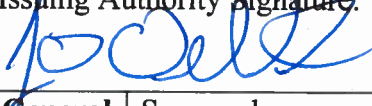


# MAPLEWOOD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Subject: <b>AG Immigrant Trust Directive</b>		Number: <b>1.15</b>	No.of Pages: <b>18</b>	Effective Date: <b>3/8/19</b>
Issuing Authority: <b>Chief Jim DeVaul</b>		Issuing Authority Signature: 		Signed Date: <b>3/8/19</b>
Source Documents: <b>Attorney General Law Enforcement Directive 2018-6</b>		Supercedes:		Accreditation Standards:
Reviewed/Revised Dates:				

**PURPOSE:**

The purpose of **SOP 1.15** is to comply with the **NJ Attorney General Immigrant Trust Directive 2018-6** issued on **November 29<sup>th</sup> 2018**, which directs the Chief of Police to create a **standard operating procedure (SOP)** outlining certain Maplewood Police Department policies, procedures and training with respect to the enforcement of Immigration Law and to comply with the New Jersey Attorney General's Directive 2018-6. A copy of the NJ Attorney General's Directive 2018-6 is attached to this order.

This SOP will outline the specific responsibilities and prohibitions of certain actions by the sworn police officers and civilian employees of the Maplewood Police Department, specifically with regard to the equal, respectful, and dignified treatment of all people regardless of their immigration status.

This SOP will further memorialize the intention of the Maplewood Township Committee to clarify the mission of the Maplewood Police Department with respect to immigration law enforcement as required under Resolution 3-17.

To be clear, the Maplewood Police Department's overriding mission is to enforce state and local criminal laws and to protect the community it serves. That mission has not been, nor will it be, the enforcement of Federal Immigration Laws.

This SOP will memorialize the authority of the sworn Maplewood police officers to perform police duties in compliance with and conformance to existing law, including the responsibility and authority of Maplewood police

officers to investigate suspicious and criminal behavior and to take appropriate and lawful actions to preserve and enhance the safety of the community and all citizens, irrespective of an individual's immigration status.

This SOP will also outline the mandatory training of Maplewood police officers to clarify their existing lawful authority and their limitations for the enforcement of Immigration laws consistent with the intentions and conditions set forth by the Maplewood Township Committee, statute, regulations, directives and court orders.

**Background:**

1. The Maplewood Police Department recognizes the importance of building and preserving strong community relationships with all residents regardless of their immigration status, in order to enhance the safety and security for the entire community. The Maplewood Police Department further recognizes that mutual respect and trust between the community and the police are critical to promoting public safety, since the police depend on the cooperation of individuals, whether documented or not, who are victims of or witnesses to crimes.
2. The Maplewood Police Department's Mission Statement (Adopted in 2011) states that the Mission of the Maplewood Police Department is to serve and safeguard all persons within the Township in a fair, safe, professional, and considerate manner consistent with the law and established goals of the community. The Maplewood Police Department, in partnership with the community, will endeavor to prevent, identify, and suppress criminal activity through a variety of creative and appropriate proactive and reactive means while ensuring that the rights of all citizens are recognized, respected, and preserved. The Maplewood Police Department will strive to maintain the highest standards of conduct and proficiency while seeking to provide a supportive and personally enriching workplace for the members of the organization.
3. The Maplewood Police Department has been accredited by the NJ State Association of Chiefs of Police for meeting the standards of best practices in policing and as such is recognized as a professional police organization.
4. The Maplewood Police Department is duly established by Maplewood Township Ordinance Chapter 6-29 under the authority provided and in the manner prescribed in New Jersey Statute 40:A14-118 titled "Municipal Police".
5. The Maplewood Police Department abides by New Jersey Law, NJ State Attorney General Guidelines, Directives and Policies, the Directives, Policies and guidance of the Essex County Prosecutor, as well as all applicable court

decisions, directives and policies with respect to all police duties and functions.

