



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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Instruction Memorandum No. CA 2004-031

To: Field Managers and Law Enforcement Personnel

From: State Director

Through: Special Agent-in-Charge

Subject: Reiteration of Communication and Coordination Policy and Procedures
For Law Enforcement Personnel and Functions

One of the Bureau's key objectives in the recently implemented LE realignment was to enhance communication and coordination between BLM LE personnel located in the W.O., State Office and Field Offices. I remain committed to the demonstration of excellence in CA as we continue our operations under the new organizational structure.

This Instruction Memorandum will serve as a reminder of the policy for communication and coordination of Law Enforcement activities and to reiterate my expectations for your full cooperation in our efforts to demonstrate excellence in California's law enforcement program effectiveness under the revised organization structure.

The following are excerpts from the WO-IB-2003-066 related to the communication and coordination expectations associated with the LE realignment decision. These excerpts provide a good summation of the expectations and roles and responsibilities which are more specifically addressed in the General Orders.

“Communication with BLM Washington Office law enforcement personnel, law enforcement personnel in the field and the Bureau's Safety Officer in the Washington Office and State Safety Officers will be enhanced as we more closely interface the Department.”

“BLM concurs that this is a positive approach that will help to ensure clear law enforcement focus, communication and responsiveness within the Agency and between BLM and the Department and its other Bureaus... Each SAC will maintain a close working relationship with respective State Directors and State Management Teams. Each State Staff

Ranger will maintain a close working relationship with respective Field Managers and Law Enforcement Rangers...”

Communication and Coordination of Law Enforcement activities in California will be conducted in strict compliance with the approved General Orders, Chapter 4, Roles and Responsibilities Chapter. The following summarizes some of the more important aspects of the roles and responsibilities and communication and coordination policy statements.

- The primary duty of the Special Agent-In-Charge (SAC) is to coordinate law enforcement activities within the state. S/he serves as the primary advisor and consultant for law enforcement matters to the State Director, Field Managers, Law Enforcement Officers (LEOs), and other bureau officials. The SAC provides direction and oversight for all investigations, and provides LEOs with technical guidance on criminal justice matters and BLM law enforcement policy, ensuring that appropriate managers are in compliance with the General Orders and other pertinent rules and regulations.
- In California, the line of communication for all LE administrative and personnel decisions are to come from the field or Field Manager, through the Special Agent-in-Charge (SAC) to the State Director’s office.
- LEOs are required to report all significant law enforcement activities to the SAC (GO29, Appendix 1).
- Incidents that require further investigation, particularly those felonies that have potential to be prosecuted federally, will be referred to the SAC and immediate notification will be made to the appropriate Special Agent. When appropriate the SAC will initiate consultation at another level (GO27, H, 1-2).
- Other than mere possession violations, other crimes such as drug manufacturing, trafficking, or cultivation cases must be referred to the SAC. All interagency drug operations must *also* be coordinated through the SAC (GO27, H-2-d).

Early coordination on all law enforcement and resource protection issues provides for efficient and effective operations. The Special Agent-In-Charge and staff are the contacts for information related to LE policy, procedures, and authority. If you have any questions, please contact Acting Special Agent-In-Charge Rob Smith at (916) 978-4450.

Signed by:
Mike Pool
State Director

Authenticated by:
Richard A. Erickson
Records Management

1 Attachment
1 – Agent Contact List (1 pp.)