

ORIGINAL



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# Maricopa County Attorney

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## MEMORANDUM

**TO:** Maricopa County Law Enforcement Liaison  
**FROM:** Mark Faull, Chief Deputy  
**DATE:** August 30, 2016  
**RE:** Asset Recovery Memorandum of Understanding

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Every year the Maricopa County Attorney's Office enters a Memorandum of Understanding (MOU) with every law enforcement agency conducting asset forfeiture operations in Maricopa County. Attached is the MOU which will be effective September 1, 2016 through August 31, 2017. The MOU will be forwarded to the Chiefs of Police and a courtesy copy will be provided to the Second in Command as well as your department's Legal Advisor. Please have the appropriate personnel review the MOU and retain a copy for your records.

If you have any questions or concerns, please do not hesitate to contact Keith Manning, Law Enforcement Liaison at 480-215-6154.

Enclosure

## **MARICOPA COUNTY ATTORNEY'S MEMORANDUM OF UNDERSTANDING**

### **1. SCOPE AND TERM OF MEMORANDUM**

1.1 This memorandum reflects the policies and procedures of the Office of the Maricopa County Attorney [hereafter "MCAO"] as it concerns administration of the anti-racketeering revolving fund, as set forth in A.R.S. § 13-2314.03, and related asset forfeiture services provided by MCAO to any requesting agencies [hereafter "Agency"].

1.2 The following policy and procedures are in effect between September 1, 2016, and August 31, 2017.

### **2. FORFEITURE SUBMITTAL THRESHOLDS**

2.1 MCAO will not set any minimum forfeiture submittal thresholds.

2.2 Notwithstanding the language of paragraph 2.1, MCAO reserves the right to decline any Agency submittal, for any reason, and will provide notice of the declination along with the reasons for the declination to the Agency.

### **3. HANDLING OF PROPERTY PRE-FORFEITURE**

3.1 It is the expectation of MCAO that, as soon as practicable after seizure for forfeiture, and as may be further dictated by the provisions of paragraph 3.3, Agency will ensure that any funds that have been seized for forfeiture are placed into the pre-forfeiture account maintained by MCAO pending further order of the court.

3.2 MCAO will take those steps necessary to allocate to the Agency's sub-account identified in Paragraph 7.1, as soon as practicable, any currency deposited

into the MCAO pre-forfeiture account for which an order of forfeiture has not yet been obtained and to do so in such a manner as to clearly identify the allocation as currency submitted for forfeiture but not yet subject to a final order of forfeiture.

3.3 It is the expectation of MCAO that, prior to the deposit into the account pursuant to paragraph 3.1, Agency will take those steps reasonably necessary to protect any evidentiary value the funds described in Paragraph 3.1 may have to any forfeiture or criminal proceeding.

3.4 It is the expectation of MCAO that, as to all personal property seized for forfeiture and over which the Agency has custody, the Agency will take those steps reasonably necessary to preserve the value of such property pending the property's disposition.

#### **4. FORFEITURE LITIGATION**

4.1 MCAO will have the right to control all aspects of the forfeiture action, including but not limited to, the right to decline a submittal; to add or delete property from the submittal; to determine the theory upon which the forfeiture is based; and, to initiate, entertain, and negotiate to conclusion any settlement discussions at any time.

4.2 Notwithstanding the language in paragraph 4.1, MCAO will continue to recognize its partnership with Agency; to give serious consideration to all Agency concerns; and to communicate to Agency all significant litigation and settlement decisions.

4.3 Any Agency participating in the Prepaid Access Device Interrogation Terminal project with MCAO will understand and comply with the MCAO Prepaid Access Device

Interrogation Control Policy. A copy of that policy is attached and training on that policy is available from MCAO upon request.

4.4 Notwithstanding paragraph 6.4.1, any service fee paid by MCAO pursuant to the Prepaid Access Device Interrogation Terminal project is automatically determined to be an "Extraordinary Cost" without further notice.

## **5. HANDLING OF FORFEITED PROPERTY**

5.1 MCAO will take those steps necessary to transfer to the Agency's sub-account identified in Paragraph 7.1, as soon as practicable, any currency held in an account maintained by MCAO for which an order of forfeiture has been obtained.