6. Maplewood Township Ordinance Chapter 6-33 enumerates the duties of the Maplewood Township Police Department, including, but not limited to:
  - a. To preserve the public peace;
  - b. To protect life and property;
  - c. To detect, arrest, and prosecute offenders of the Laws of New Jersey and the Ordinances of the Township of Maplewood.
7. The Maplewood Police Department is bound by and has operated in accord with existing law and policy with regard to fair and impartial policing practices, including NJ Attorney General's Directive 2005-1 promulgated on June 28<sup>th</sup> 2005. Based upon that directive and NJ law, officers of Maplewood Police Department shall not engage in racially influenced policing.
8. The Maplewood Police Department shall continue to comply with existing law and shall continue to conduct professional law enforcement duties that are not racially influenced. Training to prevent bias based policing was established and conducted for all officers beginning in 2005 to conform to NJ law and NJAG Directive 2005-1. It is presently part of NJ Basic Police Academy curriculum and all Maplewood Police Officers receive such training.
9. In accord with existing law, directives and policy, including but not limited to NJSA 2C:30-6 Crime of Official Deprivation of Civil Rights (effective March 14, 2003), Police actions shall not be based upon race or any other characteristic prohibited by law.
10. Maplewood Police Officers shall not rely on actual or perceived national origin, immigration or citizenship status, race, ethnicity, language proficiency, marital status, status as a victim of domestic violence, or status as a veteran or any other characteristic prohibited by law, as the sole criteria for initiating any investigative inquiry, police investigation or enforcement action.
11. Maplewood Police Officers shall operate within the limitations of existing New Jersey laws and applicable directives. When acting in compliance with New Jersey laws and directives, Maplewood police officers retain their full legal authority to lawfully inquire with, lawfully investigate, lawfully detain or lawfully arrest individuals in order to carry out the police duties conferred upon them by state law and local ordinance.

**Policy:**

1. All Sworn Officers and civilian employees of the Maplewood Police Department shall comply with the United States and New Jersey Constitutions, New Jersey Attorney General Directives and Federal and State Nondiscrimination Laws; shall not take any actions that profile individuals or groups based on religion, race, ethnicity, national origin or immigration status; and shall not engage in racially-influenced policing as defined in New Jersey Law Enforcement Directive No. 2005-1.
2. No Police department employee, sworn or civilian shall take part in the registration or reporting of individuals based on religion, race, ethnicity, national origin or immigration status except, as required by NJ Attorney General's Directives.
3. The Maplewood Police Department's overriding mission is to enforce state and local criminal laws and to protect the community it serves and not to administer Federal Immigration Laws. The Federal Government is the authority responsible for enforcement of Immigration Law.
4. The Maplewood Police Department shall adhere to the directives and guidelines of the New Jersey Attorney General with respect to the manner in which local law enforcement agencies interact with Federal Immigration authorities-Including but not limited to NJ Attorney General's Directive 2018-6 (Dated November 29, 2018) which establishes the manner in which local, county and state law enforcement officers shall interact with federal immigration authorities.
5. The Maplewood Police department shall not expend Township funds or resources to enforce Federal Immigration Laws unless required by Federal or State statutes, regulations, court decisions, directives and guidelines of the New Jersey Attorney General.
6. In compliance with Resolution 3-17, the Maplewood Police Department shall not be a party to or participate in immigration enforcement programs authorized under Section 287 (g) of Title 8 United States Code 1357 (g).
7. Nothing in Maplewood Township Resolution #3-17 shall be construed or implemented to conflict with any obligation imposed by Federal or State statutes, applicable regulations and directives of the New Jersey Attorney General, Essex County Prosecutor or local Ordinance

## Procedure:

- I. All Sworn police officers of the Maplewood Police Department shall learn, review as necessary, and adhere to the restrictions and responsibilities for police officers established in Resolution #3-17, this SOP and in NJ Attorney General's Directive 2018-6 (Dated November 29, 2018). These responsibilities include but are not limited to:
  - A. The fair and impartial treatment of victims, witnesses and all citizens irrespective of their immigration status.
  - B. The prohibition of racial profiling and bias based policing.

