



# LAW ENFORCEMENT SUPERVISOR CHECKLIST

## INITIAL ASSIGNMENTS

When assigning roles, three different types of materials may be available to the assignee:

1. Binders - Located in the Kit or delivered to assignee
2. Job Action Sheets - Located in the back of Binders
3. Role ID Badges - Clipped in Binder rings

In all cases, deliver the appropriate Role ID Badge, read the Job Description to the assignee, confirm understanding, and deliver either the appropriate Binder or Job Action Sheet. Instruct assignee to complete their checklist. Confirm their name has been added to the Incident Command Organization Chart.

## FIRST 15 MINUTES COMPLETE THESE ITEMS

- Review this binder in its entirety
- Request 6 police officers (with rank) from Staging to fill the positions of:
  1. Traffic Control Leader
  2. Perimeter Control Leader
  3. Interior Control Leader
  4. Parent Control Leader
  5. No I.D. Leader
  6. Rover Leader
- Designate a specific location for your officers to meet you
- Hand them Job Action Sheets and Role ID Badges
- Review responsibilities and site maps.

## FIRST 60 MINUTES COMPLETE THESE ITEMS

- If an area needs more officers, request more officers for that specific area from Staging

## ONGOING TASKS AND CONSIDERATIONS

- Contact Operations Chief for issues with equipment
- Stay in communication with Unified Commander-Law Enforcement and Law Enforcement Leaders
- Attend to any issues that arise with the Law Enforcement areas
- If a security issue arises, contact a Rover Officer to assist you
- Replace any personnel that are not able to function in their assigned job
- Add or delete positions as needed to make the process work
- Officers should stay in their assigned areas and Rover Officers will respond as backing units

## DEMOBILIZATION AND TEARDOWN

- Return all materials still in your possession to Staging Area
- Sign-out

## MANIFEST

- Wristband
- Vest
- Role ID Badge
- Radio

## RADIO CHANNELS

School Radio

Law Enforcement

Fire

EMS



# LAW ENFORCEMENT SUPERVISOR SUPERVISOR TEAM LIST

Title/Position	Name	Cell Phone Number
Traffic Control Leader		
Perimeter Control Leader		
Interior Control Leader		
Parent Control Leader		
No I.D. Officer		
Rover Leader		
Other		



# LAW ENFORCEMENT SUPERVISOR

## JOB DESCRIPTION

### OVERVIEW

You are responsible for Site Security. All adults on campus are required to have displayed a pink or green reunification ID pass. This includes all public safety personnel.

- Assign staff to positions listed in the checklist
- You and your staff must be checked in by the Staging Manager prior to receiving your ID wristband. Read through the Reunification Process before briefing your subordinates.

### REPORTS TO

Operations Chief

### SUPERVISES

Traffic Control, Perimeter Control, Interior Control, Parent Control, No I.D. Officer, Rover Leader

### PRIORITIES

- Get initial briefing
- Staff positions
- Maintain Reunification Site security

### OBJECTIVES

- Access in and out of site is controlled
- Parents are kept in waiting area until reunited
- Students kept in assembly area until reunited
- A safe reunification area

### STRATEGIES

- Standard Reunification Method

### TACTICS

- See Checklist

### BINDERS

Binders are for top level supervisory roles and include an overview of what each position entails and a process to briefly explain where their position fits into Reunification. Binders also contain materials for subordinates.

Supervisors must read their designated binder first, understand what is being asked of them, request needed staff from staging, and then conduct briefings of their own subordinates.



### JOB ACTION SHEET

Binders contain Job Action Sheets for subordinates. The Job Action Sheets contain the Job Description and Checklist for the task.



### ROLE ID BADGES

Role ID Badges display the role of the staff member on the front and contain a summary of job duties on the back. Some staff may only receive a Role ID Badge. For example: Greeters can be verbally briefed and can refer to their job duties on the back of the ID.



