

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM
FY 2020 LOCAL SOLICITATION**

PROGRAM NARRATIVE (Attachment 1)

The Employer Identification Number (EIN) on the SF-424 is the City of Flagstaff Municipal Government EIN. The Flagstaff Police Department has a vendor number that is 86-6000282, The City of Flagstaff's DUNS number is 088302625, SAM expiration date 02/06/2021. The Coconino County's DUNS number is 838150878, SAM expiration date 02/09/2021.

Program Objectives

Flagstaff Police Department (FPD) –

City of Flagstaff, Flagstaff Police Department (FPD) is applying for \$20,751.00 under the purpose of: LAW ENFORCEMENT PROGRAMS. The FPD portion of \$14,526.00 will fund equipment purchases to facilitate basic law enforcement functions and new agency initiatives/programs. In an effort to support the vision of the JAG Program, we are seeking approval to purchase equipment to improve our communication equipment, improve our computer hardware, and introduce new de-escalation training equipment. We feel the combination of these new programs will help improve officer safety, community policing, and ultimately result in crime prevention. The remaining \$436 will be used for the mandatory National Incident Based Reporting System (NIBRS) transition.

Coconino County Sheriff's Office (CCSO) –

CCSO is applying for \$6,038.00 under the purpose of: LAW ENFORCEMENT PROGRAMS. The funds will be used to purchase four VHR P25 digital mobile radios and four UHF refurbished radios to be installed in our off road UTVs and ATVs. These off-road vehicles are used during patrol operations and search and rescue operations where normal vehicles are unable to travel due to the rugged terrain which makes up most of our large county.

The remaining \$187.00 is applied to the associated National Incident Based Reporting System (NIBRS) costs, bringing the Coconino County Sheriff's Office total to \$6,225.00.

Organization Capabilities/Competencies

FPD – We have recently undergone a patrol shift realignment, based on calls for service and improved staffing levels. One result of this realignment indicates a reduction in staff overtime due to increased manning during high-volume call times. As such, we are seeking to purchase equipment and implement new programs to continue to pro-actively engage the community (particularly juveniles) and support our officers by improving our communication and training equipment. The Flagstaff Police Department Support Services Manager has been identified as the lead contact for this grant and that individual will be responsible for ensuring reporting is adhered to and all purchases follow/meet the requirements of the grant. The FPD Support Services Manager has a great working relationship and supports open, frequent communication with the City of Flagstaff Grants Management Team.

The City of Flagstaff Grants Management Team (GMT) is composed of the Grants and Contracts Manager, Grants Specialist, Financial Officer/Accountant, and the Project Representative. This team approach has assured the City's success in grant compliance from application to closeout. The GMT ensures all terms and conditions of the grant agreement are followed, provides oversight and monitoring for necessary financial and performance reports, monitors contract performance, and ensures all evaluation, audit and closeout procedures are met.

The City of Flagstaff has a full-time Grants and Contracts Manager position which involves researching, monitoring, and applying for available municipal-related grants, monitoring, implementing, evaluating, and assuring the compliance of terms and conditions, and in general, is the central coordinator for all grants; which may involve internal auditing and internal accountability for proper grant compliance. The Grants Specialist position provides support to the Grant and Contracts Manager in these functions. The Accountants assigned to the grants have a high level of technical expertise in governmental budgeting and accounting. In addition, the Project Representatives have extensive knowledge in the targeted areas in which they are seeking funds and are responsible for administering the programs.

The City receives numerous federal grants, which are audited yearly by an Independent Auditor on compliance with requirements applicable to each major program and on internal control over compliance in accordance with OMB 2 CFR Part 200. The Single Audit Report, Schedule of Expenditures of Federal Awards for the past five years, have reflected no audit findings.

The Coconino County Sheriff's Office is highly capable of implementing this project. Key players have been identified to oversee this project. We have a full-time Grants Manager that will monitor, evaluate, and assure the compliance of terms and conditions, and coordinate the implementation and reporting of the project. We have a Communication Manager that will coordinate with the Administrative Manager to purchase and program the equipment.

Program Activities - Design and Implementation

FPD –

Community Policing programs provide positive community relationships and excellent customer service to the community. While one-dimensional programs can be effective, we seek to incorporate multiple initiatives through a designed program. The program being referred to is also capable to be activated upon approval to purchase the equipment, as it is ideal for smaller groups and can be deployed while socially distancing.

Youth Alcohol Education and DUI Deterrence: If approved to purchase the Fatal Vision Goggles Kit and DIES Balcony Mat, the Public Information Officer and School Resource Officers will be utilizing these educational aids during events/classes in an effort to deter underage alcohol consumption and driving under the influence or while impaired. This program will be conducted no less than bi-annually.

Communication Equipment Improvements: Flagstaff Police Department is working to equip new vehicle builds with radio equipment that is currently supported by the existing radio service provider (Motorola). We feel it is imperative to ensure communications equipment is functional and not likely to fail during an emergency situation. Another key component of communication is an officer's Mobile Data Computer (MDC); the MDC is key to receive calls for service, call

notes and alerts from the dispatch center. We recently began purchasing new MDC's for officers and these devices required docking stations to be secure and usable inside the officer's vehicle.

De-escalation and Communication Training: Both the Flagstaff Police Department and JAG Program share an overwhelming desire for preservation of life. Better training materials are available for agencies to utilize, but they come at a cost. With approval of this grant request, FPD seeks to purchase and utilize a specially designed suit that can take TASER deployments to the individual wearing the suit; this will be used for more dynamic, scenario-based training and afford officers a much more realistic de-escalation and use of force training environment. The goal will be to focus on de-escalation and less-than-lethal techniques to gain compliance or control of a subject.

CCSO will enter into an Intergovernmental Agreement with the City of Flagstaff. Once this document has been fully executed, the County will follow its established best practice procurement methods to purchase the equipment. We will coordinate with the Information Technology Manager for programming and officer training.

Project Plan - Impact/Outcomes, Evaluation, and Sustainment

FPD – The current climate surrounding law enforcement has tested the relationships of agencies and their communities. No time in law enforcement has been more critical than now to engage in positive, community interactions and ensure officers have the appropriate training and equipment to safely fulfill their mission to preserve life, property, and order through reductions in crime and enforcing violations of the law.

With approval to purchase the requested equipment, we feel we can help address factors that help deter criminal activity and work to ensure officers feel comfortable and confident to fulfill their duties to the community.

Officers will continue to apply our historical CompStat process to address citizens' concerns of criminal activity, fear of crime, and public intoxication in high crime areas. Specific initiatives, directed patrol efforts, and undercover surveillance have proved extremely effective. Officers also worked closely with community members to improve the environmental design and security of high traffic/high crime locations.

Our Public Information Officer will maintain the "Fatal Vision Goggles" and associated "DIES Balcony Mat"; this will be used by our School Resource Officers and DUI Instructors to host classes in our local schools or training facility to educate the public of the dangers of alcohol and attempting to drive impaired. To consider this a successful program, during this grant's reporting periods, School Resource Officers/ DUI Instructors will be required to host no less than one (1) Youth Alcohol Education and DUI Deterrent event annually; this may be increased after schools re-open and the employment of social distancing (in response to the COVID-19 pandemic) has been lifted.

Our Support Services Supervisor will maintain an inventory of the radios and docking stations; these radios will be programmed by the FPD Radio Systems Analyst and assigned to be installed in new police vehicles. The radios and docking stations will be inventoried and labeled as "JAG PURCHASE" to ensure retention and destruction obligations are met. We will consider this a successful program if the new radios and docking stations experience less failure/repair time than current radios and docking stations for this grant's reporting period.

Our TASER and Defensive Tactics Instructors will maintain inventory of the de-escalation/TASER suit. They will be responsible for hosting trainings, no less than annually, that focus on de-escalation and communication techniques. Evaluation and success of this type of program is challenging to define, given the complexity of use of force situations in law enforcement, therefore success will be considered as the hosting of an annual training and enrollment/completion of the training by 80% of sworn staff during this grant's reporting period.

CCSO- Installing the mobile radios in our off-road vehicles will allow stronger, clearer communications between officers during patrol operations and search missions in our 18,600 square miles of rugged terrain.

The Sheriff's Office Communications Manager will add the equipment to our inventory and monitor the systems routinely to ensure continued coverage.

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM
FY 2020 LOCAL SOLICITATION**

BUDGET NARRATIVE (Attachment 2)

The total \$20,751.00 JAG funds will be divided between the disparate City of Flagstaff (\$14,526.00), Flagstaff Police Department (FPD) and Coconino County Sheriff's Office (CCSO) (\$6,225.00). The City of Flagstaff is requesting to utilize its share of the grant to procure communications equipment, training equipment and tools to help educate youth on the dangers and impairment associated with alcohol consumption.

