OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14 June 2, 2020

SUBJECT: BOOKING OF SOUVENIR CURRENCY OR COINS – ACTIVATED

PURPOSE: The purpose of this Order is to create Department Manual Section 4/540.61, *Booking of Souvenir Currency or Coins,* to establish procedures to book currency or coins into an arrestee's property that are noted as a souvenir by the arrestee.

PROCEDURE: BOOKING OF SOUVENIR CURRENCY OR COINS – ESTABLISHED. Attached is the newly created Department Manual Section 4/540.61, *Booking of Souvenir Currency or Coins.*

AMENDMENT: This Order establishes Section 4/540.61 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

MICHEL R. MOORE
Chief of Police

Attachment

DISTRIBUTION "D"

DEPARTMENT MANUAL
VOLUME IV
Established by Special Order No. 14, 2020

540.61 BOOKING OF SOUVENIR CURRENCY OR COINS. *Currency or coins booked into an arrestee's property that are considered by the arrestee to be a souvenir shall be placed in a jewelry or similarly unmarked envelope. The outside of the envelope shall denote the contents as "souvenir" and shall be sealed with an evidence tag. Department employee(s) booking the currency or coins shall have the arrestee initial the envelope acknowledging the contents. However, should the arrestee be combative or is physically unable to initial the envelope, the Department employee(s) shall mark the envelope as "Unable to obtain arrestee's signature." If the arrestee refuses to initial the envelope, the Department employee(s) shall write "Refused."*

> ***Note:*** *Examples of souvenir currency consists of, but are not limited to, limited edition $2 dollar bills, Susan B. Anthony coins, currencies from other countries, silver certificates, obsolete currency, etc.*