

EHRI Online Course in Holocaust Studies
AZIH ARG
Ghettos under Nazi Rule – Jewish Administrations
Translation: *B03 Rules of the Warsaw Jewish Police, June 1942*

CHAIRMAN of THE JEWISH COUNCIL in WARSAW

ADMINISTRATIVE BOARD of THE JEWISH QUARTER in WARSAW

EXECUTIVE COMMITTEE of THE ORDER SERVICE

Annex to paragraph 1 of Order No. 128 of May 21, 1942

THE ORDER SERVICE RULES AND REGULATIONS

1. General guidelines regarding the service.

Membership in the Order Service entails responsibilities that can only be met by a person of special moral and physical qualifications. The service requires perseverance, civil courage and self-control.

Officers of the Order Service ought to be guided by the principle that they serve the good of all inhabitants of the quarter, and remember that they should take special care of the poor and miserable. In the discharge of all their duties, they have to keep in mind the social nature of the service. Scrupulous execution of orders from the authorities protects the inhabitants from painful consequences of disobedience.

2. General rules of conduct on duty

Each officer of the OS [Order Service] should be subordinate to the orders and instructions of his superiors, helpful to his fellow officers and polite to outsiders, as well as energetic, efficient and diligent in the performance of his duties.

The nature and responsibilities of the Order Service require that its officers act calmly and prudently. Quick decisions have to be based on level-headed assessment. Diligent discharge of official duties consists not only in the performance of tasks stemming directly from the superior's orders, but also in the strict observance of official instructions.

3. Behaviour off duty

An OS officer is also required to behave impeccably off duty. The conduct of an OS officer should set an example worthy of being imitated by the public. An unbecoming lifestyle is liable to a reprimand or disciplinary action. It is forbidden to visit disreputable establishments for reasons other than official necessity, overindulge in alcohol, gamble and maintain relations with people of ill repute.

It is forbidden to wear the insignia of the OS when visiting entertainment establishments, except in cases of official necessity.

It is forbidden to borrow from subordinates and persons with whom one has only official dealings (company owners, persons who wish to become suppliers for the OS, members of house committees).

4. Attitude towards the public

Tactful and polite treatment of every citizen is a fundamental requirement of the service. Every member of the public who approaches an OS officer wishes to see him as his protector, and must not be disappointed. Inappropriate behaviour of an individual officer has a negative effect on the public attitude towards the Order Service as a whole.

An officer requested for information by a passer-by in the street should, first of all, salute, then provide the most complete information possible, and make a regulation bow at parting. Proper and polite treatment of the public must also be strictly observed at all OS stations.

5. Attitude towards fellow officers and superiors

An OS officer should always be willing to provide assistance to other officers, when needed. He should address higher-ranking officers according to the prescribed form and politely instruct those of a lower rank and lesser experience.

Any manifestations of envy, servility and overbearing pride are signs of a corrupt character and should be eliminated.

An OS officer offended by another officer's behaviour should report it to his superior, who may issue a reprimand or impose a disciplinary penalty on the offender. It is forbidden for OS officers, both individually and collectively, to offer gifts or treats to their superiors. Gifts are any objects of measurable financial value.

6. The use of the chain of command

In dealing with any requests, both written and oral, an officer must follow the chain of command, which means that requests should be submitted to his direct superior, who, in turn, forwards them to proper authorities. Exceptions from the use of the chain of command are possible only on the strength of a specific law or a special order.

7. Making oral reports

An oral report to the superior or to a councillor of the Jewish Council should be delivered distinctly in a natural tone, using the formula "I report." When making a report, one should stand to attention in front of the superior at a distance of three steps, salute and address him by his rank preceded by the word "Panie" [a polite form of addressing a man in Polish], stating one's own rank and name.

