

MEETING DATE
3-18-24

CITY OF LAKE CITY

Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: One Additional Records Coordinator

DEPT / OFFICE: Police

<p>Originator: Chief Gerald Butler </p>		
<p>City Manager Dee Johnson, Interim City Manager</p>	<p>Department Director Chief Gerald Butler</p>	<p>Date 2/21/2024</p>
<p>Recommended Action: Create an additional Records Coordinator position (Grade 2) in the Lake City Police Department Records Unit to keep up with the influx of public records request. This position will be funded from the 10 Communications Officer positions (Grade 1) being removed from the Police Position Schedule when the Dispatch Center is moved to the County.</p>		
<p>Summary Explanation & Background: The Lake City Police Department Records section has experienced an exponential increase of public records request in the last four years. The amount of video that has to be reviewed and redacted prior to release has also increased. When video of an incident is requested, the records coordinator has to download the body cam video of each officer on scene, the panoramic dash camera, forward facing dash camera and the back-seat camera. This video has to be viewed minute by minute for audio and video redaction to be in compliance with Florida Statute 119. The time required to complete this action is approximately 2.5 hours per hour of video for each camera.</p> <p>Currently we have three records coordinators who must complete these requests in addition to sending records to the courts, school board, Domestic Violence Shelters and various other agencies, as required by Florida Statute, along with time frames governed by Florida Statute. These records have also increased over the past four years as the service population of the police department increases. The coordinators also respond to daily emails requesting offense reports, traffic crash reports and various other records housed at the police department. The coordinators are responsible for scanning and attaching all relevant paperwork turned in by the officers to offense reports and then filing the paperwork.</p> <p>The coordinators are responsible for fingerprinting new city employees and citizens who pay to be fingerprinted. As the Lake City Communications Officers will be transferring to the combined 911 Dispatch Center in the near future, the records section will then have to assist citizens when they come into the lobby as there will be no one in the dispatch center. Please see attached chart for the approximate numbers.</p>		

Alternatives:

Retain current staffing levels in Records

Source of Funds:

Current Police Department Budget, Personnel Services Accounts (Funds currently allocated to 1 Communications Officer Position (currently open)

Financial Impact:

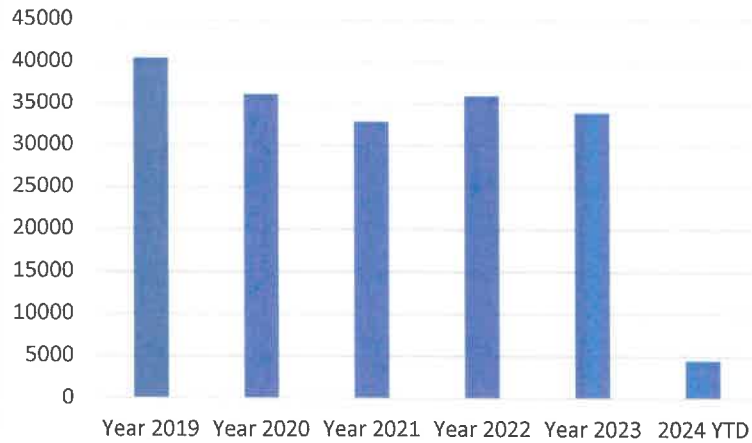
Minimal – Moving a position from Grade 1 (Communications Officer) to Grade 2 (Records Coordinator)

Exhibits Attached:

Exhibit 1, records chart from 2019 to present.

Year	Incidents	Case Reports (Total)	Case reports (info only)	Citations	Crash reports	Charging docs	Emails
Year 2019	40498	3672	UTL	2343	UTL	985	1293
Year 2020	36145	3831	UTL	2217	1035	UTL	1863
Year 2021	32856	3996	507	1873	1192	1429	2121
Year 2022	35969	3825	464	1546	1185	1332	2595
Year 2023	33896	4152	594	1046	1109	1371	2384
2024 YTD	4510	511	116	157	116	159	214

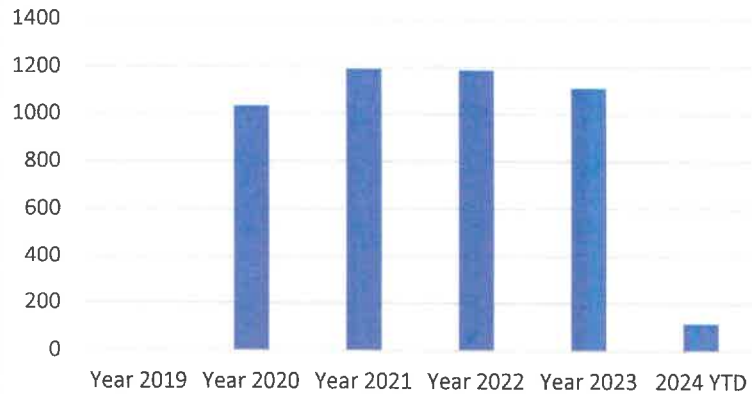
Incidents (CAD)



