

# Popular Government

*November 1957*



*1957 Graduates of the State Highway Patrol Basic Training School*

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### COVER

*Our cover this month shows the recent graduates and the administrators of the State Highway Patrol Basic Training School held at the Institute of Government. For details of this and the in-service schools, see the story on page 5.*

# THE CLEARINGHOUSE

## 34 Attend Course in Advanced Arson Investigation Here

Thirty-four representatives of police and fire departments, sheriffs' offices, and investigatory agencies in North Carolina and Virginia participated in the Sixth Arson School—Advanced. This school was held September 9-13 at the Institute of Government.

This was the third of three in a series of yearly courses in investigation of unlawful burnings. The 1958 course will be a basic course and will begin another three-year series.

The purpose of the course is to provide specific information and experience in investigating techniques, to review the latest laboratory aids, and to afford experience in making interviews and surveillances.

The course is offered for officials and members of law enforcement agencies, defense services and those engaged in arson control. Graduates of the Fifth Arson School (Intermediate) were given registration priority, but other investigators with advanced proficiency in arson investigation were accepted. A select few who qualified as intermediates were accepted for the course this year and given extra instruction during the week.

Neal Forney, assistant director of the Institute of Government, was in charge of the school. Clyde L. Ball, Durward S. Jones, and John Sanders, also assistant directors, were among the instructors for the course.

Class advisers and lecture assistants

from outside agencies were C. J. Milligan of Durham Fire Department, Roland M. Smith of the National Board of Fire Underwriters, H. J. Harmon and L. N. Reineri of the National Automobile Theft Bureau, G. L. Margeson of the Office of Naval Intelligence, and W. G. O'Neal, Arthur T. Moore, Jr., E. A. Pearce, Russell E. Secrest, and R. L. Turnage, all of the North Carolina Insurance Department.

Instruction included such subjects of investigative techniques and criminal interrogation as legal aspects of arson investigation and legal aspects for testimony, including a mock trial testimony. Class participation was stressed and students delivered lectures on their work. Outside class problems and research papers were assigned.

Practical problems in investigating dwelling, warehouse and automobile fires were conducted.

Certificates were awarded following a final examination to those successfully completing the course.

## Institute for ESC Employees Held

A two-day institute for employees of the Employment Security Commission of North Carolina was held October 31-November 1 at the Joseph Palmer Knapp Building of the Institute of Government.

The meeting was jointly sponsored by the N. C. Chapter of the International Association of Personnel in

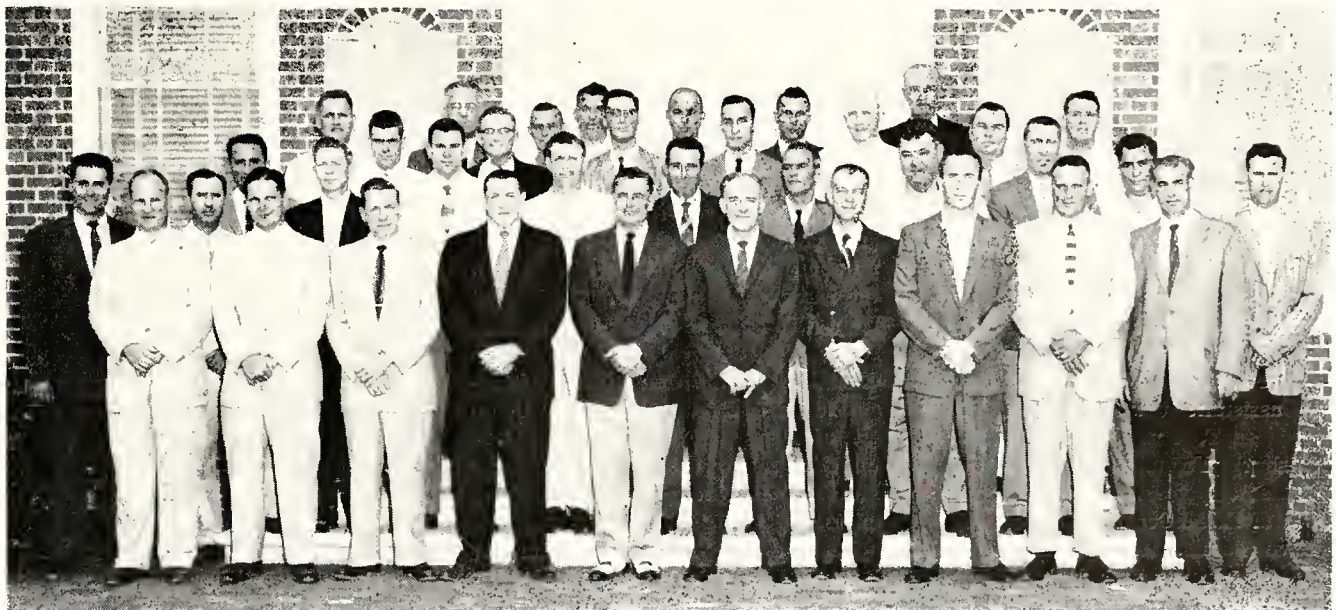
Employment Security, the N. C. Employment Security Commission, and the Institute of Government.

The theme of the program was "Living with Your Job." Charles B. Wade, Jr., personnel director of R. J. Reynolds Tobacco Company in Winston-Salem, spoke at the first session on "What Do You Want from Your Job?" He followed Albert Coates, director of the Institute of Government, who welcomed the group, and Henry E. Kendall, chairman of ESC, who offered a few words of greetings.

On Thursday afternoon and Friday morning there were four sessions scheduled on what supervisors can do about improving supervision, about providing leadership, about delegating authority, and about communications. The sessions included lectures, movies, tape recordings, and small group discussions.

A panel consisting of Dr. T. T. Jones of Durham, physician to Wright Automatic Machinery Company; Dr. Preston Dunning of Kinston, industrial physician with E. I. du Pont de Nemours & Company; and Dr. Hans Lowenbach, professor of neuropsychiatry at Duke University, discussed "What Can Supervisors Do About Counselling Employees" on Friday afternoon.

The final session on Friday was on "Employee's Responsibility for Administrative Improvements." The speaker was Jack Hurt, Bureau of Employment Security, United States Department of Labor, Washington, D. C.



Law enforcement officers who completed advanced course in investigation of unlawful burnings.

## 4th Annual Course for City Officials Begins October 17

The fourth annual course in municipal administration opened at the Institute of Government on October 17. Thirty-four officials are enrolled in the course this year, making it the largest class of any since the first course was offered in 1953. More than 40 officials applied for enrollment. In order to keep the class to a more manageable size, however, it was necessary to limit registration to not more than two persons from any one city.

The opening sessions were devoted to a general look at the purposes and origins of cities, forms of city government in North Carolina, the legislative authority of cities, and the first part of several sessions on the techniques of municipal administration.

A highlight of the first two-day session was a panel on council-manager relations. Participating on the panel were Mayor George Roach of Greensboro, Manager George Aull, Jr., of Lexington, Manager Irving G. McNayr of Columbia, S. C., and Donald Hayman of the Institute of Government.

Those enrolled for the course include the following: William H. Batchelor, assistant city engineer, Rocky Mount; James W. Bowen, city clerk, Washington; Alvin R. Butler, city manager, Wadesboro; Leon C. Cheek, Jr., city engineer, Charlotte; Clyde R. Cook, chief of police, Jacksonville; W. Thompson Cox, director of public works, Gastonia; Frederick C. Farmer, assistant director of public works, High Point; Charles Frost, air pollution control engineer, Charlotte; Bruce Sloan Gay, minimum housing inspector, Raleigh; Walter Gardner, water and sewer superintendent and sanitary engineer, Gastonia; Robert M. Griffin, Jr., director of planning, High Point; Douglas Heilig, assistant director of public works, Spencer; Thomas S. Henry, superintendent of public works, Cherryville; Melvin Holmes, special student, Franklinton; James E. Hulse, Jr., assistant town manager, Tarboro; E. T. Jones, clerk-treasurer, Louisburg; Francis M. Luther, treasurer and tax collector, Salisbury; William H. McCormick, Jr., administrative assistant, buildings and grounds, Greensboro; Dale J. Mills, city engineer, Albemarle; Charles E. Morrison, clerk-treasurer, Raeford;

James B. Nowell, Jr., administrative assistant to county manager, Forsyth County; Thomas Z. Osborne, assistant director of public works, Greensboro; Charles T. Richardson, police sergeant, Winston-Salem; Lott T. Rogers, city manager, Monroe; Robert L. Shuford, Jr., city office manager, Thomasville; Carroll V. Singleton, mayor, Henderson; Ralph M. Sisk, personnel director and purchasing agent, Statesville; John W. Smith, assistant chief engineer, Raleigh; Wilbur R. Stafford, building inspector, Statesville; W. D. Starling, finance officer, Jacksonville; Howard Stewart, assistant to town manager, Chapel Hill; William T. Vanderford, city clerk, Cornelius; Dan L. Walker, town manager, Beaufort; and Laster C. Williams, assistant fire chief, Winston-Salem.

