



# Town of Warren

POLICE DEPARTMENT  
ONE JOYCE STREET  
WARREN, RHODE ISLAND 02885-3232  
(401) 245-1311 FAX (401) 247-0091



Peter T. Achilli  
CHIEF OF POLICE

YOUR COMPLAINT# \_\_\_\_\_

Complainant,

If you have filed a complaint of receiving a fraudulent check, please follow the guidelines indicated below:

- 1) The Warren Police Department will only take cases involving a check in the amount of fifty dollars (\$50.00) or greater. If your complaint involves an amount less than fifty dollars (\$50.00), you may file a complaint with the District Court.
- 2) Send the issuer a letter via certified mail, requesting reimbursement within seven (7) business days or "the matter will be turned over to the Warren Police Department for prosecution". Once the letter is mailed and has either been successfully received by the issuer and the seven (7) business days have passed or the letter was returned to you after delivery was attempted twice with no response, bring photocopies of the letter, check(s) and certified mail receipts to the police department and file a police report.
- 3) Upon receipt of this documentation, the case will be forwarded to the Detective Division of the Warren Police Department, which will attempt to notify the issuer of the complaint and give them the opportunity to make restitution in a reasonable time. If unsuccessful, an arrest warrant may be issued for the issuer of the check.

**\*\*Note:** *Should you be the victim of a fraudulent check complaint:* At any time during the process noted above, do not take partial payment from the issuer. Demand full payment or none at all. If a partial payment towards a fraudulent check is received, the matter may become a civil matter with no police involvement possible.

If you have any further questions regarding this matter, feel free to contact the Detective Division of the Warren Police Department at (401) 245-1311.

Sincerely,

Detective Division  
Warren Police Department