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.