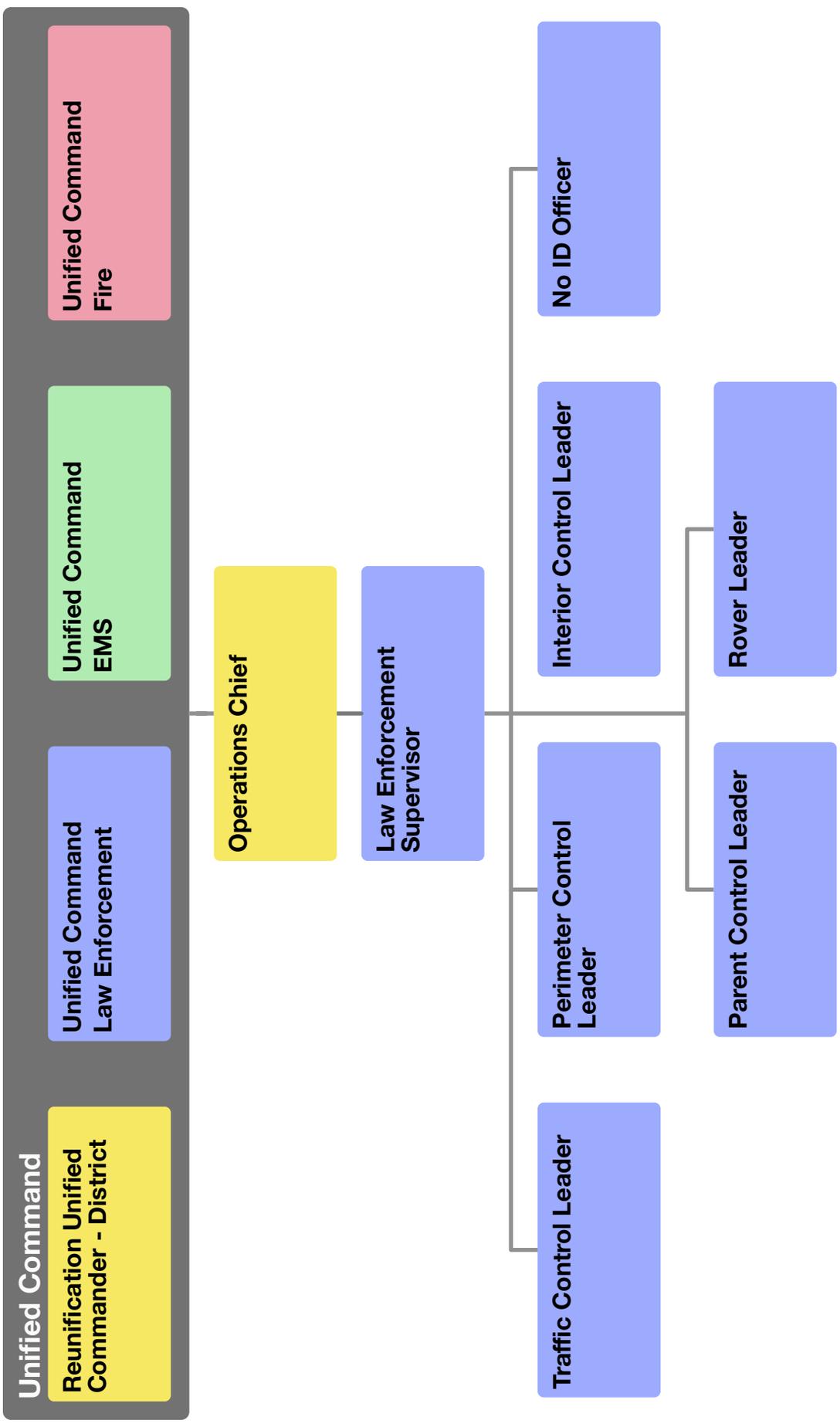
### WRISTBANDS

Every Reunification Staff member should be issued a wristband during check-in at the Responder Staging Area.



Pink bands are used at the Reunification Site, Green bands are issued to the adults at the impacted site.

# REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART LAW ENFORCEMENT SUPERVISOR





# TRAFFIC CONTROL LEADER

## JOB ACTION SHEET

### OVERVIEW

Your job is to facilitate traffic flow in, out, and around the reunification site. Coordinate with Law Enforcement Supervisor for traffic control device setup. Adjust as needed to meet objectives.

