

# South Salt Lake Police Department

2835 South Main Street. So Salt Lake City, UT 84115

## (Forgery, Fraud and Bad Check Guidelines)

Case Number	Date

The guidelines that follow are designed to insure a smooth and efficient process for the completion of forgery, fraud, and bad check cases. Certain information is required in order for the South Salt Lake Police Department to complete a successful prosecution. Any efforts that you can make to secure the information below will facilitate a prompt and thorough investigation. Investigation by our detectives will not begin until as much of the information listed below as possible has been provided. Please provide all the information that is listed below that is applicable to your particular case.

- A complete and thorough narrative describing what occurred.
- In the case of forgeries, copies of the “forgery affidavits” signed by the victim.
- Any suspect information that you have available (to include employee records that you can release).
- Witness statements from the employee(s) to include:
  1. Details of the incident
  2. Their description of the suspect (s)
  3. If a fingerprint was obtained, and if so was it witnessed
  4. If identification was presented, and if so what kind. (if photocopies are available that is very helpful)
  5. If available, any surveillance photos or video
  6. The original check or item
  7. Copies of bank records that indicate account numbers, account holders, date the account was opened (or closed) and any other pertinent bank information.

The police department and the City of South Salt Lake will make every effort to secure criminal prosecution of these cases in the appropriate court jurisdiction. If that is not possible you may always proceed with a civil action against the writer of the check by following the steps outlined by Utah Code Title 7 Section 15. If you have any questions concerning this document please call Tiffany at 801-412-3604