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UNIT ASSET SEIZURE LOG

AUTOMATED DATA BASE MANUAL

U.S. Department of Justice
National Institute of Justice

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A COMPUTER SOFTWARE PROGRAM
DESIGNED FOR DRUG ENFORCEMENT UNITS

by

State of California
Office of the Attorney General
Department of Justice
Bureau of Narcotic Enforcement

John K. Van de Kamp, Attorney General

VERSION 5.1

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UNIT ASSET SEIZURE LOG

DESIGN SUPERVISORS: Special Agent In Charge Michael A. Barnes
Bureau of Narcotic Enforcement

Special Agent Supervisor Gene Asai
Bureau of Narcotic Enforcement

PROGRAMMED BY: Rich Maurer

ORIGINAL DESIGNED BY: Agent Pete Martin
Agent Jon Updegraff
Yolo Narcotic Enforcement Team

FOR FURTHER ASSISTANCE, CONTACT:

MICHAEL A. BARNES
SPECIAL AGENT IN CHARGE
Operations Support Unit
Bureau of Narcotic Enforcement Headquarters
P.O. Box 161089
Sacramento, CA 95816-1089
Phone: (916) 739-5445

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ASSET SEIZURE FILE Version 5.1
ASSET SEIZURE FILE MANUAL Version 5.1

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2610-E Paces Place
Atlanta, GA 30339
(404) 438-7659

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MAURER OPTIONS
2610-E Paces Place
Atlanta, GA 30339
(404) 438-7659

SYSTEM CHANGES SINCE VERSION 5.0

Many users contacted us with suggestions for the next version of the Unit Asset Seizure Log. Here is a list of the changes made in the software:

- 1 - The amount of room for defendant names was increased from 20 to 30 spaces.
- 2 - The amount of room for the evidence number was expanded from 12 to 20 spaces.
- 3 - On Screen #5 (Page 23 of the version 5.1 manual) the user now may enter the dates an asset was ordered forfeited and actually forfeited to a unit. The user may also indicate if a case is closed or not, which allows for partial return or forfeiture of the asset. These additions now appear on the asset log sheet (Page 31) as well as the display and printouts of lists and statistics (Chapters 4 & 5).

If you have other suggestions for changes in this system, please contact us.

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INTRODUCTION

The Unit Asset Seizure Log Program is a computerized data base which tracks seized assets from the time of seizure, through the time of forfeiture to your unit or return to the defendant. The program will also generate statistical data and summary administrative information on all assets entered into it.

* * *

The original program was developed and designed by Peter Martin and Jon Updegraff of the Yolo Narcotic Enforcement Team under the direction of Special Agent Supervisors Eugene M. Asai and Mike Barnes of the Bureau of Narcotic Enforcement.

The Bureau of Narcotic Enforcement has continued to develop and test the program. The program has been reviewed by various local agencies, the Federal Drug Enforcement Administration (Statistical Operations Unit) and the Federal Bureau of Justice Assistance. Changes and improvements recommended by these agencies have been incorporated into the program to give it universal utility for all law enforcement agencies in administering an asset forfeiture program.

The current version of the program was written by Richard Maurer, owner of Maurer Options, a private computer consulting firm under contract to the Bureau of Narcotic Enforcement. Rich Maurer had sixteen years of law enforcement experience in the State of California before entering the private sector.

* * *

We are continually trying to update and improve the program. Your comments and suggestions are welcome.

SYSTEM REQUIREMENTS

Requirements for the system are an IBM compatible computer with a minimum of 640 K RAM and two floppy disk drives. However, the most desirable system for running this program would be one in which you have one floppy drive and a hard disk drive. The hard drive system allows the program to run much faster, as well as allowing much greater storage.

The software is available in either 5-1/4" diskettes and 3-1/2" micro diskettes.

The software will work with the new IBM PS/2 personal system computers.

The program is capable of storing 150 asset seizure records on a 5-1/4" floppy diskette, 260 records on a 700k 3-1/2" micro diskette and approximately 450 asset seizure records per megabyte of a hard disk (4500 asset seizures on a 10 megabyte hard disk).

The system will work with any continuous feed printer. The response that we received from most law enforcement agencies was that 8-1/2 by 11 inch paper was much more convenient for storage and filing than other computer paper sizes. For that reason, all printouts for this system are designed for 8-1/2 by 11 inch paper.

The software will work with monochrome (black and white), EGA (color), and CGA (color) monitors.

LOADING THE SOFTWARE IN THE COMPUTER

The two computer disks you have are known as the system disks and will work with either a hard disk or dual floppy disk system. Disk #1 includes the program software:

BNE.exe

DATABASE FILES

Disk #2 contains the two database files:

BNE1.dbf
BNE2.dbf

The first database file, BNE1.dbf, is the main database file while BNE2.dbf is a utility file holding user information (agency name, address etc.) for the system.

CONFIG.SYS FILE

Disk #2 also contains a CONFIG.sys file for use in either a hard disk or dual floppy system.

HARD DISK SYSTEM

Most hard disk systems have a floppy disk drive labeled "A" and a hard disk drive labeled "C". If your disk drives are labeled differently, make the appropriate substitutions.

Most hard disks are set up with a root directory and subdirectories containing different programs used by your agency. One subdirectory should contain all your DOS commands. Most users call this subdirectory c:\DOS. You will create a separate subdirectory for the Asset Seizure File.

- 1) Turn on your computer. While in the root directory at the C> prompt type:

```
MD BNE <ENTER>
```

This will create the root directory for the system.

- 2) Type:

```
CD\BNE <ENTER>
```

Which will place you in the BNE subdirectory.

- 3) Place the system DISK #1 in the "A" drive and then type:

```
COPY A:BNE*. * C: <ENTER>
```

This will copy BNE.exe to the subdirectory you have created on the hard disk.

- 4) Remove DISK #1 from the "A" drive and replace it with disk #2. Then type:

```
COPY a:*.dbf c: <ENTER>
```

This will move the two database files into your BNE subdirectory.

- 5) Type:

```
CD\ <ENTER>
```

which will take you back to the root directory.

- 6) If there is an AUTOEXEC.bat file in the root directory of your hard disk, add the following line to it using the EDLIN commands in DOS:

```
PATH C:\DOS <ENTER>
```

This path command allows you to call up any DOS commands from any subdirectory. If your DOS commands are in a subdirectory other than \DOS, make the appropriate substitutions.

- 7) Using the directory command (DIR), find out if there is a CONFIG.SYS in the root directory. If there is, add the following two lines to it using the EDLIN commands in DOS:

```
FILES=20  
BUFFERS=15
```

If there is no CONFIG.SYS in the root directory then type:

```
COPY A:CONFIG.SYS C: <ENTER>
```

This will copy the CONFIG.SYS from the disk into the root directory.

- 8) Take DISK #2 out of drive "A" and store both disks somewhere safe. With the possibility of fire, flood and spilled coffee always a factor, it is best to store the software disks someplace away from the computer area. At a later time, when we discuss making backup disks, this same consideration should be made.
- 9) Reboot your machine (turn it on and off) before starting your program. This allows the computer to read the config.sys file.

