

CITY OF MARIANNA

CITY COMMISSION WORKSHOP

July 16, 2020

5:00 PM (cst)

**BY PHONE DIAL 717-275-8940 ACCESS CODE 338 4788 OR IN
PERSON**

**CITY HALL
2898 Green St.
Marianna, FL**

1. Call To Order

2. Roll Call

Mayor and Commissioners

Travis Ephriam, Mayor, - District 1 Allen Ward, II, Mayor Pro Tem, - District 3

Kenneth Hamilton, Commissioner - District 5 John Roberts, Commissioner - District 2

Rico Williams, Commissioner - District 4

3. Invocation And Pledge To The Flag

4. Workshop Discussion

4.A. Police Department Policy And Procedures

Use of force, body camera, and public records request

Documents:

[PUBLIC RECORDS POLICY.PDF](#)

[SUNSHINE MANUAL FOR LEO.PDF](#)

[BODY CAM POLICY.PDF](#)

[USE OF FORCE POLICY.PDF](#)

5. Adjourn

The City of Marianna is an Equal Opportunity Employer and a Drug-Free Workplace. In accordance with the adopted Section 504 Policy, the City will take affirmative steps to reasonably accommodate the disabled and ensure their needs are equitably represented in City programs and activities. Pursuant to Title VI and the Civil Rights Act of 1964, the City will not exclude from

participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, language, income or family status. For assistance with EEO, Title VI or Section 504 matters contact the Human Resources Office at 850-482-4353. The City also has a Fair Housing Ordinance. For assistance with Fair Housing matters contact the Municipal Development Director at 850-482-2786. In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this meeting should contact the City Clerk's Office at 850-482-4353 no later than 3 days prior to the meeting. City Hall is located at 2898 Green Street, Marianna, FL.

City of Marianna

Subject: Public Records Request & Duplicating Procedure Policy	Reference: Chapter 119, Florida Statutes
Issue Date: January 3, 2011	Revision Date: February 7, 2017
Approval Authority	
Title & Signature: Allen Ward, II, Mayor/Commissioner , Signature: 	

The City of Marianna being a government entity is required to adhere to the Chapter 119, Florida Statute, Public Records. The Public Records Act states, "It is the policy of this state that all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency." It is the policy of the City that all records, except those exempted by law, will at all times be open for inspection, examination or copying. "Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recording, or other material, regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with transaction of official business by an agency – FS 119.01(1).

In order to effectively enforce the requirements of Chapter 119, F.S., the City established a Public Records Request Policy and Procedure. The purpose is to comply with the public records law and to set forth policy and procedure for safeguarding records and for providing access to certain records. The City will designate a custodian of public records and shall conduct an annual training session for all public officials and appropriate key staff regarding the Public Records Act. The designated person(s) will ensure that all requirements for public records requests are met.

The City Manager's office will be informed of all public records request. The request will be reviewed and the applicable department(s) will be notified who shall be responsible for gathering the requested information and submitting the tentative cost to fulfill request.

The following individuals will be responsible for public records request based on department and type of request:

- Personnel records request will be executed by the Human Resource Director for all City employees including Public Safety personnel. This does not limit the Human Resource Director from consulting with other departmental staff to ensure all information has been made available to process the request.

- All other requests will be executed by appropriate staff if request falls outside of personnel records request. For instance, if an individual request Public Safety, City financial, City Commission, or other non personnel information the appropriate person to fill said request would be the administrative assistant or appropriate person within the specific department. All information that is protected and exempt by law should be removed from said request.

The public request procedures are outlined as follows:

- A request for public records shall be made during normal scheduled business hours. The records will be available in a reasonable length of time in order to allow time for retrieval of public records and deletion of exempt information. A reasonable amount of time will be determined on a case by case basis due to the extent of the information requested. No copies will be made until after records requestor is informed of the tentative fee to fulfill request and tentative amount is paid in full.
- Records requestor will not be required to produce identification for any request.
- Records requestor will not be required to provide a written signed request. In order to ensure the request is fulfilled correctly, the custodian of public records will complete an in-house written form for the file. The purpose is to eliminate any misunderstandings of intended request items that person is interested.
- Records requestor will not be required to explain the reason for their request.
- If an attorney or an individual request the examination or duplication of records or information that has a lawsuit pending with the City, the City attorney will be contacted and advised of the request. The City Attorney will determine the City's response to the request.
- Approved file reviews will be done in the presence of the designated custodian of public records. No record requestor shall be left alone with any file(s) in order to ensure that all information is not altered in anyway nor removed from file(s).
- Prior to any copies or any other form of request have been made, the records requestor will be given a written tentative cost for requested information and it will always be explained to requestor that full payment is required prior to any reproduction or disbursement of any requested information. No information shall be released until full payment has been received. There will be NO exceptions.
- Custodian of public records is not required to interpret or answer any questions regarding the content of a particular file or document.
- Custodian of public records is not required to produce records in a particular form or format if the original created files that are produced, maintained or used is not in the requestor's desired form which is not the form used by the City.

- Exempt information will be determined and redacted (blacked out) before a records request is photocopied or fulfilled. This information can be obtained from the Government-in-the-Sunshine manual, part II, public records under all applicable subsections which will be determined on an individual request basis. If requested by the records requestor, the custodian of public records shall state in writing and with the reason that the record is exempt or confidential. Exemption means a provision of general law that provides that a specified record or meeting, or portion thereof, are not subject to access requirements of s. 119.07(1), s. 286.011, or s. 24, Art. I of the State Constitution.
- As an additional means of inspecting or copying records, a custodian of public records may provide access to public records by electronic means, provided exempt and confidential information is not disclosed. Unless otherwise required by law, the custodian of public records may charge a fee for electronic records.
- Photographing of public records shall be done under the supervision of the custodian of public records. Photographing shall be done in the room where the public records are kept. If in the judgment of the custodian of public records this is impossible or impracticable, photographing shall be done in another room or place as nearly as close to where the public records are kept. The expense (if any) shall be paid by the person desiring to photograph the public record.
- The custodian of public records may charge the person making the photographs for supervision services at a rate of compensation to be agreed upon by the person desiring to make photographs and the custodian of public records. If they fail to agree as to the appropriate charge, the charge shall be determined by the custodian of public records.
- Photographing public records shall be done under the supervision of the custodian of public records who may adopt and enforce reasonable rules governing the photographing of such records.
- Photographing of public records shall be done in the room where the public records are kept. If, in the judgment of the custodian of public records, this is impossible or impracticable, photographing shall be done in another room or place, as nearly adjacent as possible to where the public records are kept. Where provision of another room or place for photographing is required, the expense of providing the same shall be paid by the person desiring the photograph.
- Records requestor shall be responsible for picking up records when ready. If the requestor is located out of town and desires for the information to be mailed, the information will be mailed by certified mail in order to have receipt of verification. Custodian of public records will explain to requestor that only after receipt of full payment the information will be mailed. The estimated amount of certified mail will be included in the fee for the public records request.

- Any requests that are not mentioned in this policy, the City will refer to Chapter 119, Florida Statute, Public Records.

The fee for a public records request is based on the following:

- The custodian of public records shall furnish a copy or certified copies of record upon payment of the fee prescribed by law. If a fee is not prescribed by law, the following fees are authorized:
 - A charge of 15 cents per one-sided copy for copies that are 14 inches by 8 ½ inches or less. No more than 5 cents will be added for each two-sided copy. See Government in the Sunshine Manual, Section L for definition of "duplicated copy."
 - Requests for information to be received via email will incur the same fee as a copy request.
 - For all other copies, the actual cost of duplication of the public record.
 - A charge of \$1.00 per copy will be assessed for a certified copy of a public record.
 - County maps or aerial photography – cost of materials, supplies and reasonable charge for labor involved.
 - A supervision service charge for photographing public records will be agreed upon by the person desiring to make the photographs and the custodian of public records. If they fail to agree as to the appropriate charge, the charge shall be determined by the custodian of public records.
- A special service charge will be computed for personnel time for extensive clerical or supervisory assistance or both which includes locating file(s), researching requested information, review of confidential information, copy, and refile the requested material, labor or computer costs incurred by the City and if applicable the time involved overseeing an individual reviewing requested files. The reasonable service charge will be based on the actual labor cost (base hourly salary for custodian of public records or designee in place of custodian of record) for clerical personnel, who are required, due to the nature or volume of a public records requests, to safeguard such records from loss or destruction during their inspection. This agency will not charge for the first fifteen (15) minutes for time spent towards fulfilling the records request. All time following will be charged in fifteen (15) minute increments. The custodian of public records is responsible for tracking time incurred. The public records fee will be the current Florida minimum hourly wage at the time of request.
- The Department will refund to the requestor any monies received in excess of the actual costs incurred to fulfill a request, or in the alternative, the requestor shall be required to remit additional monies to pay to cover costs in excess of monies received, the Department

shall withhold releasing any public records identified pursuant to that request until those amounts are paid in full. Records requestor will be notified of any additional fee.

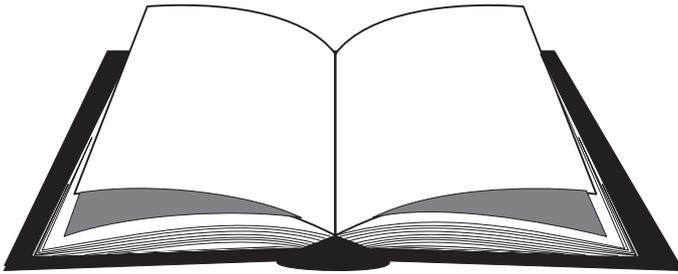
Records Management

Government agencies are plagued with an excessive volume of records, often because too many offices keep records they do not use. This accumulation is very expensive in terms of the high cost of office space, equipment and the personnel required maintaining the records for information retrieval. Therefore, the City does adhere to the records disposition process which is outlined by the State of Florida, General Records Schedule GS1- SL for State and Local Government Agencies. Some records may have been destroyed after the required retention period outlined by the State has expired. If information requested falls under this type situation, a letter will be sent to requestor explaining information was disposed of based on the guidelines outlined by the State.

Records that are mishandled, inappropriately handled, inappropriately copied, altered, or destroyed by staff, will subject staff to disciplinary action. Employee records or any City records shall not be compromised, either intentionally or inadvertently and the above procedures are to be adhered to by all persons responsible.



Public Records



A Guide For Law Enforcement Agencies



The Office of
Attorney General Ashley Moody

2019 Edition

A MESSAGE FROM ATTORNEY GENERAL ASHLEY MOODY

Law enforcement agencies face many challenges in carrying out their important responsibilities to investigate crimes and to secure the arrest and prosecution of those responsible. In addition, criminal justice agencies have unique issues that arise under the Florida Public Records Act. The Public Records Guide for Law Enforcement Agencies is designed to address these special concerns.

We are pleased, therefore, to present the 2019 edition of the Guide. This publication incorporates legislative changes through the 2018 legislative session and key court decisions and Attorney General Legal Opinions affecting the Public Records Act and law enforcement agencies. As in the past, the Guide is intended to be used in conjunction with the law enforcement agency's legal counsel, whose advice should be sought on specific issues facing the agency.

A more comprehensive analysis of the open government laws is contained in the Government in the Sunshine Manual. The Manual is prepared by the Attorney General's Office and published by the First Amendment Foundation. Information on how to obtain the Manual is available by contacting the First Amendment Foundation at (850) 224-4555. An electronic edition of the Sunshine Manual is available at the Office of the Attorney General's website at myfloridalegal.com.

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A. SCOPE OF THE PUBLIC RECORDS ACT

1. Statutory definition

Section 119.011(12), F.S., defines “public records” to include:

all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

The Florida Supreme Court has interpreted this definition to encompass all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge.¹ All such materials, regardless of whether they are in final form, are open for public inspection and copying unless the Legislature has exempted them from disclosure.² The records must also be retained in accordance with the applicable retention schedule adopted by the Department of State.

The term “public record” is not limited to traditional written documents. As the statutory definition states, “tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission” can all constitute public records.³

1 *Shevin v. Byron, Harless, Schaffer, Reid and Associates, Inc.*, 379 So. 2d 633, 640 (Fla. 1980).

2 *Wait v. Florida Power & Light Company*, 372 So. 2d 420 (Fla.1979).

3 *Cf. Church of Scientology Flag Service Org., Inc. v. Wood*, No. 97-688CI-07 (Fla. 6th Cir. Ct. February 27, 1997) (physical specimens relating to an autopsy are not public records because in order to constitute a “public record” for purposes of Ch. 119, “the record itself must be susceptible of some form of copying”).

2. Drafts

Draft documents are not exempted from the Public Records Act simply because they are in draft form. If the purpose of record prepared in connection with the official business of a public agency is to perpetuate, communicate, or formalize knowledge, it is a public record, regardless of whether it is in final form or the ultimate product of an agency.⁴

Accordingly, any agency record, if circulated for review, comment or information, is a public record regardless of whether it is an official expression of policy or marked “preliminary” or “working draft” or similar label. Examples of such materials include interoffice memoranda and working drafts of reports which have been furnished to a supervisor for review or approval.⁵

It follows then that such records are subject to disclosure and retention requirements unless the Legislature has specifically exempted the records from disclosure.⁶

4 *Shevin v. Byron, Harless, Schaffer, Reid and Associates, Inc.*, 379 So. 2d 633, 640 (Fla. 1980).

5 The public records status of uncirculated personal notes prepared for the personal use of the writer can be more difficult to determine. Compare *The Justice Coalition v. The First District Court of Appeal Judicial Nominating Commission*, 823 So. 2d 185, 192 (Fla. 1st DCA 2002) (public employees’ notes to themselves “which are designed for their own personal use in remembering certain things do not fall within the definition of ‘public record’”); with *Miami Herald Media Co. v. Sarnoff*, 971 So. 2d 915 (Fla. 3d DCA 2007) (memorandum prepared by a city commissioner after a meeting with a former city official, summarizing details of what was said and containing alleged factual information about possible criminal activity, was a public record subject to disclosure). The agency attorney should be consulted on any question about the public records status of handwritten personal notes.

6 *Wait v. Florida Power & Light Company*, 372 So. 2d 420 (Fla. 1979). See, e.g., s. 119.071(1)(d), F.S., providing a limited work product exemption for agency attorneys.

3. Electronic and computer records

a. Electronic databases and files

Information stored in a public agency's computer "is as much a public record as a written page in a book or a tabulation in a file stored in a filing cabinet"⁷

Thus, information such as electronic calendars, databases, and word processing files stored in agency computers, can all constitute public records because records made or received in the course of official business and intended to perpetuate, communicate or formalize knowledge of some type, fall within the scope of Ch. 119, F.S.⁸

Accordingly, electronic public records are governed by the same rule as written documents and other public records—the records are subject to public inspection unless a statutory exemption exists which removes the records from disclosure.

b. E-Mail

E-mail messages made or received by agency officers and employees in connection with official business are public records and subject to disclosure in the absence of an exemption.⁹

⁷ *Seigle v. Barry*, 422 So. 2d 63, 65 (Fla. 4th DCA 1982). *And see National Collegiate Athletic Association v. Associated Press*, 18 So. 3d 1201 (Fla. 1st DCA 2009)(public records law is not limited to paper documents but applies to documents that exist only in digital form).

⁸ AGO 89-39.

⁹ As the court stated in *Rhea v. District Board of Trustees of Santa Fe College*, 109 So. 3d 851, 855 (Fla. 1st DCA 2013): "electronic communications, such as e-mail, are covered [by the Public Records Act] just like communications on paper." *Accord* AGO 01-20. *And see* s. 668.6076, F.S., requiring agencies that operate a website and use electronic mail to post the following statement in a conspicuous location on the agency website: "Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing."

Like other public records, e-mail messages are subject to the statutory restrictions on destruction of public records.¹⁰

c. Facebook

The Attorney General's Office has stated that the placement of material on a city's Facebook page presumably would be in connection with the transaction of official business and thus subject to Ch. 119, F.S., although in any given instance, the determination would have to be made based upon the definition of "public record" contained in s. 119.011(12), F.S.¹¹ To the extent that the information on the city's Facebook page constitutes a public record, the city is under an obligation to follow the public records retention schedules established in accordance with s. 257.36(6), F.S.¹²

d. Text messages

The Attorney General's Office advised the Department of State (which is statutorily charged with development of public records retention schedules) that the "same rules that apply to e-mail should be considered for electronic communications including Blackberry PINS, SMS communications (text messaging), MMS communications (multimedia content), and instant messaging conducted by government agencies."¹³ In response, the department revised its records retention schedule to recognize that the retention periods for text messages and other electronic messages or communications are determined by the content, nature and purpose of the records regardless of the technology used to create and send them.¹⁴

10 See s. 257.36(6), F.S., stating that a public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the Division of Library and Information Services of the Department of State.

11 AGO 09-19.

12 *Id.*

13 Inf. Op. to Browning, March 17, 2010.

14 See General Records Schedule GS1-SL for State and Local Government Agencies, Electronic Communications available online at the Department of State website.

4. *Records made or received in connection with official business*

In evaluating whether a record is made or received in connection with the official business of an agency, “the determining factor is the nature of the record, not its physical location.” Thus, the Florida Supreme Court found that personal e-mails between government employees on government-owned computers which were not made or received in the course of official business did not constitute public records.¹⁵

Similarly, the mere fact that an e-mail is sent from a private e-mail account using a personal computer is not the determining factor as to whether it is a public record; it is whether the e-mail was prepared in connection with official agency business and intended to perpetuate, communicate or formalize knowledge of some kind.

However, in concluding that the location of e-mails on a government computer does not control the application of Public Records Act, the Court also cautioned that the case before it did not involve e-mails “that may have been isolated by a government employee whose job required him or her to locate employee misuse of government computers.”¹⁶

B. AGENCIES SUBJECT TO THE PUBLIC RECORDS ACT

Section 119.011(2), F.S., defines “agency” to include:

any state, county, district, authority, or municipal officer, department, division, board, bureau, commission, or other separate unit of government created or established by law including . . . any other public or private agency, person, partnership, corporation, or business entity acting on behalf of any public agency.

¹⁵ *State v. City of Clearwater*, 863 So. 2d 149, 154 (Fla. 2003).

¹⁶ *State v. City of Clearwater*, at 151n.2.

The term “agency” as used in Ch. 119, F.S., is not limited to governmental entities. A private entity “acting on behalf of any public agency” is also subject to the Public Records Act. The Florida Supreme Court has stated that this broad definition of “agency” ensures that a public agency cannot avoid disclosure by contractually delegating to a private entity that which would otherwise be an agency responsibility.¹⁷

For example, a private corporation that operates and maintains a county jail pursuant to a contract with the county is “acting on behalf of” the county and must make available its records for the jail in accordance with Ch. 119, F.S.¹⁸

C. APPLICATION OF THE PUBLIC RECORDS ACT TO SPECIFIC RECORDS

1. Arrest and crime reports and the exemption for active criminal investigative and intelligence information

Arrest and crime reports are generally considered to be open to public inspection.¹⁹ However, statutory exemptions for active

¹⁷ *News and Sun-Sentinel Company v. Schwab, Twitty & Hanser Architectural Group, Inc.*, 596 So. 2d 1029 (Fla. 1992).

¹⁸ *Times Publishing Company v. Corrections Corporation of America*, No. 91-429 CA 01 (Fla. 5th Cir. Ct. December 4, 1991). *And see Prison Health Services, Inc. v. Lakeland Ledger Publishing Company*, 718 So. 2d 204 (Fla. 2d DCA 1998 (medical services); *Wisner v. City of Tampa Police Department*, 601 So. 2d 296, 298 (Fla. 2d DCA 1992) (a city may not allow a private entity to maintain physical custody of polygraph chart used in police internal affairs investigation to circumvent Ch. 119, F.S.). *And note s.* 119.0701, F.S., requiring a public agency contract for services to include a statement providing contact information for the public agency’s custodian of public records, and also providing requirements for contractors, as defined in the statute, relating to public records requests.

¹⁹ AGOs 91-74 and 80-96. *And see* AGO 08-23 (officer trip sheets revealing identity of officer, location and hours of work and locations to which officers have responded for emergency and non-emergency purposes are public records).

criminal investigative and intelligence information, confessions, juvenile offender records and certain victim information may apply to crime reports and other law enforcement records.

a. Purpose and scope of exemption

Section 119.071(2)(c)1., F.S., exempts active criminal intelligence information and active criminal investigative information from public inspection. To be exempt, the information must be both “active” and constitute either “criminal investigative” or “criminal intelligence” information.²⁰

Thus, if a crime report contains active criminal investigative information, the criminal investigative information may be excised from the report.²¹

Criminal investigative information” is defined as information relating to “an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission, including, but not limited to, information derived from laboratory tests, reports of investigators or informants, or any type of surveillance.”²² Similarly, an autopsy report may constitute criminal investigative information.²³

“Criminal intelligence information” means information concerning “an identifiable person or group of persons collected by a criminal justice agency in an effort to anticipate, prevent, or monitor

²⁰ See *Woolling v. Lamar*, 764 So. 2d 765, 768 (Fla. 5th DCA 2000), review denied, 786 So. 2d 1186 (Fla. 2001).

²¹ AGO 91-74. See also *Palm Beach Daily News v. Terlizzese*, No. CL-91-3954-AF (Fla. 15th Cir. Ct. April 5, 1991), holding that a newspaper was not entitled under Ch. 119, F.S., to inspect the complete and uncensored incident report (prepared following a reported sexual battery but prior to the arrest of a suspect), including the investigating officer’s narrative report of the interview with the victim, since such information was exempt from inspection as active criminal investigative information and as information identifying sexual battery victims. See s. 119.071(2)(c) and (h), F.S..

²² Section 119.011(3)(b), F.S.

²³ AGO 78-23

possible criminal activity.”²⁴

The active criminal investigative and intelligence exemption is limited in scope; its purpose is to prevent premature disclosure of information when such disclosure could impede an ongoing investigation or allow a suspect to avoid apprehension or escape detection.²⁵

Moreover, the active criminal investigative and intelligence information exemption does not prohibit the disclosure of the information by the criminal justice agency; the information is only exempt from and not subject to the mandatory inspection requirements in s. 119.07(1), F.S., which would otherwise apply. As the court stated in *Williams v. City of Minneola*, “there are many situations in which investigators have reasons for displaying information which they have the option not to display.”²⁶

The fact that a crime or incident report may contain some active criminal investigative or intelligence information does not mean that the entire report is exempt. Section 119.07(1)(d), F.S., requires the custodian of the document to redact only that portion of the record for which an exemption is asserted and to disclose the remainder of the record.²⁷

b. Information that is NOT criminal investigative or intelligence information and must be disclosed unless some other exemption applies

Section 119.011(3)(c), F.S., states that the following information is *not* criminal investigative or criminal intelligence information:

1. The time, date, location and nature of a reported crime;

²⁴ Section 119.011(3)(a), F.S.

²⁵ See, e.g., *City of Riviera Beach v. Barfield*, 642 So. 2d 1135, 1137 (Fla. 4th DCA 1994), in which the court held that a city was authorized to withhold exempt active criminal investigative records but must disclose information which is not exempt.

²⁶ 575 So. 2d 683, 687 (Fla. 5th DCA 1991). And see AGO 90-50. Cf. s. 838.21, FS.

²⁷ *Barfield v. City of Tallahassee*, 171 So. 3d 239 (Fla. 1st DCA 2015)

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2. The name, sex, age, and address of a person arrested (but see the discussion on pages 38-42 relating to certain juvenile records) or the name, sex, age and address of the victim of a crime, except as provided in s. 119.071(2)(h) or (o), F.S. Section 119.071(2)(h), F.S., provides confidentiality for information revealing the identity of the victim of a sexual offense, child abuse, or a child victim of human trafficking. Section 119.071(2)(o), F.S. provides that the address of a victim of an incident of mass violence is exempt. For more information on these exemptions, please refer to the discussion on pages 27-29 (child abuse and sexual offense victims) and pages 30-31 (homicide victims).
 3. The time, date and location of the incident and of the arrest;
 4. The crime charged;
 5. Documents given or required to be given to the person arrested, except as provided in s. 119.071(2)(h), F.S. or s. 119.071(2)(m), F.S., unless the court finds that release of the information prior to trial would be defamatory to the good name of a victim or witness or jeopardize the safety of such victim or witness; and would impair the ability of the state attorney to locate or prosecute a codefendant;
 6. Information and indictments except as provided in s. 905.26, F.S. [prohibiting disclosure of finding of indictment against a person not in custody, under recognizance or under arrest].

