. At Dearborn Station, the stairways leading to the mezzanine floor and the mens basement washroom should also be kept under observation.

n. Depot patrolmen shall be on the alert against attempts to holdup ticket offices. At Dearborn Station patrolmen must immediately respond to call of burglar alarm bell.

o. Patrolmen assigned to Englewood Depot shall be on train platforms before and while trains are pulling into the station to safeguard persons waiting on train platforms, to watch for obstructions on tracks, or for articles placed too near edge of train platforms. They shall observe passengers boarding and alighting from trains, keeping a sharp watch for pickpockets and baggage thieves, and shall observe persons carrying baggage on and off of platforms. They shall also observe and protect mail or express being handled on train platforms.

p. Patrolmen assigned to Englewood Depot shall close and lock gate on ramp leading to 66th Street freight house and team track at the close of the days

business, and shall inspect freight cars standing at these facilities.

q. Depot patrolmen shall maintain good public relations with patrons, and other persons with whom they establish contact. All inquiries directed to the patrolmen shall be answered in a prompt and courteous manner, and patrolmen must be careful to display no personal feelings of resentment or prejudice when answering such inquiries, according all persons equal consideration. Special attention shall be given to matters essential to the comfort and welfare of patrons, and patrolmen shall promptly direct persons to the proper agency for information which the patrolman is unable to supply. Patrolmen shall carefully avoid the use of loud or boisterous language when addressing persons in the depot.

r. Depot patrolmen shall make such investigations and compile such reports as the police service may require. Complete details regarding all offenses must be secured from the complainant. In cases of theft or loss, a complete description of all missing articles must be secured, and the approximate value of such articles listed.

s. Depot patrolmen shall perform such other duties coming within the scope of the Department as may be assigned by their superior officer.

#### No. 5 Patrolmen—Freight Yard Patrol

a. Patrolmen shall patrol assigned yards and adjacent Company premises for the protection of goods in transit, and Company equipment and facilities, against theft, malicious mischief, fire, trespass, and sabotage; and to protect the company's personnel and its patrons against harm or annoyance by disorderly or unscrupulous persons.

b. Patrolmen shall keep on the lookout for thieves, vandals, trespassers, intoxicated and disorderly persons, and prevent unauthorized persons from assembling on company premises. Agents and peddlers shall not be permitted to solicit on the premises without the express permission of the Superintendent, or other proper authority.

c. Patrolmen must maintain an efficient patrol of the properties keeping a watch for open freight car doors, missing or defective car seals, defective door fastenings, and for the presence of suspicious persons. They must inspect freight loaded in open type cars, (flat cars, gondolas, etc.), for signs of pilferage or damage, giving special attention to cars loaded with equipment or machinery from which parts or accessories are likely to be stolen.

d. An inspection of car seals, and of freight loaded in open type cars, shall be made at the time of arrival of cars in yard. A seal record of cars containing liquor, cigarettes or tobacco, television and radio equipment, and other valuable commodities shall be secured and forwarded to the Office of the Superintendent of Police. Patrolmen shall re-examine seal protection on these cars as often as possible during their tour of duty.

e. Open type loads shall also be inspected by patrolmen as often as possible during their tour of duty, together with all loaded cars in the yard. Officers must bear in mind the fact that their responsibility for the protection of goods in transit does not end with the securing of seal records, or making an inspection, at the time of the arrival of cars. They must always remember, that only by advertising their presence through a repeated and con-

annoyance by unscrupulous and disorderly persons.

X 2. The primary duty of the police department is crime prevention. Like the medical profession attempting to develop a means of preventing the spread of a contagious disease, instead of waiting until such disease has become epidemic, and then attempting treatment, it is the duty of the police department to attempt to eliminate factors contributing to the commission of crime, rather than to seek to control criminal activities solely through the arrest of offenders.

3. An alert and continuous patrol of company properties by officers is essential to success both in crime prevention and crime detection. The officer should patrol his post to the limits thereof as often as is practicable during his tour of duty, observing everything that takes place within his sight and hearing. He should acquaint himself with the location of buildings, tracks, places where materials are stored, routes likely to be used by offenders when entering upon or leaving premises, and with the identity and routine activities of all other company employes working in his district.

