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ABSTRACT

The contents of this bibliography, compiled by the transportation center library, are divided into nine major divisions. The first five contain bibliographies relating to: (1) Police-General, (2) Police Administration, (3) Police Patrol, (4) Police Personnel, and (5) Traffic. The remaining sections contain a list of reference sources, accession lists, periodicals, and publishers addresses. Most of the bibliographies are provided with an annotation. (GEB)

A Bibliography

ON

Police Administration

Compiled by the Transportation Center Library Northwestern University



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A Bibliography on
POLICE ADMINISTRATION

Compiled by the
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September 1968

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CONTENTS

I.	POLICE - GENERAL	1
II.	POLICE ADMINISTRATION	2
	A. General	2
	B. Records Systems, Reporting	5
	C. Community Relations, Crowd and Riot Control	6
	D. Law	7
	E. Technology	8
	F. Federal Role	9
III.	POLICE PATROL	10
IV.	POLICE PERSONNEL	11
	A. Recruitment, Selection, Promotion, Salaries	11
	B. Training	13
V.	TRAFFIC	14
	A. General	14
	B. Drivers and Driving	16
	C. Traffic Safety	18
	D. Traffic Safety - Federal Role	19
	E. Traffic Engineering	20
	F. Traffic Law	21
VI.	REFERENCES, SOURCES	22
VII.	BIBLIOGRAPHIES, ACCESSIONS LISTS	23
VIII.	PERIODICALS	24
IX.	ADDRESSES - PUBLISHERS	26

Requests for all items listed should be addressed to the publishers at the addresses given in Section IX, rather than to the Transportation Center Library or the Traffic Institute.

I. POLICE - GENERAL

Bordua, David J., ed. The police; six sociological essays. New York, John Wiley, 1967. 258p. tables, bibl. \$7.50. Contents: The demand for order in civil society: a review of some themes in the history of urban crime, police, and riot, by Allan Silver.-Environment and organization: a perspective on the police, by Albert J. Reiss, Jr. and David J. Bordua, -Gang members and the police, by Carl Werthman and Irving Piliavin.-Bureaucracy, information, and social control: a study of a morals unit, by Jerome Skolnick and J. Richard Woodworth.-Police morale, reform and citizen respect: the Chicago case, by James Q. Wilson.-Uncertainties in police work: the relevance of police recruits' backgrounds and training, by John H. McNamara.

Eldefonso, Edward. Principles of law enforcement, by..., Alan Coffey and Richard C. Grace. New York, Wiley, 1968. Introductory text in three sections; society and law enforcement, careers in law enforcement, and technical aspects of law enforcement.

Germann, A.C. Introduction to law enforcement and criminal justice, by..., Frank D. Day and Robert R. J. Gallati. Rev.ed. Springfield, Ill., Charles C. Thomas, 1968, c1967. 483p. \$9.75. Philosophy and history of law enforcement, its constitutional limitations, enforcement agencies, processes of justice, and evaluation of law enforcement are discussed.

Klein, Herbert T. The police: damned if they do, damned if they don't. New York, Crown, 1968. 252p. \$5.95. A twenty-five year veteran of the New York City Police Department responds to recent attacks on the police. Incorporating many of his own experiences, he gives his views on recent court decisions, use of wiretapping, police behavior in the ghetto, and other issues.

Niederhoffer, Arthur. Behind the shield the police in urban society. Garden City, N.Y., Doubleday, 1967. 253p. charts, tables. The large urban police department as it is

affected by the trend from bureaucracy to professionalism in the police force. Conflicts in the areas of selection, recruit training, on-the-job behavior, police attitudes, and recent Supreme Court decisions are discussed from this viewpoint by the author, a twenty-year veteran of the New York City Police Department.

Pfiffner, John M. The function of the police in a democratic society; occasional papers. (Los Angeles) Univ. of Calif. Center for Trng. and Career Devel., Apr. 1967. 78p. Ser. 7. \$3.50. Six papers discussing the problems of law enforcement in a changing society. The author, an emeritus professor of the University of Southern California, has performed research for the university's Delinquency Control Institute and uses many illustrations from this area.

Preiss, Jack J. An examination of role theory: the case of the state police, by...and Howard J. Ehrlich. Lincoln, Univ. of Neb. Press, 1966. 286p. chart, tables, bibl. The role of the police as seen by members of a state police force and citizens of the state. Role performance and conflict are discussed, and an analysis of police enforcement of traffic law from the point of view of role theory is made.

Skolnick, Jerome H. Justice without trial: law enforcement in a democratic society. New York, John Wiley (1966) 279p. tables. \$7.95. A sociologist analyzes the day-to-day behavior of a police department and its members, with special emphasis on police reaction to laws restricting their behavior. The author notes a conflict between the issues of order and legality as applied to the police, and feels that often "professionalization" of the police rests on improvements in technology rather than greater commitment to the values of law.

Smith, Ralph Lee. The tarnished badge. New York, Crowell (1965) 247p. Police corruption is discussed, with an examination of several recent police scandals. The author views police corruption as a symptom of broader civic problems and not caused solely by internal department conditions.

Sullivan, John L. Introduction to police science. New York, McGraw-Hill (1966) 307p. illus., charts, forms. \$5. Information for the student considering a career in law enforcement, including a discussion of police organization, criminal law and law enforcement.

Turner, William W. The police establishment. New York, G. P. Putnam's Sons, 1968. 319p. \$6.95. A highly critical examination of the police. The author examines several large departments, then discusses major issues affecting the police, concluding that there is a need for change in police attitudes.

Whitaker, Ben. The police. London, Eyre & Spottiswoode, 1964. 224p. 21s. General study of the British police, discussing their role in society, efficiency and powers: the question of a national police force; police manpower and recruitment; the life of a policeman and his family; and the attitudes of the public toward the police.

Young, Kimball. Principles of sociology, by...and Raymond W. Mack. 3d ed. New York, American Book Company, 1965. 392p. \$4.25.

in old police practices and new basic patterns of law enforcement emerging in this mid-century. Includes papers on special problems of law enforcement in cities of different size and in rural areas; special purpose police forces; patrol methods; criminal investigation; specialized traffic divisions; police recruitment, training and merit systems; and criminal investigation.

American Management Association. Motivation and productivity, by Saul W. Gellerman. New York, 1963. 304p. \$9.

Arend, Russell A. Independent county police agencies. Am. County Govt., May 1967, p.38-40. table.

Aubry, Arthur S. The officer in the small department. Springfield, Ill., Charles C. Thomas, 1961. 397p. illus. \$10.50. Designed to provide the officer without access to a training program with basic information on the main problems he will encounter when he assumes patrol duties. Major emphasis is on legal matters such as laws governing arrest, rules of evidence, and criminal law. Chapters are also included on photography and the scene of the crime, fingerprinting, and public relations.

Germann, A. C. Police executive development. Springfield, Ill., Charles C. Thomas (1962) 102p. charts, tables. \$5. Training of police for administrative responsibility is presented as a crucial need in present day society, since law enforcement has all the characteristics of big business, plus the additional responsibility that efficient administration may mean the difference between life and death to the individual and social order or disorder. This book defines the inherent resistances to managerial training of police, such as the practice of promotion from the ranks, and interprets the application of managerial training and techniques.

II. POLICE ADMINISTRATION

A. GENERAL

American Academy of Political and Social Science. New goals in police management, edited by Bruce Smith. (In the Annals, January 1954) (entire issue) Reversals

Gladstone, Edward A. State highway patrols—their functions and financing, by...and Thomas W. Cooper. Hwy. Res. Rec. no. 138, 1966, p.32-64. tables, bibl.

Hewitt, William H. British police administration. Springfield, Ill., Charles C. Thomas (1965) 376p. bibl. \$11.50. History, structure and principles of the British police are discussed. A chapter on the organization of the American police is included for comparison.

International Association of Chiefs of Police. The police yearbook; proceedings of the annual conference. Washington. Papers and proceedings on a very broad range of police activities and organization problems.

International Association of Chiefs of Police. Professional Standards Division. (Cases) Washington. \$1. each. Case studies on various topics relating to police administration, including personnel administration, manpower allocation, and uniformed patrol, based on material taken from IACP departmental surveys. For complete list of available cases, apply to IACP.

International City Managers' Association. Municipal police administration. 5th ed. Chicago, 1961. 545p. charts, tables, bibl. \$7.50. Prepared to serve as the basis for training courses at the administrative level and as a reference work. Covers every phase of organization and management of police force.

Kenney, John P. Police operations: policies and procedures, by...and John B. Williams. Springfield, Ill., Charles C. Thomas, 1960. 266p. out of print; second edition in preparation. Includes 400 of the most common situations likely to occur in any size police force and suggested answers to solution and handling. Also includes model organization charts, suggested forms for record keeping, and more general material on municipal government administration. May be used as a training manual as well as a departmental organization guide.

