

TROOP ORDER - K1. }
January 1st, 1935. }

Revocation - revision - filing -
Troop Orders.

1. All special memorandum, special orders or troop orders, published or issued prior to JANUARY 1st, 1935, are hereby cancelled. Such orders will be removed from the loose leaf folders furnished each member of the troop, for the purpose of filing and preserving orders, and immediately destroyed.
2. Revised troop orders will be issued for the conduct, information and guidance of all members of this command. Each member must familiarize himself with such revised orders, obey them fully, and file them in his loose leaf folder for future reference.
3. Additional troop orders, as may be issued in the future, will likewise be carefully studied, conscientiously adhered to and properly filed by each member of this command in his loose leaf folder.

CHRISTOPHER KEMMLER,

Christopher Kemmler

Captain, Troop "K".

S P E C I A L O R D E R S

TROOP ORDER - K2)
January 1st, 1935.)

Extracts - Headquarters Orders.

1. Members of the division of state police shall not hunt or fish without proper license.
2. Albany Headquarters requires the following shall be in that office on the date shown:
 - (a) Travelling expense vouchers - fifth of each month.
 - (b) Statement of bank balances - third of each month.
 - (c) Material and Supply vouchers - tenth of each month.
 - (d) Monthly report of monies received - tenth of each month.
3. All payrolls shall be made up with great care; carbon copies of such must be clear to avoid requests by the state comptroller for recopies, due to poor carbon.
4. The keeping of privately owned automobiles at barracks is a matter within the discretion of the respective troop commanders.
5. So far as practicable, a commissioned officer will be at the barracks at all times.
6. Proper initials in the cases of prisoners and justices of the peace must be placed on all reports to avoid confusion in the office of the state treasurer.
7. Dogs owned by individual members of the division must have a state license. Dogs owned by the state are entitled to a free license which shall be procured from the department of farms and markets.
8. In making reports of cases originating at Albany headquarters, be sure to return to Albany at least two copies unless greater number of copies are specified for certain cases.
9. Proper care and use of firearms must be observed; discharging firearms at automobiles to stop speeders, bootleggers, etc., is absolutely forbidden.
10. Not more than ten percent of the total troop strength will be allowed on pass at any one time.
11. A sleigh is not a vehicle within the meaning of the highway law, and, therefore, does not require lights to be displayed.

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S P E C I A L O R D E R S

TROOP ORDER - K2)
January 1st, 1935.)

Extracts - Headquarters Orders.

12. Enforcement of the so-called "Sunday Blue Laws" will be treated in a broad way - we do not wish to engage in small practices, such as arresting persons for selling on Sunday, keeping punchboards, etc. - we have more important problems to handle, such as traffic regulations and other crimes. Whenever possible, the enforcement of the so-called "Sunday Blue Laws" should be left to local authorities.
13. Official automobiles shall not be used for pleasure purposes. Women passengers, unless on official visits, or in connection with official matters, will not be transported in official cars.
14. Troopers are not entitled to, nor will they collect subpoena fees in criminal cases.
15. Arrests for violations of the vehicle and traffic law should not be made on fair grounds, picnic resorts or other places not actually situated on the public highway. Charges in cases where an arrest seems necessary, should be made under the penal law such as endangering the lives of people, disorderly conduct, etc.
16. Members of the division injured in service will be entitled to ordinary hospital care only. Fees for x-rays, special consultations, etc. shall not be contracted for without permission from Albany Headquarters.
17. The commandeering of privately owned automobiles or motor cycles in minor cases, such as catching speeders, etc., will not have the approval of headquarters. Serious cases, such as murder, or in the apprehension of persons committing serious crimes, might require the commandeering of such vehicles in extremely emergent situations.
18. Convictions in arrests for glaring headlights, except where plain glass is used, or where lens not bearing state approval are used, is practically impossible. The question as to lens approval on the cars might be used in extreme cases.
19. Service insignia, authorized by the army, navy or marine corps, may be worn on our uniform. Fraternal insignia or special organization insignia will not be worn by troopers in uniform.

TROOP ORDER - K2.)
January 1st, 1935.)

