


GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

	TITLE Forged Document Reports	ACCREDITATION None	
	PROPOSER UNIT Criminal Investigations Division	PRIOR REVISIONS 9/12/06 ATTACHMENT: None	
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- I. **PURPOSE:** This procedure provides guidelines for reporting and conducting forged document investigations.
- II. **POLICY:** The Gainesville Police Department will effectively and expeditiously report and investigate incidents involving forged documents. Members will ensure that required forms and procedures developed for this purpose are utilized.
- III. **PROCEDURE:** The following procedures have been developed to report and investigate incidents involving forged documents.
 - A. **Forgery Affidavit Form (GPD Form 228):** A forgery affidavit should be signed by the victim and included with the report. If a signed affidavit cannot be obtained at the time of the report, this should be noted in the narrative.
 - B. **Reporting Guidelines:**
 1. Officers/FST's will complete an electronic incident report in Mobile Field Reporting, to include all available information and a narrative. Records personnel will scan and attach the forgery affidavit to the electronic report.
 2. A separate Forged Document Report Form must be completed for each forged document.
 3. **In-Progress Incidents:** If a forgery and/or uttering a forged document is reported as an "in-progress" offense, responding officers will be responsible for completing the incident report and will collect all evidence and supportive documentation associated with the offense.
 4. **Case Report Numbers:** The same case report number may be used for multiple forged document reports, regardless of dates and times, when the same set of circumstances exists for each of the forged documents (i.e. same victim/business, same account number, same suspect, etc.).
 - C. **Investigation Guidelines:**

1. **Forged Document:** Ensure that a clear, preferably color, photocopy of the front and back of the forged document is collected and attached to the report.
 - i. The complainant will retain custody of the original forged document pending further investigation and/or court action. Inform the complainant that failure to maintain the original documents in their present condition may nullify any possible prosecution.
 - ii. **Exception:** If an **inked fingerprint** has been placed on the forged document to identify the person issuing the document or cashing the check, the original document should be collected and placed into evidence.
2. **Photographic Evidence of the Suspects:**
 - i. **Photographic Evidence is Available for Release:** Collect and place into evidence any videotape or photographs containing the suspects taken during the forgery/uttering transaction or which identifies the suspects.
 - ii. **Photographic Evidence is not available for Release:** Some financial institutions have a policy against releasing photographic evidence without a subpoena. If this is the case;
 - a Note in the report that photographic evidence is available but will not be released without a subpoena.
 - b Request that the evidence be held pending court disposition.
- D. **Officer/FST Documentation:** The investigating officer/FST will need to complete an incident report documenting the forgery.
- E. **Responsibility of the Criminal Investigation Bureau:** Members of the Criminal Investigation Division who have the responsibility of investigating forgeries will have the additional duty to ensure that the appropriate financial institutions and businesses are supplied with the Forged Document Report Forms and trained in their use.

By Order of

*Signed Original on File in the
Accreditation Unit*

**Tony R. Jones
Chief of Police**