

Victoria Police Manual – Procedures and Guidelines

Operation orders

Source Policy

These Procedures and Guidelines support and must be read in conjunction with the following:

- VPMP Police attendance at events and incidents
- VPMP Emergency management

Application

Procedures and Guidelines are provided to support the interpretation and application of rules and responsibilities. They include recommended good practices and assessment tools to help employees make lawful, ethical and professional decisions. Employees should use the Professional and Ethical Standards to inform the decisions they make to support interpretation of Procedures and Guidelines.

Procedures and Guidelines are not mandatory requirements on their own. However, where rules and responsibilities state that employees must have regard to Procedures and Guidelines, the Procedures and Guidelines must be used to help make decisions in support of the rules.

Procedures and Guidelines

1. Overview

As stated in **VPMP Police attendance at events and incidents**, certain operations or incidents must be subject to an operation order authorised by an Officer.

An operation order is a written document that assists with planning police operations or the response to incidents. It ensures all relevant issues are considered, including risks and contingencies, personnel and command structures, equipment and other resources and engagement/disengagement plans and tactics. In an emergency, an operation order may fulfil the role of the Incident Action Plan; see **VPMP Emergency management** for further details.

The length and complexity of the operation order will vary depending on the circumstances of each operation and the time available for planning. Operation orders should include details to enable the subordinate commander to issue

their own orders and to ensure co-ordination where more than one unit is involved.

2. Content structure

An operation order should follow the SMEACS principle in structure:

Situation	• The situation as it exists, an explanation of why the order is necessary and the number of personnel to be used in the operation • Include Social Media holdings regarding the event, i.e. Facebook event pages or event promotional hashtags
Mission	• A clear, concise statement of the intention of the operation
Execution	• A general outline of the plan • The command structure • Deployment of personnel (number of personnel and specialised skills required) • Traffic plans • General police instructions
Administration and Logistics	• Supply and assembly of personnel • Police charges (where applicable) • Dress • Equipment • Transport • Prisoners • Management of exhibits (where applicable) • Presence of drug-checking place at event
Communications	• Channels • Call signs • Phone numbers • Portables • Sit-reps
Safety	• Welfare and Occupational Health and Safety issues

3. Risk management

- The operation Order should contain a risk assessment. The Risk Assessment – Operation Order form [Form 1117] should be used.
- Consider contingency plans, including but not limited to alternative routes, venue changes, exit route for crowds, alternate radio communications.

4. Threat assessments

- The operation order should contain an assessment of whether the operation or incident is 'non-routine', that is:
 - has the potential for violence

- is likely to attract a high degree of community interest in the police operation.
- Advise the relevant Local Area Commander or Senior Manager of any non-routine operation or incident
- Local Area Commander or Senior Managers are to request a threat assessment from the Security Intelligence Group, Intelligence and Covert Support Command, where the event or incident is thought to be politically motivated or may attract politically motivated violence.

5. Operation or code names

5.1 *Events*

The authorising Officer should allocate operation or code names for special or local events and advise the State Intelligence Operations unit (SIO), Intelligence and Covert Support Command.

5.2 *Crime investigations*

Where a name is required, the member preparing the operation order is to contact SIO once an operation has been authorised. SIO will allocate a name and record the name and details of the operation. The code names are primarily for police use only. Use discretion regarding public disclosure. Code names should not appear on briefs of evidence, potential court documents, folders, etc, where such items are likely to be seen in public.

5.3 *Guidelines for allocation*

Code names should:

- not have been used previously, except for special events that are of a recurring nature.
- preferably consist of one word and be as brief as possible.
- be unrelated to the objectives of the operation or principles involved, unless the operation is of such a nature that the public will equate the name and the event.
- be chosen with discretion to avoid any potential embarrassment or criticism.

6. Command structure and personnel

6.1 *General*

The command structure for an operation will vary according to the level of resources committed and the threat assessment of the event. Refer to **VPMP Emergency management** and the associated guidelines for further details

required command structures.

6.2 *Minimum standards*

Generally, minimum levels of command are as follows. In crime investigations, do not consider employees from support services (such as units from Covert Support Division) as being 'directly involved'.

Assessment	Resources	Police Commander	Police Forward Commander
Routine	7 to 20 police members directly involved	Senior Sergeant	Sergeant
	21 to 65 police members directly involved	Inspector	Senior Sergeant
	More than 65 police members directly involved	Superintendent	Inspector
Non-routine	All cases	Superintendent	Inspector

6.3 *Level of command for specific events*

- The authorising Officer may determine appropriate command levels for specific events.
- For approved Crime Command operations that include the use of the SOG, the Assistant Commissioner (Crime) is to determine the most appropriate level of command.

6.4 *Resources*

- In non-routine incidents, participating members must be physically capable and have appropriate skills and experience in dealing with public order issues.
- Further resources - refer to **VPMG Specialist support**.

6.5 *Radio communications*

The employee preparing an operation order should consult the Police Communications for advice on communications issues. This will include the allocation of channels and call signs.

6.6 *Exhibit management*

Where it is likely that a large number of exhibits will be seized that require forensic analysis (e.g., drugs or motor vehicles), the Area of Operations Commander should ensure Forensic Services Department has been contacted for advice before the operation.

7. Recording and circulation

- Operation Orders must be recorded as follows:
 - event operation orders – on PEEC in the relevant workplace file library
 - crime investigation operation orders – on Interpose.
- Forward copies of operation orders to:
 - Senior Manager and Local Area Commander where the operation is to occur
 - Police Communications.
- In addition to the above, a copy of any operation order classified as non-routine or where the Police Commander will be a Superintendent or higher, should also be sent to:
 - the relevant Assistant Commissioner at least three days prior to the event
 - State Event Planning Unit
 - Media Liaison
 - Monitoring & Assessment Centre (VP MAC).

8. Pre-operation briefings

- The Area of Operations Commander should ensure that all employees involved in the operation are briefed on the execution of the operation order and their particular roles and responsibilities. The Pre-Event Briefing Information Form [Form 1124] may be used.
- The Area of Operations Commander should continually assess the operation order during the execution of the order and they will communicate information updates/variances to the employees involved.

9. Post-operation

- A debriefing is to be held in accordance with **VPMP Operational debriefings**.
- The completion of a post operation intelligence report should be considered. If a report is completed it should be attached to the operation order on Interpose.

Further Advice and Information

For further advice and assistance regarding these Procedures and Guidelines, contact State Event Planning Unit, State Emergencies and Security Command.

Update history

Date of first issue	22/2/10	
Date updated	Summary of change	Force File number
07/11/11	Major Event Planning Unit and Counter Terrorism and Emergency Management Department merged to State Event Planning Unit, State Emergencies and Security Department	059573/09
15/01/13	Updated to reflect organisational governance and structural changes.	FF-074790
01/09/14	Updated name of Intelligence and Covert Support Department to Intelligence and Covert Support Command.	FF-078741
22/10/18	Recording social media postings related to events on PEEC	FF-122104
29/01/19	Minor corrections associated to terminologies	FF-130555
17/12/2024	Administrative amendments to align with CCI 10/24 Drug-checking trial	FF-266526