## State Government

The University of North Carolina television station, **WUNC-TV**, has recently undertaken a series of weekly programs intended to familiarize viewers with the administrative branch of their state government. The series is called "Affairs of State," and may be seen at 7:30 on Friday evenings. Each program consists of an hour-long presentation of the organization and activities of a particular state agency, narrated by the agency head and his associates. Governor Hodges led off the series with a program on his office, and Secretary of State Thad Eure followed a week later. Other departments and agencies will be taken up in the course of the next several weeks. The programs are being produced by the State College branch of **WUNC-TV**.

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**Paul A. Johnston**, North Carolina's Director of Administration, has been named chairman of a group which will work out regulations aimed at reducing the health and safety hazards created by the rapidly growing number of small pleasure boats on the waters of the nation. This assignment will be carried out by the Recreational Boating Regulation Subcommittee of the Committee on Suggested State Legislation of the Council of State Governments. It was undertaken at the request of the Merchant Marine and Fisheries Committee of the United States Congress, headed by Representative Herbert Bonner of North Carolina. The mission of Johnston's sub-committee is to develop a program, in cooperation

with the federal government, to provide substantially uniform state and federal laws, regulations, and enforcement procedures with respect to small boats.

## Eight Convention of League Held Sept. 29-Oct. 1

George W. Dill, Jr., mayor of Morehead City, was elected the new president of the North Carolina League of Municipalities at its 48th annual convention in Raleigh, September 29-October 1.

Other new officers are Earl W. Eller, mayor of Asheville, first vice-president; General James R. Townsend, city manager of Greensboro, second vice-president; and W. G. Enloe, mayor of Raleigh, third vice-president.

Executive Director Davetta L. Steed of the League reported that about 700 officials, representing 350 towns and cities, attended the convention, which had its headquarters in the Hotel Sir Walter.

A coffee hour was held in conjunction with registration on Sunday afternoon, prior to the first general session at which Mayor E. J. Evans of Durham presided.

Congressman L. H. Fountain of Tarboro delivered the keynote address. He discussed in detail views on President Eisenhower's using federal troops to integrate Little Rock, Arkansas, schools.

Following this address, committees were appointed. The ever-increasing problems of cities and towns were recognized by the League in appointing an 11-member legislative committee. It is the first time such a committee has been appointed in a non-legislative year.

On Monday morning a panel discussion on "The Role of the Municipal Official in Federal, State, and Local Affairs" was held.

Participants were Patrick Healy of Washington, D. C., executive director of the American Municipal Association, State Commissioner of Revenue James S. Currie, Executive Director Ed E. Reid of the Alabama League of Municipalities, Mayor Linwood Foil of Salisbury, and Lord Mayor Alfred L. Batt of Salisbury, England.

W. F. Babcock, state director of highways, and several other top officials of the State Highway Department appeared before the group Monday afternoon for a symposium on the

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# A Code of Ethics for State Officers And Employees

The prestige of state government and state officials throughout the nation has unfortunately been lowered in the eyes of the public by recent disclosures of misconduct in several states. Articles in *Life*, *Look*, *Saturday Evening Post*, *Redbook*, and other magazines over the last two years have described corruption in state governments in general and in Illinois and Texas in particular. In an effort to lessen the possibility of future corruption, collusion, and sale of influence, two states, New York and Texas, have adopted a code of ethics for state officers and employees.

## The New York Code of Ethics

The state of New York became the first state to adopt a code of ethics in 1954. The New York act<sup>1</sup> is applicable to officers and employees of all state agencies and to members of the legislature and legislative employees. The New York code provides that no state official, employee, legislator or legislative employee shall engage in any business transaction or professional activity which is in substantial conflict with the proper discharge of his duties in the public interest. The code of ethics amplifies this rule by citing types of relationships which are grounds for discipline, discharge, recall, or impeachment of state officials, employees, etc.

First, employment which would impair independence of judgement. Second, employment which would require disclosure of confidential information. Third, the disclosure of confidential information or the use of such information to further personal interests. Fourth, any attempt to use official position to secure unwarranted privileges or exemptions for self or others. Fifth, public transactions with any business firm in which the employee or official has a direct or indirect financial interest.

Sixth, giving the impression that any person could improperly influence or unduly enjoy favor in the performance of official duties or be affected by kinship, rank, position or the influence of any party or person. Seventh, making personal investments in enterprises which might be directly affected by decisions made by the official. Eighth, conduct raising a suspicion among the public that a public



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trust is being violated. Ninth, selling goods to a person or firm which was licensed or whose rates were fixed by the employing state agency. Tenth, any official or employee having a financial interest valued at \$10,000 or more in any activity which is subject to the jurisdiction of a regulatory agency must file a written statement of such financial interest which shall be open for public inspection in the office of the secretary of state.

The New York legislature enacted two statutes as companion legislation to the code of ethics in the same session. One act<sup>2</sup> concerned conflict of interest. A violation of any of its four prohibitions is declared a misdemeanor. These provisions are as follows: (a) no officer, employee, or legislator shall be compensated for service rendered to any business before any state agency; (b) no officer, employee, or legislator, and no firm in which ten per cent or more of the stock is owned by such person, shall sell any goods or services having a value in excess of \$25.00 to any state agency except after public notice and competitive bidding; (c) no person who has served as an officer or employee of a state agency shall within a period of two years appear before such state agency or receive compensation for service rendered on a case in which he personally participated during his employment; and (d) no party officer (national, state, or county committeeman) shall be eligible to serve as a judge of any court of record, or as attorney general, district attorney or assistant district attorney. This act also provides that firms may transact business with the state if such officer or employee does not share in the profits resulting from the contract.

The second act passed by the New York legislature provides that regulatory agencies of the state must keep

a record, open to public inspection, of the attorneys, agents, or representatives appearing before such agencies on behalf of others.

The Special Legislative Committee which made the study and recommendations leading to the enactment of the New York State Code of Ethics considered the advisability of creating a separate agency to administer and enforce the code.<sup>3</sup> The committee decided against a separate agency because of the constitutional problems involved. Such an agency might have no method of enforcement against legislators as each house of the legislature is the sole judge of the qualifications of its members. Separate committees were established in the executive department and in each house of the legislature to receive complaints of violations of the code of ethics, to investigate them and report their findings and recommendations to the body or officer having the power to remove or discipline the person involved.

The two legislative committees are composed of four members and appointed by the temporary president of the Senate and the speaker of the Assembly in accordance with a concurrent resolution. The attorney general of New York was authorized to establish the third committee, an advisory committee on ethical standards. The advisory committee is to (a) consider any complaints regarding violations and report to the attorney general, (b) give advisory opinion to the attorney general, (c) advise and assist any state agency in establishing rules and regulations relating to possible conflicts between private interest and official duties, and (d) make recommendations for the revision of the code of ethics.

## The Texas Code of Ethics

In 1955 several Texas legislators and administrative officials were implicated in suspicious "fee-taking" in connection with scandals revolving around state-charter insurance companies and the state's program of land for veterans. In February, 1956, an interim committee of the Texas House of Representatives asked the Legis-

<sup>3</sup> *Report of the Special Legislative Committee on Integrity and Ethical Standards in Government, State of New York*, (Albany, March 9, 1954).

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<sup>1</sup> Laws of New York of 1954, c.696.

