


# MONROE COUNTY SHERIFF'S OFFICE

## General Order

<b>CHAPTER:</b> 052-A		<b>TITLE:</b> Social Security Numbers	
<b>EFFECTIVE DATE:</b> August 19, 2009	<b>NO. PAGES:</b> 2	<b>REVIEWED/REVISED:</b> September 11, 2019	
<b>REFERENCE:</b>		<b>RESCINDS:</b>	
 <b>Sheriff of Monroe County</b>			

- I. **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.
- II. **POLICY:** It is the Sheriff's policy that Monroe County Sheriff's Office (MCSO) 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 MCSO.
- III. **PROCEDURE:**
  - A. **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 or field contact records are CONFIDENTIAL and are exempt from section 119.07, Florida Statutes and section 24(a), Art. I of the State Constitution.
  - B. **REQUESTING SOCIAL SECURITY NUMBERS:**
    1. Social Security Numbers are a unique identifier issued to one individual by the US Federal Government. Several individuals may have the same name, date of birth and/or physical characteristics. A Social Security Number, however, is one unique identifier that can distinguish between such individuals.
    2. 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 MCSO are fully investigated to ensure persons with criminal backgrounds or untrustworthiness are not employed.
    3. Employees, agents and deputies of MCSO may request the Social Security Number of an individual for the following purposes:
      - a. Applicant process
      - b. Inmate intake process
      - c. Arrest affidavit completion
      - d. Arrest booking process
      - e. Criminal investigation

- f. Field Contact Cards
  - g. Background checks
4. Requesting or recording of Social Security Numbers from any other individuals is not permitted.

**C. WRITTEN NOTICE**

1. 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.
2. Human Resources personnel will provide applicants with an Applicant/Employee Notice form. The person receiving the form will sign acknowledging they understand and have received the notice.
3. Corrections personnel will provide a written notice of collection and use of Social Security Number to individuals processed into any MCSO correctional facility.
4. Law Enforcement personnel will 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.