5.2 As to all personal property seized for forfeiture and over which the Agency has custody and for which an order has been obtained, the Agency will take those steps reasonably necessary to comply with the terms of the order, including return or disposition of the property.

5.3 Agency will take all steps reasonably necessary to ensure that any property for which an order of forfeiture has been obtained is liquidated in such a manner as to assure its highest value under the circumstances.

5.4 Agency may wish to place non-cash assets that have been forfeited into service by the Agency. Agency must provide written notice to MCAO identifying the asset being placed into service. That written notice constitutes certification by the Agency that it has complied with the provisions regarding "property allocated for official use" as contained in A.R.S. § 13-4315(A) (1).

5.5 Unless otherwise agreed to by MCAO, Agency must make provisions for reimbursement of costs or value of contribution provided for in Section 6, at the time

the property is placed into service.

## **6. REIMBURSEMENT OF COSTS AND VALUE OF CONTRIBUTION**

6.1 As to any forfeiture actions prosecuted by MCAO at Agency's request, MCAO will be reimbursed for its costs and the value of its contribution, as follows: 20% of the value of all forfeited property, including currency, in all cases; and,

6.2 As to any forfeiture actions not prosecuted by MCAO but for which MCAO was involved, in any way, in the collateral criminal prosecution, 10% of the value of all forfeited property, including currency.

6.3 Notwithstanding the language in paragraph 6.1, on a case-by-case analysis, and only with the consent of Agency, MCAO and Agency may agree to adjust that percentage in order to provide a more equitable reimbursement of costs to, and the value of the contribution by, MCAO.

## **6.4 EXTRAORDINARY COSTS**

6.4.1 Designation.

6.4.1.1 MCAO may designate certain expenses incurred in forfeiture prosecutions as "Extraordinary Costs."

6.4.1.2 Such designation shall be made by MCAO to the Agency by providing written notice to the Agency's forfeiture detective that identifies the specific expense and the extraordinary expense designation by MCAO.

6.4.1.3 MCAO will assume that the Agency has no objection to the extraordinary expense designation if the Agency has not provided written objection within five days of the notice provided pursuant to paragraph 6.4.1.2 above.

**6.4.2 Responsibility for Payment**

**6.4.2.1 MCAO will be responsible for timely payment of those expenses designated "Extraordinary Costs."**

**6.4.3 Reimbursement for Payment**

**6.4.3.1 Any expenses finally designated as "Extraordinary Costs" that have been paid by MCAO shall be reimbursed out of any funds available as a result of the forfeiture action prior to the calculation for reimbursement of ordinary costs called for in paragraph 6.1.**

**7. COUNTY ANTI-RACKETEERING REVOLVING FUND**

**7.1 Sub Accounts:**

**7.1.1 Monies in the Maricopa County Attorney Forfeiture Account shall accrue interest and be held for the benefit of the agencies responsible for the seizure of forfeiture. Interest will be calculated using daily average weighted balances. Each agency will have a separate sub-account within the fund. Each sub-account will have a State and a Federal sub-ledger to insure those funds are kept separate. A monthly activity report will be sent to each sub-account holder.**

**7.2 Deposits into Revolving Account:**

**7.2.1 In the event that the Agency is unable to directly deposit funds into the pre-forfeiture account maintained by MCAO, funds should be paid by check, payable to Maricopa County Attorney Forfeiture Account and sent to Maricopa County Attorney Investigations Division, 301 West Jefferson, Eighth Floor, Phoenix, Arizona, 85003.**

**7.2.2 Checks for State forfeitures should have a copy of the Court Order of**

Forfeiture attached, the agency report number (DR) that initiated the forfeitures, and, the case name and number (CR) of any corresponding criminal case on the order.

7.2.3 Checks for Federal forfeitures should have a copy of the DAG-71, the agency report number (DR), and, the criminal case name and number (CR) on the DAG-71.

