

SFJCB3

Conduct intelligence driven briefing, tasking and debriefing



Overview

This unit is about conducting briefing, tasking and debriefing of individuals in a manner that is driven by, and contributes to, the use of intelligence to support organisational objectives. This work will be informed by the requirements of the Intelligence Model used in your organisation (for example, National Intelligence Model for policing).

To be competent in this unit you must be able to gather and collate intelligence relevant to the briefing. You must ensure all those required are present before delivering the briefing in a way that ensures individuals receive the information they need.

You must be able to use the intelligence and information to assign specific tasks to individuals that will support organisational objectives, ensuring that these tasks are in line with their abilities or developmental needs, and that they are aware of all health and safety issues.

You must also be able to debrief individuals ascertaining progress made with assigned tasks, amending tasks as appropriate and maintaining ongoing evaluation. You must identify welfare needs and ensure that any information and intelligence gained by individuals is fed back into the system for future use.

There are three elements

1. Conduct intelligence driven briefing
2. Conduct intelligence driven tasking
3. Conduct intelligence driven debriefing

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Performance criteria

Conduct intelligence driven briefing

You must be able to:

- P1 conduct the intelligence driven briefing to meet the required **organisational**
- P2 gather all available information relevant to the proposed briefing prior to the briefing, and collate it into a logical format for delivery
- P3 ensure that all briefing material is subjected to necessary security considerations and is handled in a way that complies with the outcomes of previous risk assessments
- P4 ensure all required individuals are briefed
- P5 deliver briefing in an appropriate manner ensuring that all relevant information and intelligence is communicated in accordance with individuals' operational requirements
- P6 ensure that all individuals are engaged in the briefing and confirm their understanding of it

Conduct intelligence driven tasking

You must be able to:

- P7 use gathered information and intelligence which supports **organisational objectives**, to assign specific tasks to individuals
- P8 delegate tasks to individuals commensurate with their abilities, training and experience, and any personal development requirements
- P9 ensure that tasking complies with legal requirements and takes account of community and race relations
- P10 check that individuals understand all tasks and responsibilities
- P11 identify and communicate any risks and take the appropriate action to minimise such risks
- P12 ensure that all individuals are aware of the correct dress and equipment required for their tasks
- P13 ensure you evaluate the progress of allocated tasks at all times
- P14 fully document all decisions, actions, options and rationale in accordance with current policy and legislation

Conduct intelligence driven debriefing

You must be able to:

- P15 conduct a debrief of all individuals identifying the progress of assigned tasks and encouraging contributions from them
- P16 amend tasks as appropriate based on the information provided during debriefing, and maintain the ongoing evaluation of progress
- P17 identify any welfare needs of individuals and take appropriate action
- P18 ensure that all acquired information and intelligence is submitted in the appropriate and timely manner
- P19 fully document all decisions, actions, options and rationale in accordance with current policy and legislation

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Knowledge and understanding

You need to know and understand:

Legal and organisational requirements

- K1 current, relevant legislation, policies, procedures, codes of practice and guidelines in relation to intelligence driven briefing, tasking and debriefing
- K2 current, relevant legislation and organisational requirements in relation to race, diversity and human rights
- K3 current, relevant legislation and organisational requirements in relation to health and safety
- K4 the relevant aspects of organisational and law enforcement objectives e.g. control strategy and intelligence requirements, and local, regional and national objectives
- K5 the purpose and importance of risk assessments and how to conduct them
- K6 the restrictions that apply to the dissemination and disclosure of confidential information and contacts
- K7 key features of the Intelligence Model used in your organisation, briefing models and the management of information in your area of work

Using information and intelligence

You need to know and understand:

- K8 how to identify and gather information which supports law enforcement objectives
- K9 the sources from which information may be obtained
- K10 how to present information and intelligence in an appropriate format
- K11 how information and intelligence can support organisational objectives

Briefing, tasking and debriefing

You need to know and understand:

- K12 how to conduct briefings
- K13 how to encourage participation of attendees
- K14 how to determine and assign tasks
- K15 how to identify the skills and development needs of individuals
- K16 how to conduct debriefing of individuals
- K17 how to amend tasks
- K18 the importance of maintaining an ongoing evaluation of progress
- K19 how to identify and deal with welfare needs of individuals

Documentation

You need to know and understand:

- K20 how information should be submitted
- K21 why information must be recorded accurately
- K22 the types of documentation which must be completed

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Additional Information

Scope/range related to performance criteria

Conduct intelligence driven briefing

1. **organisational objectives**
 - 1.1 local
 - 1.2 organisational
 - 1.3 regional
 - 1.4 national

Conduct intelligence driven tasking

2. **organisational objectives**
 - 2.1 local
 - 2.2 organisational
 - 2.3 regional
 - 2.4 national

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