

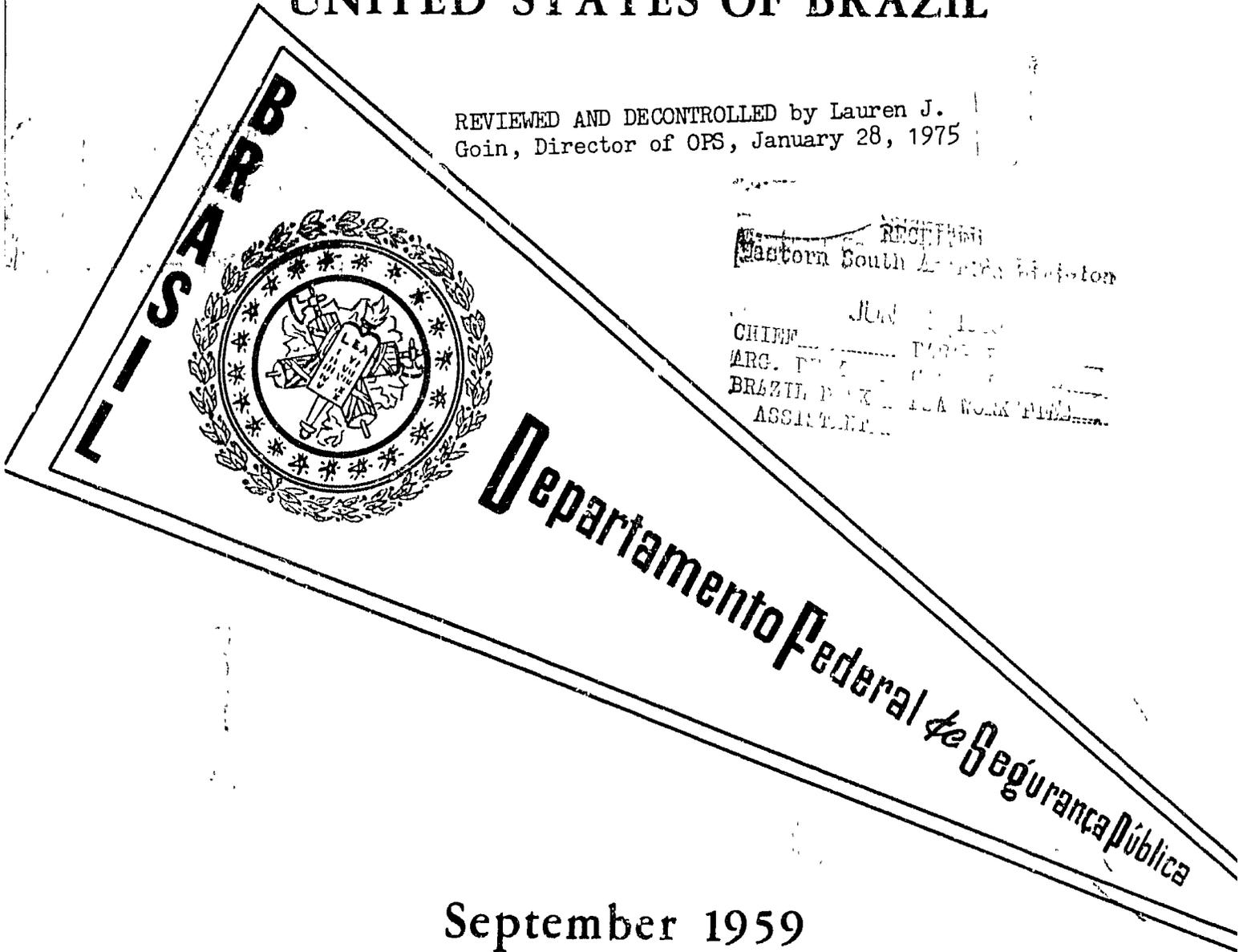
~~UNCLASSIFIED~~

STUDY AND REPORT ON THE FEDERAL DEPARTMENT OF PUBLIC SECURITY OF THE UNITED STATES OF BRAZIL

REVIEWED AND DECONTROLLED by Lauren J. Goin, Director of OPS, January 28, 1975

RECEIVED
Eastern South Atlantic Division

JUN 1 1959
CHIEF...
ARG. T...
BRAZIL P...
ASSISTANT...



September 1959

BEST DOCUMENT AVAILABLE
INTERNATIONAL COOPERATION ADMINISTRATION

WASHINGTON, D.C.

~~UNCLASSIFIED~~
OFFICIAL USE ONLY

STUDY AND REPORT
ON THE
FEDERAL DEPARTMENT OF PUBLIC SECURITY
OF THE
UNITED STATES OF BRAZIL

Survey Team:

Joseph L. Lingo, Senior Consultant
Robert J. Weatherwax, Consultant
Gerard J. Engert, Consultant

SEPTEMBER 1959

UNCLASSIFIED

OFFICIAL USE ONLY

TABLE OF CONTENTS

	<u>Page</u>
<u>FOREWORD</u> -----	1
<u>SUMMARY OF RECOMMENDATIONS</u> -----	3
<u>CHAPTER I - INTRODUCTION</u> -----	5
A. The Federal District of Brazil-----	5
B. History of Federal Department of Public Security-----	5
C. Police Agencies of the Federal District-----	7
1. The Federal Department of Public Security-----	7
2. Other Police Agencies-----	7
a. Military Police-----	7
b. Municipal Police-----	8
c. Municipal Road Police-----	8
d. Night Guard Police-----	8
e. Dock Police-----	8
f. Port Police-----	8
g. Federal Roadway Police-----	8
<u>CHAPTER II - LEGAL AUTHORITY OF POLICE</u> -----	11
A. Federal Constitution-----	11
B. Federal - State Relationships-----	11
C. Law, Decree and Decree-Law-----	13
1. Law-----	13
2. Decree-----	13
3. Decree-Law-----	13
D. Police Authorities and Competence-----	14
E. Police Regulations-----	14
<u>CHAPTER III - THE POLICE DELEGADO SYSTEM</u> -----	15
A. The Police Delegado-----	15
B. The Police Inquiry-----	16
C. The Police Clerk-----	17
<u>CHAPTER IV - POLICE ORGANIZATION</u> -----	19
A. Basic Organizational Structure-----	19

OFFICIAL USE ONLY

OFFICIAL USE ONLY

	<u>Page</u>
B. Functional Organization-----	20
<u>CHART</u> - Basic Organization D.F.S.P.	
<u>CHART</u> - Location of Major Buildings D.F.S.P.	
<u>CHAPTER V - OFFICE OF THE CHIEF OF POLICE</u> -----	21
A. The Chief of Police-----	21
B. Cabinet of the Chief-----	21
1. Chief of Cabinet-----	22
2. Officers of Cabinet-----	22
3. Public Relations Staff-----	22
<u>PHOTO</u> - Central Police Headquarters	
4. Special Investigation Staff-----	23
5. Clerical Assistants-----	23
C. INTERPOL-----	23
D. Office for Inspection of Police Clerks-----	24
E. Censorship of Public Entertainment Service-----	24
1. Organization-----	24
2. Duties and Responsibilities-----	25
3. Personnel-----	25
4. Records-----	25
a. Secretariat-----	25
b. Cinema Section-----	25
c. Theater Section-----	26
d. The Radio and TV Section-----	26
e. Inspection Section-----	26
5. Equipment-----	26
<u>CHAPTER VI - CENTRAL COORDINATION, PLANNING AND CONTROL (including</u> <u>General Communications Service)</u> -----	27
A. Organization-----	27
B. Duties and Responsibilities-----	27
C. Administration and Operation-----	28
<u>PHOTO</u> - Police Planning, Coordination and Control Room	
D. General Communications and Radio Patrol Service-----	30
1. Organization-----	30
2. Duties and Responsibilities-----	30

OFFICIAL USE ONLY

OFFICIAL USE ONLY

	<u>Page</u>
a. Central Communications Section-----	30
<u>CHART</u> - General Communications and Radio Patrol Service	
b. General Communications Section-----	31
c. Equipment, Inspection and General Maintenance Section-----	32
3. Personnel-----	32
4. Training-----	33
5. Records-----	34
a. Central Communications Section-----	34
b. General Communications Section-----	34
c. Secretariat - Paymaster-----	34
d. Civil Guard and Military Police Section-----	34
e. Equipment, Inspection and General Maintenance Section-----	34
<u>1.</u> Sub-Section of Material-----	35
<u>2.</u> Sub-Section of Control and Supplies-----	35
<u>3.</u> Radio-Technical Sub-Section-----	35
<u>4.</u> Sub-Section of Inspection and Statistics-----	35
6. Buildings-----	36
7. Equipment-----	36
a. Automotive Equipment-----	36
<u>1.</u> Inventory-----	36

PHOTO - Typical Patrol Car

<u>2.</u> Maintenance and Repair Procedures-----	37
<u>a.</u> Control Unit-----	37
<u>b.</u> Fuel and Oil Supply Unit-----	37
<u>c.</u> Battery Unit-----	37
<u>d.</u> Washing and Lubrication Unit-----	37
<u>e.</u> Maintenance Unit-----	37
<u>3.</u> Spare Parts for Maintenance and Repair-----	37
<u>4.</u> Plans for Future Maintenance and Repair-----	38
<u>a.</u> Motor Repair Shop-----	38
<u>b.</u> Electrical Repair Shop-----	38
<u>c.</u> General Mechanical Repair Shop-----	38
<u>d.</u> Machine Tool Shop-----	38
<u>e.</u> General Tool Shop-----	38
<u>f.</u> Wheel and Tire Shop-----	38
<u>g.</u> Battery Shop-----	38
<u>h.</u> Lubrication Shop-----	39
<u>5.</u> Patrol Vehicle Accidents-----	39
b. Weapons-----	39
c. Office Equipment-----	39
d. Records Equipment-----	39

OFFICIAL USE ONLY

OFFICIAL USE ONLY

	<u>Page</u>
8. Communications Equipment-----	39
a. Inventory of Equipment-----	39
1. Radio Patrol-----	39
2. Radiotelegraphy-----	40
3. Telephone-----	41
4. Teletype-----	41
5. Telegraph-----	41
6. Radio Broadcasting-----	42
b. Maintenance and Repair Facilities-----	42
1. Radio Patrol Communications Equipment-----	42
2. Radiotelegraphy Equipment-----	42
3. Telephonic Equipment-----	42
4. Teletype Equipment-----	43
5. Telegraphic Equipment-----	43
6. Radio Broadcasting Equipment-----	43
c. Maintenance and Repair Needs-----	43
d. Other Equipment Needs-----	44
9. Radio Patrol Operations-----	44
10. Control of Radio Patrol Units-----	46
11. Activities-----	46

CHAPTER VII - THE POLICE PRECINCTS----- 49

A. Organization-----	49
B. Duties and Responsibilities-----	49

CHART - Federal District Police Precincts D.F.S.P.

C. Administration and Personnel-----	51
D. Records and Identification-----	52

CHART - Typical Police Precinct D.F.S.P.

E. Equipment-----	53
1. Equipment Available-----	53
2. Equipment Needs-----	53
F. Activities-----	54

PHOTO - Typical Police Precinct 4º Distrito Policial

CHAPTER VIII - DIVISION OF ADMINISTRATION----- 55

A. Organization-----	55
B. Duties and Responsibilities-----	55

OFFICIAL USE ONLY

OFFICIAL USE ONLY

	<u>Page</u>
1. Personnel Service	56
a. Section for Classification, Placement and Records	56
b. The Personnel Status Section	56
c. The Rights and Duties Section	56
d. The Financial Section	56
2. Medical Service	56
 <u>CHART</u> - Division of Administration D.F.S.P.	
a. The Examination and Control Section	57
b. The Observation and Treatment Section	57
c. The Administrative Section	57
3. Transport Service	57
a. The Section for Police Assistance	57
b. The Section for Patrol Vehicles	58
c. The Section of General Transportation (Garage)	58
d. The Maintenance Section	58
e. Maritime Transport Service	58
4. Supply Management Service	58
5. Engineering, Works and Cleaning Service	59
6. Budget Section	59
7. Administrative Relations Section	59
8. Statistical Section	59
9. Treasury	60
10. Library	60
C. Administration	60
D. Personnel	60
E. Records	61
1. Personnel Service	62
2. Medical Service	63
3. Transport Service	64
a. The Supply Section	64
b. Maritime Transport Section	65
c. The General Transportation Section (Garage)	65
4. Supply Management Service	66
5. Engineering, Works and Cleaning Service	67
6. Budget Section	67
7. Administrative Relations Section	68
8. Statistical Section	68
9. Library	68
10. Treasury	68
F. Equipment	69
1. Medical Service	69
a. Equipment Available	70
b. Equipment Needs	72
2. Transport Service	74
a. Equipment Available	74

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Page

b. Equipment Needs----- 76

CHAPTER IX - TECHNICAL POLICE DIVISION----- 79

A. Organization----- 79
B. Duties and Responsibilities----- 79
C. Administration----- 80
D. Personnel----- 80

CHART - Technical Police Division D.F.S.P.

E. Records----- 81
F. Equipment----- 82
G. Activities----- 82
H. Special Delegacia----- 83
 1. Organization----- 83
 2. Duties and Responsibilities----- 83
 3. Administration----- 83
 4. Personnel----- 84
 5. Records----- 84
 6. Equipment----- 84
 7. Activities----- 85
I. Criminal Institute----- 85
 1. Organization----- 85
 2. Duties and Responsibilities----- 85
 a. Administrative Section----- 85
 b. Physics and Chemistry Section----- 86
 c. Engineering Section----- 86
 d. Graphotechnic and Accounting Section----- 86

CHART - Criminal Institute D.F.S.P.

3. Administration----- 87
4. Personnel----- 87
5. Records----- 87

PHOTO - Criminalistic Institute

6. Equipment----- 90

PHOTO - Laboratory Criminalistic Institute

7. Activities----- 92
J. Medico-Legal Institute----- 93
 1. Organization----- 93
 2. Duties and Responsibilities----- 94

OFFICIAL USE ONLY

OFFICIAL USE ONLY

	<u>Page</u>
a. Administrative Section-----	94
b. Medico-Legal Clinic-----	94
c. Section for Autopsies-----	94
 <u>CHART</u> - Medico-Legal Institute D.F.S.P.	
d. Section for Laboratory Research-----	95
3. Administration-----	95
4. Personnel-----	95
5. Records and Identification-----	95
 <u>PHOTO</u> - Medical-Legal Institute	
6. Equipment-----	97
7. Operations and Activities-----	100
a. Medico-Legal Clinic-----	100
b. Autopsy Section-----	101
c. Section of Radiology-----	101
d. Section of Toxicology-----	101
e. Section of Anatomy and Pathology-----	102
K. Felix Pacheco Institute-----	102
1. Organization-----	102
 <u>CHART</u> - Felix Pacheco Institute D.F.S.P.	
2. Duties and Responsibilities-----	103
a. Civil Section-----	103
b. Criminal Section-----	103
c. Fingerprint Section-----	104
d. Administrative Section-----	104
3. Personnel-----	104
4. Identification Procedures-----	104
a. Criminal Fingerprint Cases-----	105
b. Civil Identity Cases-----	106
c. Headquarters - Civil Section-----	107
5. Records and Files-----	107
a. Administration Section-----	107
b. Criminal Section-----	108
c. Fingerprint Section-----	108
6. Equipment-----	108
 <u>PHOTO</u> - Felix Pacheco's Identification Post	
7. Activities-----	109
a. Criminal Section-----	109
b. Records and Fingerprint Section-----	110

OFFICIAL USE ONLY

OFFICIAL USE ONLY

	<u>Page</u>	
L. Photographic Service-----	110	
1. Organization-----	110	
2. Duties and Responsibilities-----	110	
3. Administration-----	110	
 <u>CHART</u> - Photographic Service D.F.S.P.		
4. Personnel-----	111	
5. Records-----	111	
6. Equipment-----	111	
7. Activities-----	112	
M. Police School-----	112	
1. Organization and Courses-----	112	
a. Course for Police Comissario-----	112	
 <u>CHART</u> - Police School D.F.S.P.		
b. Course for Police Detectives-----	113	
c. Course for Police Clerk-----	113	
d. Course for Technical Experts-----	113	
e. Course for Fingerprint Experts-----	113	
f. Other Courses-----	113	
2. Duties and Responsibilities-----	113	
3. Administration-----	114	
 <u>PHOTO</u> - School of Police		
4. Personnel-----	115	
5. Records-----	115	
6. Buildings and Equipment-----	116	
7. Activities-----	117	
 <u>CHAPTER X - SPECIALIZED SQUADS</u> -----		119
A. Vice and Public Amusements Squad-----	119	
1. Organization-----	119	
2. Duties and Responsibilities-----	119	
3. Administration-----	120	
4. Personnel-----	120	
 <u>CHART</u> - Vice and Public Amusements Squad D.F.S.P.		
5. Records and Files-----	121	
a. Gambling Section-----	122	
 <u>PHOTO</u> - Vice and Amusements Squad		

OFFICIAL USE ONLY

OFFICIAL USE ONLY

	<u>Page</u>
b. Prostitution Section	123
c. Narcotics Section	124
6. Equipment	124
7. Activities	125
B. Popular Economy Squad	125
1. Organization	125
2. Duties and Responsibilities	126

CHART - Popular Economy Squad D.F.S.P.

3. Administration	127
4. Personnel	127
5. Records	127
a. Portaria	127
b. Police Clerks Office	127
c. Clerical Section	128
d. Section of Price Control	128
e. Section of Usury	128

PHOTO - Popular Economy Squad

f. Real Estate Rental Section	129
6. Equipment	129
7. Activities	129
C. Vigilance Squad	130
1. Organization	130

CHART - Vigilance Squad D.F.S.P.

2. Duties and Responsibilities	131
a. Vigilance Section	131
b. Vigilance Sub-Sections	131
c. Life Guarantee Section	131
d. Arrest Section	132
e. Police Information Section	132
f. File and Record Section	132
g. Hospital Section	132
h. Mendicant's Section	132
3. Administration	132
4. Personnel	133
5. Records and Identification	133
a. Police Clerks Office	133
b. Secretariat	133
c. The Arrest Section	134

PHOTO - Beggars Section

OFFICIAL USE ONLY

OFFICIAL USE ONLY

	<u>Page</u>
d. The Arrested Persons Room-----	135
e. The Vigilance Section-----	135
f. Section of Police (Criminal) Information-----	135
g. Life Guarantee Section-----	137
h. Mendicant Section (Beggars)-----	137
i. Police Records and Files (Permanent and Temporary Residents)-----	137
j. The Hospital Section-----	138
6. Equipment-----	139
7. Activities-----	140
D. Robbery and Forgery Squad-----	141
1. Organization-----	141
2. Duties and Responsibilities-----	141
a. Fraud and Forgery Section-----	141
b. Theft and Robbery Section-----	142
c. Auto Theft Section-----	142
d. Jail-----	142
e. Police Clerks Office-----	142
 <u>CHART</u> - Robbery and Forgery Squad D.F.S.P.	
4. Records-----	143
a. Police Clerks Office-----	143
b. Auto Theft Section-----	144
c. Theft and Robbery Section-----	144
 <u>PHOTO</u> - Vigilance Squad Robbery and Forgery Squad	
d. Fraud and Forgery Section-----	145
5. Equipment-----	145
6. Activities-----	145
E. Minor's Squad-----	146
1. Organization-----	146
2. Duties and Responsibilities-----	146
a. Vigilance and Inspection Section-----	146
 <u>CHART</u> - Minors Squad D.F.S.P.	
b. Investigation Service-----	147
c. Police Clerks Office-----	147
3. Personnel-----	147
4. Records-----	148
5. Equipment-----	149
6. Activities-----	150
 <u>PHOTO</u> - Minors Squad	

OFFICIAL USE ONLY

OFFICIAL USE ONLY

	<u>Page</u>
<u>CHAPTER XI - DIVISION OF POLITICAL AND SOCIAL POLICE</u> -----	151
A. Organization-----	151
B. Duties and Responsibilities-----	151
1. Delegacia of Political Security-----	152
2. Delegacia of Social Security-----	152
3. Police Clerks Office-----	152
4. Cultural Section-----	152
5. Elaboration and Dissemination of Information Section-----	152
<u>CHART - Political and Social Police Division D.F.S.P.</u>	
6. Special Jail-----	153
7. Custodial Force-----	153
8. Investigation Service-----	153
a. Labor Section-----	153
b. Section for Repression of Communism-----	153
c. Public Order Section-----	153
d. Special Investigations Section-----	154
4. Foreign Activities Section-----	154
9. Information Service-----	154
a. Administration Section-----	154
b. Records and Files Section-----	154
c. Secret Section-----	155
d. Technical Section-----	155
e. Armory Section-----	155
f. Section of Control of Explosives, Arms and Ammunition-----	155
C. Personnel-----	155
1. Actual Strength-----	155
2. Assignment-----	156
D. Training-----	156
E. Records and Identification-----	156
1. Delegacia of Political Security-----	156
2. Delegacia of Social Security-----	156
3. Police Clerks Office-----	156
4. Cultural Section-----	156
5. Special Jail-----	156
6. Custodial Force-----	157
7. Investigation Service-----	157
a. Labor Section-----	157
b. Section for Repression of Communism-----	158
c. Public Order Section-----	159
d. Special Investigations Section-----	160
e. Foreign Activities Section-----	161
8. Information Service-----	161

OFFICIAL USE ONLY

OFFICIAL USE ONLY

	<u>Page</u>
a. Administration Section-----	161
b. Records and Files Section-----	162
c. Technical Section-----	163
d. Armory Section-----	163
e. Section for Control of Explosives, Arms and Ammunition-----	164
F. Buildings-----	165
G. Equipment-----	165
1. Automotive Equipment-----	165
2. Weapons-----	165
a. Presently Available-----	165
b. Requested Equipment-----	166
3. Technical and Photographic-----	167
a. Presently Available-----	167
1. Equipment With Over 10 Years of Use-----	167
2. Equipment Functioning With Technical Deficiencies-----	167
3. Equipment that Needs Repairs-----	167
b. Requested Equipment-----	167
4. Office-----	168
a. Presently Available-----	168
b. Requested Equipment-----	168
5. Records-----	168
a. Presently Available-----	168
b. Requested Equipment-----	169
6. Miscellaneous Equipment Requests-----	169
H. Operations and Activities-----	169
1. Delegacia of Political Security-----	170
2. Delegacia of Social Security-----	170
3. Cultural Section-----	171
4. Special Jail-----	171
5. Investigation Service-----	171
a. Labor Section-----	171
b. Vigilance Section-----	172
c. Public Order Section-----	172
d. Special Investigations Section-----	172
e. Foreign Activities Section-----	173
6. Information Service-----	173
a. Administration Section-----	173
b. Records and Files Section-----	173
c. Secret Section-----	173
d. Technical Section-----	174
e. Armory Section-----	174
f. Section for Control of Explosives, Arms and Ammunition-----	174

OFFICIAL USE ONLY

OFFICIAL USE ONLY

	<u>Page</u>
<u>CHAPTER XII - MARITIME, AERIAL AND BORDER POLICE DIVISION</u> -----	177
A. Organization-----	177
B. Duties and Responsibilities-----	177
1. Regional Inspectorate-----	178
a. Registration and Records Section-----	178
<u>CHART - Maritime, Aerial and Border Police Division D.F.S.P.</u>	
b. Maritime and Aerial Policing Section-----	179
c. Administrative Relations Unit-----	180
2. Maritime and Aerial Delegacia-----	180
3. Alien Registration Unit-----	180
a. Registration and Control Section-----	181
b. Inspection Section-----	181
c. Visas, Infractions and Fines Section-----	182
d. Administrative Relations Section-----	182
e. Files Section-----	182
4. Passport Unit-----	183
5. Statistics and Records Unit-----	183
6. Administration Unit-----	183
C. Administration-----	184
D. Personnel-----	184
E. Records and Identification-----	185
1. Regional Inspectorate-----	185
a. Registration and Records Section-----	185
b. Maritime and Aerial Policing Section-----	185
c. Administrative Relations Unit-----	186
d. Supply and Files (Old Records Section)-----	186
<u>CHART - Regional Inspectorate Maritime, Aerial and Border Police Division D.F.S.P.</u>	
2. Maritime and Aerial Delegacia-----	187
3. Alien Registration Unit-----	187
a. Registration and Control Section-----	187
b. Inspection Section-----	188
c. Visas, Infractions and Fines Section-----	189
d. Administrative Relations Section-----	189
e. Files Section-----	189
4. Passport Unit-----	189
5. Statistics and Records Unit-----	190
6. Administration Unit-----	190
F. Buildings-----	191
G. Equipment-----	191
1. Transportation-----	191

OFFICIAL USE ONLY

OFFICIAL USE ONLY

	<u>Page</u>
a. Presently Available-----	191
b. Equipment Requested-----	192
2. Weapons-----	192
a. Presently Available-----	192
b. Equipment Requested-----	192
3. Photographic Equipment-----	193
a. Presently Available-----	193
b. Equipment Requested-----	193
4. Office Equipment-----	193
a. Presently Available-----	193
b. Equipment Requested-----	193
5. Records Equipment-----	193
a. Presently Available-----	193
b. Equipment Requested-----	194
H. Operations and Activities-----	194
1. Regional Inspectorate-----	194
a. Registration and Records Unit-----	194

PHOTO - Maritime Police Officer

b. Maritime and Aerial Delegacia-----	195
c. Alien Registration Unit-----	195
1. Registration and Control Section-----	195
2. Inspection Section-----	196
3. Visas, Infractions and Fines Section-----	196
4. Files Section-----	196
d. Passport Unit-----	196

CHAPTER XIII - TRAFFIC SERVICE----- 199

A. Organization-----	199
B. Duties and Responsibilities-----	199
1. Driver Licensing Section-----	200
2. Infraction and Registry Section-----	200
3. Policing and Control Section-----	200

CHART - Traffic Service D.F.S.P.

4. Accident Section-----	201
5. Administrative Section-----	202
6. Special Duties of Director-----	202
C. Personnel-----	203
D. Records-----	204
1. The General Secretariat-----	204
2. Section of Public Relations Service-----	204
3. Protocol and Archives Unit-----	205

OFFICIAL USE ONLY

OFFICIAL USE ONLY

	<u>Page</u>
4. Section of Administration-----	205
5. Section of Inspection and Policing-----	205
6. Section of Accidents-----	205
7. Section of Infractions and Registry-----	206
8. Hollerith Section (IBM Punch Cards)-----	206
 <u>PHOTO</u> - Spot Map Accident Section Traffic Service	
9. Unit of Examination-----	207
10. Sign Shop-----	207
11. Signal Shop-----	207
E. Equipment-----	207
1. Traffic Service Vehicles-----	208
2. Equipment Requests-----	209
a. Vehicles-----	209
b. Traffic Control Equipment-----	210
c. Office Machines-----	210
F. Assignments-----	210
G. Operations-----	210
H. General-----	211
 <u>CHAPTER XIV - CIVIL GUARD</u> -----	
	213
A. Organization-----	213
B. Duties and Responsibilities-----	214
1. The Police Operations Section-----	214
2. The Administrative Section-----	214
C. Personnel and Training-----	214
 <u>CHART</u> - Civil Guard D.F.S.P.	
 <u>PHOTO</u> - Patrolmen - Civil Guards (following page 216)	
D. Records-----	217
1. Section of Administration-----	217
a. Protocol Unit-----	217
b. Personnel Records Unit-----	218
c. Secretarial and Machine Reproduction Unit-----	218
d. Attendance Registry Unit-----	218
 <u>PHOTO</u> - Civil Guard Building	
e. Statistics and Archives Unit-----	219
2. Section of Police Operations-----	220
E. Buildings and Equipment-----	221
F. Operations-----	222

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Page

CHAPTER XV - SPECIAL POLICE----- 223

A. Organization-----	223
B. Duties and Responsibilities-----	223
1. Policing Section-----	223
2. Instruction Section-----	223
3. Administration Section-----	224
C. Administration-----	224
D. Personnel-----	224

CHART - Special Police D.F.S.P.

E. Training-----	225
1. Basic-----	225
2. In-Service-----	225
F. Records and Identification-----	225
G. Buildings-----	226
H. Equipment-----	226
1. Automotive-----	226
a. Inventory-----	226

PHOTO - Special Police Officer on Motorcycle

b. Maintenance and Repair Facilities-----	227
2. Weapons-----	228
a. Inventory-----	228
b. Maintenance and Repair-----	228

PHOTO - Special Police Building and Sentry

c. Miscellaneous Requests-----	229
3. Photographic and Technical-----	229
4. Office-----	229
5. Records-----	229
I. Operations and Activities-----	229

PHOTO - Shock Troop Carrier - Special Police

CHAPTER XVI - POLICE PERSONNEL----- 233

A. Basic Personnel Policies-----	233
B. Personnel Strength-----	233
C. Salary Scales-----	234
D. Special Benefits-----	235
E. Recruitment-----	235

OFFICIAL USE ONLY

OFFICIAL USE ONLY

	<u>Page</u>
1. Comissario of Police-----	236
2. Delegados-----	236
3. Detectives-----	236
4. Police Clerk-----	236
5. Fingerprint Experts-----	237
6. Special Police-----	237
7. Civil Guards-----	237
8. Police Investigators-----	237
9. Criminal Experts-----	238
10. Medical Doctors-----	238
11. Directors, Chiefs of Section-----	238
12. Military Aides-----	238
F. Probation-----	238
G. Promotions-----	238
H. Vacations-----	239
I. Discipline-----	239
J. Retirement - Pension-----	240
<u>CHAPTER XVII - BUDGET AND EXPENDITURES-----</u>	<u>243</u>
A. Budget of the D.F.S.P.-----	243
B. Expenditures-----	243
C. Budgetary Procedures-----	243
D. Financial Controls-----	244
E. Per Capita Police Costs-----	244
<u>CHAPTER XVIII - CONCLUSIONS AND RECOMMENDATIONS - INTRODUCTION-----</u>	<u>245</u>
<u>CHAPTER XIX - CONCLUSIONS AND RECOMMENDATIONS ON ORGANIZATION-----</u>	<u>247</u>
A. Basic Reorganization-----	247
B. Plan of Reorganization-----	247
<u>CHART - Proposed Reorganization of D.F.S.P. Showing Major Divisions, Sections and Services</u>	
C. Organization for Countrywide Services-----	249
D. Organization for Command-----	250
E. Organization for Planning and Control-----	251
F. Organization by Line and Staff-----	252
l. Line Operations-----	252
a. Police Operations Division-----	253
b. Criminal Investigation Division-----	254
c. Police Precinct Division-----	254

OFFICIAL USE ONLY

OFFICIAL USE ONLY

	<u>Page</u>
2. Staff Services	255
a. General Services Division	255
b. Technical and Identification Division	256
c. Administration Division	257
G. General Organization	257
<u>CHAPTER XX - OTHER CONCLUSIONS AND RECOMMENDATIONS</u>	259
A. Police Personnel	259
B. Police Training	260
C. Police Records	262
D. Identification Procedures	263
E. Police Patrol	264
F. Police Investigation	266
G. Police Equipment	267
H. Public Relations	269
<u>CHAPTER XXI - MISCELLANEOUS RECOMMENDATIONS</u>	271
<u>APPENDIX NO. 1 - LIST OF VEHICLES OF D.F.S.P.</u>	273
<u>APPENDIX NO. 2 - VEHICLE SUMMARY</u>	277
<u>APPENDIX NO. 3 - D.F.S.P. ARMAMENT AND RIOT CONTROL EQUIPMENT (WITH EXCEPTION OF CIVIL GUARD)</u>	278

OFFICIAL USE ONLY

OFFICIAL USE ONLY

FOREWORD

This study and report on the Federal Department of Public Security (D.F.S.P.) was conducted by the International Cooperation Administration of the U.S.A. at the request of the Brazilian Government and police officials of the Federal District of Brazil.

The report includes factual information regarding the organization, duties, operations, activities, personnel, facilities and equipment of the D.F.S.P. and also a number of recommendations for improvements.

The statements in this report are not intended to be critical of any operation, person or group. They attempt to present an objective statement of conditions, as they exist, to be used as a basis for recommended improvements and future planning. All statements in this report are based on conditions which existed during July of 1959 in the Federal Department of Public Security.

The Survey Team wishes particularly to express appreciation to Dr. JOAO GUILHERME DE ARAGAO, Brazilian Coordinator for Point IV activities, to the officials and personnel of the Federal Department of Public Security and to the Brazilian Government officials who cooperated in the conduct of the survey. Special appreciation is expressed to the Point IV Advisory Commission of the D.F.S.P. whose cooperation and assistance helped to make this study possible.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

SUMMARY OF RECOMMENDATIONS

The tremendous social and economic strides made by Brazil during recent years have created many problems for the police and have greatly increased the complexity of police operations. There is a definite awareness of this on the part of the officials of the Federal Department of Public Security and a desire to improve the capacity of the police to deal more effectively with these problems.

One of the major needs of the D.F.S.P. is for a basic reorganization based on modern principles of police management and police administration. Such a reorganization is designed to provide greater coordination of police action in the Federal District and also to provide ways to improve relationships between the D.F.S.P. and the police agencies of the various states.

The reorganization proposed herein recognizes these basic factors and provides a definite chain of command and adequate lines of authority in the entire D.F.S.P. It gives added emphasis to police training, public relations and effective inspection and control of police activities and operations. It provides for additional operational activity at the precinct level and for less specialization in dealing with various types of crimes. It places the various specialized squads under a central Criminal Investigation Division to assure better unification of investigative efforts and to eliminate the problem of over-specialization by function. It provides for unified patrol operations, based on factual information about crimes, by a coordinated uniformed police unit.

In order for such a reorganization plan to be successful a number of other problems must also be considered. These include much needed improvements in the selection, training, advancement and pay of the police, with emphasis on quality rather than quantity of police personnel. Also included are such important items as the centralization of police records and identification services, the provision of certain much needed modern police facilities and equipment, especially for transportation, communication, training and technical laboratory use, and the development of more public understanding and support of police objectives through public relations.

Since the D.F.S.P. also has certain countrywide responsibilities and duties, it is also recommended that a number of services be developed, in cooperation with the various state police agencies, which will serve to improve federal-state police relationships and the effectiveness of all police units of Brazil. These cooperative services include a national police training academy which would offer training in certain specialized police subjects to selected police officers from all parts of the country; as well as the establishment of central countrywide record and identification services with a corollary uniform crime reporting program. It is

OFFICIAL USE ONLY

OFFICIAL USE ONLY

also proposed that the D.F.S.P. expand its technical crime laboratory facilities in order to offer this type of service to the state police agencies when requested.

The recommendations proposed herein are based on information collected during the conduct of the survey indicative of the urgent needs of the D.F.S.P. at this time. The proposed reorganizational plan greatly simplifies the present complex organizational pattern and provides for the direction, coordination and control of police personnel at all levels. It provides for a more logical grouping of related police activities under the recognized functions of administration, services and operations. It provides a separation of line and staff functions which can be adequately supervised and controlled. It proposes expanded planning activities and the addition of inspectional procedures to be used as a measure of control and for the evaluation of results in the over-all police operations of the D.F.S.P.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

CHAPTER I

INTRODUCTION

A. THE FEDERAL DISTRICT OF BRAZIL

The Federal District of the United States of Brazil is located on the southeast coast of the country. Its geographical location is approximately 23° latitude south and 45° longitude west. The Federal District is the present operating center of the Government of Brazil. In addition, there are 20 states and five federal territories. The Federal District, including the islands of Guanabara Bay, has a total area of approximately 450 square miles. A new Federal District known as Brasilia is now being constructed in the central part of the country about 700 miles from Rio de Janeiro. It is anticipated that many of the federal government agencies, including various units of the police, will move to Brasilia during 1960.

The city of Rio de Janeiro, which is the capital of the country, constitutes a major part of the Federal District area. The total population of the Federal District, including Rio de Janeiro, is over three million persons. Rio is noted for its natural beauty as well as its importance as an industrial and commercial distribution center. More than 5,000 U.S. citizens reside in the city, many of whom are associated with American firms in Brazil. Rio is a famous port city with miles of modern docks, and warehouses. It has one of the world's best harbors known as Guanabara Bay. Behind and around the city lies the Serra Do Mar mountains and much of the city's residential area is located on or near the many fine beaches on the bay and ocean. In English, the name Rio de Janeiro means River of January. It was given to the city by its discoverer in January 1502 when he imagined the entrance to Guanabara Bay to be the estuary of a river.

Since 1762, Rio de Janeiro has been the capital of Brazil. The mayor of the city is named by the President of the Republic with Senate approval and is responsible for most of the city's administrative and public services. The city has a relatively small municipal police force which works closely with the Federal District Police. There is also a Municipal District Council which has limited legislative powers, and whose members are elected by direct vote of the people. The Federal District of Brazil, unlike the District of Columbia, has elected representatives in both houses of the Federal Congress.

B. HISTORY OF FEDERAL DEPARTMENT OF PUBLIC SECURITY

The first type of organized police in Brazil came with the arrival of the Portuguese Royal Family in 1808, when there was established a

OFFICIAL USE ONLY

OFFICIAL USE ONLY

General Superintendency of Police patterned after that of Portugal. The first General Superintendent of Police had country-wide jurisdiction and was responsible for organizing the Royal Police Guard of the Court, which later developed into the Military Police of the Federal District.

In 1824, a substantial reorganization of the police was effected, personnel was increased and the first police regulations were promulgated. The city of Rio de Janeiro at this time had about 150,000 inhabitants.

In 1832, the Penal Process Code of the Empire was adopted and additional changes were made in the organization of the police. The office of General Superintendent was abolished and policing was placed on a provincial basis but still centralized under the control of the Emperor. This situation existed until Brazil became a Republic in 1889.

The Federal Constitution of 1891 granted powers to the respective states to establish their own police organizations but with little attempt to assure any type of national control or coordination. In the Federal District the first attempts were made at that time to introduce certain technical crime detection methods in the police. Criminal identification procedures were adopted in 1894, based on the Bertillon system of anthropometric measurements. In 1903, the Police Identification Bureau started to use the Vucetich system of fingerprint identification.

In 1902, a law was enacted which separated the civil and military police, provided for a new division of police districts, created correctional colonies and founded the Civil Guard. The following year the police were divided into sections dealing with judicial, criminal, administrative, and political matters.

A basic reform of 1907 further divided the Federal District Police into judicial and preventive units and reorganized the office of Police Commissioner (Comissario). The Police functioned under this basic program until 1933 when additional reforms were decreed.

The Decree-Law of March 28, 1944, transformed the Civil Police of the Federal District into the Federal Department of Public Security (D.F.S.P.) directly subordinated to the Ministry of Justice and Internal Affairs. It created specialized squads to handle certain type of crimes and granted more administrative autonomy to a number of the major police divisions. It also placed these divisions directly under the Chief of Police as the over-all coordinator of the D.F.S.P.

In 1955, the police regulations were codified and coordinated to cover the basic organization which, with minor changes, still continues to operate as the Federal Department of Public Security.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

C. POLICE AGENCIES OF THE FEDERAL DISTRICT

Over a period of years a number of separate police agencies have been established in the Federal District. Most of these were created by law or decree to meet what appeared to be a need at the time. Each was created to perform special functions with little or no coordination among them.

In an attempt to coordinate better the various police agencies then operating in the Federal District, a decree-law of March 28, 1944, established the Federal Department of Public Security (D.F.S.P.). This organization, composed of more than 7,500 officers and men, is the principal police agency in the Federal District.

The D.F.S.P. is directly subordinated to the Ministry of Justice and Internal Affairs and is made up of the following basic components:

1. The Federal Department of Public Security.

a. The chief of police and certain selected officers who comprise his cabinet. Directors and chiefs of divisions and sections, police delegados and assistants, investigators, detectives, police clerks, jailors, technical and medical experts, identification experts, communication and transportation specialists, clerical and custodial personnel.

b. Civil Guard - A civil police force of approximately 2,500 uniformed police officers who work chiefly on patrol, guard and traffic duty.

c. Special Police - A uniformed police force of approximately 500 selected officers and men who receive special training and are used for all types of special assignments, for emergency duty and for guarding important persons.

d. Maritime and Aerial Police - A special police unit of approximately 250 officers and men who enforce laws relative to the entry and exit of foreigners, control of aliens and the protection of frontiers.

2. Other Police Agencies.

Although this report deals primarily with the D.F.S.P. there are a number of other agencies in the Federal District which exercise certain police functions including:

a. Military Police.

A military police organization of approximately 7,800 officers and men which supplements the Civil Police in case of emergency and also cooperates in making manpower available, upon request, for certain regular police assignments. The Military Police (Article 183 of Federal Constitution)

OFFICIAL USE ONLY

OFFICIAL USE ONLY

was established to maintain internal security and the public order and are considered as aid forces and army reserves. In addition to its basic duty to serve as a reserve force to maintain order the Military Police provides the manpower to the D.F.S.P. for patrol duty, for traffic duty and for radio patrol car duty. It also provides guards for various embassies, courts, police headquarters, prisons, the insane hospital and various government buildings. It maintains a cavalry regiment which assists in the policing of suburban areas and a corps of police dogs which are used for special police assignments.

b. Municipal Police.

An agency of the city government composed of approximately 2,300 officers and men. Basic duties are to guard municipal buildings, public markets, public parks and gardens, slums and the municipal stadium. They work closely with the D.F.S.P. in certain districts of the city.

c. Municipal Road Police.

An agency of the city government composed of about 180 officers and men. Basic duties are to police the streets and highways of the Federal District and handle traffic control inspections and licensing requirements.

d. Night Guard Police.

A type of private-public police service, composed of approximately 1,100 officers and men who serve primarily as guards and watchmen for homes, business and industrial buildings. Paid for by private contribution of persons served.

e. Dock Police.

An agency of approximately 150 officers and men who serve as outside guards at warehouses in the dock area. Primary task is to protect goods kept outside warehouses and docks. Is supervised by an officer of the D.F.S.P. but is not directly a part of this organization.

f. Port Police.

A part of the Ministry of Transportation and Public Works, composed of approximately 470 officers and men with primary duty to patrol and guard all materials and merchandise inside the port area.

g. Federal Roadway Police.

An agency of the Ministry of Transportation and Public Works, composed of approximately 150 officers and men. Chief duties are the

OFFICIAL USE ONLY

OFFICIAL USE ONLY

policing of federal highways outside the Federal District for traffic control, inspection of licenses and interstate commerce requirements.

In addition to the above, there are also other police agencies which operate in the Federal District. These include the Federal Railway Police, Federal Forest Police, private bank guards and industrial plant guards.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

CHAPTER II

LEGAL AUTHORITY OF POLICE

A. FEDERAL CONSTITUTION

The Constitution of the United States of Brazil (1946) regulates and controls the police power vested in and exercised by the several states. Certain specified powers are delegated to state governments and other powers are retained by the Federal Government.

The Federal Constitution gives the Federal Government the specific responsibility for the supervision of police activity at seaports, airports, in waterways and at entry points on the border. The Federal Government also must legislate in matters pertaining to civil, criminal, commercial, electoral, labor and aeronautical, and in matters relative to the organization, instruction and judicial rights of and guarantees to the military police. Also, the conditions under which the military police can be utilized by the Federal Government in case of war or mobilization. The Federal Government also legislates in matters pertaining to inter-state traffic. (Article 5.)

The Federal Constitution provides that each state will abide by its own constitution and the laws adopted by it, observing the principles established by the Federal Constitution; that to each state are reserved all the powers which implicitly or explicitly are not forbidden by the Federal Constitution; that the states will provide for their own government and administration, but will receive aid from the Federal Government in cases of public calamity; and that by agreement with the Federal Government, the states may charge Federal officials with the enforcement of state laws and services, or with acts and decisions within their jurisdiction; and reciprocally, the Federal Government can, in matters within its jurisdiction, assign analogous duties to state officials providing it furnishes the means necessary to perform these duties. (Article 18.)

The Federal Constitution also guarantees autonomy to the municipalities in the organization and administration of their own interests, particularly when these interests relate to public services. (Article 28.)

B. FEDERAL - STATE RELATIONSHIPS

The Constitution of Brazil (1946) followed rather closely the American Constitution. There were some differences, however, which gave Brazil a stronger central government and weaker state governments than in its American counterpart. In America, the states existed before the Federal Government and were reluctant to sacrifice their own rights and privileges.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

They adopted the idea that powers not delegated to the central government should, in general, be reserved to the states. In Brazil, the situation was different. The provinces of the former empire were arbitrarily transformed into states without changes in their boundaries, when the Republic was established in 1889. Yet Brazil adopted, in principle, at least, the concept of constitutional law concerning the divisions of power similar to the division in the U.S. Constitution. The fundamental law of 1891 authorized the states "to exercise, in general, any and every power and right not denied them by express provisions of the constitution or contained by implications in such express provisions." The later constitution of 1946 expresses almost the same thought in almost exactly the same language.

In Brazil, the Federal Congress has the power to enact general codes of law for the entire nation. Such laws apply equally in each state and the Federal District. The Constitution also provides for certain concurrent powers and declares that the federal power to enact laws does not exclude supplementary or complementary state laws in certain clearly enumerated fields.

One of the major differences between the Brazilian and American federal systems is the right of the Brazilian Federal Government to intervene in the affairs of the States. The wording of the Constitution on this matter makes it appear as a prohibition. "The Federal Government shall not intervene in the states except...", then follows a long list of reasons for which intervention will be permitted. This list includes the maintenance of national integrity, the protection of a state from invasion or civil war, the reorganization of state finances when a state defaults on its debt for more than a limited period, and for the maintenance of the republican representative form of government in the state. No one can be entirely sure of the exact meaning of these reasons for federal intervention and this, of course, places a potent weapon in the hands of the Federal Government. Despite this, however, in every-day domestic policies and in the formulation of many of the Federal Government's policies, the Brazilian states, or rather the administration in power in the several most important states, exert considerable power.

In addition to the constitutional provisions, a decree-law of March 1944 (No. 6,738) gave country-wide powers to the Maritime, Aerial, and Border Police. This decree-law also contained a paragraph which stated: "In the execution of police services and public safety the Federal Department of Public Security will render cooperation to the services of the state police, especially when it concerns the safety of the nation and the structure of the institutions."

This same decree provided that Secretaries of Public Security of the states and also the state chiefs of police will receive orientation from the D.F.S.P. about subjects of political and social order, related to the country's public safety. (Article 13.)

OFFICIAL USE ONLY

OFFICIAL USE ONLY

It also provides that agents of the D.F.S.P., when assigned to any point in the national territory, will receive from the federal, state or municipal authorities, all support and necessary assistance for the accomplishment of the mission they have been entrusted.

The general regulations of March 8, 1955 (Decree No. 37.008) provided that the D.F.S.P. will "provide assistance and cooperation to the State Police Services whenever requested by the State Secretaries of Public Security or by the State Chiefs of Police, to the extent of the material, facilities and personnel available."

C. LAW, DECREE AND DECREE-LAW

1. Law.

A law, once approved by the Congress, must be submitted to the President for his signature and approval, within 10 days. If the President vetoes the law it is then returned to the Congress where it can be approved by two-thirds majority vote of both houses.

Police operations which must have the approval of law include:

- a. The creation of posts, positions or ranks.
- b. Any increases in the approved budget.
- c. Measures changing the actual organization which has been fixed by law.

2. Decree.

Decrees are issued by the President of the Republic and by the state governors as a means of implementing laws. A decree can be modified or repealed only by a subsequent decree. The legality of a decree can be determined by a high court upon application of the person affected and the decision of the court applies only to that person.

The Federal Constitution does not provide for legislation by executive order. Rather, it authorizes the President to issue such decrees and regulations as may be necessary for the execution of the laws enacted by the Congress. In actual fact, however, decrees go far beyond this theoretical limitation. They not only, in some cases, interpret the basic law but often include other matters that have little relation to the subject of the basic decree.

3. Decree-Law.

Decree-Law existed during the Vargas regime between 1930-1945 when there was no legislative power in existence. They had the same effect

OFFICIAL USE ONLY

OFFICIAL USE ONLY

as laws and were issued by both the President and the Governors of the States (Interventors) who were the personal appointees of the Chief of State. Many of the decree-laws issued during this period have not been repealed and are still in force.

D. POLICE AUTHORITIES AND COMPETENCE

By law only certain components of the police organization are recognized as police authorities with the power to make legal arrests and to handle the judicial phases of police activity. All other components of the police function only as agents of the legally recognized authorities.

Recognized police authorities in the Federal District are:

The Chief of Police
Police Delegado
Substitute Delegado
Assistant Delegado (Comissario)

The competence of these authorities is limited by the location of the crime committed, the type of crime, and the relative rank of the authority.

E. POLICE REGULATIONS

Much of the authority of the police comes from the various regulations which have been issued in the form of decrees.

General Regulations governing the duties and organization of the D.F.S.P. were promulgated in the Decree of March 8, 1955 (No. 37.008). This Decree attempted to codify previous police regulations and to provide instructions for each unit of the D.F.S.P. and specify the duties and responsibilities of each. The General Regulations serve as the basic guide for all police operations and organization. They are approved by the Minister of Justice and Internal Affairs and by the President of the Republic. The Chief of Police is charged with the responsibility of issuing the instructions and orders necessary to implement the General Regulations. He may, through service orders, combine certain units of sections and designate officers to be responsible for them.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

CHAPTER III

THE POLICE DELEGADO SYSTEM

A. THE POLICE DELEGADO

The basic police authority in the Federal District and in the various states of Brazil is the police delegado. In order to understand the Brazil police system, it is necessary to comprehend the powers and duties of the police delegado and his part in the over-all system.

The police delegado is basically a legal officer (must be a graduate lawyer) who may also serve as a police administrator and in other capacities in the police organization.

The position of delegado, as a part of the legal and police system of Brazil, dates back to 1808 when the country was ruled by Emperor Don Pedro I. In 1832, the Code of Criminal Procedure abolished the position of delegado and substituted justices of the peace and block inspectors as the chief police authorities. The delegado system was re-established by law in 1841 and has remained in effect ever since.

The police delegado usually heads up the part of the police organization commonly called the "judicial police." In this capacity his primary responsibility is to determine if a crime has been committed and to direct the starting of an official investigation (police inquiry). He also decides, within the legal limits, whether the accused person goes to jail or is released on bond. In other words, the police delegado, assisted by the other agencies of the police organization, is responsible for the supervision of the investigation of the case, preparing it for court and for the preliminary action against the accused.

The police delegado also serves in various other capacities in the police organization. In the D.F.S.P. all of the specialized squads, which handle certain types of cases, are supervised by a delegado. Precinct police stations and certain special investigative units also have a delegado in charge.

In general, the judicial phases of the delegados responsibility include:

1. To provide the judicial authorities with the information necessary for the court's preliminary hearing and judgment of the case;
2. To make the preliminary investigations and reports of the case and any additional investigation requested by the judge or public prosecutor;

OFFICIAL USE ONLY

OFFICIAL USE ONLY

3. To execute the orders of arrest and detention issued by the judicial officers;

4. To advise the courts regarding any preventive arrest or detention of an accused.

The police delegado is assisted by one or more Comissario (Assistants) who are charged with the following duties:

1. Act as substitute to the delegado when he is absent or not available. The Comissario performs all duties normally performed by a delegado except for the preparation of final police inquiry reports in cases which are not solely directed by him.

2. Assist the delegado in the performance of all duties as may be authorized by the delegado, including entries in the official record book.

B. THE POLICE INQUIRY

The police inquiry or case report is the primary responsibility of the delegado, assisted by the police clerk and the various agencies of the police organization. The inquiry is required by the Code of Criminal Procedure, which requires the police authority to:

1. If possible and convenient go to the scene of the crime and take the necessary action to preserve and conserve the scene.

2. Apprehend the instruments and objects used.

3. Collect the evidence that might be used to clarify the facts and circumstances of the crime.

4. Listen to the victim.

5. Listen to and interrogate the suspect. Take statements from witnesses and others.

6. Supervise the physical and other examinations at the crime scene.

7. Check the identity of the suspect and his previous criminal record, character, etc.

On the basis of such an investigation the delegado prepares the police inquiry (case report) and forwards it to the judge of the court.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

The inquiry will also include any and all additional information about the case and the suspect, to be used as the basis for the trial in court.

Even after the police inquiry has been prepared and forwarded to the court, the police authority is still responsible for (1) providing additional information for the court's use, (2) to make investigations requested by the judge or prosecutor, (3) to execute any orders of arrest issued by the judicial authority, and (4) to advise the court about any preventive arrest in connection with the case.

C. THE POLICE CLERK

An important official of every police delegacia is the police clerk. The police clerk prepares for the delegado all pertinent documents in connection with the police inquiry and other legal matters. The police clerk is also responsible for all entries in the official register book (Cartorio). In effect, the police clerk serves as a direct assistant to the delegado especially in regard to the "judicial" phases of police operations.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

CHAPTER IV

POLICE ORGANIZATION

A. BASIC ORGANIZATIONAL STRUCTURE

The basic organizational pattern of the D.F.S.P. is shown in the chart on the following page. This chart is based on intensive study of the various laws, decrees, decree-laws and orders of the Chief of Police. It is also based on numerous visits to and discussions with the administrators of the respective police units and divisions, on actual field observations and on various reports and other information. This chart shows the major police units and the basic lines of supervision and chain of command that existed in early July of 1959.

The present organizational plan is based on the General Police Regulations of 1955 (Decree No. 37.008), although a few changes have been made in accordance with the authority of the Chief of Police to issue orders "to combine certain units or parts of units and to designate an officer who will be responsible for the direction and control of pertinent activities."

The major units of the present organization include:

- Chief of Police
- Cabinet of the Chief
- Central Coordination and Control, including General Communications Service
- Censorship of Public Entertainment Service
- Office for Inspection and Control of Police Clerks
- INTERPOL
- Telephone and Telegraph Service
- Division of Administration
- Division of Maritime and Aerial Police
- Division of Political and Social Police
- Division of Technical Police which includes:
 - Special Delegacia
 - Criminal Institute
 - Medico-Legal Institute
 - Photographic Service
 - Police School
 - Criminal Investigation Section
 - Administrative Section
- Specialized Police Sections which include:
 - Vice and Public Amusements Squad
 - Popular Economy Squad
 - Vigilance Squad

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Theft and Forgery Squad
Minor's Squad
Civil Guard
Traffic Service
Special Police
Police Precincts

B. FUNCTIONAL ORGANIZATION

The present organization of the D.F.S.P. has evolved along lines designed to meet the needs of the police system of Brazil including both the "judicial" and "preventive" aspects of policing.

According to the General Regulations, these are divided as follows:

1. The preventive police service is essentially "overt" or done in plain sight and performed chiefly by uniformed police. However, this form of police service normally requires the supplemental assistance of other policemen and plain-clothes men.

2. The judicial police is responsible for the preparation of evidence for the prosecution of offenders; issuance of apprehension warrants in cases of flagrante delicto (in view); starting of inquests including investigations, research, interrogations, examinations which serve as a basis for criminal action; enforcement of mandates of the courts; and, arranging for inquests which are requested by the courts or the public prosecutor.

This dual capacity of the police requires a type of organization that provides for both the usual type of supervision and management and for the legal phases of the "judicial" police operations. It is responsible, to some degree, for the fact that many of the major police units have become quite specialized in their activities and operate on a highly independent basis. It is also responsible for the inclusion, as police administrators, of directors, chiefs, delegados, commissarios and other ranks.

The high degree of functional specialization has also served to impair effective line and staff relationships and to broaden the separation of police services and operations. Many of the present police units have developed this functional specialization to a point which includes both staff services and line operations with very little coordination of effort with other units of the police organization.

OFFICIAL USE ONLY

CHIEF C

CABINET OF CHIEF OF POLICE

CHIEF OF CABINET
 OFFICERS OF CABINET
 LEGAL AIDE
 PUBLIC RELATIONS STAFF
 SPECIAL INVESTIGATION STAFF
 CLERICAL ASSISTANTS

**CENSORSHIP OF
PUBLIC ENTERTAINMENT
SERVICE**

CHIEF

**OFFICE FOR INSPECTION
AND CONTROL OF POLICE
CLERKS**

DELEGADO CHIEF

**DIVISION OF
ADMINISTRATION**

PERSONNEL SERVICE
 MEDICAL SERVICE
 TRANSPORTATION SERVICE
 MATERIALS & SUPPLY SERVICE
 ENGIN. AND WORKS SERVICE
 BUDGET SECTION
 STATISTICS SECTION
 ADMIN. RELATIONS SECTION
 CASHIER
 LIBRARY

DIRECTOR

**DIVISION OF MARITIME
AND AERIAL POLICE**

REGIONAL INSPECTORATE
 FOREIGNER REGISTRATION
 SERVICE
 PASSPORT SECTION
 STATISTICAL SECTION
 ADMINISTRATIVE SECTION
 DELEGACIA OF MARITIME
 AND AERIAL POLICE

DIRECTOR

**DIVISION
AND SO**

DELEGACIA
 SECURITY
 DELEGACIA
 SECURITY
 ADMINISTR
 INVESTIGA
 INFORMATI
 SPECIAL JA

DIRE

CIVIL GUARD

DIRECTOR

TRAFFIC SERVICE

DIRECTOR

SPECIAL POLICE

COMMANDANT

ORGANIZATION
D. F. S. P.

CHIEF OF POLICE

CENTRAL COORDINATION, PLANNING
AND CONTROL

SUPERINTENDENT "A"
DEPUTY CHIEF - UNIFORM POLICE

SUPERINTENDENT "B"
DEPUTY CHIEF - JUDICIAL POLICE

TELEPHONE AND
TELEGRAPH SERVICE
CHIEF

INTERPOL
CHIEF

COMMUNICATIONS
AND RADIO PATROL
CHIEF

DIVISION OF POLITICAL
AND SOCIAL POLICE

DELEGACIA OF POLITICAL
SECURITY
DELEGACIA OF SOCIAL
SECURITY
ADMINISTRATIVE SECTION
INVESTIGATION SERVICE
INFORMATION SERVICE
JUDICIAL JAIL

DIRECTOR

DIVISION OF
TECHNICAL POLICE

SPECIAL DELEGACIA
CRIMINAL INSTITUTE
MEDICO-LEGAL INSTITUTE
FELIX PACHECO INSTITUTE
PHOTOGRAPHIC SERVICE
POLICE SCHOOL
CRIMINAL INVEST. SECTION
ADMINISTRATIVE SECTION

DIRECTOR

SPECIALIZED
POLICE SECTIONS

VICE AND PUBLIC AMUSEMENTS
SQUAD
POPULAR ECONOMY SQUAD
VIGILANCE SQUAD
THEFT AND FORGERY SQUAD
MINORS SQUAD

DELEGADO CHIEF OF SECTIONS

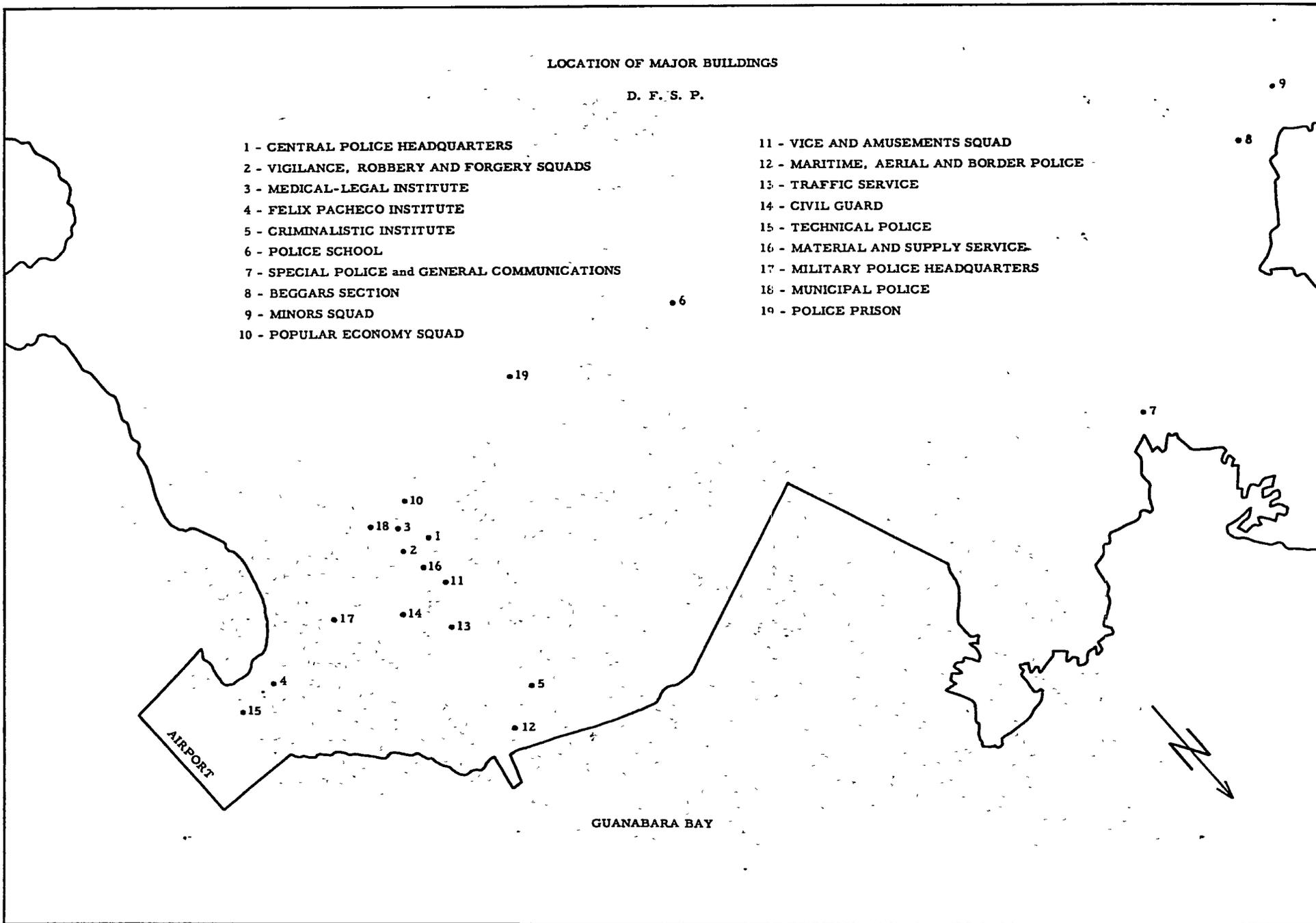
30 POLICE PRECINCTS		
1st. SECTOR 10 PRECINCTS	2nd SECTOR 10 PRECINCTS	3rd SECTOR 10 PRECINCTS
SECTOR DELEGADO	SECTOR DELEGADO	SECTOR DELEGADO

LOCATION OF MAJOR BUILDINGS

D. F. S. P.

- 1 - CENTRAL POLICE HEADQUARTERS
- 2 - VIGILANCE, ROBBERY AND FORGERY SQUADS
- 3 - MEDICAL-LEGAL INSTITUTE
- 4 - FELIX PACHECO INSTITUTE
- 5 - CRIMINALISTIC INSTITUTE
- 6 - POLICE SCHOOL
- 7 - SPECIAL POLICE and GENERAL COMMUNICATIONS
- 8 - BEGGARS SECTION
- 9 - MINORS SQUAD
- 10 - POPULAR ECONOMY SQUAD

- 11 - VICE AND AMUSEMENTS SQUAD
- 12 - MARITIME, AERIAL AND BORDER POLICE
- 13 - TRAFFIC SERVICE
- 14 - CIVIL GUARD
- 15 - TECHNICAL POLICE
- 16 - MATERIAL AND SUPPLY SERVICE
- 17 - MILITARY POLICE HEADQUARTERS
- 18 - MUNICIPAL POLICE
- 19 - POLICE PRISON



OFFICIAL USE ONLY

CHAPTER V

OFFICE OF THE CHIEF OF POLICE

A. THE CHIEF OF POLICE

The administrative head of the D.F.S.P. is the Chief of Police who is appointed by the President of the Republic. Although the Chief reports directly to the President on certain important matters, he is directly subordinate to the Minister of Justice and Internal Affairs. The Chief of Police is generally considered as a member of the President's Cabinet and the position is generally regarded as being of Cabinet rank.

The Chief of Police is responsible for the administrative duties and responsibilities of the police, including relations with the various Ministries, the Municipality of Rio de Janeiro, the governors of the various states, the courts and the Federal Congress. He is charged with the enforcement of the Penal Code and the ordinances of the Minister of Justice; he can issue orders and instructions; authorize the performance of police duties outside the Federal District; designate and release employees, impose disciplinary penalties, including suspension up to 30 days, and grant emoluments from authorized police funds for certain purposes. He is also directed to submit an annual report on D.F.S.P. activities to the Minister of Justice.

Directly under the Chief of Police are the following units and sections:

Cabinet of the Chief
Central Coordination, Planning and Control Unit
General Communications Service
Office for Inspection and Control of Police Clerks
Censorship Service
INTERPOL

B. CABINET OF THE CHIEF

The Cabinet is organized in a flexible manner allowing the incumbent Chief of Police to select and include persons in his confidence as its members. Its present basic organization is shown in the Chart following Page No.20, and includes:

Chief of Cabinet
Officers of Cabinet
Public Relations Staff
Special Investigation Staff
Clerical Assistants

OFFICIAL USE ONLY

OFFICIAL USE ONLY

1. Chief of Cabinet.

Generally, the Chief of Cabinet is a person very close to the Chief of Police and one who has his complete confidence. The present Chief of Cabinet is the former chief of one of the major sections of the Political and Social Police Division.

2. Officers of Cabinet.

The Officers of the Cabinet usually include one legal aide, four or five general assistants and one aide de camp. The usual policy is to assign to each assistant specific responsibilities for dealing with certain governmental agencies or officials or for handling certain major problems within the D.F.S.P. The legal aide serves as legal advisor to the Chief of Police and assists in the preparation of legal documents, including proposed legislation.

3. Public Relations Staff.

The Public Relations Staff is supervised by an officer of the Cabinet. This staff is responsible for the development of effective public relations and for the handling of matters with all public informational media, including the press, radio and television. It compiles data for the annual report; prepares the Service Bulletin of the D.F.S.P., arranges information lectures, speeches and seminars; serves as advisor on all public relations matters and aids in the general cultural development of police personnel. It also serves to keep the Chief of Police posted on the status of both internal and external relations of the D.F.S.P.

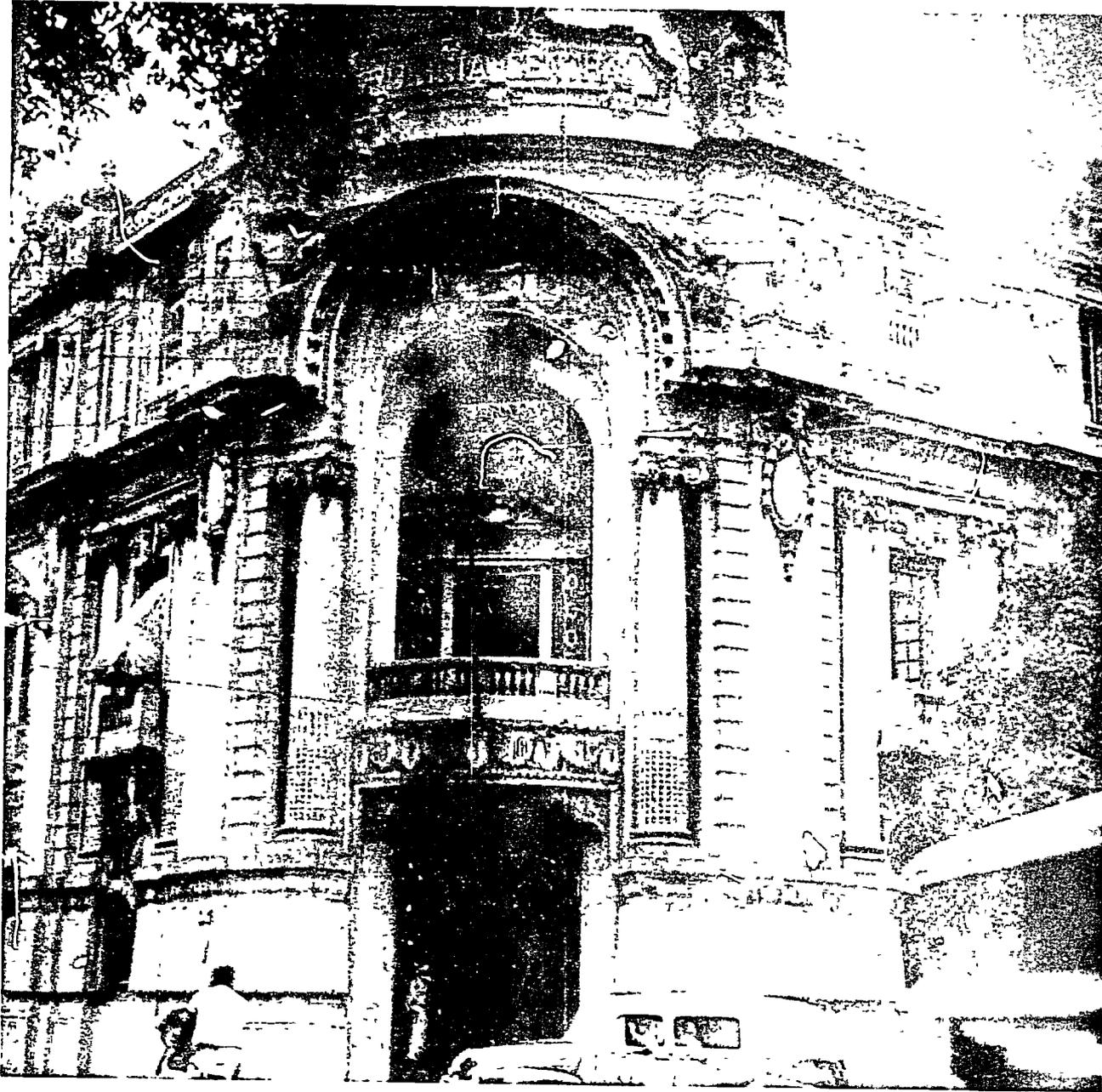
The Public Relations Staff is divided into: (1) Section for Surveys and Planning, (2) Section for Divulging and Relations, and (3) Information Briefing Team. Present personnel totals 18 persons including:

- 1 Chief
- 1 Secretary (Comissario)
- 2 Section Chiefs
- 1 Chief of Information Team
- 1 Civil Guard
- 1 Special Police
- 2 Detectives
- 2 Investigators
- 2 Office Assistants
- 1 Photographer
- 3 Typists
- 1 Janitor

The Public Relations Staff is housed in the Central Police Headquarters Building. In addition to the usual office furniture and equipment, the Staff has the following special equipment:

OFFICIAL USE ONLY

BEST DOCUMENT AVAILABLE



CENTRAL POLICE
HEADQUARTERS

OFFICIAL USE ONLY

- 1 Ford (1958) Sedan
- 1 Tape Recorder
- 1 Movie Projector
- 1 Movie Camera
- 1 Manual Mimeograph
- 1 Teletype (police network)

All of the above equipment is in good condition.

4. Special Investigation Staff.

The Special Investigation Staff, also supervised by an Officer of the Cabinet, is responsible for any special investigations or assignments requested by the Chief of Police. Staff personnel is assigned from other units and sections of the D.F.S.P. and varies in accordance with need. At the time this study was conducted, a total of 23 persons was included in this agency.

The Special Investigation Staff is located in the Central Police Headquarters and has the usual office furniture and equipment.

5. Clerical Assistants.

Clerical assistants are provided, on an assigned basis, largely from the Administration Division, and as needed to handle the clerical duties of the Cabinet. When so assigned they work under the supervision of the Chief of the Cabinet.

C. INTERPOL

This agency, known as INTERPOL (The Service of International Police) was created by order of the Chief of Police (Portaria No. 551) on May 31, 1958. It is directly subordinate to the Cabinet and will remain in this status until such time as it can be legally constituted as a unit of the D.F.S.P.

Basic duty of INTERPOL is to maintain interchange of information and cooperation with foreign police agencies. It also serves to develop reciprocal assistance with police units of various countries and to establish ways and means to effectively prevent and repress criminal actions.

Brazil is an active member of the International Organization of Criminal Police.

Present personnel of INTERPOL is limited to one chief, one secretary, one detective, and one investigator.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

D. OFFICE FOR INSPECTION OF POLICE CLERKS

This Section (Corregdoria) acts as a control and distribution center for police judicial processes and serves to inspect the operations of all police clerks. The chief of the section reports directly to the Chief of Police and is responsible for the inspection and control of judicial police activities. He also expresses legal opinions on judicial police matters referring the same to the final decision of the Chief of Police.

