

Department of the Interior Departmental Manual

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Series: Organization

Part 130: Bureau of Indian Affairs

Chapter 4: Office of the Deputy Bureau Director - Justice Services

Originating Office: Bureau of Indian Affairs

130 DM 4

4.1 Office of the Deputy Bureau Director - Justice Services. The Deputy Bureau Director - Justice Services, reports to the Director, Bureau of Indian Affairs (BIA), and is responsible for managing and overseeing the bureau's law enforcement, emergency management, and internal affairs programs.

4.2 Responsibilities. The Office of the Deputy Bureau Director - Justice Services (OJS) is responsible for all headquarters and field activities associated with policy implementation, procedures, coordination, and operation of law enforcement, emergency management, and internal affairs programs. This includes:

- A. Uniformed police services, corrections operations, and criminal investigations in Indian country.
- B. The coordination of law enforcement and emergency management with Federal, state, local, Tribal law enforcement, and emergency management agencies.
- C. Reviewing, monitoring, and providing technical assistance to tribal courts and the Courts of Indian Offenses.

4.3 Organization. The Deputy Bureau Director – Justice Services carries out the responsibilities of the office with assistance from an Assistant Deputy Bureau Director. The Associate Directors; Chief, Division of Emergency Management; Chief, Internal Affairs Division; Program Manager, Land Mobile Radio; and the Department of Justice Liaison report to the Assistant Deputy Bureau Director. (See attached organizational chart.)

A. Chief, Division of Emergency Management. The Chief, Division of Emergency Management is responsible for policy development and program management of bureau activities concerning disaster preparedness, planning, response and recovery, and continuity of operations; and represents the bureau in coordinating interagency emergency management activities related to tribal affairs. This includes coordinating with and among tribes, other Federal agencies, States, and other jurisdictions to enhance preparedness and resilience of tribal communities for disasters and to support response activities during incidents. Responsibility also includes coordinating across organizational elements of BIA and the Office of the Assistant

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Secretary - Indian Affairs and serving as the single point of contact and focal point for emergency preparedness, response, and recovery activities. On behalf of the Deputy Bureau Director, coordinates with the BIA Regional Directors regarding emergency management activities; establishes goals and standards for Regional Emergency Coordinators; and represents the bureau on the Departmental Emergency Management Council, in accordance with 900 DM 1.

B. Chief, Internal Affairs Division. The Chief, Internal Affairs Division is responsible for conducting internal affairs investigations throughout Indian country and providing reports of findings to the Human Resources Office, Division of Personnel Security, and coordinating with other appropriate offices on personnel security issues. The Chief is also responsible for reporting findings related to the investigations to the responsible directorate for potential personnel action and tracking trends in complaints for use by the directorates in performance management.

C. Land Mobile Radio Program Manager. The Land Mobile Radio (LMR) Program Manager provides technical support for all Indian Affairs programs that utilize LMR. The Program Manager is responsible for policy development and program management of Indian Affairs activities concerning LMR communication systems. This includes infrastructure remediation, technical compliance, wireless communications standards, and interoperability among the various Indian Affairs user groups of the LMR system which includes but is not limited to public safety, education, public works, wildfire, and tribal technical assistance.

D. Department of Justice Liaison. The Department of Justice Liaison facilitates communication between BIA and OJS with the U.S. Department of Justice and other agencies within enforcement and justice services related to Tribal matters; participates in work groups and committees related to requirements and deadlines of the Tribal Law and Order Act (TLOA), Indian law enforcement, corrections and detention, and Indian alcohol and substance abuse; and relays programs and policies that affect law enforcement, tribal courts, and detention programs to key stakeholders such as: Tribal officials, Federal, State, Tribal and local governments, business organizations, universities, the media, special interest groups, Congress, and the public.

E. Associate Director - Field Operations. The Associate Director – Field Operations is responsible for administering, developing, and implementing organizational objectives for the Divisions of Law Enforcement, Drug Enforcement, Corrections, and Highway Safety, that integrate key national and program goals, priorities, and values; providing technical assistance to BIA direct service programs and Indian tribes relating to public safety programs; and stressing accountability and continuous improvements to meet the organization's vision, mission, and goals. The Directorate includes:

(1) Division of Law Enforcement. The division administers law enforcement programs within designated districts and provides accountability and performance management for police and criminal investigations. Initiatives are accomplished through strategic planning, implementation, and evaluation of programs and policies. The staff is also responsible for improving customer service and developing and implementing corrective action plans within BIA and tribal law enforcement programs, including uniformed police services, and criminal investigations.

