

**OFFICE OF STATE PARKS
DEPARTMENT OF CULTURE, RECREATION, and TOURISM**

INTRAAGENCY CORRESPONDENCE

FIELD MEMORANDUM #2015-003

TO: OSP Employees

FROM: Bill Roberts, Southern Regional Manager

RE: Counterfeit Bills

DATE: November 10, 2015

All bills with a denomination of \$20.00 and higher will be swiped with a counterfeit detector pen. If the bill(s) test positive follow these procedures:

1. Return the bill to the visitor explaining that it tested positive for possible counterfeit.
2. Ask visitor for replacement bill and swipe that bill for counterfeit test.
3. If you are safely able to record the denomination of the bill, description of the individual, make and model of vehicle and license plate number, etc. do so.
4. Advise your site manager, file an Initial Report and turn over recorded information to your site's enforcement ranger or local law enforcement agency in the case of no site enforcement ranger.

By no means are you to confiscate the alleged counterfeit bill or detain the visitor.



Assistant Secretary