7.3 Agency requests for funds from the Fund:

7.3.1 An agency requesting funds from its RICO sub-account shall fill out an "Agency Application for RICO Funds" form, and submit it to the RICO Funds Administrator, 301 West Jefferson, Eighth Floor, Phoenix, 85003. A copy of this form is provided in the Appendix. This form must contain the following information:

7.3.1.1 Requesting agency name;

7.3.1.2 Intended use of funds. Check the appropriate box or boxes which are A.C.J.C. expenditure categories for County Attorney reporting and disbursement purposes. Check whether the funds are to come from your State (S) or Federal (F) account and the amount requested. If requesting for more than one (1) category, list the amount for each in the appropriate space to the right;

7.3.1.3 The "Explanation" section. Briefly, but specifically, explain the authorized purpose for each expenditure category checked, this section must never be left blank (See, Distribution of Funds, Section V, for permissible uses). If more space is needed, please attach a separate sheet with a continuation of the information.

7.3.1.4 Payment information should include the total amount requested, the exact payee name that should be on the check, and whether to hold the check for

an individual, or the address if it is to be mailed.

7.3.1.5 Signature of the authorized agency representative, certifying the request and the date; and,

7.3.1.6 Typed or printed name of the individual.

7.3.1.7 The original form must be immediately mailed to: RICO Funds Administrator, Maricopa County Attorney's Office, 301 W Jefferson, Suite 800, Phoenix, Arizona, 85003.

7.4 Authorized Signers for Fund Request.

7.4.1 Each agency shall maintain a current "Authorized Signers" list on file with the Maricopa County Attorney's Office. A suggested example is attached. These signers shall be the only persons authorized to request funds from an agency RICO sub-account, and by doing so, certify that the funds shall be expended pursuant to A.R.S. Sections 13-2314.03(E) and 13-4315(C) only. They further certify that the requesting agency is maintaining appropriate documentation relating to the expenditures and that the funds will not be used to replace or supplant existing resources. This list should be sent to the Chief Deputy and will be maintained by the RICO Funds Administrator.

7.4.2 The Maricopa County Attorney's Office will handle specific, single item applications from an agency. However, for recurring expenses or because of various internal agency policies, each agency should project their expenditures by category for one (1) quarter and request a single check.

7.4.3 Each agency is responsible for the maintenance of backup documentation on the internal disbursement of these funds for audit purpose.

## **7.5 REPORTING REQUIREMENTS**

**7.5.1** Each Agency is responsible for preparing a quarterly report of that Agency's RICO deposits and withdrawals. This report is to be submitted to MCAO RICO Fund Administrator before the 15<sup>th</sup> of the month following each quarter end. MCAO has the right to withhold disbursements if a report becomes greater than 45 days past due.

## **8. USE OF FUNDS**

**8.1** Unless an exemption pursuant to A.R.S. § 13-2314.03(F) or (G) is applicable, the County Attorney shall distribute the monies to the agency within 30 days of application.

**8.2** The funds may be used for any one of the uses authorized by law and identified in A.R.S. § 13-2314.03(E) and A.R.S. § 13-4315(C), which provide generally as follows:

**8.2.1** Pursuant to A.R.S. Section 13-2314.03(E), State forfeiture funds may be used for Gang prevention programs and for substance abuse prevention and education programs. In addition, State forfeiture funds may be used for the investigation and prosecution of racketeering offenses as defined in A.R.S. Section 13-2301.

**8.2.2** Pursuant to A.R.S. Section 13-4315(C), State forfeiture funds may also be used for expenses necessary to seize, detain, appraise, inventory, protect, maintain, preserve the availability of, advertise or sell property subject to forfeiture. In addition, 13-4315(C) allows forfeiture monies to be used for payment for information or assistance leading to civil or criminal proceedings under Title 13 and for

compensation to injured persons as provided in A.R.S. 13- 4311.

8.2.3 Forfeiture funds to be used for any purpose permitted by Federal law.

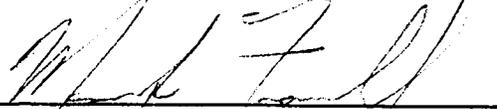
Federal funds must be spent for the purposes stated on Federal form DAG-71 which was submitted when you applied for the Federal asset sharing program. The DAG-71 must accompany all Federal funds deposited into the anti- racketeering fund.

