

## 1-9 Fictitious I.D. Guidelines

### NARCOTICS BUREAU

### DETECTIVE DIVISION

### LOS ANGELES COUNTY SHERIFF DEPARTMENT

Bureau Order Number: **1-9**

Subject: **U/C FICTITIOUS IDENTIFICATION GUIDELINES**

Effective Date:	07/01/2008	Last Date Revised:	09/02/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

#### I. POLICY

Undercover fictitious identification documents are such items as Driver's License, Social Security Card, Vehicle Registration, etc. used for official investigative purposes. Major Crimes Bureau is the Department's point of contact for obtaining fictitious identification. Narcotics Bureau personnel who have a need for such documents shall be guided by this Order.

It is the policy of the Narcotics Bureau that fictitious identification documents only be issued and utilized under circumstances that clearly indicate a compelling need for their use, (e.g. a demonstrated issue of officer safety). In addition, it is the policy of the Bureau that the documents shall be issued for a strictly limited time frame and no longer than necessary to accomplish a particular assigned mission.

#### PROCEDURE FOR OBTAINING DOCUMENTS

- Personnel requesting U/C fictitious identification, with the approval of their Zone Lieutenant, shall prepare a memorandum to the Bureau Captain detailing their request and justification for the documents.

- Once approved, a memorandum shall be forwarded from our Bureau Captain to the Major Crimes Bureau DMV Liaison Lieutenant requesting the documents. This memo must state the necessity for the requested fictitious identification, and provide all of the U/C's valid and fictitious information, including: valid driver's license number and expiration date, as well as true and fictitious names, dates of birth, addresses, and physical descriptions. A photo copy of the U/C's current driver's license shall be attached.

-The MCB/DMV Liaison Lieutenant will submit the request to the appropriate state and/or federal agency. Generally, the process takes at least six to eight weeks to obtain the documents.

-The MCB/DMV Liaison Lieutenant shall maintain a file for each U/C fictitious Identification issued, in accordance with Major Crimes Bureau Order #4-13.

- A separate file shall be maintained by Narcotics Bureau, entitled, "U/C Fictitious Identity Record Sheet" (refer to attachment "A"). This file (including all correspondence requesting the fictitious documents) shall be maintained by the Operations Sergeant and secured in his/her safe. A "U/C Fictitious Identity Record Sheet" shall be completed for each fictitious document issued, which shall be signed by the requestor upon receipt of the document. Also attached to this form will be a photo copy of the requestor's true driver's license and the fictitious document issued.

- When a fictitious document has been issued, the Operations Sergeant shall notify the LA Clearing House, which shall be responsible for tracking all fictitious documents while in use.

- When a fictitious document is no longer required, the document shall be

Immediately surrendered to the Operations Sergeant who will forward the document to MCB/DMV Liaison Lieutenant. In turn, the MCB/DMV Liaison Lieutenant will return the fictitious document to the issuing agency. The dates the document were surrendered and forwarded to the MCB/DMV Liaison Lieutenant will be noted on the "U/C Fictitious Identity Record Sheet" by the Operations Sergeant. The Narcotics Bureau Operations Sergeant shall review the "U/C Fictitious Identity Record Sheet" during the monthly management process, and when personnel leave Narcotics Bureau, to ensure that any U/C Fictitious Identity no longer in use has been

surrendered.

**The use of fictitious identification for other than official business is prohibited.** Personnel utilizing such documents shall also comply with all regulations of the issuing agency concerning such documents. If at any time these documents are lost, a memorandum shall immediately be submitted to the Bureau Captain detailing the circumstances of the loss. In addition, the MCB/DMV Liaison Lieutenant shall be notified, and a SH-R-49 (Lost Property) shall be submitted by the U/C.

**Refer to Bureau Order #6-19 for additional information on Undercover Investigations.**

**ORIGINAL SIGNED**

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

**ATTACHMENT "A"**

**NARCOTICS BUREAU**

**UNDERCOVER FICTITIOUS IDENTITY RECORD SHEET**

TYPE ID:

ID#:

DATE ISSUED:

PERSONNEL'S TRUE NAME:

PERSONNEL'S SIGNATURE OF RECEIPT:

LA CLEARINGHOUSE CONTACTED BY:

MISCELLANEOUS INFORMATION:

DATE DOCUMENT SURRENDERED:

RETURNED BY:

RECEIVED BY:

DATE RETURNED TO MAJOR CRIMES BUREAU:

RETURNED BY:

**ATTACH PHOTO COPY OF DOCUMENT AND TRUE ID**

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