

of pertaining to widows' and dependents' pensions.

4. All civilian employees of the department shall, during the absence from duty because of illness or injury duty-connected, be paid full salary for the period of time absent from duty, not to exceed one year total absence from any one injury or illness. At the end of the one year period, the department's responsibility in each case shall cease, and the member shall thereupon be subject to the provisions of whatever general city employee's pension plan that may exist. In the event the member is later found to have recovered sufficiently to return to duty during the one year period, the Chief Examining Surgeon shall so certify to the Chief of Police, and the Chief of Police shall cause the discontinuation of salary payments immediately in the event the employee does not report for duty. In the event the member dies before the expiration of the one year period, the Chief of Police shall cause the discontinuation of salary payments as of the date of death, and shall notify any city employees' pension department that exists of such death and discontinuance of salary payment.

HOSPITALIZATION (Not in line of duty):

1. No hospitalization shall be furnished members of the department, for illness or injury contracted under circumstances not construed as being in the line of duty. In cases where doubt exists as to whether or not the illness or injury is duty-connected, the Chief Examining Surgeon of the Department shall decide the medical phases of the issue, and shall certify his findings in writing to the Chief of Police. In case his findings are that the injury or illness was contracted in the line of duty and the Chief of Police agrees, the Chief of Police shall authorize the payment of salary to the employee in accordance with the provisions set forth in the Section hereof pertaining to Hospitalization (Line of Duty), provided that if the employee is classified as a CIVILIAN employee, the restrictions applying to civilian employees in regard to hospitalization, medical treatment, and salary while incapacitated because of duty connected illness or injury, shall apply.

2. This section shall not be construed as prohibiting the examination and medical treatment of all employees suffering from colds and other minor illness or injury, by departmental physicians and surgeons. Such examination and medical treatment shall be rendered at municipal government expense for the purpose of speeding the employee's early return to duty.

NOTE: The Employee Relations Division of the Personnel Bureau (See Chart #9 attached) should encourage and assist in the formation of a mutual association of police employees, financed by monthly dues, writing an insurance policy covering sickness, accident, medical treatment, and hospitalization connected with cases that are not duty-connected.

Such a policy can be written to cover members of an employee's family as well as the employee, and would prove a factor in maintaining high morale and valuable unity among the employees of the department. A police employee facing financial and other worries connected with illness in the family is unable to concentrate on the efficient performance of his duties in the department.

POLICE PENSIONS (Control):

1. Until such time that the administration of the Tokyo Metropolitan Police Department is transferred from the Ministry of Home Affairs to local government administration, pensions for retirement shall continue to be administered as at present, and rules and regulations regarding the payment of pensions shall remain unchanged during such period.
2. Prior to the date of transfer of administration of the department, the responsible city officials shall establish within the city government a POLICE PENSION DEPARTMENT, operating independently of the police department itself, to safeguard and invest, according to law, all funds deposited with such pension department for the payment of pensions and the expenses of operation.
3. The Police Pension Department shall be staffed with a General Manager and sufficient clerical personnel to handle the payment of pensions, the maintenance of proper records, and all business incidental to a pension department. The General Manager shall operate the Pension Department in accordance with the policies as established by a Police Pension Board of Commissioners.
4. The Police Pension Board of (five) Commissioners shall be ap-

pointed by the Mayor or City Manager of the City of Tokyo, and such appointments shall be confirmed by the city's legislative body. It shall be mandatory that the Chief of Police be appointed as one of the five members of the city's Police Pension Commission and his membership on the Commission shall be for the duration of his term of office as Chief of Police. The other four members shall be private citizens, two of the first Board to be appointed for one year terms and the other two for two year terms. Thereafter each is to be appointed for a two-year term, with re-appointment permissible when desired by the appointing and confirming authorities. When a vacancy occurs among the membership of the Board between appointment dates, the person selected to fill the vacancy (except in the case of the position held by the Chief of Police) shall be appointed only for the duration of the remainder of the term vacated, subject to re-appointment for the next term if so desired by the appointing and confirming authorities.

5. The Police Pension Commission shall receive no remuneration with the exception of a payment to each member of ¥25 for each meeting attended to and including six meetings, either regular or special, during any calendar month.