1. Complete Checklist below
2. Supervise 6 Traffic Control Officers
3. Ensure all staff has been checked in at Staging and issued a wristband and Role ID Badge

### REPORTS TO

Law Enforcement Supervisor

### SUPERVISES

Traffic Control Officers

### PRIORITIES

- Get initial briefing
- Request and brief initial staff from Staging
- Set up Traffic
- Request additional staff as needed

### OBJECTIVES

- Smooth traffic flow at the Reunification Site
- Control access to the Reunification Site
- Ensure safety of the Reunification site

### STRATEGIES

- Standard Reunification Method

### FIRST 15 MINUTES COMPLETE THESE ITEMS

- Obtain initial briefing from Law Enforcement Supervisor
- Confirm Traffic Setup
- Review this Job Action Sheet in its entirety
- Request 6 police officers from Staging to fill the position of:
  1. Traffic Control Officers (6)
- Designate a specific location for your officers to meet you
- Review responsibilities with the Traffic Control Officers
- Review site maps for their designated work areas

### ONGOING TASKS AND CONSIDERATIONS

- If more officers are needed, contact Law Enforcement Supervisor to request more Traffic Control Officers
- Stay in communication with Law Enforcement Supervisor and Traffic Control Officers
- Resolve any issues that arise with Traffic Control Officers
- If a security issue arises, contact a Rover Officer to assist you
- Replace any personnel that are not able to function in their assigned job
- Add or delete positions as needed to make the process work
- If traffic flow is ineffective, make changes and coordinate with Law Enforcement Supervisor and Logistics Chief
- Officers should stay in their assigned areas and Rover Officers will respond as backing units

### DEMOBILIZATION AND TEARDOWN

- Return all materials still in your possession to Staging Area
- Sign-out

### MANIFEST

- Wristband
- Vest
- Role ID Badge
- Radio
- 6 Traffic Control Role ID Badges

### RADIO CHANNELS

School Radio	Law Enforcement
Fire	EMS



# PERIMETER CONTROL LEADER

## JOB ACTION SHEET

### OVERVIEW

Your job is to supervise officers assigned outside of the campus buildings. High visibility is key to help prevent people from getting on campus except through designated entrances. Make adjustments to officer locations as needed to meet objectives.

1. Complete Checklist below
2. Supervise 6 Perimeter Control Officers
3. Ensure all staff has been checked in at Staging and issued a wristband and Role ID Badge

### REPORTS TO

Law Enforcement Supervisor

### SUPERVISES

Perimeter Control Officers

### PRIORITIES

- Get initial briefing
- Staff perimeter control
- Request additional staff as needed
- Reunification Site Safety

### OBJECTIVES

- Control access to Reunification Site
- Ensure safety of the Reunification site

### STRATEGIES

- Standard Reunification Method

### FIRST 15 MINUTES COMPLETE THESE ITEMS

- Obtain initial briefing from Law Enforcement Supervisor
- Identify perimeter concerns
- Review this Job Action Sheet in its entirety
- Request 6 police officers from Staging to fill the position of:
  1. Perimeter Control Officers (6)
- Designate a specific location for your officers to meet you
- Review responsibilities and site maps with the Perimeter Control Officers

### FIRST 30 MINUTES COMPLETE THESE ITEMS

- Place first officer at the entrance of Parent Check-In Area
- Assign other 5 officers throughout designated areas
- As indicated on site map; May adjust locations as needed

### ONGOING TASKS AND CONSIDERATIONS

- If more officers are needed, call Law Enforcement Supervisor to request for more Perimeter Control Officers
- Stay in communication with the Law Enforcement Supervisor and Perimeter Control Officers
- Resolve any issues that arise with Perimeter Control Officers
- If a security issue arises, deal with it accordingly
- Replace any personnel that are not able to function in their assigned job
- Add or delete positions as needed to make the process work
- Officers should stay in their assigned areas and Rover Officers will respond as backing units

### DEMOBILIZATION AND TEARDOWN

- Return all materials still in your possession to Staging Area
- Sign-out

### MANIFEST

- Wristband
- Vest
- Role ID Badge
- Radio
- 6 Traffic Perimeter Role ID Badges

### RADIO CHANNELS

School Radio	Law Enforcement
Fire	EMS



# INTERIOR CONTROL LEADER

## JOB ACTION SHEET

### OVERVIEW

Your job is to maintain control and order within the reunification building.

