Florida law protects certain personal information for employees in designated positions, as listed below. To protect COM employees as provided by Florida law, we ask that you provide information relevant to exempted position designations.

If you previously held an exempt position, the following information is exempt from a public records request:

* home address,
* mailing address,
* temporary address,
* personal telephone number(s) and
* date of birth (except for tax collectors).

If you are the spouse or child of someone currently or previously in an exempt position, the following information is exempt from a public records request:

* home address,
* mailing address,
* temporary address,
* personal telephone number(s),
* work location address,
* work mailing address and
* date of birth (except for spouses and children of tax collectors).

COM employees’ Social Security numbers and medical information are always protected from disclosure stemming from a public records request.

By completing the attached questionnaire, you can easily determine if any of the exemptions apply to you. If you have previously completed the questionnaire and there are no changes in the requested information, you do NOT have to complete a new form.

If you have not previously completed a questionnaire or if there have been changes in your status since you last completed the form, please complete, sign, date and return this form to the COM Human Resources Office. You may submit the form in the following ways:

* Scanning and emailing it as an attachment to COM’s Director of Human Resources;
* Hand delivering or sending it by interoffice mail or U.S. mail to the following address:

COM Human Resources

107 East Madison Street

Tallahassee, FL 32399

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Questions** | **Yes** | **No** |
| 1 | Are you ***currently or have you ever been*** a sworn or civilian law enforcement employee, including a correctional officer or a correctional probation officer? |  |  |
|  | Are you the spouse or child of the above? |  |  |
| 2 | Are you ***currently or have you ever been*** a juvenile probation officer, juvenile probation supervisor, detention superintendent, assistant detention superintendent, juvenile justice detention officer I or II, juvenile justice detention officer supervisor, juvenile justice residential officer, juvenile justice residential officer supervisor I or II, juvenile justice counselor, juvenile justice counselor supervisor, human services counselor administrator, senior human services counselor administrator, rehabilitation therapist or social services counselor of the Department of Juvenile Justice? |  |  |
|  | Are you the spouse or child of the above? |  |  |
| 3 | Are you ***currently or have you ever been*** an employee of the Department of Children and Family Services ***whose duties include*** the investigation of abuse, neglect, exploitation, fraud, theft or other criminal activities? |  |  |
|  | Are you the spouse or child of the above? |  |  |
| 4 | Are you ***currently or have you ever been*** an employee of the Department of Health ***whose duties are to support*** the investigation of child abuse or neglect? |  |  |
|  | Are you the spouse or child of the above? |  |  |
| 5 | Are you ***currently or have you ever been*** an employee of the Department of Health ***whose duties include, or result in***, the determination or adjudication of eligibility for Social Security disability benefits, the investigation or prosecution of complaints filed against health care practitioners or the inspection of health care practitioners or health care facilities licensed by the Department of Health, and have you made reasonable efforts to protect your exempt personal information from being publicly accessible? |  |  |
|  | Are you the spouse or child of the above, and have you made reasonable efforts to protect your exempt personal information from being publicly accessible? |  |  |
| 6 | Are you ***currently or have you ever been*** an investigator or inspector of the Department of Business and Professional Regulation, and have you made reasonable efforts to protect your exempt personal information from being publicly accessible? |  |  |
|  | Are you the spouse or child of the above, and have you made reasonable efforts to protect your exempt personal information from being publicly accessible? |  |  |
| 7 | Are you ***currently or have you ever been*** an employee of the Department of Revenue or local governments ***whose responsibilities include*** revenue collection and enforcement or child support enforcement? |  |  |
|  | Are you the spouse or child of the above? |  |  |
| 8 | Are you a county tax collector, and have you made reasonable efforts to protect your exempt personal information from being publicly accessible? |  |  |
|  | Are you the spouse or child of the above, and have you made reasonable efforts to protect your exempt personal information from being publicly accessible? |  |  |
| 9 | Are you a firefighter certified in compliance with Florida Statutes 633.408? |  |  |
|  | Are you the spouse or child of the above? |  |  |
