

# **Missouri LESO Program Policies and Procedures Manual**

**Law Enforcement Support Office (LESO) Program – 1033**

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## **PURPOSE AND AUTHORITY**

The purpose of the Missouri LESO Program Policies and Procedures Manual is to set forth the specific internal policies, operational procedures, and terms and conditions which will be binding on the parties involved with respect to Department of Defense (DoD) excess personal property transferred pursuant to 10 USC § 2576a. The objective is to promote the efficient and expeditious transfer of the property and to ensure strict accountability of the property in accordance with all Defense Logistics Agency (DLA) and federal mandates. The authority for this program is Public Law 103-160, Section 1063 (codified as 10 USC § 2576a), which authorizes the Secretary of Defense to transfer excess DoD personal property to Federal and State agencies for use in law enforcement activities.

## **ELIGIBILITY**

DLA defines law enforcement activities as activities performed by governmental agencies whose primary function is the enforcement of applicable Federal, State, and Local laws and whose compensated officers have powers of arrest and apprehension.

*NOTE: Nongovernmental law enforcement entities such as private railroad police, private security, private academies, correctional departments and prisons, or security police at private schools or colleges are not authorized to participate in the LESO Program. Furthermore, fire departments, by definition, are ineligible for the LESO Program. LESO Program property may not be requested nor received for unauthorized participants.*

With the exception of those noted above, law enforcement agencies are eligible for the Missouri LESO Program if all the following is met:

- The department is located within the State of Missouri.
- The department has a valid ORI # associated with a physical street address within Missouri. (If the department does not have a valid ORI #, the agency is ineligible.)
- The department's primary function is the enforcement of applicable Federal, State, and Local laws.
- The department's compensated law enforcement officers have powers of arrest and apprehension.
- The department is recognized by the Missouri State Highway Patrol (MSHP) as a law enforcement agency and by the Missouri Department of Public Safety, Peace Officers Standard and Training (POST) Unit as having licensed officers.
- The department has at least one (1) compensated, full-time law enforcement officer employed by the law enforcement agency.

*NOTE: Only compensated full-time and reserve/part-time law enforcement officers are authorized to receive (use) LESO Program property. Non-compensated reserve officers are not authorized to receive (use) LESO Program property.*

## **ENROLLMENT**

### **ENROLLMENT REQUIREMENT**

Missouri law enforcement agencies wishing to acquire or retain LESO Program property must be enrolled and authorized to participate in the Missouri LESO Program. Eligible agencies must complete the LESO Program Application, it is available at <https://dps.mo.gov/dir/programs/ohs/dod.php/documents/leso-program-application.pdf>

### **LESO PROGRAM APPLICATION COMPONENTS**

The LESO Program Application consists of the following documents:

- Contact Information Form
- Law Enforcement Support Office (LESO) Application for Participation/Authorized Screeners Letter
- State Plan of Operation (SPO)

The Contact Information and LESO Application for Participation/Authorized Screeners Letter forms require the agency's Department of Defense Activity Address Code (DoDAAC) which is a six-character code that uniquely identifies entities authorized to requisition and manage DoD assets.

- Agencies that have previously participated in the LESO Program should include their existing DoDAAC.
- Agencies new to the program will be assigned a DoDAAC by LESO during the application approval process.

### **REQUIRED SIGNATURES**

- The LESO Application for Participation/Authorized Screeners Letter must be signed by the Chief Law Enforcement Official (CLEO) (e.g., Chief, Sheriff).
- The State Plan of Operation (SPO) must be signed by both the CLEO and the Local Governing Executive Official (LGEO) (e.g., Mayor, City Administrator, County Executive, County Commissioner, or Director).

These signatures confirm agreement to the LESO Program terms and conditions and consent to receive excess DoD property.

### **SUBMISSION METHODS**

Once completed, the LESO Program Application must be submitted to the Missouri LESO Program staff through any of the following methods:

Email: [MissouriLESO@dps.mo.gov](mailto:MissouriLESO@dps.mo.gov)  
Mail: Missouri Department of Public Safety  
Attn: LESO Program  
PO Box 749  
1101 Riverside Drive  
Jefferson City, MO 65102

## **ENROLLMENT REVIEW**

Upon receipt of a LESO Program Application, the Missouri LESO Program staff will review the submission for eligibility and take the appropriate action to approve or disapprove the enrollment.

The application review will consist of, but may not be limited to, the following:

1. ORI (Originating Agency Identifier) lookup to verify the existence and authenticity of the law enforcement agency.
2. DPS-POST lookup to verify the number of licensed/commissioned officers.
3. Internet search of the local agency to identify any fraud and/or instability within the local agency and/or the law enforcement department.
4. Contact with other agencies (e.g. DPS-POST, MSHP) may be made to gather additional details regarding the background of the law enforcement department, law enforcement department head, and/or local agency.
5. Review of previous experience of the law enforcement agency with Missouri LESO Program staff and/or DPS Grants Unit.
6. Review of previous participation, if applicable, in the Missouri LESO Program by the law enforcement agency.
7. If applicable, Missouri LESO Program staff may request additional justification and/or documentation, as needed.

## **ENROLLMENT APPROVAL**

### **ELIGIBILITY AND RE-ENROLLMENT**

The LESO Program Application is required for:

- New law enforcement agencies seeking participation,
- Previously deactivated agencies requesting reactivation, and
- Agencies reinstating participation following program termination.