A lower-ranking officer on duty who enters an establishment in which his superior is present, takes off his cap at the entrance and reports, as described above, stating the purpose of his coming. He holds the cap in a horizontal position, peak forward, in the right hand with his

arm hanging straight down alongside his body. Before addressing another OS officer in the presence of a higher-ranking officer, it is necessary to ask the latter's permission.

During an inspection of an OS unit, it is only the head of the unit or his deputy who reports to the superior. Other officers, for example, marshals at their posts or lecturers during classes, do not report. Their name, official rank and the nature of their duties are reported to the inspector by the head of the unit under inspection. An exception from the above are duty officers, who report orally to every inspector senior in rank or post to the head of the unit. Cyclist officers, when making reports to superiors, dismount their bicycles (This regulation does not apply during patrol duty.).

8. Maintenance of confidentiality

An OS officer must not reveal official information or, generally, make use of information received in connection with the performance of his duties. In particular, an OS officer must remain silent about all private matters of which he became aware in connection with his official duties, as well as about all other matters which should be kept secret by the order of his superior or because of their confidential nature.

9. Prohibition of beating citizens and conditions for the use of a truncheon

It is forbidden to beat citizens, especially the arrested. The use of a rubber truncheon is acceptable only as a last resort, after persuasion has failed and after two warnings. In such cases an officer may strike only the arms or the back. It is forbidden to strike the head in all cases except defence against an armed attacker. In addition to making a note of the incident in his official notebook, an OS officer should report every case of using a rubber truncheon to his immediate superior, explaining the circumstances of the incident and the reasons for his actions.

10. Attitude towards other authorities

An officer who meets public servants or functionaries of the Jewish Council in the course of his duties should behave tactfully and render them assistance if requested to do so.

11. Grievances

Grievances against a direct or indirect superior containing a petition for reprimand or for disciplinary or criminal action may be submitted according to regulations on reprimands and disciplinary proceedings against OS officers.

Grievances that do not contain such a petition should be submitted to the direct superior, who will immediately have the grievance entered in the Register and issue a receipt if requested by the aggrieved.

Grievances may be submitted no sooner than 24 hours and no later than 7 days after the cause of the grievance arose.

The superior should forward the grievance immediately, and no later than 3 days after its receipt, to the superior authority along with his comments on the case. The grievance is resolved by his immediate superior. The superior who has received the grievance cannot either resolve it or cause its withdrawal. The aggrieved receives a written decision from the adjudicator, subject to confirmation of receipt, against which he can appeal to the directly superior authority within 7 days.

In the absence of an answer within 3 week of submitting the grievance, the aggrieved may send a report to the superior of the officer who has received the original grievance.

It is also admissible to present a grievance orally or in writing to any superior in the course of his inspection. Such cases should be recorded in the inspection report under the heading "requests and grievances."

If an officer requests to lodge a complaint with a higher superior, the immediate superior has to accept this request.

Reckless or groundless submission of grievances or failure to use the chain of command is subject to a reprimand or, in serious cases, to disciplinary action.

12. Illness

An OS officer who cannot perform his duties because of illness should immediately notify his superior, and produce a medical certificate if the illness lasts longer than 24 hours. Malingering will be treated as absence without leave.

13. Leave

The heads of executive units of the OS have the right to grant their subordinates a compassionate leave of up to 3 days.

In other cases and for longer periods, leaves are granted by the Head of the Order Service.

14. Commendations and rewards

In exceptional cases, an OS officer may be rewarded for special services with

- a) a commendation
- b) a monetary prize
- c) promotion to a higher rank.

The awarding of a prize out of funds placed at the disposal of the Executive Committee of the OS by a private individual does not have to be entered in the official register. It is necessary, however, to put on the official register the fact of awarding a monetary prize out of the funds set aside for the purpose by the Executive Committee of the OS.

A commendation should be announced in an order by the Head of the Order Service along with an extensive exposition of the courage, prudence, or presence of mind of the officer in

question. Only commendations announced in such an order will be entered in the official register

The heads of executive units are only authorized to praise their subordinates orally and to submit petitions. The awarding of commendations is an exclusive prerogative of the Head of the Order Service.

