

F L A G® D I V I S I O N A L D I R E C T I V E
Issued from Flag to all HCO Divisions

FDD 143R DIV I INT

8 January 1985
Revised and Reissued
12 April 1988

TO: ALL ORGS
LCs, FRs, DOAs,
COS/EDs,
SCs/HESS,
HASs,
COPE OFFICERS,
ALL DEPT THREE STAFF
ONLY

FROM: SENIOR I & R INT

C A U T I O N

**HCO / DEPT III - HCO COPE OFFICERS, HASes, LRH COMM PERSONNEL
ONLY**

CONFIDENTIAL

ETHICS INVESTIGATORY CHECKLIST

References:

HCO PL 5 APR 65

HANDLING THE SUPPRESSIVE PERSON
THE BASIS OF INSANITY

HCO PL 11 MAY 65

ETHICS OFFICER HAT

HCO PL 16 MAY 65 II

INDICATORS OF ORGS

HCO PL 7 AUG 65

SUPPRESSIVE PERSONS, MAIN
CHARACTERISTICS OF

HCO PL 10 FEB 66 II

TECH RECOVERY

HCO PL 25 JAN 81 VIII

THE ANTI-SOCIAL PERSONALITY,

HCO PL 15 AUG 67

THE ANTI SCIENTOLOGIST

HCO PL 16 OCT 67

DISCIPLINE SPs AND ADMIN HOW

HCO PL 7 DEC 69 II

STATISTICS CRASH

HCOB 28 NOV 70

SUPPRESSIVES AND THE

HCOB 1 NOV 74RA

ADMINISTRATOR, HOW TO

HCOB 10 AUG 76

DETECT SPs AS AN ADMINISTRATOR

TAPE: 0711CIS

THE ETHICS OFFICER, HIS CHARACTER

PSYCHOSIS

C/S Ser 22

ROCK SLAMS AND ROCK SLAMMERS

R/Ses WHAT THEY MEAN

A TALK TO SAINT HILL AND

WORLDWIDE ETHICS

OFFICERS HCO MANUAL OF JUSTICE

OFFICERS HCO MANUAL OF JUSTICE

ETHICS INVESTIGATORY CHECKLIST

References:

HCO PL 11 May 85
HCO PL 11 May 85
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PL 11 May 85
PL 11 May 85

PL 11 May 85
PL 11 May 85
PL 11 May 85

The purpose of the Ethics Officer as given in HCO PL 11 May 85
ETHICS OFFICER HAT, is:

"TO HELP RON CLEAR ORGS AND THE PUBLIC IF NEED BE OF
ANY ENTHETA AND ENTURBULATION SO THAT SCIENTOLOGY CAN
BE DONE."

"The activities of the Ethics Officer consist of isolating
individuals who are stopping proper flows by pulling withholds with
Ethics technology and by removing as necessary potential trouble sources
and suppressive individuals off org comm lines and by generally
enforcing Ethics Codes."

"An Ethics Officer's first job is usually cleaning up the org of
its potential trouble sources and requesting a Comm Ev for the
suppressives."

It has happened that an SP has been allowed to go too long
undetected in an Org to the detriment of the Org, Org's staff and
expansion.

Therefore checklists to assist you in the detection of SPs and
their handling once detected have been made up for Dept III use.

CAUTION

The ethics investigatory checklist has the purpose to assist you to detect and handle SPs and to create a safer atmosphere in your Org. Do NOT start any "witch hunts".

Make sure that no alarm, noise or rumor that could make the environment chaotic is generated by your actions.

"An E/O is only trying to make a safe environment in which staff members can work happily and good service is being given to the public."
- LRH, HCO PL 7 Dec 69 THE ETHICS OFFICER HIS CHARACTER.

Also remember that a staff member's future depends on the results your actions and checklist use. Therefore make sure that you are thorough and truthful in your findings and that you allow no rumor or opinion to enter into them. If you have any doubt about any point of the checklist obtain more data until you are confident that you can give an accurate answer to that point.

Don't assume that you ARE going to find an SP in the org. The SP might be outside the org and the staff you are investigating simply PTS to the SP.

Correctly used, the Checklist will make your job easier and more effective. Use it well.

WHEN TO USE THE ETHICS INVESTIGATORY CHECKLIST

If you are confronted with:

1. A downstat area.
2. An area with heavy indicators of dilettantism.
3. An area crashing after new personnel is added.
4. An area failing to recover after discovery and dismissal of an SP and de-PTSing of his associates in that area.
5. An enturbulated and enturbulating area generating bad and alarming rumors on key personnel.
6. An area that just can't be gotten to produce no matter how much effort is exerted to get it producing.
7. An area consistently producing overt products despite hating, corrective and organizing actions.

Then...

Use the checklist on downstat personnel in the area and on personnel who show some suppressive indicators as given in HCO PL 16 Oct 87 SUPPRESSIVES AND THE ADMINISTRATOR HOW TO DETECT SPs AS AN ADMINISTRATOR, HCO PL 7 Aug 65 SUPPRESSIVE PERSONS, MAIN CHARACTERISTICS OF and HCOB 27 Sept 66 THE ANTI-SOCIAL PERSONALITY.

