

THE LAW ENFORCEMENT HANDBOOK



Desmond Rowland and James Bailey

THE LAW ENFORCEMENT HANDBOOK

by Superintendent Desmond Rowland
and James Bailey

Has someone recently joined your department?
Is your partner constantly borrowing your copy
to check on a procedure?
Or does that new recruit need a helping hand?
If so, why not tear out this order form and give
it to your friend.

Authorized law enforcement agencies might
qualify for quantity discount.

For further information contact:

Methuen Publications
Order Department
2330 Midland Avenue
Agincourt, Ontario
M1S 1P7

ORDER FORM

Please send me _____ copies of **The Law Enforcement Handbook** @ \$14.95/copy.

NAME _____

ADDRESS _____

CITY _____ PROV/STATE _____

PC/ZIP _____

☐ Cheque/Money Order

☐ American Express

☐ VISA

☐ MasterCard

CREDIT CARD NO. _____

EXPIRY DATE _____

SIGNATURE _____

Mail completed form to:

Methuen Publications

161 Eglinton Avenue East

Suite 606

Toronto, Ontario

Canada M4P 1J5

Credit card orders not valid without signature.

Prepaid orders are shipped free of postage/handling charges.

The Law Enforcement Handbook

THE LAW ENFORCEMENT HANDBOOK

Desmond Rowland and James Bailey

Methuen

Toronto/New York/London/Sydney Auckland

Copyright © 1983 by Methuen Publications
(A Division of The Carswell Company Limited)

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written permission of Methuen Publications, 2330 Midland Avenue, Agincourt, Ontario, Canada.

Canadian Cataloguing in Publication Data

Rowland, Desmond, 1936-
The law enforcement handbook

ISBN 0-458-95860-3

1. Law enforcement. 2. Criminal investigation.
I. Bailey, James, 1947- II. Title.

HV7921.R68 363.2'3 C83-098449-6

Printed and bound in Canada

1 2 3 4 5 83 88 87 86 85 84

Acknowledgments

The authors wish to acknowledge the encouragement and support of Chief Douglas K. Burrows and Deputy Chief William Teggart of the Peel Regional Police in the development of this project.

We also wish to thank the following officers for their counsel and their contributions to the manuscript: Insp. Denis O'Neill, Det. Sgt. Daniel Banting, Det. Sgt. Michael Haslett, Det. Sgt. D'Arcy Honer, Sgt. William Nichols, Sgt. William Sholdice, Det. Sgt. Alfred Thomas, Det. Boyd Brown, Det. Fred Lemieux, and P.C. Edward Teye. The advice and counsel of Mr. Leo McGuigan, Crown Attorney of Peel County, and his staff, was very much appreciated.

A special note of gratitude to Mrs. Lorna Mays, our force librarian, for her research efforts.

Foreword

I first met Superintendent Desmond Rowland while attending the Federal Bureau of Investigation National Academy in Quantico, Virginia, in September 1974. He impressed me as an obviously intelligent, practical, and witty practitioner of the criminal justice profession. He is a thinking man's law enforcement officer. Therefore, when Superintendent Rowland asked me to review this handbook, and prepare a foreword I was delighted, both by the prospect of reading an intelligent discourse on general law enforcement duties and by being asked to participate.

My personal view is that writing a handbook of this type is an exceedingly difficult task. Generally, they tend toward vague theoretical pronouncements that are difficult to translate into practical considerations, or they degenerate into "war storyism"; they offer complete accounts of how it is to be done on the streets, but do not closely examine the assumptions that underlie their prescriptions or the alternative modes of action that could have been recommended. Happily, Superintendent Rowland's work is not the victim of either of these pitfalls.