<sup>2</sup> *Laws of New York of 1954*, c. 695.



# PUBLIC PURCHASING

By WARREN JAKE WICKER

*Assistant Director, Institute of Government*

## Carolinas' Chapter of NIGP Meets

Some 35 purchasing officials from the two Carolinas attended the fall meeting of the Carolinas' Chapter of the National Institute of Governmental Purchasing which was held in Fayetteville on September 20. President Aaron C. Shepherd, city purchasing agent for Winston-Salem, presided and announced the appointment of two committees to work on special Chapter projects during the coming months.

### Study of Local Government Purchasing Laws

Shepherd announced that the Chapter, as a special project, was undertaking a careful study of the statutes regulating purchasing by local governments in North Carolina. Suggestions for changes in local purchasing laws will be solicited from county and municipal officials throughout the state. From the study of the present laws and the suggestions, it is expected that the committee will recommend changes designed to provide for greater efficiency in local purchasing.

The committee will submit its report to the Chapter at the next meeting of the group in Chapel Hill on March 7, 1958. Recommendations approved by the Chapter, Shepherd stated, would then be referred to the North Carolina Association of County Commissioners, the North Carolina Association of County Accountants, the Municipal Finance Officers Association, and the North Carolina League of Municipalities for their consideration and endorsement. It is hoped that all these organizations might agree on the recommendations which would then be submitted to the 1959 session of the North Carolina General Assembly.

Serving on the committee, in addition to Shepherd, will be C. E. Beatty, city purchasing agent for Charlotte; T. Bruce Boyette, city purchasing agent for Wilson; C. L. Lineback, city manager of Salisbury; and J. Harry Weatherly, Guilford County manager.

Purchasing officials from cities and counties throughout the state are urged to send their comments on the operation of present purchasing laws or suggestions for changes to the committee. Comments and suggestions may be mailed to Shepherd or to any member of the committee.

### Purchasing School

The second annual local government purchasing school will be held in Chapel Hill on March 7-8, 1958. It will be jointly sponsored by the Carolinas' Chapter of the NIGP and the Institute of Government. President Shepherd named a committee consisting of the Chapter officers and four other purchasing officials to serve with representatives of the Institute of Government in making plans and arrangements for the school. On this committee are President Shepherd; Vice-President C. E. Beatty of Charlotte; Secretary G. C. Robinett, Jr., city purchasing agent of Columbia, S. C.; J. Harry Weatherly of Guilford County; T. Bruce Boyette of Wilson; C. L. Lineback of Salisbury; and Orange County Accountant Sam Gattis.

### Program

G. C. Robinett, Jr., city purchasing agent for Columbia, S. C., was in charge of the program and presented the principal speaker, Thomas H. Hewitt, supply and equipment engineer of the South Carolina State Highway Department. Hewitt reported on the practices of his department with respect to a number of problems of continuing interest to purchasing officials. He noted that the South Carolina Highway Department is now using IBM equipment in its warehousing and inventory control operations and is well satisfied with the results. Use of the IBM system has eliminated the annual physical inventory and makes information on stock turnover and size more readily available.

Turning to a discussion of the cost

of operation for motor vehicles, Hewitt noted that his Department had found it economical to maintain police vehicles in operation for about 100,000 miles. Detailed cost records indicated that when vehicles are operated on this basis an average cost of about four cents a mile for operation may be expected. Included in the definition of operating costs are the original cost of the vehicle, interest on investment, and all operating costs such as gasoline, oil, tires, and repairs. From this total is subtracted the price received for the vehicle upon disposal to obtain the net operating cost of the vehicle during its life. On one group of 20 1952 Fords, driven slightly over 100,000 miles each, the average cost per mile for operation was found to be 4.6 cents. On another group of 1954 Fords, and with about the same average mileage, operating costs were found to be 3.4 cents per mile. A more recent analysis of a smaller group of vehicles with automatic transmissions revealed operating costs of 3.3 cents per mile.

A general round-table discussion followed Hewitt's remarks. Topics discussed during this session included the use of tubeless tires, automatic transmissions, vehicle trade-in policies, insurance, waiving performance bonds, cooperative purchasing, and the use of federal matching funds for civil defense.

### Annual NIGP Conference

Four purchasing officials from the Carolinas, Aaron C. Shepherd of Winston-Salem, C. E. Beatty of Charlotte, G. C. Robinett, Jr., of Columbia and Robert L. Shuford, Jr., of Thomasville, were among some of the 500 purchasing officials from throughout the United States and Canada who assembled at Cincinnati on October 6, 7, 8, and 9 for the Twelfth Annual Conference and Products Exhibit of the National Institute of Governmental Purchasing.

Progress with respect to several

*(Continued on page 12)*

# Graduation Exercises Conclude 1957 Training Programs for the State Highway Patrol

The 1957 State Highway Patrol Training Schools, conducted as a part of the Institute of Government's continuing program of research and personnel training schools for the Department of Motor Vehicles, were brought to a close with the graduation on October 18 of 25 members of the Patrol from the basic training school.

This marked the 16th basic training school conducted by the Institute of Government since the inception of the schools following World War II, and saw the entire 581 members of the Patrol attending either the basic school or the three-day refresher courses in the Joseph Palmer Knapp Building of the Institute.

Colonel James R. Smith, commanding officer of the Patrol, extended his congratulations and welcomed the graduates to the active ranks of the Patrol. Motor Vehicle Commissioner Edward Scheidt, and Albert Coates, director of the Institute, were unable to attend because of illness. Colonel Smith brought out the outstanding academic record achieved by the 1957 class and noted the long-standing relationship between the Patrol and the Institute of Government and the training programs of the past which had contributed to the present top-ranking national standing of the Patrol.

Graduates were as follows:

Phill Bragg, Weldon; William F. Brown, Raleigh; Dewey L. Butler, Valdese; John Charles Cameron, High Point; Claude H. Camp, Spruce Pine;



Col. Smith congratulates new patrolmen.

Walter K. Chapman, Newport; Leonard M. Cheek, Marion; Burlon E. Cloer, Lenoir; Victor C. Coggins, Sylva; Henry M. Fuller, Pinetops; James E. Greene, Maxton; William C. Haney, Peachland; Osbourne M. Highsmith, Ayden; Franklin D. Johnson, Southern Pines; Arnall D. Kimbrell, Aberdeen; Elwood M. Moore, Kinston; Charles L. Phillips, Elkin; Bill L. Radford, Raleigh; Henry Scarber, Military Police Detachment, Camp Lejeune; Jack L. Stewart, Buies Creek; Ralph G. Thomas, East Spencer; Robert Harold Trivette, Winston-Salem; William L. Whitehead, Watha; Joseph P. Whitehurst, Greenville; George Willetts, Leland; and Howard R. Winslow, Rocky Mount.

## The In-Service Program

The 1957 in-service schools were held concurrently with the basic school with both the recruits and the veteran patrolmen attending their respective schools during the same period. Both schools commenced on July 28, with a three-day seminar for the commissioned officers overlapping the orientation program for the recruits. The commissioned officers' seminar closed simultaneously with the beginning of the succeeding school for non-commissioned officers, and all groups were addressed jointly by Edward Scheidt, Albert Coates, and Colonel James R. Smith.

Discussions during the commissioned officers' seminar centered about legislation enacted by the 1957 General Assembly which created changes in the Motor Vehicle Law. Institute of Government Assistant Directors Durward S. Jones and Joseph P. Hennessee, both of whom had participated in the Institute's 1957 Legislative Service, lectured at this and all succeeding schools on changes in the laws affecting motor vehicles. Staff Consultant and former Assistant Director Basil L. Sherrill of the Burlington Bar reviewed the State Highway Patrol Field Manual with the commissioned officers and incorporated changes suggested and approved in a revised field manual which was issued and reviewed at the non-commissioned officers school and at the nine successive three-day



In-service schools were held for veteran SHP men.



A group says goodbye to Sgt. Stewart.

schools for patrolmen. Techniques and practices of personnel supervision were discussed at all schools by Donald Hayman, assistant director of the Institute.

