

SAMPLE LETTER

(Certification Request – Section 1122, Law Enforcement Equipment Purchase Program)

This request must be completed using Law Enforcement Agency (LEA) letterhead

(DATE)

Address your request to:

Ms. Glenda Travis
Florida Counter-Drug Procurement Program
Post Office Box 12519
Tallahassee, Florida 32317-2519

RE: Certification Request – Section 1122, Law Enforcement Purchase Program

Dear Ms. Travis:

Instructions: Your request for program certification must include the following information:

- 1) The name of your agency, including the postal address and zip code;
- 2) The “Ship To” address where the equipment/supplies will be shipped, if other than the initial address, to include the business and fax telephone numbers, and e-mail address;
- 3) The size of the population being served, e.g., municipality, city, county, etc.;
- 4) The geographical description of your jurisdiction, e.g., rural, suburban, urban, etc.;
- 5) The number of sworn officers in your department, including a specific breakdown of the number of officers involved in:
 - a) full time narcotics activities, including investigators;
 - b) officers involved in part time narcotics activities that are in addition to other departmental duties;
 - c) tactical officers, e.g., SWAT/EST, special operations, including investigators, gang detail(s);
 - d) air support officers, e.g., pilot, co-pilot, air observation/surveillance, etc.;
- 6) The number of counter-drug task forces your department participates, contributes or supports and to what extent, e.g., special equipment, aircraft, off-road vehicles, etc.;
- 7) Describe the drug problem in your jurisdiction and the strategy undertaken to confront the problem (this information provides justification to the Department of Defense that property acquired under this program will be used by a bona fide law enforcement agency in the drug enforcement effort);

- 8) Provide a statement that the requesting agency will assure that property acquired under this program will be operated properly, maintained, and secured.

For example:

“The (law enforcement agency) will assure that any property received/acquired under the provisions of Section 1122 of the Defense Appropriations act of 1990/94 will be properly operated, maintained, and secured.”

- 9) Provide a statement that the law enforcement agency has the authorization to request and receive new military and GSA property under this program.

An example of this declaration may be phrased in this manner:

“The Chief Executive Officer, on (date), authorized the (law enforcement agency) to procure equipment/supplies in accordance with appropriate instructions and directives furnished by the Florida Counter-Drug Procurement Program.”

- 10) Identify by name and position, the person who will be authorized to requisition/sign for equipment/supplies on behalf of the requesting law enforcement agency. Include the business phone and fax number. Additionally, include the name and position of the “Accountable Officer” who will take possession/sign for, and authorize payment by the FLCDDP Coordinator. If one person has been appointed to assume these dual responsibilities, please specify.

An example of this declaration may include:

“Sergeant/Lieutenant/Captain J.E. White has been appointed and is authorized to requisition/sign, acknowledge receipt, and approve payment for equipment/supplies, on behalf of the (law enforcement agency). (Appointee position/rank and name) is the accountable officer and will maintain documentation concerning the disposition of the items acquired. This documentation will be available for review, on demand, to the FLCDDP Coordinator or his/her designee. (Appointee) may be contacted at (business and fax numbers).”

The chief executive officer or designee of the requesting agency must sign the Certification Request Letter. In the event that program staff changes occur, e.g., accountable/requisition officer and alternate, the FLCDDP State Point of Contact must be notified, in writing, identifying the replacement. The chief executive officer of the agency or designee must sign this notification letter.

An example for the acknowledgement should be similar to the following:

ACKNOWLEDGEMENT

I, (agency chief executive), will notify the FLCDDP in the event of changes in requesting/accountable officers; and certify that (law enforcement agency) is eligible to participate in the Florida Counter-Drug Procurement Program.

Sincerely,

Signature – Agency Chief Executive (required)