A. Policy

It shall be the policy of the Lakewood Police Department to regularly assess its effectiveness and efficiency and to gather pertinent data necessary for planned change. Such productivity assessments shall be conducted so that the department may regularly evaluate the quality of its services.

B. Procedure

1. The Planning and Analysis Unit shall be managed by the Police Administrative Coordinator, who shall report to the Professional Standards Section Commander. Section responsibilities include:

   a. Plan and develop programs or studies and research projects relating to the department
   b. Conduct research on various subjects relating to the department and its procedures
   c. Grant management and monitoring
   d. Disseminate analytical reports and studies to the affected organizations or units
   e. Assist with the preparation of the department’s annual budget
   f. Manage and coordinate State and Federal Seizure fund activities and expenses
   g. Coordinate activities of police accreditation

B. Seizure Funds

1. The department maintains two seizure fund accounts including: 1. Federal seizure account; and 2. State seizure account. These accounts contain funds that have been authorized for use by the police department for law enforcement purposes or as defined by the appropriate court order. These funds are intended for use beyond normal operating needs.

2. Disbursement of funds from this account shall follow the guidelines and rules as set forth by the Department of Finance in relation to payment of any funds from the Lakewood city budget.

3. Approval for expenditures from the above accounts must be obtained from the Lakewood Seizure Fund Committee, which is composed of the Chief of Police, the District Attorney, and a representative of the City of Lakewood, or their designees. Funds are expended in accordance with federal
guidelines and state law.

4. An administrative file containing records of the Lakewood Seizure Fund Committee will be maintained by the Professional Standards Section, Planning and Analysis Unit.

5. The Planning and Analysis Unit will be responsible for a manual, on-going accounting of seizure fund activity. A monthly report will be prepared for the chief of police.

6. Formal audits of seizure funds will be conducted through the Department of Finance in accordance with City procedure.

7. Independent audits of seizure fund activity will be conducted when required by federal guidelines and state law.

8. Annual reports of seizure fund activity will be prepared by the Planning and Analysis Unit and submitted to the chief of police. Following the approval of the chief, reports will be submitted to the Federal Office of Asset Forfeiture, the Colorado Department of Local Affairs, and the City Manager.

9. Division commanders, following approval of the chief of police and the Lakewood Seizure Fund Committee, may sign purchase orders and access funds from these accounts.

C. Rule

1. Copies of all payment request vouchers on seizure fund accounts shall be forwarded to the Planning and Analysis Unit.

2. Copies of receipts or other paperwork documenting seizure fund income shall be forwarded to the Planning & Analysis Unit.