Instruction at the in-service schools was not limited to classroom work. Instructors drawn from the ranks of seasoned patrolmen gave lectures, demonstrations, and supervised field work in brush-up courses on firearms and marksmanship which saw each patrolman firing on the Institute of Government's Clearwater Lake Firearms Range. New techniques in accident investigation were demonstrated including a method of measuring speed from skid marks. New Patrol reports and report writing were discussed, and public appearances, public speaking, and public relations and information received close attention as a part of the Patrol's aggressive public relations program. Patrolmen attending also heard introductory remarks at the beginning of each school from Albert Coates and Colonel James R. Smith. Serving as Patrol commandant for the in-service schools was Lieutenant T. B. Brown of Greenville who also briefed members on new reports and report writing. Patrol instructors appearing in the school were Sergeant Richard H. Chadwick of Raleigh and Sergeant John S. Hackett of Ahoskie, who discussed contacts with the public in all phases; Sergeant Clark L. Teague of New Bern and Corporal Oscar W. Dean of Durham, who conducted the course in firearms; and Sergeant E. W. Jones of Asheville and Sergeant E. C. Guy of Rockingham who conducted the course in accident investigation. Walter Lee Horton, Jr., assistant director of the Institute of Govern-

ment, served as staff coordinator and was responsible for the administration of both the in-service and basic training schools.

### The Twelve-Week Recruit Training School

The 12-week recruit training school was opened with a day-long orientation program for the 25 Patrol recruits who were attending an Institute of Government school for the first time. Patrolmen were greeted by Durward S. Jones, Joseph P. Hen-

nessee, and Walter L. Horton, Jr., and Colonel James R. Smith. Sergeant George S. Stewart of Smithfield, school commandant for the Patrol, and Sergeant W. S. McKinney, High Point assistant commandant, briefed the incoming group on the rules and regulations to be followed during the ensuing weeks, and the aims and purposes of the schools. As the school must be completed before new patrolmen can assume their duties independently or become eligible for advancement, the recruit class was eager to get underway with the 613-hour course of intensive training in the legal and practical aspects of the duties and responsibilities of a State Highway Patrolman. The presence of Marine Corps Sergeant Henry Scarber of the Camp Lejeune Military Police Detachment gave an added military flavor to the school, which is operated under semi-military discipline. Arrangements for Sergeant Scarber's attendance were worked out by Colonel James R. Smith and military authorities at Camp Lejeune as part of a program of constant attention to the traffic law enforcement problems involving off-duty, off-post military personnel.

The first week of the school was devoted to a college level course in  
(Continued on inside back cover)



They leave the Institute of Government to begin work.



# LOCAL PLANNING ASSISTANCE

By action of the 1957 General Assembly the state of North Carolina has embarked upon a new role of furnishing, in conjunction with the federal government, technical planning assistance to local governmental units. Because this development has great potential significance for the smaller cities and towns in the state, a statement of the background from which it came and its main features should be of statewide interest.

## Contents of a Planning Program

Since 1919 North Carolina cities and towns have had authority to create planning boards. By statute, these boards are directed (1) "to make careful study of the resources, possibilities and needs of the city or town, particularly with respect to the conditions which may be injurious to the public welfare or otherwise injurious" and (2) "to make plans for the development of the municipality."

In order to understand the significance of the new state function, it is necessary to outline briefly the contents of a full-scale planning program carried out under these general statutory directions. Every such program is composed of three elements: (1) studies, (2) plans, and (3) legal and administrative devices by which the plans are carried into effect.

The *studies* which are commonly made include studies of population growth, composition, and geographical distribution; of the manner in which the land of the community has been developed, the directions which growth is taking, etc.; of the economic base of the community, in terms of how the population makes a living, where there are danger spots in the economy, what local advantages are available for strengthening the economy, etc.; and of the adequacy of particular types of public facilities, such as streets, recreation facilities, schools, utility systems, etc., both at present and in light of expected future development.

Out of these studies are prepared such *plans* as a pattern for future land use in the community, economic development plans, major street plans, school plans, utility plans, recreation plans, etc. Each of these plans should indicate the objectives towards which the community should strive, both in the construction of public facilities and in the regulation of private development. All together, they may make up a so-called "master plan" or "comprehensive plan."



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Once these plans have been prepared they furnish the basis for adoption and enforcement of the zoning ordinance and subdivision regulations, urban renewal programs, planning board recommendations with respect to the location and size of particular public facilities, and preparation of a long-range capital improvements budget.

In connection with these devices for effectuating plans, the planning board is commonly called upon to prepare recommended zoning and subdivision ordinances, to make recommendations concerning proposed zoning amendments, to grant preliminary approval for proposed subdivision plats, to designate areas for urban redevelopment, to make recommendations concerning public improvements, and possibly to assist in the preparation of capital budgets.

It is obvious from this brief outline of a planning program that its execution requires a certain degree of technical competence and a great deal of time. The ordinary planning board, composed of non-paid citizen members, cannot be expected to do the whole job alone. It must have some staff assistance. And this is the rock on which many a planning program has foundered.

## Staff Assistance

According to Institute of Government records, some 70 North Carolina cities and towns have created planning boards. Of these, seven of the larger cities have full-time planning staffs to assist their planning boards in their duties. Approximately ten more have the part-time services of trained planners on a regular basis, with a few more towns employing planning consultants from time to time for particular planning jobs. The remaining planning boards are functioning with the assistance of the city manager, city engineer, the building inspector, or some similar official—or with no assistance at all. Under these

conditions, the emphasis tends to shift from carrying on a *planning* program to *administering* the zoning ordinance and subdivision regulations—often without adequate background information against which to make decisions.

The basic difficulty in securing staff assistance for small town planning boards is twofold: (1) the supply of professional city planners is far below the demand for such personnel, on a nationwide basis, and (2) (partly as a result of this) the costs of hiring a planning staff are too great for most small towns to bear.

As a means of meeting this problem, a few states (of which Tennessee is the outstanding example) began in the 1930's to furnish staff planning assistance to their small towns. This approach solved both of the basic difficulties: it enabled a number of towns to make simultaneous use of the services of a trained planner (thus spreading his services more widely), and it was possible for the small town to pay for its share of his services, along with other small towns and with some subsidy from the state government.

## Federal Program

Because the problem was nationwide, and because lack of adequate planning in small towns seriously impeded the ability of such towns to make wise use of federal funds available for redeveloping their slum areas, the President's Advisory Committee on Government Housing Policies and Programs recommended in 1953 and Congress adopted in 1954 a program under which the federal government would make available matching funds to the states for the provision of planning services to towns with populations under 25,000. This figure was chosen arbitrarily, on the basis that larger cities could in general finance their own planning programs adequately.

Under the federal program, funds are made available for particular planning projects. The federal government pays half the cost, and the other half must come from state and/or local funds. The actual services may be rendered either by planning personnel employed by the state or by planning consultants hired on a contract basis to carry out the project. The state agency must supervise the work, keep financial records, and in general be responsible to the federal government for proper handling of the funds.

In describing the program, the Federal Housing and Home Finance Agency (which is charged with its administration) has laid down the following requirements:

"In order to qualify for grants, States acting by and through their legally created State Planning agencies must be:

- "a. Empowered, under their State laws, to provide planning assistance to small municipalities in the solution of their local planning problems.
- "b. Legally empowered to receive and expend Federal funds and expend other funds for the purpose stated in a. above, and to contract with the United States with respect thereto.
- "c. In position to provide State or other non-Federal funds in an amount at least equal to one-half the estimated cost of the planning work for which the Federal grant is requested.
- "d. Technically qualified to perform the planning work, either with their own staffs or through acceptable contractual arrangements with other qualified agencies or with private professional organizations or individuals.
- "e. Ready and able to assume full responsibility for the proper execution of the program for which the grant is made and for carrying out the terms of the Federal grant contract."

### North Carolina Program

Until 1957 North Carolina had no state agency meeting these requirements, and as a result its smaller municipalities were unable to qualify for this federal assistance. Passage of Chapter 996 of the 1957 Session Laws cured this defect, however, by creating a new Division of Community Planning within the Department of Conservation and Development. The Director of Hurricane Rehabilitation (Col. Harry E. Brown) was made ex officio head of this Division, and since July 1 he has been busily engaged in setting up the new program.