8.3. Supplanting Prohibited. RICO funds shall not be used to replace or to supplant the resources of a recipient agency. RICO funds are intended to directly benefit the recipient agency by adding to the resources already available. If RICO funds are used as a replacement or as a substitute for existing resources then they have been used to supplant.

**9. ETHICAL CONSIDERATIONS**

9.1 MCAO and AGENCY will be familiar with those principles contained within the *National Code of Professional Conduct for Asset Forfeiture*. A copy is attached and training on these principles is available from MCAO upon request.

DATED this 29 day of August, 2016.

By: 

Mark Faull

Chief Deputy County Attorney

Maricopa County Attorney's Office

## **MCAO PREPAID ACCESS DEVICE INTERROGATION TERMINAL CONTROL POLICY**

### **I. PURPOSE**

This policy is intended to provide Law Enforcement Officers with instructions on when and how to use the Prepaid Access Device Interrogation Terminals (PADIT) to process detained prepaid access devices (PADs) also referred to as prepaid cash cards and stored value cards, so that Officers may, in accordance with the law, reliably interrogate these devices, obtain a balance, hold/freeze, and/or seize funds associated with PADs.

The purpose of the PADITs use is to facilitate the seizure of criminal proceeds when probable cause exists to believe a criminal act was committed (ex. human or sex trafficking, narcotic trafficking, credit card fraud, terrorism finance, etc.) which generated illicit income stored in bank accounts linked to PADs.

### **II. POLICY**

It is the policy of the MCAO that Officers and Detectives utilize the PADIT when such use is appropriate to the proper performance of their official duties and where the detention and interrogation of PADs is consistent with this policy and applicable law.

### **III. GENERAL**

PADs are the equivalent of currency and commonly used by unbanked or under-banked individuals who cannot easily obtain a regular checking account or credit card, or who prefer not to utilize traditional banking services offered by retail banks, credit unions, and credit card issuers. Consumers utilizing PADs enjoy the convenience of making purchases through the use of a plastic payment card without the need for a bank account or credit card. While there are many legitimate uses for PADs, criminals also like the convenience of being able to load and unload cash electronically and thereby move large sums of funds through the financial system, often without detection.

Under circumstances where a seizure is deemed warranted, it can be a cumbersome and time intensive process for law enforcement to freeze funds linked to such accounts. Additionally, those attempting to avoid seizure of illicitly earned funds held within those accounts, have the technological ability to move such funds electronically after law enforcement contact, thereby creating a level of exigency for law enforcement to freeze the account upon initial detention of a linked PAD.

The seizure of funds linked to a PAD is fundamentally no different than an officer seizing physical cash from a suspect. The use of a PAD by criminals and subsequently the use of the PADIT by law enforcement is simply a reflection of how the use, storage, and transfer of money have progressed in society with the advent of new technologies and the internet.

#### **IV. DEFINITIONS**

*Prepaid Access Device (PAD)* provides access to funds paid in advance and stored on the device, which can be accessed or transferred globally at some point in the future through physical (e.g., card, mobile or other device) or non-physical (e.g., code, electronic serial number, mobile identification number, personal identification number) means. These may include plastic cards with national bank brand affiliations, referred to as Open Loop Cards (e.g. Visa, MasterCard, American Express), national retailer brand affiliations, referred to as Closed Loop Cards (e.g. Best Buy, Target, Amazon) and non-descript cards with magnetic stripes such as hotel room keys, bus passes, and/or embedded electronic chips.

*Prepaid Access Device Interrogation Terminal (PADIT)* may be either a wireless hand-held, battery operated terminal, desk-top powered terminal or web-application accessed through any public internet capable terminal or device.

#### **V. PROCEDURES**

##### **A. Administration**

The MCAO has adopted the use of PADITs to accomplish several objectives. The primary objectives are as follows:

1. PADITs allow for accurate determination of the value associated with a PAD. They also serve to enhance the accuracy of Officers' and Detectives' reports and testimony in court as the PADIT documents PAD values at the time of interrogation or seizure. They prevent possible loss or destruction of evidence. The PADIT does not determine values associated with credit cards, ATM cards or other DDA bank account connected cards. The PADIT will not provide PAD transaction history, only the balance value or seizure value if any, tied to a PAD.

