

12 January 2023

IR-01-22-35636

John Walter  
[fyi-request-21130-dc576ad7@requests.fyi.org.nz](mailto:fyi-request-21130-dc576ad7@requests.fyi.org.nz)

Dear John

I refer to your online Official Information Act 1982 (OIA) request of 15 November 2022, in which you ask for:

*"Search and Surveillance - User Guide 011214 (Final v2.0)" or any later version.*

In response to your request, please find attached a copy of the relevant NZ Police user guide:

- Search and Surveillance System User Guide, Version 2.0, December 2014

You will notice that some of the text in the sections provided is in underlined blue type. This text links to other information in the Police Manual, which has not been provided to you.

Any redactions in the material provided relate to information that is withheld pursuant to section 9(2)(a) of the OIA as it is necessary to protect the privacy of natural persons, including that of deceased persons.

If you are not satisfied with my response to your request, you have the right to refer the matter to the Ombudsman.



Craig Scott  
Detective Inspector  
Police National Headquarters

**Police National Headquarters**

180 Molesworth Street. PO Box 3017, Wellington 6140, New Zealand.  
Telephone: 04 474 9499. Fax: 04 498 7400. [www.police.govt.nz](http://www.police.govt.nz)

# Search and Surveillance systems



User Guide

Version 2.0  
December 2014

Implementation Team  
Information Communication Technology Service Centre  
The Royal New Zealand Police College  
Papakowhai Road, Private Bag 50040  
PORIRUA

© New Zealand Police

December 2014

This document, or any portion of it, may not be reproduced or transmitted in any form or by any means, electronic or mechanical (including photocopying, recording or by any information storage retrieval system), without the express written permission of the New Zealand Police.

# Table of Contents

---

<b>About this Guide .....</b>	<b>4</b>
<b>About the Search and Surveillance systems .....</b>	<b>6</b>
<b>1) Search and Surveillance system .....</b>	<b>7</b>
Log in and out .....	7
Navigation .....	10
Creating Search Warrants.....	15
<i>Introduction.....</i>	<i>15</i>
<i>Create a search warrant application .....</i>	<i>19</i>
<i>Add targets to your application.....</i>	<i>25</i>
<i>Adding a warrant .....</i>	<i>36</i>
<i>Managing target conflicts .....</i>	<i>43</i>
<i>Requesting 'Closed' status for a target.....</i>	<i>44</i>
<i>Previewing and printing search warrant applications.....</i>	<i>47</i>
Submit a search warrant application for approval.....	49
<i>Reassigning an application .....</i>	<i>51</i>
<i>Self-approving an application .....</i>	<i>52</i>
Finalise, print and save a search warrant application.....	54
Copy an application.....	59
Deleting and Undeleting an application .....	61
Amend an application.....	64
Create a Facility for use in the Search & Surveillance application.....	66
Copy NIA ID .....	69
Reviewing and approving a search warrant application.....	71
<i>Approving a search warrant application .....</i>	<i>73</i>
<i>Amending or reassigning an application .....</i>	<i>74</i>
<i>Rejecting a search warrant application .....</i>	<i>74</i>
Outcomes.....	76
<i>Record an application outcome.....</i>	<i>76</i>
<i>Granted applications.....</i>	<i>78</i>
<i>Record warrant outcome.....</i>	<i>80</i>
<i>Reporting to Issuing Officer.....</i>	<i>88</i>
<i>Target Application History Access.....</i>	<i>91</i>
<i>Refused applications .....</i>	<i>92</i>
<i>Not Submitted applications .....</i>	<i>94</i>
<i>Completing an application.....</i>	<i>96</i>
<i>Re-opening a Completed application .....</i>	<i>97</i>
Query .....	99
Target History Query .....	101
<b>2) Warrantless Notification System (via eEquip) .....</b>	<b>104</b>
Log in and out .....	104
Navigation .....	107
Warrantless Power Notifications.....	108
Viewing and editing submitted warrantless notifications .....	114
Printing and saving an electronic copy of a warrantless notification.....	115
<b>Glossary.....</b>	<b>118</b>



## About this Guide

---

**Purpose** This guide supports Police personnel using the Search and Surveillance systems.

It is intended as an introduction to the Search and Surveillance systems.

---

**What's not included** This guide does not discuss the business rules behind the process preparing and approving search warrants and making warrantless entry or search power notifications.

It also does not cover the following functions:

- Surveillance Device Warrant Application
- Declaratory, Production & Examination Orders
- Warrantless Surveillance Device Power Notification
- Warrantless Road Block
- Integrated Forms Reporting, e.g. Arms, CYP, Biosecurity, Drugs

For information on these functions, refer to Police Forms and the [S&S intranet site](#).

---

**Audience** This guide is intended to be used by:

- staff who prepare and approve search warrant applications, and
- staff who complete warrantless power notifications.

---

**Assumptions** It is assumed that the reader:

- can use a computer
- is familiar with Police business
- has access to the Search and Surveillance systems, and NIA.

---

**Version history** The table below shows the version history of this guide.

Date	Author	Update description
Aug 12	Mandy Corderoy	Guide created
Sep 12	Fiona O'Kane	Updates
Dec 12	Mandy Corderoy	Updated for 1.2 release
Dec 12	Mandy Corderoy	Updated for the changes to the Warrantless system
Apr 13	Mandy Corderoy	Updated for 1.3 release
Dec 14	C M Daly	Revised for 2.0 release of changes arising from Multi-warrant Enhancement Project

---

## About this Guide, Continued

---

### Icons

In this guide the following icons will be used to highlight different points to note:



Hint or tip




Caution

---

### Hyperlinks

If you are using an electronic version of this guide, you can navigate around it by clicking on the relevant section in the Table of Contents or on hyperlinks that provide cross-references to key sections.

Hyperlinks are shown in **[blue, bold, underlined text](#)**.

When you hover your mouse cursor over a hyperlink, the cursor will change to . Click your left mouse button and you will be taken to that section or page number.

At the end of each section you can return to the Table of Contents by clicking on the following link:

Return to  
**[Table of Contents](#)**

---

Return to  
**[Table of Contents](#)**

# About the Search and Surveillance systems

---

## Introduction

The Search and Surveillance Act 2012 took effect from 1 October 2012. This Act requires police to record information relating to searches and surveillance of targets.

The Search and Surveillance systems are used to record details of warranted and warrantless powers and the outcomes of those searches.

The purposes of the two systems are shown in the table below, as well as how these systems can be accessed.

<b>System</b>	<b>Purpose</b>	<b>Accessed</b>	<b>Reference (within this document)</b>
Search and Surveillance	Creating search warrant applications and reporting outcomes.	via the Police intranet	<a href="#">1) Search and Surveillance system</a>
Warrantless Notification	Record the results of using warrantless powers	via the eEquip system	<a href="#">2) Warrantless Notification System (via eEquip)</a>

---

Return to  
[Table of Contents](#)

# 1) Search and Surveillance system

## Log in and out

- When to use** This system is used for:
- creating search warrant applications
  - creating search warrants, and
  - reporting outcomes.

**How to access** If you have access to NIA, you automatically have access to the Search & Surveillance (S&S) system. If you have any access issues, contact the help desk.

Access S&S by clicking **All Applications** from the home page of the Police Intranet, then clicking **Search and Surveillance**.

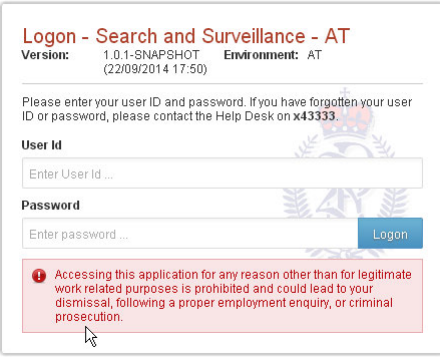
The screenshot shows the New Zealand Police Intranet home page. At the top, there is a navigation bar with the following links: Home, Police Instructions, Tools & Resources, Districts & Groups, Projects, News & Updates, and Station Phonebook. Below the navigation bar, there is a 'Feature News' section with a blue background and the title 'Search and Surveillance'. It features a photo of Deputy Commissioner Viv Rickard and Assistant Commissioner Malcolm Burgess, along with a brief description of their study break from Search and Surveillance training. To the right of the Feature News is a 'News Feeds' section with a 'stuff.co.nz' logo, displaying several news items with dates and headlines. On the far right, there is a 'Who's Who Search' box with a search input field and a 'Search' button. Below the search box is an 'Essential Links' section with a list of links, including 'All Applications' which is highlighted with a red box. Other sections include 'TENINE', 'POLPOSITIO NZ', 'What's Going On?' with a list of links, and 'As I see it - Commissioner's Blog' with a photo of a man and a short article.

Continued on next page

# Log in and out, Continued

## Log in to S&S

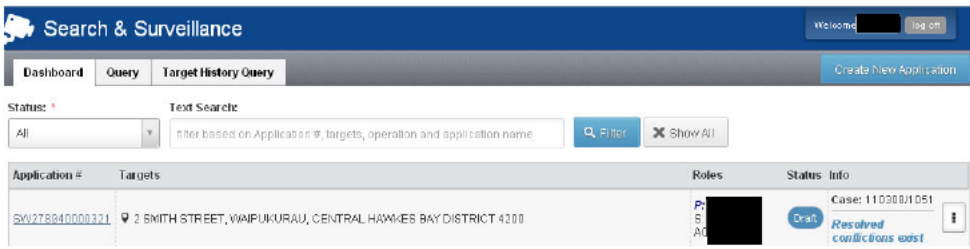
Follow these steps to log in to S&S from the **Applications** page of the Police Intranet.

Step	Action
	<p><a href="#">Scheduled Tasks</a> Use this link to create and manage CARD Scheduled Tasks</p> <p><a href="#">Search and Surveillance</a> Search and Surveillance system for creating and reporting against search and surveillance device applications and warrants (requires login). To enter Warrantless Notifications, you need to click on the eQuip icon on your desktop. System <a href="#">User Guide</a> (PDF). Also look at <a href="#">What's New</a>. Copies of all forms can also be found in Police Forms (Microsoft Word).</p> <p><a href="#">Shared mailbox portal</a> View all mail-in databases you have access to. No additional password required.</p>
<p>1</p>	<p><b>Click Search &amp; Surveillance.</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>The S&amp;S works on the Google Chrome Browser. If the link is selected when you are using Internet Explorer you will be taken to a page advising:</li> </ul> <p style="text-align: center;">This application isn't supported by your browser. To launch the application in Chrome, please click on the link below:</p> <p style="text-align: center;"><a href="#">Search and Surveillance</a></p> <ul style="list-style-type: none"> <li>This link will launch Chrome on your PC and take you to the S&amp;S logon panel below.</li> </ul> <p><b>Result:</b> The <b>Search and Surveillance</b> logon screen is displayed.</p> 
<p>2</p>	<p>Enter your User ID and Enterprise password. The password is case sensitive.</p>
<p>3</p>	<p><b>Click Login.</b></p> <p><b>Result:</b> The <b>Dashboard</b> tab is displayed showing a list of your applications with targets, roles, status and names.</p>

*Continued on next page*

## Log in and out, Continued

### Log in to S&S (Continued)

Step	Action
	 <p><b>Note:</b> If your S&amp;S session is left unattended for more than two hours, your connection will time out. As long as the browser is left alone, you can log back in and continue where you left off. If the browser is closed, any data you have not saved will be lost.</p>

### Saving work


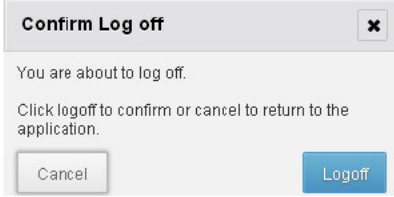



There is no autosave function in S&S.

Save your work regularly by clicking  when you finish working on a screen.

### Log out of S&S

Follow these steps to log out of S&S.

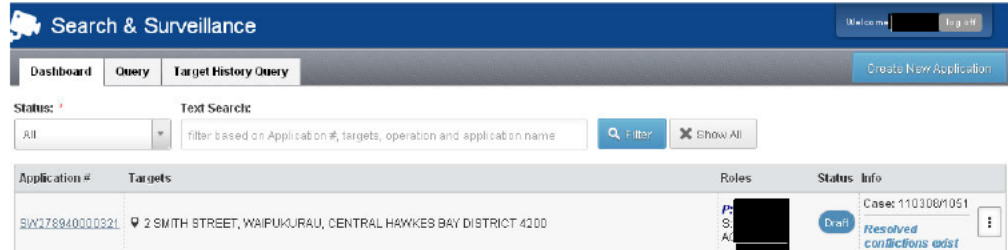
Step	Action
1	<p>Click the  button on the upper right hand side of the screen.</p> <p><b>Result:</b> A confirmation screen pops up.</p> 
2	<p>Click the  to confirm your log out of S&amp;S.</p> <p><b>Result:</b> You are now logged out.</p>

Return to  
[Table of Contents](#)

# Navigation

## Introduction



This view is the default screen once you log into the system. From here you can navigate to any application you have a role in, or create a new application.

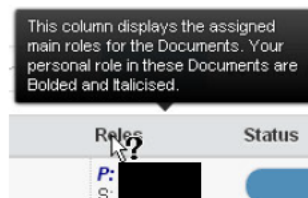


Refer to the table below for more information on these tabs.

Tab	Page
Dashboard	<a href="#">See below</a>
<a href="#">Query</a>	<a href="#">99</a>
<a href="#">Target History Query</a>	<a href="#">101</a>

## Hover Help

A  indicates that Hover Help is available for a column heading. Hover your mouse pointer over a column heading. When the pointer changes to , an explanation of the column will be displayed.



*Continued on next page*

## Navigation, Continued

---

**Scroll bar** When using the vertical scroll bar it is best to click and drag the scroll bar rather than use the up and down arrows.

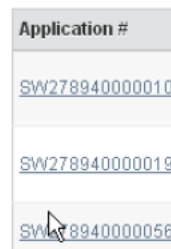
---

**Viewing permissions** You are only able to view documents you have a role in.  
**Reference:** See the table on page [16](#) for role types and functions.

---

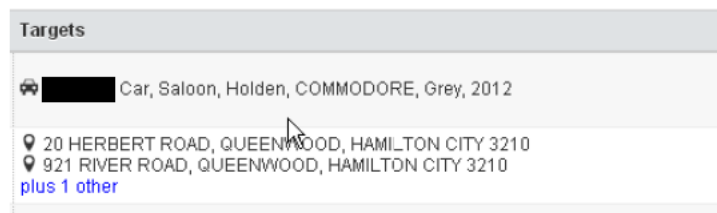
**Dashboard** The dashboard consists of six columns:





- **Application #** – a list of all current applications for search warrant(s) associated with the user.



Application #
<a href="#">SW278940000010</a>
<a href="#">SW278940000019</a>
<a href="#">SW278940000056</a>

- **Targets** – the targets associated with the application. The first two targets are displayed; a count (in blue) reflects the number of other targets associated with the application.



Targets
  Car, Saloon, Holden, COMMODORE, Grey, 2012
 20 HERBERT ROAD, QUEENWOOD, HAMILTON CITY 3210
 921 RIVER ROAD, QUEENWOOD, HAMILTON CITY 3210
<a href="#">plus 1 other</a>

- **Roles** – lists the key roles associated with the application, including the Primary owner (P), Secondary owner (S), Approving officer (AO). The user's personal role in these applications is ***bolded in blue and italicised***.



Roles	OR	Roles
<i><b>P:</b></i> 		<i><b>P:</b></i> 
<i><b>S:</b></i> 		<i><b>S:</b></i> 
<i><b>AO:</b></i> 		<i><b>AO:</b></i> 

---

Continued on next page



## Navigation, Continued

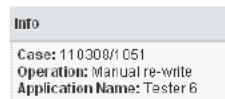
---

### Dashboard (Continued)

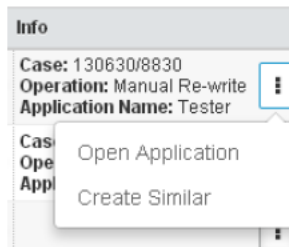
- **Status** – lists the current status (colour-coded) of each application. For example:



- **Info** – Lists key information about the application, including case number, name of operation it is associated with, and a user defined name for the application. For example:




- **Menu** – Clicking on the menu button (☰) at the right of each application allows you to either open the application for editing, or to create a similar application (See [Copy an application](#) on page 59).



---

### Return to Dashboard

If you are working in an application and wish to return to your dashboard and full list of applications, click on the  button at the top right of your screen.






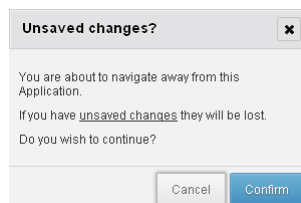
*Continued on next page*

## Navigation, Continued

---

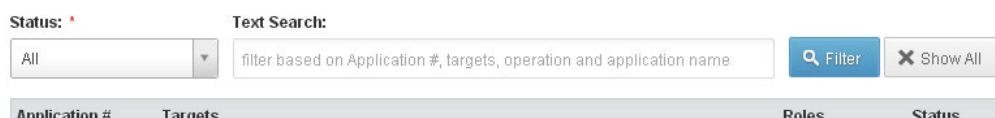
### Return to Dashboard (Continued)

If you have not saved changes to your application the following prompt will appear. Either click  and then  to save any changes, or  to proceed **without** saving changes.

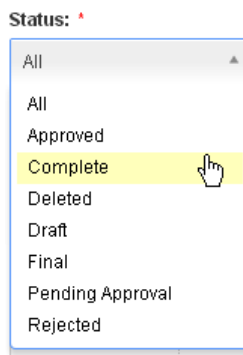


### Filter & Search

The bar above the columns allows you to filter and search your list of applications.



**Filter by status:** Clicking in the **Status** field presents a drop-down menu that allows you to show All applications (this is the default), or only those applications with the status selected (draft, pending approval, approved, rejected, etc.)



Deleted applications will show in your list for 24 hours from when they were deleted, and can be re-opened within this timeframe if deleted in error (see [Undeleting a search warrant application](#) page [62](#)).

---

*Continued on next page*

## Navigation, Continued

---

### Filter & Search (Continued)



**Text search:** This allows you to filter your applications based on the Application #, or text within the targets field, operation and application name. Text is **NOT** case-sensitive. Partial words can be recognised (e.g., “ho” would bring up both “Holden” and “Honda”). This function only applies to text on your dashboard list; it does not search the body of any application.

#### Text Search:

filter based on Application #, targets, operation and application name

To filter your Applications, select the required status and/or enter your text, and click the  button. To display all your Applications again click the  button.

---

### Query

The **Query** tab allows you to search across all applications that you have access to. This is explained further in the [Query](#) chapter on page [99](#).

---

### Target History Query

The **Target History Query** tab allows you to search for any other applications for warrants associated with a target NIA Id number. This is explained further in the [Target History Query](#) chapter on page [101](#).

---

### Create New Application

A new application for a warrant(s) is created by clicking on the button  towards the top right corner of your screen.

Alternatively, a new application can be created by clicking the  menu button at the right of an existing application on the Dashboard, and selecting **Create Similar**.

The process of creating a search warrant application will be covered in the following section.

---

### Edit an existing Application

To edit an existing application listed on your Dashboard, click on the relevant hyperlink under **Application #**.

Alternatively, an existing application can be opened by clicking the  menu button at the right of the application on the Dashboard, and selecting **Open Application**.

---

Return to  
[Table of Contents](#)

# Creating Search Warrants

---

**Introduction** This section explains how to create a search warrant application, and search warrants.

---

**Before you begin - using with NIA** The S&S system has been designed to be used in conjunction with NIA.

A NIA Case ID is mandatory in the S&S system when creating an application. Query functions in relation to targets also have an option to input the relevant NIA ID. Targets that are 'Things' can only be queried and selected if they have a NIA ID.



It is recommended that you have NIA and S&S open at the same time, and toggle between systems as required.



It is good practice to review NIA information in relation to a case and search warrant application targets prior to commencing an application, to ensure that you have all the relevant information to include in your application.

**Note:** If required information has not been entered in NIA, you must create a record in NIA before beginning the S&S application.

---

**Additional application history** You can check the application history of your targets by entering the **Target NIA Id** in the **Target History Query** tab.

---

**Required roles** Each search warrant requires:

- a primary owner
- a secondary owner, and
- an approving officer.

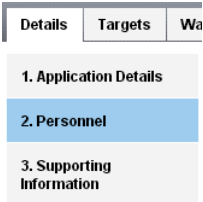
However, you do not need to enter the approving officer until the application is ready to approve.

---

*Continued on next page*

## Creating Search Warrants, Continued

**Role functions** The table below shows the required roles and their function.

Role	Function
Primary owner	The person who creates the search warrant. Normally the person who will execute the warrant.
Secondary owner	A person who can act as a backup to the primary owner. This person can edit a document they have not created.
Applicant	The person who is applying for the warrant and has responsibility for completing outcomes and reporting to the Issuing Officer if required.
Approving officer	A person who can approve the application content. This should be the supervisor of the primary owner.
General User - (Optional)	<p>A person who can assist with completing the majority of the form (e.g. typist/ FMC Staff).</p> <p><b>Note:</b> This can only happen after the primary owner has completed the minimum data required to save the application, and added the staff member's QID in the <b>General Users</b> field under <b>Personnel</b> on the <b>Details</b> tab.</p>  <p>Once the minimum information has been entered and saved, it can be accessed by the <b>General User</b>.</p>

### Notes on required roles

- Each QID can be used only once per application (e.g. the approving officer cannot also act as the secondary owner).
- More than one QID can be entered under **General Users**.
- A general user can also change the QID in the **General Users** field (e.g. if a FMC/Typist Supervisor needs to allocate the document to another FMC/Typist).
- If the typist's QID is not entered in the **General Users** field they will not see the document on the dashboard when they log into the S&S system.
- The role of the **General User** is limited. Once the search warrant is finalised General User access is terminated.
- Search warrants can only be viewed by those people who have a role in them, e.g. secondary owner.

*Continued on next page*

## Creating Search Warrants, Continued

---

### Minimum data to save search warrant application

The minimum information that must be entered to create and save a search warrant application is:

- Primary owner
  - Secondary owner.
- 

### Mandatory information

Mandatory information fields in the S&S system are denoted by a red asterisk (\*).

In some cases you will not be able to progress beyond a screen without entering the mandatory information. In such cases the field(s) that require information to be added will be highlighted as follows:

The screenshot shows a form with a field labeled "Secondary Owner" marked with a red asterisk. A red box highlights the field with the text "This field is required". Below this, the word "or" is centered. Another screenshot shows a tabbed interface with tabs for "Evidential Material", "Details", "Additional Information", and "Warrant". The "Details" tab is active, and a red box highlights the "Details" tab with a red "1" and the text "One of these fields is required: Relates to MODA, Does not relate to MODA". Below the tabs are two checkboxes: "Relates to MODA" and "Does not relate to MODA".

In other cases, a warning message may be given (see below). This warning may be ignored for the moment but will need to be addressed prior to submitting the application for approval or previewing a printed version of the application.

The screenshot shows a "Warnings" dialog box with a close button (X) in the top right corner. The message inside reads: "• No evidential materials have been selected". At the bottom of the dialog are two buttons: "Cancel" and "Ignore Warnings and Continue".

You will not be able to submit an application for approval without completing required information. If you try to submit an application with required information missing, the number of fields that have information missing is highlighted.

In the following example, four pieces of information are missing; one in Application Details (the NIA Case number which has its field highlighted with a red border), and three pieces of information in the Personnel tab). As each item is addressed, the numbers reduce.

---

*Continued on next page*

## Creating Search Warrants, Continued

4

Details Targets Warrants

1. Application Details 1

2. Personnel 3

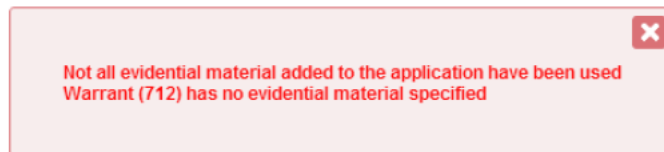
3. Supporting Information

Application Name: Tester 6

Operation Name: Manual re-write

NIA Case Number: This field is required

You will not be able to preview or print an application without completing the required information. In such cases a message will appear that lists the required information that is missing. For example:



In this example, going to the **Warrants** tab will show where the missing information is to be added. Click on [\[Add\]](#) to go to the relevant screen to add the required information. See below.

Details Targets Warrants

#	Target	Offences	Evidential Material	Executing Officer	Ris As:
712	4 TACY STREET, KILBIRNIE, WELLINGTON CITY 6022	1	<a href="#">[Add]</a>	[REDACTED]	

*Continued on next page*




Return to  
[Table of Contents](#)

# Creating Search Warrants, Continued

## Create a search warrant application

### Create a search warrant application

Follow these steps to create a search warrant application.




Step	Action
1	<p>Create a new application for a warrant(s) by clicking on the button  at the top right corner of your <b>Dashboard</b> screen.</p> <p><b>Result:</b> The <b>Create Application</b> screen is displayed as follows.</p>  <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>• The <b>Primary Owner</b> is the user by default.</li></ul> <p>Alternatively, a new application can be created by clicking the  button at the right of an existing application on the Dashboard, and selecting <b>Create Similar</b>. See <a href="#">Copy an application</a>, at page <a href="#">59</a>.</p>
2	<p>Enter a QID or Surname in the <b>Secondary Owner</b> field (a drop-down list will appear). Select the relevant name. This person can also edit the document.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>• A <b>Secondary Owner</b> must be defined to continue. The <b>Secondary Owner</b> can be changed at any point.</li><li>• When this role is entered, the Secondary Owner will be notified by automated email that they have been assigned the role on this application.</li></ul>

*Continued on next page*



## Creating Search Warrants, Continued

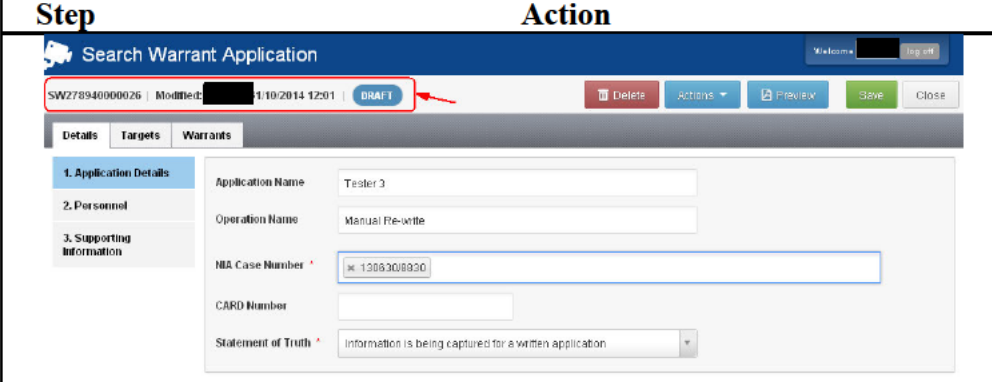

### Create a search warrant application (continued)

Step	Action
3	<p>Enter a QID or Surname in the <b>Approving Officer</b> field. This should be the Primary Owner's supervisor (Sergeant or above). (a drop-down list will appear). Select the relevant name. This person can also edit the application, up to and including the point at which it is being considered for approval.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>• The <b>Approving officer</b> must be different from the <b>Primary Owner</b> and the <b>Secondary Owner</b>.</li><li>• Entering an <b>Approving officer</b> is optional at this point, but must be added before the application is submitted for approval.</li><li>• The Approving officer can be changed at any point</li><li>• When this role is entered, the Approving Officer will be notified by automated email that they have been assigned the role on this application.</li></ul>
4	<p>[Optional] Enter a name for your application in the <b>Application Name</b> field.</p> <p> It is recommended that you enter a meaningful name for your application to aid future searches and/or its use as a template using <b>Create Similar</b>.</p>
5	<p>[Optional] If your warrant is linked to an ongoing Operation, enter the name of the Operation in the <b>Operation Name</b> field.</p> <p> While optional to enter the name of any Operation the warrant is linked to, it is good practice to do so, to aid future searches and/or its use as a template using <b>Create Similar</b>.</p>
6	<p>Once the relevant information is entered, click on  to proceed.</p> <p><b>Result:</b> The <b>Application Details</b> tab is displayed.</p>

*Continued on next page*

## Creating Search Warrants, Continued



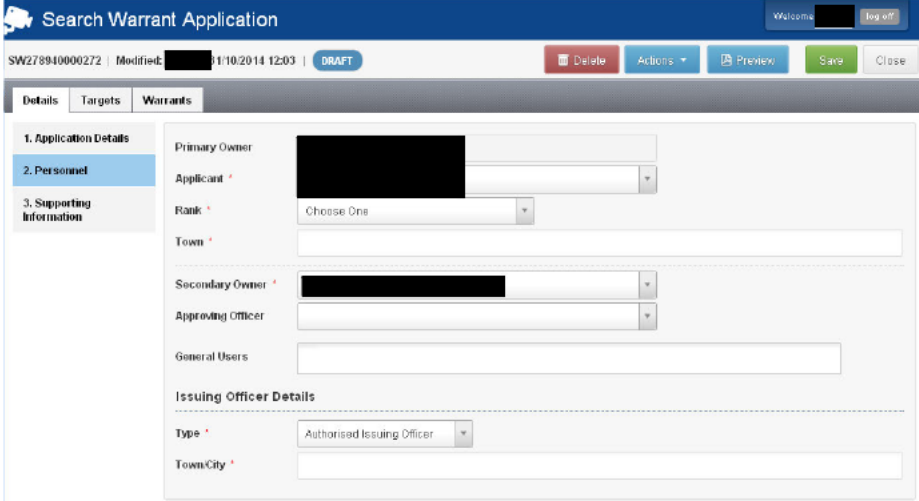
### Create a search warrant application (continued)

Step	Action
	
<p><b>Note:</b> The information in the red rectangle above the tabs shows:</p> <ul style="list-style-type: none"> <li>• the application number you are working on</li> <li>• the QID of who modified the application last (which may be the primary or secondary owner, approving officer or general user)</li> <li>• the date and time it was last saved</li> <li>• the status of the application – <b>Draft</b> in the example shown.</li> </ul>	
<p> It is recommended that you work systematically through each tab and sub-tab (i.e. Details – 1 Application Details, 2 Personnel, 3 Supporting Information; Targets – 1 Targets, 2 Offences, 3 Evidential Material; Warrants) to build the information that you will add to your warrant application.</p>	
<b>Details tab – 1. Application Details</b>	
7	Enter the <b>NIA Case Number</b> the application is in relation to.  <b>Note:</b> This is a required field.
8	[Optional] Enter the <b>CARD Number</b> .
9	<b>Statement of Truth:</b> Click on the field to show a drop-down list of options, and select: <ul style="list-style-type: none"> <li>• <b>Information is being captured for a written application</b> (default); or</li> <li>• <b>Information is being captured from an oral application.</b></li> </ul> <b>Note:</b> This is a required field.

