



Home Office

Operational briefings and planning

Operational briefings and planning

About this guidance

<p>What is an operational briefing?</p> <p>The briefing format</p> <p>Telling officers about risks: responsibilities</p> <p>Planning a briefing</p> <p>Considering security and handling an operational order</p>	<p>This guidance tells staff working in criminal investigation teams in immigration enforcement, about operational briefings.</p> <p>It tells you when and why you must give an operational briefing and what to include in the briefing.</p> <p>It is based on instructions in the operational enforcement manual, arrest team guidance and relevant information from the customs enforcement handbook.</p> <p>This guidance gives information on:</p> <ul style="list-style-type: none">• what an operational briefing is• when and why you must give an operational briefing• the format you must present the briefing in• what you must include in the briefing• telling others about risks• the records you must keep, and• security matters. <p>You must follow the procedures given in this guidance, if you:</p> <ul style="list-style-type: none">• are working in a criminal investigation team, or• have joined a Home Office criminal investigation team from another department or employer where you have previously had to give briefings. <p>For more information, see related links:</p> <ul style="list-style-type: none">• 31 Enforcement visits, and• 61 Arrest teams – operational procedures.	<p>Related links</p> <p>Changes to this guidance</p> <p>Contact</p> <p>Information owner</p> <p>Links to staff intranet removed</p>
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	<p>Changes to this guidance – This page tells you what has changed since the previous version of this guidance.</p> <p>Contacts – This page tells you who to contact for help if your senior caseworker or line manager can't answer your question.</p> <p>Information owner – This page tells you about this version of the guidance and who owns it.</p>	
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Operational briefings and planning

Changes to this guidance

<p>About this guidance</p> <p>What is an operational briefing?</p> <p>The briefing format</p> <p>Telling officers about risks: responsibilities</p> <p>Planning a briefing</p> <p>Considering security and handling an operational order</p>	<p>This page lists changes to the 'Operational briefings and planning' guidance, with the most recent at the top.</p>	<p>Related links</p>						
	<table border="1"> <thead> <tr> <th data-bbox="490 424 831 464">Date of the change</th> <th data-bbox="842 424 1532 464">Details of the change</th> </tr> </thead> <tbody> <tr> <td data-bbox="490 472 831 647">26 March 2014</td> <td data-bbox="842 472 1532 647"> <p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"> • Minor housekeeping changes. </td> </tr> <tr> <td data-bbox="490 655 831 1431">19 September 2013</td> <td data-bbox="842 655 1532 1431"> <p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"> • About this guidance: <ul style="list-style-type: none"> ○ sixth paragraph deleted • What is an operational briefing? <ul style="list-style-type: none"> ○ sub-heading 'Definition of a briefing', second paragraph, second bullet point deleted ○ sub-heading 'Definition of a briefing', sixth paragraph deleted ○ sub-heading 'When to give a briefing', second paragraph, second bullet point changed • Operational briefings: information: <ul style="list-style-type: none"> ○ restricted text, fourth bullet point deleted • Operational briefings: method: <ul style="list-style-type: none"> ○ restricted text, second paragraph, first bullet point, seventh sub-bullet point deleted </td> </tr> </tbody> </table>	Date of the change	Details of the change	26 March 2014	<p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"> • Minor housekeeping changes. 	19 September 2013	<p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"> • About this guidance: <ul style="list-style-type: none"> ○ sixth paragraph deleted • What is an operational briefing? <ul style="list-style-type: none"> ○ sub-heading 'Definition of a briefing', second paragraph, second bullet point deleted ○ sub-heading 'Definition of a briefing', sixth paragraph deleted ○ sub-heading 'When to give a briefing', second paragraph, second bullet point changed • Operational briefings: information: <ul style="list-style-type: none"> ○ restricted text, fourth bullet point deleted • Operational briefings: method: <ul style="list-style-type: none"> ○ restricted text, second paragraph, first bullet point, seventh sub-bullet point deleted 	<p>See also</p> <p>Contact</p> <p>Information owner</p> <p>Links to staff intranet removed</p>
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		<ul style="list-style-type: none"> ○ restricted text, third paragraph changed ● Operational briefings: administration: <ul style="list-style-type: none"> ○ restricted text, first paragraph, first bullet point, third sub-bullet point deleted ○ restricted text, first paragraph, twelfth bullet point, third sub-bullet point deleted ○ restricted text, second paragraph, third bullet point deleted ● Operational briefings: risk: <ul style="list-style-type: none"> ○ restricted text, new third paragraph ○ restricted text, sub-heading 'Checks you must make', second paragraph, first and second bullet points deleted ● Operational briefings: communication: <ul style="list-style-type: none"> ○ restricted text, first paragraph, second bullet point, sixth sub-bullet point deleted ● Minor housekeeping changes. 		
		<p>For previous changes to this guidance you will find all earlier versions in the archive. See related link: Operations - archive.</p>		

