



## **A Policy for Fair and Impartial Policing in the Town of Norwich**

### **I. GENERAL ORDER**

A Policy for Fair and Impartial Policing

Effective Date: When adopted

This rule or regulation is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in any evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

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### **II. PURPOSE AND INTENT**

The purpose of this policy is to require that all employees of the Norwich Police Department conduct policing in a fair and impartial manner, to clarify the circumstances in which officers can consider personal characteristics, or immigration status, when making law enforcement decisions and to reinforce processes and procedures that enable officers to provide services and enforce laws in an equitable and impartial way.

All people within the jurisdiction of Norwich have an inherent, fundamental, and unalienable right to be free from judicially unwarranted profiling, targeting, detention, and deportation on the basis of personal characteristics by any governmental entity. This right shall apply to those who are profiled or targeted based on perceived or actual immigration status.

Due to the Town's limited resources; the complexity of immigration laws; the clear need to foster the trust of and cooperation from the public, including members of the immigrant communities; and to effectuate the Town's goals, and in the interest of the residents, that there is a need to articulate its guidelines regarding the communications and enforcement relationship between the Town of Norwich and the federal government.

The Norwich Police Department is required to adopt each component of the Vermont Criminal Justice Training Council’s model fair and impartial policing policy. This enhanced FIPP has additional components beyond the model policy under the terms of H.518 (Act 41). Nothing in the Norwich Police Department Fair and Impartial Policing policy violates federal law.

### **III. INTRODUCTION**

Employees are prohibited from engaging in biased policing. This means no member of this agency shall take actions based on any personal characteristics, or immigration status, except as described below, in the services our employees provide to the community in connection with our law enforcement activities.

Because partnership with Vermont residents is the most effective way to ensure public safety, maintaining the public’s trust is a primary concern. To secure this trust, personal characteristics or immigration status, should have no adverse bearing on an individual’s treatment in the Norwich Police Department’s custody. Enforcement of civil immigration law is a federal responsibility and agencies should not engage in such enforcement except as otherwise outlined in this policy. Vermont residents are more likely to engage with law enforcement and other officials by reporting emergencies, crimes, and acting as witnesses; to participate in economic activity; and to be engaged in civic life if they can be assured they will not be singled out for scrutiny on the basis of the personal characteristics or immigration status.

To achieve these objectives the Norwich Police Department will implement a combination of best practices including but not limited to: hiring, in-service training, policy development, supervision, reporting and investigative processes, appropriate discipline, and community outreach.

### **IV. POLICY**

#### **IV. I Definitions**

“Biased policing” is conduct by law enforcement officers motivated by an individual’s actual or perceived or self-identified personal characteristics.

“Personal characteristics”: May include but is not limited to actual or perceived identity, race, ethnicity, national origin, color, gender, sexual orientation, gender

**Fair & Impartial Policing Policy**

Adopted: April 8, 2020 by the Selectboard

identity, marital status, mental or physical disability, age, religion and socio-economic status.

“Immigration status”: Generally refers to the legal rights, if any, of a non-citizen to enter or remain in this country. Examples include, without limitation, “lawful permanent resident,” “temporary worker,” “refugee,” and “undocumented.”

“Reasonable suspicion”: Suspicion, for which an officer can articulate factual reasons, does not need to rise to the level of probable cause.

“Probable cause”: Facts or circumstances that would lead a reasonable person to believe that a crime has been committed, or is being committed, or is about to occur.

“Member” or “employee”: any employee employed by the Norwich Police Department, regardless of their assigned tasks or duties.

“Federal immigration authorities”: federal agencies, departments, or employees or contractors thereof, tasked with enforcement of immigration law and border entry, including without limitation, the Department of Homeland Security (DHS), Immigration Control and Enforcement (ICE), and U.S. Customs and Border Patrol (CBP).

**V. POLICING IMPARTIALLY**

a. As required by law, all enforcement actions by law enforcement officers, such as investigation, detentions, traffic stops, arrests, searches and seizures, etc. must be based on reasonable suspicion, probable cause or other or relevant exigent circumstances, supported by articulable facts, circumstances, and conclusions that support the given action.

b. Department members may take into account reported race, ethnicity or other personal characteristics of persons based on credible, reliable, locally relevant, temporally specific information that links a person of specific description to particular criminal incidents and is combined with other identifying information.

c. Under federal and state law, law enforcement agencies are required to provide qualified interpretation services, either in person or telephonically, to any person

**Fair & Impartial Policing Policy**

Adopted: April 8, 2020 by the Selectboard

in need of it. Department members shall not contact federal immigration authorities for interpretation services, unless a clear emergency requires it and qualified interpretation services are not available through any other means. Unless one of the exceptions included in Section XI applies, the NPD department member shall not ask about the immigration status of the person for whom interpretation is sought.

