

*M. J. Keely*

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**METROPOLITAN  
POLICE**

**TOTAL POLICING**

Specialist Crime and Operations

# Firearms Briefing Template Document

*Copy of KJS 3/4/12/15*

	<b>Restricted</b>
<b>Suitable for publication scheme Y/N</b>	No
<b>Title and Version</b>	Op
<b>Purpose</b>	A briefing aide memoire for the TFC during recorded briefings for Firearms Operations
<b>Relevant to</b>	Strategic and Tactical Firearms Commanders, Tactical Advisors.
<b>Summary</b>	TFC BRIEFING DOCUMENT FOR OP Ankaa
<b>Authors</b>	DI Keely Smith
<b>Creating Branch</b>	
<b>Date Created</b>	
<b>Review Date</b>	

*6x AFO SC035*

*20 total*

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*C*

*D, jump doc*

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## Overview of the process

The firearms briefing sets the standard for firearms operations. It is a vital element to ensure all officers are aware of their responsibilities and there is an auditable process. In order to establish continuity and consistency of approach to briefings, the following briefing template must be completed and retained with the authorisation documentation for all firearms operations in which briefings are given.

## Firearms operation planning overview

Once the SFC has received the FA1, and the FA2 is completed authorising the operation. The TFC will complete page 4, 5 and 6 of the FA5 and submit it to SCO19 tactical advisor. SCO19 tactical advisor will return the completed FA5 to the TFC with the documented tactical advice.

Prior to the commencement of the tactical planning it may be necessary for the SFC to call a face-to-face tactical planning meeting. Essential attendees at these meetings are the SFC, TFC, Tactical Advisor and the holder of the intelligence. If there are likely to be community impact issues or a need to use local resources in the operation, a representative of the respective police area should be in attendance to advise on local community issues and availability of resources. At the meeting the planning agenda will follow an agreed format, and must include the following items.

1. Persons Present
2. Apologies for absence
3. Minutes of last meeting
4. Information and intelligence
5. Threat assessment.
6. Powers and policy
7. Tactical options
8. Actions and contingencies
9. Community Impact Assessment
10. Strategy
11. Command structure
12. Communications
13. Any other business
14. Next meeting

From this point the SFC can view the preparation of a firearms operation as a four-stage process.

Stage 1	Tactical Planning
Stage 2	the Firearms Tactical Briefing
Stage 3	the Tactical Briefing
Stage 4	other Dynamic Briefings (TFC Briefing)

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### Stage 1 - Tactical Planning

If not previously authorised by the SFC in the original FA2, the appointed TFC must consider whether there is sufficient risk to the firearms officers to warrant authority for armed tactical planning or CTR. If authority is requested it must be referred back to the SFC who will consider the request based on the threat and risk, the proposed response and contingency plans.

Once the TFC has agreed the tactical options, the operational planning process will commence with tactical planning exercises at the intended location of the operation, tactical discussions with the authorising agency, and the operational planning procedure. This is in order to establish the parameters of the operation and the broad tactical issues with appointed TFC.

To finalise the planning process, the firearms team leader may hold a tactical meeting to ensure the tactical plan is complete. This will occur immediately prior to the tactical briefing.

### Stage 2 – the Firearms Tactical Briefing

The firearms team leader (Operational Firearms Commander) will then formally brief all the firearms officers on the agreed tactical plan. The key headings in the National Decision Model (NDM) should be used as a basis for briefing. (Information and Intelligence, Threat and Risk, Powers and Policy, Options and Contingencies and Action and Review) The tactical briefing normally involves only firearms officers involved in the deployment, and are given by the team leader and/or officer appointed to conduct the tactical planning. The briefings can be conducted at any location, where a brief intelligence picture is given and the detailed tactics for the operation are discussed.

### Stage 3 – the TFC Tactical Briefing

The TFC should ensure that AFOs and other deployed officers are briefed using the appropriate means of communication. The key headings in the National Decision Model (NDM) should be used as a basis for briefing. (Information and Intelligence, Threat and Risk, Powers and Policy, Options and Contingencies and Action and Review) The briefing should be recorded in accordance with the instructions in the MPS PUoF SOP.

It is at this point the full intelligence picture should be given, which establishes the mindset of the firearms officers prior to deployment. These briefings are the responsibility of the TFC, they involve all persons deployed on the operation, conducted at any location, where an in depth intelligence picture is given by the nominated intelligence officer (of TFC) and an overview of the tactics and responsibilities is given by the firearms team leader.

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**Operational Briefing**

*ANMBA*

**Introduction**

TFC or Nominated Officer

This Briefing Is Being Recorded. It is Friday 11th December 15 and the time is *5:10*

My name is DI Smith attached to SCO7(2) I am The Tactical Firearms Commander for this operation. This is the operational briefing for the armed deployment for an authorised firearms operation to conduct surveillance on *OZcan Street, Zoot on*

The Armed op number for this operation is. We are in the briefing room at

Present here at this briefing are all the firearms officers and other officers employed on this operation. *Auth 10am. 10/11/15.*

I have recorded a list of all those persons present.

This briefing will comprise of four further parts.

- The investigating unit will detail the information and intelligence.
- This will be followed by the threat assessment and the Strategic firearms commanders strategy for the deployment.
- The Operational Firearms Commander will cover the tactics and contingencies
- I will then cover relevant powers and policies and deliver the strict reminder.

I am now going to hand over to *DC Kinch* who will outline the information and intelligence background of this operation.

*Sios.*

**Information OIC**

Information Officer or TFC

*The allocated intelligence briefing officer will give the information or will read out the form of words agreed with the Silver if there is sensitive information, or the information contained on the PAT or briefing sheet where the information is from a non sensitive source.*

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<b>Intention</b>
<b>Method</b>
<b>Risk Assessment</b>
<b>Admin</b>
<b>Channel</b>

**Threat Assessment**

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Identified individuals or groups at risk and degrees of risk at potential points of contact are:

- General public - low
- SERCO or other custodians - low
- Police unarmed - Low
- Police armed - low
- Suspects PPOC (intervention or in case of imminent threat to life interception) - low

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