



SAVANNAH-CHATHAM POLICE

METROPOLITAN

Chief Joseph H. Lumpkin, Sr.

MEMORANDUM

TO: Joseph H. Lumpkin, Sr.
Chief of Police

FROM: Karen M. Williams *KMS*
Budget Administrator

REF: Annual Reports of Seized Property

DATE: December 19, 2014

Attached are copies of the annual reports for seized property received by Savannah-Chatham Metro Police Department in 2013. Previously uploaded to the Carl Vinson website was the State Annual Certification Report for 2013. An update will be made today to include the both Federal and State Annual Certification Reports, along with a copy of the Federal Equitable Sharing Agreement and Certification Report.

These reports are submitted for review by the local governing authority in accordance to the required budgetary review process.

Combined Work Sheet**2013**

	<u>State</u>	<u>Fed</u>	<u>Total</u>
Bal 2012	155,506.09	60,960.09	216,466.18
Awards 2013	45,857.58	249,905.39	295,762.97
AFF from Other Agencies	-	-	-
Other Income	-	-	-
Interest	65.89	105.48	171.37
Expenditures	<u>(10,286.60)</u>	<u>(5,000.00)</u>	<u>(15,286.60)</u>
Bal 2013	191,142.96	305,970.96	497,113.92

2013 Activity	<u>Awards</u>	<u>Other Inc</u>	<u>Interest</u>	<u>Expensed</u>	<u>2013 Net</u>
State	45,857.58	-	65.89	(10,286.60)	35,636.87
Fed	<u>249,905.39</u>	<u>-</u>	<u>105.48</u>	<u>(5,000.00)</u>	<u>245,010.87</u>
Total	295,762.97	-	171.37	(15,286.60)	280,647.74

Interest Calculations		102.0000-47111		
	<u>2013 Bal Less Interest</u>	<u>% of Total</u>	<u>2013 Total Interest</u>	<u>2013 Interest Share</u>
State	191,077.07	38.45%	171.37	65.89
Fed	<u>305,865.48</u>	<u>61.55%</u>	<u>171.37</u>	<u>105.48</u>
Total	496,942.55	100.00%	171.37	171.37

STATE ANNUAL CERTIFICATION REPORT

* ASSET FORFEITURE FUNDS

SAVANNAH-CHATHAM METROPOLITAN POLICE DEPARTMENT

Fiscal Year Ending December 31

2013

1 Beginning State Condemned Funds Balance		155,506.09
2 State Condemnd Funds Awarded (102.0000-42974)		45,857.58
3 Other Income		-
**4 Interest Accrued (Combined Worksheet)		65.89
5 Total State Condemned Funds (Lines 1 through 4)		201,429.56
6 Condemned Funds Spent (102.4122-51XXX)		
PO #	Date	Amount
Various	DA Fees	Various
Various	DA Fees	Various
V37993		2/11/2013
V135090		3/15/2013
JE		6/30/2013
V502428	DA Fees	7/19/2013
V502429	DA Fees	7/19/2013
V502430	DA Fees	7/19/2013
Vaious	DA Fees	Various
		(224.40)
		(3,386.00)
		(3,000.00)
		(2,160.00)
		(2.29)
		(366.10)
		(690.81)
		(230.00)
		(227.00)
	TOTAL SPENT	(10,286.60)
7 State Condemnd Funds Balance (Line 5 minus Line 6)		191,142.96
8 Appraised Value of Other State Assets Received)		-

Total interest both funds current year:	171.37	
** State interest allocation:	38.45%	65.89

STATE ANNUAL CERTIFICATION REPORT

* ASSET FORFEITURE FUNDS

SAVANNAH-CHATHAM METROPOLITAN POLICE DEPARTMENT

Beginning State Condemned Funds Balance - from 2012 \$ 155,506.09

2013

Awards

102.0000	42974	CRN080715238	\$	300.00
102.0000	42974	CRN070215034	\$	40.00
102.0000	42974	CRN070901009	\$	215.00
102.0000	42974	CRN101006009	\$	184.00
102.0000	42974	CRN 11-06-21-119	\$	32,660.00
102.0000	42974	CRN 12-09-14-169	\$	1,044.00
102.0000	42974	CRN 04-01-29-104	\$	2.29
102.0000	42974	CV13-0429-WA	\$	2,355.18
102.0000	42974	CRN 05-40-61-330	\$	1.00
102.0000	42974	CRN 12-10-06-100	\$	870.00
102.0000	42974	CRN 13-01-201-101	\$	5,017.31
102.0000	42974	CRN 12-10-06-106	\$	2,094.90
102.0000	42974	CRN 60207142	\$	1.90
102.0000	42974	CRN121229097	\$	1,072.00
			\$	45,857.58

