

# **T**eam Leader

## *Duties and responsibilities –*

- ✓ Organizes, conducts, and controls the investigation effort with the assistance of the chief investigator.
- ✓ Contacts the unit that had the accident to determine the status of the local investigation and to obtain other pertinent information.
- ✓ Provides inbriefings and closeout briefings with affected personnel and agency officials.
- ✓ Conducts investigation team meetings and coordinates information exchange between team members.
- ✓ Maintains liaison with agency field units, State and regional offices, and the Washington Office.
- ✓ Approves requests for resources from the chief investigator and approves team members for the investigation or for release from the investigation.
- ✓ Forwards the Preliminary Briefing and Expanded Briefing to the safety manager at the organizational level that authorized the investigation.
- ✓ Arranges local transportation, obtains a suitable local workplace, provides for the safety of the team, and ensures the security of the meeting place and the investigation information gathered.
- ✓ Ensures coordination with local law enforcement, the coroner's office, and others as required.
- ✓ Confirms that drug testing, autopsies, medical reports, and other appropriate tests are initiated as required.
- ✓ Arranges Critical Incident Stress Debriefing (CISD) for investigation team members when necessary.
- ✓ Coordinates with the unit information officer for all media releases.
- ✓ Presents the Factual Report and Management Evaluation Reports to the safety manager at the organizational level that authorized the investigation.