You are now ready to go to "First Time Start-Up."

DUAL FLOPPY DISK SYSTEM

You will need two clean formatted floppy disks to carry out these procedures. Mark one of the floppy disks:

DRIVE A: ASSET PROGRAM

Mark the other disk:

DRIVE B: ASSET FILES

- 1) Turn on your computer with your normal start-up disk in drive A. At the A> place DISK #1 in Drive "A" and the clean formatted disk marked "DRIVE A: ASSET PROGRAM" in Drive "B". At the A> prompt type:

COPY A:*. * B: <ENTER>

This copies BNE.exe from the system disk on to the fresh formatted floppy disk. This new disk will become your working program disk.

- 2) Remove DISK #1 from Drive "A" and replace it with DISK #2. Place your formatted disk marked DRIVE B: ASSET FILES in Drive "B". Type:

COPY A:*.dbf B: <ENTER>

This copies the two database files to the disk on drive "B". Remove DISK #2 and together with DISK #1, store it in a safe place.

- 3) Using the directory command (DIR), find out if there is a CONFIG.SYS in the root directory. If there is, add the following two lines to it using the EDLIN commands in DOS:

FILES=20
BUFFERS=15

If this disk has no CONFIG.SYS file on it, type:

COPY A:CONFIG.SYS B:

Reboot the computer so it can read the new config.sys file.

- 4) Place your ASSET PROGRAM disk in drive "A" and place your asset files program in drive "B".

You can now go to "First Time Start-Up."

FIRST TIME START-UP

Now that you have loaded the system (Hard disk or Dual Floppy) carry out the following appropriate commands:

1) System Start

HARD DISK

At the C> prompt type:

```
CD\BNE <ENTER>
```

This will take you to the BNE subdirectory. Next type"

```
BNE <ENTER>
```

This will start the system.

DUAL FLOPPY

After you have turned on your computer with your start-up disk in Drive A. Place the floppy disk marked DRIVE A: ASSET PROGRAM in Drive A. Place the floppy disk marked DRIVE B: ASSET FILES in Drive B. At the A> prompt type:

```
BNE <ENTER>
```

This will start the system.

2) Startup Utility File

The first time the system is turned on, the system will ask you a number of questions. These questions will not appear again in future start-ups.

STARTUP - Security Pass Words

You are given the option of having a password system for your Unit Asset Seizure Log. You may enter three passwords for three possible security levels offered.

The first security level allows the user only to view the information in the system and make printouts (choices F4 through F9 on the main menu).

The second security level allows you the same access as the first security level with the additional ability to add or alter information (choices F2 and F3).

The third security level allows you the same access as levels one and two with the additional ability to change the security level passwords in the utility section (F9).

If you wish one password for all three levels, enter the same word for all three.

If you do not wish to use the password system, press the <ENTER> key three times. You may add the password system at a later date in the utility section (F9).

When you enter the system at a later time, you will be asked for you password. If you enter an improper password three times, you will be returned to DOS.

3) The first start-up screen is:

STARTUP UTILITY FILE - SCREEN #1

This information is being requested for the set up of this software. This request will not appear in the future when you start-up the software. If you ever wish to change this information in the future use the Utility (F9) choice in the Main Menu. The Agency name and address will appear at the top of screens and printouts.

Your Agency's name: YOLO COUNTY NARCOTICS ENFORCEMENT TEAM
Address: P.O. BOX XXX
City: WOODLAND
State: CA
Zip: 95695

This information is necessary for the tops of printouts and screens. Enter your agency information in the suggested manner.

4) The second start-up screen asks whether you are using a Black and White or Color monitor. Enter either B or C.**5) The third start-up screen looks like this:**

STARTUP UTILITY FILE - SCREEN #3

If you are loading this software into a computer with a hard disk, indicate that the information will be on the C drive, unless your hard disk is known by another drive letter. If you are loading this software on a computer with just dual floppy drives, then indicate the information is on the B drive.

The information is on drive: C

Is Drive C the correct drive? Y/N: Y

If you are using a hard disk drive you would normally type C.
In the case of a dual floppy disk drive you should type B.

6) The fourth start-up screen looks like this:

STARTUP UTILITY FILE - SCREEN #4

Part of the investigative cost software includes vehicle costs. If you know the cost per mile for units used by your agency (gas, oil repairs etc.) please enter the amount below. If you are not sure of the amount or do not plan to use the investigative cost section, leave the amount as 0.00. You may change the amount later using the Utility - F9 choice on the Main Menu.

Vehicle costs per mile: 0.45

If you are not sure of this information, just hit <ENTER>. You can change this figure using the F9 choice on the Main Menu at a later time.

The system will now go to the Main Menu (after a little advertising). You can now go to Chapter One of this manual.

CHAPTER ONE

ENTERING NEW ASSETS

You are now at the Main Menu of the Assets Seizure File. Choices on the menu are made using the "Function" keys located either on the left side or top side of your key board.

MAIN MENU	ENTER THE F KEY NUMBER USING THE KEYS ON THE LEFT OF THE KEY BOARD
F2 - LOG IN SEIZURE	
F3 - UPDATE SEIZURE/FORFEITURES & INVESTIGATIVE COSTS	
F4 - PRINT OUT LOG (Total log or single page)	
F5 - DISPLAY/PRINT OUT OF SEIZURE, RETURNS OR FORFEITURES	
F6 - DISPLAY/PRINT OUT OF STATISTICS	
F7 - PRINT OUT OF INVESTIGATIVE COSTS	
F8 -	
F9 - UTILITIES	
F10 - LEAVE SYSTEM	
08/11/87 Tuesday	UNIT ASSET SEIZURE LOG

When you are ready to enter your first asset press the F2 function key. The following menu will appear on the screen:

UNIT ASSET SEIZURE FILE - NEW ENTRY

- 1 - Screen One (Date Seized, Case #, Defendants)
- 2 - Screen Two (Type of Asset, Value, Custody chain)
- 3 - Screen Three (Description of Asset)
- 4 - Screen Four (Type of Seizure, Various Dates)
- 5 - Screen Five (Disposition, Stipulations, Amount returned)
- 6 - Screen Six (Investigative Costs)
- 7 - Return to Main Menu

Enter the number of your choice:

Both the entry level and the update level (F3) use this same menu and the same entry screens that come from this menu.

ASSIGNED SEIZURE LOG NUMBER

Entering the F2 entry level opens up a database record and assigns it the next log number in the system. This log number will be the easiest method you will have for accessing the system. The log number appears on all printouts and screen dumps.

