

Law Enforcement Unit Leader

Position Log

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

Functional Checklist

Organization	Operations Section
Primary	Reservation Patrol Chief
Potential Alternate(s)	Reservation Patrol Lt. Reservation Patrol Watch Commander
Supervisor	Operations Section Chief
Overview	<ul style="list-style-type: none">● Supports/Manages ESF-13 Law Enforcement and EOC/IC Law Enforcement and Security Operations.● Coordinates with outside law enforcement agencies.● Receives and disseminates warning information.● Directs evacuations and traffic movement.● Enforces laws and temporary rules and controls traffic.● Provides security.● Assists the Coroner's Office in the operation of a morgue.
Description	The Law Enforcement Unit Leader provides law enforcement and security activities to EOC operations by coordinating the activities in ESF-13, Law Enforcement Annex to the EOP and providing necessary support and coordination to prevent, protect, respond, recover, and mitigate.
Responsibilities	1. Numbered
Forms and Job Aids	<ul style="list-style-type: none">○ ESF-13, Law Enforcement Annex to the EOP○ Reservation Patrol SOPs and SOGs

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Checklist - Activation Phase	<ul style="list-style-type: none">○ Upon arrival at the EOC check in at the designated check in location.○ Report to the Operations Section Chief.○ Identify yourself as the Law Enforcement Unit Leader.○ Set up your workstation and review your position responsibilities.○ Establish and maintain a position log that chronologically describes your actions taken during your shift.○ Contact the Riverside County Sheriff's Agency Representative and coordinate communications.○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.○ Based on the situation, activate the necessary staff within the Law Enforcement Unit:○ Provide initial and updated situation reports to the Operations Section Chief.○ Based on the initial EOC strategic objectives prepare objectives for the Law Enforcement Unit and provide them to the Planning Section Chief prior to the planning meetings.○ Check Patrol Department personnel schedules and rosters and draft appropriate schedules to operate in an increased tempo environment based on the disaster.
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Checklist - Operational Phase	<ul style="list-style-type: none">○ Ascertain if all key and alternate ESF-13 personnel or alternates are in the EOC or have been notified and appropriately scheduled.○ Ensure that position logs and other appropriate files are maintained.○ Maintain current status on Law Enforcement missions being conducted on the Reservation.○ Provide the Operations Section Chief and the Planning Section Chief and/or Intelligence Unit if activated with an overall summary of Law Enforcement Unit operations periodically or as requested during the operational period.○ On a regular basis, complete and maintain the Law Enforcement Status Report.○ Refer all contacts with the media to the Public Information Officer.○ Determine need for Law Enforcement Mutual Aid.○ Determine need for Coroner's Mutual Aid.○ Ensure that all fiscal and administrative requirements are coordinated through the Finance and Administration Section (notification of any emergency expenditures and daily time sheets).○ Prepare objectives for the Law Enforcement Unit for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next action planning meeting.○ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information. Assess the impact of the disaster on the Patrol Department operational capability.
Checklist - Demobilization Phase	<ul style="list-style-type: none">○ Deactivate your assigned position and close out logs when authorized by the Operations Section Chief.○ Complete all required forms, reports, and other documentation. Submit all forms through your supervisor to the Planning/Intelligence Section, as appropriate.○ 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.

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Checklist - Recovery Phase	<ul style="list-style-type: none"><input type="radio"/> Continue to support ESF-13, Law Enforcement Annex to the EOP.<input type="radio"/> Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.
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