



LAW ENFORCEMENT AGENCY

DATA SHEET FEDERAL AND STATE

DATE: _____

AGENCY: _____		
ADDRESS (No P.O. Box): _____		
CITY: _____	STATE: _____	
ZIP: _____ - _____	EMAIL: _____	
PHONE: _____	FAX: _____	
NUMBER OF SWORN OFFICERS		
FULL TIME: _____	PART TIME: _____	RESERVE: _____
SCREENERS & WEAPONS POCs MUST BE AUTHORIZED IN WRITING BY THE GOVERNOR APPOINTED STATE COORDINATOR		
SCREENER #1: _____		
SCREENER #2: _____		
SCREENER #3: _____		
SCREENER #4: _____		
WEAPONS POC: _____		

Inventory Check

Does the Agency currently have any Equipment from the 1208/1033 Program: YES NO

Weapons: YES NO Aircraft: YES NO APCs: YES NO

By signing this request, the Chief Executive Official or Head of Agency is aware of property currently in the possession of their department.

STATE & LOCAL AGENCIES	
CHIEF EXECUTIVE OFFICIAL SIGNATURE:	_____
STATE COORDINATOR SIGNATURE:	_____
Accountable Officer Name:	_____

INSTRUCTIONS FOR LAW ENFORCEMENT AGENCY DATA SHEET ENTRIES ARE REQUIRED IN ALL BLOCKS!

1. DATE: This date should be when the agency Chief signs the document.
2. AGENCY: Place the name of the Law Enforcement Agency (LEA) in this space.
3. ADDRESS: Note - Do not enter a Post Office Box in this block it must be the physical address of the agency.
4. CITY: Self-explanatory
5. STATE: Self-explanatory
6. ZIP: Self-explanatory
7. EMAIL: This should be the email address for the primary point of contact in the agency for this program.
8. PHONE and FAX: Place the contact phone numbers (voice and fax) for the primary point of contact in the agency for this program.
9. NUMBER OF SWORN OFFICERS: Include the total number of sworn officers in the agency who are employed: Full Time, Part Time and Reserve (if applicable).
10. SCREENERS 1 - 4*: Individuals authorized to screen and freeze property for the LEA. A maximum of 4 individuals per LEA.
11. WEAPONS POC* (Point of Contact): This individual is responsible for any weapons the LEA may acquire through the program.
12. Inventory Check: If the law enforcement agency has no active property based on the Law Enforcement Support Office (LESO) property database, check No. If the agency has active property, check Yes. Complete the other three blocks, i.e. Weapons, Aircraft and APCs (armored personnel carriers) either Yes or No depending on agency inventory of these items.

NOTE: If doubt exists as to whether an LEA has active property on the LESO property database, contact the office of the State Coordinator.

13. CHIEF EXECUTIVE OFFICIAL SIGNATURE: This signature should be the head of the agency whether it be Sheriff, Chief of Police etc.

14. STATE COORDINATOR SIGNATURE: Leave blank.

15. ACCOUNTABLE OFFICER NAME: Enter the name of the accountable officer for the agency. The accountable officer is responsible for maintaining accountability for any property acquired by the agency through the 1033 Program.

Additional Instructions:

- a. * The Accountable Officer, Weapons POC and Screener can be the same individual. The Chief Executive may also elect to perform one or more of these functions.
- b. The form must be resubmitted as changes occur to any of the named individuals or basic agency information.