

Operations Orders

209.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing Operation Orders.

209.2 POLICY

Operations Orders are written plans issued for a specific local event, detail, planned police operation, (such as execution of a search warrant, stakeout, etc.) investigation or other activity that requires the use of personnel and equipment over and above normal daily activities to announce policies and procedures related to that specific circumstance or event to be used to brief those involved.

209.3 PROTOCOL

May be prepared by a member having the responsibility for the coordination of an event. When completed will be forwarded to the affected Division Commander, as soon as possible, but not less than five days prior to the event when possible for approval. If approved, the Commander will forward the order to the Deputy Chief for final approval.

Operation Orders requesting use of the Tactical Unit or Field Force Unit require approval from the Chief of Police, or in his absence under exigent circumstances, the Deputy Chief may approve.

The original Operation Order will be maintained by the Deputy Chief for three (3) years and are sequentially numbered from the start of each year. All copies will be destroyed once the operation has been concluded.

When an event requires resources from multiple Divisions, it will be the responsibility of the Division Commander in whose area the event begins, to issue the Operations Order covering the entire event, in consultation with the Commanders of the other divisions concerned.

209.4 REQUIRED INFORMATION

- Provide a synopsis/background for the event or purpose for the order
- Identify required Department resources to include personnel, vehicles and any specialized equipment
- Provide specific details and instructions for those assigned to the event
- Multi-agency coordination and resources
- Identify the supervisor in charge of the police resources at the event
- Provide personal contact information for the person in charge of the event
- Provide a projected cost and materials analysis.

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209.5 AFTER-ACTION REPORT

An After-Action Report is required for each Operations Order and will be completed on a Form 47, Confidential Memorandum, by the assigned supervisor at the conclusion of the event that will include:

- The number of manpower hours exhausted and any overtime costs
- A list of equipment and materials used
- Any problems encountered or recommendations for future events
- An overall cost analysis.

Distribution:

- Chief of Police
- Deputy Chief
- Commanders
- Affected personnel