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APPENDIX I
1. **INTRODUCTION:**

1.1 This manual of tradecraft for the Special Demonstration Squad is designed both for new members of the squad and also as a guide to best practice for members of the squad during their posting. The guide gives an insight into the differing techniques used to set up and live a false identity and ploys used to deal with situations which may arise. Current and former field operatives have identified areas of difficulty and some suggestions have been made as to effective solutions. However, the nature of the work is so varied that, while it is important to highlight those practices which should be avoided at all costs, it is not possible to give comprehensive instructions on every problem.
2. THE BACK OFFICE:

2.1. OFFICE DUTIES

2.2. FIELD OFFICERS' REQUIREMENTS

2.2.1. Equally important is the need to post diary sheets and other forms to each field officer when requested.

2.2.2. Equally, ensure the Monday Binder is always well stocked with forms, or incur the wrath of the field!
2.3. CONSTRUCTIVE USE OF DOWN TIME

2.3.1. The back office administration work is rarely fulfilling enough to interest one for five days a week.

2.4. RESEARCH INTO TARGET GROUP
3. PREPARATION:
The Frederick Forsyth novel 'The Day of the Jackal' explained how to acquire documents in the name of a dead person.
June 95: Names are no longer obtained from the Death Register at St Catherine's House.
4. LAUNCH:
5. MAINTAINING COVER:
If you have no other option, you should try to have fleeting, disastrous relationships with individuals who are not important to your sources of information.
6. LIVING A NORMAL LIFE
SPECIAL DIFFICULTIES INVOLVING THE TARGET GROUP.
8. WITHDRAWAL:
9. AFTERCARE:

9.2. RETURN TO SB LIFE AFTER AN SDS TOUR

9.2.1. First of all, ask yourself the following questions:

Q: Why does my suit not fit?  A: Because you are fat.
Q: Why do I have to get up at 7.30 am every day?  A: Because they will stop paying you if you don't.
Q: Why do I have to get off the tube with the rest of the lemmings?  A: Because they took your van off you.
Q: Why am I poor?  A: Because you've got used to spending dosh which you no longer have.

9.2.2. The first thing you notice on arriving back at CO is that you can't find anything.
outside will also have moved on, so your old list of contacts is likely to be seriously out of date.

9.2.3. Overall you will have a slight feeling of detachment. You are no longer in charge of your working life.

9.4. POST TRAUMATIC STRESS SYNDROME

9.4.1. Post traumatic stress syndrome (PTSS) is a well-documented illness. Originally described by doctors who examined troops in the Great War as "Shell-Shock", PTSS was at first dismissed as "cowardice in the face of the enemy" and a significant number of troops faced death by firing squad. By the Second World War, however, "Battle Fatigue" was recognised as a stress-related illness. Police Officers have also faced highly stressful experiences; most recently at the Hillsborough Stadium tragedy, the Clapham Junction train crash and the Marchioness disaster. A proportion of officers who attended these incidents have been found to have been suffering from PTSS.
9.4.2. SDS officers will have faced highly unpleasant, frightening incidents during their tour and it is probable that a proportion of former SDS officers will suffer from high stress levels following their return to other squads. It is important to remember that a small number of SDS officers have fallen foul of police discipline and the criminal law, or have suffered emotional problems ranging from alcoholism to depression. It is imperative that officers seek help if they have difficulties post-tour. Improved selection processes and psychometric testing have reduced the chances of such problems arising in the future but SDS management has a responsibility to ensure the future security of the section is not endangered through a former operative’s illness. Accordingly, they will be consulted by your immediate line manager in such circumstances.
10. SUMMARY:

The problem that appears to you to be insurmountable has, in all probability, been dealt with by a field officer in the past. Listening to other field operatives' suggestions is the most effective way to formulate your own strategy for dealing with the problem. You do not have to follow the advice given and different individuals may give conflicting advice, but if a field colleague thinks that a form of action you propose to take should on no account be used, disregard that advice at your peril.

10.2. All of the above manual represents a simplified overview of useful fieldcraft techniques which work at a general level and also with respect to specific groups. The information is not complete and may not be current enough to be trusted as SDS Policy but provides basic guidelines on how to go about a short life of deceit. It is proposed to keep this manual updated, so any field officer who wishes to make his or her own contribution is welcome to do so. Put your thoughts in writing and submit them to the office.
## Appendix A

### ORIGINAL AUTHOR.

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<th>Date</th>
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### UPDATES.

March 1996 - Update re [redacted] - para. [redacted]
1. This report concerns the provision of additional manpower in support of SDS field operatives.
Remainder of Appendix B
Redacted
(Further 3 Pages)
Appendix C
Redacted
(4 Pages)
APPENDIX D
Appendix D
Redacted
(7 Pages)
Appendix E
Redacted
(20 Pages)
APPENDIX F
INSTRUCTION TO UNCOVER OFFICER

1. A Police Officer must not enter a "Police Proprietary". This

2. Officer's conduct and manner should be consistent with the duties of an undercover officer. Play the part as a police officer to give the impression that you are a police officer. Do not exceed your authority.

3. Conducting undercover operations is a serious matter. It requires a great deal of discretion and caution. Do not do anything that could incriminate yourself or the organization.

4. Observe the evidence and record it accurately. Do not tamper with evidence.

5. Do not engage in any criminal activity.

6. Keep your cover intact. Do not give away your real identity.

7. Do not disclose any information that could harm the organization.

8. Do not use your undercover status to profit personally.


10. Do not allow personal feelings to interfere with your work.


12. Follow all instructions given by your supervising officer.

13. Do not use your undercover status to gain personal advantages.

14. Do not disclose any information that could harm others.

15. Maintain your cover and your integrity.

16. Do not use your undercover status to gain personal benefits.

17. Do not use your undercover status to gain personal advantages.

18. Do not use your undercover status to gain personal benefits.

19. Do not use your undercover status to gain personal advantages.

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APPENDIX

G
Appendix G
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Appendix H
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