



GREENVILLE COUNTY  
SHERIFF'S OFFICE

# GENERAL ORDERS

# CRIMINAL INVESTIGATIONS

**PURPOSE:**

Investigations performed subsequent to criminal incidents account for the vast majority of solved crimes. Few criminals are apprehended during the act. Standards in this policy relate to the criminal investigation function as performed by both uniformed deputies and deputies assigned to specialized investigative components.

**ORGANIZATION AND ADMINISTRATION:**

To provide for the effective management of specialized investigations, the Sheriff's Office maintains two investigative components:

1. The **Criminal Investigation Division (CID)** is responsible for investigations such as death investigations, violent crimes, economic crimes, missing persons, cold cases, auto theft and property crimes.
2. The **Specialized Investigation Division (SID)** is responsible for investigations such as sex crimes, juvenile, family violence, school investigations, crimes against children, computer crimes, Internet Crimes Against Children(ICAC), victim services and sex offender registry.

Uniform Patrol deputies are responsible for all investigations not requiring specialists or a long-term commitment of time and resources.

**INVESTIGATIVE ASSIGNMENT:**

Deputies are assigned to full time investigative assignments by one of two methods:

1. **Fixed Assignment** – The number of investigative vacancies in CID and Selective Enforcement govern this method. Transfer or competitive promotions determine fixed assignment.
2. **Temporary Assignment** – This is a means of temporarily augmenting CID/SID with personnel from other divisions, usually for no more than ninety days. It is used for satisfying temporary manpower needs, as well as for career development purposes. This is normally accomplished through individual deputy requests and the concurrence of affected Division Commanders.

**INVESTIGATIVE PROCEDURES:**

Preliminary investigations are normally assigned to Uniform Patrol deputies with the exception of investigations requiring a plain-clothes or undercover element at the onset.

**PRELIMINARY INVESTIGATIONS** - Deputies conducting preliminary investigations are guided by the following steps:

1. Observe and record conditions, events and remarks at an incident scene.
2. Locate and identify witnesses.
3. Maintain integrity of the crime scene and protect all evidence.
4. Interview complainant and witnesses.
5. Interrogate the suspect.
6. Arrange for collection of evidence.
7. Arrest the offender.
8. Report the incident fully and fairly and provide the case number to the victim.
9. Notify specialized investigators, if applicable.

Preliminary investigations may be sufficient to bring cases to satisfactory conclusions eliminating need for follow-up investigations.

**Detailed investigations include:**

1. Information development through witnesses, victims, informants and other human sources.
2. Interviews and interrogation of individuals governed by Sheriff's Office policy and applicable judicial guidelines. In all cases, investigators are to be aware of and guided by the protective rights granted to all citizens under the Constitution of South Carolina and of the United States.
3. Collection, preservation and presentation of physical evidence are often the most reliable factors in determining the identity of an offender. These factors are critical to courtroom proceedings. For this reason, investigators must strictly adhere to the rules of evidence in all phases of gathering, preservation, and presentation.

**LIFE-THREATENING INJURIES TO DETENTION CENTER INMATES** – Investigation of any life-threatening injury that occurs to an inmate in the Greenville County Detention Center is to be conducted by the South Carolina Law Enforcement Division (SLED). The Sheriff's Office will assist SLED at their request, but SLED will assume the lead role in the investigation. This includes suicide attempts or serious assaults. Investigation of other crimes or injuries of a non-life-threatening nature are handled by Detention Center personnel.

**FOLLOW-UP INVESTIGATIONS** - The criteria used to assign cases for follow-up investigations includes:

- Case screening based on solvability factors and specified criteria for continuing an investigative effort.
- Initial case screening and assignment for follow-up investigations shall be accomplished by Uniform Patrol platoon sergeants.
- Whenever warranted in the judgment of a supervisor, the degree of seriousness in a case may overrule the lack of solvability factors in assigning a case for follow-up.

**CRITERIA FOR ASSIGNING SPECIFIC CRIMES FOR FOLLOW-UP INVESTIGATIONS** - The following is to be used as criteria for assigning specific crimes for follow-up investigations. This list is to be used as a guide and should in no way prohibit a supervisor from assigning a case not appearing in the criteria for follow-up.

