

Identity Theft

360.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines for the reporting and investigating identity theft crimes.

360.2 POLICY

This Department will initiate a police report whenever a person reasonably suspects that his/her financial information or means of identification has been unlawfully obtained, used, or transferred to another person or entity in all cases where the victim resides or works within this jurisdiction, or where any part of the crime occurred within this jurisdiction.

360.3 REPORTING

An employee receiving the report will ensure that a report is completed and provide the victim with a case number. If the victim requests a copy of the report, they can obtain a copy by contacting the Vancouver Police Records Division and obtain one without charge (RCW 9.35.050).

In cases where the reporting party does not reside or work within this jurisdiction and there is no known or suspected criminal activity occurring within this jurisdiction, the reporting party may be referred to the appropriate law enforcement agency having jurisdiction. If it is not reasonably practical for the reporting party to file a timely report with his/her home jurisdiction, the receiving employee should take a courtesy incident report to be forwarded to the agency having jurisdiction.

Reports should include all known incidents of fraudulent activity (e.g., credit card number applied for in the victim's name when the victim has never made such an application).

The employee preparing the report should, if possible, cross-reference all other known reports made by the victim (e.g., US Secret Service, credit reporting bureaus, US Postal Service and Department of Licensing) with all known report numbers.