

**SAN DIEGO POLICE DEPARTMENT  
PROCEDURE**

**DATE:** JULY 18, 2014  
**NUMBER:** 1.34 - ADMINISTRATION  
**SUBJECT:** SEIZED ASSET VEHICLE POOL  
**RELATED POLICY:** N/A  
**ORIGINATING DIVISION:** INVESTIGATIONS I  
**NEW PROCEDURE:**   
**PROCEDURAL CHANGE:**   
**SUPERSEDES:** DP 1.34 – 12/21/2011

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**I. PURPOSE**

This Department procedure establishes the responsibilities of the various units in the Police Department for seizing, utilizing, maintaining, and disposing of vehicles obtained through the Asset Seizure Program.

**II. SCOPE**

This procedure applies to all members of the Department.

**III. BACKGROUND**

The U.S. Department of Justice Guide to Equitable Sharing of Federally Forfeited Property for State and Local Law Enforcement Agencies states: "Cash or tangible property shall be shared with state and local law enforcement agencies only where it will increase and not supplant law enforcement resources of that specific state or local agency."

"Vehicles and other tangible property are equitably shared with state and local agencies where the intent is to place them into official law enforcement use for a period of two years. However, earlier liquidation of vehicles and other tangible property that has become substantially damaged or proves not to be cost effective to maintain is permissible."

#### IV. DEFINITIONS

Normal Vehicle Life Cycle - ten model years or 100,000 miles, which ever occurs first.

#### V. PROCEDURES

##### A. Criteria for Seizing Vehicles

NEW

1. The equity of the vehicle must be greater than \$5,000.00.
2. There must be no current outstanding liens against the vehicle. Any liens must be paid off at the time of seizure and the remaining net value must still meet the requirement noted above.
3. Units of the Police Department have a potential use for the vehicle.
4. The vehicle's mechanical condition must not be prohibitively costly to maintain.
5. Units of the Police Department must identify the needed funding, if necessary, to obtain the vehicle for Department use.

##### B. Seizure, Use, and Disposal of Seized Vehicles

1. San Diego Police Department units, with assistance from Fleet Services personnel, will utilize the criteria listed above for the purpose of determining if a vehicle is to be seized.
2. Units seizing the vehicle will be responsible for completing all paperwork and obtain the required funding necessary to convert the vehicle to the property of the San Diego Police Department. Fleet Services will prepare the necessary vehicle registration documents. The Police Department will pay any processing fees incurred to register the vehicle. Fleet Services will assign an equipment number to the vehicle and will notify the City Auditor's Office to add the vehicle(s) to the City's fixed asset inventory.
3. Once the vehicle becomes part of the Department's fleet, Fleet Services' Safety Light Fleet (SLF) Fleet Manager will ensure that the two-year provision of the Equitable Sharing Program is met.
4. Seized vehicles will be assigned to the Fleet Services "Seized Vehicle Pool." Units needing the use of the seized vehicle for their unit will make their request to the Executive Assistant Chief, through their chain of command. Upon approval, Fleet Services will notify the unit of the vehicle's availability for the unit's use. Vehicles will be available for use

for a period of one year and renewable in one-year increments. Units using these vehicles will be accountable for the condition in which they are returned.

5. Seized vehicles will not be used to increase the number of vehicles permanently assigned to a unit. When seized vehicles are assigned to a unit, that unit will arrange with Fleet Services for the exchange of a like vehicle assigned to the unit. Units should use the normal budget process to obtain additional vehicles.
6. Fleet Services will ensure of the proper disposal of seized vehicles after the two-year time period, unless operational requirements call for an extension due to exceed the life cycle of the equipment. Normal life cycle is defined as 10 model years or 100,000 miles, which ever occurs first.
7. Fleet Services will ensure the proper disposition of the funds derived from the seized vehicles at auction. These funds are to be deposited into the Seized Asset Fund.