

Cash Seizure – CIT Collections Process

- To arrange CIT collection telephone William A Loughney, National Customer Services Manager, Supply Chain – GRO
- GRO
- Provide contact names and telephone numbers of Security Operations Managers, in case CIT need to make contact.
- Place cash into an exhibit bag or official CIT pouch (it must be sealed and bear a unique reference number).
- Place a deposit slip into the exhibit bag or CIT pouch (from the Bank of Ireland [BOI] paying in book).
- The maximum limit per exhibit bag or CIT pouch is £25k.
- The seized cash will be collected by a CIT Manager.
- A manual receipt will be given to the Security Operations Manager.
- The CIT Manager will need a second officer (preferably police, or someone from Security) to accompany him/her back to the vehicle.
- The deposit transaction will be processed at the Cash Centre, negating the need for the seized cash to be delivered to another Post Office for processing.
- Once the deposit is processed, the Cash Centre will email a receipt to the Security Operations Manager, confirming that the cash has been paid into the BOI account.
- The Cash Centre will also notify the Security Operations Manager of any discrepancies concerning the amount of cash (where applicable).
- If the cash is required for evidential purposes, forensics, etc, then it can be held securely in the vault at any Cash Centre – inform CIT when collection arranged.
- Where cash is held, the Security Operations Manager must email William A Loughney and the Cash Centre Manager, confirming the secure retention of cash (this ensures Bank Of England audit requirements are met and internal compliance procedures are adhered to).
- A risk assessment concerning the premises must be undertaken when arranging a CIT collection – this is mandatory, but is mandatory as part of an investigation anyway, whether via PORA completion, telephone confirmation (immediate response operations) or conducted by police when they assist.

Please note that this is an alternative method to seizing and processing cash yourselves. You will need to undertake an assessment of risk when deciding which method is your preferred option. If seizures are out of hours, or resource or logistic problems are present, then CIT may not be able to offer the collection facility. However, there may be alternatives available e.g. police retain overnight in their safe for next day collection.

NB: A funding notification must still be completed and submitted by the Security Operations Manager.