

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES BUREAU
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
January 1, 2003	BUREAU-WIDE	NORMAL OPERATIONS	F.10
SUBJECT: OPERATIONAL PLAN FORMAT			PAGE 1 of 3

Purpose:

To establish a standardized format for operational planning within the Sheriff's Department.

Policy:

When conducting an operation within the Sheriff's Department, the following format will generally be used to outline the operation.

Procedure:

- I. Operational Plan Format
 - A. Situation - Give a brief synopsis of what is to take place and the origin of the plan.
 - B. Mission - Give a statement of what the operation is expected to accomplish.
 - C. Execution
 1. Concept
 2. Specific Task (s)
 - D. Administration and Logistics
 1. Reporting Location
 - a) Command Post Location
 - b) Staging Area Location
 2. Logistics and Personnel Officer
 - E. Command and Communications
 1. Field Commander

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2. Assistant Field Commander
3. Logistics Officer
4. Field Supervisor
5. Team Leaders
6. Team Members
7. Radio Frequency (s)
 - a) Primary
 - b) Secondary
- F. Distribution of Operational Plan - List to whom the plan will be sent (i.e. Comm. Center)
- G. Operational Procedures
 1. List procedures to be followed by operational personnel
 - a) Arrest Team
 - b) Vehicles
 - c) Overtime reporting
 - d) Special equipment
- H. Attachments
 1. Maps to target / hospital
 2. Photographs of suspect (s)
 3. Photographs of operational target location

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4. Search / Arrest Warrant