CITY OF FLAGSTAFF POLICE DEPARTMENT

D. Equipment

Communications equipment is critical for effective policing and officer safety. We are seeking approval to purchase two (2) Motorola APX 4500 Mobile Radios and five (5) Havis-Ledco Docking Stations to power and secure officer's MDC's; both items will be installed in new vehicle builds; these are not to replace existing communications equipment.

| | | |
|---|------------------|--------------------|
| Qty. 2- Motorola APX 4500 Mobile Radios | \$2,980.00 (ea.) | \$5,960.00 |
| Qty. 5- Havis-Ledco Docking Stations | \$742.00 (ea.) | \$3,710.00 |
| Tax/Shipping | \$785.00 | \$785.00 |
| Program Total: | | \$10,455.00 |

TASER Training Suit: Flagstaff Police Department is seeking progressive ways to incorporate scenario-based, de-escalation and communication training, involving practical/potential application of TASER.

| | | |
|--------------------------------|----------------|-----------------|
| TASER X26P/X26 Simulation Suit | \$733.00 (ea.) | \$733.00 |
| TASER Simulation Suit Gloves | \$65.00 (ea.) | \$65.00 |
| Tax/Shipping | \$84.00 | \$84.00 |
| Program Total: | | \$882.00 |

Fatal-Vision Alcohol Impairment Goggles and Training Aids: To help educate youth on the seriousness of impairment and dangers associated with alcohol consumption and driving under the influence of alcohol.

| | | |
|--------------------------------|------------------|-------------------|
| Fatal Vision Alcohol Event Kit | \$1,850.00 (ea.) | \$1,850.00 |
| DIES Balcony Danger Mat | \$575.00 (ea.) | \$575.00 |
| Tax/Shipping | | \$328.00 |
| Program Total: | | \$2,753.00 |

Any remaining monies from this grant will be allocated towards the National Incident-Based Reporting System (NIBRS) transition for the City of Flagstaff.

| | | |
|---------------------------|----------|-----------------|
| NIBRS - City of Flagstaff | \$436.00 | \$436.00 |
| Program Total: | | \$436.00 |

COCONINO COUNTY SHERIFFS OFFICE

G. Subawards / Subrecipient

CCSO is applying for \$6,038.00 under the purpose of: LAW ENFORCEMENT PROGRAMS. The funds will be used to purchase four VHF P25 digital mobile radios and four UHF refurbished radios to be installed in our off road UTVs and ATVs. These off-road vehicles are used during patrol operations and search and rescue operations where normal vehicles are unable to travel due to the rugged terrain which makes up most of our large county.

| | | |
|--|------------------|------------|
| Qty. 4- VHF P25 Digital Mobile Radios, accessories, installation | \$1,208.50 (ea.) | \$4,834.00 |
| Qty. 4- UHF Refurbished Radios, accessories, installation | \$301.00 (ea.) | \$1,204.00 |

The remaining \$187.00 will be used for the mandatory National Incident Based Reporting System (NIBRS) transition and will be used in conjunction with the OnCall Records implementation to add NIBRS to the records software management system.

| | | |
|--------------------------------|----------|----------|
| NIBRS – <i>Coconino County</i> | \$187.00 | \$187.00 |
|--------------------------------|----------|----------|

| | | |
|--|--------------------|--|
| Total Project Cost – <i>City & County</i> | \$20,680.00 | |
|--|--------------------|--|

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM
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REVIEW NARRATIVE (Attachment 3)

The City of Flagstaff Staff Summary Report for the FY 2020 JAG grant application and Intergovernmental Agreement will be presented at the October 2020 City Council meeting. These meetings are open to the public and posted in City Hall and on the City's website. To comment on an item that is on the agenda citizens are asked to fill out a speaker card and submit it to the recording clerk. When the item comes up on the agenda, their name will be called to address the council and provide comment.

In addition, the Coconino County Board of Supervisors will address an agenda item on August 11, 2020, certifying approval of the grant application and an Intergovernmental Agreement between the disparate City of Flagstaff and Coconino County. The County Board meetings are also open to the public to comment on any agenda item.

This year's City funds will be spent to procure items, which will help ensure and promote effective policing, communication and aide in communication system improvements. Funding is also being requested to purchase training and educational equipment to improve officer safety and de-escalation techniques/communication. Lastly, part of the funding will aide in a community policing effort to educate and increase awareness to our youth population on the dangers and potential consequences of alcohol consumption. Any additional funds will be allocated towards fees associated with the department's transition to NIBRS.

The designated Coconino County funds will be applied towards the purchase of four VHR P25 digital mobile radios and four UHF refurbished radios to be install in off road UTVs and ATVs. These off-road vehicles are used during patrol operations and search and rescue operations where normal vehicles are unable to travel due to the rugged terrain which makes up most of our large county.

The remaining \$187.00 will be used for the mandatory National Incident Based Reporting System (NIBRS) transition and will be used in conjunction with the OnCall Records implementation to add NIBRS to the records software management system.

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM
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ABSTRACT (Attachment 4)

Applicant's Name: City of Flagstaff, Flagstaff Police Department (FPD)

Title of Project: FPD & CCSO – FY 2020 JAG Program

Goals:

FPD - Funding to pay communications equipment, training equipment and tools to engage with our community through interactive education.

CCSO – The goal of this project is to purchase four VHR P25 digital mobile radios and four UHF refurbished radios to be installed in CCSO off road UTVs and ATVs. These off-road vehicles are used during patrol operations and search and rescue operations where normal vehicles are unable to travel due to the rugged terrain which makes up most of our large county.

Description of Strategies:

FPD has a proven track record of establishing and maintaining crime prevention programs that elicit cooperation between community members and law enforcement personnel to control, detect and investigate crime. Strengthening our communications equipment and communications skills will only reinforce and improve our community policing principles and a CompStat policing model we have utilized for over a decade. Crime data is collected, disseminated and analyzed on a regular basis so that effective strategies and tactics can be developed to prevent or solve crimes. Using CompStat data, department personnel and resources are rapidly deployed to most effectively reduce crime, protect property and decrease the time it takes to improve the quality of life for individuals and/or families being impacted by crime trends. Our multifaceted, dynamic approach to crime reduction, improving quality of life and resource allocation will be assisted by improved communications equipment and remain effective, through improved training techniques (via improved training equipment). This year, we are also excited about the potential to purchase and deploy educational aids and host classes, in an effort to prevent youth alcohol exposure or crime, which may be attributed to alcohol consumption.

Coconino County is the second largest county in the United States, spanning over 18,600 square miles. Within our jurisdiction is rugged terrain and our radio communication system has areas with poor or non-existent communications. The cellular modem systems will be used during law enforcement operations where coverage is poor, increasing officer safety. The plotter printer will be used to print maps during emergencies, disasters and search and rescue operations.

Project Identifiers:

The twelve project identifiers that meet the criteria for the Edward Byrne Memorial Justice Assistance grant are Alcohol, Communication, Community Policing, Computer- Hardware, Crime Prevention, Equipment – General, Intervention Programs, Officer Safety, Policing, School Crime, System Improvements, and Training- De-escalation.

CCSO – The project identifiers that meet the criteria for the FFY20 Edward Byrne Memorial Justice Assistance grant are Communication, Community Policing, Community Prosecution, Equipment – General, Officer Safety, Policing, and System Improvements.

Major Deliverables:

FPD – The Flagstaff Police Department is fully capable to purchase, install/implement, and deploy the requested equipment within the allotted timeframe. We anticipate completion of all purchases within the first reporting period. There are no anticipated delays or issues with any of our programs, as both the de-escalation training equipment and the alcohol training aides can be deployed safely, while adhering to social distancing and federal, state and local guidelines.

CCSO –

Coordination Plans:

FPD – Follow all procurement guidelines, to establish an appropriate vendor to purchase the equipment from; follow through on payment and grant reporting requirements. Document the progress and all training courses/classes, which utilize the grant purchased equipment. Provide feedback/data to JAG and note whether the program was deemed successful or complete based on the definitions and guidelines of the program..

CCSO – We will enter into an Intergovernmental Agreement with the City of Flagstaff. Once this document has been fully executed, we will obtain approval from the County to purchase the equipment and train officers on its use.

This grant will not coordinate with any other justice-related funding and will be used solely for overtime by the City of Flagstaff and for the purchase of the cellular modem system and a plotter printer for the County.

Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
 (DOJ Financial Guide, Section 3.10)

A. Personnel

| Name <small>List each name, if known.</small> | Position <small>List each position, if known.</small> | Computation <small>Show annual salary rate & amount of time devoted to the project for each name/position.</small> | | | | | | |
|--|--|---|------|---|--------------------|------------|--------------------------|-----------------|
| | | Salary | Rate | Time Worked <small>(# of hours, days, months, years)</small> | Percentage of Time | Total Cost | Non-Federal Contribution | Federal Request |
| | | | | | | \$0 | | \$0 |
| Total(s) | | | | | | \$0 | \$0 | \$0 |

Narrative

B. Fringe Benefits

| Name <small>List each grant-supported position receiving fringe benefits.</small> | Computation <small>Show the basis for computation.</small> | | | | |
|--|---|------|------------|--------------------------|-----------------|
| | Base | Rate | Total Cost | Non-Federal Contribution | Federal Request |
| | | | \$0 | | \$0 |
| Total(s) | | | \$0 | \$0 | \$0 |

Narrative

C. Travel

| Purpose of Travel <small>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</small> | Location <small>Indicate the travel destination.</small> | Type of Expense <small>Lodging, Meals, Etc.</small> | Basis <small>Per day, mile, trip, Etc.</small> | Computation <small>Compute the cost of each type of expense X the number of people traveling.</small> | | | | | | |
|--|---|--|---|--|----------|------------|------------|------------|--------------------------|-----------------|
| | | | | Cost | Quantity | # of Staff | # of Trips | Total Cost | Non-Federal Contribution | Federal Request |
| | | | N/A | | | | | \$0 | | \$0 |
| Total(s) | | | | | | | | \$0 | \$0 | \$0 |

Narrative

D. Equipment

| Item <i>List and describe each item of equipment that will be purchased</i> | Computation <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i> | | | | |
|--|--|------------|-----------------|--------------------------|-----------------|
| | # of Items | Unit Cost | Total Cost | Non-Federal Contribution | Federal Request |
| Motorola APX 4500 Mobile Radio | 2 | \$2,980.00 | \$5,960 | | \$5,960 |
| Havis-Ledco Docking Stations | 5 | \$742.00 | \$3,710 | | \$3,710 |
| TASER X26P/X26 Simulation Suit | 1 | \$733.00 | \$733 | | \$733 |
| TASER Simulation Suit Gloves | 1 | \$65.00 | \$65 | | \$65 |
| Fatal Vision Alcohol Event Kit | 1 | \$1,850.00 | \$1,850 | | \$1,850 |
| DIES Balcony Danger Mat | 1 | \$575.00 | \$575 | | \$575 |
| Shipping and Taxes | 1 | \$1,197.00 | \$1,197 | | \$1,197 |
| City- NIBRS 3% set-aside, Records Management Software | 1 | \$436.00 | \$436 | | \$436 |
| Total(s) | | | \$14,526 | \$0 | \$14,526 |

Narrative

Communication Equipment Improvements: Flagstaff Police Department is working to equip new vehicle builds with radio equipment that is currently supported by the existing radio service provider (Motorola). We feel it is imperative to ensure communications equipment is functional and not likely to fail during an emergency situation. Another key component of communication is an officer's Mobile Data Computer (MDC); the MDC is key to receive calls for service, call notes and alerts from the dispatch center. We recently began purchasing new MDC's for officers and these devices required docking stations to be secure and usable inside the officer's vehicle.

De-escalation and Communication Training: With approval of this grant request, FPD seeks to purchase and utilize a specially designed suit that can take TASER deployments to the individual wearing the suit; this will be used for more dynamic, scenario-based training and afford officers a much more realistic de-escalation and use of force training environment. The goal will be to focus on de-escalation and less-than-lethal techniques to gain compliance or control of a subject.

Youth Alcohol Education and DUI Deterrence: If approved to purchase the Fatal Vision Goggles Kit and DIES Balcony Mat, the Public Information Officer and School Resource Officers will be utilizing these educational aids during events/classes in an effort to deter underage alcohol consumption and driving under the influence or while impaired. This program will be conducted no less than bi-annually. All equipment outlined in this Budget Worksheet will follow federal, state and local procurement regulations and/or policies.

E. Supplies

| Supply Items <i>Provide a list of the types of items to be purchased with grant funds.</i> | Computation <i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i> | | | | |
|---|--|-----------|------------|--------------------------|-----------------|
| | # of Items | Unit Cost | Total Cost | Non-Federal Contribution | Federal Request |
| | | | \$0 | | \$0 |
| Total(s) | | | \$0 | \$0 | \$0 |

Narrative

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| F. Construction | | | | | | |
|---|--|---|------|-----------------|--------------------------|-----------------|
| Purpose <i>Provide the purpose of the construction</i> | Description of Work <i>Describe the construction project(s)</i> | Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i> | | | | |
| | | # of Items | Cost | Total Cost | Non-Federal Contribution | Federal Request |
| | | | | \$0 | | \$0 |
| | | | | Total(s) | \$0 | \$0 |

| Narrative | |
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| G. Subawards (Subgrants) | | | | | | |
|---|---|---|--|-------------------|---------------------------------|------------------------|
| Description <i>Provide a description of the activities to be carried out by subrecipients.</i> | Purpose <i>Describe the purpose of the subaward (subgrant)</i> | Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i> | | | | |
| | | | | Total Cost | Non-Federal Contribution | Federal Request |
| Four (4) UHF Refurbished Radio with Antenna and Install | These off-road vehicles are used during patrol and search and rescue operations to access rugged terrain. | | | \$1,204 | | \$1,204 |
| Four (4) Mobile VHF P25 Radios for ATV/UTV Vehicles | These off-road vehicles are used during patrol and search and rescue operations to access rugged terrain. | | | \$4,834 | | \$4,834 |
| County- NIBRS 3% set-aside, Records Management Software | Records Management Software | | | \$187 | | \$187 |
| | | | | Total(s) | \$6,225 | \$0 |

| Consultant Travel (if necessary) | | | | | | |
|--|---|--|--|----------------------|------------|--------------|
| Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i> | Location <i>Indicate the travel destination.</i> | Type of Expense <i>Hotel, airfare, per diem</i> | Computation <i>Compute the cost of each type of expense X the number of people traveling.</i> | | | |
| | | | Cost | Duration or Distance | # of Staff | Total Cost |
| | | | | | | \$0 |
| | | | | | | Total |
| | | | | | | \$0 |

| Narrative | |
|------------------|--|
|------------------|--|

Most of Coconino County is made up of rugged terrain where typical patrol vehicles are incapable of traveling. The mobile radios will be installed in our off road UTV and ATVs to be used in our law enforcement operations in these areas. The County will use the 3% NIBRS set-aside to enhance our Records Management System in preparation of the transition to NIBRS. CCSO will enter into an Intergovernmental Agreement with the City of Flagstaff for funding distribution. Once this document has been fully executed, the County will follow its established best practices procurement methods to purchase the equipment. We will coordinate with the Information Technology Manager for programming and officer training. The Coconino County Sheriff's Office is highly capable of implementing this project. Key players have been identified to oversee this project. We have a full-time Grants Manager that will monitor, evaluate, and assure the compliance of terms and conditions, and coordinate the implementation and reporting of the project. We have a Communication Manager that will coordinate with the Administrative Manager to purchase and program the equipment. All equipment purchased will follow Federal, State and local procurement regulations and guidelines.

H. Procurement Contracts

| Description <i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i> | Purpose <i>Describe the purpose of the contract</i> | Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i> | | | |
|--|--|---|-------------------|---------------------------------|------------------------|
| | | | Total Cost | Non-Federal Contribution | Federal Request |
| | | | | | \$0 |
| Total(s) | | | \$0 | \$0 | \$0 |

Consultant Travel (if necessary)

| Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i> | Location <i>Indicate the travel destination.</i> | Type of Expense <i>Hotel, airfare, per diem</i> | Computation <i>Compute the cost of each type of expense X the number of people traveling.</i> | | | | | |
|--|---|--|--|----------------------|------------|------------|--------------------------|-----------------|
| | | | Cost | Duration or Distance | # of Staff | Total Cost | Non-Federal Contribution | Federal Request |
| | | | | | | \$0 | | \$0 |
| Total | | | | | | \$0 | \$0 | \$0 |

Narrative

I. Other Costs

| Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i> | Computation <i>Show the basis for computation</i> | | | | | | |
|--|--|-------|------|----------------|------------|--------------------------|-----------------|
| | Quantity | Basis | Cost | Length of Time | Total Cost | Non-Federal Contribution | Federal Request |
| | | | | | \$0 | | \$0 |
| Total(s) | | | | | \$0 | \$0 | \$0 |

Narrative

| J. Indirect Costs | | | | | |
|--|---|---------------------------|-------------------|---------------------------------|------------------------|
| Description <i>Describe what the approved rate is and how it is applied.</i> | Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i> | | | | |
| | <i>Base</i> | <i>Indirect Cost Rate</i> | <i>Total Cost</i> | <i>Non-Federal Contribution</i> | <i>Federal Request</i> |
| | | | \$0 | | \$0 |
| | | | Total(s) | \$0 | \$0 |

Narrative

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM
FY 2020 LOCAL SOLICITATION**

List of Project Identifiers

Applicable project identifiers associated with proposed project activities include:

1. Alcohol
2. Communication
3. Community Policing
4. Computer- Hardware
5. Crime Prevention
6. Equipment- General
7. Equipment- Audio/Video
8. Intervention Programs
9. Officer Safety
10. Policing
11. School crime
12. System Improvements
13. Training- De-escalation

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM
FY 2020 LOCAL SOLICITATION**

APPLICANT DISCLOSURE OF PENDING APPLICATIONS

The City of Flagstaff **does not** have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM
FY 2020 LOCAL SOLICITATION**

APPLICANT DISCLOSURE OF PENDING APPLICATIONS

The Coconino County Sheriff's **does not** have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Appendix C

Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)

Each applicant must provide responses to the following questions as an attachment to the application:

- (1) Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE?