Accordingly, since the above information does not fall within the definition of criminal intelligence or criminal investigative information, it is always subject to disclosure unless some other specific exemption applies. For example, the “time, date, and location of the incident and of the arrest” cannot be withheld from disclosure since such information is expressly excluded from

the exemption.²⁸

Similarly, as stated above, records which have been given or are required to be given to the person arrested cannot be withheld from public inspection as criminal investigative or intelligence information.²⁹ In other words, once the material has been made available to the defendant as part of the discovery process in a criminal proceeding, the material is ordinarily no longer considered to be exempt criminal investigative or criminal intelligence information.³⁰

For example, in *Satz v. Blankenship*,³¹ the court ruled that a newspaper reporter was entitled to access to tape recordings concerning a defendant in a criminal prosecution where the recordings had been disclosed to the defendant. The court concluded that a reading of the statute reflected the Legislature's belief that once the information was released to the defendant, there was no longer any need to exclude the information from the public. Thus, the tape recordings were no longer "criminal investigative information" that could be withheld from public inspection.³²

28 *Id.*

29 Section 119.011(3)(c)5., F.S.

30 See *Tribune Company v. Public Records*, 493 So. 2d 480, 485 (Fla. 2d DCA 1986) (all information given or required to be given to defendants is disclosable to the public when released to defendants or their counsel pursuant to the rules of discovery). Cf. *State v. Buenoano*, 707 So. 2d 714 (Fla. 1998) (restricted access documents provided to state attorney by federal government pursuant to a loan agreement retained their confidential status under a Florida law providing an exemption for out-of-state criminal investigative information that is shared with Florida criminal justice agencies on a confidential basis, even though the documents erroneously had been given to the defendant and placed in the court record).

31 407 So. 2d 396 (Fla. 4th DCA 1981).

32 See also *Bludworth v. Palm Beach Newspapers, Inc.*, 476 So. 2d 775 (Fla. 4th DCA 1985); *News-Press Publishing Co. Inc. v. D'Alessandro*, No. 96-2743-CA-RWP (Fla. 20th Cir. Ct. April 24, 1996) (once state allowed defense counsel to listen to portions of a surveillance audiotape involving a city councilman accused of soliciting undue compensation, those portions of the audiotape became excluded from the definition of "criminal investigative information," and were subject to

The only circumstances where criminal intelligence or investigative information can retain that status even though it has been made available to the defendant are:

- 1) If the information would reveal the identity of a victim of a sexual offense, child abuse, or certain human trafficking crimes pursuant to s. 119.071(2)(h), F.S.; or reveal the identity of a witness to a murder for two years after the date on which the murder is observed by the witness pursuant to s. 119.071(2)(m), F.S.; or the address of a victim of an incident of mass violence as provided in s. 119.071(2)(o), F.S., or
- 2) If a court order has been issued finding that release of the information prior to trial would:
 - a) be defamatory to the good name of a victim or witness or jeopardize the safety of a victim or witness; and
 - b) impair the ability of a state attorney to locate or prosecute a codefendant.

In all other cases, material which has been made available to the defendant cannot be deemed criminal investigative or intelligence information and must be open to inspection unless some other exemption applies (e.g., s. 119.071[2][e], F.S., exempting all information “revealing the substance of a confession” by a person arrested until there is a final disposition in the case); or the court orders closure of the material in accordance with its constitutional authority to take such measures as are necessary to obtain orderly proceedings and a fair trial or to protect constitutional privacy rights of third parties.³³

public inspection). *Cf. City of Miami v. Post-Newsweek Stations Florida, Inc.*, 837 So. 2d 1002, 1003 (Fla. 3d DCA 2002).

³³ See *Miami Herald Publishing Company v. Lewis*, 426 So. 2d 1 (Fla. 1982); *Florida Freedom Newspapers, Inc. v. McCrary*, 520 So. 2d 32 (Fla. 1988); *Post-Newsweek Stations, Florida Inc. v. Doe*, 612 So. 2d 549 (Fla. 1992). And see *Morris Communications Company LLC v.*

Section 119.07(8), F.S., states that the public access rights set forth in s. 119.07, F.S., “are not intended to expand or limit the provisions of Rule 3.220, Florida Rules of Criminal Procedure, regarding the right and extent of discovery by the state or by a defendant in a criminal prosecution or in collateral post-conviction proceedings.” Thus, a criminal defendant’s public records request for nonexempt law enforcement records relating to the defendant’s pending prosecution constitutes an election to participate in discovery and triggers a reciprocal discovery obligation.³⁴

c. Active versus inactive criminal investigative and intelligence information

(1) Active criminal investigative information

Criminal investigative information is considered active (and, therefore, exempt from disclosure pursuant to s. 119.071[2][c], F.S.) “as long as it is related to an ongoing investigation which is continuing with a reasonable, good faith anticipation of securing an arrest or prosecution in the foreseeable future.”³⁵ Information in cases barred from prosecution by a statute of limitation is not active.³⁶

The definition of “active” requires “a showing in each particular case that an arrest or prosecution is reasonably anticipated in the foreseeable future.”³⁷ However, the Legislature did not intend that confidentiality be limited to investigations where the outcome and an arrest or prosecution was a certainty or even a probability.³⁸

State, 844 So. 2d 671, 673n.3 (Fla. 1st DCA 2003) (although documents turned over to the defendant during discovery are generally public records subject to disclosure under Ch. 119, the courts have authority to manage pretrial publicity to protect the defendant’s constitutional rights as described in *Miami Herald Publishing Company v. Lewis*, *supra*). *Cf. Times Publishing Co. v. State*, 903 So. 2d 322 (Fla. 2d DCA 2005).

34 *Henderson v. State*, 745 So. 2d 319 (Fla. 1999).

35 Section 119.011(3)(d)2., F.S.

36 *Id.*

37 *Barfield v. City of Fort Lauderdale Police Department*, 639 So. 2d 1012, 1016 (Fla. 4th DCA).

38 *Id.* at 1016-1017.

There is no fixed time limit for naming suspects or making arrests other than the applicable statute of limitations.³⁹ The fact that investigators might not yet have decided upon a suspect does not necessarily imply that the investigation is inactive.⁴⁰

Thus, an investigation will be deemed to be “active,” even though there is no immediate anticipation of an arrest, so long as the investigation is proceeding in good faith and the state attorney or grand jury will reach a determination in the foreseeable future.⁴¹ Accordingly, a police department’s criminal investigation into a shooting incident involving its officers continued to be “active” even though pursuant to department policy, all police shooting cases were sent to the state attorney’s office for review by the grand jury and the department did not know if there would be an arrest in this particular case.⁴²

Additionally, a circuit court held that a criminal investigative file involving an alleged 1988 sexual battery which had been inactive for three years, due in part to the death of the victim from unrelated causes, could be “reactivated” and removed from public view in 1992 when new developments prompted the police to reopen the case.⁴³ The court found that it was irrelevant that the 1988 file could have been inspected prior to the current investigation; the important considerations were that the file apparently had not been viewed by the public during its “inactive” status and the file was now part of an active criminal investigation and therefore exempt from disclosure as active criminal investigative information.

In another case, however, the appellate court upheld a court order unsealing an arrest warrant affidavit upon a showing

39 See *Florida Freedom Newspapers, Inc. v. Dempsey*, 478 So. 2d 1128 (Fla. 1st DCA 1985).

40 *Id.* at 1131.

41 *Barfield v. City of Fort Lauderdale Police Department*, *supra*.

42 *Id.* See also *News-Press Publishing Co., Inc. v. Sapp*, 464 So. 2d 1335 (Fla. 2d DCA 1985) and *Wells v. Sarasota Herald Tribune Company, Inc.*, 546 So. 2d 1105 (Fla. 2d DCA 1989).

43 *News-Press Publishing Co., Inc. v. McDougall*, No. 92-1193CA-WCM (Fla. 20th Cir. Ct. February 26, 1992).

of good cause by the subject of the affidavit.⁴⁴ The affidavit had been quashed and no formal charges were filed against the subject. The court held that the affidavit did not constitute active criminal investigative information because there was no reasonable, good faith anticipation that the subject would be arrested or prosecuted in the near future. In addition, most of the information was already available to the subject through grand jury transcripts, the subject's perjury trial, or by discovery.

(2) Active criminal intelligence information

In order to constitute exempt "active" criminal intelligence information, the information must "be of the type that will lead to the 'detection of *ongoing or reasonably anticipated criminal activities*.'"⁴⁵

Thus a court ruled that that records generated in connection with a criminal investigation conducted 13 years earlier did not constitute "active" criminal intelligence information. The court noted that the exemption "is not intended to prevent disclosure of criminal files forever on the mere possibility that other potential criminal defendants may learn something from the files."⁴⁶

(3) Pending prosecutions or appeals

Criminal intelligence and investigative information is also considered to be "active" while such information is directly

44 *Metropolitan Dade County v. San Pedro*, 632 So. 2d 196 (Fla. 3d DCA 1994). And see *Mobile Press Register, Inc. v. Witt*, 24 Med. L. Rptr. 2336, No. 95-06324 CACE (13) (Fla. 17th Cir. Ct. May 21, 1996) (ordering that files in a 1981 unsolved murder be opened to the public because, despite recent reactivation of the investigation, the case had been dormant for many years and no arrest or prosecution had been initiated or was imminent).

45 *Christy v. Palm Beach County Sheriff's Office*, 698 So. 2d 1365, 1367 (Fla. 4th DCA 1997), quoting s. 119.011(3) (d)1., F.S. See *Barfield v. Orange County, Florida*, No. CI92-5913 (Fla. 9th Cir. Ct. August 4, 1992) (denying a petition for writ of mandamus seeking access to gang intelligence files compiled by the sheriff's office). See also AGO 94-48.

46 *Christy v. Palm Beach County Sheriff's Office*, *supra*.

related to pending prosecutions or direct appeals.⁴⁷

Once the conviction and sentence have become final, criminal investigative information can no longer be considered to be “active.”⁴⁸

Moreover, the determination as to whether investigatory records related to pending prosecutions or appeals are “active” is relevant *only* to those records which constitute criminal intelligence or investigative information. In other words, if records are excluded from the definition of criminal intelligence or investigative information, as in the case of records given or required to be given to the defendant under s. 119.011(3)(c)5., F.S., it is immaterial whether the investigation is active or inactive.⁴⁹

47 Section 119.011(3)(d), F.S. See *News-Press Publishing Co., Inc. v. Sapp*, *supra*; and *Tal- Mason v. Satz*, 614 So. 2d 1134 (Fla. 4th DCA), *review denied*, 624 So. 2d 269 (Fla. 1993) (contents of prosecutorial case file must remain secret until the conclusion of defendant’s direct appeal).

48 See *State v. Kokal*, 562 So. 2d 324, 326 (Fla. 1990); and *Osario v. State*, 34 So. 3d 98 (Fla. 3rd DCA 2010). Accord *Tribune Company v. Public Records*, 493 So. 2d 480, 483-484 (Fla. 2d DCA 1986) (actions for postconviction relief following affirmance of the conviction on direct appeal are not pending appeals for purposes of s. 119.011[3][d]2., F.S. See also *Christy v. Palm Beach County Sheriff’s Office*, 698 So. 2d 1365, 1367 (Fla. 4th DCA 1997) (the term “pending prosecutions or appeals” in s. 119.011[3][d], F.S., applies only to ongoing prosecutions or appeals which have not yet become final).

49 See *Bludworth v. Palm Beach Newspapers, Inc.*, 476 So. 2d 775, 779n.1 (Fla. 4th DCA 1985), (“Something that is not criminal intelligence information or criminal investigative information cannot be active criminal intelligence information or active criminal investigative information.”). Accord *Staton v. McMillan*, 597 So. 2d 940, 941 (Fla. 1st DCA 1992) (active criminal investigation exemption does not apply to information for which disclosure was previously required under discovery rules even though there is a pending direct appeal).

d. Disclosure of active criminal investigative information

(1) Disclosure to the public

It has been held that the criminal investigative exemption does not apply if the information has already been made public.⁵⁰ As stated by one court, once the state has gone public with information which could have been previously protected from disclosure under Public Records Act exemptions, no further purpose is served by preventing full access to the desired information.⁵¹

However, the voluntary disclosure of a non-public record does not automatically waive the exempt status of other documents.⁵² For example, release of the autopsy report and the medical examiner's public comments about the report did not mean that other records in the possession of the medical examiner relating to an active criminal investigation into the death were public; "[i]t is not unusual for law enforcement and criminal investigatory agencies to selectively release information relating to an ongoing criminal investigation in an effort to enlist public participation in solving a crime."⁵³

(2) Disclosure to another criminal justice agency

Exempt active criminal investigative information may be shared with another criminal justice agency and retain its protected status; in "determining whether or not to compel disclosure of active criminal investigative or intelligence information, the primary focus must be on the statutory classification of the information sought rather than upon in whose hands the information rests." Thus, a court held that exempt records of the West Palm Beach police department's active criminal investigation concerning a shooting incident involving a police

⁵⁰ *Staton v. McMillan*, 597 So. 2d 940, 941 (Fla. 1st DCA 1992).

⁵¹ *See Downs v. Austin*, 522 So. 2d 931, 935 (Fla. 1st DCA 1988).

⁵² *Arbelaez v. State*, 775 So. 2d 909, 918 (Fla. 2000).

⁵³ *Church of Scientology Flag Service Org., Inc. v. Wood*, No. 97-688CI-07 (Fla. 6th Cir. Ct. February 27, 1997).

officer from Riviera Beach could be furnished to the Riviera Beach police department for use in a simultaneous administrative internal affairs investigation of the officer without losing their exempt status.⁵⁴

Additionally, a police department may enter into a contract with a private company that compiles raw police data and then provides informational reports to law enforcement. The release of the exempt information to the corporation for this purpose would not cause such records to lose their exempt status.⁵⁵

However, while the courts have recognized that active criminal investigative information may be forwarded from one criminal justice agency to another without jeopardizing its exempt status, “[t]here is no statutory exemption from disclosure of an ‘ongoing federal prosecution.’”⁵⁶

The exemption for active criminal intelligence and investigative information does not exempt another agency’s records (such as a budget for example) from disclosure simply because they are transferred to a law enforcement agency.⁵⁷ Similarly, surveillance video footage created by a school district before a criminal investigation began into a school shooting did not constitute “criminal investigative information” within the meaning of s. 119.011[3][b] because it was not compiled by a criminal justice

54 *City of Riviera Beach v. Barfield*, 642 So. 2d 1135, 1137 (Fla. 4th DCA 1994). *Accord Ragsdale v. State*, 720 So. 2d 203, 206 (Fla.1998).

55 AGO 96-36.

56 *Woolling v. Lamar*, 764 So. 2d 765, 768 (Fla. 5th DCA 2000). In *Woolling*, the court held that a state attorney bore the burden of establishing that state attorney files in a nolle prossed case which were furnished to the federal government for prosecution of a defendant constituted active criminal investigative information; the fact that the federal government was actively prosecuting the case was not sufficient, standing alone, to justify imposition of the exemption.

57 *See, e.g., Tribune Company v. Cannella*, 438 So. 2d 516, 523 (Fla. 2d DCA 1983), *reversed on other grounds*, 458 So. 2d 1075 (Fla. 1998), *appeal dismissed sub nom., Deperte v. Tribune Company*, 105 S.Ct. 2315 (1985).

agency in the course of conducting a criminal investigation.⁵⁸

Similarly, public records maintained and compiled by the Office of the Capital Collateral Representative cannot be transformed into active criminal investigative information by merely transferring the records to the Florida Department of Law Enforcement.⁵⁹

And, otherwise disclosable public records of a housing authority are not removed from public scrutiny merely because records have been subpoenaed by and transferred to the state attorney's office.⁶⁰

The Attorney General's Office also stated that while an individual would be prohibited from obtaining records from the internal investigation file pursuant to s. 112.533(2), F.S., while the investigation is active, public records such as overtime slips created prior to the investigation and maintained in the law enforcement officer's personnel file would not become confidential simply because copies of such records are being used in the investigation.⁶¹

However, the exemption for active criminal investigative information may not be subverted by making a public records request for all public records gathered by a law enforcement agency in the course of an ongoing investigation; to permit such requests would negate the purpose of the exemption.⁶²

In addition, s. 119.071(2)(c)2.a., F.S., states that a request made by a law enforcement agency to inspect or copy a public record that is in the custody of another agency and the custodian's response to the request, and any information that would identify whether a law enforcement agency has requested or received that public record are exempt from disclosure requirements, during the period

58 *State Attorney's Office of the Seventeenth Judicial Circuit v. Cable News Network, Inc.*, 251 So. 3d 205 (Fla. 4th DCA 2018)

59 AGO 88-25.

60 AGO 92-78.

61 Inf. Op. to Theobald, November 16, 2006.

62 AGO 01-75.

in which the information constitutes active criminal investigative or intelligence information. Pursuant to s. 119.071(2)(c)2.b., F.S., the law enforcement agency that made the request must give notice to the custodial agency when the criminal intelligence information or criminal investigative information is no longer active, so that the request made by the law enforcement agency, the custodian's response to the request and information that would identify whether the law enforcement agency had requested or received that public record are available to the public.

Thus, while agency records are not exempt merely because they have been submitted to FDLE, s. 119.071(2)(c)2.a., F.S., exempts FDLE's request to inspect or copy records, as well as the agency's response, or any information that would identify the public record that was requested by FDLE or provided by the agency during the period in which the information constitutes criminal intelligence or criminal investigative information that is active.⁶³ Although a request may be made for the agency's records, such a request may not be phrased, or responded to, in terms of a request for the specific documents asked for and received by FDLE during the course of any active criminal investigation.⁶⁴

e. Criminal investigative or intelligence information received from other states or the federal government

Pursuant to s. 119.071(2)(b), F.S., criminal intelligence or investigative information received by a Florida criminal justice agency from a non-Florida criminal justice agency on a confidential or similarly restricted basis is exempt from disclosure.⁶⁵

63 AGO 06-04.

64 *Id.* See also Inf. Op. to Theobald, November 16, 2006.

65 See *State v. Wright*, 803 So. 2d 793 (Fla. 4th DCA 2001) (state not required to disclose criminal histories of civilian witnesses which it obtained from the Federal Bureau of Investigation). The purpose of this statute is to "encourage cooperation between non-state and state criminal justice agencies." *State v. Buenoano*, 707 So. 2d 714, 717 (Fla. 1998).

f. Criminal investigative or intelligence information received prior to January 25, 1979

Criminal intelligence or investigative information obtained by a criminal justice agency prior to January 25, 1979, is exempt from disclosure.⁶⁶

2. Autopsy records

a. Autopsy reports

Autopsy reports made by a district medical examiner pursuant to Ch. 406, F.S., are public records and are open to the public for inspection in the absence of an exemption.⁶⁷

Although autopsy reports are subject to Ch. 119, F.S., “[d]ocuments or records made confidential by statute do not lose such status upon receipt by the medical examiner.”⁶⁸

In addition, statutory exemptions from disclosure, such as the exemption for active criminal investigative information, may apply to an autopsy report.⁶⁹

b. Autopsy photographs and recordings

Section 406.135(2), F.S., provides that a photograph or video or audio recording of an autopsy held by a medical examiner is confidential and may not be released except as provided by court order or as otherwise authorized in the exemption.⁷⁰

66 Section 119.071(2)(a), F.S. See *Satz v. Gore Newspapers Company*, 395 So. 2d 1274, 1275 (Fla. 4th DCA 1981).

67 AGO 78-23. Cf. *Church of Scientology Flag Service Org., Inc. v. Wood*, No. 97-688CI-07 (Fla. 6th Cir. Ct. February 27, 1997) (physical specimens relating to an autopsy are not public records).

68 AGO 78-23. See *Church of Scientology Flag Service Org., Inc. v. Wood*, *supra* (predeath medical records in the possession of the medical examiner are not subject to public inspection).

69 AGO 78-23. See also the discussion on pages 30 and 35 relating to s. 406.136, F.S.

70 See AGOs 03-25 and 01-47, discussing the circumstances under

3. “Baker Act” reports prepared by law enforcement officers

Part I, Ch. 394, F.S., is the “Baker Act,” Florida’s mental health act. The Baker Act provides for the voluntary or involuntary examination and treatment of mentally ill persons. Pursuant to s. 394.463(2)(a)2., F.S., a law enforcement officer must take a person who appears to meet the statutory criteria for involuntary examination into custody and deliver that person, or have that person delivered, to the nearest receiving facility for examination.

Section 394.463(2)(a)2., F.S., requires the officer to “execute a written report detailing the circumstances under which the person was taken into custody, which must be made a part of the patient’s clinical record.” A patient’s clinical record is confidential. Thus, the report prepared by the officer pursuant to this statute is part of the patient’s clinical record and is confidential. Similarly, s. 397.6760(1), F.S., provides an exemption for petitions for involuntary assessment and stabilization and related court records filed with a court under Part V of Ch. 397, F.S. (substance abuse).

However, in an advisory opinion issued in 1993, the Attorney General’s Office advised that a separate written incident or event report prepared after a specific crime has been committed which contains information given during the initial reporting of the crime, is filed with the law enforcement agency as a record of that event, and is not made a part of the patient’s clinical record, is not confidential pursuant to Ch. 394, F.S. The opinion noted that the incident report in question was not the confidential law enforcement report required by s. 394.463(2)(a)2., but was a separate written incident or event report prepared by a deputy sheriff for filing with the sheriff’s office as an independent record

which autopsy photographs and recordings may be viewed or copied. *Compare Sarasota Herald-Tribune v. State*, 924 So. 2d 8, 14 (Fla. 2d DCA 2005), in which the district court reversed a trial court order that had barred the media from viewing autopsy photographs that were admitted into evidence in open court during a murder trial; according to the appellate court, s. 406.135, F.S., “does not render these court exhibits confidential.” (e.s.)

of the deputy's actions.⁷¹

4. Bank account, debit and credit card numbers

Bank account numbers, and debit, charge, and credit card numbers held by an agency are exempt from public disclosure.⁷²

5. Bids

Section 119.071(1)(b), F.S., provides an exemption for “sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation” until such time as the agency provides notice of an intended decision or until 30 days after opening, whichever is earlier.

6. Body camera recordings

A law enforcement body camera recording is confidential and exempt from public disclosure when taken inside a private residence, inside a health care, mental health care or social services facility, or in a place that a reasonable person would expect to be private.⁷³

A law enforcement agency may disclose the recording in furtherance of its official duties and responsibilities or to another governmental agency in furtherance of that agency's duties and responsibilities.⁷⁴ The exemption applies retroactively.⁷⁵

Section 119.071(2)(l), F.S., states that the recording must be disclosed to certain individuals as set forth in the statute.⁷⁶ However, the exemption does not supersede other public records exemptions; those portions of a recording which are protected

71 AGO 93-51.

72 Section 119.071(5)(b), F.S.

73 Section 119.071(2)(l), F.S.

74 *Id.*

75 *Id.*

76 *And see s. 943.1718(2)(d), F.S.*

from disclosure by another public records exemption shall continue to be exempt or confidential.

A law enforcement agency must retain a body camera recording for at least 90 days.⁷⁷

7. Confessions

Section 119.071(2)(e), F.S., exempts from disclosure any information revealing the substance of a confession by a person arrested until such time as the case is finally determined by adjudication, dismissal, or other final disposition.

8. Confidential informants

Section 119.071(2)(f), F.S., exempts information disclosing the identity of confidential informants or sources. This exemption applies regardless of whether the informants or sources are still active or may have, through other sources, been identified as such.⁷⁸

However, a court held that a police department should not have

⁷⁷ Section 119.071(2)(l), F.S.

