**LAW ENFORCEMENT AGENCY ANNUAL STATE ASSET FORFEITURE REPORTING**

Pursuant to Section 932.7061, Florida Statutes

**INSTRUCTION SHEET**

Reporting Period - Fiscal Year 2016 - 2017

The purpose of the reporting form is to comply with the annual reporting requirements regarding property seized or forfeited in accordance with the Florida Contraband Forfeiture Act. Pursuant to Section 932.7061, Florida Statutes, a law enforcement agency receiving or expending forfeited property or proceeds from the sale of forfeited property in accordance with the Florida Contraband Forfeiture Act shall submit a completed annual report to the Florida Department of Law Enforcement, documenting the receipts and expenditures. The report must be submitted via email by October 10 for the previous fiscal year.

In order to satisfy the requirements of the statute, please complete the Forfeiture Spreadsheet. The spreadsheet contains six tabs:

**Tab 1: Financial Report** – completed by ALL agencies.

**Tab 2: Table A - Forfeited Funds Received from other Agencies -** completed by agencies that received forfeiture funds from other agencies.

**Tab 3: Table B – Transfers to Other Law Enforcement Agencies -** completed by agencies that transferred forfeiture funds to another agency.

**Tab 4: Table C – Other Law Enforcement Expenditures –** completed by agencies that used forfeiture funds for expenditures that do not fall into categories specified on the Financial Report Tab.

**Tab 5: Seizure-Forfeiture Actions -** completed only by agencies with seizure/forfeiture data to report.

**Tab 6: Statute Reference –** reference list for primary offenses.

General Instructions:

* **ALL agencies** must complete the **Financial Report Tab** within the Forfeiture Spreadsheet - even those that do not have any seizure/forfeiture data to report.
* **Only agencies that have seizure/forfeiture data to report** must complete the **Seizure-Forfeiture Actions Tab** within the Forfeiture Spreadsheet. Agencies should only include seizure/forfeiture data for items seized pursuant to the Florida Contraband Forfeiture Act. Items that are seized only as evidence should not be included even if they are later turned over to the agency as part of a plea or settlement agreement.
* Completed forms must be submitted via email to **ForfeitureReports@fdle.state.fl.us**
* For the purpose of this requirement, the reporting period is Fiscal Year 2016-2017.

If you have any questions regarding filling out this information, please contact FDLE Office of Inspector General at 850-410-7228, or via email at **ForfeitureReports@fdle.state.fl.us**

**TAB 1 - FINANCIAL REPORT INSTRUCTIONS**

**ALL AGENCIES MUST COMPLETE THIS TAB.**

The following instructions are designed to assist in filling out the requested information on the Financial Report Tab within the Forfeiture Spreadsheet.

**Tab: FINANICAL REPORT**

***First Box: Agency Information***

1. **Agency Name:** Enter the complete name of your state or local law enforcement agency (e.g. Anytown Police Department). Acronyms should be spelled out.
2. **Agency Type:** From the drop-down menu, select your agency type (sheriff, police department, state agency, university/college police department, state attorney). Click in the box for the list to appear.
3. **NCIC/ORI Number:** Enter your agency’s valid Originating Agency Identification (ORI) Number as assigned by the National Crime Information Center (NCIC).
4. **Mailing Street Address:** Enter your agency’s mailing address (number and street).
5. **City:** Enter your agency’s city mailing address.
6. **Zip Code:** Enter your agency’s zip code.
7. **Contact Person Name:** Enter the name of the person in your agency who should be contacted regarding the contraband forfeiture report.
8. **Title of Contact Person:** Enter the contact person’s job title.
9. **Phone:** Enter the phone number of the contact person, including area code and extension.
10. **E-mail:** Enter the e-mail address of the contact person.
11. **Total Agency Budget:** Enter the total agency budget for the reporting fiscal year.
12. **Reporting Fiscal Year End Date:** Enter your agency’s fiscal year end date (mm/dd/yyyy).

***Second Box: Florida Contraband Forfeiture Funds Received***

1. **From Direct Forfeitures:** Enter the amount of forfeited funds (currency, checks, money orders, etc.) deposited into your account during the reporting period. The amount entered on this line should be the amount of funds received as a result of forfeiture actions taken by your agency or proceeds from the sale of forfeited property.
2. **Interest Income:** Enter the amount of interest earned on forfeiture proceeds during the reporting period.
3. **From other Agencies:** This is the total amount of forfeited funds received from other law enforcement agencies. Go to the **Table A** tab and complete the information in that table – the total amount will automatically transfer to the appropriate line in the ‘Florida Contraband Forfeiture Funds Received’ table (in the ‘Forfeitures Report’ tab).

**Tab: TABLE A -** Forfeited Funds Received from other Agencies: Enter funds received from other agencies, if applicable. List each agency name and the amount transferred. The total amount will automatically transfer to the appropriate row in the Financial Report Tab.

***Third Box: Florida Contraband Forfeiture Funds Expended***

1. **School Resource Officers, Crime Prevention, Safe Neighborhood or Drug Abuse Education and Prevention Programs:** Enter the total amount spent for the categories listed.
2. **Matching Funds for Federal Grants:** Enter the total amount spent for this category on the appropriate row.
3. **Protracted or complex investigation cost defrayment:** Enter the total amount spent for this category on the appropriate row.
4. **Additional equipment or expertise:** Enter the total amount spent for this category on the appropriate row.
5. **Automated external defibrillators for law enforcement vehicles:** Enter the total amount spent for this category on the appropriate row.
6. **Transferred to other law enforcement agency (complete Table B):** Go to the ‘Table B’ tab and complete information in that table – the total amount will automatically transfer to the appropriate row in the Financial Report Tab.