Kranig, Wayne A. Mutual aid provides a practical solution to a law enforcement problem. J. of Calif. Law Enf., Apr. 1968, p.208-217. Also appears in Police, May-June 1968, p.15-17. The California Mutual Aid Plan, in which law enforcement agencies faced with emergency situations may receive aid from other departments through a network of local, regional and state coordinators.

James, Charles S. A frontier of municipal safety. Chicago, Public Administration Service (1955) 169p. \$4. (Refer to annotation to next entry.)

James, Charles S. Police and fire integration in the small city. Chicago, Public Administration Service (1955) 84p. illus., tables. \$2. Two volumes based on a special foundation research grant. Emphasizes modern tendencies which tend to eliminate differences between these two services, e.g., full rather than part-time nature of fire fighting services to include fire prevention as a major responsibility as opposed to fire fighting; changes in communications; etc. Argues for integration of services in a single public safety department.

Leahy, Frank J., Jr. More than a list of items and figures: planning program budgeting system. Police Chief, July 1968, p.16-27. tables, bibl.

Leonard, Vivian A. Police organization and management. 2d ed. Brooklyn, Foundation Press, 1964. 459p. charts, diags., tables. \$7. A textbook on the fundamental problems of organization and management in every area of the police function including municipal police, state police, sheriff departments and commercial and industrial security. There are chapters on the mobile task force, auxiliary police reserve unit, integrated police-fire services, contract law enforcement, and the research and planning functions of the department.

Los Angeles State College. Department of Police Science and Administration. Readings in police supervision, edited by Allen Bristow. (1963) var. paged. mimeo. \$3. A collection of outlines and lecture notes by police officials and others who have participated in the Los Angeles State College Institutes on Police Science and Administration.

Michigan. University. Legislative Research Center. Consolidating police functions in metropolitan areas, by Max A. Pock. Ann Arbor, 1962. 51p. \$1. The legal problems encountered in reorganization of police administration from decentralized units to coordination throughout a metropolitan area.

Municipal Finance Officers Association. A manual of techniques for the preparation, consideration, adoption, and administration of operating budgets, by Lennox L. Moak and Kathryn W. Killian. Chicago, 1964. 247p. charts, tables. \$6.50. "...describe(s) the existing practices on an item by item basis in representative cities and...present(s) suggested practice for each step in the preparation, consideration, adoption, and execution of the operating budget."

National Police Law Enforcement Institute. The 1965 study of the use of reserve police: basic organization, basic training. Venice, Fla., 1965. 45p. Recruitment, selection, training and other information for the department considering the use of reserve police. Study financed by the International Association of Auxiliary Police.

National Safety Council. Motor fleet safety manual; a guide to building and maintaining an effective accident control system. Chicago, 1966. 357p. Accident prevention for fleet management. One chapter is devoted to the police fleet.

Newman, William Herman. Administrative action; the techniques of organization and management. 2d ed. Englewood Cliffs, N. J., Prentice-Hall, 1963. 486p. charts. \$10.25. A basic textbook in administration. The revised edition adds chapters on building external relationships, decision-making, logistics and strategy.

North Carolina. University. Institute of Government. Law enforcement manual: rules and regulations, by Norman E. Pomrenke. Chapel Hill, 1967. unpagged. gloss. \$2. "...brings together in one volume for the convenience of law enforcement personnel tested rules and regulations for the operation of a law enforcement agency...Designed as a guide for the law enforcement administrator..."

Parker, William H. Parker on police, edited by O. W. Wilson. Springfield, Ill., Charles C. Thomas, 1957. 235p. \$4.75. The speeches, lectures, and articles of the long-time chief of the Los Angeles Police Department, covering a broad range of administrative problems and expressing the author's philosophies on police responsibilities.

Public Expenditure Survey of Wisconsin. Police and fire protection services in Wisconsin - trends and opportunities. Madison, Oct. 1966. 43p.+ charts, tables. \$1. One of the few recent studies on police-fire departments, with information on the U. S. as a whole as well as Wisconsin.

Smith, Bruce. Police systems in the United States. 2d rev. ed. New York, Harper, 1960. 338p. chart, map, tables. \$6.50. A broad survey of police functions, with material in each chapter on historical evolution of present operations, recent changes and trends, and areas requiring further research and development to meet the growing and changing police functions.

Southwestern Law Enforcement Institute. Police management for supervisory and administrative personnel (papers presented at the Institute of Police Management for Supervisory and Administrative Personnel, August 6-7, 1962) Springfield, Ill., Charles C. Thomas, 1963. 117p. tables. \$5.75. Includes papers on selection of personnel, preparation and presentation of the police budget, record keeping and reports and other problems. The material is aimed at assisting police officers who have supervisory and administrative responsibilities but have had limited training for these duties.

U. S. President's Commission on Law Enforcement and Administration of Justice. Police expenditures, by Bruce T. Olson. (Washington, dist. by GPO) 1967. 31p. charts, tables. \$.60. A study of trends in police manpower and expenditure from 1900 to the present. Police resources have increased less than most other governmental resources over the period. A reference document prepared for the President's Commission on Law Enforcement and Administration of Justice.

U. S. President's Commission on Law Enforcement and Administration of Justice. The role of the police, by Richard A. Myren. (Washington, dist. by GPO) 1967. 37p. \$.60. In order that the police may be better able to concentrate on criminal law enforcement, the author favors elimination of police responsibility for "service" and "convenience" functions. In the former category he includes such duties as ambulance service, police recreational programs, and operation of jails; in the latter, enforcement of traffic laws.

Wilson, O.W. Police administration. 2d ed. New York, McGraw-Hill (1963) 528p. illus., charts, tables. \$9.50. General discussion covering virtually all aspects of police organization and administration, by a noted authority in the field.

Wilson, O.W. Police planning. 2d ed. Springfield, Ill., Charles C. Thomas (1957) 546p. \$9.75. Analysis of the planning process in a police department to guide the planners at all levels and to provide a guide for departmental surveys for the modernization of all police structures and operating procedures.

Wynne, G. Ray. Police transportation management. Studio City, Calif., Coda Publ. (1965) 104p. illus., charts, forms. \$7.50. Police fleet management policies, economics, engineering, specifications, safety, maintenance and vehicle replacement for large and small municipalities and state departments. The author is Police Transportation Superintendent, City of Los Angeles.

B. RECORDS SYSTEM, REPORTING

Gabard, E. Caroline. Police writing, by... and John P. Kenney. Springfield, Ill., Charles C. Thomas, 1957. 92p. \$3. Preparation of various types of police literature; dissertations, theses, research reports and journal articles.

Gammage, Allen Z. Basic police report writing. Springfield, Ill., Charles C. Thomas, 1961. 313p. bibl. \$10. The police operational report; types of reports, forms, field note taking, and mechanics of report writing.

Hazelet, John C. Police report writing. Springfield, Ill., Charles C. Thomas (1960) 238p. illus., forms. \$8. Three phases of the police report writing function are discussed; the technique of report writing, records and their processing, and the FBI's Uniform Crime Reporting program.

Leonard, A. Everett. A modern records system for the small and medium-sized department. (in International Association of Chiefs of Police. Police yearbook, 1966. Washington) p.386-394. Principles of records systems apply to both large and small departments; the author takes examples from large departments, showing how they can be applied to the small community.

Patterson, Frank M. Police report writing by...and Patrick D. Smith. Springfield, Ill., Charles C. Thomas (c1968) 78p. \$5.13. "...intended to provide instruction in the composition of police narrative writing primarily in terms of the organization and the language of such reports. No treatment has been given to the various kinds of reports that police personnel are required to fill out..."

Squires, Harry A. Guide to police report writing. Springfield, Ill., Charles C. Thomas, 1964. 84p. \$4.75. Methods and techniques, with a section on rules of grammar, spelling and punctuation.

U. S. Federal Bureau of Investigation. Manual of police records. Washington, GPO, 1953. 56p. forms. A concise outline of police records procedures. Records of complaints, type and location of crime, stolen property, arrests, and traffic are among those discussed: a list of tabulations suggested for inclusion in a department's annual report is given.

U. S. Federal Bureau of Investigation. Uniform crime reporting handbook; how to prepare uniform crime reports. Washington, Feb. 1965. 81p.

C. COMMUNITY RELATIONS, CROWD AND RIOT CONTROL

Applegate, Rex. Crowd and riot control, including close-combat techniques for military and police. Harrisburg, Pa., Stackpole (1964) 528p. illus. \$6.95.

Applied Psychological Services. Professional police-human relations training, by Arthur I. Siegel (and others) Springfield, Ill., Charles C. Thomas (1963) 161p. charts, tables. \$6.50. Manual for use in a human relations course to help the policeman understand the factors in police work which can produce either negative or positive responses from the persons with whom he deals. The "case method" of instruction is recommended to illustrate the objectives of the course.

Banton, Michael. The police in the community. London, Tavistock, 1964. 276p. 30s. A study of British and American police by a British sociologist, with emphasis on relationships of police with the public in the two countries.

Cray, Ed. The big blue line. New York, Coward-McCann (c1967) 250p. \$5.95. A critical examination of police malpractice which, according to the author, takes place more often than newspaper reports indicate.