Extracts - Headquarters Orders.

20. The use of motor cycles to chase speeders is forbidden.
21. Members of this division will not search or seize from any conveyance without proper search warrant. This does not apply in conservation cases, where special authority of law is given, however, extreme care shall be used in such cases. The Governor has publicly stated that the fourth ammendment to the State constitution, with reference to unreasonable searches, shall not be violated.
22. Cooperate fully with city and county officials, particularly where stolen cars are reported to us by such officials.
23. Where motor equipment is furnished with speedometers, they may be retained, but under no circumstances will any testimony concerning speed of offending vehicles be introduced in court.
24. Purchases of material over the value of \$500.00 require at least three (3) bids, properly tabulated as to price, with accompanying affidavit to the effect that all such bids were opened at the same time.
25. In submitting ^{State} income tax returns, every member of the division will add the sum of \$600.00, as his maintenance, to the amount of salary received by him. Such figure has been established by the state comptroller and the tax division as part of actual earned compensation for members of the state police.
26. Spurs are part of the official uniform and must be worn by all members, at all times, when in uniform, except by members assigned to motor cycle duty.
27. (added under date of 5-2-35). A letter from Albany Headquarters dated May 1st, 1935 is quoted in full as follows:-

"Cards are frequently received from finance companies asking our aid in picking up a car upon which undoubtedly the purchaser failed to make payments. The seizure of such cars is purely a civil matter and one with which the police should have nothing to do. As a matter of fact, troopers should not even assist agents of finance companies in such seizures".

The policy outlined above will be followed by all members of this Command.

CHRISTOPHER KEMMLER,

Christopher Kemmler

Captain, Troop "K".

CK/JPM.

Instructions:

Substitute this page #3 for the page issued under date of January 1st, 1935.

TROOP ORDER - K2.)
January 1st, 1935.)

Extracts - Headquarters Orders.

11-23-35.

Item #1 - Subject: Trooper on Pass.

1. When any member of the Troop, and this might well include commissioned officers, is away on pass but technically on duty, it is suggested that a stop be made at every substation on the route of their travels and an entry be made on the blotter of the fact that they reported to find out if there were any orders for them or any duties for them to perform.

2. If a member of the department should leave his regular post on pass and go directly to the point of destination there might be some question as to whether he was on duty or actually taking a vacation. One of our recent pensions was granted only on account of the fact that the trooper on pass had reported at two different substations while enroute from his starting point to his final destination.

3. A record of the members of Headquarters who stop at barracks or substations should also be made on the blotter.

Auth: Captain Geo. P. Dutton.

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Item #2 - Subject: Loans from Retirement System.

1. In order to keep our records clear with the Retirement System in the Comptroller's office, all requests for loans on Retirement system money or for return of contributions should be made through this office. (Albany Hqtrs).

2. We have had several occasions recently where troopers went direct to the Retirement System, and in one case a trooper jeopardized his rating by taking out all of his money.

Auth: Captain Geo. P. Dutton.

Added to item #2 at Hawthorne:-

All members of Troop "K" applying for loans will forward the applications to this office, for the Commanding Officer's approval, he in turn will forward them to our Albany Hqtrs.

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CHRISTOPHER KEMMLER,

Christopher Kemmler
Captain, Troop "K".

CK/jpm.

Note: This sheet #3-A to be placed between pages #3 and #4 of the Special Orders in section #1, the page #3-A issued 8-3-35 is to be destroyed.

GENERAL ORDER)
March 16, 1937) Extracts - Headquarters Orders.

Item #1 - Subject: Court Appearances.

1. From time to time Troopers are subpoenaed by the defense in criminal actions and, on occasions, they have been required to produce certain official records as evidence.
2. Records of the division of State Police, other than accident reports, are classified as "privileged communications", not subject to subpoena. In the future, when any member of this division receives a subpoena for such records, headquarters will immediately be notified to determine whether or not they should be produced.
3. Should any member of this division be subpoenaed by the defense in a criminal action either to testify concerning himself or to give evidence pertaining to some former member of the division, the district attorney, prosecuting the case, will be notified. Before appearing as a witness, the trooper will consult with the district attorney as to the matters about which he will testify.
4. Each member will sign the attached receipt and return it to Troop Headquarters as soon as possible.