The Section is divided into a Process Unit, a Control and Inspection Unit, and a Protocol Unit, all under the supervision of a Delegado Chief.

The Process Unit receives and distributes all of the judicial processes from the various judges of the courts. It also checks on the action ordered by the judge and the time allowed. This information is maintained on a card (5"x7") which shows the details of the case, the court, district and orders of the judge.

The Control and Inspection Unit maintains the usual Protocol Book and Protocol Name Index on cards (3"x5") which lists the names of subjects of judicial processes. There is a Judicial Process Index on cards (5"x7") which contains a record of all processes being handled by the various delegados. Summaries of the reports made each month by delegados are filed in chronological order and Inspection Reports contain reports of the inspections made every three months of the books of the police clerks. These inspections are made by a team consisting of a sector delegado, a comissario, the delegado being inspected and his chief police clerk. A copy of this report is filed and another given to the Chief of Police. In addition, the Section maintains a record of the search of fingerprints of the subject of judicial processes sent by the Felix Pacheco Institute and the usual correspondence folder files.

The Section has a total personnel of 20 persons, including the Delegado Chief.

It is located in the Central Police Headquarters building and has the usual office furniture and equipment. The Section has one 1958 Ford Sedan which is for the use of the Chief.

E. CENSORSHIP OF PUBLIC ENTERTAINMENT SERVICE

1. Organization.

The General Police Regulations provide that this Service be a part of the Vice and Public Amusements Squad. However, it was changed by

OFFICIAL USE ONLY

OFFICIAL USE ONLY

order of the Chief of Police to its present position directly subordinated to the Chief. It is made up of a Section of Censorship and Inspection and a Clerical Section.

2. Duties and Responsibilities.

The Service is charged with the duty of censoring and inspecting motion pictures, theater shows, phonographic records, public exhibitions and parades. It has similar duties in regard to radio, press and television advertisements of public amusements or entertainment. It also enforces the legal protection of copyrights.

3. Personnel.

The Service has a total personnel of 68 persons, with duties as follows:

1	Chief
1	Secretary
29	Inspectors
12	Censors
20	Clerks
3	Janitors
2	Civil Guards

Within the Service there is an informal type of organization in which certain persons have been designated by the Chief to supervise the Movie Section, Theater Section, Radio Section, and General Inspection Section. Six of the inspectors are women.

4. Records.

This Service has the following files and records:

a. Secretariat.

This office is the receiving and distribution center for the work of the Service. It maintains a Protocol Book which is the regular log book of the Police.

The Cost Book contains lists of all licenses and permits which are paid in cash. Entries are made in this book regarding all money received.

b. Cinema Section.

The name of the movies is entered on a card. A card is kept for the "trailer" and a separate card is kept for the movie. On the cards

OFFICIAL USE ONLY

OFFICIAL USE ONLY

is shown all information regarding the "trailer" or movie and the age of the individual who can see the movie.

Folder Book - lists each movie theater. It is a record book of all movies shown for one year. As of July 14, 1959, there were 130 movie theaters in Rio de Janeiro.

Request for Censorship contains requests for the censorship of a movie or play, and each is given a number in continuous sequence.

c. Theater Section.

Only the author or authorized representative can request permission for producing a theater play. These requests are filed in book folders by the censorship number.

d. The Radio and TV Section.

The radio and TV stations must submit 24 hours in advance the script of all general programs (plays of any type) to be reviewed and approved. The scripts are kept in folders in chronological order for one year and divided by each radio and TV station.

e. Inspection Section.

A staff of 20 check the movies, theaters, radio and TV programs. A regular schedule of inspection is arranged. Specialists on this staff also review all contracts between "artists" and the producer to insure that the rights of the artist are protected.

The Daily Report of daily inspections is kept in file in chronological order. The individual index is a file (5"x7") listing every actor, actress, singer, musician, etc., who must obtain a license. The cards contain information pertaining to the individual's specialty. A photo of the individual is pasted on the card. The cards are filed in alphabetical order with male and female together. The file has two main divisions: (1) Nationals, (2) Foreigners.

5. Equipment.

The Service is located at Av. Presidente Vargas #502 and occupies the entire tenth floor. In addition to office furniture and equipment, it also has:

- 1 16mm Bell and Howell Movie Projector
- 1 Ford Carryall (1957) - poor condition
- 1 Chevrolet Sedan (1953) - good condition
- 1 Jeep - good condition

OFFICIAL USE ONLY

OFFICIAL USE ONLY

CHAPTER VI

CENTRAL COORDINATION, PLANNING AND CONTROL
(including General Communications Service)

A. ORGANIZATION

The Office for Central Coordination, Planning and Control is directly subordinate to the Chief of Police and consists of the following units:

1. Superintendent "A" who serves as a deputy chief and is responsible for the coordination, planning and control of uniformed police operations and activities.
2. Superintendent "B" who serves as a deputy chief and is responsible for the coordination, planning and control of other (judicial) police activities and investigations.
3. Police Operations Section which is in continuous operation 24 hours a day and is responsible for the coordination, planning and control of those urgent police operations required for the maintenance of the order and security of the public.
4. Information Section which maintains up-to-date records on occurrences that are reported to the Central Coordination, Planning and Control Unit in order to bring about the fulfillment of the duties and responsibilities of the D.F.S.P. This section is also expected to supply the police precinct stations and other units with topographic information (about crime, police activities, etc.) that will be an aid in the performance of their duties and responsibilities within their jurisdictional areas.
5. Planning Section performs the actual planning of police operations and special activities.
6. Central Communications Section of the General Communications and Radio Patrol Service.

B. DUTIES AND RESPONSIBILITIES

The general duty of this Unit is to handle the over-all planning and unification of police operations and activities and to actually supervise such activities on a 24 hour daily basis.

Specific duties and responsibilities include:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

1. Advise the Chief of Police on decisions relative to the fulfillment of the duties and responsibilities of the D.F.S.P., or to actually make such decisions in the absence of the Chief.
2. Plan all complex police operations, i.e., those requiring at least the mobilization of more than one uniformed police unit, and especially those requiring the services of specialized units (plain-clothes men).
3. Supervise, coordinate and control:
 - a. Directly, all patrol units equipped with radio communication equipment.
 - b. Indirectly, through the command network for overt police activities, all patrol units not equipped with radio communication facilities.
 - c. Directly, the total utilization of all vehicle resources available for use by the D.F.S.P. (for inquests, police operations, investigations, apprehensions, removal of corpses, etc.).
 - d. Indirectly, all other activities of the various police units through their chiefs, commanders, directors or delegados.
4. When necessary, request first aid medical services from municipal assistance units (ambulances), and in emergencies, request support from the fire department, directing all such units to the area where this service is required.
5. Provide, through the Public Relations Staff of the Cabinet of the Chief of Police, for radio, television and press announcements of emergency notices affecting the public interest.

C. ADMINISTRATION AND OPERATION

Although the organizational structure of the Office for Central Coordination, Planning and Control shows six separate sections, the office operates as a highly integrated unit. Superintendents "A" and "B" jointly supervise the Information and Planning Sections and jointly assist in the direction of the Police Operations Section. Both Superintendents are assisted by aides, who are permitted to serve interchangeably in the Information or Planning Section in accordance with the sections' actual needs. The Superintendents can request information from the Information Section when necessary, and also have the assistance of the Planning Section whenever dealing with complex cases or situations.

OFFICIAL USE ONLY



BEST DOCUMENT AVAILABLE

**POLICE PLANNING, COORDINATION
AND CONTROL ROOM**

OFFICIAL USE ONLY

For all practical purposes, the Police Operations Section and the Central Communications Section are one and the same unit. The Police Operations Section is provided with announcers for transmitting radio communications, telephone operators for contacts with the public and radio-locators who keep factual up-to-date information on a Federal District map as to location of radio-equipped D.F.S.P. vehicles and location of occurrences requiring police action. All of this personnel are actually members of the General Communications and Radio Patrol Service.

Relative to the mapping of occurrences, the Information Section maintains photographic and cartographic files in regard to:

1. Location of places in the Federal District that may be of interest to the D.F.S.P. (central and branch offices of public service agencies, sport arenas, stadiums, entertainment and recreational facilities, etc.).
2. Location of places of public resort, from a traffic standpoint, and mapping of all existing traffic regulatory signs.
3. Status of overt police service, active and reserve, and the assignment of posts where police activities are performed by foot and mounted personnel.

The coordination of uniformed police activities by Superintendent "A" is administered in such a way so as to obtain integration of police activities from members of the Civil Guard, Special Police, Traffic Service, Military Police, Municipal Police, and the Regional Inspectorate of the Maritime, Aerial and Border Police Division.

Coordination of other police activities (non-uniform or judicial police) and investigations by Superintendent "B" involves coordinating activities with various public service units and other units such as the first aid service, fire department and ambulance service.

Coordination between the various D.F.S.P. units and non-D.F.S.P. units is obtained by direct orders or instructions with a view to a common or related objective.

Relative to control and planning of patrol assignments, various statistics about occurrences are maintained. These include statistics about types of occurrences that are compiled from records submitted by individual crews. Such statistics are kept on a monthly and annual basis and are subdivided according to police districts, male, female and minors. Statistics about occurrences taking place on an hourly basis are also compiled for each day of each month. Graphs for each months' occurrences are also made. All of the above mentioned statistics are maintained as a basis for assignment of men and vehicles.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

D. GENERAL COMMUNICATIONS AND RADIO PATROL SERVICE

1. Organization.

The General Communications and Radio Patrol Service is under the supervision of a Chief, who is appointed by and reports to the Chief of Police. The Service is organized as shown in the Chart on the following page, and consists of the following major units:

Chief
Central Communications Section
General Communications Section
Equipment, Inspection and General Maintenance Section

According to the General Regulations, the Chief of Police is required to provide for advisory and technical assistance for the adequate maintenance of available communications equipment and facilities as long as qualified personnel are not recruited by the D.F.S.P. for this purpose.

2. Duties and Responsibilities.

The General Communications and Radio Patrol Service has the following general duties and responsibilities:

- a. Operation and maintenance of the various types of communications equipment used by the D.F.S.P.
- b. Administration and control of the use of all police patrol vehicles.
- c. Provision of orientation and assistance to all vehicles equipped with radio communications equipment and operating on any frequency range used or controlled by the D.F.S.P.

The specific duties and responsibilities of the three major units follow:

a. Central Communications Section.

1. Operation of radio communications equipment on as many frequencies as necessary, in order to maintain contact with radio patrol vehicles.

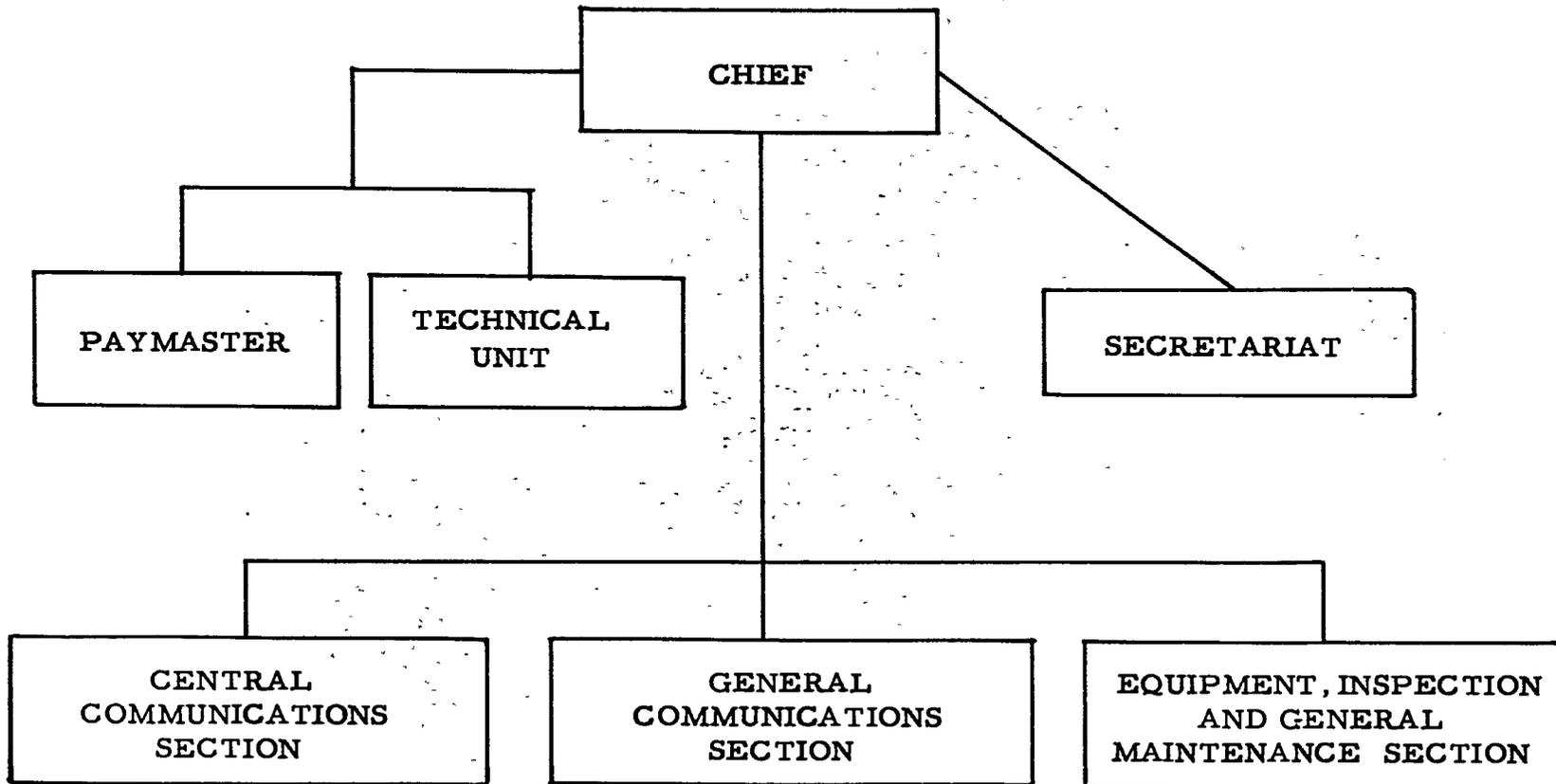
2. Operation of telephonic communications equipment to maintain the following contacts:

a. Between the Central Office of the D.F.S.P. and the public.

OFFICIAL USE ONLY

GENERAL COMMUNICATIONS AND RADIO PATROL SERVICE

D. F. S. P.



OFFICIAL USE ONLY

b. Between the Central Office and the various units of the D.F.S.P.

c. Direct contact between Superintendent "A" and the Special Police, Military Police, Civil Guard, Vigilance Police, Traffic Service and the Regional Inspectorate of the Maritime, Aerial and Border Police Division.

d. Direct contact between Superintendent "B" and the Fire Department, First Aid Service, Criminal Institute, Police Assistance Units, Medico-Legal Institute, Felix Pacheco Institute, Popular Economy Squad, telephone company, power and light company, streetcar company and the Secretariat for Transport and Public Works of the Municipal Council.

3. Recording, filing and maintaining the records of activities conducted by the Police Operations Section (Central Coordination, Planning and Control).

The supervisor of the Central Communications Section is responsible for the custody and maintenance of all equipment in this section.

b. General Communications Section.

1. Operation of radio-telegraphic communications equipment to maintain contact between the D.F.S.P. and:

a. Police units throughout the entire country;

b. The government headquarters of the various Brazilian states and territories;

c. Branches or units of the Ministry of Justice, headquarters outside the Federal District;

d. All units of INTERPOL (by international short wave communication); and

e. The Federal Bureau of Investigation in the United States (by international short wave communication).

2. Maintenance of a direct connection with the central station of the Postal and Telegraph Department for the transmission of messages to and the receipt of messages from those police units located in sections of the interior of the country where no radio-telegraphic or telegraphic stations exist, or where there is no police telegraphic station but other telegraphic facilities do exist.

3. Operation of telephonic communications equipment for contact with the public and D.F.S.P. units.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

4. Operation of teletype communications equipment to maintain contact between D.F.S.P. Headquarters and the following units:

Police Precinct Stations (all 30)
Special Delegacia of the Technical Police
Specialized Police Sections:
Vice and Public Amusements Squad
Popular Economy Squad
Vigilance Squad
Theft and Forgery Squad
Traffic Service
Police Prison

5. Operation of radio broadcasting equipment for the announcement of actions taken by the President of the Republic, news issued by the National Agency (Information Service of the Federal Government), news about the D.F.S.P. and for the presentation of musical programs.

c. Equipment, Inspection and General Maintenance Section.

This section is concerned primarily with the control and general maintenance and repair of the equipment used by the General Communications and Radio Patrol Service. Its duties and responsibilities follow:

1. Preparation of duty hours schedule for and control of motorized patrol operations.

2. Custody, maintenance and repair of all communications and transportation equipment used in motorized patrol operations.

3. Maintenance and repair of all other equipment and property used by the General Communications and Radio Patrol Service.

3. Personnel.

The total personnel strength of the General Communications and Radio Patrol Service consists of 719 persons. Seventy-seven are employed in the General Communications Section in the following type of work:

48 radiotelegraph operators
2 radio technicians
10 telephone operators
4 telephone specialists
6 teletype operators
5 teletype specialists
2 radio broadcasting operators

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Six-hundred forty-one persons are engaged in the work of the Central Communications Section and the Equipment, Inspection and General Maintenance Section. In the transmission and receipt of messages for radio patrol purposes 36 persons are employed as broadcasters and 36 as telephone operators. These 72 people are distributed as follows:

Central Communications Section (at D.F.S.P. Central Headquarters)

24 broadcasters
24 telephone operators

Auxiliary Station at Bangu

4 broadcasters
4 telephone operators

Auxiliary Station at Campo Grande

4 broadcasters
4 telephone operators

Auxiliary Station at Santa Cruz

4 broadcasters
4 telephone operators

Nineteen radio technicians work in the Radio-Technical Sub-Section of the Equipment, Inspection and General Maintenance Section. This Section also has people working in the following units:

Sub-Section of Material
Sub-Section of Control and Supplies
Sub-Section of Inspection and Statistics

The remainder of the personnel of the General Communications and Radio Patrol Service are actively engaged in motorized radio patrol operations. The actual number varies, however, in accordance with the number of vehicles working at a particular time.

4. Training.

With the exception of basic teletype equipment maintenance training courses, given at the D.F.S.P. Police School, the personnel of the General Communications and Radio Patrol Service receive no formal training. Most of the technical knowledge possessed by maintenance personnel has been acquired through private courses of study and through experience.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

5. Records.

a. Central Communications Section.

Occurrence register is a large form for the recording of all radio calls to and from motorized patrol units. These forms are filed in chronological order.

Telephone reports are made of all telephonic contacts with the public and are filed in chronological order.

Protocol Book is the regular log book used by various units of the D.F.S.P.

Maps of police districts are maintained in a file.

b. General Communications Section. (Includes Telephone and Telegraph Service shown on the chart of the Basic Organization of the D.F.S.P.)

Protocol Book is the regular log book used by various units of the D.F.S.P.

Telegraph File contains copies of all outgoing telegrams filed by date and hour in tied bundles.

Radio-telegraphic Transmission File contains copies of incoming and outgoing messages filed by date and hour.

c. Secretariat - Paymaster.

Internal and External Protocol Books are log books of all correspondence coming into and going out of the Office of the Chief of General Communications and Radio Patrol Service.

d. Civil Guard and Military Police Section.

Separate assignment, attendance and payroll records are maintained in separate sections for Civil Guard and Military Police personnel who participate in motorized radio patrol operations. The regular Protocol Book is also kept.

e. Equipment, Inspection and General Maintenance Section.

This Section's sub-sections maintain the following records and files:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

1. Sub-Section of Material.

This is a storeroom for general office supplies and spare parts for communications equipment.

Inventory Index File contains a card (5"x7") for each stock item in storage. Each card contains an account of the distribution and location of each item.

2. Sub-Section of Control and Supplies.

Register Book contains accounts of daily activities of all radio patrol vehicles.

Repair Card File (4"x5") contains information about the defects and repairs of all motorized patrol vehicles. The cards are filed according to vehicle numbers.

Inspection Sheet contains a record of the daily inspection of a patrol vehicle. An inspection is conducted for each shift and the sheet is filed according to vehicle number.

3. Radio-Technical Sub-Section.

This sub-section is responsible for the maintenance and repair of the patrol vehicles communications equipment.

Transmitter Index File contains a card (5"x7") for each transmitter which gives an account of its use. The cards are filed numerically.

Radio Index File contains a card (5"x7") for each patrol vehicle. The cards contain records about the use, maintenance and repair of any radios installed in the vehicles, and they are filed in numerical sequence according to patrol vehicle number.

4. Sub-Section of Inspection and Statistics.

Daily Occurrence Sheet contains a record of the daily activities of each patrol vehicle. The sheets, filed by date, are kept in file for two years and they are placed in storage in General Archives.

Crew Assignment Form contains the names of the patrol vehicles' crews. The forms, filed by date, are kept for two years and then sent to General Archives.

Monthly Statistics are compiled for complaints and crimes handled by the patrol vehicles.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Time of Crime Statistics are also maintained.

6. Buildings.

The offices of the Chief, the Central Communications Section and the General Communications Section of the General Communications and Radio Patrol Service are located in the D.F.S.P. Headquarters building on Rua da Relacao.

All other units, including the Equipment, Inspection and General Maintenance Section, occupy a part of a modern, newly constructed building situated on Rua Projectada in the Bairro da Alegria. Available space appears to be adequate for present needs and also for the vehicle maintenance and repair facilities now in the process of being established. Adjacent to this building is another one, newly constructed, shortly to be in operation for use by all personnel of the General Communications and Radio Patrol Service, housing a restaurant, coffee shop and barber shop.

7. Equipment.

a. Automotive Equipment.

The General Communications and Radio Patrol Service has a total of 122 patrol vehicles (operational and non-operational), most of which are of the type shown in the photograph following Page No. 36.

1. Inventory.

Presently in Use:

<u>Number of Vehicles</u>	<u>Make</u>	<u>Year</u>	<u>Type</u>	<u>Date of Receipt</u>
18	Chevrolet	1954	3-100	October 1954
5	Ford	1956	F-100	February 1957
8	Ford	1956	F-100	May 1957
8	Ford	1957	F-100	October 1957
4	Ford	1957	F-100	July 1958
5	Ford	1957	F-100	October 1958
16	Ford	1958	F-100	July 1959

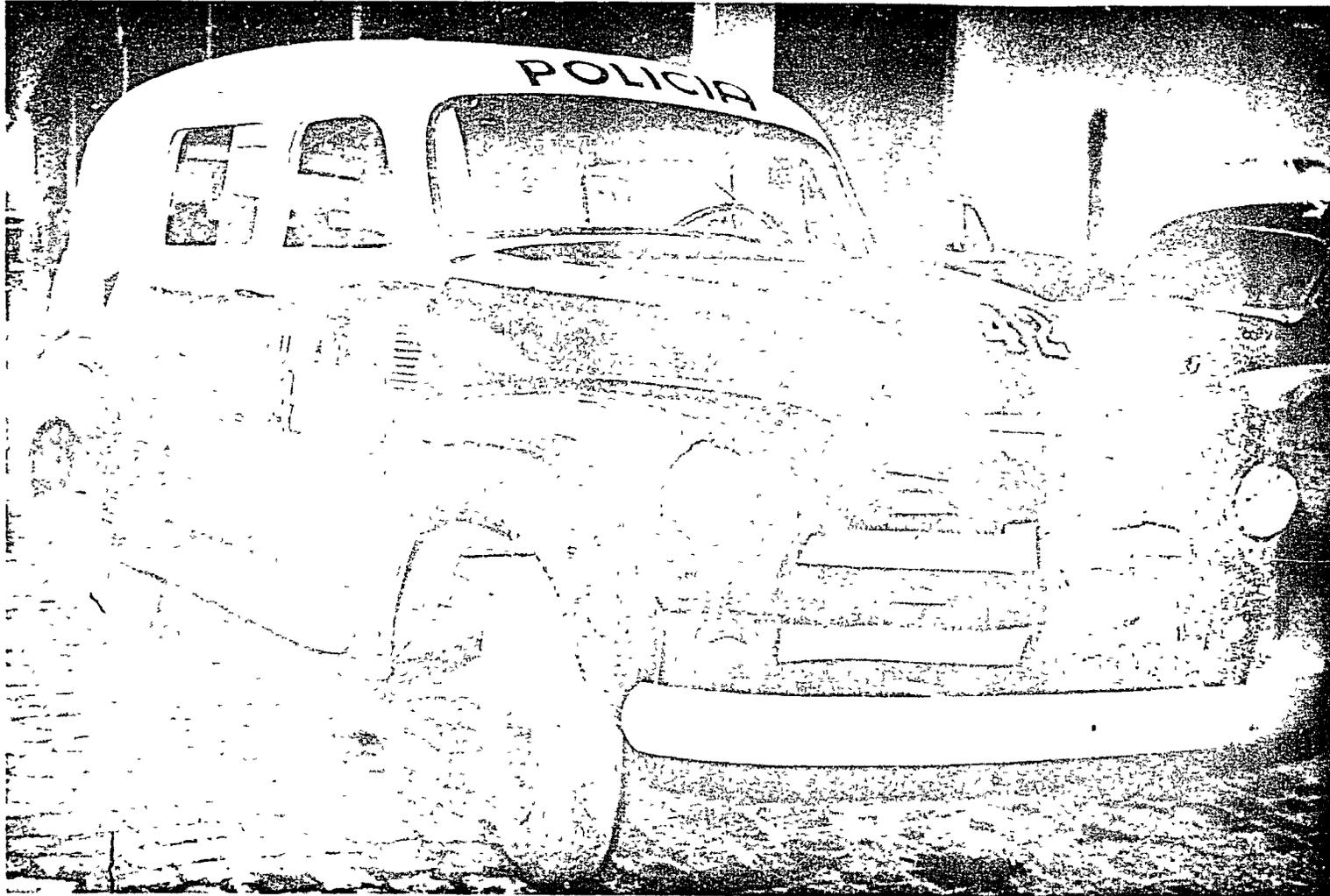
Total patrol vehicles presently in use: 64

Damaged and Reparable, but Lacking Spare Parts:

29	Chevrolet	1954	3-100	October 1954
5	Ford	1956	F-100	February 1957
9	Ford	1956	F-100	May 1957
2	Ford	1957	F-100	October 1957
1	Ford	1957	F-100	July 1958

OFFICIAL USE ONLY

BEST DOCUMENT AVAILABLE



TYPICAL PATROL CAR

OFFICIAL USE ONLY

Total Patrol Vehicles Damaged and Repairable, but
Lacking Spare Parts: 46.

Damaged and Irreparable:

<u>Number of Vehicles</u>	<u>Make</u>	<u>Year</u>	<u>Type</u>	<u>Date of Receipt</u>
11	Chevrolet	1954	3-100	October 1954
1	Ford	1956	F-100	February 1957

Total Patrol Vehicles Damaged and Irreparable: 12.

2. Maintenance and Repair Procedures.

Maintenance and repair of motorized patrol vehicles are the responsibilities of the Equipment, Inspection and General Maintenance Section. Actual maintenance and repair activities are conducted and controlled by five units of the Sub-Section of Control and Supplies. The specific activities of these units follow:

a. Control Unit maintains a complete history of each vehicle assigned to the Radio Patrol Service. This history includes records of trips, maintenance, repair and fuel consumption.

b. Fuel and Oil Supply Unit puts fuel and oil in the vehicle and maintains the appropriate records pertaining thereto.

c. Battery Unit changes the battery in each vehicle on a daily basis and maintains records of each.

d. Washing and Lubrication Unit washes, cleans and lubricates radio patrol vehicles and maintains records of those activities.

e. Maintenance Unit performs vehicle repair with the exception of motor repair jobs, which are done by the Maintenance and Repair Section of the D.F.S.P. Transportation Service.

3. Spare Parts for Maintenance and Repair.

At the present time, there is a lack of spare parts for maintenance and repair of motorized patrol vehicles. As a result of this condition, many vehicles that are damaged but repairable are out of operation, which has resulted in decreased patrol activities throughout the entire Federal District. This lack of spare parts appears to be due to two basic reasons: lack of money and strict import regulations that make it very difficult and expensive to bring parts into Brazil. Although motor

OFFICIAL USE ONLY

OFFICIAL USE ONLY

vehicle spare parts are manufactured in Brazil, the Survey Team was informed that the parts are of poor quality and break down shortly after their installation.

A vehicle spare parts depot is maintained, but it is inadequately stocked. The parts presently in stock are inventoried on index cards. No real attempt has been made to standardize parts and accessories.

Requests for parts are made by the mechanic who is doing the repair job. The request must be approved by the officer in charge of the repair section.

In order to repair the motorized patrol vehicles presently non-operational because of needed repairs and replacement of parts, a large number of spare parts of all types has been requested.

4. Plans for Future Maintenance and Repair.

At the present time vehicle maintenance and repair facilities of the General Communications and Radio Patrol Service are being greatly expanded with monetary assistance from the Ministry of Justice. The idea is to provide such facilities not only for the use of the patrol service, but also for the vehicles used by the Ministry of Justice. The new facilities in the process of being established include:

- a. Motor Repair Shop that will perform five types of major engine repair.
- b. Electrical Repair Shop that will maintain and repair electrical equipment on vehicles.
- c. General Mechanical Repair Shop that will repair such equipment as carburetors, distributors, brakes, etc.
- d. Machine Tool Shop that is already equipped with metal lathes and will produce special pieces of metal equipment.
- e. General Tool Shop that will serve as a supply room for tools used in vehicle maintenance and repair work.
- f. Wheel and Tire Shop stores all spare tires and wheels and maintains inventory records of same. All tires, both those on and off vehicles, are inventoried according to number, and records of their mileage and the vehicles on which they are used are kept. There are plans for expansion of this shop's activities.
- g. Battery Shop will do battery repair and recovery work and will have a unit for controlling and checking the use of the batteries.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

h. Lubrication Shop will perform complete vehicle lubrication procedures.

5. Patrol Vehicle Accidents.

When a patrol vehicle is involved in an accident, an investigation is conducted by personnel of the Criminal Institute and an accident investigation report is made out. The original goes to the Chief of Police, and a copy is submitted to the Chief of the General Communications and Radio Patrol Service. The Patrol Chief decides whether or not the driver is guilty and makes appropriate recommendations to the Chief of Police. When it has been decided that a driver is guilty, he has to pay the cost of repairing the damaged vehicle. At the present time, some of the vehicles damaged in accidents have not been repaired due to lack of spare parts.

b. Weapons.

All policemen on radio patrol car duty are equipped with small side arms, usually revolvers. No additional weapons for patrol purposes were indicated as being needed.

c. Office Equipment.

Present office equipment includes standard items such as desks, chairs, tables and typewriters. No indications of a need for additional office equipment were made.

d. Records Equipment.

Present facilities for storage of records include steel and wooden filing cabinets, open rack-type wooden shelves and floor space all without adequate fire and security protection. A need for additional facilities was not stated.

8. Communications Equipment.

a. Inventory of Equipment.

1. Radio Patrol.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

MOBILE TRANSMITTERS AND RECEIVERS

<u>MODEL</u>	<u>TYPE</u>	<u>OPERATIONAL</u>	<u>DAMAGED AND REPARABLE</u>	<u>DAMAGED AND REPARABLE</u>	<u>TOTAL</u>
FMTR (RECEIVER)	13v	9	11	-	20
FMTR (RECEIVER)	13v(A)	46	39	3	88
FMT (TRANSMITTER)	30D(A)	30	32	3	65
FMT (TRANSMITTER)	30D	10	6	-	16
FMT (TRANSMITTER)	30D(E)	15	7	-	22
TWIN-V RADIOPHONE	RA-104	<u>21</u>	<u>5</u>	<u>-</u>	<u>26</u>
TOTALS	-----	131	100	6	237

NOTE: All radio patrol communication equipment is Motorola.

Fixed Stations:

13 - 60 watt, model FSTR-2-140 BR (B) 202, installed as follows:

- 4 - on Corcovado Mountain, working continuously 24 hours per day;
- 2 - in auxiliary station at Bangu, working continuously 24 hours per day;
- 1 - in auxiliary station at Campo Grande, working continuously 24 hours per day;
- 1 - in auxiliary station at Santa Cruz, working continuously 24 hours per day;
- 1 - in War Ministry, working intermittently;
- 1 - in Marine Corps, working intermittently;
- 1 - in the 7th Police District (Vicente de Carvalho), working intermittently;
- 2 - in repair shop.

4 - 25 watt, model FMTR-250-BR, on Corcovado Mountain, working continuously 24 hours per day.

4 - model FSMTR-140-BY, installed as follows:

- 1 - in Division of Political and Social Police, working intermittently;
- 1 - in the Third Battalion of the Federal District Military Police, working intermittently;
- 1 - in Catete Palace, working intermittently;
- 1 - in the Rua Buarque de Macedo (UNE), working intermittently.

2. Radiotelegraphy.

- 4 - transmitting stations of 2 kilowatts; BY type; good condition with 10 years of use; installed at Central Police Headquarters.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

10 - Hamarlund receivers in fair condition with 20 years of use; installed in Synchronization and Supervision Service at Rua Aristides Caire.

1 - Creed apparatus for automatic transmission; poor condition with 20 years of use; maximum speed of 180 words per minute; installed at Central Police Headquarters.

3. Telephone.

D.F.S.P. - 176 - Ericson magnetic-type telephones with about two years use and in good condition, are installed in all police precinct stations and other sections of the D.F.S.P.

Brazilian Telephone Company - Telephones owned by the Brazilian Telephone Company are installed in all sections of the D.F.S.P. and are in good condition.

4. Teletype.

The D.F.S.P. has Siemens teletype equipment which has been in use for approximately three years and is in good condition. A "priority desk" at Central Headquarters is equipped so as to allow simultaneous teletype connection with all units in the network.

There are 44 Siemens teleprinters that are distributed as follows:

- 4 - Central Headquarters of D.F.S.P.
- 30 - Police Precinct (District) Stations.
- 1 - Special Delegacia of the Division of Technical Police.
- 1 - Vice and Public Amusements Squad.
- 1 - Popular Economy Squad.
- 1 - Vigilance Squad.
- 1 - Theft and Forgery Squad.
- 1 - Traffic Service.
- 1 - Police Prison.
- 3 - awaiting installation.

5. Telegraph.

The General Communications Section at the Central Headquarters of the D.F.S.P. has one Siemens teletype machine that is owned by the Postal and Telegraph Department. The machine, equipped with a ribbon, is in good condition and has been in use for approximately two years.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

6. Radio Broadcasting.

A radio broadcasting studio and transmitter are located at Central Police Headquarters. The transmitter is of BY type, 2.5 kilowatts and 9,285 kilocycles. It is in good condition and has been in use for approximately 10 years.

b. Maintenance and Repair Facilities.

1. Radio Patrol Communications Equipment.

Maintenance and repair of this equipment are performed by specialized personnel of the Radio-Technical Sub-Section of the Equipment, Inspection and General Maintenance Section. This personnel is recruited from the members of the D.F.S.P. Their technical abilities are dependent on private training courses they take on their own and experience they gain through work.

The Radio-Technical Sub-Section maintains an index card for each piece of radio patrol communications equipment. These cards state where each piece of equipment is located and tell what maintenance and repair work has been performed. Complete history records are also maintained for all radio patrol vehicles.

In addition to standard tools such as screwdrivers, plyers, hammers, etc., the Radio-Technical Sub-Section has the following instruments:

- 7 - Simpson model 260 Ohmmeters
- 1 - Motorola model T-8100 Tuning Meter
- 2 - Motorola model T-8501 Test Sets
- 3 - Motorola model T-8100 Test Sets
- 3 - Motorola model T-8276 DUMMY transmitter
Control Heads
- 1 - Measurements Corporation model 80 Generator
Signal Standard
- 1 - Precision Apparatus Company, Inc., model 612
Valve Tester
- 3 - Motorola model P-8120 DUMMY receiver;
Control Heads

2. Radiotelegraphy Equipment.

Maintenance and repair of this equipment is performed by specialized personnel of the Radio-Technical Sub-Section of the Equipment, Inspection and General Maintenance Section.

3. Telephonic Equipment.

D.F.S.P. equipment is maintained and repaired by specialized personnel of the Radio-Technical Sub-Section.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Telephonic equipment owned by the Brazilian Telephone Company is maintained and repaired by personnel of that company.

4. Teletype Equipment.

Basic maintenance and repair of this equipment is performed by D.F.S.P. personnel who have had specialized courses of study in the Police Training School. Serious defects are repaired by personnel of the Siemens Company of Brazil.

5. Telegraphic Equipment.

The Siemens teletype machine is maintained and repaired by D.F.S.P. personnel or Siemens personnel, depending on the seriousness of the defects.

6. Radio Broadcasting Equipment.

Maintenance and repair of this equipment is performed by specialized personnel of the Radio-Technical Sub-Section.

c. Maintenance and Repair Needs.

The most vital maintenance and repair needs of the General Communications and Radio Patrol Service are spare parts that are not available locally. In order to repair damaged but reparable mobile transmitters and receivers used in radio patrol work, the following spare parts for Motorola communications equipment are necessary:

- 80 - cable kits
- 80 - speakers
- 80 - control heads
- 80 - antennas
- 80 - military microphones with coiled cords and plugs
- 500 - vibrators
- 80 - coiled cords with plugs
- 150 - microphone cartridges
- 94 - relays
- 12 - capacitors
- 10 - dynamotors
- 30 - dynamotor relays
- 100 - microphone plugs for use with military microphones
- 100 - microphone receptacles for use with military microphones
- 50 - electrolytic condensers

OFFICIAL USE ONLY

OFFICIAL USE ONLY

d. Other Equipment Needs.

In order to replace equipment no longer operating satisfactorily, the General Communications and Radio Patrol Service has stated a need for the following:

- 5 - magnetic tape recorders
- 5 - amplifiers
- 5 - auxiliary spooling mechanisms
- 5 - selenoid actuated pressure rollers
- 5 - motor replacements for the five magnetic tape recorders
- 5 - capstan and pressure rollers
- 10 - fixed stations for transmission and reception of radio messages
- 10 - control boxes for the ten fixed stations
- 6 - table microphones
- 5 - radio receivers
- 1 - generator signal standard
- 1 - voltmeter - ohmmeter

9. Radio Patrol Operations.

The normal crew of a radio patrol vehicle consists of three policemen: one chief, who is usually the radio operator, a driver and a patrolman. In some instances, however, there are only two crew members with the driver also acting as the radio operator. Records of crew members assigned to individual patrol vehicles are maintained.

All orders and communications to the patrol car crews come from the office for Central Coordination, Planning, and Control (CCPC). A patrol crew, with or without a vehicle, may place its services at the disposal of a police authority responsible for precinct or specialized policing only when so ordered by this office.

As a rule, no cruising motorized patrol operations are conducted due to lack of a sufficient number of vehicles. In special cases if necessary, however, vehicles will be assigned to perform cruising patrol. The usual procedure is for radio patrol vehicles to be stationed at fixed points throughout the city and proceed to trouble spots when so ordered by the office for Central Coordination, Planning, and Control.

All occurrences observed and all interventions conducted by patrol crews are supposed to be immediately reported by radio to the CCPC office, which records and confirms them or otherwise issues specific instructions in relation to them. This is one of the means of maintaining control of patrol operations. Persons apprehended by patrol crews for crimes and contraventions are turned over to the Police Precinct Station having jurisdiction over the area in which the offense was committed. The Precinct

OFFICIAL USE ONLY

OFFICIAL USE ONLY

police authority is responsible for the custody of detained persons, material and objects connected with the offense, and all material and eye witnesses are directed to him. The patrolman in the patrol crew should appear in writs of apprehension in flagrante delicto as the escorting officer for the prisoner, while the other two crew members (Chief and driver) should serve as witnesses. When vehicles specifically designed for the transportation of prisoners are used for that purpose, the driver of the vehicle serves as the escorting officer for the prisoner.

Patrol on foot can be performed by motorized patrol crews upon the receipt of orders from the CCPC office.

When more than one vehicle is assigned to perform a police operation, the CCPC office designates one person as the responsible authority for the joint coordinated action.

As a rule, patrol vehicles are not used for the conducting of police precinct operations, such operations being performed by other police transportation units. In very special cases and with authorization from the CCPC office, however, they may be carried out by the patrol vehicles.

The driver of a patrol vehicle is not supposed to have his vehicle except when duly authorized by the CCPC office and in cases of emergency.

The radio operator is usually the head of a patrol crew. In the absence of the operator, however, the driver will act as crew head and will advise the office of CCPC when such a substitution is made.

Any support, aid or relief for the purpose of helping the public and not specifically of a police nature is not supposed to be rendered by patrol units without due authorization from the office of Central Coordination, Planning and Control.

Each patrol vehicle crew is responsible for the prevention of violations of traffic regulations and the enforcement of traffic rules. Strict control is supposed to be exercised over traffic offenders, with immediate suitable action being taken as required at the scenes of traffic occurrences. Each crew is also responsible for taking action necessary to prevent traffic accidents or congestion. The office of Central Coordination, Planning and Control is supposed to be kept informed in these instances so that adequate reinforcements can be applied if necessary.

Routine shifting of patrol crew members takes place at the fixed points where the patrol vehicles are assigned. The vehicles are supposed to be driven back to the garage area for refueling and maintenance after a completed patrol period of 24 hours.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

The duty schedule is also supposed to be arranged so as to preclude the possibility of leaving an area completely without motorized patrol facilities.

10. Control of Radio Patrol Units.

Control of individual motorized radio patrol units is exercised through a number of checking procedures by the Equipment, Inspection and General Maintenance Section of the General Communications and Radio Patrol Service.

A Sub-Section for Speedometer Control receives checks and maintains patrol vehicle tachographs, general patrol activities records, and time of occurrence records. Tachographs are submitted after each change of patrol shift and they are checked against the dispatch records maintained in the office for CCPC. The time lapse between the receipt of a call and the time a patrol car reaches the scene of occurrence is checked, and also the lapse between the time a telephone call was received and the time the order was actually transmitted to the patrol vehicle is checked. After these checks are performed and if an error is noted, an "error sheet" is given to the person who has made the mistake. The person has to give a full explanation of the circumstances, and, if not satisfactory, disciplinary action is taken.

Practically no use is made of radio patrol vehicles for preventive patrol due to the many checks on their operations. Practically all radio patrol vehicles operate at fixed post locations.

11. Activities.

During 1958, the General Communications and Radio Patrol Service handled 99,774 occurrences, made 44,264 detentions and conducted 1,945 flagrante arrests (arrests in view).

A breakdown of the various types of occurrences handled during 1958 follows:

<u>Type</u>	<u>Number</u>
Vehicle accident-----	5,067
Assault-----	9,965
Apprehension of vehicle-----	473
Hold-ups and robberies-----	567
Vehicle-pedestrian accidents-----	1,216
Assistance to authority or agent-----	10,434
Assistance to the public-----	<u>10,204</u>
Sub-total to be carried forward-----	37,926

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Sub-total brought forward-----	37,926
Inquests-----	3,236
General Contraventions (non-specific)-----	813
Contraventions against public morals-----	614
Insanity cases-----	2,808
Depredations (damages against property)-----	787
Building Collapses, landslides, etc.-----	141
Disrespect to police-----	42
Disorderly conduct-----	17,522
Crime against Pop: an Economy-----	212
Public intoxication-----	3,381
Finding of corpse-----	643
Confidence tricks, swindling, etc.-----	57
Theft and attempted theft-----	3,136
Disorders at Soccer games-----	3,068
Homicides-----	171
Fires (arson and other)-----	556
Violation of law of silence-----	2,100
Patrol unit called, but nothing found-----	6,941
Patrolling in areas of suspected occurrences-----	11,818
Falls and miscellaneous accidents-----	1,114
Patrol unit called without valid reason-----	1,462
Suicide-----	246
Attempt at suicide-----	356
Violation of Minor's Code-----	91
Violation of residence (entrance without justification)-----	532
 TOTAL-----	 99,773

A breakdown of the offenses for which detentions were made during 1958 follows:

Disorderly conduct-----	14,435
Assault-----	8,507
Inquest-----	4,780
Public Intoxication-----	3,790
Vehicle accident-----	2,860
Insanity cases-----	2,355
Theft or attempted theft-----	1,810
Assistance to authority-----	1,208
Contraventions against public morals-----	876
General Contraventions (non-specific)-----	879
Disorders at Soccer Games-----	339
Violation of residence (entrance without justification)-----	383
Violation of law of silence-----	419
Hold-ups and robberies-----	219
Sub-total to be carried forward-----	42,860

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Sub-total brought forward-----	42,860
Vehicle-Pedestrian accidents-----	219
Crime against Popular Economy-----	210
Attempt at suicide-----	116
Apprehension of vehicles-----	116
Violation of Minor's Code-----	120
Confidence tricks, swindling, etc.-----	66
Building Collapses, landslides, etc.-----	18
Fires (arsons and others)-----	21
Homicide-----	41
Disrespect to police-----	47
Falls and miscellaneous accidents-----	84
Predations (damages against property)-----	<u>336</u>
TOTAL-----	44,254

During 1958, the General Communications Section performed the following radiotelegraph work:

Radio Telegrams

Sent to interior of Brazil-----	48,132
Received from interior of Brazil-----	32,844
Handled on an "in transit" basis-----	13,392
Sent to places outside of Brazil-----	<u>261</u>
TOTAL-----	94,629

This section handled a total of 26,977 teletype messages, of which 11,526 were sent out and 15,451 were received.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

CHAPTER VII

THE POLICE PRECINCTS

The Federal District is divided into 30 police precincts or districts, each with a precinct headquarters which is in charge of a delegado. The general layout of the precincts is shown in the chart following, entitled "Federal District Police Precincts D.F.S.P." Precinct boundaries have been established on an arbitrary basis with little regard to crime incidence. The precinct station serves as the center for police activities - especially those of a "judicial" nature - in the area covered. They are open on a 24 hour daily basis.

A. ORGANIZATION

The organization of a typical precinct station is shown in the chart following the precinct layout chart.

In general, this type of organization includes:

- Delegado
- Substitute Delegado (Comissarios)
- Vigilance and Investigation Section
- Police Clerks Office
- Jail
- Uniformed Police

Three of the Precinct Delegados have been appointed by the Chief of Police to serve as Sector Delegados. Each sector delegado exercises general supervision over 10 of the precinct delegados and by regulation, reports to the Chief of Police through the Office of the Corregadoria on judicial police matters. In actual practice, each precinct delegado reports directly to the Chief of Police on most matters concerning his precinct.

B. DUTIES AND RESPONSIBILITIES

The basic duty of the police precinct is to handle the preliminary phases of any incidents or occurrences which require police attention in the area of the precinct's jurisdiction. Also, to start the police inquiry, if necessary, to determine the proper legal action against the criminal and to implement such action; to call upon other police services and units if needed to assist in the preparation of the case.

Each police precinct is supervised by a delegado with duties that include:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

1. Investigate and conduct police inquiries pertaining to penal contraventions (misdemeanors).
2. Execute apprehensions of persons who commit crimes in view (flagrante) or in compliance with writs issued by judicial authorities.
3. Determine amount of bail and consult the proper authority on the need for the execution of preventive arrests.
4. Authorize the carrying out of searches and impounding of property when these are not performed in his presence.
5. Request examinations, technical reports, and assistance from other police units, including the specialized squads.
6. Prepare the final reports of police inquiries as a basis for preliminary action of the courts.
7. Make required reports on activities to the Central Police Office and to superiors.
8. Supervise the general activities of the precinct and see that investigations are carried out effectively.
9. Perform all services required by law to suppress and prevent crimes.

Actually, the precinct delegados are primarily engaged in general administrative work and in the supervision of the preparation of police inquiries. They are required to make a number of legal decisions regarding the disposition of persons arrested or those suspected of a crime and to carry out the orders of the judges of the courts. They pay little or no attention to traffic law enforcement in the precinct as this activity is handled by the Central Traffic Service. They have little say in general patrol assignments or radio patrol activities, even within their precinct area.

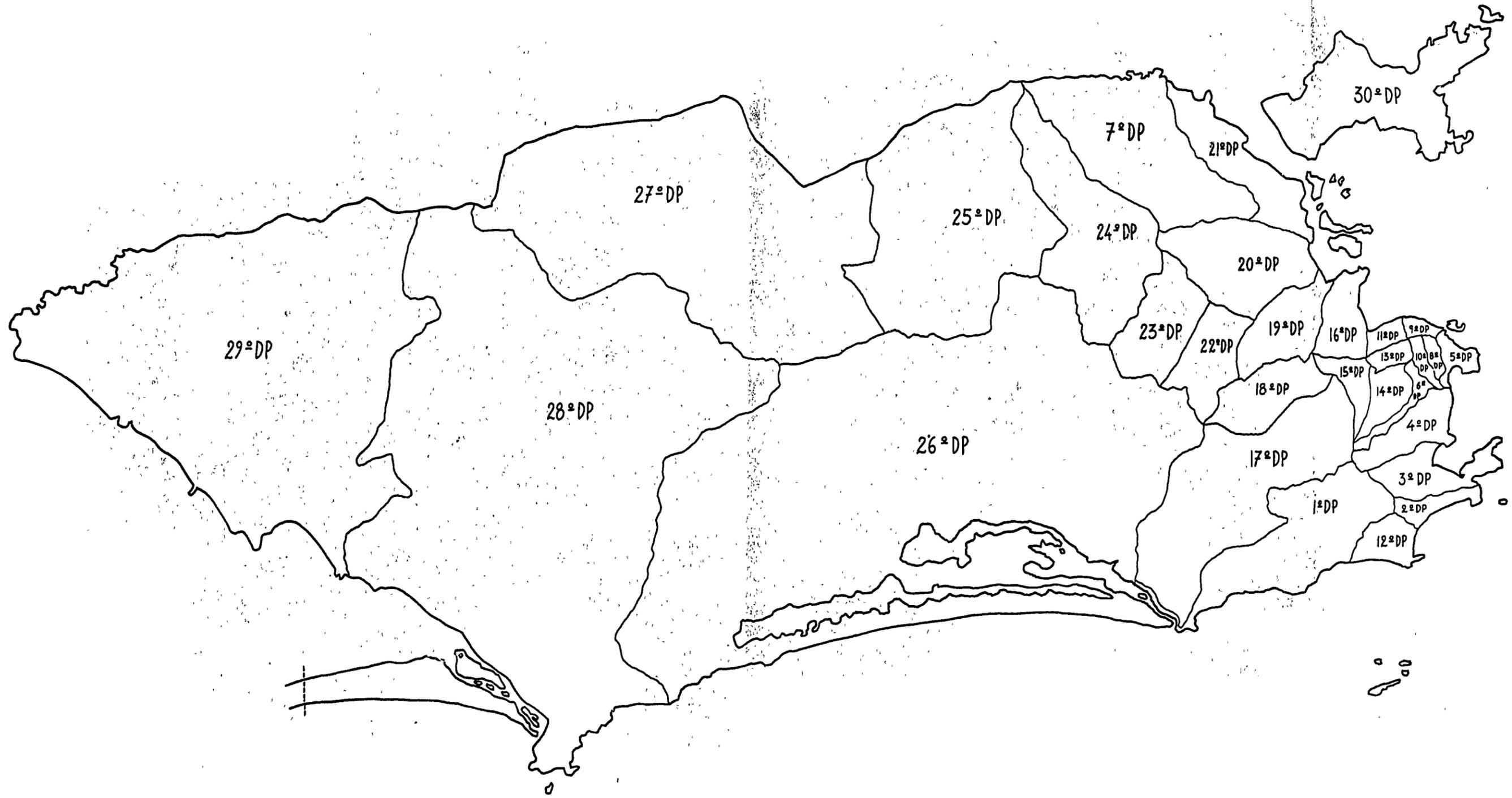
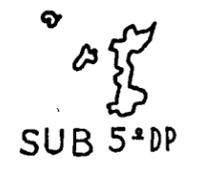
The precinct delegado is assisted by substitute delegados (comissarios) who are also in charge of the precinct during the absence of the delegado. The substitute delegado performs all of the duties normally performed by the delegado, except for the preparation of the final report of police inquiries which were not entirely directed by him. If there are a number of comissarios working at a precinct the delegado will assign one to act as his substitute during a certain period.

The duties normally performed by police clerks include:

1. Perform all clerical and statistical services of the precinct in compliance with the order of the delegado.

OFFICIAL USE ONLY

FEDERAL DISTRICT POLICE PRECINCTS D.F.S.P.



OFFICIAL USE ONLY

2. Prepare legal papers, including certifications, reports of inquiries, apprehensions, writs, and others as directed by the delegado.

3. Prepare forms indicating the time and dates of compliance with required procedures and the transmittal of necessary papers and documents to the courts and other agencies.

4. Verify and deposit bail money and any property entrusted to them.

The chief police clerk has similar duties and is also responsible for the daily supervision of the police clerks in the precinct. He also must make the required reports and cooperate in the inspections made by the Office of the Corregedoria.

Duties of detectives and investigators of the police precincts include:

1. Serve as substitutes to the Comissarios in their absence.

2. Participate in investigations or general police operations.

3. Cooperate with superior officers in connection with police investigations, including the hearing and questioning of witnesses and suspects.

4. Handle assignments commensurate with individual aptitudes which may be of value to police operations in general.

C. ADMINISTRATION AND PERSONNEL

Each police precinct is headed by a delegado, assigned by the Chief of Police. The delegado is assisted by a substitute delegado (comissario) who is in charge of the precinct during the absence of the delegado.

The number of comissarios in the precinct varies in accordance with need but usually averages from three to five. They are assisted by detectives or investigators, or, in certain cases, by uniformed policemen.

Each precinct will usually have a special Section for Vigilance and Criminal Investigation and some have a special Robbery and Theft Section. These sections operate entirely under the precinct and have little contact with the various specialized squads of the police. Their personnel consists of both detectives and investigators with duties as outlined above. The number in the various precincts varies in accordance with apparent need and other factors.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

One of the important units of every police precinct is the Police Clerks Office, in charge of a chief clerk and with an average of from three to six clerks. This Office is directly under the Delegado and actively assists him with his work, in addition to the duties previously mentioned.

The Felix Pacheco Institute assigns at least one fingerprint specialist to each of the precincts for taking prints. This specialist is under the supervision of the Chief Clerk. The Chief Clerk also is in charge of supplies and materials and supervises the janitor service and any servants the precinct may have.

The total personnel assigned to a police precinct is determined by the Chief of Cabinet and is subject to change at any time. At present the personnel of each precinct includes one delegado and assistant delegados, from 20 to 60 detectives and investigators, three to six uniformed policemen (civil guard, military police or municipal police), three to six police clerks and usually one janitor.

The uniformed police are assigned to the precincts by their respective organization, upon request of the precinct delegado.

A small office is maintained by the Civil Guard in five of the police precincts (3rd, 7th, 11th, 16th, and 23rd) which serves as a distribution center for the patrolmen at the time of shift changes. This office and the Civil Guard personnel are not under the direct supervision of the precinct delegado.

At the time this study was made there was a total of 1,131 persons serving in the 30 police precincts of the D.F.S.P.

D. RECORDS AND IDENTIFICATION

Each precinct maintains only a few basic records, including:

The Register of Processes which is a record showing the current status of all processes being handled. The Chief Clerk sends a record of all processes, each month, to the Office of the Corregedoria.

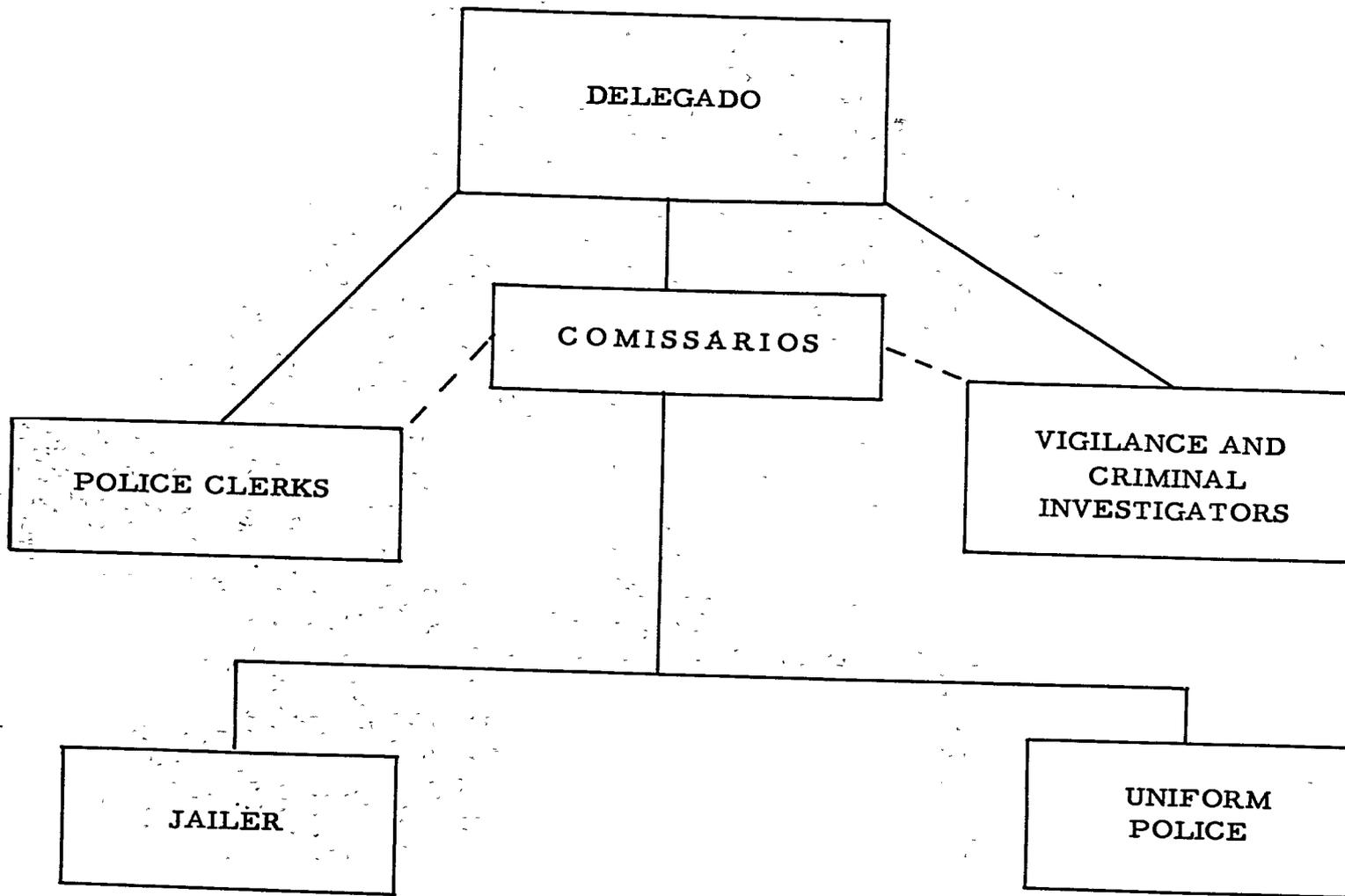
Bail Bond Book showing the amount of bail collected, and facts on its disposition. Also, maintain a book showing amount for stamps and other fees collected.

Book on Processes Sent to Court contains information on type, time, date, etc., of processes sent to the courts.

Official Letter Protocol Books. A separate book is kept for all incoming and outgoing letters.

OFFICIAL USE ONLY

TYPICAL POLICE PRECINCT
D.F.S.P.



OFFICIAL USE ONLY

Police Clerks Inventory Book contains records of all transactions and of inquiries and processes sent and received. Used as basis for inspections made every three months by Office of Corregedoria.

File Folder of Bail Collections contains certificates of bail collected.

Practically all the records of the precinct are maintained by the Police Clerks Office which is also responsible for supplying a monthly report to the Office of the Corregedoria.

E. EQUIPMENT

1. Equipment Available.

Buildings used by the precincts vary from very old and totally unsuited to quite new and adequately suited to the needs of the services.

In addition to the usual office furniture and equipment, each precinct has a teletype machine connected to the D.F.S.P. network. Also, one vehicle (usually a carryall) is assigned to each precinct for general use. Each policeman is assigned a revolver and usually no other weapons are available at the precinct. In a few cases, the delegado has requested the loan of one or two submachine guns from the Political and Social Police Division, for temporary use.

There is no photo identification equipment available for use of the precincts but a limited number of criminal photographs have been supplied for use of the investigators and detectives. These are usually posted on a bulletin board in the Vigilance and Criminal Investigation Section.

2. Equipment Needs.

A summary of equipment needs set forth by precinct delegados and others follows:

a. Additional vehicles for use of the precinct personnel. An average of two vehicles (radio-equipped carryalls) was requested.

b. Additional weapons including submachine guns and riot control equipment. Also, additional ammunition for present weapons.

c. Facilities for taking photographs of criminals and suspects for identification purposes. Also, adequate file cabinets to allow for the quick visual review of such photographs.

d. Adequate file cabinets and office machines, including typewriters.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

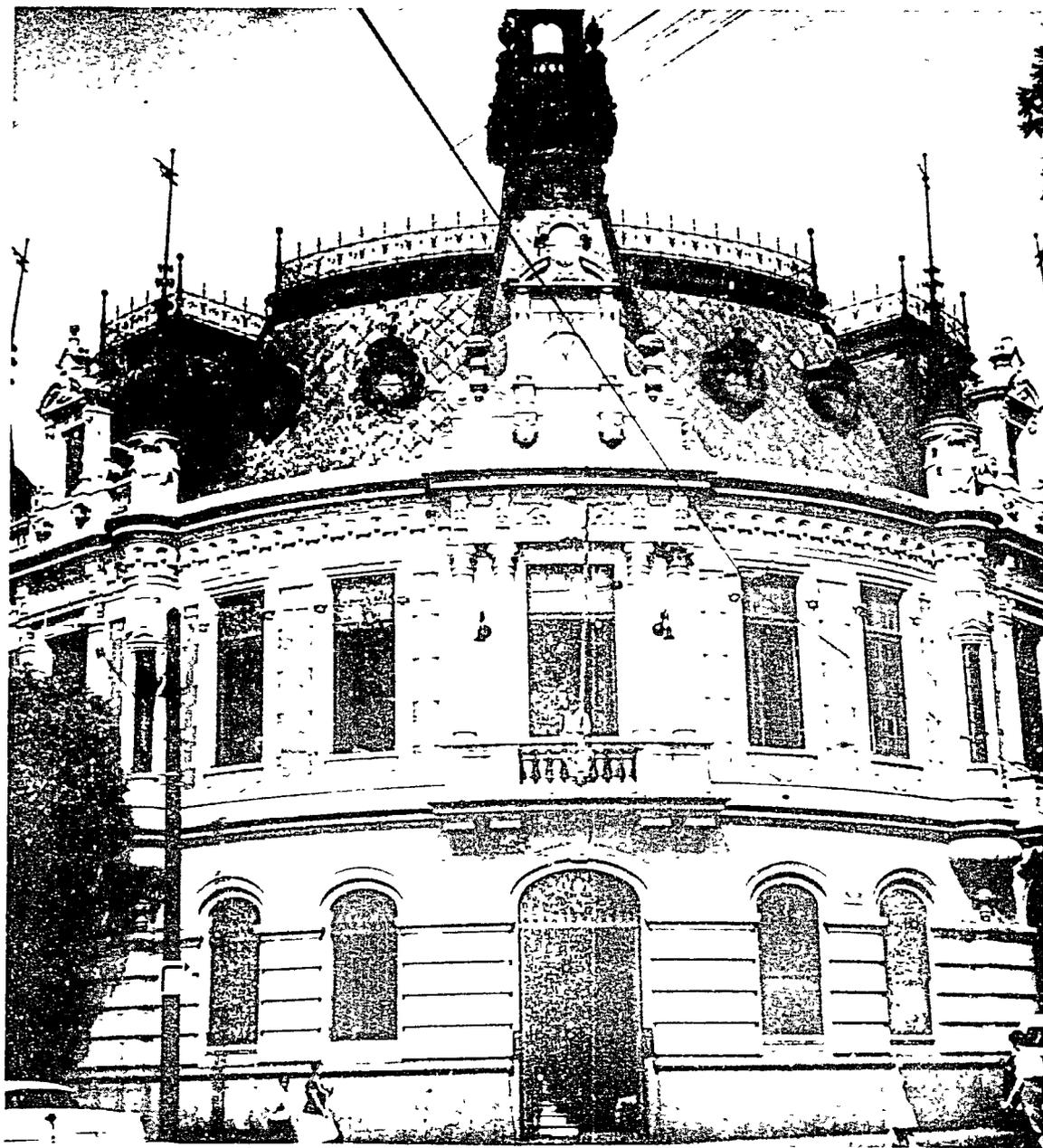
F. ACTIVITIES

During 1958, the 30 police precincts handled and recorded a total of 87,954 occurrences. A total of 44,264 persons were detained for various reasons.

Major types and numbers of occurrences handled by the precincts during 1958 included:

<u>Type</u>	<u>Number</u>
Personal assault-----	9,139
Aggravated assault-----	1,297
Threat against persons-----	2,319
Traffic accidents:	
Vehicle-vehicle-----	6,360
Vehicle-pedestrian-----	3,674
Vehicle-vehicle (injury)-----	1,430
Suicide and attempts-----	967
Seduction-----	579
Illegal carrying of weapons-----	941
Vagrancy-----	602
Homicides-----	250
Attempted homicide-----	199
Confidence games-----	143
Other frauds-----	162

OFFICIAL USE ONLY



BEST DOCUMENT AVAILABLE

TYPICAL POLICE PRECINCT
49 Distrito Policial

OFFICIAL USE ONLY

CHAPTER VIII

DIVISION OF ADMINISTRATION

A. ORGANIZATION

The Administration Division is in charge of a Director who is appointed by and reports directly to the Chief of Police.

The major sections and services of the Division are shown on the Chart on the following page, and are as follows:

Personnel Service
Medical Service
Transport Service
Supply Management Service
Engineering, Works and Cleaning Service
Budget Section
Administrative Relations Section
Statistical Section
Treasury
Library

B. DUTIES AND RESPONSIBILITIES

The Administration Division is one of the major service units of the D.F.S.P. with basic responsibilities as follows:

1. To give assistance to the Chief of Police and the entire D.F.S.P. on administrative matters including personnel, medical, transport, supply, engineering, budgets and statistics.
2. To conduct administrative relations with official agencies outside the police and with the general public.
3. To handle purchases, supply, contracts, payments, advisory services and other matters concerning the administrative activities of the D.F.S.P.
4. To work with the various units and sections of the D.F.S.P. to orient, standardize and control various administrative and personnel services.

In order to carry out these basic responsibilities the Division is divided into the following sections and sub-sections with specific duties as indicated for each:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

1. Personnel Service.

This Service is responsible for matters pertaining to the movement, assignment, rights and duties, records, licensing, promotions, pay increases and payment to the employees of the D.F.S.P. It works in close cooperation with the Personnel Division of the Administrative Department of the Ministry of Justice and Internal Affairs.

For more efficient performance of its duties the Personnel Service has been divided into the following sections:

Section for Classification, Placement and Records
Personnel Status Section
Rights and Duties Section
Financial Section

a. Section for Classification, Placement and Records - is responsible for reviewing and studying the types of positions and titles of D.F.S.P. personnel, including contract employees, and the work to be performed. Preparation of plans and proposals relative to job classifications, including positions, rank, compensation and promotion, keeping up to date records of functions performed by employees, current accounts of payments, nature of duties pertaining to the various positions and ranks, personnel files, employee registers, seniority lists and supplying personnel information to the Service.

b. The Personnel Status Section - is responsible for enforcing and advising on pertinent legislation covering D.F.S.P. personnel, including appointments, recruitments, admissions, re-admissions, or re-appointments, designation of remunerated assignments, promotions, removals, duty schedules, leaves, discharges, resignations, transfers and releases.

c. The Rights and Duties Section - is responsible for enforcing and advising on pertinent legislation and regulations concerning the rights and duties of D.F.S.P. personnel. Reviewing requests for appeals on personnel actions and administrative inquiries and expressing opinions thereon. Also suggesting the disciplinary actions applicable to each case.

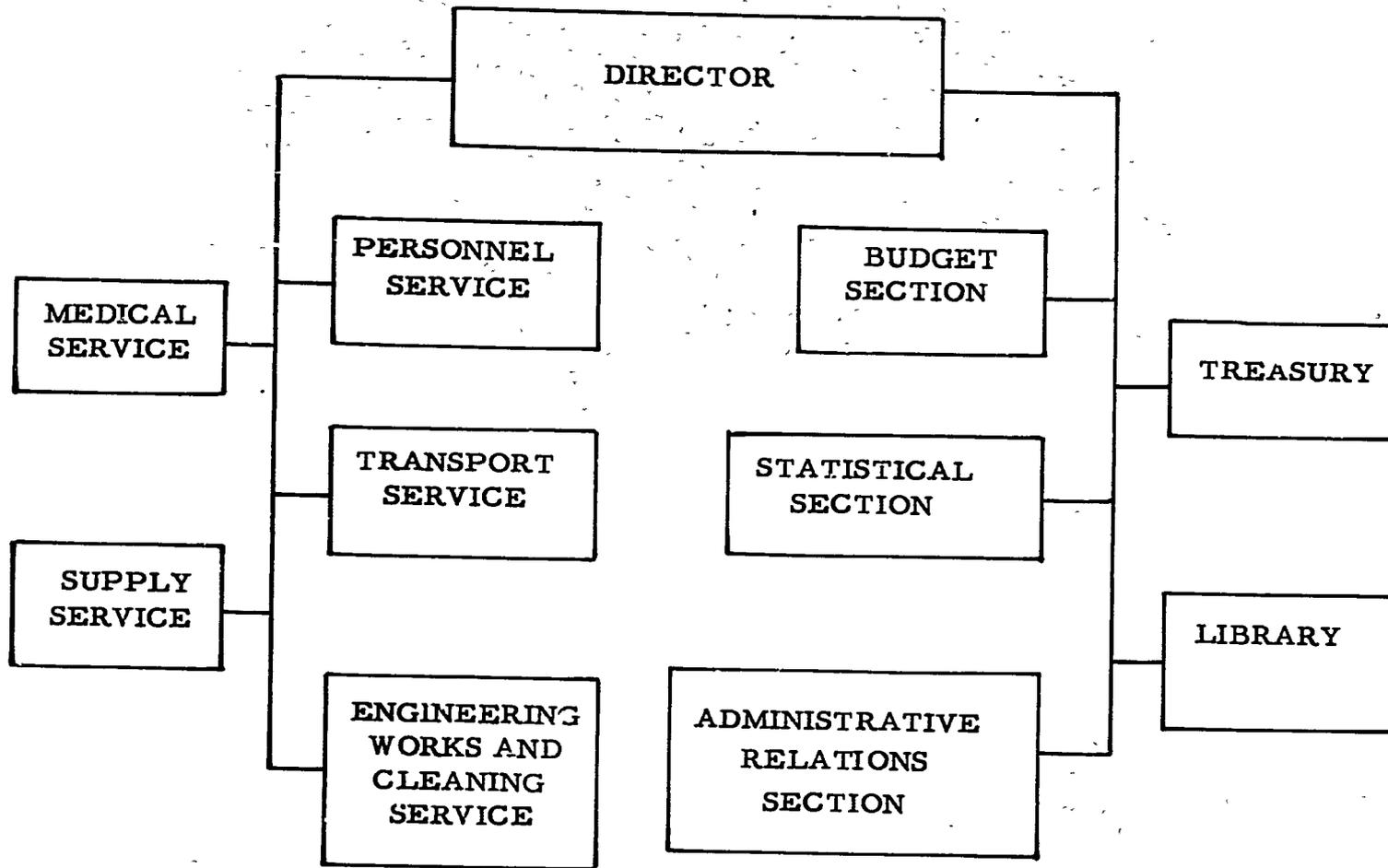
d. The Financial Section - is responsible for the preparing and posting of all financial records of D.F.S.P. personnel, including the supervising and transmittal of attendance records, payroll deductions, recording of budget allocations and other funds for personnel expenditures and the transmittal of accounting reports to the proper authorities.

2. Medical Service.

The Medical Service is administered by a Director and is charged with the basic duties of providing medical and social assistance to members

OFFICIAL USE ONLY

DIVISION OF ADMINISTRATION
D. F. S. P.