1. Crimes against persons
2. Burglaries
3. Runaways
4. Missing persons
5. Economic crimes
6. Vice and narcotics
7. Organized crime
8. Environmental crime
9. Multiple incidents in a given area
10. Cases requiring follow-up for unusual or specific reasons

**Additionally, incidents not listed above involving:**

1. Suspect identity
2. Information leading to a suspect or witness
3. Evidence leading to a suspect (tag number, fingerprints)
4. Statements (witness or victim)
5. Incidents with similar method of operation
6. Cases with large monetary loss (theft or damage)
7. Severity of the crime

**FOLLOW-UP TIME FRAME** - All deputies assigned to a follow-up investigation are to file a written report within ten calendar days from the date of assignment detailing their efforts thus far, including a second contact with the principals in the case. Principals are victims, complaints, or witnesses.

**FOLLOW-UP ACCOUNTABILITY** - Supervisors in Uniform Patrol, CID, and SID are to maintain an investigative case status control system. At the time a case is assigned for follow-up, the following information is to be recorded:

1. Investigating deputy assigned
2. Case number and date
3. Arrests
4. Case status

**Procedures used in conducting follow-up investigations include:**

1. Reviewing and analyzing all reports prepared in the preliminary investigation.
2. Conducting additional interviews and interrogations.
3. Reviewing Sheriff's Office records.
4. Seeking additional information from other deputies and informants.
5. Reviewing results from laboratory examinations.
6. Arranging for dissemination of information as appropriate.
7. Planning, organizing, and conducting searches.
8. Identifying and apprehending suspects.
9. Collecting physical evidence.
10. Determining involvement of suspects in other crimes.
11. Checking suspect(s) criminal histories.
12. Preparing cases for court prosecution.
13. Assisting in prosecution.

Checklists can be utilized in the investigation of complex crimes to ensure critical areas are not overlooked. All cases are assigned to a principal investigator, regardless of how many are assigned to assist. This is to ensure accountability in each investigation.

When conducting investigations over the phone, deputies will identify themselves by their name and as being employed by the Greenville County Sheriff's Office. The only exception applies to deputies assigned to cases where identifying themselves as Sheriff's Office personnel could hinder the investigation process (such as drug work or other undercover assignments).

**TWENTY-FOUR HOUR  
ON-CALL STATUS:**

CID and SID maintain a twenty-four hour "on-call" schedule for specialized investigators. This schedule is placed on PowerDMS and furnished to Communications. The list is updated on a regular basis.

**ROLL CALLS:**

Investigators are assigned periodic attendance at roll calls conducted for uniformed officers. This is to enhance the exchange of information, and provide training opportunities.

**CASE FILE****ADMINISTRATION:**

Case files are maintained on all cases in which investigative activities are ongoing. These files are an immediate information resource to investigators and are to include:

1. Copy of the preliminary incident report.
2. Copy of statements.
3. Results of examinations of physical evidence.
4. Case status reports.
5. Other reports and records needed for investigative purposes, such as breath alcohol examination results or prior criminal records.
6. Evidence collection forms.

Accessibility to case files is limited to deputies on a need-to-know basis. Accessibility to case files normally includes investigating deputies, their supervisors, and the Solicitor's Office. These files are consolidated into the central records system when the case is suspended or cleared.

**Case files are designated by one of three specific status classifications:**

1. **Active** – Indicates the case is assigned to a deputy and the investigation is active.
2. **Administratively Closed** – Indicates all available leads have been exhausted, but the incident has not been resolved, and investigative efforts may be resumed as needed.
3. **Cleared** – Indicates the case has been resolved according to the standards of the Uniform Crime Reporting System.

**Supervisors of investigating deputies may designate a case suspended, using the following criteria:**

1. Absence of further leads or solvability factors.
2. Unavailability of investigative resources.
3. Degree of seriousness combined with the above.
4. Lack of cooperation from victim or complainant.

**CHANGE OF CASE STATUS** - At any point in which there is a change in the status of a case, the principal investigator is to notify the victim of the change. Official notification may be accomplished by letter or by a telephone call. If notification is made by telephone, the investigator is to note the date, time, and whom they talked with on a supplemental report to be filed with the case. Status changes are considered as administratively closed, cleared, or reactivated. Notification to the victim is to be made within five working days of the change in status.

**INTERCHANGEABLE  
POSITIONS:**

Investigative positions are equivalent to selected positions in Uniform Patrol. This facilitates lateral personnel movements that are in the best interest of the Sheriff's Office without affecting an individual's salary.