**VI. COMMUNITY RELATIONS**

To cultivate and foster transparency and trust with all communities each NPD employee shall do the following when conducting pedestrian and vehicle stops or otherwise interacting with members of the public unless circumstances indicate it would be unsafe to do so:

- a. Be courteous and professional;
- b. Introduce him/herself to person (providing name and agency affiliation), and state the reason for the stop as soon as practicable unless providing this information will compromise officer or public safety, or a criminal investigation;
- c. Ensure that a detention is no longer than necessary to take appropriate action for the known or suspected offense and the NPD employee conveys the purpose of the reasonable delays;
- d. Provide NPD member's name verbally when requested. NPD employees may also provide the information in writing or on a business card;
- e. In addition to the above, officers should answer relevant questions the person may have if doing so will not compromise safety and/or the investigation.

**VII. RESPONDING TO BIAS-BASED REPORTS OR REPORTS REGARDING BIAS FROM THE COMMUNITY**

- a. If any NPD employee receives a call for service that appears to be based solely on an individual's perceived personal characteristics or immigration status, the NPD employee will attempt to ascertain if there are other circumstances or facts that would constitute reasonable suspicion or probable cause. If the

**Fair & Impartial Policing Policy**

Adopted: April 8, 2020 by the Selectboard

complainant can offer no further information, the complainant will be advised that the shift supervisor will be in contact at the first opportunity.

b. The shift supervisor should attempt to familiarize the caller with the Norwich Police Department Fair and Impartial Policing policy. If the caller is concerned about the person's perceived immigration status, the caller should be referred to federal authorities.

c. At the conclusion of the call, the shift supervisor will document the contact using The Norwich Police Department's incident report system.

d. If a Norwich Police Department employee receives a report of a potentially biased or hate-motivated incident, NPD shall either dispatch an officer to evaluate the complaint or refer the caller to the officer in charge

**VIII. TRAINING**

a. The Norwich Police Department will ensure that, at a minimum, all members and employees are compliant with Council and legislative requirements regarding fair and impartial policing training.

b. Additional trainings may include but not be limited to instruction on anti-bias, power and privilege, non-English speaking communities, undocumented communities, and victim/witness services.

**IX. ACCOUNTABILITY AND COMPLIANCE**

a. The process for making a complaint shall be readily available to the public. Reasonable efforts should be made to accommodate language barriers.

b. All Norwich Police Department employees are required to promptly report allegations, complaints or knowledge of biased policing or suspected violations of this policy to their supervisor and the department's internal investigation function. Where appropriate, employees are required to intervene at the time the biased policing incident occurs.

c. State law requires all Vermont law enforcement agencies to conduct valid investigations of alleged biased law enforcement, even if the named member or employee resigns. Effective July 1, 2018, Norwich Police department is required

to report to the Criminal Justice Training Council instances in which officers have willfully engaged in biased law enforcement or substantially deviated from policies prohibiting such enforcement. The regulating authority may, in turn, impose sanctions up to revocation of officers' certification.<sup>1</sup>

d. Violations of the policy shall result in appropriate disciplinary action as set forth in the Norwich Police Department's rules and regulations. Supervisors shall ensure that all employees in their command are familiar and in compliance with the content of this policy. Supervisors will be alert for and respond to indications of potential biased policing.

## **X. ESTABLISHING IDENTITY**

a. Norwich Police Department employees may make attempts to identify any person they detain, arrest, or who come into the custody of the NPD.

b. Acceptable forms of identification, which must include a photograph of the individual, include, but are not limited to; driver's licenses from any U.S. state or foreign country, government-issued IDs by a U.S. jurisdiction, foreign passports, and consular ID cards. All identification is subject to reasonable scrutiny and follow-up for authentication consistent with the provisions of this policy.

c. An individual shall not be stopped or detained solely for the purpose of establishing his or her identity. However, if the individual has already been stopped for a lawful purpose, he or she may be subject to objectively reasonable additional detention in order to establish identity (e.g., inquiry into identity during the course of a lawful traffic stop).

d. In exercising their discretion to use federal resources to establish an individual's identity, NPD employees should remain mindful that (1) their enforcement duties do not include civil immigration enforcement and (2) The Norwich Police Department stands by its mission to serve all Vermonters, including immigrant communities, and to ensure trust and cooperation of all victims/witnesses. Contact with federal authorities made to determine an

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<sup>1</sup> VT Act 56 (2016), codified in 20 V.S.A. § 2402(2) (biased enforcement as Category B unprofessional conduct), § 2403 (duty to report to Council), § 2404 (duty to investigate) and § 2406 (Council-issued sanctions).

individual's identity is restricted to the purpose of determining his or her identity. See Section XI below.

