



Dear Eau Claire Business Owner or Manager,

The Eau Claire Police Department is asking businesses and financial institutions to help conserve employee resources and improve efficiency by making use of the departments new “Commercial Forgery Reporting Form”. Using the new reporting procedure should not increase employee “down time” for the business, but it will help our detectives handle your complaint in the most efficient manner possible. At the same time it will help your neighborhood patrol officers focus their efforts on crime prevention endeavors and emergency calls for service.

Instead of waiting for a patrol officer to respond to the store and explaining the case to the officer, store employees will simply fill out the commercial forgery report form and a written statement. Those two forms can then be mailed directly to the financial crimes unit, along with the other evidence traditionally collected by the responding officer. Those include the original check or a certified copy in a separate envelope, an affidavit of forgery signed by the account holder if available, and the store security video of the transaction.

The report forms and a full set of instructions can be downloaded from the City of Eau Claire website at <http://www.eauclairewi.gov/>. Simply go to the “E-Government” menu and select “Commercial Forgery Report Form”.

As a reminder, there are a few simple steps your employees can follow in order to avoid accepting forged checks.

1. Make sure the **check is filled out properly and completely** before accepting it.
2. Physically examine a Driver’s License, State-Issued ID card, or membership card (where applicable). **Compare the ID to the person and to the check.** Simply asking a customer for an expiration date or other information is not sufficient.
3. **Note the date and time of the transaction on the check.** If not automatically printed, the employee accepting the check should note the date and time on the face of the check at the time of the transaction.
4. **Note the identity of the clerk who accepted the check.**

The Eau Claire County District Attorney’s Office has also established a policy for prosecuting worthless checks. The full policy can be downloaded from the city website as well. Please review this policy with your employees. If the criteria are not met, your only recourse for recovering losses due to worthless checks will be the civil court process.

Thank you for helping the Eau Claire Police Department and the Eau Claire County District Attorney’s Office handle your report in the most efficient and effective manner possible.

Eric E. Larsen
Deputy Chief
Detective Division