⁷⁸ *Christy v. Palm Beach County Sheriff's Office*, 698 So. 2d 1365, 1368 (Fla. 4th DCA 1997); *Salcines v. Tampa Television*, 454 So. 2d 639 (Fla. 2d DCA 1984); and *Rameses, Inc. v. Demings*, 29 So. 3d 418 (Fla. 5th DCA 2010). And see *State v. Natson*, 661 So. 2d 926 (Fla. 4th DCA 1995) (private citizen who provided police with tip information which led to defendant's arrest may be afforded confidential informant status). Cf. *Doe v. State*, 901 So. 2d 881 (Fla. 4th DCA 2005) (where citizen provided information to state attorney's office which led to a criminal investigation and was justified in inferring or had a reasonable expectation that he would be treated as a confidential source, the citizen is entitled to have his identifying information redacted from the closed file, even though there was no express assurance of confidentiality by the state attorney's office); *State v. Bartholomew*, No. 08-5656CF10A (Fla. 17th Cir. Ct., August 7, 2009) (even if Crimestoppers Council of Broward County were an agency for purposes of Ch. 119, F.S., information relating to the identity of informants and persons from whom they received information would be confidential under s. 119.071[2][f], F.S.).

refused to release an entire police report on the ground that the report contained some information identifying a confidential informant. According to the court, “[w]ithout much difficulty the name of the informant, [and] the sex of the informant (which might assist in determining the identity) . . . can be taken out of the report and the remainder turned over to [the newspaper].”⁷⁹

Similarly, a court ruled that information regarding payments to a confidential informant (who had been previously identified as a confidential informant during a criminal trial) is subject to disclosure as long as the records are sufficiently redacted to conceal the specific cases on which the informant worked.⁸⁰ The court acknowledged that the Public Records Act may not be used in such a way as to obtain information that the Legislature has declared must be exempt from disclosure, but said that “this is not a situation where someone has alleged that they know or suspect the identity of a confidential informant and the production of records involving that informant would confirm the person’s information or suspicion.”⁸¹

Section 943.082(6), F.S., provides confidentiality for the identity of the reporting party received through the mobile suspicious activity reporting tool acquired by the Florida Department of Law Enforcement. For more information about this reporting tool, and other school safety measures, please see the discussion on page 66.

9. Crime victim information

Although s. 119.071(2)(c), F.S., exempts active criminal investigative information from disclosure, the “name, sex, age, and address of . . . the victim of a crime, except as provided in s. 119.071(2)(h) or (o),” are specifically excluded from the

⁷⁹ *Ocala Star Banner Corporation v. McGhee*, 643 So. 2d 1196 (Fla. 5th DCA 1994). *Accord Christy v. Palm Beach County Sheriff’s Office*, 698 So. 2d at 1368.

⁸⁰ *City of St. Petersburg v. Romine ex rel. Dillinger*, 719 So. 2d 19, 21 (Fla. 2d DCA 1998).

⁸¹ *Id.*

definition of criminal investigative or intelligence information.⁸² Accordingly, victim information is considered to be public record in the absence of statutory exemption. A discussion of the exemptions which apply to crime victims follows.

Note: On November 6, 2018, Florida voters approved a constitutional amendment known as Marsy’s Law. This proposal amends Art. I s. 16 of the Constitution to add several provisions relating to victim rights. Subsection (b)(5) provides that “every victim is entitled to the following rights, beginning at the time of his or her victimization” to include: “The right to prevent the disclosure of information or records that could be used to locate or harass the victim or the victim’s family or which could disclose confidential or privileged information of the victim.” The amendment took effect on January 8, 2019. For more information, please contact your legal advisor.

a. Addresses, telephone numbers and personal assets of domestic violence and other specified crime victims

Section 119.071(2)(j)1., F.S., authorizes victims of *aggravated stalking, harassment, aggravated battery, or domestic violence* to file a written request for exemption of their addresses, telephone numbers and personal assets. Victims of sexual battery and aggravated child abuse are also included within this exemption; however, another statute — s. 119.071(2)(h)1., F.S., exempts *all* identifying information relating to the victims of these crimes; they are not required to make a written request. Thus, the requirement that the victim make a written request for confidentiality applies only to information not otherwise held confidential by law; the exemption supplements, but does not replace, other confidentiality provisions applicable to crime victims, such as the exemptions for the identity of child abuse or sexual battery victims.⁸³

Such information shall cease to be exempt 5 years after the receipt of the written request. The exemption applies to records

⁸² See s. 119.011(3)(c)2., F.S.

⁸³ See AGO 96-82.

created prior to, as well as after, the agency's receipt of the victim's written request for exempt status.⁸⁴

This exemption allows a victim of the enumerated crimes to file a written request and have his or her home or employment telephone number, home or employment address, or personal assets, exempted from the police report of the crime, provided that the request includes official verification, such as a copy of the incident or offense report for one of the listed crimes, that an applicable crime has occurred.⁸⁵ The s. 119.071(2)(j)1., F.S., exemption is limited to the victim's address, telephone number, or personal assets; it does not apply to the victim's identity.⁸⁶

There is no expressly stated exception to the provisions of s. 119.071(2)(j)1., F.S., for copies of the police report that are sent to domestic violence centers pursuant to s. 741.29, F.S., if the victim has made a written request for exempt status of the personal information specified in s. 119.071(2)(j)1., F.S..⁸⁷

b. Amount of stolen property

Pursuant to s. 119.071(2)(i), F.S., criminal intelligence or investigative information that reveals the personal assets of a

84 See AGO 96-82. See also s. 741.30(3)(b), F.S. (petitioner seeking an injunction for protection against domestic violence may furnish the petitioner's address to the court in a separate confidential filing for safety reasons); s. 787.03(6)(c) (current address and telephone number of the person taking the minor or incompetent person when fleeing from domestic violence and the current address and telephone number of the minor or incompetent person which are contained in the report made to a sheriff or state attorney under s. 787.03[6][b], F.S. are confidential and exempt from disclosure); and ss. 741.30(8) and 784.046(8), F.S.

85 *Id.*

86 *City of Gainesville v. Gainesville Sun Publishing Company*, No. 96-3425-CA (Fla. 8th Cir. Ct. October 28, 1996).

87 AGO 02-50. Section 741.29(2), F.S. provides that a copy of the initial report of an incident of domestic violence, excluding victim/witness statements or other materials that are part of the active criminal investigation as defined in Ch. 119, F.S., must be sent to the nearest locally certified domestic violence center within 24 hours of the law enforcement agency's receipt of the report.

crime victim, which were not involved in the crime, is exempt from disclosure. However, this exemption does not apply to information relating to the amount of property stolen during the commission of a crime.⁸⁸

c. Child abuse and sexual offense victims

Section 119.071(2)(h)1., F.S., provides confidentiality for information which would reveal the identity of victims of child abuse as defined in Ch. 827, F.S., or that reveals the identity of a person under the age of 18 who is a victim the crime of human trafficking as proscribed in s. 787.06(3)(a), F.S. Information that may reveal the identity of a person who is a victim of any sexual offense, including a sexual offense proscribed in s. 787.06(3)(b), (d), (f), or (g), or Chs. 794, 796, 800, 827 or 847, F.S., is also confidential.⁸⁹

The statute specifies the circumstances when a law enforcement agency is authorized to disclose the confidential information. For example, s. 119.071(2)(h)2.c., F.S., states that disclosure is authorized “to another governmental agency in the furtherance of its official duties and responsibilities.”

Moreover, the identity of a victim who *died* from suspected abuse is not confidential.⁹⁰

Section 119.071(2)(j)2., F.S., provides that information in a videotaped statement of a minor who is alleged to be or who is a victim of a sexual offense prohibited in the cited laws which reveals the minor’s identity, including, but not limited to, the

88 AGO 82-30. Note, however, that s. 119.071(2)(j)1., F.S., provides that victims of certain crimes may file a written request to exempt information revealing their “personal assets.”

89 Section 119.071(2)(h)1.F.S. Thus, information revealing the identity of victims of child abuse or sexual battery must be deleted from the copy of the report of domestic violence which is sent to the nearest domestic violence center pursuant to s. 741.29(2), F.S. AGO 92-14. *And see Palm Beach County Police Benevolent Association v. Neumann*, 796 So. 2d 1278 (Fla. 4th DCA 2001).

90 AGO 90-103.

minor's face; the minor's home, school, church, or employment telephone number; the minor's home, school, church, or employment address; the name of the minor's school, church, or place of employment; or the personal assets of the minor; and which identifies the minor as a victim, held by a law enforcement agency, is confidential. Access shall be provided, however, to authorized governmental agencies when necessary to the furtherance of the agency's duties.⁹¹

In addition, the photograph, videotape or image of any part of the body of a victim of a sexual offense prohibited under ss. 787.06(3)(b),(d),(f), or (g), or 810.145, F.S.; or Chs. 794, 796, 800, 827, or 847, F.S., is confidential and exempt, regardless of whether the photograph, videotape or image identifies the victim.⁹²

A public employee or officer who has access to the photograph, name, or address of a person alleged to be a victim of an offense described in Ch. 794 (sexual battery); Ch. 800 (lewdness, indecent exposure); s. 827.03 (child abuse); s. 827.04 (contributing to delinquency or dependency of a child); or s. 827.071 (sexual performance by a child) may not willfully and knowingly disclose it to a person not assisting in the investigation or prosecution of the alleged offense or to any person other than the defendant, the defendant's attorney, a person specified in a court order entered by the court having jurisdiction over the alleged offense, to organizations authorized to receive such information made exempt by s. 119.071(2)(h), F.S., or to a rape crisis center or sexual assault counselor, as defined in s. 90.5035(1)(b), F.S., who will be offering services to the victim.⁹³

91 Section 119.071(2)(j)2., F.S.

92 Section 119.071(2)(h)1.c, F.S.

93 Section 794.024(1), F.S. A violation of this section constitutes a second degree misdemeanor. Section 794.024(2), F.S. *Cf. State v. Globe Communications Corporation*, 648 So. 2d 110, 111 (Fla. 1994) (statute mandating criminal sanctions for printing, publishing or broadcasting "in any instrument of mass communication" information identifying a victim of a sexual offense, ruled unconstitutional). *And see* s. 794.026(1), F.S.

d. Department of Children and Families abuse records

There are statutory exemptions set forth in Ch. 415, F.S., which relate to records of abuse of vulnerable adults. Similar provisions relating to child abuse records are found in Ch. 39, F.S. The Attorney General's Office has concluded that the confidentiality provisions in these laws, i.e., ss. 415.107 and 39.202, F.S., apply to records of the Department of Children and Families (Department) and do not encompass a law enforcement agency's arrest report of persons charged with criminal child abuse, after the agency has deleted all information which would reveal the identity of the victim.⁹⁴

Confidential abuse information received by law enforcement agencies from the Department retains its confidential status in the hands of the receiving agency.⁹⁵ However, s. 39.202(4), F.S., authorizes the Department and the investigating law enforcement agency to release certain identifying information to the public in order to help locate or protect a missing child under investigation or supervision of the Department or its contracted service providers.

e. Commercial solicitation of victims

Section 119.105, F.S., provides that police reports are public records except as otherwise made exempt or confidential and that every person is allowed to examine nonexempt or non-confidential police reports. However, a person who comes into possession of exempt or confidential information in police reports may not use that information for commercial solicitation of the victims or relatives of the victims and may not knowingly disclose such information to a third party for the purpose of such solicitation during the period of time that information remains exempt or confidential.⁹⁶ The statute "does not prohibit the publication of such information to the general public by any

⁹⁴ See AGO 93-54. *Accord* Inf. Op. to O'Brien, January 18, 1994. *Cf. Times Publishing Company v. A.J.*, 626 So. 2d 1314 (Fla. 1993).

⁹⁵ Section 39.202(1), and (2)(b), F.S. *See* Inf. Op. to Russell, October 24, 2001.

⁹⁶ Section 119.105, F.S.

news media legally entitled to possess that information or the use of such information for any other data collection or analysis purposes by those entitled to possess that information.”⁹⁷ A willful and knowing violation of this statute is a third-degree felony.⁹⁸

f. Documents received by a law enforcement agency

Section 119.071(2)(j)1., F.S., exempts from disclosure any document that reveals the identity, home or employment telephone number or address, or personal assets of the victim of a crime and identifies that person as the victim of a crime, if that document is received by an agency that regularly receives information from or concerning the victims of crime.⁹⁹ However, this provision is limited to documents received by agencies which regularly receive information from or concerning victims of crime; it does not apply to records generated or made by these agencies. Accordingly, this exemption does not apply to police reports.¹⁰⁰

g. Relocated victim or witness information

Information held by a law enforcement agency, prosecutorial agency or the Victim and Witness Protection Review Committee which discloses the identity or location of a victim or witness (or their immediate family) who has been identified or certified for protective or relocation services is confidential and exempt from disclosure.¹⁰¹

h. Homicide victims and witnesses

Section 406.136, F.S., states that a photograph, video, or audio recording that depicts or records the killing of a law enforcement officer who was acting in accordance with his or her official duties

97 *Id.*

98 Section 119.10(2)(b), F.S.

99 AGO 90-80.

100 *Id.* The statute also provides that “[a]ny state or federal agency that is authorized to have access to such documents by any provision of law shall be granted such access in the furtherance of such agency’s statutory duties, notwithstanding this section.”

101 Section 914.27, F.S.

is confidential and may not be listened to, viewed, or copied, except as authorized in the exemption.¹⁰²

The term “killing of a person” is defined to mean “all acts or events that cause or otherwise relate to the death of a law enforcement officer who was acting in accordance with his or her official duties, including any related acts or events immediately preceding or subsequent to the acts or events that were the proximate cause of death.”¹⁰³

Please also refer to pages 20-21 for a discussion of autopsy reports and autopsy photographs and recordings.

The address of a victim of an “incident of mass violence” is exempt from disclosure.¹⁰⁴

Criminal investigative information or intelligence information that reveals the personal identifying information of a witness to a murder, as described in s. 782.04, F.S., is confidential for 2 years after the date on which the murder is observed by the witness.¹⁰⁵

102 See also s. 406.135, F.S., relating to autopsy photographs.

103 Section 406.136(1), F.S. The law creating the current version of s. 406.136(2), F.S., took effect on October 1, 2016. See Ch. 16-214, Laws of Florida. The prior version of s. 406.136, F.S., enacted in 2011 applied more broadly to a “photograph, video, or audio recording that depicts or records the killing of a person” and was held to apply to crime scene photographs of the victims. See *State v. Schenecker*, No. 11-CF-001376A (Fla. 13th Cir. Ct. August 3, 2011), *cert. denied sub nom.*, *Media General Operations v. State*, 71 So. 3d 124 (Fla. 2d DCA 2011).

104 Section 119.071(2)(o), F.S. The term “incident of mass violence” means an incident in which 4 or more people, not including the perpetrator, are severely injured or killed by an intentional and indiscriminate act of violence of another. The term “victim” means a person killed or injured during an incident of mass violence, not including the perpetrator.

105 Section 119.071(2)(m)1., F.S. See *Palm Beach County Sheriff’s Office v. Sun-Sentinel Company, LLC*, 226 So. 3d 969 (Fla. 4th DCA 2017), in which the court applied the exemption to shield the identity of witnesses who observed a homicide on the highway and whose vehicle was hit by bullets fired by the perpetrator as the witnesses attempted to follow the suspect’s car. The exemption sets forth circumstances where disclosure is authorized. For example, a criminal justice agency may

10. Criminal history information

a. Criminal history information generally

Except where specific exemptions apply, criminal history information is a public record.¹⁰⁶

Section 943.046, F.S., states:

- (1) Any state or local law enforcement agency may release to the public any criminal history information and other information regarding a criminal offender, including, but not limited to, public notification by the agency of the information, unless the information is confidential and exempt [from disclosure]. However, this section does not contravene any provision of s. 943.053 which relates to the method by which an agency or individual may obtain a copy of an offender's criminal history record.
- (2) A state or local law enforcement agency and its personnel are immune from civil liability for the release of criminal history information or other information regarding a criminal offender, as provided by this section.

Section 943.053(2), F.S., referenced in the above statute, provides restrictions on the dissemination of criminal history information obtained from *federal* criminal justice information systems and *other states* by stating that such information shall not be disseminated in a manner inconsistent with the laws, regulations, or rules of the originating agency.¹⁰⁷

disclose this information in the furtherance of its official duties and responsibilities.

¹⁰⁶ AGO 77-125; Inf. Op. to Lymn, June 1, 1990. *And see* AGO 97-09.

¹⁰⁷ Thus, criminal history record information shared with a public school district by the Federal Bureau of Investigation retains its character as a federal record to which only limited access is provided by federal law and is not subject to public inspection. AGO 99-01.

Section 943.053(3), F.S., states that criminal history information compiled by the Criminal Justice Information Program of the Florida Department of Law Enforcement from *intrastate* sources shall be provided to law enforcement agencies free of charge and to persons in the private sector upon payment of fees as provided in the subsection.

Please refer to pages 41 and 42 for a discussion of criminal history information relating to juveniles.

b. Sealed and expunged records

Access to criminal history records sealed or expunged by court order in accordance with s. 943.059 or s. 943.0585, F.S., is strictly limited.¹⁰⁸

A law enforcement agency that has been ordered to expunge criminal history information or records should physically destroy or obliterate information consisting of identifiable descriptions and notations of arrest, detentions, indictments, information, or other formal criminal charges and the disposition of those charges.¹⁰⁹ However, criminal intelligence information and criminal investigative information do not fall within the purview of s. 943.0585, F.S.¹¹⁰

There are exceptions allowing disclosure of information relating to the existence of an expunged criminal history record to specified entities for their respective licensing and employment purposes, and to criminal justice agencies for their respective criminal justice purposes.¹¹¹ Similar provisions exist relative to disclosure of sealed

108 *See, e.g., Alvarez v. Reno*, 587 So. 2d 664 (Fla. 3d DCA 1991) (Goderich, J., specially concurring) (state attorney report and any other information revealing the existence or contents of sealed records is not a public record and cannot, under any circumstances, be disclosed to the public).

109 AGO 02-68.

110 *Id.* And see AGO 00-16.

111 Section 943.0585(4), F.S. And see ss. 943.0583(10)(a) and 943.0583(11)(a), F.S. (expunged criminal history record of human trafficking victim).

criminal history records.¹¹²

A records custodian who has received information relating to the existence of an expunged or sealed criminal history record is prohibited from disclosing the existence of such record.¹¹³

11. Criminal Justice Standards and Training Commission (CJSTC)

Section 943.1395(6)(b), F.S., provides that a report of misconduct and all records or information provided to or developed by the CJSTC during the course of its investigation are exempt, and except as otherwise provided by law, such information is subject to public disclosure only after a determination as to probable cause has been made or until the investigation becomes inactive.

However, a police report of a departmental criminal investigation of an officer is a public record after the investigation has been concluded regardless of whether a copy of the report is forwarded to the CJSTC.¹¹⁴

12. Emergency records

a. Emergency “911” records

Section 365.171(12), F.S., provides, with limited exception, that any record, recording, or information, or portions thereof, obtained by a public agency for the purpose of providing services in an emergency which reveals the name, address, or telephone number or personal information about, or information which may identify any person requesting emergency service or reporting an emergency by accessing an emergency communications E911 system is confidential and exempt from s. 119.07(1), F.S.

The exemption applies only to the name, address, telephone

¹¹² Section 943.059(4), F.S.

¹¹³ AGO 94-49.

¹¹⁴ AGO 96-05.

number or personal information about or information which may identify any person requesting emergency services or reporting an emergency while such information is in the custody of the public agency or public safety agency providing emergency services.¹¹⁵ And, identifying information derived from a criminal investigation and placed in an offense report by a law enforcement agency does not fall within the exemption.¹¹⁶

A tape recording of a “911” call is a public record which is subject to disclosure after the deletion of the exempt information.¹¹⁷ This does not, however, preclude the application of another exemption to such records. Thus, if the “911” calls are received by a law enforcement agency and the county emergency management department, information which is determined by the law enforcement agency to constitute active criminal investigative information may also be deleted from the tape prior to public release.¹¹⁸

In addition, s. 406.136, F.S., provides confidentiality for certain audio recordings of a “killing.”¹¹⁹

b. Emergency evacuation plans

Section 119.071(3)(a), F.S., provides an exemption from disclosure for a security or firesafety system plan of a private or public entity that is held by an agency. The term “security or firesafety system plan” includes emergency evacuation plans and sheltering arrangements.¹²⁰

115 See AGO 93-60

116 AGO 11-27. *And see* AGO 15-01 (no clear indication that the Legislature intended to include the sound of a person’s voice as information protected from disclosure).

117 AGO 93-60.

118 AGO 95-48. *See also* Inf. Op. to Fernez, September 22, 1997 (while police department is not prohibited from entering into an agreement with the public to authorize access to its radio system, the department must maintain confidentiality of exempt personal information contained in “911” radio transmissions).

119 This statute is discussed on page 30.

120 *And see* s. 119.071(2)(d), F.S.

c. Emergency medical services

With limited exceptions, s. 401.30(4), F.S., provides, in relevant part, that “[r]ecords of emergency calls which contain patient examination or treatment information are confidential and exempt from the provisions of s. 119.07(1) and may not be disclosed without the consent of the person to whom they pertain.” Such records may be released only in certain circumstances and only to the persons and entities specified in the statute.¹²¹

d. Emergency notification

Any information furnished by a person to any agency for the purpose of being provided with emergency notification by the agency, including the person’s name, address, telephone number, e-mail address, or other electronic communication address, is exempt from disclosure requirements.¹²²

e. Emergency response plans

Section 119.071(2)(d), F.S., exempts “[a]ny comprehensive inventory of state and local law enforcement resources compiled pursuant to part I, chapter 23, and any comprehensive policies or plans compiled by a criminal justice agency pertaining to the mobilization, deployment, or tactical operations involved in responding to emergencies, as defined in s. 252.34”

¹²¹ AGO 86-97. *And see* AGO 08-20 (s. 401.30[4], F.S., permits emergency medical services transportation licensee to release records of emergency calls including patient’s name, address, and pertinent medical information to local law enforcement agency that does not provide regulatory or supervisory responsibility over licensee).

¹²² Section 119.071(5)(j)1., F.S. The e-mail addresses and corresponding home, school, and other “watched addresses of concern” provided for participation in the Florida Department of Law Enforcement Offender Alert System come within the scope of this exemption. AGO 11-16. *And see* s. 119.0712(2)(d)1. and 2., F.S. (emergency contact information contained in a Department of Highway Safety and Motor Vehicles motor vehicle record is confidential and exempt, and, without the express consent of the person to whom such emergency contact information applies, may be released only to law enforcement agencies for purposes of contacting those listed in the event of an emergency).

For example, a court held that a city police department's Operational Plan prepared in response to intelligence reports warning of possible violence surrounding an economic summit remained exempt from disclosure after the summit ended.¹²³

f. Special needs registry

Records relating to the registration of persons with special needs (i.e., persons who would need assistance during evacuations and sheltering because of physical, mental, cognitive impairment, or sensory disabilities) are confidential and exempt, except such information is available to other emergency response agencies, as determined by the local emergency management director.¹²⁴ Local law enforcement agencies shall be given complete shelter roster information upon request.¹²⁵

13. Fingerprint records

Biometric identification information is exempt from s. 119.07(1), FS.¹²⁶ The term "biometric identification information" means any record of friction ridge detail, fingerprints, palm prints, and footprints.¹²⁷

14. Forensic behavioral mental health evaluations

Section 916.1065(1), F.S., states that a forensic behavioral health evaluation filed with the court pursuant to Ch. 916, F.S., (mentally deficient and mentally ill defendants) is confidential and exempt from public disclosure.

123 See *Timoney v. City of Miami Civilian Investigative Panel*, 917 So. 2d 885 (Fla. 3d DCA 2005). The court found that the city planned to use portions of the Plan for future events and the "language of [the exemption] leads us to believe that the legislature intended to keep such security information exempt after an immediate emergency passes."

124 Section 252.355(4), F.S.

125 *Id.*

126 Section 119.071(5)(g), F.S.

127 *Id.*

15. Juvenile offender records

a. Confidentiality and authorized disclosure

Juvenile offender records traditionally have been considered confidential and treated differently from other records in the criminal justice system. With limited exceptions, s. 985.04(1), F.S., provides, in relevant part, that:

Except as provided in subsections (2), (3), (6), and (7) and s. 943.053, *all information obtained under this chapter* in the discharge of official duty by any judge, any employee of the court, any authorized agent of the department [of Juvenile Justice], the Florida Commission on Offender Review, the Department of Corrections, the juvenile justice circuit boards, any law enforcement agent, or any licensed professional or licensed community agency representative participating in the assessment or treatment of a juvenile *is confidential and exempt from [public disclosure]*. This exemption applies to information obtained before, on, or after the effective date of this exemption. (e.s)

Section 985.04(1)(b), F.S., states that such confidential and exempt information may be disclosed only to the authorized personnel of the court, the department and its designees, the Department of Corrections, the Florida Commission on Offender Review, law enforcement agents, school superintendents and their designees, any licensed professional or licensed community agency representative participating in the assessment or treatment of a juvenile, and others entitled under this chapter to receive that information, or upon order of the court.

