



**Milwaukee Police Department**  
Police Administration Building  
749 West State Street  
Milwaukee, WI 53233  
<http://www.city.milwaukee.gov/police>

**Jeffrey B. Norman**  
Chief of Police

(414) 933-4444

September 11, 2024

The Board of  
Fire and Police Commissioners  
200 East Wells Street, Room 706  
Milwaukee, WI 53202

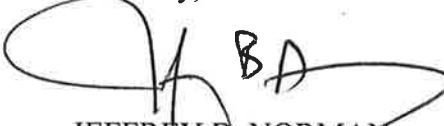
RE: Request for Crime Scene Supervisor Examination and Eligibility List

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct a recruitment, administer an examination, and provide an eligibility list for the position of Crime Scene Supervisor as soon as administratively possible. The Crime Scene Supervisor is responsible for supervising Forensics Division personnel involved in evidence identification, preservation, collection, and analysis. The Crime Scene Supervisor assures rules, procedures, policies, and guidelines are followed and department and forensic discipline standards are met. This position will assume command and responsibility of their superior supervisor in their absence.

Attached please find a job description for the position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Human Resources Representative Shrea Smith (414) 935-7683.

Sincerely,



JEFFREY B. NORMAN  
CHIEF OF POLICE

JBN:ss  
Attachment

# JOB DESCRIPTION

FOR DER USE ONLY	
<b>Vacancy No.</b>	
City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

**Instructions:** Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

<b>1. Date Prepared/ Revised:</b> 02/10/2023	<b>2. Present Incumbent:</b> Five (1 vacant)	<b>Is incumbent underfilling position?</b>  YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>
<b>3. Date Filled:</b>	<b>4. Previous Incumbent:</b> New Position	
<b>5. Department:</b> Milwaukee Police Department	<b>Bureau:</b> CIB <b>Division:</b> Forensics	<b>Unit:</b> <b>Section:</b>
<b>6. Work Location:</b> PAB 749 W State Street	<b>Telephone:</b> <b>Email:</b> 414-935-7671	<b>Work Schedule:</b> Hours: 40 / Days: 5- Varies
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>8. Bargaining Unit:</b> Non-Mgmt/Non-Rep <b>If in District Council 48, which local?</b>	<b>9. FLSA Status (check one):</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>10. Official Title:</b> Crime Scene Supervisor	<b>Pay Range</b>	<b>Job Code</b>
	1HX	
	<b>Underfill Title (if applicable):</b>	<b>EEO Code</b>
<b>Requested Title (if applicable):</b>		
<b>Recommended Title (DER Use Only):</b>		<b>Approved by:</b>  <b>Date:</b>

**11. BASIC FUNCTION OF POSITION:**

Under the direction of Police Forensic Services Director, the Crime Scene Supervisor is responsible for supervising Forensics Division personnel involved in evidence identification, preservation, collection and analysis. The Crime Scene Supervisor assures rules, procedures, policies, and guidelines are followed and department and forensic discipline standards are met. The Crime Scene Supervisor will assume command and responsibility of their superior supervisor in their absence.

**12. DESCRIPTION OF JOB (Check if description applies to Official Title  or Underfill Title ):**

**A. ESSENTIAL FUNCTIONS/Duties and Responsibilities:** (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
100%	<ul style="list-style-type: none"> <li>Regular and consistent attendance</li> <li>Supervises personnel at assigned work location assuming responsibility for discipline, conduct, and efficiency of all personnel under their command consistent with training, department directives, Code of Conduct, and standard operating procedures and city policies. Conduct investigations into the conduct of subordinates and thoroughly investigate complaints.</li> <li>Supervises the daily work of the Crime Scene Investigators I and II, Forensic Investigators, and other members under the command of the Forensic Division.</li> <li>Manage the duties and functions of the criminal records to include the efficient operation of the Forensic Identification system, including latent print and criminal record databases.</li> <li>Ensure an acceptable level of proficiency and productivity for all division personnel under their supervision consistent with the employee's job functions and responsibilities as designated by respective supervisor</li> <li>Monitor CAD calls for service and assignments related to forensic personnel to ensure assignments and response is appropriate and efficient.</li> <li>Respond to crime scenes and other locations to guide and assist members processing digital and physical evidence.</li> <li>Provide guidance, support and training of forensic related duties and responsibilities to law enforcement members and partners.</li> <li>Conduct and maintain records of MPD processes including but not limited to inspections of vehicles, equipment, personnel and department property.</li> </ul>

