



To: Raquel Elejabarrieta, Director of Labor Relations and Risk Management for the City of Coral Gables

From: Miriam Soler Ramos, City Attorney for the City of Coral Gables *MSR*

RE: Legal Opinion Regarding Special Needs Registration Program

Date: September 28, 2020

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Sec. 252.355, F.S. allows for the creation of a Special Needs Registry “in order to meet the special needs of persons who would need assistance during evacuations and sheltering because of physical, mental, cognitive impairment, or sensory disabilities...” Subsection (4) goes on to make “all records, data, information, correspondence, and communications relating to the registration of a person with special needs” confidential and exempt. Consequently, if the registry that is established is used, at least in part, for the protection of these individual during a time of evacuation, the personal information of the registrants is protected.

## Paulk, Enga

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**From:** Ramos, Miriam  
**Sent:** Monday, September 28, 2020 9:55 AM  
**To:** Paulk, Enga  
**Cc:** Suarez, Cristina  
**Subject:** FW: Special Needs Registration Program

Hi Enga, please publish.

Thanks,

*Miriam Soler Ramos, Esq., B.C.S.*

**City Attorney**

*Board Certified by the Florida Bar in City, County, and Local Government Law*

City of Coral Gables  
405 Biltmore Way, 2<sup>nd</sup> Floor  
Coral Gables, FL 33134  
(305)460-5084 direct dial



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**From:** Elejabarrieta, Raquel <relejabarrieta@coralgables.com>  
**Sent:** Monday, September 28, 2020 9:50 AM  
**To:** Ramos, Miriam <mramos@coralgables.com>  
**Cc:** Hudak, Edward <ehudak@coralgables.com>  
**Subject:** RE: Special Needs Registration Program

Thank you, Miriam.

Yes, the registry, in part, will be used for the protection of these individual during a time of evacuation.

**Raquel Elejabarrieta, Esq., SHRM-SCP**  
Director of Labor Relations and Risk Management  
2801 Salzedo Street, Coral Gables, FL 33134  
Office: 305.722.8686

Email: [relejabarrieta@coralgables.com](mailto:relejabarrieta@coralgables.com)



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**From:** Ramos, Miriam <[mramos@coralgables.com](mailto:mramos@coralgables.com)>  
**Sent:** Monday, September 28, 2020 8:09 AM  
**To:** Elejabarrieta, Raquel <[relejabarrieta@coralgables.com](mailto:relejabarrieta@coralgables.com)>  
**Cc:** Hudak, Edward <[ehudak@coralgables.com](mailto:ehudak@coralgables.com)>  
**Subject:** RE: Special Needs Registration Program

Good morning Raquel,

Sec. 252.355, F.S. allows for the creation of a Special Needs Registry “in order to meet the special needs of persons who would need assistance during evacuations and sheltering because of physical, mental, cognitive impairment, or sensory disabilities...” Subsection (4) goes on to make “all records, data, information, correspondence, and communications relating to the registration of a person with special needs” confidential and exempt. Consequently, if the registry that is established is used, at least in part, for the protection of these individual during a time of evacuation, the personal information of the registrants is protected.

If you have concerns or wish to discuss further, please let me know.

Thanks,

*Miriam Soler Ramos, Esq., B.C.S.*

**City Attorney**

*Board Certified by the Florida Bar in City, County, and Local Government Law*

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Coral Gables, FL 33134

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**From:** Elejabarrieta, Raquel <[relejabarrieta@coralgables.com](mailto:relejabarrieta@coralgables.com)>  
**Sent:** Friday, September 25, 2020 3:55 PM  
**To:** Ramos, Miriam <[mramos@coralgables.com](mailto:mramos@coralgables.com)>  
**Cc:** Hudak, Edward <[ehudak@coralgables.com](mailto:ehudak@coralgables.com)>  
**Subject:** Special Needs Registration Program

Miriam – we are exploring developing a Special Needs Registration Program to better protect individuals with autism spectrum disability and other special needs by collecting key information that can assist to locate them if missing and/or assist first responders when they respond to a scene.

We are looking at mirroring the program that is offered by Miami Beach. Here is their link: <http://forms.miamibeachfl.gov/Forms/SpecialNeedsRegistration>

One of the questions that we have is whether the information that would be contained in this registration would be subject to disclosure to the public if a public records request were to be made. I asked that question to the folks at Miami Beach and they did not know. If it is subject to disclosure, I want to make sure that we disclose that to those who want to participate in the program.

Can you advise us on the public records issue – thank you,

**Raquel Elejabarrieta, Esq., SHRM-SCP**  
Director of Labor Relations and Risk Management  
2801 Salzedo Street, Coral Gables, FL 33134  
Office: 305.722.8686  
Email: [relejabarrieta@coralgables.com](mailto:relejabarrieta@coralgables.com)



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