

S P E C I A L O R D E R STROOP ORDER - K8)
January 1st, 1935)

Uniform and uniform equipment.

11. The issue service revolver, fully loaded and the ammunition pouch, properly filled with ammunition, must be worn on the outside of the uniform at all times. The revolver will be worn on the left side with butt to the front. A lanyard must be worn over the left shoulder and under the right arm, securely attached to the butt screw of the revolver. When weather necessitates the wearing of a sheepskin coat, or overcoat, the revolver will be worn on the outside of the sheepskin coat. The shoulder strap of the Sam Brown belt need not be worn on the outside of the sheepskin coat, or overcoat, but may be worn on the blouse, securely fastened so as to be available should the sheepskin coat or overcoat be dispensed with. In rainy weather, the revolver will be worn under the rubber coat or talma.

12. Handcuffs, as issued, are a part of the regular uniform equipment and will be carried, in the case provided therefor, fastened to the revolver belt.

13. Collar insignia on shirts will be worn as follows: The "N.Y." on the right side and the troop letter with numeral on the left side.

14. No member of this troop is authorized to conduct investigations in civilian clothes unless so authorized by proper authority.

CHRISTOPHER KEMMLER,

Christopher Kemmler

Captain, Troop "K".

CK/JPM.

Note: This is a correction sheet, issued January 10th, 1935, and it is to be substituted for page #17 issued prior to this date, the former issue of page #17 is to be removed from the book and destroyed.

Mangan

SPECIAL ORDERS

SUBJECT: Uniform Regulations,

1. The following letter dated March 29, 1943, from Major John A. Warner, Superintendent, is quoted in its entirety and the provisions set forth will be followed by every member of this command:

1. This order supplements existing orders pertaining to the wearing of regulation uniforms as furnished by this division.
2. No equipment other than that issued by this division will be worn as any part of the regulation uniform.
3. Slacks are hereby authorized for all members of this division whose duties are within the confines of their offices at barracks. As soon as practicable, troop commanders will gradually provide their office personnel with slacks in lieu of breeches and leggings. This applies to sergeants and all others whose duties are for the most part within the offices of barracks.
4. In no case, will slacks be worn as any part of a field or service uniform except that commissioned officers are authorized to wear them at any and all times.
5. The practice of commissioned officers wearing dress caps while they are in the uniform without a blouse or overcoat will be discontinued immediately. All officers wearing uniform shirts without blouses or overcoats will wear the campaign hat as issued with the officer's cord thereon.
6. The slacks authorized will be with the standard black stripe and no deviation from the stripe will be permitted.
7. It is further noted that previous orders with reference to the wearing of sweaters is being disregarded from time to time. Sweaters will never be worn as any outside part of the equipment unless covered by a blouse, overcoat or raincoat. This applies at all places outside of actual barracks, substations or patrol post interiors.
8. Publish this order for the information of all members of your command."

J. A. GATNEY

J. A. Gaffney
Captain, Commanding
Troop "K"

JAG/ih

S_P_E_C_I_A_L O_R_D_E_R_S

TROOP ORDER -K9)
 January 1st, 1935.)

Substation - Patrol posts.

1. The quarters occupied at various substations and patrol posts must be maintained in a cleanly and orderly condition; equipment, uniforms, etc., should not be placed where they are exposed to public view. The practice of keeping personal or official articles or equipment on the tops of dressers, desks, mantle-pieces, tables, etc is to be discouraged. When it is absolutely necessary to keep such articles in those places, they should be neatly arranged.
2. Every sub-station shall keep a blotter in which entries shall be made in chronological order, with attention to neatness and clarity. Entries shall be consecutively numbered, showing the time and the initials of the trooper making each individual record therein. Attention must be given to legibility of handwriting. Brief record of all complainants received, indicating the name of the complainant, address and summary of the complaint should be recorded. After investigation, record of the action taken should be noted. In the case of all arrests, list the name and address of the defendant, name of crime, name of justice, date of arraignment, date of adjournment, disposition of the case and other facts necessary to give a concise but brief history of the transaction. Enter in the blotter all other items of occurrences valuable as future reference matter. A blotter serves as a permanent diary of all official transactions and should be kept in such manner as to indicate to authorized persons reading it, exactly what has transpired at the post or station.
3. No expenditures in such matters as photographs of crimes, emergency repairs to motor equipment or other similar items shall be made without authorization of the troop commander. When such expenditures are authorized, bills must be promptly submitted to barracks with a notation thereon to the effect that the service or material has been rendered or received.
4. All ordnance equipment, gas weapons, etc., must be kept where they are not available for unauthorized handling and where they may not be stolen by persons entering stations. An order concerning gas equipment, published by headquarters, is quoted:-

S_P_E_C_I_A_L _O_R_D_E_R_S_TROOP ORDER - K9)
January 1st, 1935.)

