

B.C. AREA SECURITY SERVICE DIRECTIVES
BULLETIN CHECK SHEET

RETAIN BEFORE CHAP.

BULLETIN NO.	TITLE	LIST	EXPIRY DATE	
1	DIRECTIVES B.C. AREA SECURITY SERVICE	BC-1	PERMANENT	
2	MANDATE SECURITY SERVICE	BC-1	PERMANENT	
3	INDIVIDUAL RESPONSIBILITIES AS MEMBERS OF THE FORCE AND PEACE OFFICERS	BC-1	PERMANENT	
4	AREAS OF RESPONSIBILITY - OFFICERS AND SECTION HEADS - B.C.A.S.S.	BC-2	PERMANENT	
5	MAIL AND TELECOMMUNICATIONS, PROCESSING OF: BCASS	BC-2	PERMANENT	
6	MAIL AND TELECOMMUNICATIONS, AUTHORIZATION OF: BCASS	BC-2	PERMANENT	
7	USE OF P.C.'S POLICY BCASS	BC-1	PERMANENT	
8	P.C. RADIOS BCASS	BC-2	PERMANENT	
9	Guidelines & Procedures for Sec. Serv. Staff Relations Program	BC-1	"	
10	Release of official information	BC-1	"	
11	Reading Basket	BC-2	"	
12	"E" Div. Communications	BC-1	"	
13	OPEN INVENTORIES	BC-2	"	
14	F.P. Authorization Forms - BC	BC-1	"	
15	INFORMATION CONCERNING AIR DIV. Flights - E'Div	BC-1	"	
* NEW BULLETIN NUMBERING SYSTEM STARTED AS PER INSTRUCTIONS IN MEMO FROM OIC "F" OPS, DATED 79-02-23, TO B.C. AREA COMMANDER *				
			ISSUE DATE	
BCAC SSOM-1	LIAISON WITH FOREIGN AGENCY REPRESENTATIVES	BC-1	82-06-24	III.1.
BCAC SSOM-2	SECURITY AND CONTROL OF CLASSIFIED DOCUMENTS	BC-1	82-07-20	III.4.

RCMP-GRC A-6A (7/72) 7530-21-029-8609



CLOSED VOLUME VOLUME COMPLET

DATED FROM
À COMPTER DU

TO
JUSQU'AU

Reviewed at 8/27
AUG 12 1983
SECURITY SERVICE RECORDS

84-7-15

AFFIX TO TOP OF FILE - À METTRE SUR LE DOSSIER

DO NOT ADD ANY MORE PAPERS - NE PAS AJOUTER DE DOCUMENTS

FOR SUBSEQUENT CORRESPONDENCE SEE - POUR CORRESPONDANCE ULTÉRIEURE VOIR

FILE NO. - DOSSIER N°

VOLUME

1A 295-20-4-E

2

RCMP GRC

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1591198

CLASSIFIED MAIL RECEIPT

REÇU DE COURRIER CLASSIFIÉ

NOTE | ORIGINATOR — Original and duplicate to be sent to consignee.
| Triplicate to be retained until return of original.
| CONSIGNEE — Return original by return mail. Retain duplicate.

*EXPÉDITEUR — L'original et la 1^{re} copie doivent être transmis au destinataire. La 2^e copie doit être conservée jusqu'au retour de l'original.
DESTINATAIRE — Retourner l'original à l'expéditeur par retour du courrier et conserver la 2^e copie.*

Point of Origin — <i>Expédié par</i> VANCOUVER. B.C.	Branch or Office — <i>S.-D./serv. centr. ou div./bureau</i> B.C.AREA. S.S.	Date of Dispatch — <i>Date d'expédition</i> 83-10-26
To — A THE COMMISSIONER. R.C.M.P. SECURITY SERVICE. OTTAWA.		Classification S E C R E T

File Numbers or description: — *N^o des dossiers ou description:*

**Attn: Sgt., Stan Cherkas.
Security Service Directives
Co-Ordination Section.**

**BULLETIN-BCAC-SSOM-6 (83-10-17)
2 copies.**

Reviewed *[Signature]* 13.
 NOV 1 1983
 SECURITY SERVICE
 RECORDS

[Signature] Sgt
 D.C.S.
 Signature

83-10-31
 Date

RECEIPT ACKNOWLEDGED
ACCUSÉ DE RÉCEPTION

*PA
D-38
83-10-21*

Government
of CanadaGouvernement
du Canada**ACTION FICHE DE
REQUEST SERVICE**

To — À

H-Q. ATTN: SGT. STAN CHERKAS

File No. — Dossier N°

Date

83/10/26SECURITY SERVICE DIRECTIVES

From — De

CO-ORDINATION SECTIONB.C.A.S.S. Please call
Prière d'appeler

Tel. No. — N° de tél.

Ext. — Poste

 Returned your call
Vous a rappelé Will call again
Vous rappellerai Wants to see you
Désire vous voir

Date

Time — Heure

Message received by
Message reçu par Action
Donner suite Approval
Approbation Note & return
Noter et retourner Comments
Commentaires Draft reply
Projet de réponse Note & forward
Noter et faire suivre As requested
Comme demandé Signature Note & file
Noter et classerBULLETIN - BCAC - SSOM(83-10-17) 2 copies.Dawson, Stan.

000005

BULLETIN

MANUAL MANUEL

LIST LISTE

BULLETIN NO. N° DU BULLETIN

BC - 1

BCAC - SSOM - 6

ISSUED PUBLIÉ LE

LAST NO. DERNIER N°

BCAC - SSOM BULLETIN

1983 10 17

BCAC - SSOM - 5

SUBJECT:

OBJET:

PROCEDURES AND FORM TO BE USED BY B.C.A.C. INVESTIGATORS REQUESTING THE INVESTIGATIONAL SERVICES OF THE S/CST. MEMBER AT VICTORIA DISTRICT COMMAND

A. GENERAL:

1. This B.C.A.C. Directive outlines the procedures to follow and the form to be used by B.C.A.C. investigators when requesting the investigational services of the S/Cst. member at Victoria District Command.

B. PROCEDURE:

1. B.C.A.C. Investigators:

- a. Investigators will complete the form (sample copy attached), requesting investigational service at Victoria by:
 - Indicating the required enquiry;
 - Including authorization by the Section Head/OIC Operations;
 - Requestor's signature;
 - O.P.R.C. Level.

2. Victoria District Commander:

- a. Upon receipt of duly authorized investigational services request form, will direct the member responsible to:
 - Complete the investigational service request;
 - Return the form, with results of the requested enquiries, by mail, to the requestor;
 - Retain, for record purposes and audit, one copy of the completed request.

3. Telephone Enquiries:

- a. To be restricted to urgent, emergency situations only, and directed through the OIC Operations.

ORIGINATED BY:

NCO i/c "F" Operations

Victoria District Commander

RECORD ON BULLETIN IN CHECK SHEET CONSIGNER SUR LA FEUILLE DE CONTRÔLE DES BULLETINS

RETAIN IN FRONT OF CHAPTER
CONSERVER AU DÉBUT DU CHAP.

II.2

READ AND DESTROY
LIRE ET DÉTRUIRE

Rcv. Apr. '83

ROYAL CANADIAN MOUNTED POLICE

B.C.A.S.S.

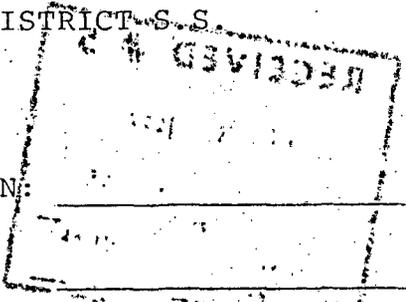
VANCOUVER, B.C.

CLASSIFICATION: SECRET

DATE: _____

TO: DISTRICT COMMANDER
VICTORIA DISTRICT S.S.

FROM:



FILE AND CAPTION: _____

SUBJECT(S): _____

ADDITIONAL IDENTIFYING INFORMATION:

THE FOLLOWING ENQUIRIES ARE REQUESTED:

BIRTH

DEATH

MARRIAGE

DIVORCE

CHANGE OF NAME

DRIVER'S LICENCE INFO

VEHICLE REGISTRATION INFO

REGISTRAR OF COMPANIES

PROBATE OF ESTATES

DEPT. OF EDUCATION

OTHER (SPECIFY)

I.R.# _____

OPRC LEVEL _____

Authorized by:

SIGNATURE OF REQUESTER

Section Head/OIC Ops

RECEIVED # 5
OCT 31 1957
PLACED ON FILE
DATE _____ BY: _____ INITIAL _____
REC'D. BY: _____

IA 295-20-46-E

RCMP GRC

1459949

CLASSIFIED MAIL RECEIPT

REÇU DE COURRIER CLASSIFIÉ

NOTE | ORIGINATOR - Original and duplicate to be sent to consignee.
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EXPÉDITEUR - L'original et la 1^{re} copie seront transmis au destinataire. La 2^e copie sera retenue jusqu'au retour de l'original.
DESTINATAIRE - Retournez l'original à l'expéditeur par retour du courrier et re- tenez la 2^e copie.

Point of Origin - Expédié de R.C.M.P. SECURITY SERVICE. B.C.AREA.	Branch or Office - S.dir. ou bureau VANCOUVER.B.C.	Date of Dispatch - Date d'expédition 83-10-27
To - A THE COMMISSIONER. R.C.M.P. SECURITY SERVICE. OTTAWA.	Classification S E C R E T	

File Numbers or description: - NO des dossiers ou description:

BCAC - SSOM - 5 83-10-03. Bulletin. (2 copies)

Attention: Sgt., Stan Cherkas -

SECURITY SERVICE DIRECTIVES CO-ORDINATION SECTION

PA
B.38
83-10-31

Reviewed [Signature] 13
 NOV 1 1983
 SECURITY SERVICE
 RECORDS

RECEIPT ACKNOWLEDGED
ACCUSÉ DE RÉCEPTION

[Signature]
Signature

83-10-31
Date

Government
of CanadaGouvernement
du Canada**SECRET****ACTION
REQUEST****FICHE DE
SERVICE**✓ **H.Q.**

To — A

File No. — Dossier N°

**SECURITY SERVICE
DIRECTIVES CO-ORDINATION SECTION
ATTN: SGT. STAN CHERKAS**

Date

83/10/26

From — De

B.C.A.S.S. VANCOUVER. B.C. Please call
Prière d'appeler

Tel. No. — N° de tél.

Ext. — Poste

 Returned your call
Vous a rappelé Will call again
Vous rappellera Wants to see you
Désire vous voir

Date

Time — Heure

Message received by
Message reçu par Action
Donner suite Approval
Approbation Note & return
Noter et retourner Comments
Commentaires Draft reply
Projet de réponse Note & forward
Noter et faire suivre As requested
Comme demandé Signature Note & file
Noter et classer**2 COPIES OF B.C.A.C - S.S.O.M. - 5
Bulletin - 83/10/03****Dorothy Stock**

000010

BULLETIN

MANUAL MANUEL

ISSUE DATE

BULLETIN NO. NO. DU BULLETIN

BC - J

BCAC - SSOM - 5

ISSUED / PARU LE

ISSUÉ / PARU LE

BCAC - SSOM BULLETIN - DIRECTIVE

1983 10 03

BCAC - SSOM - 4

SUBJECT:

OBJET:

B.C. AREA CONTINGENCY PLAN

A. SUBJECT:

1. This Bulletin is to inform the members of the B.C. Area Command, Vancouver office, of the procedures to be followed should it be necessary to implement the B.C. Area Contingency Plan.

B. GENERAL:

1. The B.C. Area Contingency Plan outlines the role and responsibilities of the Security Service should it be called upon to act in a support role to our C.I.B. counterparts in dealing with a terrorist attack or any other emergency situation that may surface in this Area. The format and procedures to be followed are contained on local policy file IP 290-15.
2. Specific duties will be assigned to certain members at this Area Command together with a list of instructions extracted from the policy file. This list will be reviewed and amended where necessary every six months and those members affected will be advised accordingly. Headquarters will also be provided with a copy of these amended lists in accordance with policy.
3. The Officer i/c C.I.B., "E" Division, will be provided with a copy of the duty roster and be advised of any other changes or amendments made to our own policy as they occur.
4. Those members who have not received any specific tasking are encouraged to familiarize themselves with the Contingency Plan policy contained on file IP 290-15.
5. An emergency briefcase will be retained at the 5th floor Guard Post and will contain required stationery supplies, log sheets, also telephone lists obtained from Vancouver City Police, C.I.B., our own Headquarters' branches, and other Area Commands. The briefcase will be collected by the designated liaison member before departing on assignment. It will be the responsibility of the liaison member to report to the C.I.B. control area and then establish and maintain communications with our own operations centre.
6. It is the responsibility of the NCO i/c Terrorist Sub-Section to obtain and maintain updated telephone lists from Headquarters and other Area Commands for inclusion in the emergency briefcase.
7. If, for any reason, a member can no longer be available to perform the duties assigned to him/her, the supervising NCO i/c Terrorist Section, "D-1" Operations should be advised forthwith so that an alternate member can be designated.

RECORD ON BULLETIN IN CHECK SHEET CONSIGNER SUR LA FEUILLE DE CONTRÔLE DES BULLETINS

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CONSERVER AU DÉBUT DU CHAP. II.10.2

READ AND DESTROY
LIRE ET DÉTRUIRE

RCMP GRC

**TRANSIT
 SLIP**

**FICHE
 DE SERVICE**

BIN BD	Classification
	File No. - N° du dossier

● HANDWRITE - ÉCRIRE À LA MAIN

TO - À <i>Policy Co-ord. Unit G-425</i>	FROM - DE <i>Director's Co-ord Unit H-125</i>	Date <i>83-02-10</i>
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<input type="checkbox"/> Comments Commentaires	<input type="checkbox"/> Action Donner suite	<input type="checkbox"/> Prepare Brief Préparer un exposé	<input type="checkbox"/> Return with Current File Retourner avec le dossier actuel
<input type="checkbox"/> Perusal and P.A. Lire et classer	<input type="checkbox"/> Prepare Reply Rédiger une réponse	<input type="checkbox"/> Make File(s) Ouvrir un dossier	<input type="checkbox"/> Check Records Vérifier les dossiers

SUBJECT - SUJET

BCAC - SSOM - 4

REMARKS (Use same A-5 for Reply when space permits) - REMARQUES (Si l'espace le permet, répondre sur cette formule)

Attached in copy of a bulletin published by BCAC.

I called B.C. area command and suggested they would probably have better placed this behind SSOM-I.2. or in the Admin manual. Also, I mentioned about including file number in their directives.

They suggested that possibly the DD's (Opp.) Planning Schedule should have been included in the manual system. I agreed and indicated the attached bulletin would be brought to the attention of SDG. They also asked this be done.