OFFICIAL USE ONLY

of the D.F.S.P. and to employees of the Ministry of Justice. Also, to examine D.F.S.P. personnel for the determination of administrative actions, the medical examinations of prospective drivers, medical assistance to prisoners and recommending necessary action with regard to sanitary conditions in the prisons and jails of the D.F.S.P.

The Medical Service is divided into the following Sections:

Examination and Control Section
Observation and Treatment Section
Administrative Section

a. The Examination and Control Section - is responsible for the medical examination of D.F.S.P. employees for the granting of leaves and absences, for regular health examinations, for first aid services, for the issuance of health cards, for medical examinations of prospective drivers, for general accident and disease control measures, for medical assistance to prisoners and for the operation of the instruments and facilities necessary for the various medical examinations.

b. The Observation and Treatment Section - is responsible for providing medical, surgical and hospital assistance to D.F.S.P. employees and their families and to employees of the Ministry of Justice. Also, for the operation of the facilities necessary to carry out the specified duties. It also keeps records of all patients and makes pertinent information available to other sections of the service.

c. The Administrative Section - is responsible for the usual administrative duties, including the preparation of reports, preparation of certificates, supervision of duty schedules, extra assignments, leaves of absence and other personnel services.

3. Transport Service.

This Service has the duty of supplying transportation service to all units of the D.F.S.P. and for the repair and maintenance of police vehicles.

The Transportation Service is divided into the following Sections:

Section for Police Assistance
Section for Patrol Vehicles
General Transportation Section (Garage)
Maintenance Section
Maritime Transport Service

a. The Section for Police Assistance - is responsible for transporting prisoners, insane persons, mendicants, cadavers, juvenile

OFFICIAL USE ONLY

OFFICIAL USE ONLY

delinquents, sick persons, etc., when authorized by the proper officials or by order of the Central Police.

b. The Section for Patrol Vehicles - is responsible for supplying the transportation for all motorized policing by the D.F.S.P. From the point of view of technical maintenance, this Section is subordinate to the Director of the Transportation Service. However, for operational purposes, the vehicles in this Section are subordinate to the Chief of the General Communications and Radio Patrol Service. At present, light maintenance of all patrol vehicles is handled by the General Communications Service.

c. The Section of General Transportation (Garage) - is responsible for providing transportation for police operations (special or otherwise) for official business when requested by the proper authorities or by the Central Police. This Section also places vehicles at the disposal of other police units upon proper request. Vehicles so assigned are subordinated to the respective unit for operational purposes and to the Transportation Service for maintenance. This section also has facilities for light maintenance, washing and lubrication.

d. The Maintenance Section - is responsible for the inspection, examination and repair of vehicles, for receiving and maintaining supplies of parts, accessories and for the furnishing of fuel and lubrication for vehicles of the D.F.S.P. This Section works in close cooperation with the maintenance crew of the General Communications Service and with the other sections of the Administration Division.

e. Maritime Transport Service - is responsible for the supply, maintenance and repair of marine equipment and facilities used by the D.F.S.P. This Service is not included in the 1955 General Police Regulations. It was transferred from the Maritime Police Division by order of the Chief of Police in 1949. It operates directly under the Director of the Transport Service.

4. Supply Management Service.

This Service is responsible for over-all enforcement, coordination and control of technical administrative, budgetary and auditing procedures in connection with any materials or supplies made available to the various units of the D.F.S.P.

This Service includes the following Sections, all with duties as indicated by the respective titles:

Administrative Section
Accounting Section
Supply Section
Utilization and Remuneration Section

OFFICIAL USE ONLY

OFFICIAL USE ONLY

As a part of the Supply Management Service, the Supply Section is responsible for the supervision of requests and requisitions from the various units of the D.F.S.P., the procurement of supplies, stock, records, distribution of supplies, preparation of inventories, examination of materials, supplying specifications and data relative to public bids, cooperating with the various units on matters relative to supplies, superintending the general supply service and depositories and reporting any irregularities in regard to the purchase or use of supplies.

5. Engineering, Works and Cleaning Service.

This Service is basically responsible for the planning, supervision and inspection of the construction of new buildings, or the remodeling of old structures owned, rented or occupied by the D.F.S.P. Also, for light repair, maintenance and for supervision of the cleaning of all buildings of the D.F.S.P.

6. Budget Section.

The basic duties of this Section are the preparation of the budget proposals of the D.F.S.P. in accordance with regulations; providing assistance to other units on budgetary matters; coordination of statistical data on costs and operations; studying comparative costs and determining average costs of operations and the preparing of budget and cost records.

In order to carry out these duties the Section has been divided into the following Teams:

Budget Preparation Team
Budget Expenditure Team
Budget Receipt Control Team

7. Administrative Relations Section.

Major duties of this Section are to receive, distribute and file the D.F.S.P. correspondence which failed to be directly transmitted or received by the various units. Also, dealing with the public and other officials and authorities with relation to administrative matters. The Section is divided into the following Teams:

Receiving and Information Team
Dispatch Team
File and Records Team

8. Statistical Section.

This Section is responsible for collecting statistical information with respect to D.F.S.P. activities and making it available to the various

OFFICIAL USE ONLY

OFFICIAL USE ONLY

units. Also, for advising on the preparation of statistical information and reports in accordance with standardized forms and procedures. All units of the D.F.S.P. are required to furnish to this Section the necessary statistical information, in compliance with recommended procedures and deadlines.

9. Treasury.

The Treasury (Disbursing Officer) is responsible for collecting, keeping custody, delivering, disbursing and restoring of property owned by the Union including collateral and money deposits. The Treasury also handles the payment of expenditures and making any advances of funds approved by the Chief of Police.

10. Library.

The Library has the usual duties of purchasing and classifying reading and reference materials and of providing advice and services to members of the D.F.S.P. and others who are interested in police and similar subjects.

C. ADMINISTRATION

The Division is administered by a Director who is appointed by the Chief of Police. All section and service units report directly to the Director of the Division. Each of these units is under the direct supervision of a chief except the Treasury, which uses the title of disbursing officer. Administrative lines of authority appear to be well established and followed between the section chiefs and the Director of the Division. However, at lower levels the administrative supervision is not always clearly established and followed. A good example of this is the position in which patrolmen are placed by dual supervision from both the Transportation Service and the General Communications Service while serving in Radio Patrol cars.

D. PERSONNEL

Total personnel available to carry out the duties of this Division is listed below:

Director-----	1
Chief-----	1
Librarian-----	1
Administrative officials-----	28
Office clerks-----	76
Typists-----	<u>3</u>
Sub-total to be carried forward-----	110

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Sub-total brought forward-----	110
Supply clerks-----	5
File clerk-----	1
Treasurers-----	6
Administrative auxiliary-----	5
Clerk-typists-----	45
Card index file clerks-----	27
Doctor-----	1
Dentist-----	1
Pharmacist-----	1
X-Ray operators-----	3
Assistants to medical service-----	24
Detective-----	1
Special Police-----	3
Civil Guards-----	7
Investigators-----	50
Mechanics-----	16
Sailors-----	21
Master-----	1
Coxswains-----	14
Drivers-----	332
Assistant receptionists-----	3
Office boy-----	1
Receptionist-----	1
Skilled workmen-----	115
Assistant skilled workmen-----	18
Helpers-----	79
Autopsy assistant-----	1
Laborers-----	5
Linen room attendant-----	1
Waitress-----	1
Elevator operators-----	6
Messengers-----	11
Janitors-----	87
 TOTAL-----	 1,003

NOTE: There are roughly as many personnel in this administrative unit as there are assigned to all the police precincts.

E. RECORDS

Numerous records are maintained by the Administration Division. Major records of the respective sections and services are as follows:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

The Personnel Folder is a large folder (14½" wide x 10½" high) which contains the forms to record the various types of personnel actions and also all personnel papers and documents. The folders are filed by the employee's number. The officials (Comissario and up) are filed separately by the first name.

The Personnel Name Index (5"x7"). There are two separate indices. In one the cards are filed by the first name and in the other the cards are filed by the last name.

2. Medical Service.

This service was established in 1927 and is under the direction of a medical doctor. The records and files are as follows:

The Name Index (3"x5") File contains information on the employee and the family who have been treated and hospitalized at the Medical Service. The cards are filed by the last name.

The Folder File (Envelope) contains all medical examination reports and information on the employee. The envelopes are filed by the number assigned to each individual.

The Protocol Name Index (3"x5") in which the names of persons entered in the protocol book are indexed. The cards are kept in file for one year, after which they are sent to the old records section of the Medical Service.

The Motorist Examination Index (5"x7") contains cards on the examinations given for drivers' licenses. These cards are in an old storage room and are kept indefinitely. Cards are filed by last name with male and female together.

The following records and files are a part of the Observation and Treatment Section.

The Dependent Registration Index (5"x7") is a register of each employee's dependents necessary for them to receive medical care or treatment.

The Case Folder File contains the record of all medical cases. The folder is filed by a number assigned to each new case in continuous numerical sequence.

The Name Treatment Index (5"x7") lists the names of all who have been hospitalized. The card contains a summary of the medical case of each individual.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

3. Transport Service.

The records and files pertaining to the maintenance and repairs of all police vehicles with the exception of the marine and headquarters' garage are located in the central offices of the Transport Service and include:

The Protocol Book. It is the regular log book of the police.

The Personnel Index (5"x7") contains cards on all personnel assigned to the Service.

The Repair Card Index (10" wide x 6" high) contains a card for each vehicle on which all repairs are shown. The various types of vehicles are given a code number and all in the same code are given a number in numerical sequence. Cards are filed by type and number.

The Cost Card Index (10"x6") contains a card for each vehicle on which the labor cost and material cost are shown.

The Statistical Records show the complete statistics for all the sections and work of the entire Service.

The Book Folder File is kept for each vehicle. It is a complete record of the vehicle. The books are filed by the code type and number.

a. The Supply Section of the Transport Service has the following records and files:

The Consumption of Gas Form on which is recorded the gas taken from the pumps at the 12 posts around the city. The forms are filed by month for each calendar year.

The Vehicle Index File (5"x7") of Gas Used by each vehicle and boat of the D.F.S.P. The card shows amount of gas used for each vehicle and boat and the mileage.

The Maintenance and Repair Section has the largest working area and the following records and files are kept:

The Daily Report of Cars Repaired is a record of all cars received for repairs and all cars on which repairs have been completed. The forms are filed in chronological order.

The Original Repair Index Card is completed by the driver regarding a defect in the vehicle. The cards are filed by the type and number.

The Work Order Form is filed at the entrance office of the Maintenance and Repair Section.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

The Finished Work Form is made out in duplicate. The original is kept in the section and the other (blue) is given to the driver of the vehicle. The original is kept in a folder.

The Complete Record Form is a large folded form on which appears the completed summary of repair and maintenance for each car. The cards are kept in a visible folder suspended on a wall. The forms are filed by the type and number.

The Motorcycle Index (5"x7") is a card for each motorcycle on which is a record of repairs and maintenance. The cards are in a visible index type.

b. Maritime Transport Section has separate headquarters and repair shop. The following records and files are a part of this section:

The Internal Bulletin is a special bulletin of activities pertaining to the Maritime Section. The bulletins are filed by date.

The Daily Duty (Attendance Sheet) contains the assignments of personnel for each day. The forms are filed by date.

The Protocol Book is the regular log book of the police.

The Boat Folder File is made up for each boat. The folder contains the complete records of the boat.

The Occurrence Book contains the records and reasons for each boat trip. The entries are made in chronological order.

The Statistical Reports for each month are maintained on a separate sheet. Reports are filed in chronological order.

The Gas and Oil Report lists the gas and oil used by each boat by month.

c. The General Transportation Section (Garage) at headquarters is part of the Transport Service. The following records and files are in the office of the garage.

The Occurrence Book is located at the dispatcher's office in the garage.

The Time Card (5"x7") is maintained for each car in a slot in a rack. The time of departure and arrival is indicated by a time clock stamp. In the main office of the garage there are the following:

The Protocol Book which is the regular of the Service.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

The Car Assignment Index File (3"x5") has cards on which is shown the name of the individual to whom a car is assigned.

The Personnel Index File (3"x5") lists the personnel of the garage and the names of the drivers by the last name and by the divisions and districts.

The Register Book is a ledger book containing the daily register of service. These daily records are entered in this book at the end of three months.

The Car Bulletin Book contains entries made by date for each month. It is a record of the use of the car.

The Personnel Index File (5"x7") contains records for all employees assigned to the garage. The card contains a resume of all personnel actions for each employee.

The Personnel Register Book lists each employee of the garage in alphabetical order, with employee's address and telephone number.

The License Plate Number Book is a record of all the license plate numbers of the cars assigned to the garage. The plate numbers are listed in numerical sequence.

The Correspondence Folders contain, in book-like folders, the copies of outgoing correspondence in chronological order.

The Statistical Book Folders contain copies of the monthly statistical reports.

The Repair Index File contains the "Report of Defect" card. The cards are filed by the date and are kept in file for one year and then sent to the old records.

The Car Folder File contains a complete record of each car. The books are filed by the car type code number, and within that by the number in that type.

4. Supply Management Service.

This section handles the requests for supplies and the cost accounting of the supplies. In connection with the work of this section the following records and files are maintained:

The Protocol Book is the regular log book of the Service.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Stock Books are record books kept for each item of material. A running inventory is kept for each item.

The Requisition File lists all requisitions. All supplies are requested by a special requisition form. The original and a blue copy are kept together in file in chronological order.

The Purchase Order File contains the purchase order from the Federal Purchasing Agency for all material purchased for the police department and is kept in file. These orders are in file by the requisition number for each calendar year.

The Stock Record Card File contains a large card (9"x13" for each item and filed in alphabetical order.

The Stock Index File (5"x7") contains a card for each item filed by the inventory number. It is a record of the item - when purchased and where assigned. Each time an item is obtained a card is placed in file with date purchased and where assigned.

The Assignment Record Index (5"x7") contains a record of the assignment of the permanent items (desk, chairs, etc.) of stock to each division and district of the D.F.S.P.

The Control Register Book is a large ledger which lists a cost record of all items of stock.

5. Engineering, Works and Cleaning Service.

This service handles all of the general repair work and the cleaning force. The following records and files are kept:

The Protocol Book is the regular log book of the police.

The Requests for Repairs Index File (5"x7") contains cards for each division and district in connection with all repair work done.

The Personnel Register Book (Cleaning) is a record of the assignment of the personnel of the cleaning force.

6. Budget Section.

This Section is responsible for analyzing the reports on supplies and materials, salaries, general expenses and investigative expenses in order to prepare a proposed budget for the entire police department.

Folders contain reports pertaining to the cost of materials and salaries for analysis.

OFFICIAL USE ONLY

7. Administrative Relations Section.

There are two units in this section. One unit handles the receipt and classification and the other unit handles the expediting and routing. Files and records include:

The Protocol Book is the regular log book. The current number for papers received as of July 9, 1959, was 23,611.

The Protocol Index File (3"x5") contains the name, mentioned in a letter or the name of organization requesting information. The cards are filed by last name. The cards are kept in file for the current year and the previous year is sent to old records section.

The Protocol Name Register is a ledger containing the names and resume of information on the cards in the Protocol Name Index File. All the information is typed on large ledger sheets. The names are in alphabetical order and separated by the various divisions and districts.

8. Statistical Section.

There are two units in this section. One unit compiles the monthly and yearly statistical reports on the work of the entire police department. Information from the various monthly reports is recorded on IBM punch cards. The statistical unit maintains the reports made from these punch cards.

The other unit is responsible for the maintenance and operation of the IBM equipment. The employees and equipment of this unit are not a part of the police department. The unit operates under a contract with the D.F.S.P. This unit is also responsible for the cards and pay record envelopes of the police.

The regular Punch Card File cabinets contain the cards of the personnel separated by the various sectors and by the Civil Service Register number for each employee.

9. Library.

Approximately 3,000 books on the laws, rules, regulations, decrees, etc., are in this library. The library also keeps all of the official and police bulletins. An Index File (3"x5") contains the name of the author and title of the book. An Index File (3"x5") contains the decrees and laws.

10. Treasury.

This section does not have any general records or files. It is principally disbursing in nature. A "Power of Attorney" file is kept. An

OFFICIAL USE ONLY

employee can designate someone to obtain his pay envelope. The employee completes an original and a copy of a note declaring that a certain individual has the authority to obtain his pay envelope. One copy of this note is filed by the name of the employee and the other copy is filed by the name of the recipient. These notes are kept, until designated time has expired.

F. EQUIPMENT

The office of the Director of the Administration Division and the following services are located in the central headquarters building of the D.F.S.P.

Personnel Service
Administrative Relations Service
Statistical Section
Treasury
Library
Engineering and Works Service

The following sections and services are located in separate buildings in various parts of the Federal District:

Budget Section-----Av. Gomes Freire
Medical Service-----Four floors of the Bus Terminal Building
at Praca Maua
Transport Service---Rua Sta. Filomena No. 1
Supply Service-----Av. Gomes Freire and five warehouses in
various sections of the city

All of these sections and services have the usual office furniture and equipment, including files and office machines. The Engineering and Works Service also has various types of cleaning and repairing equipment, including paint brushes, brooms and cleaning supplies.

The equipment of the Statistical Section includes one IBM card sorter, one reproducer and three punchers, all of which are operated under special contract with the D.F.S.P. This special IBM equipment belongs to the contractor.

The two services of the Division which have a great deal of special equipment are the Medical and Transportation Services. Major items of this equipment are listed below:

1. Medical Service.

The Observation and Treatment Section is located on the fifth and sixth floors. It has a total of 26 beds and one isolation room. Also, a pharmacy, laundry, surgical ambulatory and an apartment for a doctor.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

The Obstetrics Clinic is located on the sixth floor and consists of eight nurseries with four beds in each and one with two beds.

The Examination Section is located on the seventh floor and includes a laboratory for clinical analysis, one orologic block with two rooms, one block for physiotherapy, two blocks for medical clinic and a special section for driver examinations. Also, on this floor are rooms for the Chief of Service and the Director. On the eighth floor is the X-Ray Section.

Major equipment items of the Medical Service include:

a. Equipment Available.

Section of Otolaryngology:

- 1 Audiometer - "Peters S.D. 2"
- 1 "J. Sklar" outfit consisting of rheostat, cautery, suction and pressure
- 1 Otoscope - "National"
- 1 "National" forehead light
- Instruments for medical examinations consisted of otoscope, nose examination and tongue lowering tools, etc.
- Surgical implements for tonsilectomies and nasal septum resections

Section of Physiotherapy:

- 3 Short wave apparatus
- 1 Multostat equipment
- 3 Ultra-violet apparatus
- 1 Infra-red, filter type apparatus

Operating Room:

- 1 Operating table
- 1 "Scanlon Moris" lamp
- 2 Apparatus for anesthesia
- 2 Coagulation devices
- 1 Aspirator

Delivering Room:

- 1 Infant incubator

Section of Cardiology:

- "Simpli-Trol" Electrocardiograph - Stathograph-"Cambridge"
- "Simpli-Scribe" portable model - "Cambridge" Electro-cardiograph

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Service of Ophthalmology:

- 1 Ophthalmometer (astigmatometer)
- 1 "Bausch-Lomb" Binocular ophthalmoscope
- 1 "Bausch-Lomb" slitlamp and other devices for determination of visual ranges
- 1 Perimeter
- 1 Refractometer - "Zeiss"
- 1 American Optical Adaptometer
- 1 Bausch-Lomb stereoscope
- 2 Boxes of refraction lenses
- 2 Manual electrical ophthalmoscopes
- 1 Ordinary ophthalmoscope
- Various books and tables for visual tests.
- Incomplete surgical material

X-Ray Section:

One complete high voltage Siemens X-Ray equipment with all accessories, for normal radiography, rendering 500 ma. and 90 Kv and consisting of:

- 1 X-Ray generator with one high tension transformer
- 1 Ultramodern command table
- 1 Single movable table for radiodiagnosis (not equipped with motor) with "Albrecht" type seriography device and no accessories
- 1 Vertical support for test tubes, ground to ceiling, on a 10 ft. long metal rail and a dome with an X-Ray tube with giratory anode and oil refrigeration, with two focuses
- 1 Anti-X apron
- 1 Thickness meter, graduated in centimeters (micrometer)
- 1 Goniometer - to determine central angle of X-Rays
- 1 Light device for observation of negatives (negatoscope)
- 1 Lamp for darkroom
- 1 Card numberer
- 1 Ebonite tank with three compartments for developing and washing
- 1 Floating thermometer for baths
- 1 Set of four "negatoscopios" - for examination of X-Ray negatives
- 1 Stainless tank - 20,000 cc. capacity
- 1 Stainless tank - 40,000 cc. capacity
- 1 Film dryer
- 1 Old model Siemens type tomography equipment rendering 100 ma. and 80 Kv. consisting of one vertical table for tomography, one command table, one transformer, one fitting bench and one pair of folding screens

OFFICIAL USE ONLY

OFFICIAL USE ONLY

b. Equipment Needs.

The following equipment needs were set forth by the Chief of the Medical Service:

General Surgery:

- 1 Retractor for thorax
- 2 Apparatus for continuous breathing
- 1 Aspirator for the operating room
- 6 Arterial clamps (for partial interruption of blood circulation - different sizes)
- 6 Flexible abdomen retracting spatulas - different widths
- 1 Pneumatic tourniquet for decreasing of blood circulation - "Zimmer" with a set of elastic bands
- 1 Emergency lamp for the operating room - 110 volts - alternating current, with batteries

Plastic Surgery:

- 1 Electrical device, for dermal dissection - "Brower" - with 24 blades ("Zimmer")
- 2 Knives for dermal insertion ("Blair")

Medical Clinic:

- 1 Oscillograph (to measure heart beats)

Obstetrics:

- 1 Infant incubator
- 1 Delivery table
- 1 Resuscitator

Ophthalmology:

- 1 Equipment for refraction - "Bausch & Lomb"
- 1 Anomaloscope - "Nagel"
- 1 Pair of crossed cylinders for refraction

Otolaryngology:

- 1 Equipment with motor for inner ear surgery
- 1 Pair of microscopic glasses for inner ear surgery - "Lampert"
- 1 Laryngoscope for adults and children - "Pilling"
- 1 Set of tweezers for larynx

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Orthopedics:

- 1 Aluminum featherweight double - adjustable crutches (adult and junior size)
- 1 Zimmer Buck's extension bracket
- 1 Buck's extension apparatus
- 1 Adjustable Buck's extension hook
- 1 Bradford frame
- 1 Adjustable patient helper
- 1 Octagon aluminum overhead frame
- 1 Wilson convex spinal frame
- 1 Zimmer bed lifter
- 1 Elevation block
- 1 Orthopedic plaster cart
- 1 Robbin Automatic regulated tourniquet
- 1 Herzmark hyperextension frame
- 1 Accessories Abee Comper fracture table
- 1 Foot-rest for hip nailing
- 1 Cervical yoke and head rest
- 1 Ryerson auto-jack
- 1 Scolioses yoke and head rest
- 1 Goldthwait irons
- 1 Skeletal traction
- 1 Special arm rest board
- 1 Cassete tunnel
- 1 Accessory panel
- 1 Popliteal support
- 1 Intramedullary nailing support
- 1 Board for Watson-Jones position
- 1 Lateral cassette holder
- 1 X-Ray head adapter
- 1 Intravenous arm board with attachment bracket

Anesthesia:

- 1 Cardio-tachoscope - Electro dyne, Model PM-65
- 1 Carbo-visor-brinkman
- 1 Oxymeter (oxygen analysis)
- 1 "Takaoka" equipment (Brazilian invention - to regulate patient's breathing during surgical operation)
- 1 CO₂ Analyzer - "Dragger"
- 1 Laryngoscope - "MacIntosh"
- 1 Ventilometer - "Monagham"

Miscellaneous:

- 6 Air conditioners, for various rooms

OFFICIAL USE ONLY

OFFICIAL USE ONLY

2. Transport Service.

Major items of equipment presently available for use of the Service are listed below. This list does not include motor vehicles which are listed in another section of this report.

a. Equipment Available.

Maintenance Section:

<u>Number</u>	<u>Description</u>	<u>Condition</u>
2	Mechanic lathes - Prema	bad
1	Mechanic lathe - Bernhard	good
1	Electric drilling machine - Millers Falls tools	good
1	Electric drilling machine - Tauco	good
1	Hand drilling machine	good
1	Electric drilling machine - Seisa	good
1	Plane machine - Alnorma	good
1	Electric-hand drilling machines - Valdor Super	good
1	Sewing machine - Racine	good
2	Sewing machines - Singer	good
2	Presses - Weaver	bad
1	Press - Lemco	bad
1	Radiator washing machine - Choldun	bad
2	Emery grinders	good
1	Spark plug cleaner machine - Champion	good
1	Valve grinding machine - Black-Decker	good
1	Cylinder grinding machine - Van-Norma	good
1	Iron hoist - to lift engines	good
1	Shear (to cut iron and sheets)	bad
1	Electric welder machine	good
1	Electric blower - Higgs	good
1	Battery charger - Arrow	good
2	Compressors - Wayne	good
1	Compressor - Ingersol-Rand	bad
1	Portable compressor	good
1	Brake lining machine - Thermo	good
1	Water distiller for battery - Soc-Fabre	good
1	Water pump - Niagara-Merlin	good
1	Water pump - Bernet	good
1	Underseal machine	good
1	Steam machine - American Kleaner	bad
1	Carter, washing machine - Hi-Klonic	bad

Garage:

1	Wayne Elevator for lubricating	fair
1	Wayne compressor	fair

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Garage (continued):

<u>Number</u>	<u>Description</u>	<u>Condition</u>
4	Wayne jacks	fair (2) good (2)
2	Water pumps	bad
1	Wayne tube repair machine	fair
1	Wayne battery charger machine borrowed from the Maintenance Section	fair

General Transport Section (known as the main Garage):

1	Wayne elevator (Old)	fair
1	Water pump - Wayne	bad
1	Water pump - Niagara-Merlin	to be sold
2	Compressors - Wayne	fair
1	Compressor - Bennett	bad
2	Wayne air scales	fair (1) to be sold (1)
2	Wayne tube repair machines	fair (1) to be sold (1)
1	Wax machine - Lustrene	bad
3	Vaccum cleaners	to be sold (1) good (2)

Marine Transport Section:

This section has a total of eleven launches with engines as listed below:

3	Six cylinder GM engines	bad
2	Four cylinder GM engines	good
1	Six cylinder GM engine	good
1	Six cylinder Cris-Craft engine	good
1	Six cylinder Mercedes-Benz engine	bad
4	Six cylinder Thorncraft engine	bad
1	Six cylinder Cris-Craft engine	bad
2	Four cylinder GM engines	bad
1	Six cylinder Cris-Craft engine	bad (for sale)

Only three out of the 11 launches are in good working condition, and only two are on active duty. The third one in working condition is for the use of the Chief of Police.

Other equipment available for use of the Marine Transport Service includes:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

- 1 Lathe
- 1 Electric circular saw
- 2 Emery wheel grinders
- 1 Planing machine
- 1 Iron saw
- 1 Power winch to pull launches

b. Equipment Needs.

The Chief of the Marine Transport Service has stated that his unit needs six GM marine engines (six cylinder), ten bronze shafts (1 3/4" 4.50 long) and five bronze propellers.

The present motorized fleet of the D.F.S.P. is composed of approximately 700 automotive units and 207 motorcycles.

The Chief of Transport Service Section, in discussing the equipment inventory of his Section, stated that the following additional equipment is needed for the proper discharge of his responsibilities:

Police Assistance Section:

- 5 Vehicles for transporting cadavers
- 3 Vehicles for transporting minors
- 3 Vehicles for transporting beggars
- 15 Vehicles for transporting prisoners
- 190 Tires and tubes (size 650x16)
- 80 Tires and tubes (size 700x17)
- 24 Tires and tubes (size 750x18)
- 24 Tires and tubes (size 670x15)
- 1 Machine for repairing inner tubes

Section for Patrol Vehicles:

120 Vehicles for patrol use

Maintenance Section:

- Complete tool sets for body workers, electricians, painters, mechanics
- Welding equipment
- Sanding machine
- Bench grinder
- Hand vise for spot welding
- Hand drills
- Disc drills
- Electric spot welder

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Maintenance Section (continued):

Oxygen pressure gauge
Cramps (72" - 32" - 22")
Saws
High speed drills (1/8" to 1")
Reamer sets (various sizes)
Die sets (various sizes)
Electric punch

Main Garage:

2 Trucks
4 Pickups
1 Bus
14 Limousines
28 Small buses
2 Jeeps
6 Motorcycles
4 Vans
1 Car lift
1 Power greasing outfit
1 Grease gun
1 Car washing machine (Universal)
1 Battery charger
1 Lathe
1 Set of tools for mechanics
1 Vulcanizing kit
Assorted jacks and light tools

OFFICIAL USE ONLY

OFFICIAL USE ONLY

CHAPTER IX

TECHNICAL POLICE DIVISION

A. ORGANIZATION

The Technical Police Division is one of the major divisions of the D.F.S.P. It includes the agencies responsible for most of the scientific crime detection, identification, medico-legal activities and professional training of the police. It also includes a special section for investigations and a delegacia to handle the judicial phases of its activities.

Under a Decree of March 1955, the Division was reorganized to include the following: (See Chart on the following page.)

Administration Section
Special Delegacia
Criminal Institute
Medico-Legal Institute
Photographic Service
Police School
Felix Pacheco Institute

Under this Decree, the Criminal Investigation Section was a part of the Special Delegacia. A later order of the Chief of Police (March 1957) placed the Criminal Investigation Section directly under the supervision of the Director of the Technical Police Division.

B. DUTIES AND RESPONSIBILITIES

General duties and responsibilities of the Division include the handling of services of a technical and scientific nature and the professional training of police officers as follows:

1. Conduct of investigations with respect to unknown subject cases, either by direct action or in conjunction with other police authorities.
2. Taking and processing of photographs for police use.
3. Examination of dead bodies and other necessary medico-legal activities, including the maintenance of morgue facilities.
4. Maintenance of civil and criminal identification records and fingerprints and the furnishing of such information to other units of the D.F.S.P.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

5. Training of police recruits and in-service personnel.

In addition to the above, the Director of the Technical Police Division is also charged with specific responsibilities as follows:

1. To propose to the Chief of Police, program requirements for enrollment, school regulations and standards for qualification of candidates wishing to enter the courses offered by the Police School.
2. To nominate the professors for the Police School.
3. To jointly sign, with the Director of the Police School, the diplomas awarded to students.

Specific duties of the various units of the Technical Police will be included under the respective unit.

C. ADMINISTRATION

The Division is in charge of a Director who is appointed by the Chief of Police, with the approval of the President of the Republic. In theory, the Director is responsible for the operations of the entire Division. In fact, however, his responsibility is limited almost entirely to supervision of the Administration and Criminal Investigation Sections.

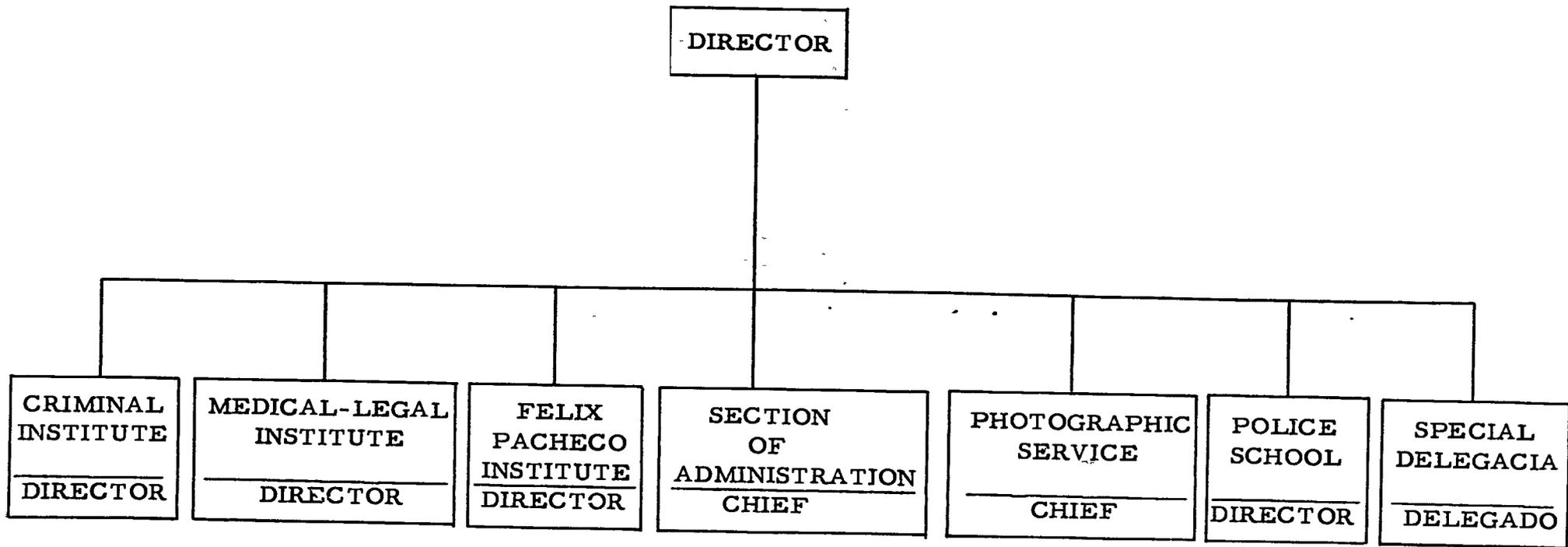
Each of the other units of the Division are highly specialized and operate almost independently. Each has its own director or delegado chief who is also appointed by the Chief of Police with Presidential approval. Definite lines of authority are not clearly established or followed in the Division. There is much competition between the various units regarding budgets, allocation of supplies and the obtaining of adequate facilities and equipment. In many instances the directors of the respective units go directly to the Chief of Police without consulting the Director of the Division. The Division Director has little say in regard to the appointment, transfer or promotion of the personnel in the various units for which he is not directly responsible.

D. PERSONNEL

At present, the two sections directly under the supervision of the Director have 54 employees, including the Director and two section chiefs; one in charge of the Administration Section and one in charge of the Criminal Investigation Section. This list is divided as follows:

OFFICIAL USE ONLY

TECHNICAL POLICE DIVISION
D. F. S. P.



OFFICIAL USE ONLY

1 Director
2 Section Chiefs
1 Secretary
1 Fingerprint Expert
1 Administrative Officer
7 Civil Guards
11 Detectives
23 Investigators
1 Statistician
2 Clerks
2 Typists
2 Janitors

E. RECORDS

The main files and records of this section are part of the Administration Section and part of the Criminal Investigation Section.

A Protocol Book is maintained. It is a log book for the handling of all "documents" for the Division and for the Criminal Investigation Section. A number is assigned to each entry which changes every calendar year. Origin and resume of information is also placed in this book.

Name File Index - each name appearing on requests is indexed (3"x5"). The protocol number, date and type of crime are handwritten on the card. The cards are filed alphabetically for each calendar year. There are separate files for nicknames and for unknown subjects.

Another Index File of cards (5"x7") is maintained for investigations. These cards are separated by the various divisions and 30 districts for all investigations. These are maintained by calendar year, protocol number and summary of information is also included.

The Name Register Book contains the names appearing on the 3"x5" cards. These names are typed on a large special form. Information on these cards is transferred to this form. The forms are kept in a bound book. The name cards are destroyed and the books, with separation by calendar year, are kept indefinitely.

A Pending Case File (5"x7") is kept for unsolved cases. A summary of investigation and other data is kept on this card. The cards are filed by the various divisions of the police and the sections; then by the 30 police districts; then by protocol number.

There is also a file of 5"x7" cards for the solved or completed cases. A summary of all investigative work is placed on this card. On this card also appears the protocol number and the special finished "file

OFFICIAL USE ONLY

OFFICIAL USE ONLY

number." This number is assigned to each finished case in continuous numerical sequence. These cards are filed by calendar year by the various divisions of the D.F.S.P. and by the 30 police districts.

A Name Index File for Victims and Witnesses is a special name file on 3"x5" cards. The cards are filed by last name (male and female together) for each calendar year.

A Name Index (5"x7") of persons accused or charged with a crime is another file. The true name and the nickname appear on the card. The district, the protocol number, the "finished" file number and resume of facts appear on the card. Information on the card is typed. The cards are divided by first name and by finished file number.

Prontuario Folder File is a folder containing copies of investigative reports, letters and other information. File is separated into pending and finished cases.

An Occurrence Book is maintained in the "squad" room of the Criminal Investigation Section. (Teletype is located in this room, also.) All telephone and teletype messages regarding the work are recorded. A summary of the message, time and date are indicated. From this a typed report is made and then the information is processed through the section and recorded in the protocol book.

F. EQUIPMENT

There is practically no modern police equipment now available for use of the Criminal Investigation Section or the Administration Section. The Director has stated that there is a need for better jail facilities, a special interrogation room with modern recording equipment, and additional vehicles for the transportation of personnel.

The Director has a car assigned for his use. There are no vehicles assigned to the Administration Section. The Criminal Investigation Section has two station wagons assigned for its use, both of which are in good condition.

G. ACTIVITIES

The activities of the Criminal Investigation Section include the investigation of the more serious cases which are not solved by the judicial authorities.

During 1958 the Section investigated a total of 1,001 crimes divided as follows:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Homicides-----	83
Attempt to kill-----	4
Assault-----	236
Personal injury - accidents-----	547
Suspicious cases-----	43
Other-----	<u>88</u>
TOTAL-----	1,001

H. SPECIAL DELEGACIA

1. Organization.

The Special Delegacia of Police is supervised by a Delegado and also includes a Police Clerks Office, and a Criminal Investigation Section. It operates as a section of the Technical Police Division.

2. Duties and Responsibilities.

The Special Delegacia handles the investigation of special cases where the subject is unknown and which the other sections of the D.F.S.P. have failed to solve. It also prepares the police inquiries in cases which it handles and in certain other cases which involve coordination with other police units.

In the handling of its duties the following rules apply to the cases which are handled and when:

- a. Upon requests from the police precinct where the crime occurred.
- b. If, after three days, the police precinct has failed to identify the criminal, the Special Delegacia must cooperate in helping to solve the case.
- c. If, after 20 days, the police precinct has failed to solve the crime, the Special Delegacia must take over the case.

Each police precinct is requested to notify the Special Delegacia as to the occurrence of any crime in which the subject is unknown. After 20 days without successful solution by the precinct, the Special Delegacia takes over the case.

3. Administration.

The Special Delegacia is directed by a Delegado who serves under the Director of the Technical Police Division. This Delegado is the police authority who handles the judicial phases of the cases of the Special

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Delegacia and also of the Criminal Investigation Section. The Delegado is assisted by a Comissario or assistant, police clerk, investigators, detectives and clerical staff.

4. Personnel.

The Special Delegacia has a total of 16 employees, including the Delegado Chief. Also included are:

- 1 Comissario
- 1 Chief Police Clerk
- 2 Police Clerks
- 1 Writer
- 1 Police Operations Officer
- 1 Civil Guard
- 2 Detectives
- 6 Investigators

Due to the present shortage of personnel, one of the investigators handles the clerical work of the Delegacia.

5. Records.

The Delegado's Office makes use of the records and files of the Administration Section and the Criminal Investigation Section. The cases received by the Delegado are the ones which originated in the Criminal Section and further questioning and investigations are performed by the staff of the Delegacia. The usual Protocol Book showing receipt and general information is maintained. There are no detailed records or files as part of this section.

6. Equipment.

There is practically no modern investigative or interrogation equipment presently available for use of the Special Delegacia. The officials of this Delegacia must rely on reports from the Criminal Institute and other police units, on investigator's reports, and on their own ingenuity to get information from a suspect through interrogation.

The Delegado in charge of the Special Delegacia has stated that there is a need for:

- 1 Lie Detector (Keeler Polygraph)
- 2 Sound Recorders, with special equipment for police use
- 1 Pocket Recorder, Minifon type
- Observation Room with modern equipment for "line up" purposes; provided with concealed microphones, cameras and other equipment.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Questioning Room - equipped with modern facilities for
interrogation of suspects

7. Activities.

During 1958, a total of 1,341 police inquiries was received. Of this total 1,209 were sent to the Judge and 64 were sent to other authorities. A total of 140 reports of expert examinations were handled by the Special Delegacia.

I. CRIMINAL INSTITUTE

1. Organization.

The Criminal Institute of the D.F.S.P. was established in 1933 and is organized to include the following sections: (See Chart on following page.)

Administrative Section
Engineering Section
Graphotechnic and Accounting Section
Physics and Chemistry Section

2. Duties and Responsibilities.

General duties of the Criminal Institute include the conduct of special technical examinations in the laboratory and searches at the scene of crimes as may be required or requested by police or judicial authorities and other branches of the federal government. Also, to make special traffic accident investigations when it is desirable to obtain photographs at the scene, or when it is suspected that it was not a bona fide traffic accident.

Specific duties of the various sections include:

a. Administrative Section.

1. Providing for matters pertaining to personnel, supply, budget and administrative relations.

2. Maintenance of a technical library.

3. Registering the technical reports on police inquiries and issuing the required certificates.

4. Conduct of any clerical or machine office work requested by the other sections of the Institute.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

5. Superintending the maintenance, cleaning, security and safety of the Institute.

6. Supervising all activities of the Institute which do not require technical competence.

b. Physics and Chemistry Section.

1. Conducting examinations and inquiries involving firearms, stains, hairs, dust residues, ammunition, powder, explosives, aggressive chemical compounds, diabolic contraptions, weapons, beverages, plants and other materials used in the commission of crimes.

2. Performing microscopic studies, chemical or organic analyses and various chemical studies and examinations.

3. Providing technical examinations and assistance needed to supplement the work of other sections of the Institute.

4. Preparing Ozalid copies and microfilm reproductions needed for use of the other sections.

c. Engineering Section.

1. Performing examinations at the scene of building collapses; suspected arsons; failure of streetcars and buses to operate (deliberate breakdown); traffic accidents in which "a victim" is involved.

2. Preparing topographic surveys, whenever necessary, and giving advice on the preparation of photographs and documents to depict crime scenes.

3. Examining of crime scenes to locate and remove fingerprints for identification purposes.

d. Graphotechnic and Accounting Section.

1. Performing examinations of questioned documents, stamps, money, guns, books, etc., to determine fraud or counterfeiting.

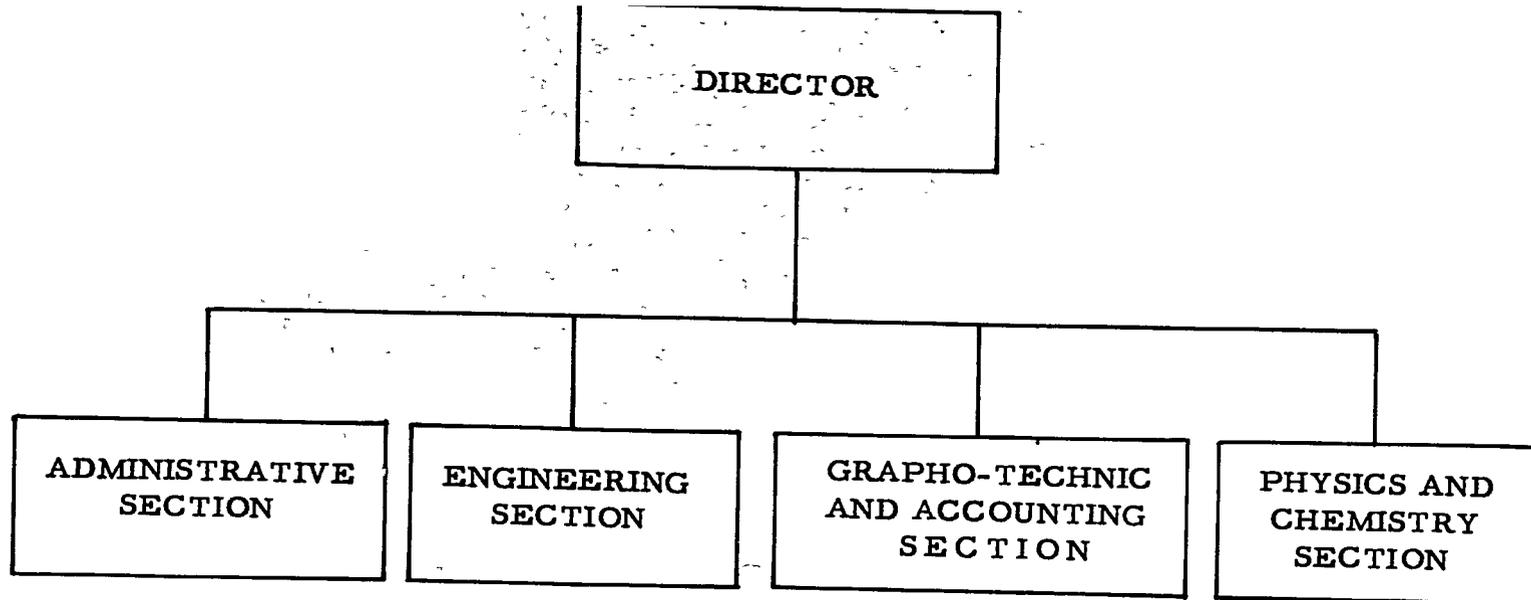
2. Performing evaluations and examinations of objects bought and sold and of goods stolen.

3. Conducting studies and examinations of printing, writing, etc.

4. Examination of gambling apparatus and accessories.

OFFICIAL USE ONLY

CRIMINAL INSTITUTE
D. F. S. P.



OFFICIAL USE ONLY

3. Administration.

The Criminal Institute is headed by a Director who is appointed by the Chief of Police, with the approval of the President of the Republic. Each of the major sections is in charge of a chief.

In theory, the Director is supposed to report to the Director of the Technical Police Division. However, in most operational matters he reports directly to the Chief of Police.

Lines of authority and chain of command within the Institute appear to be clearly established and effectively followed.

4. Personnel.

Total personnel of the Institute is 74 persons divided as follows:

Administrative Section has a total of 20 persons, most of whom have either clerical or investigative duties.

The Physics and Chemistry Section lists seven criminal experts, four of whom are chemists and three are medical doctors.

The Engineering Section employs 26 persons, including the section chief, two engineers, two architects, criminal experts, detectives and investigators.

The Grapho-technic Section lists a total of 21 employees, including five grapho-technic experts, four accountants, and 12 experts on marketing and gambling problems.

Most of the criminal experts have university degrees and a number have supplemented their work experience with specialized courses in the Police School and elsewhere.

5. Records.

The Occurrence Book (External cases) is a log of the expert's report at a crime scene. A summary of the facts and each entry is numbered in sequence for each year. There is also a Card File (5"x7") which contains information concerning the crime scene and progress of the expert's report. The cards are filed by the occurrence number for each year.

In internal cases the following records and files are maintained:

Protocol Book is the regular log book used by the police department. Each entry is assigned a number in sequence for each calendar year.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Number Index File (3"x5") contains the protocol number and other facts of the case, which is filed by number for each year and then by district or division.

Number Index of Suspects (3"x5") is a card for names appearing in requests for examinations. After an expert is designated by the Director to handle an examination, the name of the expert is added to the card. The card is filed in alphabetical sequence by name for each calendar year.

The Charge Book is the record book of all material received with requests for examination from the districts. The expert receiving the material must sign the book.

Index File (5"x7") of Examinations Completed contains cards showing facts of the case, name of the expert, type of examination made and the occurrence number. These cards are filed by the occurrence number for each calendar year.

Control Book of Outgoing Letters is a record of all answers. The book contains the volume of documents handled in the division for each year; the number of examinations made (continuous numerical sequence); destination of answer and the number which was assigned to the letter by the district of origin.

The General Files are in a separate room where reports of the experts and copies of answers are filed. The records are maintained as follows:

Reports of original notes and photographs made by the experts. These are filed in folders by the number assigned in continuous numerical sequence for every examination conducted by the Institute.

Letters - Copy of Answer (Blue) - this copy of outgoing letters is filed by year and then by the examination number.

Letters - Copy of Answer (Yellow) - this copy of incoming letters (origin) with the yellow copy of answer is filed by the protocol number (Protocol Book) for each calendar year.

In the Fingerprint Section there are the following records and files:

Single Fingerprint File - contains cards (2½"x2½") for each single inked impression. Filed by type of impression. Classified according to Battley and Vucetich Systems with modifications. There are six sections of cards in each drawer. Approximately 400 new entries are made each year. File was started in 1945.

OFFICIAL USE ONLY

BEST DOCUMENT AVAILABLE



CRIMINALISTIC INSTITUTE

OFFICIAL USE ONLY

Number Index (5"x7") - Names in Single Fingerprint File - contains cards showing name and personal information. A photograph is completed for each individual in the single fingerprint file. Cards are filed by numbers which are in continuous numerical sequence. (Number as of May 20, 1959, was 3,393.)

Name Index (3"x5") - contains cards filed in alphabetical sequence of the individual in the single fingerprint file. The single fingerprint file number is entered on card. There is a separate "nickname" file. The male and female are filed together.

Occurrence Book in which an entry is made for the report of the work done by fingerprint experts at the crime scene. A number is assigned to each case for the calendar year.

Occurrence File (Negative and Photographs) - contains photographic negative used in connection with making a record of the lifts of latent prints. Photographic negative and copies of latent print are placed in an envelope. These are filed by the number for each calendar year.

Unidentified Latent File (5"x7") - contains all unidentified latent prints filed in a separate file as pending cases. Comparisons made in this file with fingerprints of individuals are entered in the single fingerprint file. All comparisons made of other latent prints. Photograph of latent print is posed on the 5"x7" card. The occurrence number and year is also placed on the card.

Latent prints are filed as follows:

Unclassifiable - the pattern is not discernible but latent print contains sufficient detail for identification. These are separated by the districts.

Classifiable - the various fingerprint patterns are separated by type and separated within each type of fingerprint patterns by the district (Arch, District 1st, District 2nd., etc. Loop Interna, District 1st, District 2nd, etc.)

Auto Thefts - a separate latent file is maintained for this crime. There is no separate unclassifiable file for this group.

Identification File Folder - Positives - folders contain written reports of the facts of the crime, scene, photos, a report of the identification and charted enlargements of the identification. These folders are filed by the occurrence number for each year. The Survey Team was advised that approximately 30 to 40 identifications were made each year.

OFFICIAL USE ONLY

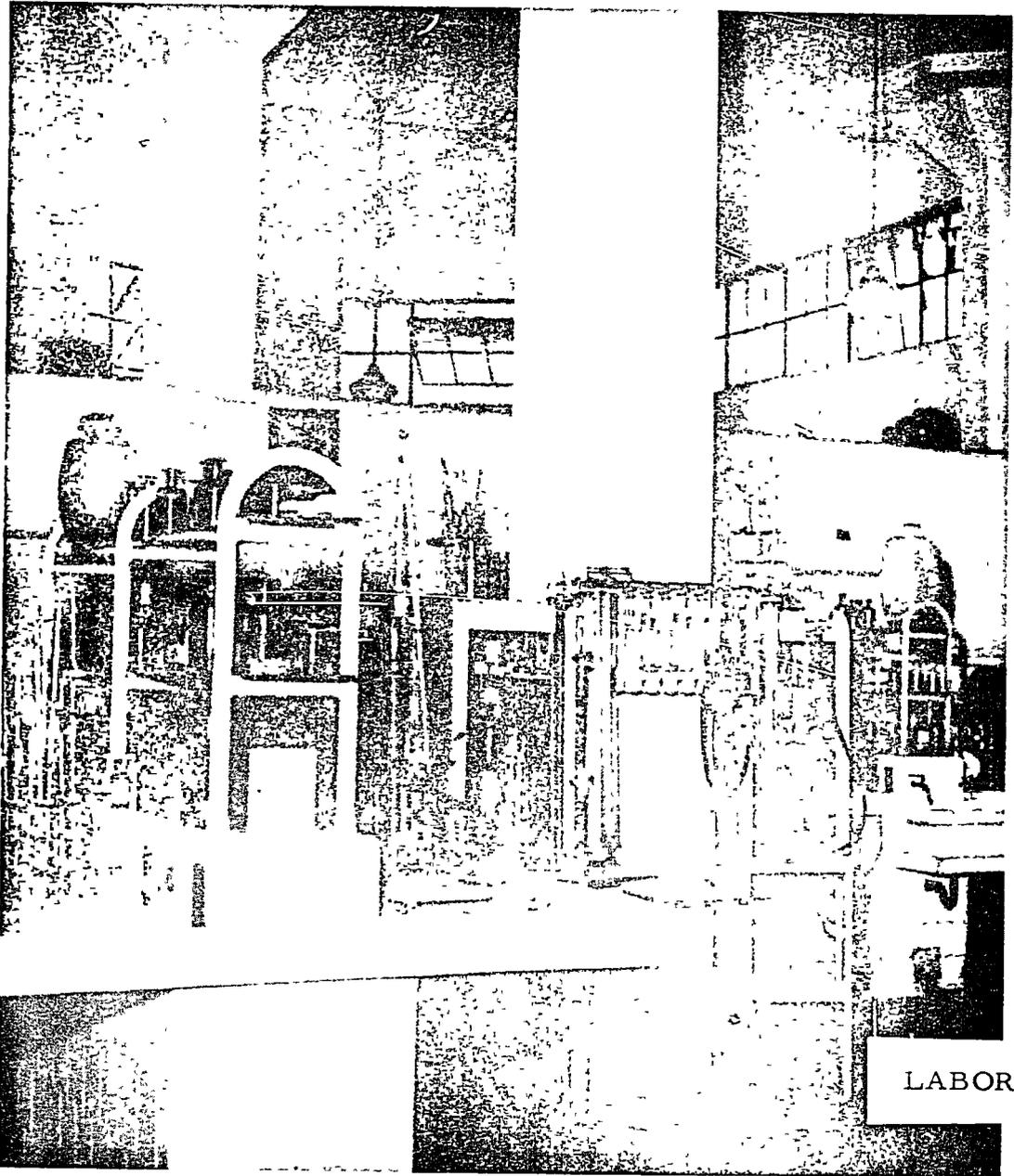
OFFICIAL USE ONLY

6. Equipment.

The Institute is presently housed in an old coffee warehouse located at Rua Sacadura Cabral #208. It is a considerable distance from Central Police Headquarters and is not well suited to criminal laboratory work. The Institute has the usual office furniture and equipment, most of which is in fair condition. Major equipment presently available for scientific use includes:

<u>Description</u>	<u>Quantity</u>
Microscope for research, great model, Leitz, with epi-light, giving 2,500 enlargements-----	1
Microscopes for researches, simple, giving 1,600 enlargements - Zeiss and Leitz-----	2
Microscope metalographic, Bausch & Lomb, complete, with accessory for microphotography-----	1
Binocular microscopes-----	2
Binocular microscope, for examining documents-----	1
Confront Microscopes, for examining of ballistics, Bausch & Lomb, old model with accessories for microphotography-----	2
RCA Electronic Microscope, model EMC-2 -----	1
Accessories for microphotography, inclusive with miniature film, adaptable to microscopes-----	3
Polarograph, Heirowsky-----	1
Spectroscope - Bunsem-----	1
Spectroscope - Litron - Bausch & Lomb, small model---	1
Electrotitler - Fisher-----	1
Electrotitler - Leitz-----	1
Potentiometer for measuring of Ph. -----	1
Colorimeter, Dubose, old model, with accessory for nephelometry-----	1
Colorimeter, Helige, for determination of Ph. -----	1
Instrument Rack, for electro-analysis-----	1
Analytical Scales Sartorius, of high precision, one is electric-----	3
Scales for measuring density, one of high precision--	2
Electric furnaces, Heraus, with capacity for 1,500°C--	2
Electric Hothouses, with regulator-----	2
Electric Distillers, for distilling water, one of them damaged-----	2
Cameras - miniature photographs - Leitz and Zeiss---	2
Photograph cameras (standard) for routine service---	2
One instrument for gas analysis-----	1
Dust meter - Bausch & Lomb - for dust analysis-----	1
Electric centrifuge, with 5,000 rotations per minute-----	1

OFFICIAL USE ONLY



BEST DOCUMENT AVAILABLE

LABORATORY CRIMINALISTIC INSTITUTE

OFFICIAL USE ONLY

<u>Description</u>	<u>Quantity</u>
Electric centrifuge (standard)-----	2
Refractometers - Ziess and Bausch & Lomb-----	2
Precision Viscositymeter-----	2
Vacuum Pump - fixed installation-----	1
Vacuum Pumps - small-----	2

Vehicles:

Sedan - for use of the Director-----	1
Station Wagons in fair condition - 2 for use at crime scenes and 1 for emergency use-----	3

It has been possible to supplement the limited equipment available in the Institute by using that of other government laboratories in cases of special need. The permission to use this equipment has been obtained through personal contacts of the Institute staff.

The Director of the Institute stated that there is a need in his unit for the following equipment:

Administrative Section:

Typewriters-----	3
Mimeograph machine-----	1
Steel file cabinet (10 double drawers for 3x5 cards)-	1

Physics and Chemistry Section:

Comparison microscope-----	1
RCA shadow casting device for use with electronic microscope-----	1

Engineering Section:

Material to aid in the taking of latent fingerprints
Calculating machines

Grapho-Technic Section:

Magnifying glasses - Microscope - Ultra-violet apparatus -
Typewriters - Scales - Files - Cameras - Photographic materials -
Infra-red apparatus - Lamps for document examination - Jew lens
scale - Steel measuring tape - Thickness meter

OFFICIAL USE ONLY

OFFICIAL USE ONLY

7. Activities.

During 1958 the following examinations were performed by the Physics and Chemistry Section:

Fire arms and bullets-----	1,673
Cutting weapons-----	1,452
Various objects-----	685
Beverages-----	49
Foods-----	1,163
Chemical analyses-----	181
Clothing-----	122
Marijuana-----	559
Vehicles-----	18
Printed papers-----	1
Chemical examinations-----	14,654
Photography-----	428
Micro-photography-----	264
Electrography-----	298
Spectograms-----	37
Polarograms-----	32
Informational-----	217
Cartridges-----	22
Clips (gun)-----	21
Machine guns-----	4
Blood group exams-----	8
Comparisons of bullets-----	17
Brass knuckles-----	2
Batons-----	4

The Engineering Section completed the following major activities in 1958:

Arson-----	318
Collapses-----	76
Explosions-----	13
Work accidents-----	7
Other-----	31

Examinations made at the scene during 1958 included:

Traffic accidents-----	1,285
Fatal accidents-----	17
Vehicles-----	153
Fatal work accident-----	24
Materials-----	4
Contraband-----	5

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Accident scenes-----	13
Pedestrian accidents-----	34
Gambling-----	43
Death-----	16
Hoarding-----	42
Pandering-----	9
Sanitation-----	7
Human bones-----	3
Death by vehicle-----	119
Suspicious death-----	159
Electrocution-----	10
Double homicide-----	8
Suicide-----	9
Fetus-----	5
Treasury violations-----	105
Damages-----	14
Confirmations-----	142
Stonings-----	56
Reconstructions of crime scenes-----	11
Registry-----	84
Train collisions-----	2
Collisions-----	22

Examinations performed and cases handled by the Grapho-Technic and Accounting Section during 1958 were as follows:

Accounting-----	166
Grapho-Technic-----	941
Gambling-----	7,030

During 1958 latent fingerprints were taken at the scene in 1,740 cases by the fingerprint teams of the Criminal Institute.

J. MEDICO-LEGAL INSTITUTE

1. Organization.

The Medico-Legal Institute operates as a section of the Technical Police Division and is in charge of a Director who is appointed by the Chief of Police. The Institute is composed of four major sections, as follows:

Medico-Legal Clinic
Section for Autopsies
Laboratory and Research Section
Administrative Section

OFFICIAL USE ONLY

OFFICIAL USE ONLY

The Laboratory and Research Section is made up of three separate units, each under the supervision of a chief, as follows: (1) Radiology Unit, (2) Toxicology Unit, and (3) Pathology and Anatomy Unit.

The Institute became a part of the D.F.S.P. in 1928 when a Decree (No. 5515) was issued which returned the power for the preparation of criminal cases for trial (police inquiry) to the police authorities of the Federal District.

The Institute is responsible for the performance of expert medical examinations for the D.F.S.P. and also performs the same duty for the criminal and labor courts. In addition, the Institute may perform similar duties when requested by a private person, for which a special fee is charged except when the person is destitute.

2. Duties and Responsibilities.

The basic duty of the Institute is that of providing the scientific medico-legal examinations required as a part of the judicial work of the D.F.S.P. It also performs the duties of medical examiner (coroner) and provides the facilities for taking care of dead bodies (morgue).

Specific duties of the major sections of the Institute are listed below:

a. Administrative Section.

Handles matters relating to personnel, budget, supply and administrative relations of the Institute. Works closely with the Administration Division of D.F.S.P. Maintains a library service and a registry of all reports made for police inquiries. Handles office machine jobs as requested and superintends the maintenance and safety of the Institute building.

b. Medico-Legal Clinic.

Conducts medico-legal examinations, holds medico-legal inquests and advises on the preparation of photos and exhibits which are required by the technical sections.

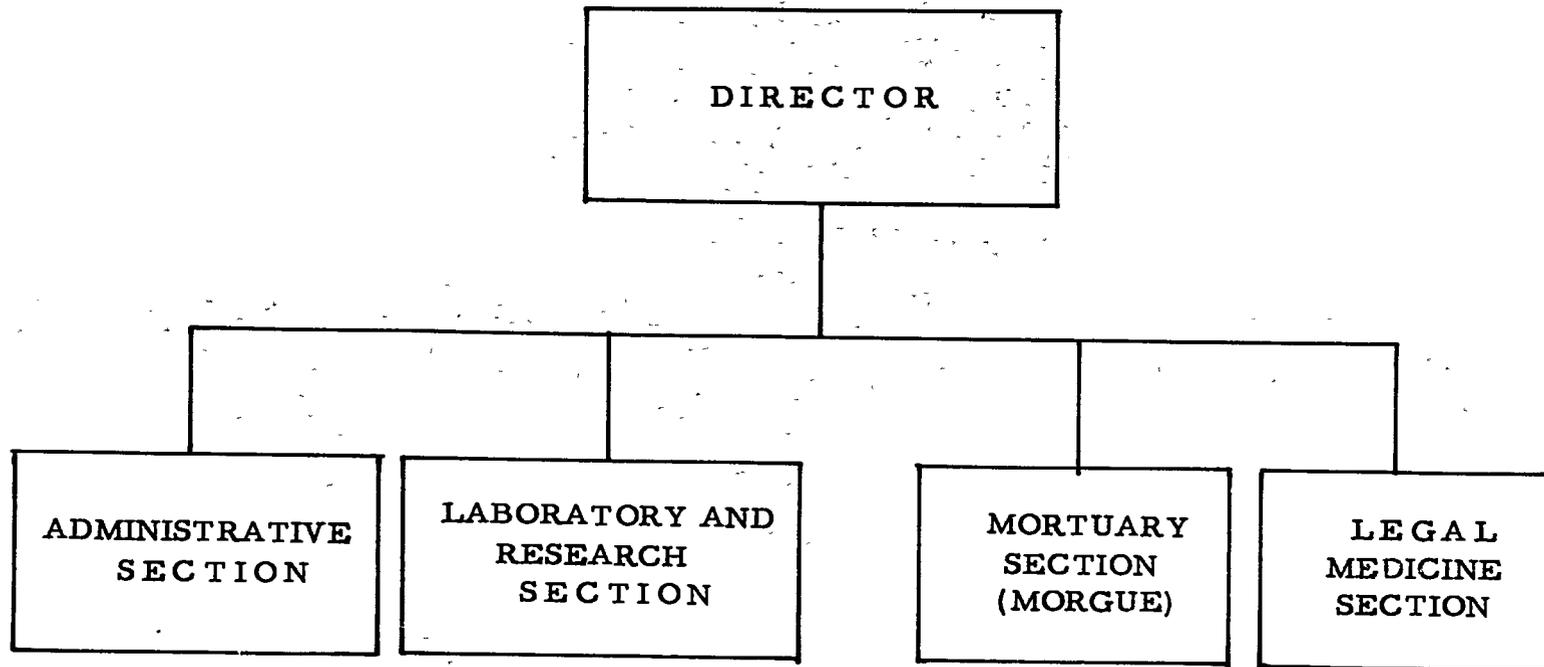
c. Section for Autopsies.

Conducts inquests involving autopsies, performs external inspection of dead bodies, supervises the autopsy and dissection work and cooperates with other Sections of the Institute in the conduct of studies and research.

OFFICIAL USE ONLY

MEDICO-LEGAL INSTITUTE

D. F. S. P.



OFFICIAL USE ONLY

d. Section for Laboratory Research.

Conducts examinations and inquests relative to histopathology, bacteriology, serology, hematology, bio-chemistry and the examination of stains. Performs toxicological and radiological examinations, including bodies. Prepares and preserves anatomic parts on their natural state or in wax for the museum.

3. Administration.

The Institute is administered by a Director who is appointed by and reports directly to the Chief of Police. All section and unit chiefs report directly to the Director of the Institute.

Although regulations of the D.F.S.P. (March 1955) place the Medico-Legal Institute under the Technical Police Division, the original law which established the D.F.S.P. made it directly subordinate to the Chief of Police. The Institute's Director reports directly to the Chief of Police and not to the Director of the Technical Police Division. This ambiguous situation has been further complicated by several orders from former chiefs of police which provided that in matters of general administration the Institute Director will report directly to the Chief of Police.

In most matters of a technical nature the Institute cooperates closely with the other units of the Technical Police Division, and the police precincts.

4. Personnel.

The Institute, in addition to the Director, has a staff of technicians composed of:

- 30 Medical Doctors
- 2 Chemists
- 2 Laboratory Technicians
- 3 X-Ray operators
- 5 Autopsia Assistants
- 5 Autopsia Janitors
- 2 Medico-Service Aides
- 1 Photographer

5. Records and Identification.

A special form for the desired type of examination of victims is sent to the Institute by the Delegado of the Precinct. A special form is also used for the examination of a dead body. A complete autopsy to determine death is made in traffic accidents. The fingerprinting of deceased individuals is done at the Institute.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

The Institute conducts examinations to determine disability, insanity, and age (juveniles). All papers, documents and forms requesting various examinations are received, distributed and answered in the Administration Section of the Institute. A special stamp and protocol number are placed on the document. (Numbers are in sequence for each calendar year.)

The Administration Section serves as the central file and record system for the Institute. The various sections of the Institute do not maintain any major records.

The following records and files are maintained:

Receipt Book - (Original) is a log book to record all requests for examinations to be conducted by the Institute. Information is handwritten. The completed report is picked up and signed for by a messenger from the precinct. Entries are made in chronological order and the protocol number is indicated.

Receipt Book - (Final) - this book contains the information from the original receipt book, which is typed on a special form. The forms are placed in a bound book and divided by the thirty precincts. On the form appears the protocol number, name, and the time the examination was completed.

Name Index (3"x5") - (Pending cases) of cards which contain the name (living and dead) of the victims in all cases.

Name Index (3"x5") - (Completed cases) contains cards in the same cabinet (separate drawer) as the pending cases. Cards from pending files are transferred to the completed file. The cards are divided by the last name, for each calendar year. Male and female are filed together.

Card-Case File (5"x7") is in a visible index type of cabinet. The cards are in holders which are in horizontal overlapping position. These cards are separated according to the 30 precincts. Each examination will have a separate card filed under the specific precinct. The cards contain information pertaining to the date of request, date of receipt, and completion, protocol number and name of victim.

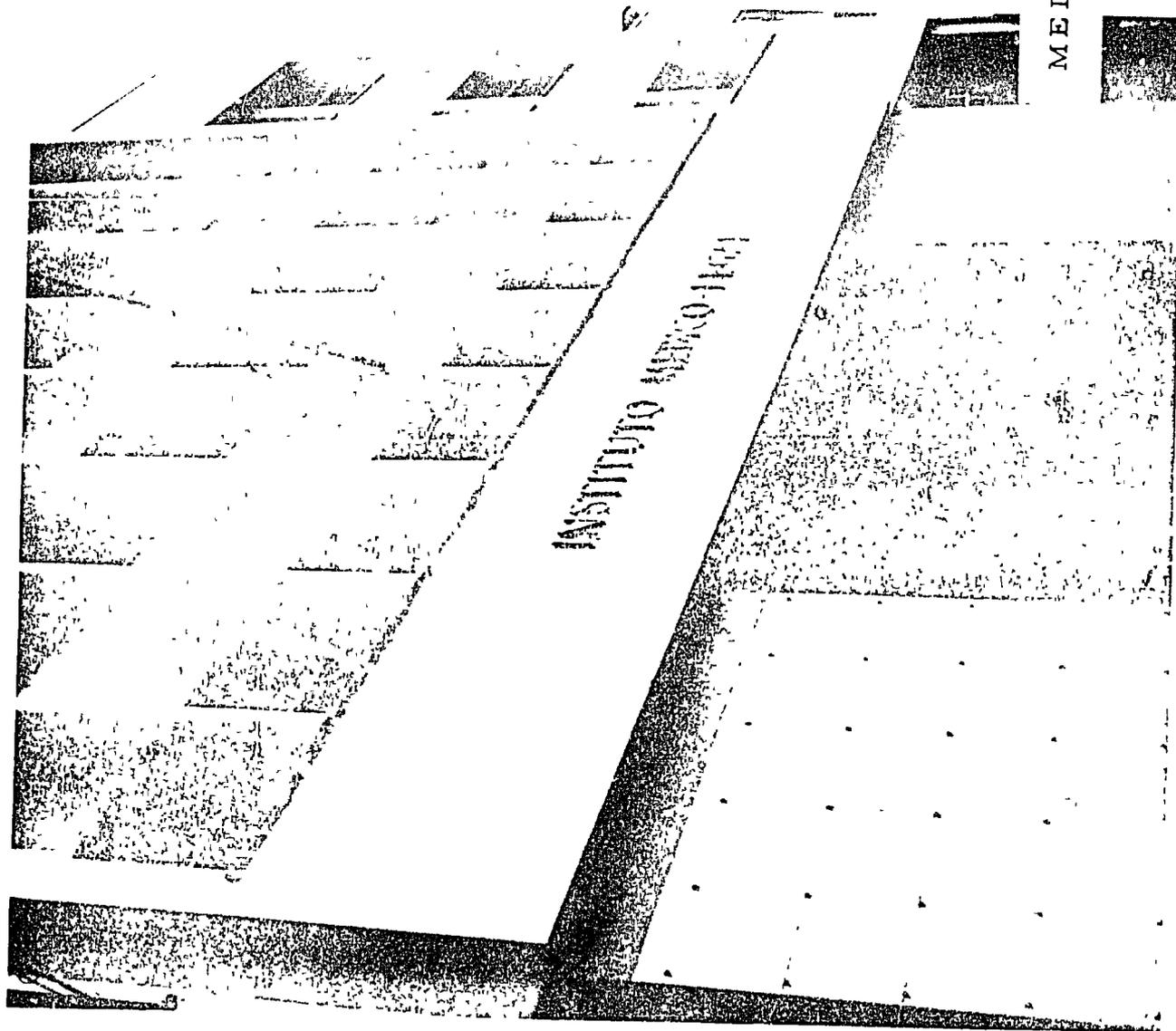
Prontuario File Folder. Contains the scientific reports of the examination. The folders are filed flat in a special metal box with a door. These metal boxes are against one wall from floor to ceiling. Each metal box contains the folders for the month and year and, within the date, by the name of victim. The box is large enough to handle legal size paper material (approximately 10"x14"). When the boxes become full the oldest folders by year are moved from the boxes in the current file room to another file room. The folders in the latter room are maintained in the same manner described above.

The following are the various forms for medical examinations:

OFFICIAL USE ONLY

BEST DOCUMENT AVAILABLE

MEDICAL-LEGAL INSTITUTE



OFFICIAL USE ONLY

Cadaver examination of pregnant woman (abortion). This form contains various items to be observed by the expert examiner when performing a medical examination involving abortion, i.e., if death occurred, if death was preceded by abortion, the means used to provoke abortion, the cause of death and whether the death was a result of abortion or of the means used to provoke it.

Examination of corpus-delicti (Indecent Assault). This form also provides items to be observed by medical examiners, i.e., violence, consequence to the victim, previous condition of the victim, age, and whether the assault contributed to accelerate childbirth or abortion.

Examination of corpus-delicti (Abortion). This form includes various items to be observed by medical examiners including circumstances, reason and consequences.

Examination of corpus-delicti (Personal Injury). This form provides that the medical examiner should report the assault, the instrument or element used, the consequences. It also provides that the answers should be made specifically.

