



WEBER COUNTY SHERIFF'S OFFICE
POLICY AND PROCEDURES
FINANCIAL CRIMES

EFFECTIVE DATE 09/30/09
 AMENDS/SUPERCEDES
 STANDARD NUMBER N/A

REVIEW DATE:
 REVISION DATE:
 APPROVED: _____
 Sheriff Signature

29.22.1 Purpose

It is the purpose of the section to outline Office Policy and procedures regarding the investigation and prevention of financial crimes. These crimes may include, but are not limited to, credit card fraud, wire fraud, forgery, and non-sufficient funds checks.

29.22.2 Rationale

Financial crimes need to be determined to be either a civil issue or a criminal offense, for prosecution purposes. Financial crimes often involve local, state, and federal jurisdictions.

29.22.3 Policy

It is the policy of this office to respond to and investigate reports of financial crimes.

29.22.4 Procedure: Responsibility of Initial Deputies

In attempting to solve an incident and bring resolution to victims, the assigned deputy shall:

- A. Determine where the offense occurred and make the appropriate determination if civil or criminal in nature.
 - 1. Often times the victim will report the fraudulent activity to the law enforcement agency where they reside. The incident needs to be reported to the appropriate law enforcement agency where the crime was committed.
- B. Follow any reasonable leads.

- C. Exhaust all available resources.
- D. Coordinate with other agencies to ensure a complete investigation into any and all suspects.
- E. Collect all available documented evidence of the crime.
 - 1. This may include paperwork, financial institution statements, and video surveillance.
- F. Provide victim(s) with information and resources, available by telephone and internet, to assist them in organizing their case and preventing additional fraudulent activity.
- G. Have victim complete the necessary, Weber County Sheriff's Office, approved financial forms. Separate financial crimes require specific forms.
 - 1. Credit/Debit Card Fraud:
The victim should complete the Credit Card Fraud/Identity Theft Packet and attach all financial records of the unauthorized use. The deputy shall instruct the victim on the proper completion of this packet. This packet may be downloaded off of the internet or provided by the deputy. It is NOT required that the deputy remain on scene until the victim completes this packet. It will be the responsibility of the investigating detective to acquire this paperwork from the victim.
 - 2. Forgery:
The victim must complete an Affidavit of Forgery. This form shall be provided by the assigned deputy. The assigned deputy will remain on scene while the victim properly completes this form. The deputy will collect this form, along with original (if possible) or photocopies of suspected forged documents and attach it to the original case before referring it to investigations.

3. Non-Sufficient Fund/Closed Account:
The assigned deputy will ensure that the minimum standards, on the Non-Sufficient Funds/Closed Account Packet, are met for a criminal investigation. The assigned deputy will instruct the victim on the proper completion of this packet. It is NOT required that the deputy remain on scene until the victim completes this packet. It will be the responsibility of the investigating detective to acquire this paperwork from the victim.

29.22.5 Procedure: Responsibility of Assigned Detective

In attempting to solve an incident and bring resolution to victims, the assigned deputy shall:

- A. Make and maintain contact with the victim(s) and/or witnesses to obtain completed Weber County Sheriff's Office financial forms, and/or other information as needed.
- B. Collect all available documented evidence of the crime.
 1. This may include paperwork, financial institution statements, and video surveillance.
- C. Determine if there are other financial crimes cases, within Weber County, involving the same victim related to the Weber County Sheriff's Office investigation. Coordinate with other agencies to ensure a complete investigation into any and all suspects.
 1. Often times, financial crimes can occur in many different law enforcement jurisdictions, and relate to the same victim and/or suspect.
 2. Financial crimes can also involve criminal street gangs and drug abuse. Financial crimes investigations may be coordinated with specialized units, such as the Metro Gang Unit and Narcotic Strike Force.

- D. Exhaust all available resources.
 - 1. Work with financial institutions to track fraudulent transactions and obtain physical evidence.
 - 2. In accordance with State and Federal Laws, an investigative subpoena or search warrant may be required to obtain evidence from a third party.