



**Department of Employee Relations**

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Labor Negotiator

**Job Evaluation Report**

Fire and Police Commission Meeting: April 6, 2023

**Police Department**

Current	Recommended
32 New Positions	Crime Scene Investigator II PR 2IN (\$60,824 - \$85,151) FN: Recruitment at \$63,865 (32 Positions)  Crime Scene Investigator I PR 2HN (\$57,081 – \$79,909) FN: Recruitment at \$59,936 (Underfill Title)

Note: Residents receive a rate that is 3% higher.

The Milwaukee Police Department (MPD) requested a classification study of 32 new positions of Crime Scene Investigator in their Forensics Division. Job descriptions were provided, and discussions were held with Pamela Roberts, Police Human Resources Administrator; April Nwandu, Human Resources Supervisor; and Mai Xiong, Human Resources Representative.

**Market Pay Data**

In studying these positions, market data from other cities was reviewed as shown in the chart below.

City/State	Title	Current Pay	Adjusted Pay
Denver, Colorado	Criminalist II	\$63,690 - \$99,362	\$57,407 - \$89,561
Cincinnati, Ohio	Senior Police Criminalist	\$59,633 - \$80,142	\$61,613 - \$82,802
Denver, Colorado	Criminalist I	\$57,054 - \$88,442	\$51,426 - \$79,718
Cincinnati, Ohio	Police Criminalist	\$52,801 - \$70,960	\$54,554 - \$73,316
Nashville & Davidson County, Tennessee	Crime Scene Investigator II	\$52,575 - \$68,344	\$53,597 - \$69,673
Nashville & Davidson County, Tennessee	Crime Scene Investigator I	\$47,597 - \$61,876	\$48,523 - \$63,079

Market data was also obtained for southeastern Wisconsin from the Economic Research Institute (ERI), a salary survey to which the Department of Employee Relations subscribes.

**Criminalist**

Years of Experience	10 <sup>th</sup> Percentile	25 <sup>th</sup> Percentile	Survey Mean	75 <sup>th</sup> Percentile	90 <sup>th</sup> Percentile
10	\$67,753	\$73,550	\$81,249	\$88,799	\$96,436
9	\$66,080	\$71,727	\$79,234	\$86,590	\$94,042
8	\$64,362	\$69,855	\$77,166	\$84,320	\$91,579
7	\$62,590	\$67,925	\$75,031	\$81,976	\$89,035
6	\$60,766	\$65,940	\$72,835	\$79,564	\$86,414
5	\$58,897	\$63,905	\$70,585	\$77,091	\$83,725
4	\$56,990	\$61,830	\$68,291	\$74,568	\$80,980
3	\$55,054	\$59,724	\$65,964	\$72,007	\$78,192
2	\$53,100	\$57,597	\$63,615	\$69,424	\$75,378
1	\$51,138	\$55,463	\$61,258	\$66,833	\$72,555

Source: ERI, Data as of January 1, 2023

*Criminalists investigate crimes by collecting and analyzing physical evidence; apply scientific principles to analysis, identification, and classification of devices, chemical and physical substances, materials, liquids, or other physical evidence related to criminology, law enforcement, or investigative work; search for, secure, photograph, and preserve evidence; and perform a variety of analytical examinations utilizing chemistry, physics, mechanic, and other sciences.*

**Position Descriptions and Recommendations**

Current	New Positions		32 Positions
	Crime Scene Investigator II	PR 2IN (\$60,824 - \$85,151) Recruitment at \$63,865	32 Positions
	Crime Scene Investigator I	PR 2HN (\$57,081 - \$79,909) FN: Recruitment at \$59,936	Underfill Title

Under the direction of the Forensic Division supervisors, these positions are responsible for identifying, collecting, preserving, and analyzing evidence at crime scenes and in lab settings to support law enforcement activities; and for performing forensic processing of evidence using a variety of traditional methods; and documenting evidence and findings. Duties and responsibilities include the following.

- Respond, consistent with training and department directives, code of conduct and standard operating procedures, to traffic related assignments and calls for service including homicides, sexual assaults, robberies, aggravated assaults, human trafficking, burglaries, thefts, motor vehicle thefts, arson, non-fatal shootings, and car jackings.
- Conduct crime scene investigations, properly document all pertinent information including evidence recovery, preservation, and chain of custody.

