

**INSTRUCTIONAL ORDER**

August 2017

Immediately

**V.5:12**

Distribution: All Employees

Subject: **SEIZURE AND FORFEITURE PROCEDURES**

Index as: Civil Seizure and Forfeiture Forfeiture, Civil Seizure Seizure, Civil Forfeiture

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Cross Reference: G.O. II-38, Biased Policing  
G.O. III-14, Property and Evidence  
§932.701 - §932.7062, F.S.S.

Replaces: I.O. V.5:12, Seizure &amp; Forfeiture Procedures (December 13, 2019)

This Order consists of the following sections:

- I. Purpose
- II. Policy
- III. Definitions
- IV. Unlawful Acts which Subject Property to Seizure and Forfeiture
- V. Other Statutes that Provide for Seizure and Forfeiture
- VI. Forms
- VII. Responsibilities
- VIII. Storage, Handling and Release of Seized Property
- IX. General Provisions
- X. Joint Investigations Resulting in Seizures

**I. PURPOSE**

This Order establishes uniform guidelines for the investigation, seizure, and handling of property subject to forfeiture pursuant to the Florida Contraband Forfeiture Act.

**II. POLICY**

A. It is the policy of this Department that an Officer shall utilize the provisions of the Florida Contraband Forfeiture Act to deter and prevent the continued use of contraband articles for criminal purposes, while protecting the proprietary interests of innocent owners and lien holders, and to use the proceeds collected under the Act as supplemental funding for authorized purposes.

B. Law Enforcement is the principal objective of asset forfeiture. The potential for obtaining revenues from forfeitures shall not override fundamental considerations such as public safety, the safety of Law Enforcement Officers, the investigation and prosecution of criminal activity, and respect for the rights of individuals as provided by law.

C. The decision to seize or proceed with any forfeiture shall be made with due regard and adherence to federal and state constitutional limitations regarding an individual's right to be free from unreasonable searches and seizures including, but not limited to, the illegal use of stops based on a pretext, coercive-consent searches, or a search based solely upon an individual's racial or ethnic status or characteristics.

D. Officers shall not engage in the practice of **biased policing** while conducting field contacts, traffic stops, searches, asset seizures, forfeitures or any other law enforcement activity (<J:\Research\GeneralOrders\II Administrative General Orders\II-38 Bias-Based Profiling.pdf>).

E. The employment, salary, promotion, or other compensation of a Law Enforcement Officer or attorney shall not depend on obtaining a "quota" of seizures.

F. Pursuant to §932.704(11)(b), F.S.S., the Legal Advisor, or designee, will determine whether a civil forfeiture action shall be filed.

### III. DEFINITIONS

A. Contraband – Defined in §932.701(2)(a), F.S.S. as:

1. Any controlled substance as defined in Chapter 893 (Florida State Statutes) or any substance, device, paraphernalia, currency or other means of exchange that was used, was attempted to be used, or was intended to be used in violation of any provision of Chapter 893.

2. Any gambling paraphernalia, lottery tickets, money, currency, or other means of exchange which was used, was attempted, or was intended to be used in violation of gambling laws of the State.

3. Any equipment, liquid or solid, which was being used, is being used, was attempted, or was intended to be used in violation of the beverage or tobacco laws of the State.

4. Any motor fuel upon which the motor fuel tax has not been paid as required by law.

5. Any personal property including, but not limited to, any vessel, aircraft, item, object, tool, substance, device, weapon, machine of any kind, money, securities, books, records, research, negotiable instruments, or currency which was used or was attempted to be used as an instrument in the commission of, or in aiding or abetting in the commission of, any felony, whether or not comprising an element of the felony, or which is acquired by proceeds obtained as a result of a violation of the Florida Contraband Forfeiture Act.

6. Any real property including any right, title, leasehold, or other interest in the whole of any lot or tract of land, which was used, is being used, or was attempted to be used as an instrument in the commission of, or in aiding or abetting in the commission of, any felony, or which is acquired by proceeds obtained as a result of a violation of the Florida Contraband Forfeiture Act.

B. Forfeiture – The formal process through which a person is divested of specific property or a right thereto, without compensation, resulting in a change of ownership.

C. Seizure – The act of taking possession of property from the possession, actual or constructive, of another for a violation of law.

