

Guidelines for Immigration Compliance and Reporting Requirements

Issued: November 2024



DOAA

Georgia Department
of Audits & Accounts

Overview

During the 2024 Session of the General Assembly, the Legislature enacted House Bill 1105. This bill enacted certain compliance requirements on law enforcement departments within the State, and now requires them to certify their compliance with the new provisions within the annual immigration compliance reporting process that is managed by the Department of Audits and Accounts.

The new reporting requirements have been incorporated into the immigration collection system. Additionally, the Department of Audits and Accounts has redesigned the system. This document provides you a step-by-step navigation through the redesigned collection system to assist you in completing the required annual report.

You may click within the Table of Content links to be directed to a specific section of the report.

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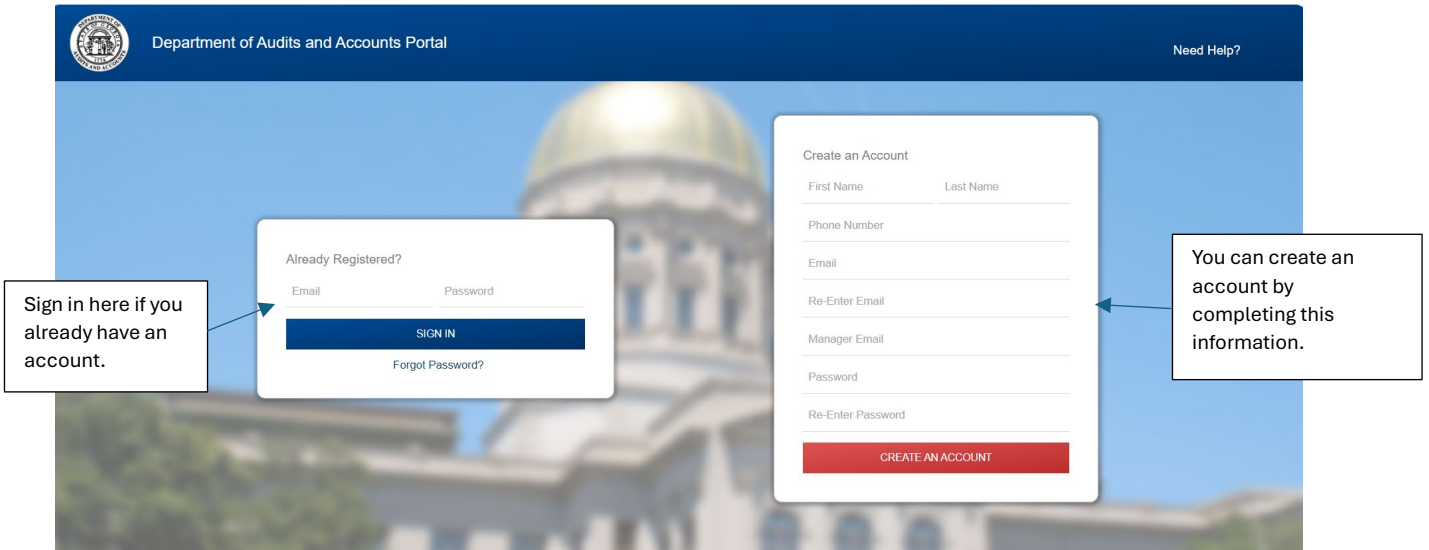
*Note: The screenshots included in this document are for example purposes only and do not reflect the actual responses of any entity referenced.

Creating an Account to Access the Immigration Collection System

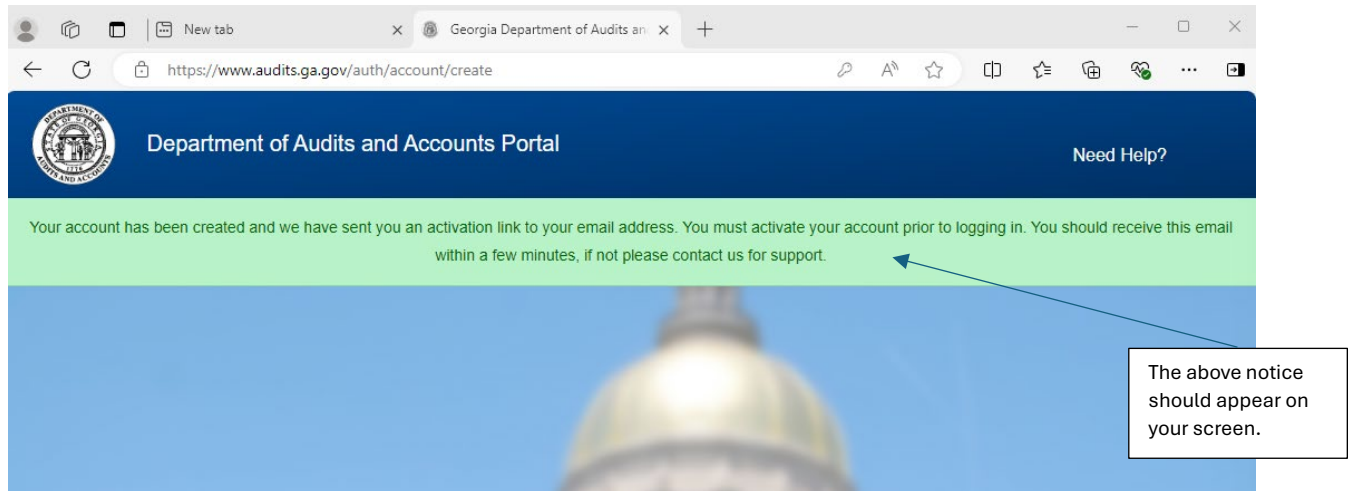
You can access the Immigration Collection System here: [Georgia Department of Audits and Accounts](https://www.audits.ga.gov/immigration)

The actual website is: <https://www.audits.ga.gov/auth/login.aud>.

When you enter this website, you will see the following page.



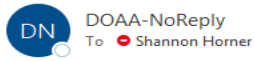
Once you complete the required information to create an account, you will receive a notice that your account has been created and that you will receive an activation link via email.



Within 15 minutes, you should receive an email from the Department of Audits and Accounts. Please check your spam and junk mailboxes if you do not see it.

Here is an example of the email you will receive from the Department of Audits and Accounts.

Department of Audits and Accounts - Account Verification.



Dear SHANNON,

You have setup an account with the Department of Audits and Accounts. Please activate your account by either clicking on the link below:

<https://www.audits.ga.gov/auth/account/activate/4ccf25dc-531d-42f7-85d0-8cbface3f191>

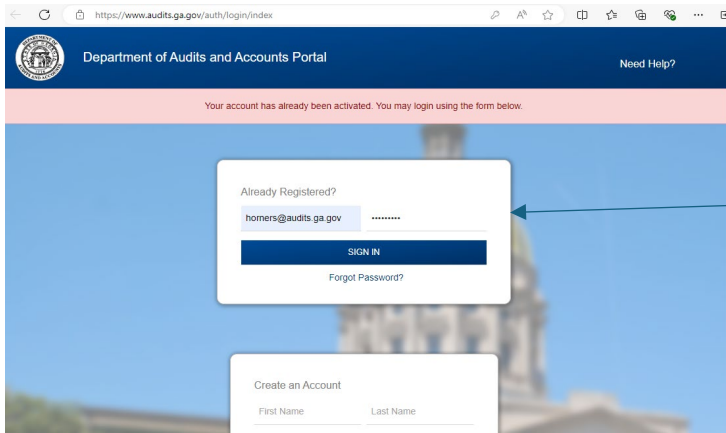
OR

you can manually go to <https://www.audits.ga.gov/auth/account/activate>

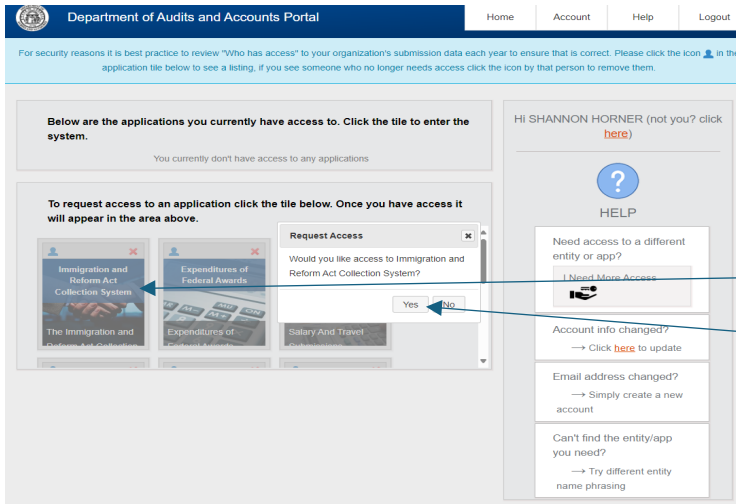
then, copy and paste the following code into the text field: **4ccf25dc-531d-42f7-85d0-8cbface3f191**

Thank you very much!

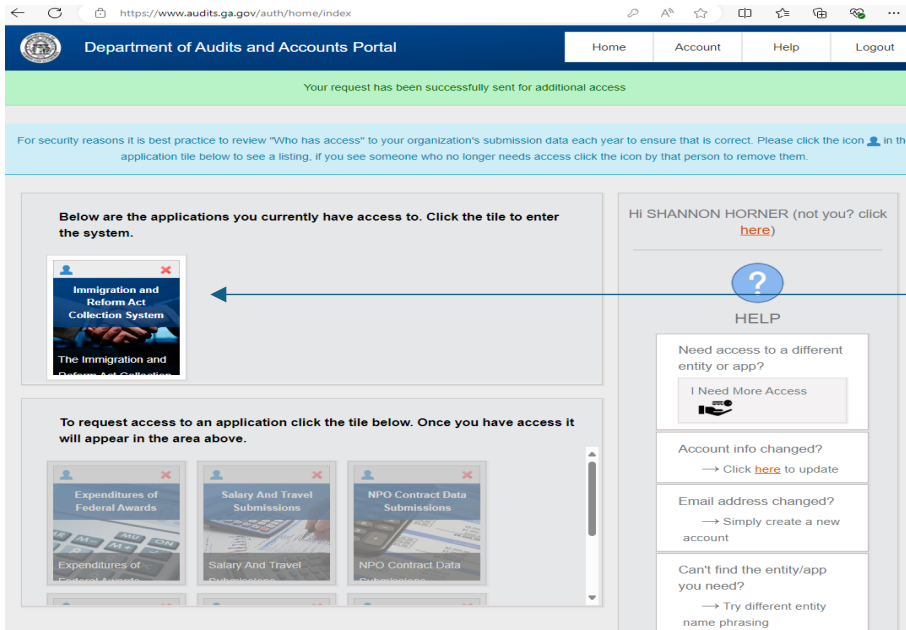
You may activate your account by clicking the link or by entering the posted code on the website.



Once you have activated your account, you will be taken back to the submission portal. At this point, you can log in using your email and the password you created.



Upon logging in, you will see the following screen. Although you now have an account, you will need to identify which collection systems for which you are requesting access. Click the Immigration and Reform Act Collection System. Then click "Yes."