4. During the routine patrol of company properties the officer should move about in such a manner as to keep persons employed in his district, together with persons frequenting nearby properties, aware of his presence. The fact that the officer is known to be patrolling the area will have a deterrent effect upon the impulses of potential offender, and frequent contacts with other employes will afford them the opportunity of passing to the officer any pertinent information they may possess. Officers should be careful, however, to avoid a fixed pattern in the patrol of the properties, to prevent potential offenders from

becoming familiar with his route and time schedule of property inspection. Officers should also conceal themselves at points of vantage during their tours, and survey conditions and activities on their posts.

5. The elimination of trespassing on company properties is of primary importance in the prevention of crime on the premises. Thefts, malicious mischief, and acts of incendiarism will be the natural result of allowing unauthorized persons to assemble on the premises. While many of such acts can be charged to juvenile offenders, adult trespassers, such as transients, intoxicated persons, and others also are responsible for offenses against the company and should be dealt with accordingly. It must also be remembered that acts by trespassers may create safety hazards, possibly resulting in personal injury to company employes, or others, and that the company is responsible for the safe removal of trespassers from the properties.

6. The secondary duty of the police department is the arrest and prosecution of persons charged with the violation of laws and ordinances. To be able to do this the officer must have knowledge of the statutory elements of crime, to be able to determine if any crime has been committed, and if so, what crime. He must know when an arrest can be made without a warrant, and when a warrant is required. He must know when the use of force or firearms is permissible in effecting arrests, and when the use of either, or both, is prohibited. He must know what evidence is required to secure a conviction of the defendant in each case, and must have some knowledge of the techniques employed in conducting criminal investigations, to be able to secure the required evidence in a proper and legal manner.

## PART II

### GENERAL INFORMATION

### OFFENSES DEFINED

### CRIMINAL INVESTIGATION

## GENERAL INFORMATION

### PUBLIC RELATIONS

It is very important that members of the Police Department maintain good public relations with company patrons, the general public, and other persons with whom they come in contact in the discharge of their duties. The police department, in view of the nature of its duties, should play an outstanding role in the creation of good public relations.

Perhaps an explanation of the meaning of the term "good public relations" would be in order, so that officers may be advised as to how they can best build and maintain such relations.

Very often when the term "public relations" is mentioned people think of such matters as might relate to the fields of advertising or salesmanship, through which products or services are widely introduced to the public, and increased sales are made possible through the general public becoming thoroughly familiar with such products or services.

While such matters may be included in the field of public relations, and railroad policemen should attempt to sell the services of their companies, a better definition of good public relations as applicable to the railroad police department, would be matters which promote good human relations, including the development of sympathy, understanding, and helpfulness towards the needs and problems of others. Officers must remember that their department, and their company, is likely to be judged by the conduct and attitude of a single member. The officer who is over-zealous, contentious, or who displays personal feelings of resentment, prejudice, or indifference in



his dealings with those about him, will tend to discredit both his department and his company.

The personal appearance and speaking voice of the officer are important in building good public relations. A neat, alert appearance and a normal tone of voice, together with the use of good grammar, are most impressive. A harsh voice, the use of boisterous or profane language, or speaking in a tense or raised tone, or with sarcasm or irony, will not produce good will. In order to secure the respect and good will of the public, co-workers, and others, it is necessary that officers act with forbearance, impartiality, and civility toward persons of all races, color, or creeds with whom they establish contact. Officers must also practice self-control, remembering that anger renders one incapable of discreet action.

While it is essential that officers be courteous in the discharge of their duties, it is also important that they draw a distinction between politeness and servility. Servility may be defined as being submissive to the will of other persons with whom one establishes contact, which is contrary to the personal requirements of a police officer. Politeness, or courtesy, however, which is defined as civility, or kindness, is a definite asset in the personal make-up of an officer.

## GENERAL INFORMATION

### ARRESTS

An arrest is the taking of a person into custody so that he may be held to answer for an alleged crime.

Mere words do not constitute an arrest, although manual seizure is not always necessary. Anything which subjects the person to be arrested to the actual control or will of the officer constitutes an arrest.