1. Complete Checklist below
2. Ensure all events going on in your realm of concern are in compliance with school safety practices
3. Ensure all staff has been checked in at Staging and issued a wristband and Role ID Badge

### REPORTS TO

Law Enforcement Supervisor

### SUPERVISES

Student Assembly Areas  
Investigation Areas

### PRIORITIES

- Get initial briefing
- Staff positions
- Designate location for meeting subordinates

### OBJECTIVES

- Maintain order in student assembly and investigation areas
- Control access to student assembly and investigations areas
- Ensure safety of the Reunification site

### STRATEGIES

- Standard Reunification Method

### FIRST 15 MINUTES COMPLETE THESE ITEMS

- Obtain initial briefing from Law Enforcement Supervisor
- Review this Job Action Sheet in its entirety
- Request 4 police officers from Staging for:
  1. Student Assembly Officers (2)
  2. Investigation Officers (2)
- Designate a specific location for your subordinates to meet you
- Review responsibilities and site maps with Officers

### ONGOING TASKS AND CONSIDERATIONS

- Stay in communication with the Law Enforcement Supervisor, and Officers at Student Assembly and Investigation Areas
- Resolve any issues that arise
- If a security issue arises, contact a Rover Officer to assist you
- Replace any personnel that are not able to function in their assigned job
- Add or delete positions as needed to make the process work
- Officers should stay in their assigned areas and Rover officers will respond as backing units

### DEMOBILIZATION AND TEARDOWN

- Return all materials still in your possession to Staging Area
- Sign-out

### MANIFEST

- Wristband
- Vest
- Role ID Badge
- Radio
- 6 Interior Control Role ID Badges

### RADIO CHANNELS

School Radio	Law Enforcement
Fire	EMS



# PARENT CONTROL LEADER

## JOB ACTION SHEET

### OVERVIEW

Your job is to oversee officers in parent waiting areas. Every attempt to keep parents calm should be employed.

1. Complete Checklist below
2. Supervise 6 Parent Control Officers
3. Ensure all events going on in your realm of concern are in compliance with school safety practices
4. Ensure all staff has been checked in at Staging and issued a wristband and Role ID Badge

### REPORTS TO

Law Enforcement Supervisor

### SUPERVISES

Parent Control Officers

### PRIORITIES

- Get initial briefing
- Staff positions
- Maintain calm and order in parent waiting areas

### OBJECTIVES

- Comply with school safety practices
- Ensure safety of the Reunification site

### STRATEGIES

- Standard Reunification Method



### FIRST 15 MINUTES COMPLETE THESE ITEMS

- Obtain initial briefing from Law Enforcement Supervisor
- Review this Job Action Sheet in its entirety
- Request 6 police officers from Staging for:
  1. Parent Control Officers (6)
- Designate a specific location for your subordinates to meet you
- Review responsibilities with Officers
- Review site maps for their designated work areas

### ONGOING TASKS AND CONSIDERATIONS

- Stay in communication with the Law Enforcement Supervisor
- If a parent is being disruptive, inform a Rover Officer so they can meet you to escort parent to counseling area and/or off site.
- Resolve any issues that arise
- If a security issue arises, contact a Rover Officer to assist you
- Replace any personnel that are not able to function in their assigned job
- Add or delete positions as needed to make the process work
- Officers should stay in their assigned areas and Rover officers will respond as backing units

### DEMOBILIZATION AND TEARDOWN

- Return all materials still in your possession to Staging Area
- Sign-out

### MANIFEST

- Wristband
- Vest
- Role ID Badge
- Radio
- 6 Traffic Control Role ID Badges

### RADIO CHANNELS

School Radio	Law Enforcement
Fire	EMS



# NO I.D. OFFICER JOB ACTION SHEET

## OVERVIEW

1. Your job is to work hand in hand with District representative in the Parent Check-In Station. You will report here and sit at the “No I.D.” Line. You are to complete District checks on all persons in this line to confirm identity and verify a “No Sex Offender” status. You and District representative will make decision if that person (not listed as authorized pick up adult) can leave with child.
2. Guardians that are not listed as an emergency contact or do not have an approved form of identification will be referred to the “No I.D. Line”
3. Complete Checklist below
4. Ensure all staff has been checked in at Staging and issued a wristband and Role ID Badge

## REPORTS TO

Law Enforcement Supervisor

## PRIORITIES

- Get initial briefing
- Reunification Site Safety

## OBJECTIVES

- Ensure parents without I.D. are vetted
- Ensure safety of the Reunification site