* * * * *

H. W. NOGENT

H. W. Nugent
Inspector, Acting, C.O.
Troop "K".

HWN/jrh.

Note:- Place this page between pages 3-A and 4 of Section #1.

S_P_E_C_I_A_L _O_R_D_E_R_S_

TROOP ORDER - K3) Zone Allocations - Responsibility for Zone
 January 1st, 1935.) Supervision - Patrols within Zones.

1. The territory allocated to Troop "K" is hereby divided into three zones designated as Zone #1, Zone #2 and Zone #3.
2. Zone #1 will consist of all territory situated within the counties of Dutchess, Putnam and Westchester. Zone Headquarters is established at Fishkill.
3. Zone #2 will consist of all territory situated within the counties of Nassau and Suffolk. Zone Headquarters is established at Bay Shore.
4. Zone #3 will consist of all territory situated within the counties of Orange and Rockland. Zone Headquarters is established at Monroe.
5. A lieutenant will be assigned in charge of each zone. He will be responsible for the inspection and supervision of all work within his assigned zone. In case of absence of the lieutenant from his assigned zone, a noncommissioned officer will be designated by the Commanding Officer to carry out the duties of inspection and supervision during such absence.
6. In addition to Zone Headquarters, there will be maintained within each Zone a sufficient number of sub-stations as may be requisite and necessary to carry out the work of this Troop.
7. At each sub-station where a noncommissioned officer is assigned, he will be in charge. Where no noncommissioned officer is assigned, a trooper, so designated, will be in charge of the sub-station.
8. Members of this Troop assigned to Zone Headquarters or sub-stations, when not engaged on special duty, investigations or complaints, will devote their time to patrolling the main highways and the rural sections within the designated boundaries as established for them from time to time. It is essential that men devote much of their time to actually patrolling and the practice of remaining in Zone Headquarters or sub-stations awaiting calls for service will be discontinued.

CHRISTOPHER KEMMLER,

Christopher Kemmler

 Captain, Troop "K".

CK/JPM.

TROOP ORDER - K4)
 January 1st, 1935.)

Barracks Routine.

1. CALLS:

First call	7:00 A.M.
Breakfast	7:30 A.M.
Roll calls and assignments to details	8:10 A.M.
Inspection of quarters	10:00 A.M.
Inspection of stables	10:30 A.M.
Recall	11:45 A.M.
Dinner	12:00 Noon
Roll call and assignment to details	1:00 P.M.
Stable call	4:15 P.M.
Recall	5:00 P.M.
Supper	5:30 P.M.
Night sergeant, guard and reserve report for duty	7:00 P.M.
Policing of offices	8:00 P.M.
Taps	11:00 P.M.

2. BELLS:

The electric gong, located on the second floor in the first dormitory, shall be used in lieu of a bugle.

The following bell code is prescribed:

One (1) long ring - first call and recall.

Two (2) rings - roll call and mess call.

Three (3) rings - emergency call.

On all emergency calls, every member of the troop, in barracks, will report immediately at assembly in the recreation room.

3. UNIFORM:

The regulation uniform (without side arms) will be worn at all formations and also in mess hall unless otherwise ordered, or when permission to dispense therewith shall have been granted by the first sergeant. Except when on official duty, members of the troop will not leave the barracks wearing the uniform, or any part thereof, without permission so to do granted by the first sergeant.

S P E C I A L O R D E R STROOP ORDER - K4)
January 1st, 1935)

Barracks Routine.

4. FIRST CALL:

All members of the troop whose official duties have not kept them out later than midnight must answer first call.

5. TAPS:

Taps, at 11:00 P.M., signifies that all lights on all floors above the first floor, shall be extinguished. After taps no loud noise, unnecessary confusion, etc., will be permitted, nor will radios be used in any part of the barracks, after this hour, except official short wave radios as may be authorized by the troop commander.

