

Surveillance Form

Any surveillance that is **Directed** must be subject of a RIPA Authorisation
All of the criteria below must be answered in the positive to warrant a RIPA application

SECTION 1

Criteria	Yes/No please provide details	Examples
Is the Surveillance covert	No signage has been placed in the locality informing persons that cameras may be operating	No signage has been placed in the locality informing persons that cameras may be operating No the cameras are overt Yes the cameras are covert
Is the surveillance part of a specific investigation or operation Is the purpose of the surveillance to identify a previously unidentified offender	No signage has been placed in the locality informing persons that cameras may be operating	No the surveillance is focusing on an area of land where issues have previously been reported Yes a named individual is the subject of surveillance as part of an evidence gathering process.
Is the surveillance likely to result in the obtaining of private information about a person, intended or not	No not likely the cameras deployed are timed to operate when behaviour reported is likely to occur	No not likely the cameras deployed are timed to operate when behaviour reported is likely to occur Yes there is a strong possibility that private information will be obtained. This would be a RIPA application if it was also pre planned and covert.

The list above is not exhaustive but should be used as a reference when surveillance is being considered as part of an investigation. If in any doubt you should liaise with your Line Manager and/or the Streetscene Solicitor.

If you have answered "YES" to all three questions please refer to your own RIPA Process.

If you are not legally required to abide by RIPA regulations please complete section 2 of this form

SECTION 2

In all cases signage will be deployed in the locality of the area to be observed

What is the purpose of the surveillance? Please include details of necessity, proportionality and how you will reduce the risk of collateral intrusion

How long will the surveillance be in place? Any deployment of surveillance equipment should be no longer than two weeks

Why will signage not be deployed in the locality of the area to be observed?

Have appropriate risk assessments regarding deployment of equipment been carried out?

(Please attach to this document – Appendix C)

Outcome of the surveillance (To be completed at the end of the deployment)

Signed

Officer.....

.Date...

Authorising Signature*.....Date

*The authority to agree to deploy surveillance equipment not subject of RIPA can only be signed off by the Street scene Solicitor, in his absence the CCTV Manager, or Community Safety Manager are able to sign as Authorising Officers

Appendix C

Risk Assessment

Aspect	Likelihood	Severity	Risk	Mitigation/Notes
	A	B	A x B	
Damage or loss of equipment due to criminal act				
Damage or loss of equipment due to operation being compromised				
Threat to person deploying and retrieving the equipment				
Threat to third party arising from deployment of equipment being compromised				
Any additional risk to witnesses/complainants due to the deployment of equipment				
		TOTAL	10	

Likelihood

1= Improbable

2= Remote

3= Possible

4= Probable

5= Frequent

Severity 1 = Slight/Superficial

2 = Minor

3 = Moderate

4 = Major

5 = Fatal

RISK = LIKELIHOOD X SEVERITY

1-5 Very Low

6-10 Low

11-15 Moderate

16-20 High

21-25 Very High