Substation - Patrol Posts.

"No member of the division of state police shall possess or purchase any grenade, projector or other instrument or thing containing gas or designed for the projecting or release of gas or any chemical capable of producing gas of any kind unless such purchase has been authorized or officially approved by the troop commander, or purchased or issued during an emergency by the troop commander. The use or handling of gas or gas equipment by members of the division of state police is expressly forbidden except when ordered for the proper performance of police duty or for training purposes under the supervision of a commissioned officer or some person designated by him".

5. The location of substations or patrol posts will not be changed without the consent of the troop commander. The installation, discontinuance or movement of telephone or teletype equipment will not be permitted except upon approval of the supervisor of the telegraph bureau through the troop commander.
6. Automobiles, which are the personal property of the individual members of the division of state police, are not permitted to be kept at substations or patrol posts.
7. Members of the division of state police incurring bills at substations or patrol posts will pay them promptly when due. Bills for lodging, garage rent, telephone, meals, etc. will not be permitted to accumulate. The practice of obtaining extended credit for such accommodations, or of making agreements to defer payment thereof will be deemed proper cause for punitive action. The borrowing of cash from persons is expressly forbidden as is the use of patrol advances for personal purposes.
8. Every member of the division of state police must notify his zone headquarters immediately concerning all major crimes, deaths of persons, either by violent or accidental means, riots or other emergencies, injuries to members of the division, injuries caused persons by members of the division, or any other serious or unusual matter occurring within his assigned district. Upon receipt of such information, at zone headquarters, it will be immediately relayed

SPECIAL ORDERS

TROOP ORDER - K9)
January 1st, 1935.)

Substation - Patrol Posts.

to barracks via teletype. The importance of such notification cannot be too greatly stressed. It is most essential that zone headquarters and barracks be advised of all unusual occurrences within the territory.

CHRISTOPHER KEMMLER,

Christopher Kemmler

Captain, Troop "K"

CK/JPM.

1. No expenditures for medical, surgical or hospital services will be allowed except with the approval and consent of the troop commander. An exception to this rule, however, will be made in case of injury, etc. requiring immediate emergent medical, surgical or hospital attention. When such emergency condition occurs, however, immediate notice will be given to the barracks, setting forth the facts and circumstances of the emergency and indicating the necessity for prompt treatment.
2. Except in cases of extreme emergency, members requiring medical, surgical or hospital attention must communicate with the troop commander, who will designate the doctor, surgeon or hospital for the particular case.
3. In cases of approved medical, surgical or hospital care, the member receiving such care must personally see that all bills therefore are promptly forwarded to the barracks.
4. Members contracting medical, surgical or hospital bills contrary to the intent of this order will be held personally responsible for the bill or bills.
5. The division will not be responsible for payment of medical, surgical or hospital bills in cases which are classed as "non-service connected," such as appendicitis, tonsillitis or similar ailments. In order that there will be no misunderstanding about the responsibility of the state for payment of such bills, it must be borne in mind that the illness or injury for which they are submitted must be classified as "service connected".
6. (a) Effective immediately, all injuries of whatever nature, no matter how slight, and all illnesses which are service connected will be reported to the Commanding Officer at once on a form designated as "C-2" a State Insurance Fund standard form. A supply of these forms will be maintained at Bayshore, Fishkill, Monroe and Hawthorne. Unless the report referred to in the foregoing is promptly attended to, any medical expenses incurred will not be paid by the State and will have to be borne by the trooper concerned. (This is in accord with Albany Hqtrs, instructions of recent date) Added Dec. 14-35.
(b) Form 102-A, recently issued has to do with the physician's report of injury and treatment. They are required from all doctors who treat our men and are to be submitted in triplicate. Supply of forms maintained in Bayshore, Fishkill, Monroe, Brewster and Hawthorne. Added May 1-36.

