

- 1 -

Position Number .....

Authorized Rank .Cpl.....

Job Title S..&.I..Investigator....

IDENTIFYING INFORMATION

Name GINTER, John R..... Rank .Cpl..... Reg. No. 18960.....

Branch, Section or Detachment .S..I..S..... Location .Halifax.....

Sub/Division or Directorate .S..I..S..... Division "H".....

Name and Rank of Immediate Supervisor E..H..CORRIGAN, S/Sgt.....  
Co-ordinator - R. E. NEIDIG, Sgt.

JOB SUMMARY (For completion by analyst)

Under the general supervision of the Non-Commissioned Officer in Charge, Security & Intelligence Section, "H" Division, Halifax investigates and supervises the investigation of applicants for government positions and enquiries from foreign agencies as directed by Director of Security & Intelligence, Ottawa, to ascertain their loyalty and character; investigates homosexual activities to determine whether any government employees who have access to classified information are involved; and performs other duties.

SECTIONS 1 to 7 TO BE COMPLETED BY INCUMBENT

(If you require more space for your replies, continue on the back of the page, clearly marking the section number.)

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AGC-0618\_0001

- 1 (a) -

SECTION 1

% of Time

DESCRIPTION OF DUTIES

- (1) Investigates applicants for government positions and enquiries for foreign agencies as directed by the Director of Security and Intelligence (D.S.I.) Ottawa to ascertain their loyalty and character: 65%
- by - researching background information submitted on the Personal History Form from the D.S.I. to ascertain what enquiries should be conducted;
  - by - typing the applicant's and any relatives' listed in the Halifax-Dartmouth area, name, date and place of birth on a police check form and checking these through the Halifax and Dartmouth City Police records to determine whether a record exists and if so note it for inclusion in the report to the D.S.I.;
  - by - typing the applicants' name and address on a Credit Bureau Request Coupon (C.B.R.C.) and having this information checked through the Twin Cities Credit Bureau to ascertain applicants' credit rating;
  - by - checking the Halifax-Dartmouth City Directory to ascertain the applicants' neighbours to interview source who knows applicants for character assessment;
  - by - checking the names of persons intended for interview through the Security & Intelligence Section (S.I.S.) indices to determine whether the proposed source is not adversely recorded;
  - by - checking universities and other institutions of learning to verify the applicants' attendance and academic qualifications;
  - by - interviewing applicants' neighbours, former employers, supervisors or co-workers to determine subjects' character and loyalty;
  - by - [REDACTED]
  - by - assessing the reliability of sources and establish whether their information was given in an unbiased manner;
  - by - checking out cross-references on subject or his relatives to ascertain whether the information has any bearing on applicants' security status;
  - by - correlating and checking all information received on applicants to ascertain that it is correct;
  - by - dictating to a stenographer for own signature the results of the completed enquiries to enable the D.S.I. to knowledgeably assess the subjects' character and security status.

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AGC-0618\_0002

- 1 (b) -

SECTION 1 cont'd.

% of Time

(2) Supervises the investigation of applicants for government positions and enquiries for foreign agencies as directed by the D.S.I. to ascertain their loyalty and character: 15%

- by - assigning files to certain investigators;
- by - entering all [redacted] files received for investigation in a diary date book and checking this book to verify that reports are completed punctually;
- by - demonstrating to new S. & I. members - "A" Sub-Section, by actual practice, the method of arranging interviews, identifying oneself and interviewing techniques to ensure that new members follow a proper procedure;
- by - showing new members a sample report and verbally outlining the proper methods of S. & I. reporting to ensure that proper reporting methods are used;
- by - checking reports of investigators to ascertain that all points requested by the D.S.I. have been investigated;

(3) Investigating homosexual and sexual deviate activities to determine whether any government employees are involved: 10%

- by - establishing liaison with the Halifax and Dartmouth City Police Detectives to establish who may be a suitable source in the homosexual field;
- by - establishing liaison with the Military Police S.I.S. to determine whether their enquiries have uncovered government employees involved in homosexual activities;
- by - investigating reported homosexual traits in government and proposed government employees;
- by - dictating the results of homosexual enquiries for reports to the D.S.I.

