METROPOLITAN POLICE

TOTAL POLICING

Freedom of Information Act Publication Scheme	
Protective Marking	**OFFICIAL – POLICE**
Publication Scheme Y/N	**Yes**
Title	Metropolitan Police Service (MPS) Criminal Finance Policy & Equality Impact Assessment
Version	1.0
Summary	This policy is to ensure a corporate approach to the procedures of seizure and retention of criminal assets and specifically cash within the Metropolitan Police Service.
(B)OCU or Unit, Directorate	SC07
Author	
Review Date	April 2021
Date Issued	28 April 2017

POLICYPages
APP | PRACTITIONER TOOLKITS | POLICY

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Branch / OCU:	SC07				
Date created:	28 April 2017	Review date:	April 2021	Version:	1.0
Author:	DI Jo van der Waag				

Application

When? This policy applies with immediate effect.

Who? All police officers and police staff, including the extended police family and those working voluntarily or under contract to the Mayor's Office for Policing and Crime (MOPAC) or the Commissioner must be aware of, and are required to comply with, all relevant Metropolitan Police Service (MPS) policy and associated procedures.

What? This policy outlines the procedures required by the Metropolitan Police Service (MPS) in relation to Criminal Finance activity. It provides procedures for seizing cash under Proceeds of Crime Act (POCA) 2002 legislation and the process of claiming costs during the forfeiture procedures. It provides policy for handling, movement, retention and banking of cash. This includes contaminated or mutilated notes, dye-stained cash and foreign currency. It will cover the handling and dissemination of intelligence relating to Defence Against Money Laundering (SARS) and provide the process for disposal of monies following a forfeiture order under s27 Misuse of Drugs Act 1971.

Policy Principles

All MPS officers, staff and affiliated partners are expected to have knowledge of and comply with any legislation, policy, procedures, best practice guidelines or publications issued on behalf of the Commissioner in regards to the handling, movement and retention of cash (criminal assets) in accordance with the Proceeds of Crime Act 2002 and in line with the UK regulator – National Crime Agency.

The Criminal Finance Policy (CFP) outlines the minimum requirements with respect to the above and provides instructions, advice and guidance for all officers and staff engaged in this area of work. The CFP outlines the processes for MPS officers and staff to imbed and streamline criminal finance activity within all areas of the MPS.

The CFP provides detailed guidance and contact information with regards to the following areas:

- Defence against Money Laundering (DAML) – Suspicious Activity Reports (SAR).

- The claiming of court costs associated with police action under the Proceeds of Crime Act 2002.

- The seizure and handling of cash (criminal assets) including contaminated cash, counterfeit currency and dye stained cash, and foreign currency.

- The disposal of cash under the Misuse of Drugs Act 1971.

Purpose and Benefits

This policy helps ensure MPS officers and staff undertake robust action in accordance with the legislative framework and corporate standards associated with the handling, movement and retention of cash (criminal assets) and the use of intelligence systems (DAML/Arena). This is to ensure their actions are lawful, consistent and are not subject to adverse criticism or action which might otherwise jeopardise a civil or criminal proceeding, or bring the MPS into disrepute. The policy is in line with the MPS Criminal Finance Strategy and in partnership with Home Office Criminal Finance Improvement Plan that together focuses on deterring and impacting on the work undertaken by Organised Crime Groups (OCG) and high harm offenders within the community.

Health and Safety Impact Statement

This policy and associated toolkits have been developed with appropriate consultation with the MPS Safety and Health Risk Management Team [SHRMT] and it would appear that there is no significant negative impact on health and safety in the MPS in terms of:

- Compliance with health and safety at work statutory provisions including codes of practice;

- MOPAC/MPS Safety Management System;

- Service delivery that may impact officer, staff or public safety;

SC&O7 will continue to work with the SHRMT to ensure that this policy remains fit for purpose, and that any organisational learning arising from the implementation of this policy is incorporated within an amended version of this policy toolkit.

Associated Documents and Policies

- Criminal Finance Policy Guide.

- MPS Criminal Finance Performance Strategy 2016/17.

- Cash Seizure Forms.
- Criminal finance contact lists.

Notices to be Cancelled / Amended

- Item 1, Notices 35/10, 25 August 2010.
- Standard Operating Procedures (SOP) for Payback Units - New procedure for requesting information from the Department of Works & Pensions (DWP).
- Item 2, Notices 02/09, 7 January 2009.

For further enquiries on this policy please contact DI J van der Waag, Policy Developer, SC&07, on extension 760093.

Equality Impact Assessment

Policies are developed and reviewed using a consultative approach involving relevant internal and external stakeholders. Additionally, developers must consider what action needs to be taken to help overcome or minimise any disadvantages that people who share a protected characteristic will experience in compliance with the Equality Act 2010. Finally, the impact of the policy will be monitored to identify any emerging issues, learning and benefits post-delivery of the policy. The table below summarises the outcomes of these steps:

Research and consultation	
Review of research	Existing procedures were assessed to see if they were up to date with current legislative requirements.
Internal consultation	Directorate of Legal Services, Health & Safety Risk Management team, Finance Business Partners, Information Assurance Unit, Locally Delivered Support Services (LDSS), Organised Crime Command, HQ Finance, Criminal Exhibit Stores, Counter Terrorism Command, Territorial Policing Hubs, Operation Falcon (online fraud and cyber crime)
External Consultation	Police Federation, Home Office, Kent Police, West Midlands Police, Shared Services Connected Limited, National Police Chiefs' Council, National Crime Agency
Protected Characteristics (Equality Act 2010)	
Summary of Equality Impact Assessment	An Equality Impact Assessment (EIA) has been completed, and no implications have been identified. This is a living document and will be amended if necessary. Any changes will be reviewed at the bi-weekly performance management meeting.
Age	No implications identified.
Deaf/ disability	No implications identified.
Gender reassignment	No implications identified.
Marriage and Civil Partnership	No implications identified.
Pregnancy and Maternity	No implications identified.
Race	No implications identified.

Religion or belief	No implications identified.
Sex	No implications identified.
Sexual Orientation	No implications identified.
Other issues for example: Low income groups, single parents, rough sleepers	No implications identified.
Monitoring	
12 month implementation plan	Each area with an office safe will have a specified single point of contact (SPOC) who will monitor the safe log and ensure compliance. Each safe will be audited by Inspector level at intervals. Territorial Policing (TP) hubs have ongoing communication with TP property stores. All data is to be recorded on the Joint Asset recovery Database (JARD). Criminal Finance Team (CFT) Compliance Unit will monitor this centrally. CFT compliance team will continually review all processes including Financial Intelligence Support System (FISS) and the Joint Asset recovery Database (JARD). Compliance and governance meetings will take place bi-weekly. Bi-weekly performance management meetings will review all data collected.