*Continued on next page*

## Creating Search Warrants, Continued




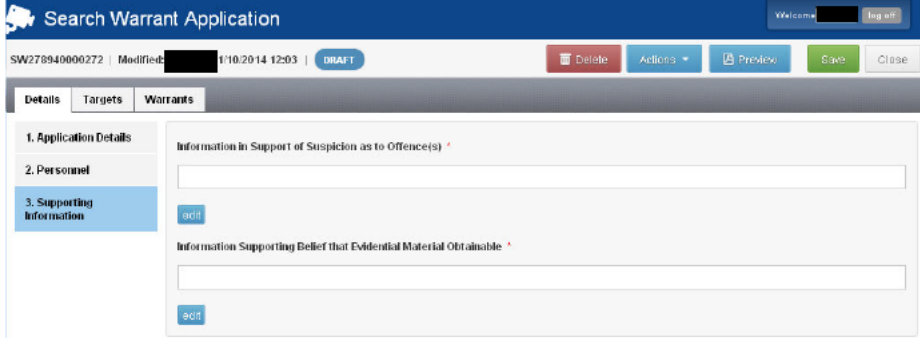


Create a search warrant application (continued)

Step	Action
10	<p>Once the relevant information is entered, click on <b>2. Personnel</b> to proceed.</p> <p> Save your work as you go! Click .</p> <p><b>Result:</b> The <b>Personnel</b> tab is displayed.</p> 
<b>Details tab – 2. Personnel</b>	
11	<p><b>Applicant:</b> The <b>Applicant</b> on the search warrant application defaults to the Primary Owner. If you wish to change the applicant, enter a QID or Surname in the <b>Applicant</b> field (a drop-down list will appear). Select the relevant name.</p> <p><b>Note:</b> When this role is changed, the new Applicant and Secondary Owner will be notified by automated email that a new applicant has been assigned on the application.</p>
12	<p><b>Rank &amp; Town:</b> If these fields are not automatically populated, click on the <b>Rank</b> field and select the appropriate rank of the applicant.</p> <p>In the <b>Town</b> field, enter the town or city in which the applicant is based (free text).</p> <p><b>Note:</b> These are required fields.</p>
13	<p>Enter <b>General Users</b> if required (QID, surname), e.g. a typist.</p> <p><b>Note:</b> Once the search warrant is <b>finalised</b>, a General User's access is terminated.</p>

*Continued on next page*

# Creating Search Warrants, Continued

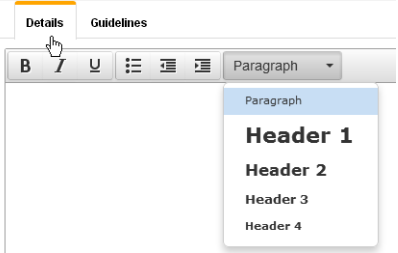







Create a search warrant application (continued)

Step	Action
14	<p>Select the <b>Issuing Officer Type</b>.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• If <b>Authorised Issuing Officer</b> is selected, the <b>Town/City</b> field is mandatory.</li> <li>• If <b>Judge</b> is selected, the <b>Court</b> field is mandatory – select the relevant Court from the drop-down list. <b>Note:</b> Location appears first; e.g. Wellington (HC). The <b>Court Type</b> will display automatically.</li> </ul>
15	<p>Once the relevant information is entered, click on  to proceed.</p> <p> Save your work as you go! Click .</p> <p><b>Result:</b> The <b>Supporting Information</b> tab is displayed.</p> 
<b>Details tab – 3. Supporting Information</b>	
16	<p><b>Note:</b> These are mandatory fields.</p> <p>To enter text into these fields (or to edit text already present) click on .</p> <p><b>Result:</b> The following screen appears.</p> 

Continued on next page

# Creating Search Warrants, Continued

## Create a search warrant application (continued)

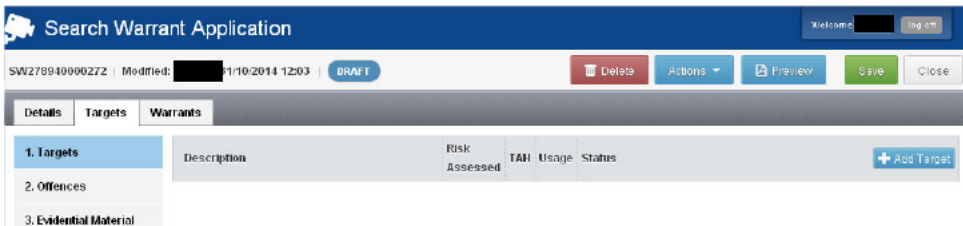


Step	Action
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• The <b>Guidelines</b> tab provides guidance on the information that should be covered to the extent that it is relevant to a proper consideration of the application.</li> <li>• Relatively simple text can be entered here and formatted using the rich text editor functions – <b>B</b>old, <i>I</i>talic, <u>U</u>nderline, bullets, etc:</li> </ul>  <ul style="list-style-type: none"> <li>• When finished entering text, click  to return to <b>3. Supporting Information</b>.</li> <li>• If more than 10-12 lines of text have been entered, then the text field will not show any formatting you have applied. <b>This has not been lost!</b> The formatting reappears if the  button is clicked again.</li> </ul> <ul style="list-style-type: none"> <li> For longer text entries, regularly click  to save what you have done and remain on this screen.</li> <li> Clicking the  button will exit the screen <b>without saving</b> what you have entered.</li> <li> For more complex documents requiring more complex formatting, create these in a Word document, and attach it to the final application – record in this field words to the effect of “Refer to Annex”.</li> </ul>
17	Repeat Step 16 for the mandatory field <b>Information Supporting Belief that Evidential Material Obtainable*</b>

Return to  
[Table of Contents](#)

# Creating Search Warrants, Continued

## Add targets to your application

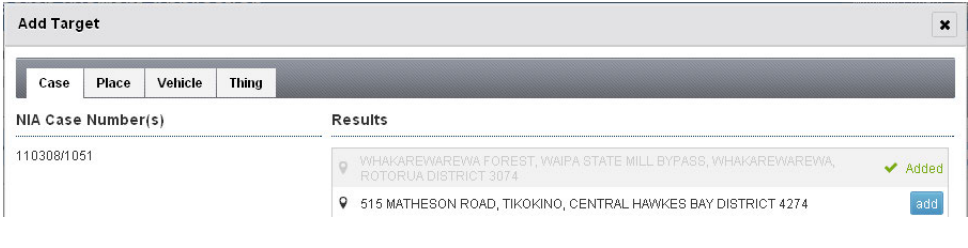
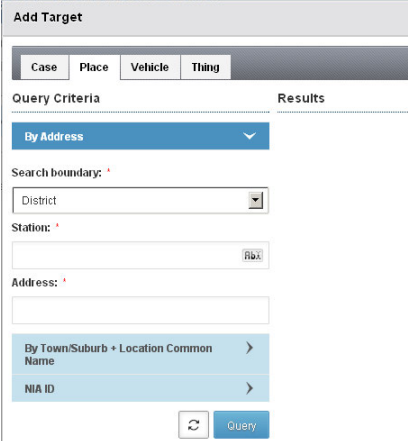
### Adding a target(s)

Step	Action
18	<p>Click the <b>Targets</b> tab to enter targets for your application.</p> <p><b>Result:</b> The <b>Targets</b> tab is displayed.</p>  <p>The screenshot shows the 'Search Warrant Application' interface. The 'Targets' tab is selected in the top navigation bar. Below the navigation bar, there is a table with columns for 'Description', 'Risk Assessed', 'TAH', 'Usage', and 'Status'. An '+ Add Target' button is visible in the top right corner of the table area.</p>
<h3>Targets tab – 1. Targets</h3>	
19	<p>To add a target to your warrant application, click on <b>+ Add Target</b> to the top right of the <b>Targets</b> tab.</p> <p><b>Result:</b> The <b>Add Target</b> window pops up, showing the <b>Case</b>, <b>Place</b>, <b>Vehicle</b> and <b>Thing</b> tabs.</p>  <p>The screenshot shows the 'Add Target' window. It has tabs for 'Case', 'Place', 'Vehicle', and 'Thing'. The 'Case' tab is selected. Below the tabs, there is a section for 'NIA Case Number(s)' with the value '11030891051'. To the right, there is a 'Results' section with two entries, each with an 'add' button. The first entry is 'VIHAKAREWAREWA FOREST, WAIPA STATE MILL BYPASS, VIHAKAREWAREWA, ROTOBUA DISTRICT 3074'. The second entry is '515 MATHESON ROAD, TIKOKINO, CENTRAL HAWKES BAY DISTRICT 4274'.</p>
20	<p>The initial screen is <b>Case</b>. This shows the <b>NIA Case Number(s)</b> associated with your application, and lists any targets that may have already be associated with that case in NIA.</p> <p>If you wish to add one or more of any targets listed to your application, click the associated <b>add</b> button.</p> <p><b>Result:</b> The following pop-up box is displayed.</p>  <p>The screenshot shows a pop-up box with a 'Description' field containing the text '96 KAWAHA POINT ROAD, KAWAHA POINT, ROTORUA DISTRICT'. Below the field is a checkbox labeled 'A Pre-Search Warrant Risk Assessment has been completed'. There are 'Cancel' and 'Apply' buttons at the bottom right.</p>
21	<p>This prompts you to confirm whether a Pre-Search Warrant Risk Assessment has been completed. If it has, check the box (<input checked="" type="checkbox"/>); if it has not been completed, leave the box blank.</p> <p>Click <b>Apply</b> to add the target to your list of targets.</p>

Continued on next page

# Creating Search Warrants, Continued

## Adding a target(s) (continued)










Step	Action
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>If a Pre-Search Warrant Risk Assessment has not been completed, this may be queried by the Approving officer prior to approval being given. However, this checkbox can be updated prior to submitting the application for approval.</li> </ul> <p><b>Result:</b> the <b>Add Target</b> screen is displayed again showing the target has been added.</p> 
22	<p><b>Repeat this</b> for any other relevant targets on this Case number that you require warrants for, or add new/different target(s) using the <b>Place</b>, <b>Vehicle</b> or <b>Thing</b> tabs as follows.</p>
23	<p><b>If target is a:</b> <b>Then</b></p> <p>Location                      Click the <b>Place</b> tab.</p> <p><b>Result:</b> The following is displayed.</p> 

*Continued on next page*



## Creating Search Warrants, Continued

Adding a target(s)  
(continued)



Step	Action
<p><b>If target is a:</b> Location (Continued)</p>	<p><b>Then</b></p> <p>You can specify the location:</p> <p><b>By Address</b> – Enter a station and address string, e.g. Wellington Station, 14 Majoribanks Street (<b>Note:</b> As you start typing the address details, the auto complete feature will start to display possible matching results). Select the best/correct match, click the  button to provide a list of results, and then click  next to the correct match; OR</p> <p><b>By Town/Suburb + Location Common Name</b> – Enter a town/suburb and NIA common name, e.g. Mt Vic Lookout, click the  button and from the list of results select the correct match and click  to populate the field; OR</p> <p><b>By NIA ID</b> – Enter the NIA Id of the location in the <b>Location Id</b> field click the  button and from the list of results select the correct match and click  to populate the field.</p> <p><b>Note:</b> Each query can be cleared by clicking on the refresh button  and entering new/different information.</p> <p><b>Result:</b> The following box pops up.</p> <div data-bbox="662 1489 1332 1646"> <p>Results</p> <hr/> <p>Description * <input type="text" value="MOUNT VICTORIA LOOKOUT, MOUNT VICTORIA, WELLINGTON CITY"/></p> <p><input type="checkbox"/> A Pre-Search Warrant Risk Assessment has been completed <span style="float: right;"><input type="button" value="Cancel"/> <input type="button" value="Apply"/></span></p> </div> <p> You can overtype the Description to make it more meaningful if required.</p> <p>This prompts you to confirm whether a Pre-Search Warrant Risk Assessment has been completed. If it has, check the box (<input checked="" type="checkbox"/>); if it has not been completed, leave the box blank. Click  to add the location to your list of targets.</p>

Continued on next page



# Creating Search Warrants, Continued

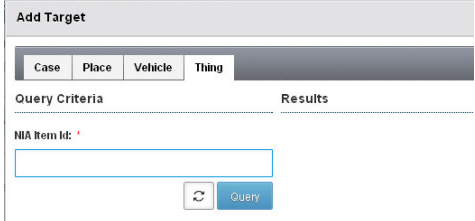




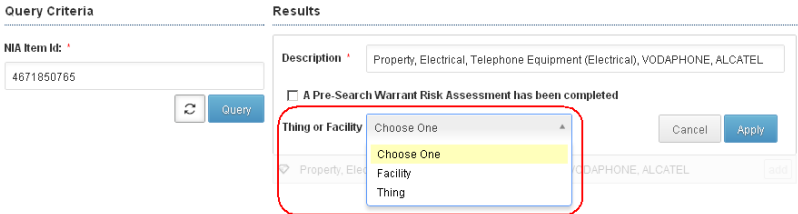

Adding a target(s)  
(continued)

Step	Action
24	<p data-bbox="580 315 766 383"><b>If target is a:</b> <b>Vehicle</b></p> <p data-bbox="810 315 1398 423"><b>Then</b> Click the <b>Vehicle</b> tab. <b>Result:</b> The following is displayed.</p> <div data-bbox="863 423 1337 748"> </div> <p data-bbox="810 786 1353 896">Select Registration No. or VIN from the dropdown menu and enter the appropriate details; OR</p> <p data-bbox="810 934 1366 1001">Enter the NIA ID of the vehicle in <b>Vehicle Id</b> field.</p> <p data-bbox="810 1048 1382 1120">Click the <b>Query</b> button and from the list of results select the correct match and click <b>add</b></p> <p data-bbox="810 1162 1385 1272"><b>Note:</b> Each query can be cleared by clicking on the refresh button  and entering new/different information.</p> <p data-bbox="810 1314 1273 1350"><b>Result:</b> The following box pops up.</p> <div data-bbox="592 1357 1390 1541"> </div> <p data-bbox="815 1541 1382 1628"> You can overtype the Description to make it more meaningful if required.</p> <p data-bbox="810 1666 1361 1850">Confirm whether a Pre-Search Warrant Risk Assessment has been completed. If it has, check the box (<input checked="" type="checkbox"/>); if it has not been completed, leave the box blank. Click <b>Apply</b> to add the vehicle to your list of targets.</p>

*Continued on next page*

# Creating Search Warrants, Continued

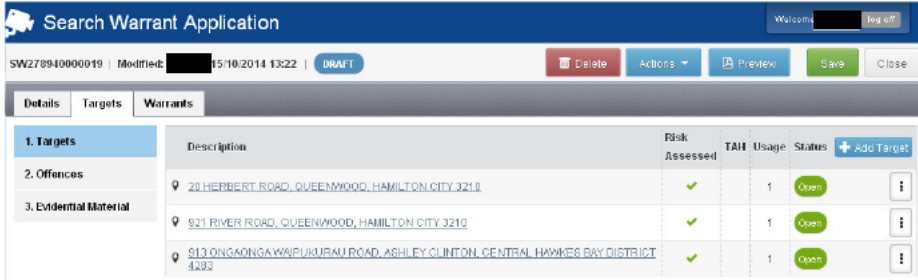
Adding a target(s)  
(continued)

Step	If target is a:	Action
25	<b>Thing</b>	<p data-bbox="805 320 1077 387"><b>Then</b> Click the <b>Thing</b> tab.</p> <p data-bbox="805 432 1268 463"><b>Result:</b> The following is displayed.</p>  <p data-bbox="805 692 1332 759">Enter the NIA ID of the item in the <b>NIA Item Id</b> field.</p> <p data-bbox="805 795 1364 963">            If a NIA ID does not already exist for the item, you must create one in NIA first, so it can be used in the application.         </p> <p data-bbox="805 1008 1380 1115">Click the  button and from the list of results select the correct match and click  to populate the field.</p> <p data-bbox="805 1160 1380 1267"><b>Note:</b> Each query can be cleared by clicking on the refresh button  and entering new/different information.</p> <p data-bbox="805 1312 1268 1344"><b>Result:</b> The following box pops up.</p>  <p data-bbox="805 1579 1380 1646">            You can overtype the Description to make it more meaningful if required.         </p> <p data-bbox="805 1691 1348 1758">Confirm whether a <b>Pre-Search Warrant Risk Assessment</b> has been completed</p> <p data-bbox="805 1803 1348 1977"><b>Thing or Facility:</b> It also prompts you to specify whether the item is a ‘thing’ or ‘facility’. Select the relevant option from the drop-down menu which appears when you click on the text field.</p>

Continued on next page

## Creating Search Warrants, Continued


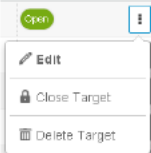
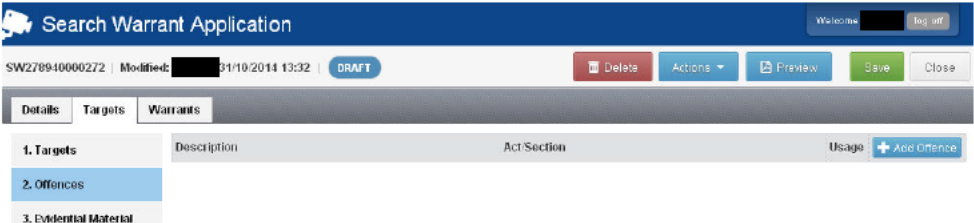
### Adding a target(s) (continued)

Step	Action
<p><b>Thing</b> (Continued)</p>	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>A <b>Facility</b> is a thing that is not situated at a physical location which a person can enter and search. Examples would include an Internet data storage facility, a website or a hotmail (email) account</li> <li>See <a href="#">Create a Facility for use in the Search &amp; Surveillance application</a>, on page <a href="#">66</a> in this document for instructions on how to create a facility in NIA.</li> </ul> <p>Click <input type="button" value="Apply"/> to add the item to your list of targets.</p>
26	<p>Once you have added the target(s), click the <input type="button" value="Close"/> button at the bottom right of the <b>Add Target</b> screen.</p> <p><b>Result:</b> This takes you back to the <b>Targets</b> tab opening screen, and lists the target(s) you have specified.</p>  <p><b>Note:</b> This screen:</p> <ul style="list-style-type: none"> <li>lists the target descriptions, with icons for location (📍), vehicle (🚗) or thing (📦)</li> <li>shows the NIA Id number for the target when the cursor is hovered over the icons (📍?)</li> <li>indicates whether the target has had a Pre-Search Warrant Risk Assessment completed, ✓ or ✗</li> <li>indicates if TAH (Target Application History) exists, showing the number of search warrant applications made against the target within the previous three months (blank = none)</li> <li>indicates the Usage – the number of warrants associated with this application that a target has been assigned to</li> </ul>

*Continued on next page*

## Creating Search Warrants, Continued


### Adding a target(s) (continued)

Step	Action
	<ul style="list-style-type: none"> <li>• shows any conflicts; see <a href="#">Managing target conflicts</a> on page <a href="#">43</a> for ‘Unresolved’ v. ‘Resolved’ conflicts</li> <li>• shows the Status of the application target – whether ‘Open’ or ‘Closed’, or ‘Pending’; see <a href="#">Requesting ‘Closed’ status for a target</a> on page <a href="#">44</a>.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• From this screen, you can change the description of or other details of a target, close or delete it. Click on the  menu button at the right of each line, and selecting the option required from the following drop down menu.</li> </ul> <div data-bbox="916 768 1067 920" style="text-align: center;">  </div> <ul style="list-style-type: none"> <li>• A target may also be edited by clicking on the hyperlink description.</li> <li>• See also <a href="#">Amend</a> an application on page <a href="#">64</a> for amending applications, and editing targets.</li> <li>• Additional targets can be added by clicking on <a href="#">+ Add Target</a>.</li> </ul>
27	<p>Once the relevant information is entered, click on <a href="#">2. Offences</a> to proceed.</p> <p><b>Result:</b> The <b>Targets</b> tab – <b>2. Offences</b> is displayed.</p> <div data-bbox="440 1451 1417 1673" style="border: 1px solid black; padding: 5px;">  </div>

*Continued on next page*

## Creating Search Warrants, Continued

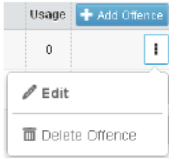



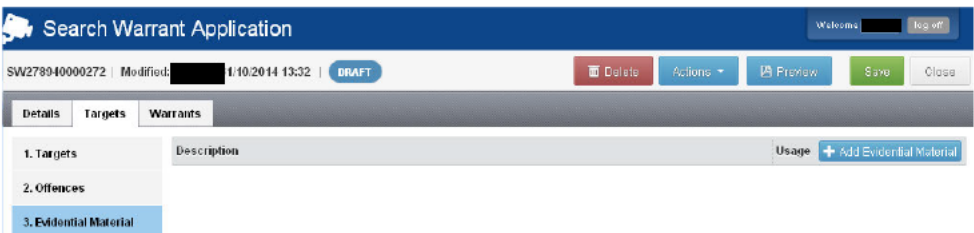
Adding a target(s)  
(continued)

Step	Action																				
<b>Targets tab – 2. Offences</b>																					
28	<p>To add a suspected offence, click on <a href="#">+ Add Offence</a> to the top right of the <b>Offences</b> tab.</p> <p><b>Result:</b> The <b>Add Offence</b> window is displayed.</p> <div data-bbox="513 533 1334 721" data-label="Form"> </div> <p>Enter the relevant details:</p> <p><b>Description</b> – Use free text to specify the suspected offence(s), which for S6 Warrants must be punishable by imprisonment.</p> <p><b>Statute</b> - Click on the field and begin typing the name of the relevant statute and/or select the statute from the drop-down list.</p> <p><b>Section</b> – Use free text to specify the relevant section of the statute.</p> <p> Please take care and check your spelling is correct.</p> <p>Click on <a href="#">Apply</a> to add the offence to your application.</p> <p>Repeat process as required to add additional suspected offences to your application.</p> <p><b>Result:</b> The <b>Offences</b> tab displays the list of offences entered.</p> <div data-bbox="437 1480 1418 1785" data-label="Table"> <table border="1"> <thead> <tr> <th></th> <th>Description</th> <th>Act/Section</th> <th>Usage</th> </tr> </thead> <tbody> <tr> <td>1. Targets</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2. Offences</td> <td>Assault of a person</td> <td>Section 9 of the Summary Offences Act 1981</td> <td>2</td> </tr> <tr> <td>3. Evidential Material</td> <td>Possession of knives</td> <td>Section 13A of the Summary Offences Act 1981</td> <td>3</td> </tr> <tr> <td></td> <td>Possession of drugs</td> <td>Section 7 of the Misuse of Drugs Act 1975</td> <td>5</td> </tr> </tbody> </table> </div>		Description	Act/Section	Usage	1. Targets				2. Offences	Assault of a person	Section 9 of the Summary Offences Act 1981	2	3. Evidential Material	Possession of knives	Section 13A of the Summary Offences Act 1981	3		Possession of drugs	Section 7 of the Misuse of Drugs Act 1975	5
	Description	Act/Section	Usage																		
1. Targets																					
2. Offences	Assault of a person	Section 9 of the Summary Offences Act 1981	2																		
3. Evidential Material	Possession of knives	Section 13A of the Summary Offences Act 1981	3																		
	Possession of drugs	Section 7 of the Misuse of Drugs Act 1975	5																		

*Continued on next page*

## Creating Search Warrants, Continued

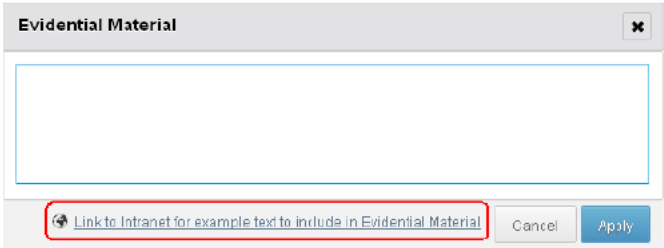
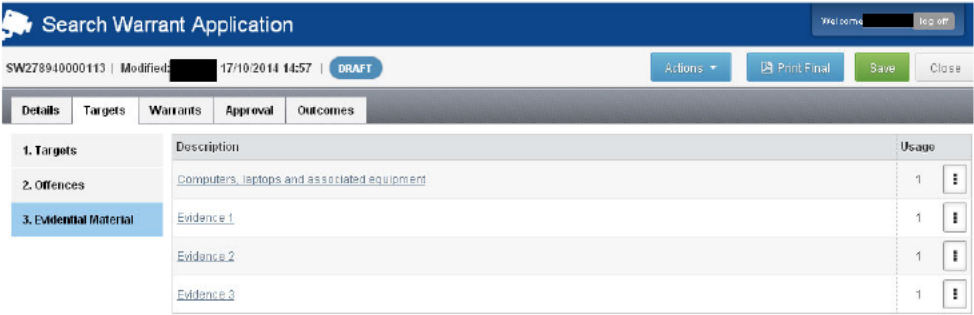
### Adding a target(s) (continued)

Step	Action
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>The information about each offence can be edited by either clicking on the description hyperlink (e.g. <a href="#">Assault of a person in the image above</a>) or on the ⓘ button, which displays a drop down menu.</li> </ul>  <ul style="list-style-type: none"> <li>An offence can also be deleted by clicking on the ⓘ button and selecting <b>Delete Offence</b> from the menu. This will display a confirmation screen that will either confirm the deletion or cancel the deletion.</li> </ul>  <ul style="list-style-type: none"> <li>Usage refers to how many times each offence is used within your application, across different targets. This will show as '0' until warrants have been created, or it may be used more than once (e.g. the same offence at more than one place/location).</li> </ul>
29	<p>Once the relevant offence(s) are entered, click on <b>3. Evidential Material</b> to proceed.</p> <p> Save your work as you go! Click </p> <p><b>Result:</b> The <b>Targets</b> tab – <b>3. Evidential Material</b> is displayed.</p> 

*Continued on next page*

## Creating Search Warrants, Continued

Adding a target(s)  
(continued)


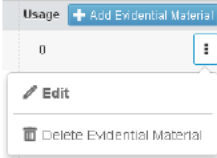

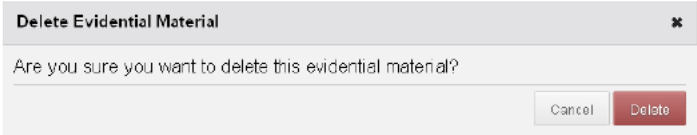



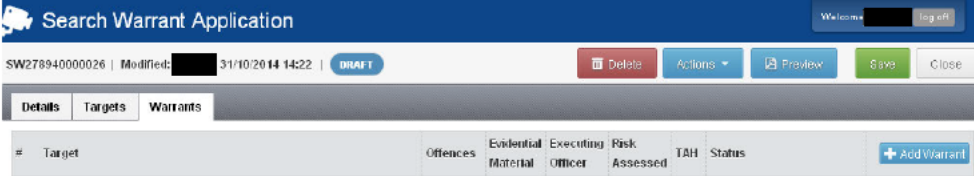
Step	Action
<b>Targets tab – 3. Evidential Material</b>	
30	<p>To add Evidential Material to your warrant application, click on <a href="#">+ Add Evidential Material</a> at the top right of the <b>Evidential Material</b> tab.</p> <p><b>Result:</b> The <b>Evidential Material</b> window is displayed.</p>  <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• This field generates a list of the evidential material that you are searching for. It will appear as a bullet pointed list in your search warrant application.</li> <li>• This is a free text field, but does not support text formatting.</li> <li>• The size of the field is limited to approximately 12-15 lines.</li> <li>• A link to intranet (see red box) provides guidance on the information that can be included in this field.</li> </ul> <p>Click on <a href="#">Apply</a> to add the Evidential Material to your application.</p> <p>Repeat process to add other items/types of Evidential Material to your application if applicable.</p> <p><b>Result:</b> The Evidential Material tab displays the list of Evidential Material entered.</p> 

*Continued on next page*



## Creating Search Warrants, Continued

### Adding a target(s) (continued)

Step	Action
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>The information about each item of Evidential Material can be edited by either clicking on the description hyperlink (e.g. <a href="#">‘Telephony equipment’ in the image above</a>) or on the  button, which displays a drop down menu</li> </ul>  <ul style="list-style-type: none"> <li>Evidential Material can also be deleted by clicking on the  button and selecting <b>Delete Evidential Material</b> from the menu. This will display a confirmation screen that will either confirm the deletion or cancel the deletion</li> </ul>  <ul style="list-style-type: none"> <li>Usage refers to how many times each item of Evidential Material is used within your application, across different targets.</li> </ul>
31	<p>Once the relevant Evidential Material is entered, click on the  <b>Warrants</b> tab to proceed.</p> <p> Save your work as you go! Click </p> <p><b>Result:</b> The <b>Warrants</b> tab is displayed.</p> 

*Continued on next page*


Return to  
[Table of Contents](#)



# Creating Search Warrants, Continued

## Adding a warrant


Adding a warrant(s)  
(continued)

Step	Action																		
<b>Warrants tab</b>																			
32	<p>You now need to create the search warrants associated with this application.</p> <p><b>Note:</b> There can only be one target per warrant.</p> <p>To add Warrant(s) to your application, click on <a href="#">+ Add Warrant</a> to the right of the <b>Warrants</b> tab.</p> <p><b>Result:</b> The <b>Warrant Details (#)</b> window is displayed, listing all the targets you have entered for this application.</p> <div data-bbox="438 824 1407 1429" style="border: 1px solid #ccc; padding: 5px;"><p><b>Warrant Details (#)</b> <span style="float: right;">✕</span></p><p><b>Targets</b>   Offences   Evidential Material   Details   Additional Information   Warrant Conditions</p><table border="1"><thead><tr><th>Status</th><th>Description</th><th>Usage</th></tr></thead><tbody><tr><td><input type="checkbox"/> Open</td><td>📍 FLAT 1, 36 TABMAN STREET, MOUNT ODOK, WELLINGTON CITY 6021</td><td></td></tr><tr><td><input type="checkbox"/> Open</td><td>📍 16-30 COUTTS STREET, KILBIRNIE, WELLINGTON CITY 6022</td><td></td></tr><tr><td><input type="checkbox"/> Open</td><td>📍 MOUNT VICTORIA LOOKOUT, WELLINGTON CENTRAL, WELLINGTON CITY</td><td></td></tr><tr><td><input type="checkbox"/> Open</td><td>🚗 [REDACTED] Car, Saloon, Holden, COMMODORE, Grey, 2012</td><td></td></tr><tr><td><input type="checkbox"/> Open</td><td>🚗 [REDACTED] Car, Saloon, Mazda, B26, Green, 2000</td><td></td></tr></tbody></table><p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Save"/></p></div>	Status	Description	Usage	<input type="checkbox"/> Open	📍 FLAT 1, 36 TABMAN STREET, MOUNT ODOK, WELLINGTON CITY 6021		<input type="checkbox"/> Open	📍 16-30 COUTTS STREET, KILBIRNIE, WELLINGTON CITY 6022		<input type="checkbox"/> Open	📍 MOUNT VICTORIA LOOKOUT, WELLINGTON CENTRAL, WELLINGTON CITY		<input type="checkbox"/> Open	🚗 [REDACTED] Car, Saloon, Holden, COMMODORE, Grey, 2012		<input type="checkbox"/> Open	🚗 [REDACTED] Car, Saloon, Mazda, B26, Green, 2000	
Status	Description	Usage																	
<input type="checkbox"/> Open	📍 FLAT 1, 36 TABMAN STREET, MOUNT ODOK, WELLINGTON CITY 6021																		
<input type="checkbox"/> Open	📍 16-30 COUTTS STREET, KILBIRNIE, WELLINGTON CITY 6022																		
<input type="checkbox"/> Open	📍 MOUNT VICTORIA LOOKOUT, WELLINGTON CENTRAL, WELLINGTON CITY																		
<input type="checkbox"/> Open	🚗 [REDACTED] Car, Saloon, Holden, COMMODORE, Grey, 2012																		
<input type="checkbox"/> Open	🚗 [REDACTED] Car, Saloon, Mazda, B26, Green, 2000																		
33	<p>Click the box of the target you want to create a warrant for.</p> <p><b>Note:</b> Only one target can be selected at a time.</p> <p> Work systematically across the tabs: <b>Offences</b>, <b>Evidential Material</b>, <b>Details</b>, <b>Additional Information</b>, <b>Warrant Conditions</b>. If you click Save before completing all the mandatory information fields, you will get an error message requiring you to complete those fields.</p>																		

