

**STATE OF NEW JERSEY -
FORFEITURE PROGRAM ADMINISTRATION
STANDARD OPERATING PROCEDURE**



08

Title: ***County Forfeiture Program Reports***

Date Issued: **03/01/98**

Applicability: **All Forfeiture Program Administrators**

Supersedes:

8:1 Policy Statement:

The Attorney General requires that each of the state's twenty-one county prosecutors prepare a quarterly report detailing the distribution, receipt or expense of forfeited property or funds obtained pursuant to N.J.S.A. 2C:64-1 et seq., (civil forfeitures), N.J.S.A. 2C:41-1 et seq., (racketeering) or from actions brought under N.J.S.A. 2C:21-25 et seq. (financial facilitation of crime), or under any other statute as directed by the Attorney General. . This information shall be recorded on forms promulgated by the Attorney General and known as NJL&PS Form B, entitled County Forfeiture Program Report. The completed forms are to be forwarded to the Division of Criminal Justice ("Division") within thirty days of the end of a previous calendar quarter.

8:2 Instructions For Completion of Form B Report

A. General

The report shall be mailed to:

State of New Jersey
Department of Law & Public Safety
Division of Criminal Justice
Operations - Bureau
Forfeiture Program Review Unit
P.O. Box 085
Trenton, NJ 08625-0085

Any additional pages attached to the report shall include a reference to the particular part of the Form B report, (e.g., 10 - Additional distributions of non-currency property).

The report shall include the full name of the County Prosecutor's Office, the beginning and ending dates of the reporting period, and its "ORI" number assigned by the Division of State Police for access to the National Crime Information Center, (NCIC). The report shall indicate the quarter, by circling

the appropriate number, and calendar year of the reporting period.

B. Part I: Assets Seized and Forfeited

1. Record on line 1 all United States Currency seized during the reporting period by any law enforcement agency within the county and forwarded to the County Prosecutor's Office for review and action.
2. Record on line 2 all United States Currency in which a Final Judgement by Default, a Consent Decree/Final Judgement, a Final Judgement Confirming Forfeiture, or other action granting right to the currency to the County Prosecutor's Office has occurred.

All currency forfeited shall be categorized by the specific offense listed below:

Narcotics Offenses: Any forfeitures of currency as a result of an underlying offense in violation of N.J.S.A. 2C:35-1 et seq. And N.J.S.A. 2C:36-1 et seq.

Gambling Offenses: Any forfeitures of currency as a result of an underlying offense in violation of N.J.S.A. 2C:37-1 et seq.

Racketeering: Any forfeitures of currency as a result of an underlying offense in violation of N.J.S.A. 2C:41-1 et seq.

Public Indecency: Any forfeitures of currency as a result of an underlying offense in violation of N.J.S.A. 2C:34-1 et seq.

Official Corruption: Any forfeitures of currency as a result of an underlying offense in violation of N.J.S.A. 2C:27-1 et seq., N.J.S.A. 2C:30-2, 30-3 and 30-4.

Theft Offenses: Any forfeitures of currency as a result of an underlying offense in violation of N.J.S.A. 2C:20-1 et seq., N.J.S.A. 2C:21-1 et seq.

Other Offenses: Any forfeitures of currency as a result of any other underlying offense.

3. Record on line 3 any other tangible or intangible property, other than United States Currency listed in line 1), that has been seized by any law enforcement agency within the county and on which a complaint or other forfeiture action has been taken by the County Prosecutor's Office. Provide individually; a description of the property, the underlying offense, the estimated value and the total estimated value of all property seized during the period.
4. Record on line 4 any use orders obtained during the reporting period. Provide individually; a description of use order property, the agency having use of the property and the agency's ORI number.¹
5. Record on line 5 all tangible and intangible property, except United States Currency reported in line 2), in which a Final Judgement by Default, a Consent Decree/Final Judgement Confirming Forfeiture, or other action granting title to the property to the County Prosecutor's Office has occurred. Provide individually; a description of the property, the underlying offense, the estimated value and the total estimated value of all property forfeited during the period.
6. Record on line 6 all forfeited tangible or intangible property, except United States Currency, that was sold, auctioned or otherwise disposed of, (e.g., scrapped) during the reporting period. Do not include property that was distributed to another law enforcement agency or Prima Facie contraband. Provide individually; a description of the property, the underlying offense, the actual value received from sale, auction or other disposition and a total of all property sold, auctioned or disposed of during the period.
7. Record on line 7 all forfeited tangible or intangible property, except United States Currency, that was placed into law enforcement use by the County Prosecutor's Office. Provide individually; a description of the property, a description of the law enforcement use, a justification for using the property versus selling, etc., the appraised value or estimated value of the property and the total appraised or estimated value of all property liquidated during the period. Do not include property that was distributed to another law enforcement agency or Prima Facie contraband.

C. Part II: Expenditures Relating to Forfeiture Program

Record on line 8 the amount of any expenditures relating to the forfeiture

¹ The ORI number is the number assigned by the Division of State Police for access to the National Crime Information Center, (NCIC).