Similarly, s. 985.04(7)(a), F.S., limits access to records in the custody of the Department of Juvenile Justice.¹²⁸

¹²⁸ See s. 985.04(7)(a), F.S., providing confidentiality for records in the custody of the department regarding children. Cf. *New York Times Company v. Florida Department of Juvenile Justice*, No. 03-46-CA (Fla. 2d Cir. Ct. March 20, 2003) (if a juvenile prosecuted as an adult is

Thus, as a general rule, access to records of juvenile offenders is limited.¹²⁹

Confidential photographs of juveniles taken in accordance with s. 985.11, F.S., “may be shown by a law enforcement officer to any victim or witness of a crime for the purpose of identifying the person who committed such crime.”¹³⁰ This statute authorizes a law enforcement officer to use photographs of juvenile offenders in a photographic lineup for the purpose of identifying the perpetrator of a crime, regardless of whether those juvenile offenders are suspects in the crime under investigation.¹³¹

b. Exceptions to confidentiality

(1) Child traffic violators

All records of child traffic violations shall be kept in the full name of the violator and shall be open to inspection and publication in the same manner as adult traffic violations.¹³²

(2) Felony arrests and adult system transfers

Until October 1, 1994, law enforcement agencies generally could release only the name and address of juveniles 16 and older

transferred to serve his or her sentence in the custody of the Department of Juvenile Justice, the department’s records relating to that juvenile are not open to public inspection). *And see* s. 985.045(2), F.S., providing, with limited exceptions, for confidentiality of juvenile court records. 129 *See, e.g.*, Inf. Op. to Galbraith, April 8, 1992; and Inf. Op. to Wierzbicki, April 7, 1992. *And see* AGO 07-19, the sheriff’s office is not authorized to reveal the names and addresses of the parents of the juvenile offender in a juvenile misdemeanor case when asked for in a public records request. *And see G.G. v. Florida Department of Law Enforcement*, 97 So. 3d 268, 274 (Fla. 1st DCA 2012) (“only the arrest records of those juveniles who the legislature has designated in s. 985.04[2] have lost their confidential status”).

130 Section 985.11(1)(b), F.S.

131 AGO 96-80. *Cf. Barfield v. Orange County, Florida*, No. CI92-5913 (Fla. 9th Cir. Ct. August 4, 1992) (denying petitioner’s request to inspect gang intelligence files compiled by the sheriff’s office).

132 Section 985.11(3), F.S.

who had been charged with or convicted of certain crimes. In 1994, the juvenile confidentiality laws were modified to eliminate the age restriction and provide enhanced disclosure. Section 985.04(2), F.S., now provides:

Notwithstanding any other provisions of this chapter, the name, photograph, address, and crime or arrest report of a child:

- (a) Taken into custody by a law enforcement officer for a violation of law which, if committed by an adult, would be a felony;
- (b) Charged with a violation of law which, if committed by an adult, would be a felony;
- (c) Found to have committed an offense which, if committed by an adult, would be a felony; or
- (d) Transferred to adult court pursuant to part X of Chapter 985

are not considered confidential and exempt from public disclosure solely because of the child's age.

The Attorney General's Office has stated that expanded disclosure provisions apply only to juvenile records created after October 1, 1994, the effective date of the amendments to the juvenile confidentiality laws.¹³³

A public records custodian may choose not to electronically publish on the custodian's website the arrest or booking photographs of a child which are not confidential and exempt under this section or otherwise restricted from publication by law; however, this subparagraph does not restrict public access to records as provided by s. 119.07.¹³⁴

133 AGO 95-19. Confidential information on juveniles arrested prior to October 1, 1994 is available by court order upon a showing of good cause. *Id.*

134 Section 985.04(2)(a)2., F.S.

(3) Mandatory notification to schools

Section 985.04(4)(b), F.S., provides that when the state attorney charges a juvenile with a felony or a delinquent act that would be a felony if committed by an adult, the state attorney must notify the superintendent of the juvenile's school that the juvenile has been charged with such felony or delinquent act. A similar directive applies to a law enforcement agency that takes a juvenile into custody for an offense that would have been a felony if committed by an adult, or a crime of violence.¹³⁵

A felony complaint/arrest affidavit created and maintained by school police officers for a juvenile or adult who is a student in the public schools is subject to disclosure, provided that exempt information such as active criminal investigative information is deleted prior to release.¹³⁶

(4) Criminal history information relating to juveniles

Criminal history information relating to juveniles, including criminal history information consisting in whole or in part of information that is confidential and exempt shall be available to:

- (a) A criminal justice agency for criminal justice

¹³⁵ Section 985.04(4)(a), F.S. Cf. s. 985.04(4)(d), F.S. (notification by Department of Juvenile Justice of the presence of a juvenile sex offender in the care and custody or under the jurisdiction and supervision of the department). *And see* s. 985.04(1)(c), F.S. (sheriff, chiefs of police, the district school superintendent, and the Department of Justice shall enter into an interagency agreement for the purpose of sharing information about juvenile offenders among all parties. The agreement must specify the conditions under which summary criminal history information is to be made available to appropriate school personnel and the conditions under which school records are to be made available to appropriate department personnel. Such agreement shall require notification to any classroom teacher of assignment to the teacher's classroom of a juvenile who has been placed in a probation or commitment program for a felony offense. The agencies entering into such agreement must comply with s. 943.0525, and must maintain the confidentiality of information that is otherwise exempt from s. 119.07(1), F.S. as provided by law.

¹³⁶ AGO 01-64.

purposes on a priority basis and free of charge;

- (b) The person to whom the record relates, or his or her attorney;
- (c) The parent, guardian, or legal custodian of the person to whom the record relates, provided such person has not reached the age of majority, been emancipated by a court, or been legally married; or
- (d) An agency or entity specified in s. 943.0585(4) or s. 943.059(2), for the purpose specified therein, and to any person within such agency or entity who has direct responsibility for employment access authorization, or licensure decisions.¹³⁷

Criminal history information relating to juveniles that is not confidential may be provided to the private sector, upon payment of fees established by rule of the Department of Law Enforcement.¹³⁸

(5) Victim access

Section 985.036(1), F.S., allows the victim, the victim's parent or guardian, their lawful representatives, and, in a homicide case, the next of kin, to have access to information and proceedings in a juvenile case, provided that such rights do not interfere with the constitutional rights of the juvenile offender. Those entitled to access "may not reveal to any outside party any confidential information obtained under this subsection regarding a case involving a juvenile offense, except as is reasonably necessary to pursue legal remedies."¹³⁹

137 Section 943.053(3)(c), F.S. *Cf.* AGO 96-65 (subject of a juvenile offense record may authorize access to such records to others [such as a potential employer] by means of a release).

138 Section 985.053 (3)(c)2., F.S.

139 Section 985.036(2), F.S. *And see* ss. 985.04(3) and 960.001(8), F.S., authorizing similar disclosures to victims. *Cf. Harvard v. Village of Palm Springs*, 98 So. 3d 645 (Fla. 4th DCA 2012) (authorization in s. 985.04[3], F.S., allowing release of juvenile offense report to victim is

16. Litigation records

Note: The purpose of this section is to provide general background information on disclosure of attorney-client communications and attorney work product. The discussion is not intended to be a guide for resolving specific matters. The agency attorney should be consulted on any public records issue relating to attorney-client communications, work product or litigation involving the agency.

a. Attorney-client communications

The Public Records Act applies to communications between attorneys and governmental agencies; there is no judicially created privilege which exempts these documents from disclosure.¹⁴⁰

b. Attorney work product

With the enactment of s. 119.071(1)(d), F.S., the Legislature created a narrow statutory exemption for certain litigation work product of agency attorneys. This statute provides that records prepared by, or at the express direction of, an agency's attorney which reflect a mental impression, conclusion, litigation strategy, or legal theory of the attorney or agency, and which were prepared exclusively for civil or criminal litigation or for adversarial administrative proceedings, or in anticipation of imminent civil or criminal litigation or imminent adversarial administrative proceedings are exempt from disclosure until the conclusion of the litigation or adversarial administrative proceedings.

(1) Attorney bills and payments

Only those records which reflect a "mental impression, conclusion, litigation strategy, or legal theory" are included within

permissive not mandatory).

140 *Wait v. Florida Power & Light Company*, 372 So. 2d 420 (Fla. 1979) (only the Legislature and not the judiciary can exempt attorney-client communications from Ch. 119, F.S.).

the parameters of the work product exemption. Accordingly, a contract between a county and a private law firm for legal counsel and documentation for invoices submitted by such firm to the county do not fall within the work product exemption.¹⁴¹

If the bills and invoices contain some exempt work product—i.e., “mental impression[s], conclusion[s], litigation strateg[ies], or legal theor[ies],”—the exempt material may be deleted and the remainder disclosed.¹⁴² However, information such as the hours worked or the hourly wage clearly would not fall within the scope of the exemption.¹⁴³

(2) Investigations

Section 119.071(1)(d), F.S., does not create a blanket exception to the Public Records Act for all attorney work product.¹⁴⁴ The exemption is narrower than the work product privilege recognized by the courts for private litigants.¹⁴⁵ In order to qualify for the work product exemption, the records must have been prepared exclusively for or in anticipation of imminent or pending *litigation or adversarial administrative proceedings*; records prepared for other purposes may not be converted into exempt material simply because they are also used in or related to the litigation.¹⁴⁶

Thus, a circuit judge refused to apply the exemption to tapes, witness statements and interview notes taken by police as part of an investigation of a drowning accident at a city summer camp.¹⁴⁷

141 AGO 85-89. *Accord* AGO 00-07.

142 AGO 85-89.

143 *Id.*

144 AGO 91-75.

145 AGO 85-89.

146 *See, e.g., Lightbourne v. McCollum*, 969 So. 2d 326, 333 (Fla. 2007). *See also* AGO 91-75.

147 *See Sun-Sentinel Company v. City of Hallandale*, No. 95-13528(05) (Fla. 17th Cir. Ct. October 11, 1995). The court also said that the exemption now found at s. 758.28[16][b], F.S., for risk management files did not apply.

(3) Commencement and termination of exemption

The exemption from disclosure provided by s. 119.071(1)(d), F.S., is *temporary* and limited in duration.¹⁴⁸ The exemption exists only until the “conclusion of the litigation or adversarial administrative proceedings” even if disclosure of the information in the concluded case could negatively impact the agency’s position in related cases or claims.¹⁴⁹

In a criminal case, the “conclusion of the litigation” for purposes of the termination of the work product exemption occurs when the conviction and sentence have become final.¹⁵⁰ However, the state attorney may still claim the work product exemption for his or her current file in a pending motion for post-conviction relief because there is ongoing litigation with respect to those documents.¹⁵¹

17. Medical and patient records

Patient records are generally protected from disclosure. For example, patient records in hospitals or surgical facilities licensed under Ch. 395, F.S., are confidential and may not be disclosed without the consent of the patient, or the patient’s legal

148 *City of North Miami v. Miami Herald Publishing Co.*, 468 So. 2d 218 (Fla. 1985).

149 See *State v. Coca-Cola Bottling Company of Miami, Inc.*, 582 So. 2d 1 (Fla. 4th DCA 1990); *Seminole County v. Wood*, 512 So. 2d 1000 (Fla. 5th DCA 1987); and *Lightbourne v. McCollum*, *supra* (rejecting a “continuing exemption” claim by the state).

150 *State v. Kokal*, 562 So. 2d 324 (Fla. 1990).

151 See *Walton v. Dugger*, 634 So. 2d 1059 (Fla. 1993) (state attorney not required to disclose information from a current file relating to a postconviction relief motion). The Florida Supreme Court, however, has noted the state’s obligation in a criminal case to “disclose any exculpatory document within its possession or to which it has access, even if such document is not subject to the public records law. *Brady v. Maryland*, 373 U.S. 83, 83 S.Ct. 1194, 10 L.Ed.2d 215 (1963).” *Walton v. Dugger*, 634 So. 2d at 1062. *Accord Johnson v. Butterworth*, 713 So. 2d 985 (Fla. 1998).

representative, except as provided in the statute.¹⁵² Similarly, patient medical records made by health care practitioners may not be furnished to any person other than the patient, his or her legal representative or other health care practitioners and providers involved in the patient's care and treatment without written authorization, except as provided by ss. 440.13(4)(c) and 456.057, F.S.¹⁵³

The recipient of patient records, if other than the patient or the patient's representative, may use such information only for the purpose provided and may not disclose any information to any other person or entity, unless expressly permitted by the written consent of the patient.¹⁵⁴ Thus, pre-death medical records in the possession of the medical examiner are not subject to public inspection.¹⁵⁵

Similarly, there are strict confidentiality requirements for test results for HIV infection; such information may be released only as expressly prescribed by statute.¹⁵⁶

18. Motor vehicle records

a. Crash reports

Motor vehicle crash reports are confidential for a period of 60 days after the report is filed.¹⁵⁷ However, such reports may

¹⁵² Section 395.3025(4), (5), (7) and (8), F.S.

¹⁵³ Section 456.057(7)(a), F.S. *See State v. Johnson*, 814 So. 2d 390 (Fla. 2002) (state attorney's subpoena power under s. 27.04, F.S., cannot override notice requirements of s. 395.3025[4][d], F.S., which provides for disclosure of confidential patient records upon issuance of subpoena and upon proper notice to the patient or the patient's legal representative).

¹⁵⁴ *See* ss. 395.3025(7) (hospital patient records), and 456.057(11), F.S. (health care practitioner patient records).

¹⁵⁵ *Church of Scientology Flag Service Org., Inc. v. Wood*, No. 97-688CI-07 (Fla. 6th Cir. Ct. February 27, 1997).

¹⁵⁶ *See* 381.004, F.S. Any person who violates the confidentiality provisions of s. 381.004, F.S., and s. 951.27, F.S., is guilty of a first degree misdemeanor. Section 381.004(5)(b), F.S. *And see* s. 384.287, F.S.

¹⁵⁷ Section 316.066(2)(a), F.S.

be made immediately available to the parties involved in the crash, their legal representatives, their insurance companies and agents, prosecutorial authorities, law enforcement agencies, the Department of Transportation, county traffic operations, victim services programs, and certain print and broadcast media as described in the exemption.¹⁵⁸

In addition, the statute provides that any local, state, or federal agency that is authorized to have access to crash reports by any provision of law shall be granted such access in the furtherance of the agency's statutory duties.¹⁵⁹

To access a crash report within 60 days after the report is filed, a person "must present a valid driver's license or other photographic identification, proof of status or identification that demonstrates his or her qualifications to access that information, and file a written sworn statement with the state or local agency in possession of the information stating that information from a crash report made confidential and exempt by this section will not be used for any commercial solicitation of accident victims, or knowingly disclosed to any third party for the purpose of such solicitation, during the period of time that the information remains confidential and exempt."¹⁶⁰

158 Section 316.066(2)(b), F.S. The owner of a vehicle involved in a crash is among those authorized to receive a copy of the crash report immediately. AGO 01-59.

159 Section 316.066(2)(c), F.S. Cf. AGO 06-11 (fire department that is requesting crash reports in order to seek reimbursement from the at-fault driver, does not fall within the scope of this provision authorizing immediate access to the reports).

160 Section 316.066(2)(d), F.S. Reports may be released without the sworn statement to third-party vendors under contract with one or more insurers, but only if the conditions set forth in the statute are stated in the contract. *Id.* Third-degree felony penalties are established for knowing unauthorized disclosure or use of confidential information in violation of this statute. See s. 316.066(3)(b), (c), and (d), F.S., for more information.

b. Department of Highway Safety and Motor Vehicles motor vehicle records

Section 119.0712(2)(b), F.S., provides that personal information, including highly restricted personal information as defined in 18 U.S.C. s. 2725, contained in a motor vehicle record is confidential pursuant to the federal Driver's Privacy Protection Act of 1994, 18 U.S.C. ss. 2721 *et seq* (DPPA). Such information may be released only as authorized by that act. The term "motor vehicle record" is defined to mean any record that pertains to a motor vehicle operator's permit, motor vehicle title, motor vehicle registration, or identification card issued by the Department of Highway Safety and Motor Vehicles (DHSMV).¹⁶¹

c. Motor vehicle information contained in law enforcement records

The Attorney General's Office has stated that while DHSMV motor vehicle records are confidential in the hands of a law enforcement agency, to the extent information is taken from DHSMV records and used in preparing other records of the law enforcement agency or its agent, the confidentiality requirements of s. 119.0712(2)(b), F.S., do not reach those records created by subsequent users. Thus, a driver's license number that is included in a law enforcement officer's report is not confidential or exempt from disclosure and copying.¹⁶²

Similarly, DPPA does not prohibit a city from disclosing to a newspaper, in response to a public records request, the violation notices the city sent to vehicle owners based on images captured by red-light cameras.¹⁶³

161 Section 119.0712(2)(a), F.S. *And see* s. 119.0712(2)(d), F.S., providing that the emergency contact information contained in a motor vehicle record is confidential. Section 119.0712(2)(c), F.S., provides an exemption for email addresses collected by DHSMV for motor vehicle and driver license transactions.

162 AGO 10-10.

163 *See also City of Tallahassee v. Federated Publications, Inc.*, No. 4:11 cv 395- RH/CAS (N. D. Fla. August 9, 2012). *Cf.* s. 316.0777, F.S., enacted in 2014, providing an exemption for images and data containing

19. Pawnbroker records

All records relating to pawnbroker transactions delivered to appropriate law enforcement officials pursuant s. 539.001, F.S., the Florida Pawnbroking Act, are confidential and exempt from disclosure and may be used only for official law enforcement purposes.¹⁶⁴ However, law enforcement officials are not prohibited from disclosing the name and address of the pawnbroker, the name and address of the conveying customer, or a description of the pawned property to the alleged owner of pawned property.¹⁶⁵

20. Personnel records

The general rule with regard to personnel records is the same as for other public records; unless the Legislature has expressly exempted certain personnel records from disclosure or authorized the agency to adopt rules limiting access to such records, personnel records are subject to public inspection and copying under s. 119.07(1), F.S.¹⁶⁶

Therefore, an agency is not authorized to “seal” disciplinary notices and thereby remove such notices from disclosure under the Public Records Act.¹⁶⁷ Nor may an agency, absent a statutory exemption for such records, agree to remove counseling slips and written reprimands from an employee’s personnel file and maintain such documents in a separate disciplinary file for the purpose of removing such records from public access.¹⁶⁸

If an agency uses a recruitment company to conduct an employment search for the agency, records made or received by the private

or providing personal identifying information obtained through use of an automated license plate recognition system.

164 Section 539.003, F.S.

165 *Id.* And see AGO 01-51.

166 See *Michel v. Douglas*, 464 So. 2d 545 (Fla. 1985).

167 AGO 94-75. See also AGO 15-10 (agency may not “seal” job applications or request that they be submitted as “sealed” records to foreclose public access).

168 AGO 94-54. Accord AGO 11-19.

company in connection with the search are public records.¹⁶⁹

The courts have rejected claims that constitutional privacy interests operate to shield agency personnel records from disclosure.¹⁷⁰ Additionally, the judiciary has refused to deny access to personnel records based on claims that the release of such information could prove embarrassing or unpleasant for the employee.¹⁷¹

Public employers should note, however, that a court has held that an agency must provide a discharged employee with an opportunity for a post-termination name-clearing hearing when stigmatizing information concerning the employee is made a part of the public records or is otherwise published.¹⁷²

An agency is not authorized to unilaterally impose special conditions for the inspection of personnel records. An automatic delay in the production of such records is invalid.¹⁷³

A collective bargaining agreement may not make the personnel records of public employees confidential or exempt the same from the Public Records Act.¹⁷⁴ Thus, employee grievance records are disclosable even though classified as confidential in a collective bargaining contract because “to allow the elimination of public records from the mandate of Chapter 119 by private contract would sound the death knell of the Act.”¹⁷⁵

Similarly, unless authorized by law, a city may not agree through collective bargaining to remove references to the initial proposed

169 AGO 92-80. See also *Shevin v. Byron, Harless, Schaffer, Reid and Associates*, 379 So. 2d 633 (Fla. 1980).

170 See *Michel v. Douglas*, 464 So. 2d 545, 546 (Fla. 1985).

171 See, e.g., *News-Press Publishing Company, Inc. v. Gadd*, 388 So. 2d 276, 278 (Fla. 2d DCA 1980).

172 *Buxton v. City of Plant City, Florida*, 871 F.2d 1037 (11th Cir. 1989). See also *Garcia v. Walder Electronics, Inc.*, 563 So. 2d 723 (Fla. 3d DCA 1990). Cf. *Cannon v. City of West Palm Beach*, 250 F.3d 1299, 1303 (11th Cir. 2001).

173 *Tribune Company v. Cannella*, 458 So. 2d 1075 (Fla. 1984) (automatic 48 hour delay unauthorized by Ch. 119, F.S.).

174 AGO 77-48.

175 *Mills v. Doyle*, 407 So. 2d 348, 350 (Fla. 4th DCA 1981).

disciplinary action in an employee's personnel file when a settlement agreement results in a reduced disciplinary action.¹⁷⁶

a. Annuity or custodial account activities

Records identifying individual participants in any annuity contract or custodial account under s. 112.21, F.S. (relating to tax-sheltered annuities or custodial accounts for employees of governmental agencies) and their personal account activities are confidential and exempt from s. 119.07(1), F.S.¹⁷⁷

b. Applications for employment, references, and resumes

Applications and resumes are subject to disclosure, after redaction of statutorily exempt information such as social security numbers.¹⁷⁸ Similarly, communications from third parties are subject to disclosure.¹⁷⁹

c. Complaints against law enforcement officers

Section 112.533(2), F.S., provides that complaints filed against law enforcement officers and correctional officers, and all information obtained pursuant to the agency's investigation of the complaint, are confidential until the investigation is no longer active or until the agency head or his or her designee provides written notice to the officer who is the subject of the complaint that the agency has concluded the investigation with a finding to either proceed or not to proceed with disciplinary action or the filing of charges.¹⁸⁰

176 AGO 94-54.

177 Section 112.21(1), F.S.

178 See *Shevin v. Byron, Harless, Schaffer, Reid and Associates, Inc.*, 379 So. 2d 633 (Fla. 1980), and AGO 77-48.

179 *Douglas v. Michel*, 410 So. 2d 936 (Fla. 5th DCA 1982), *questions answered and approved*, 464 So. 2d 545 (Fla. 1985).

180 Also, s. 112.532(4)(b), F.S., provides for confidentiality "[n]otwithstanding s. 112.533(2)," when a law enforcement officer or correctional officer is subject to disciplinary action consisting of suspension with loss of pay, demotion, or dismissal until such time as the employing law enforcement agency makes a final determination whether

The term “law enforcement officer” is defined as any person, other than a chief of police, who is employed full time by any municipality or the state or any political subdivision thereof and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, traffic, or highway laws of this state; and includes any person who is appointed by the sheriff as a deputy sheriff pursuant to s. 30.07, F.S.¹⁸¹

Complaints filed with the employing agency by any person, whether within or outside the agency, are subject to the exemption.¹⁸²

While s. 112.533, F.S., applies to complaints and records obtained pursuant to the law enforcement agency’s investigation of the complaint, it does not transform otherwise public records (such as crime or incident reports) into confidential records simply because the actions which are described in the crime report later form the basis of a complaint filed pursuant to s. 112.533, F.S.¹⁸³

Thus, a circuit judge ordered a police department to provide the media with a copy of an unredacted incident report that identified a police officer involved in the shooting of an armed suspect.¹⁸⁴

or not to issue a notice of disciplinary action.

181 Section 112.531(1), F.S.

182 AGO 93-61. A court has held that the complaint must be in writing in order for the confidentiality provisions in s. 112.533, F.S. to apply.

City of Delray Beach v. Barfield, 579 So. 2d 315 (Fla. 4th DCA 1991).

However, in a later case – *Fraternal Order of Police v. Rutherford*, 51

So. 3d 485, 488 (Fla. 1st DCA 2010) – the court held that a written

complaint is not necessary to trigger confidentiality afforded by s.

112.532[4][b], F.S., as that statute provides a broader confidentiality

for ongoing investigations whenever a law enforcement or correctional

officer faces possible dismissal, demotion, or suspension without pay

until the investigating agency “completes or abandons its investigation.”

183 AGO 96-27.

184 *Morris Publishing Group, LLC v. Thomason*, No. 16-2005-CA-7052-XXXX-MA (Fla. 4th Cir. Ct. October 14, 2004). *And see* AGO 08-33 (list of law enforcement officers who have been placed on administrative duty by their employer is not confidential under s. 112.533[2][a], F.S., but is subject to inspection and copying even if information on the list will identify officers who are the subject of internal investigation).

