



**Manuel Borrego, Chief of Police**

Dear Business Representative:

The Wichita Falls Police Department has implemented an "Alert Program" to inform local businesses of criminal activity. The information provided addresses criminal activity which could directly affect the business, i.e., forgeries, counterfeit money, credit card fraud, debit card fraud, con artist, etc. Information is provided to the participating businesses through emails.

The main goal of the "Alert Program" is to provide businesses in Wichita Falls with information so they can prevent themselves from becoming a victim. Businesses wishing to participate in the "Alert Program" need to complete an application with the Wichita Falls Police Department / Financial Crimes Unit. The emails and the material enclosed with these transmissions are privileged communications. A business should select a specific contact person (in some cases more than one) to receive the information. Alert information should be disseminated by that contact person to authorized personnel only. The business will determine the personnel who will come in contact with the information they receive. It should be clear that the business would accept any civil liability for the misuse of information obtained through the Alert Program.

The "Alert Program" is not used to receive official crime reporting information or questions from participating businesses. The normal channels of communication (through police reports or by phone) are still the most efficient way for the department to address your concerns. Participating businesses are urged to inform the department of information that would prevent further criminal activity. That information is then emailed to all participants. The "Alert Program" does not specify the victim business or financial institution in the emails. Enclosed with this letter is an Alert Program - Application. For businesses requiring additional contacts, please make and complete additional copies of the application. Applications will be sent to the WFPD for approval.

Businesses will receive confirmation by email.

Sincerely,  
Manuel Borrego  
Chief of Police

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