It is forbidden to accept any rewards directly from the donor.

Persons or institutions that wish to reward an OS officer for any service rendered need to contact directly the Executive Committee of the Order Service, which will decide whether to accept the reward and how to distribute it among particular officers.

15. Personal appearance and behaviour of an officer on duty

An OS officer on duty should be clean shaven and neatly dressed. He should wear the regulation armbands (the regular and official armbands with the appropriate insignia on them) and his service number clearly visible over the left breast of his garment, as well as a service cap, and should carry a rubber truncheon, a whistle, and an official notebook and writing utensils.

An OS officer should avoid everything that might expose him to malicious comments, backbiting, or ridicule from the public.

The bearing of an officer on the beat should always be exemplary. His gait should be calm and slow so that he can attend to what is happening around him.

It is forbidden to smoke on duty in the street and when entering offices or private flats. Walking hand in hand, sitting or lying at one's post, walking a dog without a specific order, unnatural and excessive behaviour, unnecessary whistling or humming, raising one's voice and private conversations with other officers on duty are all forbidden. It is also unacceptable to push or touch members of the public with hands when ushering them into offices, arranging them in queues, etc.

16. Official notebook

Each OS officer should carry an official notebook, into which, before duty, he copies verbatim the text of orders that apply to him from the Station Book. While on duty, he puts in the notebook the results of his actions, noting the time of leaving and returning to the station, the duration of particular stages of his duty and rest, as well as important incidents in which he intervened off duty. In particular, an officer must enter in his notebook the following:

- a) changes in orders that he received after leaving the OS station,
- b) all results of his on-duty actions and interventions,
- c) data necessary for making a report of a violation of the law,
- d) information on persons and criminal actions that may serve for making a report.

Notes in the notebook should be made immediately, at the site of the incident, in a concise and informative manner. It is unacceptable to use the notebook for making notes unrelated to service. Confidential official data must not be entered in the notebook. Such data should be submitted to the superior in an oral or written report.

17. Presence at public establishments

It is absolutely inadmissible for an officer on duty to enter public establishments without an official purpose. An official purpose that justifies such an entry would be

- a) to perform actions in the public establishment in carrying out an order, or
- b) to intervene on request or on one's own initiative if the situation in the establishment requires intervention.

After duty, an officer must report each intervention in such an establishment to his superior as well as record it in his official notebook.

If an altercation has developed at a public establishment in the presence of an OS officer off duty, he should immediately take necessary steps in his official capacity.

18. Meetings

An OS officer should attend meetings punctually without any deficiencies in his physical appearance (shaven, combed, clean, with a cap, number and official armband).

Briefings before and after duty are conducted by the head of the unit or by the duty officer.

19. Knowledge of the material environment

The knowledge of the material environment includes the knowledge of the following: the size of the OS District, division of the District into beats, duration of each patrol, limits of the District, limits of the Jewish quarter in the District (including in particular the exit points, ruins, walls and fences at the limits), communication conditions, flats and hiding places of dangerous persons and suspects, hospitals, refugee stations, public offices, fire hydrants etc.

20. Knowledge of the social environment

The knowledge of the social environment includes, above all, the knowledge of persons who have frequent contacts with the OS by reason of their position or function, persons of high standing in the Jewish quarter, persons who have extensive relations with the public and are therefore able to provide information (rabbis, teachers, doctors, midwives), persons under police supervision, released prisoners, vagrants, beggars, prostitutes.

21. Basic obligations of OS officers

An OS officer on duty should always bear in mind the following obligations:

Vigilance:

1. to be always vigilant and alert, beware of tardiness and talkativeness,

Politeness:

2. to be always tactful and polite to persons who request information,

Quickness:

3. to always come without delay to the assistance of any person who requests it, provided that the situation justifies the officer in leaving his post of duty.

