

# Memorandum

**TO: ALL DEPARTMENT PERSONNEL**

**FROM:** Paul Joseph  
Chief of Police

**SUBJECT: DUTY MANUAL REVISION:  
R 1612 USE OF SOCIAL  
SECURITY NUMBER**

**DATE:** December 29, 2025

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APPROVED

Memo# 2025-015

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## **BACKGROUND**

When requesting a social security number from a member of the public, Department members must inform that person of their rights and of the risks involved in providing the number. The Duty Manual has been revised to clarify the responsibilities of Department members in this regard.

## **ANALYSIS**

The Duty Manual has been revised to reflect changes described below. Additions are shown in *italics and underlined*. Deletions are shown in ~~strike-through~~ form.

### **R 1612      USE OF SOCIAL SECURITY NUMBER:** *Revised 12-29-25*

*Disclosure of an individual's social security number is voluntary.* Whenever a member of the Department asks an individual to disclose a social security account number, the individual *must be informed of the following* as follows:

- That this disclosure is voluntary.
- That a refusal to disclose a social security number will not result in denial of any right, benefit or privilege provided to that citizen by law.
- That the social security account number may be used to verify the identity of the individual.
- That this data may be computerized in local, state and national files.

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**ORDER**

Effective immediately, all Department personnel shall adhere to the above Duty Manual sections.

A handwritten signature in black ink that reads "Paul Joseph". The signature is written in a cursive style with a large initial "P".

Paul Joseph  
Chief of Police

PJ:PH