

RESOLUTION NO. 2021-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, REVISING CERTAIN CLASS SPECIFICATIONS IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING APPENDIX A OF RESOLUTION NO. 2015-60 (FULLERTON POLICE OFFICERS' ASSOCIATION-DISPATCHER)

THE CITY COUNCIL OF THE CITY FULLERTON HEREBY RESOLVES AS A FOLLOWS:

Section 1: The following revised class specifications (attached hereto) are hereby adopted with no change in bargaining unit or salary range.

<u>Title</u>	<u>Range</u>	<u>Bottom</u>	<u>Top</u>	<u>Effective Date</u>
Police Records Clerk	310	3,292	4,202	June 2021
Police Records Specialist	343	3,451	4,404	June 2021

Section 2: The following superseded class specifications are hereby deleted:

<u>Title</u>	<u>Effective Date</u>
Police Records Clerk	December 2006
Police Records Specialist	December 2006

Section 3: The Appendix A (attached hereto) of Resolution No. 2015-60 (Fullerton Police Officers' Association-Dispatcher) is hereby amended and effective July 10, 2021.

Section 4: This resolution shall be effective JUNE 15, 2021, unless otherwise indicated.

ADOPTED BY THE FULLERTON CITY COUNCIL ON JUNE 15, 2021

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Bruce Whitaker  
Mayor

ATTEST:

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Lucinda Williams, MMC  
City Clerk

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Date

## **POLICE RECORDS CLERK**

### **Definition:**

Under general supervision performs a variety of responsible, specialized, and police-related clerical and recordkeeping duties; updates and maintains records and files and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Operates a personal computer, printer, applicable software and typewriter to enter a wide variety of data, prepare/transcribe reports, process forms and produce correspondence.

Maintains and updates individual case and crime reports.

Processes bookings, arrests, citations, stolen vehicle and traffic collision reports, fingerprint cards and officer statistics.

Assists in the processing of warrants, subpoenas and court reports.

Completes, types and processes forms, reports and correspondence from rough drafts, notes or verbal instructions.

Checks, enters and files data and records and prepares, transmits and receives teletype records.

Answers telephone calls and other inquiries and responds to questions regarding department procedures.

Operates a variety of office equipment.

Performs a variety of specialized clerical or recordkeeping duties and other tasks related to the Police Department as needed.

### **Other Duties and Responsibilities:**

May lift and move boxes of files and other items weighing 30 pounds or less.

Performs other projects/tasks as assigned.

### **Class Characteristics:**

Police Records Clerk is a multi-incumbent class in the Police Department with duties related to the maintenance of a variety of police records. Incumbents enter, file and process sensitive law enforcement data.

Supervision Received:

When assigned to the Records Bureau, receives direction from the Police Records Supervisor and Police Technical Services Manager.

When assigned to the Investigations, receives direction from the Sergeant assigned to Investigations.

**Contacts and Relationships:**

A Police Records Clerk establishes and maintains contact with other Police Department staff. Additional contact will occur with law enforcement representatives from other agencies, court officials and the general public.

**Qualification Guidelines:**

The knowledge and abilities that are required to perform the duties and responsibilities of this class include the following:

**Knowledge of:**

English usage, spelling, grammar and punctuation.

Computer equipment and applications related to the work.

Filing and indexing methods.

Receptionist and telephone techniques.

General office practices and procedures.

Business math.

Basic report writing.

**AND**

**Ability to:**

Perform a variety of responsible and sensitive clerical work and maintain the confidentiality of information as prescribed by law.

Understand and carry out oral and written instructions independently.

Adhere to multiple deadlines and handle multiple projects.

Independently set up and maintain records and complex files.

Work independently in the absence of supervision.

Assemble data and prepare reports.

Establish and maintain effective relationships with those contacted in the course of work.

Learn and apply rules, regulations and policies applicable to the area assigned.

Make accurate mathematical calculations.

Operate a personal computer and use applicable software.

Communicate effectively orally and in writing.

Meet the public with courtesy and tact.

Read and write at the level required for successful job performance.

**Education and Experience:**

Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Graduation from high school.

**AND**

Two years of performing responsible clerical duties including one year of public contact experience.

**Special Requirements:**

Type at a net speed of 45 words per minute.

Must be able to successfully pass a Police Department pre-employment screening process.

Must be able to work a flexible schedule, to accommodate City needs including shift work, and working weekends and holidays.

Must be able to rotate shifts as frequently as every six months.

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment and requires sitting for prolonged periods of time and the use of a computer, keyboard and related equipment. An incumbent stands, walks, and may twist, reach, bend, crouch, kneel, climb stairs and ladders and grasp, push, pull, drag and move boxes of files and other office items weighing 30 pounds or

less. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Non-exempt.

Revised June 2021

Revised December 2006

Revised July 2002

Revised November 1988

## **POLICE RECORDS SPECIALIST**

### **Definition:**

Under general supervision performs specialized police-related records management, data entry and recordkeeping duties; updates and maintains records and files and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Operates a personal computer, printer, applicable software and typewriter to prepare a wide variety of specialized documents and reports, process forms and produce correspondence.

Collects and records bail payments.

Processes the paperwork of all arrested persons for submission to the District Attorney or court.

Processes restraining orders and restitution payments.

Reviews criminal citations for accuracy and oversees the authorized destruction of criminal files.

Schedules witnesses for court appearances and maintains court appearance time logs.

Prepares and releases police reports and official responses to court inquiries.

Processes juvenile court orders and motions of discovery.

Prepares Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) mandated criminal statistical reports involving arrest and crime data.

