



# Carrboro Police Department

|  |                     |  |
|--|---------------------|--|
| <b>Subject:</b><br><b>Chapter 17: U VISA PROCEDURE</b> |                     | <b>Number:</b><br><b>III Subsections</b> |
| <b>Issued: 07-02-18</b>                                | <b>Revised: N/A</b> | <b>Pages: 1 of 2</b>                     |

- I. Overview
- II. Procedures
- III. Record Keeping Requirements

## I. OVERVIEW

- A. This policy will explain the procedure by which the Carrboro Police Department will evaluate and certify applications for Law Enforcement Certification Requests (Form I-918B), as part of the U Visa process.
- B. The U Visa is an immigration benefit that can be sought by victims of certain crimes who are currently assisting or have previously assisted law enforcement in the investigation or prosecution of a crime, or who are likely to be helpful in the investigation or prosecution of qualifying criminal activity. Form I-918B is a required piece of evidence to confirm to USCIS that a qualifying crime has occurred and that the victim was helpful, is being helpful, or is likely to be helpful in the investigation or prosecution of criminal activity.
- C. Applications will not be accepted for crimes that occurred prior to July 1, 2007.

## II. PROCEDURES

- A. Upon receipt of an I-918B application, it will be forwarded to the Police Chief's designated case review officer for a case review.
- B. A case review will be conducted to verify that the I-918B application information is consistent with the police department's records of the case and that the I-918B application meets the U Visa requirements. The original I-918B application will be kept on file by the case review officer pending the review. This review will be guided by the Department of Homeland Security's "U Visa Law Enforcement Certification Resource Guide."
- C. The case review will seek to:
  - 1. Determine that the petitioner was a victim of a crime that occurred in the jurisdiction of the Carrboro Police Department;



# Carrboro Police Department

|  |                     |  |
|--|---------------------|--|
| <b>Subject:</b><br><b>Chapter 17: U VISA PROCEDURE</b> |                     | <b>Number:</b><br><b>III Subsections</b> |
| <b>Issued: 07-02-18</b>                                | <b>Revised: N/A</b> | <b>Pages: 2 of 2</b>                     |

- 2. Determine that the crime committed is a qualifying crime under U Visa regulations; and
  - 3. Determine if the victim has specific knowledge and details of the crime, and has been, is being, or is likely to be helpful to law enforcement in the detection, investigation or prosecution of the qualifying crime.
- D. The case review officer may, as appropriate, confer with the District Attorney’s Office, or any other relevant government or non-governmental agency, about the incident details during the case review.
- E. After completing the review, the case review officer will render a decision on certifying the U Visa application. I-918B applications that meet the aforementioned criterion shall be certified.
- F. The case review officer will then notify the U Visa applicant of the decision and, if appropriate, forward the completed paperwork back to the applicant.

### III. RECORD KEEPING REQUIREMENTS

- A. It shall be the responsibility of the case review officer to maintain a database of I-918B applications and the resulting decision. This database will contain the following information: U Visa applicant’s name, Carrboro Police Department OCA, date of application to the Carrboro Police Department, date of decision, and outcome of the case review.
- B. U Visa applications will be electronically scanned and added to the U Visa file.