

# **SACRAMENTO POLICE DEPARTMENT**

## **ASSET FORFEITURE MANUAL**



**RM 526.03**

**10-21-2026**



# SACRAMENTO POLICE DEPARTMENT REFERENCE MANUAL



## POLICY STATEMENT

This manual requires all officers to know its contents and follow its guidelines when seizing the assets or proceeds of illegal narcotic sales. This policy statement further defines the procedures for managing and utilizing funds derived from illegal narcotics activity, consistent with applicable state and federal laws and regulations, to support the Department's efforts to investigate and combat narcotics-related offenses. [Health and Safety \(HS\) Code § 11470](#) provides guidelines for items subject to forfeiture. In summary, controlled substances and raw materials used to manufacture them, and property to include vehicles and money, can be seized if certain criteria are met. Officers shall report, through the chain of command, any discrepancies they discover between the contents of this manual and current law so this manual shall remain contemporary, viable, and as useful as possible.

All questions should be forwarded to the Sacramento Police Department, Asset Forfeiture Detectives: [assetseizure@sacpd.org](mailto:assetseizure@sacpd.org), or SPD Fiscal Operations: [atrevor@pd.cityofsacramento.org](mailto:atrevor@pd.cityofsacramento.org) or [nweaver@pd.cityofsacramento.org](mailto:nweaver@pd.cityofsacramento.org).

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Interim Chief Zach Bales  
Chief of Police



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## CHAPTER 1 ASSET SEIZURE PROCEDURES

1. **VEHICLES:** Must have approval from the Office of Investigations Captain or their designee. Vehicles include automobiles, motorcycles, boats, bicycles, and aircraft. Vehicles must be worth at least \$3,500.00. To seize a vehicle, it must have been either:
    - a. Purchased with the proceeds from drug trafficking.
    - b. Offered in exchange for the purchase of drugs.
    - c. Used to "facilitate" the manufacture of, or possession for sale of drugs or sale of drugs.
  2. To seize a vehicle that has been used to "facilitate" the manufacture of, or possession for sale of drugs or sale of drugs, the following conditions must exist:
    - a. Ownership of the vehicle must be established in at least one of the following criteria:
      - (1) The suspect owns the vehicle.
      - (2) All legal owners must have knowledge that the suspect was using the vehicle as a conveyance to "facilitate" the manufacture of, or possession for sale of drugs or sale of drugs.
      - (3) If the suspect is the registered owner and there is a legal owner listed with DMV, the vehicle may be seized if the outstanding balance is less than 1/3 of the wholesale value of the vehicle.
    - b. There must be a quantity of at least one controlled substance present:
      - (1) 14.25 grams (1/2 ounce) of base (rock/crack) cocaine or heroin, or
      - (2) 28.5 grams (1 ounce) of cocaine hydrochloride (powder), methamphetamine, or any other Schedule I or II drug, or
      - (3) 57 grams or more of a substance containing cocaine or methamphetamine, or
      - (4) 10 pounds (dry) of marijuana, peyote, or psilocybin.
- B. **RELEASE OF SEIZED VEHICLES:** All vehicle releases shall be at the discretion of the asset forfeiture detective, SIU sergeant or asset forfeiture district attorney (AFDA).
1. The vehicle must be registered or designated as pending with DMV in defendant's name.
    - a. If the vehicle is in the defendant's name and they request the vehicle be released to someone other than themselves, a signed notarized letter must be presented to the asset forfeiture detective that includes the following:
      - (1) The person's relationship to the registered owner.
      - (2) The reason for releasing the vehicle to this named person (e.g., defendant in custody, in hospital, etc.).
    - b. If the vehicle is registered to a person other than defendant(s), a signed notarized letter from the registered owner must be presented to the asset forfeiture detective stating the following:
      - (1) The relationship between defendant and registered owner.
      - (2) A request to have the vehicle released to the registered owner.
      - (3) The reason why defendant was in possession of the vehicle at the time of seizure.
    - c. Should the defendant no longer want the vehicle or disclaims ownership of the vehicle, a signed notarized letter stating this shall be sent to the asset forfeiture detective. Once the letter is received, the vehicle will be released to a tow yard and sold or auctioned off at the discretion of the asset forfeiture detective or the AFDA.
    - d. All communication with the asset forfeiture detective shall be in written form and begin within 45 days of the vehicle being seized should the owner wish to have the vehicle returned.
    - e. Should the asset forfeiture detective or the AFDA no longer wish to proceed with the asset seizure of the vehicle(s), all reasonable attempts shall be made to contact the vehicle's listed registered owner for return of the vehicle.



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- f. Should the registered owner not be contacted or no requests for the vehicle be received within 45 days, the vehicle will be released to a tow yard and sold or auctioned off at the SPD's discretion.
- g. All written communication with the asset forfeiture detective shall have the report number, vehicle license plate number, vehicle description and defendant's name added to the document by the investigating officer.

