

Civil Forfeiture Office – Address Verification Policy

Objective	To provide clear policy direction and procedures for the location of interest holder address information.
Application and Scope	This policy applies to all Administrative Forfeiture Proceedings.
Principles	<p>The primary objectives of the <i>Civil Forfeiture Act</i> (“the Act”) are to:</p> <ol style="list-style-type: none">1) prevent unlawful activities;2) recover profits resulting from unlawful activity;3) prevent instruments of unlawful activity, through forfeiture, from being used to commit offences; and4) compensate victims who have suffered pecuniary loss as a direct result of an unlawful activity that resulted in forfeiture under the Act. <p>The structure of the Act was intended to provide for a Civil Forfeiture Office (“CFO”) that was capable of being self-funding. The intent of the legislation is to pay for the administration of the Act from cash and proceeds resulting from the disposition of forfeited property.</p>
Background	<p>The primary objectives of the Act are governed by the Province’s requirement to maintain public confidence in the Government and the CFO’s requirement to maintain public confidence in the Provincial Forfeiture Program.</p> <p>The CFO is not required to personally serve potential interest holders of proceedings pursuant to Part 3.1 of the Civil Forfeiture Act. Therefore the CFO must balance the desire to ensure that all potential interest holders are notified of proceedings with the information available to it.</p>
Privacy	<p>The CFO must balance notification of potential interest holders against the possibility that an unintended recipient could intercept that notification, which could result in a breach under FOIPPA legislation.</p> <p>Therefore the CFO employs a matrix of prioritization, which means that in most cases, it will send only one notification letter, but may send up to two or more when called for by the circumstances.</p>

Police Information	<p>Police supply information to the CFO that is available to them on the PRIME system. PRIME collates individual records and provides a history of current and former address locations. These addresses can come from multiple sources, including the place of arrest/warrant, a statement from the individual or other information available to the police such as seized documents.</p> <p>Police information may also include photos or copies of seized documents that may contain address information.</p>
Open Source	The CFO can access open source information including the personal property registry, the land titles office, corporate records and Court Services Online.
Equifax	The CFO can access Equifax credit records. Without SIN numbers, the Equifax is generally; though not always, a good source of address information.
ICBC	<p>As of February, 2015, the CFO can access ICBC Motor Vehicle records for the purpose of confirming address information and/or vehicle ownership/registration.</p> <p style="text-align: right;"><i>(updated March, 2016)</i></p>
Prioritization Matrix	<p>In top-down order of preference, the CFO utilizes the following as the most likely contact point for an interest holder:</p> <ol style="list-style-type: none"> 1) ICBC <i>(as of February, 2015 – updated March, 2016)</i> 2) Corporation/Business – send to the address where the property was seized or if not applicable, the records office. 3) Suspected to be in custody – send to institution; 4) Owns and resides at real property – send to same; 5) Interest holder updated address with police (within past 6 months); 6) Contact information of lawyer is known, send C/O; 7) BCDL or MV address; 8) Equifax address / PRIME "residing at" address (within past 6 months); 9) PRIME recurring address (likely the static address of a relative); 10) Documentation address (e.g., DL, tax returns); 11) CPIC; or 12) PPR address.
Cross-Verification Procedures	<p>These methods are used to confirm/disconfirm whether the address used in the prioritization matrix is the most likely contact point.</p> <ol style="list-style-type: none"> 1) ICBC <i>(as of February, 2015 – updated March, 2016)</i> 2) Canada Post postal code; 3) PPR; 4) Corporate Records; 5) BC Assessment;

- 6) Equifax;
- 7) ~~BCDL/ MV records;~~
- 8) CPIC; and
- 9) Other documentation.

**Legislative
Authorities**

Civil Forfeiture Act, SBC 2005, c. 29

Effective Date

May 15, 2014

Civil Forfeiture Office - Payment Out of Special Account Policy

Objective

This policy guides decisions on how payments out of the civil forfeiture special account ("the civil forfeiture account") will be made and prioritized. Nothing in this policy is intended to fetter or otherwise limit the discretion granted to the director under the *Civil Forfeiture Act*.

Application and Scope

This policy applies to payments out of the civil forfeiture account.

Principles

The primary objectives of the *Civil Forfeiture Act* ("the Act") are to: 1) prevent unlawful activities; 2) recover profits resulting from unlawful activity; 3) prevent instruments of unlawful activity, through forfeiture, from being used to commit offences; and, 4) compensate victims who have suffered pecuniary loss as a direct result of an unlawful activity that resulted in forfeiture under the Act.

