

<b>Title:</b>	<b>Counterfeit Currency</b>	
Last Reviewed:	20/08/14	This document applies to employees of the:
Version Number:	01	Chief Constable
<b>SOUTH WALES POLICE MISSION &amp; VISION:</b>		
<p><b>KEEPING SOUTH WALES SAFE</b></p> <p><b>TO BE THE BEST AT UNDERSTANDING AND RESPONDING TO OUR COMMUNITIES' NEEDS</b></p>		
<b>SOUTH WALES POLICE PROCEDURE OBJECTIVE:</b>		
To ensure a partnership approach to counterfeit currency that supports the investigation and prevention of organised crime.		
<b>PROCEDURE:</b>		
<b>Suspected Counterfeit Currency</b>		
<p>All suspected counterfeit currency* brought to police attention (known as live utterings) must be submitted to the United Kingdom National Central Office (UKNCO) located within the National Crime Agency (NCA) as soon as possible or in any case within <b><u>seven days</u></b>. This period can be exceeded if it will assist with the effective investigation of the incident.</p> <p>*- <i>any current or previously issued UK banknote,</i>  <i>- any current foreign banknote,</i>  <i>- any coins from anywhere in the world currently used as money,</i>  <i>- certain specified coins, not used as currency, but of a high value,</i>  <i>- notes and coins altered to have the appearance of another coin or note.</i></p> <p>Submissions to UKNCO must be via the SWP Single Point of Contact (SPOC) at Specialist Crime Operational Support Unit (SCOSU), Headquarters. Ext no 20463</p> <p>Counterfeit UK sterling identified in banks, post offices and building societies (known as dead utterings) must be forwarded by them to the appropriate bank which issues the genuine currency without police involvement. However, police may be called if the counterfeits are identified at point of presentation or if details are known of person(s) linked to the counterfeits (in such circumstances they are treated as live utterings).</p> <p>For further information see: <a href="http://swphq-lmsapp/CMS/public/pvh_no_search/D50717.htm">http://swphq-lmsapp/CMS/public/pvh_no_search/D50717.htm</a></p>		
<b>Investigation</b>		
<ul style="list-style-type: none"> <li>• Take elimination fingerprints from persons who may have handled the notes</li> <li>• Take relevant witness statements.</li> <li>• Notify CID</li> <li>• If an arrest has been made send notification to UKNCO</li> <li>• Contact National Crime Agency if counterfeiting equipment has been seized</li> </ul>		
<b>Seizing and exhibiting</b>		
All counterfeit currency is a potential court exhibit and must be dealt with accordingly.		
The exhibit(s) must be clearly labelled with its own reference number and it must be correctly packaged in a 'self seal' evidence bag.		

Unless the evidence bag has an integral exhibit label\*, an F386 *exhibit label* or Niche Property generated barcode (when available) must be attached and endorsed with the following details:

- identifying mark [i.e. reference number of person producing the note[s].  
*n.b. the serial number shown on a counterfeit banknote(s) **must not** be included as part of the identifying mark.*
- the number of notes submitted.
- the signature of the person originating the exhibit;
- the signature of any other person referring to the exhibit in evidence;

*\*when using evidence bags that have an integral exhibit label, any pressure exerted whilst completing the label may have a detrimental effect on any fingerprint marks that may be on the currency inside.*

If more than one item is seized at a time it must be treated as one exhibit if this is appropriate to the investigation of the case.

Where counterfeit currency is seized with other material it must be clearly identified as a separate item or items. Only the counterfeit currency must be submitted to the UKNCO.

Where more than one type of counterfeit currency is recovered they must be separated according to the following list in order that the UKNCO will be able to expedite any statement requests that are made:

- Bank of England sterling notes
- Other sterling notes i.e. Scottish and Irish issuing Banks
- European Central Bank Euro notes
- US Dollars
- Other currency not detailed above

The OIC must

- complete a form F24 *property receipt* and hand it to the person surrendering the item(s);
- enter the property in the station B56 *property register* or *Niche Property Management system when available*

Bank notes must not be defaced in any way – and must not be marked “counterfeit”

Counterfeit currency submission process

- Niche occurrence must be created in relation to the incident.
- OIC must complete the NCO1 form on Niche and print off for supervisor signature. (See below for notes on completion of the form).
- Supervisors will ensure that the form is completed accurately and thoroughly and that it is forwarded, together with the currency involved (small number of notes – up to 20) to Counterfeit Currency Unit, Specialist Crime Operational Support, HQ internal mail, accompanied by a B8 form which will be returned to the OIC acknowledging receipt. The relevant occurrence number will clearly be endorsed on the envelope/package and accompanying B8.
- Once authorised, Supervisors will send a Niche task to Counterfeit Currency assignable unit notifying them that the currency submission is authorised and the

currency is en route to HQ.

- Larger amounts must be delivered in person again accompanied by a B8 form which will be signed by SCOSU staff to acknowledge receipt. The relevant occurrence number will clearly be endorsed on the envelope/package and accompanying B8.
- The UKNCO will accept counterfeit currency deposited by hand, arrangements must be made by prior appointment with the office.

