Local Position Guide
For Missouri Cities
Appendix D: Local Position Guide

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

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

- EOC Display
- Personnel with need to view information with no need to input data
- Media