3-09/130.00 - Release of DPSS Information

Requests for Department of Public Social Services (DPSS) applicant or recipient file information shall be restricted to only those cases involving a deceased recipient or a suspect with a valid felony arrest warrant.

For felony arrest warrants, information is limited to the applicant/recipient's name, address, birth date, social security number, and physical description. If the applicant or recipient is deceased, DPSS may release all of the information enumerated above, as well as the individual's telephone number.

Upon approval of their watch commander, deputies requesting DPSS file information shall contact the Major Crimes Bureau, Detective Division, via telephone and provide the desk personnel with whatever pertinent information is known about the deceased or suspect and what information the requestor wishes.

Major Crimes Bureau personnel shall initiate a written request from their bureau commander to DPSS detailing the requested file information. Upon receipt of the requested information, Major Crimes Bureau shall forward the information to the requestor via telephone.