The structure of the Act was intended to provide for a Civil Forfeiture Office that was capable of being self-funding. The intent of the legislation is to pay for the administration of the Act from cash and proceeds resulting from the disposition of forfeited property. Where the proceeds of forfeitures exceed the costs of administering the Act and payments to eligible victims, the intent is to pay the excess proceeds out of the civil forfeiture account in the form of grants for purposes related to the founding principles of the Act; prevention and remediation.

Background

The statutory authority to make payments out of the civil forfeiture account is a discretion vested in the director. The purposes for which forfeited cash and proceeds resulting from the disposition of forfeited property can be paid out are prescribed in Section 27 of the Act. Those purposes are as follows:

- compensation of eligible victims;
- prevention of unlawful activities;
- remediation of the effect of unlawful activities;
- administration of the Act;
- other prescribed purposes.

The priority of those purposes is not enumerated in the Act, but falls within the discretion of the director and is guided by the objectives and principles of the Act.

General

Subject to circumstances justifying otherwise, the Civil Forfeiture Office will consider payments out of the civil forfeiture account with priority given to:

1. compensation of eligible victims
2. administration of the Act
3. prevention of unlawful activities
4. remediation of the effect of unlawful activities
5. other prescribed purposes

Grants

Payments for the purposes of preventing unlawful activities or remediation of unlawful activities (collectively “crime prevention grants”) will only be made where the director reasonably concludes that, within a given fiscal year, the proceeds from forfeitures will exceed the costs of administering the Act.

At the conclusion of the second and third quarters of each fiscal year the director will undertake an analysis of the forfeitures received and costs of administering Act to that date. Based upon this analysis the director will create a forecast of the probable amount of forfeitures and costs to administer the Act to the fiscal year end. If the value of forfeitures is projected to exceed the costs of administering the Act, the director will consider exercising his or her discretion to make generally available an amount for crime prevention grants to which applicants may apply for funding.

Consideration will be given by the Director to crime prevention issues which are at an elevated concern to the community and to the police. This in no way obligates the Director to direct the grants *exclusively* to those entities. In developing a plan for the disbursement of funds the Director can also incorporate a number of additional considerations:

Disbursement levels:

The Director may choose to increase the maximum value of the grants, for example: If \$250,000 or less is made available for crime prevention grants, grants will be made in amounts up to \$20,000. If \$500,000 to \$749,000 is made available for crime prevention grants, grants will be made in amounts up to \$50,000. If \$750,000 to \$1,000,000 is made available for crime prevention grants, grants will be made in amounts up to \$75,000. If more than \$1,000,000 is made available for grants, grants will be made in amounts up to \$250,000.

Limitation on types of Applicants:

The Director may choose to limit the type of applicants eligible for a specific announcement of grants. For example, a certain round of grants may be limited to law enforcement entities and those entities which directly support law enforcement with respect to crime prevention initiatives.

Single grant for multi-year commitment:

The Director may choose to grant funding in support of a crime prevention initiative whose financial commitment runs in excess of a single year term. The funding would be provided in full value for a given year, with the understanding that a specified portion would be committed to the identified program each year for a specified number of years.

Agreements or Contracts:

The Director may request that the receiving entity enter into an Agreement or Contract, particularly for those grants with a higher value contribution. The Agreement would set out specific conditions which the recipient would agree to meet, including being subject to audit, to ensure the grant criteria were being met.

Despite these guidelines, the director retains the sole discretion to make a grant in any amount at any point in the fiscal year so long as the funds to make the grant exist in the civil forfeiture account and the director, prior to making the grant, reasonably concludes that within that fiscal year the value of forfeitures is projected to exceed the costs of administering the Act.

Eligible Victims

Payments to eligible victims will be made in accordance with sections 9, 10 and 11 of the *Civil Forfeiture Regulation*, B.C. Reg 164/2006. Before making a payment to an eligible victim the director must ensure that a notice in the prescribe form has been provided and that the minimum period for filing an application has transpired.

Appropriate claims from eligible victims will normally include documentation of pecuniary loss including, but not limited to:

- documents from financial institutions indicating investment totals, where the investment scheme has constituted unlawful activity;
- receipts for investment totals, where the investment scheme has constituted unlawful activity;
- receipts for expenses incurred as a direct result of unlawful activities.