Chicago Park District. The police and minority groups; a manual prepared for use in the Chicago Park District police training

school, by Joseph D. Lohman (and others) Chicago (1947) 133p. maps, bibl. out of print. A manual designed to give background information on human relations and racial and religious problems for the police officer, together with recommendations on methods and techniques best adapted to the handling of various types of incidents involving minority groups.

Curry, J. E. Race tensions and the police, by...and Glen D. King. Springfield, Ill., Charles C. Thomas (1962) 137p. bibl. \$5.50. Originally designed as a training manual for police, this book was prepared by officers of the Dallas Police Department in anticipation of the situations law enforcement officers would be called upon to cope with in the desegregation of segregated areas. Discussion of the sociology of minority groups and racial tensions to help the police officer understand his own prejudices, as well as group dynamics and recommendations for preventive measures in potential conflict areas are presented.

Earle, Howard H. Police-community relations: crisis in our time. Springfield, Ill., Charles C. Thomas, 1967. 143p. illus., bibl. \$8. Discussion of general problems of police-community relations, organization for police-community relations activities, and future directions. An appendix deals with the Watts riot of 1965.

International Association of Chiefs of Police. An outline for police administrators to establish effective techniques in dealing with community tensions and civil disturbances, developed in the Research and Development Division, prepared by Joseph P. Kimble. (Washington) July 1967. 9p.

International Association of Chiefs of Police. Police and the changing community; selected readings, edited by Nelson A. Watson. Washington, 1965. 240p. A selection of articles originally appearing in the magazine Police Chief. Most are concerned with the police and racial problems, but other problem areas of police-community relations are also covered.

International Association of Chiefs of Police. Police-community relations: Policies and practices; a national survey, by...and the U. S. Conference of Mayors. Washington, n.d. 11p. Survey findings cover formalized community relations programs in police departments, plans for handling racial disturbances, recruitment of non-white officers, and charges of police brutality by minority groups.

International City Managers' Association. Municipal public relations, edited by Desmond L. Anderson. Chicago, publ. for the Institute for Training in Municipal Administration by the International City Managers' Association, 1966. 273p. Chapter 9, Municipal police and public relations, by G. Douglas Gourley, discusses contemporary issues, the role of the police, the nature of public relations, and special police public relations techniques.

Michigan State University. Kellogg Center for Continuing Education. Papers presented at the...annual national institute on police and community relations. East Lansing. annual.

New York (State). Municipal Police Training Council. The police and public disorder. Albany (1965) 55p. diags. Covers psychological aspects of crowd behavior and control; crowd control techniques; the police baton; special equipment; and laws governing public demonstrations and assemblages.

Police review boards. Police Chief, Feb. 1964, p.12-35. Reprint of 'The administration of civilian complaints against the police' by Harold Beral and Marcus Sisk, Harvard Law Rev., Jan. 1964, with IACP critique.

Towler, Juby E. The police role in racial conflicts. Springfield, Ill., Charles C. Thomas, 1964. 119p. \$5.75. Primarily devoted to "discussing the police problems involved in racial conflicts...or...civil rights demonstrations. No efforts will be made to theorize the motivation of such groups..."

U. S. Federal Bureau of Investigation. Prevention and control of mobs and riots. (Washington, Feb. 1965) 88p. illus., diags. Brief discussion of laws relating to riots and an analysis of crowd behavior and riot patterns, followed by practical control measures, including intelligence gathering, planning, community relations, mob violence control, tactics, and equipment.

U. S. National Advisory Commission on Civil Disorders. Report of the... Washington, GPO, 1968. 424p. illus., charts, tables. \$2. (Paperback ed., New York, Bantam Books, 1968) The "Kerner report". Chapter II, Police and the community; chapter 12, Control of disorder; chapter 13, The administration of justice under emergency conditions; and part IV, Supplement on control of disorder, are of special interest to the police administrator.

D. LAW

Asch, Sidney H. Police authority and the rights of the individual. New York, Arco, 1967. 126p. \$4.95. The author discusses procedures of arrest, search and seizure, the use of force, illegal detention, the right to bail, confessions, the right to counsel, and the review of complaints against the police. Emphasis is placed on the need to resolve conflicts between the citizen and the policeman.

Aubry, Arthur S. Criminal interrogation, by...and Rudolph R. Caputo. Springfield, Ill., Charles C. Thomas, 1965. 235p. \$8. Techniques for the police interrogator, including information on criminal psychology, types of subjects, and confessions.

Fisher, Edward C. Laws of arrest, by..., edited by Robert L. Donigan. Evanston, Ill., Northwestern University Traffic Institute, 1967. 451p. bibl. \$12.50. Detailed examination of the laws of arrest, for the police officer.

Inbau, Fred E. Criminal interrogation and confessions, by...and John E. Reid. 2d ed. Baltimore, Williams & Wilkins, 1967. 224p. \$8. A guide to tactics and techniques of criminal interrogation believed to be within the law as enunciated by court and statute and a chronological listing of specific methods of interrogation recommended by the authors for subjects whose guilt is highly likely and for those whose guilt is unlikely.

Klotter, John C. Constitutional law for police, by...and Jacqueline R. Kanovitz. Cincinnati, W. H. Anderson, 1968. 628p. Police Text Ser., v.1. \$12.

Kuhn, Charles L. The police officer's memorandum book. Springfield, Ill., Charles C. Thomas (1964) 67p. illus. \$3.75. Emphasis placed on the need for the police officer to keep accurate activity records as an aid to the presentation of his testimony in court. Discusses rules of evidence, as well as types of information which should be recorded by the officer.

Los Angeles State College. Department of Police Science and Administration, Readings in arrest, search and seizure, edited by Harry Diamond. 1963. 236p. Topics covered include rights and limitations of the law enforcement officer and the citizen, probable cause, procedures, and the exclusionary rule.

Northwestern University, Traffic Institute. The evidence handbook, by Robert L. Donigan and Edward C. Fisher, edited by Robert E. Reeder. 1958. 286p. \$3. Law of evidence for the police officer.

Sowle, Claude R. Police power and individual freedom: the quest for balance. Chicago, Aldine (1962) 287p. \$8.75. The inherent conflict between individual liberty and the maintenance of social order, as represented specifically in legislation governing arrest and seizure, is reviewed by legal scholars and police officials in an international conference. Considers pros and cons of query whether present limitations on police in detention, questioning, and search are obsolete and summarizes status of law and problems urgently in need of legal decision, e.g., wire tapping, blood tests, etc.

A symposium on the Supreme Court and the police: 1966 (pt.1) J. of Crim. Law, Sep. 1966, p.237-311. ..., pt.2 Dec. 1966, p.379-425. Papers from a conference at Northwestern University School of Law: 'The courts, the police and the rest of us', 'The Supreme Court and the police: a police viewpoint', and 'Reflections of a state reviewing court judge', with comments.

Tiffany, Lawrence P. Detection of crime, by..., Donald M. McIntyre, Jr., and Daniel L. Rotenberg; a report of the American Bar Foundation's Survey of the Administration of Criminal Justice in the United States, edited by Frank J. Remington. Boston, Little, Brown, 1967. 286p. \$10. Contents: pt.1. Stopping and questioning, by Lawrence P. Tiffany.-pt.2. Search and seizure, by Donald M. McIntyre, Jr.-pt.3. Encouragement and entrapment, by Daniel L. Rotenberg.

Trebach, Arnold S. The rationing of justice; constitutional rights and the criminal process. New Brunswick, N.J., Rutgers University Press, 1964. 350p. \$10. The author charges that "justice is, in effect, rationed for the person accused of crime" through present practices of the police and other agencies. He urges as a remedy greater professionalization of the police through increased training, and safeguards against police violences.

U. S. Department of Justice. Criminal Division. Handbook on the law of search and seizure, prepared by the Legislation and Special Projects Section. Washington, GPO, Jan. 1967. 60p. \$.30.

E. TECHNOLOGY

American Telephone and Telegraph Company. Law enforcement communications, 1970-1975; a long range study by the Engineering and Marketing Departments. (New York) July 1966. 109p. illus., charts, forms. Results of a long-range study whose objectives were to forecast the communications needs of law enforcement agencies in the 1970-1975 period and to propose a system for telephone company planning purposes to meet these need.

Associated Public-Safety Communications Officers. The public safety communications standard operating procedure manual. 2d. ed. (Pittsburgh, May 1967) 118p. illus., charts, forms, gloss., maps. \$1. "This manual...is intended...as a basic guide for all forms of public safety communications, especially for those departments that are unable to provide training programs for their own operators."

Columbus, E. G. Automatic data processing: a practical police tool. Police Chief (appears in nine parts, Jan.-Sep. 1967) Detailed description of the automatic data processing system used in the Fairfax County, Virginia police department.

Ernst and Ernst. Survey of computers in law enforcement for Ohio State Highway Patrol. Columbus, Ohio, Jan. 1967. 23p. table. A general discussion of the value of computers for law enforcement agencies, followed by description of existing local, state and national systems.

