



Kansas Asset Forfeiture Handbook

Kansas Bureau of Investigation
Asset Forfeiture Unit
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Topeka, Kansas 66612
785-296-8338

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REPORTING AGENCY'S INCIDENT/ANNUAL ASSET FORFEITURE REPORT FILING INSTRUCTIONS

Note: Asset forfeiture reporting requirements have changed significantly since K.S.A. 60-4127 was passed in 2018. Please read all filing instructions prior to completing an incident and/or annual Forfeiture Report.

General Reporting Requirements

[K.S.A. 60-4127](#)

[K.A.R 10-23-1, et seq. \(page 773\)](#)

- Each prosecuting attorney is required to submit forfeiture case information to the seizing agency within 30 days after the final disposition of the forfeiture.
- Each reporting agency is required to submit an incident report to the Kansas Bureau of Investigation for each seizure/forfeiture the agency conducts within 60 days after a disposition has been made. A disposition is defined as any agency, prosecution, or court disposition, or completed forfeiture action. The first reporting period begins July 1, 2019. Any property seized as part of the Kansas Standard Asset Seizure and Forfeiture Act that receives a disposition or completed forfeiture action on or after July 1 is required to be submitted to the KBI.
- Each reporting agency is required to submit an annual report to the KBI summarizing the reporting agency's financial activity for the previous calendar year regarding forfeited assets.
- Once the law enforcement agency submits the incident report, the report will be reviewed by the asset forfeiture unit. If there are any questions or missing data, the asset forfeiture unit will contact the law enforcement agency for correction. The law enforcement agency must return the corrected report to the KBI, within 30 days of the original contact. If a correction is not made within 30 days, the agency will not be allowed to do any forfeitures until the correction is made, bringing the agency back into compliance. A formal letter will be sent to the district or county attorney informing that no forfeitures may be made until the agency comes back into compliance.
- The initial reporting period begins July 1, 2019, and ends January 31, 2020. After January 31, 2020, the reporting period will run calendar year to calendar year.

Reports Required

[K.S.A. 60-4127](#)

- All reporting agencies must file an incident report with the KBI within 60 days after a disposition has been made. The incident report is referred to as the "seizure for forfeiture report" in the rules and regulations.
- All reporting agencies must file a summary annual asset forfeiture report with the KBI on or before February 1st of each calendar year. The summary annual report is referred to as the "forfeiture fund report" in the rules and regulations.
- A reporting agency that did not have any forfeitures during the reporting period (e.g., did not effectuate a forfeiture proceeding, did not receive or share any real property, money, or other personal property through a forfeiture proceeding) must still file a forfeiture fund report. See electronic submission instructions for information on how to submit this report.

KASFR Incident Report Definitions

Incident Report Definitions

[K.S.A. 60-4127](#)

Personal identifying information (PII) shall not be included in any part of this report.

Administrative Section

- Date of report – date the report is being completed
- Date of disposition - A disposition is the outcome of the property that was seized for forfeiture. The date you report should be one of the following:
 - the date forfeiture case is declined
 - the date a decision is made by an agency to return the property to the owner
 - the date transferred to a federal agency for forfeiture
 - the date of judgement for the forfeiture case
 - the date the court ordered the property be returned to the owner.
- ORI of the seizing agency (lead agency if a multi-jurisdictional task force)
- Mailing address
 - Address
 - Address 2
 - City
 - State
 - Zip
- Name of multi-jurisdictional task force, if applicable
- County of seizure
- Date of seizure
- Time of seizure
- Location of seizure – General location (i.e. WB I70 MP 156 or 600 BLOCK W Main St.)
***DO NOT** include real addresses. If reporting a location this way is still too specific due to being the only house on the block or some other reason that could potentially reveal the specific location, you can instead report the city and zip code.
- Agency case number (forfeiture) – agency case number associated with the forfeiture case
- Agency case number (criminal) – agency case number associated with the criminal case
- District court case number (forfeiture) – case number associated with the forfeiture case, assigned by the district court
- District court case number (criminal) – case number associated with the criminal case, assigned by the district court

Incident Information

- Owner/Possessor #1 - individual the property belongs to or is in possession of
 - Race
 - Ethnicity
 - Gender
 - Age
 - Country of Residence
 - State of Residence
 - Arrested (related to forfeiture) – was the possessor arrested in relation to the forfeiture
 - Federal criminal prosecution – was the possessor criminally prosecuted at the federal level

- State criminal prosecution – was the possessor criminally prosecuted at the state level
- Disposition – State or federal criminal case related to forfeiture
 - Forwarded to prosecutor – Action pending
 - Charges filed by prosecutor – Court action pending
 - Declined prosecution
 - Diversion
 - Dismissed
 - Not Guilty
 - Convicted (including plea agreement)
- Additional owner/possessor – Yes or no; if yes, complete owner/possessor #2 fields
- Initiating law enforcement activity
 - Directed interdiction action – i.e. DUI checkpoint
 - Vehicle stop/traffic violation – i.e. individual pulled over due to speeding, reckless driving, broken tail light, etc.
 - Vehicle stop/other – i.e. individual pulled over due to vehicle being the same make/model as potential stolen vehicle
 - Investigation
 - Call for service – i.e. officer dispatched to scene
 - Pedestrian stop
 - Warrant service
- Authority under which property was seized
 - Warrant
 - Consent
 - Plain View
 - Probable Cause
- Place of seizure – location the seizure took place
 - Highway/Street
 - Residence
 - Business/Commercial Property
 - Airport
 - Public Space
 - Train Station
 - Bus Station
 - Open Field
 - Other – i.e. parking lot not associated to a business/building
- Primary Criminal Offense – criminal offense that the property is associated with
 - Distribution/Manufacturing of Controlled
 - Theft
 - Sex Offense
 - Human Trafficking
 - Gambling
 - Terrorism
 - Computer/Cyber Crimes
 - Other – i.e. money laundering
 - N/A
- Conveyance – type of transportation the possessor is in
 - Private Vehicle

- Aircraft
- Commercial Carrier – any type of motor vehicle used for transporting goods or passengers (i.e. Greyhound Bus or J.B. Hunt tractor trailer)
- Train
- Commercial Vehicle – any type of motor vehicle used for commercial purposes that is does not transport goods or passengers (i.e. plumbing company vehicle, rental vehicle, etc.)
- N/A
- Property seized for forfeiture – the category of property that was seized and the estimated value of the property
 - Currency
 - Vehicles
 - Personal Property
 - Real Property – property that cannot be moved (i.e. houses, buildings, land, etc.)
 - Firearm
 - Other

*When evaluating the value of the property, the report asks if the property was proceeds or facilitation. We understand that you may not know the exact value of certain property. Use resources available to provide the best estimated value (Kelley Blue Book, Google, home appraisal, etc.)