## II. Local Police Enforcement Limitations:

Local police are not charged with the enforcement of federal immigration laws. The federal government and its agencies are the authorities responsible for enforcement of immigration law. With this authority, the federal government has enacted laws, such as the Immigration and Naturalization Act (I.N.A.) that regulates a person's entry into the United States, his or her ability to remain in the country, and numerous other aspects of immigration.

- A. Except pursuant to **Sections II C and III below**, no state, county, or local law enforcement agency or official shall:
  1. Stop, question, arrest, search, or detain any individual based solely on:
    - a. actual or suspected citizenship or immigration status;  
*or*
    - b. actual or suspected violations of federal civil immigration law.
  2. Inquire about the immigration status of any individual, unless doing so is:
    - a. Necessary to the ongoing investigation of an indictable offense by that individual; and
    - b. Relevant to the offense under investigation.
- B. Limitations on assisting federal immigration authorities in enforcing federal civil immigration law. Except pursuant to Sections II.c and III below, no state, county, or local law enforcement agency or official shall provide the following types of assistance to federal

immigration authorities when the sole purpose of that assistance is to enforce federal civil immigration law:

1. Participating in civil immigration enforcement operations.
2. Providing any non-public personally identifying information regarding any individual.
3. Providing access to any state, county, or local law enforcement equipment, office space, database, or property not available to the general public.
4. Providing access to a detained individual for an interview, unless the detainee signs a written consent form that explains:
  - a. the purpose of the interview;
  - b. that the interview is voluntary;
  - c. that the individual may decline to be interviewed; and
  - d. that the individual may choose to be interviewed only with his or her legal counsel present.
5. Providing notice of a detained individual's upcoming release from custody, unless the detainee:
  - a. is currently charged with, has ever been convicted of, or has ever been adjudicated delinquent for a violent or serious offense, as that term is defined in Appendix A of the NJ Attorney General Directive 2018-6;
  - b. in the past five years, has been convicted of an indictable crime other than a violent or serious offense; or
  - c. is subject to a Final Order of Removal that has been signed by a federal judge and lodged with the county jail or state prison where the detainee is being held.
6. Continuing the detention of an individual past the time he or she would otherwise be eligible for release from custody based solely on a civil immigration detainer request, unless the detainee:
  - a. is currently charged with, has ever been convicted of, or has ever been adjudicated delinquent for a violent or serious offense, as that term is defined in Appendix A of the NJ Attorney directive 2018-6;
  - b. in the past five years, has been convicted of an indictable crime other than a violent or serious offense; or

- c. is subject to a Final Order of Removal that has been signed by a federal judge and lodged with the county jail or state prison where the detainee is being held.

Any such detention may last only until 11:59 pm on the calendar day on which the person would otherwise have been eligible for release.

- C. Exceptions and exclusions. Nothing in Sections II.a or II.b shall be construed to restrict, prohibit, or in any way prevent a state, county, or local law enforcement agency or official from:
  - 1. Enforcing the criminal laws of this state.
  - 2. Complying with all applicable federal, state, and local laws.
  - 3. Complying with a valid judicial warrant or other court order, or responding to any request authorized by a valid judicial warrant or other court order.
  - 4. Participating with federal authorities in a joint law enforcement taskforce the primary purpose of which is unrelated to federal civil immigration enforcement.
  - 5. Requesting proof of identity from an individual during the course of an arrest or when legally justified during an investigative stop or detention.
  - 6. Asking an arrested individual for information necessary to complete the required fields of the LIVESCAN database (or other law enforcement fingerprinting database), including information about the arrestee's place of birth and country of citizenship.
  - 7. Inquiring about a person's place of birth on a correctional facility intake form and making risk-based classification assignments in such facilities.
  - 8. Providing federal immigration authorities with information that is publicly available or readily available to the public in the method the public can obtain it.
  - 9. When required by exigent circumstances, providing federal immigration authorities with aid or assistance,

including access to non-public information, equipment, or resources.

