



<b>WISCONSIN EMERGENCY MANAGEMENT</b>	
<b>Directive Number:</b>	3003.2
<b>Reference Section:</b>	Operations
<b>Subject/Description:</b>	LESO 1033 Program Enrollment
<b>Effective Date:</b>	2014-07-29
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<b>Approved By:</b>	Brian M. Satula, Administrator

**GUIDANCE:** LESO 1033 Program Enrollment

**I. PURPOSE**

The purpose of this policy is to establish a process for enrollment of a law enforcement agency (LEA) in the Wisconsin LESO 1033 Program.

**II. REPORTING REQUIREMENTS**

Not applicable.

**III. PROCEDURE**

**A. Enrollment Statement:**

1. For the purposes of this program, law enforcement activities are defined as Government agencies whose primary function is the enforcement of applicable Federal, State, Local laws, and whose compensated officers have powers of arrest and apprehension. An LEA must have at least one full-time law enforcement officer in order to enroll and/or receive property via the LESO 1033 Program. Only full-time and part-time law enforcement officers are authorized to receive property. Reserve officers are not authorized to receive property.
2. For the purposes of this program, Application for Participation is defined as the application filled out on an annual basis by all LEAs who have non-archived equipment inventory from the LESO 1033 Program in their possession. Application for Participation with Intent to Procure is defined as the Application for Participation submitted with an enrollment fee for all LEAs who want to procure LESO 1033 Program equipment during the current enrollment year.
3. For the purposes of this program, the enrollment year is defined as January 1<sup>st</sup> to December 31<sup>st</sup>.

**B. The LEA Shall:**

1. Submit the Application for Participation on an annual basis.

2. Submit the Application for Participation with Intent to Procure, along with enrollment fee to the State Coordinator for their approval to have the ability to procure equipment during the enrollment year.
3. Submit an updated Application for Participation within 30 days of any LEA changes.

**C. The State Shall:**

1. Implement LESO 1033 Program eligibility criteria in accordance with 10 USC § 2576a, DLA Instructions and Manuals and the DLA Memorandum of Agreement (MOA) the State signs.
2. Receive and process applications for participation from LEAs currently enrolled and those LEAs that wish to participate in the LESO 1033 Program.
3. Receive and recommend approval or disapprove LEA applications for participation in the LESO 1033 Program. The State Coordinators have sole discretion to disapprove LEA applications on behalf of the Governor of their State. The Defense Logistics Agency (DLA) Law Enforcement Support Office (LESO) should be notified of any applications disapproved at the State Coordinator level. The State Coordinator will only forward and recommend certified LEAs to the LESO that are government agencies whose primary function is the enforcement of applicable Federal, State, and local laws and whose compensated officers have the powers of arrest and apprehension. The LESO retains final approval / disapproval authority for all LEA applications forwarded by State Coordinators.
4. Ensure LEAs enrolled in the LESO 1033 Program update the LEAs account information annually (accomplished during the FY Annual Inventory in the Federal Excess Property Management Information System [FEPMIS]).
5. Provide a comprehensive overview of the LESO 1033 Program to all LEAs once they are approved for enrollment. This comprehensive overview must be done within thirty (30) days and include, verbatim, the information contained in Paragraph III E of the State Plan of Operations (SPO).
6. Ensure that screeners of property are employees of the LEA. Contractors may not conduct screening on behalf of the LEA.
7. Ensure that at least one person per LEA maintains access to FEPMIS. Account holders must be employees of the LEA.
8. Communicate with the LEAs in a timely manner regarding annual program enrollment, annual inventory certification, compliance, and all other matters pertinent to the policies and administration of the LESO 1033 Program.

**D. Fee Schedule**

1. The enrollment fee is required for all LEAs who would like to procure LESO 1033 Program equipment during the current enrollment year.
2. The enrollment fee for the LESO 1033 Program will be based on the total amount of sworn officers the LEA, or their status as a State Agency.
  - a. The enrollment fee for higher education agencies will be based on total number of sworn officers.
3. The fee schedule is as follows:

# of Sworn Officers	Enrollment Fee
0-49	\$150.00
50-99	\$300.00
99+	\$600.00
State Agency	\$1000.00

**E. Payment**

1. The Program encourages LEAs to look for equipment online even if the LEA is not currently enrolled in the Program. If the LEA locates equipment that they wish to procure, the LEA can enroll in the Program and pay the annual fee at that time.
2. The LEA understands that they can pay the enrollment fee necessary to procure equipment at any time during the calendar year; however, the fee is not prorated and the enrollment fee paid will only carry them through December 31st.

**IV. CONCLUSION**

Enrollment for the LESO 1033 Program is on an annual basis, January 1st to December 31st. LEAs are offered the opportunity to enroll in the program with the intent to procure equipment on January 1<sup>st</sup>, or at any time during the enrollment year.