

	WISCONSIN EMERGENCY MANAGEMENT	
	Directive Number:	3003.9
	Reference Section:	Operations
	Subject/Description:	LESO 1033 Program Lost-Stolen Equipment
	Effective Date:	2014-05-01
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Approved By:	Brian M. Satula, Administrator	

POLICY: LESO 1033 Program Lost-Stolen Equipment

I. PURPOSE

The purpose of this policy is to set forth the responsibilities and reporting requirements of the Law Enforcement Agency (LEA) when reporting lost, missing, stolen, damaged or destroyed Law Enforcement Support Office (LESO) property.

II. REPORTING REQUIREMENTS

All property missing, lost, stolen, damaged, or destroyed must be reported to the State Coordinator and Defense Logistics Agency (DLA) Disposition Services LESO.

III. PROCEDURES

A. Controlled property must be reported to the State and the LESO within twenty-four (24) hours. The aforementioned property may require a police and National Crime Information Center (NCIC) report submitted to the LESO, to include DEMIL "A" items that are considered controlled items in Paragraph III E of the State Plan of Operations (SPO).

B. In the case of lost, missing, or stolen (LMS) property the LEA must:

1. Report LMS property to the State within twenty-four (24) hours.
2. Enter any missing weapon information in NCIC.
3. Prepare a police report.
4. Conduct an internal investigation to determine cause.
5. Submit all requested documentation to the State Coordinator's Office.

C. The State will:

1. Notify LESO immediately upon notice of LMS property from the LEA.
 2. Notify LEA of suspension as outlined in Section XIII of the SPO.
 3. Collaborate with the LEA and LESO to comply with all directives from LESO.
- D. Property with a DEMIL Code of "A" must be reported to the State and the LESO within seven (7) days.
- E. All reports are subject to review by the DLA Office of the Inspector General (OIG).
- F. LESO may grant extensions to the reporting requirements listed above on a case-by-case basis.

IV. CONCLUSION

Certain types of equipment used by the Department of Defense (DoD), due to the equipment capability, is be strictly controlled. Therefore, LEA's obtaining the equipment must adhere to a process for notifying federal, state and local officials when equipment is missing or destroyed.