- Proceeds vs. Facilitation – Proceeds includes currency or value in property gained from an incident or activity while facilitation is an asset being used to assist in the commission of a crime
 - Example: Suspect A was using his 2015 Camaro to sell drugs. When apprehended, there is \$50,000 cash located in the Camaro. The proceeds would be the \$50,000 and the facilitation would be the 2015 Camaro.
- Total number of vehicles – total number vehicles forfeited from the incident
- Contraband seized – any assets seized for being used/obtained illegally
 - Controlled Substances
 - Controlled Substance
 - Quantity (grams)
 - Quantity (dosage units)
 - Quantity (plants)
 - Estimated street value
 - Additional Controlled Substance – add up to 10 substances
 - Note: Paraphernalia should not be reported as a substance. Paraphernalia should be reported as contraband.
 - Weapons
 - Weapon (type)
 - Quantity
 - Estimated Value
 - Additional Weapon
 - Other
 - Description – description of other contraband
 - Quantity
 - Estimated Street Value
- Was there an attempt to conceal any of the following?

- Controlled Substances
- Currency
- Other Contraband – vehicle, cell phone, etc.
- Describe – description of how contraband was attempted to be concealed
- Highway seizure – direction of travel
- Source (state or country) of contraband / property – if the original location of the assets is known, it should be listed here
 - Example: Suspect A was using his 2015 Camaro to sell drugs. When apprehended, there is \$50,000 cash located in the Camaro. Through investigation, it is made known that the drugs being sold were from Colorado. Colorado should be documented in the “source of contraband” field.
- Destination (state or country) of contraband or property – if the destination of the property is known, it should be listed here.
 - Example: Suspect A was using his 2015 Camaro to sell drugs. When apprehended, there is \$50,000 cash located in the Camaro. Through investigation, it is made known that the drugs being sold were from Colorado and headed to Missouri. Missouri should be documented in the “Destination of contraband” field.
- Agency Disposition – the disposition of the seizure should be noted here
 - Case forwarded to Prosecutor
 - Return to owner
 - Currency
 - Property
 - Partial return to owner
 - Currency
 - Property
 - Settlement – no forfeiture case filed – This option should only be selected if an agency settles with the offender and no forfeiture case was ever filed.
 - Cost paid by agency related to seizure (administrative fees, storage fees, tow fees, etc.) – This should include all fees incurred by the agency as a result of the seizure.
 - Settlement Proceeds – The value in currency and/or property your agency received from settlement without forfeiture filing. Do not forget to report any property returned to the owner as a result of the settlement.
- Transfer to federal agency – If the forfeiture was transferred to a federal agency, it should be noted here. If either of these options are selected, you will be immediately directed to the last page of the report.
 - Joint investigation (with federal participation in criminal investigation, and federal forfeiture)
 - Adopted forfeiture (no federal investigation or federal criminal prosecution, but federal forfeiture)
 - Federal criminal prosecution (no federal investigation, but federal criminal prosecution and federal forfeiture)
- Amount of currency and estimated value of property transferred for federal forfeiture
 - All seized currency and property transferred for federal forfeiture
 - Split state and federal forfeiture
- Value of currency and/or property transferred to federal agency for federal forfeiture
 - Currency
 - Property

State Forfeiture Case Information

- Was a state forfeiture case filed by any prosecutor? (Attorney General, District/County Attorney, Contract Attorney, City Prosecutor)
 - No
 - Yes
- Disposition – State Forfeiture Case – what was the disposition of the state forfeiture case?
 - Settlement
 - Forfeited - Uncontested/default
 - Forfeited/Contested
 - Not forfeited – Court order release
- Return to Owner – State Forfeiture Case – estimated value of currency and/or property returned to the owner after forfeiture case disposition
 - Currency
 - Property
- Plaintiff's counsel
 - Attorney General
 - District/County Attorney
 - Contract Attorney (private attorney)
 - City Prosecutor
- Owner(s) represented by counsel
- Ownership of forfeited property (Claimed or Denied)
- Interest holder identified – person/business that owns or partially owns the seized property – if yes, select type
 - Other person
 - Financial institution
 - Business
- Forfeiture Disbursements – value of all currency/property forfeited as well as costs and fees
 - Total Forfeited – value forfeited before costs and fees
 - Cost of forfeiture action: Safekeeping, publications, etc.
 - Plaintiff's attorney fees
- Forfeiture Disbursements - Shared Proceeds – indicate if any proceeds were shared with another agency in currency and/or property
 - Agency ORI – the agency you are sharing proceeds with
 - Currency – currency the agency received for their share
 - Property – property the agency received for their share
- Net Proceeds to Reporting Agency – Calculation of what you actually received in currency and property from the forfeiture (total forfeiture minus costs, fees, and shared proceeds)
- Comments
- e-Signature (submitter) – Hold down mouse and drag to draw signature
- Printed Name (submitter)
- Email Address (submitter)
- Phone Number (submitter)

KASFR Annual Financial Summary Report Definitions

Annual Summary Report

[K.S.A. 60-4127](#)

Personal identifying information (PII) shall not be included in any part of this report.

K.S.A. 60-4127(d) states “each law enforcement agency shall compile and submit a *forfeiture fund report* to the Kansas asset seizure and forfeiture repository.” Per K.S.A. 60-4117(e)(3), moneys in the funds described in (e)(1) “shall be separated and accounted for in a manner that allows accurate tracking and reporting of deposits and expenditures” related to forfeiture. Therefore, regardless of what type of account these funds are located in (special law enforcement trust fund, state forfeiture fund, or other account), only forfeiture funds should be included on the KASFR Annual Report. The list below outlines what should be included or excluded in your agency’s forfeiture fund report for state, pending, and federal forfeiture funds.

Include:

- Beginning balance – This may differ from your actual account beginning balance of the entire account if you have non-forfeiture funds in that account as well.
- Ending balance - This may differ from your actual account ending balance if you have non-forfeiture funds in that account as well.
- Deposits of forfeited currency
- Deposits of proceeds from sale of forfeited property
- Interest Income
- Deposits of restitution related to asset forfeiture (For example – Restitution received from drug buy money that was used as expenditure from forfeiture money) - Reported in “Other Deposits”
- Deposits from grant reimbursements related to forfeiture funds – Reported in “Other Deposits”
- Expenditures
- Estimated value of property converted to agency use during the reporting period
- Estimated value of property pending forfeiture

Exclude:

- Drug tax stamp revenue – While drug tax revenue may be included in your special law enforcement trust fund per K.S.A. 79-5211, this is not forfeiture funds and should not be included in any balances, deposits, or expenditures of your agency’s KASFR Annual Report.
- Restitution not related to asset forfeiture
- Any other non-forfeiture related funds

Administrative Section

- Calendar Year – year for which you are submitting the report
- ORI
- Mailing address
 - Address
 - Address 2
 - City
 - State