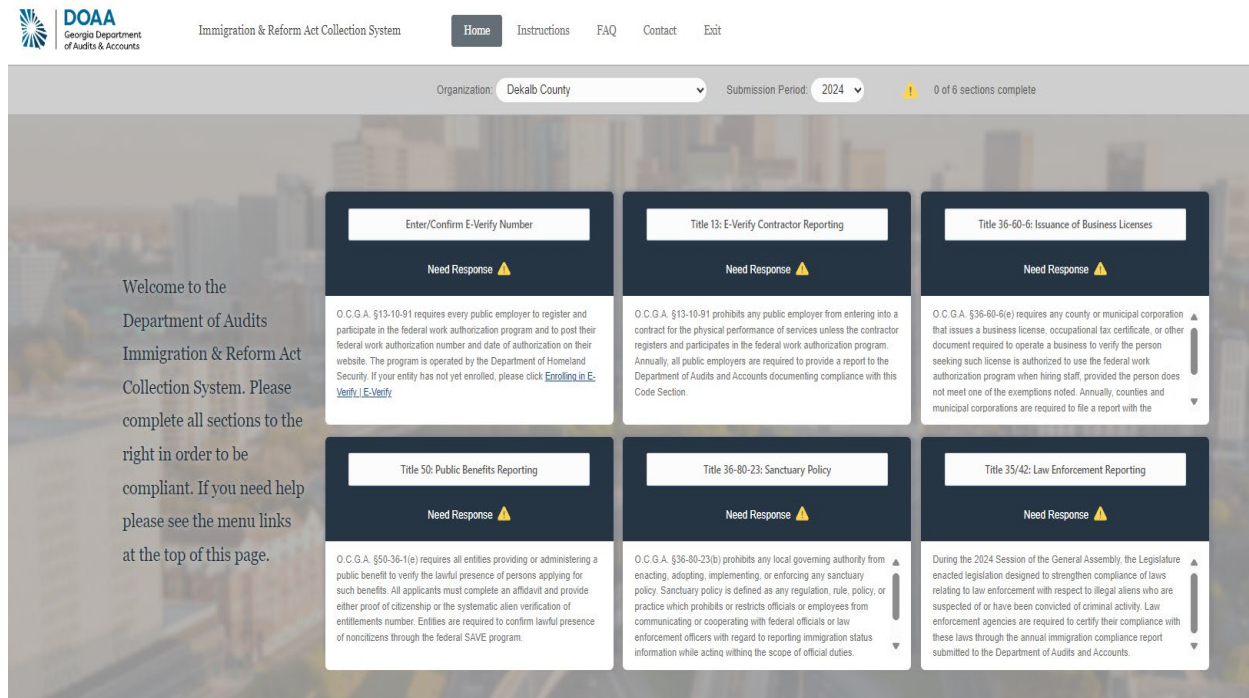
Your screen will show that you now have access to your entity's Immigration and Reform Act Collection System.

When you click on the tile, you will see the Immigration Collection System home page and you may begin entering/submitting your reports.

Home Page

You can access the Immigration Reporting Collection System by clicking this link: [Georgia Department of Audits and Accounts](#). Please remember, you must have an active account to access the system. If you do not, please see the preceding section to create an account.

The Department of Audits and Accounts has updated the design of the collection system for 2024. When you access your account, you will see the following home page.



For each section, the progress level will be stated:

- Need Response
- Started
- Confirmed
- Not Required (Used when an entity is exempt from a specific reporting requirement.)

When you hover over the white rectangular box with the title, you will receive a message to “click to enter the section.”

We have also added some language explaining the purpose of the section.

A new section has been added to address the compliance and reporting requirements outlined in HB 1105, which was passed during the 2024 session of the General Assembly.

Section 1 – Enter/Confirm E-Verify Number

When you click in the rectangle, you will see a screen with your entity’s E-Verify number and date of authorization. This information was populated from the most recent report submitted to DOAA.

Organization: Dodge County Submission Period: 2024

Confirm E-Verify Number | Step 1 of 1
Dodge County: *Need Response*

Please provide / confirm an E-Verify number and authorization date for your organization:

E-Verify Number: **i** The entity's E-Verify is located on your entity's website, along with the date of authorization from the Department of Homeland Security. If you cannot locate the number on your website, please contact your HR department to verify the information.

Authorization Date: **i** This is the date your entity was assigned an E-Verify number from the Department of Homeland Security.

Do Not Qualify: **i** No E-Verify number has been assigned since the entity does not meet the criteria established by the Department of Homeland Security to obtain such number.

Go Home Confirm

Click "Confirm" if the information is correct.

If the information is not correct, or has not been entered, please enter correct information and click confirm. Your HR Department will know the entity’s E-Verify number and date of authorization.

Once you click confirm, you will see the screen below, which notes who completed the section and the date/time of completion.

Confirm E-Verify Number | Step 1 of 1
Dodge County: *Confirmed (by Carol Schwinne)*

Please provide / confirm an E-Verify number and authorization date for your organization:

The E-Verify section for 2024 has been **completed** by **Carol Schwinne** on **10-20-2024 8:26 PM**.

E-Verify Number: **i** The entity's E-Verify is located on your entity's website, along with the date of authorization from the Department of Homeland Security. If you cannot locate the number on your website, please contact your HR department to verify the information.

Authorization Date: **i** This is the date your entity was assigned an E-Verify number from the Department of Homeland Security.

Do Not Qualify: **i** No E-Verify number has been assigned since the entity does not meet the criteria established by the Department of Homeland Security to obtain such number.


Go Home Confirm

Once confirmed, click the “Go Home” button to return to the Home Page. This will allow you to access a new section of the report.

Section 2 – Title 13: E-Verify Contractor Reporting

When you click on the Title 13 tile on the home page, you will see the following screen. Step 1 of 3 requires you to answer whether or not your entity entered into any contracts for the “physical performance of services” during the reporting period.

Title 13 E-Verify Contractor Reporting | Step 1 of 3: *Opening Question*
Liberty County Board of Education: *Need Response* (by Carol Schwinne) ⌚

 **OCGA 13-10-91** prohibits any contractor from entering into a contract with a public employer for the “physical performance of services” unless the contractor registers and participates in the federal work authorization program.


OGGA 13-10-90 defines “physical performance of services” as the performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed \$2,499.99. Services include, but are not limited to, public works and construction, professional services, IT and maintenance services, support services, etc. The Code Section does allow for certain limited exceptions.

During the reporting period (December 1, 2023 - November 30, 2024), did your entity (Liberty County Board of Education) enter into any contracts for the “physical performance of services” as defined in O.C.G.A. §13-10-90? “Entity” includes all divisions and departments that are part of your entity’s budget, including all law enforcement operations that are part of the entity’s budget.

Yes No

Next →

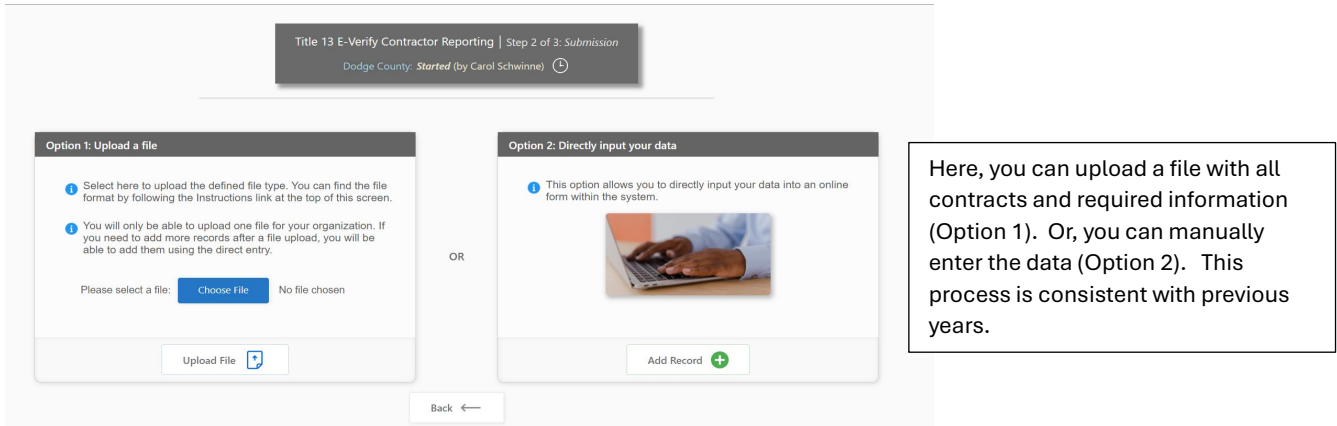
Respond “Yes” or “No” to the question and then click “Next.”

 **Note:** When you see the lightbulb, we have offered some clarification and/or guidance regarding the compliance and reporting requirements.

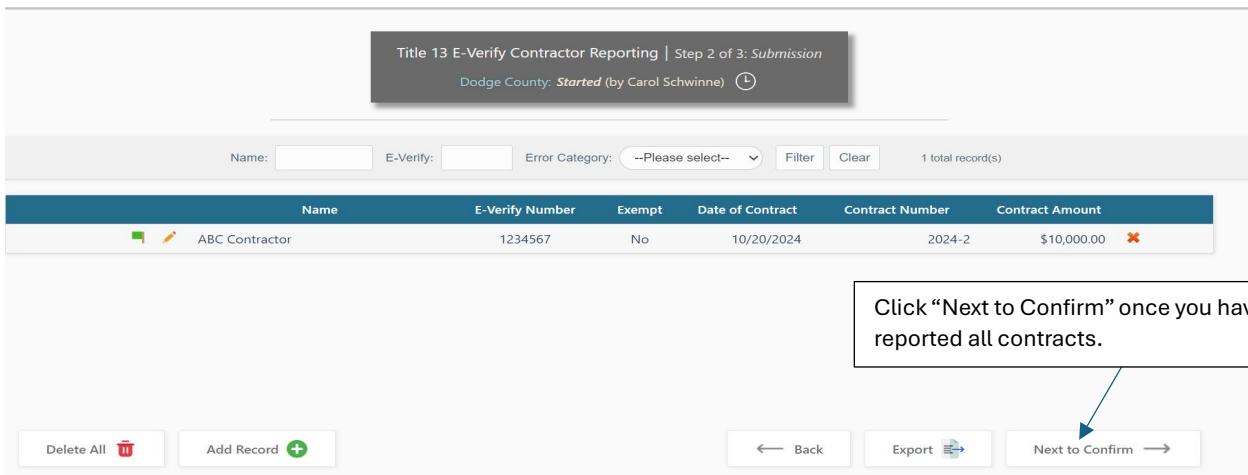
When answering this question, the entity needs to respond on behalf of all components of the entity’s official budget (for counties, this would include their county sheriff’s office).

If you answer “Yes” to the Step 1 of 3 question...

