



**DEFENSE LOGISTICS AGENCY
DISPOSITION SERVICES
74 WASHINGTON AVENUE NORTH
BATTLE CREEK, MICHIGAN 49037-3092**

SUBJECT: State of Indiana LESO Program Compliance Review Report/Checklist

This Correspondence is in reference to the Law Enforcement Support Office (LESO) Program Compliance Review (PCR), conducted from 9/18/17 to 9/22/17. The results are as follows:

I. LESO will Verify:

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| *1. Is the State Coordinator (SC) appointed, in writing, by the current Governor of the State and on-file with the Law Enforcement Support Office (LESO)? | PASS |
| 1a. Appointment letter effective date: | 10/21/17 |
| *2. Has the current Governor appointed SC signed the current Defense Logistics Agency (DLA) Memorandum of Agreement (MOA)? | PASS |
| 2a. MOA date: | 10/25/16 |
| 3. If applicable, are State Points of Contact (SPOCs) appointed, in writing, by the current Governor appointed SC and on-file with the LESO? | YES |
| 4. If applicable, are State Points of Contact (SPOCs) authorized, in writing, signature authority by the current Governor appointed SC? | YES |

Comments: 2. *The State signed on 10/25/16 and DLA Disposition Services J4 Director signed on 11/7/16.*
 4. *SPOCs Christina Hamilton and Debbie Hamilton were appointed in writing on 10/25/16 and both have signing authority.*

II. Website Knowledge:

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| 1. Are appointed personnel performing the duties with the State LESO Program proficient and knowledgeable when utilizing the following DLA websites: | |
| 1a. LESO Website: | YES |
| http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement.aspx | |
| 1b. FEPMIS Website: https://fam.nwcg.gov/fam-web/ | YES |
| 1c. FEPMIS IBM COGNOS Reports Portal: | YES |
| https://fam.nwcg.gov/crn/cgi-bin/cognos.cgi | |
| 1d. AMPS Website: https://amps.dla.mil | YES |
| 1e. RTD Website: https://business.dla.mil/landing/index.jsp | YES |
| 1f. DLA Disposition Services Website: | YES |
| http://www.dla.mil/DispositionServices.aspx | |

Comments: *The SC's Office is proficient and knowledgeable with all of the DLA websites. The LESO PCR Team instructed the State Coordinator's Office on how to use the Property Allocation Report in COGNOS. This Report will be used when reviewing future requisitions.*

III. Eligibility Requirements:

1. Are Applications for Participation submitted by Government agencies whose primary function is the enforcement of applicable Federal, State, local laws, and whose compensated officers have powers of arrest and apprehension signed by the Chief Law Enforcement Official (CLEO), then approved by the SC's Office? YES

1a. What steps does the SC's Office take to ensure the application is for a bona-fide Law Enforcement Agency (LEA)?

The SC's Office checks for the LEA's website and the Indiana Law Enforcement Training Academy provides a list all LEAs in the state with the names of the CLEO. If the CLEO's name does not match the website, the SC's Office calls the local County Sheriff's Office (CSO) to validate information.

2. Does the SC's Office provide training to LEAs who participate in the LESO Program? YES

Comments: *The SC's Office performs one-on-one training in the office or over the phone and is developing a PowerPoint presentation/training course to hold face-to-face training sessions at different agencies throughout the state. The LESO PCR Team also recommended the use of the newly created LESO Training Module and instructed SC's Office on how to access the Training Module from the LESO website.*

IV. Records Management:

*1. Is there a current DLA approved State Plan of Operation (SPO) on-file for the State? PASS

1a. SPO effective date: 10/31/16

*2. Does the SC's Office maintain a current copy of the SPO, signed by the current LEA CLEO, for each LEA, in any or all of the following formats: hard copy in each LEA File, in an electronic LEA file or the Federal Excess Property Management Information System (FEPMIS)? PASS

3. Does each LEA maintain a current copy of the SPO, signed by the current SC and their current CLEO in any or all of the following formats: hard copy, electronic copy or the FEPMIS? YES

*4. Are Transfers of controlled property approved by the DLA LESO prior to physical movement to the receiving LEA? FAIL

5. Does the SC's Office and/or the LEA retain a copy of all FAA Certificate of Aircraft Registration for all flyable Aircraft? YES

