


## Operations Planning and Deconfliction

### 608.1 POLICY HEADER

<b>Original Effective Date:</b>	<b>Revised Date:</b>
September 1, 2021	January 4, 2023
Authorization:  Jason Haberman Chief of Police	

### 608.2 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction, and execution of high-risk operations and other pre-planned operations.

Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

#### 608.2.1 DEFINITIONS

Definitions related to this policy include:

**High-risk operations** - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

### 608.3 POLICY

It is the policy of the Mt. Lebanon Police Department to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

### 608.4 RISK ASSESSMENT

#### 608.4.1 RISK ASSESSMENT FORM PREPARATION

Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall complete [the 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

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involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the officer should also submit information to these 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).

#### 608.4.2 RISK ASSESSMENT REVIEW

Officers will present the risk assessment form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor.

The supervisor 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.

#### 608.4.3 HIGH-RISK OPERATIONS

If the Duty Officer, after consultation with the involved supervisor, determines that the operation is high risk, the supervisor should:

- (a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:
  - 1. Critical Incident Response Team (CIRT)
  - 2. Additional personnel
  - 3. Outside agency assistance
  - 4. Special equipment

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5. Medical personnel
  6. Persons trained in negotiation
  7. Additional surveillance
  8. Canines
  9. Investigative Services Unit or analytical personnel to assist with cataloguing seizures
  10. Forensic specialists
  11. Specialized mapping for larger or complex locations
- (b) Contact the appropriate department members or other agencies as warranted to begin preparation.
  - (c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.
  - (d) Coordinate the actual operation.

### **608.5 DECONFLICTION**

Deconfliction 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 may ensure the subject of investigation and operations information have been entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should be done at the federal, state and local levels. This should occur as early in the process as practicable. 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.

### **608.6 OPERATIONS PLAN**

The supervisor should ensure that a written [operational plan](#) is developed for all high-risk operations. Plans should also be considered for other pre-planned operations that would benefit from having a formal plan.

The plan should address such issues as:

- (a) Operation goals, objectives and strategies.
- (b) Operation location and people:
  1. 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)

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2. 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
  3. 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)
  4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children
- (c) Information from the risk assessment form by attaching a completed copy in the operational plan.
1. 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.
- (d) Participants and their roles.
- (a) An adequate number of uniformed officers should 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.
  - (c) Wearing body armor.
- (e) Whether deconfliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.
- (f) Identification of all communications channels and call-signs.
- (g) Use of force issues.
- (h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).
- (i) Plans for detaining people who are not under arrest.
- (j) 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.
- (k) Communications plan.
- (l) Responsibilities for writing, collecting, reviewing and approving reports.

#### 608.6.1 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.

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### **608.7 OPERATIONS BRIEFING**

A briefing should be held prior to the commencement of any high-risk or pre-planned operations 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.

- (a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.
- (b) 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.
- (c) The supervisor shall ensure that all participants are visually identifiable as law enforcement officers.
  - 1. Exceptions may be made by the supervisor 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.
- (d) The briefing should include details of the communications plan.
  - 1. It is the responsibility of the supervisor to ensure that the Dispatch Center 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.
  - 2. 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.

### **608.8 CIRT PARTICIPATION**

If the Duty Officer determines that CIRT participation is appropriate, the supervisor and the CIRT commander shall work together to develop a written plan. The CIRT commander shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the CIRT commander shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present.

### **608.9 MEDIA ACCESS**

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

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#### **608.10 OPERATIONS DEBRIEFING**

High-risk and pre-planned operations shall be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any CIRT debriefing.

#### **608.11 TRAINING**

Officers should receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

## Attachments

## **Risk Assessment Matrix (01).pdf**





## RISK ASSESSMENT MATRIX

Risk Assessment is based on facts and circumstances known to police regarding suspect(s). Check (X) a maximum of one block in each of the six categories (the block with the greatest score applicable to the subject/location). Tally the "score" to determine suggested service level. **NOTE:** The Matrix is to be used as a "tool" in the decision making process when considering CIRT Activation.

POINTS	FACTS	X	SCORE
<b>Search Warrants</b>			
0	Search Warrant is for evidence of crime against property		
2	Search Warrant is for drugs		
3	Search Warrant is for evidence of crime against person		
4	Search Warrant is for weapons		
<b>Arrest Warrant</b>			
1	Arrest Warrant is for property crimes		
2	Arrest Warrant is for crimes against person		
3	Arrest Warrant is for drug possession/distribution		
4	Arrest Warrant is for weapon violations		
<b>Criminal History</b>			
1	Subject of warrant has property crime history only		
2	Subject has history of crime against persons (simple assault, domestic, etc)		
3	Subject of warrant has history/arrest/involvement of drug/drug deliveries		
5	Subject of warrant has made statements regarding resisting apprehension/search		
7	Subject of warrant has violent criminal history (robbery, rape, aggravated assault, etc)		
9	Subject of warrant has used weapons (not firearms) during the commission of crimes		
10	Subject of warrant has used firearms during the commission of crimes		
<b>Entry</b>			
1	Service of warrant requires minimal forced entry		
5	Service of warrant requires use of ram, sledgehammer or other similar devices		
10	Location is fortified <b>or</b> the subject has "guard dogs" <b>or</b> counter surveillance <b>or</b> monitoring equipment in place		
<b>Weapons</b>			
5	Believed that firearms are readily available to suspect at location of warrant		
6	Intel indicates subject of warrant normally armed with a weapon (not firearm)		
8	Subject of warrant known to carry firearms on person or has been arrested for VUFA		
10	Subject of warrant is always armed.		
<b>Note: If a fully automatic weapon has been identified as used in the commission of the crime or the subject has access to an automatic weapon and this information has been confirmed, CIRT will serve the warrant.</b>			
<b>Miscellaneous</b>			
5	Subject of warrant has association affiliation (gang, extremist, etc)		
6	Subject of warrant has history of mental/psychological instability		
9	Subject of warrant has history of assaults or resisting arrest offenses against police		
<b>Total Points</b>			

