

## CUSTODY SERVICES DIVISION

### DIVISIONAL NOTICE

18.2.2

March 7, 2019

**TO:** All Custody Services Division Personnel

**FROM:** Commanding Officer, Custody Services Division

**SUBJECT:** SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT

Per Section 604.11 of the Department Manual, when a Social Security number is requested during the booking process, persons in custody shall be provided with the following information:

**Federal law requires that you be informed, when asked for your Social Security number, that it must be provided for use in processing and identification. Authority for requiring this information is based upon the Los Angeles Police Department's booking and identification processing system operational prior to January 1, 1975.**

This information will be provided by signs conspicuously posted in the booking area of each jail facility.

**Note:** It is the booking employee's responsibility to make an oral statement if the person in custody is incapable of reading the sign.

If you have questions regarding this Notice, please contact Senior Management Analyst Jeffrey Wong at (213) 356-3470.



ROLANDO SOLANO, Captain  
Commanding Officer  
Custody Services Division

FEDERAL LAW REQUIRES THAT YOU BE INFORMED, WHEN ASKED FOR YOUR SOCIAL SECURITY NUMBER, THAT IT MUST BE PROVIDED FOR USE IN PROCESSING AND IDENTIFICATION. AUTHORITY FOR REQUIRING THIS INFORMATION IS BASED UPON THE LOS ANGELES POLICE DEPARTMENT'S BOOKING AND IDENTIFICATION PROCESSING SYSTEM OPERATIONAL PRIOR TO JANUARY 1, 1975.