**Tab: TABLE B -** Funds Transferred to other Law Enforcement Agencies: Enter forfeited funds transferred to other agencies, if applicable. List each agency name and the amount transferred. The total amount will automatically transfer to the appropriate row in the Financial Report Tab.

1. **Other law enforcement expenditures (complete Table C):** For expenditures that do fall into the categories listed, go to the ‘Table C’ tab and complete the information in that table – the total amount will automatically transfer to the appropriate row in the Financial Report Tab.

**Tab: TABLE C -** Other Law Enforcement Expenditures: Enter expenditures that do not fall into any of the specific categories included in the expenditures table. List the description and enter the amount spent for each**.** You may use broad categories for the description such as overtime, forfeiture prosecution costs, officer training, etc. The total amount will automatically transfer to the appropriate row in the Financial Report Tab.

***Fourth Box: Attestation Section (check one box)***

Check the blue box to the left of the statement that applies to your agency. If your agency had no seizure/forfeiture data to report, please save the spreadsheet and submit it to FDLE via email at: **ForfeitureReports@fdle.state.fl.us**

If your agency does have seizure/forfeiture data to report for the fiscal year, please complete the Seizure-Forfeiture Actions tab. Then save the spreadsheet and submit it to FDLE via email at: **ForfeitureReports@fdle.state.fl.us**

**SEIZURE-FORFEITURE ACTIONS TAB INSTRUCTIONS**

**ONLY AGENCIES WITH SEIZURE/FORFEITURE DATA TO REPORT MUST COMPLETE THIS FORM.**

The following instructions are designed to assist in filling out the requested information on the Seizure-Forfeiture Actions Tab within the Forfeiture Spreadsheet. Note: **This tab will not reconcile to the Financial Report tab since non-cash assets are included.**

**Tab: Seizure-Forfeiture Actions**

**General Instructions:**

Each asset should be listed one time on the spreadsheet although you may group similar items together. For example, if you have a seizure that included 25 Rolex watches, each one does not have to be listed individually; enter 25 Rolex watches.

Seizure and forfeiture data for each asset should be included on the same line. If the asset was seized during the reporting period but the outcome of the seizure is pending, complete all columns except Forfeiture Date and Disposition of Asset. If the asset was forfeited during the reporting period but the seizure was completed in a prior fiscal year, enter the seizure date if known. If not known, leave the Seizure Date column blank.

Agencies should only include seizure/forfeiture data for items seized pursuant to the Florida Contraband Forfeiture Act. Items that are seized only as evidence should not be included even if they are later turned over to the agency as part of a plea or settlement agreement.

1. **Court Case Number -** The court case number associated with the asset seized or forfeited under the Florida Contraband Forfeiture Act. If you do not have a court case number leave blank.
2. **Agency Case Number -** The agency case number associated with the asset seized or forfeited under the Florida Contraband Forfeiture Act
3. **Asset Type -** Type of asset seized/forfeited. Choose one of the following from the drop down menu (click in the box for the list to appear):
* **Conveyance** - any motorized or non-motorized vehicle used to facilitate transportation including, but not limited to, car, truck, motor home, bicycle, airplane, boat, etc.
* **Currency**
* **Personal Property** – any personal property other than conveyances; including, but not limited to, jewelry, equipment, computers, weapons, etc.
* **Real Property**
* **Other**
1. **Description of Asset Type -** Enter a brief description of the property seized or forfeited.
2. **Approximate Value -** Estimated value of the property. This should correspond to the fair market value placed on the asset when seized.
3. **Primary Type of Offense -** The type of offense associated with the asset seized or forfeited under the Florida Contraband Forfeiture Act. Choose one from the drop down menu (click in the box for the list to appear):
* Chapter 787 – Kidnapping; False Imprisonment; Luring or Enticing a Child; Custody Offenses
* Chapter 796 – Prostitution
* Chapter 810 – Burglary and Trespass
* Chapter 812 – Theft, Robbery and Related Crimes
* Chapter 817 – Fraudulent Practices
* Chapter 849 – Gambling
* Chapter 874 – Criminal Gang Enforcement
* Chapter 893 – Drug Abuse Prevention and Control
* Chapter 895 – Offenses Concerning Racketeering and Illegal Debts
* Chapter 896 – Offenses Related to Financial Transactions
* Other
1. **Primary Offense Charge -** Enter statute number and subsection of primary offense. Use the tab ‘Statute Reference’ as necessary for citation.
2. **Seizure Date -** Enter the date the seizure occurred (mm/dd/yyyy)
3. **Forfeiture Action Outcome -** Choose one from the drop down menu (click in the box for the list to appear):
* Pending
* Forfeited
* Negotiated Settlement
* Returned to owner
* Transferred to another agency
1. **Forfeiture Date -** Enter the date the forfeiture was granted (mm/dd/yyyy)
2. **Disposition of Asset -** Choose one from the drop down menu (click in the box for the list to appear):
* Retained for the agency's use
* Sold at public auction or by sealed bid to the highest bidder
* Salvaged, traded, or transferred the property to any public or nonprofit organization
* Pending
* Donated
* Other
1. **Description for Disposition of Asset (for option other) -** Brief description of the forfeited asset, when the disposition of asset chosen is other.

**Tab: STATUTE REFERENCE**

List containing statutory numbers and subsections for reference in conjunction with primary offense charge column on ‘“Seizure-Forfeiture Actions” tab.