



METROPOLITAN POLICE DEPARTMENT
NASHVILLE, TENNESSEE

Roll Call Training: Policy Briefing

MNPD FORM 101
Rev. Feb. 2020

Table with 2 rows and 3 columns: SUBJECT, REVISED, RESCINDS, REFERENCE, EFFECTIVE DATE, DISTRIBUTION.

I. PURPOSE

The purpose of this roll call training document is to notify officers of their reporting requirements under Executive Order 8, issued by Mayor John Cooper on May 27, 2020.

The Order may be found at: https://www.nashville.gov/Metro-Clerk/Legal-Resources/Executive-Orders/Mayor-John-Cooper/jc008.aspx

In accordance with the current requirements, supervisors shall ensure all employees under their command are aware of this document and acknowledging they have received notice of the information and accept responsibility to follow the directive(s) contained herein.

II. KEY POINTS TO COVER DURING ROLL CALL TRAINING

EMPLOYEES TO REPORT COMMUNICATIONS WITH FEDERAL IMMIGRATION AUTHORITIES

- A. The purpose of this policy, consistent with Executive Order Number 8, issued by Mayor John Cooper on May 27, 2020, is to ensure accurate and consistent collection of data and reporting of information relating to communications between MNPD employees and federal immigration authorities.
B. The commander of the Strategic Development Division is hereby designated as the liaison with the Mayor's Office for all purposes related to compliance with this policy.
C. This policy is applicable to all employees and each employee of the Metropolitan Government who acts in a supervisory capacity is responsible for ensuring compliance with this policy.
D. Consistent with TCA § 7-68-101, et seq., nothing herein shall be construed to limit or prohibit any employee from any required communication or cooperation with federal agencies.

- E. Employees, acting within the scope of their duties, shall report communications with federal immigration authorities to their immediate supervisor in a manner to ensure compliance with reporting requirements and timelines required under section B.
- F. Reports required herein, shall be reported via link on the MNPDPDWEB titled EO8 Immigration Reports. Upon receipt of such reports, the commander of the Strategic Development Division, acting in coordination with the Office of the Chief, shall cause such reports to be made to the Office of the Mayor via email to [NewAmericans@Nashville.gov](mailto:NewAmericans@Nashville.gov).
- G. The reporting requirements and timeline for such reports from the Office of the Chief to the Office of the Mayor are as follows:
  - 1. Communications between federal immigration authorities and the MNPDPD pursuant to a MNPDPD policy or practice: monthly reports to the Mayor's Office.

*MNPDPD Note: Other than this policy, the MNPDPD currently has no policies or practices regarding interactions with federal immigration authorities. Should the MNPDPD establish any policies or practices requiring reports under this part, additional guidance on this policy provision will be provided.*

- 2. Communications with federal immigration authorities related to modifying a MNPDPD policy or practice: report to the Mayor's Office with sufficient time for the Mayor's Office to assess and respond to proposed modifications, including seeking appropriate community input, before the Metro Departments/Offices consent to the modifications.

*MNPDPD Note: Other than this policy, the MNPDPD currently has no policies or practices regarding interactions with federal immigration authorities. Should the MNPDPD establish any policies or practices requiring reports under this part, additional guidance on this policy provision will be provided.*

- 3. Knowing communications with federal immigration authorities that are not pursuant to Department/Office policy or routine practice: report to the Mayor's Office as soon as practicable, but in no case longer than three business days.

*MNPDPD Note: When an employee, acting within the scope of their duties as an MNPDPD employee, knowingly communicates with a person known to represent federal immigration authorities, a report of such contact shall be reported consistent with instructions herein.*

H. Reports required herein should include, but not be limited to, date and time of occurrence, how contact was initiated, any associated MNPD incident numbers, name of the agency and the personnel who requested the assistance, the type of assistance requested and/or provided, the names and number of MNPD employees who assisted and the amount of time expended by each employee, the resulting action-if known (e.g. persons taken into custody, information only, etc.), any additional resources used (e.g. specialized unit, etc.), whether the contact involves an open criminal investigation, the notifications made, and any other relevant information.

I. Training

The commander of the Strategic Development Division shall cause all employees to receive appropriate training on this policy and Executive Order #8; as required by the executive order, on or before December 31, 2020, and at least once during each subsequent fiscal year. The commander of the Strategic Development Division shall cause written certification to be sent the Mayor's Office of New Americans to document compliance with this training requirement, including a list of employees who received training.

***For any questions, please contact your supervisor or the Strategic Development Division.***