



ADMINISTRATION

Re: Property and Evidence Specialist

The Property and Evidence Specialist is a civilian support position that will work with all operations divisions within the police department and also with records division. They will manage and oversee the evidence processing system, and will be responsible for technical preparations, redactions and distribution of all audio and video evidence. This position will also provide aid to the records division as needed and will report to the Criminal Investigations Sergeant. This 2024 budgeted position will be non-sworn, non-exempt and placed in Grade 13 on the General Government Wage Scale. City staff recommends approval.

Thank you,

*Shelly Nameniuk
HR Director*

