

IPI Operational Briefing Guidance



IIMARCH is the template that the IPI have adopted as best practice for Operational briefings. This is a nationally recognised format used across all the emergency services. It provides a framework that if followed correctly should ensure that all the required and relevant information is included in your briefing to your operatives or investigators.

When you prepare your document, you must consider the following points:

- Brevity is important - if it is not relevant, leave it out
- Communicate using unambiguous language free from jargon and in terms people will understand
- Check that others understand and explain if necessary.

Element	Key information
I	<p>Information</p> <p>This is all the required the information and intelligence that have resulted in the decision to conduct an operation that the investigators involved need to know.</p> <p>The information should include a full outline picture for the other operatives of the circumstances as outlined by the client that has instructed you. This should include the known facts and other intelligence sources obtained such OSINT. It should include what has occurred, how it has occurred, when it has occurred, who was involved, why we have been instructed by the client and any other relevant information.</p> <p>Persons, Addresses and Vehicles should be included in this section with associated images.</p>

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I	<p>Intent</p> <p>What is the purpose of the operation?</p> <p>What are we trying to achieve?</p> <p>Very brief outline of what the overall intention is and what specific intentions of the element are if they differ? This should be brief and very clear to all operatives and should ensure everyone involved knows exactly what the specific purpose of the operation is.</p>
M	<p>Method</p> <p>How are we going to do it?</p> <p>This is about the tactics we are going to use to achieve the intention. This should go into the specifics of what operatives are going to do to complete the task.</p>



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A	<p>Administration</p> <p>This section covers all the required administration that needs to occur to ensure that the team can achieve the <u>Intention</u> using the specified <u>Method</u>.</p> <p>This can include subheadings such as.</p> <ul style="list-style-type: none">• Timings,• How evidence will be recorded,• Equipment required,• Dress code,• Any PPE or Props required,• Welfare,• Refreshment plan,• Logistic.• Plotting, vehicles, staff, evidence gathering, RV points, De-brief,• Compromise



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R	<p>Risk assessment</p> <p>What are the relevant risks, and what measures are required to mitigate them?</p> <p>Risk assessments (including any dynamic ones) should be completed and shared with the operatives prior to deployment. It should be recorded in this briefing document that this has occurred, and operatives should be made aware who they should inform if any areas of risk are identified during the operation which may require dynamic risk assessments or impact on future safety planning. Risks should be reduced to as low as reasonably practicable (ALARP) by taking preventative measures, in order of priority.</p> <p>Colateral intrusion,</p>
C	<p>Communications</p> <p>How are we going to maintain communications between operatives, operational commanders, and the client?</p> <p>This should include.</p> <ul style="list-style-type: none"> • Primary method of communication (e.g. back-to-back radio), • Secondary or backup method of communication (e.g. WhatsApp conference call), • Operative call signs, • Mobile numbers for operatives

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H	<p>Humanitarian issues</p> <p>What Human rights issues arise or may arise from this event and the response to it?</p> <ul style="list-style-type: none">• All aspects relating to this surveillance operation in terms of proportionality, legality, appropriateness, and necessity should be considered.• Is the operation being Human Rights compliant? Specifically, Article 6 Right to a fair trial and Article 8 Right to a private life.• JESIP – Principles of Joint Operations – METHANE Report – Situation awareness,• Decision Controls• Joint understanding of Risks• RIPA, PACE, Directed Surveillance• Laws