- Zip

State Forfeiture

- Beginning account balance – balance of state forfeiture fund account as of January 1st of the reporting period. This should match the ending balance of your previous year’s Annual Report.
- Total year’s deposits of forfeited currency – total amount of forfeited currency deposited in state forfeiture fund. This should include the total amount of forfeited currency, any shared proceeds received from another agency, and any proceeds received from settlements.
- Interest Income – interest accrued during reporting period
- Proceeds from sale of forfeited property – currency gained from sale of any forfeited property – For example, maybe you convert a forfeited vehicle to agency use and sell it two years later. The proceeds gained from the sale would be deposited into your account and reported here.
- Other Deposits - Total of all other deposits to your state forfeiture fund. This could include deposits such as grant reimbursement (related to a forfeiture), administrative fees, etc.
- Other Deposits – Describe – Description of other deposits. Please include dollar amounts for each type of deposit. For example:
 - \$1500 – vest grant reimbursement
 - \$1000 – administrative fees
- Total Deposits – calculation of all deposits into account
- Expenditures from the special law enforcement trust fund/forfeiture fund – categorized expenses to display how the money was used. Refer to [K.S.A. 60-4117](#) for more detailed information outlining what these funds can be used on.
 - LE operations (A) Evidence purchase funds (A)
 - Overtime (A) Training expenses (B) Building & Facilities (C)
 - Law enforcement equipment (D)
 - Vehicles (D)
 - Joint LE/Non-LE use (E)
 - Administrative/multi-use equipment (E)
 - Professional services (F)
 - Travel Expenses (G)
 - Employee/Partner/Citizen recognitions (H)
 - Prevention/awareness programs (I)
 - Grant match (J)
 - Transfers to other LE agencies (K)
- Total cost of forfeiture action: Safekeeping, publication, plaintiff’s attorney fees, etc. – Any costs/fees paid as a result of the forfeiture process.
- Total year’s expenditures – calculation of all expenditures
- Ending account balance – state forfeiture fund balance as of December 31st of reporting period
- Estimated value of property converted to agency use – any property that you converted to agency use during that reporting period
- Firearms destroyed – estimated value of firearms destroyed during the reporting period
- Forfeited currency not yet received or deposited – Funds that were reported on Incident Reports but not physically deposited by December 31st due to an ongoing criminal case, shared proceeds not yet received, or any other reason. These funds should not be included in

your ending balance. When the funds are deposited, they shall be reported in the “Other deposits” field on the Annual Report in the year which the deposit took place.

Pending State Forfeiture – property seized that is awaiting disposition

The pending state forfeiture fund is intended to track all currency from the point it was seized through disposition. Whenever currency is seized during a reporting period with intent to forfeit, it should be reported as a deposit into your pending state forfeiture fund. Once that currency obtains a disposition, report that amount as a transfer from your pending state forfeiture fund before moving the currency elsewhere depending upon the disposition of the forfeiture case. If you keep the pending currency in an evidence room or lock box rather than a bank account, please keep in mind that you will still need to report it as if it were in a bank account.

- Beginning account balance – balance of pending forfeiture fund on January 1st of reporting period
- Total year’s deposits– total value of currency deposited in the pending forfeiture fund
- Interest Income – interest accrued during reporting period
- Total year’s transfers – amount of funds transferred to forfeiture fund due to completion of the forfeiture action (completed forfeiture case or other agency disposition such as return to owner)
- Ending account balance – pending forfeiture fund balance as of December 31st of reporting period
- Estimated value of property held as of December 31st of reporting period– estimated value of any property you possess that has been seized but not completed the forfeiture process

Federal Forfeiture – funds the agency receives from the federal government as part of the federal equitable sharing program

- Beginning account balance – balance of the federal forfeiture fund on January 1st of reporting period
- Total year’s deposits– total value of currency deposited to the federal forfeiture fund
- Interest Income – interest accrued during reporting period
- Proceeds from sale of previously forfeited property – currency gained from sale of previously *federally* forfeited property – For example, maybe you convert a forfeited vehicle to agency use and sell it two years later. The proceeds gained from the sale would be deposited into your account and reported here.
- Expenditures from the federal forfeiture fund – categorized expenses to display how the money was used. Please visit <https://www.justice.gov/criminal-afmls/file/794696/download> to find more detailed information regarding acceptable use of federal forfeiture funds.
 - Law enforcement operations and investigations (a)
 - Evidence purchase (a)
 - Training and education (b)
 - Law enforcement, public safety and detention facilities (c)
 - Law enforcement equipment (d)
 - Vehicles (d)
 - Joint law enforcement/public safety operations (e)
 - Contracting for services (f)
 - Law enforcement travel and per diem (g)
 - Law enforcement awards and memorials(h)
 - Drug, gang, and other education or awareness programs (i)
 - Matching grants (j)

- Support of community-based programs (k)
- Non-categorized expenditures/other
- Transfers to other participating LE agencies (with appropriate waiver)
- Salaries (appropriate exception required)
- Overtime (appropriate exception required)
- Total year's expenditures – calculates all expenditures
- Ending account balance – federal forfeiture fund balance as of December 31st of reporting period
- Estimated value of property converted to agency use – any property that you converted to agency use during that reporting period
- Firearms destroyed – estimated value of firearms destroyed

Substantial Match

Substantial Match

The KBI will determine if each agency's reporting is in substantial match. Substantial match is defined as being less than or equal to a 10% error rate **AND** a difference between the values less than \$5,000. Although an agency may be in compliance based on the above error rate, any variance in the findings warrants further clarification from the agency.

Substantial Match Requirements

- **Effective January 1st 2023: The BEGINNING ACCOUNT BALANCE as of January 1st must match the ENDING ACCOUNT BALANCE from the previous year's Annual Report.**
 - If your agency included funds in the deposits of the 2021 Annual Report that were forfeited but not physically deposited by the end of the year, the previous year's ending and beginning balances reported on the KASFR 2022 Annual Report may not match the actual account balance. This is to be expected for this first year reporting under this substantial match element.
 - The Annual Report is intended to capture a summary of any and all forfeiture funds that have been awarded to your agency through civil forfeiture. To assist with easier KASFR reporting, it is recommended to keep a spreadsheet or other organizational tool to track all forfeiture cases, deposits, and expenditures rather than rely solely on reports of activity in your forfeiture funds when completing the Annual Report.
- **The State, Pending, and Federal forfeiture funds must each balance.**
 - Beginning Balance + Deposits – Expenditures = Ending Balance
 - Any difference within any of the funds must still be within a 10% error rate and under \$5,000 to be considered in compliance.
 - Example: Agency X started with \$1,000 in their state forfeiture fund. They forfeited \$500 worth of assets but they spent \$950 on training expenses. Agency X reported their ending balance as \$600. Based on the numbers reported in the beginning balance, deposits, and expenditures, the ending balance *should* equal \$550 in order to balance. This agency has a difference of \$50, which would be below a 10% error rate with a dollar amount difference below \$5,000. This agency is in compliance. However, the agency could be required to provide further clarification regarding the difference. If you see a difference after entering the numbers on the report, please check to ensure everything was entered correctly.
- **The TOTAL YEAR'S DEPOSITS OF FORFEITED CURRENCY as reported in the State Forfeiture Fund on the KASFR Annual Report must match the total of forfeited currency from all KASFR Incident Reports for that reporting period.**
 - Before submitting the Annual Report, check to ensure all Incident Reports have been submitted that received a disposition between January 1st and December 31st of the reporting period.
 - If you are notified of a variance between the Annual Report and Incident Report deposits, check to ensure:
 - All Incident Reports have been submitted.
 - The forfeited currency was correctly reported on all Incident Reports.
 - All forfeited currency has been deposited into the forfeiture fund. If any currency has not been physically deposited due to an ongoing criminal case, shared proceeds not received, or any other reason, please report those funds in the **Forfeited currency not yet received or deposited** field. This data

