

**LAW ENFORCEMENT AGENCY (LEA)
APPLICATION FOR PARTICIPATION
INSTRUCTION SHEET**

** This template is fillable. It is preferred that the request be typed rather than hand-written.**

- 1) Mark if the Agency is new or if this is an updated application. If the Agency is already enrolled, include the Agencies DODAAC (top right).
- 2) Mark if the Agency is federal, state or tribal. If federal, enter the Parent Affiliate (i.e. DOJ).
- 3) Enter agencies name, physical address (no P.O. Box), City, State, and Zip.
- 4) Enter the number of full-time and part-time compensated officers that have arrest and apprehension authority.
 - a) The agency must have at least one full-time officer to participate in the 1033 Program.
- 5) Enter the names of the authorized Screeners for the Agency.
 - a) The Main POC is the person designated to handle information about the program as well as answer questions about property allocation and pickup.
 - i. The Weapon, Aircraft and Vehicle POCs are optional. If an LEA will be requesting any commodity, a POC is required.
- 6) The Chief Law Enforcement Official/Head of Local Agency (Local Field Office only) must sign approving the request.
 - a) The Chief Law Enforcement Official/Head of Local Agency (Local Field Office only) is the only one who is able to sign approving the request unless LESO has a letter granting signing authority to another individual.
 - i. The letter must be signed by the Chief Law Enforcement Official/Head of Local Agency (Local Field Office only) and state that the person named has signature authority for the 1033 Program.
- 7) All state requests must be approved and signed by the appropriate State Coordinator or State Point of Contact.
 - a) Any request received that is not approved by the appropriate State Coordinator will be returned.
 - b) Federal Agencies do not have this requirement. Please send all requests directly to the Law Enforcement Support Office (LESO) at leso@dla.mil.