

**MISSOURI LESO PROGRAM
LAW ENFORCEMENT AGENCY (LEA)
SMALL ARMS APPLICATION INSTRUCTIONS**

Small Arms (weapons) are available to qualified LEAs who are current members of the LESO Program and employ two (2) or more full-time officers. Missouri LEAs interested in obtaining small arms from the LESO Program must complete and submit the following documents:

1. “Law Enforcement Agency (LEA) Small Arms Request” form, which must be signed by the LEA Chief Law Enforcement Official (i.e. Chief, Sheriff, Director, Colonel, Marshal)
2. “Small Arms Justification” memo, which must be signed by the LEA Chief Law Enforcement Official (i.e. Chief, Sheriff, Director, Marshal, Colonel, Marshal) and the Local Governing Executive Official (i.e. Mayor, City Administrator, County Executive, County Commissioner, Director). **The enclosed form is fillable for your convenience, but once completed, the returned document must be on agency letterhead. Forms without letterhead will be returned.**
3. Copy of Training Plan/Safety Standard. As a condition of receiving such property, LEAs must provide the operator(s) qualification training regarding the use of the requested small arms. The training must, at a minimum, cover 1) rules to ensure firearms safety, 2) identification of the major component parts of the small arm, and 3) identification of the fundamental of shooting. **A copy of the applicable training plan, standard operating procedure (SOP), etc., must be provided at the time of application.**

Once completed, the three (3) required documents, which comprise the “LESO Small Arms Application” must be submitted to the Missouri LESO Program for review and approval:

Email: MissouriLESO@dps.mo.gov

Fax: (573) 526-1876

Mail: MO Dept. of Public Safety, LESO Program, PO Box 749, 1101 Riverside Drive, Jefferson City, MO 65102

LEAs approved for small arms will be responsible for the shipping or travel costs associated with acquiring such property. In addition, LEAs are required to implement a control system to prevent loss, damage, or theft of such property and establish adequate maintenance procedures to keep the property in good condition. LEAs must train the operator(s) within 3 months of issuing the small arm to the individual. Furthermore, LEAs must provide personnel authorizing or directing the use of small arms with enhanced scenario based training to examine, deliberate, and review the circumstances in which the small arm should or should not be used.

Small arms are considered controlled property. The title remains with the DoD, and the LEA is required to register NFA small arms with the ATF. At the end of the small arm’s life cycle or if the LEA no longer has use for the item, the LEA must request a transfer/return of the small arm from the Missouri LESO Program. For more information regarding small arms, registration of small arms, disposal of controlled property, cannibalism/modifications of small arms, storage/maintenance of small arms, etc., refer to the “Missouri LESO Program Policy and Procedures Manual” available online at <https://dps.mo.gov/dir/programs/cjle/dod.php>.

If you have questions, contact the Missouri LESO Program staff at MissouriLESO@dps.mo.gov or (573) 526-1930.

**LAW ENFORCEMENT AGENCY (LEA)
SMALL ARMS REQUEST**

ORI: _____

DODAAC: _____ AGENCY NAME: _____

SMALL ARMS POC: _____

ADDRESS (No P.O. Box): _____

CITY: _____ STATE: _____

ZIP: _____ EMAIL: _____

PHONE: _____ FAX: _____

TYPE OF SMALL ARMS REQUESTED AND QUANTITY OF EACH TYPE						
	M16 (M16, A1, A2)	M14	PISTOL (glock, .45, .38)	REVOLVER (stub nose or no)	SHOTGUN (1200, M1912, M870, Model 162)	SUPPRESSOR
Quantity:						
OTHER (State type)						
Quantity:						

******NOTE:** The Small Arms justification memorandum must accompany this request.

By signing this document, the Chief Law Enforcement Official or Head of Local Federal Agency (Supervisor/Regional Agent in Charge/ Special Agent in Charge (RAC/SAC)), certifies that the requesting agency listed above has the appropriate funds, safety and operational training required to operate and maintain the requested small arms. This agency certifies that all information contained above is accurate and the request for small arms is warranted and has been approved.

CHIEF LAW ENFORCEMENT OFFICIAL
OR HEAD OF LOCAL FEDERAL
AGENCY (SUPERVISOR/RAC/SAC):

PRINTED NAME

SIGNATURE

DATE:

STATE OR FEDERAL COORDINATOR USE ONLY

STATE OR FEDERAL COORDINATOR:

PRINTED NAME

SIGNATURE

DATE:

LESO USE ONLY

LESO OFFICIALS:

SMALL ARMS SPECIALIST (SIGNATURE)

LESO PROGRAM MANAGER (SIGNATURE)

LESO DIVISION CHIEF (SIGNATURE)

DATE:

DATE:

DATE:

LESO NOTES:

OF OFFICERS: _____ # OF SMALL ARMS : _____

COMPLIANCE LIAISON USE ONLY: (DOJ REVIEW) LEA IS NOT SUSPENDED: _____ INITIALS & DATE VERIFIED: _____

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

Subject: Small Arms Justification

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 rescue, border security, homeland security, counter-drug, counter-terrorism).
2. Is the requesting agency located within an office of National Drug Control Policy designated High Intensity Drug Trafficking Area (HIDTA)?
3. Is the requesting agency involved by mutual agreement with multi-agency associations/task forces of a counter-drug/counter-terrorism/border security nature?
4. State the population within the requesting agency's jurisdiction and describe the geographical size of the area of responsibility.
5. Describe the type of facility that will be used to store and secure the resource.
6. Provide estimated usage/mission requirements for the requested small arms.
7. Describe the agency policy and procedures in place to maintain property 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 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:**

PRINTED NAME

TITLE

SIGNATURE

DATE:

**LOCAL GOVERNING
EXECUTIVE OFFICIAL:**

PRINTED NAME

TITLE

SIGNATURE

DATE: