

**OFFICE OF THE CHIEF OF POLICE**

**ADMINISTRATIVE ORDER NO. 7**

**April 20, 2018**

**SUBJECT: DEPARTMENT IMMIGRATION LIAISON OFFICER – ESTABLISHED**

**PURPOSE:** The purpose of this Order is to establish Department Manual Section 4/264.60, *Department Immigration Liaison Officer*, which allows the Chief of Police to appoint a command officer or staff officer as the primary or secondary Department Immigration Liaison Officer (DILO).

**PROCEDURE:** Department Manual Section 4/264.60, *Department Immigration Liaison Officer*, has been established and is attached with the revisions indicated in italics.

**AMENDMENT:** This Order adds Section 4/264.60 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



**CHARLIE BECK**  
Chief of Police

Attachment

DISTRIBUTION "D"

**DEPARTMENT MANUAL  
VOLUME IV  
Established by Administrative Order No. 7, 2018**

**264.60 DEPARTMENT IMMIGRATION LIAISON OFFICER.** *The Chief of Police may appoint a command officer or staff officer as the primary or secondary Department Immigration Liaison Officer (DILO). The DILO represents the Department on matters related to federal immigration enforcement and communicates with federal immigration agency representatives.*

*The DILO is responsible for the following:*

- *Maintaining liaison between the Department and federal immigration authorities;*
- *Maintaining liaison between the Department and the community on matters concerning federal immigration enforcement;*
- *Providing advice to all Department entities and personnel related to issues involving federal immigration enforcement;*
- *Approving probable cause arrests for Illegal Re-Entry under federal law (see below); and,*
- *Approving criminal immigration enforcement actions as specified in the Office of the Chief of Police Notice, Immigration Enforcement Procedures, dated December 29, 2017.*

*In the absence of the primary DILO, the secondary DILO shall be responsible for the above duties and responsibilities.*

**Probable Cause Arrest for Illegal Re-Entry.** *Department personnel shall obtain approval from the DILO prior to conducting a probable cause arrest for a violation of 8 U.S.C. § 1326(a), (b)(2), (Illegal Re-entry after Conviction of an Aggravated Felony), or transferring a suspect to federal immigration authorities based on a probable cause arrest for 8 U.S.C. § 1326(a), (b)(2).*