

*Copy  
attached to E.D. letter  
# 6-3-64*

VANCOUVER, B.C.

CONFIDENTIAL

February 5th, 1964.

The Officers Commanding,  
R.C.M. Police:  
VICTORIA: VANCOUVER: NELSON:  
NEW WESTMINSTER: PRINCE GEORGE:  
PRINCE RUPERT: CHILLIWACK:  
KAMLOOPS SUB-DIVISIONS: and

Senior N.C.O., "E" Division S.I.B:

Re: Character Investigations - General

Further to the instructions issued from this office re: 'Character Investigations - General' dated 6-12-63. There appears to be a certain amount of uncertainty concerning the extent of the field investigation required for persons who are to be employed in sensitive Government positions which require clearance to "Secret", "Top Secret" and "Special Assignment".

2. In order to avoid unnecessary work and still meet the full requirements of Headquarters, Ottawa, in the first instance, the investigator must study and be guided by the instructions contained in the "C" Dep't. Policy Instruction Book, chapter CHA; the instructions issued from "E" Div. S.I.B. H.Q., and any specific instructions contained in the originating correspondence.

3. For ready reference, the investigator's responsibilities and the extent of the field investigation necessary concerning persons who require clearance to "Secret", "Top Secret" and "Special Assignment" are briefly indicated below:

Responsibility of the Investigator: It is the responsibility of the investigator in all instances

- (a) To present orderly, complete, factual reports
- (b) To fully identify and assess the reliability, competence and standing in the community of each human source.
- (c) To provide any necessary comment.

In the absence of any specific instructions in the originating correspondence, the investigator will be responsible for providing the following coverage in accordance with the requirements set out in "C" Department Policy Instruction Book, chapter CHA.

Security Classification:Requirements:"SECRET"

As above, and as indicated in paragraph 11(a), (e), (f), (g), (h), (i), (j), (k), (l) and (m).

"TOP SECRET"

As indicated for "SECRET", plus paragraph 11(d).

.....(continued).....

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5-2-64

CONFIDENTIALRe: Character Investigations - General

"SPECIAL ASSIGNMENT" (S.A.) As indicated for "TOP SECRET", plus neighbourhood enquiries concerning all of the file subject's relatives as listed in the personal history form, as well as interviewing the present employers of the relatives.

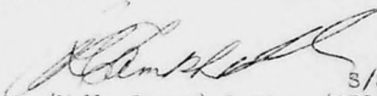
Enquiries at educational institutions attended by the file subject, to verify scholastic attainment and character will only be carried out on instructions from Headquarters. This does not prohibit interviewing former teachers or professors if relevant character information might be expected from such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

4. The investigator will note that "C" Department Policy Instruction Book, chapter CHA makes frequent use of the terms "the subject" and "the candidate". These terms refer only to the actual subject of the file who, in fact, is the person being considered for employment in a sensitive Government position. In future, it will be appreciated if the use of the word "subject" is confined to the actual file subject, only; otherwise, it will create confusion when reading the complete file at Headquarters, Ottawa, as it would suggest that the applicant is known in some area of the country where he has never resided.

5. A recent review of reports being received at "E" Div. S.I.B. H.Q. reveals that the instructions contained in "C" Dep't Policy Instruction Book, chapter CHA and in the memorandum from "E" Div. S.I.B. H.Q. re 'Character Investigations - General' dated 6-12-63, particularly paras 10, 11 and 12 are not being fully complied with, and reflected in the resulting reports. The investigators' reports must clearly reveal that all applicable points as outlined in the above mentioned instructions have been fully complied with.

6. Headquarters' Terms of Reference require that they provide to the Government Department concerned complete, factual, evaluated summaries based on information obtained from assessed sources. These summaries do not include comments or opinions expressed by our investigators. A higher overall standard of investigation and report writing is required in order to permit Headquarters, Ottawa to comply with their Terms of Reference. Therefore, all reports must be more carefully examined at all levels in order to ensure that they do, in fact, conform to existing instructions before being allowed to go forward.

7. It is not suggested that the investigators need necessarily change the format of their reports, but it is strongly suggested that a careful study of Part One of the Security and Intelligence Reporting System Booklet presently on hand at all Detachments would be of considerable assistance to Detachment personnel in reporting future investigations and improving the quality of our product.

  
S/Sgt. for  
(M.W. Jones) Supt., (ODS)  
Officer i/c Security & Intelligence Br., "E" Div.

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