2. The PADIT will hold/freeze the balance of funds associated with the Open Loop PAD for a period of time, preventing further movement of funds while the PADs are detained by the department and the Officers or Detectives obtain court ordered authorization to seize the value stored on the card. Freezing Closed Loop PAD funds can only be made by submitting a request to the appropriate Retailer. PADIT produces the necessary information to support cases made as a result of PADIT use.

3. Once court ordered authority has been received and served upon the appropriate financial institution, the PADIT may be used to seize the funds associated with an Open Loop PAD. Funds will then transfer to the MCAO's designated seizure/forfeiture bank account(s). Seizure of funds associated with Closed Loop PADs must be made by serving a seizure warrant or court order to the appropriate retailer who will then transfer the funds to the MCAO's designated seizure/forfeiture bank account.

## **B. When and How to Use the PADIT**

1. Officers and Detectives will activate and utilize the PADIT once they establish probable cause to believe that PADs may be involved in an illegal or illicit activity. Some of these indicators are:

- a. When questioned, suspect disavows ownership of the PAD or knowledge of the actual owner of the PAD and the PAD does not have the name of the suspect embossed or printed on the card.
- b. There is a direct nexus between contraband and the PAD.
- c. There is probable cause to believe the crime in question was committed primarily for purposes of economic gain (e.g. narcotics trafficking, human and sex trafficking, identity theft, tax fraud, large scale retail theft, etc.); and the subject of the investigation is shown to be in actual or constructive possession of the PADs or is a courier for the subject.
- d. A large number of PADs are located together and/or stored in non-traditional locations or concealed compartments.
- e. A number of non-descript magnetic cards, such as hotel room keys, or blank pieces of plastic with a magnetic strip.
- f. Statements are obtained from victims, witnesses, informants, suspects, or others which describes PADs active use in connection with the investigation.

2. Once probable cause and exigent circumstances are established, Officers and Detectives should inform individuals that the PADs are being detained for the purposes of the preparation of a search or seizure warrant.

3. Officers and Detectives should, when possible, inform the individual that they intend to use the PADIT to interrogate the detained PADs and determine whether the individual asserts ownership of the detained PADs. If the individual disavows knowledge of, or abandons the PADs, they should be encouraged to indicate so by signing receipts printed from the PADIT for each PAD processed, or if a printed receipt is unavailable, a standard departmental form disclaiming ownership of the property listed on the form. Officers and Detectives must maintain the signed receipt or form as evidence of the individual's consent and take appropriate actions to protect the integrity of that evidence in accordance with the MCAO Crime Scene Processing and Evidence Control Policies or equivalent Departmental Policy.

4. Only authorized Officers shall be allowed to use the PADIT.

## **C. Guidelines for using the PADIT**

1. PADIT equipment is issued to personnel as authorized by MCAO.

2. Officers and Detectives shall not use PADITs obtained from a source other than the MCAO without prior approval of the MCAO. The PADIT equipment and all electronic data, receipts and other information retained by the PADIT and associated processing systems, are the sole property of the MCAO.

3. Officers and Detectives who are assigned PADITs must complete MCAO approved and/or provided training program to ensure proper use and operation.

4. PADIT equipment is the responsibility of individual Officers and Detectives, and should be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the Officer's or Detective's supervisor as soon as possible so that a replacement unit may be procured.

5. Officers and Detectives shall inspect and test the virtual terminal or self-contained PADIT equipment powered by batteries at least once each month to verify proper functioning and shall notify their supervisor of any problems. The PADIT should be stored with the charger attached to ensure that the battery is at full capacity and the terminal is available for use at all times.

6. Other than the preparation of internal reports and those prepared for submission to MCAO, Officers and Detectives shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner PADIT information without prior written authorization and approval of their Supervisor.

#### **D. Procedures for using the PADIT**

1. Only authorized personnel may use the PADIT to interrogate PADs, retrieve balances and freeze funds.

2. When not in use, PADITs should be recharged and stored in a safe and secure space that is accessible to Officers and Detectives.

3. Each Officer and Detective must log in to the PADIT with established credentials prior to each use in order to properly track activity.