field is not used to determine if the account balances, but will ensure all currency that was reported as being forfeited during a reporting period is accounted for and makes it possible to determine if an agency's Annual Report substantially matches the Incident Reports submitted. Since these funds were not physically deposited, they should not be included in your ending balance as previously instructed.

If the KBI determines that an agency has not submitted a report or has failed to meet the substantial match criteria in any of the areas mentioned above, the KBI shall notify such agency of the correction that is needed.

The agency shall correct the reporting error within 30 calendar days. If the reporting error is not corrected within 30 calendar days, the KBI shall send the law enforcement agency and the county or district attorney for the county in which such law enforcement agency is located, a certified letter notifying such agency that it is out of compliance. Upon receipt of such letter, no forfeiture proceedings shall be filed on property seized by such law enforcement agency.

When such law enforcement agency has achieved compliance with the reporting requirements, the KBI shall send such law enforcement agency, and the county or district attorney for the county in which such law enforcement agency is located, a certified letter notifying such agency that they are back in compliance and forfeiture proceeding filings may continue pursuant to this act.

Annually, on or before April 15th, the Kansas Bureau of Investigation shall report to the legislature any law enforcement agencies in the state that have failed to come into compliance with the reporting requirements.

Common Errors

- An agency reported the same balances, deposits, or expenditures on more than one fund. Remember, this report captures activity in the State, Pending, and Federal forfeiture funds, which are 3 separate accounts.
 - Many agencies do not have a physical Pending forfeiture fund. If you store pending currency in evidence rather than an actual account until it is forfeited, please report it as if it were in an account. We recommend tracking your seizures on a spreadsheet to assist you with this reporting.
- An agency combined the funds from pending forfeiture with the funds from completed forfeitures and used the same accounting code. Even if the pending funds and previously forfeited funds are maintained in the same account, they should be separated by different accounting codes.
 - K.S.A. 60-4117(e)(3) – “Moneys in the funds described in subsection (e)(1) shall be separated and accounted for in a manner that allows accurate tracking and reporting of deposits and expenditures...”
 - (*“Establish separate Department of Justice and Department of the Treasury accounts or accounting codes to track both revenues and expenditures for each respective Program. No other funds may be commingled in these accounts or with these accounting codes.”* - U.S Department of Justice: Guide to Equitable Sharing.)

- An agency did not take into account the reporting period when entering their beginning balance.
 - Keep in mind the reporting period is by calendar year, January 1st through December 31st.
- Shared proceeds between agencies is causing an issue.
 - Agency A reported that they shared proceeds on a forfeiture case with Agency B. Agency B hadn't yet received or deposited the shared proceeds by the end of the reporting period. They further did not report the shared proceeds in the **Forfeited currency not yet received or deposited** field on the Annual Report. Failing to do so will result in a variance when comparing Incident Reports to Annual Reports.
 - An agency received shared proceeds from another agency on a forfeiture case from a previous reporting period but included it in the **Total year's deposits of forfeited currency**.
 - Please report this in **Other deposits** on the Annual Report. Please also include an explanation of this deposit in **Other deposits – Describe** that the funds are shared proceeds received and deposited from a previous year's forfeiture case.

Getting Started with SurveyMonkey Apply

Getting Started with SurveyMonkey Apply

The following instructions will assist you in signing up with SurveyMonkey Apply to begin reporting asset forfeiture data to the Kansas Bureau of Investigation (KBI). Please direct any questions to Jessica Crowder at jessica.crowder@kbi.ks.gov or (785) 296-8338 or KASFRSupport@kbi.ks.gov.

Requesting access to SurveyMonkey Apply

Access to submit reports on SurveyMonkey Apply is granted by invitation only. Email Jessica Crowder with the first name, last name, and email address of each user you would like to have access. Helpful tip: If you would like several individuals to have access and would like everyone to have access to view and collaborate on any report, create a generic email such as assetforfeiture@kbi.ks.gov with a password that you can share at your agency. This will also allow you to transfer the username to any new staff that may take over asset forfeiture reporting at any time.

Setting up your account

To submit asset forfeiture data to the KBI, all you need is a computer with internet access.

Once you have been added, you will receive an invitation to join SurveyMonkey Apply, which will look similar to this:

*Note: If you do not receive your invitation to join, you may need to check your spam/junk folders or check with your IT department to see if it was blocked.

Follow the prompts in the email to set up your SurveyMonkey Apply account.



Dear Test Jessica Crowder,

You have been invited to be an Applicant for the following site, **Kansas Asset Forfeiture Reporting**.

Please click on the following link to complete the registration process.

Thanks,
Hailey Mahoney

Join now

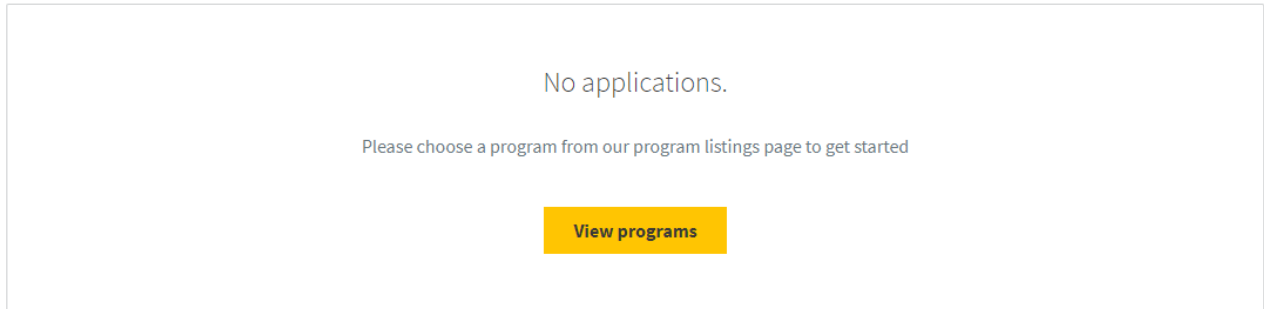
Once you have completed the initial sign-up process, you can go directly to <https://kasfr.kbi.ks.gov> to log in and begin submitting reports.