(2) Division of Corrections. The division provides overall management for BIA corrections programs. This includes: providing technical assistance to the District Corrections supervisors, and staff; conducting/coordinating security audits, staffing analysis, conducting physical plant assessments of existing and proposed facilities for compliance with bureau and other national standards, and implementing and managing an automated information system. The division also facilitates all interagency cooperative agreements between in-house agencies and other autonomous departments in providing complete correction services to bureau and tribal corrections programs.

(3) Division of Drug Enforcement. The division provides assistance to the tribes residing within the United States. Assistance includes: drug investigations, training, analytical and technical support. Drug awareness and prevention are also key components of the program that provides additional funding to bureau and tribal school resource officers for anti-drug/anti-gang training.

(4) Division of Indian Highway Safety. The division promotes and coordinates programs to: reduce injuries and deaths resulting from motor vehicle accidents; encourage the proper use of occupant protection devices; reduce deaths or injuries resulting from persons driving motor vehicles while impaired by alcohol or a controlled substance; and improve law enforcement services in motor vehicle accident prevention, traffic supervision, and post accident procedures.

(5) Field Operations District Offices. Field Operations District Offices are in the following locations:

- (a) District 1 - Aberdeen, South Dakota
- (b) District 2 - Muskogee, Oklahoma
- (c) District 3 - Phoenix, Arizona
- (d) District 4 - Albuquerque, New Mexico
- (e) District 5 - Billings, Montana
- (f) District 6 - Nashville, Tennessee
- (g) District 7 - Minneapolis, Minnesota
- (h) District 8 - Portland, Oregon
- (i) District 9 - Sacramento, California

F. Associate Director - Professional Standards. The Associate Director - Professional Standards is responsible for managing and overseeing implementation of modern and up-to-date training courses for tribal and bureau law enforcement, telecommunications, and corrections officers; the conduct of timely internal audits to OJS and tribal law enforcement programs; and development of policy and procedures for all directorates and divisions within OJS. The Directorate coordinates assessments and identification of requirements to ensure adequate systems and procedures to support Indian Affairs mission-critical functions and facilities, the protection of the public, employees, information technologies, and vital records in case of an emergency. The Associate Director also recommends and develops comprehensive policy and guidelines for physical security; recommends modification of programs based on studies and evaluations; and communicates and disseminates information.

(1) **Indian Police Academy.** The Indian Police Academy provides modern and up-to-date training courses for tribal and bureau law enforcement, telecommunications, and corrections officers to assist in lowering the crime rate and ensuring safe communities. The Academy also offers courses for annual in-service training requirements and establishes partnerships with federal law enforcement agencies and other training resources to provide training opportunities for Indian country law enforcement personnel. The Academy is co-located with the Department of Homeland Security at the Federal Law Enforcement Training Center in Artesia, New Mexico.

(2) **Inspections Division.** The division is responsible for providing inspections of bureau and tribal law enforcement, and corrections programs; developing, updating, and revising OJS law enforcement and corrections policy and procedure; and conducting administrative investigations of bureau and Tribal law enforcement incidents including firearms discharges by officers, in-custody deaths, and/or serious injuries that occur in Indian Country jails.

G. **Associate Director - Tribal Justice Support.** The Associate Director - Tribal Justice Support provides funding, guidance, technical support, and advisory services to tribal courts and the Courts of Indian Offenses. This includes providing funding to tribal courts, training directed to specific needs of tribal court personnel, promoting cooperation and coordination among tribal justice systems and Federal and state judiciary systems, and providing oversight for the continuing operations the Courts of Indian Offenses. The Directorate also works with tribes to conduct tribal court reviews which are conducted using a modified model of the Trial Court Performance Standards (TCPS). TCPS assists tribal courts in identifying existing problems and formulating strategies for improvement of tribal courts and provides an outcome-oriented conceptual framework of tribal court performance areas, standards, and measures. The Associate Director also oversees the Victim Assistance Program (VAP) which provides assistance to victims who are involved with criminal prosecutions in tribal or Federal courts within Indian country during the investigative stages and at times throughout the entire prosecution process of both violent crimes and/or drug crimes. The program administers and promotes overall victim services by analyzing the needs of victims and the needs of law enforcement agencies, ensuring that the victims are afforded their rights under the Crime Victims Rights Act of 2004 as required for Federal law enforcement agencies. The Associate Director also provides technical assistance by analyzing the needs of tribal court juvenile programs and tribal court probation departments, when requested.

H. **Associate Director - Support Services.** The Associate Director - Support Services provides guidance, technical support, and advisory services to the Deputy Director and field staff related to the administrative functions, programs, and activities throughout OJS. This includes responsibility for directing and overseeing planning, coordinating, and obtaining administrative support services related to strategic planning, budget management, performance management, human resources, acquisitions and property management for OJS with and from subordinate units within Indian Affairs.

Bureau of Indian Affairs – Office of Justice Services