ENTRY SCREEN #1

DATE SEIZED, CASE #, DEFENDANTS

Choose Screen One by pressing the number "1" on your keyboard.
The computer will now display Screen One for asset entry:

ASSET ENTRY - Screen 1	Enter the evidence number.
DATE SEIZED:08/11/87 LOG #: 54	
SEIZING AGENT:MARTIN	
CASE #:W-1234567890	
DEFENDANT #1:MAURER, RICHARD D.	
DEFENDANT #2:	
DEFENDANT #3:	
DEFENDANT #4:	
DEFENDANT #5:	
DEFENDANT #6:	
DEFENDANT #7:	
DEFENDANT #8:	
DEFENDANT #9:	
EVIDENCE #: R-1432-TRES	

IMPORTANT NOTICE

On all entry or edit screens in the F2 or F3 areas, instructions for each entry can be found in the upper right hand corner of the screen.

ASSET ENTRY

Your first entry will be date the asset was seized. Using the month/day/year format, enter in the date of your seizure. It is not necessary to hit the return or enter key after entering the date. The computer will automatically move on to the next entry area, which is the seizing agent's name. (Note: Next to the date you will see the log number of the asset you are entering).

Enter the last name or identifier you chose for the seizing agent. Press the <Enter> key to move to the next field, the case file number.

Twelve spaces have been allowed for you to enter in your agency's case file number. Hit "enter" or "return" after you have completed entering the case number and the computer will move to the defendant's box.

Space has been allowed for nine defendants' names to be entered. Type in the first defendant's name and hit the <Enter> key to enter the second defendant's name. The proper method for entering a defendant's name would be to enter the last name, first name, and then the middle name. The computer uses the last name and then first name when searching for identifying records for you, in later parts of the program.

After you have completed entering the defendants' names, hit the "return" key again as many times as necessary to leave the defendants' box, or hit "page down" which is denoted by the "Pg Dn" key. The computer will then go to the evidence number field.

The evidence number field is for entry of any evidence number that has been assigned to that particular asset by your agency. If your agency does not assign an evidence number, this box can be left blank or you can start an evidence numbering system that corresponds to the computer assigned log number for easy tracking and identification of the seized asset. The computer will track and search any numbering system established in this field.

After entering the evidence number, press the <Enter> key and the computer will return to entry menu. If you feel you have made a mistake on Screen #1, you may return to Screen #1 by pressing "1" to make any changes you feel are necessary.

You will notice that an eighth choice has now appeared on the menu since you last saw it. By pressing "8", you can enter a new asset.

ENTRY SCREEN #2

TYPE OF ASSET, VALUE, CUSTODY CHAIN

Go to Entry Screen #2 by pressing the "2" key. The following screen will appear:

ASSET ENTRY - Screen 2		Enter date and chain of evidence.
LOG #:	54	ASSET CODE:CURRENCY - OTHER FINANCIAL INST
		VALUE: \$ 123.00
		STORAGE LOCATION:SAFE
DATE	CHAIN OF CUSTODY	
08/11/87	MARTIN TO SAFE	
/ /		
/ /		
/ /		
/ /		
/ /		
/ /		
/ /		
/ /		

The computer will then prompt you to enter the asset code. Choices for asset codes are as follows:

- C - Currency
- V - Vehicle
- R - Real Property
- P - Property or Miscellaneous Items

An example of the "P" Code would be a diamond broach or a fur coat.

In the cases of Currency or Vehicles, the computer will then prompt you to define the type of Currency or Vehicle. The choices for Currency will be:

- C - Currency
- O - Other Instruments

ENTRY SCREEN #3

DESCRIPTION OF ASSET

To reach Entry Screen #3 from the "New Entry Menu" press "3" on the key board. The following screen will appear:

```
ASSET ENTRY - Screen 3          Enter a description of the asset.

LOG #:  54  DESCRIPTION OF ASSET

      CURRENCY - IN PENNIES
```

The computer will now prompt you to enter the description of the asset and final disposition. You can get as descriptive as you want in this particular box. Your only limitation is space. Three lines have been provided for use in this particular area. Pressing the <Enter> key will move the cursor down the lines and back to the "New Entry Menu".

ENTRY SCREEN #4

TYPE OF SEIZURE, VARIOUS DATES

While at the "New Entry Menu" press "4" to bring up Screen #4. The following screen will appear on the screen:

ASSET ENTRY - Screen 4	Enter the dates requested using MM/DD/YY the federal numbers requested, and the amount and percentage expected forfeited
LOG #: 54	
Type seizure: Federal	
Federal agency involved: Y	

You must decide whether the asset was seized under Federal forfeiture rules. If so, press the "F" key. If the asset was seized under State forfeiture rules, press the "S" key.

The computer will now ask you whether or not a Federal Agency (FBI, U.S. Customs, DEA, etc.) was involved directly in the seizure of the asset. Press the "Y" key if a Federal agency was involved. Press "N" if not.

FEDERAL SEIZURE

If the seizure is Federal, the following screen will appear:

ASSET ENTRY - Screen 4	Enter the dates requested using MM/DD/YY the federal numbers requested, and the amount and percentage expected forfeited
LOG #: 54	
Type seizure: Federal	
Federal agency involved: Y	
Date share claim (Dag-71) filed....	08/12/87
Federal Number:.....	1234567890
Amount expected back:.....	123.00
Percentage expected back.....	100. %

Enter the date the seizure was filed with a Federal Agency. Again use the month/day/year format.

Enter the Federal Case Number assigned to the seizure and press <Enter> to continue. For simplification of locating assets by the federal agencies you are dealing with, you have the option of using a "D" before the case file number if it is a D.E.A. case, a "C" before the number if it's a Customs case, and an "F" before the number if it's an F.B.I. case, keeping in mind only that when you recall these numbers later in the program you'll have to insert the "D", "C", or "F" before the number when recalling it.

Enter the amount of money that your agency expects to get from this seizure. In a simple seizure of currency made by your agency and then turned over to a federal agency, enter into this box the amount you expect to be returned to you by a Federal Agency. In the case of a vehicle federally seized, enter into this box the amount that you've estimated for the value of that vehicle. Press the <Enter> key to continue.

Enter the percentage of the value of the seizure that your agency expects to receive. Press the <Enter> key to continue.

Once again, you return to the "New Entry Menu."

STATE SEIZURE

If you defined this asset as a State Seizure, the following screen will appear:

ASSET ENTRY - Screen 4	Enter the Judicial Forfeiture number or the non-judicial number followed by the amount and percentage expected forfeited
LOG #: 54	
Type seizure: State	
Federal agency involved: Y	
Date filed with Prosecutor.....	08/12/87
Date filed as Judicial or Non-judicial Forfeiture	08/12/87
Judicial or non-Judicial #:.....	12345
Amount expected back:.....	123.00
Percentage expected back:.....	100.0%

Enter the date the asset seizure was filed with your prosecutor. Again use a month/day/year format.

Enter the date the asset seizure was filed as a Judicial or Non-Judicial forfeiture.

Enter the Judicial or Non-Judicial number. Press <Enter> to continue to the next field.

For simplification of locating assets by Judicial or Non-Judicial number, you have the option of using a "J" before the case file number if it is a Judicial case number and an "N" before the number if it's a Non-judicial number. Keep in mind that when you recall these numbers later in the program you'll have to insert the "J" or "N" before the number when recalling it.

Enter the amount that your agency expects to receive from this seizure. Press <Enter> to continue to the next field.