If the officer resigns prior to the agency's completion of its investigation, the exemption from disclosure provided by s. 112.533(2), F.S., no longer applies, even if the agency is still actively investigating the complaint.¹⁸⁵ However, if the complaint has generated information which qualifies as active criminal investigative information, i.e., information compiled by a criminal justice agency while conducting an ongoing criminal investigation of a specific act, such information would be exempt while the investigation is continuing with a good faith anticipation of securing an arrest or prosecution in the foreseeable future.¹⁸⁶

The exemption is of limited duration. Section 112.533(2), F.S., establishes that the complaint and all information gathered in the investigation of that complaint generally become public records at the conclusion of the investigation or at such time as the investigation becomes inactive.¹⁸⁷

However, the mere fact that written notice of intervening actions is provided to the officer under investigation does not signal the end of the investigation nor does such notice make this information public prior to the conclusion of the investigation.¹⁸⁸

A complaint is presumed to be inactive, and hence subject to disclosure, if no finding is made within 45 days after the complaint is filed.¹⁸⁹

Section 112.533(2)(b), F.S., states that the inspection provisions in that subsection do not apply to any public record which is exempt from public disclosure under Ch. 119, F.S. For

185 AGO 91-73.

186 *Id.* See s. 112.533(2)(b), F.S.

187 AGO 95-59. *Neumann v. Palm Beach County Police Benevolent Association*, 763 So. 2d 1181 (Fla. 4th DCA 2000).

188 AGO 95-59. Similarly, the exemption remains in effect if an agency schedules a pre-disciplinary determination meeting with an officer to hear and evaluate the officer's side of the case because "[d]iscipline is not an accepted fact at this point." *Palm Beach County Police Benevolent Association v. Neumann*, 796 So. 2d 1278, 1280 (Fla. 4th DCA 2001).

189 Section 112.533(2)(b), F.S. See *City of Delray Beach v. Barfield*, 579 So. 2d at 318.

example, active criminal investigative or intelligence information which is exempt pursuant to s. 119.071(2)(c), F.S., remains exempt notwithstanding the disclosure provisions set forth in s. 112.533(2)(a), F.S.¹⁹⁰ Thus, in such cases, the information would be subject to disclosure when the criminal investigative information exemption ends, rather than as provided in s. 112.533(2), F.S.¹⁹¹

Similarly, information that would reveal the identity of the victim of child abuse or the victim of a sexual offense is not subject to disclosure since the information is confidential pursuant to s. 119.071(2)(h), F.S.¹⁹²

However, the state attorney's records of a closed criminal investigation are not made confidential by s. 112.533, F.S., even though an internal investigation conducted by the police department remains pending concerning the same complaint.¹⁹³

Similarly, a police report of an agency's criminal investigation of a police officer is a public record in the hands of the police department after the investigation is over regardless of whether a copy of the report is forwarded to the Criminal Justice Standards and Training Commission or to the Commission on Ethics.¹⁹⁴

Section 112.533(4), F.S., makes it a first degree misdemeanor for any person who is a participant in an internal investigation to willfully disclose any information obtained pursuant to the agency's investigation before such information becomes a public record.

However, the subsection "does not limit a law enforcement or

190 *Palm Beach County Police Benevolent Association v. Neumann*, 796 So. 2d 1278 (Fla. 4th DCA 2001). *And see* AGO 91-73.

191 *Cf. City of Riviera Beach v. Barfield*, 642 So. 2d 1135 (Fla. 4th DCA 1994 (exempt active criminal investigative information may be shared with another criminal justice agency for use in a simultaneous internal affairs investigation and retain its protected status)).

192 *Palm Beach County Police Benevolent Association v. Neumann*, *supra*.

193 AGO 00-66.

194 AGO 90-05.

correctional officer's ability to gain access to information under paragraph (2)(a)."¹⁹⁵ In addition, a sheriff, police chief or other head of a law enforcement agency, or his or her designee, may acknowledge the existence of a complaint, and the fact that an investigation is underway.¹⁹⁶ The Attorney General's Office has issued several advisory opinions interpreting this statute.¹⁹⁷ However, in 2005, the 11th Circuit Court of Appeals ruled that s. 112.533(4), F.S., was unconstitutional.¹⁹⁸

For information on the exemptions for whistleblower, discrimination, and ethics complaints directed against public officers and employees, please refer to the discussion of non-law enforcement investigative records in the Sunshine Manual which may be accessed online at myfloridalegal.com. The Sunshine Manual also discusses s. 119.071(2)(k), F.S., enacted in 2013, and providing an exemption from public disclosure for complaints and investigative records based on alleged misconduct by agency employees.

d. Deferred compensation

All records identifying individual participants in any deferred compensation plan under the Government Employees' Deferred Compensation Plan Act and their personal account activities are confidential and exempt.¹⁹⁹

e. Direct deposit

Direct deposit records made prior to October 1, 1986, are exempt from s. 119.07(1), F.S. With respect to direct deposit records made on or after October 1, 1986, the names of the authorized financial institutions and the account numbers of the beneficiaries

¹⁹⁵ Section 112.533(4), F.S.

¹⁹⁶ *Id.*

¹⁹⁷ See, e.g., AGO 03-60. Cf. AGO 97-62 (confidentiality requirements prevent the participation of a citizens' board in resolving a complaint made against a law enforcement officer until the officer's employing agency has made its initial findings).

¹⁹⁸ See *Cooper v. Dillon*, 403 F.3d 1208, 1218-1219 (11th Cir. 2005).

¹⁹⁹ Section 112.215(7), F.S.

are confidential and exempt.²⁰⁰

f. Drug test results

Drug test results and other information received or produced by a state agency employer as a result of a drug-testing program in accordance with s. 112.0455, F.S., the Drug-Free Workplace Act, are confidential and exempt, and may not be disclosed except as authorized in the statute.²⁰¹

While the provisions of s. 112.0455, F.S., are applicable to state agencies and not to municipalities, ss. 440.101-440.102, F.S., may be used by a municipality or other entity that is an “employer” for purposes of these statutes, to establish a drug-free workplace program.²⁰² Section 440.102(8)(a), F.S., provides for confidentiality of drug test results or other information received as a result of a drug-testing program.²⁰³

g. Employee assistance program (substance abuse treatment)

An employee’s personal identifying information contained in records held by the employing agency relating to that employee’s participation in an employee assistance program is confidential and exempt from disclosure.²⁰⁴

h. Evaluations of employee performance

Evaluations of public employee performance, like other public records, are generally subject to disclosure. As the Florida Supreme Court has said: “No policy of the state protects a public employee from the embarrassment which results from his or her

200 Section 17.076(5), F.S.

201 Section 112.0455(11), F.S. *See also* s. 112.0455(8)(l) and(t), F.S.

202 *See* AGO 98-38.

203 AGO 13-19. *Cf.* AGO 94-51 (city not authorized to delete or remove consent forms or records of disciplinary action relating to city employees’ drug testing from personnel records when drug testing was not conducted pursuant to s. 440.102, F.S.).

204 *See* ss. 110.1091 (state employees), 125.585 (county employees), and 166.0444 (municipal employees), F.S.

public employer's discussion or action on the employee's failure to perform his or her duties properly."²⁰⁵

i. Examination questions and answer sheets

Examination questions and answer sheets of examinations administered by governmental entities for the purpose of licensure, certification, or employment are exempt from mandatory disclosure requirements.²⁰⁶

The exemption from disclosure in s. 119.071(1)(a), F.S., applies to examination questions and answers, and does not include the "impressions and grading of the responses" by the examiners.²⁰⁷

A person who has taken an examination has the right to review his or her own completed examination.²⁰⁸ However, the examinee possesses only the right to review his or her own completed examination and may not make or obtain copies of that examination.²⁰⁹

j. Home addresses, telephone numbers, photographs, dates of birth

Section 119.071(4)(d)2., F.S., exempts certain information relating to past and present law enforcement officers and their families by excluding from public inspection:

205 *News-Press Publishing Company v. Wisher*, 345 So. 2d 646, 648 (Fla. 1977).

206 Section 119.071(1)(a), F.S. See *Dickerson v. Hayes*, 543 So. 2d 836, 837 (Fla. 1st DCA 1989) (applying exemption to portions of rating sheets used by promotion board which contained summaries of applicants' responses to oral examination questions where the oral questioning "was a formalized procedure with identical questions asked of each applicant [which] 'tested' the applicants' response both as to style and content"). See also *Rush v. High Springs, Florida*, 82 So. 3d 1108 (Fla. 1st DCA 2012), (city allowed to redact questions and answers from a pre-employment polygraph report).

207 See *Dickerson v. Hayes*, *supra* at 837.

208 Section 119.071(1)(a), F.S. See AGO 76-210.

209 AGO 81-12.

The home addresses, telephone numbers, dates of birth and photographs of active or former sworn or civilian law enforcement personnel, including correctional and correctional probation officers, . . . and the names, home addresses, telephone numbers, photographs, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel. . . .

The same exemptions also apply to current or former prosecutors.²¹⁰

Section 119.071(4)(d), F.S., and 119.071(5), F.S., provide similar exemptions for other professions and occupations. A listing and discussion of other covered professions and occupations may be found in the Sunshine Manual which is available online at myfloridalegal.com at the open government site.

(1) Authority to release protected information

The purpose of the s. 119.071(4)(d), F.S., exemption is to protect the safety of the enumerated individuals and their families by removing certain information relating to such individuals from the mandatory disclosure requirements of Ch. 119, F.S.²¹¹ The statute makes these records exempt from mandatory disclosure requirements, not confidential; thus, an agency is not prohibited from disclosing the information in all circumstances.²¹² However, in determining whether to disclose the information, the agency should consider the underlying purpose of the statute, i.e., safety of the listed individuals and their families.²¹³

In other words, a police department, in deciding whether to

210 Section 119.071(4)(d)2., F.S. *And see* s. 119.071(5)(i), F.S. (exemption for current or former federal prosecutors, subject to specified conditions).

211 AGO 10-37. *And see* AGOs 90-50 and 96-57.

212 AGO 10-37.

213 AGO 90-50. *See also* AGO 08-24.

release photographs of law enforcement personnel, should determine whether there is a statutory or substantial policy need for disclosure.²¹⁴ In the absence of a statutory or other legal duty to be accomplished by disclosure, the agency should consider whether the release of such information is consistent with the purpose of the exemption afforded by s. 119.071(4)(d)2.²¹⁵ For example, a posting of the names, I.D. numbers and photographs of police officers in the hallway of the police department for public display would appear to be counter to the purpose of the exemption.²¹⁶ By contrast, information from the city personnel files which reveals the home addresses of former law enforcement personnel may be disclosed to the State Attorney's office for the purpose of serving criminal witness subpoenas by mail pursuant to s. 48.031, F.S.²¹⁷

(2) Application of s. 119.071(4)(d)2., F.S., exemption to records held by agencies that are not the employer of the designated officers or employees

An agency that is the custodian of personal information specified in s. 119.071(4)(d)2., F.S., but is not the employer of the officer or employee, may maintain the exempt status of that information only if the officer or employee or the employing agency of the designated employee submits a written request for maintenance of the exemption to the custodial agency.²¹⁸

214 AGO 07-21.

215 *Id.*

216 AGO 90-50.

217 *Inf. Op. to Reese*, April 25, 1989. *And see* AGO 17-05 (county property appraiser authorized to disclose address of alleged violator of the local code to municipal code inspector seeking to provide statutory notice regarding the violation). *Cf. Henderson v. Perez*, 835 So. 2d 390, 392 (Fla. 2d DCA 2003) (trial court order compelling sheriff to produce exempt home addresses and photographs of 10 active law enforcement officers in a civil lawsuit filed by Perez predicated on his arrest, quashed because "Perez has not shown that the photographs and home addresses of the law enforcement officers are essential to the prosecution of his suit").

218 Section 119.071(4)(d)3., F.S.

The provisions of s. 119.071(4)(d)3., F.S., should not be read “to impose a burden on employers to know the past law enforcement employment status of employees who may work for them in other capacities.”²¹⁹ Thus, a former law enforcement officer from one municipality who is currently employed by another municipality in a non-law enforcement capacity must make a written request pursuant to s. 119.071(4)(d)3., F.S., that his or her personal information be maintained as exempt by the current employer.²²⁰

(3) Application of exemption to agency-issued cellular telephones, prior home addresses and booking photographs

The Attorney General’s Office has advised that the cellular telephone numbers of telephones provided by the agency to law enforcement officers and used in performing law enforcement duties are not exempt from disclosure under s. 119.071(4)(d), F.S.²²¹

In 2012, the Legislature amended s. 119.071(4)(d) to define the term “telephone numbers” as used in the exemption to include “home telephone numbers, personal cellular telephone numbers, personal pager telephone numbers, and telephone numbers associated with personal communication devices.” As originally introduced, the 2012 legislation would have also included “telephone numbers associated with agency cellular telephones” within the definition of “telephone numbers.”²²² However, this language was removed during the legislative process.

Section 119.071(4)(d)2., F.S., applies only to the current home address or addresses (including a current vacation home address) of the designated individuals. Therefore, it would not exempt property no longer used as a home by law enforcement personnel.²²³

219 AGO 10-37.

220 *Id.*

221 Inf. Op. to Laquidara, July 17, 2003.

222 See HB629, filed November 10, 2011.

223 AGO 10-37.

Section 119.071(4)(d), F.S., exempts the photograph of a current or former law enforcement officer, whether held by the employing agency or by a nonemploying agency which has received a written request to maintain the exempt status of the record, from the provisions of s. 119.07(1), F.S.²²⁴ Thus, the custodian should determine whether there is a statutory or substantial policy need for disclosure before releasing the booking photograph. In the absence of a statutory or other legal duty to be accomplished by disclosure, an agency should consider the purpose of the exemption, i.e., the safety of law enforcement officers and their families.²²⁵

k. Medical information

Medical information pertaining to a prospective, current, or former officer or employee of an agency which, if disclosed, would identify that officer or employee is exempt from s. 119.07(1), F.S.²²⁶

Every employer who provides or administers health insurance benefits or life insurance benefits to its employees shall maintain the confidentiality of information relating to the medical condition or status of any person covered by such insurance benefits. Such information is exempt from s. 119.07(1), F.S.²²⁷

Patient medical records and medical claims records of current or former employees and eligible dependents enrolled in group insurance plans of specified governmental entities are confidential and exempt from s. 119.07(1), F.S.; such records shall not be furnished to any person other than the employee or the employee's legal representative, except as authorized in the subsection.²²⁸

224 Inf. Op. to Amunds, June 8, 2012.

225 *Id.* See also AGOs 90-50 and 07-21. Cf. AGO 94-90 (statute did not preclude release of booking photography of deputy who was not an undercover officer whose identity would otherwise be protected by s. 119.071[2][c], F.S.

226 Section 119.071(4)(b)1., F.S. Such information may be disclosed if the person or the person's legal representative provides written permission or pursuant to court order. *Id.*

227 Section 760.50(5), F.S.

228 Sections 110.123(9) (state employees) and 112.08(7) (county or

l. Payroll deduction records

There is no general exemption from disclosure that applies to agency payroll deduction records.²²⁹

m. Retiree lists

The names and addresses of retirees are confidential and exempt from s. 119.07(1), F.S., to the extent that no state or local governmental agency may provide the names or addresses of such persons in aggregate, compiled or list form except to public agencies engaged in official business, to collective bargaining agents or to retiree organizations for official business use.²³⁰

The exemption does not apply to employees who are participants in the Deferred Retirement Option Program (DROP); DROP participants “are not retirees since they have not terminated their employment.”²³¹

Section 119.071(4)(d), F.S. discussed on pages 57-61, provides an exemption for the home addresses of current and former law enforcement personnel.

n. Salary records

Salary and other information relating to compensation is subject to disclosure.²³²

o. Travel records

Travel vouchers are open to public inspection, after redaction of

municipal employees). See AGOs 91-88, 94-78 and 94-51.

229 However, public school system employee payroll deduction records are confidential. Section 1012.31(3)(a)4., F.S. See AGO 09-11.

230 Section 121.031(5), F.S. “A person may view or copy any individual’s retirement records at the Department of Management Services, one record at a time, or may obtain information by a separate written request for a named individual for which information is desired.” *Id.*

231 *Palm Beach Newspapers, Inc. v. School Board of Palm Beach County*, No. 502007CA020000XXXXMB (Fla. 15th Cir. Ct. November 28, 2007).

232 *Lewis v. Schreiber*, No. 92-8005(03) (Fla. 17th Cir. Ct. June 12, 1992). Accord AGO 73-30.

exempt material such as credit card account numbers (s. 119.071[5][b], F.S.) or social security numbers (ss. 119.071[4][a]and [5][a]F.S).²³³

p. Undercover personnel

Section 119.071(4)(c), F.S., provides that any information revealing undercover personnel of a criminal justice agency is exempt from public disclosure.²³⁴

21. Polygraph records

The Attorney General’s Office is not aware of any statutory provision barring access to otherwise public records, simply because the records are in the form of polygraph charts.²³⁵

However, exemption from disclosure found in s. 119.071(1)(a), F.S., for employment examination questions and answers applies to questions and answers contained in pre-employment polygraph records.²³⁶

233 See *Shevin v. Byron, Harless, Schaffer, Reid and Associates*, 379 So. 2d 633 (Fla. 1980).

234 See AGO 15-02 (discussing exemption as applied to information regarding law enforcement officers of the city who are assigned to undercover duty and whose names appear on city personnel rosters). However, in *Ocala Star Banner Corporation v. McGhee*, 643 So. 2d 1196 (Fla. 5th DCA 1994), the court held that a police department should not have refused to release an entire police report that contained some information that could lead to the identity of an undercover person, when, without much difficulty, the name or initials and identification numbers of the undercover officer and that officer’s supervisor could be taken out of the report and the remainder turned over to the newspaper. *Accord Christy v. Palm Beach County Sheriff’s Office*, 698 So. 2d 1365 (Fla. 4th DCA 1997).

235 See, e.g., *Wisner v. City of Tampa Police Department*, 601 So. 2d 296 (Fla. 2d DCA 1992) (polygraph materials resulting from polygraph examination that citizen took in connection with a closed internal affairs investigation were public records); and *Downs v. Austin*, 522 So. 2d 931 (Fla. 1st DCA 1988).

236 See *Rush v. High Springs, Florida*, 82 So. 3d 1108 (Fla. 1st DCA 2012).

The exemption from disclosure in s. 119.071(1)(a), F.S., applies to examination questions and answers, and does not include the “impressions and grading of the responses” by the examiners.²³⁷

22. Prison and inmate records

In the absence of statutory exemption, prison and inmate records are subject to disclosure under the Public Records Act.

Subject to limited exceptions, s. 945.10, F.S., states that the following records and information held by the Department of Corrections are confidential and exempt from public inspection: mental health, medical or substance abuse records of inmates; preplea, pretrial intervention, presentence or postsentence investigative records; information regarding a person in the federal witness protection program; confidential or exempt Florida Commission on Offender Review records; information which if released would jeopardize someone’s safety; information concerning a victim’s statement and identity; information which identifies an executioner; and records that are otherwise confidential or exempt by law.²³⁸

The Public Records Act applies to a private corporation which has contracted to operate and maintain the county jail.²³⁹

²³⁷ See *Dickerson v. Hayes*, *supra* at 837.

²³⁸ See *Bryan v. State*, 753 So. 2d 1244 (Fla. 2000), in which the Florida Supreme Court upheld the constitutionality of s. 945.10, F.S. See also *Roberts v. Singletary*, No. 96-603 (Fla. 2d Cir. Ct. July 28, 1997) (portions of the Department of Corrections Execution Procedures Manual containing “highly sensitive security information” not subject to disclosure).

²³⁹ *Times Publishing Company v. Corrections Corporation of America*, No. 91-429 CA 01 (Fla. 5th Cir. Ct. December 4, 1991). See also *Prison Health Services, Inc. v. Lakeland Ledger Publishing Company*, 718 So. 2d 204 (Fla. 2d DCA 1998).

23. Security and firesafety system information and building plans

A security or firesafety system plan or portion thereof of a public or private entity that is held by an agency is confidential and exempt from public disclosure.²⁴⁰ However, the information may be disclosed to the property owner or leaseholder; in furtherance of the official duties and responsibilities of the agency holding the information; to another local, state, or federal agency in furtherance of that agency's official duties and responsibilities; or upon a showing of good cause before a court of competent jurisdiction.²⁴¹

The term "security or firesafety system plan" as used in s. 119.071(3)(a), F.S., includes: records relating directly to the physical security or firesafety of the facility or revealing security or firesafety systems; threat assessments conducted by an agency or private entity; threat response plans; emergency evacuation plans; sheltering arrangements; or security or firesafety manuals.

In *Marino v. University of Florida*,²⁴² the court held that a university could not use the exemption to withhold the location of animal research facilities based on a determination that the nature of the public activities occurring at the facility subjects them to physical threats.

However, surveillance video captured by a city bus system "directly relates to and reveals information about a security system" and is therefore covered by the exemption.²⁴³ In addition,

240 Section 119.071(3)(a), F.S. See also s. 281.301, F.S., which the Attorney General's Office noted in AGO 01-75 provides a "broad exemption from disclosure" and covered security plans or security needs assessments that a private entity submitted to a law enforcement agency. 241 *Id.*

242 107 So. 3d 1231 (Fla. 1st DCA 2013).

243 *Central Florida Regional Transportation Authority v. Post-Newsweek Stations, Orlando, Inc.*, 157 So. 3d 401 (Fla. 5th DCA 2015). And see AGO 15-06, relying on *Central Florida Regional Transportation Authority*, and applying the exemption to surveillance tapes from a security system for a public transit authority building. See also *Office*

ss. 119.071(3)(a), and 281.301, F.S., prohibit public disclosure of the name and address of applicants for security system permits, of persons cited for violations of alarm ordinances, and of individuals who are the subject of law enforcement dispatch reports for verified or false alarms.²⁴⁴

Section 943.082(1), F.S., requires the Florida Department of Law Enforcement to acquire a mobile suspicious activity reporting tool that allows students and the community to relay information anonymously concerning unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to appropriate public safety agencies and school officials. The identity of the reporting party received through the reporting tool and held by the department, law enforcement agencies, or school officials is confidential.²⁴⁵

Any information held by a law enforcement agency, school district, or charter school that would identify whether an individual has been appointed as a safe-school officer pursuant to s. 1006.12, F.S., is exempt.²⁴⁶

Section 119.071(3)(b)1., F.S. exempts building plans, blueprints, schematic drawings and diagrams of government buildings and structures. Exempt information may be disclosed to another governmental entity, to a licensed professional performing work

of the State Attorney, Seventeenth Judicial Circuit v. Cable News Network, Inc., 251 So. 3d 205 (Fla. 4th DCA 2018), noting that the exemption applied to surveillance video from school security cameras, and affirming a trial court order finding good cause to release certain video, as authorized by the exception to the statutory confidentiality in s. 119.071(3)(a), F.S.

²⁴⁴ *Critical Intervention Services, Inc. v. City of Clearwater*, 908 So. 2d 1195, 1197 (Fla. 2d DCA 2005). *Accord* AGO 04-28. *See also Times Publishing Company v. City of Pensacola*, No. 2002-2053 (Fla. 1st Cir. Ct. November 13, 2002), *per curiam affirmed*, 869 So. 2d 547 (Fla. 1st DCA 2004) (police department records of “specialty weapons utilized for surveillance and defensive purposes, by surveillance personnel” were exempt from disclosure under s. 119.071[3][a], F.S.).

²⁴⁵ Section 943.082(6), F.S. Any other information received through the reporting tool and held by the above agencies is exempt.

²⁴⁶ Section 1006.12(4), F.S.

on the building, or upon a showing of good cause to a court. In addition, AGO 02-74 concluded that the plans may be released in order to comply with competitive bidding requirements.

24. Social security numbers

Section 119.071(5)(a)5., F.S., states that social security numbers held by an agency are confidential and may not be disclosed except as authorized in the statute.²⁴⁷ For example, disclosure to another governmental agency is authorized if disclosure is necessary to the performance of the agency's duties and responsibilities.²⁴⁸

25. Surveillance techniques, procedures or personnel

Information revealing surveillance techniques, procedures or personnel is exempt from public inspection pursuant to s. 119.071(2)(d), F.S.²⁴⁹

26. Telephone records

Records of telephone calls made from agency telephones are generally subject to disclosure in the absence of statutory

247 See also s. 119.071(4)(a), FS (social security numbers of current and former employees held by the employing agency are confidential and exempt from disclosure).

