APPENDIX 3 - RIPA FLOWCHART 2: CHIS

Investigating Officer ("the Applicant") must: Read the Corporate Surveillance Guidance document and be aware of any other guidance issued by the Executive Director Determine that directed surveillance 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 Consider whether surveillance is proportionate (including compliance with the Serious Crime Threshold) 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 Executive Director Consider whether surveillance is considered by him/her to be in accordance with the law, necessary and 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** 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 surveillance is still necessary **ESSENTIAL** Authorising Officer must: and proportionate after authorised Send all Provisionally Cancel authorisation period: Authorised and Judicially when it is no longer Approved or rejected Forms. Provisionally renew the necessary or Authorisation Reviews, Renewals and proportionate to need the Cancellations to the Solicitor the Set an appropriate further same Council within one week of the review date and use Review relevant event Form

NB: If in doubt, ask the Solicitor 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 Solicitor to the Council accordingly