Enter the percentage of the total value your agency expects receive from this seizure. Press <Enter> to return to the "New Entry Menu".

ENTRY SCREEN #5**DISPOSITION, STIPULATIONS, AMOUNT RETURNED**

At the "New Entry Menu" press "5" to bring up screen #5. The following screen will appear:

ASSET ENTRY - Screen 5	Enter the date that items or funds were turned over to Unit. Then enter the amount turned over to Unit. Finally enter the amount returned.
LOG #: 54	
DISPOSITION & PLEA NEGOTIATION STIPULATIONS	
FORFEITED TO UNIT.	

The computer will ask you to enter disposition and plea negotiation stipulations. Again six lines are provided for your use in this area. Be as descriptive as you wish.

In this example, the asset was "Forfeited to Unit." Other dispositions might be "Dismissed by Court," "Dismissed by Prosecutor," "No Claim Filed, Forfeited by Prosecutor" etc.

After completing your entry, press the <Enter> or <PgDn> key. The following screen will appear:

ASSET ENTRY - Screen 5	Enter a Y if all court proceedings involving the seized assets have been completed. A Y or a blank space is all that will be accepted.
LOG #: 3	
DISPOSITION & PLEA NEGOTIATION STIPULATIONS	
THE PROPERTY WAS SOLD AT ACTION BY THE SHERIFF ON 6/1/85. AS ORDERED BY THE COURT, \$5000 WAS TURNED OVER TO YONET, \$2500 WAS FORFEITED TO BNE AND THE REMAINDER WAS RETURNED TO THE DEFENDENT. THE REMAINDER TOTALED \$1000 WHICH WAS TURNED OVER TO THE DEFENDANT ON 6/5/85.	
DATE ORDERED FORFEITED:	05/02/85
DATE ACTUALLY FORFEITED:	06/01/85
AMOUNT FORFEITED TO UNIT:	5000.00
AMOUNT RETURNED:	1000.00
AMOUNT FORFEITED TO OTHER:	2500.00
The total amount is less than the original value !!	
ENTER Y IF ALL COURT ACTION COMPLETE: Y	

The computer will then ask you to enter the date the asset was ordered forfeited. You will then be asked the date your unit actually received the forfeited amount. Leave these spaces blank by hitting the "return" key if the asset has not been forfeited, and the computer will move on to the "amount forfeited to unit" box. Again, only use this box if an amount has been forfeited to your unit. Keep in mind that the "amount forfeited to unit," in cases where the asset is not sold for the proceeds but is forfeited and retained, would be the value of the asset. This would typically be true in the case of a vehicle, real property or miscellaneous property which is forfeited to the unit.

Hit the <Enter> key to move to the next box. Enter the amount returned to the defendant or others (if any) and press the <Enter> key to move on to the "Amount Forfeited to Other".

"Other" in the last line means the Probation Department, Court or any other agency that any part of the seizure or forfeiture proceeds is disbursed to.

If the total of the last three entries is either less than or greater than the original value of the asset, a flag will appear to inform you. Especially in the case of vehicles and real property, the original estimated value may not match the actual

amount received at auction.

The computer will now ask you to enter a "Y" if there will be no further court action, that is the case is closed and there will be no further funds forfeited or returned. Leave this field blank if there may be further court activity. This covers situations where the court releases part of the asset seized (for example currency) to a defendant and retains the remaining seized currency for consideration of forfeiture. While some currency may be marked returned, the case is still not closed.

Press the "return" key and the computer will go back to the "New Entry File" screen.

ENTRY SCREEN #6

INVESTIGATIVE COSTS
OPTIONAL ENTRY

While at the "New Entry Menu" press "6" to bring screen #6 up for data entry. The following screen will appear:

ASSET ENTRY - Screen 6	Enter costs for informants, evidence and misc. costs in the appropriate space.
LOG #: 55	
INVESTIGATIVE EXPENSES	
INFORMANT COSTS:	10.00
EVIDENCE COSTS:	25.00
MISCELLANEOUS:	34.00
SUBTOTAL.....	69.00
press any key to continue....	

This section is used for computing investigative expense costs. If you don't choose to compute these on any particular asset or any of your assets, simply hit the "return" key and return to the "New Asset Menu" and go on to the next screen.

This file may be of help to your agency in justifying budgets, personnel or equipment. Your state prosecutor or other forfeiture control agency might need this information to determine the amount of forfeiture that should be made to your agency.

If you choose to track investigative expenses, under "Informant Costs" enter in any informant costs which your agency has incurred which led to the seizure of this particular asset and hit <Enter>.

Next enter any evidence costs for the purchase of evidence which led to this particular asset seizure and hit <Enter>. You can

then enter in any miscellaneous costs which you have incurred and hit <Enter>. The computer then prompts you to hit any key to continue. Press any key.

The following screen will appear:

ASSET ENTRY - Screen 6		Enter individual investigator's name, hourly salary and total number of hours they worked on the case.	
LOG #:	55		
1.	MARTIN	3.0 hr at \$	22.00 per hour = \$ 66.00
2.	UPDEGRAFF	1.5 hr at \$	21.00 per hour = \$ 31.50
3.	.	hr at \$. per hour = \$ 0.00
4.	.	hr at \$. per hour = \$ 0.00
5.	.	hr at \$. per hour = \$ 0.00
6.	.	hr at \$. per hour = \$ 0.00
7.	.	hr at \$. per hour = \$ 0.00
8.	.	hr at \$. per hour = \$ 0.00
9.	.	hr at \$. per hour = \$ 0.00
10.	.	hr at \$. per hour = \$ 0.00
11.	.	hr at \$. per hour = \$ 0.00
12.	.	hr at \$. per hour = \$ 0.00
SUBTOTAL			97.50
press any key to continue....			

The computer will ask you to enter in the name of each individual investigator who has participated in the investigation which led to this seizure. For example, enter "Smith, P." and hit the return key. Then enter in the total number of hours that "Smith" worked on this particular investigation. Space has been allowed for up to 99.9 hours of investigative time by any individual investigator. If this is not enough space then re-enter the investigator's name under the next name box and put in any additional hours which he/she has worked.

After the number of hours worked has been entered, enter that particular investigator's hourly wage. Most personnel departments will be able to provide you with a total compensation cost (including benefits and retirement) for your investigators. This amount should be used in this particular box and is sometimes twice as high as a straight hourly wage.

Hit <Enter> after entering this amount and repeat the procedure, again, up to twelve times for twelve investigators.

The computer will then give you a subtotal of all hourly wage investigative costs and ask you to press any key to continue.

The following screen will appear:

ASSET ENTRY - Screen 6	Enter the storage costs and vehicle mileage for this investigation.
LOG #: 55	
STORAGE, REPAIR AND/OR MAINTENANCE COSTS OF SEIZED ASSET:	
VEHICLE EXPENSES:	
200 X 0.45 per mile =	90.00
TOTAL EXPENSES FOR THIS INVESTIGATION.....	\$ 256.50
press any key to continue....	