4. Officers and Detectives must enter a case number associated with the detained PADs.

5. Ownership of each PAD must be determined prior to interrogating the PAD. If the individual possessing the PAD at the time of arrest disavows knowledge or ownership of the PAD, request their signature acknowledgement on the appropriate PADIT Balance or Freeze receipt or departmental form.

6. Interrogate each PAD to determine the card identity and available balance. Every effort should be made to swipe the Open Loop PAD through a magnetic stripe reader to verify the number printed on the PAD matches the number obtained using the magnetic stripe reader. If the numbers do not match, obtain a balance receipt for each number.

7. Print a balance receipt for each PAD, request the individual's acknowledgement signature, if appropriate, and attach the receipt to the PAD.

8. Using the balance amount obtained in #6, Freeze the funds to prevent transfer to another account by selecting the appropriate Freeze option on the PADIT.

9. Print a Freeze receipt for each PAD processed, request the individual's acknowledgement signature, if appropriate, and attach the receipt to the PAD.

10. All PADs, PADIT receipts and other related data shall be deposited with the evidence custodian or in an approved holding facility according to the Evidence Control Policies of the Agency employing the operator of the PADIT. This must include an evidence receipt that has been completed by the impounding Officer. The evidence receipt shall include all information necessary to both document and ensure the integrity of the chain of evidence, witnessed and confirmed by a supervisor and shall include the following information for all PADs:

- a. Description of the PAD (including PAD name, account number, expiration date and balance amount, if available);
- b. Serial number of the PADIT wireless terminal or URL of the web application.
- c. Source (from whom or location obtained); and
- d. Name of person primarily responsible for collecting the PADs.

**E. Restrictions on Using the PADIT**

PADITs shall be used only in conjunction with official law enforcement duties and where probable cause and exigent circumstances exist that could cause the funds associated with a PAD to be lost or transferred by someone other than authorized agency personnel.

## APPENDIX B:

### National Code of Professional Conduct for Asset Forfeiture

1. Law enforcement is the principal objective of forfeiture. Potential revenue must not be allowed to jeopardize the effective investigation and prosecution of criminal offenses, officer safety, the integrity of ongoing investigations, or the due process rights of citizens.
2. The Constitution and Federal Statutes prohibit the improper use of personal characteristics such as race, color, national origin, gender, or religion to target individuals for law enforcement action.
3. No prosecutor's or sworn law enforcement officer's employment or salary shall be made to depend upon the level of seizures or forfeitures he or she achieves.
4. Whenever practicable, and in all cases involving real property, a judicial finding or probable cause shall be secured when property is seized for forfeiture. Seizing agencies shall strictly comply with all applicable legal requirements governing seizure practice and procedures.
5. If no judicial finding of probable cause is secured, the seizure shall be approved in writing by a prosecuting or agency attorney or by a supervisory-level official.
6. Seizing entities shall have a manual detailing the statutory grounds for forfeiture. This manual will include procedures for prompt notice to interest holders, the expeditious release of seized property where appropriate, and the prompt resolution of claims of innocent ownership.
7. Seizing entities retaining forfeited property for official law enforcement use shall ensure that the property is subject to internal controls consistent with those applicable to property acquired through the normal appropriations processes of that entity.
8. Unless otherwise provided by law, forfeiture proceeds shall be maintained in a separate fund or account subject to appropriate accounting controls and annual financial audits of all deposits and expenditures.
9. Seizing agencies shall strive to ensure that seized property is protected and its value preserved.
10. Seizing entities shall avoid any appearance of impropriety in the sale or acquisition of forfeited property.



City of Glendale  
**Police Department**  
*"To protect the lives and property of the people we serve"*

August 25, 2016

Mayor Jerry Weiers  
Vice Mayor Ian Hugh  
Councilmember Bart Turner  
Councilmember Lauren Tolmachoff  
Councilmember Jamie Aldama  
Councilmember Ray Malnar  
Councilmember Samuel U. Chavira  
5850 West Glendale Avenue  
Glendale, Arizona 85301

**Re: RICO Funds Quarterly Report: April - June 2016**

Dear Mayor Weiers, Vice Mayor Hugh and Members of the City Council:

The attached quarterly report is respectfully submitted in compliance with the reporting requirements set forth in A.R.S. § 13-2314.03 (G).

