

1

SEMI-ANNUAL REPORT

JULY 1, 1957 - DECEMBER 31, 1957

CIVIL POLICE ADMINISTRATION PROGRAM

MICHIGAN STATE UNIVERSITY
Vietnam Technical Assistance Project

MICHIGAN STATE UNIVERSITY
Viet-Nam Advisory Group

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TO: Dr. Wesley R. Fishel,
Chief Advisor

DATE: December 30, 1957

FROM: Howard W. Hoyt, Chief Police Administration Division

SUBJECT: Semi-Annual Report, July 1, 1957 - December 31, 1957,
Civil Police Administration Program.

GENERAL

Two (2) staff members of the Police Administration Division returned from their home leave and one (1) staff member left for home leave during the past six (6) months. The project enjoyed the services of Professor Ralph Turner as a consultant in the field of criminal laboratory techniques, central records and identification records work.

The Police Division is now at full strength for the first time since the authorized increase in personnel. As a result it was necessary to reorganize the Police Administration Division of MSUG for more efficient administrative control and operation. See attached organizational Chart. The Police Division also rearranged its office space for more efficient operation.

Although the reorganizational chart of the Police Division reflects the specific duties of all MSU police advisors, the nature of the overall Police Program requires that all contribute to the work of each section. The efforts of the entire staff are reflected in the progress made in all sections in the distribution, use, care, maintenance, and training in American Aid equipment and the use of counterpart funds in support of such equipment.

Mr. Stanley Sheinbaum, MSUG Coordinator of the Viet-Nam Project, was present in Viet-Nam during the months of November and December 1957. Mr. Sheinbaum was given a detailed briefing by the Division Chief and all section heads on the progress and eventual goals of the MSU Police Program. Mr. Sheinbaum participated in several field survey trips. In conjunction with the head of the section concerned, he made a physical inspection of the training schools and of the work accomplished within each of the police services of Viet-Nam.

During the six months period a number of conferences were held with the Minister of Interior and one conference was held with the President of the Republic of Viet-Nam relative to police problems in the nation and organizational structures of the various police agencies.

The expansion of particular activities and a continuation of regular programs are delineated in the various section subheadings of this report. One important activity accelerated by the increase in staff personnel was that of field survey trips. Thirty-eight (38) field survey trips were made by MSU police advisors who visited 27 of the 36 provinces in Viet-Nam for the purpose of evaluating various police problems as they exist in the field: See attached map. On these field surveys MSU police advisors were either accompanied by their Vietnamese counterparts or by appointment met them at their field headquarters. Questionnaires in Vietnamese and English which were prepared specifically for these field surveys have resulted in the securing of information of vital interest and value to Vietnamese police officials and to all sections of MSU Police Division. They have greatly assisted both groups inquiring into the problems of training and research, communications, administrative reorganization, and the distribution, use and maintenance of American Aid equipment. For example, the thinking of the MSU police advisors has changed in regard to stressing certain types of transportation, ordnance and communications equipment as a result of these field survey trips. All such trips have been made the occasion to demonstrate to the practicing policemen the use and care of American Aid equipment of all types. The fine cooperation of all Vietnamese police agencies on these trips has been most gratifying and helpful. These field survey trips together with closer daily liaison with Vietnamese police counterparts in both official duties and social functions have greatly cemented the bonds of fellowship and mutual understanding. These field survey trips and regularized conferences with professional police officials have generated a better understanding of the problems of the Government of Viet-Nam and have resulted in closer cooperation toward achieving our common goal of efficient police service for the Republic of Viet-Nam.

During this period eleven (11) special field survey trips were made by MSU police advisors at the request of the Ambassador and Director of USOM. These survey trips were specifically for the purpose of ascertaining the efficiency and the administration of the Self-Defense Corps. A report on our findings was submitted to the Ambassador and Director-USOM.

The FY-57 subproject agreement for the Vietnamese Bureau of Investigation (VBI) Municipal Police Division of GVN police services has been signed by the Director General of the VBI. PIO/Cs covering American Aid equipment for these two (2) police services have been prepared and will be filed with USOM upon approval of this subproject agreement by the Director of USOM. The FY-57 subproject agreement for the Civil Guard has been prepared and submitted to the Director General of that service for study. Even though approval is expected on this subproject agreement and proposed PIO/Cs prepared, the overall program of American Aid equipment for the Civil Guard awaits top level agreement between the GVN and American authorities with respect to the future status of the Civil Guard as a civil police agency. FY-58 PPAs have been prepared and submitted to Program and Requirements Division, USOM, together with an outline of FY-59 objectives.

