

1942

## Police Science Book Reviews

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## POLICE SCIENCE BOOK REVIEWS

Joseph W. Harney [Ed.]

THE MOBILIZATION OF THE HOME FRONT. The British Experience and Its Significance for the United States. A Report of the American Public Welfare Association. By *Eric H. Biddle*. The Public Administration Service—(Chicago, Ill. 1941) Pp. 45, Appen. ii. 60 cents.

Wishful thinking will not win a war. A nation cannot remain committed to a limited liability war and defeat a totalitarian state. So many things need to be done before we can win this war, and foremost among all of these is the complete realization by everybody as to just what is meant by "total war." Slowly and at great cost Britain learned. Let us hope that we learn the lesson of Britain.

Mr. Biddle, basing his comments on first hand information gained by being on the ground during the blitz, begins by defining the role of the civilian agencies. To the civilian agencies was allotted the responsibility of maintaining the industrial and municipal life. This was best attained, and the most impetus put to the war effort, when the public understood what was required. When it was fully realized that manpower for the armed services was no more essential than manpower for production, then the civilian agencies began playing their important part to make industrial manpower as efficient as possible.

Then in detail the author considers the actual mobilization of manpower. He impresses on the reader at the start how the life long habits of the industrialist of choosing his employes from among the unemployed, of the labor leader in protecting his craft from a surplus of trained workers, and of the public official in supporting those that could not find jobs, all had to be reversed because of the acute shortage of men and skills.

In order to accomplish this, and not allow the allocation of workers in production to be left to chance, all concerned had to cooperate in planning and executing the orders. So a Ministry of Labor and National Service was formed, whose functions would be to supply the essential industries with workers, and to increase the efficiency of the workers by providing new social services for their health and welfare. These were not simple tasks. First the English Government had to accept the principle that in total war, manpower is indivisible, and then the public mind had to be conditioned to this view. Decisions had to be made as to what constituted essential industry. Then workers from non-essential industry had to be transferred and trained. Labor exchange had to be set up. No one plant could be allowed more skilled labor than absolutely necessary. Orders prohibiting labor from quitting or being fired without good cause, new personnel problems caused by women, and the social welfare of the worker outside of the plant, such as facilities for eating, sleeping, transportation, care of children, and health, all had to be worked out in detail. And all the time that this was being done the Government was using persuasion and consultation methods, not force or coercion, in order that the workers could cooperate from a patriotic viewpoint.

In the next section Mr. Biddle discusses the strategy of the home front. Here of course the accent is placed upon the responsibility of the civilian agencies of government to keep the home front operating at full capacity by building up and maintaining the morale of the populace. The worker, important that he is, cannot be completely safeguarded, so it is better if he is taught to be contemptuous of personal danger, and thus avoid any defense complexes. However, this same worker must be relieved of worry and

anxiety about his family. Therefore, the new social services are not to soften the people, but rather to toughen them so that they might be better able to stand the pressure. In this section Mr. Biddle properly emphasizes that the Air Raid Precautions is only one part of the necessary effort. He discusses the social welfare needs that are incumbent upon executing the evacuation plans, the enlargement of the productive capacity, and the maintenance of the regular services. He points out the necessity of preventing distress among those that are displaced from non-essential industry, those that are homeless or whose places of employment are destroyed, as the result of an air raid, and also the aged whose limited income is not sufficient for support. The civilian workers must be clothed, fed, trained, and inspired to their fullest efforts, and that need is the challenge to the civilian administrator in the United States today.

In the next part covering the organization on the home front, Mr. Biddle emphasizes that the ordinary system of organization and methods of administration are not designed for warfare and that although the British experience cannot serve as a blueprint for us, still it is the prudent thing to study their experience for parallel situations and their problems and solutions. In organization of the home front provision must be made for relations with the armed service, particularly those phases concerning enemy action and notification of its approach. The existing civilian organization that can cope with the added duties of similar functions should embrace these added duties. The necessity of volunteer organizations should be appreciated for their value in maintaining morale. In this respect the author gives the serious reader food for thought when he tells how some very excellent leadership material was developed. In his treatment of the subject of organization Mr. Biddle uses many words to tell the necessity of eliminating much bureaucratic red tape, and the consolidating of many of the responsibilities for the prosecution of the war in a few ministries.