**CONSTITUTIONAL  
SAFEGUARDS:**

All criminal investigations are to be conducted with rigorous compliance with constitutional requirements governing the rights of an individual, to include:

1. Deputies are to ensure all statements or confessions are given freely and voluntarily.
2. Suspects are informed of their rights before being questioned when applicable.
3. There is no unnecessary delay in arraignment.
4. Defendants are not deprived of their right to counsel.
5. There is no unnecessary pre-trial publicity tending to prejudice a fair trial.

**FIELD INTERVIEWS AND  
INTERROGATIONS:**

Field interviews/contacts occur when deputies contact person(s) during the performance of regular duties in order to gather information and/or identify possible suspects. Initial investigations may require field interviews at or near the incident scene. Follow-up investigations may also involve field interviews when canvassing an area for information. It is highly recommended that interrogation of suspects take place in a controlled setting, preferably at the Law Enforcement Center. If at all possible, a suspect should never be interrogated on his own grounds.

Field contacts of suspicious persons are to be recorded on Field Interrogation Cards (FI Cards). Completed FI Cards are forwarded to Property Crimes where they are entered into the central records computer system. Hard-copy FI Cards are maintained on file for a period of at least two years.

**OFFICE INTERVIEWS  
AND  
INTERROGATIONS:**

Investigations frequently involve interviews and interrogations conducted in the office. Investigators and field deputies conducting interviews/interrogations are responsible for the supervision and welfare of arrestee/detainees. Interview/interrogation areas are available for use by field deputies who then assume responsibility of detained subjects.

**ARRESTEE/DETAINEE GUIDELINES:**

1. Under no circumstances is an arrestee to be restrained to fixed objects located in an interview/interrogation area.
2. Male, female, and juvenile arrestee/detainees are to be placed into separate interview rooms.
3. Arrestee/detainees in interview rooms are to be afforded water and restroom breaks as necessary.
4. No arrestee/detainees are to be left in interview areas unsupervised. If the investigating deputy needs to leave the arrestee/detainee, he or she must have another deputy standby with the arrestee/detainee.
5. All deputies are to be familiar with the locations of fire extinguishers and building exits in the event of fire.
6. Requires two way radio communications.

**VIDEO/AUDIO USE DURING INTERVIEW/INTERROGATION:**

1. In addition to written statements, use of Video/Audio equipment is strongly encouraged when interviewing witnesses and interrogating suspects.
2. Warning signs will be outside of the interview/interrogation room that will inform others that the room and recording devices are in use.
3. Only appropriate personnel will have access to the hard drive of the interview/interrogation room.
4. Video interviews and interrogations are recorded to a DVR hard drive. These recordings will be saved to an appropriate electronic device by the lead investigator with a copy being placed in the case file and original in Property and Evidence.
5. Rules of Evidence will apply when disseminating any of the recordings.

**Training in the responsibility and care of arrestee/detainees placed into interview rooms occurs:**

1. During the detailed investigative portion of Field Training.
2. During the orientation training phase after promotion/transfer to a full time investigative function.

**Security in interview/interrogation areas:**

1. Locks on doors of Interview/Interrogation room doors are to be disabled. Under no circumstances will detainees be left locked in interview rooms unattended.
2. Rooms used specifically for interviews and/or interrogations are to include only a minimum amount of furniture necessary for conducting interviews/interrogations; for example, 2 chairs and one desk. Rooms set aside specifically for interviews/interrogations are not to be used for equipment storage.

3. Deputies entering occupied interview/interrogation areas are to remain aware of weapon retention.
4. Only those deputies actively involved in the investigation are to be allowed access into occupied interview/interrogation areas.
5. Arrestee/detainees are to be thoroughly searched before they are placed into interview rooms.
6. Interview rooms are to be inspected for weapons and contraband before and after interviews and interrogations.
7. Arrestee/detainees brought to CID offices for interview/interrogation are subject to electronic search.