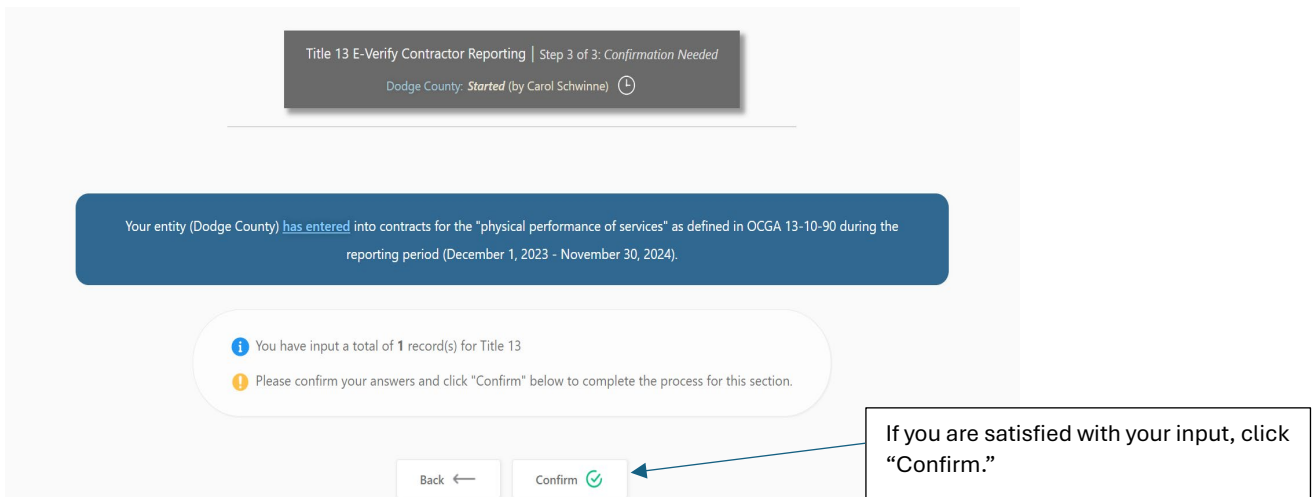
Step 2 of 3 requires you to enter the contractor information.



Here is an example of what you may see once you upload or manually enter contract information.



In Step 3, you will confirm your report. You will see information regarding the number of contracts reported.



You will then see the final confirmation screen.

Title 13 E-Verify Contractor Reporting | Step 3 of 3: *Confirmed*
Dodge County: *Confirmed* (by Carol Schwinne) ⌚

Your entity (Dodge County) has entered into contracts for the "physical performance of services" as defined in OCGA 13-10-90 during the reporting period (December 1, 2023 - November 30, 2024).

i You have input a total of 1 record(s) for Title 13
📄 The Title 13 section for 2024 has been **completed** by Carol Schwinne on 10-20-2024 8:54 PM.

Back ← Reset Status ↻ Go Home 🏠

Click "Back" to return to the previous step.
Click "Reset Status" to remove the confirmed status.
Click "Go Home" to return to the Home Page of the Collection System. Once you return to the Home Page, you will be able to access a new section of the report.

If you answer "No" to the Step 1 of 3 question...

Title 13 E-Verify Contractor Reporting | Step 1 of 3: *Opening Question*
Dodge County: *Started* (by Carol Schwinne) ⌚

💡 **OCGA 13-10-91** prohibits any contractor from entering into a contract with a public employer for the "physical performance of services" unless the contractor registers and participates in the federal work authorization program.
OGGA 13-10-90 defines "physical performance of services" as the performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed \$2,499.99. Services include, but are not limited to, public works and construction, professional services, IT and maintenance services, support services, etc. The Code Section does allow for certain limited exceptions.

During the reporting period (December 1, 2023 - November 30, 2024), did your entity (Dodge County) enter into any contracts for the "physical performance of services" as defined in O.C.G.A. §13-10-90? "Entity" includes all divisions and departments that are part of your entity's budget, including all law enforcement operations that are part of the entity's budget.

Yes No

Next →

Click "Next"

You will bypass Step 2 and be directed to Step 3 of 3.

Your entity (Dodge County) [has not entered](#) into contracts for the "physical performance of services" as defined in OCGA 13-10-90 during the reporting period (December 1, 2023 - November 30, 2024).

- Based on your answers, you are not required to submit any data for this reporting period.
- Please confirm your answers are correct and press "Nothing to Submit" to complete the process.

Back ← Nothing to Submit ✓

If you are satisfied that your entity did not enter into contracts for the 'physical performance of services' during the reporting period, click "Nothing to Submit."

This action will direct you to the final confirmation page for the Title 13 compliance reporting requirement.

Final Confirmation Page

Your entity (Dodge County) [has not entered](#) into contracts for the "physical performance of services" as defined in OCGA 13-10-90 during the reporting period (December 1, 2023 - November 30, 2024).




- Based on your answers, you are not required to submit any data for this reporting period.
- The Title 13 section for 2024 has been **completed** by **Carol Schwinne** on **10-20-2024 9:01 PM**.

Back ← Reset Status ↻ Go Home 🏠

"Back" will return you to the previous step.
"Reset Status" will remove the confirmed status and allow you to correct the information you provided.

Click "Go Home" if you are satisfied with your responses and want to return to the home

Title 13: E-Verify Contractor Reporting

Confirmed   

by: Carol Schwinne (10-20-2024 9:01 PM)


O.C.G.A. §13-10-91 prohibits any public employer from entering into a contract for the physical performance of services unless the contractor registers and participates in the federal work authorization program. Annually, all public employers are required to provide a report to the Department of Audits and Accounts documenting compliance with this Code Section.

Your Home Page tile for Title 13: E-Verify Contractor Reporting will now show confirmed.

Section 3 – Issuance of Business Licenses

When you click on the Issuance of Business Licenses tile on the front page, you will be taken to the following screen. In Step 1 of 3, you will document whether your entity issued any business licenses during the reporting period. Please note, only counties and cities/municipalities are required to complete this section of the report. The home page for all other entity types will be noted as “Not Required.”

Title 36 Issuance of Business Licenses | Step 1 of 3: *Opening Question*
Acworth, City of: *Need Response* (by Carol Schwinne) ⌵



OCCA 36-60-6 specifies that before any county or municipal corporation issues a business license, occupational tax certificate, or other document required to operate a business to any person, the person shall provide evidence that he or she is authorized to use the federal work authorization program or evidence that the provisions of this Code section do not apply. The provision would not apply if the person to businesses with 10 or fewer employees.

During the reporting period (December 1, 2023 - November 30, 2024), did your entity (Acworth, City of) issue any business licenses, occupational tax certificates, or other documents(s) required to operate a business to a private employer that is required to utilize the federal work authorization program under the provisions of Code Section 36-60-6?

Yes No

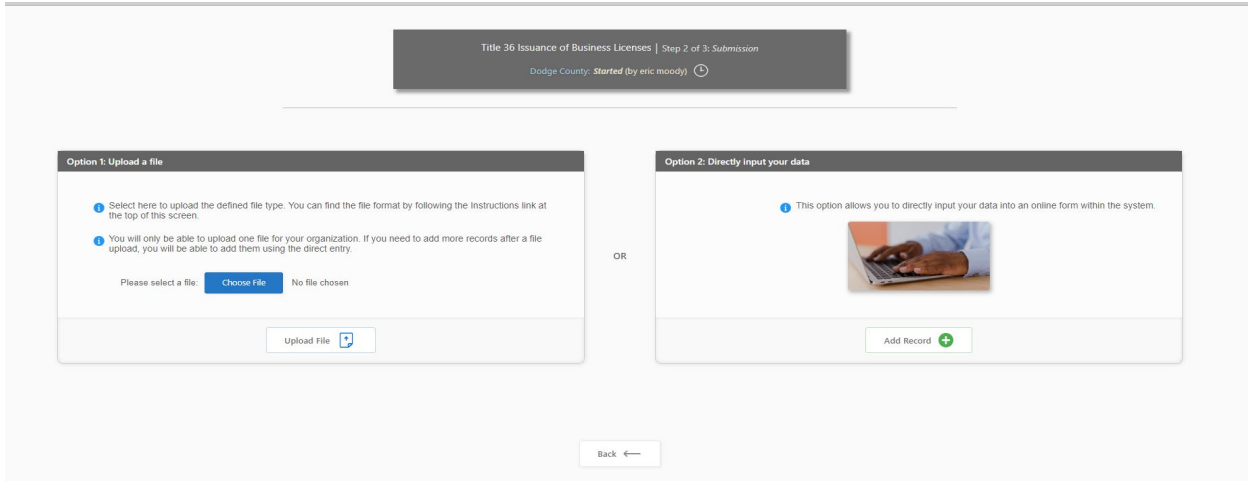
Next →

Click “Yes” or “No” to indicate if your entity has issued business licenses during the reporting period.

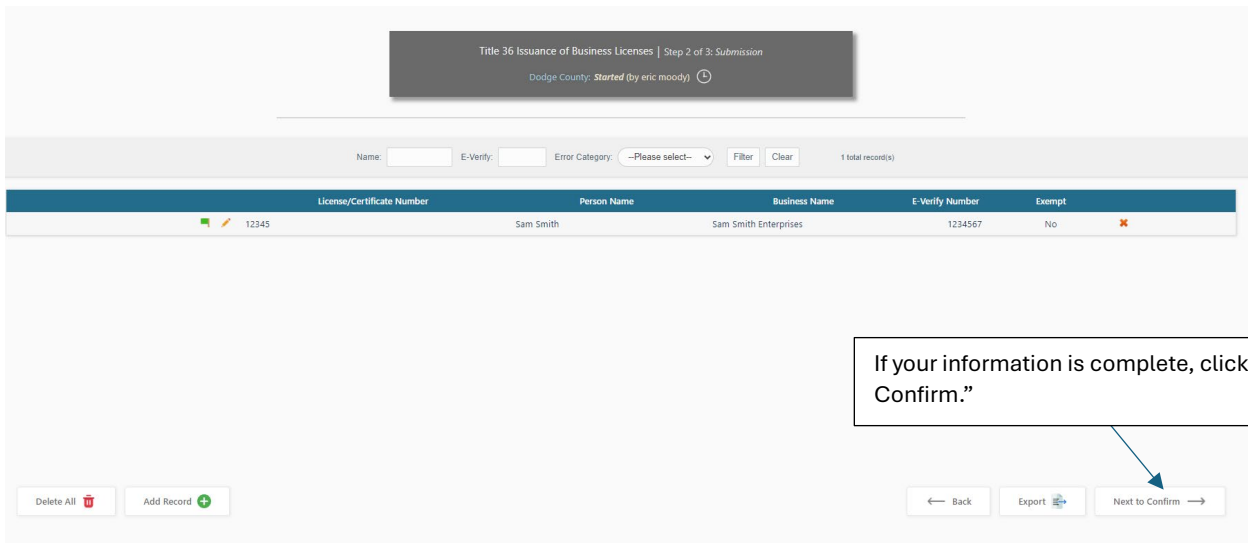
Click “Next” after responding Yes or No.

If you answered “Yes” to the Step 1 of 3 question...

