



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-D Amending the Job Description for Police Records Technician Position within the Sonora Police Department.

RECOMMENDATION:

Consider Approval of Resolution 07-06-2026-D Amending the Job Description for the Police Records Technician Position to Remove Dispatcher-Related Qualification Requirements and Operational Responsibilities.

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 one full-time Police Records Technician. Historically, the Police Records Technician position has been filled through promotion from the Dispatcher-Records Specialist classification. As a result, the existing job description includes minimum qualifications requiring prior public safety dispatch experience and operational expectations to provide relief coverage for Dispatcher-Records personnel.

The Police Records Technician position has evolved into a specialized records management role responsible for records oversight, reporting, compliance with state and federal reporting requirements, records systems administration, quality control, and coordination with criminal justice agencies. These responsibilities are distinct from dispatch operations and do not require performing public safety dispatch duties.

DISCUSSION / ANALYSIS:

Staff recommends amending the Police Records Technician job description to remove the requirement for prior police dispatching experience and eliminate the expectation that the position provide relief coverage for Dispatcher-Records Specialist personnel.

Historically, the position was filled from within the Department's Dispatcher-Records Specialist ranks. However, that model is no longer feasible due to the absence of qualified internal candidates available for promotion. Requiring dispatch experience unnecessarily limits the pool of qualified applicants and may hinder the Department's ability to recruit individuals with dedicated records management experience.



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The proposed amendments recognize that the primary function of the Police Records Technician is the management and oversight of police records systems and processes. The revised job description focuses on records administration, compliance, reporting, auditing, and records management functions while removing duties associated with dispatch operations.

Broadening the minimum qualifications will allow the Department to recruit candidates from a wider range of professional backgrounds, including law enforcement records divisions, municipal records programs, and other private-sector administrative environments. This approach is expected to improve recruitment opportunities while ensuring the Department maintains the expertise necessary to manage increasingly complex records management and reporting requirements.

The proposed amendments do not alter the position's classification, compensation, or budgeted staffing level.

FISCAL IMPACT:

The proposed amendments to the Police Records Technician job description have no fiscal impact. The revisions do not change the position's classification, compensation, or authorized staffing level. Funding for the position is included in the Fiscal Year 2026/2027 Adopted Budget, which was approved by the City Council on June 15, 2026, and no additional appropriation or budget amendment is required.

ATTACHMENTS:

- Resolution 07-06-2026-D
- Revised Police Records Technician Job Description

CORE COUNCIL PRIORITIES:

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