



*A guide to completing the standard Home Office forms for covert surveillance and CHIS under Part 2 of the Regulation of Investigatory Powers Act 2000 (RIPA)*

Part 2 of the Regulation of Investigatory Powers Act 2000 (RIPA) governs the way local authorities do directed surveillance and make use of a Covert Human Intelligence Source (CHIS). Each covert investigation involving these surveillance techniques has to be properly documented using the correct standard Home Office forms. Incorrect form filling is a regular criticism made by the Office of Surveillance Commissioners (OSC) when doing compliance inspections of local authorities. Up to now there has been no published guidance on this important issue.

Ibrahim Hasan has developed this detailed guidance on how to complete the standard Home Office RIPA forms for Directed Surveillance and CHIS. It is specifically tailored to the needs of local authorities whose surveillance operations differ from other RIPA authorities. The guidance consists includes each form reproduced with detailed notes on how to complete each section. The often-misunderstood key human rights concepts of necessity, proportionality and collateral intrusion are full explained. All the forms are included from application, through to review, renewal and cancellation.

**STOP PRESS - Version 3 of the Guidance has been fully revised in the light of the new RIPA Order and Codes of Practice, which came into force on 6<sup>th</sup> April 2010. The Home Office forms still make reference to the old codes. Our forms are reproduced with references to the new codes.**

Over seventy different organisations have so far taken advantage of this unique resource. At a time of increasing pressure on local authority budgets, the RIPA Forms Guidance Document will save you time and money.

**Version 3 (April 2010) of the Guidance includes:**

Each RIPA form with:

- Detailed notes on how to complete each section
- References to the new RIPA Codes and Order
- References to the OSC Procedures and Guidance Document

Other useful documents including:

- A detailed briefing note on the new RIPA codes and the changes they make to the local authority RIPA regime
- Revised colour flowcharts to help officers decide what type of surveillance they are undertaking
- A list of common mistakes to avoid
- A suggested template form to be used when doing non RIPA surveillance – not available elsewhere

**ABOUT THE AUTHOR**

**Ibrahim Hasan** is a solicitor and director of Act Now Training. He is one of the UK's leading authorities on RIPA and surveillance law. He has trained many local authorities and public sector organisations on this topic. He writes for various professional journals including the Law Society Gazette, Solicitors Journal and IRRV magazines. He has been interviewed on Radio 4 and Radio 5 about public sector information and surveillance. A full professional biography can be read at [www.actnow.org.uk](http://www.actnow.org.uk)



**WHO SHOULD BUY THE GUIDANCE?**

This document can be used by all local authority departments that undertake or advise upon covert surveillance under RIPA, including :

- Trading standards
- Environmental health
- Planning enforcement
- Benefit fraud
- Data protection
- Licensing
- Anti social behaviour
- Audit
- Legal

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This is for a CD Rom containing an electronic version of the whole document as well as Word and PDF versions of each form with guidance notes. This comes with a perpetual multi user license allowing you to upload the guidance/individual forms onto your intranet site and to make as many hard copies as you need for internal use. You can also amend and customise the guidance to suit your organisation's specific surveillance operations. You will also receive one colour bound copy for free.

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The Act Now RIPA/RIPSA Helpline is designed to supplement your internal surveillance law expertise by acting as a “sounding board” or “signpost service” for you to discuss your covert surveillance operations. Our experts will guide you through the relevant area of law; discuss possible legal tactics and how to complete the relevant standard Home Office forms. Full details: [www.actnow.org.uk](http://www.actnow.org.uk)

The RIPA changes, which came into force on 6<sup>th</sup> April 2010, require all officers and members to be trained to fully understand their role. We are one of the UK’s leading providers of in house training on RIPA and RIPSA. Our experts can deliver customised training at your premises for up to 25 staff often at the cost of sending a few delegates to an external course. Please e mail us for a quote: [info@actnow.org.uk](mailto:info@actnow.org.uk)

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