



**Maryland-National Capital Park Police
Prince George's County Division**



DIVISION DIRECTIVE

TITLE			PROCEDURE NUMBER
REPORTING OF IDENTITY THEFT			PG910.1
SECTION	DISTRIBUTION	ISSUE DATE	REVIEW DATE
Reporting Procedures	A	09/28/07	07/01/10
REPLACES			
NEW DIRECTIVE			
RELATED DIRECTIVES	REFERENCES	AUTHORITY	
PG910.0	CALEA 42, 82	Larry M. Brownlee, Sr. – Division Chief	

I. PURPOSE

The purpose of this directive is to establish procedures regarding the investigation and reporting of identity theft.

II. POLICY

- A. It is the policy of the Maryland-National Capital Park Police, Prince George's County Division to accurately document cases of reported identity theft. The division will thoroughly investigate those cases that fall within the jurisdiction of the M-NCPPC. Other cases will be referred to the law enforcement agency or jurisdiction where the suspected crime was committed.
- B. Identity theft involves acquiring key pieces of someone's identifying information, such as name, address, date of birth, social security number, mother's maiden name, and credit information in order to impersonate them.

III. PROCEDURES

- A. Officers of the division shall take an initial crime report from a person who knows or reasonably suspects that his or her personal information has been unlawfully used by another (identity theft). Officers shall make a report (police information), if the suspected crime was committed outside M-NCPPC jurisdiction.

- B. The complainant (victim) shall be referred to the law enforcement agency where the suspected crime was committed for an investigation of the facts. The agency that has jurisdiction over the victim's actual residence is the agency to which the victim is to report, if the suspected crime was committed outside M-NCPPC jurisdiction.
- C. The officer completing the report shall provide the victim with the incident report number. Additionally, the victim shall be given instructions on how to get a photocopy of the original report.
- D. The victim shall be given a copy of the "Preventing Identity Theft" brochure that provides additional information on how to minimize future identity theft victimization, mitigate the damage from the current incident, and re-establish their identity and credit.
- E. All identity theft reports shall be forwarded to the Investigations Unit for follow-up.

IV. FOLLOW-UP INVESTIGATIONS

- A. The Investigative Services Section shall conduct follow-up investigations of identity theft reports. However, there may be times when follow-up investigations may be deferred to Patrol Services staff for efficiency.
- B. The assigned Investigator (or designated Patrol Services staff) shall coordinate the investigation with other applicable agencies as determined through the follow-up investigation. This shall be documented through the completion of a supplementary report form.
- C. If it is determined, upon review of the Investigations Supervisor, that the crime was committed in a different jurisdiction, the case will be referred to that jurisdiction for follow-up.

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