

## BLOOMINGTON POLICE DEPARTMENT

### STANDARD OPERATING PROCEDURE

#### SEIZURE AND SUBMISSION OF CURRENCY

Reviewed by: Sgt. Rick Beoletto	Effective Date: August 1, 1996
Authorized by: Chief Daniel Donath	Revision Date: November 21, 2019

#### PURPOSE

The purpose of this SOP is to establish the procedure for handling, counting, submitting, and documenting monetary seizures by personnel of the Bloomington Police Department. A standard procedure is necessary to minimize the chances of error in handling these funds. The intent of this procedure is to protect the integrity of individual officers and of the Department, to strengthen the criminal case, and to reduce police exposure to liability arising from inadequate procedures.

#### PROCEDURE

Monetary seizures for asset forfeiture will be submitted to the seizure safe at the tower. The following guidelines will be used when seizing currency:

1. When money is seized for asset forfeiture (not for money being held as evidence, i.e. recovered stolen money, buy money, etc.) in conjunction with a criminal investigation, it will be placed in a container by the seizing officer as soon as possible and sealed until it can be counted in a controlled environment.
2. As soon as practical, the seized funds will be taken to a controlled environment (e.g. police station, VICE officer, etc.) to be counted.
3. In all cases, the opening of the package will be witnessed by a sworn officer. The seizing officer and the witness officer will individually count the seized funds. If there is a discrepancy, the funds will be recounted individually until there is consensus on the amount. In the event the seized funds obviously exceed \$1,000, a supervisor will be present when the package is opened and will individually count the seized money. Again, in the case of a discrepancy, the money will be counted until there is consensus. All parties will count the seizure in its entirety. In no case will individuals count a portion of the funds and then total the individual counts. A currency form is to be completed and signed by the two officers conducting the count.
4. The officer seizing the funds will query the person as to the amount and document this in a supplemental case report. The seizing officer will receipt (via a Notice of Seizure for Forfeiture Form) the amount of currency (determined by the above procedure) to the person from whom the funds were seized and obtain that person's signature on the receipt (if possible). The original receipt will be sealed together with the currency in plastic. Both counting officers (the same two officers who signed the currency form) will initial, date, and write the case number on the seals of the plastic. **This currency along with the**

**total will still need to be entered into EJS in the property section, but NOT entered into evidence. There will be no EJS label printed.**

5. The seized funds will then be submitted to the BPD seizure safe at the command tower. A supervisor will witness the officer placing the currency into the safe. It is not necessary for the supervisor witnessing the submission to count the contents of the sealed package which is initialed by two officers. The supervisor need only witness that it was placed in the safe by at least one of the officers who counted it. The supervisor who witnesses the deposit will record in the log book at the safe the following information:
  - a. Name of officer submitting the money
  - b. Case number
  - c. Reported amount contained in sealed package
  - d. Date and time of submission
  - e. Signature and payroll ID of Supervisor witnessing the submission
6. The case report for the seizure will include the following information:
  - a. The name of the person who found the money when appropriate
  - b. The time the money was seized
  - c. Who seized the money
  - d. When it was transported and to where it was transported
  - e. Who counted the money
  - f. Total amount of money
  - g. The officer submitting the currency to the BPD seizure safe will include in their narrative that the money was placed in the BPD seizure safe
7. The officer seizing the funds will notify the Street Crimes Lieutenant of the seizure by sending an e-mail. The e-mail will include the case number of the incident report, the amount of the seizure, and the circumstances of the seizure. Additionally, the seizing officer will forward the original Notice of Seizure for Forfeiture and Affidavit in support of Forfeiture Forms to the Street Crimes Lieutenant. The Street Crimes Lieutenant will complete the necessary seizure paperwork and forward to the State's Attorney's Office.
8. Those designated by the Chief of Police will be responsible for removing money from the BPD seizure safe to deposit into the BPD seizure account at the designated financial institution. Upon removing sealed packages of currency from the safe, the person retrieving the packages will note in the same log book attached to the safe the following:
  - a. Date/Time of removal
  - b. Signature and payroll ID of person removing the money
9. When removing the money from the BPD seizure safe, it will immediately be taken to the designated financial institution for deposit in its sealed state. The exhibit will be opened and counted in the presence of the institution employees and subsequently deposited. There will be separate transactions conducted for each case number. In the event there are multiple exhibits from one case, they may be deposited together in one transaction or separately. The deposit receipt and currency form is to be routed to the Street Crimes Lieutenant. The Street Crimes Lieutenant will make digital scans of the receipt and forward the originals to the CID Administrative Assistant to be filed with existing seizure

paperwork. The Street Crimes Lieutenant will attach the digital scan of the receipt to the electronic file of the case.