FPD ANSWER: The Flagstaff Police Department has Policy 429 entitled Immigration Enforcement which conforms to the state law. (See attached)

CCSO ANSWER: The Coconino County Sheriff's Office has Policy 428 Immigration Violations which conforms to the Arizona Statute. (See attached)

- (2) Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1?

FPD ANSWER: Yes, the State of Arizona has A.R.S Section 11-1051 entitled Cooperation and Assistance in Enforcement of Immigration Laws. (See attached)

CCSO ANSWER: Yes, we are required to uphold Arizona Revised Statute 11-1051 Cooperation and Assistance in Enforcement of Immigration Laws. (See attached)

- (3) If yes to either:

- Please provide a copy of each law or policy;
- Please describe each practice; and

A.R.S. Section 11-1050 states (in pertinent part): "B. For any lawful stop, detention or arrest made by a law enforcement official or a law enforcement agency of this state or a law enforcement official or a law enforcement agency of a county, city, town or other political subdivision of this state in the enforcement of any other law or ordinance of a county, city or town or this state where reasonable suspicion exists that the person is an alien and is unlawfully present in the United States, a reasonable attempt shall be made, when practicable, to determine the immigration status of the person, except if the determination may hinder or obstruct an investigation. Any person who is arrested shall have the person's immigration status determined before the person is released. The person's immigration status shall be verified with the federal government pursuant to 8 United States Code section 1373(c)."

Flagstaff Police Department Policy 429 States (in pertinent part): "This agency shall conduct all immigration enforcement activities in a manner consistent with federal and state laws regulating immigration and protecting the civil rights, privileges and immunities of all persons. This policy will not limit or restrict the enforcement of federal immigration laws to less than the full extent permitted by federal law, nor does it restrict the full enforcement of state laws."

The policy further states, consistent with state law: "If, during the course of a lawful stop or detention of a person ("detainee"), an officer subsequently develops reasonable suspicion to believe a detainee is an alien and is unlawfully present in the U.S., the officer must make a reasonable attempt to determine the immigration status of the detainee with ICE/CBP."

- Please explain how the law, policy, or practice complies with section 1373.

FPD ANSWER: Arizona Law and Flagstaff Police Department Policy 429 do not prohibit or restrict a government entity from sending or receiving information from ICE regarding citizenship or immigration status in compliance with Section 1373(a) and (b)(1). The law and policy also do not restrict the maintaining of such information or the exchange of such information with other governmental entities in compliance with Section 1373(b)(2) and (3).

CCSO ANSWER: Arizona Revised Statute and the Coconino County Sheriff's Office Policy 428 do not prohibit or restrict a government entity from sending or receiving information from ICE regarding citizenship or immigration status in compliance with Section 1373(a) and (b)(1). The law and policy also do not restrict the maintaining of such information or the exchange of such information with other governmental entities in compliance with Section 1373(b)(2) and (3).

Note: Responses to these questions must be provided by the applicant to BJA as part of the JAG application. Further, the requirement to provide this information applies to all tiers of JAG funding, for all subawards made to state or local government entities, including public institutions of higher education. All subrecipient responses must be collected and maintained by the direct recipient of JAG funding and must be made available to DOJ upon request. Responses to these questions are not required from subrecipients that are either a tribal government/organization, a nonprofit organization, or a private institution of higher education.

Immigration Enforcement

429.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the management of investigations into issues related to immigration enforcement.

429.2 POLICY

This agency shall conduct all immigration enforcement activities in a manner consistent with federal and state laws regulating immigration and protecting the civil rights, privileges and immunities of all persons. This policy will not limit or restrict the enforcement of federal immigration laws to less than the full extent permitted by federal law, nor does it restrict the full enforcement of state laws.

The need for community trust and cooperation is an essential component of effective policing and public safety. In furtherance of this principle, victims and witnesses of crime and individuals who contact this agency to express concerns about our performance or file a complaint **shall not** be the focus of immigration inquiries and should be encouraged to cooperate in the reporting and investigation of crime and complaints.

Whenever a foreign national is arrested or detained in the United States, there are legal requirements an officer must follow to ensure the arrested / detained subject has access to consular assistance from his or her own government. These requirements apply to the arrest or detention of anyone who is not a United States citizen, including permanent resident aliens and illegal immigrants. Officers should refer to the diplomatic and consular contacts policy (#432) for proper protocol.

429.3 DEFINITIONS

ICE/CBP €“ Immigration and Customs Enforcement, or Customs and Border Protection.

Reasonable suspicion - when an officer is aware of specific, articulable facts which, when considered with objective and reasonable inferences, form a basis for particularized suspicion. The requirement of particularized suspicion encompasses two elements. First, the assessment must be based upon the totality of the circumstances. Second, that assessment must create a reasonable suspicion that the particular person is unlawfully present in the United States.

ICE Referral Form- Form (attached) that is utilized by officer to document aliens that have civil only detainers, administrative warrants, or any detainee questioned and suspected of unlawful immigrant status but released. This form will be documented with an FPD DR, and turned into Records via the normal report submission process. Records will forward this form to ICE.

429.4 CONSENSUAL CONTACTS

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- (a) State laws related to immigration enforcement neither expand nor limit an officer's ability to approach a person and engage that person in a voluntary conversation. During that conversation, the officer may inquire about any subject matter. The person contacted does not have to answer questions or produce any identification, but may choose to do so voluntarily. Officers do not have the authority to demand that a person "show their papers." If during the contact, the officer develops reasonable suspicion that the person has committed, is committing or is about to commit a crime, then the officer should proceed as provided in Section 429.5 below.
- (b) Officers should exercise discretion in making immigration status inquiries during consensual contacts with juveniles, victims and witnesses of crime. Officers shall refrain from making such inquiries of victims, witnesses, or those making citizen's complaints as discouraging cooperation is likely to hinder or obstruct the investigation and can negatively impact overall community trust and confidence. Immigration status inquiries should only be made when necessary to further an investigation. In order to avoid perceptions of bias based policing (including racial profiling) during consensual contacts, officers should be consistent in asking persons for their identification.
- (c) In no event shall race, color or national origin play any role in an officer's decision to inquire about immigration status in consensual encounters.

429.5 PERSONS LAWFULLY STOPPED OR DETAINED

If, during the course of a lawful stop or detention of a person ("detainee"), an officer subsequently develops reasonable suspicion to believe a detainee is an alien and is unlawfully present in the U.S., the officer must make a reasonable attempt to determine the immigration status of the detainee with ICE/CBP. There are two exceptions to this requirement:

- (a) When it is not practicable
 1. In determining whether it is practicable, officers should consider things such as work load, criticality of incident and of other present duties, available personnel on scene, location, available back-up, ability to contact ICE/CBP and availability of ICE/CBP.
- (b) When the determination may hinder or obstruct an investigation
 1. The officer should consider when or whether to investigate immigration status in light of the need for suspect, victim and witness cooperation in an investigation (this consideration is not necessarily limited to the investigation for which you have detained the person). For example, complex investigations of money laundering, human trafficking and drug smuggling may require significant cooperation of those involved.

In establishing whether there is reasonable suspicion to believe a person is an alien and unlawfully present in the U.S., an officer shall not consider the detainee's race, color or national origin, except to the extent that an officer may ask about a person's citizenship. If the detainee presents one of the following types of identification, it is presumed that the detainee is lawfully present in the U.S.

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No further investigation into the person's status is necessary, unless there are additional facts that cast doubt on the person's lawful presence:

- (a) A valid Arizona driver license,
- (b) A valid Arizona non-operating identification license,
- (c) A valid tribal enrollment card or other form of tribal identification, or
- (d) If the entity requires proof of legal presence in the U.S. before issuance, any valid U.S. federal, state or local government issued identification.