Interest Earned	102.0000	47111	Interest Alloc for 2013	\$	65.89
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Total Awards \$ 45,923.47

2013

Expenses

Professional Services	102.4122	51238	CHATHAM CO. DA FEES	CV11-1316-FR	43914	\$	(3,386.00)
	102.4122	51238	CHATHAM CO. DA FEES	CV13-0132FR	43915	\$	(224.40)
	102.4122	51238	CHATHAM CO. DA FEES	Journal Entry		\$	(2.29)
	102.4122	51238	CHATHAM CO. DA FEES	CV12-1735-AB	56403	\$	(230.00)
	102.4122	51238	CHATHAM CO. DA FEES	CV13-0597-BA	56405	\$	(366.10)
	102.4122	51238	CHATHAM CO. DA FEES	CV13-0545-AB	56404	\$	(690.81)
	102.4122	51238	CHATHAM CO. DA FEES	CV 130926FR	67968	\$	(227.00)
Operating Supplies	102.4122	51320	10369Life Support Internat	00135090	46430	\$	(25.00)
	102.4122	51320	10369Life Support Internat	00135090	46430	\$	(2,135.00)
Small Fixed Assets	102.4122	51321	10567Forsyth County Sherif (Horse Trailer)	37993	43146	\$	(3,000.00)

Total Expenses \$ (10,286.60)

2013 Ending Balance \$ 191,142.96

FEDERAL ANNUAL CERTIFICATION REPORT

WORKSHEET

ASSET FORFEITURE FUNDS

SAVANNAH-CHATHAM METROPOLITAN POLICE DEPARTMENT

Fiscal Year Ending December 31 2013

	<u>DOJ</u>	<u>Treasury</u>	<u>Combined</u>
Beginning Federal AFF Balance 2012	46,521.38	14,438.71	60,960.09
Federal AFF Awarded (102.0000-42972)	5,029.13	244,876.26	249,905.39
AFF from Other Agencies	-	-	-
Other Income	-	-	-
Total	51,550.51	259,314.97	310,865.48
% of Total	16.58%	83.42%	

Federal AFF Expenditures (102.4121-51XXX)				
	<u>PO #</u>	<u>Date</u>	<u>DOJ</u>	<u>Treasury</u>
Accreditation	V-502322	04/26/13	(5,000.00)	
			(5,000.00)	-
				(5,000.00)

	<u>DOJ</u>	<u>Treasury</u>	
Interest Accrued (From Worksheet)	16.05	89.43	105.48

	<u>DOJ</u>	<u>Treasury</u>	
Federal AFF Balance 2013	46,566.56	259,404.40	305,970.96

Appraised Value of Other Federal Assets Received) 0.00

FEDERAL ANNUAL CERTIFICATION REPORT

* ASSET FORFEITURE FUNDS

SAVANNAH-CHATHAM METROPOLITAN POLICE DEPARTMENT

Beginning Federal AFF Balance 2012	\$	60,960.09
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2013

Awards

102.0000	42972	FED ASSET FORFEITURE	\$	5,029.13
102.0000	42972	CBP CONDEMNED FUNDS	\$	74,079.84
102.0000	42972	CBP CONDEMNED FUNDS	\$	47,313.75
102.0000	42972	CBP CONDEMNED FUNDS	\$	35,859.59
102.0000	42972	CBP CONDEMNED FUNDS	\$	31,250.00
102.0000	42972	CBP CONDEMNED FUNDS	\$	13,356.74
102.0000	42972	CBP CONDEMNED FUNDS	\$	5,777.50
102.0000	42972	US TREAS CONDEMNED FUNDS	\$	37,238.84
			<u>\$</u>	<u>249,905.39</u>

Interest Earned	102.0000	47111	Interest Alloc for 2013	<u>\$</u>	<u>105.48</u>
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Total Awards	\$	250,010.87
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2013

Expenses

Dues & Fees	102.4121	51233	CALEA - RENEWAL FEES	INV11855	49798	<u>(5,000.00)</u>
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Total Expenses	\$	(5,000.00)
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2013 Ending Balance	\$	305,970.96
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Equitable Sharing Agreement and Certification



OMB Number 1123-0011
Expires 9-30-2014

- ☒ Police Department ☐ Sheriff's Office ☐ Task Force (Complete Table A)
☐ Prosecutor's Office ☐ National Guard Counterdrug Unit ☐ Other

* Please fill each required field. Hover mouse over any fillable field for pop-up instructions. *