The last section concerns the administrative principles. Here, after stating that the keystone of the war effort in both England and the United States is the mobilization of manpower and material resources, he goes on to point out three principles of policy and administration as guideposts to the American administrator. Under the "Principle of Positive Purpose," the recommendations are: The civilian effort should be directed in an aggressive effort to win the war; Less accent on the defense of the civilian and more on the strengthening of the soldiers' morale by increasing the production of the necessary war materiel; Draw and have ready the plans to be put into effect in case of bombardment of our urban centers, but in the meantime get the civilian effort geared for the all out war. Under the "Principle of Manpower Mobilization" these principles must be accepted: that manpower is indivisible, limited, and human (men as well as machines need maintenance), and that manpower is the U. S. A. (Selective Service would not work if it did not have overwhelming popular support). Under the "Marshalling Total Resources" Biddle clearly points out that everybody must do the job on the home front.

Finally in the appendix Biddle lists the new English measures taken to meet the personal and social dislocations caused by the war, as follows: Prevention and Relief of Distress; Old Age Supplementary Pensions; Civilian Injury Assistance—and Pensions; War Damage Insurance; Increased Social Insurance Benefits; Increased Scope of Social Insurance; and Emergency Medical Service.

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STATE AND PROVINCIAL POLICE: A STUDY IN POLICE FUNCTIONS IN THE UNITED STATES AND CANADA. By *David Geeting Monroe*. The State and Provincial Section, I. A. C. P. and The Northwestern University Traffic Institute. (Evanston, Illinois. 1941). Pp. 251. \$2.50.

Dr. Monroe's treatment of state and provincial police problems is a masterpiece. His book should be in the hands of all persons interested or practicing in this field. Particularly outstanding is the excellent technique employed by the author in accumulating, analyzing, and presenting the results of his study. Careful attention has been given to the presentation of the results in a manner that facilitates the comprehension and retention of the essential highlights. To aid in this comprehension Monroe has included in his book fifty-two carefully planned tables, charts, and illustrations. These are further indicative of the extent to which he has gone to provide a useful book containing only relevant data.

The author emphasizes the many recent changes in territorial enforcement and the fact that "state and provincial policing is here to stay—and here to stay with ever-increasing burdens of enforcement." He portrays very adequately the accumulative progressive developments of the various state and provincial police departments and emphasizes the good practices that should be utilized more extensively in the future. He clearly indicates the errors evident in state and provincial police practices today and offers valuable suggestions for their correction or diminution.

The increase in powers conferred, expansion of jurisdiction and facilities, and increased personnel are the outstanding lines of development of state police. It is obvious from Monroe's study that state police systems have not been reluctant in their attempts to utilize progressive theories and practices of police administration. The errors in most instances apparently are the result of legislative and executive restraints.

Monroe very capably divides his study into eleven main parts. These are written in a concise, complete manner with each part pertinent to the study as a whole. Some essential revelations of each section are.

*Powers and Jurisdictions.* The majority of the state departments devote their principal time to the enforcement of motor vehicle laws. About seventy per cent of the departments are empowered to enforce all criminal laws on the highways.

*Organization.* The principal defect of organization is the inclusion of policing agencies within other departments. State police departments should be directly responsible to the chief executive.

*The Police Executive.* Monroe's study reveals a variety of methods of selection of police chiefs in practice. Approximately sixty per cent of the chiefs had served less than two years and nearly seventy-five per cent less than three years. Attention is directed to the urgency for careful selection, adequate and assured tenure, and higher compensation for chiefs.

