

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION**

**Date: March 26, 2015**

**SUBJECT:** Part-time Police Evidence Clerk

**SUBMITTING DEPARTMENT:** Police Department

**PREPARED BY:** Bryan A. Jarrell, Chief of Police

**AGENDA LOCATION:** Comments/Communications , Consent , Work/Study ,  
New Business , Public Hearing , Second Reading

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**ATTACHMENTS:** None

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**SUMMARY/BACKGROUND:** Although it was not included in the FY 2014-2015 budget, the Police Department is requesting that the Town Council permit it to fill the position of part-time Police Evidence Clerk in FY 2014-15 using budget savings. The proposed new position would fall under the direct supervision of the Police Evidence Technician.

The Police Department has an Evidence Unit that is responsible for controlling items in both criminal and civil cases. These items can be classified as evidence, found property, or property for destruction. Currently the Evidence Unit is housing approximately **23,000** pieces of evidence. This includes 3700 drug items, videos, pictures, biological samples, weapons, and personal property.

Since 1999 we have had an increase of **738%** in evidence and property intake (368 items in 1999 to 3085 items in 2014). Currently, nearly one third of the police building is dedicated for the storage of evidence and property, yet the staffing remains the same today as it did in 1999; 1 full-time person and 1 part-time person. These individuals are also responsible to respond and process crime scenes, and due to the increase in part one crime (burglary, sexual assaults, murder, robbery, aggravated assaults) the frequency of those call-outs is increasing. In addition to collecting, processing, and maintaining evidence they are responsible for evidence disposal. On average they receive approximately 60 disposal letters weekly from the Superior and Prescott Valley Magistrate courts. A disposal letter is a request sent by the court to dispose of any and all evidence currently impounded for a specific case due to adjudication or other legal factors. They receive and have to process approximately 15 video and picture surveillance requests from the courts weekly. The Evidence personnel are responsible for sending items to Department of Public Safety for processing. Every step, every action, and every request is documented.

The Evidence Clerk job duties are to receive, log, inventory, store and release items of evidence; they mark and store all evidence in an orderly manner for efficient retrieval; they enter evidence items and property into the Records Management System; they package, label and send items of property to other agencies and organizations; and they check items using serial numbers and descriptive features in an attempt to locate the owners of the property.

In addition, they secure all evidence to maintain the proper chain of custody for court to ensure the integrity of evidence and its security; they follow the disposition of criminal cases to determine appropriate treatment of impounded property; they testify in court regarding the integrity of property retrieval, storage, preservation and transportation; they impound and document the MAT FORCE "Dump the Drugs"; and they track all liquor thefts.

The Evidence Clerk also performs filing and other clerical work necessary to maintain the property room; answer citizen inquiries and complaints over the telephone and in person regarding property dispositions; assist in advising and conducting in-house training of department personnel on the laws and policies of evidentiary property control; compile periodic reports as to the status of the property room; assist the investigative division in the capacity of an investigative assistant during the processing of crime scenes, contacting of victims, witnesses, and follow-up on investigative leads.

In addition to the significant growth in evidence storage requirements since 1999, it is expected that evidence intake will continue to grow by at least 7% every year. Therefore, addition of a part-time Evidence Clerk in this fiscal year is felt to be needed.

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**OPTIONS ANALYSIS:** Council may approve this request, table the same for future consideration, or decline the request.

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**ACTION OPTION:** Motion to authorize the Police Department to hire a qualified individual to fill a new part-time Police Evidence Clerk position, **OR** Motion not to approve this hiring at this time. **VOTE.**

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**RECOMMENDATION:** Staff recommends that the Council approve this request for a part-time Police Evidence Clerk position.

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**FISCAL ANALYSIS:** The Police Evidence Clerk is already within the Police Department's job classification, pay range **52** which is **\$14.15** hourly (**\$29,432.00 year**).

Part-time position: Total estimated cost (salary) at **28** hours a week it would be **1456** total hours for a total of **\$20,602.40**

It is anticipated that the salary will be paid through salary savings from current vacancies within the Police Department. The position would be a budgeted position beginning in fiscal year 2015 – 2016 and thereafter.

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**REVIEWED BY:**

Management Services Director \_\_\_\_\_

Town Clerk \_\_\_\_\_

Town Attorney \_\_\_\_\_

Town Manager \_\_\_\_\_

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**COUNCIL ACTION:**

Approved    Denied    Tabled/Deferred    Assigned to \_\_\_\_\_