

ORDINANCE NO. 52-26

AN ORDINANCE AMENDING §256.04 AND §256.98 OF THE CODIFIED ORDINANCES OF THE CITY OF AVON TO CREATE THE PERMANENT FULL-TIME, UNCLASSIFIED POSITION OF PROPERTY AND RECORDS TECHNICIAN AND TO ADOPT THE NEW CLASSIFICATION SPECIFICATION FOR SAME AND DECLARING AN EMERGENCY

WHEREAS, the list of the full and part-time non-bargaining unit employees are listed in Section 256.04 of the Avon Codified Ordinances; and

WHEREAS, the Administration desires to amend Section 256.04 and Section 256.98 to create the full-time position of Property and Records Technician; and

WHEREAS, Council, after reviewing the proposed new full-time position of Property and Records Technician finds that the goals sought to be achieved by the Administration with the creation of this new position to be in the best interests of the health, safety, and welfare of the citizens of Avon.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON, LORAIN COUNTY, OHIO:

Section 1 - That Section 256.04 which currently reads as follows:

Classified and Unclassified Positions

- Police Chief
- Police Captain
- Administrative Assistant to the Police Chief
- Police Lieutenant
- Police Sergeant
- Police Officer
- ** Police Officer
- ** School Resource Officer
- * School Resource/Crime Prevention Officer
- Communications Manager - Police Department
- Public Information Officer - Police Department
- Community Service Officer
- Police Dispatcher
- ** Police Dispatcher
- ** Victim Advocate

- * Denotes unclassified full-time employee
- ** Denotes unclassified part-time employee
- No asterisk denotes classified employee
- † This position shall remain classified until vacated by Dave Conrad
- †† This position shall remain classified until vacated by June Mitchell
- ††† This position was removed from the Charter on November 7, 2018

(Ord. 127-91. Passed 12-23-91; Ord. 168-95. Passed 11-20-95; Ord. 86-96. Passed 6-10-96...
Ord. 30-26. Passed 4-13-26.)

Shall be amended to read as follows: (New language in bold print)

Classified and Unclassified Positions

- Police Chief
- Police Captain
- Administrative Assistant to the Police Chief
- Police Lieutenant
- Police Sergeant
- Police Officer
- ** Police Officer
- ** School Resource Officer
- * School Resource/Crime Prevention Officer
- Communications Manager - Police Department
- Public Information Officer - Police Department
- * **Property and Records Technician – Police Department**
- Community Service Officer
- Police Dispatcher
- ** Police Dispatcher
- ** Victim Advocate

- * Denotes unclassified full-time employee
- ** Denotes unclassified part-time employee
- No asterisk denotes classified employee
- † This position shall remain classified until vacated by Dave Conrad
- †† This position shall remain classified until vacated by June Mitchell
- ††† This position was removed from the Charter on November 7, 2018

(Ord. 127-91. Passed 12-23-91; Ord. 168-95. Passed 11-20-95; Ord. 86-96. Passed 6-10-96...
Ord. 30-26. Passed 4-13-26.)

Section 2 - That the Classification Specification for the position of Property and Records Technician attached hereto as Exhibit A, be, and the same is hereby adopted and incorporated herein by reference. The Codifier is hereby instructed to insert said classification specification into Section 256.98.

Section 3 - That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4 - That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety, and welfare of the citizens of the City of Avon, the immediate emergency being the necessity to amend Section 256.04 and 256.98 of the Codified Ordinances to create the full-time position of Property and Records Technician; therefore, this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: May 11, 2026 DATE SIGNED: May 11, 2026

By:

Brian Fischer
Brian Fischer, Council President

APPROVED BY THE MAYOR May 12, 2026

[Signature]

Bryan K. Jensen, Mayor

APPROVED AS TO FORM:

John A. Gasior
John A. Gasior, Law Director

ATTEST:

Barbara J. Brooks
Barbara J. Brooks, Clerk of Council

POSTED: May 14, 2026
Electronically and at City Hall
Provided by Council

Prepared by:
John A. Gasior, Esq.
Law Director

I, Barbara J. Brooks, Clerk of the Council of the City of Avon, Ohio, hereby certify this document to be a true and exact copy of Ordinance No. 52-26, passed by the Council of said City on May 11, 2026.

IN WITNESS WHEREOF, I have on this 12th day of May 2026, affixed my signature and official seal.

Barbara J. Brooks
Barbara J. Brooks, Clerk of the Council
of the City of Avon, Ohio

CLASSIFICATION SPECIFICATION
CITY OF AVON
An Equal Opportunity Employer

TITLE: Property and Records Technician

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JOB RESPONSIBILITIES: Under general supervision, the Property and Records Technician is an assistant to the Records Section, Performs other related duties as required Investigation Division, and Administration, and the custodian of the evidence and property room system to include intake, release, and purge of all property. Duties also include redaction of multi-media public record requests and additional clerical duties.

