

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 10 JULY 1986  
ISSUE III

Remimeo  
All Execs  
Exec Sec Hats  
HCO  
HAS Hat  
Dir I&R Hat  
MAA/EO Hat  
All Staff Hats  
Qual  
Cram Off Hat  
LRH Comm Hat  
INCOMM

(This HCO PL was written in October 1985  
but did not get sent to Mimeo. It was  
recently found and is now being issued  
as was originally intended.)

Admin Know-How Series 52

Computer Series 7

URGENT -- IMPORTANT

ADMIN HIGH CRIME

Effective 3 October 1986

(References:

HCO PL 8 Mar 66	Keeping Scientology Working Series 13 HIGH CRIME
HCO PL 19 Aug 79RA Rev. 27.8.84	HIGH CRIME -- ADDITION HIGH CRIME CHECKOUTS AND WORD CLEARING
HCO PL 10 Jul 86 I	Admin Know-How Series 50 KEEPING ADMIN WORKING
HCOB 22 Feb 72RA Rev. 8.7.74	Word Clearing Series 32RA WORD CLEARING METHOD 4)

With this issue, checkouts on policy by all administrative  
personnel become mandatory.

It has long been policy that technical personnel study,  
word clear, and star-rate checkout on any technical materials  
before they apply those materials on their jobs. Pro auditors  
and interns at any level study, word clear and checkout on the  
processes they are to run in session. Supervisors and Word  
Clearers star-rate on the basic materials of Study Tech and Word  
Clearing before they are allowed to deliver Scientology courses.  
And as new materials are issued, the Qual Division sees to it  
that the tech delivery personnel to whom the materials apply  
get them checked out IMMEDIATELY. Such checkouts have come to  
be known as "High Crime checkouts", from the title of the Policy  
Letter which brought them into being: HCO PL 8 Mar 66, HIGH  
CRIME. And it is through the use of such checkouts that tech  
application is safeguarded and kept in step with the latest  
technical discoveries and advances.

Tech people take great pride in keeping on top of their subjects in this way. Understandably so; for when they do, the results they achieve are consistent and spectacular. Miracles are the order of the day. The public pour in for service. The organization thrives.

Where tech terminals don't KNOW and USE their materials, results are only anxiously hoped for. The public come in for service reluctantly, when they can be coaxed in at all. The organization dwindles.

#### HIGH CRIME CHECKOUTS ON POLICY LETTERS

Just as there is STANDARD TECH, so is there STANDARD ADMIN.

The fact is that any organization can be seen to fail when standard administrative policy is not known and used by its people. And every successful organization will be found to be composed of people who DO know and DO apply the basic principles found in our Policy Letters.

Therefore the following is classified as a HIGH CRIME:

NEGLECTING, ADVISING AGAINST THE APPLICATION OF, FAILING TO ENFORCE OR TOLERATING THE OMISSION OF STANDARD WORD CLEARING AND STAR-RATE CHECKOUTS ON ALL NEW OR NEWLY REVISED HCO POLICY LETTERS, AS WELL AS THE KEY HCO PLs OF THE BASIC STAFF MEMBER HAT AND THE KEY POLICIES OF THE STAFF MEMBER'S SPECIFIC ASSIGNED POST, BY EVERY STAFF MEMBER. IN THE SEA ORGANIZATION THIS APPLIES TO LRH CBOs AND FLAG ORDERS AS WELL AS HCO POLICY LETTERS.

#### STAFF MEMBER RESPONSIBILITY

Once an exec or staff member has completed study of his hat by proper checksheet, he should report to the SSO in Qual to be word cleared Method 4 and star-rate checked out on the key policies of his staff member hat as well as those policies specifically relating to his post. And when any new policy is issued relating to his post (or which is an essential part of his hat as a staff member), he must get it word cleared, checked out and into application immediately.

Such checkouts can be done by Qual personnel or by another staff member on a twinned basis. They must be tough standard star-rate checkouts which consult the staff member's understanding and demand that he demonstrate his ability to apply the material.

Staff on technical posts are included under this policy, as they are responsible for their hats as staff members.

#### QUAL RESPONSIBILITY

The SSO must alert all staff of new or revised LRH policies received, must keep a log of policies checked out by each staff member (just as a log is kept for technical). He must ensure that this is done within a matter of days of receipt of the issue -- NOT allowed to drag out so that a backlog accumulates. The SSO is responsible for determining which policies are to be checked out by which staff, and logging them under the staff member's name in his checkout log. He should coordinate with the HCO Hatting Officer in making such determinations and in getting the checkouts done.

VIOLATIONS

The MAA or Ethics Officer, in investigating any post or area with down statistics must include an inspection of the Qual checkout log entries for the persons in the area being investigated. Where violations of this policy are found, the matter is reported to the HCO Area Secretary. The HCO Area Secretary must at once order a full and searching investigation into any persons who might have instigated it and report the matter with all particulars to the HCO Executive Secretary.

The HCO Exec Sec must then convene a Committee of Evidence with the persons accused as interested parties and must locate amongst them any suppressive or suppressives. When so located, they are duly declared as suppressive by HCO Ethics Order and dismissed.

If any Ethics Officer, Director of Inspections and Reports or HCO Area Secretary cannot obtain cooperation by superiors in carrying out this policy quickly, a report must be handed to the LRH Communicator directly, with a copy sent to the Inspector General Network via Flag.

The LRH Comm must act swiftly and effectively to handle the matter with proper justice action, reporting actions taken and results on LRH Communicator Network lines to LRH Comm International, with a copy to the Inspector General Network.

COMPUTER VERIFICATION

The International Network of Computer Organized Management (INCOMM) will be preparing a computerized system to verify that this policy is in force in every organization, and to call for HCO ethics action where it is found to be out.

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With STANDARD ADMIN known and conscientiously in use on every post, the game is ours.

L. RON HUBBARD  
Founder

Adopted as Official  
Church Policy by  
CHURCH OF SCIENTOLOGY  
INTERNATIONAL

LRH:CSI:rw:sep