

IDAHO STATE POLICE PROCEDURE

06.14 OPERATION PLANNING, THREAT ASSESSMENT/RISK MITIGATION PROCESS

I. GENERAL

- A. The Idaho State Police (ISP) requires officers to utilize the operation planning, threat assessment/risk mitigation process format. This process must be completed for all planned arrests and warrant service.

II. Definitions

- A. “Deconfliction” means the process of reducing conflict in both an event and a case situation. Event deconfliction involves reducing conflict between two or more groups of officers conducting simultaneous operations at or near the same place; case deconfliction involves searching specific case information (names, addresses, phone numbers, etc.) within informational databases and making notifications to the investigators if cases are sharing targets and specific case information.
- B. “Planned arrests” means the formulated beforehand taking of a person into custody in a case and in a manner authorized by law.
- C. “Warrant service” means the legal act of complying with a written order from a magistrate commanding the officer to arrest a defendant or search a particular location and seize potential evidence.

III. OPERATION PLANNING, THREAT ASSESSMENT/RISK MITIGATION PROCESS

- A. The operation planning, threat assessment/risk mitigation process identifies and controls hazards before they become accidents. Threat assessment and risk mitigation are the responsibility of everyone involved in the operation.
 1. When the risk to personnel and property determines the operation to be classified as minimal, i.e. surveillance operations, the case officer completes the [EHF 06 14-01 Operation Plan](#).
 2. When the risk determines the operation to be classified as moderate, high, and extremely high-risk as in any planned arrest, warrant service, or any time an operation increases the likelihood of injury to personnel or damage to property, the assigned case officer completes the [EHF 06 14-02 Threat Assessment Plan](#).
 3. The assigned case officer identifies known hazards by reviewing the Threat Assessment Worksheet:
 - a. determines the risk based on a point factor associated by each risk factor and enters the risk level as moderate, high, or extremely high;
 - b. develops an Operation Plan to mitigate the risk factors;
 - c. contacts the Idaho State Police Idaho Criminal Intelligence Center, or district analyst for deconfliction; and
 - d. notifies RCC.

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4. The Idaho State Police Idaho Criminal Intelligence Center or district analyst notifies the officer of any conflicts and assists the officer(s) in contacting all involved parties to resolve conflicts. When no conflicts exist, the Idaho State Police Idaho Criminal Intelligence Center or district analyst provides the officer with a case deconfliction number and enters all relevant information into appropriate databases.
5. The overall risk of the operation determines the level of authorization required. A Sergeant or higher can approve a moderate risk operation. A Lieutenant, Captain, or higher is the only approving authority for a high-risk operation. The SWAT Major is the only approving authority for an extremely high-risk operation. The appropriate authority signs off the worksheet.
6. SWAT activation for lower-level operations may be requested through the chain of command.

IV. AFTER OPERATION RECORD

- A. The case officer completes the after operations record as soon as possible at the completion of the operation.

V. RETENTION

- A. All planning material is kept in the case file and retained subject to the provisions of ISP procedure [02.07 Records Management](#).