SEATTLE POLICE DEPARTMENT
ICS BRIEFING FORMAT

- **Introduction and Greeting** - Incident Commander or Planning Section Chief

- **Review Briefing Agenda** - Incident Commander or Planning Section Chief
  - Full Briefing
  - Command Briefings

- **Roll Call** - Incident Commander or Planning Section Chief
  - All sergeants checked, verify staffing number reporting for duty
  - All absences accounted for, and deployment adjusted

- **Intel** - Intel Section
  - Latest updates
  - SAT/UC Safety

- **Incident Commander’s Brief** - Incident Commander
  - Mission
  - Intent
  - Objectives

- **Current Situation** - Operations Section Chief

- **Concept of Operation** - Operations Section Chief
  - Command
  - Outside Agencies
  - Timeline

- **Deployment and Work Assignment** - Operations Section Chief

Rev. 06/2013
• **Contingencies** - Incident Commander / Operations Section Chief  
  o Suspicious Packages  
  o Splinter Marches  

• **Rules of Engagement** - Operations Section Chief  
  o Use of Force  
  o OC  
  o Patrol CART  

• **Safety** - Incident Commander or Planning Section Chief  
  o Officer PPE (eyewear/gloves/mask)  
  o Cold Fire extinguisher  
  o Weather  
  o Personal care-water  
  o Medical  

• **Communications** - Planning Section Chief  
  o Refer to 205  

• **Logistics** - Planning Section Chief  
  o Snack and beverages  
  o Overtime Slips  

• **Command Format for Event** - Planning Section Chief  
  o Fixed Command Post  
  o If SPOC is activated, or EOC  
  o If SPD Media PIO available  

• **Demobilization** - Planning Section Chief  
  o No one released until approved by IC and Ops Section Chief  
  o All Paperwork approved prior to Demobilization
- Arrest documentation
- Use of force documentation
- Injury documentation
- Sergeant’s squad debrief

- **Command Debrief** - Incident Commander
  - Commander’s debrief with IC prior to release

- **After Action Reports** - Operations Section Chief
  - Sergeants submit brief forms to your lieutenant by end of shift
  - Lieutenants submit brief forms to Operation Section Chief

- **Closing Remarks** - Incident Commander