(4) Performs other duties, such as: 10%

- assists "B" and "D" Branch in surveillance on persons of subversive interest;
- assists in V.I.P. security;
- interprets from German to English and visa versa for defectors speaking German and no English for "B" Branch;
- translates certain short statements for "B" Branch from German to English;
- dictates semi-monthly and monthly expense accounts to claim

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AGC-0618\_0003

- 1 (c) -

SECTION 1 cont'd.

% of Time

expenses incurred during investigations;

- acts as Acting Division Orderly Officer once per month which entails being on call during a 24-hour period from 8:00 a.m. to 8:00 a.m. checking Headquarters building, postgarage and Thornvale Barracks for security and fire safety. Checks all incoming telexs and takes appropriate action by notifying member on standby. Drafts and signs outgoing urgent telex messages on off hours;
- acts as S. & I. standby one week in every five weeks which entails collecting secret waste, security check of the S. & I. offices and being near a telephone during the week for any S. & I. calls;
- completes daily, totals and submits monthly, to D.S.I., form C-75D and C-76 tabulating the spectrum of work performed;
- checks form C-75D and C-76 of two Constables in section to ascertain that it is complete and accurate;
- checks car accounts submitted by members of "A" Sub-Section for accuracy.
- acts as Divisional cryptographer after regular office hours one week in every eight weeks;

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AGC-0618\_0004

- 2 -

SECTION 2

What facets of your work do you consider to be the most difficult or demanding? (Explain why).

The most demanding aspect of the work is the concentration required when conducting in depth interview to remain mentally alert and completely objective.

SECTION 3 - KNOWLEDGE

EDUCATION, SKILLS and EXPERIENCE

NOTE: Report only the minimum education, skills and experience required to perform the duties of your position and not necessarily what you possess.

- a) Education refers to the level of academic or other formal training (i.e. High School, University, Technical School) required to provide the basis for the development of the skill and knowledge needed in this position.

The minimum Force requirement of Grade XI should provide the incumbent with a knowledgeable educational background to perform the duties of the position.

- b) Training Courses (In-service or outside required to perform your duties. (Explain)

Recruit training is essential:

S. & I. Induction Training Course at "I" Directorate Headquarters to give the incumbent a basic knowledge of S. & I. fundamentals. A course in basic psychology or interviewing techniques would be helpful to incumbent.

008906

AGC-0618\_0005

- 3 -

SECTION 3 cont'd.

- c) Detail the TYPE and minimum LENGTH of previous experience necessary to acquire the knowledge and skills, such as investigational techniques (types of), records management, photography, to prepare an incumbent for transfer to this position.

General Detachment for three years to acquire investigational techniques and RCMP method of reporting.

- d) What is the minimum length of time which an incumbent of average ability must spend in this position before he may be expected to perform the duties of this position? Explain why.

The incumbent should have a minimum of one year on-the-job training to orient himself to the duties of this position. This enables him to establish some sources and also be versed in S. & I. style of reporting and supervisions.

- e) What special skills and/or personal attributes should a person possess to perform the work of this position competently?

This work requires the incumbent to possess the ability to conduct a meaningful interview, be knowledgeable on many subjects and have some knowledge of social graces. The incumbent should have a pleasant personality, be a good listener and conversationalist and have the ability to establish rapport. The incumbent should be discreet as all work is classified. The incumbent should be able to express himself orally and in written form.

008907

AGC-0618\_0006

- 4 -

SECTION 3 cont'd.

- f) Knowledge and continuing study of Statutes, Manuals, Instructions, Texts, Periodicals, etc., (list each and give an example of why you use them and show the extent of knowledge required).
1. Prime Minister's Statement of October 26, 1963 (Information purposes)
  2. Cabinet Directive No. 35 (Information purposes)
  3. Official Secrets Act (Information Purposes)
  4. "I" Directorate Policy Instructions - "Guidance in Day to Day Work"
  5. Public Service Commission Act - Section 26 (Limited knowledge)
  6. Rules, Regulations and Orders - Guidance in day to day administrative work.
  7. Report of the Royal Commission on Security (Information purposes)
  8. The Threat to Canada from Subversion, Espionage and Sabotage, prepared by Joint Intelligence Committee (Information purposes)
  9. Time and Newsweek (magazines) (Information purposes)
  10. Guidelines and International Affairs (Information purposes)

Texts: Helpful and informative

J. Edgar Hoover - On Communism  
Selected Works of Marx and Lenin

- g) What certificates or licences are required in your work and how are they acquired?

