

**FILE OF THE CITY CLERK**

**ADMINISTRATIVE ORDINANCE NO. 01 - 2024**

**ADMINISTRATION BILL NO. 01 - 2024**

**INTRODUCED BY COUNCILOR ARROYO – FEBRUARY 13, 2024**

**ADOPTED BY COUNCIL – FEBRUARY 27, 2024**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF LANCASTER, PENNSYLVANIA REQUIRING THE CITY TO OBTAIN AND MAINTAIN A WELCOMING CITY RATING OF NO LESS THAN THREE STARS FROM WELCOMING AMERICA; CODIFYING THE CITY'S PRACTICES RELATED TO THE PROVISION OF CITY SERVICES WITHOUT REGARD TO REFUGEE OR IMMIGRATION STATUS AND REQUIRING CITY COUNCIL TO ADVOCATE FOR THE ADOPTION OF SIMILAR PRACTICES AND POLICIES BY OTHER MUNICIPALITIES; PROVIDING FOR THE REPEAL OF INCONSISTENT ORDINANCES; PROVIDING FOR THE SEVERABILITY OF THE ORDINANCE; AND PROVIDING THAT THE ORDINANCE SHALL TAKE EFFECT IN ACCORDANCE WITH PENNSYLVANIA LAW.**

**WHEREAS**, the City of Lancaster has welcomed immigrants since its founding in 1742; and

**WHEREAS**, the City of Lancaster boasts a diverse community with almost 40 percent of the City's population identified with a Hispanic heritage, with 11 percent who speak English less than very well; and

**WHEREAS**, the School District of Lancaster reports 79 languages are spoken by its student population with 96.4 percent being Spanish; and

**WHEREAS**, in 2017 the City of Lancaster was recognized as having the highest per capita immigrant and refugee resettlement population in the nation; and

**WHEREAS**, the City of Lancaster has opposed discrimination based on race and national origin for decades, by policy, procedures and by the adoption of Ordinance No. 12-1991, as amended from time to time thereafter; and

**WHEREAS**, the City promotes a culture of inclusion which values diversity, promotes equity and the involvement of all individuals regardless of their backgrounds, identities, perspectives and sexual orientation; and

**WHEREAS**, the City strives to ensure that everyone, both employees and the community feel respected, welcomed and empowered to participate in and contribute to the City's governance and decision making processes; and

**WHEREAS**, Officials and employees of the City do and are required to treat all persons equally and without regard to race, color, ethnicity, religion, national origin, gender, sexual orientation or ability to speak English; and

**WHEREAS**, the City acknowledges that enforcement of civil federal immigration laws falls exclusively with the authority of the federal government; and

**WHEREAS**, the City encourages crime reporting and cooperation in the investigation of criminal activity, by working to assure that all persons, regardless of their actual or perceived citizenship or immigration status, feel secure that contacting or being addressed by members of the Lancaster City Police Bureau will not lead to an immigration inquiry; and

**WHEREAS**, the City is committed to ensuring access to all residents, including immigrants, to fully participate in civic life, including democratic space with civic engagement programs that are accessible without regard to language preference or disability; and

**WHEREAS**, the City is committed to being a diverse community where connections and trust are built collaboratively among residents, local government, businesses, faith communities and non-profits for a unified and strengthened community; and

**WHEREAS**, the City is committed to non-discrimination in all of its hiring practices; and

**WHEREAS**, as a result of the City's commitments as set forth above, and the actions taken in support of those commitments, in September 2019, the City of Lancaster was officially designated as a "Certified Welcoming City" by Welcoming America; and

**WHEREAS**, the criteria in the Welcoming standards require programs, policies and practices that local government and community organizations implement to ensure that everyone, including immigrants, belong and thrive in an all-inclusive civically engaged community; and

**WHEREAS**, Welcoming America has a recently adopted five-star rating system that allows governments to achieve one to five star designations for their welcoming efforts, while also providing opportunity for capacity building and growth; and

