

Department of the Interior Departmental Manual

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Series: Organization

Part 112: Policy, Management and Budget

Chapter 17: Office of Law Enforcement, Security, and Emergency Management

Originating Office: Office of Law Enforcement, Security, and Emergency Management

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17.1 Office of Law Enforcement, Security, and Emergency Management. The Office of Law Enforcement, Security, and Emergency Management (OLESEM) is responsible for policy development, direction, coordination, evaluation, inspection, and support of Departmental programs concerning law enforcement, homeland security, security (physical, personnel and suitability, information, and industrial), emergency management, and related information sharing and analysis.

17.2 Functions. OLESEM serves as the Departmental focal point to provide program guidance and oversight of the Department's Law Enforcement programs. In collaboration with bureau law enforcement offices as appropriate, OLESEM 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, security, and emergency management programs to ensure proper implementation, consistency, and compliance.
- C. In coordination with the Deputy Assistant Secretary - Business Management and Wildland Fire as appropriate, oversees, coordinates, and reviews bureau and office law enforcement, security, and emergency management budgets.
- D. In accordance with applicable authorities, policies, and procedures, hires and authorizes commissioned law enforcement personnel within OLESEM 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 emergency management.

H. Provides oversight, leadership, and direction to the Department's Law Enforcement and Security Board of Advisors, Emergency Management 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 OLESEM, provides law enforcement and security services under Departmental or other delegated authorities in the event of a national security emergency in accordance with applicable policies and procedures.

J. Maintains a Watch Office that collects and disseminates critical law enforcement, homeland security, security, and emergency management information, and facilitates improved Departmental communication and support.

K. Manages Sensitive Compartmented Information Facilities and provides accredited rooms for classified briefings and discussions. Provides capabilities to electronically process and store classified information. Serves as the Senior Agency Official 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 classified communications and information sharing.

L. Provides oversight of the Special Access Program.

M. Serves as the sole approving official 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, homeland security, security, and emergency management 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 and emergency management personnel, and other purposes as appropriate.

O. Participates in the selection of Bureau Directors of Law Enforcement.

P. Reviews and analyzes bureau law enforcement, homeland security, security, information sharing and analysis, and emergency management programs for compliance with applicable laws, regulations, and procedures.

Q. Provides oversight for bureau programs related to the mitigation, preparedness, response, and recovery capabilities of the Department for natural hazards, man-made disasters, and national security emergencies.

R. Manages, disseminates, and interprets the Department's policies and programs for continuity of operations and continuity of government.

S. Serves as the Department's principal point of contact with the Department of Homeland Security, Federal Emergency Management Agency, and other agencies and organizations involved in disaster mitigation, preparedness and response, continuity of operations, and continuity of government.

17.3 Organization. OLESEM is headed by a Director who carries out the responsibilities of the office with the assistance of the following:

A. Law Enforcement Division. The Law Enforcement 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. The division oversees operation of three field coordinator positions which include the following:

- (1) Southwest Border Coordinator – Tucson, AZ.
- (2) Northern Border Coordinator – Boise, ID.
- (3) Departmental Training Coordinator - FLETC, Gynco, GA.

B. Information Sharing and Analysis Division. The Information Sharing and Analysis Division establishes and disseminates intelligence policy and coordinates the development of bureau programs related to intelligence, information sharing and data analysis. The division facilitates timely and accurate information exchange among senior officials through extensive classified, law enforcement sensitive and open-source communications systems. The division coordinates the activities of intelligence analysts and oversees operation of the Watch Office.

C. Emergency Management Division. The Emergency Management Division establishes and disseminates policy and coordinates the development of bureau and office programs for an integrated and comprehensive program which spans the continuum of prevention, planning, response, and recovery. The program encompasses all types of hazards and emergencies that impact Federal lands, facilities, infrastructure, and resources; Tribal lands and Insular Areas; the ability of the Department to execute essential functions; and for which

assistance is provided to other units of government under Federal laws, Executive Orders, interagency emergency response plans such as the National Response Plan, and other agreements.

D. Security Division. The Security Division establishes and disseminates security policy and coordinates the development of bureau programs related to personnel security and suitability, information security, industrial security, and physical security. The division oversees operation of the Communications Security Program, the Special Access Program, the Sensitive Compartmented Information Facilities (SCIF) Program and the Classified National Security Information Program.

E. Professional Responsibility and Program Compliance Division. The Professional Responsibility and Program Compliance 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. It also provides strategic coordination and recommendations for the application of the Serious Incident Reporting Group. The division also conducts inspections of bureau programs to ensure compliance with Departmental law enforcement standards.

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