Legislative Authorities

Civil Forfeiture Act, SBC 2005, c. 29

Effective Date

October 1, 2011

Replacing

June 1, 2007

Conclusion of AF Funds – Receivables

Program Assistant/Program Administrator:

- 1) Generate concluding letter and email it to the referring officer, FSOC, and the detachment liaison/exhibit custodian (where applicable. See contact sheet on LAN for more contacts.)
- 2) BF 30 days (BF 60 days for VPD - they hold onto deposits until they have a large amount to deposit)
- 3) After 30 days if there has been no contact and where there is a liaison officer/exhibit custodian contact, follow up by email with that person to see if it's being worked on. Otherwise follow up with the officer. BF 2 weeks.
- 4) If there is no contact during the two-week period (and no obvious reason why not, for instance you get an out of office – in which case BF two weeks from their return date), and the no-contact is not otherwise out of character (e.g., maybe Dwain is saving them up or on holiday), call the officer/liaison/exhibits directly.
- 5) If they get in contact with you, ask them to confirm a timeframe, BF for that timeframe, then follow up at the agreed-upon date. If they request another extension, repeat.
 - a. However, if you approach the 6 month mark (from the date the original letter was sent), advise that you need to refer the matter to the case manager (step 8) for further approval of the extension and they may call to discuss the issue and (if it's delayed due to ongoing court proceedings, obtain the name of the crown).
- 6) If the officer/liaison/exhibits does not return your call after allowing 2 weeks for a response – refer to Case Manager.

Case Manager:

- 7) Case managers if there is a no-contact referral: CALL, do not WRITE. If you go to MSG, advise that you'd appreciate a call back and that you will call back within the week in case they are on leave or training. The MSG is essentially:

"Hi X, I'm Z with the CFO, I'm just following up on the concluding letter I sent you regarding your file number Y. When funds are deposited they go to a Provincial clearing account and this account needs to be monitored by date and amount, to ensure we get the funds into the CFO's account. So I'm just checking to see if you've had a chance to deposit them? Can you please give me a call back at 250-356-1560 at your convenience? – If you think the money went to the receiver general Canada or SPMD, please let me know, I can request the money through them – also in case you're on training or leave, I'll follow up with you next week if I don't hear from you – thanks again"

Modify as needed for other property.

- 8) Case managers if there is a 6 month timeout referral, call the officer to determine what the problem is, and if it is reasonable, BF and manage as appropriate. Often the problem is lack of understanding about paperwork that needs to be completed. If this is related to SPMD, advise that we can assist. If this is related to courts, you need to BF. If this is related to crown's request for in specie evidence while the criminal matter proceeds, find out who the crown is and call/write crown and then BF as advised by crown.

SPMD

The concluding letter or concluding email needs to mention SPMD (RCMP or federal police only). If they advise it's been deposited to the RBC clearing account or something to that effect, (which is SPMD as opposed to the CIBC clearing account) then you can engage the SPMD Protocol.

First step is finding out whether there is a Management Order. This is generally specified in the police material or may be noted in i-Sight. If there is an MO, request the MO and the affidavit in support of it (including all exhibits) from the officer. Once received, send an email to PPSC s.16 or s.16 cc'ing referring officer, FSOC, and case manager) and attach a completed "Request to Vacate a Management Order" (template on the O:/). BF two months for follow up. Refer to the Case Manager if not released within three months.

Once the MO is vacated, or if there was no MO, request the funds from SPMD.

Money is generally deposited into *Federal* SPMD. To request the funds, send the following email to s.16 s.16, cc'ing the referring officer, FSOC, and case manager:

"Hi Gisele,

The above noted CFO file completed with a successful administrative forfeiture. A copy of our concluding letter is attached.

_____ RCMP deposited these funds to the RG Account, and I think they have come under SPMD's control. I don't believe there is an MO in place. Can you kindly confirm, and if you have the funds, deposit them into our account? Alternatively, you can have them converted to a cheque or bank draft made payable to the 'Minister of Finance (BC)' and mailed to my attention at the address below.

Cst. _____ can confirm that he is okay with SPMD releasing these funds.

Please contact me with any questions or concerns.

Thank you,"

The officer must confirm with SPMD that they can release the funds to our office.

In rare cases, the money is at *Provincial* SPMD. Contact s.16 _____ to request the funds.

If SPMD advises that they don't have the money, write the officer with the following:

"Hi _____,

I spoke with [SPMD contact], and [he/she] advised that the money hasn't been received by them – perhaps it was deposited under a different file number? Would you mind checking and getting back to me at your earliest convenience so that I can resolve this matter?