6. If applicable, does the SC's Office have, on-file, a copy of any approved Exception to Policy memorandums? N/A

Comments: *4. The Blackford CSO transferred a Demilitarization (DEMIL) Required Generator to the Hartford Police Department (PD) (who is not currently enrolled in the LESO Program). The Generator was installed at the Police Department building and was not being used by the County Sheriff's Office to which it was assigned. The LESO PCR Team instructed the State Coordinator and the LEA POC to get the Generator returned to the assigned Sheriff's Office. This has been assigned as an official PCR Action Item.*

6. *There are no Exception to Policy Memorandums approved for the State of Indiana at this time.*

V. Property and Inventory Control:

1. Is LESO Program controlled property properly stored in a controlled storage area with limited access? *YES*

2. Have all reports of lost, stolen, damaged LESO Program property been reported to the appropriate SC's Office and forwarded to the LESO? *NO*

3. Does the SC's Office review all requisitions in the Reutilization, Transfer and Donation (RTD) Web portal on a daily basis? *YES*

4. What steps does the SC's Office take in determining recommendation for approval of an LEA RTD requisition?

The SC's Office reviews the FEPMIS Property Book for the LEA to determine allocation limit. The SC's Office will begin to use the Property Allocation Report for future requests.

5. Has the SC's Office completed the annual inventory and reconciliation requirement? *YES*

6. Does each participating LEA maintain, at a minimum, one user in the Federal Excess Property Management Information System (FEPMIS)? *YES*

The majority of the State's LEAs have users that are inactive, but will re-activate their account to complete the LESO Annual Inventory Certification.

*7. Are photographs and serial numbers for Aircraft, Tactical Vehicles and other controlled property as required uploaded to the appropriate record in FEPMIS to include Front or Side and Data Plates? *PASS*

*8. Are photographs of serial numbers uploaded to the appropriate record in FEPMIS for all Small Arms, suppressors and any other property as identified by the DLA LESO? *PASS*

Comments: *2. The Kosciusko CSO was missing one (1) DEMIL Required Reflex Sight. The Blackford CSO was missing thirteen (13) DEMIL Required items: seven (7) Straight Telescopes, five (5) Rifle Bipods, and one (1) Optical Sighting and Ranging Equipment; neither of these LEAs had reported any of these missing items to the SC's Office. The LESO PCR Team explained the reporting requirements for lost/missing/stolen property to both the LEA POC and to the State Coordinator.*

VI. Executive Order (EO) 13688 Compliance:

1. The following agencies reviewed by the DLA LESO during the course of the PCR have one or more of the following Executive Order 13688 (EO) Controlled Equipment; Manned Aircraft (Fixed Wing), Manned Aircraft (Rotary Wing), Armored Vehicle (Wheeled), Tactical Vehicle (Wheeled), Command and Control Vehicle, Breaching Apparatus, Riot Baton, Riot Helmet or Riot Shield:

1. *Lake County Sheriff's Office*
2. *Portage Police Department*
3. *Muncie Police Department*

2. Does each LEA with EO Controlled equipment have evidence of civilian governing body's review and approval or concurrence of the LEAs acquisition of the requested EO Controlled equipment? NO

Lake CSO - Sheriff's Office notified County Council of the acquisition of the aircraft. Documentation could not be provided, but the Council has inquired about the insurance costs, so they are clearly aware of the possession of the aircraft and are working on making sure it is properly insured.

Portage PD – The agency received their Mayor's approval to acquire the Mine Resistant Ambush Protected (MRAP). The agency was able to provide a memo from the Chief to the Mayor, notifying the Mayor of the procurement of the MRAP.

Muncie PD – The agency could not provide evidence of their Civilian Governing Body approval. The LESO PCR Team assigned an official PCR Action Item to have the agency submit evidence of Civilian Governing Body approval to the LESO.