Complaints:

4. If anyone makes a complaint against the OS, an officer should ask him to present the complaint at the district station or at the headquarters of the Order Service, where a report will be prepared. If that person refuses to do so, the officer should write down the person's name and address as well as all particulars of the complaint in the official notebook and then make a report himself.

The use of a whistle:

5. A whistle should be used when assistance is needed:
 - a) three short whistle signals during a pursuit – at this sound, all OS officers watch out for the pursued and join in the chase if he is moving in their direction,
 - b) long signals from an officer who needs immediate assistance on the spot – in that case, all officers within the range of the signal head towards the sound.

Cooperation in crime detection:

6. Some of the main tasks of the OS are to ensure public order and prevent crime, as well as provide assistance in crime detection. On detecting a crime, OS officers need to take steps to ensure that the traces of crime are not obliterated and, in particular, that the evidence of crime or objects that may serve to identify the criminal or to trace him down are not touched or moved.

22. Daytime duty

Officers on daytime beats should

- walk on the pavement along the street (near the cobbled surface),
- provide polite and accurate answers to questions posed by citizens,
- render assistance to any person in need,
- ensure that traffic on the street and pavement is not obstructed,
- pay attention to what is happening in the neighbourhood to prevent crime, especially theft,
- suppress any disorder and, if necessary, arrest the culprit,
- report any infractions to the superior in order to bring the perpetrators to justice,
- when called, provide assistance in removing persons who are breaking the law on private property and persons who are causing trouble in public places,
- note in the official notebook and report all events, incidents, explosions, persons who fainted in the street or were bitten by dogs, as well as all other incidents for which someone can be held responsible,
- mind all public property in the street or in the vicinity and note any damage; persons who deliberately cause the damage should be arrested,
- if any building is in danger of imminent collapse because of its condition, remain in the vicinity to warn passers-by. It is also necessary to alert the administrators of the building and the district station,
- immediately report any dangerous damage to the street or pavement,
- immediately regulate traffic in the street in cases of disruptions,

- if any objects are liable to be stolen because they have not been properly secured, immediately point it out to the owner,
- if street sewer openings are out of order or blocked by dead animals, waste matter or rubbish, make note of the fact and immediately report it to the head of the patrol or file a report at the district station,
- if the street is dangerous because of glazed frost, have it immediately strewn with sand or ash,
- in cases of animal cruelty (e.g. a wagon is overloaded or a horse is unfit for work), take steps deemed necessary (e.g. stop the wagon, take the horse to the district station, write down the names and addresses of the drivers in order to submit a report).

23. Night duty

Officers on night beats should

- a) walk on the pavement in such a way as to be able to check if doors and gates are closed,
- b) at the beginning of duty at dusk or dawn, ensure that all doors, windows, shutters, cellar hatches, ladders etc. are properly secured. If an officer on duty notices some irregularity (e.g. a light that is usually on is off or, on the contrary, it is brighter than usually, or there are suspicious noises), he should endeavour to determine the cause and, if necessary, alert the owner. Such an occurrence should be noted and reported to the superior. If thieves are nearby, they should be restrained. If, however, help is required to seize them, they should be watched until reinforcements arrive.
- c) pay special attention to burned-out houses, ruins, galleries that offer access to higher windows, richer shops etc.,
- d) carefully inspect shop shutters to make sure that they are secured,
- e) conduct all interviews ordered by the superior.

24. Duty at fixed posts

Officers on duty at fixed posts should

- a) provide assistance to those in need of it, in particular, to people who wish to cross the street during traffic,
- b) pay attention to passers-by, bearing in mind the descriptions of persons wanted; if a pickpocket or another suspicious individual gets on a tram or omnibus, immediately and discreetly warn the conductor and passengers, and watch the suspect,
- c) note any occurrences and report any incidents,
- d) regulate traffic in cases of blockages, even if it is not the purpose of the given post,
- e) if it is necessary to leave a fixed post, immediately write down the time and cause of leaving the post in the official notebook – as well as the time of return, immediately upon returning,
- f) during cold weather, it is permissible to patrol the area within 100 m of the post. However, one must keep the post in sight, be visible from the post oneself, and remain on alert.

