

Terrorism Liaison Officer

Position Log

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

Functional Checklist

Organization	Management Section (Command Staff)
Primary	Reservation Patrol Chief
Potential Alternate(s)	Reservation Patrol Lt. Reservation Patrol Sgt.
Supervisor	EOC Manager
Overview	<ul style="list-style-type: none"> ● Supports ESF-13 Law Enforcement ● Coordinates anti-terrorism efforts and activities with other agencies and intergovernmental partners ● Examines and evaluates data, information and intelligence
Description	The function of the Terrorism Liaison Officer is to coordinate intelligence information during disasters that may require significant intelligence efforts, such as acts of terrorism or potential terrorism.
Responsibilities	<ol style="list-style-type: none"> 1. Establish measures and procedures for collection, dissemination, analysis, and security of intelligence. 2. Coordinate and facilitate the sharing of information with other law enforcement and intelligence agencies and intergovernmental anti-terrorism partners. 3. Keep the Policy Group and EOC Manager informed of any activities that may affect response and recovery efforts.
Forms and Job Aids	<ul style="list-style-type: none"> ○ Reservation Patrol SOGs and SOPs ○ Terrorism Annex
Checklist - Activation Phase	<ul style="list-style-type: none"> ○ Upon arrival at the EOC check in at the designated check in location. ○ Identify yourself as the Terrorism Liaison Officer (Red Vest). ○ Check in with the EOC Manager and receive a brief.
Checklist - Operational Phase	<ul style="list-style-type: none"> ○ Establish and maintain a position log that chronologically describes your actions taken during your shift. ○ Monitor intelligence, data, and information. ○ Coordinate with the Liaison Officer and Tribal Information Officer the release and sharing of information that may be sensitive. ○ Establish operational security procedures and processes with the Security Officer. ○ Work with surrounding jurisdiction's TLOs and coordinate activities through the Terrorism Early Warning Group.

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Checklist - Demobilization Phase	<ul style="list-style-type: none">○ Deactivate your assigned position and close out logs when authorized by the EOC Manager.○ Deactivate your assigned position and close out logs when authorized by the EOC Manager.○ Complete all required forms, reports, and other documentation. Submit all forms and records to the Planning Section.○ Be prepared to provide input to the hot wash and after action report.○ If another person is relieving you, ensure you conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.○ Clean around your work area before you leave.○ Leave your contact information.
Checklist - Recovery Phase	<ul style="list-style-type: none">○ Continue to support the TLO program and ESF-13 Law Enforcement○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.