



<i>WRITTEN DIRECTIVE</i>	No. PD15-0904	Page: 1 of 2
Subject: IDENTITY THEFT CRIMES	Effective Date: 12/09/15	
	Supersedes/ Amends: PD12-0904	
	Reference: 42.2.8	



I. PURPOSE:

The purpose of this policy is to outline the reporting and investigative steps for the proper handling of crimes involving identity theft.

II. POLICY:

It is the policy of the Lynchburg Police Department to investigate and prosecute crimes involving identity theft to the fullest extent practical. Such investigation will include recording criminal complaints, assisting victims in contacting other relevant investigative and consumer protection agencies, and working with other federal, state and local law enforcement agencies to identify perpetrators.

III. PROCEDURE:

A. DEFINITION

For the purposes of this directive, the following definition will apply:

1. *Identity Theft* – the unlawful use of another person’s identifying information such as credit card, social security or driver’s license numbers to commit financial or other crimes.

B. Taking Identity Crime Reports

42.2.8 A

1. Identity theft incidents will be documented by means of IBR reports. All sworn officers will be authorized to take identity theft reports.
2. Any person residing within the City of Lynchburg may report the crime of “identity theft” regardless where the offense originated.
 - a. Offenses involving a criminal act occurring within this jurisdiction (such as credit card fraud) will be reported and investigated.
3. Reports will include information on all acts related to identity theft (such as credit cards applied for and used in the victim’s name).

C. Providing Assistance & Information to Victims**42.2.8 C**

1. In addition to taking an IBR report of the crime, officers should refer victims to the LPD website for additional information on identity theft prevention.
2. Victims of identity theft and/or Internet fraud may also be referred to the Virginia Office of the Attorney General, the Federal Trade Commission, and the U.S. Department of Justice. These organizations are identified on the LPD website and in the LPD informational brochure on identity theft crimes.

D. Coordination of Investigations with Outside Agencies**42.2.8 D**

1. Officers investigating identity theft crimes will communicate and collaborate with other involved, or potentially involved, law enforcement agencies in order to avoid duplicating investigative effort.
2. "Other involved agencies" will include:
 - a. Federal law enforcement agencies such as, but not limited to, the U.S. Secret Service, the Federal Bureau of Investigation, and the U.S. Postal Inspection Service.
 - b. Any state and/or local enforcement agency with which the victim has filed a crime report or where there is an indication that a theft-related crime occurred.

E. Providing Public Information on Prevention of Identity Crime**42.2.8 E**

1. Officers engaged in public education activities will provide members of the public with information on the nature and prevention of identity theft.
2. Hand-outs and support literature can be obtained from the Crime Prevention Unit or from the Lynchburg Police Department's website.

Original Signed

Raul M. Diaz
Chief of Police

December 9, 2015

Date