



# DEPARTMENT NOTICE

25-001

Published: 1/22/25

Expires: 1/22/28

## **Procedures for Counterfeit Currency**

(Update to DN 21-171)

These procedures are designed to assist officers and supervisors who respond to calls involving the possession, manufacturing, and/or use of counterfeit currency.

On all calls for service where suspected counterfeit currency is involved, including evidence of manufacturing, members shall complete an incident report and notify the United States Secret Service (USSS). The USSS can be reached at [REDACTED], 24 hours a day, 7 days a week. Calls made outside of business hours can be expected to be routed to the Los Angeles Field Office. If notification cannot be made by phone, please send notification via email to: [REDACTED]

The USSS is the primary government agency tasked with investigating counterfeit currency. Upon contacting the Secret Service, members shall document who they spoke to and what the disposition of the notification was. If an agent responds, members shall document the agent's name, the date and time they arrived on scene, the disposition of any evidence or property seized by the agent.

Document the denominations and serial numbers of the suspected counterfeit currency bills. Documentation of serial numbers are important as there is a data base that monitors counterfeit U.S. Currency serial numbers. (<https://www.usdollars.uss.gov>). Members are NOT responsible for entering counterfeit serial numbers into the database.

If a suspect is arrested or detained and the USSS does not respond to interview the suspect, the arresting officer should attempt to interview the suspect. During the interview, the member should attempt to ascertain how and where the currency was obtained, if the suspect knew the currency was counterfeit during the exchange, and if the suspect has additional counterfeit currency on their person. Members shall book any written statement as evidence and ensure the report narrative includes that the interview was recorded on body worn camera.

In general, counterfeiting crimes typically require that the suspect had knowledge that the currency was counterfeit when exchanged. Factors that may assist members in determining the suspect's knowledge include statements made to the police or witnesses, actions by the suspect, or other articulable evidence. If the investigation finds that no probable cause to arrest exists, members shall release the suspect per 849(b) PC, seize the suspected counterfeit currency, and complete an incident report.

In incidents where the suspect insists the counterfeit currency is genuine and members cannot verify if the currency is counterfeit or not, the members shall give the suspect a receipt for the possible counterfeit currency and book the currency as "Property for ID." The suspect can be

advised to contact the Financial Crimes Unit at [REDACTED] to obtain information about the disposition of the bills that were seized and/or property release information.

Members shall not book suspected counterfeit currency into evidence using a "Money for Identification" envelope. Instead, book the suspected counterfeit currency using a regular evidence envelope and indicate on the envelope and bar code that the evidence is suspected counterfeit currency.

For further guidance on identifying counterfeit currency or questions about counterfeit currency, contact the USSS, San Francisco Bay Area Field Office at [REDACTED] or refer to USSS document "Know Your Money" [REDACTED]  
[REDACTED]

  
WILLIAM SCOTT  
Chief of Police

*Per DN 23-152, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*