HOW TO USE THE CHECKLIST

Call the staff member you are investigating into HCO. Give him a simple R-factor that you are doing an I and R investigation to improve the state of the area.

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Do a standard E-Meter check as per HCO pL 28 Aug 85R ETHICS E-METER CHECK.

Thank him and send him back to his post and quietly do your Checklist

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TMI 1 VIG REFL 107

The Checklist has several sections:

1. STATISTICS SECTION. This helps to determine if the staff is chronically downstat or not.

"The first indicators, Good or Bad, are Statistics." LRH HCO PL 18 May 85 INDICATORS OF ORGS.

2. PRODUCTION SECTION. To determine if the staff is producing overall good products or if he pretends to produce but actually turns out overt products.

"The product of their post duties is destructive." LRH HCOB 28 Nov 70 C/S Ser 22 PSYCHOSIS.

3. ETHICS SECTION. Shows if the staff member makes Ethics change or not.

4. ADMIN SECTION. Establishes the state of the staff members Comm Lines and work area, his attitude to policy and general behaviour to Admin.

5. CASE SECTION. To find if the staff member makes Case gain in auditing.

These people have

1. Thick Ethics files
2. Thick (or no) Case file
3. Thick full (or no) comm baskets." LRH HCO PL 16 Oct 67 SUPPRESSIVES AND THE ADMINISTRATOR HOW TO DETECT SPS AS AN ADMINISTRATOR.

"Sps don't get case gains. Sometimes they pretend them. They are held back by their continuing overts." LRH HCO PL 7 Aug 85 SUPPRESSIVE PERSONS, MAIN CHARACTERISTICS OF.

Fill in each question making sure that you have actual data and facts before answering. Collect all the evidence you need per each point.

If, once the checklist is completed, the answer to the majority of the questions in the six sections is "NO", you do not have an SP. Simply file the checklist in the staff member's Ethics File and do not go any further with the checklist (any needed ethics and qual handling should still take place).

If the majority of the answers is "YES" you possibly have an SP. Start the handling checklist making sure that each step is correctly and thoroughly done.

outside the Org if needed addressing it to IJC, 1404 North Catalina,
L.A., California 90027 U.S.A.

". . . Ethics is a system of removing the counter-effort to the forward push. And that's all an Ethics Officer is supposed to do. Very elementary." LRH, TAPE 8711C1S SO A TALK TO SAINT. HILL AND WORLD WIDE ETHICS OFFICERS.

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ETHICS INVESTIGATORY CHECKLIST

It is important before starting this checklist that the following references be studied:

- HCO PL 18 Oct 87 SUPPRESSIVES AND THE ADMINISTRATOR, HOW
TO DETECT SPs AS AN ADMINISTRATOR
HCO PL 7 Aug 85 SUPPRESSIVE PERSONS MAIN CHARACTERISTICS OF
HCO PL 27 Sep 88 ANTI-SOCIAL PERSONALITY
HCO PL 18 May 65 INDICATORS OF ORGS

NAME: _____ ORG: _____ DAY/FDN/FT
(Circle one)

POST: _____ DATE: _____

ATTACH A WRITE UP OF ALL RELEVANT DATA ON "YES" ANSWERS.

A. DO A STANDARD E-METER CHECK PER HCO P/L 28 AUG 65R "ETHICS E-METER CHECK".

TA POSITION _____ STATE OF NEEDLE _____
PASS _____ FAIL _____

B. WHEN DID THE STAFF MEMBER ASSUME HIS CURRENT POST _____

C. VERIFY THAT THE STAFF MEMBER HAS A STATISTIC _____

D. WHAT IS THE STATISTIC? _____

E. VERIFY WHAT THE STATISTIC IS (by records, invoices,
logs, etc.)
AND VERIFY AS TRUE _____

F. FIND IF THE STAFF MEMBER HAS BEEN:

INSTANT HATTED FOR HIS POST _____
MINI HATTED _____
FULLY HATTED _____
CRAMMED _____
NOT HATTED AT ALL _____

G. LIST OTHER POSTS THE STAFF MEMBER HAS HELD WITH DATES

OR 237

OR 237
REPEAT STEPS B TO E FOR EARLIER POSTS.

STATISTICAL SECTION:

1. SHORTLY AFTER COMING ON POST DID THE STAT WORSEN BY
DIINVENTING OR CHANGING FROM UP TO DOWN

E. VERIFY WHAT THE STATISTIC IS (by records, invoices,
logs, etc.)

AND VERIFY AS TRUE

F. FIND IF THE STAFF MEMBER HAS BEEN:

INSTANT HATTED FOR HIS POST _____

MINI HATTED _____

FULLY HATTED _____

CRAMMED _____

NOT HATTED AT ALL _____

G. LIST OTHER POSTS THE STAFF MEMBER HAS HELD WITH DATES

ON _____

ON _____

ON _____

REPEAT STEPS B TO E FOR EARLIER POSTS.

