

NARCOTICS ASSET FORFEITURE AND SEIZURE POLICY

- A. The use of narcotics asset forfeitures and seizures of items and funds is regulated by all applicable Federal and State laws.
- B. The use of forfeited items and moneys shall comply with all applicable Federal, State, and local laws, rules, and regulations.
- C. The use of such items and moneys shall be for law enforcement purposes only.
- D. Any items or funds converted for departmental use shall supplement, not supplant, existing departmental equipment and funds.
- F. All narcotics asset forfeiture moneys shall be maintained in a Narcotics Asset Forfeiture account specifically designed for that purpose.
- G. All funds derived from the sale of any forfeited assets shall be placed in the Narcotics Asset Forfeiture account.
- H. All expenditures of Narcotics Asset Forfeiture funds shall be processed through the City's normal budgeting procedures and shall be subject to normal auditing and accounting reviews.
- I. All vehicles seized under the Narcotics Asset Forfeiture laws that are forfeited under that process shall be sold or converted and added to the departmental fleet.
- J. All converted vehicles shall be utilized only by police department employees and such use shall be limited to investigative purposes with a priority for undercover use, unless such use is specifically authorized by the City Manager.
- K. Vehicles shall be maintained in the departmental fleet for a period of one (1) year or as determined by the Chief of Police.
- L. All other assets seized under the Narcotics Asset Forfeiture laws that are forfeited under that process shall be sold or converted and added to the departmental inventory.
- M. All other converted assets shall be utilized only by police department employees and shall be limited to appropriate law enforcement uses.

- N. All other assets shall be maintained in the departmental inventory as determined by the Chief of Police.
- O. The Chief of Police shall report to the City Manager quarterly on the status and use of all items and moneys seized and/or converted to departmental use under Narcotics Asset Forfeiture laws. The City Council shall receive annual reports on the status and use of all items and moneys seized and/or converted to department use under Narcotics Asset and Forfeiture laws.

Adopted - January 11, 1993

Amended - January 24, 1994

Formerly F-27