If reasonable suspicion exists to believe the person is unlawfully present, and if the detainee does not present presumptive identification or meet one of the exceptions that are listed in section 429.5 (a) and (b) above, the officer shall make a reasonable attempt to determine the person's immigration status. In determining whether reasonable suspicion exists the officer shall take into consideration the totality of the circumstances. Circumstances that may be considered include, but are not limited to::

- (a) lack of or false identification (if otherwise required by law)
- (b) possession of foreign identification
- (c) flight and/or preparation for flight; engaging in evasive maneuvers, in vehicle, on foot, etc.
- (d) voluntary statements by the person regarding their citizenship or lawful presence
 - (a) Note that if the person is in custody for purposes of Miranda, s/he may not be questioned about immigration status until after the reading and waiver of Miranda rights.
- (e) foreign vehicle registration
- (f) counter-surveillance or lookout activity
- (g) in company of other unlawfully present aliens
- (h) location, including for example:
 - (a) place where unlawfully present aliens are known to congregate looking for work
 - (b) a location known for human smuggling or known smuggling routes
- (i) traveling in tandem
- (j) vehicle is overcrowded or rides heavily
- (k) passengers in vehicle attempt to hide or avoid detection
- (l) prior information about the person
- (m) inability to provide their residential address
- (n) claim of not knowing others in same vehicle or at same location
- (o) providing inconsistent or illogical information
- (p) dress

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- (q) demeanor " for example, unusual or unexplained nervousness, erratic behavior, refusal to make eye contact
- (r) significant difficulty speaking English

When reasonable suspicion exists to believe a detainee is an alien and present in the U.S. unlawfully but there are no state or local criminal violations, the officer shall contact ICE/CBP, unless presumptive identification is presented or one of the exceptions in 429.5 (a) and (b) of this order applies.

- (a) The officer through dispatch shall contact the ICE Law Enforcement Support Center at 1-802-872-6020 to advise the Center that the officer has a person detained and needs to have the person's name, date of birth and alien number (if available) checked in the ICE database. The officer shall make a notation in the dispatch call notes of "immigration investigation".
- (b) If ICE/CBP advises the officer that there are federal criminal charges against the detainee, then the officer shall determine whether ICE/CBP will respond to take the person into custody or whether the officer should arrest the detainee and transport them to the Coconino County Jail. If the officer makes an arrest under these circumstances then a supervisor must be notified upon completion of the investigation.
- (c) If ICE/CBP advises the officer that the detainee only has federal civil charges, then the officer shall ask whether ICE/CBP will respond. The officer may not extend the initial lawful stop based upon the federal civil charges. Once the investigation related to the initial lawful stop has been completed, the detainee must be released unless the officer has developed reasonable suspicion or probable cause relating to other criminal activity. Without the person's consent, officers shall not transport the person based solely upon a federal civil violation.
- (d) If ICE/CBP is unable to indicate whether the federal charge against the detainee is civil or criminal, then the officer shall treat the charge as civil pursuant to paragraph (3) above.
- (e) If ICE/CBP does not answer or if they are unable to immediately verify that the detainee is unlawfully present, ICE/CBP should be asked to re-contact the officer if and when any information is available. The officer may then proceed to process the detainee as the officer would otherwise under our existing procedures. The officer shall not extend the detention solely to wait for ICE/CBP to respond. If the officer obtained relevant information during the lawful stop, the officer shall fill out an ICE referral form. The referral form will be submitted to records with the accompanying documents (Citation, Warning, etc) The referral report shall be submitted to ICE by records. The officer shall make a notation in the dispatch call notes of "immigration investigation".
- (f) If ICE/CBP verifies the subject has no records or is not wanted for civil or criminal charges, the officer does not need to complete the Ice Referral Form as long as the reasonable suspicion to conduct the inquiry will be covered in the call notes or a connecting report.
- (g) The U.S. Department of State does not consider it necessary to make consular notification in instances where the detention of a foreign national is for a short period

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of time. A routine traffic stop or accident investigation generally will not detain the national for more than a brief time, so notification is not necessary.

- (h) Juveniles who are detained based upon reasonable suspicion to believe they are involved in criminal activity shall not be asked about immigration status without the presence of a parent, guardian or attorney. Officers may ask for presumptive identification if appropriate, and may consider statements offered by the juvenile in determining whether reasonable suspicion exists to believe the juvenile detainee is unlawfully present in the U.S.

429.5.1 DOCUMENTATION OF REASONABLE SUSPICION

- (a) If an officer does an Ice inquiry on a stop or FI, and the suspect comes back clear Officers must list their reasonable suspicion in the call notes of the stop or FI (on the MDC). The officer shall also make a notation in the dispatch call notes of "immigration investigation".
- (b) If an officer does not get a timely return from ICE, the officer will complete the Ice Referral Form, where they will list their reasonable suspicion. The officer shall also make a notation in the dispatch call notes of "immigration investigation".
- (c) If an officer receives a civil hit, the officer will list their reasonable suspicion in the Ice Referral form. The officer shall also make a notation in the dispatch call notes of "immigration investigation".
- (d) If an officer receives a criminal hit they will list their reasonable suspicion in the report. The officer shall also make a notation in the dispatch call notes of "immigration investigation" and inform their supervisor of the arrest upon completion of the investigation.
- (e) Detectives will cover how they established reasonable suspicion in their detective supplemental report.

429.6 ARRESTS

- (a) Officers are required to verify the immigration status of all arrestees unless it can be verified through one of the forms of presumptive identification as outlined above. If a person is arrested and booked into jail the officer does not need to make the required immigration inquiry as that will be done by the jail prior to their release from custody.
- (b) When an officer arrests a person for a misdemeanor and is considering whether to cite and release the person, and has reasonable suspicion to believe the individual is undocumented, the officer through dispatch shall contact the ICE Law Enforcement Support Center at 1-802-872-6020 to advise the Center that an officer has a person under arrest and needs to have the person's name, date of birth and alien number (if available) checked in the ICE database.

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1. If ICE/CBP does not answer or if ICE/CBP is unable to verify that the arrestee is unlawfully present, then the officer will proceed to handle the arrestee according to agency policy, which may result in the issuance of a citation/referral and the release of the arrestee.
 2. If ICE/CBP verifies that the person has federal civil or criminal charges, then the officer may ask the federal agency to transport the person, the officer may transport the person to the agency, or the officer may transport the person to jail for booking on the state charges. FPD officers will not transport persons to jail on federal civil charges alone.
 3. If verification is made by the agency, the fact that verification was made and by whom will be documented in the DR. And the officer shall make a notation in the dispatch call notes of "immigration investigation".
- (c) When an officer arrests a person and is going to book the person into a jail facility, they do not need to inquire about their immigration status; however, they may need to ask about their country of citizenship for consular notification. As required by Arizona law, all persons who are to be booked into jail shall be asked about their country of citizenship, with the answer/s documented in the departmental report:
1. What is your country of citizenship?
 2. Where were you born?
 - (a) If the answer is other than the United States, officers will ask the arrested person if they have dual United States citizenship. Additionally, the following questions should be asked, but only after Miranda warnings have been given (if a juvenile, use appropriate Miranda warnings) and a waiver obtained.
 1. Are you in the United States legally?
 2. Do you have any registration documents or other proof of lawful presence?
- (d) In situations where a Foreign National is arrested but cited and released a short time later, it is unnecessary to notify their consulate. If, however, the Foreign National is being detained for a significant length of time (whether or not they are under arrest), it becomes necessary to advise the Foreign National of their right to have their consulate notified of their arrest or detention. Booking a Foreign National into jail or detaining them for several hours while questioning would require the officer to make the admonishment and any requested notification. This applies for the arrest of any Foreign National, whether they are in this country legally or not.

429.7 DETENTION AND REMOVAL ORDER (DRO) HOLDS (USUALLY A NCIC HIT)

- (a) The Detention and Removal Office is a unit of ICE that has the responsibility of detaining and transporting undocumented persons apprehended by ICE, CBP and local law enforcement.

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- (b) Once a person has been identified as being in the United States unlawfully, ICE will issue a DRO hold, which can be for criminal or civil violations.
 - 1. This hold will be similar to a warrant notification when a person's information is run through NCIC.
- (c) If an officer or dispatch receives a DRO notification from ICE, the following will be done:
 - 1. Call the phone number on the DRO notification to determine whether the DRO hold is criminal or civil.
 - 2. Detain and transport for criminal orders, if requested to do so by ICE.
 - 3. Complete a departmental report containing all relevant information.
- (d) Without the person's consent, officers will not transport for civil violations or continue to detain if the only violation is a civil DRO hold.
- (e) Consular notification procedures shall be followed if an arrest and transport is made.