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:

Completion of secondary education or equivalent (high school diploma or GED); six (6) months of related training and/or experience preferred; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Must be confidential, honest, and have the ability to view crime scene photos and reports. Must be able to pass a police background investigation for employment and obtain clearance as a practitioner for the Ohio Law Enforcement Automated Data System and the Ohio Law Enforcement Gateway.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

Valid Ohio driver's license and insurable under the City's insurance plan. Ohio Public Records Training Certification (may be attained within first six [6] months of employment).

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
35%	1. Delivers and receives evidence to and from laboratories, including but not limited to the BCI Crime Laboratory; distributes lab results to investigating officers and attaches receipts and results to case files; receives and secures all physical evidence and property; assists in the management, monitoring, and maintenance of all records and physical property as an evidence/property custodian; assists in audits of the evidence room and related records for accuracy; performs inspections on the property room and maintains cleanliness and room inventory; assists in the release, transfer, or disposal of evidence and property to the proper person or authority, checking for warrants and felonies before	1. Knowledge of (1) office practices and procedures, (2) City/department goals and objectives, (3) City/department policies and procedures, (4) workplace safety practices and procedures, (5) personnel rules and regulations, (6) Ohio public records laws, policies, and procedures, (7) property room management, policies, and procedures, (8) computer software, (9) records management, (10) government structure and process, (11) government grant programs, (12) state, federal, and local laws and/or regulations, (13) local geographical area, (14) English grammar and spelling, (15) law enforcement procedures and methods, (16) techniques of collection and preservation of

TITLE: Property and Records Technician

Developed by Clemons, Nelson & Associates, Inc.

Approval Date _____

CLASSIFICATION SPECIFICATION

CITY OF AVON

An Equal Opportunity Employer

TITLE: Property and Records Technician

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% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
35%	1. (continued) releasing and in accordance with courts orders, Ohio Revised Code, and agency policy and procedure; assists in purging and destruction of property and evidence per court orders or agency policy and procedures; assists officers in various duties as needed. 2. Answers the telephone, directs calls, and takes messages; assists visitors; responds to information requests by telephone, e-mail, or in person; compiles and prepares reports; processes a variety of crime and arrest statistical reports, victim/witness	1. (continued); Skill in (17) use of modern office equipment, (18) strong organization skills, (19) redaction software, (20) detail oriented; Ability to (21) carry out and interpret instructions in written, oral, or picture form, (22) deal with problems involving several variables within familiar context, (23) define problems, collect data, establish facts, and draw valid conclusions, (24) understand, interpret, and apply laws, rules, or regulations to specific situations, (25) read, copy, and record figures accurately, (26) add, subtract, multiply, and divide whole numbers, (26) calculate fractions, decimals, and percentages, (27) copy records precisely without error, (28) complete routine forms, (29) prepare routine correspondence, (30) compile and prepare reports, (31) respond to routine inquiries from public and/or officials; (32) communicate effectively, (33) understand a variety of written and/or verbal communications, (34) maintain records according to established procedures, (35) handle sensitive inquiries from and contacts with officials and general public, (36) develop and maintain effective working relationships, (37) travel and gain access to work site. 2. Knowledge of (1) – (9), (12), (14) – (16); Skill in (17) – (20); Ability to (21) – (37).

TITLE: Property and Records Technician

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CLASSIFICATION SPECIFICATION **CITY OF AVON** An Equal Opportunity Employer

TITLE: Property and Records Technician

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	2. (continued) packets, confidential criminal cases, intelligence information and crime lab statistics; assists with ordering, tracking, and maintaining supply and evidence collection inventory; receives, and distributes incoming mail; manages and maintains filing system and records retention, ensuring that court orders are followed for preserving or sealing records; composes and types correspondence (e.g., letters, memos, reports, forms, court documents, etc.); prepares advertisements for items with unknown owners; and enters pawn records.	
15%	3. Processes body-worn cameras and cruiser mobile video files, and recorded video/audio interviews; distributes copies of photographs and recordings as requested by investigators, officers, and/or court orders.	3. Knowledge of (1), (3), (6), (8), (12), (16); Skill in (17) – (20); Ability to (21), (24), (28), (31) – (37).
5%	4. Assists with the department's prescription drug drop-off box and national drug turn in days.	4. Knowledge of (1) – (4), (11) – (12); Skill in (18), (20); Ability to (21) – (22), (24), (28), (31) – (34), (37).
5%	5. Assists with vehicle disposal by collaborating with tow companies, owners, lien holders, and the BMV. 6. Attends training and seminars, as directed.	5. Knowledge of (3), (12) – (13); Skill in (17) – (18), (2); Ability to (21) – (22), (24), (32) – (36). 6. Knowledge of (2) – (3); Ability to (21), (33), (37).