

# CRIME SCENE SUPERVISOR

## Recruitment #2307-4988-001

<b>List Type</b>	Original
<b>Requesting Department</b>	Milwaukee Police Department
<b>Open Date</b>	9/22/23
<b>Filing Deadline</b>	10/13/23
<b>HR Analyst</b>	Tiffeny Marsh

[Go Back Apply](#)

## INTRODUCTION

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed historic charm with a breathtaking art museum, top-flight cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

*The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.*

## PURPOSE

Under the direction of Police Forensic Services Director, the Crime Scene Supervisor oversees the Forensics Division personnel involved in evidence identification, preservation, collection and analysis, ensuring recognized techniques within the parameters of the forensic science field are implemented and followed.

## ESSENTIAL FUNCTIONS

### Crime Scene Processing

- Monitor Computer Aided Dispatch calls for service and assignments related to forensic personnel to ensure responses are appropriate and efficient.
- Respond to crime scenes and other locations to guide and assist members processing digital and physical evidence.
- Review documentation to ensure timely completion, submission and accuracy.
- Conduct and maintain records of Milwaukee Police Department (MPD) processes, including inspections of vehicles, equipment, personnel and department property.
- Provide guidance, support and training of forensic-related duties and responsibilities to law enforcement members and partners.
- Serve as a credible witness in court and administrative proceedings.
- Serve as the subject matter expert in crime scene and evidence processing.

### Supervision/Administration

- Supervise the daily work of the Crime Scene Investigators I and II, Forensic Investigators, and other members under the command of the Forensics Division.
- Manage the duties and functions of criminal records, to include the efficient operation of the Forensic identification systems, including latent print and criminal record databases.
- Compile data and prepare, review, and complete narrative and statistical reports and documentation of work completed, including crime scene diagrams.
- Conduct and maintain records of MPD processes, including inspection of vehicles, equipment, personal and departmental property.
- Schedule, establish and maintain appropriate staffing levels.
- Assist hiring processes, including drafting job announcements, attending career fairs and recruiting events, interviewing candidates, conducting orientation and onboarding new employees.
- Ensure proficiency and productivity of subordinate staff.
- Coach, counsel, and evaluate employees in a manner that is consistent with training, departmental directives, Code of Conduct, standard operating procedures and city policies.
- Conduct investigations into the conduct of staff; recommend disciplinary action, as appropriate.
- Assist in budget management, including personnel, overtime and operating budgets; purchase equipment and supplies pursuant to City policies and procedures.
- Ensure the efficient use of forensics resources including personnel, equipment and financial resources by planning, prioritizing, delegating, supervising and reviewing the work of Forensic Division personnel.

*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

### **The Crime Scene Supervisor must:**

- Be flexible with shift hours, including nights, weekends, holidays, and overtime to meet operational demands, often with little notice, such as in the event of an emergency or staff shortage.
- Work in the field, responding to and investigating crime scenes.
- Perform medium physical activity, including walking, climbing, crawling, kneeling, reaching, pushing, pulling, and lifting up to 50 pounds of force occasionally, up to 20 pounds frequently, and up to 10 pounds constantly to move objects.
- Withstand exposure to extreme weather conditions, noise, and other hazards.
- Complete a minimum of 80 hours of training identified by the Milwaukee Police Department related to crime scene processing, forensic disciplines and/or leadership within two years of appointment.
- Persons offered employment must pass a Milwaukee Police Department background investigation, pre-employment drug test and medical examination as a condition of employment.

## MINIMUM REQUIREMENTS

1. A bachelor's degree preferred in criminal justice, science, computer science, or a closely related field from an accredited college or university.
2. Three years of experience performing forensic-related duties, including crime scene processing, forensic photography and digital imaging, digital and multimedia evidence processing, or the identification, preservation, collection and analysis of physical, digital, biological, or latent print evidence, including the identification and processing of suspects.
3. Valid driver's license at the time of appointment and throughout employment.

**Equivalent combinations of education and experience may also be considered.**

**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.

## **PREFERRED QUALIFICATIONS**

Experience leading staff and/or projects.

## **KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

### **TECHNICAL**

- General knowledge of law enforcement practices.
- Ability to read maps and navigate throughout the City of Milwaukee.
- Ability to observe and recall details.
- Ability to apply techniques for gathering and preserving physical evidence and for gathering, recovering and managing digital evidence.
- Ability to apply forensic techniques and best practices, including the use of digital equipment, lighting, filtration, infrared, and ultraviolet techniques.
- Ability to use powders and chemicals to process scenes for physical evidence and subsequent lifting/photographing.
- Knowledge of and ability to apply standard techniques for the classification, development, transfer, and chemical processing of physical evidence.
- Ability to read and understand work-related documents.
- Ability to apply the rules of evidence and court methods.
- Proficiency using the Microsoft Office suite, including Outlook, Word, and Excel.
- Ability to use various specialized databases for fingerprint analysis and identification.
- Ability to perform quality control and verification work accurately.
- Thorough understanding of techniques, equipment and processes related to forensics photography.

### **COMMUNICATION AND INTERPERSONAL**

- Customer service skills, empathy, and tact to serve the public respectfully and represent the department positively.
- Ability to provide services in a culturally sensitive manner.
- Ability to establish and maintain effective working relationships with sworn and civilian staff, counterparts in the intelligence and law enforcement communities, representatives of City departments, elected officials, and the public.
- Ability to work cooperatively and fairly with others whose backgrounds may differ from one's own.
- Data compilation and written communication skills to be able to produce charts, maps, and narrative reports to communicate findings in a concise and well-organized manner.
- Verbal communication skills, including the ability to respond to questions, explain complex technical information, and provide testimony in court.

## **CRITICAL THINKING AND PROFESSIONALISM**

- Ability to work independently with minimal direct supervision.
- Ability to plan and accomplish work, manage multiple assignments simultaneously, and meet deadlines.
- Ability to handle sensitive information carefully.
- Situational awareness and the ability to remain composed during stressful situations.
- Ability to use positive coping skills to handle frequent exposure to the details of events, crimes, and tragedies.
- Analytical, problem-solving, and decision-making skills; sound judgment.
- Honesty and the ability to maintain the utmost confidentiality regarding all police matters.
- Ability to adhere to City of Milwaukee, departmental, and divisional policies; applicable ordinances; the MPD Code of Conduct and Standard Operating Procedures; and forensic science standards and best practices.
- Commitment to continuous learning and to participation in job-related training and professional organizations such as the International Association for Identification to maintain current knowledge and skills in forensics analysis.

## **Supervisory**

- Ability to assign duties, set performance standards, monitor work in progress, evaluate performance, and make hiring recommendations.
- Ability to provide guidance and training and to coach team members to success.
- 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.

## **CURRENT SALARY**

**The current starting salary range (Pay Range 1HX) is \$88,267- \$103,160 and the resident incentive starting salary for City of Milwaukee residents is \$90,915-106,255. 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:

- 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 needs of the City have been 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.

**NOTE:** *To be hired by the Milwaukee Police Department, candidates must pass an MPD background investigation before hire. Your application will be rejected if you have been convicted of a felony.*

## ADDITIONAL INFORMATION

- Applications and further information may be accessed by visiting [www.jobapscloud.com/MIL](http://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](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

*EEO 102*

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