Had the schedule been placed in the manual system, they would have had no problem adding their supplement. No doubt other area commands could do the same.

23-02-10

Reviewed *[Signature]*
 FEB 16 - 1983
 SECURITY SERVICE
 RECORDS

[Handwritten initials]

Diary Date - Date d'agenda	Meeting Date - Date de réunion	Date	Init./N°
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000012

RCMP GRC

REQUEST FOR
PHOTOCOPIES

DEMANDE DE
PHOTOCOPIES

DATE
83/10/17

REQUESTED BY (PRINT NAME) / DEMANDEUR (NOM EN LETTRES MOULÉES) <i>D D YMOND</i>	ROOM N°/N° DE PIÈCE
TITLE OF DOCUMENT OR FILE N° OF REPORT / TITRE DU DOCUMENT OU N° DE DOSSIER DU RAPPORT <i>IA295-20-4-E</i>	DATE OF DOCUMENT / REPORT DATE DU DOCUMENT / RAPPORT <i>83/10/27</i>
<i>S.S.O.M. - B.C.A.C</i>	N° OF COPIES / NBRE DE COPIES <i>4</i>

CLASSIFICATION			
<input type="checkbox"/> TOP SECRET TRÈS SECRET	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	
<input type="checkbox"/> RESTRICTED DIFFUSION RESTREINTE	<input type="checkbox"/> UNCLASSIFIED NON CLASSIFIÉ		

SECURITY SERVICE RECORDS
OCT 26 1983

*PA-
245
83/10/18*

REQUIREMENTS OR INSTRUCTIONS / EXIGENCES OU DIRECTIVES

*3 copies to be destroyed after S.S. Audit
Comm. meeting of 83/10/24 & 4th copy PA
to file IA 232-5-E (82/83)*

REQUESTED BY (SIGNATURE) / SIGNATURE DU DEMANDEUR <i>[Signature]</i>	COPIES RECEIVED (INITIALS) COPIES REÇUES (INITIALES) <i>[Signature]</i>	BRANCH / SOUS-DIRECTION <i>Audit</i>	P.A. N° / N° A.C. <i>245</i>
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OCT 20 1983

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DATE _____ BY _____ INITIAL _____

REC'D. BY: _____

BULLETIN

LIST LISTE

BULLETIN NO. N° DU BULLETIN

BC - 1

BCAC - SSOM - 4

MANUAL MANUEL

ISSUED PUBLIÉ LE

LAST NO. DERNIER N°

BCAC - SSOM BULLETIN - DIRECTIVE

1983 01 27

BCAC - SSOM - 3

SUBJECT:

OBJET:

OPERATIONAL PLANNING COMMITTEES - STRUCTURE & FUNCTIONS

S E C R E T

A. SUBJECT:

1. This BCAC Directive outlines the structure and functions of the four Planning Committees formed within B.C. Area Command. These Committees correspond to the D.D.G. (Ops) Planning Schedule which is Appendix "A".

B. GENERAL:

1. The planning year begins in October with B.C. Area Command input into the Security Service Strategic Plan. This input identifies developments, trends, threats and operational objectives within B.C. Area Command. Person Year (PY) requirements for the forthcoming "fiscal year" are also requested at this time.

C. POLICY:

1. Each Committee will appoint a Secretary who will draft minutes to be signed by the Chairman. The minutes will record attendance, agenda, problems raised and decisions taken.
2. The minutes will be kept on a supplement of file IA 285-3-A (Security Service Planning System - Management/Operational Heads - Meetings). The Secretary will keep the supplement.
3. The structure, schedule and functions of each Committee is appended hereto as follows:
 - a. Appendix "A" - D.D.G. (Ops) Planning Schedule
 - b. Appendix "B" - Area Command Planning Committee
 - This is the Senior Committee and it will interpret policy, implement planning procedure and oversee the accountability process. Meetings will be held monthly and/or when called by the Chairman.
 - c. Appendix "C" - Operational Planning Committee
 - This Committee will apply planning procedures and establish a system of accountability. Meetings will be held montly and/or when called by the Chairman.

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FEB 10 1983
DIRECTIVES
COORDINATION
SECTION

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IV.2

READ AND DESTROY
LIRE ET DÉTRUIRE

3
OCT 26 1983
SECURITY
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3

BULLETIN

ENGLISH

FRENCH

C. POLICY - Cont'd:

d. Appendix "D" - Services Planning Committee

- Same as above.

e. Appendix "E" - Section Planning Committee and/or
District Planning Committee

- Each Operational Branch will establish a Committee to apply planning and accountability procedures and monitor the expenditure of resources. Meetings will be held montly and/or when called by the Chairman

4. Circulate this Directive and ensure that each employee is familiar with the planning requirements.
5. Place this Bulletin - Directive in front of Chapter IV.2 in your Security Service Operational Manual.

BULLETIN

PAGE NO. N° DE PAGE

BULLETIN NO. N° DU BULLETIN

APPENDIX "B"

BCAC - SSOM - 4

ENGLISH

FRANÇAIS S E C R E T

AREA COMMAND PLANNING COMMITTEE

MEMBERS: Area Commander - Chairman
 Officer i/c Operations
 Officer i/c Services
 Planning Coordinator

FUNCTIONS:

- 15 - 31 OCTOBER: Finalize the S.S. Strategic Plan and forward it to Headquarters.
- 1 - 28 FEBRUARY: Approve each Branch's response to the "proposed" Branch National Annual Plan.
- 1 - 15 MARCH: Prepare Statement of Direction for guidance in formulating the Area Command Annual Plan.
- 15 - 31 MARCH: Prepare "Management Plan" portion of Area Command Annual Plan.
- 1 - 15 APRIL: Approve Area Command Annual Plan and forward to Headquarters.
- 15 - 31 AUGUST: Review local Branch Progress Report.
- 15 - 31 SEPT.: Approve Interim Accountability Reports and forward them to Headquarters.
- 1 - 15 FEBRUARY: Approve Year End Accountability Reports and forward them to Headquarters.

ONGOING:

- Hold meetings monthly to:
- Interpret and implement planning policy;
 - review resource deployment and the accountability process.

1470 (78-04) 7530-21-036-5206



ENGLISH

FRENCH

OPERATIONAL PLANNING COMMITTEE

MEMBERS: Officer i/c Operations - Chairman
Section Commanders - "B", "D-1", "D-2",
"H", "L", "VIC.", "KAM."
Planning Coordinator

FUNCTIONS:

- 1 - 15 OCTOBER: Prepare input to the S.S. Strategic Plan and forward it to the Area Command Planning Committee.
 - 15 - 28 FEBRUARY: Prepare response to the "proposed" Branch National Annual Plan and submit it to the Area Command Planning Committee.
 - 15 - 31 MARCH: Begin preparation of the "Operational Plan" portion of the Area Command Annual Plan based on the "proposed" Branch National Plan and Area Command Statement of Direction.
 - 1 - 15 APRIL: Finalize the "Operational Plan" portion of the Area Command Annual Plan and Desk Plans based on the "approved" National Annual Plan and submit it to the Area Command Planning Committee.
 - 15 - 30 APRIL: Approve local "Individual Work Plans" based on the Desk Plans.
 - 15 - 31 AUGUST: Review local "Progress Reports" and submit them to the Area Commander.
 - 15 - 30 SEPTEMBER: Finalize "Interim Accountability Reports" and submit them to the Area Command Planning Committee.
 - 1 - 15 FEBRUARY: Finalize "Year End Accountability Reports" and submit them to the Area Command Planning Committee.
- ONGOING: Review the Accountability process.

1470 (78-04) 7530-21-036-5206

RCMP CRC

ENGLISH

FRANCAIS

SERVICE PLANNING COMMITTEE

MEMBERS: Officer i/c Services - Chairman
Section Commanders - "E" "E Special", "F",
"I", "J", "Photo"
Planning Coordinator

FUNCTIONS:

- 1 - 15 OCTOBER: Prepare input to the Security Service Strategic Plan and forward to the Area Command Planning Committee.
 - 15 - 31 MARCH: Begin preparation of input to the Area Command Annual Plan based on the "proposed" Branch National Annual Plan.
 - 1 - 15 APRIL: Finalize "local" Annual Plan based on the Area Command Annual Plan and submit it to the Area Commander.
 - 15 - 31 AUGUST: Review "Progress Report" on the "local" Annual Plan.
 - 1 - 15 FEBRUARY: Prepare "local" Year End Accountability Report and submit it to the Area Command Planning Committee.
- ONGOING: Review the Accountability process.

ENGLISH

FRANCAIS

SECTION/DISTRICT PLANNING COMMITTEE

MEMBERS: Section/District Commander - Chairman
Unit Commander
Planning Coordinator (as required)

FUNCTIONS:

- 15 - 30 MARCH: Begin preparation of "Desk Plans" based on the "proposed" Branch National Annual Plan.
- 1 - 15 APRIL: Finalize Desk Plans based on "approved" National Annual Plan and submit to Operational Planning Committee.
- 15 - 30 APRIL: Finalize "Individual Work Plans" based on approved Desk Plans and submit to Operational Planning Committee for approval.
- 15 - 31 AUGUST: Prepare "Progress Report" based on Desk Plan and submit to Officer i/c Operations.
- 15 - 30 SEPTEMBER: Prepare "Interim Accountability Reports" based on Desk Plans and submit to Operational Planning Committee.
- 1 - 15 FEBRUARY: Prepare "Year End Accountability Report" based on Desk Plans and submit to Operational Planning Committee.
- ONGOING: Respond to planning request by Officer i/c Operations.
- Review the accountability process.

RECEIVED # 5
FEB 11 1983
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DATE _____ BY: _____ INITIAL _____
REC'D. BY: _____



To → A <i>Admin Files</i>		File No. — Dossier N°
<i>#5 Section H425'</i>		Date <i>82-07-26</i>
From — De <i>Stan Cherkov H425'</i>		
<input type="checkbox"/> Please call Prière d'appeler	Tel. No. — N° de tél.	Ext. — Poste
<input type="checkbox"/> Returned your call Vous a rappelé	<input type="checkbox"/> Will call again Vous rappellera	<input type="checkbox"/> Wants to see you Désire vous voir
Date	Time — Heure	Message received by Message reçu par
<input type="checkbox"/> Action Donner suite	<input type="checkbox"/> Approval Approbation	<input type="checkbox"/> Note & return Noter et retourner
<input type="checkbox"/> Comments Commentaires	<input type="checkbox"/> Draft reply Projet de réponse	<input type="checkbox"/> Note & forward Noter et faire suivre
<input type="checkbox"/> As requested Comme demandé	<input type="checkbox"/> Signature	<input type="checkbox"/> Note & file Noter, et classer

*Please P.A. on**1A 295-20-4-E**Q*

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BULLETIN

ROYAL CANADIAN MOUNTED POLICE - GENDARMERIE ROYALE DU CANADA

Bulletin No. - N° du bulletin

BCAC - SSOM - 3

List - Liste

B.C. 2

Issuing Authority - Émis par

AREA COMMANDER - B.C.A.C.

Issue Date - Date de publication

1982 07 20

Distribution

List No. - Numéro n°

BCAC - SSOM-2

Subject - Objet

RESTRICTED ACCESS TO "F" OPERATIONS PREMISES

Category - Catégorie

Read and destroy
Lire et détruire

Retain
Conserver

CONFIDENTIAL

A. SUBJECT

- A. 1. This Directive deals with the restrictions of access to "F" Operations premises and the photocopy machine room.

B. POLICY

- B. 1. Only "F" Operations personnel have access to the general file area and to the photocopying room.
- B. 2. Only designated "F" Operations personnel have access to the "Top Secret" file area and Zest terminal therein.

C. GENERAL

- C. 1. Personnel having a daily operational need for access to restricted "F" Operations areas will have their name posted on a list authorized by the Area Commander.
- C. 2. The "F" Operations Section Commander may grant access to restricted areas for specific operational needs.
- C. 3. Place this Bulletin Directive at the front of Chapter IV in your Security Service Operational Manual.

D. "F" OPERATIONS EMPLOYEES

- D. 1. Ensure that personnel within restricted areas of "F" Operations are authorized to be there.

RECEIVED

JUL 26 1982

DIRECTIVES
COORDINATION
SECTION

Reviewed *W 13*

JUL 27 1982

SECURITY SERVICE
RECORDS

CB
82-07-26

ORIGINATED: "F" OPERATIONS - B.C.A.C.

BULLETIN

ROYAL CANADIAN MOUNTED POLICE / GENDARMERIE ROYALE DU CANADA	Bulletin No. / N° du bulletin BCAC - SSOM - 2	Distribution	List / Liste B.C. 1
Issuing Authority - Émis par AREA COMMANDER - B.C.A.C.	Issue Date - Date de publication 1982 07 20		Last No. - Dernier n° BCAC-SSOM-1
Subject - Objet SECURITY & CONTROL OF CLASSIFIED DOCUMENTS SSOM IV.4.i.2.E.		Category - Catégorie <input type="checkbox"/> Read and destroy / Lire et détruire <input checked="" type="checkbox"/> Retain / Conserver	

CONFIDENTIAL

A. SUBJECT

A. 1. This Directive deals with the procedures for the recording, distributing, storing, retrieval and destruction of photocopied classified documents within B.C. Area Command.

B. ! POLICY

- B. 1. "F" Operations is responsible for the control of all classified documents.
- B. 2. Only "F" Operations and other "designated" personnel have access to the photocopy machine.
- B. 3. Photocopying must be kept to an absolute minimum.

C. GENERAL

- C. 1. All classified material requiring photocopying will have an approval Form SSF 249, "Classified Document Distribution Sheet", attached to it.
 - C. 1.a. Duplication of "Top Secret" documents requires that Form SSF 249 be authorized by the Line Officer or his replacement. All Top Secret copying to be done by Secure Room staff.
 - C. 1.b. "Secret" documents require that Form SSF 249 be authorized by the Section Commander or his replacement.
 - C. 1.c. All personnel authorizing SSF 249 must personally ensure that photocopying is necessary.

RECEIVED

JUL 26 1982

DIRECTIVES
COORDINATION
SECTION

D. EMPLOYEE

- D. 1. If you require the duplication of classified documents
 - D. 1.a. Complete Form SSF 249, get it authorized and attach it to the material to be photocopied.
 - D. 1.b. When the material is returned to you by "F" Ops., distribute the material to the people listed on Form SSF 249.
 - D. 1.b.1. Get the persons named on Form SSF 249 to date and receipt your copy of the SSF 249.
 - D. 1.c. Return your photocopies to "F" Ops. for destruction by the diary date on the SSF 249.
 - D. 1.c.1. Get "F" Ops. to date and receipt your copy of the SSF 249.
 - D. 1.d. Retain receipted Form SSF 249 for your records.

