1. To View Information about the LESO Program

Link to the LESO Home Page

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

1. **Requirements to Participate in the 1033 Program**

For all LEAs to qualify for entry into the 1033 program,

 LEAs must meet all three of these basic criteria:

1. Is the agency’s primary function the Law Enforcement?
2. Are the agency’s officers compensated?
3. Do the agency’s officers have the powers of arrest and apprehension?

If all three prerequisites are met.

1. Each LEA screeners is required to view the six training Modules in the introduction to LESO Course
	1. Each module has a short test at the end of the module
	2. Take the final exam.
	3. Print out the certificate of completion.
2. To access the training module, click on the LESO Learning Center

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

On this page:

* 1. You can watch a video to Learn more about the LESO Program.
	2. Click on the LEO Training Tab.
		1. This takes you to the LESO Training Center
		2. On this page are Six Modules in the Introduction to LESO Course
			+ 1. You must view all six of the Modules and take the Final Exam

Once you have taken the final exam; print the Certificate of Completion

1. Send the following to the LESO Program Office in Topeka
	* + 1. Certificate of Completion for each officer listed as screeners on the LEA Application.
			2. LEA Application for Participation – Filled out and Signed by the CLEO
				1. The LEA Application for Participation requires the LEA provide their department ORI Number.
			3. State Plan of Operation – Filled out and Signed by the CLEO
		1. Note: The LEA Application for Participation and State Plan of Operation can be found on the Surplus Property Web Site on the LESO page.
		2. Link to the Surplus Property Web site
			1. <https://admin.ks.gov/offices/surplus-property>
2. **No on-line Accounts** will be approved until LESO Headquarters approves the LEA Application for Participation
3. As an active member, the LEAs receive a Department of Defense Activity Address Code (DODAAC), which allows LESO to track issued property.  Additionally, LEAs are granted access to web-based applications which will allow them to search for and request equipment. Requests for excess DOD property by State LEAs must be approved by the State Coordinator as well as the LESO.
4. Once property is received on record, the LEA must ensure its accountability and responsibility for the property.  If the LEA desires to Transfer, Turn-In, or Dispose of the property, they must have LESO Headquarters **app**roval.

**Note:**

1. **All training Certificates of completion and the required SPO and LEA Application must be submitted with-in 15 days from receipt of request.**
2. **If the Chief has signed the LEA Application as Interim Chief of Police we have to provide LESO Headquarters with a letter of appointment from governing body .**
3. **Since the LESO Program receives no funding from the State General Fund there is an admin fee charged for any property received through the LESO Program**
4. **To Stay active in the program your agency must request and receive property within three months of becoming active.**