

UW Whitewater Police



Investigating Worthless Check Incidents

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Special Instructions:			
Approved By: Chief Kiederlen	Effective Date: 7/1/2012	Revised Date: 8/23/2022	Revision number: 1

I. Purpose

The purpose of this policy is to establish guidelines for officers when investigating worthless check incidents.

II. Policy

It is the policy of UW-Whitewater Police Department (UWWPD) to issue a letter to suspects of worthless check incidents explaining the circumstances and how to rectify the matter without legal intervention. The letter will also explain the ramifications if the check issuer fails to comply with this department letter. This policy explains who is responsible for writing the letters, documenting the matter and as to who would be responsible for the issuance of citations or preparing other legal action as warranted.

III. Procedure

- A. The assigned police officer will coordinate with UW-Whitewater Offices to determine if any worthless check incidents need to be turned over to UW-W Police Department.
- B. When UW-W Police Department receives worthless check incidents, the assigned officer will:
 - 1. Enter information into a new call in ProPhoenix RMS, which will assign an incident number.
 - 2. Generate a department letter on department letterhead which will be sent to the check issuer.
 - 3. As a general guideline, 10 working days will be used for the deadline, but special circumstances may dictate a different time allowance.
 - 4. The assigned officer's name will be the officer name at the bottom of all letters.
 - 5. The letter will also have a copy of the returned check copied to the back of the letter.
 - 6. An Incident Status Log (purple sheet) will be started. All documents from the complainant, a copy of the department letter and other pertinent information shall be attached to the Incident Status Log.
- C. When notification of a paid worthless check is received, the assigned officer will complete the report.

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- D. If the deadline is not met:
 - 1. The assigned officer will issue a citation or take other appropriate action.
 - 2. The assigned officer will complete the report and coordinate appropriate ProPhoenix entries.