

**NORTH HAVEN POLICE DEPARTMENT
8 LINSLEY STREET
NORTH HAVEN, CT 06473**

BAD CHECK ARREST WARRANT PROCEDURE

THE NORTH HAVEN POLICE DEPARTMENT HAS INSTITUTED A POLICY PERTAINING TO BAD CHECKS.

THE FOLLOWING PROCEDURE WILL BE ADHERED TO WHEN APPLYING FOR BAD CHECK ARREST WARRANTS.

A PACKET CONTAINING THE NECESSARY FORMS WILL BE PROVIDED BY THE NORTH HAVEN POLICE DEPARTMENT TO ASSIST YOU. PLEASE TYPE ALL INFORMATION.

- 1. A CERTIFIED LETTER, RETURN RECEIPT, IS THE FIRST STEP IN INITIATING THE PROCEDURE. YOU MUST SEND A CERTIFIED DEMAND LETTER, RETURN RECEIPT TO THE PERSON OR COMPANY AT THEIR LAST KNOWN ADDRESS. ALLOW EIGHT (8) DAYS FOR RESTITUTION TO BE MADE BY THE PERSON OR COMPANY. AFTER YOU RECEIVE THE RETURN RECEIPT BACK. LEAVE THE LETTER SEALED IF IT IS RETURNED TO YOU BY THE POSTAL SERVICE AS BEING UNCLAIMED OR WHATEVER REASON. (A SAMPLE OF THIS LETTER IS INCLUDED IN PACKET)**
- 2. COMPLETE FIVE (5) PAGE INFORMATION REPORT (INCLUDED IN PACKET).**
- 3. COMPLETE ARREST WARRANT APPLICATION (TWO SEPARATE SHEETS, SAMPLES INCLUDED IN PACKET). (SEE ATTACHED SHEET FOR PROPER LARCENY DEGREE CHARGES).**
- 4. DO NOT ACCEPT PARTIAL PAYMENT ON THE CHECK OR IT WILL THEN BECOME A CIVIL MATTER RATHER THAN CRIMINAL.**
- 5. MAKE COPIES OF ALL DOCUMENTS, (CHECK/S), CERTIFIED LETTER, AND ALL DOCUMENTS INVOLVING THE CASE.**
- 6. YOU MUST KEEP THE ORIGINAL DOCUMENTS AS EVIDENCE, SHOULD THE CASE GO TO TRIAL.**

SHOULD YOU HAVE ANY QUESTIONS REGARDING THE ABOVE PROCEDURE, PLEASE CONTACT THE NORTH HAVEN POLICE DEPARTMENT, INVESTIGATIVE SERVICES DIVISION, TELEPHONE #239-5321 EXT 740.

PLEASE NOTE: AFTER COMPLETEION OF THE ABOVE MENTIONED FORMS, PLEASE DELIVER IN PERSON TO THE NORTH HAVEN POLICE DEPARTMENT, INVESTIGATIVE SERVICES DIVISION THE COMPLETED FORMS, ALONG WITH COPIES OF ALL DOCUMENTS PERTAINING TO YOUR CASE.

ADDITIONAL INFORMATION: WHEN ACCEPTING ANY FUTURE CHECKS, PLEASE OBTAIN PROPER IDENTIFICATION FROM THE PERSON ISSUING THE CHECK TO YOU. NOTE ON THE CHECK THE SUBJECT'S DATE OF BIRTH. IF THE SUBJECT IS USING A DRIVERS LICENSE AS IDENTIFICATION, NOTE THE OPERATORS NUMBER ON THE CHECK, AS WELL AS MALE, FEMALE, CAUCASIAN, BLACK, AND PHYSICAL DESCRIPTION, (HEIGHT, WEIGHT, HAIR COLOR, FACIAL SCARS).