Continued on next page

## Creating Search Warrants, Continued


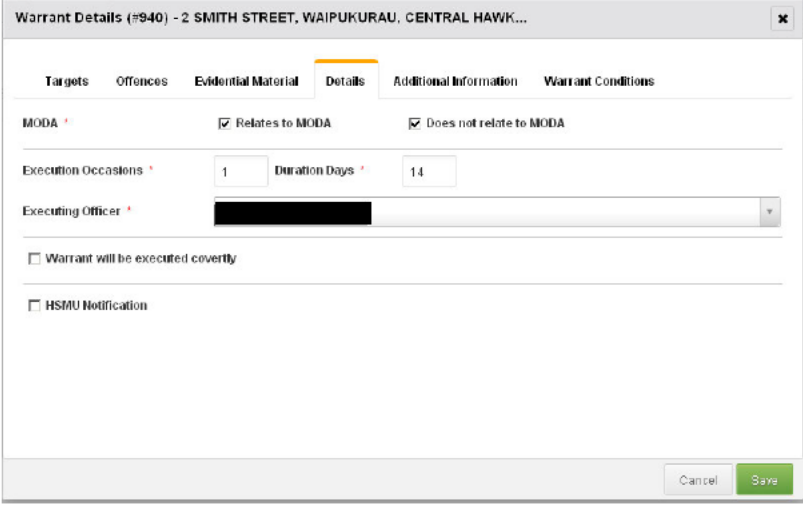
Adding a warrant(s)  
(continued)

Step	Action																																										
<b>Warrant Details – Offences</b>																																											
34	<p>Click on the <b>Offences</b> tab.</p> <p><b>Result:</b> The following window is displayed, listing all the offences you have entered for this application.</p> <div data-bbox="437 533 1407 1137"><table border="1"><thead><tr><th colspan="7">Warrant Details (#415) - 16-30 COUTTS STREET, KILBIRNIE, WELLINGT...</th></tr><tr><th colspan="2">Targets</th><th>Offences</th><th>Evidential Material</th><th>Details</th><th>Additional Information</th><th>Warrant Conditions</th></tr><tr><th><input type="checkbox"/></th><th>Description</th><th>Act/Section</th><th>Has</th><th>Is</th><th>Will</th><th>Usage</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>Assault of a person</td><td>Section 9 of the Summary Offences Act 1981</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>2</td></tr><tr><td><input type="checkbox"/></td><td>Possession of knives</td><td>Section 13A of the Summary Offences Act 1981</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>3</td></tr><tr><td><input type="checkbox"/></td><td>Possession of drugs</td><td>Section 7 of the Misuse of Drugs Act 1975</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>2</td></tr></tbody></table></div>	Warrant Details (#415) - 16-30 COUTTS STREET, KILBIRNIE, WELLINGT...							Targets		Offences	Evidential Material	Details	Additional Information	Warrant Conditions	<input type="checkbox"/>	Description	Act/Section	Has	Is	Will	Usage	<input type="checkbox"/>	Assault of a person	Section 9 of the Summary Offences Act 1981	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	<input type="checkbox"/>	Possession of knives	Section 13A of the Summary Offences Act 1981	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	Possession of drugs	Section 7 of the Misuse of Drugs Act 1975	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
Warrant Details (#415) - 16-30 COUTTS STREET, KILBIRNIE, WELLINGT...																																											
Targets		Offences	Evidential Material	Details	Additional Information	Warrant Conditions																																					
<input type="checkbox"/>	Description	Act/Section	Has	Is	Will	Usage																																					
<input type="checkbox"/>	Assault of a person	Section 9 of the Summary Offences Act 1981	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2																																					
<input type="checkbox"/>	Possession of knives	Section 13A of the Summary Offences Act 1981	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3																																					
<input type="checkbox"/>	Possession of drugs	Section 7 of the Misuse of Drugs Act 1975	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2																																					
35	<p>Select the suspected offences in relation to this target. More than one can be selected. To select all the offences listed, click the box at the top of the <b>Description</b> column (see red box).</p> <p> For a long list of offences, and multiple offences per warrant, select all the offences and then de-select those that are not relevant (i.e. untick the box next to the irrelevant offence).</p> <p>To the right of each offence you have selected, indicate whether this is an offence that <b>Has</b> been committed, <b>Is</b> being committed, <b>Will</b> be committed or a combination, as appropriate. See blue box.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>• If you overlook this step, you will be prompted to complete it when you come to <b>Save</b> the warrant details.</li><li>• A number has now been assigned to this warrant – see green box.</li><li>• The <b>Usage</b> column on this (and other screens) indicates the number of times that offence has been used in this application.</li></ul>																																										

Continued on next page

## Creating Search Warrants, Continued


Adding a warrant(s)  
(continued)

Step	Action
<b>Warrant Details – Evidential Material</b>	
36	<p>Click on the <b>Evidential Material</b> tab.</p> <p><b>Result:</b> The following window is displayed, listing all the evidential material you have entered for this application.</p> 
37	<p>Select the evidential material relevant to this target. More than one can be selected. To select all the evidential material listed, click the box at the top of the <b>Description</b> column.</p>
<b>Warrant Details - Details</b>	
38	<p>Click on the <b>Details</b> tab.</p> <p><b>Result:</b> The following window is displayed.</p> 

*Continued on next page*

## Creating Search Warrants, Continued

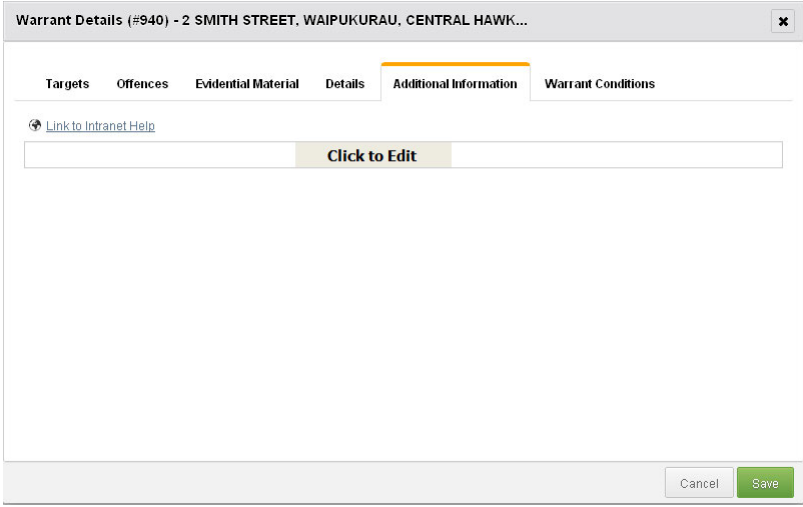
Adding a warrant(s)  
(continued)

Step	Action
39	<p><b>MODA:</b> Select <b>Relates to MODA</b> if you have listed suspected offences under the Misuse of Drugs Act, or select <b>Does not Relate to MODA</b> if there are suspected offences that do not relate to the Misuse of Drugs Act (or both if both apply to this warrant).</p> <p> If you have a drug and non drug offence in your warrant, tick both boxes. Different paragraphs will be inserted into your warrant, relating to the powers granted.</p>
40	<p><b>Execution Occasions:</b> Enter the Number of Occasions the warrant will be executed. This must be between 1 and 99 times (Default is 1).</p> <p><b>Note:</b> If more than 1 Occasion is selected the reason(s) why this is necessary must be entered in the <b>Additional Information</b> field. See Step 46.</p>
41	<p><b>Duration Days:</b> Enter the Warrant Duration. This must be between 1 and 30 days (Default is 14).</p> <p><b>Note:</b> The period must not exceed 30 days. If more than 14 days you must justify reason(s) this is necessary in the <b>Additional Information field</b>. See Step 46.</p>
42	<p><b>Executing Officer:</b> Change the Executing Officer if required, By default the Primary owner is listed as the Executing Officer of the warrant.</p>
43	<p><b>Warrant will be executed covertly:</b> Tick the box if the warrant will be executed covertly.</p> <p><b>Result:</b> The covert conditions boxes will be displayed.</p> <p><input checked="" type="checkbox"/> <b>Warrant will be executed covertly</b></p> <p><small>The search warrant sought with this application is to be executed covertly and a separate application under section 134 of the Search and Surveillance Act 2012 for a postponement of the obligation to comply with section 131(4) or (5) or 133 of the Act is attached to this application for a search warrant on the grounds that compliance would:</small></p> <p><input type="checkbox"/> <b>Endanger the safety of any person</b>                      <input type="checkbox"/> <b>Prejudice ongoing investigations</b></p>
44	<p>Tick the appropriate box(es) to indicate whether the warrant is to be executed covertly to prevent:</p> <ul style="list-style-type: none"> <li>• endangering the safety of any person</li> <li>• prejudice of ongoing investigations, or</li> <li>• both.</li> </ul>

*Continued on next page*

## Creating Search Warrants, Continued


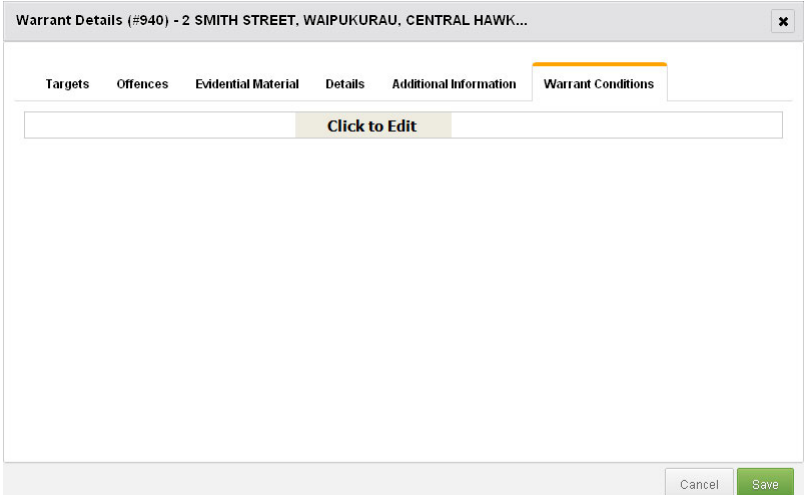

Adding a warrant(s)  
(continued)

Step	Action
45	<p><b>Human Source Management Unit (HSMU) Notification:</b> Tick the box if your warrant application includes information provided by a Covert Human Intelligence Source (CHIS).</p> <p>Once your search warrant outcomes have been completed, ticking this box will generate a notification to prompt you to advise the HSMU of relevant results from executing your warrant.</p>
<b>Warrant Details – Additional Information</b>	
46	<p>Click on the <b>Additional Information</b> tab.</p> <p><b>Result:</b> The following window is displayed.</p>
	
47	<p>Click on <b>Click to Edit</b> .</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• This field allows you to provide any additional information that is required to enable the issuing officer to approve the application. For example: <ul style="list-style-type: none"> <li>– information about any particular circumstances that might affect reasonableness and how these are to be addressed during execution</li> <li>– use of surveillance or AOS/STG to support search safety</li> <li>– any information about steps that will be taken to protect privileged or confidential material</li> <li>– reasons for any warrant period longer than 14 days</li> <li>– reasons for any multiple executions requested.</li> </ul> </li> </ul>

*Continued on next page*

## Creating Search Warrants, Continued




### Adding a warrant(s) (continued)

Step	Action
	<ul style="list-style-type: none"> <li>• Check NIA for any relevant information relating to the target that should be included here.</li> <li>• This is a free text field. If there is a substantial volume of material you should format appropriately using the built in text editor, or prepare a Word document and refer to it as an annex.</li> </ul> <p>Once you have entered any additional information, click  to apply it to your warrant. This will populate the text field on the <b>Additional Information</b> tab. Lengthy text entries will not show their formatting. However, this is preserved. Your information can be edited by clicking in the body of the field.</p>
<b>Warrant Details – Warrant Conditions</b>	
48	<p>Click on the <b>Warrant Conditions</b> tab.</p> <p><b>Result:</b> The following window is displayed.</p> 
49	<p>Click on .</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• This field allows you to specify any conditions specified by the Judge or issuing officer. For example:             <ul style="list-style-type: none"> <li>– restrictions on time of execution (e.g. during school hours if children live in a home)</li> <li>– condition that occupier provide reasonable assistance</li> <li>– requirement that the Commissioner provide a search warrant report within specified period from the date of the warrant under s.104.</li> </ul> </li> </ul>

*Continued on next page*

## Creating Search Warrants, Continued

Adding a warrant(s)  
(continued)

Step	Action
<b>Warrants Details</b>	
	<ul style="list-style-type: none"> <li>• Any conditions will generally need to be inserted after discussion with the issuing officer or can be handwritten in at the time (a space is left for this on the printed form).</li> <li>• This is a free text field. If there is a substantial volume of material you should format appropriately using the built in text editor, or prepare a Word document and refer to it as an annex.</li> </ul> <p>Once you have entered any warrant conditions, click  to apply it to your warrant. This will populate the text field on the <b>Warrant Conditions</b> tab. Lengthy text entries will not show their formatting. However, this is preserved. Your information can be edited by clicking in the body of the field.</p>
50	<p>Once you have completed entering the relevant information on each of the tabs:</p> <ul style="list-style-type: none"> <li>• Save your work. Click the  button, which returns you to the <b>Warrants</b> tab. From this page you can add another warrant, or amend one you have already worked on.</li> <li>• Go back to the <b>Targets</b> tab, and repeat the process for each of the targets you require warrants for.</li> </ul> <p><b>Note:</b> If you click the  button without completing all the mandatory fields in <b>Warrant Details</b>, an error message will indicate where any gaps in the information are.</p>

Return to  
[Table of Contents](#)

## Creating Search Warrants, Continued

---

### Managing target conflicts

#### Managing target conflicts

If you attempt to add a warrant for a target that is the subject of another warrant application, it is highlighted as a **target conflict**. There are a number of ways and places in which this is shown:

- on the **Targets** and **Warrants** tabs of an application **Confliction Unresolved** will appear next to the conflicted targets/warrants
- on the **Dashboard**, the application with a confliction will show **Unresolved conflictions exist** in the Info column.

The other persons who are using the target (the Primary and Secondary owners) will receive email notification that another officer has added that target to an application.

Target confliction is shown up until the stage the application is finalised. You will receive a warning if you attempt to finalise an application before any confliction are resolved.

If you can see a confliction, you will have the option to delete the target from your application or resolve the confliction.

In the **Targets** or **Warrants** tabs of an application clicking on **Confliction Unresolved** will allow you to view details of the conflicting applications – their Primary and Secondary owners.



Officers with target conflictions must act to resolve the potential conflict. This may include one or other party deleting the target from their application, agreeing to a joint application, sharing information as to outcomes, deferring an application or execution, or continuing.

If the confliction is resolved, and the target remains part of your application, click on the **Resolve Confliction** button.

**Results:** On the **Targets** and **Warrants** tabs of an application the target is shown with **Confliction Resolved** beside it; on the **Dashboard** it will appear as

*Resolved conflictions exist*

---



## Creating Search Warrants, Continued


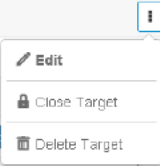
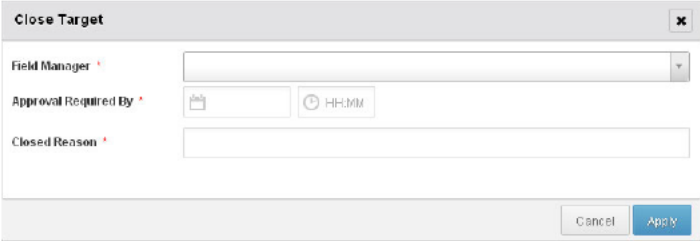

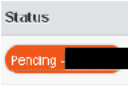
### Requesting 'Closed' status for a target

**When to use** Request closed status if one or more targets within an application contains a lot of 'source' information, surveillance observations and sensitive enquiries where the inadvertent disclosure of these details could seriously affect the likelihood of a successful investigation.

**Request closed status** Follow these steps to change the status of a target from 'Open' to 'Closed'.

**Notes:**

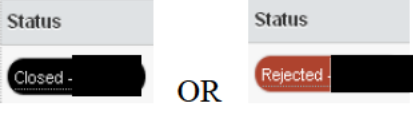

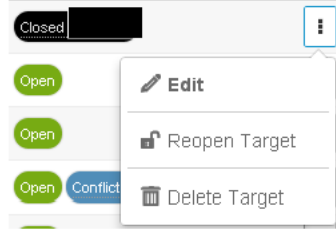
- The default is **Open**.
- If **Closed** status is requested, the request has to be approved by a Field Manager (Detective Inspector) before the status can be confirmed.
- You can only close a target prior to using it in a search warrant application (i.e. usage is '0').

Step	Action
1	<p>From your open application click on the <b>Targets</b> tab. Click on the  button at the right of the target you want to close, and select <b>Close Target</b> from the drop-down menu.</p>  <p><b>Result:</b> The <b>Close Target</b> box appears.</p> 
2	<p><b>Complete the Field Manager, Approval Required By</b> (date and time) and <b>Closed Reason</b> fields and then click ,</p> <p><b>Result:</b> The nominated Field Manager will receive an email (as will the Secondary owner), and the application now appears in your <b>Targets</b> tab with a status of <b>Pending</b> and the Field Manager's QID.</p> 

*Continued on next page*

## Creating Search Warrants, Continued

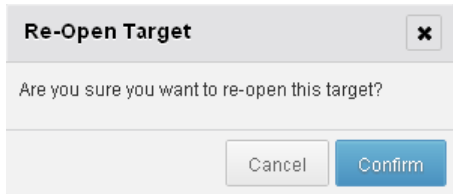
Request closed status  
(continued)

Step	Action
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>The Field Manager must be different from the Secondary owner.</li> <li>You (and the Secondary owner) will receive an email advising that “a result for an Approval Request for Target Closure you are assigned to has been recorded”. This means that the nominated Field Manager has either: <ul style="list-style-type: none"> <li>approved your request for Closed status; or</li> <li>rejected your request.</li> </ul> </li> </ul> <p><b>Result:</b> In your application’s list of targets, the target now has a status of <b>Closed</b> (if approved) or <b>Rejected</b>, and the nominated Field Manager’s QID.</p> <div style="text-align: center;">  </div>
3	<p>Clicking on the button will bring up details of the closed target, including the date and time it was approved or rejected. If it was rejected the <b>Rejected Reason</b> is given.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p><b>Details of Close Target</b> <span style="float: right;">✕</span></p> <p>Field Manager: [Redacted]</p> <p>Approval Required By: 13/10/2014 17:00</p> <p>Closed Reason: Sensitive information</p> <hr/> <p>Date Approved/Rejected: 10/10/2014 13:30</p> <p>Rejected Reason: disagree sensitive info</p> <p style="text-align: right;"><a href="#">Close</a></p> </div>
4	<p>After the target is Closed, you can re-open it. Click on the  button at the right of the closed target, and select <b>Reopen Target</b> from the drop-down menu</p> <div style="text-align: center; margin: 10px 0;">  </div>

*Continued on next page*

## Creating Search Warrants, Continued

**Request closed status**  
(continued)

Step	Action
	<p><b>Result:</b> The following box will pop-up, requesting your confirmation.</p> <div data-bbox="764 421 1219 613" data-label="Image"></div> <p>Click on <b>Confirm</b>, and the status of the target will revert to <b>Open</b>.</p>

**Confliction notifications**

**Notes:**

- If a target in a warrant application matches a target that has been designated **Closed** in another warrant application, then a confliction will be highlighted.
- The confliction check will only look for matching targets that are associated to warrant(s) within other Search Warrant applications deemed 'active'; i.e. those that have the Application status of **Draft, Pending Approval, Approved** or **Rejected**.
- Targets that are found in applications with 'non active' statuses (i.e. **Deleted, Final, Completed**) will not be displayed as "conflicted".
- Targets found in applications with 'active' statuses but are not associated to any warrant will not be displayed as "conflicted".
- Where the matching targets have different target classification status (i.e. Open/Closed or Closed/Open), only the owners of the closed target will be notified and the 'confliction' displayed.
- Where the matching targets have the same target classification status (i.e. Open/Open or Closed/Closed), both sets of owners will be notified and 'confliction' will display on their applications.

Return to  
[Table of Contents](#)

# Creating Search Warrants, Continued



## Previewing and printing search warrant applications

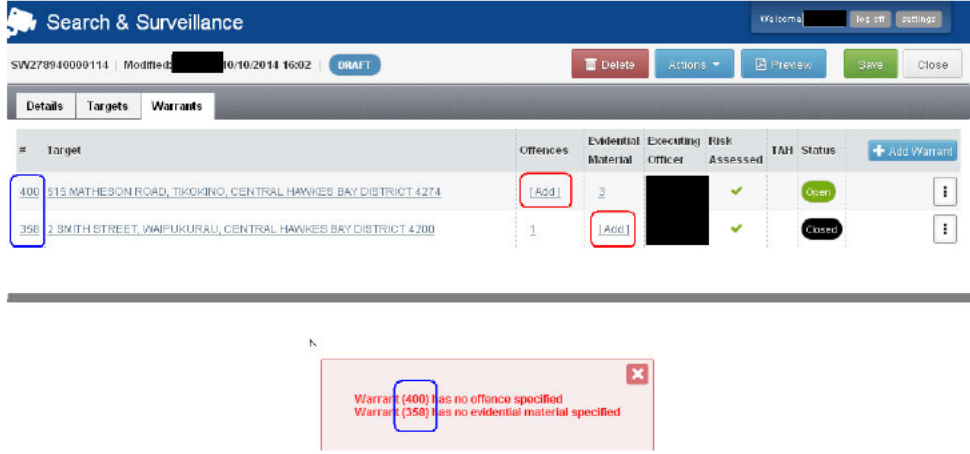
**Introduction** Previewing your application in draft allows you to check that all relevant and required information has been added to your application prior to submitting it for approval.

Once created, the draft shows information inserted into the application template based on your responses. This information is highlighted in yellow. It also shows a 'Draft' watermark.

Once an application has been approved and is ready to go before an issuing officer, the yellow highlighting and draft watermark disappears, and an additional copy of each warrant and notice to the occupier or person in charge is printed.

### Previewing your application

Step	Action
1	From your open application click on the  button.  <b>Note:</b> If you have not entered all the required information in your application, this will be highlighted. See following image.  Click on  to address any gaps in the required information.





The screenshot shows the 'Search & Surveillance' application interface. At the top, there is a header with 'Search & Surveillance' and user information. Below the header, there is a navigation bar with 'Details', 'Targets', and 'Warrants' tabs. The 'Warrants' tab is active, showing a table with columns: '#', 'Target', 'Offences', 'Evidential Material', 'Executing Officer', 'Risk Assessed', 'TAH', and 'Status'. Two warrants are listed: Warrant (400) and Warrant (358). Warrant (400) has 3 offences and is in 'Open' status. Warrant (358) has 1 offence and is in 'Closed' status. Below the table, there is a red error message box that says: 'Warrant (400) has no offence specified' and 'Warrant (358) has no evidential material specified'. At the bottom of the screenshot, there is a system message box that says: 'This type of file can harm your computer. Do you want to keep SW278940000114.pdf anyway?' with 'Keep' and 'Discard' buttons.

*Continued on next page*

## Creating Search Warrants, Continued

### Previewing your application (continued)


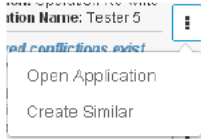
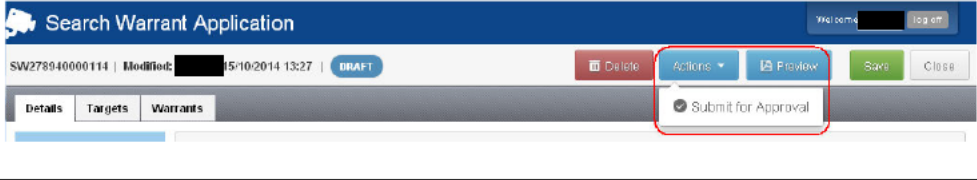


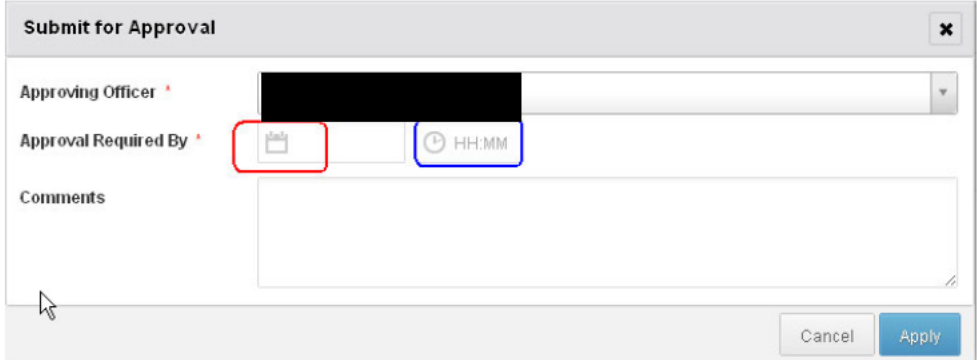
Step	Action
2	<p>Click on  and a pdf file of your draft application will download and appear on your bottom taskbar, as follows.</p> 
3	<p>Click on this to view and print as required.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>• The yellow highlighted text has been inserted from information you've provided.</li><li>• This shows and prints with a 'Draft' watermark.</li><li>• You cannot edit this version/file. If you need to make changes you will need to do this in the application itself, and then preview it again.</li></ul>

Return to  
[Table of Contents](#)

# Submit a search warrant application for approval

## Submit search warrant application for approval


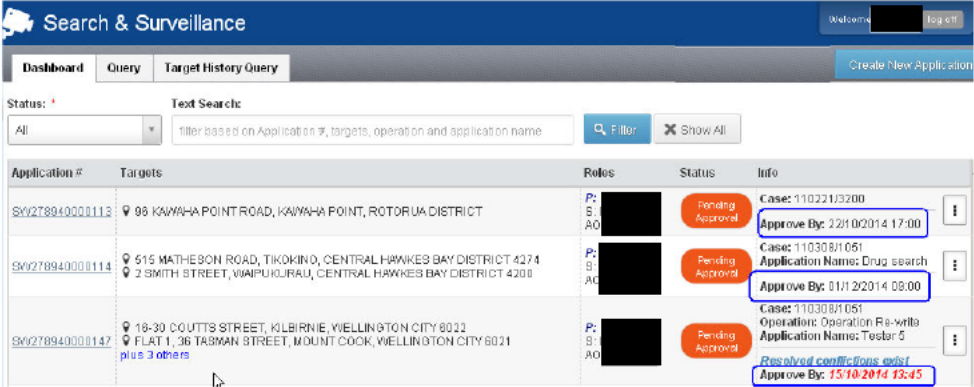
Once you are satisfied your draft application is complete it is submitted to the designated **Approving officer** for approval.

Step	Action
1	<p>Open the application by either clicking the application number <a href="#">hyperlink</a> in the <b>Application #</b> column, or by clicking on  and selecting <b>Open Application</b>.</p>  <p><b>Result:</b> The application displays as follows.</p> 
2	<p>Click  and then .</p> <p><b>Result:</b> The <b>Submit for Approval</b> window is displayed.</p> 
3	<p>Specify when <b>Approval Required By</b> by clicking on the <b>Calendar</b> field (red box) and selecting the date from the pop-up calendar; enter the time in the free text <b>HH:MM</b> field (blue box) in 24-hour format.</p>
4	<p>Add any <b>Comments</b> you wish the approving officer to know when considering the application.</p> <p><b>Note:</b> The Approving officer can be designated at this point (if not already specified), or can be changed by clicking in the <b>Approving Officer</b> field and entering a QID/last name.</p>

Continued on next page

# Submit a search warrant application for approval, Continued

## Submit search warrant application for approval (Continued)

Step	Action
5	<p>Click <a href="#">Apply</a>.</p> <p><b>Result:</b> The status of your application changes to <b>Pending Approval</b> (<b>PENDING APPROVAL</b>) in your open application toolbar, and  on your <b>Dashboard</b>.</p> <p>The date and time approval is requested by is listed under the Info column on your Dashboard (blue boxes); an overdue approval appears in <i>red</i>.</p>  <p><b>Note:</b> The Approving Officer and Secondary Owner will each receive an email that an Approval Request result for a document they are assigned to has been recorded.</p>

[Return to Table of Contents](#)



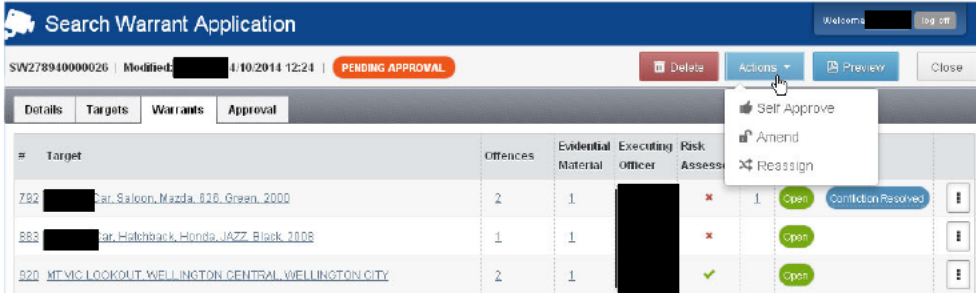
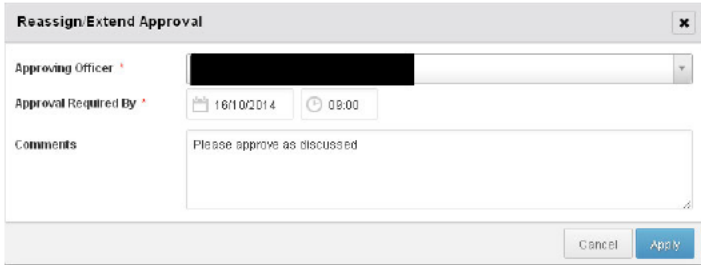
# Submit a search warrant application for approval, Continued

## Reassigning an application

### Change the approving officer

If the Approving officer is not available it is possible for any owner to reassign an application to another approving officer, or to **Self Approve** the application (see [Self-approving an application](#), page 52). The original Approving officer may also reassign the application to an alternate approving officer.

Follow these steps to change the approving officer.

Step	Action
1	<p>On the Dashboard, click on an application to open it. Then click on <b>Actions</b> to display the drop-down menu.</p> <p><b>Result:</b> The application opens, and the drop-down menu displays the options available.</p> 
2	<p>To re-assign the application to an alternate Approving Officer, click <b>Reassign</b>.</p> <p><b>Result:</b> The <b>Reassign/Extend Approval</b> field displays.</p> 
3	<p>Click in the Approving Officer field and search for the name or <b>QID</b> of the new Approving officer as directed. Select the appropriate officer.</p>
4	<p>Amend the date and time approval is required by and/or the comments, as and if required, and click <b>Apply</b> to make the changes.</p>

*Continued on next page*



## Submit a search warrant application for approval, Continued

Change the approving officer (continued)

Step	Action
	<p><b>Result:</b> The Approving Officer is changed, and automated emails are sent to the original Approving Officer and Secondary Owner advising that a Document previously assigned to an Approver has been re-assigned to the alternate Approver.</p> <p>The alternate Approving Officer will receive an automated email advising that the officer “has been assigned an Approval Request for documents”. (This is also copied to the Secondary Owner).</p>

### Self-approving an application

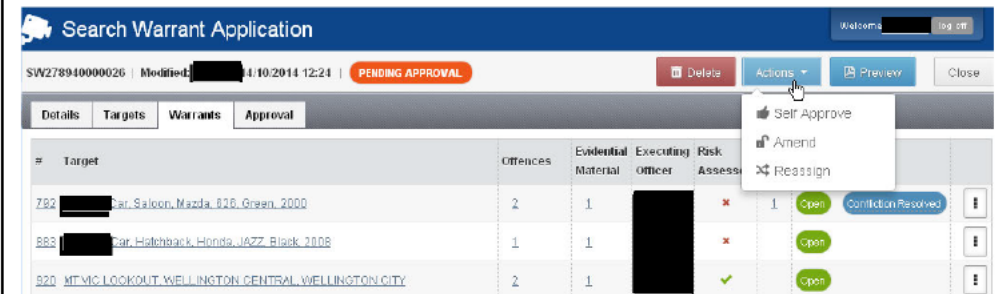
**Self approval of applications** A primary or secondary owner can self-approve a warrant application if the operational need requires it. An approving officer must always be nominated when the application is created. It is still a requirement that this cannot be the same as the primary or secondary owner. However there will be an option to override this to self-approve.



