



***Policy & Procedure***      ***Number: COM-11***

***Date Issued: November 6, 2014***

***Section: Director's Office***

***Subject: GOVERNMENT TO GOVERNMENT  
RELATIONS WITH AMERICAN  
INDIAN TRIBES IN OREGON***

***Approved: Signed by Jean Straight on 11/6/14***

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***Applicability:***

This policy applies to all Department of Consumer and Business Services employees including the Workers' Compensation Board.

***Policy:***

The Department of Consumer and Business Services promotes positive government-to-government relations between the state and tribal governments. The department administers programs with activities that affect or potentially affect the tribes. It is the policy of this department to promote communication between the department and tribal governments. The Deputy Director or Multicultural Communications Program manager are designated as key agency contacts with tribal governments and will participate, at an appropriate level, in the DHS Health Cluster and the Economic Development Cluster to assure there is sufficient communication with the tribes to identify any programs of the department that may affect the tribes. All department employees are expected to identify whether the programs they administer or programs under development potentially affect tribal governments and report any identified to the Deputy Director or Multicultural Communication Program manager.

Because of the sovereign status of tribal governments, few activities of the department affect the tribes. However, by choice or through memorandums of understanding, there may be occasions when tribes choose to receive services of the department.

The Multicultural Communications Program manager is responsible for coordinating appropriate employee training provided by the Department of Administrative Services on the tribes' legal status, tribal members rights and issues of concerns.

The Multicultural Communications Program manager will also coordinate the department's annual report to the Governor and the Commission on Indian Services as outlined in [ORS 182.166\(3\)](#).

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### ***Definitions:***

Tribe                                      A federally recognized Indian tribe in Oregon as defined in [ORS 182.162](#).

### ***Procedure:***

#### **Program Development of Program Changes:**

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| All Employees   | 1. Identify if a new, an existing, or a change in a program will affect the tribe(s).  |
|   | 2. Communicate or coordinate with the affected tribes. If assistance is needed to identify a tribal representative on any particular issue, contact the Deputy Director or the Multicultural Communications manager. |
| Deputy Director or Multicultural Communications Manager | 3. If assistance is requested in identifying an appropriate tribal representative, contact will be made with each effected tribe to identify an appropriate representative designated by the tribe.                  |

#### **Education and training of department employees:**

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| Multicultural Communications Manager | 1. Coordinate with division administrators or deputies to identify employees who have regular communications with tribal governments.  |
| Division Administrators or Deputies  | 2. Identify and assign employees who have communication with tribes (as identified by their manager) to attend training provided by the Department of Administrative Services (DAS) relating to legal status, legal rights, and issues of concern to tribes. |
| Human Resource Services/Training     | 3. Provide a copy of <a href="#">ORS 182.162 to 182.168</a> and this policy to each new employee in attendance at the New Employee Orientation.  |
| Multicultural Communications Manager | 4. Notify DAS which employees will be attending the training.  |

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**Annual report to Governor and Commission on Indian Services:**

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| Multicultural<br>Communications<br>Manager | 1. | Coordinate with division administrators or deputies to identify circumstances where the division(s) has provided services or technical assistance to tribes, efforts made to promote communications with tribes and any issues identified as well as solutions implemented. |
| Division Administrators<br>or Deputies     | 2. | Provide feedback requested above.   |
| Multicultural<br>Communications<br>Manager | 3. | Prepare a report, which includes all information outlined in <a href="#">ORS 182.166(3)</a> .   |
| Director or Deputy<br>Director             | 4. | Review draft report, finalize and submit to Governor and Commission on Indian Services.   |

***References:***

Tribes      [ORS 182.162 to 182.168](#) — Relationship of State Agencies with Indian