*Selection of Personnel.* In more than one third of the departments the chief has the appointing power. This is considered good practice, since it assures some form of control by the executive. Selection procedures generally were adequate for eliminating the unfit.

*Training.* Nearly all state policemen receive some form of training. The scope and intensity of training varies. Most departments have refresher and in-service training courses.

*Salaries and Wages.* The average salary for patrolman was \$1480 per annum, plus allowances.

*Disciplinary Action.* There is no uniformity in the methods of administering discipline.

*Promotion.* The chief usually does not have the power to promote. Promotion is based on seniority, service ratings, and favoritism, with favoritism playing a much too important part.

*Time Off, Sick Leave, Pensions.* Time off averages four days per month in most departments. Vacations vary from two weeks to one month. The amount and duration of disability payments and pension awards could be increased.

*Communications.* Progress in the field of communications is very much evident in state and provincial police departments.

*Records and Recording.* The lack of personnel and finances often prohibits the more extensive use of records. Records generally should be improved and extended. Co-ordination of statewide records systems and co-operation with other agencies are recent progresses in state police systems.

On the whole, Monroe's book indicates that considerable progress has been made by state police systems, but there is still much more ground to be covered before the desired standards are attained. From this splendid contribution to police science, it is obvious that manifest changes are taking place in state and provincial police organizations; therefore, it is to be hoped that the author will continue to focus his critical and trained eye on the state and provincial police in the future and present from time to time revisions of his work.

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ELEMENTS OF POLICE SCIENCE. By *Rollin M. Perkins*. The Foundation Press (Chicago, Illinois, 1942). Pp. 651. \$4.75.

This book gets first place in my "police" library. It is the most thorough text on police work in general I have ever read. The title, *Elements of Police Science* is misleading, since it is not a book devoted entirely to scientific police problems but runs the gamut of police education from courtesy to the law of arrest, ending with an ideal chapter on extradition.

Professor Perkins, a professor of law at the University of Iowa, has long been interested in police problems and is at present Director of the Iowa Peace Officers' Short Course. He deplors the fact that officers frequently do not have an adequate knowledge of many matters that touch their work very directly, such as criminal law, and lays the blame for this where it rightfully belongs, on the various communities. Perkins does not expect all police to be scientists but does mention that they should be able to recognize on sight a situation which demands the attention of an expert, and to know what to do and what to avoid towards the end of preserving the evidence in best condition for scientific investigation. The author points out that the peace officer's calling is a very old one, but it is just in the process of developing into a profession. This profession is so new, in fact, that it is frequently not recognized as such even by its own members. Prof. Perkins feels, however, that it should be recognized by them and that *they should approach their work from a professional point of view.*

"Elements of Police Science" is divided into two parts. Part one covers "Special Problems of Police Science." In this section are noteworthy articles by several of America's leading police authorities, e.g., Criminal Investigations by August Vollmer; Detection of Counterfeit Money by Frank J. Wilson, Chief, United States Secret Service; and Courtesy by Oscar G. Olander. In addition, there are several excellent articles by other authorities,

including "On the Witness Stand," "Moulage," "Photography," "Fingerprints," "First Aid," and "Revolver Shooting." One hundred and fifty pages are devoted to the police officer's most important problem: "The Law of Arrest." Professor Perkins has done a masterful job on this subject.

In addition to these topics in the text proper the book contains two appendices. Appendix 1 covers the "Uniform Act on Fresh Pursuit and Extradition." It is most complete and gives the forms suggested by The Interstate Commission on Crime. Appendix 2 is devoted to "The Arrest Act" as suggested by Professor Sam Bass Warner of Harvard.

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PHOTOMICROGRAPHY. By *Roy M. Allen*. D. Van Nostrand Company, Inc. (New York, 1941), pp. 369; 175 Illustrations. \$5.50.

