



## Investigatory Powers Training

Our investigatory powers training courses are designed to cover the whole spectrum with activities under the Regulation of Investigatory Powers Act (RIPA) 2000 and the Investigatory Powers Act (IPA) 2016. We also offer training in the equivalent legislation for other jurisdictions such as RIP(S)A in Scotland and RIPL for the Channel Islands.

We offer a full range of courses such as awareness training so that staff can appreciate the legislation and apply it to their working practices through to Authorising Officer training for those required to authorise the different covert activities or Senior Responsible Officers that are responsible for the oversight and governance within their organisation. Our training is externally accredited and can lead to the award of a formal qualification to demonstrate occupational competence in the workplace.

We work across the whole spectrum of organisations that require knowledge and understanding in these subjects.

Our courses have been designed to maximise the learning and they can be delivered either face to face or in real time virtually by our subject matter experts. All of our courses can be tailored to meet your requirements.

We can also mentor staff in their specific roles so that they have the confidence to undertake their required activities by having the support of a professional that has undertaken that role operationally.

### Courses:

- ❖ RIPA Awareness – 1 day
- ❖ RIPA Applications – 1 or 2 days
- ❖ RIPA Gatekeeper 1 or 2 days
- ❖ RIPA Monitoring Officer Training for Local Authorities – 1 day
- ❖ RIPA Authorising Officers – Various durations, dependent on needs
- ❖ Senior Responsible Officer – ½ day
- ❖ Senior Authorising Officer Training – 1 day
- ❖ Equipment Interference Awareness – ½ day
- ❖ Refresher Training – 1 day
- ❖ Advanced Skills Course – 3days
- ❖ Examining the link between RIPA/CPIA and DPA – ½ day

# Investigatory Powers Training

## RIPA Awareness Training – 1 Day

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This course has been designed for anyone who may need an awareness of the Investigatory Powers and the activities that can be undertaken. This training examines the key areas of RIPA and the IPA and applies them to the practical issues in the work place so that participants can understand where the boundaries lie and when activities need to be authorised.

### **Key learning points:**

- What are RIPA and the IPA and how do they affect your working practices?
- What is Directed Surveillance and when does it need to be authorised?
- When does online research become Directed Surveillance?
- What is Intrusive Surveillance and who can undertake this?
- When does someone become a Covert Human Intelligence Source (CHIS)?
- How can communications data be obtained to assist investigations?

### **Who should attend:**

Staff from any organisation covered by RIPA/IPA or seeking to be compliant including:

- Investigators and enforcement staff
- Intelligence Officers
- CCTV operators
- Researchers and analysts.



**Virtual classroom or  
Face to Face delivery**

# Investigatory Powers Training

## RIPA Applicant Training – 1 or 2 Days

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This course is designed to train staff in how to complete applications for any of the covert activities under RIPA, in accordance with legislation, policy and good practice so that it can stand scrutiny by the Authorising Officer and if required at a court or tribunal.

### **Key learning points:**

- What are the roles of the people involved from application to authorisation?
- When should an application be submitted?
- How to complete an application for covert activity?

### **We offer courses in:**

- Applying for directed surveillance.
- Applying for intrusive surveillance and/or property interference.
- Applying for the use or conduct of a Covert Human Intelligence Source (CHIS) and
- Applying for undercover activity.

### **Who should attend:**

Anyone that maybe required to complete an application for any activity under RIPA.

### **Levels of training:**

We offer two different levels of Applicant training:

- A Core Skills course
- An Advanced Skills course

Through completing the Advanced Skills course, you can work towards a formal qualification as an applicant so that you can demonstrate that you are qualified for this crucial role if you are ever challenged.



**Virtual classroom or  
Face to Face delivery**

# Investigatory Powers Training

## RIPA Gatekeeper Training – 1 or 2 Days

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Our RIPA Gatekeeper training is aimed at staff that are required to quality assure applications for covert activity such as supervisors or Central Authorities Bureau (CAB) staff and will allow them to perform this important roll efficiently and effectively.

### Key learning points:

- What are the roles of those involved in the RIPA process particularly the role of the Gatekeeper?
- How to quality assure an application.
- Can the Gatekeeper legally reject an application?
- What comments should the Gatekeeper make on the application for an Authorising Officer?
- What is required of the Gatekeeper once an application has been authorised?

### We offer courses in Gatekeeping applications for:

- Directed surveillance.
- Intrusive surveillance and/or property interference.
- Use or conduct of a Covert Human Intelligence Source (CHIS) and
- Undercover activity

### Who should attend:

Any staff member that may be expected to quality assure an application for covert activity prior to it being submitted to the Authorising Officer, such as:

- Supervisors or Managers, Police and Non-Police.
- Central Authorities Bureau staff.
- CHIS controllers or supervisors.

