



COLLEGE STATION POLICE DEPARTMENT

FINANCIAL CRIME REPORTING

REVISION DATE: 9 /23/2013

CHECKLIST:

The following items are needed in order to proceed with any Financial Crime case(s). The College Station Police Department will accept a Financial Crime report only if the offense occurred in the City of College Station (city limits) or the victim is a resident of the City of College Station and the offense occurred outside of Brazos County.

Instructions for the completion of this packet begin on the next page. Please collect each of the required items, place them in the packet, and initial next to each item collected. Incomplete packets will be immediately suspended and will not be investigated until all required items are submitted.

REQUIRED ITEMS	Victim Initials	CSPD USE
Completed Financial Crime Report & Transaction Page if applicable	_____	_____
Copy of account statement bearing victim's name and FULL card/account number or ID theft documentation	_____	_____
Completed victim/witness statement describing in detail what occurred	_____	_____
Signed Release of Information	_____	_____
Victim signature & date and time turned in	_____	

CSPD USE ONLY

INTAKE OR OFFICER

Received on date: _____ Time: _____

Received By: _____

CSPD Employee ID Number: _____

CSPD CASE NUMBER: _____



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REVISION DATE: 4 /1/2013

This report packet is designed to streamline the victim's and the Officer's reporting process for reporting all Financial Crime offenses. This includes Credit/Debit Card Abuse, Check Forgery, Fraudulent Use of Identifying Information and other forms of Identity Theft. This report must be completed as requested in order for Investigators to be able to follow up on the case. Understand that each business involved in the crime will have different policies and procedures. This packet is an attempt to cover all needs for both the Investigators and the businesses involved. Investigative needs may include obtaining video evidence before it expires, therefore it is critical that this report be completed and turned in as quickly as possible. **If the offense occurred in the City of Bryan or in Brazos County, stop now and report the offense to the Bryan Police Department or the Brazos County Sherriff's Office.**

INSTRUCTIONS FOR VICTIM:

An Officer does not need to respond unless the crime is in progress. For general reporting questions, contact the non-emergency number at 979-764-3600. Please contact 979-764-3616 if there are any questions regarding this packet. Only one case number is needed for all fraudulent transactions involving the same suspect, card number, or victim. That case number will be provided upon initial report to CSPD.

- Complete this Financial Crime report in its entirety. (If this is done before you contact CSPD, we will provide the report number at the time it is submitted.)
- If this report is for a credit/debit card abuse, check forgery, unauthorized electronic transfers (ACH) or unauthorized online purchases; contact your bank and obtain an original or copy of your bank/card statement and TRANSACTION date/times. **IMPORTANT:** The Financial Crime Report requires that the victim provide TRANSACTION date/times rather than POSTED date/times. (See the Transaction Page of this report for a definition of the difference.) The bank statement must contain the card or account number, account holder's name, and a list of unauthorized transactions and be turned in with this report. (A copy of an online statement is acceptable)
- If this report is for Check Forgery, turn in the original check(s) to police or provide a readable original check image (copy) of both the front and back side of the check.
- If this report is for Identity Theft, obtain copies of any bills, debt collection notices, business letters, or other documentation and a credit report if available.

Once all items listed above are obtained, please deliver in person or by mail to:

**College Station Police Department
Criminal Investigation Division
2611 Texas Ave S
College Station, TX 77840**

It is suggested that you make copies of all documents prior to submitting them to the Police Department.



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INVESTIGATIVE PROCESS:

- Once a packet is received, it will be reviewed by the Criminal Investigation Supervisor to determine if it is complete and if the case will be assigned to a Detective. If the packet is not complete, the victim will be notified about what information is needed. There can be exceptions to the above procedures, with supervisor approval.
- If your card, check or ID was loaned to another person to use, it may be considered a civil matter.
- Once Investigators receive the report, they will determine if the case needs to be investigated by this or other agencies. If the offense occurred in another jurisdiction outside Brazos County, this report will be forwarded to that agency.
- Investigators will attempt to obtain surveillance video of the offense, if it is available. This is why prompt completion of this report is critical, as most businesses do not keep surveillance video for long.
- Copies of bank statements, documents and other personal information will not be publicly released and are secure with the Police Department. They are necessary for prosecution, as a paper trail to offenders is critical in any investigation.

ADDITIONAL INFORMATION:

- The Police Department suggests that the victim check their credit report activity and place a fraud alert with one or all of the three major credit reporting agencies to determine if additional accounts have been opened using your personal identifying information.

Equifax - <http://www.equifax.com> 888-766-0008

Experian - <http://www.experian.com> 888-397-3742

Trans Union - <http://www.transunion.com> 800-916-8800

You may also report online crimes to **www.IC3.gov**, an FBI maintained website. This is especially useful if you have become the victim of a scam resulting in sending money overseas.

- If you are the victim of Identity Theft and your Federal Tax information is involved, in addition to filing this report, you should go to the IRS website **<http://www.irs.gov>** and follow the link at the bottom for "Identity Theft".
- The victim should record the names of the persons they have contacted at their financial institutions and include these names and contact numbers in their written statement.
- The Police Department suggests that the victim file a fraud report with the bank, credit card company, and collection agency (if involved) and obtain a reference number. Include the reference number in the statement.
- For additional information please contact one of the following:

To determine status of the case:

Criminal Investigations Division – 979-764-3616.

To obtain copies of reports:

Records Division – 979-764-3636

COLLEGE STATION POLICE DEPARTMENT FINANCIAL CRIME REPORT

CSPD Case Number: <small>(to be provided by PD personnel)</small>		Date Completed:	
Victim or Reporting Person: (Last, First, Middle)		Address w/ City, State & Zip	Home Phone:
Email:		Cell No:	Work No:
Date of Birth	Race/Sex	DL#/State	Social Security #

Complete this block for CREDIT/DEBIT card abuse, if applicable.

Bank Name :		Complete Card #:	
Visa – MasterCard- American Express- Other:		Credit or Debit card?	
If debit transaction how PIN# may have been obtained:			
List the unauthorized transactions on next page.			

Complete this block for CHECK FORGERIES / UNAUTHORIZED ACH transactions, if applicable.

Bank Name :		Account #:	
List the unauthorized transactions on next page.			

Complete this block for other forms of IDENTITY THEFT, if applicable.

Name and address or web address of Location / Business where ID theft occurred (Exxon - College Station, is NOT acceptable):			
Describe what ID information was used (Name, Address, Social Security #, email etc. Be specific if different from listed above):			
Describe how ID information was used (Example: Opened credit card with Bank of...):			
Account number, if applicable:			
If you have made contact with the company, list the contact person's info and Reference number (Name and phone):			



Release of Personal/Financial Information

Date: _____

To Whom It May Concern,

I, _____, have filed an official police report with the College Station Police Department, Case Number _____.

In order to assist with that investigation, I agree to release all personal and financial information related to the investigation directly to the College Station Police Department – Criminal Investigation Division. That information can include, any/all account numbers, credit/debit card numbers, transaction dates and times, transaction locations, transaction receipts, fraud affidavits, original or copies of checks, shipping information and surveillance video.

I authorize direct contact with your company/entity by the College Station Police – Criminal Investigation Division, about my case.

Signature

Witness Signature

Print Name

Print Name