The powers of arrest granted to railroad policemen are more restricted than those granted public law enforcement officers. An arrest without a warrant may be made by the railroad officer when he discovers the offender in the act of committing a felony, misdemeanor, or breach of peace on company properties, even though the officer has to pursue the offender beyond the limits of company property to effect the arrest, provided that this pursuit be immediate and continuous. An arrest without a warrant may also be made at the request of the conductor of a train, for offenses committed aboard the train.

The proper civility shall be observed in making arrests, the officer stating his identity and showing his police badge, unless the officer is in uniform, and advising the person being arrested of the cause of his arrest. However, it must be considered that every person to be arrested may be armed and dangerous, and should be treated accordingly. After the arrest has been effected the prisoner should immediately be searched for weapons, and for goods or instruments relating to the crime. The courts have ruled that where the right to arrest exists, the right to search prisoner for weapons or goods taken in the crime is incidental thereto.

When making arrests in passenger depots, or in other crowded places, the arrest should be delayed, if possible, until the person to be arrested has moved to the edge of the crowd. This procedure should be followed to avoid attracting undue attention to the arrest, and it will afford the prisoner less opportunity to escape. After the arrest has been made, secure a firm hold on the prisoner to prevent his

escape, and take him away from the other people assembled immediately.

Only such force as is necessary to overcome resistance shall be employed in making arrests. If no resistance is encountered, or no attempt to escape is made, the officer has no right to be rough or mistreat prisoner.

It is incumbent upon the officer to make sure he has the legal power to make an arrest under the circumstances, before effecting the arrest. While citizens are required by law to submit peaceably to lawful arrest, it is lawful for persons to resist illegal arrest, and all persons unlawfully arrested may sue persons instigating such arrests criminally for false arrest, or as is more commonly done for false imprisonment.

## GENERAL INFORMATION

### MISCELLANEOUS INFORMATION

X 1. A crime is the commission of an act forbidden by law, or the omission of an act required by law.

2. An attempt to commit an offense, is an act done with the intent to commit a crime, but failing in its commission.

3. Criminal intent, or criminal negligence, is a necessary element in most crimes, but there are exceptions to this rule, such as maintaining a nuisance, obstructing a public highway, or disorderly conduct where the offender conducts himself in such a manner as to violate the definition of a law, without intent to commit any specific crime.

X 4. A felony is a crime punishable by death or by confinement in the penitentiary.

X 5. A misdemeanor is an offense punishable by fine or by imprisonment in the county jail, or by both

fine and imprisonment. The Criminal Code of the State of Illinois defines a misdemeanor as being any offense other than a felony.

6. Any person who stands by and aids, abets, or assists, or not being present advises, encourages, or assists in the perpetration of a crime; or any person not being a near relative of the offender and who knows a crime has been committed and conceals the fact, or who harbors, shelters, or assists the offender knowing him to be such, may be found guilty of being an accessory to a crime.

X 7. An affidavit is a statement in writing signed and sworn to.

8. A complaint is a statement sworn to before a magistrate or judge, or other authorized officer, charging the person named in the statement with the commission of an offense.

X 9. A warrant is a writ issued by a magistrate or judge, commanding the officer to whom directed to arrest the person named in the warrant, and bring him before the court issuing the warrant.

X 10. A search warrant is a writ issued by a magistrate or judge, authorizing the search of a designated place for certain property described in the warrant which has been stolen, or is being illegally held.

X 11. An admission is a statement admitting certain facts, but not necessarily incriminating the person.

X 12. A confession is a statement admitting or inferring the participation in the commission of a crime.

13. A subpoena is an order by the court commanding the person to whom addressed to appear at a designated time and place and give testimony in some matter.

covering the crime scene search should be carefully followed, and evidence to be photographed preserved until photos can be taken.

The following procedure is suggested in the investigation of thefts from freight cars.

