

**RESOLUTION OF THE
TOWN OF GARDEN CITY BOARD OF TRUSTEES**

RESOLUTION NO. 17-2022

**AUTHORIZING THE USE OF A SAFE DEPOSIT BOX FOR PURPOSES OF
STORING KEYS TO THE EVIDENCE LOCKER AND POLICE FILES**

WHEREAS, the Board of Trustees (the “Board”) of the Town of Garden City, Colorado (the “Town”) pursuant to C.R.S. § 31-15-103, has the power to pass resolutions; and

WHEREAS, the Town of Garden City’s Police Department maintains an evidence locker (the “Evidence Locker”) and confidential police files (the “Police Files”); and

WHEREAS, the Police Chief maintains the keys to the Evidence Locker and Police Files; and

WHEREAS, by Resolution No. 11-2018, the Board of Trustees approved the use of a safe deposit box for the purpose of storing additional keys for the Evidence Locker and Police Files (the “Additional Keys”); and

WHEREAS, the Board of Trustees desires to update: (1) the requirements for accessing the Additional Keys; and (2) the individuals who may access the Additional Keys.

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

1. The Board of Trustees by this Resolution reaffirms that the Town Administrator continue to rent a safe deposit at First Farm Bank for the purposes of storing an additional key for the Evidence Locker and an additional key for the Police Files (the “Safe Deposit Box”).
2. The Board of Trustees authorizes the following persons to access safe deposit box for purposes of obtaining the key to the Evidence Locker or the key to the Police Files: (1) Town Administrator Cheryl Campbell; (2) the Deputy Clerk Lindsay Shoemaker; (3) Mayor Filbert Archuleta; (4) Mayor Pro Term Gary Sorenson; and (5) Police Chief Jeremy Black (collectively the “Authorized Individuals”).
3. In order to access the Safe Deposit Box, at least two (2) of the Authorized Individuals must be present in person.
4. The Authorized Individuals will only have access to the Safe Deposit Box for the purpose of obtaining the Additional Keys if there is a need to access the Evidence Locker or Police Files and the Chief of Police is unavailable.

The foregoing Resolution was adopted at a regularly scheduled meeting of the Board of Trustees of the Town of Garden City, held on November 1, 2022, which meeting was duly and properly called.

PASSED, ADOPTED AND APPROVED this 1st day of November, 2022.

TOWN OF GARDEN CITY

By: _____
Filbert Archuleta, Mayor

ATTEST:

Lindsay Shoemaker, Deputy Town Clerk