Enter the amount it cost your agency to store, repair or maintain the asset. Press <Enter> to continue.

Enter any vehicle mileage expenses which you have incurred in the investigation. When you first started this software, you were asked the average cost per mile for the vehicles used by your agency. If you did not enter a cost at that time, you may do so using the F9 choice on the main menu. Enter the vehicle mileage used for this seizure. The vehicle costs will be computed after the miles are entered.

The computer will then display an amount which is computed for the total expense for this investigation and prompt you to press any key to continue. You will now return to the "New Entry Menu".

You then have a choice of pressing #7 or #8. Number 7 will return you to the "Main Entry" and #8 will be to start an

additional new entry, in which case you would repeat the process as you've just completed for entering a new asset.

CHAPTER TWO

UPDATING ASSET INFORMATION

The same menus and screens you were introduced to in Chapter One are used in the F3 function for updating asset information.

Press your "Function Three" key, that is the "F3" key on your keyboard, to update assets already contained in your data base. The computer will then prompt you to select which type of search you wish to perform to retrieve the asset to be updated. Your choices are:

- 1 - DATE OF SEIZURE
- 2 - DEFENDANT'S NAME
- 3 - LOG NUMBER
- 4 - FEDERAL #
- 5 - JUDICIAL/NON-JUDICIAL #
- 6 - CASE NUMBER

Let's say for example that you wish to search using a defendant's last name, in this case "DOE." Press "2" and the computer will ask you to enter the last name you want to search for. For this example only, type in "DOE" and hit the "return" key. The computer will then search for the name "DOE."

This search can take a minute or so, depending on the number of records you have entered into your computer. Once the computer has located that particular last name, it will display all records that have that last name. So, in the case of defendants with the same last name and different first names, you'll have a listing so that you can choose the correct asset.

In the case of date of seizure, Federal #, Judicial/Non-Judicial # or Case Number, the computer will list all assets with the same number or partial number requested. For example, if four assets are seized in the same case and all have the same case number, they will be listed on the screen.

In another example, if you have used the code "D" for for D.E.A. in front of the Federal number, if you enter just "D" in the federal number request, you will receive a screen list of all D.E.A. cases.

The computer then directs you to enter the log number of the item

you want to edit. The log number, again, is the computer-assigned number for that particular asset.

The computer will then display the "Update Asset Seizure File" menu and allow you to chose from any of the six screens for the updating of your information. This could be used to correct an error you have noted or to enter an amount and date forfeited, or any other change you wish to make.

After completing your corrections or updates, you can choose between #7, which is "enter another asset file to be updated," or #8, which returns to the Main Menu. If you choose #7, you simply repeat the procedure you have just completed.

CHAPTER THREE

PRINT-OUT LOG

This program allows for a hard copy print-out of every asset in the database to 8-1/2" x 11" paper. The log was designed to be maintained in a three hole binder. The 3-hole binder becomes a convenient hard-copy backup to the system. The log includes a Table of Contents which can be updated each time new entries are made in the system.

Pressing the F4 function key while at the Main Menu will bring up the following menu:

SELECT THE NUMBER OF YOUR CHOICE

- 1 - PRINT OUT THE WHOLE FILE
- 2 - PRINT OUT A SINGLE ASSET
- 3 - RETURN TO THE MAIN MENU

Selecting "1" will cause the computer to print out the whole file with a single page for each entry. An example of the log page can be seen on the next page. The computer will also ask you if you want a new Table of Contents printed.

When you update information or correct it, you should print out that particular corrected page, and add it to your binder, replacing the updated page.

To print out a single page, select "2" on the above menu. The computer will ask you what log number you wish to print out. The computer will also ask you if you need a new Table of Contents.

When a case is closed and you entered "Y" on screen #5 (page 23), the line "ALL FORFEIT PROCEDURES HAVE BEEN COMPLETED" will be printed in the line below the DISPOSITION & STIPULATIONS area on your printout

SAMPLE LOG SHEET

Last Update: 06/15/85

log #: 3

====> YOLO COUNTY NARCOTICS ENFORCEMENT TEAM <====
P.O. BOX 123, WOODLAND CA 95695
UNIT'S ASSET SEIZURE LOG

=DATES=
DATE SEIZED:..... 02/26/85
DATE FILED WITH PROSECUTOR:..... / /
DATE FILED AS JUDICIAL OR NON-JUDICIAL FORFEITURE:.. 03/09/85
DATE SHARE CLAIM (Dag-71) FILED:..... / /

AGENT SEIZING:..... BARNES
CASE #:..... Y-WI-85-0003
EVIDENCE #:..... YE-85-000051
JUDICIAL/NON-JUDICIAL #:...N-85-0000550

=DEFENDENT(S) =
JONES, FREDERICK SMITH, HARRY
GOMEZ-ALLEN, GEORGE

TYPE OF ASSET:..... VEHICLE/VEHICLE
STORAGE LOCATION:.. AUCTIONED
TYPE SEIZURE:..... State VALUE:.. 10000.00
FEDS INVOLVED:..... Yes EXPECTED BACK:.. 8000.00
% EXPECTED BACK:..... 80.0%

=CHAIN OF CUSTODY=
02/26/85 BARNES TO CORP. YARD.
06/01/85 COUNTY AUCTION BY SHERIFF
/ /
/ /
/ /
/ /
/ /
/ /
/ /
/ /

=DESCRIPTION OF ASSET=
1986 FORD TEMPO - VIN:1234567788987
LICENSE # CA/123ABC
RED WITH BLUE STRIPE DOWN THE SIDES

=DISPOSITION & STIPULATIONS=
THE PROPERTY WAS SOLD AT ACTION BY THE SHERIFF ON 6/1/85. AS
ORDERED BY THE COURT, \$5000 WAS TURNED OVER TO YONET, \$2500
WAS FORFEITED TO BNE AND THE REMAINDER WAS RETURNED TO THE
DEFENDENT. THE REMAINDER TOTALED \$1000 WHICH WAS TURNED OVER
TO THE DEFENDANT ON 6/5/85.

=ALL FORFEIT PROCEDURES HAVE BEEN COMPLETED=
DATE ORDERED FORFEITED:.05/02/85 DATE RECEIVED:.06/01/85
DATE RETURNED TO DEFENDENT OR OTHER:.... 06/01/85
AMOUNT FORFEITED TO UNIT:..... 5000.00
AMOUNT RETURNED TO DEFENDENT OR OTHER:.. 1000.00
AMOUNT FORFEITED TO OTHER UNIT:..... 2500.00

CHAPTER FOUR DISPLAY/PRINT OUT OF SEIZURES, RETURNS OR FORFEITURES

This portion of the program allows the user to search and list the assets seized in multiple combinations. The user is also given the choice whether or not a screen dump or hard copy print out will be produced.