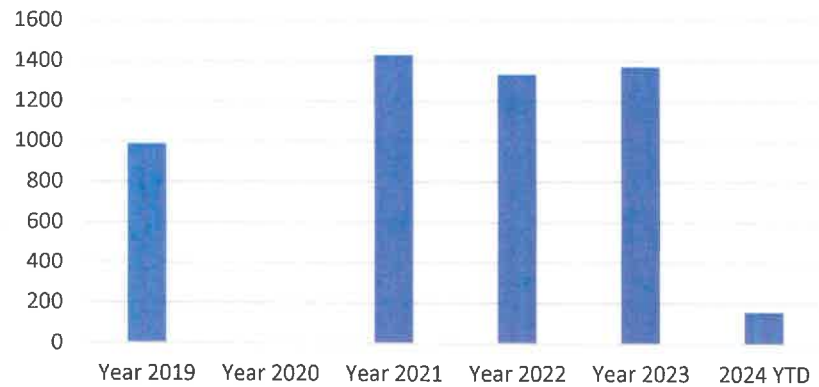
Case Reports (Total and Info item only)



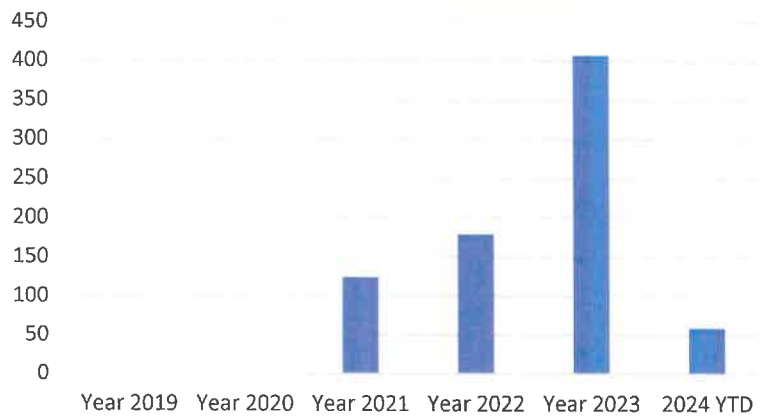
Crash reports



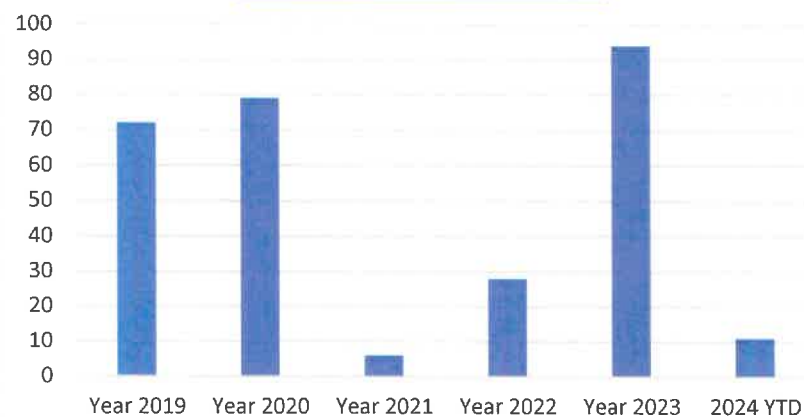
Charging docs(PC, Arr and NTA)