6. Upon transfer of the administration of the Tokyo Police Department to local control, the National Government shall effect immediately,

the transfer of all pension funds earmarked for the credit of that portion of the National Police personnel assigned to Tokyo-To on the date of transfer. Such transfer of funds shall be made to the Police Pension Department of the City of Tokyo.

7. Beginning with the date of transfer of control of the Tokyo Police Department to local authorities, each sworn member of the department shall be assessed 5% of his or her salary each month, with such assessment deducted from the pay of such sworn members. The Accounting Division of the Tokyo Metropolitan Police Department shall cause the total amount assessed to be transferred to the Police Pension Department, each month. The Police Pension Department shall keep proper records of amounts paid by individual sworn members of the Police Department. In the event a member's services to the Police Department are severed for any reason, all assessments collected from such member shall be refunded to the member without interest, if no pension is to be paid the member.

8. After the date of transfer of administration of the Tokyo Metropolitan Police Department to local authorities, all assessments collected from the sworn members thereof, shall be matched by governmental funds of an amount equal to the total of assessments collected each year. In addition, the municipal government shall pay the operating expenses of the Police Pension Department, and no operation

expenses shall at any time be paid from assessments collected from members of the Tokyo Metropolitan Police Department. In any year in which police pension payments exceed the combined amount paid to the Pension Department during that year by the municipal government and the members of the police department, then the municipal government shall reimburse the Pension Department the amount overpaid. In computing this amount, the total sum refunded to employees leaving police service shall be deducted from the total deductions paid by members of the police department and the net total amount remaining shall constitute the total paid by police employees.

9. The Police Pension Department shall keep separately the following three accounts:

- a. Service Retirement Pension FUND
- b. Disability Retirement Pension FUND
- c. Widows' and Dependents' Pension FUND

The municipal government shall pay all Disability Pensions until such time that the pension of a disabled member of the Police Department is changed to a Service Retirement Pension under the provisions of the section hereof pertaining to Service Retirement. The Municipal Government shall pay all Widows' and Dependents' pensions where the member of the department has been killed or has died in line of duty, until such time that the deceased member, if living, would have been entitled to retire on Service Pension under the provisions of the section hereof pertaining to Service Retirement.

RETIREMENT (Service):

1. After the administration of the Tokyo Metropolitan Police Department has been transferred to local government, each sworn member of the department shall be granted upon application after twenty-five years of police service, a pension from the Service Retirement Pension Fund, equal to one-half of the average pay rate of the ranks in which he has been employed for three years prior to the date of retirement. Such pay rate shall be the rate applicable to such ranks on the date of retirement, and not the pay rate applicable during the three year period. Each Service Retirement pension will be adjusted throughout the years of retirement, by the Police Pension Department, in accordance with adjustment of prevailing police departmental pay rates for the ranks used originally as a basis in calculating individual pensions. The application of this paragraph shall be subject to the provision that no retired member of the police department shall at any time be paid a pension at a rate higher than one-half of the current pay rate of a Police Captain.

2. Each sworn member of the police department who elects to continue in police service on the department after having served twenty-five years, shall be granted a pension increase of 1.66% , based on the methods of calculating pensions described in paragraph 1, for each

additional full year of service to and including ten additional years of service, or a total of thirty-five years. After the completion of twenty-five years of service on the part of any member of the department, or any time thereafter, the Chief of Police can apply for a pension for any such member, by setting forth in a written application to the Pension Department the reasons for such application. If, in the opinion of three members of the Board of Pension Commissioners (the Chief of Police as a member of such board not being permitted to vote on the matter), the reasons given constitute cause for compulsory retirement for the good of the department, then such member shall be placed on service retirement without having personally applied for retirement.

3. In case of the death or permanent disability of a member of the police department on any date after the fifteenth anniversary of appointment when continuous service has taken place, or after a total of fifteen years service on the department, and such death or disability is not incurred in the line of duty, the member, if living, or his widow or dependents if the member is deceased, shall be paid a pension. This pension shall amount to two per cent for each year of service, based on the prevailing rate of pay for the ranks such member held during the three years prior to the date of his death or permanent disability, and is to be adjusted to future changes in salary rates of the ranks it is computed upon. In case the member is

deceased the payment of such pension shall be subject to the provisions of the section hereof pertaining to Widows' and Dependents' Pensions, with the exception of the provisions thereof specifying the amount to be paid.

