PURPOSE: To establish guidelines for handling United States (U.S.) currency that is seized or held.

POLICY: It is the policy of the Cleveland Division of Police to secure U.S. currency seized or held including cash seized as contraband, found or currency whose ownership is unknown or disputed.

PROCEDURES:

I. Member Responsibilities
   
   A. Members who seize, find, or receive U.S. currency shall:
      
      1. Place the currency into an evidence envelope – Property Held in Evidence for Owner – C of C 71-68.
         
         a. Currency should be listed by total amount.
         
         b. For large amounts that will not fit in an evidence envelope, place the currency into a paper bag and complete an evidence tag – C of C 71-60-3 REV.
      
      2. Currency that is being held as evidence and is not to be deposited should have “DO NOT DEPOSIT” written in red marker across the front of the evidence envelope this includes:
         
         a. “Buy Money” or cash with recorded serial numbers or other distinctive markings used during a criminal offense or transaction.
         
         b. Cash with a value that exceeds face value (i.e., gold or silver coins, silver certificates, or coin collections).
   
   B. Members shall forward currency to the Property Unit within three days unless:
      
      1. Forensic processing is required.
      
      2. It is the subject of an on-going investigation.
      
      3. It will immediately be returned to the owner.

II. Property Unit Responsibilities
   
   A. The Property Unit shall:
1. Deposit U.S. currency not held as evidence with the City treasurer.

2. Secure U.S. currency marked with DO NOT DEPOSIT as evidence until the investigation is complete or the court case has been disposed.

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.

CDW/Imw
Policy Unit