The funds reported herein are restricted to Law Enforcement Uses, as specified in A.R.S. § § 13-2314.01 (E), 13-2314.03 (E) and United States Code only. These funds must be used to supplement and may not be used to supplant funds appropriated for Law Enforcement use.

Please feel free to contact my office if you have any questions.

Respectfully,

Rick St. John  
Interim Chief of Police  
623-930-3210  
Encl.



6835 North 57th Drive • Glendale, Arizona 85301

(623) 930-3000 • Fax (623) 931-2103 • [glendaleaz.com/POLICE](http://glendaleaz.com/POLICE)

*Integrity • Courage • Excellence • Respect • Compassion • Dedication*

**ARIZONA CRIMINAL JUSTICE COMMISSION  
QUARTERLY  
FORFEITURE MONIES REPORT**

**INDIVIDUAL AGENCY ACTIVITY REPORT**

The Individual Agency Activity Report is a report of "all" revenues and expenditures at the individual agency level. This report must be filled out by those agencies participating in a Master Account held by the Attorney General or County Attorney and must accompany the Master Account Summary report when filed with the Commission. It may also be utilized by County Attorney Pooled accounts to assist in collecting information if desired.

**REPORTING PERIOD:** April 1 2016 **THRU** June 30 2016

**COUNTY:** Maricopa

**AGENCY:** Glendale Police Department

**DIVISION/SECTION** Asset Forfeiture

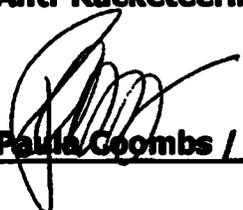
**ADDRESS:** 6835 N. 57th Drive Glendale AZ 85301

**Type of Government Entity Reporting:**

**Municipality**                       **County**                       **State**

**Type of Forfeited Monies Reported:**

**Anti-Racketeering**                       **Other**                       **Both**

**PREPARED BY:**  Paula Coombs / Asset Forfeiture Secretary / 623 930 3049  
Type Name/Title/Telephone

**APPROVED BY:** Rick St. John / Interim Chief of Police / 623 930 3210  
Type Name/Title/Telephone

**SIGNATURE/DATE:**  8-25-16

**ARIZONA CRIMINAL JUSTICE COMMISSION  
 QUARTERLY  
 FORFEITURE MONIES REPORT**

**INDIVIDUAL AGENCY ACTIVITY REPORT**

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**COUNTY ATTORNEY REPORTING:**

Glendale Police Department

**REPORTING PERIOD:**

April 1 2016      THRU      June 30 2016

	STATE	FEDERAL	TOTAL
<b>A. BEGINNING CASH BALANCE</b>	-320261	-1873	-322134
<b>B. TRANSFERS IN FROM:</b> (From Schedule A)			
<b>1. ATTORNEY GENERAL FUND</b>			0
<b>2. COUNTY ATTORNEY FUND</b>	320261	1873	322134
<b>C. INTEREST EARNED</b>			0
<b>D. TOTAL MONIES ON HAND</b>	0	0	0
<b>E. TOTAL QTRLY EXPENDITURES</b>	153881	808	154689
<b>F. TRANSFERS OUT</b> (FROM SCHEDULE A)	0	0	0
<b>G. TOTAL DISBURSEMENTS</b>	153881	808	154689
<b>H. ENDING QTRLY CASH BALANCE</b>	-153881	-808	-154689
<b>I. ENCUMBRANCE</b>			0
<b>J. COMMITMENTS</b>			0
<b>K. AVAILABLE PROGRAM MONIES</b>	-153881	-808	-154689

