

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

\*This application must be updated and resubmitted within 30 days of any changes or on an annual basis

NEW                      UPDATE                      AGENCY ID (Update Only) \_\_\_\_\_  
AGENCY: \_\_\_\_\_ DATE: \_\_\_\_\_  
ADDRESS (No P.O. Box): \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_  
ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

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**NUMBER OF OFFICERS WITH ARREST AND APPREHENSION AUTHORITY**

FULL-TIME: \_\_\_\_\_ PART-TIME: \_\_\_\_\_ RESERVE: \_\_\_\_\_

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**SCREENER(S) POC: MUST HAVE AT LEAST ONE**

**\*MAIN POC: Designated POC for calls and emails on 1033 Program requests and property pickup**

SCREENER/MAIN POC: \_\_\_\_\_  
SCREENER/POC #2: \_\_\_\_\_  
SCREENER/POC #3: \_\_\_\_\_  
SCREENER/POC #4: \_\_\_\_\_  
WEAPON POC (Optional): \_\_\_\_\_  
AIRCRAFT POC(Optional): \_\_\_\_\_

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**INVENTORY CHECK**

Does the Agency currently have any equipment from the 1033 Program?      YES                      NO

WEAPONS:    YES            NO                      AIRCRAFT:    YES            NO                      APCs:        YES            NO

HMMWV:      YES            NO                      WATERCRAFT: YES            NO                      VEHICLES: YES            NO

**\*By signing this application, the Chief Executive Official/Head of Agency (Local Field Office) is aware of 1033 Property currently in the possession of their department.**

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\*Upon acceptance into the 1033 Program, I understand that I have 30 days to familiarize myself with the State Plan of Operation and all 1033 Program guidance that is provided by the State Coordinator and that by signing, I certify that all information contained above is valid and accurate.

**CHIEF EXECUTIVE OFFICIAL/:** \_\_\_\_\_  
**HEAD OF LOCAL AGENCY**                      PRINTED NAME

\_\_\_\_\_  
SIGNATURE

**STATE COORDINATOR:** \_\_\_\_\_  
**(NOT REQUIRED FOR FEDERAL)**                      PRINTED NAME

\_\_\_\_\_  
SIGNATURE

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

- 1) Mark if the Agency is new or if this is an updated application. If the Agency is already enrolled, include the Agency ID.
  - a. This template is fillable. It is preferred that the request be typed rather than hand-written.
  - b. Enter the number of full-time and part-time compensated officers as well as the number of reserve officers that have arrest and apprehension authority.
- 2) 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 Aircraft and Weapon POCs are optional. If an LEA will be requesting either commodity, a POC is required.
- 3) Check yes or no if the Agency currently has property allocated through the program on their inventory.
- 4) The Chief Executive Official/Head of Agency (Local Field Office only) must sign approving the request.
  - a. The Chief Executive 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 Executive Official/Head of Agency (Local Field Office only) and state that the person named has signature authority for the 1033 Program.
- 5) 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 to the requestor.
  - b. Federal Agencies do not have this requirement. Please send all requests directly to the Law Enforcement Support Office (LESO).