NIL

008908

AGC-0618\_0007

- 5 -

SECTION 3 cont'd.

- h) What tools, instruments or equipment do you use in your work and what is their purpose? (Answer only if applicable)

Two-way portable radio for surveillance purposes.

- i) What tools, instruments, equipment or machinery are you required to repair or maintain? (Answer only if applicable)

008909

AGC-0618\_0008



- 6 -

SECTION 4

DECISIONS and RECOMMENDATIONS

- a) Give as many examples as possible of decisions (judgements) which you have the authority and responsibility to make on your own.
1. The responsibility to know who to interview on enquiries.
  2. The responsibility to know when to pursue an interview further or when to cease.
  3. The responsibility to judge the progress of new members in "A" Sub-Section.
- b) Give as many examples as possible of recommendations you make to others. (For example, in such areas as unit organization; work methods and procedures; prosecutions; personnel matters, etc.) In what form are these recommendations made? (i.e., orally or formally in writing). To whom are they made? (i.e., your supervisor, other senior personnel, other government departments, etc.).
- recommendation on the security status of a [redacted] subject (written to D.S.I.).
  - recommendation of work procedure with "A" Sub-Section (verbal to supervisor)

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AGC-0618\_0009

- 7 -

SECTION 4 cont'd.

c) What technical responsibilities do you have for overseeing the operation and maintenance of equipment? (Answer only if applicable)

d) List the errors which could occur in your work and the possible consequences, i.e. extent of: time loss, property damage, physical injury, embarrassment, loss of goodwill or criticism.

Errors in reporting inaccurate information on a subject could cause embarrassment and criticism to the Force and the Government.

Errors in conducting an interview incorrectly could antagonize sources and cause embarrassment and criticism to the Force.

An error in incorrectly identifying a candidate with adverse information could result in the candidate being disqualified for employment.

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AGC-0618\_0010

SECTION 5

Contacts - List the contacts both inside and outside the Force that you are normally required to make in the performance of your duties. For frequency and method of contact, check the following and show the appropriate number in the space provided.

Frequency

- 1) Performed at least once a day.
- 2) Performed at least 1-4 times a week.
- 3) Performed at least 1-3 times a month.
- 4) Occasionally performed.

Method of Contact

- 1) Personal interview.
- 2) Telephone.
- 3) Correspondence drafted but not signed by you.
- 4) Correspondence drafted and signed by you.
- 5) Correspondence not drafted but signed by you.

Descriptive Title	Agency or Organization	Frequency	Method	Purpose of Contact
N.C.O. - i/c S. I. S.	R.C.M.P.	1	1, 2	Day to day operation of "A" Sub-Section - work priorities and work schedules.
Co-ordinator Sgt.	R.C.M.P.	1	1, 2	Discussing reports and work schedules.
Reader Sgt.	R.C.M.P.	1	1, 2	Discussing reports and x-references
Civilians	General Public	2	1, 2	Interviews concerning [redacted] files.

- 6 -

SECTION 2 cont'd.

Descriptive Title	Agency or Organization	Frequency	Method	Purpose of Contact
Supervisor	Twin Cities Credit Bureau	3	1	Check credit rating of a [redacted] file subject for credit rating.
Administrative Service Office	National Research Establishment	3	1, 2	Check work performance and character assessment of [redacted] enquiries employed by Establishment
Clerk in Personnel Section.	C.F.B. Dockyard	4	1, 2	Check personnel records of [redacted] files who have been or are employed.
Detective	Halifax City Police	3	1, 2	Receive information concerning homosexual activities in Halifax area.
Desk Sergeant	Halifax City Police	2	1	Requesting permission to check Halifax City Criminal Police Records.
Desk Sergeant	Dartmouth City Police	2	1	Requesting permission to check Dartmouth City Criminal Police Records.
Personnel Officer	Customs & Excise	2	1, 2	Verify employment and receive character assessment.

