



EQUITABLE SHARING WIRE

April 9, 2014

Law Enforcement Training

The Asset Forfeiture and Money Laundering Section understands the vital benefit of training to the law enforcement community. The *Guide to Equitable Sharing for State and Local Law Enforcement Agencies* (April 2009), Section VIII.A.1.b, allows an agency to use equitably shared funds to support various types of training. This article highlights both permissible and non-permissible types of training.

Permissible Uses

An agency may use its equitable sharing funds to send both sworn and non-sworn personnel to any training that is necessary for the employee to perform his or her official law enforcement duties. For example, it is permissible for agencies to send:

- an officer to a search and seizure or a canine handler training,
- a finance person handling equitable sharing funds to an Equitable Sharing for Financial Support Staff training or a bookkeeping class,
- a newly appointed Captain or Chief to an executive leadership class, or
- an officer or operator to a Spanish class to assist with language skills if it is deemed beneficial to the employee's job performance.

If the training requires travel, per diem and travel expenses

may be paid based on the agency's state per diem requirements.

In addition, agencies may hire an instructor to come to its agency and perform training for a large group of personnel. For example, a prosecutor's office may bring in a subject matter expert to provide training on courtroom testimony to its prosecutors and paralegals, or a police department may bring in a defensive tactics instructor to provide training to all of its officers. The instructor's fee, travel expenses, and per diem may be paid with shared funds.

Impermissible Uses

Agencies are not permitted to:

- pay for traditional college classes that do not have a direct nexus to the employee's job performance,
- transfer or donate funds to training organizations that develop training for officers and prosecutors, or
- donate or make general contributions to associations for non-invoiced trainings.

Only training registration or instructor fees for specific trainings are permitted. This will ensure that the agency is paying only for specific itemized training and not overhead and other impermissible expenses.

Importance of Correct Email Addresses

Because AFMLS is working to increase communication via email with our state and local law enforcement partners, it is important that the email addresses provided on the annual Equitable Sharing Agreement and Certification reports are correct. Information regarding compliance status, notifications, and important updates are communicated via email.

Compliance Reminder Notifications: Effective immediately, AFMLS is discontinuing agency compliance reminder notification letters sent at the end of an agency's fiscal year. Instead, AFMLS will send an email to the preparer and finance contact listed on the previous fiscal year's Equitable Sharing Agreement and Certification. Should your agency remain non-compliant for 90 days, a letter will be mailed to the address on file.

Key Contacts

Permissible Use of Funds
Afmls.aca@usdoj.gov

A-133 Audit Inquiries
A133sharing@usdoj.gov

Subscription

To **subscribe** or **unsubscribe** to or from this email, please send a plain text email to eswire-subscribe@lists.usdoj.gov or eswire-unsubscribe@lists.usdoj.gov.

Websites

Department of Justice Equitable Sharing Program
www.justice.gov/criminal/afmls/equitable-sharing/

Treasury Executive Office for Asset Forfeiture

www.treasury.gov/about/organizational-structure/offices/Pages/The-Executive-Office-for-Asset-Forfeiture.aspx