

POLICE FORENSIC SERVICES MANAGER

Recruitment # 2601-6018-001

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	Friday, January 23, 2025
Filing Deadline	Friday, February 13, 2025
HR Analyst	Rebecca Bird

INTRODUCTION

The City of Milwaukee is proud to employ a diverse workforce dedicated to delivering exceptional service to its residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

The Police Forensic Services Manager oversees the staff and operation of the Milwaukee Police Department's (MPD's) Forensics Division.

ESSENTIAL FUNCTIONS

Forensic Services Management

- Plan and direct the activities of the Forensics Division, including operational activities and assignments on each shift.
- Supervise the collection and processing of evidence, including physical evidence collected at crime scenes, lab processes, digital evidence, latent prints, DNA, and related equipment and software.
- Instruct, mentor, coach, and participate in the training of Forensics Division members, departmental personnel, and others regarding the proper documentation for processes of crime scene investigations, evidence handling and photography techniques.
- Monitor calls for service and assignments to ensure responses are appropriate and efficient.
- Respond to crime scenes and monitor members assigned to the Forensics Division.
- Facilitate the collection of evidence to ensure that all personnel operate within the guidelines of current state statutes and rules of evidence collection and processing.
- Testify and serve as a credible witness in court and administrative proceedings.
- Serve as a technical leader for forensic-related disciplines, services, tasks, equipment, software, and training.
- Attend and facilitate meetings throughout the City of Milwaukee and the surrounding area, including staff and team meetings.
- Serve as a liaison between other MPD work locations and Law Enforcement agencies or partners.

Personnel Management

- Delegate and manage work assignments, priorities, and deadlines to ensure timely and accurate work products.

- Participate in personnel transactions, including hiring processes, onboarding new team members, probationary reports, annual reviews, disciplinary action, performance improvement plans, and providing additional training.
- Ensure proper staffing levels are met and maintained.
- Ensure an acceptable level of proficiency and productivity, consistent with employees' job functions and responsibilities.
- Monitor the work environment to ensure the safety and well-being of employees.

Operations Management

- Forecast and maintain the divisional budget, including operating expenses, overtime, grants, and special funds.
- Oversee the procurement, maintenance, and distribution of equipment, including vehicles, uniforms, and software.
- Communicate and collaborate effectively with the forensic division and other MPD personnel, community partners, and the public.
- Create documents, reports, presentations, and maintain databases related to MPD and Forensic processes.
- Act in a manner consistent with MPD's Code of Conduct, policies and procedures, and Standard Operating Procedures (SOPs) as set forth by the Chief of Police.
- Provide input and recommendations for organizational improvement.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Drive, navigate, and read maps to locate addresses and to travel efficiently and on schedule.
- Must be willing and able to work beyond standard business hours to meet the needs of the MPD.
- Perform field work indoors and outdoors in all types of weather.
- Ability to professionally handle exposure to death, dead bodies in various states of decomposition, biohazards, and other unpleasant conditions.
- Exposure to potential chemical, biological, or physical hazards.
- Wear industry-related personal protective equipment (PPE) such as gloves, a facemask, or a face shield.
- Pre-employment testing:
 - Physical with 50 lb. lift test
 - Audiogram
 - Vision test
 - Non-DOT drug test
 - Respirator fit test

NOTE: Candidates must pass an MPD background investigation before being hired. Per the Criminal Justice Information Services (CJIS) security policy, your application will be rejected if you have been convicted of a felony.

MINIMUM REQUIREMENTS

1. Bachelor's degree in forensic science, biology, chemistry, physics, criminal justice or a closely related field from an accredited college or university.
2. Five years of experience working for a federal, state, or local governmental law enforcement agency in forensics, general law enforcement or a related field, including one year of experience in a supervisory capacity.
3. A valid driver's license at the time of appointment and throughout employment.

Equivalent combinations of education and experience may also be considered; however, one year of supervisory experience is required and may not be substituted for education.

NOTICE: Please do not attach your academic transcripts to your employment application. The hiring department will verify candidates' education as part of the background screening process prior to extending any job offers.