6. BEDS:

All beds must be made up, in accordance with existing regulations, before 8:10 A.M. daily, except on Friday when, weather permitting, all bedding will be thoroughly aired. On Friday all beds will be made up between 12:00 noon and 1:00 P.M. Sheets and pillow cases will be changed every Saturday morning. The quartersmaster will issue clean linen on each Friday between 5:00 and 5:20 P.M. The non-commissioned officer or trooper assigned in charge of quarters will make report to the first sergeant of all members failing to comply with this paragraph.

7. INSPECTION:

At roll call on each Saturday, inspection will be conducted. Regulation uniform, including side arms, will be worn at inspection.

8. FATIGUE CLOTHES:

All members of this Troop assigned to duty involving manual labor or work which might cause the uniform to become soiled, will wear fatigue clothes in lieu of the uniform. Every member of the troop must exercise due care in the preservation of his uniform and uniform equipment, and not carelessly use it or permit it to become unnecessarily soiled or damaged.

9. CLEANING, ETC.:

Shining of shoes, polishing of equipment, or cleaning of uniforms, personal clothing, etc. is prohibited in any part of the barracks except a storage room in the basement which has been designated as the proper place for such purposes.

S P E C I A L O R D E R S

TROOP ORDER-K4)
 January 1st, 1935) Barracks routine.

10. PROHIBITED AREAS:

No member of the Troop will enter the office, quarter-master room, kitchen, mess hall or food storage rooms, except in direct connection with official matters necessary to be performed by him therein.

11. VISITORS:

The general public may visit and inspect the barracks on Sundays between the hours of 1:30 P.M. and 4:45 P.M. Relatives and close personal friends of troopers may visit and inspect the barracks during the week days during the hours specified above.

Troopers wishing to take their relatives or friends through at hours other than those specified must first obtain permission from the First Sergeant.

Women and children will not be permitted to enter any part of the barracks other than the main office on any day after 4:45 P.M.

12. OFFICE:

Office equipment is for office purposes and unless especially authorized, no member of the troop shall use typewriters, adding machines, etc. in the barracks offices. Access to office files is forbidden except to proper office personell or other members especially authorized to consult files.

13. CHECK OUTS:

Every member of the troop must check out when leaving and check in when returning to the barracks. This applies irrespectiv of the reason for leaving or entering, and extends to vacation check-outs, evening passes, official business, etc. All check outs will be made at the first sergeant's desk.

SPECIAL ORDERS

TROOP ORDER - K4)
January 1st, 1935)

Barracks Routine.

14. OFFICERS:

Members of the troop wishing to address the troop commander for any reason whatsoever will do so only by permission of the First Sergeant or acting First Sergeant. Under no circumstances will troop members enter the offices of the troop commander or lieutenants without obtaining permission from the First Sergeant or acting First Sergeant.

CHRISTOPHER KEMMLER,

Christopher Kemmler

Captain, Troop "K".

CK/JPM.

SPECIAL ORDERS

TROOP ORDER - K5.)
 December 23, 1941.)

Night Sergeant - Reserve - Guard.

1. The noncommissioned officer assigned to act as night sergeant will report for duty at 7:00 P.M. He will remain on duty until relieved by the First Sergeant. He will be in charge of the reserve and guard. He shall familiarize himself with the routine system of the office and all items pertaining to police and troop activities occurring during each day.

2. He will be responsible for the proper answering of all telephone calls, proper action on all complaints or other matters requiring attention and careful recording of all items of an official nature, during his tour of duty, in the blotter.

Crimes or incidents of a serious or emergent nature, all cases of serious damage to troop property, injury to members of the troop, or, injuries caused to persons or property by any member of the troop, shall be reported forthwith by him to the commissioned officer in barracks, or in case no commissioned officer be present, then he shall make every effort to locate and notify the troop commander or any available lieutenant. If a warning of an actual air raid is received the Commanding Officer will be notified immediately.

He shall prevent all persons from loitering or lounging in the offices and from using the office equipment. He shall strictly observe that no persons are permitted to enter the offices of the commanding officer and lieutenants during his tour of duty unless so designated by the commanding officer.