### IV. UNLAWFUL ACTS WHICH SUBJECT PROPERTY TO SEIZURE AND FORFEITURE

A. The use of any personal property as an instrumentality in the commission of ANY felony, even if the use of the property does not constitute an element of the crime, subjects the personal property to forfeiture.

B. While felony offenses involving the use of a motor vehicle may subject the vehicle to seizure, determination of whether there are sufficient grounds to seize the vehicle cannot always be accurately determined at the time of arrest. If it is subsequently determined that there were insufficient grounds for the seizure, the Department and the City can be subject to liability.

1. When seizing a vehicle for felony Driving While License Suspended or Revoked (DWLSR), it may be difficult to determine if there are sufficient prior DWLSR convictions to support the seizure of the vehicle. Seizure of vehicles for felony DWLSR should be made only if at least one of the following is clearly present:

- a. The driver has a prior CONVICTION for felony DWLSR.
- b. The driver's license has been revoked pursuant to §322.264, F.S.S. (Habitual Traffic Offender).

2. When seizing a vehicle for felony fleeing and eluding, the City bears the burden of proving the vehicle owner knew, or should have known, the vehicle was likely to be used in criminal activity.

- a. Seizure of a vehicle for felony fleeing and eluding should be made if the owner is the driver, and they are arrested at the time of the offense.
- b. In all other instances, copies of the reports should be forwarded to the Legal Division for review.

3. When felony investigations or arrests result in situations where the vehicle may be subject to seizure, copies of the report and supporting documentation should be forwarded to the Legal Division for review. If further investigation confirms the vehicle is subject to seizure, a Seizure Warrant will be obtained by the Legal Division.

C. Examples of unlawful acts, other than felony offenses involving the use of a motor vehicle, which subject property to seizure and forfeiture are:

1. Currency, jewelry, vehicles, or any other personal or real property which is used in exchange for any controlled substance.

2. A personal computer used to store records of and/or conduct any felony activity (e.g., bookmaking) or which is used in the commission of a felony "computer crime."

3. Any motor vehicle, vessel, or aircraft used:

- a. To convey, conceal, possess, sell, barter, exchange or give away any controlled substance, except possession of a misdemeanor amount of marijuana;
- b. As a weapon to commit a felony; and
- c. To transport any person to a meeting to negotiate a drug transaction or to any location to buy or sell drugs, or to facilitate any other felony, or which is purchased with the proceeds from any activity that would be in violation of the Florida Contraband Forfeiture Act.

D. The Florida Supreme Court has ruled "homestead" property is not subject to forfeiture.

## V. OTHER STATUTES THAT PROVIDE FOR SEIZURE AND FORFEITURE

A. §206.205, F.S.S. provides that all conveyances, boats and other vehicles of transportation, and all tanks and other equipment used in connection with the transportation or delivery of untaxed motor fuel are subject to forfeiture.

B. §319.33, F.S.S. provides for forfeiture of motor vehicles used in violation of certain title or registration offenses, or if all the vehicle's identification numbers (VIN) do not exist or have been destroyed, removed, covered, altered or defaced, or if the real identity of the motor vehicle cannot be determined.

C. §319.35(4), F.S.S. provides for the forfeiture of any motor vehicle which any person, with intent to defraud, possesses, sells, or offers to sell, has an odometer that has been illegally adjusted, altered, set back, or tampered with, so as to reflect a lower mileage than the vehicle has actually been driven.

D. §328.05, F.S.S. provides for the forfeiture of any vessel which is used in violation of certain title provisions relating to vessels.

E. §329.10, F.S.S. provides for forfeiture of an aircraft which is registered to a nonexistent person, firm, or corporation; or to a firm, business, or corporation which is no longer a legal entity.

F. §379.337(1)(b), F.S.S. provides that upon arrest and conviction for the illegal taking or attempted taking, sale, possession or transportation of saltwater fish or other saltwater products, such saltwater products and seines, nets, boats, motors, other fishing devices or equipment, and vehicles or other means of transportation, used in connection with such illegal taking or attempted taking, are hereby declared a nuisance and may be seized and the Court may order them forfeited.

G. §403.413(6)(e), F.S.S. provides for the forfeiture of any motor vehicle, vessel, aircraft, container, crane, winch or machine used to dump litter that exceeds 500 pounds in weight or 100 cubic feet in volume. This conduct would also constitute a third-degree felony.

