

**SPECIAL INVESTIGATION UNIT —
DUTIES AND RESPONSIBILITIES**

General

1. The Special Investigation Unit (SIU) is an independent NDHQ unit consisting mainly of personnel of the Security Branch. The commanding officer (CO) and SIU Headquarters are located at CFB Ottawa, with subordinate detachments and sections located throughout Canada and with the Canadian Forces (CF) abroad. Unit components and their locations are outlined in Annex A.

2. The role of the SIU is to provide a specialist investigative service for DND, and to perform special security functions on behalf of the Vice Chief of the Defence Staff (VCDS) through Director General Intelligence and Security/Director Security (DGIS/D Secur).

Definitions

3. In this order:

—“commander” means

- (1) an officer commanding a command,
- (2) a formation commander,
- (3) a base commander,
- (4) a commanding officer of a unit or ship, or
- (5) the Commandant NDHQ Administrative Unit,

—“security adviser” means a specially appointed person responsible for the security and police functions at a command, formation, base, station, unit or other establishment but does not include a U Secur O;

—“special investigator” means a person who is so appointed by the CO SIU;

—“unit security officer (U Secur O)” means a military member or civilian employee of DND, of appropriate status, who is not a specially appointed person by virtue of NDA, Section 134 and QR&O 22.02, but who is appointed personally by the establishment head to perform security functions as outlined in CFAO 22-4, Annex D.

Responsibilities

4. The SIU is responsible for the following duties:

- a. effecting counter-intelligence preventive measures through
 - (1) field investigations in support of the DND security clearance program, and

(2) screening and vetting of foreign civilian employees in overseas theatres;

b. effecting counter-intelligence detective measures through

(1) investigation of security breaches in DND, as directed by NDHQ or in response to requests by commanders,

(2) investigation of incidents on DND establishments in which arson, sabotage, espionage or subversion is suspected, and

(3) field security research and operations as directed by NDHQ;

c. conducting investigations into criminal and service offences in the CF, as directed by NDHQ or in response to requests by commanders; and

d. conducting liaison on behalf of the CF, in support of the SIU role.

5. The SIU shall not, except when necessary during the course of a personnel clearance field investigation, perform any investigative duties connected with the following:

- a. marital or domestic problems;
- b. non-criminal heterosexual relationships concerning DND personnel or any legal proceedings arising therefrom; or
- c. private debts and the collection of debts.

6. A special investigator shall proceed as follows:

- a. When conducting an investigation, he shall report to an appropriate officer of the applicable base or unit and shall state in general terms the nature of his business.
- b. He shall abide by base or unit administrative instructions and orders, except where they conflict with necessary orders and requirements of the CO SIU.
- c. He shall not be required to reveal his sources of information except to a superior officer of the SIU or where the identity of an informant is required in accordance with law.
- d. He shall not disclose, outside the Security Branch, information obtained during the course of a personnel clearance field investigation.

7. No field investigation to support the personnel security clearance program of DND shall be undertaken without the specific request of NDHQ/D Secur.

Specifically Assigned Investigations

8. As prescribed in this order or in other policy directives, regulations, orders, or instructions, a commander shall request the SIU to investigate:

- a. suspected, attempted or actual acts of arson, subversion, espionage or sabotage;
- b. suspected or actual acts of sexual deviation involving a person subject to the Code of Service Discipline or a civilian employee of DND;
- c. suspected or actual compromise or loss of communications security (COMSEC) material or other accountable publications as defined in Annex A to CFP 210(A) if they bear a security classification of SECRET or higher;
- d. attempted or actual theft of identification or pass material, or automatic data processing equipment, programs or services;
- e. suspected or actual compromise or loss of classified information while stored, processed or transmitted in electro-magnetic form by automatic data processing equipment;
- f. attempted or actual suicide by a person subject to the Code of Service Discipline or a civilian employee of DND holding a security clearance of TOP SECRET or higher; and
- g. suspected or actual unauthorized use of drugs by a person subject to the Code of Service Discipline when the suspect or offender holds a Special Activities (SA) security clearance.

Note: Outside Canada the intent of this paragraph shall be complied with as closely as operational requirements permit.

9. The CO SIU may arrange, in consultation with the requesting authority, that some investigations referred to the SIU be investigated by base military police or other agencies.

10. When the SIU undertakes an investigation, the control and supervision of the case shall be an SIU responsibility.

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11. Commanders shall ensure that personnel under their command cooperate in assisting a special investigator in the performance of his official duties.

Procedures for Obtaining SIU Services

12. A requesting authority shall ensure that any evidence at the scene of an incident is protected pending the arrival of a special investigator. Normally, a commander shall request SIU services through his security adviser. This request may be made to the nearest SIU component, and shall be confirmed in writing within 72 hours, with brief details of the incident requiring investigation.

Authority of Special Investigator

13. A special investigator is issued with a credential card indicating his appointment. This card is issued and controlled by the commanding officer SIU.

14. In the course of his duties, a special investigator is authorized access to all premises, files, records, correspondence and all other information relevant to the matters being investigated and commensurate with his security clearance.

15. Normal duty dress of special investigators shall be civilian clothes.

SIU Reports

16. Instructions regarding the preparation, classification, distribution, security and transmission of SIU investigation reports are contained in CFP 128(4) Chapter 8. Crypto material shall be transmitted in accordance with CFP 210(A).

(C)

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TO DGIS/DGMPD Briefing
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ANNEXE A

COMPONENTS OF THE SPECIAL INVESTIGATION UNIT

Special Investigation Unit Headquarters SIU Section Ottawa	CFB Ottawa CFB Ottawa
Atlantic Detachment SIU SIU Section Gagetown SIU Section Halifax SIU Section Moncton	CFB Halifax CFB Gagetown CFB Halifax CFB Moncton
Central Detachment SIU SIU Section Borden SIU Section Kingston SIU Section London SIU Section North Bay SIU Section Petawawa SIU Section Toronto SIU Section Trenton	CFB Toronto CFB Borden CFB Kingston CFB London CFB North Bay CFB Petawawa CFB Toronto CFB Trenton
Europe Detachment SIU SIU Section Baden SIU Section Lahr	CFE HQ Lahr Germany Europe Det. Baden Soellingen CFB Lahr Germany
Pacific Detachment SIU SIU Section Vancouver SIU Section Victoria	CFB Esquimalt CFB Vancouver CFB Esquimalt
Quebec Detachment SIU SIU Section Bagotville SIU Section Montreal SIU Section Quebec SIU Section Rimouski SIU Section Sherbrooke SIU Section Trois Rivieres	CFB Montreal Chicoutimi CFB Montreal Quebec City Rimouski Sherbrooke Trois Rivieres
Western Detachment SIU SIU Section Calgary SIU Section Edmonton SIU Section Moose Jaw SIU Section Winnipeg	CFB Winnipeg CFB Calgary CFB Edmonton CFB Moose Jaw CFB Winnipeg

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