He will be responsible for the answering of the telephone at all times during his tour with the exception of his meal hour which will be from 12 midnight until 1:00 A.M. He will be quartered at barracks during his tour of night duty and will sleep at this headquarters at all times, unless granted authority to absent himself by authority of the commanding officer.

While on duty, he shall wear regulation uniform with side arms.

He will be held strictly responsible for the discipline and control of the barracks area during his tour of duty and for the proper detailing of all necessary men in answer to police or emergency cases, calls or complaints.

Note: Substitute this page for page 9 issued 1-1-35.

S P E C I A L O R D E R S

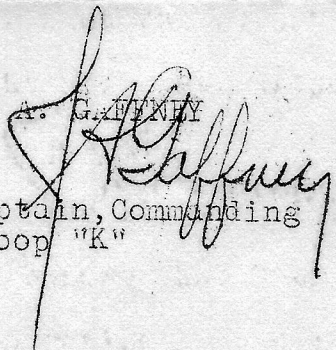
TROOP ORDER - K5.)
 December 23, 1941.) Night Sergeant - Reserve - Guard.

3. The guard shall report to the night sergeant promptly at 7:00 P.M. and shall remain on active duty until 7:00 AM. The guard during his tour of duty, shall wear the regulation uniform with side arms.

The guard shall make tours, at half hour intervals, through and around all buildings, extinguishing all unnecessary lights, and report the condition thereof to the night sergeant. The guard will be especially alert for fires, leaking pipes, or other dangerous conditions which might arise. He will also give attention to open windows during times of storms. During such periods of the year as heat shall be required, it will be the duty of the night sergeant to see that the proper amount of heat is maintained. Should anything be out of order in the heating system the first sergeant will be advised at once.

4. Such men as designated by the first sergeant for reserve duty shall report promptly at 7:00 PM. to the night sergeant, properly uniformed and ready for such duty as may be required.

The first two men designated on the reserve list shall be ready for duty up to midnight and shall not retire before that hour. All other members of the reserve are forbidden to retire before 10:30 PM. The reserve, immediately after reporting at 7:00 PM shall make a careful inspection of motor equipment assigned for their emergency use to ascertain that such equipment is in proper mechanical condition, and report condition of vehicle or vehicles to the night sergeant who will note same in the blotter provided for that purpose.

J. A. GATNEY

 Captain, Commanding
 Troop "K"

JAG/ih

Note: Substitute this page for page 10
 issued 1-1-35.

S_P_E_C_I_A_L O_R_D_E_R_STROOP ORDER - K6)
January 1st, 1935.)

CARE OF MOTOR EQUIPMENT.

1. All members of this command must realize that motorequipment, the same as all other state owned equipment, shall receive the best of care. Inattention to small items of trouble, necessity for repair, etc. will cause greater expense at a later date. Neglect to carry the proper quantity of oil, water or air in tires, etc. injures and damages motor equipment unnecessarily. The noncommissioned officer or trooper in charge of any motor patrol will be held strictly responsible for the condition, appearance and upkeep of such motor equipment as is assigned under his supervision.
 2. Each piece of motor equipment will be brought to the barracks once during every month for inspection by the garage mechanic. Schedules will be issued, designating the days on which various patrols shall present such equipment at the barracks for inspection. Oiling, greasing and minor repairs needed at the time of inspection shall be done under the supervision of the garage mechanic.
 3. No expenditures for parts, accessories or repairs will be made without the approval of the troop commander.
 4. The following equipment must be carried in all official cars and on all official motor cycles:
 - (a) First aid kit.
 - (b) Flashlight.
 - (c) Red light emergency flares.
 - (d) Fire extinguisher.
 - (e) Complete tool kit as furnished with vehicle.
 - (f) Emergency flare container (in autos).
 5. No accessories will be attached to or placed upon official vehicles when such accessories necessitate the mutilating of any part of the vehicle, such as drilling holes in fenders, etc. When practicable, sirens will be placed on the engine block, otherwise as directed by the troop commander.
 6. No political or fraternal banners, advertising or other banners or signs, stickers, etc. shall be attached to or carried upon official motor equipment unless especially authorized by the troop commander.
- noted*