3. LEAs that acquire controlled equipment through Federal programs must ensure that its personnel are appropriately trained and that training meets the following requirements:

3a. Required Annual Training on Protocols. On an annual basis, all LEA personnel who may use or authorize use of controlled equipment must be trained on the LEA's General Policing Standards and Specific Controlled Equipment Standards. NO

3b. Required Operational and Technical Training. LEA personnel who use controlled equipment must be properly trained on, and have achieved technical proficiency in, the operation or utilization of the controlled equipment at issue. NO

3c. Scenario-Based Training. To the extent possible, LEA trainings related to controlled equipment should include scenario-based training that combines constitutional and community policing principles with equipment-specific training. LEA personnel authorizing or directing the use of controlled equipment should have enhance scenario-based training to examine, deliberate, and review the circumstance in which controlled equipment should or should not be used. NO

3d. Record-Keeping Requirement. LEAs must retain comprehensive training records; either in the personnel files of the officer who was trained or by the LEA's training division or equivalent entity, for a period of at least three (3) years, and must provide a copy of these records, upon request, to the Federal agency that supplied the equipment/funds. NO

Lake CSO – Agency presented their Training Plan to the LESO PCR Team, which pilots are required to go through before ever flying for the LEA. Training Records are kept in the pilots' personal log books and are kept for the duration of employment.

Portage PD – Agency utilizes the local Army National Guard for maintenance and training on the MRAP. Agency could not produce the

Training Rosters for the officers that attended training with Army National Guard. Agency did provide a basic Training Plan outline that is used at the PD as a quick reference guide. LEA stated that the National Guard training is much more robust than the Training Plan outline provided by the agency.

Muncie PD – Agency does not have evidence of any Training Plan specific to the MRAP, however, the MRAP is not operational yet and has not been put into use by the LEA. LEA plans to modify one of their current Emergency Vehicle Training Plans to fit the use of the MRAP. The LESO PCR Team assigned an official PCR Action Item to have the agency submit a Training Plan to the LESO.

4. Do LEAs maintain reports when involved in a Significant Incident which resulted in the use of controlled equipment? N/A

The report/s must contain:

- (a) Identification of the controlled equipment used (e.g. categories and number of units of controlled equipment used, make/model/serial number)
- (b) description of the law enforcement operation involving the controlled equipment
- (c) identification of LEA personnel who used the equipment and, if possible, civilians involved in the incident
- (d) results of controlled equipment use (e.g., arrests, use-of-force, victim extraction, injuries)

NOTE: A Significant Incident is defined by:

- (a). A violent encounter among civilians or between civilians and the police
- (b) Use-of-force that causes death or serious bodily injury
- (c) A demonstration or other public exercise of First Amendment rights
- (d) An event that draws, or could be reasonably expected to draw, a large number of attendees or participants, such as those where advanced planning is needed

Lake CSO - Aircraft has not been used for a Significant Incident.

Portage PD – MRAP has only been used for Training and Public Relations. No Significant Incidents.

Muncie PD – MRAP is not yet operational and has not been used in any Significant Incidents.

5. Does the LEA retain all “Significant Incident” reports for a period of at least three (3) years? N/A

Lake CSO - Aircraft has not been used for a Significant Incident, but if it is, the report will be kept for three years.

Portage PD – MRAP has not been used in a Significant Incident, but if it is, the report will be kept for three years.

Muncie PD – MRAP has not been used in a Significant Incident, but if it is, the report will be kept for three years.

6. Upon request, did the LEA provide a copy of their “Significant Incident” reports to the DLA LESO? N/A

Lake CSO - Aircraft has not been used for a Significant Incident, but if it is, the report would be available to LESO upon request.

Portage PD - MRAP has not been used in a Significant Incident, but if it is, the report would be available to LESO upon request.

Muncie PD – MRAP has not been used in a Significant Incident, but if it is, the report would be available to LESO upon request.

7. Are reports for Significant Incidents made available to the community in accordance with applicable policies and protocols including consideration regarding the disclosure of sensitive information? N/A

Lake CSO - Aircraft has not been used for a Significant Incident, but the reports would be available to the community under the FOIA.

Portage PD - MRAP has not been used for a Significant Incident, but the reports would be available to the community under the FOIA.

Muncie PD – MRAP has not been used for a Significant Incident, but the reports would be available to the community under the FOIA.

8. Did the LESO PCR Team validate all required documentation for EO Controlled Equipment (civilian governing body approval, training plans and significant incident reports)? YES

Lake CSO - No documentation available for the Civilian Governing Body Approval, but the deputies believe the Sheriff that requested the aircraft may have it, but is no longer employed by the LEA. The Council has inquired about the insurance costs, so they are clearly aware of the possession of the aircraft and are working on making sure it is properly insured. No Significant Incident documentation, as of yet.