The following statement by Col. Brown describes the program as he sees it and outlines the procedures which must be followed by municipalities wishing to share in the program. It is suggested that officials wishing further details contact him directly.

## The Federal Aid Program of Planning Assistance to Small Municipalities

### Information for Applicants

The Division of Community Planning, Department of Conservation and Development, is the agency designated by law to administer the Federal-aid program in this State. Federal planning grants are not made directly to the municipalities but are made to the State to aid it in providing the needed planning assistance. Municipalities desiring planning assistance should make application to this agency, as described herein.

Under the terms of Section 701 of the (Federal) Housing Act of 1954, the Administrator of the Housing and Home Finance Agency is authorized to make grants of funds, up to 50% of the cost of the work, to State planning agencies to aid them in providing planning assistance to small municipalities lacking adequate planning resources. Small municipalities are defined as those having a population of less than 25,000 at the latest decennial census.

### A Three-Way Program

The program of planning assistance to small municipalities is one of Federal-State-Local cooperation and each level of government has definite responsibilities for its success. First, the local community must have a definite planning program that it wishes to carry out and must be ready to contribute the funds or services required by the State as its share of the project cost. Second, the State planning agency must be able and willing to administer the planning program and to assume the obligations imposed by the Federal Government. Finally, the Housing and Home Finance Agency must certify that the proposed work is in conformity with the law adopted by the Congress and must contract with the State to pay the Federal share of the cost.

### What Communities are Eligible for Assistance

In order to be eligible for participation, a community must:

1. Be an incorporated municipality under the laws of the State.
2. Have had a population of less than 25,000 at the time of the latest decennial census.
3. Be authorized by official action of its governing body to take part.
4. Have an officially created planning commission or other local body authorized to conduct planning work.
5. Have a definite program of community planning activity for which it desires assistance.
6. Lack adequate planning resources to perform the work without such assistance.

### The Role of the State Planning Agency

The Division of Community Planning will assist eligible municipalities to analyze their planning needs and prepare an appropriate planning "project" for Federal aid. A "project"

consists of certain surveys, studies, plans and other planning work which will be completed (or brought to an agreed stage of completion) within the "project period" (not over two years). Work performed as part of a project is expected to result in, or make a substantial contribution to the completion of a comprehensive plan of community development.

When planning projects from a number of municipalities have been prepared and submitted to the Division of Community Planning in acceptable form, they will be combined in an application to the Housing and Home Finance Agency for a planning grant covering one-half of the total cost of the work. The other half of the cost must be supplied from State and local funds.

The Division of Community Planning will pay from its own funds the administrative and supervisory costs incurred in submitting applications and in administering approved projects but has no funds for matching purposes. Therefore, it will be necessary for each participating community to provide funds equal to one-half of the total project cost for work in that community. In certain instances services of local planning directors or other qualified staff may be furnished in lieu of cash, up to 25% of the total project cost.

When Federal approval of a project has been secured, the Division of Community Planning will complete arrangements with each of the communities covered by it. These arrangements will include the selection, in consultation with each community, of qualified planning consultants; the use of local staff, where applicable; the payment to the Division of Community Planning of the local share of the project cost and other matters relating to the conduct and completion of the work.

In order that there may be no misunderstanding as to what each party is to do, contracts between each municipality and the Division of Community Planning will be worked out in advance, to become effective upon Federal approval of the project, describing the planning work to be performed, its estimated cost, time of completion, methods of payment, approval of consultants' contracts and other pertinent matters.

### What the Community Does

When a community finds that it desires and is eligible for State planning assistance under this program, it should first notify the Division of Community Planning, giving the following information:

1. Legal name of municipality.
2. Population by 1950 census.
3. Population at time of incorporation, if after 1950.
4. Name title and address of officer authorized to represent the municipality.
5. Approximate amount of funds available for planning work.
6. Status of planning organization.
7. Brief description of existing planning program, including a listing of existing ordinances

relating to the planning program (i.e., zoning ordinance, subdivision ordinance, etc.).

8. Any conditions making a planning program especially urgent in the community.

When the preliminary information listed above has been received by the Division of Community Planning, the municipality will be contacted by a representative of the Division of Community Planning who will provide further information about the program and assist in the completion of the formal application for planning assistance.

#### Types of Planning Work Eligible for Assistance

As a general rule, all of the surveys, studies, technical analyses and other planning work normally undertaken in the preparation of plans for a community's physical growth and development are eligible for Federal aid under this program. These include such things as existing land use surveys, economic base studies, forecasts of population growth, street and transportation studies, location plan for schools, parks and other public facilities, delineation of residential neighborhoods, analysis of housing conditions, future land use plans, preparation or revision of zoning and subdivision codes and other planning work.

However, the regular and continuing expenses of the local planning Commission are not eligible for Federal aid, such as rent of office space, secretarial help, expenses of public hearings, day to day actions on zoning changes and the approval of subdivision plats, etc. It is assumed that the local planning agency is already a "going concern" and that its proposed Federal aid "project" represents a special or additional activity that is not part of its routine operations.

Likewise, the normal operating activities of other city departments and officials are not considered to be planning work eligible for Federal aid. This includes such things as the preparation of tax maps for the assessors's office, large scale street maps for the city engineer, the preparation of legal documents for condemnation cases, the assignment of house numbers, etc. Preparation of plans for specific public works is excluded by an express provision of the Federal law.

The planning work to be undertaken in a community under the Federal aid program is described in a written contract between the Housing and Home Finance Agency, acting for the Federal Government, and the Division of Community Planning, acting for the State, and is also described in contracts between the Division of Community Planning and the assisted community and between the Division of Community Planning and any private consultants or organizations that it retains to perform the work.

Therefore, each element of the proposed planning work should be described clearly and concisely in the application which a municipality submits. Also, the applying municipality should make sure that the work de-

scribed in the application represents its best judgement as to what it wishes to accomplish under the Federal-aid project. Once a project has been made part of a written contract it is difficult to change.

The Division of Community Planning will be glad to advise prospective applicants as to the types of planning work which are considered eligible for aid and the manner in which they should be described.

#### Performance of Planning Work

Under the terms of the Federal program the Division of Community Planning is responsible for providing planning assistance to the small municipalities that wish to participate and for seeing that the planning work is performed competently and within the time and cost requirements of the contract.

The actual performance of the planning work i.e. the making of surveys, maps, plans, technical reports, etc., generally is undertaken by qualified consultants retained by the Division of Community Planning. These are selected in consultation with the municipality to which they will be assigned; however, the Division of Community Planning reserves the right to refuse to retain any individual or firm which, in its judgement, is not fully qualified to perform the work or has manifestly failed to meet contract requirements in other cases.

#### Application Forms

A standard application form may be obtained from the Division of Community Planning. This form should be filled out and filed in duplicate when an application for planning assistance is made. However, applicants may prefer to submit a draft application and discuss it with the Division of Community Planning representatives before final filing.

### A Code of Ethics (Continued from page 3)

lative Council of that state to prepare a code of ethics for state officers and employees. The report of the Legislative Council which appeared in December, 1956, included a draft of a proposed code, a draft of a bill to require the registration of all persons who represent others before state agencies, and a detailed consideration of 14 problems which were considered in drafting the code.<sup>4</sup>

The Legislative Council considered the problems created by legislators, state officers, and employees (1) practicing before state agencies, (2) accepting gifts, favors, or services, (3) having a financial interest in a business under the jurisdiction of a

state agency, (4) using official position to secure privileges or exemptions, (5) negotiating for future employment outside the government, (6) having a personal or private interest in legislation, (7) disclosing confidential information, (8) transacting official business with firms in which financial interest is held, (9) making personal investments in private firms or interests with whom they have dealings, (10) selling goods and services to business concerns regulated by the state, (11) selling goods and services to the state, (12) accepting employment which might influence the impartial performance of official duties, and (13) accepting compensation from private sources. The Legislative Council considered but did not make specific recommendations concerning the problem which may arise in the courts when legislators are hired as associate counsel for the sole purpose of obtaining a delay in trial.

Governor Daniel early this year recommended that the legislature adopt the code of ethics prepared by the Texas Legislative Council and also laws which would regulate lobbying and persons, especially legislators, representing clients before state agencies. In addition, he recommended the creation of a statewide law enforcement commission to watch public officials at all levels of government.