Note:--Substitute this page for the same page issued October 10, 36 due to error in Paragraph 6-a.

TROOP ORDER - K 10)
October 10, 1936)

Medical, Surgical and Hospital
treatment.

7. When a member of the division of state police shall be injured by reason of accident caused by the negligence of some person, other than a member of the division of state police, that member has a right to proceed civilly against the party causing the injury. Section 29 of the Compensation Law, however, provides that he can not proceed in a civil action against the responsible party without electing so to do on a form supplied by the division of workmen's compensation. Such form is known as "notice of election to sue," and must be filed with the division of workmen's compensation before any suit may be instituted.

8. If the injured member elects to take workmen's compensation for his injury from the state insurance fund, rather than to institute a civil suit against the negligent party, he must likewise fill out a form supplied by the state insurance fund, certifying that he has not started any suit against any party by reason of said injuries, and that he has not accepted, nor will not accept, any money in settlement from the negligent party. He must further assign all of his rights to collect damages for injuries from said negligent party to the state insurance fund.

9. Further, if the member elects to proceed civilly against the party causing the injury, he can not accept any settlement or compromise without the approval of the officials of the state insurance fund.

10. To sum up this matter briefly, members of the state police injured in the performance of duty, where such injury has been caused by some negligent party, not a member of the division of state police, should not institute any civil suits nor accept any settlement in connection therewith without first receiving the approval of the proper officials of the state insurance fund. Members of this division will notify these headquarters and await authority in any case where they have been injured and where they contemplate suing the negligent party civilly, or accepting settlement for such injury from said party.

TROOP ORDER - K 10)
October 10, 1936)

Medical, Surgical and Hospital
treatment.

10. This same procedure must be followed by the survivors or dependents of any member of the division killed while in the performance of his duty, and through the negligence or wrong of some party not a member of this division.

11. This in no way affects any award made as a result of any accident insurance policy in which the injured member or his survivors are beneficiaries thereunder.

November 11, 1938.

The following letter, dated October 31, 1938, received from Albany Headquarters is quoted for the information of all members of Troop "K".

SUBJECT: Reporting all old injuries to State Insurance Fund.

1. "After a conference with the State Insurance Fund, it has been decided that no more old cases will be considered and a number of claims which have been presented will probably be returned without action.

2. This does not mean, however, if a present member of the department becomes ill as a result of a former injury, that it would make any difference whether it has been reported to the State Insurance Fund or not. It would not have any effect on either their retirement or the amount of their pension, as full claim would be given for the original injury in considering the case. As a matter of fact, compensation allowed for an old injury would be deductible in figuring the final retirement and pension claims."

The following teletype message 5581, file 14, dated December 30, 1938 from Albany Headquarters is quoted:

The State Insurance Fund advise us that they may take a five percent discount on all doctors bills which are paid within thirty days. You can realize of course that this would amount to a great saving to the State of New York over a period of time, so, in the future will you kindly arrange to have a voucher made out immediately after the services of a physician are required and forward it to this office. This discount applies only to bills that are for \$15.00 or over, and only in cases of accident, not where services for sickness or any hospital bills. The voucher should be sent in for the full amount and the State Insurance Fund to deduct the discount themselves.

J. A. GAFFNEY
J. A. Gaffney
Captain, Troop "K"

JAG/ih

TROOP ORDER K-10)
 May 9, 1939

Preparation of Medical Vouchers

Item

1. Four sheets or forms must be submitted.
2. Name of hospital or physician must show on top of vouchers.
3. Back of each sheet must be sworn to before Notary Public.
4. The bottom of every sheet must be receipted, by same person who swears to it.
5. Vouchers submitted for illness must not show charges for treatment of injuries, separate vouchers must be submitted for injuries.
6. Physician's or hospital charges for any treatment of members of this department, should not be submitted on Compensation Forms and forwarded to Department of Labor, but should be submitted with our Material & Supply forms and forwarded to N. Y. State Police, Hawthorne, N. Y.
7. All Illness or Sickness vouchers should be worded as follows: "For professional services rendered to Trooper John Doe, who became ill while in the performance of his official duties". (Do not show kind of illness)
8. Each call and charge for same must show, with date of same.
9. Hospital charges must show items the same as above.