SERVICE LEVEL	
<b>Note: Prior to contacting CIRT Command, approval must be granted by the requesting department's Chief of Police or his designee.</b>	
0 – 18 pts	Service/Execution may be handled by respective police agency
19 – 29 pts	Consultation with CIRT Command is a consideration for service.
30 + pts	Consultation with CIRT Command is required for service.
<b>**All Warrants shall have a "Risk Assessment" completed prior to service of the warrant unless exigent circumstances exist for immediate service. Copies of ALL completed "Risk Assessments" shall be given to and reviewed by the CIRT Commander or his designee within 24 hours of warrant service. Copies should include the warrant to be served, criminal history synopsis, location information, and any other pertinent information used in completing the "Risk Assessment".**</b>	

## Form 112 - Operational Plan.pdf



# Mt. Lebanon Police Department

## Operational Plan



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CASE NUMBER

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CASE NAME

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OPERATION DATE AND TIME

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CASE OFFICER / INVESTIGATOR

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CASE OFFICER / INVESTIGATOR SIGNATURE

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DATE / TIME

---

SUPERVISOR SIGNATURE

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DATE / TIME

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CHIEF OF POLICE SIGNATURE

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DATE / TIME



# Mt. Lebanon Police Department

## Operational Plan



### GENERATIONAL CASE INFORMATION

ACTIVITY TYPE:    ARREST WARRANT    SEARCH WARRANT    OTHER: \_\_\_\_\_

CASE NUMBER		CASE OFFICER	
DATE OF OPERATION		TIME OF OPERATION	
RADIO CHANNEL		WARRANT NUMBER	
DECONFLICTION DATE		DECONFLICTION NUMBER	
PRE-BRIEFING DATE		PRE-BRIEFING TIME	
PRE-BRIEFING LOCATION			
DEBRIEFING LOCATION			

### TARGET LOCATION

TARGET ADDRESS	
TARGET DESCRIPTION	
<input type="checkbox"/> MAP OF LOCATION ATTACHED <input type="checkbox"/> PHOTOS OF LOCATION ATTACHED	

### ASSISTING / NOTIFIED AGENCIES

AGENCY NOTIFIED	OFFICER NOTIFIED	DATE / TIME	NOTIFIED BY
LOCAL POLICE		PHONE	
LOCAL EMS		PHONE	
LOCAL HOSPITAL		PHONE	
SWAT / TACTICAL TEAM		PHONE	



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## Operational Plan



ASSIGNMENTS					
OFFICER	CALL SIGN	PHONE	VEHICLE	ASSIGNMENT	
PRISONER TRANSPORT #1			LOCATION		
PRISONER TRANSPORT #2			LOCATION		
PHOTOS / VIDEOS			CALL SIGN		PHONE
K-9 OFFICER			CALL SIGN		PHONE
ROVING UNIT			CALL SIGN		PHONE
VEHICLE REMOVAL			CALL SIGN		PHONE
EVIDENCE TECHNICIAN			CALL SIGN		PHONE
UNDERCOVER OFFICERS					
U/C OFFICER #1			CALL SIGN		PHONE
U/C VEHICLE MAKE	U/C VEHICLE MODEL		U/C VEHICLE COLOR	U/C VEHICLE LICENSE PLATE	
U/C OFFICER #2			CALL SIGN		PHONE
U/C VEHICLE MAKE	U/C VEHICLE MODEL		U/C VEHICLE COLOR	U/C VEHICLE LICENSE PLATE	



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## Operational Plan



TECHNICAL INFORMATION			
OVERHEAR USED: <input type="checkbox"/> YES <input type="checkbox"/> NO		TYPE USED: <input type="checkbox"/> CONSENSUAL <input type="checkbox"/> OFFICER SAFETY	
TECH OFFICER		TECH AGENCY	
TECH OFFICER		TECH AGENCY	

SYNOPSIS OF CASE	



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## Operational Plan



**COOPERATING INDIVIDUAL # \_\_\_\_\_ INFORMATION**

C/I NUMBER				C/I ASSIGNED NAME		
SEX	RACE	HEIGHT	WEIGHT	HAIR	EYES	

PHOTO – FRONT

PHOTO - PROFILE

**C/I CRIMINAL HISTORY AND/OR CONCERNS**



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COOPERATING INDIVIDUAL # _____ INFORMATION					
C/I NUMBER		C/I ASSIGNED NAME			
SEX	RACE	HEIGHT	WEIGHT	HAIR	EYES
PHOTO – FRONT			PHOTO - PROFILE		

C/I CRIMINAL HISTORY AND/OR CONCERNS





# Mt. Lebanon Police Department

## Operational Plan



### TARGET / SUSPECT INFORMATION

NAME		DATE OF BIRTH	
ADDRESS			
TELEPHONE NUMBER		DRIVER'S LICENSE NUMBER	
SID NUMBER		FBI NUMBER	
CONCEALED CARRY PERMIT	<input type="checkbox"/> YES <input type="checkbox"/> NO		CONCEALER CARRY LICENSE NUMBER
SEX	RACE	HEIGHT	WEIGHT
			HAIR COLOR
			EYE COLOR

### TARGET / SUSPECTS VEHICLE(S) INFORMATION

YEAR	MAKE	MODEL	COLOR	STATE & PLATE	MARKINGS

PHOTO – FRONT

PHOTO - PROFILE

### TARGET / SUSPECT CRIMINAL HISTORY AND/OR CONCERNS