



Law Enforcement Technician (LET)

Patrol/Bureau Services Dispatcher Bonus Pay Request Form (471)

Date: Select

Section I – Qualification Criteria

As defined in the Memorandum of Understanding for Bargaining Unit 621, Article 6, Section 14, effective October 1, 2023, employees who hold status in the classification of LET (2745) and who are assigned to a patrol station or bureau whose primary function is to dispatch service calls shall receive a 2.0% bonus contingent upon this function continuing to be assigned by the Sheriff to be performed by the LETs. *Note: Dispatcher duties are considered a primary function when the employee performs them at least 51% of their regular work week as part of their regular duties (i.e., not for overtime).*

Section II – Employee Information

Add Delete

Employee Name: Click or tap here to enter text.

Division: Choose an item.

Employee Number: Click or tap here to enter text.

Unit of Assignment: Click or tap here to enter text.

Payroll Title: Choose an item.

Effective Date: 10/1/2023

Section III – Unit of Assignment

I have reviewed the request and concur that all guidelines and procedures have been followed.

Unit Commander's Name

Unit Commander's Signature

Date

Section IV – Division

I have reviewed the request and concur that all guidelines and procedures have been followed.

Print Division Personnel Representative's Name

Division Personnel Representative's Signature

Date

Print Division Chief's Name

Division Chief's Signature

Date

Section V – Processing

REVIEWED BY:

Processing Supervisor Signature

Date

e-HR PROCESSING

Processing Analyst Signature

Date

Supervisor Final Approval

Date

Distribution: one copy to Employee's Personnel File