Best practice states that the documents should always be sent to the Approving Officer for internal approval. In the exceptional case where this is not practical, the primary or secondary owner may approve the application.

It is mandatory to provide a reason and a notification will be sent to the approving officer advising that self-approval has taken place and the reason given for the self-approval.




Follow these steps to self-approve a document.

Step	Action
1	<p>On the Dashboard, click on an application to open it. Then click on <b>Actions</b> to display the drop-down menu.</p> <p><b>Result:</b> The application opens, and the drop-down menu displays the options available.</p> 

*Continued on next page*

# Submit a search warrant application for approval, Continued

## Self approval of applications (continued)

Step	Action
2	<p>Click  Self Approve .</p> <p><b>Result:</b> The <b>Self Approve Application</b> field is displayed.</p> 
3	<p>Enter the reasons for the self approval and click  .</p> <p><b>Result:</b> The document's status is now Approved. Automated emails are sent to the Secondary Owner and original Authorising Officer notifying them that a Document they are assigned to has been Self Approved by you, and the reason you gave for doing so.</p>

Return to [Table of Contents](#)


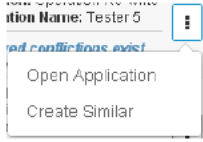
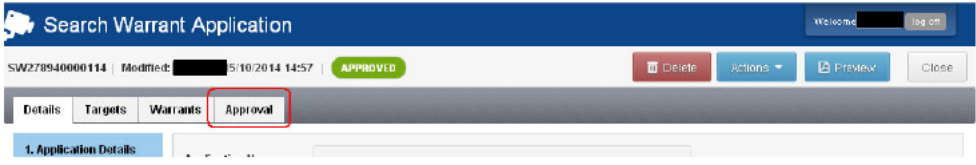
# Finalise, print and save a search warrant application

## Approval results

### Notes:

- You will be notified by email that an Approval Request result for a document you are assigned to has been recorded. (This message also goes to the Secondary Owner.)
- If **Approved** the status of your application will show on your Dashboard, as **Approved**. You should now move to **Finalise** the application (see below).
- If it has been **Rejected**, the status will show as **Rejected**.
- An Approving Officer may also **Amend** the application and either refer it back as a **Draft** or re-submit and approve it. Depending on its state this may show up on your Dashboard status as **Draft**, **Pending Approval** or **Approved**.

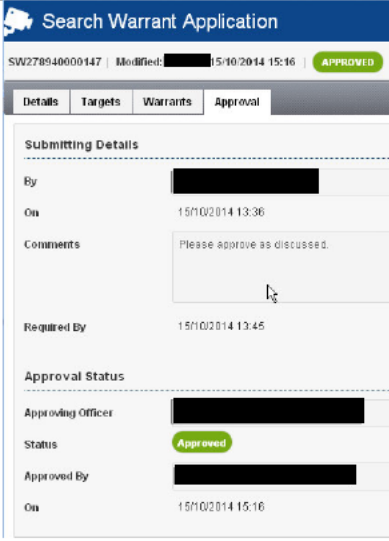
To review Approval results, follow these steps.

Step	Action
1	<p>Open the <b>Approved</b> application by either clicking the application number <a href="#">hyperlink</a> in the <b>Application #</b> column, or by clicking on  and selecting <b>Open Application</b>.</p>  <p><b>Result:</b> The application displays as follows.</p>  <p><b>Note:</b> A fourth tab, <b>Approval</b> (red box), appears.</p>
2	<p>Click on the <b>Approval</b> tab.</p> <p><b>Result:</b> The Approval tab is displayed.</p>

*Continued on next page*

## Finalise, print and save a search warrant application, Continued

### Approval results (Continued)

Step	Action
	 <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>• This shows:<ul style="list-style-type: none"><li>– <b>Submitting Details</b> including when it was submitted, by whom, any comments made, and when approval was required by.</li><li>– <b>Approval Status</b>, including who the Approving Officer is, the status, who it was approved by, and when it was approved.</li></ul></li><li>• If the application was self-approved, the status would show <b>Self Approved</b>, who it was approved by and the reason for it being self approved. See <a href="#">Self-approving an application</a> on page <a href="#">52</a>.</li><li>• If the application was rejected, this tab would show a status of <b>Rejected</b>, who it was rejected by and the reason it was rejected.</li></ul>



*Continued on next page*

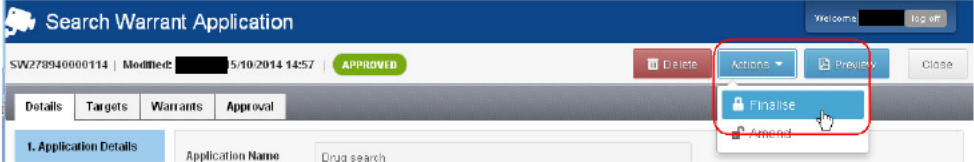
## Finalise, print and save a search warrant application, Continued

### Finalising search warrant application

Once your search warrant application has been approved, it is finalised and a final copy printed to place before the designated Issuing Officer.


The following step applies to **Finalise** an **Approved** application.

Step	Action
1	On the toolbar of the open <b>Approved</b> application, click on  and select  from the drop-down menu.



  


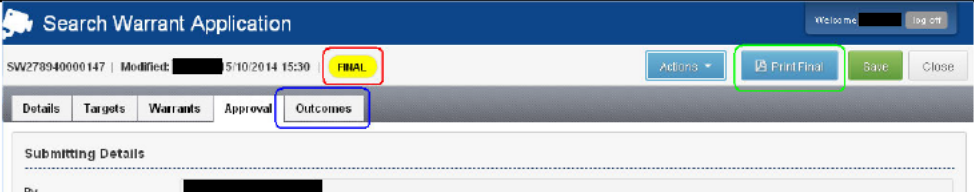
The screenshot shows the 'Search Warrant Application' interface. The application ID is SW278940000114, modified on 5/10/2014 14:57, and is in 'APPROVED' status. The toolbar includes 'Delete', 'Actions', 'PrintFinal', and 'Close'. The 'Actions' dropdown menu is open, showing 'Finalise' and 'Amend' options. The 'Finalise' option is highlighted with a red box.

**Results:**

- The status of the application becomes **FINAL** (on your **Dashboard** also).
- A fifth tab is added, **Outcomes** (blue box) – see [Outcomes](#), page [76](#).
- The option to print a final copy of the application becomes available (.

**Notes:**




- The option to print a final copy of your application is only available once it has been approved and finalised.
- The **Details**, **Targets**, **Warrants** and **Approval** tabs can be viewed but cannot be edited in this view.
- To make changes, click  and select  to amend the application information as required. This will change the status of the application back to Draft, and it must then be re-submitted for approval. Refer to [Amend](#) an application on page [64](#).


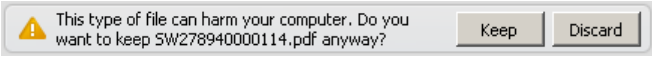

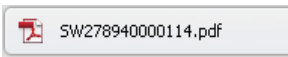

The screenshot shows the 'Search Warrant Application' interface after finalisation. The application ID is SW278940000147, modified on 5/10/2014 15:30, and is in 'FINAL' status. The toolbar includes 'Actions', 'PrintFinal', 'Save', and 'Close'. The 'PrintFinal' button is highlighted with a green box. The 'Outcomes' tab is highlighted with a blue box. The 'Submitting Details' section is visible below the tabs.

## Finalise, print and save a search warrant application, Continued

### Printing & saving your application

-  **1-sided printing of warrants:** For compliance reasons, you must ensure the print settings are set to 1-sided print **every time** you print a final warrant.
-  If there is a delay between when the application is approved and when printed, there may have been changes to the application history that may require review and amendments to the application – refer to [Amend an application](#), on page [64](#).
-  If any details have changed in this time period the application will need to be amended and approved again before you can print it. See [Amend an application](#), on page [64](#).


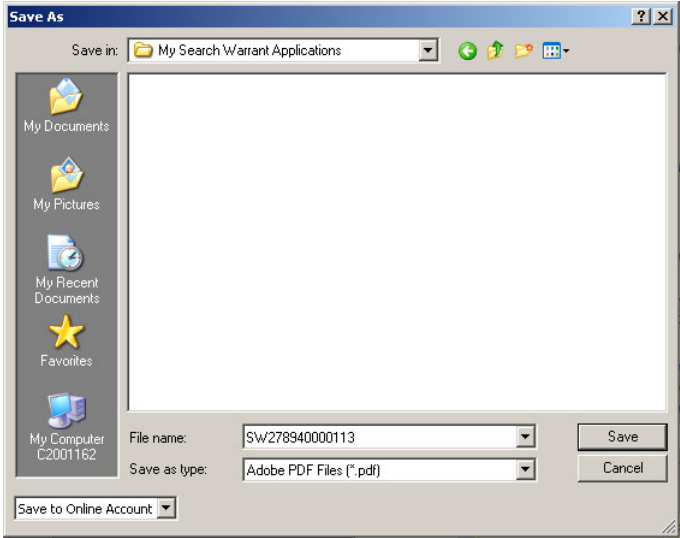

Follow these steps to print and save a copy of your **Finalised** application.

Step	Action
1	<p>To print a copy of your final application, or save an electronic copy, open your finalised application and click on the  button.</p> <p><b>Result:</b> The following message will display on your bottom taskbar.</p>  <p><b>Note:</b> You cannot edit this version. If you need to make changes you will need to do this in the application itself, and then print again. See <a href="#">Amend</a> an application, on page <a href="#">64</a>.</p>
2	<p>Click on  and a pdf file of your final application will download and appear on your bottom taskbar, as follows.</p> 
3	<p>Click on the pdf file on your bottom taskbar. This opens the document in a new Adobe Reader window.</p>
<b>Print the application</b>	
4	<p>From the browser menu bar, click  to print.</p> <p><b>Result:</b> the <b>Print</b> window opens.</p>

*Continued on next page*

## Finalise, print and save a search warrant application, Continued

### Printing & saving your application (Continued)

Step	Action
5	Open the printer properties window, and select one sided printing from your printer settings.
6	Once your settings have been changed, print the document.  <b>Notes:</b> <ul style="list-style-type: none"><li>• If you require any assistance with your printer and how to change the settings to 1-sided printing, please call the helpdesk.</li><li>• Your partial QID will display in the top left corner of the page.</li><li>• The search warrant number will display on the top right corner of the page.</li></ul>
<b>Save an electronic copy of the application</b>	
7	From the browser menu bar, click  to save. Alternatively, from the tool bar, select <b>File/Save as...</b>  <b>Result:</b> the <b>Save As</b> window opens.
	
6	Type a name for the application in the <b>File Name</b> field (e.g. the application number), and browse for the folder in which to save it in (the <b>Save in</b> field) – this should be the <b>Investigation file</b> associated with the case the search warrant relates to. Then click  .  <b>Result:</b> An electronic copy has been saved to your chosen folder, and can be viewed at any time. You can now close the browser window and return to the Search and Surveillance system.

Return to  
[Table of Contents](#)



# Copy an application

## Introduction

You may choose to copy an application if you want to use some of the details in a new application. You would do this to save data entry time for recurring information or if you have a good template for common offences, evidential material, etc.



The fields that are copied across from the original application are:

- Primary owner (as logged on user)
- Supporting information relating to Suspicion as to Offence(s)
- Supporting information relating to Belief that Evidential Material Obtainable
- Offences (description, Act and section)
- Evidential Material Sought

**Note:** All information copied across from the existing application can be fully edited to suit the conditions of the new application.

## Copy an application

Follow these steps to create a new Application from an existing one.




Step	Action															
1	<p>Find the application your wish to copy on your Dashboard or using the Query tab (refer to <a href="#">Query</a>, on page 99).</p> <p><b>Note:</b> You can copy an application with any status.</p>  <table border="1"><thead><tr><th>Application #</th><th>Targets</th><th>Roles</th><th>Status</th><th>Info</th></tr></thead><tbody><tr><td>BW278940000147</td><td>16-30 COUTTS STREET, KILBIRNIE, WELLINGTON CITY 6022 FLAT 1, 38 TASMAN STREET, MOUNT COOK, WELLINGTON CITY 6021 plus 3 others</td><td>P S A</td><td>Draft</td><td>Case: 1103081 051 Operation: Operation Re-write Application Name: Tester 5  Resolved Open Application Create Similar</td></tr><tr><td>BW278940000182</td><td>38 TURNER DRIVE, WESTERN HEIGHTS, ROTORUA DISTRICT 3015</td><td>P S A</td><td>Draft</td><td>Case: 111 Operation: Applicat</td></tr></tbody></table>	Application #	Targets	Roles	Status	Info	BW278940000147	16-30 COUTTS STREET, KILBIRNIE, WELLINGTON CITY 6022 FLAT 1, 38 TASMAN STREET, MOUNT COOK, WELLINGTON CITY 6021 plus 3 others	P S A	Draft	Case: 1103081 051 Operation: Operation Re-write Application Name: Tester 5  Resolved Open Application Create Similar	BW278940000182	38 TURNER DRIVE, WESTERN HEIGHTS, ROTORUA DISTRICT 3015	P S A	Draft	Case: 111 Operation: Applicat
Application #	Targets	Roles	Status	Info												
BW278940000147	16-30 COUTTS STREET, KILBIRNIE, WELLINGTON CITY 6022 FLAT 1, 38 TASMAN STREET, MOUNT COOK, WELLINGTON CITY 6021 plus 3 others	P S A	Draft	Case: 1103081 051 Operation: Operation Re-write Application Name: Tester 5  Resolved Open Application Create Similar												
BW278940000182	38 TURNER DRIVE, WESTERN HEIGHTS, ROTORUA DISTRICT 3015	P S A	Draft	Case: 111 Operation: Applicat												
2	<p>Click  (blue box in above image) to the right of the application you wish to copy, and select <b>Create Similar</b> (red box in above image) to create a new application.</p> <p><b>Result:</b> The <b>Create Similar Application</b> screen displays, showing you (the user) as the <b>Primary Owner</b>.</p>															

*Continued on next page*



## Copy an application, Continued

### Copy an application (continued)

Step	Action
	
3	<p>Enter at least the mandatory information about who the <b>Secondary Owner</b> will be, and other information as desired.</p>
4	<p>Click .</p> <p><b>Result:</b> The new application has been opened as a draft, displaying the <b>Details</b>, <b>Targets</b> and <b>Warrants</b> tabs. These can be entered and/or modified in the normal way. It will also appear in your list of applications on your dashboard as a <b>Draft</b>, with a new application number. The original application has not been altered.</p> 

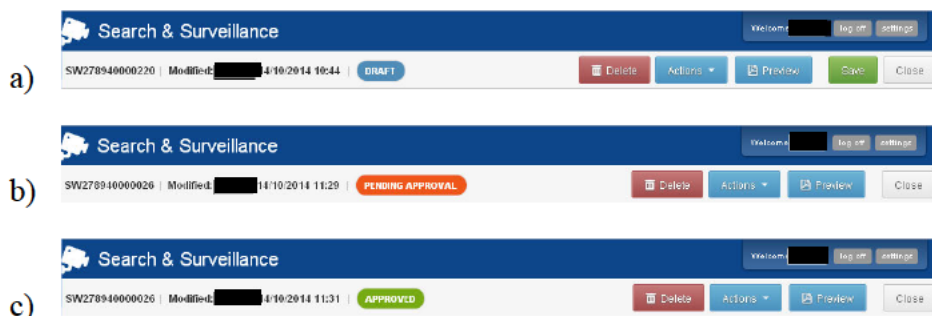
Return to  
[Table of Contents](#)

# Deleting and Undeleting an application

## When to use

Any application can be deleted **before** its status is finalised (becomes **Final**), shown as **Final** on your Dashboard.

An application that can be deleted will have a **Delete** button on its toolbar. For example, applications (a), (b) and (c) below can be deleted:



Applications in (d) and (e) cannot be deleted:



## Delete a search warrant




Follow these steps to delete an application.

Step	Action
	<p>Search &amp; Surveillance   SW27894000220   Modified: 14/10/2014 10:44   DRAFT   Delete   Actions   Preview   Save   Close</p>
1	<p>Open application you want to delete and click on the <b>Delete</b> button on its toolbar.</p> <p><b>Result:</b> The <b>Delete Application</b> box displays.</p>

*Continued on next page*



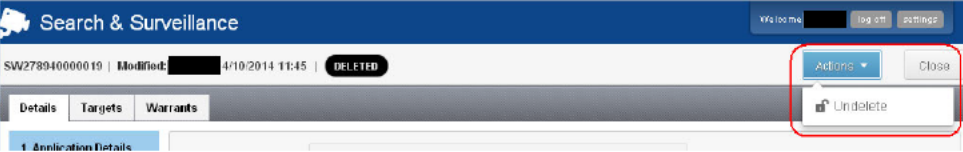
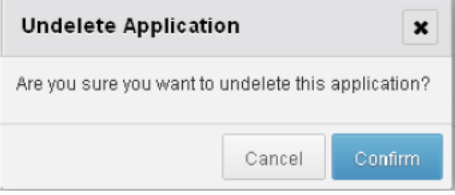
## Deleting and Undeleting an application, Continued

### Delete a search warrant (Continued)

Step	Action
2	<p>Click .</p> <p><b>Result:</b> The application will be deleted from the system. An automated message that the application has been deleted is sent to the Secondary Owner and Approving Officer (if specified), and to the Primary Owner if the user deleting the application is one of these other roles.</p> <p>On your Dashboard (and that of the Secondary Owner and Approving Officer) the application status is shown as .</p>  <p><b>Note:</b> A deleted application remains on your Dashboard for 24 hours from the time it was deleted.</p>

### Undeleting a search warrant application



If an application has been deleted in error, it can be undeleted by any of the three key roles within the 24 hour period from when it was deleted. Follow these steps to undelete an application.

Step	Action
1	<p>Open the application you want to undelete, click on the  button on its toolbar, and select .</p>  <p><b>Result:</b> The <b>Undelete Application</b> box displays.</p> 

*Continued on next page*

## Deleting and Undeleting an application, Continued

### Undeleting a search warrant application (Continued)

Step	Action
2	<p data-bbox="571 320 746 351">Click .</p> <p data-bbox="571 398 671 430"><b>Result:</b></p> <p data-bbox="571 436 1414 577">An automated message that the application has been un-deleted from its deleted state is sent to the Secondary Owner and Approving Officer (if specified), and to the Primary Owner if the user undeleting the application is one of these other roles.</p> <p data-bbox="571 618 1366 725">On your Dashboard (and that of the Secondary Owner and Approving Officer) the application reverts to Draft status () , regardless of what status it was before it was deleted.</p>

# Amend an application

---

## When to use



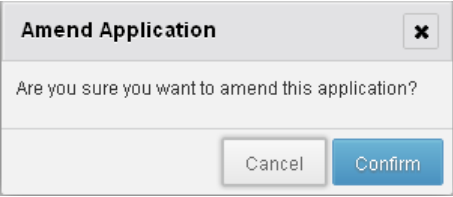

Amend an application to change information in a warrant application that is **Pending Approval**, or has been **Approved**, **Rejected** or **Finalised**. This may be required if new, relevant information comes to light, or an approving or issuing officer has requested changes prior to approving/signing the application.

**Note:** Once an application has been submitted for approval, information in the **Details**, **Targets** and **Warrants** tabs of the applications cannot be edited or changed in their respective fields. This **Amend Application** process must be used.

---

## Amend a search warrant

Follow these steps to amend an application that has a status of **Pending Approval**, **Approved**, **Rejected** or **Finalised**.

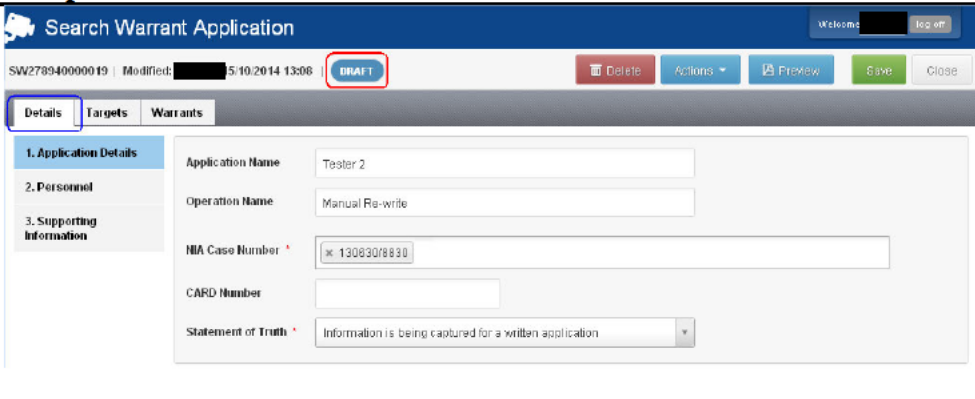


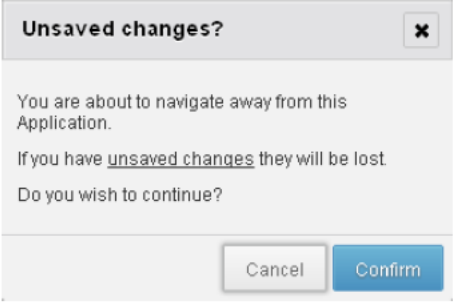


Step	Action
1	<p>From your <b>Dashboard</b>, open the relevant application that you want to amend, add or change details in. Click .</p> <p><b>Result:</b> A drop-down menu is displayed.</p> <p><b>Note:</b> The options available will depend on the status of the application you want to amend.</p>
2	<p>Click  Amend .</p> <p><b>Result:</b> The <b>Amend Application</b> window will appear.</p>  <p>The dialog box titled "Amend Application" contains the text "Are you sure you want to amend this application?" and two buttons: "Cancel" and "Confirm".</p>
3	<p>Click .</p> <p><b>Result:</b> the Search Warrant application screen will open on the <b>Details</b> tab (blue box).</p> <p><b>Note;</b> The status of the application reverts to <b>Draft</b> (red box).</p>

*Continued on next page*

Return to  
[Table of Contents](#)

## Amend an application, Continued

### Amend a search warrant (continued)

Step	Action
	
4	<p>Enter/change information in the application as required. Click  to save the changes.</p> <p><b>Result:</b> The application has been amended, but must now be re-submitted for approval.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>• If you click on  without saving your changes, the following <b>Unsaved changes?</b> window will pop up and warn you that <b>unsaved changes</b> will be lost.</li></ul>  <ul style="list-style-type: none"><li>• Click  if you do <b>NOT</b> want to save changes you have made.</li><li>• Click  if you wish to return and <b>Save</b> your changes.</li></ul>

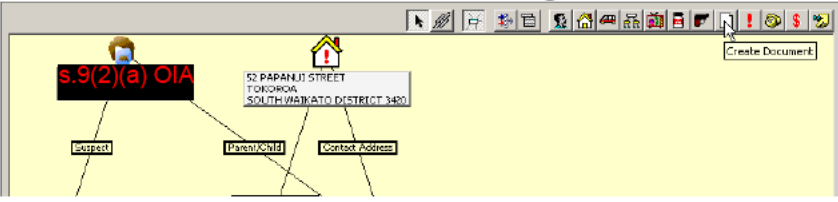

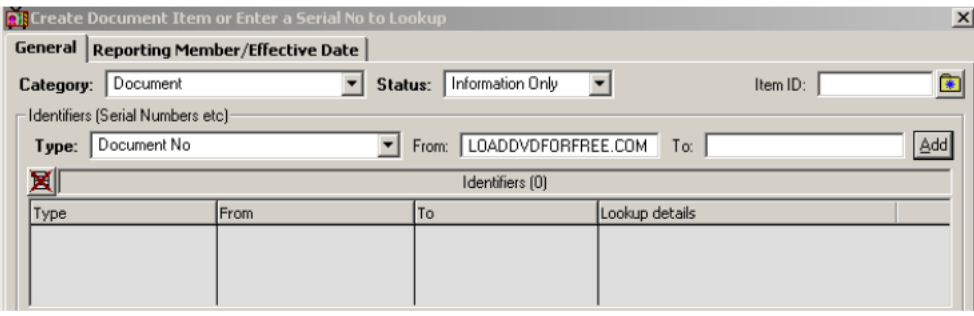
Return to  
[Table of Contents](#)

# Create a Facility for use in the Search & Surveillance application

**Introduction** Not all items contained within a search warrant are tangible. Examples of intangible items are a website, email account or an internet data storage facility.

These items must be entered into NIA as detailed below.

**Create a facility** Follow these steps to create a facility in NIA.

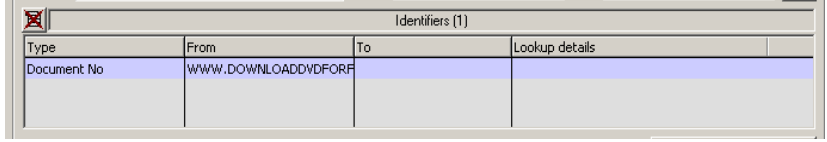
Step	Action
1	Create or open the occurrence which will contain this item.
2	<p>Click <b>Visual Linker</b> in the Navigation Panel.</p> 
3	<p>Click the  <b>Create Document</b> icon on the toolbar.</p> <p><b>Result:</b> The <b>Create Document Item or Enter a Serial No to Lookup</b> window is displayed.</p> 
4	Record the appropriate <b>Status</b> .
5	<p>Enter the name of the facility in the <b>From:</b> field. An example may be <code>www.downloadvdfree.com</code> or <code>68.102.103.46</code>.</p> <p><b>Note:</b> You are restricted to 40 characters.</p>

*Continued on next page*

Return to  
[Table of Contents](#)

# Create a Facility for use in the Search & Surveillance application, Continued

Create a facility  
(continued)

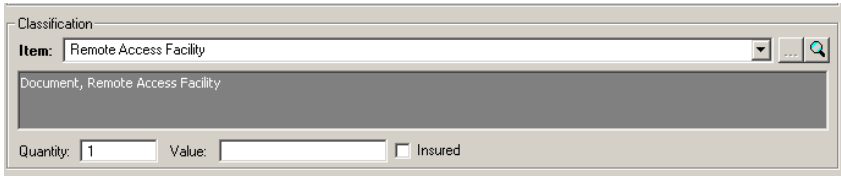
Step	Action								
6	<p>Click <b>Add</b>. <b>Result:</b> The identifier is added to the list. The Create button changes to <b>Lookup</b>.</p> 								
7	<p>Click <b>Lookup</b>. <b>Result:</b> This runs an Autoquery and displays a list of items in the specified range.</p> <table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>A. An Item exists</td> <td> <p>Select the item.</p> <p>Click <b>Use</b>. <b>Result:</b> The item is added to the Record and the wizard is displayed.</p> <p>Enter all items.</p> <p>Close the wizard. <b>Note:</b> There is no message confirming the item's addition to the record.</p> <p>Click the <b>Refresh</b> icon in the Record to display the added item.</p> </td> </tr> <tr> <td>B. An Item exists but is not to be used</td> <td> <p>Do <b>not</b> use this option if possible. Use the existing Item.</p> <p>Warning! You don't want double entries in NIA.</p> </td> </tr> <tr> <td>C. The Item does not exist</td> <td> <p>Click <b>Cancel</b>. <b>Result:</b> The wizard is displayed with no changes to the criteria.</p> <p>Click the selected entry.</p> <p>Click the <b>Delete Selected/Identifier</b> button.</p> <p>Re-enter the criteria or close the wizard.</p> </td> </tr> </tbody> </table>	If	Then	A. An Item exists	<p>Select the item.</p> <p>Click <b>Use</b>. <b>Result:</b> The item is added to the Record and the wizard is displayed.</p> <p>Enter all items.</p> <p>Close the wizard. <b>Note:</b> There is no message confirming the item's addition to the record.</p> <p>Click the <b>Refresh</b> icon in the Record to display the added item.</p>	B. An Item exists but is not to be used	<p>Do <b>not</b> use this option if possible. Use the existing Item.</p> <p>Warning! You don't want double entries in NIA.</p>	C. The Item does not exist	<p>Click <b>Cancel</b>. <b>Result:</b> The wizard is displayed with no changes to the criteria.</p> <p>Click the selected entry.</p> <p>Click the <b>Delete Selected/Identifier</b> button.</p> <p>Re-enter the criteria or close the wizard.</p>
If	Then								
A. An Item exists	<p>Select the item.</p> <p>Click <b>Use</b>. <b>Result:</b> The item is added to the Record and the wizard is displayed.</p> <p>Enter all items.</p> <p>Close the wizard. <b>Note:</b> There is no message confirming the item's addition to the record.</p> <p>Click the <b>Refresh</b> icon in the Record to display the added item.</p>								
B. An Item exists but is not to be used	<p>Do <b>not</b> use this option if possible. Use the existing Item.</p> <p>Warning! You don't want double entries in NIA.</p>								
C. The Item does not exist	<p>Click <b>Cancel</b>. <b>Result:</b> The wizard is displayed with no changes to the criteria.</p> <p>Click the selected entry.</p> <p>Click the <b>Delete Selected/Identifier</b> button.</p> <p>Re-enter the criteria or close the wizard.</p>								

*Continued on next page*



# Create a Facility for use in the Search & Surveillance application, Continued

Create a facility  
(continued)

Step	Action
D. The Item does not exist	<p>Click <b>Ignore</b>.</p> <p>The lookup details column will display 'looked up but results ignored'.</p> <p>Go to Step 8.</p>
	
8	Select <b>Remote Access Facility</b> from the <b>Item</b> dropdown box.
9	Complete any other details as required.
10	Click <b>Create</b> .
11	Click <b>Close</b> .
12	Refresh the Record to display the added item.

Return to  
[Table of Contents](#)

# Copy NIA ID

## Introduction

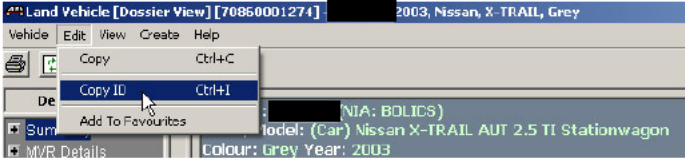
NIA IDs may be required when entering target details into a search warrant.

If a target in your application is a 'Thing', you must search for or create a **NIA Item** and use the ID from that to add a 'Thing' target in S&S. However, other options do exist for entering other target types to your search warrant application.

In the case of a vehicle, you cannot use a NZTA identity in a search warrant application. However, you can query for a vehicle by plate number or VIN. The query result may contain an NZTA vehicle identity, which can be added as a target and the system will create a NIA ID for that vehicle.

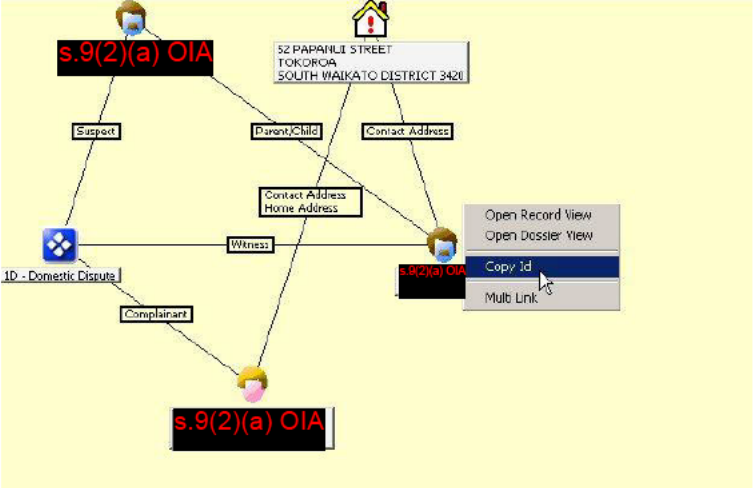
## Copy NIA ID

Follow these steps to copy a NIA Person, Vehicle, Location or Item ID.

