

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 2.16	PAGES: 1 of 4
	RELATED ORDERS: None	
	ISSUED DATE: March 28, 1994	
	REVIEW DATE: October 26, 2015	
	REVISION DATE: September 16, 2013	
CHAPTER: Fiscal Management	SUBJECT: Counterfeit Money Detector Pen/4-Way Counterfeit Detector	

- I. **PURPOSE:** To describe control and use of counterfeit money detector pens and the 4-way counterfeit detector.
- II. **POLICY:** All twenty, fifty and one hundred dollar bills accepted in the Lobby and Accounting will be tested for authenticity using the counterfeit money detector pens and the 4-way counterfeit detector.
- III. **DEFINITION:**
- A. A Counterfeit Money Detector Pen is a special pen used to determine whether a bill is counterfeit.
 - B. The 4-way counterfeit detector is an electronic system that provides multiple levels of counterfeit detection such as magnetic sensor for iron ink detection, fluorescent light for watermark verification, built-in magnifying lens for micro-print verification, and UV light for security thread detection.
- IV. **PROCEDURE:**
- A. Detector pens will be issued to the Account Clerks by the Accounting Specialist. Detector pens for the lobby staff will be issued by the Account Clerk on duty. The 4-way counterfeit detectors are available for use in the Accounting office and at windows 2, 3 and 4 in the Lobby.
 - B. The following steps will be followed by Account Clerks:
 1. All ten, twenty, fifty, one hundred dollar bills and/or any bill suspected of being counterfeit, received by the Accounting Office, will be checked for authenticity.
 2. To check the bill, a small mark on the front of the bill will be made with the counterfeit money detector pen. If the mark is yellow, the paper the bill is printed on is good. If the mark is black or dark brown, the bill is considered suspect and will be immediately confiscated.
 3. To check the bill using the 4-way counterfeit detector, the following steps will be followed by Account Clerks:

- a. To use Ultraviolet counterfeit detection:
 - 1) Flip the Ultraviolet/Watermark selector switch with from “I” to “O” position (on the front of the unit).
 - 2) Place the bill under the UV lamp. If the bill has fluorescent ink or fibers, the bill will glow.
- b. To use the Magnetic ink counterfeit detection:
 - 1) After turning the unit on, the magnetic head is automatically turned on.
 - 2) Rub the area of the bill (the face of the bill) that is supposed to have magnetic ink on the magnetic head.
 - 3) If magnetic ink is present the unit will beep and the red magnetic indicator will turn on.
- c. To use the Watermark counterfeit detection:
 - 1) Flip the Ultraviolet/Watermark selector with from “O” to “I” position (on the front of the unit).
 - 2) Place the bill onto the watermark verification window.
 - 3) You should be able to clearly see any watermarks that should be on the bill.
- d. To use Micro-printing counterfeit detection:
 - 1) The unit does not need to be turned on for this function.
 - 2) Hold the bill under the micro-printing magnifier lens.
 - 3) You should be able to clearly see the micro-printed words and lines on the bill.
4. A “Counterfeit Note Report” form will be filled out in triplicate. The form must include the inmate’s name and Person File Number (PFN), receipt number and the serial number of the bill.
5. The bill will be attached to the form and forwarded to the Accounting Technician for processing. A copy of the form will be sent to the inmate and a copy will be attached to the receipt.
6. The appropriate amount will be deducted from the receipt. A note will be made on the receipt indicating the reason for the deduction, then initialed and dated for future reference.

C. LOBBY STAFF PROCEDURE: The following steps will be followed by all staff accepting cash in the lobby:

1. All ten, twenty, fifty and one hundred dollar bills, received for visiting or bails and fines, will be checked for authenticity.
2. To check the bill, a small mark on the front of the bill will be made with the counterfeit money detector pen. If the mark is yellow, the paper the bill is printed on is good. If the mark is black or dark brown, the bill is considered suspect and will be immediately confiscated.
3. To check the bill using the 4-way counterfeit detector, the following steps will be followed by Lobby staff:
 - a. To use Ultraviolet counterfeit detection:
 - 1) Flip the Ultraviolet/Watermark selector switch with from “I” to “O” position (on the front of the unit).
 - 2) Place the bill under the UV lamp. If the bill has fluorescent ink or fibers, the bill will glow.
 - b. To use the Magnetic ink counterfeit detection:
 - 1) After turning the unit on, the magnetic head is automatically turned on.
 - 2) Rub the area of the bill (the face of the bill) that is supposed to have magnetic ink on the magnetic head.
 - 3) If magnetic ink is present the unit will beep and the red magnetic indicator will turn on.
 - c. To use the Watermark counterfeit detection:
 - 1) Flip the Ultraviolet/Watermark selector with from “O” to “I” position (on the front of the unit).
 - 2) Place the bill onto the watermark verification window.
 - 3) You should be able to clearly see any watermarks that should be on the bill.
 - d. To use Micro-printing counterfeit detection:
 - 1) The unit does not need to be turned on for this function.
 - 2) Hold the bill under the micro-printing magnifier lens.
 - 3) You should be able to clearly see the micro-printed words and lines on the bill.

4. When a suspected counterfeit bill is confiscated, the Booking/Intake, Transfer and Release Sergeant or Watch Commander shall be immediately notified. A "Counterfeit Note Report" form will be completed. The form will include the inmate's name and PFN, the name and address of the person leaving the money on the books, the receipt number and the serial number of the bill. The form must be signed and dated.
5. The suspect bill will be attached to the form and forwarded to the Accounting Technician for processing. A copy of the form will be given to the person making the deposit and a copy will be attached to the office copy of the receipt.

D. ACCOUNTING TECHNICIAN PROCEDURE: The following steps will be followed by the Accounting Technician when processing the "Counterfeit Note Report" form

1. Upon receipt of the suspect bill and form, the Accounting Technician will forward them to the U.S. Secret Service/Treasury Department.
2. A separate file will be kept for all suspect bill forms with a record of action taken.
3. If a suspect bill is found to be good, the money will be placed on the inmate's account if he/she is still in custody. If the inmate is out of custody, the Accounting Technician will attempt to return the money to the appropriate person.