APPENDIX 2 - RIPA FLOWCHART 1: DIRECTED SURVEILLANCE

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 directed surveillance is required (for CHIS see Flowchart 2) 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 Officer If a less obtrusive If authorisation is necessary and proportionate, prepare and submit option is available and Application Form to the Authorising Officer practical - USE THAT 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 surveillance is considered by him/her to be in accordance with the law, necessary and proportionate. Grant a provisional authorisation 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: The Applicant must: **REVIEW REGULARLY** If operation is no longer and submit Review necessary or proportionate, complete Cancellation Form Form to Authorising Officer, and arrange for and submit to Authorising Judicial Approval of Officer renewal Authorising Officer must: If surveillance is still necessary **ESSENTIAL** Authorising Officer must: Send all Provisionally and Cancel authorisation proportionate after authorised Authorised and Judicially when it is no longer Approved or rejected Forms, period: necessary or Provisionally renew the Reviews. Renewals and proportionate to need the Cancellations to the Solicitor the Authorisation same Set an appropriate further Council within one week of the relevant event review date and use Review 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