

SUSPECTED COUNTERFEIT CURRENCY PROCEDURES

THE PASSER IS THERE	THE PASSER IS NOT THERE
1. Stay safe!	1. Stay safe!
2. Contact NAUPD at the emergency number x3-3000	2. Contact NAUPD at the non-emergency number x3-3611
3. Notify your supervisor.	3. Notify your supervisor.
4. Do not return the note to the passer.	
5. Delay the passer if possible. a. CALMLY state that you are following procedure. "The bill may be counterfeit and I am required to follow procedure. Can you stay around until they arrive?"	
6. Ask the passer to stay until the NAUPD arrives. a. If they leave, make note of the passer's description, as well as that of any companions, and any other identifying details such as the license plate numbers of any vehicles used.	
7. Limit the handling of the note. Carefully place it in a protective covering, such as an envelope. a. Write your initials and the date in the white border areas of the suspect note. b. Make a copy of the bill – front and back.	4. Limit the handling of the note. Carefully place it in a protective covering, such as an envelope. a. Write your initials and the date in the white border areas of the suspect note. b. Make a copy of the bill – front and back.
8. Fill out the USSS Counterfeit Note Report (#19 on the table of contents) .	5. Fill out the USSS Counterfeit Note Report (#19 on the table of contents) .
9. NAUPD will question the passer.	
10. NAUPD will give you a card with the departmental report number on it.	6. NAUPD will give you a card with the departmental report number on it.
11. Surrender the note and the completed USSS Counterfeit Note Report only to a properly identified police officer.	7. Surrender the note and the completed USSS Counterfeit Note Report only to a properly identified police officer.
12. Email the NAU Bursar to alert the office that this event has occurred. Include the NAU departmental report number.	8. Email the NAU Bursar to alert the office that this event has occurred. Include the NAU departmental report number.
	9. Submit the deposit to the Bursar's Office using standard procedures. Include a copy of the Counterfeit Note Report so that Cashiering can offset the missing currency to the over/short account.