Injuries

1. Department of Labor Forms C-2 in triplicate must be forwarded the same day that injury occurs to Troop Headquarters.
2. The same procedure must be followed in submitting charges for injuries as above, except item #7. (See example to be typed on vouchers)
3. (Example) "The above charges were for professional services rendered to Trooper John Doe who sustained a broken right arm in a motor cycle accident at Goshen, N.Y. on July 1, 1939 while in the performance of his official duty". (Note that injury vouchers show the exact place on body that was injured, whereas on illness vouchers, such treatment for appendicitis, colds, influenza, etc. must not show)
4. The following must show on injury vouchers: Name of person treated, Nature of Injury, Date of Injury, Place where Injury occurred, exact number of calls and charge for same, exact number of days and price of hospital charges for same, exact number of X-rays and name of portion of body of which they were taken and dates on which they were taken.
5. Telephone charges must not be submitted on hospital vouchers, but will be paid in cash by person incurring them.
6. Our medical bills are being checked by Division of State Police, our Surgeon General, State Comptroller's office, Department of Labor and State Compensation Bureau and the above instructions must be absolutely carried out or vouchers will be returned, to Members of this command who incurred them, for correction and resubmission.
7. Members incurring medical bills must see that Material and Supply vouchers are forwarded promptly, themselves, and must not depend on Headquarters to get in vouchers that have been incurred.

J. A. GAFFNEY

Captain Troop "K"

JAG/ih

SPECIAL ORDERS

TROOP ORDER K-10)
July 20, 1939)

Reporting Accident & Illness Cases

1. All members of Troop "K" will report to the Troop Commander all cases of accident and illness. This report to cover all accidents or illness with diagnosis, and will be sent in, in triplicate at the earliest possible moment by mail. In case of emergency, teletype messages can be used.
2. In addition to the above the usual number of reports will be sent in in accident cases, along with the Labor Department forms and medical reports.

J. A. GAFFNEY

J. A. Gaffney
Captain, Troop "K"

JAG/ih

S P E C I A L O R D E R STROOP ORDER - K-11)
January 1st, 1935.)

Traveling expense vouchers.

1. Items for repairs to motor equipment, dry cleaning of uniforms, or repair of shoes will be disallowed.
2. No charges for expenses may be entered for days when a member is on leave. For the purpose of this paragraph, a "troop day" will be from 8:00 A.M. to 8:00 A.M.
3. When submitting accounts for railroad fare, the correct amount as paid for the ticket will be submitted and no more. If cash fare is paid aboard the train, the receipt as received from the train conductor, will be attached to the voucher. Charges for railroad fare must show the points at which the trip began and ended, the time train left the initial station, the name of the railroad and route traveled. When railroad fare for incorrect amount is submitted, it will be stricken from the voucher.
4. In submitting charges for pullman accommodations, the passenger receipt stub, issued with such accommodations, must be submitted with the voucher. In case a boat is used, the name of the boat, the number of the stateroom, the time of leaving will be included, as well as the receipt for the stateroom occupied.
5. In submitting charges for telegrams, attach a copy of the telegram, properly receipted for the amount paid.
6. No expenses for taxi cab fares will be allowed.
7. Receipts must be issued with the term "received payment" thereon, no other expression is considered sufficient. Receipts must be obtained and submitted for all expenditures except meals, irrespective of the amount of the expenditure. Whenever possible, receipts should be submitted on the letterhead or billhead of the person with whom the debt has been incurred. Receipts indicating evidence of changing, erasures, etc., will not be considered as valid.
8. In signing traveling expense vouchers, four (4) signatures will be affixed, three (3) sheets to be signed at the bottom, as well as the affidavit on the reverse side of the first sheet. The signature must agree with the typewritten indication on the top of the

S P E C I A L O R D E R STROOP ORDER- K 11.)
January 1st, 1935.)

Traveling expense voucher.

voucher, as for instance, if the typewritten voucher is in favor of "James G. Jones", the signature must be "James G. Jones", and not "J.G. Jones". It is important that signatures agree with the indicated name on the voucher.