Institute for Defense Analyses. Nonlethal weapons for use by U. S. law enforcement officers, by Joseph F. Coates (study made under project supported by Office of Law Enforcement Assistance, U. S. Department of Justice) Arlington, Va., Nov. 1967. 125p. illus., charts, diagrs., tables, bibl. Study S-271. Distributed by CFSTI (AD 661041). Discusses nonlethal weapons. Their use and limitations, and surveys types of such weapons. Brief discussion of police procedures of riot and crowd control.

U. S. Department of Justice. Office of Law Enforcement Assistance. Law enforcement science and technology, proceedings of the first national symposium on law enforcement science and technology (Chicago, March 1967) sponsored by...and I.I.T. Research Institute, Law Enforcement Science and Technology Center, edited by S. A. Yefsky. Washington, Thompson Book Co., 1967. 985p.+ illus., charts, tables, bibl. Proceedings of the first in a projected series of annual forums designed to stimulate the application of science and technology to criminal justice. Sections

on organized crime, communications, corrections, criminalistics, information storage and retrieval, operations research, police management and operations, surveillance and detection, and legal process.

F. FEDERAL ROLE

U. S. Congress. House. Committee on the Judiciary. Law enforcement assistance; hearings before subcommittee no. 3 of the... on H.R. 6508 (and other bills) to provide assistance in training state and local law enforcement officers... May 20, 1965. Washington, GPO, 1965. 54p. 89th cong., 1st sess.; ser. no. 6.

U. S. Congress. Senate. Committee on the Judiciary. Law enforcement assistance act of 1965; hearings before a subcommittee of the... on S.1792 and S.1825 ..., July 22-30, 1965. Washington, GPO, 1965. 113p. 89th cong., 1st sess.

U. S. Department of Justice. Office of Law Enforcement Assistance. Interim information and guidelines for grant applicants under the Law Enforcement Assistance Act of 1965. Washington, 1965. 9p.

U. S. Laws, Statutes, etc. An act to assist state and local governments in reducing the incidence of crime, to increase the effectiveness, fairness, and coordination of law enforcement and criminal justice systems at all levels of government, and for other purposes. Washington, June 19, 1968. 42p. Pub. Law 90-351; 90th cong., H.R. 5037. Text of the Omnibus Crime Control and Safe Streets Act of 1968. Federal assistance to law enforcement, admissibility of confessions, wire-tapping regulations and firearms control are among the areas covered.

U. S. Laws, Statutes, etc. An act to provide assistance in training State and local law enforcement officers and other personnel, and in improving capabilities, techniques, and practices in State and local law enforcement and prevention and

control of crime, and for other purposes. Washington, Sep. 22, 1965. 2p. Pub.Law 89-197; 89th cong., H.R.8027. The Law Enforcement Assistance Act of 1965.

U. S. President's Commission on Law Enforcement and Administration of Justice. The challenge of crime in a free society. Washington, GPO, Feb. 1967. 340p. \$2.25. Report and recommendations of a commission appointed by the President. Topics covered include crime in America, juvenile delinquency, police, courts, corrections, organized crime, narcotics and drug abuse, drunkenness, firearms control, science and technology in law enforcement, research in law enforcement, and national strategy against crime. Supporting materials published by the commission include field surveys on victimization and attitudes toward law enforcement in the District of Columbia, a national survey on criminal victimization, studies of crime and law enforcement in major metropolitan areas, the police and the community, and a national survey of police and community relations. Task force reports on the police, the courts, corrections, juvenile delinquency and youth crime, organized crime, science and technology, assessment of crime, narcotics and drugs, and drunkenness have also been published by the commission, as have several reference documents submitted to the commission.

U. S. President's Commission on Law Enforcement and Administration of Justice. Task force report: the police. Washington, GPO (1967) 239p. chart, map, tables. \$1.50. Research and analysis underlying the findings and recommendations on police in the report, The challenge of crime in a free society, listed above. Subjects covered include police role in law enforcement policy, police organization and management, coordination and consolidation of police service, police personnel, police and the community, police integrity, state commissions on police standards, and the community's role in law enforcement.

III. POLICE PATROL

American Association of State Highway Officials. On the threshold of improved highway transportation; summary report of the National conference on highway communications for service and safety, Denver, Colorado, August 1967 (sponsored by... Automotive Safety Foundation and International Association of Chiefs of Police) Washington, Automotive Safety Foundation, Feb. 1968. 25p. illus., charts, diagrs. Discusses need for improved communications for the motorist, including travel information, traffic control, aid in case of vehicle breakdowns or other emergencies, automated highways, and fleet dispatching. Among the means to achieve better communications are computer-controlled traffic signals, helicopter surveillance, roadway patrols, roadside call boxes, and car telephones and citizens' band radio.

Chapman, Samuel G. Police patrol readings. Springfield, Ill., Charles C. Thomas, 1964. 476p. \$12.50. Readings from various sources discussing police in a democracy, patrol force, distribution and methods, violence, civil disturbances, vocational training and traffic and other special functions.

Clowers, Norman L. Patrolman patterns, problems, and procedures. Springfield, Ill., Charles C. Thomas (1962) 289p. bibl. \$8.75. A basic textbook for the rookie by an ex-patrolman with academic experience in local law enforcement. The volume describes the equipment needed by a new policeman and instructions as to its care and use, the evolution of the typical police department organization and recommended techniques for handling specific situations arising during automobile and foot patrol.

Espie, David A. Controlled access road study. (in International Association of Chiefs of Police. Police yearbook, 1968. Washington) p.271-273. Description of a study conducted by IACP to provide policy guidelines to police administrators with supervisory responsibilities for controlled access roads. Final report available from IACP.

Holcomb, Richard L. Police patrol. Rev. ed. Springfield, Ill., Charles C. Thomas, 1957. 115p. illus. \$3.50. A guide to the patrolman on regular inspections, observations and techniques on his daily beat, such as knowing the vehicles in his neighborhood, the makes of cars, and details on observation of traffic violations.

International Association of Chiefs of Police. Professional Standards Division. The patrol operation, by George W. O'Connor and Charles G. Vanderbosch. Washington, 1967. 232p. illus. \$2.50. Compilation of material originally appearing in the IACP's publication, Training Key. Primary tasks, information gathering and reporting, the crime scene, the arrest, and specific calls are discussed, with suggestions for further reading given following each topic.

Payton, George T. Patrol procedure. 3d ed. Los Angeles, Legal Book Corp., 1967. 426p. illus., tables. \$7.50. "...written primarily as a text for the course on Patrol Procedures as outlined by the California Commission on Peace Officer Standards and Training..." Topics discussed include purpose and types of patrol, communications, observation, identification, stopping of vehicles and control of occupants, patrol techniques, and personal protective weapons.

IV. POLICE PERSONNEL

A. RECRUITMENT, SELECTION, PROMOTION, SALARIES

Arco Publishing Company. The complete study guide for police administration and criminal investigation, by Joseph A. Murray. 2d ed. New York, 1967. 416p.+ \$6. Arco Publishing Company. Police promotion course, by Joseph A. Murray. 3d ed. New York, 1967. 554p. \$15; paper \$10. Arco Publishing Company. State trooper (highway patrolman, ranger, etc.) by David R. Turner. 5th ed. New York, 1967. 288p. \$4. Three in a series of study guides for police, with sample examination questions included.

For a complete list of titles available in this series, apply to the publishers.

Bloomington, Minn. Police Department. Joint recruitment of policemen by Bloomington and Burnsville, Minnesota. Jan. 1965. 20p. --- Joint recruitment of policemen by Hennepin County suburban police departments. Nov. 1963. 31p. Two programs of joint recruitment in the Twin Cities area.

Blum, Richard H., ed. Police selection, by...(and others) Springfield, Ill., Charles C. Thomas, 1964. 252p. \$7.50. Police recruitment and selection policies and practices.

Erie County Technical Institute. Police Science Program. College education for police cadets; a research project under the Vocational Education Act of 1963 (Pl 83-210). Buffalo, 1967. 140p. bibl. Report of a study group including representatives of both police and community colleges. The group strongly recommends integrating college level police science curricula with police cadet programs.

Gammage, Allen Z. Your future in law enforcement. New York, Richards Rosen Press, 1967. 159p. \$2.95. Description of qualifications, opportunities for promotion, facilities for acquiring training, and pay scales and other benefits.

Great Britain. Home Office. Report of a working party on police cadets. London, HMSO, 1965. var. paged. 4s.6d. Recommendations for police cadet programs in Great Britain.

International Association of Chiefs of Police. Police personnel selection survey. by the Professional Standards Division. Washington (Feb. 29, 1968). 7p. table. Table by state and major city, showing physical and testing requirements, salary range, etc. For a more comprehensive discussion see International Association of Chiefs of Police. Field Service Division. Survey of

selection methods, by George W. O'Connor. (Washington, 1963) unpag. tables. \$1. Reprinted from Police Chief, Oct.-Dec. 1962. Based on a nation-wide survey, summarizes selection methods by region of country and size of city; also summarizes recent changes in selection methods.

