



Budget Change Request

Change request information

Title Add One Evidence Technician Position
Number B-10-02 Department 10 - Sheriff-Law
Requester Heidi Thomsen
Published by Jennifer Smith Publish Date 2023-08-24
Change Type Policy Change

Board outcome *(to be entered by budget after Board action)*

Board Decision

Board Changes

Funds affected

Fund 0010 - General Fund
General Fund Affected? Yes More Than One Fund Affected? No

Policy request priority and connection to the strategic plan

Priority # 2 Strategic Plan Responsive Law,

Does this request include federal, state, or private grants?

Grant Funded? None
Grantor and timeframe N/A.

Does this request affect current positions or propose new positions?

HR Payroll e-mailed? Yes Position Impact Adds Position(s)
Current position numbers affected New position -

What do you need and why? Include any unexpected and external requirements.

Statement of Need

This request is to establish the Evidence Technician classification and for one FTE and associated funding. This position will perform highly technical work associated with the collection, organization, storage, retrieval, release and/or destruction of evidence and property in association with law enforcement personnel. Responsibilities include but are not limited to responding to crime scenes during assigned work hours or on a call-out basis; conducting trainings on evidence collection, packaging and/or chain of custody; maintaining security of storage facilities in the Sheriff's Office and off-site; and management of digital evidence and files.

Funding this position will allow us to increase the number of detectives assigned to investigate cases by one. We currently have two detectives assigned in the evidence section. If this position is funded, one of these positions will be reassigned to our investigations unit to improve case turnaround times and help bring closure and justice to affected families.

How will this change the performance of your office or department?

Statement of Need

Funding this position will allow us to increase the number of detectives assigned to investigate cases by one. We currently have two detectives assigned in the evidence section. If this position is funded, one of these positions will be reassigned to our investigations unit to improve case turnaround times and help bring closure and justice to affected families.

Expenditure, FTE and revenue assumptions plus current budget level

Assumptions

This request assumes salary and benefits for one Evidence Technician. It also assumes associated supplies, training, and travel based on historical average spending per FTE (fulltime equivalent). Funding for outfitting costs (boots, shirts, and pants) computer, printer, scanner, chair, stand up desk, and a vehicle is assumed.

Current Budget Level

The current law enforcement General Fund budget amount is \$26,315,773.

What happens if this isn't funded? Are there other options?

Impacts and Alternatives

If this request is not funded, then we will retain two detectives in the evidence section. Case workload per detective in our investigation unit will continue to increase and the turnaround time for bringing cases to resolution and closure/justice for families will continue to increase.

How does this request affect other offices and departments?

Impact to Other Departments ER&R
 Which Other Departments are Affected? ER&R and IT services
 Operating Transfer Needed? Yes
 Operating Transfer Coding and Amount See below.

Personnel Information

FTE	Number	Name	Start Date	End Date
1.00	@ Evidence Technician	EVIDENCE TECHNICIAN	2024-01-01	
1.00	< Total			

Operating Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
5260G040	397001	O/T-GENERAL FUND		2,500	-
5420E200	397001	O/T-GENERAL FUND		85,490	-
			Total:	87,990.00	-

Capital Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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Operating Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
0110B105	510000	SALARIES		65,314	67,273.00
0110B105	521000	SOCIAL SECURITY		4,996	5,146.00
0110B105	522000	RETIREMENT		6,133	6,317.00
0110B105	523000	MEDICAL/DENTAL/LIFE		29,904	31,356.00
0110B105	524000	WORKERS COMPENSATION-L&I		5,892	5,892.00
0110B105	525000	UNEMPLOYMENT COMPENSATION		196	202.00
0110B105	526000	PAID FAMILY MEDICAL LEAVE		142	147.00
0110B105	527000	LONG TERM DISABILITY		372	383.00
0110B105	531000	SUPPLIES		271	-
0110B105	531000	SUPPLIES		430	-
0110B105	531000	SUPPLIES		482	-
0110B105	531000	SUPPLIES		593	593.00
0110B105	531003	SUPPLIES-UNIFORMS/CLOTHING		490	-
0110B105	535001	AT-RISK SMALL TOOLS/MINOR EQU		1,817	-
0110B105	543000	TRAVEL		336	336.00
0110B105	549005	MISC-PARTICIPANT-OTHER TRAINING		628	628.00
0110B132	599526	O/T-IT RESERVE		2,500	-
0110B132	599542	O/T-ER&R REPLACEMENT		85,490	-
5260G040	535000	SMALL TOOLS & MINOR EQUIPMENT		2,500	-
5420E200	564000	MACHINERY & EQUIPMENT		85,490	-
			Total:	293,976.00	118,273.00

Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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