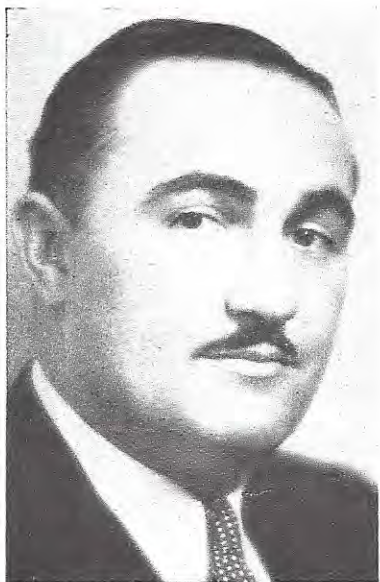


RECORDS AND IDENTIFICATION DIVISION



M. F. NUREMBERG

Chief of Division

The Records and Identification Division is one of the major divisions of the department. It is headed by a Chief of Division, who is one of the major executives of the department, and who advises and helps the Sheriff in determining administrative policies.

Proper record keeping plays an important part in the field of crime prevention and law enforcement, despite the fact that this is a phase of police work which is little in evidence. The public is naturally most familiar with that branch of law enforcement which is represented by the uniformed patrol and detective forces. It is these men who are seen in action most frequently.

Work carried on in the Records and Identification Division is of a sort which only a small proportion of persons ever see. Yes, it is the very heart of any modern policing system.

A record keeping system in a large law enforcement organization must be quite an elaborate setup, supplying a wide variety of services. In the Sheriff's Department, record work is tied up with identification procedure and photography, statistical accumulation, modus operandi and teletype communication.

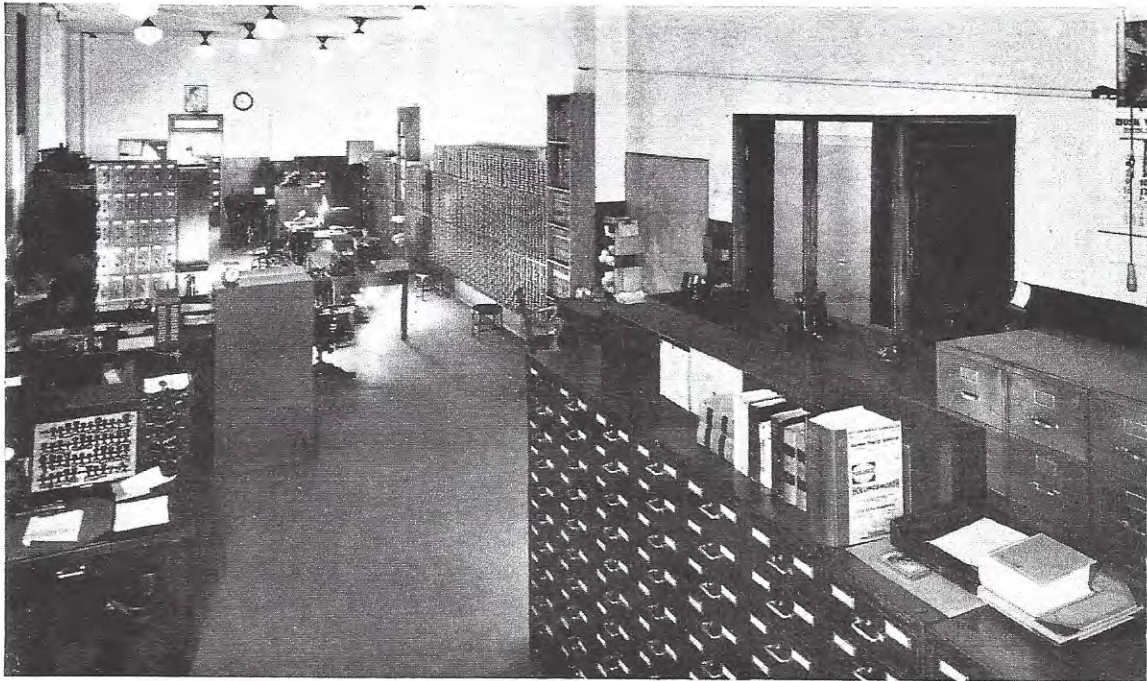
The Records and Identification Division is divided into three sections, each of which is assigned its particular responsibilities, coordinating

its work with the other sections. The three sections are: Records and Teletype; Identification; and Photographic.

Records-Teletype

Case records are the only medium provided in a modern law enforcement agency for correlating work of the uniform or patrol forces with that of the plain clothes or detective investigators. In most instances, first investigations are made by patrolmen, who submit a report covering all facts first ascertained. Later, an investigator carries on supplementary work and develops the case to its conclusion. The case may be transferred from one officer or bureau to another, in which instance carefully recorded facts already discovered become of great value to subsequent investigators.

The Records Section classifies and files information received in the department, pertaining to all crimes and criminal work. This information is received from a variety of sources. It may be from victims, from informants, from other policing agencies, from employees of the department or from many other places. The information may be received by telephone, by teletype, by telegraph or letter, by bulletins and circulars, or other ways.



MAIN OFFICE, RECORDS AND IDENTIFICATION DIVISION—It is through this office that all records in the Sheriff's Department are cleared. In the tier after tier of modern files are stored thousands of index cards directing attention to a wealth of information on criminal cases.



