

RESOLUTION NO. 11-2018

**A RESOLUTION OF THE TOWN OF GARDEN CITY, COLORADO
AUTHORIZING THE USE OF A SAFETY DEPOSIT BOX FOR
PURPOSES OF STORING KEYS TO THE EVIDENCE LOCKER AND
POLICE FILES**

WHEREAS, the Town of Garden City's Police Department now has an evidence locker and confidential police files; and

WHEREAS, the Police Chief and Evidence Technician have a key to the evidence locker; and

WHEREAS, the Police Chief has a key to the police files; and

WHEREAS, the Town has a need to have a secure place to store additional keys for the evidence locker and confidential police files; and

WHEREAS, the Board of Trustees believes it is in the best interest of the Town to authorize the use of a safety deposit box for purposes of storing these keys.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF GARDEN CITY, COLORADO AS FOLLOWS:

1. The Board of Trustees by this resolution authorizes the Town Administrator to rent a safety deposit box at a local bank for purposes of storing a key for the evidence locker and a key for confidential police files.
2. The Board of Trustees authorizes the Town Administrator and Deputy Clerk to be the holders of the key to the safety deposit box.
3. The Town Administrator or Deputy Clerk will only access the safety deposit box for purposes of obtaining the key to the confidential police files if there is a need to access the files and the Police Chief is unavailable.
4. The Town Administrator or Deputy Clerk will only access the safety deposit box for purposes of obtaining the key to the evidence locker if the Police Chief and Evidence Technician are unavailable and there is a need to access the evidence.

PASSED, ADOPTED AND APPROVED THIS 21st of August, 2018.

TOWN OF GARDEN CITY

BY: _____
MAYOR

ATTEST:

DEPUTY TOWN CLERK