

# Using tasked witnesses and witnesses who assist

This guidance is based on the Regulation of Investigatory Powers Act 2000 (RIPA)

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## Using tasked witnesses and witnesses who assist

### About this guidance

<a href="#">Definition of a tasked witness</a> <a href="#">Criteria for using a tasked witness</a> <a href="#">Use and conduct authority – the process you must follow</a> <a href="#">Meetings with tasked witnesses</a> <a href="#">Considering security and other issues</a> <a href="#">The 'witnesses who assist' process</a>	<p>This guidance tells Home Office staff and criminal investigators working in the enforcement and crime group (ECG) about tasked witnesses and how to deal with them, about witnesses who assist and the modified process you are sometimes allowed to use.</p> <p>It gives information on the following:</p> <ul style="list-style-type: none"><li>• definitions of tasked witness and a witness who assists</li><li>• about the tasked witness process</li><li>• procedures for dealing with tasked witnesses, and</li><li>• the modified process for witnesses who assist.</li></ul> <p>Changes to this guidance – This page tells you what has changed since the previous version of this guidance.</p> <p>Contacts – This page tells you who to contact for help if your senior caseworker or line manager can't answer your question.</p> <p>Information owner – This page tells you about this version of the guidance and who owns it.</p> <p>Safeguard and promote child welfare - This page explains your duty to safeguard and promote the welfare of children and tells you where to find out more information.</p>	<p><b>In this section</b></p> <p><a href="#">Changes to this guidance</a></p> <p><a href="#">Contact</a></p> <p><a href="#">Information owner</a></p> <p>Links to staff intranet removed</p>
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## Using tasked witnesses and witnesses who assist

### Changes to this guidance

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This page lists changes to the using tasked witnesses and witnesses who assist guidance, with the most recent at the top.

Date of the change	Details of the change
29 April 2013	<p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"><li>• How to use the tasked witness process:<ul style="list-style-type: none"><li>○ sub-heading 'Dealing with confidential information' national source unit telephone number changed</li></ul></li><li>• First contact, authority levels and closure:<ul style="list-style-type: none"><li>○ sub-heading 'First point of contact' national source unit telephone number changed</li></ul></li><li>• Minor housekeeping changes.</li></ul>
6 November 2012	Revised by the modernised guidance team

#### Related links

[How to use the tasked witness process](#)

[First contact, authority levels and closure](#)

#### See also

[Contact](#)

[Information owner](#)

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## Using tasked witnesses and witnesses who assist

### Definition of a tasked witness

<a href="#">About this guidance</a> <a href="#">Criteria for using a tasked witness</a> <a href="#">Use and conduct authority – the process you must follow</a> <a href="#">Meetings with tasked witnesses</a> <a href="#">Considering security and other issues</a> <a href="#">The 'witnesses who assist' process</a>	<p>This section tells you the definition of a tasked witness.</p> <p>A tasked witness is a person who:</p> <ul style="list-style-type: none"><li>• is likely or expected to give evidence in any forthcoming court case as a witness</li><li>• is required to fulfil the role of a covert human intelligence source (CHIS) in connection with the enquiry, and</li><li>• will give evidence of their activity as a CHIS.</li></ul> <div data-bbox="465 635 1771 887" style="border: 2px solid red; padding: 10px;"><p style="text-align: center;">Restricted – do not disclose – start of section</p><p>The information in this page has been removed as it is restricted for internal UK Border Agency use only.</p><p style="text-align: center;">Restricted – do not disclose – end of section</p></div> <p>For more information and the full definition of a CHIS, see links:</p> <ul style="list-style-type: none"><li>• RIPA 2000, and</li><li>• Covert human intelligence sources code of practice.</li></ul>	Links to staff intranet removed
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## Using tasked witnesses and witnesses who assist

### Criteria for using a tasked witness

<a href="#">About this guidance</a> <a href="#">Definition of a tasked witness</a> <a href="#">Use and conduct authority – the process you must follow</a> <a href="#">Meetings with tasked witnesses</a> <a href="#">Considering security and other issues</a> <a href="#">The 'witnesses who assist' process</a>	<p>This page tells you the conditions the investigation must meet before you can apply to use a tasked witness.</p> <p>You must be satisfied all the criteria have been met before you can consider using a tasked witness.</p> <div data-bbox="465 478 1765 1417" style="border: 2px solid red; padding: 10px;"><p style="text-align: center;">Restricted – do not disclose – start of section</p><p>The information in this page has been removed as it is restricted for internal UK Border Agency use only.</p></div>	<b>Related links</b>  <a href="#">First contact, authority levels and closure</a>  Links to staff intranet removed
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## Using tasked witnesses and witnesses who assist

