

INVESTIGATIONS GROUP SUPERVISOR: The Investigation Group Supervisor is responsible to organize and direct investigation and evidence collection operations during the incident.

- a. Review Common Responsibilities (Page 1-2).
- b. Review assignments for effectiveness and modify as needed.
- c. Supervise Group activities and staff with assigned personnel and request additional personnel and resources sufficient to handle the magnitude of the incident.
- d. Report to the Law Enforcement Branch Director on group activities.
- e. Provide input to the Branch Director for the Incident Action Plan.
- f. Assign personnel to investigation and evidence collection tasks as needed.
- g. Determine location for response and consider Staging Areas.
- h. Assess situation.
- i. Determine communications issues.
- j. Determine staffing needs.
- k. Determine equipment needs.
- l. Determine if Personal Protective Equipment (PPE) is needed.
- m. Consider if tactical equipment is needed (armor, vests, helmets, etc.).
- n. Determine type of tactical response resources required.
- o. Consider need for maps, building plans, etc.
- p. Determine support needs and location for support resources.
- q. Determine decontamination needs.
- r. Determine projected length and scope of mission.
- s. Determine work locations.
- t. Develop investigative protocol and communicate with Law Enforcement Branch Director and Planning Section.
- u. Coordinate with other emergency response agencies.
- v. Coordinate intelligence information.
- w. Consider how active agent is to be collected and transported and coordinate this with fire and hazardous materials agencies.
- x. Consider video and photographic recording of evidence.
- y. Collect evidence.
- z. Consider nutrition, hydration and rest needs and coordinate with Logistics Section.
- aa. Report status of mission.
- bb. Recognize potential evidence such as unexploded devices, portions of devices, clothing of victims and containers.
- cc. Preserve all potential evidence.
- dd. Maintain Unit/Activity Log (ICS Form 214).

Investigations Team Leader

Responsible to conduct the actual investigation both on and off scene of the incident or event.

- a. Review Common Responsibilities (Page 1-2)
- b. Obtain briefing from the Investigations Group Supervisor
- c. Assemble investigative team based on needs
- d. Assign individual investigative tasks
- e. Report status of investigation

Forensics Team Leader

Responsible for the actual collection, processing, photographing, and capturing of the crime scene characteristics. Coordinates efforts with needs of the Investigations Team Leader.

- a. Review Common Responsibilities (Page 1-2)
- b. Obtain briefing from the Investigations Group Supervisor
- c. Assemble forensics team
- d. Determine required equipment requirements.
- e. Assign individual forensics tasks
- f. Report status of evidence recovery and processing
- g. Coordinate evidence chain of custody with Investigations Team Leader

WMD Evidence Team Leader

Responsible for evaluating, handling and moving of any potential WMD materials whether detonated or not. Coordinates efforts with the needs of the Investigations Team Leader.

- a. Review Common Responsibilities (Page 1-2)
- b. Obtain briefing from the Investigations Group Supervisor
- c. Assemble WMD team
- d. Determine equipment requirements
- e. Assign individual tasks
- f. Report status of WMD mitigation and recovery
- g. Coordinate evidence chain of custody with Investigations Team Leader

Cyber Team Leader

Responsible for the collection and processing of all evidentiary computers, computer media, computer peripheral equipment and computerized equipment. Coordinates efforts with the needs of the Investigations Team Leader.

- a. Review Common Responsibilities (Page 1-2)
- b. Obtain briefing from the Investigations Group Supervisor
- c. Assemble Cyber Team
- d. Determine equipment requirements
- e. Assign individual tasks
- f. Report status of Cyber investigation
- g. Coordinate evidence chain of custody with Investigations Team Leader

INVESTIGATIONS GROUP ORGANIZATIONAL CHART