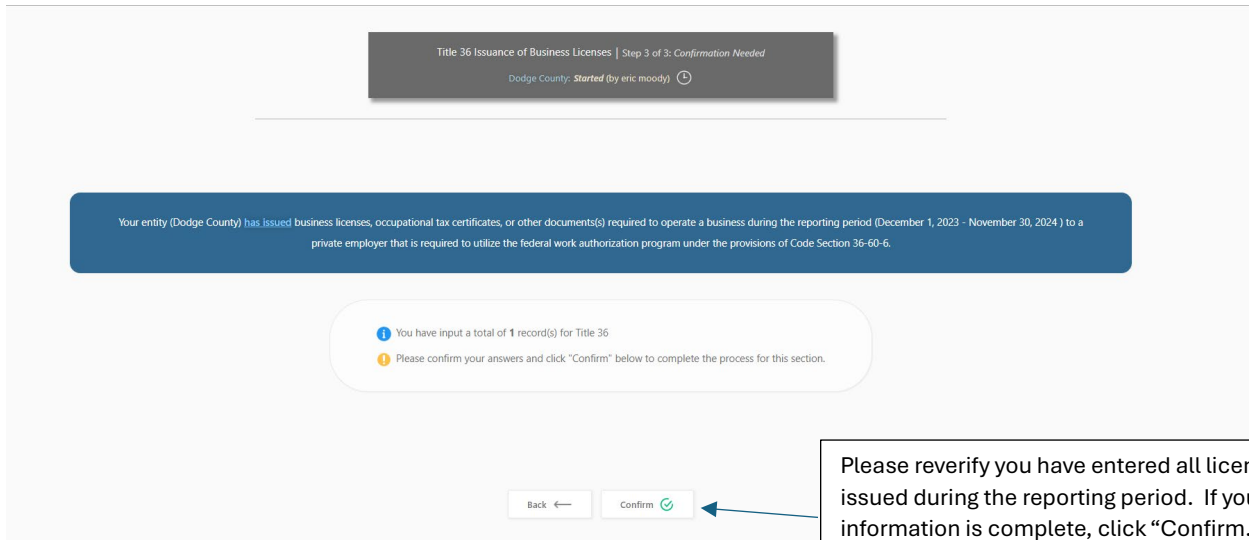
If you answered “Yes,” you will be directed to Step 2 of 3. In this Step, you will enter all required information pertaining to the business licenses issued during the reporting period. This process can be completed through a file upload or you can manually enter information for each license issued.



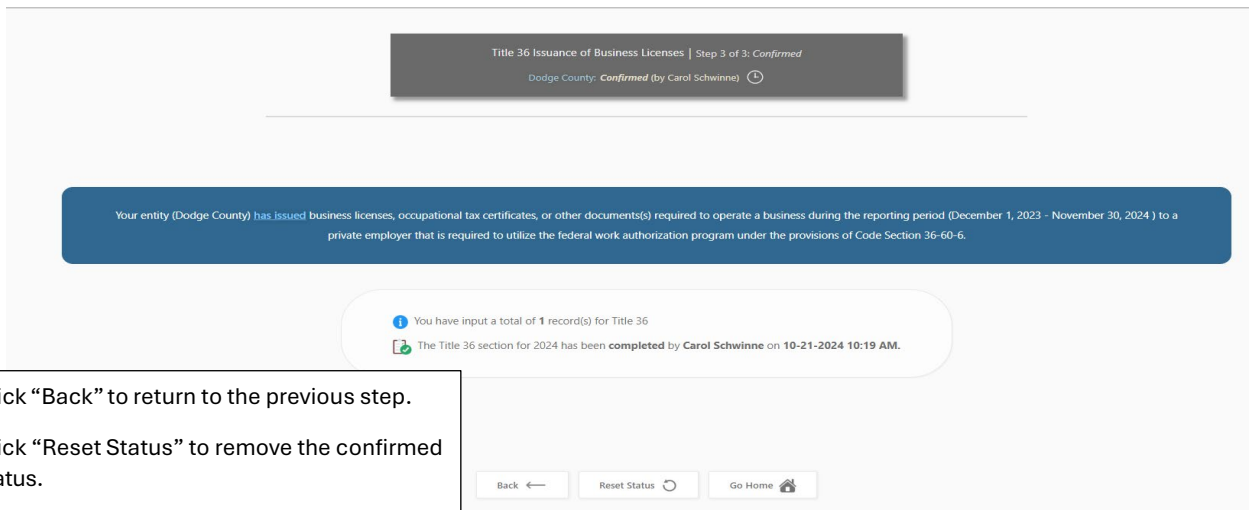
Once you have entered information for all licenses issued, you will be able to see the information entered/uploaded.



Step 3 of 3 is your confirmation page.



Once you click “Confirm,” you will receive a confirmation screen noting who completed the report, the date/time the report was completed, and the number of business licenses issued and reported.





If you answered “No” to the Step 1 of 3 question...

You will automatically be directed to Step 3 of 3 to confirm your response.

Title 36 Issuance of Business Licenses | Step 3 of 3: *Confirmation Needed*

Acworth, City of: *Started* (by Carol Schwinne) ⌵

Your entity (Acworth, City of) [has not](#) issued business licenses, occupational tax certificates, or other documents(s) required to operate a business during the reporting period (December 1, 2023 - November 30, 2024) to a private employer that is required to utilize the federal work authorization program under the provisions of Code Section 36-60-6.

-  Based on your answers, you are not required to submit any data for this reporting period.
-  Please confirm your answers are correct and press "Nothing to Submit" to complete the process.

Back ←


Nothing to Submit 

If this is correct, Click "Nothing to Submit"

The confirmation screen will appear noting who completed the section, the date/time, and a reconfirmation that you were not required to submit any data since your entity did not issue any business licenses during the reporting period.

Title 36 Issuance of Business Licenses | Step 3 of 3: *Confirmed*

Acworth, City of: *Confirmed* (by Carol Schwinne) ⌵

 You've completed this section

Your entity (Acworth, City of) [has not](#) issued business licenses, occupational tax certificates, or other documents(s) required to operate a business during the reporting period (December 1, 2023 - November 30, 2024) to a private employer that is required to utilize the federal work authorization program under the provisions of Code Section 36-60-6.

-  Based on your answers, you are not required to submit any data for this reporting period.
-  The Title 36 section for 2024 has been **completed** by **Carol Schwinne** on **10-22-2024 12:58 PM**.

Back ←

Reset Status 



Go Home 

Click "Back" to return to the previous step.

Click "Reset Status" to remove the completed status.

Click "Go Home" to return to the Home Page of the Collection System. Once you return to the Home Page, you will be able to access a new section of the report.

Title 36-60-6: Issuance of Business...

Confirmed  

by: Carol Schwinne (10-22-2024 12:5...)

O.C.G.A. §36-60-6(e) requires any county or municipal corporation that issues a business license, occupational tax certificate, or other document required to operate a business to verify the person seeking such license is authorized to use the federal work authorization program

Your Home Page tile for Title 36-60-6: Issuance of Business Licenses will now show confirmed.

Section 4 – Title 50: Public Benefits

This section requires entities to identify the public benefits they provide and to note whether the entity has SAVE authorization for each of the public benefits noted. This list is based on the list included in O.C.G.A. §50-36-1.

Step 1 of 4 requires your entity to mark “Yes” or “No” if you offer any of the public benefits noted on the screen.

Organization: Acworth, City of | Submission Period: 2024

Title 50 Public Benefits | Step 1 of 4: Opening Question
Acworth, City of: *Need Response* (by Carol Scheinke)

During the reporting period (December 1, 2023 - November 30, 2024) did your entity (Acworth, City of) provide any public benefits as defined in Title 50? *See list below

Yes No

- Adult education
- Apprenticeships
- Authorization to conduct a commercial enterprise or business
- Business certificate, license, or registration
- Business loan
- Cash allowance
- Disability assistance or insurance
- Down payment assistance
- Energy assistance
- Food stamps
- Gaming license
- Grants
- Health benefits
- Housing allowance, grant, guarantee, or loan
- Loan guarantee
- Medicaid
- Occupational license
- Professional license
- Public and assisted housing
- Registration of a regulated business
- Rent assistance or subsidy
- Retirement benefits
- State grant or loan
- State issued driver's license and identification card
- Tax certificate required to conduct a commercial business
- Temporary Assistance for Needy Families (TANF)
- Unemployment insurance
- Welfare to work

Save & Next Step →

Please note that the Legislature added Apprenticeships to this list during the 2024 Session of the General Assembly.

If you answer “Yes” to the Step 1 of 4 question....

Step 2 of 4 will require you to note which of the public benefits are provided by your entity. Please mark all that are provided.

Title 50 Public Benefits | Step 2 of 4: Submission
Dodge County: *Started* (by eric moody)

Please select the provided benefits for your organization:

- Adult education
- Apprenticeships
- Authorization to conduct a commercial enterprise or business
- Business certificate, license, or registration
- Business loan
- Cash allowance
- Disability assistance or insurance
- Down payment assistance
- Energy assistance
- Food stamps
- Gaming license
- Grants
- Health benefits
- Housing allowance, grant, guarantee, or loan
- Loan guarantee
- Medicaid
- Occupational license
- Professional license
- Public and assisted housing
- Registration of a regulated business
- Rent assistance or subsidy
- Retirement benefits
- State grant or loan
- State issued driver's license and identification card
- Tax certificate required to conduct a commercial business
- Temporary Assistance for Needy Families (TANF)
- Unemployment insurance
- Welfare to work

← Back Save Save & Next Step →

In Step 3 of 4, you will be asked to note whether your entity has SAVE authorization for each of the public benefits noted.

Step 4 of 4 will provide you with a synopsis of the information you reported.

Upon hitting the “Confirm” button, you will receive the confirmation page to show who completed the section, the date/time completed, and a synopsis of the information provided.

Title 50 Public Benefits | Step 4 of 4: Confirmed
Dodge County: Confirmed (by Carol Schwinne)

You've completed this section

Your entity (Dodge County) has provided public benefits as defined in Title 50 during the reporting period (December 1, 2023 - November 30, 2024).

- You have indicated that your entity provided 3 of the public benefits from those noted in O.C.G.A. §50-36-1(a)(4).
- Per this report, your entity has obtained SAVE Program authorization for 2 of these public benefits.
- The Title-50 section for 2024 has been completed by Carol Schwinne on 10-21-2024 11:49 AM.

← Back Reset Status Go Home

Click "Back" to return to the previous step.

Click "Reset Status" to remove the completed status.

Click "Go Home" to return to the Home Page of the Collection System. Once you return to the Home Page, you will be able to access a new section of the report.

If you answer "No" to the Step 1 of 4 question...