9. Meals, telephone calls, railroad fares and other miscellaneous items will be listed on the voucher daily, in chronological order. Lodging, stabling, automobile storage, etc., may be entered under the last day of the month for which the voucher is submitted, indicating the inclusive dates for such expenditures.

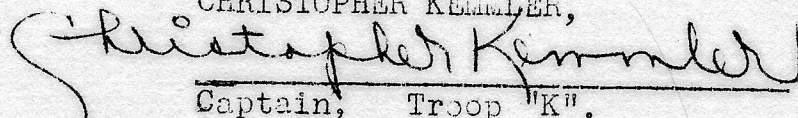
10. Vouchers must not be sworn to on a date indicating Sunday or a holiday. Vouchers must be sworn to before a notary public; the jurat of a justice of the peace, commissioner of deeds, etc. is not recognized as proper on traveling expense vouchers.

11. Traveling vouchers must be forwarded to barracks on the nights of the fifteenth, twenty-seventh and last day of every month.

12. In submitting charges for telephone calls, indicate the number of the telephone and place from which the call was made, the name of the person and place to which the call was made and a brief summary of the reason and necessity for such call.

In making telephone toll calls, the "number to number" call should be used rather than a "particular party" call, unless there is an urgent necessity for speaking to some particular party; the cost involved for "particular party" calls is too great. Telephone calls (toll) should be kept at a minimum and not resorted to except when mail or teletype will not suffice.

CHRISTOPHER KEMMLER,



 Captain, Troop "K".

CK/JPM.

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SPECIAL ORDERS

TROOP ORDER K-11)
September 25, 1939)

Traveling Expense Vouchers

1. New expense voucher forms will be issued shortly and as soon as they are received they will be used by all members of this troop in submitting their Traveling Expenses.
2. In order that the following instructions will be understood sample forms will be forwarded to every station and extreme care will be taken to make out these forms as instructed.
 - (a) 1 original and 1 duplicate will be forwarded to this office on dates heretofore specified.
 - (b) If more than one sheet is used the sheet that is signed and sworn to will be used as the last sheet - amounts to be carried over from sheet marked "continuation sheet".
 - (c) At the bottom of the sheet which is sworn to before a Notary Public you will write in under Charge Appropriation "02-Travel Expense and Chapter 928 - Part 1, Laws of 1939" and then total of your voucher as shown on sample form.
3. Until the new forms are received you will continue sending in the old forms but it will only be necessary to send in one original and one duplicate.
4. One set of expense vouchers will be forwarded to Troop Headquarters completely made up, with receipts attached, covering the period from the 1st. day to the 15th days of each month inclusive, and another set, complete, covering the period from the 16th. day of each month to the last day of each month, inclusive.
5. The above vouchers will be forwarded to Headquarters not later than the 15th of the month for the 1st period and the last day of the month for the second period.
6. Round trip tickets good for 60 days are now available on all railroads in the eastern part of the United States and care should be exercised by all members of this Troop when they are traveling to take advantage of this saving.
7. The Comptroller's office advised they will not approve items for single fares where a round trip ticket could have been purchased.

J. A. GAFFNEY
J. A. Gaffney
Captain, Troop "K"

JAG/ih

Note: Substitute this page for page 23-A issued August 1, 1939.

SPECIAL ORDERS
Summonses for Motor Vehicle Violations

1. Any and all orders, regulations or instructions concerning the issuance of summonses for motor vehicle violations are hereby revoked.

2. The following procedure will be followed for the keeping and distribution of summons books, the issuance of summonses and for maintaining records pertinent thereto.

3. For the purposes of this procedure the following definitions will apply:

Zone. The area, precinct or district commanded by an officer or non-commissioned officer.

Zone Commander. The officer or non-commissioned officer commanding a Zone.

Zone Headquarters. The station at which the Zone Commander makes his headquarters.

Sub-station. A station at which a member of this Division is on duty 24 hours daily.

Patrol Post. All other stations.

