

Appx 15 -

UNIT SECURITY STANDING ORDERS

9th Sept. 1942.

1. All ranks in this Unit will maintain a high standard of security.
2. The Unit Security Officer is Major E.R. Ritchie, to whom reports and matters affecting the security of the unit will be referred.
3. Standing Orders for guards and sentries will be countersigned by the Unit Security Officer. No amendments will be made without his knowledge.
4. The Detachment Commander on Sites and Guard Commander at H.Q. will be responsible for maintaining accurately the Visitor's Book in which will be recorded the names of all Officers, other ranks, and civilians admitted, other than (i) officers and O.R.s of this Unit (ii) Officers and O.R.s whose identity has been previously established, and (iii) civilians in possession of official passes.
5. No unknown officer or other rank will be admitted by the guard on duty unless in possession of an identity card, details of which, including number, rank, unit and full name, will be entered in the Visitor's Book. No civilian will be admitted without a pass; numbers of civilian identity cards will be entered in Visitor's Book. In every case visitors should be made to sign his name in the visitors book and the signature then compared with that on the identification card or pass.
6. Instances of officers and other ranks not being in possession of identity cards and desiring admission to sites will be reported at once to the Unit Security Officer, pending which they will be asked to remain on the premises. Any civilian seeking admission and not in possession of a National Registration Identity Card will be detained and reported to the Unit Security Officer immediately.
7. Visible information and notices in the vicinity of personnel and material will be kept at an absolute minimum.
8. Officers and other ranks are individually responsible for the security of documents containing military information which may be in their charge. Secret and security documents, when not in use, will be kept in the safe. In times of emergency or confusion e.g., an air raid, special precautions will be taken to safeguard secret documents. Documents and correspondence when destroyed will be burned under supervision of an officer. Attention is drawn to C.A.R.O. 1974.
9. No stranger will be left alone in any office.
10. Information of a military nature will not be divulged in private correspondence. The correct postal address of this Unit is:
1ST BN THE BLACK WATCH (RHR) OF CANADA
CANADIAN ARMY, OVERSEAS.
11. C.A.R.O. (O/S) 659 and 847 All ranks will refrain from replying to circulars or letters from strangers. If correspondence of this type is received, it should be passed to the Unit Security Officer. Private correspondence in the field will be in plain language. Picture post cards will be suppressed if they in any way disclose the writer's present or past location or the route by which the writer's unit has moved.
12. O.R.s will exercise special care not to divulge locations of their own and other H.Q.s to persons whether in uniform or not. If questioned by strange officers or O.R.s they will demand proof of identity.
13. In order to minimise information reaching the enemy by air photography best use will be made of natural camouflage. Vehicles will be parked under cover from above and wheel tracks on grass or impressionable surfaces at all times carefully avoided.
14. No telephone line is wholly secure; this should be borne in mind at all times.
15. Suspicious lights in the vicinity of sites during black-out will be reported immediately to the Unit Security Officer. It is the duty of all to note carefully the time and the direction and nature of the lights with a view to locating the spot later on the map by cross bearings. Where the person(s) responsible can be discovered and interrogated for identity without delay this will be done, and the Unit Security Officer sent for.
16. Any unknown person found acting suspiciously on military premises within this area will be detained and reported to the Unit Security Officer.
17. All ranks, on duty or otherwise, will be constantly on their guard against inquisitive strangers (whether in uniform or not) and refrain from discussing military subjects, particularly those of local purport. Suspects will be reported at once to the Unit Security Officer.

ERC

E.R. Ritchie Major
Security Officer, 1st Bn The
Black Watch (RHR) of Canada,
Overseas.