WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Identity Theft		Policy # 5.1.21
Accreditation N/A		
Effective Date: January 1, 2008	Revised Date:	
By Authority Of: Chief A. Dale Mabry	Signature: ADMabry	

5.1.21 IDENTITY THEFT

A. Purpose:

An Identity Theft File has been created to flag stolen identities for law enforcement and possibly identify the imposter when encountered by law enforcement. The file, which is kept in the NCIC data base, will contain victim profiles with personal information about the identity theft victim.

B. Policy:

It is this department's intent to assist victims of identity theft by establishing a procedure to record the incidents of this nature and to ensure the information is entered into the National Crime Information Center (NCIC).

C. Complaint Criteria

1. Someone is using a means of identification for the victim, **and**

2. The victim's identity is being used or intended to be used without the victim's permission, **and**

3. The victim's identity is used or intended to be used to commit an unlawful act.

D. Identity Theft Types

1. There are seven (7) specific type categories that define the type of identity theft. This information is **MANDATORY** and will have to be provided to make entry into NCIC.

   a. Credit Card – includes unauthorized use of or opening a fraudulent credit card account.
   b. Checking and Savings Account – includes check fraud; unauthorized use of ATM, debit or credit card; opening a fraudulent checking or savings account.
   c. Loans – includes real estate, auto, auto lease, personal or business loans
   d. Phone or Utilities – includes opening new accounts (cell phone, pager, cable, etc.) or charges to existing account.

e. Securities or other investments – includes opening or trading on existing securities or investment accounts.
f. Internet or e-mail – includes opening new internet accounts (e-mail, web site, etc.) or unauthorized use of existing accounts.
g. Government Documents or Benefits – includes drivers license issued or forged, Social Security Card issued or forged, fraudulent tax returns.
h. Other – includes all types of Identity Theft that does not fall into any other category.

E. Procedure

1. When a victim becomes aware that his/her identity has been stolen and reports it to this department, the reporting officer shall file the proper incident report (Fraud – Identity Theft. The UCR code is 1140)

2. The victim must sign the **Identity Theft File Consent Document** prior to the entry of the information into the Identity Theft File. This form will be supplied by the officer.

4. The victim decides upon a password to be used for true identification if needed. The password should be between one (1) and eight (8) characters in length and will be recorded on the incident report. A password is mandatory to make an entry into the Identity Theft File.

4. The reporting officer shall forward the victim's information, including the password, to Montgomery County Emergency Dispatch Services using the standard Message/NCIC/Data Entry Form. MCEDS will enter the information into the NCIC Identity Theft File. The information will remain in NCIC for a maximum of five (5) years. The entry may be removed from NCIC by written request of the victim.

5. During a subsequent encounter by law enforcement, a person inquiry of NCIC will automatically query the file. A positive response will include the victim profile and password. This will provide information necessary for the officer to identify the person as the victim or perhaps the actor.

5. Each Identity Theft File record response begins with:

   WARNING: THE IDENTITY OF THE SUBJECT INDENTIFIED IN THIS RECORD HAS BEEN REPORTED AS STOLEN. REVIEW THE VICTIM PROFILE AND USE CAUTION IN VERIFYING THE IDENTITY OF THIS PERSON. THE PASSWORD INCLUDED IN THIS RESPONSE HAS BEEN ASSIGNED TO THE INDENTITY THEFT VICTIM. VERIFY THAT THE SUBJECT OF THE INQUIRY CAN CONFIRM THE PASSWORD.