H. §812.16(4)(a)-(c), F.S.S. provides for forfeiture of items utilized in the operation of a “chop shop.” Those items are any stolen motor vehicle or major component part for which there is probable cause to believe that it is stolen, but for which the true owner cannot be identified; any engine, tool, machine, implement, device, chemical, or substance used or designed for altering, dismantling, reassembling, or in any other way concealing or disguising the identity of a stolen motor vehicle or any major component part; or a wrecker, car hauler, or other motor vehicle that is knowingly used or has been used to convey or transport a stolen motor vehicle or major component part. NOTE: Real property, including the buildings, could also be subject to forfeiture.

I. §812.035(2), F.S.S. provides for forfeiture of all property, real or personal, including money, used in the course of, intended for use in the course of, derived from, or realized through, conduct in violation of a provision of §812.012 - §812.037 or §812.081, F.S.S. NOTE: Forfeiture actions under this section can only be brought by a State agency having jurisdiction to enforce Chapter 812 relating to theft.

J. §843.18, F.S.S. provides for forfeiture of any vessel when the operator flees or attempts to elude a Law Enforcement Officer.

K. §860.20(3), F.S.S. provides for forfeiture of outboard motors if possessed with the knowledge that the serial number has been removed, erased, defaced, or otherwise altered to prevent identification.

L. §874.08, F.S.S. provides for the forfeiture of any profits, proceeds, or instrumentalities of criminal activity of any youth or street gang.

## VI. FORMS

A. Seizure Memorandum (Attachment A: [J:\Forms\Seizure and Forfeiture\Seizure Memorandum\\_07012016.pdf](J:\Forms\Seizure and Forfeiture\Seizure Memorandum_07012016.pdf)).

1. Front – a summary of all the critical information needed to support a seizure of personal property; it provides the Legal Division with the necessary information to open a seizure file and to respond to inquiries from the owner(s) of the property, especially in those cases where the Incident Report(s) are not immediately available.

2. Reverse – (Currency Count Section) - designed to provide additional information when currency is seized. Knowledge of the denominational breakdown is frequently an important factor in a successful forfeiture action.

B. Notice of Seizure (Attachment B: [J:\Research\GeneralOrdersV Instructional Orders\V5-12 Seizure and Forfeiture Attachment B\\_07012016.pdf](J:\Research\GeneralOrdersV Instructional Orders\V5-12 Seizure and Forfeiture Attachment B_07012016.pdf)).

1. The Notice of Seizure has information the Statute and the Florida Supreme Court require to be provided to all persons who have an interest in the property. By local Administrative Order, it is required we serve a copy of the Notice on the person who is or was the owner or had any interest in the property.

- a. All property seized from an individual may be included on a single form.
- b. If property is seized from different individuals, a separate Notice must be given to each individual.

2. If the property was not in the possession of an individual, a separate Notice of Seizure should be given to each individual who might have an interest. (Example: \$3,000.00 in U.S. currency and cocaine are found inside a bag in a motor vehicle with three persons and no one claims ownership. A Notice should be completed for each of the three individuals.)

C. State law requires the Notice of Seizure be provided to all interested parties within five (5) days of the seizure. Some courts have refused to permit a law enforcement agency to continue a forfeiture action when the Notice has not been provided within this time period.

D. All forms shall be completed properly and delivered to the Legal Division as soon as possible, but no later than 24 hours after seizure.

E. Neither the Seizure Memorandum nor the Notice of Seizure will be made a part of the Incident Report filed in the Records Management System (RMS).

## VII. RESPONSIBILITIES

A. The seizing/investigating Officer shall:

1. Make a preliminary determination whether or not the property is contraband as provided in this Order.
2. Be mindful that the burden of proof in the forfeiture proceeding is Beyond a Reasonable Doubt. Ensure that the contraband being seized beyond a reasonable doubt was used in the unlawful act.
3. Ensure that a seizure does not occur unless the owner of the property is arrested for a criminal offense or an exception to the arrest requirement exists.
4. Generally, formal forfeiture will not be instituted for property or currency with an aggregate value of less than \$2,000.00. However, currency less than that amount may be taken and held for safekeeping as property or as evidence, depending on the circumstances. If an Officer believes there are sufficient aggravating circumstances which would warrant forfeiture of property or currency valued at less than \$2,000.00, it should be seized, and an explanation provided in the Seizure Memorandum.
5. Promptly advise a Supervisor, not personally involved in the seizure, of the facts and circumstances surrounding the seizure and, if authorized to continue, seize the item(s) following the procedures outlined in this Order.
  - a. Note Supervisor approval and the name of the Supervisor in the Incident Report.
  - b. Report the seizure to the Legal Division by delivery of a copy of the appropriate forms and reports by the end of shift. (After normal business hours, the forms can be left in the Division's mailbox.)
6. Attempt to identify the owner(s) of the property. Obtain papers reflecting ownership; i.e., registration, title, or bill of sale. This documentation shall be listed in the Incident Report and forwarded to the Legal Division, unless needed as evidence in the criminal case.
7. When possible, obtain post-Miranda statements which may implicate the property and, in those cases where the violator is not the owner, may implicate the owner(s). It must be shown that the owner had knowledge or should have known about the use to which the property was subjected. The interview results shall be placed in the Incident Report.
  - a. Evidence showing that the owner received written notification from a law enforcement agency and acknowledged receipt of the notification in writing that the seized asset had been used in violation of the Florida Contraband Forfeiture Act on a prior occasion by the arrested person, may be used to establish actual knowledge.
8. Attempt to determine and list in the Incident Report, the identity of any lien holder, person or lending institution that has any financial interest in the property. If at all possible, include the amount of any lien in the report.
9. Complete the Seizure Memorandum ([J:\Forms\Seizure and Forfeiture\Seizure Memorandum\\_07012016.pdf](J:\Forms\Seizure and Forfeiture\Seizure Memorandum_07012016.pdf)) and the Notice of Seizure (Attachment B), and turn them in to the Supervisor with the necessary Incident Report.
  - a. The original Notice of Seizure shall be attached to the Seizure Memorandum and forwarded to the Legal Division.
  - b. The yellow copy of the Notice of Seizure must be given to the person from whom the property was seized.
10. A copy of any supplemental reports filed shall be forwarded to the Legal Division.
11. If the seized property is a motor vehicle, vessel, or aircraft, a copy of the Vehicle Tow and Storage Receipt shall be forwarded to the Legal Division.
12. If the property seized includes currency, follow the procedures outlined in this Order.

B. The Supervisor shall:

1. Make a determination whether or not there is probable cause to seize the property. If probable cause exists, the seizure must be authorized by a Supervisor.
  - a. Ensure that a copy of the report and the required forms are completed and delivered to the Legal Division by the end of the shift. (After normal business hours the forms can be left in the Division's mailbox.)
  - b. If the Supervisor is unsure of the practicality of proceeding, the Supervisor may contact the Legal Division Forfeiture Investigator, the Legal Advisor or the Assistant Legal Advisor. If no one can be contacted, the Supervisor shall contact a Vice & Narcotics Supervisor and report the facts and circumstances of the seizure.
  - c. If it is obvious the property is of no use or value to the Department, the Supervisor may instruct the Investigating Officer to discontinue the seizure. Provided probable cause exists, any question of the practicality of seizure should be resolved in favor of seizure.
2. Ensure the yellow copy of the Notice of Seizure has been provided to the person from whom the property was seized, and the original Notice of Seizure is attached to the Seizure Memorandum.
3. Review and approve the Seizure Memorandum and forward it with the necessary Incident Report to the Legal Division.
4. If the seized property is a motor vehicle, vessel or aircraft, ensure that a copy of the Vehicle Tow and Storage Receipt is forwarded to the Legal Division.

VIII. STORAGE, HANDLING AND RELEASE OF SEIZED PROPERTY

A. All nonperishable items seized for forfeiture shall be processed and labeled according to established procedures and turned over to the Property and Evidence Unit, and/or taken to the vehicle impound lot or other proper facility.

1. The property shall be entered as evidence and the word SEIZURE noted on the paper tag Vehicle Tow and Storage Receipt.
2. Once property is seized for forfeiture and delivered to the proper facility, it shall be released only by the Legal Division, unless needed as evidence for prosecution.
3. Except for reasonable maintenance, as determined by the Legal Division, seized property may not be used for any purpose until perfection of title, pursuant to the Florida Contraband and Forfeiture Act. The Legal Division will make a reasonable effort to maintain seized property in such a manner as to minimize loss of value.