10. Sending to, maintaining, or receiving from federal immigration authorities' information regarding the citizenship or immigration status, lawful or unlawful, of any individual.

### **III. Agreements with the Federal Government:**

- A. No state, county, or local law enforcement authority shall enter into, modify, renew, or extend any agreement to exercise federal immigration authority pursuant to Section 287(g) of the Immigration and Nationality Act, 8 U.S.C. § 1357(g), unless:
  1. The Attorney General grants written approval; or
  2. The agreement is necessary to address threats to the public safety or welfare of New Jersey residents arising out of a declaration of a state or national emergency.

No state, county, or local law enforcement officer shall otherwise exercise federal civil immigration authority outside the context of Section 287(g). Nothing in Section II shall apply to law enforcement agencies that are party to an agreement to exercise federal immigration authority pursuant to Section 287(g) when they are acting pursuant to such agreement.

#### **B. Intergovernmental Service Agreements.**

1. Nothing in Section II of this Directive shall apply to law enforcement agencies that are currently party to an Intergovernmental Service Agreement (IGSA) to detain individuals for civil immigration enforcement purposes when they are acting pursuant to such an agreement.

### **IV. Criminal versus Civil Immigration Violations:**

1. Immigration laws differ from the criminal laws that local police officers deal with most regularly in that immigration laws contain both civil and criminal aspects.
2. Civil Immigration violations include, for example, illegal presence and failure to depart after the expiration of a temporary visa.



3. Local police have no authority to arrest or unlawfully detain a person for a civil violation. See Essex County Prosecutor's Memorandum #21-2009 (Dated April 23, 2009). Municipal Police officers lack qualified immunity in civil matters, and may be subject to legal action for unlawful detention, even if acting in good faith.
4. Criminal Immigration violations include illegal entry, re-entry after deportation, and failure to depart after an order of removal.
5. Maplewood Police Officers are authorized to make arrests for all valid criminal arrest warrants and all violations of State and local law.

**V. NCIC/SCIC Immigration HITS:**

1. Officers shall not arrest or unlawfully detain persons who are entered in the NCIC/SCIC system by U.S. Immigration and Customs Enforcement (ICE) unless the entry is for an actual criminal arrest warrant and only after the "Hit" confirmation process has been completed. A NCIC/SCIC immigration status warning "Hit" is not an arrest warrant and as such, officers have no authority to unlawfully detain or arrest on the basis of an immigration status warning only.
2. All other non-immigration related NCIC/SCIC HITS shall be investigated and processed according to standard practices.
3. All criminal arrest warrants shall be verified and acted upon in accordance with the law.

**VI. Immigration Detainer vs. Immigration Warrant:**

It is important for Supervisors, Officers, and Dispatchers to discern between an ICE Detainer (DHS I-247) and an Arrest Warrant.

1. DHS I-247 Detainer
  - a. Any authorized immigration officer may at any time issue a Form I-247, Immigration Detainer Notice of Action, to any Federal, State or Local

law enforcement agency. A detainer serves to advise another law enforcement agency that ICE seeks custody of the individual in the custody of that agency for the purpose of further investigation or for actual removal of that person. A DHS I-247 detainer may or may not be supported by a criminal Arrest Warrant. A detainer is a request from ICE and not a court issued order if it is not supported by a criminal Arrest Warrant.

**Officers shall not unlawfully detain individuals based upon a DHS Detainer only.**

**b. The Maplewood Police Department shall not call, email or otherwise direct report to ICE any information regarding DHS Detainers as notification will be done through LIVESCAN only and any further action will be the responsibility of Immigration Officials to follow up.**

## 2. Arrest Warrant

a. An Arrest Warrant is a legal order issued by a court that directs all sworn law enforcement officers to deliver a specific individual by means of arrest before the appropriate court. Police Officers have no discretion in deciding whether to arrest said individual and must take the named person into custody on a validly issued Arrest Warrant.

