



**SPRINGFIELD TOWNSHIP POLICE DEPARTMENT**  
**Wyndmoor, Pennsylvania**

**Policy 5-11**

**Policy Title:** Identity Theft

**Date of Issue:** December 1, 2022

**Rescinds:** None

**By Authority of:**

**Chief of Police**

**I. Purpose**

The purpose of this policy is to provide guidance to officers investigating cases of Identity Theft, and to identify information and tools which should be relayed to victims of such theft.

**II. Policy**

It is the policy of the Springfield Township Police Department to investigate identity crimes, assist victims of identity crimes, and provide information to the public regarding prevention of these crimes.

**III. Definitions**

- A. Identity Theft – Identity theft occurs when another person possesses or uses, through any means, the identifying information of another person without the consent of that other person to further any unlawful purpose.
- B. Unlawful purpose – Acts both criminal and civil, which are prohibited by law.
- C. Identifying Information – Any document, photographic, pictorial or computer image of another person, or any fact used to establish identity, including, but not limited to: a name, birth date, Social Security number, checking account number, savings account number, student identification number, employee or payroll number, or electronic signature.
- D. Document – Any writing, including but not limited to: birth certificate, Social Security card, driver's license, non-driver government-issued identification card, baptismal certificate, access device card, employee identification card, school identification card or other identifying information recorded by any other method, including but not limited to: information stored on any computer, computer disk, computer printout, computer system, or part thereof, or by any other mechanical or electronic means.

#### **IV. Venue and Jurisdiction**

- A. Venue for identity theft is defined in Title 18, Section 4120 (Identity Theft).
- B. In many cases, multiple agencies may have jurisdiction in a particular case. Coordination shall be made with the affected agencies. The following factors shall be considered when deciding jurisdiction in a case that spans multiple municipalities, counties, or states:
  - 1. Location where the majority of the evidence will be or has been found.
  - 2. Number of jurisdictions involved.
  - 3. Number of acts by the offender in each jurisdiction.
  - 4. Wise or sensible use of resources.
  - 5. Level of service provided to the victim(s).
  - 6. Maintenance of good relations with surrounding agencies.
  - 7. Instructions from the District Attorney's Office.

#### **V. Reporting**

- A. Officers to whom an Identity Theft case is reported shall complete an incident report as per department policies.
- B. If the venue is not appropriate to Springfield Township as defined by Title 18, the victim shall be referred to the appropriate agency and the information shall be documented in the report.
- C. Victims should also be referred to the Federal Trade Commission's website, which contains detailed information for victims of identity theft. If the victim does not have access to the internet, the officer should assist them with obtaining the information. This website includes an ID Theft Affidavit and other important information.
- D. Officers shall provide the victim with a victim's rights packet in accordance with Title 18 and department policy. The signed receipt shall be attached to the report.
- E. Officers shall investigate and prosecute the case, if possible, or refer to the appropriate agency having jurisdiction.
- F. When appropriate, supervisors may refer the case to a criminal investigator in accordance with department policy and procedures.

- G. Identity Theft cases should be considered for entry into PACIC, MAGLOCLEN, or similar databases.
- H. Officers shall complete the CLEAN / NCIC Identity Theft Report form and send it into Montgomery County Emergency Dispatch Services (MCEDS) for entry into CLEAN / NCIC. See Attachment A.

**VI. Providing Public Information on Prevention of Identity Theft**

- A. A variety of informational materials on the prevention of identity crimes are available for distribution to the public. These materials are located in the pamphlet cabinet of the police station.

**ATTACHMENT A**



**Montgomery County Department of Public Safety  
 CLEAN/NCIC Entry Form  
 Identity Theft Report**

Today's Date

Date of Report	Police Department	Reporting Officer	Badge Number	Report Number

Fields marked with an Asterisk\* are Mandatory.

* Name (NAM)	* Sex	* Race (RAC)	* Height	* Weight	* Eye Color (EYE)
	-	-	-	-	-

* Hair Color (HAI)	* Date of Birth	* Place of Birth	* Password

**Identity Theft Type**

- |  |  |   |  |
|--|--|---|--|
| <input type="radio"/> Checking / Savings Account | <input type="radio"/> Government Documents or Benefits | <input type="radio"/> Loans             | <input type="radio"/> Phone or Utilities |
| <input type="radio"/> Credit Card                | <input type="radio"/> Securities or Other Investments  | <input type="radio"/> Internet or Email | <input type="radio"/> Other              |

Citizenship	Ethnicity (ETN)	Scars, Marks, Tattoos and other characteristics (SMT)
	-	

Skintone (SKN)	Social Security Number (SOC)	FBI Number (FBI)

OLN	License State	License Year	Date of Theft	Date of Purge (Automatically 5 years)

Miscellaneous (MIS) - (Include clothing description and any other info not addressed.)

**CASE USE ONLY**

Dispatcher Initials / Number	Date	Time	OCA
Checked By - Initials / Number	Date	Time	

\*\*\*Print Legibly or Type All Information\*\*\*

**PRINT**

**Fax completed forms to 610-631-6539 for entry.**

**CLEAR**

**EMAIL**

(Form IDT-1: Revision 201906a)

Form can be emailed to [MCentries@montcopa.org](mailto:MCentries@montcopa.org)