


MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 34-H		TITLE: Fictitious Identification
EFFECTIVE DATE: 05-16-17	AMENDED:	RESCINDS:
NO. PAGES: 3	REFERENCE:	
 <hr/> Sheriff of Monroe County		

PURPOSE: The purpose of this order is to establish guidelines for the use and issue of undercover identification.

DISCUSSION: To develop an undercover identify, it is necessary to utilize various documents to ensure undercover status credibility. These documents may include drivers license, credit cards, social security cards, birth certificates and physical examination forms, etc. A procedure for obtaining, utilizing and returning these documents must be established to ensure proper accountability and use of these documents. Only approved members will be eligible to receive any undercover identity.

PROCEDURE:

- A. To obtain a fictitious Florida drivers' license, a form letter must be signed by the Sheriff or designee and mailed to the Department of Motor Vehicles in Tallahassee with a copy of the applicant's true drivers' license. The applicant's fictitious name, date of birth, and address must also be provided. The Department of Motor Vehicles will return a letter with instructions for obtaining the license.
 1. Upon the member receiving a fictitious drivers' license, the member will provide a copy of the fictitious drivers' license along with a copy of the member's valid true drivers' license to the Bureau of Law enforcement Major of Operations.
 2. During undercover operations this license may be used to maintain an undercover identity.
 3. This license shall not be used for personal reasons. Example: members, either off or on duty and not in an undercover capacity, who are stopped by another law enforcement agency for any reason, will properly identify themselves with their personal drivers' license.
 4. Upon completion of assignment, members will return the fictitious drivers' license to the Bureau of Law Enforcement Major of Operations. The licenses will be returned to the Department of Motor Vehicles along with a letter signed by the Sheriff or designee.
- B. To obtain a fictitious credit card, the applicant, with approval of the Sheriff or his designee will sign a letter of responsibility. This credit card will be issued in the undercover identity of the member. This credit card will be used to maintain undercover status. The usage and accountability is the sole responsibility of the assigned member. The following parameters will be adhered to:

1. Upon the member receiving a fictitious credit card, the member will provide a copy of the credit card, along with a copy of the member's agency identification, to the Bureau of Law Enforcement Major of Operations.
 2. Under no circumstances will the credit card be used for any personal reasons.
 3. The account balance of the credit card will be paid off totally at the end of each billing period.
 4. Any investigative expenses incurred by the use of the credit card will be documented in accordance with General Order Chapter 34 Investigative Funds.
 5. The member and their supervisor will review monthly credit card statements. Copies of the statements will be forwarded to the Bureau of Law Enforcement Major of Operations via chain of command for review and approval. Upon approval, copies of the statements will be kept in a fictitious credit card file.
 6. Upon completion of the member's assignment, the member will return the undercover credit card to the Bureau of Law Enforcement Major of Operations.
- C. To obtain a fictitious social security number, the applicant shall submit a request to the sheriff via the chain of command. Once approved, the Bureau of Law Enforcement Major of Operations will coordinate a request to FDLE in accordance with the "Memorandum of Understanding on Provision of Alias Social Security Program".
1. Once a member receives an alias social security card, the member shall:
 - Immediately provide to the Bureau of Law Enforcement Major of Operations the institution's name and account number associated with the alias SSN issued to the member which is used to open bank accounts, credit cards or any other similar financial matters.
 - Immediately notify the Bureau of Law Enforcement Major of Operations of any earnings of which the member becomes aware, that are posted to the alias SSN that is issued to the member and any benefits, of which the member becomes aware, that are being claimed on the alias SSN.
 - Not allow the use of any alias SSN by contractors or informants.
 - Notify the Bureau of Law Enforcement Major of Operations via memorandum, of any and all uses associated with the alias SSN.
 2. The alias SSN shall not be used for any personal reasons.
 3. Upon completion of the member's assignment, the member will return the alias SSN to the Bureau of Law Enforcement Major of Operations.
- D. The use of undercover vehicle tags, out of state tags, or tags not registered to the undercover vehicles is permissible under the following conditions:
1. Prior approval of the member's immediate supervisor must be obtained.
 2. The member's immediate supervisor will have the tag number and description of the vehicle on which the tag will be displayed. Any change in tags will be updated and approved by the member's immediate supervisor.
 3. The member requesting to use an undercover tag will complete records checks to ensure the tag is not stolen or on any alert status.
 4. The Special Operations Commander or designee will maintain a current list of all vehicle, assigned tags and undercover tags utilized by Division members.
- E. There are unique undercover operations that may require additional fictitious documentation. All applications, false records and documents will be utilized only with the approval of the Sheriff or his designee. Once any fictitious documentation is received, a copy shall be provided to the Bureau of Law Enforcement Major of Operations. Upon termination of these undercover operations, all fictitious records and documents will be returned to the Bureau of Law Enforcement Major of Operations for proper filing or destruction.

- F. The Bureau of Law Enforcement Major of Operations shall maintain a file for all fictitious identification together with any supporting or underlying documents and materials for a period of five (5) years after the fictitious identification has been deactivated, or longer if required by law.