

U. S. DEPARTMENT OF LABOR  
Immigration Service  
District No. 25

Address your reply to  
District Director and  
refer to  
No.

Office of District Director  
El Paso, Texas.

U. S. Immigration Service,

(Through Official Channels)

You are congratulated on having been selected as a member of the U. S. Immigration Service Border Patrol, which we proudly believe to be the finest law-enforcing agency of the Federal Government. It was not until you had successfully passed a written and oral examination and had undergone a character investigation that you were proffered an appointment. Having met all of the entrance requirements and having become identified with our Border Patrol by taking of the oath of office for probationary appointment, the undersigned welcome you and wish you every success.

It is appreciated that immediately following entry upon duty a new appointee seldom realizes fully his newly acquired obligations to his Government, his organization and his comrades. It is for the purpose of pointing out these obligations, as well as to welcome him to our ranks, that each new member is thus addressed by this office.

First, your attention is invited to the watch-word of our Border Patrol in this district - "HONOR FIRST"! This watch-word was spontaneously adopted by the officers who first served in this border patrol district. Those officers had the vision to realize that only by each member living up to a watch-word or motto implying the very highest standards of manhood and honor would our Border Patrol win and hold the respect and esteem of the American People. Several of those officers have since made the supreme sacrifice in line of duty, as have others who later became identified with our Border Patrol. Those of us who survive them to carry on realize more fully, through their leaving, our responsibilities to our Government and to the organization, in upholding the best traditions for which our deceased comrades gave their lives. In the fulfillment of these obligations it becomes our principal duty to look closely into the character, lives and habits of those who seek to fill vacancies in our ranks; to see that only men of high ideals of righteousness and honor are employed - men with whom honesty is a habit, not an effort; men of courage and loyalty with whom all members of our organization can associate with a feeling of complete confidence and pride.



If you feel that due to your personal inclinations, habits, or for any other reason, it will be impossible or difficult for you to live up to our standards, as indicated by our watch-word, RESIGN NOW! On the other hand, should you feel that you can and will be a credit to this organization, you will find each and every member thereof willing to assist you to make good.

In order to guide you in avoiding some of the stumbling-blocks to success in your new work, there are listed a few "DON'TS", which, if religiously observed, will go far to insure your success.

DON'T FAIL TO TELL THE TRUTH. One who is untruthful cannot be tolerated in our Service. Irrespective of consequences tell the unvarnished truth at all times. By being absolutely truthful you command the respect of your official superiors and incline them to help you if they can.

DON'T DRINK. Many promising officers have failed to make good due to the drinking of alcoholic beverages. Drinking does not inspire confidence in an officer; it does him no good whatever, and should therefore not be done. Read carefully your instructions regarding drinking and then refrain from it entirely.

DON'T GAMBLE. If a person can consistently win at games of chance he should go to Wall Street - he is wasting his time, from a financial point of view, in patrolling our boundaries. No patrol inspector can afford to lose consistently, so refrain from gambling.

DON'T GRUMBLE. A REAL MAN takes things as they come and uncomplainingly performs each task assigned him to the very best of his ability, -disagreeable though some may be. An officer in this organization is required promptly and cheerfully to obey all lawful orders.

DON'T ENGAGE IN LOOSE TALK. There is nothing that so quickly determines the fitness or unfitness of a new appointee for permanent appointment in our Border Patrol as the manner in which he handles his tongue. Some officers have literally talked themselves out of the Service. Others have argued themselves into other lines of endeavor. So, don't discuss brother officers, grievances, confidential matters concerning the work, or what not, except with your official superiors, and NEVER AT ANY TIME with persons outside the Service.

DON'T DIVULGE to persons outside the Service anything of an official nature without first consulting your Senior Patrol Inspector or Chief Patrol Inspector. You should bear in mind that all assignment and other official matters are STRICTLY confidential.

DON'T SWASHBUCKLE. Every right-thinking person despises a swash-buckler and a braggart. An officer of the swashbuckling type can very quickly bring into disrepute his entire organization - so be modest.

DON'T FRATERNIZE with aliens; with persons of the lawless element; those of low standards; those of ill repute or those who have left the Service in disgrace. You are now a representative of your Government - the finest in this world - and for that reason, if for no other, you are expected to maintain a certain dignity at ALL times.



