## APPENDIX 3 - RIPA FLOWCHART: CHIS

## Investigating Officer ("the Applicant") must: Read the Corporate Surveillance Guidance document and be aware of any other guidance issued by the Senior Responsible Officer Determine that CHIS is required Assess whether authorisation will be in accordance with the law Assess whether authorisation is necessary under RIPA and whether it could be done overtly Obtain provisional authorisation from an Authorised Officer Arrange for Judicial Approval of the authorisation by a Magistrate If authorisation is approved – review or renew regularly with Authorised If a less obtrusive If authorisation is necessary and option is available and proportionate, prepare and submit CHIS practical - USE THAT Application Form to the Authorising Officer **OPTION Authorising Officer must:** Consider in detail whether all options have been duly considered, including the Corporate Surveillance Guidance document and any other guidance issued by the Senior Responsible Officer Consider whether CHIS is considered by him/her to be in accordance with the law, necessary and proportionate. Authorising officer should read the associated risk assessment pertinent to the CHIS 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 but should be sooner) and conduct the review The Applicant must: **REVIEW REGULARLY** The Applicant must: Submit Review Form to If operation is no longer Authorising Officer, and necessary or proportionate, arrange for Judicial Approval complete Cancellation Form of renewal. Applications for and submit to Authorising Renewal must include Officer documented reviews of the use of the CHIS Authorising Officer must: If CHIS is still necessary and **ESSENTIAL** Authorising Officer must: proportionate after authorised Send all Provisionally Cancel authorisation period: Authorised and Judicially when it is no longer Provisionally renew the Approved or rejected Forms, necessary or Authorisation Reviews. Renewals and proportionate to need the Cancellations to the Solicitor the Set an appropriate further same review date and use Review Council within one week of the relevant event Form

NB: If in doubt, ask the Senior Responsible Officer to the Council before any directed surveillance and/or CHIS is authorised, reviews, renewed, cancelled or rejected. Chief Officers will designate one of their staff to be a Departmental Co-ordinator for the purpose of RIPA and advise the Senior Responsible Officer to the Council accordingly