

Directed Surveillance Authorisations

On 2nd June 2009 an inspection of the Council's directed surveillance activity was carried out by the Office of the Surveillance Commissioner. The initial feedback from the inspector identified some areas that we as an organisation need to tighten up on. She particularly wanted to see the creation of a central register of applications/authorisations which would help to ensure that reviews and cancellations are carried out in a timely manner and the use of just one set of forms common to all teams. In light of this we have developed the following procedures that MUST be adopted when applying for and authorising directed surveillance activity under RIPA.

Forms to be used can be downloaded from the following link to the Home Office website. The inspector specifically recommended that we adopt the use of these forms.

<http://security.homeoffice.gov.uk/ripa/publication-search/ripa-forms/>

ON NO ACCOUNT ARE THESE FORMS TO BE AMENDED OR ALTERED.

Before officers make an application for directed surveillance they must obtain a Unique Reference Number (URN) from Val Peters val.peters@brighton-hove.gov.uk

The application form is then completed by the applicant to include this number and will be passed to the gatekeeper who should check that the form is completed correctly and that the applicant has considered carefully the proportionality and necessity requirements.

The gatekeeper will probably be the line manager of the applicant however individual teams should decide who is most appropriate. The form is then passed to the authorising officer for authorisation or rejection.

A copy of the form must be sent to Jo Player to hold on the central register. She will take responsibility for reminding officers of review and cancellation dates.

Please note copies of rejected applications should also be sent to Jo Player to hold on the central register.

Please contact Jo Player or Jonathan Fortune if you have any queries.

