

APPENDIX C:

CASH HANDLING

Standard Operating Procedure

ALL SEIZED AND FOUND CASH MUST BE BOOKED INTO THE COMPUTERISED PMS.

The physical handling of cash should be kept to a minimum and all cash will be bagged and sealed immediately when making a seizure. Seized cash will be sealed in a new tamperproof bag in the presence of another officer and the person in charge of the cash who will be invited to sign both bags. This will ensure any evidential value is preserved and also safeguard the integrity of officers.

If the cash being seized is a very large amount that will not fit into a cash bag – then the cash should be bagged twice and sealed twice – both seal numbers to be recorded On PMS and/or Sec 18 slip and in the pocket note book of the officer seizing. It should be noted that each bag is one of two, two of two etc for that item on the property listed.

Where the value of cash (**AT THE TIME OF SEIZURE ONLY**) is NOT known it is sufficient to mark the sealed bag as “quantity of cash”. An estimated amount may be added, if appropriate.

HOWEVER;

The cash should, without exception, be counted when back in the security of the Police Station – in ALL cases. The exception to this MIGHT BE if substantial sums of monies are being seized. IN these instances, please consult with the investigating SIO around the potential forensic issues. If in doubt seek advice from the RECU.

RECUreferrals@ersou.pnn.police.uk or telephone; 01707 355767

PMS HAS A CASH CALCULATING FACILITY IF YOU KNOW THE AMOUNTS OF NOTES AND COINS AND THE DENOMINATIONS. JUST FILL IN THE TABLE WITH THE AMOUNT OF EACH DENOMINATION AND KIM PMS WILL ADD UP THE AMOUNT.

The amount should be annotated on the PMS entry.

NB – MAKING A SEIZED CASH ENTRY, DRUG CASH ENTRY OR POCA CASH ENTRY ON PMS WILL AUTOMATICALLY ALERT “ERSOU” TO THE DEPOSIT WHATEVER THE AMOUNT. SEIZED DRUG CASH WILL ALSO AUTOMATICALLY ALERT THE DRUG OFFICERS TO THE DEPOSIT– HOWEVER;

ANY seizure of cash over £1,000 (one thousand pounds) or approximate foreign currency equivalent should be notified to ERSOU by way of a phone call or email to the financial investigators as soon as possible.

CASH means: - Notes and coin currency, including foreign currency, and for the purposes of this SOP, can include cash suspected to be counterfeit.

POCA (Proceeds of Crime Act) includes the following in its definition of CASH, such documents that hold a potential monetary value. Officers and staff should consider preserving these documents for any potential forensic examination.

- Postal Orders
- Cheques of any kind, including travellers cheques
- Bankers drafts
- Bearers bonds and bearers shares

Broadly speaking, for the purposes of this SOP, cash seized and retained by Police will fall into two categories: -

1. Found cash (including other cash seized for “non-suspicious / criminal” reasons, such as retained for safekeeping etc).
2. Cash believed or suspected to be derived from crime.

Found cash

All amounts of cash recorded in the found property system MUST be counted. (The exception to this is if the quantity is of an unusually high amount or the circumstances surrounding it give rise to the possibility it is or could be cash derived from crime – if in doubt, contact ERSOU).

- The Police officer or Enquiry officer booking in found cash must make sure that the amount recorded is witnessed – either by another enquiry officer or police officer and, where possible, by the finder.
- In the event of an Enquiry Officer lone working another member of staff should be sought to witness the amount being recorded and they should sign the property slip and / or the property register.
- Property must be bagged and sealed. The seal number must be recorded on the found property slip and in the register.
- If, after 28 days of Police retention of the cash, the owner has not been established, the property may be kept for a further 14 days to give (a) the owner (if known) time to collect and (b) for finder to claim. After this time the Cash can be banked – using the standard Force process for this – using the secure transit bags.
- An audit/check of the found property system will be conducted by a Business Support Officer every quarter (3 months).

Criminally derived cash

The general rule for quantities of cash that fall into this category is that it WILL be counted IN ALL CASES. Doubt may arise if;

- Substantial sums of monies are seized – BEFORE COUNTING – please consult with the investigating SIO around potential forensic issues. If in doubt seek advice from the RECU.

In order to preserve the cash for Forensic analysis (fingerprints/DNA Drug deposits) and also to show how the cash was carried, (bundles etc) then digital photographs can be taken of the cash if appropriate. When counting cash the following method WILL BE adhered to;

- Latex gloves should be worn in all cases when handling cash – two pairs (“double gloving”)
- Count the cash in a controlled environment away from the scene. The count should be done over a fresh large piece of clean paper. Once the count is complete the gloves and paper should be sealed with the cash in the same property bag, with the same entry.
- TWO persons (officers and/or staff) should ALWAYS be present to witness the count.
- Always count at least twice to confirm the amount.
- The full amount seized should be updated on PMS, and any other relevant paperwork.
- Both the seizing officer and witness should sign the documentation/PMS. When signing the PMS record – this can be held digitally, if desired, within PMS using the digital signature capture pads. If a signature pad is not available then a receipt can be printed from the KIM PMS and manually signed and kept with the property.
- Money should be placed in a cash bag. If a cash bag is not available then place in a clear plastic bag and attach a seal, recording the seal number on the PMS entry and other relevant documentation.
- Seizing officer and/or counting officers should make a pocket note book entry stating the amount, property reference, exhibit reference and seal number. This should then (where possible) be signed by the witness (and person from who it was seized).
- The money should then be placed in the **relevant property holding safe**.

Property Office Procedure

- Property officers will manage the storage of criminally derived cash (SEIZED, DRUG AND POCA) using the PMS.

- Property Officers will be aware of any cash being deposited in the holding safes via the booking in screen within PMS.
- Any cash that has not been counted, and that does not show any evidential reason for it not to be counted on the entry. The booking in officer/OIC will be sent an “uncounted cash warning” memo from KIM PMS giving them 7 days to return to the property store and rectify the entry. Failure to do so will result in the matter being passed to a supervisor.
- Any new deposits will be transferred from the holding safe and placed in the main property store safe each working day.
- Cash property, as with all property seized will be entered on the PMS operated by each e property office site and requests for regular reviews sent to OIC’s for the seized cash within the system via the automated review process set-up within PMS
- Cash will be audited quarterly by the Seized Property Supervisor, responsible for property officers / stores.
- Cash property that is not being regularly updated by an OIC will be highlighted to the Seized Property Supervisor. After consultation with ERSOU, if appropriate, such cash may be banked at regular intervals. Banking will be by the accepted Force procedure and cash transit bag used.
- Property officers will review any amount of cash they have deposited in the safe regularly. Officers that have large amounts of cash deposited and there is no current update will be asked for an update by email within PMS. Failure to respond to such requests may mean that the requests are escalated to supervisors/area commanders for their intervention.