



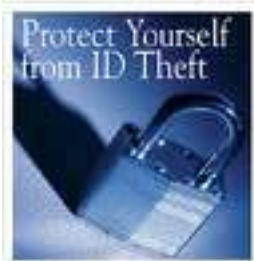
Clarence W. Dupnik, Sheriff

Pima County Sheriff's Department

Keeping the Peace and Serving the Community Since 1865



Economic Crimes – Fraud Detail



Preventative Measures to Protect Yourself

Learn to protect yourself against economic crimes and identity theft by practicing these simple steps:

- **Protect your personal information – social security number, passwords, PIN numbers, and credit / debit card numbers**
Use common sense; be suspicious when things don't seem right. Never divulge personal information over the phone unless you initiated the call. An unsolicited offer that sounds too good to be true, probably is!
- **Minimize damage in the event your wallet is lost or stolen**
Carry only the identification and credit cards needed; usually a driver's license, one (1) or two (2) credit cards, and an insurance card. DO NOT carry your social security card in your wallet or purse. Leave unneeded identification and cards in a secure, preferably locked, place. Keep purses and wallets in a safe place, even when you're at work.



- **Protect your incoming and outgoing mail**
Pick-up delivered mail promptly. Do not place out-going mail in an unlocked residential mailbox; take it to the Post Office or drop in a blue U.S.P.S. mailbox.
- **Invest in a cross-cut shredder**
Destroy unneeded credit card receipts, bills, statements, credit applications, cancelled checks, and any other document which includes personal and/or financial information. Using a cross-cut shredder makes it virtually impossible to reassemble the document.

- **Practice home security**
Don't make it obvious that you're away from home. Use timers on your lights and television / stereo, stop the delivery of newspapers and mail, and ask a trusted neighbor or friend to watch for and pick-up unexpected deliveries.
- **Personal checks**
DO NOT have your social security number printed on checks. Use a "gel-ink" pen to write checks. According to a Postal Inspector, "gel" inks are unable to be "washed," thereby making it more difficult to forge or counterfeit a document.
- **Review credit card and bank account statements**
Promptly review all bank and credit card statements for accuracy. Report any irregularities to the bank or credit card company immediately. It is also a good idea to notify the issuing agency if you don't receive a statement. This could be a sign that someone has changed the mailing address without your knowledge.
- **Request and review credit reports annually**
Review for accuracy and look for any unauthorized accounts or purchases. Be sure to review the area that lists who has received a copy of your credit history. Unfamiliar information in this area could be an indication of fraud or identity theft.



Computer-Related Safety Tips



- **Use and update virus protection software.**
Ideally, virus protection software should be set to automatically update on a weekly basis.
- **Do not download files or open e-mail attachments received from strangers.**
Be careful about using file-share programs. This could expose the system to a computer virus or spyware, which could capture passwords and other information as it is typed on the keyboard.
- **Don't click on hyperlinks sent from people you do not know.**
- **Use a firewall program.**
This is especially critical if the computer is connected to the internet 24-hours a day (cable, DSL).
- **Do not store personal or financial information on your computer.**
If it is necessary to store this information on your computer, use a password to protect the system.

- **Make on-line purchases from reputable merchants only.**
If the merchant's website does not have a privacy policy, or if you don't understand the policy, consider doing business elsewhere. It's always better to play it safe.
- **Delete all personal information before disposing of a hard-drive.**
Use a "wipe" utility program to overwrite the entire hard-drive.