

DEPARTMENT GENERAL ORDER 07-09

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 83-09
SOP 502.02.00

DATE: January 11, 2007

BAD CHECK PROCEDURES

I. PURPOSE.

Due to their nature, check cases can be properly investigated only when financial institutions are open for business. As such, the following procedural guidelines have been established in regard to the acceptance and investigation of Insufficient Funds and other types of bad checks.

II. IN PROGRESS CALLS.

Complaints received in regard to a "In Progress" Passing Bad Check incident shall initially be handled by uniformed officers of the Field Operations Bureau. Officers will make arrests, process the scene, seize evidence, and complete an incident report as necessary. However, should follow-up investigation be required, the case will be referred to the Criminal Investigations Division.

III. ROUTINE CHECK PROCEDURES.

When a bad check complaint is received at either this agency or ECDC during normal business hours, it shall be referred to the Criminal Investigations Division. If a complaint is received after hours, including weekends and holidays, the complainant will be advised that a detective will be in contact during the next available business day to initiate an investigation. The appropriate information will then be forwarded to CID.

Following the delivery of the check and a ten-day letter by the complainant, the investigating detective will contact the suspect, provide them with a hard copy of a second ten-day letter, and advise the individual that he/she has a grace period (usually 2-4 weeks) to make restitution on the check or face prosecution. The St. Louis County Prosecuting Attorney's office will not proceed against a defendant unless a ten-day letter has been served on the suspect.

When payment is made in full (partial payment will not be accepted), the offender is given the opportunity to have the original check returned to them or to have it destroyed.

Checks that lack a prosecuting witness, that are a civil matter, or are otherwise uncollectible, are returned to the complainant.

A. Check Assignment Log

Bad check cases will routinely be assigned an incident report number by the staff of the East Central Dispatch Center (ECDC). Information concerning the checks and the assigned investigator will then be entered on a Check Assignment Log maintained in CID which will allow for the efficient management of the investigative process while concurrently providing case status information.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld

CALEA Reference 42.1.3/42.2.2