STATISTICAL SECTION:

1. SHORTLY AFTER COMING ON POST DID THE STAT WORSEN BY PLUMMETING OR CHANGING FROM UP TO DOWN? YES NO
2. IS THE STATISTIC DOWN TRENDING SINCE COMING ON POST? YES NO
3. HAS THE STAFF MEMBER KEPT NO STATS OR NO RECORD SO THAT STATS CANNOT BE VERIFIED? YES NO

ON _____

4. HAVE THE STATS BEEN FOUND FALSE ON VERIFICATION?
YES NO
5. HAS A REPEATED PATTERN OF FALSE STATS BEEN FOUND?
YES NO
6. HAS THE STAFF MEMBER FAILED TO RAISE STATS IN MOST POSTS?
YES NO
7. HAVE STAFF MEMBER'S STATS BEEN CONSISTENTLY IN A LOW AND UNViable RANGE?
YES NO
8. HAVE STATS FAILED TO IMPROVE DESPITE POST HATTING AND CORRECTION DONE ON THAT STAFF MEMBER?
YES NO
9. IS THE STAFF MEMBER CHRONICALLY DOWNSTAT?
YES NO
- H. HAVE THE STAFF MEMBER WRITE A LIST OF PRODUCTS PRODUCED ON EACH POST.

I. VERIFY AS CLOSELY AS POSSIBLE THE PRODUCTS GIVEN ON THE LIST.

PRODUCTION SECTION

1. AS A RESULT OF DATA AND VERIFICATION OF ABOVE STEPS: DOES STAFF CLAIM PRODUCTS HE ACTUALLY DID NOT PRODUCE?
YES NO
2. HAS THE QUANTITY OF GOOD PRODUCTS BEEN FALSIFIED?

YES NO

NONVIALE?

YES NO

3. IS THERE EVIDENCE OF OVERT PRODUCTS?

YES NO

4. DO THE OVERT PRODUCTS OUTWEIGH IN NUMBER AND/OR
VALUE THE GOOD PRODUCTS?

YES NO

5. HAS THE STAFF MEMBER NO PRODUCTS AT ALL?

YES NO

6. HAS THE STAFF MEMBER CONSISTENTLY COVERED UP
THE LACK OF PRODUCTS WITH PR AND FALSE
REPORTS?

YES NO

7. HAS THE STAFF MEMBER CONSISTENTLY COVERED
UP OVERT PRODUCTS WITH LOTS OF PR?

YES NO

L. GET THE STAFF MEMBER'S ETHICS FILES.

M. SUMMARIZE THE CONTENTS IF NOT ALREADY DONE.

ETHICS SECTION

1. ARE THE STAFF MEMBER'S ETHICS FILES THICK?

YES NO

2. HOW THICK?

3. WHAT PERIOD OF TIME DO THEY COVER?

4. DOES THE ETHICS FOLDER SHOW THE STAFF MEMBER
HAS A HISTORY OF REPEATED BREAKAGE OR DAMAGE
TO MEST OR MACHINERY? OR LOSS OF ORG PROPERTY?

YES NO

5. DOES THE ETHICS FOLDER SHOW ANY REPEATED PATTERN OF OUT ETHICS BEHAVIOUR E.G. CONDITIONS ASSIGNED SEVERAL TIMES FOR THE SAME OFFENSES? YES NO
6. DO CONDITIONS WRITE-UPS IN THE FOLDER SHOW AN UNCHANGING SITUATION OR VIEWPOINT TO OUT-ETHICS SITUATIONS OR A RECURRING OUT-ETHICS SITUATION? YES NO
7. DO O/W WRITE-UPS IN THE FOLDER SHOW THERE IS A REPEATING PATTERN OF SAME OR SIMILAR O/WS? YES NO
8. DOES THE ETHICS FOLDER SHOW MANY REPORTS OF PETTY OR SEVERE CRIMINAL ACTS OR ACTIONS? YES NO
9. ARE THERE CHITS FROM QUAL AND TECH TERMINALS INDICATING THE STAFF MEMBER IS A TROUBLESOME STUDENT OR ENTURBULATIVE SOURCE? YES NO
10. ARE THERE REPORTS OF R/SES FILED BY TECH AND QUAL TERMINALS? YES NO
11. ARE THESE R/Ses LIST 1 R/Ses? YES NO
12. ARE THERE ANY REPORTS OF THE STAFF MEMBER DEMOTING OR DISMISSING STAFF THAT ARE UPSTAT OR ATTEMPTING TO TAKE ETHICS ACTION ON UPSTAT STAFF? YES NO

13. IF THE ANSWER TO 12 IS YES VERIFY THE STAFF
MEMBERS WERE UPSTAT.

YES NO

14. ARE THERE SEVERAL REPORTS OF THE STAFF MEMBER
QUICKSILVERING OR TRANSFERRING THE STAFF
MEMBER AROUND WITHOUT PROPER APPROVALS?

YES NO

15. ARE THERE REPEATED REPORTS OF THE STAFF MEMBER
SLOWING, STOPPING, OR ADVISING REDUCTION OF
OUTFLOW OR PROMOTION?

YES NO

16. DOES THE ETHICS RECORD REVEAL A HEAVY RECORD
OF INJURY OR DAMAGE TO SELF, HIS AREA OR ORG
DIVISION BY REASON OF OMISSIONS OR COMMISSIONS
BY THE STAFF MEMBER?

YES NO

17. DOES THE ETHICS FOLDER REVEAL ANY ATTEMPTS BY
THE STAFF MEMBER TO USE HIS ORG POST TO FURTHER
HIS OWN BUSINESS BY TRYING TO RUN HIS OWN
BUSINESS ON ORG PROPERTY, OR TO GET STAFF
MEMBERS TO WORK OR MOONLIGHT FOR HIM?

