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| Subject:   | <b>After Hours: LEO Flying Armed</b>          |                  |
| Effective: | <b>11/28/2017</b>                             | <b>Procedure</b> |
| Update:    |   |                  |
| Reference: | <b>NLETS- 38 LEO FLYING ARMED- 12/15/2014</b> |                  |

## **PURPOSE**

To describe when and how to complete the GUS Mask- ADMINLEOFA

## **HISTORY**

In order for a law enforcement officer to fly armed, s/he must complete specialized training. In addition, each time the law enforcement officer boards a flight, s/he must send a specific administrative message via NLETS to the Federal Air Marshal Service. A receipt with a unique alphanumeric identifier will be returned from the Transportation Security Administration (TSA) to the agency via the main ORI. The officer must present the NLETS message to the TSA agent on the day of travel.

## **PROCEDURE**

1. Fill out the ADMINLEOA mask with the information provided by the deputy.

### **CONFIDENTIAL INFORMATION REDACTED**

2. Call a Criminal Records employee to respond in to the Records Bureau to receive the receipt (the receipt is not forwarded to dispatch after hours)
  - a. Provide the Records employee with the cell phone number of the deputy making the request.
  - b. Records will need to print, scan, and email the receipt from the TSA to the deputy. This is necessary for the deputy to board the flight. Provide the deputy with the Records employee's name and cell phone number who is handling it for them.