



CITY of FINDLAY
POLICE DEPARTMENT
FINDLAY, OH 45840



Phone: 419-424-7194
Fax: 419-424-7891

June 15, 2005

To Whom It May Concern:

Effective immediately, the following procedure will be used in filing a bad check (NSF or Account Closed) complaint(s) with the Findlay Police Department. Attached to this letter is a "Bad Check Checklist". The checklist must be filled out for each check presented. No checks may be presented that are more than 90 days old from the date of acceptance. No more than 3 complaints will be accepted at one time but multiple checks from one individual will count as one complaint.

All information must be filled in order for this Department to investigate. An attempt to collect through civil action is not required but attempt(s) should be noted. If all information is not complete or the response to positive identification between writer and ID is "No", the complaint will not be forwarded to the Law Director/Prosecutor for criminal charges.

The matter may be handled through civil channels.

Most items on the checklist are self-explanatory but a few are critical:

- 10 day notice – An attempt by certified mail with a return receipt is required prior to pursuing criminal charges. Results such as not deliverable or refused to accept must be noted.
- It is important that the employee who accepted the check has marked it to show they matched the writer with a picture ID or is able to say that the person who wrote the check is in fact the person whose name appears on the check.
- All originals (check, 10 day notice paperwork etc.) will be kept by the complainant as evidence. This Department will make copies for our records.
- This Department needs originals of witness statements by the accepting employee. The complainant may retain copies of such.

As the victim, you may choose to accept any restitution from the individual after the filing of a complaint. This does not mean the complaint will not be forwarded to the Law Director/Prosecutor's office for charges, but accepting restitution may effect a decision by the Law Director whether charges will be filed. If some or all restitution has been accepted the Department must be notified for documentation purposes only.

Findlay Police Department
318 Dorney Plaza, Room 207
Findlay, OH 45840
(419) 424-7150

Bad Check Checklist
(Must be completed for each check)

Suspect Name _____
Suspect Address _____
Date of Birth (Must have if no drivers license #) ___/___/_____
Driver's License # _____

Check # _____
Check Amount _____
Date Check Written _____

Bank Information: Bank Name _____
Account # _____

10 Day Notice Sent? Date Sent ___/___/___ Date Received ___/___/___

Employee Accepting Check:
Name _____ Work Phone # _____

Was picture I.D. compared to person presenting check? Yes ___ No ___

Is the check marked to verify that a comparison was made? Yes ___ No ___

How? _____

Has civil recovery been attempted pursuant to Ohio Revised Code Section 2307.60 ET
SEQ? Yes ___ No ___

Attach a copy of the check (front and back). Attach copies of all documentation in
regards to the 10 day notice. Complainant will retain all originals of both as evidence.

A written statement from the employee who accepted the check must be attached. This
department needs the original; retain a copy for your records.

Once this complaint is submitted to the Findlay Police Department the complainant
agrees to follow through with the filing of criminal charges if deemed appropriate by the
Prosecutor's Office.

Signature of person submitting complaint _____

Date: _____

To:

Address:

City, State, Zip:

Dear Mr./Mrs. : _____,

According to the Ohio Revised Code Section 2913.11, you have ten (10) days notice to make good on the check dated _____, in the amount of

\$ _____, made payable to _____,
(Institution/Person)

drawn on the _____ of _____,
(Bank) (Banking Location)

and signed by _____. This was for payment of

We are requesting payment of \$ _____, in addition to bank charges
(Amount of check)

of \$ _____, certified charges of \$ _____, and our
charges of \$ _____, making a total of \$ _____.

If we do not receive payment in full within ten (10) days, we will turn this over to the Prosecutor for legal action. You may pay by **Cashier's Check, Certified Check or Money Order**. Your immediate attention to this matter is absolutely necessary.

Sincerely,

HAVE YOU CONSIDERED MEDIATION?
BEFORE YOU PROCEED, STOP A MINUTE AND
CONSIDER.....

If you are having conflict with someone, mediation may be the best resolution.

MEDIATION IS AN ALTERNATIVE TO COURT
AVAILABLE FOR ALL HANCOCK RESIDENTS

- Mediation provides a SAFE PLACE for you to COMMUNICATE your conflict through a mediator.
- Mediators work at BUILDING BRIDGES and HELP YOU FIND NEW SOLUTIONS TO OLD PROBLEMS.
- Mediation can help TEAR DOWN WALLS that prevent communication, even if you believe you are past the talking stage.

The Citizens Settlement Program (CSP) will work with you to arrange a mediation session between you and the other person(s) involved in this conflict. Common types of issues mediated include: animal nuisance, parking and boundary disputes, noise and behavior, children's activities, property upkeep, neighbor disputes, unpaid debts, and family disputes.

At the mediation session, neutral trained mediators will help you:

- DISCUSS THE SITUATION
- IDENTIFY ISSUES AND INTEREST FOR ALL INVOLVED
- DISCUSS POSSIBLE SOLUTIONS
- WORK OUT AN AGREEMENT TO RESOLVE THE CONFLICT

IT IS FAST, FREE, CONFIDENTIAL, CONVENIENT AND EFFECTIVE.

70% OF MEDIATION SESSIONS HELD IN FINDLAY HAVE
RESULTED IN A MUTUAL AGREEMENT

Before you go to court,

CONSIDER MEDIATION TO BUILD A BRIDGE AND TEAR DOWN A WALL.

To request mediation, contact:
Findlay Municipal Court
Civil Division
318 Dorney Plaza
Municipal Building Room 206
(419) 424-7143