YES NO

18. DOES THE ETHICS RECORD REVEAL A HEAVY RECORD
OF NON COMPLIANCE?

YES NO

19. DOES THE ETHICS RECORD REVEAL THE STAFF MEMBER
IS CONNECTED IN PT TO DECLARED SPS, BY FAMILY,
FRIENDSHLP OR BUSINESS TIES?

YES NO

20. DOES THE STAFF ETHICS FILES REVEAL THAT THE STAFF MEMBER HAS REPEATEDLY ATTACKED OTHER STAFF MEMBERS IN ORDER TO COVER UP FOR HIS OWN GOOFS AND OVERTS?

YES NO

21. IS THERE ANY EVIDENCE OF THE STAFF MEMBER ATTEMPTING TO PREVENT INVESTIGATION OR TRYING TO STOP DEPT III TERMINALS FROM DOING THEIR JOB?

YES NO

22. DO THE ETHICS FILES SHOW A HEAVY AND CONSISTENT HISTORY OF FALSE REPORTS?

YES NO

23. DO THE ATTACHED CHECKLIST OF SOCIAL AND ANTL-SOCIAL CHARACTERISTICS.

IS THERE A MAJORITY OF ANTI-SOCIAL CHARACTERISTICS?

YES NO

ADMIN SECTION

1. ARE THE STAFF MEMBERS COMM BASKETS JAMMED WITH STALE COMM?

YES NO

2. HAS THE STAFF MEMBER NO COMM BASKETS AND IS NOT USING STANDARD COMM SYSTEM?

YES NO

3. IS THE STAFF MEMBER CONSISTENTLY USING OFF POLICY, UNUSUAL SOLUTIONS?

YES NO

4. IS HIS WORK AREA DIRTY, ENMESTED, KLUDGED?
YES ____ NO ____
5. IS THE STAFF MEMBER CONTINUOUSLY GENERATING DEV-T OFF LINE, OFF POLICY, OFF ORIGIN?
YES ____ NO ____
6. IS THE STAFF MEMBER OPENLY OR COVERTLY REFUSING TO ABIDE BY POLICY?
YES ____ NO ____
7. IS THE STAFF MEMBER FAILING TO RELAY COMM OR REPORTS?
YES ____ NO ____
8. IS THERE BROKEN OR DAMAGED MEST IN THE STAFF MEMBER'S AREA?
YES ____ NO ____
9. ARE OTHER STAFF MEMBERS IN THE AREA BLOWY, UPSET, COWED?
YES ____ NO ____

CASE SECTION:

1. DOES THE STAFF MEMBER HAVE A VERY LARGE NUMBER OF PC FOLDERS BUT LITTLE OR NO REAL PROGRESS ON THE GRADE CHART?
YES ____ NO ____
2. ON STANDARD GRADE CHART AUDITING DOES THE STAFF MEMBER MAKE POOR GAIN (PER TA ACTION)
NO, OR HARMFUL GAIN?
YES ____ NO ____

3. BY PC STATEMENT IN THE PC FOLDER DOES HE FAIL TO MAKE GAIN? YES NO
4. DOES THE FOLDER SHOW THAT THE PC HAS R/SES? YES NO
5. ARE ANY OF THOSE R/SES LIST ONE R/SES? YES NO
6. DOES THE FOLDER SHOW EVIDENCE OF EVIL PURPOSES? YES NO
7. ARE ANY OF THOSE EVIL PURPOSES ON SCIENTOLOGY OR SCIENTOLOGISTS? YES NO
8. DOES THIS FOLDER SHOW ANY EVIDENCE OF CHRONIC PHYSICAL CONDITION OR ILLNESS? YES NO
9. DOES THE STAFF MEMBER FAIL TO GET BETTER WITH AUDITING? YES NO
10. DOES THE STAFF MEMBER REFUSE AUDITING? YES NO

STUDY SECTION

1. DOES THE STAFF MEMBER HAVE A RECORD OF NO OR POOR STUDY ATTENDANCE? YES NO

2. IS THE STAFF MEMBER CLAIMING TRAINING OR CERTS HE DID NOT REALLY DO OR EARN? YES NO
3. ARE THE STAFF MEMBER'S SUCCESS STORIES AS A STUDENT POOR? YES NO
4. IS THE STAFF MEMBER FREQUENTLY CRAMMED ON THE SAME OUTNESSES? YES NO
5. IS THE STAFF MEMBER REFUSING TO STUDY DESPITE STUDY HANDLINGS AND DEBUGS? YES NO
6. DOES THE STAFF MEMBER HAVE A HIGH PERCENTAGE OF FLUNKS ON EXAMS AND CHECKOUTS? YES NO
7. IS THE STAFF MEMBER CONSISTENTLY MISAPPLYING POLICIES HE STUDIED DESPITE CORRECTION? YES NO

USE OF CHECKLIST RESULTS

1. WHEN THE MAJORITY OF THE ANSWERS ARE "NO" THEN THE SUBJECT OF THE CHECKLIST IS NOT AN SP. BUT IT IS HIGHLY PROBABLE THAT HE IS PTS.