Operational briefings and planning

What is an operational briefing?

<p>About this guidance The briefing format Telling officers about risks: responsibilities Planning a briefing Considering security and handling an operational order</p>	<p>This section tells you what an operational briefing is, when you must hold one and why you must give them.</p> <p>Definition of a briefing A briefing is a meeting of the relevant personnel before a deployment (operation) takes place. At this briefing they are:</p> <ul style="list-style-type: none">• given tasks, and• receive any necessary information for them to carry out those tasks safely. <p>How you refer to the deployment depends on where you work. In general:</p> <ul style="list-style-type: none">• inland crime teams refer to the 'visit', and• it is also often referred to as an 'operation' or 'deployment'. <p>The written version you prepare and base the briefing on is called an operational order. Once you have completed it, you must use the protective marking 'restricted'. For more information, see related link: 1. Categories of protective marking.</p> <p>It is best practice to ask your supervising officer to check your operational order to make sure you have covered everything. This may not always be possible, however, depending on the circumstances.</p> <p>Remember, if you are the:</p> <ul style="list-style-type: none">• case officer or officer in charge:<ul style="list-style-type: none">○ you will probably research and prepare the briefing• supervising officer:<ul style="list-style-type: none">○ you are responsible for the operation overall, including the briefing. <p>When to give a briefing</p>	<p>In this section Why you must give an operational briefing</p> <p>Related links Links to staff intranet removed</p>
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You must give a briefing to your team before any operational deployment takes place outside of the office or port controlled area, if possible.

There may be times, however, when you are unable to prepare a written briefing or hold a full briefing, for example on a deployment taking place at short notice. In these circumstances you must:

- still give a verbal briefing, and
- record details as soon as you can, in your personal notebook.

For more information, see related link: [The purpose of a notebook.](#)

Who use briefings

Briefings are given by several different teams that carry out operational work, for example:

- criminal investigation teams, both
 - inland crime teams, and
 - border crime teams
- arrest teams
- non arrest trained teams working with police
- surveillance teams, and
- any other enforcement teams conducting operational deployments.

When you use briefings

‘Operational deployment’ covers many areas, for example:

- immigration crime team visits
- enforcement and arrest team visits
- border crime team knocks
- house searches
- inland drugs or cash interdictions (disruption), and
- surveillance.

After any deployment it is usual to conduct a debriefing where you assess how the

deployment went.

For more information about briefings and debriefings, see related links:

- 31 Enforcement visits
- 61 Arrest teams – operational procedures, and
- Operational security.

Operational briefings and planning

Why you must give an operational briefing

<p>About this guidance What is an operational briefing? The briefing format Telling officers about risks: responsibilities Planning a briefing Considering security and handling an operational order</p>	<p>This page tells you why you must give an operational briefing and what the benefits are.</p> <p>Preparing an operational order is part of the planning you must do before the deployment (operation) takes place. It helps you to:</p> <ul style="list-style-type: none">• check you have covered everything in your planning• confirm the proposed deployment is the best course of action• identify alternative courses of action, and• identify any risks associated with the deployment. <p>You must conduct an operational briefing because it allows you to tell your team about:</p> <ul style="list-style-type: none">• why you are conducting the deployment• how it will run• the roles and responsibilities• the command structure• the legal basis for the deployment• what you hope to achieve, and• how you will run the deployment as safely as possible. <p>The operational order is looked at closely if anything goes wrong on a deployment so you must make sure you complete it as fully and as accurately as possible. It is your record of what you have told your team about:</p> <ul style="list-style-type: none">• how they must act, and• any risks or issues they need to be aware of.	
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Operational briefings and planning