The second half of 1957 saw the receipt of the remainder of American Aid equipment under FY-56 PPA and subproject agreements (total 1,191,000 \$US) with the exception of some minor items of traffic equipment and automotive repair kits. These are on order and should be received shortly. This equipment included 2,000 revolvers, 500 shotguns, 1200 handcuffs, 80 large trucks (personnel carriers), 10 Land Rover Jeeps, and quantities of tear gas equipment, ammunition, fingerprint supplies, office equipment, photographic equipment, audio-visual training aids, traffic equipment, and spare parts for automotive equipment. All of this equipment was disbursed to the Vietnamese police agencies according to the prearranged distribution schedules as contained in Civil Police Administration Report of May 1, 1957, amended July 1, 1957. Withheld from distribution pending completion of training and construction of suitable facilities, are some camera equipment, small amount of audio-visual equipment, shotguns and spare parts for automotive equipment.

Meetings among MSU police advisors, Vietnamese police counterparts, USOM, and GVN-Foreign Aid Administrator resulted in the clarification of procedures involved in the obtaining and using of counterpart piasters under this Civil Police Project. During this period counterpart piasters were used for the construction and equipment of a Central Identification and Records Building, Arms and Ammunition Depot for the VBI, the procurement of additional fingerprint supplies, equipment and forms, and small tools for armament repairs. Approved and in the process of blueprinting and bid letting are additional buildings for the Central Identification and Records Bureau, a superior officers school with a police library and conference room for the VBI, and two (2) repair and maintenance garages

for the VBI and Civil Guard automotive equipment.

The Research and Training Section has started a study of the overall accomplishments of the Police Division in the police field in Viet-Nam, and a long range study of the effectiveness of the MSU Police Program in Viet-Nam. The present effectiveness of the police program may be measured by the progress reported under the section subheading by certain basic ideas and programs concurrently accepted by GVN and others rejected or not as yet accepted by it.

1. Presidential arrete instituting a nationwide adoption of the Henry Fingerprint Classification System and its concurrent effect toward modernizing the fingerprint and criminal record system of all Vietnamese police agencies.
2. The presidential arrete transferring the Crime Laboratory and all criminal records from regional commands to the Director General of the VBI.
3. The degree of self-sufficiency in trained instructor personnel and specialists for police schools at all levels in all services, with a concurrent increase in police training facilities.
4. Proper firearms instruction and training for all police services.
5. Closer meeting of minds between MSU police advisors GVN relative to the future status of the Civil Guard.
6. Adoption of suggestions on inventory and maintenance records and proper facilities to store and maintain equipment.

The following are several points that in our estimation have not aided the progress of the overall Civil Police goals:

1. Indecision relative to the program of sending English language trained participants to the US. (It is our understanding that they are now scheduled to depart in the latter part of January 1958.)
2. Even though there has been a closer meeting of the minds relative to the future status of the Civil Guard, the lack of a formal decision by GVN has hampered the purchase and disbursement of sorely needed American Aid equipment to this police service.

3. A weakness in the organizational structure of the VBI as it pertains to the duties, responsibilities, and authority of the Director General.
4. Failure to take action on instituting performance ratings and promotional examinations for police personnel in all services.

RESEARCH AND TRAINING

The staff has been able to carry out directed research which has resulted in factual information of assistance to both GVN and the MSUG staff. The MSU police advisors have been considerably more active in training where the greatest good is accomplished and have been able to develop lecture material on the most efficient police techniques for this country. Surveys of police training and scientific laboratory facilities by MSU police advisors were made at Bangkok (twice), Singapore, Malaya, and Pnom Penh. A master plan for training within all Vietnamese police services has been drawn up and all lecture outlines have been translated into Vietnamese. A review of a narrative form of all such lectures has been made as a start toward completing a training manual for all Vietnamese police services. Coincidentally, a new central records and statistical system within Research and Training has been placed in operation.

In 1955 and 1956 MSU police advisors trained Vietnamese police instructors in the Henry Fingerprint Classification System. These instructors have trained 110 fingerprint technicians and are in the process of training 60 additional under the guidance of all MSU staff members. These schools have been attended by personnel of the VBI from all provinces, Saigon Municipal Police, the Central Administration of the Minister of the Interior, and the Immigration Bureau. Provincial graduates from the VBI have returned to their respective provinces to establish fingerprint classes for students in their areas in addition to their duties as fingerprint technicians. A subsequent school starting in January 1958 will include personnel from the Civil Guard and the Army of the Republic of Viet-Nam (ARVN).