③
82-07-26

BULLETIN

bulletin no. - n° du bulletin	page no. - n° de page
BCAC - SSOM - 2	2

ROYAL CANADIAN MOUNTED POLICE - GENDARMERIE ROYALE DU CANADA

- E. "F" OPERATIONS
- E. 1. Prior to duplicating classified documents, ensure that Form SSF 249 is properly completed and authorized.
- E. 2. Retain one copy of the SSF 249 for your records and control of diary date.
- E. 3. Destroy duplicated material returned to you.
- F. Place this Bulletin - Directive at the front of Chapter IV.4 in your Security Service Operational Manual.

ORIGINATED: "F" OPERATIONS, B.C. AREA COMMAND

BULLETIN - DIRECTIVE

ROYAL CANADIAN MOUNTED POLICE GENDARMERIE ROYALE DU CANADA

Bulletin No. N° du bulletin

BCAC - SSOM-1

List Liste

B.C. - 1

Issuing Authority - Émis par

AREA, COMMANDER - B.C.

Issue Date - Date de publication

1982 06 24

Distribution

Last No. - Dernier n°

Subject - Objet

LIAISON WITH FOREIGN AGENCY REPRESENTATIVES
SSOM 55, III.1

Category - Catégorie

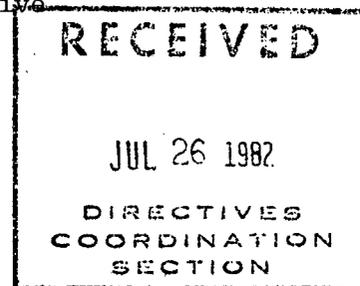
- Read and destroy
Lire et détruire
- Retain
Conserver

CONFIDENTIAL

1. GENERAL

1.a. Procedure to be followed by B.C. Area Command personnel when:

1. receiving information that in your opinion should be relayed to a foreign agency representative.
2. being contacted by a foreign agency representative requesting information.
3. maintaining established personal contact with foreign agency representative.



2. POLICY

2.a. Only the Area Commander or his designate will:

1. authorize the release or exchange of official information with foreign agency representatives.
2. authorize personal or telephonic contact with foreign agency representatives.

2.b. All personnel presently maintaining or wishing to establish a liaison relationship with a foreign agency representative must ensure that final authority from the D.D.G. (OPS) is documented on the appropriate operational file.

2.c. Meetings with foreign agency representatives will be held in the office of the Officer In Charge Operations or the office of the Section Commander/District Commander concerned.

3. SECTION COMMANDER/DISTRICT COMMANDER

3.a. When you are of the opinion there is sufficient reason to communicate with a foreign agency representative refer the matter to the Area Commander for approval.

3.b. If release of information is approved:

1. Personal contact will be made in designated offices.
2. Telephone contact will be restricted to the Area Commander or his designate.

3.c. Maintain a record of all contacts and topics discussed.

82-07-26

BULLETIN

ROYAL CANADIAN MOUNTED POLICE - GENDARMERIE ROYALE DU CANADA

page no. - n ^o de page	bulletin no. - n ^o du bulletin
2	BCAC - SSOM -1

- 3.d. Place a detailed report of information released on the appropriate file.
- 3.e. Ensure that foreign agency representatives contacting your office or already in contact with your desk personnel/investigators are discreetly advised of the procedure.
- 3.f. Ensure that personnel under your command have proper authority to be involved in a liaison programme.
- 3.g. Place this Directive next to Bulletin SSOM 55, III.1 in your manual.
4. INVESTIGATOR/DESK PERSONNEL/UNIT COMMANDERS
 - 4.a. Supply your Section Commander with the names of foreign agency representatives already in the habit of contacting you personally.
 - 4.b. Refer any matter relating to contact/liaison with foreign agency representative to your Section Commander.
 - 4.c. Familiarize yourself with related policy listed in SSOM III.1

RECEIVED # 5
JULY 26 1982
PLACED ON FILE
BY: _____
DATE _____ INITIAL _____
REC'D. BY: _____

ACTION FICHE DE
REQUEST SERVICE

To — À <i>Admin Files</i> <i>#5 Section G/108</i>		File No. — Dossier N°
From — De <i>Stan Cherkov H425'</i>		Date <i>82-07-05'</i>
<input type="checkbox"/> Please call Prière d'appeler	Tel. No. — N° de tél.	Ext. — Poste
<input type="checkbox"/> Returned your call Vous a rappelé	<input type="checkbox"/> Will call again Vous rappellera	<input type="checkbox"/> Wants to see you Désire vous voir
Date	Time — Heure	Message received by Message reçu par
<input type="checkbox"/> Action Donner suite	<input type="checkbox"/> Approval Approbation	<input type="checkbox"/> Note & return Noter et retourner
<input type="checkbox"/> Comments Commentaires	<input type="checkbox"/> Draft reply Projet de réponse	<input type="checkbox"/> Note & forward Noter et faire suivre
<input type="checkbox"/> As requested Comme demandé	<input type="checkbox"/> Signature	<input type="checkbox"/> Note & file Noter et classer

*Please P.A. on**1A 295-20-4-E**Q*

RCMP GRC

**TRANSIT
 SLIP**

**FICHE
 DE SERVICE**

• HANDWRITE - ÉCRIRE À LA MAIN

BIN BD	Classification
	File No. - N° du dossier

TO - À <i>Vin Patrial</i>	FROM - DE <i>Stan Cherkov H425</i>	Date <i>82-07-05</i>
------------------------------	---------------------------------------	-------------------------

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Comments
Commentaires | <input type="checkbox"/> Action
Donner suite | <input type="checkbox"/> Prepare Brief
Préparer un exposé | <input type="checkbox"/> Return with Current File
Retourner avec le dossier actuel |
| <input type="checkbox"/> Perusal and P.A.
Lire et classer | <input type="checkbox"/> Prepare Reply
Rédiger une réponse | <input type="checkbox"/> Make File(s)
Ouvrir un dossier | <input type="checkbox"/> Check Records
Vérifier les dossiers |

SUBJECT - SUJET
Division With Foreign Agency Representatives

REMARKS (Use same A-5 for Reply when space permits) - REMARQUES (Si l'espace le permet, répondre sur cette formule)

Attached is copy of a bulletin issued by B.C. Area Command.

If there is any fault with this bulletin, please correspond or have the appropriate policy center correspond with B.C. Area Command on the proper policy file.

If there is no further interest, the bulletin may be destroyed. It has been retained on a policy file dealing with bulletin.

e

REVIEWED
Amey
 JUL 7 1982
SECURITY SERVICE RECORDS

③
82-07205

Diary Date - Date d'agenda	Meeting Date - Date de réunion	P.A. - A.C.	
		Date	Init./N°
			000032

RCMP GRC

**REQUEST FOR
PHOTOCOPIES**

**DEMANDE DE
PHOTOCOPIES**

DATE
82-07-26

REQUESTED BY (PRINT NAME) / DEMANDEUR (NOM EN LETTRES MOULÉES) <i>D. Armond</i>	ROOM N° / N° DE PIÈCE <i>B411</i>
TITLE OF DOCUMENT OR FILE N° OF REPORT / TITRE DU DOCUMENT OU N° DE DOSSIER DU RAPPORT <i>IA 295-20-4-E</i>	DATE OF DOCUMENT / REPORT DATE DU DOCUMENT / RAPPORT <i>82-06-24</i>
	N° OF COPIES / NBR DE COPIES <i>1</i>

CLASSIFICATION

<input type="checkbox"/> TOP SECRET TRÈS SECRET	<input type="checkbox"/> SECRET SECRET	<input checked="" type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> RESTRICTED DIFFUSION RESTREINTE	<input type="checkbox"/> UNCLASSIFIED NON CLASSIFIÉ	

REQUIREMENTS OR INSTRUCTIONS / EXIGENCES OU DIRECTIVES

13

JUL 28 1992

**SECURITY SERVICE
RECORDS**

*P.A
82-07-26
cb*

REQUESTED BY (SIGNATURE) / SIGNATURE DU DEMANDEUR <i>Celine Bozeau</i>	COPIES RECEIVED (INITIALS) COPIES REÇUES (INITIALES) <i>cb</i>	BRANCH / SOUS-DIRECTION <i>audit unit</i>	P.A. N° / N° A.C. <i>cb</i>
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000033

BULLETIN - DIRECTIVE

ROYAL CANADIAN MOUNTED POLICE GENDARMERIE ROYALE DU CANADA

Bulletin No. N° du bulletin

BCAC - SSOM-1

List List

B.C. - 1

Issuing Authority - Émis par

AREA COMMANDER - B.C.

Issue Date - Date de publication

1982 06 24

Distribution

Last No. - Dernier n°

Subject - Objet

LIAISON WITH FOREIGN AGENCY REPRESENTATIVES
SSOM 55, III.1

Category - Catégorie

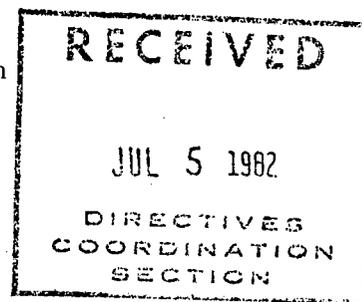
- Read and destroy
Lire et détruire
- Retain
Conserver

CONFIDENTIAL

1. GENERAL

1.a. Procedure to be followed by B.C. Area Command personnel when:

1. receiving information that in your opinion should be relayed to a foreign agency representative.
2. being contacted by a foreign agency representative requesting information.
3. maintaining established personal contact with foreign agency representative.



2. POLICY

2.a. Only the Area Commander or his designate will:

1. authorize the release or exchange of official information with foreign agency representatives.
2. authorize personal or telephonic contact with foreign agency representatives.

2.b. All personnel presently maintaining or wishing to establish a liaison relationship with a foreign agency representative must ensure that final authority from the D.D.G. (OPS) is documented on the appropriate operational file.

2.c. Meetings with foreign agency representatives will be held in the office of the Officer In Charge Operations or the office of the Section Commander/District Commander concerned.

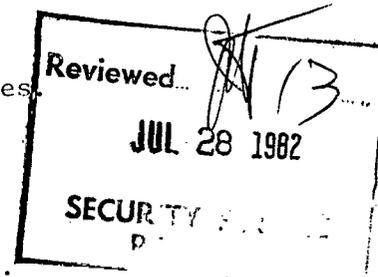
3. SECTION COMMANDER/DISTRICT COMMANDER

3.a. When you are of the opinion there is sufficient reason to communicate with a foreign agency representative refer the matter to the Area Commander for approval.

3.b. If release of information is approved:

1. Personal contact will be made in designated offices.
2. Telephone contact will be restricted to the Area Commander or his designate.

3.c. Maintain a record of all contacts and topics discussed.



① ③
82-07-05'

BULLETIN

ROYAL CANADIAN MOUNTED POLICE — GENDARMERIE ROYALE DU CANADA

page no. - n ^o de page	bulletin no. - n ^o du bulletin
2	BCAC - SSOM -1

- 3.d. Place a detailed report of information released on the appropriate file.
- 3.e. Ensure that foreign agency representatives contacting your office or already in contact with your desk personnel/investigators are discreetly advised of the procedure.
- 3.f. Ensure that personnel under your command have proper authority to be involved in a liaison programme.
- 3.g. Place this Directive next to Bulletin SSOM 55, III.1 in your manual.

4. INVESTIGATOR/DESK PERSONNEL/UNIT COMMANDERS
 - 4.a. Supply your Section Commander with the names of foreign agency representatives already in the habit of contacting you personally.
 - 4.b. Refer any matter relating to contact/liaison with foreign agency representative to your Section Commander.
 - 4.c. Familiarize yourself with related policy listed in SSOM III.1

RECEIVED # 5	
JULY 6 1982	
PLACED ON FILE	
DATE	BY: INITIAL
REC'D. BY:	



Government of Canada

Gouvernement du Canada

MEMORANDUM

NOTE DE SERVICE

TO
A

Area Commander,
R.C.M.P., Security Service,
B.C. Area

FROM
DE

Officer i/c "F" Operations.

SUBJECT
OBJET

Security Service Admin. Bulletins - B.C. Area.

SECURITY - CLASSIFICATION - DE SÉCURITÉ
OUR FILE - N/RÉFÉRENCE
IA 295-21-4-E YOUR FILE - V/RÉFÉRENCE
DATE
1979 February 23

This has reference to your memos dated 78-11-23, 79-01-11 and 79-01-12 with related bulletins submitted on file IA 295-9, RE: Security Service Directives. Kindly note this correspondence has been transferred to IA 295-21-4-E with a copy placed on IA 295-20-4-E; you may wish to take similar action. Separate files have been opened for bulletins and manual supplements issued by each Area Command; your files are as follows:

Sec. Serv. Admin. Bulletins	- B.C. Area	IA 295-21-4-E
Sec. Serv. Ops. Bulletins	- B.C. Area	IA 295-20-4-E
Sec. Serv. Admin. Manual Supp.	- B.C. Area	IA 295-21-5-E

2. In an effort to assist you in the preparation of your directives, please note the following discrepancies found in your bulletins:

- a) The "Bulletin No." box should reflect the type of bulletin published, ADM or OPS followed by the number. (Although all bulletins may be retained in the same binder, Admin. bulletins are to be separate from Operational bulletins. Eventually, it is proposed to place all "Retain" bulletins with the related chapter in the appropriate manual).
- b) There are no permanent bulletins. Temporary directives or those of short term value will be published as a "Read and Destroy" bulletin in accordance with Admin. Manual III.1.F. A "Retain" bulletin is to be published in the appropriate manual within three months of publication date or cancelled, in accordance with Admin. Manual III.1.H.1 and III.1.H.2.d.1.

NOTE: Your bulletin No. 1 should be a supplement to chapter III.1. of the Admin. Manual omitting information which is already contained in the chapter.

JUN 26 1980

 SECURITY SERVICE 000037

 RECORDS

 FORMULE NORMALISÉE 220 DE 1100

PA

c) The "Last No." should coincide with the last distribution list. This identifies to the recipient of the bulletin the last number used for that particular distribution list, i.e. with bulletin No.7, the "Last No." should have been No. 3; this would have advised Victoria and Kamloops that bulletins 4, 5 and 6 were not for list 1, therefore not for their distribution. The following is a list of the way your bulletins should have read, as if they were all of an administrative nature:

Bulletin No.	List	Last No.
ADM 1	BC AC-1	-
ADM 2	BC AC-1	ADM 1
ADM 3	BC AC-1	ADM 2
ADM 4	BC AC-2	-
ADM 5	BC AC-2	ADM 4
ADM 6	BC AC-2	ADM 5
ADM 7	BC AC-1	ADM 3
ADM 8	BC AC-2	ADM 6
ADM 9	BC AC-1	ADM 7
ADM 10	BC AC-1	ADM 9
ADM 11	BC AC-2	ADM 8
ADM 12	BC AC-1	ADM 10
ADM 13	BC AC-2	ADM 11

d) The format and writing style are not in accordance with RCMP directives standard but follow a narrative memorandum style. To assist you in writing your directives, attached is a copy of a "Directives Writer's Manual"; as well your attention is drawn to the procedures set out in Admin. Manual III.1. A suggested edited version of how bulletin No. 8 might have been prepared is also attached.

