



COURSES

Records Clerk Course

Any dates listed for this course are with the intention of holding the class in-person unless shown otherwise. However, given the current travel restrictions for agencies, and the unknowns of future planning, this course may be presented in an online live format on any of the dates listed. We will do our best to notify all students and training managers at least 30-days prior to presentation if the course will be moved from in-person to online.

Course Description

This course is designed for clerks who are relatively inexperienced in law enforcement records management and for others who want to update their skills and knowledge. Students will increase their understanding of legal restraints, areas of potential departmental liability, interpersonal communication, good law enforcement business practices, NCIC/CLETS, and stress management techniques.

Course Topics

- Role of the Records Clerk in Law Enforcement
- Automated and Manual Systems
- Property and Evidence Control
- Overview of the Criminal Justice System Court
- Strategies for Personal Safety
- Stress Management
- Legal Restraints and Mandates for Making, Storing, and Destroying Records
- Improving Communications with the Sworn Personnel and Public

Course Certification Number: 9070-33120

Course Certification Hours: 40

Course Fee Information: \$525

Effective February 1, 2020 per POST Bulletin No. 2019-40:

POST Reimbursement Plan IV: Tuition for POST reimbursable agencies is \$525.00. Travel reimbursement is available via Training Reimbursement Request (TRR).

Non-Reimbursable agencies: Tuition is \$525.00. There is no reimbursement for tuition, travel and per diem.

Cancellation Policy: Cancellations received more than ten (10) business days prior to the start of the class will not be charged. If payment has already been made, it will be refunded. Cancellations received ten (10) or less business days before the start of the class will be charged at full price. This late cancellation charge compensates RTC for the non-refundable costs incurred prior to the start date of the course.

No Shows: A No Show on the day of the class will result in a full charge for the class.

Course Date(s)

11/13-17/2023 – Torrance

November 13, 2023 - November 17, 2023
8:00 am - 5:00 pm

02/05-09/2024 – Martinez

February 05, 2024 - February 09, 2024
8:00 am - 5:00 pm

12/04-08/2023 – Roseville

December 04, 2023 - December 08, 2023
8:00 am - 5:00 pm

03/18-22/2024 – San Diego

March 18, 2024 - March 22, 2024
8:00 am - 5:00 pm

01/08-12/2024 – Eureka

January 08, 2024 - January 12, 2024
8:00 am - 5:00 pm

04/08-12/2024 – Santa Ana

April 08, 2024 - April 12, 2024
8:00 am - 5:00 pm

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