

DEPARTMENT OF POLICE
195 FRENCH STREET
WATERTOWN, CT 06795
TELEPHONE (860) 945-5200

John C. Gavallas
Chief of Police

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Deputy Chief

**UPDATE ON ALL ACCOUNT CLOSED OR INSUFFICIENT
FUNDS CHECK COMPLAINTS**

Per order of the Superior Court for Criminal Matters, located at 400 Grand Street, Waterbury, Connecticut, the following criteria remains in effect whenever the Police Department receives a complaint for an "Account Closed" or "Insufficient Funds" check.

1. Positive identification/photo ID, preferably CT Driver's License or CT State Issued ID.
2. Specific intent to defraud when check was issued is an integral element of proof required to prosecute bad check cases, and the Court cannot proceed without this element,
3. Several telephone contacts with Issuer only, with date and times of contacts documented.
4. A minimum of two (2) certified letters, return receipt requested, sent to the Issuer of check at his/her last known address, requesting payment be made within ten (10) days.
5. Once all of the above criteria have been met, the complainant may request a warrant be issued for the check Issuer by the Superior Court for Criminal Matters.
6. The complainant should be instructed to call the Watertown Police Department Records Division at (860) 945-5216. A Detective will contact you to schedule an appointment and finalize the processing of this matter.

At no time will Police personnel act as a collection agent for the complainant. All attempts to collect a bad check must be made by the complainant.

updated 4/15/08

BAD CHECK NOTICE

TO: Name: _____
 Street: _____
 City, State, Zip: _____

FROM: Name: _____
 Title: _____
 Business: _____
 Street: _____
 City, State, Zip: _____
 Phone: _____
 Date: _____

Be advised that on or about _____ I and/or my personnel received/cashed a check issued by you in the amount of \$ _____, in consideration for cash and/or merchandise consisting of _____. On the date of _____ the check was returned to me by the bank marked, "Insufficient Funds / Account Closed". I am requesting that restitution be made to me regarding this matter, as per this certified notice, within ten (10) days. If restitution is not made within this ten-day period, I will turn this matter over to the Watertown Police Department for proper enforcement action.

Signed: _____

Title: _____

Date: _____