Thank you,"

BF one month. Follow up if the funds have not been received. BF two additional weeks. If not received, refer to the Case Manager.

Case Managers, CALL the officer to find out what the holdup is. If SPMD is the holdup, call s.15 _____ to see if he can get it sorted out – they are slow but typically process within a reasonable 3 weeks.

Administrative Forfeiture “Check Procedures”

Initial Send-out

Case Manager sends the police officer the acceptance email. Once the file is accepted, the Program Administrator confirms the following before instructing the Program Assistant to process:

- No liens
- No management order
- If vehicle – the RO is being notified
- All appropriate interest holders are being notified, if we’re able to
- ICBC and Equifax searches were conducted
- i-Sight is updated correctly
- No Lawyer info in i-Sight (or the file will not be considered an ‘AF’ file)

Newspaper Ads:

- Program Assistant reviews content to ensure grammar and seizure details are correct. If an error (seizure details) is suspected, bring it to the case manager’s attention for confirmation.
- Program Administrator should be cc’d on emails between QP and CFO, in case of issues and for ease of following up at a later date.

Notice(s) of Intent:

- Program Assistant confirms postal code using Canada Post before sending the mail. If Canada Post suggests that there is an error in the address, brings to case manager (e.g. missing unit number).

PPR Registrations:

- Program Assistant registers liens when the file is initiated.
- Program Administrator does biweekly checks, using the AF spreadsheet, to ensure that all necessary liens are registered.

Notice Confirmation

Newspaper Ads:

- Program Administrator runs report to follow up on any Gazette ads that have not been published within a month. Gazette ads are published every Thursday. The deadline for publication is the previous Tuesday, at 12pm.

Return Mail:

- Program Assistant saves final tracking emails to LAN.

- Program Assistant makes notes on i-Sight when mail is returned.
- Once return mail is received, Program Administrator confirms reason for return (comparing notes to tracking details).
 - Unclaimed/refused: no further action
 - Moved/NSA etc.: Program Administrator checks to see if there was another NOI that was successfully delivered. If not Program Administrator checks the Equifax, ICBC search, and police material to see if something was missed.
- All return mail (excluding unclaimed/refused) is forwarded to Case Manager for final instruction by Program Administrator.
 - Notes must be entered into i-Sight to confirm:
 - NOI resent, or
 - Case manager confirmed an additional NOI is not required.
- If the tracking is not accessible, Program Assistant/Administrator calls Canada Post to confirm reason for return, or request signature of the receiver.

AF Conclusion

Concluding Letters:

- Program Assistant is notified of forfeiture by action reminder. Program Assistant drafts the concluding letter for the Program Administrator's review.
- Program Administrator reviews letter content and confirms the following:
 - date of forfeiture
 - no dispute was received for assets included in letter
 - mail was resent if necessary
 - all delivery notices (received and returned) are on the LAN
 - no liens (if vehicle)
 - RO was notified (if vehicle)
 - If partially disputed, it's clearly noted so we don't request the wrong assets
- Once Program Administrator sends the letter, Program Assistant updates i-Sight and preps the VTDC/ICBC Transfer Tax form (if vehicle).
- Program Administrator arranges for the transfer of assets to AIR if necessary and follows up to ensure they are received by AIR.
- Program Assistant will follow up on receivables (cash and phones), and make sure we receive the ICBC registration.

Deposits:

- Deposit slips are sent to Business Application Administrator for processing.
- If there is a discrepancy +/- \$100, case manager needs to be notified. Any discrepancy on a civil file is brought to the attention of the Director.

Disputes:

Received:

- Program Administrator updates the file and notifies the Director.
- Program Administrator checks the assets disputed to make sure if there are any remaining assets, they're still set to conclude administratively.
- Program Administrator creates a one-week reminder to ensure a decision is made. If not, Program Administrator follows up with the Director until it's made.

Decision Made:

- Withdraws: Director notifies police of reason why and Program Administrator makes sure the notice to the interest holder is sent and the file is closed (if applicable).
- Proceeds: Director/Program Administrator sends to LSB, updates file.

NoCC/Dispute Notices:

- Program Administrator drafts the notices once the NoCC is drafted.
 - In case she is not included in correspondence, Program Administrator has a Day 29 reminder (from postmarked date) to ensure all steps are completed before the limitation period.
- Program Administrator confirms the file is updated correctly (status, any remaining AF assets) once the filed NoCC is received.

