
Overview

This unit is about providing a central source of expertise on authorisations to obtain authorisation to carry out intelligence gathering and/or law enforcement activity. It encompasses a wide range of authorised activities, such as accessing communications and communications data, covert surveillance, deployment of covert human intelligence sources, searches, detention of individuals, financial investigation and firearms deployment.

This unit covers providing advice and guidance to those making and authorising applications as well as maintaining a register of applications and responding to requests from the relevant regulatory authorities. The function also involves monitoring authorised activities and ensuring that any breaches are dealt with appropriately.

There is one element

- 1 Advise on and administer authorisations

Target Group

This National Occupational Standard is for specialist officers carrying out this function, usually as members of their organisation's central authorisations unit.

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Advise on and administer applications

Performance criteria

You must be able to:

- P1 provide advice and guidance to those making and authorising applications, ensuring that all relevant **factors** are taken into account
- P2 evaluate the compliance of applications and authorisations with legal and organisational requirements, seeking further information or clarification, where necessary
- P3 monitor **authorised activities** to ensure that they comply with the authorisation granted, and take appropriate action in response to any breaches
- P4 maintain, update, retain and retrieve individual records of authorisations, in line with legal and organisational requirements
- P5 provide complete, accurate and timely information to regulatory bodies, as required
- P6 fully document all decisions, actions, options and rationale in accordance with current policy and legislation

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Advise on and administer applications

Knowledge and understanding

You need to know and understand:

Legal and organisational requirements

- K1 current relevant legislation, policies, procedures, codes of practice and guidelines for making and authorising applications
- K2 current relevant legislation, policies, procedures, codes of practice and guidelines for maintaining, updating, retaining and retrieving authorisations
- K3 current, relevant legislation and organisational requirements in relation to race, diversity and human rights
- K4 current, relevant legislation and organisational requirements in relation to health and safety and security

Advising on and administering applications

You need to know and understand:

- K5 how to provide advice and guidance to support those making and authorising applications
- K6 sources of specialist advice and guidance on making and authorising applications
- K7 the factors which should be taken into account when making and authorising applications
- K8 how to evaluate applications and authorisations to ensure they comply with legal and organisational requirements
- K9 whom to refer to when you need further information or clarification
- K10 the importance of taking action in response to any breaches and appropriate action to take in different circumstances
- K11 the information required by regulatory bodies and how to provide this information in a timely way
- K12 the importance of documenting all decisions, actions, options and rationale in accordance with current policy and legislation, and how to do so

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Additional Information

Scope/range

1. **factors**
 - 1.1 legality
 - 1.2 proportionality
 - 1.3 accountability
 - 1.4 necessity
 - 1.5 feasibility
 - 1.6 cost effectiveness
 - 1.7 desired outcomes
 - 1.8 risk assessments and security of activity
 - 1.9 community impact assessment

2. **authorised**
 - 2.1 communications and communications data
 - 2.2 covert surveillance
 - 2.3 covert human intelligence sources
 - 2.4 search
 - 2.5 detention
 - 2.6 financial investigations
 - 2.7 firearms deployment

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Advise on and administer applications

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