



Records Clerk Course

04/28-05/02/2025 – Roseville

06/02-06/2025 – Irvine

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).

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.

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