## 3. Verification of Immigration Warrants- Criminal/Civil

a. Supervisors and officers shall differentiate valid Arrest Warrants from a DHS Detainer and verify the status of an Arrest Warrant or DHS Detainer prior to making a final determination for action.

b. All Criminal Warrants shall be verified and acted upon in accordance with the law.

**VII. Limitations on Immigration Violations Arrest without a Warrant.**

1. New Jersey State law does NOT authorize local police to detain persons for immigration violations unless the NCIC Alert is supported by a Criminal Warrant.
2. NCIC Alert entries may be supported by a Civil or Criminal arrest warrant.
3. Maplewood Police Department policy mandates that employees of this department will not unlawfully detain persons pursuant to an ICE Detainer (DHS I-247) – or administrative warrant, both of which are currently issued by federal immigration officers and not Judges.

No departmental resources will be expended to comply with these detainers. Under federal and state law, local law enforcement agencies are not required to enforce civil administrative warrants or civil detainers issued by federal immigration officers rather than federal state judges.

**VIII. Assistance to Federal Immigration Authorities:**

1. Maplewood Police Department, except pursuant to Sections II.C and III of NJ Attorney General's Directive 2018-6, shall not provide any assistance to federal immigration authorities as outlined in Section II.B of the NJ Attorney General's Directive 2018-6 when the sole purpose of that assistance is to enforce federal civil immigration law.
2. In fulfillment of the public safety responsibility established by NJ Statute 40A:14-118, NJ Attorney General's Directive 2018-6, and Maplewood Township Ordinance 6-33, the Maplewood Police Department shall provide the appropriate level of assistance to federal authorities for Immigration Law Enforcement, consistent with the provisions set forth below, only when requested or for a Non-immigration enforcement public safety emergency.

3. In fulfillment of the public safety responsibility established by NJ Statute 40A:14-118, NJ Attorney General's Directive 2018-6 and Maplewood Township Ordinance 6-33, when an officer receives a request from ICE for police assistance in an enforcement operation, the request shall be referred to a Shift Commander.
4. In fulfillment of the public safety responsibility established by NJ Statute 40A:14-118, NJ Attorney General's Directive 2018-6 and Maplewood Township Ordinance 6-33, the Shift Commander in consultation with a Captain and/or the Chief of Police shall review the request and direct the proper police assistance based on the potential affects to the prevailing public safety circumstances.
5. In fulfillment of the public safety responsibility established by NJ Statute 40A:14-118, NJ Attorney General's Guideline 2018-6 and Maplewood Township Ordinance 6-33, for the purpose of tactical and safety reasons officer(s) will be assigned to accompany the federal agents to the location of the enforcement activity, but shall not take an active arrest role in the immigration enforcement action. However, Maplewood Officers shall take appropriate arrest or enforcement action for all other criminal warrants or other violations of the law.
6. In fulfillment of the public safety responsibility established by NJ Statute 40A:14-118, NJ Attorney General's Guideline 2018-6 and Maplewood Township Ordinance 6-33, Maplewood Officers shall not enter a structure to arrest, or interview, or otherwise participate in an immigration enforcement action inside of any location, but may, in the interest of public safety provide emergency police presence or assistance in case of a disturbance or other public safety concern that may arise as a result of the immigration enforcement action. However, Maplewood Officers shall take appropriate arrest or enforcement action for all other criminal warrants or other violations of the law.

