



December 28, 2021

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

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

RE: Classification Study Request – Crime Analyst Position

Dear Commissioners:

The Department is requesting the creation of a three-tier system with pay increases as experiences and responsibilities increase for the Crime Analyst position. It is anticipated that this approach will provide current and newly hired Crime Analysts the opportunity for career/promotional growth, increased pay, and assist the Department with recruitment and retention issues. Please find attached a more detailed report provided by Department Supervisors with knowledge of the essential functions of the position. The following are the Department's recommended salary ranges for each of the three recommended tiers (titles).

Crime Analyst:	Pay Range (\$51,468 - \$72,062, Recruitment at \$54,251)
Crime Analyst II:	Pay Range (\$60,188 - \$78,000)
Crime Analyst III:	Pay Range (\$66,125 - \$85,921)

The Crime Analyst positions are assigned to the Office of Management Analysis and Planning, and the Fusion Division. Under the direction of the Commanding Officer and/or the Crime and Intelligence Manager, the Crime Analysts collect, collate, analyze, disseminate, and evaluate crime data to discover developing trends, patterns, and changes in criminal activity using analytical software. This data is provided to both internal and external stakeholders to include partners at City Hall.

It is anticipated that the reclassification of the Crime Analyst position will address the high turnover in this position. The following statistics were provided by the Human Resources Division. Since 2015, the Milwaukee Police Department has hired 28 Crime Analysts and promoted 4 Crime Analysts to the position of Crime and Intelligence Manager. Of note, since 2015, at least 13 Crime Analysts (46.42%) have separated from service. The average years of service before resignation is approximately 3 years. Additionally, since 2015, 3 Crime and Intelligence Managers (75%) have resigned. Accordingly, I request that this matter be referred to the Department of Employee Relations (DER) for study. Department representatives are prepared to assist DER Staff with the study. If you have questions regarding this matter, please contact Human Resources Administrator Pamela K. Roberts at 935-7191.

Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE

NICOLE J. WALDNER
ASSISTANT CHIEF OF POLICE

JBN:NJW:pk
Attachments

**City of Milwaukee – Department of Employee Relations
JOB CLASSIFICATION REQUEST FORM**

Please fill out all form fields when applicable with a completed job description that is signed and dated
(include a job analysis questionnaire, if applicable) and email to sasinsk@milwaukee.gov.

Department	Police
Department Head	Chief of Police Jeffrey B. Norman

Job Study Contact Information:

HR Contact	Pamela K. Roberts
Phone Number	935-7191
Email Address	prober@milwaukee.gov
Supv/Mgr of Incumbent	Lieutenant Mark Krowski
Phone Number	935-7002
Email Address	mfkrow@milwaukee.gov

Request Type (Check All That Apply):

<input type="checkbox"/>	Classification	To classify a new position authority as a result of the budget or grant funding
<input checked="" type="checkbox"/>	Reclassification	To modify a current position's title and pay
<input type="checkbox"/>	Repurpose	To use a vacant position's funding to a create a new position
<input type="checkbox"/>	Title Change	To modify a position's title only
<input type="checkbox"/>	Reallocation	To modify a position's pay range only
<input type="checkbox"/>	Market Study	To study the market rate of pay of a position
<input type="checkbox"/>	Designation	For example – bilingual, recruitment flexibility, task rate

Title/Position Information As It Is Listed In the Salary/Positions Ordinance:

Current Title	Crime Analyst
Current Pay Range	2GN
Proposed Title	Crime Analyst III (underfills of CAII & CA)
Proposed Pay Range	2GN with various salary ranges
Division	Fusion & Office of Management Analysis and Planning
Section	
Number of Positions	23
Incumbent(s)	Various (21)

Changes to duties and responsibilities:

See attached report.

Changes in the level of work as defined by knowledge, skill, mental or physical effort requirements, responsibility level, or working conditions:

See attached report.

Program, policy, or organizational changes that have impacted the position and its responsibility level:

N/A

Documented recruitment or retention difficulties:

Since 2015, the Milwaukee Police Department has hired 28 Crime Analysts and promoted 4 Crime Analysts to the position of Crime and Intelligence Manager. Of note, since 2015, at least 13 Crime Analysts (46.42%) have separated from service. The average years of service before resignation is approximately 3 years. Additionally, since 2015, 3 Crime and Intelligence Managers (75%) have resigned.