Logs and serves subpoenas and prepares subpoenas duces tecums.

Answers telephone calls and counter inquiries and responds to questions regarding department procedures.

Operates a variety of office equipment.

Orders office supplies and may deal with vendors.

Performs a variety of other recordkeeping/records management duties and other tasks related to the Police Department as needed.

**Other Duties and Responsibilities:**

May direct the work of and assist in the training and scheduling of lower level police records staff.

May lift and move boxes of files and other items weighing 30 pounds or less.

Performs other projects/tasks as assigned.

**Class Characteristics:**

Police Records Specialist is a multi-incumbent class in the Police Department with duties specifically related to a variety of police records and sensitive law enforcement data. The Police Records Specialist is distinguished from the Police Records Clerk by the Specialist's greater level of knowledge of a specialized area of police records management and greater independence of action and judgment required in interpreting departmental procedures and court practices.

Supervision Received:

Receives direction from the Police Records Supervisor and Police Technical Services Manager.

**Contacts and Relationships:**

A Police Records Specialist establishes and maintains contact with other Police Department staff. Additional contact is made with law enforcement representatives from other agencies, court officials and the general public.

**Qualification Guidelines:**

The knowledge and abilities that are required to perform the duties and responsibilities of this class are as follows:

**Knowledge of:**

Laws, court practices and departmental procedures relating but not limited to subpoenas, warrants, evidence, trial proceedings, privacy protections and criminal records.

Police records filing, coding and recordkeeping/records management systems.

Computer equipment and applications related to the work.

English usage, spelling, grammar and punctuation.

Business math.

Filing and indexing methods.

Basic report writing



General office practices and procedures.

Receptionist and telephone techniques.

**AND**

**Ability to:**

Perform a variety of responsible and sensitive recordkeeping work and maintain the confidentiality of information as prescribed by law.

Work independently in the absence of supervision

Independently manage a specialized records function; independently set up and maintain records and complex files.

Determine how individual cases should be handled based on departmental policies.

Understand and carry out oral and written instructions independently.

Assemble data and prepare reports.

Apply rules, regulations and policies applicable to the area assigned.

Make accurate mathematical calculations.

Adhere to multiple deadlines and handle multiple projects.

Operate a personal computer and use applicable software.

Communicate effectively orally and in writing.

Meet the public with courtesy and tact.

Establish and maintain effective relationships with those contacted in the course of work.

Read and write at the level required for successful job performance.

**Education and Experience:**

Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Graduation from high school.

**AND**

Two years of police records related experience.

**Special Requirements:**

Type at a net speed of 45 words per minute.

Must be able to successfully pass a Police Department pre-employment screening process.

Must be able to work a flexible schedule, to accommodate City needs including shift work, and working weekends and holidays.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment and requires sitting for prolonged periods of time and the use of a computer, keyboard and related equipment. An incumbent stands, walks and may twist, reach, bend, crouch, kneel, climb stairs and ladders and grasp, push, pull, drag and move boxes of files and other office items weighing 30 pounds or less. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Non-exempt.

Revised June 2021

Revised December 2006

Revised July 2002

Revised November 1988

FULLERTON POLICE OFFICERS' ASSOCIATION - DISPATCHER UNIT  
SCHEDULE OF BASE SALARY RATES AND  
ALLOCATION OF CLASSES TO SALARY RANGES

Effective July 10, 2021

RANGE NO.	CLASS TITLE	<u>STEPS</u>					
		1	2	3	4	5	6
180	Jailer						
	Approx. Annual	49,008	51,458	54,031	56,732	59,569	62,548
	Approx. Monthly	4,084	4,288	4,503	4,728	4,964	5,212
	Approx. Bi-Weekly	1,885	1,979	2,078	2,182	2,291	2,406
	Hourly	23.561	24.739	25.976	27.275	28.639	30.071
182	Forensic Specialist I						
	Approx. Annual	52,591	55,220	57,981	60,880	63,924	67,121
	Approx. Monthly	4,383	4,602	4,832	5,073	5,327	5,593
	Approx. Bi-Weekly	2,023	2,124	2,230	2,342	2,459	2,582
	Hourly	25.284	26.548	27.876	29.269	30.733	32.270
184	Forensic Specialist II						
	Approx. Annual	58,752	61,689	64,774	68,013	71,413	74,984
	Approx. Monthly	4,896	5,141	5,398	5,668	5,951	6,249
	Approx. Bi-Weekly	2,260	2,373	2,491	2,616	2,747	2,884
	Hourly	28.246	29.658	31.141	32.698	34.333	36.050
186	Lead Forensic Specialist						
	Approx. Annual	65,875	69,168	72,627	76,258	80,071	84,074
	Approx. Monthly	5,490	5,764	6,052	6,355	6,673	7,006
	Approx. Bi-Weekly	2,534	2,660	2,793	2,933	3,080	3,234
	Hourly	31.670	33.254	34.917	36.663	38.496	40.420
198	Police Dispatcher						
	Approx. Annual	52,014	54,615	57,345	60,213	63,223	66,385
	Approx. Monthly	4,335	4,551	4,779	5,018	5,269	5,532
	Approx. Bi-Weekly	2001	2101	2206	2316	2432	2553
	Hourly	25.007	26.257	27.570	28.948	30.396	31.916
199	Lead Police Dispatcher						
	Approx. Annual	57,616	60,497	63,522	66,698	70,033	73,535
	Approx. Monthly	4,801	5,041	5,293	5,558	5,836	6,128
	Approx. Bi-Weekly	2216	2327	2443	2565	2694	2828
	Hourly	27.700	29.085	30.539	32.066	33.670	35.353