

## **3-09/280.15 - Duties of Concerned Division Headquarters**

The concerned Division headquarters, upon review and approval of the Contract Law Enforcement Services (Form SH-AD-575), shall:

- Return the original SH-AD-575 forms to the CLEB for final distribution; and
  - When the concerned Division is advised by Personnel Administration that an increase in personnel has been approved, the Division Chief shall ensure that the concerned Unit/Station is notified.
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