**PHOTOGRAPHIC/  
PHYSICAL LINEUP:**

Photo lineups are vital tools used in solving criminal investigations. The following procedures will be followed anytime a photo lineup is used. All photo lineups will be documented in an incident report:

- All photo lineups will consist of six sequentially numbered photos and each photo used will have the same general characteristics (hair color, eye color, hair style, etc.).
- In the event that more than one witness needs to view a lineup in the same case, the investigating deputy will utilize another copy of the lineup and at no time will the same lineup be used with more than one witness.
- The deputy showing the lineup will instruct the witness to view the lineup and that the suspect may or may not be among the six pictures. It is the witness' responsibility to decide if the suspect in the case is pictured.
- The deputy showing the photo lineup is prohibited from providing any influential feedback to the witness until they have made a selection or advise that the suspect is not pictured in the lineup.
- Following the lineup being shown, the witness will circle the photograph selected and sign and date the lineup indicating which photograph was selected. The lineup will then be placed in Property and Evidence.
- The deputy showing the lineup will consider the level of confidence shown by the witness when using the identification for probable cause purposes.
- The use of video and/or audio recordings for identification purposes may be used in limited circumstances (ex: shown to family members, employers, etc.).
- Special circumstances may call for a physical lineup, which can be performed when necessary. Due care should be utilized in this lineup and a representative from the Solicitor's Office should be consulted before it is constructed.

**IDENTIFICATION  
USING “SHOW-UP”  
METHOD:**

There will be occasions when a person matching the description of a freshly occurred crime is located near the crime scene and should be detained for further investigation. The following procedures will be used for these “show-up” identifications and documented in an incident report anytime a “show-up” is performed:

- The witness will be transported by law enforcement to the location that the potential suspect is located. The person suspected of committing the crime will not be brought back to the crime scene.
- If there is more than one witness, each will be transported to the potential suspect in separate vehicles to ensure impartiality.
- The deputy involved in the transport will instruct the witness to determine if the person detained is the suspect that committed the crime. The deputy will not refer to the person as a suspect or advise the witness of any personal information on the person being detained.
- The deputy conducting the show-up is prohibited from providing any influential feedback to the witness until they have determined whether the person is the suspect or not.
- The deputy conducting the show-up will consider the level of confidence shown by the witness when using the identification for probable cause purposes.
- Each deputy involved in the show-up will document their actions in either the incident report or a supplemental report regardless of if an arrest is made. Special attention will be given to the documented reasons for detaining the person as well as the remarks made by the witness during the identification.

**BACKGROUND  
INVESTIGATIONS:**

Occasionally, it becomes necessary to conduct a background investigation on a criminal suspect or for the purpose of granting a license to certain businesses. The purpose for a background investigation is to be clearly established at the outset. Background investigations for the purpose of building criminal intelligence files are governed by General Order 215. A background investigation for the purpose of licensing a business is normally assigned to the investigator who inspects such businesses.

**Sources of information for background investigations include:**

- Criminal history information, drivers’ license files, and business license files.
- Personal/business acquaintances.
- Neighbors and other sources that may have a direct bearing on the type of information sought for the specific purpose of the investigation.

Use of background information is governed by the purpose of the investigation. Any use must conform to the lawful purposes for which it was obtained. Investigative files containing background information are considered confidential and access is on a need-to-know basis only. General Order 215 controls purging of criminal intelligence files.

**CAREER  
CRIMINALS:**

State statute 17-25-45 specifies offenses considered “Serious Offenses.” If a person has three or more convictions for any or any combination of, the specified offenses, that person is considered a habitual offender for the purpose of this directive.

**IDENTIFICATION OF HABITUAL OFFENDERS** - It is the responsibility of the primary investigator in any of the serious offenses to determine the criminal history of any person arrested for any of the included offenses. Determining the conviction status is accomplished by submitting a standard fingerprint card to SLED and the FBI through the Identification Section.

The primary investigator is to make a diligent effort to examine any SLED/FBI replies as soon as they are received by Records to determine if the offender qualifies for the habitual offender status.

**NOTIFICATION OF SOLICITOR’S OFFICE** - The case file for the current arrest is submitted to the CID Property Crimes Lieutenant for review and forwarded to the CID Commander for final review. CID is to make any recommendations for further investigation and/or rewriting of any portion of the report.

The final approved case file is forwarded to the Solicitor’s Office, with a cover letter requesting a conference between the investigator(s) and a member of the Solicitor’s staff to discuss merits of the case and to ensure all elements of the investigation are complete and ready for trial. The Solicitor may offer recommendations and request that certain elements of the case be investigated further, in which instance the investigator(s) are to comply.

