

## **3-09/280.10 - Duties of Contract Law Enforcement Bureau**

Upon receipt of the service level requests and the Contract Law Enforcement Services (SH-AD-575), the CLEB shall:

- Review the SH-AD-575 for accuracy and completeness;
  - Forward the original SH-AD-575 to the concerned division for review and approval;
  - Prepare and forward to Fiscal Administration, Attention: Special Accounts Section, a notice of service level change reflecting the new level of service;
  - Distribute copies of the completed/approved SH-AD-575 forms to the appropriate stations;
  - Retain the originals of all correspondence and SH-AD-575 forms;
  - Maintain a current roster of the number of personnel required to staff contract city services units;
  - Initiate a Personnel & Item Control/Additional Funding Request (SH-AD-650), when appropriate, and forward this request and all necessary support documentation to Personnel Administration;
  - Notify the appropriate divisional budget representative of increases or decreases in personnel and/or vehicle and special equipment requirements;
  - Notify stations of rate changes developed by the county auditor-controller; and
  - Notify the appropriate Employee Bargaining Unit of proposed changes that fall within the scope of representation prior to implementation.
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