### **APPROVAL PROCESS**

Upon review and approval by the Missouri LESO Program staff, the State Coordinator (SC) or State Point of Contact (SPOC) will sign the LESO Application for Participation/Authorized Screeners Letter and the State Plan of Operation (SPO), then forward them to LESO for final approval.

Once LESO approves the application, the executed, signed copy (including the assigned DoDAAC) will be returned to the Missouri LESO Program staff and subsequently forwarded to the law enforcement agency.

### **RECORD RETENTION**

Agencies enrolled in the LESO Program must retain a current, fully signed copy of their LESO Program Application and State Plan of Operation. Records must be accessible in electronic or paper format and made available upon request by:

- Missouri LESO Program staff,
- LESO,
- Office of Inspector General (OIG), or
- Other authorized auditing or investigative entities.

## **ORIENTATION AND PROGRAM OVERVIEW**

Within 30 business days of forwarding the executed LESO Program Application to the agency, the Missouri LESO Program staff will provide a comprehensive LESO Program overview, either verbally or in writing. This overview outlines participation responsibilities, property accountability requirements, and compliance expectations.

## **PARTICIPATION LIMITATIONS**

The Missouri LESO Program staff or LESO may restrict an agency's level of participation based on program compliance, administrative standing, or other relevant factors.

Participation may include:

- Full Access: Authorization to request all LESO Program property; or
- Restricted Access: Authorization limited to DEMIL Code "A" and/or "Q6" property only.

If participation restrictions are applied, the Missouri LESO Program staff will notify the agency in writing, stating the reason for the limitation.

## **ENROLLMENT DENIAL**

If enrollment is not approved by Missouri LESO Program staff or LESO, the law enforcement agency will be notified in writing, with the reasoning, by Missouri LESO Program staff. The Missouri LESO Program will maintain a log of disapproved applications and will, as applicable, notify LESO of any disapproved applications.

*NOTE: Denial for participation does not preclude the law enforcement agency from re-applying for participation in the future. If corrective action is taken to rectify the reason(s) for previous denial and such can be demonstrated to the Missouri LESO Program staff and/or to LESO, the Missouri LESO Program staff will review the "LESO Program Application" and re-consider the law enforcement agency for participation.*

## **CHANGE IN ENROLLMENT STATUS**

The Missouri LESO Program staff reserve the right to change the enrollment status of any law enforcement agency during participation in the LESO Program. Reasons for such change include, but may not be limited to:

- the law enforcement agency disbands,
- the law enforcement agency does not retain at least one (1) compensated full-time officer,
- lost, stolen, serious misused/neglected/damaged, or misappropriated property,
- failure to complete the annual inventory certification by the stated deadline(s),
- a pending or active criminal investigation of the law enforcement agency,
- failure to cooperate with a recall of LESO Program property,
- falsification of program applications or documents, and/or
- failure to cooperate with Missouri LESO Program staff.

Changes in enrollment status generally occur for a minimum of sixty (60) days but may last longer depending on the circumstances.

*NOTE: A change in enrollment status may result in suspension and/or termination from the LESO Program.*

If the enrollment status of the law enforcement agency changes at any time during participation in the LESO Program, the law enforcement agency will receive written notification, with the reasoning, from Missouri LESO Program staff.

If the law enforcement agency disbands or the law enforcement agency does not retain at least one (1) compensated full-time officer, the law enforcement agency will have a period of no more than thirty (30) days to return all property on record with LESO.

- The law enforcement agency will be responsible for returning such property to the appropriate Disposition Services (DS) site within the stated time period and/or cooperating with Missouri LESO Program staff to facilitate the transfer of such property to another LESO authorized participating agency, unless circumstances out of the control of the law enforcement agency prevent such transfer or turn-in within the stated thirty (30) days.

## **CHANGE IN ENROLLMENT INFORMATION**

If any information in the LESO Program Application changes during participation in the LESO Program, the law enforcement agency must submit, within thirty (30) days of the change, a new LESO Program Application.

*NOTE: The Missouri LESO Program staff will periodically remind of the requirement to submit a new LESO Program Application if changes have occurred since submission of the last LESO Program Application, but ultimately the responsibility is on the law enforcement agency to communicate changes in a timely manner.*

Changes that necessitate a revised “LESO Program Application” include:

- Change in Chief Law Enforcement Official
- Change in law enforcement agency name.
- Change in law enforcement agency physical address or other agency information.

- Change in number of compensated **Error! Bookmark not defined.** full-time or part-time officers.  
*NOTE: The officer count dictates property allocation limits. Therefore, the officer count provided should represent the department's authorized hiring level.*
- Addition, deletion, or other change in property screener, including changes in contact information for a property screener
- Release of a new version of the State Plan of Operation (SPO).

These changes require the Missouri LESO Program staff to forward the revised LESO Program Application to LESO to update its records.

Following the update, LESO will notify the Missouri LESO Program staff, and the Missouri LESO Program staff will forward the executed, signed copy of the LESO Program Application to the law enforcement agency.

Failure to notify the SC or SPOC in the 30 days may result in the suspension or termination of program participation.

## **LESO PROPERTY SCREENING AND ACQUISITION VIA RTD WEB**

LESO property is electronically screened online through DLA Disposition Services' RTDWeb at <https://login-legacy.dla.mil>

To access RTDWeb, a law enforcement agency must first enroll in the Account Management and Provisioning System (AMPS) at <https://amps1.dla.mil/> to receive login credentials. AMPS provides participating law enforcement agencies access to RTDWeb through the Enterprise External Business Portal. Users can also reset their RTDWeb passwords via the AMPS website if locked out. Once registered with AMPS, user information will sync with RTDWeb to complete the registration process. Users must then log into RTDWeb and request their role within the system.

