

RESOLUTION 07-06-2026-D

A RESOLUTION OF THE SONORA CITY COUNCIL APPROVING THE UPDATED JOB DESCRIPTION FOR THE POLICE RECORDS TECHNICIAN

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 essential records management services; and

WHEREAS, the Police Records Technician position is responsible for records oversight, records systems administration, reporting, compliance, quality control, and records management functions essential to the operation of the Police Department; and

WHEREAS, the existing job description for the Police Records Technician position reflects a practice of promoting employees from the Dispatcher-Records Specialist classification and includes minimum qualifications requiring dispatch experience and operational expectations related to dispatch functions; and

WHEREAS, the primary duties of the Police Records Technician position are records management and administrative functions that do not require the performance of public safety dispatch duties; and

WHEREAS, amending the job description to remove dispatch experience requirements and expectations to provide relief coverage for Dispatcher-Records Specialist personnel will broaden recruitment opportunities and better align the position qualifications and duties with the operational needs of the Department.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Sonora does hereby approve the updated Police Records Technician job description.

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

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Ann Segerstrom, Mayor, City of Sonora

ATTEST: _____
Nicole McCutchen, City Clerk, City of Sonora