



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 130 – FOREIGN NATIONALS – DIPLOMATIC IMMUNITY - IMMIGRATION ENFORCEMENT

**GENERAL ORDER:** 2019-XX  
**ISSUED:** December 19, 2019

**EFFECTIVE:** December 19, 2019

**REVIEWED/APPROVED BY:**  
Director Regina Howard  
**DATE:** December 17, 2019

**ACTION:** Amends General Order 2017-44 (July 14, 2017)

**WILEAG STANDARD(S):** 6.2.2

#### **130.00 PURPOSE**

The U.S. Department of State requires the assistance of state and local law enforcement authorities in carrying out the treaty obligations of the United States concerning the detention or arrest of foreign nationals and contacts with foreign diplomats in this country. The cooperation of state and local law enforcement authorities is essential to carry out these obligations effectively, and to ensure that Americans arrested or detained abroad obtain the treatment to which they are entitled. These obligations are embodied in both bilateral agreements with specific countries and in the multilateral Vienna Convention on Consular Relations, to which the United States is a party. These treaty obligations are legally binding on all state and local governments.

**Note: A recent decision by the United States Court of Appeals has established potential liability to police officers that fail to follow the Vienna Convention on Consular Relations procedures. Accordingly, members of the department shall pay particular attention to the procedures outlined below when dealing with foreign nationals.**

#### **130.05 DEFINITIONS**

##### A. FOREIGN NATIONALS

For the purpose of this procedure, a foreign national is defined as a person owing allegiance to, and entitled to the protection of, another sovereign state; specifically a person who claims the protection of that state, and applies especially to a person living or traveling outside that state. Simply stated, a foreign national is a citizen of another country who is in the United States, either legally or illegally, including both legal permanent resident aliens and temporary visitors.

##### B. DIPLOMATIC IMMUNITY

Diplomatic immunity is a principle of international law by which certain foreign government officials are not subject to the jurisdiction of local courts and other authorities for both their official and, to a large extent, their personal activities. The purpose of this privilege and immunity is not to benefit individuals, but to ensure the efficient and effective performance of their official missions on behalf of their governments. These persons may be members of diplomatic missions, consular posts, or employees of international organizations or members of national missions to such

international organizations. Immunity is simply a legal barrier which precludes U.S. courts from exercising jurisdiction over cases against persons who enjoy it and in no way releases such persons from the duty, embodied in international law, to respect the laws and regulations of the United States.

#### C. PERSONAL INVIOLABILITY

Personal inviolability is enjoyed to some degree by a majority of foreign diplomatic and consular personnel. This inviolability generally precludes handcuffing, arrest, or detention in any form and forbids U.S. authorities from entering the residences, automobiles, or other property of protected persons. However, in circumstances where public safety is in imminent danger or it is apparent that a grave crime may otherwise be committed, police authorities may intervene to the extent necessary to halt such activity. This naturally includes the power of the police to defend themselves from personal harm.

#### D. CITIZENSHIP

The term citizenship refers to the country in which a person is a lawful citizen.

#### E. IMMIGRATION STATUS

Immigration status refers to whether or not a person is in the United States lawfully. A person can be a citizen of another country, but be in the United States lawfully or unlawfully.

### **130.10 GENERAL PROCEDURES**

#### A. ARRESTED OR DETAINED FOREIGN NATIONALS

For purposes of the following procedures, arrest / detention shall mean whenever a police member requires a person to accompany them to a place of detention.

1. Whenever a police member arrests or detains a person, the police member shall not inquire as to that person's citizenship to determine whether or not any consulate notification obligations apply.
  - a. Police members shall provide information to all arrestees or detainees that, if they are a foreign national, they have the right to consular notification.
2. If a person arrested or detained identifies themselves as a foreign national requesting consular notification, the police member shall as soon as practical:
  - a. Notify the shift commander of the place of detention and the citizenship of the person.
  - b. Provide the shift commander with a detailed account of the circumstances leading to the arrest / detention.