Title 50 Public Benefits | Step 1 of 4: Opening Question
Acworth, City of: Need Response (by Carol Schwinne)

During the reporting period (December 1, 2023 - November 30, 2024) did your entity (Acworth, City of) provide any public benefits as defined in Title 50? *See list below

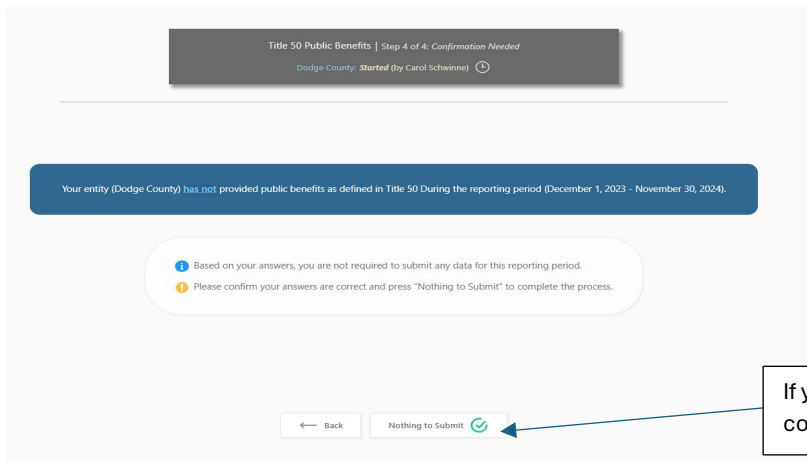
Yes No

- Adult education
- Apprenticeships
- Authorization to conduct a commercial enterprise or business
- Business certificate, license, or registration
- Business loan
- Cash allowance
- Disability assistance or insurance
- Down payment assistance
- Energy assistance
- Food stamps
- Gaming license
- Grants
- Health benefits
- Housing allowance, grant, guarantee, or loan
- Loan guarantee
- Medicaid
- Occupational license
- Professional license
- Public and assisted housing
- Registration of a regulated business
- Rent assistance or subsidy
- Retirement benefits
- State grant or loan
- State issued driver's license and identification card
- Tax certificate required to conduct a commercial business
- Temporary Assistance for Needy Families (TANF)
- Unemployment insurance
- Welfare to work

Save & Next Step →

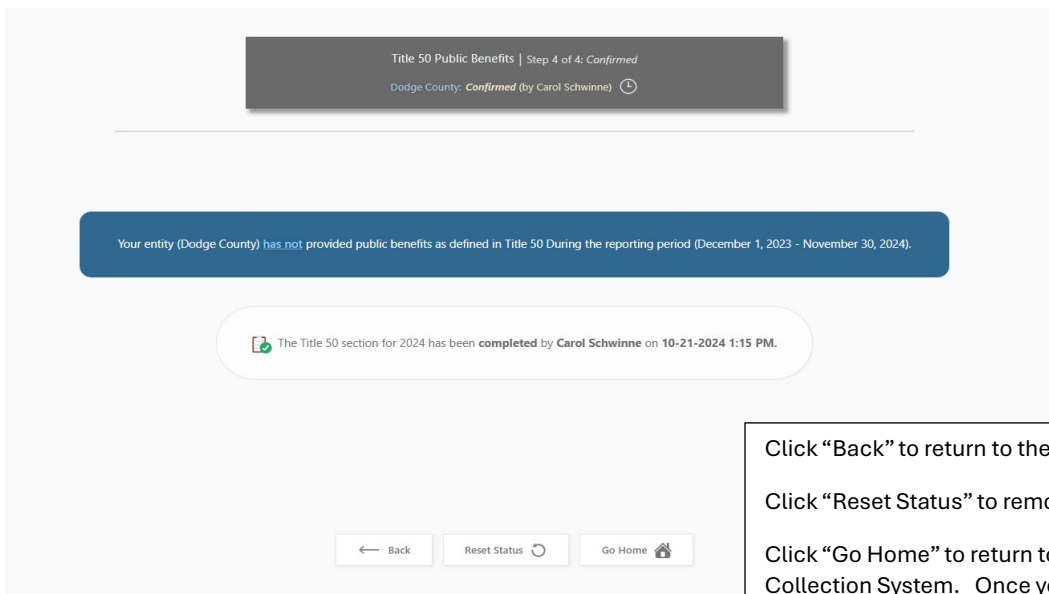
Click "Save and Next Step"

You will then be automatically directed to Step 4 of 4 to confirm you have nothing to submit.



If you are satisfied your “No” response is correct, click “Nothing to Submit.”

You will then be directed to a confirmation page to confirm you have completed this submission requirement.





Click “Back” to return to the previous step.

Click “Reset Status” to remove the completed status.

Click “Go Home” to return to the Home Page of the Collection System. Once you return to the Home Page, you will be able to access a new section of the report.

Title 50: Public Benefits Reporting

Confirmed  

by: Carol Schwinne (10-21-2024 1:15 PM)

O.C.G.A. §50-36-1(e) requires all entities providing or administering a public benefit to verify the lawful presence of persons applying for such benefits. All applicants must complete an affidavit and provide either proof of citizenship or the systematic alien verification of entitlements number. Entities are required to confirm lawful presence of noncitizens through the federal SAVE

Your Home Page tile for Title 50: Public Benefits Reporting will now show confirmed.

Section 5 – Sanctuary Policy

Under State law, all public entities are prohibited from enacting sanctuary policies. Sanctuary Policies are policies that would prohibit or restrict officials or employees from complying with an immigration detainer notice or communicating or cooperating with federal officials or law enforcement officers with regard to reporting immigration status information when such official or employee is acting within the scope of their official duties.

In Step 1 of 2, each entity must certify whether they have or have not enacted a Sanctuary Policy for any part of the operations under their jurisdiction.

Note to All Entities: This section should be completed by someone in your entity that has policy making authority. This may require the entity to obtain credentials to the collection system for additional personnel.

Note to Counties: Each county sheriff’s office will be required to certify whether they are in/not in compliance. Therefore, the county government may exclude the practices of their government’s sheriff’s office from their response.

Title 36-80-23 Sanctuary Policy | Step 1 of 2: Opening Question
Dodge County: *Need Response* (by Carol Schwinne) ↻

Attention: This section addresses policies of the governmental entity and should only be answered by persons who have authority to make policy decisions.

OCGA 36-80-23 prohibits any local governing body from enacting, adopting, implementing or enforcing any sanctuary policy.

Local governing body includes any political subdivision of this state, including any county, consolidated government, municipality, authority, school district, commission, board, or any other local public body corporate, governmental unit, sheriff's office, law enforcement agency, or political subdivision.

Sanctuary Policy means any regulation, rule, policy, or practice adopted by a local governing body which prohibits or restricts local officials or employees from complying with an immigration detainer notice or communicating or cooperating with federal officials or law enforcement officers with regard to reporting immigration status information which such local official or employee is acting within the scope of his or her official duties.

i Please provide your job title to be saved with your response

Certified by:

* Title:

I certify that this entity (Dodge County):

has not enacted or adopted a sanctuary policy for any purpose or for any unit within the entity.

has enacted or adopted a sanctuary policy for any purpose or for any unit within the entity.

Save Save & Next Step

The name of the person who accessed the system will automatically appear in the “Certified By” section. This person will be required to record their job title.

Title 36-80-23 Sanctuary Policy | Step 1 of 2: Opening Question

Dodge County: *Need Response* (by Carol Schwinne) ⌵

Attention: This section addresses policies of the governmental entity and should only be answered by persons who have authority to make policy decisions.



OCGA 36-80-23 prohibits any local governing body from enacting, adopting, implementing or enforcing any sanctuary policy.

Local governing body includes any political subdivision of this state, including any county, consolidated government, municipality, authority, school district, commission, board, or any other local public body corporate, governmental unit, sheriff's office, law enforcement agency, or political subdivision.

Sanctuary Policy means any regulation, rule, policy, or practice adopted by a local governing body which prohibits or restricts local officials or employees from complying with an immigration detainer notice or communicating or cooperating with federal officials or law enforcement officers with regard to reporting immigration status information which such local official or employee is acting within the scope of his or her official duties.

Please provide your job title to be saved with your response


Certified by:

* Title:

I certify that this entity (Dodge County):

has not enacted or adopted a sanctuary policy for any purpose or for any unit within the entity.

has enacted or adopted a sanctuary policy for any purpose or for any unit within the entity.

Save  Save & Next Step →

Enter your entity's response, the certifier's job title, then click "Save and Next Step."

Step 2 of 2 is the confirmation page.

Title 36-80-23 Sanctuary Policy | Step 2 of 2: Confirmation Needed

Dodge County: *Started* (by Carol Schwinne) ⌵

Dodge County has not enacted or adopted a sanctuary policy for any purpose or for any unit within the entity.

Certified by: *Carol Schwinne* Title: *Executive Director*

Please confirm your answers and click "Confirm" below to complete the process for this section.

← Back Confirm 

If you are satisfied with the entity's response, click "Confirm."

Your confirmation page will appear noting who completed the section, along with their title and date/time of completion.

Title 36-80-23 Sanctuary Policy | Step 2 of 2: *Confirmed*

Dodge County: *Confirmed* (by Carol Schwinne) ⌵

Dodge County *has not* enacted or adopted a sanctuary policy for any purpose or for any unit within the entity.

Certified by: *Carol Schwinne* Title: *Executive Director*

The Sanctuary Policy section has been completed by **Carol Schwinne** on **10-21-2024 2:29 PM**.

← Back Reset Status ↻ Go Home 🏠

Click “Back” to return to the previous step.

Click “Reset Status” to remove the completed status.

Click “Go Home” to return to the Home Page of the Collection System. Once you return to the Home Page, you will be able to access a new section of the report.

Title 36-80-23: Sanctuary Policy

Confirmed ✓ ↻

by: Carol Schwinne (10-21-2024 2:32 PM)

O.C.G.A. §36-80-23(b) prohibits any local governing authority from enacting, adopting, implementing, or enforcing any sanctuary policy. Sanctuary policy is defined as any regulation, rule, policy, or practice which prohibits or restricts officials or employees from communicating or cooperating with federal officials or law enforcement officers with regard to reporting immigration status

Your Home Page tile for Title 36-80-23: Sanctuary Policy Reporting will now show confirmed.

Section 6 - Title 35/42: Law Enforcement Reporting

This section has been added in response to legislation enacted during the 2024 Session of the General Assembly. Unless noted on your Home Page that this section is not required for your entity, you will be required to respond to two initial questions to determine whether further responses are necessary.

Please answer “Yes” or “No” to the following questions:

Title 35/42 Law Enforcement | Step 1 of 3: *Opening Questions*

University of Georgia: *Need Response* (by Carol Schwinne) ⌵

1) Does your entity (University of Georgia) have a police department or have law enforcement personnel under your jurisdiction?

Yes No

Entities should answer yes here if they operate a police department or have other law enforcement personnel OTHER THAN A SHERIFF'S OFFICE. Sheriff's Offices will report independently for this section. If a County has both a sheriff's office and a police department, it should answer yes for the police department.

2) Does your entity (University of Georgia) operate a jail or detention center?

Yes No

Answer yes if the entity operates its own jail or detention center.

Save & Next Step →

For counties – Answer **yes if your county operates a county police department. Answer **no** if the county operates with a sheriff's office only. Each sheriff's office is required to submit its own report for this section.**

If you answer “No” to the first question, a “No” response will be automatically populated for the second question.

If you answer “Yes” to the first question, you will be directed to answer additional questions in Step 2 of 3. The questions you are required to answer will be based upon your response in Step 1. The system is designed to identify which questions you are required to answer based on your response. So, the only questions you will see in Step 2 of 3 are based specifically on how you answered these initial questions. Please answer all questions in Step 2 of 3 that appear in your entity's queue.

Option 1 – You answer “No” to Question #1.

Title 35/42 Law Enforcement | Step 1 of 3: *Opening Questions*
University of Georgia: *Need Response* (by Carol Schwinne) ⌵

1) Does your entity (University of Georgia) have a police department or have law enforcement personnel under your jurisdiction?
Yes No

2) Does your entity (University of Georgia) operate a jail or detention center?
Yes No

Entities should answer yes here if they operate a police department or have other law enforcement personnel OTHER THAN A SHERIFF'S OFFICE. Sheriff's Offices will report independently for this section. If a County has both a sheriff's office and a police department, it should answer yes for the police department.

Answer yes if the entity operates its own jail or detention center.

Save & Next Step →

Once both questions are answered, click "Save and Next Step."

In Step 1 of 3, if you answer “No” to question 1, a “No” response will automatically be populated into the second question on this page.

You will automatically be directed to Step 3 of 3 since you do not need to respond to any additional questions. This is your confirm step.

Title 35/42 Law Enforcement | Step 3 of 3: *Confirmation Needed*
University of Georgia: *Started* (by Carol Schwinne) ⌵

Response saved

Your entity (University of Georgia) does not have a police department or law enforcement personnel under its jurisdiction.

Your entity (University of Georgia) does not operate a jail or detention center.

