



# HANDLING CONFISCATED CURRENCY

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Contents:

- I. Procedures
- II. Depositing into a Drop Safe
- III. Cancellation

## **I. PROCEDURES**

The following procedures have been implemented for the deposit of confiscated funds by personnel of the FED:

1. FED personnel will complete all necessary forms to document confiscation of currency from defendants to include a property held form and a receipt for confiscated currency.
2. During normal business hours, FED personnel may deliver a receipt for confiscated currency and the confiscated currency to the division administrator.
3. When not practical to make a delivery, or in cases where the confiscation is made outside of normal business hours, the confiscated currency shall be deposited into one of the FED drop safes located in Annapolis or Jessup (Motor Fuel Testing Lab).
4. Confiscated currency shall be counted, and placed into an envelope, which is to be sealed. A completed receipt for confiscated currency must accompany the deposit of confiscated money.

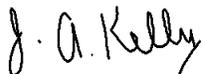
## **II. DEPOSITING INTO A DROP SAFE**

FED personnel making the deposit into a drop safe must:

1. Complete the drop safe log (located above each drop safe), which includes the date and time of drop and name of personnel making the drop.
2. Notify the supervisor on duty and the division administrator of a deposit into one of the drop safes. Notifications to supervisors and the division administrator can be made via voice mail outside of normal business hours, with a follow up call on the first business day after the seizure.
3. The division administrator is responsible for retrieval of the drop and will complete pickup date and time on the drop safe log. The retrieval of the confiscated currency is to be made as soon as possible by the division administrator after notification is made by the agent making the drop.
4. The division administrator will inspect the interior of both drop safes on a bi-monthly basis. The inspections will be noted on the drop safe log at each FED drop safe location.

5. The division administrator will recount the currency for accuracy and address a “Memorandum of Deposit” to the accounting manager (bank depositing authority) for the division. This memorandum will include the date of confiscation, defendant’s name, case number, and amount of currency confiscated. A cash receipt will be given to the division administrator by the accounting manager. The division administrator will have the accounting manager sign the property held form acknowledging release of the currency. The division administrator will immediately investigate and rectify any discrepancies in the count and will notify the affected agent’s supervisor of any unresolved differences. The division manager will be notified by the division administrator of any discrepancies in the amount of the deposit.
6. The division administrator will forward a copy of the memorandum of deposit and cash receipt from the accounting manager, to the arresting agent for inclusion in the case report and to the division’s auditor.
7. The accounting manager (or designee) will follow the timeframe for deposits outlined in the *Comptroller’s Accounting Procedures Manual*. Any exception to this procedure will be fully documented.
8. A copy of the accounting manager’s cash receipt, the certificate of deposit report and the validated bank deposit slip will be forwarded by the accounting manager to the division auditor for verification and retention. The division auditor will initial the certificate of deposit report and the bank deposit slip to verify the amount of the deposit is accurate.

**III. CANCELLATION:** None.

  
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Jeffrey A. Kelly, Director

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