

St. Joseph, Missouri Police Department



DIRECTIVE TYPE: GENERAL ORDER		INDEX NUMBER: GO0701
SUBJECT: IDENTITY THEFT		
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I. Purpose:

The purpose of this general order is to set the policy and establish procedures for the investigation and handling of reported cases of identity theft by the St. Joseph Police Department.

II. Policy:

It is the policy of the St. Joseph Police Department to document and thoroughly investigate reported cases of identity theft.

III. Definitions:

- A. Identity theft:** The act of acquiring pieces of another person's identifying information, i.e., name, address, phone number, social security number, or any other information, and using that information to impersonate that person to commit fraud or other crimes.

IV. Procedure:

A. The initial report:

1. The St. Joseph Police Department shall take a report from a person who knows or reasonably suspects that his or her personal information has been unlawfully used by another.
2. If the identity theft occurred in another jurisdiction and the victim is a resident of St. Joseph, MO, this agency will take the initial report.
3. Report taking personnel shall provide the victim with identity theft information pertaining to its prevention and how to mitigate the consequences from the current incident. Personnel taking an identity theft report will provide the victim with the agency's case number assigned to that report.

4. The investigating detective will direct victims to complete an identity theft report online at www.identitytheft.gov and provide written instructions on how to do so. If appropriate, the detective will also request the victims consent for an identity theft file document (SJPD 0097), for future identity verification purposes.
5. All identity theft reports shall be forwarded to the Detective Division supervisor for follow up.

B. The follow up investigation:

1. The assigned investigator shall coordinate the investigation with any other agency/s that has some jurisdiction in the case. This would include any jurisdiction where some of the relevant investigative information could be obtained or crimes were committed.
2. If it is determined during case review by a Detective supervisor that the crime was committed in another jurisdiction, the case will be referred to that jurisdiction for follow up.

C. Crime Prevention:

1. The crime prevention unit of the St. Joseph Police Department provides programs and educational material for the community in regards to identity theft. The police department also provides access to identity theft information, affidavits, and credit bureau reporting agencies via the St. Joseph Police Department detective division web-site.

Chris Connally, Chief of Police

Date