

Procedure

5.7

**EFFECTIVE
DATE
7-15-99**

Eugene Police Department



Fraud Investigations

5.7.1 PURPOSE AND SCOPE

PART I - Responsibilities and Procedures for All Personnel

- A. Dispatching Guidelines
- B. Evidence
- C. Handwriting Exemplars
- D. Related Cases

PART II - Responsibilities and Procedures for Special Assignment Personnel

5.7.2 RESPONSIBILITIES AND PROCEDURES FOR ALL PERSONNEL

A. Dispatching guidelines

1. An officer will be dispatched, and the officer will complete the Incident Report, if:
 - a. a forgery is in progress or has just occurred and there is sufficient information to believe that dispatch of an officer might result in timely apprehension of the suspect(s); or
 - b. the incident involves counterfeit money or tampering with drug records.
2. In other forgery cases, the call-taker will determine classification of offense, and enter the call on the 9-log.
 - a. In cases of Forgery I, a CSO will schedule an appointment with the complainant and then respond to his/her location, take a report, and seize the original documents. (Note: If a complainant has multiple forged checks on the same account, the totals may be aggregated to determine the total loss, making the crime a Forgery I if the value reaches the statutory threshold.)
 - b. In Forgery II cases, the desk officer will take a report in cases where the complainant does not use the self-report form (available through the

Community Policing Support Team.) The victim will be encouraged to bring or send copies of the involved documents to be attached to the report. He or she will be told to retain the original documents for a period of one year in case they are needed.

3. For instances of NSF or account closed checks, the complainant will be instructed to call 541-682-5129, where information will be taken and entered into a database. The victim will be requested to retain the original documents for a period of one year.
4. For cases of fraud or theft by deception:
 - a. If the case appears to be complex (e.g., multiple suspects, multiple victims), dispatch an officer to take the report.
 - b. For other cases, enter the necessary information on the 9-log for a desk officer contact. Include the hours the complainant can be contacted.

B. Evidence

1. Seize original documents in cases of Forgery I or Tampering with Drug Records.
2. In counterfeit money cases, seize the money and submit it to the central evidence locker. Photocopy the front and back of the currency and attach the photocopies to your report. (In the case of multiple counterfeit notes, make a separate copy of each bill that has a different denomination or serial number.)
3. For other cases, request that the victim retain original documents.
4. Handle all documents which you seize in a manner which will preserve latent print evidence.

C. Handwriting Exemplars

1. Request handwriting exemplars from people whenever you feel it would provide useful evidence. Although a suspect may have admitted to having forged documents in your current case, s/he may be the suspect in a future case where the exemplar material would be beneficial.
2. After the handwriting exemplar has been completed, remember to have the person sign his/her name in the appropriate place. Sign your name legibly and include your badge number and case number. Copy both sides of the exemplar for inclusion in your report. Forward the original exemplar to the department's document examiner for filing.
3. When taking an exemplar from a suspect, ensure the exemplars are written in the same manner as the questioned document (e.g., cursive or printed, similar writing instrument, lined or unlined paper). After the Oregon State Police Handwriting Exemplar has been completed, additional writing would always

enhance an examination if needed. Use blank check forms (available in the Fraud Unit), or notebook paper as the situation dictates.

4. If a handwriting comparison is needed, complete the Document Examination Request Form and submit it, along with the questioned and known writing specimens, to the department's document examiner.

D. Related Cases

1. Checks, credit cards or similar documents are frequently stolen and passed as forged items. Forging such stolen documents is a separate crime and requires a case number separate from the original theft/burglary. List the case number of the theft/burglary as a related case.
2. If property is obtained as a result of a forgery or misuse of a credit card, the suspect can additionally be charged with the theft of the property under the same case number.

5.7.3 RESPONSIBILITIES AND PROCEDURES FOR SPECIAL ASSIGNMENT PERSONNEL

The Fraud Unit will consider creating media information notices to alert the public to the threat of fraud scams currently being perpetrated.