

X. FORMS APPENDIX

FORM 1

PROSECUTOR'S REQUIRED INFORMATION
FOR WARRANT ON BAD CHECK CASES

1.

Complainant	Address	Phone Number
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2.

Person Accepting Check	Position	Date	Time
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3. _____
Type of Identification Used
4.

Bank Drawn On	Acct.No.	Check No.	Date	Reason Ret.
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5. _____
Made Payable to
6.

Passed by or Name Used	Address	City	Phone Number
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7. _____
Name of Person Who Can Positively Identify Check Passer
8. _____
Item Received by Check Passer for Consideration
9. _____
Date "FIVE DAY NOTICE" Was mailed/by whom

NUMBER 10 TO BE COMPLETED BY THE INVESTIGATING POLICE OFFICERS:

10. _____
Date Acct. Opened Date Acct. Closed and by whom Date Notice Mailed

NOTE:

THE OAKLAND COUNTY PROSECUTING ATTORNEY'S OFFICE WILL NOT INVESTIGATE OR TAKE ANY ACTION ON CHECKS IF THE ABOVE 10 QUESTIONS CANNOT BE ANSWERED IN FULL.

NOTICE TO SENDER: THIS NOTICE MUST BE SENT BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED DELIVERABLE TO ADDRESSEE ONLY TO THE PERSON WHO MADE THE CHECK.

COPY OF THIS NOTICE SHOULD BE KEPT BY SENDER

TO

IMPORTANT
NOTICE

THIS IS TO INFORM YOU THAT I AM IN RECEIPT OF A CHECK ALLEGED TO HAVE BEEN WRITTEN BY YOU,

DATED	MADE PAYABLE TO	NAME OF BANK DRAWN ON	AMOUNT

THIS CHECK WAS PRESENTED TO ME IN THE USUAL COURSE OF BUSINESS, AND WAS RETURNED TO ME FROM THE ABOVE SAID BANK MARKED,

- INSUFFICIENT FUNDS
- ACCOUNT CLOSED

IN ACCORDANCE WITH MICHIGAN LAW, YOU ARE HEREBY GIVEN FIVE (5) DAYS NOTICE THAT SAID CHECK HAS NOT BEEN PAID, AND IF YOU SHALL NOT HAVE PAID THE AMOUNT DUE THEREON WITHIN FIVE (5) DAYS OF RECEIPT OF THIS NOTICE, THIS SHALL SERVE AS EVIDENCE OF INTENT TO DEFRAUD.

SIGNED _____

ADDRESS _____

DATED THIS _____ DAY OF _____

SFLD. 2130-D-0390

SOUTHFIELD POLICE DEPARTMENT CITIZEN INFORMATION SHEET

PROSECUTION

If the offense in which you are a victim is a violation of city ordinance and you wish to press charges, you must initiate a Police Incident Report. Once an investigation has been conducted, the detective assigned to your case will forward it to the City Attorney's office to be reviewed. The **City Attorney** may be contacted at 248-796-5770, Monday through Friday, between 8:30 a.m. and 5:00 p.m., except holidays.

If the offense in which you are a victim is a felony, a warrant may be secured by the Investigations Division of the police department. If your assistance is needed, you will be notified.

ADDITIONAL INFORMATION

Copies of police reports may be obtained from the **Southfield Police Records Bureau**. You may contact them at 248-796-5580.

Additional missing property, recovered property or a more complete description of stolen property ie: serial numbers, should be submitted in writing as soon as possible. When providing additional information, please include the Incident Number listed on the reverse side of this form.

If you have not had communication from the Southfield Police Department within 30 days of the occurrence, you can contact the **Investigations Division** at 248-796-5540.

For **prisoner status** following an arrest, the Oakland County Jail may be contacted at 248-796-5760.

THE OAKLAND MEDIATION CENTER

The 46th District Court offers a mediation service to assist in resolving neighborhood disputes, landlord-tenant disputes, claims involving money or personal property, consumer/merchant disputes and small claims. For information, call 248-796-5845.

ANNOYANCE TELEPHONE CALLS

If you are initiating a complaint regarding annoying or harassing telephone calls, you may contact the **Ameritech Annoyance Call Bureau** at 800-769-4099 after filing a police incident report. Ameritech will forward a report to the Investigations Division in order to determine the source of the annoying phone calls.

CRIME PREVENTION

The Southfield Police Department can help reduce the risk of you becoming a victim again. Contact the **Southfield Police Crime Prevention Bureau** at 248-796-5400 for information on residential security, Operation Identification, business security, self protection and a variety of custom made programs and presentations.

CRIME VICTIMS' RIGHTS

Victims of crime have rights to information, protection and possible compensation under law. Any victim or witness to a criminal act who has been threatened or fear intimidation should inform the local police department and the Oakland County Prosecutor's Office.

FINANCIAL ASSISTANCE FOR INJURED VICTIMS OF CRIMES

The Crime Victims Services Commission was established to assist both victims and persons aiding victims who, through no significant fault of their own, suffer actual bodily harm as a direct result of the crime. Assistance includes medical care or necessary services such as funeral benefits, loss of earnings or support.

Inquiries should be made directly to the **CRIME VICTIMS SERVICES COMMISSION**, Michigan Department of Community Health, 320 South Walnut, Lansing, MI 48913. 517-373-7373.

INFORMATION FOR VICTIMS OF DOMESTIC VIOLENCE

Pursuant to 1985 PA222, peace officers, after intervening in a domestic dispute as described in MCL 764, 15a of 765 15b, are required to give the victim the following notice:

Information about shelter and alternatives to domestic violence is available from a state-wide, 24 hour, toll free hotline at 800-99-NO ABUSE or 900-996-6228. Nationwide information is available at 800-799-7233.

The Domestic Violence Shelter Program and information about emergency shelter, counseling services and the legal rights of Domestic Violence victims are available from the resources listed below:

SOUTHFIELD HUMAN SERVICES
Counseling/Shelter Services 248-796-4540

COMMON GROUND SANCTUARY
Bloomfield Hills 248-456-0909
800-231-1127

HAVEN 24HR CRISIS LINE
Pontiac 248-334-1274
877-922-1274

JEWISH FAMILY SERVICES
Southfield 248-559-1500

WOMEN'S SURVIVAL CENTER
Pontiac 248-335-1520

Services available through the above listed groups include: 24 hour crisis line, 24 hour advocacy at the police department and emergency room, short-term counseling, court advocacy, weekly legal clinic, weekly survivor of homicide support group, death notification accompaniment, assistance with Crime Victim Compensation forms, information and referrals.

Your legal rights include the right to go to court and file a petition requesting an injunctive order to protect you or other members of your household from domestic abuse.

Your legal rights also include the right to go to court and file a motion for an order to show cause and a hearing if the abuser is violating or has violated a Personal Protection Order and has not been arrested.

To obtain information on **Personal Protection Orders** contact the **Oakland County Clerk's Office** at 248-858-0583.

It is the intent of the Southfield Police Department to serve you in any area of Victim's Rights to which you are entitled. The **Southfield Police Department** phone number is 248-796-5500. Retain this Citizen Information Sheet and refer to the following Incident number on any calls or written correspondence you make.

Officer _____ Badge No. _____ Incident No. _____