Titles of other positions within the city that may be comparable to the position(s) to be studied:

N/A

The impact of this change on other positions in the department:

None.

Any other relevant information:

See attached report.

Prepared by: _____

Approved by: _____

Background:

Crime Analysts work in the Office of Management Analysis and Planning, and the Fusion Division, under the direction of the Commanding Officer and/or the Crime and Intelligence Manager. Crime Analysts collect, collate, analyze, disseminate, and evaluate crime data to discover developing trends, patterns, and changes in criminal activity using analytical software. This data is provided to both internal and external stakeholders to include partners at City Hall.

Crime Analysts support the Milwaukee Police Department in various capacities at the administrative, strategic, and tactical level. Crime Analysts draft the results of analyses, conclusions, recommendations and prepare statistical reports for City of Milwaukee leaders. Crime Analysts prepare data used to make recommendations on workforce deployment and strategic resource allocation. Crime Analysts attend meetings to provide sworn personnel information on crime series and trends, wanted suspects, and major cases, as well as share information gleaned at such meetings as relevant to stakeholders for increased awareness, response planning, or investigative support. Crime Analysts also help to improve clearance rates by assisting law enforcement personnel in case support by developing investigative leads and aiding in suspect development. Crime Analysts are expected to have vast technological knowledge and are often involved in the testing process of new software and/or programs utilized by the Milwaukee Police Department, to include the implementation of new Records Management Systems (RMS), and Computer-Aided Dispatch (CAD) systems.

Crime Analysts also train department members on analytical techniques, including how to access and analyze various types of data, in an effort to reduce crime and disorder through intelligence-led and problem-oriented policing. Furthermore, Crime Analysts establish and maintain working relationships with other law enforcement agencies, not only in Wisconsin, but nationwide (I.e., Wisconsin Law Enforcement Analyst Network (WILEAN), International Association of Law Enforcement Intelligence Analysts (IALEIA), and International Association of Crime Analysts (IACA)). Crime Analysts also work with other City of Milwaukee departments (E.g., Department of Public Works (DPW) - Comprehensive Crash Analysis project) and University partners (I.e., Marquette University Criminal Justice Data Analytics Advisory Committee).

The recommendations of this report address the high turnover of Crime Analysts in the Milwaukee Police Department. The following statistics are according to Milwaukee's Human Resource Department. Since 2015, the Milwaukee Police Department has hired 28 Crime Analysts and promoted 4 Crime Analysts to the position of Crime and Intelligence Manager. Of note, since 2015, at least 13 Crime Analysts (46.42%) have separated from service. The average years of service before resignation is approximately 3 years. Additionally, since 2015, 3 Crime and Intelligence Managers (75%) have resigned.

Recommendation:

This report recommends creating a three-tier system with pay increases as responsibilities increase for Crime Analysts of the Milwaukee Police Department. This approach will provide current and newly hired Crime Analysts the opportunity for career/promotional growth, increased pay, employee recruitment and retention.

Position Title	Adjustments to Job Positioning	Change in Desired Qualifications
<p>Crime Analyst</p>	<p>Added functions:</p> <ol style="list-style-type: none"> 1. Perform entry level work conducting detailed research and analysis of confidential information and investigative information relating to law enforcement operations involving crime trends and violations of laws. 2. Create profiles of known offenders and arrestees and research their past crimes through multiple databases or other available sources. 3. Perform routine crime analysis duties, such as conducting and presenting historical analysis on general and specific crime and calls for service information, and undertaking tactical, strategic and administrative crime analysis. 4. Conduct spatial analysis to identify crime trends and patterns for the purpose of deployments. <p>Removed Functions (will stay on CA II & III postings)</p> <ol style="list-style-type: none"> 1. Long term forecasting/crime reduction efforts (only CA II & III) 2. Train department members on crime analysis techniques (only CA II & III) 3. Maintain proficiency with geographic information systems (GIS) software (CA II & III) <p>Added knowledge / skills / abilities</p> <ol style="list-style-type: none"> 1. Knowledge of the crime analysis processes to include data access, collection, collation, analysis, dissemination, and feedback. 2. Crime Analysts are responsible for ensuring the constitutional rights of all citizens and have knowledge of the laws of the State of Wisconsin and the ordinances of the City of Milwaukee. 3. Familiar with crime classification criteria such as Uniform Crime Reporting (UCR), National Incident Based Reporting System (NIBRS), Wisconsin Incident Based Reporting System (WIBRS) 	<p>No change</p>

