

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: June 26, 2023
Re: Limited Access Control- HPD Evidence Room

Lt. Ivy participated in an Evidence Manager training recently.

Upon return he reviewed the security capabilities of the HPD's evidence system and room and provided the following recommendations:

1. Install video surveillance of the evidence room and temporary evidence lockers
2. Install RFID locking system for evidence room
3. Purchase and install a locking drop box for received bail funds
4. Purchase and implement new evidence lockers and evidence room tracking and monitoring software system

The City works with EPS who provides onsite monitoring of the City's fire system. They have an access panel installed with the necessary controls. As such, we reached out to them for a quote to install the RFIP locking system in the evidence room.

Their quote came in at \$2,137.81 plus a monthly service fee of \$28.00

Lt. Ivy will be the only officer allowed in the evidence room moving forward.

He will be quoting the necessary equipment for officers to appropriately log and document collected evidence and bail receipts.