Submission Instructions

SurveyMonkey Apply is a website designed to collect data. The collection of that data takes place on what SurveyMonkey calls a “program.” There are two reports – the Seizure for Forfeiture Report (incident report) and the Forfeiture Fund Report (annual report). The incident and annual KASFR reports are each “programs” that allow users to submit “applications.” The data you submit as an application will report to the KBI in a central repository.

When you first log in to your account, you will be greeted by your dashboard. This will show you any applications (reports) you have submitted or are still working on. You can view or review and submit any reports on your dashboard.

To submit a new report, select the Programs tab at the top right of your screen.



To create a new report to submit, click “more” below the appropriate report. Please make sure you choose the report with the correct year to submit . You can only submit the Annual Report one time per year. Only one user from each agency should be submitting this report to avoid duplicate submissions.



Programs

Search programs..

KASFR - Incident Report 2020

MORE >

KASFR - Annual Report 2020

Accepting applications on Jan 1 2021 12:00 AM (CST)

MORE >

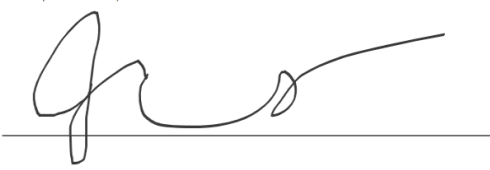
KASFR - Incident Report 2021

Accepting applications on Jan 1 2021 12:00 AM (CST)

MORE >

Complete the report with all of the information from the civil forfeiture case Incident Report) or your financial summary information (Annual Report). On the last page of the form, you will need to include your e-Signature and contact information in case additional information is needed. Once complete, select “Mark as Complete.”

ESIGNATURE (SUBMITTER):



Clear

EMAIL ADDRESS (SUBMITTER):

jessica.crowder@kbi.ks

PRINTED NAME (SUBMITTER):

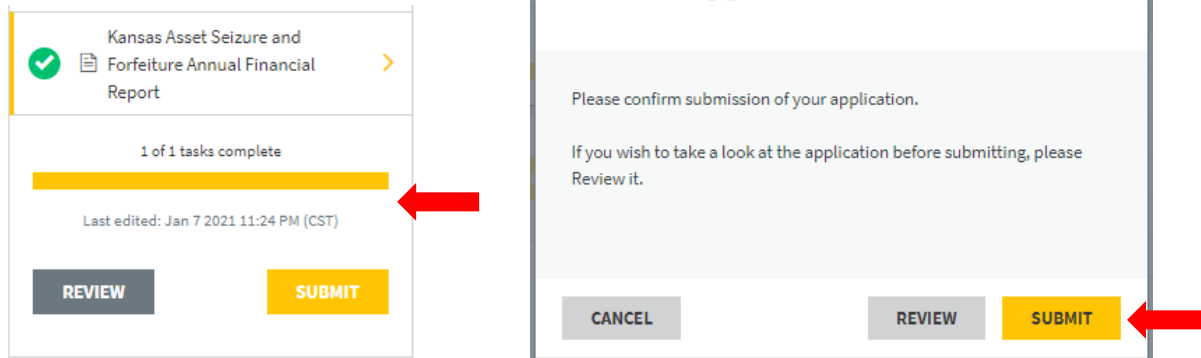
Jessica Crowder

PHONE NUMBER (SUBMITTER):

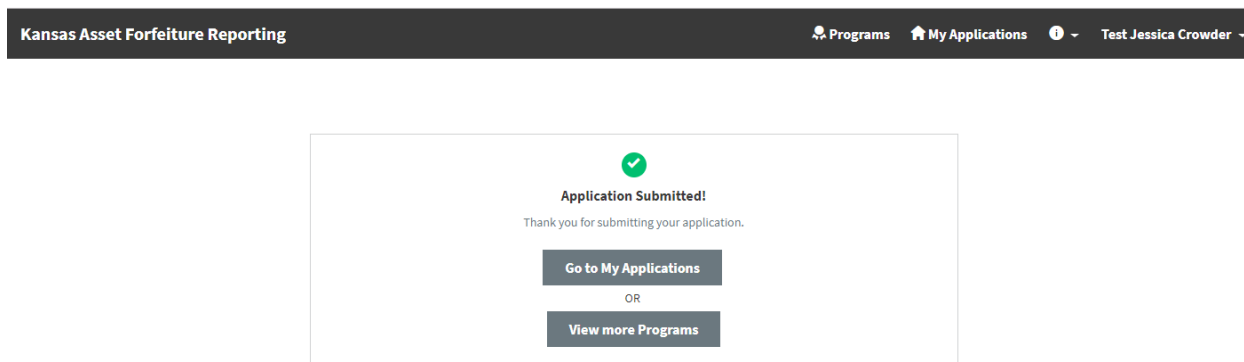
7852968338

PREVIOUS SAVE & CONTINUE EDITING MARK AS COMPLETE

You will be given the opportunity to review, edit, and download your report. Once you are finished, select “Submit,” then it will ask you to confirm the submission.



Your application has now been submitted. You will receive an email notification stating that your application was submitted successfully. If you do not complete the submission, the report will remain pending on your dashboard. You will receive an inactivity reminder stating that you still have a report that has not been submitted every 30 days until submission is complete. Once an application has been submitted, the KBI will be notified and will review your application. The KBI will contact you if any further clarification is needed. You can review or download any of your submitted applications on your dashboard.



Frequently Asked Questions

Frequently Asked Questions

1. Are we required by state statute to report forfeiture data?
 - a. Yes, K.S.A. 60-4127 requires all law enforcement agencies in the state of Kansas to submit asset forfeiture data to the repository.
2. How often are we required to report?
 - a. Each seizure for forfeiture report is due 60 days after disposition.
 - b. The forfeiture fund report (Annual Report) is due by February 1st annually.
3. Is every field on the form required?

Not every field is required; however, you should make every attempt to complete as much as possible to provide accurate information regarding the incident, disposition of the forfeiture case, and forfeiture fund report.
4. What do we report?
 - a. Each agency will be required to report a seizure for forfeiture report (Incident Report) for every seizure for forfeiture and then a forfeiture fund report (Annual Report) for the preceding calendar year.
5. What if we don't do any forfeitures in the reporting period?
 - a. If your agency does not do any forfeitures for the reporting period, the only report required is the Annual Report to confirm there were no forfeitures/expenditures from the agency's forfeiture fund for the preceding calendar year.
6. Do we need to report if we seized the property but handed the forfeiture case over to ABC or the FBI?
 - a. Yes. If you were the seizing and holding agency but the FBI or ABC adopts the case, you are still required to submit an incident report. You will also include any proceeds you may have been awarded from that forfeiture case on your annual report.
 - b. If the investigation is an FBI case that your agency assisted with and will receive funds as part of the federal equitable sharing program, you simply need to include those funds on your annual report in deposits on the federal forfeiture section. For example, a DEA agent initiates an investigation and requests assistance from a few local agencies. Because that agent initiated the investigation, no incident report is due – only funds received from the equitable sharing program will be reported on the annual report.
7. Is it ok if I keep seized currency as evidence instead of putting it in a bank account?
 - a. Yes. It is ok to hold cash as evidence until it is forfeited. Make sure you have a good tracking system for that currency. You will still report it in the pending state forfeiture fund section of the annual form as if it were in a bank account. Make sure you submit an incident report after the disposition within 60 days.
8. Is this data public?
 - a. Yes, the information sent to the repository will be posted to the public website <https://kasfr.kbi.ks.gov>. The information regarding the individual submitting the report will not be viewable. No Personally Identifying Information (PII) may be


submitted in the reports. If PII is included in a submitted report, the report will be rejected and returned to the agency.

