

DOWNEY POLICE DEPARTMENT

TRAINING



BULLETIN

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Chief of Police

No. 23-01

New Financial Crimes Forms

As a result of recommendations from the recent Detective Bureau Workflow Committee, the Department is introducing a new protocol that should help streamline the process and decrease the work load for responding report takers of some financial crimes that are not committed, but reported by resident victims in our jurisdiction. This new process will require responding personnel to utilize a new 530.5 / 484g PC report form for certain cases.

In order for an incident to qualify under this new process, the employee needs to confirm the crime took place at a physical location outside of Downey. In such cases, only an incident number is needed to complete the form. The new form was created by incorporating an editable PDF fill-in-the-blank document and a brief written description containing pertinent information about the fraudulent accounts.

This new form shall be used for the following crimes that occurred outside of Downey:

530.5 PC – Identity Theft

484g PC – Fraudulent use of a credit/debit card

- *Examples include:*
 - o *Unauthorized use of an EBT/Debit/Credit cards that occurred out of the city.*
 - o *The use of the victim's personal information to obtain credit, bank accounts, or other services at an identifiable location out of the city.*

As a reminder, any misuse of debit card or identity theft report should include a printed document, such as an account statement, which indicates the account number, date, amount and location of any fraudulent transactions.

Once the form has been completed and approved by a supervisor, the officer shall take the form to records where it will be added to the incident and forwarded to the responsible agency.

All other financial crimes that do not meet these requirements should be taken as a normal crime report with an associated DR.



DOWNEY POLICE DEPARTMENT

530.5 PC / 484g PC Report

This form is to be used for crimes which occurred outside of the City of Downey

Incident#: _____ Offense: 530.5 PC 484g PC Courtesy Report

Desc: Unauthorized Use of Personal ID Fraudulent Use of Access Card

Reporting Date: _____ Time: _____

First Occurrence Date: _____ Time(if avail): _____

Address: _____ City: _____

Zip: _____ State: _____ Location Unknown Internet

Victim:

Name: _____

Address: _____ Apt: _____

City: _____ State: _____ Zip: _____ DOB: _____ Race: _____

Phone: _____ Sex: _____ Driver License: _____ State: _____

Subject:

Name: _____

Address: _____ Apt: _____

City: _____ State: _____ Zip: _____ DOB: _____ Race: _____

Phone: _____ Sex: _____ Driver License: _____ State: _____

VICTIM STATEMENT:

530.5 PC: Victim states person(s) unknown used their personal identifying information to obtain or attempt to obtain credit, goods, services, real property or medical information without their consent.

484g PC: Victim states person(s) unknown used their access card or access card account information for the purpose of obtaining money, goods, services or anything else of value without their consent.

The victim in this case indicated they wanted/ did not want, the suspect prosecuted.

List of Compromised Accounts, Fraudulent Accounts and/or Transactions:

Reporting Requirements- Include account information, location of occurrence, date, time and loss for each account.

EVIDENCE:

For all cases attach copies of documents to this form. For Downey PD cases, book originals into evidence and attach property receipt.

Description of Evidence: Financial Statement with Fraudulent Charges/Accounts

Mail Copies of Courtesy Report to the following agency(s):

Include department name and address.

1. _____ 2. _____

3. _____ 4. _____

Reporting Officer: _____ ID#: _____

Reviewed By: _____ ID#: _____

Entered By: _____ Date: _____