Step	Action
1	Open the object dossier view in NIA. 
2	Click the <b>Edit</b> menu and select <b>Copy ID</b> . <b>Result:</b> The ID is copied to your clipboard.

## Copy from Visual linker

Follow this step to copy a NIA Person, Vehicle, Location or Item ID from the Visual Linker.

Step	Action
1	Right click an object and select <b>Copy Id</b> . <b>Result:</b> The ID is copied to your clipboard. 

*Continued on next page*

# Copy NIA ID, Continued

---

**Paste NIA ID** Follow these steps to paste a NIA ID.

<b>Step</b>	<b>Action</b>				
1	Go to the <b>NIA Target ID</b> field in your search warrant application.				
2	<table border="0"><tr><td data-bbox="571 495 938 607"><b>Either</b> Right click in the field and select <b>Paste</b></td><td data-bbox="938 495 1426 607"><b>Or</b> Click in this field and press &lt;Ctrl V&gt;.</td></tr><tr><td colspan="2" data-bbox="571 645 1426 719"><b>Result:</b> The NIA ID is pasted into the <b>NIA Target ID</b> field.</td></tr></table>	<b>Either</b> Right click in the field and select <b>Paste</b>	<b>Or</b> Click in this field and press <Ctrl V>.	<b>Result:</b> The NIA ID is pasted into the <b>NIA Target ID</b> field.	
<b>Either</b> Right click in the field and select <b>Paste</b>	<b>Or</b> Click in this field and press <Ctrl V>.				
<b>Result:</b> The NIA ID is pasted into the <b>NIA Target ID</b> field.					

---

# Reviewing and approving a search warrant application

## Introduction

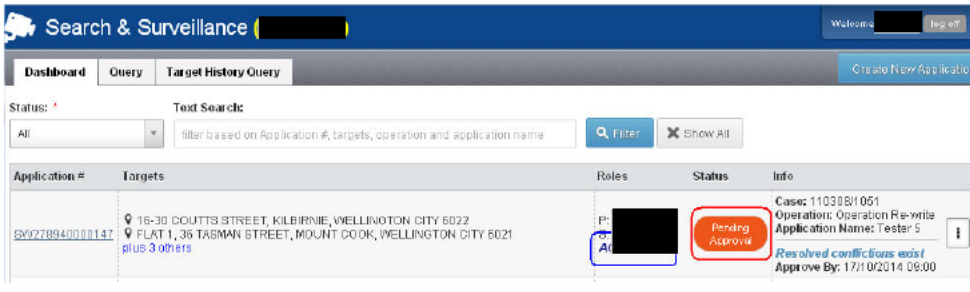


**Approving Officer only:** Follow these steps to review and approve, amend, reassign or reject a search warrant application.

### Note:

- When a Search Warrant application is submitted for approval, the designated Approving Officer will receive an automated email advising that the officer “has been assigned an Approval Request for documents”. (This is also copied to the Secondary Owner). The notification includes a hyperlink to open the document.

## Review a search warrant application – Approving Officer only

**Approving Officer only:** Follow these steps to review a search warrant application.

Step	Action
1	<p>Click the hyperlink in the notifying email to open the document.</p> <p><b>Result:</b> The S&amp;S log on screen will open (proceed with log on procedures), or if you are already logged on in the S&amp;S system, your <b>Dashboard</b> will open.</p> <p>Your <b>Dashboard</b> will show the status of the application as <b>Pending Approval</b> (red box below). Your role as Approving Officer will be highlighted as <b>AO: (your QID)</b> (blue box). Information about the application, including the date and time by which approval is requested, appears in the <b>Info</b> column.</p> 
2	<p>Open the application by either clicking the application number <a href="#">hyperlink</a> in the <b>Application #</b> column, or by clicking on  and selecting <b>Open Application</b>.</p>  <p><b>Result:</b> The application displays, showing the <b>Warrants</b> tab.</p>

*Continued on next page*

# Reviewing and approving a search warrant application, Continued

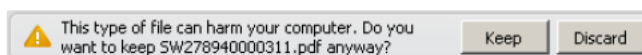
## Review a search warrant application – Approving Officer only (Continued)

Step	Action																																																
	<table border="1"> <thead> <tr> <th>#</th> <th>Target</th> <th>Offences</th> <th>Evidential Material</th> <th>Executing Officer</th> <th>Risk Assessed</th> <th>TAH</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>055</td> <td>Bar, Salon, Mazda, 828, Green, 2000</td> <td>3</td> <td>2</td> <td></td> <td>✓</td> <td>1</td> <td>Open Condition Resolved</td> </tr> <tr> <td>525</td> <td>FLAT 1, 36 TASMAN STREET, MOUNT COOK, WELLINGTON CITY 6021</td> <td>2</td> <td>3</td> <td></td> <td>✓</td> <td>2</td> <td>Open</td> </tr> <tr> <td>624</td> <td>MOUNT VICTORIA LOOKOUT, WELLINGTON CENTRAL, WELLINGTON CITY</td> <td>2</td> <td>2</td> <td></td> <td>✓</td> <td>1</td> <td>Open</td> </tr> <tr> <td>520</td> <td>Property, Electrical, Telephony Equipment (Electrical, VODAPHONE, ALCATEL)</td> <td>1</td> <td>2</td> <td></td> <td>✓</td> <td></td> <td>Open</td> </tr> <tr> <td>045</td> <td>18-30 COUTTS STREET, KILBIRNIE, WELLINGTON CITY 6022</td> <td>2</td> <td>2</td> <td></td> <td>✓</td> <td>1</td> <td>Closed Condition Resolved</td> </tr> </tbody> </table>	#	Target	Offences	Evidential Material	Executing Officer	Risk Assessed	TAH	Status	055	Bar, Salon, Mazda, 828, Green, 2000	3	2		✓	1	Open Condition Resolved	525	FLAT 1, 36 TASMAN STREET, MOUNT COOK, WELLINGTON CITY 6021	2	3		✓	2	Open	624	MOUNT VICTORIA LOOKOUT, WELLINGTON CENTRAL, WELLINGTON CITY	2	2		✓	1	Open	520	Property, Electrical, Telephony Equipment (Electrical, VODAPHONE, ALCATEL)	1	2		✓		Open	045	18-30 COUTTS STREET, KILBIRNIE, WELLINGTON CITY 6022	2	2		✓	1	Closed Condition Resolved
#	Target	Offences	Evidential Material	Executing Officer	Risk Assessed	TAH	Status																																										
055	Bar, Salon, Mazda, 828, Green, 2000	3	2		✓	1	Open Condition Resolved																																										
525	FLAT 1, 36 TASMAN STREET, MOUNT COOK, WELLINGTON CITY 6021	2	3		✓	2	Open																																										
624	MOUNT VICTORIA LOOKOUT, WELLINGTON CENTRAL, WELLINGTON CITY	2	2		✓	1	Open																																										
520	Property, Electrical, Telephony Equipment (Electrical, VODAPHONE, ALCATEL)	1	2		✓		Open																																										
045	18-30 COUTTS STREET, KILBIRNIE, WELLINGTON CITY 6022	2	2		✓	1	Closed Condition Resolved																																										

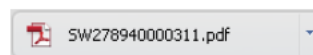
- 3 Review all the details of the search warrant application:
- Click on each of the **Details** and **Targets** tabs, and review the information in each sub-tab on these tabs.
  - Click on each target listed on the **Warrants** tab, and review the information in each sub-tab (**Targets, Offences, Evidential Material, Details, Additional Information, Warrant Conditions**).
  - Preview the application.

**Note:** To Preview the application, click on Preview.

**Result:** The following message will display on your bottom taskbar.



Click on Keep and a pdf file of your draft application will download and appear on your bottom taskbar, as follows.



Click on this to view and print as required.


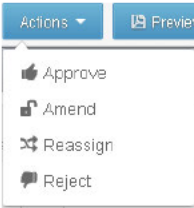
### Notes:

- The yellow highlighted text has been inserted from information that has been provided.
- This shows and prints with a 'Draft' watermark.
- This version/file cannot be edited. If changes are required, these must be done in the application itself by **Amending** the application (see next step).

*Continued on next page*

# Reviewing and approving a search warrant application, Continued



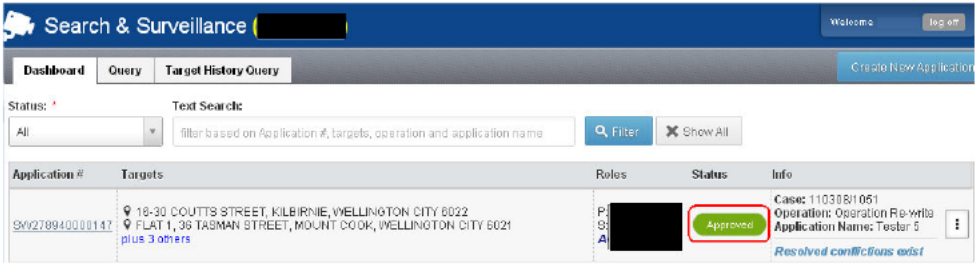
**Review a search warrant application – Approving Officer only (Continued)**

Step	Action
4	<p>After you have reviewed the details, determine the appropriate action. This may be to <b>Approve</b>, <b>Amend</b>, <b>Reassign</b> or <b>Reject</b> the application.</p> <p>Click  .</p> <p><b>Result:</b> A drop-down menu of four options is displayed – <b>Approve</b>, <b>Amend</b>, <b>Reassign</b> and <b>Reject</b>.</p> 

## Approving a search warrant application

**Approve a search warrant – Approving Officer only (Continued)**

**Approving Officer only**



Step	Action
4	<p>If after you have reviewed the details you decide to <b>Approve</b> the application, click  and select  .</p> <p><b>Result:</b> The Application has been approved, and now displays a status of <b>Approved</b> in the dashboard view</p>  <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>The Primary and Secondary owners will receive email that an Approval Request result for a document you are assigned to has been recorded.</li> </ul>

# Reviewing and approving a search warrant application,

Continued

## Amending or reassigning an application



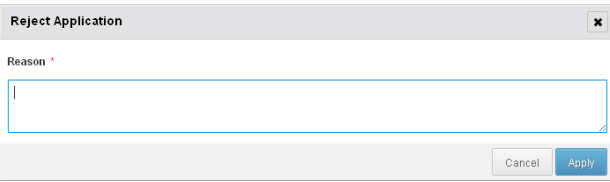

**Amend or reassign application**

Step	Action
1	<p><b>Amend</b> application: If you wish to amend an application prior to approving it, this can be done by you as the Approving officer or it can be referred back to the <b>Primary</b> or <b>Secondary</b> owner.</p> <p>To amend the application click  and follow the process outlined in the section <a href="#">Amend</a> an application on page <a href="#">64</a>.</p>
2	<p><b>Reassign</b> application: To reassign an application to another Approving officer, click  and follow the process outlined in the section <a href="#">Reassigning an application</a> on page <a href="#">51</a>.</p>

## Rejecting a search warrant application

**Reject a search warrant - Approving Officer only**

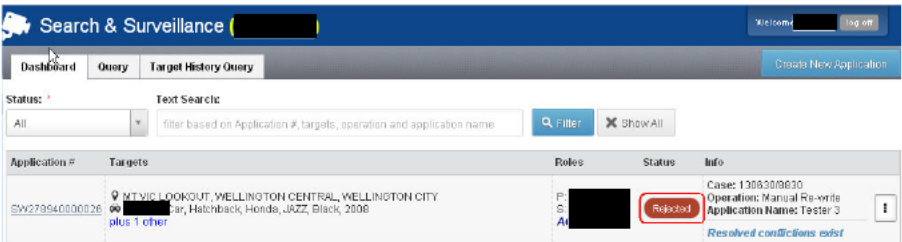
Follow these steps to **Reject** a search warrant application.

Step	Action
1	<p>If after you have reviewed the details you have decided to reject the application, click  and select  .</p> <p><b>Result:</b> The <b>Reject Application</b> field will be displayed, and a mandatory <b>Reason</b> for rejection field must be completed.</p> 
2	<p>Complete the <b>Reason</b> for rejection field, and click  .</p> <p><b>Result:</b> The application now displays a status of <b>Rejected</b> in the Status column of the Dashboard.</p>

*Continued on next page*

# Reviewing and approving a search warrant application, Continued

## Reject a search warrant (Continued)

Step	Action										
	 <p>The screenshot shows the 'Search &amp; Surveillance' dashboard. It includes a navigation bar with 'Dashboard', 'Query', and 'Target History Query' tabs. Below the navigation bar is a search section with a 'Status' dropdown set to 'All' and a 'Text Search' input field. A search button and a 'Show All' link are also present. The main content area displays a table with columns for 'Application #', 'Targets', 'Roles', 'Status', and 'Info'. One application is listed with a status of 'Rejected'.</p> <table border="1"><thead><tr><th>Application #</th><th>Targets</th><th>Roles</th><th>Status</th><th>Info</th></tr></thead><tbody><tr><td>SW273940000026</td><td>NTYIC LOOKOUT, WELLINGTON CENTRAL, WELLINGTON CITY plus 1 other</td><td>Primary Secondary Approved</td><td>Rejected</td><td>Case: 130630/0030 Operation: Manual Re-write Application Name: Tester 3 <a href="#">Resolved conditions edit</a></td></tr></tbody></table>	Application #	Targets	Roles	Status	Info	SW273940000026	NTYIC LOOKOUT, WELLINGTON CENTRAL, WELLINGTON CITY plus 1 other	Primary Secondary Approved	Rejected	Case: 130630/0030 Operation: Manual Re-write Application Name: Tester 3 <a href="#">Resolved conditions edit</a>
Application #	Targets	Roles	Status	Info							
SW273940000026	NTYIC LOOKOUT, WELLINGTON CENTRAL, WELLINGTON CITY plus 1 other	Primary Secondary Approved	Rejected	Case: 130630/0030 Operation: Manual Re-write Application Name: Tester 3 <a href="#">Resolved conditions edit</a>							
	<p><b>Notes:</b></p> <ul style="list-style-type: none"><li>The Primary and Secondary owners will receive email that an Approval Request result for a document you are assigned to has been recorded.</li></ul>										

[Return to  
Table of Contents](#)



# Outcomes

---

## Introduction

Outcomes capture the result of your search warrant.

It is important to record the Outcome of all Search Warrants as soon as possible to comply with legislation and because the Outcomes may affect the target history for future applications.

Outcomes are captured for the overall application as well as for individual warrants.

Once all outcomes have been recorded, the application is **Completed**.

An application outcome can be recorded by the following roles:

- Primary owner
- Secondary owner
- Approving officer
- Applicant

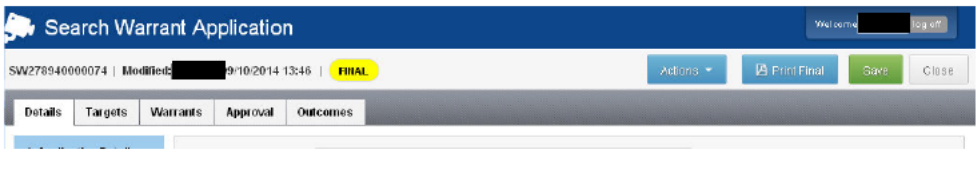
**Note:** An Executing Officer (if different from the above role holders) may only record a warrant outcome, if given approval to do so (see Step 7 under [Record warrant outcome](#)).

---

## Record an application outcome

### Record application outcome

Follow these steps to record an outcome for your application.

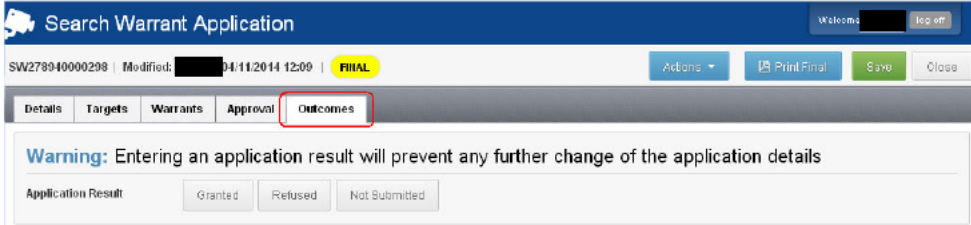


Step	Action
1	<p>On your <b>Dashboard</b>, open the relevant application (it should have a <b>Final</b> status).</p> <p><b>Result:</b> The application displays, showing the <b>Details</b> tab.</p>  <p>The screenshot shows a web application interface for 'Search Warrant Application'. At the top, there is a blue header with the application name and a user profile. Below the header, there is a status bar showing 'SW278940000074   Modified: 9/10/2014 13:46   FINAL'. To the right of the status bar are buttons for 'Actions', 'Final Final', 'Save', and 'Close'. Below the status bar is a navigation menu with tabs for 'Details', 'Targets', 'Warrants', 'Approval', and 'Outcomes'. The 'Details' tab is currently selected and highlighted in blue.</p>

*Continued on next page*

Return to  
[Table of Contents](#)

## Outcomes, Continued

Record application outcome (continued)


Step	Action								
2	<p>Click on the <b>Outcomes</b> tab (red box below).</p> <p><b>Result:</b> The <b>Outcomes</b> screen displays as follows.</p>  <p>A Warning appears. Entering any application result (including <b>Not Submitted</b>) means that you will not be able to further amend any details in this application. Once the application result has been entered, the application will be locked from any further changes (it is complete). The option to  in the  drop-down menu disappears.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• The application result – <b>Granted, Refused</b> or <b>Not Submitted</b>, can be changed after this point.</li> <li>• The mandatory fields will alter depending on which option you select.</li> <li>• If results are recorded against a Warrant under the <b>Granted</b> fields, these will be lost if the <b>Application Result</b> is changed to <b>Refused</b> or <b>Not Submitted</b>.</li> </ul>								
3	<table border="1"> <thead> <tr> <th>If application result:</th> <th>Refer to</th> </tr> </thead> <tbody> <tr> <td>Granted</td> <td><a href="#">Granted applications, page 78</a></td> </tr> <tr> <td>Refused</td> <td><a href="#">Refused applications, page 92</a></td> </tr> <tr> <td>Not Submitted</td> <td><a href="#">Not Submitted applications, page 94</a></td> </tr> </tbody> </table> <p><b>Note:</b> If one or more warrants have been <b>Granted</b> in a multi-warrant application and others have been <b>Refused</b> or <b>Not Submitted</b>, go to the <b>Granted</b> option.</p>	If application result:	Refer to	Granted	<a href="#">Granted applications, page 78</a>	Refused	<a href="#">Refused applications, page 92</a>	Not Submitted	<a href="#">Not Submitted applications, page 94</a>
If application result:	Refer to								
Granted	<a href="#">Granted applications, page 78</a>								
Refused	<a href="#">Refused applications, page 92</a>								
Not Submitted	<a href="#">Not Submitted applications, page 94</a>								

*Continued on next page*

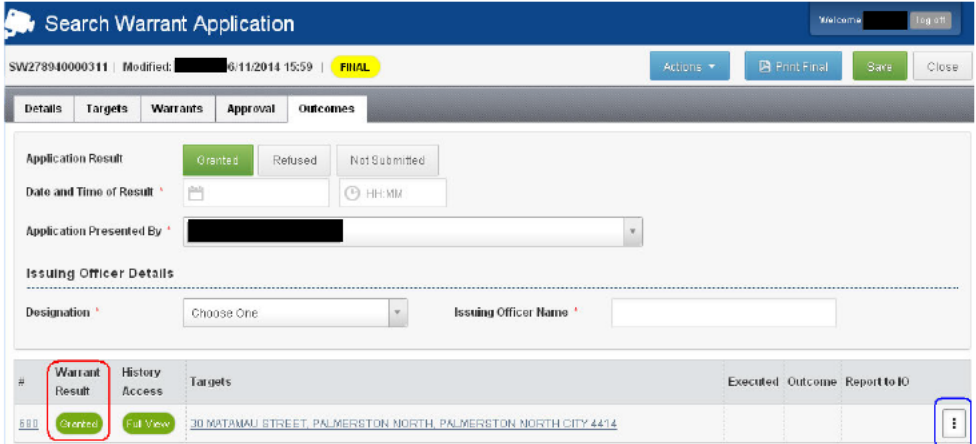
# Outcomes, Continued

## Granted applications

### Record Granted application outcome












Step	Action
1	Click on the <b>Granted</b> button 

**Result:** The following screen displays.



The screenshot shows the 'Search Warrant Application' interface. The 'Application Result' section has buttons for 'Granted', 'Refused', and 'Not Submitted'. The 'Granted' button is highlighted with a red box. Below this, there are fields for 'Date and Time of Result', 'Application Presented By', and 'Issuing Officer Details'. At the bottom, a table lists targets with columns for 'Warrant Result', 'History Access', 'Targets', 'Executed', 'Outcome', and 'Report to IO'. The 'Warrant Result' column shows 'Granted' (highlighted in a red box) and 'Full View' (highlighted in a green box). A blue box highlights a button in the 'Report to IO' column.



**Notes:**

- Mandatory fields are denoted by the red asterisk (\*)
- This page lists all the targets that are covered by this application.
- The default view for **Warrant Result** is that all warrants covered by this application are **Granted** (see red box)
- **History Access** relates to whether a target is
  - ‘open’ and full access to the warrant history for the target is/will be available (  ); or
  - closed, in which case the icon is  and the warrant history cannot be viewed.
- Clicking on the  button (see blue box above) enables that target’s outcomes to be edited; the **Warrant Result** for individual targets to be toggled between **Refused** and **Granted**, and the **History Access** to toggle between **Full View** and **No View**.
- As outcomes are recorded, these will be indicated in the **Executed** and **Outcome** columns by a  or 
- If a **Report to IO** (Issuing Officer) is required, this is indicated by  .
  - Hovering over the tick will display the Hover Help arrow and the date that the Report is required by  
  - When it has been printed it is indicated by a , Hovering over the tick will display the Hover Help arrow and the date that the Report was produced  

Continued on next page

## Outcomes, Continued

Record  
Granted  
application  
outcome  
(continued)

Step	Action
<b>Application Result</b>	
2	<p>Enter the following details:</p> <ul style="list-style-type: none"> <li>• <b>Date and Time of Result</b> – Click on the  and select the date on which the application was granted. Enter the time by clicking in the  HH:MM field and typing the time in a 24-hour format.</li> <li>• <b>Application Presented By:</b> The default is the <b>Primary Owner</b>, but this can be changed by clicking in the field and search for the relevant person by QID or name and selecting as appropriate.</li> </ul>
<b>Issuing Officer Details</b>	
3	<p>Enter the following details about the person who authorised your application:</p> <ul style="list-style-type: none"> <li>• <b>Designation</b> – select the appropriate designation from the drop-down box that appears when you click on that field.</li> <li>• <b>Name</b> – free-text field – enter sufficient information as to identify the person</li> <li>• <b>Location</b> – the location field will alter depending on the designation of the Issuing Officer. <ul style="list-style-type: none"> <li>– If the Issuing Officer is a magistrate, registrar or judge, a <b>Court Location</b> will appear – select the appropriate location from the drop-down list that appears when you click in that field. The <b>Court Type</b> defaults from this selection. For example, select ‘Wellington’ and the Court Type defaults to ‘District Court’; select ‘Wellington (HC)’ and the Court Type is shown as ‘High Court’.</li> <li>– If the Issuing Officer is a Justice of the Peace, the <b>Location</b> field appears – free-text enter the address of the JP, sufficient to identify their location.</li> </ul> </li> </ul>

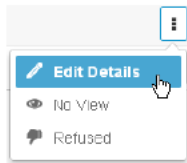
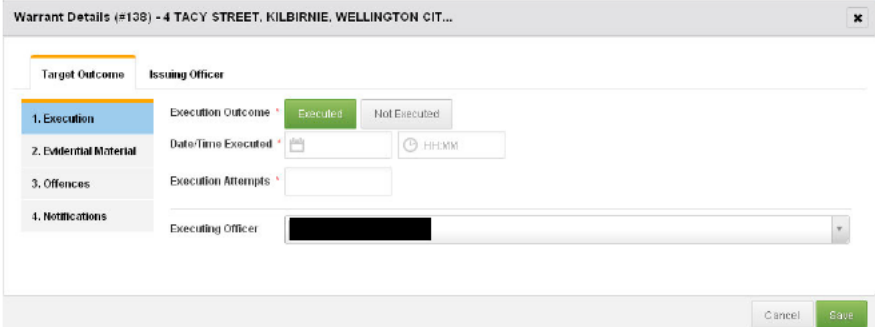




*Continued on next page*

Return to  
[Table of Contents](#)

## Outcomes, Continued

### Record warrant outcome


**Record warrant outcome(s)** The outcomes must be entered for each warrant. Follow these steps to record warrant outcomes.

Step	Action
<b>Target Outcomes</b>	
1	<p>Open the target by either clicking on the hyperlink or on the button and selecting <b>Edit Details</b>:</p>  <p><b>Note:</b> This drop-down menu allows you to record that one of the targets in your application has been <b>Refused</b> a warrant, or to prevent those people who do not have one of the three main roles in your application from seeing this outcome information (<b>No View</b>) – see <a href="#">Target Application History Access</a>, page <a href="#">91</a>.</p> <p><b>Result:</b> The <b>Warrant Details</b> window, <b>Target Outcome</b> tab is displayed.</p>  <p><b>Note:</b> Mandatory fields are marked with a red asterisk (*).</p> <p> Work systematically down each tab.  your work regularly as you go. Read any prompts carefully.</p>
<b>Target Outcome - Execution</b>	
2	<p>If the Search Warrant was Executed (the default setting) enter:</p> <p><b>Date/Time Executed</b> – Click on the  and select the date on which the Search Warrant was executed. Enter the time by clicking in the  HH:MM field and typing the time in a 24-hour format.</p>

*Continued on next page*

## Outcomes, Continued

Record warrant outcome(s)  
(continued)


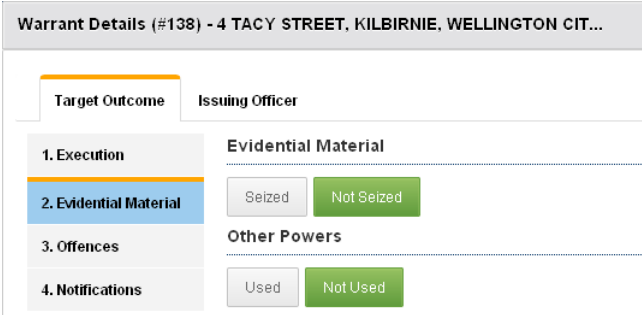

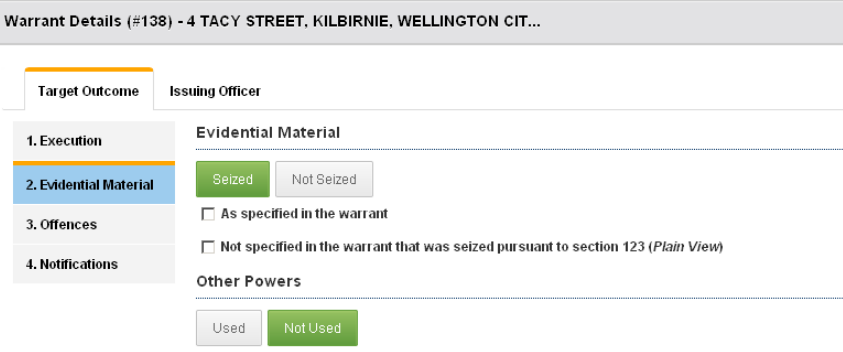
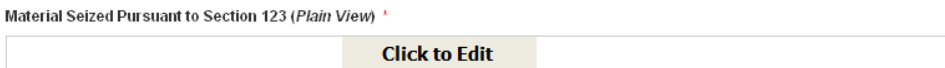
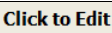

Step	Action
3	<p><b>Execution Attempts:</b> Record the actual number of attempts to execute this warrant.</p>
4	<p><b>Executing Officer:</b> Check this is the correct person; it defaults to the Primary Owner, but this person may be changed by clicking in the field and selecting another person.</p> <p>Executing Officer <input type="text" value=""/></p> <p><input checked="" type="checkbox"/> View full details of Application once Granted and add the Warrant Outcome</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• If the Executing Officer is not a person in one of the main roles for this application – Primary, Secondary, Approving officer or Applicant (if different) – you will be prompted to indicate whether this person can view Application details and add outcomes to this warrant.</li> <li>• If yes, tick the box as shown below; if no, leave box unticked.</li> </ul>
5	<p><b>If Warrant was Not Executed</b></p> <p>If the Search Warrant for this target was <b>Not Executed</b>, click <input type="button" value="Not Executed"/>.</p> <p><b>Result:</b> The <b>Not Executed</b> screen is displayed, along with a pre-set list of reasons for the warrant not being executed. One of these must be selected.</p>  <p>The screenshot shows a window titled "Warrant Details (#138) - 4 TACY STREET, KILBIRNIE, WELLINGTON CIT...". It has tabs for "Target Outcome" and "Issuing Officer". Under "Target Outcome", there is a dropdown menu for "Execution Outcome" with options "Executed" and "Not Executed". Below that is a "Reason Not Executed" dropdown menu with four options: "A Police decision was made not to execute the warrant because new information or evidential material became available after the warrant was issued", "A replacement warrant was sought because new information or evidential material became available after the warrant was issued that changed the grounds or evidential material relied on for making the original application", "Evidential material described in the warrant had not arrived at the target location during the period the warrant was valid", and "The warrant expired before execution could be arranged". At the bottom right of the window are "Cancel" and "Save" buttons.</p>
6	<p>Select relevant reason for not executing the warrant and click <input type="button" value="Save"/>.</p> <p><b>Result:</b> A <b>x</b> will appear in the <b>Executed</b> column of your Outcomes tab against this warrant.</p>

*Continued on next page*



## Outcomes, Continued


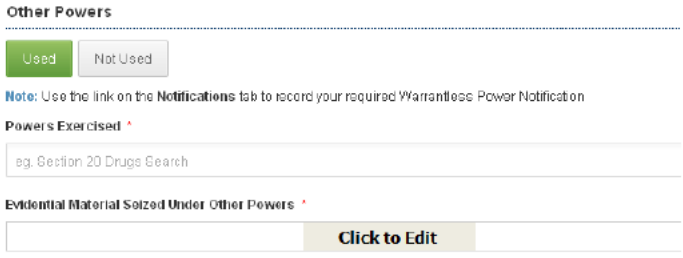
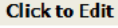

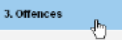
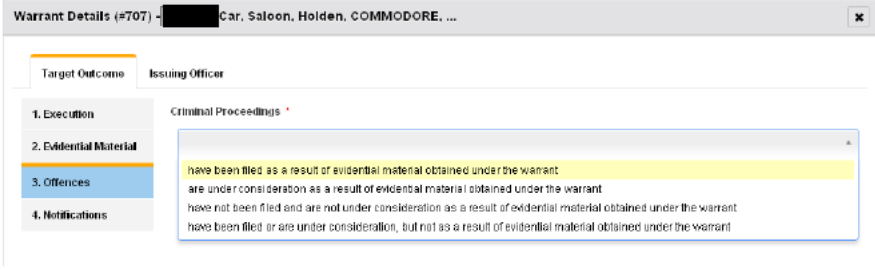
Record warrant outcome(s)  
(continued)

Step	Action
<b>Target Outcome – Evidential Material</b>	
7	<p>Click on .</p> <p><b>Result:</b> This will display the <b>Evidential Material</b> window with options for evidential material being <b>Seized</b> or <b>Not Seized</b>, and other powers <b>Used</b> or <b>Not Used</b>.</p> 
8	<p>If evidential material was seized in the execution of the warrant, click .</p> <p><b>Result:</b> The <b>Seized</b> screen is displayed, with two options.</p> 
9	<p>Tick one or both boxes as required.</p> <p>If you tick <b>Not specified in the warrant that was seized pursuant to section 123 (Plain View)</b>, a text box appears and details of material seized pursuant to section 123 must be entered.</p> 
10	<p>Click on , list the additional material seized, and click  to add it to your outcomes.</p>