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.



a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
<b>Number Supervised</b>	<b>Job Title</b>	<b>Extent of Supervision Exercised</b> (Select those that apply from list above, a - h)

**F. MINIMUM QUALIFICATIONS REQUIRED:** (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

- A Bachelor's degree in criminal justice, science, computer science, or a closely related field from an accredited college or university.
- At least two (2) years of supervisory or leadership experience in a closely related field.
- Equivalent combinations of education and experience may also be considered.

ii. Knowledge, Skills and Abilities:

- Ability to lead, direct, and assign personnel tasks related to Forensic Disciplines.
- Knowledge of principles of supervision, training, and performance evaluations.
- Ability to train and develop Milwaukee Police Department members.
- Written, oral and interpersonal communication skills.
- Ability to display analytical, problem solving, sound judgement/decision making, time management, time management.
- Ability to learn the geography of the city, observe and recall details, learn forensic techniques and best practices including but not limited to the use of a variety of digital equipment, lighting, filtration, infrared and ultraviolet techniques.
- Ability to learn digital evidence recovery and editing techniques.
- Ability to learn to use powders and chemicals to process scenes for physical evidence and subsequent lifting/photographing; learn standard techniques for classification, development, transfer, and chemical processing of physical evidence.
- Ability to learn the techniques for gathering and preserving physical and digital evidence, the rules of evidence and court methods.
- Knowledge of the International Association for Identification, law enforcement activities and the organization of the Milwaukee Police Department.
- Ability to attend professional training and courses to develop and maintain the most current knowledge and skills related to the application of forensics analysis processes, methods and techniques.
- Proficient skills in Microsoft Office products such as – Outlook, Word, and Excel, or equivalent programs.

iii. Certifications, Licenses, Registrations:

- Ability to complete a minimum of 80 hours of training identified by the Milwaukee Police Department related to crime scene processing, Forensic disciplines or Leadership within two years of hire or promotion date.

iv. Other Requirements:

Valid State of Wisconsin driver's license. Ability to work a variety of hours including nights, weekends, holidays and overtime to meet operational demands often times with little notice.

**13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED**

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools

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and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

**G. PHYSICAL ACTIVITY OF THE POSITION:** (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input checked="" type="checkbox"/>	<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	<b>Stooping:</b> Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input checked="" type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	<b>Pushing:</b> Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	<b>Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	<b>Feeling:</b> Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	<b>Talking:</b> Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	<b>Driving:</b> Minimum standards required by State Law (including license).

**H. PHYSICAL REQUIREMENTS OF THE POSITION:** (List the physical requirements that are essential functions of the job.)

**CHECK ONE:**

<input type="checkbox"/>	<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	<b>Light Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input checked="" type="checkbox"/>	<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Very Heavy Work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**I. VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

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**CHECK ONE:**

<input checked="" type="checkbox"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

**J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 0%**

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input checked="" type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input checked="" type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input checked="" type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input checked="" type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	<b>The worker is subject to hazards:</b> Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input checked="" type="checkbox"/>	<b>The worker is subject to atmospheric conditions:</b> One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input checked="" type="checkbox"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input checked="" type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

**K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)
<input checked="" type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/>	Commercial vehicle	<input checked="" type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/>	Data processing equipment	<input checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software
<input checked="" type="checkbox"/>	Hand tools (please list): Forensic/Law Enforcement related equipment		
<input checked="" type="checkbox"/>	Office Machines (check all that apply): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register		
<input checked="" type="checkbox"/>	Other (please list): Forensic Related Equipment/Chemicals		

**L. SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

**M. I believe that the statements made above in describing this job are complete and accurate.**

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*Signature of Department Head or Designated Representative*

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