

Unique Reference Number:	
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Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA)

Application for Authorisation of the Use or Conduct of a Covert Human Intelligence Source (CHIS)

Public Authority: (including full address)	
Name of Applicant:	
Senior Responsible Officer:	
Service Area:	
Full Address:	
Contact Details:	
Line Manager:	
Head of Service:	
Application date:	
Investigation/Operation Name (if applicable):	

Details of Application

1. Give rank or position of authorising officer in accordance with the Regulation of Investigatory Powers (Prescription of Offices, etc. and Specification of Public Authorities) (Scotland) Order 2010, SSI 2010/350 which came into force on 29 November 2010, as amended by the Regulation of Investigatory Powers (Authorisation of Covert Human Intelligence Sources) (Scotland) Order 2014.

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2. Identify which grounds the directed surveillance is necessary under Section 7(3) of RIPSA.

- For the purpose of preventing or detecting crime or of preventing disorder.
- In the interests of public safety.
- For the purpose of protecting public health.

3. Explain why the use or conduct of a covert human intelligence source (CHIS) is necessary in this particular case.

4. Explain why the authorised conduct or use of a source is proportionate to what it seeks to achieve.

5. Details of the purpose for which the source will be tasked or deployed.
(e.g. in relation to drug supply, stolen property, a series of racially motivated crimes etc.)

6. Where a specific investigation or operation is involved, details of the nature of that investigation or operation.

7. Nature of what the source will be tasked to do.

8. Details of the risk assessment on the security and welfare of the source. (including Juvenile and/or a vulnerable source)			
9. Details of any potential collateral intrusion and why the intrusion is justified. Include a plan to minimise Collateral Intrusion.			
10. Details of any intended intrusion and why this intrusion is necessary and proportionate?			
11. Confidential Information. Indicate the likelihood of acquiring any material subject to legal privilege or confidential information and the steps to be taken to avoid doing so.			
12. Anticipated Start Date:			
13. Head of Service consent to operation and application (name and date)			
14. Applicant's Details			
Name (print):		Telephone No.	
Grade/rank:		Date:	
Signature:			

TO BE COMPLETED BY AUTHORISING OFFICER

1. Authorising Officer's Comments. **This box must be completed.**

(View on the adequacy of the information in the application in relation to purposes, statutory grounds, information sought, any equipment to be used, identity of the source and subjects of intended operation)

2. Authorising Officer's belief as to why the use or conduct of a Covert Human Intelligence Source (CHIS) is necessary and proportionate to what is sought to be achieved by carrying it out

3. Authorising Officer's assessment of risks of collateral intrusion, acquisition of confidential information, retention of unused information and steps to avoid or mitigate those risks:

4. Authorising Officer's view on the risk assessment on the safety and welfare of the source:
(including any juvenile and/or vulnerable source)

5. Authorising Officer's decision and reasons for it – refusal, or authorisation, stating clearly what has been authorised and any parts of the application refused

6. Confidential Information Authorisation.			
7. Urgent Authorisation: Details of why application is urgent.			
8. Authorising Officer's Statement. This box must be completed.			
<i>Statement – Any Authorisation will be regularly reviewed to assess whether it remains necessary and proportionate to use a CHIS and whether the authorisation remains justified.</i>			
9. State expiry date and time of authorisation (maximum 12 months from authorisation date, or 72 hours for urgent authorisation from the time authorisation took effect, unless renewed or cancelled)			
Name (print):		Grade/Rank:	
Signature:		Date/Time:	
10. Date of first review:			
11. Date of subsequent reviews of this authorisation:			
For Urgent Authorisations only:			
12. Please give the reasons why the person entitled to act in urgency cases considered that it was not reasonably practicable for the authorisation to be considered by a person otherwise entitled to act.			
Name (print):		Grade/Rank:	
Signature:		Date/Time:	