International City Managers' Association. Municipal personnel administration. 6th ed. Chicago, 1960. 414p. illus., charts, bibl. \$7.50. Manual for personnel administration in municipal agencies, including position classification, pay standardization, recruitment, placement, training, and employee evaluation.

Public Personnel Association. Elements of position classification in local government, by Kenneth Byers, M. Robert Montilla, and Elmer V. Williams. Chicago, Oct. 1955. 49p. Pers. Rpt. no. 554. \$2. "This report is a condensed but complete account of the purposes and concepts of classification. The author also outlines the steps necessary to install and maintain a classification plan. The appendix contains suggested forms."

Public Personnel Association. Employee performance appraisal re-examined, by Clifford E. Jurgensen (and others). Chicago (n.d.). 29p. Pers. Rpt. no. 613. \$2.50. Discusses "the feasibility of developing sound, accurate techniques of rating employees and evaluating employee performance."

Public Personnel Association. Recruitment and selection in the public service, edited by J. J. Donovan. Chicago, 1968. 404p. charts, diagrs., forms, tables, bibl. \$9.95. Twenty essays on aspects of the recruitment and selection process for public agencies, including job analysis for selection purposes, recruitment program planning, construction and use of tests, interviewing, character assessment, and evaluation of the effectiveness of a selection program.

Public Personnel Association. Relating police and fire department salaries, by Carl F. Lutz. Chicago (1967?) 23p. Pers. Brief no. 33. \$2.; members, \$1. Factors to be considered in determining the relationship

between police and fire department salaries and setting salary scales for the two departments.

Public Personnel Association. Should police and firemen get the same salary, by William F. Danielson. (Chicago, 1964) 21p. charts, tables. Pers. Rpt. no. 641. \$2.50. Recommends higher salaries for police.

Sherwood, Frank P. Supervisory methods in municipal administration, by...and Wallace R. Best. 1st ed. Chicago, International City Managers' Association, 1958. 302p. bibl. "This book has been prepared to meet the need for a reference text as well as a training manual on municipal supervision. It is the intent of the volume to provide, on the one hand, instruction in technical skills which are necessary and useful for the municipal supervisor. On the other hand it attempts to deal with the 'human relations' aspect of any direct leadership situation."

Strauss, George. Personnel; the human problems of management, by...and Leonard R. Sayles. 2d. ed. Englewood Cliffs, N.J., Prentice-Hall, 1967. 756p. \$9.95. Takes into account recent behavioral and organizational research. Emphasizes personnel problems of the professional and administrative ranks. Many chapters include case problems. This work is concerned with business organizations but is also relevant to public administration.

U. S. Bureau of Labor Statistics. Salary trends: firemen and policemen, 1924-1964. Washington, GPO, Apr. 1965. 32p. charts, diagrs., tables. Bull. 1445. \$.25. Compilation of surveys originally appearing in the Monthly Labor Review.

U. S. President's Commission on Law Enforcement and Administration of Justice. Cadet system, by Roy E. Holladay. (Washington, dist. by GPO) 1967. unpag. \$1. A reference document prepared for the President's Commission on Law Enforcement and Administration of Justice. Not

only cadet programs, but other alternatives to traditional methods of recruitment are discussed.

U. S. President's Commission on Law Enforcement and Administration of Justice. Recruitment, selection, promotion and civil service, by A. C. Germann. (Washington, dist. by GPO) 1967. 201p. \$1.50. recommendations to the President's Commission for developing a more professional police force. More flexible physical standards, elimination of residence requirements and higher educational standards are urged. Positions at higher levels should be filled from outside as well as inside the department. A program of federal or state certification of officers and departments is recommended. Every attempt should be made to eliminate anti-intellectualism, bureaucratic and authoritarian attitudes.

Yoder, Dale. Personnel management and industrial relations. 5th ed. Englewood Cliffs, N. J., Prentice-Hall, 1962. 667p. \$8.95. Discusses theories of work, organization, administration, and management. Includes brief case problems.

B. TRAINING

Adams, Thomas F. Training officer's handbook. Springfield, Ill., Charles C. Thomas, 1964. 157p. \$6.50. Information for the police instructor, including instruction methods, use of audio-visual aids, and training plans.

American Association of Junior Colleges. Guidelines for law enforcement education programs in community and junior colleges, by Thomas S. Crockett and James D. Stinchcomb. Washington, 1968. 36p. illus., chart, tables. \$1.50. Discusses curricula, facilities, career opportunities, cadet programs, and other areas relating to junior college law enforcement programs. Emphasizes need for broadly based programs rather than the teaching of police skills, as well as the need for cooperation between area police agencies and junior colleges in the administration of police education programs.

DePhillips, Frank A. Management of training programs, by... (and others). Homewood, Ill., Irwin, 1960. 469p. bibl. text ed. \$7.75. Discusses management functions and training problems; training-learning procedures; organization and administration of training programs; training evaluation and research.

Gammage, Allen Z. Police training in the United States. Springfield, Ill., Charles C. Thomas (1963) 492p. tables, bibl. \$12.75. Summarizes the case for formal police training. Gives descriptions of the various programs at academic and departmental level. Examines curriculum needs, teaching methods, including audio-visual aids, testing and evaluation.

Haney, William V. Communication and organizational behavior text and cases. Rev. ed. Homewood, Ill., Irwin, 1967. 533p. college ed. \$8. "The author believes that perceiving, evaluating, visualizing and interpreting are as involved in the communication process as are phonation, articulation, spelling and grammar. The text is about organizational behavior - human behavior in the context of a human organization. A basic model of communication is detailed in Chapter 5, 'The Process of Communication'."

Kassoff, Norman C. The state of the art (police training) by..., John M. Nickerson and Kenneth Pillsbury. Police Chief, Aug. 1968, p.75-83. Contents: State minimum standards training laws.- Additional police science programs (supplement to 'Directory of police science programs', Police Chief, August 1967)-Number of police science degree programs available in the United States and outlying areas.-Education and training (notes).

Klotter, John C. Techniques for police instructors. Springfield, Ill., Charles C. Thomas (1963) 169p. \$6.75. A guide to the law officer responsible for training police departmental personnel, emphasizing training principles, methods and techniques. It is intended to be useful to

officers who have had experience in law enforcement but not in teaching techniques.

Mager, Robert F. Preparing instructional objectives. Palo Alto, Calif., Fearon Publ., 1962. 60p. \$1.75. "...concerned with which objectives are desirable or good...with the form of a usefully stated objective, rather than with its selection. The purpose ... is limited to helping you specify and communicate those educational intents you have selected." Includes a self-test.

Minnesota. University. Advisory Study Committee on Law Enforcement Education and Training. A description of the education programs at other institutions of higher learning, a preliminary report to the...by Antona M. Richardson. (Minneapolis) Univ. of Minn. General Extension Div., 1966. var. paged. Surveys existing college and university programs for law enforcement education. Lists institutions offering academic law enforcement curricula, with description of courses and requirements; also includes information on institutions giving in-service training.

Minor, Ed. Simplified techniques for preparing visual instructional materials. New York, McGraw-Hill, 1962. 123p. \$3.75.

Police science programs; a directory of degree granting programs in the U. S. Police Chief, Aug. 1967, p.63-72. table. Supplementary listing in Police Chief, August 1968, p.79-82.

Staton, Thomas F. How to instruct successfully; modern teaching methods in adult education. New York, McGraw-Hill, 1960. 292p. diags., tables, bibl. text ed. \$4.50. Intended as a "how-to-do-it" book on instructing adults for the man in the field. Covers instructional methods, including lectures, demonstrations, group discussions and role-playing.

(Training) Police Chief (appears annually in August). For several years the August issue of this magazine has featured articles relating to police training,

including lists of police science programs, training standards, and articles relating to various aspects of police education and training.

U. S. Department of Health, Education and Welfare. Social and Rehabilitation Service. Education and training for criminal justice, a directory of programs in universities and agencies (1965-1967) by Herman Piven and Abraham Alcabes. Washington, GPO (1968) 126p. tables. Programs in criminology, corrections, law enforcement and police science at universities, colleges and professional schools; university centers offering training programs in criminal justice for academic or practitioner groups; and in-service training programs of agencies in the field of criminal justice.

V. TRAFFIC

A. GENERAL

AAA Foundation for Traffic Safety. A study of motor vehicle inspection; final report, conducted by...and Arizona State University Division of Industrial Design & Technology. Washington, Apr. 1967. 70p.+ charts, form, tables, bibl. Recommends further research into the relationship of inspection programs and accident rates and the relationship of vehicle condition and driving performance, together with the development of automated inspection facilities.

American Trial Lawyers Association. Accident reconstruction, edited by John W. Reed and Roger A. Needham. Boston, 1966. 501p. \$15. Written primarily for the trial lawyer, this volume includes outlines and trial demonstration materials as well as lectures by authorities on various aspects of accident reconstruction.

