

GENERAL ORDER 42.3.6

Check Program

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Describes the Department's bad check investigations procedure.

DISCUSSION

It is the policy of the Springfield Police Department to dispatch a police officer in check cases which are in-progress. Follow-up investigation will be provided in check cases involving a single transaction greater than \$1,000 and forgery cases where the person negotiating the check(s) used photo identification to utter the document(s).

POLICY

I

The Springfield Police Department will dispatch an officer to in-progress bad check complaints in accordance with our dispatch priority system. An officer will not be dispatched to bad check complaints that are not in-progress.

An officer responding to a bad check complaint will document any enforcement action (i.e., arrest, suspect interview, collection of evidence or other investigative activity) and in the event that an investigation or arrest is not initiated, verify the identity of the suspect for the purpose of recording this information on the Patrol Activity Log. A photocopy of the check and related evidence shall be attached to the original report for prosecution or follow-up investigation.

II

When a check complaint that is not in-progress is received, the complainant shall be referred to the ISD Management Analyst during normal business hours. The ISD Management Analyst will provide a Dishonored Check form for each check in question to the complainant and instruct the complainant to complete the document and return it to the Springfield Police Department, attention to the ISD Management Analyst in the following circumstances.

1. The check(s) in question is/are the product of a Forgery as defined in Chapter 165. The victim or his/her authorized representative must have accepted and documented identification issued by a State of the United States or the United States Government that

contained a photograph of the person negotiating the instrument (a pictured identification card or drivers license will suffice).

2. A check in question is the product of an account closed, the face amount exceeds \$1,000, (ordinarily, this category of offense will not be aggregated for the purposes of determining if an investigation will be conducted) and the victim or his/her authorized representative must have accepted and documented identification as described above.

3. A check in question is the product of "non sufficient" funds, the face amount exceeds \$1,000, (ordinarily, this category of offense will not be aggregated for the purposes of determining if an investigation will be conducted) and the victim or his/her authorized representative must have accepted and documented identification as described above.

The ISD Management Analyst shall be responsible for assessing the documents provided to the Springfield Police Department, shall obtain a case number for the investigation and forward all completed reports to the ISB Supervisor for review. The ISD Management Analyst shall advise the complainant of the status of the investigation.

III

The Springfield Police Department will not accept complaints for Negotiating a Bad Check when the check is a two party check; is drawn on an out of state account; is post dated; the person who accepted the check is unavailable as a witness; or does not meet the criteria described in 1-3 above. The complainant/victim shall be advised to seek remedy through Small Claims Court action or through the services of a collection agency.

Richard L. Lewis
Chief of Police