9. What happens if an agency does not send information regarding their seizures for forfeiture or is found out of compliance after submitting the report?
 - a. The agency will be notified that they are not in compliance and will be allowed 30 days to make a correction. If no correction is made. If the agency does not come back into compliance by sending the requested information, the Director will notify the agency's district or county attorney that the specified agency will not be allowed to do forfeitures until the agency is back into compliance.
10. How do we report unclaimed property?
 - a. If the property was seized for forfeiture and there was a possessor, report it like a normal seizure for forfeiture. For example, there were drug proceeds in a vehicle but the driver says it isn't his. He is still the possessor.
 - b. If you are referring to lost and found/abandoned property, you would not report that on a seizure for forfeiture report. Unclaimed property is handled by the state treasurer.
11. Who needs to submit an incident report when more than one agency was involved with the case?
 - a. If the seizure was covered by a multi-jurisdictional task force or any group of multiple agencies working together, only the lead agency (or seizing and holding agency) would complete the incident report. If another agency receives any portion of the forfeiture, they will include that on their annual report.
12. What do we do if the prosecutor does not provide the information to me within 30 days of the disposition?
 - a. If you are having trouble with your prosecuting attorney not providing you the information, please contact the KBI Asset Forfeiture unit.
13. Who do we call if we need guidance?
 - a. Please contact Jessica Crowder at (785) 296-8338 or by email at jessica.crowder@kbi.ks.gov.

Seizure for Forfeiture Report (Incident Report)

Seizure for Forfeiture Report (Incident-based)

Kansas Asset Forfeiture Reporting Programs My Applications Test Jessica Crowder



Programs

Search programs..

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KASFR - Annual Report 2020

Accepting applications on Jan 1 2021 12:00 AM (CST)

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KASFR – Incident Report 2021

Accepting applications on Jan 1 2021 12:00 AM (CST)

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Select the MORE button of the report you wish to submit.

Kansas Asset Forfeiture Reporting Programs My Applications 1



KASFR – Incident Report

Click here to see all of your reports.

29 Applications

APPLY

Select the APPLY button to begin a new report.

0 of 1 tasks complete

Last edited: Jun 17 2019 09:46 AM (CDT)

REVIEW & SUBMIT

TC Test Jessica Crowder (Owner)
jessica.crowder.wu@gmail.com

Add collaborator

KASFR - Incident Report [🔗](#) Preview ⋮

4522486626

APPLICATION ACTIVITY

Your tasks

[🔍](#) Kansas Asset Seizure and Forfeiture Incident Report >

If you would like to allow another user to view this report, select Add collaborator. They will be able to view and/or modify the report depending on the privileges you assign. This must be done for each report you wish to share.

Select the name of the report to open the report.

Name your application. This will allow you to be able to identify submissions with ease. DO NOT use person names or any sort of PII.

Name your application ✕

Case # or other identifier **(DO NOT USE PERSON NAMES)**

75 characters maximum

CANCEL **CREATE APPLICATION**



RASFR - Incident Report

0%

ADMINISTRATIVE INFORMATION

Date of report:*

Jan 07 2021

Date of disposition:*

A disposition is the outcome of the property that was seized for forfeiture. The date you report should be one of the following: (1) the date forfeiture case is declined, (2) the date a decision is made by an agency to return the property to the owner, (3) the date transferred to a federal agency for forfeiture, (4) the disposition of the forfeiture case, or (5) the date the court ordered the property be returned to the owner.

ORI of the seizing agency (lead agency if a multi-jurisdictional task force):*

Mailing Address

Address*

Address 2

City*

State*

Zip*

Name of multi-jurisdictional task force, if applicable:

County of seizure*

Date of seizure*

Time of seizure*

Location of seizure (DO NOT LIST REAL ADDRESS)*

e.g. 100 Block W Main St OR WB I70 MP 123

Agency Case # (forfeiture)

Additional case #s may be added as needed, separated by a comma: i.e. 19CV123, 19CV124, etc.

Agency Case # (criminal)

District Court Case # (forfeiture)

Additional case #s may be added as needed, separated by a comma: i.e. 19CV123, 19CV124, etc.

District Court Case # (criminal)

Additional case #s may be added as necessary, separated by a comma: i.e. 19CV123, 19CV124, etc.

SAVE & CONTINUE EDITING

NEXT



Select NEXT to go to the next page.



KASFR - Incident Report



Progress bar

Incident Information

Owner/possesor #1

***Note for criminal disposition: Not guilty=acquittal

Race*

Ethnicity*

Gender*

Age*

Country of Residence*

State of Residence*

Arrested (related to forfeiture)*

Yes

No

Federal criminal prosecution*

Yes

No

State criminal prosecution*

Yes

No

Disposition - State or federal criminal case related to forfeiture

Forwarded to prosecutor - Action pending

Charges filed by prosecutor - Court action pending

Declined prosecution

Diversion

Dismissed

Not Guilty

Convicted (including plea agreement)

Additional owner/possessor:*

- Yes
- No



If Yes, an additional section will pop up to enter their demographics. You can add up to two owners/possessors

Initiating Law Enforcement Activity*

- Directed interdiction action
- Vehicle stop/traffic violation
- Vehicle stop/other
- Investigation
- Call for service
- Pedestrian stop
- Warrant service

Authority under which property was seized*

- Warrant
- Consent
- Plain view
- Probable cause

Place of Seizure*

- Highway/Street
- Residence
- Business/Commercial Property
- Airport
- Public Space
- Train Station
- Bus Station
- Open Field

Other

Primary Criminal Offense (Seizure)*

- Possession of Controlled Substance
- Distribution/Manufacturing of Controlled Substance
- Theft
- Sex Offense
- Human Trafficking
- Gambling
- Terrorism
- Computer/Cyber Crimes
- Flee and Elude
- Other
- N/A

Conveyance*

- Private Vehicle
- Aircraft
- Commercial Carrier
- Train
- Commercial Vehicle
- Rental Vehicle
- N/A

Property Seized for Forfeiture*

Proceeds vs. Facilitation – Proceeds includes currency or value in property gained from an incident or activity while facilitation is an asset being used to assist in the commission of a crime. For example, Suspect A was using his 2015 camaro to sell drugs. When apprehended, there is \$50,000 cash located in the camaro. The \$50,000 would be proceeds and the 2015 camaro would be facilitation. Please put the value of the property into the proper column.