<p>Crime Analyst II</p>	<p>Added functions:</p> <ol style="list-style-type: none"> 1. Perform detailed research and analysis of criminal intelligence information, analyzing data, and developing links between criminals, crime groups, and/or patterns of criminal activity. 2. Determine any assistance that could be provided to patrol or investigative units assigned to an incident including offender, victim, and MO pattern research. 3. Exchanges research information with other internal and external law enforcement analysts/officers. 4. Attend briefings and meetings to provide and receive information on crime series and trends, wanted suspects, and major cases. Share information gleaned at such meetings as relevant to department personnel for increased awareness, response planning, or investigative support. 5. Establish and maintains working relationships with other law enforcement agencies and crime analysts for the purposes of information sharing. <p>Added knowledge / skills / abilities</p> <ol style="list-style-type: none"> 1. Knowledge of the crime analysis processes to include data access, collection, collation, analysis, dissemination, and feedback. 2. Knowledge of basic organization and functions of law enforcement and criminal law related to crime analysis and dissemination of confidential information. 3. Familiar with the intelligence process and methodologies including, but not limited to, link analysis, telephone toll analysis, and event timeline reporting. 4. Develop queries and formulas to extract data from police systems to enhance the analytical capabilities of the Milwaukee Police Department 5. Crime Analysts are responsible for ensuring the constitutional rights of all citizens and have knowledge of the laws of the State of Wisconsin and the ordinances of the City of Milwaukee. 6. Familiar with crime classification criteria such as Uniform Crime Reporting (UCR), National Incident Based Reporting System (NIBRS), Wisconsin Incident Based Reporting System (WIBRS) 	<ol style="list-style-type: none"> 1. Minimum 3 years of experience conducting research using complex statistical analysis and statistical computer programs. 2. Knowledge of law enforcement computer systems, E.g., Records Management System (RMS), Computer Aided Dispatch (CAD), and National Integrated Ballistic Information Network (NIBIN) 3. Knowledge / understanding of extracting data from relational databases, police reports, open source information, etc.
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<p>Crime Analyst III</p>	<p>Added functions:</p> <ol style="list-style-type: none"> 1. #1-5 under Crime Analyst II 2. Ability to assist in the development and maintenance of a computerized automated crime analysis systems (E.g., I-base, RMS, CAD) 3. Trains new hires 4. Develop complex queries and formulas to extract data from police systems to enhance the analytical capabilities of the Milwaukee Police Department <p>Added knowledge / skills / abilities</p> <ol style="list-style-type: none"> 1. #1-5 under Crime Analyst II 2. Able to work independently, efficiently and produce high quality work with minimal supervision and direction. 3. Demonstrate an authentic and positive influence in the work environment and among colleagues, builds consensus and seeks resolution to problems. 4. Demonstrate leadership through promoting, improving, and maintaining professional standards and integrity through the provision of advice and guidance. 5. Advanced knowledge of police systems and crime reporting 6. Proficiency querying data contained within relational databases. 7. Proficiency utilizing: T-SQL, Crystal Reports, SPSS, SAS, Power BI, Tableau, R, Python, etc. 8. Ability to conduct complex analyses and draw conclusions from crime trends which are subsequently communicated to executive staff and other internal/external stakeholders. 9. Ability to present findings both orally and in writing. 	<ol style="list-style-type: none"> 1. Minimum 5 years of experience conducting research using complex statistical analysis and statistical computer programs. 2. Proficiency in law enforcement computer systems, E.g., Records Management System (RMS), and Computer Aided Dispatch (CAD), and National Integrated Ballistic Information Network (NIBIN) 3. Proficiency in extracting data from relational databases and ability to write complex data queries police reports, open source information, etc 4. Knowledge of and the ability to interpret law enforcement and criminal justice research
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Supporting Data:

