



MEMO

Department

To: Finance & Personnel Committee
From: Jamie Graff, Police Chief / Elisa Hodge, HR Director
Date: 2/18/2026
Re: Creation of Evidence Technician Position for Police Department

Background information:

Over the years, the Kaukauna Police Department has seen a substantial increase in requests for information through Freedom of Information Act requirements and evidentiary discovery, among other methods. There are several legal requirements that must be met before releasing information and properly maintaining evidence to support case prosecution. Documentation requests require redaction of certain data points that must meet legal requirements. Body camera footage takes an even more substantial amount of time to go through and properly redact before footage can be released. Evidence management, responding to requests, and managing the legal requirements for redaction have proven to be extremely time-consuming and are most often the responsibility of the Sergeants, taking those Sergeants away from other responsibilities or from being on the road.

Several other local departments have begun employing this type of position to allow sworn officers the time to be dedicated to those responsibilities, rather than managing evidence requests. Local departments include:

		<u>Pay Range</u>
Grand Chute Police	2 full-time	\$30.87-\$39.65
Beaver Dam Police	1 full time	\$27.40- \$37.00
Menasha Police	1 full time	\$25.60- \$32.71
Neenah	1 full time	\$27.00- \$39.00

Strategic Plan:

Through department evaluations of work and the planned changes within the department, due to retirements and other internal movement, the discussion turned to how to best manage the evidence and requests for information on evidence.

To better align the evidence responsibilities with an appropriate position to manage these responsibilities, the Police Department proposes the creation of a civilian Evidence Technician position. The Evidence Technician would be responsible for managing the chain of custody, records, documentation, fulfilling record requests, and managing proper redaction in accordance with legal requirements.

Budget: The Evidence Technician is proposed to be created as a Non-Exempt Grade 10 position. This position is proposed to be part-time at 20 hours per week.

The Community Service Resource Officer position would not be backfilled to offset the costs associated with the creation of the Evidence Technician. The 2026 budget included costs budgeted for the Community Service Resource Officer for 20 hours per week at \$16.94/hour (\$17,617.60).

The increased cost for an Evidence Technician, based on Step 4/D of the 2026 pay grade scale, would be an additional \$15,773.60 (\$31.53/hour x 20 hours per week x 52 weeks - \$17,617.60 + an additional \$600 in employer taxes)

Staff Recommended Action:

Staff recommend the approval to create an Evidence Technician civilian position in Grade 10 as an hourly non-exempt position and to authorize the recruitment of the new position.