

## Intelligence Unit Leader

### Position Log

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

### Functional Checklist

Organization	Planning Section
Primary	Reservation Patrol Chief
Potential Alternate(s)	Reservation Patrol Lt. Reservation Patrol Sgt. Information Technology Director
Supervisor	Planning Section Chief
Overview	<ul style="list-style-type: none"> <li>● Examines and evaluates data, information, and intelligence</li> <li>● Coordinates intelligence matters with other agencies</li> <li>● Works with ESF-13 Law Enforcement in carrying out anti-terrorism efforts and response activities</li> </ul>
Description	The function of the Intelligence Unit Leader 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"> <li>1. Establish measures to for security of intelligence.</li> <li>2. Coordinate and facilitate the sharing of information with other law enforcement and intelligence agencies.</li> </ol>
Forms and Job Aids	○ Contacts for terrorism early warning group
Checklist - Activation Phase	<ul style="list-style-type: none"> <li>○ Upon arrival at the EOC check in at the designated check in location.</li> <li>○ Report to the Planning Section Chief or assigned supervisor. May be staffed as command staff or a separate general staff section.</li> <li>○ Identify yourself as Intelligence Officer (Blue Vest).</li> <li>○ Set up your workstation and review your position responsibilities.</li> <li>○ Establish and maintain a position log that chronologically describes your actions taken during your shift.</li> <li>○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.</li> <li>○ Contact supporting and surrounding ESFs, Joint Regional Terrorism Information Centers, Fusion Centers, and Terrorism Early Warning Groups.</li> </ul>
Checklist - Operational Phase	<ul style="list-style-type: none"> <li>○ Maintain a time card and Unit Log.</li> <li>○ Monitor intelligence information that may affect EOC efforts.</li> <li>○ Coordinate with the Liaison Officer and Tribal Public Information Officer the release and sharing of information.</li> </ul>

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Checklist - Demobilization Phase	<ul style="list-style-type: none"><li>○ Deactivate your assigned position and close out time card and logs when authorized by the Planning Section Chief.</li><li>○ Complete all required forms, reports, and other documentation.</li><li>○ Be prepared to provide input to the hot-wash and after-action report.</li><li>○ If another person is relieving you, ensure you provide a detailed briefing and answer all questions before you leave.</li><li>○ Clean around your work area before you leave.</li><li>○ Leave your contact information.</li></ul>
Checklist - Recovery Phase	<ul style="list-style-type: none"><li>○ Continue to support surrounding intelligence and anti-terrorism efforts.</li><li>○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.</li></ul>