Examination of drunkenness. This form provides the following items to be observed by the examiner: determination of drunkenness, extension of drunkenness, condition of the individual as to his own security or that of third persons, whether customary, and recommended measures regarding the person's custody.

Examination of validity. Provides for the reporting of the health and working capabilities of the individual.

Examination of age. Determination as to whether the individual is under or over 18 or under or over 14 years of age.

Examination of corpus-delicti (Sexual Intercourse). This is also a form providing various items to be observed by the medical examiner. These items are: whether the patient was a virgin, whether there is any evidence of recent sexual intercourse, violence, consequences, condition of the victim.

Cadaver examination (infanticide). Provides for: the reason and time of death, the instruments or elements used (fire, poison, torture, etc.).

Cadaver examination. This is a form for cadaveric examinations generally. Provides for items such as confirmation of death, cause of death, instruments used, etc.

6. Equipment.

The Institute is located in a modern building at Rua dos Invalidos No. 152, near the Central Police Headquarters.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

include: Major items of equipment now available for use of the Institute

<u>Description</u>	<u>Quantity</u>
Microscope Zeiss-opton, No. 175154, with accessories for microphotography and dark chamber-----	1
Autotechnic (for washing and automatic fixing of microscopic blades)-----	1
Spencer microtome, Model 820, No. 10401-----	1
Razor sharpener-----	1
Razor sharpener (National)-----	1
Refrigerator "Prestcold"-----	1
Parafin hothouse-----	1
Freezing microtome "Leitz"-----	1
Celloidin microtome "Leitz"-----	1
Scale - "Elka"-----	1
Spectrophotometer - "Coleman Junior"-----	1
Hot water bath-----	1
Kahnagitator-----	1
Electrophoresis machine "Kelab"-----	1
Photomicrography machine "Leitz"-----	1
Apparatus for photography of entire histological blades - "Leitz"-----	1
Leica camera-----	1
Apparatus for photography with circular illumination - "Leitz"-----	1
Apparatus for dispositive 35mm "Leitz"-----	1
Hotpoint refrigerator-----	1
Precision scale "Oertling"-----	1
Precision scale "Sartorius"-----	1
Freezer - General Electric-----	1
Autoclase - Renol-----	1
Prestcold Refrigerator-----	1
Dying hothouse-----	1
Binocular microscope "Leitz" - Ortolux 389043-----	1
Scopicon projector-----	1
Projector of diapositives - "Leitz" 35mm-----	1
Deep freezer-----	1
Refrigerators-----	3
Alcohol analysis device-----	1
Chromatographic chambers-----	1
Bausch & Lomb spectograph-----	1
Various centrifugal machines	
Various hothouses	
Apparatus for continuous extractions-----	1
Photo-colorimeter-----	1
Spectrophotometer-----	1

OFFICIAL USE ONLY

OFFICIAL USE ONLY

<u>Description</u>	<u>Quantity</u>
Spectroscope-----	1
Precision scales, including one electric scale-----	6
Various microscopes	
Microscope of fusion point-----	1
March's apparatus-----	1
Ogier's apparatus-----	1
Stass-Otto apparatus-----	1
Apparatus to determine Ph.-----	1
Photocolorimeter-----	1
Apparatus for electrolitical analysis-----	1
Wood lamp (bulb)-----	1
Marey's apparatus-----	1
X-Ray apparatus - one of 500 ma. 100 kv.; one of 250 ma. and 100 kv., and one 100 ma. and 80 Kv.-----	3
Polarimeter-----	1

The Director of the Medico-Legal Institute has stated that his unit needs the following additional equipment (in order of priority):

Electroencephalograph apparatus, with eight channels, "Grass" make, latest type, with the following accessories:-----	1
Spare channel-----	1
Amplifier-----	1
Boxes of special paper for electroencephalography--	2
Set of valves-----	1
Set of resistances-----	1
Set of wire resistances, make "Ohmite" of 500,000 and 750,000 Ohms-----	1
Fuses and condensers	

(This machine, besides giving valuable information, also determines the epilepsy diagnosis, that makes it indispensable to the judicial neuro-psychiatry section.)

X-Ray apparatus "Keleket" make, of 500 ma. and 150 Kv. Lynacrom model, complete, with generator, vertical command table, radiologic table with electric movement, with ceiling support <u>Dyna-Poise</u> including the Image Intensifier, with two tubes of anode X-Ray, giratory-----	1
Centrifuge, original International size 2, V, Model U with the following accessories:-----	1
No. 267 - 1 head, 6 place	
No. 373-A-58 1-6 Cup $\frac{1}{2}$ " Trunnion, $2\frac{1}{2}$ " I.D. x $4\frac{1}{2}$ " deep for 250 ml. flat bottom bottle; 8 oz. Pyrex nursing bottle, 8 oz. screw cap jar;	

OFFICIAL USE ONLY

OFFICIAL USE ONLY

special 275 or 300 ml. plasma bottles; and adapters. Causion 581 included.

- No. 1363 - Draining chamber, spun tinner copper for 1345 basket
- No. 1391 - Draining chamber, 18-8 stainless steel, type 316, for 1311 basket
- No. 1345 - Basket, 5" dia. x 2½" deep, perforated or solid manganese bronze, with stainless steel adapter sleeve 1702 and 1787 wrench
- No. 1311 - Basket, 11" dia. x 4" deep, perforated or solid 18-8 stainless steel type 316, with adapter sleeve 1702 and 1787 wrench

The above equipment is to be used to centrifuge the viscera, to eliminate all the liquid-part indispensable for toxicological research. The numbers and specifications of the above equipment were taken from the 1958 Bulletin of International Equipment Company.

Agitator, original Internationa, No. 6220, for six flasks of 500 ml. complete with 24 flasks-----	1
Drunkmeters, the latest type for the purpose of finding the percentage of alcohol in the blood-----	2

7. Operations and Activities.

The doctors or assistants of the Institute do not go to the scenes of crimes or accidents to make examinations even in cases of death. All of the Institute's work at present is performed in the building which it occupies. On-the-scene medical activities are performed by units of the city ambulance service and dead bodies are certified and released, usually by the Delegado of the police precinct.

During 1958 the Institute completed the following major types of activities: (Examinations.)

a. Medico-Legal Clinic:

Assault-----	11,712
Accident-----	6,063
Work accident-----	19
Dog bite-----	84
Monkey bite-----	2
Horse bite-----	2
Rammed by bull-----	1
Sexual-----	1,074

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Complementary-----	1,181
Age-----	520
Validity-----	1,288
Drunkenness-----	374
Sanity (physical)-----	19
Sanity (mental)-----	138
Nerves-----	199
Confirmation of race-----	5
Drug addicts-----	6
Medico-legal consultations-----	43
Other-----	3

b. Autopsy Section:

Abortion-----	31
Accident-----	812
Work accident-----	46
Vehicle accident-----	420
Illness-----	81
Exhumed bodies-----	8
Fetus-----	92
Homicide-----	325
Suspicious death-----	12
Suicide-----	472
Suspicion of crime-----	19
Not determined-----	214
Human bones-----	3
Human remains-----	8
Medico-legal consultations-----	24

c. Section of Radiology:

Personal Injury-----	1,378
Complementary-----	59
Pregnancy-----	85
Age-----	492
Validity-----	54
Physical sanity-----	7
Medico-legal consultations-----	1

d. Section of Toxicology:

Narcotic-----	2
Material-----	14
Stomach-----	78
Medicines-----	1
Bones-----	2

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Blood-----	708
Urine-----	8
Viscera-----	113

e. Section of Anatomy and Pathology:

Bacteriology-----	3
Bacterioscopy-----	11
Saliva and nose drippings-----	1
Feses-----	1
Pregnancy-----	29
Histopathologic-----	169
Paternity-----	7
Gastric substances-----	1
Sperm-stins-----	26
Vaginal secretion-----	1
Gunpowder-----	9
Blood-----	16
Urine-----	11

Total examinations and consultations completed by the Institute during 1958 numbered 29,423.

K. FELIX PACHECO INSTITUTE

1. Organization.

The Felix Pacheco Institute is the major identification unit of the entire D.F.S.P. It handles both civil and criminal identification work and is in charge of a Director who is appointed by the Chief of Police. It functions as a unit of the Technical Police Division.

Major sections of the Institute include: (See Chart on following page)

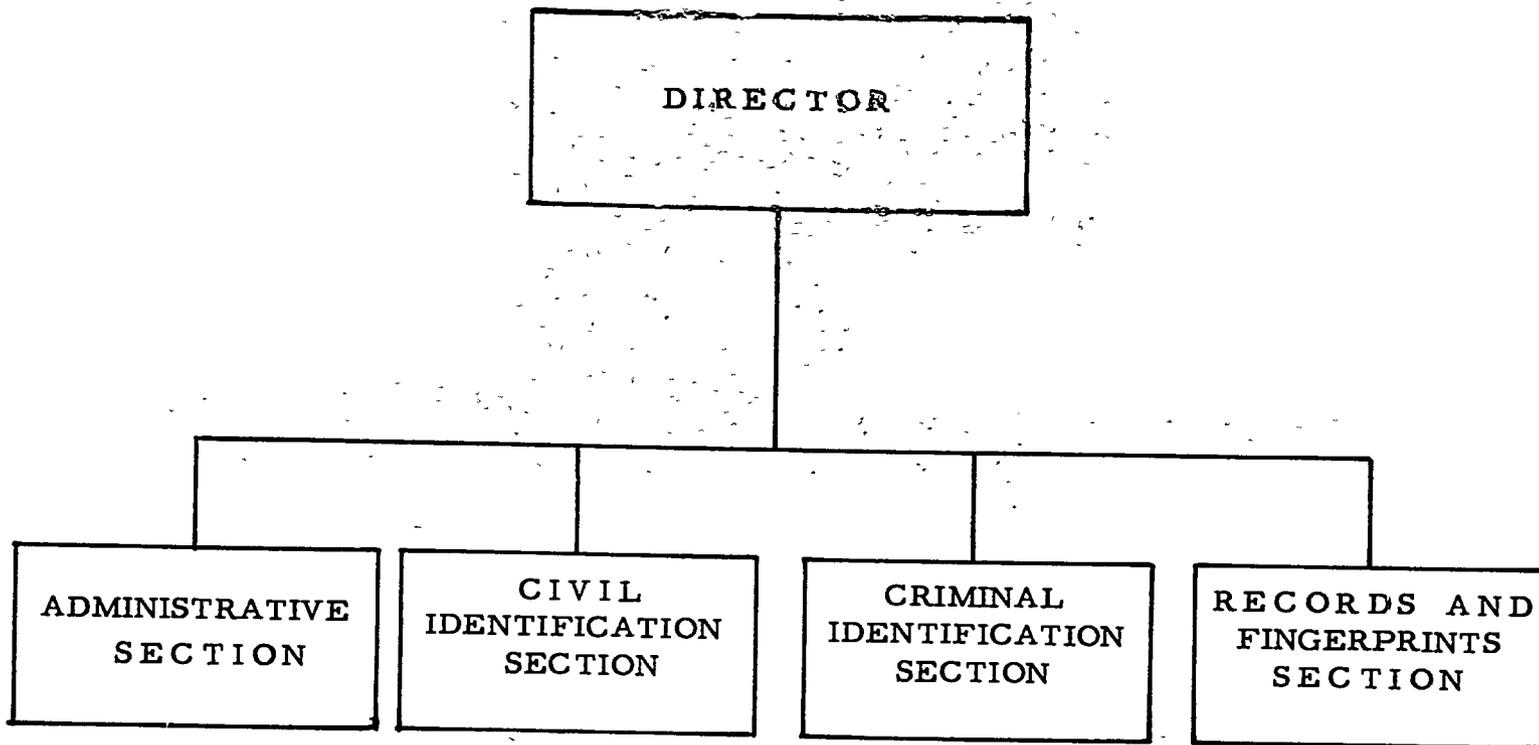
Civil Identification Section
Criminal Identification Section
Records and Fingerprint Section
Administrative Section

The Institute was named for Felix Pacheco who was its first director and a pioneer in fingerprint work in Brazil. The criminal fingerprint file, using the Vucetich System, was started in 1903 and the civil fingerprint file in 1907.

In Brazil, the term "identification" has a somewhat different meaning than in most other countries. When the police take a person's

OFFICIAL USE ONLY

FELIX PACHECO INSTITUTE
D. F. S. P.



OFFICIAL USE ONLY

photograph, fingerprints and prepare a written form, whether for civil or criminal purposes, it is commonly said that the person has been identified. Actually, they are only making a record for future identification, if needed.

2. Duties and Responsibilities.

The basic responsibility of the Institute is the "identification" of persons using the Vucetich System of fingerprinting.

The Institute issues, in accordance with law, the following documents:

- a. Civil identity cards
- b. Professional identity cards
- c. Functional identity cards
- d. Certificates of no criminal background
- e. Good conduct certificates
- f. Certificates of antecedents
- g. Marriage and birth certificates

It also issues, to the proper authorities, upon request, the following:

- a. Transcript of criminal record
- b. Information on persons having a previous record at the Institute.

The specific duties of the respective sections of the Institute are as follows:

a. Civil Section.

Conducts proceedings necessary for civil identification of aliens subject to registry and of citizens who apply for a civil, professional or other type of identity card, background or good conduct certificate, marriage certifications or other documents serving to prove civil identity.

b. Criminal Section.

Provides for the identification of criminals and suspected criminals and of supplying such information to the proper authorities. Keeps up-to-date criminal records and files. Maintains close contact with the identification and fingerprint sections and prepares, when requested by proper authorities, background and good conduct certificates.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

c. Fingerprint Section.

Handles the classifying, researching and filing of individual fingerprints. Keeps up-to-date information on persons who have been previously registered by the police. Supplies information on records of persons registered to all units of the D.F.S.P. and furnishes certificates and reports for use in legal proceedings and judicial inquests. Also, compares fingerprints at the Institute with those taken by experts of the Criminal Institute and supplies, at regular intervals, photographs of wanted criminals and missing persons.

d. Administrative Section.

Handles all matters pertaining to supplies, personnel, budget and administrative relations of the Institute. Also takes care of clerical and office machine work of the Institute.

3. Personnel.

The Institute is staffed with the following personnel:

Fingerprint specialists-----	93
Clerks-----	18
Administrative Officer-----	1
Detective-----	1
Janitors-----	2
Servants-----	16
Identifiers-----	54
Clerk Typists-----	45
Administrative Assistants-----	2
Investigators-----	4
Record Keeper-----	1
Piece Work Employees-----	<u>3</u>
TOTAL-----	240

4. Identification Procedures.

The Institute operates, at key points in the Federal District, fingerprinting identification posts. Persons applying for any of the documents listed above appear at one of these posts. The Institute also maintains qualified fingerprint experts in each of the 30 police precincts, in each of the Specialized Squads, in the Medico-Legal Institute and at the Prison of the Federal District.

Procedures followed in other major activities of the Institute are as follows:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

a. Criminal Fingerprint Cases.

The fingerprints are taken in the Districts and brought to the Protocol Section of the Institute by messenger. Two copies of the prints and the original of the Individual Record Form are provided, of which one copy of the latter is retained in the precinct. Fingerprints and individual records are also sent to the Institute from the specialized police squads. This individual record form contains data pertaining to the crime and to the individual. The Protocol Section is in a building separate from the main operations of the Institute. All requests for criminal and civil information and fingerprints are recorded in a protocol book. The name appearing on the fingerprint card, the place of origin and the time received are entered in the book. The individual who brought the cards signs the book. The fingerprint cards and records are brought to the headquarters of the Institute which is located on the 8th floor of another building. The name on the fingerprint card of the Criminal Section is searched in the Name Index File of the Institute. If the search is negative, the employee places his initials on one of the fingerprint cards. If a previous index card is found, the registry number is placed on one of the fingerprint cards. The employee also obtains the prontuario file folder and checks previous fingerprints with current fingerprints for identity. The prontuario file folder is returned to the file. In those instances where the prontuario file number is on the fingerprint card, the employee does not check the file folder.

Fingerprint cards and individual records are brought to the Fingerprint Section which is adjacent to the Name Index File. An entry is made on the Fingerprint Section Bulletin. Only the names of three individuals are entered on this form - the first three lines pertain to the individual - the next three lines, in respective order, pertain to the crime of the above listed three individuals. The Fingerprint Section Bulletin together with fingerprint cards and District Bulletins are given to a fingerprint employee.

The fingerprints are now classified and searched. If no fingerprint record is found, a prontuario file number is assigned. As of May 12, 1959, the prontuario file number was over 153,000. The fingerprints of the positive name searches are classified but not searched. Appropriate entries concerning prontuario numbers and other items are made on the Fingerprint Section Bulletin. The negative cases and the positive criminal cases are returned to the Criminal Section.

The Criminal Section sends the results of the search to the precincts and other divisions. In negative cases, a special form is used and the information is handwritten for the Director's signature. In positive cases (previous record) a special form is used. This latter form is the same form which is the start of the record kept in the prontuario

OFFICIAL USE ONLY

OFFICIAL USE ONLY

folder. In negative cases, a 3"x5" name index card is made in the Criminal Section. Also, alias cards are made for additional names used by an individual.

A new prontuario folder is made in which is placed one copy of the fingerprints and the District Bulletin. The information appearing on the District Bulletin is transferred to the Institute General Record Form. Also, a summary is written in designated spaces on the inside of the prontuario folder in positive cases, and the new information is transferred to the record form in the folder. The two copies of prints with the District Bulletin are filed in the folder.

Fingerprints taken at the Prison (Presidium) are handled as positive cases. In all of these cases there will have been a criminal registry number (previous arrest in District). Also, in these cases the fingerprint expert assigned from the Institute to handle duties at the prison places one impression on the name index card. Fingerprints and name index cards are made by the Institute.

Identifications made by fingerprints are not reviewed and neither is a check made of the accuracy of the record on the various forms. Disposition of criminal cases is sent by the courts to the Institute on a special form. This information (acquittal and conviction) is entered in the record.

An individual charged with a crime and not found guilty by a Judge can request the Chief of Police to obtain a certificate (acquittal) from the judge. This certificate is placed in the prontuario folder and is not reported in any future civil identity cases. An individual can also be legally rehabilitated after serving a prison term. The individual must make application to a court for such action. Issuance of this certification is solely dependent on the judge, and not many of these certificates are given.

b. Civil Identity Cases.

There are five special posts at which an individual can obtain civil forms and be fingerprinted for all civil identity matters. These posts are in operation daily, except Sundays. The posts handle the documents and civil identity forms. The civil registry number is assigned at each of the posts. The Chief of the Civil Section assigns a "block" of numbers to each post. The individual is given a receipt for the documents with name and civil registry number on it. It takes nine days to process a civil identity card. The person is so advised and returns with the stub to obtain his card. Subsequent civil identity matters require five days. Documents are checked and the "fee stamps" are affixed and cancelled at the posts maintained by the Institute.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

The members of the police department and the employees of the Government also have a separate and distinctive type of identity card. All forms and documents are sent by messenger service to the headquarters of the Civil Section of the Institute.

c. Headquarters - Civil Section.

The forms and documents are brought directly to this section. They do not go through the Protocol Section of the Administration Section. All material on the individual is brought to the Fingerprint Section of the Institute, where the fingerprints are classified and searched. Negative fingerprint cards are retained on the 8th floor of the Institute. Name index cards and new prontuario file folders are made by the Criminal Section. All other material is returned to the Civil Section. The forms are completed, a small index card is made for the individual name and registry number, and the Identity card is laminated and issued.

5. Records and Files.

a. Administration Section.

Protocol Book - A registry book for all criminal fingerprints received and for all the correspondence handled by the Institute. The name on each fingerprint card is entered. Information pertaining to correspondence is also entered in this book. The receipt of fingerprints is initialed by the employee. A number is assigned in numerical sequence for each calendar year.

Name Index (3"x5") Protocol Book - Every name in correspondence entered in the protocol book is indexed for this file. The file is in alphabetical order with male and female together. On the card appears the protocol number, the origin of correspondence and the routing.

Name Index (2 $\frac{1}{4}$ "x3 1/8") - Civil Registry - Approximately 41 cabinets contain the names of individuals who have obtained civil identification cards. Each drawer of the 10-drawer cabinets have three sections. The cards are filed in alphabetical order with male and female together. There are very few guide cards. On the card appears name, civil registry number, birth date and inked impression of right thumb. This file is a duplicate of the Name File (3"x5") in the Criminal Section. All civil identity matters are searched against this file and if nothing is found, a search is made in the Criminal Section. Some of these small cards were not made out or have been misplaced. If a card is found in the Criminal Section (not in this file), another (2 $\frac{1}{4}$ "x3 1/8") is made for the civil file. The number of index cards in the file is not known.

First Sheet File - Civil Registry - This file is in the basement of the building in which the Protocol Section is located. The

OFFICIAL USE ONLY

OFFICIAL USE ONLY

file is so called because the individual completes "Requirements Modelo I" as the first operation in connection with a civil identification matter. The sheets or forms are bundled in numerical order by the registry number. Civil Registry files were started in 1907. The bundles of the forms are stored on metal shelves and all have a distinctive musty odor of antiquity.

b. Criminal Section.

Name Index (3"x5") - It is an alphabetical index by last name of criminal. Male and female are filed together. The card has the fingerprint classification and Registry Number (either criminal or civil). The card from the prison has an index fingerprint on it. No birth date or descriptive information is on the index card. Chief of the section advises there are approximately 800,000 index cards in file. Also, as part of this Section, there is a separate name index (5"x7") for the years 1926 to 1946. The 3"x5" index card has been used since 1946. A search made in this old index file is dependent on the age of the individual.

Prior to 1926 a name index card was not made for each fingerprint card.

Prontuario File - is a large folder containing all the information, forms, and extra fingerprint cards. Criminal folders and civil folders are separate as each has a different sequence of numbers.

Registry Books - Prior to 1950, both the Prontuario Folder and this book were used to record and to file all information. At that time a different type of Prontuario File was used. After 1950, the present Prontuario was started and the Registry Book discontinued.

c. Fingerprint Section.

Fingerprint Files - Fingerprint cards are filed by the Vucetich classification system. There are separate files for male (black-printing) and female (red-printing). Fingerprints are filed in a special type of cabinet. Each section of the cabinet is approximately 5½"x8" and the fingerprint cards are filed in a horizontal position. These cabinets are against the walls of the rooms.

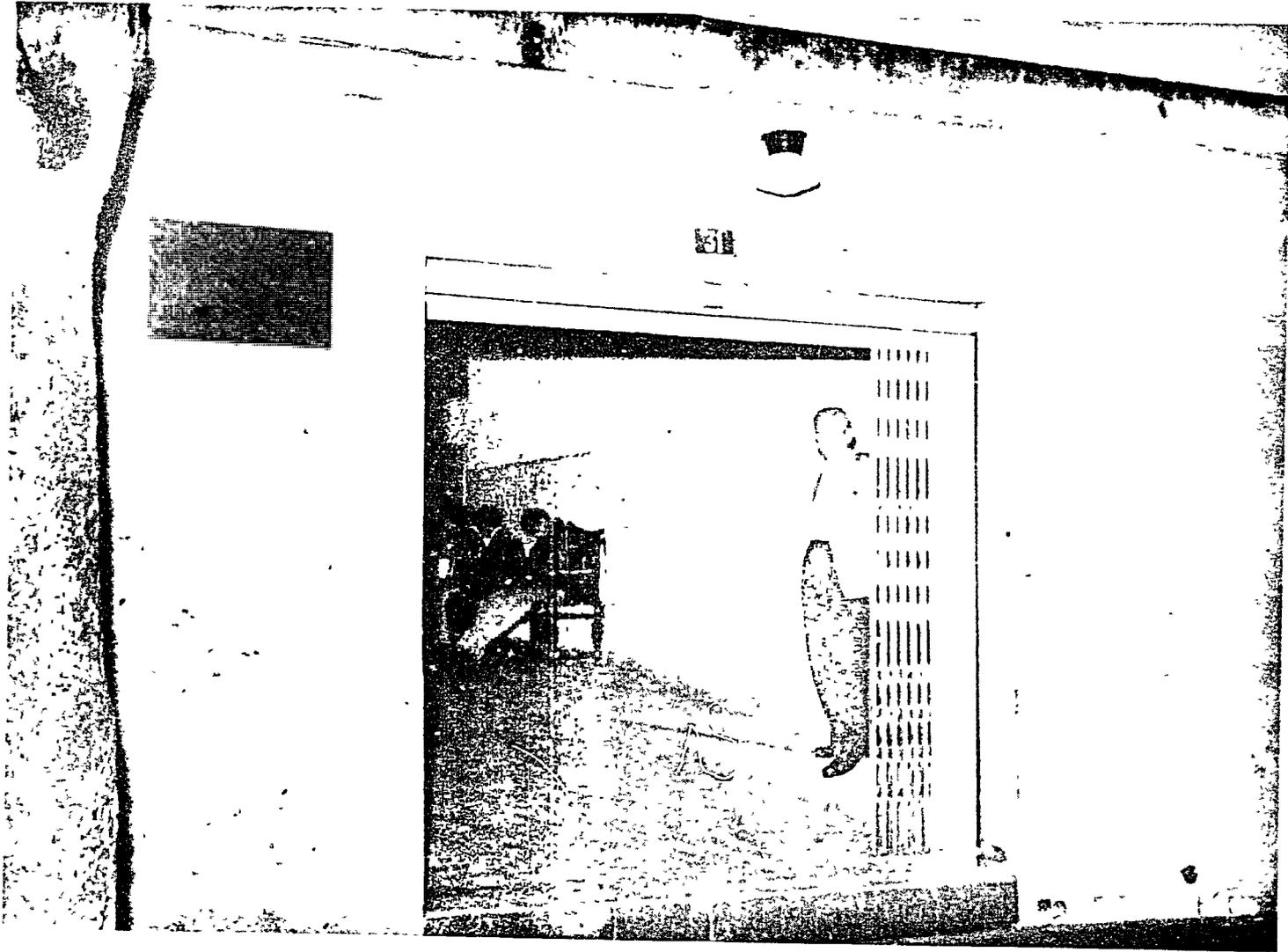
There is fluorescent lighting in each room. Criminal and civil cards are filed together and there are considerably more of the civil fingerprint cards.

6. Equipment.

The Institute is presently located in a building at Avenida Churchill No. 94. A new building for the Institute is now being constructed.

OFFICIAL USE ONLY

BEST COPY AVAILABLE



FELIX PACHECO'S IDENTIFICATION POST

OFFICIAL USE ONLY

This building is located at Rua Frei Caneca next to the prison, and will be well suited to the needs of the Institute.

In addition to the usual office furniture and general files, the present major equipment of the Institute includes:

- 1 Sergent projector for fingerprint projection - "Leitz"
- 1 Leitz projector for fingerprint projection
- 1 Bausch-Lomb microscope (Model Bgw 5) for examination of fingerprints
- 1 Cooke microscope for microphotography

Equipment needs set forth by the Director of the Institute include:

- Microfilming equipment including cameras and readers
- Machinery for mechanizing both criminal and civil records
- Machinery for effective and quick lamination of identity cards
- Electric typewriters with small type for printing of identity cards
- Kits for taking fingerprints
- Lenses and microscopes for use in the inspection of signatures and other writing
- A photographic unit for enlarging of fingerprints
- Kits of implements for the examination of epidermal papillae
- Numbering machines
- Mimeograph equipment
- Complete set of lettering guides for use in making labels for fingerprint cards
- Electric computing machines
- Ventilators and air conditioning units for records storage rooms

7. Activities.

Basic activities of the Institute as reported for 1958 include:

a. Criminal Section.

Criminal background forms issued-----	39,411
Identified prisoners-----	2,033
Cancelled notices of guilt-----	588
Criminal files alphabetically arranged-----	38,441
Information issued-----	14,349
Individual fingerprint forms filled out-----	2,352
New cards filed-----	2,033
Registry information issued-----	632

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Identification cards filed (due to death of individual)	103
New files started-----	8,620
Registered documents-----	65,659

Corpses identified - Total 847

Men-----	676
Women-----	161
Children-----	10

b. Records and Fingerprint Section.

Single fingerprint searches made:

	<u>Positive</u>	<u>Negative</u>	<u>Total</u>
Males-----	47,837	109,930	157,767
Females-----	<u>10,716</u>	<u>33,754</u>	<u>44,470</u>
Totals-----	58,553	143,684	202,237

Single fingerprint files existing on December 31, 1957-----	1,943,515
Single fingerprint files existing on December 31, 1958-----	2,077,596
Increase in 1958 over 1957-----	134,081

L. PHOTOGRAPHIC SERVICE

1. Organization.

The Photographic Service operates as a section of the Technical Police Division and is supervised by a Section Chief. There are no sub-chiefs or other organizational units of the section. The Service has its headquarters in the Criminal Institute building and maintains a small photographic laboratory there. It also maintains sub-units and small laboratories in the Social and Political Police Division, the Medico-Legal Institute and the Felix Pacheco Institute.

2. Duties and Responsibilities.

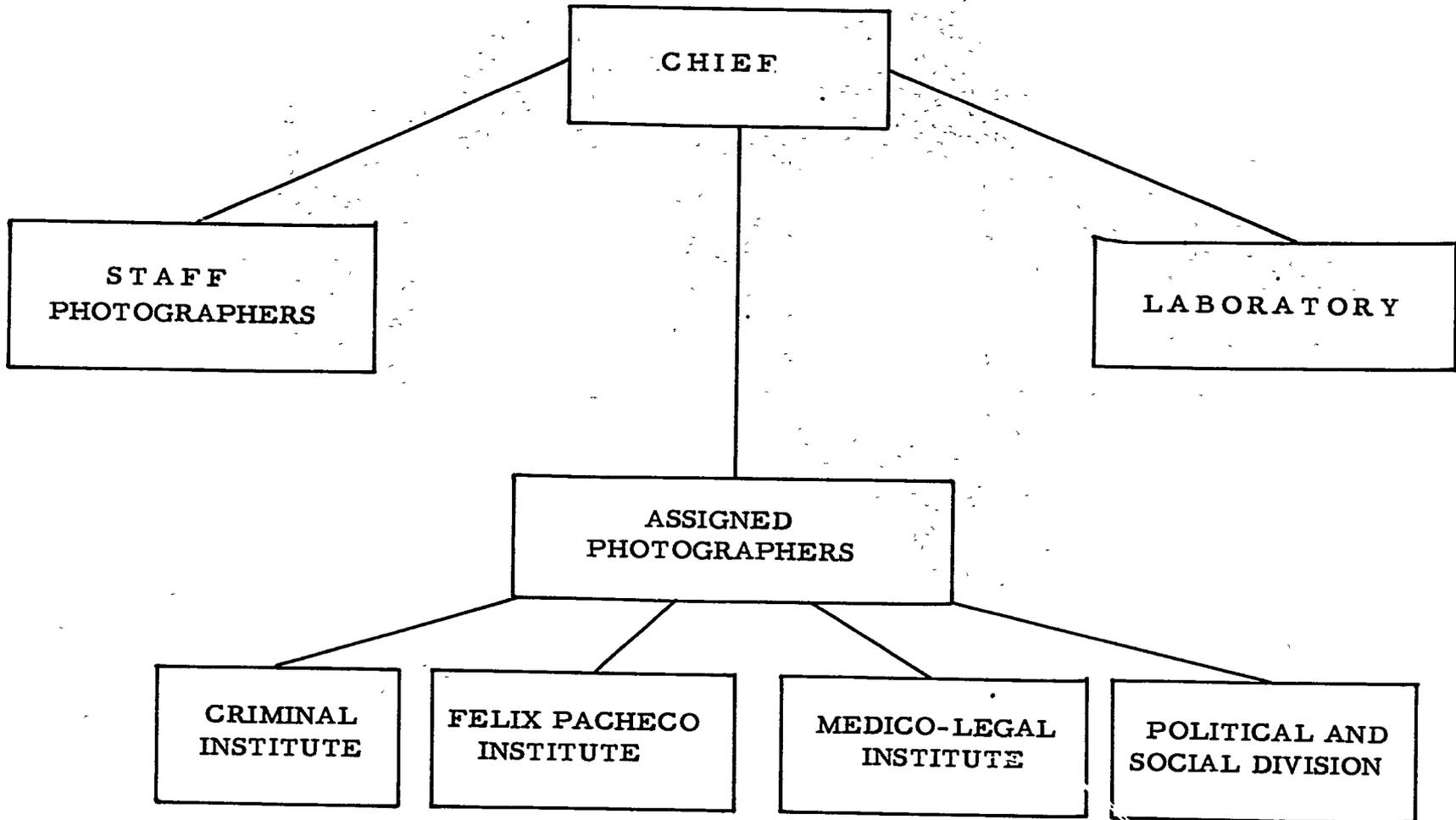
The chief duty of the Service is to take photographs requested by other sections of the D.F.S.P. Also, to process such photographs and make them available for whatever use is requested.

3. Administration.

The Service is administered by a Section Chief who in theory, reports to the Director of the Technical Police Division. For most

OFFICIAL USE ONLY

PHOTOGRAPHIC SERVICE
D. F. S. P.



OFFICIAL USE ONLY

operational purposes, however, the Service is under the Director of the Criminal Institute. The units assigned to other sections of the D.F.S.P. also operate under the chiefs of the respective sections for most operational purposes. Headquarters of the Service is in the Criminal Institute. In major crime occurrences a photographer from the Service will be included as a part of the team which makes the crime scene examination. Most of the persons arrested by the various units of the D.F.S.P. are photographed at the Criminal Institute by personnel of the Photographic Service.

4. Personnel.

The Service has a total of 30 employees divided as follows:

- 1 Chief
- 20 Photographers
- 2 Investigators
- 3 Clerks
- 1 Typist
- 1 Carpenter
- 2 Servants

At the time the study was made two of these employees were on annual leave, one was on special leave and two were ill.

5. Records.

The Service maintains the following records:

Occurrence Book - A record of all crime scene work on cases performed by a photographer. A number is assigned to each entry in the book and this number is in numerical sequence for each calendar year. Entry includes information on crime scene, type of crime, photos taken, time of examination and name of criminal expert.

Photo Negative File - Negative of crime scenes is filed in an envelope (various sizes) by occurrence number for each calendar year. Negatives of persons arrested are filed in numerical sequence which is the same as the number assigned to the person.

6. Equipment.

In general, the present photographic equipment of the Service is inadequate to meet the needs of the D.F.S.P. and the equipment available is mostly old and in need of repair. Present equipment includes two old Speed Graphic cameras (one 4x5 and one 6x9), enlargers, one copy press, photostatic press, coaters, identification camera, driers, trays and a small number of supplies. Darkroom facilities are adequate for present needs.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

The head of the Service has stated that the Photographic Service needs the following equipment and supplies:

- Cameras for use at crime and accident scenes
- Photostatic presses with exposure meters
- Driers equipped with thermostat
- Identification equipment including cameras
- Automatic enlargers with exposure meter
- Contact copy presses with exposure meter
- Precision scales
- Inoxidable buckets (10 liters) for use with developers
- Inoxidable sticks to dissolve developing drugs
- Micro-film printer (high speed)
- Developing unit for microfilm
- Film drier for microfilm
- Two microfilm cameras
- Six microfilm reader units

7. Activities.

Since the major part of the activities of the Service is included as a part of the operations of other sections of the D.F.S.P., no accurate report is available on the number of photographs taken or processed.

M. POLICE SCHOOL

1. Organization and Courses.

The Police School is under the supervision of a Director who is appointed by the Chief of Police. Its basic organization (see Chart on the following page) includes the Research and Studies Center, Courses, Museum and Clerical Office.

At the time this study was made, no actual courses were being taught at the Police School, and the building was in the process of being renovated. The Survey Team was informed that a new series of courses would be offered in a few weeks. Courses which have been offered in the past and those planned for the future include:

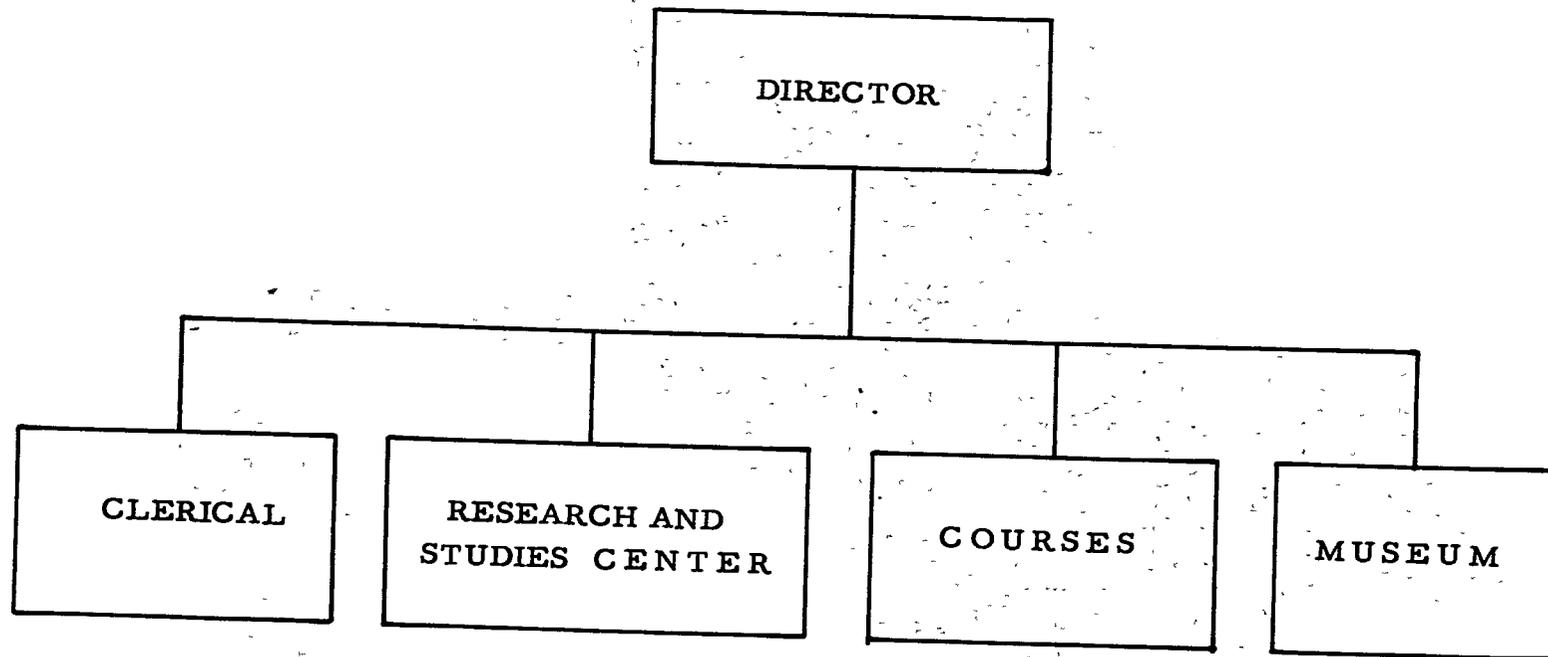
a. Course for Police Commissario.

Includes law, judicial psychology, police, history, statistics, organization, legal medicine, applied technical crime detection, criminal investigation, judicial police activities and field work.

Courses last for a period of two years and average two hours per night, five nights per week for eight months of each year.

OFFICIAL USE ONLY

POLICE SCHOOL
D.F.S.P.



OFFICIAL USE ONLY

b. Course for Police Detectives.

Includes elements of law, legal medicine, applied psychology, criminalistics, criminal investigation, typing, shorthand, personal defense and field work.

The course lasts for one year (eight months) and averages two to three hours per day for five days per week.

c. Course for Police Clerk.

Includes elements of administrative, civil and constitutional law, penal law and judicial police activities. Also, elements of legal medicine, criminalistics, Portuguese, typing and field practice.

The course lasts for one year (eight months) and averages two to three hours per day for five days per week.

d. Course for Technical Experts.

Includes elements of criminalistics, identification and fingerprinting, criminal investigation, graphotechnics, traffic accident investigation, photography, crime scene examination.

The course lasts for one year (eight months), five days per week with an average of two to three hours per day.

e. Course for Fingerprint Experts.

The course includes specific instruction for four months in identification and fingerprinting techniques and methods. Also, includes elements of police organization and letter writing. Averages two hours per day, five days per week.

f. Other Courses.

Other courses which are planned, subject to the approval of the Chief of Police and Director of the Technical Police Division, include:

Course for Police Delegados
Post-graduate Course for Detectives
Post-graduate Course for Investigators
Special Courses, as needed

2. Duties and Responsibilities.

The Police School has the following duties and responsibilities:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

- a. Conduct basic and advanced training courses for the police personnel of the D.F.S.P.
- b. Maintain a center for study and research designed to improve the activities of both the uniformed police force and judicial police authorities.
- c. Instigate motivation for better training and preparation of members of the D.F.S.P. among police students and the general public.
- d. Provide for the training of police officers outside the Federal District under the form of participant or field training, nominate the most qualified officers for such training, and follow up their academic and practical progress. Also, to utilize their training and knowledge gained.
- e. Maintain close contact with the Public Relations Service of the D.F.S.P. to emphasize the value of police training among police officers and the general public.
- f. Supervise the activities of the Police Museum and make its exhibits available to the students of the Police School.

In addition to these duties, the Center for Study and Research is also responsible for providing guidance as to teaching methods and to submit concrete cases to be reviewed and studied.

The Museum is charged with the responsibility of preparing, selecting, classifying and constructing models of instruments or materials which may be of interest for study in the school.

The Technical Section of the D.F.S.P. is required to assist the Museum in the preparation of materials for exhibits, and the Section on History is required to investigate the history of such exhibits and prepare the necessary information about them.

The Administrative Section of the Police School is charged with the responsibility of assisting the Director and for the provision of supplies, budget and general administrative activities in close conformity with the Administration Division of the D.F.S.P.

3. Administration.

The Police School functions as a section of the Division of Technical Police, and, in theory, the Director is subordinate to the Director of the Technical Police Division. The School Director, however, is appointed directly by the Chief of Police, and there is considerable

OFFICIAL USE ONLY

OFFICIAL USE ONLY

uncertainty as to the specific responsibilities of the respective directors. General administration of the school is in charge of the School Director, but matters concerning courses, budgets and appointment of instructors and professors must be approved by the Director of the Technical Police. Very often there is a conflict between the two directors on matters relative to the School or its operations; especially in regard to the selection of courses to be offered and in the appointment of personnel to teach such courses. Since the major interest of the Director of Technical Police is in technical matters, it is natural that major emphasis has been placed on technical courses in the school. This division of administrative authority also makes it difficult for the school to establish definite standards and requirements for instructional personnel and a continuing series of specific police training courses.

4. Personnel.

Present personnel of the Police School includes one director, three investigators, one detective, one administrative employee, one clerk, two typists, one messenger and one janitor.

Instructional personnel is assigned to the school for the teaching of specified courses, chiefly from the various sections of the D.F.S.P. Outside personnel may also be assigned by the Chief of Police on a part or full time basis. In most cases the Director of the Technical Police makes the actual selections of instructional personnel and submits the name to the Chief of Police for approval.

Since no courses are now actually being conducted, no instructional personnel is currently assigned to the school.

Police detectives, investigators, clerks and certain criminal experts, are, in theory, required to attend the Police School before they receive their effective appointment. In fact, however, there are many direct appointments to these positions without the necessity of completing the school courses.

There is no requirement for members of the Civil Guard or Military Police to attend the school, and no regular courses are scheduled for these units. In the past the school has conducted special courses for new recruits of the Civil Guard and certain specialized courses for both the Civil Guard and Military Police.

To date, no requirements have been established for delegados to attend the Police School although plans are being made to establish special training courses for these police authorities.

5. Records.

The following records are maintained by the Police School:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Student's Personnel File - containing records on grades, improvement, tests and all documents concerning the student.

Special Course File - with all the records on each specific course.

Teacher's Record File - with documents of students' time and attendance and number of lessons given by each teacher.

Records File on all the teachers assigned to the school.

Time and Attendance Book on officials assigned to the school.

Protocol Book for the incoming correspondence.

Protocol Book for the outgoing correspondence.

Clipping File on subjects concerning the school, published by the Official Gazette.

Records File on assignment orders.

Copies of outgoing official letters.

Records File on regulations and orders issued by the Chief of Police.

File with copies of radiograms, letters, certificates and memoranda.

File on all supply requisitions.

File with information copies.

Inventory Records on all permanent material.

General Archives.

6. Buildings and Equipment.

The Police School building is old and in very poor condition. It was a former residence and is not suited to the needs of a police school. The school is located at Rua Joaquim Palhares No. 267, some distance from the Central Police Headquarters.

There is no area in the building or on the adjacent land suitable for a pistol range and at present no fire arms instruction is offered.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

The school has no modern training equipment for laboratory work, no projection or photographic equipment. Whatever equipment is necessary for use in various courses must be borrowed from the other units of the D.F.S.P. or from outside sources, on a temporary basis.

There are a few technical police books in the school library, all in Portuguese. No police training films are available except those borrowed from outside sources.

The Director has stated that there is a need for certain basic police training equipment including a comparative microscope, portable tape recorder, opaque projector, ultra-violet equipment, fingerprint kits, precision scales, 16mm camera and projector, Polaroid camera, Speed Graphic camera, copying machine, microfilming equipment, thickness meter, micro-meters and stand magnifiers. Also, books on police subjects and films which can be used for training purposes. In addition, the Director would like to have duplicates or models of various technical machines, devices and materials for training purposes.

7. Activities.

During 1958, the following courses were conducted by the Police School with the indicated numbers of students:

<u>Course</u>	<u>Number</u>
Detectives-----	16
Police Clerks-----	26
Comissarios-----	11
Criminal Experts-----	35
Fingerprint Experts-----	45
Investigators-----	36
Traffic Experts-----	10
Traffic Accident Investigators-----	<u>30</u>
 TOTAL-----	 209

A total of 2091 classes of all types were conducted during the year by the respective instructors of the Police School.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

CHAPTER X

SPECIALIZED SQUADS

A. VICE AND PUBLIC AMUSEMENTS SQUAD

1. Organization.

The Vice and Public Amusements Squad is under the supervision of a Delegado Chief who is appointed by and reports directly to the Chief of Police. It includes the following major sections: (See Chart on following page.)

Criminal Section
Public Amusements Section
Police Clerks Office
Custodial Section
Jail

Included in the Criminal Section are three sub-sections for:

Repression of Gambling
Repression of Pandering
Repression of Narcotics

2. Duties and Responsibilities.

The basic duties of this Squad are to prevent and repress crimes against the public morality, including gambling, prostitution, the traffic in and use of narcotics. Also, the approval or denial of requests for the holding of certain public amusements and the licensing and policing of such activities.

The censorship of all public amusements was formerly one of the major duties of this Squad. However, this duty has been transferred directly under the supervision of the Chief of Police.

The Criminal Section is divided into three sub-sections with the following specific duties:

Sub-Section for Pandering and Prostitution - to repress and prevent pandering and prostitution in all its aspects, including control over public places.

Sub-Section for Narcotics - to repress and prevent the use of or traffic in narcotics and the exercise of control over those areas of the

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Federal District frequented by offenders. To find and arrest those who illegally practice medicine, dentistry or serve as witch doctors or charlatans.

Sub-Section for Gambling - to prevent and repress all types of illegal gambling and to arrest the offenders.

The Criminal Section of this Squad is directed to cooperate with the police precincts, offering advice and assistance in all matters over which it has competence. Also, to supplement the activities of the precincts in the specialized areas of activity for which it is responsible. The Squad, in actual practice, handles most of its activities directly through its own personnel. However, it is supposed to work with the precincts and, if requested, to take over certain specialized cases which are not solved by the precinct personnel.

3. Administration.

The Squad is under the supervision of a Delegado Chief. The Delegado serves both as chief administrator of the Squad and as the chief judicial police authority. There is also a Substitute Delegado who also serves as the chief of the Criminal Section. The Public Amusements Section and the various sub-sections of the Criminal Section are each supervised by a Comissario (Assistant Delegado). Lines of authority and chain of command within the Squad appear to be well understood and followed.

4. Personnel.

In addition to the Delegado Chief, the following personnel are listed for the Squad, totaling 105:

Emergency Duty Office:

4 Investigators

Criminal Section:

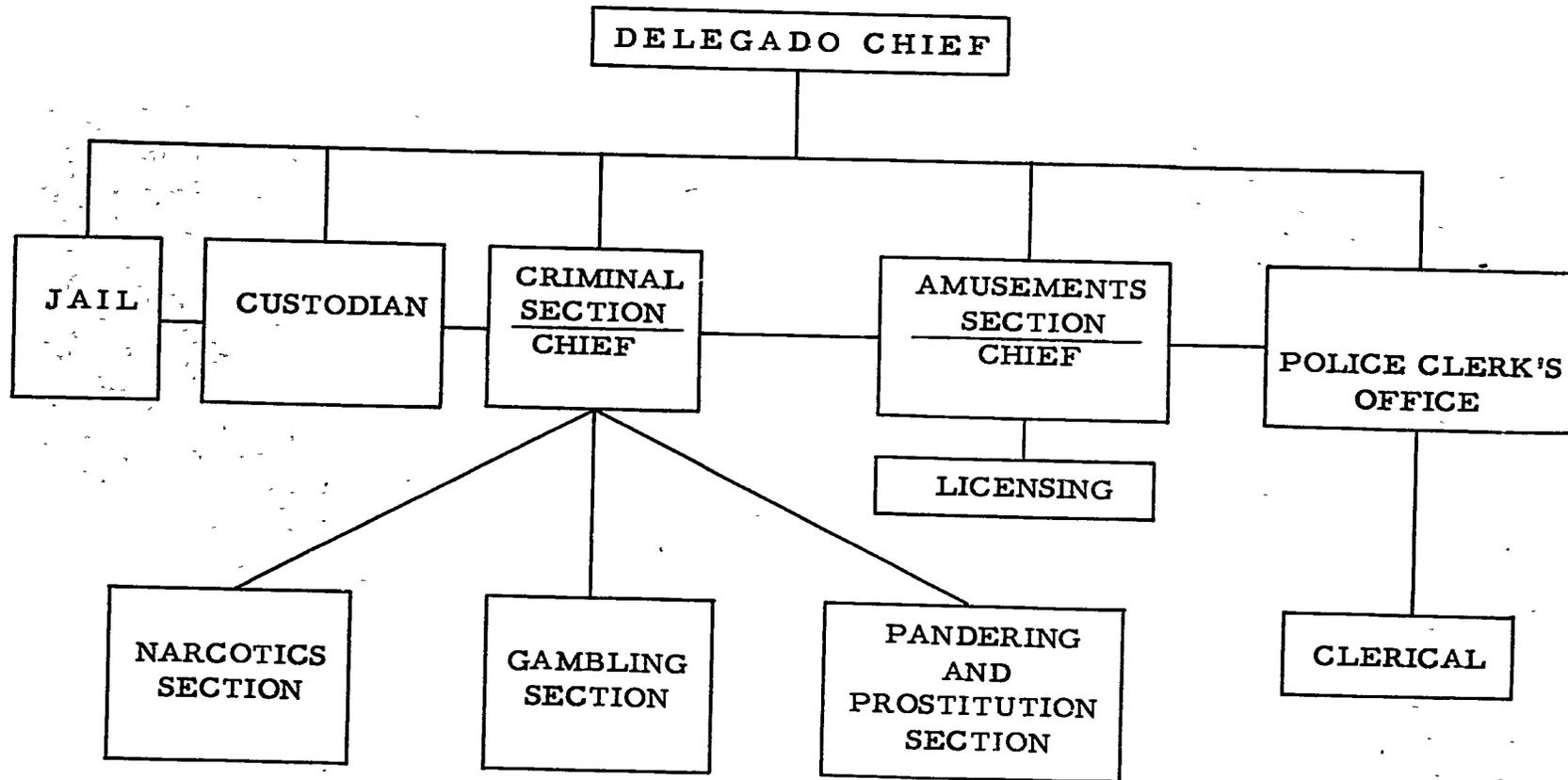
1 Chief of Section
1 Assistant Chief (Investigator)
9 Investigators

Police Clerks Office:

1 Chief Clerk
3 Clerks
2 Detectives
4 Investigators
1 Office Clerk

OFFICIAL USE ONLY

VICE AND PUBLIC AMUSEMENTS SQUAD
D. F. S. P.



OFFICIAL USE ONLY

- 1 Typist
- 1 Messenger
- 1 Identification Specialist

Information Section:

- 3 Investigators

Public Amusements Section:

- 1 Chief of Section
- 1 Office Clerk
- 1 Special Assistant
- 8 Detectives

Narcotics Sub-Section:

- 1 Chief
- 7 Investigators

Pandering Sub-Section:

- 1 Chief
- 4 Detectives
- 5 Investigators

Gambling Sub-Section:

- 1 Chief
- 3 Detectives
- 28 Investigators

Custodial Sub-Section:

- 1 Chief (Detective)
- 10 Investigators

(This Section handles the special jail of the Squad on a 24 hour basis.)

5. Records and Files.

The Police Clerks Office maintains the regular Register Book.

The Secretariat receives, routes and answers all paper work for the entire Squad. A special stamp of the section is placed on all requests or documents. In the space provided the protocol number is placed. The protocol book is the regular record book in which each entry is assigned a number in sequence for each calendar year.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

The Portaria or Reception Office is located in a small office on the right side of the entrance lobby. This office serves as custodian of the detention cells and grants passes for visitors to see prisoners. An Index File (3"x5") contains the names of suspects and arrested individuals. The cards are filed by last name with male and female together. General information pertaining to the crime (date and section of law) are also shown.

The Public Amusements Section handles the licensing of clubs or places which provide entertainment and also the licensing of "taxi" dancing (places and girls). The necessary forms are completed by the applicants. This section checks the name and civil registry number of individuals with the Felix Pacheco Institute and the Political Division. The license must be renewed each year by the individual. A number is assigned to each license issued and this number is in continuous numerical sequence. The following records and files are in this Section:

Name Index File Cards (13"x8½") contains the records of the various entertainment places. These cards are in alphabetical sequence and contain information of the place, the license number and date on each renewal.

Prontuario File Folder contains the original application and forms. These folders are filed by the license number.

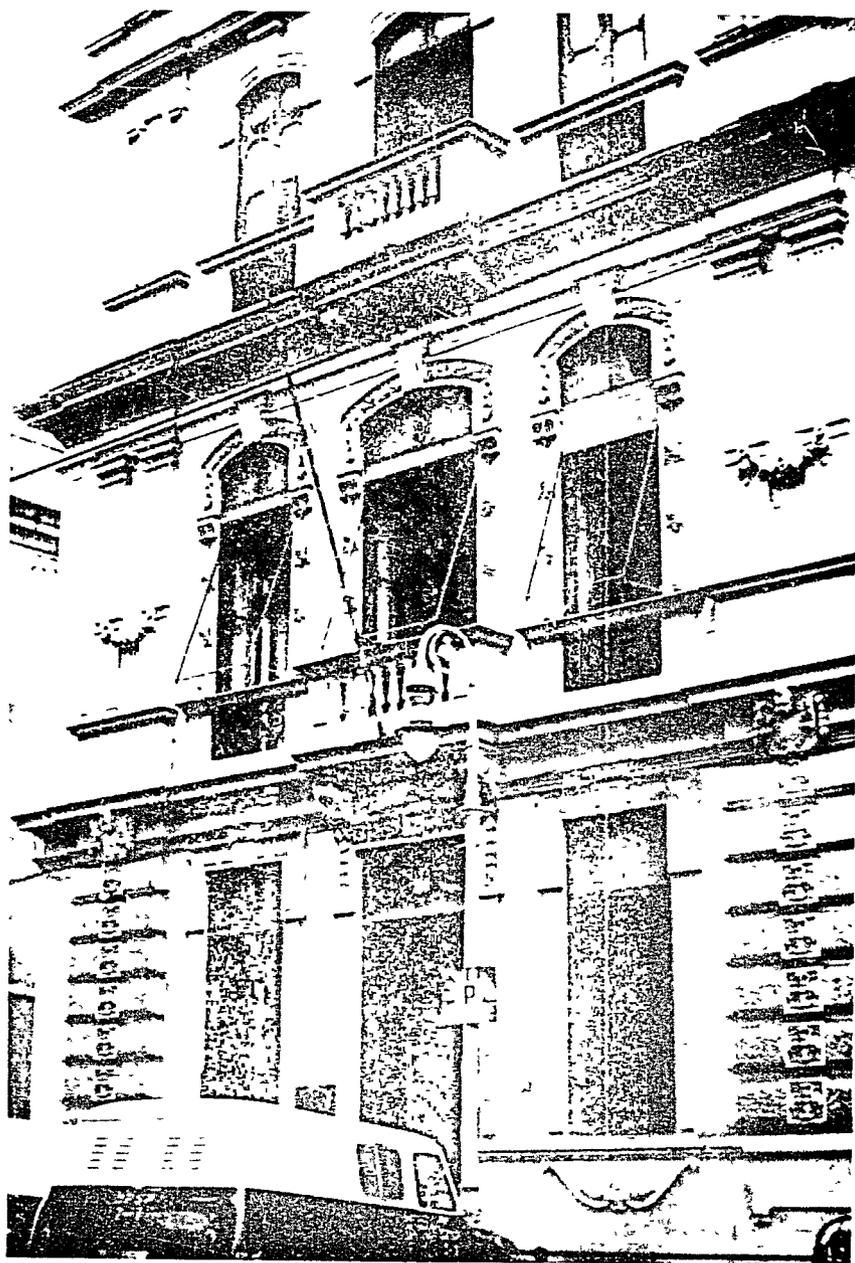
A Name Index File (5"x7") of all licensed taxi dancers. The card contains license number, photograph and other general background of the individual. The cards are filed by last name in a small file on top of a desk. This file cabinet also contains the index (5"x7") of all taxi-dancing places. As of June 1959 there were only two taxi-dancing places in Rio de Janeiro. A taxi-dancer is issued a special identity card by this Section.

The Criminal Section is divided into three main sub-sections: (a) Gambling; (b) Prostitution; and (c) Narcotics. All sections are in operation for 24 hours each day.

a. Gambling Section.

This Section has nine details of three-man squads patrolling the streets for both the detection and the investigation of gambling. The squad reports by telephone to headquarters every two hours. The person arrested is brought to precinct headquarters, the evidence is brought to the office, and the arrest report is completed by the arresting officer. A number is assigned for each arrest by numerical sequence for each calendar year. This number is obtained from the entry made in the Clerks Register Book. The original and three copies of the form are made. The original and two copies are for the clerk's office and the third copy remains in the Section. The following records and files are kept in the Gambling Section:

OFFICIAL USE ONLY



BEST DOCUMENT AVAILABLE

VICE AND AMUSEMENTS SQUAD

OFFICIAL USE ONLY

The Flagrante Forms - are filed in a folder by the number for each calendar year. An Index File (5"x7") contains the names of suspects and arrested persons. Additional arrest information on the same individual is entered on the card. All names of new arrests or suspects are searched in this file for any previous data.

Arrest Log Book - contains the numbers which have been assigned to every new arrest. These numbers are in continuous numerical sequence. The number appearing in the arrest log book is placed on the name index card.

Record of Arrest - is a special form (13"x8½") which is used to record the telephone calls giving the names of the individuals arrested and arrest data. These are filed in a folder by date.

b. Prostitution Section.

This Section handles crimes connected with prostitution, such as pimping or pandering. Examinations of girls, if necessary, are conducted by the Medico-Legal Institute. This Section has the following records and files:

Complaint Book - which is a record of any complaint made by an individual about a girl (prostitute) or about a place (prostitution).

Occurrence Book - is a log containing name of arrested individual and facts of arrests. The number assigned is the same as the one in the Clerk's Register Book (numerical sequence for each year).

Registry Book contains the names of the individuals who were investigated.

Daily Record Sheet - a log of all arrests. The name, date of arrest and other facts are indicated.

A Dossier File Folder contains the results of investigations regarding house, apartment, or hotel as being a place of prostitution.

Flagrante (arrest form) - is filed in a folder by the Clerk's Register Book number. (Numerical sequence for each calendar year.)

Index File (5"x7") contains the names of prostitutes and the cards are filed by last name. The cards contain facts of arrest or investigation and photograph.

Index File (5"x7") contains the names of pimps. Information on these cards is the same as on the cards for prostitutes.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

c. Narcotics Section.

This Section handles all cases involving narcotics and fortune tellers. A number in continuous numerical sequence is assigned to each name card made for the index files. Records include:

Occurrence Book - a log book of the names and facts of all actual arrests. These are entered in chronological order.

Name Index (3"x5") contains the names of individuals investigated or arrested for crimes involving narcotics. Cards are filed by last name with male and female together.

Name Index (3"x5") is a file of the names of individuals investigated or arrested as fortune tellers. Cards are filed by last name with male and female together.

Number File (5"x7") - these cards are filed in continuous numerical sequence. (The number is obtained from each new name index card put in file.) The card contains background information on the individual, arrest data or investigative data, and photograph. Additional arrests and facts are entered on this card.

Prontuario File Folder contains the report of investigation and arrest. The folder is filed by the "Ficha" number. All additional reports on arrests in view are placed in the prontuario file folders.

6. Equipment.

The Squad is housed in an old building located at No. 24 Republic Square. The usual type and amount of office equipment and furniture is available and is fairly well maintained.

The Squad has vehicles, as follows:

- 2 1953 Chevrolet Sedans in Fair condition
- 1 Ford Carryall (old) in Bad condition
- 4 Ford Carryalls (dating 1953-1959) in Good condition

The Delegado Chief of this Squad has requested a personnel increase of 60 men in order to more effectively handle the duties of the Squad. He has also requested five additional patrol vehicles, equipped with two-way radio, and the establishment of a small Social Assistance Unit as a part of the Squad. The purpose of this Unit would be to take better care of prisoners, especially women, who are picked up by the Squad. It would serve to give first aid, basic medical care and even taking the persons to a hospital if necessary. The Chief has also requested improved telephone facilities to allow for conversations that can be held in private.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

7. Activities.

Activities of the Squad, during 1958, are indicated by the following statistics:

Public Amusements Section:

Applications handled-----	3,392
Licenses issued-----	561
Memos for dances-----	287
Official letters, etc. -----	1,562
Transfer of dancers-----	17
Dancers registered-----	67
Fines applied-----	219

Criminal Section:

Repression of Gambling:

Numbers game-----	1,071
Gambling-----	18
Book-makers-----	885
Lotteries-----	4
Other-----	10

Repression of Narcotics and Charlatans:

Commerce and use of narcotics-----	74
Quackery-----	1
Fortune telling-----	1
Other-----	14
Apprehension of narcotics (marijuana mostly)-----	1,282 grams

Repression of Pandering and Prostitution:

Pandering-----	1,542
Houses of prostitution-----	2
Indecent conduct-----	11,316
Various-----	2,196

B. POPULAR ECONOMY SQUAD

1. Organization.

This Squad is supervised by a Delegado Chief, who is appointed by and reports directly to the Chief of Police. It is organized along the following lines: (See Chart on following page.)

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Price Control Section
Real Estate Rental Section
Usury Section
Clerical and Information Office
Police Clerk's Office
Custodial Office
Special Jail

2. Duties and Responsibilities.

Basic duties of the Squad are to handle violations of price control regulations, rents, usury, weights and measures and other specific matters which may be a detriment to the popular economy or public health. It also is charged with the responsibility for the enforcement of the regulations of the Federal Commission of Price and Supplies (COFAP) concerning price controls.

This Squad has a very important responsibility as the basic enforcement agency of price and rent controls during the present inflationary economic period. The effectiveness of its work plays a major role in helping to stabilize the economy and to preserve public order generally.

Other duties of the Squad include:

a. Providing advisory assistance to the precincts and to the patrol service regarding offenses and activities detrimental to the popular economy and public health.

b. Reinforcing the efforts of the precincts when requested by the Delegado of the Sector or by the Central Police Headquarters; particularly with regard to the types of crimes which affect the popular economy or public health.

c. Conducting all required police proceedings relative to the crimes and contraventions handled by the personnel of the Squad.

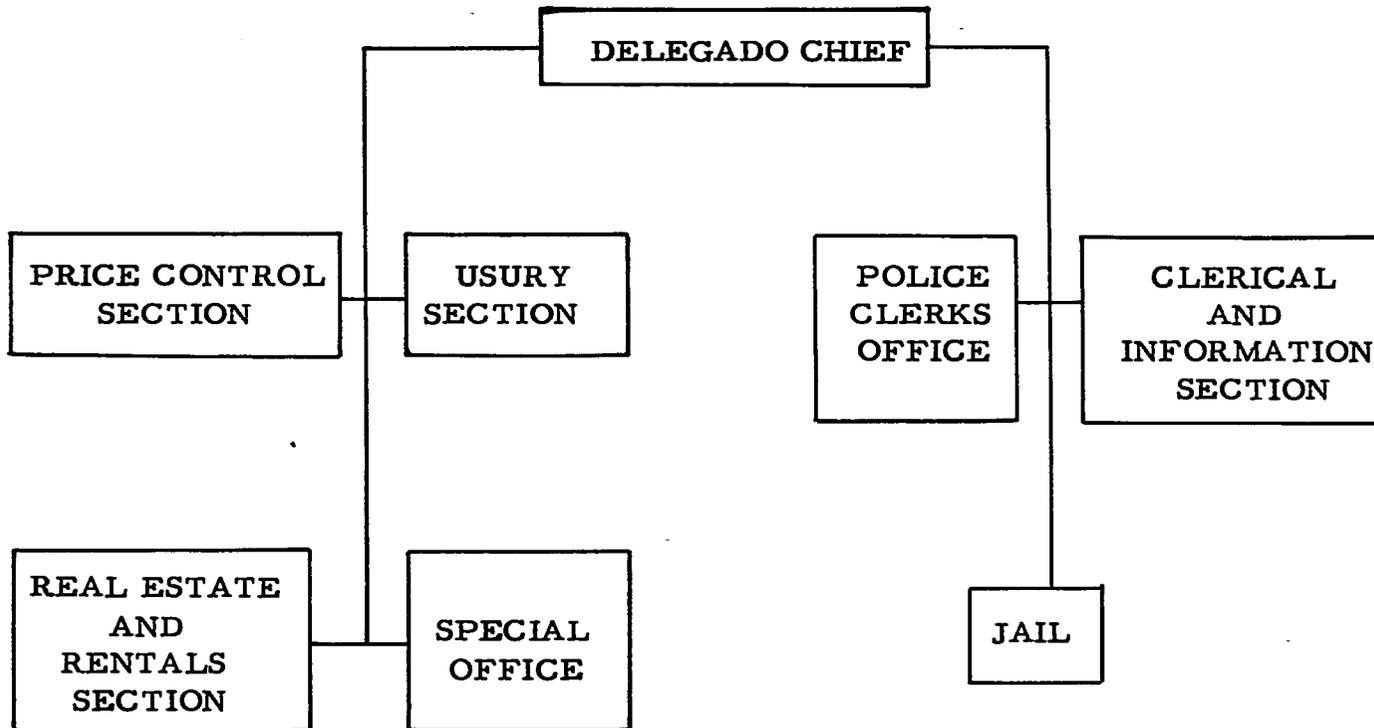
The Squad is also specifically charged with the responsibility of supplementing the police contingents of the Vigilance Squad and the Criminal Investigation Service and to afford its cooperation to the police authorities responsible for inquiries bearing direct relation to matters which are within the competence of the Squad.

The Police Clerk's Office has the usual duties of conducting the basic police proceedings and preparation of the inquiries, under the supervision of the Delegado Chief of the Squad.

OFFICIAL USE ONLY

POPULAR ECONOMY SQUAD

D. F. S. P.



OFFICIAL USE ONLY

3. Administration.

The Delegado Chief is responsible for both the judicial and preventive phases of the Squad's operations and for its general administration. He reports directly to the Chief of Police and is assisted by four assistant delegados or comissarios; one of whom is the substitute for the Delegado Chief. Three are chiefs of the respective sections of the Squad. The Police Clerk's Office is also supervised by a Chief Police Clerk. Lines of authority within the Squad appear to be well established and followed.

4. Personnel.

Total personnel of the Squad, totaling 82, is listed as follows:

- 1 Delegado Chief
- 4 Comissarios (Assistant Delegados)
- 4 Police Clerks
- 1 Writer
- 1 Special Officer
- 1 Identification Officer
- 1 Office Clerk
- 3 Typists
- 2 File Clerks (female)
- 11 Detectives
- 51 Investigators
- 2 Servants

5. Records.

The various sections with their records and files are outlined as follows:

a. Portaria.

This office is actually for reception work. It is staffed 24 hours a day to handle the public contacts and telephone calls concerning the work in this Squad. This office maintains no specific records or files.

b. Police Clerk's Office.

The regular police clerk's functions are performed in this office. The regular Register Book is maintained. The office maintains the monthly statistics. The fingerprints of persons processed are taken by this section. The fingerprints and forms are taken to the Felix Pacheco Institute. Also, fingerprints and forms are sent to the Police Information File for processing and filing. No photograph of the individual

OFFICIAL USE ONLY

OFFICIAL USE ONLY

is made. One copy of the fingerprint form is made as part of the legal process work. The Registry Book Number appears on the fingerprints and forms. An index (3"x5") card is made at the time of fingerprinting. This index card contains the impression of both thumbs and is attached to the fingerprints which are processed by the Felix Pacheco Institute.

c. Clerical Section.

This Section maintains the index cards and records for the entire Squad. After fingerprinting, the forms are processed in this section to ascertain previous data in file. This section maintains the following records and files:

The Name Index (5"x7") contains the names of all persons processed by this squad. Cards are filed by last name with male and female together.

The Prontuario Number Book is a record of all the numbers in continuous numerical sequence. The name of the individual and the date are shown.

The Prontuario File is an envelope containing all data and facts concerning the individual. Additional information on the same individual is placed in the envelope and the facts of arrest are added to the name index card.

d. Section of Price Control.

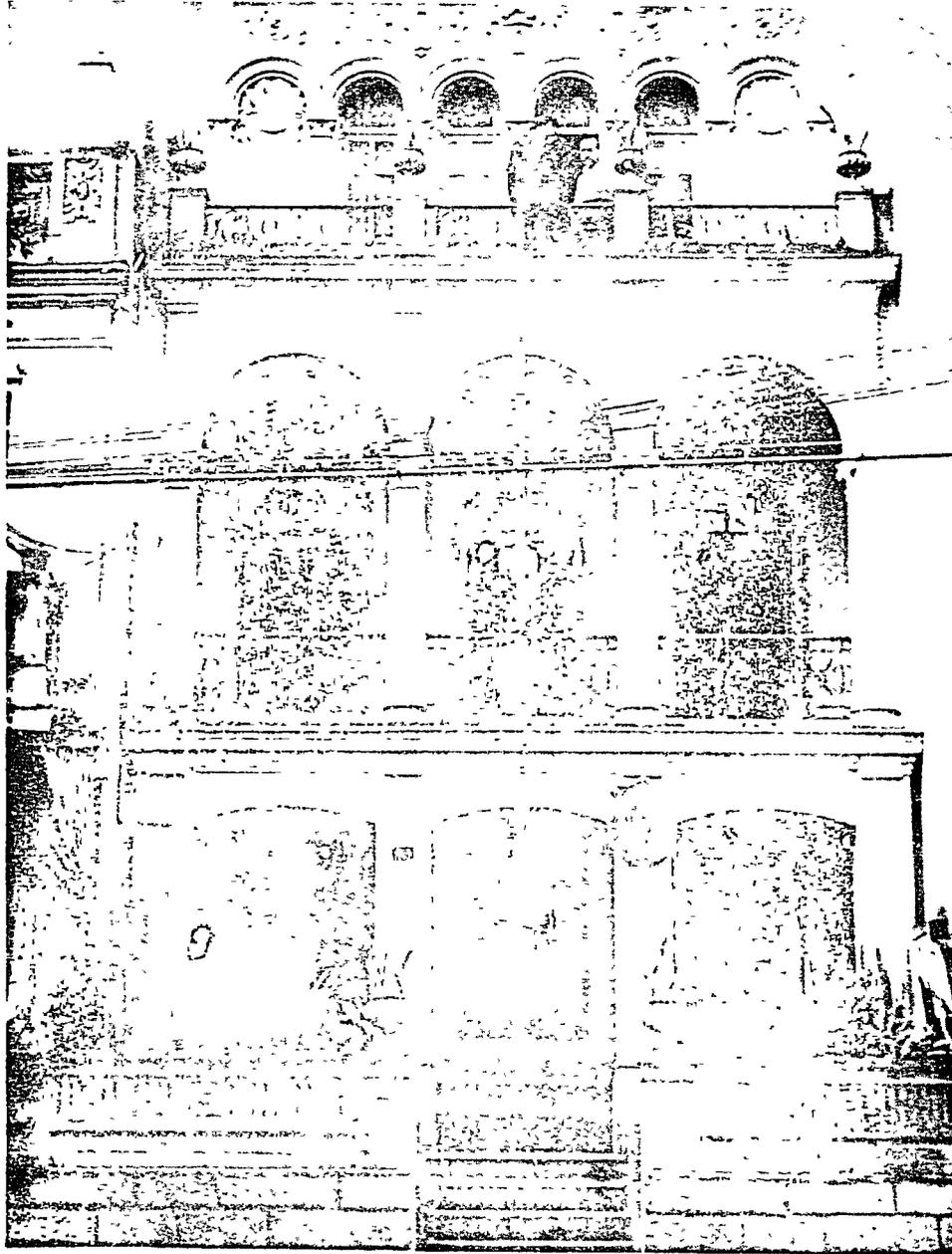
This section is in operation 24 hours a day. A staff of detectives and investigators is responsible for the inspection of prices, food and other articles as set out in the laws and by regulation of COFAP. The report of any case is made on the regular form "Parte de Servicio." Each squad has a regular schedule to cover certain areas of the city. The jail is under the supervision of the Chief of this Section. Evidence is taken to the Criminal Institute for examination. The only records maintained are the following:

Occurrence Book - a record of all cases handled, and they are entered in chronological order. A number is assigned in sequence for each calendar year.

e. Section of Usury.

