HAMILTON POLICE SERVICE

Career Opportunity:

Manager, Records, Property & Evidence

Salary: $138,441.02 to $162,871.78 per annum

SUMMARY

About HPS

Hamilton Police Service (HPS) patrols 1,113 square kilometers, serving over 620,063 residents. The Service is divided into two main areas: Operations, which provides visible policing and investigations in various specialized units, and Support, which offers services in areas such as professional development, emergency response, crime prevention, fleet and facilities, IT, Records and HR. HPS is committed to the highest standards of integrity and professionalism in all its divisions.

Our vision to be a trusted partner in delivering public safety is what motivates our members each and every day. Hamilton Police Service is an innovative police service dedicated to working in partnership with our communities to make Hamilton a safe and healthy community in which to live and work. Established in 1833, Hamilton is one of the oldest policing services in the world.

Position Summary

Reporting to the Superintendent, the Manager of Records and Property has overall responsibility for ensuring the collection, integrity, quality and appropriate release of the Service's information, including accountability for the Freedom of Information (FOI) function.

The Manager is responsible for the development and implementation of plans, policies, procedures and standards pertaining to records management, access to information within the Hamilton Police Service (HPS), and for the safe, secure and effective storage, retention and disposal of all Property & Evidence (including found property, firearms, currency, drugs, hazardous good and valuables).

Duties include but not limited to:

- Research, identify and recommend best practices and opportunities for continuous improvement within the department, including new systems, system upgrades or tools to facilitate the delivery of effective services.
- Develop and execute annual and multi-year work plans and projects to support the HPS in the successful implementation of its business plan and long-term objectives.

- Oversee the departments operating budgets and assigned capital projects, including: the authorization of expenditures to the budget(s) with financial policies, reporting of account variances and management of the overall expenditure plan.
- Oversee and report on revenues generated from the department through police checks, etc. Identify new revenue opportunities where feasible.
- Lead the department by providing guidance and direction on change initiatives, assignment of duties and provide member coaching and performance where necessary. Participate in recruitment and succession planning within department.
- Develop and implement training across the Service to ensure department standards are met.
- Prepare for and respond to all scheduled and non-scheduled audits of all systems, finances and procedures related to the department.
- Fulfill all regulatory and internal reporting requirements related to the department.
- Represent the interests of HPS as a member of various committees, for example Provincial CPIC Advisory Committee and the Law Enforcement & Records Managers Network (LEARN).

Records Management/FOI

- Manage the Records Business Centre and FOI section to meet the information needs of the HPS, ensuring compliance and access to information consistent with legislative requirements and best practices; effective management and maintenance of all records systems, including: CPIC, Point of Sale System, Rubicon, etc.
- Evaluate changes in legislation governing records management services to determine their impact on HPS; developing, revising and/or recommending changes to Policies and Procedures as necessary to ensure ongoing compliance.
- Interact with the Public regarding issues with police clearances and matters relating to the Municipal Freedom of Information and protection of Privacy Act, and general inquires.
- Work with internal stakeholders to develop and recommend changes to the Police Services Board's Records Retention Bylaw, ensuring the maintenance and destruction of records and data is done in accordance with legislated requirements and regulations.
- In partnership with IT, manage the development of application enhancements of internal systems, quality control standards, as well as the implementation of required business process changes.
- Ensure adequate information management and release controls are in place to reduce the risks to HPS, and its Board associated with the improper disclosure, destruction and retention of information.
- Manage and ensure the means to collect, store, classify, destroy, and disseminate Service incidents and associated reports to accurately record and provide the foundation to deliver meaningful and accurate statistics, crime analysis, and targeted policing to support crime management initiatives.
- Manage HPS user accounts for various external law enforcement portals including, but not limited to, CJIM, MTO SIMS, Rubicon, and SCOPE LEM.
- Sit as Chair of the 'Internal Forms Committee', including the collection and review of suggested new forms, setting meeting dates and agendas, and acting as a resource to members.

Property & Evidence

- Ensure the provision of a comprehensive property & evidence management system with the ability to track and account for all items of property, exhibits and stored items within the department.

- Ensure the safe, secure and effective storage, retention and disposal of all Property and Evidence, including found property, firearms, currency, drugs, hazardous goods, and valuables, DNA, and other items seized as part of criminal investigations.
- Ensure tracking, reporting, storage, maintenance, dissemination and destruction of all property & evidence in accordance with internal policy, procedure and related legislation.

Education:

- Successful completion of a Post-Secondary Degree in Records Management, Business, or a related discipline.

Experience:

- Minimum of ten (10) years management experience.

Certifications and Licences

- Valid Class G Driver's Licence, or the equivalent, with no more than six (6) accumulated demerit points, permitting you to drive an automobile in Ontario with full driving privileges.
- Current member of Institute of Certified Records Managers (ICRM) or Association of Records Managers and Assistants (ARMA).
- A Certificate in Change Management or Project Management will be considered an asset.

Skills & Key Competencies

- Ability to adapt and manage successful change initiatives.
- Possess Strong Leadership skills that can effectively manage and motivate a large team.
- Excellent problem solving, decision making and conflict resolution skills.
- Demonstrate excellent verbal and written communication and interpersonal skills, including the ability to establish and maintain effective working relationships with staff members, police personnel, the private sector and the public, and work effectively as part of a team.
- Possess in-depth knowledge of legislation impacting records management and property & evidence management, including the CCC, YCJA, Identification of Criminals Act, Pardons processes, Police Services Act, Employment Standards Act, MFIPPA, appeal processes, judicial reviews, etc.
- Experience with business case preparation, cost/benefit analysis and budget preparation.
- Must possess initiative, self-motivation/direction and a positive attitude.

INTERESTED IN THE POSITION?

Submit your application (i.e. updated cover letter and resume) via email by indicating the posting number **#2026-065** in the subject line to recruiting@hamiltonpolice.ca before 11:59 PM on **October 20th, 2026**. Please be advised we do not currently use AI technology as part of our screening and selection process.

Interested persons applying must be a permanent resident of Canada/Citizenship, and be able to work within Canada.

Accommodations: Hamilton Police Service is committed to equitable and accessible hiring practices. Accommodation during the recruiting process is available upon request, please let us know should you have any needs.

We thank everyone for their expressed interest and appreciate the time you've taken to submit your application. However, only those selected for employment testing and/or an interview will be contacted.

At Hamilton Police Service, we are committed to a fair and equitable recruitment and selection process. We strive to build, mentor, and retain a highly skilled workforce that reflects the diversity of the communities we serve. By fostering an inclusive and respectful workplace where every member feels valued and has a strong sense of belonging, we strengthen our ability to serve Hamilton with professionalism, empathy, and integrity.

We strongly encourage applications from individuals of diverse backgrounds, including 2SLGBTQIA communities, Indigenous peoples, persons with disabilities, racialized persons, multilingual candidates, and anyone passionate about public service. By joining the Hamilton Police Service, you will play a crucial role in making a meaningful difference in the lives of those who call Hamilton home.

Hamilton Police Service (HPS) is situated upon the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas. This land is covered by the Dish With One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share and care for the resources around the Great Lakes. We further acknowledge that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation. HPS honours with gratitude this sacred land which, from time immemorial, has been and is home to many Indigenous people from across Turtle Island.