Photomicrography—the art of taking pictures through the microscope—has long ceased to be merely a hobby indulged by a few amateurs but has become an indispensable adjunct to the microscope. In spite of this, there have been few authoritative books written on the subject. The present volume is written by an expert in the field whose results bespeak a thorough mastery of the techniques involved. The book contains a clear background of fundamentals which enables the nontechnical reader to understand the principles, but the chapters have been so divided that the more advanced reader can proceed directly to the descriptions of techniques without wading through theoretical considerations.

The fundamental principles of photomicrography are treated first, followed by a chapter on modern photomicrographic equipment in which numerous reproductions of standard equipment are included. A chapter on homemade equipment is added for the benefit of those who wish to assemble apparatus without considerable capital outlay. The technique of photomicrography is covered in detail and includes the following subjects: Setting up the apparatus, operations of minicams in photomicrography, securing optical alignment, position of mirror, critical illumination, plates and films, the optical equipment desired for a complete range of magnifications, computation of exposures, filters and characteristics, choosing the proper filter, optical sectioning, securing depth of focus, inherent limiting conditions in photomicrography, sectional map pictures, low power photomicrography, common faults in photomicrography, and a brief description of the electron microscope. Great stress is laid throughout on securing proper illumination wherein lies the answer, in great part at least, to the uniformly successful results of the experienced photomicrographer.

A chapter on special photomicrographic processes includes such subjects as metallography, dark field photomicrography, polarized light, ultraviolet, infra-red, motion picture photomicrography, and photomicrography in color.

Microphotography—the reduction of photographs to microscopic size—is a timely subject because of the current interest in microphotographic reproductions of literature to save space in transit or storage, and to make copies of rare books or articles available. The techniques involved in this process and the construction of suitable apparatus is described.

The chapter on photographic processes, formulas, materials, and equipment is an aid to those who have had no previous experience in this field.

A set of fifty illustrative photomicrographs is included with exposure data for each. The excellence of these reproductions illustrate what can be accomplished in terms of resolution and magnification.

The volume, intended primarily as a working manual, is written in a simplified, readable style. The information it contains should prove valuable to both the amateur and professional microscopist.

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INFRA-RED FOR EVERYONE. By *H. W. Greenwood*, F.G.S., M. Inst. Met. Chemical Publishing Co. of N. Y., Inc. (Brooklyn, N. Y., 1941). Pp. 94. \$5.00.

*Infra-Red for Everyone*, as the title implies, is a semi-technical discussion of the theory and applications of infra-red photography. Here is presented in clear, concise language an explanation of what infra-red is and a survey of its present uses and limitations. In all, it is a worthwhile contribution to the literature and should prove a ready reference for those photographers who are attempting to ascertain whether or not infra-red might be of help in their particular problems.

Although not formally separated, the book is divided into two parts. The first half explains the elementary theory of infra-red radiation, its early history, and its present-day place in the field of photography. In addition, the type of materials and their handling, apparatus, and sources of infra-red are likewise treated. The latter portion deals with the applications of infra-red photography which have been found to date, not only in amateur and professional work, but also in such specialized fields as aerial survey work, art and industry, criminology, biology and photomicrography, geology and paleontology, chemistry and physics, astronomy, and medicine.

Readers will find a very adequate discussion of the entire subject written in a simple, understandable style. Throughout the book there is no attempt to detail the procedure in any specialized branch of infra-red photography, but instead, the author presents merely suggestions of the general techniques to be followed and some indication of the results which may be obtained. Those who have had some experience with this type of photography will realize that the author has not made any startling claims for infra-red. On the contrary, he has readily admitted its limitations and pointed out that here is an additional tool which may be used to supplement and extend other existing photographic techniques.

In the reviewer's opinion it is unfortunate that the book was priced as high as it is, for it is written in such a manner as to appeal to both photographers and laymen who wish to learn something of infra-red. However, because of its relatively high cost many of these potential readers may hesitate to procure this interesting publication.

