



Operational Names Procedure

This document is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Deputy Mayor for Policing as part of the York & North Yorkshire Combined Authority are required to adhere.

Procedure Statement

This procedure aims to give guidance to Officers and Staff who require an Operational Order Name, which can be used to identify their operation.

The procedure will:

- Allow 24/7 access for those requiring an Operational Order name
- ensure that there is an audit trail for the issue of operational names
- avoid duplicity of names issued
- identify which Area/Department/District is running the operation
- restrict data access for sensitive operations

Procedures:

Operation & Events Planning Procedure

Other Documents:

Operation Name Step by Step Guide

Process

The database will be maintained by the Operations & Contingency Planning Unit (OCPU) and reviewed annually.

Sensitive cases requiring an Op Name have the option of hiding the details from general view. Should access to a sensitive Operation name and its details be required this can be done through OCPU (Office hours only) or FIM in the FCR for all other times.

The following procedures should be adhered to in order to obtain an operation name:

The database is held in **e-forms on The Source**.

Electronic Forms > Operations and Contingency Planning > Operation Name

The requester selects an appropriate name. It is the individual's responsibility to ensure that the issued name is both ethical and appropriate for the operation. The requesting officer must ensure that the name issued is one that will not cause offence.

Operations that are regularly repeated can be given a sequential numerical suffix i.e. Operation Cracker 2018/ 2019 etc.

Should the operation be sensitive, there is an option on the database which will remove the Operation name from general view.

Select a name. Click to edit item and complete form with relevant details. Area of operation, Date issued, brief description of operation (there will be no requirement for details of the operation which may compromise security to be provided), OIC, Requesting Officer. **Then save form.**

This will then return form to 'Available Items'. To view the list containing your requested name, this is viewable in 'All Items' view.

Responsibilities

It is the responsibility of Operations Planning to review and keep the database up to date on an annual basis.