It is obviously not possible to write a police officer's handbook that will be valid universally, for all police officers. There are just too many differences in the situations encountered by police officers in disparate geographical regions with varying legal and political structures and governing procedures. The sections of this handbook concerning patrol activities demonstrate this fundamental truth to me again. There are, for example, facets of the patrol activities section that would not necessarily be applicable to the California State Police, which I command. I also doubt that very many of the rural county sheriffs' offices in California would extensively benefit from some of the specifics of these patrol procedures. This is not to

say that the patrol procedures are not well founded for their particular application, and that there are not specific elements that would be quite useful for my troopers. The detail and specificity of Superintendent Rowland's patrol commentary certainly makes it clear that this is something that he has done often and well. Again, by using his lucid intelligence to analyze patrol phenomena, and correlating the analysis to his practical experience, he provides the reader with a broad perspective on the issues.

Superintendent Rowland impresses me as one of the best investigators in the business, and those portions of the handbook reflect the author's richness of experience and passion for investigative methodology. It also seems to me that the imperatives conducive to conducting a proper investigation are more nearly universal than patrol procedures, for example.

There is little that is as difficult to repair as an improperly handled investigation, and in fact it is often impossible. Many of the facets of an investigation may only be approached once. If one were to be well versed in the investigative procedures detailed in this handbook, it is highly improbable that irrevocable errors would be committed that would compromise the outcome.

Like it or not, the principles implicit in the civil liberties granted individuals in democratic societies pose subtle problems for law enforcement officers in the performance of their duties. I am convinced that the most workable solution to these inherent problems lies in careful adherence to well-founded procedures that do not compromise the civil liberties of anyone involved in a particular case. Many of the judicial decisions that have placed limits on police power owe their origins to ill-advised conduct on the part of law enforcement officers. I believe that many, if not most, of these instances need never have occurred if the personnel involved had the benefit of carefully constructed, well tested procedures. This is a belief that has been strongly reinforced by reading Superintendent Rowland's handbook.

I intend to ensure that copies of *The Law Enforcement Handbook* are present in the library of the California State Police, and would encourage my personnel to make themselves knowl-

edgeable about its contents. I expect that the results will far outweigh the effort involved.

In an era of ever constricting budgets and consequently fewer resources available for law enforcement agencies, it will be essential that the efficiency of all of our operations increase. Works such as this handbook can make a significant contribution to increasing our operational effectiveness, and that is the heart of the law enforcement battle of the 1980s.

WILLIAM B. SKELTON

Chief of Police

Sacramento, California

Preface

No occupation in modern North American society has been as picked at, pried apart, put upon and misrepresented as police work, and unfortunately for the truth, the extreme ends of the spectrum of police activity have received the preponderance of attention. A great deal of learned sociological study has been devoted to the role of the police and the impact of their activity. While useful in the academic sense and potentially applicable in the future when sufficient findings are accumulated to permit validation, the great majority of these writings remain sterile, and have made a minimal contribution to the betterment of policing standards or methods. At the opposing end of the scale is that discordant mass of film and television drama on policing themes, replete with exaggerated violence and having little in common with reality. In the middle there are a few well-researched and thoughtful study papers and serious published works, which may be recognized as a contribution to police science or the documentation of the real nature and performance of policing. *The Law Enforcement Handbook* is in this latter category.

The reader who believes, as I do, that policing is more an art than a science, more a craft than a profession, will find this volume particularly pertinent, because it describes the methods and techniques of the art of policing. It will serve the neophyte officer as well as the trainer or the experienced officer in search of a reliable check-list. Department size is no restriction, since the message is directed to the individual practitioner and local policy and procedure are unlikely to conflict with the basic methodology. Applications of contemporary business technology, such as link analysis, and the application of forensic science have not been neglected by the author. The style of presentation will be welcomed by the police student and serv-

ing officer alike, since it is consistent with the need for brief but incisive information.

As educational levels rise in society, so must the broad educational base of successful police practitioners. A knowledge of the social sciences and the workings of government and a broad awareness of immediate and strategic issues in society are essential to the deft application of the regulatory controls put in place by elected governing bodies. Regardless, the basic tool of the successful police officer will remain his ability to apply practical thought to problem-solving: the common sense approach. *The Law Enforcement Handbook* is dedicated to the reinforcement of this theme.

