



WATERTOWN POLICE DEPARTMENT  
195 FRENCH STREET  
WATERTOWN, CT 06795  
860-945-5200



Joshua N. Bernegger  
Chief of Police

Renee Dominguez  
Deputy Chief

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**UPDATE ON ALL ACCOUNT CLOSED OR INSUFFICIENT  
FUNDS CHECK COMPLAINTS**

Per order of the Superior Court, located at 400 Grand Street, Waterbury, Connecticut, the following criteria Remains in effect whenever the Police Department receives a complaint for an “Account Closed” or “Insufficient Funds” check.

1. Check must have been cashed or deposited within 30 days of Issuance.
2. Positive identification/photo ID, preferably CT Driver’s License or CT State issued ID.  
**\*\*\*It is important that the complainant can positively identify the individual who issued the bad check\*\*\***
3. Specific intent to defraud when check was issued is an integral element of proof required to prosecute bad check cases, and the Court cannot proceed without this element.
4. Several telephone attempts/contacts with the Issuer only, with the dates and time of the attempt/contact documented.
5. A minimum of two (2) certified letters, return receipt requested, sent to the Issuer of the check at his/her last known address, requesting payment be made within ten (10) days.
6. Once all of the above criteria have been met, the complainant may drop off their paperwork to an officer. A Patrol Officer will then be assigned to prepare and submit an arrest for the check Issuer by the Superior Court for Criminal Matters.

**At no time will Police personnel act as a collection agent for the complainant.**

**All attempts to collect on a bad check must be made by the complainant.**



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**BAD CHECK NOTICE**

**TO:** Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

**FROM:** Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Business: \_\_\_\_\_  
Street: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

Be advised that on or about \_\_\_\_\_ I and/or my personnel received / cashed a check issued by you in the amount of \$\_\_\_\_\_, in consideration for cash and/or merchandise consisting of \_\_\_\_\_. On the date of \_\_\_\_\_ the check was returned to me by the bank marked, "Insufficient Funds/Account Closed". I am requesting that restitution be made to me regarding this matter, as per this certified notice, within (10) days. If restitution is not made within this ten-day period, I will turn this matter over to the Watertown Police Department for proper enforcement action.

Signed: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_