ORDWAY HILTON

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NATIONAL DEFENSE SOURCEBOOK. No. 1 and 2. By *Commander R. E. Lambert*, USNR. Reader's Reference and Research Bureau (Freeport, N. Y., 1941) Pp. 72. \$1.00.

In the midst of an avalanche of publications by public, private, and governmental agencies with respect to National Defense, such a handbook as Commander Lambert's is a necessity. Some of his material listed in this sourcebook are: Books, Handbooks, Manuals, Texts, Magazines and Periodicals, Bulletins and Pamphlets, Special Indexes and Bibliographies, Columns, Columnists, Syndicates, Government Agencies, Organizations, and Associa-

tions. In addition, there is a very instructive calendar of major defense events, a list of National Defense agencies, and a very complete pertinent list of defense material. Commander Lambert is to be complimented in doing well a most difficult piece of work.

If the Sourcebook in subsequent volumes meets the high standards set by this volume, Nos. 1 and 2, it will be a most valuable contribution to National Defense.

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CIVIL AIR DEFENSE. By *Lt. Col. Augustine M. Prentiss, USA*. Whittlesey House, McGraw-Hill Book Company. (New York, 1941). Pp. xv, 334. \$2.75.

The book, *Civil Air Defense*, could very well serve as a text on this subject for those that comprise the "Civilian Defense Responsibility." The author approaches the subject with a review of the progress in aerial bombardment facilities since the World War I and properly impresses the reader with the potential dangers from the air. His description and reasoning to justify gas attacks, from a military viewpoint, and his reasoning to justify the expectation of a gas attack, from the civilian viewpoint, bring the subject home in a clear understanding manner. He certainly emphasizes the necessity for much thought and preparation on the part of the civilian authorities to this phase of the war. He outlines and discusses the defense against an air attack in which he explains the functions of the various units of the active air defense, and the reasons why an objective can be bombed from the air, the Active Air Defense notwithstanding.

After giving the reader a clear picture of the possibilities of an air attack on a given objective and why organizations to provide both active and passive defenses are necessary, the author treats with the Passive Air Defense in detail. He discusses protection against high explosives, incendiary bombs, and gas; then he treats with the services that are necessary and the organization of these services. Finally, he covers the protection of industrial establishment and the home. In this latter part the citizen is made conscious of the tremendously important part that he plays in the successful prosecution of all civil defense. In the last chapter he discusses the other measures closely related to civil defense such as evacuation, care of refugees, camouflage, and planning for the future, in which he makes a strong appeal for the populace to learn the lessons being taught today by the war effort and the results.

As might be expected Col. Prentiss reflects his army training in the manner that he covers this subject. He leaves nothing to speculation. Not only does he cover the subject in a thorough manner, but he backs up each point with facts and figures.

REDMOND P. GIBBONS

Lieutenant  
Chicago Police Department

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THE SPECTER OF SABOTAGE. By *Blayne F. Matthews*. Lymanhouse (Los Angeles, 1942). Pp. 255. \$3.00.

This book is dedicated to Harry, Jack, and Al Warner, movie executives. The author should have written the book for them as a scenario with Bela Lugosi, Peter Lorre, and Boris Karloff as the "Triumphant Trio."

In this reviewer's opinion the author must be stopped or we shall have 130,000,000 Americans hunting for the "Invisible Army." He tells us sabotage was responsible for the collapse of most of the conquered nations of Europe, although he seems to forget Germany had one of the greatest war machines in history. The author states: "All recognized authorities admit that Hitler and his cohorts are planning to direct a knockout blow through sabotage against America's production facilities. It will be inane not to admit that the Axis saboteurs will make every effort to destroy the 'Arsenal of Democracy.'" The book runs riot with statements such as these. On page 48, he makes a statement with which this reviewer agrees: "We are aware some of this sounds fantastic." Another instance is Matthews' statement that employers may be certain that the saboteurs have long since charted the most effective method of paralyzing production.