Step-by-step instructions to create an AMPS account, request an RTDWeb role, or unlock an RTDWeb account are available in LESO's Training Guides:

<http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/Training.aspx>.

After requesting access to RTDWeb, Missouri LESO Program staff will review and approve the registration. If approved by Missouri LESO Program staff, the request is automatically forwarded to LESO for final approval. Users are not directly notified of LESO approval; approval can be verified by logging into RTDWeb and confirming the "Law Enforcement Support Office" option appears in the RTD Home menu. Once approved, the user may screen for property through RTDWeb.

If a request is denied by Missouri LESO Program staff or LESO, the law enforcement agency will receive written notification with the reasons for denial.

## **Authorized Property Screeners**

Authorized property screeners are individuals approved to access, request, and acquire LESO property on behalf of the law enforcement agency. Screeners must be compensated, full-time or part-time employees of the agency. Each law enforcement agency must have a minimum of two (2) screeners if the agency has at least two officers or deputies. The Property Accountability Officer (main point of contact) must be a compensated, full-time sworn officer.

*Note: It is recommended that the Chief Law Enforcement Official (e.g., Chief, Sheriff) not serve as the Property Accountability Officer. The designated officer must be readily available to Missouri LESO Program staff and LESO.*

Step-by-step instructions for searching property in RTDWeb are provided in LESO's Training Guides:

<http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/Training.aspx>.

## **Requesting Property**

Property deemed excess to the needs of the DoD is loaded into RTDWeb daily. Most LESO property is screened electronically via DLA Disposition Services' RTDWeb. Certain high-value or specialized items, such as armored vehicles, require submission of applicable application forms to the Missouri LESO Program staff and LESO for approval before being available in RTDWeb.

Some high-profile or demilitarization-required property, such as aircraft and small arms, is made available outside RTDWeb, although parts for these items can still be requisitioned through RTDWeb.

## **DLA Screening Timeline**

- Seven (7) days: Initial period where only DoD agencies may request property.
- Fourteen (14) days: Both DoD agencies and Special Programs (including LESO) may request property.
- Twenty-one (21) days: Open to DoD agencies and Office of Facilities and Administrative Services (OFAS); DEMIL Code A property is not available.
- Five (5) days: Federal Donation period.
- Two (2) days: Final period for all previous customers, including LESO.

After these periods, property moves to the sales phase for disposition.

## **Property Screening Guidelines**

When screening and requesting property in RTDWeb, agencies must consider the following:

- Cycle: Agencies may only requisition property in the following screening cycles: DOD, EXP DOD, FEPP, and RTD2. Requests in other cycles must be denied.

- Days Left: Approval from Missouri LESO Program staff and LESO can take 1–3 business days. Sufficient time must remain in the screening cycle for the requisition to be processed. Requisitions in prohibited cycles will be canceled.
- DTID: Optics/Night Vision items with DTID starting “2YT” were previously requisitioned and returned, often due to being unserviceable. LESO generally does not approve these requests unless detailed justification is provided in RTDWeb.
- Location: Property comes from military sites in the U.S. and globally. Agencies are responsible for travel or shipping costs. Site locations and contact information are available at <http://www.dla.mil/DispositionServices/Contact/FindLocation.aspx>.
- Condition: Items are categorized from A to H:
  - A: Serviceable and issuable
  - B: Serviceable but minor flaws
  - F: Unserviceable but repairable
  - G: Unserviceable and incomplete
  - H: Unserviceable and condemned

Contact the holding Disposition Services (DS) site for clarification, photos, or more accurate condition assessments.

All requests via RTDWeb are subject to review by Missouri LESO Program staff and LESO to ensure:

- Justification aligns with law enforcement purposes,
- Requested quantity is within the State Plan of Operation (SPO) allocations, and
- Property will be used solely for law enforcement activities in Missouri.

Justifications submitted in RTDWeb are made public by LESO. Property must never be acquired for non-law enforcement purposes.

If a request is denied, the agency will receive written notification from Missouri LESO Program staff or LESO.

### **Use of Property**

Property is for authorized LESO participants only, strictly for law enforcement purposes.

- Prohibited uses: Sale, lease, loan, personal use, exchange, barter, or use by non-participants.

### **Property Release and Pickup**

Upon approval, the DS site will issue a Letter of Authorization (LOA) to Remove Property (C-5 Form) to the agency. RTDWeb also provides a requisition status column that updates automatically as items move through the awarding process. Agencies should not click the “Get Updated Status” button within the first 48 hours, as this can delay release.

Agencies must remove approved property within 14 days of approval. Extensions may be granted if approved by the DS site in advance. All costs for delivery or pickup are the responsibility of the agency.

Before removal, the LOA must be completed, signed by an authorized screener, and submitted to the DS site via email or fax. When physically picking up property, a copy of the completed LOA must be presented. Agencies are encouraged to contact the DS site prior to pickup to confirm quantity and logistics.