Where Milwaukee PD falls in pay for Crime Analysts in Wisconsin

Job Title	Department	Starting Hourly Pay	Top Hourly Pay	Starting Annual Pay	Top Annual Pay
Investigative Analyst	DHS - Milwaukee	37.83	49.18	78,681	102,288
Crime Analyst	Eau Claire PD	30.71	35.77	63,876.80	74,401.60
Police Data Analyst	City of Madison	29.25	34.44	60,836	71,631
Crime Analyst 1	Madison PD	29.25	34.44	60,836.36	71,630.52
Crime Analyst	Green Bay PD	29.08	39.33	60,486.40	81,806.40
Crime Analyst	West Allis PD	27.10-27.78	30.97-31.74	56,368-57,777.20	64,417.60-66,028.04
Crime Analyst	Milwaukee PD	26.08-26.86	34.64-35.69	54,251-55,879	72,063-74,225
Crime Analyst	Wauwatosa PD	26.03	35.7	54,141	74,258
Crime Analyst	Sheboygan PD	22.69	30.69	47,195.20	63,835.20
Crime Analyst	Oshkosh PD	22.61	25.85	47,034	53,768
Crime Analyst	Racine PD	21.47	27.60	44,657.60	57,408

Where Milwaukee PD falls in pay for Crime Analysts Nationwide

Job Title	Department	Starting Hourly Pay	Top Hourly Pay	Starting Annual Pay	Top Annual Pay	Population
Crime Analyst	Boulder PD	37.10	45.85	77,168	95,368	106,392
Crime Analyst	Portland Police Bureau	33.91	45.22	70,524	94,056	645,291
Crime Analyst	Reno PD	33.75	41.02	70,194.80	85,321.60	264,500
Crime Analyst	Cincinnati PD	28.65	38.50	59,585.54	80,077.98	301,394
Crime Analyst I	Minneapolis PD	28.64	39.59	59,562.88	82,355.52	420,324
Crime Analysis Specialist	Miami Beach PD	28.09	44.37	58,427.20	92,289.60	90,108
Crime Analyst	Milwaukee PD	26.08-26.86	34.64-35.69	54,251-55,879	72,063-74,225	594,548
Crime Analyst	Lafayette PD	26.76	29.69	55,669.95	61,748.18	72,581
Public Safety Analyst II	Virginia Beach PD	25.71	38.98	53,476.80	81,078.40	450,201
Traffic/Crime Analyst I	Cambridge PD	23.45	28.75	48,780.00	59,808.00	116,632
Crime/Traffic Analyst	Albuquerque PD	19.45	23.21	40,456.00	48,277.00	559,374

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____	
City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

Instructions: Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

1. Date Prepared/ Revised: 01-22-14 / 12/22/2021		2. Present Incumbent: Various Incumbents (23 Positions)		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: Office of the Chief Division: OMAP		Unit: Section:		
6. Work Location: 749 West State Street		Telephone: Email:		Work Schedule: Hours: 40 / Days: 5		
7. Represented by a Union? No		8. Bargaining Unit: If in District Council 48, chose a Local: None		9. FLSA Status: NON EXEMPT		
10.	Official Title: Crime Analyst III			Pay Range	Job Code	EEO Code
				2GN	2305	
	Underfill Title (if applicable): Crime Analyst I					
	Requested Title (if applicable):					
Recommended Title (DER Use Only):			Approved by: _____			
			Date:			

11. BASIC FUNCTION OF POSITION:

This is a civilian non-management position. Under the direction of the Commanding Officer and Crime & Intelligence Manager, the Crime Analyst is responsible for collecting, collating, analyzing, disseminating, and evaluating crime data to discover developing trends, patterns, and changes in criminal activity, using mapping and other analytical software.