When F5 is pressed while on the Main Menu, the following screen will appear:

<p>TYPE ASSET</p> <p>1 - Currency 2 - Vehicle 3 - Real Property 4 - Property/Misc. 5 - All Types</p> <p style="text-align: right;">2</p>	<p>ASSET BREAKDOWN</p> <p>1 - Vehicle 2 - Aircraft 3 - Water craft 4 - All Types</p> <p style="text-align: right;">1</p>	<p>DATE SEIZED RANGE 01/01/00 - 08/26/87</p> <p>DATE ACTED ON RANGE 01/01/00 - 08/26/87</p> <hr/> <p>TYPE PRESENTATION</p> <p>1 - Printer 2 - Screen</p> <p style="text-align: right;">1</p>
<p>ASSET STATUS</p> <p>1 - All Seized 2 - Forfeited to Unit 3 - Returned 4 - Forfeited to Other 5 - Pending action</p> <p style="text-align: right;">1</p>	<p>TYPE SEIZURE</p> <p>1 - Federal 2 - State 3 - Both</p> <p style="text-align: right;">1</p>	<p>FEDS INVOLVED</p> <p>1 - Yes 2 - No 3 - Both</p> <p style="text-align: right;">3</p> <hr/> <p>(C)ontinue (S)elect Again (M)ain Menu</p>

The user will start in the upper left hand corner of the screen. A list of five choices of type of asset is given. The user may request a list containing Currency, Vehicle, Real Property, Property/Miscellaneous or all types. The selection is made by pressing the number next to the choice wanted. If a search for Currency is wanted, the user would press "1." The computer

automatically moves the cursor to the next square.

If the user selects either Currency or Vehicle in "Type of asset," a list will appear in the next square to the right.

If the user had indicated "Currency" the following list would appear:

ASSET BREAKDOWN

- 1 - Currency
- 2 - Other Instruments
- 3 - All Types

If the user selected "Vehicle" as the asset type, as in the example, the following list would appear in the second square:

ASSET BREAKDOWN

- 1 - Vehicle
- 2 - Aircraft
- 3 - Water Vessels
- 4 - All Types

Continuing our example, if the user selected "Currency" and wished all types of currency, then "3" would be pressed in the second square.

The second square is automatically passed over if Real Property, Property/Misc. or All Types is selected as type of asset.

The computer then takes the user to the date area. The user has two different date ranges to select from. The first range is the Date Seized and the second is the Date Acted On.

The Date Seized range refers to the date an asset was seized. If the user enters 01/01/86 - 12/31/86 for example, the computer will search for all currency assets seized in 1986.

The second date range, called the "Date Acted On," refers to the date when an asset was forfeited or returned. On Screen #5 of the new entry and edit choices (F2 & F3), the user may enter the date when an asset forfeiture proceed was received, the asset was returned, or forfeiture proceeds or the asset were disbursed to another agency. The "Date Acted On" range uses this date for its search.

NOTE: By definition in this system, "Forfeited" means that the unit has received the asset of forfeiture proceeds from either the State or Federal Forfeiture. The actual legal act of forfeiture will have occurred at some time prior to the unit receiving the proceeds or the asset.

This second date is used when a user requests all currency forfeitures for 1986. An asset may have been forfeited or returned in 1986, but seized in a previous year. If an agency wanted a true review of 1986 forfeitures, then this date would need to be searched also.

The computer makes its own selections if the user fails to enter dates in either of the date range sections. If the user hits the <Enter> key twice in the "Date Seized" range, all records would then be searched.

If the user fails to enter dates in the second date range, then the date range entered in the "Date Seized" range is automatically entered in the "Date Acted On" range. If the dates 01/01/86 - 12/31/86 were entered in the "Seized Date" range and no dates were entered in the "Date Acted On" range, the computer would place 01/01/86 - 12/31/86 in the second set of ranges.

Entering dates beyond today's date will cut off the search by one of the date ranges. For example, if the user was only interested in assets seized in 1986 and not forfeitures which occurred in 1986 for assets seized in a previous year, the user would enter 01/01/86 - 12/31/86 in the first range. The user would follow that by 01/01/99 - 01/02/99 in the second range. Only the assets seized, and not those "acted on," would be searched.

The computer will not allow the user to enter the first date later than the second date in any one range. For example, the user may not enter 12/31/86 - 01/01/86. The computer will only accept actual dates, thus 12/32/87 will not be accepted in any date field in this program.

NOTE: The date range selection process in this program is designed to allow the user to track and obtain single or multi-year administrative data regarding summary totals for value of all assets seized in a given date range, and/or all assets forfeited in a time range. This is important since the legal forfeiture process frequently takes longer than any given fiscal or calendar year. Therefore, on any given year, seizures do not equal forfeitures.

After entering the date ranges, the computer moves to the "Type Presentation" area. The user may select either a Print Out or Screen Dump by pressing either 1 or 2.

The computer then moves to the "Asset Status" square. The user may select the status of the asset to be searched for. The choices are:

ASSET STATUS

- 1 - All Seized
- 2 - Forfeited to Unit
- 3 - Returned
- 4 - Forfeited to Other
- 5 - Pending Action

If the user selects "All Seized," the computer will search all assets for every other choice made. The "Forfeited to Unit" choice will search all records with a "Forfeited to Unit" field greater than 0.

The "Returned" choice will search all records with an amount greater than 0 in the "Returned" field on Screen #5 of F2 or F3.

The "Forfeited to Other" choice will have the computer search all "Forfeited to Other" fields greater than 0.

Finally, the "Pending Action" choice will have the computer search those records which have not been marked as closed. The display or printout will include the original value, the expected forfeiture and the amount still awaiting forfeiture. The last figure takes in account any partial returns or forfeitures.

In our example, the user will press "2", thus the computer is now searching for all Currency seizures in 1986 that have been forfeited to the unit.

The computer now goes to the "Type Seizure" square. The user may chose Federal, State or Both for the type of seizure. In our example, the user wishes only Federal seizures, thus "1" is pressed.

The computer next moves to the "Feds Involved" square. The user may chose to search for assets where a Federal Agency was involved in the initial actual seizure, is not involved, or both. In our example, the user selects "3", thus the search is for cases where a Federal Agency may or may not have been involved.

Finally, the computer reaches the square in the lower right hand corner of the screen. The user has the choice of pressing "C" and continuing the search requested, pressing "S" (which erases the search requested and allows the user to try again), or "M," which causes the computer to quit the search and to go back to the Main Menu.

If the user selects "C," the search begins. If the "Type Presentation" selected is "Screen," a list is printed including totals of the columns containing dollar amounts.

The screen dump (as well as the print out of these searches) includes a list of the items requested for the search at the beginning of the list and the totals of all dollar value columns at the end. An example of the screen dump can be seen below:

```

=====
          <====> YOLO COUNTY NARCOTICS ENFORCEMENT TEAM <====> .55
Seized: 01/01/87 to 08/11/87 / Acted on: 01/01/87 to 08/11/87 of :55
=====
Currency/All Types                Forfeited to Unit
Federal Seizure                    Fed Agency Involved
=====
LOG #  CASE #      DATE SEIZED  VALUE    EXPECTED  DATE  FORFEITED
          SEIZED  VALUE    FORFEITURE  ACTED ON.  TO UNIT.
=====
    23  Y-C -86-1169  02/27/86   242.00     0.00  07/01/87   200.00
    48  123          07/13/87  1500.00     0.00  10/13/87  1500.00
=====
TOTALS.....                1742.00     0.00                1700.00
=====

```

In the above example, two assets have been seized which fall under all the requirements requested by the user. Both date ranges searched were January 1, 1987 through August 11, 1987. In the case of log # 23, the asset was seized in 1986 but acted upon in the proper 1987 range. In the case of log #48, the asset was seized within the correct time frame requested although it was not acted upon in the same time frame.