**WHEREAS**, by 2025 the City will be required to select a star level to be audited for recertification as a Welcoming City with subsequent recertifications every three years thereafter; and

**WHEREAS**, by adoption of this Ordinance, City Council of the City of Lancaster is directing that the City obtain and maintain a rating of no less than 3 stars during its 2025 recertification and each recertification thereafter; and

**WHEREAS**, the City desires to be a regional leader in advocating for all municipalities in Pennsylvania to adopt policies and procedures that assure the fair and equitable treatment of all people without regard to their refugee or immigration status; and

**WHEREAS**, by adoption of this Ordinance, City Council desires to codify the City's existing practices of providing services without regard to a person's refugee or immigration status; and

**WHEREAS**, by adoption of this Ordinance, City Council wishes to legislate requirements that City Council take an active role in advocating that the City's efforts be expanded regionally.



**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Lancaster Bureau of Police policies and/or practices be codified as follows:

### **Section 1. Definitions.**

**Administrative Warrant:** A document issued by an immigration enforcement official, including those from the United States Department of Homeland Security (DHS), United States Immigration and Customs Enforcement (ICE) or an administrative immigration judge (IJ), relating to suspected violations of immigration law. The term includes civil administrative warrants, administrative subpoenas, detainer requests, removal orders, database entries (e.g., from the National Crime Information Center) and any similar civil order for the arrest or detention of an individual or for information. An administrative warrant is not a judicial warrant, nor is it a court order.

**Certified Welcoming City:** A designation provided by Welcoming America under its Certified Welcoming Standard 2.0 star system.

**Citizenship or Immigration Status:** Citizenship refers to whether a person is a citizen of the United States (including individuals who hold United States citizenship in addition to citizenship of another country) or is solely a citizen of another country (a "non-citizen"). Immigration status refers to the type of authorization a non-citizen has for their presence in the United States (e.g., lawful permanent resident, conditional permanent resident, visa holder, temporary protected status or undocumented, among other types of status). Perceived citizenship or immigration status refers to characteristics that suggest a person may be a non-citizen or of uncertain immigration status, such as actual or assumed place of birth, country of origin, ancestry, native language, looking or sounding "foreign", any other national origin indicator or absence of a social security number. These characteristics are separate from, and not included in the term "citizenship or immigration status."

**Court Order:** An order entered by a state or federal court, not to include an administrative immigration court.

**Judicial Warrant:** A warrant issued by a state or federal court.

**Immigration and Customs Enforcement (ICE):** The federal law enforcement agency under the United State Department of Homeland Security (DHS) responsible for enforcement of immigration laws in the interior United States and for representation of the United States in administrative immigration proceedings. This definition shall also encompass any successor agency to ICE.

**Immigration Enforcement Official:** Any federal employee or agent engaged in immigration enforcement operations including but not limited to agents of ICE, DHS and the United States Department of Justice (DOJ).

**Official or Employee:** Any person employed by or acting on behalf of the City of Lancaster including all members of the City of Lancaster Bureau of Police as an employee, agent or representative.

### **Section 2. Certified Welcoming City Designation**

#### **A. Mandated Star Ratings.**

The City, during its 2025 recertification, shall obtain and thereafter maintain a star rating of no less than 3 stars under Welcoming America's Certified Welcoming Standard 2.0 star system. Notwithstanding the foregoing, the City may and should continue efforts to create policies and procedures and to take actions towards obtaining higher star ratings including those designated as 4 and 5, all in an effort to advance the City's commitments to:

1. Ensure equitable and inclusive access to all residents, including immigrants, to the City's governmental programming, services, and processes.
2. Provide a culturally and ethnically diverse workforce;
3. Further strengthen the City's workforce by improving integration;
4. Promote and support the elimination of barriers to both child and adult education for immigrants;
5. Assure that the City's residents continue to be treated equitably and fairly without regard to their immigrant status, disability, language preference, gender or sexual orientation; and
6. Ensure that the City takes a lead in promoting these principles.

