

OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 1

January 9, 2007

**SUBJECT:** REPORTING A BUSINESS AS A VICTIM OF IDENTITY THEFT

**EFFECTIVE:** IMMEDIATELY

**PURPOSE:** The crime of Identity Theft, Penal Code Section 530.5, has been defined as the unauthorized use of personal identifying information to obtain credit, goods or services in the name of another person. In 2006, the California Legislature expanded the definition to include a firm, association, organization, partnership, business trust, company, corporation, limited liability corporation or public trust.

**PROCEDURE:** Effective immediately, businesses or companies whose name or identity has been used for any unlawful purpose, shall be reported on an Investigative Report, Form 3.01.00, as a victim of Identity Theft.

Persons reporting Identity Theft on behalf of a business or company shall do so in-person. The reporting employee shall attach a copy of the reporting person's identification as a page of the report. Identity Theft reports should not normally be taken without documentation supporting the allegation (e.g. bank statements, fraudulent applications, etc). If these documents are not available when the report is taken, it should be explained in the narrative.

The location of occurrence is the address of the concerned business. Business victims of Identity Theft not located within the City should be referred to the law enforcement agency having jurisdiction over their place of business.

**Note:** Business-related Identity Theft Reports shall not be reported for occurrences prior to February 28, 2006.

Commercial Crimes Division has primary investigative responsibility for Identity Theft crimes Citywide. Area records units shall forward all Identity Theft reports to Commercial Crimes Division, Identity Theft Section, Room 302, Parker Center, Mail Stop 400.

Should you have any questions or concerns regarding this Notice, please contact Commercial Crimes Division, Identity Theft Section, at (213) 485-4131.

EARL C. PAYSINGER, Assistant Chief  
Director, Office of Operations

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