



Approved:

*Chief Marcia Harnden*

Subject:

# 560. Identity Theft

Effective:

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CALEA Standards:

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## 560.1: PURPOSE AND SCOPE

This policy provides guidelines for the reporting and investigation of identity theft cases, as defined in [Oregon Revised Statutes Section 165.800](#).

## 560.2: POLICY

**It is the policy of the Albany Police Department to thoroughly investigate identity theft crimes.**

## 560.3: REPORTING

- a. In an effort to maintain uniformity in reporting, members presented with the crime of "identity theft" shall initiate a report for victims residing within the jurisdiction of this department.
- b. If the victim has suspect information or evidence, an officer shall take the report. If there is no suspect information or evidence, another member may take the report.
- c. For any victim not residing within this jurisdiction, the member may either take a courtesy report to be forwarded to the victim's residence agency or the victim should be encouraged to promptly report the identity theft to the law enforcement agency where he or she resides.
  - 1) Members of this department should investigate and report crimes occurring within this jurisdiction which have resulted from the original identity theft (e.g., the identity theft occurred elsewhere, but the credit card fraud occurred and is reported in this jurisdiction).
- d. Members should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim's name when the victim has never made such an application).
- e. Officers should also cross-reference all known reports made by the victim (e.g., U.S. Secret Service, credit reporting bureaus, U.S. Postal Service and DMV) with all known report numbers.
- f. Following supervisory review and departmental processing, the initial report should be forwarded to the Detective Unit for follow up investigation, coordination with other agencies and prosecution as circumstances dictate.