## **RIPA Flow Chart for Directed Surveillance**

Requesting Officer ('The Applicant') must: Read the Corporate Policy & Procedures Document and be aware of another quidance issued by Legal Services Determine that directed surveillance is required. Assess whether authorisation will be in accordance with the law. 0 Assess whether authorisation is necessary under RIPA and whether it could be done overtly. Consider whether surveillance will be proportionate. 0 If authorisation is approved – review or renew regularly with Authorised Officer. Check offence carries penalty of 6 months imprisonment If authorisation is necessary and If a less intrusive proportionate, prepare and submit option is available Form LA1 to the Authorised Officer and practicable: Use that option! Authorised Officer must: Consider in detail whether all options have been duly considered, including the Corporate Policy & Procedures Document and any other guidance issued by the Chief Legal Officer. 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: The Applicant must: Review regularly If operation is no longer (complete Review Form LA2) and necessary or proportionate, submit to Authorised Office on complete Cancellation date set Form LA4 and submit to Authorised Officer. Essential Applications for Directed Surveillance will be completed on Authorised Officer must: the electronic If surveillance is still necessary database and Authorised Officer must: and proportionate after need to be Cancel authorisation (Form authorising period: maintained LA3) when it is no longer Renew authorisation period appropriately. necessary or proportionate to on application to court The electronic need the same Set an appropriate further database forms review date and use Form the Central LA2 Database for **RIPA** 

NB: If in doubt, ask Legal Services before any directed surveillance and/or CHIS is Authorised, Review...

Cancelled, or rejected. Authorised Officers will designate one of their staff to be a Departmental Co-ordinator for the purpose of RIPA and advise the Chief Legal Officer accordingly.