While the legislature was considering these acts, other scandals involving the regulation of insurance companies were revealed, and a member of the House of Representatives was expelled for allegedly agreeing to accept a \$5,000 bribe. Following this unfavorable publicity, the legislature immediately adopted the code of ethics which had been prepared by the Legislative Council. The Texas code represents a combination of the features of the New York code described above, the conflict of interest statutes of the federal government, and a proposed code of ethics which was considered by the New Mexico legislature in 1952.

The Texas code declares it to be a policy of the legislature that no officer or employee of a state agency, member of the legislature or legislative employee should have any interest, or engage in any business or professional activity which is in substantial conflict with the proper discharge of his public duties. To implement this policy the code then sets forth the following standards of conduct to serve as a guide for the state's public servants and as a basis for

<sup>4</sup> Texas Legislative Council, *A Code of Ethics for State Officers and Employees, A Report to the 55th Legislature, Number 54-6* (Austin, December, 1956).

discipline of those who refuse to abide by its terms:

1. No gifts, favors or services may be accepted which might reasonably tend to influence him in the discharge of his official duties;

2. If an officer, employee, or legislator is an officer, agent, or member, or owns a controlling interest, in any business concern regulated by the state, he must file a sworn statement to that effect with the secretary of state;

3. A public officer, etc., must not use his official position to secure special privileges or exemptions for himself or others;

4. No legislator who has a personal interest in any bill shall vote on it, and he must disclose such interest to the house of which he is a member and such statement shall be recorded in the journal;

5. No officer, employee, or legislator shall engage in any activity which he might reasonably expect would require or induce him to disclose confidential information;

6. No officer, etc., shall disclose or use confidential information for personal gain;

7. No officer etc., shall transact any business in his official capacity with any concern in which he is an officer, agent, member or has a controlling interest;

8. No officer, etc., shall make a personal investment which will create a substantial conflict between his private interest and the public interest;

9. No officer or employee of a state agency, nor any firm with which he is associated or in which he has a controlling interest, may sell goods or services to any concern which is regulated by the state agency in which the employee or officer serves;

10. No officer, etc., shall accept other employment which might impair his independence of judgment in the performance of his public duties; and

11. No officer, etc., shall receive any compensation for his state service from any source other than the state.

The act adopting the code of ethics provides that the failure of any officer, employee, or legislator to comply with the provisions of the code of ethics shall constitute grounds for expulsion, removal from office, or discharge. Since the other provisions of Governor Daniel's recommendations were not adopted, there is no enforcing authority and the practical value of the code is uncertain. At most, it is a possible basis for disciplinary

action, a guide to legislators, governmental officers and employees, and an attempt to strengthen the faith and confidence of the public in state officials and employees, and state government.

### Clearinghouse

(Continued from page 2)

role of municipal officials in the development of North Carolina's new highway program. Speakers and visual aids explained new highway legislation, financing, inter-state standards of construction, subdivision criteria and other highway policies.

The group was told by Babcock that the burden of clearing up "the downtown traffic mess" rests on the cities themselves. He said that the Highway Commission is interested in the planning and development of a few arterial streets through the urban areas, but made it plain that there won't be much state money for intra-city roadways to relieve downtown traffic.

"The state is not justified in spending state money to widen streets simply to provide more parking," he said. He added that construction of off-street parking facilities is also regarded by the state as a local problem.

A question and answer period followed this session on "City-State Teamwork—Providing Better Streets and Highways."

Senator W. Kerr Scott, who has been helpful on legislation affecting municipalities, addressed the annual banquet on Monday evening, which was preceded by a social hour and followed by a dance.

He proposed a \$350 million program "for North Carolina to catch up on water conservation." Scott said the program he favors would combine expenditures of federal, state and local funds for flood control, cleaning up of polluted streams, irrigation, navigation, and other such projects.

He outlined the needs as follow:

\$170 million for flood control and water resources projects, including the Neuse, Cape Fear, and Yadkin river basins by the U. S. Corps of Engineers;

\$30 million for municipal sewage treatment facilities to combat stream pollution;

\$50 million in small watershed projects for irrigation, flood control, municipal and industrial water supplies; and

\$100 million in small ponds for irrigation, soil conservation, and other purposes.

Senator Scott suggested to the League that it sponsor "water clinics" across the state to brief municipal officials on what federal programs are available and how to participate.

A practical, workshop type of meeting designed to help municipal officials, especially those newly-elected last spring, to handle their tasks more efficiently was the highlight of Tuesday's program. The group divided for seven concurrent sessions for specific groups of officials at which experts in all phases of municipal administration led panel discussion.

Consultants for the small group meetings included John T. Morrissey, general counsel, and S. Leigh Wilson, assistant executive director, both of the League; and J. Alexander McMahon, Philip P. Green, Jr., and Henry W. Lewis, assistant directors of the Institute of Government.

The convention adjourned at 3 p.m. Tuesday following the election of officers.

\* \* \*

The North Carolina Public Finance Officers Association, at their regular meeting held in conjunction with the convention of the North Carolina League of Municipalities, elected officers for the coming year. H. H. Duncan, Greenville, will serve as president. Ralph L. Dixon of Winston-Salem will serve as vice-president.

Rainey P. Pope of Burlington will continue to serve as secretary-treasurer. A. E. Guy of Statesville was elected a director for a two-year term, and will serve with W. P. Kelly of North Wilkesboro who was elected a director in 1956 for a two-year term.

At their meeting, the finance officers heard Miss Anne F. Schreiber speak on the role of the bond attorney in the issuance of municipal bonds. She is with the firm of Mitchell, Pershing, Shetterly, and Mitchell, bond attorneys of New York. Mr. Walter H. Tyler of Standard and Poor's Corporation spoke on credit ratings.

In the general discussion period, attention was given to the methods of selecting certified public accountants to audit municipal financial records and to problems arising in the investment of municipal funds. W. E. Easterling, secretary, North Carolina Local Government Commission, and John Alexander McMahon, assistant director, Institute of Government, served as consultants in the discussion.

# Physical Standards for Police Applicants

By DONALD B. HAYMAN, Assistant Director, Institute of Government

The North Carolina Police Executives Association in their convention in Winston-Salem on August 2 adopted a resolution approving a set of physical standards and a physical examination form for police applicants. The resolution further urged the police departments of the state to adhere to the standards insofar as practical.

The recommended physical standards and physical examination form were prepared by Donald Hayman, assistant director of the Institute of Government, and Dr. Robert B. Lindsay, associate university physician and clinical instructor in medicine of the University of North Carolina. The standards and examination form have been used by the N. C. State Highway Patrol for the last five years.

The recommended standards and form follow:

## North Carolina Police Executives Association Recommended Physical Standards for Police Applicants

### Instructions to Medical Examiners:

- A. Each applicant should read and answer the medical history questions before submitting to the physical examination.
- B. The medical examiner should check the applicant's answers, secure such additional information as he considers desirable, and witness the applicant's signature. Any of the following diseases or conditions at any time during the applicant's life disqualify him:
  1. Anemia, pernicious
  2. Asthma, chronic or recurrent after 12 years of age
  3. Bronchitis, chronic or bronchiectasis
  4. Colitis, recurrent; or recurrent spastic bowel conditions or removal of portion of gastrointestinal tract
  5. Convulsions
  6. Coronary artery disease
  7. Diabetes
  8. Dislocation of joint, recurrent
  9. Emotional trouble
  10. Epilepsy
  11. Flat feet causing symptoms
  12. Goiter or hyperthyroidism
  13. Heart disease, active
  14. Hypertension
  15. Laryngitis, chronic
  16. Malignant tumor
  17. Nephritis, if chronic, or absence of a kidney
  18. Nervous breakdown

19. Neuromuscular disorder
20. Osteomyelitis
21. Peptic ulcer, active or recurrent
22. Psychotic diagnosis
23. Purpura or hemophilia
24. Rheumatic fever with valvular damage
25. Rhinitis, if chronic or deviation of septum if obstructive
26. Ruptured intervertebral disk or back trouble
27. Tonsillitis, if chronic or unduly recurrent
28. Tuberculosis

