

# Truro Police Department

## IDENTITY THEFT

*Policy Number: OPS-6.06A*  
**REFERENCE:**

*Effective Date: April 20, 2008*

*Accreditation Standards:*

*Other:*

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### **I. GENERAL CONSIDERATIONS AND GUIDELINES**

Identity theft is the unlawful use of another person's personal information, such as name and date of birth, credit card numbers, Social Security number, or driver's license information for the purpose of committing fraud or some other form of deception. It is one of the fastest growing forms of criminal conduct in the United States. The Federal Trade Commission has estimated that 43% of fraud committed in the United States in 2002 was related to identity theft. Although the unauthorized use of another person's identity is in itself a crime under federal and Massachusetts law, it is almost always a means of committing other crimes such as bank fraud, check fraud, credit card fraud, Internet fraud, the fraudulent obtaining of loans, or the avoidance of criminal prosecution.

The first step in the compromising of a person's identity may be the theft of trash, the skimming of a credit card, the obtaining of information via the Internet, or some other technique that may not even be detected by the victim. In other cases, the theft of an identity may begin with the theft of a wallet or purse, or the interception of mail. Early detection of identity theft can minimize the amount of financial loss and the extent of damage done to the victim's credit.

The term "victim" in this policy refers to the person whose identity has been compromised, yet financial institutions, retail merchants and mail order companies often suffer greater financial loss than the citizen whose information has been unlawfully used.

### **II. POLICY**

- A. It is the policy of the Truro Police Department to investigate all instances where a citizen's identity has been compromised for an unlawful purpose.
  1. In each case of reported identity crime, whether the victim resides in this community or a fraudulent transaction occurs here, a police officer will conduct an investigation and immediately complete an incident report.

2. Officers investigating instances of identity theft will provide victims with information that will assist them in repairing their credit and diminishing the amount of theft.
3. The department will refer to other law enforcement agencies information about fraudulent transactions occurring in their jurisdiction.
4. The department will seek to educate the public about the issue of identity crime, including methods for preventing it.

### **III. PROCEDURES**

#### **A. Initial Investigation and Reporting**

All reports of identity crime will be investigated by a police officer and a report will be filed prior to the end of the officer's shift, unless unusual circumstances cause it to be filed at a later date. Financial institutions often require victims to forward a police report, so the filing of the report should never be delayed more than one tour of duty.

##### **1. Theft of a Credit Card**

An officer investigating the theft of a credit card will attempt to determine how the subject obtained the credit card, and must list in the report the names and account numbers of the credit cards involved.

##### **2. Point of Compromise**

An officer investigating the unauthorized use of the victim's identity to commit a financial crime will attempt to determine the point where the victim's identity was compromised.

- a. Determining the point of compromise will assist the officer in learning important information about the subject's MO, and may lead him or her to other victims.
- b. If the point of compromise is outside this community, the officer will pass relevant information on to the appropriate law enforcement agency. All such referrals must be documented in the officer's report, including:
  - i. The law enforcement agency to which the referral was made;
  - ii. The name of the officer to whose attention the referral was sent; and,

- iii. The method by which the officer's report was transmitted (mail, fax, email, etc.)

### **3. Financial Transactions**

The officer taking the report of identity theft must attempt to identify any financial transactions that have been made using the victim's identity and take proper steps to preserve evidence, including:

- a. Interviewing or causing to be interviewed employees of stores or banks that waited on the subject using the identity;
- b. Determining whether purchases or transactions were photographed or videotaped, and securing or causing to be secured any resulting photographs, tapes or other images;
- c. In the case of banking transactions, obtain and include in the police report;
  - i. the names and branches of the financial institution(s);
  - ii. the name on the account(s);
  - iii. the type of account and account number(s) involved;
  - iv. the amount of loss; and
  - v. the location of the unlawful transaction.
- d. If the victim's identity has been used to apply for a fraudulent loan, obtain information about the application and trace the goods purchased with the loan.

### **4. Criminals Avoiding Capture**

In some cases a victim's identity will be used by a criminal to avoid apprehension or prosecution. In all such cases, the investigating officer should:

- a. Document cases where the subject used the victim's identity to avoid prosecution; and
- b. Make appropriate referrals to law enforcement agencies that filed charges against the victim based upon the subject's use of the victim's personal information.

## 5. Copies of Reports for Victims

The investigating officer should inform the victim that a copy of his/her report will be provided once it has been reviewed and approved, and ask the victim if he or she would like to pick it up or have it mailed. The officer should have a Request for Police Reports completed by the victim, and a leave a message for the Administrative Assistant to forward a copy of the approved report to the victim by:

- a. Mailing it to the victim; or,
- b. Leaving it at Communications in a sealed envelope, and calling the victim to advise him or her that it is ready to be picked up.

