

Cover Page

Information required for the Cover Page of the Operational Orders includes:

- **Security Classification**

- *The words 'Choose an item' are displayed in red in the header of the document. By double-clicking on the words, the document header opens and a drop down selection box is activated. Select the appropriate Security Classification level and then close the header by clicking on the Close Header and Footer button in the Header Tools section.*
- *Please note that Security Classifications used by NSWPF reflect changes to the national standards.*

- **Command Name**

- *Enter the name of the Command responsible for the operational activity.*

- **Strike Force or Operational Name**

- *Enter the name of the Strike Force or Operational Name under which this operational activity is being conducted.*

- **Mission / Operational Objective**

- *Enter concise details about the operational objective, (ie: Execution of a Search Warrant in relation to drug supply)*

- **Highest Residual Risks**

- *The Operational Orders template should be used in conjunction with the Search Warrant Risk Assessment Tool. The current Risk Assessment Tool (designed for use after 1 November 2015) provides the Residual Risk Ratings in relation to three areas of risk - Person/s of Interest; Associates; and Location. The Initial Risk and Residual Risk ratings are recorded on the front of the Operational orders and Risk Assessment templates. The highest residual risk rating of any individual risk element will be the overall risk of the search warrant operation.*

- **Certification and Authorisation**

- *This section of the cover sheet is used to record the approval chain for the document. Unless there are 'Urgent Circumstances' as defined in the Search Warrant Standard Operating Procedures, the authorisation of operational activity such as search warrants rests with the Search Warrant Owner*

(SWO) responsible for execution of a search warrant operation. You should refer to the Search Warrant Standard Operating Procedures for further guidance in this regard.

- *It is preferable, but not always possible to have the original set of Operational Orders signed by all persons in the approval chain. Authority can be provided orally if it is not reasonably practicable to provide it in writing however, any oral authorisation must be documented as soon as practicable.*

Situation

The 'Situation' section of the Operational Orders may be populated by cutting and pasting details entered into the new Risk Appreciation Template, which is also in Word format. The 'Situation' section contains the following topics:

- **Topography**

- *Describe the location or area, including information about the type of terrain, special physical features and where relevant map references.*
- *If there are numerous photographs or maps depicting the premises or location, append these to the Operational Orders or utilise the Location of Interest (LOI) Profile template (available in the Search Warrant Toolkit) rather than appending them to the Operational Orders.*

- **General Information**

- *Describe accurately and concisely what has occurred leading up to this operational activity.*

- **Offenders / Targets / Occupants / Associates**

- *Provide details of all suspects or persons of interest, including names, date of birth, CNI, current address and warnings. If there is detailed information, photographs or descriptions, append these to the Operational Orders or utilise a Person of Interest (POI) Profile template (available in the Search Warrant Toolkit) rather than appending them to the Operational Orders.*

- **Risk Appreciation**

- *Summarise the key issues arising from the Risk Assessment.*

Mission

Provide a concise statement of the task to be accomplished. This will most likely be a duplication of the Mission / Operational Objective on the front cover of the Search Warrant Risk Assessment Tool.

Execution

The 'Execution' section of the Operational Orders contains the following topics:

- **General Outline**
 - *Describe the concept of the operational activity, detailing each phase to be performed.*
- **Group Details and Taskings**
 - *Provide specific details of the work to be performed by an individual or group. In particular identify the officers allocated the following roles in the operation:*
 - *Operation Commander*
 - *Case Officer*
 - *Entry Team Leader*
 - *Search Officer*
 - *Exhibit Officer*
 - *Video Operator*
 - *Safety Check Officer, and*
 - *Independent Observer*
- **Timings**
 - *Detail the time, date and location for the following operational activities:*
 - *Briefing*
 - *Form Up*
 - *Execution, and*
 - *Debrief (Hot/Formal)*
 - *Detail the anticipated duration of the operational activity.*
- **Coordinating Instructions**
 - *Provide details necessary for the effective coordination of the operational activities. In particular, detail routes to the premises/location, assembly areas, exit and escape routes etc.*

- **Contingencies / Actions On**

- *Detail the contingencies developed to deal with each phase of the operational activities. Indicate the 'Actions On' that will be taken should specified events occur (eg: what to do if there is no person at the premises).*
- *Contingency plans will be required within the Operational Orders for all planned search warrant operations. The level and detail within the contingency plans will need to take into consideration the risk rating relevant to that operation.*
- *The execution of any search warrant involving forced entry must be carried out by suitably trained tactical officers in accordance with the relevant Management Operational Guidelines. If a contingency involves a change to the use of forced entry, the person to whom the Operational Commander reports must be consulted for permission as must the SWO.*