WHEN THE ANSWERS IN THE CASE SECTION ON PAGE 4 INDICATE

ROLLER-COASTER, SICKNESS OR CHRONIC PHYSICAL CONDITION AND/OR THE ANSWERS IN THE ETHICS SECTION INDICATE CONNECTION TO AN SP THEN STAFF MEMBER IS PTS.

Do the following:

- A. Immediately notify the C/S that the staff member has been found to be PTS.
- B. Make a Xerox of the completed checklist and send it to the Senior HAS INT via the Snr HAS of your Continent.
- C. Attach all written answers and notes to the back of the original checklist and send this to the SSO.
- D. Put the staff member on a routing form to Qual with an instruction to the SSO to interview the staff member and get all data to the C/S so staff member can be programmed for handling.
- E. Get the completed checklist and a copy of the handling program from the SSO and file this in the staff member's ethics file.

2. WHEN THE MAJORITY OF THE ANSWERS ARE "NO" AND THERE IS NO SIGN OF ROLLER-COASTER OR SICKNESS SUBJECT IS NOT AN SP OR PTS.

Do the following:

- A. Make a xerox copy of the completed checklist and send it to the SNR HAS INT via SNR HAS Cont.
- B. File the completed checklist in the Ethics File of the staff member.

3. WHEN THE MAJORITY OF THE ANSWERS ARE "YES" THEN THE SUBJECT OF THE CHECKLIST IS POSSIBLY AN SP.

Do the following:

- A. Attach all written notes and copies of all evidence to the completed checklist.
- B. Write a covering CSW to the International Justice Chief via the Continental Justice Chief requesting approval to start the Handling Checklist on the staff member.
- C. Send copies of the cover CSW to Senior HAS INT via Snr HAS Cont and a copy to EEI for info.

SIGNATURE OF THE ETHICS OFFICER/MAA: _____

PRINT NAME IN FULL: _____

DATE CHECKLIST COMPLETED: _____

FDD 143 DIV I INT
Attachment 1A

ATTACHMENT FOR QUESTION #23

To do this Social/Anti Social Checklist do not go by opinion or verbal data or third hand reports. Do it strictly by examination of the person's Ethics and Personnel files.

ANTI-SOCIAL/SOCIAL PERSONALITY CHARACTERISTICS

(REF: HCO PL 27 SEP 87 THE ANTI-SOCIAL PERSONALITY THE ANTI-SCIENTOLOGIST)

"The identification or labelling of an anti-social personality cannot be done honestly and accurately unless one also, in the same examination of the person, reviews the positive side of his life.

"All persons under stress can react with momentary flashes of anti-social conduct. This does not make them anti-social personalities.

"The true anti-social person has a majority of anti-social characteristics.

"Thus one must examine the good with the bad before one can truly label the anti-social or the social.

"In reviewing such matters, very broad testimony and evidence are best. One or two isolated instances determine nothing. One should search all twelve social and all twelve anti-social characteristics and decide on the basis of actual evidence, not opinion." (LRH - HCO PL 25 Jan 81 Iss VIII THE ANTI-SOCIAL PERSONALITY THE ANTI-SCIENTOLOGIST)

ANTI-SOCIAL ATTRIBUTES

1. He or she speaks only in very broad generalities.
"They say...." "Everybody thinks...."

YES NO

2. Such a person deals mainly in bad news, critical

of hostile remarks, invalidating and general suppression.

YES NO

The anti-social personality alters, to worsen, communication when he or she relays a message or news. Good news is stopped and only bad news, often embellished, is passed along.

YES NO

Does not respond to treatment or reform or psychotherapy.

YES NO

Surrounding such a personality we find cowed or ill associates or friends who, when not driven actually insane, are yet behaving in crippled manner in life, failing, not succeeding.

YES NO

The anti-social personality habitually selects the wrong target.

YES NO

The anti-social personality cannot finish a cycle of action.

YES NO

Many anti-social persons will freely confess to the most alarming crimes when forced to do so, but will have no faintest sense of responsibility for them.

YES NO

9. The anti-social personality supports only destructive groups and rages against and attacks any constructive or betterment group. YES NO
10. Approves only of destructive actions and fights against constructive or helpful actions or activities. YES NO
11. Helping others is an activity which drives the anti-social personality nearly berserk. Activities, however, which destroy in the name of help are closely supported. YES NO
12. Has a bad sense of property and conceives that the idea that anyone owns anything is a pretense made up to fool people. Nothing is ever really owned. YES NO

SOCIAL PERSONALITY ATTRIBUTES:

1. The social personality is specific in relating circumstances. 'Joe Jones said...' "The Star News-paper reported..." YES NO
2. The social personality is eager to relay good news and reluctant to relay bad. YES NO
3. Passes communication without much alteration and if deleting anything tends to delete injurious matters.

4. Treatment, reform and psychotherapy particularly of a mild nature work very well on the social personality.

YES NO

5. The friends and associates of a social personality tend to be well, happy and of good morale.

YES NO

6. The social personality tends to select correct targets for correction. He fixes the tyre that is flat rather than attack the windscreen.

In the mechanical arts he can therefore repair things and make them work.