RETIREMENT (Disability)

1. Any sworn member of the Tokyo Metropolitan Police Department who becomes permanently disabled as a result of illness or injury incurred in the line of duty, shall receive a pension in an amount equal to a percentage of the salary he or she was receiving at the time the disability occurred, such percentage to be equal to the percentage of total disability the member suffers. The Police Pension Commission shall decide, by a majority vote of the total Commission membership, the degree or percentage of total disability suffered by the member and said board of Commissioners may consult with departmental surgeons and/or any physicians or surgeons it wishes, in arriving at a decision. The member shall allow such physical examinations as are requested by the physicians or surgeons acting for the Police Pension Commission.

2. A sworn member of the department shall be considered permanently disabled only after he or she has received full salary from the department for a period of one year, under the provisions of paragraphs 1, 2, and 3 of the section hereof entitled HOSPITALIZATION (Line of Duty).

3. A sworn member of the department who has been retired on disability pension, shall be transferred to the Service Pension Account

of the Police Pension Department at the time he or she completes a total of twenty-five years combined period of service on the department and period of Disability Retirement, and such member shall from that date be considered to be retired on service pension, and shall receive a pension in an amount of one-half of the current pay of the rank he held at the time of disability, provided such pension shall be at a rate no higher than one-half of the current pay rate of a Police Captain.

2. In case any sworn member of the department dies after being retired on disability pension, his widow or dependents shall be paid a pension according to the provisions of the section hereof entitled WIDOWS' AND DEPENDENTS' PENSIONS, regardless of the length of police service credited to the member before his death.

WIDOWS' AND DEPENDENTS' PENSIONS:

1. The widow or dependents of any sworn member of the department who dies as a result of illness or injury incurred in the line of duty, or of any sworn member of the department who has retired prior to death under the provisions of the SERVICE or DISABILITY PENSION sections hereof, shall be paid a pension by the Police Pension Department, in accordance with the following paragraphs of this section.

2. Such pension shall be in the amount of one-half of the current rate of pay for a policeman who has completed three years of service if paid to a widow without children, and shall be increased 25% for the first child, 40% for two children, and 50% for three or more children the offspring of the member of the department, until such child or children reaches or reach the age of eighteen actual years.

3. In the event the widow re-marries after the death of the member of the department, she shall receive no further pension, but the children of the former marriage shall continue to receive a pension until eighteen actual years of age, at the rate of pension given a widow without children, regardless of the number of children under eighteen years of age, with the amount to be equally divided among such children.

4. In the event no widow or children exist, and in the event a childless widow re-marries, pensions or a pension shall be paid to living parent or parents of the deceased member of the department in an amount totaling one-half of the current rate of pay for a policeman who has completed three years of police service, provided that the parent or parents would be dependent on the member of the department if he were living. The decision as to dependency of parents shall be by an affirmative vote of at least three members of the Police Pension Commission.

5. In case no widow, children, or parents of the deceased member of the department exist, and grandparents are living, the amount of pension that would be due the parent or parents of the member shall be equally divided among living grandparents, who would be dependent on the member if he were living. The decision as to dependency of grandparents shall be by an affirmative vote of at least three members of the Police Pension Commission.

6. In the case of a sworn policewoman who dies under conditions specified in paragraph 1 hereof, a pension or pensions shall be paid under the same regulations affecting sworn male members of the department, as described in this section, provided that the husband of such deceased policewoman shall receive no pension unless by an affirmative

vote of at least three members of the Police Pension Commission it is decided that such husband is dependent for support upon the deceased wife.

EMERGENCY RELIEF:

1. No emergency relief service or funds shall be maintained as an official function of the Tokyo Metropolitan Police Department, after transfer of control to local jurisdiction.

2. All existing National emergency relief services and funds now operating shall continue to operate under present rules and regulations until transfer of control of the department to local jurisdiction. At the time of transfer, all emergency relief funds earmarked for the benefit of members of the Tokyo police shall be transferred to the City Treasurer, who shall safeguard such funds until a mutual relief association under complete control of employees has been organized. Upon notification by the regularly elected treasurer of this association that the association is organized and functioning, the City Treasurer shall release to such association all funds entrusted to his care for the purpose of relief.