After reading this book, one goes about wondering if he can take a drink of water without having it analyzed, if he can ride a bus with any assurance that loosened bolts will not run him into a ditch, ad infinitum. We find the author again making apologies for "scare" statements on page 54: "Although such happenings may not appear plausible, no industrialist can completely ignore such possibilities with impunity."

When one looks past the "scare" angle, he finds sabotage in its various forms fairly covered, but this reviewer's complaint is that very little is told that has not been covered in other books and pamphlets on the subject many times before.

Matthews says the book was published because he was "alarmed" and "concerned" by the vulnerability to treachery and sabotage. He outlines a protective plan for industrial plants in which the operations of saboteurs generally are discussed along with methods they might employ.

The book ends with a list of industries vulnerable to sabotage and lists about all those connected in any way with our war effort. To the head of a plant protection department or to a personnel officer this book would be of some value if he has had little enlightenment on the subject previously.

Some of the chapter titles read like cinema names, such as: "The Peril of Petroleum," "The Sab Cat Prowls our Forests," "Serpents in our Industrial Bossom," and "Rubber—Our Achilles Heel." With these titles the reviewer was disappointed—no "Perils to Pauline!"

The *Specter of Sabotage* was evidently a challenge to the imagination of our author. He has met the challenge and "gone overboard."

JOHN I. HOWE

Captain  
Chicago Police Department

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PUBLICATIONS OF THE UNITED STATES OFFICE OF CIVILIAN DEFENSE

[The following pamphlets which have been issued by the Office of Civilian Defense are some of the publications which have been prepared to date by this office. Except where noted, these publications can be obtained without cost from the Office of Civilian Defense, Washington, D. C.]

REPORT OF BOMB TESTS ON MATERIALS AND STRUCTURES. Pp. vi, 55.

The scope of this pamphlet can best be illustrated briefly by stating that it considers in Part I bombs detonated statically and discusses wall panels and splinterproof air-raid shelters. Part II deals with bombs released from aircraft and discusses concrete structures and utilities.

FIRE PROTECTION IN CIVILIAN DEFENSE (December, 1941). Pp. iv, 44.

This pamphlet was prepared under the direction of the Quartermaster General with the co-operation of the Office of Chief of Chemical Warfare

Service. In its nine chapters it considers such things as Incendiary Bombs, Fire Fighting Operation Difficulties, Emergency Organizations, Combating Incendiary Bomb Fires, and Malicious Burning.

AIR RAID WARNING SYSTEM (September, 1941). Pp. 18.

This pamphlet, which was prepared under the supervision of the Chief Signal Officer of the United States Army, has as its purpose, first, to furnish a set of instructions for the installation and operation of a civilian air raid warning system, and second, to explain how this system will be co-ordinated with the military aircraft warning service. The following topics are taken up: The Military Aircraft Warning Service, the Civilian Air Raid Warning System, Public Warning Systems, and Training.

THE UNITED STATES CITIZENS DEFENSE CORPS (1941). Pp. 39.

This most useful and necessary pamphlet should be in the hands of all who have anything to do with Civilian Defense. It considers and discusses Who Should Join, How to Join, Qualifications, Schools and Training, Duties, Insignia, Equipment, and Coordination of Groups.

A CIVILIAN DEFENSE VOLUNTEER OFFICE; An Official Arm of the Local Defense Council (December, 1941). Pp. 27.

This pamphlet explains what a volunteer office is, how to organize it, what it does, and volunteer work opportunities in Civilian Defense. Also considered are such topics as Training Courses in Civilian Defense, Volunteer Enrollment Card, Work Opportunity Card, List of Forms, Regional Directors, and Volunteer Participation Committee.

THE CONTROL SYSTEM OF THE CITIZENS' DEFENSE CORPS (1942). Pp. ii, 30.

