



*"Building a Community Partnership"*

## WAITE PARK POLICE DEPARTMENT

Telephone (320) 251-3281 Fax (320) 259-4528  
19 - 13th Avenue North Waite Park, MN 56387  
David W. Bentrud, Chief of Police

December 12, 2015

RE: Policy Regarding Prosecution of Returned Checks

To Whom It May Concern:

The Waite Park Police Department will accept non-sufficient funds and account closed checks passed at your business, provided they meet the criteria set forth by the prosecuting office for this Department. Following is a written explanation of what the current requirements are for this Department to accept non-sufficient funds and account closed checks:

1. A Minnesota drivers license or State issued picture ID was requested and presented at the time the check was passed and accepted at your business or surveillance video.
2. Each check must contain the check passer's full name, drivers license number, and date of birth, in addition to the initials of the employee who accepted the check.
3. After you receive the dishonored check back from the bank, a Notice of Dishonor and Demand for Payment letter (copy enclosed) must be mailed to the account holder demanding payment for the check within five business days. This letter must be sent by "Certified Mail – Return Receipt Requested" -OR- an "Affidavit of Service by Mail" must be completed, signed and notarized. If the Notice of Dishonor letter is mailed by certified mail, the original certified mail receipt or the returned original letter from the post office should be submitted along with the prosecution packet. If an Affidavit of Service by Mail has been completed, then that original paperwork should accompany the prosecution packet.
4. A Check Control Statement (copy enclosed) must be completed, signed, and dated by the employee who accepted the check and submitted along with the prosecution packet.

Once all of the above criteria has been met and a checklist completed, we will accept your Dishonored Check Prosecution Packet and proceed with our investigation and prosecution of the matter.

Enclosed for your convenience we've included copies of the mandated forms required to be completed by your business prior to submission of your dishonored check prosecution packet. A Master Checklist has also been provided to help guide you through our process and to ensure that all the mandatory items have been requested and submitted. Feel free to make additional copies as needed. We have also put a copy of our sample forms on the City's website at [www.waitepark.org](http://www.waitepark.org) so they can easily be downloaded for your use.

We're confident that this new streamlined process will help us expedite the processing of these complaints. We look forward to working with you and are always available to assist you with any questions or concerns you may have. Feel free to contact us at anytime at 320-251-3281.

Respectfully yours,

A handwritten signature in black ink, appearing to read "DWBentrud", with a large, sweeping flourish extending to the right.

David W. Bentrud, Chief of Police  
Waite Park Police Department

DWB:ljl

Attachments