



## REQUEST FOR COUNCIL ACTION

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**MEETING DATE:** March 7, 2022  
**PREPARED BY:** Human resources  
**AGENDA ITEM:** Recruitment approval for police record management technician

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**PREVIOUS ACTIONS:**  
None.

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**RECOMMENDED COUNCIL ACTION:**

Motion to authorize staff to begin the recruitment process for the position of police records management technician due to the resignation of Ashley Jordet which is accepted with an effective date of March 11<sup>th</sup>, 2022.

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**COMMENTS:** Theresa A. Keehn, police administrative manager

Ashley has worked for the city since 2012, where she started as a police explorer at age 14. She transitioned into a community service officer position and her final position as a police records management technician. She is completing her master's in social work with the goal of becoming a licensed social worker. We wish her the best in her future career endeavors.

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**ATTACHMENTS:**  
None.