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AGC-0618\_0012

- 10 -

SECTION 6

Supervision - List the employees who report to you directly or through subordinate supervisors, by a descriptive title that identifies the kind of work they perform, and by rank or authorized classification.

<u>Descriptive Title</u>	<u>Rank of Classification Level</u>
S. & I. Investigator	First class constable
S. & I. Investigator	First class constable (This member is presently on loan to "B" Branch)

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AGC-0618\_0013

SECTION 7

Working Conditions

- a) Mental and Physical Effort - Describe any features of your work that create mental or physical fatigue. Long periods of intense concentration, lifting heavy objects, etc.

Mental concentration is required when conducting lengthy interviews.

Mental and physical fatigue may result from long periods of concentration when performing surveillance duties.

- b) Environmental Conditions - List any undesirable conditions under which you normally perform your duties (e.g. exposure to extreme weather conditions, continual standing or walking, extended absence from home, office conditions).

Overcrowding in office. At present, noise from construction across the street makes it difficult to concentrate.

- c) Hazards - Describe the aspects of your work which are hazardous.

Normal hazards of being a law enforcement officer.

Mental strain caused by unscheduled work. Long hours of overtime work cause mental and physical fatigue.

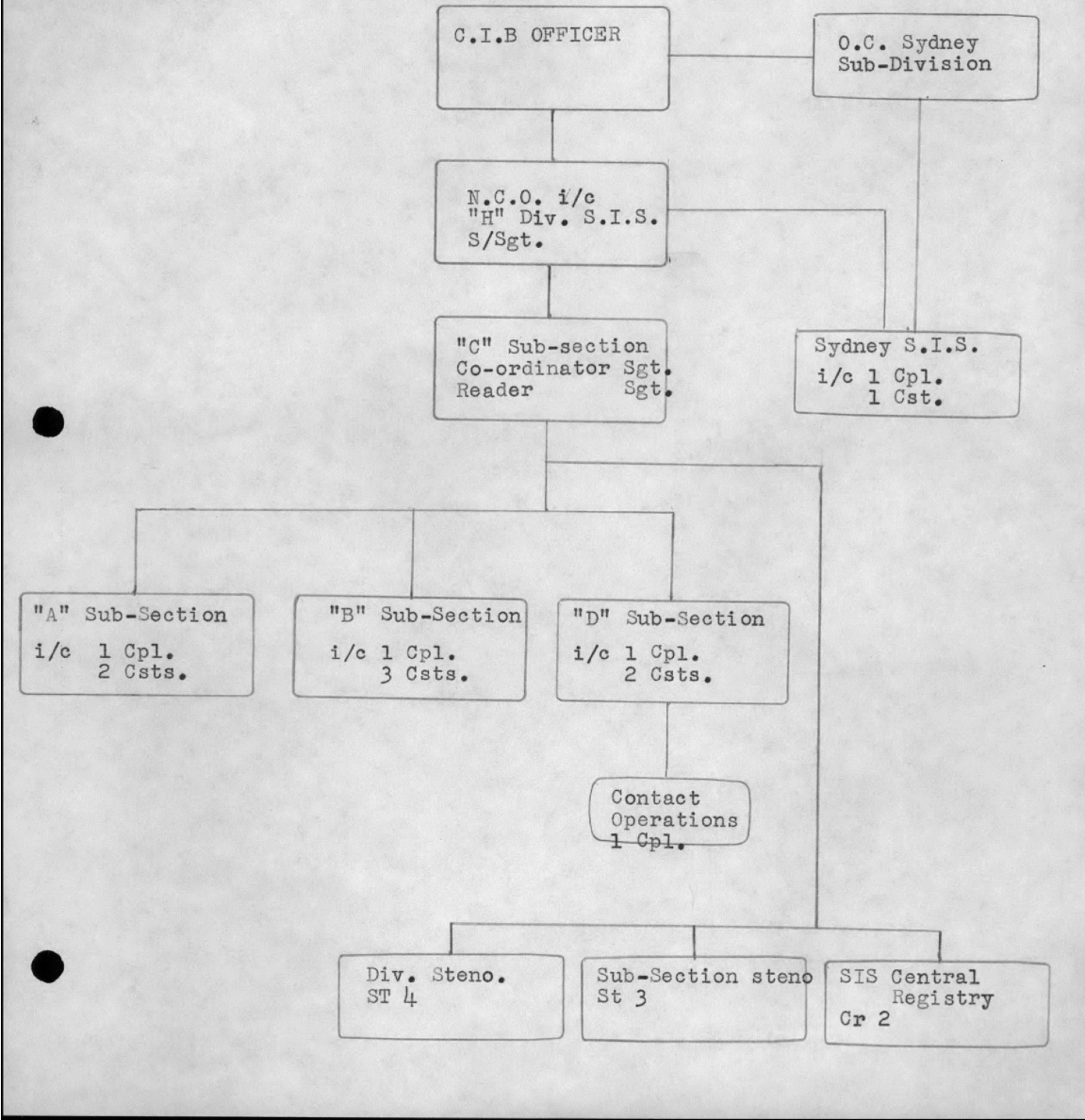
Date July 21, 1970.. Analyst Cpl. J. R. GINTER.... Signature of Incumbent

