



# Indiana Department of Homeland Security

## District Programs Information Bulletin

Date: March 21, 2011

Bulletin No: 11-010

TO: All District Administrative Coordinators  
All District Coordinators  
All District Fiscal Agents  
All District Planning Council Members  
All District Planning Oversight Committee Members  
All District Response Task Force Commanders  
All Emergency Management Directors

From: Randal A. Collins  
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Indiana Department of Homeland Security

Subject: National Level Exercise 2011 – Law Enforcement Controllers and Evaluators

### **Purpose**

The purpose of this Information Bulletin is to announce the recruitment of law enforcement controllers and evaluators for the National Level Exercise 2011 being held May 16 – 20, 2011 at the Muscatatuck Urban Training Center in Butlerville, Indiana.

### **Purpose of Position/Summary:**

These temporary short-term positions are District Law Enforcement Exercise Controllers / Evaluators. The candidate that works in this position will serve as Controller / Evaluator for district response task force full scale deployment exercises including, but not limited to, the National Level Exercise 2011, the State Level Exercise 2012 Spring, and the State Level Exercise 2012 Fall. Candidate will be a part of the IDHS established exercise control teams and will assist in the management of the exercises while evaluating the participants. The control, management, and evaluation of exercises will be done in a manner that is compliant with the Homeland Security Exercise and Evaluation Program. This short term position will be paid by the day. Days may run as long as 16 hours. None of the exercises shall run longer than seven days. During the exercises, the evaluators' primary duty is to observe and record what the players do. After the exercise, that information will be used to determine whether the expected performance outcomes were achieved and to identify strengths and

This Informational Bulletin is intended to communicate guidance and clarification of District Programs. The information contained herein supersedes all previous information or guidance pertaining to the subject. This information is intended to help districts plan, prepare, take appropriate actions and collaborate. Any questions pertaining to this bulletin may be directed to the Field Services Division at 317-234-7228. To be added to the District Informational Bulletins distribution list, please send an email to [fieldservices@dhs.in.gov](mailto:fieldservices@dhs.in.gov).

opportunities for improvement.

### **Essential Duties/Responsibilities:**

1. Evaluators must keep an accurate written record of what they see and hear. To be reliable, they should take notes as players take action and make decisions. Notes should identify the following:
  - ◆ Who (by name or position) performed the action or made the decision
  - ◆ What occurred (the observed action)
  - ◆ Where (the location) the action or decision took place
  - ◆ When (the time) the action took place
  - ◆ Why the action took place or decision was made (the trigger)
  - ◆ How they performed the action or made the decision (the process)
2. Analyze data to assess performance by identifying what aspects of the exercise went well and what areas need improvement.
3. Complete data collection: Immediately following (and sometimes during) the exercise play, evaluators should ensure that they have a complete record of their observations and have collected sufficient information to support the analysis.
4. Conduct a player hot wash or critique: This is typically a short discussion of about 1 hour, immediately following the exercise, to get player feedback on the exercise.
5. Conduct cross-functional or cross-jurisdictional analysis.
6. During the analysis, evaluators try to answer the following questions:
  - ◆ What happened – What the evaluator actually saw and supporting documentation
  - ◆ What was supposed to happen – based on the plans and procedures
  - ◆ Was there a difference and why – conduct a root cause analysis of why
  - ◆ What was the impact – were the consequences of the action (or inaction, or decision) positive, negative, or neutral
  - ◆ What should be learned and what are the recommendations for improvements – the fixes to the root cause
7. Collect supplemental data.
8. Identify lessons learned and best practices.

### **Qualifications**

The preferred candidate will have completed the following training and education:

Candidate must have an Associate's degree or higher, preferably in criminal justice.

Candidate must be a current or retired law enforcement officer in the state of Indiana and completed a Law Enforcement Training Board Basic Officer Academy. Candidate must have a minimum of 8 years of professional work experience in law enforcement and a comprehensive understanding of law enforcement best practices, including: NIMS, ICS, perimeter control, crowd control, civil disturbance, traffic control and criminal law.

Candidate must possess superior oral and written communication skills. The ideal candidate should also have completed the following training courses:

- IS-100 Introduction to the Incident Command System
- IS-200 ICS for Single Resources and Initial Action Incidents
- ICS-300 Intermediate ICS for Expanding Incidents
- IS-700 National Incident Management System, An Introduction
- IS-800 National Response Framework, An Introduction
- Field Force Operations (Formerly Known As Managing Civil Actions in Threat Incidents-Basic)
- Field Force Extrication (Formally known as Managing Civil Actions in Threat Incidents – Protestor Devices)
- Field Force Command (Preferred, but not required)(Formerly known as Managing Civil Actions in Threat Incidents – Command)
- Homeland Security Exercise Evaluation Program (Preferred, but not required)

### **Compensation**

Compensation will be paid in an amount commensurate with qualifications. Lodging will be provided during the exercises by IDHS.

### **Resumes**

Interested applicants should send resumes to [fieldservices@dhs.in.gov](mailto:fieldservices@dhs.in.gov) no later than April 4, 2011.

### **Questions**

Any questions pertaining to this information bulletin may be directed to Randal Collins, District Programs Branch Director, [Rcollins@dhs.in.gov](mailto:Rcollins@dhs.in.gov), 317-238-1762.