ROBERT F. LUNNEY
Chief of Police
Edmonton, Canada

Author's Preface

The police officer in today's society faces many challenges. In a world of frequent and dramatic changes in technology, social attitudes and legal thinking, the police officer plays an increasingly important role in protecting the human values that are essential in a civilized society. While he may still be found walking a beat, today's police officer may just as easily be working in such specialties as computer fraud, tactical assault, hostage negotiation or electronic surveillance.

This book is designed to provide the basic grounding a police officer requires to perform effectively while carrying out his duties as a patrol officer or criminal investigator. Because the division between patrol and investigative duties varies considerably among police forces, and may not exist in smaller departments, I have decided to take a comprehensive approach which follows the officer from the initial stop of a suspect on the street to testimony in court. *The Law Enforcement Handbook* can be used as a core text for recruit training, a handbook for more experienced officers, as a training manual for security personnel without prior police experience, or as a resource book in university police science courses. A thorough mastery of the material presented in this book will provide the information required to handle virtually all normal police duties, up to and including major criminal investigations.

As the courts make ever more complicated rulings to expand the rights of the criminally accused, the police officer must also be a skilled practitioner of such diverse skills as legal interpretation, psychology and forensic science. The days when police officers were hired because of their sheer physical size are long gone. Extensive interviews, background investigations and sophisticated psychological screening have become an in-

tegral part of the selection process of most police departments. Today's police officer is a professional.

To perform effectively in this highly demanding environment, the police officer requires a solid understanding of investigative techniques. He needs both theoretical and practical knowledge to be successful in his chosen career.

This book has been written to serve that need, based upon twenty-seven years of experience as a patrol officer, detective and police executive. I believe that, aside from a few minor differences, the essentials of effective policework are the same in all democratic countries. The specific legal requirements for the admissibility of confessions may appear different in certain jurisdictions, but human nature is the same everywhere. The successful interrogator in Seattle will be using the same psychological techniques as his counterpart in Vancouver while questioning a suspect. And, of course, the same level of scientific knowledge is available everywhere, limited only by the budget, training and expertise of local police officers.

I have attempted to take a practical approach to the police profession. There are many works of both fiction and non-fiction published each year about police officers, written by authors who have never spent a night shift in a patrol car or subdued a violent, gun-wielding offender.

This is a book written by a police officer, for police. It has been prepared in an *aide-memoire* style to offer easy readability and quick reference access. (I should add that, in the interests of readability, I have referred to both police officers and suspects in the masculine gender throughout this book. This does not imply a failure to recognize the equally vital contribution of female police officers in the field of law enforcement.) Much of what you will read here is personal opinion, based upon extensive research and my own experiences with three police forces. I suggest that you look upon this book as a guide to the policing profession; the application of the methods which I've outlined should, of course, be tempered by the policies and procedures of your own police force or organization, and the legal strictures in effect in your jurisdiction.

As police officers, we have a vital role: we are the front-line troops in the war against the forces that would disrupt society and destroy the right of our fellow citizens to live in peace and security. Ours is an honorable task, one that requires our best. We can only offer our best by constantly working to improve our knowledge and skills. In doing so, we ensure that the freedoms which we all enjoy will not only continue, but prevail.

DESMOND ROWLAND,
Superintendent of Detectives,
Peel Regional Police

Illustrations

1. Key Word Chart for Suspect Descriptions, 47
2. Sample Notebook Page, 53
3. Wall Search, 67
4. Stopping Vehicles, 78
5. High Risk Stop, 82
6. Dangerous Goods Chart, 106
7. Druggist's Fold, 156
8. Components of Cartridge, 170
9. Rifling, 172
10. Shotshells, 174
11. Firearms Injuries, 176
12. Blood, 184
13. Bullet direction, 200
14. Investigative Action Form, 209
15. Cross-index Card File, 212
16. Investigation Control File, 214
17. Association Matrix and Link Diagram, 220
18. Link Diagram Example (1), 221
19. Link Diagram Example (2), 221
20. Identification Parade Form, 224
21. Commonly-used Drugs Chart, 234
22. One-Man Surveillance, 242
23. Three-Man Surveillance, 243