

# Milwaukee Police Department

## Vacancy Strength Report Process

April 26, 2018

The Vacancy Strength Report is updated on a bi-weekly basis by the Human Resources Analyst-Sr.

### Tools needed to Update Vacancy Strength Report:

1. Bi-weekly query ran through the Oracle PeopleSoft (HRMS) System to capture ***all*** current MPD members. A pivot table is produced from this query to show a breakdown of all active members in each position, those who are currently on unpaid leaves of absences, and their duty status (full-time/part-time).
2. Bi-weekly query ran through the Oracle PeopleSoft (HRMS) System to capture the history of administrative changes that occurred during that specific pay period for ***all*** MPD members.  
*(Example: permanent separations, promotions/demotions, leaves of absences, return from leaves of absences, reappointments, etc.)*
3. To ensure all activity has been captured by the queries, the following documents are pulled and cross checked against the queries for the specific pay period:
  - a. Transfer/Promotion Orders
  - b. Termination Orders
  - c. Ordinances (that may affect job titles, position changes, grant/regular position fund changes, etc.)
  - d. Separation Checkout Sheets

### Updating the Strength Report:

1. Update ***each*** MPD position (civilian/sworn) if changes occurred during that pay period based on the updated queries and other information listed above.  
*(Example: If five (5) police officers retired and one was promoted to police sergeant, the police officer "actual" column will be decreased by six (6) and the police sergeant "actual" column will go up by one (1)).*
2. The following charts are updated bi-weekly for "in-house" tracking purposes:
  - a. Unpaid Leaves of Absences – Positions Filled (*Currently Off Payroll*)  
*(Example: Members detached from MPD due to leave of absence or serving in another capacity for union).*
  - b. Unpaid Leaves of Absences
  - c. Suspensions/Demotions Pending Appeal with Fire and Police Commission (*Law Enforcement*)
  - d. Dismissed Without Pay Pending Appeal with Fire and Police Commission (*Law Enforcement*)

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- e. Dismissed Without Pay Pending Appeal with Fire and Police Commission  
*(Civilian)*
- f. Request to Fill – Law Enforcement *(Authorities granted by Finance & Personnel Committee)*
- g. Request to Fill – Civilian *(Authorities granted by Finance & Personnel Committee)*
- h. Reclassification Chart *(list of positions with pending reclassification requests)*
- i. Fire & Police Commission Examination Requests *(list of pending FPC Exam Requests)*
- j. Clerical Vacancies *(by location)*

Once the Vacancy Strength Report and charts are updated and reviewed/approved by an HR supervisor, the four-page Vacancy Strength Report is distributed throughout various departments including MPD's Executive Command Staff, the Fire and Police Commission and the City's Budget Office.

# MILWAUKEE POLICE DEPARTMENT MEMORANDUM

DATE:

TO:

FROM:

RE:



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Please complete and return this notice for vacant positions under your command. If you anticipate any vacancies within the next three (3) to six (6) months, please provide that information in a separate report. Please provide an updated job description, if needed. If more space is needed, please attach additional pages.

Position Title: \_\_\_\_\_

Work Location: \_\_\_\_\_

Source of Funds: if it is a grant, list source. \_\_\_\_\_

Cause of Vacancy: \_\_\_\_\_

Previous Incumbent(s): \_\_\_\_\_

Why is it necessary to fill this position?

What is the impact on operations, current backlog?

What are alternative work solutions if position is not filled?