- (a) Determine place, time, and date theft was committed.
- (b) Develop who discovered theft, and time of discovery.
- (c) Determine manner and means of entry—whether entry was gained through side door, end door, hatch, or other point. Was entry gained without breaking seal, was seal broken or cut with knife or other tool?
- (d) Was door closed after pilferage was committed, and defective seal replaced in hasp in the attempt to conceal theft, or was door left open?
- (e) Type of goods stolen—secure complete description of markings on pilfered cartons, brand, style, color, size, serial number, etc., of contents, name of manufacturer, name and address of consignee, and any other information available.
- (f) Location in car from which goods were taken—from doorway or from interior of car. Amount of goods stolen—was other lading disturbed—did thief seem to be familiar with location of goods stolen?
- (g) Make a careful search inside car, and throughout the surrounding area as outlined in section covering crime scene search and preserve any evidence found.
- (h) Ascertain time and date car arrived—names of the members of crew delivering car—time

car was inspected and name of employee inspecting car—the names of employes, or others, known to be in the vicinity at the time car is believed to have been pilfered.

- (i) Secure all information shown on waybill—Name of shipper and consignee—point of origin and destination—count, weight, etc., of lading, and other information shown.

When officers find freight cars in a pilfered condition they must take all necessary action to protect contents in cars from further theft or damage. Cars must be properly sealed after the officer has completed his inspection of contents.

**3. Pickpockets:**—Pickpockets frequent all places where crowds of people assemble, and will operate in railroad passenger stations when conditions are favorable. Since pickpockets operate only in crowds, they will usually enter depots during hours depot is crowded, walk through closely grouped passengers, pick victim's pocket, and depart from the depot without delay, seldom spending more than a few minutes in their entire operation.

When pickpockets operate alone they usually carry a newspaper in their hand or a coat over their arm, to conceal hand while extracting wallet or other valuables from the victim's pocket. When operating in pairs the one who does the actual stealing is called the "tool", and his partner is called a "stall". The "stall" has three functions to perform, which are to cover the hand of the "tool" while it is in victim's pocket, to divert the victim's attention from the "tool" by bumping or shoving, and to receive the wallet after it has been stolen from the victim.

Pickpockets may be generally divided into five separate groups, which are the patch pocket worker,

the fob worker, the pants pocket worker, toilet workers, and lush workers.

(a) **The patch pocket worker:**—This type of pickpocket is the least skilled of the various types. They usually operate only during seasons when heavy outer clothing is worn, since they are able to steal from the outer pockets of heavy clothing only. They usually carry a newspaper or coat to cover hand while committing the thefts, and may conceal wallet between pages of the newspaper after it is stolen from the victim.

(b) **The fob worker:**—This type of pickpocket is usually past middle age, and are able to steal from the outer coat pocket, or inner right hand coat pocket only. They may look and act like beggars, and frequently have long police records. They usually carry a handkerchief to cover hand while it is in victim's pocket.

(c) **The pants pocket worker:**—The pants pocket worker is recognized as being the most skilled of all pickpockets. They are usually well dressed men, often young, and it is very difficult to catch these thieves in the act of committing thefts. Experienced police officers may readily identify these thieves, however, by their sharp look, since they seem to have too much purpose in their expression to pass for the average citizen going about his daily routine.

They may operate alone, carrying a coat or newspaper to conceal hand during commission of thefts, or may operate with a

partner, in which case the partner acts as the "stall".

(d) **Toilet workers:**—This type of thieves usually work in groups of two or more. One of the group will act as lookout for the gang, while another goes to a door alongside an occupied toilet, and drops some coins on the floor. The selected victim, not wishing to be disturbed, may help to pick up coins which have come to rest inside his stall, and while he is busy picking up coins, another member of the gang reaches over toilet wall and extracts wallet or other valuables from pocket of victim's coat which is hanging on wall.

(e) **Lush workers:**—This type of thieves usually travel in groups of two or more, and will usually operate late at night, selecting victims who are asleep on depot benches or on seats in suburban trains. One of the group will cover body of victim with a newspaper while another of the group sits alongside the victim and goes through his pockets.

### Investigation of Other Offenses

Space in this manual will not permit a detailed outline of the techniques to be used in the investigation of all criminal acts. However, the information which the manual does contain should be of help to the investigating officer in any case, since the procedure to be followed is similar in most cases.

In all cases the investigator must develop the true facts relating to the crime. He must interview the victim and witnesses, collect and evaluate physical evidence, identify and trace the perpetrator of the crime. He must then correlate the known facts, and