APPENDIX I

RIPA FLOW CHART 1: DIRECTED SURVEILLANCE

Requesting Officer ("The Applicant") must:

- Read the RIPA Policy and be aware of any other guidance issued by the IPCO and the Council's legal team. Determine that directed surveillance is required (for CHIS see Appendix J)
- Assess whether authorisation will be in accordance with the law and satisfies the serious crime threshold.
- Assess whether authorisation is necessary under RIPA and whether it could be done overtly
- Consider whether surveillance will be proportionate
- If authorisation is approved review or renew regularly with Authorised Officer)

If a less intrusive option is available and practicable: use that option!

If authorisation is necessary and proportionate, prepare and submit an application to the Authorised Officer

Authorised Officer must:

- Consider in detail whether all options have been duly considered, including the RIPA Policy and any other guidance issued by the IPCO or Council's legal team.
- Consider whether surveillance is considered by him/her to be in accordance with the law and is necessary & proportionate
- Authorise only if an overt or less intrusive option is not practicable
- Set an appropriate review date (can be up to 3 months after authorisation date) and conduct the review

The Applicant must: REVIEW REGULARLY

(complete Review Form and submit to Authorised Officer on date set)

<u>Authorised Officer must:</u> If surveillance is still necessary and proportionate after authorised period:

- Renew authorisation
- Set an appropriate further review date and use appropriate form

The Applicant must:

If operation is no longer necessary or proportionate, complete CANCELLATION FORM and submit to Authorised Officer

Authorised Officer

must: Cancel
authorisation when it is no
longer necessary or
proportionate to need the
same

DON'T FORGET: All authorisations must also be approved externally by a Magistrate

ESSENTIAL

Applications for Directed Surveillance will be completed on the electronic database and need to be maintained appropriately. The electronic database forms the Central Database for RIPA.

NB If in doubt, ask the Legal Services Manager BEFORE any directed surveillance and/or CHIS is authorised, reviewed, renewed, cancelled or rejected. Page 32 of 33