This office handles all complaints regarding any charge of excessive interest over the legal rate of one per cent per month per year. Complaints must be made in person. Reports of any investigations are made as part of the legal proceedings and no copies are kept in this section. The only record is The Complaint Book which is a ledger book containing the general facts of the case, entered in chronological order with a number assigned in sequence for each calendar year.

OFFICIAL USE ONLY



POPULAR ECONOMY SQUAD

OFFICIAL USE ONLY

f. Real Estate Rental Section.

This section's major duties pertain to rent control factors (overcharging and lease matters). A complaint must be made in person before any investigation is conducted. Reports become a part of the legal proceedings. The only record maintained by this section is The Complaint Book which is a ledger book containing a record of each case by date and assigned a number in sequence for each calendar year.

6. Equipment.

The Squad is housed in an old two-story residence located at Rua Washington Luiz No. 36. There is the usual type of office furniture and equipment which is in fair condition. There is also a small jail used for the temporary incarceration of prisoners.

The Squad has three old Ford Station Wagons which are in fair condition, and one Chevrolet Sedan (1951) also in fair condition; the latter is used by the Delegado Chief.

Formerly the Squad operated a small laboratory in which samples of milk and other foods could be tested. This has now been discontinued and such tests are made by the Criminal Institute or outside organizations. No laboratory equipment is now available for direct use of the Squad.

Requests of the Delegado Chief for additional equipment include:

- 3 additional vehicles (carryalls) equipped with two-way radio and outside loudspeakers for use in the street markets
- 1 teletype machine, connected with the general police teletype system

7. Activities.

During 1958, the various sections of the Squad handled the following types of complaints:

Price Control Section:

Overcharging-----	1,407
Refusing to sell-----	8
Weight violations-----	369
Selling bad merchandise-----	1,161
Adulterated food-----	246
Other-----	<u>357</u>
TOTAL-----	3,548

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Rental Section:

Raising of rent-----	56
Refusal to give receipt-----	141
Interference with tenant-----	349
Other-----	<u>5</u>
TOTAL-----	551

Usury Section:

Excessive interest charged-----	16
Property fraud-----	10
Management fraud-----	4
Other-----	<u>227</u>
TOTAL-----	257

During 1958, the Squad handled the following inquiries and cases of arrests in view (in flagrante):

Refusal to sell-----	17
Overcharging and weight violations-----	2,067
Attempt at illegal profit-----	3
Excessive interest charged-----	10
Illegal raising of rent-----	8
Refused rent receipt-----	2
Selling bad food-----	283
Adulterated food-----	1,202
Other-----	<u>92</u>
TOTAL-----	3,674

C. VIGILANCE SQUAD

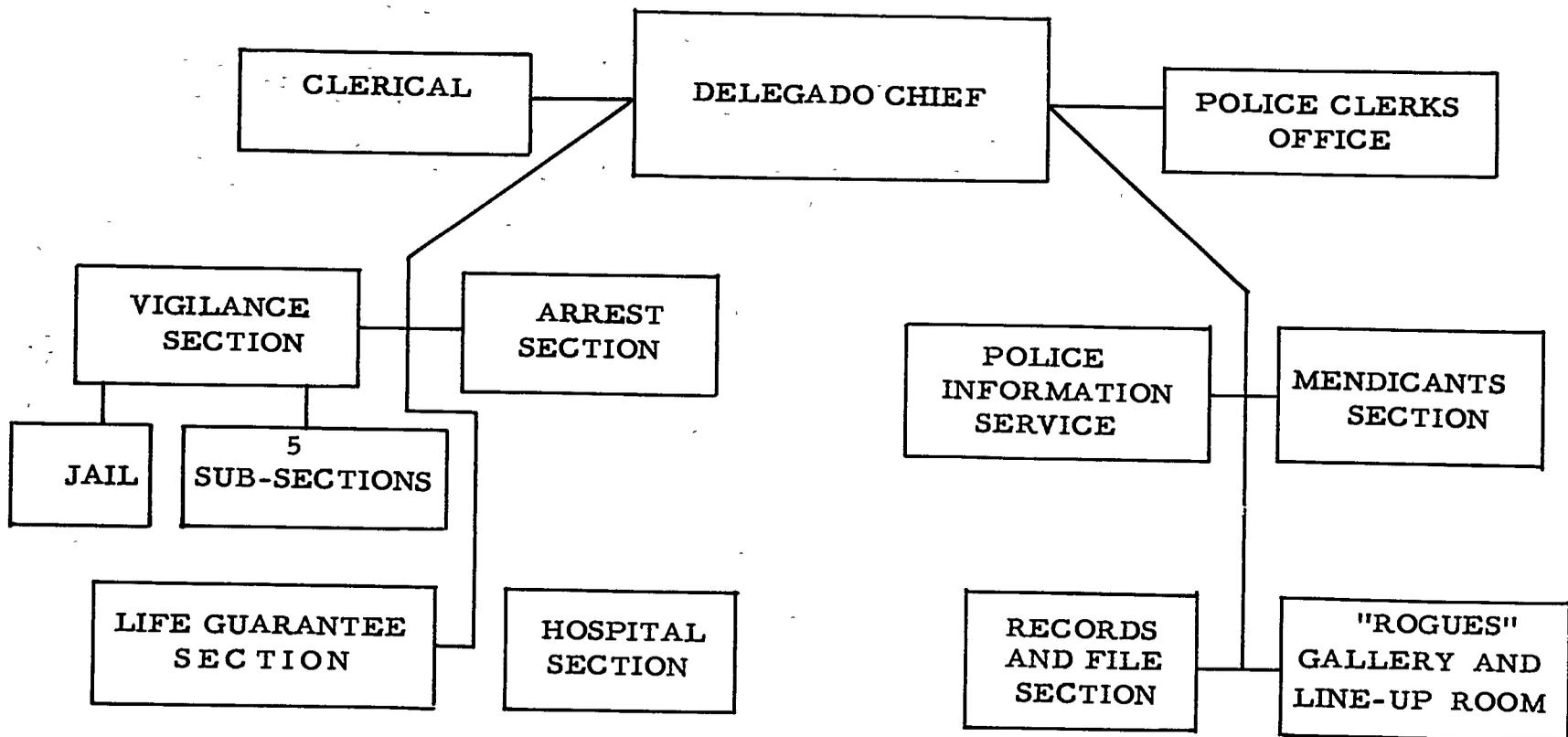
1. Organization.

This Squad is in charge of a Delegado Chief who is appointed by and reports directly to the Chief of Police. It is one of the largest specialized squads of the entire D.F.S.P. Its basic organizational structure is as follows: (See Chart on following page.)

Vigilance Section
Life Guarantee Section
Arrest Section
Police Clerks Office
Arrested Persons Room
Jail

OFFICIAL USE ONLY

VIGILANCE SQUAD
D. F. S. P.



OFFICIAL USE ONLY

In addition to the above sections it has been necessary to add to the organization of the Squad the following:

Clerical Service
Five sub-sections of the Vigilance Section
Police Information Section
File and Records Section
Hospital Section
Mendicants Section

The organizational chart shows the present structure of the Squad.

2. Duties and Responsibilities.

The basic duties of the Squad are to supervise and execute the preventive policing throughout the Federal District, reinforcing the efforts of the patrol forces and the police precincts, especially with regard to crimes against persons. Also, as a judicial function, to provide information and evidence for the prosecution of offenders who are caught in the act by members of the Squad.

The major duties of the various sections of the Squad are as follows:

a. Vigilance Section.

Charged with preventive police duties and the maintenance of vigilance over known criminals and delinquents. The Section cooperates with the police precincts on patrol assignments and duties and also helps to solve crimes through the use of its photographic file of known criminals. It also takes action in cases involving vagrants, persons carrying illegal weapons and other criminals when they are caught in the act (in flagrante).

b. Vigilance Sub-Sections (five).

Handle the preventive policing and patrol of their respective jurisdictions and assist the Arrest Section in matters relative to the apprehension of criminals and suspects.

c. Life Guarantee Section.

Chief duty is to assist and guard persons whose lives have been threatened. Also handles missing persons and those wanted by the police or courts. It cooperates with other Squads on the preparation of police inquiries.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

d. Arrest Section.

Serves all types of warrants and orders of arrest issued by judicial authorities and by police and judicial authorities of other jurisdictions and States of the Country. Also arrests deserters and persons who fail to report when drafted by the armed services.

e. Police Information Section.

Provides police authorities with information useful for the proper detection of criminals and suspects. Maintains a fingerprint file of all persons who are dealt with by the various Specialized Squads.

f. File and Record Section.

Maintains records of persons living in hotels, boarding houses, and apartments. Periodically inspects the permanent population and temporary residents of the Federal District and makes information available to police and judicial authorities concerning the whereabouts of wanted persons.

g. Hospital Section.

Cooperates with the police precincts and assigns personnel to handle police cases at the first aid hospitals of the Federal District. Checks on all persons reporting to these hospitals for emergency treatment and reports cases of police interest to the Delegado of the District.

h. Mendicant's Section.

Operates chiefly as a social assistance service for beggars and destitute persons. Works closely with a private social service known as "Abrigo Cristo Redentor." Exercises vigilance and control over mendicants on the streets.

The Sections of Jail, Arrested Persons Room, Police Clerks Office and Clerical Section perform the duties usual to such sections or services.

3. Administration.

The Squad is administered by a Delegado Chief who reports directly to the Chief of Police. The Delegado is responsible for both the preventive and judicial police activities of the Squad. He is assisted by one Comissario, three Section Chiefs, four Service Chiefs and Chiefs of the Vigilance Sub-Sections, Jail, Arrested Persons Room and Police Clerks Office. All of these report directly to the Delegado except the sub-section chiefs who report to the Chief of the Vigilance Section.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

The Police Comissario performs the duties of Substitute Delegado and is also in charge of the Life Guarantee Section. Lines of authority and chain of command within the Squad appear to be well established and followed.

4. Personnel.

The total personnel of the Squad is as follows:

1	Delegado
1	Comissario
3	Police Clerks
1	Writer
3	Identification Specialists
1	Special Officer
87	Detectives
427	Investigators
36	Special Police
13	Civil Guards
1	Administrative Officer
8	Clerks and Assistants
3	Typists
9	Fingerprint Experts
<u>4</u>	Servants
597	Total personnel

All of the personnel listed above are assigned to duties as indicated by their titles except a few detectives and investigators who are assigned to clerical duties, due to the shortage of this type of assistance.

5. Records and Identification.

The main sections of this Squad have records as follows:

a. Police Clerks Office.

The Police Clerks Office has the regular Register Book.

b. Secretariat.

Handles the receipt, distribution and answer of all paper work for the entire Squad. There are three types of Protocol Books. An Internal Protocol Book is a log of all local incoming material or requests. It is the regular type of Protocol Book in which each entry is assigned a number in sequence for each calendar year. The External Protocol Book is a log of all answers sent out by the Squad.

A separate Protocol Book records all requests received from other cities, states and countries.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

A Name Index (3"x5") is maintained in this section. The cards contain the name of each individual mentioned in any document received by the Squad. On the card also appears the assigned prontuario file number. The cards are filed first by the calendar year and then by the first name of the individual with male and female together. These cards are kept in file for four calendar years. After the fourth year the cards are sent to General Archives of the D.F.S.P.

A Prontuario Number Book is a record of the number assigned to the name of each individual and for whom an index card was made. This log book (handwritten) shows names, date, origin of request, resume of request and the routing of request.

An Outgoing Correspondence Folder contains a copy of all answers pertaining to the work of this squad.

Personnel Index Files, as follows, are a part of this section:

Index File (3"x5") contains the names of all present employees of the Vigilance Squad filed in alphabetical order by the last name.

Index File (5"x7") contains the names of the present employees of the Vigilance Squad separated by assignment to the various sections. A separate part of this file contains the cards of the former employees of the Vigilance Squad.

c. The Arrest Section.

Handles requests for arrests of persons escaped from the prisons and requests for arrests from other states and countries. It also maintains an "Arrested Persons Room" which has a protocol gallery. The arrest room is actually a small line-up room. The section has the following records and files:

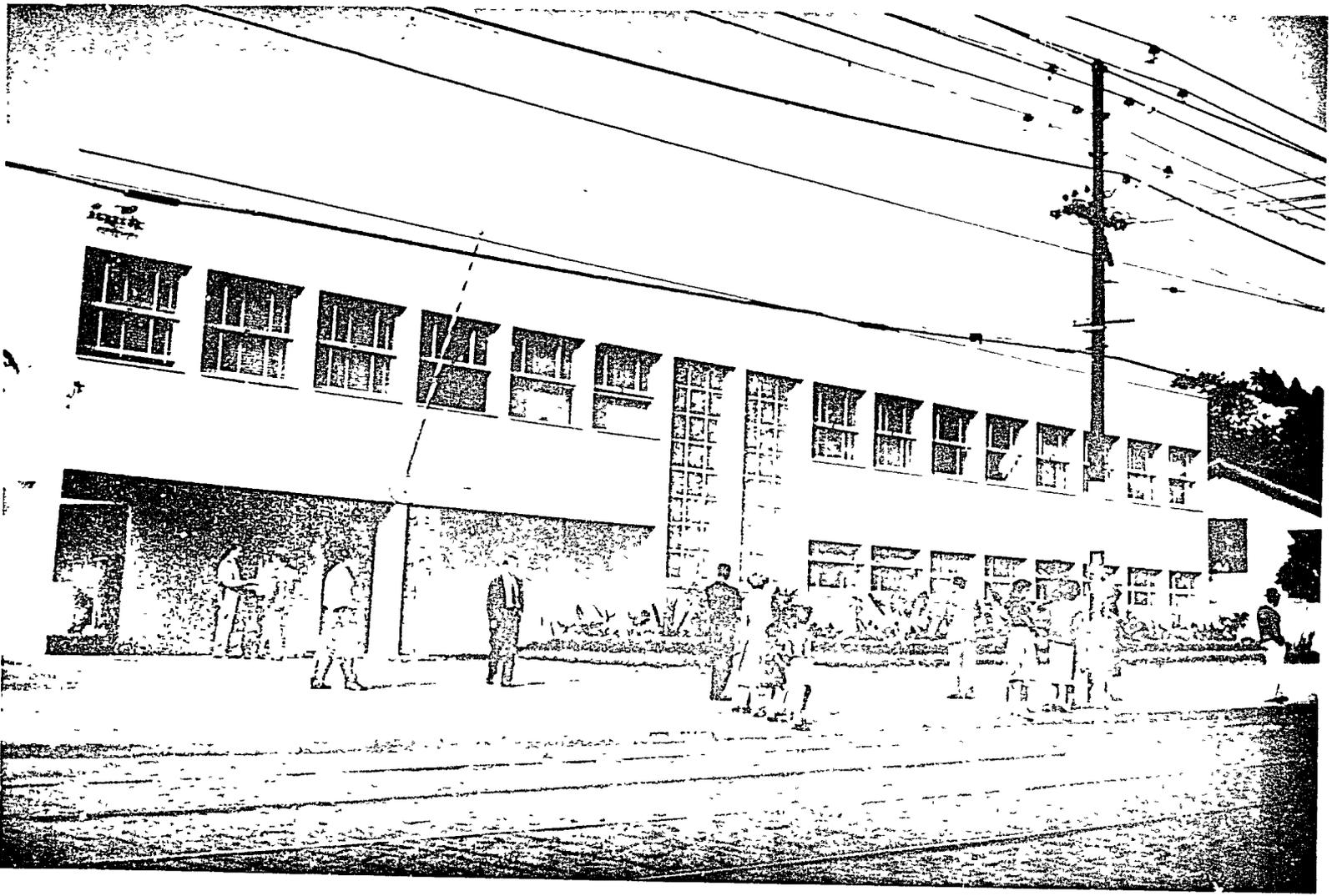
The regular Protocol Book in which is recorded all paper work for this Section. Each entry is assigned a number in numerical sequence for each calendar year.

Occurrence Book is a log book of the requests for apprehensions made by a judge. The facts of the case are written in the book in chronological order.

Registry of Persons ordered to prison is a large record book. The information is recorded by number, in sequence for each year, date of request, name of judge, name of person, folder, number, crime, the sentence, when located and the prison.

OFFICIAL USE ONLY

BEST DOCUMENT AVAILABLE



BEGGARS SECTION

OFFICIAL USE ONLY

Pending Index File contains the cards (4"x5") of individuals whose apprehension is desired. This file is the pending or "wanted" file. The cards are filed by the last name with male and female together. An index card (3"x5") is made up for these individuals and the cards are sent to the Police Information Section to serve as a "flag" in their file.

Arrest Form is filed by the order number. This form is also used by the investigator as a report.

Index File (4"x5") contains the names of apprehended persons. These cards were originally in the pending index file. Notations concerning apprehension and investigations are made on this card.

Book Folders for each country which requested information on convicted persons are maintained in the Section.

d. The Arrested Persons Room.

The Arrested Persons Room has a small raised platform with a railing. This room serves as a "line-up." On the walls are photographs of convicted persons. There are no breakdowns as to age or descriptive items. Male and female are separated. In this room are the following record books:

Number Book which is a record of the numbers assigned to the old photos on the walls. Entries are in numerical sequence with name and folder file number.

Photo Album containing photos pasted in book by the number. There is no separation by sex or descriptive items.

Name Book contains the record of the name and the number assigned to the photos in the album. The names are in alphabetical order.

e. The Vigilance Section.

This Section of the Squad has five sub-sections. Headquarters of the sub-sections are in the 3rd District, 17th District, 22nd District, Olaria (20th District) and Bangu (27th District). The men assigned to these sub-sections work either in cars or on foot. Chief duty is to watch for suspicious activities or persons.

This Section maintains a Name Index (3"x5") of cards filed by last name (male and female together) of all persons arrested by the Section.

f. Section of Police (Criminal) Information.

This Section is part of the Vigilance Squad and handles information pertaining to arrests. The Felix Pacheco Institute continues

OFFICIAL USE ONLY

OFFICIAL USE ONLY

with the procedures when the individual is indicted. The judicial process is followed by the Felix Pacheco Institute. The results of the judicial process are made known to the Vigilance Squad and in turn to the Section of Police Information. This Section is in operation 24 hours a day. Inquiries concerning passports and visas are cleared in this Section. Accordingly, there are two phases of operations (1) information pertaining to arrests; and (2) information of a civil nature (passport and visas). The main records maintained include a Name Index File, a Folder Number File and a Fingerprint File.

The Name Index File and the Folder Number File are on the ground floor of the Central Police building. The Fingerprint File is located on the ground floor of a building across the street from the Police Headquarters.

Name Index File - according to estimate there are approximately one million index cards. The new type of index card is 3"x5". The older type of index card measured 4 3/4"x9 1/4" and were folded to three inches in height. The index cards are filed in two types of cabinets: (1) 10 drawers, each drawer with three sections; (2) 10 drawers, each drawer with two sections. Index cards are filed in 30 cabinets (nine cabinets of the three section type and 21 cabinets of the two section type). The working space is very limited. There are no alphabetical guide card separations. The index card contains the complete name of the individual and also the mother's name. No provision is made for personal descriptive data on the index card except color and date of birth.

Folder Number File - these files are located in a room adjacent to the index file. As of April 13, 1959, there were 38,400 of these folder numbers. The folders are filed in boxes (pigeon holes) with paper material being filed horizontally. This room is poorly lighted and working area is small. The room with its file boxes is covered with dust. This file and the name index file has been in operation since approximately 1904.

Fingerprint File - This file is on the ground floor of a building across the street from the Police Headquarters. All fingerprints are filed by the Vucetich System. This file was started in 1912 and contains approximately 500,000 fingerprint cards. Cards are filed in small cabinets, the same as those used by the Felix Pacheco Institute.

Passport Sub-Section - passport and visa matters are cleared in this section. Individuals personally come to this section and according to the particular travel desired must complete the necessary forms. The stamp of the section is placed on the form and the individual goes to the passport sub-section of the Political Division and then to the Maritime Division for final action.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

g. Life Guarantee Section.

This section maintains the following records and files:

Name Index File (4"x5") of individuals whose names appeared in the requests received by this section. The cards are filed by last name with male and female together. The file was started in 1946. There were approximately 50,000 cards in file in July 1959.

Prontuario File Folders contain copies of investigations and answers. These folders are filed by the protocol number assigned in the Administration Section of the Vigilance Squad. The folders are tied in bundles of 500 and are kept on wooden shelves for five years. After this period all folders are burned except cases of a major nature.

h. Mendicant Section (Beggars).

This section is located in a newly constructed building which is modern, clean and well ventilated. It was designed by the Chief of the Section. Arrested beggars are brought to this section, given a bath, examined by a doctor and fingerprints are taken. A barber chair and equipment are maintained in separate rooms. Two copies of fingerprints are taken and if the person appears to be suspicious, a copy of the prints is sent to the Police Information Section. The following records and files are maintained:

Occurrence Book is a ledger containing the name of the beggar and information concerning amount of money in possession. A notation is also made to indicate whether family or relatives have released the beggar. Entries are in chronological order.

Receipt Book is a ledger book in which the beggar signs on release for the return of the money.

Name Index (3"x5") of all of the beggars is maintained. The cards are filed by the last name with male and female separated.

Prontuario File Folder contains general information and the two copies of the fingerprints. The prontuario file number is in continuous numerical sequence. The folders for the men and women are separate.

i. Police Records and Files. (Permanent and Temporary Residents)

Several years ago a fire destroyed the building of this unit and many of the records were destroyed. This unit keeps the records of hotel registrations (in and out); apartments; rooming and boarding houses; and the registration of domestic help. The following records and files are maintained:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Hotels and boarding houses are required to keep a record in a book of all guests (room number and personal information). In addition, each guest completes a special registration card. A Registration Index File (5"x7") contains name of the individual at the time of registration at hotels or boarding houses. These cards are picked up at the various places each day (approximately 7,000 a day). Cards for the "in" registrations are filed by last name. At the time of "out" (leaving) registration, the "out" card is placed in file and the "in" card is destroyed. The "out" cards remain in file for two years and are then destroyed. The hotels and other places have their own registration cards printed.

An Apartment Index File (4"x5") contains cards pertaining to apartments. The cards are filed by street address and contain information on the number of apartments, number of floors, and name of owner. Special cards are used in this file for rooming houses and for boarding houses. A file number is assigned to each apartment and these numbers are in continuous numerical sequence. A Street Address File of apartments is also maintained. A special Register Book is kept which lists persons responsible for apartments. This book is brought to this section by the representative or owner at a specified date and hour each month. With this Register Book is also brought the "in" and "out" registration cards for the individuals moving in or leaving the apartment.

Name Index File (4"x5") for other than hotel residents is kept in this section. A special card is used. The cards are filed in alphabetical order with male and female together. This file also contains the cards for those individuals living in rooming and boarding houses. The "in" and "out" cards are filed together for the same individual. This section also handles the registration of Domestic Help and was started in 1956. The applicant must bring the necessary papers and documents (birth certificate, references, etc.) and fingerprints are taken and searched in the Police Information Section. A special identity card is issued and the individual must renew licenses every six months and with every change in employment.

An Index File (5"x7") of the names of Domestic Help is kept. The cards are filed alphabetically with male and female together. On the card appears a photo, general personal information and prontuario file number.

The Prontuario File folder contains the papers and a copy of the fingerprints of the applicant. The folders are maintained in continuous numerical sequence.

j. The Hospital Section.

This section does not maintain any records or files. An employee of the Vigilance Squad is assigned to each hospital. The Medical

OFFICIAL USE ONLY

OFFICIAL USE ONLY

report of every accident case is referred to this person. The employee gives the facts of the case to the particular police precinct or division concerned.

6. Equipment.

The Headquarters of the Vigilance Squad is located in a building at Rua da Relacao No. 53-55, near the Central Police building. The Mendicant's Section is housed in a new and modern building located at Av. Democraticos No. 486.

The Squad has the usual office furniture and equipment and a teletype for communication with other units of the D.F.S.P. The headquarters building was not designed for police work and is not adequate for the needs of the Squad.

Records and file equipment are inadequate and in very poor condition. The only identification equipment available for use of the Squad consists of a few small hand magnifiers used by the fingerprint searchers.

The Squad has the following vehicles, totalling 23.

<u>Number</u>	<u>Type</u>	<u>Condition</u>
2	Chevrolet Sedan, 1952	Good
3	Ford Prisoner Vans, 1958	Good
18	Ford-Chevrolet Carryalls (years 1953 - 1954)	Poor

According to the Delegado Chief the major needs of the Squad at present are:

- Replacement of all 18 carryalls with prisoner van type vehicles
- 3 regular carryalls in addition to the present vehicles equipped with two-way radio
- Additional personnel in all sections and services, especially detectives, investigators, police clerks and fingerprint searchers
- Interrogation rooms adequately equipped with modern sound recording devices
- Equipment for effective filing and viewing of criminal photographs
- More adequate and modern fingerprint and criminal files and equipment

OFFICIAL USE ONLY

OFFICIAL USE ONLY

7. Activities.

Activities of the Vigilance Squad for 1958 are indicated by the following statistics of cases handled:

Vigilance Section:

Persons arrested-----	3,497
Persons released-----	2,185
Prisoners received from other units-----	3,440
Prisoners sent to other units-----	1,789
Prisoners awaiting destination-----	2,963

Life Guarantee Section:

Witnesses, accused and missing persons dealt with-----	6,625
Witnesses, accused and missing persons reporting to section-----	6,107
Other services including inquests, summonses and informations-----	96
Life guarantee services-----	366

Arrest Section: (Warrants served)

Homicide-----	308
Personal injury-----	778
Theft-----	981
Fraud-----	198
Sexual crime-----	126
Military crime-----	21
Crime against economy-----	66
Vagrancy-----	25
Carrying of weapon-----	444
Gambling-----	155
Other-----	682

Mendicants Section:

Beggars picked up by section-----	1,508
Beggars picked up on request of other authority-----	1,758
Travel tickets granted-----	566
Rehabilitated persons-----	111
Minors in custody-----	47
Beggars sent to aid units-----	1,605
Beggars picked up for other reasons-----	298

OFFICIAL USE ONLY

OFFICIAL USE ONLY

During the year the File and Records Section handled over one million hotel registration cards and checked on both the permanent and transit population of the Federal District. The Police Information Section searched a total of 31,265 fingerprints and "identified" a total of 49,713 persons.

The entire Squad, during 1958, handled a total of 128 police inquiries and 1,428 cases of arrests for crimes committed in view. The Vigilance Squad handled approximately 16 per cent of all police inquiries and arrests committed in view (in flagrante) of all the delegacias of the D.F.S.P.

D. ROBBERY AND FORGERY SQUAD

1. Organization.

The Robbery and Forgery Squad is supervised by a Delegado Chief who is appointed by and reports directly to the Chief of Police.

The Squad includes the following major units: (See Chart on the following page.)

Auto Theft Section
Fraud and Forgery Section
Theft and Robbery Section
Police Clerks Office
Jail

2. Duties and Responsibilities.

This Squad is responsible for the supplying of advisory service to the police precincts and other units of the D.F.S.P. on matters of both preventive and judicial nature relating to crimes against property, crimes against the public faith and public administration. Also, for the reinforcing of other police units in dealing with these crimes and for conducting the required police proceedings in cases of arrests committed in view (in flagrante) by the personnel of the Squad.

Specific sections of the Squad are responsible for the following:

a. Fraud and Forgery Section.

Handles crimes of extortion, usurpation, unlawful possession, general fraud, plagiarism, patents, crimes against commercial or industrial trades, counterfeiting, falsification of documents, embezzlement and lesser offenses (contraventions) involving the public faith or public administration.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

b. Theft and Robbery Section.

Handles crimes of theft, robbery, receipt of stolen goods and lesser crimes (contraventions) involving tangible or intangible property.

c. Auto Theft Section.

Handles judicial warrants for the apprehension of stolen vehicles; investigations of auto thefts, including so-called joy riding, as well as inspections on roads and highways in conjunction with the Federal Road Police. This activity was started recently as a means of checking for stolen vehicles.

d. Jail.

The jail is a responsibility of Civil Guards assigned for that purpose on a 24 hour basis.

e. Police Clerks Office.

The Police Clerks Office is responsible for the usual duties in connection with the preparation of police inquiries and assistance to the Delegado of the Squad.

3. Personnel.

The personnel of the Squad is listed below: (Total of 82)

Fraud and Forgery Section:

1 Investigator in Charge
3 Assistants (Investigators)
4 Detectives
12 Investigators

Theft and Robbery Section:

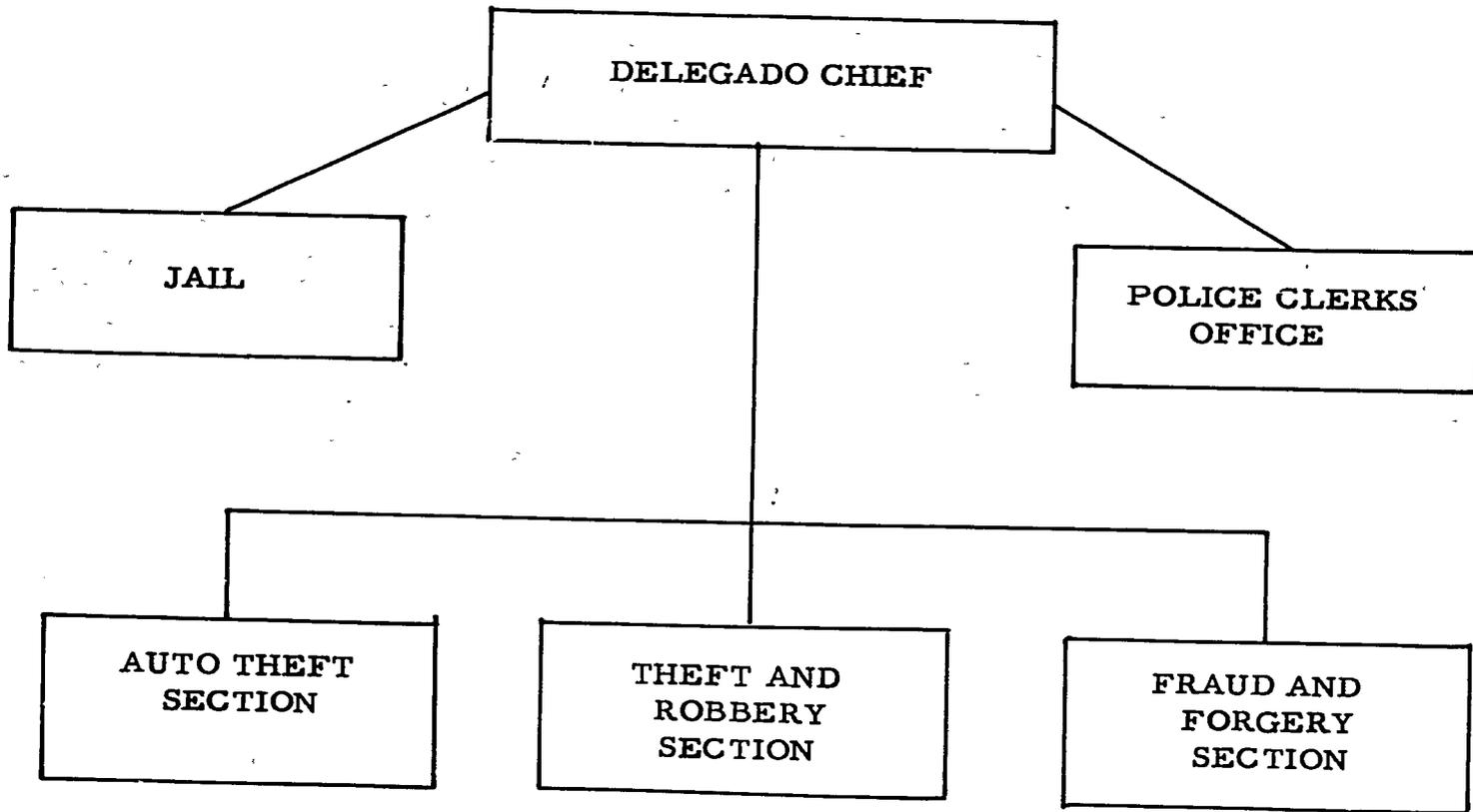
1 Detective in Charge
1 Assistant (Investigator)
5 Duty Officers
5 Clerical Assistants
18 Investigators

Auto Theft Section:

1 Detective in Charge
2 Assistants (Investigators)
6 Investigators

OFFICIAL USE ONLY

ROBBERY AND FORGERY SQUAD
D. F. S. P.



OFFICIAL USE ONLY

Police Clerks Office:

1 Chief Clerk
6 Police Clerks
5 Investigators
1 Typist
1 Special Officer

Jail:

9 Civil Guards

4. Records.

a. Police Clerks Office.

This office distributes and answers all paper work for the entire Squad. The Cartorio Register Book is the regular log book of all judicial processing performed as part of the Delegado's functions.

The Administration Sub-Section has the following records and files:

Name Index (5"x7") of the personnel assigned to the Squad. The cards are filed by the last name of the individual.

Protocol Book (Incoming) is the regular log book containing facts of all incoming documents. A number is assigned to each entry and is in sequence for each calendar year.

Protocol Book (Outgoing) is a record book of all documents answered.

Name Index (3"x5") contains the names appearing in all documents received by the Squad and the names of individuals involved in inquiries. These cards are filed in alphabetical order for each calendar year. Cards are further sub-divided within the alphabetical sequence by the various divisions and precincts of the D.F.S.P.

Letter File includes a copy of outgoing letters kept in a folder by the number assigned, for each calendar year. These folders are of legal size and are filed in continuous numerical sequence.

Prontuario Number Book contains the record of the prontuario number assigned to each individual.

Name Index Book contains an alphabetical record of the name with each assigned prontuario number.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

b. Auto Theft Section.

All cases of auto theft are investigated by this Squad and not by the police precincts.

This Section has the following records:

Index File (5"x7") sub-divided into two main groups - Pending and Recovered. Both the Pending and Recovered index files are divided by the various makes of cars for the year the car was stolen and there is a separate (5"x7") index for the license number of the car. The prontuario file number and general facts of the car and crime are placed on the card.

A daily listing for distribution is made of all stolen cars by license numbers.

Prontuario File Folder contains the facts of the crime, car and a report of investigation. This prontuario number is in numerical sequence for each calendar year.

A folder is kept containing a copy of the monthly statistics of the work of the section.

c. Theft and Robbery Section.

Name Index (3"x5") of suspects and arrests for crimes handled by this section. The cards are filed in alphabetical order by last name with male and female together. The cards contain facts of the crime and identifying numbers. A separate name index is maintained for nicknames.

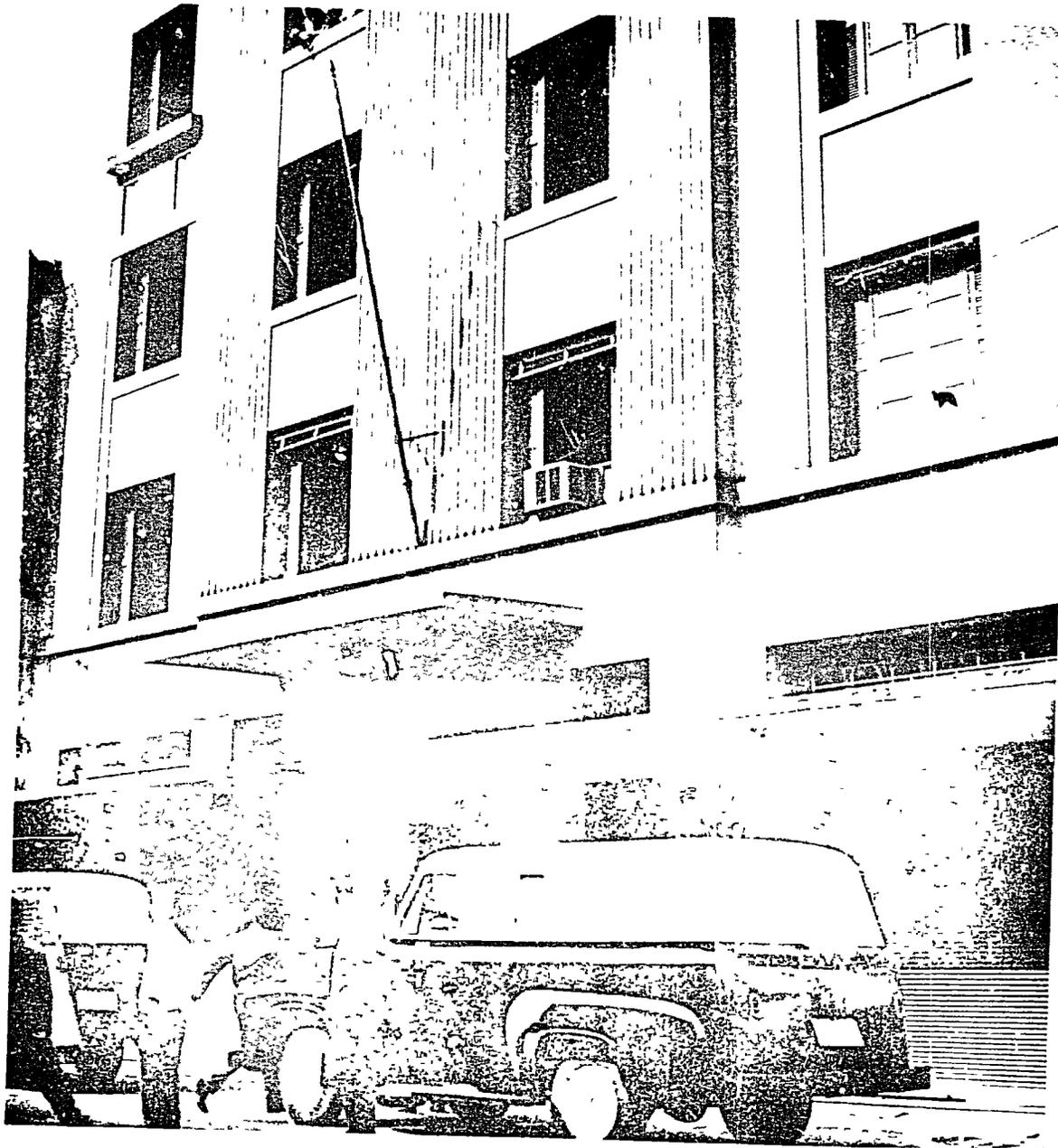
A copy of the report of the investigation is kept in a folder by date.

Photo Album of robbers is kept in a book in a general alphabetical order. The name and number appear under each photograph and there are separate books for male and female. A list of the number and the name of each individual appears in the beginning of each album book. There are no subdivisions by age, height and weight.

Daily Report is made for the Delegado which shows the accumulative total of individuals (suspects or arrested) processed by this section. (As of the end of May 1959 a total of 603 individuals were processed.)

Monthly Statistical Report is made which shows the various types of offenses, amount of money stolen and recovered, total cases handled and solved, and total number of arrests.

OFFICIAL USE ONLY



BEST DOCUMENT AVAILABLE

VIGILANCE SQUAD
ROBERY AND FORGERY SQUAD

OFFICIAL USE ONLY

d. Fraud and Forgery Section.

Name Index (5"x7") contains the names of suspects and arrests by types of crime handled by this section. The cards are filed by the last name (male and female together) and contains information regarding the crime and the prontuario file number. Additional arrest information is added to this card.

Prontuario File Folder contains all information pertaining to the individual, such as a copy of fingerprints, results of investigation, photograph, statements and a copy of facts on the inquiry proceedings. Additional arrests are placed in this folder.

5. Equipment.

The Squad is housed in one old building located at Rua da Relacao No. 53-55 near the Central Police Headquarters.

In addition to the usual office equipment and furniture there is no special equipment except a teletype machine for communication with other units of the D.F.S.P.

Vehicles assigned to the Squad include:

<u>Number</u>	<u>Type</u>	<u>Condition</u>
2	Carryalls, 1956	Fair
3	Carryalls, 1953	Bad
1	Chevrolet sedan, 1953	Fair

Equipment requested by the Delegado of the Squad includes:

- 1 additional Carryall
- 4 additional sedans
- All vehicles equipped with two-way radio
- Special record cabinets for a modus-operandi file
- Special cabinets for a stolen property file
- Special file for the storage and display of criminal photographs
- Closets for the storage of prisoners' effects and property

In addition to the above listed equipment the Delegado Chief of this Squad emphasized his great need for additional personnel.

6. Activities.

During 1958 the Squad conducted the following activities:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Crimes against property-----	242
Assistance to state authorities-----	254
Detained persons to Vigilance Squad-----	64
Detained persons to Photo Service-----	1,682
Detained persons to police precincts-----	304
Confidence games-----	445
Auto Theft-----	464
Recovered vehicles-----	407

E. MINOR'S SQUAD

1. Organization.

This Squad is supervised by a Delegado Chief who is appointed by and reports directly to the Chief of Police. The basic organization of the Squad is as follows: (See Chart on the following page.)

Vigilance and Inspection Section
Investigation Service
Police Clerks Office

In addition the Squad has an Emergency Duty Office which handles contacts with the public and other activities on a 24 hour basis. There is also a custodial area for minors under the Vigilance and Inspection Section.

The Vigilance and Inspection Section includes a File Unit, Missing Minor Unit, and a Custodial and Clerical Unit.

The Police Clerks Office includes a Clerical Section, Identification Section, Supply Section, and Mail and Registry Section.

2. Duties and Responsibilities.

Basic responsibilities of the Squad are to handle crimes and contraventions committed by minors (under 18 years of age). To provide advisory assistance to the police precincts in dealing with minors and to hold minors in custody until they can be committed to the guardianship of the proper courts.

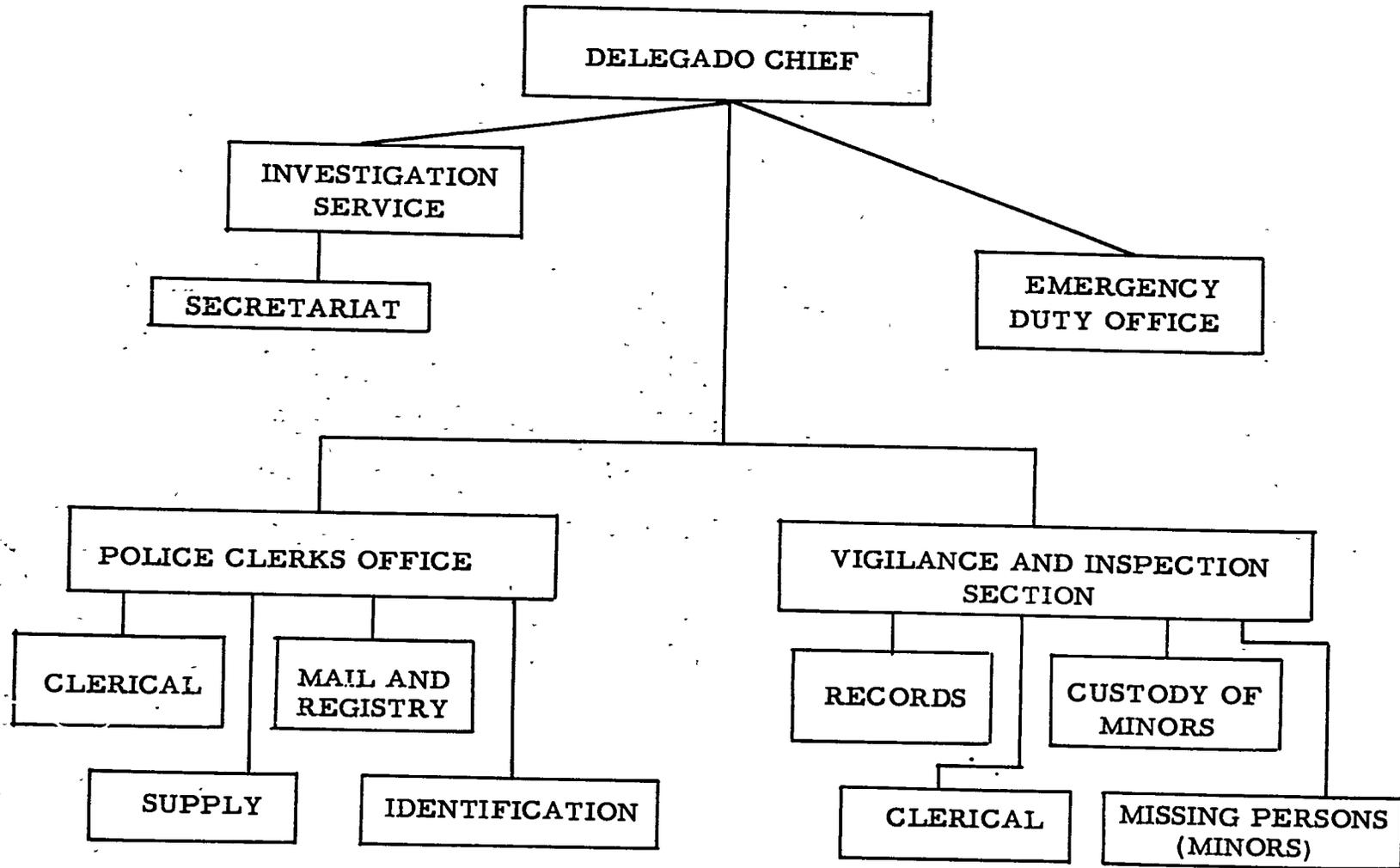
Specific duties of the respective sections of the Squad are as follows:

a. Vigilance and Inspection Section.

1. Reinforce the police precincts and other policing units on matters related to crimes of minors.

OFFICIAL USE ONLY

MINORS SQUAD
D. F. S. P.



OFFICIAL USE ONLY

2. Report to the Medico-Legal Institute all minors needing to be examined or checked. Also, forwarding them to the Minors Judge when necessary.

3. Handle requests from the police precincts or other police authorities for investigation of whereabouts or for the apprehension of minors.

4. Deliver lost, abandoned or fugitive minors to proper persons as determined by the Minors Judge.

5. Keep files and records on all minors dealt with by the Squad. Also fingerprints for classification.

6. Handle the clerical, statistical and reporting work of the section.

b. Investigation Service.

1. Provide information to the Minors Judge regarding crimes committed by minors. Also, the reasons for and circumstances of anti-social behavior by minors.

2. Supplement the work of the police precincts and other police units when dealing with matters concerning minors.

3. Handle the clerical, reporting and statistical work of the section.

c. Police Clerks Office.

Performs the usual duties, including the preparation of investigation reports, interviews and the Investigation Bulletin. Also, to summons persons for hearings, deliver documents and handle clerical, mail and registry duties.

3. Personnel.

In addition to the Delegado Chief, the Squad has the following personnel: (Total - 54.)

1 Comissario
1 Chief Clerk
3 Clerks
4 Detectives
25 Investigators
1 Writer

OFFICIAL USE ONLY

OFFICIAL USE ONLY

2 Typists
1 Special Officer
1 Identification Specialist
4 Inspectors (female)
8 Civil Guards (assigned)
2 Servants

At the time of the survey the total personnel was reduced to 43 due to two persons being ill, two off duty because of death in the family, six on vacation, and one on loan to the 8th Police Precinct.

4. Records.

The Police Clerks Register Book is the regular register book of all judicial proceedings. Each entry is assigned a number in numerical sequence for each calendar year. This office is the central receipt and distribution center for the Squad.

The Personnel Index File (5"x7") of employees assigned to the Minors Squad is maintained by the Police Clerks Office.

The Emergency Duty Office is open 24 hours a day. The office handles all public contacts and telephone calls regarding all functions of the Squad. As part of the work all minors brought to this section are processed and the form "Boletim de Sindicancia" is completed. This form is used by the Delegado Chief and becomes a part of the legal proceedings. The following record book is maintained by this office:

General Occurrence Book - is a ledger type of book and all requests for information and paper work are entered in chronological order. Each entry is assigned a number in numerical sequence for each calendar year.

The Investigation Service has the following records:

The Occurrence Book - is a log book of all cases received and handled by this service. The cases are entered in this book by the general occurrence number. A summary of the facts and also a number in red is assigned to each entry. The number in red is the occurrence number for this service.

An Investigative File Folder contains a copy of the report. These folders are filed by the "red occurrence number." The original of the report is filed in the general records file folder for the Squad.

The Vigilance and Inspection Section handles the functions in connection with the detention of minors (jail), missing minors (location), the general records of the Squad, and the name index and fingerprint files of arrested minors.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

As part of the Vigilance and Inspection Section there is a Missing Minors Unit. All requests for the location of minors and the orders of a judge for the apprehension of a minor are handled by this section which maintains the following records:

The Protocol Book is a record of all requests and documents handled by the Squad. It is the regular protocol book with each entry being assigned a number in sequence for each calendar year.

The File of the Bulletin of Disappearance contains information on missing minors filed in a folder by the general occurrence number.

The Juvenile Crimes Folder contains the statistical reports of crimes by minors. The reports are divided by the various police precincts. These monthly reports are tied together with string for each calendar year.

The Files and Identification Unit supervises the Prontuario Files, the Name Index and the identification (fingerprinting) of minors. All arrested minors are fingerprinted. The law provides that the fingerprints and records of the minors be kept separate and apart from the general records of the Police Department. The information pertaining to the minor is confidential except to the police. The issuance of good conduct and antecedents certificates for minors is handled in this section. The following records and files are a part of the Files and Identification Unit:

The Name Index (3"x5") contains cards of all apprehended minors. The card is folded (5" wide and 9 $\frac{1}{4}$ " long) in order to be placed in the cabinets. The card contains right and left thumb impressions and the Prontuario File number. The cards are filed by last name with male and female together.

The Fingerprint File contains the prints of all apprehended minors. One copy of the regular fingerprint form is filed by the Vucetich System of classification. As of June 22, 1959, there were over 65,000 fingerprints in file.

The Prontuario File Folder contains the reports and forms pertaining to the minor. All future data on the minor is placed in this folder. On one of the front pages of this folder is the record in chronological order of all arrest data for the minor. The folders are numbered in continuous numerical sequence and they are filed on wooden shelves.

5. Equipment.

The Squad is housed in an old building, recently repainted, located at Rua Eduardo Prado No. 24.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Except for the usual office furniture, files and typewriters, the Squad has no special equipment to use in its work.

Motor vehicles are assigned to the Squad, as follows:

- 1 Chevrolet sedan, 1953, in fair condition
- 2 Ford Carryalls, 1956, in fair condition

Additional equipment requested by the Squad includes:

- 1 Carryall for general activities - equipped with two-way radio
- 1 Teletype connected to the D.F.S.P. network
- Enlargement of facilities for custody of minors

6. Activities.

Type and extent of the activities of the Squad for 1958 are indicated by the following figures:

Vigilance and Inspection Section:

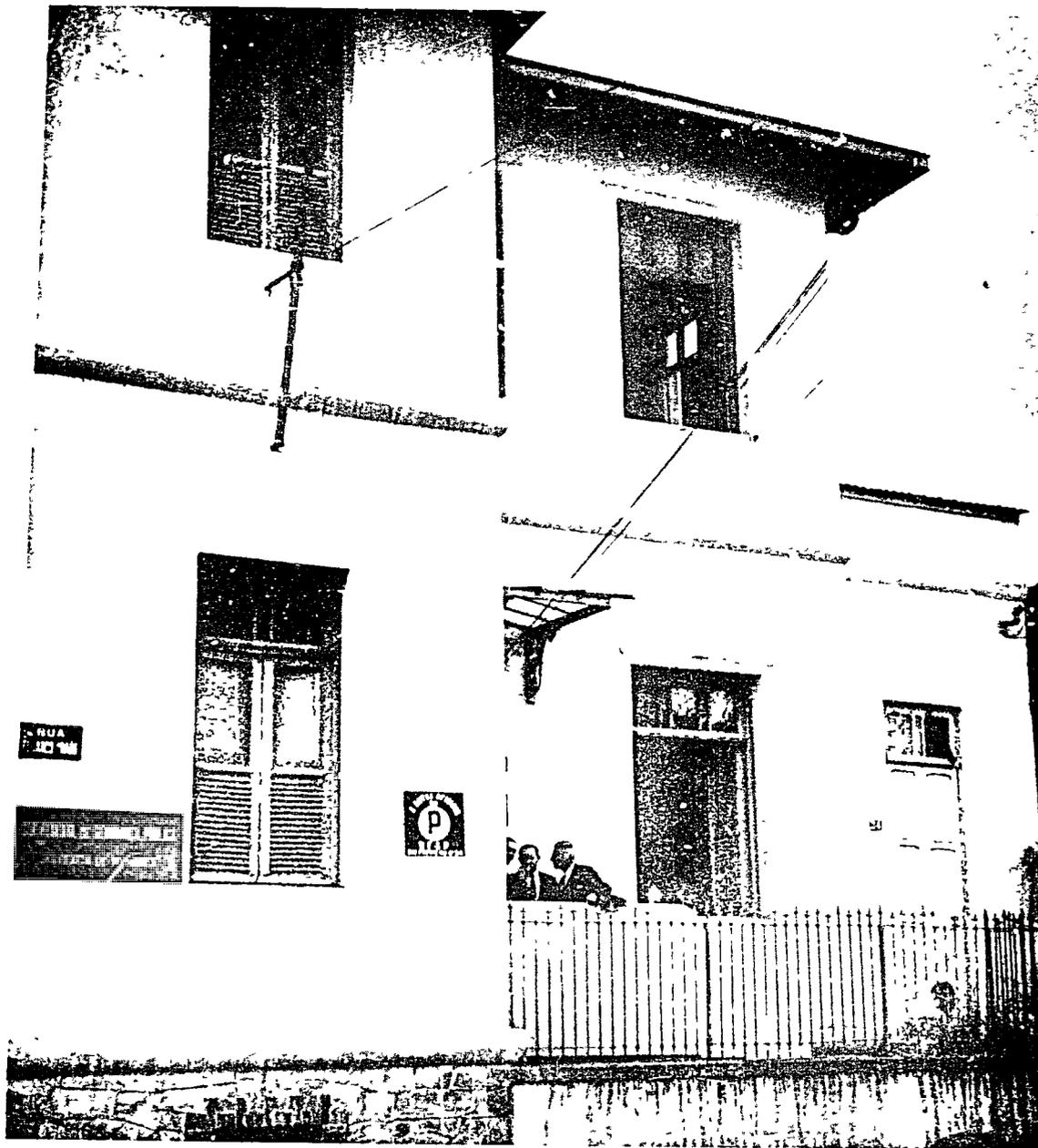
Requests for arrests received-----	1,332
Missing Minors-----	<u>435</u>
TOTAL-----	1,767

Investigation Section:

Homicides-----	1
Assault-----	5
Robbery and Theft-----	919
Other-----	<u>24</u>
TOTAL-----	949

OFFICIAL USE ONLY

BEST DOCUMENT AVAILABLE



MINORS SQUAD

OFFICIAL USE ONLY

CHAPTER XI

DIVISION OF POLITICAL AND SOCIAL POLICE

A. ORGANIZATION

The Division of Political and Social Police operates under a Director who is appointed by and reports directly to the Chief of Police.

At the time this study was made, the organization of the Division included the following major units: (See Chart on the following page.)

Delegacia of Political Security
Delegacia of Social Security
Police Clerks Office
Cultural Section
Elaboration and Dissemination of Information Section
Special Jail
Custodial Force
Investigation Service
Information Service

Under the Investigation Service is included:

Labor Section
Section for the Repression of Communism
Public Order Section
Special Investigations Section
Foreign Activities Section

Under the Information Service is included:

Administration Section
Records and Files Section
Secret Section
Technical Section
Armory Section
Section for Control of Explosives, Arms and Ammunition

B. DUTIES AND RESPONSIBILITIES

In general, the Division of Political and Social Police is responsible for the control, prevention and investigation of all matters and activities having a tendency to cause disturbances in the political and social order of the country and for the protection and preservation of the national institutions. At present the activities of this Division are confined largely to the Federal District.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

1. Delegacia of Political Security.

The Delegacia of Political Security, headed by a Delegado, is responsible for the supervision of the prevention and investigation of:

- a. Crimes directed against the international personality of the country.
- b. Crimes directed against the security and structure of the country.

2. Delegacia of Social Security.

The Delegacia of Social Security, headed by a Delegado, is responsible for the supervision of the prevention and investigation of crimes directed against:

- a. The social order of the country as provided for in the Constitution and laws concerning individual rights and guarantees and the civil and penal protection of property, family and work.
- b. The organization and operation of public services and activities beneficial to the welfare of the public.

3. Police Clerks Office.

The Police Clerks Office, under the supervision of a Head Clerk who reports directly to the Delegado Chief, is responsible for:

- a. Conduct of criminal proceedings under the jurisdiction of the Delegacias of Political and Social Security, in accordance with law.
- b. Maintenance of records necessary for the conducting of activities of the two Delegacias.
- c. Preparation of documents relative to legal proceedings.

4. Cultural Section.

The Cultural Section, headed by a Detective, has the responsibility for maintaining vigilance over the activities of students, professors and public information services such as newspapers, radio and television.

5. Elaboration and Dissemination of Information Section.

This section, under the supervision of a Comissario, is responsible for the preparation and distribution of information reports compiled by the Division of Political and Social Police.

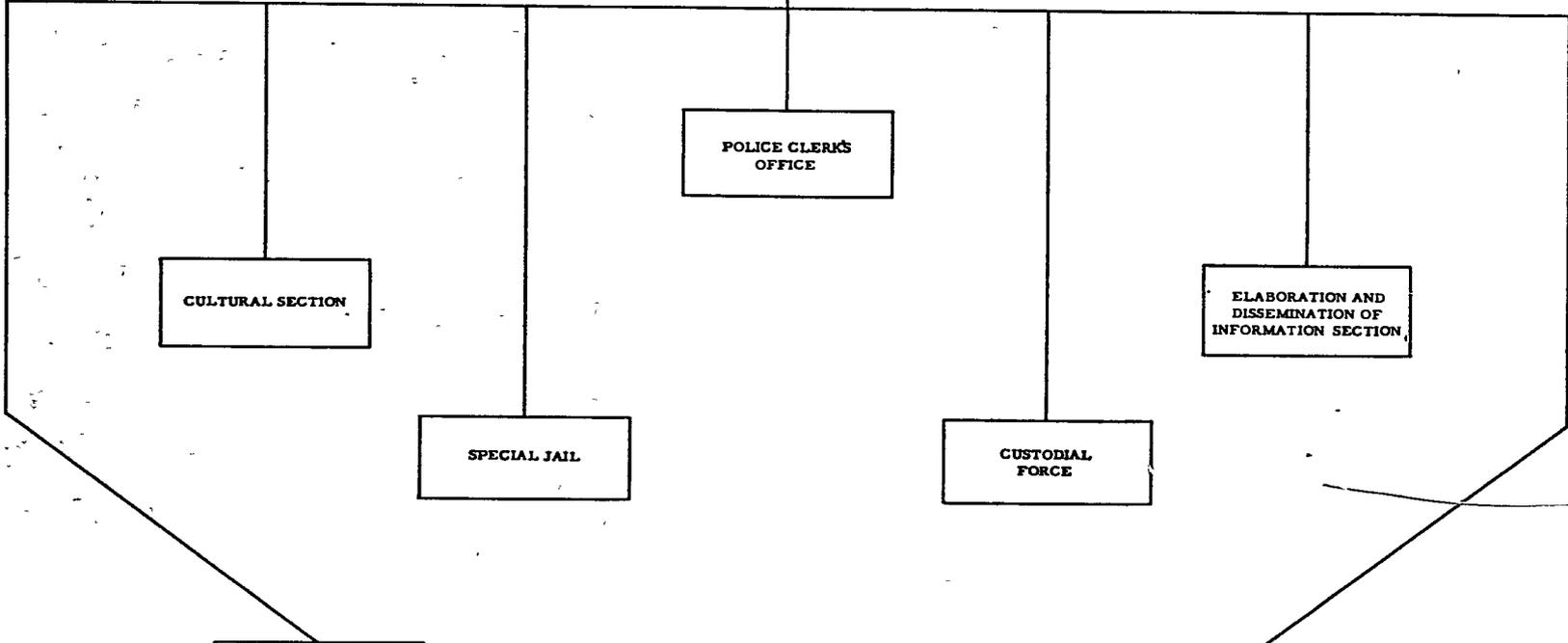
OFFICIAL USE ONLY

POLITICAL AND SOCIAL POLICE DIVISION
D F S P

DELEGACIA OF
POLITICAL SECURITY

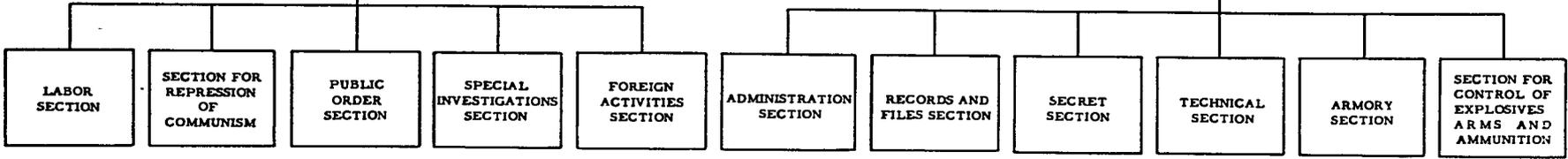
DIRECTOR

DELEGACIA OF
SOCIAL SECURITY



INVESTIGATION
SERVICE

INFORMATION
SERVICE



LABOR
SECTION

SECTION FOR
REPRESSION
OF
COMMUNISM

PUBLIC
ORDER
SECTION

SPECIAL
INVESTIGATIONS
SECTION

FOREIGN
ACTIVITIES
SECTION

ADMINISTRATION
SECTION

RECORDS AND
FILES SECTION

SECRET
SECTION

TECHNICAL
SECTION

ARMORY
SECTION

SECTION FOR
CONTROL OF
EXPLOSIVES
ARMS AND
AMMUNITION

OFFICIAL USE ONLY

6. Special Jail.

The Special Jail is for the confinement of persons detained or arrested for the commission of crimes that are within the sphere of authority of this Division. At the discretion of the Chief of Police, employees of the Federal Department of Public Security may be confined here for certain crimes.

7. Custodial Force.

The Custodial Force is responsible for the maintenance and cleaning of all building quarters occupied by the entire Division. Personnel of this Force also have the responsibility for the management and operation of the Division's restaurant and barber shop.

8. Investigation Service.

The Investigation Service is responsible for conducting continuing and specialized surveillance on activities of political and social nature. The Service also performs investigations as ordered by the Director and two Delegados of the Division. The duties and responsibilities of the various sections follow:

a. Labor Section.

This Section, under the direction of an Inspector, is responsible for (1) exercising vigilance over labor groups generally, (2) controlling the activities of associations in general, without interfering with the duties of the Foreign Activities Section, (3) handling inquiries of a social nature; (4) searching for information about activities of a subversive nature.

b. Section for Repression of Communism.

This Section has just recently been established and according to the Detective in charge it will be responsible for: (1) investigation of the activities of Communist Party leaders, (2) up-to-date maintenance of information about the activities of Communist Party leaders, (3) investigation of the activities of Brazilian government employees who are Communists, (4) investigation of public activities sponsored or directed by Communists and of direct or remote interest to the Communist Party.

c. Public Order Section.

This Section, under the supervision of an Assessor Technician who is an employee of the Ministry of Justice, is responsible for: (1) performing all actions necessary for the prevention of disturbances of the public order, including systematic observation of the national and inter-

OFFICIAL USE ONLY

OFFICIAL USE ONLY

national political activities, (2) providing personal protection for visiting foreign dignitaries and other persons as ordered, (3) performing preventive policing actions at public parades and meetings of a political or social nature.

d. Special Investigations Section.

This Section, under the supervision of an Inspector, is responsible for conducting any special investigations that are requested by the Director of the Division of Political and Social Police.

e. Foreign Activities Section.

The Foreign Activities Section, under the supervision of an Inspector, is responsible for: (1) exercising vigilance over aliens in regard to any activity harmful to the State, especially those concerned with the political and social order of the country, (2) observation of the political and social movements of foreigners throughout the country.

9. Information Service.

The Information Service is responsible for the performance and control of all administrative activities of the Division of Political and Social Police, the elaboration and control of codes for secret correspondence in accordance with orders issued by the Director, and the performance of technical procedures requested by the Director and the Delegados. The responsibility for the inspection of explosives, weapons and ammunition is also assigned to a section of this Service. The duties and responsibilities of the various sections of this Service follow:

a. Administration Section.

This Section, under the supervision of an Inspector, is responsible for the performance and supervision of all administrative activities of the Division related to personnel, supplies, communications and budget.

b. Records and Files Section.

The Records and Files Section, supervised by an Inspector, is responsible for: (1) organizing and indexing files for all individuals who have been prosecuted for or are suspected of illegal or criminal activities for which the Division has investigative responsibility; (2) maintaining a collection of all documents considered to be of political-social value to the Information Service, (3) providing information requested in documents received by the Division.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

c. Secret Section.

This Section centralizes all secret information of the Division and prepares all correspondence of a secret nature in coded form. The Section also prepares daily, weekly and monthly bulletins about information provided by the various sections of the Division.

d. Technical Section.

The Technical Section, supervised by an Inspector, is charged with (1) taking and classifying fingerprint impressions, (2) detecting, photographing and lifting latent fingerprints, (3) photographing individuals and objects and subsequent performance of the photographs development and printing procedures, (4) performing various forensic laboratory procedures, including handwriting comparisons and examination of documents, parts and other material, (5) drawing maps and plans for the entire Division, (6) handling all statistical work for the entire Division.

e. Armory Section.

The Armory Section, under the supervision of a Detective, is responsible for the distribution, recording the distribution, storage, maintenance and repair of all armament (mainly firearms and equipment for crowd and riot control) and ammunition belonging to the D.F.S.P. with the exception of the Civil Guard.

f. Section of Control of Explosives, Arms and Ammunition.

This Section, under the direction of an Inspector, is responsible for: (1) registration of all weapons owned by private individuals, (2) issuance of certificates of weapons ownership, licenses for the purchase of ammunition and licenses to carry weapons for sporting and hunting, (3) classifying of legally registered and confiscated weapons, (4) taking action to release weapons, brought into Brazil by travellers, from the Customs House and airports, (5) recording and storage of all confiscated firearms, cutting weapons, explosives, ammunition and fireworks, and subsequent destruction of these materials in accordance with existing regulations.

C. PERSONNEL

1. Actual Strength.

At the present time, the Division of Political and Social Police has a total personnel strength of approximately 419 persons.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

2. Assignment.

There are no special qualifications set forth as requirements for assignment to this Division. Personnel can be assigned to or transferred from this Division at the discretion of the Director. It is not uncommon to have large scale personnel changes when a new Director assumes command.

D. TRAINING

Personnel of this Division receive no special training adapted to the type of work they perform. Certain personnel have attended courses at the Police School for investigators, detectives and technical experts.

E. RECORDS AND IDENTIFICATION

The records and files of the Division of Political and Social Police and facilities for their storage include the following:

1. Delegacia of Political Security.

This Delegacia has two standard steel filing cabinets for storage of its documents and books.

2. Delegacia of Social Security.

Personnel Cards (20"x13") are stored in a small, obsolete wooden filing cabinet.

3. Police Clerks Office.

Defendant's Records, Legal Suits, Summons of Law and Miscellaneous Documents are stored in four small filing cabinets and one large steel filing cabinet.

4. Cultural Section.

This Section maintains files about students, professors, national societies, printing offices and public information services such as newspapers, radio and television.

5. Special Jail.

Card File - this file serves as a control of incoming and outgoing prisoners.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Activities File - officially known activities of prisoners are registered in this file.

6. Custodial Force.

No records are maintained by this section.

7. Investigation Service.

Control Documents. These are for the purpose of controlling all activities of the various sections of this Service.

a. Labor Section.

Name Index contains cards (5"x7") in alphabetical order according to name. Cards contain information about unions, federations, organizations, societies, clubs and professions. There are different colored cards in the file for each of the various units. The information on each of the cards includes: (1) name, (2) location, (3) names of all officers with date of election and term of office. After each election, a new card is made and stapled to the old one. Copies of these cards are not in the Division's Records and Files Section.

Index File - Business Establishments - cards (5"x7") have information about business establishments in the Federal District. The cards are separated according to type of business and filed within these separations by name. The information on each card includes: (1) name of the business, address and telephone number and (2) names of the officers. If any officer or employee is a Communist Party member, it is indicated on the card. A resume of any strike or labor unrest directed against a particular business establishment is also placed on the appropriate card.

Daily Bulletin Index (Secret) was started in August 1958 and contains information about various associations that appear in the Daily Bulletin. This information is typed on (5"x7") cards. Prior to August 1958, the Daily Bulletins were filed in a book folder. Cards of different colors designate different main groups of associations. The cards are separated by color and are filed within that separation by month and year. Information obtained at some future time about an association in file is placed on a new card. There is no cross-referencing.

Occupation Index File was started recently and consists of cards (5"x7") for people who are employed in various occupations and professions in the Federal District and are members of the Communist Party. The Workers' Cards in this section are duplicated in the Division's Records and Files Section.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

"Confiscated Cards" File consists of a collection of cards confiscated from various associations. They are filed by names and types of associations.

Old Cards (5"x7") is serving as the basis for the organization of the Occupation Index, and it is gradually being transformed into this new type of file.

Dossier File Folders are stored in wooden wall cabinets from the floor to the ceiling of one room of the Labor Section. The folders contain old information, such as newspaper clippings, about associations, organizations, etc. Each folder has a dossier number and contains several envelopes, each for a different association, organization, etc. Each envelope in the folder has a letter number, and the various letter numbers are typed on the cover of the particular folder. When additional information about a particular association or organization is obtained, it is placed in the appropriate envelope (letter number) of the appropriate folder (dossier number).

Index File for Dossier File Folders consists of cards (3"x5") for all associations, organizations, etc., on which there are dossier files. The cards are filed in alphabetical order and show (1) the name of the association, organization, etc., (2) the dossier number, and (3) the letter number.

Administrative Control File of cards (3"x5") contains the names of individuals, associations, clubs, etc., who have applied to the D.F.S.P. for permits to do such things as carry a firearm, form a club, hold a parade, etc. These applications are processed by the various sections of the Division. When an application is received by the Labor Section, this section makes a 3"x5" index card showing (1) the name of the individual, association, club, etc., (2) the date of application, and (3) the original protocol number assigned by the Division.

Miscellaneous Files consist of several cabinets containing old newspaper and magazine clippings about various Communist Party members. This material is no longer used, and it is not filed in any set order.

b. Section for Repression of Communism.

This Section has just recently been established. Because it is so new, no information about its records and files was available.

When the Section for Repression of Communism was created, the Division's Vigilance Section was reportedly abolished. The records and files maintained by the Vigilance Section include the following:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Name Index - Airlines Passengers contains cards (5"x7") in alphabetical order with the names of important airlines passengers arriving at and departing from Rio de Janeiro. All air travel is covered. In addition to the name of the passenger, each card also has the date, destination and name of the airline.

Name Index - Federal, State and Local Government Officials of cards (5"x7") filed in alphabetical order, with the names, residence addresses and telephone numbers of all government officials.

