



Milwaukee Police Department

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

Alfonso Morales

Chief of Police

(414) 933-4444

April 24, 2020

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

RE: REQUEST TO EXEMPT CRIME AND INTELLIGENCE MANAGER POSITION

Dear Commissioners:

The Department had asked for a Crime Analyst to be reclassified to a Crime and Intelligence Manager position. This reclassification was adopted at the Common Council meeting on March 3, 2020. Pursuant to Fire and Police Commission Rule XI, Section 12, I am requesting that the Board exempt this position.

The Crime and Intelligence Manager position assigned to the Fusion Division and reports to the Captain of Police. This is a civilian position responsible for the supervision of a civilian staff of tactical analysts on early shift. The Crime and Intelligence Manager provides guidance and assigns tasks to the analysts on a daily basis. This position also provides analytic support to on-going investigations. The Crime and Intelligence Manager's job duties have a direct impact on the Geographic Commands, investigations, and on outside agencies at the local, state, and federal levels.

In addition to the above, the Department is requesting to exempt this Crime and Intelligence Manager position to create greater flexibility in selecting the best qualified candidate. The position requires confidentiality, sensitivity, and commitment to working with other departments and governmental bodies.

Attached is a current job description for reference, a list which identifies the other exempt positions and the corresponding pay ranges within the department. Having the right candidate is both critical and essential for the department and for the success of the candidate in the role of Crime and Intelligence Manager.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Alfonso Morales', written in a cursive style.

ALFONSO MORALES
CHIEF OF POLICE

Attachments
AM:jh

MILWAUKEE POLICE DEPARTMENT MEMORANDUM

DATE: October 31, 2019
TO: The Board of Fire and Police Commissioners
FR: Arvis R. Williams, HR Administrator
RE: Current EXEMPT Civilian Positions



Chief of Staff – Pay Range 1JX
Wage Rate: \$80,441.92 - \$112,626.80
Resident Wage Incentive: \$82,855.24 - \$116,005.50

Communications Systems Manager – Pay Range 1FX
Wage Rate: \$62,338.38 - \$87,270.30
Resident Wage Incentive: \$64,208.56 - \$89,888.50

Community Service Officer – Pay Range 5EN
Wage Rate: \$39,517.66 - \$46,439.12
Resident Wage Rate: \$40,703.26 - \$47,832.20

Crime Analyst – Pay Range 2GN
Wage Rate: \$54,251.08 - \$72,062.90
Resident Wage Incentive: \$55,878.68 - \$74,224.80

Crime and Intelligence Manager – Pay Range 1FX
Wage Rate: \$62,338.38 - \$87,270.30
Resident Wage Incentive: \$64,208.56 - \$89,888.50

Data Communications Specialist – Pay Range 2HX
Wage Rate: \$54,864.68 - \$76,806.08
Resident Wage Incentive: \$56,510.74 - \$79,110.20

Database Analyst – Pay Range 2JX
Wage Rate: \$62,338.38 - \$87,270.30
Resident Wage Incentive: \$64,208.56 - \$89,888.50

Emergency Communications Manager – Pay Range 1IX
Wage Rate: \$83,481.06 - \$105,669.20
Resident Wage Incentive: \$85,985.38 - \$108,839.38