B. Handling Currency

1. When probable cause exists to seize currency based on drug law violations, care must be taken to avoid contamination by controlled substance residue.
  - a. Currency must be kept separate from controlled substances and not handled by Officers who have recently handled controlled substances unless protective measures are taken; i.e., wearing gloves, washing hands, etc.
  - b. Drug sniffs by an authorized K-9 are not required for civil forfeiture cases.
  - c. In rare circumstances, when a drug sniff by an authorized K-9 may be beneficial in a criminal case, a Supervisor from the affected Division or Unit should be consulted. For example, in the case of a large cash seizure based on a drug law violation, a Supervisor from the Vice and Narcotics Division should be contacted prior to arranging a drug sniff.
2. When seized currency is found in "packets" bound by rubber bands, paper clips, paper wrappers, etc., or packaged in a unique or unusual manner, it shall be photographed before breaking the packets for counting.
  - a. If the currency is found in a location or in a container where currency is not commonly found, it shall be photographed prior to removal.
  - b. If currency is discovered in more than one location or in more than one packet, each location or packet shall be identified by a number, and a separate Currency Count section of the Seizure Memorandum shall be completed for each.
  - c. The photographs shall be processed as evidence.

3. Currency seized for forfeiture shall be counted by at least two persons, preferably the seizing Officer and a Supervisor. The seizing Officer shall complete the Seizure Memorandum including the Currency Count section and forward the Seizure Memorandum and Notice of Seizure to the Legal Division. No photocopies are required.

4. The mere possession of U.S. currency does not subject it to forfeiture, even if a K-9 alerts to the currency indicating the presence of drug residue. There must be sufficient facts and circumstances (including circumstantial evidence) to connect the currency to some type of illegal activity; examples: Statements from the possessor that it is drug or gambling proceeds; Officer's observation of what they recognized as a hand-to-hand drug transaction, saw money change hands, and saw where the person was keeping the money. In addition to the currency, other examples include the indicia of trafficking, or possession of controlled substances, packaged consistent with how those substances are commonly packaged for sale.

5. When currency is seized for forfeiture, the Officer shall relate in their report any and all circumstances available which would tend to taint the currency.

6. After processing, seized currency shall be deposited into the "pending" account where it shall be held until the case is concluded. After conclusion of the case, the currency shall be disbursed as may be directed by the Court, and any such currency awarded to the City shall be transferred to the Forfeiture Trust Fund to be used as set forth in the Contraband and Forfeiture Act. All funds held or acquired by the Act are subject to normal accounting controls and audits as may be required by law or by the City.

C. All motor vehicles, vessels, or aircraft shall be inventoried, and a copy of the Inventory Report forwarded to the Legal Division.

1. All expensive items or items which might be damaged by heat or other conditions which exist in a closed motor vehicle, vessel or aircraft shall be turned in to the Property and Evidence Unit.

2. Other items of personal property may be left in a motor vehicle at the contract wrecker service impound lot or in a vessel or aircraft, provided the vessel or aircraft can be locked. However, when feasible, such personal property should be released at the scene.

3. Stereo systems and/or components should be identified to the extent possible, to include the make, model and serial number, and recorded on the inventory form.

4. A detailed description of any existing damage to the exterior or interior of the motor vehicle, vessel, or aircraft shall be recorded on the Vehicle Tow and Storage Receipt.

5. The Vehicle Tow and Storage Receipt shall reflect a **HOLD** by the seizing Officer and **SEIZURE** will be noted as the reason for the hold.

D. Seized motor vehicles shall be towed by the City contract wrecker service.

1. If a vehicle is inoperable or unsafe, the decision to seize it should be reconsidered.

2. The vehicle, contents, and the Vehicle Tow and Storage Receipt will be turned over to the contract wrecker service.

3. Keys should be left in the vehicle.

E. Seizure of marine vessels will be coordinated with the Marine Unit and Legal Division so appropriate storage may be arranged.

F. Seizure of aircraft will be coordinated with the Legal Division.

G. Seizure of real property will be conducted with the assistance of the Legal Division.

## IX. GENERAL PROVISIONS

A. Upon a determination to proceed with a seizure case, the Legal Division will assign a tracking number, open a file, and enter the appropriate information into an electronic data base. The data base will include information necessary to identify the property, the individuals involved, and track the seized asset until its ultimate disposition.