## 6. Identity Theft and Financial Crimes Task Force

The timely sharing of information among law enforcement agencies is critical to the prevention of further damage to the victim's identity and credit, and to the successful apprehension of the subject(s). Once the officer's report has been approved, the officer should immediately fax it to the Identity Theft and Financial Crimes Task Force in Boston (fax 617-556-0405). Where appropriate, this task force will notify the US Secret Service.

### B. Assisting the Victim [42.2.8(c)]

#### 1. Resource Guide for Victims

Police officers investigating an identity theft must not only attempt to identify the subject(s) responsible, but also assist the victim in minimizing the damage done.

#### 2. Victim Contact with Credit Bureaus

The officer should advise the victim to contact one of the three major credit bureaus and place a fraud alert on their credit reports. The credit bureaus are required to share information with each other about identity theft, so there is no need for the victim to contact more than one of them. Victims may also request a copy of their credit report. The three credit bureaus are:

- Equifax Credit Information Services  
(800) 525-6285

P.O. Box 740241  
Atlanta, GA 30374-0241  
www.equifax.com

- Experian Information Solutions  
(888) 397-3742  
P.O. Box 9530  
Allen, TX 75013  
www.experian.com
- TransUnion  
(800) 680-7289  
Fraud Victims Assistance Division  
P.O. Box 6790  
Fullerton, CA 92634-6790  
www.transunion.com

### **3. Notifications to Financial Institutions**

The officer should ensure that the victim notifies each financial institution where the victim has an account, so that those institutions can check the accounts for undetected fraud.

### **4. Federal Trade Commission**

The officer should advise the victim to contact the Federal Trade Commission and file a complaint. Complaints should be filed online at [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft)

### **5. Compromise of Social Security Numbers**

In cases where a victim's Social Security number has been compromised, the Social Security Administration should be notified at 800-269-0271, or at [www.ssa.gov/oig](http://www.ssa.gov/oig)

### **6. Documenting Contacts**

The officer should advise the victim to maintain a log detailing each instance where his/her identity has been compromised, and each contact he/she makes with a financial institution, credit bureau, store, or law enforcement agency.

### **7. Information Sharing**

The officer should inform the victim that information about the case will be shared with the Identity Theft and Financial Crimes Task Force, and with bank security investigators that may be assigned to the case by the victim's bank.

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**C. Follow-up Investigation****1. Initial Follow-up**

Cases of identity theft that require an in-depth investigation beyond that which can be conducted by the investigating patrol officer must be forwarded to the Investigator for follow-up.

- a. The investigator working on cases of identity theft shall follow-up on unresolved leads in the patrol officer's report, including but not limited to determining the point of compromise, interviewing or causing to be interviewed employees of financial institutions and stores, securing and preserving images of the subject, tracing goods fraudulently purchased and investigating instances where the victim's identity was used to avoid criminal prosecution.
- b. If the Investigator learns of an unlawful transaction or delivery of goods outside this community, he/she shall coordinate with the appropriate federal, state, or local law enforcement agency, or with the Identity Theft and Financial Crimes Task Force in Boston (617-556-4400), to investigate the transaction or delivery and, if possible, recover fraudulently obtained goods.
- c. The Investigator should contact the Identity Theft and Financial Crimes Task Force to determine whether the case can be linked to other investigations. The task force maintains an extensive database of information concerning identity fraud that includes telephone numbers used by subjects and "hot addresses" where fraudulently obtained goods have been shipped.
- d. The Investigator must keep victims apprised of all significant developments in the investigation, and shall contact them in all instances where it is learned that their identity has been further compromised or used.

**2. Referrals from Other Law Enforcement Agencies**

Upon receiving a referral from another law enforcement agency regarding an element of identity theft occurring in this community, Investigators shall:

- a. Follow-up on all leads as requested by the referring agency;
- b. Document all fraudulent transactions;

- c. Secure all available evidence including photographs, stolen property, and relevant documents;
- d. Inform the referring agency, officer or agent of all significant developments in the investigation; and
- e. Prepare a comprehensive report of the follow-up investigation, and provide a copy to the referring law enforcement agency or official.

### **3. Dissemination of Surveillance Photographs**

In all cases where photographs or images of subjects conducting transactions related to identity theft are available, the investigating Investigator will ensure that the images are posted on the MassMostWanted.org web site in a timely fashion. The Investigator should also compare the images with others posted on the web site to determine whether the subject has committed crimes in other jurisdictions.

### **4. Identity Theft and Financial Crimes Task Force**

Investigators conducting identity theft investigations shall coordinate their investigations with the Identity Theft and Financial Crimes Task Force in Boston.

## **IV. PREVENTION AND EDUCATION**

The department will keep the public informed on the subject of identity fraud in general, and specifically about steps that the public can take to prevent becoming a victim.

- A. The department will maintain an education and prevention program available for presentation to civic groups by members of the department.
- B. The department web site will maintain links to sites that offer information about identity theft.
- C. The department will utilize the media where appropriate to warn citizens about trends in identity crime.