DAVIS POLICE DEPARTMENT
Operations Planning and De-Confliction
Policy and Procedure 2.48-C

DEPARTMENT MANUAL

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I. POLICY

It is the policy of the Davis Police Department to properly organize and execute planned operations involving criminal investigations. These generally include the service of search/arrest warrants (excluding those involving records only from non-criminal parties), planned probation/parole searches and planned high-risk activities. This includes: participation in a regional de-confliction system; provide coordination, enhance the safety of personnel and the public and decrease the risk of compromising investigations; and prevent the duplication of efforts.

II. PROCEDURE

A. Operations Director

The Investigations and/or Intelligence Led Policing (ILP) Lieutenant shall serve as the operations director.

The operations director, or another designated sworn manager in their absence, shall be responsible to ensure the following occurs in the preparation of a planned operation:

1. Review and submit to the Deputy Chief or Police Chief all operations orders prior to their authorization for execution. The Deputy Chief or Police Chief shall approve any order prior to execution.

2. Review the High Risk Assessment Form, if necessarily submitted, to ensure appropriate resources are deployed during the course of the operation.

3. Ensure the appropriate de-confliction systems have been identified and utilized in the planning of the operation.

4. Ensure that an operational briefing is conducted prior to the operation.

5. Serve as the incident commander of any operation which is identified as being “High Risk”.

6. Ensure that a debriefing is conducted following the conclusion of the operation.

B. Operations Plan

The operations director should ensure that a written operations plan is developed for all planned investigative operations. The plan shall address the following:

1. Operation goals, objectives and strategies.

2. Operation location and involved parties:
a. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)
b. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids
c. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)
d. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children

3. Information from the risk assessment form by attaching a completed copy in the operational plan, in the event such a form was necessary and created.

The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.

4. Participants and their roles:
   a. An adequate number of uniformed officers shall be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.
   b. How all participants will be identified as law enforcement personnel (See PP 2.36-B, Plainclothes Operations).

5. Whether de-confliction submissions are current and all involved individuals, groups and locations have been de-conflicted to the extent reasonably practicable.

6. Communications plan which necessarily includes the identification of all communications channels to be used, or potentially used, as well as call-signs.

7. Potential use of force issues (i.e. suspect is pregnant, mentally ill, ect.).

8. Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).

9. Plans for detaining people who are not under arrest.

10. Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control policies.

11. Responsibilities for identifying encountered individuals, the collection of evidence, as well as the writing, collecting, reviewing and approving reports.

C. Operations Plan Retention
Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

D. Risk Assessment

Operations in which the potential exists for officers or members of the public to be subject to personal injury beyond that which is typical anticipated in a general public contact, shall include a Risk Assessment Evaluation. Should such a need be determined by the operations director, a sworn officer shall be tasked to complete and attach a risk assessment form to the operations order.

1. Risk Assessment Form

When preparing the form, the officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target de-confliction systems, firearm records, commercial databases and property records. Where appropriate, the officer should also submit information to the resources. The officer should gather available information that includes, but is not limited to:

a. Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.
b. Maps of the location.
c. Diagrams of any property and the interior of any buildings that are involved.
d. Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).
e. Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).
f. Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).
g. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).
h. Other available options that may minimize the risk to officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

2. Risk Assessment Review

The officer assigned to complete the Risk Assessment Form will present the risk assessment form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor and the operations director.

The supervisor and operations director shall confer and determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

E. High Risk Operations
If the operations director, after consultation with the involved supervisor, determines that the operation is high risk, the operations director shall, in consultation with the Deputy Chief and Police Chief:

1. Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:
   a. SWAT
   b. Additional personnel
   c. Outside agency assistance
   d. Special equipment
   e. Medical personnel
   f. Persons trained in negotiation
   g. Additional surveillance
   h. Canines
   i. Evidence Room or analytical personnel to assist with cataloguing seizures
   j. Forensic specialists
   k. Specialized mapping for larger or complex locations

2. Contact the appropriate department members or other agencies as warranted to begin preparation.

3. Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.

4. Coordinate the actual operation.

F. De-confliction

De-confliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The officer who is the operations lead shall ensure the subject of investigation and operations information have been entered in an applicable de-confliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation. The officer should also enter relevant updated information when it is received. If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

G. Operations Briefing

A briefing should be held prior to the commencement of any operation to allow all participants to understand the operation, see and identify each other, identify roles and responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants’ understanding of the operations plan.
All participants should be provided a copy of the operations plan and search warrant, if applicable. Participating personnel should be directed to read the search warrant and initial a copy that is retained with the operation plan. Any items to be seized should be identified at the briefing.

The operations director shall ensure that all participants are visually identifiable as law enforcement officers (See PP 2.36-B, Plainclothes Operations). Exceptions may be made by the operations director for officers who are conducting surveillance or working undercover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary. The use of balaclavas requires approval from the Deputy Chief or Police Chief.

The briefing should include details of the communications plan. It is the responsibility of the operations director to ensure that Dispatch is notified of the time and location of the operation, and to provide a copy of the operation plan prior to officers arriving at the location.

If the radio channel needs to be monitored by Dispatch, the dispatcher assigned to monitor the operation should attend the briefing, if practicable, but at a minimum should receive a copy of the operation plan.

The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

H. SWAT Participation

If the Police Chief or the Deputy Police Chief determines that SWAT participation is appropriate, the SWAT Team Commander and operations director shall work together to develop a written plan. The Police Chief shall be informed of any SWAT use. An Incident Commander will be appointed to oversee the operation. The SWAT team shall assume tactical control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the Incident Commander shall transfer control of the scene to the operations director. This transfer should be communicated to the officers present.

I. Media Access

No advance information regarding planned operations shall be released without the approval of the Police Chief. Any media inquiries or press release after the fact shall be handled in accordance with departmental policy.

J. Debriefing

Upon the completion of an operation the operational director will ensure that the operation is debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any SWAT debriefing.

K. Training

The Investigations and/or ILP Lieutenant shall ensure officers who participate in operations subject to this policy receive periodic training including, but not limited to, topics such as legal issues, de-confliction practices, operations planning concepts and reporting requirements.

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