If the applicant has suffered from any of the following conditions within the last 3 years, he should be disqualified:

1. Allergic condition which was disabling
2. Kidney stone
3. Pilonidal cyst or sinus which was infected or drained
- C. All abnormalities of history or physical examination, whether or not considered disqualifying, should be recorded.
- D. Each applicant must meet the following standards: (listed according to the number appearing on the physical examination form)
  2. *Age*: Between 21 and 30 years of age
  4. *Height*: Minimum: 68 inches  
Maximum: 78 inches
  5. *Weight*: Minimum: 160 lbs. (without clothes)  
Maximum: 230 lbs. Height and weight ratio should be reasonable.
  6. *Development*: Applicant must be well proportioned and of good muscular development. Obesity, muscular weakness, poor physique, or congenital or acquired deformity that is apt to interfere with function are disqualifying.
  7. *Blood Pressure*: Maximum: 135 systolic or 80 diastolic (phase V)  
Minimum: 100 systolic or 55 diastolic
  8. *Pulse*: Between 50 and 91 (resting)
  9. *Eyes*: Loss of vision in either eye marked strabismus, or a disease or deformity affecting vision or function are disqualifying.  
Vision: 20/20 in each eye without glasses.  
Color vision: Applicant should not miss more than four plates of the American Optical Company chart.
  10. *Ears*: Chronic otitis media, drum perforation, or mastoiditis in either ear are disqualifying.  
Hearing: Normal hearing with each ear is required. Test each ear separately with whispered voice while masking opposite ear.

11. *Nose*: Nose must be free of deformity and breathing must be unobstructed.
12. *Mouth*: The mouth must be free from deformities or conditions that interfere with distinct speech or that predispose to diseases of the ear, nose or throat.  
*Teeth*: Serviceable natural or artificial teeth which are clean and well cared for are required. The jaws must be free from badly broken or decayed teeth that cannot be filled or crowned.  
*Throat*: There must be no disease or hypertrophy of tonsils.
13. *Neck*: *Thyroid*: Thyroid enlargement is disqualifying.  
*Nodes*: Enlargement requires study to establish cause. Acceptable if benign.
14. *Chest*: *Heart*: The action of the heart must be uniform, free and steady, its rhythm regular, and free from organic changes. Arteriosclerosis, cardiac enlargement, valvular lesion, hypertension, or active cardiovascular disease of any kind are disqualifying.  
*Lungs*: Respiration must be full, easy, and regular. The respiratory murmur must be clear and distinct, over both lungs, and tuberculosis or other active pulmonary disease must not be present.
15. *Abdomen*: Examine for tenderness, masses, enlarged organs, and muscle tone.  
*Hernia*: Actual or potential hernia in any form must reject.
16. *Genitalia*: Must be free from deformities and marked varicocele, hydrocele, enlargement of the testicle, stricture, or urinary incontinence. Retained testicle or bilateral atrophy rejects. Active genito-urinary disease, including venereal disease, is disqualifying.
17. *Anus*: Fissures, fistulas, and external or internal piles are disqualifying.
18. *Skin*: Applicant must be free of lesions, large naevi or scars which are apt to become ulcerated, and parasitic or systemic skin diseases such as eczema, psoriasis, lupus, etc.
19. *Spine*: Pronounced scoliosis, kyphosis, or other back disability is disqualifying.
20. *Extremities*: Applicant must be free from arthritis, infections of the joints, sprains, stiffness, or other conditions such as flat feet, etc., which would prevent the proper and easy performance of duty. Varicose ulcer or large varicose veins are disqualifying. First (index), second (middle), and the third (ring)

fingers and thumb must be present in their entirety. Great toe must be present in its entirety.

21. *Laboratory:* Tests must show that the applicant is free of infectious diseases and that urine is normal.

E. In borderline cases not covered by the above standards, an applicant's physical examination form shall be referred to a three-man board of physical examiners. The following is a list of diseases or conditions which might not disqualify. Each will be evaluated after appropriate study.

- Adenopathy
- Allergic reactions
- Aluminuria or pyuria
- Anemia, other than pernicious
- Blood pressure should be rechecked in late afternoons on alternate days following elevated reading.
- Cardiac murmur
- Dental abnormalities

- Edema
- Flat foot, asymptomatic
- Gall bladder disease
- Glycosuria
- Hay fever
- Hemorrhoids, asymptomatic
- Hepatomegaly
- Hydrocele
- Jaundice
- Joint derangement, mild
- Kyphosis, mild
- Liver disease
- Prostatitis or prostatic enlargement
- Scoliosis, mild
- Sinusitis, chronic
- Splenomegaly
- Tumor
- Varicocele
- Varicose veins, mild

**Public Purchasing**  
(Continued from page 4)

activities of the organization was reported by the standing committees.

For several years, the NIGP has endorsed legislation to allow the assignment of an excise tax exemption number to each local governmental unit. This number could then be printed on all purchase orders and would take the place of the excise tax exemption certificates which must now be completed separately when claiming an exemption from the federal excise tax. The committee working on this legislation reported that a bill providing for the exemption numbers has passed the House and is confidently expected to pass the Senate next year.

The Committee on Standards and Tests reported that 38 specifications have been approved by the Committee and will be made available to members of the NIGP early next year.

Less success was reported by the

NORTH CAROLINA POLICE EXECUTIVES ASSOCIATION

RECOMMENDED PHYSICAL EXAMINATION FORM

Instructions to Medical Examiner: Please review and witness the medical history on the reverse side before completing this form. Where specific information is indicated, fill in the blanks. Circle Yes if the applicant is normal and meets the required physical standards. If the applicant does not meet the required standards, circle No and explain in the space provided.

APPLICANTS MEDICAL HISTORY

Instructions. Each applicant must read and answer the following questions before the medical examiner will proceed with the physical examination. Encircle the Yes preceding those diseases, injuries, or disabilities which you have had. Encircle the No if you have not had the disease or disabilities listed. Use the blank spaces to explain your answers and list illnesses, injuries, and operations. Any false statement will disqualify you from further consideration.

1. Name \_\_\_\_\_ 2. Age \_\_\_\_\_ yrs.  
(Last) (First) (Initial)

QUALIFIED 3. Address \_\_\_\_\_  
Yes No

4. Ht. \_\_\_\_\_ in. 5. Wt. \_\_\_\_\_ lbs.  
Yes No

6. Development \_\_\_\_\_  
Yes No

7. B.P. \_\_\_\_\_ / \_\_\_\_\_ 8. Pulse \_\_\_\_\_  
Yes No

9. EYES: Vision: Right \_\_\_\_\_ / 20. Left \_\_\_\_\_ / 20.  
With glasses: Right \_\_\_\_\_ / 20. Left \_\_\_\_\_ / 20.  
Color vision \_\_\_\_\_  
Yes No

10. EARS \_\_\_\_\_  
Hearing: Right \_\_\_\_\_ Left \_\_\_\_\_  
Yes No

11. NOSE \_\_\_\_\_  
Yes No

12. MOUTH \_\_\_\_\_ Teeth \_\_\_\_\_  
Throat \_\_\_\_\_  
Yes No

13. NECK \_\_\_\_\_  
Thyroid \_\_\_\_\_ Nodes \_\_\_\_\_  
Yes No

14. CHEST: Heart \_\_\_\_\_  
Lungs \_\_\_\_\_  
Yes No

15. ABDOMEN \_\_\_\_\_  
Hernia \_\_\_\_\_  
Yes No

16. GENITALIA \_\_\_\_\_  
Varicocele \_\_\_\_\_ Hydrocele \_\_\_\_\_  
Yes No

17. ANUS \_\_\_\_\_  
Yes No

18. SKIN \_\_\_\_\_  
Yes No

19. SPINE \_\_\_\_\_  
Yes No

20. EXTREMITIES: (Test by exercises) \_\_\_\_\_  
Amputations \_\_\_\_\_ Deformities \_\_\_\_\_  
Edema \_\_\_\_\_ Reflexes \_\_\_\_\_  
Yes No

21. LABORATORY: Chest X-ray \_\_\_\_\_ Kahn \_\_\_\_\_  
Urine: Sp. Gr. \_\_\_\_\_ Sugar \_\_\_\_\_ Alb. \_\_\_\_\_ Micro. \_\_\_\_\_  
Remarks \_\_\_\_\_  
Yes No