English language schools for future participants for US training were established as follows:

Dec. 2	VBI	Advanced	14 students	240 hours
Dec. 9	Municipal	Advanced	14 students	240 "
Dec. 26	VBI	Beginners	14 students	240 "

Scheduled to start next year are the following:

Jan. 6	Civil Guard	Advanced	14 students	240 hours
Jan. 6	Civil Guard	Beginners	14 students	240 "
Jan. 13	Municipal	Beginners	14 students	240 "

In early 1957 twelve (12) participants were prepared through a formal English language course for study in the US under sponsorship of USOM funds. These students have been standing by since the summer of 1957 awaiting clearance by GVN to leave for the US. They have been further aided during the past six months by attending regular weekly lectures and discussions with our staff members. They are now scheduled to depart the latter part of January 1958.

The police training program is now focusing on the training of instructors rather than instructing personnel engaged in field work. Such is the case with fingerprint technicians, firearms instructors, VBI instructors, Civil Guard instructors, National Police Academy instructors, and audio-visual training aid technicians. This effort has been buoyed by the translation into Vietnamese of audio-visual aid material such as films on police subjects, pamphlets, instruction sheets and charts relating to firearms, and tear gas equipment demonstrations and lectures. Technical advice on a regular basis is being given at the NPA. It is expected that the new facilities of the National Police Academy at Cap St. Jacques will be ready for opening in February 1958. The present site is inadequate for the increased enrollment. A proposed curriculum for in-service training was submitted to the Director of the Saigon Municipal Police Department. A questionnaire to be used to evaluate MSU police instructors and interpreters was prepared and put into use.

At the request of GVN Department of Interior and in cooperation with the Consulting Section of the Public Administration Division, MSUG members of the Police Division have been advising on the preparation of a national identification card to be correlated with a forthcoming national census, census questionnaire and border pass card. The interrelation of this identification card, census questionnaire and border pass card to the newly installed Central Records and Identification System has resulted in the submission of recommendations to GVN Department of Interior by MSU staff members.

An analysis has been made and submitted on the Presidential Decree 57-A of October 1956 which relates to the power of province chiefs within their jurisdiction. The MSU Police Division is interested in the effects of this decree upon the organization and function of law enforcement agencies within the provinces.

<u>Schools</u>	<u>Hrs. of Instruction By Staff</u>	<u>Students Now In Attendance</u>	<u>Students Graduated</u>	<u>Total Graduates To Date</u>
National Police Academy (Advisory)	0	165	197	1537
VBI Fingerprint School (Advisory)	0	60	110	110
VBI Command School	36	45	0	0
Civil Guard Officers School	150	50	20	20
Civil Guard Non-Comm. School (Advisory)	0	400	448	448
Participant Class NIA	144	0	12	12
Audio-Visual School	120	0	6	6
Advance Firearms Training for Instructors (Mun. and VBI)	25	0	11	11
Municipal Police Firearms (Advisory)	0	0	400	400
VBI Revolver Training (Advisory)	0	20	38	122
Palace Guard Revolver Training	96	0	56	56
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TOTAL:	571 Hrs. hrs	740 Students	1298 Students	2721 Students

In addition to the above, large numbers of VBI agents, Municipal Police officers, and members of the Civil Guard were given short lectures and demonstrations on the use and maintenance of ordnance equipment on all field trips.

VBI

The Central Identification and Records Bureau originally consisted of four separate centers using antiquated filing systems. Proposals in favor of the nationwide adoption of the Henry Fingerprint Classification System were drafted, presented and accepted. A Presidential Arrete was issued in November 1957 for the implementation of this system effective 1/1/58 and placing it under the supervision of the Director General of the VBI. A Presidential Arrete was also issued centralizing the criminal record system under the supervision of the Director General of the VBI. Fingerprint supplies and Henry System fingerprint cards were purchased and sent to police agencies throughout the country. The obsolete alphabetical dossier record system has been abandoned and a more efficient numerical system installed, tying in the criminal dossier with the identification record. After time and motion studies were made the fingerprint files and criminal records were reorganized and new office procedural methods were instituted resulting in more than doubling the amount of fingerprint cards processed. New office personnel have been trained to process the increased workload and student fingerprint technicians under supervision are being used to catch up on the backlog of Henry Fingerprint Classification System cards. A tighter physical security system has been incorporated in the construction of the Criminal Identification and Records Bureau Building. A new table of organization for criminal identification and records bureau personnel has been submitted to the Director General of the VBI with accompanying reclassification of employees in this bureau. The additional employees, work space, supplies and equipment will provide for the proper taking, classifying, filing, searching, and disseminating of fingerprint records and information on crimes. A detailed outline has been prepared for a general report on the Central Identification and Records Bureau.