3. The Security Service Directive Co-Ordination Section is available to answer any questions and provide assistance when required. Please feel free to consult with this section at any time.


 (R.B. Gavin), Supt.,
 Officer i/c "F" Operations.

BULLETIN

ROYAL CANADIAN MOUNTED POLICE — GENDARMERIE ROYALE DU CANADA

Bulletin No. — N° du bulletin

OPS 8

List — Liste

BC AC-2

Distribution

Last No. — Dernier n°

OPS

Issuing Authority — Émis par

B.C. Area Command

Issue Date — Date de publication

78-06-29

Subject — Objet

POLICE CAR RADIOS

Category — Catégorie

Read and destroy
Lire et détruire

Retain
Conserver

1. GENERAL

- a. To increase general efficiency and ensure P.C. radios are kept in proper working order a "Radio Dispatch System" will go into effect at 0830 hours on the 78-07-10.

2. Section Head

- a. Ensure that each car radio is properly programmed and that the assigned radio call number is placed on the dash area of the P.C.

3. Member

- a. When using the vehicle, advise the 5th floor Guard Station by radio, that you 10-8 out of the building; give your name and vehicle call number.
- b. Use the same procedure upon returning to the office 10-7.
- c. When leaving the vehicle on an investigation, report by radio that you are 10-7. It is unnecessary to mention location, purpose or estimated length of the 10-7.

IA 295-20-4-E



Government of Canada

Gouvernement du Canada

MEMORANDUM

NOTE DE SERVICE

TO
A
D.D.G. (A. & P.)
ATTENTION: SECURITY SERVICE DIRECTIVES
BRANCH
OTTAWA, ONTARIO

FROM
DE
B.C. AREA SECURITY SERVICE,
VANCOUVER, B.C.

SECURITY - CLASSIFICATION - DE SÉCURITÉ
OUR FILE - N/RÉFÉRENCE IA 295-9
YOUR FILE - V/RÉFÉRENCE IA 295-9
DATE 79-01-31

SUBJECT
OBJET

SECURITY SERVICE DIRECTIVES

Enclosed are two copies of B.C.A.S.S. Bulletin No. 15

NRM [Signature]
T.E. Linning, Supt.,
Area Commander,
B.C. Area Security Service

*gt 410
19-02-7*

Reviewed <i>[Signature]</i> 13
JUL 27 1982
SECURITY SERVICE RECORDS

000040

BULLETIN

ROYAL CANADIAN MOUNTED POLICE GENDARMERIE ROYALE DU CANADA		Bulletin No. - N° du bulletin BCASS 15	List - Liste SS BC-1
Issuing Authority - Émis par AREA COMMANDER - B.C.A.S.S.		Issue Date - Date de publication 79-01-31	Last No. - Dernier n° BCASS 14
Subject - Objet INFORMATION CONCERNING AIR DIVISION FLIGHTS "E" DIVISION		Category - Catégorie <input type="checkbox"/> Read and destroy <i>Lire et détruire</i> <input checked="" type="checkbox"/> Retain <i>Conserver</i>	

ADM 530 as issued by Commanding Officer "E" Division dated 78-12-27 concerning procurement of Air Division flights "E" Division is published in its entirety hereunder. Provisions as set out will be followed by all members of B.C. Area Security Service concerning their use of Air Division flights.

1. The "E" Division Air Co-ordinator is Cpl. G. WIGGINS, District 2 C.I.B., telephone 388-3876.
2. The main Division aircraft for flights around the province is our Beechcraft "King Air" 200C-GPKK.
3. The "King Air" has the capabilities of two round trips around the province per day, e.g.
 - a. Victoria to Vancouver to Kamloops to Cranbrook to Victoria;
 - b. Victoria to Prince Rupert to Prince George to Williams Lake to Vancouver to Victoria.

NOTE: The above is under pre-determined conditions that:

1. terminal weather will be within IFR limits.
2. members are on time for flights.
3. duties - straight flying time.
4. Our flights must be based on priorities (Senior Officers executive privilege included) and this often leaves the Air Co-ordinator in the position of deciding who flies and who doesn't. (Naturally, everyone believes their job is the most important). Your co-operation is solicited.
5. Members must confirm their own flights twenty-four hours before flight time with the Air Co-ordinator or they will be struck from the schedule.
6. Members must be at the airport a minimum of twenty minutes before departure.
7. C-GPKK now has seven seats, however, due to the chief pilot's request, only six seats are normally used. Seven will be used in emergencies only or for trips of short duration.

BCASS
79-01-31

BULLETIN

ROYAL CANADIAN MOUNTED POLICE - GENDARMERIE ROYALE DU CANADA

page no. - n° de page	bulletin no. - n° du bulletin
2	BCASS 15

8. TO BOOK A FLIGHT:

- a. Telephone the Air Co-ordinator and make "tentative" reservations. Give name, date, time and duties.
- b. Twenty-four hours before intended flight, re-confirm your flight with the Air Co-ordinator. (If this is not done, you will lose your position on the flight list).

9. FLIGHT:

- a. Attend at departure gate a minimum of at least twenty minutes before departure.
- b. If you want a flight, ensure you leave your duty in time to allow for such things as delays in traffic. Remember, a schedule has been set down and other members at other locations are basing their duties on that schedule.
- c. Do not bring any extra luggage or gear, unless you have initially advised the Air Co-ordinator.

10. GROUND TRANSPORTATION

- a. It is your responsibility to arrange for your own ground transportation needs at both departure and destination points. Do not rely on pilots to arrange transportation as they are manditorily monitoring Air Traffic Control frequencies in accordance with M.O.T. Flight and Safety Regulations.

11. HELICOPTER

- a. Book flight in same manner as for "King Air" if possible.
- b. This is strictly an operational aircraft and will not be used for straight transport when commercial means are available, (unless the aircraft happens to be in your immediate area).
- c. Nights flights over water will not be done except in extreme emergencies.
- d. Passengers cannot be carried at night unless acting as crew observer - (two only, maximum).
- e. Weather must be within V.F.R. (visual flight rules) limits only.

12. GENERAL

- a. Do not telephone Air Detachment for flights. All flights must be booked through the H.Q. Air Co-ordinator.
- b. Once the schedule is set down by the Air Co-ordinator, 1500 hours on the day preceding the flight, this schedule will not be changed or altered, except on a priority basis.

Government of Canada / Gouvernement du Canada

MEMORANDUM

NOTE DE SERVICE

TO
À

D.D.G. (A. & P.)
ATTENTION: SECURITY SERVICE DIRECTIVES
BRANCH
OTTAWA, ONTARIO

FROM
DE

B.C. AREA SECURITY SERVICE,
VANCOUVER, B.C.

SECURITY-CLASSIFICATION-DE SÉCURITÉ
SECRET
OUR FILE - N/RÉFÉRENCE
IA 295-9
YOUR FILE - V/RÉFÉRENCE
IA 295-9
DATE
79-01-12

SUBJECT
OBJET

SECURITY SERVICE DIRECTIVES

Enclosed are two copies of B.C.A.S.S. Bulletin No.'s 13 and 14.

T.E. Linning
T.E. Linning, Supt.
Area Commander,
B.C. Area Security Service

RECEIVED # 2
JUL 27 1982
PLACED ON FILE
INITIALS

Reviewed *[Signature]* 13
JUL 27 1982
SECURITY SERVICE
RECORDS

28-410
79-01-22

0-1-10-12

0-1-10-17

0-1-10-19

RECEIVED # 5

10-10-81 10-10-81 10-10-81 10-10-81 10-10-81

10-10-81 10-10-81 10-10-81 10-10-81 10-10-81

RECEIVED # 5	
JAN 17 1979	
PLACED ON FILE	
DATE	BY:
_____	_____
REC'D BY:	INITIAL
_____	_____

10-10-81 10-10-81 10-10-81 10-10-81 10-10-81

BULLETIN

ROYAL CANADIAN MOUNTED POLICE GENDARMERIE ROYALE DU CANADA

Bulletin No. -- N° du bulletin BCASS 14	Distrib- ution ▶	List -- Liste SS BC-1
Issue Date -- Date de publication 79-01-08		Last No. -- Dernier n° BCASS 13
Subject -- Objet FILE AUTHORIZATION FORMS - B.C.A.S.S.		Category -- Catégorie <input type="checkbox"/> Read and destroy <i>Lire et détruire</i> <input checked="" type="checkbox"/> Retain <i>Conserver</i>

All "B", "D" and "H" Section files are required to have a file authorization form affixed to the inside front cover. It will

- 1) identify the intelligence requirements priority number applying to their specific section in accordance with the Security Service Planning System;
- 2) clearly identify the portion(s) of the Security Service Mandate which authorizes the planned activity;
- 3) identify the level of operational activity authorized for the file.

Excluded are "A", "L", "J" Operations and "E" Special files.

2. When a new file is opened or when correspondence (other than extracts) arrives in "F" Ops, B.C.A.S.S. to be placed on file, "F" Ops will send the file, together with a blank form to the Section Head concerned. The Section Head and/or the investigator will be required to complete the form and prepare a diary date form before returning it to "F" Ops. If it is agreed that the action required warrants Level 4 or 5 authorization, the Line Officer's concurrence and signature will be required. Levels 1, 2 or 3 can be authorized by the Section Head. Targets do not have to follow any particular sequence of levels, relevancy and priority being the key determinants. "F" Ops will ensure completed form is attached to the inside front file cover, and that file is properly diary dated.

3. The file levels are:

Level 1 - Dead Sheet

If the rationale for opening the file no longer exists, or proved negative, or if there is little or no possibility that the file will be reactivated, Level 1 can then be authorized by the Section Commander. The file will be disposed of under the existing destruction program policy.

Level 2 - Discernment

These files are for passive information gathering, i.e., open information or extracts on groups or individuals that may have the potential to be of active Security Service interest or may develop to a higher level of interest at some

BULLETIN

ROYAL CANADIAN MOUNTED POLICE - GENDARMERIE ROYALE DU CANADA

page no. - n° de page	bulletin no. - n° du bulletin
2	BCASS 14

future date. These are support files wherein information of little direct current usefulness can be stored for future reference. No active investigation is involved and files can be placed in this category by the Section Commander and B.F.ed for six months to one year for review by the investigator.

s.15(1)(d)ii

Level 3 - Monitor

This level allows evaluation of a target against the Mandate. If it falls within the Mandate criteria it is assigned to Level 2, 4 or 5, if not, to Level 1. Monitoring allows for the use of existing sources only and such enquiries necessary to reach an informed conclusion. Level 3 can be authorized by a Section Head but should be resolved within a six month period. Extension of the six month period must be authorized by the Line Officer.

Level 4 - Minor Investigation

Should monitoring indicate that the target falls within the Mandate but at a priority which does not warrant full attention, it can be assigned to Level 4. Casual sources in the [REDACTED] category can be developed at this level. [REDACTED] category sources can only be recruited in Level 5. All Level 4 targets must be authorized by a Line Officer and renewed every year.

Level 5 - Major Investigation

Priority targets within the Mandate are subject to the full range of investigative techniques and sources. Deterring, preventing and countering fall within "Major Investigations Scope". Level 5 must be authorized by a Line Officer and renewed every year.

4. Use of "I" Operations can be authorized by Levels 3, 4 and 5 depending on availability and priority of target.

5. A file can be reviewed at any time and its activity level changed to any other level in accordance with Para. 2.

6. The retention or disposition of files in Levels 1 and 2 will be resolved via the regular file destruction program.

BULLETIN

RÔYAL CANADIAN MOUNTED POLICE - GENDARMERIE ROYALE DU CANADA

page no. - n° de page	bulletin no. - n° du bulletin
3	BCASS 14

7. All files in Levels 4 and 5 must be reviewed and re-authorized at least every year by a Line Officer to maintain the activity level. Likewise, all Level 3 files must be resolved within a six month period. On rare occasions it may be necessary to extend the Level 3 time frame, but the maximum period is six months before a review is required. The Line Officer must authorize any extension.

8. Prior to forwarding a file or request to "I", "J", "L" or "E" Special, the onus is on the investigator to ensure that the action requested is in keeping with the authorized activity level.

9. File requests or instructions originating from Headquarters or other Area Commands are subject to this file authorization program in the same way as if the file originated in B.C.A.S.S.

10. Should a file caption or number be changed the original authorization form will stay with the file or files on the inside front cover for easy reference and as a permanent record.

11. Contentious files and those wherein the activity level is difficult to categorize will be resolved by the OIC Operations.

FILE AUTHORIZATION FORM B.C.A.S.S.

OPERATIONAL ACTIVITY LEVEL

CAPTION: _____ FILE NUMBER: _____

_____ SECTION: _____

RATIONALE FOR OPENING FILE: _____

INTELLIGENCE REQUIREMENT NO. _____

CIRCLE LEVEL IN RED

<u>LEVEL 1</u>	<u>LEVEL 2</u>	<u>LEVEL 3</u>	<u>LEVEL 4</u>	<u>LEVEL 5</u>
Deadsheet	Discern	Monitor	Minor Invest.	Major Invest.

PRINT AND SIGN NAME

LEVEL _____ AUTHORIZED _____ RANK _____ DATE _____

SIGNATURE _____ RATIONALE/MANDATE _____

LEVEL _____ AUTHORIZED _____ RANK _____ DATE _____

SIGNATURE _____ RATIONALE/MANDATE _____

LEVEL 3: LIMITED TO SIX MONTHS - EXTENSION AUTHORIZED BY:

LINE OFFICER

LEVELS 4 & 5: FILE REVIEW - AUTOMATIC - ONE YEAR

<u>DATE</u>	<u>LINE OFFICER'S INITIALS</u>	<u>DATE</u>	<u>LINE OFFICER'S INITIALS</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

N.B.: Should the Rationale change a new authorization is required.