Name Index - Embassy Officials. The cards (5"x7") in this file contain the names of officials of all foreign embassies in the Federal District with the names of their embassies residence addresses, telephone numbers and automobile license plate numbers. The cards are filed according to the names of the individual officials.

Name Index - Judges and Court Justices contains cards (5"x7") with the names, residence addresses and telephone numbers of all judges and court justices in Rio de Janeiro.

Name Index - Miscellaneous contains cards (5"x7") with names of social clubs, sport societies, etc., filed alphabetically.

Name Index - Persons Arrested with Illegal Weapons contains cards (3"x5") with name of persons arrested by the Vigilance Section for possession of illegal weapons (firearms or otherwise). On each card appears the type of weapon, date of arrest and name of arresting officer.

License Plate Index contains cards (4"x5") for automobile license plates issued to all politicians and personnel of the various foreign embassies in Rio de Janeiro. The cards are filed in numerical sequence according to license plate number. In addition to the plate number, each card has the name of the automobile owner, his residence address, his telephone number and if a surveillance was ever conducted of his car, a brief summary of the results.

"Flagrante" Arrest Data Forms are filed in a book by date of arrest and not by name. For each additional arrest, a new form is made and filed by arrest date.

c. Public Order Section.

Name Index - Subversive Groups card (5"x7") file of individuals who are members of subversive groups. The cards are in alphabetical order by last name. The number of cards in file is not known. The information on these cards is presently being transferred to 3"x5" cards. The Vigilance Section also has these names, but they are not indexed in the Division's Records and Files Section.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Name Index - Political Observation contains cards (5"x7") presently being changed to 3"x5" cards. The cards contain the names of individuals known by detectives or investigators to be possible political rally or meeting agitators. The number of cards in file is not known and the names are not indexed in the Division's Records and Files Section.

d. Special Investigations Section.

Name Index Cards - approximately 8,000 name index cards (3"x5") filed alphabetically by name, have resumes of information about individuals that was requested of and sent by the Division's Records and Files Section. After three years, these cards are removed from the file cabinets and tied in bundles in order to save space.

Investigative Report Book contains copies of investigative reports filed in numerical sequence. A new series of numbers is started at the beginning of each calendar year. As of April 23, 1959, the report number was 455.

Politician Name Index contains cards (5"x7") with the names of members of non-operational opposition political parties such as the Lanterna and other opposition political parties now in operation. Each card also has the residence address, telephone number, automobile license plate number and a summary of any investigation conducted on the particular individual. The cards are filed by individuals last name. A similar type of file is also maintained in the Division's Public Order Section.

Name Index - Communist Party contains cards (5"x7") with the names of known Communist Party members and also any agitators arrested by the Vigilance Section. In case an individual is arrested at a future date, this information about his arrest is placed on his card already in file. If an investigation is conducted, a dossier file number is assigned and it is also placed on the card.

Name Index - Lanterna Club contains cards (5"x7") with the names of members of the Lanterna Club, an opposition political party not in operation at the present time.

Name Index - Labor Union Officials contains cards (5"x7") with (1) the names of officials of labor unions, (2) their residence addresses, (3) telephone numbers, and (4) names of family members and close relatives.

Name Index - Newspapers. Lists on cards (5"x7") the names of all newspapers in Brazil. On each card is shown the political affiliation of the paper and its dossier file number. For each newspaper, there is a dossier file that contains complete information about the newspaper and its operations.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

e. Foreign Activities Section.

Name Index File - Individuals contains cards (5"x7") filed alphabetically by last name, with the names of and information about two general types of individuals. These are (1) foreigners, on whom investigation has been requested, and (2) people who have been granted visas to enter Brazil and whose names have been sent to this section by the Brazilian Embassies that issued the visas. In the former case, the information on the card includes (1) name of individual, (2) log book number, (3) date on which the request for investigation was received in the section, with a resume of the information in the request, (4) date on which the investigation was completed and date on which the investigation report was sent out, with a resume of the investigation, and (5) information about future requests for investigation and subsequent results of the investigation. In the latter case, the names of individuals granted visas and pertinent information are placed on the cards.

Name Index File - Associations and Societies contains cards (5"x7") filed by the local name of the association or society with the following information: (1) name of association or society, (2) address and telephone number, (3) a list of the organizational units, and (4) a dossier file number. Cards containing similar information are also filed in the Division's Labor Section.

Log Book of requests received by the Foreign Activities Section are assigned a number and recorded in numerical sequence.

Dossier File is a book-type folder that contains in numerical sequence the following documents: (1) requests for investigation, (2) copies of investigative reports, and (3) completed "Questionnaire Forms" that are required of all foreign associations and societies before they are allowed to operate in the Federal District.

8. Information Service.

a. Administration Section.

Personnel Card File of cards (5"x8") is for all employees of the Division. All new employees report to the Administration Section to have their personnel cards made. The personnel folders, however, are not kept in this section.

In addition to the employee's name, each card has (1) a matricula number, which is assigned to all public officials, (2) a special number (for all detectives and investigators of the D.F.S.P.), (3) personal descriptive data, (4) notice of transfer (taken from the regular bulletins of the D.F.S.P. and the Division's special bulletins), (5) personnel action

OFFICIAL USE ONLY

OFFICIAL USE ONLY

information that will cause loss of pay (taken from the regular bulletins of the D.F.S.P. and the Division's special bulletins).

Personnel cards for the employees of the Division are filed in one drawer of a filing cabinet by (1) sections of the Division and in alphabetical order by name, (2) functions of the Division and in alphabetical order by name, (3) matricula number.

When employees of the Division are transferred or die, their personnel cards are removed from the active file and stored in a separate drawer.

Personnel Card File - Detectives and Investigators of the D.F.S.P. - The Administration Section of the Division of Political and Social Police maintains personnel cards (5"x8") for every detective and investigator in the entire Federal Department of Public Security. There are three separate files that are maintained, respectively, according to (1) special number, (2) last name, and (3) first name.

Photograph Album - Detectives and Investigators. The photographs in this album are filed according to the special numbers assigned to detectives and investigators.

b. Records and Files Section.

Main Name Index File of cards (3"x5") is divided into two main separate alphabetical files, last name and first name. Of necessity, the first name file has the complete names for all persons indexed. Each of these cards has: (1) the person's mother's name, (2) dossier file number (with book and page numbers) or a prontuario file number, and (3) a stamped reference to the worker's card file. The main name index file also contains information about associations, organizations and societies. The entire file pertains in general to cases involving the security of the country, i.e., cases involving Nazis, Communists, and other groups. The number of cards in the file is not known.

Workers' Card File of cards (5 $\frac{1}{4}$ "x8") filed alphabetically with brief outlines of investigative information about workers in various occupations and professions. These cards are sent to the Records and Files Section by the Labor Section, which also maintains a copy. The number of cards in this file is not known.

Dossier File. This is a box-like or book-like file that contains information about an incident or group of incidents and not about a particular individual. For example, there is a dossier file about the confiscation of a number of Communist Party membership cards, which consists of several boxes or books with pages of mounted photostatic copies

OFFICIAL USE ONLY

OFFICIAL USE ONLY

of the cards. In the case of this particular example, all of the information on these confiscated cards was typed in a separate record book.

Each box or book in the dossier file is numbered and in some instances the number is followed by a letter of the alphabet (depending on how much material there is about the incident or group of incidents). The exact number of dossier files is not known.

Fingerprint File contains fingerprints of persons arrested by the Division. The prints are kept in a wall-type cabinet with a sliding door in front. At the time a person is arrested by the Division, two sets of his fingerprints are taken. One set is filed in the regular fingerprint file, and the other one is placed in the person's prontuario file folder. If judicial process follows an arrest, another set of the person's fingerprints is taken and sent to the Felix Pacheco Institute.

Prontuario File Folders are made for persons who are arrested for crimes directed against the political or social order of the country. The folders contain all pertinent information related to the person and his activities. Such information includes fingerprints, photographs, results of investigations, data about judicial processes, applications for passports, applications for permits to carry firearms and travel activities. The prontuario file folders are filed in numerical sequence. As of April 16, 1959, there were folders on file numbered over 48,000.

Correspondence Record Book is a record of all correspondence handled by the Records and Files Section. Each piece of correspondence is given a number and described, and the entries in the book are written in numerical sequence. Information in the book about the correspondence includes the date handled, date completed and to whom the results were sent.

c. Technical Section.

Photographic Negative File. This file contains photographic negatives of the persons arrested by the Division of Political and Social Police. The negatives are kept in 3"x5" envelopes, that are filed in numerical sequence in accordance with the numbers assigned to persons who are arrested by the Division (arrest numbers). As of April 27, 1959, there were approximately 10,000 negatives in file.

Name Card File consists of cards (3"x5") which have information about persons arrested by the Division. Included on each card is the name of the person arrested, the arrest number and information about the arrest. Cards for aliases are also in the file. As of April 27, 1959, there were about 15,000 cards in file.

d. Armory Section.

Numerical Index File of cards (5"x7") contains records of all weapons owned by the entire D.F.S.P. except the Civil Guard. The cards are

OFFICIAL USE ONLY

OFFICIAL USE ONLY

filed according to the type of weapon and then by the serial numbers of the individual weapon.

Alphabetical File contains cards (5"x7") with the names of individuals to whom weapons have been assigned and information about the weapons issued to or returned by them.

Special Numerical Index File consists of special cards (3"x5") that show log book "order numbers," from where the weapon was received and what its final disposition was (either lost or destroyed).

Log Book lists all weapons in numerical sequence by "order number" (special designated number), and it gives information about their receipt and disposition.

e. Section for Control of Explosives, Arms and Ammunition.

Name Index File of information on cards (3"x5") includes (1) name of individual, (2) dossier file number, (3) mother's and father's names, (4) nationality, and (5) residence. The cards are filed alphabetically by last name in two cabinets having ten drawers each and two sections to a drawer. No guide cards are used as separators. As of May 6, 1959, this file contained approximately 55,000 cards.

Number File of cards (3"x5") with information about all firearms registered in this section. This information includes: (1) serial number of firearm, (2) type of firearm, (3) dossier file number, and (4) name of owner of the firearm. The cards are filed in numerical sequence by serial number of the firearm, regardless of the type. They are stored in five cabinets, each with ten drawers, and there are guide cards for each 100 serial numbers.

Stock Book is a complete inventory record of the explosives, arms and ammunition received and sold by stores in the Federal District. Every store dealing in such items submits a monthly report to this section, and the information in these reports is transferred to the stock book.

Dossier File consists of several folders in a book-like arrangement, and contains data about individuals who own weapons, use explosives or are in some other way dealing with explosives, arms and ammunition. Each dossier folder in the book has a dossier file number, and the numbers in an individual book are listed on the cover of that book. As of May 6, 1959, the current dossier file number was over 55,000.

In connection with the confiscation of firearms, cutting weapons, explosives, ammunition and fireworks, the following records and files are maintained:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Log Book - Cases. All such cases are assigned a number and recorded in this book in numerical sequence.

File Folders which contain information pertaining to confiscation cases, and they are filed in numerical sequence.

Index File of cards (3"x5") which serves as a control for confiscated weapons. They are filed in numerical sequence by weapon serial number.

Log Book - Destruction of Weapons - contains information about the destruction of weapons confiscated for reasons of illegal possession or use in commission of a crime.

F. BUILDINGS

The Division of Political and Social Police occupies the entire third floor of the headquarters building of the Federal Department of Public Security. The over-all space available appears generally adequate, but some of the offices seem crowded because of large volumes of records and numerous filing cabinets. The various offices are in need of paint, better lighting and general repairs such as fixing leaks in the roofs of the Special Jail and Records and Files Section and repair and improvement of toilet facilities throughout the entire Division. This latter need holds true particularly for the Special Jail, where there are at least nine cells without toilet facilities and only one shower for the entire jail. For physical security purposes, adequate locking mechanisms on doors and some type of wire screening on windows are needed.

G. EQUIPMENT

1. Automotive Equipment.

An automobile is assigned to the Director of the Division, and other vehicles are made available to various personnel on the basis of need. An automobile, equipped with a radio, was assigned to the former Vigilance Section, which has requested another such vehicle. An unmarked car has been requested by the Foreign Activities Section. Maintenance and repair of vehicles is performed by the police garage or commercial firms, if necessary.

2. Weapons.

a. Presently Available.

Investigative personnel of the Division are assigned revolvers. Other weapons of the D.F.S.P. are available for use by the Division when

OFFICIAL USE ONLY

OFFICIAL USE ONLY

needed. The Armory Section is responsible for the distribution, recording, storage, maintenance and repair of all armament (mainly firearms and equipment for crowd and riot control) and ammunition belonging to the D.F.S.P., with the exception of the Civil Guard. A list of this armament (weapons) and ammunition is shown in Appendix No. 3.

b. Requested Equipment.

In order to repair damaged caliber .38 Smith and Wesson military and police revolvers, the following spare parts have been requested by the Armory Section of the Division of Political and Social Police:

- 25 locking bolts
- 100 4-inch barrels
- 30 locking bolt springs
- 25 cylinders
- 25 extractors
- 50 extractor springs
- 30 extractor rods
- 30 frame lugs
- 50 large head plate screws
- 100 small head plate screws
- 100 thumb pieces
- 100 thumb piece nuts
- 30 hammers
- 30 hammer noses
- 25 sears
- 30 triggers
- 50 hands
- 25 rebound slides
- 30 rebound slide springs
- 150 cylinder stops
- 50 main springs
- 50 strain screws
- 150 stock screws
- 250 right hand stocks
- 250 left hand stocks

In order to increase the crowd and riot control capabilities of the D.F.S.P., the following equipment was requested by the Division:

- 10 megaphones
- 250 standard long range tear gas projectiles
- 400 tear gas grenades
- 10 tear gas revolvers with holsters
- 30 boxes of tear gas shells for revolvers
- 30 portable searchlights with batteries

OFFICIAL USE ONLY

OFFICIAL USE ONLY

3. Technical and Photographic.

a. Presently Available.

The Technical Section has the following technical and photographic equipment:

1. Equipment with over 10 years of use:

- 1 Leica camera
- 1 16mm camera with three objectives
- 1 16mm movie projector

2. Equipment Functioning With Technical Deficiencies:

- 1 Leitz Foromat enlarger with a lense and for use with 35mm film
- 1 Grover camera for inside use and capable of making photographs up to size 13"x18"
- 1 Brunaus camera for inside use and capable of making photographs up to size 13"x18"
- 2 6x9 Speed Graphic cameras with flash units
- 1 9x12 Speed Graphic camera with flash unit
- 1 General Electric light meter
- 1 M.T.L. Copying Camera, Model 5, Number 4
- 1 Kodak enlarger for making enlargements up to size 13"x18"
- 1 Leitz microphotographic camera
- 1 Pako machine for putting a clear enamel-like coating on photographs
- 1 Pako photograph dryer
- 2 Webcor tape recorders
- 1 RCA tape recorder
- 1 Monocular microscope

3. Equipment that Needs Repairs:

- 1 Janior camera with lens and capable of making 9"x12" photographs
- 1 Minox camera
- 1 Recordak microfilming machine, Model 6
- 1 Kodagraph film reader
- 1 Manual photographic press

b. Requested Equipment.

In order to improve its over-all technical and photographic capabilities, the Technical Section of the Division has requested the following equipment:

OFFICIAL USE ONLY

...
OFFICIAL USE ONLY

- 1 Cabinet for drying film
- 1 Ultra-violet Unit for examination of documents and fingerprints
- 1 Document reproducing machine
- 1 Photostatic machine for use outside of a dark room
- 1 Fingerprint magnifier
- 1 Fingerprint kit for taking rolled fingerprint impressions
- 1 Fingerprint kit for detecting and lifting latent fingerprints

In addition, the Division has also requested a variety of Mosler Research Products, including listening devices and special investigative equipment.

The Special Investigation Section has requested a modern, fully equipped interrogation room and one tape recorder. A magnifying glass has been asked for by the Labor Section, and the Foreign Activities Section has asked for one tape recorder, one camera and a pair of binoculars. The Elaboration and Dissemination of Information Section has made a request for two direct copying machines.

In order to give the personnel of his Division language training in English and Russian, the Director has asked for some language training aids such as records and record players equipped with earphones. The Director has also made a request for training aids used to teach reading at a rapid rate.

4. Office.

a. Presently Available.

The Division's present office equipment includes desks, chairs, sofas, bookcases, typewriters (some in need of repair), an electric adding machine (in Section for Control of Explosives, Arms and Ammunition), and electric fans.

b. Requested Equipment.

Included among the office equipment requests are typewriters, typewriter tables, steel tables, steel cabinets, electric fans, scissors, metal rulers in millimeters, a paper or card cutter, pencil sharpeners, stapling machines, and hole punchers for paper.

5. Records.

a. Presently Available.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Facilities for storage of records include steel and wooden filing cabinets, open rack-type wooden shelves and floor space. Facilities for ensuring the physical security of the records of the Division's various sections are very poor. No fireproof filing cabinets were noted and locking mechanisms on present cabinets are of the standard key-type. Many records are stored on open rack-type wooden shelves in rooms that are lacking both adequate fire and security protection.

b. Requested Equipment.

Several sections of the Division have requested modern, steel filing cabinets of various sizes, equipped with adequate security locks and bars.

6. Miscellaneous Equipment Requests.

The Custodial Force has asked for new drinking fountains, and the Vigilance Section stated that one of their needs was street car tickets. Included in the Armory Section's requests are a metal covered table to be used in the maintenance and repair of armament, one lathe and nickel-plating and oxidation equipment. One-hundred and sixty steel shelves have been requested by the Section for Control of Explosives, Arms and Ammunition.

H. OPERATIONS AND ACTIVITIES

This section of the report on the activities of the Division of Political and Social Police includes those for the calendar year of 1958.

A major portion of the Division's operations during 1958 were directed toward the control of Communist activities in the Federal District. The methods employed in exercising this control consisted primarily of maintaining watch over such activities, and taking the steps necessary to thwart any of their clandestine actions intended to cause disturbances in the political and social order of the country; or those directed against its national institutions. Particular attention was paid to those agents of Communism who attempted to accomplish these aims through infiltration of various labor groups.

Numerous operational efforts were directed toward the maintenance of the public order in the Federal District and the country as a whole. Crowd gatherings such as strikes and student rallies were prompt recipients of the efforts. In addition to preserving the public order, efforts were also put forth to ascertain the identity of those individuals who performed any actions of agitation.

The Division also cooperated with other units of the D.F.S.P. in attempts to prevent various other types of crimes. Numerous inquiries were performed for the purposes of detecting vagrancy and the illegal possession of weapons.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

In the performance of the Division's basic duties and responsibilities, the various Sections engaged in many different activities. A summary of these activities follows:

1. Delegacia of Political Security.

The Delegacia of Political Security is responsible for handling any crimes whenever directed by the Chief of Police and is specifically responsible for the supervision of the prevention and investigation of crimes directed against: (1) the international personality of the country, and (2) the security and structure of the country. In the performance of these supervisory functions, the Delegacia's activities are principally of an administrative nature. Its activities for the year 1958 included the followings:

<u>Type of Activity</u>	<u>Number</u>
Receipt and issuance of statements-----	189
Correspondence sent-----	711
Issuance of documents-----	241
Receipt of documents-----	250
Issuance of official letters-----	860
Receipt of official letters-----	53
Issuance of cables-----	7
Receipt of cables-----	7
Reports made out-----	16
Reports made of antecedents-----	6

2. Delegacia of Social Security.

The Delegacia of Social Security is responsible for handling any crimes whenever directed by the Chief of Police and is specifically responsible for the supervision of the prevention and investigation of crimes directed against: (1) the social order of the country, and (2) the organization and operation of public services and activities beneficial to the welfare of the public. In the performance of these supervisory functions, the Delegacia's activities are principally of an administrative nature. Its activities for the year 1958 included the following:

Performance of investigations-----	21
Composing dispatches-----	70
Issuance of cables-----	13
Receipt of cables-----	12
Making reports-----	12
Making inquests-----	54
Sending case papers-----	139
Receipt of case papers-----	36
Issuance of documents-----	400
Receipt of documents-----	231

OFFICIAL USE ONLY

OFFICIAL USE ONLY

3. Cultural Section.

<u>Type of Activity</u>	<u>Number</u>
Preparation of cards-----	10,273
Recording of cards-----	512
Filing of cards-----	10,273
Issuance of memos-----	14

4. Special Jail.

The Special Jail has the responsibility for the confinement of persons detained or arrested for the commission of crimes that are within the sphere of authority of the Division. In 1958 the Special Jail performed the following activities:

Escorts-----	186
Preparation of cards-----	213
Registration of personal property-----	190
Meals furnished-----	12,460

Infirmary:

Medical consultations-----	262
Medical attendances-----	618
Injections-----	923
Dental treatments-----	198
Distribution of medicines-----	1,316

Movement of prisoners:

Prisoners detained-----	265
Prisoners released-----	275

5. Investigation Service.

a. Labor Section.

Communications-----	36
Information on documents-----	1,136
Preparation of dossiers-----	120
Examination of dossiers-----	90
Initiation of cards-----	4,015
Checking of cards-----	1,500
Issuance of summonses-----	3
Imprisonments-----	1
Qualifications-----	50
Inquests-----	53
Visits to official entities-----	780

OFFICIAL USE ONLY

OFFICIAL USE ONLY

b. Vigilance Section.

<u>Type of Activity</u>	<u>Number</u>
Watching and inspection of posts-----	8,012
Communications-----	162
Secret communications-----	26
Disseminating information-----	429
Issuance of summonses-----	126
Handling requests for permits to carry weapons-----	376
Apprehension of cutting weapons-----	31
Apprehension of firearms-----	23
Conducting inquests relative to firearms permits-----	313
Issuance of warrants for hearing witnesses-----	30
Giving depositions-----	32
Apprehension of marijuana smokers-----	8
Apprehension of fireworks-----	60
Apprehension of ammunition-----	31
Imprisonments and detentions-----	816

c. Public Order Section.

Preventive policing of authorized political meetings---	122
Providing miscellaneous guarantees (personal protec- tion functions)-----	156
Providing information-----	88
Performance of investigations-----	13
Preventive policing of labor parades-----	25
Handling of press releases-----	245
Making inquests-----	18

d. Special Investigations Section.

Receipt of documents:

Inquest processes for firearms permits-----	457
Inquest processes for ideology statements-----	329
Inquest processes on miscellaneous subjects-----	482
Memos-----	23

Issuance of documents:

Inquest processes for firearm permits-----	483
Inquest processes for ideology statements-----	327
Inquest processes on miscellaneous subjects-----	457
Memos-----	62
Information reports-----	1,286
Invitations and summonses-----	749

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Services Performed:

<u>Type of Activity</u>	<u>Number</u>
Inquests-----	674
Special inquests-----	10
Summonses-----	749

e. Foreign Activities Section.

Inspections of foreign associations-----	153
Translations-----	95

6. Information Service.

a. Administration Section.

Receipt of miscellaneous applications-----	10,976
Forwarding miscellaneous applications-----	28,539
Preparation of letters, memos, etc.-----	4,555
Cards prepared-----	19,022
Cards filed-----	16,767
Books recorded-----	67,597
Passport searches for information-----	24,889

b. Records and Files Section.

Preparation of dossiers for permits to carry weapons---	472
Recording of dossiers-----	4,456
Issuance of information-----	13,445
Checking of newspapers-----	4,738
Selection of newspaper clippings-----	64,229
Recording of records-----	1,795
Initiation of records-----	296
Reference to records-----	5,369
Preparation of cards-----	24,980

c. Secret Section.

Preparation of bulletins-----	81
Receipt of documents-----	92
Issuance of documents-----	99
Initiation of cards-----	166
Providing information-----	79

OFFICIAL USE ONLY

OFFICIAL USE ONLY

d. Technical Section.

<u>Type of Activity</u>	<u>Number</u>
X-ray plates and films used-----	2,625
Photographic copies and enlargements made-----	28,513
Photostatic copies made-----	4,972
Persons identified-----	1,538
Photographic examinations-----	5
Papiloscopic examinations-----	2
Reference to X-ray plates-----	5,868
Documents written out-----	2,652
Issuance of documents-----	1,561
Receipt of documents-----	1,152
Preparation of cards-----	5,052

e. Armory Section.

Collection of weapons-----	12
Furnishing of weapons on a loan basis-----	117
Marking of weapons-----	40
Repair of weapons-----	2
Inspection of weapons-----	71
Filing of documents-----	278
Preparation of documents-----	745
Issuance of documents-----	274
Preparation of cards-----	7,001
Ammunition furnished-----	43,972
	(rounds)

f. Section for Control of Explosives, Arms and Ammunition.

This section is divided into four teams which performed duties during 1958 that included:

Commercial Inspection Team:

Furnishing of good conduct certificates-----	359
Issuance of licenses for trading-----	92
Issuance of firearms licenses-----	50
Issuance of permits for storage of explosives-----	108
Issuance of permits for the use of explosives-----	1,368
Examination of "Blaster"-----	26
Issuance of forms-----	15,521
Issuance of licenses for "Blaster"-----	98
Inspection of quarries-----	1,081
Recording and signing statements of responsibility-----	263

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Weapons Registry Team:

<u>Type of Activity</u>	<u>Number</u>
Issuance of ownership certificates-----	7,381
Issuance of "free carrying" firearms permits-----	5,446
Issuance of permits to carry firearms in vehicles-----	11
Issuance of licenses to transport firearms-----	1,472
Issuance of licenses to purchase firearms-----	5,559
Issuance of licenses to purchase ammunition-----	3,718
Issuance of temporary licenses-----	222
Incineration of fireworks-----	30
Initialling on firearms permits issued by states-----	39
Recording remarks on traffic licenses-----	62
Transfers-----	984

Apprehensions Control Team:

Recording, storing and destroying confiscated cutting weapons-----	881
Recording, storing and destroying confiscated firearms (short barrel)-----	432
Recording, storing and destroying confiscated firearms (long barrel)-----	39
Initiation of cards-----	739
Reference to cards-----	462

Classification Team:

Receipt of documents-----	11,325
Issuance of documents-----	29
Issuance of summonses-----	52

OFFICIAL USE ONLY

OFFICIAL USE ONLY

CHAPTER XII

MARITIME, AERIAL AND BORDER POLICE DIVISION

A. ORGANIZATION

The Maritime, Aerial and Border Police Division is under the supervision of a Director who is appointed by and reports to the Chief of Police.

The Division is organized as shown in the chart on the following page and consists of the following major units:

Regional Inspectorate
Maritime and Aerial Delegacia
Alien Registration Unit
Passport Unit
Statistics and Records Unit
Administration Unit

The basic operational unit is the Regional Inspectorate which handles most of the preventive police activities in the Federal District area. This unit is divided into a Registration and Records Section; Policing Section; and Administrative Section. The Alien Registration Unit is divided into Registration and Control Section; Inspection Section; Visas, Infractions and Fines Section; Administrative Relations Section; and Files Section. The other Units have no specific sectional divisions for operational or administrative purposes.

B. DUTIES AND RESPONSIBILITIES

Basic duties of the Maritime, Aerial and Border Police Division are:

1. The enforcement of law and order with respect to matters affecting maritime and aerial transportation within the Federal District.
2. The supervision of all services rendered by the Maritime, Aerial and Border Police within the boundaries of the entire country.
3. Orientation, in regard to maritime and aerial matters, of the appropriate sections of the police located in the various states and territories of the country.

At present the Division's activities are confined primarily to the Federal District and include:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

1. Control of all persons entering or leaving.
2. Registry of aliens.
3. Supervision of preventive police activities at the port areas and airports located in the Federal District (the police precincts are in charge of judicial police in these areas, except in cases of offenses involving smuggling and diversions of goods).
4. Supervision of both preventive and judicial police operations in cases of smuggling and diversion of goods (responsibilities that are specially assigned to the Maritime, Aerial and Border Police Division).
5. The responsibilities assigned to the judicial police units relative to crimes and contraventions committed on the sea or in the air.

The specific duties and responsibilities of the various units and sections of the Division follow:

1. Regional Inspectorate.

The Regional Inspectorate, under the supervision of an inspector, is responsible for the performance of maritime and aerial preventive police activities within the area of the Federal District. The Inspectorate consists of three sections, the duties and responsibilities of each are as follows:

a. Registration and Records Section.

1. Receipt, checking, registration, classification, revision and filing of all documents and papers related to maritime and aerial traffic, including passengers (legal and illegal) and crew members.

2. Collection of data for the compilation of statistics about incoming and outgoing ships and airplanes.

3. Compilation of statistics about passengers entering and leaving Rio de Janeiro on a monthly and yearly basis and by sex and nationality.

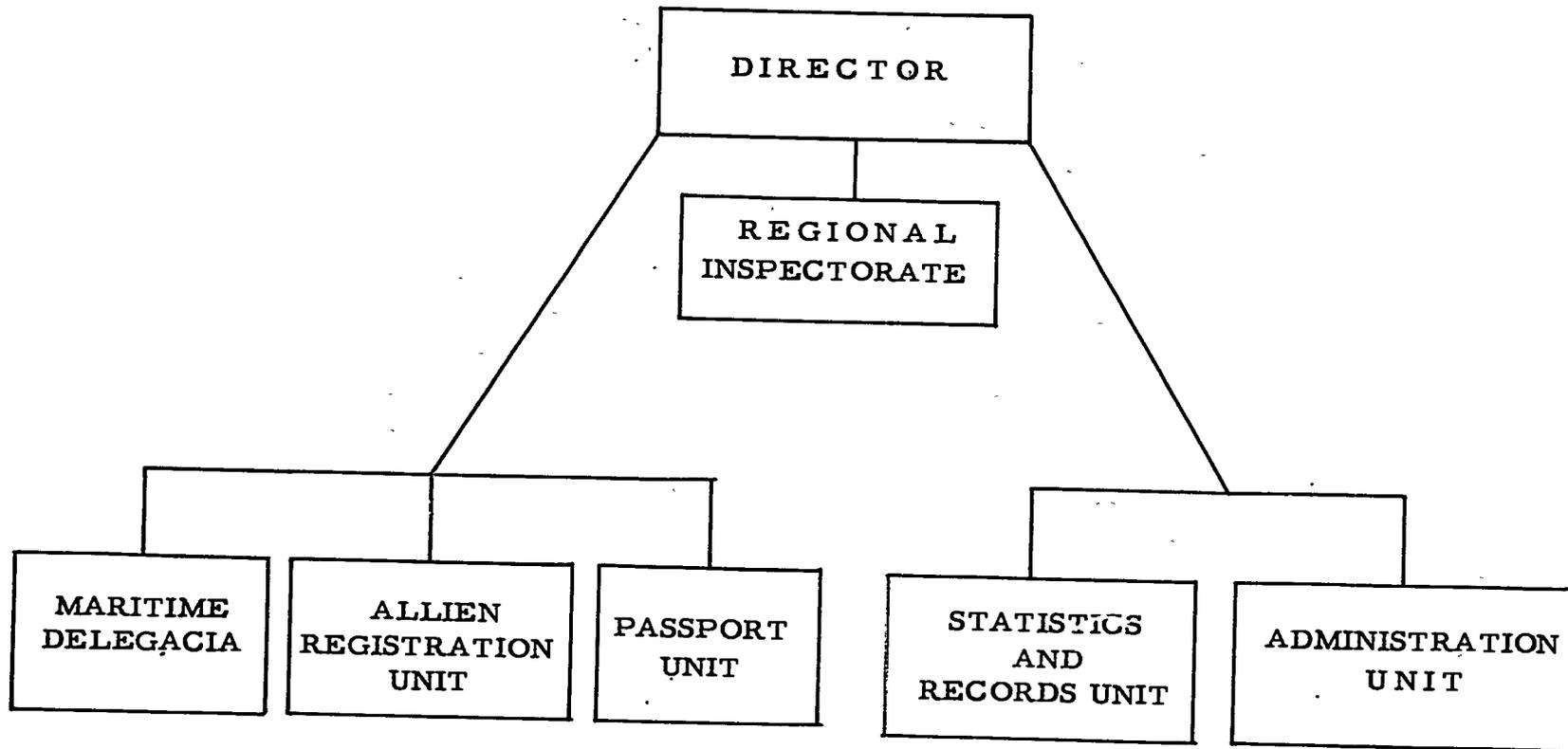
4. Maintenance of up-to-date records of international passengers in alphabetical order and by year.

5. Maintenance of lists of passengers and crew members for individual boats and airplanes, including passengers in transit.

6. Furnishing written information for the issuance of passes to passengers, ships and airplanes.

OFFICIAL USE ONLY

MARITIME, AERIAL AND BORDER POLICE DIVISION
D. F. S. P.



OFFICIAL USE ONLY

7. Supplying the Felix Pacheco Institute with all data necessary for the maintenance of up-to-date records about maritime and aerial passengers and crew members.

8. Assisting other components of the D.F.S.P., the courts, ministries and official foreign officers in matters concerned with maritime and aerial traffic to and from Rio de Janeiro.

9. Conducting demographic and demo-ethnographic surveys about aliens entering Brazil and submitting legislation proposals to the government.

b. Maritime and Aerial Policing Section.

1. Enforcement of the laws, conventions and international treaties relative to maritime and aerial traffic to and from Rio de Janeiro.

2. Control, inspection, checking, suspension and clearance of embarkation and disembarkation of passengers (legal and illegal), crew members, and victims of wrecks, including the receipt and examination of their respective documents.

3. Checking ships and planes and barring their entry or clearing their departure.

4. Granting authorization to harbor pilots and issuing exit licenses.

5. Checking ships and planes in ports and airports, along the coast and within the territorial waters of the Federal District.

6. Control of persons duly authorized to be on board ships.

7. Inspection of maritime transportation and passenger service.

8. Organization and supervision of the various police operations for the prevention and prosecution of smuggling.

9. Assisting and cooperating with judicial and police authorities in the prevention and prosecution of offenses other than smuggling.

10. Recording incidents that occur during the course of routine activities and reporting incidents that appear to be crimes or contraventions to the Maritime and Aerial Delegacia.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

11. Liaison with the Felix Pacheco Institute for the purpose of maintaining up-to-date police records and obtaining information to assist in the successful discharge of its responsibilities.

12. Providing for the enlisting, embarkation and disembarkation of maritime and aerial crew members.

c. Administrative Relations Unit.

1. Receipt, registration (recording), filing, distribution and issuance of all documents and correspondence related to the work of the Regional Inspectorate.

2. Registration of all orders issued by the Inspectorate, providing for their publication in the Service Bulletin of the D.F.S.P.

3. Control of the movement of all legal processes pertaining to maritime and aerial crew members and passengers (legal and illegal) who are involved in legal proceedings connected with the Division.

4. Assembling of individual files for maritime and aerial crew members who have deserted and stowaway passengers, and forwarding all such cases that are subject to criminal procedure to the Maritime and Aerial Delegacia.

5. Issuance of certificates and permits to go aboard ships.

6. Handling of all visitors who come to the offices of the Regional Inspectorate.

2. Maritime and Aerial Delegacia.

a. The detection and investigation of law infractions occurring on ships in the territorial waters and seaports and on national and foreign aircraft in the air and at the airports of the Federal District.

b. The conduct of legal proceedings for the deportation of aliens.

c. The detection and investigation of such crimes as smuggling and the diversion of goods.

As an aid in the proper discharge of its responsibilities, the Delegacia has a police clerks office and a jail.

3. Alien Registration Unit.

The Alien Registration Unit, under the supervision of a Chief, consists of five main sections and has the following general duties and responsibilities:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

a. Control of the movements and period of residence of aliens within Brazil, in accordance with the procedures and policies set forth in the immigration laws.

b. Performance of investigations necessary in the conduct of naturalization proceedings.

The specific duties of the respective sections of this unit follow:

a. Registration and Control Section.

1. Registration of aliens disembarking or residing in the Federal District and transmission of information pertinent thereto to the Felix Pacheco Institute.

2. Performing the paper work necessitated by changes in the status of aliens residing in Brazil and extending aliens fixed periods of residence.

3. Recording on consular qualification cards information related to the disembarkation of aliens and transmitting such information to the Felix Pacheco Institute.

4. Supervision of an External Identification Team and an Identity Card Issuance Team that are responsible respectively for the fingerprint identification of and issuance of identity cards to aliens entering Rio de Janeiro. These two teams are staffed by employees of the Felix Pacheco Institute, who are permanently or temporarily assigned to work at the Alien Registration Unit.

b. Inspection Section.

1. Prevention of the conduct of activities by aliens that are contrary to national immigration policies.

2. Performance of clearance proceedings for naturalization purposes.

3. Control of disembarked maritime and aerial crew members, with previous authorization from the proper authorities.

4. Control of aliens who have not been cleared, who are irregularly disembarked or whose residence permit has expired.

5. Control of the embarkation of those aliens mentioned in 4. and providing for repatriations or deportations whenever recommended.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

6. Preventing aliens who have been admitted to Brazil on a temporary basis from staying over their designated time limits.

c. Visas, Infractions and Fines Section.

1. Conduct of legal proceedings connected with violations of immigration laws and in cases falling under the jurisdiction and subject to the authority of the Aliens Registration Unit.

2. Preparation and formalization of appeals on legal decisions prior to the removal of a case to a higher court and within a legal time limit prescribed for such proceedings.

3. Endorsement of exit visas on passports of and granting of permission to leave Brazil to aliens who desire to return to a permanent foreign residence. The actual endorsement is made by the Chief of the Alien Registration Unit after a check of the police files of the Felix Pacheco Institute has been conducted.

d. Administrative Relations Section.

1. Administration of personnel, supply and budget procedures.

2. Performance of routine office machine procedures and communications operations.

3. Providing information to interested parties about non-restricted judicial decisions and the course of legal proceedings.

4. Issuance of required certificates at the order of the Chief of the Alien Registration Unit.

5. Orientation of persons conducting business with the Unit about the observance of formalities and the fulfillment of requirements.

6. Receipt of any complaints submitted to the Alien Registration Unit and referring these complaints to the appropriate authorities.

e. Files Section.

1. Maintaining custody of all documents related to the legal proceedings, completed or uncompleted, involved in the registration of aliens. According to regulations, these documents are supposed to be burned after retention for a period of five years.

2. Filing the personal qualification cards issued by the Brazilian consulate in the alien's country of residence, registration cards, cards for exit visas and notices of transfer of place of residence or

OFFICIAL USE ONLY

OFFICIAL USE ONLY

employment. The filing of such cards is made after a thorough check of the records of the Felix Pacheco Institute for the purpose of collecting and compiling personal background information. According to regulations, these cards are supposed to be burned four years after they have been issued.

3. Providing for use by the entire Alien Registration Unit information to be used during the conduct of legal proceedings or relevant data to be used for other purposes.

4. Filing maritime and aerial passenger lists of those lines traveling on an international basis. These lists are filed after they have been checked by the appropriate personnel of the Felix Pacheco Institute for the purpose of collecting and compiling personal background information about the passengers. According to regulations, these lists are supposed to be burned two years after the specific disembarkation date.

4. Passport Unit.

This section is concerned primarily with the routine proceedings connected with:

- a. The issuance of passports to Brazilian citizens or stateless persons.
- b. Endorsement of passports with visas.
- c. Authorized extension of visas.

Before the above actions are taken, consultations are supposed to be conducted with personnel of the Felix Pacheco Institute for the purpose of checking on background information of passport bearers and persons requesting passports.

5. Statistics and Records Unit.

This section, under the supervision of a Chief, has the following duties and responsibilities:

- a. Establishment and organization of a system of statistical records of the entire Division.
- b. Custody of documents related to the activities regularly conducted by the Division.

6. Administration Unit.

This section, under the supervision of a Chief, has the following duties and responsibilities:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

a. Fulfillment of all requirements in regard to personnel, supplies, budget and administrative relations in close coordination with and abiding by the regulations and policies of the Administration Division of the D.F.S.P.

b. Performance of any office machine work that may be requested by other sections of the Division.

C. ADMINISTRATION

The Director of the Maritime, Aerial and Border Police Division supervises the fulfillment of all duties and responsibilities assigned to the Division. During his absence, the Inspector in charge of the Regional Inspectorate assumes command. All unit chiefs report to the Division Director and section heads report to the various unit chiefs.

Lines of authority and chain of command throughout the entire Division appear to be well established and followed.

D. PERSONNEL

The total personnel strength of the Maritime, Aerial and Border Police Division consists of approximately 254 persons. The distribution of the personnel among the Division's major units is as follows:

<u>Regional Inspectorate</u> -----	92
1 Inspector	
52 Maritime police agents (authorized staff of 65 agents)	
39 Investigators, administrative officers and clerks	
<u>Maritime and Aerial Delegacia</u> -----	41
<u>Alien Registration Unit</u> -----	96
(Detectives, investigators, administrative officers and clerks.)	
<u>Passport Unit</u> -----	14
<u>Statistics and Records Unit</u> -----	4
<u>Administration Unit</u> -----	7
 TOTAL-----	 254

The personnel of this Division received no specialized training for their special type of duties.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

E. RECORDS AND IDENTIFICATION

1. Regional Inspectorate.

a. Registration and Records Section.

This Unit maintains records and files containing information about the movement of airplanes entering or leaving the Federal District on international travel and their crew members and passengers. Records dated prior to 1945 are stored in the Old Records Section (Supply and Files Section).

Crew and Passenger Lists are on cards that are bundled together and stored on wooden shelves.

Register Books contain information about the various airlines.

Card File for Airplanes in which a large card is filed for each airplane, and it has information about the planes movements and the identifying numbers or letters that appear on the plane. These cards are kept on a yearly basis, with new ones being made each year.

Monthly Statistics About Air and Sea Traffic contains information about passengers (number, sex, age, nationality, and the number of airplanes and ships entering and leaving the Federal District). The copies of these statistics are stored on open wooden shelves.

General Name Index File contains a record of airplane and ship passengers. When airplanes and ships arrive at or depart from the Federal District, Maritime and Aerial Inspectors collect 4"x5" white and yellow cards that give information about the passengers. The entry card is white in color and the departure card is yellow. The entry cards are filed in alphabetical order for each calendar year, and the departure cards are stapled to the entry cards, providing the departure is in the same calendar year. The cards are stored in steel filing cabinets for five years, after which they are tied together in bundles and placed on wooden shelves in the same room. At the present time, the cards on shelves represent an accumulation from 1934 to 1954.

b. Maritime and Aerial Policing Section.

Records of crew members and passengers of all ships entering and leaving Rio de Janeiro are maintained in this section. These records include the following:

Registration Book which is a separate complete record of each ship, including its crew members and passengers, entering and leaving the Federal District. A number is assigned to each entry in the book, and a separate book is kept for each calendar year.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Large Card Ship Movement Index consisting of a large card (13"x8 3/4") for each ship, contains a complete record of all movements of each ship entering and leaving the port of Rio de Janeiro during a calendar year. A new card for each ship is made at the start of the calendar year.

Permanent Ship Card File of cards (4"x5") contains a complete record of each ship. The cards are filed in alphabetical order according to the name of the ship.

Registry Book contains an alphabetical listing of the ships entering the port of Rio de Janeiro during the calendar year.

Crew Members and Passengers Card File consists of large name cards on which are lists of crew members and passengers. These cards are in bundles which are stacked on open shelves. At the present time, these lists date back to 1944. Those prior to 1944 are stored in the Old Records Section (Supply and Files Section of the Administrative Relations Unit).

c. Administrative Relations Unit.

Protocol Book is the regular log book of the D.F.S.P.

Name Index Cards (3"x7") contain the names of individuals appearing in all requests and documents. The cards are filed by calendar year and, within each year, by the last name, with no separation of cards according to sex. If no name appears in a request or document, the name of the organization, division or individual requesting the information is indexed. These particular cards are filed by calendar year. The cards are retained in the file cabinet for three years and then sent to the Old Records Section.

d. Supply and Files (Old Records Section).

This section is shown as a part of the Administration Relations Unit and is located in a separate room. The section stocks the supplies for the Inspectorate and is also responsible for storing "old records." The supplies and records are kept on open wooden shelves from floor to ceiling along three walls of a high ceiling room. The old records are sent from the airplane and ship sections of the Division. In addition, old police and government bulletins are tied in paper bundles. The records and files of this section consist of:

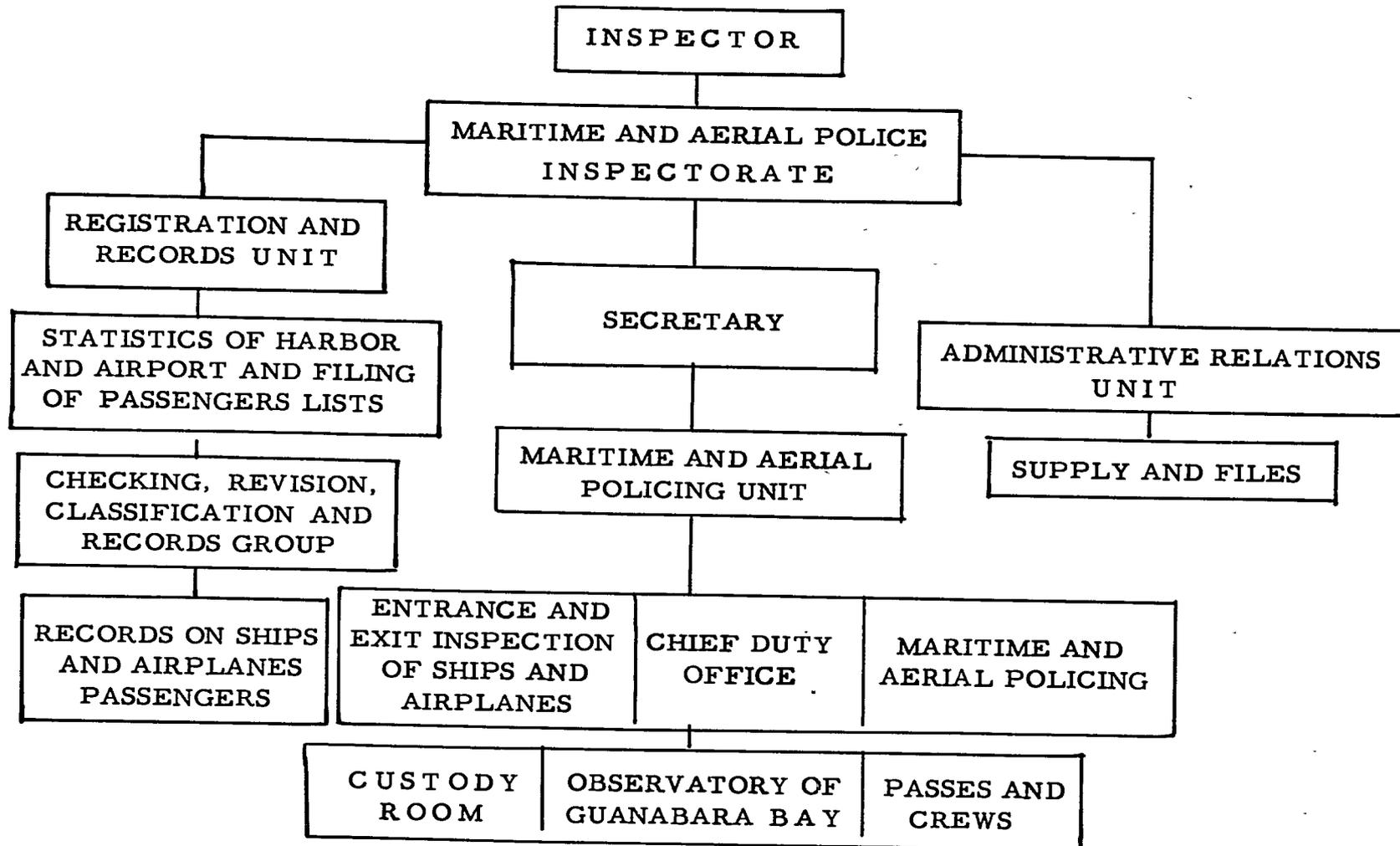
Entry Book which records supplies received.

Material Book which records the movement of each supply item. The items are listed in the book in alphabetical order.

"Old Records and Bulletins" Book which contains a record of all old records.

OFFICIAL USE ONLY

REGIONAL INSPECTORATE
MARITIME, AERIAL AND BORDER POLICE DIVISION
D. F. S. P.



OFFICIAL USE ONLY

2. Maritime and Aerial Delegacia.

The following records and files are maintained:

Occurrence Book is a log book in which the major cases handled by the Delegacia are recorded. Numbers are assigned to the cases recorded and they are in numerical sequence for each calendar year.

Investigative Report Book contains investigative reports for those cases listed in the Occurrence Book. The reports are filed according to occurrence number in numerical sequence. A book is maintained for each year.

Name Index of cards (5"x7"), started in 1957, contains names of individuals charged with maritime or aerial crimes and also names of suspects who have been interrogated in the office of the Delegacia. The cards, also having information about the specific crimes, are kept in a small file on top of a desk. There is a separate section of the file for "nicknames."

Photograph File contains photographs (3½"x4¼") of individuals whose names are in the name index file. The photographs are filed in alphabetical order in a small cabinet on top of a desk.

Police Clerks Office Final Report File contains copies of the completed processes. They are assigned numbers and filed in numerical sequence for each calendar year. The originals of the completed processes are sent to the courts.

3. Alien Registration Unit.

a. Registration and Control Section.

Prior to departing from a country en route to Brazil, an alien fills out two "Consular Qualification Cards" (5"x7"). One of these cards is sent to the Immigration Department of the National Institute of Colonization and Immigration, while the other is filed in alphabetical order by first name and in pending status, according to an expiration date based on a date two years hence. The Section is not required to "follow-up" on these cards. They are retained in the pending file for two years and then sent to the Old Records Section after the expiration date. While in a pending status, these cards are stored in a small file cabinet.

At the time an alien registers, the Registration and Control Section checks all completed forms and necessary documents. A Name Index Card (3"x5") is made for each alien. The card contains general information about the alien and on it appears his file number. The name index cards are filed alphabetically in steel cabinets, with no separation according to sex.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

When a name change takes place because of marriage, a new index card is made and filed. The old card is also retained.

An alien, upon registering, has his fingerprints taken by the External Identification Team. One set of prints is sent to the Felix Pacheco Institute and one set is placed in the Fingerprint File of the Alien Registration Unit. The prints are also placed on a form that is filed in the individual's Prontuario File Folder which is stored in the Registration and Control Section. The Fingerprint File, which has approximately a million cards, has the prints filed by the Vucetich System in 40 steel desk-like cabinets. Each cabinet has eight drawers, with three sections in each drawer. The drawers on the right side are for the prints of male persons while those on the left are for female. The actual fingerprint forms are filed vertically in each section of the drawer.

In another room of this section, another type of Alien Record Form is filed in regular steel cabinets by registry number of the alien. As of June 8, 1959, the current registry number was over 636,000.

Tourists arriving in Rio de Janeiro by plane are processed at the airport, while those arriving by ship must be personally processed at the Tourist Registration Sub-section of the Registration and Control Section. A Name Index Card (3"x5") is made and placed in the main name index file. The Consular Qualification Cards are filed by expiration date, and within that date, alphabetically by first name. After the separation date, these cards are sent to the Old Records Section (Supply and Files Section). A Registration Book, containing general information about the tourist is also maintained in the book, and this number is written as part of a special stamp placed in the tourist's passport. The numbers in this book are in continuous numerical sequence.

There is an Identity Card Issuance Team Sub-Section under the supervision of the Registration and Control Section which handles the final processing in the procedure for issuance of Aliens Identity Cards. This Team transfers the required information from the alien's documents to the identity cards by handwriting. The sub-section maintains a Protocol Book in which is entered the date when the Identity Card is finished and the date when it is sent to the office in another building where the alien picks it up. A copy of a Delivery Receipt, on which are listed all identity cards sent to this other office, is filed in a folder in this sub-section.

b. Inspection Section.

This Section, which has four detectives and 16 investigators, conducts background investigations for naturalization purposes and assists foreign legations and embassies in attempts to locate individuals. The regular Protocol Book is maintained, and a Folder File containing investigation reports is also kept. The actual reports are filed by protocol number in a book-like folder having acco-type fasteners. The protocol

OFFICIAL USE ONLY

OFFICIAL USE ONLY

numbers are in sequence for each calendar year. No copy of the investigative report is placed in the particular individual's Prontuario File folder. The Inspection Section also maintains a Name Index File (3"x5") of cards for all individuals investigated by the Section. The cards are filed in alphabetical order by last name in a cabinet. There is no separation of the cards according to sex.

c. Visas, Infractions and Fines Section.

A card (5"x7") is maintained for individuals who are issued Exit Visas. These cards, which contain general background information and the individual's prontuario file numbers, are filed in alphabetical order by first name, with no separation because of sex.

d. Administrative Relations Section.

No files of significance are maintained in this Section.

e. Files Section.

The Files Section, located in the same building as the Inspection Section, delivers the identity card to an alien upon presentation of a 3"x5" Receipt Card, a file of which is maintained. The identity cards are stored in a Pending File until they are picked up. No special investigation is conducted if they are not picked up, and after two years they are placed in storage in the Old Records Section.

4. Passport Unit.

Name Index file for all persons processed through the Passport Unit. The cards in the file, having information pertaining to the individuals and their passports, are filed in alphabetical order in four-drawer steel cabinets, with no separation according to sex. They are maintained for a period of six years (duration of passport), after which they are removed from the file, wrapped and stored in the Old Records Section.

Daily Log book containing information pertaining to the individuals and their passports.

Passport Information Log Book contains special forms on which is the information listed in the Daily Log. These forms are bound in book form every six months.

Passport Book Numbers Log Book containing the Passport Book Numbers of the passports issued in Rio de Janeiro.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

5. Statistics and Records Unit.

Name Index (Passports) of cards (4"x5") is kept for all individuals who obtain passports from the Passport Unit of the Division. Each card has the name of the individual, the name of his spouse (if married), the passport number, and the section and shelf number on which the individual's Process (Passport) Folder is filed. These cards are filed alphabetically, with no separation according to sex.

Process (Passport) Folder consists of legal size paper folder (one for each individual who has obtained a passport) and contains the documents and certificates required for the issuance of Brazilian passports. The folders, filed in sequence by passport number, are bound in books and stored on open wooden shelves. These shelves cover two walls from the floor to the ceiling. They are divided into sections approximately 39 inches in width, each section being lettered with each shelf in the individual sections being numbered. As of June 2, 1959, the highest passport number in this file was 295,000.

Statistics Folder contains the statistics for each section of the entire Division. Each section submits its own statistics, and the statistical records are compiled by the Statistics and Records Unit and placed in this file.

Folder File (Visas) contains the documents required by the Federal District Passport Unit for the issuance of visas for passports issued by the Brazilian states. The documents are filed in folders by years and visa number.

6. Administration Unit.

This unit, which is the center for the receipt and routing of papers and documents for the entire Division, maintains the following records and files:

Protocol Book for recording all paper work to be distributed for handling. A number is assigned to each document, and the numbers in the book are in numerical sequence for each calendar year. Other information relative to each document is indicated in the book.

Name Index Book. After five years, the names appearing on the cards in the name index file are transferred (handwritten) to a large ledger-type book. The names are written in alphabetical order and are separated by each calendar year.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

F. BUILDINGS

The various units and sections of the Maritime, Aerial and Border Police Division are located in three separate buildings in the Federal District.

Several floors of a large building in the Praca Maua Square are occupied by the following:

Office of the Director
Maritime and Aerial Delegacia
Passport Unit
Statistics and Records Unit
Administration Unit.

The central bus terminal for Rio de Janeiro is also located in this building.

The Alien Registration Unit occupies two buildings located in the Praca Mal Ancora Square of the Federal District. In one building are the following:

Office of the Chief of the Alien Registration Unit
Registration and Control Section
Visas
Infractions and Fines Section
Administrative Relations Section

The other building, which was formerly a morgue, is occupied by the Inspection Section and the Files Section.

The buildings of the Division seem to be generally adequate, but there is a need for better lighting in most of the offices. Much space is occupied by voluminous records and files that could be microfilmed. This is especially true of the Alien Registration Unit.

G. EQUIPMENT

1. Transportation.

a. Presently Available.

Transportation equipment available for use by the Division includes the following:

1 Chevrolet sedan (1950) in poor condition and for use of the Director

OFFICIAL USE ONLY

OFFICIAL USE ONLY

- 1 Chevrolet sedan (1950) in fair condition and for use of the Inspector in charge of the Regional Inspectorate
- 1 Chevrolet sedan (1950) in fair condition and for use by the Delegado of the Maritime and Aerial Delegacia
- 3 Motor launches (boats) furnished by the Transport Service. (See Section on Transport Service.)

Additional transportation equipment, if needed, is furnished by the Transport Service of the D.F.S.P. Maintenance and repair of transportation equipment of the Division is handled by the D.F.S.P. Transport Service.

b. Equipment Requested.

The Regional Inspectorate has requested two motor launches (boats): one for use in the open sea and the other for patrolling of coastal areas.

The Inspectorate has requested three jeeps for day and night patrol of dock areas.

2. Weapons.

a. Presently Available.

All Maritime Police Agents and Division Detectives and Investigators are equipped with small firearms, either their own or belonging to the D.F.S.P. The most common type of firearm is the caliber .38 Smith and Wesson military and police revolver. Colt and Taurus revolvers are also used by some of the personnel.

The firearms that are the property of the D.F.S.P. are distributed to the Maritime, Aerial and Border Police Division by the Armory Section of the Division of Political and Social Police. According to the records of the Armory Section, the Maritime, Aerial and Border Police Division has the following weapons:

- 118 Revolvers, most of which are caliber .38 Smith and Wesson military and police models
- 1 Thompson Sub-machine Gun

The Inspector in charge of the Regional Inspectorate stated that whenever his unit needs any kind of weapons besides revolvers, he requests them from the Division of Political and Social Police.

b. Equipment Requested.

The Inspector in charge of the Regional Inspectorate has requested the following weapons for his unit:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

- 5 Tear gas guns
- 5 Sub-machine guns

3. Photographic Equipment.

a. Presently Available.

The Maritime, Aerial and Border Police Division has no photographic equipment at the present time.

b. Equipment Requested.

The Division's Regional Inspectorate has requested the following equipment:

- Complete 35mm microfilming equipment, including camera and viewer
- Complete equipment for reproduction and enlargement of photographs that are affixed on consular cards, passports and various documents
- Cabinets for the storage of microfilm

4. Office Equipment.

a. Presently Available.

The Division's present office equipment includes such standard items as desks, chairs and typewriters.

b. Equipment Requested.

The Passport Unit has requested a special typewriter for use in placing necessary biographic information on passports. This unit has also requested a machine for affixing photographs on passports by a dry-mounting method.

5. Records Equipment.

a. Presently Available.

Facilities for storage of records include steel and wooden filing cabinets, open rack-type wooden shelves and floor space. Facilities for ensuring the physical security of the Division's various records are very poor. No fireproof filing cabinets were noted and locking mechanisms on present cabinets are of the standard key-type. Many records are stored on open rack-type wooden shelves in rooms that are lacking both adequate fire and lock protection.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

b. Equipment Requested.

Modern steel filing cabinets with security locks and bars have been requested by various units and sections.

Also, microfilming equipment for use in records and files work has been requested by the Regional Inspectorate. (See Photographic Equipment requested.)

H. OPERATIONS AND ACTIVITIES

In the fulfillment of their duties and responsibilities during the year 1958, the units and sections of the Division engaged in a number of operations and performed various activities. A statistical summary of these operations and activities follows:

1. Regional Inspectorate.

a. Registration and Records Unit.

In relation to the handling of documents and papers of embarking and disembarking passengers at the sea and airports of the Federal District during 1958, the following numbers of persons were processed:

Arriving:

<u>Permanent</u>	<u>Temporary</u>	<u>Trensit</u>	<u>Total</u>
Air - 22,453	20,351	69,868	112,672
Sea - 65,549	6,492	153,696	225,737

Departing:

Air - 47,852	-	69,493	117,345
Sea - 51,063	-	153,861	204,924

The numbers of airplanes and ships handled by the Division at the airports and seaports, respectively, of Rio de Janeiro was as follows:

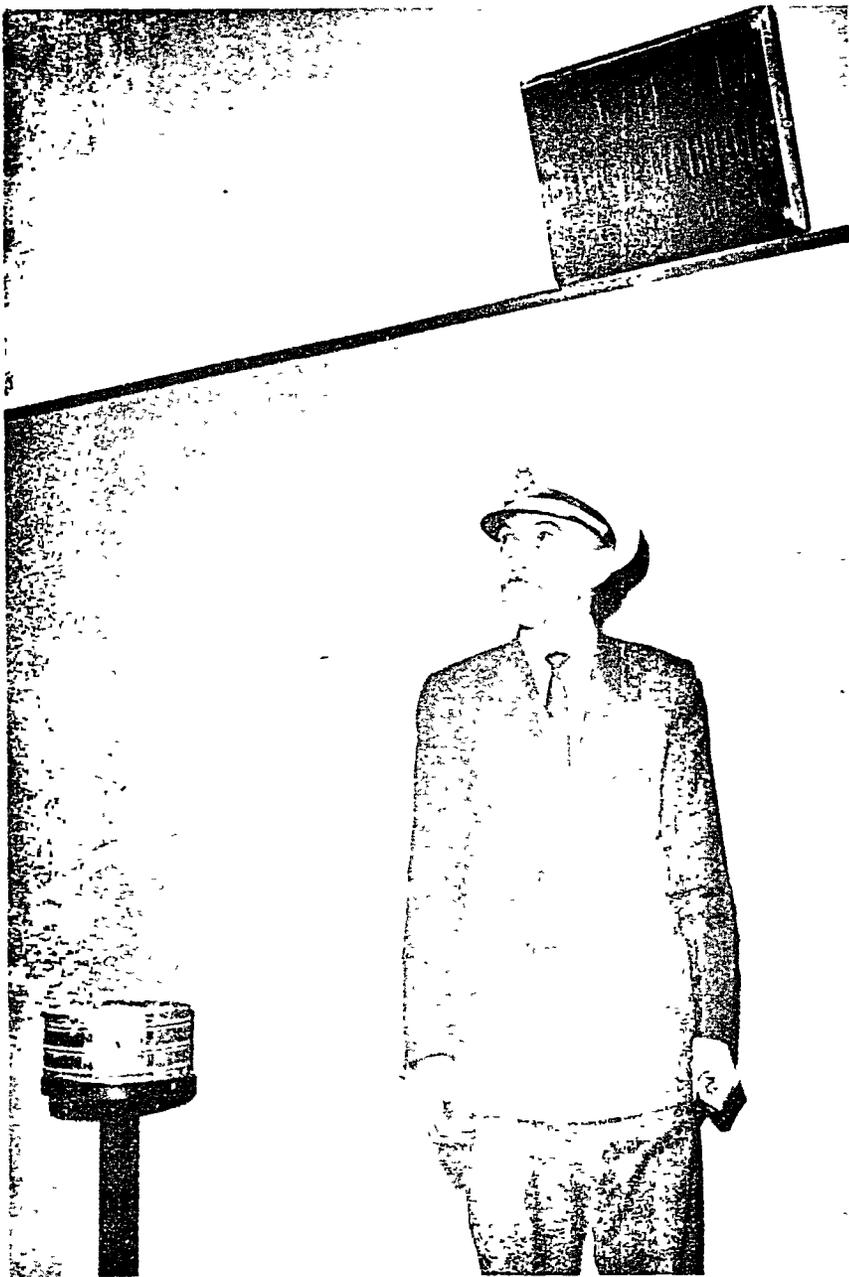
Airplanes:

	<u>Arriving</u>	<u>Departing</u>
Brazilian	1,394	1,372
Foreign	3,086	3,183

Ships:

Brazilian	2,387	2,392
Foreign	2,283	2,263

OFFICIAL USE ONLY



BEST DOCUMENT AVAILABLE

MARITIME POLICE OFFICER

OFFICIAL USE ONLY

The Registration and Records Unit also handled the following:

Passenger cards-----	213,760
Passenger lists-----	20,280
Equipment lists-----	16,268
Entry passes-----	9,250
Exit passes-----	9,210

b. Maritime and Aerial Delegacia.

In the fulfillment of its operational duties and responsibilities during 1958, the Maritime and Aerial Delegacia performed the following activities:

<u>Type of Activity</u>	<u>Number</u>
Arrests in view (flagrante)-----	32
Initiation of inquiries-----	135
Sending out inquiries-----	126
Closing inquiries-----	363
Return of inquiries-----	372
Receipt of reports from experts-----	205
Receipt of penal sheets-----	198
Receipt of correspondence-----	1,516
Issuance of memos-----	1,848
Registration of occurrences-----	576

c. Alien Registration Unit.

1. Registration and Control Section.

In relation to the handling of case papers (processes) of permanent aliens in Brazil, this unit performed the following activities during 1958:

Providing information for processes-----	13,157
Retention of processes-----	606

In relation to the handling of case papers (processes) of aliens who have had changes in their status, the Section provided information for 904 processes during the year. The Section also processed a total of 84,935 persons from 65 countries who entered Brazil, including 11,380 from the United States of America. Also, 343 stateless persons who left the country.

The External Identification Team of this Section handled a total of 20,731 persons during the year. The Identity Card Issuance Team issued permanent identity cards to 13,101 persons during the same period.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

2. Inspection Section.

During 1958, the Inspection Section notified 500 persons that their authorized time of stay in Brazil had expired and they should proceed to leave the country. The Section also requested a total of 790 people to leave Brazil for various reasons. The following activities were also conducted during 1958:

<u>Type of Activity</u>	<u>Number</u>
Receipt of naturalization processes (case papers)-----	955
Providing information for naturalization processes (case papers)-----	821
Making cards-----	5,824
Placing additional information on cards-----	444
Receipt of miscellaneous documents-----	2,629
Receipt of documents requesting information-----	9,130

3. Visas, Infractions and Fines Section.

During 1958, this Section issued 12,400 exit visas to people leaving Brazil, including 7,962 going to Europe, 2,833 going to other countries of South America and 1,931 going to North America.

4. Files Section.

The Files Section performed the following activities during the year 1958:

Receipt of alien registration processes (case papers)---	28,064
Filing of alien registration processes (case papers)---	31,723
Removal of alien registration processes (case papers) from file-----	11,780
Receipt of index cards-----	94,918
Filing of index cards-----	73,383
Receipt of consular qualification cards-----	20,064
Receipt of alien identity cards-----	17,193
Receipt and filing of receipt cards (received from aliens to whom identity cards are issued)-----	17,931
Receipt of other processes (case papers)-----	12,499
Dispatching of information about case papers-----	8,445
Filing of processes-----	5,482
Granting of renewed alien identity cards-----	18,271

d. Passport Unit.

This unit, in the fulfillment of its duties and responsibilities during 1958, performed the following activities:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

<u>Type of Activity</u>	<u>Number</u>
Receipt of applications-----	16,760
Writing out of index cards-----	9,543
Recording of additional information on index cards-----	8,611
Issuance of passports to Brazilians-----	8,646
Issuance of passports to foreigners (stateless persons)-----	420
Issuance of visas (permits to Brazilians for travel to a foreign country)-----	5,592
Extension of passport-----	4,441
Issuance of tourist visas to Brazilians and stateless persons (for travel to Argentina, Paraguay and Uruguay)-----	4,529

NOTE: Agreements between Brazil and Argentina, Chile, Paraguay and Uruguay allow the Maritime, Aerial and Border Police Division to issue visas for travel to these countries.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

CHAPTER XIII

TRAFFIC SERVICE

A survey of police traffic supervision and traffic engineering in the Federal District was completed by the Northwestern University Traffic Institute under a contract with the International Cooperation Administration in March, 1958. This survey contained many excellent suggestions and recommendations regarding traffic control and police enforcement, based on the facts collected at the time.

Studies made as a part of the present survey of the operations and activities of the D.F.S.P. Traffic Service indicate that practically none of the traffic police measures recommended by the 1958 Survey have been placed in effect.

Since copies of the 1958 Traffic Survey are still available, no attempt will be made herein to duplicate the 1958 Report. Rather, this study will only summarize the present activities and operations of the Traffic Service as a supplement to the former report.

A. ORGANIZATION

The Traffic Service is directly subordinate to the Chief of Police and is in charge of a Director who reports directly to the Chief.

The Service is composed of the following major sections: (See chart on the following page.)

Driver Licensing Section
Infraction and Registry Section
Control and Policing Section
Accident Section
Administrative Section

B. DUTIES AND RESPONSIBILITIES

Basic duties of the Service include police supervision and control of traffic and certain traffic engineering responsibilities; the development and conduct of public safety educational activities; driver licensing and examining activities; the collection of traffic fines; and the conduct of vehicle safety inspections.

Specific major duties of each of the sections of the Service include:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

1. Driver Licensing Section.

- a. Interview and advise applicants for a driver's license.
- b. Administer and supervise the examination of drivers.
- c. Issue special driver licenses as required by law.
- d. Register national driver licenses issued by other states.
- e. Prepare the driver identification cards and refer them to the Registry Section.

2. Infraction and Registry Section.

- a. Notify traffic violators of their offenses and where they occurred.
- b. Collect traffic fines and judge the appeals lodged by traffic violators.
- c. Issue lists of impounded vehicles and of apprehended driver licenses.
- d. Keep records on fines and confiscated documents until penalties are paid.
- e. Register fines that have been paid, accidents in which drivers were involved and warrants for apprehension and nullification of driver licenses, also, keep driver identification cards up-to-date.
- f. Issue and release the applications of professional drivers and of miscellaneous applications.
- g. Keep up-to-date files on all vehicles in the Federal District.
- h. Issue warrants authorizing shipment of vehicles or their removal to the Public Depot, as well as their withdrawal from same.

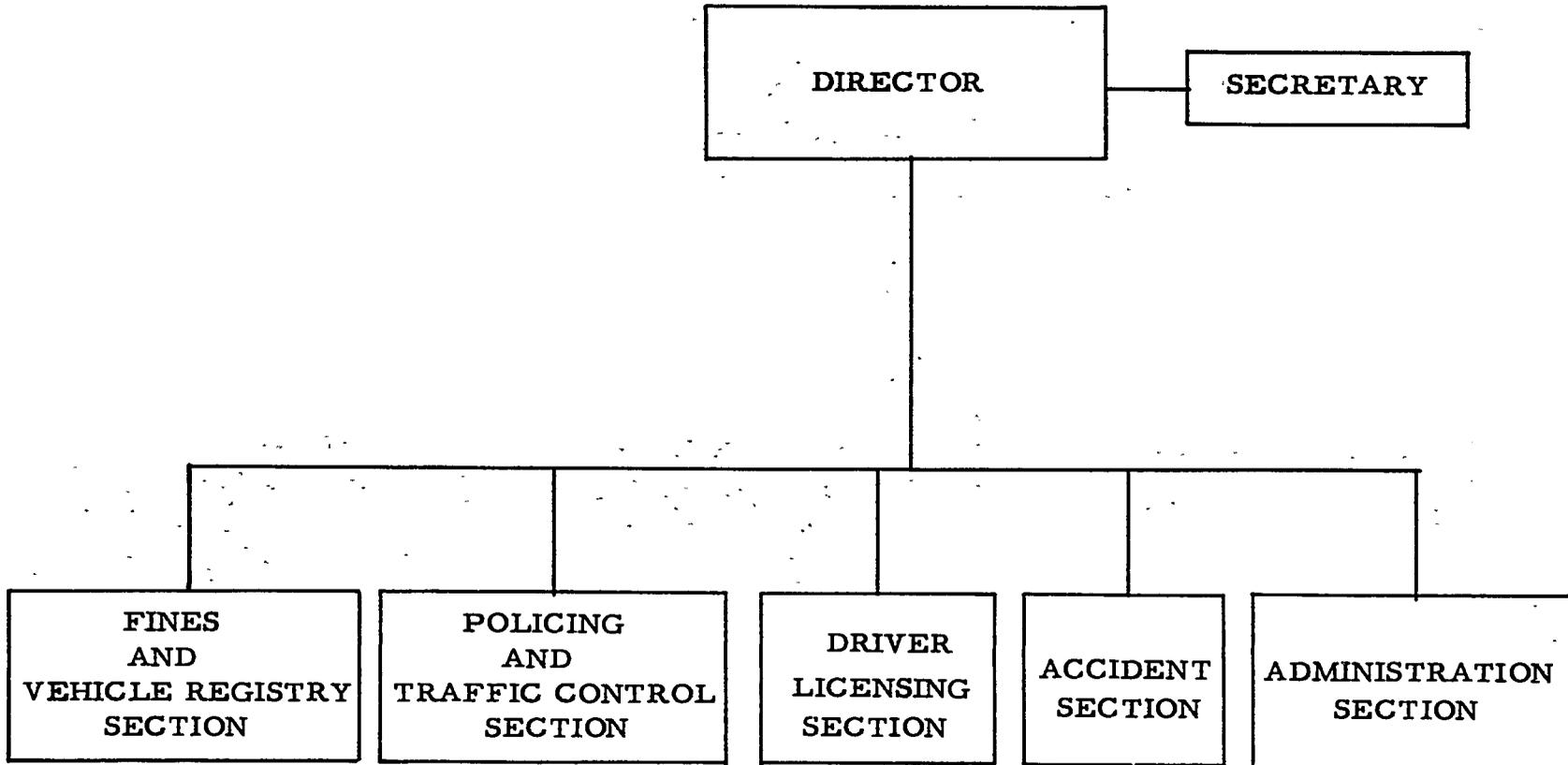
This Section has specific sub-sections for the collection of fines and for the registry of vehicles and drivers. Also, a special commission with authority to hear disputed cases and to reduce or remove the penalties imposed.