3. Upon learning that a foreign national has been arrested or detained, the shift commander shall as soon as practical:
  - a. Ensure that the detainee is notified (e.g., prior to interrogation) of their right to have their government informed of the arrest / detention.
  - b. Upon being notified that a foreign national has been arrested / detained and either wishes that his / her consulate or embassy be notified, or is a citizen from a country that requires consular notification, the on-duty shift commander shall as soon as practical:

Notify the appropriate foreign consulate or embassy by completing and faxing the completed *Consular Notification of Arrest / Detention / Death / Serious Injury or Illness of Foreign Nationals* (form PD-3E which is available on the MPD (N:) drive "Forms" folder) to the appropriate consulate or embassy. The notifying member shall consult the U.S. Department of State website (<http://travel.state.gov/CNA>) for updated embassy/consulate addresses and telephone or fax numbers. The PD-3E shall be retained by all districts according to existing schedules.

- c. The on-duty shift commander shall ensure that the foreign national is advised that his / her consulate has been notified and a written record of this notification shall be made in the department's SharePoint under the respective district or division.

**Note: In the event the country of origin is not listed on the U.S. Department of State website, or the listed number is incorrect, the notifying member shall contact Washington D.C. directory assistance [REDACTED] [REDACTED] and request the specific country's embassy telephone or fax number.**

#### 4. Visitation

Subject to the procedures established in Standard Operating Procedure 090 – Prisoners and Booking, regarding access to detained persons, consular officers have the right to visit their nationals who are in prison, custody, or detention, to converse and correspond with them, and to arrange for their legal representation.

**Note: A foreign consular officer should not take such actions on behalf of such a person if the person being held expressly opposes these actions. In addition, consular officers may not act as attorneys for their nationals.**

5. All officers shall be aware that treaty agreements with certain countries (not including Mexico) require mandatory notification when their nationals are arrested or detained. In these cases, the foreign nation has no choice regarding the notification, and the detaining law enforcement agency must notify the appropriate consulate or embassy of the situation without delay by following the steps listed above.

6. Questions and / or guidance regarding the arrest and detention of foreign nationals can be directed to the U.S Consular Affairs Office [REDACTED]  
[REDACTED]

B. DECEASED FOREIGN NATIONALS AND FOREIGN NATIONALS SUFFERING FROM LIFE THREATENING INJURY AND / OR MEDICAL CONDITIONS.

1. Police members shall notify their shift commander of incidents where a foreign national is deceased or suffering from a life threatening injury and / or medical condition.
2. Upon being notified that a foreign national is deceased or suffering from a life threatening injury and/or medical condition, the shift commander shall notify the appropriate foreign consulate or embassy by completing and faxing the completed *Consular Notification of Arrest / Detention / Death / Serious Injury or Illness of Foreign Nationals* (form PD-3E) to the appropriate consulate or embassy. The PD-3E shall be retained at all districts according to existing schedules.

**130.15 DIPLOMATIC IMMUNITY (WILEAG 6.2.2)**

A. CATEGORIES OF PERSONS ENTITLED TO PRIVILEGES AND IMMUNITIES

1. Members of diplomatic missions – diplomatic missions are traditionally the principal communication link between the country that sends them and the host country. Accordingly, the staffs of diplomatic missions (embassies) are afforded the highest level of privileges and immunities in the host country in order that they may effectively perform their important duties. Members of these missions include:
  - a. Diplomatic agents - enjoy complete personal inviolability, which means that they may not be handcuffed (except in extraordinary circumstances), arrested, or detained, and neither their property (including vehicles) nor residences may be entered or searched. Diplomatic agents also enjoy complete immunity from the criminal jurisdiction of the host country's courts and thus cannot be prosecuted no matter how serious the offense unless their immunity is waived by the sending state.
  - b. Administrative and technical staff – enjoys the same privileges with respect to criminal jurisdiction, as do diplomatic agents (see above).
  - c. Members of service staff – do not receive any immunity privileges.
2. Members of consular posts – consular posts provide a variety of support services for diplomatic missions, however consular personnel are granted only a very limited level of privileges and immunities. Members of consular posts include:
  - a. Consular officers – may be arrested pending trial only if the offense is a felony and that the arrest is made pursuant to a decision by a competent judicial authority (e.g., a warrant issued by an appropriate court). They can be

prosecuted for misdemeanors, but remain at liberty pending trial or other disposition of charges.