22. PHYSICALLY QUALIFIED? (If not, state reason) \_\_\_\_\_  
Yes No

IoG 8/57 Date \_\_\_\_\_ Medical Examiner \_\_\_\_\_

Yes No Asthma \_\_\_\_\_

Yes No Back trouble \_\_\_\_\_

Yes No Convulsion \_\_\_\_\_

Yes No Diabetes \_\_\_\_\_

Yes No Epilepsy \_\_\_\_\_

Yes No Flat feet or foot trouble \_\_\_\_\_

Yes No Headaches (indicate frequency) \_\_\_\_\_

Yes No Heart attack or disease \_\_\_\_\_

Yes No Hernia \_\_\_\_\_

Yes No High blood pressure \_\_\_\_\_

Yes No Indigestion (indicate frequency) \_\_\_\_\_

Yes No Malaria \_\_\_\_\_

Yes No Nervousness \_\_\_\_\_

Yes No Peptic ulcers \_\_\_\_\_

Yes No Pilonidal cyst \_\_\_\_\_

Yes No Rheumatic fever \_\_\_\_\_

Yes No Tuberculosis \_\_\_\_\_

Yes No Varicose Veins \_\_\_\_\_

Yes No Have you been treated or hospitalized for a nervous or mental illness?

Yes No Have you been rejected for military service for physical reasons?

Yes No Have you received a medical discharge from military service?

Yes No Have you been rejected for life insurance or offered a policy at a higher than standard rate?

Yes No Have you ever received a pension for military service?

Yes No Have you ever collected workmen's compensation insurance?

List All Other Severe Illnesses \_\_\_\_\_

List All Injuries \_\_\_\_\_

List All Operations (indicate date) \_\_\_\_\_

I certify that to the best of my knowledge and belief I am not affected with any form of disease or disability which would interfere with the performance of the duties of the position for which I am applying.

Witness \_\_\_\_\_ Medical Examiner \_\_\_\_\_

Name \_\_\_\_\_ (Signed by applicant)

Committee on Federal Surplus Property. This committee is attempting to secure legislation which would give state and local governments the right to purchase surplus federal property before it is offered for general sale. Legislation to this effect has been introduced in the Congress, but approval during the coming year is not assured.

In the final business session, Maurice S. Park, purchasing agent for Dane County, Wisconsin, was elected President. He replaces retiring President John W. Huffman, director of purchases and general services for the City of Richmond, Virginia.

## SHP Training School

*(Continued from page 6)*

driver education, which included behind-the-wheel instruction, a part of the curriculum which has been regarded nationally as a unique approach to the problem of highway safety. Participating in the direction of this portion of the training program was Wallace N. Hyde, head of the driver improvement division of the State Department of Motor Vehicles, who conducted the classroom work. Members of the State Highway Patrol who served as instructors for the behind-the-wheel portion of this course were: Corporal C. E. Whitfield, Greenville; Pfc. J. D. Cabe, Brevard; Pfc. R. E. Pipes, Newland; Pfc. O. R. McKinney, Shelby; Pfc. E. T. Green, Fuquay Springs; Pfc. J. P. Carter, Kenly; Pfc. W. T. Felton, Oxford; Pfc. S. R. Judge, Fayetteville; Pfc. J. B. Pierce, Hamlet; Pfc. R. H. Nutt, Richlands; Pfc. E. T. VanHoy, Albemarle; and Pfc. J. B. Williford, Goldston.

After this preparatory course was completed, the recruits tackled the legal and practical aspects of serving as a highway patrolman. The fundamental legal courses included an introduction to law, a brief survey of the general aspects of the Constitution and its safeguards, and a look at the courts, their structure and jurisdiction, laying a background for courses in the elements of crimes, the law of arrest, the law of search and seizure, the liquor laws and the law of evidence.

The Motor Vehicle Laws in all their phases were treated exhaustively, starting with the jurisdiction of the Highway Patrol, and other law enforcing officers, the rules of the

road, driver licensing and financial responsibility, and continuing with registration law and its administration, and the laws pertaining to size, weight and equipment of motor vehicles. These hours of training in the law and its administration provide the framework within which these recruits must carry out their principal duties as traffic law enforcing officers.

Institute of Government staff members taking part in this phase of the recruit training program were as follows: Director Albert Coates and Assistant Directors Roy G. Hall, Donald Hayman, Joseph P. Hennessee, Walter L. Horton, Durward S. Jones, Roddey M. Ligon, J. Robert Montgomery, and Royal G. Shannonhouse; Staff Consultant Clifton Bumgarner and Staff Assistant Jack T. Hamilton.

The State Highway Patrol Field Manual contains the organization, policies, reports and administrative procedures of the Patrol, and served as the basic text for a course of instruction on these subjects given by Basil Sherrill. Sherrill also acted as school adviser.

Miss Foy Ingram, director of registration, and Miss Lenora Carawan, branch office supervisor, brought to the Patrol an intimate knowledge of the registration law and its administration growing out of the many years of experience of each in the Department of Motor Vehicles. Elton Peele supplemented the course on driver license law with discussions on the administration of the state's driver licensing program.

Veteran members of the Highway Patrol were called upon to share their knowledge based on long experience in the practical application of law enforcement techniques, and taught numerous courses which were essential to the well-rounded training program.

These courses and the Patrol instructors teaching them were as follows: history of the Patrol, state geography, accident investigation, and interrogation, Sergeant W. S. McKinney; firearms and marksmanship, Sergeant Clark L. Teague, New Bern, and Corporal Oscar Dean, Durham; defensive tactics and judo, Lt. T. B. Brown, Greenville, and Ptl. Bruce Griffith, Hickory; first aid, Sgt. John S. Hackett, Ahoskie, and Cpl. Pritchard Smith, Waynesville; pursuit driving, Sgt. E. W. Jones, Asheville, assisted by Sgt. E. C. Guy, Rockingham, and Sgt. Owen Roberts, Charlotte; traffic control and road blocks, Lt. W. S. Hunt, Fayetteville, and Sgt. Richard H. Chadwick, Ra-

leigh; speedwatch operation, Sgt. R. E. Sherrill, Winston-Salem; observation, Sgt. G. S. Stewart, Smithfield, and Sgt. McKinney; flash recognition, Sgt. Owen Roberts.

Rounding out the broad course of instruction outlined above were lectures by personnel from the Department of Motor Vehicles and other state agencies, and visiting speakers from other interested groups.

Colonel James R. Smith talked with the patrolmen on several occasions during the school and conducted a final briefing session following graduation.

The role of the Patrolmen in highway safety was emphasized in lectures by Major Charles A. Speed, safety division director, and by Sergeants Richard H. Chadwick and Clark L. Teague, who discussed safety promotion activities.

Lectures by enforcement division head Major David T. Lambert and communications and transportation division head Major William B. Lentz thoroughly familiarized patrolmen with the Patrol administration and policies.

W. B. Sloop, chief radio engineer, lectured on radio procedures and the care and use of radio equipment and speed watch equipment. Archie Gilbert, director, and Tom Secrest, assistant director of the license and theft enforcement division, lectured and gave demonstrations on the anti-theft and truck weighing activities of that division. The problems of arson as related to motor vehicles was discussed by W. G. O'Neal and A. E. Pearce of the North Carolina Department of Insurance and Lou Reineri and H. J. Harmon of the National Automobile Theft Bureau.

Director Walter Anderson of the State Bureau of Investigation, discussed the organization and jurisdiction of the Bureau, and Robert M. Stevenson of the Federal Bureau of Investigation engaged in a similar discussion with reference to the Federal agency. Lew Williams, also of the S.B.I., lectured on and demonstrated investigative techniques dealing with narcotics and the preservation of evidence. Henry Bridges, state auditor, and Paul Trader of the auditor's office spoke concerning the retirement system and its benefits.

Supplemental courses in typing, spelling and public speaking placed emphasis on the public relations and public information aspects of the patrolman's work.

Chief Justice J. Wallace Winborne  
Supreme Court of North Carolina  
Raleigh, N. C.



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