248 Section 119.071(5)(a)6.b., F.S.

249 See *Rameses, Inc. v. Demings*, 29 So. 3d 418 (Fla. 5th DCA 2010) (disclosure to criminal defendant of unredacted undercover police surveillance recordings does not destroy exemption in s. 119.071[2] [d], F.S.; therefore, sheriff is only required to provide redacted recording in response to a public records request); and *State v. Bee Line Entertainment Partners Ltd.*, No. CIO 00-5358, 28 Med.L.Rptr. 2592 (Fla. 9th Cir. Ct. October 25, 2000) (videotapes created with hidden camera by law enforcement investigation showing result of investigative activity but that do not reveal confidential surveillance methods must be released once investigation is no longer active).

exemption.²⁵⁰

D. PROVIDING PUBLIC RECORDS

1. Validity of agency conditions on access

Section 119.07(1)(a), F.S., establishes a right of access to public records in plain and unequivocal terms:

Every person who has custody of a public record shall permit the record to be inspected and copied by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public records.

The term “reasonable conditions” as used in s. 119.07(1)(a), F.S., “refers not to conditions which must be fulfilled before review is permitted but to reasonable regulations that would permit the custodian of records to protect them from alteration, damage, or destruction and also to ensure that the person reviewing the records is not subjected to physical constraints designed to

²⁵⁰ See *Media General Operation, Inc. v. Feeney*, 849 So. 2d 3, 6 (Fla. 1st DCA 2003), rejecting the argument that redaction of telephone numbers for calls made in the course of official business could be justified because disclosure could result in “unreasonable consequences” to the persons called; *Morris v. Publishing Group LLC v. State*, 154 So. 3d 528, 532 (Fla. 1st DCA 2015) (“No one disputes” that phone recordings of telephone calls made by the defendant while incarcerated and provided in criminal discovery were public records); and AGO 12-07 (noting the public records status of telephone recordings made by police department in the usual course of business, and commenting that such public records would be subject to any applicable exemptions). Compare *Bent v. State*, 46 So. 3d 1047 (Fla. 4th DCA 2010) (recordings of personal telephone calls between minors in jail awaiting trial and third parties made by sheriff’s office are not public records when contents of phone calls do not involve criminal activity or security breach. And see, s. 119.071(5)(d) (all records supplied by a telecommunications company, as defined by s. 364.02, F.S., to an agency which contain the name, address, and telephone number of subscribers are confidential and exempt).

preclude review.”²⁵¹

Accordingly, the “reasonable conditions” do not include a rule or condition of inspection which operates to restrict or circumvent a person’s right of access.²⁵² “The courts of this state have invalidated measures which seek to impose any additional burden on those seeking to exercise their rights to obtain records” under Ch. 119, F.S.²⁵³

The Public Records Act “embodies important public policy” and is designed to provide citizens with a simple and expeditious method of accessing public records.”²⁵⁴

A policy of a governmental agency cannot exempt it from the application of Chapter 119, F.S., a general law.²⁵⁵ Nor may an agency impose conditions on the right of inspection of records which are not permitted by the Public Records Act.²⁵⁶ For example, a city may not require the use of a code to review e-mail correspondence of city’s police department and human resources department.²⁵⁷ Similarly, a policy requiring a physical address for mailing copies of requested public records or the personal appearance of the requestor would not appear to relate to the custodian’s duty to protect public records from alteration or destruction, but to impose additional constraints on the

251 *Wait v. Florida Power & Light Company*, 372 So. 2d 420, 425 (Fla. 1979). See also *Tribune Company v. Cannella*, 458 So. 2d 1075, 1078 (Fla. 1984) (the sole purpose of custodial supervision is to protect the records from alteration, damage, or destruction).

252 AGO 75-50.

253 Inf. Op. to Cook, May 27, 2011.

254 *Orange County v. Hewlings*, 152 So. 3d 812, 817 (Fla. 5th DCA 2014). Thus, an agency violated the Act when instead of complying with Hewlings’ “simple request” for records, it “chose to interpose the additional bureaucratic hurdles of forcing her to come to its offices, comb through the records, mark the records in a certain manner, wait for a written estimate of costs, then, after paying the costs, wait again for the records to be mailed to her.” *Id.*

255 *Douglas v. Michel*, 410 So. 2d 936, 938 (Fla. 5th DCA 1982), *questions answered and approved*, 464 So. 2d 545 (Fla. 1985).

256 *Tribune Company v. Cannella*, *supra* at 1077.

257 AGO 05-12.

requestor.²⁵⁸

2. Individuals authorized to access public records

Section 119.01, F.S., provides that “[i]t is the policy of this state that all state, county, and municipal records are open for personal inspection and copying by *any person*.” (e.s.) A public employee is a person within the meaning of Ch. 119, F.S. and, as such, possesses the same right of inspection as any other person.²⁵⁹

As one court has stated, “even though a public agency may believe that a person or group are fanatics, harassers or are extremely annoying, the public records are available to all of the citizens of the State of Florida.”²⁶⁰

3. Purpose of request

The requestor is not required to explain the purpose or reason for a public records request. “The motivation of the person seeking the records does not impact the person’s right to see them under the Public Records Act.”²⁶¹

Thus, an agency is not authorized to impose conditions or limit access to public records based on a suspicion that the request may be for an improper purpose.²⁶² However, Florida Statutes impose criminal penalties for the unauthorized use of personal identification information for fraudulent or harassment purposes and for the criminal use of a public record or public records information.²⁶³

258 Inf. Op. to Cook, May 27, 2011

259 AGO 75-175.

260 *Salvadore v. City of Stuart*, No. 91-812 CA (Fla. 19th Cir. Ct. December 17, 1991).

261 *Curry v. State*, 811 So. 2d 736, 742 (Fla. 4th DCA 2002). See also *Timoney v. City of Miami Civilian Investigative Panel*, 917 So. 2d 885, 886n.3 (Fla. 3d DCA 2005).

262 Inf. Op. to Cook, May 27, 2011.

263 See ss. 817.568 and 817.569, F.S.

Similarly, “the fact that a person seeking access to public records wishes to use them in a commercial enterprise does not alter his or her rights under Florida’s public records law.”²⁶⁴

4. Role of the records custodian

Section 119.011(5), F.S., defines the term “custodian of public records” to mean “the elected or appointed state, county, or municipal officer charged with the responsibility of maintaining the office having public records, or his or her designee.”²⁶⁵

The courts have said that the term “custodian” for purposes of the Public Records Act refers to all agency personnel who have it within their power to release or communicate public records. But, “the mere fact that an employee of a public agency temporarily possesses a document does not necessarily mean that the person has custody as defined by section 119.07.”²⁶⁶ In order to have custody, one must have supervision and control over the document or have legal responsibility for its care, keeping or guardianship.²⁶⁷

264 *Microdecisions, Inc. v. Skinner*, 889 So. 2d 871, 875 (Fla. 2d DCA 2004).

265 The custodian or a person having custody of public records may designate another officer or employee of the agency to permit the inspection and copying of public records, but must disclose the identity of the designee to the person requesting records. Section 119.07(1)(b), F.S. 266 *Mintus v. City of West Palm Beach*, 711 So. 2d 1359, 1361 (Fla. 4th DCA 1998).

267 *Id. Cf. Siegmeister v. Johnson*, 240 So. 3d 70 (Fla. 1st DCA 2018), in which the court rejected the requester’s claim that he was entitled to view the records at the office of an assistant state attorney in Lake City when office policy required that the records be sent to the state attorney’s main office in Live Oak to be reviewed for exemptions. The court reasoned that the assistant state attorney “couldn’t have, for instance, simply handed over the records on the spot” when the requester asked for them in Lake City because both the “[Public Records] Act and office policy” required that the records “be reviewed for exempt information by the public records custodian (who was also responsible for supervising the record inspection and copying process)” as provided in s. 119.07(1)(a), F.S.

The custodian of public records and his or her designee must acknowledge requests to inspect or copy records promptly and respond to such requests in good faith.²⁶⁸ A good faith response includes making reasonable efforts to determine from other officers or employees within the agency whether such a record exists and, if so, the location at which the record can be accessed.²⁶⁹

5. Requests for copies

“It is the policy of this state that all state, county, and municipal records are open for personal inspection *and copying* by any person.” (e.s.)²⁷⁰ In addition, s. 119.07(1)(a), F.S., provides that “[e]very person who has custody of a public record shall permit the record to be inspected and copied by any person desiring to do so” Finally, s. 119.07(4), F.S., requires the custodian to “furnish a copy or a certified copy of the record upon payment of the fee prescribed by law”

Similarly, if the requestor identifies a record with sufficient specificity to permit the agency to identify it and forwards the statutory fee, the agency must furnish by mail a copy of the record.²⁷¹

6. Status of records maintained by more than one agency

The fact that a particular record is also maintained by another agency does not relieve the custodian of the obligation to permit inspection and copying of the records in the custodian’s agency,

²⁶⁸ Section 119.07(1)(c), F.S.

²⁶⁹ *Id.* See also *SDE Media LLC v. City of Doral*, 25 FL.W. Supp 243a (Fla. 11th Cir. May 5, 2017) (city violated the Public Records Act by “misrepresenting to SDE Media LLC that all responsive records had been located and produced when, in fact [the city] knew that a good faith search had not been made and that additional responsive records may not have been produced”).

²⁷⁰ Section 119.01(1), F.S.

²⁷¹ *Wootton v. Cook*, 590 So. 2d 1039, 1040 (Fla. 1st DCA 1991).

in the absence of an applicable statutory exemption.²⁷²

7. “Overbroad” public records requests

In *Lorei v. Smith*,²⁷³ the court recognized that the “breadth of such right [to gain access to public records] is virtually unfettered, save for the statutory exemptions” Accordingly, in the absence of a statutory exemption, a custodian must produce the records requested regardless of the number of records involved or possible inconvenience.

Note, however, s. 119.07(4)(d), F.S., authorizes a custodian to charge, in addition to the cost of duplication, a reasonable service charge for the cost of the extensive use of information technology resources or of personnel, if such extensive use is required because of the nature or volume of public records to be inspected or copied.²⁷⁴

As one court stated, if a public records request is insufficient to identify the records sought, the city has an affirmative duty to promptly notify the requestor that more information is needed in order to produce the records; it is the responsibility of the city and not the requestor to follow up on any requests for public records.²⁷⁵

8. Written request or form requirements

Chapter 119, F.S., does not authorize an agency to require that requests for records be in person or in writing.²⁷⁶ As noted in AGO 80-57, a custodian must honor a request for copies of records which is sufficient to identify the records desired, whether the

272 AGO 86-69.

273 464 So. 2d 1330, 1332 (Fla. 2d DCA 1985).

274 See AGO 92-38.

275 *Salvadore v. City of Stuart*, No. 91-812 CA (Fla. 19th Cir. Ct. December 17, 1991).

276 See *Dade Aviation Consultants v. Knight Ridder, Inc.*, 800 So. 2d 302, 305n.1 (Fla. 3d DCA 2001) (“There is no requirement in the Public Records Act that requests for records must be in writing”).

request is in writing, over the telephone, or in person, provided that the required fees are paid.

If a public agency believes that it is necessary to provide written documentation of a request for public records, the agency may require that the custodian complete an appropriate form or document; however, the person requesting the records cannot be required to provide such documentation as a precondition to the granting of the request to inspect or copy public records.²⁷⁷

9. Identification of requester

A person requesting access to or copies of public records may not be required to disclose his or her name, address, telephone number or the like to the custodian, unless the custodian is required by law to obtain this information prior to releasing the records.²⁷⁸

Accordingly, a court ruled city may not require an anonymous requester who made a public records request via email to provide an “address or other identifiable source for payment of the associated costs.”²⁷⁹

Instead, the “city could have sent an estimate of costs through email the requestor just as it could through regular mail, had the request been made via paper by an anonymous requester.”²⁸⁰

277 See *Sullivan v. City of New Port Richey*, No. 86-1129CA (Fla. 6th Cir. Ct. May 22, 1987), *per curiam affirmed*, 529 So. 2d 1124 (Fla. 2d DCA 1988), noting that a requestor’s failure to complete a city form required for access to documents did not authorize the custodian to refuse to honor the request to inspect or copy public records.

278 AGOs 92-38 and 91-76, and Informal Opinion to Cook, May 27, 2011. See also *Bevan v. Wanicka*, 505 So. 2d 1116 (Fla. 2d DCA 1987).
279 *Chandler v. City of Greenacres*, 140 So. 3d 1080, 1085 (Fla. 4th DCA 2014).

280 *Id.*

10. *Creation of new records and reformatting records*

The statutory obligation of the custodian of public records is to provide access to, or copies of, public records “at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public records” provided that the required fees are paid.²⁸¹ However, a custodian is not required to give out *information* from the records of his or her office.²⁸² For example, the Public Records Act does not require a town to produce an employee, such as the financial officer, to answer questions regarding the financial records of the town.²⁸³

In other words, Ch. 119, F.S., provides a right of access to inspect and copy an agency’s existing public records; it does not mandate that an agency create new records in order to accommodate a request for information from the agency. Thus, the clerk of court is not required to provide an inmate with a list of documents from a case file which may be responsive to some forthcoming request.²⁸⁴ However, in order to comply with the statutory directive that an agency provide copies of public records upon payment of the statutory fee, an agency must respond to requests by mail for information as to copying costs.²⁸⁵

Similarly, an agency is not ordinarily required to reformat its electronic records and provide them in a particular form as demanded by the requestor.²⁸⁶ For example, the Attorney

281 Section 119.07(1)(a) and (4), F.S.

282 AGO 80-57.

283 AGO 92-38.

284 *Wootton v. Cook*, 590 So. 2d 1039 (Fla. 1st DCA 1991). *See also* AGO 08-29 (agency not required to create list in response to request for information).

285 *Wootton v. Cook*, *supra*. *See also* *Woodard v. State*, 885 So. 2d 444, 445n.1 (Fla. 4th DCA 2004), remanding a case for further proceedings where the custodian forwarded only information relating to the statutory fee schedule rather than the total copying cost of the requested records. *Cf. Gilliam v. State*, 996 So. 2d 956 (Fla. 2d DCA 2008) (clerk, as custodian of judicial records, had a legal duty to respond to Gilliam’s request for information regarding costs).

286 *Seigle v. Barry*, 422 So. 2d 63, 66 (Fla. 4th DCA 1982).

General's Office concluded that a school district was not required to furnish electronic records in an electronic format other than the standard format routinely maintained by the district.²⁸⁷

Despite the general rule, an agency may be required to provide access to electronic records through a specially designed program, prepared by or at the expense of the requestor, where:

- 1) available programs do not access all of the public records stored in the computer's data banks; or
- 2) the information in the computer accessible by the use of available programs would include exempt information necessitating a special program to delete such exempt items; or
- 3) for any reason the form in which the information is proffered does not fairly and meaningfully represent the records; or
- 4) the court determines other exceptional circumstances exist warranting this special remedy.²⁸⁸

For the purpose of satisfying a public records request, the fee to be charged by an agency if it elects to provide a copy of a public record in a medium that is not routinely used by the agency, or if it elects to compile information that is not routinely developed or maintained by the agency or that requires a substantial amount of manipulation or programming, must be in accordance with s. 119.07(4), F.S. (authorizing imposition of a special service charge if extensive information technology resources or labor are required).²⁸⁹

11. Remote access

Section 119.07(2)(a), F.S., states that “[a]n additional means

²⁸⁷ AGO 97-39.

²⁸⁸ *Seigle v. Barry*, 422 So. 2d at 66-67.

²⁸⁹ Section 119.01(2)(f), F.S.

of inspecting or copying public records,” a custodian may provide access to public records by remote electronic means, provided exempt or confidential information is not disclosed. Thus, an agency is authorized, but not required, to permit remote electronic access to public records.

Section 119.07(2)(b), F.S., requires the custodian to provide safeguards to protect the contents of the public records from unauthorized electronic access or alteration and to prevent the disclosure or modification of those portions of the records which are exempt from disclosure.

Unless otherwise required by law, the custodian may charge a fee for remote electronic access, granted under a contractual arrangement with a user, which fee may include the direct and indirect costs of providing such access. However, fees for remote electronic access provided to the general public must be in accordance with the provisions of s. 119.07, F.S.²⁹⁰

12. Records available in more than one medium

An agency must provide a copy of the record in the medium requested if the agency maintains the record in that medium, and the agency may charge a fee which shall be in accordance with Ch. 119, F.S.²⁹¹ Thus, a custodian of public records must, if asked for a copy of a computer software disk used by an agency, provide a copy of the disk in its original format; a typed transcript would not satisfy the requirements of s. 119.07(1), F.S.²⁹²

Similarly, an agency violated the Public Records Act when it referred the requester to a website instead of providing paper copies of the records.²⁹³

290 Section 119.07(2)(c), F.S.

291 Section 119.01(2)(f).

292 AGO 91-61. See also *Miami-Dade County v. Professional Law Enforcement Association*, 997 So. 2d 1289 (Fla. 3d DCA 2009) (fact that pertinent information may exist in more than one format is not a basis for exemption or denial of the request).

293 *Lake Shore Hospital Authority v. Lilker*, 168 So. 3d 332 (Fla. 1st

13. Amount of time allowed for response

The custodian of public records or his or her designee is required to acknowledge requests to inspect or copy records promptly and to respond to such requests in good faith.²⁹⁴ The Public Records Act, however, does not contain a specific time limit (such as 24 hours or 10 days) for compliance with public records requests. The Florida Supreme Court has stated that the only delay in producing records permitted under Ch. 119, F.S., “is the limited reasonable time allowed the custodian to retrieve the record and delete those portions of the record the custodian asserts are exempt.”²⁹⁵

A municipal policy which provides for an automatic delay in the production of public records is impermissible.²⁹⁶

Thus, an agency is not authorized to delay inspection of personnel records in order to allow the employee to be present during the inspection of his or her records.²⁹⁷

Similarly, the Attorney General’s Office has advised that a board of trustees of a police pension fund may not delay release of its records until such time as the request is submitted to the board for a vote.²⁹⁸

a. Delay in response

A delay in disclosing records can constitute an unlawful refusal to provide public records [and subject the agency to liability for attorney’s fees in a public records lawsuit pursuant to s. 119.12(1), F.S.,] if “there was no good reason for the delay.”²⁹⁹

DCA 2015).

294 Section 119.07(1)(c), F.S.

295 *Tribune Company v. Cannella*, 458 So. 2d 1075, 1078 (Fla. 1984).

296 *Id.* See also *Lake Shore Hospital Authority v. Lilker*, 168 So. 3d 332 (Fla. 1st DCA 2015) (agency not authorized to automatically delay production by imposing a 24-hour notice requirement).

297 *Tribune Company v. Cannella*, 458 So. 2d at 1078.

298 AGO 96-55.

299 *Consumer Rights, LLC v. Union County*, 159 So. 3d 882, 885 (Fla.

b. Arbitrary time for inspection

While an agency may restrict the hours during which public records may be inspected to those hours when the agency is open to the public, a custodian is not authorized to establish an arbitrary time period during which records may or may not be inspected.³⁰⁰ Thus, an agency policy which permits inspection of its public records only from 1:00 p.m. to 4:30 p.m., Monday through Friday, violates the Public Records Act.³⁰¹ There may be instances where, due to the nature or volume of the records requested, a delay based upon the physical problems in retrieving the records and protecting them is necessary; however, the adoption of a schedule in which public records may be viewed only during certain hours is impermissible.³⁰²

c. Standing requests for production of future records

The Attorney General's Office has stated that upon receipt of a public records request, the agency must comply by producing all non-exempt documents in the custody of the agency that are responsive to the request, upon payment of the charges authorized in Chapter 119, F.S. However, this mandate applies only to those documents in the custody of the agency at the time of the request; nothing in the Public Records Act appears to require that an agency respond to a so-called "standing" request for production of public records that it may receive or produce in

1st DCA 2015). *Compare Florida Agency for Health Care Administration v. Zuckerman, Spaeder, LLP*, 221 So. 3d 1260, 1264 (Fla. 1st DCA 2017) (trial court abused its discretion by requiring health care agency to produce a large number of public records within 48 hours when the records could not be reviewed for redaction of exempt information within this "compressed time period"; trial court also erred by requiring the agency to produce the records prior to the requester's payment of the agency's invoices associated with production of the records).

300 See *Lake Shore Hospital Authority v. Lilker*, 168 So. 3d 332 (Fla. 1st DCA 2015), in which the court invalidated an agency policy that restricted public records inspection to the hours of 8:30 and 9:30 am, Monday through Friday with 24-hour advance notice.

301 Inf. Op. to Riotte, May 21, 1990. See also AGO 81-12.

302 *Id.*

the future.³⁰³

14. Confidentiality agreements

An agency “cannot bargain away its Public Records Act duties with promises of confidentiality in settlement agreements.”³⁰⁴

For example, in *National Collegiate Athletic Association v. Associated Press*,³⁰⁵ the court held that a confidentiality agreement entered into by a private law firm on behalf of a state university with the NCAA that allowed access to records contained on the NCAA’s secure custodial website that were used by the university in preparing a response to possible NCAA sanctions, had no impact on whether such records were public records, stating that “[a] public record cannot be transformed into a private record merely because an agent of the government has promised that it will be kept private.”³⁰⁶

Moreover, to allow the maker or sender of records to dictate the circumstances under which the records are to be deemed confidential would permit private parties, as opposed to the Legislature, to determine which public records are subject to disclosure and which are not. Such a result would contravene the purpose and terms of Ch. 119, F.S.³⁰⁷

303 See Inf. Op. to Worch, June 15, 1995.

304 *The Tribune Company v. Hardee Memorial Hospital*, No. CA-91-370 (Fla. 10th Cir. Ct. August 19, 1991) (confidentiality provision in a settlement agreement which resolved litigation against a public hospital did not remove the document from the Public Records Act).

305 18 So. 3d 1201, 1207 (Fla. 1st DCA 2009).

306 See also *City of Pinellas Park, Florida v. Times Publishing Company*, No. 00-008234CI-19 (Fla. 6th Cir. Ct. January 3, 2001) (“there is absolutely no doubt that promises of confidentiality [given to employees who were asked to respond to a survey] do not empower the Court to depart from the public records law”). Cf. *WPTV-TV v. State*, 61 So. 3d 1191 (Fla. 5th DCA 2011) (trial court may not require media to enter into confidentiality agreement in order to receive advance notice of information relating to jury selection in criminal case).

307 See *Browning v. Walton*, 351 So. 2d 380 (Fla. 4th DCA 1977) (city cannot refuse to allow inspection of records containing the names and

Therefore, unless the Legislature has expressly authorized the maker of records received by an agency to keep the material confidential, the wishes of the sender or the agency in this regard cannot supersede the requirements of Ch. 119, F.S.³⁰⁸

Similarly, an agency is not authorized to refuse to allow inspection of public records it made or received in connection with the transaction of official business on the grounds that the documents have been furnished to another agency or official other than the records custodian.³⁰⁹

“Given the aggressive nature of the public’s right to inspect and duplicate public records, a governmental agency may not avoid a public records request by transferring custody of its records to another agency.”³¹⁰ Likewise, public records cannot be withheld from the public by transferring physical custody of the records to the agency’s attorneys.³¹¹

Similarly, in *Barfield v. Florida Department of Law Enforcement*,³¹² the court held that an agency that received records from a private entity in the course of official business and did not make copies of the documents could not “return” them to the entity following receipt of a public records request. The court ordered the agency to demand the return of the records from the private entity so

addresses of city employees who filled out forms requesting that city maintain the confidentiality of all material in their personnel files).

308 See *Sepro Corporation v. Florida Department of Environmental Protection*, 839 So. 2d 781 (Fla. 1st DCA 2003) (private party cannot render public records exempt from disclosure merely by designating as confidential the material it furnishes to a state agency). And see *Hill v. Prudential Insurance Company of America*, 701 So. 2d 1218 (Fla. 1st DCA 1997).

309 See *Tober v. Sanchez*, 417 So. 2d 1053 (Fla. 3d DCA 1982) (officer charged with maintenance of records may not transfer actual physical custody of records to county attorney and thereby avoid compliance with request for inspection under Ch. 119).

310 *Chandler v. City of Sanford*, 121 So. 3d 657, 660 (Fla. 5th DCA 2013).

311 *Wallace v. Guzman*, 687 so. 2d 1351 (Fla. 3d DCA 1997).

