



Sheridan Police Department
Policies and Procedures
28.6
Chapter 28 – Call Response
Section 6 – Check Cases

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Signature:

Sheridan Police Department investigation of check cases is to determine if a crime has been committed and if so, to present the case to the Sheridan County Attorney for prosecution, not for debt collection.

28.6.1 Non-Sufficient Fund (NSF), Closed Account and No Account Check Cases

- A. Before accepting a NSF or closed account check case for investigation, the owner of the check must be notified of the bad check and payment demanded in writing via certified mail.
- B. Callers with complaints of insufficient fund or no account cases should be told the procedure for obtaining a NSF check packet and if their amount meets standards in MOU with the Sheridan County Attorney.
 - 1. Packets may be obtained from the records counter during regular working hours.
 - 2. After hours, packets will be available to officers in the report form section of the library.
 - 3. The call taker should obtain sufficient information to determine there are no special circumstances requiring immediate action (see C below.)
- C. In limited cases, such as receipt of information that a suspect is currently passing or trying to pass closed account checks, the patrol division is expected to take appropriate investigatory action.
- D. NSF check packets require:
 - 1. Completion of a questionnaire by the person the check was issued to or a representative of the business the check was issued to, listing:
 - a. Name, date of birth, address, and phone number;
 - b. Business name, address, and phone number;
 - c. Name and physical description of the person passing the check;
 - d. Whether or not identification of the check passer was requested and compared; and
 - e. Any statements made by the check passer regarding the status of the account.
 - 2. The original check.
 - 3. A copy of the letter delivered to the check owner advising the check was bad and demanding payment.
 - 4. Original receipt for the certified mail and return from the post office.
- E. Once completed, the NSF check packet should be returned to the police department.
- F. Certain types of checks will not be accepted for prosecution. These include:
 - 1. Checks older than sixty (60) days;
 - 2. Post-dated checks or checks the receiver agreed to hold before depositing or cashing;

3. Checks that have been turned over to a collection agency (except by the collection agency);
 4. Checks for which partial payment has been made; and
 5. Two-party checks.
- G. Individuals reporting check offenses which do not meet the criteria set out above will be referred to civil court for further assistance.

28.6.2 Forgery

- A. Forgery cases will be handled the same as all other felony case assignments. The patrol division will take the initial call and complete the preliminary investigation. The case may then be assigned to a detective if follow-up is needed.
- B. Blank affidavits of forgery are available at the records window.