Intelligence Analyst – Pay Range 2GN

Wage Rate: \$54,251.08 - \$72,062.90

Resident Wage Incentive: \$55,878.68 - \$74,224.80

IT Support Specialist Senior – Pay Range 2GN

Wage Rate: \$56,766.84 - \$72,062.90

Resident Wage Incentive: \$58,469.84 - \$74,224.80

Media Producer – Pay Range 2EN

Wage Rate: \$50,053.38 - \$64,339.08

Resident Wage Incentive: \$51,554.88 - \$66,269.32

Police Budget and Administration Manager – Pay Range 1HX

Wage Rate: \$70,827.12 - \$99,154.38

Resident Wage Incentive: \$72,951.84 - \$102,129.04

Police Information Systems Director – Pay Range 1MX

Wage Rate: \$97,420.44 - \$136,395.22

Resident Wage Incentive: \$100,343.10 - \$140,487.10

Police Planning and Policy Director – Pay Range 1JX

Wage Rate: \$80,441.92 - \$112,626.80

Resident Wage Incentive: \$82,855.24 - \$116,005.50

Police Services Specialist – Pay Range 6AN

Wage Rate: \$29,180.06 - \$30,671.68

Resident Wage Incentive: \$30,055.48 - \$31,591.82

Police Services Specialist Investigators (Background) – Pay Range 5EN

Wage Rate: \$40,500.72 - \$46,723.56

Resident Wage Rate: \$41,715.70 - \$48,125.22

School Crossing Guard – Pay Range 9GN

Wage Rate: \$25,625.60 - \$27,040.00

Resident Wage Incentive: \$26,394.42 - \$27,851.20

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

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

1. Date Prepared/ Revised: 1/17/2020		2. Present Incumbent: Vacant		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
3. Date Filled:		4. Previous Incumbent:		If YES, indicate Underfill Title in box 10.	
5. Department: Milwaukee Police Department			Bureau: Division: Fusion Division		Unit: Tactical Analysis Unit
6. Work Location: 749 West State Street			Telephone: Email:		Section: Work Schedule: Hours: 40 / Days: 5
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Management, Non Represented If in District Council 48, which local? None		9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10.	Official Title: Crime and Intelligence Manager			Pay Range	Job Code
	Underfill Title (if applicable):			1FX	5010
	Requested Title (if applicable):				
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

This is a non-sworn law enforcement position (civilian). Under direction of the Fusion Division Captain, the Crime Intelligence Manager (CIM) is responsible for the supervision of a civilian staff of tactical analysts, assigned to the Fusion Division, who perform short and long term crime trend analysis, crime patterns, crime series, and criminal investigative analysis. In addition, analysts are responsible for the collection and interpretation of data and criminal intelligence using quantitative and qualitative methods. The CIM will be responsible for providing guidance and assigning tasks to the analysts on a daily basis. The CIM will oversee the inception through completion and dissemination, the retrieval and analysis of various crime data sets including call for service data, arrest data, and other law enforcement related data requests generated through the department. The CIM is responsible for providing analytic support to on-going investigations and assisting in the creation of analytic products for presentation in law enforcement and community based forums. The CIM will compile accurate and unbiased information for use in various internal and external forums. The CIM's job duties have a direct impact on the Geographic Commands, investigations, and on outside agencies at the local, state and federal levels.

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
40	Application of Analytical Methods and Techniques <ul style="list-style-type: none"> Applies appropriate analytical methods and techniques to identify and analyze raw information for the purpose of substantiating criminal patterns and/or trends and predictive analysis. Uses computerized analytic tools to create charts, maps, timelines, and link diagrams for the purpose of demonstrating analytical findings, including target relationships, time sequence of events, and criminal hierarchies. Conducts tactical, strategic and intelligence lead policing assessment of major crime. Manages the crime analysis section personnel. Assists in the establishment and training of Crime Analysts.
30	Criminal Patterns and Trends / Crime Assessment <ul style="list-style-type: none"> Correlates, integrates, and evaluates varying types of information from investigative activities for the purpose of generating investigative leads, and prepares reports to document investigative activities and

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.

% of Time	ESSENTIAL FUNCTION
	summarize findings. <ul style="list-style-type: none"> • Leads and/ or assists with special projects and investigative efforts of the Milwaukee Police Department. • Preparation of reports, presentations or maps, that assist with efficient deployment of resources to prevent or control crime. • Review of existing reports and data, analyze statistics to identify patterns and trends and to prepare useful products (i.e. reports or maps) in a timely manner so that criminal activity can be predicted, monitored or suppressed.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
30	<ul style="list-style-type: none"> • Participates in investigative efforts through meetings with law enforcement officers to identify intelligence requirements needed to support investigations and to report analytical findings. • Collection, collation, and preparation of documents used to assist with the development of agency strategy. Educate law enforcement personnel on criminal findings including data, trends, and forecasts. A key focus involves writing reports and delivering presentations to a variety of audiences. • Maintains the confidentiality and integrity of information and investigations coordinated, developed and/or assisted by the Milwaukee Police Department. • Represents the Police Department while interacting with counterparts throughout the law enforcement community. • Provides pertinent training to other federal, state and local law enforcement strategic and intelligence personnel as needed. • Researches and reviews new automated analytical tools in support of law enforcement tactical analysis, investigative and intelligence activities. • Work in partnership with associated state, federal and local agencies, analysts, and investigators to facilitate information sharing in accordance with National Crime Intelligence Sharing Plan. • Develops curriculum and provides training to department members in intelligence lead policing strategies. • Attends related training and conferences to expand job skills and assist in the development of professional contacts. • Maintain compliance with all rules and procedures and the appropriate position responsibilities of the Milwaukee Police Department.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Captain of Police, Craig Sarnow