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.
	<ul style="list-style-type: none"> Perform entry level work conducting detailed research and analysis of confidential information and investigative information relating to law enforcement operations involving crime trends and violations of laws. Create profiles of known offenders and arrestees and research their past crimes through multiple databases or other available sources. Perform routine crime analysis duties, such as conducting and presenting historical analysis on general and specific crime and calls for service information, and undertaking tactical, strategic and administrative crime analysis. Conduct spatial analysis to identify crime trends for the purpose of deployments.
	<ul style="list-style-type: none"> Collect, analyze and interpret data and crime information received from various departmental units and Federal, State and local law enforcement agencies. Produce information related to crime trends to assist the department in preventing and suppressing criminal activities, aiding the investigative process, increasing apprehension of offenders, and clearing cases.
	<ul style="list-style-type: none"> Prepare data used to make recommendations on workforce deployment and resource allocation. Maintain statistical reports detailing the results of analyses, conclusions, and recommendations; prepare periodic statistical reports for departmental commanders.
	<ul style="list-style-type: none"> Other duties as assigned.

B. PERIPHERAL DUTIES:

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

OMAP or Fusion Division Commanding Officer and/or the Crime and Intelligence Manager.

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

Immediate supervisor provides reviews of completed job.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

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)

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

i. Education and Experience:

Bachelor's Degree in Social Science, Criminal Justice, Geography or a related field (degree other than those mentioned should have college level course work in statistics and research methods and quantitative or qualitative methods beyond introductory level). Master's Degree in related field desirable.

One to three years of experience conducting complex statistical analysis (e.g. time series analysis, trend projection, regression, correlation, and analysis of variance).

Experience with the use of statistical computer programs such as SPSS or SAS, and experience working with GIS software, computer databases, relational databases, spreadsheets, and Microsoft Office.

Knowledge of police computer systems (i.e., RMS, CAD, etc.) is preferred.

ii. Knowledge, Skills and Abilities:

Ability to read, interpret, and explain complex technical information.

Ability to collect, analyze, and interpret data and statistics using quantitative and qualitative methodology; ability to prepare and present complex and detailed statistical reports.

Ability to use both tactical and strategic crime analysis techniques when addressing crime problems.

Analytical, problem-solving, and decision-making skills as well as sound judgement.

Ability to engage in continuous improvement activities to improve departmental programs and services.

Ability to maintain confidentiality and exercise discretion in all work-related activities.

Ability to work cooperatively, effectively, and fairly with people whose backgrounds may differ from one's own.

Ability to communicate orally and in writing to effectively prepare and present findings to Command level officers and other local, State and Federal law enforcement officials.

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

Knowledge of the crime analysis processes to include data access, collection, collation, analysis, dissemination, and feedback.

Crime Analysts are responsible for ensuring the constitutional rights of all citizens and have knowledge of the laws of the State of Wisconsin and the ordinances of the City of Milwaukee.

Interpersonal skills to be able to collaborate and innovative with team members in a quasi-military environment under stressful and sometimes critical situations.

Planning, organizational, and time management skills.

Familiar with crime classification criteria such as Uniform Crime Reporting (UCR), National Incident Based Reporting System (NIBRS), Wisconsin Incident Based Reporting System (WIBRS).

iii. Certifications, Licenses, Registrations:

IACA certification desirable. Valid driver's license at time of appointment and throughout employment.

iv. Other Requirements:

No felony convictions.

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 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 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 checked="" 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 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: 15%**

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 checked="" type="checkbox"/> Copier <input checked="" 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.)

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

Signature of Department Head or Designated Representative

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____	
City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

Instructions: Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

1. Date Prepared/ Revised: 01-22-14 / 12/22/2021		2. Present Incumbent: Various Incumbents (23 Positions)		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: Office of the Chief Division: OMAP		Unit: Section:		
6. Work Location: 749 West State Street		Telephone: Email:		Work Schedule: Hours: 40 / Days: 5		
7. Represented by a Union? No		8. Bargaining Unit: If in District Council 48, chose a Local: None		9. FLSA Status: NON EXEMPT		
10.	Official Title: Crime Analyst III			Pay Range	Job Code	EEO Code
				2GN	2305	
	Underfill Title (if applicable): Crime Analyst II					
	Requested Title (if applicable):					
Recommended Title (DER Use Only):			Approved by: _____			
			Date:			

11. BASIC FUNCTION OF POSITION:

This is a civilian non-management position. Under the direction of the Commanding Officer and Crime & Intelligence Manager, the Crime Analyst is responsible for collecting, collating, analyzing, disseminating, and evaluating crime data to discover developing trends, patterns, and changes in criminal activity, using mapping and other analytical software.