| 10 | Are you ***currently or have you ever been*** a human resource, labor relations or employee relations director, assistant director, manager or assistant manager ***of any local government agency or water management district whose duties include*** hiring and firing employees, labor contract negotiation, administration or other personnel-related duties? |  |  |
|  | Are you the spouse or child of the above? |  |  |
| 11 | Are you ***currently or have you ever been*** a code enforcement officer? |  |  |
|  | Are you the spouse or child of the above? |  |  |
| 12 | Are you ***currently or have you ever been*** a justice of the Supreme Court, district court of appeal judge, circuit court judge or county court judge? |  |  |
|  | Are you the spouse or child of the above? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Questions** | **Yes** | **No** |
| 13 | Are you ***currently or have you ever been*** a state attorney, assistant state attorney, statewide prosecutor or assistant statewide prosecutor? |  |  |
|  | Are you the spouse or child of the above? |  |  |
| 14 | Are you ***currently or have you ever been*** a public defender, assistant public defender, criminal conflict or civil regional counsel or assistant criminal conflict or civil regional counsel? |  |  |
|  | Are you the spouse or child of the above? |  |  |
| 15 | Are you ***currently or have you ever been*** a United States attorney or assistant United States attorney? |  |  |
|  | Are you the spouse or child of the above? |  |  |
| 16 | Are you ***currently or have you ever been*** a judge of the United States Courts of Appeal, a United States district judge or a United States magistrate judge? |  |  |
|  | Are you the spouse or child of the above? |  |  |
| 17 | Are you ***currently or have you ever been*** a general magistrate, special magistrate, judge of compensation claims, administrative law judge of the Division of Administrative Hearings or child support enforcement hearing officer, and have you made reasonable efforts to protect your exempt personal information from being publicly accessible? |  |  |
|  | Are you the spouse or child of the above, and have you and have you made reasonable efforts to protect your exempt personal information from being publicly accessible? |  |  |
| 18 | Are you a ***current or former member*** of the United States Armed Forces, of a reserve component of the United Stated Armed Forces or of the National Guard who served after September 11, 2001? |  |  |
|  | Are you the spouse or ***dependent*** of the above? |  |  |
| 19 | Are you ***currently or have you ever been*** employed in an agency’s office of the inspector general or internal audit department ***whose duties include*** investigating waste, fraud, abuse, theft, exploitation or other potentially criminal activities that could lead to criminal prosecution or administrative discipline, and have you made reasonable efforts to protect your exempt personal information from being publicly accessible? |  |  |
|  | Are you the spouse or child of the above, and have you made reasonable efforts to protect your exempt personal information from being publicly accessible? |  |  |
| 20 | Are you ***currently or have you ever been*** a nonsworn investigator employed by the Department of Financial Services whose duties include investigation of fraud, theft, workers’ compensation coverage and compliance, criminal activities or state regulatory requirement violations? |  |  |
|  | Are you the spouse or child of the above? |  |  |
| 21 | Are you ***currently or have you ever been*** an emergency medical technician or paramedic certified under Chapter 401, Florida Statutes, and have you made reasonable efforts to protect your exempt personal information from being publicly accessible? |  |  |
|  | Are you the spouse or child of the above, and have you made reasonable efforts to protect your exempt personal information from being publicly accessible? |  |  |
| 22 | Are you ***currently or have you ever been*** a guardian ad litem, and have you made reasonable efforts to protect your exempt personal information from being publicly accessible? |  |  |
|  | Are you the spouse or child of the above and have you made reasonable efforts to protect your exempt personal information from being publicly accessible? |  |  |
| 23 | Are you ***currently or have you ever been*** an impaired practitioner consultant, and have you made reasonable efforts to protect your exempt personal information from being publicly accessible? |  |  |
|  | Are you the spouse or child of the above and have you made reasonable efforts to protect your exempt personal information from being publicly accessible? |  |  |

**If you have answered yes to any of the preceding questions, do you want information that could be exempt from disclosure as a result of your current or former position or the current or former position of your spouse or parent to be maintained as exempt from disclosure pursuant to section 119.071, Florida Statutes? \_\_\_Yes \_\_\_No**

I certify that the above information is true and correct to the best of my knowledge.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_