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

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **15**.

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 (Select those that apply from list above, a - h)
10	Crime Analyst (Day Shift)	a - f, h
5	Crime Analyst	a - h

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

i. Education and Experience:

Minimum of five years tactical analysis, criminal intelligence analytical experience and a bachelor's degree in criminal justice, information management systems, computer science, or a closely related field (3 years strategic and criminal intelligence analytical experience and a master's degree in a related field may be considered).

Extensive work experience with Police related data, management and data mining (3 years or more).

Preferred:

- Master's degree in a related field
- Work experience in law enforcement environments
- Instructor and presentation experience in the field of strategic, tactical, and criminal intelligence

ii. Knowledge, Skills and Abilities:

Knowledge of and experience integrating criminal and law enforcement data with criminal intelligence and geographic data for the purpose of understanding why, where, and when criminal activity is taking place in relation to the community.

Knowledge and advanced experience in intelligence techniques, operations, and analytical procedures to effectively conduct analysis of criminal investigations and other large scale intelligence projects involving inter-related subject areas.

Knowledge of and work experience with computer systems in order to collect, collate, and analyze data, and effectively present and communicate findings in a concise and well-organized manner.

Skills in communicating orally and in writing in order to effectively prepare and present findings to command level officers and other local, state, and federal law enforcement officials.

Ability to effectively represent the Milwaukee Police Department when interacting with counterparts throughout the law enforcement community.

Current knowledge of relevant crime reports, statistics, and data series. Ability to remain abreast of innovative technologies and latest methodologies related to crime analysis.

Current knowledge of leadership techniques, conflict resolution, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

iii. Certifications, Licenses, Registrations:

- Certified Law Enforcement Instructure
- Certified Structured Query Language Administrator

iv. Other Requirements:

No previous felony convictions

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 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.

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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"/>	Climbing: 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"/>	Balancing: 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"/>	Stooping: 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"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: 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"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: 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"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: 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"/>	Talking: 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"/>	Hearing: 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 type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: 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"/>	Sedentary Work: 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 checked="" type="checkbox"/>	Light Work: 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 type="checkbox"/>	Medium Work: 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"/>	Heavy Work: 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"/>	Very Heavy Work: 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.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing
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<input type="checkbox"/>	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"/>	Machine Operators, Mechanics, Skilled Tradespeople: 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"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: 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: 40%**

CHECK ALL THAT APPLY:

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

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 type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/>	Commercial vehicle	<input 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 type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software
<input type="checkbox"/>	Hand tools (please list):		
<input type="checkbox"/>	Office Machines (check all that apply): <input type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register		
<input type="checkbox"/>	Other (please list):		

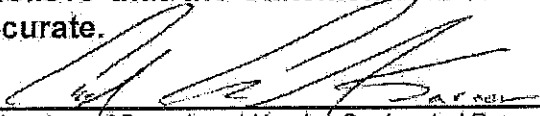
L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that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

While the Crime and Intelligence Manager (CIM) will be responsible for supervising the tactical crime analysts assigned to second shift at the Fusion, it will be important to work in a collaborative environment with civilian and sworn personnel, including sworn supervision. It will be critical that the second shift CIM coordinates with their peer dayshift CIM on a daily basis to ensure any outstanding requests or projects meet their deadlines. Both CIMs will ensure that analysts assigned to the tactical analysis unit are working in an effective team environment at Fusion, while contributing relevant data and intelligence to the appropriate

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bureaus and divisions in the Milwaukee Police Department and outside partners.

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



Signature of Department Head or Designated Representative

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