25. Traffic control

Duty at traffic control posts requires alertness, self-control and a great deal of tact. In particular

- a) one should not stop vehicles too close to oneself, but rather give them a sign to stop well in advance, and then calmly position oneself in the middle of the street and spread out one's arms,

b) one should write down and report the names and addresses of all those who drive dangerously for the public and do not obey instructions,

c) right of way in traffic should be given to army and police vehicles, fire engines and ambulances.

26. Duty at the exit points and limits of the quarter

OS officers at the exit points and limits of the Jewish quarter serve alongside German and Polish police officers according to instructions received from the authorities. OS officers at such posts should remain within the area of the Jewish quarter, at least 10 m away from the border line.

27. Forms of official intervention

If the law has been broken by a Jew, an OS officer can

- a) reprimand the offender,
- b) impose a mandatory fine,
- c) make a report,
- d) arrest the suspect.

Re a) A reprimand should be applied in cases of minor offences if there is a justifiable assumption that the perpetrator did not act with ill will and there is no need for further measures. If, however, the given offence is becoming widespread or has been repeated, or when the reprimanded offender does not obey instructions of the OS officer, the latter should write down the name of the offender and make a report after completing his duty.

Re b) and c) In cases specified by the regulations on mandatory fines, the offender should be fined, and if he refuses to accept the fine, the OS officer should establish his identity and make a report. If the offender's identity cannot be established for the lack of an identity card or other personal identification documents, he should be escorted to the nearest district station.

Re d) Everyone has the right to arrest a criminal caught in the act or directly afterwards, during a pursuit. Specifically, an OS officer should arrest and escort a suspect to relevant authorities, and make a report of the offence that he is charged with, if

a) there is a justified fear that the suspect will go into hiding,

b) the suspect is charged with a criminal offence,

c) the suspect has no fixed abode in the General Government and no specific source of income, or it is impossible to establish his identity.

An OS officer may arrest a person caught in the act of an offence or because it is feared that the perpetrator may go into hiding

a) if he is unknown, and his identity cannot be established by checking his identification papers or in any other way,

b) if he has no fixed abode in the General Government and no specific source of income,

c) if he is under police supervision or if he is a habitual criminal, career criminal or recidivist,

d) if arresting him is the only way to prevent an offence or an attempt at committing an offence,

e) if he has not paid a mandatory fine on the spot.

28. Arrest.

When arresting a suspect, an OS officer should use the formula "I arrest you in the name of the law" and state the reason for the arrest.

Making an arrest is tantamount to the use of force. One should not, however, use more force than necessary to prevent the arrested person from escaping. Under no circumstances should he be manhandled or insulted with abusive language. An arrest should be made as discreetly as possible so as not to attract public attention. One should not engage in conversations with the arrested person. Objects that could be used for offence or defence should be immediately taken away from him. The arrested person should be escorted in the following way:

- a) an OS officer should walk behind the arrested person on his left side and always keep an eye on him,
- b) if possible, move through backstreets so as not to attract the attention of passers-by,
- c) make sure that the arrested person does not get rid of objects in his possession or communicate with anyone,
- d) escort the arrested person directly to the destination (e.g. from the site of the arrest to the relevant district station) without stopping off anywhere,
- e) rowdies and the sick should be transported in a vehicle (if possible, accompanied by two other officers), and special care should be taken to prevent their escape on the way.

OS officers who arrested a suspect are forbidden to notify his family, unless instructed to do so by the district station.

