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To: The Mayor, First Selectman or Town Manager,
June 26, 1940.

Clyde W. Metcalf
Intelligence Section, Adjutant General

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STATE OF MAINE
OFFICE OF THE ADJUTANT GENERAL
AUGUSTA

June 26, 1940.

To: The Mayor, First Selectman or Town Manager:

It has come to the attention of this office that in certain communities in the State of Maine groups of patriotic and civic-minded citizens have organized themselves to assist Federal and State agencies in the solution of certain problems growing out of a rapidly expanding program for National Defense, with particular attention to the discovery and early report of subversive acts and influences.

In order that this civilian activity be properly controlled and coordinated, this office desires that Municipal Officers of cities and towns take steps to coordinate this activity within their respective municipalities, or, where no organization has yet been formed, to take the initiative and suggest the organization of such a group to some responsible and properly qualified person of the municipal officers' designation.

Such groups, if properly organized and coordinated, can be of considerable value to their communities and to the regularly constituted authorities. It is however, absolutely necessary that their functions and limitations be understood by their membership, and their activities be kept within the legal limitations.

Unless granted special police powers by the municipal authorities, these groups or the individual members thereof have no authority for search, seizure or arrest and must observe the law as regards to trespass and interference with the rights of others.

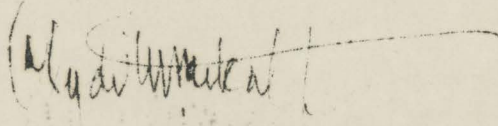
It should be impressed upon the leaders of these unofficial groups or committees that the success of their efforts depends upon the anonymity of their membership and to the degree to which they operate without publicity. They should be composed of level-headed citizens drawn from all walks of life and should quietly observe local conditions and activities with particular regard to subversive acts, influences and individuals.

This office suggests that confusion and duplication of effort may be avoided if the name, address, telephone number and such other pertinent information of necessary record of the head of such local committee or group, or some individual especially designated be furnished to this office as the direct contact man between this office and the local committee on all such matters considered subject of information or suggested further investigation. The sending of information by others than this designated contact man should be discouraged and should be unnecessary except in extraordinary emergencies.

If desired this office will furnish to the Municipal Officer, or other person properly designated, an outline and suggestions as to the procedure to be pursued in cases of suspected subversive and un-American activities.

For the complete and proper coordination of all matters of State Defense this office requests immediate and complete cooperation in the above matters and desires the name and other information mentioned of the person who will be ^a sure and reliable contact in each and every town and city at all times.

For the Adjutant General.


Clyde W. Metcalf
Capt. - Inf., Me.N.G.
Intelligence Section