429.8 NCIC ICE IMMIGRATION VIOLATOR FILE

- (a) ICE keeps a record of aliens who have been convicted of a felony crime in the United States and have since been deported to their country of citizenship. This record is known as the Deported Felon File which is located in the NCIC Immigration Violator File.
- (b) The Immigration Violator File contains the following additional categories:
 - 1. The ICE Absconder category, which contains the records for individuals with an outstanding administrative warrant of removal from the United States who have unlawfully remained in the United States.
 - 2. The ICE National Security Entry/Exit Registration System (NSEERS) category, which contains the records for individuals whom the Department of Homeland Security (DHS) and ICE have determined have violated registration requirements for entry into the United States.
 - 3. ICE enters this information into the NCIC Immigration Violator File.
 - 4. Police officers will not take enforcement action on Administrative Warrants or NSEERS hits, as these are civil or other non-criminal federal matters.
 - 5. The NCIC query results will advise whether the information displayed is an Administrative Warrant hit or a Deported Felon File hit.
- (c) If an officer runs a person who is the subject of a Deported Felon File notification, and there are no local charges, the following steps will be taken:

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1. Verify through physical description (scars, marks, tattoos, etc.), admission, or other available information, that the person on the notification is the same person.
 2. Contact the ICE Law Enforcement Service Center in Vermont through the communications dispatcher or call directly at 802-872-6020.
 3. Once the hit has been confirmed, officers will positively identify the subject through LiveScan, or fingerprint the individual and fax the fingerprints to ICE at FAX 602-379-4502.
 4. After the subject has been positively identified, CCSO Detention personnel will arrange for pick-up and disposition of the subject.
- (d) Officers will complete a departmental report titled "NCIC Immigration Hit" with the following information:
1. Subject's name and personal information.
 2. Time, place and reason for contacting the subject.
 3. Name and badge number of ICE agent that took custody of subject (if applicable).
- (e) If there are local charges along with a Deported Felon notification, there is no need to contact ICE. Follow normal booking procedures.

429.9 DOCUMENTATION

Officers are reminded of their responsibility to thoroughly document all facts and circumstances in a DC1, DC2, F.I., or ICE Referral Form (whichever is applicable) supporting their decisions in the application of this statute. They will include hardcopy responses from dispatch with all reports.

429.10 DISPATCH RESPONSIBILITIES

- (a) The Dispatch Center shall conduct all ICE verification for all arrests made by members of the Flagstaff Police Department. Dispatch will be contacted by arresting officers with a request that verification be made through The ICE Law Enforcement Center at 1-802-872-6020 or by NLETS. Dispatchers shall make a notation in the dispatch call notes of "immigration investigation".
- (b) When Dispatch completes the NLETS inquiry to verify whether a person is an alien and unlawfully present in the U.S., the inquiry will include the following information:
1. Is there any record that the person has ever completed an alien registration document?
 2. Whether the person has any other authorization from the federal government to remain in the U.S.

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3. Is the violation criminal or civil?
 - (c) All NLETS requests and returns shall be placed in a box specifically labeled for this purpose and made available for access by patrol officers. These documents shall be included with the officer's reports.

429.11 RECORDS RESPONSIBILITIES

Records will receive the ICE referral form via the normal report submission process and will be treated like a DC2 report. The Records Clerk will be responsible to scan a copy of the Ice Referral Form and attach it to the incident. A copy of the form will be forwarded to ICE.

429.12 ICE REFERRAL FORM

See attachment: ICE Form.JPG

429.13 U-VISA REQUESTS

The Victims of Trafficking and Violence Prevention Act (VTVPA) of 2000 encourages victims to report crimes and contribute to criminal investigations and prosecutions regardless of immigration status as well as supports law enforcement efforts to investigate and prosecute crimes committed against immigrant victims. The U-Visa provides eligible victims with nonimmigrant status to temporarily remain in the United States while assisting law enforcement. (U-Visa Law Enforcement Certification Resource Guide)

U-Visas are available through United States Citizenship and Immigration Services for undocumented foreign nationals who are current or former victims, witnesses, or affected family who are assisting or have assisted officials in the criminal justice system investigate or prosecute criminal activity.

Note: An agency's decision to provide a certification is entirely discretionary; the agency is under no legal obligation to complete a Form I-918 Supplement B for any undocumented foreign national.

1. VICTIMS INQUIRING ABOUT APPLYING FOR U-VISA OR REQUESTING assistance with completing an application should be directed to Coconino County Victim Witness Services or to obtain an attorney to assist them in the process. Officers are encouraged to also refer interested victims to www.usis.gov for more information.

2. ALL REQUESTS FOR U NONIMMIGRANT STATUS CERTIFICATION (USCIS) FORM I-918 SUPPLEMENT B (I-918B) SHALL be forwarded to the Lieutenant of the Detective Division for review and coordination in processing the request.

3. THE LIEUTENANT , OR A DESGINEE WILL:

- a. Log the request and coordinate with the investigating officers and the affected prosecuting agency in making the determination to recommend and forward the form I-918B to the Chief or the Chief's designee for final review.

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- b. Refer to instructions for the form provided by Department of Homeland Security when making this determination
- c. Consider forwarding completed request to the Chief or the Chief's designee for review if the applicant:
 - 1) Is a victim of a qualifying crime,
 - 2) Possess specific knowledge and details of the crime, and
 - 3) Has been, is being, or is likely to be helpful to law enforcement in the detection, investigation or prosecution of the qualifying crime.
- d. Determine if any additional information will be provided along with the certification, such as copies of police reports, any harm sustained by the victim that is known to the police department, or information regarding contacts with the applicant. Indicate on the form additional information is being provided, provide the form and the additional documentation to the applicant, retain a copy of the form and documents and send a copy separately to USCIS Vermont Service Center.
- e. Log the disposition of each request
- f. Send written notification to USCIS-Vermont Service Center if a victim unreasonably refuses to assist in the investigation or prosecution of their case after the form I-918B has been certified to Include the victim's name, date of birth, and A-number (if available) on all correspondence.

Attachments

ICE Form.JPG



Flagstaff Police Department

ICE Referral Form

911 E. Sawmill Road
Flagstaff, Arizona 86001

FAK: (928) 779-2703
Police Records: (928) 214-2530

Reason for Contact: (Call for Service, Traffic Stop, Subject Stop, etc.):

DR #:

Event Factors to consider when determining reason for suspicion that the person(s) listed are unlawfully present:
 Lack of: valid ID Possession of foreign ID Flight under preparation for flight Voluntary statements Foreign vehicle registration
 Covert surveillance or law enforcement activity In company of others who unlawfully present aliens Location Traveling in tandem
 Passenger in vehicle attempt to hide or avoid detection Prior information about the person Inability to provide social media address
 Claims of no time since their income vehicle or at same location Providing inconsistent or false personal information Suspicious demeanor
 Significant difficulty speaking English Other Risk and Factor: (explain)

Person's Name: LAST FIRST MIDDLE

Sex Date of Birth Country of Birth

Height Weight Hair Eyes Complexion Scars/Tattoos

Present? ID type ID Number, Exp. etc.

Yes No

Home Address Home Phone

Work Name/Address Work Phone

Work Days Work Hours Occupation Length of Employment

Work Affiliation Alias/AAA

Make Year Make Model Style Color

Make Plate # Year Make VIN

Registered Owner

Officer's Name Social# Duty Phone

Narrative:

Supervisor's Name/Signature: ID#

For contact information: ICE 24 hour contact: 1-(800) 973-2667, ICE Law Enforcement Support Center (ALETS Inquiry): 1-(602) 872-6020, Tucson Customs & Border Protection: (520) 836-7812, ICE Phoenix Duty Agent: (602) 379-3116

Immigration Violations

428.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to employees of the Coconino County Sheriff's Office for reporting, investigating and enforcing immigration laws.

428.2 POLICY

It is incumbent upon all employees of this office to make a personal and professional commitment to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of the Office in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their immigration status.

428.2.1 DETENTIONS

A detention occurs when a deputy intentionally, through words, actions or physical force causes a reasonable individual to believe he/she is being required to restrict his/her movement. Detentions also occur when a deputy actually restrains a person's freedom of movement.

428.2.2 CONSENSUAL CONTACTS

A consensual contact occurs when a deputy contacts an individual but does not create a detention through words, actions or other means. In other words, a reasonable individual would believe that his/her contact with the deputy is voluntary.

Consensual contacts with consenting individuals are encouraged by the Coconino County Sheriff's Office to strengthen community involvement, community awareness and problem identification. Deputies should be consistent about when they ask such consenting individuals for identification in order to avoid the perception of disparate treatment based on race, color or national origin.

428.2.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry or deportation. While it may often be necessary to determine the identity of a victim or witness, employees shall treat all individuals equally and without regard to race, color or national origin in any way that would violate the United States or Arizona Constitution.

428.3 ENFORCEMENT

It shall be the policy of this agency to question the immigration status of an individual only after a lawful arrest (the arrest having nothing to do with their immigration status) and when reasonable suspicion

exists they are illegally in this country. The immigration check will not be conducted by field deputies and will only be checked by detention staff at the time of booking.

