



## Agenda Submittal

**Agenda #:** 10 **Status:** Presentation  
**Type:** Resolution-Presentation **Department:** Sheriff's Office  
**File #:** 19-839 **Contact:** Angelica Russell, 784-7064  
**Agenda date:** 11/5/2019 **Final action:** 11/5/2019  
**Title:** Adopt and present a resolution recognizing November 12, 2019 as Law Enforcement Records and Support Personnel Day in Solano County (Supervisor Spering)

**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Resolution, 2. Adopted Resolution, 3. Minute Order

Date	Ver.	Action By	Action	Result
11/5/2019	1	Board of Supervisors		

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

The Sheriff, the District Attorney, and the Chief Probation Officer recommend the Board of Supervisors adopt and present a resolution recognizing November 12, 2019 as Law Enforcement Records and Support Personnel Day in Solano County.

### **SUMMARY:**

In recognition of the contributions of law enforcement records clerks and other support staff to the California justice system, the California Law Enforcement Association of Records Supervisors (CLEARs) has designated November 12, 2019, as Law Enforcement Records and Support Personnel Day. This day has been set aside to honor the many records clerks who help law enforcement agencies identify, pursue, capture, and process suspected law breakers. The Sheriff's Office, the District Attorney's Office and the Probation Department recognize the need to raise public awareness about the services and functions of record clerks and therefore wish to participate in the upcoming Law Enforcement Records and Support Personnel Day.

### **FINANCIAL IMPACT:**

The costs associated with preparing this agenda item are included in the department's FY2019/20 Adopted Budget. The costs associated with preparation and purchase of the resolution materials are included in the Board's FY2019/20 Adopted Budget. There is no additional financial impact on the County as a result of recognizing November 12, 2019 as Law Enforcement Records and Support Personnel Day.

### **DISCUSSION:**

When most people think of law enforcement, the image of a police officer or deputy comes to mind. What most may not realize is that there are whole teams of dedicated, hard-working professionals behind the scenes working to support their agencies in a number of ways. Every action an officer makes, from a field

interview to a crime report or arrest, generates some record of data. Even with the increase in paperless technologies, most agencies still need assistance with data entry, filing and records management. Law enforcement agencies across the State of California rely everyday on the hard work and dedication of their law enforcement records and support personnel to accomplish daily tasks supporting the agency's mission and operations. The Solano County records teams process tens of thousands of reports, citations, court orders, restraining orders, civil actions, court documents, subpoenas, discovery requests, transcript redactions, and warrants each year.

Records and support personnel are skilled professionals whose training and expertise contributes daily to their department's ability to serve the public, employees, the courts, allied agencies and the District Attorney's Office. For over 45 years, CLEARs has trained records professionals in the technical and legal aspects of law enforcement records. CLEARs is a professional organization with members from more than 500 law enforcement and other criminal justice agencies within California including Police, Sheriff, District Attorney, Probation, State universities and colleges, and other agencies. Over the years, California governors such as Governors Deukmejian, Wilson, and Davis introduced this day as a way to acknowledge the important contributions made by records and support personnel to our legal system and public safety.

Currently, Solano County records teams include a Forensic and Records Services Manager, a Clerical Operations Manager, Office Supervisors, Clerical Operations Supervisors, Legal Procedures Clerks, Investigative Assistants, Process Servers, Legal Secretaries and Office Assistants. These employees are worthy of recognition for their valuable and essential contributions.

In appreciation, the Sheriff's Office and local law enforcement agencies in Solano County will be celebrating their amazing records and support personnel during the 20th annual Solano County Law Enforcement Records and Support Staff Luncheon on November 7, 2019. Please join us in acknowledging and thanking law enforcement records and support personnel for their dedication, commitment, and professionalism.

#### **ALTERNATIVES:**

The Board could choose not to adopt the resolution; however, this alternative is not recommended as this week is an opportunity to recognize the hard work and dedication of the records and support personnel.

#### **OTHER AGENCY INVOLVEMENT:**

None.

#### **CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**