3. The Chief of Police shall facilitate the organization of an employees' relief association, by acting temporarily as sponsor, and shall offer advice and departmental assistance to the end that such an organization is prepared to operate within one week after official transfer of departmental control to local authorities. Emergency relief requirements existing during this one week period of relief in-

activity shall be the first matter of business on the day that operation of the newly created association begins.

COOPERATIVE ASSOCIATIONS:

1. The Chief of Police shall, by acting as sponsor, and by offering advice and departmental assistance, encourage the organization of sufficient employee controlled associations to handle the needs of employees for the following mutually operated facilities:

- a. Life Insurance.
- b. Sickness and accident insurance, covering employees in those cases not covered by departmental or municipal facilities.
- c. Financial assistance for those employees suffering adversities, in the form of a mutually operated relief association, either in connection with "a" and "b" or independently of those associations.
- d. Thrift association, operated on the principle of a bank, accepting deposits of savings of members, and loaning such deposits at reasonable non-profit interest to employees requiring financial assistance.
- e. Social, fraternal, and religious associations to develop unity among the members of the department, and consequently maintain proper morale for efficient operation of the department.

ADMINISTRATION:

1. The Tokyo Metropolitan Police Department shall be under the temporary administration of the Ministry of Home Affairs, with no administrative changes to be effected at the Ministry of Home Affairs level.
2. A complete transfer of all administrative functions controlling the department shall be accomplished within sixty days after the reorganized autonomous municipal government of Tokyo has been in operation. The municipal government shall not be considered to be in operation until administrative, legislative, and finance sections have been legally established and (either elected or appointed) permanent or temporary city officials have taken office.
3. Beginning with the official date of transfer of administration of the Tokyo Metropolitan Police Department to the municipal government, said administration shall be the complete responsibility of the municipal government, and all sections hereof in which operational changes within the department are to be effected on the date of transfer or within a defined time after the transfer, shall be effected by order of the municipal authorities qualified by law to effect such changes.
4. The budget of the Tokyo Metropolitan Police Department shall continue

to be a part of the Ministry of Home Affairs budget until the date of transfer. By such date the municipal government shall have established as a part of the municipal budget, a police budget sufficient to finance the operation of the police department in accordance with the requirements set forth in the various sections hereof.

5. The municipal police budget shall include all items of:
 - a. Salaries and wages of police employees
 - b. Equipment purchase and maintenance
 - c. Police pensions as provided for herein
 - d. Building construction, maintenance, and repair
 - e. Uniforms and personal equipment of uniformed and plainclothes policemen, policewomen, and other police employees as provided for herein
 - f. Supplies for the maintenance of proper police service, and for the care and feeding of all persons detained under arrest by the department

BUILDINGS:

1. The buildings being used for housing the police facilities of Tokyo-To, which are

- a. The Metropolitan Police Board Building
- b. Seventy-seven police stations
- c. 463 Police Boxes
- d. 496 Residence Boxes
- e. Sheds, garages, store-rooms, and outhouses on property controlled or owned by the Japanese Imperial Government and used for policing Tokyo-To in conjunction with the above listed police buildings on such property

shall continue to be used for the same purpose.

2. All buildings being used for housing the police facilities of Tokyo-To, and the land on which such buildings stand, that are the property of the Japanese Imperial Government, shall be legally transferred in title without charge therefor, to the City of Tokyo. This transfer shall take place within sixty days after the administration of the Tokyo Metropolitan Police Department is transferred to the municipal government.

3. Building construction, building annex construction, remodeling of buildings, and repair of damaged buildings now in progress shall be continued as originally planned, and the contemplated transfer of ownership of police property shall have no effect on the rate of progress in completion of such work. All buildings in need of remodeling or re-

pair, or that are in need of equipment, to place them in condition for the performance of efficient police service therefrom, shall be remodeled, repaired, or equipped as materials and labor are available, without regard to the contemplated transfer of ownership of such buildings.

