

**Laurel Police Department – General Order
Chapter IV, Section 700, Order 712 – Identity Theft
November 16, 2015**

4 / 712.05 POLICY

It is the policy of this Department to take the appropriate measures to record criminal complaints, assist victims in contacting investigative and consumer protection agencies and to coordinate investigative efforts with other law enforcement agencies to identify the perpetrators.

4 / 712.10 PURPOSE

The purpose of this policy is to provide personnel with procedures for receiving, processing and investigating Identity Theft crimes.

4 / 712.15 DEFINITIONS

Identity theft - also known as Identity Fraud, ID Theft and ID Fraud is fraud perpetrated by a criminal who assumes someone else's identity in order to profit illegally

4 / 712.20 PROCEDURES

A. Processing an Identity Theft Complaint

1. Record the crime on an Incident Report.
 - a. The report shall contain a detailed narrative documenting the criminal act and the nature of the fraud.
2. Obtain and verify the victim's identifying information. Identifying information shall include
 - a. Date of Birth
 - b. Social Security Number
 - c. Driver's License Number
 - d. Current and Prior Addresses
 - e. Current Telephone Numbers
3. Determine the types of personal and/or business information used to perpetrate the criminal activity.
4. List the known locations and/or web sites where the criminal act took place.
5. Ascertain if the victim authorized anyone to use their name and/or personal information.
6. Document if the victim is willing to assist in the prosecution of identified suspect(s).
7. Determine if the victim has filed a report of crime with other law enforcement agencies and record the other agency's case numbers.
8. Collect any documents the victim has supporting the identity theft.

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B. Investigation of Identity Theft Crimes

1. The investigation of Identity Theft crimes is the sole responsibility of the Special Operations Division (SOD).
2. All reports of Identity Theft taken by the Patrol Division are to be forwarded to SOD.

C. Identity Theft File Consent Document Form

1. It is the responsibility of the assigned officer to offer the victim an “Identity Theft File Consent Document Form”.
2. In those incidents where the victim refuses to sign the “Identity Theft File Consent Document Form” the investigating officer shall record the refusal in the case file.
3. When the victim completes the indicated form the investigating officer shall
 - a. Retain the original in the case file
 - b. Forward a copy to the Maryland State Police to authorize information entry into NCIC

D. Out of Jurisdiction Responsibility

1. Reports of Identity Theft made to the Department that occurred outside the jurisdictional boundaries of the City will be taken.
2. After an out-of-jurisdiction report has been taken the police of jurisdiction shall be notified of the event and given the appropriate victim identification information.

E. NCIC Entry

1. The Maryland State Police is the only law enforcement agency currently authorized to enter Identity Theft information/data into NCIC.

F. PROVIDING CRIME PREVENTION INFORMATION

1. The Department will provide information on identity theft crimes to the public when requested, in the form of brochures and handouts.

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4 / 712.25 GOVERNING LEGISLATION AND REFERENCES

US Privacy Act 1974 (5 USC Sec. 552a)

Maryland Code, Criminal Law, Title 8 Fraud & Related Crimes

CALEA Standard 42.2.8

4 /712.30 ANNEX

None