TELETYPE MACHINES—This battery of teletype machines enables the Sheriff to maintain a centralized administrative control over an organization which is complicated in character and widely decentralized. This modern form of communications service also enables the department to keep in constant touch with other law-enforcement agencies throughout the State of California

After data and information are accumulated, the next steps involved in record keeping might be called analysis—filing—and dissemination.

ANALYSIS

Under analysis, we have searching of documents—preparing index cards—machine punching and comparing of mechanical tabulating cards for modus operandi work—checking by file clerks—examination of questioned documents—inspection of notices and circulars, and other routine and detailed duties given record and file clerks.

FILING

This process involves the placing of material in depositories where it is kept in such an orderly manner as to make it readily available when needed. Criminal case records are preserved indefinitely, so it is necessary to have adequate filing accommodations and space for a great mass of information. There must be a system used which will avoid making such a large amount of data cumbersome and unwieldy, and will eliminate clerical errors as much as possible. The case numbering system used in the Sheriff's Department permits a volume inventory at any time. This combined with statistical data serves as a barometer of conditions in the jurisdiction.

DISSEMINATION

By dissemination is meant the distributing, publishing and in general supplying data and information which may be of help to public officials or citizens in apprehending criminals, recovering property or identifying persons.

Possibly ready availability of data and information is one of the most important items to be considered. It is quite possible for a record depository to have a wealth of valuable information stored away, but if this is not readily available, it is of very little practical use.

So it is that much depends upon a good filing system where drawing of case files, sending of telegrams and broadcasts, answering of correspondence and a multiplicity of other clerical duties may be facilitated.

Teletype Communication

The nucleus of the Sheriff's teletype communications system is in the Records and Identification Division at headquarters. Each sub-station of the department is equipped with teletype instruments

which enable the station to receive and send messages. These machines are so connected that headquarters may communicate with any one of the stations alone, or all of them simultaneously. With headquarters serving as a central, any sub-station may communicate with any or all of the other stations.

In addition to the sub-station connections in the County, there exists a direct connection with the Los Angeles Police Department and the State Teletype System, which has a control station in the State Building in Los Angeles. This gives an outlet to the various cities in the state and to the California Highway Patrol and the State Bureau of Criminal Identification and Investigation at Sacramento.

The cities of Pasadena, Pomona, Glendale, Santa Monica, Whittier and Beverly Hills are also connected with the system. Inasmuch as these cities are located in sections of the county which may serve as control points in case of emergency, and also as communication sub-centers for their respective areas, the metropolitan area of the county is well covered in the way of teletype communications.

Identification Section

The Identification Section devotes its efforts to identification work, particularly fingerprints. This section has many thousands of classified fingerprints on file. These records are searched often in order to determine the identity of individuals under investigation. Fingerprints are rolled of all felony suspects booked in the County Jail.

Close cooperation is maintained with the State Bureau of Criminal Identification and Investigation in fingerprint identification work, and copies of fingerprint cards are sent to the State Bureau. Similar fingerprint cards are also sent to the National Identification Bureau at Washington, D.C. These State and National Bureaus act as clearing houses for such information gathered from all law-enforcement organizations throughout the States and the country. This centralized service often helps in apprehending or identifying some badly wanted criminal.

Modern filing systems are maintained for storing away of identification data. This is very important, for in identification work as in records keeping, ready availability of information is of utmost importance.

Photographic Section

This section performs two general types of photographic work. Identification photographs are made of all felony suspects booked in the County Jail. These photos are used in files of the Identification Section for identification purposes.

Photographs are often desirable to be used as evidence in prosecution of criminal cases. Enlargements may be required for presentation in the court room. Photographic evidence has often proved of great value in successful prosecution of criminals.

This section is also equipped with Photostat reproduction equipment and does reproduction work for the entire department. Documents, charts, maps, sketches and other similar matter are reproduced photographically for use in the multiple variety of duties necessarily performed.

Administrative Control and Coordination

In any large law enforcement agency which is subdivided into sections and bureaus performing especial types of work, and which is further decentralized, with branch offices scattered over a wide area, there must be provided some means for centralizing administrative control. The centralized teletype communications system, together with a records and statistical service, provide an ideal medium for this control. This is absolutely necessary in order to maintain a highly efficient policing agency, and such mediums are given the utmost cooperation and support by the administration.

In Los Angeles County, the Sheriff is looked to by most officials of smaller municipalities as a law enforcement leader, both in establishing pol-

icy and in furnishing technical services which only the larger departments are able to supply. For this reason, the Sheriff's Department often brings together data and information about crime and criminals which helps clear up many of the cases of smaller communities. Crime today is a mobile problem. The criminal moves about from town to town with great rapidity, and only some form of centralizing information will be efficient in his apprehension and successful prosecution.

STATISTICS

RECORDS AND IDENTIFICATION SERVICE

The records and Identification Division handles a large volume of work at all times. In order to give the reader a small idea of the volume of work performed in a year's time, a few statistics are given for the Fiscal Year 1936-37.