S_P_E_C_I_A_L O_R_D_E_R_S

TROOP ORDER - K6) Care of Motor Equipment.
 January 1st, 1935)

7. Official motor equipment when stored shall be stored in garages sufficiently well constructed so as to protect equipment from the elements. The practice of storing cars in open spaces will not be tolerated.
8. The tops of all automobiles will be kept down when the weather permits, except in the case of designated radio cars, where the antenna is placed in the top, thereby necessitating the top to be up. ← NOTED
9. Under no circumstances will official cars be operated with windshields turned down.
10. The assigned driver of each piece of official motor equipment will supply his battery with a proper quantity of distilled water at least twice each month.
11. Non-ethyl gasoline will be used in all official automobiles, ethyl gasoline may be used in motor cycles.
12. Official motor equipment shall never be used for private or pleasure purposes, nor will unusually large objects, pieces of baggage, such as wardrobe trunks, etc. be placed in such vehicles. Transportation of persons for other than official reasons is forbidden in official vehicles.
13. Operators of all official motor equipment will obey all provisions of the vehicle and traffic laws and of local ordinances within communities. Excessive speed, careless driving, unreasonably interfering with other users of the highway and similar practices, will not be tolerated. The manner of operation by our drivers should be such as to set good example for other drivers. In an extreme emergency, where it is necessary that we reach a designated point quickly, ample warning, by the use of a siren or otherwise, should be given to other users of the highway and extreme care should be observed to prevent accidents. It is quite apparent that even in an emergency, more time is to be desired rather than a total delay caused by accident resulting from unnecessarily gaining what, in the last analysis, would be only a few minutes in arriving at the destination.

S P E C I A L O R D E R S

TROOP ORDER - K6)
January 1st, 1935)

Care of motor equipment.

14. No member of the troop shall drive or operate either official or privately owned vehicles unless such member is duly licensed as a chauffeur or operator under the laws of this state.

15. No member of this troop may operate any privately owned vehicle while he is in uniform except in direct connection with official matters or when specially authorized so to do by competent authority.

CHRISTOPHER KEMMLER,

Christopher Kemmler
Captain, Troop "K".

CK/JPM.

Subject: Emergency Telephone Service - Effective 1 July 1945

To : All Troop Commanders, Chief Inspector, Communications Bureau

1. It is generally agreed, that, in the past delay and difficulty in furnishing police service to the public has been caused because it was necessary for a person making an "Emergency Call" for State Police to pay the toll charges for the call. Several methods of remedy have been applied. While producing some improvement, they have not accomplished the desired result.
2. Arrangements have recently been made with the New York Telephone Company so that persons needing the services of the State Police may call by telephone without charge to the calling party. The success of this plan will depend largely on two factors. First, our ability to provide police service promptly when any member of the Division is reached, and, secondly, the prevention of any abuse of these free calling facilities, which in the end must be paid for by the State.
3. Troop Commanders have recently designated stations which are normally attended twenty-four hours a day and lists of localities to be covered by these stations were provided. In the event that a twenty-four hour station is called and for any reason does not answer, the call will be referred to the Troop Headquarters concerned. In other words, the Telephone Company will at all times connect the emergent caller with a member of the Division of State Police. The State will assume the charges for this call. Once the call is placed with a member of this Division, it becomes our responsibility to furnish the police service requested. Under no circumstances, will any member of the Division refer the calling party to another State Police station. If any other police agency is involved, the call should be taken and referred to that agency. If the call originates outside their Troop or Zone, they will take all information concerning the location of the service desired and promptly refer it to the station in whose jurisdiction the call belongs. This is important and any deviation from this by attempts on the part of members to refer the call to some other Troop or Station will result in breaking down the entire system. Station lists have recently been provided for each Zone Headquarters in the Division and with the aid of radio and teletype, it should be no problem to refer calls received to the proper station. Prompt police service should be given without question, hesitation or bickering with the calling party. The Telephone Company's only responsibility is to place the call in the hands of a member of the Division and they will strictly adhere to the calling set-up previously agreed on by the Troop Commanders.
4. Every effort should be made to see that the use of free calls for emergencies is not abused by members of the Division or others by using this service for personal reasons. Any abuse of this service might easily result in telephone bills which would make it necessary to discontinue it and thereby defeat the purpose of the plan, which is to render prompt police service in emergencies. Publicity will be released advising the public that calls will be completed to the State Police in emergencies without charge, provided that the calling person complies with the instructions printed in existing telephone books. The procedure given in telephone books states that in an emergency the calling party calls or dials the operator and says "I want a State Trooper". Slight variations, such as, "I need the State Police", "Give me the State Police", or such other phraseology will be accepted. Calls to troopers by name, or to stations by number, cannot be accepted as this is an emergency service and it is presumed that the State Police as an organization, and not an individual, is needed. The operator will not identify these calls as being "Collect" but they will be so billed on the monthly telephone company statement. All members of the Division should be instructed to enter all calls in the station blotter, with sufficient data to identify the call. These entries should then be checked against the monthly telephone bill and toll tickets and a report made to Division Headquarters (Attention: Deputy Superintendent) concerning the amount of money involved and any other pertinent details. It has not been possible to estimate the cost of this service as there is no previous data to use as a basis for an estimate,

