Local Position Guide
For Missouri Cities

Cities: Standard Positions

The following is a standard list of positions available to each city with a recognized EMA. The rights and examples of people who may have access to each position are listed below.

The permissions associated with each position should not be used to replace any local process already in place. A standard set of universal permissions was created to allow the most flexibility to meet the current processes and policies within each individual jurisdiction. Users are encouraged to use WebEOC as a tool and not a replacement for current processes, relationships and policies.

City positions naming convention is as follows: Region, County, City, Section, Function.
Example: F Cole Jefferson City MGT EMA

Position	Description of Board Rights	Examples
MGT EMA	1. Controller Position 2. Can update Sign In/ Sign Out Log of those in his/her county 3. Can edit/ view the Battle Rhythm Board 4. Can edit/view all Agency Comments put in for After Action Review 5. Can create a new Incident 6. Can create a resource request and push to MACC, State, or Regional (Area) Coordinator 7. Can create an entry in Activity Log and edit/ update self 8. Can edit PODS 9. Can edit Volunteers 10. Can edit Recovery Centers 11. Can edit Shelters 12. Can edit Road Closures 13. Can edit Damage Assessment 14. Can edit Jurisdiction Status 15. Can view published Public Information documents 16. Can view Weather Dashboard 17. Can create/ edit entries created by self in Contacts Directory, view shared contacts, and edit any entries created in jurisdiction	• EMA Director • 2nd Shift EMA Director • Any delegate who the EMD wants to act on his/ her behalf with the same level of permissions and access

OPS EMA Support	1. Can Sign in/ Sign out themselves 2. Can create comments for After Actions 3. Can view published Public Information documents 4. Can create an entry in Activity Log and edit/update self 5. Can create a resource request and push within city 6. Can edit PODS 7. Can edit Volunteers 8. Can edit Recovery Centers 9. Can edit Shelters 10. Can edit Road Closures 11. Can edit Damage Assessment 12. Can edit Jurisdiction Status 13. Can view Weather Dashboard 14. Can view Battle Rhythm Board 15. Can create/ edit entries created by self in Contacts Directory	• OPS Staff • Deputy EMDs without permission to act on behalf of the EMD
OPS Fire-EMS	1. Can sign in/ sign out themselves 2. Can create comments for After Actions 3. Can view published Public Information documents 4. Can create an entry in Activity Log and edit/update self 5. Can create a resource request and push within city 6. Can edit PODS 7. Can edit Volunteers 8. Can edit Recovery Centers 9. Can edit Shelters 10. Can edit Road Closures 11. Can edit Damage Assessment 12. Can edit Jurisdiction Status 13. Can view Weather Dashboard 14. Can view Battle Rhythm Board 15. Can create/edit entries created by self in Contacts Directory	• Fire personnel (paid or volunteer) • EMS personnel

OPS Law Enforcement	1. Can sign in/sign out themselves 2. Can create comments for After Actions 3. Can view published Public Information documents 4. Can create an entry in Activity Log and edit/update self 5. Can create a resource request and push within city 6. Can edit PODS 7. Can edit Volunteers 8. Can edit Recovery Centers 9. Can edit Shelters 10. Can edit Road Closures 11. Can edit Damage Assessment 12. Can edit Jurisdiction Status 13. Can view Weather Dashboard 14. Can view Battle Rhythm Board 15. Can create/edit entries created by self in Contacts Directory	• Local Police • Sheriff
OPS Public Works	1. Can sign in/ sign out themselves 2. Can create comments for After Actions 3. Can view published Public Information documents 4. Can create an entry in Activity Log and edit/update self 5. Can create a resource request and push within city 6. Can edit PODS 7. Can edit Volunteers 8. Can edit Recovery Centers 9. Can edit Shelters 10. Can edit Road Closures 11. Can edit Damage Assessment 12. Can edit Jurisdiction Status 13. Can view Weather Dashboard 14. Can view Battle Rhythm Board 15. Can create/edit entries created by self in Contacts Directory	• Public Works • Road and Bridge • Transportation staff

Display	1. Can sign in/sign out themselves 2. Can create comments for After Actions 3. Can view published Public Information documents 4. Can create an entry in Activity Log and edit/ update self 5. Can create a resource request and push within city 6. Can view PODS 7. Can view Volunteers 8. Can view Recovery Centers 9. Can view Shelter 10. Can view Road Closures 11. Can view Damage Assessment 12. Can view Jurisdiction Status 13. Can view Weather Dashboard 14. Can view Battle Rhythm Board 15. Can create/edit entries created by self in Contacts Directory	• EOC Display • Personnel with need to view information with no need to input data • Media