RECORDS DIVISION

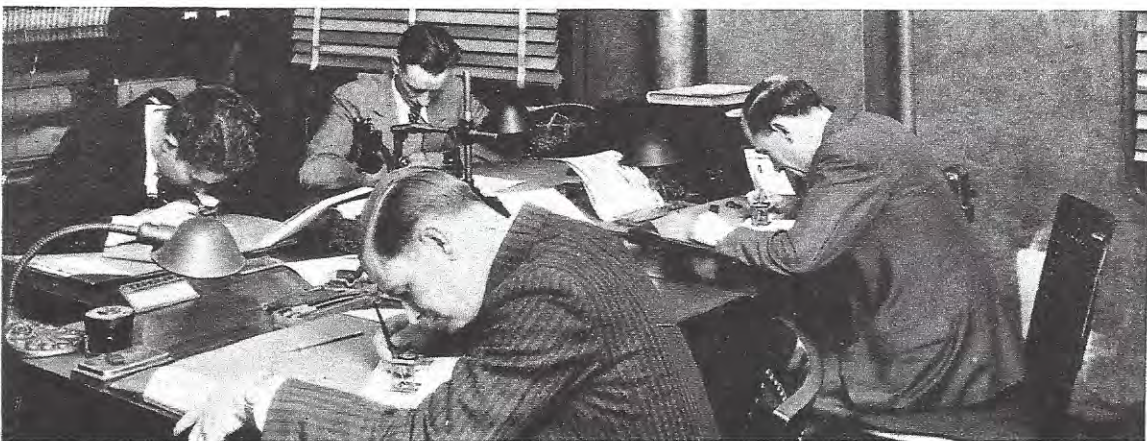
Telephone Calls Received.....	59,351
Mail Received (Pieces).....	74,810
New Cases Reported.....	25,203
Documents Searched	76,910
Case Files Drawn and Refiled.....	237,476
Items Checked by File Clerks.....	116,972
Teletype Messages Sent.....	35,107
Teletype Messages Received.....	89,397

IDENTIFICATION DIVISION

Fingerprint Cards Rolled.....	29,526
Identifications Made	7,227
Fingerprint Cards on File.....	101,240
Criminal Records Ascertained From Other Bureaus	13,821

PHOTOGRAPHIC DIVISION

Number of Negatives Made.....	9,324
Number of Photographs Printed.....	34,436
Criminal Photos Reprinted.....	5,200
Miscellaneous Negatives Reprinted.....	1,087



Identification experts at work.

JAIL DIVISION



CLEM PEOPLES

Chief of Division

The Jail is a major division of the department, headed by a Chief of Division. This Chief may prescribe rules and regulations governing the conduct of employees under his jurisdiction. He may also advise and cooperate with the Sheriff and Under-Sheriff in administrative matters, but at all times he is subject to policies established by the Sheriff and must conduct himself and his division accordingly.

The Chief has an assistant with the title of Captain. This Captain assists in supervision of the entire jail. There are five Lieutenants, completing the list of executive officers of the division. One of these Lieutenants is Chief Matron. Another Lieutenant has charge of all personnel matters involving employees assigned to duty in the Jail Division. Each of the remaining three has charge of one of the three different shifts each twenty-four hours.

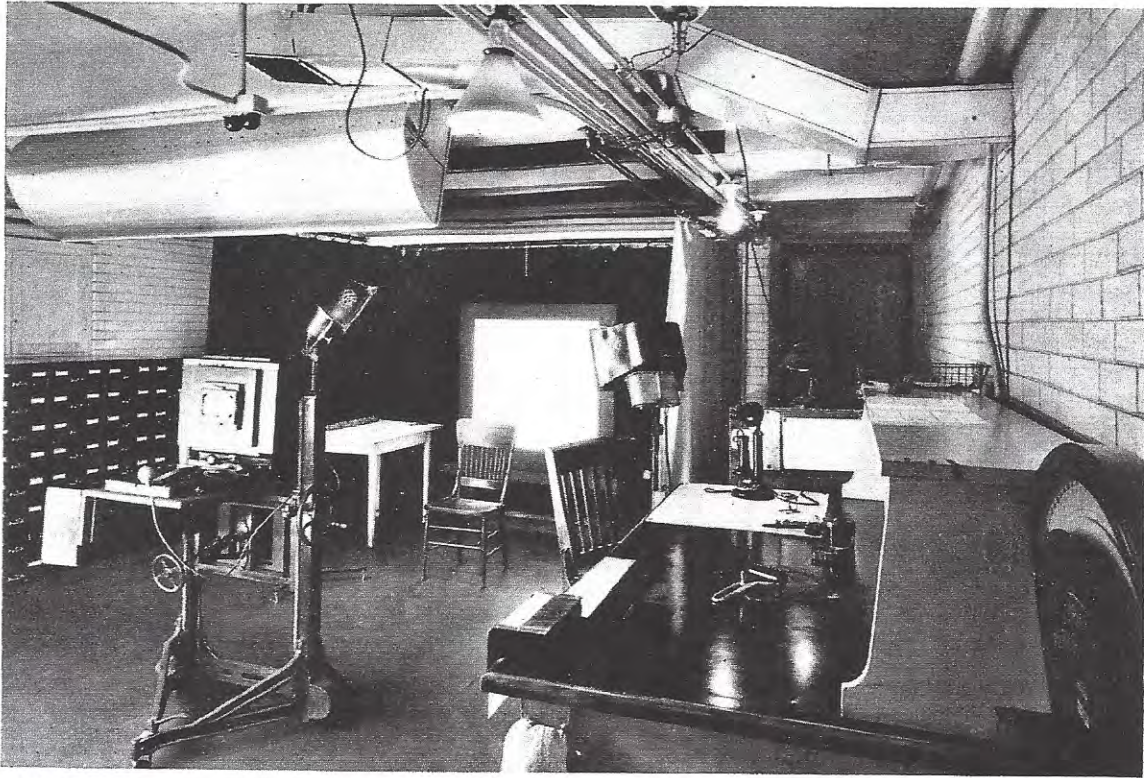
The present Los Angeles County Jail was first occupied in the latter part of 1925. The old jail was overcrowded and conditions generally were such that new quarters were considered absolutely necessary. When the new jail was moved into, arrangements permitted a maximum number of 1,350 inmates. Since that date, it has been necessary by various re-arrangements to increase this capacity until at present, there are sleeping accommodations for 1,843 prisoners.

