

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: May 14, 2024

To: Village President and Board of Trustees

Through: Napoleon Haney, Village Manager

From: Denise McGrath – Chief of Police

Topic: Oath of Office – Laura Docter – Full-Time Records Clerk

PURPOSE

Administer the Oath of Office to Laura Docter for the position of full-time Records Clerk in the Homewood Police Department.

PROCESS

Laura Docter was selected as full-time Records Clerk in the Records Division of the Police Department and began her employment on May 1, 2024.

Ms. Docter has an extensive background in police records systems and processes. She previously worked for the Village of Hazel Crest from 2014 to 2024 as a Senior Records Clerk. Ms. Docter is currently still employed part time with the Village of Flossmoor as a Records Clerk.

OUTCOME

Welcome Laura Docter to the Police Department and Village.

FINANCIAL IMPACT

- **Funding Source:** No Financial Impact
- **Budgeted Amount:** N/A
- **Cost:** N/A

LEGAL REVIEW

Not required

RECOMMENDED BOARD ACTION

Request the Village Clerk to administer the Oath of Office to Laura Docter for the position of Records Clerk in the Police Department.

ATTACHMENT(S)

None