



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

Jeffrey B. Norman
Chief of Police

(414) 933-4444

March 30, 2022

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

RE: Request To Exempt From Competitive Examination & Recruitment – Police Records Director

Dear Commissioners:

At the Fire and Police Commission meeting of March 17, 2022, the Department of Employee Relations presented the classification report for the position of Police Records Director. Pursuant to Rule V, Sections 4 and 5 of the Fire and Police Commission Rules, I am requesting that this position be exempt from competitive examination. In addition to the exemption request, I am also respectfully requesting that this position be referred to the Department of Employee Relations (DER) to conduct a recruitment.

The Police Records Director is directly responsible for the overall operations of the Records Management Division and Open Records Section; assures compliance with records laws, and that rules, procedures, policies and guidelines are followed and NIBRS coding standards and legal standards are met. This position is responsible for the discipline, conduct, good order and efficiency of all the members under their command. In addition to the above, this position requires confidentiality, sensitivity and commitment to working cooperatively with other departments and governmental bodies.

Attached please find a job description for reference. Department representatives are available to assist DER staff with recruitment. If there are any questions regarding this matter, please contact Human Resources Administrator Pamela K. Roberts at 935-7191.

Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE

PAUL J. FORMOLO
ASSISTANT CHIEF OF POLICE

PJF:pk
Attachments

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: 9/16/21/ 3-2022		2. Present Incumbent: New Position		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Police Department		Bureau: Administration Bureau Division: Records Management Division		Unit: Section:	
6. Work Location: 2333 N. 49 th Street		Telephone: Email:		Work Schedule: Hours: 40 per week / Days: 5	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Management, General City If in District Council 48, which local?		9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10. Official Title: Police Records Director		Pay Range		Job Code	
Underfill Title (if applicable):		1MX			
Requested Title (if applicable):		1MX			
Recommended Title (DER Use Only):		Approved by:			
		Date:			

11. BASIC FUNCTION OF POSITION:

The Police Records Director is directly responsible for the overall operations of the Records Management Division and Open Records Section. Assures compliance with records laws, and that rules, procedures, policies and guidelines are followed and NIBRS coding standards and legal standards are met. This position is responsible for the discipline, conduct, good order and efficiency of all the members under their command.

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%	<ul style="list-style-type: none"> Regular and consistent attendance. Responsible for the overall efficient and effective operations of the Records Management Division and Open Records Section. Works independently and makes appropriate decisions based on knowledge of Department policies and procedures; performs duties within scope of authority.
	<ul style="list-style-type: none"> Monitors Records Management Division work activities and ensures that quality and timeliness report processing standards are met and appropriate services are provided; serves as Police Department liaison with the FBI and assures accuracy of crime coding and compliance with State, Federal and National Incident Based Reporting Standards (NIBRS) regulations.
	<ul style="list-style-type: none"> Monitors Open Records Section work activities and ensures that quality and accurate public records requests are provided within legal standards; establish methods to create efficiencies that will reduce wait time for satisfying public record requests.
	<ul style="list-style-type: none"> Establishes staffing levels and methods for providing records-related services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
	<ul style="list-style-type: none"> Provides management and leadership to personnel assigned to Records Management Division and Open Records Section.
	<ul style="list-style-type: none"> Manages Records Management Division and Open Records Section operating and overtime budgets.
	<ul style="list-style-type: none"> Oversee the preparation of analytical and statistical reports on operations and activities.
	<ul style="list-style-type: none"> Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of records management.
	<ul style="list-style-type: none"> Perform other duties and have other such responsibilities, as the Chief of Police, or designee(s), may from

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
	time to time direct.
	•

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
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	•
	•
	•
	•
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C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Inspector of Police

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

Performs duties under the general supervision of the Executive Officer of the Administration Bureau and the Office of the Chief.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 37.

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:

Select all that apply by marking 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>
1	Police Records Manager	a-h
14	Police Records Specialists I, II, III	a-h
14	Police Officers	a-h
1	Detective	a-h
2	Office Assistants III, IV	a-h
2	Police Aides	a-h
1	Police Open Records Legal Advisor	a-h
1	Police Services Specialist - Investigator	a-h
1	Police Records Supervisor	a-h

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

i. **Education and Experience:**

Bachelor's Degree and four years of responsible police records management or public records experience including two years of progressively responsible supervision experience. Equivalent combination of experience and education may be considered. Juris Doctor or MBA preferred. Equivalent combinations of education and experience may be considered.

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ii. Knowledge, Skills and Abilities:

Familiarity with Wisconsin's public records law, including relevant statutory and common law exceptions, as well as relevant public policies. Ability to effectively communicate with oversight agencies, members of the media, advocacy groups, attorneys and other requesters of records under the public records law. Ability to monitor new trends and developments pertaining to public records, records retention and records management. Understanding of records management systems, Uniform Crime Statistics and National Incident Based Reporting (NIBRS). Knowledge of pertinent federal, state, and local laws, codes, and regulations, particularly public records laws. Knowledge of principles and practices of data storage, retrieval, processing, retention and disposition. Knowledge of principles of supervision, training and performance evaluation. Knowledge of the modern and complex principles and practices of the criminal justice system. Knowledge of Sharepoint. Knowledge of and ability to apply federal, state and local laws, codes and regulations related to police record management. Ability to ensure the proper drafting of analytically driven, legally compliant responses to complex public records requests. Skill in organizing and operating a law enforcement records management system and public records software. Skill in written communications including preparing clear and concise reports. Problem solving, decision making, risk management and analytical skills. Skill in managing projects. Strong computer skills. Ability to orally communicate clearly and concisely, including interpreting and explaining applicable records laws and City and Department policies and procedures. Ability to establish and maintain effective working relationships with management, other city employees, subordinates, elected officials and others contacted in the course of work. Honesty and integrity and the ability to maintain confidentiality.

iii. Certifications, Licenses, Registrations:

Valid Wisconsin Driver's License.

iv. Other Requirements:

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"/>	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 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 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 type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input 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-

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	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 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 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 checked="" 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 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 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 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:** 0%

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

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<input type="checkbox"/>	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 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 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 <i>(please list):</i>	
<input checked="" type="checkbox"/> Office Machines <i>(check all that apply):</i> <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other <i>(please list):</i>	

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.)

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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