The jail is of the floor type of construction, as contrasted to the tier-type frequently used in prisons. The floor-type was selected in order that as much outside light and ventilation as possible could be secured for cells. The institution is housed on the top five floors and roof of the Hall of Justice in Los Angeles. There are 158,880 square feet of floor space, or nearly four acres all together, used by the Jail Division.

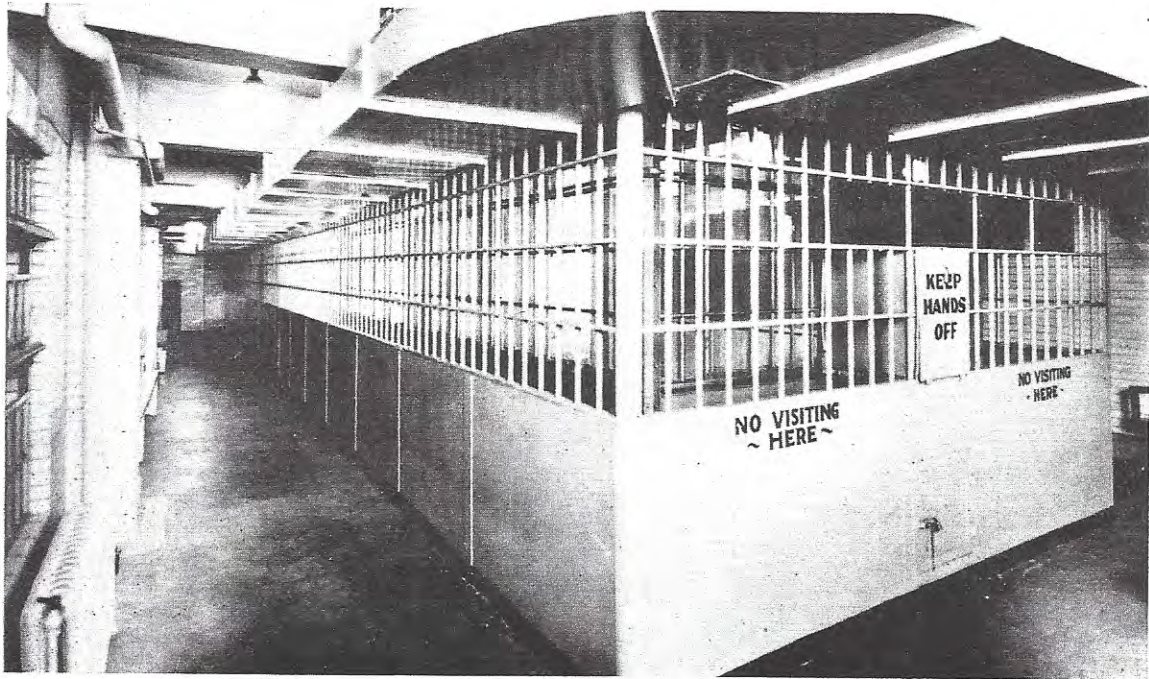
The arrangement of cell blocks is such that nearly every cell is permitted outside sunlight and fresh air. This is possible through a judicious use of large light-wells provided when the building was constructed.

There are forty-two cell blocks used for male prisoners, varying in size from eight to twenty-two cells each. Each cell is equipped with an upper and lower bunk, providing sleeping facilities for 1,258 prisoners. A portion of the roof of the Hall of Justice was converted into a dormitory, and this now provides sleeping accommodations for 216 male trustees. Adjacent to the Jail Hospital, another dormitory is provided with accommodation for 128 persons. This is occupied by aged and infirm prisoners, those requiring constant medical attention and supervision, and those committed by the Court to spend their nights and week ends in the jail.

Dormitory construction differs from that of cell



IDENTIFICATION AND PHOTO ROOM, COUNTY JAIL—This is where felons are “mugged” and finger printed upon being booked. On the table in the foreground is the ink roller and paraphernalia used in rolling finger prints of prisoners. Identifying marks and scars and other physical points of identification are noted by operators.



CELL BLOCK—Photo shows typical “tank” or cell block. This is one of many similar tanks into which various types of jail inmates are segregated.

blocks. The latter are made of sheet steel and iron bars, having a sliding gate which can be locked either open or shut. Dormitory construction consists of cells of heavy wire mesh, and each of the cells has four bunks instead of two.

Regular cells are eight feet long, nine feet high and five and a half feet wide. Each cell is equipped with two let-down steel bunks, a lavatory and wash-bowl, a jump seat that folds back, and one small shelf. There are two steel grated ventilator openings on the back wall of the cell, one placed just above the floor line and the other just below the ceiling. The building is so arranged that nearly all plumbing and valves can be reached without it being necessary to enter the tanks.

Quarters for female prisoners are completely isolated from other parts of the jail. One entire floor is devoted to women inmates, there being accommodation for 154 female prisoners at one time. This section of the jail is under the immediate supervision of a Chief Matron, who carries the rank of Lieutenant in the personnel of the department. The Chief Matron has three assistants, ten matrons and one booking clerk attached to this subdivision of the jail to handle all female prisoners.

