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|  |  |  **Blue Ridge Fire District****Policy and Procedure** |  | General Order Number **C203** |  |
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|  | Subject:**Immigration Reform** **Control Act** | Effective Date:**March 21, 2015** |  Total Pages:**3** |  |
| Board Approval Date:**March 21, 2015** | Resends: |  |
|  | Application:**All District Personnel** | *Signed into effect as authorized by the Board of Directors*John Banning, Fire Chief |  |
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1. **PURPOSE**

To comply with a Federal employment law in ensuring that the identity and employability of all persons employed by the Blue Ridge Fire District have been reviewed and approved as regulated by Immigration Reform Control Act of 1986 (IRCA).

1. **SCOPE**

This policy applies to all employees of the District and begins on their first day of employment.

1. **POLICY**

Any new employee shall provide the District with documentation that provides proof of identity and employability as required by IRCA law. Such documentation shall be provided on or before the first day of employment, or employment may not commence.

1. **DOCUMENTATION**

All employees shall be required to show proof of both identity and employability. Documents that are acceptable for each category are listed as follows:

1. **Identity and Employability**
2. United States Passport
3. Certificate of U. S. Citizenship, INS Form N-560 or N-561
4. Certificate of Naturalization, INS Form N-550 or N-570
5. A current foreign passport
6. Alien Registration Receipt Card or Resident Alien Card, INS Form I-151 or I-551, provided it contains a photograph
7. Temporary Resident Card, INS Form I-688A
8. Employment Authorization Card, INS Form I-688A
9. **Identity**
10. State-issued Driver’s License or Identification Card
11. School Identification Card with Photograph
12. Voter Registration Card
13. U.S. Military Identification Card or Draft Record
14. Identification Card issued by Federal, State or Local Government Agency or Entity
15. Military Dependent Identification Card
16. Native American Tribal Document
17. U.S. Coast Guard Merchant Marine Card
18. Driver’s License issued by a Canadian Government Authority
19. **Employability**
20. Social Security Card without work restrictions
21. Unexpired Re-entry Permit INS Form I-327
22. Unexpired Refugee Travel Document INS Form I-571
23. Certification of Birth issued by the Department of State, DOS Form FS-545
24. Certification of Birth Abroad Issued by the Department of State, DOS Form TS-1350
25. Original or Certified Copy of Birth Certificate issued by a State, County or Municipal Authority bearing a seal.
26. An employment Authorization Document issued by INS
27. Native American Tribal Document
28. U.S. Citizenship Identification Card INS Form I-179
29. **Guidelines**
30. The employee shall complete the employee portion of the Employment Eligibility Verification Form (INS Form I-9), attesting to the employee’s identity and eligibility to work in the United States.
31. The Fire Chief or other designated representative shall complete the employer’s portion of the Employment Eligibility Verification Form (INS I-9), certifying that the employee has presented original documents attesting to the employee’s identity and verifying that the individual is authorized to work in the United States.
32. The District representative shall not photocopy documents, but rather shall only examine the documents and shall accept such documents provided that the authenticity of such documents appears intact. A copy shall be provided by the employee and will accompany the I-9 on file.
33. If the individual is unable to provide appropriate documentation, the Fire Chief shall provide notification that the individual is no longer eligible for employment with the Blue Ridge Fire District.
34. All I-9 forms are to be maintained in a central file in the Administration Office, separate from the employee’s medical and training files. I-9 forms shall be maintained in the file for a minimum of three years from the date of hire and for at least one year beyond the date of the employee’s termination, whichever is the longer period.
35. The District shall comply with all requirements for inspection of records by the Immigration and Naturalization Service, or any other governmental authority deemed to have the authority to inspect such records for purpose of enforcement of the provisions of IRCA.