



BEGINNING PUBLIC RECORDS TRAINING

Co-Sponsored by WCIA

JULY 16, 2019 0800-1600
City of Lacey Community Center
6729 Pacific Ave SE, Lacey, WA 98503

Instructor: Jeanne Johnson Jacobs, Everett Police Department

This class is intended for *new public records* officers who are just beginning their journey in the role as their agency's public records officer. The instructors have designed this class to enable the attendees to learn in a comfortable and relaxed environment which will offer each attendee the opportunity to ask questions, participate with others in the class who undoubtedly are feeling the same uncertainties as they learn their new and complex assignment. It is encouraged that attendees bring business cards to this training and use this training as an opportunity to network and develop partnerships that will serve the attendees well after training. Navigating through the public records arena will be ever changing, and reaching out to others is a great resource! This training opportunity is also a great tool for supervisors and or managers who have personnel that report to them that serve as their agency's records officers, however; they are not well versed on the obligations of their records officer.

INSTRUCTOR BIO

JEANNE JOHNSON JACOBS began her career in law enforcement with the Everett Police Department in 1980. In 1997 she was promoted to the rank of Support Services Manager and became responsible for EPD's risk management, high profile public and media public records requests, litigation, legislative impacts, and is part of the Police Administration team. Jeanne developed EPD training curriculums for coaching and counseling employees, performance evaluations, supervisor responsibilities, performance management, managing administrative - personnel files, and partnered with the EPD's legal advisor in developing the EPD's Public Records Act - Standard Operating Procedure Manual (SOP), serves as the public records trainer and coordinator for the EPD and the City of Everett's combined public records portals to include working collaborative with the EPD's public information officer and the city's director of communication. Today, Jeanne is the public records officer for Everett Police Department and manages all its personnel files, and works closely with EPD's Chief, Office of Professional Standard, Major Crimes and serves as the lead public records officer for the Snohomish County Multi Agency Response Team (SMART) which investigates high level cases involving officer involved shootings, in custody deaths, etc., throughout Snohomish County.