### Levels of training:

We offer two different levels of Gatekeeping training:

- A Core Skills course and
- An Advanced Skills course

Through completing the Advanced Skills course, you can work towards a formal qualification as an applicant so that you can demonstrate that you are qualified for this crucial role if you are ever challenged.



**Virtual classroom or  
Face to Face delivery**

# Investigatory Powers Training

## **RIPA Monitoring Officer Training for Local Authorities – 1 Day**

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The RIPA Monitoring Officer in a Local Authority undertakes a crucial role by managing the RIPA system, quality assuring applications and ensuring that the required post authorisation activities such as reviews, renewals and cancellations are completed within the required time frame.

### **Key learning points:**

- What are the roles in the RIPA process from application to authorisation including the role of the RIPA Monitoring Officer?
- What does 'good' look like in an application?
- How to quality assure an application.
- What comments should the RIPA Monitoring Officer make about an application to the Authorising Officer?
- What systems are required for the RIPA Monitoring Officer to effectively perform their role?

### **Who should attend:**

Local Authority staff performing the role of RIPA Monitoring Officer or Deputy RIPA Monitoring Officer.



**Virtual classroom or  
Face to Face delivery**

# Investigatory Powers Training

## Senior Responsible Officer Training – ½ Day

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Every organisation empowered under RIPA must appoint a Senior Responsible Officer (SRO) to ensure there is oversight and governance of the powers. This half day course has been designed for Senior Managers that have this responsibility on behalf of their organisation.

### **Key learning points:**

- What are the responsibilities of the Senior Responsible Officer?
- What constitutes errors and serious errors and what are the implications of this for the organisation?
- Areas of vulnerability through the use of RIPA or non-compliance.
- The expectations of the Investigatory Powers Commissioners Office (IPCO) on both the organisation and the SRO.

### **Who should attend:**

Senior Managers that have been identified to undertake the role of the SRO on behalf of their organisation including:

- Police forces (normally a Chief Officer).
- Other Law Enforcement Agencies.
- Local Authorities (normally a member of the Corporate Leadership Team) or
- Government Agencies.



**Virtual classroom or  
Face to Face delivery**

# Investigatory Powers Training

## RIPA Authorising Officer Training – Duration dependent upon your requirement

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It is important that Authorising Officers understand their role and the requirements placed upon them, as the RIPA process is now seen as one of the most effective routes for the defence to undermine the case. Our training has been designed to enable participants to authorise covert activity confidently in accordance with the legislation, good practice and guidance from the Investigatory Powers Commissioners Officer (IPCO).

### **Key learning points:**

- What is the role of the Authorising officer and how should it be undertaken?
- What are the six legal tests that the Authorising Officer must perform?
- How to construct and authorisation that is legally compliant.
- What safeguards should the Authorising Officer be aware of?
- How to correctly apply the key terms of necessity, proportionality and collateral intrusion.

### **Who should attend:**

Senior Managers that have been identified to perform the role of the Authorising Officer including staff from:

- Police Forces and Law Enforcement Agencies.
- Local Authorities.
- Government Agencies.
- Military.
- Regulatory bodies.

### **Levels of training:**

We offer three different levels of Authorising Officer training:

- A Core Skills course (1 day).
- Intermediate Skills course (2 days) and
- An Advanced Skills course (3 days).
- Plus, we offer a 1 day CHIS Authorising Officers module to accompany any of the above courses.

By completing the Advanced Skills course, we can offer a formal qualification as an Authorising Officer so that you can demonstrate that you are qualified and occupationally competent to undertake this crucial role.

Our Advanced Skills course is designed to meet the relevant National Occupational Standards (NOS) and for Police Forces training standards specified by the College of Policing.



**Virtual classroom or  
Face to Face delivery**

# Investigatory Powers Training

## Senior Authorising Officer (SAO) 1 Day

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Senior Authorising Officer is required to consider higher level activities such as

- Accessing confidential information
- Intrusive surveillance and property interference
- Juvenile or vulnerable CHIS
- Criminal conduct by a CHIS or
- Undercover activity

These are complicated areas of business which are closely scrutinised by the Investigatory Powers Commissioners Office (IPCO), Defence Lawyers and the Courts. Therefore, it is important that you understand the legislation, your role as the SAO relevant guidance and good practice.

### **Key learning points:**

- What is the difference between a Senior Authorising Officer and an Authorising Officer?
- What do you need to know to perform the role of the SAO effectively and lawfully?
- What should be included in the authorisation to ensure legal compliance?
- What responsibilities follow the giving of an authorisation?

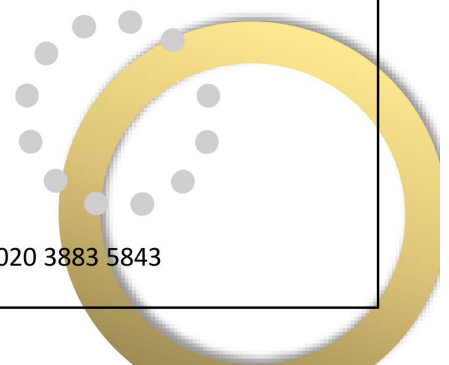
### **Who should attend:**

Senior managers that are designated under RIPA or IPA as Senior Authorising Officers including:

- Police Forces and Law Enforcement Agencies.
- Local Authorities.
- Government Agencies.
- Military organisations.
- Regulatory bodies.



