



Mayor Cooper's Immigration Task Force SURVEY FOR METRO DEPARTMENTS

PURPOSE: To gather background information that enables the Task Force to deliver to the Mayor a report describing Metro Departments' current policies or practices related to complying with, and reporting to the Mayor's Office about, requests from federal immigration authorities.

DEADLINE: Friday, November 8

DEPARTMENTS/OFFICES TO SURVEY:

- (1) Schools
- (2) Health
- (3) Police
- (4) Courts/Judges
- (5) Fire
- (6) Sheriff
- (7) MDHA
- (8) Parks
- (9) NES
- (10) Water
- (11) Libraries
- (12) Codes

SURVEY QUESTIONS:

Threshold Questions

➔ To be asked of all Departments/Offices listed above.

- **Required disclosures:** Does your Department/Office collect information from Nashville residents that is potentially related to immigration, *e.g.*, immigration status, place of birth, absence of social security number and/or type of identification used, that you would be legally required to disclose upon request?
 - Yes/No
 - If yes, please describe the type of information collected that would be subject to public disclosure.
- **Requests from federal immigration authorities:** Has your Department/Office ever received a request, other than a routine public-records request, from federal immigration authorities? Does your Department/Office have policies or practices in place that would ensure that someone on your Department/Office's leadership team is made aware of such requests?
 - Received a request? Yes/No (If yes, please describe briefly.)

- Policies or practices in place? Yes/No

➔ If you answered yes to “received a request” above, please also answer the below questions.

Questions Related to Reporting Requests from Federal Immigration Authorities to the Mayor’s Office

- What, if any, are your Department/Office’s current policies or practices with respect to reporting requests from federal immigration authorities to the Mayor’s Office?
 - Please briefly describe any such policies or practices.
- If your Department/Office has such policies or practices...
 - Do they include a timeframe for reporting? If so, what is it? (please describe briefly)
 - Have these policies or practices been developed within the last five years? (yes/no)
 - Do you train your employees with respect to these policies or practices? If so, which categories of employees do you train, *e.g.*, leadership, front-line staff?
- Are you aware of any law or regulation, *e.g.*, a privacy law, that would prevent your Department/Office from being able to report information about federal immigration requests to the Mayor’s Office?

Questions Related to Complying with Requests from Federal Immigration Authorities

- What, if any, are your Department/Office’s current policies or practices with respect to complying with requests from federal immigration authorities, including requests for information about Nashville residents?
 - Please briefly describe any such policies or practices. Include a description of the type of information that you disclose, *e.g.*, immigration status, place of birth, absence of social security number and/or type of identification used.
- If your Department/Office has such policies or practices...
 - Do they include a timeframe for complying with such requests? If so, what is it? (please describe briefly)
 - Have these policies or practices been developed within the last five years? (yes/no)
 - Do you train your employees with respect to these policies or practices? If so, which categories of employees do you train, *e.g.*, leadership, front-line staff?
- Are you aware of any law or regulation, *e.g.*, a privacy law, that would prevent your Department/Office from complying with requests from federal immigration authorities?