



COUNTY OF HUMBOLDT

For the meeting of: 10/21/2025

File #: 25-1128

To: Board of Supervisors

From: Sheriff

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Position Allocation Modification for the Humboldt County Sheriff's Office (HCSO) Property and Evidence Division

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the allocation of 1.0 FTE Senior Property Technician (AFSCME, class 1420, salary range 407) in budget unit 1100-221 effective immediately; and
2. Approve the deallocation of 1.0 FTE Property Technician II (class 1410B, salary range 387) in budget unit 1100-221 effective immediately.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

The HCSO Property & Evidence Division includes four Property Technician I/II positions. The division supports HCSO and the Humboldt County Drug Task Force for all property and evidence needs including:

- Receiving, storing, and maintaining an accurate inventory of all property and evidence.
- Maintaining detailed recordkeeping and a thorough understanding of regulations and legal requirements related to the storage, handling, and disposition of property and evidence.
- Ensuring that all evidence and property are received, categorized, and stored in accordance with proper chain-of-custody procedures and legal standards.
- Coordinating with law enforcement and the judicial system ensuring that court related evidence is maintained and preserved in a way that protects the integrity of the evidence for later testing, analysis and court discovery.
- Being responsible for releasing property to rightful owners after confirming proper authorization, maintaining secure control of property room access, and safeguarding storage areas.
- Disposing of unreturnable or unlawful property in accordance with federal, state, county, and departmental regulations and representing the Sheriff's Office in the secure destruction of firearms and narcotics.

The Property & Evidence Division and its personnel report directly to the Major Crimes Division Sergeant. There is a need for one of the Property Technicians to be an experienced team lead who provides oversight, direction and acts as a resource to other staff

regarding:

- Property and evidence activities including receiving, recording, classifying, storing, safeguarding and releases/returns of money, firearms, narcotics, fingerprint records, electronic files, digital media evidence, body worn camera evidence, and property, including found property, recovered or received as a result of search warrants, or from prisoners and suspects by sworn and other law enforcement personnel.
- Conducting research and training on evidence handling procedures, advising staff on best practices, and contributing to special projects and policy updates related to property and evidence management.
- Performing electronic discovery with other law enforcement agencies, arranging and overseeing viewing of physical evidence for discovery and releasing property to be used as evidence to legally authorized persons.
- Preparing, reviewing and coordinating the compilation of documents and other relevant information related to property and evidence for Sheriff's cases; monitoring the status and progress of cases through judicial processes and returning or disposing of evidence and property as directed.
- Requisitioning law enforcement equipment and items pertinent to department operations.
- Establishing and administering training programs for technicians and other department personnel.
- Testifying in court as an expert witness regarding evidence storage and disposal.
- Assisting with responses to inquiries and preparing a variety of activity and statistical reports.
- Conducting bi-annual audits, annual inventories, and quarterly inspections of property and storage locations.
- Contacting or responding to questions of law enforcement personnel, attorneys, representatives of various agencies and the public concerning the release, location and disposition of property.

After collaborating with Human Resources to create a lead position, the Senior Property Technician job description, classification and compensation was adopted to your board on Sept. 9, 2025 and approved. HCSO has 1.0 Property Technician I/II position vacant and is requesting it be reallocated to a Senior Property Technician.

SOURCE OF FUNDING:

General Fund (1100-221364)

Humboldt County Drug Task Force (1100-221364, Revenue Code 800870)

FINANCIAL IMPACT:

Expenditures (1100, 221364)	FY25-26	FY26-27 Projected*	FY27-28 Projected*
Budgeted Expenses	<u>\$77,255</u>	<u>\$81,117</u>	<u>\$85,174</u>
Additional Appropriation Requested	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Expenditures	<u>\$77,255</u>	<u>\$81,117</u>	<u>\$85,174</u>

*Projected amounts are estimates and are subject to change.

Funding Sources (1100, 221364)	FY25-26	FY26-27 Projected*	FY27-28 Projected*
General Fund	<u>\$21,255</u>	<u>\$25,117</u>	<u>\$29,174</u>
Humboldt County Drug Task Force	<u>\$56,000</u>	<u>\$56,000</u>	<u>\$56,000</u>
Total Funding Sources	<u>\$77,255</u>	<u>\$81,117</u>	<u>\$85,174</u>

*Projected amounts are estimates and are subject to change.

Narrative Explanation of Financial Impact:

HCSO currently has 1.0 vacant Property Technician II position due to the employee retiring. The position was budgeted at step E with 5% longevity for an annual total of \$88,444 for salary and benefits. The requested Senior Property Technician position at step A is a projected annual total of \$77,255 for salary and benefits. The anticipated first year cost savings for this reallocation is \$11,189.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
Property Technician II	221-1410B-02	E	0	1
Sr Property Technician	221-1420-01	A	1	0

Narrative Explanation of Staffing Impact:

The Property/Evidence Division is lacking a lead position to train and lead the division in day-to-day operations. A lead position would improve moral and efficiency of the division. It would also provide a promotional path to help retain experience. Approval of this allocation will have no net impact on total HCSO positions, as 1.0 Property Technician will be deallocated.

OTHER AGENCY INVOLVEMENT:

County Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve this reallocation, however that is not recommended. The proposed reallocation is intended to achieve more operational efficiency and leadership for the Property and Evidence Division with a projected cost savings for at least 3-4 years.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Meeting of: 9/9/2025

File No.: 25-1027