



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
_____ Regional Office

Date:

Memorandum

TO: _____ as Wildfire Investigator

FROM: _____, Regional Director, _____ Region

SUBJECT: Delegation of Authority

You are hereby designated as team leader for the fire investigations in the _____ Region as assigned by the Duty Officer. You are delegated authority to conduct “cause and origin” wildfire investigations on Trust and Restricted Title lands in the Region. The following conditions apply to your assignment:

- 1) All operations will be conducted according to the policies established in the BIA’s National Wildfire Investigation Handbook, 2018. Additional local guidance is provided in the _____ Fire-Law Enforcement SOP.
- 2) All operations are to be conducted in a manner that prioritizes the safety of yourself and any assigned resources. For the additional safety of personnel, investigations are only authorized during daylight hours. Daylight hours are defined as 30 minutes before sunrise until 30 minutes after sunset.
- 3) You are to ensure all assigned resources adhere to all federal, state and local laws, regulation and ordinances. These laws include, but are not limited to: state motor vehicle operations regulations, cultural and archaeological protection laws, health and welfare regulations, and environmental protection and hazardous materials laws.

Delegation of Authority for Fire Investigation

- 4) Each individual investigation is to be authorized by the _____ Regional Office Duty Officer (DO). Requests for investigations from agencies, tribes, incident commanders or any other source must be coordinated through and approved by the DO. Likewise, requests for supplies, repairs and replacement items must be coordinated through the DO. Self-dispatching is not authorized.
- 5) You are directed to use unit logs (ICS 214) to document your daily activities. A copy of these daily logs will be included in the final report. Time will be kept on CTR's or the OSF -288 using FireCodes assigned by the DO.
- 6) You are authorized to work shifts up to 12 hours (including travel), depending upon the daily workload demands. Shifts longer than 12 hours may be allowed if needed to complete reports; however, each of these longer shifts must be justified through and pre-approved by the DO.
- 7) You are to utilize the trainees assigned to you on tasks that will advance their experience and qualifications, and document their progress in their task books.
- 8) You are to coordinate your investigations of suspected arson fires with the local law enforcement authorities having jurisdiction.
- 9) A final report will be provided to the Duty Officer summarizing: the number of fires investigated; the number investigations forwarded to law enforcement; progress on trainee's task books; the status of each investigation (closed – unsolved; closed –referred for trespass; or closed – referred to law enforcement); a copy of each investigation report (unless that report has been provided to a law enforcement organization as part of a criminal investigation); copies of the unit logs; and, any recommendations for improving/refining the assignment.

Daily supervision, investigation assignments, time keeping (fire codes), travel and lodging needs, and personnel assignments will be coordinated through the DO. The DO contact number is: _____. Technical advice/assistance on fire investigations will be provided by the Regional Fire Prevention Specialist (_____, Phone # _____).

This Delegation of Authority expires at 2000 CST on _____.