CITY OF RAYMOND POLICE DEPARTMENT

FEDERAL IMMIGRATION AUTHORITY INTERACTION LOG

Form No.: RPD-ADM-_____ **Log / Tracking No.:** _____

Date of Contact: _____ **Time:** _____ ■ AM ■ PM

Location: _____ **CAD / Incident No.:** _____

Purpose: Record contacts, requests, and actions involving federal immigration authorities. Complete one log for each distinct interaction. Attach relevant documents and route the completed log for supervisory review.

1. INITIAL CONTACT INFORMATION

Contact initiated by: ■ Federal authority ■ Raymond Police Department ■ Joint operation ■ Other: _____

■ In-person
■ Telephone
■ Email / written correspondence
■ Field encounter / traffic stop
■ Request for agency assistance
■ Request for information / records
■ Request for interview / custody access
■ Service or presentation of legal documents
■ Other: _____

2. FEDERAL AGENCY / REPRESENTATIVE INFORMATION

■ U.S. Immigration and Customs Enforcement (ICE)
■ Homeland Security Investigations (HSI)
■ U.S. Border Patrol (USBP)
■ U.S. Customs and Border Protection (CBP)
■ Other federal agency: _____

Agent / Officer name(s):
1. _____
2. _____

Badge / ID number(s):
1. _____
2. _____

Office / field location: _____ **Phone / email provided:** _____

Identity and agency confirmed? ■ Yes ■ No ■ Unable to determine **Method of verification:** _____

3. PURPOSE AND NATURE OF CONTACT

■ Civil immigration enforcement
■ Federal criminal investigation
■ Request to locate a person
■ Request for information or records
■ Request for access to RPD facility / nonpublic area
■ Request to interview a person in custody
■ Request for detention / custody assistance
■ Service of warrant, subpoena, or court order
■ Other / unknown: _____

Federal representative's stated purpose and relevant context (avoid unnecessary personal or protected information):

4. REQUESTS MADE BY FEDERAL AUTHORITIES

■ Officer assistance
■ Surveillance
■ Arrest assistance
■ Locate an individual
■ Personal identifying information
■ Immigration / citizenship information
■ Criminal history information
■ Address / contact information
■ Custody / release information
■ Access to person in RPD custody
■ Interview
■ Entry onto private property
■ Access to nonpublic RPD facilities or records
■ Use of RPD personnel / equipment / resources
■ Other: _____

Describe the specific request, including who made it, when, and any stated deadline:

CITY OF RAYMOND POLICE DEPARTMENT

FEDERAL IMMIGRATION AUTHORITY INTERACTION LOG — CONTINUED

Log / Tracking No.: _____ **CAD / Incident No.:** _____

5. LEGAL DOCUMENTS PRESENTED

Were legal documents presented? ■ Yes ■ No

■ Federal judicial search warrant
■ Federal judicial arrest warrant
■ Federal subpoena
■ Federal court order
■ Administrative immigration warrant (e.g., I-200 / I-205)
■ Immigration detainer / Form I-247 series
■ Other: _____

Document / form number: _____ **Date issued:** _____

Issuing court / authority: _____ **Expiration (if applicable):** _____

Judge / magistrate named (if applicable): _____ **Judicial signature present?** ■ Yes ■ No ■ N/A ■ Unknown

Supervisor reviewed? ■ Yes ■ No **Legal counsel consulted?** ■ Yes ■ No

Copy attached? ■ Yes ■ No **Document returned / retained by:** _____

Important review point: Do not assume an administrative immigration warrant or civil immigration detainer is equivalent to a judicial warrant. Refer documents to a supervisor and follow current law, controlling court decisions, and department policy before acting.

6. RAYMOND POLICE DEPARTMENT RESPONSE

■ No assistance provided
■ Request declined
■ Referred to supervisor
■ Referred to legal counsel
■ Information provided under identified legal authority
■ Assistance provided under verified legal authority
■ Access provided under identified legal authority
■ Consent obtained where legally required
■ Pending supervisory determination
■ Other: _____

Explain the Department's response and the factual / legal basis for the decision:

Was information disclosed to federal authorities? ■ Yes ■ No

If yes, identify the general category of information, recipient, date/time, and legal basis for disclosure:

Were RPD personnel, equipment, vehicles, systems, or facilities used? ■ Yes ■ No

If yes, describe the resources used, personnel involved, purpose, and approving supervisor:

7. CUSTODY / INTERVIEW / DETENTION — IF APPLICABLE

Was a person in RPD custody involved? ■ Yes ■ No **Was access / interview requested?** ■ Yes ■ No

Was access granted? ■ Yes ■ No **Was any continued custody requested?** ■ Yes ■ No

Identify the independent legal authority and supervisor approval for any access, transfer, or continued custody. Document consent and safeguards where applicable:

Consent / safeguards documented, if applicable: ■ Written consent ■ Voluntary nature explained ■ Right to decline explained ■ Language assistance provided ■ Documentation attached

Critical: Do not extend custody solely to determine immigration status or solely on the basis of a civil immigration detainer or administrative immigration warrant. Obtain supervisory / legal review of the independent legal basis for any custody action.

8. ADDITIONAL INFORMATION / ATTACHMENTS

■ Incident / supplemental report
■ CAD entry
■ Email correspondence
■ Written federal request
■ Warrant / subpoena / court order
■ Audio / video recording
■ Other: _____

Associated report number(s): _____ **Number of attachments:** _____

Additional narrative / observations / follow-up actions:

9. REPORTING EMPLOYEE CERTIFICATION

I certify that this log accurately reflects the interaction to the best of my knowledge. I have documented the interaction in accordance with applicable law and department policy.

Employee name: _____ **Rank / position:** _____

Signature: _____ **Date / time submitted:** _____

10. SUPERVISORY REVIEW

■ Interaction adequately documented
■ Legal documents reviewed, if applicable
■ Requests for information evaluated for legal authority
■ RCW 10.93.160 / applicable policy considered
■ Custody / interview requirements reviewed
■ Supporting documents attached
■ Chief notified, if appropriate
■ Additional follow-up required

Supervisory findings, corrective direction, or follow-up:

Reviewing supervisor: _____ **Date reviewed:** _____

Supervisor signature: _____ **Follow-up due / assigned to:** _____

11. CHIEF OF POLICE / ADMINISTRATIVE REVIEW

■ Reviewed ■ Additional review required ■ Referred to city attorney ■ No further action required

Chief's comments / disposition:

Chief of Police signature: _____ **Date:** _____

RECORDKEEPING: Forward completed logs and attachments to the Chief of Police or designee. Maintain and disclose records in accordance with the City's retention schedule, Washington public records law, applicable exemptions, and department policy. This form does not itself authorize collection, retention, or disclosure of information otherwise restricted by law.

Legal / policy references for agency review: RCW 10.93.160; RCW 43.10.315; the Washington Attorney General's Keep Washington Working Act model policies and guidance; applicable federal and state law; controlling court decisions; and current RPD policy. Confirm current statutory text and agency-specific obligations with the City Attorney before adoption.