If, following the receipt of a Niche task from an authorising supervisor, the NCO1 form and exhibits are not received at Headquarters within seven days, SCOSU will task the supervisor concerned requesting submission.

If the currency is not received within a further seven day period, SCOSU will task the relevant BCU Operational Chief Inspector requesting that appropriate action is taken to ensure submission.

If, on receipt of an NCO1 form, or on receipt of the counterfeit currency from the OIC, discrepancies, errors or clarification, etc is required, SCOSU will task the relevant supervisor and OIC via Niche requesting the appropriate remedy within seven days. If no satisfactory reply is received within a further seven day period, SCOSU will task the relevant BCU Operational Chief Inspector requesting that appropriate action is taken to ensure compliance.

Recoveries of large quantities of counterfeit currency in the region of £5,000 face value or more must be notified as soon as possible or in any case within 48 hours to the Operational Support Unit at the UKNCO on 020 7238 8003.

### **Completing NCO1 Forms**

The NCO1 Form page 1 is to be used for the submission of all counterfeit currency.

- Part 1 – Force / Agency Case Reference, station / location and Force / Agency PNC code
- Part 2 - Incident date, address and postcode
- Part 3 - Brief outline of circumstances to include method (which only needs to be a few lines in length) including details of any motor vehicle involved. To include '*Return to officer ongoing investigation*' if required for further enquiries
- Part 4 - Fingerprint examination is NOT carried out at the UKNCO but by Forces own fingerprint services or forensic science laboratory.

*N.B. notes must be submitted to the UKNCO prior to fingerprinting so that they can be confirmed as counterfeit. If a statement and fingerprint examination is required, submit the currency to the UKNCO first. If they have been treated to develop latent fingerprints this must be clearly marked and also indicated on the form by selecting the 'already tested' box.*

- Part 4 cont – A statement of proof will only be provided if there is an intention to prosecute. Suspect(s) details in Part 7 must be completed before a statement can be issued.

Include any known bail to return or Court dates.

Provide the preferred address to which any correspondence from the UKNCO must be sent – this will include any statement and exhibits.

A statement may:

- take approximately 2-3 weeks from receipt at the UKNCO in relation to Bank of England notes, Euro notes and US Dollar notes.
- take approximately 8 weeks in relation to other sterling notes: Scottish and Northern Irish notes (this can be expedited if necessary, contact UKNCO to arrange this).

The NCO1 Form page 2 is to be used in addition to page 1 of the form to include;

- Part 5 - Officer details including collar number, contact number(s), direct dial telephone number and e-mail address if available.
- Part 5A – Supervisor’s details. All submissions must be checked prior to submission
- Part 6 – Provide details of all counterfeit currency submitted with details of issuing Bank or Authority such as the Bank of England or the Royal Mint.

Denom means the value of the currency (for example £20 or £10).

List all serial numbers, quantity and exhibit references.

The NCO1 Form page 3 is to be used to provide suspect(s) details;

- Part 7 - Full suspect details: name, occupation, date of birth, age, place of birth race code, PNC ID code, address (partial details must be included re suspects) & description.

Any counterfeit currency received without an NCO1 form will be returned to Force and to the OIC.

NCO1 forms must be submitted to UKNCO, PO Box 8000, London, SE11 5EN by Specialist Crime Operational Support Unit together with the exhibited counterfeit banknotes. If a courier service is used, a delivery address can be supplied upon request.

The NCO1 form, on receipt at HQ will be copied and:

- one retained at Force;
- three forwarded to UKNCO for retention by them, submission to the relevant bank and for return to Force after processing at UKNCO.

The receipt copy will be returned with a unique reference number in the ‘NCA Use Only’ box. This reference number indicates that the NCO1 form has been processed and the currency is counterfeit. Should the counterfeit be required at a later date, this number must be quoted

If requested the UKNCO will return the counterfeits to the OIC whilst the investigation is ongoing i.e. for fingerprint / DNA treatment, CCTV review and circulation(s) of wanted person(s).

### **Counterfeit coins**

The UKNCO do not deal with coins - suspected counterfeit coins must be submitted via the normal forensic submission process.

A copy of the forensic submission form must however be faxed to the UKNCO on 0207 238 8049 or e-mailed to [uknco@nca.x.gsi.gov.uk](mailto:uknco@nca.x.gsi.gov.uk)

Once the case is complete the coins must be sent to the UKNCO with completed NCO

forms for disposal. Bulk coin exhibits require special arrangements in consultation the UKNCO.

**Return and disposal of counterfeit currency**

Following submission to the UKNCO, any currency found to be genuine will be returned to the submitting officer

Counterfeit currency must not be destroyed locally at Force level. The UKNCO will be responsible for the analysis of all submissions of counterfeit currency together with its retention and subsequent disposal.

On the completion of a case (including any criminal appeal procedure) or investigation, all counterfeit currency must be returned to the UKNCO for disposal quoting the original UKNCO reference. The result of the case or investigation must be shown.

The counterfeit currency will be retained at the UKNCO for one year or for the duration of any custodial sentence whichever the greater.

[Click here to view the full Guidance associated with this process](#)

**FORMS:**

[NCO 1](#)