2-07/150.00 - Contract Law Enforcement Bureau

This bureau reports to the Office of the Sheriff, undersheriff, and the concerned assistant sheriff and is responsible for:

- administration and oversight of the Department's contract city law enforcement contract services;
- administration and oversight of all public and private entity contract services;
- administration and oversight of the court and custody contract services;
- monitoring unincorporated area law enforcement services;
- developing and submitting law enforcement contract proposals to interested parties;
- developing costing and staffing analyses for interested parties;
- monitoring and reporting on meetings of public agencies and government entities concerning matters of interest to the Department; and
- monitoring and reporting all proposed and enacted legislation that may affect contract cities.

Duties include the following:

- monitor all contract services to ensure proper service levels are being provided and administrative requirements are being met in a timely manner;
- monitor law enforcement services in all unincorporated areas and completing analyses of patrol deployment;
- submit the monthly Patrol Area Statistical Summary (PASS) reports from all stations to the Board of Supervisors and Chief Executive Office (CEO);
- provide staff support to Department executives and Units in matters relating to contract law enforcement;
- develop and assist with the initiation of new revenue programs that will provide efficient and cost effective services to contracting agencies;
- conduct studies and prepare reports for government agencies that request information concerning contract services;
- provide staff support for contracting cities in limited areas relating to contract law enforcement services;
- maintain personnel information files on contract city officials;
- monitor a credential program for officials of contract cities;
- coordinate with the Auditorâ€‘Controller's Office the development of contract service costs;
- conduct inspections of each Station's Contract Law Enforcement Program and service to the unincorporated areas;
- participate with the Local Agency Formation Commission (LAFCO) on incorporation studies, secession studies, and municipal service reviews;
- complete special projects and assignments for Department executives and command staff;
- assess patrol resource management, allocation, and utilization;
- maintain automated accountability programs such as the Patrol Area Statistical Summary Program (PASS), the City Official Badge/Identification Card Program, the City Official Biographical Program, and the Private Entity Billing Program; and
- conduct Contract Law Enforcement training classes for Department personnel and contract clientele.