

Resolution/Ordinance Cover Memo

Council Agenda Item: 25-0826R

Meeting Date: 10/27/2025

Subject/Title: Property & Evidence Specialist

Submitted By: Amber Royer Henderson

Recommendation: Approve

Board/Commission/Committee Recommendation: Approved by Civil Service on 10/07/2025

Previous Council Action: Approved by City Council on 10/10/2016 as Resolution 16-0738R

Background:

The Property & Evidence Specialist job classification was most recently revised in 2015. The purpose of this position is to secure intake, documentation, storage, tracking, and disposal of property and evidence collected by law enforcement personnel. This position ensures the integrity and chain of custody for all items is in accordance with legal standards, departmental policies and state and federal regulations. The major/primary changes to the job description were expanding the duties as the position has evolved overtime.

Budget/Fiscal Impact: Budgeted for current year

Options: N/A

Necessary Action: Approve

Attachments:

- Exhibit A: Resolution Cover Memo
- Exhibit B: Property & Evidence Specialist (Revised) Job Description