	Proceeds (\$)	Facilitation (\$)
Currency	<input type="text" value="0"/>	<input type="text" value="0"/>
Vehicles	<input type="text" value="0"/>	<input type="text" value="0"/>
Personal Property	<input type="text" value="0"/>	<input type="text" value="0"/>
Real Property	<input type="text" value="0"/>	<input type="text" value="0"/>
Firearm	<input type="text" value="0"/>	<input type="text" value="0"/>
Other	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	0	0

Total of All Property Seized for Forfeiture

\$0.00

Total number of vehicles* (REQUIRED if you seized any vehicles)

PREVIOUS

SAVE & CONTINUE EDITING

NEXT



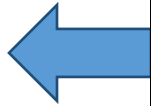


KASFR - Incident Report

28%

Type of Contraband Seized:

- Controlled Substances**
- Weapons**
- Other**



When you select one of these three types of contraband, an additional section will become available to include details about the contraband (see below).

PREVIOUS

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NEXT

RASFR - Incident Report

✓ Draft saved 🗑️



Type of Contraband Seized:

- Controlled Substances**
- Weapons**
- Other**

Controlled Substance #1

*Note: Paraphernalia was removed from this list.

Substance*

Quantity (in grams)

Quantity (in ounces)

Quantity (in dosage units)

Quantity (plants)

Estimated street value* \$

Additional Controlled Substances?

You can add up to 10 substances

PREVIOUS **SAVE & CONTINUE EDITING** **NEXT**

Type of Contraband Seized:

- Controlled Substances
- Weapons
- Other

Weapon #1

Weapon*

Quantity*

Estimated Value* \$

Additional Weapon? ← You can add up to 3 weapons

PREVIOUS **SAVE & CONTINUE EDITING** **NEXT**

Type of Contraband Seized:

- Controlled Substances
- Weapons
- Other

Other

Description*

Quantity*

Estimated Street Value* \$

PREVIOUS **SAVE & CONTINUE EDITING** **NEXT** ←

KASFR - Incident Report

42%

Was there an **attempt to conceal** any of the following?

- Controlled Substances**
- Currency**
- Other Contraband**

Highway seizure - direction of travel

Source (state or country) of contraband / property - if known

Destination (state or country) of contraband / property if known

Agency Disposition of Seized Property*

Select all that apply

*Note: "Settlement - no forfeiture case filed" should **only** be selected if the settlement took place without any filing of a forfeiture case.

- Case forwarded to Prosecutor**
- Return to owner**
- Partial return to owner (forfeiture case filed on property not returned to owner)**
- Settlement - no forfeiture case filed**

Return to Owner/Partial Return to Owner*

Currency (\$)

Property (\$)

Costs paid by agency related to seizure (administrative fees, storage fees, tow fees, etc.)

This should include all fees incurred by the agency as a result of the seizure.

Currency (\$)

0

Settlement Proceeds

Please enter the value in currency and/or property your agency received from the settlement prior to forfeiture case filing. Do not forget to report any property returned to owner as a result of the settlement in the "Agency Disposition of Seized Property" question.

Currency (\$)

0

Property (\$)

0

Transfer Forfeiture to Federal Agency Rationale

- Joint investigation (with federal participation in criminal investigation, and federal forfeiture)
- Adopted forfeiture (no federal investigation or federal criminal prosecution, but federal forfeiture)
- Federal criminal prosecution (no federal investigation, but federal criminal prosecution and federal forfeiture)

Amount of currency and estimated value of property transferred for federal forfeiture*

- All seized currency and property transferred for federal forfeiture
- Split state and federal forfeiture

Value of currency and/or property transferred to federal agency for federal forfeiture (\$):*

Currency (\$)

0

Property (\$)

0

PREVIOUS

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KASFR - Incident Report

57%

Was a state forfeiture case filed by any prosecutor? (Attorney General, District/County Attorney, Contract Attorney, City Prosecutor)*

- No (forfeiture case never filed)
- Yes

PREVIOUS

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KASFR - Incident Report

✓ Draft saved

71%

STATE FORFEITURE CASE INFORMATION

Disposition - State Forfeiture Case*

- Settlement
- Forfeited - Uncontested/default
- Forfeited/Contested
- Not forfeited - Court order release

Return to Owner - State Forfeiture Case

Estimated value of the property that was returned to the owner after forfeiture case disposition (if applicable).

Currency (\$):

Property (\$):

Plaintiff's counsel*

Owner(s) represented by counsel*
 Yes
 No

Ownership of forfeited property*
 Claimed
 Denied

Interest Holder Identified:*

Yes
 No

If Yes is selected, you must select an Interest Holder Type

Interest Holder Type*

Other person
Financial institution
Business

Forfeiture Disbursements

When entering costs and fees, make sure you enter those amounts in the column where you have a value in total forfeited. For example, if \$5000 worth of property was forfeited, any costs and fees must go under the property column.

	Currency (\$)	Property (\$)
Total Forfeited*	<input type="text" value="0"/>	<input type="text" value="0"/>
Cost of forfeiture Action: Safekeeping, publications, etc.	<input type="text" value="0"/>	<input type="text" value="0"/>
Plaintiff's attorney fees*	<input type="text" value="0"/>	<input type="text" value="0"/>

Forfeiture Disbursements - Shared Proceeds with Other Agency:

Agency ORI	Currency (\$)
---	0
---	0
---	0
---	0
---	0



Net Proceeds to Reporting Agency

Currency: \$0.00

Property: \$0.00

[PREVIOUS](#) [SAVE & CONTINUE EDITING](#) [NEXT](#)

KASFR - Incident Report

85%

Comments:

As a reminder, please do not enter any Personal Identifying Information (PII) such as names and addresses.

Esignature (submitter):*

Click and drag mouse to sign.



Clear

Printed Name (submitter):*

Email Address (submitter):*




Phone Number (submitter):*

PREVIOUS

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MARK AS COMPLETE




  Kansas Asset Seizure and Forfeiture Incident Report 

1 of 1 tasks complete


Last edited: Jan 8 2021 12:31 AM (CST)

REVIEW **SUBMIT** 

 **Submit application**

Please confirm submission of your application.

If you wish to take a look at the application before submitting, please Review it.

CANCEL **REVIEW** **SUBMIT** 

Annual Financial Report

Annual Financial Report Form



Programs

Search programs..

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KASFR - Annual Report 2020

Accepting applications on Jan 1 2021 12:00 AM (CST)

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KASFR - Incident Report 2021

Accepting applications on Jan 1 2021 12:00 AM (CST)

MORE >

Select the MORE button of the report you wish to submit.



