



OPERATIONS PLANNING

Effective Date: 02/03/09**Enforcement Division
Policy Number: LE 1.07.00**

INTRODUCTION

The Texas Alcoholic Beverage Commission (TABC) will from time to time engage in operations requiring a higher level of coordination of manpower and resources. To better serve the mission and help ensure the safety and success of these operations, the submission and approval of a written Operations Plan approved by a supervisor will be required for certain operations. This document is in addition to the Weekly Work Plan.

WRITTEN OPERATIONS PLAN REQUIREMENTS

1. Supervisory approval of a written operations plan is required in the following situations.

- a. The agency undertakes an operation described in Policy Number 1.04.00 Special Events, where arrests and seizures are expected.
- b. An operation involves a CPO or cooperating individual acting in an undercover capacity, whether or not on-site enforcement is anticipated.
- c. A vehicular surveillance operation involves more than two surveillance vehicles, whether or not on-site enforcement is anticipated.
- d. A multi-agency cooperative operation in which TABC is the lead agency, whether or not on-site enforcement is anticipated.
- e. A search warrant execution is planned.
- f. A supervisor deems necessary to conduct a safe and efficient enforcement operation.

2. An operations plan is written by a supervisor, or a lead agent designated by the supervisor.

The lead agent will act in a general oversight capacity to ensure the safe conduct of the entire operation, and will not be acting in an undercover capacity on the operation.

3. Minimum components of the Operations Plan include the following:

- a) Goal/Purpose of the operation (on-site action, ongoing investigation, surveillance, etc.)
- b) Subject (person(s), location(s), vehicle(s), etc.)
- c) Personnel and Assignments (chain of command, evidence custodian, identification/detention, undercover, "good guy" vehicles, etc)
- d) Communications (radio frequencies, cell numbers, trouble signals, action signals, etc)
- e) Contingencies (emergency actions, staging area, rally point, timed status checks, expansion of scope, medical, outside agency notifications, etc.)

An operations plan does not restrict or inhibit CPOs from acting on unforeseen incidents, which may occur during the conduct of the operation. CPOs will always default to their statutory

responsibility as a peace officer in the event of imminent serious bodily injury or death, and weigh their actions by the guiding principles and mission of the agency.

4. Briefing Requirements

- a) **ALL INVOLVED PERSONNEL** will be provided a copy of the operations plan and briefed in person by the supervisor or lead agent.
- b) Supervisors will make any advanced notification or coordination with area law enforcement agencies that are appropriate based upon the totality of circumstances for each individual operation.

5. Records Maintenance

Operations plans may contain sensitive and/or confidential information that compromise the identity of an undercover or cooperating individual, and will be maintained in a separate file from the case file, and should not be disclosed.

RELATED POLICIES

1.02.02 Undercover Operations
1.02.04 Cooperative Operations
1.04.00 Special Events
1.05.00 Task Forces & Joint Operations
2.01.00 Search of Persons and Property
2.02.00 Search of Licensed Premises
2.03.00 Seizure of Property
2.04.00 Seizure of Pornographic Material
2.06.00 Executing an Arrest
3.00.00 Purchase of Evidence
3.01.00 Confidential Informants