#### DEMIL Property

- DEMIL “A” or “Q6” vehicles or trailers: Obtain SF-97 Certificate to Obtain Title to a Vehicle at pickup. This ensures title availability after one year in FEPMIS. Delays may prevent title acquisition if not obtained at pickup.
- DEMIL Coded “B,” “C,” “D,” “E,” “F,” “G,” or “Q3” vehicles: May require DLA Form 1928 Certificate to Register a Tactical Vehicle for insurance or licensing purposes. Submit the completed form to Missouri LESO Program staff, who will forward it to LESO. This does not transfer title but supports lawful possession documentation.

For DLA DS site maps, contact information, and forms, visit:

- Locations: <http://www.dla.mil/DispositionServices/Contact/FindLocation.aspx>
- Forms: <http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/Forms.aspx>

## **PROPERTY ALLOCATION**

Under 10 USC § 2576a, the Secretary of Defense may transfer excess DoD property to federal and state/territory law enforcement agencies (LEAs) for law enforcement activities, with preference for counter-drug, counterterrorism, or border security operations. Requisitions indicating these uses receive priority.

Allocation limits: Generally, one item per compensated full-time or part-time officer. Exceptions may be granted case-by-case by Missouri LESO Program staff or LESO.

Current allocation limits (subject to change):

- Armored Vehicles/MRAPs: 2 per agency
- HMMWVs/Up-Armored HMMWVs: 1 per 3 officers
- Robots: 1 per 25 officers
- Small Arms: 1 per officer (agencies with fewer than 2 officers are excluded)

Refer to the “Aircraft,” “Armored Vehicles,” and “Small Arms (Weapons)” sections for specific requisition and justification processes.

## **DISTRIBUTION OF PROPERTY**

Property may not be obtained for sale, lease, personal use, or non-law enforcement purposes. Requests must reflect bona fide law enforcement needs.

- Conditional Transfer: LESO property remains subject to recall by DLA. Agencies must comply with turn-in requests.
- Controlled Property: DEMIL Codes B, C, D, E, F, G, Q3 remain DoD property. Agencies must return or transfer when no longer in use.
- Non-Controlled Property: DEMIL Codes A and Q6 pass title to the agency after one year on the Federal Excess Property Management Information System (FEPMIS) property book. Ownership remains governmental; private use is prohibited. Misuse may result in LESO suspension or termination.

## **AIRCRAFT**

Aircraft is requisitioned directly from LESO via the LESO Aircraft Application, not RTDWeb. Aircraft parts are requisitioned through RTDWeb.

### **Requirements:**

- Operation: Authorized operators must hold a valid pilot's license, meet FAA standards, be approved by their agency, and complete required training. Operators need not be agency employees.
- Policies and Protocols: Agencies must maintain usage, supervision, auditing, and accountability policies.
- Training:
  - Annual training for relevant personnel
  - Operator training must meet FAA requirements within 6 months of aircraft acquisition or becoming flyable
  - Scenario-based training for personnel authorizing aircraft use
  - Maintain training logs for at least 3 years
- Insurance: Agencies must maintain reasonable property insurance.
- Storage: Aircraft must be secured from public access; mitigate risk of loss, damage, or theft.
- Chain of Custody: Document receipt and custody; use an equipment custody receipt.
- Maintenance: Agencies are responsible for safe and sustainable aircraft maintenance.
- Modifications: Painting and police markings allowed if they do not degrade the aircraft.
- Application Process: Submit the LESO Aircraft Application with required forms and signatures. Missouri LESO Program staff review and forward to LESO for final approval.

Link to Form:

<http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/Forms.asp>

## **ARMORED VEHICLES**

Armored vehicles include MRAPs, Peacekeepers, UAHs, and tracked vehicles. Primarily used for special response, search and rescue, and emergency operations.

### **Requisition:**

- Requires LESO Armored Vehicle Application and Missouri LESO Program approval. Requests without approved applications are denied.

- Allocation based on officer count; justification determines final approval.
- HMMWVs reclassified as UAHs are grandfathered; over-allocation exceptions must be approved.

**Standards:**

- Operation: Authorized drivers must hold valid licenses and complete training.
- Policies and Protocols: Agencies must maintain operational and accountability policies.
- Training: Operator training within 6 months; scenario-based training for supervisors; maintain logs for 3 years.
- Insurance: Liability and uninsured motorist coverage required.
- Storage: Secure from public access; mitigate loss or theft.
- Chain of Custody: Document receipt and custody; use approved equipment custody receipt.
- Maintenance: Ensure safe, sustainable operating condition; maintain readiness.
- Modifications: Painting and police markings allowed if original integrity maintained.

**Application Process:**

- Submit LESO Armored Vehicle Application with required forms and signatures.
- Missouri LESO Program staff review, forward to LESO for approval, then notify the agency of acquisition/transfer instructions.
- DEMIL B-Q3 vehicles may require DLA Form 1928 for registration.

Link to Form:

<http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/Forms.asp>

**SMALL ARMS (WEAPONS)**

Small arms are acquired via the LESO Small Arms Application through agency-to-agency transfer or directly from Anniston Army Depot. Missouri LESO Program coordinates in-state transfers; LESO coordinates out-of-state and depot transfers.

- Allocation: One per officer; agencies with fewer than two full-time officers are excluded (grandfathered exceptions apply).
- Allocation applies per platform/type, not category (e.g., M14 rifles, M16 rifles, pistols).