Integration of the identification index and the records index has been discussed and is in the planning stage pending the consolidation of both types of records in the appropriate buildings at VBI Headquarters, Camp des Mares. The eventual use of IBM machines for compiling statistical data is being seriously considered. A Modus Operandi file system has been discussed and a detailed explanation of its theory and use will be submitted to the Director General of the VBI. A serviceable crime report form, combining narrative and statistical information, has been submitted to the VBI for consideration.

A preliminary survey of the immigration files has been made with a view toward more efficient information and coordination with Central Identification and Records Bureau.

A Presidential Arrete was issued removing the scientific laboratory from regional command and placing it under the supervision of the Director General of the VBI. A comparison microscope has been furnished to the laboratory. A bullet recovery box was installed in addition to the water recovery tank in use. A bullet collection was started and is being rapidly increased and maintained in good order. Latent fingerprint equipment was delivered and is in active use. Requests for additional equipment for the laboratory are being withheld until the requested inventory of supplies and equipment is provided. When the Central Identification and Records Buildings at Camp des Mares are completed and all fingerprint and criminal records are removed to that location, assurances have been received that cooperative efforts to modernize the laboratory building will be effective. This will be necessary to prepare for the receipt and installation of scientific laboratory equipment forthcoming under FY-57 PPA and subproject agreements.

A study of the organizational structure of Central Headquarters of VBI was made and the results published. This study delineated the duties and responsibilities of both the Director General of the VBI and the province chief of VBI operations. At present this study and the suggestions contained therein have not been accepted. Survey questionnaires have been submitted in an effort to determine the needs and detect any weaknesses in organizational and supervisory methods. Efforts to incorporate adoption of performance ratings and promotional examinations have been continued but as yet they have not been favorably accepted. Samples of inventory and maintenance records were submitted and are now being used by the VBI and other government agencies.

Six (6) field survey trips were made by staff members of this section, including a trip to the City of Hue where fingerprint and criminal files were inspected preparatory to moving all such records to the Central Identification and Records Bureau at Saigon. The transfer of all armaments and ammunition to the new Arms and Ammunition Building at Camp des Mares was effected. VBI fingerprint students were supervised in the fingerprinting of 400 felons in prison in the Saigon area.

VBI INTERNAL SECURITY

During the past six months selected members of the VBI Special Division have been receiving on-the-job training in the

methods and techniques of counter-subversion operations and considerable improvement has been noted in their understanding of this subject. Plans have now been completed for a formal course of instruction to start in mid-February. This course will be of three weeks duration and will be given to approximately twenty (20) students representing all three regions of the country. The Special Division also asked for and is receiving guidance and advice in the reorganization of its files and records on subversive activities. A program was begun in the Special Division for the purpose of weeding out undesirables and suspect individuals, thus tightening the Division's own internal security.

MUNICIPAL POLICE

Many conferences were held with the Director and Commissioners of the Saigon Municipal Police Department relative to the securing of suitable city property for a firearms training range and for the selection and installation of fifteen (15) power generators at various police precincts and posts. Also discussed was a reorganization of the Traffic Division and the equipment and communication needs of this municipal police agency. Plans are being prepared by officials of the City of Saigon for the incorporation of the police departments of the adjacent cities of Gia Dinh and Tan Binh into the Saigon Police Department. Plans are also in the making for the dividing and reorganization of a number of precincts within the city to facilitate administrative functions.

A Saigon Municipal Police Inter-Departmental Pistol Match was held at the Municipal Police Range-Cholon and attended by and officiated by a group of MSU police advisors. A subsequent pistol tournament is planned for March 1958 to further encourage efficiency in the use of firearms. MSUG has agreed to donate three trophy cups as prizes. It has been suggested to the Director of the Saigon Municipal Police Department that this meet could be used to assemble all police chiefs in Viet-Nam to discuss their mutual problems and to get acquainted. This could be used as the basis for organizing a police chiefs' association for the interchange of police information and techniques.

Staff members made eleven (11) field survey trips to sixteen (16) cities in various provinces of Viet-Nam. These trips also included visits and discussions with VBI officials in all of the provinces visited. A survey of the use and maintenance of American Aid Equipment in the Saigon Municipal Police Department revealed that all such equipment was in excellent condition.

Such inspection in municipal police departments located in the provinces indicated that they were not using or maintaining this equipment properly. These departments were given instructions and demonstrations in the field on the care, use and maintenance of revolvers, shotguns, handcuffs, and tear gas equipment.

