

**LAW ENFORCEMENT AGENCY (LEA)
WEAPON TURN-IN
INSTRUCTION SHEET**

1. Only damaged and non-functioning weapons should be turned-in. If an agency has a weapon they are no longer in need of and it is still in good working order, a transfer to a new agency should be done.
2. This template is fillable. It is preferred that the request be typed rather than hand-written.
3. Fill out the agency information at the top of the template.
 - a. This portion must be complete and include the Requesting Agency ID, name, address (P.O. Boxes are not accepted), and contact information. If the Agency ID is not known, contact the appropriate State Coordinator.
4. Enter the type of weapon and the serial number associated with that weapon.
 - a. For large turn-ins of weapons create a spreadsheet and include the type of weapon and all serial numbers associated with those weapons.
 - b. This spreadsheet must be submitted in addition to the Weapon Turn-in.
5. The Chief Executive Official/Head of Agency – Local Field Office must sign approving the turn-in.
 - a. The Chief Executive Official/Head of Local Agency is the only one who is able to sign approving the turn-in unless LESO has a letter granting signing authority to another individual.
 - i. The letter must be signed by the Chief Executive Official/Head of Agency – Local Field Office and state that the person named has signing authority for the 1033 Program.
6. All turn-ins must be approved and signed by the appropriate State Coordinator.
 - a. Any turn-in received that is not approved by the appropriate State Coordinator will be returned to the requestor.