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. Perform detailed research and analysis of criminal intelligence information, analyzing data, and developing links between criminals, crime groups, and/or patterns of criminal activity for law enforcement personnel. Produce information related to crime trends to assist the department in preventing and suppressing criminal activities, aiding the investigative process, increasing apprehension of offenders, and clearing cases. Develop reports using relational databases to aid in the identification of current and historical crime trends and patterns in the City of Milwaukee. Measure and forecast long-term public safety activity related to problem-solving, intervention, and crime reduction efforts.
	<ul style="list-style-type: none"> Prepare data used to make recommendations on workforce deployment and resource allocation. Maintain statistical reports detailing the results of analyses, conclusions, and recommendations for action items. Determine any assistance that could be provided to patrol or investigative units assigned to an incident including offender, victim, and MO pattern research. Collect, analyze and interpret data and crime information received from various departmental units and Federal, State and local law enforcement agencies.
	<ul style="list-style-type: none"> Establish and maintains working relationships with other law enforcement agencies and crime analysts for the purposes of information sharing. Exchanges research information with other internal and external law enforcement analysts/officers. Attend briefings and meetings to provide and receive information on crime series and trends, wanted suspects,

% of Time	ESSENTIAL FUNCTION
	and major cases. Share information gleaned at such meetings as relevant to department personnel for increased awareness, response planning, or investigative support. <ul style="list-style-type: none"> • Maintain proficiency with geographic information systems (GIS) software and crime analysis methods and tools. • Train department members, as well as new hires, on crime analysis techniques, including how to access and analyze various types of data. • Maintain departmental databases as needed.
	<ul style="list-style-type: none"> • Other duties as assigned.

B. PERIPHERAL DUTIES:

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

OMAP or Fusion Division Commanding Officer and/or the Crime and Intelligence Manager.

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

Immediate supervisor provides reviews of completed job.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

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:

<ul style="list-style-type: none"> a. Assign duties b. Outline methods c. Direct work in progress d. Check or inspect completed work 		<ul style="list-style-type: none"> e. Sign or approve work f. Make hiring recommendations g. Prepare performance appraisals 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)

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

i. Education and Experience:

Bachelor's Degree in statistics, sociology, criminal justice, or a closely related field (degree other than those mentioned should have college level course work in statistics and research methods and quantitative or qualitative methods beyond introductory level). Master's Degree in related field desirable.

Three years of experience conducting research using complex statistical analysis and statistical computer programs.

Knowledge/understanding of extracting data from relational databases, police reports, open source information, etc.

Knowledge of police computer systems, i.e., Records Management System (RMS), Computer Aided Dispatch (CAD), National Integrated Ballistic Information Network (NIBIN), and crime reporting.

ii. Knowledge, Skills and Abilities:

- Ability to read, interpret, and explain complex technical information.
- Knowledge of and ability to use sophisticated computer applications to conduct research, analyze data, and effectively present and communicate findings; knowledge of SPSS, SAS, or comparable programs; SQL; Tableau, Power BI, or comparable; geographic information systems (GIS); relational databases; Excel; and spreadsheet programs.
- Knowledge of basic organization and functions of law enforcement and criminal law related to crime analysis and dissemination of confidential information.
- Familiar with the intelligence process and methodologies including, but not limited to, link analysis, telephone toll analysis, and event timeline reporting.
- Develop queries and formulas to extract data from police systems to enhance the analytical capabilities of the Milwaukee Police Department.
- Crime Analysts are responsible for ensuring the constitutional rights of all citizens and have knowledge of the laws of the State of Wisconsin and the ordinances of the City of Milwaukee.
- Familiar with crime classification criteria such as Uniform Crime Reporting (UCR), National Incident Based Reporting System (NIBRS), Wisconsin Incident Based Reporting System (WIBRS).
- Ability to collect, analyze, and interpret data and statistics using quantitative and qualitative methods; ability to prepare and present complex statistical reports.
- Ability to use both tactical and strategic crime and analysis techniques when addressing crime problems.
- Analytical, problem-solving, and decision-making skills as well as sound judgment.
- Knowledge of the crime analysis processes to include data access, collection, collation, analysis, dissemination, and feedback.
- Oral and written communications skills to be able to effectively prepare and present findings to command-level officers and law enforcement officials from other agencies.
- Interpersonal skills to be able to collaborate and innovate with team members in a quasi-military environment under stressful and sometimes critical situations.
- Ability to work cooperatively, effectively, and fairly with people whose backgrounds may differ from one's own.
- Planning, organizational, and time management skills.
- Ability to maintain confidentiality and exercise discretion in all work-related activities.
- Ability to engage in continuous improvement activities to improve departmental programs and services.
- Able to work independently, efficiently and produce high quality work with minimal supervision and direction.

