

	ADMINISTRATIVE ORDER	Approved By:	No. 24
		City Manager	Effective Date: 05/07/2013
Subject: Policy and Procedures on Processing Suspect Counterfeit Currency			

PURPOSE:

This Administrative Order is issued to provide comprehensive policies and procedures to process currency that is suspected to be counterfeit. This policy and procedure is intended for use by City personnel as a general reference and will be revised for departmental distribution as policies and procedures require revision or clarification.

POLICY:

Title 18 of the United States Code prohibits the alteration or manufacture of counterfeit United States currency or altering genuine currency to increase its value and is punishable by a fine or imprisonment for up to 15 years, or both. Section 472 of Title 18 prohibits the possession of counterfeit bills with a fraudulent intent and is punishable by equal terms.

It shall be the policy of the City to inspect currency received to reasonably determine the authenticity of payments with which they are presented. Each department has been provided with necessary tools to assist in this process, which will be used on all bills exceeding \$20 in value or those bills that appear to be suspect.

PROCESS:

The City's cash collections process is de-centralized. The Departments of Finance, Fire, Police and City Manager's Office are given responsibility to collect payments on behalf of the City. Within each operating department, personnel have been designated by department heads to collect payments for the City. While each of these departments is allowed to collect payments for reasons of operating efficiency, they must adhere to strict internal controls as provided in the attached manual. In the event that a City employee encounters suspect currency, they shall follow the process outlined below.

1. Each bill in excess of \$20 in value shall be marked with a counterfeit pen to determine the authenticity of the material from which the bill was made.

2. Should the bill not pass this test, the bill shall be examined under an ultraviolet light.
3. In the event a bill does not pass either of these tests, do not return the bill to the passer.
4. The employee must immediately notify his or her supervisor.
5. The supervisor must verify the results of this test and gather the name, address and phone number of the passer.
6. The employee and/or supervisor shall make note of the passers appearance and the license plates of any vehicles used.
7. The employee or supervisor shall notify the Highland Park Police Department as soon as the bill is determined to be suspect.
8. The suspect note shall be placed in a sealed envelope to limit the handling of the suspect note.
9. A police report shall be filed in accordance with the General Orders of the Police Department, which shall include detail of the events leading to the collection of the suspect note, as well as the description and nature of business of the passer.
10. The City of Highland Park Police Department shall surrender the note to the United States Secret Service using Form SSF 1604 – Counterfeit Note Report.

INTERPRETATION:

All questions pertaining to the meaning or applicability of this policy should be submitted in writing to the Office of the City Manager. The City Manager's Office will provide a written interpretation to all departments, which will serve as a supplement to this policy.

ATTACHMENT:

Form SSF 1604 Counterfeit Note Report