

CONFIDENTIAL

TO: Deputy Commissioner  
Geo. B. McCLELLAN

The following changes in "C" Department Policy Instructions (CHA) are recommended:

Para. 5 - Interviews are to be conducted in person, however, under certain circumstances it may be necessary to telephone the intended source for an appointment for a future interview. In such cases the source should not be informed of the identity of the person being screened and if an explanation is unavoidable, it will be sufficient to state that the enquiry relates to a security matter which cannot be discussed by telephone. At the start of an interview with any person for information relating to an applicant or employee, the investigator should first identify himself as a member of the Force and explain frankly that the subject of the enquiry is being considered for a responsible position which may have a bearing on the security of the country. Then he should ask the person to respect the confidential nature of the enquiry. During the interview it is essential that the investigator maintain a serious, mature and businesslike manner. The person being interviewed should also be informed that a routine security enquiry should not be construed as a reflection on the status or character of the applicant or employee. The investigator must always bear in mind, that he is seeking information and that he must not reveal details of any information already in his possession. Questions put to all sources must be carefully phrased to elicit the information required without suggesting to the source that the candidate may be suspect. Every precaution is to be taken to avoid gossip arising from our investigations. These procedures are designed to gain the confidence of the person being interviewed and to minimize the possibility of criticism of the Force.

Para. 11 - Divisions will be responsible for:

- (b) Developing any subversive information which comes to light during an investigation.
- (c) Determining the extent and purpose of any connection the applicant or employee has had, either in Canada or abroad, with persons from Communist-dominated areas. (Information will also be sought concerning the purpose for any travel to such areas except in the service of the Government).

- (d) Conducting neighbourhood enquiries relating to the subject's past and present places of residence.
- (e) Interviewing the present and past employers of the subject as listed on the Personal History Form, giving special attention to performance and reliability. Remarks as to general conduct while employed and reasons for termination of employment should be obtained. Immediate supervisors or co-workers who might reasonably be expected to have personal knowledge of the individual should be interviewed. If an applicant requests that no approach be made to his present employer, additional care should be taken to determine character and reliability from alternate sources. If a candidate is a member of the Armed Forces it will not be necessary for the investigator to conduct enquiries at military establishments. Although this avenue of enquiry is a Headquarters' responsibility, as specified in paragraph (10), the instruction is not intended to prohibit the investigator from conducting enquiries at local Armed Forces establishments should such action appear necessary to resolve or supplement information developed during an investigation.
- (f) Determining if the subject or his spouse drink to excess or if they are inordinate users of drugs, narcotic or otherwise.
- (g) Determining if there is any illness, mental condition or hereditary weakness of a nature which might cause a significant impairment of the judgement or reliability of the candidate.
- (h) Verifying date and place of birth through available sources.
- (i) Determining if there is any indication of sexual deviation, particularly homosexuality, on the part of the applicant or spouse; (Sexual deviates are potential targets for blackmail and, as such, poor security risks).
- (j) Determining if there is any indication of financial instability such as chronic indebtedness; (Habitual failure to honour financial obligations might conceivably constitute a security risk by reason of the individual's vulnerability to coercion or pressures).

- (k) Determining the degree of influence on the candidate when an adverse trace comes to light on a relative.
- (l) Determining if there are any facts which furnish reason to believe that the candidate or spouse may be subject to coercion, influence or pressure which may precipitate action contrary to the interest of security.
- (m) Determining, to a satisfactory degree, if the candidate is considered discreet and trustworthy.

Para.12 - Amend paragraph 12 to read as follows:

Enquiries at educational institutions attended by the subject, to verify scholastic attainment and character will only be carried out on instructions from Headquarters. This does not prohibit interviewing former teachers or professors if relevant character information might be expected from such sources.

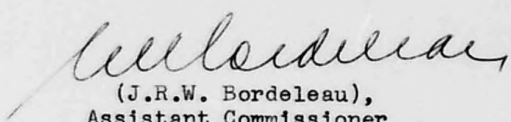
Para.17 - Amend paragraph 17 as follows:

Although details of the results of each check made at the credit bureau must be included in reports, information relating to outstanding accounts must be further investigated.

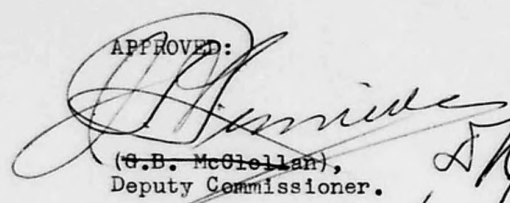
Para.20 - Paragraph 20 to be deleted.

Para.21 - Paragraph 21 becomes paragraph 20.

Re-number remaining paragraphs in sequence.

  
(J.R.W. Bordeleau),  
Assistant Commissioner  
D. S. I.

APPROVED:

  
(G.B. McClellan),  
Deputy Commissioner.

11/11/62