428.3.1 FEDERAL CIVIL VERSUS CRIMINAL OFFENSES

An individual who enters into the United States illegally has committed a misdemeanor (8 USC § 1325(a)). Generally, an alien who initially made a legal entry into the United States but remains beyond what is a legal period of time has committed a civil offense.

Factors that may be considered in determining reasonable suspicion that a criminal violation has occurred may include, but are not limited to:

- (a) An admission or confession that the person is unlawfully present in the United States.
- (b) Reason to suspect that the person possesses immigration documentation that is forged, altered or otherwise indicative that the person is not legally present in the United States.
- (c) While a lack of English proficiency may be considered, it should not be the sole factor in establishing reasonable suspicion. When practicable, reasonable effort should be made to accommodate persons with limited English proficiency.
- (d) Proximity to a United States border or known routes used for illegal entry into the United States.
- (e) Other factors based upon training and experience, particularly those identified by Arizona Peace Officer Standards and Training (POST) material.

428.3.2 DETERMINING IMMIGRATION STATUS DURING STOPS AND DETENTIONS

A person is presumed to be lawfully present in the United States if the person provides any of the following (ARS § 11-1051):

- (a) A valid Arizona driver license or a valid Arizona non-operating identification license.
- (b) A valid tribal enrollment card or other form of tribal identification.
- (c) Any valid federal, state or local government-issued identification where proof of legal presence in the United States was required before issuance.
- (d) A drivers license or state issued ID from any state within the United States.

If appropriate documentation has been presented to the deputy, no obligation exists to pursue further investigation unless additional reasonable inquiry is warranted.

Circumstances may arise that make reasonable attempts to determine the immigration status of a stopped or detained person impracticable (ARS § 11-1051). Examples of these circumstances include, but are not limited to, time limitations, availability of personnel or other resources, issues of officer safety and communication capabilities. Deputies do not need a supervisor's approval to forgo such attempts in these circumstances but are expected to make reasonable decisions in good faith and based upon the totality of the circumstances presented at the time. Deputies who determine that no inquiry

regarding a detained person's immigration status is warranted should notify a supervisor and document the reason for no inquiry or for an incomplete inquiry in an associated dispatch log, Field Interview card or report.

428.3.3 SUPERVISOR RESPONSIBILITIES

When notified that a deputy has detained a person and established probable cause to believe the person has committed a criminal immigration offense, the supervisor should:

- (a) Confirm that the detained person's immigration status was properly verified.
- (b) Ensure that the detained person is taken into custody when appropriate. Appropriate steps may include, but are not limited to:
 - 1. Transfer to federal authorities.
 - 2. Lawful arrest for a criminal offense or warrant.

428.4 ARRESTS

Any person who is arrested shall have his/her immigration status checked. Unless the arrestee continues to be suspected of some crime for which he/she may be held, custody should not be prolonged for the immigration inquiry. The result of an immigration inquiry should be documented, even if the arrestee has been released (ARS § 11-1051).

428.4.1 BOOKINGS

Detention Staff will notify the Detention and Removal Office (DRO), a subsidiary of Immigration Custom Enforcement (ICE), immediately upon reasonable suspicion, notification or admission that an inmate in our facility is an alien and is unlawfully present in the United States. In determining whether reasonable suspicion of unlawful presence exists, officers should consider all relevant factors, including, among others:

- (a) Lack of or false identification, no date of birth, no social security number
- (b) Possession of foreign identification
- (c) Voluntary statements by the person regarding their citizenship or lawful presence
- (d) Prior information about the person
- (e) Inability to provide their residential address
- (f) Providing inconsistent or illogical information
- (g) Demeanor €" for example, unusual or unexplained nervousness, erratic behavior, refusal to make eye contact
- (h) Significant difficulty speaking English

428.4.2 INFORMATION SHARING

Unless otherwise dictated by law, it is the policy of the Coconino County Sheriff's Office that:

- (a) No employee will prohibit, or in any way restrict, any other employee from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373):
 1. Sending information to, or requesting or receiving such information from, ICE
 2. Maintaining such information in office records
 3. Exchanging such information with any other federal, state or local government entity
- (b) Employees will not limit or restrict the enforcement of federal immigration laws to less than the full extent permitted by federal law (ARS § 11-1051).

428.5 U-VISA/T-VISA NON-IMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U and T)). A declaration/certification for a U-Visa/T-Visa from the U.S. Citizenship and Immigration Services may be completed on the appropriate U.S. Department of Homeland Security (DHS) Form supplements (I-918 or I-914) by law enforcement and must include information on how the individual can assist in a criminal investigation or prosecution in order for a U-Visa/T-Visa to be issued.

Any request for assistance in applying for U-Visa/T-Visa status should be forwarded in a timely manner to the Operations Commander with Sheriff notification assigned to oversee the handling of any related case. The Operations Commander should:

- (a) Consult with the assigned detective to determine the current status of any related case and whether further documentation is warranted.
- (b) Review the instructions for completing the declaration/certification if necessary. Instructions for completing Forms I-918/I-914 can be found on the U.S. DHS website.
- (c) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the declaration/certification has not already been completed and whether a declaration/certification is warranted.
- (d) Address the request and complete the declaration/certification, if appropriate, in a timely manner.
- (e) Ensure that any decision to complete or not complete the form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed certification in the case file.

428.6 PROCEDURES FOR IMMIGRATION COMPLAINTS

Reasonable options when a person reports immigration violations include referrals to ICE and/or the Arizona Attorney General's office if the report relates to employment violations.

428.7 ICE REQUEST FOR ASSISTANCE

A specific request for assistance from ICE or any other federal agency should be directed to a supervisor. This office may provide available support services, such as traffic control or peacekeeping efforts, to ICE or other federal agencies.

428.8 TRAINING

The Training Coordinator shall ensure that all applicable employees receive appropriate immigration training supplied by Arizona POST.

428.9 POLICY RECORD

Originated By: Kathleen Levinson

Approved By: William B. Pribil, Sheriff

Effective Date: 12/12/2013

Publish Date: 12/12/2013

Rescinds: SOI 224

Updated:01/29/2020 - Jim Driscoll, Sheriff

11-1051. Cooperation and assistance in enforcement of immigration laws; indemnification

A. No official or agency of this state or a county, city, town or other political subdivision of this state may limit or restrict the enforcement of federal immigration laws to less than the full extent permitted by federal law.

B. For any lawful stop, detention or arrest made by a law enforcement official or a law enforcement agency of this state or a law enforcement official or a law enforcement agency of a county, city, town or other political subdivision of this state in the enforcement of any other law or ordinance of a county, city or town or this state where reasonable suspicion exists that the person is an alien and is unlawfully present in the United States, a reasonable attempt shall be made, when practicable, to determine the immigration status of the person, except if the determination may hinder or obstruct an investigation. Any person who is arrested shall have the person's immigration status determined before the person is released. The person's immigration status shall be verified with the federal government pursuant to 8 United States Code section 1373(c). A law enforcement official or agency of this state or a county, city, town or other political subdivision of this state may not consider race, color or national origin in implementing the requirements of this subsection except to the extent permitted by the United States or Arizona Constitution. A person is presumed to not be an alien who is unlawfully present in the United States if the person provides to the law enforcement officer or agency any of the following:

1. A valid Arizona driver license.
2. A valid Arizona nonoperating identification license.
3. A valid tribal enrollment card or other form of tribal identification.
4. If the entity requires proof of legal presence in the United States before issuance, any valid United States federal, state or local government issued identification.

C. If an alien who is unlawfully present in the United States is convicted of a violation of state or local law, on discharge from imprisonment or on the assessment of any monetary obligation that is imposed, the United States immigration and customs enforcement or the United States customs and border protection shall be immediately notified.

D. Notwithstanding any other law, a law enforcement agency may securely transport an alien who the agency has received verification is unlawfully present in the United States and who is in the agency's custody to a federal facility in this state or to any

other point of transfer into federal custody that is outside the jurisdiction of the law enforcement agency. A law enforcement agency shall obtain judicial authorization before securely transporting an alien who is unlawfully present in the United States to a point of transfer that is outside of this state.

E. In the implementation of this section, an alien's immigration status may be determined by:

1. A law enforcement officer who is authorized by the federal government to verify or ascertain an alien's immigration status.
2. The United States immigration and customs enforcement or the United States customs and border protection pursuant to 8 United States Code section 1373(c).