ALL LEVEL CHANGES MUST HAVE PRIOR AUTHORIZATION

BULLETIN

ROYAL CANADIAN MOUNTED POLICE -- GENDARMERIE ROYALE DU CANADA

Bulletin No. - N ^o du bulletin BCASS 13	Distri- bution ▶	List - Liste SS BC-2
Issue Date - Date de publication 79-01-08		Last No. - Dernier n ^o BCASS 12
Subject - Objet OPEN INVENTORIES		Category - Catégorie <input type="checkbox"/> Read and destroy Lire et détruire <input checked="" type="checkbox"/> Retain Conserver

1. Changes are presently underway to make each Section responsible for their open inventory, e.g., furniture, typewriters, etc., issued to their Section. Lists of furniture are presently being made and when all items of inventory have been accounted for separate S-132's will be typed for each Section and signed for by the N.C.O. i/c. N.C.O.s will be accountable for their inventory and must ensure that it is kept up-to-date and accurate for audit and other administrative purposes.
2. Areas such as the E.O.C., 5th floor lounge, Guard Post and Janitors' equipment will be maintained by Admin. Section.
3. Once the inventories have been established any change of furniture will have to be done via S-185, issue and receipt voucher, in order that issuing inventory and receiving inventory can be amended.

BCASS
79-01-08

Government
of Canada

Gouvernement
du Canada

MEMORANDUM

NOTE DE SERVICE

TO
À

D.D.G. (A. & P.)
ATTENTION: SECURITY SERVICE DIRECTIVES
BRANCH
OTTAWA, ONTARIO

FROM
DE

B.C. AREA SECURITY SERVICE,
VANCOUVER, B.C.

SECURITY - CLASSIFICATION - DE SÉCURITÉ
SECRET
OUR FILE - N/RÉFÉRENCE
IA 295-9
YOUR FILE - V/RÉFÉRENCE
IA 295-9
DATE
79-01-11

SUBJECT
OBJET

SECURITY SERVICE DIRECTIVES

With reference to previous correspondence dated 78-11-23, please find two copies attached of B.C.A.S.S. Bulletin numbers 2 - 12 for your information.

T.E. Linning, Supt.,
Area Commander,
B.C. Area Security Service

RECEIVED # 2

79-01-11

JUL 27 1982

SECURITY SERVICE RECORDS

13

20410 17-
79-01-22

RECEIVED # 5	
JAN 17 1979	
PLACED ON FILE	
BY:	
DATE	INITIAL
REC'D. BY:	

10-2-1
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BULLETIN

ROYAL CANADIAN MOUNTED POLICE GENDARMERIE ROYALE DU CANADA

Issuing Authority / Émis par
 AREA COMMANDER - B.C.A.S.S.

Bulletin No. - N^o du bulletin

BCASS 12

Issue Date / Date de publication

78-12-18

Distribution

List - Liste

SS IC-1

List No. - Numéro n^o

BCASS 11

Subject - Objet

"E" DIVISION COMMUNICATIONS

Category - Catégorie

- Read and destroy
 Lire et détruire
 Retain
 Conserver

1. ALL MEMBERS PLEASE NOTE THIS INSTRUCTION

a. Messages (CPIC - TELEX) and correspondence to Victoria and Vancouver are confusing as they are incorrectly addressed, e.g. CO "E" DST 2, CO "E" DST 1, or variations. There are three separate/distinct Command Headquarters in B.C.:

1. "E" DIVISION
2. DISTRICT 1
3. DISTRICT 2

2. SUB/DIVISIONS AND FIELD UNITS

a. For Messages or Correspondence to:

1. Commanding Officer "E" Division or Secretariat Responsibility Centres:

1. CPIC or TELEX CO "E" DIV RCMP VIC
2. CORRESPONDENCE COMMANDING OFFICER
 "E" DIVISION HEADQUARTERS
 R.C.M. POLICE
 2881 NANAIMO STREET
 VICTORIA, B.C.
 V8T 4Z8

2. Commanding Officer District 1 or District 1 Responsibility Centres:

1. CPIC or TELEX CO DST 1 RCMP VCR
2. CORRESPONDENCE COMMANDING OFFICER
 DISTRICT 1 HEADQUARTERS
 R.C.M. POLICE
 1200 WEST 73RD AVENUE
 VANCOUVER, B.C.
 V6P 6G6

3. Commanding Officer District 2 or District 2 Responsibility Centres:

1. CPIC or TELEX CO DST 2 RCMP VIC
2. CORRESPONDENCE COMMANDING OFFICER
 DISTRICT 2 HEADQUARTERS
 R.C.M. POLICE
 2881 NANAIMO STREET
 VICTORIA, B.C.
 V8T 4Z8

BCASS
 78-12-18
 000052

BULLETIN

ROYAL CANADIAN MOUNTED POLICE - GENDARMERIE ROYALE DU CANADA

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2	ECASS 12

3. DIVISION AND DISTRICT RESPONSIBILITY CENTRES

a. CPIC and TELEX Messages

1. All Messages emanating from Division and District Headquarters will bear the following signature:

1. "E" DIV VIC
2. DIST 1 VCR
3. DIST 2 VIC

(Telex prefix will identify the author through assigned number code).

b. Correspondence

1. To offset any confusion, all responsibility centres at Division and District Headquarters will, in the future, ensure signing authorities clearly identify Division or District origin, e.g. O i/c CIB District 1; O i/c A & P District 2; S&P Advisor "E" Division.

4. UNIT COMMANDERS

Ensure that these instructions are brought to the attention of all employees under your command and that they are strictly adhered to.

ORIGINATED BY C.O. "E" DIVISION - 78-11-28

ECASS
78-12-18

BULLETIN

ROYAL CANADIAN MOUNTED POLICE -- GENDARMERIE ROYALE DU CANADA

Bulletin No. -- N^o du bulletin
BCASS 11
Issue Date -- Date de publication
78-12-18

Distribution

List -- Liste
SS BC-2
Last No. -- Dernier n^o
BCASS 10

Issuing Authority -- Émis par
AREA COMMANDER - B.C.A.S.S.

Subject -- Objet
READING BASKET

Category -- Catégorie
 Read and destroy
Lire et détruire
 Retain
Conserver

A good deal of correspondence is received which, while of some interest to most personnel, does not warrant copying and formal circularization. Such items include transcripts of interviews and press conferences given by the Prime Minister and other Government officials; weekly intelligence reports; RCMP Gazette and similar periodicals; other correspondence of general interest.

To facilitate access to this material by all personnel a reading basket has been established in "F" Operations adjacent to the mail room. The above noted material will be placed in this basket for general access and personnel are urged to peruse the material at their convenience.

BCASS
78-12-18

BULLETIN

ROYAL CANADIAN MOUNTED POLICE GENDARMERIE ROYALE DU CANADA

Bulletin No. -- N^o du bulletin
BCASS 10
Issue Date -- Date de publication
78-12-18

List -- Liste
SS BC-1
Last No. -- Dernier n^o
BCASS 9

Issuing Authority -- Émis par
AREA COMMANDER - B.C.A.S.S.

Subject -- Objet

RELEASE OF OFFICIAL INFORMATION

IP 380-7

Category -- Catégorie
 Read and destroy
Lire et détruire
 Retain
Conserver

It has been brought to attention that records checks may be being conducted by members of the Security Service for private concerns within the B.C. Area Command.

2. Needless to say, any such action is clearly in contravention of Force policy and cannot be condoned. It is requested that all personnel be reminded of policy in this respect to ensure there is no misunderstanding on this matter. It should be noted that we cannot even conduct such checks on behalf of other Government Departments or other Police Forces unless the subject matter clearly falls within the realm of national security and has Headquarters and Governmental authority. Clearly then, unofficial indices checks on behalf of private firms are completely unacceptable.

BCASS
78-12-18

BULLETIN

ROYAL CANADIAN MOUNTED POLICE - GENDARMERIE ROYALE DU CANADA

Bulletin No. - N° du bulletin

BCASS 9

List - Liste

SS BC-1

Issuing Authority - Émis par

AREA COMMANDER - B.C.A.S.S.

Issue Date - Date de publication

78-12-18

Distribution

Last No. - Dernier n°

BCASS 8

Subject - Objet

GUIDELINES AND PROCEDURES FOR THE SECURITY SERVICE

STAFF RELATIONS PROGRAM

Category - Catégorie

Read and destroy
Lire et détruire

Retain
Conserver

STAFF RELATIONS REPRESENTATIVE
SECURITY SERVICE

1. A staff relations representative (S.R.R.) will be elected by all members of the Security Service on or about March first each election year.

TERM OF OFFICE

2. The term of office for the S.R.R. will be for two years with provision for re-election.

ELIGIBILITY

3. Every member, employed by the Security Service will be eligible for election.
 (a) The term "member" used throughout this document includes S/Constables and Civilian Members.

LOCATION

4. The S.R.R. will be required to live within commuting distance of National Headquarters and his office should be located within Headquarters.

TEMPORARY REPLACEMENT

5. In the event that the S.R.R. is temporarily unable to perform his duties, or that he relinquishes his position, the Area sub-representative from Ottawa will assume the duties of the S.R.R. until such time as he returns to duty or a new S.R.R. is elected.

REMOVAL FROM OFFICE

6. Action for removal of the S.R.R. may be initiated by any Area command Sub-Rep. If a majority of council members (see Para. 19) indicate their lack of confidence in the S.R.R., he may resign or the council will organize a vote of all members of the Security Service to decide on the continued eligibility of the D.S.R.R.

DUTIES - S.R.R.

7. The duties and terms of reference for the S.R.R. will follow those set out in the Administration Manual II-16F.
 (a) The S.R.R. will liaise directly with the D.D.G. (A & P) unless the issue can be resolved at a lower level at "HQ".

BCASS
78-12-18

000056

BULLETIN

ROYAL CANADIAN MOUNTED POLICE GENDARMERIE ROYALE DU CANADA

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TRAVEL - S.R.R.

8. The S.R.R. will visit each Area Command at least twice a year. Preferably, visits should be timed to advise members of matters discussed at the Commissioner's Semi-Annual Conference with C.O.s and D.S.R.R.s.
 - (a) Other visits to Area Commands will be made as necessary and in keeping with the usual administrative practices.

COMMUNICATION

9. Copies of all correspondence originating from the S.R.R. concerning issues raised by members will be given to those members on request, providing that it does not violate the confidentiality of other members.
 - (a) The S.R.R. will provide Area Sub-Reps. with copies of all correspondence originating from him on matters of general interest.
 - (b) The S.R.R. will distribute a news letter at regular intervals for the information of all members.

GENERAL AND PERSONAL ISSUES

10. Issues put forward by members will be channelled through the Area Sub-Reps. or submitted directly to the S.R.R. in writing.
 - (a) The priority of general issues and their disposal will be decided by the S.R.R.
 - (b) If members are not satisfied with the treatment given their issue, a request in writing will ensure that the issue is fully discussed at the next meeting of the Security Service Staff Relations Council.
 - (c) Before issues will be accepted for action by the S.R.R. or Area Sub-Reps., it must be clearly indicated that no satisfaction was obtained through normal channels.

BCASS
78-12-18

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BULLETIN

ROYAL CANADIAN MOUNTED POLICE - GENDARMERIE ROYALE DU CANADA

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3	BCASS 9

AREA SUB-REPRESENTATIVES

11. The following Areas will be represented by Area Sub-Representatives who will perform their staff relation functions in conjunction with their current Security Service responsibilities:

(a) NOVA SCOTIA
NEW BRUNSWICK (including P.E.I. & NEWFOUNDLAND)

OTTAWA AREA
MANITOBA
SASKATCHEWAN
ALBERTA (including WHITE HORSE & YELLOWKNIFE)

(b) The following areas will be represented by Area Sub-Reps. who may devote up to ten percent of their official time to staff relations:

QUEBEC
SOUTH WEST ONTARIO
BRITISH COLUMBIA

TERM OF OFFICE
(AREA SUB-REPS)

12. Area Sub-Reps will be elected for two-year terms under procedures agreed to at Area Command.

ELIGIBILITY
(AREA SUB-REPS)

13. All members in the Area will be eligible to run for Area Sub-Representative.

LOCATION
(AREA SUB-REPS)

14. Area Sub-Reps should preferably work out of Area Command "HQ".

DUTIES
(AREA SUB-REPS)

15. The duties and responsibilities of Area Sub-Reps will follow those set out in Admin Manual II-16-F-b.

(a) Area Sub-Reps will be available to answer all queries from members in their Area on matters of local concern.

(b) They will maintain close liaison with the Area Commander and with the S.R.R.

(c) They will advise the S.R.R. if and when his presence is required in their Area.

BCASS
78-12-18

000058

BULLETIN

ROYAL CANADIAN MOUNTED POLICE - GENDARMERIE ROYALE DU CANADA

page no. / n° du page 4	bulletin no. / n° du bulletin BCASS 9
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TRAVEL (AREA SUB-REPS)

ACCESS TO CORRESPONDENCE (AREA SUB-REPS)

REMOVAL FROM OFFICE (AREA SUB-REPS)

STAFF RELATIONS COUNCIL

ELECTION COMMITTEE

16. All Area Sub-Representatives should be provided with facilities to travel within their Areas on staff relations duties when acting on behalf of the D.S.R.R.
17. Area Sub-Reps may request to see all correspondence relating to matters of concern at Area Command level.
18. Area Sub-Reps may be required to resign by a majority vote of members within their Area. A request showing cause for the removal of an Area Sub-Rep should be made to the S.R.R. signed by at least 30 percent of the voting members in that Area.
 - (a) On receipt of this request, the D.S.R.R. will ask for the resignation of the Area Sub-Rep and request an election in that Area.
 - (b) The former Div. Rep will be eligible to stand for re-election as well as any other candidate.
19. The Staff Relations Council will be comprised of the S.R.R. and the Area Sub-Reps mentioned in Para 11.
 - (a) An Area Sub-Rep may nominate a person to replace him in representing his Area at council meetings if he is unable to attend.
 - (b) No important resolutions will be passed at council meetings unless all Area Reps or their stand-ins are present, or otherwise signify their agreement.
 - (c) The Council will meet at least twice a year, prior to each meeting with the Commissioner, or as required by the S.R.R., or as required by a majority of the Council.
20. An election committee, comprised of one Sub-Rep. from the Atlantic provinces, one from Quebec, one from Ontario and one from the Areas west of Ontario will meet in Ottawa at least three months before the S.R.R.'s term of office expires to establish nomination procedures and administer the election.

BULLETIN

ROYAL CANADIAN MOUNTED POLICE GENDARMERIE ROYALE DU CANADA

page no. - n° de page	bulletin no. - n° du bulletin
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ELECTION COMMITTEE (Continued)

No one intending to run for S.R.R. (Security Service) will be eligible to serve on the election committee.

21. These guidelines and procedures will not be changed in substance without the approval of the Security Service Staff Relations Council and the DDG (A & P).

The foregoing was an attachment to memorandum from the D.D.G. (A. & P.) dated 78-01-12 on File IA 148-3-1.