## C. CASH

1. All currency is considered cash. File appropriate forms for all cash seizures greater than \$500. The DA will not file to seize cash in an amount less than \$500, however if the suspect fails to file the proper forms to claim the money, it will be forfeited through an administrative procedure.
  - a. If foreign currency is seized, you must document this in the report along with the conversion rate to United States currency.

## D. OTHER ITEMS

1. Each seized item must have a minimum value of \$1000.00. Officers must show the item seized was from the proceeds of narcotic sales. Items may be combined with cash to have a value greater than \$1000

## **CHAPTER 2 ASSET SEIZURE FORMS**

### A. NOTICE OF INITIATION OF ASSET FORFEITURE PROCEEDINGS

1. Officers no longer serve notice in the field (Sacramento County) – The Sacramento County DA's office serves notice via certified mail.
2. Officers must leave a property receipt (SPD Form 779) for all items taken under seizure.
3. Document in the general offense report the exact location the money or property was found.
4. Determine a physical address for any interested parties in seized property, so they can be served by DA's office. If a person is contacted in a home where assets are seized, they must have a valid address listed in the report so they may be served by the DA's office.
5. For items seized other than cash documented in the report, list the item by brand name and description, and serial number if applicable.
6. Financial Questions
  - a. Asset Forfeiture Questionnaire, which can be found in the Asset Forfeiture Packet (SPD Form 657), can be used as a guide and scanned into the report. Questions to ask:
    - (1) Where did this money (or item seized) come from?
    - (2) What were you going to use this money for?
    - (3) Are you employed? What are your sources of income?
    - (4) What monthly expenses do you have? (e.g. mortgage, rent, car payments)

### B. DISCLAIMER OF INTEREST IN OWNERSHIP/SEIZURE OF PROPERTY SEIZED

1. If the defendant claims "NO OWNERSHIP" of the item, serve the Disclaimer of Ownership (SPD Form 657a), and have the suspect sign the form.
2. The Disclaimer of Ownership form must be signed by the defendant.
3. If the defendant refuses to sign this form, you must serve the defendant with an "Initiation of Asset Forfeiture Proceedings" and "Claim Opposing Forfeiture" form.
4. If the defendant refuses to sign the form, write "Refused to Sign" on the signature line and document in the report.
5. If in doubt, always serve the "Notice of Initiation of Asset Forfeiture Proceedings" form and "Claim Opposing Forfeiture Form."

### C. MONEY TALLY SHEET - SPD FORM 662



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1. A money tally sheet shall be used when processing seized monies.
2. Send the original to the Records Division to be scanned into Versadex and attached to your general offense report. Write the report number in the upper right-hand corner on each form.
3. Blank forms are kept at the Sacramento County Main Jail, all patrol stations, and at Hall of Justice (HOJ).
4. Send all original asset seizure forms (Disclaimer) to the AFDA - Attn: Asset Forfeiture Deputy D.A. (SPD RECORDS ATTACHES WITH REPORT)

## **CHAPTER 3 PROCESSING SEIZED ITEMS**

### **A. VEHICLES**

1. Contact Communications and request an asset seizure tow. Asset seizure tows are separate from the standard tow rotation list and evidence impounds.
2. The vehicle shall be towed to the WJKPF (north) station and placed in a designated asset seizure space.
3. Place a large 8" x 11" note in plain view on the dash. On the note list the officer's name, date, that the vehicle is an asset seizure, crime report number, and stored report number.
4. Leave the vehicle keys with the on-duty garage personnel (when open). The keys shall be placed in an envelope with the vehicle license number, all pertinent case numbers, suspect's name, officer's name and badge number, and the date seized. If the garage is closed, book the keys into property as evidence and notify the asset forfeiture detective.
5. It is the seizing officer's responsibility to remove all personal belongings from the vehicle. Either book these items or release them (at the direction of the suspect) at the scene.
  - a. Copy all paperwork relating to the ownership, service, and repair bills pertaining to the vehicle and accessories to attach to the crime report and book the originals as evidence.
  - b. Note additional equipment such as high-end stereo equipment which is permanently affixed to the vehicle including the serial numbers, if visible.
6. Notify the Office of Investigations Captain or their designee of the vehicle seizure, location of vehicle, location of keys, license plate and report number.
7. The asset forfeiture detective shall complete a supplemental report to be forwarded to the AFDA that includes the following:
  - a. An evaluation the vehicle's condition.
  - b. Approximate value.
  - c. All documents supporting the value of the vehicle:
    - (1) Kelley Blue Book (KBB.com) is an acceptable vehicle valuation tool.

