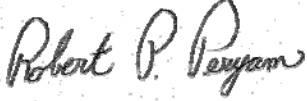


# MONROE COUNTY SHERIFF'S OFFICE

## General Order

<b>CHAPTER:</b> 52-A		<b>TITLE:</b> Social Security Numbers
<b>EFFECTIVE DATE:</b> August 19, 2009	<b>NO. PAGES:</b> 2	<b>AMENDED:</b>
<b>REFERENCE:</b> FSS 119.071 (5)		<b>RESCINDS:</b> Special Order: Social Security Numbers, 01.29.2008
 <b>Sheriff of Monroe County</b>		

**PURPOSE:** The purpose of this order is to establish policy and procedures in compliance with Florida State Statute 119.071(5) concerning the collection of Social Security Numbers.

**POLICY:** It is the Sheriff's policy that the Office complies with Florida State Statute 119.071(5) and only collects Social Security Numbers from individuals as authorized by law, or in the performance of the duties and responsibilities of the Sheriff's Office.

### PROCEDURE:

### CONFIDENTIALITY / PUBLIC RECORD REQUEST

All Social Security Numbers collected from individuals as part of the applicant process, criminal investigation, arrest booking process, inmate intake process, field contact records are CONFIDENTIAL and are exempt from section 119.07, Florida Statutes, and section 24(a), Art. I of the State Constitution.

### REQUESTING SOCIAL SECURITY NUMBERS

Social Security Numbers are a unique identifier issued to one individual by the US Federal Government. Several individuals, however, may have the same name, date of birth and/or physical characteristics. A Social Security Number is one unique identifier that can distinguish between such individuals.

It is essential to make every effort to positively identify the correct individual before depriving an individual of the right to liberty.

Further, it is essential to the safety of the community that persons applying for employment with the Office are fully investigated to ensure persons with criminal backgrounds or untrustworthiness are not employed.

Therefore, employees, agents and deputies of the Office may request the Social Security Number of an individual for the following purposes:

- Applicant process
- Inmate intake process
- Arrest affidavit completion
- Arrest booking process
- Criminal investigation
- Field Contact Cards
- Background checks

Requesting or recording of Social Security Numbers from any other individuals is not permitted.

### WRITTEN NOTICE

When a Social Security Number is requested of an individual and is recorded by including it into a document or file, either paper or electronic, a written statement as to the purpose for the request will be provided to the individual.

Human Resources personnel shall provide applicants with an Applicant/Employee Notice form. The person receiving the form shall sign acknowledging they understand and have received the notice.

Corrections personnel shall provide individuals processed into any Sheriff's Office correctional facility a written notice of collection and use of Social Security Number.

Law Enforcement personnel shall provide a written notice of collection of Social Security Number to any person they request a Social Security Number from when they record that number on a Field Contact Card, Incident/Offense Report or other permanent document or for inclusion in a data base or file, either paper or electronic.