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RE: Security Screening - General
 IP 371-1

The following is a draft of those aspects of the proposed Security Screening policy, which will affect your commands. It is being forwarded for your perusal and to afford you and your personnel an opportunity to record your views and concerns concerning these investigative guidelines. We would appreciate receiving your response by the 12th December 1983.

F. 10. d. Area Commander

1. Assign only mature, experienced investigators to security screening inquiries.
2. When it is impractical to conduct security screening inquiries with Security Service personnel, forward all information pertinent to the investigations to the RCMP Detachment at the point of inquiry and assign diary date.
3. Have all inquiries necessary to clarify or amplify subversive traces conducted by an investigator with specific expertise.

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4. Maintain a statistical record of security screening investigations conducted as directed by HQ - "A" Operations.
5. Conduct only security screening investigations directed by HQ - "A" Operations.
6. Ensure a consistent standard of quality and responsiveness to diary dates.
7. Maintain a program of liaison with:
 1. Regional security officers.
 2. Security officers in private defense contracting industry.
 3. RCMP Detachments.

F. 10. e. Detachment Commander

1. Conduct all inquiries within the time limit allotted by the Security Service area/district commander.
2. Submit the original and one copy of the report and related correspondence on form C-237 to the originating area/district command.
3. Retain one copy of all material for one month from the date of the concluding report then forward to the originating area/district command.

F. 10. f. Area Command - "F" Operations

1. Place the area command copy of the report and all related documentation on file.
 1. BF the file to ensure correspondence is returned in compliance with F. 10. e. 1.
 2. Retain file in accordance with "F" Operations retention criteria.

F. 10. g. Investigator

1. Preparation:
 1. Carefully review PHF and related documentation and establish a plan of action.

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2. When practical, consult telephone book, city directory, etc. to verify addresses and establish possible sources of information.

3.

4. Make every effort to arrange appointments for interviews by telephone in advance.

1. Describe nature of inquiry.

2. Establish whether source knows subject well enough to assist investigation.

3. Establish a time convenient to the source for a meeting.

4. Avoid conducting any part of the interview by telephone.

5. Conduct a check of Divisional CIB indices on subject of inquiry

6. Conduct a check of other local police records when:

1. subject may have been convicted of a criminal offence.

2. a warrant is outstanding.

3. subject may have criminal associates.

4. as otherwise specifically directed.

2. Inquiries and Interviews.

1. When a PHF is taken on an investigation:

1. follow proper security procedures.

2. take precautions to protect contents from accidental disclosure.

3. do not show PHF to sources.

2. When making inquiries, the following sources of information should be considered:

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3. To the fullest extent possible, interview only respected responsible members of the community who have personal knowledge of the subject of inquiry.
4. Fully explain the reason for the inquiry and the importance to the security of Canada of obtaining an informed, truthful appreciation of whether the subject is one in whom the government may repose full trust and confidence.
5. Fully explain the confidential nature of the inquiry and the protections for sources found in sections 21 and 23 of the Privacy Act.
6. Keep questions brief, uncomplicated and unthreatening and, to the fullest extent possible put person being interviewed at ease.
7. Do not disclose information that has been provided in confidence by other sources.
8. While circumstances will dictate the approach to be taken during the investigation, ensure that all inquiries and interviews relating to traits of character, lifestyle or personal circumstances, e.g. homosexuality, venality, alcoholism, debt, gambling, are conducted with sensitivity, tact, discretion, maturity of judgement and absence of bias.
9. Where source is in a position to appreciate the importance of access to classified information, seek the sources opinion as to whether the subject should be granted a clearance supported by his/her reasons.

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10. Where adverse information surfaces during the course of an inquiry, attempt to the fullest extent possible to obtain independent corroborative information.
11. Explore fully how the subject copes with alternate lifestyle, e.g. homosexuality, with emphasis upon whether he or she is embarrassed or ~~secretive~~ about it and if vulnerable to compromise, blackmail or indiscretion.
12. Do not attempt to obtain access to health, income tax, financial records, or any other record access to which may be prevented by law or professional code of ethics without a specific consent form from the individual to whom the record relates.
13. When making inquiries or conducting an interview, explore the following areas:
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.

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14. When adverse information surfaces during an investigation, ask HQ to authorize an interview of the subject. The purpose of the interview is to:

1. provide the individual an opportunity to explain his actions or refute allegations.

2. provide the investigator the opportunity to

and come to his own informed opinion as to whether subject ought to be given a security clearance.

F. 10. g. 3. Reporting

1. Report all information developed that is relevant to the determination of whether subject ought to be given a security clearance.

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2. Report only security relevant information except where investigation is in respect to an employee of the Security Service in which case submit a separate report on any information developed which may speak to subject's suitability for employment.
3. When circumstances are believed to exist about an individual but can't be determined as factual, clearly indicate that information is believed to be true but has not been confirmed.
4. When the comments of a source are such that you do not know whether to believe them or not clearly indicate that information is unverified and is being reported without any assessment of whether it is likely to be true.
5. Avoid any subjective comment as to whether the subject should be afforded access to classified material.
6. Provide comment where you have formed a valid opinion during the investigation or interview that a subject's character, beliefs, or lifestyle could have a bearing on his or her loyalty.
7. Provide a full assessment of all sources reporting including:
 1. their relationship to the subject of inquiry, i.e. social, working, recreational, casual.
 2. apparent knowledge of subject over what period of time.
 3. any indication of dishonesty or bias for or against subject.
 4. basis for any belief or opinion expressed.
8. Detachment
 1. When sending information through channels use form C-237 and submit it in the format shown in App. II-8-3. See Admin. Man. XI.4.

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2. If several sources provide identical assessments, combine the remarks in one paragraph, otherwise report the information in separate paragraphs.

9. Area Command

1. Use secure communications facilities to transmit security screening reports to Headquarters.

1. If you do not have access to secure facilities, use Form C-237. See Admin. Man. XI.4.

J.S. WARREN, SUPT.
CIC "A" OPS
HQ SS

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