

**GENERAL ORDER**  
FAIRFAX COUNTY POLICE DEPARTMENT



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SUBJECT: ASSET FORFEITURE/MONEY LAUNDERING UNIT/SEIZED VEHICLE PROCESSING FEE      NUMBER: 520.10

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CANCELS ORDER DATED: 7-1-10      DATE: 7-1-12

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I. PURPOSE

The purpose of this order is to identify the mission and operational parameters of the Asset Forfeiture/Money Laundering Unit. It will also establish guidelines and responsibilities for first line supervisors and patrol officers by defining the procedures for releasing lawfully seized vehicles at the direction of the Office of the Commonwealth's Attorney, to include the collection of a \$500 processing fee.

II. POLICY

It shall be the policy of the Money Laundering Unit to actively investigate individuals, terrorists, illegal drug dealers, criminal enterprises, conspirators and co-conspirators involved in the illegal activity of money laundering.

The Department will actively seize any proceeds, property and/or vehicles valued in excess of \$500 used in connection with, or derived from, illegal drug transactions or other related crimes; such as transporting stolen property valued over \$200, transportation of illegal alcohol or alcoholic beverages, prostitution, and gambling.

At the direction of the Office of the Commonwealth's Attorney, the Department may collect a \$500 processing fee for the release of lawfully seized vehicles that are no longer subject to forfeiture.

The Asset Forfeiture/Money Laundering Unit will provide training and support to all entities of the Department.

III. DEFINITIONS

A. Proceeds: Property acquired or derived, directly or indirectly, from, produced through, realized through, or caused by an act or omission and includes property, real or personal, of any kind.

B. Property: Anything of value, and includes any interest therein, benefit, privilege, claim or right with respect to anything of value, whether real or personal, tangible or intangible.

C. Seizures: The taking of legal possession subject to forfeiture to the Commonwealth of Virginia.

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IV. RESPONSIBILITIES

The Asset Forfeiture/Money Laundering Unit is under the direction of the Organized Crime and Narcotics Division (OCN). OCN will be the clearinghouse for all lawful vehicle seizures, monies, and/or property. The members of the Asset Forfeiture/Money Laundering Unit, through the approval of the OCN commander or his designee, shall be the only employees of authorized to collect the processing fee for the return of lawfully seized vehicles.

A. Asset Forfeiture/Money Laundering Unit

1. Identify and successfully seize assets and/or property from drug dealers, conspirators, co-conspirators, terrorists, and/or other continuing criminal enterprises.
2. Disrupt the financial support network that these criminal enterprises depend on by seizing businesses and other identified financial assets.
3. Identify and facilitate the eventual arrest and conviction of persons providing illegal financial support services to these criminal enterprises.
4. Enhance conspiratorial cases against these targeted criminal enterprises and their co-conspirators by obtaining financial evidence to support charges for violations of state law as well as violations of financial state laws.
5. Provide support to other entities of the Department in the financial investigation of any criminal enterprise.
6. Collect a processing fee in the amount of \$500 for the return of lawfully seized vehicles.
7. Timely notification to the Commonwealth's Attorney's Office and/or any federal jurisdiction of all seizures.

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B. District Station Commanders

To assist in the lawful seizure and successful forfeiture of monies, property and/or vehicles, commanders shall make every effort to ensure that officers shall contact the Asset Forfeiture/Money Laundering Unit during normal business hours. After hours, first line supervisors shall go through DPSC/PLC to contact the on-call OCN supervisor for any and all seizures of monies, vehicles, or property valued in excess of \$500. Based on the circumstances of the seizure, the on-call OCN supervisor may authorize a call-out of an Asset Forfeiture/Money Laundering detective. Any monies seized under the amount of \$500 shall not be seized but depending on the circumstances, may be retained by the arresting officer as evidence to support the criminal charge. All seizures shall require immediate notification to the Asset Forfeiture detective via I/LEADS linking of the completed documentation describing the reason for the seizure.

V. PROCEDURES

- A. The Asset Forfeiture/Money Laundering Unit will immediately be notified of any and all seizures of monies valued in excess of \$500 conducted by any member of the Department.
- B. The Asset Forfeiture/Money Laundering Unit will complete the proper asset forfeiture paperwork for filing with the Commonwealth's Attorney's Office and/or any federal jurisdiction forms, which may be required.
- C. The Asset Forfeiture/Money Laundering Unit shall maintain and report all seizures in the Asset Forfeiture Database as well as the collection of the \$500 processing fee for the return of lawfully seized vehicles.
- D. Vehicles seized by any member of the Department in conjunction with General Order 520.4, Impoundment or Seizure of Motor Vehicles, shall be taken to the nearest district station or other place as designated by the OCN commander. The Asset Forfeiture/Money Laundering Unit will make arrangements for seized vehicles to be transported to the Organized Crime and Narcotics Division Seizure lot.
- E. Vehicles seized by any member of the Department shall be inventoried as defined in General Order 520.4, Section V., VEHICLE INVENTORY POLICY

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AND PROCEDURE.

- F. A \$500 processing fee will be charged for any and all lawfully seized vehicles returned at the direction of the Commonwealth's Attorney's Office. This fee may be waived at the discretion of the commander of the Criminal Investigations Bureau, the commander of the Organized Crime and Narcotics Division or his designee.
- G. All property seized will be packaged and stored in compliance with General Order 610.1, Custody of Property.
- H. U.S. currency seized shall be counted when practical and verified by the on-duty supervisor as defined in General Order 610.1, Section III., Paragraph B., Responsibilities of Submitting Personnel, Subparagraph C, Currency.
- I. All completed paperwork describing the reason for the seizure and the location of the seized monies and/or property/vehicle shall be immediately forwarded to the Organized Crime and Narcotics Division via I/LEADS.

VI. LEGAL REFERENCES

Code of Virginia

18.2-246.1	19.2-386.4
18.2-246.2	19.2-386.5
18.2-246.3	19.2-386.6
18.2-246.4	19.2-386.8
18.2-246.5	19.2-386-19
19.2-386.3	19.2-386.22

VII. ACCREDITATION STANDARDS REFERENCE

VLEPSC

ADM.	OPR.
16.01	03.01
16.02	03.05
	12.03

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This General Order becomes effective July 1, 2012 and rescinds all previous rules and regulations pertaining to the subject.

ISSUED BY:

APPROVED BY:

Chief of Police

  
County Executive