


<b>POLICY 111.7</b>	<b>COLLECTION OF SOCIAL SECURITY NUMBERS</b>	
	NEW: <b>06/14</b>	RELATED POLICIES:
	CFA STANDARDS:	REVIEWED:

**A. PURPOSE**

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

**B. POLICY**

It is the policy of the Fort Lauderdale Police Department that all personnel comply with Florida State Statute 119.071(5) and only collect Social Security Numbers from individuals as authorized by law, or in the performance of the duties and responsibilities of the Fort Lauderdale Police Department.

**C. PROCEDURES**

1. Confidentiality/Public Record Request:

All Social Security Numbers collected from individuals as part of the applicant process, criminal investigations, arrest/booking/intake process, field contact records are confidential and are exempt from section 119.07, Florida Statutes, and section 24(a), Article 1 of the State Constitution.

2. Requesting Social Security Numbers:

- a. While several individuals 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.
- b. It is essential to make every effort to positively identify the correct individual before depriving an individual of the right to liberty.
- c. It is also essential to the safety of the community that persons applying for employment with the Fort Lauderdale Police Department are fully investigated to ensure persons with inappropriate criminal backgrounds or untrustworthiness are not employed.
- d. Appropriate personnel of the Fort Lauderdale Police Department may request the Social Security Number of an individual for the following purposes:

- (1). Applicant process

- (2). Arrest intake/booking process
  - (3). Arrest affidavit completion
  - (4). Criminal investigation
  - (5). Field Interview Cards
  - (6). Background checks
- e. Requesting or recording of Social Security Numbers from any other individuals is not permitted.
3. Written Notice:
- a. Upon the collection of an individual's Social Security Number who is under investigation, the collector of the information shall notify that individual of the purpose for its collection by utilizing the Fort Lauderdale Police Department's Collection of Social Security Number Notification Form (Form Z-686). For active investigations, the form does not have to be provided until a point in time where the notification will not interfere with or hinder the investigation.
  - b. When collecting a victim's or witness's Social Security Number, the collector of the information shall notify the victim or witness of the purpose of its collection by utilizing the Fort Lauderdale Police Department's Collection of Social Security Number Notification Form.
  - c. When an individual is applying to the Fort Lauderdale Police Department for employment, the purpose of collecting their Social Security Number will be provided to them utilizing the Fort Lauderdale Police Department's Collection of Social Security Number Notification Form.
  - d. The Fort Lauderdale Police Department's Collection of Social Security Number Notification Form can be located at Property Control, Patrol write-up, booking, or electronically in the Department Documents Folder.