CIVIL GUARD

Increased tempo in the conference field among members of the Civil Guard Section, MSUG, Civil Guard officials, USOM and MAAG personnel, brought gratifying results during the past six months. Fruitful results have emanated from these discussions and recommendations on the current table of organization, training schools including their curricula, techniques and their related importance in terms of priority and availability. Civil Guard officials were urged to include driver training schools at the enlisted and non-commissioned officer level. The Civil Guard is in need of an accelerated training program because only twelve (12) Civil Guardsmen a month are graduated from ARVN schools. A master plan covering the table of organization, transportation and communication has been prepared and will be submitted for consideration by Civil Guard officials.

Reclamation of water mains and power water pumps was urged at the Civil Guard Training School so that there would be an assurance of ample fresh water. The same survey was made at the high officers training school. Our recommendations are in the process of being executed and we have furnished a 750 gallon water tank mounted on a 6x6 truck chassis from the Lisbon Program. The Civil Guard was requested to repair transportation equipment received under the Lisbon Program or to dispose of it as junk.

The MSUG Civil Guard advisors have made eighteen (18) field trips to Civil Guard installations in various provinces throughout Viet-Nam checking equipment and facilities. These trips have ranged from one to four days' duration. The Civil Guard is now responsible for the physical internal security in all provinces but five (5) and it is expected that such responsibility will be transferred to them shortly.

COMMUNICATIONS

The Head of the Communications Section made a trip to the United States on behalf of GVN to expedite procurement

of police radio equipment for the Colombo Conference. This equipment was delivered and installed on schedule and functioned throughout the conference without difficulty. This equipment consisting of four (4) base and forty (40) mobile stations has since been re-installed for use by the Municipal Police. Consulting service was rendered to GVN on various communications matters related to the Colombo Conference including assisting in the design and purchase of a multi-lingual simultaneous translation system. Field trips were made to several cities in South Viet-Nam. A study of Municipal Police requirements has been completed and the report has been mimeographed and distributed. Plans are nearly complete for a Communications Center to be built at Saigon Municipal Police Headquarters. The study of national communications requirements of the VBI is well advanced. A similar study of Civil Guard requirements has been started. High frequency radio equipment purchased by MSU for demonstration and training purposes has been received and installed in the Communications Section office at 137 Rue Pasteur. The Chief of the VBI has given informal approval for the use of this equipment for amateur and experimental communications. We are continuing efforts to obtain formal approval for general amateur and experimental communications.

TRAFFIC

The first "thru-streets" in the history of Saigon were approved by the Mayor and put into effect. Paint received under the American Aid program has been used to further mark streets and for "zebra" cross walks. A directory of all traffic signs used in Saigon has been compiled, edited and published in English for use by American drivers. Sufficient signal equipment was recommended in the FY-58 program for the installation of traffic signals at twenty (20) intersections. Three (3) portable traffic signals received through the American Aid program have been put to immediate use. Discussions were instituted with the Secretary of State for Public Works with regard to the future operation of busses in Saigon. This section was instrumental in advising on articles and editorials dealing with traffic safety published in Saigon newspapers. Fifty thousand (50,000) safe driving pamphlets printed in Vietnamese at US expense have been distributed to the general public by the Saigon Police Department. The right-of-way for the new Bien-Hoa Saigon highway was inspected with members of Capitol Engineering, the USOM contract group. Also discussed with this group was the teaching and showing of traffic films to Vietnamese trainees of the Department of Public Works. Conferences were held with the Chief Engineer of the City of Gia-Dinh and recommendations made relative to the widening of important roads from that city to

Saigon. Discussions were held with the Public Works Section of USOM regarding marking of "no passing zones" on the present Bien-Hoa - Saigon highway.

POLICE PROJECT REPORTS DURING SECOND HALF 1957

1. Staff Reorganization Chart
2. Field Survey Trip Questionnaire
3. Civil Police Administration Report of 5/1/57, amended
7/25/57
4. Report to Presidency in reply to Civil Guard Proposals
5. Master Plan - Police Training in Viet-Nam
6. Analysis of Presidential Decree 57-A
7. Self-Defense Corps Survey Report
8. Report on In-Service Training-Municipal Police
9. Report on Evaluation of MSU Police Instructors and
Interpreters
10. Report on Central Identification and Records Bureau - VBI
11. Report on Table of Organization for Central Identification
Bureau
12. Report Forms for Criminal Statistics
13. Report on Master Plan for Table of Organization-Civil
Guard
14. Report on Study of Municipal Police Communication Require-
ments
15. Report on Establishment of Scientific Laboratory
16. Report on Organizational Recommendations for VBI

