



"Creating an excellent
college experience"

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| Section: Operations | |
| Subject: Counterfeit Bills | |

Counterfeit Bills:

This policy outlines the daily procedures that must be followed to discourage counterfeiting. It also includes the process that must be used in the event that a cashier/operation receives a suspicious bill in order to ensure employee safety and to aid the police in their investigation. Training on counterfeit bills and this policy should be part of every cashier training in Dining Services.

Procedure:

Daily Measures:

- 1) All Cashiers must always be logged into the registers as themselves. This is Federal Policy and it will help the police in their investigation.
- 2) Do not switch bills between registers. If change is needed, contact a manager or supervisor. This will help narrow down where the bill came from if it is not noticed until the end of the day.
- 3) If available, cashiers should use a counterfeit detection pen on all bills \$50 and above. Periodically, cashiers should also check \$20 bills to help deter counterfeit usage. If the bill is printed on wood based paper the pen will make a black mark indicating a forgery. If the bill is genuine the pen will not react with the fiber based paper used by the treasury. **Note: the pen will only detect bills printed on the wrong type of paper, not necessarily all counterfeit bills.**
- 4) All cashiers should familiarize themselves with all denominations of currency and their distinctive security markings. Examples of real currency and all 15 distinguishing features can be viewed at <http://www.secretservice.gov/data/KnowYourMoney.pdf>. It is recommended that all operations print this poster and display it in a prominent area for employees to reference as needed.

Helpful Tips for Spotting Counterfeit Bills:

Check the bill closely for security markings. Real bills will have the following:

- 1) Color changing shimmer ink. On newer \$20 bills there is a "20" in the lower right hand corner and an eagle on the right side of the President that change from gold to green. Older bills and different denominations have their own variations.
- 2) A watermark is visible on the right side of the portrait or the left side of the building when the bill is held up to the light.
- 3) An inscribed security thread can be viewed in genuine bills when held up to the light. The location of the thread varies in each denomination. (Note: The new \$100 bills now have a holographic blue security strip instead of the inscribed security thread.)
- 4) The United States Secret Service also recommends the following features be closely examined: The Portrait, the Federal Reserve and Treasury Seals, the border, Serial Numbers, and Paper Quality. For more information, refer to the Know Your Money poster.

Procedure for Suspicious Bills:

- 1) Do NOT confront or attempt to detain the person. Counterfeiting is a federal offense and often done by big time criminals. It is safest if the person has no reason to believe that you are suspicious of them.
- 2) Try to remember as many distinguishing characteristics about the person as possible and write them down as soon as you are able. Try to include gender, hair color, age, facial features, height, weight, color of clothing, backpack, etc.
- 3) Print the receipt from the transaction so that we have the exact time.
- 4) Notify the Operations Manager immediately. Operations Managers will notify the Director of Dining Services immediately.
- 5) Call 911 or the USU Police at 797-1939 immediately. Even if you are not sure if the bill is counterfeit call the police. The sooner they are notified the more likely they will be able to apprehend the suspect.
- 6) Handle the bill as little as possible so the police can get fingerprints from the bill. Set it aside in a secure location with the receipt until the police arrive.
- 7) Cooperate with the police and offer as much information as you can.
- 8) Tell your grandchildren about the time you brought down a major crime syndicate.