- **Third parties involved in operation**

- *Identification of third parties (also known as 'concurrent duty holders') needs to occur so that the 'horizontal consultation' requirements under the WHS Act can be complied with. Include the identification of relevant third parties and the work conducted to consult, cooperate and coordinate as to how the operational risks that arise in working together will be managed.*
- *Examples of third parties that may fit into this category would include:*
 - *New South Wales Ambulance Service;*
 - *Fire and Rescue New South Wales;*
 - *Australian Federal Police; and*
 - *Fair Trading NSW.*

Administration & Logistics

The 'Administration & Logistics' section of the Operational Orders contains the following topics:

- **Dress**

- *Default position for dress*
The default position is that the Entry Team must wear a NSW Police Force uniform or a fluorescent vest or overt body armour (with the flaps out) or a load bearing vest (or any combination of the above). Reasons for the default position include:
 1. *Alerting the general public or other police in the vicinity that a police operation is taking place, and/or*

2. Making the occupants of the premises to be searched aware that police are conducting an operation – as opposed to others involved in other criminal acts

If the operation requires a departure from this default position, then the reasons for this departure must be clearly explained in the Operational Orders together with a description of the alternative dress chosen and the treatment options to be implemented to address any risk arising from the departure from the default position.

○ **Default position for when identification must be displayed**

If the Entry Team is wearing any form of dress that includes Police identification then the default position is that identification must be displayed by each member of the Entry Team before approaching the premises (which is the subject of the search warrant) for the purposes of entry.

If the operation requires a departure from this default position, then the reasons for this departure must be clearly explained in the Operational Orders together with a description of the alternative time chosen for displaying identification and the treatment options to be implemented to address any risk arising from the departure from the default position.

○ **If the entry is being facilitated by Specialist Tactical Resources or Regional Resources, that Unit/Squad will prepare a separate Entry Plan.**

● **Personal Protective Equipment**

○ **Detail the items of Personal Protective Equipment that are to be carried by staff engaged in the operation.**

● **Situation Reports**

○ **Specify the nature, frequency and distribution of situation reports relating to the operational activity.**

● **Meals**

○ **Detail arrangements made for the provision of meal breaks for officers in protracted operations.**

● **Transport**

○ **Detail vehicle allocation and use, including where necessary re-fuelling and parking arrangements.**

- **Prisoner Management**

- *Detail processes to be followed in relation to arrest and custody management of persons arrested during the course of the operation.*

- **Exhibit Management**

- *Enter details on how the exhibits will be safely seized, handled, transported and stored.*

- **Equipment**

- *Detail the processes for issue and return of equipment.*

Media

- *Describe the arrangements in place in regard to the following issues:*

- *Media Status (FOR MEDIA / NOT FOR MEDIA);*
- *Police Media Unit advised (YES / NO);*
- *Holding Station prepared (YES / NO); and*
- *Media Release proposed (YES / NO).*

- **Liaison Officers**

- *List the names and contact details (phone / email) of personnel nominated as Liaison Officers from other agencies involved in the operation.*

- **Stand Down Area**

- *Provide details of the location of a Stand Down Area where necessary.*

- **Accommodation**

- *Provide details of accommodation booked for officers engaged in the operational activity (if necessary).*

Command & Communications

The 'Command & Communications' section of the Operational Orders contains the following topics:

- **Operation Commander**
 - *Record the name and contact details of the Operation Commander.*
- **Case Officer**
 - *Record the name and contact details of the Case Officer.*
- **Command Locations**
 - *Record the location and contact information for Command Locations.*
- **Communications**
 - *Detail the communication arrangements for the operation including radio channels, call signs, use of other means of communication (mobile phones etc.).*

Safety Check

The 'Safety Check' section of the Operational Orders contains the following topics:

- **Safety Check Officer**
 - *Record the name and contact details of the Safety Check Officer.*
- **Medical Contingencies**
 - *Detail location and contact details for the nearest Public Hospital to the location where the search warrant is to be executed.*
 - *Detail location and contact details for the nearest private medical facility to the location where the search warrant is to be executed.*
- **Specified Safety Responsibilities**
 - *Detail the name of the officer assigned to take responsibility for the following safety aspects of the operation:*
 - **COMMUNICATIONS**
 - *Provision of Police Radio Channel*
 - *Operability of Vehicle and Portable radios, and*

- *Pre-execution survey of location to identify potential communications blackspots and*
- **OFFICER SAFETY**
 - *Delivery of Safety Briefing*
 - *Provision of Safety Equipment, and*
 - *Checks that all non-uniform staff are compliant with the Operational Orders in relation to dress and appointments.*

Further Information & Advice

If you need further information or advice about the manner in which the Operational Orders template is to be used, contact in the first instance your Investigations Manager (LAC) or Investigations Coordinator (Specialist Squads).

The Major Events & Incidents Group has ongoing responsibility for the maintenance and enhancement of operational risk assessments and associated documents. Contact the State Planning Unit, MEIG for advice on intent and usage of the template.