

## Arlington County Police Department Financial Crime Unit

**\*\*DO NOT WRITE IN SHADED BLOCKS \*\***

Before filling out a bad check report, read these instructions carefully. We do not investigate or prosecute some check cases. We cannot investigate cases where you have not obtained sufficient identification or cannot provide adequate information. Checks must have been accepted in Arlington County.

Bad checks **ARE NOT** to be reported if any of the following apply. Your only recourse is to initiate civil proceedings.

1. The check is for rent.
2. The check is in payment of a loan, is a partial payment, or an account payment.
3. The check is postdated, stale dated, or an agreement was made to hold the check.
4. The check is a two-party issued by one person to another person, who in turn offers it to the merchant or a third party.
5. The person who accepted the check is not available for court, or cannot identify the check or person who presented the check.
6. The check payment was stopped (stop payment)

**In order for us to investigate your check case you must provide the following:**

1. The original check if written for \$200 or more, or a copy of the check front and back if written for under \$200. **ALL CHECKS MUST BE STAMPED BY THE BANK WITH REASON FOR RETURN.**
2. A copy of the registered letter you are required to send on all insufficient funds and closed account checks, and a copy of the Post Office receipt
3. **ALL** information you have pertaining to the suspect to include physical description, identification used, place of employment, phone numbers, and **contacts you have made with the suspect.**

If your check is not one of the types excluded and if you can provide the required paperwork and information, fill out a bad check report. Filling out a report is your agreement to prosecute regardless of restriction.

The report **MUST BE** typed or printed in **BLACK** ink, must be legible, and **MUST CONTAIN ALL THE INFORMATION YOU HAVE.** Once the report is completed, the Criminal Investigation Division secretary will direct you to the special magistrate to obtain a warrant.

The supervisor of the Financial Crimes Unit will determine if the report contains sufficient information for active investigation.

**The more precautions you take in accepting checks, and the more information you obtain from those presenting checks, the greater the likelihood of successful resolutions to your cases.**

For further information or clarification you may contact the Financial Crimes Unit Supervisor, at 703-228-4136.

A M D	25 Offense Name				19 Offense #				20 UCR Code (Records only) 2606				A	C	1 Page #				3 Incident Number								
									Of																		
Where Occurred		House or Block #		N	S	Street Name or Number						St., Rd., Etc.		Apt.		Beat		Day of the Week									
																U S M T W T F S											
When Occurred		Date (from)		Time (from)		Date (to)		Time (to)		5R	6 Report Type		I M D	Date Reported		Time Reported		Time of Day									
																		Unk D N									
22 Offender Used				28 Location Code		30 Type Criminal Activity				35 Bias Motivated Crime		Y N U	35A Domestic Violence Crime		Y N U	33 How Left Scene		31 Type Security		23 Burglary Location 14 & 19 # Premises Entered							
A D C N																											
32 Entry		32A Exit		34 Which offenders are related to this offense?						29A Weapon Description				29B Weapon Style						24 Forced Entry?							
				1	2	3	4	5	6	7	8	9	10	Color	Cal	BL	Grips	DB	AM	SA	AS	RV	TY	PM	SO		
C O M P	Complainant (Last, First, Middle)						Sex		Race		Ethnic		Date of Birth		Age		Social Security #										
	Complainant's Address						City						State		Zip		Same as Victim #										
																	Same as Witness										
																	Same as Officer										
Home Number				Work Number				Pager/Other number				YOUR SIGNATURE															
A M D	36 Victim #		37 Victim's Name (Last, First, Middle)						45 Sex		48 Race		46 Ethnic		39 Date of Birth		47 Age Code										
V I C T I M		40 Victims Address						City						State		Zip		49 Resident									
																		Yes No Unk									
T I M		38 Social Security #		42 Occupation		43 Home Phone #		44 Work Phone #		44A Pager/Other #				Prosecution Desired?		Yes No Unk											
																Yes No Unk											
50 Victim Type		51 Victim Injury		52 Victim Related to which offense:						53 Victim Related to Suspects		1		54 Agg. Asslt.		55 Neg. Mansl.		56-57 Justifiable Homicide									
				1	2	3	4	5	6	7	8	9	10			2											
												3															
A M D	91 Offender #		79 Name (Last, First, Middle)						80 AKA				94 Sex		95 Race		98 Resident										
		Juvenile Yes / No																Yes No Unk									
		76 Arrestee #																									
S U S P E C T	84 Date of Birth		97 Age Code		89 Social Security #		154 Height		155 Weight		Eye Color		Hair Color		Complexion		85 Home Phone #										
	82 Address						City				State		Zip		91 Occupation				92 Place of Employment								
100 Offense Name		101 Date of Arrest		90 Arrest Location		101 Arrest #		105 Armed		93 Arrest Type		103 Multiple Arrest		99 UCR Code (Records)													
106 Activity		107 Drug Type		104 Disp. Of Juvenile		Petition Pending		107A Gang Affiliation Name		How ID		Support Factor		86 Work Phone #		86A Pager/Other #											
						Yes																					

ADDITIONAL INFORMATION

Criteria for prosecution – Answer YES or NO to the questions below:

- Can the person who accepted the check identify the subject who presented the check?
- Is the person who accepted the check available to testify in court?
- Has every effort been made by your organization to collect payment?
- Was the check post-dated?
- Was a registered letter sent?
- If so, was the letter accepted and signed for?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Reviewing Supervisor	Admin. No.	S Case status (Must circle one) (Supervisory use only) 1. Unassigned 2. Open/Pending 3. Suspended 4. Closed
Name of investigator	Admin No.	Case Disposition (Supervisory Use Only) 1. Unfounded 2. Cleared by Arrest – Adult 3. Cleared by Arrest – Juvenile 4. Cleared Exceptionally – Adult 5. Cleared Exceptionally - Juvenile