



Policy: Employee Conduct Regarding Immigration Status
Effective: December 13, 2016
Revised:

- Purpose** The City of Northfield fosters a culture and policy environment that makes it possible for Northfield to be a vibrant city where our immigrant and refugee residents can fully participate in and be integrated into the social, civic, and economic fabric of their adopted City.
- Policy** City staff are committed through their work to be a welcoming City for the public and serve and protect the public regardless of their immigration status.
- The City works cooperatively with United States Department of Homeland Security, as it does with all state and federal agencies, but the City does not operate its programs or provide services for the purpose of enforcing federal immigration laws.
- The public should be able to access City services to which they are entitled and are equally entitled to protection regardless of their immigration status under federal law.
- General Procedure** City employees must follow general City, state and federal guidelines to assess eligibility for services. City employees will serve the public and City services will be accessible to the public regardless of immigration status.
- City employees must not solicit immigration information or inquire about immigration status of any person, except when specifically required to do so by law or program guidelines as a condition of eligibility for the services sought.
- Communication** City department directors will use tools at their disposal, including communications, meetings and trainings, to direct their staff to comply with this policy.
- City staff will coordinate efforts to protect the civil liberties and civil rights of the public and provide supportive services and information as necessary to immigrants and refugees
- Human Resources** New City employees must complete Form I-9 (Employment Eligibility Verification). City employees may question a person regarding Form I-9 and documents supporting Form I-9, and may allow U.S. Department of Homeland Security to audit I-9 forms as allowed by law.
- Violations** Any violation, intentional or unintentional, of this policy by a City employee may subject the employee to discipline, up to and including, discharge.