5-04/090.10 - General Accountability for Currency

Currency, other than currency which accompanies the prisoner to the custody facility, shall be packaged in sealed, serialized, transparent evidence bags, when possible, as follows:

- Items with a currency (US) item type shall be counted at the time of booking and the value recorded in PRELIMS. Items with a seized currency item type are not required to be counted at time of booking, as it applies to Narcotics Asset Forfeiture procedures. The deposit receipt from the bank shall be scanned into PRELIMS to document that the currency was deposited.
- The identity of the persons placing the currency into the bag, the identity of the person placing the bag into storage, the name of the watch commander approving the transfer of the item into the safe, and the serial number of the bag shall be recorded in PRELIMS. Unless there is evidence of tampering, the seal is broken, or the integrity of the bag has been violated, the watch commander in charge of the safe shall not break the seal for the purpose of counting the contents. If the integrity of the bag has been violated, the bag and its contents shall be secured within a new serialized evidence bag, and the unit commander shall be notified. The serial number of the bag shall be updated in PRELIMS. The transparent evidence bag is utilized for packaging currency due to the bag's serialized markings.

All money in the safe shall be stored in a manner that allows for a 90 to 120-day transfer to the Central Property custodian or timely deposit to the Department's trust account.