



CITY OF HAWTHORNE  
Human Resources  
4455 W. 126<sup>th</sup> Street  
Hawthorne, CA 90250  
(310) 349-2950

[www.cityofhawthorne.org](http://www.cityofhawthorne.org)

**An Equal Opportunity Employer**

# EMPLOYMENT OPPORTUNITY

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## **Police Records Manager**

(FULL-TIME/CLASSIFIED)  
AN OPEN COMPETITIVE RECRUITMENT

**DEPARTMENT:** POLICE DEPARTMENT  
**SALARY:** \$6,496 - \$9,619 (Range 35) Monthly  
*New hires typically start at step 1P*  
**FILING DATE:** Open: Tuesday, January 20, 2026  
Closes: Monday, February 9, 2026 by 4:00 P.M.

### **EMPLOYMENT APPLICATION:**

[https://hawthorneca.formstack.com/forms/city\\_of\\_hawthorne\\_application\\_for\\_employment](https://hawthorneca.formstack.com/forms/city_of_hawthorne_application_for_employment)

*This recruitment may be extended if a sufficient number of qualified applicants for selection testing is not received. Interested applicants are encouraged to apply as soon as possible.*

### **Our City**

***Proudly Serving the Community for over 100 Years!***

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.

### **THE POSITION**

Under direction of the Administrative Captain, supervises the Records Bureau personnel; coordinates shift work schedules; directs the accomplishments of daily routine records processing tasks, performs complex clerical functions; performs other related duties as required.

### **ESSENTIAL FUNCTIONS**

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

- Supervises the Records Bureau personnel in carrying out the planning and coordination of shift work scheduled and performance appraisals of subordinates.
- Responsible for maintaining and implementing strict security and control of all records including local records and electronic records with a strict control of all criminal history files.
- Responsible for updating manuals for local, state and federal telecommunication data and processing

programs.

- Formulates and directs the compilation of automated statistical reports for use by local, state and federal agencies.
- Responsible for communicating automated system needs relative to records function.
- Supervises and maintains quality control procedures for record data entry into automated systems.
- Supervises and performs the maintenance of court trial calendars, the issuance of notices to witnesses, the collection and filing of evidence for trial.
- Maintains and controls the forwarding physical evidence to the crime lab and the forwarding of those results to the court and prosecutors.
- Observes and enforces strict adherence to safety regulations and safe work practices.
- Responds to emergency calls during work and after normal work hours.
- Assigns, schedules and monitors work, and evaluates employees.
- Assists in hiring, trainings, assigns, reviews and evaluates work of assigned staff.
- Initiates corrective and/or disciplinary action
- Researches and responds to records request from staff and the public.
- Prepares documents for release by determining and redacting confidential, privileged and proprietary information.
- Attends and participates in professional group meetings.
- Stays informed of new trends and innovations in the field of police records management.
- Researches emerging products and enhancements and their applicability to City needs.
- Accepts subpoenas for service.
- Prepares criminal statistical reports required by the Police Department consistent with established deadlines.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods and procedures and makes recommendations to the Administrative Captain.
- Acts as official custodian of criminal justice records for the department.
- Takes necessary actions to ensure compliance with court orders.
- Develops and implements a records management system.
- Directs the records destruction process.
- Conducts and prepares regulated DOJ audits.
- Seal and expunge criminal records in accordance with city and state guidelines.
- Certifies compliance with local, state and federal regulations as pertaining to CORI.
- Acts as department's Agency CLETS Coordinator (ACC) for both state and national law enforcement.
- Resolves questions on the maintenance, retention, distribution and release of confidential criminal records or reports in accordance with state and federal regulations.
- PRT/PRS duties as needed.
- Processes bails, bonds, cite outs to forward to courts and update CWS or other country Warrants and Detainers Sections.
- Researches and responds to records requests from staff and the public.
- Prepares documents for release by determining and redacting confidential, privileged and proprietary information.
- Processes cash receipts for Trusty Applications, PD Reports and Cash Bail.
- Establishes and maintains an effective working relationship with employees and the public.
- Performs other work as required.

## **MINIMUM QUALIFICATIONS**

### **Training and Experience:**

Graduation from high school, supplemented by college level courses related to management or supervision or related field and a minimum of five (5) years of experience with at least one (2) year of which must have been in

a designated supervisory position working in a records bureau of a Police Department.

Licenses, Certification and/or Special Requirements:

- Completion of, within one (1) year of appointment, California Law Enforcement Telecommunications System (CLETS) certification.
- Possession of, or ability to obtain within six (6) months of appointment, National Crime Information Center (NCIC) certificate.
- Completion of, within one (1) year of appointment, POST Records Supervisor and Public Records Act courses.
- Possession of a valid California Class C driver's license is required.

**RECRUITMENT PROCESS**

A complete City application and supplemental questionnaire (if applicable) are required to be considered for any open position and **must be filled out completely**, showing clearly that the minimum qualifications are met. Applications may be accompanied by a resume describing experience, education & training in relation to the requirements of the position, **however resumes will not be accepted in lieu of a City employment application**. Incomplete applications will be rejected from consideration.

The City's employment application is located at [www.cityofhawthorne.org](http://www.cityofhawthorne.org). Please complete all the required information as provided on the form. Do not alter the application.

City Hall business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. and closed every other Friday. On the alternate Friday, City Hall hours are from 7:30 a.m. to 4:30 p.m. Please contact the Human Resources Department at (310) 349-2950 with any questions regarding this recruitment.

**Note:** Communications from the Hawthorne Human Resources Office regarding this recruitment will be via email. Please periodically check spam or junk mail folders.

All employment application materials received by the final filing deadline will be reviewed to determine the level and scope of applicant qualifications for the position. All information provided by an applicant is subject to verification.

**TESTING & SELECTION PROCESS**

All properly completed applications will be reviewed and only the most highly qualified candidates will be invited to continue in the selection process. The selection process may include a supplemental questionnaire, a written test, a performance test, and/or an oral interview to evaluate the applicant's skill, training, and experience. An applicant requiring reasonable accommodation during the testing and selection process must inform the City of Hawthorne Human Resources Department at (310) 349-2950 at least seventy-two (72) hours in advance of the established testing date.

Applicants completing selection testing with acceptable results will qualify to have their name placed on an Eligibility List. The Eligibility List will be considered by the hiring authority to fill current and future vacancies for the position.

**VETERANS' PREFERENCE CREDIT**

The City of Hawthorne provides Veterans' Preference Credit to qualified candidates who are successful in the examination process. To be eligible for this preference, a legible copy of DD214 upon application filing with the

Hawthorne Human Resources Department is required.

### **COMPENSATION AND BENEFITS**

City employee may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, educational reimbursement and other benefits listed in the Hawthorne Police Civilian Association (HPCA) Memorandum of Understanding. Benefits may change due to employer-employee negotiations. Eligible City employees will participate in a defined benefit retirement plan administered by California Public Employees' Retirement System (CalPers).

For additional details, refer to the City's website: [www.cityofhawthorne.org](http://www.cityofhawthorne.org) under MOUs & Salary Schedules.

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

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