**CASE  
DISMISSALS:**

If a criminal case, initiated by the Sheriff’s Office is dismissed because of alleged mishandling, a review of the entire investigation is to be conducted by the affected Division Commander or their designee. This is to be done in order to achieve improvements and accountability in case management and preparation.

**PRELIMINARY  
HEARINGS:**

**HEARING DATES** – Preliminary hearing schedules are set by the Chief Magistrate Judge Administrative Assistant on a six-month basis (January – June and July – December). Schedules include a 9:00 am morning session and a 1:30 pm afternoon session. The Solicitor assigns one attorney to attend each session. Magistrates will not grant continuances absent extraordinary circumstances. Hearings will not be rescheduled through the Solicitor’s Office.

**APPEARANCES** – **South Carolina Codes of Law 17-23-162 mandates that the affiant or chief investigating officer must testify at a preliminary hearing.**

When the Chief Magistrate Judge Administrative Assistant receives a request for a preliminary hearing, the deputy who signed the warrant will receive a subpoena approximately two-weeks in advance of the hearing. If the presence of another deputy or a substitute is necessary for any reason, it is the responsibility of the deputy who signed the warrant to notify the Chief Magistrate Judge Administrative Assistant. If a deputy does not appear at a preliminary hearing, there is a high probability that the case will be dismissed.

**DOCUMENTS** – In most cases, preliminary hearings will be set soon after the warrant is served upon the defendant.

Because the Solicitor’s Office will not have a file until a later date, the deputy who is subpoenaed must bring records to the preliminary hearing that are sufficient for testifying to probable cause, but no more. Do not bring entire files as defense attorneys may ask to see any documents the deputy reviews. Do not distribute any copies of documents to defense lawyers. Hearings will not be waived in exchange for reports or other information.

**DISCOVERY MOTIONS,  
BRADY REQUESTS,  
DEFENSE SUBPOENAS:**

When received by Sheriff’s Office personnel, all Discovery Motions, and Brady Requests are to be immediately forwarded to the Legal Unit. Additionally, subpoenas related to defense issues, civil litigation and Family Court proceedings should be forwarded to the Office of Professional Standards.

**INVESTIGATIVE  
TASK  
FORCES:**

**General** - To facilitate investigations of criminal activity that cross jurisdictional boundaries or to target specific illegal activities of a county-wide nature that exceed the on-hand capabilities of the Sheriff's Office. It may at times become necessary to create an investigative task force by assigning personnel on a temporary basis to work with other law enforcement agencies or by detailing personnel to work with law enforcement personnel assigned on a temporary basis to this agency. Normal cooperation and interaction between agency personnel and outside investigators will not be considered an investigative task force.

Authorization to participate in an investigative task force will be given by the Sheriff or Chief Deputy. A proposal to form an investigative task force must address the following considerations:

1. A clear understanding of the purpose.
2. Established, anticipated objectives.
3. The number/type of personnel and equipment needed to support the task force.
4. Administrative and logistical requirements to sustain task force operations.
5. Estimated financial requirements, to include direct and indirect costs, and potential funding sources.

**TASK FORCE PROCEDURES** - When formed, investigative task forces will adhere to the following:

1. **PURPOSE** - The creation of a task force will be for a specific purpose. Objectives will be clearly established and agreed upon in advance, by all participating agencies.
2. **AUTHORITY & RESPONSIBILITY** –
  - a. If the task force is composed of personnel from different law enforcement agencies, an Inter-Agency Agreement will be prepared, establishing the over-all framework for the operations of the task force, its purpose, objectives, chain of command, operational procedures, geographic area of operations, administrative procedures, media relations, distribution of condemned assets (if any), and other relevant matters.  
The Inter-Agency Agreement will be signed by the chief executive officer of each participating agency prior to the activation of the task force.

