Counterfeit Currency

**805.1 PURPOSE AND SCOPE**

The purpose is to provide detailed direction to staff concerning all counterfeit currency investigations. Additionally, the goal is to enhance the level of accuracy of work by means of additional control measures carried out by field supervisors. The evidence custodian is charged with ensuring compliance with this policy. Furthermore, the evidence custodian shall report all non-compliance to the Chief of Police via the chain of command.

**805.2 DEFINITIONS**

COUNTERFEIT CURRENCY - Is imitation currency produced without the legal sanction of the state or government.

USSS - stands for United States Secret Service.

**805.3 PROCEDURES**

1) When collecting suspected counterfeit currency, the investigating officer shall document the name, address, and phone number of the person whom the currency was confiscated from. The purpose of gathering this pertinent information is to assist the evidence custodian in returning currency that has been deemed authentic by the United States Secret Service (USSS).

2) During the booking process, the investigating officer shall document the serial number and denominations of each bill collected and include this information in the property modules of TracNet Records.

3) Each bill shall be entered as a separate item of property into TracNet Records.

4) When entering a suspected counterfeit bill as a property item do not list a value. The suspected counterfeit currency has no value.

5) In the event that a bill is deemed authentic and returned by the USSS, the investigating officer shall document, in a supplemental report, the findings of the USSS and any follow-up conducted.

6) Prior to packaging suspected counterfeit currency officers shall photograph both sides of each bill and download the digital photographs into the TracNet Records report.

7) When packaging suspected counterfeit currency, officers shall use the clear K-pack packaging and package each bill individually with its corresponding property tag affixed to the K-pack.

8) Supervisors shall conduct an inspection of the suspected counterfeit currency to ensure it is counterfeit prior to an officer sealing it into K-pack.

9) Both the investigating officer and a supervisor will sign the sealed K-pack containing the counterfeit currency before depositing the item into the evidence locker.

10) Supervisors will ensure that all suspected counterfeit currency that is booked into evidence matches the items listed in the property modules and the primary narrative in TracNet Records.
11) The officer shall note in the primary narrative that suspected counterfeit bill(s) will be forwarded with a copy of the report to the USSS for review.

In the event that an officer is dispatched to investigate a report of suspected counterfeit currency and the reporting party provides an officer with additional counterfeit currency not related to the immediate investigation, the officer will request a separate case number for the additional currency. The purpose of the additional case number is to segregate the currency, and it may be returned to the proper owner in the event that the currency is authenticated and returned by the USSS. The officer will document the circumstances in which the reporting party (e.g. store employee, bank teller, or citizen) acquired the bills for which there is no suspect information (e.g. currency is rejected by a bank, suspect flees the scene prior to police arrival, bill was found to be fraudulent by store manager during money count). Supervisors will ensure proper documentation of circumstance in the primary report as this is critical in determining the course of action the Delano Police Department must take in the event the currency is authenticated and returned by USSS.