Authorising Directed Surveillance Process

Requesting Officer must

- Read <u>Policy & Procedure</u> document and other guidance
- Determine the nature of surveillance
- Assess whether authorisation will be in accordance with the law
- Assess whether authorisation is necessary under RIPA and if it could be done overtly
- · Consider if surveillance is proportionate
- If approved review regularly

If a less intrusive option is available and practicable

Use that option

If authorisation is <u>necessary</u> and proportionate, prepare and submit an <u>approved form</u> to the gatekeeper for checking and then to the Authorised Officer

Authorised Officer (AO) must

- Consider in detail whether all options have been duly considered
- Consider whether surveillance is necessary and proportionate
- Authorise only if an overt or less intrusive option is not practicable

The Applicant must

- Review regularly
- Complete Review Form
- Submit form to AO on date set

The Applicant must if operation is no longer necessary or proportionate

- Complete <u>Cancellation Form</u>
- Submit form to AO

Authorised Officer must if surveillance still necessary & proportionate

- Complete <u>renewal form</u>
- Continue to review authorisation
- Set an appropriate further review date

Authorised Officers must

Cancel authorisation when it is no longer necessary or proportionate

Essential
Send all Authorised
(and any rejected)
forms, Reviews,
Renewals, and
Cancellations to Val
Cramp PA Assistant
Director, Public
Safety within 1 week
of the relevant event