

Seattle Police Department Manual

16.180 – Patrol Operations Order

Effective Date: 04/25/2019

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16.180-POL

All extraordinary events requiring special patrol intervention and control where there is sufficient time for planning, will be planned and staffed utilizing a sequentially numbered Patrol Operations Order form obtained from SPOC.

1. All Operations Orders Will Comply With the Approved Six Paragraph Format

The approved six paragraph format is as follows:

- Mission: what is to be accomplished.
- Situation: the "why" of the mission and those factors bearing on the mission.
- Concept of Operations: operations plan and instructions on directives and policy to accomplish the mission including the "how" and "where."
- Command Control: list the chain of command.
- Task Organization: units' serials numbers, names, sub-units of forces utilized, and reporting of post time.
- Coordinating Instructions: include the names of key contact persons.
 - Radio channel
 - Signal, if extra radios were needed, or were obtained
 - Meals in the field, if applicable
 - Transportation if extra vehicles were needed, where were they obtained
 - Special equipment to be utilized location and issuance procedures
 - Applicable laws and ordinances and governing enforcement

Seattle Police Manual

- Precinct Captain's Signature
- Patrol Operations Bureau Chief Signature

2. Patrol Operations Orders Will be Forwarded Appropriately

Distribute copies of the completed order in a timely manner. The copies should be distributed to the following:

- Patrol Operations Bureau Chief
- Special Operations Bureau Chief
- Participating unit captains, lieutenants, and sergeants

Submit an after action reports using the same format to the Special Operations Bureau Chief & Patrol Operations Bureau Chief upon conclusion of the operations for critique and budget purposes.

Forward Patrol Operation Order to SPOC upon termination of the event.

If time precludes the preparation of a Patrol Operations Order, submit an After-Action Report.

3. Any Force Used During an Event Requiring a Patrol Operations Order Will Be Reported Consistent with Title 8

A supervisor performing a review of the force will ensure a copy of the patrol operations order is included in the review.