



# FOREIGN NATIONALS & CONSULAR NOTIFICATION

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## **I. POLICY**

It is the policy of Anne Arundel County Police Department to comply with all United States treaty obligations on consular notification and access.

## **II. DEFINITIONS**

### **A. Arrest or Detention**

Any arrest, detention, or other commitment to custody which results in a foreign national being incarcerated for more than a few hours triggers consular notification requirements. A brief traffic stop or an arrest resulting in a citation for a misdemeanor and release at the scene does not trigger such requirements. On the other hand, requiring a foreign national to accompany a law enforcement officer to a place of detention may trigger the consular notification requirements, particularly if the detention lasts for a number of hours or overnight. The longer a detention continues, the more likely it is that consular notification requirements are triggered.

### **B. Foreign National**

Any person who is not a U.S. citizen; same as "alien." Aliens who are lawful permanent residents in the United States and who have a resident alien registration card ("green card") are foreign nationals. So are undocumented or "illegal" aliens.

### **C. Consular Officer or Consul**

A foreign official authorized by the Department of State to provide assistance to the foreign government's citizens in the United States. Different from "counsel," which is an attorney authorized to provide legal advice. Consuls are not authorized to practice law.

### **D. Diplomat**

A foreign official at the country's embassy in Washington, D.C., assigned to represent the country. Diplomats may also perform consular functions, and should be treated the same as a consular officer.

### **E. Mandatory Notification**

Consular notification procedures that apply when you arrest or detain a foreign national from any of the 57 countries that have agreed to special rules with the United States. For such a foreign national, you must notify the consular officer regardless of whether the national requests or wants you to do so. The "mandatory" list of these 57 countries is in Appendix C of this Index Code.

**F. Upon Request**

Consular notification procedures that apply when you arrest or detain a foreign national from any country not on the “mandatory” list of 57 countries.

**III. CONSULAR NOTIFICATION PROCEDURES**

**A. Obligation Triggered at Time of Booking**

The notification process will begin at the time the arrested foreign national is booked into the police facility. The booking officer who processes the foreign national is responsible for implementing the notification process. See Appendix D for processing guidelines. Also, booking officers can refer to the “Consular Notification and Access Manual” found at <http://www.travel.state.gov/content/travel/english/consularnotification.html>

**B. Determine the Foreign National’s Country**

In the absence of other information, assume this is the country on whose passport the foreign national travels. Absent citizenship documentation or other evidence to the contrary, accept the foreign national’s own statement as to his or her nationality.

**C. Determine Whether or Not This Country is a Mandatory Notification (“List”) Country**

If the foreign national’s country is not on the list of “mandatory notification” countries, he or she is from an “upon request” country.

1. For foreign nationals whose country is on the list of mandatory notification countries:

a. Notify the nearest consulate of the foreign national’s country via fax (Appendix B) immediately or as soon as reasonably possible, and in no case longer than the end of the booking shift. Notify the consulate even if the foreign national does not want notification. Contact information for consulates is at [www.travel.state.gov/CNA](http://www.travel.state.gov/CNA).

b. Never tell the consular officer that the foreign national has requested asylum. If the consular officer insists on information the foreign national does not want disclosed, contact your supervisor or the Department of State at (202) 485-7703.

c. Inform the foreign national that you notified his or her consulate. Use the *English* sample statement in Appendix A of this Index Code. *There are other sample statements in several languages at [www.travel.state.gov/CNA](http://www.travel.state.gov/CNA).*

d. Make a note of the completed notification in the booking paperwork and keep the fax (Appendix B) and fax confirmation sheet.

2. For foreign nationals whose country is not on the list of mandatory notification countries:

a. As soon after the arrest as reasonably possible, but no later than booking, inform the foreign national that he or she may have his or her consular officers notified of the arrest or detention. Use the sample *English* statement in Appendix A of this Index Code. *There are other sample statements in several languages at [www.travel.state.gov/CNA](http://www.travel.state.gov/CNA).*

b. Make a note of the foreign national’s decision in the booking paperwork.

c. If the foreign national requests notification, notify the nearest consulate of the foreign national’s country as soon as reasonably possible but no later than 72 hours after arrest. Contact information for consulates is at [www.travel.state.gov/CNA](http://www.travel.state.gov/CNA).

d. Never tell the consular officer that the foreign national has requested asylum. If the consular officer insists on information the foreign national does not want disclosed, contact your supervisor or the Department of State at (202) 485-7703.

e. Make a note of the completed notification with the booking paperwork and keep the fax (Appendix B) and fax confirmation sheet.

**IV. FACILITY ACCESS & VISITATION OF CONSULAR OFFICIALS**

A. Give consular officers and diplomats visiting a detained foreign national the same access privileges as attorneys visiting a client. Consular officers and diplomats are required to adhere to the same visitation guidelines, rules, and regulations as attorneys.

B. Consular officers and diplomats must have proper identification to gain facility access. They should be carrying identification cards issued by the Department of State. If you have reason to doubt the authenticity of the identification card, call the Department at (202) 647-1985 or after hours at (571) 345-3146 or (866) 217-2089.

**V. REQUIRED DOCUMENTATION**

A. Document the consular notification and/or offer of notification in Tiburon on the foreign national's note screen.

B. Make the consular notification by fax if possible, and by telephone if not. Place a copy of the fax and fax confirmation receipt in the foreign national's file. Use the sample fax sheet in Appendix B of this Index Code.

C. If notification must be made by telephone, note the name and location of the consulate notified, the name of the person to whom you gave the information, and the date and time of notification.

D. For foreign nationals from "upon request" countries, make a notation that you told the national that he or she may have the consulate notified, and note the national's response. Indicate the date and time of your offer and the national's response. Use the *English* sample statement in Appendix A of this Index Code. ***There are other sample statements in several languages at [www.travel.state.gov/CNA](http://www.travel.state.gov/CNA).***

E. For foreign nationals from mandatory notification ("list") countries, make a notation that you told the national that you notified the consulate. Use the *English* sample statement in Appendix A of this Index Code. ***There are other sample statements in several languages at [www.travel.state.gov/CNA](http://www.travel.state.gov/CNA).***

F. Print the note screen and include it in the paperwork for the foreign national's records file.

G. The supervisor will be responsible for ensuring the proper notations are made in the record.

H. A copy of all documentation relating to the foreign national must be forwarded to the ***Homeland Security and Intelligence Unit***.

**VI. DEATH, SERIOUS INJURY OR SERIOUS ILLNESS OF A FOREIGN NATIONAL**

A. In addition to the above procedures, when a foreign national dies, is seriously injured or becomes seriously ill, notify the nearest consulate of his or her country immediately or as soon as reasonably possible. Make such notification by fax if possible, and by telephone if not. Use the sample fax sheet in Appendix B of this Index Code.

B. Document this notification in the incident report, and *scan* a copy of the fax and the fax confirmation receipt into ***ARS***.

**VII. PROPONENT UNIT:** ***Homeland Security and Intelligence Unit***.

**VIII. CANCELLATION:** This Index Code cancels Section XI of Index Code 2001.1, dated 12-03-10.