BCASS
78-12-18

000060

BULLETIN

ROYAL CANADIAN MOUNTED POLICE - GENDARMERIE ROYALE DU CANADA

file no. - n° du dossier IA 10-7-5		bulletin no. - n° du bulletin BCASS 8				
issuing authority - émis par AREA COMMANDER - B.C.A.S.S.		issue date - date de publication 78-06-29				
subject - objet POLICE CAR RADIOS B.C. AREA SECURITY SERVICE		expiry date - date d'expiration PERMANENT				
		distribution	<table border="1"> <tr> <td>list - liste S.S. BC-2</td> <td rowspan="2">on expiry expiration</td> <td><input type="checkbox"/> destroy détruire</td> </tr> <tr> <td>last no. - dernier n° BCASS 8</td> <td><input type="checkbox"/> file verser aux dossiers</td> </tr> </table>	list - liste S.S. BC-2	on expiry expiration	<input type="checkbox"/> destroy détruire
list - liste S.S. BC-2	on expiry expiration	<input type="checkbox"/> destroy détruire				
last no. - dernier n° BCASS 8		<input type="checkbox"/> file verser aux dossiers				

In an effort to increase our general efficiency and to ensure our P.C. radios are kept in proper working order a Radio Dispatch System has been devised and will go into effect at 0800 hours, 78-07-10.

2. Section Heads are to ensure that each car radio is properly programmed and the assigned radio call number is placed on the dash area of the P.C. Member(s) using the vehicle will be required to contact the 5th Floor Guard Station by radio, advising they are 10-8 out of the building, identifying themselves by name and vehicle radio call number. The same procedure will be used when members return to this office 10-7.

3. Similarly, it is requested that when a member leaves the vehicle on an investigation, he report by radio that he is 10-7. It will be unnecessary to mention location, purpose or estimated length of the 10-7.

4. It is emphasized that this procedure is not to be interpreted as a monitoring of a member's activities. It is simply a method of ensuring that should an urgent operational or personal family situation occur, members can be reached within a reasonable time frame. The benefits to our radio equipment are self-evident.

BCASS
78-06-29

BULLETIN

ROYAL CANADIAN MOUNTED POLICE -- GENDARMERIE ROYALE DU CANADA

issuing authority -- émis par

AREA COMMANDER - B.C.A.S.S.

subject -- objet

USE OF POLICE MOTOR VEHICLES - POLICY

B.C. AREA SECURITY SERVICE

file no. -- n° du dossier IA 1250-2		bulletin no. -- n° du bulletin BCASS 7	
issue date -- date de publication 78-09-26		expiry date -- date d'expiration PERMANENT	
distribution	list -- liste S.S. BC-1	on expiry expiration	<input type="checkbox"/> destroy détruire
	last no. -- dernier n° BCASS 6		<input type="checkbox"/> file verser aux dossiers

The Commissioner's letter of August 30, 1978 (attached as Appendix "A") sets out specific guidelines for the interpretation of amended instructions on the use of Police Motor Vehicles, Admin Manual Chapter I.3. It is evident that B.C. Area Security Service use of garaged-out operational vehicles neither conforms to the spirit nor the letter of the Commissioner's guidelines. Previous policies were sufficiently vague to allow local interpretations. The new guidelines permit little latitude, and we must all understand and appreciate that use of police cars, owned or leased, outside those guidelines places the operator in serious financial jeopardy. Additionally, perfunctory compliance or disregard for Force policies cannot and will not be condoned.

2. Effective Monday, October 2, 1978 all use of garaged-out police vehicles will cease. Should any Section believe there is justification for standing authority to retain a police vehicle at a private residence after duties, it will be necessary to submit that proposal in writing through their appropriate line Officer. The proposal must contain full particulars of the need, as well as the name of the individual who will retain possession of the vehicle. It is anticipated that there will be little or no need for standing authority to retain police vehicles at private residences, and any proposals will be reviewed critically. Provisions available for private car mileage, taxis or other public transport will be utilized to handle irregular and infrequent call-back requirements, including those occasions when it may be necessary to return to the office during scheduled stand-to duties.

3. Section Heads may authorize over-night custody of police motor vehicles when their use is unavoidably tied in with the performance of after hours and justified police duties which must be carried out by a member. The Section Head must specifically authorize such use on each separate occasion. He will retain a weekly register listing the date, member's name, police vehicle number, purpose and file number of the investigation. The register will be forwarded to the responsible line Officer for audit and noting on the first working day of the week.

4. As required by Post Orders, members utilizing police vehicles after normal working hours will advise the Guard Post before proceeding on duty and after returning. They will use the most reasonable direct route to and from the office or destination for which the vehicle was authorized, and arrange pickup or drop off points along that route to convey any authorized passengers. It cannot be emphasized too strongly that failure to follow those requirements can render members liable for disastrous financial consequences. Members will ensure that adequate, secure off-street parking is utilized for all police vehicles used for after hours duty.

BCASS
78-09-26

APPENDIX "A"

to IA 1250-2, Bulletin #7

RE: USE OF POLICE MOTOR VEHICLES

From time to time there have been indications that police vehicles, whether owned or leased by the Force, are being used by members/employees, particularly Officers and supervisors, for purposes which are neither related to specific duties nor for the primary benefit of the Force. The use of these vehicles as a personal convenience such as commuting to/from work, attending to private business and taking of such vehicles to one's residence because of a remote possibility of a call-back, is of concern.

2. Our concerns are two-fold. Firstly these vehicles are provided as a trust to enable the Force to carry out its objectives. Responsible management and stewardship dictate that the trust not be abused and that neither the public nor other members perceive that it is being abused. Our second concern is the protection of the member in the event of an accident, where there is negligence. When it is not abundantly clear that he was using the vehicle on duty and acting within the scope of his duties, the member becomes liable to the full amount of any Crown loss including third party damages.

3. Amendments to Admin. Manual Chapter I.3 have been approved to afford all personnel with specific instructions concerning the use of police vehicles and strict compliance with these guidelines is expected by all.

4. Briefly the amendments reflect clearer guidelines regarding the use of police vehicles and include authority for use when engaged in house hunting or related business at the new post. During these periods the spouse will become an authorized passenger. Police vehicles may now be used to convey employee participants, excluding spectators between the place they normally perform their duty and the place of any physical training, sporting, recreational, or shooting activity, providing it is a Force, rather than a personal activity.

5. The new amendments reflect that "on duty and within scope of duties" will include the taking of a police vehicle home when it is needed for the performance of a specific duty prior to or after regular hours, and when it is uneconomical or impractical to return to the work site to obtain the police vehicle or return the vehicle after completing the duty. Only when the frequency of the demand for such use can be fully justified, e.g. for P.S. Dog Section members or identification Section standby members, shall a member be granted standing authority to take a police vehicle to his residence. A member may also take a vehicle home if it has not been possible to provide adequate or sufficient safe storage at the work site with specific written authority from his C.O. or O.C. This is a last resort situation. It is the responsibility of Divisions to provide adequate safe storage at the work site if it is reasonably possible to do so.

APPENDIX "A"

to IA 1250-2, Bulletin #7

6. While using a police vehicle a member must take the most reasonable direct route to and from his work site or destination. If the vehicle is being taken home, members must arrange for pick-up and drop-off points along the most reasonable direct route. Authorized passengers may be conveyed, at these times, and it will be noted that new amendments include an employee of the Force travelling to and from work in a police vehicle specifically authorized for that purpose.

7. The guidelines do not differentiate between classes nor grant any special privileges according to rank or position. I am requesting that you take immediate steps to have personnel discontinue their use of police vehicles, if such use does not clearly fall within the guidelines enumerated above. Amendments to the Admin. Manual will be published in the near future.

(Signed) R.H. Simmonds,
Commissioner

BULLETIN

ROYAL CANADIAN MOUNTED POLICE -- GENDARMERIE ROYALE DU CANADA

issuing authority -- émis par

AREA COMMANDER - B.C.A.S.S.

subject -- objet

MAIL & TELECOMMUNICATIONS - Authorization
 of
 B.C. AREA SECURITY SERVICE

file no. -- n° du dossier

IA 10-2-3

bulletin no. -- n° du bulletin

BCASS 6

issue date -- date de publication

78-08-08

expiry date -- date d'expiration

PERMANENT

distribution

list -- liste

S.S. BC-2

last no. -- dernier n°

BCASS 5

on expiry

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file
verser aux
dossiers

In compliance with recently revised national policies on the processing of correspondence, the following procedures will be adopted. (It should be noted that for the purposes of this directive the term "correspondence" will in addition to regular mail, include KW7 and ZEST telecommunications).

2. All correspondence emanating from this Area Command will be pre-authorized by a Section Head, a District Commander, a line Officer or the Area Commander in accordance with the following guidelines:

- (a) Matters relating to policy changes in any area to be signed by the Area Commander.
- (b) Correspondence directed outside the Force to be signed by the Area Commander.
- (c) All correspondence being forwarded to our CIB counterparts to be signed by a line Officer or, where deemed necessary by the line Officer concerned, by the Area Commander.
- (d) Operational and administrative correspondence affecting another Area Command or requesting their assistance or participation, to be signed by the appropriate line Officer or the Area Commander.
- (e) Correspondence containing routine intelligence from ongoing investigations or routine reports such as initial reports and/or updatings may be authorized by Section Heads or District Commanders prior to being dispatched. This will include informational copies to other Area Commands subject to (d) above. All serious matters, controversial items, matters affecting or changing the level or scope of an investigation should be referred to the line Officer concerned. This will include requests for all forms of Warrants, requests for financial authorities and all other significant operational activity being reported on or requesting Headquarters authority.
- (f) All enquiries from the press or other media are to be referred to a line Officer or the Area Commander for direction or action.

3. Should there be any doubt in the above procedures the matter should be referred to the appropriate line Officer for resolution.

BCASS
78-08-08

BULLETIN

ROYAL CANADIAN MOUNTED POLICE -- GENDARMERIE ROYALE DU CANADA		file no. -- n ^o du dossier IA 10-2-3	bulletin no. -- n ^o du bulletin 5
issuing authority -- émis par AREA COMMANDER - B.C.A.S.S.		issue date -- date de publication 78-08-02	expiry date -- date d'expiration PERMANENT
subject -- objet MAIL & TELECOMMUNICATIONS - Processing of B.C. AREA SECURITY SERVICE		distribution → list -- liste S.S.-BC-2 last no. -- dernier n ^o 4	on expiry expiration → <input type="checkbox"/> destroy détruire <input type="checkbox"/> file verser aux dossiers

A great deal of difficulty has been encountered in devising a functional yet precise method of ensuring that certain matters received in the mail or by way of telecommunications are brought to the attention of the Area Commander, line Officers and Section Heads. The difficulty seems to be in defining the requirements of each responsibility centre in a manner which can be acted upon uniformly by various sections, sub-sections and/or individual members and afford a reasonable measure of accountability in the process. Any present shortcomings in this regard can be attributed to the system itself and not to individual members.

2. Since it is essential that all levels of supervision be adequately informed within their area of responsibility, the following procedures will be adopted.

MAIL

3. All incoming mail will be opened by Records and forwarded directly to the line Officer responsible for the area in question for his information and/or action. (In line with B.C.A.S.S. Directive #4). The mail will be returned to Records for processing and placing on file whereupon it will be forwarded to the NCO i/c of the Section concerned. Processing from that point onward will be in accordance with Section policy. It should be emphasized, however, that systems must be in place which will ensure that correct investigative action is taken; Diary Dates and other deadlines are met; proper file processing and Records procedures are adhered to and that suitable accountability exists at all levels within each Section.

4. We have recently been instructed by Headquarters to modify our procedures relative to outgoing correspondence and you will receive further direction in that regard in due course (See B.C.A.S.S. Directive #6).

ZEST

5. All incoming and outgoing ZEST messages should be delivered to the member in charge of the Section by the terminal operator. (Only the original is to be made on the ZEST terminal and the ZEST operator and Section personnel are not to make additional copies.)

6. The member i/c should peruse the message in question for his information and then ensure that it is delivered promptly to Records for the necessary processing. (If the matter is of an urgent nature the member i/c may consult with other personnel to ensure the necessary action is taken, however, copies of the message must not be made nor should the message be side-tracked from being delivered to Records.) Upon receipt in

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Records the message will be processed, placed on file and returned to the Section for further attention in accordance with Section policy. Previous comments made with respect to mail would apply from this point on.

7. All operators of ZEST on the 6th, 7th, 8th and 9th floors are to ensure that in all cases, a drop copy of all outgoing official messages is directed to the Communications Centre on the 11th floor. There are to be no exceptions to this procedure when official messages are being processed. Drop copies from the Comcentre will be forwarded to the responsible line Officer for his information and/or attention following which they will be returned to the Comcentre for secure storage. Needless to say all controversial matters or those issues dealing with policy should be referred to the appropriate line Officer or the Area Commander for consideration prior to the message being dispatched. Further instructions will be issued in that connection as soon as possible. (See B.C.A.S.S. Directive #6)

8. In keeping with current procedures all "E" Special, "J" and "L" Ops messages will continue to be dispatched directly from the Comcentre. Incoming messages will be received only in the Comcentre from where they will be directed to the line Officer concerned for appropriate action.

9. Personnel are encouraged to utilize ZEST in a conversational mode to "discuss" classified matters with other points. Even though there are a limited number of terminals in Headquarters at the moment, arrangements can be made to have a specific person at a terminal for discussion purposes. This procedure should be utilized in place of telephone conversations, which are, of course, completely insecure. It is reiterated that classified matters must not be discussed on the telephone.

10. When ZEST is used in the conversational mode it is considered an "unofficial" communication which need not necessarily be placed on file nor are drop copies required at the Comcentre. All conclusions reached which may affect the investigation or policy matter under discussion must, however, be brought to the attention of appropriate supervisors and made subject of official correspondence on file.

11. The foregoing measures should alleviate the problems alluded to previously and provide a more viable operation in terms of ensuring that various levels of supervision are properly informed on matters pertaining to their areas of responsibility.

12. Particular note should be made of the security and administrative requirements for ZEST material. It is a national requirement that ZEST material not be copied and that it receive proper security and administrative attention. As indicated in recently issued ZEST procedures, these points will receive close examination during the forthcoming audits and non-compliance will constitute a breach of security.

13. The co-operation of all personnel is requested to enable the system outlined to operate as effectively as possible and to ensure that obligatory security measures are adhered to.

