

Legal Officer**Position Log**

Incident Name		Date Prepared	
Name		Contact #	
Shift Start		Shift End	Op Period

Functional Checklist

Organization	Management Section (Command Staff)
Primary	Tribal Legal Counsel
Potential Alternate(s)	
Supervisor	Policy Group/Tribal Council (supervisory) EOC Manager (organizationally only)
Overview	<ul style="list-style-type: none"> ● Acts on behalf of the Tribe in all legal matters ● Prepares, reviews, revises, proclamations emergency ordinances, and other legal documents related to EOC operations
Description	Morongo's Legal Counsel acts in the same capacity and responsibility as during normal (non-emergency and disaster) operations in providing legal advice and counsel to the Tribe and Tribal Council.
Responsibilities	1. Advises the Tribal Chair, Tribal Council, Policy Group, EOC Manager, and emergency management organization on the legal requirements and responsibilities of the Tribe during EOC operations and during recovery operations.
Forms and Job Aids	○
Checklist - Activation Phase	<ul style="list-style-type: none"> ○ Upon arrival (or via technology) at the EOC check in at the designated location. ○ Report to the Policy Group (Tribal Council) and receive a brief of any tasks and assignments and/or issues. ○ Report to the EOC Manager and receive a brief and situation update. ○ Identify yourself as the Legal Officer (Red Vest). ○ Establish and maintain a position log that chronologically describes your actions taken during your shift. ○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents and make appropriate requests to logistics.

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Checklist - Operational Phase	<ul style="list-style-type: none">○ Establish and maintain a position log that chronologically describes your actions taken during your shift.○ Establish areas of legal responsibility and/or potential liabilities.○ Prepare proclamations, emergency ordinances, and other legal documents required.○ Advise the Tribal Council and Policy Group on the legality and/or legal implications of contemplated emergency actions and/or policies.○ Develop any necessary rules and regulations and laws required for acquisition and/or control of critical resources.○ Develop the necessary ordinances and regulations to provide a legal basis for evacuation and/or population control.
Checklist - Demobilization Phase	<ul style="list-style-type: none">○ Deactivate your assigned position and close out time cards and logs when authorized by the Policy Group and/or EOC Manager.○ If another person is relieving you, ensure you provide a detailed briefing and answer all questions before you leave.○ Ensure that all required forms or reports are completed prior to demobilization. Submit all forms to the Planning Section.○ Be prepared to provide input to the hot wash and after action report.○ Commence such civil and criminal actions and proceedings as are necessary and appropriate to implement and enforce emergency actions.○ Review and advise on contracting actions.
Checklist - Recovery Phase	<ul style="list-style-type: none">○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.