**PRELIMINARY POLICE DISTRICTS CIB  
Office Assistant/PDOA Vacancies  
April 2018**

Location	Shift	Name	District Experience	Entry into Dist
District 1	Days	BUELL, KATHLEEN	11.08	9/11/2006
		HARMON, JAMIE	02.05	12/7/2015
	Early	BERENS, HEATHER	07.03	1/18/2011
		Vacant		
	Late	GOLDEN, KISHA	06.05	11/14/2011
		CONNELL, KATHLEEN		
District 2	Days	STACHNIK, LINDA	37.09	7/21/1980
		STEFFENS, PAMELA	36.07	9/21/1981
		BRUMFIELD, ALCIONA*		
	Early	BIERNAT, REBECCA	00.07	10/9/2017
		EATON, KELLY*		
		Vacant		
Late	DELOS SANTOS, YOLANDA	26.01	4/9/1992	
	JACOBI, CHRISTINE	13.07	9/26/2004	
District 3	Days	PLACZEK, LAURA	30.06	11/2/1987
		XIONG, XENG-JOHN	07.11	6/1/2010
		BRUMEISTER, THOMAS*		
	Early	GARRISON, NICOLE	05.12	4/30/2012
		GILBERT, MARIA	14.12	4/14/2003
		Vacant		
Late	WHITE, FATIMA (Pending BKGD)			
	CALVIN, RIKA*			

**PRELIMINARY POLICE DISTRICTS CIB**  
**Office Assistant/PDOA Vacancies**  
**April 2018**

Location	Shift	Name	District Experience	Entry into Dist.
District 4	Days	SKENADORE, AMY	20.04	Various
		WOJCIECHOWSKI, D'LANA*		
		BYFIELD, ERICA (Pending BKGD)		
	Early	SCAFFIDI, MARIA NICOLE	06.11	6/12/2011
		WINSTEAD, KEVVA* Vacant		
	Late	FOSTER, SALLIE	08.07	9/20/2009
SMITH II, HAYNIE		00.07	10/9/2017	
District 5	Days	DUGGER, DEBORAH	03.05	12/8/2014
		YOUNG, PATRICIA	24.02	Various
		Vacant		
	Early	KRUEGER, CAROL*		
		RILEY, RICHARD*		
		MATTHEWS, MICHAEL*		
Late	MARTIN, LINDA	00.04	1/2/2018	
	CORTEZ, ALMA*			
District 6	Days	MASTROGIOVANNI, FRANCES	03.11	5/27/2014
		BROKOPP, DANIELA*		
		Vacant		
	Early	KILGREN, CAROL	12.06	10/23/2005
		BURDICK, LEANNE (CWII) (PENDING)		
		Vacant		
Late	KLINGBEIL, MICHELE Retire 4/22	6.11	Various	
	PETERSON, PEGGY (RPL MICHELE)*			
	MROZEK, PATRICIA	14.07		9/15/2003

Disclaimer: This is a preliminary list. Applicants must pass the Pre-Employment screening (i.e. Medical and Drug) as well as background check.

**PRELIMINARY POLICE DISTRICTS CIB  
Office Assistant/PDOA Vacancies  
April 2018**

Location	Shift	Name	District Experience	Entry into Dist
District 7	Days	RANSAW, DIONNE	00.04	1/2/2018
		PRINCE, NATALIE *		
		VERGES, KELLY *		
	Early	BREHMER, BARBARA	40.00	Various
		JEFFRIES, LATONYA	00.07	10/9/2017
	Vacant			
Late	OLGESBY, RENITA*			
	GRIFFIN, SARITA *			
Investigative Management	Days	SOCHA, ALICIA (Start Date 4/23/18)		
		ANDERSON, SAMATHA*		
	Vacant			
Early	MARES, PATRICIA (Start Date 4/23/18)			
	HODSON, THELMA*			
Vacant				
Late	MEILICKE, AARON			
	Vacant			
Forensics Section	Days	IRVINE BACHMANN, CHRISTY 5/6/18		
		EDWARDS, NICOLE * (RPL CHRISTY)		
		LYBEK, JOANN		
Early	BAKER, DONNA*			
	Vacant			
Late	FLAGG-OGLEN, BRYANHDI*			
CIB	Days	JONES, ROBIN		
CIB - Special Investigations	Days	LEWIS, TONIA		
	Early	SISK, SHEILA		

Disclaimer: This is a preliminary list. Applicants must pass the Pre-Employment screening (i.e. Medical and Drug) as well as background check.