Continued on next page

## Outcomes, Continued

Record warrant outcome(s)  
(continued)

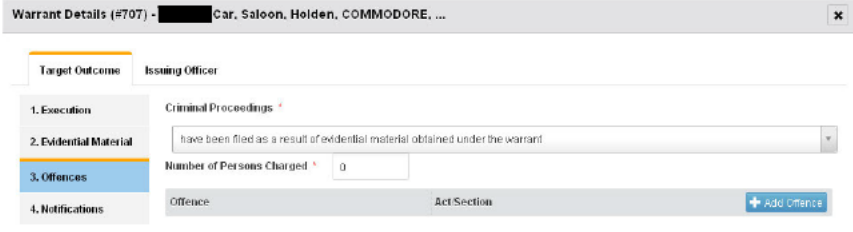

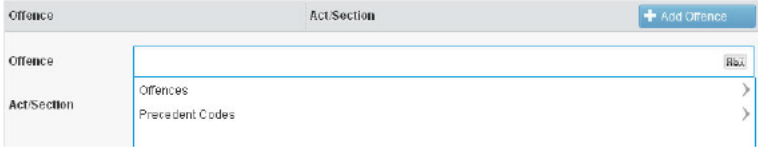
Step	Action
11	<p>If other powers were used in executing the search warrant, click on .</p> <p><b>Result:</b> The <b>Other Powers Used</b> screen is displayed, with fields to record the <b>Powers Exercised</b>, and the <b>Evidential Material Seized Under Other Powers</b>. Both are mandatory fields.</p> 
12	Enter the Section and name of the Act under which the other powers were used, by clicking on the field.
13	Click on  to list the evidential material seized under other powers, and click  to add it to your outcomes.
<b>Target Outcome – Offences</b>	
14	<p>Click on .</p> <p><b>Result:</b> This will display the <b>Criminal Proceedings</b> window. Clicking in the field shows a drop-down list of pre-set options.</p>  <p><b>Note:</b> The list of options displayed is dependent on the combination of evidential material <b>Seized</b> or <b>Not Seized</b>, and other powers <b>Used</b> or <b>Not Used</b>. Those options that are not applicable to the combination selected are not displayed.</p>

*Continued on next page*



## Outcomes, Continued

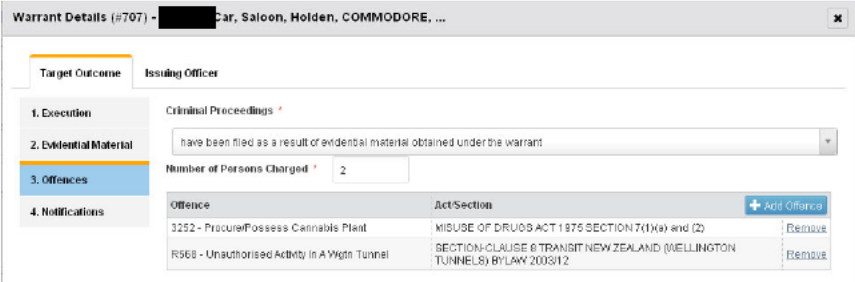
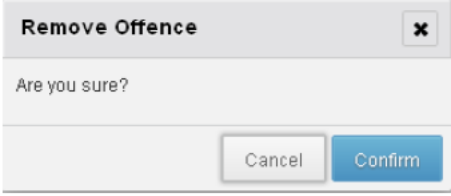
Record warrant outcome(s) (continued)

Step	Action
15	<p>Read each statement carefully and select the appropriate option.</p> <p><b>Note:</b> If criminal proceedings have been filed as a result of evidential material obtained under the warrant (first option), fields for identifying the number of persons charged, and the offence(s) are displayed. See below.</p> <p>For other options, go to Step 20.</p> 
16	<p>Enter the number of persons charged (mandatory if criminal proceedings have been filed), and click on <b>+ Add Offence</b>. The following fields are displayed.</p> 
17	<p>Click on the <b>Offence</b> field. This provides a number of options for selecting the correct offence (see image below):</p> <ul style="list-style-type: none"> <li>Begin typing key words and a drop-down list of offences and offence codes appears – select the appropriate one.</li> </ul>  <ul style="list-style-type: none"> <li>Clicking on <b>Offences</b> displays Offence Codes in a series of drop-down menus from groups, classes and sub-classes.</li> <li>Clicking on <b>Precedent Codes</b> displays the Precedent File Index List for specimen charges that address the majority of offences set out in the various transport-related acts, regulations, rules and bylaws, as well as the alcohol-related infringement offences in the Sale and Supply of Alcohol Act 2012, and bylaws made under the Local Government Act 2002.</li> </ul>

*Continued on next page*

## Outcomes, Continued


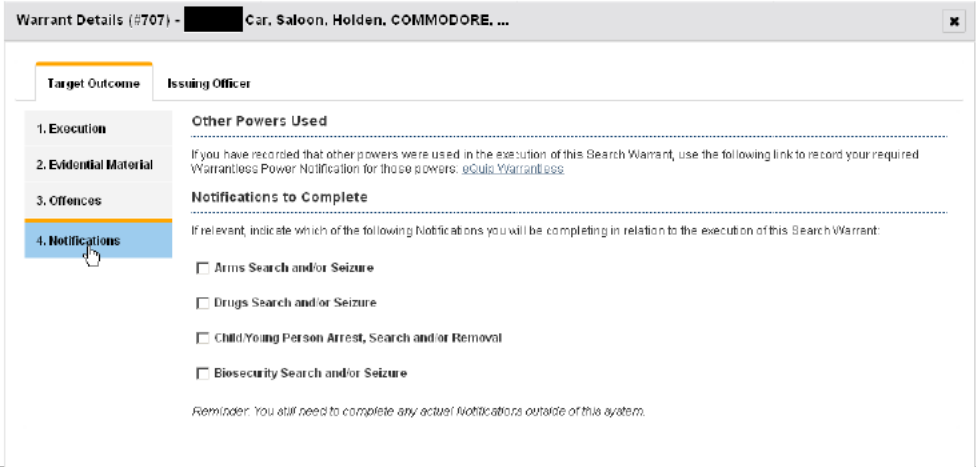

### Record warrant outcome(s) (continued)

Step	Action
18	<p>Select the appropriate offence. This auto-populates the Act/Section field.</p> <p>Click <a href="#">Add</a> to add the offence. Click on <a href="#">+ Add Offence</a> to add other offences as required.</p> <p><b>Result:</b> The Offences screen lists the offences for which criminal proceedings have been filed.</p>  <p><b>Note:</b> Offences that have been incorrectly added can be removed by clicking <a href="#">Remove</a> and <a href="#">Confirm</a> when the <b>Remove Offence</b> confirmation window pops up.</p> 

*Continued on next page*

## Outcomes, Continued

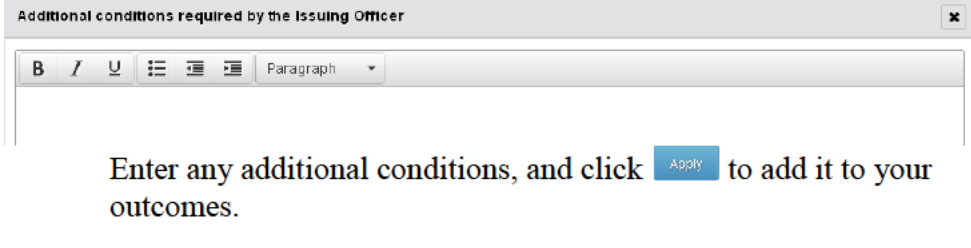

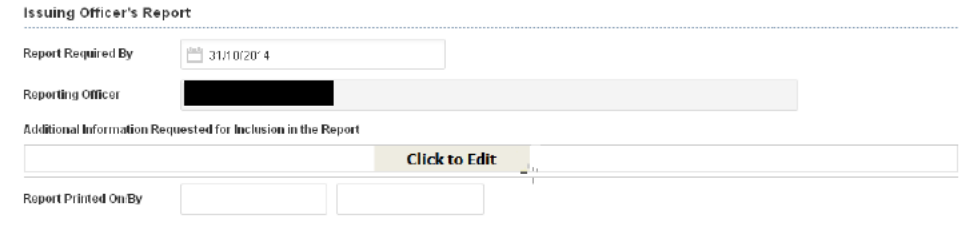
Record warrant outcome(s)  
(continued)

Step	Action
<b>Target Outcome – Notifications</b>	
19	<p>Click on .</p> <p><b>Result:</b> This displays the screen that prompts you to identify notifications relating to use of other powers, and in relation to other matters arising from the execution of the warrant.</p> 
20	<p><b>Other Powers Used:</b> If you have recorded that other powers were used in the execution of this Search Warrant, click on the <a href="#">eEquip Warrantless</a> link to record your required Warrantless Power Notification.</p> <p><b>Other Notifications:</b> This prompts you to indicate whether you will be completing any other relevant notifications as a result of executing this Search Warrant. Click on those that are applicable, but note that you need to complete any actual notifications outside of this system.</p>
21	<p>Click on the <b>Issuing Officer</b> tab.</p> <p><b>Result:</b> The <b>Issuing Officer</b> screen is displayed.</p> 

*Continued on next page*

## Outcomes, Continued




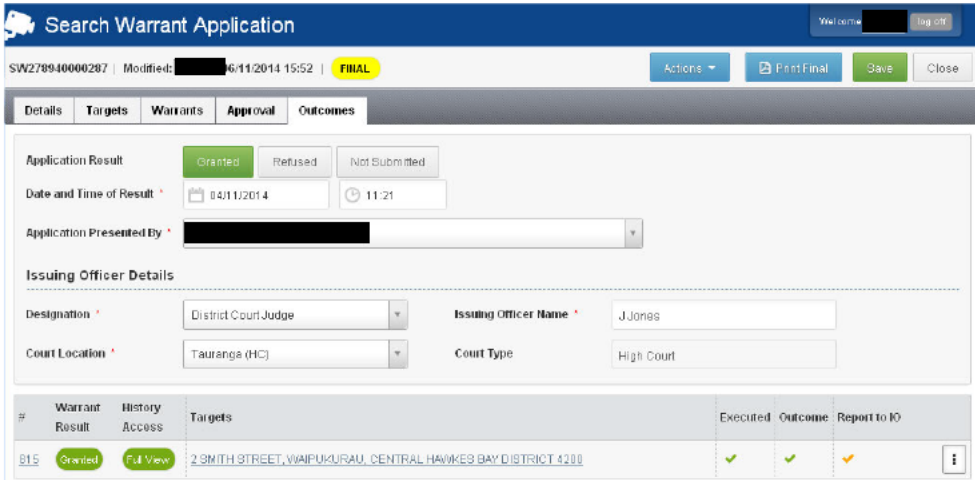
Record warrant  
outcome(s)  
(continued)

Step	Action
<b>Issuing Officer</b>	
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>The Issuing Officer designation and name is populated from earlier information entered.</li> <li>This screen is used to record any additional conditions required by the Issuing Officer and, if a report is required, the date by which any report back to the Issuing Officer must be made.</li> </ul>	
22	<p>To enter any additional conditions required by the Issuing Officer, click on <b>Click to Edit</b>. <b>Note:</b> these might be hand-written notes on your documents at the time of authorisation.</p> <p><b>Result:</b> The following text box will be displayed.</p>  <p>Additional conditions required by the Issuing Officer</p> <p>Enter any additional conditions, and click <b>Apply</b> to add it to your outcomes.</p>
23	<p>If the Issuing Officer has requested a report for this warrant, enter a date in the <b>Report Required By</b> field by clicking on  and selecting the date the report is required by.</p> <p><b>Result:</b> This displays the following fields.</p>  <p>Issuing Officer's Report</p> <p>Report Required By <input type="text" value="31/10/2014"/></p> <p>Reporting Officer <input type="text" value="[REDACTED]"/></p> <p>Additional Information Requested for Inclusion in the Report <input type="text" value=""/> <b>Click to Edit</b></p> <p>Report Printed On/By <input type="text"/> <input type="text"/></p>
24	<p>Click on <b>Click to Edit</b> and enter any additional information requested for inclusion the report.</p> <p>Click <b>Apply</b> to add it to your outcomes.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li><b>Report Printed On/By</b> – The system will record the date that this report was last generated, and by whom.</li> </ul>

*Continued on next page*

## Outcomes, Continued



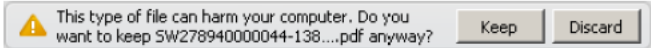
Record warrant outcome(s) (continued)

Step	Action
25	<p>Click  to save your information entered.</p> <p><b>Result:</b> Your Outcomes tab is displayed listing your target(s) in relation to this Search Warrant application. If a <b>Report to Issuing Officer</b> has been required, this is indicated by  in the <b>Report to IO</b> column, and hovering over the tick will display the Hover Help arrow and the date that the Report is required by – e.g.</p> 
	
26	<p>Repeat these steps for all warrants that have been granted under this Search Warrant Application.</p>

## Reporting to Issuing Officer

Reporting to Issuing Officer


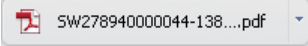

Once you are satisfied that all outcomes have been completed and recorded for your application, and if the Issuing Officer requires a report, follow these steps.

Step	Action
1	<p>Click on the  button alongside the target that is to be reported to the Issuing Officer, and select  from the drop-down menu.</p> 

*Continued on next page*

## Outcomes, Continued


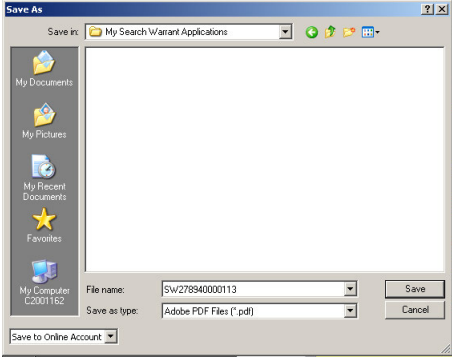

### Reporting to Issuing Officer (Continued)

Step	Action
2	Click on  and a pdf file of your final application will download and appear on your bottom taskbar, as follows.    <b>Note:</b> You cannot edit this version. If you need to make changes you will need to do this in the outcomes and print again.
3	Click on the pdf file on your bottom taskbar. This opens the document in a new Adobe Reader window.
<b>Print the application</b>	
4	From the browser menu bar, click  to print. <b>Result:</b> the <b>Print</b> window opens.
5	Open the printer properties window, and select one sided printing from your printer settings.
6	Once your settings have been changed, print the document.  <b>Notes:</b> <ul style="list-style-type: none"> <li>• Your printer settings may vary depending on your station's printer(s). If you require any assistance with your printer and how to change the settings to 1-sided printing, please call the helpdesk.</li> <li>• Your partial QID will display in the top left corner of the page</li> <li>• The search warrant number will display on the top right corner of the page</li> </ul>

*Continued on next page*

## Outcomes, Continued

### Reporting to Issuing Officer (Continued)

Step	Action
<b>Save an electronic copy of the application</b>	
7	<p>From the browser menu bar, click  to save. Alternatively, from the tool bar, select <b>File/Save as...</b></p> <p><b>Result:</b> the <b>Save As</b> window opens.</p> 
8	<p>Type a name for the application in the <b>File Name</b> field (e.g. the application number), and browse for the folder in which to save it in (the <b>Save in</b> field) – this should be the <b>Investigation file</b> associated with the case the search warrant relates to. Click .</p> <p><b>Result:</b> An electronic copy has been saved to your chosen folder, and can be viewed at any time. You can now close the browser window and return to the Search and Surveillance system.</p>

Return to  
[Table of Contents](#)







## Outcomes, Continued

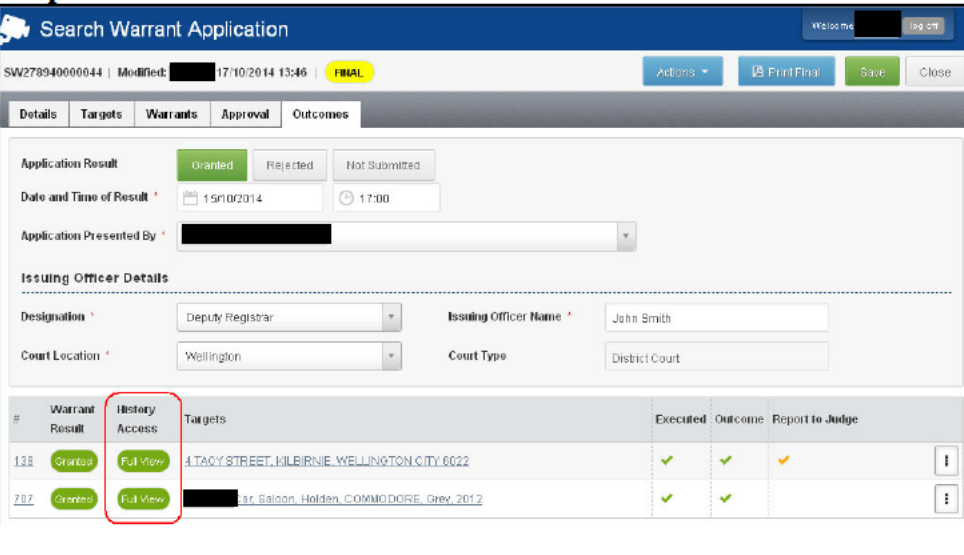




### Target Application History Access

#### Application History Access

#### Notes:

- The **History Access** column (red box) on the **Outcomes** tab (displayed below) indicates whether subsequent applications will include previous history for this target.
- **Full view** (  ) is the default setting.
- Always select  unless the Outcomes must be restricted, in which case select **No View** (  ). You must have a valid business reason to set these Outcomes to 'No View'. Doing so means the document history will not be shared and this could impact the validity of other applications being made for the same target.
- If  is selected, only those people who have the main roles in your document (Primary or Secondary owner, Applicant or Approving Officer) will see the outcome or have this information appended to their applications.

To switch from **Full View** to **No View**, follow these steps:

Step	Action
	 <p>The screenshot shows the 'Search Warrant Application' interface. The 'Outcomes' tab is selected. The 'History Access' column in the table below is highlighted with a red box. The table has columns: #, Warrant Result, History Access, Targets, Executed, Outcome, Report to Judge. Two rows are visible: one for '4 TACY STREET, HILBIRNIE, WELLINGTON CITY 6022' and another for 'Bar, Saloon, Holden, COMMODORE, Grev, 2012'. Both rows have 'Full View' in the History Access column. A red box highlights the 'Full View' icon in the History Access column for the first row.</p>
1	<p>To restrict access, click on the  button alongside the relevant target, and select  from the drop-down menu.</p> <p><b>Result:</b> The  icon in the <b>History Access</b> column changes to .</p> <p>Repeat this to change from <b>No View</b> to <b>Full View</b>.</p>



# Outcomes, Continued

## Refused applications

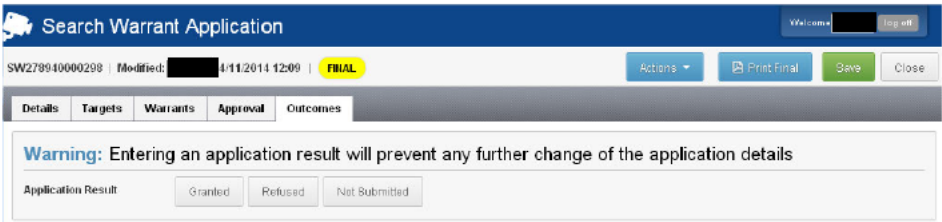
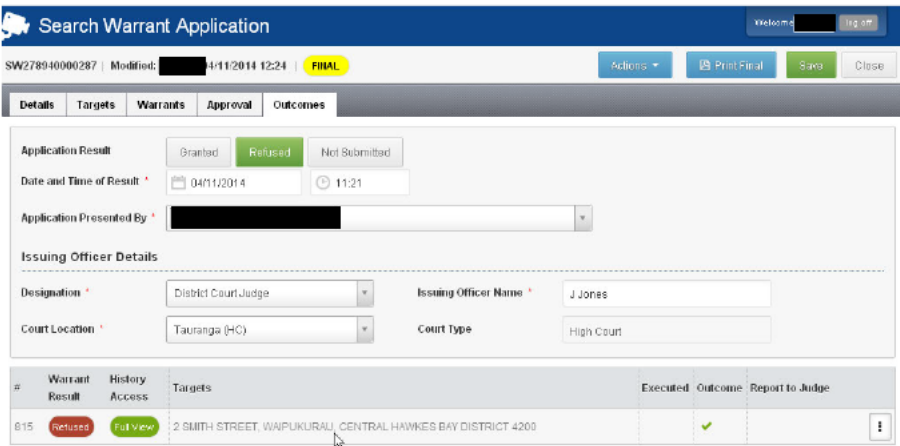
### Refused Applications

A search warrant application in respect of one or more targets may be refused by an Issuing Officer, in whole or in part for various reasons.

A **Refused Outcome** must also be recorded against that application and target.

If the Search Warrant application covers multiple targets, one or more of these may be refused, while others are granted. The S&S system has the facility to capture these mixed Outcomes.

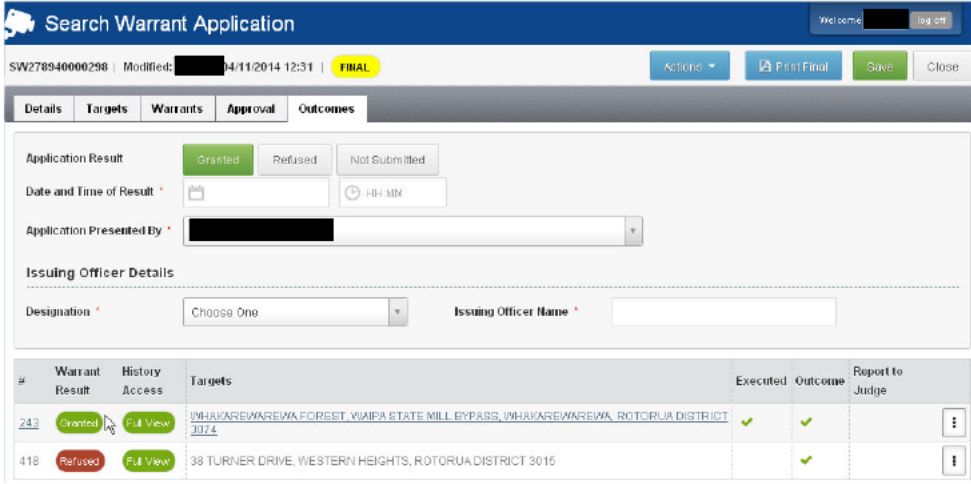
Follow these steps to record a **Refused Outcome(s)** for a Search Warrant application.

Step	Action
1	<p>Open the <b>Final</b> application, and click on the <b>Outcomes</b> tab.</p> <p><b>Result:</b> The following window will display.</p> 
2	<p>If your application had only <b>ONE</b> target, or warrants were rejected for <b>ALL</b> targets in your application, click on <input type="button" value="Refused"/>.</p> <p><b>Result:</b> The following window will display.</p>  <p><b>Note:</b> The <b>Warrant Result</b> column shows <input type="button" value="Refused"/>.</p>

*Continued on next page*

## Outcomes, Continued




### Refused Applications (Continued)

Step	Action																					
3	<p>Enter the relevant details:</p> <ul style="list-style-type: none"> <li>• <b>Date and Time of Result</b></li> <li>• <b>Application Presented By</b> – the default is the Primary owner, although this may be changed by clicking in the name field and entering the appropriate QID/name and selecting it.</li> <li>• <b>Issuing Officer Designation</b> – from the drop-down list – and <b>Name</b></li> <li>• <b>Court Location</b> – from the drop-down list (the <b>Court Type</b> will display automatically), or free text entry if the Issuing Officer is a Justice of the Peace.</li> </ul>																					
4	<p>Click <input type="button" value="Save"/> to save the details. The application may now be <b>completed</b> (see <a href="#">Completing an application</a> on page <a href="#">96</a>).</p>																					
5	<p><b>Application with multiple targets</b></p> <p>If your application had <b>more than one</b> target, and not all targets were refused warrants, click on <input type="button" value="Granted"/>.</p> <p>Then from the list of targets click on the <input type="button" value="!"/> button associated with the target that was refused a warrant and select <input type="button" value="Refused"/>.</p> <p><b>Result:</b> The following window will display.</p>  <p>The screenshot shows the 'Search Warrant Application' interface. At the top, there's a header with 'Welcome [user] log off' and a 'FINAL' status. Below the header, there are tabs for 'Details', 'Targets', 'Warrants', 'Approval', and 'Outcomes'. The 'Outcomes' tab is active, showing a form with fields for 'Application Result' (set to 'Granted'), 'Date and Time of Result', 'Application Presented By', and 'Issuing Officer Details'. Below the form is a table of targets:</p> <table border="1"> <thead> <tr> <th>#</th> <th>Warrant Result</th> <th>History Access</th> <th>Targets</th> <th>Executed</th> <th>Outcome</th> <th>Report to Judge</th> </tr> </thead> <tbody> <tr> <td>243</td> <td>Granted</td> <td>Full View</td> <td>UMHAKAREWAREWA FOREST, VIAPA STATE MILL BYPASS, UMHAKAREWAREWA, ROTORUA DISTRICT 3074</td> <td>✓</td> <td>✓</td> <td><input type="button" value="!"/></td> </tr> <tr> <td>418</td> <td>Refused</td> <td>Full View</td> <td>38 TURNER DRIVE, WESTERN HEIGHTS, ROTORUA DISTRICT 3015</td> <td></td> <td>✓</td> <td><input type="button" value="!"/></td> </tr> </tbody> </table>	#	Warrant Result	History Access	Targets	Executed	Outcome	Report to Judge	243	Granted	Full View	UMHAKAREWAREWA FOREST, VIAPA STATE MILL BYPASS, UMHAKAREWAREWA, ROTORUA DISTRICT 3074	✓	✓	<input type="button" value="!"/>	418	Refused	Full View	38 TURNER DRIVE, WESTERN HEIGHTS, ROTORUA DISTRICT 3015		✓	<input type="button" value="!"/>
#	Warrant Result	History Access	Targets	Executed	Outcome	Report to Judge																
243	Granted	Full View	UMHAKAREWAREWA FOREST, VIAPA STATE MILL BYPASS, UMHAKAREWAREWA, ROTORUA DISTRICT 3074	✓	✓	<input type="button" value="!"/>																
418	Refused	Full View	38 TURNER DRIVE, WESTERN HEIGHTS, ROTORUA DISTRICT 3015		✓	<input type="button" value="!"/>																
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• The target warrant that is rejected cannot be opened.</li> <li>• You may proceed to record outcomes against all targets that did have Search Warrants granted, in accordance with the <a href="#">Record warrant outcome</a> process, starting on page <a href="#">80</a>.</li> </ul>																					

*Continued on next page*

## Outcomes, Continued

### Refused Applications (continued)

Step	Action
	<p><b>Notes (continued):</b></p> <ul style="list-style-type: none"> <li>The status of a <b>Rejected</b> target outcome may be changed back to <b>Granted</b> targets: click on the  button associated with the target that was refused a warrant and select  <b>Granted</b>. Outcome details for this target may now be added.</li> <li>A <b>Refused</b> application will continue to show a  <b>Final</b> status on your <b>Dashboard</b> until it is <b>Completed</b>.</li> </ul>

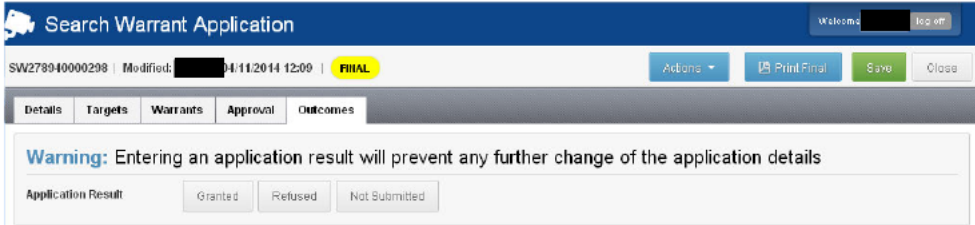
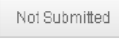
Return to  
[Table of Contents](#)

### Not Submitted applications

#### Not Submitted applications

A decision may be made to Not Submit a search warrant application. This also constitutes an outcome to be recorded against that application.

Follow these steps to record a **Not Submitted Outcome** for a Search Warrant application.

Step	Action
1	<p>Open the <b>Final</b> application, and click on the <b>Outcomes</b> tab.</p> <p><b>Result:</b> The following window will display.</p> 
2	<p>Click on the  <b>Not Submitted</b> tab.</p> <p><b>Result:</b> The following window will display.</p>

*Continued on next page*

## Outcomes, Continued

### Not Submitted applications (continued)

Step	Action																					
	<p>Search Warrant Application</p> <p>SW278940000296   Modified: 4/11/2014 12:35   FINAL</p> <p>Application Result: <input type="button" value="Granted"/> <input type="button" value="Refused"/> <input type="button" value="Not Submitted"/> (selected)</p> <p>Date and Time of Result: <input type="text"/> HH:MM</p> <table border="1"> <thead> <tr> <th>#</th> <th>Warrant Result</th> <th>History Access</th> <th>Targets</th> <th>Executed</th> <th>Outcome</th> <th>Report to Judge</th> </tr> </thead> <tbody> <tr> <td>243</td> <td>Not Submitted</td> <td>Full View</td> <td>WHAKAREWAREWA FOREST, WAIPA STATE MILL BYPASS, WHAKAREWAREWA, ROTORUA DISTRICT 3074</td> <td></td> <td>✓</td> <td></td> </tr> <tr> <td>418</td> <td>Not Submitted</td> <td>Full View</td> <td>38 TURNER DRIVE, WESTERN HEIGHTS, ROTORUA DISTRICT 3015</td> <td></td> <td>✓</td> <td></td> </tr> </tbody> </table>	#	Warrant Result	History Access	Targets	Executed	Outcome	Report to Judge	243	Not Submitted	Full View	WHAKAREWAREWA FOREST, WAIPA STATE MILL BYPASS, WHAKAREWAREWA, ROTORUA DISTRICT 3074		✓		418	Not Submitted	Full View	38 TURNER DRIVE, WESTERN HEIGHTS, ROTORUA DISTRICT 3015		✓	
#	Warrant Result	History Access	Targets	Executed	Outcome	Report to Judge																
243	Not Submitted	Full View	WHAKAREWAREWA FOREST, WAIPA STATE MILL BYPASS, WHAKAREWAREWA, ROTORUA DISTRICT 3074		✓																	
418	Not Submitted	Full View	38 TURNER DRIVE, WESTERN HEIGHTS, ROTORUA DISTRICT 3015		✓																	
3	<p>Enter the <b>Date and Time of Result</b>.</p> <p><b>Note:</b> Any targets associated with this application are not able to have other outcomes recorded.</p>																					
4	<p>Click <input type="button" value="Save"/> to save the details. The application may now be <b>Completed</b> (see <a href="#">Completing an application</a> on page 96) or submitted at a later date and a different result recorded.</p> <p>Search Warrant Application</p> <p>SW278940000117   Modified: 7/10/2014 15:00   FINAL</p> <p><b>Warning:</b> Entering an application result will prevent any further change of the application details</p> <p>Application Result: <input type="button" value="Granted"/> <input type="button" value="Rejected"/> <input type="button" value="Not Submitted"/> (selected)</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• A <b>Not Submitted</b> application will continue to show a <b>Final</b> status on your <b>Dashboard</b> until it is <b>Completed</b>.</li> <li>• A <b>Not Submitted</b> application may have its Outcome status changed to <b>Granted</b> or <b>Refused</b>, if it is decided to submit the application (before it is designated as <b>Completed</b>). This may be done by clicking on the <b>Granted</b> or <b>Refused</b> buttons against the <b>Application Result</b> on the <b>Outcomes</b> tab.</li> </ul> <p>Application Result: <input type="button" value="Granted"/> <input type="button" value="Refused"/> <input type="button" value="Not Submitted"/> (selected)</p>																					

*Continued on next page*

Return to  
[Table of Contents](#)



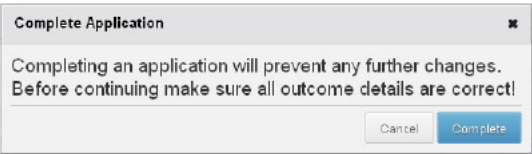







# Outcomes, Continued

## Completing an application

**Completing an application** Police business rules expect a search warrant application to be **Completed** within **three days** of search warrants being executed. This requires all outcomes in respect of each target within the application to be recorded.

