

## RESOLUTION 07-06-2026-E

### A RESOLUTION OF THE SONORA CITY COUNCIL APPROVING THE JOB DESCRIPTION FOR THE POLICE DISPATCH RECORDS SHIFT SUPERVISOR

**WHEREAS**, the City Council of the City of Sonora has the authority to establish and approve employee classifications and job descriptions for City positions; and

**WHEREAS**, the City of Sonora recognizes the importance of attracting a diverse and qualified pool of candidates for key positions within municipal government and public safety; and

**WHEREAS**, the City of Sonora Police Department provides critical public safety communication services, including emergency dispatch and law enforcement records management; and

**WHEREAS**, the Sonora Police Department is budgeted for five full-time and two part-time Dispatcher-Records Specialists, and one full-time Police Records Technician; and

**WHEREAS**, there is currently no dedicated first-line supervisor for dispatch operations; and

**WHEREAS**, there are no identified staff dedicated to supporting the Police Records Technician during absences or periods of increased workload; and

**WHEREAS**, industry best practices, including POST and Citygate recommendations, support civilian supervisory positions to improve operational effectiveness, accountability, employee development, and retention; and

**WHEREAS**, establishing a Police Dispatch Records Shift Supervisor position provides dedicated supervision of dispatch and records operations, improves training consistency and accountability, ensures reliable support for records functions, and creates a career advancement opportunity for experienced personnel

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Sonora does hereby approve and adopts the job description for the position of Police Dispatch Records Shift Supervisor.

**PASSED, APPROVED, AND ADOPTED as a Resolution by the Sonora City Council at a meeting held by the City Council on the 6<sup>th</sup> day of July 2026, by the following vote:**

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Nicole McCutchen, City Clerk, City of Sonora

\_\_\_\_\_  
Ann Segerstrom, Mayor, City of Sonora