

1033 Program Weapons Request Letter

On agency letterhead answer the following questions in narrative form. Please address each question in a separate paragraph (Sample format on next page).

1. Administrative Data: Name, Address (**physical location**), Phone, and FAX numbers of the requesting agency. The full name of the requesting agencies chief executive official (Sheriff or Police Chief), along with any additional points of contact. Number of full time sworn officers (**include all full time licensed officers regardless of hours worked**). Number of full time counterdrug officers. Number of full time counter-terrorism officers. Number of personnel assigned to a tactical team (note- these numbers must match your LEA Data Sheet that we have on file, so if your information has changed since your last data sheet, please fax a new one with your request).

2. The **LESO must receive written assurance** from the chief executive official of the requesting agency that he/she has:

- a. Read and understands the terms and conditions applicable to weapon transfers as detailed in the Memorandum of Agreement between the Defense Logistics Agency and the governor appointed State coordinator ([click here](#) or contact the State Coordinator for a copy of the agreement).
- b. That the agency has the abilities to maintain, operate, finance and properly store the requested weapons (a descriptions of the agencies plan would best answer this requirement).
- c. And that the chief executive official of the requesting agency is familiar with the Bureau of Alcohol, Tobacco and Firearms (BATF) regulations governing the registration of the requested weapons.

3. The type and quantity of weapons being requested, its intended use, and the impact the resource will have on the requesting agencies jurisdiction and on surrounding jurisdictions. NOTE - Restrict request types to; M-16A1 (5.56), M-14 (7.62mm), .45 cal pistol, and .38 cal revolver, 4" barrel. Also, requests for a number of weapons in excess of the total number of full time sworn officers, or the authorized percentage, will not be honored.

4. The size of the requesting agencies **jurisdiction by population and area**.

5. The **signature of the chief executive official** of the requesting agency (Sheriff or Chief).

(Sample Letter)
Your Agency Letterhead

November 12, 20XX

Lieutenant Colonel Chad Sackett
Counterdrug Coordinator
600 Cedar Street
St. Paul, MN 55101-2597

Dear Lieutenant Colonel Sackett,

We are providing the following data to request weapons through the 1033 Weapons Program.

Xxxxxxx County Sheriffs Office, 115 West Main St, Anytown, MN 55XXX.
Phone: (xxx) xxx-xxxx, FAX: (xxx) xxx-xxxx.
Chief Executive Official: Sheriff John Law
Additional POCs: Chief Deputy John Smith, Deputy Swen Olson

The County Sheriffs office currently has 20 full time sworn officers, 3 full time counterdrug officers, 1 counter-terrorism officer, and 8 assigned to a tactical team.

I have read and understand the terms and conditions applicable to weapons transfers as detailed in the Memorandum of Agreement between DLA and the State Coordinator. I am also familiar with the BATF regulations governing the registration of the requested weapons. We have the personnel to maintain and operate the weapons and will finance and store them in the secure vaults under the same policies as our other weapons.

We are requesting four (4) M-14 (7.62mm) Rifles. The Special Reaction Team will use these rifles in the performance of their duties. These rifles will help put our officers on par with the weapons used by the criminal elements in our jurisdiction and those jurisdictions around us that we support or that have a mutual aid compact with.

The Xxxxxxx County Sheriffs Department patrols an area of 120 square miles and has a population of 70,000 people.

Thank you for your consideration,

\\\\\\\\\\\\\\signed\\\\\\\\\\\\\\

John Law
Sheriff, Xxxxxxx County