

**Item 24-0128 Lead Forensic Evidence Specialist**  
**Human Resources & Information Technology Committee**  
Wed, Feb 14, 2024 4:30PM

**Aldersperson Sheri Hartzheim (District 13) 01:07**

We have no public hearings or appearances. So, we'll move right into our action items. Excuse me. Item number 24-0128 lead forensic evidence specialist. Can I get a motion on the table?

**Aldersperson Chris Croatt (District 14) 01:23**

Move to approve.

**Aldersperson Sheri Hartzheim (District 13) 01:24**

Motion and a second on the table. Who would like to speak to this? Chief Olson.

**Police Chief Polly Olson 01:34**

Good evening. So just some clarification on the memos that I've sent out so far. We are looking to create a lead position in our forensic evidence unit. The purpose behind that is we currently have three positions down there, and the span of control in terms of a supervisor we have a lieutenant—investigative Lieutenant—that's also in charge of that unit, who also supervises all of our detectives. And quite frankly, he's not the expert when it comes to evidence down there, but in fact, the civilian employees down there are all experts in their work and they're very skilled at what they do.

**Police Chief Polly Olson 02:20**

The unit, though, does lack some day-to-day leadership. And this is what that is hoping to create is by having a lead position down there so that there is a point of contact person that can be the lead decision maker when it comes to just a lot of the day-to-day operations. That person would still—it's not a supervisory role. It's just a position that would take on just some additional leadership duties down there. If you'd like more clarification, I have Captain Mike Wallace here with me as well. He's also their supervisor and can answer any additional questions.

**Aldersperson Sheri Hartzheim (District 13) 03:00**

The expectation is that of the three, one of them will be chosen as a lead, correct? They're all—there's not a new position being created. It's just changing the name of one of the three?

**Police Chief Polly Olson 03:10**

Yes, correct. It's something that we did at our—in our front desk and through our clerical division as well is appointed a lead in both of those units. And it really just took some of the pressure off the manager in those roles so that that person could just really handle some of the day-to-day stuff that tends to crop up and that doesn't necessarily re, you know, require a manager. But and we just found that to be quite successful at a very low cost. So, we'd like to go ahead and implement that as well down in that unit.

**Aldersperson Sheri Hartzheim (District 13) 03:46**

Anyone else have any questions? I just had one other question, perhaps, for Director Ratchman. As far as pay, what are we looking at? And, I mean, obviously, it's a very inexpensive way of doing things, but is this—is there is there a tradeoff as far as the extra pay?

**Director Jay Ratchman (HR) 04:04**

Okay, so the position of forensic evidence specialist is in pay grade six today. When we add the lead responsibilities, it will stay in that current grade. What we do is we add \$1 per hour of work. So that is that is the tradeoff for taking the lead is basically that additional dollar per hour. And that's been a city-wide practice if we create a lead position. The advantage of that is at any point, if let's say that person no longer wants to be the lead, we repost it, the dollars taken off of their pay, and is added to the other person's compensation.

**Aldersperson Sheri Hartzheim (District 13) 04:41**

Excellent. Thank you. Aldersperson Fenton.

**Aldersperson Denise Fenton (District 6) 04:45**

Thank you, Chair. Just one question on the table of organization here. So, it looks like will that person still be reporting to the lieutenant in the division? Okay. I was just—

**Police Chief Polly Olson 05:00**

Yeah, that doesn't change. It's just, again, a more of an informal leadership role—

**Aldersperson Denise Fenton (District 6) 05:06**

Okay.

**Police Chief Polly Olson 05:06**

—within the unit.

**Aldersperson Denise Fenton (District 6) 05:07**

Thank you.

**Aldersperson Sheri Hartzheim (District 13) 05:10**

Aldersperson Croatt, any questions? All right, there being none, all those in favor, please signify by saying aye. Aye. Opposed? All right, motion passes five, zero, I assume. There he is with his aye.