DESIRABLE QUALIFICATIONS

- Two years of Forensic Services or Law Enforcement Management.
- Forensic certification(s) from the International Association of Identification or a similar organization.
- Active membership of Forensic association(s) such as but not limited to International Association of Identification (IAI), National Institute of Standards and Technology (NIST), American Academy of Forensic Sciences, or similar organization.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical

Forensic Science

- Knowledge of environmental, biological, and chemical hazards to ensure a safe and compliant scenes and lab operations.
- Knowledge and ability to apply forensic discipline best practices, such as DNA analysis, latent prints, firearms/tool marks, digital forensics, and trace evidence.
- Knowledge of the chain of custody and rules of evidence, including preservation and processing of evidence.
- Knowledge of forensic processing equipment, including cameras, camera accessories, and fuming chambers.
- Knowledge of chemicals and processes used in forensic labs, including chemicals used for latent print processing.
- Knowledge of standards and accreditation requirements for crime laboratories.
- Ability to establish and update protocols for scene response and evidence handling related to the Forensic Division.
- Ability to develop, implement, and assess forensic services and training programs.
- Ability to review scientific findings and ensure accuracy and defensibility in court.

Law Enforcement

- Knowledge of criminal law and investigative procedures to support sworn personnel and law enforcement partners with scientifically sound evidence practices.
- Knowledge of proper documentation, photography, evidence recovery, and scene integrity.
- Ability to effectively utilize law enforcement databases and related software, including Records Management System (RMS), Computer Aided Dispatch (CAD), National Integrated Ballistic Network (NIBIN), Automated Fingerprint Identification System (AFIS/fingerprint), Axon, and booking databases.

Administrative

- Project management skills.
- Ability to identify funding opportunities and prepare grant proposals and reports.
- Ability to efficiently and effectively create documents, maintain databases, produce spreadsheets, and prepare reports using Microsoft Office or similar computer software.
- Ability to analyze and evaluate policies and operations to optimize efficiency and equity.

Communication and Interpersonal

- Verbal communication skills, including the ability to speak clearly and concisely and explain forensic policies and procedures.
- Written communication and technical documentation skills, including the ability to produce clear, scientifically sound reports for investigators, prosecutors, and courts.
- Presentation skills to effectively present forensic findings clearly and defensibly in legal proceedings.
- Ability to function effectively in a team environment and to maintain harmonious co-worker relationships.

- Ability to establish and maintain effective working relationships with elected officials, other City employees, and other agencies.
- Ability to work well both independently and as part of a team in a collaborative environment with people whose backgrounds may differ from one's own.
- Ability to understand verbal and written instructions.

Leadership and Management

- Knowledge of leadership and management principles.
- Knowledge of organizational and management best practices.
- Ability to assign duties and direct work, set and assess clear performance standards, provide guidance, monitor work in progress, and take corrective action when needed.
- Ability to develop short- and long-term goals and objectives.
- Ability to determine proper personnel, equipment, and additional resources needed for major crime scenes.
- Ability to train, coach, and motivate employees and promote an environment that is resilient yet conducive to productive change.
- Ability to foster an environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.

Critical Thinking and Professionalism

- Planning, organizational, and time management skills.
- Ability to think critically, analyze problems, determine action plans, and apply solutions.
- Ability to manage multiple priorities within tight time constraints.
- Ability to proofread documents and reports and perform work with a high degree of accuracy and attention to detail.
- Ability to read and understand job-related materials such as budgets, reports, ordinances, rules and regulations.
- Commitment to professional development and staying abreast of best practices in forensics and law enforcement.
- Ability to make independent decisions and exercise sound judgment.
- Ability to remain calm and composed, especially during busy or high-stress situations.
- Ability to perform work with professionalism, honesty, integrity, and sensitivity.
- Ability to safeguard City resources and maintain confidentiality.

CURRENT SALARY

The current salary range (Pay Range 1JX) is \$104,997-\$119,521 annually, and the resident incentive salary range for City of Milwaukee residents is \$108,147-\$123,106. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Wisconsin Retirement Systems (WRS) Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Paid Parental Leave
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 12 Paid Holidays

- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

SELECTION PROCESS

THE SELECTION PROCESS will be job-related and will consist of one or more of the following: an evaluation of education, experience, and/or responses to supplemental questions; a written or performance test, a structured interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to structured interviews and performance examinations. Structured interviews may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The selection process will be held as soon as practical after the date listed above. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the City's needs are met. Qualified applicants will be notified of the date, time, and place of the selection process components. Unless otherwise required by law, the City of Milwaukee will not provide alternative selection process dates or times. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

- APPLICATIONS and further information can be accessed by visiting www.jobapscloud.com/MIL.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO Code = 103

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.