



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
POLICE RECORDS MANAGER
Classification Specification
(Classified)

DEFINITION

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.

SUPERVISION RECEIVED

The Police Records Manager in non-sworn, miscellaneous employee and reports directly to the Administrative Captain.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

Police Records Manager

Page 2 of 4

- 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.

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.

Knowledge and Abilities:

- Thorough knowledge of modern office methods and procedures.
- Criminal records and filing systems.
- State and federal regulations for obtaining criminal offender record information and familiarity with automated records systems.
- Ability to supervise, plan and coordinate activities of Record Bureau personnel.
- To give clear concise written and oral reports.
- Maintain an effective working relationship with fellow employees and the public.
- Modern principles of law enforcement record-keeping, including reports, forms, and legal requirements.
- Specialized procedures and equipment used in maintaining police records.
- Principles of supervision and training.
- Modern office methods and practices, and the operation of common office equipment.
- Office management practices.
- Research and analytical methods.
- Applicable city, county, state, and federal statutes, rules, ordinances, codes of regulations, and guidelines governing criminal justice records and property processing, maintenance, and retention.

Police Records Manager

Page 4 of 4

- Train personnel in records processing techniques, methods, and approaches.
- Instruct, evaluate, and supervise non-sworn personnel.
- Prepare clear, concise, and comprehensive written and verbal reports.
- Manage the operation of the police Records Unit.
- Establish and maintain effective working relationships with fellow employees, government officials, and the general public.
- Use independent judgment and make sound decisions consistent with the Police Department's policies and procedures.
- Communicate effectively both verbally and in writing.
- Efficiently and effectively plan and organize work and meet deadlines.
- Prepare and manage a budget.

Physical Demands and Working Conditions:

- Perform work that is primarily sedentary.
- Subject to office environmental conditions.
- Required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- Require vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach, and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to perform lifting, pushing and/or pulling, which does not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to work evenings, weekends or holidays.
- May be required to work at a video display terminal for prolonged periods.

FLSA Status: Non-Exempt
Bargaining Unit: HPCA
Civil Service Status: Classified

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