



October 13, 2021

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

Jeffrey B. Norman  
Acting Chief of Police

(414) 933-4444

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

RE: REQUEST FOR POLICE SERVICES SPECIALIST - INVESTIGATOR RECRUITMENT

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct recruitment for the position of Police Services Specialist-Investigator as soon as administratively possible. The Police Services Specialist-Investigator relieves full-duty law enforcement officers engaged in indirect law enforcement activities, at locations throughout the department, by performing the duties associated with such activities. Police Services Specialist-Investigators conduct background investigations for police, fire and civilian applicants, and conduct follow-up investigations to include forgery/white collar crime, city license investigations, cold criminal cases, pawnshop investigations, and confiscated property. In addition, this position assists with record requests and litigations; to include responding to requests for information, assists with the research, compilation and dissemination of Police Department records as mandated by Wisconsin State Statutes pursuant to the Open Records Law, applicable Federal and State Supreme Court decisions and Milwaukee Police Department Policy. Pursuant to Fire and Police Commission Rule V, Section 5, this position is exempt from competitive examination.

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 Analyst-Sr. Cathy Walker-Harris at (414) 935-7683.

Sincerely,

JEFFREY B. NORMAN  
ACTING CHIEF OF POLICE

WILLIE O. MURPHY  
INSPECTOR OF POLICE

JBN:WOM:cwh  
Attachment

# JOB DESCRIPTION

## FOR DER USE ONLY

Vacancy No. _____	
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> March 2009		<b>2. Present Incumbent:</b> Various (43 half-time positions)		<b>Is incumbent underfilling position?</b>	
<b>3. Date Filled:</b>		<b>4. Previous Incumbent:</b>		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
		If YES, indicate Underfill Title in box 10.			
<b>5. Department:</b> Police Department			<b>Bureau:</b> Various <b>Division:</b>		<b>Unit:</b> Background Investigation <b>Section:</b>
<b>6. Work Location:</b> Various			<b>Telephone:</b> <b>Email:</b>		<b>Work Schedule:</b> Hours: All Shifts / Days:
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>8. Bargaining Unit:</b> If in District Council 48, which local?			<b>9. FLSA Status (check one):</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>10.</b>	<b>Official Title:</b> Police Services Specialist - Investigator			<b>Pay Range</b>	<b>Job Code</b>
				5EN	2344PD
	<b>Underfill Title (if applicable):</b>				
<b>Requested Title (if applicable):</b>					<b>EEO Code</b> 607
<b>Recommended Title (DER Use Only):</b>			<b>Approved by:</b> _____		
			<b>Date:</b>		

**11. BASIC FUNCTION OF POSITION:**

Police Services Specialist-Investigators will relieve full-duty law enforcement officers engaged in indirect law enforcement activities, at locations throughout the Department, by performing the duties associated with such activities.

**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%	Under supervision, Police Services Specialist-Investigators are engaged in a variety of Police Department assignments requiring specific knowledge of police policies, procedures, methods and law enforcement techniques. Examples of work assignment for Police Services Specialist-Investigator include, but are not limited to:
	<ul style="list-style-type: none"> <li>Regular and consistent attendance.</li> <li>Background Investigations for police, fire and civilians.</li> <li>Assist with residency investigations, civil litigation investigations and rule violations regarding attendance.</li> <li>Follow-up investigations to include the following: Forgery/white collar crime, License investigation unit, "Cold" criminal cases, Gold and Silver pawn shops.</li> <li>Assist the City Attorney with record requests and litigations; to include responding to requests for information, assist with the research, compilation and dissemination of Milwaukee Police Department records as mandated by Wisconsin State Statutes pursuant to the Open Records Law, applicable Federal and State Supreme Court decisions and Milwaukee Police Department policy.</li> <li>District Station Crime Analysis Officer - assist the Community Liaison Officer gathering data and analyzing crime trend. Assist in distributing crime prevention materials and coordinating block watchers, community meetings, etc.</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.

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
	• Performs various other duties of an emergency and non-emergency nature as designated by a supervisor.
	•
	•
	•
	•
	•
	•
	•
	•
	•

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Human Resources Division/Background Investigation Section Supervisor.

**D. SUPERVISION RECEIVED:** (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Specific assignments and direction, including unit policies, work methods and procedures.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = **None**.

**Direct Supervision:** List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

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

  

Number Supervised	Job Title	Extent of Supervision Exercised <i>(Select those that apply from list above, a - h)</i>

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

- i. Education and Experience:  
Candidates must be a former law enforcement officer who resigned or retired in good standing.
- ii. Knowledge, Skills and Abilities:  
 Previous experience in specialized investigations or a supervisory position.  
 Ability to conduct comprehensive confidential investigations.  
 Ability to prepare accurate, objective, concise and complete reports.  
 Ability to enter and retrieve data from a personal computer.  
 Must be a self-starter and work independently.  
 Ability to communicate effectively with a variety of persons.  
 Ability to learn the laws, ordinances and policies governing law enforcement in the state of Wisconsin and City of Milwaukee.

*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.*

Ability to learn techniques of investigation and identification, criminal law and criminal procedure including classification of crimes, rules of evidence, misdemeanor or felony classifications and the seizure and processing of evidence.

Ability to understand and carry out oral and written instructions during emergency and non-emergency situations.

Ability to communicate effectively with a variety of persons.

Ability to maturely deal with conflict and with emotionally upset persons.

Ability to mentally visualize locations and routes within the City of Milwaukee.

Ability to deal with difficult situations, such as those involving injured, frightened, distraught disoriented people or fatalities.

Ability to learn and accurately recall names, places and incidents.

Ability to stand and walk for extended periods of time and to sit for several hours while operating a vehicle.

Ability to work in inclement weather conditions.

Ability to establish and maintain effective working relationships with departmental officials, employees, members of other agencies and with the general public.

Ability to write basic reports using proper grammar.

Ability to maintain a mental capacity which allows for the exercise of sound judgement and rational thinking under strenuous and hectic circumstances; evaluate options and alternatives and choose an appropriate and reasonable course of action; and demonstrate needed intellectual capabilities during testing and training.

Ability to lift and operate a fire extinguisher.

Ability to use standard office software and hardware.

Ability to use standard Police communications equipment.

iii. Certifications, Licenses, Registrations:

Valid Wisconsin's driver's license throughout employment.

iv. Other Requirements:

Must become Transaction Information for Management of Enforcement (TIME) certified.

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

The Americans with Disabilities Act of 1993 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 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 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 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 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 type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input 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 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 type="checkbox"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained

*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.*