29. Fires

In case of fire, an OS officer should save the lives and property of people threatened by fire. In particular, he should

- a) immediately call the fire brigade,
- b) alert inhabitants in danger,

- c) notify the local OS station and a Polish police station,
- d) in the vicinity of the fire, clear the street and pavement of vehicles and people to facilitate the access and activities of the fire brigade,
- e) protect property threatened by fire from theft (without, however, denying access to official persons, gas workers, employees of the power station and insurance agents with proper identification),
- f) after the arrival of the fire brigade, follow strictly the instructions of its commander.

While saving the lives and property of people threatened by fire, one should adhere to the following guidelines:

- a) as far as possible, avoid opening doors and windows,
- b) enter smoke-filled rooms by crawling on hands and knees with a wet handkerchief covering the mouth,
- c) people on fire should be laid on the ground and covered with preferably thick woollen cloth,
- d) burning fat or kerosene should be extinguished with sand, earth or ash, rather than with water,
- e) tear down and tread on burning curtains to stifle fire.

30. Accidents

In case of an accident, an OS officer should

- a) take care of the victim (provide him with first aid, move him from the street to a doorway or a shop, call an ambulance or a doctor, protect the victim from being robbed, collect his valuables in the presence of witnesses for safekeeping),

b) collect all evidence related to the accident (determine the cause of the accident, who is responsible, which witnesses confirm relevant facts).

31. Providing assistance.

Whenever called for help, an OS officer, regardless of whether on or off duty, should hurry to the site where he is called, determine the cause of the call and, if necessary, provide assistance. If the call was an act of malice or a prank, the officer should make a report to bring the culprit to justice under article 20 of the Misdemeanour Law.

32. Damage to fixed property and infrastructure

An OS officer should report any defects and damage that he noticed in houses, shop windows and gates. He should order the removal of objects that create a safety hazard or obstruct traffic.

In cases of a broken water main, gas leakage etc., an OS officer should warn the public, notify the relevant authority and, if necessary, have the street closed.

33. Electrical wires

If an overhead electrical wire breaks and falls to the ground, an OS officer should cordon off the site, prevent people from approaching and notify the district station and the tramway company or the power station.

If a wire has fallen on a man or animal, the wire should be carefully removed by means of a wooden object so as not to touch either the wire or the victim by hand.

34. Objects found

If any objects have been found, a report should be drawn up including the name and address of the finder as well as a list of these objects or documents.

An OS officer should take away such objects from the finder and write down his name. If the finder refuses to hand them over, the officer should take him to the district station. Objects found should be sent along with a report to the lost property office at the "Gmina" district station.

If the supposed owner of an object found turns up and claims his property, it should not be returned to him until he proves his ownership of the object beyond reasonable doubt.

35. Lost children

Lost children should be taken to their families. Only if it is completely impossible to determine the identity of their relatives, should children be placed in district detention centres.

36. Drunks.

Drunks who, owing to their condition, cannot be left to themselves should in principle be walked to their flat or, if it is not known, to the district station until they sober up.

If a drunk behaves violently, it is advisable to find disinterested witnesses, so as to avoid accusations of rough handling.

Those who in a state of intoxication caused by the consumption of alcoholic beverages cause public offence by their behaviour, as well as those who stay in a public place in such a state regardless of their behaviour, are liable for punishment. In such cases, an appropriate report should be drawn up.

37. Corpses

Any OS officer who has found a corpse in the street has to notify the nearest district station, which will issue appropriate instructions to secure or remove the corpse.

38. Supervision of sanitation

Sanitation is subject to Sanitation Rules and Regulations, which an OS officer should be well acquainted with.

39. Assistance duty

An OS officer performs assistance duty when ordered by the head of the executive unit, or in cases specified in the orders of the Head of the Order Service. The duty consists in enabling the authorities whom he assists to carry out an official action, removing obstacles and overcoming resistance encountered in the process.

[translated by Grzegorz Dąbkowski]