Arend, Russell J. Traffic accident investigation responsibilities of county law enforcement agencies. Washington, Automotive Safety Foundation, 1967. 71p. form, tables, bibl. Condensed from

the author's thesis for the degree of Master of Science, Michigan State University. Among his conclusions are that most county police agencies and sheriffs' departments are actively engaged in traffic accident investigation, but that few provide adequate training in this area.

Automobile Manufacturers Association. Parking in the city center, by Wilbur Smith and Associates. (Detroit) May 1965. 143p. charts, diags., maps, tables. "...cites the various factors contributing to downtown parking demands, and shows how the nation's cities can meet these demands through various private and public approaches."

Collins, James C. Highway collision analysis, by...and Joe L. Morris. Springfield, Ill., Charles C. Thomas, 1967. 282p. illus., charts, diags., tables. \$11.50. "...both a training manual for highway collision investigators and a reference work in which the user may determine what can and what cannot be learned from physical evidence." Written primarily for the attorney and adjuster.

Ingraham, Joseph C. Modern traffic control. New York, Funk & Wagnalls, 1954. 312p. illus. out of print. Engineering, enforcement, drunken drivers, safety education, and special topics relating to the traffic problem are discussed in a volume written for the general reader as well as the official engaged in traffic control.

International Association of Chiefs of Police. Highway Safety Division. Highway safety policies for police executives. (Washington, 1966) 1v. loose-leaf. Police manual for police executives, based on past resolutions of the IACP. To be supplemented annually.

Maine. Highway Commission. Accident records study, state of Maine, by Murray D. Segal. Augusta, Aug. 1966. 74p.+ charts, diags., forms, tables.

Michigan. University. Highway Safety Research Institute. Motor vehicle inspection administration: a critical review, by Joseph

E. Little. Ann Arbor, June 1967. 51p. charts, forms. Distributed by CFSTI (PB 174919). Survey of administrators of state inspection programs, with their comments on problem areas involved in inspection programs and recommendations concerning specific aspects of program administration. Especially written for those who may be operating inspection programs for the first time.

National Safety Council. Traffic Conference. How to generate demand for better police traffic supervision; a public support guide. Chicago, 1965. 46p. \$2. Guide for community groups.

North Carolina. Department of Motor Vehicles. Police pursuit driving, by Edward White Jones. 5th ed. Raleigh, 1967. 122p. Manual for the training of law enforcement officers in pursuit driving.

Northwestern University. Traffic Institute. Traffic accident investigator's manual for police, by J. Stannard Baker. 4th ed. Evanston, Ill., 1963. 676p. illus., diags., tables, bibl. \$10. For the police traffic accident investigator. Principal emphasis on obtaining and recording the facts and on police responsibilities at the accident scene, with some discussion of accident reconstruction and analysis. An instructor's guide for use with this manual is also available.

Northwestern University, Traffic Institute. Training-reference manuals. Evanston, Ill. Basic manuals in four series: Traffic Law Enforcement, Traffic Direction, Traffic Patrol, and Know the Law, with additional manuals on miscellaneous subjects. For complete list of titles apply to the Traffic Institute.

Travelers Research Center. A state accident investigation program, by Murray Blumenthal (and others) (prepared for) U. S. Department of Transportation. Hartford, Conn., 1968. 3v. Final report, Contract FH-11-6688. v.1. A state accident investigation program.-v.2. A traffic collision and investigation manual; to accompany the standard

police traffic collision report.- v.3. Standard traffic collision investigation data encoding manual.

Weston, Paul B. The police traffic control function. 2d ed. Springfield, Ill., Charles C. Thomas, 1968. 247p. \$9.50. A completely revised edition. Traffic law and the vehicle code, enforcement methods, engineering, accident investigation, records and reports, and police traffic department organization are discussed.

B. DRIVERS AND DRIVING

Aaron, James E. Driver and traffic safety education: content, methods, and organization, by...and Marland K. Strasser. New York, Macmillan Company (1966) 401p. illus., bibl. \$7.50. Textbook for college courses in teacher preparation; also suitable for use as a guide by persons engaged in driver education curriculum planning.

American Association of Motor Vehicle Administrators. Driver license administrator's guide to driver improvement. Washington, 1965. 145p. Control and correction of questionable drivers through action by driver license administrators. Earlier edition, issued in 1956, titled: Driver improvement through licensing procedures.

American Association of Motor Vehicle Administrators. Testing drivers; a manual for driver-license examiners and administrators. Washington, 1967. 141p. illus, charts, table. \$2. Administration, personnel and facilities for the driver license bureau; vision and other physical and mental factors; knowledge tests and road tests; use of records, and licensing standards are covered.

American Automobile Association. Sportsman-like driving. 5th ed. New York, McGraw-Hill, 1965. 374p. illus. \$4.60. Latest edition of a standard driver education text.

American Automobile Association. Teaching driver and traffic safety education. New York, McGraw-Hill, 1965. 478p. illus., charts, tables, bibl. \$7.95. For the teacher of driver education courses; may be used both as a text for college and as a guide and refresher for present teachers.

Automotive Safety Foundation. Improving the performance of licensed drivers through education; a survey report on driver improvement schools. (Washington) 1965. 50p. Examination of court-related schools, public school adult education programs, women's activities, instruction offered by proprietary driving schools, and National Safety Council sponsored driver improvement courses. Even among similar types of schools, there is a wide variation in quality and effectiveness.

The drinking driver, pt.1. Traf. Dig. and Rev., May 1964 (entire issue) ..., pt.2. June 1964 (entire issue) Two special issues whose articles discuss many topics relating to driving and drinking, including chemical tests, alcohol education in the driver education program, effects of alcohol in combination with drugs on driving, and summarizing current research knowledge on drinking and driving. Includes a bibliography on driving while intoxicated.

Halsey, Maxwell N. Let's drive right, by... and Richard Kaywood. 3d ed. Chicago, Scott, Foresman, 1964. 374p. \$4.24. Latest edition of a driver education text.

Indiana. University. Department of Police Administration. Alcohol and road traffic: problems of enforcement and prosecution, prepared for the United States Public Health Service, Division of Special Health Services Accident Prevention Program, by Robert F. Borkenstein (and others) Bloomington, 1960. 63p. bibl. Includes discussion of legal problems, enforcement problems, and chemical tests (including special

training requirements) and the handicap to effective prosecution imposed by public resistance to prosecution of the individual offender.

Indiana. University. Department of Police Administration. The role of the drinking driver in traffic accidents, by R. F. Borkenstein (and others) Bloomington, 1964. 254p. Research performed in Grand Rapids, Michigan, on the accident involvement of drinking drivers. Study findings indicated that blood alcohol levels of over 0.04 per cent are associated with increased accident involvement.

Insurance Institute for Highway Safety. Driver behavior - cause and effect (preliminary report and summary of the second annual automobile insurance industry traffic safety research symposium Northbrook, Ill., March 19-21, 1968) sponsored by..., co-hosts: Allstate Insurance Companies and the Travelers Insurance Companies. (Washington) 218p. Research findings in several areas relating to the driver's role in accidents were applied to problems of education, licensing, enforcement, legislation, public information, and the man-machine-road relationship. Complete proceedings to be published by the University of Michigan Press. Proceedings of the first conference in this series, sponsored by Travelers Research Center, are listed in section TRAFFIC SAFETY below.

International Conference on Alcohol and Traffic Safety. Alcohol and traffic safety; proceedings of the fourth..., December 6-10, 1965. Bloomington, Indiana University Department of Police Administration, 1966. 353p. illus., charts, tables, bibl. \$8. Earlier conferences titled International Conference on Alcohol and Road Traffic, and held in 1950 in Stockholm, 1953 in Toronto, and 1962 in London.

Kearney, Paul W. How to drive better and avoid accidents. 2d rev. ed. New York, Crowell (1963) 258p. illus. \$4.95. Practical information on simple automotive

mechanics, for the driver's use in the prevention of common malfunctioning which can lead to accidents. Tips on how to take tours safely, special techniques required for safe driving on the super-highway and related subjects.

Lauer, A. R. The psychology of driving. Springfield, Ill., Charles C. Thomas, 1960. 324p. illus., tables. \$10.50. Psychological factors relating to the driving task, based on research findings.

The senior driver. Traf. Dig. and Rev., March, 1965 (entire issue) bibl. Contents: Let's keep older drivers on the road, by Sherman G. Finesilver.-Licensing the senior driver, by Mrs. Benjamin Borchardt.- A look at aging, by Raymond G. Kuhlen.- On the driving of automobiles by older people, by Ross A. McFarland, G. S. Tune and A. T. Welford.- Accident involvement of senior drivers, by Earl Allgaier.- Excerpts from the Denver symposium on the senior driver.- Evaluating the senior driver, by J. Stannard Baker. Seminar for older drivers, by Mrs. Eone Harger.- Safety planning for senior citizens, by Harry M. Rosen.- Bibliography on the senior driver.

U. S. Bureau of Public Roads. Driver license administration requirements and fees, status as of January 1, 1968. (Washington) 8p. tables.

U. S. Department of Health, Education and Welfare. National symposium on the deaf: driving and employability; University of Denver College of Law, Feb. 12-14, 1962. Washington, 1964. 223p. Among the topics discussed are driver education and licensing for the deaf, the deaf pedestrian, and law enforcement officers and the deaf.

U. S. Department of Transportation. Alcohol and highway safety; a report to the Congress from the Secretary of Transportation. Washington, Aug. 1968. var. paged. charts, tables, bibl. Summarizes current research, which indicates strongly that the problem drinker and the drinking teen-ager or young adult

account for a far larger proportion of highway accidents than the light drinker. Research into personality characteristics of the drinking driver and into the effects of alcohol on driving are also discussed; as are public attitudes to the problem and suggested countermeasures, including legal approaches. Emphasizes the need for greatly increased research relating to alcohol and driving.

Weiers, Ronald M. Licensed to kill; the incompetent American motorist and how he got that way. Philadelphia, Chilton Book Co., 1968. 147p. charts, bibl. \$2.95; \$1.95 paper. The author sees the driver rather than the vehicle or the road as the major cause of accidents.

C. TRAFFIC SAFETY

American Academy of Political and Social Science. Highway safety and traffic control, edited by Thorsten Sellin and Richard D. Lambert. (In the Annals, November 1958) (entire issue) Fifteen articles by experts, constituting a broad and comprehensive survey of the traffic accident problem, including laws, engineering, driver education, etc.

American Automobile Association. Older adult pedestrian safety. Washington, 1965. 15p. Pedestrian Saf. Program Ser. no.1.

American Automobile Association. Pedestrian control through legislation and enforcement. Washington, 1965. 17p. Pedestrian Saf. Program Ser. no.2.

American Automobile Association. The young pedestrian. Washington, 1965. 16p. Pedestrian Saf. Program Ser. no.3.

Great Britain. Road Research Laboratory. Research on road safety. London, HMSO, 1963. 602p. \$8.40. Results of research on road safety performed at the Road Research Laboratory from 1946 to 1963.

Haddon, William. Accident research: methods and approaches, by..., Edward A. Suchman

and David Klein. New York, Harper & Row, 1964. 752p. \$16. A compilation of significant studies in the field of accident research, used as examples in a text dealing with the methodology of accident research. The author is now Director, National Highway Safety Bureau, U. S. Department of Transportation.

Little (Arthur D.) Cost-effectiveness in traffic safety. New York, Praeger, 1968. 167p. charts, tables, bibl. Derived from a one-year study performed for the Department of Commerce and the Department of Transportation, in which the degree of applicability of cost-effectiveness techniques was assessed. The structure and elements of the process are discussed, followed by a discussion of methods and applications.

Little (Arthur D.) The state of the art of traffic safety; a critical review and analysis of the technical information on factors affecting traffic safety, prepared for the Automobile Manufacturers Association. (Cambridge, Mass.) 1966. 2 pts. in 1 (624p.) charts, tables, bibl. Examination of human, environmental, vehicular, regulatory and legal factors associated with traffic safety. Each factor is rated according to the amount of factual information available and its estimated importance to the traffic accident problem. Among the firm's recommendations are that traffic safety should be studied from a systems approach; that greater emphasis should be placed on research; and that there is need for increased effort by all involved with the problem - industry, government at all levels, and private organizations.

Nader, Ralph. Unsafe at any speed; the designed-in dangers of the American automobile. New York, Grossman, 1965. 365p. chart, diagrs., tables. \$5.95. (paperback ed., New York, Simon & Schuster, \$1.) The best-selling book charging that faulty vehicle design is a major cause of traffic accidents. One chapter attacks the "traffic safety establishment".

National Safety Council. The Denver symposium on mass communications research

safety, a critical review of the literature and a proposed theory, by H. Mendelsohn, edited by Murrayenthal. Chicago, 1964. 288p. Study of mass communications, undertaken in an attempt to increase the effectiveness of traffic safety campaigns.

National Safety Council. National safety press transactions. Chicago. annual. Proceedings of the annual congress, published in numerous volumes which cover various aspects of safety, including traffic safety and motor transportation.

National Safety Council. Traffic safety. Chicago (issued irregularly). Accident records, reporting, chemical tests, inspection programs and other subjects relating to traffic safety. For complete list of available titles, apply to the Council.

Call, Jeffrey. Safety last; an indictment of the automobile industry, by...and Arthur Meyer. New York, Random House (1965) 226p. \$4.95. (Paperback ed., New York, Avon, \$.60.) The authors blame the industry as concentrating on styling rather than safety in car design.

Card Research Institute. Drastic measures for reducing traffic casualties, by Richard A. Coen. Menlo Park, Calif., 1965. 42p. Among the author's recommendations are the restriction of driver privileges to periods 21 through 69, permanent revocation of the licenses of high accident drivers, and a 20 per cent reduction in speed limits.

Charters Research Center. Traffic safety: strategies for research and action; proceedings of a conference held in Hartford, Connecticut, January 16-17, 1967, edited by Hugh J. Miser. Hartford, 1968. 179p. The first in a series of annual traffic safety conferences for the automobile insurance industry, of which the second, sponsored by the Insurance Institute for Highway Safety, is listed above in the section DRIVERS AND DRIVING. Emphasis on the need for safety research, particularly in the private area, and on opportunities for the insurance industry in promoting traffic safety.

U. S. Bureau of Public Roads. Office of Highway Safety. A report on the inter-agency liaison conferences for highway safety, sponsored by American Association of Motor Vehicle Administrators, American Association of State Highway Officials, International Association of Chiefs of Police... Washington, 1966. 19p. Discussion of traffic and safety by police, motor vehicle administrators and traffic engineers.

U. S. Department of Health, Education and Welfare. Motor vehicle injury prevention program. (Washington) Aug. 1966. 183p. Tables. Program Analysis 1966-1. Cost-benefit analysis applied to programs for prevention and control of traffic accidents, including improved driver licensing and training programs, raising the minimum licensing age, increased use of safety devices, and speed reduction.

D. TRAFFIC SAFETY - FEDERAL ROLE

U. S. Congress. House. Committee on Interstate and Foreign Commerce. Traffic safety; hearings...on H.R.13228 and other bills related to traffic safety, Mar. 15-May 13, 1966. Washington, GPO, 1966. 2v. 89th cong., 2d sess.; ser. no. 89-37 and 89-38. Hearings on the Traffic Safety Act of 1966. Subjects discussed include driver licensing, driver education, safety research, and vehicle design.

U. S. Congress. Senate. Committee on Government Operations. Federal role in traffic safety; hearings before the Subcommittee on Executive Reorganization of the..., Mar. 22 - July 21, 1965. Washington, GPO, 1965. 2v. 89th cong., 1st sess. Hearings held to "review from top to bottom those agencies...which direct and support the Nation's traffic safety efforts." Testimony was taken principally from government officials and automobile manufacturers.

U. S. Congress. Senate. Committee on Government Operations. Federal role in traffic safety; report of the...made by its Subcommittee on Executive Reorganization. Washington, GPO, Jan. 24, 1968. 34p.

90th cong., 2d sess., Sen. Rpt. no. 951. Report summarizing the 1965-66 hearings conducted by this committee and describing later developments involving traffic safety legislation. Some additional recommendations for action are made.

U. S. Department of Health, Education and Welfare. Secretary's Advisory Committee on Traffic Safety. Report of the Secretary's Advisory Committee on Traffic Safety. Washington, GPO, Feb. 29, 1968. 147p. charts, tables, bibl. \$.50. The Department of Health, Education and Welfare must act in coordination with the Department of Transportation in national efforts to reduce and prevent traffic accidents. Major areas of emphasis for HEW should be crash injury research, emergency medical services, driver education, accidents and alcoholism, automobile accidents and their relation to violent behavior, and the impact of traffic accidents on the legal system.

U. S. Department of Transportation. Safety for motor vehicles in use; a report to the Congress from the Secretary of Transportation. Washington, June 1968. 139p. charts, tables, bibl. Need for a comprehensive program to improve the safety of used vehicles, including standards for used vehicles, inspection, registration and records systems.

U. S. Federal Highway Administration. National Highway Safety Bureau. Highway safety program standards. Washington, GPO, Apr. 1968. 22p. \$.20. Performance standards for highway safety programs of state and local governments, as provided for by the National Highway Safety Act of 1966. Areas covered include vehicle inspection, registration, motorcycle safety, driver education, licensing, laws, traffic courts, alcohol and highway safety, traffic records, emergency medical services, highway design construction and maintenance, and traffic control devices.

U. S. Federal Highway Administration, National Highway Safety Bureau. The national driver register. Washington, GPO, Sep. 1967. 24p. illus., forms, tables. \$.25.

U. S. Federal Highway Administration. National Highway Safety Bureau. National highway safety standards; a resume of projects being initiated and conducted by the states and their local communities. Washington, Apr. 1968. 45p. chart, maps. List of grant applications approved and pending, followed by a brief description of projects approved in each of the areas covered by standards.