312 No. 93-1701 (Fla. 2d Cir. Ct. May 19, 1994).

they could be copied for the requestor.³¹³

15. Redaction of confidential or exempt information

Section 119.07(1)(e), F.S., states that a custodian of a public record who contends that a record or part of a record is exempt from inspection must state the basis for the exemption, including the statutory citation to the exemption. Additionally, upon request, the custodian must state in writing and with particularity the reasons for the conclusion that the record is exempt or confidential.³¹⁴

However, in *City of St. Petersburg v. Romine ex rel. Dillinger*,³¹⁵ the court cautioned that the Public Records Act “may not be used in such a way to obtain information that the legislature has declared must be exempt from disclosure.” Thus, a request for agency records may not be phrased or responded to in terms of a request for the specific documents asked for and received by a law enforcement agency during the course of an active criminal investigation.³¹⁶

Where a public record contains some information which is exempt from disclosure, s. 119.07(1)(d), F.S., requires the custodian of the record to redact only that portion or portions of the record for which an exemption is asserted and to provide the remainder of the record for examination.³¹⁷

313 *And see Wisner v. City of Tampa Police Department*, 601 So. 2d 296 (Fla. 2d DCA 1992) (city may not allow private entity to maintain physical custody of public records [polygraph chart used in internal investigation] “to circumvent the public records chapter”).

314 Section 119.07(1)(f), F.S. *See Weeks v. Golden*, 764 So. 2d 633 (Fla. 1st DCA 2000).

315 719 So. 2d 19, 21 (Fla. 2d DCA 1998).

316 AGO 06-04

317 *See Ocala Star Banner Corp. v. McGhee*, 643 So. 2d 1196 (Fla. 5th DCA 1994) (city may redact confidential identifying information from police report but must produce the rest for inspection). *See also* AGO 99-52 (the fact that an agency believes that it would be impractical or burdensome to redact confidential information from its records does not excuse noncompliance with the mandates of the Public Records Act);

16. Privacy rights

It is well established in Florida that “neither a custodian of records nor a person who is the subject of a record can claim a constitutional right of privacy as a bar to requested inspection of a public record which is in the hands of a government agency.”³¹⁸

E. FEES

1. Fees for inspection of public records

Providing access to public records is a statutory duty imposed by the Legislature upon all record custodians and should not be considered a profit-making or revenue-generating operation.³¹⁹

Thus, public information must be open for inspection without charge unless otherwise expressly provided by law.³²⁰

Section 119.07(4)(d), F.S., however, authorizes the imposition of a special service charge when the nature or volume of public records to be inspected is such as to require extensive use of information technology resources, or extensive clerical or supervisory assistance, or both. The charge must be reasonable and based on the labor or computer costs actually incurred by the agency. The special service charge applies to requests for both inspection and copies of public records when extensive clerical

Florida Agency for Health Care Administration v. Zuckerman Spaeder, LLP, 221 So. 3d 1260 (Fla. 1st DCA 2017) (noting agency’s statutory duty to redact confidential information).

318 *Williams v. City of Minneola*, 575 So. 2d 683, 687 (Fla. 5th DCA). *But see Post-Newsweek Stations, Florida Inc. v. Doe*, 612 So. 2d 549 (Fla. 1992) (public’s right of access to pretrial criminal discovery materials must be balanced against a nonparty’s constitutional right to privacy).

319 AGO 85-03.

320 *See State ex rel. Davis v. McMillan*, 38 So. 666 (Fla. 1905). *See also* AGOs 84-03 and 76-34 (only those fees or charges which are authorized by statute may be imposed upon an individual seeking access to public records).

assistance is required or extensive use of information technology resources is required.³²¹

In addition, an agency may adopt a policy imposing a reasonable special service charge based on the actual labor cost for clerical personnel who are required, due to the nature or volume of a public records request, to safeguard such records from loss or destruction during their inspection.³²² In doing so, however, the county's policy should reflect no more than the actual cost of the personnel's time and be sensitive to accommodating the request in such a way as to ensure unfettered access while safeguarding the records.³²³ Moreover, it would be difficult to justify the imposition of a fee for extensive clerical or supervisory assistance if the personnel providing such assistance were simultaneously performing regular duties.³²⁴

2. Fees for copies of public records

If no fee is prescribed elsewhere in the statutes, s. 119.07(4)(a)1., F.S., authorizes the custodian to charge a fee of up to 15 cents per one-sided copy for copies that are 14 inches by 8 1/2 inches or less. An agency may charge no more than an additional 5 cents for each two-sided duplicated copy.³²⁵

A charge of up to \$1.00 per copy may be assessed for a certified copy of a public record.³²⁶

For other copies, the charge is limited to the actual cost of duplication of the record.³²⁷ The phrase "actual cost of duplication" is defined to mean "the cost of the material and supplies used to duplicate the public record, but does not

321 See *Board of County Commissioners of Highlands County v. Colby*, 976 So. 2d 31 (Fla. 2d DCA 2008).

322 AGO 00-11.

323 *Id.*

324 *Id.*

325 Section 119.07(4)(a)2., F.S.

326 Section 119.07(4)(c), F.S.

327 Section 119.07(4)(a)3., F.S.

include the labor cost and overhead cost associated with such duplication.”³²⁸ An exception, however, exists for copies of county maps or aerial photographs supplied by county constitutional officers which may include a reasonable charge for the labor and overhead associated with their duplication.³²⁹

3. Special service charge

a. Authority to impose reasonable special service charge

Section 119.07(4)(d), F.S., states that if the nature or volume of public records to be inspected or copied requires the extensive use of information technology resources or extensive clerical or supervisory assistance, or both, the agency may charge a reasonable service charge based on the cost actually incurred by the agency for such extensive use of information technology resources or personnel. When warranted, the special service charge applies to requests for both inspection and copies of public records.³³⁰

Thus, while an agency may not refuse to allow inspection or copying of public records based upon the number of records requested or the span of time which is covered by the public records request, if extensive use of information technology resources or clerical or supervisory personnel is needed in order to produce the requested records, the agency may impose a reasonable special service charge that reflects the actual costs incurred for the extensive use of such resources or personnel.³³¹

Section 119.07(4)(d), F.S., does not contain a definition of the term “extensive.” In 1991, a divided First District Court of Appeal upheld a hearing officer’s order rejecting an inmate challenge to a Department of Corrections rule that defined “extensive”

³²⁸ Section 119.011(1), F.S.

³²⁹ Section 119.07(4)(b), F.S.

³³⁰ *Board of County Commissioners of Highlands County v. Colby*, 976 So. 2d 31 (Fla. 2d DCA 2008).

³³¹ See AGOs 92-38 and 90-07.

for purposes of the special service charge to mean that it would take more than 15 minutes to locate, review for confidential information, copy and refile the requested material.³³²

Moreover, the statute mandates that the special service charge be “reasonable.” For example, in one case a court reviewed a challenge to a service charge that exceeded \$4,000 for staff time involved in responding to a public records request, and said that an “excessive charge could well serve to inhibit the pursuit of rights conferred by the Public Records Act.”³³³ Accordingly, the court required the agency to “explain in more detail the reason for the magnitude of the assessment.”³³⁴

“Information technology resources” is defined as data processing hardware and software and services, communications, supplies, personnel, facility resources, maintenance and training.³³⁵ The term does not include a videotape or a machine to view a videotape.³³⁶ The fact that the request involves the use of information technology resources is not sufficient to incur the imposition of the special service charge; rather, extensive use of such resources is required.³³⁷

b. Costs to review and redact statutorily exempt material

An agency is not ordinarily authorized to charge for the cost to

332 *Florida Institutional Legal Services, Inc. v. Florida Department of Corrections*, 579 So. 2d 267 (Fla. 1st DCA 1991). And see *Board of County Commissioners of Highlands County v. Colby*, 976 So. 2d 31 (Fla. 2d DCA 2008), approving a county’s similar formula for calculating its special service charge. However, these cases do not “require” an agency to assess the special service charge after 15 minutes of labor. For example, the Attorney General’s Office has chosen to not assess the special service charge until the time involved to produce requested public records exceeds 30 minutes.

333 *Carden v. Chief of Police*, 696 So. 2d 772, 773 (Fla. 2d DCA 1996).

334 *Id.*

335 Section 119.011(9), F.S.

336 AGO 88-23.

337 AGO 99-41.

review records for statutorily exempt material.³³⁸ However, the special service charge may be imposed for this work if the volume of records and the number of potential exemptions make review and redaction of the records a time-consuming task.³³⁹

c. Calculation of labor costs

In *Board of County Commissioners of Highlands County v. Colby*,³⁴⁰ the court concluded that an agency's charge for labor in responding to an extensive public records request could include both the salary and benefits of the personnel providing the service. However, the charge must be reasonable and based on the actual labor costs incurred by the agency.³⁴¹

The term "supervisory assistance" has not been widely interpreted. In one case, the circuit judge approved a rate based on an agency attorney's salary when the attorney was required to review exempt material in a voluminous criminal case file. The court noted that "only an attorney or paralegal" could responsibly perform this type of review because of the "complexity of the records reviewed, the various public record exemptions and possible prohibitions, and the necessary discretionary decisions to

338 AGO 84-81.

339 See *Florida Institutional Legal Services v. Florida Department of Corrections*, 579 So. 2d at 269. And see *Herskovitz v. Leon County*, No. 98-22 (Fla. 2d Cir. Ct. June 9, 1998), noting that "it would not be unreasonable in these types of cases [involving many documents and several different exemptions] to charge a reasonable special fee for the supervisory personnel necessary to properly review the materials for possible application of exemptions."

340 976 So. 2d 31 (Fla. 2d DCA 2008). See also *Trout v. Boucher*, 205 So. 3d 876 (Fla. 4th DCA 2016) (supervisor of elections not required to charge the lowest hourly rate of the employee capable of doing the work needed to comply with Trout's request to inspect ballots in accordance with s. 119.07[5], F.S., because s. 119.07[4][d] allows the agency to charge the labor cost of the personnel that is "actually incurred" by the agency where extensive assistance is required).

341 *Id.* Also, an agency is not *required* to add employee benefits to the charge; for example, as a matter of policy, the Attorney General's Office does not include employee benefits in the calculation of the special service charge.

be made with respect to potential exemptions”³⁴²

d. Authority to require deposit

Section 119.07(4)(a)1., F.S., states that the custodian of public records shall furnish a copy or a certified copy of the record “upon payment of the fee prescribed by law”³⁴³

Accordingly, an agency’s policy of requiring the payment of a deposit prior to redaction and delivery of hundreds of telephone recordings related to a criminal trial was determined to be “facially reasonable.”³⁴⁴

Similarly, another court noted that a “policy of requiring an advance deposit seems prudent given the legislature’s determination that taxpayers should not shoulder the entire expense of responding to an extensive request for public records.”³⁴⁵

An agency may refuse to produce additional records if the fees for a previous request for records have not been paid by the requestor. As stated by the court in *Lozman v. City of Riviera Beach*,³⁴⁶ s. 119.07[4], F.S., “does not require the City to do any more than what it did in this case,” i.e., require Lozman to pay the bill for the first group of records he requested before the city would make any further documents available.

³⁴² *Id.*

³⁴³ See *Wootton v. Cook*, 590 So. 2d 1039, 1040 (Fla. 1st DCA 1991), stating that if a requestor “identifies a record with sufficient specificity to permit [the agency] to identify it and forwards the appropriate fee, [the agency] must furnish by mail a copy of the record.” (e.s.)

³⁴⁴ *Morris Publishing Group, LLC v. State*, 154 So. 3d 528, 534 (Fla. 1st DCA 2015). “The reasonableness of a policy and its application – based on the facts in a particular case – guides whether an abuse of discretion is shown.” 154 So. 3d at 534.

³⁴⁵ *Board of County Commissioners of Highlands County v. Colby*, 976 So. 2d 31 (Fla. 2d DCA 2008).

³⁴⁶ 995 So. 2d 1027 (Fla. 4th DCA 2008). See also *Agency for Health Care Administration v. Zuckerman Spaeder, LLP*, 221 So. 3d 1260 (Fla. 1st DCA 2017).

4. Requests for information regarding costs to obtain public records

In order to comply with the statutory directive that an agency provide copies of public records upon payment of the statutory fee, an agency must respond to requests for information as to copying costs.³⁴⁷

Similarly, a court said that if an agency is asked for a large number of records, the fee should be communicated to the requestor before the work is undertaken.³⁴⁸ “If the agency gives the requesting party an estimate of the total charge, or the hourly rate to be applied, the party can then determine whether it appears reasonable under the circumstances.”³⁴⁹

5. Indigent requesters

Chapter 119, F.S., does not contain a provision that prohibits agencies from charging indigent persons or inmates the applicable statutory fee to obtain copies of public records.³⁵⁰

An agency, however, is not precluded from choosing to provide

347 *Wootton v. Cook*, *supra*. See also *Woodard v. State*, 885 So. 2d 444 (Fla. 4th DCA 2004), remanding a case for further proceedings where the custodian forwarded only information relating to the statutory fee schedule rather than the total cost to copy the requested records.

348 *Herskovitz v. Leon County*, No. 98-22 (Fla. 2d Cir. Ct. June 9, 1998).
349 *Id.*

350 See *Roesch v. State*, 633 So. 2d 1, 3 (Fla. 1993) (indigent inmate not entitled to receive copies of public records free of charge nor to have original state attorney files mailed to him in prison; prisoners are “in the same position as anyone else seeking public records who cannot pay” the required costs). And see *State, Department of Health and Rehabilitative Services v. Southpointe Pharmacy*, 636 So. 2d 1377, 1382n.7 (Fla. 1st DCA 1994) (indigent person “is not relieved by his indigency” from paying statutory costs to obtain public records); and *City of Miami Beach v. Public Employees Relations Commission*, 937 So. 2d 226 (Fla. 3d DCA 2006)(labor union must pay charges stipulated in Ch. 119, F.S.).

informational copies of public records without charge.³⁵¹

6. Development, travel or overhead costs

An agency should not consider the furnishing of public records to be a “revenue-generating operation.”³⁵²

The Public Records Act does not authorize the addition of overhead costs such as utilities or other office expenses to the charge for public records.³⁵³ Similarly, an agency may not charge for travel time to obtain public records stored off-premises.³⁵⁴ For example, if municipal pension records are stored in a records storage facility outside city limits, the city may not pass along to the public records requestor the costs to retrieve the records.³⁵⁵

Nor may an agency assess fees designed to recoup the original cost of developing or producing the records.³⁵⁶

Therefore, unless a specific request for copies requires extensive clerical or supervisory assistance or extensive use of information technology resources so as to trigger the special service charge authorized by s. 119.07(4)(d), F.S., an agency may charge only the actual cost of duplication for copies of computerized public records.³⁵⁷ The imposition of the service charge, however, is dependent upon the nature or volume of records requested,

351 AGO 90-81.

352 AGO 85-03. *See also* AGO 89-93 (city not authorized to sell copies of its growth management book for \$35.00 each when the actual cost to reproduce the book is \$15.10 per copy; city is limited to charging only the costs authorized by Ch. 119, F.S.).

353 AGO 99-41.

354 AGO 90-07.

355 *Inf. Op. to Sugarman, September 5, 1997. Cf. Cone & Graham, Inc. v. State*, No. 97-4047 (Fla. 2d Cir. Ct. October 7, 1997) (an agency’s decision to “archive” older e-mail messages on tapes so that they could not be retrieved or printed without a systems programmer was analogous to an agency’s decision to store records off-premises in that the agency rather than the requestor must bear the costs for retrieving the records).

356 AGO 88-23.

357 AGO 99-41.

not on the cost to either develop or maintain the records or the database system.³⁵⁸

7. Agency records held by private companies

Although an agency may contract with private companies to provide information also obtainable through the agency, it may not abdicate its duty to produce such records for inspection and copying by requiring those seeking public records to do so only through its designee and then paying whatever fee that company may establish for its services.³⁵⁹ The agency is the custodian of its public records and, upon request, must produce such records for inspection and copy such records at the statutorily prescribed fee.³⁶⁰

8. Sales tax

The sales tax imposed pursuant to s. 212.05, F.S., is not applicable to the fee charged for providing copies of records under s. 119.07, F.S.³⁶¹

9. Confidential records

Unless another fee to obtain a particular record is prescribed by law, an agency may not charge fees that exceed those in Ch. 119, F.S, when providing copies of confidential records to persons who are authorized to obtain them.³⁶²

358 *Id.*

359 AGO 02-37.

360 *Id.* Accord AGO 13-03.

361 AGO 86-83.

362 For example, AGO 03-57 advised that persons who are authorized by statute to obtain otherwise confidential autopsy photographs should be provided copies in accordance with the provisions of the Public Records Act, i.e., s. 119.07(4), F.S. The medical examiner is not authorized to charge a fee that exceeds those charges. *Id.*

10. Department of Highway Safety and Motor Vehicles crash reports

In the absence of statutory provision, the charges authorized in s. 119.07(4), F.S., govern the fees to obtain copies of crash reports from law enforcement agencies. However, there are specific statutes which apply to fees to obtain copies of reports from the *Department of Highway Safety and Motor Vehicles*.³⁶³

F. REMEDIES AND PENALTIES

1. Voluntary mediation program

Section 16.60, F.S., establishes an informal mediation program within the Office of the Attorney General as an alternative for resolution of open government disputes. For more information about the voluntary mediation program, please contact the Office of the Attorney General at the following address: The Office of the Attorney General, PL-01, The Capitol, Tallahassee, Florida 32399-1050; telephone (850)245-0140; or you may visit the Office of the Attorney General website: www.myfloridalegal.com.

2. Civil action

A person denied the right to inspect and/or copy public records under the Public Records Act may bring a civil action against the agency to enforce the terms of Ch. 119, F.S. Before filing a lawsuit, the petitioner must have furnished a public records request to the agency.³⁶⁴

Section 119.11(1), F.S., mandates that actions brought under ch.

³⁶³ Section 321.23(2)(a), F.S., provides that the fee to obtain a copy of a crash report from the department is \$10.00 per copy. A copy of a homicide report is \$25 per copy. Section 321.23(2)(b), F.S. Separate charges are provided for photographs. Section 321.23(2)(d), F.S.

³⁶⁴ *Villarreal v. State*, 687 So. 2d 256 (Fla. 1st DCA 1996)(improper to order agency to produce records before it has had an opportunity to comply).

119 are entitled to an immediate hearing and take priority over other pending cases.

Section 119.12, F.S., provides authority for an award of attorney fees and reasonable costs in civil actions filed to enforce the provisions of the Public Records Act, provided that certain conditions are met.³⁶⁵

3. Criminal penalties

Section 119.10(1)(b), F.S., states that a public officer who *knowingly* violates the provisions of s. 119.07(1), F.S., is subject to suspension and removal or impeachment and commits a misdemeanor of the first degree, punishable by possible criminal penalties of one year in prison, or \$1,000 fine, or both.

Section 119.10(1)(a), F.S., provides that a violation of any provision of Ch. 119, F.S., by a public officer is a noncriminal infraction, punishable by fine not exceeding \$500.³⁶⁶

G. MAINTENANCE, STORAGE AND RETENTION REQUIREMENTS

1. Maintenance and storage of records

All public records should be kept in the buildings in which they are ordinarily used.³⁶⁷ Moreover, insofar as practicable, a custodian of public records of vital, permanent, or archival records shall keep them in fireproof and waterproof safes, vaults, or rooms fitted with noncombustible materials and in such

³⁶⁵ See ss. 119.12(1)(2) and (3), F.S.

³⁶⁶ Cf. s. 838.022(1)(b), F.S. (unlawful for a public servant or public contractor, to knowingly and intentionally obtain a benefit for any person or to cause unlawful harm to another, by concealing, covering up, destroying, mutilating, or altering any official record or official document, except as authorized by law or contract, or causing another person to perform such an act).

³⁶⁷ Section 119.021(1)(a), F.S.

arrangement as to be easily accessible for convenient use.³⁶⁸

Records that are in need of repair, restoration, or rebinding may be authorized by the head of the governmental entity to be removed from the building or office in which such records are ordinarily kept for the length of time required to repair, restore, or rebind them.³⁶⁹

Thus, as a general rule, public records may not routinely be removed from the building or office in which such records are ordinarily kept except for official purposes.³⁷⁰ The retention of such records in the home of a public official would appear to circumvent the public access requirements of the Public Records Act and compromise the rights of the public to inspect and copy such records.³⁷¹

2. Delivery of records to successor

Section 119.021(4)(a), F.S., provides that whoever has custody of public records shall deliver such records to his or her successor at the expiration of his or her term of office or, if there is no successor, to the records and information management program of the Division of Library and Information Services of the Department of State.³⁷²

368 Section 119.021(1)(b), F.S.

369 Section 119.021(1)(c), F.S.

370 AGO 93-16.

371 *Id.* And see AGO 04-43 (mail addressed to city officials at City Hall and received at City Hall should not be forwarded unopened to the private residences of the officials, but rather the original or a copy of the mail that constitutes a public record should be maintained at city offices); and AGO 07-14 (“Although the Public Records Law does not prescribe a location at which public records must be maintained, it does suggest that such records be kept where they are ordinarily used”).

372 See *Maxwell v. Pine Gas Corporation*, 195 So. 2d 602 (Fla. 4th DCA 1967) (state, county, and municipal records are not the personal property of a public officer); and AGO 98-59 (records in the files of the former city attorney which were made or received in carrying out her duties as city attorney and which communicate, perpetuate, or formalize knowledge constitute public records and are required to be turned over

3. Retention and disposal of records

a. Retention schedules for public records

Section 119.021(2)(a), F.S. requires the Division of Library and Information Services (division) of the Department of State to adopt rules establishing retention schedules and a disposal process for public records. Each agency must comply with these rules.³⁷³

Section 257.36(6), F.S., states that a “public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division.” Thus, for example, a municipality may not remove and destroy disciplinary notices, with or without the employee’s consent, during the course of resolving collective bargaining grievances, except in accordance with the statutory restrictions on disposal of records.³⁷⁴

b. Exempt records

The statutory restrictions on destruction of public records apply even if the record is exempt from disclosure. For example, in AGO 81-12, the Attorney General’s Office concluded that the City of Hollywood could not destroy or dispose of licensure, certification, or employment examination question and answer sheets except as authorized by statute. An exemption only removes the records from public access requirements, it does not exempt the records from the other provisions of Ch. 119, F.S., such as those requiring that public records be kept in a safe place or those regulating the destruction of public records.³⁷⁵

to her successor).

373 Section 119.021(2)(b), F.S. *See generally* Chs. 1B-24 and 1B-26, Florida Administrative Code.

374 AGO 94-75. *See also* AGOs 09-19 (city must follow public records retention schedules established by law for information on its Facebook page which constitutes a public record); 96-34 (e-mail messages are subject to statutory limitations on destruction of public records).

375 AGO 93-86. *See* s. 119.021, F.S.

Moreover, if an assertion is made by the custodian that a requested record is not a public record subject to public inspection or copying, the requested record may not be disposed of for a period of 30 days after the date on which a written request to inspect or copy the record was made to the custodian; if a civil action is instituted within the 30-day period to enforce the provisions of this section with respect to the requested record, the custodian may not dispose of the record except by order of a court of competent jurisdiction after notice to all affected parties.³⁷⁶

c. Evidence obtained by law enforcement agencies

Documentary evidence obtained by a police department is a public record subject to retention schedules approved by the division.³⁷⁷

However, “the disposition of evidence not constituting a public record within the meaning of Chapter 119, Florida Statutes, would appear to be dependent upon an agency’s determination that it is no longer needed.”³⁷⁸

d. Duplicate records

Section 257.36(6), F.S., requires the division to adopt rules which among other things, establish “[s]tandards for the reproduction of records for security or with a view to the disposal of the original record.” An agency that designates an electronic or microfilmed copy as the record (master) copy may then designate the paper original as a duplicate and dispose of it in accordance with the retention schedule for duplicates in the applicable retention schedule unless another law, rule, or ordinance specifically requires its retention.³⁷⁹

³⁷⁶ Section 119.07(1)(h), F.S.

³⁷⁷ AGO 04-51. *Accord* Inf. Op. to Blair, August 24, 2011 (evidence that constitutes a public record may be destroyed only in accordance with retention schedules established by the division and noting that the division has adopted a General Records Schedule GS2 for law enforcement agencies).

³⁷⁸ Inf. Op. to Blair, August 24, 2011.

³⁷⁹ AGO 18-04.

ADDITIONAL RESOURCES

1. Florida Statutes

To access the Florida Statutes, visit

www.leg.state.fl.us

2. Records Retention

The Department of State, Bureau of Archives and Records Management maintains records retention schedules. To access the records retention schedules, visit:

www.dos.myflorida.com/library-archives/records-management

Telephone number for questions about records retention and disposition:

850-245-6750

Email address for questions:

recmagt@dos.myflorida.com

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55.1 Mobile Video / Audio Recording Equipment

POLICY: Mobile Video and Audio Recording equipment has been demonstrated to be of value in the prosecution of traffic violations, criminal offenses, and training. In order to maximize the utility of this equipment in these and related areas, officers shall comply with this policy. Non-compliance with this policy will be subject to review, corrective action and or disciplinary action. Except in circumstances of immediate threat to public or officer safety. The safety of the public and the officer will always be paramount in all instances.