4. The procedure is as follows:

a. All new summons books will be kept at the Troop Traffic Bureau, Troop Headquarters and will be issued to the Zone Commander who will in turn distribute them to his Sub-stations and Patrol Posts.

b. A record will be kept at the Troop Traffic Bureau of the book numbers issued and the Zone to which they have been issued.

c. The Zone Commander or his representative will sign a receipt for the summons books upon obtaining a supply from the Troop Traffic Bureau.

d. The Zone Commander will keep a record of the book numbers and the names of the Troopers to whom they have been distributed.

e. When the Zone Commander has issued a book he will notify the Troop Traffic Bureau of the number of the book and the name of the Trooper to whom it has been issued.

f. Every member of this Division shall be responsible for the summons books issued to him and, upon receipt of a book, he shall place his name upon the outside cover, directly over the permanent stubs so that proper identification may easily be made.

g. After the issuance of a summons the outside stub, properly filled in, will be detached and, as soon as practicable thereafter, such stub will be forwarded to Zone Headquarters.

h. The Zone Commander will keep a file of the stubs received, for each Trooper under his jurisdiction.

i. When making out the arrest report the summons number will be typed over the heading: 'State of New York' in the center of the report. The arrest report will then be forwarded to Zone Headquarters.

j. Upon receiving the arrest report the Zone Commander will check the report against the stub, record the date, attach the stub to the report and forward both to Troop Headquarters.

k. The Troop Traffic Bureau will keep a file of the stubs so received and, when the book of stubs has been turned in, attach the stubs and file all such records for future reference.

continued on page 23-c

Substitute this page for page 23-B issued 3-15-39.

Mangan

Section 1.

Page 23-C
April 2, 1942

SPECIAL ORDERS
Summonses for Motor Vehicle Violations

continued from Page 23-B.

l. When all summonses in a book have been issued and all dispositions have been obtained the book of stubs will be turned in to the Zone Commander who will record the date and forward such book of stubs to the Troop Traffic Bureau.

m. No unnecessary delay in turning in the book of stubs will be tolerated. Zone Commanders will refer to their records periodically and if it appears that the books of stubs have been withheld an unreasonably long period he shall make inquiry into the delay.

n. Summonses will be issued only for violations of the Vehicle and Traffic Law, except in cases of Driving While Intoxicated and Leaving the Scene of an Accident without reporting. They may also be issued for the violation of any municipal traffic ordinance or for violations of any parkway ordinance.

o. A summons and its stubs will be made out for every arrest for a motor vehicle violation except in case of a forthwith arrest where the defendant is immediately taken by the arresting officer before a magistrate.

p. If, for any reason, once started the issuance of a summons should not be completed, the Trooper will mark the word 'Void' on the summons and on both stubs, record the date and the reason the summons was voided and the summons and stub will be turned in in lieu of the arrest report. Under no circumstances will a summons be torn up or otherwise destroyed.

q. Upon being transferred from one Zone to another the Trooper will return unused summons books to his Zone Commander and reports of arrests originating in that Zone will also be forwarded such Zone Commander for the purposes of maintaining accurate records. New books will be issued from the new Zone.

r. Requests to revoke a summons will be denied and any violation of this order coming to the attention of an officer, non-commissioned officer or the Troop Traffic Bureau is to be called to the attention of the Commanding Officer.

s. Requests from any person other than proper judicial officers to change or to reduce a charge will be denied.

J. A. CATENEY

Captain, Commanding
Troop "K"

JAG/ih

Substitute this page for page 23-C issued 7-4-40.

S_P_E_C_I_A_L O_R_D_E_R_S

TROOP ORDER - K 12)
January 1st, 1935)

Reports.

1. Reports are of the utmost value for future reference, or as a basis of continued investigation. In submitting reports, it should be borne in mind that persons who may read them were not present, consequently, they should contain sufficient information to appraise the reader of all facts, yet be brief to the extent that they do not contain unnecessary matter.

2. Special attention must be given to printed report forms issued by this division or by other departments to see that all of the information called for thereon is properly filled in.

3. Matters reaching the attention of members of the Division will be given priority as follows:-

- (1) Complaints or investigations from Division Headquarters.
- (2) Complaints or investigations from other Troops.
- (3) Special investigations from barracks.
- (4) Routine investigations received at sub-stations, patrol posts or by members on patrol duty.

Despite the above, however, special and immediate attention must be given to the more serious crimes occurring within any territory.