The briefing format

<p>About this guidance What is an operational briefing? Telling officers about risks: responsibilities Planning a briefing Considering security and handling an operational order</p>	<p>This section tells you what format you must give the operational briefing in and what you must include in it.</p> <p>The Home Office currently uses the same briefing format as the police, it is known as IIMARCH. You must follow this format, in this order, for all briefings you give.</p> <p>IIMARCH stands for :</p> <ul style="list-style-type: none">• I – information• I – intention• M – method• A – administration• R – risks• C – communication• H – human rights. <p>Most police forces now add on ‘E’ and ‘R’ at the end which stands for ‘evaluate’ and ‘review’. Although the Home Office does not use this at present you need to know about it in case you attend a police briefing. These sections cover a general evaluation and review of the operation.</p> <p>It is important you give the briefing in this order because it:</p> <ul style="list-style-type: none">• gives structure and clarity• makes it easier to understand, and• is a uniform format all law enforcement agencies are familiar with. <p>If possible you must prepare a separate briefing document for each deployment you conduct.</p>	<p>In this section</p> <p>Operational briefings: information</p> <p>Operational briefings: intention</p> <p>Operational briefings: method</p> <p>Operational briefings: administration</p> <p>Operational briefings: risk</p> <p>Operational briefings: communication</p> <p>Operational briefings: human rights</p> <p>Related links Links to staff intranet removed</p>
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	<p>The guidance in this section tells you about the sorts of information you can include in each section of the briefing document. You:</p> <ul style="list-style-type: none">• must try to identify everything that could have an impact on the deployment• must include the information in your briefing so the deployment can be carried out safely• do not need to include irrelevant information in the briefing, and• may identify other relevant information you want to include as well. <p>For the briefing template, see related link.</p>	
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Operational briefings and planning

Operational briefings: information

<p>About this guidance What is an operational briefing? The briefing format Telling officers about risks: responsibilities Planning a briefing Considering security and handling an operational order</p>	<p>This page tells you what you must consider including in the information section of the briefing.</p>	<p>In this section Operational briefings: intention Operational briefings: method Operational briefings: administration Operational briefings: risk Operational briefings: communication Operational briefings: human rights External links Proceeds of Crime Act 2002</p>
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For more information on cash seizure, see related links: Proceeds of Crime Act 2002.

Operational briefings and planning

Operational Briefings: intention

<p>About this guidance What is an operational briefing? The briefing format Telling officers about risks: responsibilities Planning a briefing Considering security and handling an operational order</p>	<p>This page tells you what you must consider including in the intention section of the briefing.</p> <p style="text-align: center;">Restricted - do not disclose – start of section</p> <p>The information in this page has been removed as it is restricted for internal Home Office use only.</p> <p style="text-align: center;">Restricted – do not disclose – end of section</p>	<p>In this section Operational briefings: information Operational briefings: method Operational briefings: administration Operational briefings: risk Operational briefings: communication Operational briefings: human rights</p>
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Operational briefings and planning

Operational briefings: method

<p>About this guidance</p> <p>What is an operational briefing?</p> <p>The briefing format</p> <p>Telling officers about risks: responsibilities</p> <p>Planning a briefing</p> <p>Considering security and handling an operational order</p>	<p>This page tells you what you must consider including in the method section of the briefing.</p>	<p>In this section</p>
	<p>Restricted - do not disclose – start of section</p>	<p>Operational briefings: information</p>
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Operational briefings and planning

Operational briefings: administration

<p>About this guidance What is an operational briefing? The briefing format Telling officers about risks: responsibilities Planning a briefing Considering security and handling an operational order</p>	<p>This page tells you what you must consider including in the administration section of the briefing.</p>	<p>In this section Operational briefings: information</p>
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Operational briefings and planning