3. Policing and Control Section.

- a. Superintend specialized traffic policing activities and provide advisory assistance, from the technical viewpoint, to other police units and services.

OFFICIAL USE ONLY

**TRAFFIC SERVICE
D. F. S. P.**



OFFICIAL USE ONLY

b. Provide for the general command of enforcement activities of the uniformed police forces in coordination with plans for the control of traffic.

c. Inspect vehicles for their equipment and safety, their identification numbers and characteristics, including the license plates issued by the Municipality.

d. Cooperate with the Section for Infractions and Registry in supplying all information relative to traffic offenses which may be required to keep driver identification cards and vehicle files up-to-date.

e. Impound vehicles, in accordance with law, providing for appropriate storage.

This Section is composed of a Police Corps for the policing of intersections; a Police Corps of motorcyclecyclists and a Police Corps for the policing of blocks.

4. Accident Section.

a. Provide for the conduct of traffic accident investigations, with the assistance of the Police School, thereby augmenting the efficiency of training courses and advanced police programs.

b. Centralize and control all information pertaining to traffic accidents.

c. Receive technical reports on the findings of traffic accident investigations, registering and sending them to the police authorities concerned.

d. Issue certificates acknowledging receipt of accident reports.

e. Study and file all traffic accident information in compliance with policies of the Chief of Police and analyzing this information.

f. Discharge of traffic engineering activities which are not under the supervision of the Municipality.

The 1955 Decree provided that the Traffic Service would handle traffic engineering activities in close liaison with the Municipality. Such activities include:

a. The best methods for the utilization of streets and public places.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

b. The traffic signalling code prescribing solutions for conflicts in traffic.

c. The development and implementation of plans designed to regulate traffic and utilize the material facilities offered by the Municipality or rural areas.

5. Administrative Section.

a. Keep the various police sections properly informed as to all facts and occurrences, including the police officers detailed to the Traffic Service.

b. Control and provide for maintenance and storage of weapons and all equipment and facilities available to the Traffic Service.

c. Handle matters relative to personnel, supply, budget and administrative relations of the Service.

d. Perform routine clerical and office machine duties.

6. Special Duties of Director.

In addition to the above, the Director of the Traffic Service is also specifically charged with the following duties:

a. To coordinate the activities related to the Service with those of public and private organizations and groups which may be interested in traffic.

b. To enforce administration sanctions, as provided by law, and in the police regulations.

c. To issue the national driver's license to those who pass the required examinations, the special permits for learners and other permits as specified by law.

Until about a year ago, street traffic enforcement activities were conducted chiefly by the Civil Guard. The Chief of Police issued an order which provided that the Civil Guard would handle only the traffic control duties in the north zone of the city and part of the central zone. Also, that the Civil Guard would handle most of the office duties of the Traffic Service. The Military Police were asked to supply approximately 600 men to handle the street traffic supervision in the important south zone and in part of the central zone of the Federal District.

Basic traffic assignments are worked out by the Director of the Traffic Service and approved by the Chief of Police. The Director has a

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Military Police aide in his office who assists in the execution of military police assignments and activities. There is no direct arrangement with the Civil Guard and requests for such personnel must be made to the Director of that organization.

Although the regulations call for the periodic inspection of private vehicles, actually very few such inspections are made. Inspections of taxicabs and other commercial vehicles are irregular and not very complete.

Since there are no minor courts or violator bureaus for the handling of traffic cases, all fines are handled by the Traffic Service. Traffic fines can be paid at the Service immediately or, as is most common, at the time the annual license plate is purchased.

In order to obtain license plates, the vehicle owner must go first to the Traffic Service and pay all outstanding fines. He obtains a card showing that such fines have been paid, and then goes to the Municipal licensing agency where he purchases his license. License plates are actually issued by the Municipality, while driver licenses are issued by the Traffic Service of the D.F.S.P.

There is no clear cut line of demarcation between the traffic engineering duties of the Traffic Service of the D.F.S.P. and the Municipality, although the former agency is presently handling the major part of this responsibility. The municipal police handle practically no traffic control duties or activities.

Another major duty of the Traffic Service is the control and inspection of taxi meters and speed regulators on buses. The Service has a special sign shop and a signal shop which make and repair traffic signs and markers and install and maintain traffic control signals.

C. PERSONNEL

The Traffic Service has a total personnel of 1,173 persons assigned as follows:

Civil Guards	552
Military Police	600
Traffic Engineer (criminal expert)	1
Correspondence Clerks	2
Record and File Clerks	3
Clerk-typists	5
Draftsmen	2
Military Police Sergeant	1

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Military Police Corporal-----	1
Surveillance Officer-----	1
Servants-----	3
Investigators-----	2

Of this total, 322 Civil Guards are assigned to internal clerical and other duties of the Service. The Traffic Engineer is a technical consultant to the Service and is actually a criminal expert. There are 36 drivers, 66 motorcyclists and approximately 200 traffic officers - all Civil Guards - included in the total. Also, 31 traffic inspectors, 24 accident investigators, 24 electricians and assistants, and 25 persons engaged in painting of sign and street markers.

The two platoons of military police (approximately 600 men) are assigned to the Traffic Service and are used for traffic duty at inter-sections and for general foot traffic patrol.

D. RECORDS

A general review was made of the records and files in the Traffic Service. In all sections, the regular Protocol Book was maintained. Each entry is assigned a number in sequence for each calendar year. The following records and files were maintained at the headquarters of the Traffic Service:

1. The General Secretariat.

The office of the Director has a Protocol Book and a Daily Sheet which lists the numbers assigned by the Protocol Section.

2. Section of Public Relations Service.

An Index File of (3"x5") cards of all stolen vehicles (cars, scooters), is maintained, filed by the engine number. There is an Index File (3"x5") in a separate drawer for the recovered vehicles.

An Index File of (3"x5") cards of stolen and recovered taximeters is filed by the number of the meter.

There are two separate files pertaining to a traffic action on the driver and also the traffic action on the vehicle. The cards (3"x5") pertaining to the confiscated drivers licenses are filed by the Prontuario File number. The cards (3"x5") pertaining to the car are filed by the license plate number.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

3. Protocol and Archives Unit.

All papers and documents for the Traffic Service are received, stamped, assigned a protocol number and distributed by the Protocol Unit. The Protocol Unit maintains a Protocol Book and a Protocol Index File (3"x5"). The latter contains cards of the names or origin of all incoming documents. Cards are filed by number, by the Division and districts. The cards in file now are for the current year of 1959. The cards for previous years are sent to the Archives Unit.

The Archives Unit maintains all of the old records and cards from all of the sections of the Traffic Service. The records and cards are bundled and tied with cord and are filed on wooden shelves. The records are in a windowless room. The Number Register Book is a log of the number assigned to each bundle, as well as to the contents.

4. Section of Administration.

The Attendance Register Book is a record of the daily attendance of each employee for each month. The Personnel Index File (5"x7") contains a card for each employee. The cards are filed by the rank number or the badge number. The Name Register Book is the record of the number assigned to each employee. The names are in alphabetical order.

5. Section of Inspection and Policing.

Name Index File (5"x7") is a file of all persons issued a license. Male and female are filed together.

License Plate Number File (5"x7"). The cards are filed by number and contain information about the owner and the vehicle.

Prontuario File Folder contains the necessary documents for a driver's license in a folder (approximately 7"x9"). The number assigned to a driver's license is in continuous sequence. The number as of July 9, 1959, was over 300,000. Some of the folders are filed in 90 steel cabinets, and approximately 50,000 are in wooden boxes on top of the cabinets.

6. Section of Accidents.

This section is responsible for the filing of the orders and memoranda issued by the Director in connection with traffic matters. It has files of Automobile Watchers; Taxi Drivers; Parking Areas, the Loading and Unloading Zones; Streets (repair - on two-way - speed - etc.); Signs (location and type - hospital - taxi and bus, etc.) - are in three steel cabinets. The cards (5"x7") in these files contain all facts of the particular category.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

This section also maintains for each year a large Tally Accident Sheet (recommended by the 1958 Survey). An Index File (3"x5") of Victims in Traffic Accidents is also maintained. Large maps of the city are suspended from the walls of a large room on which reported accidents are spotted.

7. Section of Infractions and Registry.

This section handles principally the records pertaining to traffic tickets.

Traffic Tickets File - there are 10 payment windows, each representing the digits from 0 to 9 of the last digits of the license number. The traffic tickets are filed in these units by the complete license number.

Bus "Change Boys" File (3½"x5") is a file of persons assigned to handle the money for fares on buses. A special I.D. card is issued. The cards are filed by number in a name book.

Windshield "Permit" File contains a copy of a special permit which is placed on the windshield of a car without a permanent license plate number. (Pending action.)

Impounded Car File is a register (book) of information about the car and owner. An Index File (5"x7") contains cards filed by the license plate number. This card contains a resume of information in the register.

Traffic Ticket (Other than autos) File - There are seven payment windows to handle these various tickets.

Traffic Ticket (Official vehicles and streetcars) File - These tickets are handled at one window.

License Plate Number File - These cards are divided by various types of vehicles (autos, buses, etc.).

8. Hollerith Section (IBM Punch Cards).

This section is not under the direct supervision of the police department, and the employees are not a part of the police department. The machines and equipment are operated under a contract. The contract provides that the machines and certain traffic statistics (payment of fines) be provided for the Traffic Service. Statistical data is given concerning fines and the types of traffic violations.

The following three units of the Traffic Service are located in separate buildings.

OFFICIAL USE ONLY

BEST DOCUMENT AVAILABLE



**SPOT MAP
ACCIDENT SECTION
TRAFFIC SERVICE**

OFFICIAL USE ONLY

9. Unit of Examination.

In this unit examinations (written and practical) are given to applicants. The unit has the regular Protocol Book.

The Register Book (Applicants for Tests) contains a record of the names of the applicants, in order by the date the examination is to be given.

The Application (Drivers License) File (5"x7") contains the cards filed by last name with male and female together.

In a separate room all of the old application forms and records are stored. The present form has been used since 1951, and prior to 1951 a larger form (legal size) was used. Records have been in file since 1902. An old type of I.D. Drivers License (a small book) is now being used as the License I.D. card for streetcar operators.

10. Sign Shop.

This shop handles the painting and repair of traffic signs. There are no specific records kept in this shop.

11. Signal Shop.

This shop is open 24 hours a day in order to handle all repairs on traffic control signals. This shop maintains a Daily Report of File, an Occurrence Book and a Log of all incidents (signals) reported and checked. These entries are in chronological order.

Signal Register Book is a ledger in which each page represents the complete operation and repair of a signal light. Each signal light is assigned a number.

Signal Number Card File (5"x7") contains the records of each signal light filed by the number. The card also contains a drawing of the location.

E. EQUIPMENT

The Traffic Service is housed in an old building located at Praca Tiradentes No. 67.

Other than the usual office equipment and furniture, there is no special equipment that is owned and used by the central office of the Service.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

The Service maintains a special Sign Shop and a Signal Shop. The former is located in a shed-type building which is a part of the Municipal Licensing Agency. The Sign Shop has a limited supply of paint for use on traffic sign and street markings. Due to the shortage of funds only a minimum of paint and other traffic equipment is provided, including steel plates for making traffic signs.

In December 1958, for example, the Sign Shop requested 400 gallons of traffic paint for street lane markings. Only 200 gallons was approved and even this had not yet been received by July 1, 1959.

The Sign Shop has the following equipment:

- 2 Old street laning machines with one cylinder engines which are not used due to bad condition
- 1 Air compressor in very bad condition
- 1 Manual street laning machine

Due to the poor condition of the available machinery, all traffic signs are painted by hand.

One old (1948) carryall in very bad condition; one Chevrolet pickup (1954) in fair condition; and one 1957 Ford pickup in good condition are assigned to the Sign Shop.

The Signal Shop is also housed in a shed-type building that is not adequate for its needs. It is responsible for the repair and maintenance of approximately 370 traffic control signals (140 made in Brazil, 220 Marbelite and 10 General Electric) in the Federal District. The Shop has a limited supply of wires, cables and electrical equipment for traffic signal work. Also, 28 Marbelite signals are presently on hand waiting for future installation.

Vehicles assigned to the Signal Shop include one old Ford truck in bad condition; one International truck also old and in bad condition; one 1950 Chevrolet pickup in bad condition; and one 1957 Ford pickup in good condition. All of these vehicles are equipped with special ladders for traffic signal work.

1. Traffic Service Vehicles.

The following vehicles are now assigned for use of the Traffic Service:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

<u>Number</u>	<u>Type</u>	<u>Year</u>	<u>Condition</u>
2	Chevrolet Station Wagons	1950-1954	Fair
3	Chevrolet Sedans	1955	Good
3	Chevrolet Carryalls	1950	Bad
1	Chevrolet Station Wagon	1954	Bad
3	Chevrolet Station Wagons	1955	Fair
2	Chevrolet Pickup Trucks	1955	Fair
2	Chevrolet Repair Trucks	1955-1956	Fair
1	International Tow Truck	1950	Fair
21	Chevrolet Tow Trucks	1952-1954	Fair
2	Chevrolet Signal Pickups	1952-1954	Good
24	Harley Davidson Motorcycles	1946-1949	Fair
5	Harley Davidson Motorcycles	1957	Good
2	Harley Davidson Sidecar Cycles	1946-1949	Bad
6	Harley Davidson Sidecar Cycles	1957	Good
28	Harley Davidson Three Wheelers	1949	Bad-Fair
5	Harley Davidson Three Wheelers	1954	Fair
9	Harley Davidson Three Wheelers	1956	Good

A total of 32 of the three wheel-cycles is equipped with two-way Motorola radio (FSTR Type-140 "Dispatch").

Two radio transmitter-receiver stations are utilized by the Service, one located in the control office and the other at the traffic office of the Municipality.

2. Equipment Requests.

The various units of the Traffic Service have made requests for the following equipment:

a. Vehicles.

- 1 Truck (1,000 Kilo) for the transportation of sign and signal equipment
- 1 Pickup truck for use in picking up broken motorcycles
- 6 Jeeps (rural Willys) with two-way radio for use in traffic accident investigations
- 2 Sedans for replacement of present obsolete units
- 1 Large truck (8,000 Kilos) for use as wrecker
- 20 Harley Davidson single motorcycles
- 6 Harley Davidsons equipped with side cars
- 40 Harley Davidson three-wheel motorcycles
- 4 Tow trucks
- 30 Motorola - two-way radio sets (10 watts) for use on three wheel motorcycles
- 1 Apparatus "Motorola" Type 89-D (60 watts)

OFFICIAL USE ONLY

OFFICIAL USE ONLY

b. Traffic Control Equipment.

- 8 Ladders (2.50 meters) with crescent shaped rungs for use in signal work on poles
- 1 Machine for painting center strips in roadway
- 1 Machine for painting traffic signs
- 1 Air compressor and paint spraying apparatus

In addition to the above, requests were also made for various types of traffic control signals and parts, traffic paint (yellow and white) sign paint (white, yellow, blue, red and black), steel plates for traffic signs and various types of street marking, including an aluminum button.

c. Office Machines.

- 6 Cash register adding machines for use of Infractions Section
- 1 Stamping machine for the numbering of fine notices

F. ASSIGNMENTS

Traffic assignments are made by the Director of the Traffic Service and approved by the Chief of Police. General assignments are made on the basis of apparent need with little or no reference to accident or violation experience. Major importance is paid to the avoidance of traffic congestion in the assignment of traffic police personnel.

Other units of the D.F.S.P. pay little or no attention to traffic violations or to the investigation of traffic accidents.

Other than the few motorcycle patrols operated by the Traffic Service, all other traffic patrol activities are conducted by policemen on foot. The police who work on traffic patrol are generally under the direct control of the units which they represent. (Civil Guard, Military Police, Special Police, for example.) The officers on motorcycles with radio are subject to operational control of the Central Communications Service.

G. OPERATIONS

Operations and activities of the Traffic Service for 1958 are indicated by the following totals of traffic violations handled by the Service:

<u>Violation</u>	<u>Number</u>
Parking-----	145,380
Right of way-----	25,939

OFFICIAL USE ONLY

OFFICIAL USE ONLY

<u>Violation</u>	<u>Number</u>
Disregard signal or sign-----	65,344
Double parking-----	29,361
Improper lights-----	17,867
Crossing center line-----	16,586
Careless passing-----	16,606
Equipment defects-----	9,639
Lack of required equipment-----	8,944
Causing congestion of traffic-----	8,480
One-way street-----	8,086
Excessive smoke-----	5,422
Driving in wrong lane-----	3,021

During 1958 the Traffic Service handled a total of 708,834 violations of all types. Major emphasis in the enforcement of traffic laws is placed on taxi, truck and bus violations.

During 1958 a total of 8,287 accidents were reported to the Traffic Service as follows:

<u>Year</u>	<u>Fatal</u>	<u>Non-Fatal</u>	<u>Property Damage</u>	<u>Total</u>
1954	173	3,861	6,202	10,236
1955	197	3,738	6,672	10,607
1956	174	2,940	5,987	9,101
1957	108	1,919	4,942	6,969
1958	110	2,213	5,964	8,287

The above totals do not reveal the true accident experience or problem since many accidents (especially property damage) are not reported or investigated. Also, the other police units do not always send reports of accidents they investigate to the Traffic Service.

H. GENERAL

Traffic accident statistics are not complete, and there is little uniformity in methods of police accident investigation or reporting.

In general, traffic violations or accidents are not considered as serious matters by the police. Traffic violations in which no accident occurred are not considered as serious matters and are punishable only by fines. The only exceptions are driving without a license, driving without regard for the safety of others which includes such violations as drunken and reckless driving. In cases when an accident occurs, it may or may not be considered as serious, depending on the investigation and whether intent was involved.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Traffic violations are enumerated in the National Traffic Code which applies to all of Brazil. This Code was enacted in 1941 and is drastically in need of revision to meet present-day needs. The fine schedule of the Code is not realistic and has very little deterrent effect in most instances. For example, while it costs about 50 cruzeiros to park a car in a parking lot, the fine for illegal street parking is only 20 cruzeiros. The fine for running a red traffic signal is only 20 cruzeiros, while speeding costs 50 cruzeiros, 200 for driving without a license, 500 for racing in the street, and 1,000 for driving a vehicle with a defective speedometer.

Traffic accidents and congestion in the entire Federal District are fast becoming serious problems demanding effective action by the police. This problem is sure to increase as the number of vehicles and drivers increase. Much could be done to alleviate the future seriousness of this problem by determined action and planning now. This involves greatly expanded programs of traffic engineering and the adoption and use of such modern police traffic supervision techniques as previously recommended in the 1958 Traffic Survey.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

CHAPTER XIV

CIVIL GUARD

A. ORGANIZATION

The Civil Guard is one of the major uniformed police units of the Federal District and is organized along the following lines: (See chart on the following page.)

Office of Director
Administrative Section
Police Operations Section

The Administrative Section is divided into five units which include:

Personnel Registry Unit
Personnel Attendance Unit
Office Machinery Unit
Secretarial and Clerical Unit
Records and Statistical Unit

The supply, management and maintenance group of the Civil Guard operates under the Police Operations Section as a matter of convenience.

The Police Operations Section plans and controls all policing operations of the Civil Guard. It carries out its operations through five centers for distribution of police personnel, located as follows:

South Zone:

140 Bambina Street, Botafogo (Headquarters of 3rd Police District)

Central Zone:

17 Teofilo Otoni Street (Headquarters of the 7th Police District)

114 Barao de Sao Felix Street (Headquarters of the 11th Police District)

747 Sao Cristovao Street (Headquarters of the 16th Police District)

404 Goias Street (Headquarters of the 23rd Police District)

OFFICIAL USE ONLY

OFFICIAL USE ONLY

The Police Operations Section is headed by a Chief who is assisted by chiefs of sectors and groups, the number of which vary in accordance with need.

B. DUTIES AND RESPONSIBILITIES

The Civil Guard is charged with the basic duty of enforcing the public order and maintaining the public security.

1. The Police Operations Section.

Is charged with the responsibility for the planning of police activities; for the vigilance and guard of the police districts and for assistance to the specialized squads and other units of the D.F.S.P. In certain areas of the Federal District, the Civil Guard is also responsible for traffic enforcement activities.

In addition to the above duties, the personnel of the Civil Guard serves in the radio patrol cars, for emergency duty when needed, and for policing of the Presidential Palace, Supreme Court and other courts and various Government buildings. They are often assigned to serve as clerks, helpers, jailers and as general functionaries in the various units of the D.F.S.P.

2. The Administrative Section.

The Administrative Section of the Civil Guard is responsible for keeping control of all employees detailed on a permanent basis to serve in other units or sections of the D.F.S.P., including traffic duty, and to provide this information to the Administration Division of the D.F.S.P. It also keeps records of the weapons and other facilities of the Guard and takes care of supplies, budgets and administrative relations.

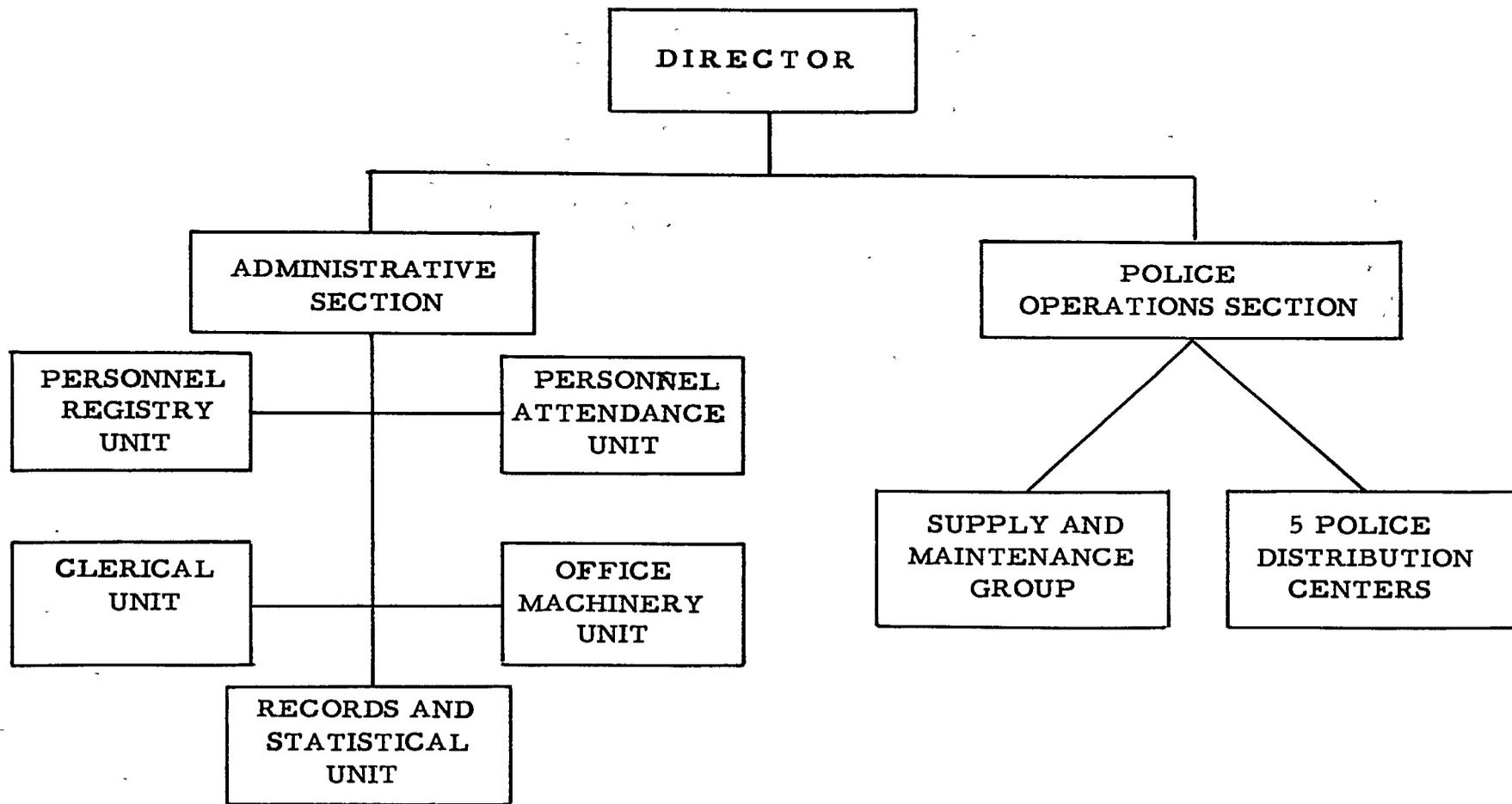
C. PERSONNEL AND TRAINING

At present there is an approved total of 2,513 officers and men in the Civil Guard. This personnel is assigned as follows:

<u>Type of Assignment</u>	<u>Number</u>
Internal Service-----	100
Policing and Inspection-----	574
Traffic-----	553
Emergency Squads-----	187
Sub-total to be carried forward-----	1,414

OFFICIAL USE ONLY

CIVIL GUARD
D. F. S. P.



OFFICIAL USE ONLY

<u>Type of Assignment</u>	<u>Number</u>
Sub-total brought forward-----	1,414
Radio Patrol Cars-----	534
Police Headquarters-----	48
Central Planning Office-----	13
Transportation Service-----	19
Other D.F.S.P. Agencies-----	63
Presidency of Republic-----	40
Supreme Court and Other Courts-----	15
Federal Senate-----	6
Other-----	4
On Leave-----	96
Under Arrest-----	8
TOTAL-----	2,260

In addition to the actual total of 2,260 there are, at present, 253 vacancies. Thus the approved total of personnel is 2,513 persons.

The Civil Guard does not have the usual police ranks but lists its personnel as follows:

- Guard
- Inspector 2nd Class
- Inspector 1st Class
- Chief of Group

Applications for service in the Civil Guard are handled by DASP (the central personnel management agency of the Brazilian Government) and applicants are certified to the Administrative Section of the Civil Guard. Requirements for entrance in the organization include being Brazilian and presenting a certificate of good character and background. The applicant must pass an elementary examination to show that he is literate but no formal education is required. An applicant cannot be over 35 years of age, and must have satisfied the necessary military requirements.

New recruits are supposed to be given a 60 day training period which includes courses in the police school. However, there is no definite requirement regarding the training program and often a group of recruits will be placed on active duty before the training period is completed. In some instances when only a few recruits are placed in service no formal training is conducted.

General assignments of the Civil Guard personnel are made by the Chief of Police and Director of the Guard. This policy has been responsible

OFFICIAL USE ONLY

OFFICIAL USE ONLY

for the assignment of Civil Guards to many duties and activities which have no direct relation to policing. It is estimated that about 600 Civil Guards - or approximately one fourth of the total personnel - are presently assigned to duties other than policing. These include duties as clerks, janitors, jailers, drivers, guards, watchmen, porters and others.

In the past it has been very difficult to get approval for personnel increases in the Guard. A request by the Director for 1,500 men was refused and only an addition of 37 men was approved. Recently the Director asked that the approved personnel strength be raised to 5,000 men. After much difficulty it was possible to get approval by the President of the Republic to raise the strength to 3,000 men. However, Congress has made no additional funds available to pay for this increased number of Civil Guards and this quota has not been filled.

Salaries of Guard personnel are very low and it has been almost impossible to attract qualified people for this work.

Present salary scales are as follows:

<u>Salary</u>	<u>Special Allowance</u>	<u>Total</u>
Guard-Class "F" - Cr\$ 7,000.00	+ 30%	= Cr\$ 9,100.00
Guard-Class "G" - Cr\$ 7,500.00	+ 30%	= Cr\$ 9,750.00
Guard-Class "H" - Cr\$ 8,300.00	+ 30%	= Cr\$ 10,790.00
Guard-Class "I" - Cr\$ 9,100.00	+ 30%	= Cr\$ 11,830.00
Guard-Class "J" - Cr\$ 10,000.00	+ 30%	= Cr\$ 13,000.00
Guard-Class "K" - Cr\$ 11,500.00	+ 30%	= Cr\$ 14,950.00
Guard-Class "L" - Cr\$ 13,000.00	+ 30%	= Cr\$ 16,900.00

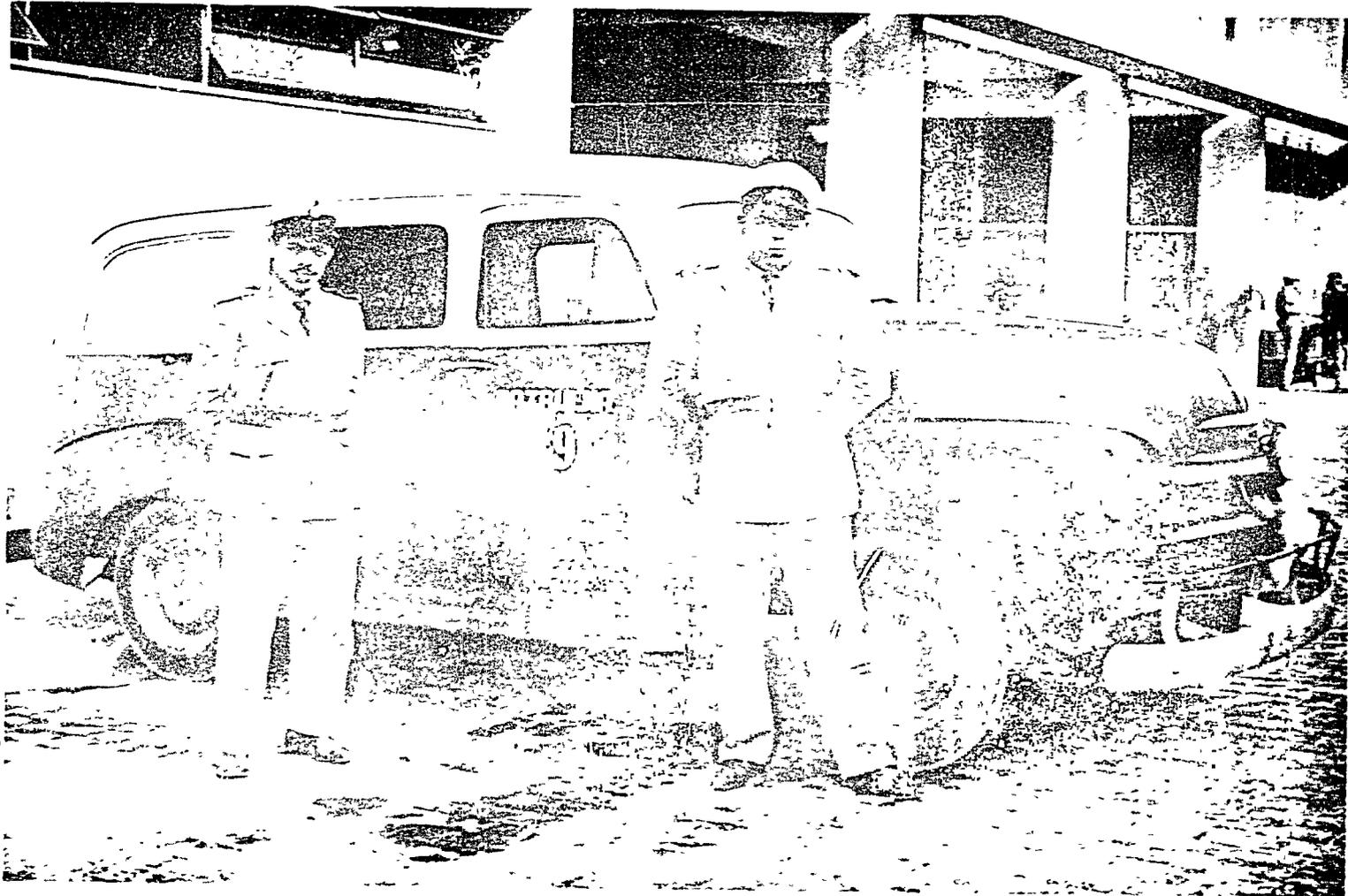
(NOTE: The dollar equivalent of the salary scale listed above ranges from approximately \$50.00 to \$120.00 per month, including the 30% special allowance.)

In addition to the salary scale listed above there is a family allowance of Cr\$250.00 for each dependent. After 20 years of service 15 per cent additional salary is added and after 25 years the additional salary is 25 per cent.

The Director, through his own efforts, has established a small medical clinic and drug dispensary in the headquarters building of the Civil Guard. This clinic is staffed, on a part-time basis, by doctors who donate their services. The drugs and medicines are given by local pharmacies and drug companies. Members of the Guard and their families are allowed to use this clinic.

OFFICIAL USE ONLY

BEST DOCUMENT AVAILABLE



PATROLMEN - CIVIL GUARDS

OFFICIAL USE ONLY

Other medical services are available from the Medical Service of the D.F.S.P. and this Service must certify all illness and disability claims. Also, permission for sick leave must be approved by this Service. Hospitalization is available for Civil Guards and their families at the regular Government Hospital for civil servants. Guards in classes below "H" are entitled to free hospital service. Above this class, they must pay a small fee.

Civil Guards can retire for disability or incapacity after 25 years of service, with full pay of their rank at the time. In certain cases of duty-connected disability, a Civil Guard can retire at any time with full pay. After 35 years of service, a Guard can retire voluntarily and without medical examination, with pay equal to the next highest rank.

After one year of service, a Civil Guard is entitled to 30 days of annual leave. After 10 years, with no penalties on record or no extra leave, each Civil Guard is entitled to six months vacation with full pay.

Members of the Civil Guard work on a six hour shift basis, six days per week.

When it is realized that the cost of living in Rio de Janeiro is relatively high and that such costs are constantly rising during the present inflationary period, it is evident that the present pay of Civil Guards is completely unrealistic. Since it is almost impossible to support a family on the present pay, most Civil Guards must resort to a second job or to some other means of supplementing their income.

D. RECORDS

1. Section of Administration.

a. Protocol Unit.

This Unit is located on the ground floor of the headquarters building. It serves as the central receiving and distribution center for all requests. All papers have the special stamp of the Civil Guard place on them. The following records and files are a part of this section:

The Protocol Book (Incoming) is the regular record book of all requests. Each entry is assigned a number in sequence for each calendar year.

The Protocol Book (Outgoing) is a record book of the answers listed in chronological order with a resume of the information.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

The Record Book is a ledger in which is recorded on a special form the general facts and date of all incoming requests. The ledger book containing these special sheets (forms) is divided by the various Judges of the Courts, Divisions and Districts. It appears to be a duplication of the Protocol Book.

The Personnel Name Index (3"x5") contains the names of the employees of the Civil Guard. Whenever the employee requests any information concerning his duties, status, or personnel action a notation is made on the index card. The cards are filed by the last name of employee.

b. Personnel Records Unit.

This Unit maintains the following records and files:

The Personnel Card File contains a special card (13" wide x 8 3/4" high). A card is kept for each employee and it contains a complete summary of all personnel actions. The cards are filed by the rank (class) and the number (badge) assigned to the employee.

The Personnel Name Book is a ledger of all personnel of the Civil Guard. The book is separated alphabetically and the rank (class) and the number (badge) are listed.

The Personnel Prontuario File contains all the papers concerning personnel actions. The information is handwritten and the books are filed by the class number and the badge number.

c. Secretarial and Machine Reproduction Unit.

This Unit handles the typing work of personnel rating forms and general correspondence for the Civil Guard. The preparation, the reproduction and distribution of the Civil Guard Bulletin are part of the functions of this unit. Copies of this Bulletin are maintained in file.

d. Attendance Registry Unit.

This Unit is responsible for maintaining the attendance record (frequency) of all the employees of the Civil Guard and the preparation of the monthly attendance report for pay purposes. A daily attendance form is used in each unit and the five police sectors (nucleo). Each employee indicates arrival time, signature, and departure time.

The Chief of Unit indicates reasons for absences.

The Daily Attendance Forms are placed in a book folder separated by the various units in chronological order.

OFFICIAL USE ONLY



BEST DOCUMENT AVAILABLE

CIVIL GUARD BUILDING

OFFICIAL USE ONLY

The records and files in this unit are as follows:

The Attendance Log Book is the daily record of employees' attendance for each calendar year. Information from the daily attendance form is entered on a separate sheet in the book for each employee, by day of each month. Reasons for each absence also are shown. The names are in alphabetical order by the last name and a separate log book is kept for each of the five sectors and headquarters.

The Daily Attendance Form is kept in a folder separated by the sectors in chronological order. These records are maintained in cabinets for five years and then sent to the Archives Unit of the Civil Guard.

The Monthly Listings of employees for pay purposes are filed in a folder in chronological order.

e. Statistics and Archives Unit.

The Statistical Unit in addition to keeping some general statistics is principally responsible for the personnel name index file, and personnel records. The old records are kept in the Archives.

The Statistics and Archives Unit has the following records and files:

The Work Statistical Report is a record of all papers processed in the Civil Guard. A tally is made on large-sized paper.

The Crime Action Statistical Report is a record of various crime actions reported by the Civil Guard. A large tally sheet is kept for each month and they are filed in chronological order. The sheets are kept for five years and then sent to the Archives Unit.

The Personnel Name File (5"x7") contains the names of all personnel of the Civil Guard. Cards are filed in a steel cabinet in alphabetical order by the last name.

The Personnel Record Book contains the original application and necessary documents for employment. These papers are filed in a book folder (approximately 7"x9") and secured with a string. The books are filed in 18 steel cabinets (4' drawer) by the class and the badge number of the employee.

The Avocation Record File (5"x7") contains cards on which appear the various professions or avocation of the employees of the Civil Guard. A separate card is kept for each profession or avocation (plumbers, lawyers, etc.). On the card is entered the class number and the badge number of the employee.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

The General Archives Unit is responsible for the binding into books of the old records and their storage.

Generally, after five years the various units forward old records to the Archives. Two employees are engaged in binding these old records into books. Each book contains old records of the same type, and it is necessary to have several books made for the general correspondence and other large groups of the same forms. These books are numbered and are filed on wooden shelves (floor to ceiling) on three walls of the room.

The Log Book is a record of the number assigned to each book and information as to the type of material is also shown.

2. Section of Police Operations.

This Section supervises the police operations of the five sectors (nucleo) and the records of the weapons used by the Civil Guard. The chief of the section maintains a chart which shows the Guard assignment in buildings, places, etc. Whenever a Civil Guard is in contact with a crime a brief report of the facts is made. These reports are handled in this section.

The following records and files are in this unit:

The Protocol Book (Incoming) is the regular log book. Each entry has a number in sequence for each calendar year.

The Protocol Book (Outgoing) is a log book of all answers in chronological order.

The Personnel Name File (5"x7") contains the cards of all personnel of the Civil Guard. The cards are filed by the last name and contain information of assignments (traffic, etc.), change in marital status and dependents.

The Sick Leave File (5"x7") contains the cards of all personnel. Notations are made on the card regarding type and duration of illness.

The Weapons Indices are as follows:

Name Index (5"x7") contains the cards for the weapons used by the Civil Guard. The cards are filed by the serial number of the weapon. The date and to whom assigned is indicated on the card.

There are five sectors (NDP) or (nucleo); the second nucleo is located at headquarters.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

The Daily Assignment Book is a record of the assignments of the Civil Guard at this sector. These are kept in a folder in chronological order.

The Daily Attendance Register is a copy of the attendance of the employees in this sector. The original is sent to headquarters and copies are kept in the sector for one year and then sent to Archives.

The Protocol Book is the regular log of all paper handled by the office. A number is assigned to each entry in sequence for each calendar year.

The "Initial" Crime Report is a copy of the report of a crime which comes to the attention of a Civil Guard. Original is sent to the chief of police operations and a copy is maintained in the sector's office in a folder.

E. BUILDINGS AND EQUIPMENT

The Civil Guard has its headquarters in a building that was formerly occupied by the Military Police of the Federal District. The building is located at Praca Tiradentes and is old, in very poor condition and totally unsuited to the needs of the Civil Guard. The police distribution centers are housed chiefly in the police precinct buildings and are also inadequate to meet the needs of the service.

The headquarters building is equipped with the usual office furniture, much of which is old and in need of repair.

The following vehicles are now assigned for use of the Civil Guard:

- 1 Automobile for use of the Director - poor condition
- 2 Station wagons - poor condition
- 1 Pickup (1929 Ford) - very bad condition
- 2 Motorcycles - with side car - fair condition
- 2 Single Motorcycles - not serviceable
- 1 Carryall - fair condition

These vehicles are far from adequate to meet even the minimum needs of the Civil Guard. Because of the shortage of vehicles, practically all checks and inspections of patrol personnel must be made on foot or by public transportation.

The Civil Guard lists a total of 1,969 revolvers of .38 caliber which are in serviceable condition. These include Colts, Smith and Wesson, and Taurus. Approximately 100 additional revolvers are out of service due to broken parts or old age.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

F. OPERATIONS

During 1958 the patrol personnel of the Civil Guard made a total of 646 physical arrests based on 507 occurrences. Major types of occurrences included 82 assaults, 43 pedestrian accidents, 40 vehicle accidents, 40 disorderly conduct cases, 37 thefts, 41 fights, 34 drunks, 17 disrespect to authorities, and 11 carrying of weapons.

A total of 6,945 traffic notices were issued, mostly to drivers of buses, lotacoes and taxis, by all personnel of the Civil Guard. Of this number 6,394 traffic violations were handled by the traffic personnel of the Civil Guard.

The Civil Guard personnel assigned to the radio patrol cars during 1958 handled 99,774 occurrences. Of this total, 44,264 arrests were made of which 1,946 were serious cases committed in view (in flagrante). The total arrested included 34,639 men, 8,349 women, 1,276 minors. Major types of occurrences handled included 17,522 cases of disorderly conduct, 10,204 public assistance, 10,434 assistance to police authorities, 9,965 assault, 5,067 vehicle accidents and 3,381 drunks.

Other activities of the Civil Guard during 1958 included the conduct of a special training course for 77 drivers and the checking of the applications of approximately 1,000 persons who applied for enlistment in the organization.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

CHAPTER XV

SPECIAL POLICE

A. ORGANIZATION

The Special Police, under the supervision of a Commandant appointed by the Chief of the D.F.S.P., is organized as shown in the chart on the following page and consists of the following major units:

Commandant
Policing Section
Instruction Section
Administration Section

B. DUTIES AND RESPONSIBILITIES

The Special Police assists in the maintenance of order and public security within the Federal District. The personnel of this unit, specially trained and conditioned in techniques of crowd and riot control, act as shock troops in that they are rushed to any scene where there are likely to be activities causing disturbances in the order and public security of the District.

Whenever necessary, the Special Police provides personal protection for high ranking authorities during public ceremonies and important persons or dignitaries visiting in the Federal District. This unit also furnishes personnel to serve as special honor guards for various occasions.

As shown in the organization chart, the Special Police is divided into three major units. The duties and responsibilities of each of these units follows:

1. Policing Section.

Performs the actual police activities designated as the duties and responsibilities of the Special Police.

2. Instruction Section.

a. Conducts basic police training courses in physical conditioning and handling of weapons (firearms and riot control).

b. Cooperates with other uniformed police units in providing training mentioned in a.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

c. Coordinates activities with the Police School to give auxiliary and special training courses beyond basic police teaching.

d. Selects the people who join the Special Police.

3. Administration Section.

a. Controls Special Police personnel assigned to other D.F.S.P. units and furnishes necessary information to the Personnel Service of the Division of Administration.

b. Controls and maintains armament and other equipment at the disposition of the Special Police.

c. Performs, in close collaboration with the Division of Administration, activities related to personnel, material, budget and administrative relations.

d. Performs clerical work and operates office machines of the Special Police.

C. ADMINISTRATION

The Special Police is under the direct control of the D.F.S.P. headquarters and can be ordered into action by two persons, namely, the Chief of Police and the Director of the Division of Political and Social Police.

D. PERSONNEL

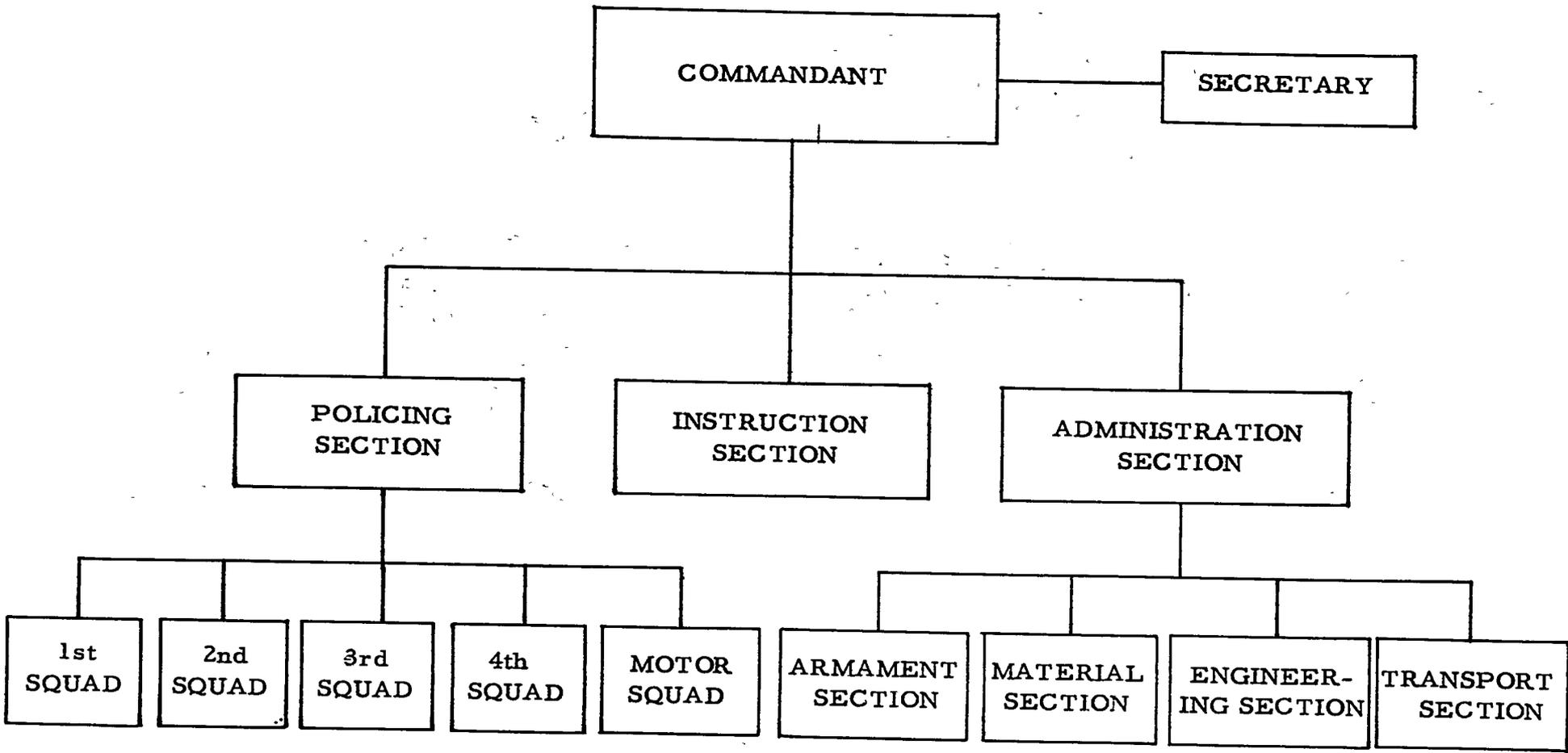
The Special Police has an authorized personnel strength of 500 and an actual strength of 467. Thirty-two positions are presently open. The Commandant is not included in these personnel figures.

Of the total personnel presently in the Special Police, 138 are assigned to various other units of the D.F.S.P. The distribution of the remaining 329 is as follows:

1	Chief of Policing Section
1	Chief of Instruction Section
1	Chief of Administration Section
1	Secretary
5	Squad Chiefs
20	Shock Troop Chiefs
25	Shock Troop Sub-Chiefs
275	Regular Policemen

OFFICIAL USE ONLY

SPECIAL POLICE
D.F.S.P.



OFFICIAL USE ONLY

E. TRAINING

1. Basic.

According to the Commandant of the Special Police, this unit has had no new recruits for 10 years. Generally, recruits receive a basic training course of approximately 45 days duration, 7 days a week from 7:00 a.m. to 5:00 p.m., that consists of courses in physical training, judo techniques, attack tactics, and handling of weapons (firearms and riot control).

2. In-Service.

All police personnel are supposed to engage in physical conditioning training each day. A well equipped gymnasium is available for this purpose. The Special Police personnel have had no practice in firearms shooting for over a year, because of lack of range facilities.

F. RECORDS AND IDENTIFICATION

The following records are maintained in the Secretary's office:

Protocol Book is the regular log book and entries are made in numerical sequence for each calendar year.

Personnel Card File (5"x7") for the employees of the Special Police, has personnel action cards that are filed by rank, beginning with number one for the Chief and in numerical sequence thereafter. The complete personnel folders are maintained in the central D.F.S.P. Division of Administration.

Personnel Name Register is a record book of the personnel in the Special Police.

The following records and files are in the Archives (a room adjacent to the Secretary's office):

Police Bulletins are wrapped and placed on wooden shelves by month and year.

Special Police Bulletins that are wrapped and placed on wooden shelves by month and year.

Correspondence Folders, containing copies of all outgoing correspondence, are kept in a book-like folder and are separated by the Protocol number for each calendar year.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

The records and files in the Armament Section are as follows:

Assignment of Weapons File contains envelopes (approximately (7"x9") for the sidearms issued to all Special Police. A special form "Termo de Responsabilidade" is signed by the person to whom the weapon is issued. On the outside of the envelope are written the type and serial number of the weapon. The envelopes are filed in numerical sequence, according to the numbers assigned to the Special Police personnel.

G. BUILDINGS

The Special Police occupy a part of a modern, newly constructed building situation on Rua Projetada in the Bairro da Alegria. The building is provided with a well-equipped gymnasium, a large combination auditorium-lecture room, a recreation room, a barber shop and store, a classroom and a library. Available space appears to be generally adequate, and lighting and ventilation are very good. The only real deficiencies noted were lack of a shooting range and sufficient space for garaging of vehicles.

H. EQUIPMENT

1. Automotive.

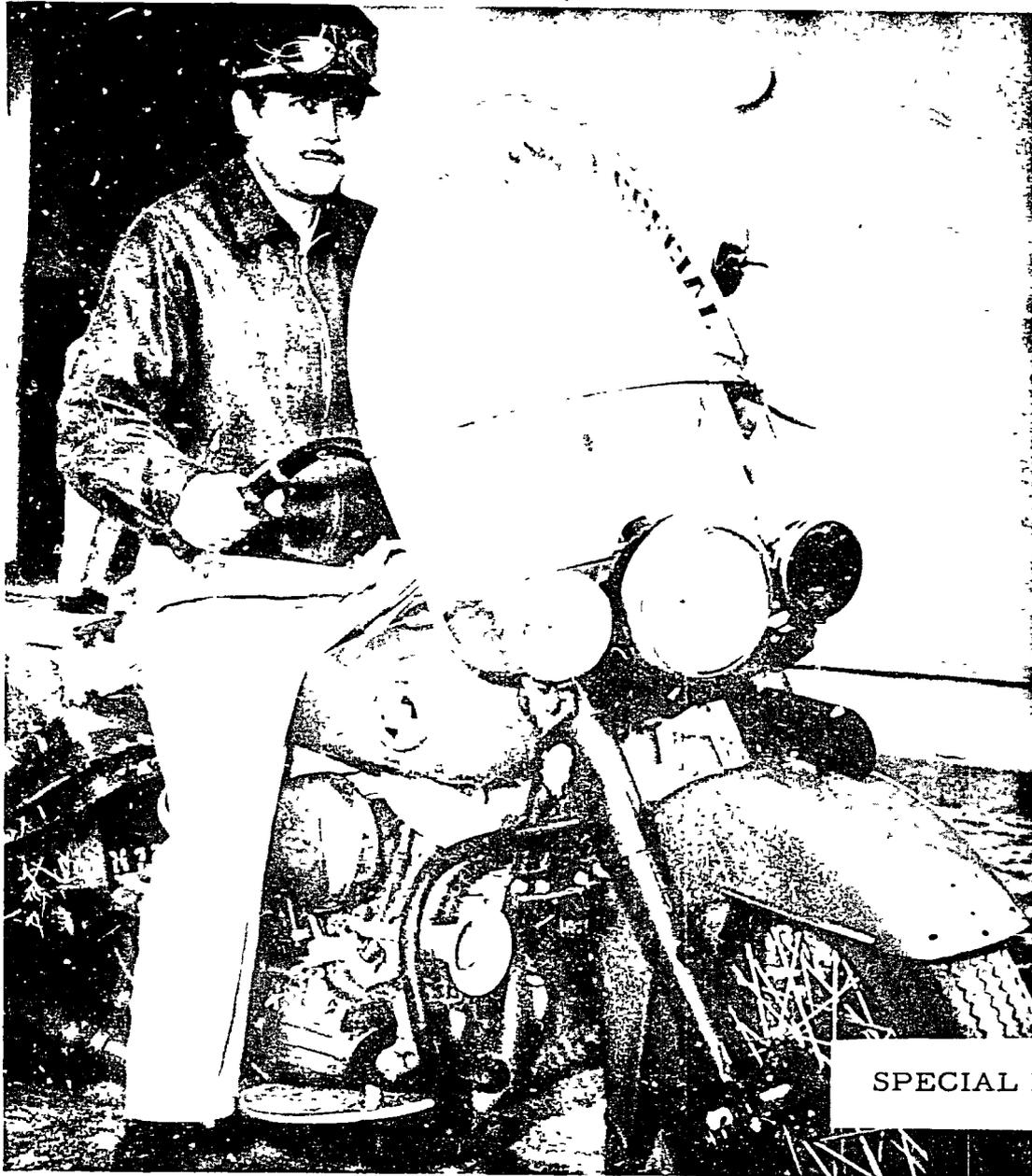
a. Inventory.

The Special Police has 55 motorcycles, one automobile, one truck, and eight troop transport vehicles. A breakdown of this automotive equipment follows:

<u>Number of Vehicles</u>	<u>Years of Use</u>	<u>Make</u>	<u>Type</u>	<u>Condition</u>
4	13	Harley-Davidson	Standard-2 wheel	Bad
2	14	Harley-Davidson	Standard-2 wheel	Bad
1	11	Harley-Davidson	Standard-2 wheel	Bad
2	10	Harley-Davidson	Standard-2 wheel	Bad
19	5	Harley-Davidson	Standard-2 wheel	Bad
2	4	Harley-Davidson	Side-car	Bad
10	3	Harley-Davidson	Standard-2 wheel	Fair
15	2	Harley-Davidson	Standard-2 wheel	Good
5	17	Chevrolet	Troop transport	Bad
1	13	Chevrolet	Troop transport	Bad
1	17	Chevrolet	Truck	Bad
2	3	Ford	Troop transport	Fair
1	3	Ford	Automobile	Fair

OFFICIAL USE ONLY

BEST DOCUMENT AVAILABLE



SPECIAL POLICE OFFICER ON MOTORCYCLE

OFFICIAL USE ONLY

b. Maintenance and Repair Facilities.

The facilities for maintenance and repair of the Special Police vehicles are very poor, and the following tools and spare parts have been requested to improve these facilities:

Tools:

- 1 - 40 ton hydraulic press
- 2 - Tire pressure regulator meters
- 1 - Tool for loosening truck wheels
- 1 - Set of tire repair spoons (pilot bars)
- 1 - Densimeter
- 1 - Voltmeter
- 1 - Light timing device
- 3 - Hydraulic jacks
- 1 - Carburetor tester
- 1 - Drill (with screw taps up to $\frac{1}{2}$ inch)
- 1 - Relay tester
- 1 - Ammeter
- 1 - Spark plug key, especially for 1956 Ford

Spare Parts:

For Automobile, Trucks and Troop Transport Vehicles:

- Sets of points
- Spark plugs
- Condensers
- Carburetors
- Distributors
- Voltage regulators
- Relays
- Shock-absorbers
- Rubber for brakes (automobile and truck)

For Motorcycles:

- 30 - Pistons
- 30 - Ring gears and pinions
- 30 - Ignition coils
- 30 - Pinions
- 100 - Carburetor floats
- 100 - Sets of points
- 50 - Push-rods
- 50 - Chains
- 50 - Bearings

OFFICIAL USE ONLY

OFFICIAL USE ONLY

- 100 - Windshields
- 100 - Headlights
- 100 - Headlight glasses
- 1 - Set of clutch throw out bearings
- 50 - Clutch pedals
- 50 - Clutch discs
- 100 - Carburetor air filters
- 50 - Horns
- 100 - Speedometer cables
- 30 - Clutch throw out bearings

2. Weapons.

a. Inventory.

The weapons (firearms and riot control) presently available for use by the Special Police include the following:

<u>Quantity</u>	<u>Type</u>	<u>Make</u>	<u>Caliber</u>	<u>Place where Manufactured</u>	<u>Years of Use</u>
199	Revolver	Colt	.38 Long	U.S.A.	23
279	Revolver	Smith & Wesson	.38 Long	U.S.A.	15
21	Pistol	Colt	.45 A.C.	U.S.A.	23
29	Pistol	Mauzer	9mm *	Germany	23
34	Long range gas gun	Lake Erie	37mm	U.S.A.	23
33	Machine gun	Bergman	9mm	Germany	23
34	Machine gun	Suomi	9mm	Finland	23
50	Machine gun	Thompson	.45 A.C.	U.S.A.	23
30	Machine gun	I.N.A.	.45 A.C.	Brazil	4
198	Rifle	Reising	.45 A.C.	U.S.A.	12

*Tru-Flit

Additional weapons and ammunition are provided by the Armory Section of the Division of Political and Social Police. The Special Police also has a number of tear gas grenades that have been provided by the Political and Social Police.

b. Maintenance and Repair.

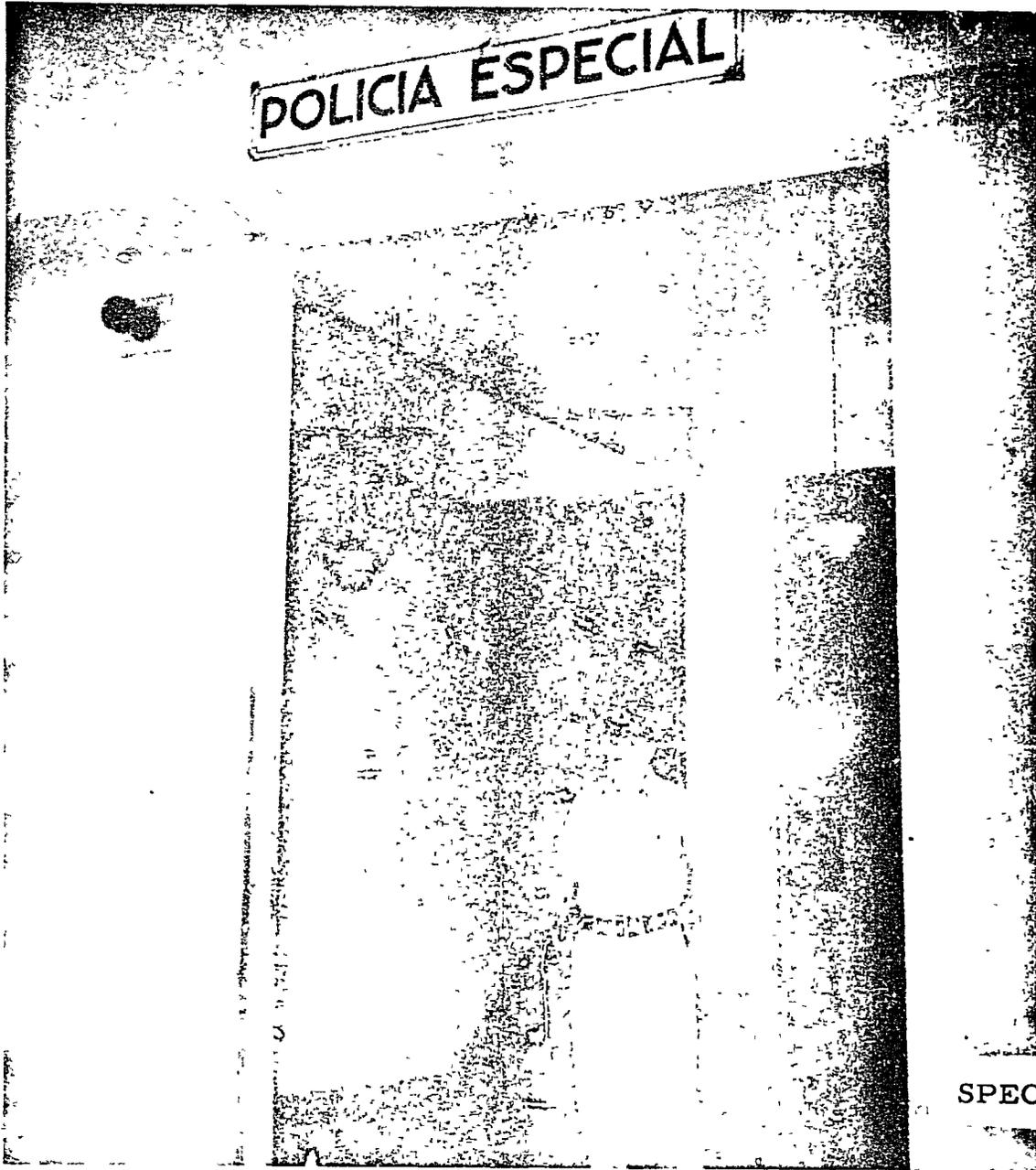
Tools for maintenance and repair include a hammer, sharpeners and screw drivers. The following requests have been made:

1. A small workshop for repair and maintenance of weapons.

OFFICIAL USE ONLY

POLICIA ESPECIAL

BEST DOCUMENT AVAILABLE



SPECIAL POLICE BUILDING AND SENTRY

OFFICIAL USE ONLY

2. Spare parts for maintaining weapons in continuously good operating condition.

c. Miscellaneous Requests.

1. Repair of all revolvers and pistols or replacement of present inventory with new ones.

2. General repair and partial replacement of present riot control weapons.

3. Total replacement of the remainder of the weapons.

4. A supply of adequate ammunition (some of present stock is old and ineffective).

5. Firearms clips and cases for carrying machine gun drums.

6. A firearms shooting range.

7. A variety of flares for use in night operations.

3. Photographic and Technical.

The Special Police has no photographic or technical investigative equipment.

4. Office.

Present office equipment includes such standard items as typewriters, desks and chairs. No requests for office equipment have been made.

5. Records.

Present facilities for storage of records include steel and wooden filing cabinets, open rack-type wooden shelves and floor space. No requests for additional facilities have been made.

I. OPERATIONS AND ACTIVITIES

As the name Special Police implies, this unit is ordered into action only on special occasions and during the "non-active" periods, its policing personnel simply sit around and wait for a call or perform clerical work of various types. The Special Police used to engage in motorized patrol work, but at the present time, they do not perform this type of police activity.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

When a situation arises in which there are or are likely to be disturbances in the order and public security of the Federal District, a "shock troop" is rushed to the scene of danger. It is estimated that such a unit can get from its present headquarters location to downtown Rio de Janeiro in approximately 10 to 12 minutes. A "shock troop" consists of 24 men who are equipped for action in the following manner:

- Chief of Shock Troop - with a caliber .45 Colt pistol
- Sub-Chief of Shock Troop - with a caliber .45 Colt pistol
- Two motorcyclists - each with a caliber .38 Colt or Smith & Wesson revolver and a 9mm Mauzer pistol
- One driver - with a caliber .38 Colt or Smith & Wesson revolver and 9mm caliber Mauzer pistol
- Ten front men - each with a caliber .38 Colt or Smith & Wesson revolver
- Two grenade-launchers - each with a caliber .38 Colt or Smith & Wesson revolver and a bag with 16 offensive grenades and 10 gas grenades
- Two grenadier-shooters - each with a caliber .38 Colt or Smith & Wesson revolver, a long range gas gun and two bags with 20 gas projectiles
- Four "Bergman" Fusiliers - each with caliber .38 Colt or Smith & Wesson revolver and a 9mm caliber "Bergman" machine gun with six 32 bullet clips
- Two "Suomi" Fusiliers - each with a caliber .38 Colt or Smith & Wesson revolver, a 9mm caliber "Suomi" machine gun and two 40 cartridge drums (one drum in the weapon and another in a case attached to the person's belt).

During 1958 the Special Police performed the following activities:

Traffic Service Activities:

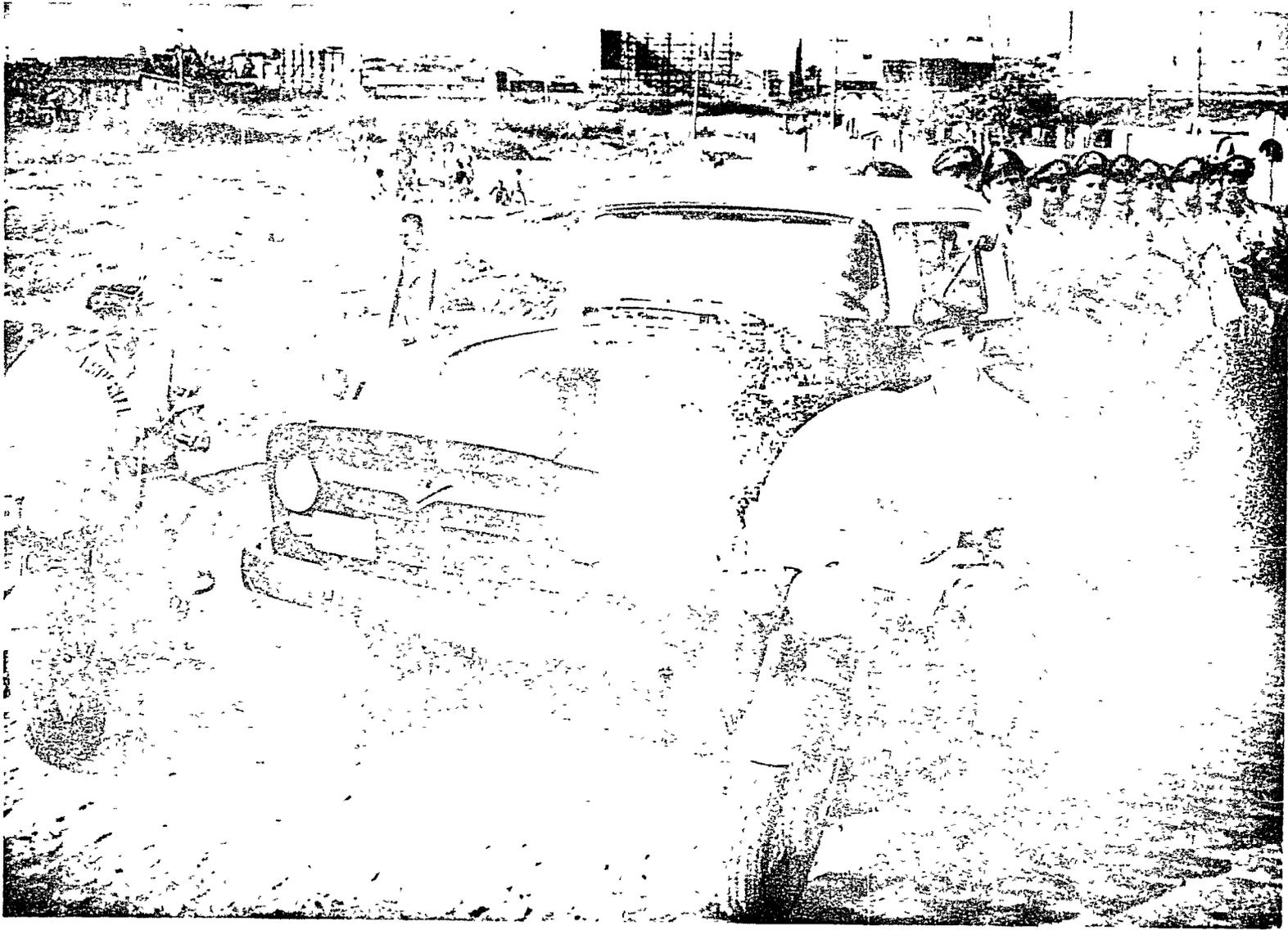
Miscellaneous infractions handled-----	16,410
Vehicles towed away-----	69
Licenses apprehended-----	550
Assistance in maintenance of public security-----	41
Assistance to the public-----	11
Motorcycle escort services-----	92

Assistance to Units of the D.F.S.P.:

	<u>Times</u>
Vigilance Squad-----	101
Vice and Public Amusements Squad-----	30
Special Inquests Service-----	3
Division of Political and Social Police-----	5
10th Police Precinct-----	1

OFFICIAL USE ONLY

BEST DOCUMENT AVAILABLE



SHOCK TROOP CARRIER - SPECIAL POLICE

OFFICIAL USE ONLY

11th Police Precinct-----	1
13th Police Precinct-----	1
2nd Police Precinct (at night)-----	118
Escort Services (Prisoners)-----	63
Cooperation in motion picture enterprises-----	28
Cooperation in detection of prostitution-----	19
Inspection of beaches-----	45
Inspection of night clubs-----	385
Services of preventive nature-----	95

OFFICIAL USE ONLY

OFFICIAL USE ONLY

CHAPTER XVI

POLICE PERSONNEL

A. BASIC PERSONNEL POLICIES

The basic personnel policies of the D.F.S.P. are the same as those established for all federal government employees enumerated in the Statute of Civil Service Employees (No. 1711, October 28, 1952). In addition, a number of special laws, decrees and orders have been promulgated regarding the personnel of the D.F.S.P. These are discussed in later sections of this chapter in relation to the specific ranks.

While a number of specific policies are listed for police personnel selection, promotion, etc., these policies are not always followed, especially with regard to the lower ranks. Many Civil Guards, investigators and other employees are appointed on a temporary basis - with few requirements - and are subject to passing the examination when and if held at some later date. After five years as a temporary employee, the person automatically is placed on a permanent status. In cases of temporary appointments, few if any requirements relative to training need be met by the employee.