**Virtual classroom or  
Face to Face delivery**





# Investigatory Powers Training

## Equipment Interference Awareness Training – ½ day

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This training session has been developed to give an awareness to anyone of the Investigatory Powers Act (IPA 2016) and in particular targeted equipment interference (TEI). As a result of the introduction of the IPA the TEI regime is now available to organisations that previously were unable to access these tactics, therefore this session gives an overview of the legislation and what constitutes targeted equipment interference.

### **Key learning points:**

- Overview of the Investigatory Powers Act 2016
- What is targeted equipment interference?
- When should a TEI warrant be obtained?
- The oversight regime to ensure that the powers are used correctly.
- The product management safeguards that are required including when the product of TEI can be used in evidence.
- What constitutes an urgent case, when can this be obtained and by which organisations?
- What is a British Isles connection and why is this important?

### **Who should attend:**

Anyone who may need an understanding of the TEI regime.



**Virtual classroom or  
Face to Face delivery**

# Investigatory Powers Training

## **RIPA Refresher Training – ½ day or 1 day**

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Our RIPA refresher training has been designed to refresh and update the knowledge and practical issues in relation to RIPA. The course reflects current stated cases, codes of practice, guidance from the Investigatory Powers Commissioners Office (IPCO) and current practical thinking around this area of business.

### **Key learning points:**

- Updates to RIPA and associated legislation.
- Refresh and update knowledge and practice regarding Directed Surveillance.
- Refresh and update knowledge and practice regarding CHIS.
- Product safeguards and error reporting.

### **Who should attend:**

It is recommended that anyone who has had any prior RIPA training should receive refresher training approximately every 18 months to refresh and update their knowledge regarding the current situation.



**Virtual classroom or  
Face to Face delivery**

# Investigatory Powers Training

## **Examining the connections between RIPA/CPIA and DPA – ½ Day**

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This half day training looks at the connections that have now been made between the Regulatory Investigations Powers Act (RIPA), the Criminal Procedures and Investigations Act (CPIA) & the Data Protection Act (DPA) and how they apply to activity in your organisation.

### **Key learning points:**

- What are the connections between RIPA, CPIA & DPA?
- Identifying what material is classed as data.
- The management of obtained material.
- Retention schedules.
- What internal policies are required?
- How to deal with errors and breaches.

### **Who should attend:**

- Any investigator using activities under RIPA, Investigatory Powers Act or CPIA.
- RIPA Applicants, Gatekeepers, Authorising Officers, Senior Responsible Officers or Senior Authorising Officers.
- CHIS handlers or controllers, surveillance operatives, undercover operatives or others engaged in covert activity.
- Researchers and analysts.
- Intelligence staff.



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Face to Face delivery**

# Investigatory Powers Training

## **RIPA & (RIPSA) Services**

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### **Application Drafting &/or Gatekeeping Service**

We understand how difficult it can be to draft an application or authorisation for activities under RIPA (or RIPSA). That's why we are here.

We offer a RIPA Gatekeeping Service so we can review and quality assure any applications or authorisations that you have drafted or if you prefer, we can draft an application or authorisation for you to review and sign.

We can quality assure any of the following applications or authorisations or we can write them for you:

- Directed Surveillance
- Intrusive Surveillance
- Covert Human intelligence Sources (CHIS)
- Test Purchase Operations
- Undercover Activity.

### **RIPA Policy Writing/Review Service**

We offer a RIPA (or RIPSA) policy review service. We can review your organisation's current policy to check if it fit for purpose and up to date. We can suggest any amendments that need to be included or if you prefer, we can do a complete write/rewrite for you.

### **RIPA (or RIPSA) Advice**

Often people find themselves in situations where they are unsure if they need a RIPA authority or authorisation. We can offer you our advice whereby we consider your situation and based on the legislation, guidance and operational experience we can give you advice as to whether or not an authorisation should be sought and practical solutions.

### **Pre-IPCO Inspections**

We offer a pre-IPCO inspection service to 'stress' test your systems, processes and to review your applications and authorisations. This will provide you with valuable feedback as to where IPCO are likely to identify any issues. This way you can be prepared and have your answers/action plans ready. Our pre-inspection service also takes account of the IPCO Data Assurance Programme to ensure that you are fully aware of any likely issues in advance of the formal inspection. We have a proven track record of working with organisations to secure an improved inspection report and this has on more than one occasion been the subject of positive comment by IPCO.

Contact us now, without any obligation, for more details of our services or courses and a highly competitive quote.