SCOPE: These procedures shall apply to all Marianna Police Department personnel.

DEFINITIONS:

Body Worn Camera (BWC): Is the audio and color video camera equipped with a spring loaded clip to attach to the uniform.

Digital Video Software (DVS): Is the in house download and storage software. The digital recordings are accessible to authorized personnel based upon a security clearance protocol. The system also maintains a log of user activity.

Evidentiary Value: Digital media that contains any evidence of a possible or actual civil or criminal matter, which can be used in a court of law.

Fleet Manager: The departments Lieutenant in charge of the vehicle fleet.

Mobile Video Recorder (MVR): Audio/video recording equipment designed for fixed installation in patrol vehicles or body worn portable recording devices.

Personal Mobile Video Recorder (PMVR): Audio/video recording equipment personally owned by an employee of the agency designed to record Video and/or audio.

Non-Evidentiary Value: A video or dvd/cd that contains events to be used for Administrative purposes, training, or noncriminal events.

System Administrator: The departments Patrol Lieutenant will act as the System Administrator and will oversee the MVR/BWC server operation.

I. PROGRAM OBJECTIVES

This agency has adopted the use of mobile video /audio recording systems in order to accomplish several objectives, to include:

- A. Accurate documentation of events, actions, conditions and statements made during arrests and critical incidents, so as to enhance officer reports, collection of evidence and courtroom testimony.

B. The enhancement of this agencies ability to review probable cause for arrest, arrest procedures, officer and citizen interaction, evidence for investigative purposes, general quality control and for officer training.

II. VEHICLE MOUNTED MVR OPERATING PROCEDURES

A. All officers whose vehicles are equipped with MVR devices and who are trained in the operation of such devices, shall ensure that the video and audio recording function remains on at all times during the following circumstances involving citizen contacts:

1. Stop and arrest of a suspect.
2. All pedestrian, bicycle, and vehicle traffic stops, including field sobriety.
3. Pursuits.
4. Investigative stops/field interviews.
5. Transportation of any individuals in the police vehicle to final destination.

Officers may record other events at their discretion where they believe it would further the police mission. All officers who arrive on the scene of an incident listed in section "A" above will begin a video and audio recording of the event upon their arrival.

B. Personal Mobile Video Recorder (PMVR): Personal mobile video recorders are prohibited.

C. Prohibitions: Officers shall not:

1. Disengage, interrupt, or mute an audio/video recording at any time during interaction with the public. This includes prohibition of the practice of placing a hand over the recording microphone during the encounter.
2. Destroy video.
3. Tamper with the MVR, its wiring or audio equipment.
4. Covertly record any person in contradiction with or in violation of Florida wiretapping laws, as outlined in F.S.S. 934.03. In addition to subjecting the officer to criminal prosecution, violating the Florida wiretapping law can expose the officer to a civil lawsuit for damages by an injured party.

Violation of this policy may result in disciplinary action.

- D. Equipment Check: Officers must inspect and functionally check the MVR equipment in their assigned vehicle at the beginning of each shift. The functional check shall include audio as well as front and rear facing video and the setup of the MVR for recording. The appropriate digital media, if applicable, shall be loaded in the system and a brief recording shall be made as a final check of the mobile video system to include properly setting/checking the correct time and date. The officer shall then review the test recording to ensure the equipment is functioning properly. If the audio recording function is inoperable the officer shall still utilize the MVR for video purposes.
- E. Activation: The MVR equipment used by the department is installed and designed to activate automatically when the patrol vehicle's emergency lights are in operation. The video system may be activated in one of three ways:
1. When the patrol vehicle's emergency lights are activated.
 2. Manually by pushing the "Record" button on the remote control.
 3. Remotely by pressing or sliding the button on the wireless microphone transmitter.

The MVR continuously captures a "pre-event" of 1minute prior to activation of the camera. If an officer witnesses an event – such as a crash, he/she should manually activate the MVR in order to record the 1minute of "pre-event".

- F. Deactivation: Recording can only be stopped by manually pressing the "Stop" button on the control panel or the remote control after the incident has concluded.
- G. Initial Probable Cause Indicators: When an officer observes an indicator of improper driving or suspicious behavior and the officer has made the decision to initiate a motor vehicle stop, investigative stop or citizen contact, the officer will turn on the MVR and microphone and announce their initial observations. This will continue through the entire MVR process including the initial contact and interview, field sobriety testing, arrest, search and transportation.
- H. Traffic Violators: The officer should verbalize for the MVR any traffic violations or instances of improper driving that are occurring (as they occur) as well as:
1. The location of the stop
 2. The make, model and color of vehicle
 3. The vehicles tag number
 4. The number and description of the occupants
 5. Officers should never follow a suspected impaired driver longer than needed to establish reasonable suspicion for the traffic stop. All indicators of intoxication should be articulated for the mobile video recording.

I. Position of Vehicles: When possible and without compromising officer safety the officer's vehicle should be approximately two car lengths behind the suspect's vehicle in order to create a proper arena of performance/interview.

J. Optimum Lighting: Street lighting at night should be used whenever possible. Low beam headlights should be used. If the patrol vehicle is equipped with take down lights or floodlights, they should be used. High beam headlights and spotlights should only be used when needed for officer safety. Wigwag headlights should not be used during mobile video recording if possible. Front overhead lights should be turned off during field sobriety exercises, leaving the rear lights activated for suspect and officer safety.

K. Field Sobriety Exercise: Once the officer activates the MVR, the system will continue to record through the entire arrest and transportation of the suspect. The officer has no obligation to advise the suspect that he/she is being audio and video recorded. The officer will articulate reasonable suspicion and probable cause as it develops and articulate all indicators that are used by the officer to determine that the suspect is impaired. The officer will remove the suspect from the suspect's vehicle and lead him/her to the right rear of that vehicle, having the suspect face the patrol unit. The officer should stand at a 45-degree angle in order to observe the suspect as well as any other occupants in the vehicle and to monitor traffic. If a field sobriety exercise is to be performed, it will be completed in view of the MVR.

L. Search: When the officer has made the determination to arrest, the arrest should take place in view of the MVR when possible. The suspect will be handcuffed and searched pursuant to policy. Searches of both the suspect and the suspect's vehicle should be both audio and video recorded, with the officer describing for the MVR what evidence is found and where the item was located in the suspect's vehicle.

M. Transportation of the Prisoner: The officer will leave the MVR operational and activated while transporting the suspect to the incarceration facility, and will ensure both audio and video system privacy functions are enabled to prevent suspect(s) from overhearing officer communications. If the vehicle is equipped with a rear seat camera, the record function of that camera shall be activated while the prisoner is in the vehicle.

N. At no time should members disregard officer safety for the purpose of being in a position for recording.

O. Officers will document recorded incidents in arrest or related reports.

III. BODY WORN MVR OPERATING PROCEDURES

A. Officers shall activate their BWC units to record during all official police duties/actions and calls for service. Examples include, but are not limited to, the Following:

1. Citizen encounters related to an official police duty/action
2. Enforcement/arrest actions.
3. Dispatched calls for service.
4. Self-initiated contacts/activities where reasonable suspicion and/or probable cause exist that a crime is being committed, has been committed, or is about to be committed, or that evidence of a crime is present.
5. Traffic stops.
6. Crashes involving police vehicles.
7. Tactical activities such as structure searches, searches for suspects, pursuits, and building alarms.

All officers who arrive on the scene of an incident listed above will begin a video and audio recording of the event upon their arrival. Cameras shall be deactivated only at the conclusion of the event. If a camera is deactivated during any citizen contact the officer shall document on camera the date, time and reason for the deactivation. If the officer does not state the required information on camera they shall enter the date, time and reason for deactivation in the incident notes.

B. Discretion: Body-worn cameras can have implications in terms of privacy when it comes to recording nudity, victim interviews, particularly in situations involving abuse and rape, recording inside people's homes and other sensitive matters. Officers should be aware of privacy concerns and should use their discretion whether to record in these circumstances. Officers should use their discretion in cases in which persons are unwilling to share information about a crime if they are being recorded. Consideration should be given to whether obtaining the information outweighs the potential evidentiary value of capturing the statement on video.

C. Prohibitions: Personnel shall not:

1. Destroy video.
2. Tamper with the Body Cam, its wiring or audio equipment.
3. Record personal activity.
4. Intentionally or willingly record undercover officers, confidential informants, or other sources of confidential information.

5. Intentionally record conversations of fellow employees without their knowledge during routine, non-enforcement related activities.
6. Covertly record any person in contradiction with or in violation of Florida wiretapping laws, as outlined in F.S.S. 934.03. In addition to subjecting yourself to criminal prosecution, violating the Florida wiretapping law can expose you to a civil lawsuit for damages by an injured party.
7. Covertly record any person in contradiction with or in violation of Florida wiretapping laws, as outlined in F.S.S. 934.03. In addition to subjecting yourself to criminal prosecution, violating the Florida wiretapping law can expose you to a civil lawsuit for damages by an injured party.

Violation of this policy may result in disciplinary action.

- D. Initial Probable Cause Indicators: When an officer observes an indicator of improper driving or suspicious behavior and the officer has made the decision to initiate a motor vehicle stop, investigative stop or citizen contact, the officer will turn on the Body Cam and announce their initial observations. This will continue through the entire Body Cam process including the initial contact and interview, field sobriety testing, arrest, search and transportation.
- E. Traffic Violators: The officer should verbalize for the Body Cam any traffic violations or instances of improper driving that are occurring (as they occur) as well as:
 1. The location of the stop
 2. The make, model and color of vehicle
 3. The vehicles tag number
 4. The number and description of the occupants
 5. Officers should never follow a suspected impaired driver longer than needed to establish reasonable suspicion for the traffic stop. All indicators of intoxication should be articulated for the mobile video recording.
- F. Field Sobriety Exercise: Once the officer activates the Body Cam, the system will continue to record through the entire arrest and transportation of the suspect. The officer has no obligation to advise the suspect that he/she is being audio and video recorded. The officer will articulate reasonable suspicion and probable cause as it develops and articulate all indicators that are used by the officer to determine that the suspect is impaired.

G. At no time should members disregard officer safety for recording purposes.

H. Officers will document recorded incidents in arrest or related reports.

IV. SECURITY/TRANSFER OF RECORDED VIDEO FILES

A. The officer's will download to the MVR/BWC network server at the end of their shift if there were any incidents recorded by the MVR/BWC.

B. If there are recorded incident(s) or arrest(s) that have any evidentiary value, the officer shall transfer the recording to the MVR/BWC server as soon as possible once the incident is completed, or at least by the end of the shift. The officer will then transfer the video to a DVD and submit it as evidence as the original copy. The officer will follow evidence packaging guidelines.

C. Due to the need for file security, it is not possible to manually delete files once they have been recorded. The only way to free up space for additional recordings is to perform a successful file transfer.

D. Once connected to the computer/ BWC camera download bank and the login to the Digital Video System is successful, the data transfer is fully automatic and will transfer files at the rate dependent on the amount of video recorded.

E. Once the transfer is complete, the MVR/BWC system resets itself for normal operation.

F. Under no circumstances will any officer erase, attempt to erase, alter, deface or destroy any digital recording, whether evidentiary or non-evidentiary. Officers will be held to a high degree of accountability for the security, processing, care, and maintenance of all agency recordings.

V. RETENTION OF RECORDED VIDEO FILES

- A. All imagery recorded by a MVR/BWC shall be retained according to the guidelines established in the Florida Law Enforcement General Records Schedule.
- B. Video related to an investigation shall be treated as evidence and therefore its collection, chain of custody, storage, distribution, and disposal will be processed in accordance with internal Department policies.
- C. If other law enforcement agencies were involved with the Department in a joint operational investigation, the agencies shall be contacted prior to the destruction of the recordings to ensure that they do not need the recording(s).
- D. MVR/BWC file access shall be periodically audited by the MVR/BWC administrator to ensure that only authorized users are accessing the data for legitimate purposes.
- E. MVR/BWC files shall be securely stored in accordance with state records retention laws and no longer than useful for purposes of training or use in an investigation.

VI. VIDEO EVIDENCE DISSEMINATION

- A. Dissemination of video or audio outside the Marianna Police Department will be in accordance with Florida Public Record laws section 119 Florida Statutes.
- B. MVR/BWC Operators will not make copies of any recordings for their personnel use and are prohibited from using a recording device (such a phone camera or secondary video camera) to record media captured from the MVR/BWC systems.

VII. SUPERVISOR RESPONSIBILITY

- A. Supervisors will ensure officers utilize MVR/BWC's according to policy guidelines.

- B. If a citizen complaint or criminal complaint is associated with a recorded event, the immediate supervisor shall request the MVR/BWC administrator flag the video for retention and document the action in the complaint paperwork. The retention shall be indefinite until a disposition is determined for the case.

- C. Should the need arise, the administrator will notify the administrative assistant of the flagged video so that a copy of the video can be made and it can be placed within the incident/arrest file.

- D. A supervisor investigating any inquiry may view MVR/BWC files relevant to their investigation.

45.0 USE OF FORCE, DEADLY AND NON-LETHAL WEAPONS

45.1 POLICY

Chapter 776, Florida Statutes, governs all use of force by criminal justice officers.

All members of the Marianna Police Department shall use only that amount of force necessary to make an arrest.

The “totality of the circumstances” will be considered in determining whether the use of force was objectively reasonable and therefore legally justified.

45.2 SCOPE

This policy shall apply to all full and part-time certified members of the Marianna Police Department. Members of the Police Department that are temporarily assigned to, or assisting other agencies are also guided by this policy.

45.3 DEFINITIONS

A. Active Resistance

A subject’s use of physically evasive movements directed Towards an officer, such as bracing, tensing, pushing or pulling to Prevent the officer from establishing control over the subject.

B. Aggressive Resistance

A subject’s attacking movements toward an officer that may Cause injury but are not likely to cause death or great bodily harm to the officer or others.

C. Cover Officer

An Officer armed with a firearm loaded with conventional ammunition who is responsible for the protection of the deploying Officer.

D. Deadly Force

Force that is likely to cause death or great bodily harm.

E. Deadly Force Resistance

A subject’s hostile, attacking movements, with or without a weapon, that create a reasonable perception by the officer that the subject intends to cause, or has the capability of causing death or great bodily harm to the officer or others.

F. Deploying Officer

An Officer who is trained and certified in the use of specialty Impact munitions and has been designated to deploy such munitions.

G. Officer

An FDLE certified, sworn law enforcement officer employed by Marianna Police Department as a sworn law enforcement officer.

H. Electronic Control Device (ECD)

Electronic control device, also referred to as a dart-firing Stun gun, is a device that is designed to disrupt a subject's central nervous system by means of deploying battery-powered electrical energy sufficient to cause uncontrolled muscle contractions and override an individual's voluntary motor responses.

I. Impact Projectiles

Flexible or non-flexible, solid or semi-solid, or aggregate-solid kinetic energy impact projectiles. They are used as dynamic, high energy, single target rounds which are intended to deter, distract, or incapacitate a subject with less potential for causing death or serious physical injury, when compared to conventional projectiles.

K. Limited Capability Handgun

1. A handgun of limited capability is any other small caliber firearm that a sworn law enforcement officer wishes to carry concealed on his/her person, and is to be used in only the most desperate situations.
2. Firearms of limited capability are only intended for use as a last line of personal defense.
3. Firearms of limited capability are not a substitute for either a primary or secondary handgun when initiating law enforcement actions

L. Non-Lethal Device

A device that is not designed to cause death or great bodily harm. Examples include; electronic control device, expandable batons, flashlights and chemical sprays.

M. Passive Resistance

A subject's verbal and/or physical refusal to comply with an officer's lawful direction, causing the officer to use physical techniques to establish control.

N. Patrol Rifle

An rifle authorized by the Chief and not capable of automatic fire. The rifle must have iron sights, and may be equipped with close quarter optics and a tactical light.

O. Primary Handgun

1. A handgun that meets the minimum calibers of .380, .38,

.357, 9mm or larger caliber handgun that is either issued or approved by the Police Department as the Officer's primary handgun.

2. Primary handguns are authorized for use when undertaking a law enforcement action.

P. Proficiency

A member achieves a passing score on an approved firearm qualification course conducted by a qualified instructor.

Q. Range Master

1. The designated range master serves as the safety officer and is responsible for scheduling and overseeing activities at the range.
2. The range master also approves and assigns the duties of range officers.

R. Secondary Handgun (Off-Duty or Backup)

1. A handgun that meets the minimum calibers of .380, .38, .357 9mm or larger caliber.
2. A member must successfully qualify using the Marianna Police Department approved course for carrying the primary handgun.
3. Secondary handguns are authorized for use when undertaking a law enforcement action.

S. Shotgun

A 12 gauge pump-action or semi-automatic may be issued or approved by the Police Department. It may be fitted with an approved sling or strap suitable for tactical use.

T. Special Weapons

Special weapons are any other firearms and the related ammunition, munitions or projectiles issued directly to, and approved for, specific members of specialized units of the Police Department.

45.4 USE OF FORCE GUIDELINES

An officer's reasons for using force must be consistent with constitutional and statutory law, as well as agency policy and training guidelines.

A. Objective Reasonableness

1. The "totality of circumstances" refers to all facts and circumstances known to the officer at the time, or reasonably perceived by the officer as a basis for

the use of force decision.

2. Appropriate force is the amount of force reasonably necessary to make an arrest or overcome resistance. This is called objective reasonableness.
3. The reasonableness of a particular use of force must be judged from the perspective of how a reasonable officer on the scene would respond.

B. Levels of Force

1. Force decisions may escalate and de-escalate rapidly in relation to the perceived threat. An officer's goal is to achieve subject compliance.
2. Compliance is the verbal and/or physical yielding to an officer's authority without apparent threat of resistance or violence.

C. Escalation, De-Escalation and Disengagement

These three actions are important concepts in making a legal, tactically sound, reasonable response to resistance.

1. Escalation is increasing the use of force or resistance.
 - a. Officers are legally permitted to escalate their use of force as the subject escalates his or her level of resistance.
 - b. The officer's choices are determined by the subject's actions and the risk of physical harm posed to the officer or others.
2. De-escalation is decreasing the use of force or resistance.
 - a. Once the officer achieves control or compliance, he or she must de-escalate the use of force.
3. Disengagement is discontinuing a command or physical use of force.
 - a. Under certain circumstances, disengagement may be the best tactical option. Examples include; the officer waiting for a backup, when the officer is injured or outnumbered, or when the suspect has superior firepower.

D. Situational Factors

Situational factors to consider in the "totality of circumstances" when using force include, but are not limited to:

1. Severity of the Crime.
2. Subject is an immediate threat.
3. Subject's mental or psychiatric history, if known to the officer.
4. Subject's violent history, if known to the officer.
5. Subject's access to weapons.
6. Innocent bystanders who could be harmed.
7. Number of subjects versus number of officers.
8. Subject's size, age, weight and physical condition.
9. Officer's size, age, weight, physical condition and defensive tactics expertise.
10. Environmental factors, such as terrain, weather conditions, etc.

45.6 SUBJECT RESISTANCE LEVELS

CJSTC and the Marianna Police Department recognize the following four levels of subject resistance.

A. Passive Resistance

A subject's verbal and/or physical refusal to comply with an officer's lawful direction, causing the officer to use physical techniques to establish control. Some examples include the following:

1. The subject refuses to move at the officer's direction.
2. The subject peacefully protests at a political event in a public location.
3. The subject refuses to take his hands out of his pockets or from behind his back.

B. Active Resistance

A subject's use of physically evasive movements directed toward the officer, such as bracing, tensing, pushing or pulling to prevent the officer from establishing control over the subject.

Some examples include the following:

1. The subject anchors himself/herself to a person or object to prevent himself from being removed.
2. The subject braces or pulls away from the officer when the officer grips the subject's arm.

3. The subject attempts to run when the officer touches or attempts to grab the subject's arm or shoulder.
4. The subject refuses to cease a disruptive behavior in a correctional setting.

C. Aggressive Resistance

A subject's attacking movements toward an officer that may cause injury but are not likely to cause death or great bodily harm to the officer or others. Some examples include the following:

1. The subject balls up his/her fist and approaches the officer.
2. The subject pushes the officer back as the officer tries to take the subject into custody.
3. The subject grabs any part of the officer's body.

D. Deadly Force Resistance

A subject's hostile, attacking movements with or without a weapon that create a reasonable perception by the officer that the subject intends to cause, and has the capability of causing, death or great bodily harm to the officer or others.

Some examples of deadly force resistance include, but are not limited to, the following;

1. A subject refuses to drop a knife when ordered to by the officer and moves toward the officer.
2. A subject shoots or points a gun at an officer or another person.
3. A subject tries to strike an officer with a vehicle.
4. A subject employs devices that would render an officer unable to defend him/herself, such as OC spray or an ECD.

45.7 OFFICER RESPONSE OPTIONS

Members should always try to resolve a situation with the least amount of force necessary. Command presence and verbal communication often will defuse many volatile situations. Sometimes these are not enough, or members may not have an opportunity to use them.

Members need not apply force in gradually increasing steps in order to justify physical control or even deadly force. Instead, Officers need to respond with all the force reasonably necessary for the circumstances in each situation.

A. Physical Control

Achieving compliance or custody through the use of empty-hand or leverage-enhanced techniques, such as pain compliance, transporters, restraint devices, takedowns and striking techniques.

B. Non-Lethal Device

A device that is not designed to cause death or great bodily harm. Some examples of non-lethal devices include; electronic control devices (ECD), dart firing stun guns, expandable batons, flashlights and chemical sprays.

C. Deadly Force

1. Force that is likely to cause death or great bodily harm. Some examples include; use of a firearm, eye gouges, empty-hand strikes to the throat, impact-weapon strikes to the side of the neck and head, choking or neck restraints and impact with a vehicle or vehicle maneuver.
2. Use of deadly force may be an officer's first and only appropriate response to a perceived threat. Deadly force does not necessarily mean that someone died from the force used. It can cause great bodily harm or no harm at all.
3. The Officer must base his or her decision to use deadly force as a defensive tactic on a clear, reasonable belief that he or she, a fellow officer, or another person faces imminent danger of death or great bodily harm.

D. Factors for Deciding the Use of Deadly Force

Members use three criteria for making deadly force decisions: ability, opportunity and intent.

1. Ability

Refers to the subject having the means to carry out his or her intent to cause death or great bodily harm.

- a. An Officer must determine whether the subject has the necessary means to cause death or great bodily harm to the officer or others.
- b. A weapon is not required; a subject must only have the apparent ability to carry out his intentions.

2. Opportunity

The subject is capable of carrying out an intention to cause death or great bodily harm to the officer or

- others. The subject's weapon often determines opportunity.
3. Intent
A reasonably perceived imminent threat to an officer or another person based on the subject's actions, behavior, words or other indicators. It is a perception derived from the "totality of circumstances."

45.8 MEDICAL CONSIDERATIONS

- A. An officer using any degree of force on a subject shall make medical treatment available to that subject when:
 1. The subject requires medical treatment.
 2. The subject complains of injury or continued pain.
 3. An officer observes or suspects injury to the subject.
 4. The subject does not substantially recover from the affects of an aerosol subject restraint within the expected period of time.
 5. Directed by a supervisor or acting supervisor.
- B. Officers that provide a subject with medical treatment shall document the same, along with the nature of the injury or complaint of injury, in the incident report and the Use of Force form.
- C. Officers that provide a subject with medical treatment shall, while at the medical facility, notify the on-duty or acting supervisor of the incident and injuries sustained as a result of the incident.

45.9 PROHIBITED USES OF DEADLY FORCE

- A. Deadly force is not authorized under the following Circumstances:
 1. When it appears that an innocent person may be injured.
 2. To shoot at a moving vehicle, except as a "last resort," as defined in this directive.
 3. To shoot from a moving vehicle, except as a "last resort," as defined in this directive.
 4. Solely because a subject fails to stop for a blockade or obey a command to stop.
 5. To fire warning shots
 6. Neck Restraints:
 - a. An intentional physical application of pressure

to the neck of a non-compliant person by choking, or using any object, such as a strap, rope or flashlight.

- b. The use of neck restraints are not authorized, except as a last resort in a deadly force encounter.