



The City of
OKLAHOMA CITY
 POLICE DEPARTMENT
Wade Gourley
 Chief of Police

Oklahoma City Police Department
 White Collar Crimes Unit
 700 Colcord Dr
 Oklahoma City, OK 73102

Embezzlement Complaint Form

| | | |
|------------------|-----------------|----------|
| OCPD Incident #: | Date of Report: | Officer: |
|------------------|-----------------|----------|

| I. Information of the Suspect | | | |
|-------------------------------|------|------------------------|-----------------|
| Name: | | Phone: | |
| Race/Sex: | DOB: | Height/Weight: | Hair/Eye Color: |
| SSN: | | Driver License Number: | |
| Address: | | | |
| City: | | State: | Zip Code: |
| Hire Date: | | Title/Position: | |

| II. Complainant Business Information | | | |
|--------------------------------------|--|----------------|-----------|
| Business Name: | | | |
| Address: | | | |
| City: | | State: | Zip Code: |
| Phone: | | Alt. Phone: | |
| 1. Reporting Person | | | |
| Name: | | | |
| Race/Sex: | | DOB: | Phone: |
| Home Address: | | | |
| City: | | State: | Zip Code: |
| Title/Position: | | Email Address: | |
| 2. Witness | | | |
| Name: | | | |
| Race/Sex: | | DOB: | Phone: |
| Home Address: | | | |
| City: | | State: | Zip Code: |
| Title/Position: | | Email Address: | |

| III. Information about the Offense | | |
|---|-------|-----|
| 1. Dates of Offense | From: | To: |
| 2. Location of Offense | | |
| 3. Total amount of Loss | \$ | |
| 4. List other agencies contacted, if applicable | | |

Incident #: _____

Embezzlement Complaint Form (Continuation)

| IV. Narrative of the Case |
|---|
| <p>Provide a brief description of the facts of your case below. You may attach as a separate document a more detailed description of the circumstances surrounding your allegations. Include the names and contact information of all individuals that have knowledge of the offense. Provide dates, times, and locations if possible, and recite facts in chronological order. Try to answer the following: Who discovered; What was discovered; When was it discovered; Why was it discovered; and How was it discovered.</p> |
| |

I certify the information I have provided in this complaint is true and correct to the best of my knowledge and belief and is furnished for the sole purpose of initiating a criminal investigation.

Signature of Complainant

Date

Disclaimer: This complaint form is provided to you with the understanding this office may conduct an investigation to determine if a firm or individual is in violation of Oklahoma State Statutes. A criminal investigation is separate from any civil process by which the victim may seek recovery of property, money, or anything of value. The victim may wish to consult a private attorney to determine legal rights and civil remedies in this matter.

COMPLAINANT'S CHECKLIST

This is a general guide.

COPIES OF SUPPORTING DOCUMENTS - If your case is assigned and the detective expects to file criminal charges, you will be given instructions on completing a case presentation binder. Do not discard any supporting documents in your case, because they will likely be needed for this binder.

NARRATIVE - A clear, concise, detailed narrative in chronological order of the crime as you know it to have occurred. Address the following discovery questions: who, what, where, when, why and how.

SPREADSHEET (with disk) - Include date, check number, amount, payee, maker, endorsement, where deposited, bank account number deposited into, person check presented to (if known), invoice number, 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 may ask for the originals and you will 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, timecards, work schedule, etc.

DIGITAL MEDIA - Screenshots and/or video copies of surveillance footage of the crime that has not already been provided at the time of the originating report.

EVENT TIMELINE (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.

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.

SIGN CITATION - Sign a municipal citation for *Embezzlement*.