



**SEATTLE POLICE DEPARTMENT
ICS BRIEFING FORM**

- 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
- Contingencies-Incident Commander / Operations Section Chief
 - Suspicious Packages
 - Splinter Marches
- Rules of Engagement-Operations Section Chief
 - Use of Force
 - OC
 - Patrol CART
- Safety-Incident Commander or Planning Section Chief
 - Officer PPE (eyewear/gloves/mask)
 - Cold Fire extinguisher
 - Weather

- Personal care-water
 - Medical
- Communications- Planning Section Chief
 - Refer to 205
- Logistics-Planning Section Chief
 - Snack and beverages
 - Overtime Slips
- Command Format for Event-Planning Section Chief
 - Fixed Command Post
 - If SPOC is activated, or EOC
 - If SPD Media PIO available
- Demobilization-Planning Section Chief
 - No one released until approved by IC and Ops Section Chief
 - 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 debrief forms to your lieutenant by end of shift
 - Lieutenants submit debrief forms to Operation Section Chief
- Closing Remarks-Incident Commander