

Operation Reference Number* (* Filing Ref)	
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\* Every application, together with its subsequent forms must carry a unique Reference Number: this facilitates monitoring in the central record by the monitoring officer.

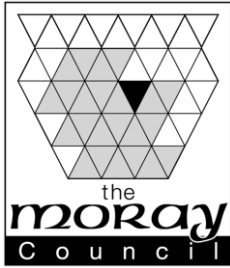
**REGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000**

**APPLICATION FOR AUTHORISATION OF THE USE OR CONDUCT OF A COVERT HUMAN INTELLIGENCE SOURCE (CHIS)**

<b>Public Authority</b> <i>(including full address)</i>	<b>The Moray Council</b> <b>Council Offices</b> <b>High Street</b> <b>Elgin</b> <b>IV30 1BX</b>
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<b>Name of Applicant</b>		<b>Service/Unit</b>	
<b>Full Address</b>			
<b>Contact Details</b>			
<b>Investigation/Operation Name</b> <i>(if applicable)</i>			

<b>How will the source be referred to? i.e. what will be his/her pseudonym or reference number.</b>	
<b>The name, rank or position of the person within the relevant investigating authority who will have the day to day responsibility for dealing with the source, including the source's security and welfare and responsibility for records under the 2002 RIPSA Source Records Regulations SSI No. 205 (Often referred to as the Handler)</b>	
<b>The name, rank or position of another person within the relevant investigating authority who will have general oversight of the use made of the source. (Often referred to as the Controller)</b>	



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**DETAILS OF APPLICATION:**

**1. Give rank or position of authorising officer in accordance with the Regulation of Investigatory Powers (Prescription offices/Ranks & Positions) (Scotland) Order 2000, SI No. 343 and any amendments thereto. If authorisation by the Chief Executive is required/recommended specify briefly why (see Moray Council RIPSAs Policy especially paras 7.1.1 & 9.3)**

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**2. Describe the purpose of the specific operation or investigation including the problem to be addressed and its seriousness in the context.**

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**3. Describe in detail the purpose for which the source will be tasked or used.**

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**4. Describe in detail the proposed covert conduct of the source or how the source is to be used, including details of any equipment that may be used.**

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**5. Identify on which grounds the conduct or the use of the source is necessary under Section 7(3) of RIPSA. Delete those that are inapplicable. Ensure that you know which of these grounds you are entitled to rely on.**

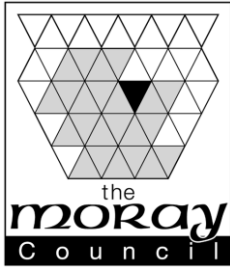
- For the purposes of preventing or detecting crime or of preventing disorder;
- In the interests of public safety;
- for the purpose of protecting public health;

**6. Explain why this conduct or use of the source is necessary on the grounds you have identified [Code paragraph 3.4] – consider in particular whether there is an identifiable offence to prevent or detect**

**7. Supply details of any potential collateral intrusion and why the intrusion is unavoidable. [Bear in mind Code paragraphs 3.6 to 3.10]**

**Describe precautions you will take to minimise collateral intrusion and how any will be managed.**

**8. Are there any particular sensitivities in the local community where the source is to be used? Are similar activities being undertaken by other public authorities that could impact on the deployment of the source? (see Code 3.9)**



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**9. Has a separate assessment of the risk to the source in carrying out the proposed conduct been provided with this application (see Code 5.36 to 5.38)**

**10. Explain why this conduct or use of the source is proportionate to what it seeks to achieve. How intrusive might it be on the subject(s) of surveillance or on others? How is this intrusion outweighed by the need for a source in operational terms, and could the evidence be effectively obtained by any other means? [Code paragraph 3.5] Explain why other methods have been discounted.**

**11. Confidential information [Code paragraphs 4.1 to 4.12]**  
**Indicate the likelihood of acquiring any confidential information.**

References for any other linked authorisations:

<b>12. Anticipated Start:</b>	<b>Date:</b>	<b>Time:</b>
<b>Suggested Review Dates:</b>		



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<b>13. Applicant's Details</b>	
Name (print)	Tel No:
Grade	Date
Signature	

<b>AUTHORISING OFFICER SECTION MUST BE COMPLETED WITH THE DETAIL DESCRIBED.</b>
<b>14. Authorising Officer's Statement. [Spell out the "5 Ws" – Who; What; Where; When; Why and How – in this and the following box.] The authorisation should identify the pseudonym or reference number of the source, not the true identity. Refer to part 4 of the application.</b>

<b>15. Explain <u>why</u> you believe the surveillance is necessary. [Code paragraph 3.4 refer to parts 5 &amp; 6 of the application] Explain <u>why</u> you believe the surveillance to be proportionate to what is sought to be achieved by their engagement. [Code paragraph 3.5 – refer to part 10 of the application]</b>



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**16. (Confidential/Religious Information Authorisation). Supply detail demonstrating compliance with Code paragraphs 4.1 to 4.12.**

**17. Date of first review**

**18. Programme for subsequent reviews of this authorisation: [Code paragraph 5.19 and 5.20]. Only complete this box if review dates after first review are known. If not or inappropriate to set additional review dates then leave blank.**

**ATHORISATION**

**AUTHORISING OFFICER SECTION MUST BE COMPLETED WITH THE DETAIL DESCRIBED.**

I, [insert name], hereby authorise the renewal of the use/conduct of the CHIS [insert pseudonym or reference number] as detailed above. The renewal of this authorisation will last for 12 months unless renewed in writing.

This authorisation will be reviewed frequently to assess the need for the authorisation to continue.

**Name (print)**

**Tel No:**

**Grade**

**Date**

**Signature**



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19. Authorising Officer's Details			
<b>Name (Print)</b>		<b>Grade</b>	
<b>Signature</b>		<b>Authorisation Time and Date granted*</b>	
		<b>Time and date authorisation ends</b>	
*Remember an authorisation must be granted for a 12 month period i.e. 1700 hours on 4 June 2006 to 2359 hours on 3 June 2007			

<b>20. Urgent Authorisation [Code paragraphs 5.15 and 5.16]: Authorising officer: explain why you considered the case so urgent that an oral instead of a written authorisation was given.</b>

<b>21. If you are only entitled to act in urgent cases: explain why it was not reasonably practicable for the application to be considered by a fully designated authorising officer</b>

22. Authorising Officer of urgent authorisation			
<b>Name (Print)</b>		<b>Grade</b>	
<b>Signature</b>		<b>Urgent Authorisation Date &amp; Time</b>	
<b>Urgent Authorisation expiry date:</b>		<b>Expiry time:</b>	
Remember the 72 hour rule for urgent authorities – check Code of Practice 5.18 e.g. authorisation granted at 1700 on 1 June 2006 expires at 1659 on 4 June 2006			