

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

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HCO POLICY LETTER OF 31 MARCH 1965

JUSTICE POLICY LETTERS
CORRECTIONS

The act of calling an Emergency Condition does not open the person, unit, section department org or Division to any transfer, demotion or dismissal or cause a reduction of pay. The subject of the Condition must put the Emergency Formula into prompt operation and it is expected in the case of an org or portion of an org such as a division, department or section that the executive staff member, after the stage of promotion is passed in the formula will request a Committee of Evidence be convened on the staff member under him whose non-compliance or actions caused the Emergency.

Pay reduction, demotions, transfers, fines or dismissal may only be done after a Committee of Evidence and on its recommendation. There is no other way to bring about transfer, demotion, dismissal from an org or fine or reduce the pay of a staff member.

When after calling an Emergency Condition there is no improvement during a reasonable time, a Committee of Evidence must be convened.

Emergency and all other Conditions are assigned only by the Office of L. Ron Hubbard, which is a part of each HCO.

The form of issue of any conditions including Emergency is a Sec ED.

A Condition is cancelled by a SECED.

SECEDs are only issued by the Office of L. Ron Hubbard under the "per pro" (by and for) of the HCO Secretary or LRH Communicator in any org.

Requests for an Emergency Condition should be made to the Director of Inspections, Department 13, Distribution Div: (4) who comments and forwards them to the Office of L. Ron Hubbard. The comment of the Director of Inspections can be a recommendation for or against with any data he or she has.

Emergency Conditions are given only on OIC statistics and not by rumour or opinion.

Emergency Conditions may be issued on anyone in any portion of an org including Divisions without permission from a senior org, but may only be issued as above for reasons of declining statistics.

However no Emergency Condition may be placed on a Secretary by the org itself. This may be done only by applying to the senior org to that org or to Saint Hill.

CONVENING AUTHORITY

Only HCO's Office of LRH may now convene a Committee of Evidence or a Civil Committee of Evidence (1 person satisfactory to both contestants used in disputes between Scientologists or portions of Scientology, the contestants abiding by the findings of the one person Committee).

The Order to convene one is requested of the Director of Inspections (Div 3) who forwards it (or originates it) to HCO's Office of L. Ron Hubbard with comments and any statistics. No statistics are actually demanded in such a request but any available evidence is forwarded. The Bill is prepared by Dept. 13 for forwarding to HCO for authority to convene.

The Authority to convene is issued by the Office of LRH in HCO, per pro ("for and by") the HCO Secretary or LRH Communicator.

The authority for a Committee of Evidence is issued by SECED. It is issued to the Director of Inspections who then handles all arrangements and actions from there up to the point of authorizing the findings. The complete record and papers, prepared, are sent to HCO's Office of LRH for final action and publication. In cases where the machinery to Convene a Committee is missing, it is requested from a senior org on the same routing as above.

Publication of a Committee of Evidence findings is done by SECED of the same number that convened it. Publication is done by the Office of LRH.

The Director of Inspection (Div 4, Dept. 13) takes care of all further actions and the resulting files.

The Department of Inspections, Division 4, Department 13, has the actual administration and execution of all Justice.

HCO's Office of LRH issues all authorities for Justice and confirms all findings of Justice and publishes results.

All guards or forces to be used in Justice (but not members of Committees of Evidence) are under the control of the Department of Promotion Div 1 Dept 6 and are under the orders of the HCO Secretary who may relay to them through the Department of Promotion the requirements of the Director of Inspections. Such forces may be loaned to the Dept of Inspections but remain HCO personnel.

BALANCE OF POWER

Division of Justice (HCO) has the authority and forces. Division 2 (the org itself, consisting of organization, finance and material) has the money and material. Division 3 (Service and Technical) has the technical personnel and Div 4 has the Field and "population".

All four Divisions are called the Organization as Division 2 organizes, finances and supplies them.

Justice therefore is under Division 4 in Administration, depends on Division 1 for authority and power and depends on Division 2 for Finance and Supplies, and uses the Technology of Division 3.

Thus it remains balanced.

Recourse from discipline or findings is requested always from the Department of Inspections who applies to HCO's Office of LRH for decision and authority and then the Department of Inspection cares for the resulting actions.

The Office Of LRH need not wait on any request from anyone to issue Conditions or authorities but must advise LRH at once on doing so.

LRH may issue conditions or authorities without request through his office or via the Director of Inspection. All such conditions or authorities are based only on statistics but may include actions to obtain further statistics such as requesting or ordering data to be furnished to decide whether or not a Committee should be convened.

No Condition, simply by being directed, carries a penalty with it. However the declaration of a Condition for any org, division, department, section or person commands that the Formula for that Condition be followed by the org, division, department, section or person named.

The SECED declaring the Condition may not be posted on a public board or a board commonly viewed by the public, but must be posted on a staff board available to staff members. Copies of the SECED declaring a Condition are given to every person in the org, division, department, or section named in it or to the person.

The form of the Condition SECED is as follows below and with the usual SECED designation and seal.

CONDITION

The Condition of (Name of Condition in capitals) is declared upon

(Subject in capitals)

by reasons of:

1. (give specific reasons one after next)
- 2.
3. etc.

(SECED Ending)

The form of a SECD (Secretarial Executive Director) for a Committee of Evidence is as follows below and with the usual SECD headings and designations:

COMMITTEE OF EVIDENCE

At the request of _____ (title and org)(or By the Order of IRH) the Director of Inspections, Div 4, Department 13, is to convene and attend to the speedy conduct and conclusion of a Committee of Evidence.

(Names in Capitals) are to be named as Interested Parties.

The Committee is convened to look into and bring findings on a matter of a possible (give type, Misdemeanor, Crime, or High Crime) of (give exact charge or charges very briefly from the Justice Code) for which the maximum penalty is (give maximum penalty.)

The Director of Inspections is to name the Chairman and Committee and compose and serve a Bill of Particulars on the Interested Parties. He is further instructed to provide the Committee and Interested Parties with copies of the Justice Codes. Further he is to charge the Committee to find facts and absolve the Interested Parties or prove them guilty beyond reasonable doubt, recommend any action and return all findings to HCO's Office of IRH for acceptance of findings and their publication.

L. RON HUBBARD
per pro _____
IRH Communicator (orHCO Sec)

L. RON HUBBARD

IRH:r1
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