



SMALL ARMS REQUEST PROCEDURES

Under 10 USC 2576a, the Secretary of Defense may transfer to Federal, State, and local agencies personal property of the Department of Defense, including weapons that the Secretary determines are suitable for use in law enforcement activities. Agencies in law enforcement activities are defined as government agencies whose primary function is the enforcement of applicable Federal, State, and local laws, and whose compensated law enforcement officers have powers of arrest and apprehension. All requests for small arms and suppressors from State and local law enforcement agencies must be submitted through the governor-appointed State Coordinator for approval.

Agencies requesting small arms and/or suppressors must submit two documents for approval:

1. Small Arms Request containing the agency's contact information, and listing the types and quantities of small arms requested. Requests are currently being authorized at up to 100% of the number of sworn officers for each small arm type.
2. Small Arms Justification Memo provides space for agencies to justify their need for the small arms. Copy and paste the text of the template memo onto agency letterhead. Respond to all of the questions in order.
3. The Chief Law Enforcement Official (Chief, Marshal, Sheriff) signs both documents.
4. Send copies of the signed documents to our office. Email cdps_1033_1122@state.co.us or fax 303-239-5775.

If approved at the state level, the request will be forwarded to LESO for action. A request approved at the state level is no guarantee that the requesting agency will receive the requested small arms. Agencies approved to receive small arms will be contacted by the State Coordinator.

All agencies receiving small arms have the following obligations:

1. Register M14 and M16 platforms and suppressors with the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF).
2. Complete the annual inventory certification each year.
3. Ensure that all officers who will operate the small arms receive relevant annual training.
4. All issued small arms will be tracked with an Equipment Custody Receipt or equivalent chain of custody signed by the issued officer.
5. Store small arms at all times in an area with limited access and a minimum of two locks, e.g. in a safe behind a locked door, or in a locked gun rack in a locked vehicle.
6. The agency is not authorized to sell, trade, cannibalize for parts, or demilitarize small arms acquired through the 1033 LESO Program. All small arms must be formally returned or transferred through the program when the agency no longer has need of them.
7. Reversible modification of small arms is authorized. Securely store and label by serial number any parts that are removed from small arms. Replace all of the original parts on small arms prior to return or transfer. Return or transfer any modification parts.

Contact our office with questions.

Phone: 303 239-5776

Fax: 303-239-5775

cdps_1033_1122@state.co.us