Operational briefings: risk

<p>About this guidance</p> <p>What is an operational briefing?</p> <p>The briefing format</p> <p>Telling officers about risks: responsibilities</p> <p>Planning a briefing</p> <p>Considering security and handling an operational order</p>	<p>This page tells you what you must consider including in the risk section of the briefing.</p> <p style="text-align: center;">Restricted - do not disclose – start of section</p> <p>The information in this page has been removed as it is restricted for internal Home Office use only.</p>	<p>In this section</p> <p>Operational briefings: information</p> <p>Operational briefings: intention</p> <p>Operational briefings: method</p> <p>Operational briefings: administration</p> <p>Operational briefings: communication</p> <p>Operational briefings: human rights</p> <p>Related links</p> <p>Links to staff intranet removed</p>
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Operational briefings and planning

Operational briefings: communication

<p>About this guidance What is an operational briefing? The briefing format Telling officers about risks: responsibilities Planning a briefing Considering security and handling an operational order</p>	<p>This page tells you what you must consider including in the communication section of the briefing.</p>	<p>In this section Operational briefings: information</p>
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Operational briefings and planning

Operational briefings: human rights

<p>About this guidance</p> <p>What is an operational briefing?</p> <p>The briefing format</p> <p>Telling officers about risks: responsibilities</p> <p>Planning a briefing</p> <p>Considering security and handling an operational order</p>	<p>This page tells you what you must consider including in the human rights section of the briefing.</p>	<p>In this section</p> <p>Operational briefings: information</p> <p>Operational briefings: intention</p> <p>Operational briefings: method</p> <p>Operational briefings: administration</p> <p>Operational briefings: risk</p> <p>Operational briefings: communication</p> <p>External links</p> <p>Human Rights Act 1998</p>
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For more information on the Human Rights Act 1998, see related link.

Operational briefings and planning

Telling officers about risks: responsibilities

<p>About this guidance What is an operational briefing? The briefing format Telling officers about risks: responsibilities Planning a briefing Considering security and handling an operational order</p>	<p>This page tells you about your responsibilities to inform officers about the risks associated with an operational deployment.</p> <p>Every officer If you are involved in an operational deployment, regardless of your role, you must conduct dynamic risk (ongoing) assessments as the activity is taking place and warn the officer in charge and colleagues about any risks you identify.</p> <p>Officer in charge or case officer It is your responsibility when planning and conducting an operational deployment or briefing to:</p> <ul style="list-style-type: none">• identify all possible checks you can make• make those checks• get the results• identify any known or potential risks• find ways to reduce the risks, and• warn every person going on the visit about the risks. <p>Supervising officer It is your responsibility to:</p> <ul style="list-style-type: none">• make sure the officer in charge or case officer has made the relevant checks• satisfy yourself the activity can be conducted safely before you authorise it to go ahead• make a record of your decision and the reasons for it, and• make sure all officers on the deployment have been told about any risks. <p>Asking another team to conduct a deployment on your behalf In some cases you may need to ask a team in another area to conduct operational activity on your behalf. For example, after an arrest you may wish to search an address that is not in</p>	<p>Related links Operational briefings: risk</p> <p>Links to staff intranet removed</p>
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your area.

If this happens you, as the officer in charge, and your supervising officer must:

- liaise with the officer in charge from the assisting team
- make them aware of all risks already identified
- tell them to conduct checks with:
 - their local intelligence unit, and
 - local police
- obtain authority from their supervisor and local police control room if required, and
- make a record of what you have done.

If you are asked to assist another team

If you are asked to conduct an operational deployment on behalf of another team you and your supervising officer must:

- ask for all available information from the officer making the request, which must include any risks already identified
- make your own checks with your local intelligence unit and local police
- obtain any authority required from:
 - your supervisor, and
 - the local police control room
- give your own briefing to your team, and
- make a record of:
 - the request
 - what you have been told, and
 - what you have done in response.

For more information on risk and risk assessments, see related links:

- National generic risk assessment framework
- Operational briefings: risk.