Portage PD – LEA provided evidence of a Training Plan. Agency receives more robust training from local National Guard. LEA showed evidence of communication between the CLEO and the Mayor concerning the acquisition of the MRAP.

Muncie PD – LESO was not able to validate Civilian Governing Body approval or Training Plan. The LESO PCR Team assigned official PCR Action Items to have the agency submit a Training Plan and evidence of Civilian Governing Body approval to the LESO.

VII. Compliance and Utilization Reviews:

*1. Does the SC’s Office ensure an internal PCR is performed for at least 5% of LEAs that have assigned property from the LESO Program on an annual basis? PASS

2. LEAs reviewed during the State Level LESO Compliance Review:

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| 1. Angola Police Dept | 15. Lebanon Police Dept |
| 2. Ashley Police Dept | 16. Milltown Police Dept |
| 3. Bartholomew County Sheriff's Office | 17. Nashville Police Dept |
| 4. Boone County Sheriff's Office | 18. New Carlisle Police Dept |
| 5. Brown County Prosecutor's Office | 19. North Liberty Police Dept |
| 6. Brown County Sheriff's Office | 20. Roseland Police Dept |
| 7. Clay City Police Dept | 21. South Bend Police Dept |
| 8. Clay County Sheriff's Office | 22. St. Joseph County Police Dept |
| 9. Crawford County Sheriff's Office | 23. Steuben County Sheriff's Office |
| 10. Hamilton Police Dept | 24. Thorntown Police Dept |
| 11. Hudson Police Dept | 25. Walkerton Police Dept |
| 12. Jamestown Police Dept | 26. Whitestown Police Dept |
| 13. Kirklin Police Dept | 27. Zionsville Police Dept |
| 14. Lakeville Police Dept | |

3. Was documentation provided to the LESO PCR Team for each LEA that received a State level Program Compliance Review? YES

4. Does the SC's Office provide documentation to the DLA LESO in cases of non-compliant LEAs? YES

5. What steps are taken to resolve cases of non-compliance to the terms and conditions of the DLA MOA?

The SC's Office suspends the offending LEA internally for cases of non-compliance that do not involve missing small arms. The SC's Office assigns action items (example: Corrective Action Plan) that need to be completed by the LEA to become reinstated. If the LEA does not meet all of the State requirements to be reinstated from internal suspension, the SC's Office requests that the LESO suspends the LEA officially. Small Arms issues (lost/missing/stolen or basic questions) are sent to LESO for handling.

Comments: No additional comments.

VIII. Non-Utilized LESO Program Property:

1. What steps does the SC's Office take to ensure LEAs do not requisition unnecessary or excessive amounts of property?

The SC's Office reviews the LEA's Property Book and officer count in FEPMIS to make sure the LEA does not get issued more than they need. The SC's Office will use the Property Allocation Report in the future to determine allocation limits and previously awarded property.

2. What steps does the SC's Office take to ensure LESO Program Controlled or DEMIL property is not sold?

The SC's Office educates LEAs on the rules/regulations and encourages LEAs to thoroughly review the SPO regularly for clear understanding. SPOC informs LEAs that they are not allowed to sell Controlled Property. The SC's Office encourages LEAs to contact the State office if there are any questions.

3. Has there been an incident, since the last conducted PCR, where an LEA has sold controlled or DEMIL property received under the LESO Program or received LESO Program property for the sole purpose of selling it? NO

3a. If yes, provide detail and supporting documentation of the outcome (who, what, when, where, how much).

No incidents to report.

Comments: *No additional comments.*

IX. Conclusion:

The Program Compliance Review for the State of Indiana has been completed. The DLA LESO has found the State to be COMPLIANT with the current terms and conditions as set forth in the MOA between DLA and the State.

X. Areas of Concern and/or Recommendation:

It was evident throughout the PCR that LEAs issued LESO small arms were not using the required Equipment Custody Receipts (ECRs). The LESO PCR Team indicated the section of the State Plan of Operation that covered the use of the ECRs. Also, an agency with Executive Order equipment had indicated on their EO request form that they had a Training Plan in place for the use of the EO equipment and had received Civilian Governing Body approval. However, upon the LESO PCR Team's arrival, the LEA was not able to produce evidence of a Training Plan or the Civilian Governing Body approval.