Agency Name: Savannah-Chatham Metropolitan Police Department

NCIC/ORI/Tracking Number:

G	A	0	2	5	0	3	0	0
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Mailing Address: 201 Habersham Street

City: Savannah

State: GA

Zip: 31401

Finance Contact: First: Karen

Last: Williams

Phone: 912.651.6749

E-mail: kwilliams02@savannahga.gov

Preparer:

First: Karen

Last: Williams



Same as
Finance Contact

Phone: 912.651.6749

E-mail: kwilliams02@savannahga.gov

Independent Public Accountant:

E-mail: dcowart@krtcpa.com

Last FY End Date: 12/31/2013

Agency Current FY Budget:

\$68,871,486.08

- ☐ **New Participant:** Read the Equitable Sharing Agreement and sign the Affidavit.
- ☒ **Existing Participant:** Complete the Annual Certification Report, read the Equitable Sharing Agreement, and sign the Affidavit.
- ☐ **Amended Form:** Revise the Annual Certification Report, read the Equitable Sharing Agreement, and sign the Affidavit.

Annual Certification Report

Summary of Equitable Sharing Activity		Justice Funds ¹	Treasury Funds ²
1	Beginning Equitable Sharing Fund Balance (must match Ending Equitable Sharing Fund Balance from prior FY)	\$46,521.38	\$14,438.71
2	Federal Sharing Funds Received	\$5,029.13	\$244,876.26
3	Federal Sharing Funds Received from Other Law Enforcement Agencies and Task Forces (To populate, complete Table B)		
4	Other Income		
5	Interest Income Accrued Non-Interest Bearing <input type="radio"/> Interest Bearing <input checked="" type="radio"/>	\$16.05	\$89.43
6	Total Equitable Sharing Funds (total of lines 1 - 5)	\$51,566.56	\$259,404.40
7	Federal Sharing Funds Spent (total of lines a - m below)	\$5,000.00	\$0.00
8	Ending Balance (difference between line 7 and line 6)	\$46,566.56	\$259,404.40

¹ Justice Agencies are: FBI, DEA, ATF, USPI, USDA, DCIS, DSS, and FDA.

² Treasury Agencies are: IRS, ICE, CBP, TTB, USSS, and USCG.

Summary of Shared Funds Spent		Justice Funds	Treasury Funds
a	Total spent on salaries under permitted salary exceptions		
b	Total spent on overtime		
c	Total spent on informants, "buy money", and rewards		
d	Total spent on travel and training		
e	Total spent on communications and computers		
f	Total spent on weapons and protective gear		
g	Total spent on electronic surveillance equipment		
h	Total spent on buildings and improvements		
i	Total transfers to other participating state and local law enforcement agencies (To populate, complete Table C)		
j	Total spent on other law enforcement expenses (To populate, complete Table D)	\$5,000.00	
k	Total Expenditures in Support of Community-Based Programs (To populate, complete Table E)		
l	Total Windfall Transfers (To populate, complete Table F)		
m	Total spent on matching grants (To populate, complete Table G)		
n	Total	\$5,000.00	\$0.00
o	Did your agency receive non-cash assets? <input type="radio"/> Yes <input checked="" type="radio"/> No If yes, complete Table H.		

Please fill out the following tables, if applicable.

Table A: Members of Task Force

Agency Name	NCIC/ORI/Tracking Number
<input type="text"/>	<input type="text"/>

Table B: Equitable Sharing Funds Received from other Agencies

Transferring Agency Name, City, and State	Justice Funds	Treasury Funds
Agency Name: <input type="text"/>	<input type="text"/>	<input type="text"/>
NCIC/ORI/Tracking Number: <input type="text"/>	<input type="text"/>	<input type="text"/>

Table C: Equitable Sharing Funds Transferred to Other Agencies

Receiving Agency Name, City, and State	Justice Funds	Treasury Funds
Agency Name: <input type="text"/>	<input type="text"/>	<input type="text"/>
NCIC/ORI/Tracking Number: <input type="text"/>	<input type="text"/>	<input type="text"/>

Table D: Other Law Enforcement Expenses

Description of Expense	Justice Funds	Treasury Funds
National CALEA Accreditation Expenses	\$5,000.00	

Table E: Expenditures in Support of Community-Based Programs

Recipient	Justice Funds	

Table F: Windfall Transfers

Recipient	Justice Funds	Treasury Funds

Table G: Matching Grants

Matching Grant Name	Justice Funds	Treasury Funds

Table H: Other Non-Cash Assets Received

Source	Description of Asset
Justice <input type="radio"/>	
Treasury <input type="radio"/>	

Table I: Civil Rights Cases

Name of Case	Type of Discrimination Alleged			
	<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Gender
	<input type="checkbox"/> Disability	<input type="checkbox"/> Age	<input type="checkbox"/> Other	

Paperwork Reduction Act Notice

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Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the above-stated law enforcement agency ("Agency"), and (3) the governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited cash, property, proceeds, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By its signatures, the Agency agrees that it will be bound by the statutes and guidelines that regulate shared assets and the following requirements for participation in the federal Equitable Sharing Program. Receipt of the signed Equitable Sharing Agreement and Certification (this "Document") is a prerequisite to receiving any equitably shared cash, property, or proceeds.