4. The following reports will be submitted daily:-

Patrol reports with postmarks (1 copy). (Include on the back thereof, a record of investigations of billiard rooms.)

Inspection moving picture reels.

Special reports of all activities, complaints or investigations (if the first special report is not complete, supplemental special reports will be furnished at the conclusion of the case.)

4-A. First day of each month, duplicate copies of gas and oil slips will be submitted to the Lieutenant in charge of the zone for his report, and after they have served his purpose they will be destroyed. On the first day of the month, before noon, the Lieutenant will report by teletype to barracks the speedometer readings of the cars and cycles in his zone. In case a speedometer goes out of service, it is the duty of the operator of the car to report it immediately to zone headquarters giving speedometer reading at the time the speedometer went out of service, Headquarters to be notified by the Lieutenant in charge. Operators of cars and cycles

EG

Note:- This page is to be substituted for the page #24 now in the books-supplemental information (para. 4-A) on this sheet issued this date-5/1/36.

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

TROOP ORDER - K 12)
January 1st, 1935.)

Reports.

Item 4-A (Cont'd) - stationed at barracks will submit above data to the Troop Clerk.

5. Fifteenth day of each month, expense vouchers.
6. Twenty-seventh day of each month, expense vouchers, airport inspection reports will be forwarded to barracks.
7. Last day of each month, expense voucher.
8. Details of reports:- Great care should be used in composing special reports; one copy is all that is required. The special report should be complete and yet as brief as possible in conveying the action taken, etc. It should show the origin of the complaint, action taken, persons interviewed, disposition of case, final outcome of investigation and such other information as appears to be requisite and necessary. If affidavits are taken, they should be attached to the special report. Receipts for evidence acquired, releases for property returned and other related papers should accompany the special report. If the Trooper submitting such a report will bear it in mind that those who may read it are depending on the report for a complete knowledge of the case, he will undoubtedly put his reports in such form as to convey sufficient information.
9. Arrest reports. In felony cases, one original and one copy should be forwarded, except when motor vehicle is involved then original (one) and three (3) copies should be forwarded, being sure to give complete information as required on both sides of the report. A special report should likewise accompany an arrest report in cases of serious crime.

It is not necessary in the ordinary vehicle and traffic arrest or in the lesser misdemeanors to submit a special report accompanying the arrest report. Fingerprint cards should be attached in all felony cases and in such misdemeanor cases as they are, by law, required. Care must be exercised to take clear and legible fingerprint impressions.

In misdemeanor cases, one original and one copy of the arrest report will be required, except when motor vehicle is involved, then one original and 3 copies should be forwarded.

In simple misdemeanors, no special report need accompany the arrest report. (In the case of misdemeanors where the defendant has

Note:-This page to be substituted for Page #25 now in books,
Item 4-A added this date-5/1/36

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

TROOP ORDER - K 12)
January 1st, 1935.)

Reports.

been held for the action of the grand jury, one original and one copy should be submitted, giving the information on the reverse side of the arrest report, if the misdemeanor requires same. Arrest reports for this class of misdemeanors should always be accompanied by special reports giving complete details.

In all cases where the defendant is admitted to bail, the amount of bail, name of surety or bondsman, and kind of bond (cash, corporate or real estate) will be noted on the reverse side of the arrest report under "Remarks".

10. In submitting arrest reports for vehicle and traffic violations, one original and three copies are required.

Accident reports - only an original if no personal injury is involved. An original and ~~one~~ ^{two} copies if personal injury is involved.

In cases where persons are injured or killed in motor vehicle accidents, the investigating officer must fill out and mail one copy of report form MV104 direct to the Commissioner of Motor Vehicles, Albany, N.Y, and in submitting reports involving manslaughter charges based on motor vehicle accidents, one original and three copies of the arrest report are to be submitted.

In any accident involving state-owned property, one original and four copies of each report is required. If an injury results to any member of the Division, one original and four copies plus one extra copy covering each trooper injured will be required.

In submitting these special reports, give full details and attach photographs of the scene of the accident, damage to vehicles, etc. (Be sure and take proper measurements) In submitting photographs, include on the back of the photograph, name of photographer, the time, the date when taken, measurements as to the distances from object to camera, as well as compass direction of the photograph.