Spot Checks:

- Dispute spreadsheet – not so much for getting disputes actioned, but mostly to make sure they are reporting properly. Often a file is not properly updated after a decision is made and left in 'limbo'.
- Overview Reporting – should be done every two months. This is to make sure ALL files are reporting properly and there are no files that are missing from the spreadsheet.
- Newspaper Ads – once a month using the AF spreadsheet and a VLOOKUP formula. Any newspaper ads that have not been received, and that were sent a month prior, need to be followed up on. Check with VIZEUM/GCPE.
- AF Liens – Biweekly using the AF spreadsheet.

Opening Files

LEVELS OF PRIORITY:

1. Assets with a pending 490 (Notice of Motion)
2. Real Property
3. Vehicle/Trailer/Boat – especially if it's being stored at a storage facility other than a police lockup
4. Cash > \$10,000
5. Cash < \$10,000

OPENING FILES:

1. Open file in i-Sight ("Create New Case"):
 - Police Agency:
 - a. RCMP
 - i. Referring Agency: Federal, IPOC, **NO** File #
 - ii. Referring Agency: RCMP, Detachment, File #
 - b. Municipal
 - i. Referring Agency: Municipal, Detachment, File #
 - Add Officer's name, phone number and email
 - Insert Assets, Unlawful Activity, Interest Holder's info
 - Submit
 - Create a Status for "Under Review" with today's date
 - Add an action for yourself with today's date and no reminder: "[Officer, PA]" (for reporting purposes)
 - Add lawyer – do NOT fill in – just Save & Exit (for reporting purposes)
 - Add referral date (date referral was received by CFO)
 - Add a comment "opened" (for reporting purposes)
 - Assign to Director
 - Save material onto the LAN
2. If the asset is a vehicle, there are additional steps:
 - a. CarProof:
 - i. Log on to <https://www.carproof.com/orderform.aspx>
 - ii. Select "CarProof Verified BC" and enter VIN > click Next
 - iii. Check the Year/Make/Model and make sure it matches
 - iv. Add the CFO file number as the Reference
 - v. Complete Order

- vi. Email result to yourself. Drag the email into the CFO Documents
- vii. Once the CarProof is completed, save to PDF:
 - [File No] CarProof – Negative, [Date]
 - [File No] CarProof – Lien in Manitoba, [Date]
 - [File No] CarProof – Lien with RBC, [Date]

b. Canadian Black Book:

- i. Log on to <http://online.blkbk.com/cbbonline/>
- ii. Enter VIN > click Go
- iii. If there are multiple models to choose from and you do not know the model:
 - Choose the first model
 - Open a new search query to pull the results for the other model(s)
 - Click on the “Add/Deducts” then select all that apply
 - Select “British Columbia” as the Region
 - Enter mileage > click Calculate
 - Save results to PDF and save in the CFO Documents folder
 - Add Gross/Net Value in i-Sight

3. If the asset is real property, property documents need to be obtained:

a. BC Assessment

- Log in to BC Online and enter the BC Assessment Application
- Click Proceed
- If you have the PID, choose to pull the assessment using the PID
- If you don't have the PID, enter the street number and street name (excluding road/street/avenue etc.) and click “Address Search”
- You may need to refine the fields especially if the street names are numbered names. Keep trying until you get a proper match
- Save to CFO Docs folder in pdf format

b. Title Search

- Log in to myLTSA. On the left, enter the PID to search for a Title Search
- Once the history of charge numbers are shown, pdf the page and save to CFO Docs
- Select the currently registered charge and proceed
- Save the Title Search in pdf format to CFO Docs

c. Mortgage/Judgment Documents

- The title search will display if there are any mortgages or judgements
- Go into the Document Requests tab to “Order Document/Plan
- Enter all mortgages and judgement numbers and click “Continue”
- Make sure they're all “found” and click “Order”

- They will appear in your inbox. Save in pdf format to CFO Docs
- d. Combine all documents: [File Number] Property Documents [date docs pulled]
- e. Update i-Sight data with PID and gross/net values (see below):

IF the mortgage was filed < 2 years prior:

Equity = (2015 Actual Value – Principal Mortgage Amount)

IF the mortgage was filed > 2 years prior:

Equity = (2015 Actual Value – Principal Mortgage Amount) + ([Payment Amount] x [Amount of Payments Made])

The payment is not always clear. It could be a “see schedule”. You can tell how many payments have been made by looking at the periodic payments. For example, if they’re paying biweekly payments, and there are 52 weeks in a year, there should be 26 payments a year.

