


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 5.09</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: IDENTITY CRIMES</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: Identity Theft/Fraud</p>	<p>CALEA Standards:</p> <p>State Certification Standards:</p>		
<p>Special Instructions:</p>			

PURPOSE

The purpose of this Order is to establish procedures for the investigation and handling of reported identity theft.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office to thoroughly investigate, and to accurately document cases of reported identity theft.

DEFINITION:

Identity Theft: When a person appropriates any identifying resources of another such as name, address, date of birth, social security number, driver's license numbers, financial information, etc, without authorization of the person whose information is obtained.

Victim: The person whose personal identification was used, not the company that was deceived into providing the goods and/or services.

BASIC PROCEDURES

A. Initial Report

1. The Rabun County Sheriff's Office Patrol or Criminal Investigations Division shall take a report from a person who knows or reasonably suspects that his or her personal information has been unlawfully obtained by another (identity theft).
 - a. The agency that has jurisdiction over the victim's actual residence is the agency to which the victim is to report. If the suspected crime was committed in a different jurisdiction, the complainant shall be referred to the venue or law enforcement agency where the suspected crime was committed for an investigation of the facts.
2. Report taking personnel are required to provide the victim with the incident report number. Additionally, the victim shall be given instructions on how to get a photocopy of the original report.
3. The investigating deputy shall provide the victim with additional information on how to minimize future identity theft.
4. All identity theft reports shall be forwarded to the Investigations Unit for follow-up.

B. Follow-up Investigation

1. Follow-up investigation of identity theft reports shall follow the policy and procedures identified in Rabun County Policy, General Order 7.11.
2. The investigating deputy shall provide the victim with additional information on how to minimize future identity theft.
3. The assigned investigator shall coordinate the investigation with other applicable agencies as determined through the follow-up investigation. This shall be documented via Department Supplementary Reports.
4. If it is determined, upon review by the Investigations Supervisor, that the crime was committed in a different jurisdiction, the case will be referred to that jurisdiction for follow-up.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County