Those lists requested which include "Forfeited to Unit,"

Returned" or "Forfeited to Other" will include an additional two columns on the right indicating the date the asset was acted on

and the amount of the forfeiture or return (as in the example).

The only difference between the screen dump and print out is that the paper size would not allow for the printing of the column indicating expected amount forfeited, which is shown on the screen dump lists.

An example of the print out of these lists can be seen on the next page.

After the screen dump or print out is completed, the user is given the choice about making other lists. If the user presses "Y" for yes, the computer returns to the search display. If the user presses "N" for no, the computer returns to the Main Menu.

SEIZURE LIST

-----> YOLO COUNTY NARCOTICS ENFORCEMENT TEAM <-----
 P.O. BOX 123, WOODLAND CA 95695

Seized: 01/01/87 to 08/11/87 / Acted on: 01/01/87 to 08/11/87

Currency/All Types		Forfeited to Unit			
Federal Seizure		Fed Agency Involved			
LOG #	CASE #	DATE SEIZED	VALUE	DATE ACTED ON	FORFEITED TO UNIT
23	Y-C -86-1169	02/27/86	242.00	07/01/87	200.00
48	123456789012	07/13/87	1500.00	10/13/87	1500.00
TOTALS....			1742.00		1700.00

CHAPTER FIVE

DISPLAY/PRINT OUT OF STATISTICS

The F6 module works in much the same way as the F5 search module. When the user presses F6, the following screen appears:

TYPE ASSET 1 - Currency 2 - Vehicle 3 - Real Property 4 - Property/Misc. 5 - All Types <div style="text-align: right;">1</div>	ASSET BREAKDOWN 1 - Currency 2 - Other Instruments 3 - All Types <div style="text-align: right;">2</div>	DATE SEIZED RANGE 01/01/00 - 08/26/87 DATE ACTED ON RANGE 01/01/00 - 08/26/87 (C)ontinue (S)elect Again (M)ain Menu
---	---	---

The user will start in the upper left hand corner of the screen. A list of five choices of type of asset is given. The user may request a list of Currency, Vehicle, Real Property, Property/Miscellaneous, or All Types. The selection is made by pressing the number next to the choice wanted. If a search for Currency is wanted, the user would press "1." The computer automatically moves the cursor to the next square.

If the user selects either Currency or Vehicle in type of asset, a list will appear in the next square to the right.

If the user indicates "Currency" the following list will appear:

ASSET BREAKDOWN

- 1 - Currency
- 2 - Other Instruments
- 3 - All Types

If the user selects "Vehicle" as the asset type, the following list appears in the second square:

ASSET BREAKDOWN

- 1 - Vehicle
- 2 - Aircraft
- 3 - Water Vessels
- 4 - All Types

Continuing our example, if the user selected "Currency" and wished all types of currency, then "3" would be pressed in the second square.

The second square is passed over if Real Property, Property/Misc. or All Types is selected as type of asset.

The computer then takes the user to the date area. The user has two different date ranges to select from. The first is the Date Seized and the second is the Date Acted On.

The Date Seized range refers to the date an asset was seized. If the user enters 01/01/86 - 12/31/86 (using our example), the computer will search for all currency assets seized in 1986.

The second date range, called the "Date Acted On," refers to the date when an asset was forfeited. On Screen #5 of the new entry and edit choices (F2 & F3), the user may enter the date when an asset was ordered forfeited, returned or forfeited to another agency. The "Date Acted On" uses this date for its search.

This second date is used when a user requests all currency forfeitures for 1986. An asset may have been forfeited or returned in 1986, but seized in a previous year. If an agency wanted a true review of 1986 forfeitures, then this date would need to be searched also.

NOTE: The date range selection process in this program is designed to allow the user to track and obtain single or multi-year administrative data regarding summary totals for value of all assets seized in a given date range, and/or all assets forfeited in a time range. This is important since the legal forfeiture process frequently takes longer than any given fiscal or calendar year. Therefore, on any given year, seizures do not equal forfeitures.

The computer makes its own selections if the user fails to enter dates in either of the date range sections. If the user hits the <Enter> key twice in the "Date Seized" range, every record would then be searched.

If the user fails to enter dates in the second date range, then the date range entered in the "Date Seized" range is automatically entered in the "Date Acted On" range. If the dates 01/01/86 - 12/31/86 were entered in the "Seized Date Range" and no dates were entered in the "Date Acted On" range; the computer would place 01/01/86 - 12/31/86 in the second set of ranges.

Entering dates beyond today's date will cut off the search by one of the date ranges. For example, if the user was only interested in assets seized in 1986 and not forfeitures in 1986 for assets seized in a previous year, the user would enter 01/01/86 - 12/31/86 in the first range. The user would follow that by 01/01/99 - 01/02/99 in the second range. The assets seized and not acted on for 1986 would be searched.

The computer will not allow the user to enter the first date later than the second date in any one range. For example, the user may not enter 12/31/86 - 01/01/86. The computer will only accept actual dates, thus 12/32/87 will not be accepted in any date field in this program.

Finally, the computer reaches the square in the lower right hand corner of the screen. The user has the choice of pressing "C" and continuing the search requested, pressing "S" (which erases the search requested and allows the user to try again), or "M," which causes the computer to quit the search and to go back to the Main Menu.

If the user presses "C" the search begins and the statistics are displayed on the lower portion of the screen as shown below:

```

(M)ain Menu
-----
1 |                               2 |                               C
-----
Currency/Other Instruments                               52 of 52
Seized: 01/01/00 to 08/26/87 / Acted on: 01/01/00 to 08/26/87
-----
All seized..... 1 - 100.00
Forfeited to Unit..... 0 - 0.00
Returned..... 0 - 0.00
Forfeited to Other..... 0 - 0.00
Pending Action..... 1 - 100.00
Federal Seizure..... 1 - 100.00
State Seizure..... 0 - 0.00
Federal Agency Involved.. 1 - 100.00
Do you wish a printout of this information: Y/N
    
```

The first column on the left identifies the statistics listed. "All Seized" indicate all those assets which fall in the range of choices selected by the user. "Forfeited to Unit" are all those assets that match the criteria and also have an amount greater than 0 in the Forfeited to Unit field. The "Returned" and "Forfeited to Other" follows this same pattern.

It should be noted that an item may be counted in any of these three choices if more than one of the three "Acted On" fields is greater than 0. For example, if \$100 in currency is seized, and \$50.00 is forfeited to the unit, \$25.00 goes to Probation and \$25.00 is returned to the defendant, than this asset will be counted in all three areas.