Operational briefings and planning

Planning a briefing

<p>About this guidance What is an operational briefing? The briefing format Telling officers about risks: responsibilities Considering security and handling an operational order</p>	<p>This section tells you what to consider when you are making the practical arrangements for your briefing to take place and how to conduct the briefing.</p> <p>If you are the officer in charge or the case officer, how you plan the briefing will depend on many things. You must try to identify everything relevant. Some examples of what you could consider are:</p> <table border="1" data-bbox="465 539 1767 1396"> <thead> <tr> <th data-bbox="465 539 752 576">Factor</th> <th data-bbox="752 539 1767 576">What to consider</th> </tr> </thead> <tbody> <tr> <td data-bbox="465 576 752 1141">Who is going to give the briefing</td> <td data-bbox="752 576 1767 1141"> <p>It is normally your responsibility to prepare and conduct the briefing, but, you may decide that parts of the briefing are given by someone else. For example, you may:</p> <ul style="list-style-type: none"> • ask the silver commander to make an introduction • ask individual team leaders to give the briefing for their particular deployment when you are conducting a large operation with several teams • ask an expert who is better qualified to give part of the briefing, or • be working with teams who wish to give their own briefing, for example: <ul style="list-style-type: none"> ○ a police unit for part of the deployment, or ○ in exceptional circumstances, a firearms unit. </td> </tr> <tr> <td data-bbox="465 1141 752 1396">Who to invite</td> <td data-bbox="752 1141 1767 1396"> <p>You must invite:</p> <ul style="list-style-type: none"> • all officers taking part in the deployment • interpreters who will be assisting, and • any other experts you may need on the deployment, for example social workers. </td> </tr> </tbody> </table>	Factor	What to consider	Who is going to give the briefing	<p>It is normally your responsibility to prepare and conduct the briefing, but, you may decide that parts of the briefing are given by someone else. For example, you may:</p> <ul style="list-style-type: none"> • ask the silver commander to make an introduction • ask individual team leaders to give the briefing for their particular deployment when you are conducting a large operation with several teams • ask an expert who is better qualified to give part of the briefing, or • be working with teams who wish to give their own briefing, for example: <ul style="list-style-type: none"> ○ a police unit for part of the deployment, or ○ in exceptional circumstances, a firearms unit. 	Who to invite	<p>You must invite:</p> <ul style="list-style-type: none"> • all officers taking part in the deployment • interpreters who will be assisting, and • any other experts you may need on the deployment, for example social workers. 	<p>In this section Conducting a briefing</p> <p>Related links Links to staff intranet removed</p>
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Who is going to give the briefing	<p>It is normally your responsibility to prepare and conduct the briefing, but, you may decide that parts of the briefing are given by someone else. For example, you may:</p> <ul style="list-style-type: none"> • ask the silver commander to make an introduction • ask individual team leaders to give the briefing for their particular deployment when you are conducting a large operation with several teams • ask an expert who is better qualified to give part of the briefing, or • be working with teams who wish to give their own briefing, for example: <ul style="list-style-type: none"> ○ a police unit for part of the deployment, or ○ in exceptional circumstances, a firearms unit. 							
Who to invite	<p>You must invite:</p> <ul style="list-style-type: none"> • all officers taking part in the deployment • interpreters who will be assisting, and • any other experts you may need on the deployment, for example social workers. 							

		<p>There are many other people you may chose to invite, for example:</p> <ul style="list-style-type: none"> • observers, or • members of the media, if authorised. 	
	<p>The operational order</p>	<p>You must think about:</p> <ul style="list-style-type: none"> • how many copies you will need. • how you will account for each copy (as they all have to be returned at the end of the briefing), for example you can: <ul style="list-style-type: none"> ○ number copies, and ○ use a sheet to sign them out and back in • when you are going to hand them out, for example: <ul style="list-style-type: none"> ○ at the start of the briefing ○ at the end of the briefing, or ○ by email before the briefing itself, and • clearly marking all parts of the operational order officers must not remove or take on the deployment. <p>You may decide it is best not to hand them out at the start of the briefing so everyone will concentrate fully on what you are saying.</p> <p>If you send the operational order by email you must:</p> <ul style="list-style-type: none"> • bear in mind you will have no control over officers printing copies, and • make it clear in the email the document is marked 'restricted'. 	
	<p>Time</p>	<p>When deciding what time to hold your briefing, consider:</p> <ul style="list-style-type: none"> • whether the briefing needs to take place immediately before the deployment: <ul style="list-style-type: none"> ○ this is best practice because the information will be fresh in everyone's minds, but ○ it is not mandatory • you want to maximise the time available for the deployment itself 	