4. Copy and paste file material into the appropriate numbered folder in the I:Drive (LAN). Create a new envelop with the CFO file number and file in the file room.
5. Send an email (attaching police material) to the Director & PM/PA if:
 - a. 490 Pending (mark urgent)
 - b. Real estate (mark urgent)
 - c. Vehicle (include CarProof results and CBB)
 - d. High cash asset

Civil Files

(real property, vehicle/trailer/boat with lien or > \$75,000)

Case Manager declines:

Case Manager will email the Police Decline Letter. Confirm with the Case Manager that the file can be closed and do so accordingly.

Case Manager accepts:

Case Manager will email the referral to LSB or will request you to do so. If the attachments are too large for email, burn onto disc for LSB. The Director will email the PA Acceptance Letter.

ADMIN FILES:

(assets < \$75,000 including cash, jewellery, electronics, vehicles, boats, trailers etc.)

Case Manager declines:

Case manager will email the PA decline letter. File to be closed on i-Sight, and the file moved from the I: Drive to the X: Drive.

Case Manager accepts:

Case manager completes the referral record, and emails the PA accept letter to police, cc'ing admin staff. Program Analyst will check the file and confirm with the Program Assistant that the file can be processed. Program Assistant prints Risk Assessment, mails NOI, inserts Gazette ad, and registers a lien in PPR (if applicable).

MAILING NOIs

BC Mail Express Order Entry (EOE):

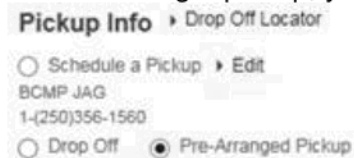
1. Login using your user name and password
2. Click that you confirm the mailing information is correct, "Submit"
3. Update the "from" section by selecting "Retrieve from Address Book" which will bring up a new window. Click the dropdown menu for an Address Book and select "CFO Office". Select "BCMP PSSG PROJ OFFICE" from the options
4. Enter the defendant's information in the "to" section. Confirm the postal code on the Canada Post website.
5. Weight:
 - a. If sending a defendant NOI (or other document): 0.03kg. Check the Document box. You will not need to enter dimensions.
 - b. If sending a package: estimate weight (Canada Post will weigh package when they receive it for accurate weight) and insert the dimensions.
6. Service: "Xpresspost Piece Rated"
7. Click the "modify" link and ensure the emails come to the Program Analyst and to the Program Assistant. All options should be selected.
8. Check the Signature box
9. Insert Reference Number using our file number (e.g. 2012-1150)
10. Double check all information. Once you are in the print screen, you cannot edit the information.

11. Print on label paper
12. Put the document in a brown envelope, then in an Xpresspost bag. Put the top label on the bag and seal.
13. Staple remaining label to the Risk Assessment and file in the physical folder.

Purolator – NOI's to the States

It is very important to change our address to our mailing address (PO Box) on the Purolator website before sending an NOI. Otherwise the label on the package will have had our physical address on it. Plus anyone with the tracking number can see our location online.

Instead of scheduling a pickup, you must pre-arrange a pickup by calling it in.



To change our address online, click the 'edit' button in the sender's information. Change the postal code to "V8W 9J1", remove street number, remove floor number, put "PO Box 9234" in Street Name and "Stn Prov Govt" in Address 2.

To call in a pick-up, call 1-888-SHIP-123. It's all automated. They will ask for our account number which is ^{s.15}

Make sure to send email notifications and make a note in i-Sight that it was sent by Purolator.

NEWSPAPER

Sending Drafts:

Send the Newspaper Ad Drafts to GCPE (^{s.15} by email in daily batches (cc Program Analyst). Be sure to note the file numbers in either the subject line or body so they can be tracked.

SAVE the sent email in the Media folder in the "Drafts" subfolder.

Checking Proofs (Program Assistant):

Open the proofs and compare to the newspaper ad draft originally sent. Ensure that there are no typos.

SAVE the cost estimate emails in the "Cost Estimate" subfolder

Approving Estimates (Executive Admin Assistant (or someone with expense authority)):

Open the estimate, convert to PDF. Use the signing tool and "place signature" on the Ministry Expense Authority approval signatory line. Save to the LAN and send to GCPE/Vizeum)

SAVE the ad approval emails in the "Approvals" subfolder.