⚠ If you are finished, please click confirm below to confirm your responses for this section.

← Back Confirm ✓

If you are satisfied your response is correct, click "Confirm."

You will then be directed to see the following screen noting who confirmed, along with date/time.

Title 35/42 Law Enforcement | Step 3 of 3: *Confirmed*
University of Georgia: *Confirmed* (by Carol Schwinne)

Your entity (University of Georgia) *does not have* a police department or law enforcement personnel under its jurisdiction.

Your entity (University of Georgia) *does not* operate a jail or detention center.

Thank you for confirming your entity does not have a police department or law enforcement personnel. No further responses are needed to complete this section.

The Law Enforcement section for 2024 has been **completed** by **Carol Schwinne** on **10-22-2024 9:44 AM**.

← Back Reset Status Go Home

Click “Back” to return to the previous step.
Click “Reset Status” to remove the completed status.
Click “Go Home” to return to the Home Page of the Collection System. Once you return to the Home Page, you will be able to access a new section of the report.

Option 2 – You answer “Yes” to Question 1 and “No” to Question 2.

Note: If your entity only has a holding cell that is used while prior to official transport and booking, please mark “No” to Question 2.

Organization: Dodge County Submission Period: 2024

Title 35/42 Law Enforcement | Step 1 of 3: *Opening Questions*
Dodge County: *Started* (by Carol Schwinne)

1) Does your entity (Dodge County) have a police department or have law enforcement personnel under your jurisdiction?
Yes No

2) Does your entity (Dodge County) operate a jail or detention center?
Yes No

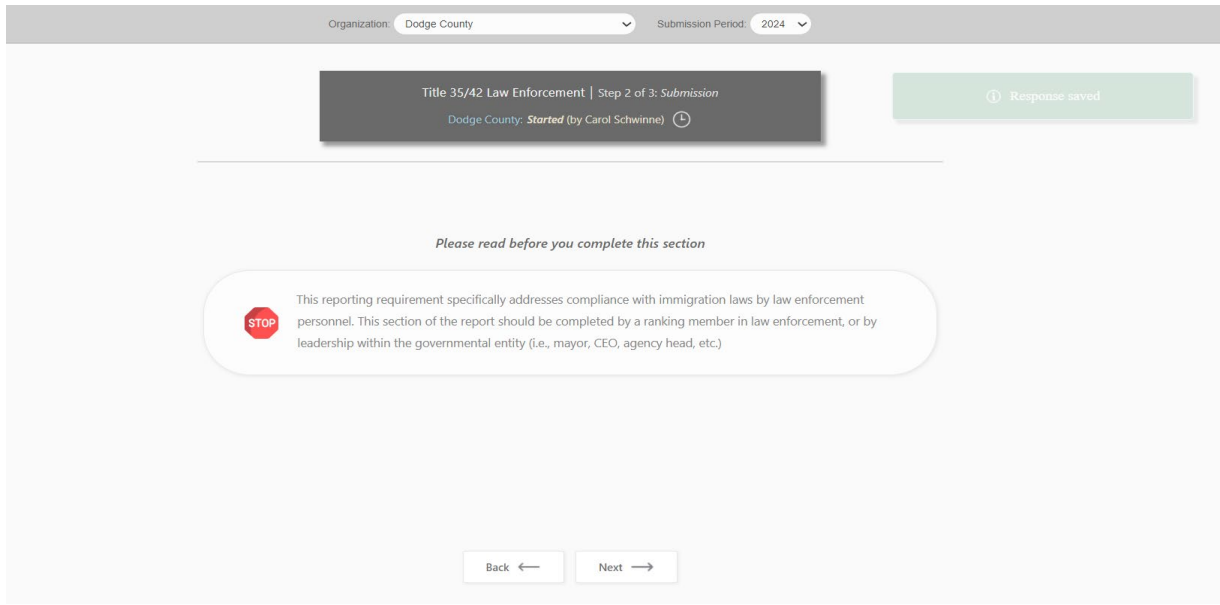
Entities should answer yes here if they operate a police department or have other law enforcement personnel OTHER THAN A SHERIFF'S OFFICE. Sheriff's Offices will report independently for this section. If a County has both a sheriff's office and a police department, it should answer yes for the police department.

Answer yes if the entity operates its own jail or detention center.

Save & Next Step →

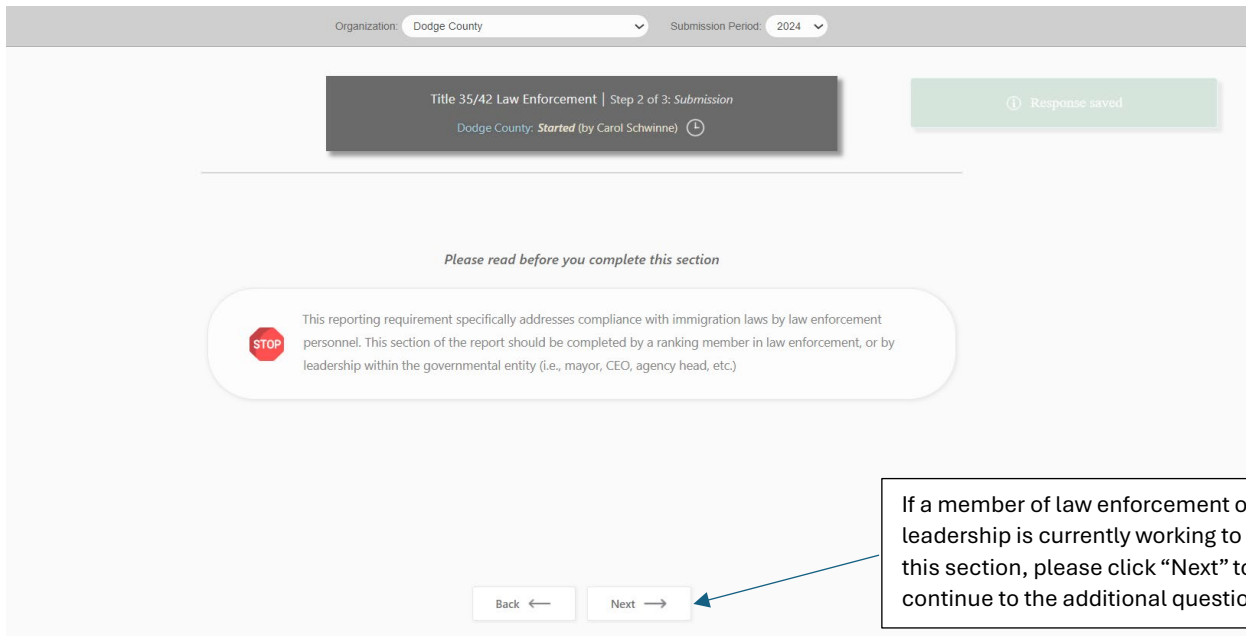
Once both questions are answered, click “Save and Next Step.”

When you enter Step 2 of 3, you will be directed to a message clarifying who should be answering the questions included in this section. We recommend that an employee in law enforcement or an employee within the government who has authority to set policy complete the remainder of this section.



If necessary, your entity may need to obtain credentials for additional staff to ensure this section is completed by a ranking member in law enforcement or by someone in leadership within your organization. Instructions for obtaining credentials to this collection system are included in this document.

If you need to arrange for someone different in your organization to respond, please click the “Home” tab on the top of the screen. This will take you back to the home page. Once a ranking member of law enforcement or someone in leadership at your entity is ready to complete the section, they can access this section from the home page to complete the questions.



Once you click Next, you will see the following questions.

Per O.C.G.A. §35-1-17 (a), it is the intent of the General Assembly to promote compliance with state law related to deterring the presence of criminal illegal aliens and require Georgia law enforcement officials to work in conjunction

with federal immigration authorities and to utilize all resources made available by the federal government to assist state and local law enforcement officers in the enforcement of the laws of this state and the United States.

Based on this intent, all entities that reported they have a police department or law enforcement personnel will be required to respond to additional questions related to new provisions in O.C.G.A. §35-1-17, as shown below. Please respond to each of the following questions.

Note: The name of the certifier will automatically be populated based on the name of the person who accessed this section. The person completing this section will be required to manually enter his/her title.

Organization: Dodge County Submission Period: 2024

Title 35/42 Law Enforcement | Step 2 of 3: Submission
Dodge County: Started (by Carol Schwinne)

It is the intent of the General Assembly to promote compliance with state law related to deterring the presence of criminal illegal aliens. Please provide a response for each question.

Please provide your job title to be saved with your response
Certified by: Carol Schwinne * Title: begin typing...

In accordance with OCGA 35-1-17:

Question	Answer	Certified By
1 I certify that the entity has cooperated with federal authorities by sending, receiving, and maintaining information relating to the immigration status of any individual as reasonably needed for public safety purposes.	Yes <input type="radio"/> No <input type="radio"/>	
2 I certify that the entity authorizes their officers to transport illegal aliens to a federal facility if there is verification that a person is an illegal alien and when authorized by a federal immigration detainer or federal arrest warrant.	Yes <input type="radio"/> No <input type="radio"/>	
3 I certify that the entity authorizes their officers to arrest persons based on such person's status as an illegal alien or for violation of any federal immigration laws.	Yes <input type="radio"/> No <input type="radio"/>	

← Back Save Save & Next Step →

Organization: Dodge County Submission Period: 2024

Title 35/42 Law Enforcement | Step 2 of 3: Submission
Dodge County: Started (by Carol Schwinne)

It is the intent of the General Assembly to promote compliance with state law related to deterring the presence of criminal illegal aliens. Please provide a response for each question.

Please provide your job title to be saved with your response
Certified by: Carol Schwinne * Title: Executive Director

In accordance with OCGA 35-1-17:

Question	Answer	Certified By
1 I certify that the entity has cooperated with federal authorities by sending, receiving, and maintaining information relating to the immigration status of any individual as reasonably needed for public safety purposes.	Yes <input checked="" type="radio"/> No <input type="radio"/>	Carol Schwinne Executive Director 10-30-2024 4:00:52 PM
2 I certify that the entity authorizes their officers to transport illegal aliens to a federal facility if there is verification that a person is an illegal alien and when authorized by a federal immigration detainer or federal arrest warrant.	Yes <input checked="" type="radio"/> No <input type="radio"/>	Carol Schwinne Executive Director 10-30-2024 4:00:52 PM
3 I certify that the entity authorizes their officers to arrest persons based on such person's status as an illegal alien or for violation of any federal immigration laws.	Yes <input checked="" type="radio"/> No <input type="radio"/>	Carol Schwinne Executive Director 10-30-2024 4:00:52 PM

← Back Save Save & Next Step →

Once you respond to all three questions and enter your title, click "Save and Next Step" to move to the confirm step.

Once you click “Save” or “Save and Next Step” the “Certified By” column will be automatically populated. Step 3 of 3 is your Confirmation Page. Please verify you are satisfied with your responses.

Organization: Dodge County Submission Period: 2024

Title 35/42 Law Enforcement | Step 3 of 3: Confirmation Needed
Dodge County: Started (by Carol Schwinne)

Response saved

Your entity (Dodge County) does have a police department or law enforcement personnel under its jurisdiction.

Your entity (Dodge County) does not operate a jail or detention center.

You've answered 3 of 3 required questions.
If you are finished, please click confirm below to confirm your responses for this section.