NOTE: (1) The present police buildings of Tokyo-To are sufficient for efficient police service, and will meet the requirements of the department until such time that the present shortage of materials is alleviated.

(2) In the complicated process of creating municipal governments and the intricacy of establishing operational municipal budgets and taxation, and in consideration of the fact that the municipal government must be inaugurated without funds, the payment by the municipality for buildings originally constructed for its use from taxes collected from its residents, should not be considered.

(3) Many detention cells are overcrowded and insanitary due to this overcrowding. At present the enlargement of detention quarters is in progress or in the planning stage at many of Tokyo's police stations. This necessary work should not be slowed down or discontinued. In addition, many of the stations are in need of window glass, and a majority of the stations have inadequate heating facilities for the coming cold weather. It will be necessary in some instances to use wood for fuel in heating, in antiquated wood stoves or in the open.

This practice blackens the walls and ceilings of station interiors and creates inefficiency in the work of station employees. In such a station it is impossible to maintain cleanliness.

COMMUNICATIONS:

1. The present intra-departmental radio system of the Tokyo Metropolitan Police Department, used for communication between the administrative offices and the city's police stations, and consisting of radio-wireless-telegraph only, shall be dismantled as soon as telephone lines that will withstand climatic conditions and give constant service, can be installed.

NOTE: This dot-and-dash system requires the constant presence of a radio operator on each shift and is a slow and inefficient method of communication as compared to telephones. To bring the policing of Tokyo up to modern standards of efficiency a network of seventy-five teletype machines at seventy-five of Tokyo's seventy-eight police stations, together with the necessary teletype bank at the administrative building, would be required. This is not being recommended at this time, and will be accomplished when the economic condition of the city permits, without recommendation.

2. A police signal or Gamewell system shall be installed at strategic points in all business sections where police foot patrol beats are required, as soon as materials and finances permit.

NOTE: It is not being recommended that an extensive system be in-

stalled, covering both residential and business districts of the city. The critical materials for such an installation would better be used in replacing the present totally inadequate and obsolete telephone system between police boxes and police stations.

3. Prior to the transfer of administration of Tokyo policing from the National Government to local authority, and after such transfer, all available material and labor shall be used to replace obsolete communication equipment with a modern telephone system, operating in two units:

- a. UNIT NUMBER 1 -- Switchboards in the Metropolitan Police Building, connecting all administrative offices in the building, through seventy-five trunks to the seventy-five of Tokyo-To's police stations that are on the island of Honshu. No switchboards to be installed in the police stations. Instead, separate telephone lines to connect the necessary telephones within the stations with the Metropolitan Police Building switchboard.
- b. UNIT NUMBER 2 -- A telephone switchboard within each police station, operating independently of UNIT NUMBER 1, connecting the supervisors within the station with each police box and residence box in the Division.

4. As soon as it is possible to secure the necessary equipment, a mobile

messenger service shall be established between the Metropolitan Police Building and the city's seventy-five mainland police stations. This service shall operate on a minimum basis of one trip each twenty-four hours to each of the stations, and shall transport mail, stationery, and supplies between the stations as well as from the Metropolitan Police Building to the stations.

NOTE: A small truck of the panel delivery type, which is as easily handled as a passenger car, is best for this service. One vehicle for each of the city's five AREAS will be required. A messenger service with good and reliable equipment is essential during the period of time that the other communication facilities of the department are being brought up to an efficient standard. After such time the messenger service will still be required as a necessary installation for the maintenance of proper communications.

RESPONSIBILITIES:

1. It shall be the responsibility of the Chief of Police and of the Tokyo Metropolitan Police Department to prevent crime and keep at a minimum the crime rate of the city, by:
 - a. The deployment of the department's personnel in such a way that during the hours in which the rate of crime normally increases, a maximum number of uniformed policemen will be visible to the public in those locations throughout the city where crime is prevalent.
 - b. The education of the public in the necessary precautions to be taken to safeguard property, in the habits and procedure of criminals, and in the necessity of cooperation with law enforcement officers in the maintenance of law and order and the protection of life and property.

2. It shall be the duty of the Chief of Police and of the Tokyo Metropolitan Police Department to protect the life and property of the citizens of Tokyo, by the employment of modern crime prevention methods, and by the efficient deployment of the department's personnel and equipment.