PERSONAL PROPERTY REGISTRY (Liens)

Log in to BC Online > enter the Personal Property Register section

SEARCH:

- Select the Search Request option
- Enter the VIN in the Serial Number field and click "Search"
 - "Positive" results will display an exact match.
 - "Negative" results mean that there are no liens (no match).
- Click the "Send to Mailbox" box and continue to the BC Online Mailbox (it will take several minutes to appear)
- Once received, save a pdf of the results to the LAN and put a note of the results in i-Sight.

REGISTER:

First, you'll need to draft a financing statement:

- Reference Number = CFO File Number
- SP = 1; DE (Debtors) = 1; VE (Number of vehicles) = 1; GC = 2
 - If there is more than one vehicle and they have the same registered owner in a file, VE = 2
- Reg. Type: SA – PPSA Security Agreement (defaulted)
- Reg. Length = 10 years
- Secured Party – enter code: 59930004 and leave the rest blank
- Registering Party – enter code:: 59930004 and leave the rest blank

Click Submit

DEBTOR INFORMATION

- Enter all but "Bus Name" unless a business owns the vehicle

Click Submit

VEHICLE INFORMATION

- Type – Vehicle = MV; Boat = BO; Trailer = TR
- Serial Number = VIN if vehicle
- Enter Make and Model
- M.H. Reg. No – leave blank (this is for manufactured homes)
- General Collateral:
 - The property secured is subject to forfeiture under Part 3.1 of the Civil Forfeiture Act which may affect the property and interests in it.

Click Submit and Submit again on the next page

Secondly, you'll need to verify/register a financing statement:

- Enter the same SP, DE, VE & GC numbers as well as the 10 years for Reg. Length
- Add Secured Party Code: 59930004

Click Submit

DEBTOR INFORMATION

- Enter the Debtor's full name

Click Submit

VEHICLE COLLATERAL

- Enter Type & Serial Number (VIN)

Click Submit and Submit again on the next page

Last step – go to your BC Online Mailbox and print the registration to pdf and save in CFO Documents on the LAN: “[File Number] PPR Registration [Date Registered]” and add the PPR Start Date in the Administrative Forfeiture Status in i-Sight. Do not add end date (see Discharge).

DISCHARGE:

- Select the Total Discharge option
- Enter the Base Reg (found on the registration)
- Enter RO full name and Registering Party Code (59930004)
- Click “Submit” and click “Submit” again on the next page
- Continue to the BC Online Mailbox (it will take several minutes to appear)
- Once received, save a pdf of the discharge to the LAN (send to AIR if requested)
 - If AF – update the Administrative Forfeiture Status with the discharged date

SPIN DATES

Once a tear sheet has been received, the dates can be spun. Go into SharePoint and open the Excel spreadsheet “Administrative Forfeiture Calculator”. Open the Read Only version. You do not need to save this document; it's only for generating dates.

Before proceeding with spinning:

1. Open each tear sheet and check the date, paper & file number
2. Write each file number with the date of the tear sheet in the Spin Dates notebook to “spin the dates”
3. Save the tear sheet: '[File #] Tear Sheet in the [newspaper] [date shown]'
4. Save the email in the Tear Sheets folder

Enter the Newspaper Start Date (Date on Tear Sheet). Make sure you use correct year. Enter the Mail Post Start Date (date item was shipped - use latest Item Shipped email). Tab.

Copy and paste the auto populated table into a comment in i-Sight and format it accordingly.

Open the “Administrative Forfeiture” Status and insert the end date for mail and end date for newspaper.

Finally, create a new action reminder “Commence Forfeiture” for the Program Assistant with the correct date and make sure a reminder is set.

NOTICE OF DISPUTE

When a Notice of Dispute is received within the prescribed time frame, the Director has 30 days to file an NoCC if they choose to proceed with Civil Forfeiture. If the decision is to proceed, the Defendant then has 60 days to file a Response to Civil Claim.

A dispute generally comes in by mail. KEEP the envelope. Date stamp the letter and scan the envelope and all attached documents. Save on the LAN in its "CFO Documents" folder. Save as:

[File Number] Notice of Dispute (NAME), postmarked [Date]

If the Dispute came in by fax, it must be accompanied by a letter from the lawyer confirming they act for the Disputant. If they do not, the original **MUST** be received by mail. Please confirm with the Director that the template letter for this instance can be faxed back, requesting the original.

Open i-Sight and do the following:

1. Check the "dispute by" date to ensure the timeline was met.
2. Create a comment stating an NoD was received, postmarked date and who it's from.
3. Delete the "Commence Forfeiture" Action Reminder if necessary. (Check if all assets were disputed. Some may continue administratively.)
4. Create a new Action Reminder for 29 days of postmark date (must be a weekday) "NoD Day 29".
5. Open the "Administrative Forfeiture" Status and insert the postmarked date in the "Date Disputed" field.