YES NO

7. Cycles of action begun are ordinarily completed by the social personality, if possible.

YES NO

8. The social personality is ashamed of his misdeeds and reluctant to confess them. He takes responsibility for his errors.

YES NO

9. The social personality supports constructive groups and tends to protest or resist destructive groups.

YES NO

10. Destructive actions are protested by the social personality. He assists constructive helpful actions.

YES NO

11. The social personality helps others and actively resists acts which harm others.

YES NO

12. Property is property of someone to the social personality and its theft or misuse is prevented or frowned upon.

YES NO

ARE THERE CLEARLY MORE ANTI-SOCIAL THAN SOCIAL CHARACTERISTICS EVIDENT IN THIS STAFF MEMBER'S GENERAL BEHAVIOUR?

HANDLING CHECKLIST

AS SOON AS APPROVAL IS RECEIVED FROM THE INTERNATIONAL JUSTICE CHIEF START THE FOLLOWING HANDLING CHECKLIST:

NAME ORG Day/Fdn/F
(circle one)

POST DATE

1. INFORM THE LRH COMM, ED, HCO SENIORS ON THE RESULTS OF YOUR CHECKLIST INVESTIGATION.
2. GET THE STAFF MEMBER SUSPENDED FROM POST BY URGENT DIRECTIVE ON THE GROUND OF POOR PRODUCTION AND

DOWNSTATS. REF. HCO PL 31 OCT 80 ADMINISTRATIVE
KNOW HOW II - ACTIONS, EXECUTIVE, FOR HANDLING
DISASTROUS OCCURRENCES.

3. PUT THE STAFF MEMBER TO EXPEDITE UNDER SUPERVISION IN A NON PUBLIC AREA. (NOTE: IF SO ORG PUT THE STAFF MEMBER SO SUSPENDED ON MEST WORK PENDING B OF I.)
4. GET A BOARD OF INVESTIGATION CALLED ON THE SUSPENSION AS PER ABOVE HCO PL.

THIS ACTION MUST BE FAST AND THOROUGH AND DONE EXACTLY AS PER POLICY REFERRED ABOVE.

"The steps are four because there are two matters involved. (a) the personnel and (b) the situation. Even if the personnel was at fault there must be something else wrong too if a personnel got into a post who didn't belong there.'' LRH, HCO PL 31 Oct 00 ADMINISTRATIVE KNOW HOW II ACTIONS, EXECUTIVE FOR HANDLING DISASTROUS OCCURRENCES.

GIVE TO THE BOARD ALL THE RELEVANT DATA YOU HAVE BUT NOT THE CHECKLIST, WHICH IS TO BE KEPT CONFIDENTIAL.

5. GET THE COMPLETE FINDINGS OF THE BOARD OF INVESTIGATION SWIFTLY TO IJC FOR APPROVAL.

WHILE THE ABOVE ACTIONS ARE BEING DONE GET THE STAFF MEMBER THOROUGHLY SEC CHECKED ON THE AREAS THAT CAME UP IN THE CHECKLIST TO FIND ANY CRIMES AND/OR HIGH CRIMES HE HAS COMMITTED WHILE ON POST AND IN THE ORG.

THESE SEC CHECKS ARE TO BE HCO SEC CHECKS SINCE THEY ARE BEING DONE FOR INVESTIGATORY PURPOSES.

7. ENSURE THAT THE KNOWLEDGE REPORTS FROM THE SEC CHECKS ARE SWIFTLY SENT TO DEPT 111 AND FILED IN THE STAFF MEMBERS ETHICS FILE.

8. ONCE THE B OF I IS RETURNED AND IF THE SUSPENSION IS CONFIRMED AND FOUND CORRECT, GET A COMM EV CALLED ON THE STAFF MEMBER. ATTACH TO THE COMM EV REQUEST CSW COPY OF THE B OF I, ALL THE NEEDED FILES AND A COPY OF THE SP DETECTION CHECKLIST WITH ALL THE EVIDENCE YOU FOUND. MAKE SURE THAT ALL KRS ON CRIMES FOUND ON THE SEC CHECK ARE IN THE FILES.
9. GET THE COMM EV DONE AND APPROVED.
10. IF THE COMM EV CALLS FOR AN SP DECLARE PREPARE THE DECLARE AND SEND IT TO IJC FOR APPROVAL.
11. IF THE COMM EV DOES NOT CALL FOR A DECLARE SIMPLY CARRY ON WITH THE COMM EV RECOMMENDATIONS AND MAKE SURE THAT THEY ARE FULLY DONE.
12. IF THE STAFF MEMBER IS BEING DECLARED CALL HIM IN ONCE THE DECLARE IS APPROVED. HAND HIM A COPY OF THE DECLARE TO READ. HANDLE ANY QUESTION. TELL HIM THAT HE SHOULD DO STEPS A TO E 01 HCO PL 23 DEC 85RA SUPPRESSIVE ACTS SUPPRESSION OF SCIENTOLOGY AND SCIENTOLOGISTS. HAVE HIM READ THIS POLICY. TELL HIM THAT MEAN HE HAS THE SITUATION HANDLED.
13. ESCORT HIM OFF THE PREMISES ALLOWING HIM TO TAKE HIS PERSONAL POSSESSIONS.
14. GET ALL THE STAFF IN THE AREA WHERE THE DECLARED SP WAS WORKING TO CUT THEIR LINE WITH THE SP AND MAKE SURE THAT YOU ARE THE ONLY TERMINAL HE DOES COMMUNICATE TO IN THE ORG. HCO PL 23 DEC 85RA SUPPRESSIVE ACTS SUPPRESSION OF SCIENTOLOGY AND SCIENTOLOGISTS.
15. LIAISE WITH QUAL AND GET EACH STAFF IN THE AREA