3. It shall be the duty of the Chief of Police and of the Tokyo Metropolitan Police Department, to develop and maintain a juvenile delin-

quency control program that will make full use of every opportunity to prevent the occurrence of juvenile delinquency, by independent departmental action as well as a thorough coordination of the department's juvenile activities with those of other agencies interested in the same overall program.

4. It shall be the duty of the Chief of Police and the Tokyo Metropolitan Police Department to make use of every legal means to effect efficient and prompt detection of crimes, and the certain and quick apprehension of all criminals, with the proper and sufficient preparation of the necessary evidence to assure a fair prosecution that will result in the conviction of the guilty and the acquittal of the innocent.

5. It shall be the duty of the Chief of Police and of the Tokyo Metropolitan Police Department to maintain an efficient traffic control within the city of Tokyo, and to enforce all traffic laws and ordinances to the end that a smooth flow of pedestrian and vehicular traffic is effected, and traffic safety precautions are observed. Toward this end, the public shall be given traffic educational programs as a regular procedure of the department, and a constant study of traffic conditions shall be maintained, with a consequent making of recommendations to the proper officials in matters of traffic engineering.

6. It shall be the duty of the Chief of Police and of the Tokyo Metropolitan Police Department to police all special events and large

gatherings for the purposes of preventing crime, of maintaining law and order, and of directing pedestrian and vehicular traffic concurrent with such events and gatherings.

7. It shall be the duty of the Chief of Police and of the Tokyo Metropolitan Police Department to be prepared at all times to properly control domestic disturbances and riots. To this end police officers shall be instructed and trained in the handling of mobs and in mob psychology.

8. It shall be the duty of the Chief of Police and of the Tokyo Metropolitan Police Department to at all times fairly and honestly, and without bias or prejudice, enforce the laws and ordinances of the Nation and of the City.

GENERAL SCHEME OF OPERATIONS:

1. The Tokyo Metropolitan Police Department shall maintain a system of operations that will remain as simple and understandable to all members of the department as is possible in conducting the business of a large metropolitan police force. The Chief of Police and administrative officials of the department are charged with the responsibility of avoiding unnecessary complications in the issuance of orders, and of seeing that the members of the department have all orders properly and clearly interpreted to the end that uniformity and efficiency is maintained in carrying out such orders. The business of the department shall be carried on as delegated by the Chief of Police to the seven functional bureaus of the department, and such business shall be delegated to the bureaus by the Chief of Police in accordance with the policies promulgated by the Ministry of Home Affairs prior to transfer of administration of the department to local authority, and by municipal authorities subsequent to such transfer. The Chief of Police shall be responsible for the overall efficient operation of the department, and the directors of the bureaus shall in turn be responsible to him for the efficient carrying out of departmental business assigned to their separate bureaus.

COORDINATION IN OPERATIONS BETWEEN BUREAUS:

1. The director of each of the seven bureaus of the Tokyo Metropolitan Police Department shall coordinate the operations of his bureau with the operations of the other bureaus of the department to the extent that the utmost in efficient operation of the department as a whole is attained. He shall keep other bureau director informed of the status of operations that in any way affect operations for which they are responsible, and he shall confer with the other directors regularly on all police matters of mutual interest.

UNIT OPERATIONS:

1. The commanding officer of each unit within the Tokyo Metropolitan Police Department shall conduct the affairs and business of his unit in such a manner that full coordination with all other units of the department is achieved. He shall take prompt action for correction in all matters brought to his attention that have developed or are in danger of developing friction between his unit and others, and resulting inefficiency in the operation of the department.
2. All unit commanders, regardless of the departmental functions the units are engaged in, shall deploy the personnel assigned to such units numerically according to the degree of business conducted by each unit on each of the three watches of the day. When the work of the unit is lighter on one watch than on another, the balance of personnel strength shall be adjusted to conform to the amount of work to be performed. In so doing there shall be rotation of personnel from watch to watch in one, two, or three month periods, the length of such periods being approved by the Chief of Police. When personnel strength is unequal on the three watches, and it is necessary to retain personnel on one watch longer than the regular rotation period, seniority in rank shall be the guiding factor in selecting the personnel to be retained without rotation.

