



CASH HANDLING POLICY

Policy Title

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Section 1 – Policy Intentions

1.1 - This policy should be adopted in respect of all money coming into the possession of the Constabulary, whether seized or found. All staff following this procedure will ensure that a clear audit trail is available and that money is moved from Constabulary safes to a secure banking facility, as expeditiously as possible.

1.2 - A Property Database has been developed, which includes cash handling, for the purpose of streamlining this procedure and creating a fully auditable electronic trail. These procedures will take into account the requirements of the database and the procedures should be adopted in respect of the handling, storage, monitoring and disposal of cash.

Section 1 – Policy wording

It is the policy of Gloucestershire Constabulary, in respect of any cash, whether seized or found, that comes into their possession, to ensure that a clear audit trail is available and that money is moved from Constabulary safes to a secure banking facility, as expeditiously as possible.

Section 2 – Procedural guides

N.A



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Section 3 - Relevant Legislation: *(Human rights/diversity/Health & Safety/any other specifics)*

3.1 There is no legislative requirement for the Constabulary to have a policy in this area, but stipulating clear procedures will reduce risks inherent in the handling of cash.

3.2 The Proceeds of Crime Act 2002 introduced powers of search, seizure and detention of cash, of originally £10,000 or more, suspected of being the proceeds of crime or intended for use in criminal activity. This amount was reduced to £5,000 from 16th March 2004, and to its current level of £1,000.00 from 31st July 2006.

3.3 This policy document has been prepared in accordance with the guidelines issued by the Association of Chief Police Officers and is compatible with the European Convention on Human Rights, and Race Relations legislation.

3.4 This policy deals with the handling of cash that has already been reduced into police possession, it references legislation that encompasses powers but does not deal with the actual seizure of cash. This policy takes effect following the receipt of cash into police possession. As the rights of individuals, as defined under the articles of the European Convention on Human Rights, are not affected by this policy, there is no requirement to identify a legal basis.

3.5 The Race Relations (Amendment) Act 2000, Disability Discrimination Act 2005, Employment Equality (Sexual Orientation, Religion or Belief and Age) Regulations 2003 and Equality Act 2006, all introduce positive and proactive duties for us to promote equality, eliminate unlawful discrimination and actively promote good relationships regardless of age, disability, gender, race or ethnicity, religion or belief and sexual orientation.

3.6 This policy has been subject to an impact assessment using the Equalities Impact Assessment Template. By building equality considerations into our policy-making process, we are able to identify any actual or potential inequalities and seek to reduce them as much as possible, by applying the policy differently or looking for alternatives.

3.7 The subject matter of this policy relates to the handling and security of cash that has been reduced into police possession. There is no perceived relevance to the duties applied to the Police Service through the Race Relations (Amendment) Act.

3.8 The procedures section of this Policy contains details of business transactions and methods conducted by Gloucestershire Constabulary, and also of investigation methods. As such the policy is marked as 'Restricted'.

3.9 A version of this Policy will be included in the Constabulary's Internet based Publication Scheme as an agreed obligation under the Freedom of Information Act. The FOI published policy, which will not contain the procedures section, will be marked as 'Not Protectively Marked'.



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Section 4 - Related References:

List/link any relevant papers to be considered – Free text

Section 5 - Identification, Monitoring and Review

Security Marking:		NOT PROTECTIVELY MARKED / PROTECTED / RESTRICTED		
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Version	Date	Changes (ensure public copy amended and uploaded to external website)		Complied with Policy Guidance ✓
1.9	1/3/2017	Review carried out		
2.0	05/03/18	Review Carried out		
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EIA		EIA Sign Off		EIA Review
LOW K:\Waterwells\Equality Impact Assessment\Cash Handling EIA - March 2018.doc		05/03/18		5/3/2018
SIA		SIA Sign Off		SIA Review
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Previous policies can be found with the continuous improvement team.