



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: DECEMBER 30, 2020	CHAPTER: 6 - Property	PAGE: 1 of 2	NUMBER: 6.01.03
SUBJECT: SEIZED UNITED STATES CURRENCY			
CHIEF: <i>Calvin D. Williams, Chief</i>			

Substantive changes are italicized

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:

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THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.