Investigating Officer ("the Applicant") must:

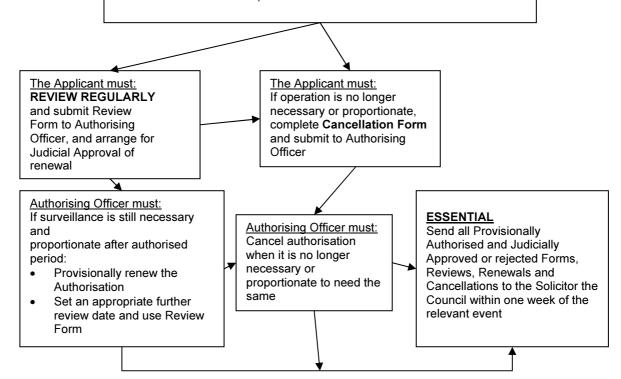
- Read the Corporate Surveillance Guidance document and be aware of any other guidance issued by the Executive Director
- Determine that directed surveillance is required (for CHIS see Flowchart 2)
- Assess whether authorisation will be in accordance with the law
- Assess whether authorisation is necessary 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 option is available and practical – USE THAT OPTION

If authorisation is <u>necessary and</u> <u>proportionate</u>, prepare and submit Application Form to the Authorising Officer

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.
- Grant a provisional authorisation <u>only</u> 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.



NB: If in doubt, ask 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