- b. Consular employees – enjoy the same rights and privileges as consular officers.
- c. Consular service staff – do not enjoy any personal inviolability or jurisdictional immunity of any kind.

#### B. IDENTIFICATION OF PERSONS ENTITLED TO PRIVILEGES / IMMUNITIES IN THE U.S.

The only authoritative identity document is the identity card issued by the U.S. Department of State, Office of Protocol, or by the U.S. Mission to the United Nations. There are three types of identification cards issued, one each for diplomats, embassy employees, and consular posts.

#### C. CRIMINAL INVESTIGATION PROCEDURES

1. Department members shall keep in mind that such persons, as described above, are official representatives of foreign governments who are to be accorded the maximum degree of respect possible.
2. Any investigating member called to the scene of a criminal incident involving a person who claims diplomatic or consular immunity shall verify the status of the suspect. The department member shall inform the individual that he or she will be detained until his or her identity can be confirmed.
3. In all cases, including those in which the suspect provides a U.S. State Department-issued identification card, the investigating member shall detain the suspect and immediately notify his or her shift commander of the circumstances of the investigation and the identity of the suspect. The shift commander shall then notify the on-duty commanding officer of the respective geographic investigations division, who shall be responsible for contacting the U.S. Department of State, or in the case of the U.N. community, the U.S. Mission to the United Nations to verify the suspect's diplomatic status (see the U.S. Department of State Diplomatic and Consular Immunity Manual).
4. Once the status is verified and all pertinent investigative information obtained, the suspect shall be released if he or she enjoys personal inviolability. These individuals cannot be handcuffed, except when he or she poses an immediate threat to safety, and they cannot be arrested or detained.
5. If the investigation reveals that probable cause exists to believe the suspect had committed a felony or violent crime, the on-duty commanding officer of that geographic investigations division shall ensure that appropriate personnel are assigned to present the case to the district attorney's office for review and consideration of a deportation request to the U.S. Department of State.

6. All investigative reports shall be forwarded through the chain of command to the Office of the Chief for consideration of a deportation request to either the U.S. Department of State in Washington, D.C., or to the U.S. Mission to the U.N. in New York in cases involving the U.N. community.

#### D. TRAFFIC ENFORCEMENT

1. Stopping a mission member or dependent and issuing a traffic citation for a moving violation does not constitute arrest or detention and is permitted.
2. In OAI cases, the suspect shall be offered the standardized field sobriety test, however, those individuals enjoying personal inviolability privileges cannot be compelled to perform such tests. If the individual is too impaired to continue driving, the department member shall not permit the individual to drive, but may assist that individual in obtaining transportation.
3. The property of a foreign diplomat enjoying full criminal immunity, including his or her vehicle, may not be searched or seized and such vehicles may not be impounded.
4. Vehicles registered to consulates and/or consular officials, including those with full criminal immunity, are not inviolable and may be towed or impounded. The on-duty shift commander shall be notified in such instances so that he or she may notify the U.S. Department of State - Office of Foreign Missions to follow up with the proper consular official or mission.  
(WILEAG 6.2.2.3)

#### **130.20 U.S. DEPARTMENT OF STATE RESPONSIBILITIES**

- A. The U.S. Department of State will, in all incidents involving persons with immunity from criminal jurisdiction, request a waiver of that immunity from the sending state if the prosecutor advises that, but for such immunity, he or she would prosecute or otherwise pursue the criminal charge.
- B. If the charge is a felony or any crime of violence, and the sending state does not waive immunity, the U.S. Department of State will require that person to depart the United States and not return, but to submit to the jurisdiction of the court with subject matter jurisdiction over the offense.
- C. Upon departure, the department will request that law enforcement issue a warrant for the person's arrest so that the name will be entered in NCIC.