		<ul style="list-style-type: none"> • likely traffic delays during any travel period, and • the time you hold your briefing may be affected by working time regulations. <p>For more information, see related link: Working Time Regulations policy.</p>	
	Location	<p>Briefings are usually conducted at a Home Office office or police force office or station, but they can take place in any secure area, for example, a vehicle.</p> <p>If for any reason you conduct a briefing anywhere else you must make sure you cannot be overheard and the area is secure.</p> <p>Other things to consider are:</p> <ul style="list-style-type: none"> • the size of venue you will need • car parking • using a seating plan • whether attendees will need to be issued with a pass to get in • how far those attending will have to travel • the need for overnight accommodation • directions and maps, and • if there are any costs involved. 	
	Presentation aids	<p>How you conduct the briefing will depend on how many people you have attending. You may find it useful to use:</p> <ul style="list-style-type: none"> • flip charts • white boards • overhead projectors • power point presentations • photographs • video • maps 	

		<ul style="list-style-type: none"> • street plans • diagrams, or • anything else to help you explain the briefing more clearly. 	
	Refreshments	<p>You must consider:</p> <ul style="list-style-type: none"> • if you will provide any refreshment at the briefing, and • who will pay for it if you do. 	

Operational briefings and planning

Conducting a briefing

<p>About this guidance</p> <p>What is an operational briefing?</p> <p>The briefing format</p> <p>Telling officers about risks: responsibilities</p> <p>Planning a briefing</p> <p>Considering security and handling an operational order</p>	<p>This page tells you how to conduct an operational briefing.</p> <p>The operational briefing is normally given by the officer in charge or case officer shortly before the deployment is due to start.</p> <p>The gold and silver commander will not always be able to attend the briefing. If they do not you must make sure you have given them a copy of the operational order in advance.</p> <p>If you have decided to give out copies of the briefing, you must:</p> <ul style="list-style-type: none">• have an audit trail, and• make sure they are all returned to you at the end of the briefing. <p>If an officer needs to keep a briefing document</p> <p>If you decide an officer needs to keep a briefing document for any reason, for example:</p> <ul style="list-style-type: none">• bronze commanders (if you are conducting multiple deployments), or• if a deployment takes place at short notice <p>you must tell them they must:</p> <ul style="list-style-type: none">• store it securely at all times• not to take it onto the premises being visited unless there is no other option, and• return it to you, normally at the debriefing. <p>For more information, see links on left:</p> <ul style="list-style-type: none">• Planning a briefing, and• Considering security and handling an operational order.	<p>Related links</p> <p>Links to staff intranet removed</p>
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When you conduct a briefing, you must:

- make sure everybody involved is present, and:
 - if anyone cannot be present, you have made other arrangements to brief them
- make any necessary introductions, for example you may be working with:
 - other departments, or
 - outside agencies
- not use jargon as it may lead to confusion and misunderstanding, especially if you have people from outside your department attending
- tell officers they do not have to make notes during the briefing in their personal notebooks if they don't want to, as the information will be available at the end
- tell officers when they can ask questions, either:
 - at the end of each section, or
 - at the end of the briefing
- tell officers when they will get a copy of the operational order (if you have decided not to hand this out at the start)
- allow time at the end for asking extra questions
- allow time for officers to look through the operational order if you hand it out
- satisfy yourself before you proceed with the deployment that everybody has understood their role
- satisfy yourself everybody has understood the risk assessment:
 - it is best practice to ask them to read it and confirm they have understood it by signing it, although
 - this may not always be possible for larger deployments
- make sure all copies of the operational order have been returned
- tell officers what things from the briefing pack they may take with them, and
- close the briefing by confirming:
 - the objective of the deployment, and
 - there are no more questions.

It is good practice to ask officers attending the briefing to sign your hard copy of the operational order to confirm they have attended and understood. If this is not practical due to numbers you can consider asking team leaders to sign instead.

