



CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP

DATE: July 6, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Turu VanderWiel, Chief of Police

SUBJECT: Consider Approval of Resolution 07-06-2026-E Establishing the Job Description for Police Dispatch Records Shift Supervisor Position within the Sonora Police Department.

RECOMMENDATION:

Consider Approval of Resolution 07-06-2026-E Establishing the Job Description for Police Dispatch Records Shift Supervisor through the Reclassification of an Existing Dispatcher-Records Specialist Classification.

BACKGROUND:

The Police Department's Dispatch and Records Division is responsible for providing critical public safety communication services, including receiving emergency and non-emergency calls, dispatching police personnel, and maintaining law enforcement records.

The Sonora Police Department is budgeted for five full-time and two part-time Dispatcher-Records Specialists, and one full-time Police Records Technician. Dispatch Records staff are responsible for both dispatch operations and lower-level records functions.

The Police Records Technician is responsible for overall records oversight, reporting, and records systems management. There is no secondary support for the Records Technician position.

Currently, there is no dedicated first-line supervisor for dispatch operations, leaving training, workload distribution, and operational oversight divided among patrol supervisors and administrative staff, who have limited expertise in dispatch records processes. Additionally, there is no staff dedicated to supporting the Police Records Technician.

Industry best practices, including POST and Citygate recommendations, support civilian supervisory positions to improve operational effectiveness, accountability, employee development, and retention.

DISCUSSION / ANALYSIS:

Staff recommends creating a Police Dispatch Records Shift Supervisor position to provide dedicated supervision of dispatch and records operations, improve training consistency and accountability, ensure reliable support for records functions, and create a career advancement opportunity for experienced Dispatcher-Records personnel.



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The Police Dispatch Records Shift Supervisor would be selected from the existing Dispatcher-Records II classification and assigned to a regular operational shift. The primary responsibilities include first-line supervision of dispatch operations; oversight of records functions; coordination and evaluation of employee training; ensuring compliance with policies, procedures, and operational standards; and providing relief coverage for the Police Records Technician during absences or periods of increased workload.

This proposed job description requires no new full-time positions as it reclassifies an existing Dispatcher-Records role.

FISCAL IMPACT:

The estimated annual cost of the Police Dispatch Records Shift Supervisor position is between \$10,000 and \$12,000, representing the salary differential associated with reclassifying an existing Dispatcher-Records Specialist position. Funding for this additional cost will be absorbed within the Fiscal Year 2026/2027 Adopted Budget, which was approved by the City Council on June 15, 2026, through salary savings generated by currently vacant positions. As a result, no additional General Fund appropriation or budget amendment is required at this time.

ATTACHMENTS:

- Resolution 07-06-2026-E
- Police Dispatcher Records Shift Supervisor Job Description

CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Public Safety and Disaster Preparedness, Staffing - Salary, Benefits, Training, and Retention