#### **130.25 U NONIMMIGRANT CLASSIFICATION (U-VISA)**

- A. The U nonimmigrant classification (better known as "U-Visa") provides temporary legal status to victims of specified crimes and is intended to strengthen the ability of law enforcement agencies to investigate and prosecute cases of domestic violence,

sexual assault and other crimes against persons while offering protection to victims of such crimes.

- B. To obtain a U-Visa, the requestor must complete a *Petition for U Nonimmigrant Status* (form I-918). This petition is typically completed by the requestor's advocate (generally an attorney). The U-Visa application includes a *Supplement B, U Nonimmigrant Status Certification* (form I-918B) that must be signed and certified by the head of a certifying agency. A certifying agency must be a federal, state or local law enforcement agency, prosecutor or authority or federal or state judge that has the responsibility for the investigation, prosecution, conviction or sentencing of the qualifying criminal activity of which the petitioner was a victim.
- C. The Chief of Police has designated the inspector of the Administration Bureau as the certifying official for all form I-918B submitted to the Milwaukee Police Department. Final eligibility and approval of any U-Visa application will be made by the Department of Homeland Security U.S. Citizenship and Immigration Services (USCIS), not the Milwaukee Police Department.
- D. Any member of the department receiving form I-918B from a requestor shall forward it to the Office of Management, Analysis, and Planning (OMAP) who will prepare and review the necessary documentation. OMAP shall forward the documentation to the inspector of the Administration Bureau for his/her final review. Under no circumstances shall any other member of the department sign any U-Visa certification forms or documents.
- E. U-VISA SUPPLEMENT B REVIEW PROCESS
1. OMAP shall verify the following while reviewing the request for certification of the I-918B.
    - a. The person is a victim of a qualifying crime or criminal activity as defined by [USCIS](#).
    - b. The victim possesses information concerning the criminal activity.
    - c. The victim has been, is being, or is likely to be helpful to the investigation into the crime or criminal activity.
      1. "Helpful" means the victim has been, is being, or is likely to assist law enforcement, prosecutors, judges, or other government officials in the detection, investigation, prosecution, conviction, or sentencing of the qualifying criminal activity of which he or she is a victim. This includes an ongoing responsibility on the part of the victim to be helpful and that the victim has not refused or failed to provide assistance when reasonably requested.
  2. When a certification is based on a prior investigation or a criminal case that has been closed or suspended, or when the statute of limitations has

passed, OMAP shall determine whether or not the victim was helpful in the investigation. To determine whether failure to cooperate is unreasonable, OMAP may review and consider the victim's history of abuse and victimization, and any threats the victim has experienced or is experiencing.

- d. OMAP shall review any applicable case report(s) related to the crime(s) as well as any other evidence or documentation related to the reported criminal activity. OMAP shall review CCAP dispositions and court records related to the prosecution of the crime(s), and verify the victim's identity through the FBI, state ID, and Alien Registration number as part of the review process.
2. OMAP shall make a recommendation for approval or denial of the certification to the inspector of the Administration Bureau as soon as possible, but no more than 90 days from the date of receipt of request. OMAP shall meet with the inspector to explain the delay of any request that is not addressed within 90 days of receipt and the requestor will be notified of the reason for the delay. If the requestor is under an order of deportation, the department will attempt to resolve the request within 30 days.
  3. OMAP shall provide the entire review package to the inspector of the Administration Bureau for review. After reviewing the recommendation and documentation from OMAP, the inspector shall make the decision to approve or deny the request.
  4. Based upon the decision to approve the certification, OMAP shall complete form I-918B for the inspector's signature. If the inspector declines to certify form I-918B, a letter citing the reasons for this decision shall be sent to the requestor. Where a person believes a certification denial is based on an error in fact or law, he or she may request reconsideration of the decision. The inspector shall make the decision to approve or deny the appeal.
  5. If an individual unreasonably refuses to assist in the investigation or prosecution of the qualifying crime or criminal activity after the I-918B has been submitted to the USCIS, the inspector of the Administration Bureau shall notify the USCIS in writing of the refusal to assist. To determine whether failure to cooperate is unreasonable, the inspector may review and consider the victim's history of abuse and victimization, and any threats the victim has experienced or is experiencing.
  6. The Department of Homeland Security has also created [resources and guides](#) for law enforcement agencies regarding U-Visa requirements, the law enforcement certification process, and answers to frequently asked questions related to the U-Visa process that may be utilized during the review process.
- F. Members may refer individuals who have questions regarding a U-Visa to the USCIS at 1-800-375-5283.



