TEMPLATE Justification Memorandum for Small Arms

(Must be placed on Law Enforcement Agency Letterhead)

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

Subject: Small Arms Justification (Please address all justification points in sequential order)

1. Please thoroughly explain the intended use and impact the resource will have upon your jurisdiction and/or neighboring jurisdiction support to other agencies (examples may include SWAT, active shooter, barricaded suspect, emergency response, first responder, critical incident, hostage rescue, natural disaster response, border security, homeland security, counter-drug, counter-terrorism).

2. Number of full/part compensated sworn officers in the agency making the request.

3. Is the requesting agency located within an office of National Drug Control Policy designated High Intensity Drug Trafficking Area (HIDTA)?

4. Is the requesting agency involved by mutual agreement with multi-agency associations/task forces of a counter-drug/counter-terrorism/border security nature?

5. State the population within the requesting agencies jurisdiction and describe the geographical size of the area of responsibility.

6. Describe the type of facility that will be used to store and secure the resource.

7. Provide estimated usage/mission requirements for the requested small arms.

8. Describe the agency policy and procedures in place to maintain proper accountability?
**Note: Small Arms that are issued must have a documented chain of custody, with the chain of custody including a signature of the receiving officer indicating that he/she has received the appropriate small arm(s) with the correct, specific serial number(s). Small Arms that are issued to an officer will be issued utilizing an Equipment Custody Receipt (ECR); this Custody Receipt obtains the signature of the officer responsible for the small arm.*

Chief Law Enforcement Official/Head of Local Federal Agency
(Supervisor/RAC/SAC):

_____
(Print Name and Official)

_____
Signature and Date)