### **B. PROCESSING CASH SEIZURES**

1. Currency shall be booked flat and not folded.
2. Bills shall be stacked and packaged by denominations.
3. If the suspect is in possession of separate packets of money, count each stack and make note in the general offense report of the amount in each. Combine all the stacks and separate the bills by denomination. Fill out an SPD Form 662, per General Order 525.01 (Evidence and Property). All monies shall be placed in a heat-sealed package and deposited into one evidence envelope.
  - a. Photographs of currency in locations upon collection is recommended along with written report documentation.
4. The money will be counted a total of two times by the following persons:
  - a. The officer who seized it, verified by another officer and noted on the SPD Form 662.
  - b. SPD Fiscal Operations and County Treasury upon deposit.



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## C. OTHER ITEMS

1. Seizing other items over \$1,000 in Value.
  - a. When booking these items into evidence, list the brand name, model, and serial number into Versadex.
2. List the name of the person from whom the item was seized and the location it was seized from: pants pocket, closet, dresser, safe, etc.
3. All seized items other than cash shall be documented in the written report.
4. Notify the asset forfeiture detective by phone or email by the end of shift of the non-cash seizure.
5. All seized items should be appraised within 15 days of seizure by the asset forfeiture detective. The completed asset forfeiture appraisal form shall be completed and scanned into the report.

## D. BANK ACCOUNT SEIZURES

1. Affidavit of Adverse Claim / Bank Account Freeze Order.
  - a. If officers locate documents or evidence identifying bank accounts associated to defendant(s) or businesses identified during investigation, the banking institution should be served with a 72-hour Affidavit of Adverse Claim/Bank Account Freeze Order. The Affidavit of Adverse Claim / Bank Account Freeze Order shall contain:
    - (1) The report number.
    - (2) Identifying information for the account and account holder.
    - (3) Banking institution name.
    - (4) Charges being investigated.
    - (5) Contact information for the investigating officer.
    - (6) Investigating officer's signature.
  - b. The Affidavit of Adverse Claim / Bank Account Freeze Order does not need to be signed or authorized by a magistrate.
  - c. All Affidavits of Adverse Claim / Bank Account Freeze Order shall be reviewed by a sergeant prior to service at the bank.
  - d. Upon service of the Affidavit of Adverse Claim / Bank Account Freeze Order, immediately notify the asset forfeiture detective by email.
  - e. Scan and attach all Affidavit of Adverse Claim / Bank Account Freeze Orders to the general offense report.
2. Bank Account Seizure or Seizure of Property from a Bank and Banking Records.
  - a. Upon the service of an Affidavit of Adverse Claim / Bank Account Freeze Order, investigating officers should author a Bank Account Seizure Order to seize assets held in identified banking institutions and accounts.
  - b. Bank account seizure warrants shall contain the report number, identifying information for the account and account holder, banking institution name, charges being investigated, and contact information for the investigating officer.
  - c. All bank seizure warrants shall be reviewed by a sergeant prior to review by the AFDA.
  - d. All bank seizure warrants shall be reviewed by the AFDA prior to magistrate review and service.
  - e. All bank seizure warrants shall be signed and authorized by a magistrate, prior to bank service.
  - f. Upon service of a bank seizure warrant, the investigating officer shall immediately notify the asset forfeiture detective of the pending seizure.
  - g. Upon receipt of funds and bank account records, the asset forfeiture detective shall scan a copy of the received check into the report, notify the investigating officers that funds were received and advise of the amount.
  - h. The received funds/check will then be forwarded to the SPD Fiscal Operations for referral to the AFDA for further proceedings.
  - i. All signed bank seizure warrants shall be scanned/attached to the general offense report.



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- j. All funds received related to a bank seizure warrant shall be made payable by cashier's check to:

## SACRAMENTO CO. D.A.'S OFFICE ASSET FORFEITURE FUND

- k. All funds and bank account records received related to a bank seizure warrant should be emailed to the asset forfeiture detective for tracking purposes:

Sacramento Police Department  
ATTN: (OOI-Asset Forfeiture Detective)  
5770 Freeport Blvd Sacramento, CA. 95822

## **CHAPTER 4** **ASSET FORFEITURE RELATED DOCUMENTS**

Asset forfeiture packets are located at HOJ and the patrol substations and contain the necessary documents to assist with seizures. Additional copies are located on AMS as well as the Department "X" drive, under Search Warrant Patrol Resources. The Bank Seizure template is located within the Sacramento County eWarrants portal for electronic submission to the magistrate. Ensure a copy of each are attached to the written report and forward all completed forms to the AFDA.

## **RELATED HEALTH AND SAFETY CODE SECTIONS**

- [HS § 11471](#) - Seizure of Property.
- [HS § 11488](#) - Authority to Seize.
- [HS §11488.1](#) - Seized Items Held as Evidence.
- [HS §11488.4](#) - Petition of Forfeiture.
- [HS §11488.5](#) - Defendant Claim of Interest.
- [HS §11488.6](#) - Ownership Interest in Seized Property.
- [HS §11489](#) - Distribution of Seized Funds.
- [HS §11492](#) - Preservation of Seized Property.
- [HS §11495](#) - Maintaining Seized Funds.