**Standards:**

- Operation: Authorized operators must complete training.
- Policies and Protocols: Agencies must maintain usage, supervision, auditing, and accountability policies.
- Training:
  - Operator training within 3 months of issuance
  - Covers firearms safety, component identification, and basic shooting fundamentals
  - Scenario-based training for supervisors
  - Maintain logs for 3 years; provided by qualified instructor
- Storage: Secure from public access; mitigate loss or theft.

- Chain of Custody: Document receipt and custody; use approved equipment custody receipt.
- Maintenance: Keep firearms in good working order; ensure response capability.
- Modifications: Allowed if original parts are retained and function is not degraded.

### **Application Process:**

- Submit LESO Small Arms Application with forms, justification, and training plan.
- Required signatures: Chief Law Enforcement Official and Local Governing Executive.
- Missouri LESO Program staff review and forward to LESO for approval; agency notified when property is available.
- NFA controlled weapons: Complete ATF Form 5 (tax-exempt transfer) or ATF Form 10 (registration) as applicable. Retain approved ATF documentation for inspection.

Link to Form:

<http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/Forms.asp>

## **FEDERAL EXCESS PROPERTY MANAGEMENT INFORMATION SYSTEM (FEPMIS)**

The LESO utilizes the FEPMIS as the official automated property management system to ensure accountability for property requisitioned through the DoD DLA Disposition Services LESO Program.

FEPMIS is part of the National Fire and Aviation Management Web (FAMWEB) Applications suite and serves as the primary platform for LEAs to manage LESO property.

Registered LEAs are granted online access to all LESO property allocated to their department and reflected on their property book. Through FEPMIS, authorized users can:

- Receipt property obtained through RTDWeb
- Annually certify possession of LESO property
- Initiate transfer requests to move property to another in-state participating agency
- Initiate turn-in requests for controlled property (DEMIL Codes B, C, D, E, F, G, Q3) that has reached end of life or is no longer needed

### **FEPMIS ACCOUNT REQUIREMENTS**

Each participating LEA must maintain at least one (1) active FEPMIS user account.

- Accounts become inactive when passwords expire.
- Users must monitor password reminder emails from FEPMIS, and update passwords as required.
- If an account becomes inactive, users must reset passwords through Login.gov.

Failure to maintain at least one active FEPMIS account may delay property receipting, annual certification, or compliance actions.

## RECEIPTING OF PROPERTY

Property obtained through RTDWeb is automatically entered into FEPMIS and appears in the agency's property book within a few days of acquisition.

Property received by other means (such as direct LESO assignment) will be entered into FEPMIS by LESO staff and will also appear in the agency's property book shortly after acquisition.

*Note: "Receipting" means accepting and adding property to the agency's LESO property book in FEPMIS. This section covers receipting for property obtained directly from RTDWeb or LESO. Procedures for receipting property received from another agency are detailed in the "Disposal of Controlled Property" section.*

## RECEIPTING DEADLINES AND COMPLIANCE

After a property item is received or shipped from the DLA DS site if shipping is used then the LEA must receipt the property in FEPMIS within 30 calendar days using the "Receipts" module.

Failure to meet this requirement results in escalating administrative actions:

Days Past Acquisition	Consequence
31–59 days	Requisitions canceled; LEA unable to acquire additional property until receipts are completed.
60–89 days	LEA suspended from LESO Program for at least 60 days or until issue is resolved.
90+ days	LEA terminated from LESO Program. Must return all LESO property within 30 days unless delayed by extenuating circumstances.

If termination occurs, the LEA must return property to the appropriate DS site or cooperate with Missouri LESO Program staff to facilitate transfer to another authorized LESO agency.

## RECEIPT DOCUMENTATION REQUIREMENTS

During the receipting process, additional information may be required for specific property types, including but not limited to:

- Aircraft
- HMMWVs / UAHs / MRAPs
- Small Arms (Weapons)
- Robots
- Optics (Night Vision, Reflex Sights, Fiberscopes, Telescopes, etc.)

Required documentation may include serial numbers, item-specific details, or photographs for verification.

Missouri LESO Program staff may request additional identifying information or images for accountability and inventory control purposes.

LESO FEPMIS User Guides are available at:

<http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/Training.aspx>.

## **ANNUAL INVENTORY CERTIFICATION**

The Annual Inventory Certification is a mandatory process through which both the State of Missouri and all participating LEAs conduct a physical inventory of LESO property and attest to its continued custody and control.

This process is completed in FEPMIS via the “LESO Inventory” module.

Applies to: All participating LEAs, including those without active LESO property, who must still verify agency and station information annually.

- **TIMELINE AND STATE COMPLIANCE**

Effective 2020, the certification period occurs annually for the State of Missouri on:

- Begins: July 1
- Ends: July 30

Missouri LESO Program staff then finalize the statewide certification by August 1.

Failure to meet this deadline could result in the State of Missouri’s suspension or termination from the national LESO Program.

- **INVENTORY FREEZE PERIOD**

To ensure data consistency during certification, LESO suspends applications, property transfers and turn-ins from July through the end of September each year.

- Agencies may not receive or transfer property until their certification is complete.
- Once an agency finalizes its certification, turn-ins and transfers may resume.

- **FEPMIS ACCOUNT REQUIREMENT FOR CERTIFICATION**

Agencies must have:

- All received property properly receipted in FEPMIS, and
- At least one active FEPMIS user account to complete certification.

## **NON-COMPLIANCE CONSEQUENCES**

Status	Action Taken
Failure to certify by July 31	Suspension from LESO Program for a minimum of 60 days or until issue is resolved.