A Search Warrant application should also be **Completed** if its outcomes include the application being **Rejected** or **Not Submitted**.

Follow these steps to **Complete** your application.

Step	Action										
1	<p>Open the <b>Final</b> application you wish to complete, click on  and click on .</p> <p><b>Notes:</b> If mandatory fields have not been completed, these are highlighted with an error message. If dates and/or times are out of synch, a warning message pops up.</p> <p><b>Result:</b> If there are no errors, the <b>Complete Application</b> confirmation window pops up.</p> <div data-bbox="715 1093 1249 1245"><p>Complete Application</p><p>Completing an application will prevent any further changes. Before continuing make sure all outcome details are correct!</p><p>Cancel Complete</p></div>										
2	<p>Click on .</p> <p><b>Result:</b> You are returned to your <b>Dashboard</b>, where the status of the application appears as <b>Complete</b>.</p> <table border="1" data-bbox="443 1473 1417 1554"><thead><tr><th>Application #</th><th>Targets</th><th>Roles</th><th>Status</th><th>Info</th></tr></thead><tbody><tr><td>BW278940000044</td><td>4 TACY STREET, KILBIRNIE, WELLINGTON CITY 6022  Car, Saloon, Holden, COMMODORE, Grey, 2012</td><td>P: S: AC</td><td></td><td>Case: 130630/8830 Operation: Manual Re-write Application Name: Tester 4</td></tr></tbody></table>	Application #	Targets	Roles	Status	Info	BW278940000044	4 TACY STREET, KILBIRNIE, WELLINGTON CITY 6022  Car, Saloon, Holden, COMMODORE, Grey, 2012	P: S: AC		Case: 130630/8830 Operation: Manual Re-write Application Name: Tester 4
Application #	Targets	Roles	Status	Info							
BW278940000044	4 TACY STREET, KILBIRNIE, WELLINGTON CITY 6022  Car, Saloon, Holden, COMMODORE, Grey, 2012	P: S: AC		Case: 130630/8830 Operation: Manual Re-write Application Name: Tester 4							

*Continued on next page*

## Outcomes, Continued

### Completing an application (Continued)

Step	Action
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• If notification of the HSMU was ticked on the <b>Warrants Target Details</b> tab, an automated message is sent to the other roles associated with the application to say that Search Warrant outcomes have been completed, and to advise the HSMU of relevant results.</li> <li>• If a search warrant in a completed application has an outcome set to <b>No View</b>, then a 6-monthly reminder is sent out to consider whether that status can be reviewed and set to <b>Full View</b>. To change an outcome from <b>No View</b> to <b>Full View</b> will require the complete applications to be re-opened and changed accordingly (see below).</li> <li>• Completed applications remain on your Dashboard for seven (7) days. However, the default page settings for your <b>Query</b> screen show Completed applications in the last 30 days. Older completed documents can be searched for by changing the date range defaults.</li> </ul>



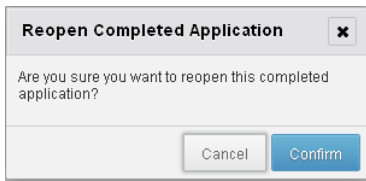
Return to  
[Table of Contents](#)

### Re-opening a Completed application

#### Re-open a completed application

On occasion it may be necessary to re-open an application that is completed. This may be to correct an error in the recorded outcomes or to open access to a target that had been designated **No View**.

Follow these steps to **Reopen** your completed application.



Step	Action
1	<p>Open the <b>Completed</b> application you wish to re-open, click on  and click on .</p> <p><b>Result:</b> The <b>Reopen Complete Application</b> confirmation window pops up.</p> 

*Continued on next page*

## Outcomes, Continued

---

**Re-open a completed application**  
(Continued)

Step	Action
2	<p>Click on .</p> <p><b>Result:</b> This changes the status of the application back to <b>Final</b> (). An automated message is sent to the other key roles associated with the application that a search warrant application that they were assigned to has been re-opened by you from its <b>Completed</b> state.</p> <p><b>Note:</b> Changes may only be made in the <b>Outcomes</b> tab.</p>
3	<p>Once any changes have been made, you must <b>Complete</b> the application again.</p>

---

Return to  
[Table of Contents](#)



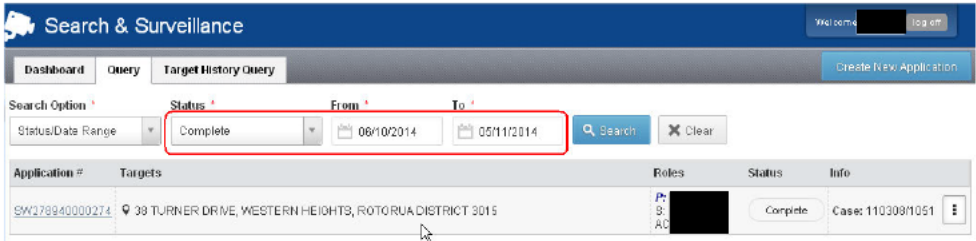
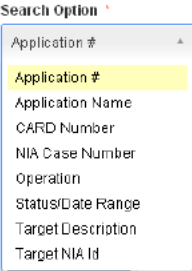

# Query

## Introduction

This section explains the fields and screens in the Query module of the Search and Surveillance system.

## Query a search warrant

Follow these steps to search for warrants or applications that meet your specified criteria.

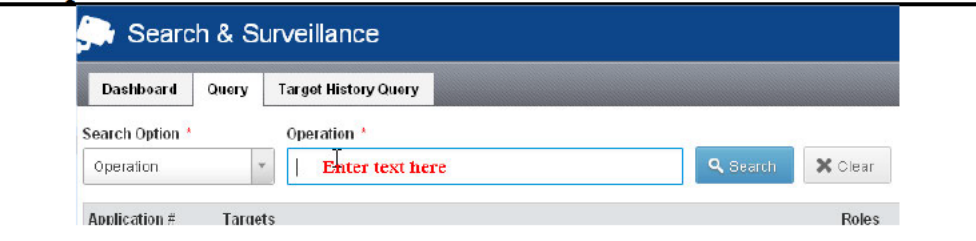
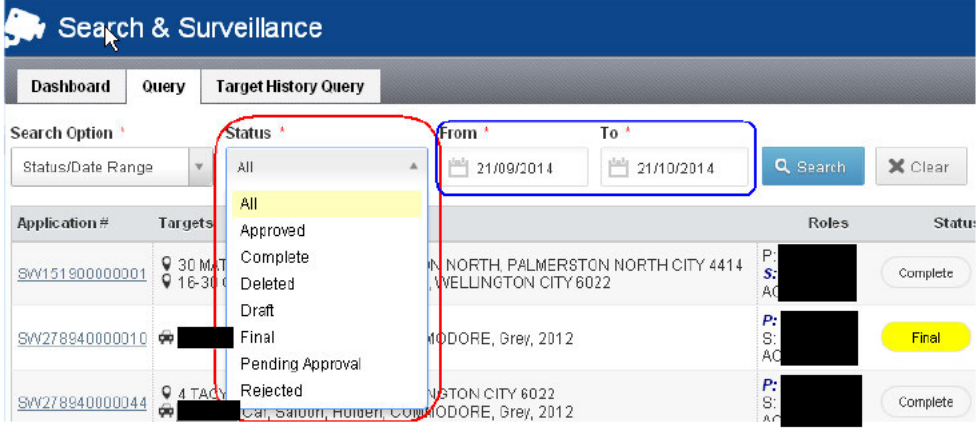
Step	Action
1	<p>Click on the <b>Query</b> tab, above your <b>Dashboard</b>.</p> <p><b>Result:</b> The <b>Query</b> tab displays, showing the default page settings for your <b>Query</b> screen – Completed applications in the last 30 days. (Older completed documents can be searched for by changing the date range defaults.)</p> 
2	<p>Click on the <b>Search Option</b> field.</p> <p><b>Result:</b> A drop-down menu is displayed, showing the fields that you can search to find the application(s) that you require.</p> 
3	<p>Select the field you wish to search, and a field to input search terms appears. In the below example, select <b>Operation</b> and enter the name of the Operation you wish to search for, and click .</p> <p><b>Note:</b> This text may be all or part of a word.</p> <p><b>Result:</b> All applications that you have access to with the text you entered in their Operation name field are displayed.</p>

*Continued on next page*



## Query, Continued

### Query a search warrant (continued)

Step	Action															
	 <p><b>Search &amp; Surveillance</b></p> <p>Dashboard Query Target History Query</p> <p>Search Option <sup>▲</sup> Operation <sup>▲</sup></p> <p>Operation <input type="text" value="Enter text here"/> Search Clear</p> <p>Application # Targets Roles</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>• Selecting the <b>Search Option Status/Date Range</b> results and clicking on the <b>Status</b> field results in a drop-down box showing each of the application status options available (red box, displayed below).</li><li>• Additionally, you can specify a date range within which you want to search for applications of a specified status (blue box).</li></ul>  <p><b>Search &amp; Surveillance</b></p> <p>Dashboard Query Target History Query</p> <p>Search Option <sup>▲</sup> Status <sup>▲</sup> From <sup>▲</sup> To <sup>▲</sup></p> <p>Status/Date Range <input type="text" value="All"/> 21/09/2014 21/10/2014 Search Clear</p> <p>Application # Targets Roles Status</p> <table border="1"><tbody><tr><td>SW15190000001</td><td>30 MAT 16-30</td><td>NORTH PALMERSTON NORTH CITY 4414 WELLINGTON CITY 6022</td><td>P: S: AC</td><td>Complete</td></tr><tr><td>SW278940000010</td><td></td><td>40 DORE, Grey, 2012</td><td>P: S: AC</td><td>Final</td></tr><tr><td>SW278940000044</td><td>4 TADY</td><td>WELLINGTON CITY 6022 40 DORE, Grey, 2012</td><td>P: S: AC</td><td>Complete</td></tr></tbody></table>	SW15190000001	30 MAT 16-30	NORTH PALMERSTON NORTH CITY 4414 WELLINGTON CITY 6022	P: S: AC	Complete	SW278940000010		40 DORE, Grey, 2012	P: S: AC	Final	SW278940000044	4 TADY	WELLINGTON CITY 6022 40 DORE, Grey, 2012	P: S: AC	Complete
SW15190000001	30 MAT 16-30	NORTH PALMERSTON NORTH CITY 4414 WELLINGTON CITY 6022	P: S: AC	Complete												
SW278940000010		40 DORE, Grey, 2012	P: S: AC	Final												
SW278940000044	4 TADY	WELLINGTON CITY 6022 40 DORE, Grey, 2012	P: S: AC	Complete												

[Return to Table of Contents](#)

# Target History Query

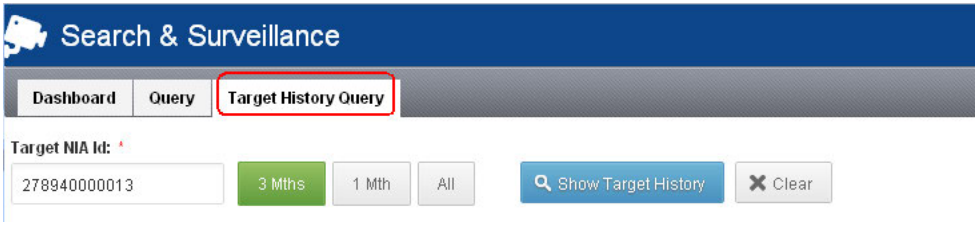
## Introduction

This section explains the **Target History Query** tab and fields of the Search and Surveillance system.

The **Target History Query** allows you to identify whether a specified target is either the subject of a search warrant applications with **Final** status, or has had a search warrant executed against it in the past three months.

## Query the History of a Target



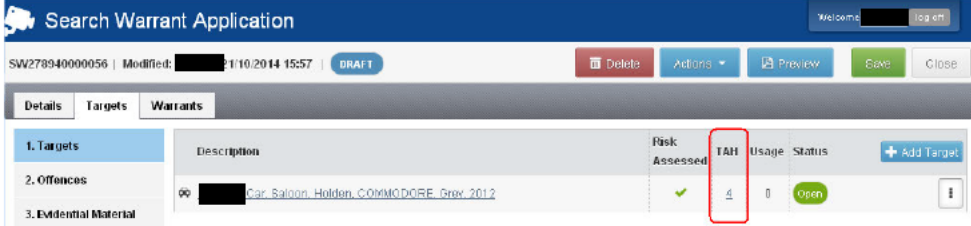

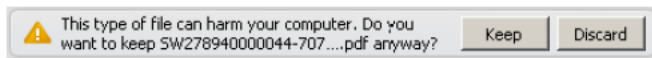


Follow these steps to query the history of a target.

Step	Action
1	<p>Click on the <b>Target History Query</b> tab, above your <b>Dashboard</b>.</p> <p><b>Result:</b> The <b>Target History Query</b> tab displays, showing the default page settings for your <b>Query</b> screen.</p>  <p>The screenshot shows the 'Search &amp; Surveillance' header with three tabs: 'Dashboard', 'Query', and 'Target History Query'. The 'Target History Query' tab is highlighted with a red box. Below the tabs, there is a 'Target NIA Id:' field with the value '278940000013', three radio buttons for '3 Mths' (selected), '1 Mth', and 'All', and two buttons: 'Show Target History' and 'Clear'.</p>
2	<p>Click on the <b>Target NIA Id</b> field and enter the NIA Id of the target you wish to query.</p>
3	<p>Select the timeframe over which you want the history – the default is 3 months ( <b>3 Mths</b> ) as this is required by legislation, but you can extend this to all, or to shorten the time period to one month.</p>
4	<p>Click on <b>Show Target History</b>.</p> <p><b>Result:</b> The <b>Target Application History</b> is displayed (if there is a history), listing the Application #, Primary and Secondary owners of those other applications, the date at which the application was last amended, the suspected offence and the result of the application.</p>

*Continued on next page*

## Target History Query, Continued

Query the History of a Target (Continued)

Step	Action
	 <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• For the first and third of the above applications showing on the <b>Target Application History</b>, the result of the application are unknown. These applications have a status of <b>Final</b>.</li> <li>• The second application has a specific result noted and the Adobe Reader icon  (circled in red). This indicates that the application has <b>Completed</b> status and a report on the warrant outcomes can be generated.</li> <li>• The <b>Target Application History</b> can also be generated from the <b>Targets</b> tab within an application, when a number appears under the <b>TAH</b> column (see screen shot below). Clicking on the hyperlink number displays the above <b>Target Application History</b> window.</li> </ul> 
5	<p>To print a report on the warrant outcomes, click on .</p> <p><b>Result:</b> The following message will display on your bottom taskbar.</p> 
6	<p>Click on  and a pdf file of your final application will download and appear on your bottom taskbar, as follows.</p> 

Continued on next page

## Target History Query, Continued

---

**Query the  
History of a  
Target**  
(Continued)

<b>Step</b>	<b>Action</b>
7	Click on the pdf file on your bottom taskbar. This opens the <b>Search Warrant Outcome Summary</b> document in a new Adobe Reader window.

---


Return to  
[Table of Contents](#)

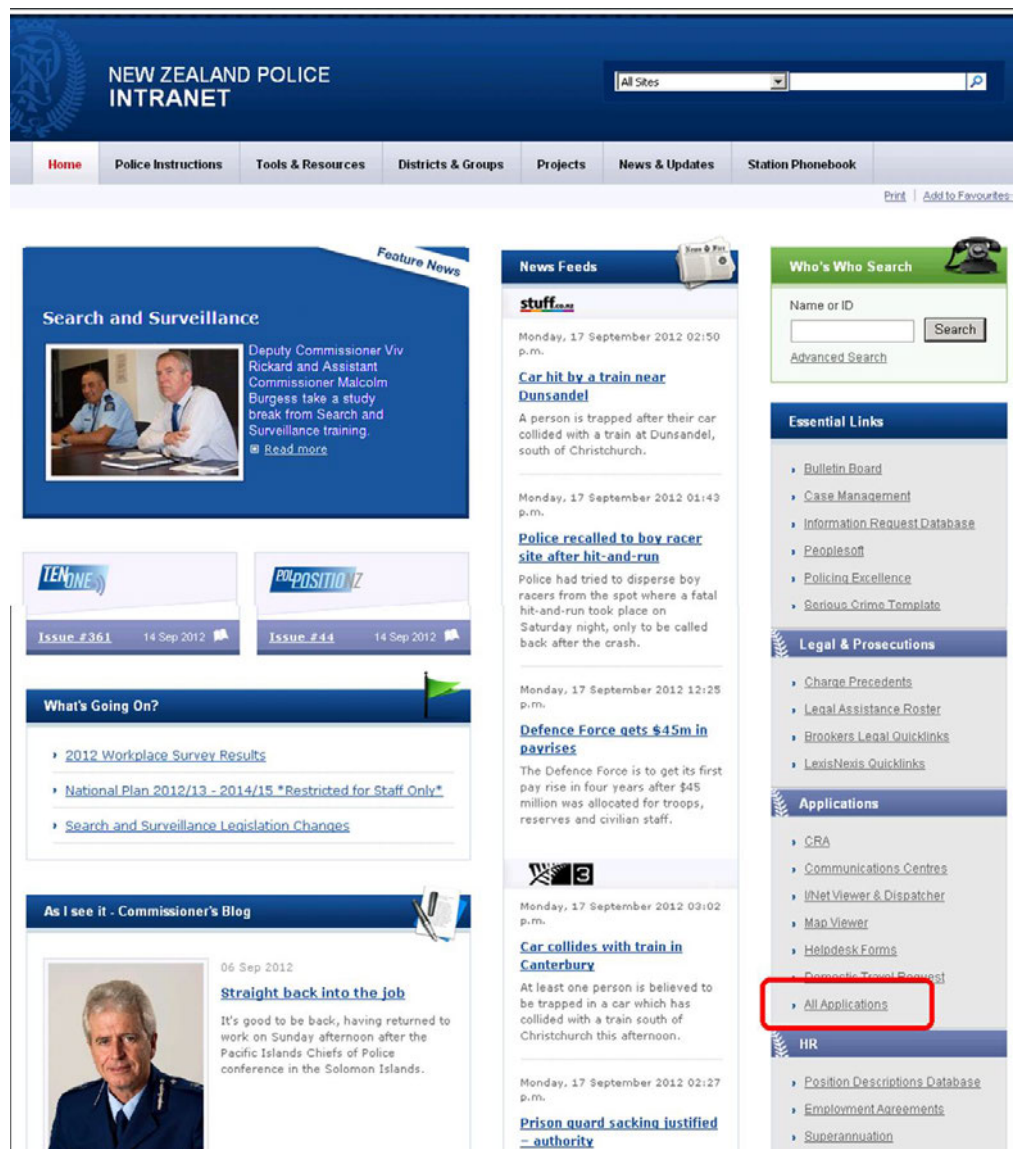
## 2) Warrantless Notification System (via eEquip)

### Log in and out

**When to use** This system is used for recording the results of warrantless powers.

**How to access** If you require access to eEquip first contact the help desk.

Access eEquip by clicking  on your computer's desktop. If you do not have this icon you can click **All Applications** from the home page of the Police Intranet, then clicking **Warrantless Notifications** to the right of **Search and Surveillance**.





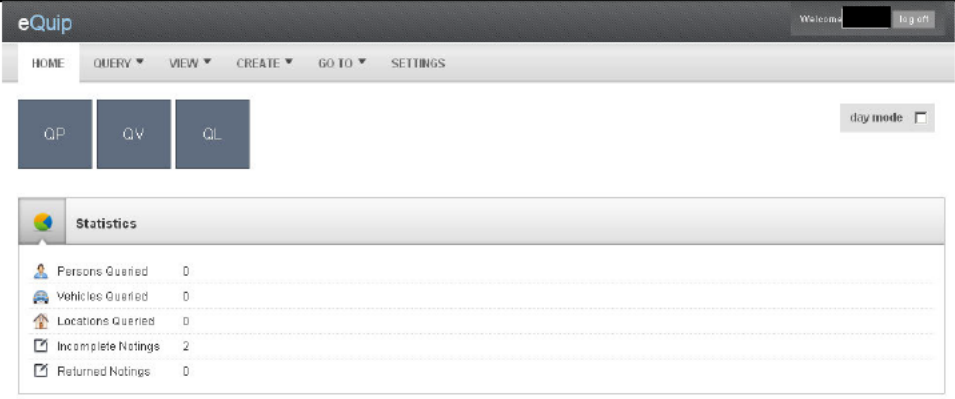
The screenshot shows the New Zealand Police Intranet home page. At the top, there is a navigation menu with links: Home, Police Instructions, Tools & Resources, Districts & Groups, Projects, News & Updates, and Station Phonebook. Below the navigation menu, there is a 'Feature News' section with a blue background and the title 'Search and Surveillance'. It features a photo of two men in uniform and text: 'Deputy Commissioner Viv Rickard and Assistant Commissioner Malcolm Burgess take a study break from Search and Surveillance training. [Read more](#)'. To the right of the feature news is a 'News Feeds' section with several news items, including 'Car hit by a train near Dunsandel' and 'Defence Force gets \$45m in pay rises'. On the far right, there is a 'Who's Who Search' box with a search input field and a 'Search' button. Below the search box is a sidebar with 'Essential Links', 'Legal & Prosecutions', 'Applications', and 'HR' sections. The 'Applications' section includes a red-bordered box around the 'All Applications' link.

*Continued on next page*

# Log in and out, Continued

## Log in to Warrantless Notification System

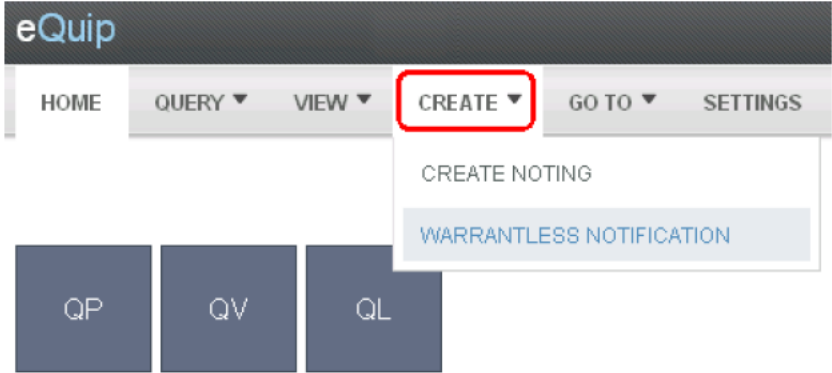
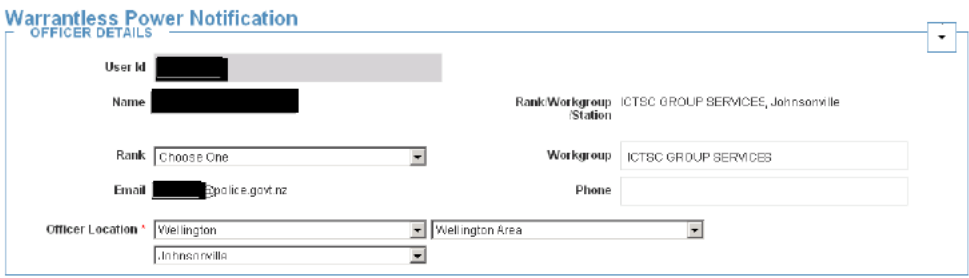
Follow these steps to log in to Warrantless Notification System from the **Applications** page of the Police Intranet.

Step	Action											
	<p>Actually, there's been one more change – to add the (requires login). Updated screenshot:</p> <table border="0"> <tr> <td data-bbox="464 483 478 504"></td> <td data-bbox="501 483 544 504"><a href="#">SAP BI</a></td> <td data-bbox="655 483 906 504">Online procurement system (requires login)</td> <td data-bbox="1018 510 1380 573" rowspan="2"> <div style="border: 1px solid red; padding: 2px;">                     Enter <a href="#">Warrantless Notifications System User Guide</a> (PDF). Copies of all forms can also be found in Police Forms (Microsoft Word).                 </div> </td> </tr> <tr> <td data-bbox="464 517 478 537"></td> <td data-bbox="501 517 639 537"><a href="#">Search and Surveillance</a></td> <td data-bbox="655 517 991 573">Search and surveillance system for creating and reporting against search and surveillance device applications and warrants (requires login).</td> </tr> <tr> <td data-bbox="464 584 478 604"></td> <td data-bbox="501 584 628 604"><a href="#">Shared mailbox portal</a></td> <td data-bbox="655 584 991 624">View all mail-in databases you have access to. No additional password required.</td> <td data-bbox="1018 573 1380 624"></td> </tr> </table>		<a href="#">SAP BI</a>	Online procurement system (requires login)	<div style="border: 1px solid red; padding: 2px;">                     Enter <a href="#">Warrantless Notifications System User Guide</a> (PDF). Copies of all forms can also be found in Police Forms (Microsoft Word).                 </div>		<a href="#">Search and Surveillance</a>	Search and surveillance system for creating and reporting against search and surveillance device applications and warrants (requires login).		<a href="#">Shared mailbox portal</a>	View all mail-in databases you have access to. No additional password required.	
	<a href="#">SAP BI</a>	Online procurement system (requires login)	<div style="border: 1px solid red; padding: 2px;">                     Enter <a href="#">Warrantless Notifications System User Guide</a> (PDF). Copies of all forms can also be found in Police Forms (Microsoft Word).                 </div>									
	<a href="#">Search and Surveillance</a>	Search and surveillance system for creating and reporting against search and surveillance device applications and warrants (requires login).										
	<a href="#">Shared mailbox portal</a>	View all mail-in databases you have access to. No additional password required.										
1	<p>Click the <b>Warrantless Notifications</b> link.  <b>Result:</b> The <b>Login – eEquip</b> screen is displayed.</p>											
<div style="border: 1px solid gray; padding: 10px; text-align: center;"> <h3 style="color: #800000;">Logon - eEquip</h3> <p>Please enter your user ID and password... If you have forgotten your user ID or password, please contact the Help Desk on x43333.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>User Id:</b></p> <input type="text"/></div> <div style="width: 45%; text-align: right;">  </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p><b>Password:</b></p> <input type="password"/></div> <div style="width: 45%; text-align: right;">  </div> </div> <div style="border: 1px solid #f08080; padding: 5px; margin-top: 10px; color: #f08080; font-size: small;"> <p><b>!</b> Accessing eEquip for any reason other than for legitimate work related purposes is prohibited and could lead to your dismissal, following a proper employment enquiry, or criminal prosecution.</p> </div> </div>												
2	<p>Enter your User ID and Enterprise password. The password is case sensitive.</p>											
3	<p>Click <b>Login</b>.  <b>Result:</b> The <b>eEquip home screen</b> is displayed.</p>											
												

*Continued on next page*


## Log in and out, Continued

### Log in to Warrantless Notification System (continued)

Step	Action
4	<p>Click the <b>Create</b> button, and select the <b>Warrantless Notification</b> link.</p>  <p><b>Result: the Warrantless Power Notification screen displays.</b></p> 

### Log off Warrantless Notification System

Follow this step to logoff the Warrantless Notification System.

Step	Action
1	<p>Click the  button on the upper right hand side of the screen.</p> <p><b>Result: You are now logged out.</b></p>

Return to  
[Table of Contents](#)



# Navigation

---

## Introduction

This view is the default screen once you log into the system. From here you can record the use of using the warrantless powers in the system.

**Warrantless Power Notification**  
OFFICER DETAILS ▾

User Id	[REDACTED]	Rank/Workgroup /Station	ICTSC GROUP SERVICES, Johnsonville
Name	[REDACTED]	Workgroup	ICTSC GROUP SERVICES
Rank	Choose One ▾	Phone	
Email	[REDACTED]@police.govt.nz	Officer Location *	Wellington ▾ Wellington Area ▾ Johnsonville ▾

---

## Sections

The screen is divided into the following panels - each can be expanded or collapsed using the ▾ buttons on the right hand side of the screen:

- Officer details
  - Supervisor details
  - Incident details
  - Location details
  - Targets
  - Other details
  - Criminal proceedings
- 

[Return to  
Table of Contents](#)



# Warrantless Power Notifications

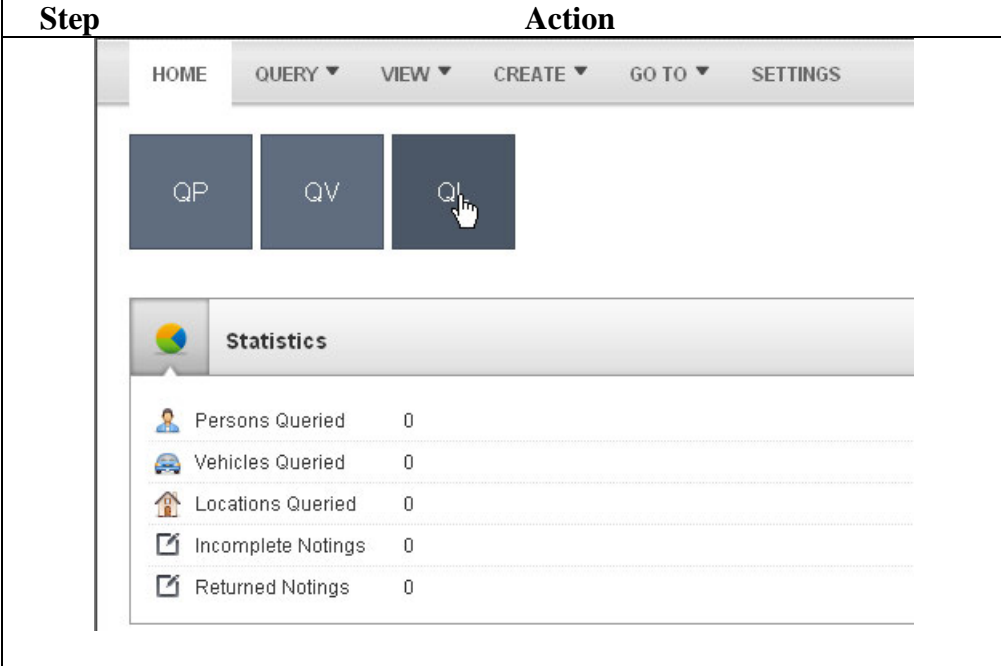

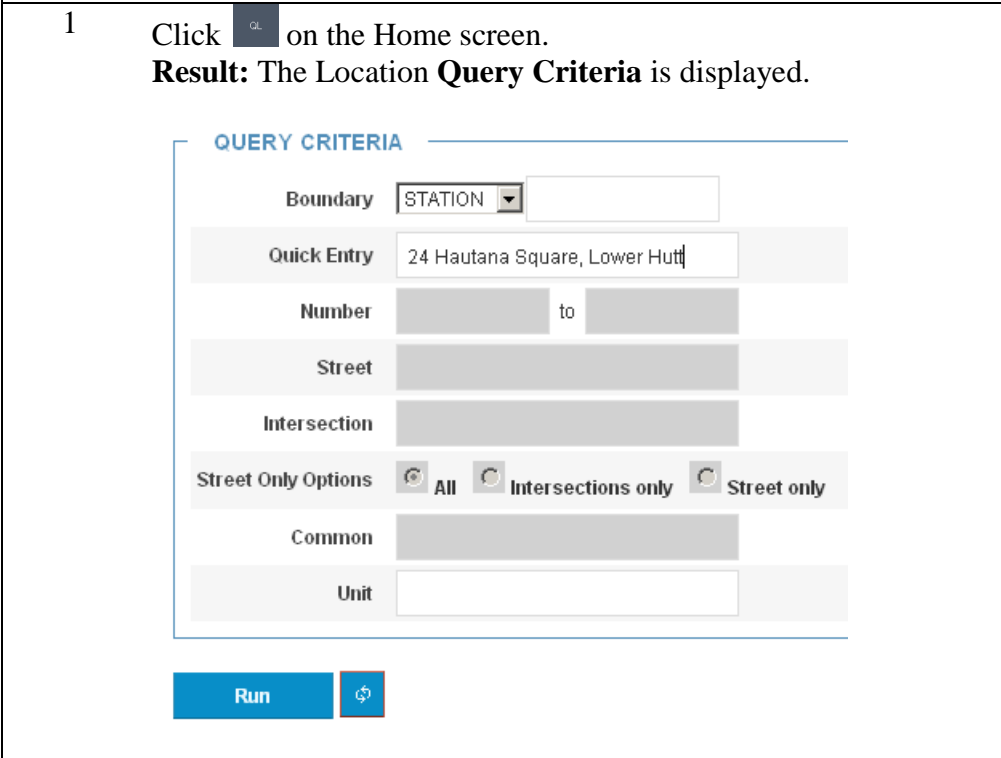
## Introduction

This section explains how to create a search power notification.

