

	KANSAS CITY, MO. POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	PROCEDURAL INSTRUCTION	05-19-2010	06-02-2010	10-06
SUBJECT Forgery Offenses			AMENDS	
REFERENCE Section 570.120 RSMo K.C. Ordinance Pocket Reference Book, Form 321 P.D. PI – Tiburon Computer System – Automated Reporting System (ARS) / Records Management System (RMS) PI – Recovered Property			RESCINDS PI 03-21	

I. PURPOSE

To provide procedures to be followed when members receive information regarding forgery offenses.

II. TERMINOLOGY (From Uniform Crime Reporting Handbook NIBRS Edition)

- *A. **Bad Checks** - Knowingly and intentionally writing and/or negotiating checks drawn against insufficient or nonexistent funds. This offense includes fraudulent checks and insufficient funds checks but not counterfeited checks or forged checks.
- *B. **Counterfeit/Forgery** - The altering, copying, or imitation of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.

NOTE: Refer to the Revised Missouri Statutes for definition of Bad Checks and Counterfeit/Forgery for arrest and prosecution.

III. PROCEDURE

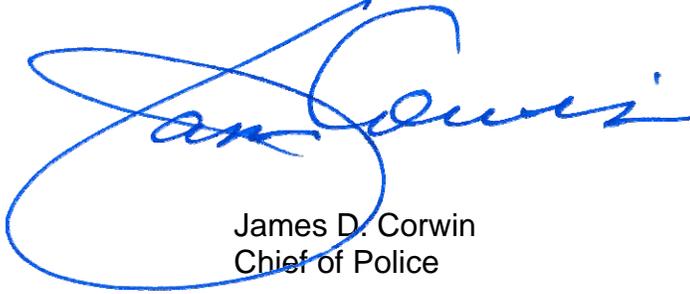
A. Completion of Reports - Forgery

- *1. If a member is dispatched to a location on any call and determines that a forgery has occurred, the member will prepare a report in the Tiburon Automated Reporting System (ARS), unless otherwise directed by the Forgery Section.
- 2. If an arrest is made, the suspect will be transferred to the Headquarters Detention Unit. An Investigation Arrest Approval, Form 176 P.D., will be completed and signed by the Forgery Section Supervisor. When a Forgery Section supervisor is not available, a completed and signed Form 176 P.D., will be obtained from a Violent Crimes Division Supervisor.

Note: If any question arises concerning the arrest of a suspect, or the completion of a report, the member will contact Forgery Section personnel.

- *3. Members will make copies of the forged documents and have them scanned and indexed in the Intellivue system.
 4. All original forged documents will be protected for fingerprints and recovered in accordance with the current written directives regarding recovered property. Forged documents will be processed by the Regional Criminalistics Division for fingerprints only at the request of an investigative element.
- *B. Completion of Reports - Passing Bad Checks
1. The Jackson, Platte, Clay, and Cass County Prosecutors' Offices investigate insufficient funds and account closed offenses without the need for a police report unless the check is verified as stolen, e.g., the legal owner of the check has been contacted and reports it to be stolen. If the check is verified as stolen and has been used in an attempt to gain money or ownership of property, a report will be completed in ARS entitled, "Forgery."
 2. If a member is dispatched to a location and a subject is being held for passing a bad check(s), the member will:
 - a. Contact Forgery Section personnel for instructions as to any enforcement activity.
 - b. If Forgery Section personnel cannot be contacted, the subject will not be arrested. A report, entitled, "Misc For" will be completed in ARS ensuring all pertinent details are included in the narrative. The subject will be released at the scene. The reporting party will be advised to present the check to their appropriate County Prosecutor's Office for filing of any criminal charges.
- C. Completion of Reports - Stopped Payment Checks
- If a person, with the purpose to defraud, has stopped payment on a check when goods or services have been received:
1. The victim must send a certified/registered letter to the party that originally wrote the check ascertaining why payment was not made.
 2. If no response is received or if no arrangement for payment is made, the victim must produce a certified/registered mail return receipt, or original envelope with attempt to deliver notice stamped on it by the Post Office, indicating that at least ten (10) days have elapsed since the letter was delivered, or since the last attempt to deliver was made.

*3. Upon meeting the above listed requirements a report will be taken in ARS.



James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners this 19th day of May 2010.



Patrick McInerney
Board President

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