POLICY/PURPOSE:
It is the policy of the Cedar Rapids Police Department (CRPD) to thoroughly investigate, and to accurately document cases of reported identity crime.

The purpose of this directive is to establish procedures for the investigation and handling of reported identity crime.

DEFINITIONS:
Identity Theft – Anyone commits the offense of identity theft if the person fraudulently uses or attempts to fraudulently use identification information of another person, with the intent to obtain credit, property, services, or other benefit.

PROCEDURE:
Reporting:
Whenever an incident of identity theft is reported to CRPD:
- The original reporting officer will document the incident on a Incident Report Form (CRPD #600). [42.2.8a, b]
- The report should be marked as Identity Theft under the offense section of that report.
- All personal information such as bank/credit card account numbers, social security numbers, etc., will be reported in the narrative officers narrative only and not on the Incident Report Form (CRPD #600).
- The original reporting officer will make every attempt to determine where the actual crime occurred. If that location cannot be readily determined, the reporting officer should list the location of occurrence as the victim’s address.
- The reports should be reviewed and forwarded to the Criminal Investigations Division (CID).
- Occasionally, the victim may already know that the crime occurred in another jurisdiction, but simply needs a report to begin the process of reestablishing correct information with a bank or credit card company. In these cases, it is acceptable to complete a report. When CID receives such a report it can be cleared as forwarded to another jurisdiction and the report will be available for financial institutions investigators for proof that a crime occurred.

Victim Assistance: [42.2.8c]
Victims of identity theft are often confused as to where to go in order to reestablish damaged credit, personal identity, etc. Officers, who are asked for such assistance, may refer victims to the Federal Trade Commission’s website (www.ftc.gov) for additional information on how to protect themselves and recover from identity theft. There is also pamphlets and brochures available at the front desk of the police department.
Identity theft investigations can be complicated and crimes can occur over numerous jurisdictional boundaries. Investigators assigned to an identity theft case will first try to determine the origination of the crime, and if other Federal or State agencies should be included in the investigation. The assigned investigator will then coordinate any required assistance from these or other agencies.

If the need to notify the public regarding an identity theft investigation should arise, such notification will follow authorized media guidelines. No personal information other than what would be reported on the original crime report should be released. The CRPD will work to educate the public on identity theft issues with public service announcements when appropriate.