**130.30 IMMIGRATION ENFORCEMENT**

## A. POLICY

It shall be the policy of the Milwaukee Police Department to implement an immigration enforcement strategy that is consistent with the mission of reducing the levels of crime, fear, and disorder in the city of Milwaukee. However, this strategy must also be in balance with the jurisdictional responsibilities of the federal government and the corresponding jurisdictional limitations of local law enforcement. The following procedures not only achieve that balance but also comply with the Wisconsin attorney general's law enforcement guide to immigration enforcement.

With a policing philosophy that is community-based, problem-oriented, and data-driven, we are committed to ridding the city's streets of violent offenders regardless of whether such offenders are in the United States legally or illegally. We are also committed to facilitating safe, sustainable communities where individuals are encouraged to report crime and provide the police with useful information and intelligence. However, proactive immigration enforcement by local police can be detrimental to our mission and policing philosophy when doing so deters some individuals from participating in their civic obligation to assist the police. It is therefore expected that each police member follow the procedures set forth below regardless of one's personal opinion or political ideology on the issue of immigration.

- B. Enforcement of the nation's immigration laws is the responsibility of the federal government, particularly the United States Bureau of Immigrations and Customs Enforcement (ICE). Accordingly, the Milwaukee Police Department does not unilaterally undertake immigration - related investigations and does not routinely inquire into the immigration status of persons encountered during police operations. This prohibition does not preclude the department from cooperating with federal immigration officials under one of the circumstances listed in subsection E.

**Note: Most immigration violations are civil and fall under the jurisdiction of the federal government. As such, local law enforcement officers have no right of arrest in these matters.**

- C. A person's right to file a police report, participate in police-community activities, or otherwise benefit from police services is not contingent upon their immigration status.
- D. Department members shall not request passports, visas, "green cards," or other documents relating to one's immigration status in lieu of, or in addition to, standard forms of identification such as a driver's license, City of Milwaukee Municipal ID Card, state identification card, etc. Immigration related documents shall only be requested when standard forms of identification are unavailable, or when the member is proceeding under (E) below. Consequently, department members shall not question any person about his or her immigration status except under one of the circumstances listed in (E).
- E. Police members shall not detain or arrest an individual solely for a suspected violation

of immigration law. For purposes of SOP 130, an administrative warrant refers to administrative removal warrants used by ICE officers to arrest persons who have committed civil immigration violations. An administrative warrant is not a criminal warrant signed by a judge, and it shall not be used by any department members as the basis to detain or arrest a person. Department members may cooperate with ICE to detain or arrest a person only when a judicial warrant is presented and one of the following applies:

1. The individual is engaged in or is suspected of terrorism or espionage;
  2. The individual is reasonably suspected of participating in a transnational criminal street gang;
  3. The individual is arrested for any violent felony;
  4. The individual is arrested for a sexual offense involving a minor as a victim;
  5. The individual is a previously deported felon;
  6. Any other serious felony which demonstrates the subject is a safety threat to the population at large.
- F. In the event a police member determines a need to contact ICE, they shall contact their shift commander and provide them with the pertinent information. The member shall then attempt to contact the local office [REDACTED]. If the local office is closed or if an agent is unavailable, the police member shall contact the ICE Law Enforcement Support Center (LESC) [REDACTED].
- G. Only federal immigration officials can determine a person's immigration status; therefore, citizens wishing to report immigration violations shall be referred to the local office of ICE at 414-287-6326, fax 414-287-6344.



ALFONSO MORALES  
CHIEF OF POLICE