



**CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
POLICE RECORDS TECHNICIAN
Class Specification**

JOB SUMMARY

Under the general supervision of the Police Records Manager, or the designated Bureau Supervisor if assigned to another division within the Police Department, the Police Records Technician performs a variety of clerical and administrative tasks related to the maintenance, processing, and dissemination of law enforcement records and reports. This position requires availability for shift work, including evenings, weekends, and holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Police Records Technician. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Provide incident and criminal report information to detectives, sworn personnel, external agencies, and the public in accordance with departmental policy and applicable laws.
- Prepare, type, process, and distribute reports, correspondence, and forms from rough drafts, notes, or verbal instructions.
- Record, tabulate, and compile statistical data for internal use and distribution.
- Process and maintain arrest reports, including the arrest registers and related court dispositions.
- Receive, sort, and distribute daily mail for the Records Bureau.
- Maintain organized records and files, including but not limited to crime and incident reports, arrest records, gun sales, applications, field interviews, warrants, and traffic collision reports.
- Operate various office equipment such as computers, copiers, teletype machines, and other standard office machinery.
- Respond to public inquiries in person and by telephone regarding records-related matters.
- Receive and process reports, complaints, and service requests from the public, referring or dispatching as appropriate.
- Retrieve, verify, and release law enforcement reports in compliance with applicable laws, regulations, and departmental policies.
- Process police reports and warrants; enter and manage data in the records management system (RMS).
- Provide authorized personnel with information such as driver's license status, vehicle registration, warrants, and criminal history by accessing various databases.
- Monitor public safety radio frequencies, video surveillance equipment, and telecommunications systems.

- Liaise with utility companies, school districts, and other agencies during emergency or after-hours events.
- Coordinate emergency Public Works services during after-hours incidents.
- Prepare and compile daily arrest and citation packets for court proceedings; process legal documents for filing with the District Attorney and City Attorney.
- Interpret and verify data from DMV and DOJ to ensure accuracy of records, including property, vehicle, firearm, protective orders, and missing persons entries.
- Review traffic citations for accuracy and issue corrections and notifications as required.
- Transmit and receive teletype messages; accurately and promptly enter and retrieve data from CLETS, NCIC, NLETS, DOJ photo systems, and other law enforcement databases, in strict accordance with applicable policies, procedures, and regulations.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training & Experience

- High school diploma or GED is required.
- One (1) year of full-time clerical experience is required. Equivalent education and experience demonstrating the ability to perform the duties may be considered.
- Computer proficiency and familiarity with office software and database are desirable.

Licenses, Certifications and/or other Special Requirements

- Possession of a valid California Driver's License and an acceptable driving record may be required based on assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- General criminal and vehicle code.
- Standard office procedures and data entry practices.
- Proper usage of the English language.

Ability to:

- Learn and apply relevant criminal and vehicle codes.
- Follow oral and written instructions accurately.
- Maintain confidentiality of sensitive information.
- Communicate professionally with staff, other agencies, and the public.
- Establish and maintain organized records and filing systems.
- Type at a minimum speed of 45 words per minute.
- Work flexible hours, including evenings, weekends, holidays, and rotating shifts.

PHYSICAL DEMANDS

The physical requirements described herein are representative of those necessary to perform the essential job functions:

- Duties require frequent sitting, standing, and walking for prolonged or intermittent periods.
- Involves reaching above and below shoulder level, as well as bending, stooping, and twisting at the waist and upper torso to perform tasks such as filing, desk work, and operating office equipment.
- Requires fine motor skills and manual dexterity to operate a computer keyboard and other office equipment for extended periods.
- Visual acuity is needed to read printed materials and electronic data, with the ability to tolerate screen glare, vibration, and pitch.
- Must be able to safely lift and carry materials such as books, files, and reports weighing up to 15 pounds.

Reasonable accommodations may be provided for individuals with disabilities.

WORKING CONDITIONS

- Work is performed in a standard office environment with controlled temperature and lighting.
- The role involves frequent use of computers and other standard office equipment.
- Minimal exposure to environmental hazards or adverse conditions.
- May require flexibility in scheduling, including occasional shift work, weekends, and holidays, based on operational needs.

FLSA Status: Non-Exempt

Bargaining Unit: HPCA

Civil Services Status: Classified

CSC Approval: June 2025

Range Change: Range 15 to Range 18 – Effective 7/1/2025