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**GOVERNMENT** Training Agency

(<https://www.govtraining.com/>)



## COURSES

Records Clerk Course

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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.

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## 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
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**Course Certification Number:** 9070-33120

**Course Certification Hours:** 40

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## Course Fee Information: \$625

**POST Reimbursement Plan IV:** Tuition for POST reimbursable agencies is \$625. Travel reimbursement is available via Training Reimbursement Request (TRR).

**Non-Reimbursable agencies:** Tuition is \$625. 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)

**10/21-25/2024 – San Diego**

October 21, 2024 - October 25, 2024

8:00 am - 5:00 pm

**11/18-22/2024 – Anaheim**

November 18, 2024 - November 22, 2024

8:00 am - 5:00 pm

**12/09-13/2024 – Live Virtual Format**

December 09, 2024 - December 13, 2024

8:00 am - 5:00 pm

**01/13-17/2025 – Napa County**

January 13, 2025 - January 17, 2025

8:00 am - 5:00 pm

**02/10-14/2025 – San Diego**

February 10, 2025 - February 14, 2025

8:00 am - 5:00 pm

**03/10-14/2025 – San Diego**

March 10, 2025 - March 14, 2025

8:00 am - 5:00 pm

**04/28-05/02/2025 – Roseville**

April 28, 2025 - May 02, 2025

8:00 am - 5:00 pm

**Register for Records Clerk Course** → ([https://www.govtraining.com/registration?course\\_id=35](https://www.govtraining.com/registration?course_id=35))