

Training Bulletin 2- Service Level Authorization Form SH-AD 575



Contract Law Enforcement Bureau | Training Bulletin

Number 2

June 2019

Service Level Authorization Form SH-AD 575 Annual Contract Service Levels

The Service Level Authorization Form SH-AD 575 is part of the Department's Municipal Law Enforcement contract which documents the cost and amount of service minutes purchased. The 575 also gives the Department the cost of the monthly invoice to be charged to each contract.

The 575 is a Microsoft Excel Spreadsheet which calculates the costs for service and the annual service minutes required.

Contract Law Enforcement Bureau, will prepare a new 575 for each contract in May documenting service levels for the approaching fiscal year (July 1st). These 575s are delivered to Station Commanders for delivery to Contract Cities.

By July 1st, the city-signed form shall be returned to Contract Law Enforcement Bureau (CLEB) along with a request (In a letter or email from an authorized City Official) from the concerned city indicating their desired service levels for the coming fiscal year. This procedure shall be completed for each contract city at the start of every fiscal year, even if there is no change in the city's service level from the preceding fiscal year.

Each time a city desires to adjust contracted service levels after the start of the fiscal year, a new 575 shall be completed and returned to CLEB. The new 575 must be accompanied by a statement from the city (In a letter or email from an authorized City Official) indicating the services they wish to add or delete and the date the change is to take effect. This is required before any changes in authorized staffing or billing can be accomplished.

CLEB will complete a Billing Change Memo to send to Fiscal Administration and follow up with Personnel Administration as necessary. A copy of all SH-AD 575s received at Contract Law Enforcement Bureau shall be forwarded to the concerned Division Chief.

Deputy Staffing Survey

The staffing and deployment of personnel (page 2 of SH-AD 575), should be reviewed by Station Commanders and Service Area Managers each July, January, and after any changes in service levels. Any changes in deployment of staff should be reported to CLEB contract managers. This will be used for departmental service audit purposes and to provide management information related to the Contract Law Enforcement Program. If there is no change in service levels, correspondence from the city is not necessary.

Reference(s)

Manual of Policy and Procedures Section 3-09/280.00

CLEB Training Bulletin 1 - "Single Price Service Unit"