ORGANIZATIONAL CHART

Date: ...July 21, 1970

ROYAL CANADIAN MOUNTED POLICE  
"H" DIVISION  
Security & Intelligence Section

ORGANIZATIONAL CHART



- 13 -

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SECTIONS 8 TO 12 TO BE COMPLETED BY IMMEDIATE SUPERVISOR

(If more space is required for specific sections, continue on the back of the page, clearly marking the section number. It is important that an independent view of the position be presented by both the incumbent and the supervisor. Therefore, please do not alter or influence the incumbent's answers in the preceding portion of the questionnaire.)

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SECTION 8

a) Education and Training

Describe what you consider to be the minimum acceptable education and formal training required to perform the duties of the position satisfactorily. State the subject matter, the length of the course of training, the type of institution and the level of attainment as indicated by the certificate(s), diploma(s) or other recognition. Describe what in-service training would be necessary to satisfactorily perform the duties of this position, prior to entering the position.

Grade II High School Diploma.  
Intermediate S. & I. Training Course.

b) After entering the position, what additional training is required?

Course on the Development of Man Management and Supervisory Skills.  
Introductory course at the Headquarters level on "A" Branch.

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AGC-0618\_0016



- 14 -

SECTION 9

Experience

Given the education and training as specified in Section 8(a), what type and minimum length of experience does the incumbent require prior to entering this position?

- three years on general police duties
- one year on Security Screening investigations
- one year on Counter Espionage investigations
- one year on Counter Subversion investigations

Employment for one year as an S. & I. Reviewer would be desirable but not mandatory.

SECTION 10

Extent of Supervision - minimal instructions on the co-ordination and distribution of security screening files.

- a) What instructions and guidance do you provide to incumbent?

In select cases where adverse character or political information is uncovered or suspected, specific instructions or guidance is provided.

- b) At what stage and to what extent do you check the incumbent's work?

Normally, at the finished product stage. The quality of the investigation as reflected by the written report and the productivity of the incumbent are checked.

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AGC-0618\_0017

SECTION 10 cont'd.

- c) What matters does the incumbent refer to you for decision?  
Matters relating to established policy; selection and method of approach to potential sources in delicate cases; distribution of the workload; creation or re-designing of procedures for carrying out police checks, credit bureau checks, etc.

SECTION 11

The position reported in this questionnaire is representative of the following positions in the Unit or Section. (Consider positions having similar duties and responsibilities.)

There is no other representative position in the Section.

SECTION 12

Additional Comments

Under Section I, the incumbent lists as part of his duties interpreting and translating German to English. This is not a responsibility of this position, but rather an ability the current incumbent possesses which is utilized when the occasions arise. I do not agree with the statement in Section 7(c) that unscheduled work causes mental strain. While at times unscheduled work can be annoying and disruptive to personal pursuits, it is an overstatement to suggest that this creates a hazardous mental strain. Occasionally the incumbent is required to work long hours, such as an extended surveillance operation, however, this does not occur that frequently to constitute a hazardous working condition.

Date ... 28/1/78 ..... Signature of Immediate Supervisor .....  
 Rank and Position ... (E. H. Corrigan) S/Sgt., #16941,  
N.C.U. i/c S. & I. Section .....