

# City of Rochester

POLICE DEPARTMENT



400 SIXTH STREET  
ROCHESTER, MICHIGAN 48307  
TELEPHONE (248) 651-9621  
FAX (248) 651-3607  
WEBSITE: WWW.ROCHESTERMI.ORG

STEVEN J. SCHETTENHELM  
CHIEF OF POLICE

## Don't be a Victim of Bad Checks

### How to avoid being a victim:

- Know you are not required by law to accept a check.
- Create written policies and procedures for accepting checks.
- Insist on two pieces of identification, one of which should be a driver's license with a photo.
- Compare the photo with the check passer.
- Compare the signature on the check with the signature on the identification.
- Never take a check dated in advance.
- If a signature is not legible, request the passer to print his or her name below the signature.
- Follow established procedures and safeguards when accepting small checks as well as the large ones.
- Verify the numerical amount agrees with the written amount on the check.
- The initials of the person accepting the check should be written on the check.
- Use extra caution if a person's name and address are not pre-printed on a check or if the sequence of numbers is low.
- Record a telephone number of the check passer on the check.
- If a criminal warrant is obtained, do not accept restitution without receiving permission from the prosecutor.
- The individual accepting the check should witness the check passer fill out and sign the check. Consider obtaining a thumb print and/or contacting the bank or a service ("Telecheck") to verify the check.
- Do not accept a pre-completed check from a second party.

### If you become a victim complete the following steps:

- Make contact with the check writer. If you can not resolve the matter send a "5 day notice" to the check writer. This notice must be sent certified mail to the writer. Notices are available at the police department.
- If required complete a crime report with the Rochester Police Department. Have originals of all checks, notices and bank documents available for the officer who completes the report.

If you have any questions feel free to contact the police department at any time. Taking a few necessary precautions can prevent a lot of lost time trying to recover your money.