F. Except as provided in federal law, officials or agencies of this state and counties, cities, towns and other political subdivisions of this state may not be prohibited or in any way be restricted from sending, receiving or maintaining information relating to the immigration status, lawful or unlawful, of any individual or exchanging that information with any other federal, state or local governmental entity for the following official purposes:

1. Determining eligibility for any public benefit, service or license provided by any federal, state, local or other political subdivision of this state.
2. Verifying any claim of residence or domicile if determination of residence or domicile is required under the laws of this state or a judicial order issued pursuant to a civil or criminal proceeding in this state.
3. If the person is an alien, determining whether the person is in compliance with the federal registration laws prescribed by title II, chapter 7 of the federal immigration and nationality act.
4. Pursuant to 8 United States Code section 1373 and 8 United States Code section 1644.

G. This section does not implement, authorize or establish and shall not be construed to implement, authorize or establish the REAL ID act of 2005 (P.L. 109-13, division B; 119 Stat. 302), including the use of a radio frequency identification chip.

H. A person who is a legal resident of this state may bring an action in superior court to challenge any official or agency of this state or a county, city, town or other political subdivision of this state that adopts or implements a policy that limits or

restricts the enforcement of federal immigration laws, including 8 United States Code sections 1373 and 1644, to less than the full extent permitted by federal law. If there is a judicial finding that an entity has violated this section, the court shall order that the entity pay a civil penalty of not less than five hundred dollars and not more than five thousand dollars for each day that the policy has remained in effect after the filing of an action pursuant to this subsection.

I. A court shall collect the civil penalty prescribed in subsection H of this section and remit the civil penalty to the state treasurer for deposit in the gang and immigration intelligence team enforcement mission fund established by section 41-1724.

J. The court may award court costs and reasonable attorney fees to any person or any official or agency of this state or a county, city, town or other political subdivision of this state that prevails by an adjudication on the merits in a proceeding brought pursuant to this section.

K. Except in relation to matters in which the officer is adjudged to have acted in bad faith, a law enforcement officer is indemnified by the law enforcement officer's agency against reasonable costs and expenses, including attorney fees, incurred by the officer in connection with any action, suit or proceeding brought pursuant to this section in which the officer may be a defendant by reason of the officer being or having been a member of the law enforcement agency.

L. This section shall be implemented in a manner consistent with federal laws regulating immigration, protecting the civil rights of all persons and respecting the privileges and immunities of United States citizens.

State of Arizona

Title 11- Article 8: Enforcement of Immigration Laws

11-1051. Cooperation and assistance in enforcement of immigration laws; indemnification

A. No official or agency of this state or a county, city, town or other political subdivision of this state may limit or restrict the enforcement of federal immigration laws to less than the full extent permitted by federal law.

B. For any lawful stop, detention or arrest made by a law enforcement official or a law enforcement agency of this state or a law enforcement official or a law enforcement agency of a county, city, town or other political subdivision of this state in the enforcement of any other law or ordinance of a county, city or town or this state where reasonable suspicion exists that the person is an alien and is unlawfully present in the United States, a reasonable attempt shall be made, when practicable, to determine the immigration status of the person, except if the determination may hinder or obstruct an investigation. Any person who is arrested shall have the person's immigration status determined before the person is released. The person's immigration status shall be verified with the federal government pursuant to 8 United States Code section 1373(c). A law enforcement official or agency of this state or a county, city, town or other political subdivision of this state may not consider race, color or national origin in implementing the requirements of this subsection except to the extent permitted by the United States or Arizona Constitution. A person is presumed to not be an alien who is unlawfully present in the United States if the person provides to the law enforcement officer or agency any of the following:

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4. If the entity requires proof of legal presence in the United States before issuance, any valid United States federal, state or local government issued identification.

C. If an alien who is unlawfully present in the United States is convicted of a violation of state or local law, on discharge from imprisonment or on the assessment of any monetary obligation that is imposed, the United States immigration and customs enforcement or the United States customs and border protection shall be immediately notified.

D. Notwithstanding any other law, a law enforcement agency may securely transport an alien who the agency has received verification is unlawfully present in the United States and who is in the agency's custody to a federal facility in this state or to any other point of transfer into federal custody that is outside the jurisdiction of the law enforcement agency. A law enforcement agency shall obtain judicial authorization before securely transporting an alien who is unlawfully present in the United States to a point of transfer that is outside of this state.

E. In the implementation of this section, an alien's immigration status may be determined by:

1. A law enforcement officer who is authorized by the federal government to verify or ascertain an alien's immigration status.

2. The United States immigration and customs enforcement or the United States customs and border protection pursuant to 8 United States Code section 1373(c).

F. Except as provided in federal law, officials or agencies of this state and counties, cities, towns and other political subdivisions of this state may not be prohibited or in any way be restricted from sending, receiving or maintaining information relating to the immigration status, lawful or unlawful, of any individual or exchanging that information with any other federal, state or local governmental entity for the following official purposes:

1. Determining eligibility for any public benefit, service or license provided by any federal, state, local or other political subdivision of this state.

2. Verifying any claim of residence or domicile if determination of residence or domicile is required under the laws of this state or a judicial order issued pursuant to a civil or criminal proceeding in this state.

3. If the person is an alien, determining whether the person is in compliance with the federal registration laws prescribed by title II, chapter 7 of the federal immigration and nationality act.

4. Pursuant to 8 United States Code section 1373 and 8 United States Code section 1644.

G. This section does not implement, authorize or establish and shall not be construed to implement, authorize or establish the REAL ID act of 2005 (P.L. 109-13, division B; 119 Stat. 302), including the use of a radio frequency identification chip.

H. A person who is a legal resident of this state may bring an action in superior court to challenge any official or agency of this state or a county, city, town or other political subdivision of this state that adopts or implements a policy that limits or restricts the enforcement of federal immigration laws, including 8 United States Code sections 1373 and 1644, to less than the full extent permitted by federal law. If there is a judicial finding that an entity has violated this section, the court shall order that the entity pay a civil penalty of not less than five hundred dollars and not more than five thousand dollars for each day that the policy has remained in effect after the filing of an action pursuant to this subsection.

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K. Except in relation to matters in which the officer is adjudged to have acted in bad faith, a law enforcement officer is indemnified by the law enforcement officer's agency against reasonable costs and expenses, including attorney fees, incurred by the officer in connection with any action, suit or proceeding brought pursuant to this section in which the officer may be a defendant by reason of the officer being or having been a member of the law enforcement agency.

L. This section shall be implemented in a manner consistent with federal laws regulating immigration, protecting the civil rights of all persons and respecting the privileges and immunities of United States citizens.



Flagstaff Police Department

ICE Referral Form

911 E. Sawmill Road
Flagstaff, Arizona 86001

FAX: (928) 779-2703
Police Records: (928) 214-2530

| | | | | | |
|---|--------|---------------|------------------------|----------------------|---------------|
| Reason for Contact (Call for Service, Traffic Stop, Subject Stop, etc.): | | | | DR #: | |
| Relevant Factors to consider when determining reasonable suspicion that the person(s) is/are unlawfully present: <input type="checkbox"/> Lack of or false ID <input type="checkbox"/> Possession of foreign ID <input type="checkbox"/> Flight and/or preparation for flight <input type="checkbox"/> Voluntary statements <input type="checkbox"/> Foreign vehicle registration <input type="checkbox"/> Counter-surveillance or lookout activity <input type="checkbox"/> In company of other unlawfully present aliens <input type="checkbox"/> Location <input type="checkbox"/> Traveling in tandem <input type="checkbox"/> Passengers in vehicle attempt to hid or avoid detection <input type="checkbox"/> Prior information about the person <input type="checkbox"/> Inability to provide residential address <input type="checkbox"/> Claim of not knowing others in same vehicle or at same location <input type="checkbox"/> Providing inconsistent or illogical information <input type="checkbox"/> Suspicious demeanor <input type="checkbox"/> Significant difficulty speaking English <input type="checkbox"/> Other Relevant Factors: (explain) _____ | | | | | |
| Subject's Name: | | LAST | FIRST | MIDDLE | |
| Race | Sex | Date of Birth | | Country of Birth | |
| Height | Weight | Hair | Eyes | Complexion | Scars/Tattoos |
| ID Present? <input type="checkbox"/> Yes <input type="checkbox"/> No | | ID Type | ID Number, State, etc. | | |
| Home Address | | | | Home Phone | |
| Work Name/Address | | | | Work Phone | |
| Work Days | | Work Hours | Occupation | Length of Employment | |
| Gang Affiliation | | | Alias/AKA's | | |
| Vehicle Year | Make | Model | Style | Color | |
| Vehicle Plate # | Year | State | VIN | | |
| Registered Owner | | | | | |
| Officer's Name | | | Serial # | Duty Phone | |

Narrative: _____

Supervisor's Name/Signature: _____ ID# _____

ICE contact information: ICE 24 hour contact: 1-(800) 973-2867, ICE Law Enforcement Support Center (NLETS Inquiry): 1-(802) 872-6020, Tucson Customs & Border Protection: (520) 836-7812, ICE Phoenix Duty Agent: (602) 379-3116