

# COLUMBIA POLICE DEPARTMENT

## Policy and Procedure Manual

### IDENTITY THEFT

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**Approved By:** Kenneth Burton Chief of Police  
**CALEA 6<sup>th</sup> Edition Standard:**

## **362 IDENTITY THEFT**

### **362.1 PURPOSE AND SCOPE**

Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

### **362.2 REPORTING**

Upon request from a victim, officers shall complete a report for identity theft crimes occurring in the City and for victims who either reside or are present in the City regardless of where the crime occurred (§ 570.222, RSMo).

If the identity theft crime did not occur in the City or the victim is not a resident, the officer may complete a courtesy report to be forwarded to the agency where the crime was committed or, if the location is unknown, to the victim's residence agency.

While the crime of identity theft should be reported to the law enforcement agency where the victim resides, officers of this department should investigate and report crimes occurring within this jurisdiction that have resulted from the original identity theft (e.g., the identity theft occurred elsewhere but the fraud, usage of services or receipt of goods were acquired or occurred in this jurisdiction).

Officers 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).

### **362.3 PREVENTIVE MEASURES**

The victim should be advised how to place a security freeze on his/her consumer report with the three major credit bureaus. A victim may also access <http://ago.mo.gov/publications/idtheft.htm> for further information.

The victim may file an identity theft complaint with the Missouri Attorney General's Office, Consumer Protection Unit (<http://ago.mo.gov/forms/idtheftcomplaintform.pdf>).

### **362.4 INFORMATION**

The victim should be encouraged to contact the Federal Trade Commission (FTC), which is responsible for receiving and processing complaints under the Identity Theft and Assumption Deterrence Act. The victim can contact the FTC online at <http://www.ftc.gov/bcp/menus/consumer/data/idtheft.htm> or by telephone at 877-ID Theft (877-438-4338). Additional information may be found at the U.S. Department of Justice website, <http://www.usdoj.gov>, or a regional FBI division website.