

**ADMINISTRATIVE ORDER NO. 56-23-05
of the City Manager**

**HOURS THAT THE POLICE SERVICES BUILDING'S
UNSECURED BUFFER AREA IS OPEN TO THE PUBLIC.**

The City Manager of the City of Eugene finds that:

A. Chapter IV, Section 16 of the Eugene Charter, 2002, designates the City Manager as the administrative head of the City.

B. The Eugene Police Department's Evidence Control Unit (ECU) and Forensic Evidence Unit (FEU) are located at 125 North Garfield Street, Eugene, OR 97402, the City's Police Services Building ("PSB"). At the PSB, Eugene Police Department employees receive, log, store and properly dispose of property and evidence involved in Eugene Police cases. Duties of the ECU that are carried out at the PSB include: assisting with the documentation/collection of property and evidence when search warrants are served; copying audio and video tapes for investigators and prosecutors; disposing of property and evidence when **it** is no longer needed for a case and/or cannot be reunited with its owner; receiving property and evidence from Officers; transporting evidence to/from the Oregon State Police Crime Lab and other police agencies; and working to return released property to its rightful owners.

C. The PSB's business hours are Monday through Friday 8:00 a.m. to 5:00 p.m. The PSB is closed on weekends and holidays. The public is required to make an appointment to pick up property; appointments are generally scheduled Thursdays between 9:00 a.m. and 3:00 p.m.

D. Due to the security needs of the PSB, a large portion of the facility is protected by a fence that has secure, prox-controlled access. The front door of the PSB is, however, outside of the fenced area and accessible to the public. The front door and the other portions of the PSB located outside of the security fence are set back from the abutting street; a cement and/or vegetative buffer exists between the PSB and the public sidewalks and streets. The PSB's unsecured buffer area is shown in Exhibit A attached hereto.

E. The hours that the PSB's unsecured buffer area is open to the public should be consistent with the PSB's general business hours.

NOW, THEREFORE, based upon the above findings and pursuant to my authority as the administrative head of the City, I order that:

1. The PSB's unsecured buffer area shown in Exhibit A is closed to the public during non-business hours. Specifically, the PSB's unsecured buffer area is closed to the public Monday through Friday 5:01 p.m. to 7:59 a.m., and all day Saturday, Sunday, and holidays.

2. Entering or remaining in or upon the PSB's unsecured buffer area during the hours it is closed to the public (as set forth in Section 1 of this administrative order) is a violation of Eugene Code 4.807, Criminal Trespass in the Second Degree.

Dated and effective this 30th day of October, 2023.



Handwritten signature of Sarah Medary in blue ink.

Sarah Medary
City Manager

Police Services Building (125 N Garfield St.)
Unsecured Buffer Area Indicated by X

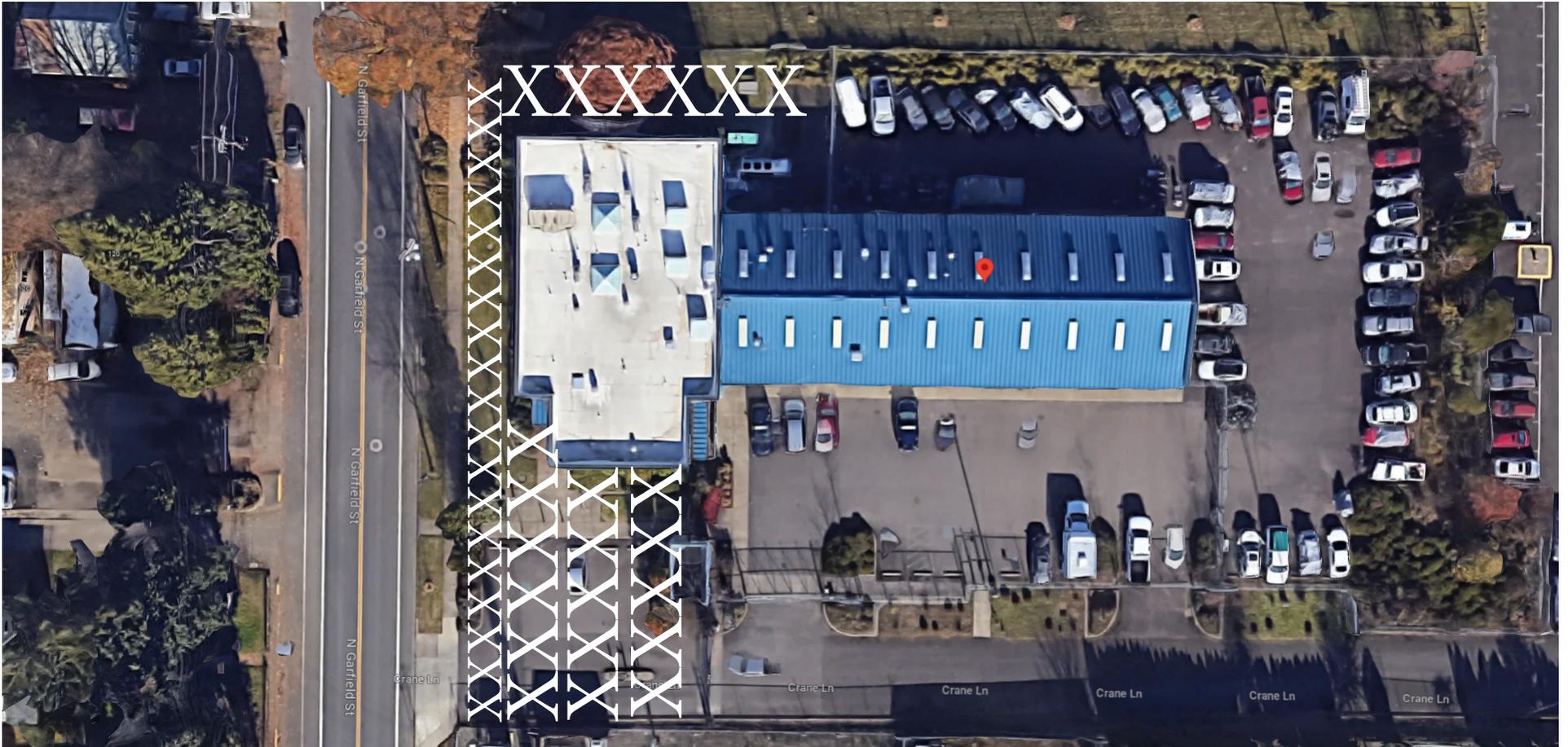


Exhibit A