7. Upon completion of the operation, the Shift Commander shall ensure that an Incident Report is completed that shall include, at a minimum, the location and target of the ICE action, the name of the ICE Supervising Agent, and their agency/office phone number.
8. Officers will provide assistance in the form of information, referrals and any other basic need or social service a resident may require as a result of the actions. Whenever indicated, officers shall make best reasonable efforts to provide language translation services through available resources (i.e. Language Line) or on-scene translators to assist. Additionally, whenever possible, the Local Director of Welfare Services should be provided the names and contact information of any adversely affected individuals so that assistance may be provided.
9. Immigration enforcement requests addressed by the Maplewood Police Department shall be documented under **RMS Type Code 3360** that a periodic report of immigration related actions can be produced for the Township Committee.
10. On an annual basis the Maplewood Police Department shall report, in a manner to be prescribed by the Attorney General, any instances in which the agency provided assistance to federal civil immigration authorities for the purpose of enforcing federal civil immigration law described in sections II.B.1 to II.B.6 of the NJ Attorney General's Directive 2018-6.
11. All victims and witnesses of crimes regardless of their immigration status or other characteristics are entitled to services provided by the Essex County Prosecutor's Office of Victim/Witness advocacy (973) 621-4700. Referrals to said office shall be made in all circumstances requiring same. Such services include but are not limited to:
  - Crisis Intervention
  - Financial Assistance
  - Transportation
  - Shelter
  - Relocation

- Child Care
- Social Services

In addition the service can also provide assistance and guidance in protecting immigrant victims while aiding them in the application for a U-Visa where appropriate. This agency shall provide reasonable assistance to facilitate access to the Victim/Witness Advocacy Unit to assist in that process.

12. Requests for information from the public or press shall be directed to the Public Information Officer of the Police Department.

## **IX. Requests for T and U Nonimmigrant Status Certifications**

**A.** The Maplewood Police Department shall post on its departmental website procedures for obtaining T and U visa certifications in accordance with NJ Attorney General's Directive 2018-6 Section IV. T and U visa certifications are applied for through the Department of Homeland Security U.S. Citizenship and Immigration Services.

### **B. T-visa Certifications**

1. The petitioner of a T-visa certification can access the U.S. Citizenship and Immigration Services (USCIS) forms and instructions online at <https://www.uscis.gov/i-914>.
2. If the petitioner does not have Internet access, they may call the USCIS National Customer Service Center at 1-800-375-5283 and ask that they mail a form to them. For TTY (deaf or hard of hearing) call: 1-800-767-1833.
3. The petitioner may request the Maplewood Police Department complete forms USCIS Form I-914 supplement B for T-visa certification. Any request made to the Maplewood Police Department shall be forwarded to the Detective Bureau who will process the request within 120 days of the request being made.

- a. The completion of Supplement B is at the discretion of the Maplewood Police Department investigating Detective.
- b. Instructions for completing and reviewing Supplement B is provided by the USCIS at <https://www.uscis.gov/i-914>
- c. The Department of Homeland Security has provided a Law Enforcement Resource Guide at [https://www.dhs.gov/sites/default/files/publications/PM\\_15-4344%20U%20and%20T%20Visa%20Law%20Enforcement%20Resource%20Guide%2011.pdf](https://www.dhs.gov/sites/default/files/publications/PM_15-4344%20U%20and%20T%20Visa%20Law%20Enforcement%20Resource%20Guide%2011.pdf)

### **C. U-visa Certifications**

1. The petitioner of a U-visa certification can access the U.S. Citizenship and Immigration Services (USCIS) forms and instructions online at <https://www.uscis.gov/i-918>
2. If the petitioner does not have Internet access, they may call the USCIS National Customer Service Center at 1-800-375-5283 and ask that they mail a form to them.  
For TTY (deaf or hard of hearing) call: 1-800-767-1833.
3. The petitioner may request the Maplewood Police Department complete forms USCIS Form I-918 supplement B for U-visa certification. Any request made to the Maplewood Police Department shall be forwarded to the Detective Bureau who will process the request within 120 days of the request being made.
  - a. The completion of Supplement B is at the discretion of the Maplewood Police Department investigating Detective.