The jail has been so designed as to make it practically impossible for any inmate to break out. Cells, cell-blocks, corridors and inner and outer doors of the jail are all equipped with powerful bars and locks, and no one has ever been successful in securing his freedom through jail breaking since the jail was finally completed. The jail and courts are so arranged in the Hall of Justice that prisoners may be taken directly from their cells to court by means of separate corridors, eliminating possibility of escape and contact with the public.

Care and custody of prisoners is one of the most important responsibilities of a County Sheriff. It is necessary that men and women placed in custody be sheltered, clothed and fed. It is further essential that these persons be given proper medical aid and attention, and that most rigid sanitary measures be constantly applied. In other words, the health of these individuals must be closely guarded at all times. Morale and discipline must be kept at the highest peak, and above all, prisoners must not be permitted to injure themselves or allowed to escape.

Persons may be placed in the county jail by a variety of agencies. The great majority are booked by the Sheriff's Department, the District Attorney, Probation and Parole Departments, and the municipal police departments of the county.

Inmates held in detention in the Los Angeles County Jail may be classified into four groups—sentenced prisoners—those held and awaiting trial—material witnesses—and those who are in some stage of court process or who are held awaiting transportation to some institution. A strict policy of segregation is maintained at all times as to race, color, sex, crime degree (felony or misdemeanor), narcotic addicts, juveniles, those suffering from venereal diseases and the feeble minded.

All persons being confined in the County Jail are given a thorough medical examination, a bath, clean clothes consisting of underwear, socks, shirt, overalls or pants and jumper for male prisoners. Shoes are also furnished to those who arrive barefooted. In addition to this wearing apparel, each prisoner is also given freshly laundered, sterilized blankets and a sterilized mattress and pillow.

Jail inmates are obliged to take at least one bath a week and are furnished with frequent changes of clothing. Each prisoner is permitted to keep a safety razor and double-edged blades, and is required to keep cleanly shaven at all times.

In addition to providing razors for shaving, two barber shops are maintained in the jail. One of these is for trusties and the other for regular prisoners confined in the tanks.

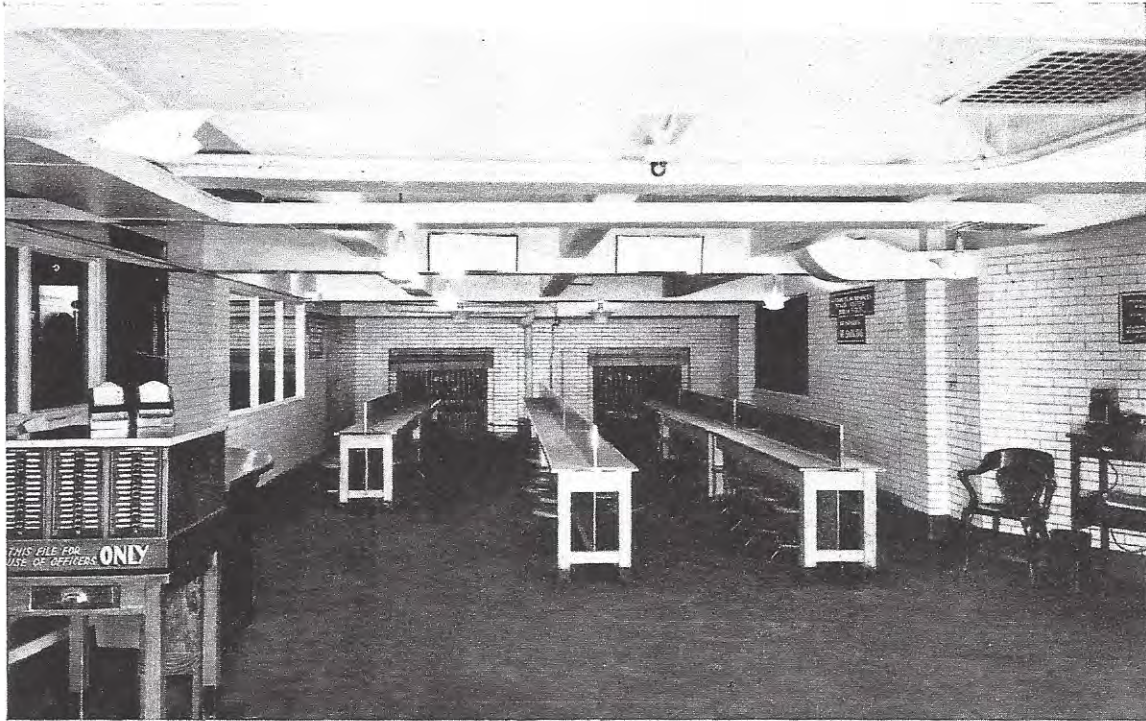
Health and Hospitalization

Sanitation and cleanliness are stressed throughout the jail organization. Guarding the health of jail inmates is of equal importance to keeping them secure and preventing escape. Proper food and necessary medical attention and hospitalization are considered of utmost importance in preservation of health.