**ARIZONA CRIMINAL JUSTICE COMMISSION  
QUARTERLY  
FORFEITURE MONIES REPORT**

**SECTION II - EXPENDITURES**

	STATE	FEDERAL	TOTAL
<b>A. MATCH MONIES TO GRANT</b>	0	0	0
<b>B. GANG &amp; SUBSTANCE ABUSE PREVENTION &amp; EDUCATION (FROM SCHEDULE B)</b>	0	0	0
<b>C. WITNESS PROTECTION</b>	0	0	0
<b>D. CIVIL REMEDIES - COURT COSTS &amp; ATTORNEY FEES</b>	0	0	0
<b>E. PERSONNEL SERVICES</b>			
<b>Salaries</b>	16188.65	0	16188.65
<b>Emp Related Exp</b>	776.52	0	776.52
<b>Overtime</b>	0	0	0
<b>Subtotal Personnel Svs Only</b>	16965.17	0	16965.17
<b>F. PROFESSIONAL/OUTSIDE SERVICES</b>			
<b>Financial Auditing</b>	0	0	0
<b>Court Reporting</b>	0	0	0
<b>Expert Witness</b>	0	0	0
<b>Filing Fees</b>	0	0	0
<b>Appraisal Costs</b>	0	0	0
<b>Lien Payments</b>	0	0	0
<b>Title Search</b>	0	0	0
<b>Auction Fees</b>	0	0	0
<b>Subpoena Services</b>	0	0	0
<b>Temporary Clerical Svs</b>	0	0	0
<b>Property Management</b>	0	0	0
<b>Other (list)</b>	0	0	0
<u>range bullet removal</u>	0	0	0
<b>Subtotal Profess/Outside Only</b>	0	0	0

**SECTION II - EXPENDITURES**

**G. TRAVEL**

In State  
 Out of State  
 Subtotal Travel Only

STATE	FEDERAL	TOTAL
0	0	0
8	0	8
8	0	8

**H. OTHER OPERATING EXPENSES**

Evidence Acquisition  
 Office Supplies  
 Training  
 Communications  
 Postage  
 Bank Charges  
 Advertising  
 Printing  
 Rental Fees  
 Publications/Books  
 Lease/Purchase  
 Maintenance-Auto/Aircraft  
 Maintenance-Furniture/Equip  
 Maintenance-Police Dog  
 Software  
 Utilities  
 Property Maintenance  
 Towing  
 Insurance  
Other (list)  
Drug storage  
Offsite  
RICO Car titles & Sales Ta  
 Subtotal Other Operating Only

2324.92	0	2324.92
1193.02	0	1193.02
0	0	0
13851.94	0	13851.94
11.89	0	11.89
0	0	0
0	0	0
0	0	0
30399.6	0	30399.6
26625	0	26625
0	0	0
39906.28	0	39906.28
0	0	0
3483.98	808	4291.98
-86067.08	0	-86067.08
3510.09	0	3510.09
0	0	0
0	0	0
0	0	0
0	0	0
3786.2	0	3786.2
865.98	0	865.98
1353	0	1353
41244.82	808	42052.82

**I. EQUIPMENT**

Office Furniture/Equip

0	0	0
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**SECTION II - EXPENDITURES**

**Data Processing**  
**Surveillance**  
**Communications**  
**Transportation**  
**Other (list)**  


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**Bullet Resistant Glass**  


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**SWAT**  


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**Subtotal Equipment Only**

<b>STATE</b>	<b>FEDERAL</b>	<b>TOTAL</b>
<b>4385.09</b>	<b>0</b>	<b>4385.09</b>
<b>20199.13</b>	<b>0</b>	<b>20199.13</b>
<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>
<b>62720.75</b>	<b>0</b>	<b>62720.75</b>
<b>8358.39</b>	<b>0</b>	<b>8358.39</b>
<b>0</b>	<b>0</b>	<b>0</b>
<b>95663.36</b>	<b>0</b>	<b>95663.36</b>

**J. CONSTRUCTION**

<b>0</b>	<b>0</b>	<b>0</b>
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**K. TOTAL EXPENDITURES**

<b>153881.35</b>	<b>808</b>	<b>154689.35</b>
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**ARIZONA CRIMINAL JUSTICE COMMISSION  
FORFEITURE MONIES REPORT**

**INDIVIDUAL AGENCY ACTIVITY REPORT**

**SCHEDULE B**

**GANG & SUBSTANCE ABUSE  
PREVENTION & EDUCATION**

**PROGRAM:**

	<b>STATE</b>	<b>FEDERAL</b>	<b>TOTAL</b>
_____			<b>0</b>
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>

**PROGRAM DESCRIPTION:**

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