

RESTRICTED

operation including, specifically, the individual responsibility of officers and the legal powers relevant to the deployment.

Recording of Briefings

- 7.45 As far as practicable, the most comprehensive method of providing an accurate record of the briefing should be used. Where officers are being briefed while travelling or in a remote location, consideration should be given to using radio or telephone recording as a means of providing a record of the briefing. The absence of secure communication, however, may place constraints on this as an option in situations where classified information is being referred to.
- 7.46 It is the responsibility of the TFC to ensure that all main briefings for firearms operations are audio recorded. This is the minimum standard and Commanders may wish to consider recording **all** briefings for best practice.
- 7.47 The exceptions to this policy are:
- Where audio equipment is faulty or unavailable, or
 - Where the location, circumstances or time restraints make it inappropriate or impracticable to do so.
- 7.48 When one of the above circumstances exists and the briefing is not audio recorded then a written record of the briefing must be made, including the fact that no audio recording has taken place and the reasons. All formal briefing documents should be retained for disclosure purposes.
- 7.49 The general principle for briefings is that all staff deployed on the operation should be present at the briefing. It is accepted that in some circumstances this will not be possible; where such an occasion arises a written record is to be made as to the reasons. Alternative arrangements to brief those omitted staff must be made as soon as practicable.

The Recording Process

- 7.50 For both sensitive and non-sensitive recordings the process should be the same. The TFC or designated briefing officer (appointed by the TFC) will be responsible for the co-ordination and recording of these briefings. It will be that officer's responsibility to ensure the briefings are recorded and that these guidelines are followed.
- 7.51 An officer will be appointed as the recording officer. At the commencement of the briefing that officer will start the recording device and state that the briefing is being audio recorded and the time, date and location. The briefing will then take