

## Department of the Interior

### Departmental Manual

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**Effective Date:** 9/16/10

**Series:** Organization

**Part 112:** Policy, Management and Budget

**Chapter 17:** Office of Law Enforcement and Security

**Originating Office:** Office of Law Enforcement and Security

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#### 112 DM 17

**17.1 Office of Law Enforcement and Security.** The Office of Law Enforcement and Security (OLES) is responsible for policy development, direction, coordination, evaluation, inspection, and support of Departmental programs concerning law enforcement (including detention and corrections programs), security (physical, personnel and suitability, national, and industrial), and intelligence and information sharing activities related to homeland security. In addition, OLES is responsible for direct oversight and coordination of the security operations at the Main Interior Complex.

**17.2 Functions.** The Office of Law Enforcement and Security serves as the Departmental focal point to provide program guidance and oversight of the Department's law enforcement, security, intelligence, and information sharing programs. In collaboration with bureau law enforcement and security offices, as appropriate, OLES performs the following functions:

- A. Develops, amends, disseminates, and interprets Departmental policies.
- B. Represents the Department in the oversight, coordination, evaluation, inspection, and support of bureau and office law enforcement and security programs to ensure proper implementation, consistency, and compliance.
- C. In coordination with the Deputy Assistant Secretary – Budget, Finance, Performance, and Acquisition, as appropriate, oversees, coordinates, and reviews bureau and office law enforcement and security budgets.
- D. In accordance with applicable authorities, policies, and procedures, hires and authorizes commissioned law enforcement personnel within OLES to carry out investigative and other law enforcement activities.
- E. Serves as the principal point of contact and represents the Department as appropriate at interagency and intergovernmental committees, organizations, and task forces.

F. Approves Departmental expenditures of the Office of National Drug Control Policy funds.

G. Oversees, coordinates, evaluates, and inspects bureau and office compliance with Executive Orders, Presidential Decision Directives, Homeland Security Presidential Directives, and any requirements of other executive branch Departments that impose obligations on the Department relating to law enforcement, security, and intelligence.

H. Provides oversight, leadership, and direction to the Department's Law Enforcement Board of Advisors; Information, Management, Analysis, and Reporting System (IMARS) Governance Council; Security Advisory Council; and other senior level Departmental committees, including establishing inter-bureau work groups, as needed.

I. Through commissioned law enforcement officers within OLES, provides law enforcement and security services under Departmental or other delegated authorities in the event of a major disaster or national security emergency in accordance with applicable policies and procedures.

J. Serves as the primary office to identify, report, and conduct inquiries and investigations into security incidents involving the mishandling or compromise of classified national security information; otherwise known as security violations and security infractions.

K. Coordinates management of a Sensitive Compartmented Information Facility with the Office of Emergency Management (OEM). Provides accredited rooms for classified briefings and discussions and capabilities to electronically process and store classified information in cooperation with OEM. Serves as the primary office to identify, report, and conduct inquiries and investigations into security incidents involving the mishandling or compromise of classified national security information; otherwise known as security violations and security infractions. Serves as a liaison with Federal, State, tribal, and local agencies for intelligence sharing.

L. Provides oversight of the Special Access Program.

M. Serves as the sole approving office for:

(1) Waivers of law enforcement personnel background investigations sought pursuant to Executive Order 10450, as amended; and

(2) Training, personnel standards, and other requirements as identified in Departmental policy for all bureau and office law enforcement and security personnel.

N. In consultation with appropriate bureau law enforcement offices, designates special events as "emergency" or "national security" events for the purpose of compensating bureau and office law enforcement personnel, and other purposes, as appropriate.

O. Participates in the selection of Bureau Directors of Law Enforcement and Security Managers.

P. Reviews and analyzes bureau law enforcement, security and intelligence programs for compliance with applicable laws, regulations, policies, and procedures.

Q. In coordination with the OEM, provides law enforcement and security support for homeland security events, disaster response, and continuity of operations. Serves as the Departmental representative to the National Response Framework's Emergency Support Function 13 Steering Committee.

R. Serves as the Departmental representative to the Federal Law Enforcement Training Center (FLETC) through the Departmental Training Coordinator.

S. Through the Departmental National Threat Coordinator at the Federal Bureau of Investigation National Joint Terrorism Task Force, identifies, disseminates, tracks, and assists in coordinating the response to threats affecting DOI assets.

T. Through the Departmental Training Coordinator and bureau training coordinators, develops, oversees, inspects and approves basic law enforcement training programs, in-service training programs, and advanced training programs.

U. Provides oversight and program management to law enforcement and security technology management that includes the Departmental Incident Management, Analysis, and Reporting System (IMARS).

W. Provides oversight and program management to the Departmental Victim Assistance Program (VAP).

X. Provides oversight, coordination, and communication related to border activities with the Department's Interagency Borderland Coordinator and the Department of Homeland Security, Customs and Border Protection.

Y. Provides oversight and coordination of the Main Interior Complex security operations.

**17.3 Organization.** The Office of Law Enforcement and Security is headed by a Director who reports to the Deputy Assistant Secretary – Law Enforcement, Security, and Emergency Management. (See attached organization chart.) The Director carries out the responsibilities of the office with the assistance of the following:

A. Law Enforcement Division. The Division develops and disseminates law enforcement policy and coordinates the development of bureau programs related to drug enforcement, border coordination, training, and others. The Division facilitates special law enforcement and security operations during critical incidents or national emergencies and provides program oversight for the Victim Assistance Programs. The Division establishes and

disseminates law enforcement policy and coordinates the development of bureau programs related to internal affairs and program compliance. The Division maintains the Departmental Internal Affairs Case Tracking System; and provides strategic coordination and recommendations for the application of the Serious Incident Review Group. The Division also conducts inspections of bureau programs to ensure compliance with Departmental law enforcement standards. The Division oversees operation of three field coordinator positions which include the following:

- (1) Southwest Border Coordinator – Tucson, AZ.
- (2) Northern Border Coordinator – Spokane, WA.
- (3) Departmental Training Coordinator – National Law Enforcement Training Office at FLETC, Glynco, GA.

B. Intelligence Division. The Division establishes and disseminates intelligence policy and coordinates the development of bureau programs related to intelligence, information sharing and data analysis. The Division coordinates the sharing of law enforcement and classified intelligence information among bureaus, Departments and agencies, and other organizations. The Division oversees operation of the Special Access Program and all Classified National Security Information Programs. The Division serves as the principle point of contact for all Intelligence Community agencies seeking information from the Department.

C. Security Division. The Division establishes and disseminates security policy and coordinates the development of bureau programs related to personnel security and suitability, national security, industrial security, and physical security. The Division coordinates activities of bureaus and offices for implementation of the National Infrastructure Protection Plan and conducts security compliance assessments of Interior's facilities including critical infrastructure and key resources. In addition, the Division is responsible for direct oversight and coordination of the security operations at the Main Interior Complex.

D. Technology Division. The Division provides law enforcement and security technology services to the Office and provides project management for the Incident Management, Analysis and Reporting System (IMARS). Provides oversight for the information sharing environment in collaboration with the Department's Office of the Chief Information Officer (OCIO). The Division provides liaison services and coordination of law enforcement and security information technology related initiatives and programs and provides technology input to the Department's OCIO.

## Office of Law Enforcement and Security

