

	POLICY & PROCEDURE	SERIES # 716	PAGE 1 OF 2
	SUBJECT IDENTITY THEFT CRIMES		EFFECTIVE DATE 01/17/07
			OVERSIGHT Investigations
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # NEW POLICY	

I. PURPOSE:

The purpose of this policy is to outline the reporting and investigative steps for the proper handling of crimes involving Identity Theft.

II. POLICY:

Identity theft is one of the fastest growing and most serious economic crimes in the United States both for financial institutions and persons whose identifying information has been illegally used. It is the policy of the Hampton Police Division to take those measures necessary to record criminal complaints, assist victims in contacting other relevant investigative and consumer protection agencies, and work with other federal, state and local law enforcement and reporting agencies to identify perpetrators.

III. DEFINITION:

Identity Theft – Is the wrongful use of another person’s identifying information-such as credit card, social security or driver’s license numbers-to commit financial or other crimes. Identity theft is generally a means for committing other offenses such as fraudulently obtaining financial credit or loans, among other things.

IV. PROCEDURE:

A. Taking Identity Crime Reports

1. All sworn police personnel are authorized to take Crime Reports concerning Identity Theft Crimes. These cases shall be reported utilizing the IBR Reporting system with the appropriate State Code.
2. Any person residing within the City of Hampton may report the crime of “Identity Theft” regardless where the offense originated.
3. Offences resulting in a criminal act occurring in this jurisdiction (i.e., credit card fraud) will be reported and investigated.
4. Reports will include information on all acts of fraudulent activities (i.e., credit cards applied for, and used in victims name).

APPROVED:
CHIEF OF POLICE



B. Providing Assistance & Information to Victims

1. In addition to talking an IBR Report of the Crime, the victim shall be advised of their right to obtain court ordered access to the Department of Justice identity theft database pursuant to Penal Code § 530.7.
2. If the complainant is a victim of Identity Theft and/or Internet Fraud, they should also be referred to the Federal Bureau of Investigation via WWW.IFCCFBI.GOV, and the Federal Trade Commission via WWW.FTC.GOV.

C. Coordination of Investigations with outside agencies

On occasion, during an investigation, contact with other involved or potentially involved law enforcement agencies may be necessary for collaboration and avoidance of duplication. These agencies include but are not limited to:

1. Federal Law Enforcement agencies such as the U.S. Secret Service, the Federal Bureau of Investigation, and the U.S. Postal Inspection Service.
2. Any state and/or local enforcement agency with which the victim has filed a crime report or where there is an indication that the identity theft took place.

D. Providing public information on prevention of Identity Crime

Where reasonable and appropriate, officers engaged in public education/information forums, community crime prevention and awareness presentations or similar speaking or information dissemination efforts shall provide the public with information on the nature and prevention of identity theft.

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