RIPA Flow Chart for CHIS

Requesting Officer 'The Applicant') must: Read the Corporate Policy & Procedures Document and be aware of another guidance issued by Legal Services. Determine that directed surveillance is required (For Directed Surveillance see Flowchart 1). Assess whether authorisation will be in accordance with the law. Assess whether authorisation is necessary under RIPA and whether it could be Consider whether surveillance will be proportionate. If authorisation is approved – review or renew regularly with Authorised Officer and the Court. If authorisation is necessary If a less intrusive and proportionate, prepare and option is available submit Form LA5 to the and practicable: Authorised Officer 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. Must be made on application to the Court. The Applicant must: The Applicant must: review regularly (complete If operation is no longer Review Form LA6) and necessary or proportionate, submit to Authorised Office complete Cancellation Form LA8 and submit to Authorised on date set Essential Officer. Send all Authorised (and any rejected) Authorised Officer must: Forms, Review, If surveillance is still Renewals and necessary and proportionate Cancellations to Authorised Officer must: after authorising period: the Cancel authorisation (Form Renew authorisation Departmental LA8) when it is no longer Form LA7 by application Co-ordinator necessary or proportionate to authorised officer and and to the Chief to need the same. Legal Officer to the Court Set an appropriate further within 1 week of review date and use the relevant Form LA6 event.

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