"WHERE THE DECLARED SP WAS WORKING FULLY DE-
PTSED (MAY ALSO REQUIRE FALSE DATA STRIPPING
AND OTHER CORRECTIVE ACTIONS). HCO PL 18.12.82
ETHICS CONDITIONS HANG UP AT DOUBT.

16. VERIFY BY INSPECTION THAT THE STATS IN THE AREA WHERE THE DECLARED SP WERE TAKEN OUT HAVE NOW RECOVERED AND THE SITUATION IS HANDLED. IF NOT THEN LOOK FOR ANOTHER SP, HAVING MADE SURE THAT THIS SP'S LINES AND THEREFORE INFLUENCE OVER THE AREA IS HANDLED ALREADY. REF: HCO PL ID FEB 00 TECH RECOVERY.
17. SEND A COPY OF THIS COMPLETED CHECKLIST TO INT ETHICS FILES IN SNR HCO INTERNATIONAL AND FILE ORIGINAL IN THE DECLARED SP'S ETHICS FILES.
18. PUT DECLARED SP'S ETHICS, PERSONNEL AND CF FILES INTO THE ETHICS DEAD FILES AS PER HCO PL 6 JUNE 85 ENTHETA LETTERS AND THE DEAD FILE HANDLING OF.
19. SHOULD THE DECLARED SP WISH RECOURSE INFORM HIM THAT HE CAN REQUEST A BOARD OF REVIEW AND ONCE THE REQUEST FOR BOARD OF REVIEW IS APPROVED BY IJC GET THE BOARD CONVENED AND DONE.
20. IF THE BOARD OF REVIEW CANCELS THE DECLARE AND RESTORES THE PERSON TO STAFF MAKE SURE THAT HE GETS ANY NEEDED QUAL AND HCO HANDLING, SEC CHECKING AND EVIL PURPOSE SEC CHECKING NEEDED TO HANDLE HIS OUTNESSES AND THAT THOSE GET HANDLED.

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Attachment 1A

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- A. Attach all the written notes and copies of all evidence to the completed checklist.
- B. Send a copy of the checklist and all the notes and evidences to Int Justice Chief, informing him that you are going to start the handling checklist on the person.

"In reviewing such matters, very broad testimony and evidence are best. One or two isolated instances determine nothing. Once should search all twelve social and all twelve anti-social characteristics and decide on the basis of actual evidence, not opinion." (HCO B 27 SEP 66 Reiss. 18 SEP 87 THE ANTI-SOCIAL PERSONALITY THE ANTI-SCIENTOLOGIST)

- C. Start the handling checklist (Attachment 2).
- D. Send a note into the PC folder of the person to inform the Case Supervisor of what was found in doing the checklist, and that the person is most probably a Suppressive Person. (Ref: HCO B 13 Oct 1982 C/S Ser 116, ETHICS AND THE C/S)

SIGNATURE OF THE ETHICS OFFICER/MAA: _____

PRINT NAME IN FULL: _____

DATE CHECKLIST COMPLETED: _____

NAME:

ORG:

(Day/Fdn.
(circle

POST:

DATE:

1. INFORM THE LRH COMM, ED, HCO SENIORS ON THE RESULTS OF YOUR CHECKLIST INVESTIGATION.
2. GET THE STAFF MEMBER SUSPENDED FROM POST BY URGENT DIRECTIVE ON THE GROUND OF POOR PRODUCTION AND DOWNSTATS. REF: HCO PL 31 OCT 1966 1 - ACTIONS, EXECUTIVE, FOR HANDLING DISASTROUS OCCURRENCE.
3. PUT THE STAFF MEMBER TO EXPEDITE UNDER SUPERVISION IN A NON PUBLIC AREA (Note: If SO Org put the staff member so suspended on mest work pending B of I).
4. GET A BOARD OF INVESTIGATION CALLED ON THE SUSPENSION AS PER THE ABOVE HCO PL.

THE ACTION MUST BE FAST AND THOROUGH AND DONE EXACTLY AS PER THE ABOVE REFERRED POLICY:

"The steps are four because there are two matters involved:
(a) the personnel and (b) the situation. Even if the personnel was at fault there must be something else wrong too a personnel got into a post who didn't belong there."
LRH - HCO PL 31 Oct 1966 1 - ACTIONS, EXECUTIVE, FOR HANDLING DISASTROUS OCCURRENCE.

GIVE THE BOARD ALL THE RELEVANT DATA YOU HAVE BUT NOT THE CHECKLIST, WHICH IS TO BE KEPT CONFIDENTIAL.