## Create a notification from a QL

It is best practice to create a notification from a QL (Query Location) result.


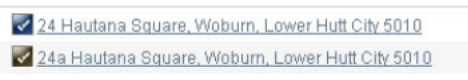
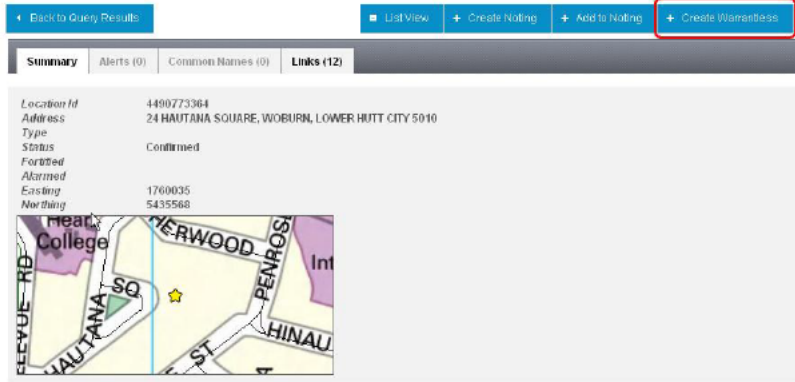

Follow these steps to create a notification from a QL.

Step	Action
	
1	<p>Click  on the Home screen. <b>Result:</b> The Location <b>Query Criteria</b> is displayed.</p> 

*Continued on next page*



## Warrantless Power Notifications, Continued

Create a notification from a QL (continued)

Step	Action
2	Enter the address string in the <b>Quick Entry</b> field or enter specific details in the other fields, eg Common name.
3	Enter your QID or unit ID in the <b>Unit</b> field.
4	Click  . <b>Result:</b> All locations fitting your query criteria are displayed.
	
5	Click the required address. <b>Result:</b> The details of that location are displayed.
	
6	Click  . <b>Result:</b> The Warrantless Power Notification is displayed, with the location details populated.
7	Continue with the <a href="#">Create a notification</a> procedure, omitting the <b>Locations Detail</b> panel.

Create a notification


Follow these steps to create a Warrantless power notification.

Step	Action
	<p style="text-align: center;"><b>Officer Details panel</b></p> 
1	Your User ID, Name, and other details will automatically be entered.  Click  and select your <b>Rank</b> from the list. <b>Result:</b> Your rank is displayed.

Continued on next page

# Warrantless Power Notifications, Continued

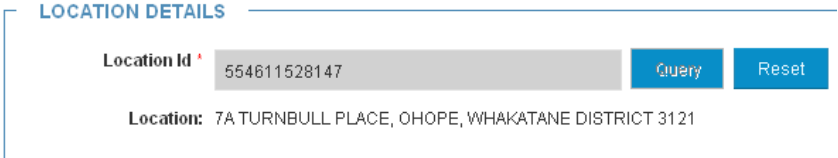
Create a notification (continued)

Step	Action
2	<p>Click  to enter your location in the <b>Officer Location</b> dropdown boxes.                      Note: A red asterisk indicates that the field is mandatory.  <b>Result:</b> your current work location has been added.</p>
<b>Supervisor Details panel</b>	
<p>SUPERVISOR DETAILS <span style="float: right;">-</span></p> <p>User Id <input type="text"/> <input type="button" value="Query"/> <input type="button" value="Reset"/></p>	
3	<p>Enter your supervisor's QID and then press <input type="button" value="Query"/>.  <b>Result:</b> your Supervisor's <b>Name</b>, and <b>Rank/Workgroup/Station</b> are displayed.</p>
<p>SUPERVISOR DETAILS</p> <p>User Id <input type="text"/> <input type="button" value="Query"/> <input type="button" value="Reset"/></p> <p>Name <input type="text"/> Rank/Workgroup/Station: CTSC PRODUCTION SUPPORT, Johnsonville</p>	
<b>Incident Details panel</b>	
<p>INCIDENT DETAILS</p> <p>Date/Time of Entry/Search/Seizure * <input type="text"/> <input type="button" value="Calendar"/> <input type="button" value="Clock"/> CARD Event Number * <input type="text"/></p> <p>NIA Case Number <input type="text"/> <input type="button" value="Query"/> <input type="button" value="Reset"/></p>	
4	<p>Enter required details in the <b>Date/Time</b> fields. Click <input type="button" value="Calendar"/> to bring up the calendar.  <b>Note:</b> enter the date and time that the power was executed here.</p>
5	<p>It is mandatory to enter <u>either</u> a <b>CARD Event Number</b> <u>or</u> a <b>NIA Case Number</b>. However, enter both if you have them.</p>
6	<p>Tick this box if the power is in relation to an operation.  <b>Result:</b> the <b>Operation Name</b> and <b>Operation Description</b> fields display. These are mandatory fields.</p> <p>Operation <input checked="" type="checkbox"/></p> <p>Operation Name * <input type="text"/></p> <p>Operation Description * <input type="text"/></p>
7	<p>Tick one or more of these checkboxes as required.</p> <p style="text-align: center;"><i>Did the exercise of the warrantless search power involve:</i></p> <p><input type="checkbox"/> an arms search</p> <p><input type="checkbox"/> a biosecurity search</p> <p><input type="checkbox"/> a CYP search, removal or arrest</p> <p><input type="checkbox"/> a drugs search</p>

Continued on next page

## Warrantless Power Notifications, Continued



Create a notification  
(continued)

Step	Action
	<p><b>Note:</b> If you tick one of the four boxes above, once you have submitted this form you must also go to the Bulletin Board and complete the relevant notification as per current procedure.</p>
8	<p>Enter any additional information relating to the circumstances which prompted this notification in the <b>Other Information</b> field.</p> <p>Other Information <input type="text"/></p>
<b>Location Details panel</b>	
9	<p>Enter the NIA <b>Location ID</b> of the location where the power was executed. Click <input type="button" value="Query"/> to return the location from NIA. <b>Result:</b> the NIA location details are displayed.</p> 
<b>Targets panel</b>	
10	<p>Click <input type="button" value="+ ADD"/> to add <b>Persons, Locations, Vehicles</b> or <b>Other Things</b>. You can add multiple entries under each category. Click <input type="button" value="Remove"/> if you wish to delete any entries you have made.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• NIA IDs are used when entering target details. These target identities <u>cannot</u> be LTNZ identities (LTNZ vehicles do not have NIA IDs).</li> <li>• In the <b>Locations</b> field you can click the box to enter the '<b>Same as location of Power exercised</b>'.</li> <li>• The <b>Vehicles</b> field includes Land, Sea and Air vehicles.</li> <li>• If you do not have the NIA ID of your target, it is possible to add a target, however, a full description is required.</li> </ul>

Continued on next page

# Warrantless Power Notifications, Continued

Create a notification (continued)

Step	Action																		
11	<p>Tick one or more of these boxes to select the applicable powers. Then click the boxes on the right if the use of the power resulted in the seizure of evidential material.</p> <p><b>Tip:</b> if you tick a box on the right hand side, the corresponding box on the left side will automatically be ticked.</p> <table border="1" data-bbox="475 504 1372 963"> <thead> <tr> <th data-bbox="475 504 1165 548"></th> <th data-bbox="1165 504 1372 548"><i>Warrantless entry or search power resulted in the seizure of evidential material:</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="475 548 1165 616"><input type="checkbox"/> enter and search place to obtain evidential material in relation to an offence punishable by 14 years imprisonment or more that will otherwise be destroyed, concealed, altered, or damaged (section 15)</td> <td data-bbox="1165 548 1372 616"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="475 616 1165 672"><input type="checkbox"/> search a person to obtain evidential material in relation to an offence punishable by 14 years imprisonment or more (section 16)</td> <td data-bbox="1165 616 1372 672"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="475 672 1165 728"><input type="checkbox"/> enter and search a vehicle to obtain evidential material in relation to an offence punishable by 14 years imprisonment or more (section 17)</td> <td data-bbox="1165 672 1372 728"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="475 728 1165 772"><input type="checkbox"/> search person, place or vehicle in relation to arms offence (section 18)</td> <td data-bbox="1165 728 1372 772"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="475 772 1165 817"><input type="checkbox"/> search place or vehicle to obtain evidence of drugs offence (section 20)</td> <td data-bbox="1165 772 1372 817"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="475 817 1165 862"><input type="checkbox"/> search person during search of place or vehicle to obtain evidence of drugs offence (section 21)</td> <td data-bbox="1165 817 1372 862"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="475 862 1165 907"><input type="checkbox"/> search person to obtain evidence of drugs offence (section 22)</td> <td data-bbox="1165 862 1372 907"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="475 907 1165 963"><input type="checkbox"/> require a person to undergo an internal search conducted by a medical practitioner (section 23)</td> <td data-bbox="1165 907 1372 963"><input type="checkbox"/></td> </tr> </tbody> </table>		<i>Warrantless entry or search power resulted in the seizure of evidential material:</i>	<input type="checkbox"/> enter and search place to obtain evidential material in relation to an offence punishable by 14 years imprisonment or more that will otherwise be destroyed, concealed, altered, or damaged (section 15)	<input type="checkbox"/>	<input type="checkbox"/> search a person to obtain evidential material in relation to an offence punishable by 14 years imprisonment or more (section 16)	<input type="checkbox"/>	<input type="checkbox"/> enter and search a vehicle to obtain evidential material in relation to an offence punishable by 14 years imprisonment or more (section 17)	<input type="checkbox"/>	<input type="checkbox"/> search person, place or vehicle in relation to arms offence (section 18)	<input type="checkbox"/>	<input type="checkbox"/> search place or vehicle to obtain evidence of drugs offence (section 20)	<input type="checkbox"/>	<input type="checkbox"/> search person during search of place or vehicle to obtain evidence of drugs offence (section 21)	<input type="checkbox"/>	<input type="checkbox"/> search person to obtain evidence of drugs offence (section 22)	<input type="checkbox"/>	<input type="checkbox"/> require a person to undergo an internal search conducted by a medical practitioner (section 23)	<input type="checkbox"/>
	<i>Warrantless entry or search power resulted in the seizure of evidential material:</i>																		
<input type="checkbox"/> enter and search place to obtain evidential material in relation to an offence punishable by 14 years imprisonment or more that will otherwise be destroyed, concealed, altered, or damaged (section 15)	<input type="checkbox"/>																		
<input type="checkbox"/> search a person to obtain evidential material in relation to an offence punishable by 14 years imprisonment or more (section 16)	<input type="checkbox"/>																		
<input type="checkbox"/> enter and search a vehicle to obtain evidential material in relation to an offence punishable by 14 years imprisonment or more (section 17)	<input type="checkbox"/>																		
<input type="checkbox"/> search person, place or vehicle in relation to arms offence (section 18)	<input type="checkbox"/>																		
<input type="checkbox"/> search place or vehicle to obtain evidence of drugs offence (section 20)	<input type="checkbox"/>																		
<input type="checkbox"/> search person during search of place or vehicle to obtain evidence of drugs offence (section 21)	<input type="checkbox"/>																		
<input type="checkbox"/> search person to obtain evidence of drugs offence (section 22)	<input type="checkbox"/>																		
<input type="checkbox"/> require a person to undergo an internal search conducted by a medical practitioner (section 23)	<input type="checkbox"/>																		
<b>Criminal proceedings panel</b>																			
12	<p>Tick the boxes to select whether charges have been brought, or are to be brought.</p> <p><b>Result:</b> the <b>Number of Persons Charged</b> field displays if the top box is ticked. This field is mandatory.</p> <div data-bbox="539 1187 1316 1467"> <p><b>CRIMINAL PROCEEDINGS</b></p> <hr/> <p><i>Criminal proceedings:</i></p> <p><input checked="" type="checkbox"/> have been brought as a consequence of evidential material seized</p> <p><input type="checkbox"/> are under consideration as a consequence of evidential material seized</p> <p>Number of persons charged <input type="text" value="45"/></p> </div>																		
13	<p>Click  if you wish to return to the top of page and check your entered information. Click .</p> <p><b>Note:</b> You will receive an error message if you have not entered information in all the mandatory fields. Once all information has been entered you can submit the form again.</p> <p><b>Result:</b> The <b>View Warrantless Notification</b> screen displays. The notification that you have just created will appear at the top of the list of notifications.</p>																		

Continued on next page

## Warrantless Power Notifications, Continued

### Create a notification (continued)

Step	Action																		
<p>eQuip</p> <p>HOME QUERY VIEW CREATE GO TO SETTINGS</p> <p>Warrantless Searches QUERY CRITERIA</p> <p>User Id <input type="text"/></p> <p>Start Date 19/08/2012 <input type="text"/></p> <p>End Date 18/09/2012 <input type="text"/></p> <p><input type="button" value="Submit"/></p> <table border="1"><thead><tr><th>Warrant Id</th><th>Exercised At</th><th>Officer</th><th>Supervisor</th><th>Location</th><th>Card Event Num</th></tr></thead><tbody><tr><td>259000000024</td><td>12/09/2012 09:00</td><td></td><td></td><td>345 MAZENGARB ROAD, FARAPARAUMU, KAPITI COAST DISTRICT 5032</td><td>C3053406</td></tr><tr><td>259000000009</td><td>02/09/2012 09:00</td><td></td><td></td><td>unknown</td><td>P1924229</td></tr></tbody></table> <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>• It is recommended that you write the notification number in your notebook entry, for ease of reference in the future.</li><li>• Your supervisor will receive an email notification that the warrantless notification has been submitted by you.</li></ul>		Warrant Id	Exercised At	Officer	Supervisor	Location	Card Event Num	259000000024	12/09/2012 09:00			345 MAZENGARB ROAD, FARAPARAUMU, KAPITI COAST DISTRICT 5032	C3053406	259000000009	02/09/2012 09:00			unknown	P1924229
Warrant Id	Exercised At	Officer	Supervisor	Location	Card Event Num														
259000000024	12/09/2012 09:00			345 MAZENGARB ROAD, FARAPARAUMU, KAPITI COAST DISTRICT 5032	C3053406														
259000000009	02/09/2012 09:00			unknown	P1924229														

Return to  
[Table of Contents](#)

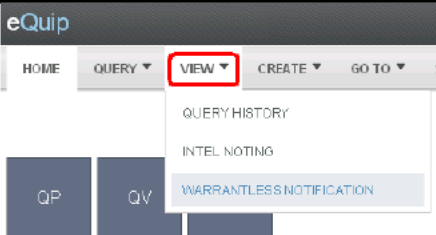
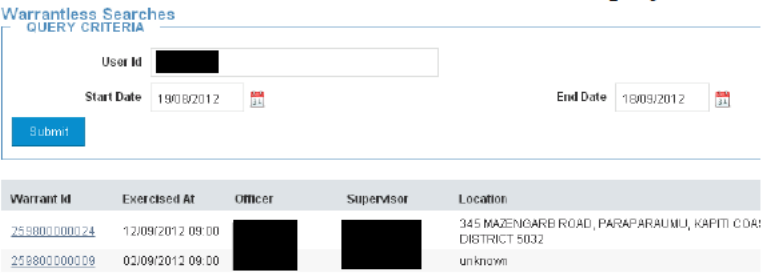
# Viewing and editing submitted warrantless notifications

## Introduction

Use these steps to view a list of your submitted warrantless notifications in the eEquip system.

## View submitted notifications


Follow these steps to view notifications you have submitted in the eEquip system.

Step	Action															
																
1	<p>Click the <b>View</b> button, and select the <b>Warrantless Notification</b> link.</p> <p><b>Result:</b> the <b>Warrantless Searches</b> screen displays.</p>  <table border="1"> <thead> <tr> <th>Warrant Id</th> <th>Exercised At</th> <th>Officer</th> <th>Supervisor</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>258800000024</td> <td>12/09/2012 09:00</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>345 MAZENGARB ROAD, PARAPARAUMU, KAPITI COAST DISTRICT 5032</td> </tr> <tr> <td>258800000009</td> <td>02/09/2012 09:00</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>unknown</td> </tr> </tbody> </table>	Warrant Id	Exercised At	Officer	Supervisor	Location	258800000024	12/09/2012 09:00	[Redacted]	[Redacted]	345 MAZENGARB ROAD, PARAPARAUMU, KAPITI COAST DISTRICT 5032	258800000009	02/09/2012 09:00	[Redacted]	[Redacted]	unknown
Warrant Id	Exercised At	Officer	Supervisor	Location												
258800000024	12/09/2012 09:00	[Redacted]	[Redacted]	345 MAZENGARB ROAD, PARAPARAUMU, KAPITI COAST DISTRICT 5032												
258800000009	02/09/2012 09:00	[Redacted]	[Redacted]	unknown												

## Edit submitted notifications

Only the person who created a warrantless notification can now edit the notification after submitting it. Supervisors, however, cannot edit these notifications, only their own.

Follow these steps to edit a notification after submitting.

Step	Action												
1	<p>Query for your notifications.</p>  <table border="1"> <thead> <tr> <th>Warrant Id</th> <th>Exercised At</th> <th>Officer</th> <th>Supervisor</th> <th>Location</th> <th>Card Event Number</th> </tr> </thead> <tbody> <tr> <td>6236300541</td> <td>02/12/2012 07:15</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>24 HAUTANA SQUARE, WIDEBURN, LOWER HUTT CITY 5010</td> <td></td> </tr> </tbody> </table>	Warrant Id	Exercised At	Officer	Supervisor	Location	Card Event Number	6236300541	02/12/2012 07:15	[Redacted]	[Redacted]	24 HAUTANA SQUARE, WIDEBURN, LOWER HUTT CITY 5010	
Warrant Id	Exercised At	Officer	Supervisor	Location	Card Event Number								
6236300541	02/12/2012 07:15	[Redacted]	[Redacted]	24 HAUTANA SQUARE, WIDEBURN, LOWER HUTT CITY 5010									
2	<p>Click the notification you want to view.</p> <p><b>Result:</b> The selected notification is displayed.</p>												
3	<p>Click <b>Edit</b>.</p>												
4	<p>Change the details needing amendment.</p>												
5	<p>Click <b>Submit</b>.</p> <p><b>Result:</b> The notification is re-submitted.</p> <p><b>Note:</b> All edits will prompt an email to your supervisor.</p>												

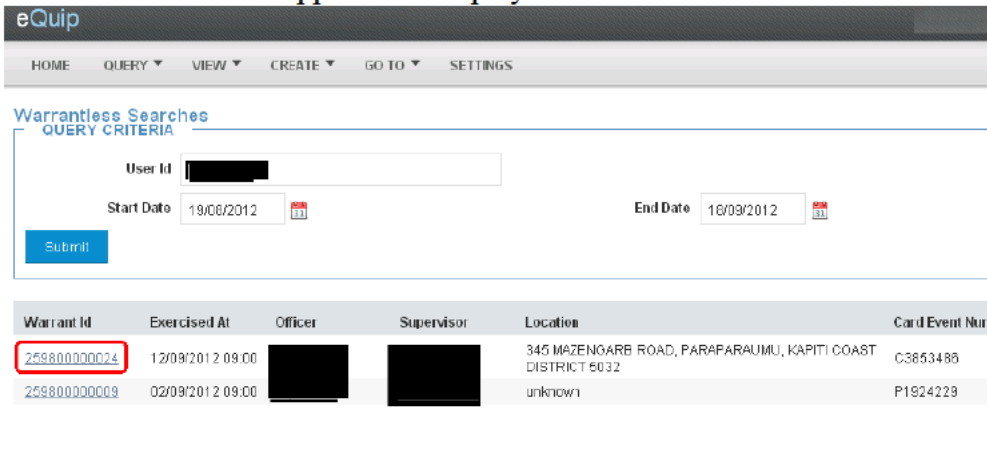
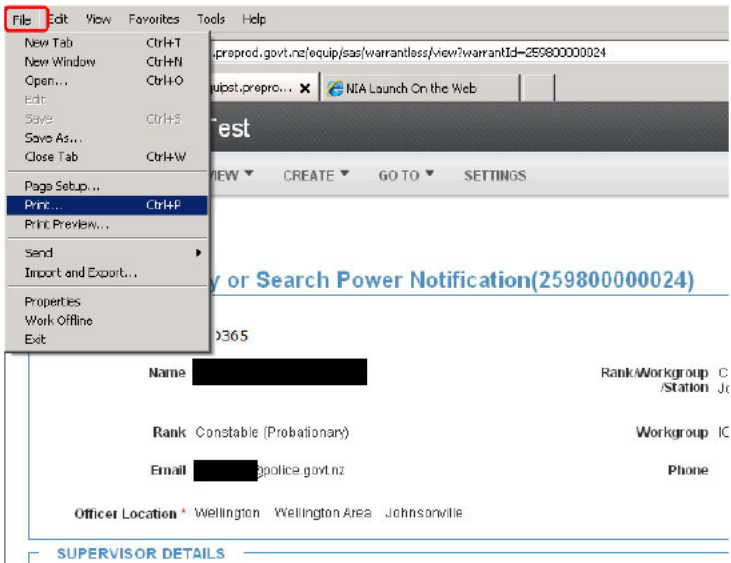
# Printing and saving an electronic copy of a warrantless notification

## Introduction

This section shows you how to print from the Warrantless Notification System, via eEquip. You can also save an electronic copy of the application once the printable version has been produced.

## Print or save a notification from eEquip

Follow these steps to print a notification, or save an electronic copy from the Warrantless Notification system (eEquip).

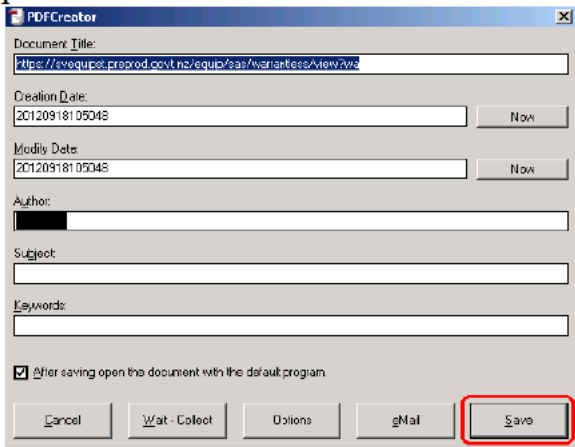

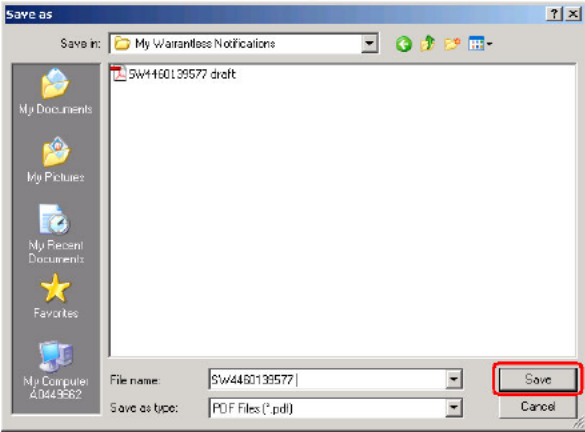
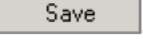
Step	Action																		
1	<p>From the <b>Warrantless Searches Query Criteria</b> screen, double click to open the application you wish to print.  <b>Result:</b> The application displays.</p>  <table border="1"> <thead> <tr> <th>Warrant Id</th> <th>Exercised At</th> <th>Officer</th> <th>Supervisor</th> <th>Location</th> <th>Card Event Num</th> </tr> </thead> <tbody> <tr> <td>259800000024</td> <td>12/08/2012 09:00</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>345 MAZENGARB ROAD, PARAPARAUMU, KAPITI COAST DISTRICT 6032</td> <td>C3853488</td> </tr> <tr> <td>259800000009</td> <td>02/09/2012 09:00</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>unknown</td> <td>P1924229</td> </tr> </tbody> </table>	Warrant Id	Exercised At	Officer	Supervisor	Location	Card Event Num	259800000024	12/08/2012 09:00	[REDACTED]	[REDACTED]	345 MAZENGARB ROAD, PARAPARAUMU, KAPITI COAST DISTRICT 6032	C3853488	259800000009	02/09/2012 09:00	[REDACTED]	[REDACTED]	unknown	P1924229
Warrant Id	Exercised At	Officer	Supervisor	Location	Card Event Num														
259800000024	12/08/2012 09:00	[REDACTED]	[REDACTED]	345 MAZENGARB ROAD, PARAPARAUMU, KAPITI COAST DISTRICT 6032	C3853488														
259800000009	02/09/2012 09:00	[REDACTED]	[REDACTED]	unknown	P1924229														
2	<p>From the file menu of the internet browser, click <b>File</b> and then <b>Print</b>.</p>  <p><b>Result:</b> the printer options will display.</p>																		

*Continued on next page*



# Printing and saving an electronic copy of a warrantless notification, Continued

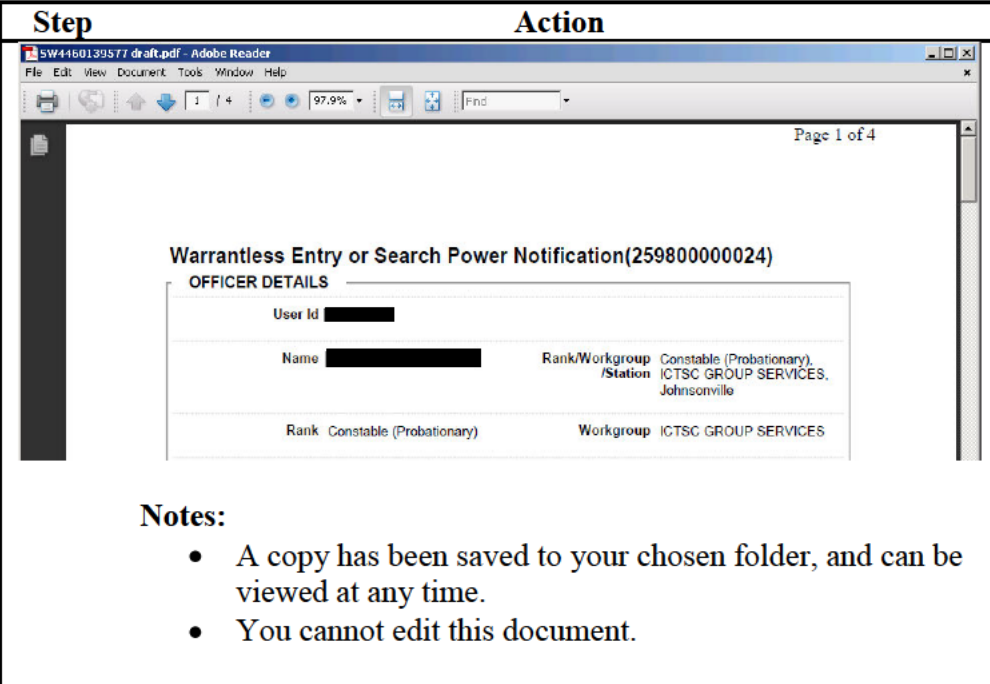

Print or save a notification from eQuip (continued)

Step	Action
3	<p>Open the printer properties window, and select <b>PDF Creator</b>. Result: the <b>PDF Creator</b> screen displays.</p> <p><b>Note:</b> The settings on your station printer(s) may vary. If you require assistance with how to change these settings, please contact the helpdesk.</p> 
4	<p>Click .</p> <p>Result: the <b>Save as</b> window opens.</p> 
5	<p>Type a name for the application in the <b>File Name</b> field (e.g. the application number), and select a folder to save it to (e.g. My Warrantless Notifications).</p> <p>Then click .</p> <p><b>Result:</b> another browser window displays, showing a PDF copy of the application.</p>

Continued on next page

# Printing and saving an electronic copy of a warrantless notification, Continued

Print or save a notification from eEquip (continued)

Step	Action										
	 <p><b>Warrantless Entry or Search Power Notification(259800000024)</b></p> <p><b>OFFICER DETAILS</b></p> <table border="1"><tr><td>User Id</td><td>[REDACTED]</td></tr><tr><td>Name</td><td>[REDACTED]</td><td>Rank/Workgroup /Station</td><td>Constable (Probationary), ICTSC GROUP SERVICES, Johnsonville</td></tr><tr><td>Rank</td><td>Constable (Probationary)</td><td>Workgroup</td><td>ICTSC GROUP SERVICES</td></tr></table> <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>• A copy has been saved to your chosen folder, and can be viewed at any time.</li><li>• You cannot edit this document.</li></ul>	User Id	[REDACTED]	Name	[REDACTED]	Rank/Workgroup /Station	Constable (Probationary), ICTSC GROUP SERVICES, Johnsonville	Rank	Constable (Probationary)	Workgroup	ICTSC GROUP SERVICES
User Id	[REDACTED]										
Name	[REDACTED]	Rank/Workgroup /Station	Constable (Probationary), ICTSC GROUP SERVICES, Johnsonville								
Rank	Constable (Probationary)	Workgroup	ICTSC GROUP SERVICES								
6	From the menu bar, click  to print.										
	<b>Result:</b> the document has printed.										

Return to  
[Table of Contents](#)

# Glossary

## Glossary

Term	Description
Approving Officer	A person who can approve the application content. This should be the supervisor of the primary owner.
Confliction	When a target you select is the subject of another draft warrant application.
Document number	System generated unique number appended to each document created within S&S.
Document security	Open – generates target conflict notices to other open and closed documents.  Closed – generates target conflict notices to other closed documents.  If you require security on your document, this will need to be approved by the Field Manager before you can proceed.
Draft	Application for a search warrant in progress
eEquip	System where Warrantless Power Notifications are recorded.
Executing Officer	Member who physically executed the search warrant.
Facility	A thing that is not situated at a physical location which a person can enter and search. Examples would include a website, Internet data storage facility or a hotmail (email) account.
Field Manager	A Detective Inspector nominated by you
Final	Finalised warrant ready for authorisation by an Issuing Officer.
General User	A person who can assist with completing the majority of the form.  <b>Note:</b> this can only happen after the primary owner has completed the minimum data required to save the application, and added the General personnel.
Outcomes	Outcomes are the results of the Warrant and form the target history.  It is important to record the Outcome of all Search Warrants as soon as possible as the Outcomes will affect the history for future warrant applications  Outcomes are reported on annually.

*Continued on next page*

## Glossary, Continued

Glossary  
(continued)

Term	Description
Primary Owner	The person who creates the search warrant. Normally the person who is the applicant of the Search Warrant.
Secondary Owner	A person who can act as a backup to the primary owner. This person has the same access rights as the primary owner.
Applicant	Is the Applicant if different from the Primary or Secondary Owner.
Target	Subject of your application: Person, Item, Vehicle or Location.  You must use NIA IDs. Other Vehicle, item and location types are not supported (e.g. NZTA).
Target application history	History of previous warrants and their outcomes held within the Search and Surveillance system for a specific target/application.
Thing	Any item that will be searched via physical access.

Return to  
[Table of Contents](#)