

The Embezzlement Complaint Packet contains 3 pages. The first 2 pages must be completed leaving **NO** blank lines. The third page contains a checklist. The checklist items are **REQUIRED** by the Dallas County District Attorney's Office prior to accepting a case.

Businesses reporting employee theft are required to place all evidence in a 3 ring binder, tabbed, with a table of contents. Additional instructions for completing said binder are included.

Embezzlement Complaint Form Instructions:

PART I: All suspect information goes here. Include social security number, Job Title and Driver License number. If the information is unknown, print **UNKNOWN**.

PART II: ARTICLES OF INCORPORATION must be included with your package. This is telling the District Attorney's Office that you have the right to do business in the City of Dallas. The Reporting Person will be the person providing the information and the Witness will be anyone else that witnessed the offense. A separate page for listing additional witnesses is available.

PART III: Self Explanatory: **IMPORTANT:** if you have answered "Yes" to Question #5 – A criminal investigation cannot run concurrent with civil litigation. Do not proceed further until the civil litigation has been resolved.

PART IV: Provide a brief account of events with dates and times of this offense in chronological order. This document **MUST** be **NOTARIZED**.

On a separate sheet of paper, provide a more detailed description of events.

Binder Instructions:

Include all pertinent evidence in a 3 ring binder, tabbed, with a table of contents.

TAB 1: Notarized Embezzlement Complaint Form with complete narrative of what occurred.

TAB 2: TimeLine of Events: Start from the date of hire all the way to the date of termination.

TAB 3: Suspect Info: information such as but not limited to the following: W9 forms, application of employment, social security number, banking information (such as direct deposit accounts). If a picture is available please include.

TAB 4: Spreadsheet – Microsoft Excel spreadsheet of checks, credit card charges, fuel card charges - whichever pertains to your situation.

TAB 5: Evidence: place all evidence here. Evidence must be in original form. Do **NOT** write on any of these original documents to emphasize a point. Use a sticky notet.

TAB 6: Witness statements: if suspect confessed or to a witness or if someone caught the fraud there statements would go here.

TAB 7: Articles of Incorporation

The Dallas Police Department must have all documentation related to your offense in an organized manner. This ensures the quickest possible resolution due to the high volume of cases that each detective investigates. Once this binder is complete, EMAIL Sgt. Richard Santiesteban at r.santiesteban@dpd.ci.dallas.tx.us to schedule a meeting.