**MILWAUKEE POLICE DEPARTMENT  
VACANCY STRENGTH REPORT (2/25/18 - 3/10/18)  
CIVILIAN PERSONNEL**

TOTAL AUTHORIZED POSITIONS: 456 ACTUAL STRENGTH: 329 VARIANCE:

-131

JOB CODE	POSITION	BUDGET FUNDED	GRANT FUNDED	UNFUNDED	TOTAL ORDINANCE POSITIONS	AUTHORIZED	ACTUAL	VACANCIES (TEMP)	VACANCIES	VARIANCE	Req#	Vacancies	NOTES
0414NR	Administrative Asst. II (4)	6			6	6	6		-1	-1	4766	2	Transfer/promotionalist sent to MPD on 10/10/17
0478PD	Office Assistant II (6) (7)	44			44	44	20	-1	-23	-24	4880 & off		Sent full MPD list and full MHD list 87 candidates total - Interviews scheduled for April 12th, April 13th (25 applicants)
0479PD	Office Assistant III (11)	21			21	21	16		-5	-5	4811	7	Sent top scores 1/12/18 Extended two job offers, one decline and one pending background process
0480PD	Office Assistant IV	10			10	10	9		-1	-1	6308	1	Authority to fill granted on 4/11
0482DS	Police District Office Asst. (7)	54			54	54	27		-27	-27	6228	27	DER Sent lists on OALI req in October 2017
0713F1	Custodial Worker II - CL	39			39	39	32		-7	-7	5049 6205 6239	2 1 1	DER Sent full list 1/3/18 One candidate scheduled to start April 23, 2018. Interviews scheduled for April 26, 2018
0811PD	Maintenance Technician II	6			6	6	5		-1	-1			No requisition, MPD is working on next steps
0830PD	Garage Attendant	7			7	7	5		-2	-2	3556 6250	1 1	DER Sent full list 3/12/18 - Interviews scheduled for April 30, 2018.
0842PD	Electronic Technician	7			7	7	6		-1	-1			No requisition, MPD is working on next steps
0886PD	Emergency Vehicle Equipment Installer	5			5	5	3		-2	-2	6020	2	Sent full list 1/12/17 List exhausted, new exam requested at FSP Meeting (3/15/18)
0888PD	Building Maint. Mechanic II	6			6	6	4		-2	-2	4825 6203	1 1	Sent full 2017 list 1/10/18 Per Cathy Walker-Harris 6/3/18 MPD would like DER to conduct a recruitment to establish a new recruitment/eligibility list (citywide/external posting) MC (DER) is working on the Job Announcement Bulletin.
1893DC	Communications Facilities Coordinator (23)	2			2	2	1		-1	-1	5018	1	Sent top scores 1/18/18 Job offer extended candidate pending background process
2311PD	Emergency Communications Operator II (5)(18)	136			136	136	122	-1	-13	-14	4770 4889 5097	6 7 1	FPC Exam
2331PD	Police Records Asst. Manager	1			1	1	0		-1	-1	5135	1	Rec Plan Created, Assigned to Marti. Per Pam R on 04/11/18 this is on hold per MPD per directive from Captain
2335PD	Police Records Specialist III (12a) (12b)	18			18	18	12		-6	-6	5019 5136	3 1	Internal MPD Process. Department is waiting to fill positions based assessment of needs for the new Tritech System
2337	School Cross Guard Operator (3)	3			3	3	2		-1	-1			MPD does the hiring
2338	School Cross Grd Dispatcher (3)	3			3	3	1		-2	-2			MPD does the hiring
2343PD	Police Aide	67			67	67	54	-2	-11	-13	4771	40	FPC Exam
2347PD	Police Records Supervisor	1			1	1	0		-1	-1	5022	1	Rec Plan Created, Assigned to Marti MPD in-house posting and selection first. If no qualified candidates apply, MPD will request an exam. Selection process to be held in April 2018.
2823PD	Graphic Designer II	1			1	1	0		-1	-1	5134	1	Sent top scores on surveyed list 3/1/18 - Internal candidate selected pending May 6, 2018
4183	Domestic Violence Victim Liaison (14)	1			1	1	0		-1	-1			No Requisition. Position was removed from Budget
4190PD	Health & Safety Specialist	1			1	1	0		-1	-1	5053	1	Rec Plan Created, Assigned to Marti Original exam Currently open Plan to extend to mid April. Posting extended through 4/16/18. MC (DER) is reviewing applications to determine who meets the MMOs and planning the selection process.
4366	Safety Specialist Sr.	2			2	2	1		-1	-1	3693	1	On hold for 2018 per email from Safety Section at MPD. Department will request authority in 2019.
4578	Accounting & Grant Specialist (25)	1			1	1	0		-1	-1	5050	1	Sent DCD Act lead list 12/19/17 & Act III list 1/18/18 Transfer/Promo Opp. currently open Posting deadline extended 2nd time until 4/16/18. Transfer/Promo opportunity: Referral made on 4/18/18 (4 names).
4604PD	Health & Safety Officer (9)	1			1	1	0		-1	-1	5052	0	MPD wants original exam. Draft announcement sent to MPD on 3/9 Follow up message sent on 4/2 MPD is reviewing posting. Anticipate FPC approval at the 4/19 meeting
4750	Data Communications Specialist	1			1	1	0		-1	-1			Per Pamela D403/18 The Department decided that this position should not be re-opened Exam requested at the 3/15 FPC meeting. Announced on 04/20/18. Application deadline = 5/11/18. Will review apps for MMOs and plan selection process.