DON'T FAIL to study all instructions, laws and regulations carefully if you would succeed in your new work.

DON'T FAIL to pay the proper respect to your official superiors. In this connection you are advised that it is one of the customs of our Border Patrol in this District to call one's Chief Patrol Inspector "Chief" and one's Senior Patrol Inspector, "Mr". We like to feel that we have an organization made up of gentlemen and gentlemen are ALWAYS courteous to each other and are especially watchful in this respect when dealing with their official superiors. If you are a real friend of an official superior, you will not demonstrate it by calling him "Bill" in the hearing of others.

DON'T FAIL TO BE NEAT. When in civilian attire or in the prescribed uniform - be neat. When you have secured a uniform (after you have passed your period of probationary appointment - or sooner if you wish) you should very carefully comply with all uniform regulations. Irrespective of how efficient an officer may be he has little chance for recognition in the way of promotion if he does not present the proper appearance. This is within the control of all.

DON'T WATCH THE CLOCK unless you have an appointment and then be punctual. A "clock-watcher" seldom gets to "first base", because he seldom moves fast enough. Make the work your hobby and you will find no difficulty in forgetting about the time of day. An officer who is afraid to work extra hours at times is certainly a mis-fit in the Border Patrol, where it is the rule rather than the exception.

DON'T FAIL TO APPRECIATE that you are now a member of one of the cleanest law-enforcement organizations in this country and that it is your duty to your Government to report anything and everything to your official superiors which may in any manner whatsoever reflect discredit upon the good name of the Service.

DON'T ATTEMPT TO LIVE BEYOND YOUR MEANS. It is one of the duties of your official superiors to see to it that "dead boats", do not remain in this organization, so, lest you be considered to be of this class, be careful that you do not live beyond your means and that you settle your financial obligations promptly.

DON'T ENDEAVOR to "PUT ANYTHING OVER" which is not clearly right.

DON'T BE DISCOURTEOUS, or rather at all times be courteous, polite, gentlemanly and considerate, in both your private and official conduct. Any other course will alienate the public good will, so much needed in law-enforcement work.

DON'T FAIL to be ethical and moral and law-abiding. In these respects officers should set an example for others.

For your information you are advised that all promotions to the position of Senior Patrol Inspector in this district are made through the medium of an examination which embraces the subjects (a) immigration law, (b) rules of evidence in criminal procedure, (c) knowledge of the Spanish language and (d) qualities of leadership. Under qualities of leadership an officer is graded



as to physique, bearing, neatness, energy, endurance, accuracy, ease in learning, ability to grasp quickly superior's point of view, ability to issue clear and intelligent orders, ability to estimate a new situation and to arrive at a sensible decision in a crisis, initiative, force, self-reliance, decisiveness, tact, industry, dependability, loyalty, readiness to shoulder responsibility for own acts, freedom from conceit, freedom from selfishness, readiness and ability to cooperate, success as an administrator, success as an instructor, success as a disciplinarian and ability to get results. Each patrol inspector who has completed one year of satisfactory service is eligible to compete for the position of Senior Patrol Inspector.

It is desired and directed that you read with special care instructions relating to (a) the care and use of firearms, (b) the care and use of Government-owned motor propelled vehicles, (c) the preparation of all reports and above all (d) those relating to conduct.

Having read the foregoing carefully you are now ready to receive a full set of instructions covering in detail many of the matters which have been discussed herein. No excuses will be taken in the future for your not knowing and complying with every instruction furnished you at this time or in the future.

For the next few months your attitude should be that of a student. You should show a desire and willingness to learn this business from officers who have served long and faithfully and who KNOW IT. You may have had excellent training in other lines of police work but bear in mind that you are expected to learn to do things the Border Patrol way. Suggestions are always welcomed but once an instruction is issued as to how a certain thing shall be done, it must be STRICTLY complied with.

In closing it is trusted that you will frankly discuss any and all of your problems with your Chief Patrol Inspector who will gladly assist you in any way possible. The Border Patrol holds a future for you if you will but apply yourself and profit by the foregoing suggestions and others given you from time to time.

NICK D. COLLAER,  
Assistant Superintendent  
Border Patrol.

APPROVED:

G. C. WILMOTH,  
District Director.