



# Records Clerk Course

<b>08/11-15/2025 – Virtual Live Format</b>	<b>09/15-19/2025 – Tulare</b>	<b>10/13-17/2025 – Anaheim</b>
<b>11/03-07/2025 – San Diego</b>	<b>12/15-19/2025 – San Diego</b>	<b>01/05-09/2026 – Virtual Live Format</b>
<b>02/23-27/2026 – Orange County</b>	<b>03/09-13/2026 – Roseville</b>	<b>04/13-17/2026 – San Diego</b>
<b>05/11-15/2026 – San Diego</b>		

## 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: \$625

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