	For more information on the use of personal notebooks, see related link: Notebook guidance .	
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Operational briefings and planning

Considering security and handling an operational order

<p>About this guidance What is an operational briefing? The briefing format Telling officers about risks: responsibilities Planning a briefing</p>	<p>This page tells you about securing and disposing of operational orders, what to do if you lose an operational order, and using an operational order as evidence in a prosecution.</p> <p>Security during the deployment It is best practice never to take a copy of the operational order into the premises where the deployment is taking place. Ideally you should leave the operational order stored securely in your office. If this is not possible and you take the operational order with you, it is your responsibility to keep it secure at all times.</p> <p>If you do leave an operational order at a premises you could:</p> <ul style="list-style-type: none">• compromise your investigation• reveal details that could lead to identifying and endangering a source• reveal operational practices, and• face disciplinary action as a result. <p>Record of investigation You must note on the 'record of investigation' relating to your case details of:</p> <ul style="list-style-type: none">• the checks you have done when preparing the briefing• the authorities you have obtained• the briefing you have conducted• details of any issues raised, and• how you dealt with the issues. <p>Storing operational orders You must keep the hard copy of the operational order used to give the briefing on the investigation file. It must be kept in secure storage for seven years once your case is finished. If you have kept an electronic copy you must keep this as well.</p>	<p>Related links Conducting a briefing</p> <p>Links to staff intranet removed</p>
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Disposal

You must dispose of all spare copies of the operational order you do not need using available confidential waste facilities.

Using an operational order in a prosecution

If the operational order is used in a prosecution the case disclosure officer must enter it on the schedule of sensitive material. This is because it contains details of operational practises that are not to be made public:

- for security reasons, or
- because it could compromise:
 - future activity, or
 - your investigation.

For more information on disclosure, see related link: [Disclosure - Criminal Procedure and Investigations Act \(CPIA\)](#).

What to do if you lose an operational order

If you lose a copy of the operational order you must tell your supervising officer immediately because this could compromise the:

- intelligence, or
- source of that intelligence.

This is why it is a good idea to use some sort of recording method when you are handing out briefing documents. For more information see related link: [Conducting a briefing](#).

Operational briefings and planning

Contact

<p>About this guidance What is an operational briefing? The briefing format Telling officers about risks: responsibilities Planning a briefing Considering security and handling an operational order</p>	<p>This page tells you who to contact if you need more help with a question about operational briefings.</p> <p>If you have read this guidance and still need more help, you must first ask your line manager.</p> <p>If you need further help you may contact:</p> <div data-bbox="468 576 1769 938" style="border: 2px solid red; padding: 10px;"><p style="text-align: center;">Restricted - do not disclose – start of section</p><p>The information in this page has been removed as it is restricted for internal Home Office use only.</p><p style="text-align: center;">Restricted – do not disclose – end of section</p></div> <p>Changes to this guidance can only be made by the modernised guidance team. If you think the policy content needs amending you must contact the guidance team, using the related link: Email: Criminal investigation operational guidance, who will ask the modernised guidance team (MGT) to update the guidance, if appropriate.</p> <p>The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the related link: Email: Modernised guidance team.</p>	<p>Related links Changes to this guidance Information owner</p> <p>Links to staff intranet removed</p>
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Operational briefings and planning

Information owner

[About this guidance](#)
[What is an operational briefing?](#)
[The briefing format](#)
[Telling officers about risks: responsibilities](#)
[Planning a briefing](#)
[Considering security and handling an operational order](#)

This page tells you about this version of the 'Operational briefings and planning' guidance, and who owns it.

Version	3.0
Valid from date	26 March 2014
Guidance owner	Official – sensitive: information removed
Cleared by director	Official – sensitive: information removed
Director's role	Official – sensitive: information removed
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Approval date	25 March 2014

Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact the guidance team, using the related link: Email: Criminal investigation operational guidance, who will ask the MGT to update the guidance, if appropriate.

The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the related link: Email: Modernised guidance team.

Related links
[Changes to this guidance](#)

[Contact](#)

Links to staff intranet removed