

# RECORD OF RESOLUTIONS

Dayton Legal Blank, Inc., Form No. 30045

Resolution No. \_\_\_\_\_ Passed \_\_\_\_\_, 20\_\_\_\_

**CITY OF BELPRE**  
**RESOLUTION NO. \_\_\_\_\_ (2016-17)**

**A RESOLUTION APPROVING THE BELPRE POLICE  
DEPARTMENT WRITTEN INTERNAL CONTROL POLICY**

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL  
OF THE CITY OF BELPRE, OHIO, THAT:**

**SECTION I**

**The Belpre Police Department Written Internal Control Policy,  
a copy of which is hereto attached as Exhibit A, is hereby approved  
and ratified by this City Council.**

**SECTION II**

**This Resolution shall take effect on the earliest date allowed  
by law.**

**PASSED: \_\_\_\_\_**

\_\_\_\_\_  
**PRESIDENT OF COUNCIL**

**ATTEST: \_\_\_\_\_**

**PRESENTED TO MAYOR: \_\_\_\_\_**

\_\_\_\_\_  
**MAYOR**

**APPROVED BY MAYOR: \_\_\_\_\_**

**CLERK'S CERTIFICATION OF PUBLICATION**

**The undersigned Clerk of the Council of the City of Belpre,  
Ohio, does hereby certify that on \_\_\_\_\_, this  
Resolution was published by posting a copy of the same at the five  
public places designated by the City Council in Ordinance No. 18  
(2006-07).**

\_\_\_\_\_  
**CLERK**

**BELPRE POLICE DEPARTMENT**  
**WRITTEN INTERNAL CONTROL POLICY**

Forfeiture, Fine and Reimbursement Accounts

Policy Statement

This policy is established to meet the statutory requirements of Sections 2925.03F2, 2925.42(B), 2981.13, and 4511.19 of the Ohio Revised Code and for compliance with the requirements by the Auditor of the State of Ohio. The City of Belpre establishes the following funds and procedures for the internal control of the Law Enforcement Trust Fund, the Drug Fine Law Enforcement Trust Fund, and the Alcohol Enforcement and Education Trust Fund.

Law Enforcement Trust Fund Overview

1. Custody of Property
  - A. In accordance with Ohio Revised Code Section 2981.11, any property that has been lost, abandoned, stolen, seized pursuant to a search warrant, or otherwise lawfully seized or forfeited and that is in the custody of the Belpre Police Department shall be kept safely by the department, pending the time it is no longer needed as evidence or for another lawful purpose and shall be disposed of pursuant to section 2981.12 and 2981.13 of the Ohio Revised Code.
  - B. Upon receipt of any property, the Belpre Police Department shall fully document the following:
    1. Date the property was acquired;
    2. Description of the property; and
    3. If the property was seized, the name of the person the property was seized from and the criminal charge.

II. Disposition of Property

- A. The Belpre Police Department shall make a reasonable effort to locate persons entitled to possession of the property, to notify of when and where it may be claimed and to return the property to them at the

earliest possible time. In the absence of evidence identifying persons entitled to possession, it is sufficient notice to advertise in a newspaper of general circulation and to briefly describe the nature of the property in custody and inviting persons to view and establish their right to it.

- B. Upon disposition of any property, the Belpre Police Department shall fully document the following:
  - 1. Date the property was disposed;
  - 2. Description of the property;
  - 3. The manner the property was disposed;
  - 4. Detailed financial records for any property that was sold; and
  - 5. The name of any person who received the property when possible
- C. The record shall not identify or enable identification of the individual officer who seized any item of property.
- D. Disposal of unclaimed or forfeited property shall be in accordance with Sections 2981.12 and 2981.13 of the Ohio Revised Code.

### III. Expenditures

- A. Upon the expenditure of any funds in the Law Enforcement Trust Fund, the Belpre Police Department shall fully document the specific amount expended on each general type of expenditure.
- B. The record shall not provide for or permit the identification of any specific expenditure that is made in an ongoing investigation.
- C. In accordance with Ohio Revised Code Section 2981.13 (C)(2)(a) the Law Enforcement Trust Fund monies may only be used for the following purposes:
  - 1. To pay the costs of protracted or complex investigations or prosecutions;
  - 2. To provide reasonable technical training or expertise;
  - 3. To provide matching funds to obtain federal grants to aid law enforcement, in the support of DARE programs or other programs designed to educate adults or children with respect to the dangers associated with the use of drugs of abuse;
  - 4. To pay the costs of emergency action taken under Section 3745.13 of the Revised Code relative to the operation of an illegal methamphetamine laboratory if the forfeited property or money involved was that of a person responsible for the operation of the laboratory; or