Failure to certify following suspension	Termination from LESO Program. LEA must return all LESO property within 30 days unless delayed by circumstances beyond agency control.
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Terminated agencies must return property to the appropriate DLA DS site or coordinate with Missouri LESO Program staff for authorized transfer.

## **PHYSICAL CONTROL OF PROPERTY**

LEAs remain responsible for the accountability and physical control of LESO property while the item(s) remains on the FEPMIS property book. LEAs are encouraged to conduct physical inventory checks on a more frequent basis.

*NOTE: In an effort to identify LESO Program property, especially by officers/deputies that weren't involved in the acquisition of such LESO Program property, law enforcement agencies are encouraged to upload photos of the item within the "Modify" module of FEPMIS. Photo identification of the LESO Program property will ease physical control and accountability of such property items.*

Certain controlled equipment must have a documented chain of custody, including a signature of the recipient officer/deputy (if the equipment is assigned to a specific officer/deputy). Such controlled equipment items include, but are not limited to, small arms, aircraft, armored vehicles, optics/night vision, robots, and small arm's parts/accessories. If any controlled (DEMIL Codes of "B", "C", "D", "E", "F", "G", and "Q3") or non-controlled (DEMIL Codes of "A" and "Q6") LESO property is issued directly to an officer/deputy and the LEA is not maintaining physical control of that item on a daily basis, the LEA must implement a custody receipt system. LEAs are allowed to create their own custody receipt or property tracking list so long as all the required elements outlined in LESO's example are collected.

*NOTE: During a LESO Program Compliance Review (PCR) or a Missouri LESO Program staff Agency Compliance Review (ACR), law enforcement agencies may not simply produce custody receipts in place of the physical inspection of LESO property, unless there are extenuating circumstances. Such extenuating circumstances should be discussed prior to the PCR or ACR visit date, however.*

## **STORAGE AND MAINTENANCE OF PROPERTY**

Each participating LEA must maintain a control system that provides adequate safeguards to prevent the loss, theft, or damage of property obtained through the LESO Program.

### **SECURE STORAGE REQUIREMENTS**

- Aircraft and armored vehicles must be parked in a properly lit, monitored, and/or secured facility or lot that is not accessible to the general public.
- When possible, armored vehicles should be further secured with an anti-theft steering wheel lock or wheel lock.

- Small arms (weapons), optics (e.g., night vision, sight reflex devices), and other LESO property listed on the agency’s FEPMIS property book must be stored with two levels of security.
  - Example: a locked door may serve as one level, and a locked safe, room, drawer, container, or rack may serve as the second level.
  -

LESO property issued to individual law enforcement officers including weapons, optics, and all other controlled or non-controlled property must be secured at all times by the assigned officer.

- LESO property should never be stored in a vehicle while the officer is off duty.
- At the end of each shift, property should be returned to the agency’s secured storage area or, at minimum, brought into the officer’s residence for secure storage.
- Extended storage of LESO property in vehicles or residences is strongly discouraged due to increased risk of loss, damage, or theft.
- During extended absences (e.g., vacation, military duty, medical leave, FMLA), officers must return LESO property to the agency’s secured storage area. Property may be reissued upon the officer’s return to duty.

Agencies must ensure custody receipts or property tracking logs are updated whenever property is turned in or reissued. This ensures accurate accountability and supports compliance with potential inspections by the Office of Inspector General (OIG), LESO, or Missouri LESO Staff. In addition, adequate maintenance procedures shall be established to keep the property in good condition. In the event LESO property is found to be lost, stolen, or destroyed, the law enforcement agency must adhere to the “Reporting Requirements for Lost, Stolen, and Destroyed Property” section of this manual.

## **RECORDS MANAGEMENT**

All LESO Program documentation including applications, transfer requests, and property records must be retained in accordance with the Missouri Secretary of State, Agency Records Disposition Schedule, available online at:  
<https://www.sos.mo.gov/records/recmgmt/retention/agency>

To locate the applicable retention schedule:

1. Expand Department of Public Safety,
2. Then expand Office of the Director,
3. Select Criminal Justice/Law Enforcement.

The online Agency Records Disposition Schedule reflects the current, approved retention standards. If updates occur, they will be reflected in the posted version.

Agencies are encouraged to verify the latest schedule before disposing of records to ensure compliance with any updated retention periods.

If an LEA's local record retention policy prescribes a longer retention period, the LEA must follow its local policy.

## **RECORD SECURITY AND ACCESS**

- Agencies must protect all LESO records against fire, loss, and other potential damage.
- Records may be stored off-site if a document list or index is available at the principal office for reference.
- Records may be maintained electronically, provided they are secure and retrievable upon request.

## **AUDIT AND INSPECTION RIGHTS**

The following entities, or their authorized representatives, must be granted full access to any LESO-related documentation for audit, review, or examination purposes:

- Department of Defense (DoD)
- Defense Logistics Agency (DLA)
- Office of Inspector General (OIG)
- Missouri Department of Public Safety (DPS)
- Office of the Missouri State Auditor

Access rights extend beyond the required retention period and remain valid for as long as the records are retained.

## **DISPOSAL, MODIFICATION, AND ACCOUNTABILITY OF LESO PROPERTY**

### **CONTROLLED PROPERTY DISPOSAL**

Controlled property includes all items with Demilitarization (DEMIL) Codes B, C, D, E, F, G, and Q3. Title and ownership of controlled property remain with the DoD in perpetuity and are never transferred to the law enforcement agency.

