



TOWN OF DEWEY BEACH

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LESO Program Compliance Policy & Guidelines

The Town Commissioners of Dewey Beach support the Law Enforcement Support Office Program commonly referred to as the “LESO Program” or the “1033 Program”. This document establishes the compliance policy and guidelines for employees involved with the program. All terms and conditions identified in the State Plan of Operation must be maintained. The following actions will be undertaken each year by the Police Chief, Town Manager, and staff associated with the program.

Process and Training:

- The LESO program shall be reviewed annually and subject to approval by the Commissioners.
 - The Chief of Police will forward the most recent version of the State Plan of Operation to the Town Manager and Commissioners when it is received.
 - The Town Manager will review the document and obtain legal review if the Town Manager supports continued participation in the LESO program under the terms specified in the document.
 - The Town Manager shall initial the plan’s cover sheet, indicating the Town Manager’s support and that legal review has been completed, and will recommend the document to the Commissioners for their review and possible approval.
 - The Commissioners will discuss the document in a regularly scheduled or special public meeting and vote on authorizing the Police Chief to sign the document.
 - Upon written approval from the Commissioners, the Chief of Police, if still in agreement, will execute the relevant documents and return them to the State Coordinator.
- The Chief of Police and Town Manager will inform and train their staff with respect to rules, procedures, and regulations of the program.

Inventory:

- The Dewey Beach Police Department (DBPD) will maintain an accurate inventory of all items received from the program. The inventory will include, at a minimum:
 - Item Name and Description
 - NSN, Property number, DEMIL Code, DEMIL IC, other uniquely identifying information
 - Date Requested
 - Individual Requesting
 - Reason for Request
 - Ship Date
 - Current Location (or noted if Disposed of)
 - Current Status (for example - currently used on patrol, part of inventory for disaster response, awaiting repair, unusable, cannibalized for use in other equipment, etc.)

- Acquisition Value
- If Disposed of, price obtained and buyer information
- This inventory will be maintained for all items by DBPD, and a complete updated inventory will be provided to the Town Manager and posted publicly on a quarterly basis.
- A complete current inventory will be provided to the Town's Auditor for audits and financial statement preparations.

Requesting New Items:

- If DBPD finds items or equipment in the available LESO inventory that would be useful to the DBPD, the Chief or his assigned staff will confer with the Town Manager prior to requesting the item or equipment and will provide the following information:
 - Intended use for the item or equipment
 - Means for acquiring the item or equipment, including any cost associated with transportation to town, staff time required
 - Where item or equipment will be stored
 - Additional requirements for use, e.g., towing or hauling, contract operator for equipment, maintenance needs

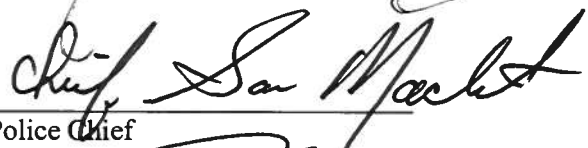
Disposing of Items/Accounting:

- All items and equipment to be disposed of will be disposed of in a manner authorized by the Town Manager and in accordance with the program guidelines and State and/or local laws.
- The Police Chief will review all planned sales/disposals of items with the Town Manager prior to executing any sale/disposal.
- Funds from the disposal of property will be deposited to the DBPD restricted account or other appropriate town account as required by State or local law. With the Town Manager's approval, these funds may be used to purchase necessary DBPD equipment or supplies. Use of these funds to support DBPD operations provided for in the Town's operating budget will require that the police department operating budget be reduced by the amount of funds used.

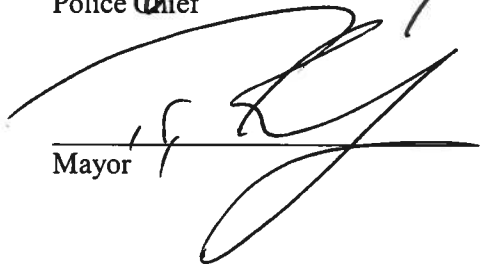
The LESO Program Compliance Policy & Guidelines were reviewed and approved by the Town of Dewey Beach's Commissioners on October 20, 2018. This policy and guidelines supersede any other documents previously issued.


Town Manager

10/23/2018
Date


Police Chief

10/23/2018
Date


Mayor

10/23/18
Date