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ROYAL CANADIAN MOUNTED POLICE -- GENDARMERIE ROYALE DU CANADA

issuing authority -- émis par

AREA COMMANDER - B.C.A.S.S.

subject -- objet

AREAS OF RESPONSIBILITY - OFFICERS AND
 SECTION HEADS -
 B.C. Area Security Service

file no. -- n° du dossier

IA 10-2-3

bulletin no. -- n° du bulletin

BCASS 4

issue date -- date de publication

78-06-05

expiry date -- date d'expiration

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distribution

list -- liste

S.S. BC-2

last no. -- dernier n°

BCASS 3

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dossiers

In light of recent organizational changes, the following positions will be responsible for the indicated Sections and/or functions:

Position: Officer i/c Operations - Insp. McAllister
 2 i/c B.C. Area Command

- "A" Ops
- "B" Ops
- "D1" Ops
- "D2" Ops
- "H" Ops
- "L" Ops

Position: Officer i/c Services - Insp. Quilley

- "E" Special Ops
- "E" Services
- "F" Ops (Records Mgmt)
- "I" Ops
- "J" Ops
- Photo Section
- Research Section Analysts

Position: Area Commander - Supt. Linning

- Overall Policy Matters
- Administration and Personnel (Including Telecoms and Stenographic Sections)
- Internal Security
- Training
- Kamloops District
- Victoria District

As in the past each Section Head will be responsible for the day to-day operations of his Section under the general guidance of his immediate line Officer. All operational and administrative matters which require rulings or further consideration should be referred to that Officer for his attention and action. Similar procedures should be followed where specific direction or advice is being sought. It goes without saying that personnel who encounter operational, administrative or personal problems should (in compliance with local Section policy) consult their Section Head for assistance or for referral to the appropriate responsibility centre.

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 78-06-05

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Line Officers will have overall responsibility for the operations of their respective Sections and they have full authority to act in that capacity within existing Force constraints. Should conflict of interest arise between Sections or between Line Officers which cannot be suitably resolved, the matter should be referred to the Area Commander for resolution.

It should also be noted that, while our Services components are consolidated under one specific Officer, they will continue to service all Sections in an equitable manner and Officers are to ensure that this requirement is complied with. In that same vein it is worthy of note that all Section Heads and Line Officers, indeed all personnel, should always bear in mind the overall requirements of the B.C. Area Security Service when issues are being debated and decisions being made. While a degree of unit pride is to be encouraged and cultivated, the overall requirements of the B.C. Area must ultimately prevail and not the parochial interests of individual units.

The personal views, interests, problems and aspirations of every person in the B.C. Area is of great interest to the Area Commander and the foregoing procedures are not meant to curtail the communication of such matters to him. It is requested that, in keeping with the foregoing management philosophy, every effort be made to keep Section Heads and Line Officers advised of such problems so that remedial action can be taken as expeditiously as possible. Where deemed necessary, however, there should be no hesitation whatsoever in referring the matter to the Area Commander for his consideration. Similarly, should a member wish to consult the Area Commander on any personal matter he should feel free to do so by requesting such an interview through his Section Head or immediate Officer.

It is hoped that this delineation of responsibility for all personnel will clarify our local chain of command and result in a more efficient operation. Should further clarification be required at any level please advise so that the necessary action can be taken.

These changes are to be implemented on 78-06-07.

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ROYAL CANADIAN MOUNTED POLICE - GENDARMERIE ROYALE DU CANADA

file no. - n° du dossier		bulletin no. - n° du bulletin BCASS 3	
issuing authority - émis par AREA COMMANDER - B.C.A.S.S.		issue date - date de publication 78-11-01	expiry date - date d'expiration PERMANENT
subject - objet INDIVIDUAL RESPONSIBILITIES AS MEMBERS OF THE FORCE AND PEACE OFFICERS	distribution	list - liste B.C. -1	on expiry expiration
		last no. - dernier n° BCASS 2	<input type="checkbox"/> destroy détruire <input type="checkbox"/> file verser aux dossiers

1. The following is quoted from memorandum dated 78-08-17 from Commissioner R.H. Simmonds:

"At this time of critical examination of the Force's responsiveness in carrying out its responsibilities, I feel it appropriate to surface a number of important issues which should be brought to the attention of all members for the purpose of examination and self-evaluation. In this way we can continue to ensure certain fundamentals are kept uppermost in our approach to carrying out our policing responsibilities as members of the Force and peace officers.

2. The issues which I feel must be continually re-examined and reinforced by every member at every level of supervision are the following.

- (a) The need for a full appreciation of the basic rights of citizens with an understanding and application of the principles and spirit of "the Canadian Bill of Rights" in all police actions.
- (b) "Ethical Conduct", "Police Professionalism", legal authorities (as well as limitations) in carrying out our duties and responsibilities.
- (c) Basic "Principles of Policing" must not be overlooked. The police are integral to the greater Canadian society, not an entity separate and apart from it.
- (d) Legal and ethical procedures in "interrogation techniques" and in the "development of informants".
- (e) The importance of operational supervision over the the quality of work being performed by subordinates.

3. I think it most appropriate to frequently remind ourselves that it is incumbent on every member:

- (a) to respect the rights of all persons;
- (b) to maintain the integrity of the law, law enforcement and the administration of justice; and
- (c) to promptly, impartially and diligently perform his duties in accordance with the law and without abusing his authority.

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78-11-01

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ROYAL CANADIAN MOUNTED POLICE - GENDARMERIE ROYALE DU CANADA

4. The identification of the preceding is not to suggest there has been a disregard for them in our past performance, as I am confident the record and integrity of the Force and its members in total will stand up under any scrutiny. We should however, take this opportunity to re-examine and appraise our individual contribution and fully understand and appreciate that 'results do not always justify the means'."

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ROYAL CANADIAN MOUNTED POLICE -- GENDARMERIE ROYALE DU CANADA

issuing authority - émis par

AREA COMMANDER - B.C.A.S.S.

subject - objet

MANDATE - SECURITY SERVICE

file no. - n° du dossier

IA 10-2-1

bulletin no. - n° du bulletin

BCASS 2

issue date - date de publication

75-05-22

expiry date - date d'expiration

PERMANENT

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In the light of changed and rapidly changing national and international conditions, the RCMP Security Service, bound by outdated terms of reference and obligations but forced to adapt to current realities, sought confirmation from Government that its activities were consistent with Government priorities and objectives and in accord with the will of Parliament.

Following full and lengthy consideration by the Solicitor General, the Interdepartmental Committee on Security and Intelligence (at the Deputy Minister level) and the Cabinet Committee on Security and Intelligence (a Ministerial body chaired by the Prime Minister), new guidelines for the RCMP Security Service were ratified by the full Cabinet on the 27 March 1975. These guidelines are as follows:

- A. The RCMP Security Service is authorized to maintain internal security by discerning, monitoring, investigating, deterring, preventing and countering individuals and groups in Canada where there are reasonable and probable grounds to believe that they may be engaged in or may be planning to engage in:
 - (a) espionage or sabotage;
 - (b) foreign intelligence activities directed toward gathering intelligence information relating to Canada;
 - (c) activities directed toward accomplishing governmental change within Canada or elsewhere by force or violence or any criminal means;
 - (d) activities by a foreign power directed toward actual or potential attack or other hostile acts against Canada;
 - (e) activities of a foreign or domestic group directed toward the commission of terrorist acts in or against Canada; or
 - (f) the use or the encouragement of the use of force, violence or any criminal means, or the creation or exploitation of civil disorder, for the purpose of accomplishing any of the activities referred to above; and
- B. The RCMP Security Service is required to report on its activities on an annual basis to the Cabinet Committee on Security and Intelligence.

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75-05-22

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ROYAL CANADIAN MOUNTED POLICE - GENDARMERIE ROYALE DU CANADA

New guidelines for the RCMP Security Service are but a first step, albeit an important one. Cabinet simultaneously approved new immigration rejection criteria which closely parallel our guidelines. Other outdated Executive Orders and guidelines which have affected the RCMP Security Service - e.g.: the Official Secrets Act, the War Book, the Advisory Committee on Internment, Cabinet Directive No. 35 (criteria for Security Screening of public service employees), and proposals for the creation of a Security Review Board as recommended by the 1969 Royal Commission on Security - are all at various stages of review in an attempt to bring them in line with current realities.

Responsibility for Canada's national internal security rests with the RCMP. Within this process the task of the Security Service is the collection, analysis and rapid dissemination of national internal security intelligence. Physical and personnel security is the responsibility of other units of the Force.

While at first glance the ingredients of our guidelines appear to be strict legal precepts, they are not. The guidelines themselves should be viewed as authorization for the collection of intelligence rather than evidence for prosecution, with the ingredients identifying unacceptable behaviour rather than criminal activity. It is true that remedies are available under law for violations of some of the ingredients - e.g., espionage (as it relates to the collection of military and scientific information), sabotage, and acts of violence - but for other ingredients, such as the collection of unclassified social, economic and political information by foreign intelligence agencies, or groups and individuals who may plan to create civil unrest to accomplish governmental change, their behaviour may not constitute offences punishable under law.

Security Service guidelines are intentionally broad. Not only do they authorize the collection of intelligence in matters which at the moment give cause for concern, such as terrorism and civil unrest with the intent of achieving political objectives, but also they provide a framework within which adjustments to future eventualities can be made. The latitude of these guidelines is a strong vote of confidence by Government in the RCMP and its Security Service, but must not be construed as license. With these guidelines, there should be no reason for failing to keep abreast of developments relevant to internal security, but members must always be cognizant of the fact that our task is national in scope and perspective and to an extent political in nature. It is a delicate and challenging task. The actions of any member in any region can affect the entire Force, its Security Service and the policy, programs and responsibilities of other Government departments and agencies. Serious errors in judgement can bring constraints which may well impair the Force's ability to discharge its responsibilities. It is for this reason that Security Service policy formulation will remain centralized, and control will be generally exercised from the Headquarters level.

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In seeking new guidelines, the RCMP Security Service did not attempt to fundamentally alter our current activities - the collection of intelligence relating to espionage, sabotage, subversion and terrorism - rather we sought to formalize guidelines which Government had already recognized in a general way. Due to the fluid nature of national and international events, we will continue to monitor traditional areas of interest - such as Communists, Trotskyists, Maoists, separatists, black revolutionaries, native extremists, right-wing extremists, and revolutionaries from other countries resident in Canada - although in many of these areas we may shift from aggressive collection to a passive monitoring role. Being granted a broad intelligence collection base and not being constrained by either ideological or criminal considerations alone, we are now free to respond to current and rapidly changing factors affecting National Security.

Questions will naturally arise as to what these guidelines actually mean because of their breadth and the various interpretations which can be applied to some of the ingredients. Basically, we will respond when we have cause to believe that individuals or groups have violated or intend to violate any of the ingredients. As for the ingredients themselves, some of them may be taken at their face value; e.g., interference by any foreign intelligence agency in Canadian affairs is unacceptable and will be monitored, and even in some of the more obscure provisions such as governmental change, it is clear that the use of crime or violence to accomplish any form of change (not merely the overthrow of the federal or provincial governments as provided for in the treason provisions of the Criminal Code) will also warrant attention. Our function now and in the days ahead will be to anticipate events and to deter, prevent and counter matters of internal security concern by alerting other units of the RCMP, other police forces and agencies of Government who are in a position to respond. Members of the Security Service must act within the framework of the guidelines and within the limits of the law. With the few operational exceptions already provided for, no direct deterrent action will be taken by members without the consent of Headquarters.

Having said this, it is well to remind members that Canada's national security policy is determined by the Governor in Council. Interpretation of internal security intelligence policy rests with the Director General who must account to the Commissioner and to the Solicitor General. Approval of operations for the achievement of our objectives is the responsibility of the Deputy Director General (Operations).

One mechanism for the ongoing interpretation of our guidelines, which must occur if we are to remain relevant, is the annual process of Policy, Objectives and Goals (POGs). This is not a paper exercise. Through this system management has the opportunity and intent to direct, concur or reject any stated course of action. Beyond this, all members of the Security Service should continually analyze activities to ensure that our efforts are constantly directed toward the responsibilities outlined in the guidelines and serve a purpose, e.g., current operations or support. This may mean abandoning some areas which, on examination, are found to be non-productive; it may mean cutting back resources in some areas and increasing resources

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ROYAL CANADIAN MOUNTED POLICE - GENDARMERIE ROYALE DU CANADA

elsewhere; or it may mean that new analytical methods will have to be devised and applied to aid in the resolution of problems. Due to the nature of our work, it is imperative that all members feel free to seek direction from Headquarters in any areas where doubt exists or which appear to be particularly sensitive. Having obtained such guidance, members are then assured that they enjoy the full support of RCMP management in their attempts to discharge their duties.

Within the Security Service in the past few years there has been much talk of relevance and job satisfaction. Some of this is a reflection of changing societal values and perspectives and it is right that this should find expression in the Force. The frustration inflicted on members of the Security Service by requiring them to discharge outdated responsibilities while attempting to respond to new realities is regretted. To the extent that our own bureaucracy has contributed to this situation, either through neglect or through an inability to force others to recognize the need, apologies are offered. Nevertheless, the tendency of our system and its institutions to "make haste slowly" is not always negative. Members of the Security Service now have a clearly redefined role (i.e. the pursuit of advance information which will enable better decisions); we have guidelines which allow us to adapt and respond rapidly; we have the reaffirmation by Government that it has the need and desire to be informed in this manner and has faith in the RCMP and its Security Service to fulfill this function; we have an ongoing commitment to keep other units of the RCMP fully abreast of intelligence touching on internal security (a duty in which we have often been lacking because of an over emphasis on secrecy); and we have other important responsibilities nationally and internationally to such bodies as the Canadian security intelligence community, the NATO Special Committee and to the Commonwealth. The extent to which the RCMP Security Service can meet these commitments will be the measure of our relevance, now and in the future.

Members of the Security Service will be able to judge their own performance and their relevance by the extent to which they are able to contribute to these ends. Responsibility and accountability for policy rests with top Security Service management; responsibility for effectiveness and efficiency must be borne by each of us regardless of what position we may occupy.

The foregoing is a memo issued by the D.G. dated 75-05-22

78-11-23



Government of Canada / Gouvernement du Canada

MEMORANDUM

NOTE DE SERVICE

TO / A
D.D.G. (ATTENTION A&P.)
OTTAWA, ONTARIO

FROM / DE
B.C. AREA COMMAND
VANCOUVER, B.C.

SECURITY - CLASSIFICATION - DE SÉCURITÉ
OUR FILE - N/RÉFÉRENCE IA 295-9
YOUR FILE - V/RÉFÉRENCE IA 295-9
DATE 78-11-23

SUBJECT / OBJET
SECURITY SERVICE DIRECTIVES

With reference to previous correspondence on this file, in particular your memorandum of Oct 13th, 1977.

2. A new Directives system has now been established at this Area Command. We have incorporated previous local policy memoranda into the system which are attached as per your request. Directive No. 1 explains in detail the purpose, distribution and publishing procedures. Local Post Orders will be re-published in this format in the near future.