**B. Reporting.**

City Administration shall report no less than annually to City Council on its efforts to both obtain and maintain its 3 Star Certified Welcoming City rating and to adopt policies, procedures and practices consistent with Welcoming City 4 and 5 star ratings.

**Section 3. Non-intervention with Respect to Citizenship and Immigration**

**A. Requesting, Accessing or Disclosing Information Prohibited**

1. No official or employee of the City may inquire into an individual's citizenship or immigration status, unless required to do so by federal law, state law, this ordinance, court order or unless such inquiry is reasonably necessary in the course of a criminal investigation.
2. No official or employee of the City shall request, record, or access in government records the citizenship or immigration status of an individual, unless the action is required by state law, federal law, regulation, judicial warrant, court order or subpoena, or unless such inquiry is reasonably necessary in the course of a criminal investigation.
3. No official or employee of the City shall disclose to any person or entity the citizenship or immigration status of an individual, unless the action is required by state law, federal law, regulation, warrant, court order or subpoena, or unless such inquiry is reasonably necessary in the course of a criminal investigation or has been authorized by the individual or their legal guardian.
4. The City shall not retain information related to an individual's citizenship or immigration status, unless required to do so by federal law, state law, this ordinance, or court order unless reasonably required to do so in the course of a criminal investigation. Further, under no circumstance unless required by state law, federal law, regulation, warrant, court order or subpoena, shall the City

provide information to ICE regarding physical location, address or other information that would assist in locating a person for the purposes of civil immigration enforcement.

5. Officials or employees of the City shall not utilize City resources (including but not limited to facilities, equipment, cell phones, office supplies, radios, emails, databases and employee time while on-duty) to provide any information to immigration enforcement officials, unless the employee's action is expressly authorized under this Ordinance.
6. Notwithstanding the foregoing, City officials may in the hiring/application for employment process ask an applicant if they are legally authorized to be employed by the City and/or if they will need an employer sponsor to be or remain lawfully employed.

**B. Prohibited Actions**

1. Officials or employees of the City shall not threaten, coerce, or intimidate anyone based on their citizenship or immigration status, actual or perceived, or the actual or perceived citizenship or immigration status of a member of the person's household.
2. Officials or employees of the City shall not initiate an investigation or take law enforcement action on the basis of actual or perceived citizenship or immigration status, including, but not limited to, the initiation of a stop, apprehension, arrest, or any other field contact.
3. Officials or employees of the City shall not make inquiries into the citizenship or immigration status of any individual, including those who are not the subject of the law enforcement encounter (e.g., household members, friends or family of the person being questioned), except as authorized by this Ordinance.
4. Officials or employees of the City shall not make any threats of immigration actions or consequences as a result of any interaction with law enforcement, including in the context of criminal investigations.
5. If an official or employee learns of an individual's citizenship or immigration status, the official or employee may not act solely on that individual's citizenship or immigration status, unless with the consent of the individual to pursue a benefit afforded to them under state or federal law or regulation or required by any international treaty.
6. Nothing in this section is intended to prevent the collection and publication of data, other than citizenship and immigration status, useful to program evaluation as long as the underlying data is kept confidential and not disclosed outside the City of Lancaster. Nothing herein should be construed to restrict the sharing of de-identified aggregated data outside the City of Lancaster.

**C. Assistance with Immigration Enforcement**

The City shall not engage in, assist, or support immigration enforcement except as follows:

1. In response to an articulated, direct threat to life or public safety.

2. When such services are required to execute a judicial warrant or court order or to comply with a federal or state law.
3. When members of the of the Police Bureau are assigned as task force officers to Homeland Security Investigations, they may work with immigration officers while conducting other law enforcement activities related to violations of criminal law. However, under no circumstances shall a Lancaster City Police Bureau member, or other official or employee, whether assigned to a task force or not, have the authority to enforce administrative violations of immigration law or otherwise assist in the enforcement of civil immigration law.

