



## AGENDA REPORT

**Meeting Date:** November 16, 2010  
**Item Number:** F-12  
**To:** Honorable Mayor & City Council  
**From:** David L. Snowden, Chief of Police  
**Subject:** **APPROPRIATION OF \$121,000 FROM THE SEIZED & FORFEITED PROPERTY FUND TO ENHANCE POLICE DEPARTMENT OPERATIONS**  
**Attachments:** None

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### RECOMMENDATION

Staff recommends that the City Council move to appropriate \$121,000 from the Fund 32 fund balance to fund purchases for the Police Department as follows:

ITEM DESCRIPTION	3202105E126 - FEDERAL SEIZED & FORFEITED PROPERTY ACCOUNT	AMOUNT
OVERTIME FOR NARCOTICS INVESTIGATIONS	71300 - OVERTIME	\$ 75,000
TRAINING FOR NARCOTICS INVESTIGATIONS	73170 - TRAINING	\$ 16,000
CONTRACTUAL SERVICES TO ASSIST WITH THE VERIFICATION & DESTRUCTION OF POLICE RECORDS	73120 - ONE TIME CONSULTANTS	\$ 30,000
<b>TOTAL</b>		<b>\$ 121,000</b>

### INTRODUCTION

With the expansion of the Detective Bureau's enforcement activities and the automation of the Records Bureau's archive of police records, the need for additional expenditures has been identified. These purchases will be made with funds acquired under the federal asset forfeiture program.

**DISCUSSION**

Over the past few years, the Detective Bureau has intensified its investigation of dangerous and prolific narcotics suspects. Oftentimes, exigent circumstances exist that require officers to work overtime in order to complete these investigations and apprehend offenders. Furthermore, the expansion of the Detective Bureau's activities requires that officers receive specialized training in law enforcement and narcotics investigations. In order to maximize the efficiency of narcotics investigations, the appropriation of additional funds for overtime and training is needed. The recommended motion requests that the City Council appropriate \$91,000 from the Seized & Forfeited Property Fund for Detective Bureau expenditures.

As part of the City's overall effort to physically convert paper records to digital files, the Records Bureau began automating its archive of police records in 2007. With this automation, the Police Department's records are much more accessible to investigators in the Detective and Traffic Bureaus. This accessibility reduces the need for printing hardcopies of reports and assists in creating a more streamlined and efficient investigative process. As of October 2010, nearly 14 years of police records have been converted to digital files. In order to comply with Government Code §34090.5, the Records Bureau must verify that over 1,000,000 pages of documents have been reproduced with "full legibility" before they can be destroyed. This process is time consuming and requires approximately 300 staff hours for each year of records that are verified as ready for destruction. The department intends to hire contract employees to assist staff with the verification process of these documents. The recommended motion requests that the City Council appropriate \$30,000 from the Seized & Forfeited Property Fund for the hiring of contract employees to assist with the verification and destruction of three (3) years of police records. The United States Department of Justice's Asset Forfeiture & Money Laundering Section has confirmed that these are allowable expenditures under the federal Asset Forfeiture program.

**FISCAL IMPACT**

The costs associated with these purchases total \$121,000 and will be made with funds from the Seized and Forfeited Property Fund. These restricted funds have been received as a result of federal asset seizures and may only be used to enhance the operations of the Police Department. The General Fund will not be impacted by these purchases.

  
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Scott Miller  
Finance Approval

  
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David L. Snowden  
Approved By