2.362  IDENTITY THEFT & FRAUD

A. As provided in CR § 8-304, this agency will take identity theft reports:
   1. For victims who live within Baltimore County; or
   2. When any part of the crime occurred in Baltimore County.

B. Reports of identity theft incidents that do not occur on campus will be forwarded to the appropriate
   allied agency and not counted as an open case for purposes of compiling and reporting open cases.

C. The agency uses modified versions of an identity theft and fraud form developed by the Maryland
   Police and Correctional Training Commissions (MPCTC) that implements the requirements of Public
   Safety (PS) 3-207 (16). The agency’s forms, that are permissible and suitable facsimiles of the
   MPCTC form, are:
   1. UPO.051.D Identity Theft / Fraud Report; and
   2. UPO.052.D Identity Theft / Fraud Supplement.

D. Officers taking and investigating identity theft and fraud reports will:
   1. Use copies of the UPO.051.D and UPO.052.D forms as report writing and investigative guides;
   2. Give victims blank copies of UPO.051.D forms and explain to them the Victim Assistance
      Checklist that is the last page of the UPO.051.D;
   3. Complete and submit initially required reports for approval, making corrections as necessary for
      supervisory approval;
   4. After supervisors approve reports, enter relevant information into UPO.051.D and UPO.052.D
      forms and submit printed and approved copies to Central Records; and
   5. Enter initial and supplemental police reports directly into the RMS.

E. Supervisors will:
   1. Review initial identity theft and fraud reports and approve them when they conform not only to
      departmental report writing standards, but also with information needed to complete UPO.051.D
      and UPO.052.D forms;
   2. Review and approve appropriately completed UPO.051.D and UPO.052.D forms; and
   3. Ensure the printed and approved copies of UPO.051.D and UPO.052.D forms are submitted to
      Central Records.

F. Central Records staff will:
   1. Ensure completed UPO.051.D and UPO.052.D forms are inserted into appropriate case files;
   2. Promptly disseminate copies of initial and supplemental police reports and UPO.051.D and
      UPO.052.D forms at no cost to corresponding identity theft or fraud victims and appropriate al-
      lied agencies.