← Back Confirm

If satisfied, click “Confirm”

Your will receive a final confirmation page noting who completed the section, along with the date/time the report was confirmed.

Organization: Dodge County Submission Period: 2024

Title 35/42 Law Enforcement | Step 3 of 3: Confirmed
Dodge County: Confirmed (by Carol Schwinne)

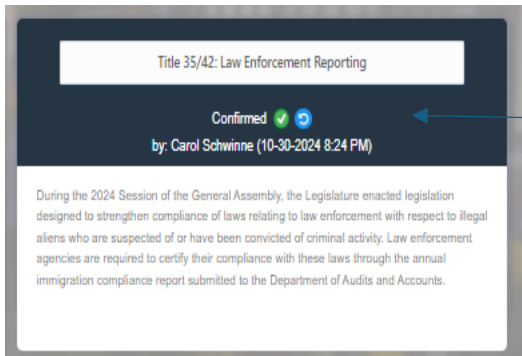
Your entity (Dodge County) does have a police department or law enforcement personnel under its jurisdiction.

Your entity (Dodge County) does not operate a jail or detention center.

You've answered 3 of 3 required questions.
Thank you for completing your certification of Title 35/42 reporting requirements. No further responses are needed to complete this section.
The Law Enforcement section for 2024 has been completed by Carol Schwinne on 10-30-2024 8:24 PM

← Back Reset Status Go Home

If you are satisfied with the response, click the “Go Home” button to return to the Home Page.

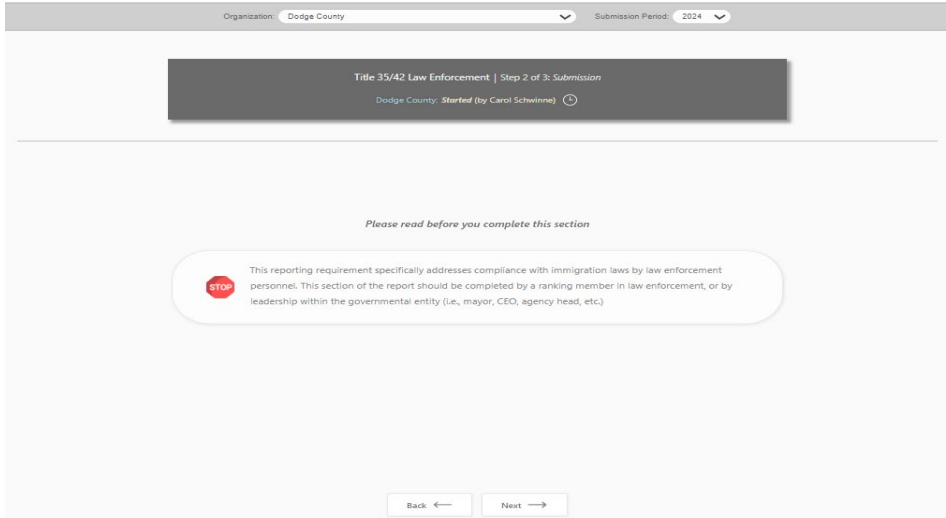


Your Home Page tile for Title 35/42: Law Enforcement Reporting will now show confirmed.

Option 3 – You answer “Yes” to Question 1 and “Yes” to Question 2.

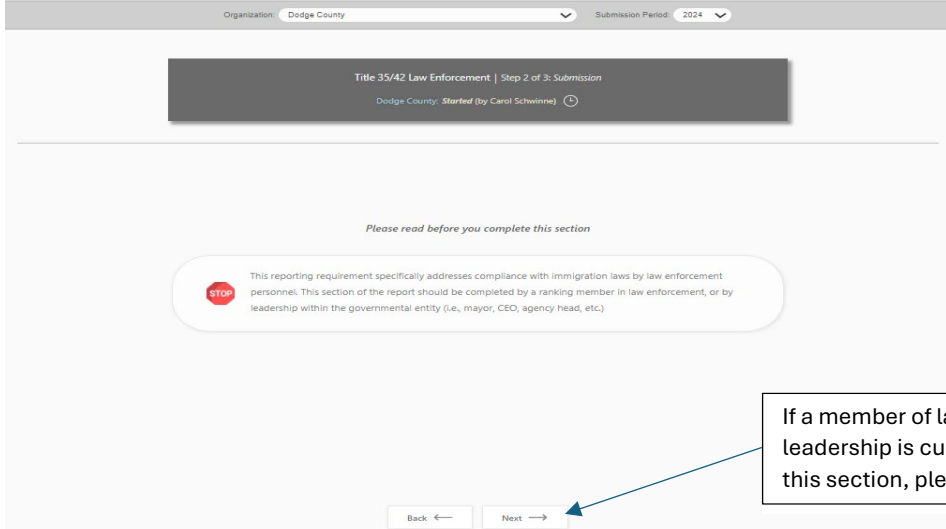
Click “Save and Next Step” to move to Step 2.

When you enter Step 2 of 3, you will be directed to a message clarifying who should be answering the questions included in this section. We recommend that an employee in law enforcement or an employee within the government who has authority to set policy complete the remainder of this section.



If necessary, your entity may need to obtain credentials for additional staff to ensure this section is completed by a ranking member in law enforcement or by someone in leadership within your organization. Instructions for obtaining credentials to this collection system are included in this document.

If you need to arrange for someone different in your organization to respond, please click the “Home” tab on the top of the screen. This will take you back to the home page. Once a ranking member of law enforcement or someone in leadership at your entity is ready to complete the section, they can access this section from the home page to complete the questions.



If a member of law enforcement or entity leadership is currently working to complete this section, please click “Next” to continue.

Once you click “Next,” you will be directed to a series of questions.

Per O.C.G.A. §35-1-17 (a), it is the intent of the General Assembly to promote compliance with state law related to deterring the presence of criminal illegal aliens and require Georgia law enforcement officials to work in conjunction with federal immigration authorities and to utilize all resources made available by the federal government to assist state and local law enforcement officers in the enforcement of the laws of this state and the United States.

Additional provisions included in HB 1105 require entities that operate a jail or detention center to provide additional certifications in their annual report. Please respond to each of the following questions.

Note: The name of the certifier will automatically be populated based on the name of the person who accessed this section. The person completing this section will be required to manually enter his/her title.

Organization: Dodge County Submission Period: 2024

Title 35/42 Law Enforcement | Step 2 of 3: Submission
Dodge County Started by Carol Schiweke

It is the intent of the General Assembly to promote compliance with state law related to deterring the presence of criminal illegal aliens. Please provide a response for each question.

Please provide your job title to be saved with your response
Certified by: Carol Schiweke * Title: begin typing...

In accordance with OCGA 35-1-17, 42-5-115, & 42-4-54

Question	Answer	Certified by
1 I certify that the entity has cooperated with federal authorities by sending, receiving, and maintaining information relating to the immigration status of any individual as reasonably needed for public safety purposes.	Yes <input type="radio"/> No <input type="radio"/>	
2 I certify that the entity authorizes their officers to transport illegal aliens to a federal facility if there is verification that a person is an illegal alien and when authorized by a federal immigration detainer or federal arrest warrant.	Yes <input type="radio"/> No <input type="radio"/>	
3 I certify that the entity authorizes their officers to arrest persons based on such person's status as an illegal alien or for violation of any federal immigration laws.	Yes <input type="radio"/> No <input type="radio"/>	
4 Has the entity entered into a memorandum of agreement with the U.S. Department of Justice, Department of Homeland Security, or any other federal agency for the purpose of enforcing federal immigration laws?	Yes <input type="radio"/> No <input type="radio"/>	
5 I certify that the entity has honored and fulfilled all detainer notices issued by the federal government which requested the entity maintain temporary custody of an illegal alien.	Yes <input type="radio"/> No <input type="radio"/>	
6 I certify that the entity has properly informed persons identified in an immigration detainer notice that they are being held pursuant to such notice.	Yes <input type="radio"/> No <input type="radio"/>	
7 I certify that a reasonable effort was made within 48 hours of such person's arrival at the jail or detention facility to determine (a) the nationality of the person confined and (b) that the confined is not an illegal alien.	Yes <input type="radio"/> No <input type="radio"/>	
8 I certify that the entity sought the appropriate documentation to confirm nationality and adhered to State laws if it is determined that the person confined is an illegal alien.	Yes <input type="radio"/> No <input type="radio"/>	

← Back Save Save & Next Step →

Please note, when you answer question #4, an additional question would pop up based on whether you answer yes or no.

If you answer “Yes” to Question #4 – You will need to provide the Date of the Memorandum.

If you answer “No” to Question #4 – You will need to respond whether the entity has sought a Memorandum of Understanding during the reporting period.

Both of these secondary questions will appear as Question 4.1.

Organization: Dodge County Submission Period: 2024

Title 35/42 Law Enforcement | Step 2 of 3: Submission
Dodge County Started By Carol Schwinne

It is the intent of the General Assembly to promote compliance with state law related to deterring the presence of criminal illegal aliens. Please provide a response for each question.

Please provide your job title to be saved with your response
Certified by: Carol Schwinne Title: Executive Director

In accordance with OGA 35-117, 42-1-11.5, & 42-4-14:

Question	Answer	Certified By
1 I certify that the entity has cooperated with federal authorities by sending, receiving, and maintaining information relating to the immigration status of any individual as reasonably needed for public safety purposes.	Yes <input type="radio"/> No <input type="radio"/>	
2 I certify that the entity authorizes their officers to transport illegal aliens to a federal facility if there is verification that a person is an illegal alien and when authorized by a federal immigration detainer or federal arrest warrant.	Yes <input type="radio"/> No <input type="radio"/>	
3 I certify that the entity authorizes their officers to arrest persons based on such person's status as an illegal alien or for violation of any federal immigration laws.	Yes <input type="radio"/> No <input type="radio"/>	
4 Has the entity entered into a memorandum of agreement with the U.S. Department of Justice, Department of Homeland Security, or any other federal agency for the purpose of enforcing federal immigration laws?	Yes <input type="radio"/> No <input type="radio"/>	
4.1 Has the entity sought such memorandums of agreement during this reporting period?	Yes <input type="radio"/> No <input type="radio"/>	
5 I certify that the entity has honored and fulfilled all detainer notices issued by the federal government which requested the entity maintain temporary custody of an illegal alien.	Yes <input type="radio"/> No <input type="radio"/>	
6 I certify that the entity has properly informed persons identified in an immigration detainer notice that they are being held pursuant to such notice.	Yes <input type="radio"/> No <input type="radio"/>	
7 I certify that a reasonable effort was made within 48 hours of such person's arrival at the jail or detention facility to determine (a) the nationality of the person confined and (b) that the confined is not an illegal alien.	Yes <input type="radio"/> No <input type="radio"/>	
8 I certify that the entity sought the appropriate documentation to confirm nationality and adhered to State laws if it is determined that the person confined is an illegal alien.	Yes <input type="radio"/> No <input type="radio"/>	

← Back Save Save & Next Step →

Click "Save and Next Step" if you are satisfied with that your responses are correct.

Clicking "Save" or "Save and Next Step" will automatically populate the "Certified By" column. If more than one person logged in to respond to the questions, the column would show which employee responded to each of the questions.

Organization: Dodge County Submission Period: 2024

Title 35/42 Law Enforcement | Step 1 of 3: Submission
Dodge County Started By Carol Schwinne

It is the intent of the General Assembly to promote compliance with state law related to deterring the presence of criminal illegal aliens. Please provide a response for each question.