- Demonstrate an authentic and positive influence in the work environment and among colleagues, builds consensus and seeks resolution to problems.
- Demonstrate leadership promoting, improving, and maintaining professional standards and integrity through the provision of advice and guidance.

iii. Certifications, Licenses, Registrations:

IACA certification desirable. Valid driver's license at time of appointment and throughout employment.

iv. Other Requirements:

No felony convictions.

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 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 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 checked="" 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 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: 15%**

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

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____	
City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

Instructions: Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

1. Date Prepared/ Revised: 01-22-14 / 12/22/2021		2. Present Incumbent: Various Incumbents (23 Positions)		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: Office of the Chief Division: OMAP		Unit: Section:		
6. Work Location: 749 West State Street		Telephone: Email:		Work Schedule: Hours: 40 / Days: 5		
7. Represented by a Union? No		8. Bargaining Unit: If in District Council 48, chose a Local: None			9. FLSA Status: NON EXEMPT	
10.	Official Title: Crime Analyst III			Pay Range	Job Code	EEO Code
				2GN	2305	
	Underfill Title (if applicable):					
	Requested Title (if applicable):					
Recommended Title (DER Use Only):			Approved by: _____			
			Date: _____			

11. BASIC FUNCTION OF POSITION:

This is a civilian non-management position. Under the direction of the Commanding Officer and Crime & Intelligence Manager, the Crime Analyst is responsible for collecting, collating, analyzing, disseminating, and evaluating crime data to discover developing trends, patterns, and changes in criminal activity, using mapping and other analytical software.

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.
	<ul style="list-style-type: none"> Perform detailed research and analysis of criminal intelligence information, analyzing data, and developing links between criminals, crime groups, and/or patterns of criminal activity for law enforcement personnel. Produce information related to crime trends to assist the department in preventing and suppressing criminal activities, aiding the investigative process, increasing apprehension of offenders, and clearing cases. Develop complex queries and formulas to extract data from police systems to enhance the analytical capabilities of the Milwaukee Police Department. Measure and forecast long-term public safety activity related to problem-solving, intervention, and crime reduction efforts.
	<ul style="list-style-type: none"> Prepare data used to make recommendations on workforce deployment and resource allocation. Ability to assist in the development and maintenance of a computerized automated crime analysis systems (e.g., I-base, RMS, CAD). Maintain statistical reports detailing the results of analyses, conclusions, and recommendations for action items. Determine any assistance that could be provided to patrol or investigative units assigned to an incident including offender, victim, and MO pattern research. Collect, analyze and interpret data and crime information received from various departmental units and Federal, State and local law enforcement agencies.
	<ul style="list-style-type: none"> Establish and maintains working relationships with other law enforcement agencies and crime analysts for the purposes of information sharing.

% of Time	ESSENTIAL FUNCTION
	<ul style="list-style-type: none"> • Exchanges research information with other internal and external law enforcement analysts/officers. • Attend briefings and meetings to provide and receive information on crime series and trends, wanted suspects, and major cases. Share information gleaned at such meetings as relevant to department personnel for increased awareness, response planning, or investigative support. • Maintain proficiency with geographic information systems (GIS) software and crime analysis methods and tools. • Train department members, as well as new hires, on crime analysis techniques, including how to access and analyze various types of data. • Maintain departmental databases as needed.
	<ul style="list-style-type: none"> • Other duties as assigned.