XI. Areas of Praise:

LEAs visited during the PCR had nothing but praise for SPOC Christina Hamilton. LEAs stated that she was readily available, responsive, and knowledgeable about the LESO Program. With the exception of Blackford County Sheriff's Office, the LEAs scheduled for review were well prepared for our visit and had property staged and ready for review.

XII. LEAs visited during the DLA LESO PCR:

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| 1. <i>Adams County Sheriff's Office</i> | 15. <i>Madison County Sheriff's Office</i> |
| 2. <i>Alexandria Police Department</i> | 16. <i>Marion Police Department</i> |
| 3. <i>Anderson Police Department</i> | 17. <i>Merrillville Police Department</i> |
| 4. <i>Blackford County Sheriff's Office</i> | 18. <i>Muncie Police Department</i> |
| 5. <i>Boone County Sheriff's Office</i> | 19. <i>New Haven Police Department</i> |
| 6. <i>Chesterton Police Department</i> | 20. <i>Noblesville Police Department</i> |
| 7. <i>Gary Police Department</i> | 21. <i>Portage Police Department</i> |
| 8. <i>IN Univ Purdue/Ft. Wayne Police Department</i> | 22. <i>Purdue University Police Department</i> |
| 9. <i>Jonesboro Police Department</i> | 23. <i>Saint John Police Department</i> |
| 10. <i>Kosciusko County Sheriff's Office</i> | 24. <i>Steuben County Sheriff's Office</i> |
| 11. <i>Lafayette Police Department</i> | 25. <i>Tippecanoe County Sheriff's Office</i> |
| 12. <i>Lake County Sheriff's Office</i> | 26. <i>Wabash County Sheriff's Office</i> |
| 13. <i>Ligonier Police Department</i> | 27. <i>Warsaw Police Department</i> |
| 14. <i>Logansport Police Department</i> | 28. <i>Winchester Police Department</i> |

XIII. PCR Inventory Results:

LESO PROGRAM PROPERTY						
			TOTAL REVIEWED DURING PCR			
			*Items Physically Inventoried	*Items Reviewed via Approved ECR		
SMALL ARMS	3,725	985	985	0	985	100%
AIRCRAFT	6	4	4	0	4	100%
TACTICAL VEHICLES	203	36	36	0	36	100%
DEMIL PROPERTY	10,803	225	200	11	211	93.78%
TOTALS	14,737	1,250	1,225	11	1,236	98.88%
**OVERALL STATE INVENTORY ACCURACY RATE (%):					98.88%	


* The DLA LESO PCR Team is required to physically inventory or obtain a copy of an acceptable custody card for 100% of the LESO Program Small Arms, Aircraft, Tactical Vehicles and DEMIL property as listed in the record of property, for each LEA that has been selected for review during the PCR. The LEA must provide the DLA LESO PCR Team a copy of any custody card (s) used, at the time of the site visit, and must maintain the custody card (s) on-file as part of substantiating records. An acceptable version of a custody card must contain the following elements: 1) LEA name, 2) Name of individual responsible for physical custody of item, 3) Item nomenclature (Name), 4) Serial number of item (if applicable), 5) QTY of item (if more than one), 6) Printed name of individual responsible for physical custody of item 7) Signature of individual responsible for physical custody of the item and 8) Date.

**Overall State Inventory Accuracy Rate (%) is determined by adding required Small Arms (A), Aircraft (B), Tactical Vehicles (C) and DEMIL Property (D) at LEAs selected for review during the PCR, and dividing by the actual # of the property that was physically inventoried (X) or verified via an approved custody card (Y) during the course of the PCR

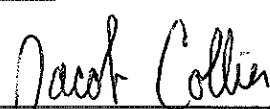
$\frac{A + B + C + D}{(X + Y)}$	= Overall State Inventory Accuracy Rate (%)
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XIV. Summary:

Thank you for the professionalism and support shown to us during our visit. As always, we at the LESO stand ready to support and serve. If you have any questions or concerns, please feel free to contact us at 1-800-532-9946 or via email at: lesocertifications@dla.mil.

X 

 Ron Chavis

X 

 Jacob Collier