



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

JOB SUMMARY

Under the direction of the Police Records Manager, the Police Records Supervisor is responsible for overseeing the daily operations of the Police Records Bureau. This includes supervising personnel, managing shift schedules, ensuring compliance with applicable laws and regulations, and performing a variety of complex clerical and administrative functions related to records management. The incumbent may be required to work varied shifts, including weekends and holidays.

SUPERVISION RECEIVED AND EXERCISED

The Police Records Supervisor is a non-sworn, miscellaneous employee who reports directly to the Police Records Manager. This position exercises direct supervision over Records Bureau personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Plans, organizes, and supervises clerical operations of the Records Division relative to coding, data entry, maintenance, retrieval, purging, sealing, document imaging and storing of police records and reports such as crime, arrest, and accident reports.
- Ensures proper operation of the computerized Records Management system, including update and maintenance procedures required.
- Makes recommendation for policies, procedures and systems to improve operations and ensure compliance with laws, court decisions, rules and regulations relating to the use and confidentiality of police records.
- Assigns, schedules and monitors work, and evaluates employees.
- Assists in hiring, trains, assigns, reviews and evaluates work of assigned staff.
- Initiates corrective and/or disciplinary action.
- May be required to work shifts, weekends, and/or holidays.
- 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.

- Supervised 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 the chemist preparation of all transmittals to the court relative to misdemeanor prosecutions.
- Supervises and maintains department office supply inventory and the purchasing thereof.
- Establishes and maintains an effective working relationship with employees and the public.
- Provides staff assistance to police administrators on special projects by gathering and formatting information.
- Conducts research and completes staff reports.
- Functions as the Department representative at a variety of committee and organizational meetings and conferences such as CLEARs and CCUG.
- Compiles and verifies statistical information/reports generated from the computerized system and complies with court orders for subpoenaed records.
- Maintains and controls the forwarding of physical evidence to the crime lab and the forwarding of those results to the court and prosecutors.
- Processes bails, bonds and cite outs to forward to courts and update CWS or other county Warrants and Detainers Sections.
- Processes cash receipts for Trusty Applications, PD Reports and Cash Bail.
- Researches and responds to records requests from authorized agencies and the public.
- Prepares documents for release by determining and redacting confidential, privileged and proprietary information.
- Performs other work as required.

MINIMUM QUALIFICATIONS

Education, Training & Experience

- High school diploma or GED; and
- Three (3) years of experience in a Police Department Records Bureau

Licenses, Certifications and/or other Special Requirements

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Possession of California Law Enforcement Telecommunications Systems (CLETS) certification.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Modern office practices and procedures.
- Criminal records management and filing systems.
- State and federal regulations regarding for obtaining criminal offender record information.
- Manual and automated filing and index systems and their appropriate applications.
- Computer-Aided Dispatch (CAD) systems.
- Supervisory principles and personnel management techniques.

Ability to:

- Plan, supervise, and coordinate activities of Records Bureau personnel.
- Give clear concise written and oral reports.
- Handling high volume of telephone and counter traffic.
- Monitor and evaluate procedures and operations.
- Operate standard office and records management equipment.
- Compile, preparing and presenting statistical data.
- Understand and execute complex verbal and written instructions.
- Communicate clearly and concisely both in written and verbal instructions.
- Manage conflict and resolve personnel or procedural issues efficiently.
- Supervise, train, motivate, and evaluate staff effectively.
- Establish and maintain cooperative working relationships.

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 22 to Range 26 – Effective 7/1/2025