B. PERIPHERAL DUTIES:

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

OMAP or Fusion Division Commanding Officer and/or the Crime and Intelligence Manager.

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

Immediate supervisor provides reviews of completed job.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

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:

<ul style="list-style-type: none"> a. Assign duties b. Outline methods c. Direct work in progress d. Check or inspect completed work 		<ul style="list-style-type: none"> e. Sign or approve work f. Make hiring recommendations g. Prepare performance appraisals 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)

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

i. Education and Experience:

Bachelor's Degree in statistics, sociology, criminal justice, or a closely related field (degree other than those mentioned should have college level course work in statistics and research methods and quantitative or qualitative methods beyond introductory level). Master's Degree in related field desirable.

Five years of experience conducting research using complex statistical analysis and statistical computer programs.

Knowledge of and the ability to interpret law enforcement and criminal justice research.

Proficiency in police computer systems, i.e., Records Management System (RMS), Computer Aided Dispatch (CAD), and National Integrated Ballistic Information Network (NIBIN).

Proficiency in extracting data from relational databases and ability to write complex data queries, police reports, open source information, etc.

ii. Knowledge, Skills and Abilities:

- Ability to read, interpret, and explain complex technical information.
- Advanced knowledge of and ability to use sophisticated computer applications to conduct research, analyze data, and effectively present and communicate findings; knowledge of SPSS, SAS, or comparable programs; SQL; Tableau, Power BI, or comparable; geographic information systems (GIS); relational databases; Excel; and spreadsheet programs.
- Knowledge of basic organization and functions of law enforcement and criminal law related to crime analysis and dissemination of confidential information.
- Familiar with the intelligence process and methodologies including, but not limited to, link analysis, telephone toll analysis, and event timeline reporting.
- Develop queries and formulas to extract data from police systems to enhance the analytical capabilities of the Milwaukee Police Department.
- Crime Analysts are responsible for ensuring the constitutional rights of all citizens and have knowledge of the laws of the State of Wisconsin and the ordinances of the City of Milwaukee.
- Able to work independently, efficiently and produce high quality work with minimal supervision and direction.
- Demonstrate an authentic and positive influence in the work environment and among colleagues, builds consensus and seeks resolution to problems.
- Demonstrate leadership promoting, improving, and maintaining professional standards and integrity through the provision of advice and guidance.
- Advanced knowledge of police systems and crime reporting.
- Proficiency querying data contained within relational databases.
- Proficiency utilizing: T-SQL, Crystal Reports, SPSS, SAS, Power BI, Tableau, R, Python, etc.
- Ability to conduct complex analyses and draw conclusions from crime trends which are subsequently communicated to executive staff and other internal/external stakeholders.
- Ability to present findings both orally and in writing.
- Ability to collect, analyze, and interpret data and statistics using quantitative and qualitative methods; ability to prepare and present complex statistical reports.
- Ability to use both tactical and strategic crime and analysis techniques when addressing crime problems.
- Analytical, problem-solving, and decision-making skills as well as sound judgment.
- Knowledge of the crime analysis processes to include data access, collection, collation, analysis, dissemination, and feedback.
- Interpersonal skills to be able to collaborate and innovate with team members in a quasi-military environment under stressful and sometimes critical situations.

- Ability to work cooperatively, effectively, and fairly with people whose backgrounds may differ from one's own.
- Planning, organizational, and time management skills.
- Ability to maintain confidentiality and exercise discretion in all work-related activities.
- Ability to engage in continuous improvement activities to improve departmental programs and services.
- Familiar with crime classification criteria such as Uniform Crime Reporting (UCR), National Incident Based Reporting System (NIBRS), Wisconsin Incident Based Reporting System (WIBRS).

iii. Certifications, Licenses, Registrations:

IACA certification desirable. Valid driver's license at time of appointment and throughout employment.

iv. Other Requirements:

No felony convictions.

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 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 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 checked="" 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 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: 15%**

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