The "Pending Action" area refers to those assets that have not been marked closed (Screen #5 on page 23). The dollar amount shown takes in account any partial returns or forfeitures that may have already occurred.

The "Federal Seizure" choice refers to those cases seized and where forfeiture is to be pursued under the Federal forfeiture procedures.

The "State Seizure" refers to those assets seized/forfeited under a State Forfeiture law.

The "Federal Agency Involved" choice counts all those cases where a Federal Agency was involved in the actual initial seizure.

The second column in this display lists the count for each of these items. The third column in this display indicates the dollar total of each of the above listed items.

The user is then given the option of printing out the information obtained, by pressing "Y". An example of the print out is seen on the next page if another search is requested. If the user presses "N" again, the computer returns to the Main Menu.

STATISTICS PRINT OUT

-----> YOLO COUNTY NARCOTICS ENFORCEMENT TEAM <-----

P.O. BOX 123, WOODLAND CA 95695

Seized: 01/01/00 to 08/26/87 / Acted on: 01/01/00 to 08/26/87

Currency/Other Instruments

All seized	2 - - - -	223.00
Forfeited to Unit.....	1 - - - -	123.00
Returned.....	0 - - - -	0.00
Forfeited to Other.....	0 - - - -	0.00
Pending Action.....	1 - - - -	100.00
Federal Seizure.....	1 - - - -	100.00
State Seizure.....	1 - - - -	123.00
Federal Agency Involved..	2 - - - -	223.00

CHAPTER SIX

PRINT OUT OF INVESTIGATIVE COST REPORTS

The "Print Out of Investigative Reports" selection on the Main Menu allows the user to make print outs of the investigative costs information. When the user presses F7 on the Main Menu, the following menu appears on the screen:

SELECT THE NUMBER OF YOUR CHOICE

- 1 - PRINT OUT ALL INVESTIGATIVE EXPENSE FORMS
- 2 - PRINTOUT ONE INVESTIGATIVE EXPENSE FORM
- 3 - TOTAL EXPENSE REPORT
- 4 - RETURN TO MAIN MENU

If the user selects "1," then the computer will produce a one page print out for every asset that has investigative expense information (an example of this print out can be seen on the next page).

If "2" is pressed by the user, the computer asks the user to enter the Log # of the asset for a single page report to be produced. The report produced is the same as that described in the previous paragraph.

If the user selects the third choice on the menu, the computer asks for a date range to be filled in. The user will select the date range. For example, if the user enters 01/01/86 - 12/31/86, then the total investigative costs of all assets seized in 1986 will be listed. The total of the year will be listed at the end of the print out. The date searched in each record is the date the asset was originally seized. See example, below.

After each print out is made, the computer returns to this menu. If "4" is pressed, the computer will return to the Main Menu.

SINGLE PAGE INVESTIGATIVE REPORT

08/26/87

LOG #: 48

-----> YOLO COUNTY NARCOTICS ENFORCEMENT TEAM <-----
P.O. BOX 123, WOODLAND CA 95695
INVESTIGATIVE EXPENSE REPORT

INVESTIGATIVE EXPENSE

INFORMANT EXPENSES: \$ 300.00
EVIDENCE PURCHASES: \$ 45.00
MISCELLANEOUS: \$ 500.00
SUBTOTAL.....\$ 845.00 <-----

PERSONNEL EXPENSES

BARNES FOR 3 HR. AT 15.00 PER HR = 45.00
JONES FOR 5 HR. AT 18.00 PER HR = 90.00
SMITH FOR 15 HR. AT 15.00 PER HR = 225.00

SUB TOTAL.....\$ 360.00 <-----

STORAGE, REPAIR AND/OR MAINTENANCE.....\$ 12.00 <-----

VEHICLE EXPENSES:
2000 MILE AT \$ 0.25 PER MILE.....\$ 500.00 <-----

TOTAL COST:.....\$ 1717.00 <-----

LIST INVESTIGATIVE REPORT

08/26/87

PAGE: 1

-----> YOLO COUNTY NARCOTICS ENFORCEMENT TEAM <-----
P.O. BOX 123, WOODLAND CA 95695
TOTAL INVESTIGATIVE EXPENSES FOR ASSET FILE
01/01/87 to 08/11/87

LOG #	CASE #	AGENT	TOTAL EXPENSE
48	123456789012	BARNES	1717.00
49	123456	BARNES	683.25
50	1234567	BARNES	855.00

TOTAL INVESTIGATIVE EXPENSES..... \$ 3255.25

CHAPTER SEVEN

UTILITIES

The "Utility" portion of the Main Menu allows the user to back up a hard disk file and change other information such as agency name, monitor type and investigation vehicle costs.

When F9 is pressed, the following screen appears:

UTILITIES MENU

- 1 - Back up Hard Disk Database File
- 2 - Change Agency Name or Address
- 3 - Change Drive Containing Database
- 4 - Change Monitor Type
- 5 - Change Vehicle Costs
- 6 - Return to Main Menu

Back Up Hard Disk Data File

The user must have formatted floppy disks ready to receive the back-up information. It is best if the user prints numbers on the disk labels beginning with one. When the user presses "1" on the above menu, the computer tells the user to place the #1 floppy disk in Drive A. The user does so and then presses any key. As the database file grows, more and more floppy disks will be required to carry out this activity. Any information contained on the floppy disks before you started will be destroyed.

The computer you are using is a machine that can break down like any other machine. To lose a large database file because of the failure of a hard disk can ruin your whole day! It is suggested that a regular back up policy be carried out so that the only information lost if the hard disk fails is that entered since the last back up.

If the back up does not work, it might mean your database file is not in the \BNE subdirectory or the "Path C:\DOS was not placed in the AUTOEXEC.BAT file in the root directory. See the "Setting Up" section of this manual. It might also mean that you do not have enough memory installed. If this is true, an error message will appear on the screen briefly. Then the computer will return to the Main Menu without making the backup.

Change Agency Name and Address

This choice allows you to change the agency name and address that appears at the top of print outs and screens.

Change Drive Containing Database

If you move the software in this system to another computer where the hard disk has a different drive letter or from a dual floppy to hard disk system, you can change the drive location inside the software by using this choice.

For example, if you originally set up the software in a computer with a single hard disk drive you would have originally entered "C" for the drive designation. If the software and were moved to a computer with two hard disks, and it was located in the "D" drive, then you would have to change the drive designation before any files could be accessed.

Change Type of Monitor

If "6" is pressed, the computer will return to the Main Menu. In case your agency springs for a color monitor for your unit, this choice will allow you to change the software over to that type of monitor. The software will work with EGA or CGA monitors. You'll love the color.

Change Vehicle Costs

If the Investigative Cost Module is used, the average cost per mile for your agency's vehicles should be entered into this choice. This cost should include fuel, oil and service to get a fair picture of your agency's costs within an investigation.

After each selection is made, the computer returns to the menu of this section. Selecting "6" returns the computer to the Main Menu.