- b. The legal authority of task force personnel will be clearly explained, to include means to handle incidents arising outside a members' normal area of assignment.
  - c. The responsibilities of each level of authority in the Task Force will be addressed. One person will be placed in charge with his/her duties clearly established, to include reporting procedures, chain of command, and disciplinary authority over assigned personnel.
3. **ACCOUNTABILITY** - Normally a control group will be formed to provide executive oversight to the task force. The control group shall be comprised of law enforcement representatives from each participating agency. The control group should meet as needed, but no less frequently than on a quarterly basis, to review the activities of the task force; to provide strategic direction for future activities; to resolve problem areas; to approve funding expenditures; and to address personnel related issues.
4. **RESOURCES** - The Inter-Agency Agreement should also address resources to support and sustain task force operations. Each participating agency should be tasked to contribute manpower, financial support and sustain task force operations. Appropriate control and accounting procedures for the handling of task force funds must be established. Property accountability, equipment maintenance, and security procedures are also necessary.
5. **EVALUATION** - An established method for evaluating task force results and the need to continue operations is essential. Performance indicators should be identified as a means to track the performance of the task force.

Such indicators should be directly related to the over-all objectives of the task force. A method of an annual review should be established by the Control Board, whereby the officer in-charge of the task force submits a written progress report that addresses each of the performance indicators. Finally, the over-all continued necessity for the task force should be considered annually, so that the longevity does not extend beyond the need for the task force's existence.

**LONG-TERM INVESTIGATIVE TASK FORCES** – The Sheriff's Office participates in the following long-term task forces:

1. Joint Terrorism Task Force (JTTF) with the FBI.
  2. Upstate Narcotics Task Force with the DEA.
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3. ATF Gang Task Force.
4. U.S. Marshall's Task Force.
5. Homeland Security.
6. United States Secret Service.

Deputies assigned to a task force, while carrying out task force related duties, will be identified by displaying a vest panel with their respective task force. While carrying out normal Sheriff's Office related duties outside of their task force assignment or while working secondary employments, these deputies will be identified by displaying a Sheriff's Office vest panel.

Each long-term task force is operated through written agreement and controlled by each respective federal agency.

See also General Order 212 **SPECIAL OPERATIONS  
HOMELAND SECURITY.**

#### **IDENTITY THEFT:**

**Identity Theft Defined** – Identity theft is the unlawful use of another person's personal information, such as name and date of birth, credit card numbers, Social Security number, or driver's license information for the purpose of committing fraud or some other form of deception. Identity theft is generally a means for committing other offenses such as fraudulently obtaining financial credit or loans, among other crimes. *Under South Carolina legislation, incidents involving identity theft are prosecuted under statutes related to forgery, fraud, and financial transaction card theft/usage.*

**Incident Reports** – Deputies taking incident reports involving identity theft are to:

1. Fully record information concerning criminal acts that may have been committed during the illegal use of another person's personal identity in accordance with applicable state statutes.
  2. Obtain identifying information of the victim to include date of birth, social security number, driver's license number, other photo identification, current and most recent prior addresses, and telephone numbers.
  3. Document the nature of the fraud or other crime committed in the victim's name.
  4. Determine what type of personal identifying information may have been used to commit crimes (i.e., social security number, driver's license number, birth certificate, credit card numbers and state of issuance, etc.) and whether any of these have been lost, stolen or potentially misappropriated.
  5. Document any information concerning where the crime took place, the financial institutions or related companies involved and the residence or whereabouts of the victim at the time of these events.
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6. Determine whether the victim authorized anyone to use his or her name or personal information.
7. Determine whether the victim has knowledge or belief that a specific person (or persons) used his or her identity to commit fraud or other crimes.
8. Determine whether the victim is willing to assist in the prosecution of suspects identified in the crime.
9. Determine if the victim has filed a report with other law enforcement agencies and whether such agency provided the victim with a case number.
10. If not otherwise provided, document/describe the crime, the documents or information used, and the manner in which the victim's identifying information was obtained.
11. Cases involving identity theft are to be assigned to CID for follow-up.

**Assisting Victims** - Deputies taking reports of identity theft should instruct victims to take the following steps to help resolve their problem:

1. Contact the Federal Trade Commission (FTC) (1-877-IDTHEFT) for assistance from trained counselors in resolving credit related problems. The FTC acts as the nation's clearinghouse for information related to identity theft crimes.
2. Cancel each credit card and request new cards with new account numbers.
3. Contact the fraud departments of the three major credit reporting agencies [Equifax (1-800-525-6285), Experian (1-888-397-3742), TransUnion (1-800-680-7289)]. Ask each company to put a fraud alert on the account and add a victim's statement requesting creditors to contact the victim before opening new accounts in his or her name. Also request copies of your credit report.
4. If bank accounts are involved, report the loss to each financial institution, cancel existing accounts and open new ones with new account numbers.
5. If a driver's license is involved, contact the state motor vehicle department.
6. Check with the Social Security Administration to determine the accuracy integrity of your account.
7. Change the locks on your house and cars if there is any indication that these have been copied or otherwise compromised.