1. Submission. This Document must be submitted to aca.submit@usdoj.gov within 60 days of the end of the Agency's fiscal year. This Document must be submitted electronically with the Affidavit/Signature submitted by fax. This will constitute submission to the Department of Justice and the Department of the Treasury.

2. Signatories. This agreement must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, chairperson, secretary, city attorney, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body's head is the person who allocates funds or approves the budget for the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, director, secretary, administrator, commissioner, and governor.

3. Uses. Any shared asset shall be used for law enforcement purposes in accordance with the statutes and guidelines that govern the federal Equitable Sharing Program as set forth in the current edition of the Department of Justice's *Guide to Equitable Sharing for State and Local Law Enforcement (Justice Guide)*, and the Department of the Treasury's *Guide to Equitable Sharing for Foreign Countries and Federal, State, and Local Law Enforcement Agencies (Treasury Guide)*.

4. Transfers. Before the Agency transfers cash, property, or proceeds to other state or local law enforcement agencies, it must first verify with the Department of Justice or the Department of the Treasury, depending on the source of the funds, that the receiving agency is a current and compliant Equitable Sharing Program participant.

5. Internal Controls. The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury. Funds from state and local forfeitures and other sources must not be commingled with federal equitable sharing funds. The Agency shall establish a separate revenue account or accounting code for state, local, Department of Justice, and Department of the Treasury forfeiture funds. Interest income generated must be accounted for in the appropriate federal equitable sharing account.

The Agency agrees that such accounting will be subject to the standard accounting requirements and practices employed for other public funds as supplemented by requirements set forth in the current edition of the *Justice Guide* and the *Treasury Guide*, including the requirement in the *Justice Guide* to maintain relevant documents and records for five years.

The misuse or misapplication of shared resources or the supplantation of existing resources with shared assets is prohibited. Failure to comply with any provision of this agreement shall subject the recipient agency to the sanctions stipulated in the current edition of the *Justice or Treasury Guides*, depending on the source of the funds/property.

6. Audit Report. Audits will be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Circular A-133. The Department of Justice and Department of the Treasury reserve the right to conduct periodic random audits.

Affidavit - Existing Participant

Under penalty of perjury, the undersigned officials certify that **they have read and understand their obligations under the Equitable Sharing Agreement** and that the information submitted in conjunction with this Document is an accurate accounting of funds received and spent by the Agency under the *Justice* and/or *Treasury Guides* during the reporting period and that the recipient Agency is in compliance with the National Code of Professional Conduct for Asset Forfeiture.

The undersigned certify that the recipient Agency is in compliance with the nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above? ☐ Yes ☒ No

If you answered yes to the above question, complete Table I

Agency Head

Signature: Chief J. V. Tolbert
Name: Julie Tolbert
Title: Interim Chief of Police
Date: 2-24-2014
E-mail: jtolbert@savannahga.gov

Governing Body Head

Signature: Stephanie S. Cutter
Name: Stephanie S. Cutter
Title: City Manager
Date: 2-27-14
E-mail: scutter@savannahga.gov

Subscribe to Equitable Sharing Wire:

The Equitable Sharing Wire is an electronic newsletter that gives you important, substantive, information regarding Equitable Sharing policies, practices, and procedures.

Final Instructions:

- Step 1: Click to save for your records
- Step 2: Click to save in XML format

- Step 3: Email the XML file to aca.submit@usdoj.gov
- Step 4: Scan & email this Affidavit to aca.affidavit@usdoj.gov
(Email subject line must include Agency NCIC/ORI Code)

FOR AGENCY USE ONLY

Entered by _____

Entered on _____

☐ FY End: 12/31/2013

Date Printed: February 24, 2014 08:14

☒ NCIC: GA0250300 Agency: Savannah-Chatham Metropolitan Police Depart Phone: 912.651.6749

☐ State: GA

Preparer: Karen Williams

E-mail: kwilliams02@savannahga.gov