4/12/78 *[Signature]*

(T.E. Linning) Supt.
Area Commander
B.C. Area Security Service

Reviewed *[Signature]* 13
JUL 27 1982
SECURITY SERVICE RECORDS

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78-12-7

Government
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du Canada**ACTION FICHE DE
REQUEST SERVICE**

To — A	File No. — Dossier N°
From — De	Date
<i>Doug King</i> <i>H425</i>	<i>84-2-16</i>

G-108

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*Re memo clipped on inside cover;**I can't find memo from BC area**Commander dated 78-11-23.**Tab!**See*
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Government
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du Canada**ACTION FICHE DE
REQUEST SERVICE**

To — À		File No. — Dossier N°
<i>#5 Section</i>		<i>IA 295-20-4-E</i>
		Date
		<i>83-12-14</i>
From — De		
<i>Wang King H-425</i>		
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The attached should be PA'd on this file as an attachment to memo from B.C. Area Commander, dated 78-11-23. Thanks

See Tab!

BULLETIN

ROYAL CANADIAN MOUNTED POLICE - GENDARMERIE ROYALE DU CANADA		file no. - n ^o du dossier IA 295-9 295-20-4-E	bulletin no. - n ^o du bulletin BCASS 1
issuing authority - émis par AREA COMMANDER - B.C.A.S.S.		issue date - date de publication 78-11-01	expiry date - date d'expiration PERMANENT
subject - objet DIRECTIVES B.C. AREA SECURITY SERVICE		distribution	list - liste SS BC-1 on expiry expiration <input type="checkbox"/> destroy détruire <input type="checkbox"/> file verser aux dossiers

This Bulletin will serve to clarify our Directives system within this Area Command.

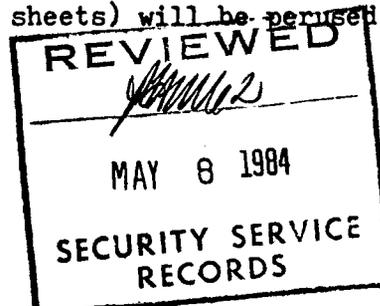
2. Directives are issued from Headquarters relative to overall Force policy (Admin Manual and Bulletins) as well as from Security Service Headquarters to interpret national policies. Additionally our host Divisions ("E" Districts 1 and 2) issue Divisional Bulletins of some relevance to us and, most recently, a Directives program is being introduced at Area Commands for the issuance of local directives and instructions. The whole system is further complicated by the issuance of numerous policy directives in the form of memoranda from various responsibility centres. While there is an obvious need for directives, the sheer volume, over and above operational correspondence, has become overwhelming. Steps have therefore been taken in an attempt to consolidate and clarify the entire system. The following procedures will be implemented to ensure that all policy matters, regardless of their origin, are readily available to all members within an orderly system.

3. Complete sets of H.Q. Administration Manuals and H.Q. Administration Bulletins (white sheets) will be maintained at the following locations:

- a) Office of the Area Commander
- b) Admin. Office, B.C.A.S.S. Headquarters
- c) "F" Ops - B.C.A.S.S. Headquarters
- d) "I" Ops
- e) Kamloops District Command
- f) Victoria District Command

Since Administration Manuals and Bulletins contain overall Force policy members should refer to them when any policy matter is being considered. Since such matters are administrative in nature, our Admin office is also available for consultation and discussion. Personnel at B.C.A.S.S. Headquarters are requested to utilize the manuals in "F" Ops or the Administration office which have been placed there for their convenience. These manuals will be maintained and up-dated by the Section in which they are located.

4. While most Headquarters Bulletins (white sheets) are filed in the manual for future reference purposes, a number are of immediate concern to all personnel in their day-to-day administrative duties and would not be readily available when filed at the above locations. To alleviate this problem each Section at B.C.A.S.S. Headquarters will be provided with a Supplementary Binder containing selected Headquarters Bulletins of immediate importance. All Headquarters Bulletins (white sheets) will be perused by



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ROYAL CANADIAN MOUNTED POLICE - GENDARMERIE ROYALE DU CANADA

our Admin Section and selected Bulletins will be forwarded to all Sections for local convenience and inclusion in this Supplementary Binder. Personnel are reminded that the Supplementary Binder will include selected Bulletins only and that complete Headquarters Policy Manuals are only available at the locations stated in Para 3 above. The foregoing will constitute the system for dealing with the Administration Manual and related Administration Bulletins (white sheets).

5. To facilitate their control and dissemination, each Section will be provided with a binder to house all Security Service Directives. This binder will be divided into four sections as outlined hereunder:

SECTION 1 - SECURITY SERVICE H.Q. BULLETINS

These Bulletins (printed on "Golden Rod" colored paper) will be issued by Security Service Headquarters to interpret or provide national administrative policy.

DISTRIBUTION

All Sections B.C.A.S.S. Headquarters, Kamloops and Victoria Districts.

Each Security Service Headquarters Bulletin will be numbered consecutively on a check-off list and Sections will be responsible for ensuring that the Bulletins are up-dated and properly amended.

SECTION 2 - B.C.A.S.S. BULLETINS

These Bulletins (printed on "Buff" colored paper) will include:

- a) Area Command policy instructions
- b) Area Command interpretation and/or implementation of selected policy matters which may be issued from various centres in memorandum form
- c) Bulletins issued by "E" District 1 or 2 which are relevant to the B.C.A.S.S. will be reissued as B.C.A.S.S. Bulletins
- d) Other administrative matters of continuing local interest.

B.C.A.S.S. Bulletins will be issued by the Area Commander with the following distribution:

SEC. SER. B.C. 1 - All Sections and District Commands

SEC. SER. B.C. 2 - All Sections B.C.A.S.S. Headquarters

Each Bulletin will be numbered consecutively on a check-off list and Sections will be responsible for keeping the Bulletins up-to-date and properly amended.

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ROYAL CANADIAN MOUNTED POLICE - GENDARMERIE ROYALE DU CANADA

SECTION 3 - LOCAL SECTION POLICY

This Section is to be utilized to issue local policy instructions generated by the Section concerned. Each Section Head and District Commander is requested to review their operations and develop written basic policy on local Section/District responsibilities and administrative procedures. These directives will greatly assist investigators in understanding their duties and responsibilities and will facilitate the introduction of new members into the Section/District. Section/District Directives should be reviewed and approved by the appropriate line Officer prior to being implemented with copies of the end result provided to that Officer and the Area Commander. Other than that, there need be no distribution outside the Section or District concerned.

SECTION 4 - POST ORDERS

Post Orders (printed on "pink" paper) will be issued in the required format by the Area Commander for B.C.A.S.S., Headquarters; District Commanders at Kamloops and Victoria and the N.C.O. i/c "I" Operations for inclusion in their respective Security Service Directives Manual.

6. In summary, complete Administration Manuals and related Bulletins will be available as indicated in Para. 3, while the following manuals will be available at each Section:

Headquarters Administration Bulletins - containing selected
(Supplement to the Administration Manual) H.Q. Directives of
immediate concern for
local convenience.

Security Service Directives - containing

- a) S.S. H.Q. Bulletins
- b) B.C.A.S.S. Bulletins
- c) Local Section/District policy
- d) Post Orders

This system should fulfill most requirements although memoranda will continue to be circularized for short term policies or other items not warranting individual Bulletins within the above context.

7. Section Heads will be responsible for ensuring that the Bulletin system is kept up-to-date and that the two Section manuals are readily available to all personnel during regular office hours. This will eliminate any need to copy these Bulletins for personal or individual circulation. The manuals should be stored securely over night in keeping with normal security procedures.

BULLETIN

ROYAL CANADIAN MOUNTED POLICE - GENDARMERIE ROYALE DU CANADA

tin no. - n ^o du bulletin	page no. - n ^o de page
BCASS 1	4

8. All personnel will be expected to keep abreast of, and comply with, the policies and procedures set out in the Security Service Directives Manual. Supervisors at all levels will also be expected to utilize these instructions and local Section policies as guidelines for their supervisory duties.

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DATE _____ BY: _____

REC'D. BY: _____ INITIALS _____

Government
of CanadaGouvernement
du Canada**ACTION FICHE DE
REQUEST SERVICE**

To — A #5 SECTION	File No. — Dossier N° IA295-20-4-E
	Date 83-12-14

From — De Doug King	H-425
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<input type="checkbox"/> Please call Prière d'appeler	Tel. No. — N° de tél.	Ext. — Poste
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<input type="checkbox"/> Returned your call Vous a rappelé	<input type="checkbox"/> Will call again Vous rappellera	<input type="checkbox"/> Wants to see you Désire vous voir
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Date	Time — Heure	Message received by Message reçu par
------	--------------	---

<input type="checkbox"/> Action Donner suite	<input type="checkbox"/> Approval Approbation	<input type="checkbox"/> Note & return Noter et retourner
<input type="checkbox"/> Comments Commentaires	<input type="checkbox"/> Draft reply Projet de réponse	<input type="checkbox"/> Note & forward Noter et faire suivre
<input type="checkbox"/> As requested Comme demandé	<input type="checkbox"/> Signature	<input type="checkbox"/> Note & file Noter et classer

Please PA the attached
as the first piece
of correspondence on
this file. Thanks

D. 38000084

IA 295-20-4-E

CO's A, B, C, D, E-1, F, H, J, K, O DIVISIONS

18 OCTOBER, 1977

RE: SECURITY SERVICE DIRECTIVES

The attached instructions relating to Security Service Admin Directives are being sent to our Area Commanders. While we see Area Command Directives as minimal, there will be occasions when our Area Commanders will have to publish these to meet their local needs. We do not feel this need will justify setting up our own printing capability. Therefore we are asking our Area Commanders to liaise with you in working out, on a compatible basis, arrangements for the use of existing facilities in your Division. I again stress that we foresee only a minimal requirement and I hope I can obtain your co-operation in this regard. If I do not hear otherwise, I will assume you have no objections to the proposal.

[Handwritten Signature]
A.T. McHaffie, Area Commr.,
D.D.G. (A & P)

Reviewed *[Signature]*
JAN 20 1978
SECURITY SERVICE
RECORDS

REVIEWED
[Signature]
JAN 16 1984
SECURITY SERVICE
RECORDS

D 38
83-12-14
Copies forwarded to C.O.'s
21/10/77
JG 410
21/10/77



Government of Canada

Gouvernement du Canada

MEMORANDUM

NOTE DE SERVICE

TO
A

AREA COMMANDERS
SECURITY SERVICE,
ALTA., B.C., MAN., N.B., N.S., ONT., QUE.,
SASK., S.W. ONT., AREAS

C.O.'s "B" AND "L" DIVISIONS
ATT: SECURITY SERVICE O's i/c A, B, D, E, F, H, I, J, L Ops.

FROM
DE

D.D.G. (A & P)

Administration; A. I. S.;
F. S. S.; Foreign Services;
Internal Security; P. P. C.;
Staffing & Personnel
Training & Development,
P. S. P. Administrator.

SECURITY - CLASSIFICATION - DE SÉCURITÉ
OUR FILE - N/RÉFÉRENCE IA 295-9
YOUR FILE - V/RÉFÉRENCE
DATE 13 October 1977

SUBJECT
OBJET

SECURITY SERVICE DIRECTIVES

In keeping with the status of Security Service, we are authorized to institute a system of Admin Manual Supplements and Bulletins, analogous to those published by Divisions of the Force. The following will outline the proposed system, and I would request you give this correspondence wide distribution throughout your Command, so that all members will be aware of what is transpiring.

2. Security Service personnel will, of course, continue to be guided by the policies and procedures outlined in the Admin Manual and related Directives.

3. To further clarify the needs of Security Service, Admin Directives will be issued, as required, in the same manner as Division Directives (green/blue sheets) of the Force are issued, with the following changes, to ensure the systems are distinguishable.

4. A brief explanation of the type of directives and methods of issue which we will use, is as follows:

1. SECURITY SERVICE HQ DIRECTIVES (Admin Manual Supplement and Bulletins)

a) Will contain items related to Staffing, Training, Finance, Administration and other like matters, with application to Security Service only. Prepared by the appropriate HQ Branches.

b) Until Appendix III-1-3 of the Admin Manual is amended to include Security Service, prepared in accordance with those procedures outlined for Divisions ie. through the Security Service Directives Reviewer.

c) Approved by the D.D.G. (A & P) in writing, in each case before publication.

*Copies forwarded to Area
Commanders & 22 Div. HQ branches
on 20/10/77*

*JH 4/0
20/10/77*

g) Arrange to have extra copies printed and stored at the area for distribution. To obtain missing copies, submit an "Action Request" to that area.

h) Forward two copies to Directives Reviewer at Security Service HQ.

3. SECURITY SERVICE POST ORDERS

a) Will contain such items as listed in Admin Manual III.1.D.2.e.

b) Are numbered consecutively at each post, ie. location.

c) Issued by the Area Commander for his location, and by the District Commander for his location.

5. Security Service Units in shared accommodation or facilities, will retain and apply as required, for the time being, all Division Directives (green/blue sheets) and Post Orders. Where they are clearly incompatible with Security Service needs, the Area Commander should attempt to resolve the difficulty by discussion with the local Commanding Officer. If this course of action is not successful, the matter should be referred to Security Service Headquarters for review. Area Commanders and District Commanders, may be required to prepare additional Post Orders to meet their own need.

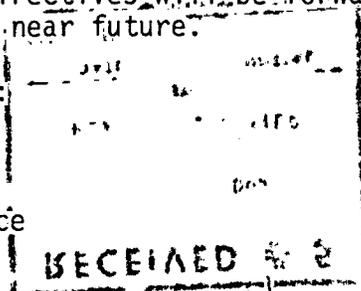
6. The Security Service Admin total Directives system will thus comprise of the following:

- | | | | |
|---|---------------------|---|-----------------------|
| 1. Headquarters Directives | (white sheets) | } | FORCE WIDE |
| 2. Division Directives | (green/blue sheets) | | |
| 3. Security Service Headquarters Directives | (goldenrod sheets) | } | SECURITY SERVICE ONLY |
| 4. Security Service Area Command Directives | (buff sheets) | | |
| 5. Post Orders | (pink sheets) | | BOTH |

7. An Admin Manual Supplement on directives will be forwarded to you, with a complete distribution list, in the near future.

8. For further information contact:

Julie Trottier,
Directives Reviewer,
Security Service HQ, Admin Office
993-1074



[Handwritten Signature]
A.J. McHaffie, A/Commr.,
D.D.G. (A & P)

RECEIVED # 5

FEB 24 1964

PLACED ON FILE

BY: _____

DATE _____ INITIAI _____

REC'D. BY: _____