

2.362 IDENTITY THEFT & FRAUD

(42.2.8)

- A. As provided in **CR § 8-304**, this agency will take identity theft reports:
 - 1. For victims who live within Baltimore County; or
 - 2. When any part of the crime occurred in Baltimore County.
- B. Reports of identity theft incidents that do not occur on campus will be forwarded to the appropriate allied agency and not counted as an open case for purposes of compiling and reporting open cases.
- C. The agency uses modified versions of an identity theft and fraud form developed by the Maryland Police and Correctional Training Commissions (MPCTC) that implements the requirements of **Public Safety (PS) 3-207 (16)**. The agency's forms, that are permissible and suitable facsimiles of the MPCTC form, are:
 - 1. **UPO.051.D Identity Theft / Fraud Report**; and
 - 2. **UPO.052.D Identity Theft / Fraud Supplement**.
- D. Officers taking and investigating identity theft and fraud reports will:
 - 1. Use copies of the **UPO.051.D** and **UPO.052.D** forms as report writing and investigative guides;
 - 2. Give victims blank copies of **UPO.051.D** forms and explain to them the Victim Assistance Checklist that is the last page of the **UPO.051.D**;
 - 3. Complete and submit initially required reports for approval, making corrections as necessary for supervisory approval;
 - 4. After supervisors approve reports, enter relevant information into **UPO.051.D** and **UPO.052.D** forms and submit printed and approved copies to Central Records; and
 - 5. Enter initial and supplemental police reports directly into the RMS.
- E. Supervisors will:
 - 1. Review initial identity theft and fraud reports and approve them when they conform not only to departmental report writing standards, but also with information needed to complete **UPO.051.D** and **UPO.052.D** forms;
 - 2. Review and approve appropriately completed **UPO.051.D** and **UPO.052.D** forms; and
 - 3. Ensure the printed and approved copies of **UPO.051.D** and **UPO.052.D** forms are submitted to Central Records.
- F. Central Records staff will:
 - 1. Ensure completed **UPO.051.D** and **UPO.052.D** forms are inserted into appropriate case files;
 - 2. Promptly disseminate copies of initial and supplemental police reports and **UPO.051.D** and **UPO.052.D** forms at no cost to corresponding identity theft or fraud victims and appropriate allied agencies.