### Use and conduct authority – the process you must follow

<a href="#">About this guidance</a> <a href="#">Definition of a tasked witness</a> <a href="#">Criteria for using a tasked witness</a> <a href="#">Meetings with tasked witnesses</a> <a href="#">Considering security and other issues</a> <a href="#">The 'witnesses who assist' process</a>	<p>This section tells you about the benefits of using the tasked witness process, who to contact and the roles and responsibilities of the process.</p> <p>The use and conduct of a tasked witness process provides:</p> <ul style="list-style-type: none"><li>• a transparent, documented process:<ul style="list-style-type: none"><li>○ that gives a witness 'use and conduct' authority, and</li><li>○ without the need to disclose sensitive documentation or methods used.</li></ul></li></ul> <div data-bbox="465 630 1769 1029" style="border: 2px solid red; padding: 10px;"><p style="text-align: center;">Restricted – do not disclose – start of section</p><p>The information in this page has been removed as it is restricted for internal UK Border Agency use only.</p><p style="text-align: center;">Restricted – do not disclose – end of section</p></div> <p>By following the tasked witness process you can meet:</p> <ul style="list-style-type: none"><li>• all of the guidelines, and</li><li>• the requirements for using a tasked witness.</li></ul> <p>For more information see related links:</p> <ul style="list-style-type: none"><li>• RIPA 2000, and</li><li>• RIPA code of practice for the use of human intelligence sources.</li></ul>	<p><b>In this section</b></p> <p><a href="#">How to use the tasked witness process</a></p> <p><a href="#">First contact and authority levels and closure</a></p> <p><a href="#">Tasked witness process - roles and responsibilities</a></p> <p>Links to staff intranet removed</p>
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	<b>Dedicated source units (DSU)</b>	
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	You may come across the term 'dedicated source unit' when using a tasked witness. Dedicated source units are used for handling CHIS rather than tasked witnesses.	
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## Using tasked witnesses and witnesses who assist

### How to use the tasked witness process

<p><a href="#">About this guidance</a> <a href="#">Definition of a tasked witness</a> <a href="#">Criteria for using a tasked witness</a> <a href="#">Use and conduct authority – the process you must follow</a> <a href="#">Meetings with tasked witnesses</a> <a href="#">Considering security and other issues</a> <a href="#">The 'witnesses who assist' process</a></p>	<p>This page tells you about the tasked witness process and risks you need to think about when you are considering applying to use this process.</p> <p><b>Applications</b></p> <p>If you are dealing with a covert human intelligence source (CHIS) and you want to apply to use a tasked witness, you must be aware of and comply with:</p> <ul style="list-style-type: none"><li>• all relevant Home Office policy and associated procedures, including:<ul style="list-style-type: none"><li>○ Regulation of Investigatory Powers Act 2000 (RIPA), and</li><li>○ the Association of Chief Police Officers (ACPO) guidelines.</li></ul></li></ul> <div data-bbox="465 699 1769 914" style="border: 2px solid red; padding: 5px;"><p style="text-align: center;">Restricted – do not disclose – start of section</p><p>The information in this page has been removed as it is restricted for internal UK Border Agency use only.</p><p style="text-align: center;">Restricted – do not disclose – end of section</p></div> <p>For more information, see related links:</p> <ul style="list-style-type: none"><li>• RIPA 2000</li><li>• Covert human intelligence sources code of practice</li><li>• Application/renewal for the use and conduct of a tasked witness.</li></ul> <div data-bbox="465 1182 1769 1414" style="border: 2px solid red; padding: 5px;"><p style="text-align: center;">Restricted – do not disclose – start of section</p><p>The information in this page has been removed as it is restricted for internal UK Border Agency use only.</p></div>	<p><b>In this section</b></p> <p><a href="#">First contact and authority levels and closure</a></p> <p><a href="#">Tasked witness process - roles and responsibilities</a></p> <p>Links to staff intranet removed</p>
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## Using tasked witnesses and witnesses who assist

### First contact, authority levels and closure

[About this guidance](#)  
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[Criteria for using a tasked witness](#)  
[Use and conduct authority – the process you must follow](#)  
[Meetings with tasked witnesses](#)  
[Considering security and other issues](#)  
[The 'witnesses who assist' process](#)

This page tells you who to contact before you apply to use a tasked witness, what level of authority you must have to use one and closing the authority.

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#### In this section

[How to use the tasked witness process](#)

[Tasked witness process - roles and responsibilities](#)

#### Related links

[Considering security and other issues](#)

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## Using tasked witnesses and witnesses who assist

