RIPA Flow Chart

**Requesting Officer must:**

* Read Policy & Procedure 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 surveillance could be done overtly
* Consider if surveillance is proportionate
* If approved – review regularly

If authorisation is **necessary and proportionate,** prepare and submit an approved form(s) to the Magistrates’ Court (personal appearance by requesting officer)

**Authorised Officer must, if surveillance still necessary and proportionate:**

* Review authorisation
* Set an appropriate further review date

**Authorised Officer must**: cancel authorisation when it is no longer necessary or proportionate

Not authorised by Magistrates Court - no further action

**The Applicant must, if operation is no longer necessary or proportionate:** notify an Authorised Officer

**The applicant must:** review regularly

**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
* Set an appropriate review date and conduct the review

**Essential:**

**Send all Authorised (and any rejected) forms, Reviews, Renewals and Cancellations to the Senior Responsible Officer**