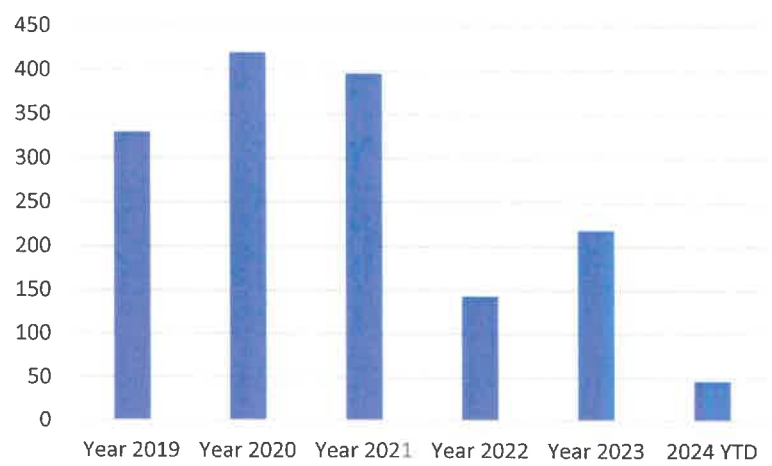
**PD Requests
2019 and 2020 PR only**



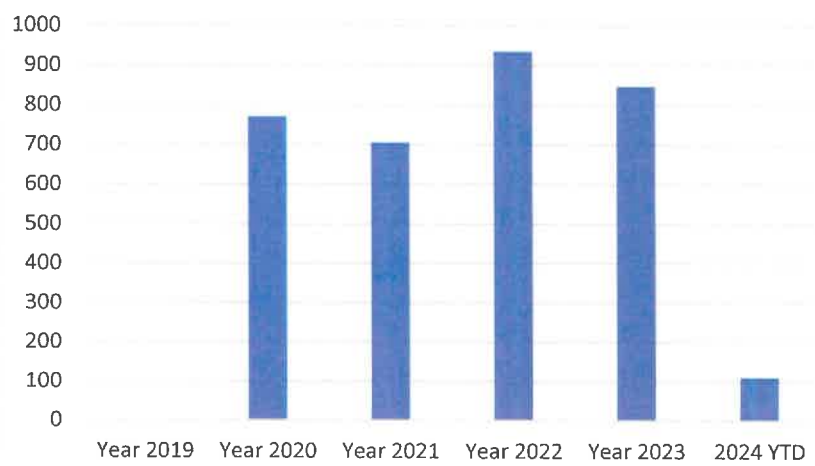
**PR Requests
2019 and 2020 PR only**



FDLE Lab

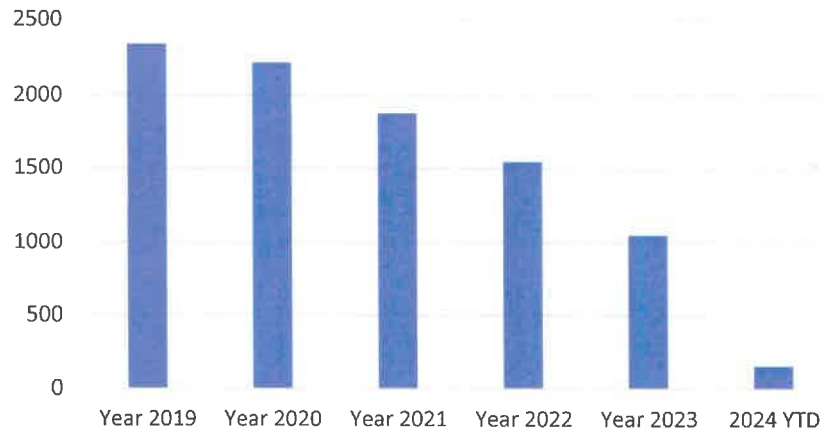


Walk in requests

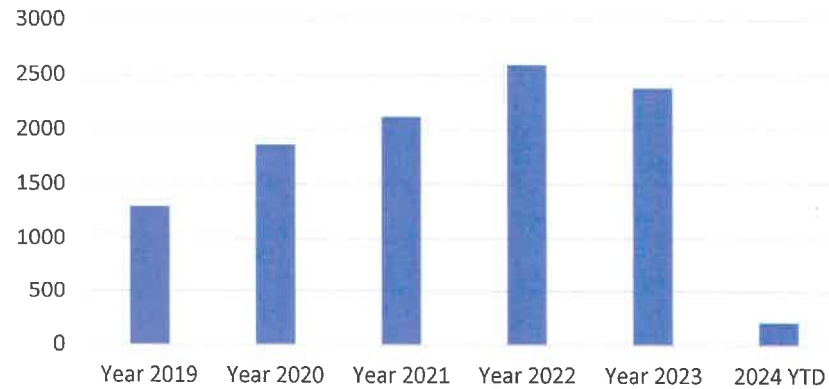


PD Requests	PR Requests	Total of PD and PR	Walk in requests	FDLE Lab
Combined with PR	72	72	UTL	330
Combined with PR	79	79	770	420
124	6	130	705	396
179	28	151	935	143
407	94	501	847	218
59	11	70	110	46

Citations



Emails-requests from P drive



Total of PD and PR