- Identify, collect, and secure physical evidence including blood, body fluids, hair, fibers, and firearms for laboratory testing and use of evidence in criminal prosecutions.
- Search for and develop latent prints at crime scenes.
- Provide photographic services for a variety of Departmental needs, including crime scene representation, evidence documentation, and promotional and other public relations events; and photograph and fingerprint suspects, victims, including deceased individuals, witnesses, and applicants.
- Produce castings of footprints, tire tracks, and other impressions.
- Use a variety of chemicals to enhance biological evidence.
- Recover video at crime scenes and reformat if needed to provide digital evidence.
- Process evidence submitted to the Forensics Laboratory including visual examination and chemical processing of physical evidence, collection of DNA evidence, and the use of photography techniques to document evidence.
- Assist with prisoner identification through fingerprint comparison, verification, and classification.
- Write, draft and complete reports and/or documentation of work completed including crime scene diagrams.
- Complete property inventory reports and ensure proper chain of custody of all evidence.
- Provide expert testimony in court.
- Maintain accurate records and upload crime scene photographs, digital evidence, and other documents in the digital evidence management system and the records management system.
- Prepare data used to make recommendations on workforce deployment and resource allocation.
- Maintain statistical reports detailing the results of analyses, conclusions, and recommendations; and prepare periodic statistical reports for departmental commanders.
- Perform other duties as assigned.

Minimum requirements include 60 college credits or an associate degree in forensic science or related area; or two years of related experience. A bachelor's degree is preferred. Equivalent combinations of education and experience may be considered. Other requirements include an ability to complete a minimum of 40 hours of training identified by MPD related to crime scene processing or related forensic disciplines within two years of hire or promotion date. These requirements have not yet been assessed by the Staffing Division.

These positions were originally created in the 2021 budget and are now being classified. The department has requested the creation of two levels.

Crime Scene Investigator I would be an entry level underfill title in which incumbents would perform the duties and responsibilities listed above.

Crime Scene Investigator II would be a journey level in which incumbents would perform the duties and responsibilities listed above plus the following.

- Train department members on how to process evidence at crime scenes, submit evidence to the forensic laboratory, and recover and process forensic digital evidence

- Retrieve forensic evidence from crime scenes, the community, MPD inventory, and counter cases
- Process forensic digital evidence using specialized equipment and software to extract data from a variety of electronic media
- Perform duplicate image back-up of evidence received to preserve the state of those materials at the time of receipt
- Restore deleted or corrupted digital files when possible and relevant; prepare and organize recovered digital information in a suitable format for a requestor, complete clear and concise reports to inform a requestor of the nature of the examinations performed and the findings/conclusions attained, and prepare and organize case materials and court exhibits for potential court procedures and testimony
- Assist in the research, identification, review, evaluation, recommendations, procurement, and installation of job-related equipment and/or software, and standard operating procedures and policies
- Present content relative to forensics analysis to law enforcement, and law enforcement partners.

Minimum requirements would include those listed above for Crime Scene Investigator I plus an additional two years of experience and 80 hours of training identified by the MPD related to crime scene investigations, laboratory operations, digital forensics, or related forensic disciplines within two years of hire or promotion.

Based on an analysis of the market data above and comparisons to other City positions including the classifications of Crime Analysts I, II, and III, we recommend these positions be classified as Crime Scene Investigator II in Pay Range 2IN (\$60,824 - \$85,151) with a recruitment rate of \$63,865 plus an underfill classification of Crime Scene Investigator I in Pay Range 2HN (\$57,081. - \$79,909) with a recruitment rate of \$59,936.

**Action Required – Effective Pay Period 1, 2023 (December 25, 2022)**

Prepared by:     Sarah Trotter    

Sarah Trotter, Human Resources Representative

Reviewed by:     Andrea Knickerbocker    

Andrea Knickerbocker, Human Resources Manager

Reviewed by:     Harper Donahue    

Harper Donahue, IV, Employee Relations Director