

developing training programs; and demonstrates how the services of federal, state and local trade and industrial education agencies may be enlisted in the organization of vocational training programs for public service occupations.

The Administration of Personnel in Correctional Institutions in New York State. By D. Ross Pugmire. New York City, Bureau of Publications, Teachers College, Columbia University, 1937. viii, 182 pp. \$2.10.

The personnel of five correctional institutions in New York State has been made the basis of this study. Selection, induction, in-service training, health and conditions of work, leave and vacations, salaries, tenure, and retirement are investigated by the central office of the State Department of Correction. The study emphasizes the importance in an educational program of the kind of personnel engaged and stresses the necessity of having a system of personnel administration which will enlist and retain the services of those especially qualified for the work.

Facts and Fallacies about Position-Classification. By Ismar Baruch. Chicago, Civil Service Assembly of the United States and Canada, 1937. 25 pp. Twenty-five cents.

A discussion of some of the problems involved in a correct understanding of "position-classification."

Employee-Maintenance by Erie County, New York. Buffalo, New York, Municipal Research Bureau, Inc., 1938. 11 pp. mimeo. Twenty-five cents.

Some three hundred persons on the Erie County payroll receive some part of what is called "maintenance" as part of their compensation. This study reaches the conclusion that "there is only one way to place maintenance under control, namely: to require that it be paid for in cash or by a charge against the cash salary of the employee," such salary to be increased by the amount of maintenance the employee involved is entitled to receive. Other recommendations set forth the details for carrying out such a plan.

The German Civil Service Act. By James K. Pollock and Alfred V. Boerner, Jr. Chi-

cago, Civil Service Assembly of the United States and Canada, 1938. 54 pp. \$1.75.

A translation of the German civil service act of 1937 with selections from the national service disciplinary code and salary schedules.

POLICEMEN AND FIREMEN

Traffic Engineering and the Police. By Harold F. Hammond and Franklin M. Kreml. New York City, National Conservation Bureau, and Evanston, Illinois, Safety Division, International Association of Chiefs of Police, 1938. 92 pp. Forty cents.

A handbook dealing with elementary traffic engineering techniques designed to reduce traffic accidents and congestion through the control of physical hazards.

Compensation, Conditions of Employment, and Retirement Benefits of Policemen and Firemen in the City of New York and in 292 Other Cities in the United States. New York City, Citizens Budget Commission, Inc., 1938. 63 pp. One dollar.

As a result of a survey made by the Citizens Budget Commission, much enlightening information has been collected which, in the commission's judgment, should be useful in consideration of future legislation with respect to the uniformed forces of the City of New York.

A Manual for Municipal Volunteer Fire Departments in Wisconsin. Madison, Wisconsin, League of Wisconsin Municipalities, 1938. 38 pp. mimeo. Fifty cents.

This manual has been prepared in an attempt to clarify some of the most common problems which arise concerning the operation and control of local volunteer fire departments. A model ordinance for the government of such a department is included.

A Survey of the Bureau of Police, Department of Public Safety, Pittsburgh. New York City, Institute of Public Administration, 1937. 143 pp. mimeo.

Contains recommendations on reorganization which will reduce the structure of the police machine to workable limits by consolidating units and grouping related activities. Changes suggested will permit of closer supervision and give the superintendent of