B. All claims regarding seized property shall be investigated promptly or reviewed by the seizing Officer or the Legal Division, as may be appropriate at the time of the claim. Upon initial review or further investigation by the Legal Division, if it is determined that the seizure should not continue, the seized property shall be released promptly.

C. All settlements of any seizure or forfeiture action, at any point, shall be approved by the Chief of Police and be consistent with the Florida Contraband Forfeiture Act.

1. If the Chief is unavailable and a delay would adversely affect the settlement, approval may be given by the Legal Advisor.

2. Settlement of any forfeiture action shall be in writing.

3. Unless waived in writing, the Settlement Agreement shall be reviewed by the Court or a mediator or an arbitrator agreed upon by the claimant and the Police Department.

D. Property awarded to the City for the use or benefit of the Police Department shall become a part of City inventory and shall be subject to all applicable rules, regulations and procedures. However, final disposition of any such property shall be made in accordance with the Florida Contraband Forfeiture Act, and any proceeds realized shall be deposited into the Law Enforcement Trust Fund.

E. The Staff Inspections Unit shall conduct an annual inspection of the seized property, as well as settlements and forfeiture proceedings initiated by the Department, to determine whether such seizures, settlements and forfeitures comply with the Act and the standards developed and adopted by the Florida Department of Law Enforcement, the Florida Sheriffs Association, and the Florida Police Chiefs Association.

F. In utilizing the Act, every member of the Department must avoid conduct that creates any actual impropriety or appearance of any impropriety in the acquisition, sale, retention, or transfer of any forfeited property or proceeds derived from any such property.

G. The Legal Department will conduct periodic training for Officers involved in the seizure and forfeiture of property. Such training shall address the legal aspects of forfeiture, including search and seizure and other constitutional considerations.

### H. Requesting use of forfeited property

1. To ensure that the retention of forfeited property does not negatively impact the Department's budget, a request for the retention/use of forfeited property must be approved.

2. Property that requires ongoing maintenance or operating costs; i.e., motor vehicles, boats, jet skis, etc.

a. If the property will be an addition, the requesting Bureau or Unit must submit a Memorandum through the appropriate Chain of Command to the Chief of Police. The Memorandum must include:

1) Identification of the requested item.

2) Input from the Legal Division including, but not limited to, the known condition of the vehicle, estimated value, lien amount (if any), and whether or not there is any known competing request for the property.

3) The reason the property is needed.

4) A description of how the ongoing maintenance and operating costs will be met.



b. If the property will be substituted for a similar item; i.e., Vice and Narcotics wants to replace an existing forfeited vehicle, the requesting Bureau or Unit must submit a Memorandum through its Chain of Command to the Assistant Chief. The Memorandum must include:

- 1) Identification of the requested property.
- 2) Input from the Legal Division including, but not limited to, the known condition of the vehicle, estimated value, lien amount (if any), and whether or not there is any known competing request for the property.
- 3) The reason the property is needed.

3. Other Personal Property:

a. Requests for the retention/use of forfeited personal property, that will not require ongoing maintenance or operating costs, must be submitted via Memorandum to the appropriate Assistant Chief. The Memorandum shall include:

- 1) Identification of the requested property.
- 2) Input from the Legal Division, including but not limited to, the known condition of the property, approximate value, lien amount (if any), and whether or not there is any known competing request for the property.
- 3) The reason the property is needed.

b. To ensure proper inventory control and tracking of forfeited personal property, all personal property, other than motor vehicles, will not be released for use until a City asset number has been obtained and reported to the Legal Division.

c. To ensure proper tracking and disposal, all forfeited property, which is no longer needed, or which has become unserviceable, shall be returned to the Legal Division for final disposition.

d. Any image and the medium on which the image is recorded shall be destroyed when the image and the medium on which it is recorded is no longer needed for an official purpose.

#### X. JOINT INVESTIGATIONS RESULTING IN SEIZURES

A. On occasion, the Department will conduct a joint investigation with other local, state or federal law enforcement agencies which may result in the seizure of property.

B. When an agency other than the St. Petersburg Police Department handles the forfeiture action, it shall be the duty of the Case Detective or senior Officer involved in the joint investigation to forward a Seizure Memorandum, including the identification, address, and contact person for the participating agency, to the Legal Division to ensure appropriate documents are filed to protect our interest in the seized property.

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Anthony Holloway  
Chief of Police