3-09/280.05 - Duties of Station Commanders

Station commanders shall receive and document requests from cities concerning increases and decreases in service or the continuance of existing services. To this end, station commanders shall:

- Notify CLEB by telephone as soon as an intended change is identified;
- Obtain written requests from the cities served, clearly indicating the desired levels of service. Written requests shall be obtained in all cases when a service level is changed and prior to the beginning of each fiscal year, even if there is no change in the level of service;
- Prepare a Contract Law Enforcement Services (SH- AD 575), reflecting the total level of service desired by each city for the coming fiscal year or the remainder thereof; and
- Submit all written requests for service from the cities, the newly prepared SH-AD-575 forms and any other information to the CLEB for review.

Station commanders shall review each billing invoice prepared by Fiscal Administration for services rendered to cities.
Station commanders shall ensure that the level of service charged is correct and that invoices are received for each city receiving law enforcement services from that station. Any discrepancies noted shall be reported immediately by telephone to the CLEB.

An SH-AD-32A shall also be prepared and forwarded to the CLEB within three days of the telephonic notification. Invoices should be retained by the station for two years.

Special Circumstances - Conditions

Regional Service Arrangements

When a station provides contract services to multiple cities on a regional or consolidated basis, an additional SH-AD-575 must be prepared to reflect the total service level provided on a regional or consolidated basis.

Non-regional and dedicated services for individual cities in the regional or consolidated area should be shown on the individual city SH-AD-575, not on the overall regional or consolidated SH-AD-575. Changes in dedicated service levels of individual cities participating in the regional consolidated plan require a revised SH-AD-575 for that city only.