Please provide your job title to be saved with your response
Certified by: Carol Schwinne Title: Executive Director

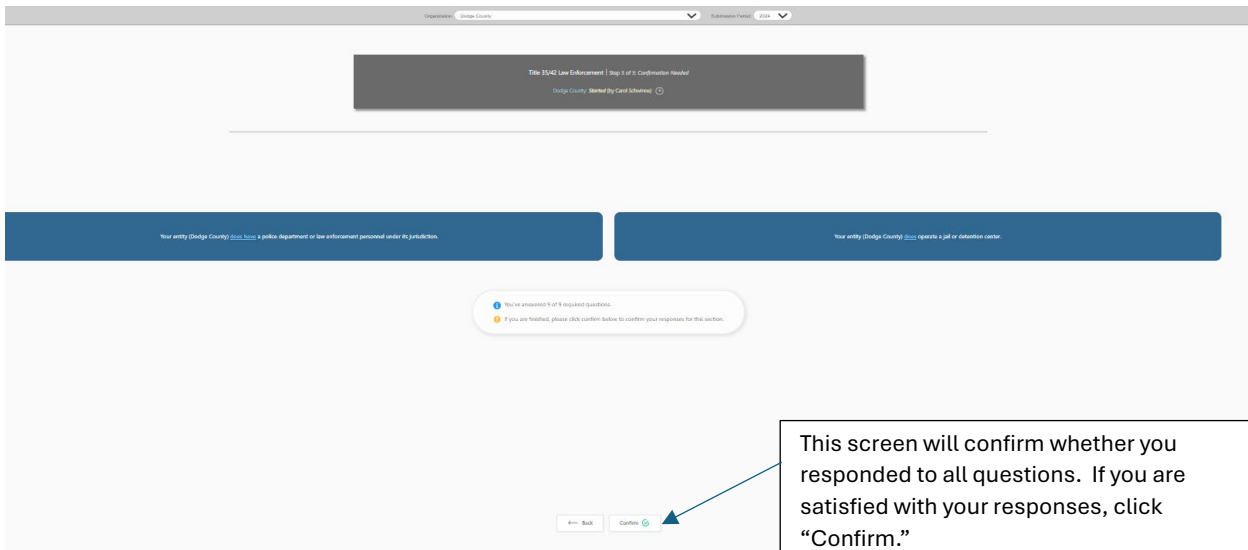
In accordance with OGA 35-117, 42-1-11.5, & 42-4-14:

Question	Answer	Certified By
1 I certify that the entity has cooperated with federal authorities by sending, receiving, and maintaining information relating to the immigration status of any individual as reasonably needed for public safety purposes.	Yes <input type="radio"/> No <input type="radio"/>	Carol Schwinne Executive Director 903.288.3100 ext. 200
2 I certify that the entity authorizes their officers to transport illegal aliens to a federal facility if there is verification that a person is an illegal alien and when authorized by a federal immigration detainer or federal arrest warrant.	Yes <input type="radio"/> No <input type="radio"/>	Carol Schwinne Executive Director 903.288.3100 ext. 200
3 I certify that the entity authorizes their officers to arrest persons based on such person's status as an illegal alien or for violation of any federal immigration laws.	Yes <input type="radio"/> No <input type="radio"/>	Carol Schwinne Executive Director 903.288.3100 ext. 200
4 Has the entity entered into a memorandum of agreement with the U.S. Department of Justice, Department of Homeland Security, or any other federal agency for the purpose of enforcing federal immigration laws?	Yes <input type="radio"/> No <input type="radio"/>	Carol Schwinne Executive Director 903.288.3100 ext. 200
4.1 Has the entity sought such memorandums of agreement during this reporting period?	Yes <input type="radio"/> No <input type="radio"/>	Carol Schwinne Executive Director 903.288.3100 ext. 200
5 I certify that the entity has honored and fulfilled all detainer notices issued by the federal government which requested the entity maintain temporary custody of an illegal alien.	Yes <input type="radio"/> No <input type="radio"/>	Carol Schwinne Executive Director 903.288.3100 ext. 200
6 I certify that the entity has properly informed persons identified in an immigration detainer notice that they are being held pursuant to such notice.	Yes <input type="radio"/> No <input type="radio"/>	Carol Schwinne Executive Director 903.288.3100 ext. 200
7 I certify that a reasonable effort was made within 48 hours of such person's arrival at the jail or detention facility to determine (a) the nationality of the person confined and (b) that the confined is not an illegal alien.	Yes <input type="radio"/> No <input type="radio"/>	Carol Schwinne Executive Director 903.288.3100 ext. 200
8 I certify that the entity sought the appropriate documentation to confirm nationality and adhered to State laws if it is determined that the person confined is an illegal alien.	Yes <input type="radio"/> No <input type="radio"/>	Carol Schwinne Executive Director 903.288.3100 ext. 200

← Back Save Save & Next Step →

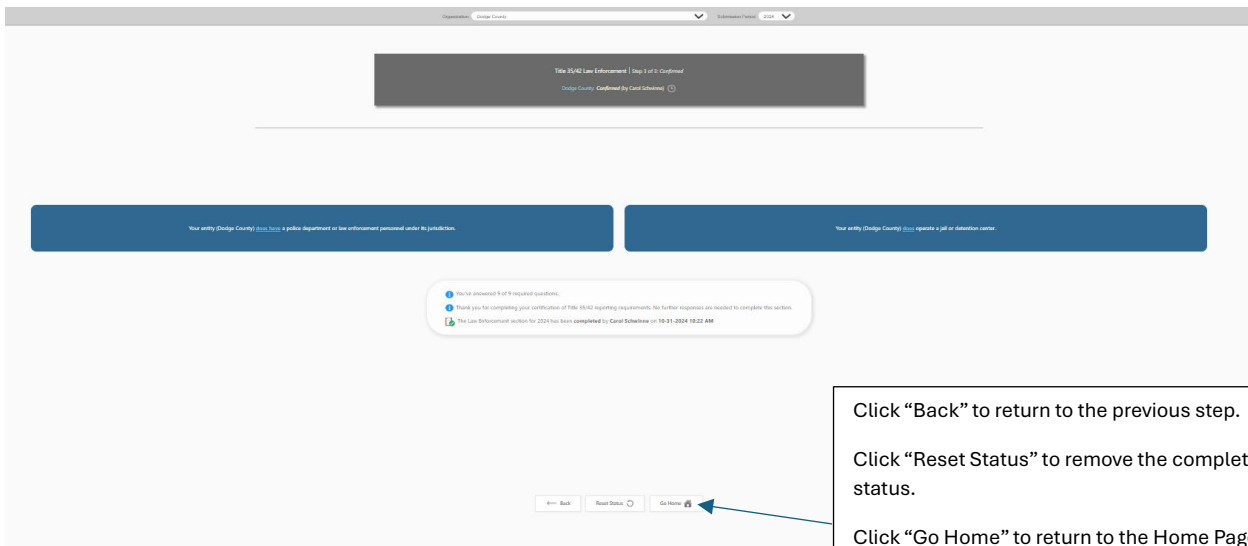
Click "Save and Next Step" to move to Step 3 of 3, which is your confirmation of the report.

Step 3 of 3 will show the initial confirmation page.



This screen will confirm whether you responded to all questions. If you are satisfied with your responses, click "Confirm."

This is your final confirmation page.



Click "Back" to return to the previous step.

Click "Reset Status" to remove the completed status.

Click "Go Home" to return to the Home Page of the Collection System. Once you return to the Home Page, you will be able to access a new section of the report.

Title 35/42: Law Enforcement Reporting

Confirmed  

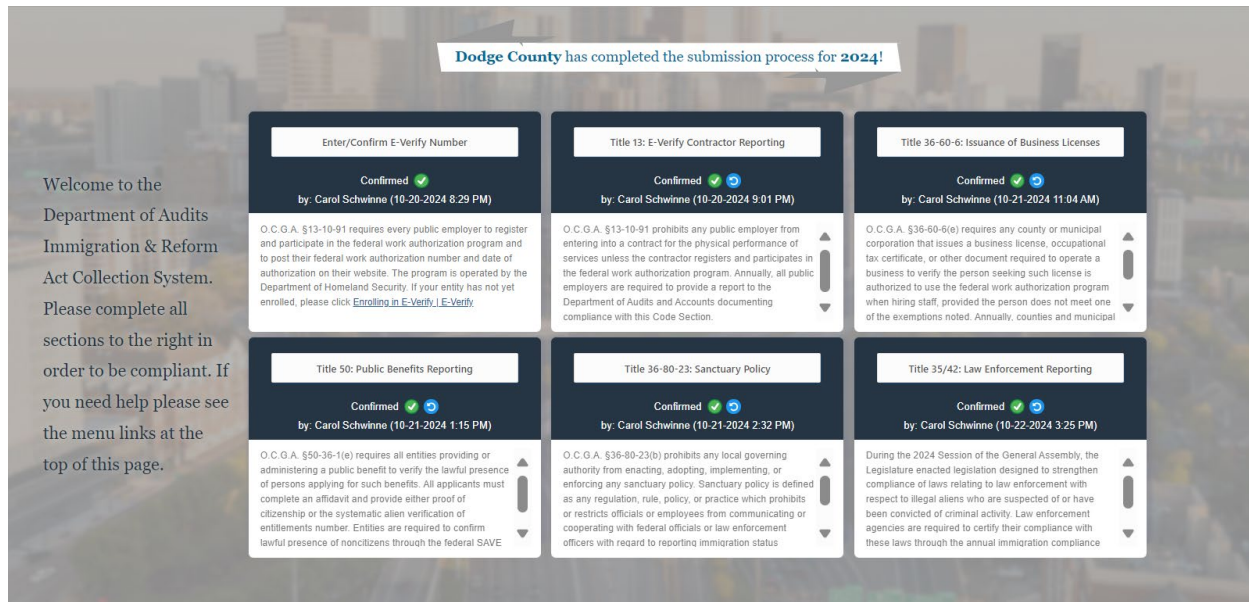
by: Carol Schwinne (10-22-2024 3:16 PM)

During the 2024 Session of the General Assembly, the Legislature enacted legislation designed to strengthen compliance of laws relating to law enforcement with respect to illegal aliens who are suspected of or have been convicted of criminal activity. Law enforcement agencies are required to certify their compliance with these laws through the annual immigration compliance

Your Home Page tile for Title 35/42: Law Enforcement Reporting will now show confirmed.

Report Completion

Once you have completed all required compliance reports, all tiles on the home page will indicate that your entity has completed the submission process for the reporting year.



Final Thoughts:

The website to access the Immigration Collection System is: [Georgia Department of Audits and Accounts](#)

All persons at your entity that need to complete one or more sections of the report should have their own credentials. If you do not have an account, click "Create an Account" once you access the link above.

Once your entity has completed all required sections of the report, your entity will receive an email confirming the report has been completed. All persons with an active account will receive an email confirming that all sections of the report have been completed.

All reports are due to the Department of Audits and Accounts no later than December 31st of each year.

The reporting period is December 1st – November 30th. Please ensure responses incorporate all data from this time period.

The system will be opened to entities on November 1st. Entities may begin entering data at this time. However, since the reporting period does not end until November 30th, no entity should confirm reports prior to December 1st.

If you have any questions about the compliance and/or reporting requirements, please email immhelp@audits.ga.gov for assistance.