When controlled property is no longer needed for legitimate law enforcement purposes, the agency must:

- Transfer the property to another law enforcement agency authorized under the LESO Program (either in-state or out-of-state, with appropriate approval), or
- Turn in the property to a DLA DS site for disposal.

All transfers and turn-ins must be processed through the FEPMIS and approved by both Missouri LESO Program staff and LESO prior to any physical movement of the property.

Once LESO approves the action, a DD Form 1348-1 will be issued and coordinated between the gaining and losing agencies. Copies of all signed DD Form 1348-1 documents must be retained by both agencies and provided to the Missouri LESO Program staff for LESO submission. Agencies have 30 days from LESO approval to complete the physical transfer or return of property. Failure to comply within this timeframe may result in program sanctions.

## **NON-CONTROLLED PROPERTY DISPOSAL**

Non-controlled property includes items with DEMIL Codes A and Q6. Title transfers to the law enforcement agency one year after the item's initial appearance on the FEPMIS property book. Until that time, the property must be maintained with full accountability and control.

After title transfers, the agency may dispose of the property in accordance with state and local laws governing public property. Examples include transfer, sale, trade, or destruction. Improper sale or gifting of property in violation of applicable law may result in suspension or termination from the LESO Program.

Agencies must maintain detailed records of all disposals, including:

- Date and method of disposition,
- Sale price (if applicable), and
- Documentation or signatures from involved parties when property is transferred.

## **CANNIBALIZATION OF PROPERTY**

“Cannibalization” refers to removing components or parts from one item to use in another (for example, salvaging parts from one aircraft to repair another).

Cannibalization of LESO property requires written approval prior to any action. Agencies must submit a formal request on department letterhead, signed by the CLEO, to the Missouri LESO Program staff. If approved, the request will be forwarded to LESO for final authorization.

The approval will specify:

- The authorized parts to be removed,
- The timeframe for completion, and
- The deadline for returning the remaining property to a DLA Disposition Services site.

Unauthorized cannibalization of LESO property may result in program suspension.

*Note: Small arms (weapons) are strictly prohibited from being cannibalized under any circumstances.*

## **MODIFICATIONS TO PROPERTY**

“Modification” refers to making updates or revisions to LESO property that do not degrade its original manufacture, function, or safety.

Agencies may modify LESO property (such as adding police markings or communication equipment) as long as modifications are consistent with LESO guidelines.

If a modified item has a photograph stored in FEPMIS, the agency must upload updated photos through the Modify module once modifications are complete.

For specialized categories (e.g., aircraft, armored vehicles, small arms), refer to respective sections of this manual for additional requirements.

Modifications differ from cannibalization. Modifications improve or adapt equipment, while cannibalization removes components for use elsewhere.

## **REPORTING LOST, STOLEN, OR DESTROYED PROEPRTY**

All LESO property that is determined to be lost, stolen, or destroyed must be promptly reported to the Missouri LESO Program staff, who will report to LESO in accordance with the timelines below.

### **Controlled Property (DEMIL Codes B, C, D, E, F, G, Q3)**

- Must be reported within 24 hours of discovery.
- Submit the following to Missouri LESO Program staff:
  - A detailed letter or memorandum describing the property, events, recovery efforts, and corrective actions.
  - A copy of the comprehensive law enforcement report and investigation.
  - A copy of the NCIC entry (if applicable).

Upon receipt, the Missouri LESO Program staff will issue a Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200) for agency completion and signature by the CLEO.

### **Non-Controlled Property (DEMIL Codes A, Q6)**

- Must be reported within seven (7) days of discovery.
- Submit the same documentation as above (letter/memo, report, NCIC entry if applicable).
- The FLIPL process (DD Form 200) applies similarly for non-controlled property.

All Lost, Stolen, or Destroyed property (LSD) reports are reviewed by LESO and the DLA Office of Inspector General (OIG). Agencies reporting lost or stolen property will be automatically suspended from the LESO Program for a minimum of 60 days or until the investigation concludes.

Destroyed property may also result in suspension if gross negligence or misconduct contributed to the incident.

## **PROGRAM COMPLIANCE AND ENFORCEMENT**

Failure to comply with the requirements outlined in this section may result in:

- Suspension from the LESO Program for a minimum of 60 days,
- Termination from the LESO Program, requiring return of all property, or
- Permanent ineligibility for future LESO participation.

During suspension, agencies are prohibited from acquiring additional property and must cooperate fully with the Missouri LESO Program staff, LESO, and investigative authorities.

## **AGENCY COMPLIANCE REVIEWS (ACRs)**

### **OVERVIEW**

The LESO conducts a Program Compliance Review (PCR) of the State of Missouri every two (2) years. The Missouri Department of Public Safety (DPS) is reviewed on odd-numbered years (e.g., 2019, 2021, 2023, 2025, etc.).

In alignment with this process, the Missouri LESO Program staff conducts Agency Compliance Reviews (ACRs) annually for at least five percent (5%) of all participating law enforcement agencies (with active LESO property) during each federal fiscal year (October 1 through September 30).

The ACR process ensures participating law enforcement agencies remain compliant with federal and state LESO Program guidelines and serves as an opportunity to provide technical and programmatic support to agencies.

### **SCHEDULING AND NOTIFICATION**

The Missouri LESO Program staff will contact agencies selected for an ACR via email and/or phone to coordinate scheduling and ensure readiness for review.