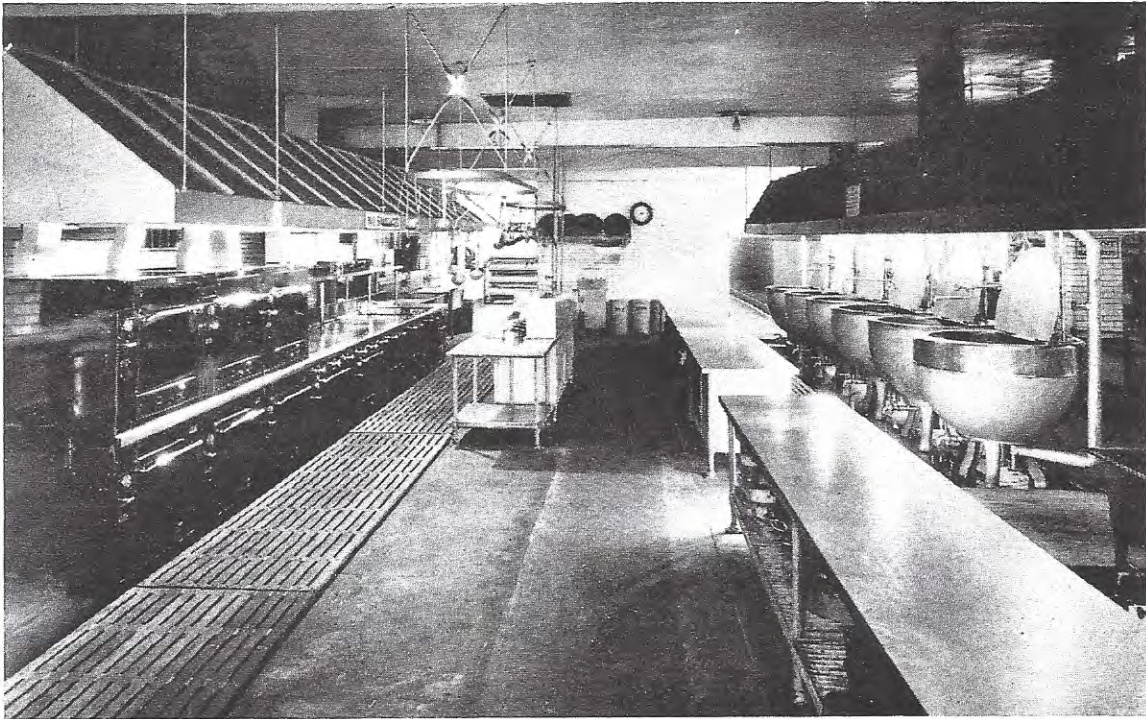
The jail maintains a complete, modern hospital under the supervision of a physician, who is assisted by six male nurses. This hospital has accommodation for 100 patients. In addition to bed patients, many hundreds of persons are given examinations and treatments at the hospital daily. A daily inspection of all prisoners is made each day by a nurse or doctor.

Patients requiring major operations and those needing extended medical attention are transferred to jail hospital wards located in the General Hospital of the County. These wards are known as Jail Wards Nos. 110 and 210. Ward No. 110 has beds for twenty-eight male prisoners. Ward No. 210 is a split ward, and has beds for thirty male and twelve female prisoners.

In the women's quarters of the County Jail, a



ATTORNEY ROOM—This room is provided in the county jail so that attorneys may consult with their clients in the presence of alert guards.



JAIL KITCHEN—This is one of the finest equipped kitchens in any institution in the country. Rigid sanitary measures and cleanliness in handling food are insisted upon at all times.

small unit has been set aside as a hospital with accommodations for eighteen female patients.

Dental Clinic

The County employs the part time services of a dentist, who has a chair in the jail. The average county jail sentence is not a long one, and consequently no effort is made to give a complete dental service to inmates. Dental work is confined mostly to extractions and temporary relief giving measures.

Feeding of Prisoners

Providing of food for persons who are held in idle confinement and not having the opportunity for activity and exercise which is ordinarily had on the outside, is one of the most important and difficult responsibilities given a county sheriff. It is quite necessary that such food be wholesome and healthful, and in addition the food should be prepared and served as attractively as possible under circumstances existing in a jail. The morale of jail inmates and the maintenance of good discipline depend materially upon the kind of food which is served.

A scientific procedure is followed in rationing out food. Balanced diets are carefully followed. Food calories are held between 1800 and 2200 per day for each inmate. This food value varies somewhat seasonally. In Southern California, there is an advantage to be had in institutional feeding because an abundance of green vegetables and fresh fruit may be had economically the year around.

Food supplies are purchased very economically by the Sheriff's Department. Food stuffs are purchased through the County Purchasing Department, but selection is supervised by the Jail Steward. All food stuffs are inspected by Federal, State and County inspectors, the Chief Steward of the jail making final inspection.

The jail kitchen is under the direct supervision of the Chief Steward and under the immediate control of a chef who is a regularly qualified civil service employee. The chef is assisted by four paid cooks in the preparation of food. Fifty-five trustees receive employment at various kitchen duties. All trustees, before they are permitted to work in the kitchen or around food, are given a thorough medical examination, including a Wasserman blood test.

Cooking equipment in the jail is changed from time to time, keeping it one of the most modern equipped kitchens in the State of California. One of the largest gas range assemblies in South-

ern California is installed. Particularly outstanding in the way of equipment is the automatic dish washing machine which was especially designed for jail purposes, having a capacity for washing and sterilizing 5,000 plates per day.

Prisoner Employment

Generally speaking, all work in the County Jail is done by prisoners. Mention has been made of the trustees working at kitchen duties. Food is distributed to tanks from the kitchens by means of metal food containers which are carried on push carts by trustees. After the food arrives at the tank, it is placed in charge of tank trustees and deck officers, who assume responsibility for seeing that the food is distributed equitably to tank occupants.

