

(EXAMPLE Justification Memorandum)

LAW ENFORCEMENT AGENCIES LETTERHEAD

To: Program Manager, 1033 Program
Law Enforcement Support Office (LESO)
DLA Disposition Services
74 Washington Avenue North
Battle Creek, MI 49037

Subject: Controlled property, Tactical Vehicle/Aircraft Justification (**Please address all 15 justification points in sequential order**)

1. Number of full/part compensated sworn officers in the agency making the request.
2. Intended use of the resource and the impact of the resource upon your jurisdiction (SWAT, active shooter, barricaded suspect, emergency response, first responder, critical incident, hostage rescue, natural disaster rescue, border patrol, homeland security, counterdrug, counterterrorism, etc., all that apply and any additional).
3. Positive impact of this resource on any other region or jurisdiction beyond the requesting agency that may also be impacted. Indicate whether the requested controlled equipment is being acquired to provide a regional or multijurisdictional capability. The requesting LEA must certify that all LEA's in the regional sharing arrangement have adopted requisite protocols to include general policing standards, specific controlled equipment standards, and record keeping requirements or will adopt those protocols before their personal use of controlled equipment.
4. Is the requesting agency located within an office of national drug control policy designated High Intensity Drug Trafficking Area (HIDTA)?
5. Is the requesting agency involved by mutual agreement with multi-agency associations/task forces of a counterdrug/counterterrorism nature?
6. State the population within the requesting agencies jurisdiction.
7. Describe the type of facility that will be used to store and/or secure the resource.
8. LEA's must certify that they have a Training Plan/Safety Standards which covers the use of the requested equipment including required annual training on protocols, operational and technical training, scenario-based training, and record-keeping requirements.
9. Do you currently have any controlled equipment? **Yes** or **No**? (If yes please list all tactical vehicles, civilian or military aircraft, controlled property, and the corresponding quantities).
10. Type of controlled equipment requested: (quantity, size, and capability)
11. Has a grant or request for any controlled equipment been approved by the Department of Justice, Department of Homeland Security, or any other Federal agency? Has any prior application for controlled equipment been denied by a Federal agency during the past three years, and, if so, provide the reason for denial? Under what program and what agency was the grant request for controlled property denied?
12. Does the agency have the fiscal wherewithal to support the operation of the resource being requested? Describe the amount of funding and how it is provided. (Parts, tools, diagnostic equipment, etc.).
13. Certify agency has received their civilian governing body's review and approval or concurrence of the LEA's acquisition of the requested controlled equipment.
14. Has the LEA been found to be in violation of a Federal civil rights statute or a programmatic term during the past three years, and, if so, whether any disposition was reached or corrective actions were taken?
15. Is the requested resource an aircraft? If the answer is yes, provide the number of Certified Pilots and type of certification (for what type of aircraft) they hold? (Provide copy of all pilots license). If the agency has other aircraft, provide estimated number of hours per year? Number of missions per year? (If agency currently does not have any aircraft, give an estimated number of hours/missions).

Signed by LEA Chief Law Enforcement Official
Certifying all the above is accurate
Typed name
Title
Law Enforcement Agency

Signed by LEA Tactical Vehicle/Aircraft POC (if applicable)
Typed name
Title
Law Enforcement Agency