The purpose of this pamphlet is to supply the necessary instructions for establishing and operating a local civilian protection control system. The evidences of a control system, according to this pamphlet, are to provide the Commander and his staff with a headquarters; to keep the Commander supplied with a picture of the situation in the field; and to transmit his orders quickly and accurately. The contents include: 1. What is a "Control System"? 2. Planning the Control System, 3. The Control Center, 4. Communications System, 5. Procedure, 6. Personnel, and 7. Co-operation Addenda.

SUGGESTED REGULATIONS FOR RETAIL STORES FOR BLACKOUTS—AIR RAIDS. Pp. 15.

This pamphlet describes: What a Blackout Is—When It Occurs; Air-Raid Warning; Responsibility of Store Owners and Managers; Organization of a Store Defense Team; Duties of Store Defense Team; Suggested Equipment, 1. For the Store, 2. For the Posts; Suggested Training; and General Suggestions.

SUGGESTED REGULATIONS FOR THEATERS FOR BLACKOUTS—AIR RAIDS. Pp. 12.

The various topics found here are: Blackout—What It Is—When It Goes Into Effect—Necessity for Speed; Air-Raid Warning—Army Flash; Responsibility of Theater Owners; Organization of Theater Defense Group; Duties of Theater Defense Group: Theater Warden—Before the Raid, During the Raid, In Case of Direct Hit, After the Raid, Orchestra and Balcony Wardens; Equipment: For Theater, For Theater Warden's Post, For Fire Watchers' Posts, For Orchestra and Balcony Posts; Training of Personnel; Training Books; General Suggestions; How the Magnesium Bomb Works; About Fire Extinguishers; and Citizens' Defense Corps.

PROTECTIVE CONCEALMENT (March, 1942). Pp. iv. 68. Illustrations.

This instructive and useful pamphlet was prepared by the War Department and considers very carefully Protective Concealment from the standpoint of some basic problems, such as Modes of Attack, Elements of Visibility, Degrees of Concealment, and Aids to Concealment.

It also deals with characteristic problems of different types of buildings and local situations. There is a very careful discussion of the technique of concealment with a description of procedure and organization. The appendices contain information about bombing methods, artificial smoke and fog, treatment to reduce visibility of existing concrete wearing surfaces, and materials.

A CIVILIAN DEFENSE VOLUNTEER OFFICE. Pp. iii, 35. Illustrated.

This manual is a necessity for all individuals and organizations having to do with any phase of the Civilian Defense Program. It answers the question, "What Is a Civilian Defense Volunteer Office?" by a clear statement of the purposes and functions of such an office. It then describes in considerable detail how a Civilian Defense Volunteer Office is set up and organized, considering such topics as Sponsoring Group, Governing Board, Committees, Staff Director, Other Staff, Quarters, and Equipment and Budget.

In answering the question as to what a Civilian Defense Volunteer Office does, the following functions are discussed: finding and promoting jobs, serving as a clearing house for training programs, recruiting and enrolling of volunteers and referring volunteers to jobs or training courses, maintaining good standards of service, and keeping the public informed of all Civilian Defense activities within the area.

Under "Volunteer Activities in Civilian Defense" are found an explanation of the Volunteer's opportunities in: (1) Civilian Protection Programs; (2) Programs for Unity; (3) Recreation and Special Services for Men in Uniform and Defense Industry Workers; (4) Consumer Programs; (5) the Health Field; (6) the Field of Nutrition; (7) the Field of Education; (8) the Field and Recreation and Informal Education; (9) the Field of Family Security, Child Care, and Service to Single Persons; (10) the Field of Housing; (11) Local Chapters of the American Red Cross; (12) Food Conservation Programs; and, lastly, (13) War Relief Organizations.

There is also in this manual a list of reference material with sample forms and a register of Regional Directors for the United States, as well as a list of the Volunteer Participation Committees by regions.

This is an excellent manual and should be secured by all law enforcement agencies who have any contact with Civilian Defense work.

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