Laundry

The jail has a modern laundry, complete in every detail. It is under the supervision of two civil service employees, who have qualified by examination as expert laundry operators. Twenty male trustees are assigned to duty in the laundry under these two laundry supervisors.

Carpenter Shop

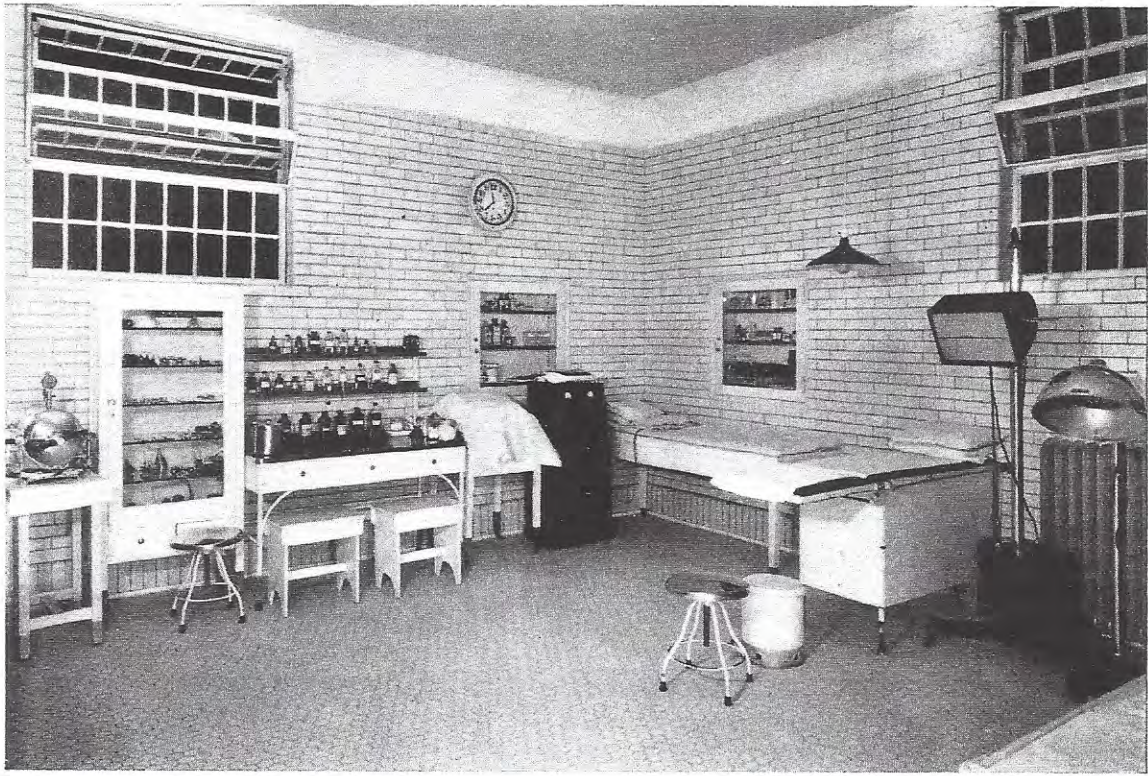
A carpenter shop is another outlet for trustee employment in the jail. This shop attends a variety of small carpenter chores, and minor repairs throughout the jail are frequently made.

Paint Shop—Shoe Shop—Tailor Shop Barber Shop

Trustees are employed in all of the shops mentioned, working at jobs which require attention around the jail. Every opportunity is taken to employ as many jail inmates as practicable, because experience has indicated that the happiest prisoners are those who are not idle.

Work for Women

Female prisoners are kept gainfully occupied repairing all clothing worn by prisoners, with the exception of repairs made in the regular tailor shop. They have a completely equipped beauty shop operated by female prisoners and are encouraged at all times to take pride in their personal appearance. This beauty shop is supervised by a teacher furnished by the Board of Education, and is operated as a school to enable those interested in beauty culture to obtain a fundamental



JAIL HOSPITAL—Upper view shows treatment room. Lower—county jail hospital ward.

knowledge of this trade.

In addition to mending jail clothing, women in the jail hem sheets and make pillow cases for the hospital; tailor uniforms for nurses; make vests out of old blankets for male prisoners; and mend clothing worn by the prisoners in the detention camps.

Recreation and Education

The jail maintains a completely equipped library. The books cover a vast field of reading material and are available in practically all languages. Thousands of volumes have been donated to the jail by persons interested in the welfare of jail inmates. A self-educational library supplements the regular reading material contained. All prisoners have access to the library and are always encouraged to better themselves by intelligent reading.

The County Board of Education furnishes a teacher for juveniles confined in the jail. This permits these unfortunate youngsters to keep up their regular class study.

Prisoners are allowed two regular visits each week, but they may see their attorneys at all times.

Religious services are held each Sunday for those who may care to attend. All faiths are represented by these services, and a regular jail chaplain is supplied by a group of religious organizations.

Trustie prisoners are permitted to exercise in the fresh air and sunshine up on the roof of the Hall of Justice. This privilege is necessarily restricted, but is considered something to be looked forward to by those who earn the right.

The jail maintains a jail store for use of prisoners. They may purchase shaving cream, cigarettes, cigars, candy, etc., at this store. All profits of the store are turned back into the county treasury and supplies are sold jail inmates with as little overhead as possible.