MOBILE EQUIPMENT: (Two-Way Radio Patrol Cars)

1. As soon as radio and automotive equipment for the purpose are available, one hundred forty-eight two-way radio equipped patrol cars shall be assigned to the seventy-five police stations of Tokyo-To, located on the mainland of Honshu Island. A radio broadcasting station shall be located at a centralized point in Tokyo-To, of sufficient broadcasting strength to contact radio equipped cars in any section of the To. If experimentation discloses that two-way communication cannot be maintained through the installation of a single broadcasting station for the To, then booster stations or additional broadcasting stations shall be installed at points that will permit two-way radio communication with cars in any location within the To.

2. The radio patrol cars described in paragraph 1 shall be assigned two to each Division, and the Director of the Patrol Bureau shall cause the sub-division of each police Division into two radio patrol car beats, in accordance with terrain and population, after taking into consideration the equalization of emergency calls to be answered by each car. After two cars have been assigned to each division, and more cars are available, then such additional cars shall be assigned according to the policing needs of the city's separate Patrol Divisions.

3. The assignment of police radio cars to patrol divisions of the department shall not constitute reason for the elimination of a part or all police boxes. The policing of the City of Tokyo by the "koban" or police box system shall be continued until such time that there are sufficient radio-equipped patrol cars in use to adequately replace police boxes, and until such time that there are sufficient telephones installed in business houses and private residences that all residents of the city have available a means of contacting the police department by telephone when police assistance is needed.

NOTE: The substitution of radio-equipped patrol cars for police boxes at the present time, or at any time in the immediate future cannot be accomplished without a serious breakdown of law enforcement in the city. The policing of a metropolitan area by the use of radio cars augmented by foot beats in congested districts can only be successfully carried out where telephone installations are on a numerical par with the metropolitan areas of the United States. In addition, the police box is needed until such time that the City of Tokyo has each street named and each house numbered in location sequence, and until such time that the populace have been educated in the location of destinations by street name and house number. At present the police box is the information nerve-center for locating places within the city.

MOBILE EQUIPMENT (Squad Cars):

1. If automotive equipment becomes available prior to the availability of radio equipment, then the available automobiles shall be assigned to geographic and functional Divisions of the Tokyo Metropolitan Police Department in accordance with policing needs, and shall be used pending the installation of radios, as squad cars, for purposes of transporting police officers and prisoners, making investigations in criminal cases, and handling the transportation needs of the official business of the department. The Chief of Police shall approve all assignments so made.

MOBILE EQUIPMENT (Motorcycles):

1. All motorcycles now in the possession of the Tokyo Metropolitan Police Department, that are not equipped with side-cars, shall be immediately assigned to the Traffic Control Bureau, for use only by the Enforcement Division thereof in enforcing traffic laws and ordinances. When additional motorcycles are available to the department, such motorcycles shall be purchased only for the use of the Enforcement Division of the Traffic Control Bureau.

NOTE: Motorcycles are a dangerous vehicle to use for general police purposes, and their use should be restricted to traffic regulation. Even when used for traffic enforcement, the riders of these motorcycles must be selected individuals of the proper temperament and mechanically skillful, and these individuals should then be thoroughly trained in the proper procedure in handling motorcycles.

2. Because of the shortage of vehicles existing at present, and that will continue to exist in the immediate future, motorcycles with side-cars shall continue to be used for general police transportation, with assignment to the various units of the department only by approval of the Chief of Police.

MOBILE EQUIPMENT (Three-wheel motorcycles):

1. Because of the present shortage of mobile equipment, the Tokyo Metropolitan Police Department shall continue the use of three-wheel motorcycle trucks for general transportation purposes, with assignment to the various units of the department only by approval of the Chief of Police, or the one to whom he delegates authority of assignment. Additional three-wheel motorcycle trucks, when obtainable, shall be assigned under the same rule.
2. At such time that traffic parking becomes a policing problem, and ordinances are enacted limiting parking time, three-wheel motorcycles shall be used by the Parking and Intersection Control Division of the Traffic Control Bureau, for the purpose of checking the parking time of parked vehicles on the restricted streets of Tokyo.

