

## 11-01 Fictitious Identification Documents



### LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

### DETECTIVE DIVISION

### FRAUD & CYBER CRIMES BUREAU

**Bureau Order Number: 11-01**

**Subject: FICTITIOUS IDENTIFICATION DOCUMENTS**

|                 |                  |                   |                  |
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| Effective Date: | May 1, 2001      | Last Date Revised | October 20, 2020 |
| Date Reviewed:  | October 20, 2020 | Next Review Date: | October 20, 2021 |

### PURPOSE

The purpose of this order is to outline the procedures for the handling and control of employee fictitious driver licenses and related documents.

### POLICY

Various employees assigned to Fraud & Cyber Crimes Bureau or other

Department units working in direct conjunction with Fraud & Cyber Crimes Bureau are authorized to obtain fictitious California Driver Licenses and other forms of fraudulent identification, such as Social Security Cards, Resident Alien Cards (Green cards), etc.

Fictitious identification documents are not to be routinely maintained by the employee for whom they were created and are not to be used for any purpose other than the direct furtherance of a criminal investigation. When not being actively used in the furtherance of a criminal investigation, fraudulent identification documents shall be maintained by the team lieutenant.

Team Lieutenants are responsible for the maintenance and accounting of fraudulent identification documents. Fraudulent identification documents shall be maintained in a locked repository at the Fraud & Cyber Crimes Bureau office of the supervisor in charge of them. Physical safe-keeping of fraudulent identification documents may be delegated to respective team sergeants at the discretion of the team lieutenant.

The Fraud & Cyber Crimes Bureau Operations Office is responsible for maintaining a complete list of all

fictitious identification documents. Any request for new fictitious identification documents must be approved by the Operations Lieutenant or above, through channels.

When fictitious identification documents are no longer needed, or when an employee transfers out of the Bureau, all fictitious identification documents shall be returned to the Operations Lieutenant, through channels, The Operations Lieutenant will be responsible for their appropriate destructions and/or disposition of all fictitious identification documents.

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