Agencies will be provided a copy of the ACR report template in advance to understand review expectations and documentation requirements.

### **SCOPE OF REVIEW**

During the ACR visit, the Missouri LESO Program staff and LESO will examine and verify records, documentation, and property accountability. Reviews may include, but are not limited to, the following elements:

- Verification of agency eligibility to participate in the LESO Program.
- Review of program understanding and compliance with LESO guidelines.
- Examination of the current, signed LESO Program Application.
- Review of LESO program files, including (as applicable):
  - DD Form 1348-1A for each item on inventory,
  - Small arms documentation,
  - Aircraft and vehicle documentation,
  - Transfer and turn-in forms,
  - Inventory adjustment documentation,
  - Exception to policy or cannibalization requests, and
  - Other pertinent records as required.

- Evaluation of the storage and inventory control system used for LESO property.
- Conduct of a physical inventory of LESO Program property and/or review of custody receipts.

*Note: Custody receipts may be accepted only under extenuating circumstances and must be discussed with the Missouri LESO Program staff prior to the ACR. Agencies are strongly encouraged to ensure all LESO property is physically present for inspection.*

## **CORRECTIVE ACTIONS**

If deficiencies are identified during the ACR, the Missouri LESO Program staff will notify the agency's designated point(s) of contact in writing.

- The agency will have 30 days from the date the ACR report is issued to complete corrective actions.
- Failure to complete corrective action within 30 days will result in program suspension for a minimum of 60 days.
- Failure to correct deficiencies during the 60-day suspension will result in program termination.

Upon termination, the agency must return all LESO property within 30 days, unless circumstances beyond the agency's control prevent timely transfer or turn-in. Agencies are responsible for returning property to the appropriate DLA DS site or coordinating with the Missouri LESO Program staff to facilitate transfer to another authorized LESO agency.

## **LOST, STOLEN, OR DESTROYED PROPERTY DISCOVERED DURING ACR**

If LESO property is discovered to be lost, stolen, or destroyed during an ACR or LESO PCR, the agency must follow the Reporting Requirements for Lost, Stolen, and Destroyed Property outlined elsewhere in this manual.

The agency will be suspended from the LESO Program for a minimum of 60 days or until LESO and/or the Office of Inspector General (OIG) completes its review—whichever is longer.

During suspension, the agency may not requisition or receive additional LESO property.

## **REPORTING AND DOCUMENTATION**

Once the ACR is finalized, and any corrective action is completed, the Missouri LESO Program staff will provide copies of the completed ACR report to:

- The Chief Law Enforcement Official,
- The Local Governing Executive Official, and
- The agency's ACR point(s) of contact.

## **PROGRAM TRAINING**

### **OVERVIEW**

The Missouri LESO Program staff provides mandatory and supplemental training to ensure law enforcement agencies understand and comply with LESO Program requirements.

In-person training began in June 2018, and virtual (WebEx) training was added in 2023. Training opportunities and schedules are distributed via email to participating agencies and posted on the DPS–LESO webpage.

## **PARTICIPATION REQUIREMENTS**

- All newly enrolled law enforcement agencies are required to complete LESO training.
- Existing participating agencies are encouraged to attend refresher sessions, particularly when new personnel or LESO points of contact are assigned.

Training covers all aspects of the LESO Program, including but not limited to:

- Program purpose, authority, and eligibility
- Enrollment and contact updates
- Property screening, distribution, and receipting
- Transfer, turn-in, and disposal procedures
- FEPMIS use and reporting
- Annual inventory certification
- Agency Compliance Reviews (ACRs)
- Lost/Stolen/Destroyed property reporting
- Cannibalization and modifications
- Storage, maintenance, and record retention requirements

Training attendees should primarily include LESO points of contact, property screeners, and authorizing officials of the law enforcement agency or its governing unit.

## **NEW AGENCY ONBOARDING**

Newly participating agencies will receive four (4) hours of LESO Program training, covering all program requirements in full. Completion of this onboarding qualifies attendees for four (4) hours of POST credit.

Future training dates and registration details will continue to be shared via email and posted on the DPS–LESO webpage.

## **SUSPENSION AND TERMINATION**

### **SUSPENSION CRITERIA**

Agencies may be suspended for a minimum of sixty (60) days for:

- Suspected or confirmed abuse or misuse of LESO property,
- Failure to comply with program requirements or corrective actions, or
- Failure to meet terms and conditions of participation.

During suspension:

- Agencies are prohibited from requisitioning or receiving LESO property.
- Pending transfers may be cancelled by the Missouri LESO Program staff or LESO.

## **TERMINATION AND PROPERTY RETURN**

If an agency fails to correct violations or meet conditions of reinstatement, the agency will be terminated from the program.

Upon termination, the agency must return all LESO property within 30 days, unless unavoidable circumstances delay the process. The property must be returned to a DLA DS site or transferred to another authorized LESO agency with Missouri LESO Program coordination.

## **REINSTATEMENT**

- For LESO-issued suspensions, the Missouri LESO Program staff will request reinstatement on behalf of the agency once all corrective actions are verified. Final reinstatement authority rests with LESO.
- For state-issued suspensions, the Missouri LESO Program staff will issue the reinstatement letter directly to the agency and provide a copy to LESO.

Agencies that leave the program in good standing may reapply by submitting a new application to the LESO SPOC or SC.

Agencies suspended during the annual inventory period are ineligible to re-enter the program for one full calendar year.