### **Due Process, Immigration and Citizenship Matters**

#### **XI. FEDERAL CIVIL IMMIGRATION LAW: STOPS, DETENTION, ARRESTS, AND ADMINISTRATIVE WARRANTS / DETAINERS**

Norwich Police Department employees do not have authority to enforce federal civil immigration law. The Constitution's Fourth Amendment and the Vermont Constitution's Article 11 right against unreasonable search and seizure apply equally to all individuals residing in Vermont.

a. NPD employees will not inquire of a person about that person's immigration status unless it is necessary to the ongoing investigation of a criminal offense. Agency members shall not use individual personal characteristics to ask about or investigate immigration status. See Section XIV below.

b. NPD employees shall not facilitate the detention of undocumented individuals or individuals suspected of being undocumented by federal immigration authorities for suspected civil immigration violations. See Section XIV below.

c. NPD employees shall not initiate or prolong stops for the purpose of enforcing civil immigration matters, such as suspicion of undocumented status, nor shall they prolong stops for the purpose of allowing federal immigration authorities to conduct such investigation.

d. NPD employees shall not arrest or detain any individual based on an immigration "administrative warrant" or "immigration detainer." These documents have not been issued or reviewed by a neutral magistrate and do not have the authority of a judicial warrant. In addition, these documents do not meet the probable cause requirements of the Fourth Amendment and Article 11 of the Vermont Constitution.

e. NPD employees shall not hold for, or transfer people to, federal immigration agents unless the federal agents provide a judicial warrant for arrest. An immigration detainer is not a warrant and is not reviewed by a judge, and therefore is not a lawful basis to arrest or detain anyone. Valid criminal warrants

of arrest, regardless of crime, shall not be confused with immigration detainers. This provision does not affect the proper handling of arrests and detentions associated with judicially-issued criminal arrest warrants.

f. Personal characteristics and/or immigration status, including the existence of a civil immigration detainer, shall not affect the detainee's ability to participate in pre-charge or police-initiated pre-court processes such as referral to diversion or a Community Justice Center. Furthermore, personal characteristics and/or immigration status shall not be used as a criteria for citation, arrest, or continued custody under Rule 3 of the Vermont Rules of Criminal Procedure.

## **XII. FEDERAL CRIMINAL LAW: BORDER CROSSINGS**

Norwich Police Department employees shall not make warrantless arrests or detain individuals on suspicion of "unlawful entry," unless the suspect is apprehended in the process of entering the United States without inspection.

## **XIII. VICTIM AND WITNESS INTERACTION**

The cooperation of immigrant communities is essential to prevent and solve crimes and maintain the safety and security of all residents. The following provisions are intended to support crime victims/witnesses and enhance trust between the police and community.

a. NPD employees shall not ask about or investigate immigration status of crime victims/witnesses, except as allowed in subsections (b) and (c) below. Federal law does not require law enforcement officers to ask about the immigration status of crime victims/witnesses.

b. To effectively serve immigrant communities and to ensure trust and cooperation of all victims/witnesses, NPD employees will not ask about, or investigate, immigration status of crime victims/witnesses unless information regarding immigration status is an essential element of the crime (such as human trafficking).

c. If a victim/witness is also a suspect, Norwich Police Department employees should follow the provisions in Section VII related to stops, detention and arrest and Section VIII (a) related to ongoing criminal investigations.

**Fair & Impartial Policing Policy**

Adopted: April 8, 2020 by the Selectboard

d. NPD employees will ensure that individual immigrants and immigrant communities understand that full victim services are available to documented and undocumented victims/witnesses. NPD employees should communicate that they are there to provide assistance and to ensure safety, and not to deport victims/witnesses. In considering whether to contact federal authorities Norwich Police Department employees shall not share information about crime victims/witnesses with federal immigration authorities, unless it is with the individual's consent.

e. NPD employees may, in appropriate situations, advise an individual that if they are undocumented they may be eligible for a temporary visa.<sup>2</sup>

**XIV. COLLABORATION WITH FEDERAL IMMIGRATION OFFICERS**

a. No information about an individual shall be shared with federal immigration authorities unless necessary to an ongoing investigation of a felony, for which there is probable cause, and the investigation is unrelated to the enforcement of federal civil immigration law. Such information includes but is not limited to the individual's custody status, release date/time, court dates, whereabouts, residence, employment, identification numbers, appearance, telephone number, and familial relations.

b. Sweeps intended solely to locate and detain undocumented immigrants without reasonable suspicion or probable cause of a crime shall not be conducted unless acting in partnership with a federal agency as part of a formal agreement entered into by the governor.

c. NPD employees are not permitted to accept requests by ICE or other agencies to support or assist in operations that are primarily for civil immigration enforcement.

d. Unless ICE or Customs and Border Patrol (CBP) agents have a judicially-issued criminal warrant, or NPD employees have a legitimate law enforcement purpose exclusive of the enforcement of civil immigration laws, NPD employees shall not grant ICE or CBP agents access to individuals in NPD's custody.

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<sup>2</sup> For example, an individual might qualify for a U, S, or T visa if they are a victim or material witness to certain serious offenses.

Adopted by the Norwich Selectboard on April 8, 2020.

By:

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