KASFR - Annual Report 2020

This report collects your agency's financial summary information for the reporting period between January 1, 2020 and December 31, 2020. This report will be available for completion on January 1, 2021 and is due February 1, 2021.

APPLY

Opens
Jan 1 2021 12:00 AM (CST)

0 of 1 tasks complete

Last edited: Jan 8 2021 12:39 AM (CST)

REVIEW SUBMIT

TC Test Jessica Crowder (Owner)
jessica.crowder.wu@gmail.com

Add collaborator


KASFR - Annual Report 2020 [🔗](#) Preview [⋮](#)

1913703972

APPLICATION ACTIVITY

Your tasks

[📄 Kansas Asset Seizure and Forfeiture Annual Financial Report](#) >


Select the name of the report to open the report.

[📄](#) Kansas Asset Seizure and Forfeiture Annual Financial Report [⋮](#)

KASFR - Annual Financial Report 0%

Calendar Year

ORI:

Agency Information

Mailing Address

City

State

Zip

STATE FORFEITURE

State - Beginning account balance as of January 1, 2020 (\$):

State - Total year's deposits of forfeited currency (\$):

Please note: Any currency deposited that was received from selling forfeited property should not be included here.

State - Interest income (\$):

State - Proceeds from sale of forfeited property (\$):

Total of all deposits to your state forfeiture fund from selling forfeited property.

State - Other Deposits

Total of all other deposits to your state forfeiture fund. This could include deposits such as grant reimbursement (related to a forfeiture), administrative fees, etc.

State - Other deposits - Describe

Please describe what the other deposits as reported in previous question were for, including the dollar amounts.

For example:

\$1500 - vest grant reimbursement

\$1000 - administrative fee

Total Deposits

\$0.00

Expenditures from the special law enforcement trust fund/forfeiture fund (\$):

Refer to K.S.A. 60-4117 for acceptable use of state civil forfeiture funds

State - LE operations (A)	<input type="text" value="0"/>
State - Evidence purchase funds (A)	<input type="text" value="0"/>
State - Overtime (A)	<input type="text" value="0"/>
State - Training expenses (B)	<input type="text" value="0"/>
State - Building & Facilities (C)	<input type="text" value="0"/>
State - Law enforcement equipment (D)	<input type="text" value="0"/>
State - Vehicles (D)	<input type="text" value="0"/>
State - Joint LE/Non-LE use (E)	<input type="text" value="0"/>
State - Administrative/multi-use equipment (E)	<input type="text" value="0"/>
State - Professional services (F)	<input type="text" value="0"/>
State - Travel Expenses (G)	<input type="text" value="0"/>
State - Employee/Partner/Citizen recognitions (H)	<input type="text" value="0"/>
State - Prevention/awareness programs (I)	<input type="text" value="0"/>
State - Grant match (J)	<input type="text" value="0"/>
State - Transfers to other LE agencies (K)	<input type="text" value="0"/>

Total year's expenditures (\$):

0.00

Difference (\$):

If there is a difference other than \$0.00, please review the information entered thus far for accuracy. The Kansas Bureau of Investigation will use this difference to determine if an agency meets substantial compliance. If your account balances, you should see a difference of \$0.00.

\$0.00



The difference will automatically calculate based on the numbers you entered above. This is the number we are looking at to determine substantial compliance/substantial match.

State - Estimated value of property converted to agency use (\$):

Total property that is forfeited and converted to agency use during the reporting period.

0

State - Firearms destroyed (\$):

Total estimated value of all civil forfeiture related firearms destroyed during reporting period.

0

SAVE & CONTINUE EDITING

NEXT



PENDING STATE FORFEITURE

Pending - Beginning account balance as of January 1, 2020 (\$):

Pending - Total year's deposits (\$):

0

Pending - Interest income (\$):

0

Pending - Total year's transfers (\$):

Pending - Ending account balance as of December 31 (\$):

Property Pending State Forfeiture:

Pending - Estimated value of property held as of December 31, 2020 (\$):

PREVIOUS

SAVE & CONTINUE EDITING

NEXT



FEDERAL FORFEITURE

Federal - Beginning account balance as of January 1, 2020 (\$):

Federal - Total year's deposits of forfeited currency (\$):

Please note: Any currency deposited that was received from selling forfeited property should not be included here.

Federal - Interest income (\$):

Federal - Proceeds from sale of forfeited property (\$):

Total of all deposits to your federal forfeiture fund from selling forfeited property.

0

Federal - Other Deposits (\$):

Total of all other deposits to your federal forfeiture fund. This could include deposits such as grant reimbursement (related to a forfeiture), administrative fees, etc.

0

Federal - Other Deposits - Describe:

Please describe what the other deposits as reported in previous question were for, including the dollar amounts.

For example:

\$1500 - vest grant reimbursement

\$1000 - administrative fee

0

Federal - Total Deposits

\$0.00

Expenditures from the federal forfeiture fund (\$):

Refer to the U.S Department of Justice's Guide to Equitable Sharing, Use of Shared Funds, for acceptable use of state civil forfeiture funds

Federal - Law enforcement operations and investigations (a)

0

Federal - Evidence purchase (a)

0

Federal - Training and education (b)

0

Federal - Law enforcement, public safety and detention facilities (c)

0

Federal - Law enforcement equipment (d)	0
Federal - Vehicles (d)	0
Federal - Joint law enforcement/public safety operations (e)	0
Federal - Contracting for services (f)	0
Federal - Law enforcement travel and per diem (g)	0
Federal - Law enforcement awards and memorials (h)	0
Federal - Drug, gang and other education or awareness programs (i)	0
Federal - Matching grants (j)	0
Federal - Support of community-based programs (k)	0
Federal - Non-categorized expenditures/other	0
Federal - Transfers to other participating LE agencies (With appropriate Waiver)	0
Federal - Salaries (Appropriate Exception Required)	0
Federal - Overtime (Appropriate Exception Required)	0

Federal - Total year's expenditures:

0.00

Federal - Ending account balance as of December 31, 2020 (\$):

Federal - Difference

\$0.00



The difference will automatically calculate based on the numbers you entered above. This is the number we are looking at to determine substantial compliance/substantial match.

Federal - Estimated value of property converted to agency use (\$):

Federal - Firearms destroyed (\$):

PREVIOUS

SAVE & CONTINUE EDITING

NEXT



Comments:

Esignature (submitter):

Clear

Printed Name (submitter):

Email Address (submitter):



Phone Number (submitter):

PREVIOUS

SAVE & CONTINUE EDITING

MARK AS COMPLETE




 Kansas Asset Seizure and Forfeiture Annual Financial Report 

1 of 1 tasks complete


Last edited: Jan 8 2021 12:59 AM (CST)


REVIEW **SUBMIT** 

Submit application 

Please confirm submission of your application.

If you wish to take a look at the application before submitting, please Review it.

CANCEL **REVIEW** **SUBMIT** 



Application Submitted!

Thank you for submitting your application.

Go to My Applications

OR

View more Programs