

1 May 1971

To all DG Infos and AG Infos

**RE: SECURITY AND THEFT OF MATERIALS**  
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From time to time files, policies, technical materials and documents vital to the Church have been stolen from Organizations. These thefts are usually performed either by PTs and nut-cases who hope to make some personal gain out of selling or using the material. On other occasions such thefts are committed by professionals operating in the field of data collection. It is important that for purposes of security we be able to recognize the difference between a nut and a professional. Therefore I am giving here a description as to how the professional operates in stealing materials by infiltration or by straight breaking, entering and theft.

Many references are available on this subject concerning industrial espionage and a large volume of books have been written on the subject. However, it would appear that a lot of this data has been ignored and it is time that we had it.

CASING

The first step in any breaking and entering job is casing. This consists of checking out the area to ascertain the possibilities for breaking into the premises. It frequently amounts to the surveillance of an unfixed duration made on the place to obtain a rough or precise idea of the schedules of the staff, when the office is empty, whether there are burglar alarms and what is the best method of entry.

Other factors such as police patrols in the area, number of public passing by the area, visibility through windows etc., can be considered depending on circumstances. The person doing the casing usually takes every effort to ensure that he is not spotted while he is doing the casing, as the police are very

used to this method and consequently after a theft has been reported or documents found missing will check this aspect to see if any strangers have been noted in the neighborhood, etc.

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### SECURITY OF THE OPERATION

The first consideration on security is always the personnel chosen to do the job. Professionals would usually choose someone who is confident and competent, easily trainable and fully trained. In other words in Scientology terms, people who are not PTS, who are not ethics cases. Additionally one would normally choose someone who is motivated by duty or other high motivation to prevent later sell-outs or discovery by reason of an agent turning.

The second security is basically to devise a plan based on effective casing that avoids any chance encounters, mistakes or confusions while the operation is being executed.

The third security on the operation itself is the factor of returning the materials before they are noticed to be missing, thereby preventing anyone from ever finding out that a theft has occurred. This subject is covered later.

### SECURITY OF THE OPERATIVES

Professionals at all times wear gloves during an operation. This prevents fingerprints being left behind by which the agents could be traced. Gloves used are frequently light cotton gloves such as women's dress gloves. Another type used is an underglove used by motorcycle riders to wear underneath the motorcycle gauntlet to keep their hands doubly warm in winter. Such gloves are thin and do not interfere too much with the use of hands and fingers for detailed jobs. Additionally papers, files and other materials can be leafed through or paged through easily.

If there is any difficulty in handling papers with gloves on, an agent might use rubber gloves or a thin plastic glove over the cotton glove. These are well

use rubber finger stalls to help him read through documents. These are small rubber caps with a rough surface that go over the tips of the fingers, used by people who have to do a large amount of paper sorting.

The reason for using gloves has nothing to do with the actual identification of the agent in connection with the job at hand, unless the agent is picked up at a later date or on another job. However, gloves are worn as a routine matter because someone doing a series of jobs in a row could leave himself

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wide open by leaving prints behind for the police to compare prints on several different jobs, find out that only one individual was involved and possibly by thoroughness of checking, isolate the people or persons who were in the area at the right times. Therefore professionals always wear gloves, whether his prints are recorded with an official agency or not.

There are only a few surfaces that will take a fingerprint that can then be cleaned off. Such surfaces are plastics and metal. Virtually every other surface will retain a print for a long period of time. Modern scientific methods have made it possible to retrieve prints that have long since faded with age and are not recoverable by the old-fashioned technique of fingerprint powder. Scotland Yard have in fact developed a device that will pick up a fingerprint off a piece of paper that has been floating in a river for over three months.

#### SECURITY OF THE ORGANIZATION

Professionals are always working for some person or group which for the purposes of this section will be referred to as an organization. If the agent's motivation for working for the group is high, then this section will concern the agent as well.

