

CHIEF OF DETECTIVES

NOTICE

1.8

July 17, 2019

TO: All Concerned Personnel

FROM: Chief of Detectives

SUBJECT: ARREST OF IDENTITY THEFT SUSPECTS

As part of the recent Department re-organization, Commercial Crimes Division (CCD) conducted a review of various practices and guidelines to streamline financial crime investigations. A further review of policies and procedures was also undertaken to ensure that all CCD procedures are in line with current Department policy, and to unify procedures throughout the Department.

PROCEDURES

This Notice is to ensure CCD obtains arrests reports in a timely manner and to ensure the Department is following the Los Angeles District Attorney (LADA) filing guidelines and Department policy and procedure, as it relates to suspects in possession of multiple items containing personal identifying information of victims.

ARREST REPORTS

- I. WATCH COMMANDER'S RESPONSIBILITIES.** In accordance with Office of Operations Notice, *Submitting Reports for Timely Approval – Reminder*, dated March 20, 2018, Watch Commanders shall ensure all arrest reports which CCD has investigative responsibility shall be completed, scanned and emailed to FinancialCrimes@LAPD.online.

ARRESTS OF SUSPECTS IN POSSESSION OF MULTIPLE ITEMS CONTAINING PERSONAL IDENTIFYING INFORMATION

- I. ARRESTING OFFICER'S RESPONSIBILITIES.** In an effort to (1) meet the requirements of the LADA filing guidelines; (2) accurately document suspect arrests; and, (3) unify procedures throughout the Department, the procedures for handling the arrest of suspects in possession of multiple credit cards or other forms of identifying information [e.g., 530.5(C)(3) P.C., or similar charges], has been revised. Department personnel shall be guided by the following procedures:
 - Attempt to contact the true owners of the credit cards or locate other identifying information, and determine that they did not permit the suspect to possess the cards or information;

- Complete an Investigative Report (IR), Form 3.01.00, for a single true owner, as determined by the Investigating Officer (I/O), and obtain a Division of Records (DR) number; and,
- List additional true owners in the case Follow-up Report, Form 3.14, after determining that they did not permit the suspect to possess their identifying information.

II. INVESTIGATING OFFICER'S RESPONSIBILITIES. Upon receiving investigative responsibility for suspects in possession of multiple items containing personal identifying information of victims, I/O shall:

- Ensure that the arresting officers completed the steps under Arresting Officers Responsibilities, if not the I/O shall complete;
- Advise each true owner to monitor their credit, and obtain an Identity Theft report from the law enforcement agency with jurisdiction of their residence or business, if needed; and,
- Provide the true owners the corresponding arrest DR number and the I/O's contact information for reference. At the discretion of the I/O, a courtesy letter may also be sent in the mail, so the true owners may use it as an aid to repair their credit.


III. COMMANDING OFFICER'S RESPONSIBILITY. Area Commanding Officers shall be responsible for compliance with this Notice.

This set of procedures is intended as a guideline and may be revised by CCD as needed in response to changes in law, Department policy, LADA filing guidelines, or other emerging factors.

Should you have any questions regarding this Notice, please contact Lieutenant II Jeffrey Hollis, Valley Financial Section, Commercial Crimes Division, at (818) 374-9420.


KRIS E. PITCHER, Deputy Chief
Chief of Detectives

APPROVED:


BOB GREEN, Deputy Chief
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