

## Unit Order #3

# RISK MANAGEMENT BUREAU - UNIT ORDER

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"Mitigate Loss & Control Liability"



**SUBJECT: U-VISA CHANGES & IMPLEMENTATION PROCEDURE**

### PURPOSE OF ORDER

The purpose of this unit order is to 1) establish a policy for the processing and initial distribution of U-Visa tracking forms received by Risk Management Bureau (RMB) and/or Field Operations Support Services (FOSS); and 2) establish a policy for entry into the FOSS U-Visa tracking system.

### SCOPE OF ORDER

All personnel assigned to Risk Management Bureau.

### DISCUSSION

Senate Bill 674 (2015), known as the "Immigration Victims of Crime Equality Act," was signed into law on January 1, 2016. The goal of this legislation is to ensure all victims of a qualifying crime have equal access to a form of immigration status called "U-Visa" (where applicable). Effective January 1, 2017, the law requires certain specific statistical information be provided to the State upon demand. Due to this requirement, a formal process for tracking and maintaining this information must be established to ensure compliance.

### ORDER

The following are the procedures for handling the U-Visa tracking forms:

- All U-Visa tracking forms received by Risk Management Bureau will be forwarded to the FOSS sergeant (or designee). The FOSS sergeant (or designee) will note in the lower right corner of the tracking form the date FOSS received the form and forward it to the appropriate staff member so the information can be entered into the U-Visa tracking system.

- Once the relevant information is entered into the U-Visa tracking system, the U-Visa tracking form shall be initialed and dated by the person entering the information. The tracking form will be appropriately filed for future reference. **Entry of the information contained on the tracking form into the U-Visa tracking system shall be completed within three business days.**
  - In the event the requirement to enter the information from the U-Visa tracking form into the U-Visa tracking system cannot be met (three business days from the date of reception by the FOSS sergeant), the FOSS sergeant shall be immediately notified.
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