SPECIAL ORDERS

Emergency Telephone Service - continued

To the best of our knowledge, this is the first time that any State Police organization has provided such a service on a state-wide basis and it is, therefore, important that figures be furnished so that information can be obtained as to how useful such a service is, and what is its cost. As previously stated, this matter has been one which has been much discussed almost from the inception of the New York State Police. We are trying to provide the remedy and to furnish the people of the State with the utmost in service to which they are rightly entitled. The success of the whole plan will be determined on the way in which the foregoing is carried out and it is the responsibility of all Troop Commanders to watch carefully the two matters outlined above, namely, that service is rendered promptly, and that the matter of free calls is not abused.

5. Division Headquarters should be advised at once should any difficulty be encountered.

6. This information should be bulletined to every member of your Command.

By Order of the Superintendent.

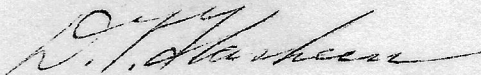
GMS/m.

/s/ G. M. Searle
/t/ George M. Searle,
Deputy

All members of this Command will familiarize themselves with the instructions and information in the above letter and govern themselves accordingly.

DFG/er

D. F. GLASHEEN



Lieutenant,
Troop Commander

S_P_E_C_I_A_L _O_R_D_E_R_S_

TROOP ORDER - K8) Uniform and uniform equipment.
January 1st, 1935.)

1. Uniforms and uniform equipment must be kept in a neat, serviceable and presentable condition.
2. No equipment, other than officially issued equipment, shall be worn as part of the official uniform.
3. The wanton destruction, careless use or the unauthorized altering or changing of the uniform, or any part thereof, in any manner, is expressly forbidden.
4. The loss through carelessness or unnecessary destruction of the uniform or any part thereof, will cause an assessment to be charged sufficient to offset the cost of replacement.
5. When uniform equipment, or any part thereof, becomes unserviceable, through use or otherwise, it will be delivered to the quartermaster for replacement.
6. Service insignia of the army, navy or marine corps may be worn on the official uniform. No insignia, badge, button or other emblem of fraternal, social or political organizations shall be worn or displayed by men in uniform. ← NOTED
7. Members entitled to division service bars may secure them from the quartersmaster.
8. Every member of the troop must carry his official shield on his person at all times. It is recommended that such shield be fastened to the clothing to prevent loss. Shields will not be worn on the uniform, but will be carried, securely fastened in a pocket thereof. The loss of a shield shall be reported to the troop commander at once. Headquarters has provided for a heavy fine to be assessed against any member of the division losing an official shield by reason of carelessness.
9. Spurs are part of the official uniform and must be worn at all times with the uniform, except by men actually assigned to motor cycle duty.
10. Sweaters are issued, but will not be worn as part of the uniform unless under the blouse, or overcoat. A sweater may, however, be worn by men inside of barracks, zone stations or patrol posts.