U. S. Laws, Statutes, etc. An act to provide for a coordinated national highway safety program through financial assistance to the states to accelerate highway traffic safety programs, and for other purposes. Washington, Sep. 9, 1966. 7p. Pub. Law 89-564; 89th cong., S.3052. The Highway Safety Act of 1966, providing for uniform standards for state traffic safety programs, and establishing the National Highway Safety Bureau.

U. S. Laws, Statutes, etc. An act to provide for a coordinated national safety program and establishment of safety standards for motor vehicles in interstate commerce to reduce accidents involving motor vehicles and to reduce the deaths and injuries occurring in such accidents. Washington, Sep. 9, 1966. 13p. Pub. Law 89-563; 89th cong., S.3005. The National Traffic and Motor Vehicle Safety Act of 1966, providing for Federal safety standards for motor vehicles. Vehicle standards as issued by the Department of Transportation are published in the Federal Register issued by U. S. General Services Administration.

E. TRAFFIC ENGINEERING

Automotive Safety Foundation. Traffic control and roadway elements; their relationship to highway safety, prepared by...in cooperation with the U. S. Bureau of Public Roads. (Washington) 1963. 124p. charts, diags., tables, bibl. A summary of engineering research projects, published and unpublished, and a bibliography on the relationship of traffic accidents to roadway design.

Great Britain. Road Research Laboratory. Research on road traffic. London, HMSO, 1965. 505p. L2.2s. A companion volume to the Road Research Laboratory's Research on road safety, summarizing results of the Laboratory's research on traffic.

Institute of Traffic Engineers. Freeway operations; new information on emerging responsibilities. Washington, D. C. (1961?) 88p. illus., diags., tables. \$1. Among the chapters are Driver Characteristics and Training, Accidents, Motorist Services, and Police and Emergency Services.

Institute of Traffic Engineers. Manual of traffic engineering studies. 3d ed., edited by Donald E. Cleveland. Washington, 1964. 167p. \$6.50. Studies of common traffic engineering problems, designed primarily to assist smaller communities lacking full-time traffic engineering staffs. Earlier editions issued by Association of Casualty and Surety Companies.

Institute of Traffic Engineers. Traffic engineering handbook. 3d ed., edited by John E. Baerwald, prepared under direction of the Traffic engineering handbook editorial board. Washington, 1965. 770p. Guide to accepted principles and practices of traffic engineering, newly revised by outstanding traffic engineers.

National Research Council. Highway Research Board. Improved street utilization through traffic engineering; proceedings of a conference held May 22-24, 1967. Washington, 1967. 234p.+ illus., charts, diags., maps, tables, bibl. Spec. Rpt. 93. \$7. "No attempt was made to invite papers covering all aspects of traffic engineering..." The subject areas for the Conference were chosen to represent relatively low cost improvements afforded by regulations, controls and minor reconstruction. One-way streets, signals, signs, lighting and markings are examples of the type of improvement discussed; several papers treat administration and community support for traffic engineering.

National Safety Council. Traffic Conference. How to implement a program of traffic engineering and roadway improvements in your community, a public support guide. Chicago, 1965. 40p.+ \$2. Guide for community groups.

U. S. Bureau of Public Roads. Manual on uniform traffic control devices for streets and highways. Washington, GPO, June 1961. 333p. illus., diags., tables. \$2.

F. TRAFFIC LAW

American Automobile Association. Digest of motor laws; summary of regulations governing registration and operation of passenger cars in the United States, Canal Zone, Guam, Puerto Rico, and provinces of Canada. Washington. annual.

American Bar Association. Traffic court procedure and administration, by James P. Economos. Chicago, 1961. 176p. \$5. Directed at judges and other court personnel, this book gives information on case processing, procedure in the court room, and traffic court administration.

Donigan, Robert L. Chemical tests and the law. 2d ed. Evanston, Ill., Northwestern University Traffic Institute, 1966. 343p. \$10. Includes 1968 pocket supplement. A detailed study of statutes, case law, and legal literature on chemical tests.

Fisher, Edward C. Vehicle traffic law. Evanston, Ill., Northwestern University Traffic Institute, 1961. 503p. \$10. Includes 1967 pocket supplement. Development of traffic laws and legal principles of traffic law enforcement are discussed, followed by an examination of specific elements, defenses and issues involved in particular violations, and general principles governing prosecution of traffic cases.

Know the law. Traf. Dig. and Rev. (appears in each issue) Monthly feature in which topics relating to traffic law are discussed. A complete list of subjects covered is available from the Traffic Institute.

Michigan. University. Highway Safety Research Institute. The enforcement of traffic laws: some current legal problems, by Stewart Pringle (and others) Ann Arbor, Oct. 1967. 45p. Contents: The legal problems of electronic speed measuring devices, by Stewart Pringle.-Legality of stopping a motorist to inspect his license or vehicle, by John F. McIntyre.- Constitutional problems arising out of the use of scientific tests of intoxication, by Frank Grossi and Joel E. Krissoff.- Constitutionality of "implied consent" statutes, by Stephen L. Schaeffer.

National Committee on Uniform Traffic Laws and Ordinances. Model traffic ordinance for municipalities. Rev. ed. Washington, 1962. 62p. \$1. Supplements the Uniform Vehicle Code for states. A new edition is to be issued in late 1968.

National Committee on Uniform Traffic Laws and Ordinances. Traffic laws commentary Washington (appears irregularly) A series of publications covering specific areas of traffic law, in which state laws are compared to the provisions of the Uniform Vehicle Code. Supplements the Uniform vehicle code annotated, listed below.

National Committee on Uniform Traffic Laws and Ordinances. Uniform vehicle code. Rev. ed. Washington, 1962. 210p. tables. \$2. A new edition is to be issued in late 1968.

National Committee on Uniform Traffic Laws and Ordinances. Uniform vehicle code: rules of the road with statutory annotations, 1967. Washington, 1968. 654p. \$10. This is commonly cited as Uniform Vehicle Code Annotated. The Uniform Vehicle Code provisions compared with existing state laws. A pocket supplement will appear in late 1968.

National Research Council. Highway Research Board. A colloquy on motor vehicle and traffic law; a compilation of papers,

commentary, and discussion sponsored by the Committee on Motor Vehicle and Traffic Law, Feb. 2-3, 1965. 124p. Special Report 86. Traffic law as related to public policy, accidents, traffic engineering, and the administration of justice.

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Automobile Manufacturers Association. Automobile facts and figures. Detroit. annual. Statistics compiled and published annually, including data on travel registration, accidents and traffic, by county and by state.

Bristow, Allen P. Police film guide. 2d ed. Waleria, Calif., Police Research Associates, 1968. 72p. \$5. Films are arranged by title and are indexed under broad topics such as "patrol tactics" and "traffic". Entries are briefly annotated and data on running time, color and sound are included. Slides and filmstrips are also listed. A list of film sources is provided.

Council of State Governments. Book of the states. Chicago. biennial. Activities, administration and officials of the state governments. Sections on highway safety and law enforcement, interstate cooperation and federal-state-local relationships. Supplements listing legislatures and state officials classified by function also issued.

Directory of IACP members. Police Chief
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salaries and working conditions of the
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Cincinnati. annual.

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Police yearbook. Washington. annual.
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police work are included.

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Division of State and Provincial Police.
Comparative data report, 1967. Washington.
106p. tables. data for state and provin-
cial police, giving information on adminis-
tration, operations, personnel and training.

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Municipal year book. Washington. annual.
Descriptive and statistical summary of
information on all aspects of municipal
government, including police administration
and traffic safety. List of municipal
officials, including police chiefs, for
cities above 10,000 population.

Kansas City, Mo. Police Department. Survey
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300,000 to 1,000,000 population...) annual.
Salaries, fringe benefits, budget data,
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Bus facts. Washington. annual. Statistics
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National Police Chiefs and Sheriffs Informa-
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Periodic supplements.

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- The safety library. Traf. Saf. (appears in each issue)
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American County Government. National Association of Counties, 1001 Connecticut Ave., N.W., Washington 20036. m.

\$3 to members, \$10 to non-members.

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From the State Capitals. 321 Sunset Ave.,
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ministration, motor vehicle administration,
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ing would be of special interest to the
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Silver Spring, Md. 20904. w. \$7.
Weekly newspaper of a general nature
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National Police Journal. Fraternal Order
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Ave., Washington 20036. bi-m. \$2. to
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403 Olds Hall, East Lansing 48823.
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Washington 20036. m. Free to members,
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Chichester, Sussex, Eng. m. \$5.

Public Management. International City
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19104.

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1315 16th St., N.W., Washington 20036.

American Automobile Association. 1712 G St.,
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American Book Company. 55 5th Ave., New
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American Management Association. 135 W.
50th, New York 10020.

American Telephone and Telegraph Company.
798 Broadway, New York 10038.

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Arco Publishing Company. 219 Park Ave.,
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320 New Center Bldg., Detroit 48202.

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Va. 22151.

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