

## INVESTIGATIVE SECTION CHIEF POSITION CHECKLIST

**Mission:** The Investigation Section Chief is responsible for coordinating with Incident Command/Unified Command (IC/UC) investigation efforts and providing on-site support for information gathering, documentation, or questioning that is needed. The Investigative Section Chief reports to the Family Assistance Center (FAC) Director and IC/UC.

### ACTIVATION

- Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive your assignment, materials, radio, reporting location/station, reporting time, and any special instructions. As time permits, review the layout of the FAC.
- Obtain and display the badge provided by FAC staff and your agency identification.
- Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.
- Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of the branches that report to you.
- Identify a reporting method for all victim interviews at the FAC.
- Request additional resources as needed.

### OPERATION

- Conduct victim interviews at the FAC as necessary in coordination with Law Enforcement.
- Provide support for gathering information and documentation as requested by law enforcement and/or IC/UC.
- Attend Command/Section Chief planning meetings. During the meetings, be prepared to provide a status update of Investigative Section activities.
- Provide regular updates of the number of victims interviewed to the Planning Section Chief.
- Participate in meetings and briefings as needed.
- Maintain Unit/Activity Log (ICS Form 214).
- Brief incoming Operations Section Chief at shift change.

### DEMOBILIZATION

- Support the demobilization in coordination with the FAC Director and IC/UC.
- Conduct demobilization briefing with staff assigned to you.
- Ensure that equipment and unused supplies are returned to the Logistics Section.
- Arrange for the return of any agency-owned equipment (computers, etc.).
- Submit activity logs (ICS Form 214) to the Documentation Unit.
- Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in assigned equipment.

Supply Guidelines		
Area	Resource	Quantity
Private Family Interview/Consultation Rooms	Tables	1 per room
	Chairs for tables	1 for FAC staff member and at least 2 for family members
	Administrative supplies (pens, staplers, notepads, paper clips)	As needed
	Three-pronged extension cords	1 per 2 computers
	Surge protectors	1 per 2 computers
	Signage	1 sign per family station; directional signage as needed
	Staff computers	1 per filled position (staff should bring their own laptops; activating jurisdiction should provide additional computers as needed)
	Telephones	1 per 3 filled positions (staff should bring their own cellular telephones)