B. PERSONNEL STRENGTH

Total personnel of the D.F.S.P., at present, is 7,527 persons. Specific personnel listings are included under each of the major units discussed in this report. A general personnel listing for the entire D.F.S.P., by types of duty, follows:

Police Comissarios-----	207
Police Delegados (Permanent)-----	15
Police Delegados (Temporary)-----	37
Police Agents (Maritime)-----	54
Detectives-----	408
Civil Guards-----	2,252
Police Inspectors-----	12
Police Investigators-----	1,839
Criminal Experts-----	37
Special Police-----	467
Fingerprint Searchers-----	134
Identifiers-----	71
Police Clerks-----	153
Police Writers-----	37
Administrative-----	557
Sub-total to be carried forward-----	7,280

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Sub-total brought forward-----	6,280
Drivers-----	337
Cashiers-----	5
Reception and Maintenance-----	394
Doctors-----	25
Medical Examiners-----	27
Other-----	<u>459</u>
TOTAL-----	7,527

C. SALARY SCALES

Basic monthly salaries of the various police groupings are listed below. In January 1959, a special cost of living allowance of 30 per cent was granted to all federal employees, including the police. This allowance is indicated in the table below:

<u>POSITION</u>	<u>BASE SALARY</u>		<u>30 PER CENT SPECIAL ALLOWANCE</u>		<u>TOTAL</u>
Chief of Police	Cr\$ 30,000	+	30%	=	Cr\$ 39,000
Directors	Cr\$ 27,000	+	30%	=	Cr\$ 35,100
Spec. Delegado	Cr\$ 24,000	+	30%	=	Cr\$ 31,200
Dist. Delegado	Cr\$ 23,000	+	30%	=	Cr\$ 29,900
Comissario	Cr\$ 11,500	+	30%	=	Cr\$ 14,950
	Cr\$ 17,000	+	30%	=	Cr\$ 22,100
Crim. Expert	Cr\$ 14,500	+	30%	=	Cr\$ 18,850
Inspector	Cr\$ 13,000	+	30%	=	Cr\$ 16,900
Detective	Cr\$ 8,300	+	30%	=	Cr\$ 10,790
	Cr\$ 13,000	+	30%	=	Cr\$ 16,900
Police Clerk	Cr\$ 8,300	+	30%	=	Cr\$ 10,790
	Cr\$ 14,500	+	30%	=	Cr\$ 18,850
Investigator	Cr\$ 7,000	+	30%	=	Cr\$ 9,100
	Cr\$ 8,300	+	30%	=	Cr\$ 10,790
Special Police	Cr\$ 7,000	+	30%	=	Cr\$ 9,100
	Cr\$ 11,500	+	30%	=	Cr\$ 14,950
Civil Guard	Cr\$ 7,000	+	30%	=	Cr\$ 9,100
	Cr\$ 13,000	+	30%	=	Cr\$ 16,900

At the time this study was made the value of the cruzeiro on the free market was approximately 150 to \$1.00 U.S. On this basis, the monthly salary of Civil Guards would range from approximately \$63.00 to \$112.00 per month; investigator from \$63.00 to \$75.00; criminal experts approximately \$125.00; police delegados \$210.00; directors \$230.00, and the Chief of Police approximately \$275.00 per month.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

D. SPECIAL BENEFITS

In addition to the base salaries, there are certain other special benefits which include:

1. Family allowance of Cr\$ 250.00 per month for each dependent, including wife, each child under 21 years of age, each child up to 24 years of age who is attending school and who has no income.
2. Special travel allowances when transferred.
3. Per diem, when traveling on official business away from post.
4. After 12 months of sick leave, employee receives one months pay as illness allowance.
5. Every employee receives an additional 15 per cent over base salary after 20 years of service and 25 per cent after 25 years of service.
6. Eight days of full paid leave is granted in case of marriage or death in family.
7. Special allowances are paid for teaching, technical or scientific duties (medical examiners receive an additional 40 per cent) and for duties involving risk to life or health. (X-ray technicians, etc.)
8. Other benefits include medical, dental and hospital care provided free or on a small fee basis, depending on the rank and class of the employee.

E. RECRUITMENT

General requirements for recruitment in the D.F.S.P. are the same as for all civil servants and include:

- Brazilian nationality
- Over 18 years of age
- Full possession of voting rights
- Has fulfilled military requirements
- Good past conduct
- Good health - medical examination
- Capability to exercise the duties
- Qualification by examination, except in cases of personal appointment.
- Fulfillment of other requirements as determined by law or regulation.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Specific requirements for police personnel, listed by principal ranks, are included below. It must also be indicated that even though these requirements exist, many personnel appointments -- especially those in the lower ranks -- are made on a temporary basis and are not subject to the stated requirements. No specific selection of Civil Guards has been made by DASP during the past 14 years.

1. Comissario of Police.

Selection: 1/3 by DASP and 2/3 by the Police School;

Age : 24 to 38 years;

Education: Law school graduation certificate;

Procedure: (a) Medical examination; (b) Investigation of personal background; (c) Tests of criminal law, civil law, police organization, practice of service (circumstances involving the duties of a Comissario), administrative law, legal medicine and criminal investigation.

These employees can optionally be selected by the Police School (2/3) in which case they undergo a two year course which they have to complete successfully in order to be qualified for appointment.

2. Delegados.

Police Delegados are appointed by the President from the ranks of Comissarios.

3. Detectives.

Selection: Entirely by the Police School;

Age : 18 to 30 years;

Education: Must produce a certificate of "ginasio" (equivalent to high school in the United States);

Sex : Masculine;

Medical examination;

Written tests of general knowledge, Portuguese, mathematics, history and geography of Brazil.

4. Police Clerk.

These employees are also selected on basis of 1/3 by DASP and 2/3 by the Police School. Age and other requirements are the same as for all government employees. They are submitted at DASP to tests and examinations related to their future duties. If selected by the School, they attend a two year course, after which they have to qualify within the number of vacancies for appointment.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

5. Fingerprint Experts.

Selection: Entirely by DASP;

Sex : Both male and female;

Age : 18 to 40 years;

Procedure: (a) Investigation of personal background; (b) Written tests of matters related to fingerprint, documentation, police techniques, notions of laws and regulations, police administrative organization and alien regulations.

6. Special Police.

Selection: Entirely by DASP;

Age : 18 to 26 years;

Height : 5 feet 6 inches;

Procedure: (a) Investigation of personal background; (b) Physical capabilities tests; (c) Written test of practice of service and police techniques, including organization of the D.F.S.P. and general police duties; (d) Notions of law; (e) Portuguese, arithmetic and geography (equivalent to grammar school).

According to information gathered at Special Police Headquarters, every new special policeman is given a 45 day training period of 10 hours a day for seven days a week, which includes shooting, judo, physical training and attack and defense techniques. Last selection was made over 10 years ago.

7. Civil Guards.

Selection: Entirely by DASP;

Age : 21 to 30 years;

Height : 5 feet 5 inches;

Procedure: (a) Medical examination; (b) Physical tests; (c) Investigation of personal background; (d) Written tests of topography of the Federal District, communication with the States, traffic laws and regulations, organization and purposes of the D.F.S.P., of Civil Guard, of the Special Police and of the Traffic Service; (4) Writing of reports, administrative, penal and criminal laws; (f) history of Brazil.

The last selection of Civil Guards by DASP was made over 14 years ago. Most of the guards appointed to service at that time have been given temporary appointments, subject to passing the examination, when and if it is held. This is the usual method of appointment and in many cases no specific training is given.

8. Police Investigators.

Appointed on a temporary basis by the Chief of Police. The Police School course of two or three months may or may not be required, as decided

OFFICIAL USE ONLY

OFFICIAL USE ONLY

by the Chief of Police. The requirements are the same as for other government employees. Appointment becomes permanent after five years of service.

9. Criminal Experts.

Criminal experts are appointed by the President upon suggestion of the Chief of Police. They are supposed to produce to DASP graduation certificates corresponding to the specialty to be held in the police. Requirements are the same as for other government employees.

10. Medical Doctors.

Appointed by the President upon recommendation of the Chief of Police.

11. Directors, Chiefs of Section.

Appointed by the President or the Chief of Police, depending on the importance of the office.

12. Military Aides.

Appointed by the Chief of Police at his own discretion.

F. PROBATION

The probationary period of confirmation for all employees appointed by examination is one year (Law 2735, February 18, 1956), while the stability in the position is only achieved after two years of effective tenure. Other employees are only permanently appointed after five years of service. During the probationary period the employee is judged on basis of character, assiduity, discipline and efficiency.

In addition to periodical performance ratings, the Section Chiefs give confidential information concerning the employee's capabilities to the Personnel Section four months before the end of the probation period. The Personnel Section then gives a written opinion on the employee. The employee is confirmed on the job if favorable opinion is given, otherwise he is permitted to appeal for review of process within five days.

G. PROMOTIONS

Promotions in the D.F.S.P. are generally made on basis of seniority and merit, alternately, except in reference to final class of a career, in which 1/3 is by seniority and 2/3 by merit.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Seniority is determined by continuous tenure in the rank while merit is estimated on basis of qualification bulletins sent to the Personnel Section every six months by the employee's chief.

No promotion is possible unless the employee has passed the probationary period and has one full year of effective tenure in his class and there are vacancies in the next higher rank, in which case promotions occur every three months provided the competent agency organizes for each vacancy a list not to exceed five candidates.

When there is a tie in classification by seniority, preference is given successively to employee with longer time in federal service, general public service, more children and age.

H. VACATIONS

Every employee of the D.F.S.P. is given 30 days vacation per year after one year of service, which cannot be accumulated except in case of strong needs of the government, and in that case, only for a maximum of two years. Regular absences cannot be counted as vacations.

I. DISCIPLINE

Every employee is liable to civil, penal and administrative charge for irregular performance of duties. Disciplinary punishments include:

Reprimand is applied in writing in cases of disobedience or neglectful performance of duties.

Suspension is applied in cases of serious infractions or repetition of fault. It is not to exceed 90 days.

Fine corresponding to 50% of the daily salary can be applied instead of suspension, should it be of convenience to the service. In that case the employee must attend work.

Demotion from special function is based on unsatisfactory performance of duties.

Dismissal is applicable to the following infractions:

1. Crime against public administration;
2. Abandonment of job (missing work for over 30 days consecutively, without justification);

OFFICIAL USE ONLY

OFFICIAL USE ONLY

3. Bad and scandalous conduct, gambling and customary drunkenness;
4. Serious insubordination;
5. Physical offense against other employee or stranger when on duty, except for self-defense;
6. Irregular use of public funds;
7. Disclosure of information known by reason of position held;
8. Embezzlement of government money and damage to national assets;
9. Passive corruption, as established by criminal law.

Any employee missing work for 60 days in a period of 12 months can also be dismissed. The document of dismissal always states the cause and reason for that measure.

Other disciplinary matters peculiar to police agencies are regulated by orders and recommendations of the Chief of Police, directors and chiefs of services.

With regard to discipline there still are other actions that can be taken, in conformity with the case, such as administrative imprisonment, preventive imprisonment, process, and inquiry.

Appeal - Every employee has the right to appeal for himself or for others. A petition forwarded through immediate supervisor will be submitted to competent authority for decision.

Every employee appealing to Judicial Court is required to report it to his supervisor so that the supervisor can provide for transmittal of the case to the competent judge.

Authority for punishment - Reprimand and suspension up to 15 days can be applied by the employee's chief. Suspension over 15 days and up to 30 days is applied by the Chief of Police. Over 30 days suspension is applied by the Minister of Justice and/or the President who is also the only authority for dismissal and discontinuation of retirement. Demotion from special function is a decision of the authority who made the designation.

J. RETIREMENT - PENSION

Regulations governing police retirement policies are listed below:

1. Compulsory at age of 70;
2. By request after 35 years of service;
3. For disability or invalidism.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Retirement for invalidism is always preceded by sick leave not to exceed 24 months, except when medical examination shows definite job-connected disability. Should the employee be considered incapable of service after 24 months of sick leave, he is retired with full pay.

Retirement with full salary may also occur in cases of job accident or job-connected disease or when the employee has contacted certain diseases which cannot be completely cured - based on medical examination.

After 35 years of service, employee can be retired with full salary of next highest grade. If he is in the highest class of his career the salary is upped 20%.

Every employee pays 5% of his salary to IPASE (Government Employees Retirement and Pensions Institute) every month in order to assure a permanent pension for his family after his death. Also, the employee's family is granted a pension equivalent to his salary should the employee be killed by accident on duty.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

CHAPTER XVII

BUDGET AND EXPENDITURES

A. BUDGET OF THE D.F.S.P.

The major budget items for 1958 and 1959 are listed below in cruzeiros:

<u>Item</u>	<u>1958</u>	<u>1959</u>
Personnel Salaries-----	938,536,000	943,171,240
Expendable Supplies-----	58,900,000	85,100,000
Permanent Equipment-----	21,600,000	19,880,000
Contractual Services-----	26,052,400	30,760,400
Miscellaneous-----	38,606,000	33,130,000
Real Estate Construction-----	26,000,000	28,000,000
Equipment and Installations----	16,100,000	25,600,000
Acquisition of Furniture-----	<u>3,000,000</u>	<u>5,000,000</u>
TOTALS-----	1,128,794,400	1,170,641,640

Of the totals shown above, personnel salaries in 1958 accounted for 83.1 per cent of the total budget and 80.5 per cent in 1959.

Budgetary estimates for permanent equipment amounted to less than two per cent of the total during both years while contractual services accounted for 2.3 per cent in 1958 and 2.6 per cent in 1959.

B. EXPENDITURES

During 1958, a total of Cr\$1,147,054,400 was requested by the D.F.S.P. The Congress actually appropriated Cr\$1,128,794,400 or 18,260,000 less than requested. Of the total appropriated the D.F.S.P. actually spent Cr\$1,018,400,009.10 thus leaving a balance of Cr\$110,394,390.90 which reverted back to the General Treasury.

The D.F.S.P. budget request for 1959 totalled Cr\$1,170,641,640 of which a total of Cr\$1,048,151,240 has been appropriated. This total consists of Cr\$943,171,240 for personnel salaries and Cr\$104,980,000 for materials and supplies.

C. BUDGETARY PROCEDURES

The D.F.S.P. operates under a line item type of budget. Preparation of the budget is instituted two years in advance, starting in November when

OFFICIAL USE ONLY

OFFICIAL USE ONLY

the proposal is presented to DASP (Central Administrative Agency of the Brazilian Government). From DASP it goes to the Congress.

The original budget requests are made by the division and section heads of the D.F.S.P. to the Budget Section of the Administration Division. Personnel estimates are handled by the Personnel Section and material estimates by the Material and Supply Section. From the Budget Section the estimates go to DASP in November. Here they are studied and in February are sent to the President who transmits them to Congress as a part of his annual budgetary message.

The budget proposal of the D.F.S.P. is prepared in four copies; two for the Minister of Justice, one for DASP and one for D.F.S.P. It is approved by the Chief of Police and signed by the Director of the Administration Division. Once the proposal is approved by Congress, it is registered in the Federal Tribunal of Accounts (General Accounting Office) which distributes the credits to the Federal Purchasing Department of the Ministry of Finance, which serves as the central purchasing agency for all governmental departments and divisions.

Under the law it is forbidden to transfer funds from one budget item to another after the item has been approved by Congress.

D. FINANCIAL CONTROLS

Controls over the expenditures of money are exercised by the General Accounting Office and by the branch accounting office of the Ministry of Finance which operates in the D.F.S.P.

All money collected from fines, licenses and stamps is deposited in the General Treasury and is not credited to the D.F.S.P.

E. PER CAPITA POLICE COSTS

The total police budget allocation for 1958 was Cr\$1,128,794,400 or approximately Cr\$376.00 per capita for the Federal District. This figure, which amounts to approximately \$2.50 per capita, is very low when compared to an average of over \$15.00 per capita for police costs in U.S. cities of more than 500,000 population.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

CHAPTER XVIII

CONCLUSIONS AND RECOMMENDATIONS - INTRODUCTION

On the basis of the information contained in this report, it is evident that a number of changes and improvements are needed if the D.F.S.P. is to effectively discharge its obligation to provide effective police service in the Federal District and to assume its responsibilities for countrywide leadership in police matters.

The tremendous social and economic strides made by Brazil during recent years have created a multitude of problems for the police and have greatly increased the complexity of police operations. In addition to the usual police problems dealing with criminal and traffic activities, the D.F.S.P. is also responsible for matters of internal security, for the inspection and control of persons entering or leaving the country, and for certain border activities.

Unfortunately, the police have not been provided with adequate facilities, equipment, personnel and the type of organizational structure which would allow it to keep pace with the many changes that have taken place. In trying to keep up, they have been forced to try various partial or piecemeal solutions to their problems. In many instances, these attempted solutions have hindered rather than helped the over-all situation or have merely served to postpone the action necessary to deal effectively with a particular problem.

The suggestions and recommendations contained in this report are based on proven principles of police management and public administration. They are offered as an objective statement of what needs to be done to improve the operations of the D.F.S.P. and as the minimum essentials needed to provide effective police service. All of the recommendations have been prepared with full consideration of the following important factors:

1. To provide the type of police service that will allow the D.F.S.P. to most effectively discharge its responsibilities, both within the Federal District and on a countrywide basis.
2. To adapt the recommended procedures to the basic police and legal system of Brazil with full consideration of their practical implementation.
3. To make possible the future move of the D.F.S.P. to the new capital of Brasilia with a minimum of lost time and effectiveness.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

CHAPTER XIX

CONCLUSIONS AND RECOMMENDATIONS ON ORGANIZATION

A. BASIC REORGANIZATION

One of the most critical needs of the D.F.S.P. is for a basic and far-reaching reorganization, based on modern principles of police management.

The present police organization is composed of a number of highly independent divisions, sections, services, units, commissions and other groupings established over the years by law, decree, decree-law, regulation or order. In addition, a number of secondary activities have been given disproportionate importance and certain generally unrelated units grouped together. In some cases these unrelated units have escaped from unified supervision and have become practically independent. Little consideration has been given to the logical separation of line and staff activities and to providing police administrators with the number and type of assistants necessary to assure unified supervision and control.

In order to establish the type of unified police organization needed to meet present day needs, a number of basic and far-reaching decisions need to be made and decisive actions taken. Very little can be accomplished by attempting further partial or piecemeal solutions to the complex problems which exist.

In view of the vital need for basic improvement of police services through an over-all reorganization, it is recommended that:

A complete reorganization of the D.F.S.P. be instituted along lines as indicated in this report. Such a project to be directed towards the more effective unification of police services and operations necessary to meet present and future needs of the Federal District and of the entire country.

B. PLAN OF REORGANIZATION

The basic plan for the proposed reorganization is shown in the chart on the following page. This proposal is designed to correct most of the organizational problems which presently exist without drastic changes in the basic police system or major operations of the D.F.S.P. It provides a flexible plan of organization that can easily be changed or amended to take care of new problems or conditions. It provides clear-cut lines of

OFFICIAL USE ONLY

OFFICIAL USE ONLY

supervisory authority and a well established chain of command; more adequate training and inspection services; centralized record and identification activities; expanded public relations; coordination of police operations and more effective staff and line relationships. It also provides for a more logical grouping of sections and services on the basis of related duties and functions.

Principal changes in the present organizational plan include such items as those indicated below:

1. Establishment of the new office of Deputy Chief of Police to assist the Chief in day-by-day administration, to lessen the Chief's span of executive control and to provide a more effective chain of command between the Chief and the heads of the various major police divisions. It is suggested that the Deputy Chief be a career police officer and have a definite tenure of office. While the Chief is responsible for basic policy decisions, the Deputy Chief should be responsible for their effective implementation. It is also suggested that the Deputy Chief have frequent meetings with the various division heads and that he handle many of the contacts presently handled by the Chief of Police.

2. Moving the Police School from its comparatively unimportant position as a part of the Technical Police Division to a place of importance under the direct supervision of the Chief of Police. The Director of the Police School would be responsible only to the Chief and could plan and conduct effective training programs for the entire Police organization.

3. Moving the Public Relations Staff from the Cabinet of the Chief to a position directly under the Chief of Police. This would allow the Chief to directly supervise this activity so vital to the development of public support and public understanding of police objectives.

4. Establishment of a special Inspection and Planning Unit directly under the Chief of Police and in charge of an Inspector General. This would allow for better over-all planning of police activities and provide a means of evaluating the quality of police activities and operations at all levels. It would also provide the type of control necessary to assure that the orders of the Chief and other police executives are effectively carried out.

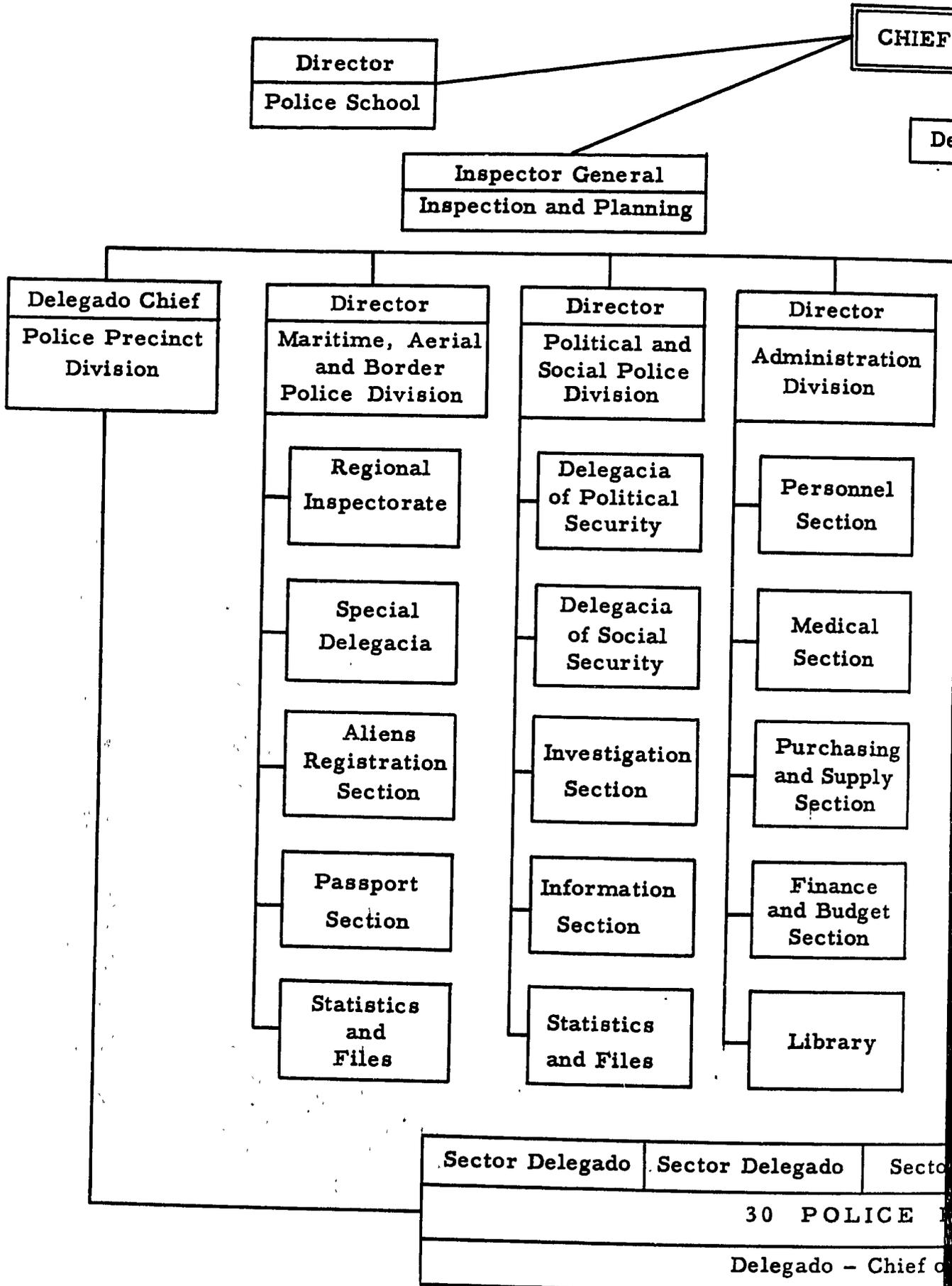
5. Establishment of a Police Precinct Division to supervise the work of the police precincts and to more effectively coordinate this activity with all other police operations. This Division would also provide a direct chain of command between the delegado of each precinct and the top staff officers of the D.F.S.P. It would also eliminate the present practice of each precinct delegado going directly to the Chief of Police to discuss various problems.

OFFICIAL USE ONLY

PROPOSED

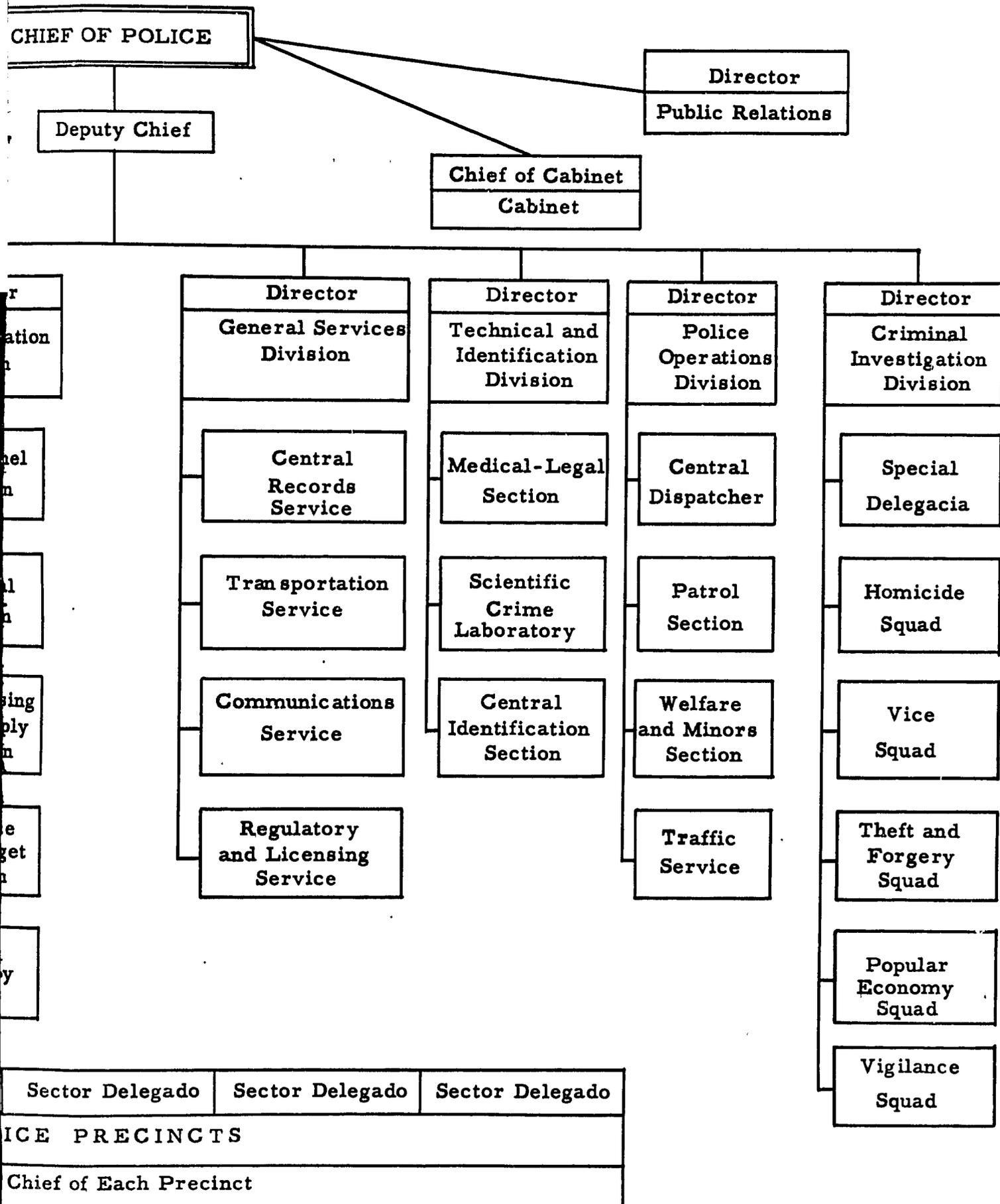
REORGANIZATION

SHOWING MAJOR DIVISIONS



ORGANIZATION OF D.F.S.P.

FOR DIVISIONS, SECTIONS AND SERVICES



CHIEF OF POLICE

Deputy Chief

Director
Public Relations

Chief of Cabinet
Cabinet

Director
General Services
Division

Central
Records
Service

Transportation
Service

Communications
Service

Regulatory
and Licensing
Service

Director
Technical and
Identification
Division

Medical-Legal
Section

Scientific
Crime
Laboratory

Central
Identification
Section

Director
Police
Operations
Division

Central
Dispatcher

Patrol
Section

Welfare
and Minors
Section

Traffic
Service

Director
Criminal
Investigation
Division

Special
Delegacia

Homicide
Squad

Vice
Squad

Theft and
Forgery
Squad

Popular
Economy
Squad

Vigilance
Squad

Sector Delegado Sector Delegado Sector Delegado

POLICE PRECINCTS
Chief of Each Precinct

OFFICIAL USE ONLY

6. Abolition of the present Civil Guard and Special Police as separate and distinct police units and the integration of these units into the D.F.S.P. as part of the uniformed patrol forces under the direct supervision of the proposed Police Operations Division. This would provide for the effective coordination of all uniformed patrol forces under a single command and make possible a gradual raising of police personnel standards and requirements. It is suggested that a distinctive police uniform be designed and worn by all of the uniformed personnel of the D.F.S.P.

7. Placing the various specialized squads under a central Division of Criminal Investigation to insure better unification of effort and to eliminate the problem of over-specialization by function which has existed under the old system. Such a change would also provide more effective cooperation with the police precincts and make possible expanded investigational activities at the precinct level.

8. Establishment of centralized police records and identification services to unify the present multiplicity of records and fingerprints in various divisions and sections of the D.F.S.P. Such a step would serve to bring together in a central place all data and reports on police activities and information needed for the identification of criminals.

This proposed reorganization provides a logical grouping of the major police divisions into three basic functions of: (1) Administration, (2) Services, and (3) Operations. Under each of these major functions is included the major sections needed to effectively carry out its respective duties and responsibilities.

In the proposed plan, the Political and Social Police and the Maritime and Aerial Police were placed on a divisional status, because of the relative importance of their activities in the D.F.S.P., and because they also have certain specific countrywide responsibilities not possessed by the other major divisions.

It is recognized that valid arguments could be presented to include the present Traffic Service as one of the proposed major divisions. Due, however, to the great need to expand and improve police operational activities in traffic and to more effectively coordinate these activities with over-all patrol assignments, it is suggested that the Traffic Service operate under the Police Operations Division as indicated in the proposed plan.

C. ORGANIZATION FOR COUNTRYWIDE SERVICES

In view of the vital need for improved federal-state police relationships and in order for the D.F.S.P. to more fully discharge its

OFFICIAL USE ONLY

OFFICIAL USE ONLY

responsibilities for countrywide leadership in police matters, it is recommended that the activities of certain of the proposed organizational units be expanded to include countrywide services as indicated below:

1. The instructional program and facilities of the Police Training School be enlarged and expanded to allow the school to serve as the countrywide center for specialized and advanced types of police instruction. In addition to their use by the D.F.S.P., the courses and facilities of the school should be made available, as a public service, for the training of selected police officers from the police services of the other states of Brazil.

2. The proposed Central Records Section should begin immediately to collect and compile countrywide crime figures and statistics and to serve as the central clearing house for a national uniform crime reporting service. Standardized forms and procedures should be developed and voluntary agreements made with the respective state police agencies to prepare and forward monthly and annual crime statistics to the D.F.S.P., which would then compile and publish such reports for the entire country and make them available to the cooperating police agencies in the form of uniform crime reports and summaries.

3. The proposed Central Identification Section and Scientific Crime Laboratory should also expand their activities to include countrywide services to police agencies on matters of identification and technical laboratory assistance. Standardized and uniform procedures should also be developed and agreements consummated with the respective states relative to these services of the D.F.S.P. As in the case of police records, these sections would serve as the central clearing house for such data and as the central technical service agency for the entire country.

D. ORGANIZATION FOR COMMAND

The present organizational plan does not provide the Chief of Police with the type of administrative or operational assistance necessary to insure effective supervision of the entire D.F.S.P.

The present executive span of control is much too broad, especially in view of the many additional duties which the Chief must also handle, including frequent meetings with the President of the Republic and other governmental officials. There are at least 23 top police executives who presently report directly to the Chief of Police. In addition, practically all of the 30 precinct delegados and many of the section and service chiefs also make direct contacts with the Chief. It is a well recognized principle of public administration that no chief executive should have more than six to eight persons reporting directly to him.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Lines of authority and the chain of command in the D.F.S.P. have not been clearly established and enforced. In many cases, the chief of a section or unit has by-passed his immediate superior and gone directly to the Chief of Cabinet, or to the Chief of Police.

The proposed reorganization recognizes these problems and provides ways to deal with them. The Chief's direct span of control would be reduced to four persons, each the head of a vital police unit, and the Deputy Chief of Police. It provides a definite chain of command that is practical and workable. It greatly simplifies the organizational pattern and establishes definite lines of authority from the Chief to the patrolman on the street. It also provides for the inspection and control of police activities, at all levels, by the Inspector General of Police.

The proposed plan will also free the Chief of Police from much routine detail work and allow him to spend more time on important supervisory and planning activities. It will reduce the Chief's span of control to a workable level, provide for the more effective delegation of authority, establish a real unity of command and better coordination of all police services and operations.

E. ORGANIZATION FOR PLANNING AND CONTROL

Still another vital need is for expanded planning activities and for specific controls over the various units through continuing inspection of their activities and operations.

The planning needs of the D.F.S.P. have been met to a limited extent through the work of the Central Planning, Coordinating and Control Unit. At present, there is no centralized section or unit responsible for over-all inspection of police activities.

Means of evaluating the quality of police activity at all levels are also badly needed. This must come through inspection. When there is no effective inspection program subordinates cannot always be held responsible for their failure to carry out orders of superiors, thus violating the basic principle that authority must not be delegated without holding the user accountable. Effective inspection must include staff services as well as line operations, and the results must be fully utilized by top police executives. Effective inspection and good basic planning are indispensable to the police executive. These activities provide the only method through which crime statistics can be gathered and analyzed, making possible the mapping of special campaigns as soon as a criminal trend appears. A system of constant inspection and back-checking, even on police activities that are obviously successful, is a necessary requisite to effective police management.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

The vital need for more effective planning and inspection of police activities, at all levels, is recognized in the proposed reorganization plan, and provision is made to establish a new unit to handle Planning and Inspection activities under the command of an Inspector General who reports directly to the Chief of Police.

F. ORGANIZATION BY LINE AND STAFF

The logical separation of line and staff functions is recognized today as an important part of effective police management. Recognition of this principle is the first step toward the combining of related police activities under unified supervision and command. The basic separation of line operations and staff services clearly emphasizes the two most important functions of any police organization: (1) the preparation and planning of police services; and (2) the actual delivery of such services where and when needed.

Although administrative separation of these two phases of police organization are essential to ultimate success, examination of the D.F.S.P. shows a definite lack of such separation. In its present organization, staff services are often formed under direct line supervision, and various line functions are directly supervised by staff agencies. This type of mixed functional activity tends to impair the unity of command, and greatly reduces the effective striking power of the entire police organization.

1. Line Operations.

Major line operations of a police organization usually include: (1) police patrol units, (2) criminal investigation units, (3) traffic supervision and control units, (4) juvenile crime control and prevention units, (5) women police, and (6) other direct operational units.

In the proposed reorganizational plan, the important line functions are provided by the following major divisions:

Police Operations Division
Criminal Investigation Division
Police Precinct Division

Each of these major operational divisions is under the supervision of a director or delegado chief, who reports directly to the Deputy Chief of Police, thus assuring a unified and workable chain of command.

It is recognized that the Maritime and Aerial Police Division and the Political and Social Police Division combine both line and staff functions, and these are discussed in another section of this report. The

OFFICIAL USE ONLY

OFFICIAL USE ONLY

proposed sections and services under each of the other major divisions are listed below with a brief indication of their suggested duties. This listing provides a logical grouping of related units into a workable operational organization that can supply effective police striking power when and where needed.

a. Police Operations Division.

This Division would be established with a central office for the director and staff and with the following suggested sections and services:

Central Dispatcher - Handles all radio, telephone and teletype dispatching from central headquarters. Also, all incoming calls and messages. Serves as center for report calls from uniformed personnel and investigators.

Patrol Section - With major duties to prevent and repress criminal activity, preserve public order and protect life and property. It would serve as the command and supervisory center for all uniformed police activity and would include the present Radio Patrol, Civil Guard and Special Police. It would also serve as the coordinating center for all foot, motor and mounted police patrol activities.

Welfare and Minor's Section - Would include present Minor's Squad with similar duties, working in close cooperation with the Minor's Judge.

It is also suggested that a Women's Police Unit be organized and operated as a part of this Section.

Traffic Service - Duties are to enforce traffic laws, to prevent accidents and congestion and to investigate traffic accidents. Also, to study traffic engineering needs and to recommend traffic control measures. In addition, this Service handles driver licensing and registration duties and collects traffic fines.

Major units of the proposed Traffic Service would include:

Enforcement and Investigation
Traffic Studies and Engineering
Safety Education
Licensing and Infractions
Accounting and Records

Under this plan, much of the same work of the present Traffic Service would be continued. It is suggested that the traffic enforcement,

OFFICIAL USE ONLY

OFFICIAL USE ONLY

accident investigation, traffic studies and traffic engineering activities be greatly expanded to meet the ever-increasing traffic problems of the area. Also, that a separate safety educational unit be organized to conduct a continuing program of education on traffic and safety.

b. Criminal Investigation Division.

This Division, also a part of the line operations of the D.F.S.P. would be established with a central office for the director and staff. It is suggested that as many as possible of the specialized units of this Division be housed in the same building, and that the central office of the Division be used to coordinate such services as: (1) central photo identity files, (2) central modus operandi files, (3) other criminal files, (4) central "line up" room, (5) central interrogation rooms with adequate equipment, and (6) central detention facilities.

Specific sections of the Division would include:

Special Delegacia
Homicide Squad
Vice Squad
Theft and Forgery Squad
Popular Economy Squad
Vigilance Squad

Major duties of this Division would be to investigate crimes, apprehend criminals, recover stolen property, gather and prepare evidence for the prosecution of cases. The entire Division would work in close cooperation with the police precincts.

Central control and unification of this important division would serve to correct many of the problems which have existed in regard to the highly specialized squads. It would provide specialization by function, but at the same time, make possible a more effective unification of investigative efforts dealing with all types of crimes. The suggested plan will also make it difficult for any of the specialized units to operate on a highly independent basis as in the past.

Although five basic specialized squads are indicated in the proposed plan, this is a tentative designation and additional squads may be added or present ones abolished in accordance with needs as determined by the Director of the Division and police executives.

c. Police Precinct Division.

The third major line division would be the Police Precinct Division. At present the Police Precincts handle both the judicial and

OFFICIAL USE ONLY

OFFICIAL USE ONLY

preventive phases of police activity in their areas of jurisdiction; supplemented, of course, by other police units. It is suggested that these activities be continued along the same lines with additional emphasis given to both patrol and investigative duties at the precinct level. This would require a closer coordination of patrol planning and assignments with the Patrol Division, and also a closer working relationship with the proposed Criminal Investigation Division to handle the effective assignment and operations of investigators and detectives. Specific policies on these unified operations should be established and followed.

The judicial phases of precinct operations would be continued very much as at present except that the inspection and checking activities, presently handled by the Corregedoria, would be placed in the office of the Delegado Chief of the Police Precinct Division.

It is suggested that the number of sector delegados be increased to five, and that these delegados meet frequently with the Delegado Chief of the Division to discuss pertinent problems and activities.

2. Staff Services.

Staff functions include those which support the line operating units and aid them in providing more effective police service. Generally, they may be classified as administrative or service functions.

Staff functions are provided, in the proposed reorganizational plan, by the following major divisions:

General Services Division
Technical and Identification Division
Administration Division

Each of these major service divisions is under the supervision of a director, who reports directly to the Deputy Chief of Police, thus assuring a unified chain of command and effective coordination with the operational divisions.

The suggested sections and services under each of the major staff service units are listed below with a brief indication of their duties:

a. General Services Division.

This Division would be established with a central office for the Director and staff and include the following suggested service units:

Central Records Service - Maintains police records, including central name index, folder files, copies of all judicial processes, copies

OFFICIAL USE ONLY

OFFICIAL USE ONLY

of investigative reports and special reports, complaints, statistics, uniform crime reports and correspondence. Will serve to centralize the multiplicity of records now existing, reduce the number of employees needed to handle records and files and unify record procedures. It is suggested that definite policies be developed for the sending of copies of records to the Central Records Service by all units of the D.F.S.P. Also, that standard and uniform record and reporting forms be devised and used.

It is also suggested that the microfilming of many present records be conducted under the direction of the Central Records Service.

Transportation Service - Major duties would be to determine the need for and to provide vehicles for all units of the D.F.S.P. Also, to maintain supervision over all transportation services and to handle the maintenance and repair of vehicles.

Communications Service - Major duties would be to determine the need for and to provide effective communications for the various units and vehicles of the D.F.S.P. Also, to maintain supervision over all communications and handle their installation, service and repair.

It is suggested that this Service exercise no direct control over operational units or personnel except the responsibility for the maintenance, service and repair of communication equipment.

Regulatory and Licensing Service - Major duties would be to handle those services of a regulatory and licensing nature which, while not directly police matters, cannot be handled more effectively by other agencies of government. These include such services as censorship and regulation of public entertainment and amusements, and the present licensing (except drivers) functions performed by the D.F.S.P.

Other general services including such matters as property control, printing and building maintenance should be placed under this Division as needed.

b. Technical and Identification Division.

This Division is responsible for providing the technical services necessary to support the operational units and to supplement their activities. It is suggested that the Division be established with a central office for the Director and staff, which might be located in the present Medical-Legal Institute. It is also suggested that the Scientific Crime Laboratory (present Criminal Institute) be housed in the same building as the Medical-Legal Institute so that much of the highly technical and expensive equipment available could be utilized by both services:

OFFICIAL USE ONLY

OFFICIAL USE ONLY

The proposed sections and services under this Division include:

Medical-Legal Section - Duties would include those presently performed by the Medico-Legal Institute, including the maintenance of morgue facilities. It is also suggested that doctors of the Medical-Legal Section go to the scene of serious crimes as part of a team of technical experts, to handle the duties of medical examiner. No bodies should be released until checked by a medical examiner.

Scientific Crime Laboratory - Duties would be much the same as those presently performed by the Criminal Institute.

Central Identification Section - Would handle many of the duties presently performed by the Felix Pacheco Institute.

It is suggested that all fingerprint files and functions presently handled by various units of the D.F.S.P. be centralized in this Section. Also, that the Section maintain the necessary fingerprint files, name index files, folder files, latent fingerprint unit and master record files needed for both civil and criminal identification services.

c. Administration Division.

This Division would also be responsible for providing services to support the activities of the operational units. The services listed for this Division would be essentially the same as at present, except that the Transportation Service and the Engineering and Works Service have been moved to other Divisions. It is suggested that the Engineering and Works Service be placed under the General Services Division.

NOTE: The arrangement of sections and services under the major divisions, as suggested above, is tentative and subject to change as conditions warrant. Additional sections and services can be added as needed.

G. GENERAL ORGANIZATION

In order for any police organization to successfully accomplish its objectives, there must be a general type of organization that is simple, easy to understand, and workable. Such an organization must provide for the logical grouping of a wide range of activities and operations into effective functional arrangements that can be adequately supervised.

Basic principles which must be considered in such organizational arrangements and groupings include the purpose of the activity, the types of persons or groups served, and bringing together those functions which depend on special skills or techniques for their successful accomplishment.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Certain police activities may also be classified according to time, place or area covered.

All of these factors have been considered in the planning of the suggested reorganization of the D.F.S.P. It is hoped that they will be given future consideration when it is necessary to add additional sections or services, or to change the basic organization pattern as proposed herein.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

CHAPTER XX

OTHER CONCLUSIONS AND RECOMMENDATIONS

A. POLICE PERSONNEL

Equally important as the proposed reorganization and one of the essentials necessary to make it successful, is the problem of police personnel policies and standards.

Although some improvements have been made in recent years, emphasis is still on quantity rather than quality in the selection of police personnel especially in the lower ranks. This concept is based on the theory that superiority can be achieved by merely sending in large numbers of men to handle a situation. In modern police work it has been well established that one capable and well trained policeman, with adequate equipment, can be more effective than a number of poorly trained and badly equipped men. No matter how real its influence may appear to be, experience has proved that quantity of police manpower is not nearly so important as quality in the accomplishment of the police objective.

Police salaries have been far too low to attract qualified applicants. In fact, with the present salary scale, it is necessary for almost all policemen in the lower ranks to have other sources of income to support their families. This is not conducive to good morale and often places the policeman in a position when he feels that he must accept special favors in order to live decently.

There is a definite need to integrate the patrol forces of the Federal District into a well-planned and coordinated unit as suggested by the proposed reorganization. These forces should be given adequate training and equipment. Also, adequate authority and guarantees of legal backing.

The basic unit of any police organization is the policeman on the street. He is the official representative of government, and many people form their ideas of government on the basis of his conduct and actions. The manner in which the policeman on the street performs his duties will determine, in large measure, the success or failure of the entire police operation. It will also help to determine the degree of confidence and respect that the public have for the police and for law enforcement in general.

There is also a vital need to establish more adequate tenure requirements and specific career provisions for staff officers of the police - including top administrators. This is evidenced by the fact that with each change of police chief, many of the top police administrators

OFFICIAL USE ONLY

OFFICIAL USE ONLY

are shifted to different posts and duties or are removed entirely from the police service. This problem is especially serious when it is realized that there have been 16 different chiefs of police during the past 20 years.

When police personnel are selected on the basis of quality, given thorough training, paid adequate salaries, have equal opportunities for advancement and a real sense of job security, the prospects for improved police service are greatly enhanced.

Because of the vital need to improve present police personnel policies and standards, it is recommended that:

1. All possible steps be taken to eliminate external influences and other improper domination of police personnel policies or police operations by persons or groups outside the police.

2. Definite policies be established to insure the better selection of police personnel, with emphasis on quality rather than quantity. Also, specific policies on promotions, transfers and legal guarantees be adopted and followed, including a more effective system of personnel evaluation.

3. Police salaries be adjusted to realistically meet present-day living costs and to allow the D.F.S.P. to attract capable and qualified personnel.

4. Consideration be given to the establishment of specific career services for policemen, investigators, detectives, police clerks, technical experts and police administrators, including delegados and their assistants. Also, to the provision of more adequate tenure for police administrators, including the Chief of Police.

5. The number of non-police duties (clerical, etc.) and other special details now performed by uniformed policemen be greatly reduced, and these duties be performed by civilian or other employees.

B. POLICE TRAINING

In the past, police training has not been given the attention it deserves, and very few specific training requirements have been established. The present police training school is included as a part of the Technical Police Division, with training policies and practices subject to dual supervision by the Division Director and the Director of the School.

Recruit training in the past has been conducted largely on the basis of apparent need as determined by the Chief of Police. Actually, very little recruit training has been offered or required.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

No regular requirements have been established for in-service training of police personnel other than those ordered by the Chief of Police relative to promotions, and a few specific courses conducted for technical experts or policemen assigned to certain specialized duties.

Due to the lack of training equipment, most of the school courses have been largely of an academic nature, with very little actual field work or practical application. No facilities are available for firearms training, and practically no visual aids or technical equipment is available for use of the school.

Although police delegados and their assistants are required to be graduate lawyers, they are not required to be trained in police administration or criminalistics. At present, no courses are given at the Police School for the training of delegados, even though they serve in many of the top administrative posts of the D.F.S.P.

There is a definite need to up-grade the entire training program of the D.F.S.P. and to establish a police school, with adequate facilities and equipment, capable of serving the constantly expanding training needs of the Federal District and of Brazil.

In view of these needs, it is recommended that:

1. Definite recruit training requirements be established, and specific training courses for police recruits be developed and offered by the Police School. Also, that the Police School be the agency to handle the original recruitment of policemen (in cooperation with DASP) including the investigation and screening of such personnel.
2. In-service training requirements be expanded, and additional courses be offered by the Police School, including courses in police administration, criminalistics and other specific police subjects for delegados and their assistants.
3. Course offerings at the Police School be expanded to include training in the handling and use of firearms, riot and crowd control and other practical police courses. Additional field practice and practical case study methods of instruction be added to courses taught at the School.
4. Special courses be prepared and conducted for police officers who are assigned to specialized duties or to special types of activity.
5. Improved facilities be provided for the Police School including an adequate building, firearms practice ranges, gymnasium and other facilities for physical conditioning, teaching and visual aids, scientific crime detection equipment, photographic equipment, samples of machines and

OFFICIAL USE ONLY

OFFICIAL USE ONLY

materials used in modern police work. Also, that the museums of the D.F.S.P. be combined and operated as a part of the Police School.

6. An adequate and up-to-date library of police training and reference materials be established and maintained as a part of the Police School. Police training films should be included as a part of the library.

C. POLICE RECORDS

The centralization of police records is recognized today as an essential phase of effective police management. Such centralization was previously recommended as a part of the over-all police reorganization, including countrywide record services.

The D.F.S.P. at present has a diversity and multiplicity of records of all types, most of which are maintained by the respective divisions, sections and other units with little or no coordination. Record forms vary in type and size. For example, index cards now in use range in size from 2"x2" to 9"x13". Duplication is prevalent in the entries made in protocol books of the various sections of a division or in the respective divisions. There is additional duplication in the preparation of protocol name index cards, and the recording of these same names in a protocol register book. The Civil Guard presently maintains separate personnel records and files, although such records for all other police personnel are maintained by the Personnel Service of the Administration Division.

The benefits to be derived from records centralization are many. They include such items as the bringing together in one place all data and reports concerning police activities, fixing definite responsibility for records keeping in one staff service unit and thus relieving the operating units of this duty, making all records information available on a 24-hour daily basis, tremendous savings of time, money and personnel.

A survey of D.F.S.P. records has been prepared providing specific measures for dealing with this problem. General recommendations on police records include:

1. Steps be taken immediately to establish a Central Records Service under the proposed General Services Division of the D.F.S.P. Such a Service should include the following basic units:

Central Name Index card of standard size on which all names will be indexed to other documents. Cards should be filed in alphabetical order, and each card should also contain a brief resume, dates and other pertinent information.

Central Folder File of standard size which contains reports and documents pertaining to cases investigated or judicial processes.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Central records in general should include:

Copies of all judicial processes. Each Police Clerks Office, at the time of preparation of the process, should make one copy for the Central Records. Names of all persons who are mentioned in the process should be placed on an index card with the necessary information.

Copies of any investigative reports made by any division or section (except secret or confidential material). Names in these reports should also be indexed and filed.

All letters, requests, arrest information, complaints and any type of general correspondence or property control data.

Statistical information and reports on work accomplished and reports on cases handled.

1. A standard form should be developed and used for crime reporting purposes. Also, a guide for preparing uniform crime reports should be prepared.
2. All reports, index cards and other records should be maintained on standard forms as prescribed by the Central Records Service.
3. Significant data should be compiled at least monthly by the Central Records into reports that will be useful to the planning and supervisory officers of the D.F.S.P. These monthly reports should be combined into annual reports at the end of each year.
4. All personnel records be maintained by the Personnel Service, including those presently handled by the Civil Guard. Since personnel records have little direct relation to police operations, no copies of these records should be sent to the Central Records Service.
5. Adequate fire-proof file cabinets and security locks be provided to insure the security of valuable police records.

D. IDENTIFICATION PROCEDURES

The effectiveness of a police organization can be judged in large measure by the quality of its identification procedures and practices.

While fingerprint records are the heart of the police identification system, they should be supplemented by other valuable identification procedures and should be centralized in one major section or unit. Such centralization is proposed in the reorganizational plan of the D.F.S.P.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

Present identification procedures, although handled largely by the Felix Pacheco Institute, are not limited entirely to this agency. In addition to those of the Institute, separate fingerprinting files are presently maintained in the Police Information Section, in the Political and Social Police Division, and in the Alien Registration Section of the Maritime Police. This latter file is a duplicate of that maintained by the Felix Pacheco Institute. This number of fingerprint files causes confusion, loss of time and effort and duplication in the over-all identification activities of the D.F.S.P.

Other identification procedures have also suffered from the lack of centralization and uniformity. Each of the specialized squads, for example, has maintained its own criminal photographs and records with little or no unification. Practically no criminal identification work has been done at the precinct level.

In view of these needs, it is recommended that:

1. A Central Identification Section be established as a part of the Technical and Identification Division to handle both civil and criminal identification matters for the D.F.S.P.

In addition to the basic name index and fingerprint file, the Central Identification Service should maintain: (1) a latent fingerprint unit, (2) criminal photographs, (3) file folders containing criminal histories, (4) criminal description cards, and (5) other identifying data.

It is suggested that a special identification number be assigned to each criminal processed to identify other information relating to him. The same number should be used for each subject, regardless of the number of times he may be arrested or fingerprinted. This same identity number should appear on the fingerprint card, the description sheet, photograph, criminal history sheet and other documents relating to the individual.

2. In order to more effectively coordinate the identification procedures of the D.F.S.P., it is recommended that all identification forms, cards, reports and records be maintained on standard forms as prescribed by the Central Identification Section.

3. Adequate fire-proof cabinets and files be provided to handle the needs of this Section and to help provide quick and efficient identification information services to the entire D.F.S.P.

E. POLICE PATROL

Police patrol is an indispensable operation that plays a leading role in the accomplishment of police objectives. Patrol is the basic

OFFICIAL USE ONLY

OFFICIAL USE ONLY

function of any police agency, just as the policeman on the street is the basic unit of patrol. The effectiveness of police patrol will, in large measure, determine the success or failure of the entire police operation.

The major purpose of the patrol force is to provide coverage of the area for both preventive and repressive types of police activity. The patrol division is the nucleus of the entire police organization. The patrol force should be capable of performing all primary police tasks, and should depend on other services and sections only for certain types of specialized or technical activities. This factor again emphasizes the need to raise the standard of police personnel and to assure competence through adequate training.

For these and other reasons, it has been previously recommended that a Police Operations Division, with a Patrol Section as one of its major components, be established. Also, that the present Civil Guard, Special Police and Radio Patrol units be placed under this Section and operated as the uniformed patrol force of the D.F.S.P.

In the past, patrol assignments have been made largely on the basis of apparent need and in accordance with the manpower then available. Very little real coordination has existed between the patrol activities of the Mounted Police, Traffic Police, Civil Guard, Night Guard Police, Special Police, Municipal Police, Radio Patrol Units and other police agencies of the Federal District.

Patrol methods have included the use of motor vehicles, motor-cycles, and foot patrol which are assigned to line beats, areas or special posts. Checking of patrols has been largely ineffective, due to shortages of manpower, transportation and communications. Radio Patrol vehicles have been assigned to fixed posts, and rigid restrictions placed on their movements.

In general, present patrol policies, methods and assignments are far from effective and are largely of a repressive, rather than preventive, nature. In order to provide more effective police patrol and to emphasize the preventive aspects of police operations, it is recommended that:

1. All patrol policies, assignments and methods be supervised and coordinated under the Patrol Division as previously recommended.

2. In all patrol activities, greater emphasis be placed on the preventive aspects of policing, and all patrolmen be thoroughly trained in matters of courtesy and public relations. It is also suggested that patrolmen on beat or area patrols be responsible for the preliminary handling of police matters in their patrol area.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

3. Patrol assignments be planned on a selective basis of realistic need as determined by factual information on crime and traffic occurrences and other factors. Such information should be made available on a continuing basis by the proposed Central Records Service.

4. The number of radio patrol cars be greatly increased, and the personnel in these cars be granted permission to do preventive patrol work in their assigned areas. Much less emphasis should be placed on fixed post assignments for radio-patrol units, and the assignments of radio patrol cars should be coordinated with other patrol units. It is also suggested that motorized patrol units be marked in a conspicuous manner, and that they be equipped with effective sirens and red blinker lights.

5. More effective supervision of foot patrolmen be provided and adequate motorized equipment be made available for this purpose. It is also suggested that a study be made to determine the best type of equipment needed to provide a fast reporting (call-in) service for foot patrolmen and their supervisors.

F. POLICE INVESTIGATION

The second major police operations unit in the proposed reorganizational plan is the Criminal Investigation Division.

The basic purpose of this Division is to investigate certain designated serious crimes and clear them through the apprehension of the perpetrator. The evidence and information collected by the investigator becomes a vital part of the case preparation. The Division should also serve in an advisory capacity to the police precincts on various types of crimes and to coordinate the investigative operations of the entire police organization.

Investigative operations, at present, have been highly specialized by types of crime, and each of the specialized squads has been allowed to build up its own activities with little or no coordination between them. Each squad has maintained its own records and criminal files. There has also been a decided lack of coordination between the specialized squads, the police precincts and the various patrol forces.

The many advantages and benefits of close cooperation between the patrol and investigative forces have not been realized in the past, even though the conduct of preliminary investigations by the patrol force, for example, can relieve investigators of many time consuming tasks and permit them to apply their special skills to more important matters.

As in the case of patrol personnel, there is a definite need to raise the standards for the selection, recruitment and training of investi-

OFFICIAL USE ONLY

OFFICIAL USE ONLY

gators and detectives. Also, to provide more adequate transportation and facilities to allow them to do a more competent job.

The need for centralization of investigative activities and their more effective coordination with other operational units is considered in the proposed reorganizational plan. In addition, it is recommended that:

1. Standards for the selection and training of investigators be raised and specific requirements for training be established. It is suggested that more adequate guarantees of legal backing for investigative personnel be provided, and that patrolmen be permitted to become investigators when they are able to fulfill the required qualifications.

2. Investigators continue to be assigned on the basis of related classes of crimes, but that the present highly specialized assignments be discontinued. Also, that more investigations be conducted at the precinct level by investigators assigned from the Criminal Investigation Division.

3. Adequate special investigative equipment and transportation be provided to allow investigators to effectively check crime scenes for physical evidence and to record and preserve whatever evidence is found. It is suggested that special investigators be trained and used for crime scene work and accident investigations, except those which require the services of technical experts.

4. In addition to the regular assignment of detectives and investigators on a factual and selective basis, definite plans be developed for operations designed to deal with unusual criminal activities. Such plans should include special activities in areas of high criminal activity and cooperation from the patrol and other units.

G. POLICE EQUIPMENT

No police organization can be expected to provide effective police service unless it is provided with adequate modern equipment. The D.F.S.P. has been forced to operate with very inadequate equipment, regarding both quality and quantity. There have been serious shortages of vehicles, communications, weapons, laboratory and medical equipment. The facilities of the D.F.S.P., including buildings, have also been far from adequate and highly decentralized.

Transportation and communication needs are especially urgent if motorized criminals are to be dealt with effectively. It is useless for the police in a 10 year old dilapidated vehicle to attempt to catch an escaping felon in a 1959 Cadillac. In the past, much of the limited

OFFICIAL USE ONLY

OFFICIAL USE ONLY

transportation and communication equipment of the D.F.S.P. has been out of service due to the lack of spare parts and adequate repair facilities. At the time this study was made, for example, only three of the 11 launches of the Maritime Transport Service were usable, and nearly half of the radio patrol vehicles were out of service because of these reasons.

Spare parts for vehicles have not been standardized, and police salaries have been much too low to attract and keep qualified mechanics. Drivers have received relatively little training, and general maintenance of vehicle equipment has been poor. Practically no modern police equipment is carried in patrol vehicles.

There are no police call box facilities, and very little equipment is presently available for patrol supervision. Police supervisors must either walk or use public transportation to check on the patrolmen under their command.

Jail facilities are less than adequate, and sanitary standards are not all that might be desired. In a recent raid on prostitutes and panderers, for example, it was necessary to keep a number of prisoners in the patio of one of the police buildings for considerable time due to the lack of adequate detention facilities.

The D.F.S.P. is seriously lacking in almost every type of modern police equipment, including vehicles, communications, office, laboratory, emergency, training, and armaments.

Requests for equipment, made by the various units and sections, are included as a part of this report. In addition, special attention has been given by the Survey Team to an evaluation of these requests and to a determination of the most vital additional equipment needs of the D.F.S.P.

In view of the immediate need to provide adequate facilities and equipment if the police are to render effective service to the people of Brazil, it is recommended that:

1. Adequate modern police facilities, supplies and equipment be provided to allow the D.F.S.P. to improve its services and operations and to more effectively perform its police duties. Major consideration should be given to the immediate provision of the facilities and equipment necessary to implement the proposed reorganizational plan, as previously indicated in this report.

It is also suggested that a special committee of top police officials, including the persons in charge of supplying police equipment, be appointed by the Chief of Police to work on this problem. This committee should serve to study the problem and advise the Chief of Police on

OFFICIAL USE ONLY

OFFICIAL USE ONLY

equipment matters, establish priorities on needs and coordinate their activities with other persons, groups or agencies interested in police equipment matters.

2. Various types of equipment, including transportation and communications, be standardized, as far as possible, to insure easier purchase, repair and replacement.

3. Needed spare parts and equipment be provided immediately to allow for improved operations of present communication facilities.

Adequate equipment be provided to establish an effective communications network between the various units of the D.F.S.P., in line with the proposed reorganizational plan.

It is suggested that all major units of the D.F.S.P. be connected with the present teletype network and that all vehicles used for patrol and investigative purposes be equipped with two-way radio.

4. Police armament be standardized and a revolver be furnished to each patrolman, detective and investigator. Each patrolman be furnished a set of handcuffs, a small flashlight, a notebook and baton. Also, that policemen on traffic duty at intersections be furnished special flashlights with red color baton extensions. Other weapons, including special equipment for riot and crowd control and protective devices, be made available to meet the needs of the D.F.S.P.

5. A preventive maintenance program be established and operated by the Transportation Service. Such a program should include a planned schedule of checks and inspection for every vehicle in the D.F.S.P. and the completion of necessary minor repairs before they become more serious.

H. PUBLIC RELATIONS

The final conclusion of this report deals with the all important matter of public relations and the development of public support for the work of the police organization.

There have been some planned efforts to conduct a public relations program by the D.F.S.P., but most of this activity has been devoted to relations with the press and other informational media. While this is an important and necessary part of public relations, much more is needed if the program is to be effective.

A very important phase of public relations, which is often overlooked, is the policeman on the street. The attitude of the public toward

OFFICIAL USE ONLY

OFFICIAL USE ONLY

~~the police is moulded by the experiences they have with representatives of~~
the police. The habits, appearance and conduct of the policeman on the street has a decided influence on the attitude of the public toward the entire police organization and the government under which it operates. Every policeman, therefore, plays a major role in creating either good or bad public relations for the police and for government in general.

The organization, policies, programs and activities of the various police units also have a strong influence on public relations. The payment of fines, for example, to a police agency (Traffic Service) after the same agency has taken the enforcement action, is not conducive to good public relations. The fact that more attention has been given to the repressive, rather than preventive aspects of policing, has also served to impair public relations.

Today, the value of public support and cooperation is recognized as essential to the successful accomplishment of police objectives. A hostile public makes the police task more difficult, and working conditions more disagreeable; the police are blamed for every problem, unjust charges are made against them and their sound and progressive efforts are impeded. Without public support and understanding, police budgetary requirements for necessary facilities, equipment and personnel are difficult to obtain. Public support and good will are just as important to the success of police activities as they are to a commercial or business enterprise.

It is recognized that the public generally has had a poor regard for the work of the police and little real understanding of their activities or objectives. The police should critically examine their own conduct in all public contacts and take steps to improve those matters which are not conducive to good public relations. They should expand and enlarge their efforts to conduct a well planned and organized public relations program designed to develop public support and a better understanding of police programs and objectives.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

CHAPTER XXI

MISCELLANEOUS RECOMMENDATIONS

In a study of this type it is obviously not possible to include specific recommendations on all phases of police operations and activities. While this report deals primarily with basic policies of police management and organization, it cannot fail to mention other closely related problems which were observed during the conduct of the Survey. Consideration of these problems during the period of police reorganization will help to save time, effort and money and will help to provide better police service to the people of Brazil.

In listing the following suggestions no effort has been made to consider their order of importance or to comment on their implementation.

To further assist in improving the police services of the D.F.S.P. and to make the proposed reorganizational changes more effective, it is suggested that:

1. The establishment of a minor court system to handle lesser offenses, especially minor traffic cases which are now processed as monetary fines by the Traffic Service.

2. A complete and factual traffic engineering survey of the entire Federal District be conducted. Such a survey should be conducted by recognized and competent traffic engineers and used as the basis for future long-range traffic planning in the area.

3. Serious study be made of the Federal Traffic Code, including penalties for traffic offenses. Efforts should be made to revise the code in line with present traffic conditions. The present code was enacted in 1941 and there have been no major changes since that time.

4. Equipment for determining the degree of intoxication by breath test be obtained and used by the police for the testing of drunken drivers. Also, that the legislation necessary to support the use of such equipment be enacted in accordance with recognized standards.

5. The present night guard police service (Guardia Noturna) of the Federal District be abolished and the personnel of this service be integrated into the proposed patrol force of the D.F.S.P. if it can meet the required entrance qualifications.

6. A special unit be created under the Welfare and Minor's Section to give special attention to the prevention of juvenile delinquency

OFFICIAL USE ONLY

OFFICIAL USE ONLY

and to coordinate this activity with the entire patrol force and other police operations. This unit should enlist the active assistance of patrolmen in juvenile delinquency activities in their respective areas or beats.

7. The police organization support and assist such local efforts as the organization of a community safety council, crime commission or juvenile delinquency prevention committee of interested citizens. Also, such support should be given to the establishment of school safety patrols, in cooperation with school authorities.

8. A countrywide Police Administrators Association be organized on a voluntary basis, to include the key supervising officers of the police forces of the various states. Such an organization would prove invaluable to provide for much needed exchange of police information, discussion of mutual police problems and for greater unity of police activity throughout Brazil.

Projects which might be considered by such an Association would include those previously mentioned in this respect to establish central identification and crime reporting services, a type of national police training academy and other matters essential to the unification of police efforts in all Brazil.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

APPENDIX NO. 1

LIST OF VEHICLES OF D.F.S.P.

ASSIGNED TO THE TRANSPORT SERVICE

<u>Make</u>	<u>Year</u>	<u>Quantity</u>	<u>Condition</u>
<u>Sedans</u>			
Chevrolet	1947	1	Irreparable
Ford	1947	1	Bad
Ford	1947	2	Irreparable
Dodge	1948	1	Irreparable
Ford	1948	1	Good
Ford	1948	1	Bad
Ford	1948	3	Irreparable
Mercury	1948	2	Fair
Cadillac	1949	1	Irreparable
Chevrolet	1952	8	Fair
Chevrolet	1952	1	Bad
Chevrolet	1952	3	Irreparable
Chevrolet	1954	7	Good
Chevrolet	1954	21	Fair
Chevrolet	1954	2	Bad
Ford (Coupe)	1956	2	Good
Ford (Coupe)	1956	2	Fair
Ford	1956	2	Good
Ford	1956	1	Fair
Ford	1958	7	Very good
Ford	1958	6	Good
Ford	1958	3	Fair
<u>Carryalls</u>			
Chevrolet	1955	1	Good
Chevrolet	1955	11	Fair
<u>Buses</u>			
Chevrolet	1951	1	Fair
Chevrolet	1954	3	Fair
<u>Troop Carriers</u>			
Chevrolet	1945	2	Fair
Chevrolet	1947	5	Fair
Ford	1955	2	Good

OFFICIAL USE ONLY

OFFICIAL USE ONLY

<u>Make</u>	<u>Year</u>	<u>Quantity</u>	<u>Condition</u>
<u>Micro-bus Type</u>			
Chevrolet	1951	6	Fair
Chevrolet	1951	1	Irreparable
Chevrolet	1952	6	Fair
Chevrolet	1952	9	Bad
Chevrolet	1952	4	Irreparable
Chevrolet	1954	10	Fair
Chevrolet	1954	4	Bad
Chevrolet	1955	2	Good
Chevrolet	1955	36	Fair
Chevrolet	1955	2	Bad
Chevrolet	1955	3	Irreparable
Ford	1956	1	Good
Ford	1956	24	Fair
Ford	1956	4	Bad
Ford	1956	1	Irreparable
Ford	1957	1	Very good
Ford	1957	14	Good
Ford	1957	10	Fair
Ford	1957	1	Bad
<u>Corpse Vans</u>			
Ford	1949	1	Irreparable
Chevrolet	1954	3	Fair
<u>Prisoner Vans</u>			
Ford	1949	1	Irreparable
Chevrolet	1951	9	Fair
Chevrolet	1951	3	Irreparable
Chevrolet	1954	2	Fair
Chevrolet	1955	8	Fair
Chevrolet	1955	1	Irreparable
Ford	1957	5	Fair
<u>Ambulances</u>			
Chevrolet	1955	1	Fair
Ford	1957	1	Good
<u>Jeeps</u>			
Land Rover	1952	2	Fair

OFFICIAL USE ONLY

OFFICIAL USE ONLY

<u>Make</u>	<u>Year</u>	<u>Quantity</u>	<u>Condition</u>
<u>Pick-ups</u>			
Chevrolet	1951	2	Fair
Chevrolet	1952	1	Fair
Chevrolet	1952	1	Bad

Patrol Wagons

Chevrolet	1951	3	Bad
-----------	------	---	-----

VEHICLES ASSIGNED TO MIXED SERVICES

Sedans

Ford	1958	12	Good
------	------	----	------

Jeeps

Land Rover	1952	1	Bad
------------	------	---	-----

Pick-ups

Chevrolet	1954	6	Fair
Chevrolet	1954	3	Bad
Ford	1957	1	Very good
Ford	1957	4	Good

Patrol Wagons

Chevrolet	1951	1	Fair
Chevrolet	1952	1	Fair
Chevrolet	1952	1	Bad
Chevrolet	1955	2	Fair
Ford	1956	3	Good
Ford	1957	2	Very good
Ford	1957	3	Good
Ford	1957	2	Fair

Pump trucks

Ford	1949	1	Bad
Mercedes Benz	1953	1	Fair

OFFICIAL USE ONLY

OFFICIAL USE ONLY

<u>Make</u>	<u>Year</u>	<u>Quantity</u>	<u>Condition</u>
<u>Vehicles w/ladder</u>			
International	1952	2	Fair
Chevrolet (pick-up)	1954	1	Fair
Ford (truck)	1956	1	Good
<u>Trucks</u>			
Ford	1936	1	Fair
Ford	1948	1	Fair
Chevrolet	1951	2	Fair
Ford	1956	1	Good
Chevrolet	1957	1	Fair
Ford	1957	2	Good
<u>Tow Trucks</u>			
International	1953	1	Fair
Chevrolet	1954	1	Fair
Chevrolet	1955	2	Fair

VEHICLES ASSIGNED TO CONFIDENTIAL AND SECURITY SERVICES

Sedans

Chevrolet	1950	1	Fair
Chevrolet	1951	1	Fair
Chevrolet	1952	9	Fair
Chevrolet	1953	8	Fair
Chevrolet	1957	13	Good

Cargo Carryall

-----	1951	1	Fair
-----	1954	2	Fair
-----	1958	4	Good

Passenger Carryall

-----	1954	1	Fair
-----	1958	3	Good

OFFICIAL USE ONLY

OFFICIAL USE ONLY

APPENDIX NO. 2

VEHICLE SUMMARY

<u>Type</u>	<u>Quantity</u>
Sedans-----	122
Troop Carriers-----	9
Buses-----	4
Micro-bus type-----	139
Corpse Vans-----	4
Ambulances-----	2
Prisoner Vans-----	29
Pick-ups-----	18
Patrol Wagons-----	18
Jeeps-----	3
Trucks-----	8
Vehicles w/ladder-----	4
Tow Trucks-----	4
Pump Trucks-----	2
Carryalls-----	23

OFFICIAL USE ONLY

OFFICIAL USE ONLY

APPENDIX NO. 3

D.F.S.P. ARMAMENT AND RIOT CONTROL EQUIPMENT (WITH EXCEPTION OF CIVIL GUARD)

Revolvers:

<u>QUANTITY</u>	<u>TYPE</u>	<u>CALIBER</u>	<u>MAKE</u>	<u>APPROX. AGE</u>	<u>CONDITION</u>
2,724	Military & Police	.38 Long	Smith & Wesson	20 yrs.	Fair
979	Chief Special	.38 Long	Smith & Wesson	4-6 yrs.	Fair
25	Hand Ejector	.32 Long	Smith & Wesson	9 yrs.	Fair
590	Detective Special	.38 Long	Colt	25 yrs.	Fair
206	Police Positive	.38 Long	Colt	25 yrs.	Fair
51	Police Positive	.32 Long	Colt	25 yrs.	Fair
214	Military & Police	.38 Long	Taurus (Brazil)	2-20 yrs.	Fair

Machine Guns:

79	Sub-medium	.45 A.C.	Thompson	25 yrs.	Fair
420	Madsen	.45 A.C.	Ina	3-7 yrs.	Fair
33	Original	9mm	Bergman	25 yrs.	Fair
34	Original	9mm	Suomi	25 yrs.	Fair

Pistols and Rifles:

29	Pistol	9mm	Mauzer	25 yrs.	Fair
21	Pistol	.45 A.C.	Colt	25 yrs.	Fair
199	Rifle	.45 A.C.	Reising	8 yrs.	Fair
17	Pistol	7.65	Walter	Unknown	Fair

Guns:

42	Long Range gas gun	37mm (1½ inch)	Lake Erie Tru-Flite	20 yrs.	Fair
----	--------------------	-------------------	------------------------	---------	------

Grenades:

100	Tear gas		Brazilian		Good
300	Tear gas		United States		Doubtful
50	Smoke (Morale effect)		Brazilian		Doubtful

Projectiles:

50	Tear Gas	37mm (1½ inch)	United States		Doubtful
----	----------	-------------------	---------------	--	----------

OFFICIAL USE ONLY