

RESOLUTION NO. 2021-0920

A RESOLUTION ADOPTING A POLICY TO RESTRICT ACCESS TO HOME ADDRESSES ON THE COUNTY'S PROPERTY DATA BASE WEBSITES

WHEREAS, I.C. 36-1-8.5, et seq., provides for the restriction of access to home addresses of certain persons ('Covered Persons') on the County's public property database websites;

WHEREAS, I.C. 36-1-8.5-7 provides that a County may establish a process to prevent a member of the general public from gaining access to the home addresses of Covered Persons on the County's public property database websites; and

WHEREAS, the Board of Commissioners of Warren County, Indiana has decided such a policy would benefit the citizens of Warren County and desires to establish such a process.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Warren County, Indiana, that the Warren County Code is hereby amended as follows:

§ 37.06 RESTRICTION OF ACCESS TO HOME ADDRESSES

A. Covered Persons shall include a judge as defined in I.C. 36-1-8.5-3, a law enforcement officer as defined in I.C. 36-1-8.5-4, a public official as defined in I.C. 36-1-8.5-4.5, or a victim of domestic violence as defined in I.C. 36-1-8.5-6. Covered Persons may submit a written request to the County Auditor to restrict their home addresses from the County's public property database websites, as those websites are defined in I.C. 36-1-8.5-5.

B. Duty to Comply. The duty to prevent disclosure of an address as it falls under 36-1-8.5 rests upon the Warren County Auditor's Office, The process to comply with the code is outlined below.

C. Requests. All requests to restrict addresses shall be made in writing.

- a. Bulk Requests from Cooperative Agency.
 - i. An annual request summary shall be sent by the agency-designated administrator. This list shall include all current Covered Persons.
 - ii. The list shall also include those individuals that have moved from their primary residence and are therefore no longer covered by statute.
 - iii. Individuals that have moved and are still covered according to statute must submit a new request.
- b. Requests from individuals for redaction of information.
 - i. The Auditor's office will verify that submission is valid and requestor is covered according to 36-1-8.5. The necessary agency may be contacted to verify

applicability of request. Victims of domestic violence must submit proof of program participation in the Attorney General's address confidentiality program.

c. Process of appeal. If an application for redaction is denied by the Auditor's office, the applicant may appeal to the Board of Commissioners.

D. Excluded Properties. This policy is in effect for requestor's primary residence only per I.C. 36-1-8.5-7. If the requester owns or is involved in additional properties that utilize the primary home address as the mailing address, they will be displayed, unless an additional request is made.

E. Name Changes. If, after submitting a written request to restrict access to home address, the Covered Person obtains a change of name and notifies the County in writing of the name change, the County shall prevent a search by the general public of the County's public property data base web sites from disclosing or otherwise associating the Covered Person's home address with the Covered Person's former name and new name.


F. Confidentiality. A written request, notification of name change, or any other information submitted to the County by a Covered Person is confidential under I.C. 5-14-3-4(a).

G. Liability. Pursuant to I.C. 36-1-8.5-12, a County may not be held civilly liable for failure to timely restrict access to home address unless the County's act or omission constitutes gross negligence or willful or wanton misconduct.

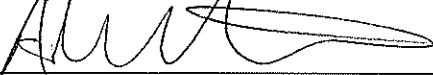
H. Allowing Public Access. The County shall restrict access to the home address of a Covered Person until the Covered Person submits a written request to the County to allow public access to his or her home address on the County's public property database websites.

RESOLVED this 7th day of September, 2021.

BOARD OF COMMISSIONERS OF
WARREN COUNTY



Clay Andrews, President




Adam Hanthorne



Craig Greenwood

ATTEST:



Robin Weston-Hubner, Auditor of Warren County

APPLICATION TO ALLOW ACCESS TO HOME ADDRESS

I hereby certify that I am a "covered person" as defined in Indiana Code 36-1-8.5-2 because I am a (check one):

_____ judge as defined in I.C. 36-1-8.5-3,

_____ law enforcement officer as defined in I.C. 36-1- 8.5-4, or

_____ victim of domestic violence as defined in I.C. 36-1-8.5-6.

I have previously submitted a written request to restrict access to my home address on the County's public property database websites. I now wish to withdraw that request and allow access to my home address on the County's public property database websites.

I have read Warren County's policy restricting access to home addresses, and acknowledge my understanding of that policy.

By completing and submitting this Application, I am requesting that access to my home address be allowed on the County's public property data based web sites.

Date: _____

Signature: _____

Printed Name: _____

Home Address: _____

Parcel #: _____

Parcel#: _____

Parcel#: _____

Use reverse side of sheet if additional space needed.

APPLICATION TO RESTRICT ACCESS TO HOME ADDRESS

I, _____ fitting the definition of a "Covered Person" based on _____, am hereby requesting that my name be removed from any public property database website currently being provided by Warren County.

Please list home address and parcel number (the parcel number may be obtained from the Auditor's office):

(Street address, city, state, zip code) *(Parcel number)*

Any Additional Addresses & Parcel Numbers of property that you own:
(Only your home address will be restricted, if additional space is needed, you may attach a list)

(Street address, city, state, zip code) *(Parcel number)*

Signed: _____ Date: _____

Printed: _____

IMPORTANT: Changes in policy may be periodically made without official notice to existing covered persons. Please review the county website periodically for potential changes,

Any changes in title for the covered parcel will result in the confidentiality being removed. A new request and fee must be submitted to have the confidentiality re-instated.

*** OFFICE USE ONLY BELOW THIS LINE ***

Received by: _____ Date: _____

Payment Received: _____ Cash _____ Check _____ Check Number

Change made to: _____ WTHGIS

By: _____ Date: _____

By signing and submitting this request, the covered person understands and acknowledges that:

**if, at any time after the submission of this form, the covered person's name is changed or is involved in an action that alters the name or names listed on a deed, the covered person MUST resubmit this form to retain such restricted access coverage*

**certain services, primarily online governmental services, related to the covered person's name and property may be limited or inaccessible, which includes, but is not limited to, the covered person's ability to view and pay real estate taxes on-line, the covered person's ability to use a credit/debit card to make payments online and possible difficulty in refinancing or purchasing a home*

**the restricted access provided herein does not prohibit the disclosure of any documents required to be released pursuant to access to public records law, subpoena or court order*

**this request will not remove a covered person's information from information already Provided by any Newton County office or websites outside of the control of Newton County, Notwithstanding anything else contained herein, this form is CONFIDENTIAL and not subject to disclosure pursuant to IC§ 36-1-8.5-11*

**should the covered person wish to remove the restriction in the future, a Request to Remove Home Address Restriction form must be submitted*