



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

August 13, 2021

Jeffrey B. Norman  
Acting Chief of Police

(414) 933-4444

James Owczarski, City Clerk  
Milwaukee Common Council  
City Hall, Room 205  
200 East Wells Street

Subject: Communication File Regarding Changes to the 2021 Positions Ordinance

Dear Mr. Owczarski:

The Milwaukee Police Department is submitting this Communication File for inclusion on the September 15, 2021, Finance and Personnel Committee agenda. This file adds one (1) position of Legal Compliance Liaison Officer. This is a civilian position that will be assigned to the Office of the Chief, and will assist in coordinating the development and completion of compliance reports related to the Collins lawsuit settlement agreement, as well serve as the project manager for the settlement. This position will be the Department's liaison with key officials, including the City Attorney's Office, District Attorney's Office, U.S. Attorney's Office, and other city departments.

The 2021 Positions Ordinance would need to be amended as follows:

<u>Position Title</u>	<u>Add</u>
Legal Compliance Liaison Officer	1

Sincerely,

JEFFREY B. NORMAN  
ACTING CHIEF OF POLICE

WILLIE O. MURPHY  
INSPECTOR OF POLICE

JBN:WOM:jah

Cc: FPC- Todd, DER-Knickerbocker, City Budget-Rynders  
DER- Urban, COS DeSiato, Budget Mgr Rotar

# 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.

<b>1. Date Prepared/ Revised:</b> 07/23/2021		<b>2. Present Incumbent:</b> New Position		<b>Is incumbent underfilling position?</b>	
<b>3. Date Filled:</b> 7/28/21		<b>4. Previous Incumbent:</b> New Position		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
				If YES, indicate Underfill Title in box 10.	
<b>5. Department:</b> Milwaukee Police Depart.		<b>Bureau:</b>		<b>Unit:</b>	
		<b>Division:</b> Office of the Chief		<b>Section:</b>	
<b>6. Work Location:</b> PAB-749 W. State St.		<b>Telephone:</b>		<b>Work Schedule:</b>	
		<b>Email:</b>		Hours: 8 / Days: M-F	
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>8. Bargaining Unit:</b> Non-Mgmt/Non-Rep If in District Council 48, which local?		<b>9. FLSA Status (check one):</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
<b>10. Official Title:</b>		<b>Pay Range</b>		<b>Job Code</b>	
<b>Underfill Title (if applicable):</b>					
<b>Requested Title (if applicable):</b>		<b>Legal Compliance Liaison Officer</b>		20X	
<b>Recommended Title (DER Use Only):</b>		<b>Approved by:</b>			
		<b>Date:</b>			

### 11. BASIC FUNCTION OF POSITION:

The Legal Compliance Liaison Officer will assist in coordinating the development and completion of compliance reports related to the Collins lawsuit settlement agreement, as well serve as the project manager for the settlement. This position will be the Department's liaison with key officials, including the City Attorney's Office, District Attorney's Office, U.S. Attorney's Office, and other city departments.

### 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"> <li>Regular and consistent attendance.</li> <li>Project manager for <i>Collins</i> lawsuit settlement agreement.</li> <li>Coordinate or assist in coordinating the development and completion of compliance documents and reports related to <i>Collins</i> lawsuit settlement agreement.</li> <li>Develop and teach remedial training regarding <i>Collins</i> lawsuit settlement agreement.</li> <li>Liaison with City Attorney's Office, District Attorney's Office, U.S. Attorney's Office and other legal entities.</li> <li>Provide Police Department updates for legal issues, trends and developments. Assist Training Division in training legal topics.</li> <li>Liaison with other City departments as it relates to <i>Collins</i> lawsuit settlement agreement.</li> <li>Represent Police Department for <i>Collins</i> lawsuit settlement agreement public appearances.</li> <li>Proactively identify and propose solutions for systematic issues identified through <i>Collins</i> lawsuit settlement agreement consultant.</li> <li>Support Police Department's efforts in change management.</li> <li>Perform other duties as assigned by the Chief of Staff.</li> </ul>

#### B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none"> <li>Assist Chief of Staff with legal compliance related issues.</li> </ul>

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	PERIPHERAL DUTY
	• Track legal developments related to law enforcement.
	• Provide administrative support.
	•
	•
	•
	•
	•
	•
	•

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Nick DeSiato, Chief of Staff

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

General supervision received from the Chief of Staff. Coordinated efforts with Administration Bureau, including Inspections, Training Division and Internal Affairs as it relates to compliance, training and member discipline. Specialized nature of position’s duties and responsibilities mean that decision-making latitude is quite broad.

**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 <i>(Select those that apply from list above, a - h)</i>

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

- i. Education and Experience:
  - Bachelor’s degree in criminal justice, public administration, public policy or a related field from an accredited college or university.
  - Five (5) years of related experience.
  - Juris Doctor or Master’s in criminal justice, public administration, public policy or a related field from an accredited college or university preferred.
- ii. Knowledge, Skills and Abilities:
  - Ability to proactively develop and implement legal risk management practices.
  - Analyze and interpret data
  - Recognize patterns and trends

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- Knowledge of data analytic tools a plus
- Knowledge of *Collins* lawsuit settlement agreement
- Ability to effectively and efficiently identify and communicate changes in legal issues related to policing.
- Knowledge of the structure and functions of municipal government in order to support the development and implementation of policies and procedures.
- Skill in identifying complex problems and reviewing related information in order to develop and evaluate options and to implement solutions.
- Ability to manage sensitive topics within and outside the organization.
- Skill in motivating and developing staff to improve compliance.
- Ability to communicate orally and in writing to convey accurate and timely information to varying audiences, including speaking to the media and producing press releases and official departmental materials.
- Ability to interpret and apply legal codes, precedents, governmental regulations, executive orders and agency rules.
- Skill in managing timeframes and schedules to meet competing deadlines.
- Ability to track, analyze, interpret and communicate data relevant to operations of the MPD.
- Ability to establish and maintain effective working relationships inside and outside the organization.
- Professionalism, initiative, honesty, integrity, and the ability to maintain confidentiality.

iii. Other Requirements:

- Valid driver's license throughout employment. Availability of a properly insured personal vehicle for use on the job at the time of appointment and employment.

### 13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

**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"/>	<b>Climbing:</b> 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"/>	<b>Balancing:</b> 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"/>	<b>Stooping:</b> 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"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	<b>Pushing:</b> 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"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	<b>Lifting:</b> 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

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<input type="checkbox"/>	extremities and back muscles.
<input checked="" type="checkbox"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	<b>Feeling:</b> 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"/>	<b>Talking:</b> 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"/>	<b>Hearing:</b> 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"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	<b>Driving:</b> 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"/>	<b>Sedentary Work:</b> 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"/>	<b>Light Work:</b> 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"/>	<b>Medium Work:</b> 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"/>	<b>Heavy Work:</b> 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"/>	<b>Very Heavy Work:</b> 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"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> 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"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> 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"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> 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"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.

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<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> 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"/>	<b>The worker is subject to atmospheric conditions:</b> 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"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

**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.**

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*Signature of Department Head or Designated Representative*

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