Email the Director with conduct enclosing the NoD. Note the postmark date. Mark as important. Clearly indicate in the subject line that you are sending an NoD.

Open Outlook and create an appointment for the Day 29. "[File No] NoD29". Add a reminder. Also an appointment for five business days (include reminders). "[File No] NoD5".

If you have not seen that the file has been referred to LSB on NoD5, send a reminder to the Director attaching the NoD.

Notifications must be sent to the disputant and all those named on the NoCC. Letters need to be approved by the Director before send out. They can be prepped once the NoCC draft has been received.

1. Open the referral record and confirm the "disputed" box is checked. The dispute notices will be at the very end of the referral record.
2. Remove the section of the letter that does not apply (the template includes a paragraph for both proceeding/withdrawing).
3. Date the letter, make sure the assets in the subject line match the assets on the NoCC.
4. Ensure the address is updated to the address of service on the NoD
5. Save docs separately as a PDF
6. Once approved, email the PA Dispute Notice, and mail the Def Dispute Notice. Make note in i-Sight.

Disputed files become Civil once the NoCC has been filed.

COMMENCE FORFEITURE

An Action Reminder email will be sent when the file is ready to conclude. Check that no NoDs have come in for the file and open the Referral Record. Click the "Conclude" box and the Concluding Letter will auto generate (usually on page 8) – the date field will be highlighted in Red. Insert today's date.

If the file is RCMP: Ensure addressed to s.16 at FSOC and that the referring officer is noted in the bottom paragraph and is cc'd. Also cc FSOC members s.16, s.16 and s.16

If the file is municipal: letter should be addressed to the referring police officer and their name should be removed from the cc line.

LETTER CONTENT

Once selected in the referral record, the letter is generated with multiple standard paragraphs to suit each asset category. Include the applicable paragraphs and ensure the grammar is correct. Minor changes may need to be made.

If the file is only for a vehicle or trailer, remove the paragraph(s) relating to the cash as well as the line that states that the property must be handed over to the government.

PDF the letter and email it to the Director/Program Analyst for approval:

- Subject line: [VPD File: 2014-2000] [(CFO File: 2014-2222)]
- Letter file name: [File Number] Concluding Letter [Date]

If you are asked to send the concluding letter (normally done by Program Analyst), email the referring officer (cc Case Manager, Program Analyst s.16 and s.16 using the template email. Also, cc the exhibit custodian if applicable – refer to Master Contact Sheet on the O: Drive.

Once the email has been sent, update i-Sight:

- Comment: "Concluding letter sent [date]"
- Delete "Commence Forfeiture" Action Reminder
- Add a new Action Reminder (cash/electronic device file): "Reminder" (set for one month's time)
- If Vehicle, add a new Action Reminder: "ICBC Reg" (set for two weeks' time)
- Add a new Status for "Default Order" and record start date and registered date

VEHICLE REGISTRATION

BC Vehicle/Trailer:

Once the file concludes, open the Referral Record and click "ICBC Registration" on the upper left. This will generate a VTDC on the last page. Insert all applicable the information using the material received from the police on the LAN. Click all "Yes". Some of the information is for Out of Province only. If the vehicle is registered in BC, those sections can be left "N/A".

Once the form is complete:

- Fax using a cover sheet to the number listed on the form
- Place the original in the file (after it is fax stamped)
- Create a comment indicating the VTDC was faxed
- Add a new Action Reminder (cash/electronic device file): "Reminder" (set for one month's time)

New Registrations:

Registration forms should arrive by mail within two weeks. Scan and save to the LAN. Email AIR (cc Case Manager & Program Analyst) using the following template:

- AIR on Island: s.15
- AIR on Mainland: s.15

Hi _____,

Please see the attached ICBC Registration for the _____. The original will be sent in [today's/tomorrow's] mail.

I've also attached for your records, our acceptance letter with the NOI, the concluding letter to police and the Car Proof.

Please process the vehicle for auction.

Thank you,

Documents to attach:

- ICBC Registration
- PA Accept Letter
- Concluding Letter
- Car Proof PDF

After email is sent, mail the original paperwork to the appropriate AIR location:

Update i-Sight:

- Create a comment indicating the ICBC Registration was received
- Delete the "ICBC Reg?" action reminder

Create a new action reminder: "Auction?" (set for one month's time)