5. GET THE COMPLETE FINDING OF THE BOARD OF INVESTIGATION SWIFTLY APPROVED BY YOUR ORG LRH COMM.
6. WHILE THE ABOVE ACTIONS ARE BEING DONE GET THE STAFF MEMBER THOROUGHLY SEC-CHECKED ON THE AREAS THAT CAME UP IN THE CHECKLIST TO FIND ANY CRIMES AND/OR HIGH CRIMES HE HAS COMMITTED WHILE ON POST AND IN THE ORG.

(THESE SEC CHECKS ARE TO BE HCO SEC CHECKS SINCE THEY ARE BEING DONE FOR INVESTIGATORY PURPOSES)

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Attachment 1A

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7. ENSURE THAT THE KNOWLEDGE REPORTS FORM THE SEC CHECKS ARE SWIFTLY SENT TO DEPARTMENT THREE AND FILED IN THE STAFF MEMBER'S ETHICS FILE.
8. ONCE THE B OF I IS APPROVED BY THE ORG LRH COMM AND IF THE SUSPENSION IS CONFIRMED AND FOUND CORRECT, GET A COMM EV CALLED ON THE STAFF MEMBER. SEND A CSW WITH ALL DATA TO INTERNATIONAL JUSTICE CHIEF IN ORDER TO GET APPROVAL FOR THE COMM-EV-
9. ONCE YOU GET APPROVAL, GET THE COMM EV DONE.
10. GET THE FINDING AND RECOMMENDATIONS APPROVED BY INT JUSTICE CHIEF.
11. IF THE COMM EV CALLS FOR AN SP DECLARE PREPARE THE DECLARE AND SEND IT TO INT JUSTICE CHIEF FOR APPROVAL.
12. IF THE COMM EV DOES NOT CALL FOR A DECLARE SIMPLY CARRY ON WITH THE COMM EV RECOMMENDATIONS AND MAKE SURE THAT THEY ARE FULLY DONE.
13. IF THE STAFF MEMBER IS BEING DECLARED CALL HIM ONCE THE DECLARE IS APPROVED. HAND HIM A COPY OF THE DECLARE TO READ. HANDLE ANY QUESTION. TELL HIM THAT HE SHOULD DO STEPS A TO E OF HCO PL 23 DEC 1965RA SUPPRESSIVE ACTS SUPPRESSION OF SCIENTOLOGY AND SCIENTOLOGISTS. HAVE HIM READ THIS POLICY. TELL HIM THAT MEANWHILE HE IS TO LEAVE AND STAY OFF LINES UNTIL HE HAS HANDLED THE SITUATION.
14. ESCORT HIM OFF THE PREMISES ALLOWING HIM TO TAKE HIS PERSONAL POSSESSIONS.
15. GET ALL THE STAFF IN THE AREA WHERE THE DECLARED SP WAS WORKING TO CUT THEIR LINE WITH THE SP AND MAKE SURE THAT YOU ARE THE ONLY TERMINAL HE DOES COMMUNICATE TO IN THE ORG. Ref: HCO dL 25 DEC 65RA SUPPRESSIVE ACTS SUPP

SCIENTOLOGISTS.

16. LIAISE WITH QUAL AND GET EACH STAFF IN THE AREA WHERE THE DECLARED SP WAS WORKING FULLY DE-PTSED (MAY ALSO REQUIRE FALSE DATA STRIPPING AND OTHER CORRECTIVE ACTIONS). Ref: HCOPL 18 DEC 82 Corr and Reiss. 4 OCT 85 ETHICS CONDITIONS: HANG-UP AT DOUBT.
17. VERIFY BY INSPECTION THAT THE STATS IN THE AREA WHERE THE DECLARED SP WAS TAKEN OUT HAVE NOW RECOVERED AND THE SITUATION IS HANDLED. IF NOT THEN LOOK FOR ANOTHER SP, HAVING MADE SURE THAT THIS SP'S LINES AND THEREFORE INFLUENCE OVER THE AREA IS HANDLED ALREADY. Ref: HCO PL 10 Feb 66 TECH RECOVERY.
18. SEND A COPY OF THIS COMPLETED CHECKLIST TO INT ETHICS FILES IN SENIOR HCO INTERNATIONAL AND FILE THE ORIGINAL IN THE DECLARED SP'S ETHICS FILES.
19. PUT DECLARED SP'S ETHICS, PERSONNEL AND CF FILES INTO THE ETHICS DEAD FILES AS PER HCO PL 7 JUN 65 ENTHETA LETTERS AND THE DEAD FILE HANDLING OF.
20. SHOULD THE DECLARED SP WISH RECOURSE INFORM HIM THAT HE CAN REQUEST A BOARD OF REVIEW AS PER HCO PL 23 FEB 78 R BOARD OF REVIEW AND ONCE THE REQUEST FOR BOARD OF REVIEW IS APPROVED BY INTERNATIONAL JUSTICE CHIEF GET THE BOARD CONVENED AND DONE.
21. IF THE BOARD OF REVIEW CANCELS THE DECLARE AND RESTORES THE PERSON TO STAFF MAKE SURE THAT HE GETS ANY NEEDED QUAL AND HCO HANDLING, SEC CHECKING (INCLUDING SEC-CHEKING FOR FALSE CONSIDERATIONS AND EVIL PURPOSES) NEEDED TO HANDLE HIS OUTNESSES AND THAT THOSE GET HANDLED.