**MILWAUKEE POLICE DEPARTMENT  
VACANCY STRENGTH REPORT (2/25/18 - 3/10/18)  
CIVILIAN PERSONNEL**

4943	Systems Security Admin.	1			1	1	0	-1	-1	4740	1	Sent top scores 1/26/18. Applicant selected was lost to another offer. Second candidate will receive offer, waiting for special appt request letter.
5476	Police Planning and Policy Director	1			1	1	0	-1	-1	6201	1	This position has been filled by MPD. Filled by former Capt Regina Howard. Hired on 3/26/18.
5417	Chief of Staff	1			1	1	0	-1	-1	6222	1	EXEMPT - recruitment to be conducted by FPC staff. FPC approved at the 4/15/18 meeting.
	Crime and Intelligence Manager									6229	1	EXEMPT - Sent msg. to Arvis on March 23rd asking how MPD wants to fill MPD requesting position be EXEMPT and recruitment will be done by the FPC
5577	Information Services Mgr-MPD	1			1	1	0	-1	-1	4763 6021	1 1	Sent top scores 10/24/17. Mr Xay Xiong hired on 3/26/18.
	Special Projects Manager	1			1	1	0	-1	-1			No Requisition
	Civilian Forensics Supervisor	1			1	1	0	-1	-1			No Reqs - DER Classification Study request will be sent by 4/5/18
	Program Assistant III	1			1	1	0	-1	-1			No Reqs - DER Classification Study request will be sent by 4/5/18
	Prisoner Processor	5			5	5	0	-5	-5			No Reqs - DER Classification Study request will be sent by 4/5/18
<b>TOTAL CIVILIAN POSITIONS</b>		<b>456</b>	<b>0</b>	<b>0</b>	<b>456</b>	<b>456</b>	<b>325</b>	<b>-4</b>	<b>-127</b>			<b>-131</b>



1800000  
 1800000  
 85A

Crashes	2013	2014	2015	2016	2017	Total
Hit-and-Run	3,221	3,399	4,144	4,579	4,700	20,043
Total	13,438	13,751	16,024	16,660	16,354	76,227
Percentage Hit-and-Run	24.0%	24.7%	25.9%	27.5%	28.7%	26.3%

**Note:**

Crash data obtained from the Wisconsin Transportation Portal (WisTransPortal) database

Crashes include the following location types: Intersections and non-intersections

Crashes exclude the following location types: Parking lot and private property - Deer related crashes are also excluded

2013-2016 data is final data and represents the official closed WisDOT crash file for the given years.

2017 data is preliminary and represents the latest set of available crash records for the current year and generally includes crash reports transmitted by law enforcement as recently as the previous day. All preliminary data are subject to ongoing review and editing.