



ARCS: 292-30
File: JAG-2012-01673

October 16, 2012

Dear

Re: Request for Access to Records
Freedom of Information and Protection of Privacy Act (FOIPPA)

I am writing further to your request received by the Ministry of Justice and Attorney General.
Your request is for:

- 1) *The name and professional background of the individual who administers the Civil Forfeiture Office named in legal proceedings as the Director of Civil Forfeiture;*
- 2) *A complete list of personnel, their titles and the organizational structure of the Civil Forfeiture Office;*
- 3) *A complete list of policies and procedures followed by the Civil Forfeiture Office.*

Please be advised the records for parts one and two of your request are withheld in their entirety pursuant to sections 15(1)(f) (Disclosure harmful to law enforcement) and 22 (Disclosure harmful to personal privacy) of FOIPPA.

In response to part three of your request, included below is a complete list of policies and procedures followed by the Civil Forfeiture Office:

- 1) Administrative Forfeiture Policy and Procedures
- 2) CFO Affidavits Attesting to Investigations Policy and Procedures
- 3) CFO Information Policy and Procedure
- 4) CFO Payment Out of Special Account Policy
- 5) CFO Referral Acceptance Policy and Procedures
- 6) Paralegal Affidavit Policy and Procedures
- 7) Paralegal Service Policy and Procedures
- 8) Vehicle Forfeiture Policy

.../2

A complete copy of FOIPPA is available online at:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00

Your file is now closed.

If you have any questions regarding your request, please contact April Haussmann, the analyst assigned to your request, at 250-387-1919. This number can be reached toll-free by calling from Vancouver, 604-660-2421, or from elsewhere in BC, 1-800-663-7867 and asking to be transferred to 250-387-1919.

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

A handwritten signature in black ink that reads "Hudson". The signature is written in a cursive style with a large, sweeping initial "H".

Vicki Hudson, Manager
Justice / Social Team
Information Access Operations

Enclosures

<p>How to Request a Review with the Office of the Information and Privacy Commissioner</p>
--

If you have any questions regarding your request please contact the analyst assigned to your file. The analyst's name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:

Information and Privacy Commissioner
PO Box 9038 Stn Prov Govt
4th Floor, 947 Fort Street
Victoria BC V8W 9A4
Telephone 250-387-5629 Fax 250-387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.