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All counterfeit currency must only be recorded as either a crime or seized property. DO NOT record as found property.

All seized counterfeit currency should be placed in an exhibit bag, sealed and labelled correctly as any other exhibit would be. All notes from that seizure can be put into one exhibit bag.

The OIC must complete the NCO1a form (found on word: crime: counterfeit currency) FULLY on both sides including the boxes at section 6. (All serial numbers must be completed in the relevant box in full).

This must then be booked into your evidence store on your NICHE occurrence and be given a property reference number (P number).

If fingerprint examination is required (suspect identified) a Form 88 must be completed in FULL and signed by your supervisor before submission. DO NOT submit for examination if no suspects are identified.

It is the district OICs responsibility, ONLY after all the above stages have been completed, to email a copy of the NCO1a (and Form 88 if applicable) to the ECU Assessment Hub mailbox before submission. If the form is filled out incorrectly, it will be returned to the OIC for reworking. Once it is correct, the ECU with authorise submission via email. The OIC must then submit the original forms(s) along with the counterfeit notes, to the ECU. (It is your responsibility to advise the evidence store to submit the notes to the ECU once authority from the hub is given. It will not get there any other way).

IMPORTANT – All counterfeit currency MUST be hand delivered to ECU by WYP courier via the evidence store.

Note: A statement of proof from the Bank of England can only be requested if a suspect is named or identified.

If £100+

To ECU

Bag up

NCO1a

Occurrence #: All property & vehicles

Fingerprint?
Policy statement

Summary
West Yorkshire Police will ensure that counterfeit currency (notes and coins) is recorded and managed appropriately.

The aims of this policy are to explain:
• how counterfeit currency should be handled;
• what forms to use for recording; and
• when the Economic Crime Unit (ECU) needs to be notified and/or involved.

Scope
This policy applies to all police officers and police staff.

Principles

West Yorkshire Police will:
• Have a team within ECU which will act as a single point of contact (SPOC) regarding the management and processing of counterfeit currency.
• Record all counterfeit currency on Niche as either a crime or seized property (not found property) and deal with it as a potential court exhibit.
• Treat sites where counterfeit notes are being produced (i.e. printed on large scale commercial equipment or PC based scanners and printers and includes the finishing of printed bank notes) as crime scenes and contact the ECU SPOC team to liaise with the National Crime Agency (NCA).
• Where counterfeit coins are being produced (i.e. dye stamping or casting equipment), contact the SPOC team to request technical advice from the National Central Office (NCO) of the NCA in London.
• Not publicise cases concerning sterling currency without consulting the NCO at NCA. Contact will be made through the Force SPOC in the ECU.
• Submit counterfeit currency to the Bank of England for analysis and retention for one year before destruction.

Responsibilities

Investigating officers
Investigating officers are responsible for:
• Investigating offences involving counterfeit currency with the same commitment as other acquisitive crimes where legal powers exist, including a search of a suspect’s premises.
• Submitting counterfeit currency, together with the correctly completed National Central Office (NCO1) forms, to the SPOC team before retiring from duty for authorisation by ECU. The suspected counterfeit notes must be fully described (not be marked “COUNTERFEIT”) including details of all
the serial numbers and quantity of each on form NCO1a-b and NCO1c, if necessary. Do not:
  o submit currency without a form or it will be returned; or
  o complete an NCO form with only the denomination and quantity or
    ‘face value’ of the currency indicated above.
• Completing and submitting all paperwork, exhibits, and packaging through
  their own district evidence store, which will then be delivered by WYP
  courier to the ECU SPCO team.
• Liaising with the SPOC team and NCO regarding any pre-planned
  operational activating, involving the production of counterfeit currency.
  Where appropriate, experienced officers from the NCO may be able to
  attend and co-ordinate further expert witness attendance.
• Where more than one type of counterfeit currency is recovered, i.e. Bank
  of England, Bank of Scotland, Irish or Euros notes, placing them in separate
  exhibit bags. Any other material seized should be identified as separate
  items and not be submitted to the SPOC team.
• If forensic examination of counterfeit currency is considered, completing
  the Form 88 which must be authorised initially by a supervisor and then
  submitting it for authorisation by the ECU SPOC team via email with the
  NCO form(s) and they will make the final decision on whether or not
  forensic examination will take place. No item should be sent for forensic
  examination without this endorsement.
• If forensic examination is authorised, submitting the exhibit and Form 88
  with the NCO forms via the district evidence store so that they can be
  delivered by WYP courier to the ECU SPOC team.

Evidence store

Evidence store staff are responsible for:
  • Ensuring the OIC completes and signs the NCO1 form.
  • Sealing all currency in an exhibit bag and completing it.
  • Ensuring all submissions have been authorised by the ECU hub via email to
    the OIC before they send them.
  • Sending all submissions in a tagged mailroom bag with a continuity form
    attached listing all the contents of the bag (multiple submissions can be
    sent in one bag).
  • Ensuring all submissions are collected and delivered by the WYP courier
    and signed for at every point to maintain continuity.

Supervisors and
line managers

If forensic examination of counterfeit currency is being considered
supervisors and line managers are responsible for giving due regard to using
other options first since the fingerprint examination of counterfeit currency
is expensive and rarely yields a positive outcome.

(Due to the fact that by its very nature, paper money is often handled by
many people. A speculative search is costly and unlikely to take the
investigation any further forward. The ECU SPOC team are the final decision
makers regarding the fingerprinting of counterfeit currency).
SPOC team

Officers from the SPOC team are responsible for:

• Authorising all submissions to ensure all documents are completed correctly. If completed incorrectly, these will be returned to the OIC for reworking.
• Authorising any forensic examination of currency.
• Submitting currency to the Bank of England and obtaining statements on behalf of officers.
• Returning witness statements (MG11) and exhibits to the investigating officer.
• Having a robust and auditable process for managing counterfeit currency.
• Ensuring that there is a secure and auditable system for the secure movement of counterfeit currency throughout the Force and to the Bank of England.
• Returning genuine currency to the OIC so that it can be repaid to its owner.

Additional information

Compliance

This policy complies with the following legislation, policy and explanatory notes:

APP Intelligence management
APP Investigation

Supporting information

The supporting information for this policy can be accessed via this link.

Policy database administration

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<td>Protective Services - Crime</td>
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<td>Ramona Senior / Jeanette Roberts</td>
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The Equality and Human Rights Assessment for this policy is held on Force Registry which can be accessed via this link.

The table below details revision information relating to this document:

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