MOBILE EQUIPMENT (Trucks):

1. During the present shortage of mobile equipment available to the Tokyo Metropolitan Police Department, available trucks shall be used for all transportation purposes as at present. When sufficient passenger vehicles are available for passenger transportation, all departmental trucks shall be assigned to trucking duties, by order of the Chief of Police.

MOBILE EQUIPMENT (Prisoner vans):

1. As soon as prisoner van type of motor vehicles can be obtained, the Tokyo Metropolitan Police Department shall secure and assign to prisoner transportation, a sufficient number to care for the needs of the department.

COMMUNICATIONS EQUIPMENT:

1. The Communications Division of the Technical Services Bureau shall be charged with the responsibility for installation and operation of the following equipment as it becomes available or is at present the property of the department:

- a. Automobiles and panel delivery trucks used for messenger service between the Metropolitan Police Building and the various geographical Divisions of the city.
- b. All telephone networks within the department, and the personnel operating such networks on a full time basis.
- c. The operation only of the police radio broadcasting system for radio-equipped car patrol.
- d. The operation only of the present radio system used for intra-departmental communications.
- e. The operation only of all inter-department communication systems, including telephone, radio wireless, and voice radio.
- f. The sorting and delivery of all incoming and outgoing external mail, and of all intra-departmental mail.
- g. The delivery of all small packages and bundles of stationery and supplies, routed through the Communication Division to the various Divisions of the department.

SCIENTIFIC LABORATORY EQUIPMENT:

1. The Tokyo Metropolitan Police Department shall maintain a Scientific Laboratory for the examination, classification, and analysis of physical evidence in criminal cases. All present departmental equipment of this nature shall be placed in the custody and control of such laboratory, for the use of the laboratory. Additional equipment of all needed types shall be secured when available.

PHOTOGRAPHIC EQUIPMENT:

1. All departmental photographic equipment shall be assigned to and under the control of the Scientific Laboratory. Until sufficient transportation equipment is available for the commanding officer of the Scientific Laboratory to assign photographers to cover all cases where photographs are needed throughout the To, photographic equipment may be maintained in those police stations where police officers assigned to such stations are sufficiently experienced to operate photographic equipment.

FINGERPRINT EQUIPMENT:

1. The present fingerprint equipment of the Tokyo Metropolitan Police Department and additional equipment as obtainable, shall be used in the Metropolitan Police Building and in the Police stations of the city in fingerprinting prisoners arrested on any and all charges. The jailors, whose duty it shall be to fingerprint prisoners, shall be instructed in methods of obtaining readable fingerprints.

2. All fingerprint equipment used in lifting or photographing latent fingerprints at scenes of crimes, shall be in the custody and control of the Scientific Laboratory. Personnel assigned to the Scientific Laboratory shall be trained in the technique of lifting and photographing fingerprints and shall be assigned to the duty of so doing at any and all locations within the city.

VISUAL TRAINING EQUIPMENT:

1. The lecture method of training for recruits, and of in-service training, shall be replaced completely or in part in each subject, according to greatest training efficiency, by visual training as equipment for such purpose becomes available, and is obtained by the Metropolitan Police Department.

RIOT CONTROL EQUIPMENT:

1. As riot control equipment becomes available, it shall be obtained by the Tokyo Metropolitan Police Department, and the members of the Department shall be thoroughly trained in the proper and humane use of such equipment and the occasions when such equipment should be used.

Riot control equipment shall consist of:

- a. Tear and sickening gas
- b. Appliances for the projection of such gas
- c. Gas masks and metal helmets
- d. Mobile equipment for the transportation of riot control personnel and equipment listed in a, b, and c above.

FIREARMS AND OTHER PERSONAL EQUIPMENT:

1. The Tokyo Metropolitan Police Department shall retain title to and custody of all firearms carried by the members of the department. Members carrying firearms shall be instructed in firearm safety, firearm shooting, and firearm maintenance and care.

2. Batons, handcuffs, holsters, uniforms, and all personal equipment with the exception of shoes, underclothes, and shirts and neckties, of the uniformed members of the department shall be furnished by the department, regardless of the rank of the member. Handcuffs, holsters, and any and all other equipment that plainclothes members of the department are required by orders to carry, shall be furnished by the department.