## STRATEGIES

- Standard Reunification Method



## FIRST 15 MINUTES COMPLETE THESE ITEMS

- Obtain initial briefing from Law Enforcement Supervisor
- Review this Job Action Sheet in its entirety
- Report to assigned area  
- Red triangle on site map; may adjust location as needed
- Discuss procedure with school representative assigned to “No I.D.” Line



## FIRST 30 MINUTES COMPLETE THESE ITEMS

- No I.D. Line should be set up.
- If more officers are needed, call Law Enforcement Supervisor to request for another No I.D. Officer



## ONGOING TASKS AND CONSIDERATIONS

- Stay in communication with Law Enforcement Supervisor and staff stationed at No I.D. Line
- Handle verification issues with parents/guardians that have no form of Identification
- Handle custodial issues with parents/guardians that are not verified to pick up student
- Add or delete positions as needed to make the process work
- Officers should stay in their assigned areas and Rover officers will respond as backing units



## DEMOBILIZATION AND TEARDOWN

- Return all materials still in your possession to Staging Area
- Sign-out

## MANIFEST

- Wristband
- Vest
- Role ID Badge
- Radio

## RADIO CHANNELS

School Radio

Law Enforcement

Fire

EMS



# ROVER LEADER JOB ACTION SHEET

## OVERVIEW

1. Your job is to supervise officers on site without a designated post. Rovers are to respond as backing units, arrest units, transport units, and temporarily relieve static units for rehabilitation breaks. You coordinate with all other Law Enforcement leaders as needed
2. Complete Checklist below
3. Supervise 6 Rover Officers
4. Ensure all staff has been checked in at Staging and issued a wristband and Role ID Badge

## REPORTS TO

Law Enforcement Supervisor

## PRIORITIES

- Get initial briefing
- Staff Rover Officer positions
- Reunification site security

## OBJECTIVES

- Provide support to staged officers
- Ensure safety of the Reunification site

## STRATEGIES

- Standard Reunification Method

## FIRST 15 MINUTES COMPLETE THESE ITEMS

- Obtain initial briefing from Law Enforcement Supervisor
- Review this Job Action Sheet in its entirety
- Request 6 police officers from Staging to fill the position of:
  1. Rover Officers (6)
- Designate a specific location for your officers to meet you
- Review responsibilities with officers
- Review site maps for their designated work areas.
- Rovers will respond to any situation on site as backing units

## FIRST 30 MINUTES COMPLETE THESE ITEMS

- Reunification site security should be set up.
- If more officers are needed, call Law Enforcement Supervisor to request for more Rover Officers

## ONGOING TASKS AND CONSIDERATIONS

- Stay in communication with Law Enforcement Supervisor and Rover Officers
- If a parent is being disruptive, inform a Rover Officer to escort parent to counseling area and/or off site.
- Resolve any issues that arise with Rover Officers
- Replace any personnel that are not able to function in their assigned job
- Add or delete positions as needed to make the process work
- Officers should stay in their assigned areas and Rover officers will respond as backing units

## DEMOBILIZATION AND TEARDOWN

- Return all materials still in your possession to Staging Area
- Sign-out

## MANIFEST

- Wristband
- Vest
- Role ID Badge
- Radio
- 6 Rover Role ID Badges

## RADIO CHANNELS

School Radio	Law Enforcement
Fire	EMS





# MANIFEST

## LAW ENFORCEMENT SUPERVISOR BINDER

### Process Section

**THE PROCESS**

SRM-ROK (Hays Implementation) | The "I Love U Guys" Foundation

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### Resources Section

**RESOURCES**

SRM-ROK (Hays Implementation) | The "I Love U Guys" Foundation

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### Manifest

**MANIFEST**  
LAW ENFORCEMENT SUPERVISOR BINDER

### Manifest

**MANIFEST**  
LAW ENFORCEMENT SUPERVISOR BINDER

### Clipped to Interior

<b>TRAFFIC CONTROL LEADER</b>	<b>PERIMETER CONTROL LEADER</b>	<b>INTERIOR CONTROL LEADER</b>
<b>PARENT CONTROL LEADER</b>	<b>NO I.D. OFFICER</b>	<b>ROVER LEADER</b>