Any professional intelligence group has to confront the possibility that at some stage an agent will be picked up. The most serious of these is when the

agent is picked up in the actual act of stealing documents or in position where he is about to steal documents, or has just stolen documents and is moving to his base with the material. Therefore agents are frequently given instructions along the lines of "if you are picked up by the police, don't say anything more than you are required to by law", which is usually your name and address but this varies depending on the area. This is of course if the agent is in a position where no story would explain the outpoints confronting the police. The agent will probably be arrested at this stage and should quickly arrange a lawyer through a law society or legal aid society. Such societies abound these days and a name and address of one can be memorized beforehand.

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The organization usually arranges some method of communication so that the agent can tip them off that he has been picked up. Any organization that has a desire to retain its agents or to continue recruiting agents, usually has the sense to provide bail through some bail bond system that allows the organization to remain anonymous, pays any legal fees incurred and gives every possible moral encouragement.

Additionally, any agent working on such operations would have nothing in his possession that connected him with the organization, nothing at his home address that connected him with organization and no possible way of tracing him back. For example, an alternative employment or no employment, but certainly no mention of employment by the organization. This is the usual exchange between agent and organization in the event of an arrest. The agent protects the organization, the organization assists the agent in every possible way. Such preparations are also usually made well in advance, so that the agent's recent history does not show any connection with the organization.

#### COVER STORY

One trick used by professionals is, after the casing has been completed and

the plan decided on, a series of cover stories are mocked up to cover each stage of the operation in the event that the operation is blown at any point. Such cover stories usually relate to the most vulnerable state of operation. For example, an agent might prepare a story as to why he was in that particular neighborhood, why he was on that particular street, why he knocked on that particular door, even what he was doing in that particular backyard. Thus if he is picked up at any of these points he has a plausible explanation as to what he is doing.

On occasion cover stories are mocked up to cover being caught in the act. It is sometimes to the advantage of the agent and the organization, if the police believe that the agent was actually breaking in for money or goods, rather than documents or files, as the police have a common R with criminals who they can duplicate, but sometimes get frantic when confronted with intelligence operations. Such cover stories as mentioned above would also be designed to

handle the local security guard, the local resident or staffmember or whoever discovers the agent in the beginning stages of the operation.

### TOOLS AND EQUIPMENT

Tools and equipment have always been a problem to agents in any operation because the standard lock picking devices; crowbars; sledgehammers and hacksaws and standard items used for breaking into a place are easily recognized by the police. In fact in some places carrying such instruments is in itself an offense. An agent picked up on suspicion prior to an operation could find himself in hot water even though he had not yet actually done anything. Therefore an agent will usually try instead to obtain a key to the place he wants to enter beforehand or find a method of entry that does not require the use of instruments and tools. As this is not always possible an agent will attempt to avoid detection by carrying the tools for as short a time as possible in connection with the operation being done, or disguise the tools in some way that they cannot be recognized, such as a thin plastic comb instead of a strip of cellulose or a hairgrip instead of a lock pick.

Some agents and organizations devise ingenious methods of hiding the equipment usually in concealed pockets in rigid items such as cigarette lighters and fountain pens. Most agents, however, rely on the two key factors involved during an operation which are 1) attending to minor details before you get started, and 2) Keeping your cool and staying up together while the operation is on.

### THE FILES THEMSELVES

Best way of preventing being caught at a later date is of course to ensure that no one finds out that anything ever happened in the first place. In other words copy the files and return them. Most agents operate on this basis, at least the professional ones do. However, orgs have also been plagued with files

going missing and never to be seen again. Such operations are not professional, unless done with the express purpose of making the files disappear in the first place. This is of value to some professionals as a file contains vital plan-

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-ning or documents disappearing, could have damaging effect on the group. Obviously gloves would also be used when the documents are copied and in the subsequent operation to return the documents.

### PLANTS

There has already been much written about plants so I won't go into any great detail here, but just two notes.

A plant in any organization or group has a job in an area he operates in. The staff of the organization are accustomed to seeing the person in that area. Additionally the person's fingerprints would normally only be found in that area. Therefore a plant wishing to remove files from another section of an organization would do so at a time when he or she wouldn't be seen and would do it with only gloves on.

I hope you will find the above useful. I may have gone into too much detail in some places, but the data should help you combat thefts of documents effectively as anyone of the points outlined picked up on a person, would be an indicator of a professional operating. I hope you will keep alert to these.

Mo Budlong

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