## **APPENDIX J**

## **RIPA FLOW CHART 2: CHIS**

## Requesting Officer ("The Applicant") must:

- Read the Corporate Policy & Procedure document and be aware of any other guidance issued by the IPCO and Council's legal team.
- Determine that directed surveillance is required (For directed surveillance see Appendix I)
- Assess whether authorisation will be in accordance with the law
- 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 Corporate Policy & Procedure Document 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, necessary & proportionate
- Authorise only if an overt or less intrusive option is not practicable
- Set an appropriate review date (can be up to 12 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**

Send all original
Authorised (and
any rejected)
Forms, Review,
Renewals and
Cancellations to
the Legal Services
Manager within 7
days