- b. Instructions for completing and reviewing Supplement B is provided by the USCIS at <https://www.uscis.gov/i-918>
- c. The Department of Homeland Security has provided a Law Enforcement Resource Guide at [https://www.dhs.gov/sites/default/files/publications/PM\\_15-4344%20U%20and%20T%20Visa%20Law%20Enforcement%20Resource%20Guide%2011.pdf](https://www.dhs.gov/sites/default/files/publications/PM_15-4344%20U%20and%20T%20Visa%20Law%20Enforcement%20Resource%20Guide%2011.pdf)

#### **D. Inquiry into and disclosure of immigration status.**

1. Notwithstanding any provision in Section II, state, county, and local law enforcement agencies and officials may ask any questions necessary to complete a T- or U-visa certification. They may generally not disclose the immigration status of a person requesting T- or U-visa certification except to comply with state or federal law or legal process, or if authorized by the visa applicant. However, nothing in this section shall be construed to restrict, prohibit, or in any way prevent a state, county, or local law enforcement agency or official from sending to, maintaining, or receiving from federal immigration authorities information regarding the citizenship or immigration status, lawful or unlawful, of any individual. See 8 U.S.C. §§ 1373, 1644.

#### **X. Consular Notification for Foreign Nationals**

1. Any person who is not a U.S. Citizen is considered a "foreign national" and being such under the Vienna Convention on Consular relations may, upon request, have their consular officers notified without delay of their arrest or detention, and may have communications to their consular officers forwarded without delay.



2. During the course of an arrest if it is learned by the processing officer the subject is a foreign national, either by proclamation or the arresting officer locating a foreign passport or consular identity card issued by his or her government, they shall determine which country the subject has citizenship in. Officers shall not inquire about the subjects immigration status.
3. The arresting officer will determine if the subject is a national of one of the 56 mandatory consulate notification countries available through [travel.state.gov/CNA](http://travel.state.gov/CNA).
  - a. If the subject is a national of one of the mandatory notification countries the watch commander shall be notified. The watch commander shall follow the notification procedures available through [travel.state.gov/CNA](http://travel.state.gov/CNA).
4. If the subject is not a national of the mandatory notification countries the arresting officer should give the foreign national the option of having the consulate of their country notified. The watch commander will be advised if the foreign national refuses or request notification and follow the notification procedures available through [travel.state.gov/CAN](http://travel.state.gov/CAN)
5. A copy of the Consular Notification and Access Manual is available at [https://travel.state.gov/content/dam/travel/CNAtraininresources/CNA%20Manual%205th%20Edition\\_September%202018.pdf](https://travel.state.gov/content/dam/travel/CNAtraininresources/CNA%20Manual%205th%20Edition_September%202018.pdf) and a copy will be available at the Watch Commanders Desk.

## **XI. Training:**

1. Every member of the Maplewood Police Department shall receive Read and Sign training developed by the Division of Criminal Justice explaining the requirements of NJ Attorney General's Directive 2018-6 before March 15<sup>th</sup> 2019.

2. Every member of the Maplewood Police Department shall be provided Roll Call training and Read and Sign training regarding the responsibilities of officers and all township employees to comply with the provisions of this SOP & the provisions of Resolution 3-17. The training will reiterate the requirements of the NJ Attorney General's Guidelines regarding immigration enforcement, prohibitions against racially biased policing, and review of NJSA 2C:30-6 Crime of Official Deprivation of Civil Rights.
3. Ongoing training for sworn officers to ensure fair and impartial policing, the prohibition of racially influenced policing, and the prohibition of racial profiling shall be conducted in compliance with the NJ Attorney General's Guidelines.

## **XII. Compliance/ Review**

1. All personnel, sworn and civilian shall be responsible to adhere to the provisions of this Standard Operating Procedure. (SOP) Violations of this order or any police misconduct shall be reviewed and processed through the standard Internal Affairs policy and process of the Maplewood Police Department and in compliance with the NJ Attorney General's Guidelines on Internal Affairs.
2. This directive will be reviewed by the Chief of Police annually for updating purposes as may be necessary.