

FCS Number _____
(DPD Use Only)

Return To: Dallas Police Department
Embezzlement Squad
1400 S. Lamar Street 4th Floor
Dallas, TX 75215

Embezzlement Complaint Form

(PLEASE TYPE OR PRINT)

This complaint form is provided to you with the understanding that this office may conduct an investigation to determine if a firm or person is in violation of the Penal Laws of the State of Texas. We strongly recommend you consult with your own private attorney to determine your legal rights and civil remedies in this matter.

I. Information of the Accused Party:			
Name:		Phone:	
Race/Sex:	Date of Birth:	Height/Weight:	Hair/Eye Color:
SSN:		Driver License:	
Residence address:			
City:		State:	ZIP Code:
Start/Hire Date:		Work Hours:	Title/Position:
II. Complainant Business Information Please provide Articles of Incorporation			
Business Name:			
Address:			
City:		State:	ZIP Code:
Phone:		Alt. Phone:	
1. Reporting Person			
Name:			
Race/Sex:		Date of Birth:	Phone:
Residence Address:			
City:		State:	ZIP Code:
Title/Position:		E-mail Address:	
2. Witness			
Name:			
Race/Sex:		Date of Birth:	Phone:
Residence Address:			
City:		State:	ZIP Code:
Title/Position:		E-mail Address:	
III. Information About the Offense			
1. Dates of the Offense		From:	To:
2. Physical Location where Offense Occurred		Address:	
3. Total Amount of Monetary Loss Suffered		\$	
4. Have you contacted other agencies?			
5. Are you currently in civil litigation with the accused?			

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IV. Fact Description

Describe the exact nature of your complaint below by providing a brief description. On a separate sheet of paper provide a detailed description of the circumstances surrounding your allegations of the offense. Include the name(s) and contact information of all individual(s) that have knowledge of the offense. Provide dates and times if possible, and recite facts in chronological order in which they occurred. REMEMBER the following: Who discovered, What was discovered, When discovered, Where discovered, Why discovered, and How was it discovered.

I certify that the information I have provided the Dallas Police Department in this complaint form is true and correct to the best of my knowledge and belief, and is furnished for the sole purpose of instituting a criminal investigation where the investigation indicates criminal activity and leads to criminal prosecution and not for the purpose of recovering personal property or any other items of value. I authorize the Dallas Police Department to use the information given in any manner, which they deem necessary and proper.

SIGNATURE OF COMPLAINANT

SUBSCRIBED AND SWORN TO before me this the ____ day of _____, A.D., 20__.

Notary Public in and for the State of Texas

My Commission Expires: _____

COMPLAINANT'S CHECKLIST

This is a general guide.

- ◆ **ORGANIZE SUPPORTING DOCUMENTS IN CHRONOLOGICAL ORDER:** Place supporting documents/evidence in 3 ring binder(s), with glossary and index with tabs.
NOTE: Boxes of documents delivered to us with no organization and no detailed explanation of their relevancy will NOT BE ACCEPTED and will delay the investigation.
NARRATIVE – A clear, concise, detailed narrative in chronological order of the crime as you know it to have occurred. Please use third person format. Address the following discovery questions: who, what, where, when, why and how.
- ◆ **SPREADSHEET (WITH DISK)**- Include date, check #, amount, payee, maker, endorsement, where deposited, bank account # deposited into, person check presented to (if known), invoice #, other relevant information tied to date / event / period / document / shipment / pallet, etc.
- ◆ **CHECK COPIES (front & back)** - If the assigned detective files a case, the District Attorney wants the originals and you'll be contacted to provide them.
- ◆ **SUPPORTING DOCUMENTS – DO NOT MARK ON ORIGINALS** Provide invoices, copies of money orders front & back, copy of the check ledger (in numerical order), monthly bank statements, credit card statements, (include full account number and issuing bank information) relevant memos, notes, emails, computer printouts, contracts, PIN numbers, sales receipts, video, time cards, work schedule, etc.
- ◆ **EVENT TIME-LINE** (chronological order) - Include date (and time, if relevant), period of employment (if suspect worked for you), event that brought the crime to your attention, how you or your staff responded, each transaction, each deposit, each relevant suspect contact, meetings related to the crime or its aftermath, where/when suspect told a third party of the events, etc.

Examples:

January 4 th , 20xx- 4:55 p.m.	Steve Wonderful, my visiting brother, walked by my office and observed Jerry (suspect) behind my desk. The top drawer was open and he picked up the checkbook from the open desk drawer and put it in his left shirt pocket. He winked at Steve, closed the drawer, and left the room.
June 12 th , 20xx at about 11:34 a.m.	Mary, our receptionist, took check #4567 from Jim (suspect) and gave him receipt #9876.....
June 14, 20xx	During a scheduled, routine account payables audit, our CPA, John Wilson, discovered bogus invoice #13456. He then went back four months and discovered 42 more invoices with the same bogus vendor's name.....

- ◆ **FLOW CHART(S) or DETAIL PROCEDURE REGARDING** - (1) How events / procedures / transactions were supposed to occur, and (2) How the suspect did what he/she/they did.
- ◆ **WITNESSES** - Include name, date of birth, addresses, all known phone numbers, position/title/relationship to you, your business and/or the suspect. Witness statement written in first person testimony, i.e., "I saw him do..."
- ◆ **COMPLETE SUSPECT INFORMATION** - Include given name, street names, maiden names, nicknames, addresses, all known phone numbers, job application, job title, resume, photographs, emergency contact information, vehicle information, known associates, hangouts, behavior characteristics.

ARTICLES OF INCORPORATION Include a copy of the Articles of Incorporation, showing the legal name that was filed for your business.