Rehabilitation

The Los Angeles County Jail has received a great deal of complimentary comment from authorities upon the subject of penal institutions. Federal and State Prison Boards have repeatedly given the jail the highest possible rating.

The success of the jail is predicated upon a policy of fairness, courtesy and firmness. Humanitarian methods in handling prisoners are always encouraged, and rehabilitation of inmates in every way possible is always attempted.

Contact Office

One of the most frequent causes for recidivism is that persons are often released from jail without a cent in their pockets. Often times, these persons will steal through economic stress and within a very short time they are back in the jail as repeaters.

Recognizing this condition, philanthropic citizens contributed a fund to relieve the situation somewhat. This is in the nature of a revolving loan fund, from which released prisoners are given small loans which they repay when able. A cigar store is operated in the main lobby of the building, and this also supplies funds to carry on this work.

A contact officer is employed to secure employment for deserving persons who have completed their sentences, and this together with the loan service is an important factor for rehabilitation.

CONTACT OFFICE STATISTICS

1936-37

Number of Interviews.....	6,287
Number of Ex-Prisoners Aided.....	3,337
Loans Made	\$1,601.40

JAIL MEALS AND FOOD SUPPLIES

1936-37

Cost of Supplies.....	\$130,478.74
Number of Meals Served.....	1,502,619
Average Cost per Meal.....	\$.0868

Daily Average Inmates in County Jail for Fiscal Year.....	1,765.8
Daily Average Inmates in Detention Camps for Fiscal Year.....	450.4
Daily Average Prisoners in Custody of Sheriff.....	2,216.2

PRISONERS BOOKED IN LOS ANGELES COUNTY JAIL

Fiscal Year 1936-1937

Classified by Age, Race and Sex

Age Group	Native Born White		Foreign Born White		American Born Mexican		Foreign Born Mexican	
	M	F	M	F	M	F	M	F
	Under 20.....	1,426	41	69	2	488	5	81
20 to 24.....	1,748	219	81	6	578	24	247	4
25 to 29.....	1,841	238	116	10	414	15	359	18
30 to 34.....	1,566	218	98	14	249	10	335	4
35 to 39.....	1,573	196	143	17	187	6	309	13
40 to 44.....	1,235	116	116	19	100	7	188	8
45 and Over.....	2,203	160	422	35	124	7	347	13
TOTALS.....	11,592	1,188	1,045	103	2,140	74	1,866	60

Age Group	Negro		Red or Brown		Yellow		TOTAL	
	M	F	M	F	M	F	M	F
	Under 20.....	121	2	7	4	2,196
20 to 24.....	165	31	29	9	2,857	284
25 to 29.....	209	29	62	2	11	1	3,012	313
30 to 34.....	127	10	24	1	13	2,412	257
35 to 39.....	98	12	10	14	2,334	244
40 to 44.....	65	10	14	14	1,732	160
45 and Over.....	110	3	16	32	3,254	218
TOTALS.....	895	97	162	3	97	1	17,797	1,526



LAUNDRY—The jail laundry is in charge of a paid laundryman. All labor is provided by trusty prisoners. All garments and bed clothing used in the county jail are laundered and sterilized. In addition, a large volume of towels and other material is laundered for the county hospital and other departments of county government.

LOS ANGELES COUNTY DETENTION CAMPS



FRED L. STARKEY

Captain in Charge

The first Detention Camp in Los Angeles County was set up in 1921 by former Sheriff William I. Traeger, now deceased.

The Detention Camps are not a sub-division of the Los Angeles County Jail. They are operated by Los Angeles County to supplement jail facilities for caring for persons placed in custody of the County Sheriff, and are conducted in cooperation with the jail.

There are eight of these camps operated through cooperation of the County Sheriff's Department and the County Road Department. The Sheriff's Department is responsible for camp inmates who work at constructing and maintaining county roads, and the Road Department is responsible for engineering and building the roads.

A Detention Camp Captain is in charge of all the camps and is responsible directly to the Sheriff for their conduct and for conditions within the camps. The Captain has a Sergeant and three Deputies in each of the eight camps who immediately supervise all matters relative to the prisoner inmates. The Road Department employs technical men and those whose trade will be most beneficial in road construction. These employees are distributed throughout the camps where their services are required. They are Engineers, Clerks, Shovel Operators, Graders, Tractor Men, Truck Drivers, Powder Men, and Blacksmiths.

A sentenced prisoner may go to a road camp in one of two ways. He may be sentenced there by the judge who tried his case, or jail officials may permit him to go there. Sometimes the Court recommends that a prisoner be sent to a road camp, sometimes work there is made necessary as a condition of probation.

All men sentenced to custody of the Sheriff are interviewed by an officer of the County Jail. In cases of those sentenced to Detention Camps, all information of value is secured and the men sent out soon as there is an opening. Others are examined carefully to determine their probability of success at the camps. If a prisoner is permitted to go to the camps, he must be physically fit, able and willing to do the work for which the camps were established, and must be in a cooperative frame of mind. Inmates are on their honor not to escape and are kept within boundaries, but not behind stone walls and iron bars.

Transients or those without property, home or personal ties, are seldom permitted to go to the camps. Such persons have not enough to lose if they escape and are recaptured. One with a wife and family or parents and a home or property probably won't risk a penitentiary sentence by running away. The penalty for escape from a road camp is up to five years in San Quentin State Prison. Other moral and physical restric-



Views of Sheriff's detention camps.