5. For other law enforcement purposes that the legislative authority determines to be appropriate.

#### IV. Maintenance Requirements and Reporting.

- A. The Belpre Police Department shall prepare a report for each calendar year that cumulates all of the information contained in all of the public records kept by the agency pursuant to Ohio Revised Code Section 2981.13(3)(b) for that calendar year and submit such report to the City Council by January 31 of the following year.
- B. The auditor shall be responsible for the maintenance of the financial records of the fund including bank statements, appropriation requests, disbursements and receipts for property or services.

#### Drug Fine Law Enforcement Trust Fund Overview

##### I. Receipt of Funds

- A. Upon receipt of any funds received under Ohio Revised Code Sections 2925.03 (F)(1) + (2) or 2925.42 the Belpre Police Department shall fully document the following:
  1. Date the funds were received; and
  2. The amount of such funds.

##### II. Expenditure

- A. Upon the expenditure of any funds in the Drug Law Enforcement Trust Fund, the Belpre Police Department shall fully document the specific amount expended on each general type of expenditure.
- B. The record shall not provide for or permit the identification of any specific expenditure that is made in an ongoing investigation.
- C. In accordance with Ohio Revised Code Section 2925.03 (F) and 2925.42(B), the Drug Law Enforcement Trust Fund monies may only be used for the purpose of subsidizing the Belpre Police Department's enforcement efforts that pertain to drug offenses.

##### III. Account Maintenance Requirements

The Auditor shall be responsible for the maintenance of the financial records of the fund including bank statements, appropriation requests, disbursements and receipts for property or services

## Alcohol Enforcement and Education Trust Fund Overview

### I. Receipt of Funds

- A. The auditor shall be responsible for the maintenance of the financial records of the fund including bank statements, appropriation requests, disbursements and receipts for property or services.
- B. Upon receipt of any funds received under Ohio Revised Code Section 4511.19 (G)(5)(a), the Belpre Police Department shall fully document the following:
  - 1. Date the funds were received; and
  - 2. The amount of such funds.

### II. Expenditures

- A. Upon the expenditure of any funds in the Alcohol Enforcement and Education Trust Fund, the Belpre Police Department shall fully document the specific amount expended on each general type of expenditure.
- B. The record shall not provide for or permit the identification of any specific expenditure that is made in an ongoing investigation.
- C. In accordance with Ohio Revised Code Section 4511.19(G)(5) the Alcohol Enforcement and Education Trust Fund monies may only be used for the following purposes:
  - 1. Subsidizing the Belpre Police Department's enforcement of Ohio Revised Code Section 4511.19 or a municipal OVI ordinance, as defined in Revised Code Section 4511.181
  - 2. Informing the public of the laws governing the operation of a vehicle while under the influence of alcohol, the dangers of the operation of a vehicle under the influence of alcohol, and other information relating to the operation of a vehicle under the influence of alcohol and the consumption of alcoholic beverages.

### III. Account Maintenance Requirements

The Auditor shall be responsible for the Maintenance of the financial records of the fund including bank statements, appropriation requests, disbursements and receipts for property or services.

## Law Enforcement Assistance Fund (CPT)

- I. Receipts of Funds
  - A. The Auditor shall be responsible for the maintenance of the financial records of the fund including bank statements, appropriation requests, disbursements and receipts for property or service.
  - B. Upon receipt of any funds received under Ohio Revised Code Section 109.802 and Ohio Administrative Code 109:2-18-04, the Belpre Police Department shall fully document the following:
    1. Date the funds were received; and
    2. The amount of such funds.
- II. Expenditures
  - A. Upon the expenditure of any funds in the Law Enforcement Assistance Fund, the Belpre Police Department shall fully document the specific amount expended on each general type of expenditure.
  - B. In accordance with the Ohio Revised Code Section 109.802 the Law Enforcement Assistance Fund shall be used only for paying the cost of continuing professional training programs.
- III. Account Maintenance Requirements
  - A. In accordance with Ohio Revised Code Section 109.802(F) the Law Enforcement Assistance Fund shall be kept separate from any other funds of the appointing authority.
  - B. The Auditor shall be responsible for the maintenance of the financial records of the fund including bank statements, appropriation requests, disbursements and receipts for property or services.

This Police, superseding all previous, adopted the 21<sup>st</sup> day of July 2017

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Chief Terry V Williams Belpre Police Department

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