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- I. Purpose

This Directive establishes procedures for the accounting of drug enforcement related monies seized by officers of this Division.

- II. Policy

It is the policy of this Division to use funds seized during drug arrests and subsequently forfeited to the Division for equipment and resources necessary to combat drug abuse and drug related crime in the parks. All seizures, forfeitures and expenditures will be made in accordance with existing laws, rules and regulations.

- III. Description

The Park Police maintain two separate Drug Enforcement Funds (DEF); State Drug Enforcement Fund and Federal Drug Enforcement Fund. These funds are not part of the Division's operating budget, and are classified by the Finance Department as Expendable Trust Funds. They are not used to fund salaries or other expenses identified in the Division's operating budget.

- A. The Park Police State Drug Enforcement Fund is established under state and county laws. Funds are deposited, upon seizure, into the Montgomery County DEF escrow account. Upon approval of forfeiture by the Montgomery County State's Attorney's Office, the funds are transferred to the Park Police DEF. The use of DEF funds is limited to the purchase of equipment, supplies, training and resources directly used in the enforcement of drug related crimes.
- B. The Park Police Federal Drug Enforcement Fund (DEF) is established under federal laws. Funds are deposited, upon forfeiture, into the Park Police DEF. The use of the *Federal* DEF is limited to the purchase of equipment, supplies, training, and resources related to the enforcement of drug related crimes.

- IV. Expenditures

- A. All expenditures from the *Drug Enforcement Funds* will be for drug enforcement-related resources.
- B. All requests for expenditures will be made on a Park Police Internal Requisition form. Justification will be included on the form, outlining the need for the item(s) and their relationship to the Drug Enforcement Program. The internal requisition will be approved by the *appropriate* Assistant Chief, before submission to the Chief, for final approval.
- C. Criteria to be used in approving DEF expenditures will, at a minimum, include the following:
 - 1. Relationship to the drug enforcement program.
 - 2. Not currently in operating budget funds.

3. Not an on-going expense.
 4. Not a personnel services expense.
- D. The Chief will approve and forward the requisition to the Division's Purchasing Agent. The Purchasing Agent will determine the appropriate account to charge and process the document following established procedures.

Approved Park Police Document
Signed Original on File

End of Directive