All accidents involving troopers or state-owned property must be reported immediately to the zone supervising officer and witnesses held for a sufficient time to make a thorough and complete investigation.

11. Most careful attention must be given to the submitting of reports on conservation cases in accordance with bulletin dated 10-13-32.

Instruction: This is a correction sheet and is to be substituted
5/1/36 for Page #26 now in books. Correction in para. 10.

TROOP ORDER - K 12)
January 1st, 1935.)

Reports.

12. Members of the division having cases pending should follow them closely and forward disposition immediately after completion. Every effort should be made to keep pending cases closed out as promptly as possible.

13. Members possessing warrants of arrest which they have been unable to execute, will fill out the "Person wanted on warrant" form being sure to include a thorough description of the person wanted, and forward the warrant with the form to barracks.

14. One original and two copies of arrest reports relating to violations of the State Liquor Laws will be forwarded promptly.

15 (a) Effective immediately, all injuries of whatever nature, no matter how slight, and all illnesses which are service connected will be reported to the Commanding Officer at once on a form designated as "C-2", a State Insurance Fund standard form. A supply of these forms will be maintained at Bayshore, Monroe and Hawthorne. Unless the report referred to in the foregoing is promptly attended to, any medical expenses incurred will not be paid by the State and will have to be borne by the trooper concerned. (This is in accord with Albany Hqtrs. instructions of recent date) Added Dec. 14-35.

(b) Form 102-A, recently issued has to do with the physician's report of injury and treatment. They are required from all doctor's who treat our men and are to be submitted in triplicate. Supply of forms maintained in Bayshore, Monroe, Fishkill, Brewster and Hawthorne. Added May 1-36.

CHRISTOPHER KEMMLER

Christopher Kemmler

Captain, Troop "K"

CK/EG

Instruction Note:- This page #27 is to be substituted for the page #27 now in folders, last paragraph on same being number 15. - para. 15-(b) now added above.

Bless 104

TROOP ORDER - K 12

Reports.

It has come to my attention that a Trooper, while driving a car owned by another Trooper who was riding with him at the time, was involved in an accident with a car owned by another State Department. The Troopers in question immediately proceeded to investigate the accident and submitted a very incomplete report and only gave as a witness the name of the Trooper who owned the car. No report was made in the blotter and no mention was made of occupants of the other car and other important information was lacking. No damage to either car was reported whereas considerable damage resulted to the Trooper's car.

The accident in question should have been investigated by a disinterested person, especially where a car owned by the State was involved.

In the future, when a Trooper is involved in an accident, whether with his personal car or with a car belonging to some other Trooper, whether on official business or personal business he will submit a report to this office following out the same instructions as contained in Section 1, Page 26 under Special Orders and where a car belonging to another State Department is involved he will submit an extra copy. The investigation wherever possible should be conducted by some disinterested person. Of course, accidents involving State owned property must be reported immediately to the Zone Supervisors and witnesses held for a sufficient time for him to make a complete and thorough investigation.

The Westchester County Traffic Commission has requested that this Troop furnish them with certain information after the investigation of automobile accidents. The requested information is being forwarded this Commission by our Traffic Bureau at Hawthorne, however it is necessary that certain information be included on reports of accidents investigated in Westchester County. This information is as follows and will be included on all reports of accidents happening within Westchester County: Type of pavement, i.e., Concrete, Macadam, Dirt; Pavement surface: Dry, Wet, Ice or Snow. Weather: Clear, Raining, Cloudy, Fog, Snow. Manufacturers year of cars involved.

Pertaining to investigations of accidents in all counties, and the subsequent report and accident location card, the same information regarding the location of the accident must be put on the card as on the report itself.

A recent accident report gave as the cause: "Highway obstructed on curve - no warning." Previous instructions require that where any condition involving the highway itself or where any sign, signal or marking, or the lack of any sign, signal or marking, or a poorly placed or located sign, signal or marking has contributed or may contribute in any manner whatever as a cause of an accident, is observed or brought to the attention of any member of this Troop a special report for the attention of the Troop Traffic Bureau must be submitted at once.

J. A. GAFFNEY
J. A. Gaffney
Captain, Troop "K"

JAG/ih

Note: This page to replace Page 27-A issued June 1, 1938.