



# SACRAMENTO POLICE DEPARTMENT

## GENERAL ORDERS



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### 532.13 AFTER ACTION/DEBRIEFING REPORTS 04-27-94

#### **PURPOSE**

To establish procedures for After Action/Debriefing Reports.

#### **POLICY**

To accurately document, in the form of an After Action Report or Debriefing Report, all major operations and/or incidents of an unusual nature.

#### **PROCEDURE**

##### A. DEFINITION

1. MAJOR INCIDENT - Includes, but is not limited to situations in which:
  - a. a command post is made operational for critical incidents.
  - b. a Special Weapons and Tactics Team (SWAT) is deployed (excluding narcotic entries).
  - c. an officer involved shooting with injury occurs.
  - d. mutual aid is involved.**NOTE:** Also see G.O. 532.02.
2. MAJOR OPERATION - Any operation in which an operational outline was prepared (see G.O. 532.07) excluding narcotic search warrants and game plans.

##### B. GENERAL

1. Upon the conclusion of any major operation/incident, the affected office chief shall consider conducting an impartial debriefing to determine training issues and negative aspects of the operation/ incident, avoiding commendations or discipline for actions taken or omitted.
2. In making the decision to conduct a debriefing, the office chief shall consider requests from:
  - a. the Incident Commander (IC) in charge of the operation/incident.
  - b. another office chief or another involved law enforcement agency.
3. The final decision to conduct a debriefing shall rest with the respective office chief.
4. Debriefings shall be held within 20 working days of the end of the operation/incident.
5. The Chief of Police (COP) shall be notified, in writing, why no debriefing was conducted.

##### C. AFTER ACTION REPORT PACKAGE

1. The IC in charge of any major operation/incident shall prepare an After Action Report. The following attachments shall be submitted to the affected office chief at the beginning of the office chief's fifth working day, unless extenuating circumstances prevail. The report package and attachments shall contain:
  - a. the After Action Report form (SPD 005), identifying personnel deployed and specialized equipment utilized.
  - b. all appropriate crime/incident reports.
  - c. the Command Post Log, if available.
  - d. an After Action Command Post Report (SPD 476).
2. Additionally, the following items shall be submitted as attachments to the After Action Report package within ten (10) days, or as soon as they are available, if the affected office chief feels they are required.
  - a. Copies of all Communications Call History printouts and copies of tape recordings made of radio transmissions if pertinent to the report.
  - b. Copies of department video tapes, diagrams, and photographs that may have been taken (or make arrangements to have them delivered)
  - c. Copies of outside agency diagrams/documentation depicting the incident.
3. Office chiefs shall forward a copy of the SPD 005 and attachments to the Professional Standards Unit (PSU).

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**D. DEBRIEFING OFFICER**

1. The office chief shall appoint a debriefing officer. Before the debriefing, the debriefing officer shall assemble all relevant materials (see paragraph C1-2).
2. The debriefing officer shall prepare and disseminate a written agenda in advance of the debriefing for all persons designated to attend.

**E. PERSONS ATTENDING THE DEBRIEFING**

1. The debriefing officer, upon review of available reports, shall request the attendance of ALL DEPARTMENT PERSONNEL having a major role in the operation and a PSU representative. Personnel considered should include, but not be limited to:
  - a. the affected office chief.
  - b. division/sector captains.
  - c. executive lieutenants.
  - d. affected watch commanders.
  - e. Training Lieutenant.
  - f. affected supervisors.
  - g. affected officers/dispatchers.
  - h. Communications Division representative.
2. With the debriefing officer's approval, other interested parties may voluntarily attend. No overtime shall be allowed unless specifically approved in advance by their division/watch commander or a higher authority.
3. The debriefing officer should notify representatives from affected outside agencies of the debriefing. Representatives should include, but are not limited to:
  - a. affected supervisory personnel.
  - b. Communications personnel from the outside agency.

**F. DEBRIEFING REPORT**

1. Upon conclusion of the debriefing, the debriefing officer shall ensure a full written report, containing a synopsis of events, identified problems, and recommendations, is prepared.
2. This report shall be submitted through the chain of command, to the affected office chief. Upon approval of the affected office chief, copies shall be sent to the COP, other office chiefs, captains, watch commanders, the Communications Manager, and the PSU.