

BLOOMINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

SEIZURE AND SUBMISSION OF CURRENCY

Reviewed by: Sgt. Jared Roth	Effective Date: August 1, 1996
Authorized by: Chief Jamal A. Simington	Revision Date: April 24, 2026

PURPOSE

The purpose of this SOP is to establish the procedure for handling, counting, submitting, and documenting monetary seizures by personnel of the Bloomington Police Department. A standard procedure is necessary to minimize the chances of error in handling these funds. The intent of this procedure is to protect the integrity of individual officers and of the Department, to strengthen the criminal case, and to reduce police exposure to liability arising from inadequate procedures.

OVERVIEW

The Bloomington Police Department's Asset Forfeiture Program is designed to ensure the lawful and effective processing, management, and oversight of seized property and proceeds in accordance with state and federal guidelines.

The initial processing of asset forfeiture paperwork is facilitated by the investigating officer and overseen by the on-duty supervisor. Responsibility for the management of seized property is shared between the Administrative Sergeant and the Records Manager.

Ongoing monitoring of asset forfeiture activities is accomplished through monthly audits conducted by the Officer of Professional Standards Sergeant. Additionally, the Records Manager performs an annual audit of all forfeiture-related records. The Administrative Assistant Chief of Police is responsible for managing forfeiture accounts, including oversight of Drug Enforcement Administration (DEA) and other Federal forfeiture funds.

Overall program oversight and compliance with all applicable asset forfeiture laws and regulations fall under the responsibility of the Assistant Chief assigned to the Office of Professional Standards.

PROCEDURE

Monetary seizures for asset forfeiture will be submitted to the seizure safe at the Command Tower. The following guidelines will be used when seizing currency:

1. Upon discovery of currency that may be seized for forfeiture, officers shall make immediate notification to their supervisor or Shift Commander who may coordinate resources and assist with processing the seizure, if necessary. Officers **will not** count currency as a part of this process. Officers **will not** complete a currency form to provide with the seized currency.

2. Officers shall immediately secure the currency in a tamper proof currency bag as soon as practical. The seizing officer will query the person of whom the currency is being seized from as to how much money the person believes the officer is seizing while on body-worn camera.

When seizing currency, the seizing officer will fill out the case number, suspect name, date and time of recovery, recovered by, description or location of the recovery, name of officer sealing the currency bag, and chain of custody information. Seizing officer will note on the currency bag "**Undetermined Pending Financial Institution Count**". Once sealed, the currency bag will be initialed by two officers.

3. The officer will provide the person the currency is being seized from with the [Notice of Seizure for Forfeiture Form](#) with the approximate amount stated by the subject the currency is being seized. If the subject does not know how much currency there is being seized, the officer will write in "**Undetermined Pending Financial Institution Count**". A copy of the Notice of Seizure for Forfeiture Form will need to be generated to provide to the Administrative Sergeant. The officer shall attempt to obtain the signature from whom the currency is being seized. If the subject is uncooperative or refuses to sign the form, write in "**Refused to Sign**". When providing the Notice of Seizure for Forfeiture Form, face-to-face contact with the subject is preferred, however, if an officer is unable to immediately provide a person with the Notice of Seizure for Forfeiture, the officer shall provide notice via certified mail. In no circumstance should the Notice of Seizure for Forfeiture be "added" or "dropped" into the personal property of a custody at the McLean County Detention Facility (MCDF). This is improper service. The officer must, in this case, meet with the custody at the MCDF and provide the custody with the Notice of Seizure for Forfeiture.
4. The seized funds will then be submitted to the BPD seizure safe at the command tower. A supervisor will witness the officer placing the currency into the safe by one of the officers who initialed the currency bag. The supervisor who witnesses the deposit will record in the logbook at the safe the following information:
 - a. Name of officer submitting the money
 - b. Case number
 - c. Date and time of submission
 - d. Signature and payroll ID of the supervisor witnessing the submission
 - e. The amount of the seizure will later be entered into the logbook by the Administrative Sergeant or designee
5. The seizing officer will generate a case number documenting the circumstances of the seizure. The currency seized **will still need to be entered into the RMS in the property section but NOT entered into evidence. There will be no RMS label printed.** The seizing officer will need to provide an exhibit number for each piece of property seized. This exhibit number will then correspond to each listed piece of property documented in the [Affidavit in Support of Forfeiture form](#). The case report for the seizure will include the following information:
 - a. The name of the person who found the money when appropriate
 - b. The time the money was seized

- c. Who seized the money
 - d. When it was transported and to where it was transported
 - e. The name of the officer submitting the currency to the BPD seizure safe
 - f. The names of both officers who initialed currency bag
6. The seizing officer will complete the [Affidavit in Support of Forfeiture](#).
 7. The officer seizing the funds will notify the Administrative Sergeant of the seizure by sending an e-mail. The e-mail will include the case number of the incident report, and the circumstances of the seizure. The officer shall provide the Notice of Seizure for Forfeiture, Affidavit in Support of Forfeiture, and any other pertinent information to the Administrative Sergeant as soon as practicable, but no longer than 14 days from the date of seizure. The Administrative Sergeant will complete the necessary seizure paperwork and forward it to the State's Attorney's Office.
 8. Within 96 hours of the currency seizure, the Administrative Sergeant or designee responsible for removing the currency from the seizure safe, shall confirm the package(s) are sealed, document the date and time of removal, and provide his/her signature and payroll ID number in the logbook. The Administrative Sergeant or designee responsible for removing the currency from the seizure safe and obtaining a final currency count will generate a supplemental report under the corresponding case number. Each exhibit will be opened and counted in the presence of the financial institution employees and subsequently deposited. There will be separate transactions conducted for each case number. If there are multiple exhibits from one case, they may be deposited together in one transaction or separately. The name of the bank employee conducting the count and final currency count will be recorded in the supplemental report. The removal of the currency from the seizure safe, transportation of currency, and currency count at the financial institution will be captured on body-worn camera. The Administrative Sergeant will provide the final currency count to the original seizing officer.
 9. If the currency is seized for evidence purposes, a currency form will be completed and signed by the two officers conducting the count. The seizing officer and the witness officer will individually count the seized funds. If there is a discrepancy, the funds will be recounted individually until there is a consensus on the amount. In the event the seized funds obviously exceed \$1,000, a supervisor will be present when the package is opened and will individually count the seized money. Again, in the case of a discrepancy, the money will be counted until there is a consensus. All parties will count the seizure in its entirety. In no case will individuals count a portion of the funds and then total the individual counts. A currency form must be completed and signed by the two officers conducting the count. The currency form will be sealed together with the currency in plastic. However, only the seizing officer needs to initial, date, and write the case number on the seals of the plastic evidence packaging. An RMS property label **shall** also be included on the evidence packaging in currency seized as part of a criminal case.

Additional resources and instructions regarding the completion of the seizure paperwork for currency can be found here: [SOP Seizure and Submission of Currency Appendix](#).