

**LAW ENFORCEMENT AGENCY (LEA)  
APPLICATION FOR PARTICIPATION  
INSTRUCTION SHEET**

**MEMORANDUM OF AGREEMENT (MOA)**

1) Read Memorandum carefully. Sign and date last page. NOTE: MOA must be signed by the Sheriff or Chief of Police ONLY. No other signatures will be accepted.

**LAW ENFORCEMENT APPLICATION (DATA SHEET)**

1) Mark if the Agency is new or if this is an updated application. If the Agency is already enrolled, include the Agency ID.

a. This template is fillable. It is preferred that the request be typed rather than hand-written.

b. Enter the number of full-time and part-time compensated officers as well as the number of reserve officers that have arrest and apprehension authority.

2) Enter the names and emails of the Authorized Screeners for the Agency.

a. The Main POC is the person designated to handle information about the program as well as answer questions about property allocation and pickup.

b. The Aircraft and Weapon POCs are optional through LESO but are required by South Carolina Coordinator. If an LEA will be requesting either commodity, a POC is required.

3) Check yes or no if the Agency currently has property allocated through the program on their inventory.

4) Print and sign. The Chief Executive Official/Head of Agency must sign approving the request.

a. The Chief Executive Official/Head of Local Agency is the only one who is able to sign approving the request unless LESO has a letter granting signing authority to another individual.

b. The letter must be signed by the Chief Executive Official/Head of Agency and state that the person named has signature authority for the 1033 Program.

5) All state requests must be approved and signed by the appropriate State Coordinator or State Point of Contact.

a. Any request received that is not approved by the appropriate State Coordinator will be returned to the requestor.

b. Federal Agencies do not have this requirement. Please send all requests directly to the Law Enforcement Support Office (LESO).

**ANNUAL FEES**

1) Determine cost of annual fees

2) Have your finance department make checks out to The State of South Carolina. Please include your agency name on the check.

**Mail the last page of the MOA, Data Sheet, and Annual Dues to the address below:**

Surplus Property Office  
Attn: 1033 Program Coordinator  
1441 Boston Avenue  
West Columbia, SC 29170