

## **Departmental Regulations Manual (Circa 1961-1964)**

An operations manual was developed during the early 1960s. Only three copies were available for review by employees, who were expected to keep themselves up-to-date and informed —about the instructions contained herein. One was kept in the Radio room, one in the Identification room, and the other in the Office of the Sheriff. The following are excerpts:

### Abandoned or Derelict Automobiles

Whenever the Sheriff's office is called upon to remove or take possession of an abandoned or derelict automobile (not involving civil process, stolen cars, and moonshine cars), Mr. Harry M. Adkisson should be notified promptly. Henceforth, he will pick up, store, and dispose of all such vehicles, according to the law. Mr. Adkisson is not to be called during the night unless a vehicle constitutes a hazard on the highway.

### Appearance of Employees

1. There is nothing which enhances a man's appearance more than a haircut, and certainly nothing makes him look more seedy than to need one. Most departments in larger cities require a haircut every ten days. While it does not seem necessary to dictate how often you should have a haircut, you are often reminded that you are under constant observation by the public, and this item is important.
2. Shoes must be shined when you come on duty, not later by trusties.
3. A clean, freshly pressed shirt must be worn each day, and trousers must be changed at any time they begin to lose their crease. Here again the matter is left to your good judgment, with the hope that daily inspections will not become necessary.

### Complaints

All complaints coming into the Sheriff's Office will be answered by dispatching a deputy or investigator within fifteen minutes from the receipt of the call. If it is not possible to dispatch a man, then it is the responsibility of the operator to contact the Sheriff, the Chief Deputy, or the Head of the Uniformed Patrol, relative to calling out additional manpower. Calls from colored residents are not necessarily answered only by the colored deputies. It is the policy of this office to dispatch a colored deputy if one is available. However if one is not available, the call will be answered by any deputy or investigator on duty or available.

### Meals

Deputies on duty are expected to eat their noon and evening meals at the county jail. Breakfast is not provided for any employees. Deputies on the 11 p.m. to 7 a.m. shift may make sandwiches in the kitchen, but may not prepare any cooked food.

## News Releases

Several employees in this department, in addition to their work here, have outside interests which employ persons in no way connected with the Sheriff's Office. In the future, at any time such individuals become involved in any disturbance which results in their arrest, the arrest sheet is not to show them as being employed by anyone connected with this office. You are to show them as "Unemployed" or "Place of employment unknown." This will aid in preventing the radio stations and newspapers from making quite a joke of such occurrences.

## Patrol

### East Side Deputy

1. Patrol and park in strategic areas along 39<sup>th</sup> Avenue, from Waldo Road to State Road 26, to detect drag racers, and willful and wanton reckless driving.
2. Patrol and park in strategic areas along State Road 26, from city limits to intersection of 39<sup>th</sup> Avenue, and particularly the intersection with Lake Road.
3. Patrol and park in strategic areas along State Road 20 from city limits to intersection with Rochelle and Windsor crossing. Area to be patrolled particularly on weekends, and definitely on Sunday afternoons.
4. Kincaid Road, between city limits, for drag racers, and willful and wanton reckless driving.
5. Patrol and park in strategic areas, in the LaCrosse and the Santa Fe areas, particularly on Saturday afternoons, and on Sunday mornings.

### West Side Deputy

1. Patrol and park in strategic areas along 39<sup>th</sup> Avenue, from city limits west, for dust control. More interested in being seen and warning motorists than in arrests.
2. Patrol and park along State Road 26 west to Four O'clock Church, to watch for drag racers and willful and wanton reckless driving.
3. Park at intersection of State Roads 331 and 441, for moving violations at intersection. No parking at service stations.
4. Patrol and park in strategic areas along State Road 331 to intersection of County Road S.W. 18 (Wacahoota Road).
5. Patrol Rocky Point Road, Millhopper Road, and Glen Springs Road. Parking along these roads is not desirable at this time.