**D. Acceptable Identification**

1. Unless required by federal or state law or regulation or an explicit funding requirement, in order to provide public services or benefits, employees of the City shall accept a combination of documents to verify an individual's identification and an address or other information sufficient to reasonably demonstrate the individual's residence or address, including but not limited to:
  - a. A photo identity document (ID) issued by a state and/or foreign government (such as a driver's license, passport or consular identification documents).
  - b. Presentation of an alternate form of ID shall not subject the person to a higher level of scrutiny or different treatment than if the person had provided a driver's license or state identification card.

This Section does not apply to completion of federal I-9 forms or similar federal or state forms requiring a specific form of identification or license under defined circumstances.

**E. Certification Requests**

Nothing in this Ordinance shall prohibit Lancaster City Police Department from approving certification requests for crime victims or witnesses applying for U or T visas, or other benefits.

**F. Compliance with Federal Law**

This policy is to be construed in accordance with federal law including 8 U.S.C. § 1644 and 8 U.S.C. §1373(a) which provides "Notwithstanding any other provision of Federal, State, or local law, a Federal, State, or local government entity or official may not prohibit, or in any way restrict, any government entity or official from sending to, or receiving from, [ICE] information regarding the citizenship or immigration status, lawful or unlawful, of any individual."

**G. Complaints Regarding Alleged Violations of this Ordinance**

1. Any person who alleges a violation of Section 3 of Ordinance by a member of the Bureau of Police may file with the Police Bureau a civilian complaint for investigation in accordance with the Lancaster Bureau of Police policies and procedures.
2. Any person who alleges a violation of Section 3 of this Ordinance by an employee of the



City other than a member of the Bureau of may file a complaint for investigation with the Bureau of Human Resources of the City of Lancaster.

#### **Section 4. Advocacy Requirements.**

##### **A. City Council Advocacy Requirements**

City Council shall, as part of its annual work, advocate for the adoption of inclusive policies, such as those referenced in this ordinance and as set forth and described by Welcoming America in its star designation process, by other local municipalities. Those efforts should include, but not be limited to:

1. Promoting the Welcoming America standards to other local, state and federal municipalities and bodies;
2. Working collaboratively with the Mayor's office and the City's Department of Community Engagement on strategic advocacy initiatives to support and encourage work on immigrant inclusion by other local municipalities;
3. Participating in and supporting efforts for advocacy at the state and federal level to promote immigrant and refugee inclusion; and
4. Partnering with other entities and associations to promote and advocate for immigrant and refugee inclusion.

##### **B. Reporting**

City Council shall prepare and present at its first meeting in December of each year a report detailing the advocacy efforts it has taken and the progress and results of such advocacy work, including, but not limited to, the advocacy efforts taken by other entities and associations City Council partnered with for such matters.

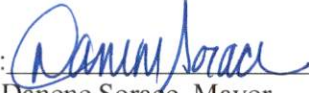
**Section 5.** All ordinances or resolutions or parts of ordinances or resolutions insofar as they are inconsistent herewith are hereby repealed and rescinded.

**Section 6.** In the event any provision, section, sentence, clause or part of this Ordinance shall be held to be invalid, such invalidity shall not affect or impair any of the remaining provisions, sections, sentences, clauses or parts of this Ordinance; it being the intent of the City of Lancaster that the remainder of the Ordinance shall be and shall remain in full force and effect.


**Section 7.** This Ordinance shall become effective as provided by the laws of the Commonwealth of Pennsylvania.

DULY ORDAINED AND ENACTED this 27th day of February, 2024, by the Council of the City of Lancaster, Lancaster County, Pennsylvania, in lawful session duly assembled.

CITY OF LANCASTER

By:   
Danene Sorace, Mayor

ATTEST:

  
Bernard W. Harris, Jr.  
City Clerk