### Tasked witness process - roles and responsibilities

<p><a href="#">About this guidance</a> <a href="#">Definition of a tasked witness</a> <a href="#">Criteria for using a tasked witness</a> <a href="#">Use and conduct authority – the process you must follow</a> <a href="#">Meetings with tasked witnesses</a> <a href="#">Considering security and other issues</a> <a href="#">The 'witnesses who assist' process</a></p>	<p>This page tells you about the roles and responsibilities you will have, depending on your part in an investigation, which involves using a covert human intelligence source (CHIS) or tasked witness.</p> <p>Due to the complexities involved in many covert operations, the investigation must be overseen by an officer of at least:</p> <ul style="list-style-type: none"><li>• inspector (HMI)</li><li>• senior investigations officer (SIO), or</li><li>• detective inspector rank.</li></ul> <div data-bbox="465 703 1769 1417" style="border: 2px solid red; padding: 10px;"><p style="text-align: center;">Restricted – do not disclose – start of section</p><p>The information in this page has been removed as it is restricted for internal UK Border Agency use only.</p></div>	<p><b>In this section</b> <a href="#">How to use the tasked witness process</a></p> <p><a href="#">First contact and authority levels and closure</a></p> <p>Links to staff intranet removed</p>
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## Using tasked witnesses and witnesses who assist

### Meetings with tasked witnesses

<a href="#">About this guidance</a> <a href="#">Definition of a tasked witness</a> <a href="#">Criteria for using a tasked witness</a> <a href="#">Use and conduct authority – the process you must follow</a> <a href="#">Considering security and other issues</a> <a href="#">The 'witnesses who assist' process</a>	<p>This page tells you how to handle a meeting with a tasked witness and what records you must keep of the meeting.</p> <div><div>Restricted – do not disclose – start of section</div><div>The information in this page has been removed as it is restricted for internal UK Border Agency use only.</div><div>Restricted – do not disclose – end of section</div></div>	Links to staff intranet removed
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## Using tasked witnesses and witnesses who assist

### Considering security and other issues

<a href="#">About this guidance</a> <a href="#">Definition of a tasked witness</a> <a href="#">Criteria for using a tasked witness</a> <a href="#">Use and conduct authority – the process you must follow</a> <a href="#">Meetings with tasked witnesses</a> <a href="#">The 'witnesses who assist' process</a>	<p>This page tells you about the security matters and issues you need to be aware of when dealing with a tasked witness, and what to do if they arise.</p> <div><p>Restricted – do not disclose – start of section</p><p>The information in this page has been removed as it is restricted for internal UK Border Agency use only.</p></div>	<p><b>Related links</b></p> <p><a href="#">First contact, authority levels and closure</a></p> <p>Links to staff intranet removed</p>
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## Using tasked witnesses and witnesses who assist

### The 'witnesses who assist' process

<a href="#">About this guidance</a> <a href="#">Definition of a tasked witness</a> <a href="#">Criteria for using a tasked witness</a> <a href="#">Use and conduct authority – the process you must follow</a> <a href="#">Meetings with tasked witnesses</a> <a href="#">Considering security and other issues</a>	<p>This section tells you what the process is if you want to use a 'witness who assists' and which witnesses are eligible to be considered as a 'witness who assists'.</p> <p>The process for 'witnesses who assist' is one you can use when you have a witness who:</p> <ul style="list-style-type: none"><li>• is willing to 'assist' your investigation, but</li><li>• who will not be tasked with any covert activity.</li></ul> <div data-bbox="465 587 1765 1414" style="border: 2px solid red; padding: 10px;"><p style="text-align: center;">Restricted – do not disclose – start of section</p><p>The information in this page has been removed as it is restricted for internal UK Border Agency use only.</p></div>	<p><b>In this section</b></p> <p><a href="#">'Witnesses who assist' process - roles</a></p> <p><a href="#">Documents used in the 'witnesses who assist' process</a></p> <p><a href="#">Closing a case in the 'witnesses who assist' process</a></p> <p>Links to staff intranet removed</p>
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For general information on humint (human intelligence) and covert human intelligence sources (CHIS), see related links:

- RIPA 2000, and
- Covert human intelligence sources code of practice.

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## Using tasked witnesses and witnesses who assist

### ‘Witnesses who assist’ process - roles

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Using tasked witnesses and witnesses who assist

Documents used in the 'witnesses who assist' process

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## Using tasked witnesses and witnesses who assist

### Closing a case in the 'witnesses who assist' process

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[The 'witnesses who assist' process](#)

This page tells you about the steps you must take when you stop using the 'witnesses who assist' process.

Once the operation has finished there are various actions you need to take, depending on your role:

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**In this section**  
['Witnesses who assist' process - roles](#)

[Documents used in the 'witnesses who assist' process](#)



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## Using tasked witnesses and witnesses who assist

### Contact

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## Using tasked witnesses and witnesses who assist

### Information owner

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This page tells you about this version of the guidance on the use of tasked witnesses and witnesses who assist and who owns it.

Version	2.0
Valid from date	29 April 2013
Guidance owner	David Fairclough
Cleared by director	David Pennant Sonia Dower
Director's role	Director – Crime directorate Director – Strategy and intelligence directorate
Clearance date	11 October 2012
This version approved for publication by	David Fairclough
Approver's role	Assistant director, Crime directorate specialist teams
Approval date	23 April 2013

Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact the policy team, using the related link: Email CI inbox, who will ask the MGT to update the guidance, if appropriate.

The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the related link: Email modernised guidance team.

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[Contact](#)

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