**Investigations** – Investigative actions may include but not be limited to the following:

1. Review the incident report and conduct any follow-up inquiries of victims or others as appropriate for clarification/expansion of information.
2. Contact the FTC Consumer Sentinel law enforcement network and search the database for investigative leads.
3. Contact other involved or potentially involved law enforcement agencies for collaboration and avoidance of duplication.

**Community Awareness and Prevention** - When reasonable and appropriate, deputies engaged in public education/information forums or community crime prevention are to provide the public with information on the nature and prevention of identity theft.

### **COLD CASE INVESTIGATIONS:**

**Cold Case Defined** - An unsolved homicide in which all apparent investigative leads have been exhausted by the principal investigator.

**Cold Case Unit** – Investigative unit attached to the Criminal Investigations Division dedicated to the investigation of unsolved homicides working under the supervision of Violent Crimes Supervisors.

**Cold Case Investigators** – Investigative personnel with sufficient experience and training to evaluate existing case files and effectively investigate new or existing leads.

#### **Cold Case Investigator Duties and Responsibilities:**

1. Ensure the confidentiality and secure handling of all information, investigations, case files, reports, and anything associated with Cold Case Investigations.
2. Ensure that all evidence collected during the initial investigation, as well as, any newly collected evidence will be secured in DPS Property and Evidence for storage. No evidence shall be returned to its owner, disposed or cleared for destruction unless the case has a formal disposition and has been cleared by the Assistant Solicitor assigned to the case.
3. Review and assess unsolved homicide cases using solvability factors in determining if a case merits further investigation.
4. When a case is identified for investigation, the unit will work diligently on the investigation and document all investigative activities and progress.
5. Consistently apprise supervisors and the assigned assistance solicitor of actions and progress.
6. When an investigator deems a case status to be changed, the Captain of the Criminal Investigative Division or his designee

will conduct a peer review of the case file to determine the appropriate action.

**Solvability Factors:**

1. Completeness of case file including original report, supplemental reports, crime scene and lab reports, autopsy reports, witness and suspect statements.
2. Availability of evidence, witnesses and suspects.
3. Age of case.
4. Availability of new information (Crime Stopper tips, other agency information, "jail house" information, professional source information such as private investigators or attorneys).
5. Facts and circumstances exist making the likelihood that the case might be solved through advancements in forensic technology.

**AUTO THEFT  
TRACKING  
PROGRAM:**

**Equipment Defined** – A vehicle, motorcycle, trailer or any other device that is approved by the CID Division Commander that is equipped with a GPS monitoring system that records the time, speed, and location of the device. The system also alerts auto theft investigators when the device to which the system is attached becomes mobile.

**Supervisor Responsibilities** – Once notified, it is the responsibility of the Auto Theft Sergeant or their designee to notify the Uniform Patrol supervisor and Communications of the in progress theft. When feasible, the Uniform Patrol supervisor and Communications should be kept updated as well as notified of time of arrest and recovery of the equipment. The authority to deploy the equipment rests with the CID Division Commander or their designee. Sworn personnel who desire to utilize the equipment in a law enforcement capacity may direct their request to the CID Division Commander via their chain of command.

**Equipment Deployment** – The equipment may be left unattended and without surveillance until the battery reaches a minimum of 30% at which time the equipment will be picked up and the GPS system will be recharged. The equipment must be at least 25 feet from the roadway when deployed. If the equipment is placed on private property, the owner of the property must be notified. The Auto Theft Unit will have a log indicating that the system was inspected and in good working order before and after each deployment.

**Responding Deputy's Responsibilities** – Upon activation, responding deputies shall notify the Auto Theft Sergeant and Communications. Once the GPS monitoring system is activated, the Auto Theft Sergeant or their designee will track the location of the equipment. Once the GPS monitoring system indicates that the equipment is stationary, deputies will stage with a Uniform Patrol unit at an area close to the location of the equipment before approaching the offender(s) unless cleared by the Auto Theft Sergeant or their designee. General Orders 202 and 237 will cover deputies' responses to these activations.



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Hobart Lewis, Sheriff