

POLICY 16. FIELD OPERATIONAL ORDER FORMAT

A. Use and availability of Operational Plan Format Form (SO-125)

1. The operational order format utilized is on form SO-125. The form is a three page document and self-explanatory. The form can be typed on directly and saved to the computer desktop.
2. Form SO-125 is located in the Department-wide forms folder in the Sheriff's Intranet (<\\xena2\forms\Department Wide>).
3. When the form is completed, page 1 (operational plan) of the form should be faxed to the Department Communications Center at [REDACTED], and/or e-mailed to the Communications Center General account.
4. The original SO-125 shall be retained by the operations/administrative sergeant.